

Saskatoon Extreme Cold Weather Emergency Response Plan

An Indecent Specific Annex to the City of Saskatoon Municipal
Emergency Plan

Saskatoon Emergency Management

2022 - 2023



Revision History

Details	Revised by	Revision Number	Revision Date
Plan creation	P. Goulden-McLeod	001	October 20, 2022
Plan revision	P. Goulden-McLeod	002	November 16, 2022

Extreme Cold Emergency Response Planning Considerations

In Saskatoon members of the Extreme Cold Emergency Response believe that ensuring all residents in Saskatoon have access to a safe location during extreme cold is the responsibility of all members. Working together we can provide a whole community approach to enhance options for those who are experiencing homelessness.

Cold weather in Saskatoon is a routine occurrence. This response is intended for use during extreme winter weather. There is still risk for those who are experiencing homelessness during the winter months. In Saskatoon member agencies work to provide options for those who are homeless through regular operations of outreach services, emergency shelters and access to emergency social services. Homelessness is a complex issue that requires multi-sector planning with a client centered trauma informed approach. This extreme cold weather emergency response plan is one process in the overall community-wide coordinated, strategic and data-driven approach required to deliver services, housing and programs.

Principles

- No one should sleep outside during extreme cold weather.
- Individuals' dignity should be respected.
- Health and safety of staff and other residents is always a priority.
- All members of the emergency response will work collaboratively to ensure that individuals and families experiencing or at-risk of being without a place to sleep overnight are aware of safe, available sleeping options.
- All members of the emergency response will work together respectfully.

Plan Objectives

1. Establish a process for monitoring potential extreme cold events to improve situational awareness and communication between the Saskatoon Emergency Management Organization (EMO) and Organization Members leading up to and during extreme heat events.
2. Identify potential thresholds and triggers for Saskatoon EMO and Organization members where coordination or assistance from EMO may be requested.
3. Identify and plan for response to potential secondary consequential events during an extreme heat event.

Autonomy of Emergency Response Members

Routine cold weather operations are managed by each member in accordance with their organizational policies, procedures and practices. This emergency response plan acknowledges the autonomy of these organizations' members.

This plan recognizes autonomy of organizations along with unity in leadership and response.

Operational Considerations

These decisions may be made by EMO:

- Opening of the Emergency Operations Centre (EOC)
- Activation of the Municipal Emergency Plan (MEP)
- Declaration of a State of Local Emergency (SOLE)

1. Extreme Cold Weather

1.1 Purpose

1.1.1 Services and Support for Impacted Residents

The purpose of this annex to the City of Saskatoon's Municipal Emergency Plan (MEP) is to establish a coordinated approach by which the Saskatoon Emergency Management Organization (EMO) and its Organization Members will provide services and support for residents impacted by an extreme cold weather event, with an aim to reduce the incidence of extreme cold-related illness and death in Saskatoon. A Secondary focus is to provide education and services to vulnerable groups at increased risk for cold-related injury and illness.

1.1.2 Alignment with the Municipal Emergency Plan (MEP)

This annex does not change policies and directions provided in the MEP, such as the activation of the MEP and the opening of the Emergency Operations Centre (EOC). This annex provides additional guidance that may be used to complement the MEP.

1.2 Activation Levels

Levels for activation of the Extreme Cold Weather Emergency Response Plan will be determined and followed. The activation levels will define clear operational requirements for all members.

Extreme Cold Weather Emergency Response Plan Activation Levels

	Purpose	Activation Response	Duration
Watch	<ul style="list-style-type: none"> Saskatoon EMO and members monitor emerging events improving situational awareness Member organizations follow normal operational procedures in ensuring individuals have information about warming locations and emergency shelter. If members are aware of individuals living in an unsafe outdoor living locations, they can contact 306-975-3030 to have the Saskatoon Fire Department provide a safety check for the individual. 	<ul style="list-style-type: none"> Routine Staffing. Routine Operations in each member organization. 	<ul style="list-style-type: none"> Ongoing
EOC Activation Levels			
Level I Elevated Watch	<ul style="list-style-type: none"> Air temperature or wind chills are expected to reach -30C for 2 days according to ECCC website hourly forecast page. Air temperature or wind chill is expected to reach -40C for at least two hours. When 10 cm of snow or more falls within 12 hours or less 	<ul style="list-style-type: none"> Level I EOC alert to all members through notifynow Members activate their organizations response 401s forwarded to emo.eoc@saskatoon.ca IF member organization is experiencing out of the normal operational requirements 	<ul style="list-style-type: none"> Short (1-2 Operational Periods) 1 or 2 days

Level II Response	<ul style="list-style-type: none"> • Air temperature or wind chills are expected to reach -30C according to ECCC website hourly forecast page for more than 2 days but less than 10 days. • Air temperature or wind chill is expected to reach -40C for longer than 2 days but less than 5 days • When 20 cm of snow falls within 12 hours or less 	<ul style="list-style-type: none"> • Level II EOC alert issued to all members through notifynow • 401s required from all member organizations within 2 hours of receiving Level II EOC alert. • Task force groups meet virtually in set operational periods. • 401s required for each operational period. • 501s shared with all members during each operational period 	<ul style="list-style-type: none"> • More than two Operational periods (2 days)
Level III Complex Response	<ul style="list-style-type: none"> • Air temperature or wind chills are expected to reach -30C according to ECCC website hourly forecast page for more than 10 days • Air temperature or wind chill is expected to reach -40C for longer than 5 days • When 25 cm of snow falls within a 24 hour period 	<ul style="list-style-type: none"> • Full scale activation of all members • 401s required from all member organizations within 2 hours of receiving a Level III EOC Alert • 501s shared with all member organizations • Task force and command virtual meetings in set operational periods 	<ul style="list-style-type: none"> • Long-term activation through recovery operations.

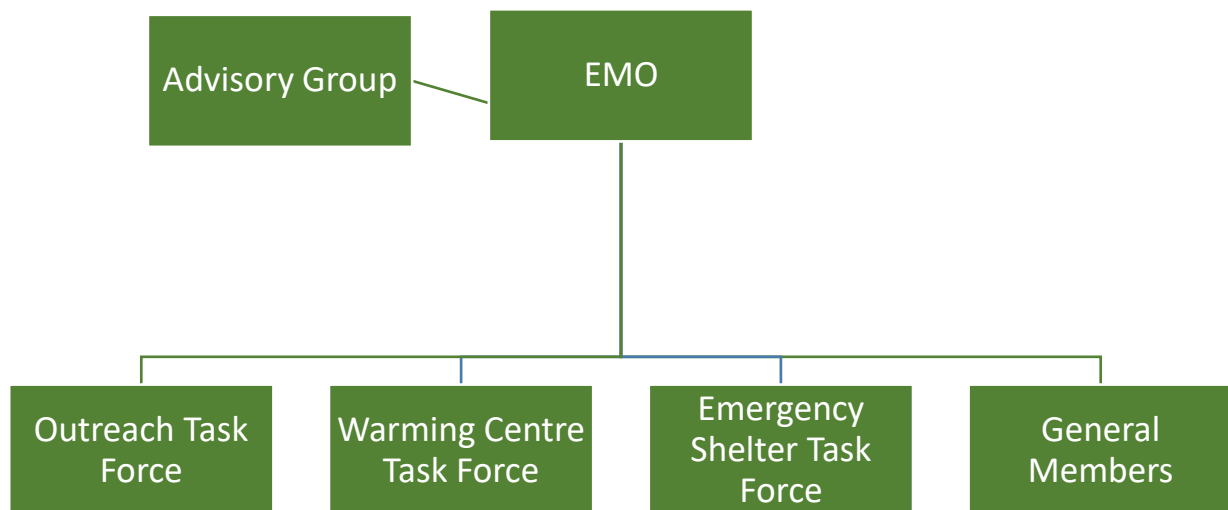
After each activation of this plan Saskatoon EMO will conduct an after-action review.
After action review recommendations may lead to plan updates.

2. Emergency Response Structure

An emergency response plan is a short-term coordination of organizations to enable multiagency collaboration to provide life-safety during extreme cold weather. The Extreme Cold Weather Emergency Response Plan does not have the capabilities to solve systemic issues related to lack of housing in Saskatoon. It is intended to ensure that during extreme cold weather events all residents have access to a safe location at night.

This structure is developed for the duration of the Extreme Cold Weather Response activation. It is not an ongoing structure for organizational relationships.

Extreme Cold Weather Emergency Response Structure



Saskatoon EOC Principles:

- Unity in Leadership
- Autonomy of Command
- Facilitate Access
- Leverage Networks
- Coordinate
- Collaborate
- Communicate

Advisory Group Members

Policy Group members provide subject matter expertise throughout the plan development and the response.

- City of Saskatoon Communications and Public Engagement
- Environment and Climate Change Canada
- Metis Nation of Saskatchewan
- Ministry of Social Services
- Saskatchewan Housing Initiatives Partnership (SHIP)
- Saskatchewan Health Authority
- Saskatoon Emergency Management Organization (EMO)
- Saskatoon Police Service
- Saskatoon Tribal Council
- The Salvation Army

Task Force Members

A task force is an emergency management term for “any combination of resources assembled to support a specific mission or goal. All resources within a task force have a common communication and a designated lead.”

The task force lead is the designated individual who coordinates communication and planning. This lead position is only for the duration of the activation. The lead position does not imply supervision of the other organizations or a position of authority. It is to provide enhanced coordination during the duration of the activation.

There are four task forces within this emergency response plan: Outreach, Emergency Shelters, Warming Locations and General Supports.

The members of the task forces will work together to ensure that designated objective provides a coordinated service. These members will also support the identification of any gaps in service and provide information to be shared with other task forces.

- **Outreach Task Force**

The members of the Outreach Task Force are organizations that connect with individuals who may require emergency shelter or warming locations. They provide initial assessment regarding individual wellness and possible resources requirements.

- **Warming Centre Task Force**

Members of the Warming Centre Task force are organizations that provide locations where individuals can spend time indoors to warm up from the extreme cold weather. Some locations offer coffee, tea and snacks.

- **Emergency Shelter Task Force**

Members of the Emergency Shelter Task Force are organizations that provide emergency overnight shelter for individuals.

- **General Support Task Force**

Members of the General Support Task Force are organizations that can provide information about warming centres, emergency shelters, and outreach services. They may also provide items such as toques, mitts, jackets, blankets to individuals requiring these cold weather essentials.

NOTE:

The Ministry of Social Services works with community partners across the province to ensure everyone has access to safe shelter and supports throughout the year. Cold weather strategies are community-driven responses where our partners take the lead in their local communities during the winter months. This work between community and government partners will continue to develop over the coming weeks.

Those seeking emergency shelter in Saskatoon can contact the regional Income Assistance Office Monday – Friday from 8:00 a.m. – 12:00 p.m. and 1:00 p.m. to 5:00 p.m. at 306-933-5960, or attend the office at 160 2nd Ave South, Saskatoon, to discuss emergency shelter options. The Salvation Army provides Emergency After Hours Support when the Ministry is closed. Anyone can call the Salvation Army at 306-244-6280 between the hours of 5pm and 8am and weekends and holidays for service.

Emergency shelter options explored will include any option of staying with family and / or friends; a stay at one of the City's emergency shelters; or, when no other resources are available, hotel stay. Appropriate emergency shelter options are determined on a case-by-case basis.

Emergency shelter services are available 24/7 365 days per year. There is no change during a cold weather activation.

Appendix A: Outreach Task Force Members

- Community Support Program
- Egadz/Saskatoon Downtown Youth Centre Inc
- John Howard Society Saskatoon
- Prairie Harm Reduction
- Saskatoon Crisis Intervention Service
- Saskatoon Indian and Metis Friendship Centre
- Saskatoon Tribal Council - Saweyihtotan
- SWITCH
- The Lighthouse Supported Living INC

Appendix B: Warming Centre Task Force Members

- Cumfi
- Egadz/Saskatoon Downtown Youth Centre Inc
- Friendship Inn
- Meadowgreen House for All Nations Drop In Centre
- OUTSaskatoon
- Persons Living with AIDS Network of Saskatchewan
- Prairie Harm Reduction
- Saskatoon Indian and Metis Friendship Centre
- Saskatoon Public Library
- The Bridge on 20th Fellowship Centre Inc
- The Lighthouse Supported Living INC

Appendix C: Emergency Shelter Task Force Members

- The Salvation Army
- The Lighthouse Supported Living INC
- Saskatoon Tribal Council

Appendix D: General Support Task Force Members

- **CHEP Good Food**
- **Community Legal Assistance Services for Saskatoon Inner City**
- **Community Support Officers**
- **Environment and Climate Change Canada**
- **Friendship Inn**
- **Integrated Community Ministry (ICM)**
- **Meadowgreen House for All Nations Drop In Centre**
- **Metis Nation of Saskatchewan**
- **Ministry of Social Services**
- **Persons Living with AIDS Network of Saskatchewan**
- **Prairie Harm Reduction**
- **Riversdale Business Improvement District**
- **Roman Catholic Diocese of Saskatoon**
- **Saskatoon Crisis Intervention Service**
- **Saskatoon Housing Initiatives Partnership (SHIP)**
- **Saskatoon Fire Department**
- **Saskatoon Food Bank and Learning Centre**
- **Saskatoon Indian and Metis Friendship Centre**
- **Saskatoon Police Service**
- **Saskatoon Public Library**
- **Saskatoon Search and Rescue**
- **Saskatoon Transit – Safe Bus Program**
- **Saskatoon Tribal Council**
- **Saskatchewan Health Authority**
- **Saskatchewan Housing Corporation**
- **St. Mary's Parish 211 Avenue O South**
- **SWITCH**
- **The Bridge on 20th Fellowship Centre Inc**
- **The Lighthouse Supported Living Inc**
- **The Salvation Army**
- **United Way of Saskatoon and Area**

Appendix E: All Members of the Extreme Cold Weather Emergency Response Plan:

- **CHEP Good Food**
- **City of Saskatoon Communications and Public Engagement**
- **Community Legal Assistance Services for Saskatoon Inner City**
- **Community Support Officers Program**
- **CUMFI**
- **EGADZ/Saskatoon Downtown Youth Centre Inc**
- **Environment and Climate Change Canada**
- **John Howard Society Saskatoon**
- **Meadowgreen House for All Nations Drop in Centre**
- **Metis Nation of Saskatchewan**
- **Ministry of Social Services**
- **OUTSaskatoon**
- **Prairie Harm Reduction**
- **Persons Living with AIDS Network of Saskatchewan**
- **Riversdale Business Improvement District**
- **Roman Catholic Diocese of Saskatoon**
- **Saskatoon Food Bank and Learning Centre**
- **Saskatoon Friendship Inn**
- **Saskatoon Housing Initiatives Partnership**
- **Saskatoon Indian and Metis Friendship Centre**
- **Saskatoon Crisis Intervention Services Inc**
- **Saskatoon Emergency Management Organization (EMO)**
- **Saskatoon Fire Department**
- **Saskatoon Police Service**
- **Saskatoon Transit**
- **Saskatoon Tribal Council**
- **Saskatoon Search and Rescue**
- **Saskatchewan Health Authority**
- **Saskatchewan Housing Corporation**
- **St. Paul's Hospital**

- **SWITCH**
- **The Bridge on 20th Fellowship Centre Inc.**
- **The Salvation Army**
- **The Lighthouse Supported Living Inc**
- **United Way of Saskatoon and Area**

Appendix F: City of Saskatoon Communications and Public Engagement (CPE): Communication Plan for Extreme Cold Weather Emergency Response

City Council Reports

Each fall, Saskatoon EMO will provide a report to Saskatoon City Council to provide an update on the planning for the winter season. Each spring, EMO will provide City Council with a report that summarizes the activations that occurred for the past winter.

Warm-Up Locations Poster

CPE will liaison with EMO, other members of the Extreme Cold Weather Strategy and City of Saskatoon Visual Communications Coordinators to create a Warm-Up Locations poster. The poster will be updated and distributed electronically to members as the strategy evolves and locations are added/revised. Members will be responsible for printing their own paper copies. A time stamp will be included on the poster to ensure members are working with the latest version.

Website

CPE will keep information about Extreme Cold Weather Response accurate and up to date on the City of Saskatoon website, including a link to the latest Warm-Up Locations poster. A quicklink to the webpage will be created for easy reference:
saskatoon.ca/cold.

Social Media

The social media plan for sharing the Warm-Up Locations poster is as follows:

Poster is published to:

- Twitter (EMO) - [@SaskatoonEMO](https://twitter.com/SaskatoonEMO)
- Facebook (SFD) - [@saskatoonfire](https://www.facebook.com/saskatoonfire)
- Instagram (SFD) - [@saskatoonfiredepartment](https://www.instagram.com/saskatoonfiredepartment)

And retweeted/shared:

- Twitter (SFD) - [@saskatoonfire](https://twitter.com/saskatoonfire) shares from EMO Twitter
- Twitter (COS) - [@cityofsaskatoon](https://twitter.com/cityofsaskatoon) shares from EMO Twitter
- Facebook (COS) - [@cityofsaskatoon](https://www.facebook.com/cityofsaskatoon) shares from SFD Facebook

Members of the Extreme Cold Weather Emergency Response are encourage to re-share this information on their social media accounts

Appendix G: Historical Weather Information

Historical weather information provides the members of this response with background information to help determine the number and length of possible activations of this plan.

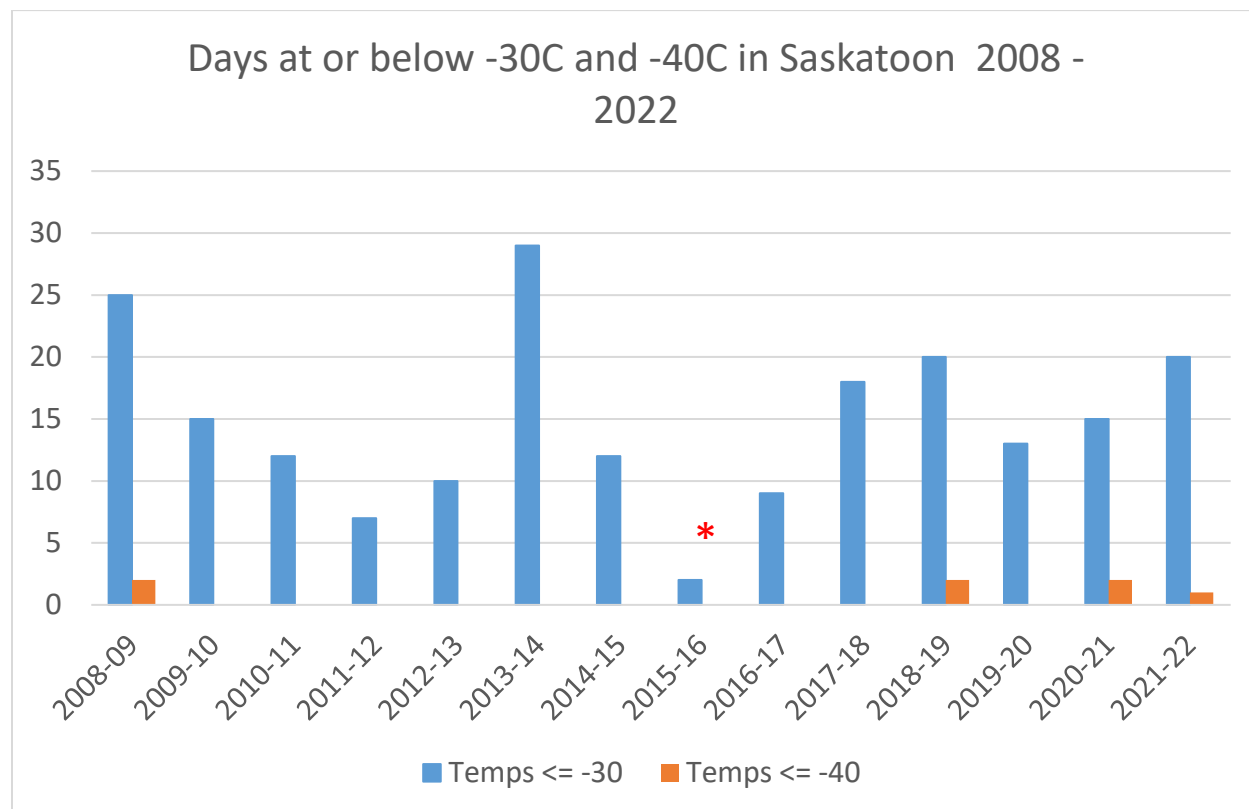
This information has been provided by Environment and Climate Change Canada.

Days with temperatures (averages) in Saskatoon.

<u>Days with Minimum Temperature</u>													
	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Year</u>
> 0 °C	0.0	0.07	1.2	10.4	24.9	29.9	31.0	31.0	25.6	9.7	1.0	0.04	164.8
<= 2 °C	31.0	28.2	30.9	23.9	10.3	0.89	0.04	0.50	8.0	25.7	29.8	31.0	220.1
<= 0 °C	31.0	28.2	29.8	19.6	6.2	0.15	0.0	0.04	4.4	21.3	29.0	31.0	200.4
< -2 °C	30.9	27.7	26.7	13.9	3.2	0.0	0.0	0.0	1.9	15.5	27.2	30.9	177.7
< -10 °C	27.2	22.2	13.2	2.0	0.15	0.0	0.0	0.0	0.0	1.9	14.0	25.0	105.6
< -20 °C	15.1	11.3	4.5	0.15	0.0	0.0	0.0	0.0	0.0	0.11	3.8	12.2	47.1
< -30 °C	6.4	3.0	0.59	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.38	4.0	14.3

Saskatoon, on average, experiences 14.3 days a year with temperatures below -30C, the trigger for plan activation.

Days with Temps < -30C, < -40C in Saskatoon



Snowfall Stats for Saskatoon

1981 to 2010 Canadian Climate Normals station data

Days With Snowfall

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
≥ 0.2 cm	11.7	8.4	8.0	3.7	0.78	0.0	0.0	0.0	0.56	3.0	8.5	10.9	55.4
≥ 5 cm	0.56	0.52	0.63	0.52	0.15	0.0	0.0	0.0	0.04	0.37	0.67	0.58	4.0
≥ 10 cm	0.04	0.07	0.11	0.07	0.07	0.0	0.0	0.0	0.04	0.22	0.15	0.15	0.92
≥ 25 cm	0.04	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.07	0.0	0.0	0.11

This means that Saskatoon can expect, on average a 10 cm or greater snowfall once/year and a snowfall of 25 cm or greater once every 10 years.

Appendix H: Information Resources

Environment and Climate Change Canada Hourly Local Forecast:

- https://weather.gc.ca/forecast/hourly/sk-40_metric_e.html

City of Saskatoon – Extreme Cold Weather Emergency Response

- To Be added – link to:
 - Warming location poster
 - Public Extreme Cold Weather Emergency Response Plan

Appendix I: Saskatoon EMO 401 form

401 EOC Extreme Cold Weather Assessment Form



Incident/Event:

Name of Reporting Member Organization:

Date and Time of Report:

Operational Period:

From: To:

Contact Name and contact method:

Description of the Current Situation for Member Organization: (Include key points, actions taken, resource status etc.)

Critical Issues/Challenges/Problems related to the Extreme Cold Weather Activation:

Objectives for this Operational Period: (what will your organization be doing in reaction to the Extreme Cold Weather activation)

Capacity Assessment

Green – normal operational capacity

Yellow – challenges in operational capacity

Red – unable to provide essential organizational services

Notes on Capacity Assessment:

Outside Resources Needed:

Emerging Issues Identified:

Appendix J: After Action Review

Immediately after each activation of this plan an after-action review process will occur. Saskatoon EMO will request all members respond to the following questions:

1. Name of organization and member completing the after-action review.
2. What worked well this activation?
3. Were there any gaps or issues with this activation?
4. Any suggestions for the next activation?

Saskatoon EMO will share the responses with all members. If a plan update is required based on this review the updated plan will be shared with all members.

In April of each year an over-all after-action review will occur. This will provide information for updating the plan for the following year.