

BYLAW NO. 5/02

VILLAGE OF BETHUNE

A Bylaw of the Village of Bethune, in the Province of Saskatchewan to adopt an Emergency Preparedness Plan in accordance with *The Emergency Planning Act, Section 9, Subsection 1.*

Council of the Village of Bethune hereby enacts as follows:

1. The Council of the Village of Bethune is hereby authorized to adopt an Emergency Preparedness Plan, the plan of which is attached.

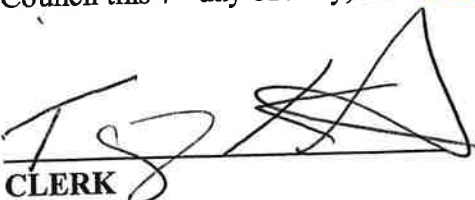

MAYOR




CLERK

CERTIFIED A TRUE COPY OF
Bylaw No. 5/02 of the Village of
Bethune adopted by Resolution of
Council this 7th day of May, 2002




CLERK

EMERGENCY PLAN

FOR

BETHUNE

&

R.M. OF DUFFERIN #190

EMERGENCY CONTROL CENTRE:

Rural Municipal Office
Village Office
Bethune, Sask.

RECEPTION CENTRE
Bethune Community Hall
Bethune Community Sports Centre

Updated May 2007

DISTRIBUTION:

INTERNAL	NUMBER OF COPIES
Village of Bethune	02
R.M. of Dufferin	02
 EXTERNAL	
Bethune Community Hall	01
Bethune Community Sports Centre	01
Bethune Co-op	01
Bethune Elementary School	01
Bethune Library	01
Craik R.C.M.P.	01
Lumsden High School	01
Lumsden R.C.M.P.	01
Moose Jaw R.C.M.P.	01
Regina Health District	01
Fire Chief (On Site Commander) (Ashton Riche)	01
Deputy (On Site Commander) (Brant McEachern)	01
Emergency Control Group Coordinator (Brenda Garbutt)	01
Emergency Deputy Control Group Coord (Dave Courtice)	01
Communications Co-ordinator (Patti Vance)	01
Transportation Co-ordinator (Glenn McEachern)	01
Public Info Co-ordinator (Darrel Holt/Brad Hebert)	02
Local Police Contact (Harold McNally/Larry Barager)	02
Local Public Utilities (Bob Courtice)	01
Director Emergency Social Services (Roanna McCoy)	05
Director Health Services (Debby Wisniewski)	01
Fire Hall	01
Mayor & Council	05
Reeve & Council	07

**EMERGENCY CONTROL GROUP
LIST OF CO-ORDINATORS AND DIRECTORS**

		NAME	PHONE NUMBERS	
			<u>Residence</u>	<u>Cell</u>
1.	MAYOR	Doug Patience	638-4967	638-7742
2.	COUNCIL	Brenda Garbutt	638-2206	638-7640
		Brad Hebert	638-4557	527-5843
		Ron Gemmell	638-4449	535-0496
		Glenn McEachern	638-4645	731-7193
3.	REEVE	Don McDonald	638-4427	535-3366
4.	R.M. COUNCIL	Warren Martin	731-2892	
		Lorrie Zinn	638-3106	
		Dave Paul	638-3078	
		Shirley Hickey	638-4472	
		George Riche	638-4564	596-0975
		Albert Luzny	638-4920	
5.	EMERGENCY CONTROL GROUP CO-ORDINATOR	Brenda Garbutt	638-2206	638-7640
6.	DEPUTY EMERGENCY CONTROL GROUP CO-ORDINATOR	Dave Courtice	638-2261	
7.	ON-SITE COMMANDER FIRE DEPARTMENT	Ashton Riche	638-3074	731-7458
8.	SECRETARY	Rick Hicks	638-4455	527-4110
9.		Patti Vance	638-4567	
10.	COMMUNICATIONS CO-ORDINATOR	Rick Hicks	638-4455	527-4110
		Patti Vance	638-4967	
11.	TRANSPORTATION CO-ORDINATOR	Glenn McEachern	638-4645	731-7193

- | | | | | |
|-----|---|---------------------------------|----------------------|----------|
| 12. | DIRECTOR OF EMERGENCY
HEALTH SERVICES | | | |
| a. | 1 st Responders | Debby Wisniewski | 638-3161 | |
| 13. | DIRECTOR OF EMERGENCY
SOCIAL SERVICES | Roanna McCoy | 638-2299 | |
| a. | Chief Emergency Lodging | Joan Lloyd | 638-4650 | |
| b. | Chief Emergency Feeding
(UCW) | Carolyn Gronick
Mary Eddy | 638-3039
638-3033 | |
| c. | Chief Emergency Clothing | Donna Hehir | 638-4586 | |
| d. | Chief Reg & Inquiry &
Walk-In Volunteer Co-ord | Brenda Boos | 638-3180 | |
| 14. | PUBLIC INFORMATION
CO-ORDINATOR | Brad Hebert
Darrel Holt | 638-4557
638-3050 | 527-5843 |
| 15. | LOCAL POLICE CONTACT | Harold McNally
Larry Barager | 638-3115
638-2241 | |
| 16. | LOCAL PUBLIC UTILITIES
CO-ORDINATOR | Bob Courtice | 638-2261 | 535-5223 |

ORGANIZATION AND LINE OF AUTHORITY

1. **MAYOR:**
 - e) Direct and control the emergency operations in the Village always. The presence of Federal and/or Provincial Emergency Response Groups does not alter the Mayor's responsibility to direct and control the Emergency operations within the Village.
 - f) Authorize and approve all public information releases to the Public Information Co-ordinator.

2. **COUNCIL:**
 - a) Assume responsibility without the Mayor
 - b) Participate with the Mayor in the decision making process
 - c) Assist in the execution of operational control

3. **REEVE: DISASTER WITHIN THE R.M. OF DUFFERIN NO. 190**
 - a) Direct and control the emergency operations in the R.M. always. The presence of Federal and/or Provincial Emergency Response Groups does not alter the Reeve's responsibility to direct and control the Emergency operations within the R.M.
 - b) Authorize and approve all public information releases to the Public Information Co-ordinator.

4. **COUNCIL:**
 - a) Assume responsibility without the Reeve
 - b) Participate with the Reeve in the decision making process
 - c) Assist in the execution of operational control

5. **EMERGENCY CONTROL GROUP CO-ORDINATOR (Village & R.M.)**
 - a) Keep the Mayor/Reeve and Councils informed of developments as they occur
 - b) Ensure all directions from Mayor/Reeve and Control Committee are carried out
 - c) Order evacuation if risks indicate the need for evacuation
 - d) Direct Emergency Control Group Staff activities
 - e) Contact with Public and Local Utilities and pipelines

6. **DEPUTY EMERGENCY CONTROL CO-ORDINATOR:**
 - a) Assist the Emergency Control Group Co-ordinator, and assume all the duties of the Emergency Control Group Co-ordinator in his absence

7. **ON-SITE COMMANDER:**
- a) The On-Site Commander will be the Fire Chief, unless circumstances dictate otherwise
 - b) Direct the Emergency operations at the Emergency site
 - c) Keep the Emergency Control groups informed of all operations and requirements at the site
 - d) Ensure access to the site is limited to essential personnel
 - e) Procure Equipment

FIRE DEPARTMENT

Besides their normal duties of fire suppression and dangerous goods response:

Help the On-Site Commander in the evacuation of people and rescue of people if required

8. **SECRETARY:**
- a) Advise Mayor/Reeve and Councils on legislation and procedures
 - b) Take directions concerning the emergency from the Emergency Control Group Co-ordinator
 - c) Maintain daily logs and financial records concerning each emergency. Ensure all important decisions and actions taken by the ECGC are recorded
 - d) Schedule meetings as required upon direction of council or the Committee
9. **COMMUNICATIONS CO-ORDINATOR:**
- a) Implement phone fan out (ANNEX B)
 - b) Ensure reliable communications are established between the On-Site Commander and the Emergency Control Group Coordinator
 - c) Ensure a reservoir of operators are on hand
 - d) Arrange for additional communications resources with SaskTel, Sask Power and other public or private agencies or organizations
 - e) Maintain Communications Resource List (ANNEX C) of municipal and private sector communications equipment within the municipality which can be used to augment existing communications systems
10. **TRANSPORTATION & EQUIPMENT CO-ORDINATOR:**
- a) Co-ordinating the acquisition, distribution and scheduling of various modes of transport for the purpose of transporting persons and/or supplies, as required, by members of the Emergency Control Group
 - b) Procuring staff to assist, as required
 - c) Prepare and maintain the Transport Resource List (ANNEX F) and use, if required
 - d) Ensure that a record is maintained of drivers and operators involved

11. DIRECTOR EMERGENCY SOCIAL SERVICES:

- a) Plan, co-ordinate and execute Social, Welfare and Volunteer Services in emergencies
- b) Supervising the opening and operation of temporary and/or long term evacuee centers and ensuring they are adequately staffed
- c) Use Social/Welfare Organizations and Resources List, if required (ANNEX E)

The Emergency Social and Welfare Service will consist of those service clubs, churches and schools who have agreed to provide welfare services in emergencies. These include feeding, lodging, clothing, registration and personal or pastoral services for the populace during a disaster or emergency.

12. DIRECTOR EMERGENCY HEALTH SERVICES:

- a) Assure normal health services are maintained during an emergency
- b) Maintain Health Service Personnel list (ANNEX D)
- c) Maintain a record of the event

The role of Health Services in an emergency is to provide continuing care for the sick and injured and to provide public health guidance and assistance

13. LOCAL POLICE CONTACT

- a) Help the On-Site Commander when circumstances dictate
- b) Provide Security at the emergency site, including but not limited to:
 - i) crowd, traffic control and site security
 - ii) protection of persons and property
 - iii) identification of injured and dead
- c) Help in the evacuation of people, if required
- d) Conduct door-to-door search, if required
- e) Liaise with R.C.M.P.

14. PUBLIC INFORMATION CO-ORDINATOR:

- a) Establish a media information center in a safe, appropriate location
- b) Report to the Mayor and/or Council to be briefed on the emergency situation
- c) Co-ordinate and communicate with the media, which includes being the on-site media spokesperson
- d) Ensure that all information released to the media and public is consistent and accurate
- e) Liaison with the Emergency Control Group and obtain up-to-date information for media releases
- f) Co-ordinate individual interviews and organize press conferences

- g) Monitor news coverage and correct erroneous information
- h) Maintain copies of media releases and newspaper articles pertaining to the emergency

15. LOCAL PUBLIC UTILITIES COORDINATOR

- a) Be responsible for operation of all Village Utilities

IMPLEMENTATION OF THE PLAN:

This Emergency Plan will be carried out in part or in whole when an emergency has occurred or threatens to occur.

1. If the Emergency occurs in the Village of Bethune implementation will be authorized by:
 - a) the Mayor of Bethune
 - b) without the Mayor, the Council
 - c) without the Mayor and the Council, the Emergency Control Group Co-ordinator
 - d) or by Emergency Response Personnel authorized to act according to the Emergency Plan
2. If the Emergency occurs in the R.M. of Dufferin No. 190 implementation will be authorized by:
 - a) The Reeve of the Municipality
 - b) without the Reeve, the Council
 - c) without the Reeve and the Council, the Emergency Control Group Co-ordinator
 - d) or by Emergency Response Personnel authorized to act according to this Emergency Plan.

NOTE: ALL OTHER POSITIONS WOULD BE JOINT POSITIONS. I.E. THE EMERGENCY CONTROL GROUP CO-ORDINATOR WOULD BE FOR BOTH VILLAGE AND R.M., ETC.

PUBLIC INFORMATION:

The gathering and distribution of information during an emergency is critical. Misinformation and rumors can cause lasting harm.

Information released must be precise and must give a clear picture of the nature of the emergency and the dangers involved and the actions taken.

Names of casualties will not be divulged to the public until the Director of Emergency Health Services has reported to Emergency Control that the next of kin has been informed.

The Emergency Control Centre, headed by the Mayor/Reeve and Councils, will authorize all public media news releases by the Public Information Co-ordinator.

PUBLIC (GENERAL) WARNING:

It may be necessary to order the evacuation of a sector of the Village or areas of the Municipality at any time.

The warning, when authorized, will be disseminated by loud speakers and door to door canvas, augmented by telephone fan out, if required.

The message must be clear and concise.

eg. "Attention: This is the police. You must evacuate your home immediately. Dress warmly and go immediately to the Community Center. Lock your doors when leaving".

WARNING (HAZARDS, ETC.)

Besides the General Warning, the Emergency Control Group will ensure that:

- a) Precise information is decimated to the public as to the dangers involved and actions to be taken
- b) Schools are to be notified
- c) Alert Group Co-ordinators and Directors to set up in the Emergency Control Centre.

ANNEX A DEFINITIONS

EMERGENCY

A present or foreseeable event that, when beyond the resources of any one service requires prompt co-ordination of action. Or the special regulation, control of persons and property, to protect the safety and welfare of people, and to limit damage to property.

DISASTER

An event that produces extreme danger to or loss of life and/or property damage and is beyond the capability of one entity to bring under control.

EMERGENCY CONTROL GROUP CO-ORDINATOR

Is responsible for the complete operation of the Emergency Control center.

EMERGENCY CONTROL GROUP

The organization that authorizes, controls and is responsible for the co-ordinated response that this plan triggers.

EMERGENCY RESPONSE PERSONNEL

The Police, Fire, Ambulance, Public Works, Sask Power or other personnel who, in their normal work respond to emergencies in their own field.

Those others directed by this plan to contribute to the emergency operation.

RESOURCE

Personnel, equipment and operational supplies available for use during a period of emergency.

ANNEX B

ESSENTIAL TELEPHONES

DESCRIPTION	NAME	RESIDENCE BUSINESS	
MAYOR	DOUG PATIENCE	638-4967	638-7742
COUNCILLOR	GLENN MCEACHERN	638-4645	525-2551
COUNICLLOR	BRAD HEBERT	638-4557	
COUNCILLOR	BRENDA GARBUTT	638-2206	781-5276
COUNCILLOR	RON GEMMELL	638-4449	
REEVE	DON MCDONALD	638-4427	
COUNCILLOR	WARREN MARTIN	731-2892	
COUNCILLOR	LORRIE ZINN	638-3106	
COUNCILLOR	DAVE PAUL	638-3078	
COUNCILLOR	SHIRLEY HICKEY	638-4472	
COUNCILLOR	GEORGE RICHE	638-4564	
COUNCILLOR	ALBERT LUZNY	638-4920	
EMERGENCY CONTROL GROUP			
CO-ORDINATOR	BRENDA GARBUTT	638-2206	781-5276
EMERGENCY DEPUTY CONTROL GROUP			
CO-ORDINATOR	DAVE COURTICE	638-2261	
LOCAL POLICE	HAROLD MCNALLY	638-3115	
CONTACT	LARRY BARAGER	638-2241	
FIRE DEPT		911	731-7718(fire truck)

ON-SITE CMDR	ASHTON RICHE	638-3074	731-7458
COMMUNICATIONS			
COORDINATOR/SECRETARY			
	RICK HICKS	638-4455	638-3112
	PATTI VANCE	638-4967	638-3188
TRANSPORTATION			
COORDINATOR	GLENN MCEACHERN	638-4645	
DIRECTOR EMERGENCY SOCIAL			
SERVICES	ROANNA MCCOY	638-2299	
DIRECTOR EMERGENCY HEALTH			
SERVICES	DEBBY WISNIEWSKI	6383161	
PUBLIC INFO			
COORDINATOR	BRAD HEBERT	638-4557	
	DARREL HOLT	638-3050	

ANNEX C

COMMUNICATIONS RESOURCE LIST

<u>DESCRIPTION</u>	<u>CONTACT</u>	<u>PHONE NUMBERS</u>		
		Residence	Business	Cell
Radio in Fire Hall for communicating the Regina EMS				
2 Way Radios	Brenda Garbutt Fire Hall	638-2206		
Radios	R.M. of Dufferin			
Ham Radio/Operator	Brian McArton	638-6269		

ANNEX D

HEALTH SERVICE PERSONNEL

GROUP	NAME	PHONE NUMBERS	
		Residence	Business
Ambulance			911
Doctors	Dr. Knaus	Lumsden	731-3129
	Dr. Maree	Craik	734-2233
	Dr. MacDonald	Lumsden	731-2116
Regina Qu'Appelle Health District Thunder Creek Health District			
Nurses	Linda Sullivan	638-2286	
	Donna Evans	638-4590	
	Debbie Curtis	638-6341	
L.P.N.	Vickie Huber	638-4414	
Bethune & District 1 st Responders			
	Debby Wisniewski	638-3161	
	Stacey Riche	638-3074	
	Ashton Riche	638-3074	
	Jarred Lamb	638-6343	
	Laurrie Nelson	638-4848	
	Don McDonald	638-4427	
	Michelle Courtice	638-2233	
Emergency Assistance Red Cross Responder			
	Debby Wisniewski	638-3161	

ANNEX E

SOCIAL/WELFARE ORGANIZATIONS AND RESOURCES

	KITCHEN	WASHROOMS	OTHER	CONTACT	PHONE
Community Hall	yes	yes	change rooms	Denise Sigmeth	638-3079
Elementary School	no	yes		Fran Seidlitz Marj Sandvold	638-4876 638-3144
Hotel	yes	yes	rooms	Brenda Neugebauer	638-3023
Curling Rink	yes	yes		Vickie Huber Fran Seidlitz	638-4414 638-4876
Skating Rink	yes	yes	change rooms	Brian Riche (Winter hours) Steve Huber	638-4546 638-2256
Bethune 50+ Club	yes	yes		Ernie Millar	638-3101
Wildlife Federation	yes	yes		Brenda Boos	638-3180
United Church	yes	yes		Mary Eddy	638-3033
United Church Women				Mary Eddy	638-3033
Lions Club				Allan Sullivan	638-2286
Village Diner	yes	yes		Barry Huber	638-6363
Bethune Co-op		yes			638-2244

ANNEX F

TRANSPORTATION RESOURCE LIST

GROUP	NAME	PHONE NUMBER
Buses	Prairie Valley School Division:	
	Debby Ackerman	638-6334
	Heather Riche	638-2214
	Holly Robinson	638-4817
	Henry Seidlitz	638-4876
Fuel Trucks	Bethune Co-op	638-2244
	Arm River Colony	731-2819
Semi Trucks	Jason Hein	638-4642
	Barry Pollock	638-2263
	Ron Schropp	638-2220
	Arm River Colony	731-2819
	AMK Construction	729-2794
Kutcher Trucking	631-1522 (Cell)	
Tow Truck	Evans Towing	731-3117
Gravel Truck	Dale Koch	638-3068

ANNEX G

PROVINCIAL AND INDUSTRIAL EMERGENCY ASSISTANCE

SASK EMERGENCY PLANNING ASSOCIATION (To Declare Emergency)		1-306-787-9563 (24 hrs a day)
E.M.O. or SEP (Area Co-ordinator)	Randy Crashley	692-2792
RED CROSS (SW Community Outreach Co-ordinator)	Judi Robertson	692-9776
SOCIAL SERVICES (Care of Evacuees) (Service Manager, Regina Office)	Sheryl Debert	787-9565
SASK WATER CORP (Flood)(Emergency) Regina		1-800-667-5799
R.C.M.P.	Lumsden Craig Moose Jaw	731-4270 734-5200 694-3900
SASK TEL (Sask 1 st Call)		1-866-828-4888
SASK ENERGY (Sask 1 st Call)		1-866-828-4888
SASK POWER	Regina	310-2220
PIPELINES ENBRIDGE ALLIANCE TRANSGAS	Les Scott	1-800-563-5239 791-8195 1-866-828-4888
POISON CONTROL CENTRE		1-800-667-4545
DANGEROUS GOODS		
- ENVIRONMENTAL SPILL REPORT CENTRE		1-800-667-7525
- CANUTEC		1-613-996-6666

- If an emergency is declared, or likely to be declared, contact Sask Emergency Planning Association first. They will provide operational support and can arrange for material resources and people to help deal with the situation. They will also co-ordinate the response of other provincial agencies and of the federal government if necessary. S.E.P. may also send staff to the municipality to provide advise and liaison if necessary.
- CANUTEC provides information and communications assistance in case of transport emergencies involving dangerous goods.

ANNEX H

MANPOWER LIST

NAME	RESOURCE	PHONE
Arm River Hutterian Brethren		731-2819
Don Ulmer, Jr Wayne Spiker	Electrician	638-3199 638-4500
Ron Boos Gord McNally Lyle Riche	Mechanic	638-3180 638-3011 638-2279
Keith Garbutt	Water Plant	638-2206
Darrel Holt	Sask Tel	638-3050
Wade Fuchs Brent Smith	HVAC Sales	638-4889 638-4811 721-7980
Blaine Campbell Steven Huber	Plumber	638-6251 638-2256
Larry Barager Dwight Measner Derry Riche	Security	638-2241 638-4955 638-3066

ANNEX I

RESOURCES AND EQUIPMENT LIST

TYPE OF RESOURCE	STORED AT	PHONE NUMBERS
Bobcat	Keith Hickey Dale Koch	638-4816 638-3068
Breathing Respirators	Fire Hall	
Tractors - One 60 hp tractor - One 90 hp tractor	Village Shop R.M. of Dufferin Shop	
Welders (portable)	Hutterites Garth Hannan Daryl Cookson Jerry Lipp	731-2819 638-3128 638-4440 638-4446
Water Tanks	Ulmer Bros Ron Riche Ron Smith	638-2225 638-2215 638-4658
Graders (2)	R.M. of Dufferin Shop	
Cutting Torches	Village of Bethune Dufferin Shop	
Payloader	Buffalo Plains Cattle Company Kutcher Bros	638-3151 638-4860

RESOURCES AND EQUIPMENT LIST

Fork Lift	Co-op Prairie Railing	638-2244 638-4446
Generators (portable)	Fire Hall	
Metal Locators	Village Shop	
Mowers	R.M. Shop	
P.A. System	Gord McNally John Kobialko	638-3011 638-2272
Megaphone	Doug Ulmer School	638-2294 638-3100
Pumps (portable)	Village Fire Hall	
ATV's	George Riche Doug Patience Ashton Riche Keith Garbutt Kelly Hannan Troy Riche Jerry Lipp	638-4564 638-4967 638-3074 638-2206 638-4567 638-2232 638-4446
Chemical Spill Kit	Firehall	
Portable Lavatories	Leonard Kistner	638-3138

