

NORTHERN VILLAGE OF DENARE BEACH

FOREST FIRE EVACUATION PROCEDURES

Upon a Council decision to evacuate The Northern Village of Denare Beach (The Village), the following procedures will take place:

- A. Administration will inform Creighton of the decision and request a Reception Centre location, (see administration check list annex B)
- B. A notice of evacuation will be given to The Village population (see media releases annex C). Notifications will be given using all social media available to the Village, such as:
 - a. SaskAlert, Village Facebook, Village website
 - b. Phone, twitter, etc... (will you have a phone fan-out system?)
- C. A door to door confirmation will be conducted by area volunteers (see door to door procedures annex D)
- D. The Village Public Works staff will insure that the infrastructure buildings are protected, if time and safety permits.
- E. Backup generators will be activated at strategic places, such as The Village office, Fire Hall, Water Plant, and Denareplex if required.
- F. The Village will dispatch two administration staff or volunteers with registration forms to the Registration Centre, (see Registration Centre setup annex E)
- G. The Village will attempt to arrange transportation for vulnerable people* where needed.
- H. Local Security will be provided by area volunteers using Village communication equipment.
- I. The Village will maintain a local communication room which will include but not be limited to, a VHF/UHF base radio station, GMRS, fax/phone lines, and photo copier.
- J. Arrangement will be made through SPCA or Creighton to have an animal compound area (See Annex J).

ANNEX A TO EVACUATION PROCEDURES

Phone list

Name	Title	Phone	Cell	email
Carl Lentowicz	Mayor			
Meredith Norman	CAO			
Jean Champagne	Councillor			
Dale Holmgren	Councillor			
Scott McCullum	Councillor			
Karen Thomson	Councillor			
Bev Wheeler	Councillor			
Village Office				
Fire Department				
Public Works				
Eugene W				
Jason Cassidy				
Town of Creighton				
RCMP				
EMFS				
SaskAlert				
CFAR				
Fire Cache				
Denareplex kitchen				
Reception Centre				
CO OP food				
Public health nurse				
Eddy's Grocery				

ANNEX B to EVACUATION PROCEDURES

Administration checklist

Once a call is received from 911 or a government organization suggesting evacuation for the safety of the Village population, The Village administration will activate the Emergency plan and contact the Mayor and Council. When a Local Emergency Evacuation is declared by Council, the Administrator/Emergency Coordinator will ensure the following steps are completed:

- Call Mayor and Council to Council Chamber
- Declare Local Emergency
- Inform Emergency Measures and Fire Safety (EMFS) and send declaration
- Inform Public Works
- Contact Creighton regarding Reception Centre location
- Inform RCMP
- Activate door to door procedures, (see annex D)
- Place information on SaskAlert and local radio station
- Place information on Social media, such as Facebook and Webpage
- Open the EOC
- Dispatch administration staff/volunteers to Reception Centre w/procedures and paper works, (see annex E)
- Arrange for food and beverage for Reception Centre
- Arrange for food and beverage for EOC
- Inform Bayside Resort, Angell's and Rockyview OTA
- Connect with Fire Cache (frequency?)
- Maintain up to date information on social media network
- Contact Seniors and disabled resident, (see annex F for list)

ANNEX C TO EVACUATION PROCEDURES

Media Release

- A. Radio
- B. SaskAlert

ANNEX D TO EVACUATION PROCEDURES

Door to door check

The Village has been divided intosectors. Each sector is supervised by a minimum of two residents living in the sector. Upon receiving calls from the Village Administrator/Coordinator, sector supervisors will report to the EOC to receive instructions from Administrator/Emergency Coordinator.

Area supervisors will receive communication equipment, safety vests, and orange flagging. Supervisors will knock on each door of their sector to ensure the home is vacant. If help is needed supervisors will contact the EOC for further instructions. Once a sector is completed, supervisors will report to the EOC to await further instructions, possibly helping in other sectors or help evacuate people in need.

ANNEX D1 TO EVACUATION PROCEDURES

Door to Door Sector Contract list

Sector	Name/Address	Phone	Cell	email
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

ANNEX E TO EVACUATION PROCEDURES

Reception Centre setup

The Reception Manager will make sure that sufficient tables and chairs are available at the centre to help evacuees fill the appropriate forms. The manager will make sure that evacuees have the latest information regarding the status of the fire and where to get information. The Manager will make sure that spiritual services are available. The Manager ensure that the Centre is not over-crowded and that beverages are available.

Diagram for Reception Centre lay-out.

ANNEX G TO EVACUATION PROCEDURES
Radio Frequencies and Diagrams

ANNEX H TO EVACUATION PROCEDURES

List of materials

- Fluorescent vests including two green vests
- Paper, pen, stationary, and markers
- Communication log books
- GMRS radios
- AAA batteries for radios
- Plasticised numbered ID cards
- LED flashlights
- Red Cross registration forms
- Cling on Sheet (whiteboard sheet)
- Cases of bottled water
- EOC org chart

ANNEX J TO EVACUATION PROCEDURES

Animal sheltering

* Vulnerable people includes a person who may need special care, support, or protection because of age, disability, low income or inadequate supports.