



4/29/2024

# Personal Emergency Preparedness Information Guidelines

Consisting of the following  
Municipalities:

R.M. of Meota #468

Village of Meota

Resort Village of Metinota

Resort Village of Cochin



Jacque Code, EMO Coordinator  
MEOTA. SK

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## Emergency Preparedness

Disasters and emergency events have shown the need for individuals to be prepared to look after themselves, their families and pets for a minimum of 72 hours. There are many sources for important information:

[www.getprepared.gc.ca/index-eng.aspx](http://www.getprepared.gc.ca/index-eng.aspx)

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/preparedbc/prepare-your-home>

## Emergency Kits

You may have some of these basic emergency kit items already. The key is to make sure they are organized, easy to find and easy to carry (in a suitcase with wheels or in a backpack) in case you need to evacuate your home. Whatever you do, don't wait for an emergency to happen. Think of ways that you can pack your emergency kit so that you and those on your emergency plan can easily take the items with you, if necessary.

### What to include:

- Food (ready to eat) and water (2-4 liters per person per day)
- Flashlight and batteries, headlamp
- AM/FM radio (crank or battery)
- Medication/s
- Seasonal clothing
- Blanket
- Pen and notepad
- Cell phone charger
- Personal toiletries
- Small first aid kit
- Extra pair of glasses or contacts
- Cash in small bills
- Local map
- Whistle
- Out-of-area contact card
- Copies of important documents, family photos, etc. Consider storing copies on a USB stick
- Extra keys for vehicle and home

### Recommended additional items

- Two additional liters of water per person per day for cooking and cleaning
- Candles and matches or lighter (Place candles in sturdy containers and do not burn unattended)
- Change of clothing and footwear for each household member
- Sleeping bag or warm blanket for each household member

- Toiletries
- Hand sanitizer
- Utensils
- Garbage bags
- Toilet paper
- Household chlorine bleach or water purifying tablets
- Basic tools (hammer, pliers, wrench, screwdrivers, work gloves, dust mask, pocketknife)
- Small fuel-driven stove and fuel (follow manufacturer's directions and store properly)
- Candles and matches/lighter
- Hand sanitizer or moist towelettes
- Zip-lock bag (to keep things dry)
- Garbage bags

Check your kit twice a year to ensure contents are up to date. Re-stock as needed

Special Considerations and addition will be needed for:

- Items for babies and small children—diapers, formula, bottles, baby food, comfort items
- Medical supplies and equipment

### **Emergency Preparation for Pets**

If you are forced to leave your home, it's important to remember to take your pet(s) with you. Leaving pets behind, even if you try to make a safe place for them, is not the best option. Unfortunately, most emergency shelters can't accept pets, except for service animals such as dogs for the visually impaired, so you must plan ahead.

Start with relatives or friends outside your area, boarding kennels and vet clinics (remember that vaccination records may be required) that could shelter your animals during an emergency. Some motels and campgrounds allow pets too.

Once you have compiled a list remember to put a copy in your emergency kit. While you're at it include pet supplies (leash, portable kennel, food, and water).

If you have advance warning of a possible event or severe storm, keep your pets inside with you so you won't have to look for them if you are forced to leave your home.

Make sure your pets are wearing collars and identification tags.

### Shelter-In-Place

In some circumstances - for example, where evacuees would have to travel through a plume of hazardous gases - it may be safer for people to take shelter in their homes, schools or places of work.

If you are advised to shelter in place, follow these instructions:

- Get inside as quickly as possible
- Turn off all heating, ventilation and air conditioning systems. Close vents.
- Close all doors, windows, fireplace flues, vents and other openings. If there are any gaps in the weather stripping, use duct tape, plastic wrap and/or aluminum foil to seal the leaks.
- Close drapes, curtains and shades. Stay away from external windows.
- Use stairwells instead of elevators wherever possible.
- Turn on the radio or television for information. You will be advised what the hazardous material is and what the signs and symptoms of overexposure are.
- Use telephones only if you need immediate emergency assistance. You will be directed how to seek medical help outside the evacuation area.

### Home Escape Plan

During a fire there is no time to stop and think about an escape route - every second is important! Being prepared before a fire occurs can save your life!

So, make an escape plan and practice it with your family today. There are four simple steps when making an escape plan:

Step 1: Install working smoke alarms



***Smoke alarms save lives***

Install a working smoke alarm on every level of your home and outside sleeping areas. For maximum protection install smoke alarms in every bedroom, especially if you sleep with your

bedroom door closed. Test your smoke alarms monthly to ensure they are functioning properly.

Step 2: Draw a floor plan of your home



***Make sure you have a safe way to reach the ground***

Make an outline of each floor of your home and label each room. Identify at least two exits from each room. Windows can serve as the second emergency exit. If a window is considered an exit, make sure all family members can open the locks and windows easily for a quick escape. Security bars on windows and doors must have a quick-release mechanism to make escape possible.

Step 3: Choose a family meeting place

The meeting place should be a safe distance away from the house. All family members should be taught to report to the meeting place after escaping a fire. One person should go to a neighbor's house or the nearest phone in a safe location to contact 9-1-1 or their local emergency number. Know the emergency telephone number for your area.

Step 4: Schedule a home fire drill

Practice getting out of the house through the various exits by holding fire drills. Practice your escape plan by having a fire drill at least twice each year.

What should I do if there is a fire?



***Touch test the doors before opening***

Get out quickly and safely. When the smoke alarm sounds, immediately start your escape. Do not try to gather possessions or pets.

Check the door. Stay low behind the door, reach up and feel the door and the door handle for heat.

If the door feels cool, brace yourself against the door and open it slowly. If it is safe, leave the building and go directly to your meeting place. If you encounter smoke, crawl low under the smoke. Cleaner air will be near the floor. Once you are out of the building, stay out.

*There is nothing more important in your house than you and your family. Go to the meeting place to make sure everyone is safe. Phone 9-1-1 or your local emergency number from a neighbor's house.*

If the door feels warm, or you see smoke or flames on the other side of the door, shut the door, and use your second escape route. If you must escape from an upper story window of a multi-level home, make sure you have a safe way to reach the ground, such as a fire escape ladder.

If you are trapped, seal the openings around the door and vents with wet bedding or towels. Call 9-1-1 or your local emergency number and notify the fire department of your location. If it is safe to open a window and there is no smoke, open it to signal and yell for help.

What else should I know?



***Plan and practice your fire escape drill.***

There are some special situations to consider when developing and practicing your home fire escape plan:

**Older Adults**

An older adult with limited or restricted mobility should sleep on the ground floor. A special plan should be made to provide assistance to anyone in your house who may have limited or restricted mobility.

**Children**

Infants and young children will need assistance when escaping from the home. They should be involved with creating and practicing the family home fire escape plan.

**People with Physical Disabilities**

Anyone with physical disabilities should have their bedroom on the ground floor. A special plan should be developed to provide assistance to them. If a family member has a hearing impairment, special smoke alarms are available.

**Public Buildings**

Look for exit signs. Knowing your escape route is important - even when shopping, visiting the library, or spending time inside public buildings. If you hear a fire alarm in a public building, follow any instructions given over the public address system. In a hotel, take your room key with you as you may encounter smoke and need to re-enter your room for safety.



### Red Cross Emergency and Disaster Services

In partnership with first responders, emergency managers, public officials, and in collaboration with other voluntary sector organizations, the Canadian Red Cross may provide emergency and disaster services such as emergency lodging, reception and information, emergency food, emergency clothing, personal services and family reunification services. If you have been affected by a personal disaster, such as a house fire, contact the Red Cross at 1-888-800-6493. Otherwise, contact your closest service location for general enquiries.

| <b>Branch and Service</b>   | <b>Address</b>   | <b>Contact</b>         |
|---|--|------------------------|
| <b>Prince Albert Branch Emergency and Disaster Services</b>                           | 54 11th Street East<br>Prince Albert SK<br>S6V0X9                                  | Tel: (306)<br>765-2600 |
| <b>Saskatoon Branch Emergency and Disaster Services</b>                               | 443 2nd Avenue North<br>Saskatoon SK<br>S7K2C1                                     | Tel: (306)<br>668-0720 |
| <b>Lloydminster and North Battleford Service Area Emergency and Disaster Services</b> | Please contact Red Cross to find out more about the programs and services offered. | Tel: (306)<br>821-6683 |

Inquire at your workplace, your child's school or daycare about their emergency plans. Find out about their evacuation plans and how they will contact family in an emergency. Make sure that you keep all relevant contact information up to date at work and at your child's school or daycare, and make sure any people designated to pick up your child are familiar with your emergency plan.

Think of your neighbors. Identify anyone who may need assistance during an emergency and discuss a plan with them and other neighbors. For instance, help them prepare an emergency plan and emergency kit, and arrange to check in on that person during an emergency, like a power outage.

**In the event you have to evacuate, you should have copies of these documents:**

- Passport
- Driver's License
- Birth Certificate
- Marriage Certificate
- Insurance Policies
- Education Records
- Bank Account numbers
- House Inventory Records – picture documentation is great
- Safety Deposit Key
- Wills and Power of Attorney
- Credit Card Information
- Pet Registration, Photos, Vet and Medical Information
- Warranties
- Social Insurance numbers
- Income Tax Returns
- Recent photos of Family Members
- Healthcare Numbers
- USB back-up of electronic files and photos

**Know where these are located in your home:**

- Fire Extinguishers
- Water Valve
- Electrical Panel
- Gas Valve
- Floor Drains

**Personal Site Plan**

## Resort Village of Cochin Office

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**From:** Kirk Morrison <cao@rmmeota468.ca>  
**Sent:** May 3, 2024 7:33 AM  
**To:** Carmen Menssa; Carole Chapman; Dave Elder; davekono@sasktel.net; 'David Stillar'; 'DCDirtworks and Hydro Vac Services'; Fire Administrator (districtfireboard@outlook.com); Jacquie Code; Larry Doke (lvdoke@sasktel.net); Lloyd Malenfant; 'Marcel Bernier'; Peter Wiesner (council3cochin@sasktel.net); Sherry Jimmy  
**Cc:** Resort Village of Metinota; Resort Village of Cochin; Village of Meota  
**Subject:** RE: Draft Minutes  
**Attachments:** Personal Emergency Preparedness Information Guidelines.docx

See attached personal emergency preparedness information guidelines to share with your residents.

**From:** Kirk Morrison  
**Sent:** April 30, 2024 9:32 AM  
**To:** Carmen Menssa <carmen@dcdirtworks.com>; Carole Chapman <mcchapman@sasktel.net>; Dave Elder <elder.cd@sasktel.net>; davekono@sasktel.net; 'David Stillar' <dstillar@sgi.sk.ca>; 'DCDirtworks and Hydro Vac Services' <dean@dcdirtworks.com>; Fire Administrator (districtfireboard@outlook.com) <districtfireboard@outlook.com>; Jacquie Code <dwcode@hotmail.com>; Larry Doke (lvdoke@sasktel.net) <lvdoke@sasktel.net>; Lloyd Malenfant (div3@rmmeota468.ca) <div3@rmmeota468.ca>; 'Marcel Bernier' <b.mill@sasktel.net>; Peter Wiesner (council3cochin@sasktel.net) <council3cochin@sasktel.net>; Sherry Jimmy (reeve@rmmeota468.ca) <reeve@rmmeota468.ca>  
**Cc:** Resort Village of Metinota <rvmetinota@sasktel.net>; Resort Village of Cochin <cochinadmin@sasktel.net>; Village of Meota <vmeota@sasktel.net>  
**Subject:** Draft Minutes

Attached.

Kirk Morrison, P.Eng  
Chief Administrative Officer  
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