

Council Emergency Management Plan



400 Saskatchewan Avenue West
(306)867-8663
Date: September 2, 2022

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Town of Outlook Emergency Plan

The Town of Outlook has an emergency plan that coordinate the community's response to any major event or emergency.

There are six main components to the plan. These are:

- **The Public Emergency Management Plan** – It describes the methodology and general process that the municipality will uses to respond to emergency events as well as the bylaw that established the planning process, but contains no confidential information. This section also contains information that individuals can use to create a personal/family/business plan to assist in emergency situations.
- **Council Emergency Plan** – This plan is specific for Municipal Mayors and Councilors. It describes their roles and responsibilities, how to declare a local emergency and provides background information on emergency management in general.
- **Emergency Response Plan** – This plan is for the Emergency Management Organization Coordinator and the Emergency Operations Centre Team members. It describes roles and responsibilities of the Emergency Operations Centre Team members as well as outlining how to establish and operate the Emergency Operation Centre.
- **Emergency Information Plan** – This is the crisis communications plan. It outlines the how information will be shared, including public notification and media releases.
- **Evacuation Plan** – This plan is for emergency services staff who are in tactical command of an incident site(s). Their tactical operations achieve the goals and priorities of the Emergency Operations Centre and Council. This plan provides direction for escalating events from day-to-day emergencies to fully supported major disasters.
- **Plan reference section** – containing contact list information for people and resources as well as forms and other emergency operations centre documentation.

INTRODUCTION & APPROVAL

The contents, of this Emergency Response Plan, provide guidance for Town of Outlook to respond effectively to an incident or major emergency.

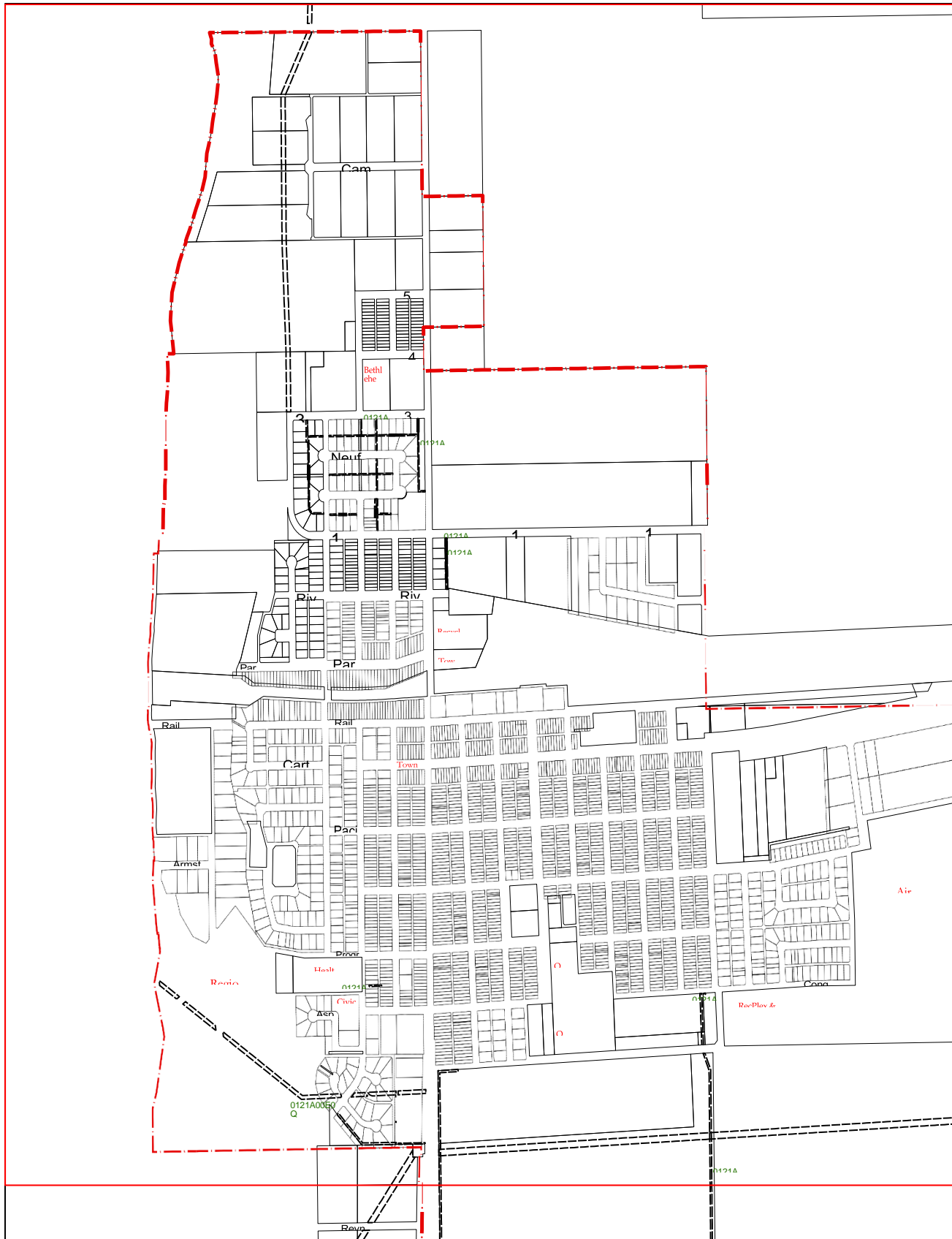
This document will not prevent nor reduce the possibility of an incident or emergency occurring. It will aid in providing a prompt and coordinated multi-agency response, thereby reducing human suffering and loss or damage to property or the environment.

For this plan to be effective, it is important that all concerned are made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency.

The public must be informed about the Emergency Plan and educated as to certain elements (i.e., Warning and Evacuation Procedures).

The Emergency Response Plan is a living document that will be amended as necessary.

COMMUNITY PROFILE



AIM

The aim of this plan is to provide a mechanism to handle any major emergency that threatens the health, safety and welfare of the citizens, or the environment, or property within the Town of Outlook.

EXCEPTION

This Emergency Response Plan does not apply to those day-to-day situations which can be handled by the responsible municipal service(s) on its (their) own.

AUTHORITY

This Emergency Response Plan is authorized in accordance with:

- Bylaw No 02(2015)
- *The Emergency Planning Act* - Chapter 8 E-8.1 of the Statutes of Saskatchewan

EMERGENCY DEFINITION

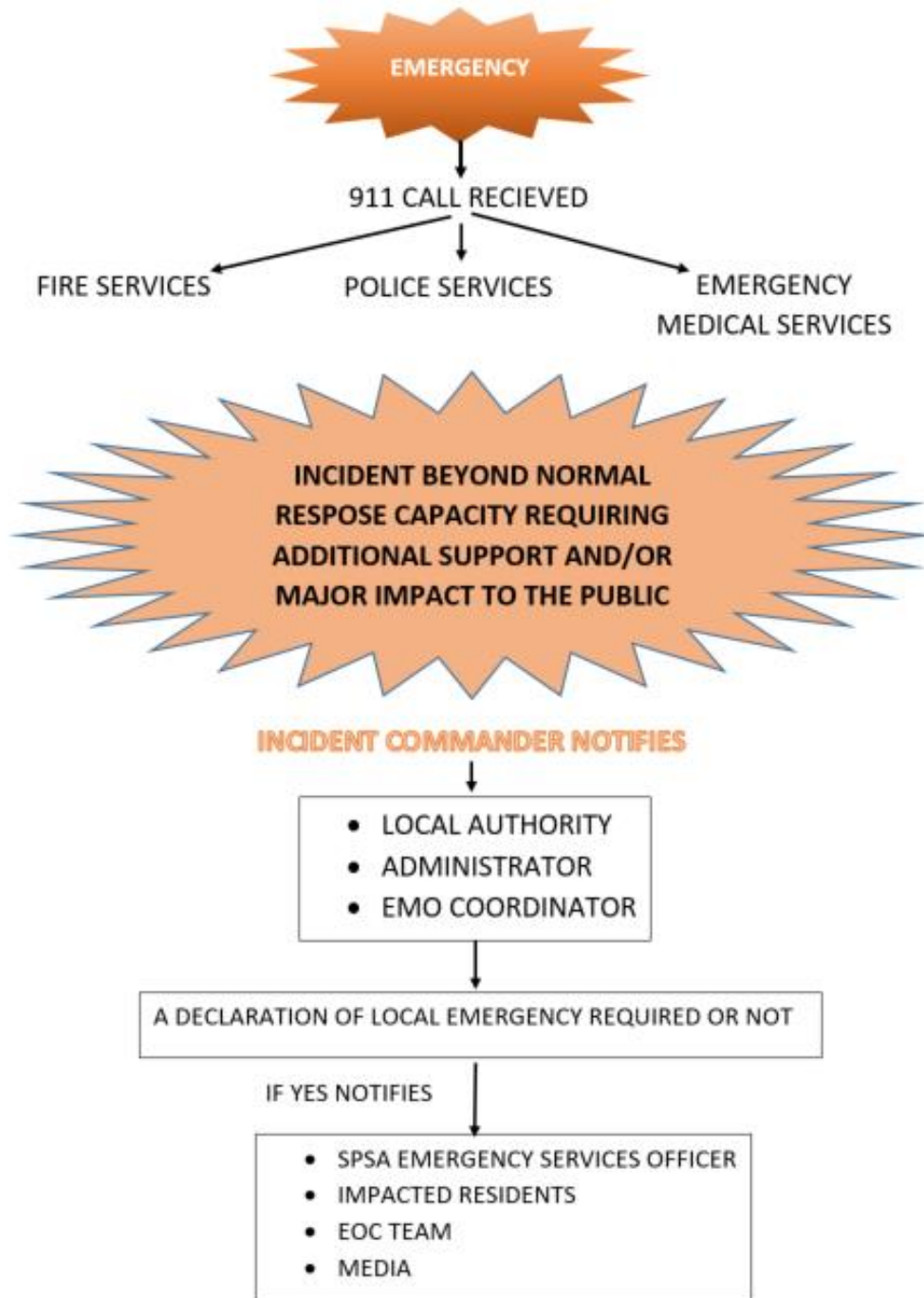
An emergency is defined as any abnormal or unique event which occurs with some degree of surprise to demand unusual, extensive and demanding response effort, however caused, which has resulted in or may result in:

- the loss of life; or
- serious harm or damage to the safety, health or welfare of people; or
- widespread damage to property or the environment.

A major emergency is a further escalation with the potential to exceed the community's emergency response capabilities. A major emergency will require resources from other communities and the province.

The most likely major emergencies that could occur within the Town of Outlook are:

- Fire (Structural/Forest/Grass)
- Dangerous Goods or Hazardous Materials release
- Epidemic/Pandemic or Health (Contaminated Water or Air Quality)
- Extended Utility Outage (Power, Natural Gas, water)
- Public Infrastructure Failure (transportation routes, sanitary septic, etc)
- Severe Weather (Blizzard, Wind Storm, Tornado, Hail)
- Mass Transit Incident (Road, Rail)
- Major Aircraft Crash
- Flood
- Pipeline Leak/ Explosion
- Terrorism (Bomb, Shooting)
- Lost Person (Search and Rescue)

Emergency Information Flow Chart

Local Authority Roles and Responsibilities

- Provides overall policy direction
- Authorizes “declaration” of local emergency as well as policy directives
- Provides direction on public information activities
- May act as official spokesperson
- Notify Council, the population affected and Saskatchewan Government Relations Branch of the declaration.
- On the recommendation of the EOC Control Group declare that the emergency has terminated.
 - Note: Council may also terminate the emergency
- Approve announcements and media releases prepared by the Public Information Officer, in consultation with the EOC Team.
- Maintain a record of all action taken.
- **See checklist for position in appendix**

Municipal Administrator/Manager Roles and Responsibilities

- Act as the administrative head of the municipality.
- Keep Council informed of the operations and affairs of the municipality as well as ensuring that the decisions and the policy direction set out by Council are implemented.
- Authorize activation of the Town of Outlook Emergency Plan in whole or in part.
- Activate the emergency notification process
- Advise the Mayor and Council on legislation and procedures.
- Call out additional community staff to provide assistance, as required.
- Ensure the continuity of day-to-day services to the unaffected portion of the community.
- Maintain a record of all action taken

Emergency Management Organization (EMO) Coordinator Responsibilities

- Ensuring that the Emergency Operation Center (EOC) is ready for use on short notice
- Prepare and maintain annually – EOC Kits.
- Co-ordinate all EOC activities, including the scheduling of regular meetings training and training exercises.
- Ensure the Emergency Management/Response Plan is current and reviewed annually.
- Activate the emergency notification system through the fan-out list.
- Open the master event record and ensure that it is maintained for the duration of the emergency.
- Provide technical assistance about the Emergency Management/Response Plan, its procedures and resources.
- Ensure all directions from the Mayor and Council are carried out.
- Maintain a record of all action taken.

For checklist for elected officials see appendix

Emergency Operation Centre

An Emergency Operation Centre (EOC) is a designated site that provides emergency site support such as additional resources to the site(s), coordination of responding agencies, policy direction, communications and public information. When an EOC is activated, local authorities may establish a policy group comprised of the head of the local authority (e.g., Mayor) and other elected officials and senior executive officers in order to provide the EOC Director with policy direction. An example of this level of policy direction is the declaration of a local emergency.

The EOC contains information display materials, telecommunications and any additional supporting equipment, documents, and supplies required to ensure efficient operations and effective emergency management.

EOC Activation Levels

There are three levels of potential activation. The term “Event” is used to describe an occurrence based on the jurisdictions pre-identified hazards. An “incident” describes one or more occurrences that happen as the direct result of an event.

Examples include:

- A flood is an event; any resulting dike breaches or water contamination are incidents within the flood event.

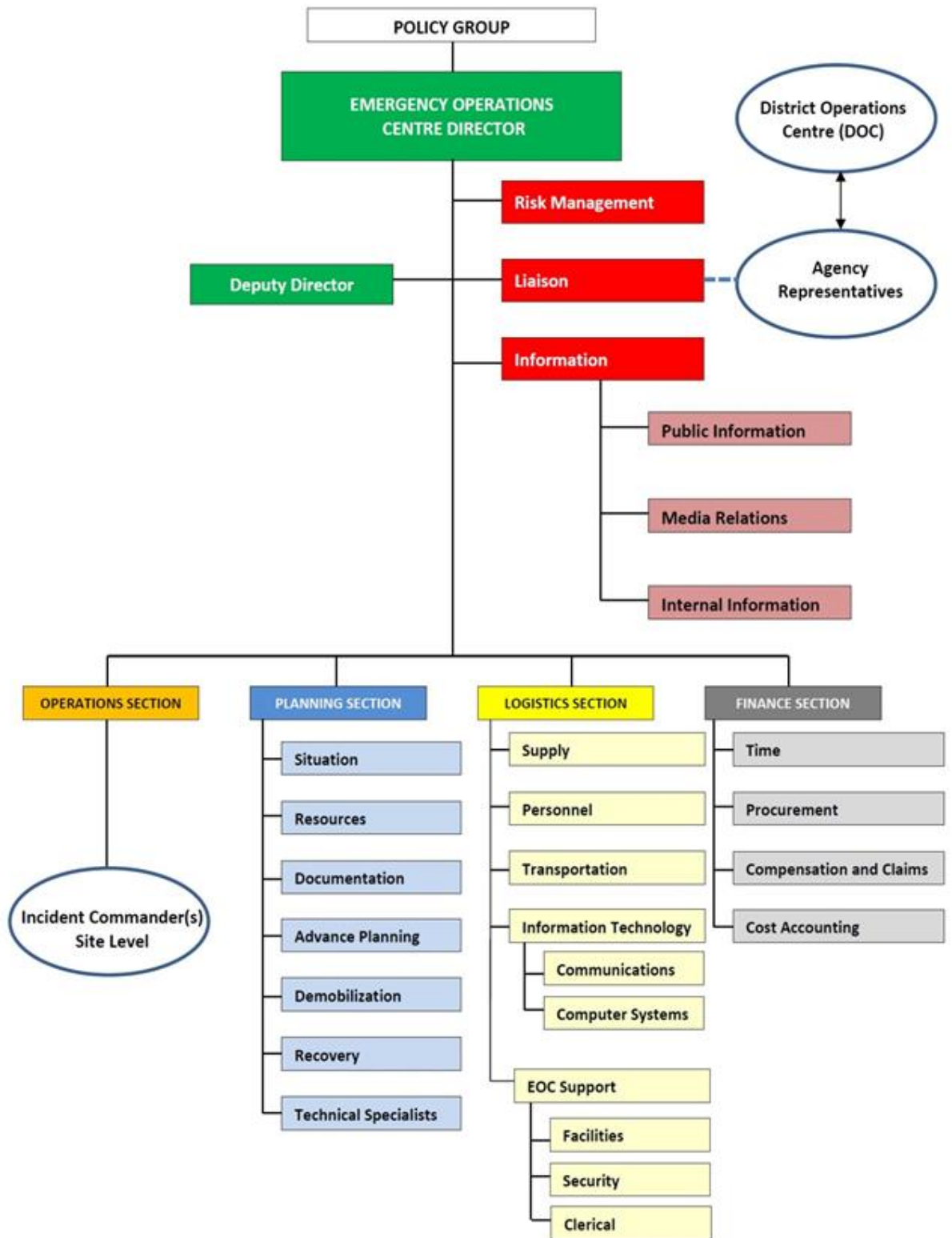
The level of EOC activation is determined by the magnitude, scope and stage of the event.

Only those EOC functions and positions that are required to meet current response objectives need to be activated. Non-activated functions and positions will be the responsibility of the next highest level in the EOC organization. Each EOC function must have a person in charge.

The EOC Organizational structure should be flexible enough to expand and contract as needed. EOC staff may be required to take on more than one position (role), as determined by the nature of the emergency event, availability of resources and / or as assigned by a Supervisor.

EOC ACTIVATION LEVELS

EOC Activation Levels	Event/Situation	Minimum Staffing Recommended
One	<ul style="list-style-type: none"> • Small event • One site • Two or more agencies involved • Potential threat of: <ul style="list-style-type: none"> ✓ Flood ✓ Severe storm ✓ Interface fire 	<ul style="list-style-type: none"> • EOC Director • Operations Section Chief • SPSA notified
Two	<ul style="list-style-type: none"> • Moderate event • Two or more sites • Several agencies involved • Major scheduled event • Limited evacuations • Some resources / support required 	<ul style="list-style-type: none"> • EOC Director • Section Chiefs (as required) • SPSA ESO / SPSA District Operations Centres (DOC) limited activation
Three	<ul style="list-style-type: none"> • Major event • Multiple sites • Regional disaster • Multiple agencies involved • Extensive evacuations • Resources / support required 	<ul style="list-style-type: none"> • All EOC functions and positions (as required) • Policy Group • SPSA ESO agency representative and SPSA District Operations Centres (DOC) activation



EOC Functions (core positions)

- Director
 - Responsible for overall emergency policy and coordination; public information and media relations; agency liaison; and proper risk management procedures, through the joint efforts of local government agencies and private organizations.
- Operations
 - Responsible for coordinating all jurisdictional operations in support of the emergency response
- Planning
 - Responsible for collecting, evaluating, and disseminating information; developing the jurisdiction's Action Plan and Situational Status in coordination with other functions; maintaining all EOC documentation.
- Logistics
 - Responsible for providing facilities, services, personnel, equipment and materials.
- Finance / Administration
 - Responsible for financial activities and other administrative aspects.

Declaring a Local Emergency

Declaration Not Needed For...

A Local Authority or the province NEED NOT declare a local emergency for the following:

- To implement part or all of their Emergency Plan
- To qualify for disaster financial assistance from the Provincial Disaster Assistance Program (PDAP).

Steps in Declaring a Local Emergency

Section 20 (1) of the Emergency Planning Act allows Local Authority, or head of a Local Authority (Municipal Council or Mayor) to declare a Local Emergency if extraordinary powers are required to deal with the effects of an emergency or disaster. Steps to consider:

- The Local Authority must be satisfied that an emergency exists or is imminent.

Declarations can be made in two ways:

- By bylaw or resolution if made by a Local Authority (e.g., Municipal Council that has powers granted under the Act)
- By order, if made by the head of the Local Authority (e.g., Mayor or designate).

Before issuing a Declaration by order, the Mayor must use their best efforts to obtain the consent of the other members of Council to the Declaration.

The Declaration of Local Emergency form must identify the nature of the emergency and the area where it exists or is imminent. The Mayor, immediately after making a Declaration of Local Emergency, must forward a copy of the Declaration to Emergency Management and Fire Safety, and publish the contents of the Declaration to the population of the affected area. A coordinated public information communications plan should be available for immediate implementation, following the declaration.

A Declaration of Local Emergency automatically exists for seven (7) days unless cancelled earlier or extended.

Cancelling a Declaration of Local Emergency

A Declaration of Local Emergency is cancelled when:

- It expires after 7 days or any 7-day extension
- The Lieutenant Governor in Council cancels it
- It is superseded by Provincial State of Emergency; or
- It is cancelled by bylaw, resolution or order.

Once it is apparent to the head of the response organization that extraordinary powers are no longer required and that the Declaration of Local Emergency may be cancelled, they should advise the Mayor as soon as possible. If the Declaration is cancelled by resolution or order, the Minister must be promptly notified.

The Mayor must cause the details of the termination to be published by a means of communication most likely to make the contents of the termination known to the population of the affected area.

DECLARATION OF LOCAL EMERGENCY

Legislative authority for Declaration of Local Emergency is contained in the Saskatchewan Emergency Planning Act. This guide directs readers to the most commonly used sections of the Act.

Authority.....	Section 9
Declaration of Authority.....	Section 20(1)
Protection of Elected Officials.....	Section 15
Declaration - Procedures.....	Section 20 (3) (4) (5)
Cancellation of Declaration.....	Section 22
Termination of Declaration.....	Section 23

CHECKLIST for a Local Emergency Declaration

Check off each box when done



Step 1	Have the appropriate member of the Administration / EOC brief Council on the appropriate EOC situation summary form.	
Step 2	Review the emergency powers outlined in Section 21 of the Act for usefulness in the current situation. Contact an SPSA ESO to advise on declarations and special powers.	
Option 2A	If none of the powers are, or will be useful, a declaration is not required.	
Option 2B	If one or more powers may be useful, proceed to Step 3.	
Step 3 or	If Quorum of Council available – Pass a resolution declaring a local emergency outlining the affected area and nature of the emergency. Complete and sign the emergency declaration 400A form.	
Step 3A	If Quorum is not available – Have available member of Council complete and sign the emergency declaration form outlining the affected area and nature of the emergency. Complete and sign the emergency declaration 400B form.	
Step 3B	Inform the public of the local emergency declaration using any (or all): <input type="checkbox"/> SaskAlert <input type="checkbox"/> Social Media <input type="checkbox"/> Radio <input type="checkbox"/> TV <input type="checkbox"/> Door to Door	
Step 4	Call or email a SPSA ESO and inform them of the declaration. The SPSA ESO will notify the appropriate unit. Phone: 1-800-667-9660	
Step 5	The Administration / EOC will ensure the effected citizens are aware of the declaration as required by section 20(4) of the Emergency Planning Act.	

Declaring for Evacuation

Once it is apparent to the heads of the local emergency response organization that, in their best judgment, emergency conditions warrant an evacuation, they should advise the heads of the Local Authority. The briefing to the heads of the Local Authority should include a recommendation that they issue a declaration, as well as the nature, extent, probability of loss, resources at risk, and geographic area.

Consultation should occur between the local government authorities and a Saskatchewan Public Safety Emergency Services Officer.

The prior consultation process should include the DOC, if established, and any neighboring local governments that could be impacted.

Evacuation Orders

Evacuation Authority

There are a number of ways to order an evacuation in Saskatchewan and these vary from hazard to hazard. It is very important to understand the various methods and legal authorities. The decision to Evacuate or Shelter in Place is the responsibility of the community leadership and should be based on: 1) The safety of community membership, 2) current situational information from the subject professionals, 3) with the understanding that the timing of the supply deliveries are subject to the conditions of the emergency and 4) that if the situation changes then the Shelter in Place may not be an option. The Province will support the decision of the community leadership and provide the required resources to support that decision.

Legal Authority “Acts”

- Emergency Planning Act, 1989 (Local Authority and Provincial Government, declarations),
✓ Sections 18(1) i, 21(1) vii
- Fire Safety Act
✓ Section 7 (2) c
- Wildfire Act
✓ Section 43 (2)
- The Public Health Act, 1994

Other legislations also exist for some specific hazards / risks.

In all emergencies, regardless of the threat, the community or jurisdiction is the first line of defense. The Saskatchewan government supports community / jurisdiction response in all areas of the province.

Local Authority Evacuation Orders

To order an evacuation, a Local Authority must declare a Local Emergency,” as enabled under Section 21 of the *Saskatchewan Emergency Planning Act, 1989*.

When it is determined that an evacuation is required, the warning must be timely and accurate. While the main concern is the preservation of life, those displaced from their homes or businesses may be experiencing inconvenience, anxiety and fear.

Removing people from their homes and livelihoods must not be taken lightly. People will already be under duress during an emergency; however, public safety must be first. It is a delicate balancing act.

Evacuation Process

Stage 1 - Evacuation Alert

Authorities will alert the population at risk of the potential for evacuation because of the danger of possible loss of life and they should be prepared to evacuate the area. This warning will be transmitted by:

- Door-to-door campaign with pamphlets/letter delivered
- Radio and/or television broadcast
- Sirens and mobile public address announcements
- Telephone calls
- Electronic media (internet/social media)

Note: even at this stage, plans will be in place to move handicapped persons, vacationers, and voluntary evacuees. You should also consider readying extra supplies (clothes, shoes, sleeping bags or blankets, personal items (toiletries), playing cards and games for children) to supplement your emergency kit.

Stage 2 - Evacuation Order

The population at risk is ordered to evacuate the area specified in a formal written order. This is an order and as such does not allow for any discretionary decision on the part of the population at risk. They must leave the area immediately. The police will enforce the Evacuation Order. This order will be transmitted by:

- Door-to-door campaign with pamphlets/letter delivered
- Radio and/or television broadcast
- Sirens and mobile public address announcements
- Telephone calls
- Electronic media (internet/social media)

The area in question will have controlled access and that a pass may be required to regain access to the area.

Stage 3 - Rescind

An evacuation order or alert is rescinded when it is determined to be safe for residents to return home. An evacuation order may be reinstated if a threat returns. These reentry criteria will be communicated to evacuees by:

- Radio and/or television broadcast
- Telephone calls
- Electronic media (internet/social media)
- Pamphlets, letter or signage at reception centers

Reception Centers

Reception centers are sites where evacuees may be received during an emergency/evacuation. They may be a facility such as a recreation center, community center, church hall or school - it depends on what is available in the community or what is needed.

Reception centers should be flexible for multipurpose use. Space may be required for use as a gathering and information center, a staging site for volunteer disaster relief workers, a site where insurance adjusters can operate, an emergency daycare center, etc.

Reception Centres are set up in order to provide for essential needs of people affected by an emergency/evacuation.

Emergency Reception Centers are located at:

- Town of Outlook Office – (306)867-8663
- Outlook Civic Centre – (306) 867-9220

Alternate Jim Kook Recplex

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 advising the residents to shelter in place, some or all of these instructions must be communicated to them depending on the incident:

- 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.

RE-ENTRY GUIDELINES

It is important for the safety of evacuees that the re-entry process be conducted in an organized manner. The EOC Team 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
 Firefighting services
 Mail service
 Water and sewer
 Power/gas and telephone
 Food and personal supplies available in stores
 Medical supplies
 Adequate vehicle fuel and service

Citizens must be informed of dangers in the community
 if there is still a threat to life and health

SaskPower Reentry Guidelines

http://www.saskpower.com/wp-content/uploads/floodguidelines_gascontractors.pdf

Saskatchewan Building Standards Flood Recovery Guide

<http://arborfieldsk.ca/arborfield-dwimages/tri-unity/Flood%20Recovery%20Action%20Guide%202014.pdf>

Provincial Disaster Assistance Program (PDAP)

<https://www.saskatchewan.ca/residents/environment-public-health-and-safety/access-funding-through-the-provincial-disaster-assistance-program>

The Provincial Disaster Assistance Program (PDAP) helps residents, small businesses, agricultural operations, First Nations, non-profit organizations and communities recover from natural disasters, including flooding, tornadoes, plow winds and other disasters caused by severe weather. PDAP may help cover the cost of uninsurable essential losses, cleanup, repairs and temporary relocation.

Communicating with the Media

When making media statement, EXPRESS:

1. **Concern** – About health & well-being of those involved
 2. **Action** – Steps/processes being taken to help people
 3. **Commitment** – The goal is to support those impacted
- Avoid blocking cameras or saying “no comment”
 - Stick to the facts – no opinions/ speculation
 - If you don’t know, offer to find answer
 - Don’t comment on investigations of others
 - Only disclose personal/confidential info if authorized
 - Don’t forget the local media – they will be with you for the long haul!
 - Remember, you have the right to end the interview

Helpful Phrases

“The most important point is...”

“That is a matter for...”

“Before we wrap up, I’d like to emphasize...”

“That depends. One thing for certain is...”

“That would be speculation. What I can tell you is...”

“That is true; however, it’s important to remember...”

Forms:

QUORUM OF COUNCIL AVAILABLE DECLARATION OF A LOCAL EMERGENCY

RESOLUTION NO. _____ Dated _____
Time: _____

For the _____ Of _____
(Municipal title: e.g. City, Town, Village, RM) (Community name)

Moved by Councillor _____

Seconded by Councillor _____

WHEREAS the (Municipal title) _____ of _____ is
encountering (state problem)

_____,
_____,

that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries, of the _____ of _____ and to prevent damage to property within those boundaries.

THEREFORE BE IT RESOLVED THAT pursuant to Section 20 (1) of *The Emergency Planning Act*, Chapter. E-8.1 of the Statutes of Saskatchewan, the Council of the _____ of _____ declares that a local emergency exists, from this _____ day of _____, _____ to the _____ day of _____, _____.

IN WITNESS WHEREOF of the Council of the _____ of _____ has by resolution carried, declared this local emergency this _____ day of _____, _____.

Per:

(Signature)

(Printed Name and Title)

Send to a Saskatchewan Public Safety Emergency Services Officer 1-800-667-9660

EOC 400 A

TERMINATION OF LOCAL EMERGENCY

PURSUANT to Section 23 of *The Emergency Planning Act, 1989*, The Council of the

The _____ of _____ declares that
 (Municipal title: e.g. City, Town, Village, RM) (Community name)

the Local Emergency is terminated in the _____ of _____.

Dated this _____ day of _____, 20____.

Moved by Councillor _____

Seconded by Councillor _____

Per: _____
 (Signature)

 (Printed name and title)

URGENT EVACUATION PROCEDURES

The (*Local Authority*) Emergency Program and / or Emergency Operations Centre is urging residents affected by the recent (*disaster – whatever it is*) to be prepared to evacuate if ordered to do so by emergency officials in your area.

If you have to evacuate:

- Take an emergency survival kit with you (e.g., battery-operated radio, flashlight, water, food, warm clothing, etc.).
- Make sure you take prescription medicine and identification for the entire family.
- Listen to the radio and follow instructions from local emergency officials.
- Shut off water, gas and electricity, but ONLY if instructed to do so.
- Make arrangements for pets. Local emergency officials will advise you.
- Wear clothes and shoes appropriate to conditions.
- Lock up your home.
- Follow the routes specified by emergency officials. Don't take shortcuts. A shortcut could take you to a blocked or dangerous area.
- If you have time, leave a note telling others when you left and where you went.
- If you are evacuated, register with the local emergency reception center (as advised by emergency officials) so you can be contacted or reunited with your family and loved ones.

Media Contact: _____

Name

Phone No.

(*Local Authority*) EOC

EOC Website: _____

EOC 421

AFTER THE DISASTER (SAMPLE MEDIA RELEASE)

Having just experienced the shock and pain of a disaster, you will be very busy for the next few days or weeks. Caring for your immediate needs, perhaps finding a new place to stay, planning for clean-up and repairs, and filing claim forms may occupy the majority of your time. As the immediate shock wears off, you will start to rebuild and put your life back together. There are some normal reactions we may all experience as a result of a disaster. Generally, these feelings don't last long, but it is common to feel let down and resentful many months after the event. Some feelings or responses may not appear until weeks or even months after the disaster.

Some common responses are:

- Irritability / anger
- Fatigue
- Loss of appetite
- Inability to sleep
- Nightmares
- Increase in alcohol or drug consumption
- Fear of storms
- Sadness
- Headaches or nausea
- Hyperactivity
- Lack of concentration

Many people impacted by the disaster will have at least one of these responses. Acknowledging your feelings and stress is the first step in feeling better. Other helpful things to do include:

- ☐ Talk about your disaster experiences. Sharing your feelings rather than holding them in will help you feel better about what happened.
- ☐ Take time off from cares, worries and home repairs. Take time for recreation, relaxation or a favourite hobby. Getting away from home for a day or a few hours with close friends can help.
- ☐ Pay attention to your health, to good diet and adequate sleep. Relaxation exercises may help if you have difficulty sleeping.
- ☐ Prepare for possible future emergencies to lessen feelings of helplessness and bring peace of mind.
- ☐ Rebuild personal relationships in addition to repairing other aspects of your life. Couples should make time to be alone together, both to talk and to have fun.
- ☐ If stress, anxiety, depression or physical problems continue, you may wish to contact the post-disaster services provided by the local mental health contact.
- ☐ Please take this sheet with you today and reread it periodically over the next few weeks and months. Being aware of your feelings and sharing them with others is an important part of recovery.

EOC 425

Spokesperson Media statement

SPOKESPERSON MEDIA STATEMENT

Event: _____

Date: _____

Time: _____

My name is _____

My position is _____

This is the information I can give you so far:

At _____ (time: a.m. / p.m.) on _____ (date), a(n)
 _____ (fire, flood, explosion, chemical spill, etc.) occurred
 at _____ (location)
 in _____ (local authority / jurisdiction).

Information on number injured and fatalities is (not) known at this time.

Emergency response procedures to protect the public, responders and the environment is underway.

The _____ (facility or location) has been shut down /
 cordoned off / evacuated.

The cause of the _____ (fire, explosion, chemical spill) is under
 investigation and no estimate of damage is available at this time. As information becomes available,
 news releases will be issued.

Any further inquiries should be directed to _____ (name and
 title) at _____ (location) _____ (telephone number).

Prepared By: _____

Authorized By: _____