

**XX PROVINCIAL
PARK
EMERGENCY
RESPONSE PLAN**



Updated: XXXX 20__

Distribution List

	initial Park Manager,	# of copies
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Town of XX	1	_____
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RCMP XX Detachment	1	_____
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**MEMBERS OF XX PROVINCIAL PARK
EMERGENCY CONTROL GROUP**

Park Manager
Address
Tel:

Park Maintenance Supervisor
Address:

Tel:

Administration Supervisor

Address:

Tel:

Cottage Subdivision Representative

Address:

Tel:

In-park business owners

Address:

Tel:

Town of XX Fire Chief

Address:

Tel:

Town EPO Coordinator

Address:

Tel:

Grazing association Rep

Address:

Tel:

INTRODUCTION

It is a distinct possibility that an event may occur that will require the evacuation of people from all or part of XX Provincial Park. The greatest threat to the safety of park visitors is through wildfire, although a hazardous materials spill or severe weather event (winter storm, rain/hail or wind storms) may require evacuation procedures to be put into effect.

XX Provincial Park is located in an area surrounded by an abundance of native prairie grasses, steep rugged hills and razorback ridges. As the weather may sometimes dictate, the summers can get extremely dry. This increases the potential for a devastating fire. Structures in the park are situated in and adjacent to boarding native grasses, and are often constructed of very flammable materials.

Park visitation has steadily increased over the past several years, resulting in an average summer visitation of over 300,000. There can be several hundred people within the park at any given time. The fact that the majority of park visitors change (turn over) every 3 to 4 days means that keeping visitors

aware of evacuation routes and procedures will be a challenge. The park has a minimal road network, with limited access/egress routes, which could complicate evacuation procedures.

This plan is intended to provide key officials, agencies and departments within XX Provincial Park direction for removal of people from danger during a serious fire occurrence, and will establish guidelines for implementing evacuation preparedness steps based on fire hazards and weather conditions.

An **Emergency Control Group** will be established, and will direct evacuation procedures from the **Emergency Operations Centre** (Park Administration Office). The Emergency Control Group is comprised of government and non-government personnel representing park user groups and emergency response groups. They will make decisions during evacuation and direct the actions of field responders.

This plan will be tested and will be reviewed and amended on an ongoing basis. An updated copy of the plan will be provided to each Emergency Control Group member and responding agency by June 1 of each year.

The roles and duties of Emergency Control Group members are defined within the plan.

AUTHORITIES

The Parks Regulations provide the minister with the authority to order that the park or any area of park land be vacated, or prohibit entry into or occupation of park land, if the minister believes that an emergency exists, or the safety of persons is endangered [**sec. 63(c) (i); sec 63(c) (ii)**]. For these sections to be used, the declaration must be signed by the minister of Parks, Culture and Sport.

The Prairie and Forest Fire Act allows the evacuation of any area within a burning permit area, and can prohibit entry into or occupation of any area within a burning permit area, if in the opinion of the

minister or the director of Forest Fire Management, an extreme fire hazard exists or the safety of persons or property is endangered by prairie or forest fire [sec 17.1(1) (b); sec 17.1(1) (c)]. Any order issued under authority of these sections must be signed by the minister of Saskatchewan Environment or the director of Forest Fire Management Branch. All park land within the meaning of the Parks Act is designated as "Burning Permit Area" by a minister's order, dated 16 May, 1997.

LIABILITY

Employees of Parks, Culture and Sport who perform their assigned duties in good faith and are not negligent, are protected against liability by section 17 of the **Natural**

Resources Act, 1993, c. N-3.1.

Members of the **Emergency Control Group** who are not employees of Parks, Culture and Sport will annually sign a Volunteer Services Agreement to provide coverage under the department's yearly volunteer's insurance policy.

EMERGENCIES

An Emergency is defined as a calamity caused by accident, act of war or insurrection, or forces of nature; or a present or imminent occurrence, that has resulted in or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property, and which by its nature or scope requires a coordinated response by several agencies under the direction of the **Emergency Control Group**. These events are distinct from the normal, day to day operations conducted by the first response agencies.

Many potential events requiring evacuation of XX Provincial Park could occur, however, the most likely to occur are:

- 1) Wildfire (native prairie)
- 2) Natural Emergencies (wind storms, tornadoes, hail, heavy rain, blizzards, flooding)
- 3) Hazardous material incidents
- 4) Transportation (Road accidents)

***While all of the above events have a possibility of occurring within XX Provincial Park, the highest probability is of an incident involving wildfire.**

REQUEST FOR ASSISTANCE

XX Provincial Park may require assistance at any time by contacting the local Emergency Measures Coordinator. The request will be for additional resources, and shall not be deemed to be for the local Emergency Measures Committee to assume authority and control of the emergency.

Assistance may be requested through Saskatchewan Environment and the Ministry of Parks, Culture and Sport, for additional department staff and resources.

A request for assistance from the Province of Saskatchewan (Sask EMO), or other provincial/federal departments may be made at any time of day, seven days a week, by calling **(306) 787-9563**. Ask for the Saskatchewan EMO's "Stand by Officer". Assistance will be provided without any loss of control or authority to the requesting agency.

AIM

The aim of this plan is make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, welfare and safety of XX Provincial Park, its inhabitants and visitors when faced with an emergency.

SCOPE

This plan shall be reviewed and adopted by the management of XX Provincial Park, the **Emergency Control Group**, and will be approved by the Ministry of Parks Culture and Sport. Once adopted, all members of the **Emergency Control Group** must learn and understand the plan.

A copy of the plan will be provided to each **Emergency Control Group** member, The XX Provincial Park, Saskatchewan Emergency Planning, Town of XX EMO Committee and all agencies that may have an emergency response role at XX Provincial Park.

At least one exercise to test the plan and response of involved agencies will be held each year. The communication, notification, and media sections of the plan will also be tested occasionally.

EMERGENCY NOTIFICATION SYSTEM

Upon receiving a warning of an actual or impending emergency, the responding department will immediately contact those on the contact list to request that the notification list be activated.

This action will notify all members of the **Emergency Control Group (ECG)**.

Upon being notified, it is the responsibility of the **Emergency Control Group** officials to notify their staff, emergency responders and volunteer organizations.

ACTION PRIOR TO EMERGENCY DECLARATION

When an emergency exists or is perceived to exist but has not yet been declared to exist, **PCS Employees** may take such action(s) under this emergency plan as may be required to protect lives and property within XX Provincial Park.

DECLARATION OF AN EMERGENCY

In this section, “**local authority**” means the **Park Manager** or designate.

The local authority is responsible for declaring that an emergency exists. This decision may be made in consultation with members of the **Emergency Control Group**.

The declaration of a state of emergency is the creation of a legal state of affairs of a temporary nature in which extraordinary action may be taken to address prevailing conditions.

Declaration of a state of emergency provides extraordinary legal authority to manage the emergency, and serves as a general warning to the population, and a warning to other governments that assistance may be required.

Upon declaring an emergency, the local authority shall cause details to be communicated to the majority of the population within the park, which is not affected by the emergency. The local authority shall immediately forward a copy of the notification to the **Minister of Municipal Government (Saskatchewan Emergency Measures Organization)**.

The above persons shall also be notified of termination of a state of emergency once the local authority terminates the same.

EVACUATION/RECEPTION

The Town of XX will serve as the reception community for persons evacuated from XX Provincial Park. By notifying the town of impending evacuation, the town **Emergency Response Plan** will be activated, resulting in a reception centre being opened in XX. The registration and inquiry centre will be located at:

- Town of XX Tel:

*The Town of XX representative will operate from the EMO headquarters in the town, as he/she will be required to activate the town’s emergency plan in order to receive evacuees from the park.

EMERGENCY CONTROL GROUP (ECG) RESPONSIBILITIES

The actions or decisions for which the members of the ECG are likely to be responsible are:

****to be assigned to each ECG member****

1) Calling out and mobilizing their emergency service, agency, or equipment; Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, providing that are not contrary to law;

2) Determining if the location and composition of the

EOC are appropriate;

- 3) Advising the Park Manager on the need to designate all or part of the Park as an emergency area;
- 4) Ensuring that an **Emergency Site Manager (ESM)** is appointed (as the plan is most likely to be required to respond to a wildfire emergency, the ESM will be provided by the wildfire program);
- 5) Ordering, co-ordination and /or overseeing the evacuation of inhabitants considered to be in danger;
- 6) Discontinuing utilities or services provided by public or private concerns; i.e. contractors, volunteer agencies, service clubs;
- 7) Notifying all cottage owners of any action necessary for the mitigation of the effects of the emergency;
- 8) Notifying all Lessees of any action necessary for the mitigation of the effects of the emergency;
- 9) Notifying any institutional camp representatives of any action necessary for the mitigation of the effects of the emergency;
- 10) Notifying/requesting assistance from and/or liaison with various levels of government and any public or private agencies not under park control, as considered necessary. Arranging for services and equipment from local agencies not under park control; i.e. private contractors, volunteer agencies, service clubs;
- 11) Determining if additional volunteers are required and if appeals for volunteers are warranted;
- 12) Notifying all local farmers/ranchers (affiliated with the park i.e. grazing, haying) of any action necessary for the mitigation of the effects of the emergency;
- 13) Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- 14) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Park Manager for dissemination to the media, and to the Town of XX EMO representative for the dissemination to the public;
- 15) Determining the need to establish advisory group(s) and/or subcommittees;
- 16) Authorizing expenditure of money required to address an emergency;
- 17) Notify the service(s), agency(s), or groups under their direction of the termination of the emergency;
- 18) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Park Manager within one week of the termination of the emergency;
- 19) Participating in the debriefing following an emergency;

LEVELS OF PREPAREDNESS PRIOR TO DECLARATION OF EMERGENCY

Just as escalating wildfire hazards result in elevated levels of preparedness, The XX Provincial Park Evacuation Plan will operate on the same principle of escalating preparedness levels in response to increasing fire hazards.

The following guidelines will be used in making decisions on what actions will be taken by park management in preparation of the possibility of a serious fire that may result in evacuation. It must be stressed that these are guidelines, and that the decisions to take these actions will be made after assessing the state of emergency.

As a General Rule, the following actions will be taken when fire hazards/conditions are high and Fire Weather Index (FWI) exceeds 30:

- A) Entry into the South East and South West Quadrants of the park will be prohibited and roads will be closed;
- B) Part of the North East Quadrant area including Riverside and Nighthawk campgrounds will be closed;
- C) A ban on wood fires (including fireplaces within structures and private cabins) will be declared and enforced (only briquette fires and approved propane fires will be permitted);
- D) Evacuation Route signage will be placed along designated evacuation routes;
- E) The **Emergency Control Group** will be placed on alert (**EMERGENCY NOTIFICATION LIST**);
- F) **Emergency Control Group** members will notify and are to brief their team members of situation;
- G) Radios will be handed out to members of the **Emergency Control Group**;
- H) Staff and personnel who will be involved with the execution of evacuation will be made aware of situation;
- I) Evacuation awareness pamphlets will be handed out at all park offices and commercial businesses;
- J) Area media will be advised of situation and steps being taken in preparation for an emergency;
- K) The Regional Director and the Executive Director of Operations, the Ministry of Parks, culture and Sport will be advised of the situation;
- L) The **Emergency Operations Centre** will be prepared for occupation by **Emergency Control Group** (meeting room set up, etc.);
- M) Sprinkler systems will be fully functional and operating in XX Campground to provide protection and detour fire from entering or spreading throughout this campground;
- N) All fire protection equipment, including fire hydrants within the cottage sub-division will be fully operational and ready for use;
- O) A portable generator will be put on standby to provide emergency power to **Emergency Operations Centre** if required;
- P) Park staff vacations scheduled for the near future will be cancelled, and staff currently on leave will be recalled if required.

EVACUATION PROCEDURES-STEP BY STEP

The following will outline the steps that will be taken prior to and during an evacuation:

***IF THERE IS A STEADY BUILDUP IN FIRE HAZARDS PRIOR TO THE EMERGENCY:**

- 1) Park Manager will be kept advised of increasing hazards by the Fire Supervisor, and will be notified when hazards have become a concern (Preparation Level 4 or greater, with a Fire Weather Index of 30 or greater).
- 2) The steps listed under “**Levels of Preparedness prior to the Declaration of an Emergency**” will be initiated.
- 3) If an incident occurs, and in the opinion of the Park Manager, the incident poses a definite threat to the safety of the park and park visitors, the **Emergency Control Group** will be notified through the Emergency Notification List and will report to the Emergency Operations Centre.
- 4) Each **Emergency Control Group** member will activate their networks, contacting their team members and instructing them to report to the **Emergency Operations Centre**.
- 5) The **Emergency Operations Centre** will be activated;
- 6) The **Park Manager** will prepare a “**Notification of Local Emergency**” and it will be faxed to **Saskatchewan Emergency Measures Organization at (306) 787-1694**. A phone follow-up will be conducted **(306) 787-9563 (24 hours)**.
- 7) The Ministry of Parks, Culture and Sport, will be notified of the emergency.
- 8) **Emergency Control Group** members will have their teams respond to the emergency in their pre-assigned roles. **The Town of Kyle Representative** will activate the **Kyle Emergency Plan** to initiate the role of reception for evacuees. **Evacuation will occur after this has been performed.**
- 9) **The Southwest Region 911** will be notified of emergency so that they may put other emergency responders and facilities outside the immediate scope of this plan on standby.
- 10) **Local Media** will be advised of the emergency, and requested to broadcast a warning advising public not to travel to XX Provincial Park. Regular updates will be provided to the media for public dissemination. A public inquiry phone number will be provided.
- 11) **The Emergency Control Group** will hold regular meetings (every ¼ to 1 hour) as required to keep all members informed of developments regarding the emergency, and to allow for timely group decisions to address problems that may arise.
- 12) Logs will be maintained of all outgoing and incoming communications, as well as of developments and **Emergency Control Group** decisions.
- 13) Upon termination of the emergency, Saskatchewan Emergency Planning, the Regional Director, Grassland Ecoregion, and Southwest Saskatchewan 911 will be notified.
- 14) Evacuated persons will be permitted to re-enter the park.
- 15) Within 7 days of the emergency being terminated, the **Emergency Control Group** will provide a summary of the logs to the **Park Manager**.

EVACUATION PROCEDURES-STEP BY STEP

The following will outline the steps that will be taken prior to and during an evacuation:

***IF THERE IS NO STEADY BUILDUP IN FIRE HAZARDS OR BURNING CONDITIONS PRIOR TO THE EVENT:**

In this situation, the event will be unpredictable occurrence. Normally, park and fire managers will be able to determine when fire hazards are extreme, and will be able to take precautionary measures as required to ensure that emergency response and evacuation teams are at a state of readiness.

In the event of a sudden, unexpected occurrence, (severe wind storm, flooding, etc.) the following steps will be taken:

- 1) The person receiving the initial report or first being aware of the incident will notify the Park Manager or his/her designate;
- 2) The Park Manager will assess the situation and if warranted, will activate the Emergency Notification List. Members of the **Emergency Control Group** will report to the **Emergency Operations Centre**;
- 3) The **Emergency Operations Centre** will be activated;
- 4) The Park Manager will declare a state of local emergency by faxing a copy of the notification to Saskatchewan Emergency Measures Organization 306-787-1694 and following up with a phone call 306-787-9563 (24 hours);
- 5) The SW Director and the Director of Operations, Ministry of Parks, Culture and Sport will be notified of the emergency;
- 6) South West Saskatchewan 911 will be contacted, notifying them of the emergency, and requesting them to put area first responders and emergency facilities not immediately involved with emergency on standby;
- 7) **Emergency Control Group** members will activate their teams through the fan out lists;
- 8) The teams will respond to the emergency in their assigned roles;
- 9) Local Media will be advised of the emergency, and requested to broadcast a prepared message for public not to travel to XX Provincial Park, arranging for regular updates to be provided and providing a public inquiry phone number;
- 10) **The Emergency Control Group** will hold regular meetings (every ¼ to 1 hour) as required to keep all members informed of developments regarding the emergency, and to allow for timely group decisions to address problems that may arise;
- 11) Logs will be maintained of all outgoing and incoming communications, as well as of developments and **Emergency Control Group** decisions;

12) Upon termination of the emergency, Saskatchewan Emergency Planning, the Regional Director, Grassland Ecoregion, and Southwest Saskatchewan 911 will be notified;

13) Evacuated persons will be permitted to re-enter the park;

14) Within 7 days of the emergency being terminated, the **Emergency Control Group** will provide a summary of the logs to the **Park Manager**;

ANNUAL REVIEW

This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the **Emergency Control Group**.

It is the responsibility of each person, agency, service or department named within this emergency plan to notify the Park Manager of any revisions to the annex, or administrative changes.

TESTING THE PLAN

An annual exercise may be conducted in order to test the overall effectiveness of this emergency plan and provide training to the **Emergency Control Group**. Revisions to this plan should incorporate recommendations stemming from such exercises.

At least one exercise to test the plan and response of involved agencies will be held occasionally. The communication, notification, and media sections of the plan will also be tested occasionally.

COMMUNICATIONS PLAN

The Communications plan to support evacuation efforts includes many facets. The primary objectives of this plan are to:

*Provide a system of information dissemination to the public concerning the risk of a wildfire, and the plan involved in ensuring their safety. This also includes information on the vegetation management plan that is in place (what we have implemented to ensure healthy native grassland).

*Detailing the formal plan established in case of the need for immediate evacuation, including evacuation notices, media releases, radio messages, etc.

This communications plan includes the following:

A. Public Notification Plan

- Posters
- Entry gate hand-outs
- Newsletters
- Cottagers informational letter
- Interpretive programs including fire circle programs and fire suppression

demos.

- FM radio emergency channel broadcasts
- Commercial Radio/TV releases
- Cottage Owners Association annual meeting
- Institutional Camps Annual spring meeting
- Park Lessees Annual spring meeting
- Staff information delivery (Campground office, Entry gate, Programs, Etc.)

B. Media Management Plan

- Hazard build-up media release
- Fire hazard restrictions release (road closures, campground closures, fire bans, Etc.)

- Formal evacuation notice
- Systematic update notice / plan
- Re-entry media release

C. Vegetation Management Plan

- Dissemination of information of this plan
- Public education programs

A. Public Notification Plan

A.1. – Posters are to be developed for placing on bulletin boards throughout the park. The posters will include a brief explanation of the evacuation plan. It will be hi-lighted by an evacuation route map, clearly showing the main escape routes for every area of the park. This responsibility is assigned to the Park Manager.

A.2. – A hand-out will be developed by the Park Manager, with the assistance of the Interpretive Staff that clearly but briefly explains the potential for wildfires, the plans in place to deal with public protection, and finally, the vegetation management plan in place that is currently used to enhance our ecosystem while reducing hazards.

A.3. – Articles will be written by the Park Manager, that detail the information outlined in item A.2.

A.4. – An informational newsletter will be written by the Park Manager that explains the current status of the evacuation plan. It will detail the plan in place for dealing with cottage evacuation. It will also explain the role they can carry out in assisting with hazard reduction and fire prevention.

A.5. – An interpretive program will be developed by the interpretation team in consultation with the Park Manager that presents the entire fire hazard/evacuation plan – grassland management plan in an interesting and positive light. This program will be presented either in whole or in conjunction with another evening program.

A.6. – The support of Commercial radio stations will be sought in releasing public messages concerning fire hazard levels and the need for fire prevention by all park users.

A.7. – A presentation will be given to the cottagers' annual meeting each July, informing them about the plan, and how we would require them to respond in the event of an evacuation.

A.8. – Institutional camp staff will be advised, each spring at the annual meeting, of the plan and what their role would be.

A.9. – Park merchants/Lessees will be advised, at the meeting each spring about the plan, and what their role would be.

A.10. – Staff will be informed at regular meetings on how this plan works, what their individual roles would be and how they can assist in creating awareness with the general public.

B. Media Management Plan

B.1. – Samples of media releases will be developed that can be kept on file for use when actual hazards are high. These will be developed by the Park Manager.

B.2. – Samples will be developed by the Park Manager that detail a formal restriction notice that would be used whenever restrictions are warranted. They will include samples of road closures, campground closures, fire bans, and travel bans, specific to XX Provincial Park.

B.3. – A formal evacuation notice sample will be developed that shows terminology to be used when an evacuation is implemented. It will include the procedure to follow in implementing the evacuation.

B.4. – This will show the normal format to follow for information dissemination when fire hazards begin to increase and restrictions may be required.

B.5. – This is to include a sample of the process involved in implementing evacuation cancellation and the media messages required.

C. Vegetation Management Plan

It is important that the public is kept informed and abreast of what is happening with vegetation management within XX Provincial Park. Vegetation management is a key part of fire prevention, it is essential that there is an awareness instilled in all park users. All of the communications plan processes should be also considered for dissemination of vegetation management information.

Public education programs will be developed that focus on the theme of vegetation management, as it pertains to wildfires and subsequent safe evacuation of the park. It will include presentations on such management tools as grazing, haying and fuel load manipulation.

XX PROVINCIAL PARK EVACUATION PLAN PHONE FAN OUT LIST

When evacuation appears to be imminent or possible, it will be necessary to contact the members of XX Provincial Park Evacuation Committee. This will be done by administration office staff, if the emergency occurs during office hours. If after hours, the person receiving the report will contact the top name on the list and work down from there.

List names and contact information here:

OTHER AGENCIES TO BE CONTACTED:

Saskatchewan Emergency Planning
(to notify of emergency and evacuation)

PHONE #

1-306-787-9568 OR FAX 1-306-787-1694

SaskAlert
<https://ui.naad-adna.pelmorex.com>

1-833-752-5378

Relevant infoamtion inserted here:

RADIO, TV STATIONS, INTERNET NEWS:

COMMUNICATIONS – NEWSPAPERS

XX Provincial Park Evacuation Plan

The 20__ revised XX Provincial Park Emergency Plan has been reviewed and approved for implementation to respond to emergencies requiring removal of people from danger.

REVIEWED AND APPROVED BY:

Park Manager

Date

Regional Director

Date

**XX Provincial Park
Evacuation Procedures
*Campground Office***

YOUR RESPONSIBILITY WHEN A SMOKE DETECTOR GOES OFF:

1. Put down your work, telephone etc.
2. Ensure safe is locked.
3. Take your jacket and wallet/purse.

4. Close the door to your office.
5. Proceed to the nearest exit and leave the building. Close the door upon your exit and ensure it is not locked.
6. Proceed to the boulevard east of the information kiosk which is the Muster Area.
7. The fire marshals will check the offices and washrooms.
8. The fire marshal will take a head count and report to the most senior person at the site.
9. Do not return to the Campground Office until the fire Marshal gives the all clear.
10. If it is determined that there is a fire, contact 911.

Other Key Points:

Fire Marshals will be the senior employee working that day in the campground office.

Evacuation Procedures

Maintenance Shop

YOUR RESPONSIBILITY WHEN A SMOKE DETECTOR GOES OFF:

1. Put down your work, telephone etc.
2. Take your jacket and wallet/purse.
3. Close all doors if it is safe to do so.
4. Proceed to the nearest exit and leave the building. Close the door upon your exit and ensure it is not locked.
5. Proceed to the Staff Campground which is the Muster Area.
6. The fire marshals* (Maintenance Supervisor/Park Maintenance Worker – Delegate) will check offices and washrooms.
7. The fire marshal will take a head count and report to the most senior person at the site.
8. Do not return to the Maintenance Shop until the fire marshal gives the okay.
9. If it is determined that there is a fire, contact 911.

Other Key Points:

If there are any members of the public in the shop, take him/her with you when you exit the building.

XX Provincial Park Evacuation Procedures *Visitor Centre*

YOUR RESPONSIBILITY WHEN A SMOKE DETECTOR GOES OFF:

1. Put down your work, telephone etc.
2. Take your jacket and wallet/purse.
3. Close the door to your office.
4. Lock the Safe.
5. Proceed to the nearest exit and leave the building. Close the door upon your exit and ensure it is not locked.
6. Proceed to the parking lot which is the Muster Area.
7. The fire marshals* (Park Administrative Supervisor/Park Manager) will check offices and washrooms.
8. One of the fire marshals will take a head count and report to the most senior person at the site.
9. Do not return to the visitor centre until the fire marshal gives the okay.
10. If it is determined that there is a fire, contact 911.

Other Key Points:

If you have a client in your office, take him/her with you.

EMERGENCY OPERATIONS CENTRE (EOC)

The **Emergency Control Group (ECG)** will report to the **Emergency Operations Centre (EOC)** located at the Park Administration Office, at XX Provincial Park. In the event that this operation centre cannot be used, the secondary location will be at the park's maintenance workshop, located in the N.E. Quadrant of XX Provincial Park.

Operational Service Worker

- A) Coordinating **park maintenance staff** and equipment in assisting with evacuation effort;
- B) Maintaining and distributing radio equipment for evacuation purposes;
- C) Maintaining a list of **maintenance personnel** who will be able to assist **Emergency Control Group** with physical evacuation procedures;
- D) Developing informational handouts and providing evacuation plan information to park user groups;
- E) Ensuring that handouts are distributed, and evacuation information is posted at all facilities within the park;
- F) Liaison with structural **fire chief** concerning emergency water supplies for fire fighting purposes;
- G) Liaison with **public utilities** to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions (utilities);
- H) Providing park maintenance vehicles and equipment for use by other emergency services as required.

Senior Conservation Officers/ (Seasonal Park Enforcement Officers)

- A) Securing park entrances to ensure that unauthorized vehicles do not enter the park during evacuation, and to prevent re-entry of evacuated persons (outer perimeter);
- B) Overseeing traffic control for evacuation; and to facilitate the movement of emergency vehicles;
- C) Placing temporary evacuation route signage along designated evacuation routes when fire hazards reach predetermined danger level;
- D) Physically disseminating the evacuation order to affected park areas;
- E) Coordinating sweep teams to ensure that evacuated areas are clear;
- F) Enforcing evacuation order;
- G) Maintaining site security (inner perimeter);
- H) Liaison with other municipal, provincial and federal police agencies, as required;
- I) Protection of life and property and provision of law and order.

Administration Officer

- A) Ensuring that outside agencies, mutual aid partners, utilities are notified of impending evacuation;
- B) Maintaining financial and other records pertaining to the emergency;
- C) Maintaining communications logs during emergency;

D) Processing all invoices resulting from evacuation effort.

Cottage Owner's Association Representative

- A) Ensure cottage subdivision has **contact person(s)** responsible to conduct evacuation of subdivision when required;
- B) Ensuring that **cottagers** are aware of assigned evacuation routes;
- C) Maintaining list of reliable **cottagers** who can be called on to assist with evacuation operations as required;
- D) Notifying **subdivision** of evacuation order and overseeing evacuation of same;
- E) Contacting previously determined volunteers from cottage subdivisions to assist with evacuation operations when required.

The Commercial Lessees

- A) Ensuring that each commercial lease facility has an evacuation plan for that facility, if legally required, and that a copy of the plan is provided to the **Emergency Control Group** each spring;
- B) Compiling a list of **commercial lessee personnel** who will be available to assist the **Emergency Control Group** with evacuation operations, such as traffic control;
- C) Notifying **commercial lessee personnel** to report to assigned location when an evacuation is ordered.

XX Provincial Park Grazing Association Representative

- A) Compiling and maintaining list of area ranchers who will be able to respond to a park emergency on horseback to assist with search teams, if required;
- B) Assisting **Emergency Control Group** with operational decisions by providing knowledge of park back country layout.

Representative for the Town of XX

- A) Activating **Emergency Plan** to assist with evacuation requirements;
- B) Activating **reception centre** when notified of impending Park evacuation;
- C) Activating **inquiry and reception centre** (at High School);
- D) Notifying **emergency services** (hospital, ambulance/EMT's to be on standby).

PARK EVACUATION PLAN

In the event that a wildfire is a threat to the park, the following procedures should be followed for evacuation.

All available staff will have been briefed on what duties are expected of them. This will be done at the beginning of the park season and again during the high to extreme fire threat period during the summer.

Plan of Action

- The park Manager or designate is responsible for directing emergency operations within the park.
- The R.C.M.P., ambulance and adjoining fire departments are to be called.
- The R.C.M.P. is to direct traffic at the highway and hilltops because vehicles will be leaving from the campground and day use area simultaneously.
- All incoming traffic at the entry gate is to be stopped.
- Park users are to be notified that evacuation procedures are being implemented.

Campgrounds

- All incoming traffic is to be stopped at the entry gate, except emergency vehicles.
- Notify the public that evacuation procedures are being implemented. Be clear about the danger, otherwise, the public will want to take their belongings with them. This would cause unnecessary risk to the public and the officers.
- If fire is threatening the campground area, the R.M.S. or his designate is to start the outside row of sprinklers.
- If fire has cut off outgoing traffic, the lake should be used as an escape route.
- Where there are no sprinklers, in the campgrounds, the lake should be used as an escape route, if necessary.
- Security officers and conservation officers are to act as traffic control officers at all major exits.
- Use the garbage dump road as an alternate escape route.
- Evacuees will not be allowed to re-enter the park until authorized by the park Manager or his designate.
- Park officers and R.C.M.P. are responsible for security after campgrounds have been evacuated.

Day Use Area

- The R.M.S. or designate is to set up and use the outside row of sprinklers in day use area if fire is threatening.

- The Staff House Road to the north is the alternate escape route.
- If the Staff House Road is cut off by fire, use the lake.

Subdivision

- Alert residents of the evacuation procedure.
- One officer should be in charge of ensuring all residents have left.
 - If unable to get out by road, use the lake as the escape route.

Private Campgrounds

- Alert residents of the evacuation procedure.
- One officer should be in charge of ensuring all residents have left.
- If unable to get out by road, use the lake as the escape route.