



**Town/County of St. Paul,
Town of Elk Point,
Summer Village of Horseshoe Bay

Evacuation/Shelter-In-Place Plan

2015**

"A Region Prepared"

Introduction

The Regional Emergency Management Plan (REMP) and sub-plans have been developed by the Town/County of St. Paul; Town of Elk Point; and Summer Village of Horseshoe Bay with input and consultation from internal and external stakeholders. The plans were initiated in 2014, developed and endorsed in 2015.

These all hazard emergency response and recovery plans are a 'living' document. Given that, there will be a need for revisions and updating on a continuing and regular basis. This document is a sub-plan that is intended to support the REMP from which to build an effective; economic and coordinated response and recovery.

The integrated, region-wide program maximizes available resources, limits duplication and streamlines communication to provide the best solution for residents throughout the Region of St. Paul.

These plans meet the requirements for local authorities as set out in the Alberta *Emergency Management Act* and the Alberta *Government Emergency Management Regulation*.

For this plan to be effective, it is important that all users of the Regional Emergency Management Plan and sub-plans will interpret it reasonably and responsibly and in the best interest of safety.

For information or to request copies of the Regional Emergency Management Plan or sub-plans contact:

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Amendments/Revisions

[illegible]

Distribution List

[illegible]

Revision Request Form

Request Date: _____

Section Number(s): _____

Page Number(s): _____

Description of Revision: _____

Change requested by: _____

Reason for request: _____

Request reviewed by Director of Emergency Management:

Date: _____

Signature: _____

Approved: ☐

Approved with the following changes: ☐

Not Approved: ☐

Revision #: _____

Revision Date: _____

Distributed: _____

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Part 1 – Introduction

1.1. Introduction and Understanding

This evacuation, shelter in-place plan is meant to guide the Region of St. Paul through a precautionary and/or mandatory evacuation order in the event of an emergency. An evacuation is the movement of people and/or animals out of a hazardous area in order to prevent loss of life, injury and or property damage-including environmental damages.

As per the Alberta Emergency Management Act, Section 24, the local authority may do all acts and take all necessary proceedings to:

- Cause any emergency plan or program to be put into operation
- Control or prohibit travel to or from any area within the region or municipality
- Cause the evacuation of persons and the removal of persons or livestock and personal property from any area of the region or municipality that is or may be affected by an emergency and make arrangements for the adequate care and protection of those persons or livestock and of the personal property
- Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program
- Cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, to attempt to forestall its occurrence or to combat its progress

Offence

As per the Alberta Emergency Management Act, Section 17, any person who:

- Contravenes this Act, the regulations, or
- Interferes with or obstructs any person in the carrying out of a power or duty under this Act or the regulations, is guilty of an offence and liable to imprisonment for a term not more than one year or to a fine of not more than \$10,000 or to both imprisonment and fine.

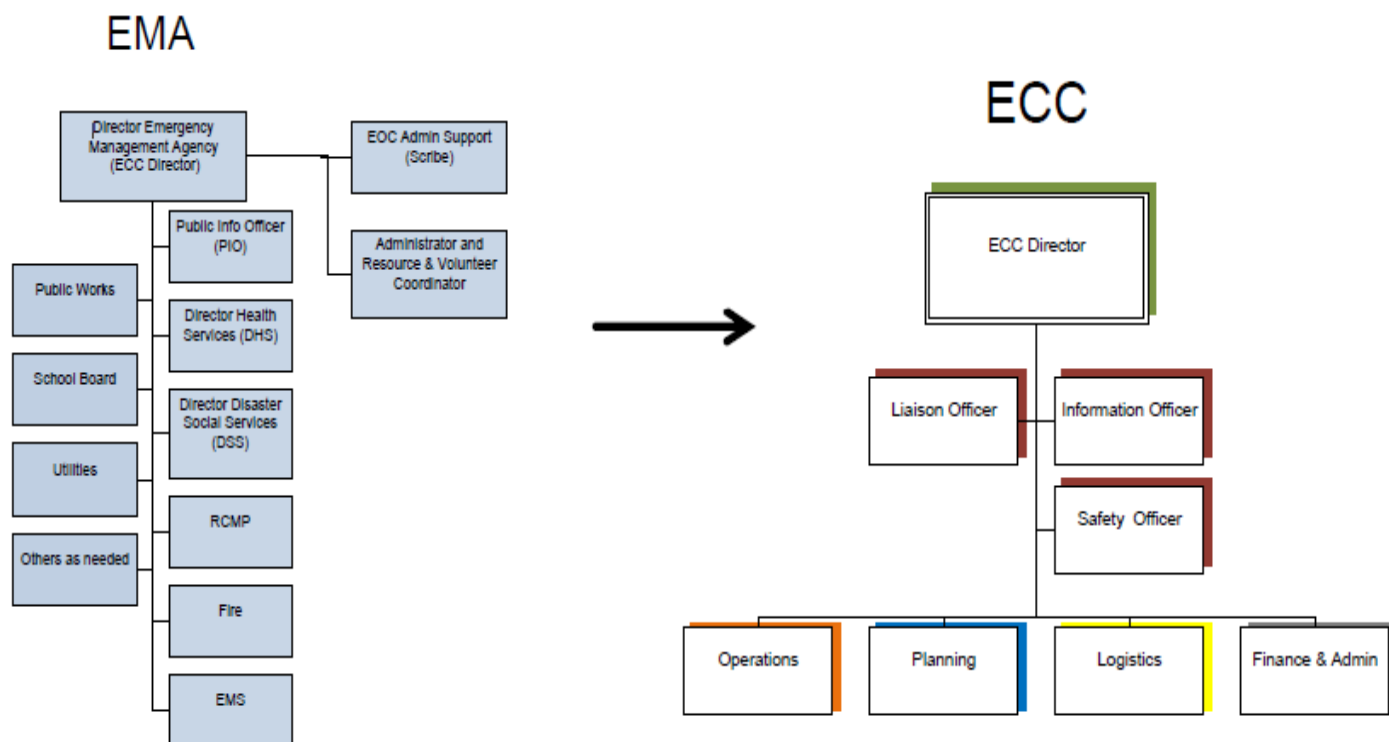
Action Steps of the Plan Activation

- | | |
|-------------------------------|---|
| 1. Incident Occurs | 6. Issue a voluntary Evacuation Alert or Shelter-In-Place |
| 2. Emergency Services Respond | 7. Declare a of State of Local Emergency for a Mandatory |
| 3. Situation Assessed | Evacuation if required |
| 4. ECC Activated | 8. Evacuation Initiated |
| 5. Emergency Plan Activated | 9. Security of Evacuated Areas Maintained by RCMP |
| | 10. Return of Evacuees |

1.2. Emergency Management ECC Activation

Figure 1 outlines the regional structure during activation of the REMP and sub-plans.

Figure 1—Regional Emergency Management ECC Activation

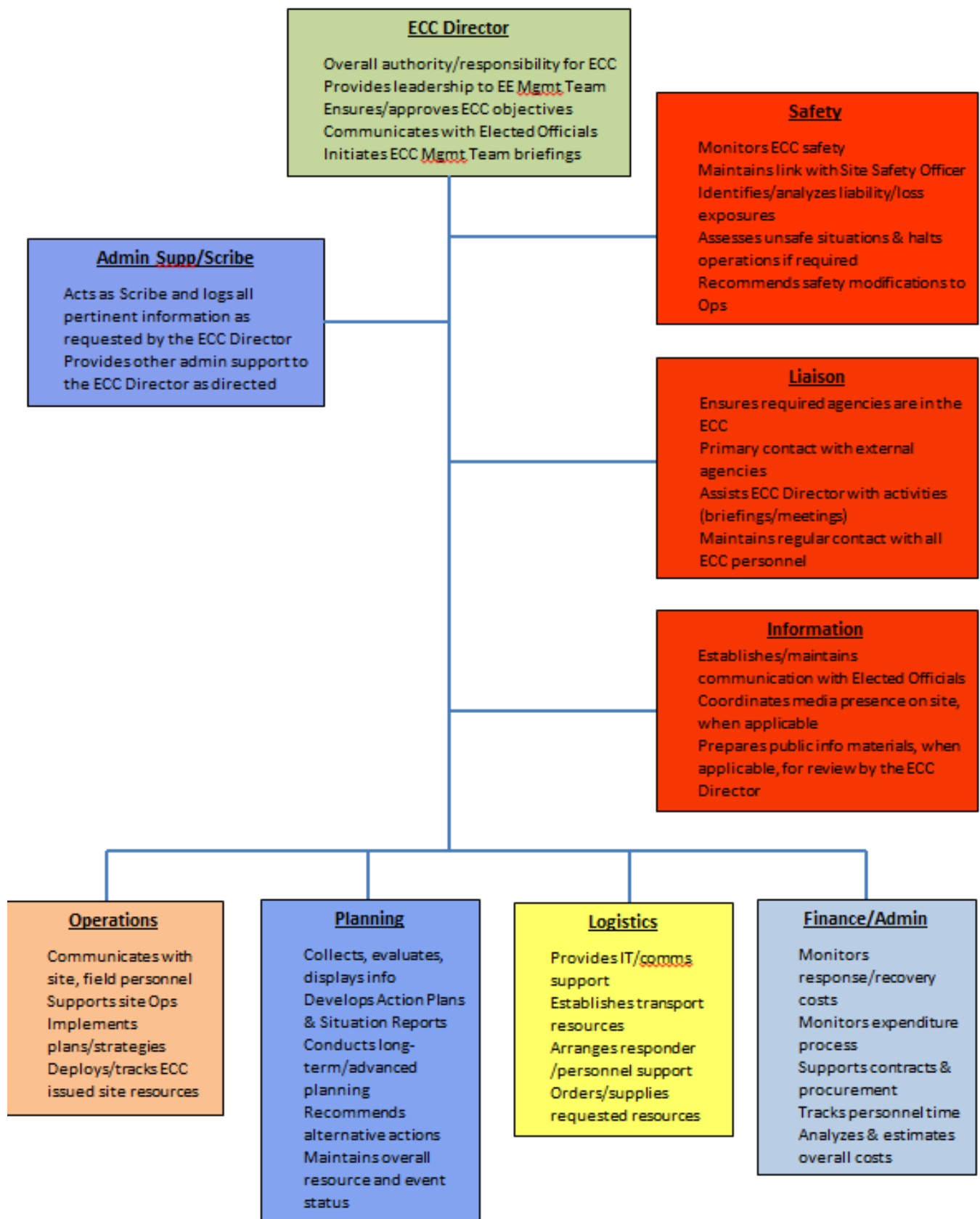


Our ECC is partially or fully activated depending on the circumstances and needs at an emergency site. The decision to activate the ECC is based on the operational criteria of that emergency event, or the potential impact of that event, or of the secondary consequences of that event.

In order to respond effectively to all occurring or anticipated emergencies, the RDEM (or Designate) must be able to activate the ECC as soon as possible.

The management of our ECC, as part of an overall IMS, will be structured using the same ICS as the emergency site. This ensures clarification of roles and responsibilities, provides common terminology, and enhances direct communication between the appropriate people. The RDEM (or Designate) may transfer specific roles within the Regional Emergency Management Agency across to the ECC structure.

Figure 1 shows the transition of the agency representatives going into an ICS function.



1.3 Emergency Management Roles and Responsibilities

ROLE	RESPONSIBILITIES
ELECTED OFFICIALS	
Council	<ul style="list-style-type: none"> Responsible for overall direction, control, response and coordination of emergency/ disaster that impacts, or could imminently impact, the County/Town/ Summer Village, unless the Government of Alberta assumes direction and control under the authority of the <i>Emergency Management Act</i>. Provide ongoing support and initiate actions as may be required/ specified within the <i>Emergency Management Act</i> (e.g., declaration of a SOLE). Appoint the RDEM. Shall not exercise a power or function or perform a duty that is assigned to designated officer. Review and approve the REMP
Emergency Advisory Committee	<ul style="list-style-type: none"> Advise Council on the development and ongoing status of the REMP and program
EMERGENCY MANAGEMENT AGENCY	
Emergency Management Agency (Regional)	<ul style="list-style-type: none"> Act as the agent of the local authorities in exercising the local authorities' powers and duties under the <i>Emergency Management Act</i>. Meet at a minimum annually to review and update the REMP, as well as member respective emergency plans.
Director of the Regional Emergency Management Agency (RDEM)	<ul style="list-style-type: none"> Act on behalf of County/Towns/Summer Village Councils, and coordinate all emergency services and other resources used in the emergency. In his/her absence, the Deputy Director will act in this capacity. Prepare and coordinate emergency plan and programs for the County/Towns/Summer Village. Act as Director of the regional ECC on behalf of the Emergency Management Agency. Perform other duties as prescribed by the local authority(ies).
Emergency Management Agency Admin Support (Scribe)	<ul style="list-style-type: none"> Support the RDEM by recording all information internally, externally and actions relating to the work of the Emergency Management Agency. Other duties as assigned by the RDEM.
Emergency Management Agency Resource and Volunteer Coordinator	<ul style="list-style-type: none"> Maintain emergency volunteer coordination as specified by the RDEM.
Emergency Management Agency Communications	<ul style="list-style-type: none"> Develop and maintain the REMP Information Plan. Work with the RDEM to coordinate information for public release. Coordinate media presence/interviews, when applicable.

ROLE

RESPONSIBILITIES

EMERGENCY MANAGEMENT AGENCY cont'd	
Emergency Management Agency Alberta Health Services	<ul style="list-style-type: none"> Establish and maintain emergency health services in coordination with the Liaison Officer. Work with municipal health facilities that may require municipal resources in the event that it becomes necessary to implement their Hospital Emergency Plan. Fulfill all avenues of AHS including hospital liaison
Emergency Management Agency Director of Emergency Social Services	<ul style="list-style-type: none"> Establish and maintain emergency social services for evacuees (reception, registration & inquiry, clothing, food, personal services, security, volunteer services), in coordination with the RDEM.
Emergency Management Agency RCMP Liaison	<ul style="list-style-type: none"> Provide law enforcement expertise and participate in the maintenance (e.g., exercises) and implementation of the REMP.
Emergency Management Agency Fire Liaison	<ul style="list-style-type: none"> Provide fire service expertise and participate in the maintenance (e.g., exercises) and implementation of the REMP.
Emergency Management Agency Public Works Liaison	<ul style="list-style-type: none"> Provide Public Works expertise and participate in the maintenance (e.g., exercises) and implementation of the REMP.
Emergency Management Agency School Board Liaison	<ul style="list-style-type: none"> Provide expertise related to schools and participate in the maintenance (e.g., exercises) and implementation of the REMP.
Emergency Management Agency Utilities Liaison(s)	<ul style="list-style-type: none"> Provide Utilities expertise and participate in the maintenance (e.g., exercises) and implementation of the REMP.
Other Emergency Management Agency Liaison(s)	<ul style="list-style-type: none"> Other representatives may be invited to participate as necessary, when specific areas of expertise are required.

Note: The RDEM may transfer specific roles within the Regional Emergency Management Agency to the ECC structure

ROLE

RESPONSIBILITIES

EMERGENCY COORDINATION CENTRE—ECC (colour-coded as per the ICS)	
RDEM	<ul style="list-style-type: none"> Maintain overall authority/responsibility for ECC operations. Provide leadership to the ECC Management Team. Establish/approve ECC objectives. Establish expenditure guidelines and limits. Communicate with elected officials. Conduct ECC Management Team briefings.

ROLE	RESPONSIBILITIES
ECC Admin Support (Scribe)	<ul style="list-style-type: none"> Support RDEM by recording all communication and actions relating to the work of the ECC. Other duties as assigned by the RDEM.
ECC Safety Officer	<ul style="list-style-type: none"> Monitor ECC safety. Maintain link with Safety Officer at site. Identify/analyze liability/loss exposures. Assess unsafe situations and halt operations if necessary. Recommend safety modifications to Operations Lead.
ECC Liaison Officer	<ul style="list-style-type: none"> Ensure required agencies are in ECC. Act as primary ECC contact with external agencies. Assist RDEM with briefings and meetings. Maintain regular contact with all ECC personnel.
ECC Public Information Officer	<ul style="list-style-type: none"> Work with RDEM to coordinate information for public release. Coordinate media presence/interviews, when applicable. Liaise with other Information Officers.
ECC Operations Section Lead	<ul style="list-style-type: none"> Communicate with site/field personnel. Support site operations. Coordinate multi-agency responses (e.g., police, fire, EMS, emergency social services, utilities). Deploy/track ECC-issued site resources.
ECC Planning Section Lead	<ul style="list-style-type: none"> Collect, evaluate and display information. Develop Action Plans and Situation Reports. Conduct long-term planning. Recommend alternative actions. Maintain overall resource and event status.
ECC Logistics Section Lead	<ul style="list-style-type: none"> Provide IT/communications support. Arrange transport resources. Arrange responder/personnel support. Order/supply requested resources.
ECC Finance/Admin Section Lead	<ul style="list-style-type: none"> Monitor response and recovery costs, as per the expenditure guidelines established by the RDEM/estimate overall costs. Support contracts and procurement. Track personnel time.
EMERGENCY SITE	
Incident Command (IC)	<ul style="list-style-type: none"> Command/coordinate operations at the emergency site. Maintain communications with the DEM (or Designate).
Other ICS roles as necessary that mirror ECC organization	

Part 2 – Notification

2.1. Shelter-In-Place/Evacuation

Shelter-In-Place/Evacuation

Evacuations or shelter-in-place may be required for a variety of emergencies or disasters. Evacuation is to be initiated when the initial assessment of the emergency determines that it is not safe to seek shelter-in-place (e.g., wildfire, chemical spill with heavier than air toxic or flammable vapors). Shelter-in-place involves establishing a safe location(s) with a purpose to protect residents during various threats (e.g., tornado). This procedure consolidates the requirements for evacuations or shelter-in-place, and should be referred to in conjunction with the ECC Emergency Response Procedure for the specific event being experienced. The RDEM or designate will be notified by first response agencies of a need to evacuate residents.

Incident Commander and ECC staff will determine the following:

1. Boundaries of area for shelter-in-place or to be evacuated
2. Identify primary evacuation routes
3. Identify primary emergency vehicle ingress routes
4. Identify necessary traffic control points
5. Identify reception center locations

The region or municipality must declare a State of Local Emergency to issue a mandatory evacuation order in an affected community. The evacuation process has **three key stages**. *This approach is consistent for all types of emergencies throughout the province.*

Evacuation Alert: A warning is issued about an imminent threat to life and property, and people are asked to be ready to leave on short notice. When people choose to leave an area before or during the issuing of an alert this is referred to as a voluntary evacuation. A community may choose to issue an *Evacuation Advisory* or *Fire Notice*, for public information purposes only, in advance of an evacuation alert.

Evacuation Order: When the population is determined to be at imminent risk, an evacuation order is issued and people must leave the area immediately. RCMP or local police will enforce evacuation orders.

Evacuation Rescind: An evacuation order or alert is rescinded when it is determined to be safe for residents to return home. An evacuation order may be reinstated if a threat returns. A community may choose to issue an *All Clear* public information document, when all threats have passed.

Alert/Warning

If a decision to instruct residents to evacuate or to shelter-in-place has been made, the public will be notified in the same manner as they would be if a State of Local Emergency is declared. In addition, if necessary and/or feasible residents may also be notified of an evacuation by RCMP officers or other groups assisting in issuing evacuation notices door-to-door. Evacuees will then be given detailed written instructions on what is required of them.

An evacuation or shelter-in-place advisory will be announced on the Alberta Emergency Alert App, Regional Mass Notification System, Website, Radio, via signage and loud speakers.

Transportation

It is anticipated that most people will provide their own transportation during an evacuation; however, any person in need of transportation should contact their municipal office to make arrangements. Persons that are physically unable to go to the designated Collection Areas must pre-arrange for pickup by appropriate transportation. Any person(s) with extra space in their vehicles will be requested to assist others needing transportation from Collection Areas. Further instructions for evacuees will be given with the official public announcement and evacuation advisory.

Schools

Individual schools that are in session during an evacuation will be evacuated in accordance with their emergency preparedness plans as required. Requests for additional municipal emergency resources will be directed to the Regional Director of Emergency Management or designate through the School Board Agency Representative.

Institutions

Evacuation of patients or residents from Health Care Centers, Long-term Care Centers, and Seniors Homes will be supported by the REMP. A temporary evacuee holding area at the St. Paul Recreation Centre and/or Elk Point Allied Arts Center will be managed by the Director of Emergency Social Services.

Evacuation of the Seniors Home will be under the direction and control of Administration and Staff of that facility. Requests from Administration for additional municipal emergency resources will be directed to the Regional Director of Emergency Management or designate through the On-Site Incident Commander.

Police, fire and ambulance will assume their normal functions in providing the following support:

- Controlling traffic
- Providing security for facility and holding area
- Provide care for injured
- Assist with the evacuation
- Provide auxiliary emergency communications

Collection Points

For purposes of evacuation, ten areas have been identified through the Region. Collection Points will be announced on the Regional Mass Notification System, radio, website, via signage and loud speakers.

Evacuees will be advised to report to the Collection Points before being transported to designated Reception Centers.

- **Area 1 – St. Paul Coop Parking Lot**
- **Area 2 – St. Paul Extra Foods Parking Lot**
- **Area 3 – St. Paul Racette School**
- **Area 4 – St. Paul Elementary School**
- **Area 5 – St. Paul Portage College**
- **Area 6 – Elk Point High School**
- **Area 7 – Heinsburg Community School**
- **Area 8 – Ashmont Secondary School**
- **Area 9 – Mallaig Ecole School**
- **Area 10 – Summer Village of Horseshoe Bay Community Hall**

Temporary Cold Weather Shelters

The following local shelters are designated as suitable for cold weather sheltering on a short-term basis:

- **St. Paul High School**
- **Elk Point High School**
- **Ashmont Elementary and Secondary School**
- **Ashmont Legion**
- **Mallaig Ecole School**
- **Mallaig Unity Hall**
- **Heinsberg Community School**

Security

To ensure the evacuation is completed:

- Security and safety checks of vacated premises will be performed by those emergency services responsible.
- During an evacuation, any roadblocks into the area will be maintained by the RCMP, supplemented by designated volunteer assistance, as required.
- Access to an evacuated area will be restricted to persons in possession of “Official Emergency Passes”.
- Evacuees may be allowed to return during the event, and will be escorted by security until the operation is complete.
- Only when the area is determined to be safe will the RDEM or designate give the general order to return.

2.2. Evacuation Zones & Routes

The Region has identified evacuation zones and routes for each individual municipality. The County of St. Paul has been divided into six divisions that mirror the Council member's positions. The Town of St. Paul has been divided into 4 sections with 50 Ave and 50 St being the center lines giving us northwest, northeast, southwest, and southeast sections. The Town of Elk Point has been divided into 2 sections from 52 Ave north and 52 Ave south, being the dividing line, due to the minimal size of the Summervillage of Horseshoe Bay no dividing lines are required.

The Public Works Department(s) will be assigned with heavy equipment to patrol the primary evacuation routes within the region or municipal limits to keep them free from debris and open for egress and ingress.

All major primary and secondary highways are identified as evacuation routes. It is understood that depending on the nature of the incident some pre-identified evacuation routes may need to be altered. Maps are intended to be a tool to help guide Incident Command and the ECC in quickly and efficiently establishing safe and effective evacuation routes. When deciding which route to use we need to consider the prevailing wind direction within the evacuation zone.

Evacuation maps have been formulated in consultation with key stakeholders of the Regional Emergency Management Agency. The maps can be found with the REMP, hard copies in each of the ECC's, and with the RDEM or designate.

Maps identifying the evacuation routes have been identified and are attached to this plan. Evacuation routes are also posted on the individual municipal websites.

Evacuation Routes are identified as such:

Primary Highways

- Highway 28
- Highway 29
- Highway 36
- Highway 41

Secondary Highways

- Highway 640
- Highway 646
- Highway 893
- Highway 897
- Highway 881
- Highway 866
- Highway 867

Copies of the evacuation zones and routes are located at the back of the plan.

Part 3 – Emergency Plan Activation

3.1. Evacuation Procedure

Declaration of State of Local Emergency

With input and recommendation from the RDEM or designate; REMA; and on-site Incident Commander, the local authority (Council) will declare a State of Local Emergency within the parameters of the Emergency Management By-Law and if necessary an evacuation order, either precautionary or mandatory based on information from the RDEM or designate. (SOLE forms are located in the REMP Appendix C).

RDEM or designate will ensure notification of a SOLE is sent to the Provincial Operations Center through the AEMA Agency Rep. Any evacuation order notifications will also be communicated to each agency.

Staff Call-Outs

If the ECC staff has not already been called by a designated person, they will be called using the mass notification system. The ESS Director/staff/volunteer organizations will be notified of the evacuation and asked to set-up reception center(s) and lodging facilities as needed according to the ESS Plan. Several locations have been pre-designated as reception center(s), as well as potential lodging facilities. Locations of each will depend on the location and extent of incident.

Mutual Aid Accommodations/Hosting

Should a region-wide evacuation occur, Mutual Aid Agreements are in place and may be activated with surrounding Municipalities. The RDEM or designate is responsible for initially contacting Mutual Aid partners. See the Emergency Social Services Plan for more details on accommodations/hosting.

Transportation

Decisions regarding the transportation process and activation of reception center sites should be made before the public are notified of an evacuation order to avoid confusion and overload of phone lines.

Information will be provided giving specific details on evacuation routes, areas to avoid, and reception center locations. Information will be provided giving details for those who don't have their own transportation to arrange for public transportation. The Public Information Officer will be responsible for publicizing all information.

In the event that phone service is disrupted, those without transportation will be notified of appropriate collection points for public transportation, and those who are unable to evacuate their home due to health/mobility issues will be instructed to leave a large sign on the front window. If power is out, transportation instructions may be given via door-to-door evacuation notice by clearly identified emergency responders.

Any decision regarding transportation will be made based on public transportation capacity, availability, availability of drivers and number of people to be evacuated. Every effort will be made to allow residents to use their own vehicles to evacuate-unless absolutely unavoidable as the incident may dictate.

Support Services contact names and numbers are included in the REMP Appendix A.

Institutions that Provide Services to Dependents

Evacuation of students will follow the schools emergency procedures. Students will remain at their designated School as a holding facility until parents or emergency contacts can pick them up. The region or municipality will be notified of any change in the emergency shelter should the designated shelter become unavailable due to the impact of the emergency.

Parents/emergency contacts will be expected to register together with their children at the designated Reception Centre after they pick-up their children from the school. The school will be responsible for ensuring students leave with appropriate parents/emergency contacts and maintain a list of which students have been picked-up and by whom for tracking purposes. NO minor or dependent adult shall be left unattended and must be accompanied by staff at all times.

Securing the Evacuated Area

The RCMP will be responsible for ensuring that all buildings under mandatory evacuation order have been evacuated and marked or recorded as such. A perimeter will be secured, and only vehicles for response will be allowed in or out of the evacuation zone. The evacuation order will remain in effect/place until it is safe for residents to return.

Re-Entry

Re-entry into the community or region will only occur once the incident has been contained and it is deemed safe for residents to re-enter. Re-entry will be approved by the RDEM with the input of response agencies should they be involved in the emergency response. The local authorities will be informed of when and what the re-entry into the affected area will look like.

Local authority as well as local essential services including: Fire, Ambulance, RCMP, Utilities, Public Works, and Health Services will ensure they have the capacity to meet the needs of the community prior to allowing re-entry. Input and recommendations with the REMA and key businesses should also occur (ex: adequate fuel supply available to support community, adequate food supplies are available).

3.2. Evacuation/Shelter-In-Place Checklist

Information removed due to protect confidential material which cannot be released to the public; is included in the Operating Plan.

3.3. Telephone Instructions

Shelter-In-Place Scripted Telephone Instructions

(To be used by Public Information Officer)

Hello, this is (name) _____ calling from St. Paul Regional Emergency Management Agency.

Is this (name of residence/business) _____ at (telephone number) _____?

The St. Paul Regional Emergency Management Agency is responding to an emergency in the _____ area.

For your safety, it is extremely important that you, and those with you, stay indoors until the potential hazard no longer exists, or you are advised to evacuate. To help us understand your immediate needs we need to know:

- How many people are at your location now? (adults) _____ (children) _____
- Is there anyone there you cannot contact to get indoors? (yes/no) _____
- (If yes, ask the resident) What is the location of the person(s)?

- (Tell the resident) Be assured we will be sending someone to find the person(s) as soon as possible.
- Do you have children in school at this time? (yes/no) _____
- If yes, ask the resident what children are in which school(s)? _____
- (Tell the resident) Be assured the school(s) will be contacted and instructed to keep the children at school, or return the bus back to the school.
- Do you have the "SHELTER-IN-PLACE" instructions previously given to you? (yes/no) _____
- If no, request the resident to please take the following actions immediately:
 - GATHER EVERYONE INDOORS AND STAY THERE
 - CLOSE AND KEEP CLOSED ALL WINDOWS AND OUTSIDE DOORS
 - TURN YOUR FURNACE DOWN TO ITS MINIMUM SETTING AND TURN OFF AIR CONDITIONERS
- TURN OFF OTHER FANS, APPLIANCES OR EQUIPMENT THAT EITHER:
 - USES INDOOR AIR,
 - BLOWS OUT INDOOR AIR OR;
 - SUCKS IN OUTSIDE AIR

Please avoid the use of your telephone, so we can contact you again with additional information.

If you have urgent questions, call me at (telephone number) _____.

Thank you for your cooperation.

3.4. Evacuation Alert Template

EVACUATION ALERT

(To be used by Public Information Officer)

Hello, this is (name)_____ calling from St. Paul Regional Emergency Management Agency. The St. Paul Regional Emergency Management Agency is responding to a (name event) in the _____ area.

For your personal safety, an evacuation alert of (name area)_____ is being announced as a precautionary measure.

An evacuation has NOT yet been ordered. In the event that you are ordered to evacuate, you will have a very limited amount of time to do so. Please follow these precautionary guidelines now so that you are ready if an evacuation occurs.

- Remove any valuable or important items from basement (in case of sewage back-up).
- Make arrangements to stay with family or friends. If you do not have lodging arrangements made, congregate lodging may be assigned.
- Make arrangements for any pets- ensure you have a pet carrier and transportation for your pet ahead of time. Kennels may be limited. Pets will NOT be allowed in reception centers or congregate lodging facilities. Where a guide dog is required, other arrangements will be made.
- Ensure that if you take any prescription medication, that you have enough to take with you if you have to evacuate.
- Have important documents (ex: ID, health cards, bank cards, social insurance cards etc.) ready to go.
- Prior to leaving, close windows and doors.

For additional information, listen to radio stations: _____ AND _____.

There is no need to evacuate unless ordered to do so by the local authority. Local media, mass notification, and door-to-door will be used to issue evacuation notifications. If you evacuate prior to such an evacuation order, any costs you incur may not be covered or eligible for reimbursement.

3.5. Evacuation Order Template

EVACUATION ORDER

(To be used by Public Information Officer)

Hello, this is (name) _____ calling from St. Paul Regional Emergency Management Agency.

The St. Paul Regional Emergency Management Agency is responding to a (name event) emergency in the _____ area. For your personal safety, evacuation of (name area) _____

Is necessary due to (reason for evac) _____.

The collection points for the evacuation are at:

1. _____

2. _____

NOTE: ENSURE THAT YOU BRING YOUR MEDICATION.

If you require transportation, go to the collection point in your area. If you are evacuating with your own vehicle, please go via the collection point in your area to assist with people that do not have transportation. If you are physically unable to go to the collection point, call _____ to make arrangements for pick-up.

The evacuation route to follow is (describe route to avoid danger) _____

All evacuees are request to report and register at the Reception Center set-up at:

If you are planning to stay with family/friends, call the Reception Center at _____.

You will be advised when the emergency has ended, and it's safe to return to you homes. During the period of evacuation, security of you home and businesses will be provided by the police.

For additional information, listen to radio stations: _____ AND _____.

DO NOT BRING PETS TO THE RECEPTION CENTRE(S). BRING MEDICATION, BLANKETS, SLEEPING BAGS AND SPECIAL NEEDS ITEMS, IF POSSIBLE.

3.6. Evacuation Rescind Template

EVACUATION RESCIND

(To be used by Public Information Officer)

Hello, this is (name)_____ from St. Paul Regional Emergency Management Agency.
The St. Paul Regional Emergency Management Agency has now determined (area's safe)

- 1. _____
- 2. _____
- 3. _____
- 4. _____

To be safe for residents to return home. All threats have either been addressed or are considered a low level of risk and are being managed.

Some areas are till off limits for the public to access due to safety concerns. For your personal safety refrain from going near (name area)

- 1. _____
- 2. _____
- 3. _____
- 4. _____

An evacuation order may need to be re-issued, however if that is deemed necessary all appropriate steps will be taken as previous to notify the public with as much notice as possible.

For additional information, listen to radio stations: _____ AND _____.
Also stay connected to the Alberta Emergency Alert and the mass notification system for updates.

3.7. Residential Evacuation Checklist

EVACUATION CHECKLIST (RESIDENTIAL)

Preparation

If time is available, or notice of intent to evacuate the area(s) is given, the following preparations should immediately be undertaken by resident(s):

- ☐ Alert all family members IMMEDIATELY!
- ☐ Maintain knowledge of whereabouts of all family members.
- ☐ Prepare and fuel vehicles.
- ☐ Get emergency supplies ready.
- ☐ Secure, or prepare to secure, your home on departure.

What to Take

The most important items to take with you, time permitting, are:

- ☐ Protective Clothing – appropriate to weather conditions (e.g., winter jacket, rain gear, boots, gloves), plus extra functional clothing for an extended stay
- ☐ Emergency Equipment – (e.g., first aid kit, flashlights, portable radio, batteries, basic tools, matches, candles)
- ☐ Personal Items – money, personal papers, identification
- ☐ Emergency Food and Water – basic utensils, dry foods, high energy snacks
- ☐ Medication – Also inform the Registrar at the Evacuation Reception Centre of your special medical needs.

The following items, if available time and space permit, could prove useful in temporary accommodations and would lessen the burden on the hosting municipality:

- ☐ Bedding – sleeping bag, extra blankets, camp cot, or air mattress
- ☐ Camping or Portable Furniture – lawn chair, camp stove, cooking utensils
- ☐ Recreational items – books, cards, games, portable TV, handheld video games

Prohibited Items

DO NOT take alcoholic beverages, firearms, or dangerous articles with you.

Pets

Providing your pet is small, can be readily housed in a cage, and has adequate food to last a minimum of two weeks, it will then be allowed to be taken, but it must be given second priority. Only service animals will be allowed into the reception center.

Security

On evacuating, residences must be secured (i.e., doors/windows locked, heat turned off/down – instructions will be issued), and “attractive” items stored indoors, time permitting.

3.8. Re-Entry Checklist

Information removed due to protect confidential material which cannot be released to the public; is included in the Operating Plan.

3.9. Animal Evacuation and Sheltering Procedure

The purpose of developing a local animal all disaster animal evacuation and emergency sheltering plan is to outline how the Region of St. Paul will coordinate the evacuation of animals and provide a safe environment for the housing of all animals (companion animals, service animals, production animals, livestock, etc.) where medical care and other services can be effectively delivered to all animals that have been impacted by any emergency or disaster. Planning and coordination assistance from different agencies will take place to ensure all available resources for an emergency or disaster-all animal evacuation and emergency sheltering plan are pulled cohesively together so that the Region of St. Paul can respond to an emergency or disaster in the most effective and streamlined way possible.

Conditions in which an animal evacuation will be necessary:

There are several possible scenarios of evacuation depending on the type or extent of the disaster and/or emergency.

- a. **General evacuation:** large scale relocation of people, pets, livestock, and other non-traditional and captive animal populations.
- b. **Limited evacuation:** smaller relocation of people, pets, livestock, and other non-traditional and captive animal populations.
- c. **Geographically targeted evacuation:** relocation of larger animals housed in production facilities, and other non-traditional or captive animal populations.
- d. **Specialty evacuation:** search, rescue and relocation of left behind pets and strays. Dependent upon the area's resources and the type and magnitude of an emergency or disaster, various methods of safe and secure evacuation transportation for animals and people will need to be taken into consideration and strategies developed during pre-disaster planning.

Evacuation transportation options.

Depending upon the emergency or disaster, a variety of evacuation methods may have to be employed. Transportation vehicles have been coordinated and secured through memorandum of understanding (MOU) with various public and private organizations. For Contacts see the REMP Appendix A. See Figure 2 for Tracking form.

Ensure residents leave enough food and water for 48 to 72 hours in the event the animals cannot be evacuated right away.

Animal intake and tracking begins at the first point of contact with the animal (potentially search and rescue) and continue through owner reunification or evacuation fostering/relocation. Every animal should be tracked through a systemic in-take that would include, at minimum, a hard copy of all information with one copy remaining with the animal at all times. In-take information immediately collected should include but is not limited to: location / area found, date and time of rescue, rescuer's name and affiliation, photo of

animal, animal's distinguishing characteristics and noticeable injuries; if available also include owner's name, address, and signed release form, animal's name, tag/registration numbers, and medical history.

Continued documentation should include at minimum: medical treatment received, services rendered (feeding, watering, exercise, cage cleaning) and animal relocation information. See Figure 6 Registration Log.

Animal care

At a minimum animal feeding, watering, cage cleaning and exercise will be conducted by trained individuals. All activities conducted will be, monitored and recorded. A form will document these activities and should be put into every animal's file. See Figure 7 – Schedule.

Procedures and protocols for animal movement and tracking.

Animal tracking (See Figure 5) is imperative to reduce liability and ensure reunification with owners. All animal movement will be recorded and incorporated into a master file as well as each individual animal's file. A sound tracking system will help to avoid possible litigation. Consideration must be given to provide security to animals when disreputable individuals attempt to claim animals that are not theirs. Care logs will be established and maintained for each animal.

Owners of the animals may each be placed at different locations throughout the Region. Information about the emergency animal shelters should be relayed to the Public Information Officer (PIO) for the creation of public service announcements (PSA) which then will be announced via any available media (i.e.- television, internet, radio broadcasting, posters, loud speakers, etc.). Possible information that should be included in the PSA would inform residents on emergency shelter operations, locations, animals being housed, animal transfers, reclaiming deadlines, etc.

Note: A report can be printed through Bellamy identifying contact information for all registered and licensed animals.

This form is used to identify organizations who have qualified personnel or individuals who are trained, qualified and willing to assist in operating various vehicles and machinery to aid in animal and human evacuations in times of disaster.

[illegible]

Figure 2 – Driver Tracking Form

Evacuation and Transportation Supplies Checklist

These are some items to consider (not mandatory)

<ul style="list-style-type: none"><input type="checkbox"/> Buses<input type="checkbox"/> Forklifts<input type="checkbox"/> Hay trucks<input type="checkbox"/> Helicopters<input type="checkbox"/> Large capacity vans<input type="checkbox"/> Livestock trucks with loading ramps<input type="checkbox"/> Satellite telephones<input type="checkbox"/> Semis<input type="checkbox"/> Tractors<input type="checkbox"/> Trailers<input type="checkbox"/> Water trucks<input type="checkbox"/> CB radios<input type="checkbox"/> 2-way radios<input type="checkbox"/> Megaphones<input type="checkbox"/> Radios (am/fm & weather band)<input type="checkbox"/> Wi-Fi capabilities<input type="checkbox"/> Rope and tie downs<input type="checkbox"/> Caution signs & tape<input type="checkbox"/> Permanent markers for labeling<input type="checkbox"/> Temporary transport kennels<input type="checkbox"/> Signs to post at properties where animals are evacuated from without owners<input type="checkbox"/> Disposable id tags<input type="checkbox"/> Water dispensers<input type="checkbox"/> Other	<ul style="list-style-type: none"><input type="checkbox"/> Air purifying respirators<input type="checkbox"/> Biosecurity Suits (Hooded-two piece chemical splash suits)<input type="checkbox"/> Biosecurity waste bags<input type="checkbox"/> Coveralls<input type="checkbox"/> Disposable boots<input type="checkbox"/> Eye protection (safety glasses & chemical splash goggles)<input type="checkbox"/> Face masks<input type="checkbox"/> First aid kits<input type="checkbox"/> Gowns<input type="checkbox"/> Hand sanitizer<input type="checkbox"/> Hard hats<input type="checkbox"/> ID badges<input type="checkbox"/> Plastic gloves<input type="checkbox"/> Rain suits<input type="checkbox"/> Rubber boats
--	---

Figure 3 – Evacuation and Transportation Supplies Checklist

Emergency Animal Evacuation and Transportation Supply & Equipment Request Form

[illegible]

Figure 4 – Request form

Animal Tracking Tag

Registration ID# _____ Date: _____ Time: _____

Rescuer's Name: _____

Location of Animal Pickup: _____

Description of Animal: _____

☐ Male ☐ Female Collar: ☐ Yes ☐ No Type/Color: _____

Animal's Name: _____

Owner's Name: _____

Animal Tracking Tag

Registration ID# _____ Date: _____ Time: _____

Rescuer's Name: _____

Location of Animal Pickup: _____

Description of Animal: _____

☐ Male ☐ Female Collar: ☐ Yes ☐ No Type/Color: _____

Animal's Name: _____

Owner's Name: _____

Animal Tracking Tag

Registration ID# _____ Date: _____ Time: _____

Rescuer's Name: _____

Location of Animal Pickup: _____

Description of Animal: _____

☐ Male ☐ Female Collar: ☐ Yes ☐ No Type/Color: _____

Animal's Name: _____

Owner's Name: _____

Figure 5 – Tracking Tag

Emergency Animal Shelter Master Registration Log

[illegible]

Figure 6 –Registration Log

Animal Daily Walking, Feeding, and Cage Cleaning Schedule

Animal Description				
1. TYPE:				
<input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Horse <input type="checkbox"/> Rabbit <input type="checkbox"/> Other _____				
2. Characteristics				
Breed: _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Color(s): _____				
3. Special Instructions:				
Record				
Date	Walked (Note Time)	Fed (Note Time)	Cage Cleaned (Note Time)	Comments

Figure 7 - Schedule

Part 4 – Transportation Plan

4.1. Transportation Procedure

Local transportation groups will be involved to assist in the evacuation plan should it be required. Their understanding of the region and roads enables them to aid in identifying ways to of removing people from the affected area in a safe manner. Groups that could be involved include the local RCMP, Ministry of Transportation, municipal transportation groups, school division busing, etc.

Once the ECC has determined the number and geographic distribution of potential evacuees, that information will then determine what transportation requirements will be needed for a safe, efficient and effective evacuation. In most evacuation scenarios, the majority of evacuee movements will take place on roadways and highways, in both personal vehicles and transit vehicles. Given the potentially large volume of vehicles that will be accessing the roadways at the same time, it is important to consider what can be done to increase the capacity of roadways. See Sections 2.2. for a list of Evacuation Routes.

The following factors/questions should be considered in evacuation planning:

- What is the distribution of the evacuating population with respect to roadways and highways?
- What routes are available to quickly move at-risk populations to safe locations?
- What is the carrying capacity (i.e. number of vehicles per hour) of roadways and highways and are there options for increasing the capacity (i.e. is lane reversal possible)?

Pre-planning routes assists in maximizing the capacity of available transportation assets.

- Are there locations where congestion may occur (e.g. lane reductions, etc.)?
- Are there locations that are particularly vulnerable to damage (e.g. bridges, etc.)?

The safety of pre-defined routes will be analyzed for specific threats (some routes may be more protective than others).

- What is the proximity to alternate routes?
- Identify secondary and alternate routes that can be used if primary routes become overwhelmed or incapacitated.
- Determine how alternate routes will affect the overall capacity of the roads and highways, and make contingency plans accordingly.
- Is there a means to stage evacuations so that roadway congestion is minimized?
- Are there designated routes for incoming traffic (i.e. vehicles/equipment from external agencies)?
- Should lanes be dedicated for high occupancy vehicles and any other special population groups (i.e. more vulnerable persons)?

Recognize that different traffic management tactics (and different routes) may be more or less appropriate for certain types of situations. The plan may identify a number of options, but requires planners to select and implement only certain tactics based on the specific circumstances during the evacuation.

Pre-planning assists decision-makers in determining suitable transportation options for inclusion in the Incident Action Plan. The real-time threat assessment, type of evacuation, resources available and needed, and the number of people to be evacuated will dictate what transportation options are best. When planning an evacuation, all transportation options should be considered. In addition, consider:

- if evacuees require transportation assistance
- road conditions such as snow, rain, fog, glare, and flooding

Transportation groups will use the Transportation Log for Evacuated Residents as a tracking source of where residents were evacuated from, how many were evacuated, and to what location they were taken to. The Transportation Log for Evacuated Residents can be found in Appendix A.

Traffic Management

The purpose of the traffic management portion of the plan is to ensure that:

- evacuation routes are kept clear and are used as intended
- emergency vehicles can access the emergency area
- unauthorized vehicles are kept out of the emergency area

The traffic management section outlines tactics that may be used to move traffic more efficiently. The challenge lies in identifying those tactics that provide the greatest increase in carrying capacity while being realistic in terms of time and resource requirements. Traffic management tactics may include:

- the assignment of police resources to strategic locations to prevent congestions and unauthorized access to an emergency area
- the use of additional signage to provide direction to evacuees on routes, destinations, etc.
- converting two-way roads to one-way
- modifying traffic light controls at appropriate intersections
- dispatching tow trucks and other equipment as appropriate to remove obstacles
- establishing temporary holding lots for disabled vehicles in order to keep routes clear for evacuating traffic
- closure of inbound lanes on selected roads and highways to prevent people from entering an area while evacuations are taking place

In terms of the best tactics to employ in an evacuation, the choice depends on the unique characteristics of the municipality's and region's transportation network and the characteristics of the emergency.

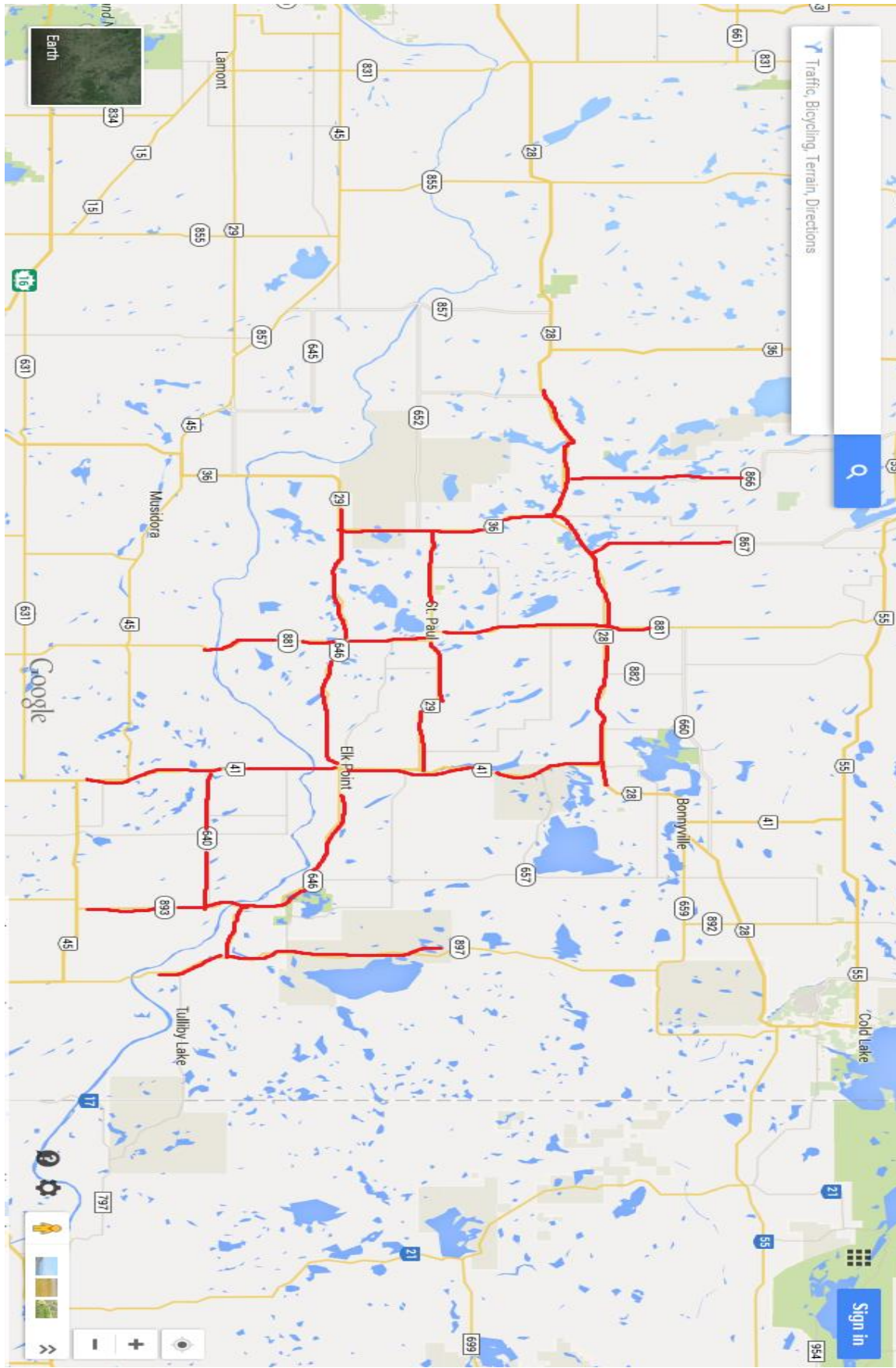
All Support Service contact names and numbers are located in the REMP Appendix A.

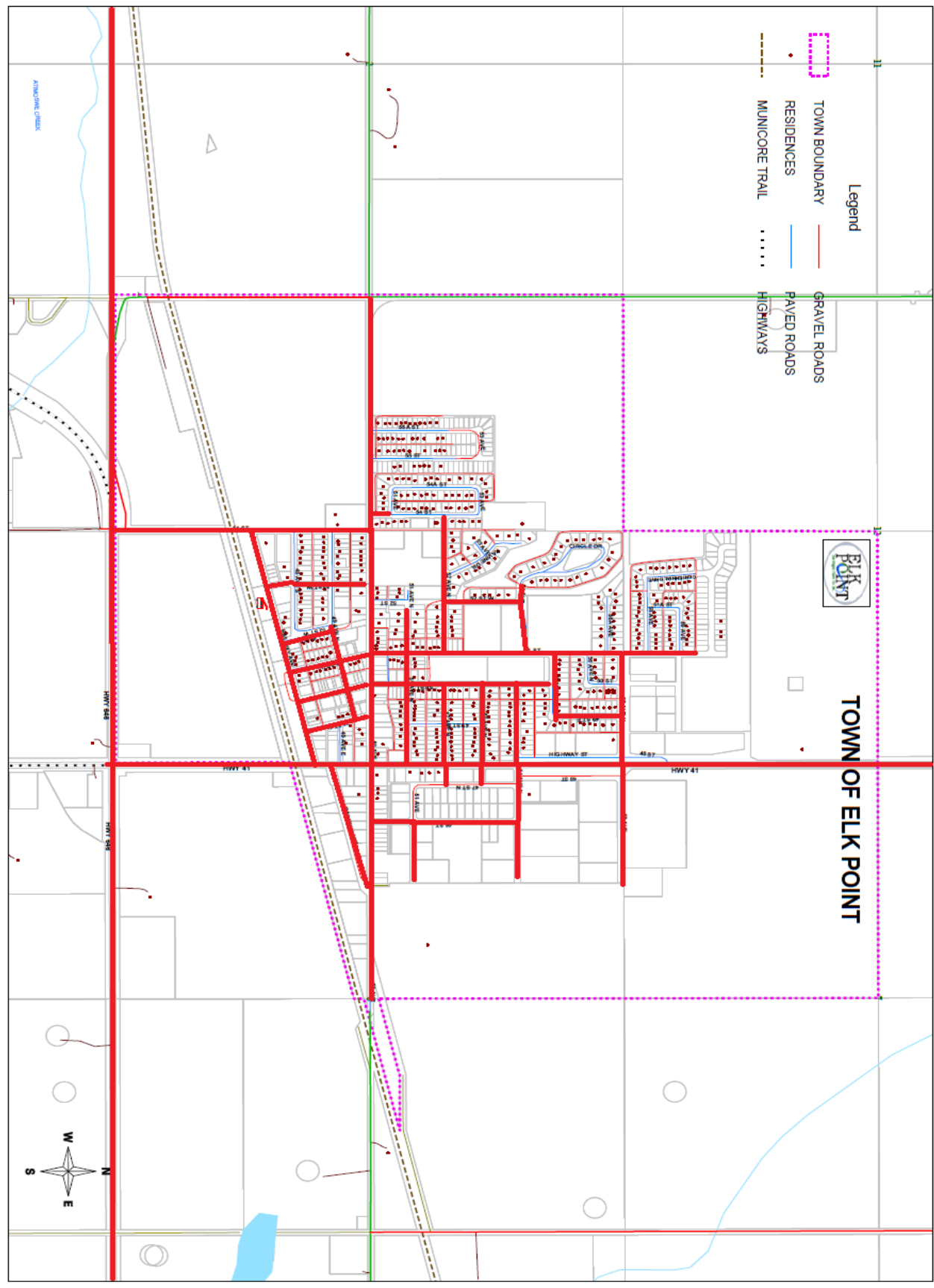
Appendix A

Transportation Log for Evacuated Residents

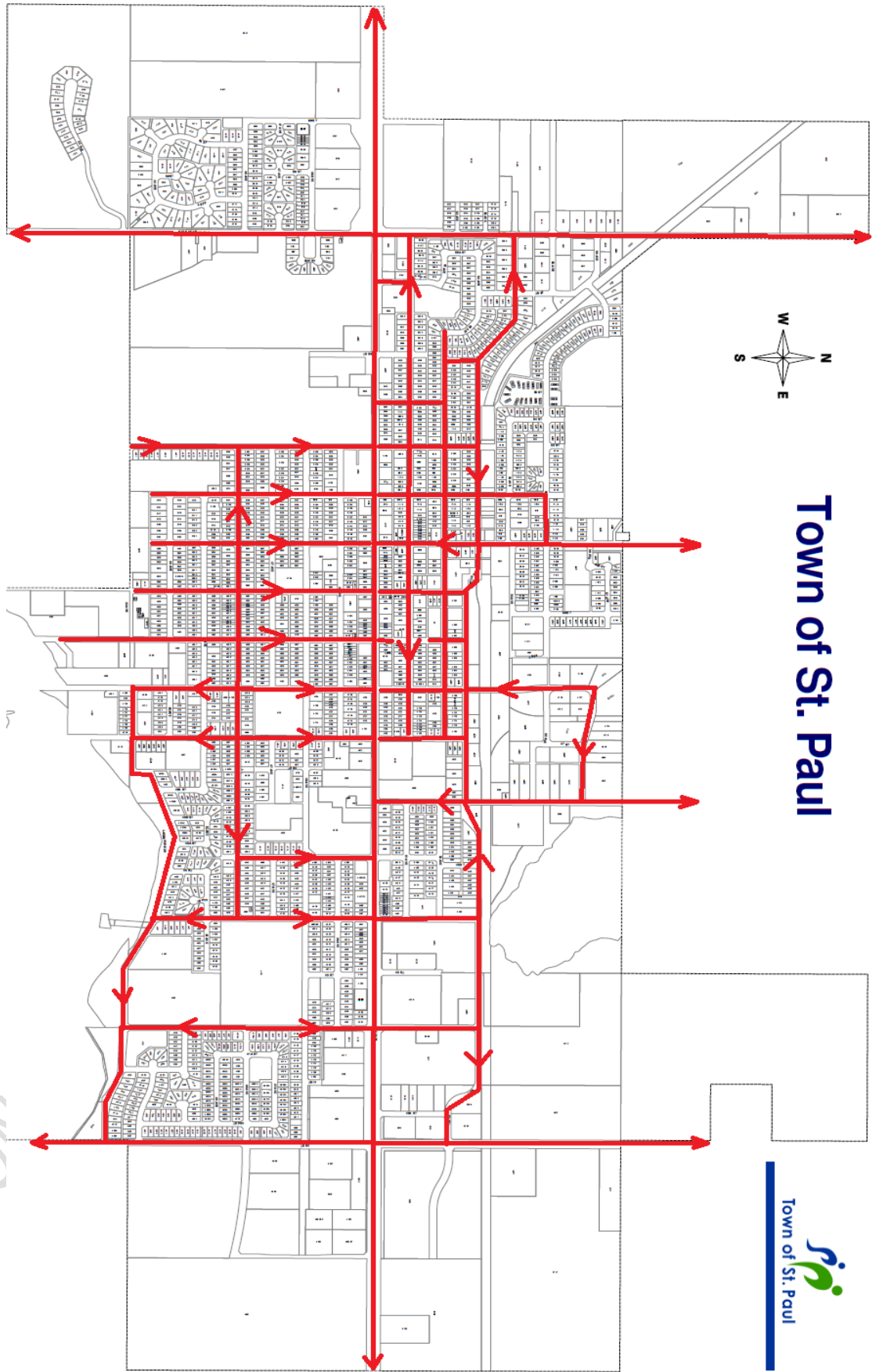
Transport Vehicle # _____	
Name of Transport Company:	
# or License # of Transport Vehicle:	
Resident #1 Name:	
Resident #2 Name:	
Resident #3 Name:	
Resident #4 Name:	
Destination Site:	
Transport Vehicle # _____	
Name of Transport Company:	
# or License # of Transport Vehicle:	
Resident #1 Name:	
Resident #2 Name:	
Resident #3 Name:	
Resident #4 Name:	
Destination Site:	
Transport Vehicle # _____	
Name of Transport Company:	
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Resident #2 Name:	
Resident #3 Name:	
Resident #4 Name:	
Destination Site:	

Appendix B



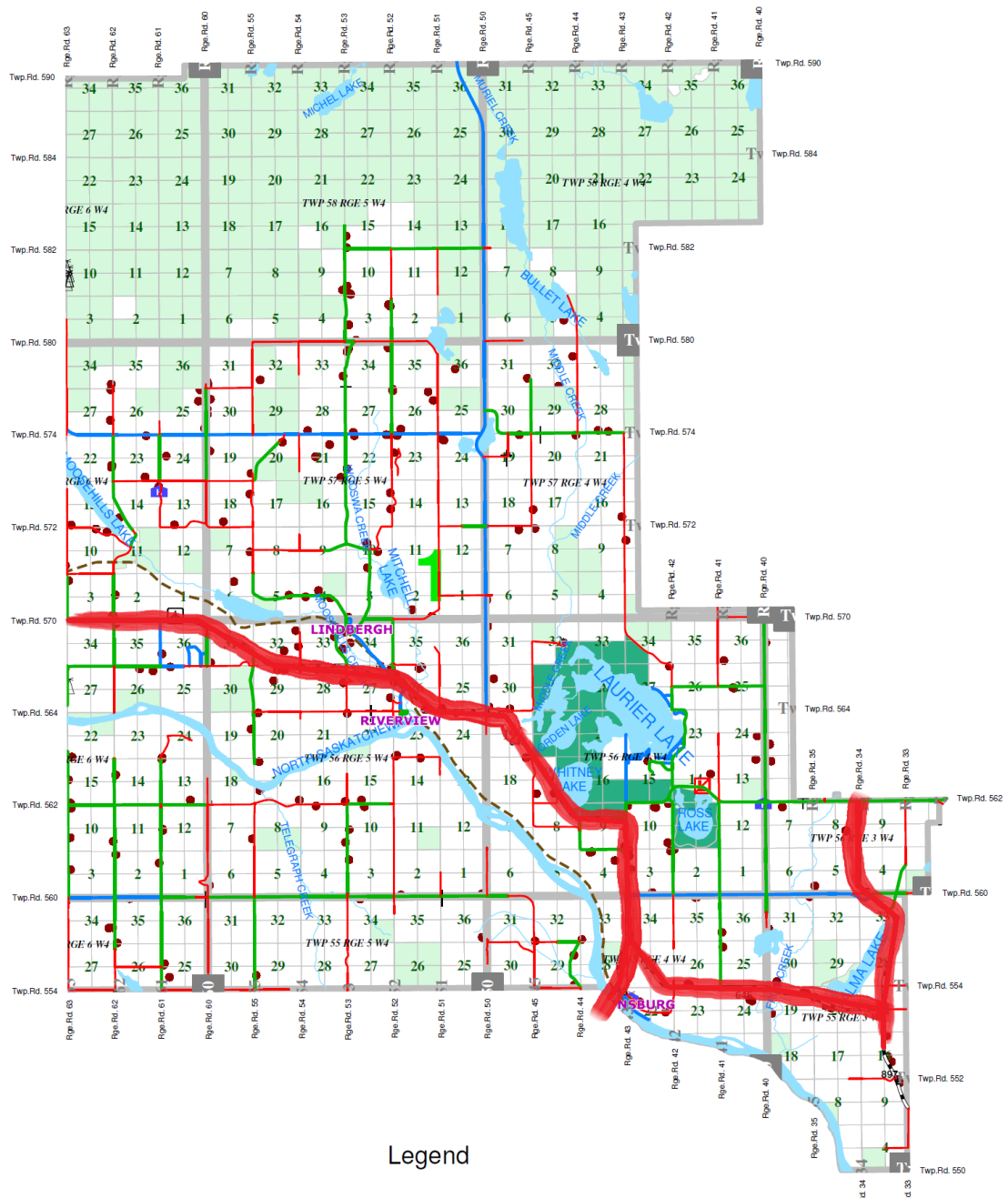








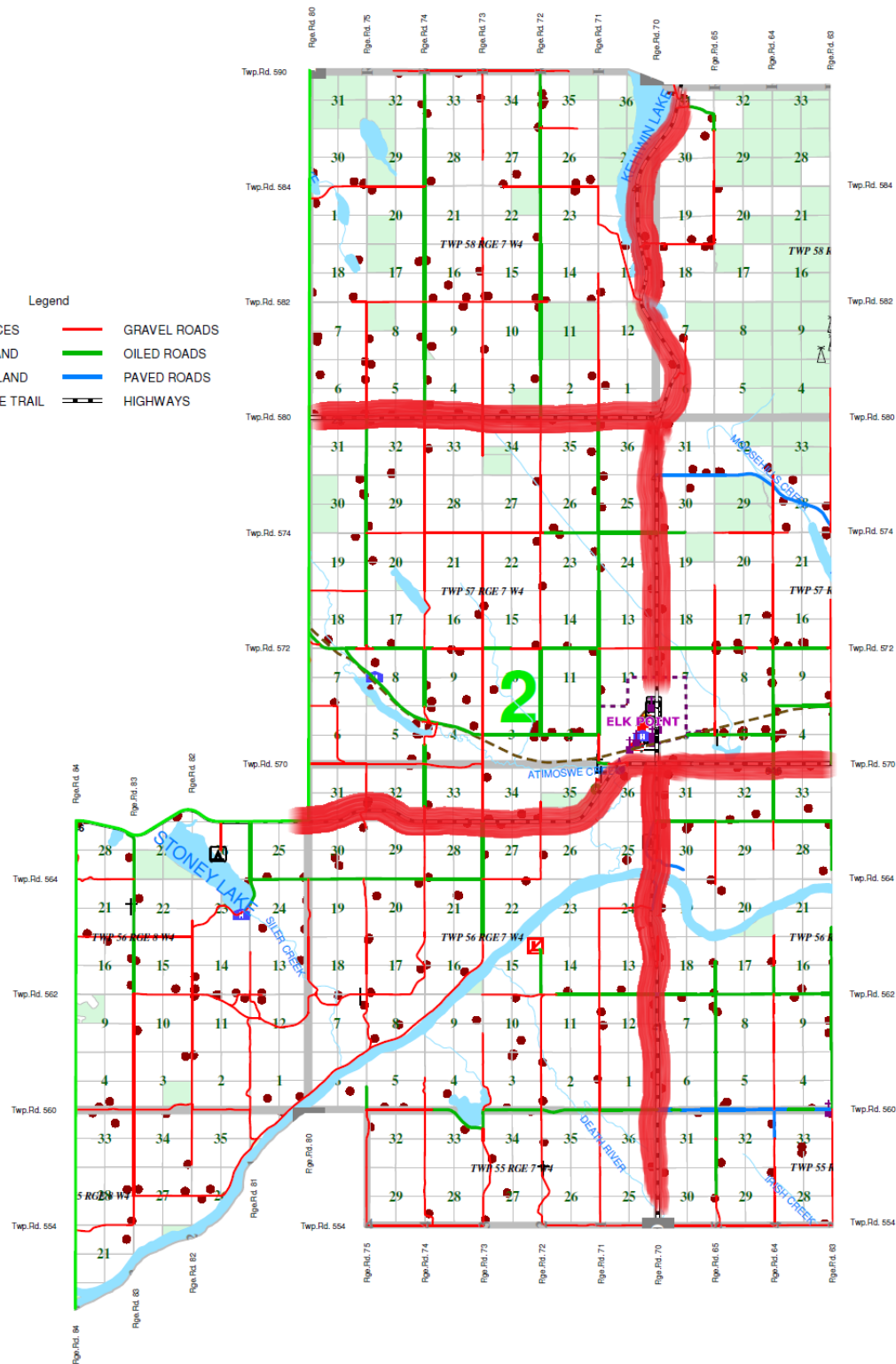
COUNTY OF ST. PAUL NO. 19 DIVISION 1





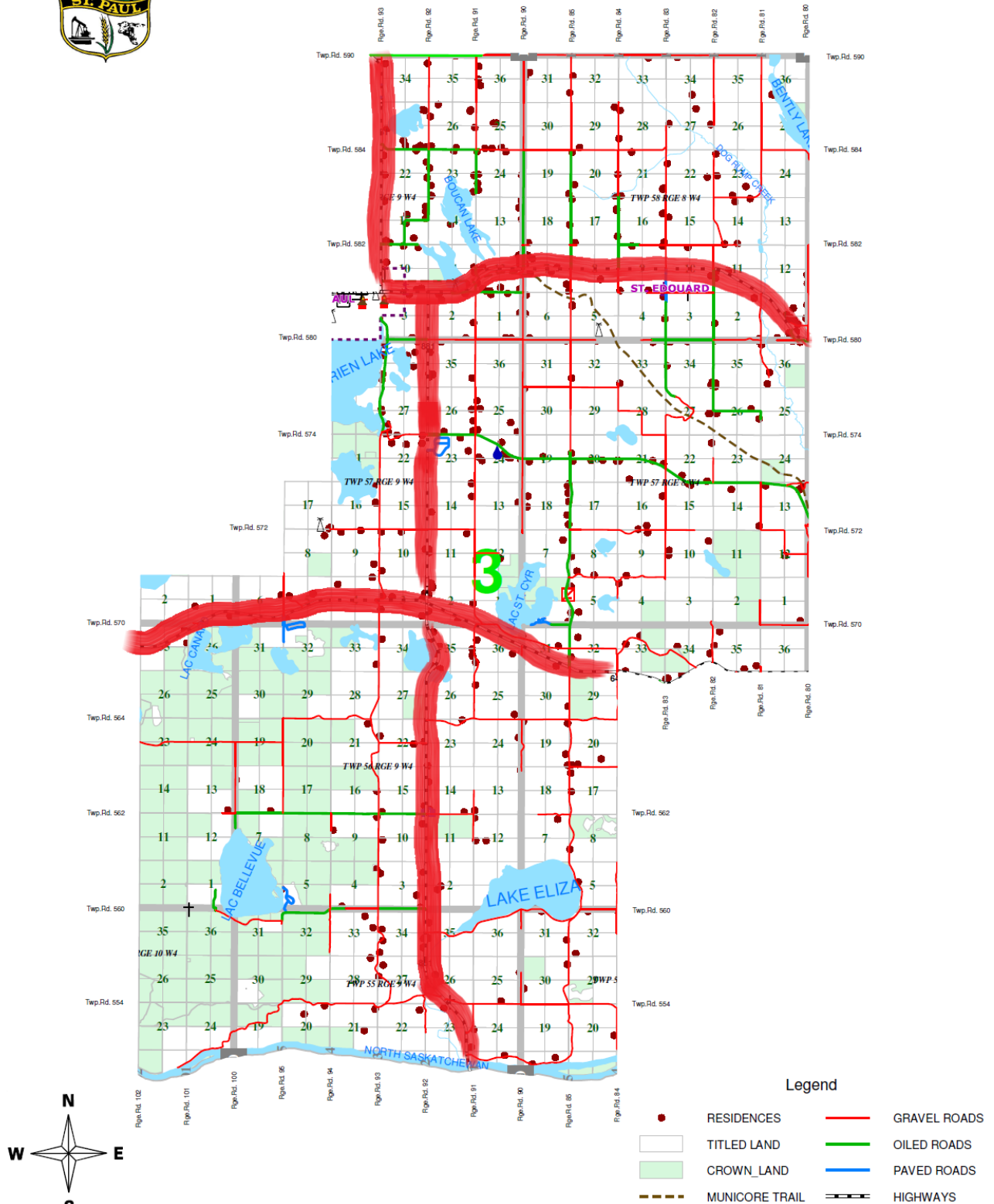
COUNTY OF ST. PAUL NO. 19 DIVISION 2

- Legend
- RESIDENCES
 - TITLED LAND
 - CROWN LAND
 - MUNICORE TRAIL
 - GRAVEL ROADS
 - OILED ROADS
 - PAVED ROADS
 - HIGHWAYS





COUNTY OF ST. PAUL NO. 19 DIVISION 3

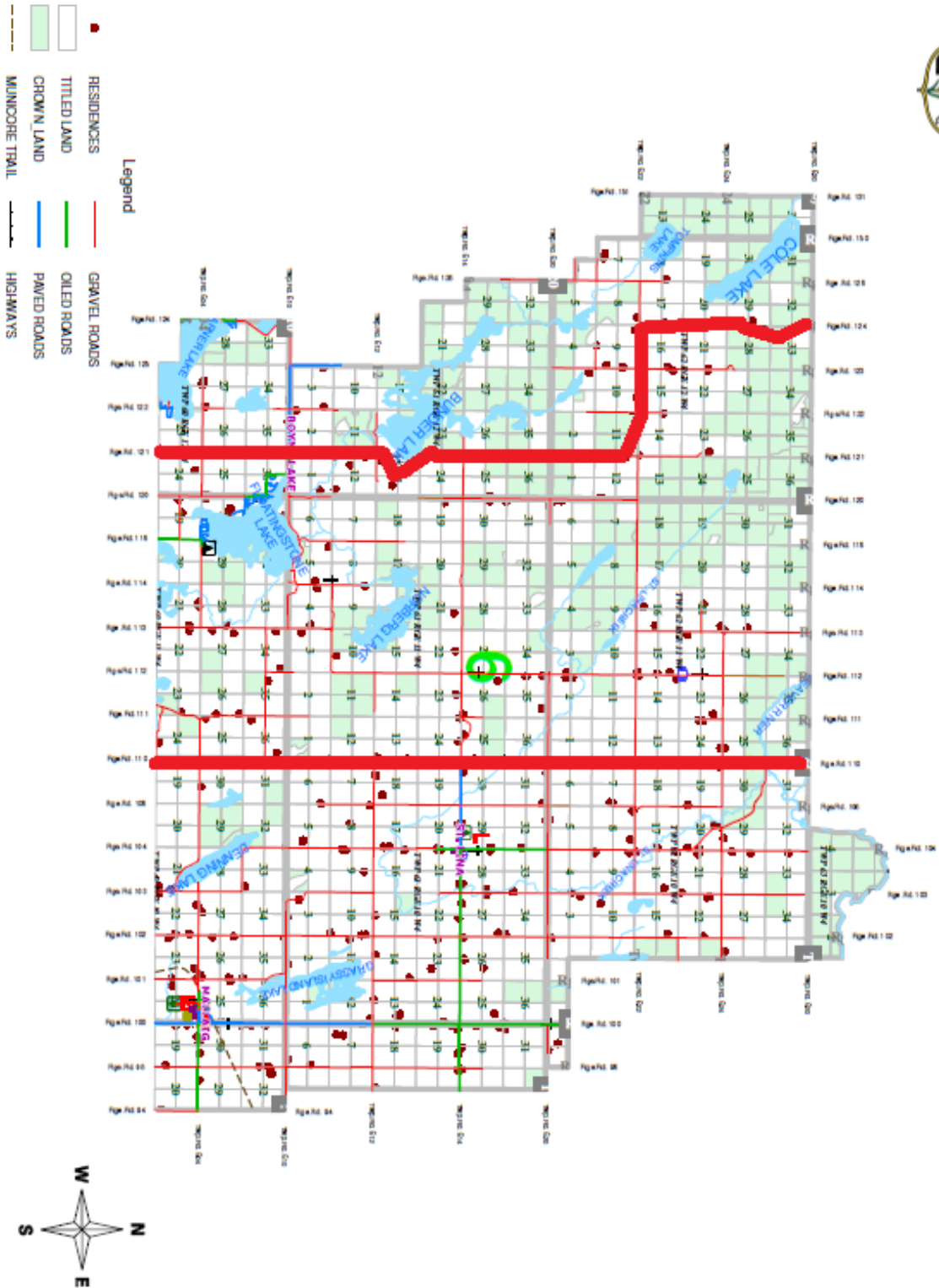








COUNTY OF ST. PAUL NO. 19 DIVISION 6



References

The following references were used in the development of this Emergency Management Plan:

- Province of Alberta, Alberta Emergency Management Agency – Alberta Emergency Plan
- Province of Alberta, Emergency Management Act
- Chatham County Emergency Operations Plan – Evacuation Transportation Planning
- La Crosse County – Shelter In Place Plan
- Barnes County – Evacuation/Shelter-in-Place Plan