

**THE URBAN FOREST  
STORM RESPONSE  
PLAN**

## **1.0 PURPOSE**

The purpose of the Storm Response Plan is to provide a comprehensive action plan for responding to storm damage to the urban forest.

## **2.0 OBJECTIVES**

The objectives of the plan are as follows:

- 2.1** To establish an early warning system for forecasting the magnitude, time and location of impact for a severe storm and determining the clean-up resources that will be required.
- 2.2** To establish a call-out procedure for notifying storm personnel.
- 2.3** To clearly identify the roles and responsibilities of the various individuals, divisions and departments involved in responding to a storm.
- 2.4** To establish procedures and mechanisms for coordinating the activities of the various personnel involved in the storm response effort.
- 2.5** To establish the criteria for prioritizing tree hazards and removing debris after a storm.
- 2.6** To establish a recovery plan for restoring the damaged area to its condition prior to the storm.

## **3.0 COMPONENTS FOR REGINA'S EMERGENCY STORM RESPONSE PLAN**

There are three chronological action phases for a severe storm response plan.

- 3.1 Preparation - early warning and pre-planning activities.
- 3.2 Response - activity during and immediately after a storm.
- 3.3 Recovery - activities to return the damaged areas to pre-storm conditions.

### **3.1 Storm Preparation**

#### **3.1.1 Categories of Severe Storms**

While severe storms could strike at any time during the year, the period of time when the urban forest is most vulnerable is April to October with the summer months of June, July and August being the most acute.

There are three categories of severe storms: minor storms; major storms; and disasters.

Each category has a different level of intensity and therefore requires a different response. Because of the limited historical data available to determine the indicators for the three categories of severe storms, the indicators presented are proposed as guides which should be reviewed annually and revised based upon new experience.

### **3.1.1.1 Minor Storms**

#### Definition

Road blockages, fallen trees and limbs, and hazardous limbs can be properly attended to within a five day period immediately following the storm. In this level of storm the damage is restricted to a small area of the city or causes minimal damage over a broad area.

#### Indicators

The following indicators will serve as guides in identifying minor storms.

- 1) wind velocity 40 kph and 6 mm of rain during a 24 hour period;
- 2) wind velocity 50 kph and no moisture during a 24 hour period;
- 3) wind velocity 30 kph and 20 mm of rain during a 24 hour period;
- 4) hail 10 – 19 mm in size with no wind;
- 5) 10 – 19 cm of wet snow within a 24 hour period during canopy season.

#### Clean-up Operations

Clean-up operations may extend beyond the 5 day period but all hazardous situations should have been dealt with during this time. The Urban Forestry Section would rely upon its own resources to handle the damage and clean-up debris resulting from a minor storm.

### **3.1.1.2 Major Storms**

#### Definition

In general more than 5 days will be required to clean-up the hazardous tree damage conditions resulting from a major storm.

#### Indicators

The following indicators will serve as guides in identifying potential major storms.

- 1) wind velocity 50 kph and 40 mm of rain during a 24 hour period;

- 2) wind velocity 75 kph with no precipitation during a 24 hour period;
- 3) hail 20 mm in size or larger with little or no wind;
- 4) 50 mm of rain in 1 hour or 100 mm in 3 hours;
- 5) 20 - 29 cm of wet snow within a 24 hour period during canopy season.

### Clean-up Operations

Major storms are not predictable as to the extent of damage they may cause due to the nature of the weather phenomena that creates such a catastrophic condition. Escalation from minor to major storm status is dependent upon local conditions producing strong gusting winds such as a severe down draft, plow winds or tornadoes.

Major storms will require coordination of staff and equipment with other divisions, sections, or departments; (ie: Parks Maintenance, Open Space Services, Integrated Pest Management, Support Services, Public Works and the City Police). There may also be a necessity to rent equipment and utilize operators from the private sector in order to effectively and efficiently complete the damage clean-up.

*Emergency Measures Bylaw # 9070* provides for special emergency powers in declared emergencies. In the event of a major storm the Superintendent of Urban Forestry Section or designate should contact the Emergency Planning Coordinator (777-7886) and advise as to the seriousness of the situation. Once an emergency has been declared, The Urban Forestry Section may request the cooperation, manpower and resources of other civic departments necessary to respond to the storm.

Clean-up efforts may range from 6 days to several weeks depending upon the severity of the storm. Funding, staffing and equipment will need to be allocated for this additional period of clean-up.

### **3.1.1.3 Disasters**

#### Definition

A disaster is an emergency situation which has exceeded or has the potential to exceed the emergency response capabilities of the City of Regina. It involves multiple sites and requires the services of multiple agencies. The situation necessitates a declaration of a state of local emergency which results in activation of the City of Regina Emergency/ Disaster Plan.

#### Indicators

The following indicators will serve as guides in identifying a potential disaster.

- 1) wind velocity of 100 kph or more;
- 2) a tornado;
- 3) hail in excess of 20 mm in size with winds of 30 kph;
- 4) an ice storm;
- 5) rain in excess of 50 mm in 1 hour or 100 mm in 3 hours;
- 6) 30 cm or more of wet snow within a 24 hour period during canopy season.

#### Statutory Authority

- *Emergency Measures Bylaw #9070*
- *The Province of Saskatchewan Emergency Planning Act*

### **3.1.2 Early Warning Forecast**

An essential element of The Urban Forest Storm Response Plan is the early warning forecast. Currently there are four weather centres on the internet that provide weather information. These centres provide long-range, 3 – 5 days forecasts as well as current weather conditions. The information is regularly updated and available on a 24 hour basis. The Urban Forestry Section currently has access to the internet in its office at the Park's Yard.

The early warning will be provided as follows:

- 1) The Forestry Technician monitors the weather centres on the internet every day at 8:00 a.m. and 4:00 p.m. for severe storm forecasts for Regina.
- 2) If a severe storm is forecasted for the Regina area, the Technician tracks the storm more closely and notifies the Superintendent of Urban Forestry of the possibility of a severe storm. In situations where the Superintendent is not available the Forestry Technician will notify the Arborist.
- 3) When it is clearly established that a severe storm will impact Regina, the Forestry Technician phones the Environment Canada Weather Office in Winnipeg (1-900-565-5555). The Forestry Technician can speak to a Meteorologist who will provide specific information on:
  - a) the estimated time of impact of the storm;
  - b) the velocity and direction of the wind;
  - c) the amount of precipitation within a given period of time; and
  - d) the likely duration of the storm.

The Forestry Technician should place his initial call to the Environment Canada Weather Office approximately two hours before the predicted impact of the storm. This should ensure that he is able to get through on the 1 – 900 number and speak to a Meteorologist. The initial call should be followed up with calls about an hour and a half hour before impact in order to track the storm and receive the most accurate and up-to-date information.

### **3.1.3 Spring Season Activities**

#### **1) General Tree Management Activities**

A major component of any tree pruning program is the removal of deadwood from trees. Not only does this improve the overall health of the tree, it is a necessity to help reduce the amount of storm damage that could occur. Therefore the overall pruning program is geared towards improving the health and safety of all city owned trees.

#### **2) Tree Inspection Process**

This is geared towards inspecting trees for any major defects or to identify any potential problems in a tree. The Forestry Technician and Arborist throughout the year jointly inspect all trees that have not been pruned for at least three years. Any problems found will be dealt with as soon as possible to minimize the potential for further damage during storms.

#### **3) Staff Preparation**

Staff designated to assist in storm damage cleanup activities will be given an orientation prior to the storm season. At this time all aspects of the storm response process will be reviewed. Should any additional training for staff be identified it will take place prior to the storm season. All staff must be certified for the piece of equipment they are assigned to operate. The Superintendent of Urban Forestry is responsible for ensuring that the proper number of staff are trained in each area. A listing of all city staff who could potentially be involved in the storm damage clean-up effort (Forestry Division, Open Space Division, Integrated Pest Management, Public Works, Support Services and The Wascana Centre Authority) shall be developed and kept current. See Attachment “A” Staff Qualifications.

#### **4) Resource Preparation**

Any equipment or outside resources required for the storm response effort need to be ready for use when required. It is the responsibility of the Forestry Technician to maintain an up-to-date list of the equipment (ie: chainsaws, hand and polesaw pruners, wood chippers, aerial type vehicles, supervisory and field vehicles, loaders, trailers, barricade and lighting equipment, etc.) as well as a list of private rental companies and the equipment they could provide. In addition, a list of available contractors and outlets where staff are to purchase

food during the storm response should be maintained. See Attachment “B” Resource Lists.

#### 5) Pre-Storm Season Meeting

A meeting will be convened annually in April/May to bring together all of the major participants for a review of the storm response process. Any proposed changes to the storm response plan should be discussed and agreed upon at this time so that they can be incorporated into the plan prior to the staff orientation.

### **3.1.4 Pre-Storm Procedures**

Once a severe storm warning has been confirmed, the Superintendent of Urban Forestry or designate will determine the category of the storm based on the early warning forecast and initiate the appropriate call-out procedure. The Regina Police Service (9-1-1) and the Fire Department shall be advised of the impending storm and provided the contact phone number for the Storm Response Centre (See section 3.1.5). City Central and Public Affairs shall also be advised of the incoming storm. A preplanning meeting shall be convened.

### **3.1.5 The Storm Response Centre**

A Storm Response Centre should be established at the Parks Yard at the earliest possible time to coordinate the overall plan to respond to the storm damage. Required to attend the meeting are the Superintendent of Urban Forestry, the Forestry Technician, the Arborist, the Supervisor of Integrated Pest Management, all Foremen (cemetery, district, and athletic field), parks yard clerical staff, the equipment co-ordinator, and a representative from City Central or Public Affairs. If a major storm is anticipated a representative from the Public Works Department will be requested to attend. A checklist has been prepared of items that need to be addressed at this meeting.

- determine how the storm damage is to be assessed.
- identify available staff and equipment.
- determine additional staff and equipment needed to respond to the storm.
- review responsibilities of all staff.
- review communication processes.
- review the message staff should relay to the public.
- determine work teams, areas to work in, reporting sequence.
- outline work shifts, break times.
- determine the financial process
- outline rules for private trees.
- identify who can make the decisions in the field.

- outline expectations of field staff.
- determine drop off sites.
- set the time for the next meeting.

## **3.2 Storm Response**

### **3.2.1 Roles and Responsibilities**

#### **The Superintendent of Urban Forestry**

- 1) Provides early warning of an impending storm.
- 2) Monitors the storm intensity and provides an assessment of its potential impact.
- 3) Initiates the call-out procedure.
- 4) Coordinates the overall storm response.
- 5) Coordinates the pre-storm season activities.
- 6) Convenes the initial storm response meeting.
- 7) Reports to the Manager of Open Space Management the extent to which resources from other sections, divisions, departments or contractors may be required.
- 8) Requests assistance from other Departments when required through Emergency Planning Coordinator.
- 9) Determines which contractors to use.
- 10) Coordinates the movement of crews from one sector to another with the Arborist when the damage is unevenly distributed.
- 11) Serves as the immediate contact for alerting the news media regarding the impact of the storm and progress being made in the clean-up effort.
- 12) Reports the daily storm damage assessment and clean-up progress to the Manager of Open Space Management Division.
- 13) Monitors expenditures and requests over expenditure from the Manger of Open Space Management Division if it is required.
- 14) Responsible for making any after hours work decisions.
- 15) Determines when to reduce the level of the cleanup effort.

Based upon the information received from Environment Canada Weather Office, the Superintendent of Urban Forestry or designate will:

- 1) Determine if the storm is a minor storm, a major storm, or a disaster.
- 2) Identify the manpower and equipment required to respond to the storm.
- 3) Initiate the appropriate call-out procedure.
- 4) Alert City Central of the impending storm.

- 5) Alert Public Affairs
- 6) Notify the Public Works Dispatch.
- 7) Co-ordinate the pre-planning effort.
- 8) Continue to monitor changes in the forecast.

In the absence of the Forestry Technician, this position assumes all duties.

### **Forestry Technician**

- 1) Monitors the internet daily during the storm season for potential storms.
- 2) Advises the Superintendent of Urban Forestry of impending storms.
- 3) Replaces the Superintendent of Urban Forestry in his absence.
- 4) Assists the Superintendent of Forestry and Arborist as required.
- 5) Prioritizes storm damage calls received from City Central or Public Works dispatch or calls placed directly to The Urban Forestry Section before forwarding them to the Arborist.
- 6) Ensures that all required purchase orders have been raised.
- 7) Coordinates the storm damage assessment process.
- 8) Co-ordinates damage assessment crews.
- 9) Works with the Arborist to prioritize storm damage calls.
- 10) May be assigned responsibility for assisting field staff in identifying priority situations in the aftermath of the storm.
- 11) Ensures that work crews have the equipment required for the clean-up operation, and arranges meals for staff engaged in after hour's work.
- 12) Handles any follow-up calls to residents who have experienced tree damage.
- 13) Contacts the utility companies should their services be required
- 14) Maintains a list of all city staff who could potentially be involved in the storm damage clean-up effort as well as related equipment including private rental companies.
- 15) Co-ordinates the work of clerical staff during the storm response
- 16) Contacts contractors when they are required
- 17) Provides storm damage assessment and clean-up progress reports to the Superintendent of Forestry.
- 18) Develops follow-up work lists for post-storm response

### **The Arborist**

- 1) Supervises all field activities in response to the storm damage.
- 2) Acts as the liaison between Urban Forestry and other departmental staff assisting in the clean-up effort.
- 3) Prioritizes and assigns specific duties to Urban Forestry and other departmental staff

- assisting in the clean-up.
- 4) Makes recommendations regarding shift staffing, hours of work and temporary cessation of clean-up activities.
  - 5) Identifies the need for additional personnel and equipment.
  - 6) Reports to the Superintendent of Urban Forestry concerning storm damage and progress being made in the clean-up.
  - 7) Reviews the list of storm damage calls compiled by office staff and updates the list according to the work completed.
  - 8) Ensures that all staff have received the required training before operating equipment assigned to them.
  - 9) Authorizes any tree removals resulting from storm damage.
  - 10) Determines repair process for any severely damaged tree not considered a removal.
  - 11) Provides necessary training to all staff involved in storm damage activities.
  - 12) Attends all operational storm damage meetings.

### **District Foremen**

- 1) Supervise their staff working on storm damage activities.
- 2) Co-ordinate field activities with the Arborist.
- 1) Attend all meetings pertaining to the storm response process.
- 2) Make recommendations on work shifts and cleanup activities.
- 3) Supervise contractors working in their district.
- 4) Provide daily reports to the arborist on cleanup activities.
- 7) Determine additional resources required to complete the storm cleanup.

### **Forester II**

- 1) Performs work assigned by the Arborist
- 2) Performs follow-up tree repair and removal.
- 3) May be required to direct a small crew of two to four persons.
- 4) Completes the appropriate forms for work completed.

### **Forester I**

- 1) Performs work assigned by the Arborist.
- 2) May act as the technical lead person on work crews involving the use of other departmental staff in the clean-up effort.
- 3) Completes the appropriate reporting forms for work completed and follow-up work required when not assigned to work with the Forester II.

### **Assessment/Cleanup Crews**

- 1) Conduct the initial assessment of tree damage. Specifically “Priority 1” situations.
- 2) Perform cleanup activities once the assessment of all “Priority 1” situations have been completed.

#### **The Public Affairs Department**

- 1) Coordinates any public communication required including information on how the public can assist the storm response effort.

#### **City Central**

- 1) Receives public requests for service as a result of storm damage and separates the calls into the three storm damage clean-up priorities outlined in Section 2.2.5 before passing them along to The Urban Forestry Section.
- 2) In the event of a major storm that occurs on the week-end or after hours, City Central staff should be called in to handle the requests for service.

#### **Open Space Management Office Staff**

- 1) Assist the Forestry Technician in coordinating the response to the storm damage calls received from the public.

### **3.2.2. General Meetings**

Update meetings will occur at 8:00 am and 4:00 p.m. daily in the parks yard boardroom unless otherwise determined by the Superintendent of Urban Forestry.

### **3.2.3 Field Meetings**

All work groups will hold meetings at the beginning of each work shift to review the progress of the storm cleanup along with each individuals work assignment.

### **3.2.4 Damage Assessment**

In the event of a major storm, staff will be used to identify the “Priority 1” situations that are to be addressed first. The number of staff used for this process will depend on the severity of the storm and the extent of the damage. The staff to be used are normally assigned to the cleanup crews. Cleanup will not begin until this assessment process has been completed under the supervision of the Arborist. Staff will go street by street in their assigned areas

looking for “Priority 1” situations. The Arborist will determine if the location of these sites should be relayed to him first or directly to an aerial lift or ground crew. Once all of the “Priority 1” situations have been addressed staff will be assigned to a cleanup crew. In the event of a minor storm, crews will be responding to calls as they are received by City Central, Public Works Dispatch or the Parks Yard front office.

### **3.2.5 Tree Damage Clean-Up Priorities**

The following criteria shall be used to prioritize work assignments and respond to public requests for service as a result of storm damage.

#### **Priority I - Life Threatening Situations**

- 1) Trees down and injured people caught in a car or home following a 9-1-1 emergency call for assistance.
- 2) Trees down and people caught in a life-threatening situation.
- 3) Trees damaged and could fall on a home threatening the inhabitants.
- 4) Trees on public property that are split or rocking and pose an immediate risk to public safety (ie: walkway).

In cases where people are injured or caught in a life-threatening situation, the Storm Response Centre should ensure that the Regina Police Service (9-1-1) and the Fire Department have been notified.

The Arborist makes an on-site visit to assess the situation. Crews should remove the immediate threat to life or injury before proceeding to the next location. This includes any life threatening situations on either public or private property the crews encounter. Final clean-up waits until the general clean-up phase.

#### **Priority II - Trees Blocking Arterial Streets**

Trees down and blocking streets are piled between the sidewalk and curb in the following order which is colour coded on the attached map (Attachment “C” 1999 - 2000 Priority Streets”).

- |       |    |  |
|-------|----|--|
| Red   | 1) | Major Arterials - freeways, expressways and arterials            |
| Blue  | 2) | Major collectors - 3,000 - 7,500 vehicles per day                |
| Green | 3) | Minor collectors - 1,000 - 3,000 vehicles per day and bus routes |
| White | 4) | Local streets - all remaining streets                            |

#### **Priority III - General Clean-up**

- 1) Trees cleared from the streets in Priority II and piled on the street between the sidewalk and the curb are hauled away.
- 2) All uprooted and damaged trees on public property are cleared away.
- 3) If possible all tree material is mulched by a chipper and the wood chips taken to the designated dump sites or Landfill depending on the situation.
- 4) All large logs and stumps are loaded by a frontend loader or bobcat and taken to the designated dump sites or Landfill depending on the situation. See Attachment “D” Dumpsites.
- 5) Any material picked up that cannot be immediately mulched is taken to the closest dump and mulched at a later date.
- 6) If required the Public Works Department is contacted to assist in the clean-up operation.
- 7) A press release is issued advising homeowners of their responsibility for removing all debris resulting from private trees on their own property and for repairs to their trees.

Stumps resulting from tree removals are identified and removed.

Sites requiring tree replacement are identified to the Forestry Technician.

### **3.2.6 Receiving and Dispatching Calls**

All calls regarding storm damaged trees are directed to the City Central Office. City Central staff separate the calls into the three storm damage clean-up priorities described described in section 2.2.5.

Routine information is taken to identify the location and the storm damage situation.

- 1) The name and phone number of the person reporting the damage.
- 2) The exact location (address) of the damage.
- 3) Is there a threat to life or public safety? If so, identify the severity of the threat:
  - a) people caught in life-threatening situation;
  - b) tree damaged and could result in life-threatening situation if not corrected; and
  - c) tree poses immediate risk to public safety.
- 4) The ownership of the tree (city or private)
  - a) Tree on side-boulevard between the sidewalk and curb.
  - b) Back of the walk on the boulevard (City's easement area).
  - c) On private property, (back of the City's easement area, generally ranges from 4 - 8 feet back of the sidewalk to an area around the depth of the water shut-off valve).
- 5) The tree status. Is the entire tree broken? Is the tree uprooted? Are there broken

- but attached limbs hanging from the tree? Is the trunk split vertically?
- 6) The status of the broken part of the tree? Are there broken branches hanging in the tree? Is the branch hanging from the tree but resting on the ground?
  - 7) The diameter and height of the damaged tree or limb. This will help to identify the kind of crew required to attend to the damage.
  - 8) Any relevant road status. Is the tree completely or partially blocking passage of vehicles on the road?
  - 9) The status of the relevant property. Has the tree fallen on the house or an automobile? If so, is it blocking access or exit from the house or car?
  - 10) Assessment as to whether further damage is likely to result if the situation is not attended to immediately.
  - 11) Are there any utilities in close proximity to the tree? Are electrical lines or telephone lines down? In these situations Sask Power should be called in for an assessment of the situation.
  - 12) There is a need to screen repeat calls from the same address to avoid duplication of services. Repeat requests for services should not be forwarded for action unless there has been a significant change with the problem or a new hazard has been identified.

The Urban Forestry Section will colour-code the request for services they receive on a city map according to their level of priority. This will allow them to coordinate their response and make the most efficient use of their manpower and resources.

### **3.2.7 Trees on Private Property**

During a storm The Urban Forestry Section will only intervene on private property to:

- 1) Remediate life-threatening situations or those that have the potential to cause injury; and
- 2) Clear private trees that have fallen on city streets.

Homeowners are responsible for removing all debris from their own property and for repairs to their trees.

### **3.2.8 Maintaining a Log of Services Provided**

Crews performing tree work in the aftermath of a storm shall complete a log of the work completed and file it with the Urban Forestry Section.

The log includes the following information:

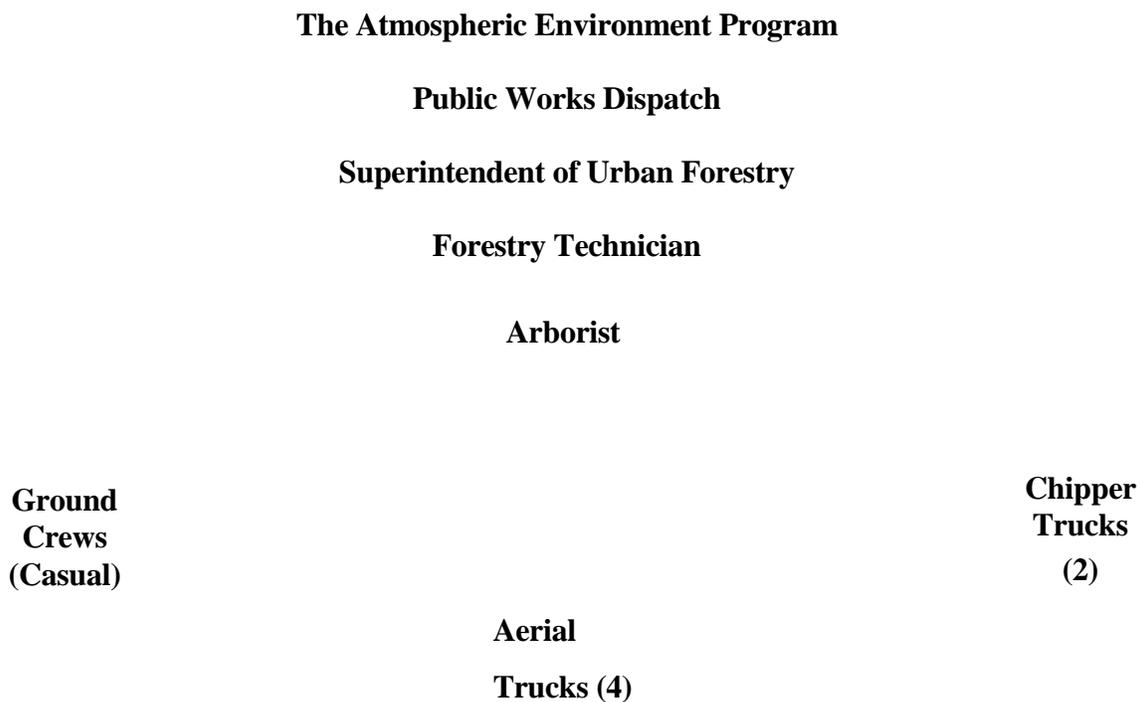
- 1) The location and address serviced.

- 2) The size and species of the tree serviced.
- 3) The time and date of the clean-up activity.
- 4) The nature or description of the corrective action taken at the site.
- 5) The extent of property damage, if any.
- 6) Detailed instructions as to what follow-up work is required by the Urban Forestry Section. (re: removal, replacement, stumping, botting, cabling, etc.)
- 7) Whether the site should be included in the Urban Forestry Section planting list.

### **3.2.9 Severe Storm Response Flow Charts**

#### **3.2.9.1 Minor Storms**

**Figure I: Flow Chart for Responding to a Minor Storm**



- 1) Based on the early warning information provided by The Atmospheric Environment Program the Superintendent of Urban Forestry determines that a minor storm will

impact the city. He then initiates the minor storm call-out procedure and convenes a pre-planning meeting.

- 2) The Forestry Technician and the Arborist work together to prioritize the storm damage calls received from City Central or Public Works Dispatch based on the criteria outlined in section 2.2.5 Tree Damage Clean-up Priorities.
- 3) Calls regarding life threatening situations are dispatched directly to the crews out in the field for immediate response.
- 4) A site inspection of the storm damage calls is conducted by the Arborist. The initial prioritization of calls may be revised based upon the site inspections.
- 5) All storm damage requests are colour coded on a city map based on their level of priority in order to better coordinate the storm response.  
priority in order to better coordinate the storm response.
- 6) The Arborist coordinates all tree work on site. He communicates instructions to the aerial life crews, ground crews and the chipper truck crews under his direction.

### **3.2.9.2 Major Storms**

**Figure II: Flow Chart for Responding to a Major Storm**

**Environment Canada  
Weather Service**

**Public Works Dispatch**

**Superintendent of Urban Forestry**

**Forestry Technician**

		<b>Arborist</b>		
<b>Foreman District 1</b>	<b>Foreman District 2</b>	<b>Ground Crews</b>	<b>Aerial Trucks</b>	<b>Foreman District 3</b>
<b>Clean-up Crews</b>	<b>Clean-up Crews</b>	<b>Half-ton Chipper Truck</b>	<b>Chipper Truck</b>	<b>Clean-up Crews</b>

- 1) Based on the early warning information provided by The Atmospheric Environment Program the Superintendent of Urban Forestry determines that a major storm will impact the city. Once an emergency has been declared he contacts the Emergency Planning Coordinator to have him declare a local emergency under The Emergency Measures Bylaw No. 9070. He then initiates the major storm call-out procedure and establishes a Storm Response Centre to coordinate the response to the storm.
- 2) Staff in other divisions (Parks Maintenance, Pest Management and Support Services) who are certified to operate a chain saw may be utilized as additional staff for pruning and tree removals. Staff not certified to operate a chain saw will be restricted to those clean-up activities that do not involve the use of a chain saw.
- 3) The Forestry Technician prioritizes the storm damage calls received from City Central or Public Works Dispatch based on the criteria outlined in Section 2.2.5 Tree Damage Clean-up Priorities.
- 4) Calls regarding life threatening situations are dispatched directly to the Arborist out in the field for immediate response.
- 5) The area of tree damage is divided into sections with a staff member assigned responsibility for a section.
- 6) The Arborist coordinates all tree work. He communicates instructions to the aerial lift crews, ground crews and the chipper truck crews under his direction.
- 7) The Parks Maintenance Foreman report directly to the Arborist assigned to the area and coordinate their staff based on instructions from him.
- 8) Clean-up crews survey all damaged areas for priority situations before commencing clean-

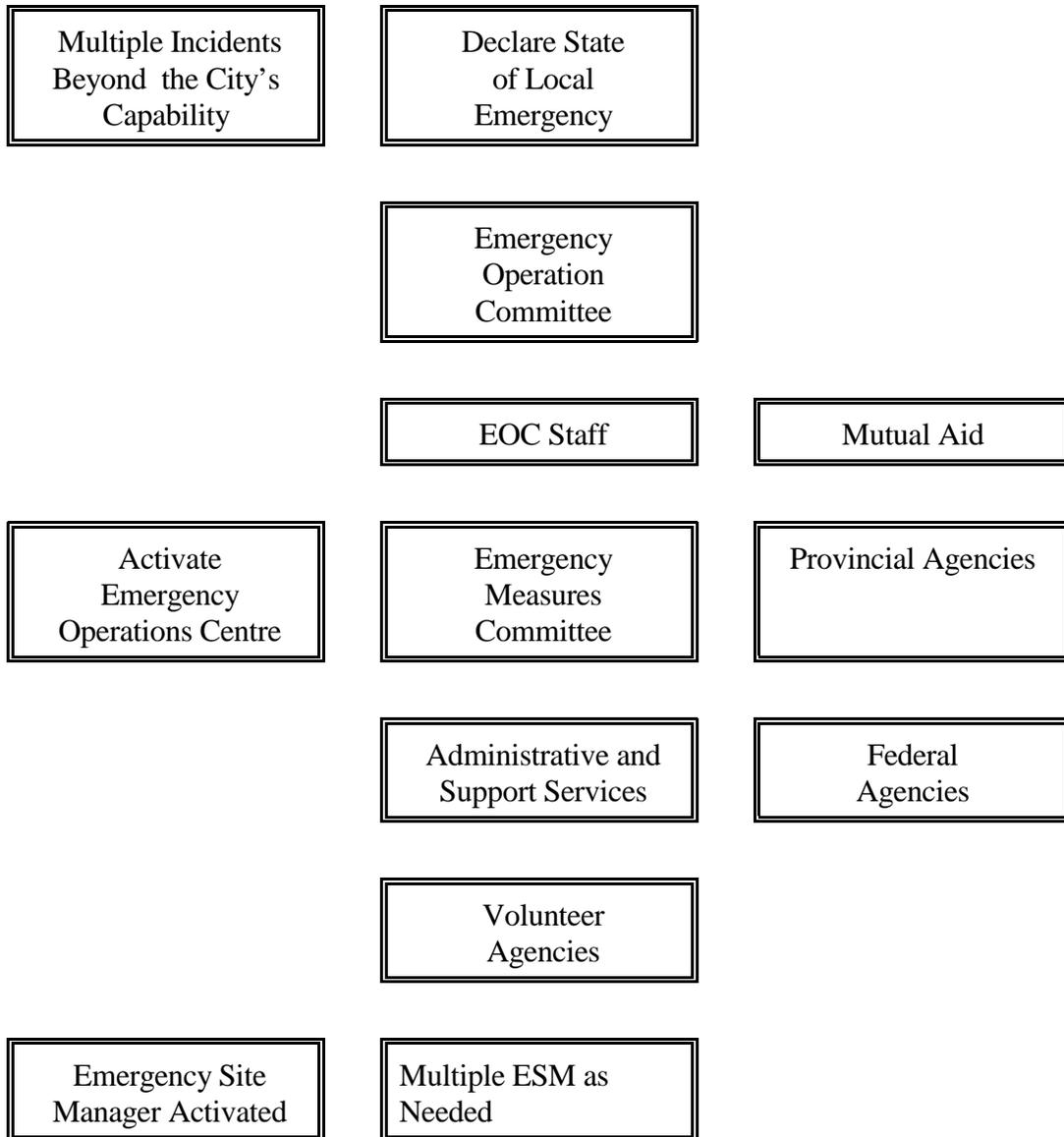
up. Life threatening situations are referred to the Arborist for immediate action.

### 3.2.9.3 Disasters

#### Figure III: The Disaster Activation Plan

Figure III illustrates the flow chart for activating the response procedures in the event of a disaster.

Figure III The Disaster Activation Plan



- 1) A state of local emergency is declared by the Emergency Measures Committee (the Mayor or Deputy Mayor - see Emergency Planning Bylaw).

or

A state of emergency is declared by the Lieutenant Governor in Council (see Section 15 of *The Saskatchewan Emergency Planning Act*).

- 2) Command and control is centralized in the Emergency Operations Centre.
- 3) The emergency response is coordinated by the Emergency Operations Committee.

The Emergency Operations Committee coordinates and directs the emergency response operations of the City of Regina to save lives, reduce suffering, prevent property damage, maintain and restore facilities, sustain health and morale, and generally neutralize the effects caused by any major emergency or disaster.

The members of the Emergency Operations Committee include:

- City Manager
- Police Chief
- Fire Chief
- Director of Emergency Medical Services
- Director of Public Affairs
- Director of Public Works
- Director of Transit
- Manager of Purchasing
- Medical Health Officer
- Director of Emergency Social Services
- Other department/agency representatives

The Community Services Department is represented on the committee by the Director of Public Works. The department's role in a disaster is described in the Public Works Emergency/Disaster Manual (Appendix 7).

- Provide staff and/or equipment to support the Public Works Department.
  - Maintain contact with the Public Works Department's dispatch office when in the field.
  - Provide assistance upon request to the Emergency Operations Committee.
- 4) The Emergency Operations Committee can, as required, call on the emergency

resources of the City and surrounding municipalities (through Mutual Aid agreements), and through Saskatchewan Emergency Planning, the resources of the provincial and federal governments and support agencies.

### **3.3 Storm Recovery**

#### **3.3.1 Damage Assessment**

When the urban forestry inventory is fully operationalized in the next few years, it will provide an individualized inventory of all trees on public land in Regina's urban forest. This will enable The Urban Forestry Section to accurately assess the damage to the urban forest as a result of a storm. An accurate assessment of the damage will be required to settle insurance claims, reimbursements and federal and/or provincial funding for relief efforts. The Tree Assessment Evaluation Formula can be used to determine the specific costs associated with replacing the trees.

#### **3.3.2 Storm Damage Clean-up**

If the storm damage is so severe The Urban Forestry Section cannot accommodate the clean-up within its existing operating funds, a request will be made for an over expenditure.

#### **3.3.3 Replacement**

If the replacement of the damaged trees after a storm cannot be accommodated within the existing Urban Forestry Section operating budget, a request may be made for one time funding to return the area to pre-storm condition.

#### **3.3.4 Communication**

##### **3.3.4.1 Public Affairs**

Public Affairs will play the lead role in communicating with the public or media. They will confer with the Superintendent of Urban Forestry prior to issuing of news release to ensure the material is accurate.

##### **3.3.4.2 Media**

Public Affairs is responsible for any Public Service Announcements that are released to the media. Unless otherwise directed, the Superintendent of Urban Forestry will be responsible for any television, newspaper or radio interviews.

##### **3.3.4.3 City Central**

City Central, Parks Yard administration staff and Public Works (on weekends) will be responsible for passing on any pertinent information to the public when they call in. The Superintendent of Urban Forestry will provide storm damage update information to City Central on an ongoing basis.

Staff Qualifications

RESOURCE LISTS

Hours of Work – subject to union agreement. Any hours outside normal shift will be paid as over time (superintendent approval required). Any shift starting before 7:00 am will be paid a minimum of 1.5 hours shift differential.

Work Order Numbers

North West Area – Sectors 1 – 29 WO# 35501  
North East Area – Sectors 30 - 49 WO#35502  
South East Area – Sectors 50 – 79 WO#35503  
South West Area – Sectors 80 – 99 WO#35504

Supplied Meals

KFC – Kentucky Fried Chicken  
565 Albert Street PO # 29266  
820 McCarthy Boulevard PO# 29269  
1631 Victoria Avenue PO# 29270  
3501 Dewdney Avenue PO# 29268  
3998 Albert Street PO# 29265  
621 Victoria Avenue East PO# 29267

Meals purchased from any other source will required a CPO cheque.

Contractors

These purchase orders will be raised at the beginning of storm damage cleanup should additional assistance is needed. The forestry technician will contact the purchasing with the requirements. The Purchasing Department will issue an immediate tender any inform the technician of quoted received within a reasonable time frame depending on the urgency of the request.

1996-97 PRIORITY STREETS

DUMPSITES

District 1

- A.E. Wilson Park- just behind Jack Hamilton Arena.
- Dales House – utility parcel south of building
- Mt. Pleasant parking lot at Kaplan Field.
- North West Arena – rough grass area east of arena

District 2

- Dominion Park
- Dover Park parking lot
- Holland Park
- Maple Leaf Park
- Milford Park
- Reibling Park
- Stuart Russell Park
- Westminster Park

District 3

- Grant Road School
- Kinsmen North parking lot
- Kinsmen South parking lot
- Kiwanis Park parking lot
- Optimist Arena

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