



RESORT VILLAGE OF SHIELDS

Emergency Response Plan

Resident Handout

May 2020



Table of Contents

Introduction	3
Possible Emergency Situations	3
EMO Response	3
Village Resources	3
Emergency Contact List	4
Shields Emergency Management Team	4
Block Captains	4
Emergency Notification System	6
Shelter in Place	6
Evacuation Sites and Process	6
Evacuation Sites	6
Evacuation Process	6
Resident Preparedness	7
Building a Personal Emergency Plan	7
What to Do During a Tornado	7

Introduction

This information is provided to the residents of Shields as an awareness of the Emergency Response measures that are in place for the Village of Shields.

The purpose of an Emergency Response Plan is to prevent or limit:

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

Shield's emergency plan does not apply to those day-to-day situations, which are dealt with by the Fire, Police or Emergency Medical Services. An emergency by its very nature, requires an immediate response from various people acting on behalf of the Village in order to support our residents and visitors. An emergency response plan is developed to 'respond to a situation' that has occurred; it is not developed to prevent an emergency situation.

Possible Emergency Situations

The Village of Shields Emergency Measures Organization (EMO) has determined that the following are considered the top potential risks to our Village based on our location and surrounding environment:

- # 1 - House Fire (Multiple or Risk of)
- # 2 - Grass Fire
- # 3 - Tornados or Plough Winds / Severe Storm
- # 4 - Ruptured Natural Gas Lines or Chemical Spills (Farm spills)
- # 5 - Winter Storm, Winter Power Failure

EMO Response

In all of these cases First Responders will be called and where there is a threat to the Village, they will provide direction to Shields Emergency Management Team as to action(s) required. The Block Captains (resident volunteers) as part of the Emergency Measures Team will notify the residents in their area as to the action that must be taken to ensure safety. A Fan Out Communication Process for the Block Captains will be utilized to ensure a quick response.

Village Resources

In order to support a successful response, the Block Captains have gathered contact information for each of the homes/cottages in their area so if an emergency arises, they are able to notify the residents of the situation and provide action that is to be taken. It is very important that resident information is kept current to ensure safety of our residents.

EMO has also gathered a listing of residents with special emergency training as well as equipment available through our residents that may be useful in an emergency situation. If you are new to the Village, please contact your area Block Captain to provide your contact information for emergency purposes.

Emergency Contact List

IN AN EMERGENCY SITUATION THE FIRST CALL IS ALWAYS

CALL 911

911 will disperse the appropriate responses based on the emergency, which may include Fire, RCMP and Ambulance Services.

Shields Emergency Management Team

In an emergency situation that impacts residents of Shields, after 911 has been called, please contact one of the Emergency Management Team in the following order to ensure the appropriate emergency response is activated.

- EMO Coordinator, Debbie Heidt 306-371-0900
- EMO Back-up Coordinator, Garry Hovland 306-280-7652
- Village Administrator, Jessie Williams 306-492-2259
- Village Mayor, Eldon MacKay 306-221-4882
- Village Operations, Fred Fehr 306-492-7922
- EMO Planning Committee Member, Tracey Zarn 306-321-4437

Block Captains

The following volunteers will act as Block Captains for each area identified. In the case of a Village emergency they will be responsible to notify residents in their assigned Block of the emergency and the steps that are to be taken to ensure safety. The notification could range from staying in their homes to evacuating to safe area or possibly a village evacuation.

Block Captain Coordinator – Garry Hovland 306-280-7652

Block 1 Proctor Drive #1-45, Lakefront Side

Judy Rathie
33 Procter Drive
306-492-4955 (h) 306-492-4870 (c)

Block 2 Proctor Drive #18-42, Top Row

Lynn McArthur
23 Procter Drive
306-492-2171 (h) 306-227-2933 (c)

Block 3 McCordick #3-21, Waters Avenue 1 – 7, Hordern #4-20

Carrie Hart
3 McCordick Street
306-717-4356 (c)

Block 4	<i>Proctor Drive #44-62 (Top Row), Hordern St. #1-21</i> Connie & Brian Cooke 62 Procter Drive 306-463-0154 (Connie) 306-463-7788 (Brian)	
Block 5	<i>Proctor Drive #47-67, Lakefront Side</i> Margaret Bauer 61 Proctor 306-492-4871 (h) 306-222-2881 (c)	Vacant
Block 6	<i>Proctor Drive #69-91</i> Chad Pysden & Jaclyn Sander 73 Procter 306-280-9436 (Jaclyn) 306-291-3540 (Chad)	
Block 7	<i>McCrimmon Crescent #1-19</i> Vacant	
Block 8	<i>McMillan Crescent #1-33</i> Vacant	
Block 9	<i>McCrimmon Crescent #18-52</i> Vacant	Rose Hill (Part-time) 51 McCrimmon Crescent 306-492-2145 (cabin) 306-373-0582 (S'toon)
Block 10	<i>McCrimmon Crescent #21-55, Lakefront Side</i> Vacant	Judy King (Part-time) 35 McCrimmon Crescent 306-492-2258 (cabin) 306-227-1164 (c)
Block 11	<i>Mawson Drive #1-37, Lakefront Side</i> Joan & Al Hiebert 31 Mawson Drive 306-492-4665 (h) 306-230-6523 (c)	
Block 12	<i>Mawson Drive #2-36, Top Row</i> Vacant	Ernie Strasser 62 Mawson 306-492-3665 (h) 306-227-1743 (c)
Block 13	<i>South Mawson (New area)</i> Ernie Strasser 62 Mawson 306-492-3665 (h) 306-227-1743 (c)	
Block 14	<i>Sunterra Area</i> Kaija Edwards 1 Willow View Court 306-203-2617 (c)	Vacant

Emergency Notification System

Upon receipt of a warning of a real or potential emergency, that person will immediately contact one of the individuals listed on the Shields Emergency Management Team Contact List. It is the responsibility of this team to ensure the appropriate notices are provided and the co-ordination of the actions are managed as per their role on the Team.

Notification to the residents of Shields will be handled by the Block Captains through their Fan Out Process.

- Once 911 has been notified, first notification of a possible emergency situation is to go to the Emergency Operations in the following order – EMO Coordinator, Village Administrator or Mayor
- The Block Captain Coordinator or any one of the Block Captains will be notified with the direction and information to share with other Block Captains and then with residents.
- Block Captains may request assistance from residents in their area to assist in the emergency situation and actions that are to be taken by the residents.

If required, EMO will assign a Volunteer to be located at the entry of the Village to provide quick direction to the First Responders as to the location of the emergency.

Shelter in Place

Dependent upon the situation residents may be instructed to “shelter-in-place” if chemical, biological or radiological contaminants are released into our environment. This means that you must remain inside your home and protect yourself there. The following steps, as provided by the Government of Canada Emergency Response website, will help to maximize your protection:

- Close and lock all windows and exterior doors.
- Turn off all fans, heating and air-conditioning systems to avoid drawing in air from the outside.
- Close the fireplace damper.
- Go to an interior room that’s above ground level (if possible, one without windows). In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air and may seep into basements even if the windows are closed.
- Using duct or other wide tape, seal all cracks around the door and any vents into the room.
- Continue to monitor your notification system until you are told all is safe or are advised to evacuate.

Evacuation Sites and Process

Evacuation Sites

- The Village has two sites that will be used in the case of evacuation of an area in the Village. The Village Hall will be the primary location and the Village Maintenance building as the secondary. The two sites are in opposite locations in the village, which will assist depending upon where the site of the emergency is and direction for evacuation.

Evacuation Process

- Block Captains will advise residents of any evacuation situation and provide the direction to either evacuate the Village or to evacuate to one of the Village Sites. They may rely on other residents in their area to assist with the notification process.
- It is assumed that Residents of the Village will have transportation available to them to evacuate the Village. However, if assistance is needed due to storm situation or personal transportation is not available, the resident is to advise the Block Captain and evacuation assistance will be arranged.

- **In order to provide a signal to the Emergency Teams that a home has been evacuated by the occupants, residents are asked to place a white towel or cloth on the door handle of the entry door (or in the door-jam to secure it) to signal that the home has been cleared.**
- If instructed, go to the evacuation center, and sign up with the registration desk so residents can be contacted or united with family.
- Plan to take your pets with you, do not leave them behind. Be prepared with a portable kennel for your pet.
- Stay tuned to local radio and television situations for information. SaskAlert will be used for updates for Village Emergency.
- If you decide to go directly to your family's planned emergency destination, it is imperative to contact your Block Captain with your location and a contact number. Contact the EMO committee at the Evacuation Centre if you are searching for a missing family member or friend.

Resident Preparedness

The Village of Shields Emergency Response requires that all residents of Shields know what to do in an emergency situation and wherever possible that they are able to assist to ensure the safety of our residents. We are a small community that relies on each other, we hope we will never have to use this plan – but if we do, we must all work together to be successful.

Building a Personal Emergency Plan

1. Establish an emergency communication plan
 - Choose an out-of-town contact that your family or household will call or e-mail to check in with should an emergency occur. Choose someone that is not in the immediate area and would not be impacted by the emergency.
2. Establish a meeting place
 - Have a predetermined meeting place away from your home (friend or family member). This will save time and minimize confusion should your home be affected or if you have to evacuate.
 - Be sure to include pets in your plan, since pets are not permitted in shelters. All pets should have portable kennels.
3. Assemble an Emergency Supplies Kit
 - If you are asked to evacuate your home or to shelter in place for a period of time having some essential supplies on hand is very important. Prepare an Emergency Supply Kit in an easy-to-carry container such as a duffel bag and store in an easily accessible location. Have enough supplies to keep you and your family self-sufficient in your home for at least three days.
 - There are a number of websites that provide information for public safety and for developing your own emergency plan and emergency kit. Please refer to the publication by Canada Public Safety called 'Your emergency preparedness guide – 72 Hours'. Another good source is the government of Canada's website.

What to Do During a Tornado (provided by the Canadian Red Cross)

If you are indoors:

- Go to the basement or take shelter in a small interior ground floor room such as a bathroom, closet or hallway.
- If you have no basement, protect yourself by taking shelter under a heavy table or desk.

- In all cases, stay away from windows, outside walls and doors.
- If in a mobile home – get out and find shelter elsewhere.
- Avoid places with wide-span roofs like cafeterias and shopping malls.
- Use your arms to protect your head and neck.
- Shut off power and water.

If you are outdoors:

- If possible, get inside a building
- Lie in a ditch or a low area – or crouch near a strong building and stay away from fallen power lines.

If you are in a vehicle:

- If the tornado is close, leave the vehicle immediately and take cover in a low area. Never try to drive!
- Find shelter away from the vehicle.

If you are interested in becoming a Block Captain or play a role in the Emergency Operations of Shields, please contact Debbie Heidt, EMO Coordinator or any of the Planning Committee or Block Captains.