

EMERGENCY RESPONSE PLAN

FOR

**WAKAW LAKE
REGIONAL PARK**

*Copies of this report are in the Entry Gate, Pro Shop, Maintenance Shop and the Administration Office. ** Updated July 2017 ***

*** Please report any changes to this booklet to the Park Administrator 233-4644**

The purpose of this report is to provide the necessary information for dealing with common individual or localized emergencies and for dealing with extreme emergencies that affect the entire Park.

Wakaw Lake Regional Park **Facility Information**

Address: Box 730
Wakaw, SK SOK 4P0

Physical Location: Surface Parcel 161514020
Blk. X Plan No. 101878320 Extension 0
(NE Quarter 36-42-26 W of 2nd)

Phone:	Park Gate (1 May to 30 Sept.)	233-5744
		Fax: 233-5666
		Email:
	Golf Course (1 May to 30 Sep.)	233-5955
		Email:
	Administration Office	233-4644
		Fax: 233-5925
		Email: wlrp@sasktel.net

Clubhouse Restaurant 233-3066

Park Security: 306-213-8088

EMERGENCY MEASURES PLANNING

When assessing and responding to an emergency, priority is established in the following order.

1. Protection of human life and protection from injury.
2. Protection of property. No effort to protect property will be made until all human lives are safe.

The front gate will maintain a 1st Responder medical kit and an Automated External Defibrillator and a physical record for the following:

- A Medical Support list of all potential people in the Park who are trained as 1st Responders, Nurses, Doctors, EMT, or with advanced first aid treatment who are willing to provide medical assistance in an emergency.
- A Campers Records of Emergency Contact form for every seasonal camping site that indicates the names of the campers who may be on site, their telephone contact information and the contact information for a third party to call in the event of an emergency.
- A Campers Records of Emergency Contact form for each short term camper (monthly, weekly, daily) that indicates the date duration of their stay, the names of the campers who may be on site, their telephone contact information and the contact information for a third party to call in the event of an emergency.

This information will be maintained at all times and stored in a binder(s) that is easily accessible and transportable in the event of an emergency.

Medical Emergency

1. Call 911
2. Provide: your exact location, your name, and your phone #.
3. Explain type of emergency.
4. Follow the instructions of the operator.
7. DO NOT MOVE VICTIM.
8. Stay calm.
9. Keep the victim warm.
10. Do not give victim anything to eat or drink.
11. If the time is between 9:00a.m. and 10:00 p.m. notify the Park gate of the emergency at 233-5744. A 1st Responder may be available in the Park to provide assistance.

Lightning

At the campsite:

1. Stay indoors and away from windows, doors, stoves, sinks, bathtubs, appliances, metal pipes, telephones and other materials, which conduct electricity. (Cell phones are O.K.)
2. Unplug radios & TV's.
3. Stay in your automobile as an alternative to staying in your camper.

Outside:

1. Take shelter in a building or depressed area such as a ditch – never under a tree.
2. Do not ride bicycles, motorcycles, and golf carts or use metal shovels or golf clubs.
3. If on the lake, get back to shore immediately at any distant sign of lightning.
4. If caught in the open, do not lie flat but crouch in the leapfrog position and lower your head.
5. Stay in an automobile.

Civil Disturbance:

Any situation where a person or group of people threaten the safety of others. If participants enter your campsite, remain calm & do not provoke aggression.

1. If the time is between 9:00a.m. and 10:00 p.m. notify the Park gate of the emergency at 233-5744. They may be able to provide assistance.
2. If no assistance is available call 911
Provide: Your exact location, your name, and your phone #.
Follow the instructions of the operator.

Bomb Threat:

If you receive a telephone call stating that a bomb is set, assume it is a serious threat.

1. Stay calm – never hang-up the phone.
2. Keep the caller on the line as long as possible.
3. LISTEN! Do not interrupt caller.
4. As soon as possible phone 911, or alert others to phone 911.
5. Order people to evacuate the intended area and meet at a ‘safe’ location.
6. Wait for instructions from police.

FIRE/EXPLOSION

1. Act quickly, decisively, and one person needs to take control of the situation.
2. Have a working fire extinguisher inside the entrance to your camping unit. Use fire extinguisher if fire is small.

Inside a Camper

1. If fire is inside the camper and it is smoke filled, evacuate camper and DO NOT RE-ENTER. If smoke filled, crawl along the floor.
2. Close the door when you leave, to contain the fire.
5. Call 911
Provide: Your exact location, your name, and your phone #.
Follow the instructions of the operator.
6. If the time is between 9:00a.m. and 10:00 p.m. notify the Park gate of the emergency at 233-5744. They may be able to provide assistance.

Outside the Camper

1. Do not burn a campfire if it is windy.
2. Do not burn a large campfire that puts off sparks.
3. Keep a 20 foot area around a campfire free of trash and combustible material.
4. While burning a campfire, keep a water hose connected and ready to use if you are in a full service campsite. Have a couple of pails of water at hand if you are not in a full service campsite.
5. NEVER leave a campfire unattended and ensure that all coals are extinguished before leaving.

FIRE GRASS/BRUSH/TREES

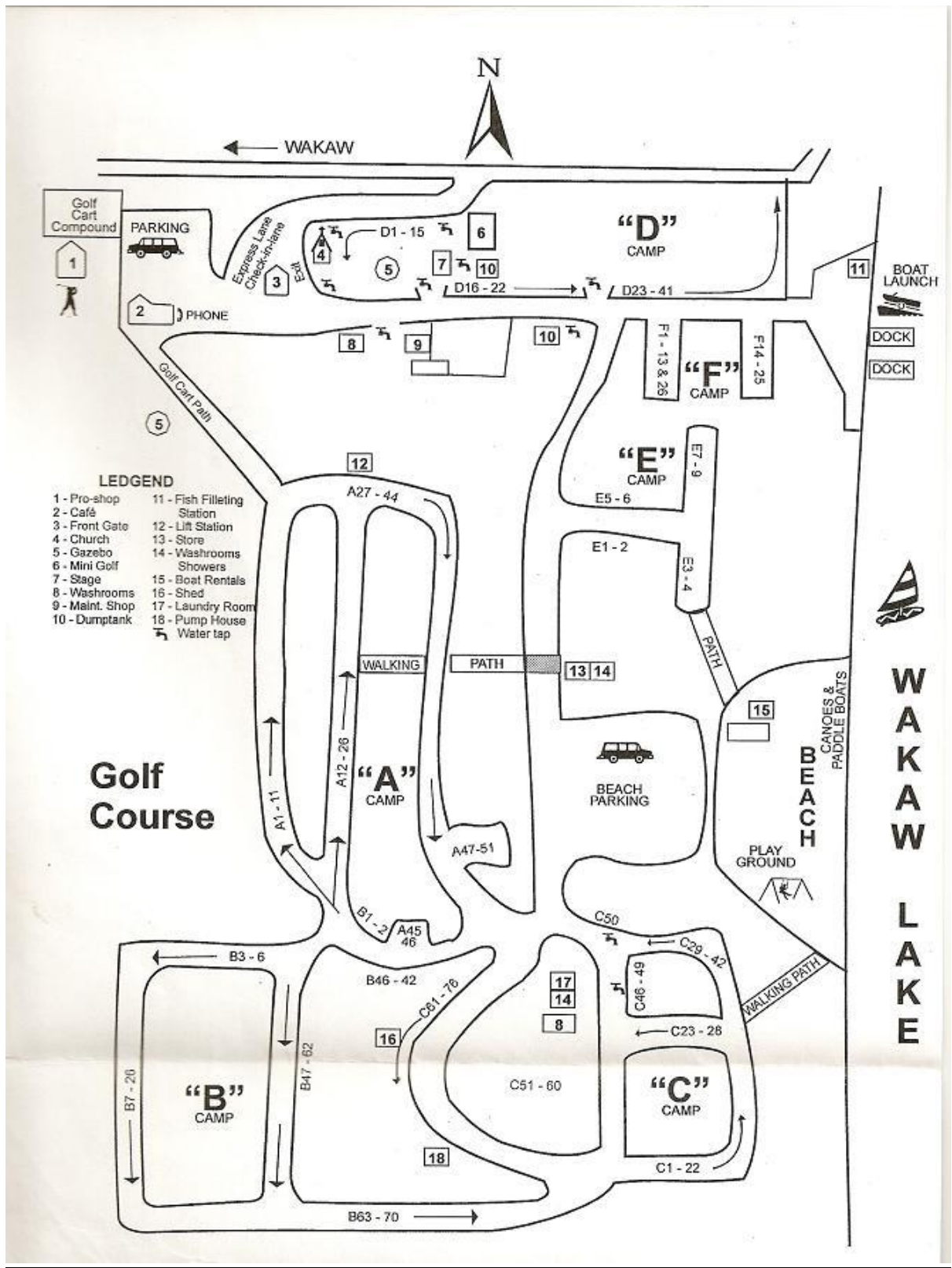
Upon fire being detected within the Park, which is not in control, the Wakaw/RM of Hoodoo Fire Department and RCMP is to be contacted immediately by calling 911.

Safe areas, that will not support fire burning, are open areas such as the beach, boat launch, and golf greens. Make sure you know the route to these areas from your camping site in case you are force to move from a fire area.

Move away from the fire area on foot. Do not get into your vehicle and attempt to drive away. This may result in a traffic jam that prevents emergency vehicles from reaching the fire area.

In the event of an approaching forest or grass fire, an evacuation plan is in place to ensure orderly evacuation from the Park, and accountability for evacuated people.

Please see the **Evacuation Plan** at page 9 of this document.



(Temporary map – a detailed aerial view will be developed.)

EXTREME WIND OR TORNADO:

Normally you are advised to take shelter preferably in the lower level of a sturdy building. The only building that offers basement shelter is the Club House and it would not likely be possible or wise for too many people to attempt to seek shelter there. Do not attempt to access the Club House unless you are very close by and are able to judge that you have time to reach the clubhouse without risking the danger of flying debris. Flying debris causes most fatalities and injuries in wind storms.

1. Outdoors, with no shelter available, lie flat on your stomach in a ditch or other low lying area, and shield your head with your hands. Flying debris is likely the greatest danger in a moderately severe wind storm.
2. Trailers and campers are not safe in windstorms. FEMA of the U.S. Department of Homeland Security recommends that you leave your trailer and take shelter in your automobile because it has safety glass and is proportionally much heavier than a camper or trailer.
3. STAY in your campsite in your automobile, unless you are also threatened by fire. Buckle your seat belt. Put your head down below the windows and cover your head with a blanket or coat.
4. Do not attempt to move your vehicle in a wind storm because debris and fallen trees may block your route and your vehicle may block access by emergency vehicles.

In the event of an approaching severe storm or tornado, which may threaten the personal safety of Park patrons and staff, an evacuation plan is in place to ensure orderly evacuation from the Park, and accountability for evacuated people. Please see the Evacuation Plan at page 9 of this document.

EVACUATION PLAN

The objective of these procedures is to ensure that people are moved to a safe secure area and allow authorities to deal with the emergency that has developed.

The Park General Manager or Assistant Manager or their designate will determine if evacuation of the Park is required and have the authority to issue a *Declaration of Evacuation* of the Park.

Declaration of Evacuation:

Declaration of Evacuation will only apply to emergencies of major significance and will occur prior to major emergencies if time permits. In an approaching fire situation this will be dependent upon fire behavior, i.e.: direction of wind, rate of spread, and natural barriers. In a severe weather situation this will depend on the amount of warning time and the projected severity of the event.

Declaration of Evacuation may also occur after the emergency event has occurred in order to allow emergency personnel to deal with the after effects of the emergency.

Evacuation Procedure:

Designated backup support external to the Park will be called and alerted of the imminent evacuation. (If telephone communication is not viable someone must be dispatched to inform backup support.)

All senior Park personnel are to be alerted immediately of the planned evacuation whether they are on duty or at home, if telephone communication is viable.

In Park volunteers will be sought and deputized for authority to act on behalf of the Park, and given a role in the evacuation. (Prior identification of likely candidates is essential.)

One individual will be assigned to provide central communications and stand by the telephone of the Gate house and to secure the Campers Records of Emergency Contact.

The Campers Records of Emergency Contact forms that are maintained at the Gate will be removed and transported to the external evacuation shelter location at the Wakaw Recreation Centre at 201 Main St. in Wakaw.

All access to the Park will be closed except for emergency vehicles. Gates will be open but someone must be stationed at the gates to provide security and prevent access.

Evacuees may not remove any towed camping units or boats from the Park after declaration of evacuation. Campers and boat trailers on the roads provide too much risk of road blockage.

Provision must be made to search the Park and determine if all non-essential people are evacuated.

All Campers from Camp grounds A, B, and C are directed to evacuate by means of the emergency exit adjacent to Hole # 6 and then across Hole # 4 fairway to Siba beach gate. It is important that campers in these areas will follow this directive to prevent a traffic jam at the main gate that slows exit.

All campers from Camp grounds D, E, and F are to exit by means of the main gate to the Park.

All campers must report to the external evacuation shelter location at the Wakaw Recreation Centre at 201 Main St. in Wakaw. The purpose of evacuation is to get people into a shelter that is much safer than the Park. The Recreation Centre is only a short drive away and will likely be safer than being out on the road.

Attendance will be taken at the Recreation Center in case follow up is required to account for people who are potentially at the Park during the emergency. If the emergency is resolved safely, people will be allowed to re-enter the Park

Disaster Protocols

The Park is very susceptible in extreme wind storms and is unable to provide many options for safety in the event of a sudden storm or wind-blown fire within the campground that does not allow for evacuation prior to the event.

Disaster Protocols will not be put into effect unless:

- there is significant injury or death to people;
- or the likely hood of further danger to people if the Park is not evacuated;
- or to allow Authorities to ascertain victims or search for people;
- or to allow Authorities to ensure property security and to clear debris and return utilities to safe operating condition.

Authority for Disaster Protocols will be turned over to the RCMP when they arrive on the scene. The RCMP has the ability to demand assistance from whomever they see fit

In the event of disaster at the Park it is unlikely that outside assistance will arrive quickly and with sufficient capacity to provide help that is needed. Provision must be made for self-help within the Park by the Campers in attendance. Information will be provided to blocks of campsites designating the campsites for which they are mutually responsible for in the aftermath of a disaster. Able campers with in the block will have the task of checking that block of sites and giving assistance were required.

The Clubhouse will be designated as the emergency assistance centre to which people can be directed if they are injured and require medical assistance. Volunteer medical personnel who have previously volunteered their assistance will report to the clubhouse if they are able.

The Clubhouse will be fitted and maintained with a generator that is sufficient to provide interior lighting and water pressure from the internal water tank. The generator will be maintained in good working order and tested bi-monthly throughout the summer.

A portion of the Clubhouse basement can be designated as a temporary morgue if required.

If the Clubhouse is not useable, alternative sites may be the maintenance garage or the golf cart storage shed. (Tornados can very easily destroy one building but leave an adjacent building virtually undamaged.) If no structures are available the grassed parking area at the North west end of the Clubhouse parking should be cleared and used as the emergency assistance site.

Evacuation Plan procedures will be put into effect as soon as possible after the disaster.

Evacuation Control Checklist

1. Act quickly to deputize available people who are willing to act on behalf of the Park with key emergency roles for the following:
 - O - Contacting and liaison with external support Authorities,
 - O - Alerting Campers of evacuation. Engage clubhouse SIREN.
 - O - Securing and opening gates,
 - O - Providing centralized communications at the gate house and securing the Campers Records of Emergency Contact.
 - O – Contacting staff who are not on duty.

2. Confirm the following:
 - O - Campers in the Park have been informed of evacuation by means of the public address system or under the direction of park staff.
 - O - The gates are open for the alternate exit route adjacent to hole # 6 tee-box and to Siba beach to allow exit from the south west side of the Park.
 - O – Someone is providing security at each gate.
 - O - Physical copies of Campers Records of Emergency Contact are secured from the gate house and are being transported to the Wakaw recreation Centre.

3. When staff is available follow up with the following:
 - O – All wash rooms and public buildings are to be checked, cleared of people and locked.
 - O -Check each campsite thoroughly for occupants and use whatever force is necessary to enter camping units, to ensure all persons are aware of the evacuation. Direct persons to leave immediately and indicate the shortest route to exit.