

Title:	Evacuation Policy
Adopted on:	August 1, 2023
Adopted by:	City Manager
Jurisdiction:	Safety Coordinator
Revision Date:	August 22, 2023

1. PURPOSE

The purpose of this evacuation policy is to establish a comprehensive and efficient framework for safely evacuating residents and visitors in the event of emergencies or disasters that pose a threat to the City of Weyburn. The policy aims to minimize potential risks to life and property and ensure a coordinated and organized evacuation process.

2. SCOPE

This policy applies to all residents, businesses, visitors, and municipal authorities within the City of Weyburn.

3. DEFINITION OF EMERGENCY AND TRIGGERING EVENTS

An emergency is defined as any situation or event that presents a threat to public safety, health, or the environment. Triggering events may include but are not limited to:

- Natural disasters (e.g., floods, wildfires, tornadoes).
- Industrial accidents.
- Hazardous material spills.
- Disease outbreaks.
- Civil unrest or terrorism.

4. RESPONSIBILITIES

4.1 Local Authority

- Ensure emergency plans for mitigation/prevention, preparedness, response and recovery from emergencies and disasters are approved and in place.
- Set emergency policy, legislation, and appropriate delegation of powers to the Emergency Measures Organization and Planning Committee operating within the Emergency Operations Centre to mitigate the emergency or disaster.
- Authorizing a Declaration of a State of Local Emergency to delegate additional powers needed for efficient termination of an emergency or disaster available under *The Emergency Planning Act, 1989*. Council must monitor the use of powers by appointed individuals.

4.2 City of Weyburn City Manager

- Ensure emergency plans are in place and reviewed regularly.
- Activate the Emergency Operations Center (EOC) to centralize communication and decision-making during an evacuation.

4.3 Emergency Measures Coordinator

- Develop, implement, and regularly update the evacuation plan based on the city's risk assessment.
- Coordinate training and drills for relevant stakeholders to familiarize them with the evacuation procedures.
- Coordinate with emergency services, law enforcement, and relevant agencies to facilitate a smooth evacuation process.

4.4 Emergency Responders

- Emergency services and law enforcement will assist in directing and guiding the public during evacuations.
- Provide support and assistance to vulnerable populations, including the elderly, disabled, and those with special needs.

4.5 Communications Officer

- Disseminate timely and accurate information to the public through various communication channels, including radio, television, social media, Citizen Alert System, and official websites.

5. EVACUATION ZONES AND ROUTES

- Identify and designate evacuation zones based on the nature of the emergency.
- Establish primary and secondary evacuation routes to guide residents to safety.
- Signage should be placed strategically to direct individuals to the nearest evacuation routes.

6. EVACUATION ORDER TEMPLATE

Appendix A is a template for an evacuation order to be used during an actual emergency. The specific details, such as the event triggering the evacuation and designated safe locations, will need to be filled in at the time of the evacuation.

7. EVACUATION RECEPTION CENTRE FORM TEMPLATE

Appendix B is a template for an evacuation reception centre form to be used during an actual emergency. The specific details, such as the designated safe locations, will need to be filled in at the time of the evacuation.

8. WAIVER OF EMERGENCY SERVICES TEMPLATE

Should someone refuse to evacuate, they must complete a Waiver of Emergency Services form which shall be witnessed by a City of Weyburn official. Appendix C is a template for an evacuation reception centre form to be used during an actual emergency. The specific details, such as the contact information, will need to be filled in at the time of the refusal.

9. APPENDIX A – EVACUATION ORDER TEMPLATE

Evacuation Order

Date: [Insert Date]

Time: [Insert Time]

To all residents, businesses, and visitors of the City of Weyburn:

Due to the imminent threat posed by [describe the nature of the emergency], an evacuation order has been issued for your safety.

Instructions:

1. Remain calm and proceed immediately to the designated evacuation routes.
2. If you have transportation, assist those without means of travel.
3. Follow the instructions of emergency responders and law enforcement personnel.
4. Take essential belongings, medications, and important documents with you if time permits.
5. Close and secure your residence or business before leaving.
6. Do not return to the evacuated area until an official all-clear is issued.

Designated Safe Locations:

1. [List of safe locations where evacuees can seek shelter]

Stay tuned to local news updates, official social media accounts, and emergency services for further information and updates.

Your safety is our utmost priority, and we urge all residents to comply with this evacuation order without delay.

Sincerely, [Name of City Official or Emergency Management Coordinator] [Contact information for further inquiries]

10. APPENDIX B – EVACUATION RECEPTION CENTRE FORM TEMPLATE

[City of Weyburn/Reception Centre Name]

[Address]

[City, State/Province, ZIP Code]

[Phone Number]

[Email Address]

[Website (if applicable)]

Evacuation Reception Centre Form

Date: [Date of Form Submission]

Evacuation Centre ID: [Automatically generated ID]

Contact Information:

Full Name: _____

Phone Number: _____

Email Address: _____

Evacuee Information:

Full Name: _____

Date of Birth: _____

Gender: _____

Address: _____

City: _____

State/Province: _____

ZIP/Postal Code: _____

Country: _____

Phone Number: _____

Email Address: _____

Accompanying Family Members (if applicable):

Full Name: _____

Date of Birth: _____

Relationship to Evacuee: _____

Full Name: _____

Date of Birth: _____

Relationship to Evacuee: _____

Full Name: _____

Date of Birth: _____

Relationship to Evacuee: _____

Medical Needs (if known):

Medical Conditions/Allergies: _____

Medication Required: _____

Special Dietary Needs: _____

Mobility Assistance Required: _____

Emergency Contact:

Full Name: _____

Relationship to Evacuee: _____

Phone Number: _____

Email Address: _____

Additional Information (optional):

Declaration:

By submitting this form, I acknowledge that the information provided is accurate to the best of my knowledge. I understand that this data will be used solely for the purpose of managing evacuees at the Reception Centre and will be handled in accordance with the applicable privacy laws.

Signature: _____ Date: _____

[Note: This section is for the Reception Centre staff to fill]

Check-in Information:

Date and Time of Arrival: _____

Assigned Accommodation: _____

Assigned Evacuation Centre Staff: _____

Remarks/Notes: _____

This form is to be submitted upon the arrival of evacuees at the Reception Centre. The information collected will be used to facilitate the management and support of evacuees during their stay.

Thank you for your cooperation in providing this essential information.

Please ensure all data is handled securely and in accordance with privacy regulations.

[Your Organization/Reception Centre Name]

[Contact Information]

[Website (if applicable)]

11. APPENDIX C – WAIVER OF EMERGENCY SERVICES TEMPLATE

City of Weyburn
157 3rd St. NE,
Weyburn, SK S4H 0W3
Phone: 306-848-3200
www.weyburn.ca

WAIVER OF EMERGENCY SERVICES

City of Weyburn Evacuation Order Refusal

I, [Full Name], residing at [Address], hereby declare that I have received an official evacuation order from the City of Weyburn due to an emergency situation that poses a significant risk to life and property. I acknowledge that it is in my best interest to evacuate the area immediately as advised by the authorized emergency services.

However, after being fully informed of the potential risks and dangers associated with remaining in the affected area during the emergency situation, I have made a personal decision to refuse the evacuation order and to remain at my current location.

By signing this waiver, I understand and accept the following:

1. Acknowledgment of Risks: I am fully aware that by refusing to evacuate, I may be exposed to significant risks to my health and safety, including but not limited to injury, property damage, and loss of life.
2. Waiver of Emergency Services: I hereby waive any and all claims, demands, actions, or causes of action against the City of Weyburn, its officials, employees, agents, and emergency service providers, arising out of any harm, injury, or damages that may occur to me or my property as a result of refusing to evacuate and seeking emergency services during the period of the evacuation order.
3. Sole Responsibility: I acknowledge that I am solely responsible for my decision to refuse the evacuation order and that I will not hold any emergency service providers or the City of Weyburn accountable for any adverse outcomes resulting from my choice.
4. Contact Information: In the event of an emergency or change of heart, I will make every effort to inform the local authorities or emergency service providers of my location and status.

I have read and understood the contents of this waiver, and I am signing it voluntarily without any coercion or undue influence.

Signature: _____ Date: _____

Witness Signature: _____ Date: _____

[Please note: The waiver should be signed by the individual refusing to evacuate and witnessed by an authorized representative from the City of Weyburn or an emergency service provider, if possible.]