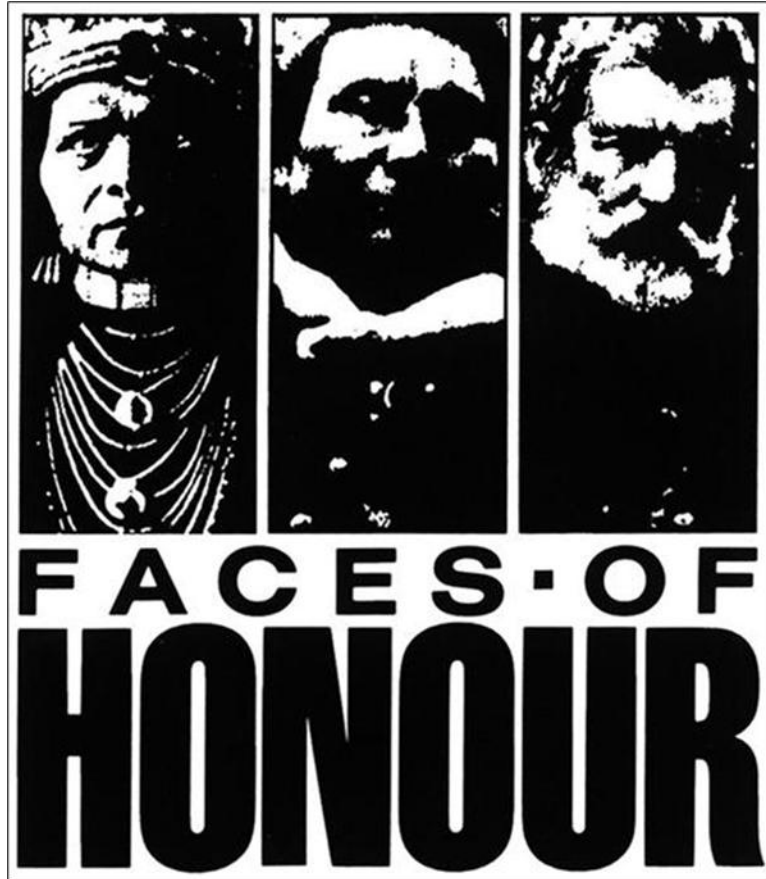




# Community Emergency Plan

Town of Duck Lake.

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Duck Lake, SK  
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Office: (306) 467-2277  
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## Amendment Record

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The community emergency plan is a living document which will be amended annually or as necessary.

| Date | Topic | Page # | Amended by: |
|------|-------|--------|-------------|
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## Community Profile

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A community profile provides preliminary municipal information available to the Town of Duck Lake. The Town of Duck Lake maintains a *Resource List* of most public and private services.

- Municipality type: Town
- Population: 579 as of 2022
- Local authority: Mayor, Deputy Mayor, 3 Councillors, and a CAO
- Municipal office contact info: (306) 467-2277 and [cao@ducklake.ca](mailto:cao@ducklake.ca)
- Police: Rosthern RCMP
- Fire department: Duck Lake volunteer fire department
- Ambulance: Rosthern & District ambulance
- Public works: 1st Avenue south
- Schools: Stobart Community school, and Northwest Regional College
- Care homes: Goodwill Manor Special Care home
- Pharmacy and Clinic: Carlton Trail pharmacy; Stobart Community school nurse practitioner
- Tire and Agricultural supply: Northern Farm & Tire supply, and I&M tire
- Water supply type(s): four wells north of town. Two reservoirs in-town
- Landfill: Loraas garbage bin pickup, and transfer station
- Industry type(s): agricultural plant by train tracks
- Grocery: Lanovaz grocery, Blackhawks convenience store
- Hardware: A&M hardware, Bigway (Lanovaz)
- Fuel supply: Blackhawks (Duck Lake). Dodgies (in Beardy's)
- Lodging: MiCo's HideAway
- Major transportation types: Carlton Trail railway. Highway #11 and #212

## Purpose

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A community emergency plan provides direction to handle any major emergency that may threaten the health, safety and welfare of citizens, environment, or property within the Town of Duck Lake.

The Town of Duck Lake strives to plan for circumstances that may have an impact on our community, but there can be unforeseen situations that require critical thinking and adaptability.

Additionally, partial, or full activation of the emergency plan can be completed for emergency or non-emergency events.

## Exception

This community emergency plan does not apply for day-to-day situations which can be handled by the responsible municipal service or services on their own. Additionally, public and private organizations must establish their own emergency response provisions as it pertains to their area or jurisdiction of responsibility.

The Town of Duck Lake maintains detailed emergency plans and emergency operations centre documentation that will not be shared with the public. These documents contain internal information pertinent to personal contact information or procedures.

## Authority

This emergency response plan is authorized under:

- *Town of Duck Lake* bylaw #: 2021 – 06 (see Appendix A).
- *The Emergency Planning Act*, 1989. Chapter 8 E-8.1 of the Statutes of Saskatchewan.
- *Twin Rivers District Emergency Planning Committee* agreement.

## Town of Duck Lake Emergency Planning

An emergency is defined as any abnormal or unique event which occurs with some degree of surprise to demand unusual, extensive, and demanding response effort which has resulted in or may result in:

- The loss of life
- Serious harm or damage to the safety, health or welfare of people, or
- Widespread damage to property or the environment

A major emergency will require resources from other communities or the province. Major emergencies that could affect the Town of Duck Lake are:

- Fire (Structural / Forest / Grass)
- Dangerous Goods or hazardous materials release
- Epidemic / pandemic or health (contaminated water or air quality)

- Extended utility outage (power, natural gas, telephone, water)
- Public infrastructure failure (transportation routes, septic)
- Severe weather (blizzard, windstorm, tornado, hail)
- Mass transit incident (road, rail)
- Flood
- Pipeline leak / explosion
- Terrorism (bomb, shooting)
- Lost person (search and rescue / recovery)

## **Public Emergency Preparedness**

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Many disasters across Canada have shown the need for families to be prepared for a minimum of 72 hours. This includes a plan at home with family members and provisions for pet care. The following are links are resources from the Government of Canada and Saskatchewan Public Safety Agency:

- <https://www.canada.ca/en/services/policing/emergencies/preparedness/get-prepared.html>
- <https://www.saskpublicsafety.ca/at-home/emergency-preparedness-at-home>

There are additional online resources available for public use:

- <https://www.redcross.ca/how-we-help/emergencies-and-disasters-in-canada/be-ready-emergency-preparedness-and-recovery>

## **Make a Plan**

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Preparing an emergency plan with every member of your family is a major step in emergency preparedness. Your plan could include components such as:

- Family communications strategy
- Evacuation plan and route
- Emergency numbers
- Fire safety
- Important documents and prescriptions
- Planning for disability
- Planning for pets

- Emergency kit

### Family Communications Strategy

Communication networks can fail or become sporadic and unreliable during an emergency. Communication network failures can occur without notice and occur at any time.

It is best to discuss your schedule with family members to have an idea where your family may be located if a communication failure occurs. Having knowledge of a family member's schedule will be the first step to family reunification.

### Evacuation Plan and Route

Safe locations may be announced publicly by emergency services or the Town of Duck Lake officials. Please listen to evacuation instructions provided by emergency services or Town officials.

Ensure your family knows how to escape utilizing a primary exit and alternate exit. If you are asked to evacuate your home or neighbourhood, follow instructions which are publicly announced. Listen for evacuation routes and areas to avoid. If you are disconnected with family, please follow evacuation instructions as family reunification can be done at a reception centre.

Be sure to consider your living situation. For example, if you live in a multi-level residence or have family with special living requirements, talk to your building manager or neighbours to make special arrangements for assistance. You should also plan for transportation to a safe location if evacuation was ordered.

### Emergency Numbers

Teach all family members when and how to call for emergency services. Keep an up-to-date list of emergency service numbers found in a common area of your home.

- Dial 9-1-1 for:
  - Police
  - Fire department
  - Ambulance

- Family doctor or pharmacist
- Family and friends outside the community to lend support to you in a crisis
- Insurance contact information
- Utility companies

## Fire Safety

Follow legislation or regulations regarding use of smoke alarms, carbon monoxide detectors, or fire extinguishers. Further information on placement, number required, maintenance, and replacement can be discussed with Duck Lake Fire Department.

Please visit your Duck Lake Fire Department for fire safety escape plans and instructions.

## Important Documents and Prescriptions

Make copies of important documents such as insurance contracts, driver's licences, passports, birth certificates, marriage certificates, wills, or prescriptions. Store important document copies in a locked area for referencing.

## Planning for Disability

If a family member requires additional or supportive needs, be sure your plan includes and reflects your family dynamic. For example, you may want to include a medical history, copies of prescriptions, or information for essential health care. Your emergency kit could contain extra medications and supplies.

## Planning for Pets

Animals, like every other member of your family, deserve the protection and security of emergency preparation. An emergency plan can include planning care for pets before, during and after an emergency. If you have pets, arrange with family or friends care for your pet(s) if you leave your home. Often, only service animals are allowed at reception centres. If you plan to take your pet with you, consider what supplies your pet may need while away from home.

Keep pet records current and easily accessible. Most kennels require proof of vaccinations to accept pets. Keep pet records with your family documents if you are to evacuate.

## Emergency Kits

Don't wait for an emergency to occur. Think of ways to prepare an emergency kit for you and your family to take with you or remain in your home. Consider how many items of support in a daily cycle your family would require until emergency support can assist.

It is likely you have these basic emergency kit items already. The key is to make sure they are organized, easy to find and easy to carry in case you need to evacuate your home. What to include:

- ☐ Food (ready to eat) and water (2-4 litres per person per day)
- ☐ Flashlight or headlamp and batteries
- ☐ AM/FM radio (crank or battery powered)
- ☐ Medications
- ☐ Seasonal clothing
- ☐ Blankets
- ☐ Pen and notepad
- ☐ Cell phone charger
- ☐ Personal toiletries
- ☐ Small first aid kit
- ☐ Spare glasses or contacts
- ☐ Cash in small bills
- ☐ Local maps
- ☐ Whistle
- ☐ Out-of-area contact card
- ☐ Copies of important documents. Consider storing copies on USB sticks
- ☐ Extra keys for vehicle and home

Recommended additional items:

- ☐ Two additional litres of water per person per day for cooking and cleaning
- ☐ Candles and matches in waterproof container (do not leave burning candles unattended)
- ☐ Change of clothing and footwear for each household member
- ☐ Sleeping bags for each household member
- ☐ Hand sanitizer or moist towelettes

- ☐ Utensils
- ☐ Garbage bags
- ☐ Toilet paper
- ☐ Basic tools (hammer, pliers, wrench, screwdrivers, work gloves, dust mask, pocket knife)
- ☐ Small fuel-driven stove and fuel (follow manufacturer's directions)
- ☐ Zip-lock bags (to keep things dry)

Check your kit twice a year to ensure contents are up to date and re-stock as needed.

## **Shelter-in-Place vs. Evacuation**

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### **Shelter-in-place:**

Providing instructions for residents to go indoors and stay indoors is referred to as shelter-in-place. In certain situations, it may be safer to go indoors at home, schools, or work – rather than have people travel through a hazardous area.

If you are informing people to shelter-in-place, you may provide these instructions:

- ☐ Go indoors as quickly as possible
- ☐ Turn off all heating, ventilation, and air conditioning systems
- ☐ Close all doors, windows, fireplace flues, vents, and other openings
- ☐ Seal drafts or gaps in weather stripping with plastic wrap or aluminum foil and tape
- ☐ Close drapes, curtains, or shades
- ☐ Stay away from external windows and doors
- ☐ Use stairwells instead of elevators when possible
- ☐ Listen for radio or television emergency procedures of the hazardous material
- ☐ Use telephones only if you need immediate emergency assistance. You will be given directions on how to seek medical help outside the hazard zone

### **Evacuation:**

Evacuation orders are important to follow as a hazardous situation may occur or has occurred. At times, it may not be necessary to remove all community residents from their homes during evacuation. Evacuations can be ordered which may include a group of homes; neighbourhood; or larger section of Duck Lake. Ordering a majority of the residents to evacuate will be referred to as mass evacuation.

## Evacuation Process

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An evacuation contains three main steps (*evacuation alert*, *evacuation order*, and *evacuation termination*) which may occur rapidly. Many moving parts of evacuation may be happening simultaneously.

During an *evacuation alert*, *evacuation order*, and *evacuation termination*, the Town of Duck Lake must notify a majority of the population by any communications method. There may be more than one method selected in attempts to achieve mass notification.

### Evacuation Alert:

Authorities will warn the majority of population for the potential of evacuation due to the risk and possible life safety concern. Individuals and families should prepare to leave the evacuation zone and if time allows, to gather necessary items for the duration of their leave. At this point, this is only a “prepare to evacuate” notice but people can remain in community.

The Town of Duck Lake has the following messaging methods available with the approved issuers of each program listed here:

- Radio broadcast
- Door-to-door campaigns
- Cell/landline phone messaging/calls
- Stationary electronic bulletin board
- Municipal email distribution
- Municipal webpage
- Social media
- Mobile public announcements
- Telmatic Alert Notification System
- SaskAlert

### Evacuation Order:

During an evacuation order, a specified location(s) has been identified for individuals and families to vacate the at-risk zone. Elected officials have deliberated and may a formal written order in place to evacuate their at-risk population. This is an order and does not allow for discretionary decision on the part of the population at risk. The public (excluding responders) must leave the

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area immediately. Local law enforcement and/or security personnel will assist with the evacuation order.

Public notification will be done via:

- Radio broadcast
- Door-to-door campaigns
- Cell/landline phone messaging/calls
- Stationary electronic bulletin board
- Municipal email distribution
- Municipal webpage
- Social media
- Mobile public announcements
- Telmatic Alert Notification System
- SaskAlert

The evacuation zone will have controlled access and a pass may be required to regain access to the area.

#### Evacuation termination:

If essential services such as police service, fire department, ambulance service, gas, power, water, or other public services are still not under regular operations, Elected Officials must decide if residents can return home without those services in operation. If a service is not available to the community, this must be communicated to residents before returning them back to their homes. Some residents may elect to remain in evacuation shelters or alternate accommodations until all services are fully operational.

An evacuation termination indicates the hazard zone is determined safe for people to return. An evacuation alert or order may be reinstated if the threat returns.

Re-entry criteria will be communicated to evacuees via:

- Radio broadcast
- Door-to-door campaigns
- Cell/landline phone messaging/calls
- Stationary electronic bulletin board
- Municipal email distribution

- Municipal webpage
- Social media
- Mobile public announcements
- Telmatic Alert Notification System
- SaskAlert

## Reception Centres

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A reception centre is a temporary location where people can gather during an emergency. A reception centre can be utilized while the evacuation centre is set-up, and there can be more than one reception centre providing services or essential needs.

Reception centres are flexible for multipurpose use. Space may be designated for use as: gathering and information centre; supply distribution centre; volunteer mustering and staging area; a location for insurance adjusters to work; or, emergency day use location.

Locations of Town of Duck Lake reception centres have been identified but will not be shared until the reception centre is needed. This information will be shared when required as locations may be inside an impacted area.

Pre-designated teams or groups to assist with set-up, operation, and take-down of the reception centres have been determined. Volunteers from evacuated areas may be welcomed but are required to check in for safety and accountability reasons.

## Evacuation Centre

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An evacuation centre is an overnight lodging location where displaced residents may be housed and receive essential services while displaced from their home. The number of evacuees will determine the size of facility that may be required, and there can be multiple evacuation centres arranged for an evacuation. Evacuation centres can be arranged for multiple overnight durations.

Locations of Town of Duck Lake evacuation centres have been identified but will not be shared until the evacuation centre is needed. This information will be shared when required as locations may be inside an impacted area.

Pre-designated teams or groups to assist with set-up, operation, and take-down of the evacuation centre have been determined. Volunteers from evacuated areas may be welcomed but are required to check in for safety and accountability reasons.

## **Evacuee Support Services**

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Residents, regardless of their preparedness levels at home, may require specific supports while away from their home. These supports may at various requirement levels relate to food, clothing, lodging, medication, transport, mental health, or infant/children support. Other non-essential but beneficial items can be arranged could include children's activities, transport to arranged activities, opening leisure centres at no cost to evacuees, providing events tickets, or bringing in entertainment.

Evacuation services dedicated to helping the public are available to assist with various services. If support is required from any of these organizations, ensure to list what is required and approximate number of your request. These services are and not limited to Canadian Red Cross, Salvation Army, Samaritan's Purse Canada, Mennonite Disaster Services, community-based organizations, churches, or public donations.

## **Re-entry Guidelines**

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It is important for the safety of evacuees that the re-entry process be conducted in an organized manner.

Citizens must be informed of the dangers in the community if there is still a threat to life and health. Also, citizens must be notified if any of the services provided on a day-to-day basis are not yet operational. If an essential or critical service is not back-in-service, the community must be informed and given instructions on how to access an alternate field of service.

## **Annual Updates**

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The community emergency plan, and corresponding documents are living documents and are to be maintained on an annual basis. This is to ensure that procedures and processes are current and accurate. Any changes made must be done to all individual copies to ensure plans and

documents remain identical. Also, post-incident or event changes could be rendered before an annual update is completed.

END DOCUMENT

## Appendix A: Town of Duck Lake EMO bylaw

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### BYLAW NO. 2021-06

#### A BYLAW TO ESTABLISH AN EMERGENCY MEASURES ORGANIZATION.

The Council of the Town of Duck Lake, in the Province of Saskatchewan, enacts as follows:

1. The Council shall establish a Local Emergency Management Organization to deal with any emergency or disaster that may occur.
2. The Council shall appoint a person as a Local Emergency Coordinator; and;
3. The Council shall establish a Local Emergency Planning Committee composed of:
  - a. the Emergency Coordinator appointed in clause 2; and;
  - b. any other persons Council considers necessary.
4. The Emergency Coordinator shall be the Chairperson of the Local Emergency Planning Committee.
5. The Town of Duck Lake shall provide funding as deemed necessary and appropriate in the establishment and maintenance of the Emergency Management Organization.
6. The Council may enter into agreements with other Municipalities for the purpose of jointly establishing and operating a Mutual Aid Area Emergency Management Organization.
7. Repeal.

Bylaws No. 2 of 1988 and Bylaw No. 9907 are hereby repealed.

Introduced and read a first time to Council this 14th day of May, 2021.

Read a second time to Council this 14th day of May, 2021.

Read a third time by unanimous consent of Council present, and adopted as a Bylaw of the Town of Duck Lake, this 14th day of May, 2021.

SEAL

\_\_\_\_\_  
Mayor- Donna Piche

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Administrator- Michelle Zurakowski