

EMERGENCY MANAGEMENT
AND FIRE SAFETY

EVACUATION PLAN



Lyle Prokopetz — EMFS — 1-306-940-7263

Emergency Services Officer

EMFS 24-hour number 1-800-667-9660 or 911

Town of Creighton

Revised October 20, 2021

EMERGENCY SUPPLIES KIT

Your Emergency Supplies Kit should be prepared in advance and contain the following as a minimum:

- ☒ An extra set of car keys and house keys.
- ☒ First aid kit.
- ☒ Blankets or sleeping bags.
- ☒ Special items for infants, elderly or disabled family members.
- ☒ Special medications necessary for period of at least one week.
- ☒ Copies of prescriptions and extra eyeglasses.
- ☒ Battery powered radio and extra batteries.
- ☒ Flashlight and extra batteries.
- ☒ Bottled water sufficient for at least 3 days. Two to four litres per person per day - two for drinking and two for food preparation, hygiene and dishwashing.
- ☒ A three-day supply of non-perishable or canned foods and a manual can opener.
- ☒ Flares and emergency road kit (in your vehicle).
- ☒ Toys and games for any children in your care.
- ☒ Sewing kit.
- ☒ Candles and a supply of matches and/or cigarette lighter.
- ☒ Utensils (knives, forks, pots, etc.)
- ☒ Paper plates and paper towels.
- ☒ Re-sealable plastic bags.
- ☒ Plastic garbage bags to store waste.
- ☒ Sanitation supplies (soap, paper towels, toilet paper, tissues, pre-moistened washcloth, waste containers, feminine hygiene products, etc.).

TOWN OF CREIGHTON

EVACUATION PROCEDURES

Dated October 12th, 2016

The aim of this plan is to provide assistance in handling an evacuation for any major emergency that threatens the health, safety and welfare of the citizens of the Town of Creighton. This plan will become an attachment to the Emergency Management and Fire Safety Disaster Plan.

The most likely major emergencies that could occur within the Town of Creighton and area are:

Forest Fire

Dangerous Goods or Hazardous Materials

Epidemic or Health

Extended Power Outage

Public Facility (Building) Failure

Severe Weather

Mass Transit Incident

Upon receipt of a warning of a potential emergency, a senior official of the responding department (fire, police, etc.) will assess the possible impact on the community. If the size or seriousness of this event is beyond the capability of responsibility of this agency, the Town of Creighton will be contacted.

The Town Administrator, upon consultation with the responding department official and the emergency co-ordinator, will initiate the telephone fan-out list. Notification to departments, elected officials and designated agencies advising of the emergency event and designated meeting location will begin immediately. Upon being notified, the Emergency Operations Centre Headquarters will act as the focal point for response operations located at the Town Hall, 300 First Street East. If for some reason this location is unattainable a new location will be determined by the EMO Coordinator in consultation with the key emergency officials.

When an emergency exists but is not yet “officially declared”, responding department personnel may take such action(s) as may be required to protect lives and property, provided their actions are not contrary to the law.

The taking of extraordinary action by responding department personnel constitutes implementation of this plan.

Upon a Council decision to evacuate the Town of Creighton (the Town), the following procedures will take place:

- A. Administration will inform Flin Flon, or designated community, 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 Town population (see media releases annex C). Notifications will be given using all social media available to the Town, such as:
 - a. SaskAlert, Town Facebook, Town website
 - b. Phone, Twitter, etc....
- C. A door-to-door confirmation will be conducted by area volunteers (see door-to-door procedures annex D)
- D. The Town Public Works staff will ensure that the infrastructure buildings are protected, if time and safety permits.
- E. Backup generators will be activated at strategic places, such as the Town Office, Fire Hall, Water Plant, and Sewer Plant, if required.
- F. The Town will dispatch two administration staff or volunteers with registration forms to the Registration Centre, (see Registration Centre setup annex E)
- G. The Town will attempt to arrange transportation for vulnerable people* where needed.
- H. Local Security will be provided by area volunteers using Town communication equipment.
- I. The Town 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 photocopier.
- J. Arrangements will be made through SPCA or Flin Flon or designated community to have an animal compound area (See Annex J).

The Primary role is to support the Emergency Site Team while ensuring the continuity of municipal operations.

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

Local Emergency Declaration

I _____, _____ of Creighton, pursuant to
(Local Authority Name) (Local Authority Title)

Section 20 of the *Emergency Planning Act*, declare that a STATE OF LOCAL EMERGENCY exists or may exist due to

(briefly describe the nature of emergency)

The area of _____ is impacted.

Evacuations_____.
(identify status of local evacuation)

(Signature of Local Authority)

(Date and Time)

For additional information please contact: _____
(name and phone #)

Notify Saskatchewan Emergency Planning at (306) 787-9563
and Fax copy to (306) 787-1694.

**EVACUATION
ESSENTIAL TELEPHONES**

Name	Primary No.	Alternate No.
Command Post	306-688-8253	306-688-0143
Coordinator – Paula Muench	306-362-2234	306-688-0144
Mayor Bruce Fidler	306-688-7856(R)	306-688-0146 (C)
RCMP	306-688-8888	
Council Liaison – Darren Grant		204-287-0105 (C)
Fire Chief – B. Wenger	306-688-0722(C) 306-688-7159 (R)	Satellite # 011 8816 514 79105 204-687-2381 (W) 306-688-6444(O)
Town Foreman – Craig Ferguson	306-688-6084 (R)	306-688-0143(C)
Creighton School Division No. 111		
Principal – Patty Korchinski	306-688-5138 (W)	204-271-3944 (C)
Secretary – Yulanda Slater and Mandy Patterson	306-688-5138 (W)	204-923-0063 (C)
Board of Education – Sheola Janzen	306-688-5825	306-688-7888 (R)
Senior Citizens Residences & Groups		
Senior's Housing – Elander	306-688-5521/After hours –	306-688-2056
North Sask Seniors	306-688-6664	
Creighton Homecare		
Erin Barteski	306-688-8630 (W)	306-371-1546 (C)
Heather Clark	306-688-8630 (W)	306-290-1573 (C)
Creighton Health	306-688-8620	
Deena Slugoski	306-688-3699 (R)	204-271-3734 (C)
SERM	306-688-8812	
Primary Health Care Flin Flon	204-687-1340	
Mamawetan Health Emergency Preparedness Coordinator		
Kim Ann Bell	306-425-8558	306-425-0087 (C)
Walmart	204-687-7005	
North of 53 Coop	204-687-7548	
Eddie's Grocery	306-688-3426	

SaskAlert

Phone 306-787-9563

Fax 306-787-1694

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 Town population, The Town 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. Mayor--306-688-0146
- ☐ Declare Local Emergency
- ☐ Inform Emergency Measures and Fire Safety (EMFS) and send declaration 1-306-787-9563; fax copy of declaration to 306-787-1694
- ☐ Inform Public Works--306-688-3119 shop 306-688-0141 Foreman 306-688-0142
- ☐ Contact Flin Flon (or designate) regarding Reception Centre location
- ☐ Inform RCMP--306-688-8888
- ☐ 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 Emergency Operations Centre--300 First Street East, Creighton Town Hall Council Chambers
- ☐ 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 Emergency Operations Centre
- ☐ Connect with Fire Cache (frequency?)
- ☐ Maintain up-to-date information on social media network
- ☐ Contact seniors and disabled residents (see annex F for list)

ANNEX C TO EVACUATION PROCEDURES

Media Release

- | | | |
|----------------------|----------|--|
| A. Radio | CFARadio | phone 204-687-3469 |
| B. SaskAlert | | phone 306-787-9563 fax 306-787-1694 |
| C. Creighton Website | | www.townofcreighton.ca |
| D. Facebook | | a) Town of Creighton
b) Creighton Recreation Culture & Tourism |

Notice to evacuate will be given by:

RCMP, Fire Department and/or Ambulance loud hailer

Radio Broadcast and/or Sask Alert Broadcasting

Telephone

Door-to-door

PUBLIC ANNOUNCEMENT – STATE OF EMERGENCY DECLARATION

(Suggested Format)

The Council of the Town of Creighton has declared a Local State of Emergency exists or may exist in the _____ due to
(location within municipality)
_____ threat.
(briefly describe nature of emergency)

The Public is advised that, for the duration of the emergency, the local authority may take any action it deems necessary to deal with the situation. Community members are required to move by _____.
(time and date)

All members must register before leaving the community – please register at the _____.
(description of Reception Centre and address)

Registration is important, so please report to the Reception Centre. The purpose of registration is to help locate you and your family to friends and relatives should they inquire. Food, lodgings and personal services will be made available at the Reception Centre.

Transportation (if necessary) will be provided by _____
call _____ for pick up details.

Community members will be evacuated to the _____ centre
in the community of _____ (if using personal vehicle, see attached map
for route details).

Before leaving your home, please turn off water supply, lights, appliances, etc.

You will be informed through radio and television and at the Reception Centres when it is safe to return to your homes.

A citizen's inquiry line will be established to answer your questions; the inquiry telephone number is _____.

Signature of Mayor/Alternate

General Information for Evacuees

One change of clothes for each family member.

Medication – pills, prescription drugs, lotions and/or ointments (include medical appliances).

Identification for all family members – Health Cards, Birth Certificates, etc.

Infant care needs – formula, diapers , bottles, and one toy.

Personal hygiene items (toothpaste, tooth brushes, soap, etc.)

Money

Pets (dependent on the urgency of the emergency).

Re-entry Guidelines

It is also important for the safety of evacuees that the re-entry process be conducted in an organized manner. The Emergency Organization Centre must ensure that satisfactory conditions exist and normal day-to-day community needs are functioning properly. An essential service checklist should include, but not be limited to:

Health facilities

Seniors facilities

Alternate accommodations available if homes are damaged

Ambulance service

Fire fighting service

Mail service

Water and sewer

Power and telephone

Food and personal supplies available in stores

Medical supplies

Adequate vehicle fuel and service

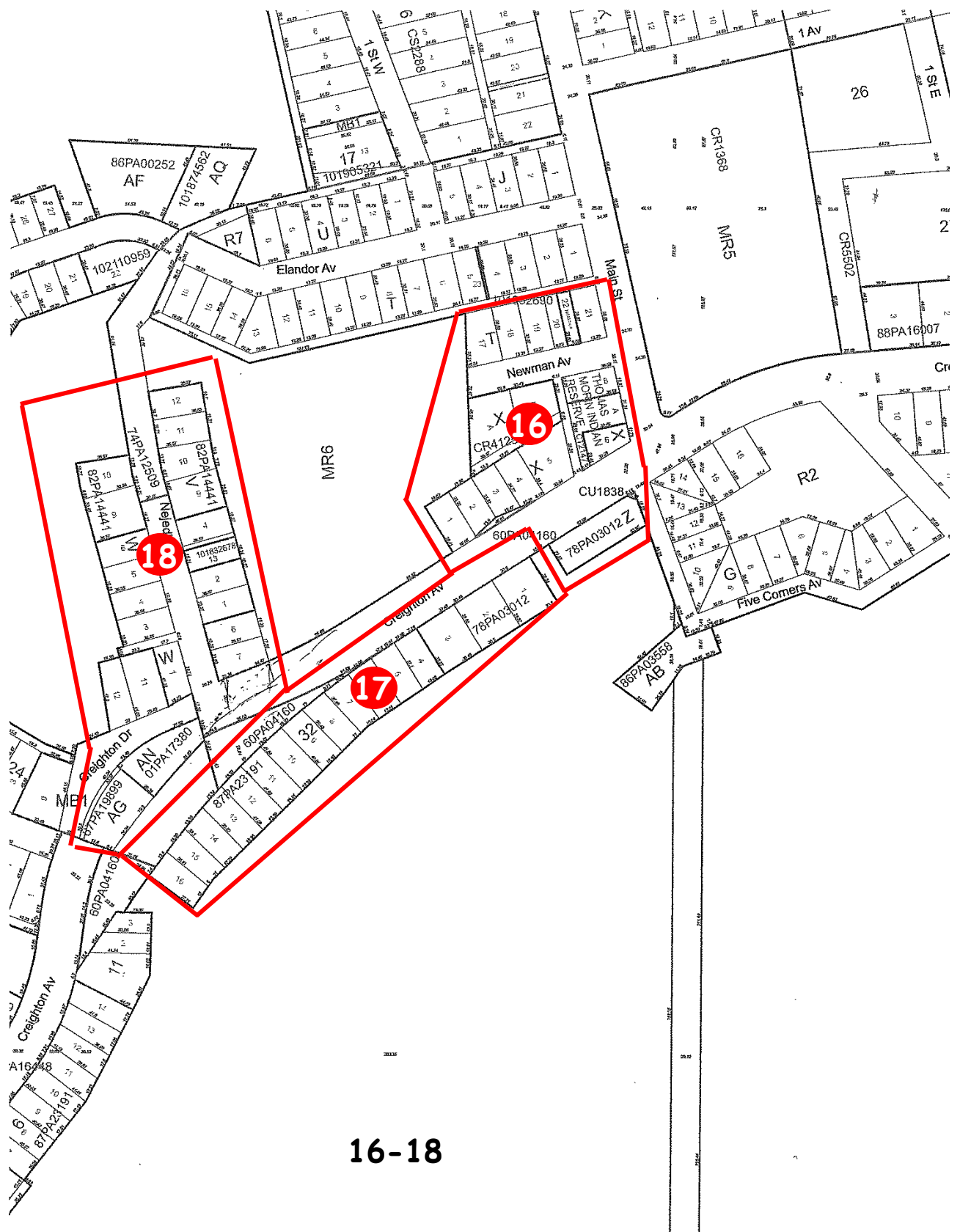
ANNEX D TO EVACUATION PROCEDURES

Door-to-door check

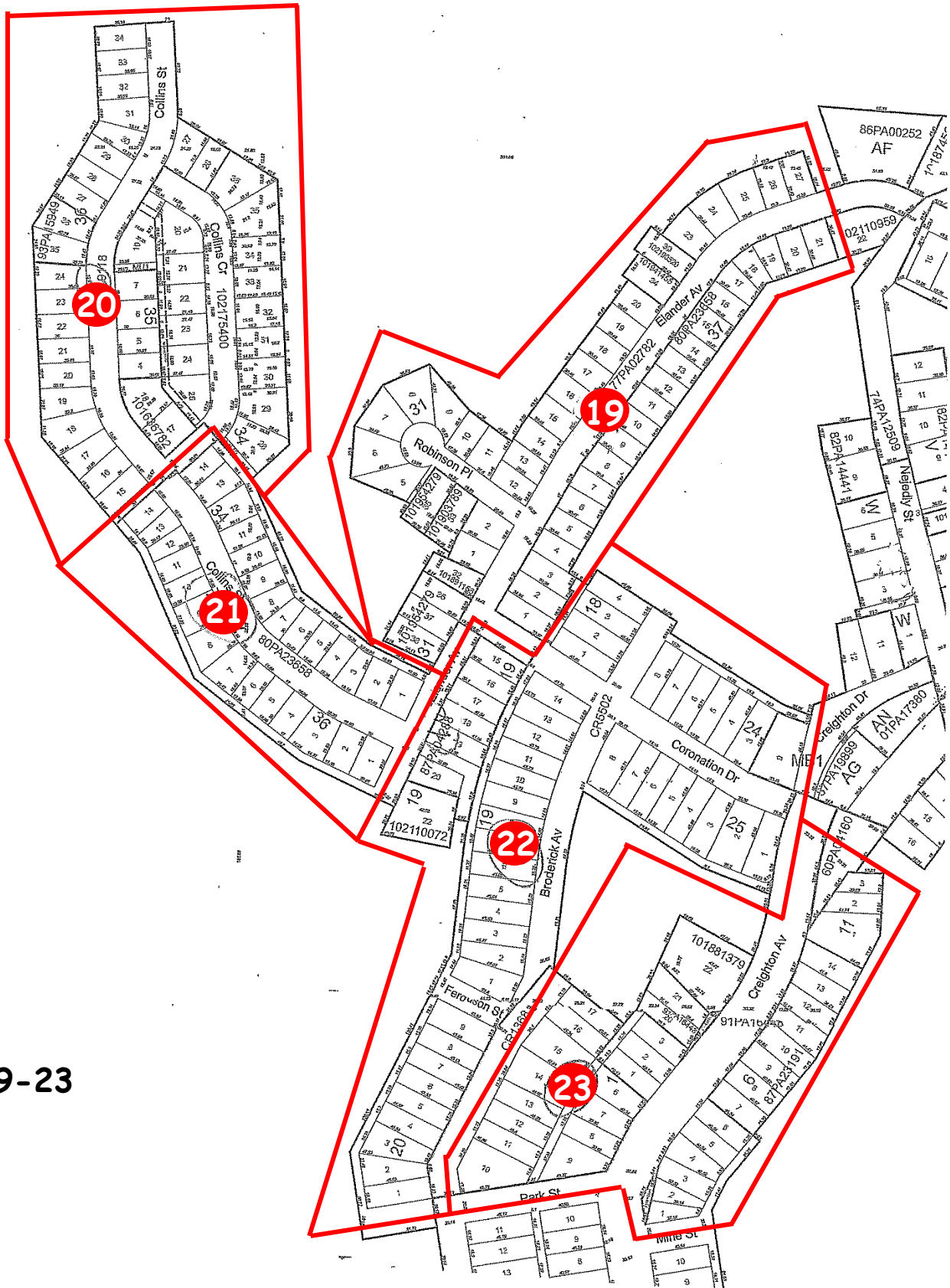
The Town has been divided into 28 sectors. Each sector is supervised by a minimum of two residents living in the sector. Upon receiving calls from the Town Administrator/Coordinator, sector supervisors will report to the Emergency Operations Centre to receive instructions from Administrator/Emergency Coordinator.

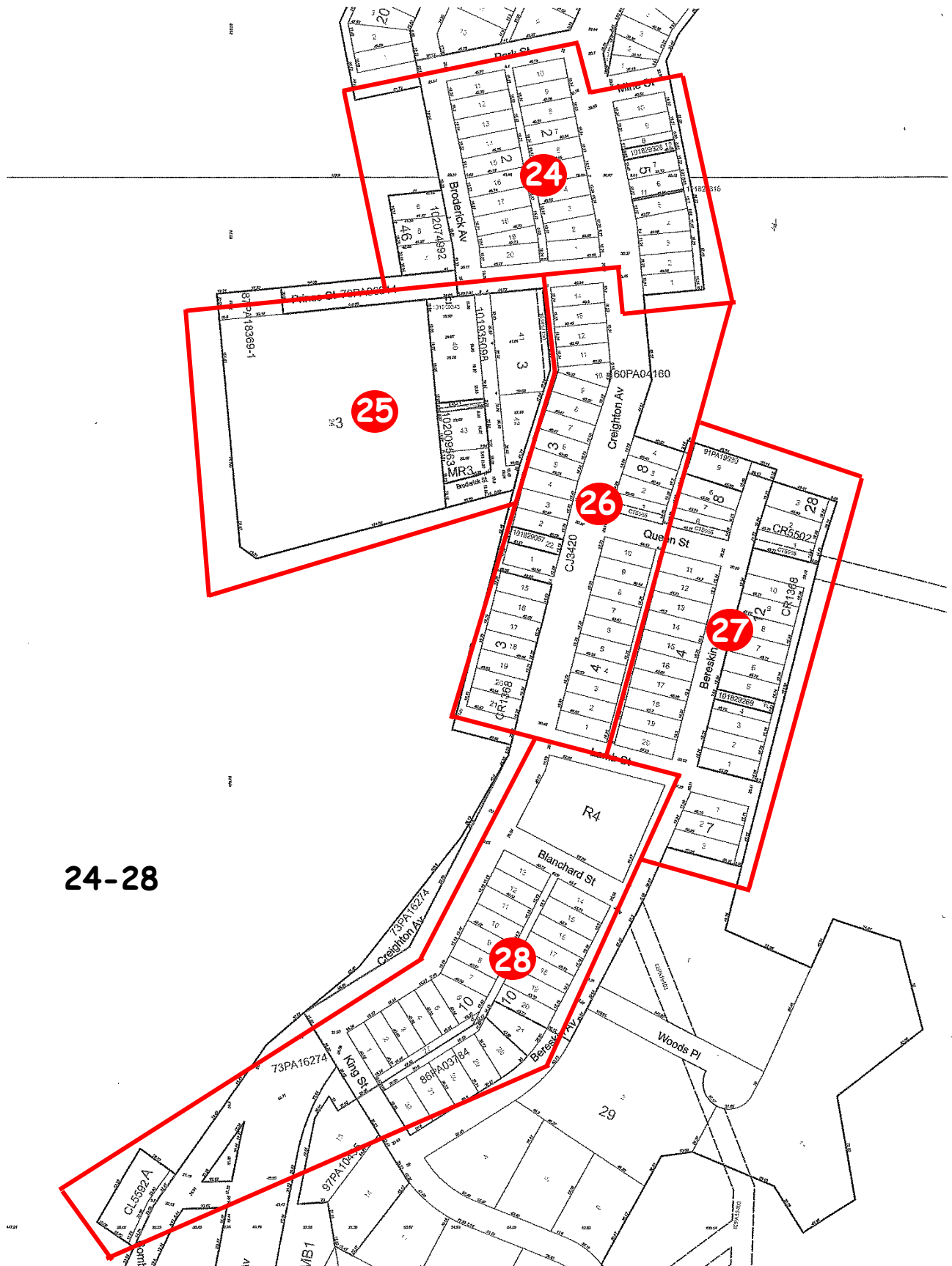
Area supervisors will receive communication equipment, safety vests, and orange flagging. Supervisors will knock on each door of their sector to ensure the home is vacant. If help is needed, supervisors will contact the EOC for further instructions. Once a sector is completed, supervisors will report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





19-23





ANNEX D1 TO EVACUATION PROCEDURES

Door-to-Door Sector Contact list

Sector	Name/Address	Phone	Cell	Email
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

Sector	Name/Address	Phone	Cell	Email
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				

CREIGHTON FIRE DEPARTMENT

PHONE # LIST

**Box 100
Creighton, SK**



	NAME	HOME	CELL	WORK
1.	Wenger, Dwayne (Chief)	(306)688-7159	(306)688-0722	(204)687-2381
2.	Lycan, Malarie		(204)271-3466	
3.	Rosenberger, Scott		(204)271-1742	(306)688-3119
4.	Flynn, Tony	(306)688-3673	(204)271-1513	
5.	Reynolds, Riley		(306)688-0019	
6.	Mucha, Jason		(204)271-3982	
7.	Suski, Jodi (Captain)		(204)688-0181	(306)688-8898
8.	Moore, Richard	(306)688-4134	(306)688-1142	
9.	Manns, Marshall (Captain)		(204)687-0788	(204)687-2111
10.	Rutherford, Stuart		(204)271-2510	
11.	Nasselquist, Erik	(306)688-4389	(204)271-4278	
12.	Moore, Linden		(204)271-4992	
13.				
14.	Slater, Cory		(204)271-1175	(306)688-3091
15.	Willetts, Kelly		(204)271-3975	
16.	Ledoux, Marty	(306)688-2188	(306)688-0097	
17.	Wiwcharuk-Roy, Braden		(204)358-0158	
18.	Biberdorf, Ryan	(306)688-5279	(306)688-0511	(306)688-5138
19.	Thurstan, Ryan	(306)688-2100	(204)271-1640	(204)681-6501
20.	Johnson, Robert		(204)271-0562	

Satellite Phone 011-8816-514-79105
 Creighton Fire Hall (306)688-6444
 HBM&S Main Gate (204)687-2381
 Flin Flon Fire Hall (Chief) (204)681-7535
 Sask Power Emergency 310-2220
 Police (306)688-8888/911
 Ambulance (204)687-7171/011

Pelican RCMP 1-306-632-3300

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 out the appropriate forms. The manager will make sure that evacuees have the latest information regarding the status of the emergency and where to get information. The manager will make sure that spiritual services are available. The manager will ensure that the Centre is not overcrowded and that beverages are available.

ANNEX F TO EVACUATION PROCEDURES

Vulnerable Residents*

[illegible]

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

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, stationery 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

EMO Saskatchewan 306-787-9563

EMO Manitoba 204-778-4111 or 782-2769

Red Cross Disaster Response 1-888-800-6493 or 204-982-7334

Communications

Radio CFAR - 204-687-3469

Sask Alert 306-787-9566 Emergency Call Line to activate an Emergency Alert

Jean Longpre or Mieka Cleary who can assist in issuing your emergency alert.

Transportation

Flin Flon Municipal Airport Bakers Narrows 204-687-7447 or 204-687-4918

Mahihkan Bus Lines 204-623-2161 or 204-687-5513

Handy Van (wheelchair) 204-271-1360

First Student Canada Bus used by Creighton School 204-271-5311 or 204-257-0696

Surrounding Communities Assistance

City of Flin Flon 204-681-7508

Village of Denare Beach 306-362-2054

Medical

Flin Flon Clinic 204-687-6130

Flin Flon Hospital 204-687-7591

Ambulance 204-687-7171

Animal sheltering

Flin Flon SPCA 204-687-8744

Heavy Equipment Resources

Don Holmes Trucking 306-688-5688

McKeen's Trucking 306-688-7623

Reliance Services 204-687-5723

Werbicki Trucking 306-362-2288

Refer to the Emergency Plan's Vital Services Directory