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EMERGENCY PLAN 2023

PART 1

**ORGANIZATION AND
MANAGEMENT**

2023

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INTRODUCTION

SCOPE

The purpose of this Emergency Plan is to provide for a prompt and coordinated response to emergencies or disasters affecting our municipality.

This Emergency Plan does not apply to those day-to-day situations that are dealt with by Emergency First Responders.

Planning, in relation to an emergency situation, may be defined as the process of anticipating the need for the application of resources and manpower plus determining the methods of obtaining and applying these resources at the right time to achieve stated aims. As such, the contents of this Emergency Plan provide only guidance to the local government.

GOAL

The goal of the Emergency Plan is to provide the earliest possible coordinated response in order that the following objectives are assured:

1. Prevent or limit the loss of life,
2. Prevent or limit the loss of property,
3. Prevent or limit the damage to the environment,
4. The restoration of essential services.

RESPONSIBILITY

The responsibility for the health and welfare of its citizens rests with the elected officials of our municipality. Every municipality must be prepared to meet the threat that may arise from emergencies or disasters.

The Emergency Plan does not override the responsibility of emergency services (Police, Fire, and EMS) to take warranted extraordinary action within their scope of responsibility in the event of an emergent situation for the safety and well being of the community.

Each individual has a responsibility to have in place an individual or family plan to deal with a community crisis. The preparation of the municipal Emergency Plan should encourage individuals and families to prepare their own plan and the role of local government is to support these efforts through the distribution of information and educational opportunities.

RESOLUTION

Section 8(1)(d) of *The Emergency Measures Act* states that every local authority “shall prepare and adopt emergency preparedness programs and emergency plans and submit them to the co-ordinator for approval and co-ordination with other emergency preparedness programs and emergency plans.”

Be it resolved that in accordance with Section 8(1) (d) of The Emergency Measures Act, the Emergency Plan for the Municipality of Oakland-Wawanesa for 2023 be adopted.

Council	shall mean a majority of the whole number of members required to constitute the Council of the municipality, as established in accordance with Division II of The Municipal Act.
Emergency	shall mean a present or imminent situation or condition that requires prompt action to prevent or limit the loss of life, property or damage the environment.
Municipal Emergency Coordinator	shall mean that person appointed by resolution of the Council as the Emergency Coordinator for the municipality.
Emergency Control Group	shall mean the mayor, members of council and Chief Administrative Officer who are responsible for the policy development and control of emergency operations.
Emergency Operations Center	shall mean that location defined in the Emergency Plan as the overall command center for emergency operations.
Emergency Services	shall mean Police, Fire, EMS, Public Works and other public services provided by or on behalf of the municipality.
Information Center	shall mean locations for speedy gathering and transmittal of information. In the case of a major disaster, the Information Center shall include political and official representation at a senior level. It should be located at the Emergency Operations Center.
Incident Commander	shall mean the person designated by the appropriate authority to provide the control and coordination of the on-site emergency response team
Inner Perimeter	shall mean an area designated to enclose the actual emergency site and will include the first-aid station and casualty clearing station.
Liaison Officer	shall mean a person assigned to the Incident Commander, to liaise with other supporting agencies at the Emergency Site and liaise with the EOC.
On Site Command	shall mean the on site command center at the scene of a disaster.
Outer Perimeter	shall mean an area designated to enclose the emergency area and completely encircle it. This area will include the inner perimeter and leave ample area for setting up emergency centers and rescue operations. The outer perimeter is also used as a control measure between Emergency Operations Center and the On Site Emergency Command Center where all coordinated emergency response are taken.
Regional Emergency Manager (EMO)	shall mean the officers of the EMO that are assigned to a specific region of the Province to provide advice and assistance to the municipalities in that region regarding all aspects of emergency management.
Registration & Inquiry	shall mean the location(s) for the registration of people affected by the emergency and for the distribution of information about their whereabouts.

ACRONYMS

ANA	Aboriginal and Northern Affairs (Provincial)
ARES	Amateur Radio Emergency Service
CAO	Chief Administrative Officer
DART	Disaster Animal Response Team
DFA	Disaster Financial Assistance
EOC	Emergency Operations Centre
ECC	Emergency Coordination Centre
ECG	Emergency Control Group
EMCC	Emergency Mobile Command Centre (Provincial)
EMO	Manitoba Emergency Measures Organizations (Provincial)
EMS	Emergency Medical Services
FEMA	Federal Emergency Management Agency (U.S.)
HC	Health Canada (Federal)
IC	Incident Commander
ICS	Incident Command System
INAC	Indian and Northern Affairs Canada (Federal)
JEPP	Joint Emergency Preparedness Program
MAFRI	Manitoba Agriculture, Food and Rural Initiatives (Provincial)
MEC	Municipal Emergency Coordinator
MECC	Manitoba Emergency Coordination Centre
MHHL	Manitoba Health and Healthy Living (Provincial)
MIT	Manitoba Infrastructure and Technology (Provincial)
MOU	Memorandum of Understanding
NGO	Non-Governmental Organization
ODM	Manitoba Health Office of Disaster Management (Provincial)
OFC	Office of the Fire Commissioner (Provincial)
PAS	Personnel Accountability System
PHAC	Public Health Agency of Canada (Federal)

PIO	Public Information Officer
PS Canada	Public Safety Canada (Federal)
REM	Regional Emergency Manager (EMO)
RCMP	Royal Canadian Mounted Police
RHA	Regional Health Authority
RM	Rural Municipality
SOLE	State of Local Emergency
WSD	Manitoba Water Stewardship (Provincial)

GUIDELINES

1 FOR PREPAREDNESS

The following requirements are based on the Emergency Preparedness Plans & Programs Checklist. This checklist is the minimum standard that Manitoba Emergency Measures Organization (EMO) has set for municipal emergency plans and programs as authorized under Section 8(1-9) of *The Emergency Measures Act*.

1.1 Annual Review of Plan

EMO requires municipalities to update their emergency plans annually and submit them to EMO for approval.

This submission must include

- the updated versions of Sections 2 and 3 and all appendices referred to in Section 2, and
- a resolution of council confirming that these sections and appendices have been updated and approved.

The complete submission will be forwarded electronically to the Regional Emergency Manager (REM).

1.2 Hazard Analysis

Municipalities must prioritize hazards in their communities using an identified hazard analysis process. Appendix A – Hazard Analysis includes the Federal Emergency Management Agency (FEMA) model as an example, but municipalities may use other models. The hazard analysis must include a description of the hazards in their communities and the impact they could have on the communities (i.e. economic, environmental, physical).

Each municipality must develop a contingency plan for each major hazard (included as appendices in their municipal emergency plan), and have an exercise related to its number one identified hazard.

The municipality must also ensure that it has the basic equipment to handle the hazards in its area until additional resources arrive, and that its first responders have access to resources necessary to handle its top three hazards.

In addition, municipalities must inform their residents about the possible hazards in their areas.

Refer to Appendix A - Hazard Analysis for a sample hazard analysis model and a completed Hazard Analysis.

1.3 Memorandums of Understanding

Municipalities must enter into assistance agreements with other parties through Memorandums of Understanding. A Memorandum of Understanding (MOU) may be used for agreements where one partner provides assistance to the other, or for mutual aid agreements, where the parties provide assistance to one another.

Section 8(1)(e) of *The Emergency Measures Act* states that every local authority: “may enter into mutual aid agreements with the government, any local authority, any department or any person with respect to the establishment, development or implementation of emergency preparedness programs and emergency plans and the conduct of emergency operations”

Municipalities will formalize all mutual aid agreement through an MOU.

MOUs must be reviewed every 12 months.

ASSISTANCE PARTNERS

Each municipality will have different partners with which it will create assistance agreements, but a few to consider are the following:

- | | |
|---|----------------------------------|
| ▪ Surrounding
Municipalities/Communities | ▪ Local School Boards |
| ▪ Canadian Red Cross | ▪ Regional Health Authorities |
| ▪ Salvation Army | ▪ Various
Clubs/Organizations |
| ▪ Mennonite Disaster Service | ▪ Hotels |
| ▪ Amateur Radio Emergency
Service | ▪ Caterers |
| | ▪ Institutions |

Refer to Appendix B for a list of MOUs.

1.4 Training and Public Education

Disaster management training is offered free of charge to municipalities through EMO.

It is recommended that all coordinators, councils, and teams have, at minimum the basic Manitoba Emergency Management course. Refer to the EMO website for a complete list of courses offered.

Municipal Emergency Coordinators will conduct training and offer public education as necessary to meet the requirements within their own emergency programs.

The Municipal Emergency Coordinator (MEC) should keep a file or database/record system of the individuals trained for their municipality.

1.5 Exercises

In every three-year period, two exercises of the municipal emergency plan must be completed. An actual incident, with the Emergency Operations Centre (EOC) open and functioning and volunteer groups utilized, may take the place of exercise if approved by the EMO Director of Operations.

Exercises should be part of a progressive program, and range in scale from a tabletop to full-scale exercise. An exercise after-incident/debriefing report must be submitted to EMO. In the case that an actual incident takes the place of an exercise, an after-incident report will still be required.

2 USING THE EMERGENCY MEASURES ACT DURING OPERATIONS

2.1 Declaring a State of Local Emergency

A declaration of a State of Emergency may be issued by the Minister, or a State of Local Emergency (SOLE) may be issued by a local authority under s. 12 of *The Emergency Measures Act* to acquire and exercise the powers set out in the Act.

A state of emergency or a SOLE may be geographically limited to part of the jurisdiction, in which case the limitation should be included in the declaration.

A state of emergency or a SOLE may intrude on individual and property owner's rights, and therefore the actions undertaken under a SOLE must be

- permitted under the Act,
- reasonably necessary in the face of an emergency or disaster, and
- proportional to the loss or damage that the action seeks to prevent.

DECLARING A STATE OF LOCAL EMERGENCY (SOLE)

To declare a SOLE for all or part of the municipality, the following steps must be completed:

1. The local authority must pass a council resolution to declare a state of local emergency. Where a local authority is unable to act quickly, such as where a quorum cannot be brought together to pass a resolution, the appropriate mayor or reeve may make a declaration.
2. The declaration and resolution from the local authority must be forwarded by the most effective means to the Minister through the EMO. **(See template: FORM – Declaration of a State of Local Emergency.)**
3. Following the declaration, the local authority must communicate the details of the state of emergency to residents of the affected area by the most appropriate means available.

A declaration is valid for a period of 30 days. On the application of the local authority the Minister may extend the length of the SOLE for further periods of 30 days each.

EXTENDING A STATE OF LOCAL EMERGENCY

The local authority may make application to the Minister for an extension of the SOLE, and the Minister may approve its extension for further periods of 30 days each. **Requests for an extension are not automatically approved and require some explanation.**

To obtain an extension, the following steps must be completed:

1. The local authority must pass a council resolution requesting an extension of the SOLE.
2. The request for an extension, along with any relevant information in support of the extension, must be forwarded to EMO by the most effective means. EMO will forward the extension request to the Minister along with a recommendation from the Executive Director.
3. Once the Minister has approved or declined the request for an extension, EMO will forward the decision to the local authority, who will then communicate the details to residents of the affected area by the most appropriate means available.

TERMINATING A STATE OF LOCAL EMERGENCY

When an emergency no longer exists in any area of the municipality for which a declaration of a SOLE was made, the local authority may terminate the declared SOLE. The local authority must inform the residents of the affected area of the termination and send a copy of the declaration with resolution to EMO.

In addition, the Minister has authority to terminate any SOLE that is not required. Where the Minister terminates a SOLE, he or she is required to give notice of the termination to the local authority and the residents of the affected area by the most appropriate means available.

2.2 The Emergency Measures Act

Updated to: May 1, 2014.
C.C.S.M. c. E80

The Emergency Measures Act

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Regulations

(Assented to July 17, 1987)

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Manitoba, enacts as follows:

Definitions

1 In this Act

"assistance agreement" means an agreement entered into under subclause 7(a)(i), (ii), (iii) or (iv); (« accord d'aide »)

"assisting force" means persons sent to Manitoba by another jurisdiction under an assistance agreement; (« force de soutien »)

"business continuity plan" means a plan for responding to an event that affects critical services, including an emergency or a disaster, which includes measures to ensure the continuation or restoration of those services during and after the event; (« plan de continuité des activités »)

"co-ordinator" means the Executive Director of the Emergency Measures Organization; (« coordonnateur »)

"critical service" means a service or function that is necessary to prevent

- (a) danger to life, health or safety,
- (b) the destruction or serious deterioration of infrastructure or other property required for the economic well-being of Manitoba or the effective functioning of the government, or
- (c) serious damage to the environment; (« services indispensables »)

"critical service provider" means a corporation or other person, organization or entity designated by regulation as a critical service provider; (« fournisseur de services indispensables »)

"department" means a department of the government of Manitoba and includes a Crown agency, board or commission established by the government of Manitoba; (« ministère »)

"disaster" means a calamity, however caused, which has resulted in or may result in

- (a) the loss of life; or
- (b) serious harm or damage to the safety, health or welfare of people; or
- (c) wide-spread damage to property or the environment; (« sinistre »)

"disaster assistance" means assistance provided under a disaster financial assistance agreement or program as provided for in the regulations; (« aide aux sinistrés »)

"emergency" means a present or imminent situation or condition that requires prompt action to prevent or limit

- (a) the loss of life; or
- (b) harm or damage to the safety, health or welfare of people; or
- (c) damage to property or the environment; (« situation d'urgence »)

"emergency management program" means a program prepared by a department under section 8.1; (« programme de gestion des situations d'urgence »)

"emergency plan" means a plan for preparing for, responding to and recovering from emergencies and disasters; (« plan d'urgence »)

"emergency preparedness program" means a program designed to achieve a state of readiness for emergencies and disasters; (« programme de préparatifs d'urgence »)

"local authority" means

- (a) the council of an incorporated community as defined in *The Northern Affairs Act*,
- (b) the council of a municipality,
- (c) the council of an incorporated city, town or village,
- (d) the resident administrator or council of a local government district,
- (e) the Minister of Aboriginal and Northern Affairs with respect to Northern Manitoba as defined in *The Northern Affairs Act*,
- (f) the Minister of Conservation and Water Stewardship with respect to
 - (i) provincial parks designated under section 7 of *The Provincial Parks Act*,
 - (ii) Crown lands in Manitoba within the meaning of *The Crown Lands Act*, and
 - (iii) wildlife management areas or wildlife refuges designated under section 2 of *The Wildlife Act*,
- (g) the Minister of Indian Affairs and Northern Development appointed under the *Indian Act* (Canada) with respect to a reserve as defined by that Act,
- (h) the Minister of National Defence with respect to a Canadian Forces Base,
- (i) the Minister responsible for national parks under the *National Parks Act* (Canada) with respect to a national park; (« autorité locale »)

"major emergency" means an emergency that is not a routine emergency; (« situation d'urgence grave »)

"minister" means the member of the Executive Council charged by the Lieutenant Governor in Council with the administration of this Act; (« ministre »)

"municipality" means

- (a) an incorporated city, town or village,
- (b) a municipality as defined by *The Municipal Act*,
- (c) a local government district, and
- (d) Northern Manitoba, as defined by *The Northern Affairs Act*; (« municipalité »)

"private sector" means a person, partnership, unincorporated association or organization that is not a local authority and is not part of the Government of Manitoba or the Government of Canada; (« secteur privé »)

"routine emergency" means an emergency that

- (a) can be effectively resolved
 - (i) by local police, fire and emergency medical services, working independently or together with public works and utilities personnel, and
 - (ii) without requiring additional resources from a local authority not directly affected by the emergency, the Government of Manitoba or the Government of Canada,
- (b) does not require evacuation of persons out of the geographic area over which a local authority has jurisdiction, and
- (c) does not require the declaration of a state of emergency or a state of local emergency. (« situation d'urgence ordinaire »)

S.M. 1997, c. 28, s. 2; S.M. 2000, c. 35, s. 36; S.M. 2002, c. 26, s. 5; S.M. 2005, c. 12, s. 2; S.M. 2006, c. 9, s. 2; S.M. 2012, c. 40, s. 55; S.M. 2013, c. 12, s. 2.

PART I

ADMINISTRATION

Emergency Measures Organization

2(1) The Manitoba Emergency Management Organization is continued under the name "Emergency Measures Organization" as a branch of the department administered by the minister.

Staff

2(2) A co-ordinator and such officers and employees as may be required may be appointed in accordance with *The Civil Service Act* for the administration of the Emergency Measures Organization.

Powers and duties

2(3) The Emergency Measures Organization shall

- (a) subject to the approval of the Lieutenant Governor in Council, prepare and maintain disaster assistance policies and guidelines for emergencies and disasters in Manitoba;
- (b) consult with local authorities, government departments, the Government of Canada and the private sector in order to prepare specific proposals for the establishment and implementation of disaster assistance programs;
- (c) develop and maintain policy and procedures for the submission and processing of claims for disaster assistance;
- (d) receive and assess all disaster assistance claims from local authorities, government departments, the Government of Canada or the private sector;
- (e) dispose of all claims for disaster assistance by providing disaster assistance or dismissing the claims; and
- (f) perform other duties vested in it by this Act and the regulations or assigned to it by the minister.

S.M. 1997, c. 28, s. 3; S.M. 2002, c. 26, s. 6.

EMO's mandate

2.1 The Emergency Measures Organization is responsible for

- (a) overseeing and co-ordinating all aspects of emergency preparedness in the province; and
- (b) managing, directing and co-ordinating the response of all departments to a major emergency or disaster.

S.M. 2006, c. 9, s. 3; S.M. 2013, c. 12, s. 3.

EMO's emergency preparation duties

2.2 The Emergency Measures Organization must

- (a) prepare a provincial emergency preparedness program and a provincial emergency plan, and conduct regular reviews and revisions of the program and plan; and
- (b) establish and maintain a registry containing a copy of every emergency plan and emergency management program in effect in the province.

S.M. 2006, c. 9, s. 3.

Advisory committee

3 The Lieutenant Governor in Council may appoint an Advisory Committee consisting of such members of the Executive Council as may be designated from time to time to advise the minister and the Executive Council on matters relating to emergencies and disasters and to recommend emergency preparedness programs and emergency plans.

S.M. 2002, c. 26, s. 7.

Other committees and boards

4 The Lieutenant Governor in Council may appoint other committees and boards as may be necessary or desirable to assist the Advisory Committee, the minister or the co-ordinator.

Remuneration

5 The members of any committee or board appointed under section 4 may be paid

- (a) such remuneration for their services; and
 - (b) such reasonable expenses incurred by them in carrying out their duties as members thereof;
- as may be fixed by the minister.

PART II EMERGENCY PREPAREDNESS

Powers of the L. G. in C.

6 The Lieutenant Governor in Council may make orders and regulations

- (a) concerning the establishment, review, modification and approval of emergency preparedness programs and emergency plans;
- (b) assigning responsibility to persons, departments, boards, committees, commissions, crown agencies or organizations for the preparation, implementation and amendment of emergency preparedness programs and emergency plans;
- (b.1) designating a corporation or other person, organization or entity that provides a critical service, other than a local authority or a department, as a critical service provider;
- (b.2) for the purpose of subsection 8.3(1), specifying the critical service or services that must be addressed in a critical service provider's business continuity plan;
- (b.3) respecting the form and content of a business continuity plan, including matters relating to critical services that must be addressed in a business continuity plan;
- (c) delegating to a person, board or committee appointed under this Act, any of the powers vested by this Act in the minister;
- (d) governing the assessment of damage or loss caused by emergencies or disasters and the payment of compensation for such damage or loss;
- (e) governing the sharing of costs incurred by the Government of Manitoba or by a local authority in carrying out emergency operations;
- (e.1) respecting the recognition of the professional, trade or other qualifications of members of an assisting force when providing assistance in Manitoba during a state of emergency;
- (f) concerning any other matter or thing necessary for the administration of this Act and for which no specific provision is made in this Act.

S.M. 2002, c. 26, s. 8; S.M. 2005, c. 12, s. 3; S.M. 2013, c. 12, s. 4.

Powers and duties of the minister

7 The minister may

- (a) enter into agreements respecting emergency preparedness programs, mitigation of hazards and risks, recovery from emergencies and disasters, emergency plans or the provision of emergency services, with any of the following:
 - (i) the Government of Canada,
 - (ii) the government of a province or territory of Canada,
 - (iii) the government of a state of the United States,

- (iv) an agency of a government referred to in subclause (i), (ii) or (iii),
- (v) a local authority;
- (b) enter into agreements and make payments for goods and services required for the development or implementation of emergency preparedness programs and emergency plans;
- (c) divide the province into regions and areas for the purpose of organizing integrated emergency preparedness programs, emergency plans, procedures, operations and mutual assistance programs;
- (d) require any part of the private sector to develop emergency preparedness programs and emergency plans in conjunction with local authorities or the Emergency Measures Organization to ensure an effective response to any emergency that may result from operations in which that part of the private sector may be engaged, or from a condition that may exist on property owned by that part of the private sector.

S.M. 1997, c. 28, s. 4; S.M. 2002, c. 26, s. 9; S.M. 2005, c. 12, s. 4; S.M. 2013, c. 12, s. 5.

Powers of the local authorities

8(1) Every local authority

- (a) shall establish a committee of members of the community to advise the authority on the development of emergency preparedness programs and emergency plans;
- (b) shall establish and maintain a local emergency response control group;
- (c) shall appoint a person from the local emergency response control group and prescribe the duties of that person including the preparation and co-ordination of emergency preparedness programs and emergency plans for the local authority;
- (d) shall prepare and adopt emergency preparedness programs and emergency plans and submit them to the co-ordinator for approval and co-ordination with other emergency preparedness programs and emergency plans;
- (e) may enter into mutual aid agreements with the government, any local authority, any department or any person with respect to the establishment, development or implementation of emergency preparedness programs and emergency plans and the conduct of emergency operations;
- (f) may expend such sums as may be required in the establishment, development or implementation of emergency preparedness programs and emergency plans; and
- (g) shall implement its emergency preparedness programs as approved under this section.

Approval of program or plan

8(2) After a program or plan has been submitted under this section to the co-ordinator, the co-ordinator may

- (a) approve it as submitted; or
- (b) refer it back to the local authority for further action, with any recommendations or directions the co-ordinator considers appropriate.

When program or plan is not approved

8(3) When a program or plan is referred back to a local authority for further action, the local authority must take that action in accordance with the co-ordinator's directions and resubmit it to the co-ordinator for approval.

Minister may act on behalf of local authority

8(4) The minister may set a deadline for a local authority to comply with clause (1)(d) or subsection (3). If the local authority does not meet the deadline or any extension allowed by the minister, the minister may cause an emergency preparedness program or an emergency plan to be prepared or revised in consultation with the local authority and submitted to the local authority for adoption and to the co-ordinator for approval.

Failure to adopt program or plan

8(5) If the co-ordinator approves a program, plan or revision submitted under subsection (4) but the local authority does not adopt it, the minister may designate the program or plan, or the revised program or plan, as the local authority's program or plan.

Costs are debt due to government

8(6) Any costs incurred by the government in causing a program or plan to be prepared or revised on behalf of a local authority under subsection (4) are a debt due to the government by the municipality for which the local authority is responsible.

Changes to be submitted for approval

8(7) When a local authority proposes to change an emergency preparedness program or emergency plan, clause (1)(d) and subsections (2) to (6) apply, with necessary modifications, to the proposed change.

Periodic review

8(8) A local authority must review and revise its emergency preparedness programs and emergency plans from time to time as required by the regulations, to ensure that they continue to meet the standards prescribed by regulation.

Transitional

8(9) A program or plan that was submitted to the co-ordinator before this subsection came into force is not required to be resubmitted under clause (1)(d). But the co-ordinator may approve it or refer it back to the local authority under subsection (2).

S.M. 1997, c. 28, s. 5; S.M. 2002, c. 26, s. 10.

Emergency management programs

8.1(1) Every department must prepare an emergency management program in accordance with directions from the minister.

Contents

8.1(2) A department's emergency management program must include the following:

- (a) identification of the essential services the department will provide in a disaster or emergency;
- (b) identification of the resources the department requires to provide the essential services;
- (c) an assessment of the hazards and risks posed by various disasters and emergencies and how those disasters and emergencies might affect the department's ability to provide the essential services;
- (d) a plan for how the department would provide the essential services if various disasters or emergencies were to occur.

Periodic review

8.1(3) A department must review and revise its emergency management program on a regular basis and when directed to do so by the minister.

Program to co-ordinator

8.1(4) A department must give the co-ordinator the most recent version of its emergency management program.

S.M. 2006, c. 9, s. 4.

8.2 [Repealed]

S.M. 2006, c. 9, s. 4; S.M. 2013, c. 12, s. 6.

Business continuity plans

8.3(1) Every critical service provider must prepare a business continuity plan, in accordance with the regulations, and submit it to the co-ordinator for approval.

Approval of plan

8.3(2) After a plan has been submitted under this section to the co-ordinator, the co-ordinator may

- (a) approve it as submitted; or
- (b) refer it back to the critical service provider for further action, with any recommendations or directions the co-ordinator considers appropriate.

When plan is not approved

8.3(3) When a plan is referred back to a critical service provider for further action, the critical service provider must take that action in accordance with the co-ordinator's directions and resubmit it to the co-ordinator for approval.

Minister may set deadline

8.3(4) The minister may set a deadline for a critical service provider to comply with subsection (1) or (3). If a deadline is set, the critical service provider must comply with that deadline.

Changes to be submitted for approval

8.3(5) If a critical service provider proposes to change a business continuity plan, subsections (1) to (4) apply, with necessary modifications, to the proposed change.

Periodic review

8.3(6) A critical service provider must review and revise its business continuity plan from time to time to ensure that the plan continues to provide adequate measures to ensure the continuation or restoration of critical services during and after an event that affects critical services.

S.M. 2013, c. 12, s. 7.

PART III EMERGENCY RESPONSE

Implementation of provincial emergency plan

9(1) When an emergency exists or is imminent or a disaster has occurred or is imminent, the minister or other persons designated in the provincial emergency plan may cause the plan to be implemented.

Implementation of local emergency plans

9(2) When, in the opinion of the local authority, an emergency exists or is imminent or a disaster has occurred or is imminent, the local authority or other persons designated in its emergency plans may cause the plans to be implemented.

S.M. 2002, c. 26, s. 11; S.M. 2006, c. 9, s. 5.

Declaration of a state of emergency

10(1) In the event of a major emergency or disaster the minister may declare a state of emergency in respect to all or any part of the province.

Description of emergency and affected area

10(2) A declaration of a state of emergency

- (a) must describe the major emergency or disaster that is the subject of the declaration;
- (b) must state whether the declaration applies to all or a part of the province;

- (c) must, if the declaration applies to a part of the province, describe the affected area; and
- (d) must, if the duration of the declaration is to be less than 30 days, state its duration.

Communication of declaration

10(3) Immediately after the declaration of a state of emergency, the minister shall cause the details of the declaration to be communicated by the most appropriate means to the residents of the affected area.

Duration of declaration

10(4) A declaration under subsection (1) is valid for a period of 30 days beginning on the day the declaration is made, unless a shorter period is stated in the declaration in accordance with clause (2)(d). The Lieutenant Governor in Council may, if necessary, extend the duration of a declaration — with any changes to the geographic area affected by the declaration considered necessary — for further periods of up to 30 days each, in which case subsections (2) and (3) apply.

Statutes and Regulations Act does not apply

10(5) *The Statutes and Regulations Act* does not apply to a declaration under subsection (1) or to an extension of the duration of a declaration under subsection (4).

S.M. 1989-90, c. 90, s. 13; S.M. 2013, c. 12, s. 8; S.M. 2013, c. 39, Sch. A, s. 51.

Declaration of a state of local emergency

11(1) In the event of a major emergency or disaster in a municipality or other area within the jurisdiction of a local authority, the local authority may, for the purpose of acquiring one or more of the powers under subsection 12(1), declare a state of local emergency with respect to

- (a) the entire municipality or other area; or
- (b) a part of the municipality or other area, if only part of the municipality or other area is affected or likely to be affected by the major emergency or disaster.

Mayor or reeve may declare

11(2) Where the major emergency or disaster is within an incorporated city, town, village or a municipality and the local authority is unable to act quickly, the appropriate mayor or reeve may declare a state of local emergency under subsection (1).

Duration of declaration

11(2.1) A declaration under subsection (1) or (2) is valid for a period of 30 days beginning on the day the declaration is made, unless a shorter period is stated in the declaration in accordance with clause (3)(d).

Description of emergency and affected area

11(3) A declaration of a state of local emergency

- (a) must describe the major emergency or disaster that is the subject of the declaration;
- (b) must state whether the declaration applies to all or a part of the municipality or other area within the jurisdiction of the local authority, as the case may be;
- (c) must, if the declaration applies to a part of the municipality or other area, describe the affected area; and
- (d) must, if the duration of the declaration is to be less than 30 days, state its duration.

Declaration to be communicated to minister

11(3.1) Where a local authority or a mayor or reeve makes a declaration under this section, the local authority or the mayor or reeve, as the case may be, must forthwith communicate the details of the declaration to the minister.

Communication of declaration

11(4) Where the local authority declares a state of local emergency under subsection (1) or the mayor or reeve declares a state of local emergency under subsection (2), the local authority or the mayor or reeve, as the case may be, shall cause the details of the declaration to be communicated by the most appropriate means to the residents of the affected area.

Extension of declaration

11(5) If, on application by the local authority, the minister is satisfied that the local authority continues to require one or more of the powers under subsection 12(1) to resolve a major emergency or disaster for which a state of local emergency has been declared, the minister may extend the duration of the state of local emergency — with any changes to the geographic area affected by the declaration that the minister considers necessary — for further periods of up to 30 days each. Subsections (3), (3.1) and (4) apply, with the necessary changes, to an extension under this subsection.

No subsequent declaration for same event

11(5.1) A local authority, or a mayor or reeve acting under subsection (2), must not declare a state of local emergency in relation to a major emergency or disaster for which a state of local emergency has previously been declared.

Information to co-ordinator

11(6) Where a state of local emergency has been declared, the local authority must give the co-ordinator any information he or she requests about

- (a) the need for powers under subsection 12(1) to resolve the major emergency or disaster; and
- (b) the local authority's response to the major emergency or disaster and its effect on the municipality or other area under the authority's jurisdiction.

S.M. 1997, c. 28, s. 6; S.M. 2006, c. 9, s. 6; S.M. 2013, c. 12, s. 9.

Emergency powers

12(1) Upon the declaration of, and during a state of emergency or a state of local emergency, the minister may, in respect of the province or any area thereof, or the local authority may, in respect of the municipality or other area within its jurisdiction, or an area thereof, issue an order to any party to do everything necessary to prevent or limit loss of life and damage to property or the environment, including any one or more of the following things:

- (a) cause emergency plans to be implemented;
- (b) utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of any emergency or disaster;
- (c) authorize or require any qualified person to render aid of such type as that person may be qualified to provide;
- (d) control, permit or prohibit travel to or from any area or on any road, street or highway;
- (e) cause the evacuation of persons and the removal of livestock and personal property and make arrangements for the adequate care and protection thereof;
- (f) control or prevent the movement of people and the removal of livestock from any designated area that may have a contaminating disease;
- (g) authorize the entry into any building, or upon any land without warrant;
- (h) cause the demolition or removal of any trees, structure or crops in order to prevent, combat or alleviate the effects of an emergency or a disaster;
- (i) authorize the procurement and distribution of essential resources and the provision of essential services;
- (i.1) regulate the distribution and availability of essential goods, services and resources;
- (j) provide for the restoration of essential facilities, the distribution of essential supplies and the maintenance and co-ordination of emergency medical, social and other essential services;

- (k) expend such sums as are necessary to pay expenses caused by the emergency or disaster.

Compliance with evacuation order

12(2) If an evacuation order is made under clause (1)(e), each person within the area that is subject to the evacuation order must leave the area

- (a) immediately; or
- (b) if a deadline for evacuation is specified in the evacuation order, by that deadline.

Exceptions

12(3) Subsection (2) does not apply to an emergency responder, or other person, acting under the direction of a person designated as an on-site incident commander or site manager by the government or local authority.

Business continuity plans and critical services

12(4) In addition to the powers set out in subsection (1), the minister may, during a state of emergency, issue an order to

- (a) a critical service provider, requiring it to implement its business continuity plan, or any part of its plan, as may be specified in the order; or
- (b) a critical service provider, or any other person, organization or entity that provides a critical service, requiring it to take the measures specified in the order to prevent
 - (i) danger to life, health or safety,
 - (ii) the destruction or serious deterioration of infrastructure or other property required for the economic well-being of Manitoba or the effective functioning of the government, or
 - (iii) serious damage to the environment.

Regulations Act not applicable

12(5) *The Regulations Act* does not apply to an order made under this section.

S.M. 1997, c. 28, s. 7; S.M. 2002, c. 26, s. 12; S.M. 2013, c. 12, s. 10.

12.1 Renumbered as section 20.1.

Qualifications — member of assisting force

12.2 Subject to the regulations, a member of an assisting force who holds a licence, certificate or permit respecting his or her professional, trade or other qualifications from a jurisdiction that is a party to an assistance agreement is deemed to be similarly qualified in Manitoba when providing assistance during a state of emergency.

S.M. 2005, c. 12, s. 5.

Compensation for loss

13 Notwithstanding subsection 18(1), where as a result of any action taken or done under authority of an order made under section 12 a person suffers any loss of any real or personal property, the minister or the local authority, as the case may be, shall compensate the person for the loss in accordance with such guidelines as may be approved by the Lieutenant Governor in Council.

S.M. 2006, c. 9, s. 9; S.M. 2013, c. 12, s. 11.

Termination of state of emergency

14(1) The minister may terminate a state of emergency with respect to the province or area thereof identified in the declaration of a state of emergency when, in the opinion of the minister, the major emergency or disaster no longer exists, and shall forthwith cause the details of the termination to be communicated by the most appropriate means to the residents of the affected areas.

Statutes and Regulations Act does not apply

14(2) *The Statutes and Regulations Act* does not apply to the termination of a state of emergency under subsection (1).

S.M. 1989-90, c. 90, s. 13; S.M. 1990-91, c. 12, s. 7; S.M. 2013, c. 12, s. 12; S.M. 2013, c. 39, Sch. A, s. 51.

Termination of a state of local emergency

15(1) When, in the opinion of the local authority, the major emergency or disaster no longer exists in any area of the municipality or other area within the local authority's jurisdiction for which a declaration of a state of local emergency was made, it may terminate the declared state of local emergency, and shall forthwith send a copy of the declaration to the minister and cause the details of the termination to be communicated by the most appropriate means to the residents of the affected area.

Minister may terminate

15(2) The minister may terminate a state of local emergency, when, in the opinion of the minister,

- (a) the major emergency or disaster no longer exists;
- (b) the state of local emergency was declared in contravention of subsection 11(5.1);
- (c) the local authority has not satisfactorily provided the information requested by the co-ordinator under subsection 11(6); or
- (d) the information provided in response to a request made under subsection 11(6) does not demonstrate a need for the local authority to have powers under subsection 12(1) to resolve the major emergency or disaster.

Upon terminating the state of local emergency, the minister must cause the details of the termination to be communicated by the most appropriate means to the local authority and residents of the affected area.

Statutes and Regulations Act does not apply

15(3) *The Statutes and Regulations Act* does not apply to the termination of a state of local emergency under subsection (2).

S.M. 1989-90, c. 90, s. 13; S.M. 2013, c. 12, s. 13; S.M. 2013, c. 39, Sch. A, s. 51.

PART IV DISASTER ASSISTANCE

Recovery of expenditures

16 Where any expenditure with respect to an emergency or disaster is made by the government of Manitoba to or for the benefit of a municipality, it may be required to pay to the Minister of Finance the amount thereof or such portion thereof and on such terms as may be specified by the Lieutenant Governor in Council.

Disaster assistance for loss

16.1(1) The Emergency Measures Organization may provide disaster assistance to any claimant described in clause 2(3)(d) for loss resulting from a disaster, in accordance with the policy and guidelines for disaster assistance approved by the Lieutenant Governor in Council.

Disaster assistance is gratuitous

16.1(2) Any disaster assistance granted under this Act is gratuitous and, subject to subsection 17(6), is not subject to appeal or review in any court of law.

S.M. 1997, c. 28, s. 10; S.M. 2002, c. 26, s. 6; S.M. 2013, c. 12, s. 14.

Establishment of Disaster Assistance Appeal Board

17(1) The Lieutenant Governor in Council shall appoint a board to be known as the Disaster Assistance Appeal Board consisting of three or more persons.

Appointing additional members

17(1.1) Without limiting the generality of subsection (1), the Lieutenant Governor in Council may at any time appoint additional members to the Disaster Assistance Appeal Board to enable it to carry out its duties under this Act, *The Water Resources Administration Act* and *The Red River Floodway Act*.

Chairperson and vice-chairperson

17(2) The Lieutenant Governor in Council shall appoint one of the persons appointed under subsection (1) as the chairperson of the Disaster Assistance Appeal Board and another as vice-chairperson.

Role of the vice-chairperson

17(2.1) The vice-chairperson has the authority of the chairperson if the chairperson is absent or unable to act, or when authorized by the chairperson.

Term of office

17(3) The members of the Disaster Assistance Appeal Board shall hold office for such term as may be fixed in the order appointing them and thereafter until their successors are appointed.

Remuneration

17(4) The members of the Disaster Assistance Appeal Board who are not civil servants may be paid such remuneration and out-of-pocket expenses as may be authorized by the Lieutenant Governor in Council.

Rules of procedure

17(5) The Disaster Assistance Appeal Board may make rules governing its procedure and is responsible to the minister for the performance of its duties.

Board may sit in panels

17(5.1) The Disaster Assistance Appeal Board may carry out its duties under this Act, *The Water Resources Administration Act* and *The Red River Floodway Act* in panels of not fewer than three members.

Chairperson to determine panel membership

17(5.2) The chairperson is to determine which members of the Disaster Assistance Appeal Board are to constitute the panel to hear an appeal under this Act or decide an appeal under *The Water Resources Administration Act* or *The Red River Floodway Act*.

Decision of panel is a decision of the Board

17(5.3) A decision of a panel about an appeal under this Act, *The Water Resources Administration Act* or *The Red River Floodway Act* is the decision of the Disaster Assistance Appeal Board.

Disaster assistance appeal

17(6) A claimant may appeal a decision of the Emergency Measures Organization respecting claims for specific losses or expenses for disaster assistance to the Disaster Assistance Appeal Board.

Duties of board

17(7) The Disaster Assistance Appeal Board shall

- (a) set a fee payable by an appellant for the hearing of an appeal;
- (b) hear appeals from the disposition of claims for disaster assistance by the Emergency Measures Organization; and

- (c) dispose of an appeal by confirming, varying or setting aside the decision of the Emergency Measures Organization with respect to disaster assistance.

No further appeal

17(8) A decision of the Disaster Assistance Appeal Board under clause (7)(c) is not subject to appeal or review in any court of law.

Annual report

17(9) Within six months after the end of each fiscal year, the Disaster Assistance Appeal Board shall submit to the minister a report of its activities during that fiscal year.

S.M. 1997, c. 28, s. 11; S.M. 2002, c. 26, s. 6; S.M. 2004, c. 18, s. 14; S.M. 2008, c. 28, s. 6; S.M. 2013, c. 12, s. 15.

PART V GENERAL PROVISIONS

Protection from liability

18(1) No action or proceeding may be brought against any person acting under the authority of this Act, including a member of an assisting force, for anything done, or not done, or for any neglect

- (a) in the performance or intended performance of a duty under this Act; or
- (b) in the exercise or intended exercise of a power under this Act;

unless the person was acting in bad faith.

Prerogative writs not to apply

18(2) No person acting or purporting to act in accordance with the provisions of this Act or the regulations shall be restrained in performing that act or be subject to any proceedings by way of injunction, mandamus, prohibition or certiorari.

S.M. 2005, c. 12, s. 6.

Apprehension — failure to comply with emergency evacuation order

18.1(1) If a peace officer reasonably believes that a person has failed to comply with an evacuation order made under section 12, and the person continues to refuse to comply with the order after being requested by the peace officer to evacuate, the peace officer may

- (a) apprehend the person, without a warrant, for the purpose of taking the person to a place of safety; and
- (b) take the person, or cause the person to be taken, to a place of safety.

Entry into premises — emergency evacuation order

18.1(2) For greater certainty, where a peace officer reasonably believes that a person who has failed to comply with an evacuation order made under section 12 may be found within any premises, including a dwelling, the peace officer may enter the premises, without a warrant, in order to carry out anything authorized under subsection (1).

Reasonable force

18.1(3) A peace officer may use reasonable force to carry out any action authorized under this section.

Information that must be provided

18.1(4) A peace officer who apprehends a person under subsection (1) must promptly inform the person of the reason for the apprehension, and advise the person as to the place of safety to which he or she is being taken. A peace officer is not required to inform the person of his or her right to counsel or give the

person an opportunity to consult counsel during the period of apprehension provided that the person is released immediately upon being taken to a place of safety.

Minimum period of apprehension

18.1(5) A period of apprehension under this section must be no longer than is reasonably required to give effect to the evacuation order by taking the person to a place of safety. The person apprehended must be released immediately upon being taken to a place of safety.

S.M. 2013, c. 12, s. 16.

Order to pay costs

18.2(1) The co-ordinator may, by order, require a person who was apprehended under section 18.1 to pay the costs incurred by the government of any action taken under that section in relation to the person.

Enforcement of order

18.2(2) An order to pay costs may be filed in the Court of Queen's Bench and enforced as if it were an order of the court.

S.M. 2013, c. 12, s. 16.

Cost recovery by municipality

18.3 All costs that a municipality incurs respecting action taken under section 18.1 in relation to a person are a debt owing by that person to the municipality, and the municipality may collect the debt from the person in the same manner as taxes may be collected.

S.M. 2013, c. 12, s. 16.

19 [Repealed]

S.M. 2005, c. 17, s. 82.

Offence

20(1) A person commits an offence where that person

- (a) fails to comply with an order made under section 12 by the minister or a local authority;
- (a.1) interferes with or obstructs the operation or intended operation of, or damages, any emergency infrastructure, whether or not a state of emergency or a state of local emergency has been declared;
- (b) interferes with or obstructs a person in the exercise of any power or the performance of any duty conferred or imposed by this Act or the regulations; or
- (c) contravenes this Act or the regulations.

Definition

20(1.1) For the purpose of clause (1)(a.1), "**emergency infrastructure**" means any works, infrastructure or thing — including water control works as defined in *The Water Resources Administration Act* — that is or may be needed to

- (a) prevent an emergency or disaster from occurring or reduce the likelihood of such an occurrence; or
- (b) reduce the effects of an emergency or disaster.

Arrest without warrant

20(1.2) A peace officer who witnesses a person apparently committing an offence under subsection (1) may arrest the person without a warrant, but only if detaining the person is necessary to

- (a) establish the person's identity;
- (b) secure or preserve evidence relating to the offence; or

(c) prevent the continuation or repetition of the offence or the commission of another offence.

Penalty

20(2) Subject to subsection (3), a person who commits an offence under subsection (1) is liable on summary conviction to imprisonment for a term of not more than one year or a fine of not more than \$10,000., or both.

Penalty — failing to comply with evacuation order

20(3) A person who fails to comply with an evacuation order made under section 12 is liable on summary conviction to a fine of not more than \$50,000., or imprisonment for a term of not more than one year, or both.

S.M. 1997, c. 28, s. 12; S.M. 2006, c. 9, s. 12; S.M. 2013, c. 12, s. 11 and 17.

Evidence of declaration or order

20.1 In a proceeding under this Act in which proof is required as to the existence or contents of

- (a) a declaration of a state of emergency or state of local emergency; or
- (b) an order made under section 12;

a certified or notarized copy of the declaration or order is admissible in evidence as proof of the statements contained in the declaration or order. Proof of the signature of the minister or members of the local authority is not required.

S.M. 1997, c. 28, s. 8; S.M. 2006, c. 9, s. 8; S.M. 2013, c. 12, s. 11.

Act to prevail

21(1) Where there is a conflict between any provision of this Act and a provision of any other Act of the Legislature, the provision of this Act prevails.

Minister's order to prevail

21(2) Where there is a conflict between an order of the minister made under section 12 and

- (a) an order of a local authority made under section 12; or
- (b) a provision of, or an order made under, any other Act of the Legislature;

the minister's order prevails.

S.M. 2002, c. 26, s. 13; S.M. 2006, c. 9, s. 13; S.M. 2013, c. 12, s. 11.

Repeal

22 *The Emergency Measures Act* being chapter E80 of the *Continuing Consolidation of the Statutes of Manitoba* is repealed.

Reference in C.C.S.M.

23 This Act may be referred to as chapter E80 of the *Continuing Consolidation of the Statutes of Manitoba*.

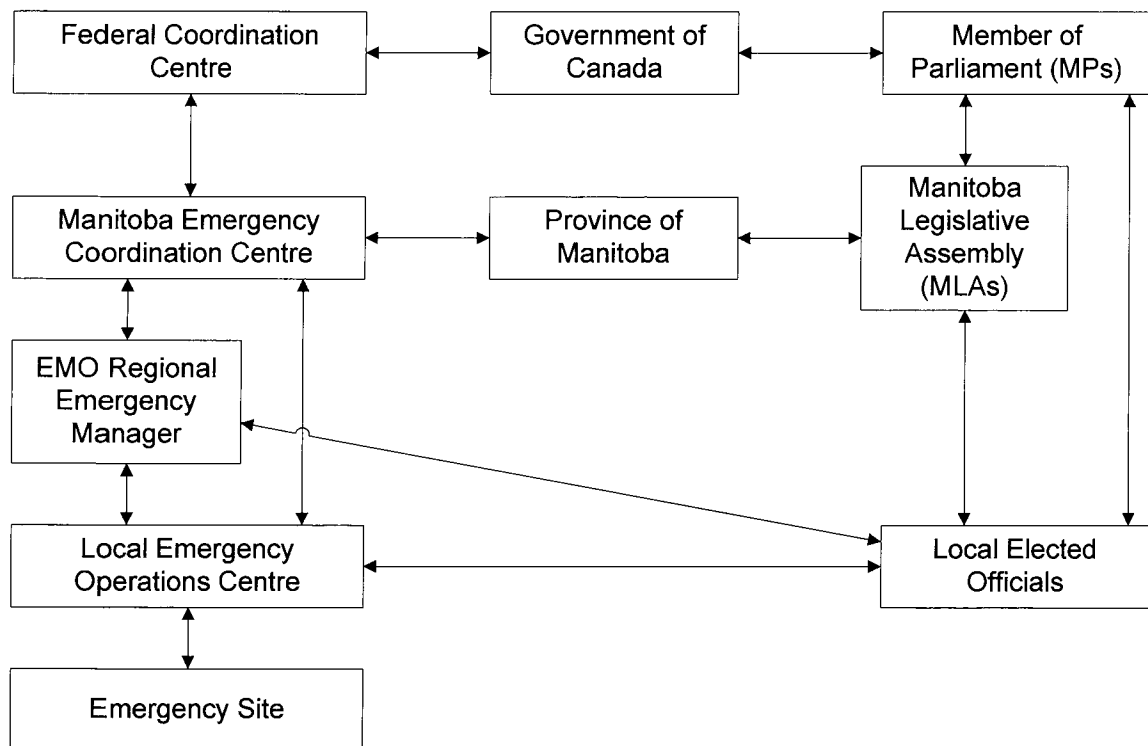
Commencement of Act

24 This Act comes into force on the day it receives the royal assent.

ORGANIZATIONAL STRUCTURE

3 COMMUNICATION STRUCTURE OUTSIDE THE EOC

3.1 Communication Structure During the Emergency



This diagram depicts the general flow of communication between different bodies. It does not reflect a reporting relationship between the different bodies.

Note: Because there are several lines of communication between the local EOC, Elected Officials, and EMO, it is imperative that all information is also directed through the local EOC and EMO Regional Emergency Manager.

3.2 Local Authority

The local authority (elected officials) will communicate with five key groups during an emergency: the municipal EOC, EMO, political bodies, the public, and the media.

Group	Purpose of Communication
Local EOC	To make legal, financial, and strategic decisions to support emergency operations and the well-being of the municipality
EMO – Regional Emergency Manager	For guidance on declarations and resolutions
Other political bodies (municipal, provincial, federal)	To act as a buffer between other political bodies and EOC
Public and Media	In partnership with the EOC, to communicate emergency information and instructions (Media releases/messages regarding emergency operations should be confirmed with EOC)

Any requests for information from the emergency site (Site) should go through the municipal EOC.

3.3 Municipal EOC

The municipal EOC will communicate with six key groups during an emergency: site responders, EMO, other responding organizations, the local authority, the public, and the media.

Group	Purpose of Communication
Site Responders	To provide support to the site through resources and services To ensure coordination between site activities and activities happening outside the site
EMO – Regional Emergency Manager	For advice regarding all aspects of emergency management To request assistance from the provincial or federal governments To report emergency management actions, such as declarations and evacuations

Other Responding Organizations	To ensure coordination between response activities To request or offer response support
Local Authority	For direction/decisions on legal, financial, and strategic issues necessary to support emergency operations and the well-being of the municipality
Public and Media	In partnership with the local authority, to communicate emergency information and instructions (Media releases/messages should be approved by local authority)

4 EMERGENCY SITE

Initial emergency response personnel, acting in good faith, may take such action(s) as may be required to protect lives, property, and the environment in the municipality, until a higher command authority is established.

4.1 Division of Responsibility

- The Incident Commander (IC) shall, on behalf of the local authority, coordinate and direct all emergency services, support services, and volunteers working in the designated emergency zone.
- The local EOC will manage the remainder of the municipality and provide support to the Site.

4.2 Requests for Resources and Services

- As soon as an EOC is functional, the incident commander must direct all requests for resources and services through the EOC.

4.3 Communication between Site and EOC

- The Site and EOC must communicate updated information and requests for resources and services through identified personnel (incident commander, liaison officer, EOC manager, etc.)
- The Site and EOC must communicate at regular intervals and at significant points in the response.

4.4 Site Security

- The Site is responsible for setting up and managing security at the site. This will include establishing a Personnel Accountability System (PAS).
- Authorized individuals seeking access to the site will need to provide acceptable identification and register with the PAS.

4.5 Media Relations

- The media will frequently attend both the site and the EOC. Personnel at each location must be assigned to work with the media. The Site Media Officer and the EOC Public Information Officer must remain in close contact to ensure consistent messages are communicated.

5 EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAM

The Emergency Operations Center Management Team will direct and control the response to the emergency. The team will be responsible for providing essential services and resources to the community and to the Emergency Site Team. The EOC team may consist of the following positions:

- | | |
|---|------------------------------|
| ▪ Municipal Emergency Coordinator / EOC Manager | ▪ Public Works Coordinator |
| ▪ Public Information Officer | ▪ Transportation Coordinator |
| ▪ Security Coordinator | ▪ Volunteer Coordinator |
| ▪ Communications Coordinator | ▪ RCMP/Police Representative |
| ▪ Social Services Coordinator | ▪ Fire Representative |
| ▪ Facility Coordinator | ▪ EMS Representative |

It is recommended that the Head of Council, or other elected officials only be involved outside of the EOC.

It is recommended that the MEC be the manager of the EOC.

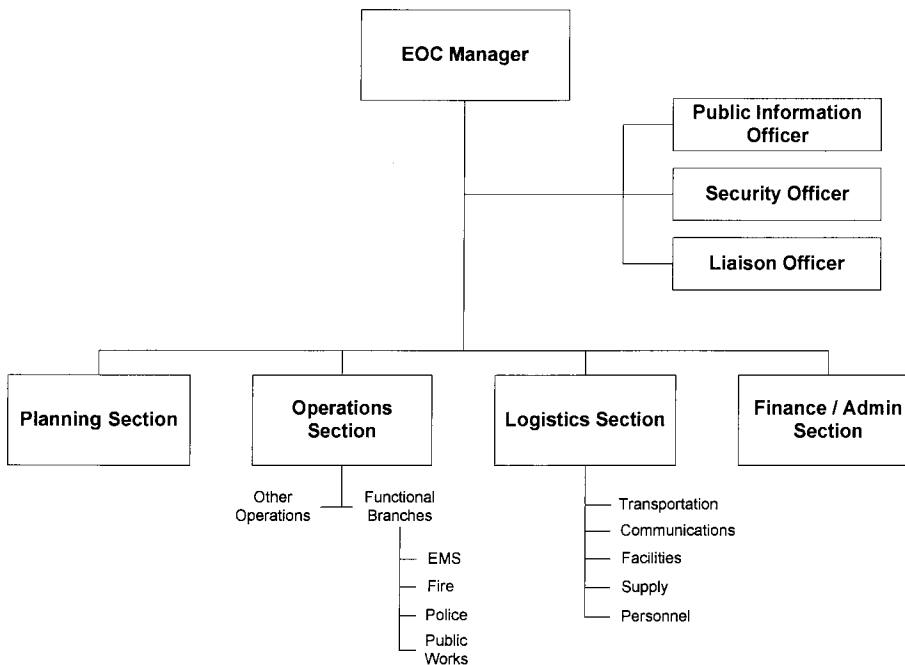
6 EOC STRUCTURES

Different structures may be used to organize personnel in the EOC. The following diagrams are examples of two commonly used structures.

EOC personnel should be trained to function within their EOC structure in advance of an event.

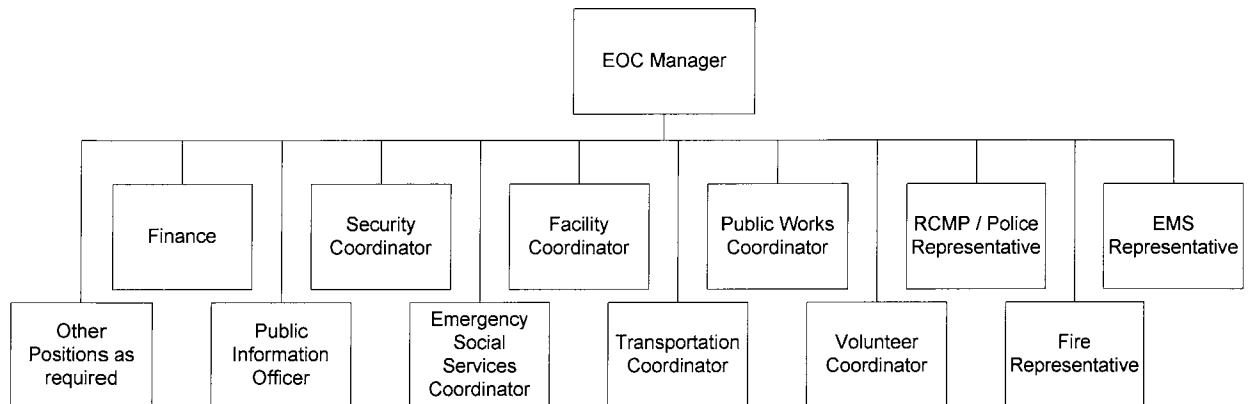
MECs that have coordinator exchange agreements with other municipalities should be familiar with both structures so they can function in any EOC.

6.1 ICS-Type Structure



This is an example of an incident command system (ICS)-type of structure that could be used in an EOC. Below the section headings are examples of functions that might within those sections. Refer to ICS documents and training materials for a complete explanation of functions that fall under each section.

6.2 ESM-Type Structure



This is an example of an emergency site management (ESM)-type of structure that could be used in an EOC. Refer to ESM documents and training materials for a complete explanation of this structure.

7 DUTIES & RESPONSIBILITIES

The following section lists the primary responsibilities of personnel filling the positions below during an emergency response.

Note:

- Personnel may need to fill multiple positions based on the size of the event and the number of staff available.
- Some positions may only be needed during part of an event.
- All positions may not be filled during each event.

HEAD OF COUNCIL OR ELECTED OFFICIAL

- ☐ Implementing the emergency plan in whole or in part.
- ☐ The council or, where the local authority is unable to assemble a quorum on a timely basis, the Mayor/Reeve is responsible for the Declaration of a State of Local Emergency.
- ☐ Are responsible for the termination of a State of Local Emergency.
- ☐ Notifying Manitoba Emergency Measures Organization that a State of Local Emergency has been declared.
- ☐ The authorization of media releases.
- ☐ Ultimate decision maker.
- ☐ Log all actions and decisions.
- ☐ In larger events, they may choose to appoint/approve the Incident Commander.

MUNICIPAL EMERGENCY COORDINATOR (MEC) / EOC MANAGER

- ☐ Coordinate the Emergency Operations Center Management Team's activities.
- ☐ Keep the Council and/or Mayor informed of developments as they occur.
- ☐ Request peacetime emergency mutual aid agreement resources.
- ☐ Review media releases.
- ☐ Log all actions and decisions.
- ☐ Requesting a full report of all emergency operations activities from all responding municipal agencies.

MEC ONLY

- ☐ Activate the municipal Emergency Operation Center
- ☐ Coordinate the emergency response.
- ☐ Initiate call out of the Emergency Operation Management Team
- ☐ Implementing the emergency plan in whole or in part.
- ☐ Advising Council and/or Mayor on declaring a State of Local Emergency.
- ☐ Prepare post-emergency reports.
- ☐ Shall ensure amendments to the emergency plan are made.
- ☐ May act as EOC Manager or designate a EOC Manager for EOC.

MUNICIPAL ADMINISTRATOR / CHIEF ADMINISTRATIVE OFFICER (CAO)

- ☐ Advise Council and Mayor on legislation and procedures.
- ☐ Take direction from the Council and Mayor.
- ☐ Maintain financial and other records pertaining to the emergency operations.
- ☐ Log all actions and decisions.

PUBLIC INFORMATION OFFICER (PIO)

- ☐ Develop timely media releases concerning the emergency for release to radio stations, television and newspapers, pending approval from the CAO and/or the Elected Officials.
- ☐ Deliver media briefings or brief the community's official spokesperson.
- ☐ Establish media facilities.
- ☐ Monitor the media for possible errors being reported about the emergency.
- ☐ Establish a means of informing evacuees of the activities undertaken in their community.

- ☐ Maintain a media resources list.
- ☐ Log all actions and decisions.
- ☐ Ensure coordination of media relations between Site and EOC

SECURITY COORDINATOR

- ☐ Coordinate security at the Emergency Operations Centre to ensure only authorized personnel enter the facility.
- ☐ Coordinate with the local policing authorities to ensure sufficient security is in place at the scene of the disaster.
- ☐ Log all actions and decisions.

COMMUNICATIONS MANAGER

- ☐ Establish necessary communications from the Emergency Operations Centre and the emergency site.
- ☐ If necessary, request additional telephones for Emergency Operations Centre and emergency site.
- ☐ Arrange for additional radio equipment and operators for volunteer organizations.
- ☐ Log all actions and decisions.

EMERGENCY SOCIAL SERVICES MANAGER

- ☐ Develop and maintain evacuation and reception resource lists.
- ☐ Coordinate and develop evacuation and reception arrangements with neighboring municipalities.
- ☐ Manage food, lodging, personal services, clothing, registration, inquiry and medical services.
- ☐ Assist reception communities in whatever way possible.
- ☐ Provide information to evacuees concerning state of affairs of the evacuated community and expected re-entry if known.
- ☐ Log all actions and decisions.

FACILITY MANAGER

- ☐ Under direction of Emergency Social Services Coordinator.
- ☐ Designates facilities and sets up facilities for food, accommodation, registration and inquiry, personal services and clothing.
- ☐ Sets up and designates space for reception center.
- ☐ Identify facility scheduling issues.
- ☐ Assist reception communities in whatever way possible.
- ☐ Log all actions and decisions.

PUBLIC WORKS MANAGER

- ☐ Ensure resources are available when requested. (i.e. equipment, barricades, supplies, construction companies, and contractors).
- ☐ Coordinate purchases, rentals, leases of equipment and maintain records of same.
- ☐ Assists in the disconnecting of utilities – water, sewer, hydro, gas, telephones etc.
- ☐ Restore essential services.
- ☐ Log all actions and decisions.

TRANSPORTATION MANAGER

- ☐ Develop and maintain a transportation resource list of various vehicles.
- ☐ Coordinate the transportation of personnel and materials.
- ☐ Determine gasoline and diesel requirements for the emergency.
- ☐ Log all actions and decisions.

VOLUNTEER COORDINATOR

- ☐ Arrange for volunteers as requested.
- ☐ Maintain a list of volunteers for various purposes.
- ☐ Ensure the needs of volunteers are met, i.e. transportation, feeding, respite, etc.

RCMP/POLICE REPRESENTATIVE

- ☐ Provide emergency site security (establish inner and outer perimeter of emergency site).
- ☐ Manage traffic and crowd control.
- ☐ Coordinate evacuation.
- ☐ Set up of a temporary morgue, if necessary.
- ☐ Advise medical examiner in the event of a fatality.
- ☐ Establish Incident Command.
- ☐ Log all actions and decisions.

FIRE REPRESENTATIVE

- ☐ Establish Incident Command.
- ☐ Coordinate fire fighting/hazardous material operations.
- ☐ Activate the fire mutual aid system if necessary.
- ☐ Assist with the evacuation of people.
- ☐ Log all actions and decisions.

EMS REPRESENTATIVE

- ☐ Establish Incident Command.
- ☐ Provide first aid on site.
- ☐ Initiate health mutual aid if necessary.
- ☐ Log all actions and decisions.

FORMS

Forms may be used in the preparation or execution of the plan. Forms are contained in individual files marked **FORM – [title of form]**. Pre-scripted public information/media forms are available in **Appendix D – Public Information Messages**.

PART 2

OPERATIONAL EMERGENCY PLAN

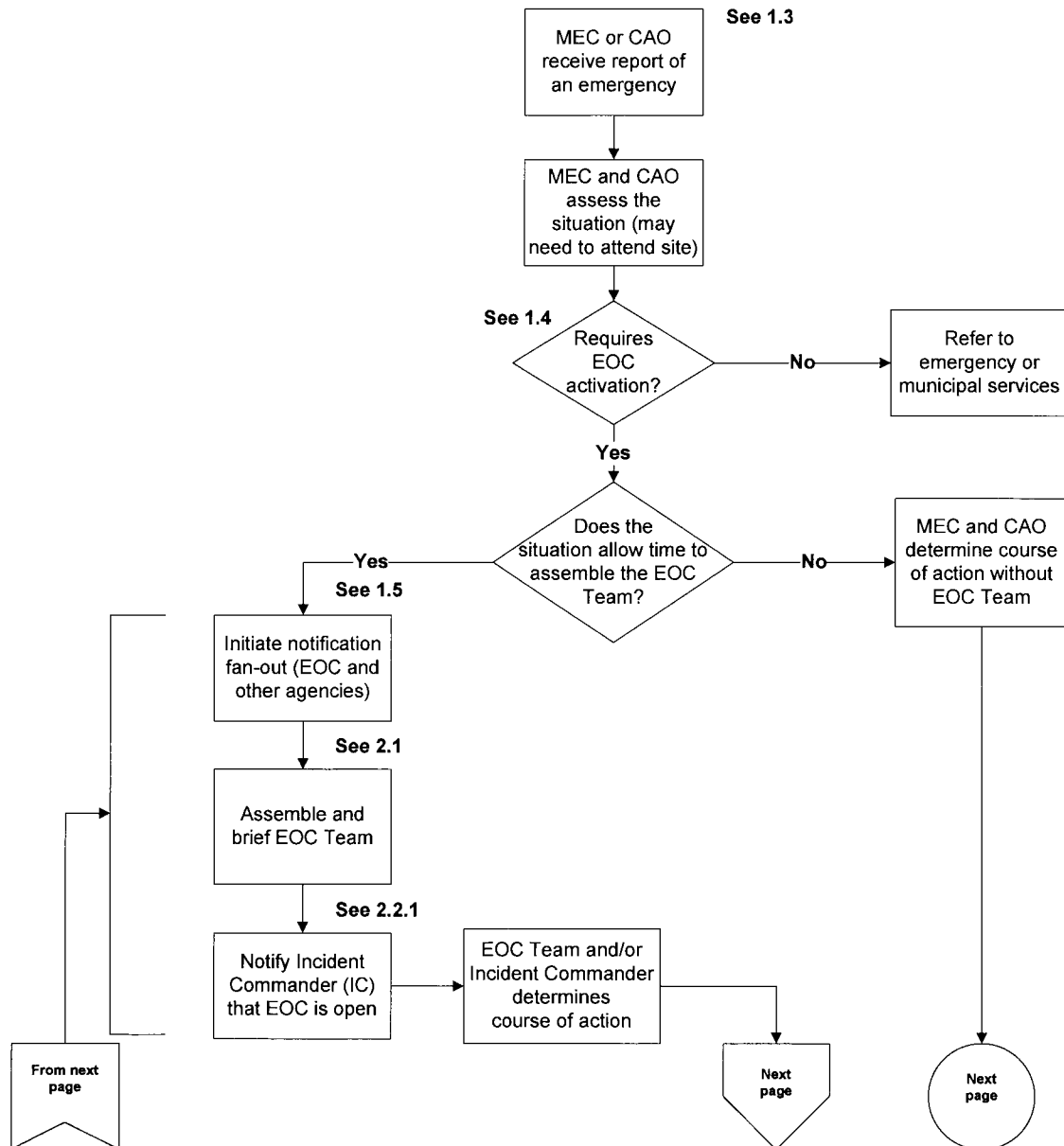
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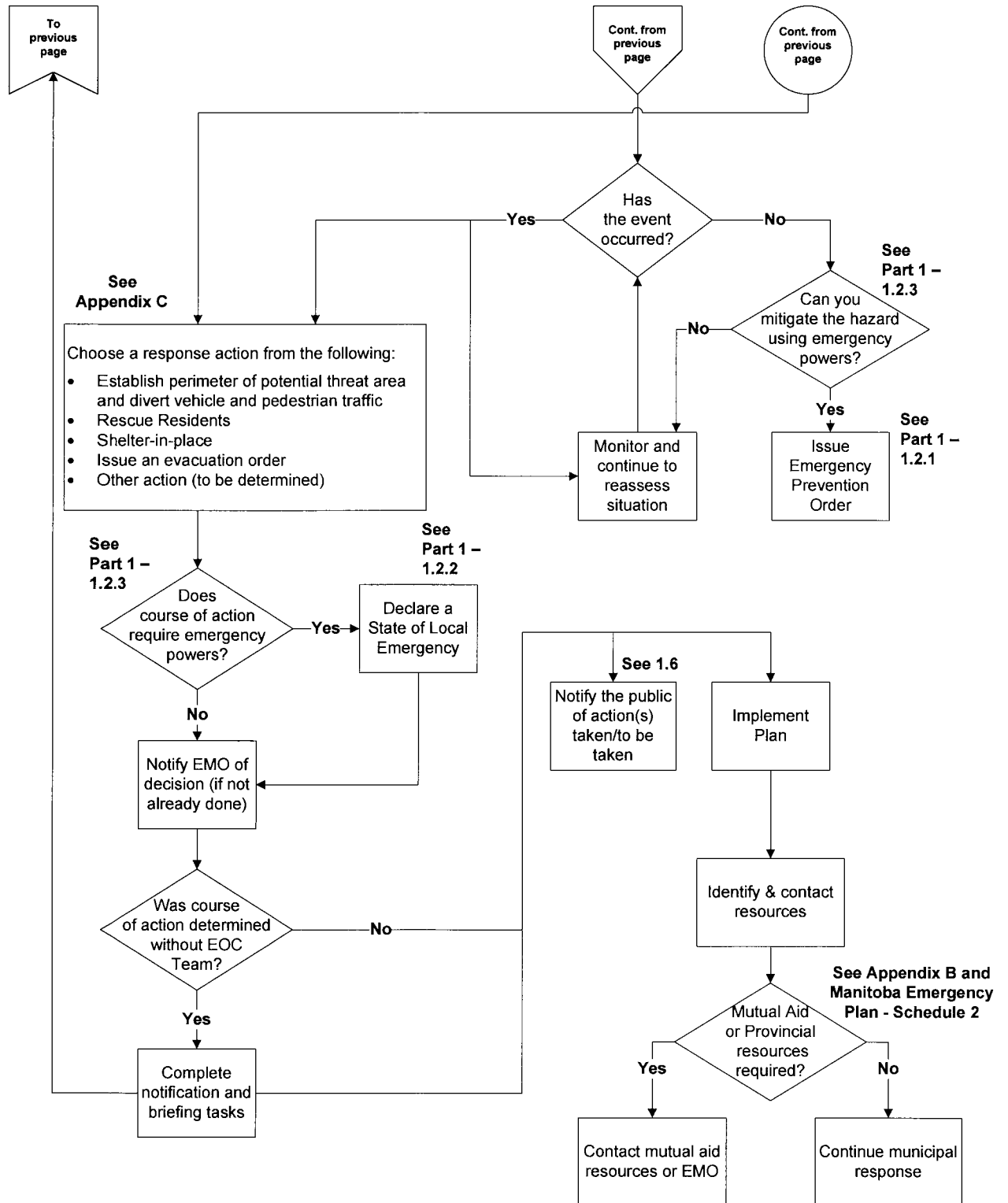
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1 ALERTING AND INITIAL ACTION

1.1 ALERTING FLOWCHART



1.2 INITIAL ACTION FLOWCHART



1.3 NOTIFYING THE MEC AND CAO OF AN EMERGENCY

Any initial responders or municipal employee attending any event which is an actual or impending situation caused by nature, an accident or intentional act that constitutes a danger of major proportions to life and property will immediately notify the Municipal Emergency Coordinator (MEC) and the Chief Administrative Officer (CAO).

It is recommended that responders err on the side of caution and notify the MEC and CAO of any event that appears to be more than a routine emergency.

Initial responders may be from municipal emergency services or from other municipal, provincial, or federal, private, or non-governmental agencies.

Responding agencies can notify the municipality by calling the following number:	1-204-824-2666 or 1-204-761-1520 (CAO)
---	---

The MEC and CAO may also receive notification of an event from municipal residents.

1.4 DECISION TO ACTIVATE THE EOC / EMERGENCY PLAN

In the event of an emergency this Emergency Plan can be implemented without declaring a State of Local Emergency.

Implementation of the plan may be done by the Council and/or Mayor, the Emergency Coordinator, or emergency services personnel.

Implementation may be based on the following criteria:

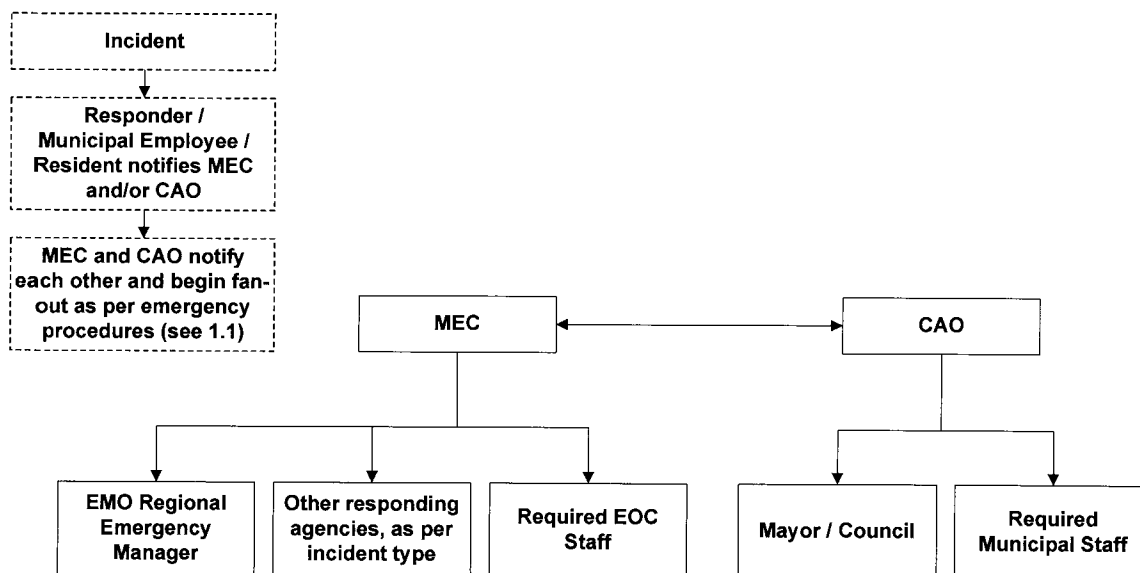
- In anticipation of an event
- A state of emergency is/will be declared (may be declared by Province)
- Resource needs are beyond local capabilities
- Situation affects ability to manage municipality
- The emergency is of a long duration
- Multiple agencies or jurisdictions are involved
- Neighbouring municipalities have an event and/or mutual aid may required
- Unique or emerging problem(s) may require policy decisions

1.5 INITIATE NOTIFICATION FAN-OUT

Initiate a fan-out from your call list. This may include your EOC Team, Elected Officials, Manitoba EMO, Police, Non-government organizations, etc.

Note: In any emergency, call Manitoba Emergency Measures Organization at 945-5555, which will in turn, notify provincial departments and/or federal departments.

The diagram below is a general model of the emergency fan-out. **Specific instructions about the fan-out are available in Part 3 – Resources & Capabilities.**



1.6 PUBLIC ALERTING

This information in the following table describes the options available for alerting the public to a critical situation. **2.2.2 - Public Communication** describes methods of maintaining ongoing communication with the public. These two sections may suggest some of the same methods be used for both communication purposes and contain complementary information.

Method of Alerting	When to Use	Resources Needed	Personnel Needed
- Use of Loud Hailer or P.A. System	- Mandatory evacuation within 24 hrs - Telephone lines down	- Advising affected individuals in the affected area of the use of the hailer in case of emergency	- MEC or CAO or Reeve will contact to engage
- Use of Sirens	- Mandatory evacuation within 24 hrs - Telephone lines down -	- Advising affected individuals in the affected area of the use of the sirens in case of emergency	- MEC or CAO or Reeve will contact to engage
- Door to Door Canvass	- Mandatory evacuation within 24 hrs - Telephone lines down -	- Written instructions (get from PIO) - Markers to indicate if homes have been checked - Official identification	- x number of people for y number of homes per z number of minutes
- Use of Media/Television/ - Radio - Social Media - All Net Connect	- Mandatory evacuation within 24 hrs - Telephone lines down -	- Media release statement written and circulated by CAO or Reeve	- CAO or Reeve to release information as required
- Municipal Website	- Mandatory evacuation within 24 hrs - Telephone lines down -	- Information added to website approved by CAO or Reeve entered by designated author to the website	- CAO, Reeve and authorized personnel with access to website

See Appendix D for pre-scripted messages and message templates.

2 ACTIVATING THE EMERGENCY OPERATIONS CENTRE

The following sections explain how to open and prepare the physical components of the EOC.

2.1 OPENING THE EOC

- The Primary EOC is located at the Fire Hall in Wawanesa
 - 313 Main Street, Wawanesa, MB
 - Combination Holders
 - Dave Kreklewich, 1-204-724-5030
 - Joni Swidnicki, 1-204-761-1520
 - Public Works, 1-204-824-2666
 - Cheryl Fraser, 1-204-384-1266
 - Dennis Gullett, 1-204-725-6593
- The Alternate EOC is located at Wawanesa Municipal Office
 - 106 Fourth Street, Wawanesa, MB
 - KEY Holders
 - Joni Swidnicki, 1-204-761-1520
 - Elaine McGregor, 1-204-402-0314
 - Public Works, 1-204-824-2666
 - Cheryl Fraser, 1-204-384-1266
 - Norma Will, 1-204-761-1164

2.2 ESTABLISHING YOUR COMMUNICATIONS SYSTEMS

2.2.1 Internal Communication

- Establish and maintain contact with your on-site Incident Commander as soon as possible after notification of the event.
 - Contact via cell phone either call or text. Email maybe required if communication by cell phone is not available.
- Provide the Incident Commander with a non-public phone number to enable direct contact with the EOC (to be established).
- At the earliest opportunity ensure all emergency personnel on site are notified as to who the Incident Commander is.
- Establish/identify non-public
 - contact numbers
 - email addresses
- Establish contact with regional Amateur Radio Emergency Service (ARES).
- Establish communication with other response agencies
 - Fire/EMS Mutual agreement in place. Police will be notified in person. Communication will be between Incident Commander and other responding agencies. (e.g. dead zones)

See Part 3 – Resources and Capabilities for specific numbers and available communication resources.

2.2.2 Public Communication

- Establish/identify public phone numbers, email addresses, web pages, etc. to be used
 - to communicate messages to the public,
 - for the public to seek out information about the emergency,
 - to communicate with volunteers, and
 - to communicate with the media.

Note: Daily updates of your web page are essential.

See Part 3 – Resources and Capabilities for specific numbers, email addresses, and procedures to update web pages.

- Publicize your public enquiry line to your residents and the media
 - Will be published on website, social media, posted at Municipal locations: halls, lift station, wells. Call out may be required by councillors.

See 1.5 Public Alerting for information on when these methods may be used for initial alerting.

2.3 LOGISTICS

2.3.1 Assembling Equipment, Supplies, and Materials

Refer to the following table for a list of equipment, supplies, and materials needed to run the EOC, the locations where they are stored when the EOC is not operational, and where you can go to restock each item.

Inventory	Location	Restocking
- EOC Forms and Plan	- RM office and Go box as required. Copy with MEC	- Print additional forms from electronic files or photocopy hard copies
- Office Supplies	- RM office and Go box as required	- Staples or Christies
- Vests	- RM office and Go box as required	- Safety Supply store
- Name tags	- RM office and Go box as required	- Staples or Christies
- Municipal maps and Civic Address Listing	- RM office and Go box as required	- Reorder from Supplier
- Phones	- EOC	- Service provider can order more
- Computer (Laptops)	- EOC	- Computer Tech Company can supply more if needed
- Graders	- RM Office	-
- Public Works Trucks	- RM Office	-

2.3.2 Using Emergency Power (Back-up)

Primary Backup Power

Location:

Fuel Type: ☒ Diesel ☐ Gas ☐ Propane

Size of Generator: Unknown at this time, but can fully operate the Fire Hall.

Secondary Backup Power

Location: Looking to include a back-up generator with new office building

Fuel Type: ☒ Diesel ☐ Gas ☐ Propane

Size of Generator: TBD

See 2.3.1 Logistics – Assembling Equipment, Supplies, and Materials for location of start-up instructions/manual.

See Part 3 – Resources and Capabilities for the contact information of individuals trained to use generators.

2.3.3 Securing the EOC

Are ID tags or passes required for entry to the EOC? ☒ Yes ☒ No

If yes, please describe: Name tags will be required to enter and exit EOC.

All individuals (staff and visitors) must sign in and sign out of the EOC. **A sample sign-in sheet is available in Forms – EOC Sign-In Sheet.**

2.4 STAFFING THE EOC

- Determine which EOC staff functions are required, keeping in mind that the EOC must have the ability to expand or contract as the emergency unfolds.
 - The overall functions within the EOC will consist of Planning, Logistics, Operations, Administration/Finance, which will be performed by various EOC staff as directed by the MEC.
- Determine when the EOC will be open each day.
 - When are requests for action most frequent? (Daytime, Evening, Night)
 - Do you have someone on-call when the EOC is not open?
- Determine the number of shifts per day, considering the following:
 - Duration of the event
 - Number of staff available
- Schedule shifts so that they overlap by an hour to ensure time for essential information to be passed between changing personnel.
- If necessary, include a respite plan and you must determine what your staffing shifts will be i.e. 8 hours versus 12. Then identify individuals to act as alternates.
- If your municipality is part of a Municipal Emergency Coordinator (MEC) Exchange Program, access this program to request relief of your municipality's MEC.

Short-Term Staffing Plan

Type of Events Applicable: Localized flood events or overland flooding, derailments, hazardous goods accident, small scale evacuations or large scale fire event

Time Period: Up to 10 days then reevaluate. Consisting of 8 hour shifts.

Respite Staffing Plan

Type of Events Applicable: Events lasting longer than 10 days or requiring 24 hour monitoring

Time Period: Over 10 days or requiring 24 hour staffing

All staff must sign in/out at the beginning and end of their shifts. This is important for EOC security, reviewing actions/decisions in the after-incident report, and for potential legal inquiries.

See Part 1 – 2.4 EOC Structures for potential organizational charts of EOC functions and/or positions.

See Part 1 – 2.5 Duties and Responsibilities for duties and responsibilities of each position.

See Part 3 – Resources and Capabilities for names and phone numbers of EOC staff.

3 DAILY ACTIVITIES DURING THE EMERGENCY

3.1 DAILY SCHEDULE

- Create a schedule of daily events.
- Daily events will include briefings, media releases, situation reports, planning meetings, etc.
- Establishing set times for these events
 - allows other agencies to schedule their own activities to correspond with the local schedule,
 - may reduce the number of requests for information between scheduled events, and
 - may lower expectations of receiving information between scheduled events.
- You may need to develop new schedules as the event progresses and your operational periods change.

Schedule Example

Time	Personnel Required	Description
0900 hrs	All EOC Staff	Update on Past 24 hrs Set Objectives for operational period
1000 hrs	PIO, Media	Updated news release
1800 hrs	All EOC Staff	Wrap-Up Staff Briefing

Distribution of Schedule

Schedule will be posted it as well will be distributed via email and text to all staff involved.

List of Daily Events

Meeting / Report	Agencies / groups that may attend / receive reports	Description
Morning Briefing	- All EOC Leads	Update from previous day and outline tasks that need to be completed today. Remind of protocol and reporting structure. Ensure everyone has necessary staff and logistics to complete the tasks.
Media Release	- CAO and/or Reeve - Media - Website - Social Media	Prepared media statement regarding response. Preparation for questions and handout on update.
Evening Debrief	- All EOC Leads	EOC leads give update on their areas. Prepare for next shift or next day. Give updates on successes and challenges. Group prepares for next steps.

3.2 COMMUNICATING WITH THE SITE

- The EOC will provide ongoing support to the emergency site through resources and information as follows:
- Designated person from EOC team will report to on site Incident Commander with regular updates in person or by text, phone or email. Daily minutes of all meeting will be kept in a binder at the EOC for reference.

3.3 ATTENDING THE SITE

- EOC personnel may need to attend the emergency site to provide support to the response and to affected residents.
- The Site is responsible for setting up and managing its own security, and will only allow access to authorized personnel.
- EOC personnel seeking access to the site will need to register with the site's Personnel Accountability System (PAS) and provide acceptable identification.

EOC personnel will use the following system to identify themselves as representing the EOC:

- All EOC leads or designated staff will be wearing name tags and safety vest identified as a representative of the Municipality. They will be required to sign in and out of site and EOC.

3.4 COMMUNICATING WITH EMO

- Maintaining regular and constant communication with EMO allows provincial departments to anticipate needs and better support the local response.
- Communicate the following decisions to EMO as soon as possible:
 - Declaration of a State of Local Emergency
 - Evacuations
- It is also beneficial to communicate
 - anticipated resource needs,
 - anticipated or occurring issues, and
 - impacts on the community
- Providing information about the impact of the event on the community will assist the provincial government in making policy decisions to support community recovery.

3.5 DOCUMENTING THE EVENT

Taking steps to document the event is critical for

- sharing information during each shift and between shifts,
- making recovery decisions,
- improving processes through after-incident reviews,
- applying for disaster financial assistance, and
- defending actions taken during the response.

3.5.1 Statistics

Maintaining statistics on a variety of topics will allow you to

- answer many questions from other agencies and the media during the event, and
- prepare you to submit preliminary Community Impact Assessments (CIAs) to Disaster Financial Assistance.

The EOC must maintain statistics from the beginning of the event on the following:

Human Impacts

- Number of people injured or dead (may need to obtain from Regional Health Authority)
- Number of people evacuated/ordered to shelter-in-place, etc.
- Number of homes evacuated/damaged (with addresses, if possible)
- Note: When collecting numbers of people, include demographics if relevant/available, such as age, sex, ethnicity, disabilities, new-immigrant, etc.

Structural Impacts

- For homes, farm operations, and businesses:
 - Minor Damage
 - Major Damage
 - Destroyed
- Damage to public buildings
- Damage to municipal infrastructure

Costs

- Of response
- Of damages

CAO is primary person responsible for costs associated with the event or the response. Those costs will be reported to the Head of Council and Council as required. CAO is responsible for reporting all costs to the proper authorities for reimbursement.

3.5.2 Record Keeping Procedures

The following table describes how to record different types of information, where completed records are stored, and who must complete or review the records, or approve their content.

Record Type	Recording Procedures	Location Stored	Person(s) Responsible
EOC Call Log	Complete one per call	Put in Binder in central location	<ul style="list-style-type: none"> - Maintained by each person but overseen by Administrative Support person - Must be done for each 24-hour period
EOC Entry Log	Entry in and out time of each person in EOC	Put in Binder in central location	<ul style="list-style-type: none"> - Maintained by each person but overseen by Administrative Support person - Must be done for each 24-hour period
Incident Site Reports	Daily list of information associated with the site management	Put in Binder in central location	<ul style="list-style-type: none"> - Maintained by each person but overseen by Administrative Support person - Must be done for each 24-hour period
Reports from each of the EOC leads	Daily activity report	Put in binder in central location	<ul style="list-style-type: none"> - Maintained by each person but overseen by Administrative Support person - Must be done for each 24-hour period -

Note: Records should be numbered and dated for easy reference.

3.5.3 Disaster Financial Assistance

Depending on the speed of onset of the event, the Disaster Financial Assistance (DFA) process may begin before or during the emergency response. The following steps describe the first part of the DFA process:

1. Before, during and after the disaster, keep track of all your activities and expenses directly relating to the event.
 - In order to verify your claim you need to provide documentation describing what happened, what actions you have taken and invoices for expenses you have incurred.
 - Wherever possible, photographs or videos of the event and resulting damages should be taken and made available to EMO.
 - Local authorities must establish separate files and accounting records to distinguish emergency expenditures from regular operating and maintenance expenditures.
 - All expenditures are to be turned over to CAO or designated person.
2. Submit a Community Impact Assessment (CIA) as soon as information is available (refer to EMO website for form)
 - Manitoba EMO requires information to determine the impacts on your community. This is necessary to evaluate the immediate assistance that might be required, to ensure your impacts are included in the broader assessment of damages, and to begin evaluating the possibility of Disaster Financial Assistance (DFA)
 - A CIA is critical to determining if a DFA program will be established and should be prepared accurately and submitted as soon as possible.
 - Complete a CIA as soon as you are confident about the accuracy of your information. The CIA will be more accurate if it is done shortly after an event. The longer you wait, the harder it is to re-construct what has happened.
 - Remember, the CIA is only a preliminary assessment of damages. It can be modified or updated, and it will certainly become more detailed once you've had a chance to carefully inspect damages.

3. Within 30 days of a disaster event, submit a Council Resolution requesting assistance.
 - A Council Resolution should include a detailed Community Impact Assessment if one has not already been submitted.
 - Community Impact Assessment(s) are reviewed to determine if eligible costs arising from the specific disaster event would result in an unreasonable financial burden to the community.
 - If the criteria of widespread damage and unreasonable financial burden are met then a DFA Program may be approved.
 - All local authorities who have requested DFA will be notified about this decision.

3.6 MAINTAINING CRITICAL MUNICIPAL SERVICES

The EOC is responsible for developing operational plans to maintain or discontinue municipal services during an emergency.

If response actions threaten the local authority's ability to provide a service, the EOC will develop plans to

- continue to provide the service in full,
- provide the service in a modified form that requires fewer resources, or
- discontinue the service and redirect resources to more critical services.

The EOC will then forward these plans to the Emergency Control Group who will make any necessary revisions, approve the plans, and return them to the EOC. The EOC will coordinate the implementation of the plans.

Decisions to continue, modify, or suspend municipal services will be based on priority lists available in **Appendix E – Business Continuity / Pandemic**.

4 PUBLIC COMMUNICATIONS / MEDIA

4.1 IDENTIFYING MEDIA RELATIONS POSITIONS AT SITE AND EOC

At the emergency site, an individual may be assigned as the Site Media Officer who will work in consultation with the Public Information Officer at the EOC to ensure the message is consistent.

The Site Media Officer and PIO may also identify spokespersons to represent the Site, EOC, and Elected Officials.

Potential spokespersons include the following:

Site: Head of Council or CAO

EOC: CAO or Head of Council

Elected Officials: Head of Council

Spokespersons should receive training before speaking to the media.

4.2 GUIDELINES FOR THE SITE, EOC, AND EMERGENCY CONTROL GROUP

1. Manage information flow

- EOC staff, Site personnel, and elected officials must pass information to the Public Information Officer (PIO) as soon as possible to ensure media releases are accurate and contain the most up-to-date information.
- Follow the flow for creating and approving media releases (see 4.3 Media Release Process) to ensure all parties are informed of the message to be released before it is made available to the media.

2. Make messages consistent

- All information shared through media releases or interviews should be the most accurate information that the PIO has received. **If you have more up-to-date information, notify the PIO of this information before speaking to the media.** This will allow the PIO to give this information to other personnel that may be interviewed at the same time.

3. Forward questions for future media releases

- If you receive questions that are not answered in the latest media release, inform the PIO to make sure the answers are available in the next media release.

4.3 MEDIA RELEASE PROCESS

The following process and diagrams describe how media releases are created, approved, and distributed:

Option 1 – Media Release Created by EOC and Site

1. The EOC in discussion with Site (either Incident Commander or Site Media Officer) will determine what information can be released at the time and what information needs to get out to the public.
2. The EOC PIO drafts a media release and forwards it to the Emergency Control Group (ECG) (Mayor/Reeve/Council & CAO) for discussion, possible revisions/edits, and approval.

Option 2 – Media Release Created by Emergency Control Group

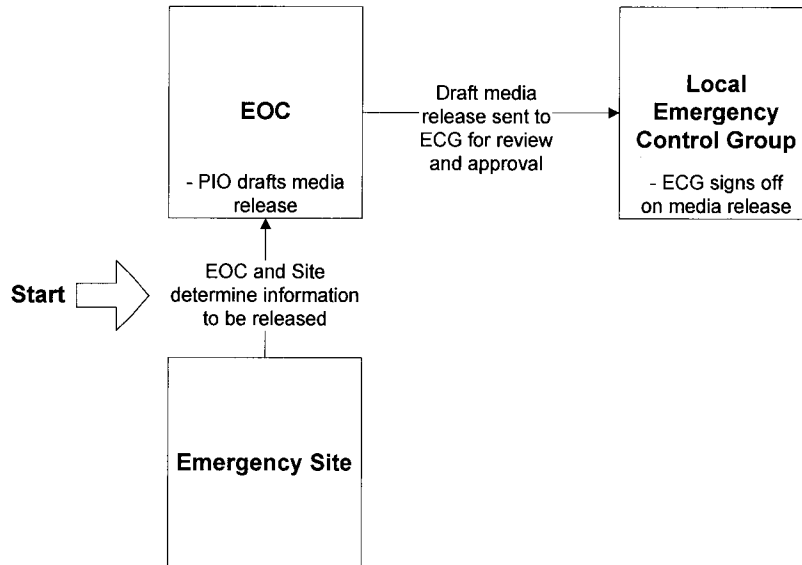
1. The Emergency Control Group creates an announcement for media release and sends it to the EOC.
2. The EOC shares the announcement with the Site and they identify any concerns they have with the announcement.
3. The EOC PIO drafts the media release and forwards it to the Emergency Control Group with any identified concerns for discussion, possible revisions/edits, and approval.
4. Once the media release is approved and signed off by the Emergency Control Group, it will send the media release back to EOC.
5. The EOC will share the media release with the Site, EMO and any other agency that may be dealing with the media due to their involvement with the situation.

Note: Send the media release to every elected official.

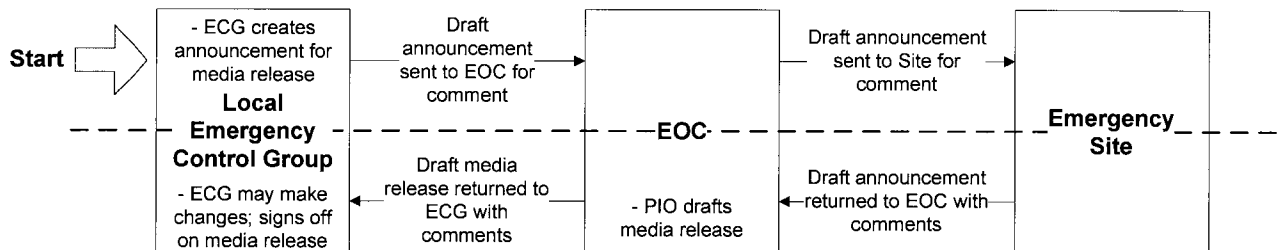
6. Once all parties are informed of information to be released, the PIO will distribute the media release to the media.

PART 1 - Creation and Approval of Media Release

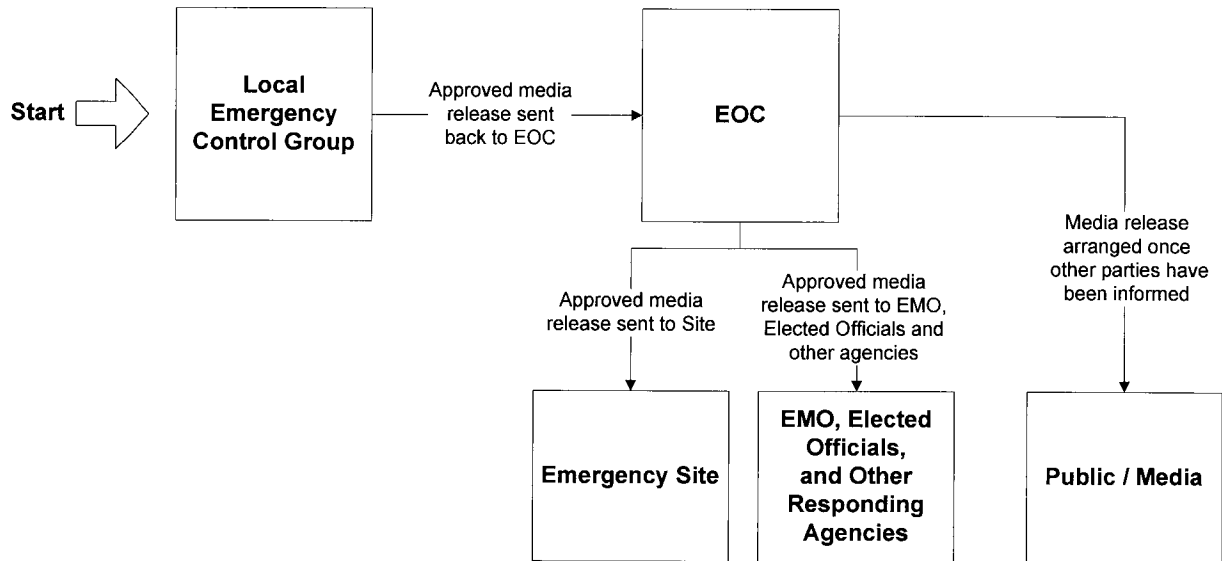
Option 1 – Created by EOC and Site



Option 2 – Created by Emergency Control Group



PART 2 - Distribution of Approved Media Release



4.4 MEDIA RELEASE SCHEDULE

Media releases may be sent to media outlets or distributed at news conferences. The schedule for these releases should follow the operational cycle. A new media release should be available for distribution soon after the planning meeting at the end of each operational period is completed.

Once the operational cycle has been created for an event, create a schedule that states

- when media releases will be available,
- how they will be distributed,
- where news conferences will be held,
- when spokesperson(s) will be available for individual interviews,
- how to contact the PIO,

and distribute it to media outlets.

The following table is an approximate timeline for media releases:

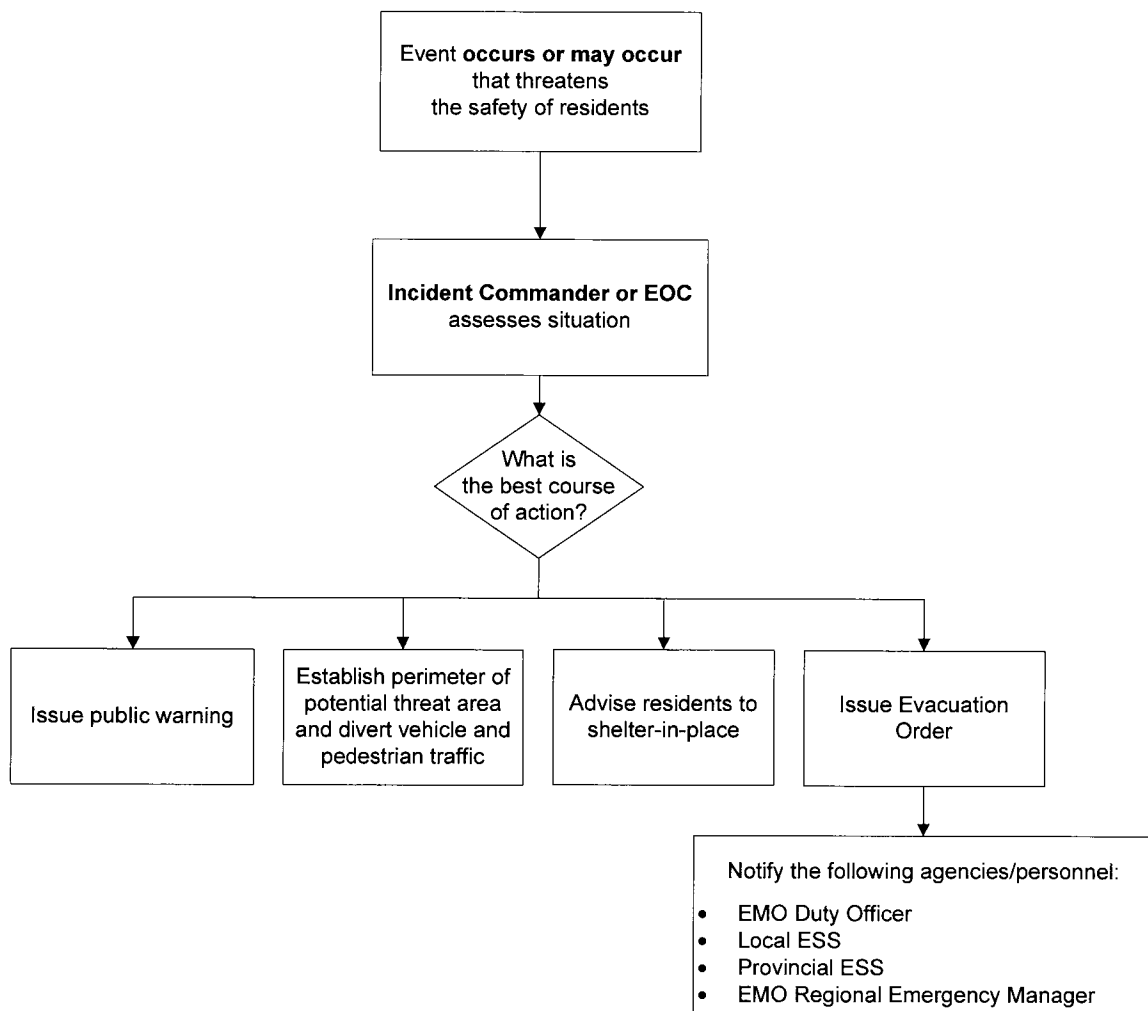
Time Available	Type	Distribution Method	Location
10:00 AM	Media Release	Fax, Email	EOC
11:00 AM	Media Briefing	Fax, Email	EOC

4:00 PM (if required)	Media Release	Fax, Email	EOC
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See 3.5.2 Record-Keeping Procedures for information on the stored location of media releases and other media items. Media items should be numbered and dated for easy reference.

5 EVACUATION

5.1 EVACUATION DECISION FLOWCHART



- Once decision is made to evacuate, refer to **Appendix C – Evacuation, Reception, and Re-Entry** AND notify EMO Duty Officer at 945-5555.

- Notify local and Provincial emergency social services of evacuation decision and the need for a reception centre.
- Notify Regional Emergency Manager of evacuation decision.

PART 3

RESOURCES AND CAPABILITIES

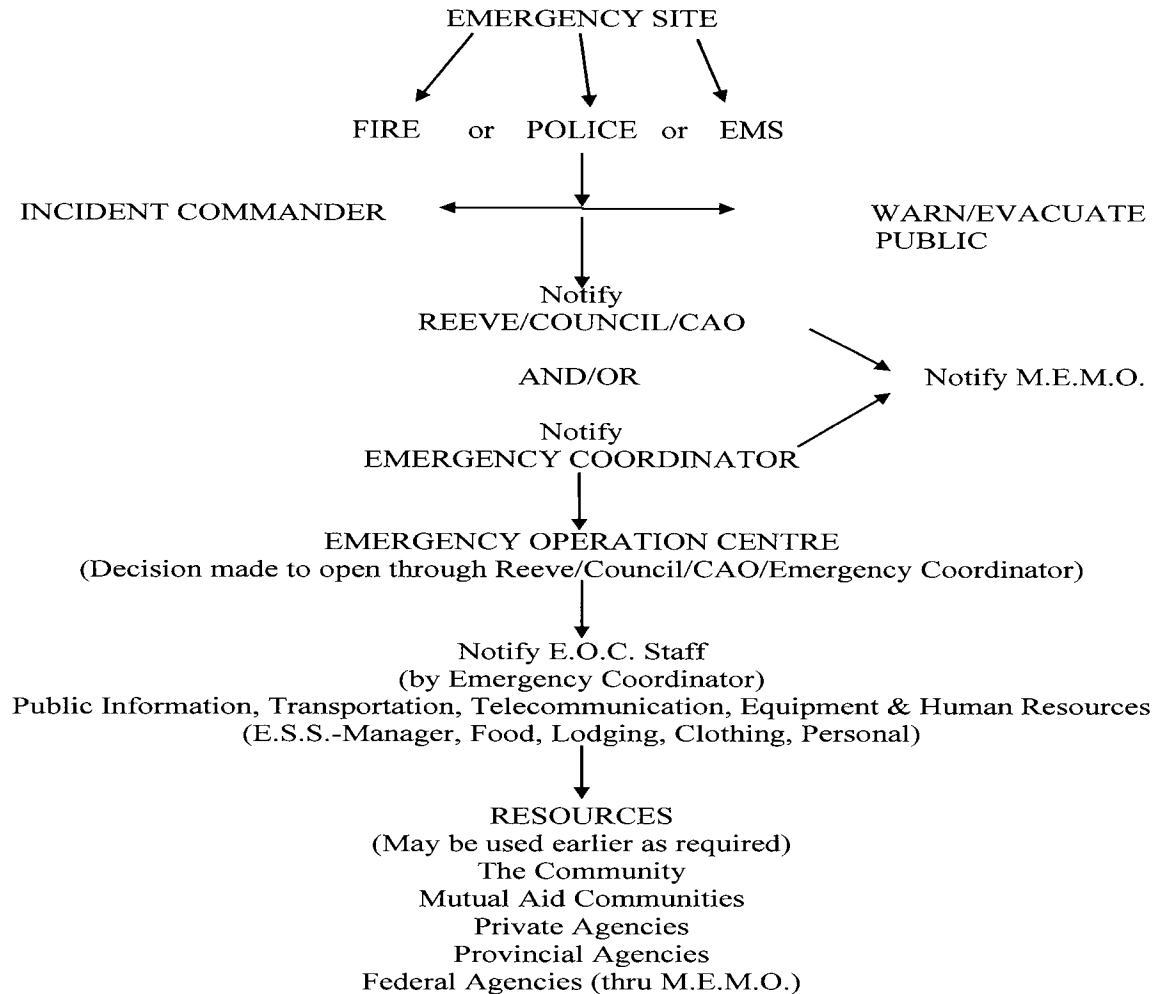
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Notification Flow Chart

The following flowchart explains the notification process.



Warn/Evacuate Public may occur immediately and be further assisted by EOC Staff.
M.E.M.O. may be notified earlier by Emergency Services.

1.2 EOC STAFF

1.3 PROVINCIAL GOVERNMENT

1.3.1 Manitoba Emergency Measures Organization (EMO)

Regional Emergency Managers:

Central:	Glen Negrich	204-799-4152
Eastern:	Jean Champagne	204-782-1279
Interlake:	Shelley Napier	204-782-2769
Northern:	Mark Francis	204-620-5515
Western:	Barrett Nelson	204-867-0336

Provincial:

Headquarters: 204-945-4772

Duty Officer: 204-945-5555

Capabilities: Emergency management advice, on-site assistance to EOCs, coordination of Provincial resources, access to Federal resources, Emergency Mobile Command Centre

OAKLAND/WAWANESA EMERGENCY RESPONSE TEAM

Municipal Emergency Coordinator

Wendy Petersen 204-724-2066 olds1964@hotmail.com

Oakland-Wawanesa Box 278, Wawanesa, MB R0K 2G0	204-824-2666 adminassist@oakland-wawanesa.ca	Public Relations Glenn McGregor	204-761-7596
HEAD OF COUNCIL Dave Kreklewich	204-824-3457 204-724-5030 hofc.kreklewich@oakland-wawanesa.ca	Security	
CAO Joni Swidnicki	204-824-2666 (w) 204-761-1520 (c)	Transportation Mike Fisher	204-721-0938
Bob McDonald	204-824-2157 (h) 431-541-2953 (c)	Telecommunications	
Deputy Head of Council Brett McGregor	204-761-0499 (c)	Resources Bob McDonald	204-824-2157 (h) 431-541-2953 (c)
Coenraad Fourie	204-740-0209 (c)	Emergency Services Sandra Smith	204-824-2588 204-761-4171 (c)
Craig Hatch	204-729-6756 (c)		
Mike Fisher	204 824-2280 (h) 204 721-0938 (c)		
Frank Jones	204 721-1949 (c)		
Public Works Manager	204-824-2666 pw@oakland-wawanesa.ca		

1.3.2 Manitoba Agriculture, Food and Rural Initiatives (MAFRI)

Regional:

Name (Contact/Office)	Phone Number(s)	Email Address(es)
Manitoba Agriculture	204-726-6359	

1.3.3 Manitoba Conservation (CON)

Regional:

Name (Contact/Office)	Phone Number(s)	Email Address(es)
Gerry	204-834-8800	

Provincial:

Forest Fire Report Line (24 Hours) Toll Free: 1-800-782-0076

Environmental Accident Reporting Line (24 Hours) 945-4888

Capabilities: Advice and assistance in forest fire operations, direct on-site response to environmental accidents and provide technical environmental advice, advice and assistance in waste disposal

1.3.4 Manitoba Infrastructure and Transportation (MIT)

Regional:

Name (Contact/Office)	Phone Number(s)	Email Address(es)
Brandon General Line	204-726-6800	
Maintenance Yard	204-726-6823	
Mechanical Equipment Services	204-726-6805	
Wawanesa Maintenance – Rick	204-741-0325	

Capabilities: Assistance related to Provincial roads, bridges, airports, and water control structures; engineering and technical advice related to flood protection measures; motor carrier enforcement programs including road weight restrictions and special transportation permits

1.3.5 Office of the Fire Commissioner (OFC)

Regional:

Name (Contact/Office)	Phone Number(s)	Email Address(es)
Office of the Fire Commissioners	204-945-3322	

Capabilities: On-site technical advice and/or assistance to municipal fire services; building/structure safety inspection services; provision of an Incident Commander when required by municipality; operation of Provincial Heavy Urban Search and Rescue (HUSAR), Ground Search & Rescue (GSAR), Hazardous Materials and CBRNE Teams

1.3.6 Manitoba Water Stewardship (WSD)

Regional:

Name (Contact/Office)	Phone Number(s)	Email Address(es)
Drainage Licensing Officer	204-724-4042	
Water Resources Officer	204-570-1405	

Provincial:

Flood Forecasting/Real Time Water Management: (204) 945-6698

Water Control System Management: (204) 945-6474

Water Quality Management: (204) 945-3991

Capabilities: Provide public information on flood forecasts, regulation of water control structures, and flood-related activities; deploy ice jam mitigation equipment; provide permission to cut provincial roads and create water diversions; conduct surface water protection monitoring and well protection programs

1.3.7 Manitoba Hydro

Regional:

Name (Contact/Office)	Phone Number(s)	Email Address(es)
Manitoba Hydro	1-800-624-9376	

Provincial:

24/7 Electric/Natural Gas Emergencies / Power Outages Line: 1-888-624-9376

Capabilities: Advice and assistance regarding emergency electrical or natural gas service, restoration or interruption of electrical energy and natural gas, provision of temporary electrical or natural gas service for emergency operations; provision of heavy or specialized equipment (regional level)

1.3.8 RCMP

Regional:

Name (Contact/Office)	Phone Number(s)	Email Address(es)
Souris Detachment	911; 204-483-2123	

Capabilities: Site security, coordination of evacuation, policing services, federal investigations

1.4 NON-GOVERNMENTAL ORGANIZATIONS (NGOS)

1.4.1 Partners in Disaster

Name (Contact/Office)	Phone Number(s)
Salvation Army	(204) 946-9402
St. John Ambulance	(204) 784-7000
Mennonite Disaster Service	(866) 261-1274
Christian Reformed World Relief Committee	(905) 336-2920 (800) 730-3490
Red Cross	(204) 982-7307

It is recommended that municipalities access the Partners in Disaster through EMO. Information about the services offered by these NGOs is available at <http://www.gov.mb.ca/emo/home/partners.pdf>.

1.5 REGIONAL FEDERAL GOVERNMENT CONTACTS

Example of regional federal government contacts:
Coast Guard, etc.

Federal Department	Capabilities	Contact Name	Location	Phone Number(s)	Email Address(es)

1.6 MUNICIPAL EMPLOYEES

Position	Contact Name	Home #	Business #	Mobile #	Email
CAO	Joni Swidnicki		204-824-2666	204-761-1520	cao@oakland-wawanesa.ca

Administration	Norma Will		204-824-2666	204-761-1164	adminassist@oakland-wawanesa.ca
Public Works			204-824-2666		pw@oakland-wawanesa.ca

1.7 ELECTED OFFICIALS

Position	Contact Name	Home #	Business #	Mobile #	Email
Head of Council	Dave Kreklewich	204-824-3457		204-724-5030	hofc.kreklewich@oakland-wawanesa.ca
Councillor	Bob McDonald	204-824-2157		431-541-2953	councillor.mcdonald@oakland-wawanesa.ca
Councillor	Brett McGregor			204-761-0499	councillor.mcgregor@oakland-wawanesa.ca
Councillor	Mike Fisher	204-824-2280		204-721-0938	councillor.fisher@oakland-wawanesa.ca
Councillor	Frank Jones			204-721-1949	councillor.jones@oakland-wawanesa.ca
Councillor	Craig Hatch	204-728-4123		204-729-6756	councillor.hatch@oakland-wawanesa.ca
Councillor	Coenraad Fourie			204-740-0209	councillor.fourie@oakland-wawanesa.ca

1.8 REGIONAL COORDINATORS

Sub-Region	Contact Name	Home #	Business #	Mobile #	Email

1.9 NEIGHBOURING COMMUNITIES

Community	Contact Name	Home #	Business #	Mobile #	Email
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RM of Souris-Glenwood			204-483-5200		
RM of Whitehead	Scott Price				scottpriceem@gmail.com
RM of Grasslands	Brad Coe			204-741-0208	hartney@outlook.com
RM of Cornwallis	Wendy Petersen			204-724-2066	olds1964@hotmail.com
RM of Glenboro-South Cypress	Glen McIntrye			204-827-2252	

1.10 EOC PHONE NUMBERS

Location	Non-Public (Y/N)	Phone Assigned To	Phone Number
Wawanesa Fire Hall	N	Fire Hall General	204-824-3444 or 204-824-2602
Municipality of Oakland/Wawanesa	N	Administration	204-824-2666

1.11 EOC EMAIL ADDRESSES

Email Address	Non-Public (Y/N)	Purpose	Monitored By

1.12 WEB PAGE

Emergency Information will be posted on the following web page(s):

Page Name/Description	Web Address
Municipality of Oakland/Wawanesa	www.oakland-wawanesa.ca

1.12.1 Changing Web Page Content

[describe procedures for changing content on the web page(s)]

The following table indicates who should be contacted to make changes to the web page(s):

Company or Municipal Position	Contact Name	Home #	Business #	Mobile #
CAO	Joni Swidnicki	204-726-4324	204-824-2666	204-761-1520
Administration	Norma Will		204-824-2666	204-761-1164
Administration	Cheryl Fraser		204-824-2666	204-384-1266

1.13 EMERGENCY POWER (BACK-UP)

Location of Generator	Contact Name	Home #	Business #	Mobile #
Wawanesa Fire Dept.	Dennis Gullett			204-725-6593
Wawanesa Sewage Lift Station	Drew Wilton			204-483-0158

1.14 ANIMALS

See 1.3.2 Manitoba Agriculture, Food and Rural Initiatives for Livestock.

Examples of animal care:

Veterinarians, animal response groups, animal shelters, individual willing to take in animals, etc.

Business / Group Name	Contact Name	Position	Home #	Business #	Mobile #
Paws Crossed Shelter and Adoption Centre	Wendy Petersen			204-728-6653	204-724-2066

2 COMMUNICATIONS



Agency	Channel	Radio Type	Location	Powered By	Monitored By	Rental (Y/N)	Frequency
Municipality of Oakland-Wawanesa	1	Base	Nesbitt Office	110V		N	151.115
“	1	Mobile	Municipal vehicles	12V		N	151.115

2.3 AMATEUR RADIO EMERGENCY SERVICE (ARES)

Contact Name	Home #	Business #	Mobile #

Workstation(s) in EOC that have electricity and have access to antenna (requirement determined by ARES operator in advance of emergency):

Workstation Location	Instructions/Comments

2.4 MUNICIPAL RADIO RESOURCES

Equipment	Number of Units	Department
Graders, backhoe, tractor, truck	5 mobile, 1 handheld	Public Works

2.5 RADIO SUPPLY COMPANIES

Company	Contact Name	Home #	Business #	Mobile #
Prairie Mobile Communications			204-728-4134	
Fire Department	Dennis Gullett			204-725-6593

2.6 RADIO FREQUENCIES / TALK GROUPS

[insert explanation/tables about radio frequencies/talk groups/etc.]

2.7 PHONE COMPANIES

Company	Contact Name	Home #	Business #	Mobile #
BellMTS			204-225-5687	
Westman Communications Group			204-725-4300	

2.8 LOCAL INTERNET PROVIDERS

Company	Contact Name	Home #	Business #	Mobile #
BellMTS			204-225-5687	
Westman Communications Group			204-725-4300	

Xplornet/Netset Communications			204-578-7840	
RFNow			1-866-887-3669	

3 PUBLIC WORKS

3.1 UTILITIES

The following utility types are given as examples.

Utility Type	Company	Contact Name	Home #	Business #	Mobile #
Hydro	Manitoba Hydro			1-800-624-9376	
Natural Gas	Manitoba Hydro			1-800-624-9376	
Telephone	BellMTS/Westman Communications Group			BellMTS- 204-225-5687 Westman – 204-725-4300	
Sewage Disposal	Clarks Septic Services/GW Septic Service Bartlett's Sewage Service			Clarks – 204-727-9010 GW – 204-761-0251 204-537-2401	
Garbage Disposal	Municipal Waste Management Environmental	Tim Oliver		204-483-3986	
Water Treatment Plant	Municipality of Oakland-Wawanesa	Drew Wilton			204-483-0158

3.2 SUPPLIES

Examples of supplies:

Building materials, heavy equipment, barricades, tool rentals, generators, pumps, sandbags, sandbagging machines, bulk fuel, towing companies, portable toilets, etc.

Supply Type	Company	Contact Name	Home #	Business #	Mobile #
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Fuel	Heritage Co-op	Jason Cullen		204-824-2138	204-725-8044
Heavy Equipment	Wawanesa Backhoe Service	Perry Cline		204-824-2081	204-729-1787
	Green Acres Colony			204-824-2627	
	Hodgson Construction			204-729-5489	204-741-0129
Generators	Battlefield Equipment			204-728-0405	
	C & C Rentals			204-728-2699	
	Regent Rentals			204-728-0321	
Tow Trucks	Accel Towing			204-728-2580	
	Full Tilt Towing			204-725-6055	
	Meadowview Auto Body and Glass			204-824-2696	
Water Hauling	Bulk – Municipality of Oakland-Wawanesa	Public Works		204-824-2666	
	Potable – World of Water			204-727-2200	
Sandbagging Tubes	Municipality of Oakland-Wawanesa	Dennis Gullett		204-725-6593	

4 EMERGENCY SOCIAL SERVICES

4.1 MEDICAL CONTACTS

Examples of medical contacts:

EMS, Hospitals, Clinics, Doctors, Personal Care Homes, Dentists, Pharmacies, Regional Health Authorities, etc.

Facility	Contact Name	Position	Home #	Business #	Mobile #
Dr. Lee				204-824-2993	
Wawanesa Hospital				204-824-2335	
Brandon Regional Health Centre				204-578-4000	
Wawanesa Volunteer Fire Dept.				204-725-6593	
Prairie Mountain Regional Health Authority				204-578-4000	

4.2 ACCOMMODATIONS

Examples of accommodations:

Hotels, motels, bed and breakfasts, arenas, lodges, halls, campgrounds, trailer parks, etc.

Accommodation Type	Contact Name	Position	Home #	Business #	Mobile #
Wawanesa New Horizon Centre	Shirley McBurney			204-824-2369	
Wawanesa Rink and Curling Club	Dustin Brown			204-724-3988	

Nesbitt Community Centre	Glenda Garden Dale Seafoot	daleseafoot@mymts.net		204-724-4782	
Wawanesa & District Community Hall	Sandra Reimer			204-523-0741 204-483-0117	
Carroll Memorial Hall	Charlotte Krahn			204-727-5353 204-523-0741	

4.3 FOOD

Examples of food:

Grocery stores, convenience stores, restaurants, big box stores, caterers, community groups, etc.

Business Name	Contact Name	Position	Home #	Business #	Mobile #
Wawanesa Foods				204-824-2481	
LaRocque Diner					204-724-8655
Oakland Inn Diner					204-824-2988

4.4 PERSONAL SUPPLIES

Examples of personal supplies:

Clothing stores, drug stores, big box stores, etc.

Business Name	Contact Name	Position	Home #	Business #	Mobile #
Heritage Co-op	Jason Cullen			204-824-2138	

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4.5 COMMUNITY GROUPS

Examples of community groups:

Rotary Club, Lions Club, Legion, church groups, service clubs, etc.

Community Group	Contact Name	Position	Home #	Business #	Mobile #
Treesbank Community Church				204-824-2090	
Wawanesa United Church				204-824-2529	
Wawanesa Lions	Michael Fisher			204-824-2280	204-721-0938
Wawanesa Express	Shirley McBurney			204-824-2369	

5 PUBLIC INFORMATION

For information on web pages, see EOC Group contact lists.

5.1 TELEVISION

Media Outlet	Contact Name	Phone Number(s)	Fax Number(s)	Email Address(es)
CBC Winnipeg		204-788-3641		

CTV Winnipeg		204-788-3300		
Global		204-233-3304		

5.2 RADIO

Media Outlet	Contact Name	Phone Number(s)	Fax Number(s)	Email Address(es)
Q Country		204-726-8888 or 204-725-0515		
Star FM 94.7		204-726-8888		
101 The Farm		204-728-1150		
96.1 Bob FM		204-728-1150		
CJOB 106		204-571-3900		

5.3 PRINT

Media Outlet	Contact Name	Phone Number(s)	Fax Number(s)	Email Address(es)
Brandon Sun		204-727-2451		
Shilo Stag		204-765-3000 ext:3013		

6 TRANSPORTATION

6.1 GROUND

Examples of ground transportation:

Rail, buses (commercial, school, private), hauling companies, taxis, rental companies, etc.

Transportation Type	Business Name	Contact Name	Home #	Business #	Mobile #
School Buses	Southwest Horizon	Brent Hauser		204-483-6285	204-724-0243
Brandon Bus Lines				1-877-571-0231	
Prairie Coach				204-727-5215	

Handi Van		Brian Hill			204-573-6697
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6.2 AIR

Examples of air transportation:
Commercial, private, etc.

Transportation Type	Business Name	Contact Name	Home #	Business #	Mobile #
Airplanes	Westjet			1-888-WEST JET	
Airplanes	Brandon Flying Club			204-728-7691	

6.3 AIRPORTS / LANDING STRIPS

Examples of description / capabilities:
Types of strips (water, grass, paved, gravel), length, restrictions (regulations), etc.

Description / Capabilities	Location	Business Name	Contact Name	Home #	Business #	Mobile #
Jets, Helicopters	Brandon	Brandon Municipal Airport			204-729-2166	
Helicopters	Shilo	Shilo Heliport			204-765-3000	
Small Planes	Brandon	Heritage Co-op Agro			204-204-763-8998	

6.4 Other

Examples of other transportation types:
Boats, Snowmobiles, high-tracks / excavators, bombardiers, hydrofoils, barges, etc.

Transportation Type	Business Name	Contact Name	Home #	Business #	Mobile #
Snowmobiles	Tri Lake Trail Busters Snow Mobile Club	Alan Sampson			204-761- 5738
Excavator	Green Acres Colony	Harry			204-720-6308
	Wawanesa Backhoe Services	Perry Cline		204-824-2081	204-729-1787
	Hodgson Construction			204-729-5489	204-741-0129
Boat	Fire Department	Dennis Gullett			204-725-6593
Side-by-Side	Fire Department	Dennis Gullett			204-725-6593

7 GENERAL

General contact list suggestions:

Schools Wawanesa School, 204-483-6298

Daycares Wawanesa Day Care,
Wawanesa Wee Care Daycare, 204-824-2933 or 204-824-2075

Hutterite Colonies Green Acres Colony, Gilbert Hofer, 204-724-4810
Oakland Colony, Nathan, 204-739-3818
Treesbank Colony, Lucas, 204-724-7931

APPENDIX A – HAZARD ANALYSIS

Explanation

A hazard is described as a potential or existing condition that may cause harm to people or damage to property or the environment. Therefore, a hazard analysis is the systematic collection of past and present information relating to natural and human made emergencies or disasters aimed at estimating the future likelihood of an emergency.

The steps in a hazard analysis are

1. Identify all potential hazards in your area
2. Describe the hazards and the effects on your community
3. Prioritize all the hazards using a system, such as the FEMA model. This model utilizes history, vulnerability, maximum threat, and probability to determine your top priorities.

Note: Models other than the FEMA model may be used. [Use the same model for entire analysis]

History: If a certain emergency has occurred in the past it may occur again unless those conditions no longer exist.

Rating	Criteria	Score
Low	0-1 Times in past 100 years	1
Medium	2-3 Times in past 100 years	5
High	4 + Times in past 100 years	10

Vulnerability: This must contain two parts and deals with property and people.

Rating	Criteria	Score
Low	1% of Community	1
Medium	% to 10 % of Community	5
High	>10 % of Community	10

Maximum threat: This has to do with the worst-case scenario relating to human casualties and loss of property.

Rating	Criteria	Score
Low	5% of Community	1
Medium	5 – 25% of Community	5
High	>25% of Community	10

Probability: Things to consider in this part are likelihood of an event occurring, expressed as chances per year and consider changes in technology or circumstance.

Rating	Criteria	Score
Low	Less than 1 in 1000	1
Medium	Between 1 in 1000 and 1 in 10	5
High	Greater than 1 in 10	10

EXAMPLE OF FEMA MODELLING

Threat: Pandemic

Category		Rating	Score		Weight	Total
History		Medium	5		2	10
Vulnerability	People	High	10	11/2	5	27.5
	Property	Low	1			
Maximum Threat		High	10		10	100
Probability		Medium	5		7	35
						172.5

Potential Hazards

Blizzard, Derailment, Flooding, Utilities Outages, Dangerous Goods Spill, Forrest Fire, Structure Fire, Tornado and Air Crash

Description of Hazards and Effects on Community

Blizzard – Possible stranded motorist, Residents unable to get out or get home (increased risk of no heat or food and water supply or livestock and infrastructure risks) Emergency personnel unable to access residents

Derailment – Evacuation of areas effected, hazardous spill, both ground and airborne

Utilities Outages – Risk to residents' safety and wellbeing, no heat, water, and possible limited access to communications

Dangerous Goods Spill – Short term effects, evacuation of residents, risk o health of residents and livestock

Forrest Fire – evacuation to protect residents for fire and smoke

Structure Fire – evacuation of surrounding properties if in a subdivision or short-term lock down of areas affected

Tornado – Short term but highly damaging. Massive destruction with structural damage, loss of life and infrastructure

Air Crash - low risk, short term but disastrous if in a populated area

Prioritization of Hazards

Threat: Blizzard

Category		Rating	Score		Weight	Total
History		High	10		2	20
Vulnerability	People	Medium	5	5/2=2.5	5	12.5
	Property	Low	1			
Maximum Threat		High	10		10	100
Probability		High	10		7	70
						202.5

Threat: Utilities Outage

Category		Rating	Score		Weight	Total
History		High	10		2	20
Vulnerability	People	High	10	10/2=5	5	25
	Property	Low	1			
Maximum Threat		High	10		10	100
Probability		Medium	5		7	35
						180

Threat: Dangerous Goods Spill

Category		Rating	Score		Weight	Total
History		High	10		2	20
Vulnerability	People	High	10	11/2 =5.5	5	27.5
	Property	Low	1			
Maximum Threat		High	10		10	100
Probability		Low	1		7	7

Grand Total

154.5

Threat: Flood

Category		Rating	Score		Weight	Total
History		High	10		2	20
Vulnerability	People	Medium	5		5	25
	Property	Medium	5			
Maximum Threat		Low	5		10	50

Probability	Medium	5	7	35
				130

Threat: Forest Fire

Category		Rating	Score		Weight	Total
History		High	10		2	20
Vulnerability	People	Medium	5	10/2 =5	5	25
	Property	Medium	5			
Maximum Threat		Medium	5		10	50
Probability		Medium	5		7	35

Grand Total

130

Threat: Structure Fire

Category		Rating	Score		Weight	Total
History		High	10		2	20
Vulnerability	People	Medium	5	10/2 =5	5	25
	Property	Medium	5			
Maximum Threat		Low	1		10	10
Probability		Low	1		7	7

Grand Total

62

Threat: Tornado

Category		Rating	Score		Weight	Total
History		Medium	5		2	10
Vulnerability	People	Low	1	2/2 =1	5	5
	Property	Low	1			
Maximum Threat		Low	1		10	10
Probability		Low	1		7	7

Grand Total

32

Threat: Air crash

Category		Rating	Score		Weight	Total
History		Low	1		2	2
Vulnerability	People	Low	1	2/2 =1	5	5
	Property	Low	1			
Maximum Threat		Low	1		10	10
Probability		Low	1		7	7

Grand Total

24

APPENDIX B – MEMORADUMS OF UNDERSTANDING

Municipality or Organization	Completed	Reviewed
City of Brandon		
Canadian Red Cross		
Salvation Army		
Prairie Mountain Health Authority		
Brandon School Division		
Mennonite Central Committee		
Canad Inns		

APPENDIX C – EVACUATION, RECEPTION, AND RE-ENTRY

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1.2	EVACUATION AND RECEPTION FLOW CHART	3
1.3	EVACUATION SECURITY AND CONTROL	4
1.3.1	Considerations for Securing the Evacuated Area	4
1.4	EVACUATION ROUTES AND TRANSPORTATION	5
1.5	COMMUNITY ARRANGED TRANSPORTATION	6
1.5.1	Mode of Transportation	6
1.5.2	Assembly Areas	6
1.6	SPECIAL PROVISIONS	8
1.7	ANIMALS	9
1.7.1	Pets	9
1.7.2	Livestock	9
2	RECEPTION	10
2.1	POTENTIAL RECEPTION CENTRE LOCATIONS	10
2.2	HOST COMMUNITY RESPONSIBILITIES	11
2.3	RECEPTION CENTRE POSITIONS	11
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1 EVACUATION

1.1 AUTHORITY TO ORDER EVACUATION

To order a mandatory evacuation, a local authority must declare a state of local emergency (SOLE), as enabled under *The Emergency Measures Act*.

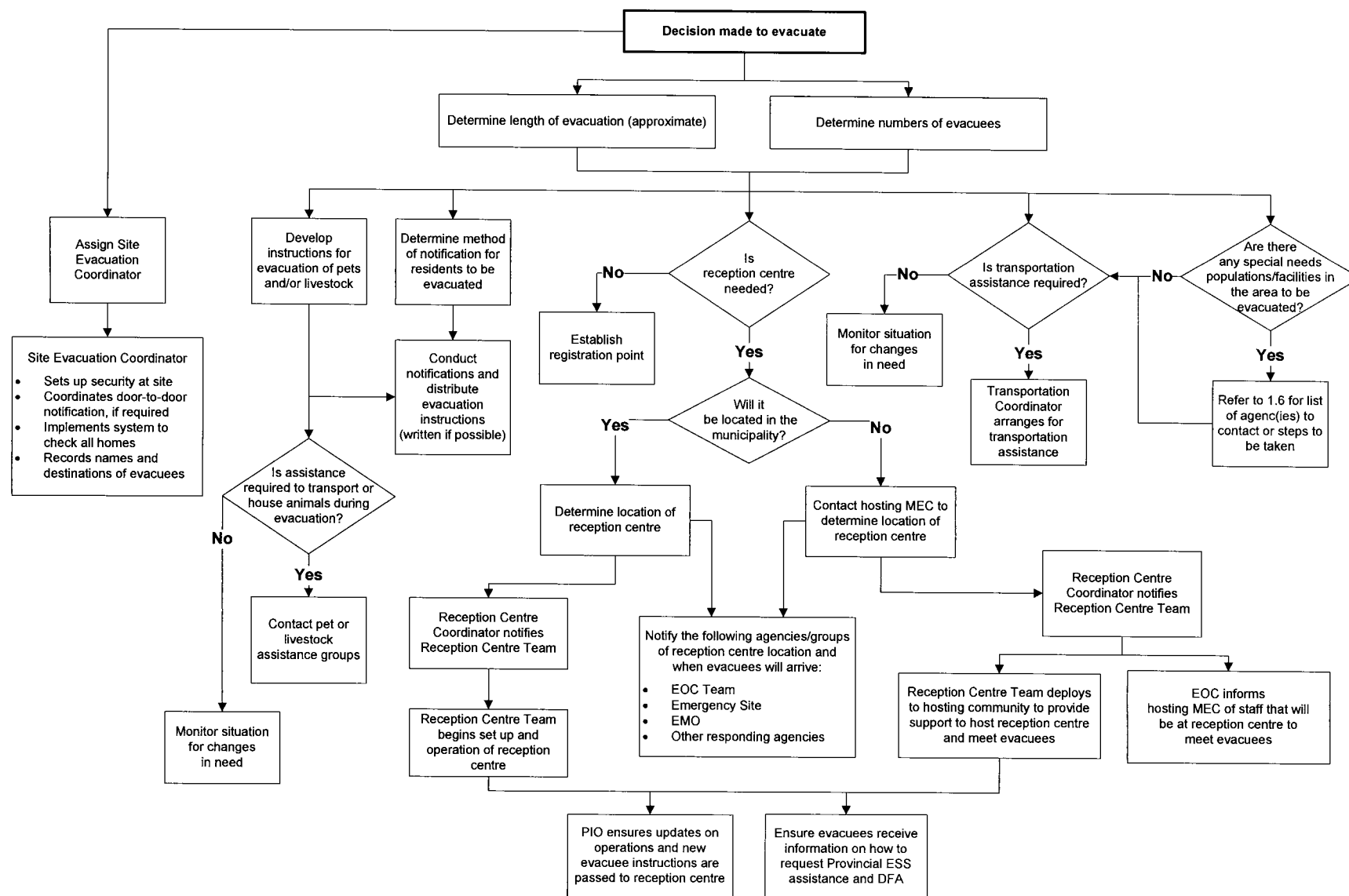
Authority to implement an evacuation normally rests with the local authority, through the local law enforcement agency.

The Fire Chief can order evacuations under *The Fire Prevention Act*.

In the event of a non-mandatory evacuation, depending on the circumstance, the lead of the evacuation could be police, fire or public works. The lead, in consultation with the CAO and the Emergency Coordinator would determine an assembly area (if necessary) or allow those evacuating to attend to the home of a friend or relative.

Methods of notification for a non-mandatory evacuation would vary on the situation but would use the "Connect" notification system, social media or in-person notification.

1.2 EVACUATION AND RECEPTION FLOW CHART



1.3 EVACUATION SECURITY AND CONTROL

- The Incident Commander (IC) will be responsible for how the evacuation of the Site is run. The EOC will provide support, as requested by IC.
- In the case that the EOC decides an evacuation is necessary, it may assign a Site Evacuation Coordinator or Incident Commander to the evacuation.
- As the decision to evacuate may be made by either the Incident Commander or the EOC, there must be continuous dialogue between the IC and EOC regarding where residents are being evacuated to
- Responsibility for the security of the evacuation site must be assigned.

1.3.1 Considerations for Securing the Evacuated Area

What geographic boundaries and features affect your ability to establish a security perimeter (e.g. rivers, major roadways, rail lines, etc. that are easy to observe and police)?

Is the area entirely visible or must you establish multiple security checkpoints?

Will you patrol the area or use perimeter checkpoints? (Consider the safety of the patrol personnel.)

What is the length of time the area must be secured? (Short-term – use local police; Long-term – hire private security.)

Will you allow the evacuees temporary access to the Site during the evacuation period? (Will escorts be necessary for pets/livestock that must be fed, etc?)

- Note:**
- Temporary access is not recommended as the area will be unsafe (thus the reason for the evacuation.)
 - If you do decide that temporary access will be allowed, the EOC should provide a list of the people that will be granted access to the Site to security personnel.
 - Once all necessary agencies have approved the area as safe for re-entry, residents can be allowed access.

Note: A record of all vehicles and personnel who enter/exit a closed area should be maintained.

See FORM – Evacuation Vehicle Log.

1.4 EVACUATION ROUTES AND TRANSPORTATION

trf[delete these instructions once the table has been completed. Please complete the following table according to these instructions:

Route # - Assign a number to each pre-determined route

Map # - If you have several numbered maps, indicate which map it is on

Area(s) Used For - Describe the area(s) that will be evacuated using this route

Description of Route - Use highway names, include instructions for turning (e.g. Exit north on Hwy #1000, turn west at Hwy #1001), etc.

Transportation Options - List the potential modes of transportation that could be used on this route

Speed of Evacuation - e.g. 12 people/min using vans

Options to Increase Speed - e.g. Re-route north-bound traffic at intersection #10 and make all lanes between Hwy #1001 and intersection southbound

Impacts of Elevations - List any low/high spots that affect the ability to evacuate residents from area (e.g. when water is above x elevation, road will be impassable near Hwy #1000

Other Considerations - List any other reminders/considerations that may affect your decision to use a particular route]

The following table describes potential evacuation routes for areas which are unique geographically, such as those that can be easily cut-off from normal transportation routes because of the bridges, weather, etc., or are located in/near hazardous areas, such as industrial zones. These areas may be more likely to require evacuation or may require more complicated evacuation strategies.

Using the information below as a guide, also consider the location of your reception centre in determining the best route for evacuation.

Route #	Map #	Area(s) Used For	Description of Route	Transportation Options	Speed of Evacuation	Options to Increase Speed	Impacts of Elevations	Other Considerations
		-	-	-	-	-	-	-
		-	-	-	-	-	-	-
		-	-	-	-	-	-	-
		-	-	-	-	-	-	-
		-	-	-	-	-	-	-

1.5 COMMUNITY ARRANGED TRANSPORTATION

1.5.1 Mode of Transportation

[delete these instructions once the table has been completed. Please complete the following table according to these instructions:

Mode of Transportation: Describe the modes of transportation that you could use to evacuate residents.

Number of Residents that could be Evacuated: List the approximate number of residents that could be evacuated using this method (40 people/bus, 8 people/municipal van, etc.)

Seasonal / Time of Day Differences: Describe the impact of seasons or the time of day on the availability of the mode of transportation (school buses not available between 7:30 and 9 am and 3:30 and 5 pm, etc.)

Time Needed to Arrange Transportation: State how long it will take to call-in/arrange for the vehicles/drivers/etc. (e.g. 2 hours needed to arrange for snowmobile club drivers, etc.)]

The following table lists potential modes of transportation that you could use to evacuate residents, and information that will help you decide which mode(s) of transportation are needed in your situation. These include the number of residents that can be evacuated with each mode of transportation, things that affect the availability of the mode of transportation, and the approximate time needed to arrange for the transportation

Mode of Transportation	Number of Residents that could be Evacuated	Seasonal / Time of Day Differences	Time Needed to Arrange Transportation

1.5.2 Assembly Areas

[delete these instructions once the table has been completed. Please complete the following table according to these instructions:

Description of Assembly Area: Describe your potential assembly areas including staging areas (e.g. under the canopy in the park, in the lobby of the municipal office, etc.)

Address: List the address of the assembly area (123 Main St., Mycityville, etc.)

When this will be used: Describe the time of year, evacuation situation, etc. that affect when the assembly area will be used (during the summer, when expected evacuees using transportation assistance are less than 50, not during the baseball season, etc.)

Who will this be used for: Describe the facilities, areas of the community, etc. that the assembly area will be used for (elementary school, residents of southwest subdivision, etc.)

The following table lists potential assembly areas for residents needing to evacuate by community arranged transportation. It also includes information that will help you decide which assembly area(s) should be used in your situation.

Description of Assembly Area	Address	When this will be used	Who the will be used for
Municipal Office	54 Main Street, Nesbitt		
Municipal Office	106 Fourth Street, Wawanesa		
Wawanesa & District Community Hall	202 Fourth Street, Wawanesa		
Nesbitt Community Hall	Chesley Street, Nesbitt		
Carroll Memorial Hall	20 – 6 th Street, Carroll		
Wawanesa & District Recreation Centre	422 Commercial Street, Wawanesa		

[Describe how you will physically identify the sites. i.e. signage]

[Describe how these locations will be publicized (door-to-door notices, website, etc.).]

[List the form(s) you will use to record information about the residents you are evacuating.]

1.6 SPECIAL PROVISIONS

[delete these instructions once the table has been completed. Please complete the following table according to these instructions:

Group/Facility - enter name of special needs group or facility (e.g. daycares, correctional facilities, personal care homes, schools, vulnerable people living in community)

Trigger - explain how you will determine that the group needs to evacuate or needs assistance, eg. health facility notifies EOC, water reaches a particular elevation in an area, community group informs EOC that they need assistance. Discuss/confirm these triggers with the group in advance.

Notification Method - explain how you will notify group of need to evacuate, e.g. door-to-door notification, contact representative of group who will do a fan-out, contact facility administrator

Transportation Type - explain how group will be evacuated from community / facility, e.g. school buses, ambulances, high-security vehicles

Role of Other Agencies - list each involved agency and the role it has in the evacuation, e.g. RHA - arrange emergency medical transportation and receiving facilities, Daycare - notify parents of evacuation and evacuation destination

Role of Municipality - list the roles of the municipality in the evacuation, e.g. notify group of need to evacuation, determine evacuation route, provide evacuation messages, make arrangements for evacuation destination

Other - include any additional information needed, e.g. for battered women - do not alert public to evacuation of this group]

The following table lists groups or facilities in your community that may need special assistance, how you will know if a group/facility needs to evacuate or receive some other kind of assistance, how you will notify the group/facility that they need to evacuate, the type of transportation that will be used to evacuate the group/facility, the roles that other agencies play in evacuation or other kinds of assistance, information about their emergency plans in case you need to access them, and any other comments or reminders for assisting a group/facility.

Group/Facility	Trigger	Notification Method	Transportation Type	Role of Other Agencies	Role of Municipality	Do they have an Emergency Plan? (Y/N)	Where is it kept?	Other
				-				
				-				
				-				
				-				

1.7 ANIMALS

1.7.1 Pets

[Not contemplated in this Plan]

[see above - pets accommodated for those needing evacuation transportation assistance]

[see above - how you respond to stranded pet situations]

[see above - how pets are accommodated at reception centres]

See FORM – Pet Livestock Registration Information.

1.7.2 Livestock

Contact Manitoba Agriculture, Food and Rural Initiatives through your local GO Team member or through the Manitoba Emergency Coordination Centre.

See FORM – Pet Livestock Registration Information.

2 RECEPTION

2.1 POTENTIAL RECEPTION CENTRE LOCATIONS

[delete these instructions once the table has been completed. Please complete the following table according to these instructions:

City/Town/Village: List the city/town/village/etc. that the potential reception centre facility is located in

Address: List the street address of the building

Building Name: List the building's name

Suitable For: Describe the kind of situations it would be suitable for (e.g. registration and inquiry/accommodations/handicapped access, etc.)

Capacity: List the number of people it should be used for

Issues/Considerations (Seasonal/Events/etc.): List any seasonal situations/events/etc. that impact the availability of the facility (e.g. school available in July/August only, annual curling bonspiel during the second weekend in November, etc.)]

The following table lists potential reception centre locations in your community and other communities that you might have to evacuate to. It provides details on the locations, including information about seasonal issues or events that might change your ability to use that facility.

City/Town/Village	Address	Building Name	Suitable For	Capacity	Issues/Considerations (Seasonal/Events/etc.)

2.2 HOST COMMUNITY RESPONSIBILITIES

The host community will ensure the following responsibilities are completed:

- Establishment of registration and inquiry service (in conjunction with Red Cross if available/necessary)
- Provision of food services, accommodations, clothing (if required), and personal services (see Emergency Social Services guide)
- Arrange for medical services (if required) i.e. public health nurse, physician, hospital, and pharmacist
- Assist with timely briefings to evacuees concerning the state of affairs of the evacuated community and the expected re-entry time/process by having a staff member or volunteer attend the reception centre with phone contact to the EOC
- Help in the re-entry procedures in conjunction with the evacuated community

2.3 RECEPTION CENTRE POSITIONS

There will be three coordinators at the Reception Centre along with other specially designated persons as follows:

2.3.1 Registration Coordinator Responsibilities

- ☐ Create a simple file (cardex) for each individual, filed alphabetically, containing the following information:
 - Accommodation particulars
 - Services required (food, medical, social work, etc.)
 - What services have been received
 - Tracking movement
 - Contact Information, Next of Kin, etc.

2.3.2 Inquiry & Tracking Coordinator Responsibilities

- ☐ Handle all inquiries from and about evacuees.
- ☐ Maintain information on the movement & temporary residences of evacuees
- ☐ Work closely with the Load Manager

2.3.3 Personal Services Coordinator Responsibilities

- ☐ Handle a wide variety of issues not covered by other positions
 - Would have a team of individuals to assist
 - Depending on the scale of the evacuation all needs would fluctuate accordingly

2.3.4 Accommodation Manager

- ☐ Arrange for accommodations for evacuees
 - Small scale evacuations could be at local hotels/motels, while larger scale evacuations would require the usage of the community centre on cots or/use of neighbouring communities

2.3.5 Food Services Manager

- ☐ Arrange for small scale food provision to evacuees and reception centre volunteers
 - If large scale food provision is needed, see **Part 3 – Resources and Capabilities**

2.3.6 Personal Needs Manager

- ☐ Arrange for medical, pharmaceutical, personal hygiene, etc. assistance

2.3.7 Load Manager

- ☐ Assist, organize and track movements of evacuees, regardless if using personal vehicles, buses or airlift
- ☐ Work closely with Inquiry Manager

2.4 ACCOMMODATIONS

- [enter the types of facilities you might use to accommodate evacuees, e.g. hotels, motels, bed and breakfasts, arenas, lodges, halls, community centres, church groups, campgrounds, trailer parks, schools. Hit ENTER at the end of each facility type/name to get a new bullet point.]

See Part 3 – Resources and Capabilities for a list of potential accommodations and contact information.

2.5 FOOD AND SOCIAL SERVICES

- [enter the types of facilities you might use to feed evacuees e.g. grocery stores, convenience stores, restaurants, big box stores, caterers, community groups, etc., and/or provide social services, e.g. Red Cross, Salvation Army]

See Part 3 – Resources and Capabilities for a list of potential food and social services contact information.

2.6 SPECIAL NEEDS

- [enter the types of resources you might access to accommodate special needs, e.g. regional health authorities, church groups, financial organizations]

See Part 3 – Resources and Capabilities for a list of potential special needs assistance contact information.

2.7 TRAFFIC CONTROL AND DIRECTION

- [enter the types of resources you might access to provide traffic control and direction, e.g. local police, RM personnel, fire departments, volunteers]

See 1.3 – Evacuation Security and Control.

3 RE-ENTRY

It is important for the safety of the evacuees that the re-entry process be conducted in an organized fashion.

Possible Problems

1. Citizens must be informed of dangers in community if there is still a threat to life and health
2. Traffic congestion
3. Anxious citizens

Recovery relates to

- Short-term recovery that consists of restoring, at least to minimal operational standards, the necessary life support systems and community services that assists the community in returning to a normalized operational. and
- Long-term recovery that involves building on the initial recovery so that the community returns to what may be thought of as a “near normal” recognizing that a variety of changes are possible.

3.1 RECOVERY CONTROL GROUP

A recovery control group will be established to maintain accountability of the recovery operation. The Recovery Control Group will include

- Recovery Site Manager
- Representatives from the various working groups as the situation dictates for reporting purposes

3.1.1 Designating a Recovery Manager

When a need for emergency response/recovery decreases, responsibility for the Site(s) may be transferred from the Incident Commander(s) to a Recovery Site Manager(s) as determined by the Recovery Control Group.

Recovery Site Manager role:

- ☐ Work to meet the broad recovery priorities set by the community
- ☐ Utilize the community sub-groups established to initiate specific recovery activities within their areas of expertise
- ☐ Provide on-site direction, control, and coordination of all on-site recovery activities

- ☐ Direct recovery activities within the established perimeter
- ☐ Work with appropriate personnel to ensure the site is returned to an acceptable condition

Recovery Site Manager duties:

- ☐ Establish a work schedule to meet the broad community recovery priorities
- ☐ Coordinate site inspections
- ☐ Liaise the Recovery Control Group
- ☐ Liaise with the community sub-groups
- ☐ Act as spokesperson for the recovery activities
- ☐ Maintain a log of activities
- ☐ Consult applicable Business Resumption Plans

3.2 RE-ENTRY OF EVACUATED AREAS

Re-entry operations will be initiated as quickly as possible when the municipality and provincial authorities are satisfied that the utilities and essential services have been restored.

3.3 AUTHORIZING RE-ENTRY

Following the assessment that the site is satisfactory for re-entry, the Emergency Control Group may authorize and organize re-entry until such time as one or more Recovery Site Managers are fully engaged and are organized to the point where they are ready to accept this function.

3.4 COMMUNITY RECOVERY MEETING

The MEC will organize and facilitate a community meeting that will

- Establish an understanding of the situation,
- Identify the biggest concerns,
- Identify vulnerable groups and their needs,
- Set broad recovery priorities for the community, and
- Establish sub-groups with specific areas of responsibility that are based on the broad recovery priorities that may include site clean-up, safety assessments for re-entry, counseling, review and prioritization of requests for help, and donation management.

3.4.1 Community Recovery Meeting Participants

The community meeting will include representatives from as many stakeholders as practical and may include

- Mayor/Reeve and Council
- CAO or municipal managers
- Recovery Site Manager
- Local charitable organizations
- Partners in the emergency
- Seniors groups
- Church groups
- Disabilities groups
- Regional Health Authority
- Manitoba EMO
- Utilities companies

3.5 EMERGENCY PUBLIC INFORMATION

The PIO will continue to ensure that information phone lines are set up to provide current information on the emergency, receive and record requests for help, and provide information on how to access recovery resources.

3.6 RE-ENTRY CHECKLIST

The purpose of this checklist is to assist the MEC with the re-entry phase. Choose the sections that are applicable to you. Returning evacuees may be very anxious returning to their community. One of the MEC's objectives in the re-entry phase is to prepare the community so as to lessen the anxieties of returning citizens.

Satisfactory Conditions Confirmed

The MEC must ensure the safety of the returning evacuees. This includes getting approval from several people or provincial response agencies and ensuring supplies are adequate before the re-entry process begins.

- ☐ [The following is a suggested list of conditions that must be met to ensure the safety of returning evacuees. Customize this list for your community and delete these instructions.]
- ☐ Mayor/Reeve and Council approval
- ☐ Medical Officer of Health approval (or Emergency Health Services)
- ☐ Fire/flood report updated (MB Conservation / MB Water Stewardship approval)
- ☐ Manitoba Agriculture, Food and Rural Initiatives approval
- ☐ Air, water, land (environmental) conditions satisfactory
- ☐ Food supplies adequate (confirmed by MEC)
- ☐ Essential supplies adequate (confirmed by MEC)
- ☐ Community fuel supplies adequate for further evacuation if required (confirmed by MEC)

Essential People

The following people should be in the community at or before re-entry:

- ☐ [The following is a suggested list of essential people. Customize this list for your community and delete these instructions.]
- ☐ Municipal Emergency Coordinator
- ☐ Police
- ☐ Medical Personnel (Doctors/Nurses)
- ☐ Indian and Northern Affairs Canada (INAC) Regional Director
- ☐ Chief and Council Members
- ☐ Mayor/Reeve and Community Council
- ☐ Ambulance Personnel

- ☐ Fire Department Personnel
- ☐ Manitoba Conservation Personnel
- ☐ Personal Care Home Personnel
- ☐ Emergency Health Services Personnel
- ☐ Emergency Social Services Personnel (Community and Province)
- ☐ Manitoba Agriculture, Food and Rural Initiatives Personnel
- ☐ Store Managers/Clerks
- ☐ Red Cross

Essential Services

- ☐ [The following is a suggested list of essential services. Customize this list for your community and delete these instructions.]
- ☐ Nursing station/hospital facilities
- ☐ Personal care homes
- ☐ Alternate accommodations available if homes are damaged
- ☐ Ambulance
- ☐ Fire fighting equipment
- ☐ Mail service
- ☐ Safe water – NOTE: Caution people to boil drinking water if necessary
- ☐ Food and essential supplies (diapers, etc.) in stores
- ☐ Medical supplies
- ☐ Adequate vehicle fuel supplies

Transportation and Access

Most evacuees will return to their homes by their own vehicle while others may require transportation assistance.

- ☐ The local Emergency Social Services Coordinator and Transportation Coordinator should determine the number of evacuees requiring transportation and develop a plan to provide transportation assistance.

See 1.5 Community Arranged Transportation for details on the types of transportation available for the re-entry process.

In addition, the MEC, Transportation Coordinator, RCMP, Manitoba Infrastructure and Transportation (MIT) and Manitoba Conservation personnel should determine/confirm

- ☐ the safety of transportation routes (roads, highways, bridges)
- ☐ that transportation routes are open (roads, airports, railways)

Location of Evacuees

- ☐ List with names and temporary accommodations of evacuees

Re-Entry Registration

- ☐ Re-entry registration plans confirmed

Special Provisions

- ☐ List of people that require special provisions (special needs, disabled, etc.)

Note: The facilities that normally take care of these people may require more time to ensure that the facility is able to provide for their needs. A decision by the managers of these institutions/facilities may be required before these residents can return. In most instances, the community may be better prepared to assist these residents a few days after the initial re-entry.

See 1.6 Special Provisions for additional information.

APPENDIX D – PUBLIC INFORMATION MESSAGES

[Insert your pre-scripted public information and media messages in this section. The templates included in this appendix are examples of evacuation notices and information. An additional template is available in the file named FORM – Evacuation Order. NOTE: This appendix is referenced in Part 2 – 1.6 Public Alerting.]

PRE-SCRIPTED MESSAGES IN THIS APPENDIX

[list the pre-scripted messages included in this appendix]

- Evacuation / Shelter-in-Place Order
- Official Notification of Evacuation

PRE-SCRIPTED MESSAGES IN OTHER DOCUMENTS

[list the pre-scripted messages included in other documents]

- FORM – Evacuation Order

EVACUATION / SHELTER-IN-PLACE ORDER

This is _____
Rank/Title *Name*

from the _____
Agency/Department

A _____
size/intensity *incident*

_____ *has occurred/is occurring* in _____ *location*

Because of the potential danger to life and health _____
the authority

_____ *has/have* _____ *ordered/recommended* everyone within _____
_____ *blocks/kilometres/metres*

of that area to _____
evacuate/shelter-in-place *immediately/as soon as possible*

If you are in following areas, you _____
must/should *leave the area/get inside a building*

This message will be repeated. Specific instructions and locations will be given

If you are in the following areas, you _____
must/should *leave the area/get inside a building*

_____. The areas involved are as follows:
immediately/as soon as possible

_____ *North/South/East/West* _____ *Location: street, highway or other significant geographical point*

_____ *North/South/East/West* _____ *Location: street, highway or other significant geographical point*

_____ *North/South/East/West* _____ *Location: street, highway or other significant geographical point*

_____ *North/South/East/West* _____ *Location: street, highway or other significant geographical point*

OFFICIAL NOTIFICATION OF EVACUATION

Determine what information you want to provide to evacuees on the sample Notification of Evacuation form. Consult with fire, police, health and Emergency Social Services Coordinator who may wish to provide additional information to evacuees.

THE [ENTER NAME OF MUNICIPALITY] HAS DECLARED A STATE OF LOCAL EMERGENCY BECAUSE OF [ENTER TYPE OF EMERGENCY].

YOU MUST LEAVE BECAUSE OF THE DANGER TO YOUR HEALTH AND SAFETY.

PLEASE LEAVE BY [ENTER TIME AND DATE]

PLEASE TAKE THE FOLLOWING ITEMS

Money, Credit Cards, Birth Certificates, etc.

Pets (dependent on the urgency of the emergency)

Medications (including personal medical appliances)

Infant food including diapers (if applicable)

Clothing

Personal hygiene items (toothpaste, toothbrushes, soap, shaving items, and feminine hygiene items)

BEFORE LEAVING YOUR HOME, PLEASE DO THE FOLLOWING:

Turn off water supply

Turn off lights, appliances, etc.

Do not turn off your furnace (it may be advisable to turn off furnaces if a flammable product is the cause of the emergency – check with fire chief)

Lock your residence

PLEASE REPORT TO THE FOLLOWING LOCATION [give address of local facility or host communities – give directions or a map showing route to be followed]

IF YOU REQUIRE ASSISTANCE (i.e. transportation, moving livestock, etc.)
PHONE [enter phone number]

IT IS IMPORTANT TO REGISTER, SO PLEASE REPORT TO THE RECEPTION CENTRE AT [enter location of reception centre]

The purpose of registration is to help locate you if your friends and relatives should inquire.

YOU WILL BE INFORMED THROUGH RADIO AND TELEVISION AND AT THE RECEPTION CENTRES WHEN IT IS SAFE TO RETURN TO YOUR HOMES.

A CITIZEN'S INQUIRY LINE WILL BE (HAS BEEN) ESTABLISHED TO ANSWER YOUR QUESTIONS.

CITIZEN'S INQUIRY LINE PHONE NUMBER IS [ENTER PHONE NUMBER].