

Emergency Response Plan



How to Use This Template

This template provides a simple, flexible, and functional approach to developing an emergency plan. It separates the key parts of an emergency plan into a series of schedules that can be easily located and used during an emergency. The contents of this template were developed to align with the compliance requirements set by the Province of Manitoba's Emergency Measures Organization and best practices in emergency management. General information is contained in the body of this document with specific information on key areas such as evacuation, EOC, etc. is contained in the schedules. While the schedules are a part of the plan as a whole, they can be used to provide guidance and direction on specific topics.

Much of the information required to complete this template is likely already available with in your Emergency Management Program's documents. Existing documentation can be added directly into this template or new contents can be developed within this template.



This version of the template is focused on the needs of communities in Manitoba. It references legislation and compliance requirements specific to Manitoba.

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1.0 Introduction

1.1 Purpose

This Emergency Plan is a component of the [redacted]'s Program, prepared in partnership with the Local Emergency Response Control Group [LERCG]. The primary purpose of this plan is to guide the response to a major emergency or disaster by establishing strategic objectives, in addition to operational policies and processes.

1.2 Authority

The Emergency Plan has been prepared in compliance with the requirements of *The Emergency Measures Act* (EMA) and the *Local Authorities' Emergency Planning and Preparedness Regulation* (the Regulation). It has been approved by the [redacted] Reeve/Mayor in Resolution No:

Relevant Schedules

Schedule 1 – Legislation and Regulation

Schedule 2 – Resolution: Approval of Emergency Management Program and Plan

Schedule 3 – Delegated Authority to Implement Plan

1.3 Scope

This all-hazards Emergency Plan consists of two main parts: the main body and the schedules.

The **main body**:

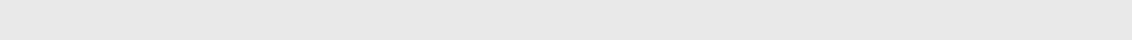
- Contains general information including structures, policies, and processes that are used in emergency management to coordinate the response to a major emergency or disaster, and
- Follows the timeline of an event from the time that municipal officials first become aware of a pending hazard, through preparations, public alerting, impact, response and restoration of essential services.

The **schedules** include:

- Reference materials such as the EMA, the Regulation, and enabling Resolution,
- Descriptive aids that outline roles and responsibilities, Incident Command System materials and forms, and
- Procedure and process checklists and other decision-making aids.

1.4 Assumptions

The Emergency Plan assumes that:

- The local authority, its senior management and key employees are present and able to fulfill their responsibilities,
- Anyone assigned duties has sufficient training to carry out those duties, including training in the basic principles of emergency management and the incident command system,
- Where necessary, the all-hazards Emergency Plan and Business Continuity Plan will be supplemented by hazard-specific or business impact-specific plans,
- Tactical objectives will be identified in a series of Incident Action Plans that are prepared in specific circumstances prior to the beginning of the next work cycle,
- 

1.5 Strategic Objectives

The Emergency Plan supports these strategic objectives and priorities:

- Preserve and protect life and prevent injury
- Preserve and prevent loss or damage to critical infrastructure
- Preserve and prevent loss or damage to other property
- Prevent damage to the environment
- Maintain and restore essential services

The Business Continuity Plan supports these strategic objectives and priorities:

- Identify the critical processes, services, and functions, provided or performed by the municipality,
- Identify to processes, services, and functions that can be postponed for an identified period of time during a disruption.
- Provide a planned transition from normal operations to minimal operations.
- Ensure continued services for residents and minimize the impact of the disruption.
- Meet regulatory and contractual requirements.
- Maintain a positive public opinion of municipal services in the face of a disruption.

1.6 Implementation

This Emergency Plan may be implemented on the direction of the **Reeve/Mayor** or other persons who have delegated authority to implement the plan. It is not necessary to declare a state of local emergency (SoLE) to implement the Emergency Plan; but, where a SoLE has been declared, the plan is assumed to have been implemented.

Relevant Schedules

Schedule 3 – Delegated Authority to Implement Emergency Plan

2.0 Identification of Hazards and Vulnerabilities

The Emergency Management Program is based on identification of the hazards (threats) and risks (potential vulnerabilities to the identified threat, or the consequences of the threat's impact) that could reasonably occur in our geographic jurisdiction and set out in our Hazard and Vulnerability Assessment (HVA). Despite the critical importance of an HVA to identify hazards that are most likely to exploit vulnerabilities and result in emergency, this is an "all-hazards" based emergency plan. As such, it is not tailored specifically to any specific hazard(s), be it

natural, technological or human-caused in origin. Instead, it is designed to guide the emergency management program towards the management of any emergencies that may arise.

Relevant Schedules

Schedule 4 – Hazard and Vulnerability Assessment and Response Guidelines

3.0 Response and Coordination Structure

3.1 Municipal Roles and Responsibilities

3.1.1 Reeve/Mayor and Council

The roles and responsibilities of the Reeve/Mayor and Council are generally set out in:

- The Municipal Act,
- Other federal and provincial statutes,
- Municipal bylaws.

Under the EMA, the local authority is broadly responsible for managing a major emergency or disaster within its geographical jurisdiction. Certain authorities and responsibilities are specifically assigned to the Reeve/Mayor and Council and cannot be delegated. During an interruption to a municipal service, their role is to:

- Implement the emergency plan in conjunction with Municipal Emergency Coordinator (MEC).
- Declare and/or terminate a State of Local Emergency (SoLE).
- Request provincial assistance if required.
- Authorize media releases.
- Record all actions and decisions during each operational period.
- Provide authorization for emergency expenditures.

3.1.2 Chief Administrative Officer

The roles and responsibilities of the Chief Administrative Officer are generally set out in

- The Municipal Act,
- In the municipality's bylaws, and
- Any delegated authorities.

Under the direction of the local authority, the CAO is generally responsible for the day-to-day management of the municipality. During an interruption to a municipal service, their role is to work with the Municipal Emergency Coordinator, provide support to the Emergency Management Team and report information to Council

3.1.3 Municipal Emergency Coordinator

The roles and responsibilities of the Municipal Emergency Coordinator are generally set out in:

- The EMA and its Regulation
- Municipal bylaws and documents, including the Municipal Emergency Management Program and the Emergency Plan, and
- Any delegated authorities.

The Municipal Emergency Coordinator (MEC) is a municipal employee ("employee" may include other contractual arrangements) who is a member of the municipal emergency control group.

The MEC is responsible for preparation and co-ordination of emergency preparedness programs and emergency plans and such other duties as assigned by the local authority.

Prior to an interruption to a municipal service, their role is to:

- Update, prepare, and coordinate emergency plan and program.
- Assess primary, secondary, and even tertiary Emergency Operations Center (EOC) locations.

During an interruption to a municipal service, their role is to:

- Advise on the declaration of a State of Local Emergency by Reeve/Mayor and Council.
- Activate the designated municipal Emergency Operations Centre (EOC).

- Coordinate the emergency response - request reports from responding municipal agencies.
- Conduct review and authorization of media releases in conjunction with Reeve/Mayor and Council.
- Ensure direction from the Reeve/Mayor and Council is adopted and implemented.
- Request mutual aid if required.
- Record all actions and develop a respite plan.

Following an interruption to a municipal service, their role is to:

- Prepare post emergency report(s)
- Prepare a “hot wash” and post-incident debrief with team members.
- Implement lessons learned into emergency program.

3.1.4 First Responders

First responders provide a variety of professional services in accordance with applicable legislation, their training, and agency standard operating procedures. In this context, the term “first responders” encompasses the RCMP, or other Police Agencies, EMS, and Fire Department.

All first responder agencies have a chain of command and members conduct their operational activities within that structure. In the [redacted], each first responder organization forms a part of the Local Emergency Response Control Group (LERCG). Each group has a unique role in activating the emergency plan and responding to the emergency. All have the responsibility to develop a respite plan, support the directives of the incident commander, and record all actions taken during the emergency.

During an interruption to a municipal service, the role of the **RCMP** is to:

- Provide security to emergency site.
- Assist in traffic and crowd control.
- Lead search and rescue efforts.
- Assist with evacuations and lead security efforts for evacuees.

- Manage fatalities and advise medical examiner on their occurrence.

During an interruption to a municipal service, the role of the **Fire Department** is to:

- Lead firefighting operations and hazardous materials (HAZMAT) response.
- Activate fire mutual aid response if required.
- Assist RCMP or other Police Agencies, and volunteers in search and rescue efforts.
- If required, activate evacuation procedures and assist in evacuating residents.

During an interruption to a municipal service, the role of **EMS** is to:

- Provide first aid at emergency site.
- Activate health mutual aid response if required.

3.1.5 Other Positions

The purpose of this section is to outline the roles of other municipal departments during an emergency or disaster. Each of these organizations have the common roles of supporting the Incident Commander, forming a portion of the LERCG, developing respite plans, and recording all activities during the emergency. Specific roles of each department during an interruption to municipal service will be discussed.

Relevant Schedules

Schedule 5 – Roles and Responsibilities

3.2 Incident Management System

The *Fires Prevention and Emergency Response Act* requires that responders implement an appropriate incident management system at the site. In Manitoba the Incident Command System (ICS) has been designated as the management system of choice. ICS is in common use by federal, provincial and municipal agencies throughout Manitoba. ICS is also commonly used by most public utilities and large corporate entities.

3.3 Supporting Structures

3.3.1 Command Post(s)

A Command Post (CP) is established by the Incident Commander at the site of impact and is usually placed outside of the danger zone where the site can still be observed, but where personnel do not require personal protective equipment.

The CP must implement a personnel accountability system to keep track and communicate with everyone entering that zone.

At the CP the Incident Commander is responsible for setting the tactical objectives in the incident action plan for each work cycle and directing the use of the resources available at the site.

The CP must be able to communicate with the EOC if it has been activated.

3.3.2 Emergency Operations Centre

A local Emergency Operations Centre (EOC) and a backup facility must be identified and reasonably equipped. Its staff have been trained and exercised on plan execution, and a call-out processes established.

The roles and responsibilities of the EOC may vary depending on the circumstances of the event.

3.3.2.1 Operating as an Information Centre

There are times when the EOC operates with minimal staff as an information centre to monitor an unfolding threat, to collect information for threat analysis, to plan and prepare for escalated activity, and to disseminate information to responders, local officials, other government agencies, the media, and the public.

These functions continue throughout an event and generate a series of written documents such as situation reports (SitReps).

3.3.2.2 Operating as Support and Logistics Centre

In addition to operating as an information centre, a primary function of the EOC is as a support and logistics centre to assist the on-site Incident Commander(s).

During a routine emergency response, responders generally request additional resources from their own agencies or other responding agencies through their dispatch centres. This works well as long as the scale and scope of the requests does not exceed existing resources that can be easily accessed.

As the scale and scope of the requests exceeds those resources and have to be obtained from outside agencies, particularly in quantities that exceed budget expectations, the financial resources and procurement facilities of local, provincial and federal governments may be required. Resources can include personnel, equipment, goods and services.

3.3.2.3 Operating as Area Command

When there are multiple sites that are sufficiently separate from one another that a Command Post is required for each site; it may be useful to coordinate activities in an Area Command. Area Command can also be where an event is geographically dispersed, there is no specific incident site, or where a site is not readily identified.

Area command can be separate from or incorporated into the EOC roles and responsibilities, particularly where the scope of the event exceeds the ordinary responsibilities of first responders.

In the case of multiple sites, each with an Incident Commander, the role of Area Command is to assist in the coordination of effort and resources, but not to take over direction from the Incident Commanders who have “eyes on” their site.

Where Area Command is dealing with a situation which is highly dispersed or there is no specific site, it may manage the event as if it were the on-site Incident Commander. An example where the EOC straddles the line between support and direction is where on-site Incident

Command is fully engaged in activity in the “red” zone, but additional activities need to be taken outside in the larger community.

In these circumstances the EOC should be engaged in threat assessment and may be considering if a SoLE is required to access powers under the EMA, evacuation or shelter in place, public alerting and gathering resources necessary for an actual evacuation.

Relevant Schedules

Schedule 6 - Emergency Operations Centre

3.3.3 Reception Centre

The Reception Centre may be activated when required to provide registration and inquiry, family reunification, or other assistance such as shelter, food, water, initial medical assistance, or transportation.

A primary and secondary site for the reception centre should be identified and, if not owned by the municipality, arrangements made with the owner to allow it to be used as a Reception Centre.

Relevant Schedules

Schedule 7 - Reception Centre

3.4 Mutual Aid

Mutual Aid refers to agreements in which the parties agree to assist one another. Originally constructed to provide mutual fire response, they are usually conditional on the requested

Relevant Schedules

Schedule 8 - Mutual Aid Memorandum of Understanding

resources being available, i.e. not being used by another mutual aid partner, and not required by the party that owns them. The Regulation requires that they be in writing and attached to the Emergency Plan.

3.5 Private Sector

3.5.1 Procurement

During an emergency, the usual processes for public sector procurement may not allow timely access to the resources required to respond to the emergency and restore basic essential services.

Having pre-established procurement contracts with suppliers of critical resources may lessen the potential for shortages during an emergency. Such contracts may include things such as fuel for pumps, generators, and vehicles; heavy construction equipment, sandbags and sand, or drinking water.

3.5.2 Response Coordination

Approximately 75% of all critical infrastructure in Canada is owned by the private sector. It is often necessary to work closely with businesses that own or operate critical infrastructure and provide essential services and help them protect or restore these services.

Arrangements should be made prior to an event to include critical infrastructure and essential service providers in the planning process and integrate elements of their response into the larger municipal response.

Relevant Schedules

Schedule 10 – Key Contacts

3.6 Provincial Assistance

Various Provincial departments and agencies, e.g. Manitoba Health, the Regional Health Authorities, and the Office of the Fire Commissioner provide routine services in the ordinary course. Others may be able to provide assistance and resources in an emergency. Assistance may be requested through the **EMO Duty Officer at 204-945-5555**.

Generally, the Province will not provide goods or services that can be readily obtained through the private sector. The Province may also be able to obtain resources from other provinces or states through various mutual assistance arrangements.

Relevant Schedules

Schedule 10 – Key Contacts

3.7 Federal Assistance

Various Federal departments and agencies provide routine services on a daily basis, e.g. air search and rescue. Generally, the Government of Canada will only provide services when Provincial and private resources are exhausted. It requires that assistance to municipalities be coordinated through the Province. Most types of emergency management and disaster assistance are coordinated through the **EMO Duty Officer at 204-945-5555**.

Requests for federal assistance from a municipality must be channeled through the province and be based on a carefully explained specific need or task, not a request for a specific item or resource.

4.0 Response Timeline

The Emergency Plan follows the timeline of an event from the time that municipal officials first become aware or receive notice of a pending hazard, through efforts undertaken to protect lives and property, public alerting, final preparations including shelter-in-place and evacuations, impact, response to impact and restoration of essential services.

Relevant Schedules

Schedule 11 – Awareness Activities Checklist

4.1 Awareness

Some hazards impact with little or no warning, others provide some period of notice that allow time to react and make final preparations. Immediately after the local authority becomes aware of an imminent threat, consideration should be given to what can be done in response, including threat assessments.

4.1.1 Threat Assessment

The HVA provides some general information about an identified hazard; however, a more detailed initial threat assessment should be prepared and regularly updated as new or more accurate information becomes available.

The threat assessment assists in identifying characteristics of the approaching hazard and more specific information about anticipated risks and vulnerabilities. This identifies additional preparations that can be initiated prior to impact, and appropriate measures to protect people or move them to safety.

Relevant Schedules

Schedule 15 – Threat Assessments

4.1.2 Situational Awareness

Obtaining and maintaining situational awareness is critical to all aspects of response. Gathering and sorting information that is relevant, accurate, and timely from inaccurate, irrelevant information that supports a common operating picture (COP) which is shared among all responding agencies, and supporting agencies as required. This improves safety and facilitates the development of common objectives and the coordination of activities intended to achieve those objectives.

4.1.3 Public Information

The threat assessment also guides public information activities. The primary purpose of public information in an emergency is to provide information, appropriate advice and direction. Good public information reduces rumors, fear and panic, and builds confidence in the preparedness and response efforts being undertaken on behalf of the community. Information provided should be **timely, truthful, accurate and relevant**.

Public information options include traditional printed and electronic media - newspapers, radio and television, including their web-based versions, but also include newer channels, including social media and a wide variety of other internet platforms.

Relevant Schedules

Schedule 12 – Public Information and Alerting

4.2 EOC Activation

The timing of EOC activation is dependent on many circumstances, including the need to conduct the following potential activities:

- Information must be collected from multiple sources and developed into documents and/or reports for distribution. These documents form the basis for situational

awareness, the common operating picture, SitReps, media releases and other public information.

- Contingency plans are required to be developed for specific protective or response activities for an actual, developing, or approaching hazard, particularly where multiple agencies will be required in addition to first responders.
- Preventative or protective activity is required that is outside the scope of first responders.
- State of Local Emergency has been declared.
- Evacuations, other than small evacuations arranged by police or fire, are being considered.
- On-site incident commander requires support and assistance, including operational activities away from the site, planning, logistics and financial assistance.
- Community impacts are expected to be or are significant.
- Provincial assistance is required.

EOC activation does not necessarily require that all positions be filled. A minimum activation could include the Municipal Emergency Coordinator and only the staff required to carry out the necessary activities.

Relevant Schedules

Schedule 6 – Emergency Operations Centre

4.3 Pre-Impact Response

The time between alert and impact may range from weeks or even months in the case of spring flooding or a pandemic, to hours or minutes in events such as a wildfire or tornado. Time and distance may allow or limit options that may be used to meet the strategic objectives and priorities:

- Preserve and protect life and prevent injury

- Preserve and prevent loss or damage to critical infrastructure
- Preserve and prevent loss or damage to other property
- Prevent damage to the environment
- Maintain and restore critical services

Relevant Schedules

Schedule 4 - Hazard and Vulnerability Assessment and Response Guidelines

Schedule 17 - Business Continuity Plan

4.3.1 Declaring a State of Local Emergency

The only purpose for declaring a State of Local Emergency (SoLE) is to grant the local authority access to the extraordinary powers set out in Section 12 of the Act. A SoLE is NOT REQUIRED to implement the Emergency Plan or obtain Disaster Financial Assistance.

A SoLE is in effect for **30 days** including the date of declaration. For example, if you declare a SoLE on August 1st it will expire August 30th. An extension may be granted by the Minister for a further 30-days if requested by the local authority.

Relevant Schedules

Schedule 13 – Declaring a State of Local Emergency

4.3.2 Hazard Mitigation

While there is nothing that can be done to change the weather, some other hazards may be mitigated. The ability to mitigate a hazard will depend on the hazard itself, and the time and resources available.

4.3.3 Risk Reduction

In addition to any opportunities to manage the threat, measures may be taken to further protect people and property, either in place, or by moving people and movable property out of

the path of the threat. Shelter-in-place and evacuation are risk reduction strategies that are addressed separately below.

4.3.4 Reception Centre

The Reception Centre can be activated simply to provide information or a place for evacuees to register prior to leaving the community. They can also be activated to provide a wide variety of supplies and services, e.g. reunification, food and water, personal supplies, first aid or minor medical assistance, counselling, children's toys and services.

The circumstances and nature of the event as well as the availability of necessary resources will generally determine the extent of supplies and services to be provided.

A reception centre may also be activated as part of a mutual aid agreement to support another community.

Relevant Schedules

Schedule 7 - Reception Centre

4.3.5 Voluntary Evacuation

Where a significant impact is anticipated, vulnerable people at risk could be encouraged to evacuate voluntarily, and assistance or transportation may be required. Manitoba Health will consider evacuation of hospitals and long-term care facilities prior to impact.

The local authority should clearly advise whether an evacuation is voluntary or is a mandatory evacuation issued under a SoLE. Unless specified to be voluntary, evacuation orders issued under a SoLE are mandatory.

Relevant Schedules

Schedule 14 – Evacuation and Shelter-in-Place

4.4 Public Alerting

Public alerting is a more critical communication than public information and is intended to

- Warn of a specific, imminent threat, and
- Recommend an individual response.

The Canadian Radio Telecommunications Commission (CRTC) has mandated the creation of and the telecommunication industry's participation in a national public alerting system called AlertReady. AlertReady can be used to broadcast public alerts to radio and television, and properly equipped smart phones.

Relevant Schedules

Schedule 12 – Public Information and Alerting

4.4.1 Weather Alerts

Environment Canada has two levels of alerts. The first is a “watch” which is issued when weather “conditions are favorable for the development of [insert weather event, e.g. thunderstorms] that may be capable of [insert products, e.g. strong wind gusts, large hail and heavy rain].

The second is a “warning” which are issued when there is an imminent or occurring event, e.g. thunderstorm, likely to cause severe conditions, (e.g. large hail, damaging winds, torrential rainfall).

Weather alerts are typically sent to AlertReady by Environment Canada and are publicly available at the Public Weather Alerts website (<https://weather.gc.ca/warnings/>), and through subscribing to the email alert service EC Alert me (<https://ecalertme.weather.gc.ca/>).

4.4.2 Other Emergency Alerts

Other emergency alerts in Manitoba are sent by the Manitoba Emergency Measures Organization. AlertReady broadcasts of a serious nature involving threat to life can be “broadcast intrusive” in which case they interrupt programming on radio and television and be broadcast to compatible cellular devices.

Currently local authorities can contact the **EMO Duty Officer at 204-945-5555** to request that an alert be broadcast on the national AlertReady system. Alert Ready broadcasts only go to the general affected area. In addition to Alert Ready, some communities have their own public alerting systems. Please insert any public alerting procedures used in your community in Schedule 12.

4.5 Final Preparations

This represents the final opportunity to issue public alerts and take additional protective measures prior to impact. This can also be the time to position additional resources out of harm’s way but at a location where they can be readily deployed after impact.

4.5.1 Shelter-in-Place

Shelter-in-place is a risk reduction strategy that may be employed in circumstances where existing buildings and homes can be an effective barrier to a hazard. Inclement weather that does not exceed the buildings’ structural capacity, and some hazardous materials releases are examples. Evacuations have their own risks, and consideration should be given to the comparative risks of shelter-in-place versus evacuation.

Shelter-in-place can be as simple as remaining indoors, e.g. inclement weather; but there may be situations when building services (particularly air conditioning) will need to be turned off or sealed along with doors and windows, e.g. hazardous airborne chemical release.

Relevant Schedules

Schedule 14 – Evacuation and Shelter-in-Place

4.5.2 Mandatory Evacuations

Where circumstances dictate, the remaining alternative is to move people away from the hazard and the risks that the hazard may generate.

Where a mandatory evacuation has been ordered, Local authorities and incident commanders should pay particular attention to s. 12(2) Compliance with evacuation order, 12(3) Exceptions, and 12(3.1) Evacuation and rescue plan required:

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.

Evacuation and Rescue Plan Required

12(3.1) An on-site incident commander or site manager mentioned in subsection (3) must not permit a person to remain in an area that is subject to an evacuation order without having a plan for safely evacuating the person in a timely manner and having the means available to carry it out.

In addition, sections 18.1 to 20 impose significant penalties on persons who fail to evacuate when ordered to do so.

Other considerations include that transportation be made available for those without private transportation, that the area be swept to ensure that unauthorized people have left the area, and that the evacuated area be reasonably secured.

Relevant Schedules

Schedule 14 – Evacuation and Shelter-in-Place

4.6 Impact

4.6.1 Characteristics

Impact is the period when the hazard first starts to impact and continues until the hazard dissipates. Some impacts are instantaneous, but others build to peak impact and then start to recede. Sometimes there can be more than one impact, e.g. multiple peak flows in floods caused by water entering the system at different times and places. On occasion a hazard may return, e.g. in wildland fires with shifting wind directions.

4.6.2 Secondary Impacts

Direct impacts from the hazard may also generate risks that are also secondary impacts, such as downed live power lines, natural gas leaks, fires, hazardous discharges, each with their own collateral risks.

4.6.3 Individual Preparedness – 72 Hour “Rule”

Depending on the scope and scale of a disaster, emergency response efforts may not reach all citizens quickly. There is a recognized period of up to a 72-hour period around the initial impact where responders and local authorities may be impeded in their response. Individuals and families should prepare to look after themselves for this 72-hour period.

4.7 Post-Impact

4.7.1 Life-safety Response

During and immediately after impact the primary objective for responders are life safety – both of themselves as well as locating and rescuing people who have been injured or are at risk.

4.7.2 Damage Assessment

The EOC will be engaged in supporting the response, and gaining situational awareness, developing a common operating picture (COP), assessing the severity and extent of loss or damage, particularly with respect to damage to critical infrastructure and interruption of essential services, preparing briefing materials, and situation reports.

Other activities that are guided by situational awareness, are the development of priorities and objectives for the next work cycle's incident action plan for work being done in the EOC.

Relevant Schedules

Schedule 16 - Community Impact Assessment

4.8 Restoration of Basic Essential Services

Part of the initial damage assessment is determining whether critical infrastructure and essential services are functional; and executing the local authority's Business Continuity Plan (BCP) focusing first on maintaining or restoring essential services necessary to conduct emergency operations and preserve and protect life.

While the Emergency Plan focuses on the response to and recovery from the emergency event, the Business Continuity Plan focuses on how you continue to deliver critical services and functions while the emergency is ongoing.

Business Continuity Planning is a proactive planning process to ensure that an organization can continue to provide services at the minimum level required during a disruption. It is the process of identifying and planning to maintain those functions, services, and processes, that you are required to perform as a result of:

- Legislative or regulatory requirements,

- By-laws,
- Contractual obligation,
- Staffing requirements,
- Labour agreements,
- Preventing the unnecessary loss or expenditure of revenue or funds,
- Maintaining or the municipality's public reputation,
- Moral and ethical obligation.

These services and functions may include, but are not limited to:

- Road clearing,
- Garbage collection and disposal sites,
- Police or Fire services,
- Municipal administration services
- Financial administration and oversight,
- Assessment and taxation,
- The Municipal Emergency Coordination group,
- Recreational services,
- Critical resource suppliers.

A Business Impact Analysis (BIA) is then completed, which identifies the service's:

- Normal operating level or standard,
- The maximum allowable downtime (MAD) or recovery time objective (RTO)*,
- Critical delivery times,
- Resources required for delivery,
- Impact of it being down, such as
 - Impacts to other services (such as garbage collection relying on road clearing),
 - Loss of revenue,
 - Loss of competitiveness,

- Loss of market share,
- Reputation,
- Fines,
- Minimal required operating level or standard,
- Resources required for minimal service delivery, such as:
 - Fuel,
 - Electricity
 - Office space,
 - Computers,
 - Internet services,
 - Special equipment (heavy equipment, IT, etc.)
 - Etc.
- Minimum staff required
- Critical external suppliers or other service dependencies.

Note: when determining the Recovery Time Objective, it is important to keep in mind the normal operation of the service. If a service is generally delivered Monday to Friday, 8am to 4pm, it is likely that it can be down for 2 days (the weekend) with minimal impacts.

Worksheets to guide you through the Risk Assessment (RA) and Business Impact Assessment (BIA) process are included in Schedule 17 - Business Continuity Plan.

Relevant Schedules

Schedule 17 - Business Continuity Plan

Additional worksheets can be created by:

- “Right clicking” the worksheet to copy
- Selecting “Move or Copy...”
- Checking the “Create a Copy” option

- Pressing the “OK” button
- You can reorder worksheets by dragging them in the sheet list.
- Each worksheet is designed to print normally on letter sized paper.

Once critical services and functions have been identified, they can be ranked on their criticality based on a combination of their impacts and recovery time objectives. This process can also help you identify interconnected services and potential single points of failure for your organization.

As critical services and functions are identified, strategies and workarounds to limit impacts and maintain these services, and communicate with those affected, are developed. The result of this is the Business Continuity Plan. Where services or functions are identified to be absolutely critical or unique in their requirements, they may require a specific sub-plan.

As with the Emergency Plan the Business Continuity Plan, people who are responsible for portions of the plan should be involved in the plan’s development and agree to their responsibility. They should also be trained to action their portion of the plan. Similarly, the Business Continuity Plan should be exercised and reviewed on an annual basis.

Activating the Business Continuity Plan does not require activating the Emergency Plan or a declaration of a State of Local Emergency, and the activation of them Emergency Plan will not necessarily result in activating the Business Continuity Plan.

The Business Continuity Plan does not include or override life safety or first response plans or regulations.

More detailed information can be found at

- Public Safety Canada - A Guide to Business Continuity Planning
<https://www.publicsafety.gc.ca/cnt/rsrscs/pblctns/bsnss-cntnt-plnng/index-en.aspx>
- Manitoba Emergency Measures Organization – Business Continuity Planning
<https://www.gov.mb.ca/emo/provincial/bcp.html>

Advanced training and certification is available through

- The Disaster Recovery Institute of Canada (DRI) www.dri.ca
- The Business Continuity Institute (BCI) www.thebci.org
- The Justice Institute of British Columbia (JIBC) www.jibc.ca

Relevant Schedules

Schedule 17 - Business Continuity Plan

5.0 Re-Entry

Although the Emergency Plan does not directly address recovery beyond the restoration of essential services, consideration should be given to how recovery will proceed.

In circumstances where there is little damage to property and no issues preventing re-entry other than the restoration of basic essential services, the EOC should continue to operate until re-entry is complete.

In circumstances where damage is widespread, the EOC may be involved in developing the long-term recovery and re-entry plan. This may include establishing the conditions required for re-entry, such as: basic safety of the area and buildings, confirming availability of utilities and essential services, repair activities and timelines where required, and coordinating public information. As recovery and re-entry progress and “normalize” coordination efforts may shift from the EOC to a different group or organization.

Relevant Schedules

Schedule 18 – Municipal Re-entry Plan

6.0 De-Activating The EOC

Just as an EOC can activate in stages, it can de-activate in stages as the event begins to wind down.

It may be necessary to produce SitReps and continue documentation, public information, support and logistics activities for some time after the emergency response phase moves to long-term recovery.

Under ICS, subsidiary position functions that are wound up become the responsibility of the Section Chiefs, and Section Chiefs' functions become the responsibility of the Incident Commander (or MEC).

Relevant Schedules

Schedule 19 – Demobilizing the EOC

7.0 Post-Event Reports

7.1 Debrief

A debrief or “hot wash” should be conducted as soon after the EOC closes as circumstances allow to capture the observations of the participants, identify those things participants believe went well, and potential areas of improvement.

The period immediately after an event concludes can be important to participants to affirm their contribution, and to provide feedback and recommendations. Care should be taken not to allow it to become a negative exercise. If discussing a negative issue, try to stress potential solutions and do not allow the debrief to become an exercise in laying blame.

7.2 Formal Report

The CAO may direct that a formal report be prepared setting out the circumstances of the event, and any actions taken by the Municipality, including any acknowledgments or recommendations.

NOTE: In some circumstances, particularly where there may be potential liability issues, advice should be obtained from the local authority's solicitor prior to such report being prepared. This advice would be intended to ensure compliance with the provisions of our insurance policy, or to maintain confidentiality or "privilege" over the report.

8.0 Recovery

The Emergency Plan is intended for use during the response phase of a major emergency or disaster from awareness stage to restoration of basic essential services. It assumes that the Emergency Plan will define the incident action planning based on the circumstances experienced in an actual event.

The scale and scope of a major emergency or disaster often present significant capacity issues during the response phase that require mutual aid from nearby municipalities, assistance from the Province, and occasionally from other jurisdictions and the Government of Canada. These resources are largely available during the response phase for preservation of life and protection of property but are required elsewhere after the immediate response.

Recovery beyond the restoration of basic essential services, is generally the responsibility of each property owner, which may include the local authority, other levels of government, businesses, and individuals. Disaster assistance, charitable donations or insurance may be available, otherwise, each property owner bears responsibility for the cost of repair or replacement.

The permanent repair, or demolition and replacement, of damaged or destroyed infrastructure, homes and other buildings may require months or even years to complete, particularly if there is widespread destruction.

Typical recovery activities coordinated by the local authority, include providing public information on public recovery activities and progress, and;

- Coordinate security of evacuated areas.
- Coordinating the restoration of basic essential services.
- Coordinating the restoration of municipal services, including clearing roads and sidewalks, arranging for removal of debris from public spaces, and providing landfill access and space.
- Coordinate pre-entry damage assessment and adjuster's inspection to determine more detailed extent of damage, and determine which properties are safe to re-occupy.
- Coordinating the return of evacuees when safe to do so to inspect damage and, if safe, to recover property, or to reoccupy properties.
- Coordinating sufficient resources to deal with increased demand for municipal services that might otherwise impede recovery, e.g. zoning, building permits, and inspections.
- Timely repair or replacement of municipally owned infrastructure, buildings and other facilities or service.

This is an **unofficial version**.

If you need an official copy, use the bilingual (PDF) version.

This version is current as of June 6, 2018.

It has been in effect since June 2, 2017.

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C.C.S.M. c. E80

The Emergency Measures Act

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(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 »)

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.

Evacuation and rescue plan required

12(3.1) An on-site incident commander or site manager mentioned in subsection (3) must not permit a person to remain in an area that is subject to an evacuation order without having a plan for safely evacuating the person in a timely manner and having the means available to carry it out.

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](#); [S.M. 2015, c. 43, s. 13](#).

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.

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.

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As of 2018-06-08, this is the most current version available. It is current for the period set out in the footer below. It is the first version and has not been amended.

Le texte figurant ci-dessous constitue la codification la plus récente en date du 2018-06-08. Son contenu était à jour pendant la période indiquée en bas de page. Il s'agit de la première version; elle n'a fait l'objet d'aucune modification.

THE EMERGENCY MEASURES ACT
(C.C.S.M. c. E80)

**Local Authorities Emergency Planning and
Preparedness Regulation**

Regulation 159/2016
Registered December 20, 2016

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SCHEDULE

DEFINITIONS AND APPLICATION

Definitions

1 The following definitions apply in this regulation.

"**Act**" means *The Emergency Measures Act*.
(« *Loi* »)

LOI SUR LES MESURES D'URGENCE
(c. E80 de la C.P.L.M.)

**Règlement sur les plans et les préparatifs
d'urgence des autorités locales**

Règlement 159/2016
Date d'enregistrement : le 20 décembre 2016

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ANNEXE

DÉFINITIONS ET CHAMP D'APPLICATION

Définitions

1 Les définitions qui suivent s'appliquent au présent règlement.

« **coordonnateur** » Le directeur général de l'Organisation des mesures d'urgence. ("co-ordinator")

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

"**hazard and risk assessment**" means a hazard and risk assessment prepared by a local authority under section 8. (« évaluation des dangers et des risques »)

"**local emergency response control group**" means a group of persons established by a local authority as a local emergency response control group under clause 8(1)(b) of the Act. (« groupe contrôle de mesures d'urgence locale »)

"**municipal emergency coordinator**" means a person appointed by a local authority under clause 8(1)(c) of the Act. (« coordonnateur municipal des mesures d'urgence »)

Regulation does not apply to federal local authorities

2 This regulation does not apply to a local authority described in clauses (g) to (i) of the definition "**local authority**" in section 1 of the Act.

« **coordonnateur municipal des mesures d'urgence** » Personne que désigne une autorité locale conformément à l'alinéa 8(1)c) de la *Loi*. ("municipal emergency coordinator")

« **évaluation des dangers et des risques** » Document d'évaluation des dangers et des risques qu'élabore une autorité locale conformément à l'article 8. ("hazard and risk assessment")

« **groupe contrôle de mesures d'urgence locale** » Groupe de personnes qu'établit une autorité locale à titre de groupe contrôle de mesures d'urgence locale conformément à l'alinéa 8(1)b) de la *Loi*. ("local emergency response control group")

« **Loi** » La *Loi sur les mesures d'urgence*. ("Act")

Non-application

2 Le présent règlement ne s'applique pas aux autorités locales visées aux alinéas g) à i) de la définition d'« **autorité locale** » figurant à l'article 1 de la *Loi*.

STANDARDS

Required standards

3(1) An emergency preparedness program, emergency plan or business continuity plan that is adopted, reviewed or revised by a local authority after the coming into force of this section must meet one of the following standards:

- (a) Canadian Standards Association ("CSA") standard Z1600;
- (b) harmonized National Fire Prevention Association ("NFPA") standard 1600.

Version of standard

3(2) For the purpose of subsection (1), a local authority's program or plan must comply with the version of either standard in effect at the time the program or plan was submitted to the coordinator.

NORMES

Normes

3(1) Les programmes de préparatifs d'urgence, les plans d'urgence et les plans de continuité des activités qu'adopte ou que révisé une autorité locale après l'entrée en vigueur du présent article doivent être conformes à l'une des normes suivantes :

- a) la norme Z1600 de l'Association canadienne de normalisation;
- b) la norme 1600 harmonisée de la National Fire Prevention Association.

Version de la norme

3(2) Pour l'application du paragraphe (1), les programmes ou les plans de l'autorité locale doivent être conformes à la norme qui est en vigueur au moment de leur remise au coordonnateur.

Act and regulations prevail

3(3) If there is a conflict between a standard described in this section and the Act or this regulation, the Act or regulation prevails.

Incompatibilité

3(3) Les dispositions de la *Loi* ou les autres dispositions du présent règlement l'emportent sur les normes incompatibles visées au présent article.

LOCAL EMERGENCY RESPONSE
CONTROL GROUPS

GROUPE CONTRÔLE DE MESURES
D'URGENCE LOCALE

Membership of local emergency response control group

4 Each member of a local emergency response control group must be

- (a) an individual residing within the jurisdiction of the local authority; or
- (b) an employee of the local authority.

But if, in the opinion of a local authority, there is no member of its local emergency response control group having the qualifications set out in clause (a) or (b) who is willing to be appointed as municipal emergency coordinator, the local authority may appoint a person not described in those clauses as a member of the local emergency response control group to allow that person to be appointed as municipal emergency coordinator.

Responsibilities of local emergency response control group

5 In addition to other duties assigned by a local authority, a local emergency response control group for a local authority must

- (a) assist the authority's municipal emergency coordinator in preparing and coordinating emergency preparedness programs for the authority; and
- (b) report to the local authority at least once each calendar year, in the manner required by the local authority, as to its activities in the previous calendar year.

Composition du groupe contrôle de mesures d'urgence locale

4 Les membres d'un groupe contrôle de mesures d'urgence locale sont, selon le cas :

- a) des particuliers qui résident dans le territoire de l'autorité locale;
- b) des employés de cette dernière.

L'autorité locale qui estime qu'aucun membre du groupe contrôle ne désire être nommé au poste de coordonnateur municipal des mesures d'urgence peut nommer à ce poste une personne ne répondant pas aux critères visés à l'alinéa a) ou b). Cette personne devient d'office membre du groupe contrôle.

Attributions du groupe contrôle de mesures d'urgence locale

5 En plus d'exercer les autres fonctions que lui attribue l'autorité locale, le groupe contrôle de mesures d'urgence locale est chargé :

- a) d'aider le coordonnateur municipal des mesures d'urgence lors de l'élaboration et de la coordination des programmes de préparatifs d'urgence de l'autorité locale;
- b) au moins une fois par année civile, de présenter à l'autorité locale un rapport revêtant la forme qu'elle exige et portant sur les activités qu'il a exercées au cours de l'année civile précédente.

MUNICIPAL EMERGENCY COORDINATOR

COORDONNATEUR MUNICIPAL DES
MESURES D'URGENCE**Qualifications of municipal emergency coordinator**

6(1) A person appointed as a municipal emergency coordinator must

(a) have

(i) successfully completed each course listed in the Schedule, or

(ii) been approved by the co-ordinator under section 7 as being eligible for appointment as a municipal emergency coordinator; and

(b) meet any additional qualifications required by the local authority.

Transitional

6(2) Despite subsection (1) and section 7, a person appointed as a municipal emergency coordinator before the coming into force of this subsection may remain in that position, even if the person has not successfully completed each course listed in the Schedule, provided that the person successfully completes each of those courses before three years after the day this subsection comes into force.

Eligibility for appointment as a municipal emergency coordinator

7(1) A person who does not meet the requirements of subclause 6(a)(i), but who wishes to be approved as eligible for appointment as a municipal emergency coordinator, may apply to the co-ordinator in a form and containing the information required by the co-ordinator.

Co-ordinator may grant approval

7(2) The co-ordinator may, if satisfied after assessing an applicant's knowledge, training and experience that the applicant is suitably qualified, approve the applicant as being eligible for appointment as a municipal emergency coordinator.

Compétences du coordonnateur municipal des mesures d'urgence

6(1) Les personnes nommées à titre de coordonnatrices municipales des mesures d'urgence remplissent la condition suivante :

a) elles ont, selon le cas :

(i) suivi avec succès la formation indiquée à l'annexe,

(ii) été agréées par le coordonnateur en vertu de l'article 7 en vue d'être admissibles à cette nomination;

b) elles possèdent toute compétence supplémentaire que l'autorité locale peut exiger.

Disposition transitoire

6(2) Malgré le paragraphe (1) et l'article 7, toute personne nommée à titre de coordonnatrice municipale des mesures d'urgence avant la date d'entrée en vigueur du présent article peut demeurer en poste bien qu'elle n'ait pas suivi avec succès la formation indiquée à l'annexe. Toutefois, elle doit la suivre avec succès dans les trois ans suivant cette date.

Agrément en vue de la nomination au poste de coordonnateur municipal des mesures d'urgence

7(1) Les personnes qui ne remplissent pas la condition visée au sous-alinéa 6a)(i), mais qui veulent se faire agréer en vue d'être nommées à titre de coordonnatrices municipales des mesures d'urgence peuvent présenter une demande d'agrément auprès du coordonnateur revêtant la forme et contenant les renseignements qu'il exige.

Agrément accordé par le coordonnateur

7(2) Le coordonnateur peut, s'il est d'avis que l'auteur de la demande possède les connaissances, la formation et l'expérience requises, l'agréer en vue de sa nomination.

Approval may be subject to conditions

7(3) An approval under this section may be subject to any conditions that the co-ordinator considers reasonable.

Agrément assorti de conditions

7(3) L'agrément accordé en vertu du présent article peut être assorti des conditions que le coordonnateur estime raisonnables.

EMERGENCY PREPAREDNESS PROGRAMS
AND EMERGENCY PLANS

PROGRAMMES DE PRÉPARATIFS D'URGENCE
ET PLANS D'URGENCE

Hazard and risk assessments

8 Each local authority must prepare a hazard and risk assessment that identifies all natural and human-made hazards and risks that could reasonably cause, in its geographic area of jurisdiction,

- (a) loss of life;
- (b) harm or damage to the safety, health or welfare of people;
- (c) damage to property or other economic impact;
- (d) damage to the environment; or
- (e) an interruption of a critical service.

Évaluation des dangers et des risques

8 Chaque autorité locale rédige une évaluation des dangers et des risques faisant état de tous les dangers et risques naturels et d'origine humaine qui pourraient vraisemblablement causer dans son territoire :

- a) des pertes de vie;
- b) des atteintes à la sécurité, à la santé ou au bien-être de la population;
- c) des retombées économiques, notamment des dommages aux biens;
- d) des dommages à l'environnement;
- e) une interruption des services indispensables.

Emergency preparedness programs — all hazards

9 Each emergency preparedness program adopted, reviewed or revised by a local authority after the coming into force of this section must

- (a) assist the local authority to prepare for, respond to, recover from and mitigate any hazard or risk identified in its most recent hazard and risk assessment;
- (b) include information as to how residents can look after themselves and their families during an emergency or a disaster; and
- (c) provide for a public awareness campaign alerting residents to existing emergency management tools and where to obtain additional emergency and disaster information.

Programmes de préparatifs d'urgence

9 Les programmes de préparatifs d'urgence qu'adopte ou que révisé l'autorité locale après l'entrée en vigueur du présent article :

- a) visent à lui permettre de prévoir les dangers ou les risques répertoriés dans son évaluation la plus récente, d'y faire face, de les minimiser et de prendre des mesures de rétablissement;
- b) contiennent des renseignements quant à la façon dont les résidents peuvent prendre soin d'eux-mêmes et de leur famille lors d'une situation d'urgence ou d'un sinistre;
- c) prévoient le lancement d'une campagne de sensibilisation du public visant à informer les résidents des outils de gestion des situations d'urgence à leur disposition et de la façon dont ils peuvent obtenir des renseignements supplémentaires sur les situations d'urgence et les sinistres.

Emergency plan to be part of the emergency preparedness program

10 A local authority's emergency plan is to be part of its emergency preparedness program.

Business continuity plan

11 Each emergency preparedness program adopted, reviewed or revised by a local authority after the coming into force of this section must contain a business continuity plan.

Inclusion du plan d'urgence dans le programme de préparatifs d'urgence

10 Le plan d'urgence de l'autorité locale fait partie de son programme de préparatifs d'urgence.

Plan de continuité des activités

11 Les programmes de préparatifs d'urgence qu'adopte ou que révisé l'autorité locale après l'entrée en vigueur du présent article contiennent un plan de continuité des activités.

REVIEW OF PROGRAM AND PLANS

EXAMEN DU PROGRAMME ET DES PLANS

Periodic review of program and plans

12(1) A local authority must review, and where it considers it appropriate, revise

- (a) its emergency preparedness program and emergency plan at least once each year; and
- (b) its business continuity plan at least once every two years.

Examen périodique du programme et des plans

12(1) L'autorité locale examine et, lorsqu'elle le juge opportun, révisé :

- a) son programme de préparatifs d'urgence et son plan d'urgence au moins une fois par année;
- b) son plan de continuité des activités au moins une fois tous les deux ans.

Exception

12(2) Despite subsection (1), a local authority must review, and where it considers it appropriate, revise, its emergency preparedness program forthwith

- (a) when directed to do so by the minister; or
- (b) when the local authority becomes aware of a significant hazard or risk not identified in its most recent hazard and risk assessment.

Exception

12(2) Malgré le paragraphe (1), l'autorité locale examine et, lorsqu'elle le juge opportun, révisé son programme de préparatifs d'urgence sans délai :

- a) lorsque le ministre lui ordonne de le faire;
- b) lorsqu'elle prend connaissance d'un danger ou d'un risque important qui n'est pas répertorié dans son évaluation des dangers et des risques la plus récente.

MANDATORY EXERCISES

EXERCICES OBLIGATOIRES

Definitions

13(1) The following definitions apply in this section.

"**full-scale exercise**" means a role-playing exercise in which a major emergency or a disaster is simulated and personnel or other resources are deployed to simulate actions that would be carried out if the major emergency or disaster was actually occurring. (« **exercice à grand déploiement** »)

Définitions

13(1) Les définitions suivantes s'appliquent au présent article.

« **exercice à grand déploiement** » Exercice de jeux de rôles au cours duquel une situation d'urgence grave ou un sinistre est simulé et des ressources, notamment du personnel, sont déployées comme elles l'auraient été dans le cas d'un événement réel. ("full-scale exercise")

"**functional exercise**" means a role-playing exercise in which participants carry out actions as if a major emergency or a disaster was actually occurring, but without a major emergency or disaster being simulated and without deployment of personnel or other resources. (« exercice fonctionnel »)

"**tabletop exercise**" means a paper exercise in which participants problem solve a major emergency or a disaster situation among themselves and then discuss it. (« exercice sur table »)

Mandatory tabletop exercises

13(2) A local authority must carry out a tabletop exercise at least once each year, unless an exercise under subsection (3) is carried out in that year.

Mandatory functional exercises

13(3) A local authority must carry out a functional exercise or a full-scale exercise, that is approved by the co-ordinator as being of sufficient magnitude, at least once every four years.

Post-event reporting

13(4) Within 90 days after completing an exercise under this section, a local authority must provide a written report on the exercise to the co-ordinator, in the form and containing the information required by the co-ordinator.

« **exercice fonctionnel** » Exercice de jeux de rôles permettant aux participants de prendre les mesures qu'ils prendraient si une situation d'urgence grave ou un sinistre réel se produisait, mais où la simulation d'un tel événement et le déploiement de ressources, notamment de personnel, n'ont pas lieu. ("functional exercise")

« **exercice sur table** » Exercice sur papier permettant aux participants de résoudre les problèmes liés aux situations d'urgence grave ou aux sinistres et d'en discuter par la suite. ("tabletop exercise")

Exercices sur table obligatoires

13(2) L'autorité locale effectue un exercice sur table au moins une fois par année, à moins que l'exercice visé au paragraphe (3) n'ait lieu au cours de l'année en question.

Exercices fonctionnels obligatoires

13(3) L'autorité locale effectue un exercice fonctionnel ou à grand déploiement, jugé suffisamment important par le coordonnateur, au moins une fois tous les quatre ans.

Rapport

13(4) Dans les 90 jours après avoir complété l'un des exercices visés au présent article, l'autorité locale remet un rapport écrit au coordonnateur relativement à l'exercice et revêtant la forme et contenant les renseignements qu'il exige.

GENERAL PROVISIONS

Committee and group members must be individuals

14 Each

(a) member of a committee established under clause 8(1)(a) of the Act;

(b) member of a local emergency response control group; and

(c) person appointed as a municipal emergency coordinator under clause 8(1)(c) of the Act;

must be an individual.

DISPOSITIONS GÉNÉRALES

Composition des comités et des groupes

14 Seuls des particuliers peuvent être :

a) membres d'un comité constitué en vertu de l'alinéa 8(1)a) de la Loi;

b) membres d'un groupe contrôle de mesures d'urgence locale;

c) désignés à titre de coordonnateurs municipaux des mesures d'urgence conformément à l'alinéa 8(1)c) de la Loi.

Municipal emergency coordinator for more than one local authority

15 If a person is appointed as the municipal emergency coordinator for more than one local authority,

(a) the person must disclose the concurrent appointments in writing to each local authority that has appointed him or her; and

(b) each of those local authorities must, after consulting with each other, include in their respective emergency plans a strategy agreed upon by each of the authorities for

(i) determining the municipal emergency coordinator's responsibilities and priorities, and

(ii) resolving operational conflicts involving the municipal emergency coordinator,

in situations where the municipal emergency coordinator has concurrent obligations to more than one local authority.

Plans must be in electronic format

16 An emergency plan or business continuity plan submitted (or re-submitted) to the co-ordinator under section 8 or 8.3 of the Act must be in an electronic format satisfactory to the co-ordinator. This requirement also applies to proposed changes submitted under those sections.

Mutual aid agreements

17 A mutual aid agreement under clause 8(1)(e) of the Act must

(a) be in writing; and

(b) be appended to the emergency plan of each local authority that is a party to the agreement.

Coordonnateur municipal des mesures d'urgence de plusieurs autorités locales

15 Les conditions suivantes doivent être remplies lorsqu'une personne est nommée coordonnatrice municipale des mesures d'urgence de plusieurs autorités locales :

a) la personne communique par écrit, à chaque autorité locale qui l'a nommée, les nominations simultanées;

b) dans le cas où la personne assume des obligations multiples, les autorités locales doivent, après s'être consultées, inclure dans leurs plans d'urgence respectifs une stratégie concertée qui vise à :

(i) établir les attributions et les priorités de la personne,

(ii) résoudre les difficultés résultant des obligations multiples de la personne envers elles.

Plans en format électronique

16 Les plans d'urgence ou les plans de continuité des activités présentés ou présentés de nouveau au coordonnateur au titre de l'article 8 ou 8.3 de la *Loi* revêtent un format électronique qu'il juge satisfaisant. Cette exigence s'applique également aux projets de modifications remis en vertu de ces dispositions.

Accord d'entraide

17 Tout accord d'entraide visé à l'alinéa 8(1)e) de la *Loi* remplit la condition suivante :

a) il est fait par écrit;

b) il est annexé au plan d'urgence de chaque autorité locale qui est partie à l'accord.

SCHEDULE
(Section 6)

TABLE OF MINIMUM REQUIRED COURSES FOR MUNICIPAL EMERGENCY COORDINATOR QUALIFICATION

NAME OF COURSE	METHOD OF DELIVERY AND LENGTH OF COURSE	COURSE DESCRIPTION
EM200 - Concepts in Emergency Management	Classroom delivery with participant guide. 2 days.	EM200 is an in-depth study of the requirements of a preparedness program. Topics covered include: hazards, risk and vulnerability assessments and the concept of resilience; emergency planning; crisis communications; exercise programs; discussion-based exercise design and conduct; public education; and, program assessment tools. Case studies and past lessons are used extensively.
EM201 - Emergency Plans	Classroom delivery with participant guide. 1 day.	This course centres on the steps required to develop community, departmental or organization-specific emergency plans. The primary focus is on municipal/community emergency plans and specific hazard plans identified by risk assessments.
EOC200 - EOC Operations	Classroom delivery with participant guide and exercise materials. 2 days.	EOC Operations is the core EMO EOC course aimed at municipal, departmental or agency EOC staff. Course topics include: EOC primary functions and organizational structure; communication links; activation and demobilization guidelines; action planning; staffing considerations; managing operational information; and, worker care.

ANNEXE
(article 6)**EXIGENCES MINIMALES EN MATIÈRE DE FORMATION — COORDONNATEUR
MUNICIPAL DES MESURES D'URGENCE**

NOM DU COURS	MÉTHODE D'APPRENTISSAGE ET DURÉE DU COURS	DESCRIPTION DU COURS
EM200 — Concepts in Emergency Management (concepts de la gestion des urgences)	Apprentissage en classe avec guide de participation Deux jours	Étude approfondie des éléments essentiels d'un programme de préparatifs d'urgence. Le cours porte notamment sur l'évaluation des dangers, des risques et de la vulnérabilité et le concept de la résilience, la mise sur pied de plans d'urgence, la communication en situation de crise, les programmes d'exercices, la conception et la gestion des exercices fondés sur les discussions, la sensibilisation du public et les outils nécessaires à l'évaluation des programmes. Les études de cas et les leçons antérieures sont beaucoup utilisées.
EM201 — Emergency Plans (plans d'urgence)	Apprentissage en classe avec guide de participation Un jour	Cours ayant pour objectif de présenter les mesures nécessaires à l'élaboration de plans d'urgence destinés aux localités, aux ministères ou aux entités. Il est axé sur les plans d'urgence visant les municipalités et les collectivités et des plans précis portant sur les dangers répertoriés dans les évaluations des risques.

NOM DU COURS	MÉTHODE D'APPRENTISSAGE ET DURÉE DU COURS	DESCRIPTION DU COURS
EOC200 — EOC Operations (fonctionnement des centres des opérations d'urgence)	Apprentissage en classe avec un guide de participation et des exercices Deux jours	Cours fondamental de l'Organisation des mesures d'urgence s'adressant au personnel des centres des opérations d'urgence (COU) des municipalités, des ministères ou des organismes. Il porte notamment sur les fonctions primaires et la structure organisationnelle des COU, les liens de communication, les directives d'activation et de démobilisation, l'établissement de plans d'action, la dotation en personnel, la gestion des informations opérationnelles et l'hygiène du travail.

Schedule 2 – Draft Municipal Resolution and Draft Resolution

(1) Background Information

The Emergency Measures Act (EMA), s. 8(1) requires:

Every local authority:

(d) shall prepare and adopt emergency preparedness programs and emergency plans and submit them to the coordinator for approval and co-ordination with other emergency preparedness programs and emergency plans.

The *EMA* defines “emergency preparedness program” and “emergency plan” as follows:

- **Emergency preparedness program:** a program designed to achieve a state of readiness for emergencies and disasters.
- **Emergency plan:** a plan for preparing for, responding to, and recovering from emergencies and disasters.

It was intended that the emergency preparedness program would include an emergency response plan (response in this case also includes pre-impact preparedness and recovery of essential services) that would be submitted to the coordinator for approval.

Over the years, program and plan elements have tended to merge together in a single document that is arguably more descriptive of a program than an actual response plan, even though it is usually called a plan and contains plan elements.

The Local Authorities Emergency Planning and Preparedness Regulation (the Regulation) attempts to clarify key requirements of an emergency preparedness program:

(9) Each emergency preparedness program adopted, reviewed or revised by a local authority after coming into force of this section must

- a) Assist the local authority to prepare for, respond to, recover from and mitigate any hazard or risk identified in its most recent hazard and risk assessment;
- b) Include information as to how residents can look after themselves and their families during an emergency or disaster; and
- c) Provide for a public awareness campaign alerting residents to existing emergency management tools and where to obtain additional emergency and disaster information.

(10) A local authority’s emergency plan is to be part of its emergency preparedness program.

(11) Each emergency preparedness program adopted, reviewed, or revised by a local authority after coming into force of this regulation must contain a business continuity plan.

A review of other jurisdictions in Canada seems to support the use of a resolution to approve local Emergency Preparedness Programs, and a resolution to approve annual updates of Emergency Plans.

Local authorities should confirm with their solicitor whether a resolution or resolutions is more appropriate.

Attached please find a draft resolution.

Draft Emergency Preparedness Program Resolution

_____, Manitoba

Municipal Emergency Preparedness Program Resolution

Resolution No. _____

1. Title

1.1 This resolution shall be known as, and may cited as, the “_____ Emergency Preparedness Program Resolution” (Resolution).

2. Purpose

2.1 The purpose of this Resolution is to establish an emergency preparedness program for the _____

3. Authority

3.1 *The Emergency Measures Act, C.C.S.M., c. E80, s. 8(1) (EMA)* provides [in part] that “every local authority shall prepare and adopt emergency preparedness programs and emergency plans...” which are further prescribed in the *Local Authorities Emergency Planning and Preparedness Regulation, 159/2016* (the Regulation).

3.2 The *EMA*, s. 8(1) further provides that municipal emergency preparedness program and plans must be submitted to the Emergency Measures Organization (EMO) advisor for approval.

3.3 Nothing in this Resolution shall be interpreted to limit the common law or statutory authorities granted to the Mayor or Reeve, or the Mayor or Reeve and Council of the local authority to mitigate, prepare for, respond to or recover from an emergency disaster within the jurisdiction of the local authority.

4. Application

4.1 This Resolution applies to all members of the Council, the Chief Administrative Officer, members of Committees of Council, _____ Employees, those whose appear before Council or its Committees, and members of the general public.

4.2 In the event of any conflict between the provisions of the EMA or its Regulation and this Resolution, the Act and its Regulations shall prevail.

5. Definitions

5.1 All words and phrases used in this Resolution shall have the same meaning as defined in the *EMA*, the *Local Authorities Emergency Preparedness Regulation*, and *The Municipal Act*, C.C.S.M. c. M225.

6. Municipal Emergency Preparedness Program

6.1 The _____ of _____, hereby adopts and incorporates by reference the provisions of the _____ of the _____.

Emergency Preparedness Program, dated _____.

6.2 Subject to IEMA, s. 8(7), Council may approve by Resolution amendments to the Emergency Preparedness Program, dated _____, including amendments to the Emergency Plan.

6.3 Council may also approve by Resolution:

- 6.3.1 Appointment of qualified individuals to the position of Municipal Emergency Coordinator and prescribe any additional duties alternation of duties other than those required under the *EMA* and its Regulation.
- 6.3.2 Appointment of community members to its Emergency Preparedness Advisory Committee.
- 6.3.3 Appointment of qualified individuals to its Emergency Response Control Group.
- 6.3.4 Delegation of authorities that may be lawfully delegated to municipal offices or employee positions or to specific individuals, to facilitate

- Continuity of local government operations during an emergency or disaster
- Restoration of critical municipal services
- Adequate authority, including financial authority, to carry out assigned duties under the Incident Command Structure
- Acquisition and distribution of necessary resources
- Coordination with other levels of government, departments and agencies including appropriate limited to the delegated authority.

6.3.5 Declaration of a state of local emergency (SOLE) under *EMA*, s. 11 for the geographical territory of the local authority or any portion of that territory, and any orders issued under *EMA*, s. 12 respecting the exercise of emergency powers under section

6.3.6 Such other Resolutions as may be authorized under the *EMA*, the *Municipal Act* or other legislation for the purpose of responding to an apprehended or actual hazard, threat or risk to the community.

7. Effective Date

This Resolution shall come into effect on _____.

(3) Draft Resolution (Emergency Plan)

_____ of _____ Manitoba

RESOLUTION

Resolution No. _____

MOVED BY _____

SECONDED BY _____

WHEREAS the _____ of _____

has prepared an Emergency Plan for the _____ of _____

completed on or about _____, has presented it the Council on _____ and advised that it, they, he, or she reasonably believes that the Emergency Plan will meet the requirements of *The Emergency Measures Act* and the *Local Authorities Emergency Planning and Preparedness Regulation* and recommends that it be approved and submitted to the Emergency Measures Organization.

IT IS THEREFORE RESOLVED that the Emergency Plan be approved and submitted to the Emergency Measures Organization.

CARRIED

_____ - _____

For Against

Certified to be a true and correct copy of a resolution passed at the Regular Meeting of the Council of the _____ of _____. On _____.

Per:

Signature

Name

Title

Schedule 3 - Delegated Authority to Implement the Emergency Plan

The following persons have delegated authority from the local authority to implement the Emergency Plan, subject to any limitation set out in the following chart:

Name	Position	Limitation No. (if none, NIL)

Limitations (#):

1. Only Upon Approval of the **Reeve/Mayor** Deputy (in Reeve/Mayor's Absence).
2. After Consultation with MEC and/or **Reeve/Mayor**

Schedule 4 - Municipal Hazard and Vulnerability Assessment

The first section of this schedule contains information on the risks, vulnerabilities, and recommended responses for the different hazards. These tables should be filled in for each of the hazards identified as having the potential to cause an emergency within your community. Hazards may be classified as natural, technological, or human-caused based on their perceived origin.

Natural: Perceived as being caused by nature. This can include floods, tornadoes, and winter storms.

Technological: Perceived as being caused by a loss of control of systems, procedures, industry, or infrastructure. This can include power outages, train derailments, and hazardous material spills.

Human-Caused: Perceived as being caused and controlled by a person or people. Examples include terrorism, sabotage, and civil unrest.



Floods are a common hazard for many communities in Manitoba.

The second section provides a risk assessment tool that can be used to quantify the level of risk associated with each identified hazard. A completed table is shown first as an example. The information from this section can be used to create a risk matrix.

Example General Hazard Information

EXAMPLE - Flood	
Likelihood	Floods have impacted the town in the past five years including in 2016, 2017, and 2019. Floods are expected to continue to occur if mitigation measures are not taken.
Impacts	Impacts may include: <ul style="list-style-type: none"> • Loss of life • Property damage to houses, other buildings, and infrastructure • Evacuation and the need for sheltering • Crop damages and losses • Critical infrastructure disruptions (including electricity, gas, and drinking water) • Erosion
Vulnerabilities/ Business Impacts	Vulnerabilities may include: <ul style="list-style-type: none"> • 12 houses located in the floodplain • Electrical system equipment in the floodplain • 3 businesses in the floodplain
Recommended Response	<ul style="list-style-type: none"> • Call 9-1-1. • Establish contact with Manitoba Hydro. • Follow directions from public authorities.
Additional Notes	<ul style="list-style-type: none"> • Ensure communication between water treatment plant and EOC is established. • Support Water Treatment Plant employee(s) where required.

General Hazard Information Table (to be filled out for each individual hazard):

Hazard	
Likelihood	
Impacts	
Vulnerabilities/ Business Impacts	
Recommended Response	
Additional Notes	

Hazard	
Likelihood	
Impacts	
Vulnerabilities/ Business Impacts	
Recommended Response	
Additional Notes	

Hazard	
Likelihood	
Impacts	
Vulnerabilities/ Business Impacts	
Recommended Response	
Additional Notes	

Hazard	
Likelihood	
Impacts	
Vulnerabilities/ Business Impacts	
Recommended Response	
Additional Notes	

Hazard	
Likelihood	
Impacts	
Vulnerabilities/ Business Impacts	
Recommended Response	
Additional Notes	

Risk Assessment Tool

Likelihood	Anticipated Impact	Anticipated Duration
0 - No Risk	0 - No Disruption	0 - Minimal Risk
1 - Minimal Risk	1 - Minor Disruption	1 - Up to 1 Day
2 - Significant Risk	2 - Moderate Disruption	2 - Up to 1 Week
3 - Prevalent Risk	3 - Full Disruption	3 - More than 1 Week

Total Score = Likelihood + Anticipated Impact + Anticipated Duration

Hazard	Rating Criteria				Comments
	Likelihood	Anticipated Impact	Anticipated Duration	Total Score	

Schedule 5 - Roles and Responsibilities

The purpose of this section is to outline the roles and responsibilities of the key participants, the EOC team, and other municipal departments during an emergency or disaster. Each of these roles/organizations have the common roles of supporting the Incident Commander, forming a portion of the LERCG, developing respite plans, and recording all activities during the emergency. Specific roles during an emergency are detailed in the tables below.

Key Roles and Responsibilities

Role	Responsibilities
Reeve/Mayor	<ul style="list-style-type: none"> • Implementing Emergency Plan • Declaring Local State of Emergency • Termination of Local State of Emergency • Advice Manitoba EMO of LSOLE • Authorize Media Releases • Ultimate Decision Maker
CAO	<ul style="list-style-type: none"> • Advise Council and Reeve/Mayor on legislation and procedures • Take direction from Reeve/Mayor and Council • Maintain financial and other records pertaining to the emergency
MEC	<ul style="list-style-type: none"> • Coordinate the Emergency Operations Centre and manage the Emergency Operations Management Team • Keep Reeve/Mayor and Council and CAO informed of developments as they occur • Request Mutual Aid • Review Media Releases • Activate the Municipal EOC • Coordinate Emergency Response • Initiates call out of the Emergency Operation Management Team • Implement the emergency plan in whole or in part • Advise Reeve and Council of declaration of a SoLE • Prepare post emergency reports • Ensure amendments to the emergency plan are made • Act as EOC Manager

First Responders:	
Fire Representative	<ul style="list-style-type: none"> • Establish Incident Command – in conjunction with RCMP and EMS • Coordinate firefighting/hazardous material operations • Activate fire mutual aid system if required • Assist with evacuation orders
RCMP Representative or other Police Agency Representative	<ul style="list-style-type: none"> • Establish Incident Command – in conjunction with Fire and EMS • Provide emergency site security (establish inner and outer perimeter of emergency site) • Manage traffic and crowd control • Set up temporary morgue if necessary • Advise medical examiner
EMS Representative	<ul style="list-style-type: none"> • Establish Incident Command – in conjunction with Fire and RCMP • Provide first aid on site • Initiate health mutual aid if necessary

EOC Team Roles and Responsibilities

EOC Team Member	Responsibilities
Municipal Emergency Coordinator (MEC)	<ul style="list-style-type: none"> • Coordinate the Emergency Operations Centre Management Team • Keep Reeve/Mayor and Council and CAO informed of developments as they occur • Request Mutual Aid as directed • Review media releases • Activate the municipal EOC • Coordinate Emergency response • Initiates call out of the Emergency Operation Management Team • Implement the emergency plan in whole or in part • Advise Reeve/Mayor and Council of declaration of a SoLE • Prepare post emergency reports • Ensure amendments to the emergency plan are made • Act as EOC Manager
Public Information Officer (PIO)	<ul style="list-style-type: none"> • Develop timely media releases concerning the emergency for release to media outlets (radio, television, newspapers, social media), pending approval from the CAO, Reeve/Mayor, MEC • Deliver media briefings or brief the community's official spokesperson • Establish media facilities • Monitor the media for possible errors being reported • Establish a means of informing evacuees of the activities undertaken in their community • Maintain a media resources contact list • Ensure coordination of media relations between Site and EOC • Log all actions and decisions
Scribe	<ul style="list-style-type: none"> • Keep logs and records of all events within the EOC • Ensure information is recorded and shared with the MEC. • Other duties as required and assigned by the MEC.
Communications Manager	<ul style="list-style-type: none"> • Establish necessary communications from the EOC and the emergency site • If necessary, request additional telephones for EOC and/or emergency site

	<ul style="list-style-type: none"> • Arrange for additional communication equipment (e.g. Radio, cell phones & chargers, etc.) and operator for volunteer organizations • Log all actions and decisions
Emergency Social Services Manager	<ul style="list-style-type: none"> • Maintain evacuation and reception resource lists • Coordinate and develop evacuation and reception arrangement with neighboring municipalities • Manage food, lodging, personal services, clothing, registration, inquiry and medical services • Assist reception communities as needed • 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	<ul style="list-style-type: none"> • Assist Emergency Social Services Manager if required • Log all actions and decisions
Public Works Manager	<ul style="list-style-type: none"> • 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. • Other duties as required
Security Coordinator	<ul style="list-style-type: none"> • Coordinate security at the Emergency Operations Centre to ensure only authorized personnel enter the facility. • Check that all EOC personnel are wearing nametags before entering EOC • Coordinate with the local policing authorities to ensure sufficient security is in place at the scene of the disaster. • Log all actions and decisions. • Other duties as required.

Transportation Manager (not for Evacuation procedure)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. • Logs all actions and decisions • Other duties as required
RCMP or other Police Agency Representative	<ul style="list-style-type: none"> • Provide emergency site security – establish inner and outer perimeter of emergency site • Manage traffic and crowd control • Coordinate evacuation • Set up temporary morgue if necessary • Advise medical examiner in the event of a fatality • Establish Incident Command • Log all actions and decisions
Fire Chief or Designated Representative	<ul style="list-style-type: none"> • Establish Incident Command • Provide first aid on site • Initiate health mutual aid if necessary • Log all actions and decisions

Other Roles and Responsibilities

Department	Specific Roles
Public Works and Transportation	<ul style="list-style-type: none"> • Direct transportation resources and arrange transportation as required or requested. • Ensure relevant resources are available upon request (equipment, construction, supplies, contractors, etc.) • Determine fuel resource requirements and ensure these resources are available. • Assist in the disconnection of utilities where applicable. • Restore essential services.
Water and Wastewater Management	<ul style="list-style-type: none"> • Assist in the disconnection of water and sewer utilities. • Restore essential services where applicable.
Essential Social Services	<ul style="list-style-type: none"> • Activate emergency social services plan. • Ensure reception centre is set-up. • Assist the communities receiving evacuees in whatever way possible.
Communications and Public Relations	<ul style="list-style-type: none"> • Ensure that secure communications (including two-way radio link) are established between EOC and emergency site. • If required, establish relationship with relevant organizations (i.e., Bell MTS) to aid in receiving emergency communication requests. • Develop regular reports for the public and arrange to have these disseminated through the media in a variety of mediums. • Monitor media dissemination efforts to ensure false information or errors surrounding the emergency are not being perpetuated.
Volunteers	<ul style="list-style-type: none"> • Where requested, support the efforts demanded by other municipal departments responding to the emergency. • Contact other volunteer resources. • Staff the information centre, requesting additional resources where required.

Schedule 6 – Emergency Operations Centre

Procedure for Activating Municipal EOC and/or Emergency Plan

This section provides information on the decision to activate the EOC and/or Emergency Plan, the notification fan-out procedure, EOC floor plans, and EOC kits.

Decision to Activate the EOC or 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 Reeve/Mayor, the CAO, the Municipal Emergency Coordinator, or emergency services personnel.**

The MEC/CAO must be consulted prior to activating the EOC or utilizing the Emergency Plan. Implementation may be based on the following criteria:

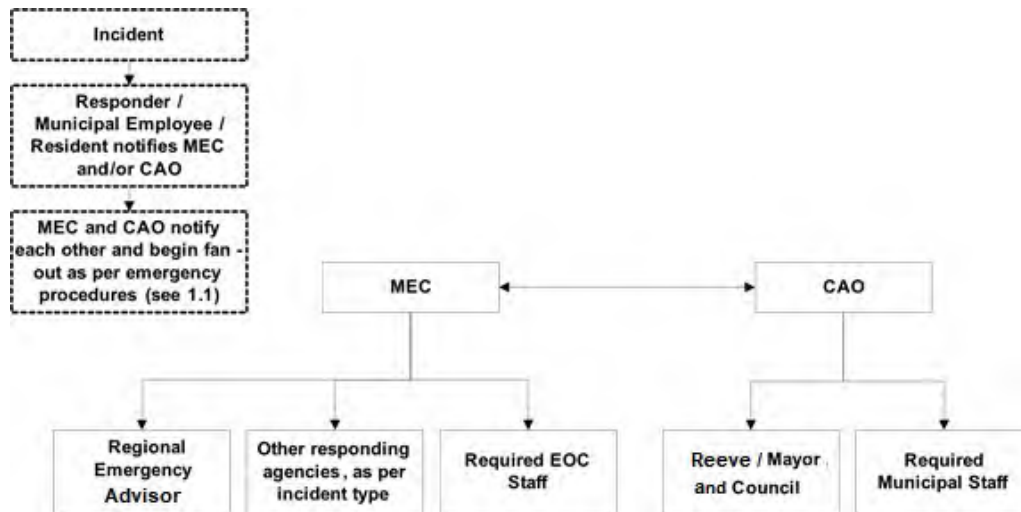
- In anticipation of an event
- A state of emergency is/will be declared (may be declared by Province)
- Resource needs are beyond local capabilities
- Situation affects ability to manage municipality
- The emergency is of a long duration
- Multiple agencies or jurisdictions are involved
- Neighbouring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

Notification Fan-Out:

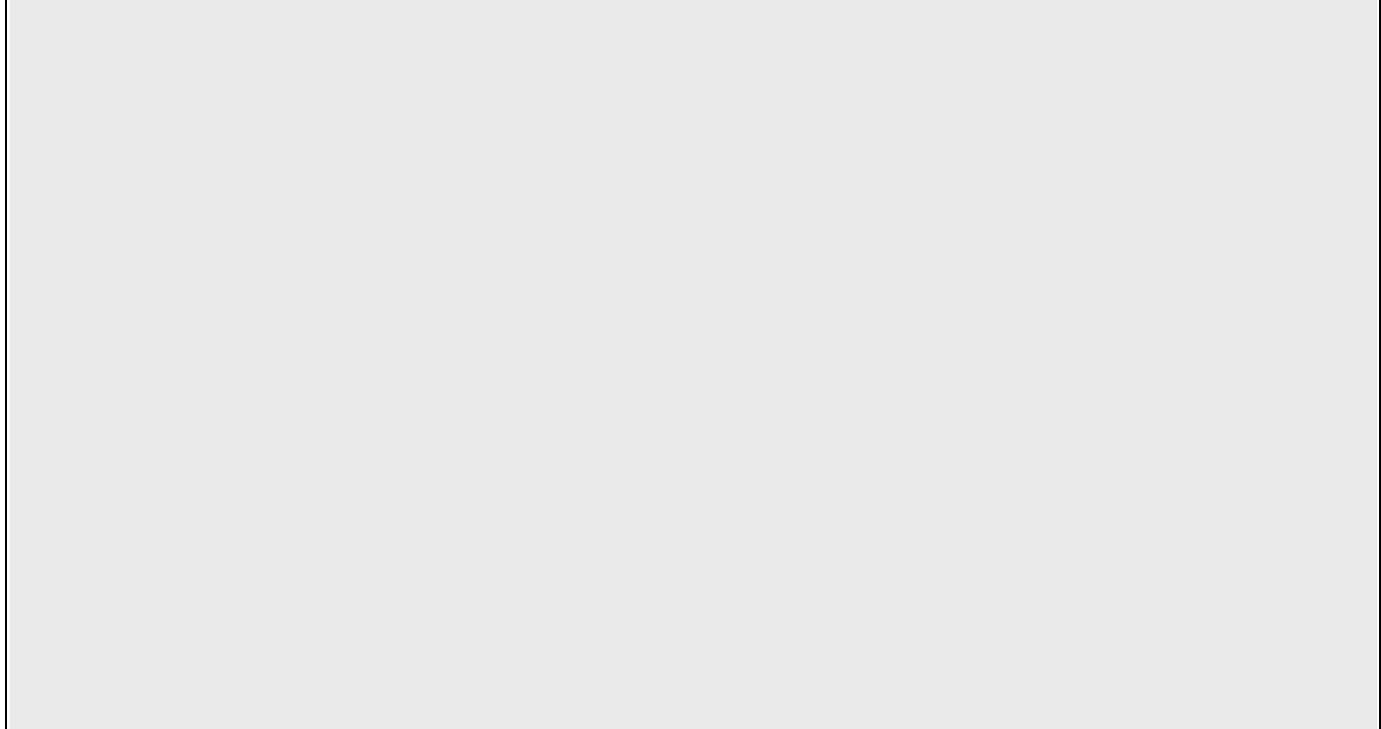
Initiate a fan-out from your call list. This may include your EOC Team, Elected Officials, Manitoba EMO, Police, Non-government organizations, etc.

Note: In any emergency, call the Manitoba EMO Duty Officer 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.



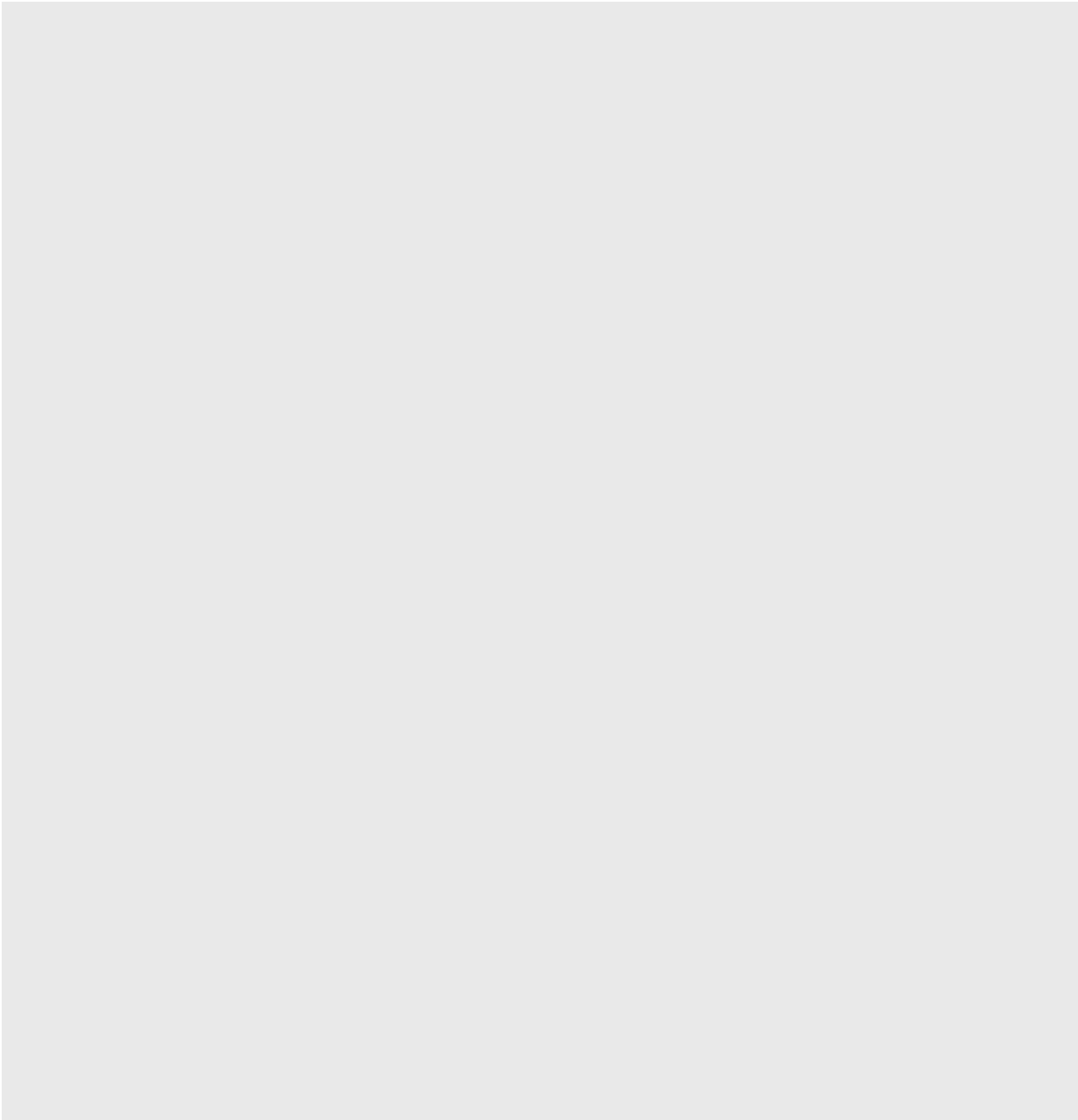
Municipal Notification Fan-Out:



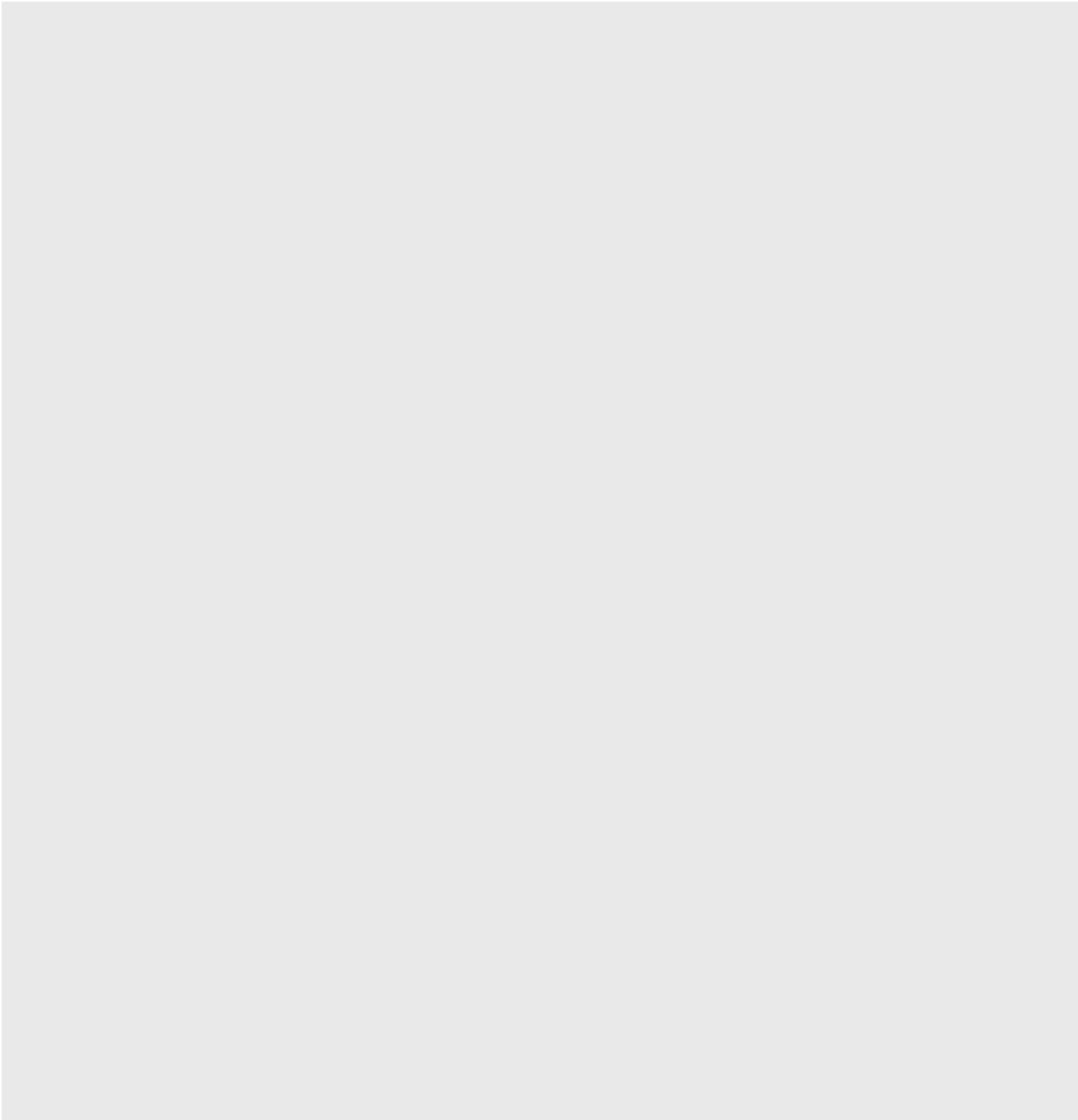
EOC Floor Plans:

If the EOC is not already set up, then set up will need to be done following the EOC floor plans. The plans inserted below are for each of the municipality’s designated EOCs (the primary, secondary and tertiary if applicable).

Primary EOC Floor Plan



Secondary EOC Floor Plan



EOC Kits

All kits to contain:

- Notebook,
- Pencil/Pens,
- ID Tag & Lanyard
- Binder with information specific to that position

Checklists for position-specific information are included below:

Position	Binder Section	Binder Contents
MEC	1. EOC	Schedule 6 - Emergency Operations Centre
	2. Roles & Responsibilities	Schedule 5 - Roles and Responsibilities
	3. Contacts	Schedule 10 – Key Contacts
	4. Activities Check List	Schedule 11 - Awareness Activities Checklist
	5. Action Plan	See Appendix
	6. SoLE	Schedule 13 - Declaring a State of Local Emergency
	7. Evacuations	Schedule 14 – Evacuation and Shelter in Place
	8. Public Information and Alerting	Schedule 12 – Public Information and Alerting
	9. Log Sheets	Log Sheets

Position	Binder Section	Binder Contents
PIO	1. EOC	Schedule 6 - Emergency Operations Centre
	2. Roles & Responsibilities	Schedule 5 - Roles and Responsibilities
	3. Contacts	Schedule 10 – Key Contacts
	4. Activities Check List	Schedule 11 - Awareness Activities Checklist
	5. Public Information and Alerting	Schedule 12 - Public Information and Alerting
	6. SoLE	Schedule 13 - Declaring a State of Local Emergency
	7. Evacuations	Schedule 14 – Evacuation and Shelter in Place
	8. Log Sheets	Log Sheets

Position	Binder Section	Binder Contents
Communications	1. EOC	Schedule 6 - Emergency Operations Centre
	2. Roles & Responsibilities	Schedule 5 - Roles and Responsibilities
	3. Contacts	Schedule 10 – Key Contacts
	4. Activities Check List	Schedule 11 - Awareness Activities Checklist
	5. Public Information and Alerting	Schedule 12 - Public Information and Alerting
	6. SoLE	Schedule 13 - Declaring a State of Local Emergency

Communications	7. Evacuations	Schedule 14 – Evacuation and Shelter in Place
	8. Log Sheets	Log Sheets
Position	Binder Section	Binder Contents
Social Services	1. EOC	Schedule 6 - Emergency Operations Centre
	2. Roles & Responsibilities	Schedule 5 - Roles and Responsibilities
	3. Contacts	Schedule 10 – Key Contacts
	4. Reception Centre	Schedule 7 - Reception Centre
	5. SoLE	Schedule 13 - Declaring a State of Local Emergency
	6. Evacuations	Schedule 14 – Evacuation and Shelter in Place
	7. Log Sheets	Log Sheets
Position	Binder Section	Binder Contents
Transportation	1. EOC	Schedule 6 - Emergency Operations Centre
	2. Roles & Responsibilities	Schedule 5 - Roles and Responsibilities
	3. Contacts	Schedule 10 – Key Contacts
	4. Reception Centre	Schedule 7 - Reception Centre
	5. SoLE	Schedule 13 - Declaring a State of Local Emergency
	6. Evacuations	Schedule 14 – Evacuation and Shelter in Place
	7. Log Sheets	Log Sheets

Position	Binder Section	Binder Contents
Scribe	1. EOC	Schedule 6 - Emergency Operations Centre
	2. Roles & Responsibilities	Schedule 5 - Roles and Responsibilities
	3. Contacts	Schedule 10 – Key Contacts
	4. SoLE	Schedule 13 - Declaring a State of Local Emergency
	5. Evacuations	Schedule 14 – Evacuation and Shelter in Place
	6. Log Sheets	Log Sheets
Position	Binder Section	Binder Contents
Public Works	1. EOC	Schedule 6 - Emergency Operations Centre
	2. Roles & Responsibilities	Schedule 5 - Roles and Responsibilities
	3. Contacts	Schedule 10 – Key Contacts
	4. SoLE	Schedule 13 - Declaring a State of Local Emergency
	5. Evacuations	Schedule 14 – Evacuation and Shelter in Place
	6. Log Sheets	Log Sheets
Position	Binder Section	Binder Contents
	7. EOC	Schedule 6 - Emergency Operations Centre
	8. Roles & Responsibilities	Schedule 5 - Roles and Responsibilities
	9. Contacts	Schedule 10 – Key Contacts

Security	10. SoLE	Schedule 13 - Declaring a State of Local Emergency
	11. Log Sheets	Log Sheets

EOC Locations:

EOC	Location Names	Civic Addresses	Wi-Fi Passwords	Keyholder Names	Keyholder Contact
Primary				1. 2. 3.	1. 2. 3.
Secondary				1. 2. 3.	1. 2. 3.
Tertiary (if applicable)				1. 2. 3.	1. 2. 3.

EOC Parking, Accessibility and Limitations:

EOC	Parking Spots Available	Parking Access Comments	Wheelchair Accessible	Additional Access Information or Limitations
Primary				
Secondary				
Tertiary (if applicable)				

EOC Equipment

EOC	Equipment in EOC	Telecommunications in EOC	Required Equipment in Other Locations	Location of Other Equipment
Primary				
Secondary				
Tertiary (if applicable)				

Schedule 7 – Reception Centre and Pet Reception Centre

This section provides information on reception centres and includes information on the designated reception centre facilities, a guideline for Emergency Social Services Managers, a guideline for the Reception Centre Security Supervisor, and a pet care plan.

Reception Centre Facilities:

Reception Centres must be located a safe distance from the emergency/disaster site. They should also meet public health requirements. The table below displays information on the municipality's reception centres.

	Reception Centre #1	Reception Centre #2
Location		
Address		
Wi-Fi Password		
Key Holders	1. 2. 3.	1. 2. 3.
Contact Info for Key Holders	1. 2. 3.	1. 2. 3.
Contact Info for Reception Centre		
Accessibility		
Parking		
Telephone/Internet		
Equipment		
Kitchen		
Washrooms		
Other Comments		

Emergency Social Services Manager Guideline

Overview

What is Emergency Social Services (ESS)?

- Provides services to preserve the well-being of people affected by emergency or disaster.
- Provides temporary assistance until regular pre-disaster social services resume operations or until other resources are available.
- ESS may be provided for incidents ranging from a family house fire to a mass evacuation.

Key Roles and Responsibilities

Role	Responsibilities
Emergency Social Services Manager (ESS)	<ul style="list-style-type: none">• Develop and maintain evacuation and reception resources 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	<ul style="list-style-type: none">• Under direction of ESS Manager.• Designates facilities and sets up facilities for food, accommodation, registration and inquiry, personal services and clothing.• Sets up and designates space for reception centre.• Identify facility scheduling issues.• Assist reception communities in whatever way possible.• Log all actions and decisions.

ESS Activation:

1. Establish communication with immediate supervisor (EOC Manager/MEC) to obtain latest briefing.
2. Establish communication with Facility Manager.
3. Determine resource needs, such as people, equipment, phones, checklist copies and other reference documents.
4. Obtain supplies, equipment and any required forms.
5. Determine appropriate level of activation based on known situation.
6. Ensure that the appropriate personnel for the initial activation of the Reception Centre are called out.
7. Ensure that facility is inspected for safety hazards and that any safety issues are promptly rectified.
8. Assign a person to answer incoming telephone calls to the Reception Centre.
9. Take notes during the briefings to list the actions taken during the shift in the position log. A scribe can be appointed for this function.
10. Create and post a chart with names of people responsible for the required functions
11. Ensure workstations are designated and set up.
12. Ensure that internal and external communication links are operational (e.g., cell phones, handheld radios etc.).
13. Conduct an initial briefing for Reception Centre staff before the centre is opened to evacuees.
14. Schedule the initial Action Planning meeting.
15. Advise EOC Manager and Reception Centre staff that the Reception Centre is able to receive evacuees.

Six Essential Emergency Social Services

The six essential emergency social services are:

1. Reception Centre Service
2. Emergency Clothing Service
3. Emergency Lodging Service
4. Emergency Food Service
5. Personal Service
6. Registration of Evacuees

- 1. Reception Centre Service:** Sets up and operates Reception Centres. A one-stop service site, where evacuees are received in and which the Emergency Social Services are provided.

NOTE: The Red Cross provides set-up guidelines for Reception Centres.

Contact	Information
Red Cross – Winnipeg and Northeast Manitoba Branch	1111 Portage Ave, Winnipeg MB, R3G 0S8 Tel: (204) 982-7330 or 1 (866) 685-4250 Fax: (204) 942-8367 Email: WZInfo.Manitoba@redcross.ca
Disaster Management Planning and Response Associate Canada Red Cross - Manitoba Region	
Mennonite Central Committee Canada	134 Plaza Dr., Winnipeg, MB R3T 5K9 Office: 1-204-261-6381 Toll Free: 1-888-622-6337 Fax: 1-204-269-98755 canada@mcccanada.ca

The reception centre serves as a one stop facility for ESS. Some of the services that may be offered at a reception centre include:

- Registration and inquiry
- Food Services
- Lodging Services
- Clothing Services
- Personal Services
- Other services supporting the response.

In addition, a reception centre also offers:

- A safe secure place where people can take refuge.
- Trained staff and pre-planned services bring a sense of order to the chaos.
- A place where people can catch their breath, regroup and figure out what to do next.
- A place where families can get together with relatives, friends, neighbors, etc. if waiting for news of loved ones. (An alternative family centre may be set up.)

Key Considerations in Choosing a Reception Centre:

- If possible, identify 2 sites in your plan for a Reception Centre.
- You want to ensure that they are far away from the “hot” zone of the event.
- The Reception Centre may be located in your community and then another if needed at the host community.

- If schools are an option, high schools are preferred over elementary schools because the resources in an elementary school are set up for little children.

2. Emergency Clothing Service

- Supplies clothing or emergency covering until regular sources of supply are available.
- In Manitoba, the Salvation Army, the Mennonite Central Committee and the Red Cross can assist with this service.
- Make arrangements with Thrift Stores in your area.

3. Emergency Lodging Service

This covers the arrangement of safe, temporary lodging for homeless or evacuated people. The Province or House Insurance may help to pay for this. This may include:

- Staying with family and friends
- Hotel
- Congregate shelter
 - Congregate Shelters are designed to provide as quickly as possible, safe, temporary lodging to persons in need of this service in a disaster or emergency.
 - Normally these are considered as a last resort, however over the past few years we are seeing congregates more and more being planned (if community is isolated; best option to stay in area).

If congregate facilities may be required, then the Provincial ESS and Red Cross can come to your community to develop your congregate plans. You need to think of the following items:

- Identify two locations in your community that could be used as a congregate facility.
- Estimate the number of supplies that you may require. This may include items such as:
 - Cots
 - Blankets
 - Pillows
 - Towels
 - Face Cloths

4. Emergency Food Services

Provides food or meals to those persons without food preparation facilities. Food Service Options:

- May only require snacks and coffee/tea
- Nearby restaurants
- Salvation Army
- Restaurant donations
- Catered meals
- Meals prepared at centre (food handlers' course)

5. Personal Services

Provides the initial reception of disaster survivors or evacuees arriving at Reception Centres and may include:

- ID vests for CSS Personnel.
- Meet and greet (over and above registration).
- Public Information (not media; info on the incident and what they need to do).
- Temporary care for unattended children (entertainment) and dependent elderly.
- Pet Care - Refer to the Pet Plan.

6. Registration of Evacuees

This service is responsible for:

- Assisting in locating missing persons or separated family members to maintain an accurate list of who is in the facility.
- Determining feeding and sleeping needs.
- Determining any special requirements, such as health needs and persons requiring special care.
- Determining general supply needs.
- Providing data for possible post-evacuation services.
 - Inquiry Services:
 - Assists in reuniting families and collects information and answers inquiries regarding the condition and whereabouts of missing persons.
 - In Manitoba, Family Services and the Red Cross may assist with this service.
 - Evacuation Forms are available at - <http://www.gov.mb.ca/emo/response/index.html>

Role of Manitoba Family Services (Financial Assistance)

- Director of Emergency Social Services
- ESS Coordination in each region with a team of staff they can activate to assist.
- Case by case assistance
 - Requirements for municipalities to arrange for the provision of ESS for the first 72 hours.
 - Engage EMO and Provincial ESS for assistance and/or resources.
 -

For further information on specific case assistance, please contact:

ESS Duty Officer 204-232-6471

ESS Volunteer/Partner Agencies

- a. Salvation Army
- b. St. John's Ambulance
- c. Mennonite Disaster Services
- d. Canadian Red Cross

ESS Partner Organizations

- a. Health Authority
- b. Manitoba Agriculture
- c. Manitoba Infrastructure (EMO)
- d. Manitoba Red Cross (First Nations)
- e. Local Businesses

Facility Layout Considerations

- a. Recreation area for children.
- b. Information area closest to exit.
- c. Psycho-Social – Private area.
- d. First Aid Room with running water.
- e. Rest area with food and drink.

ESS Planning Considerations

- a. Have enough ESS trained volunteers and staff.
- b. Include ESS in your exercises.
- c. Designate an ESS Lead to coordinate from your EOC.
- d. Identify the resources and capabilities of NGO's and potential host communities.
- e. Be prepared to send municipal representative to work with Family Services (MB) or host community.
- f. Be able to provide evacuation info to partners and Host Community (maps, description of evacuated area, number of evacuees, special requirements, etc.).

ESS Deactivation Phase

- Authorize Reception Centre demobilization of Sections, Branches, and/or Units when they are no longer required.
- Identify and complete any open actions still pending.
- Ensure that all required forms, reports and other documentation are completed prior to demobilization.
- Deactivate assigned position and close logs when authorized by the ESS Director.
- Ensure the clean-up of all work areas before leaving.

- Arrange for building review with Facility Manager.
- Sign out with EOC Manager and Facility Manager.
- Leave a forwarding number.
- Complete Task Report form and forward to EOC Manger.
- Be prepared to provide input to any post event processes (e.g., debriefs, reports etc.).

Reception Centre Security Supervisor Guideline

Reports to: Emergency Social Services Manager (ESSM)

Title: Security Supervisor

Responsibilities:

- Ensure security of individuals at the Reception Centre.
- Ensure measures are taken to secure the Reception Centre from access by unauthorized individuals.
- Work with the Facility Supervisor to ensure that parking and traffic flow concerns are addressed.
- Determine and request any professional Security Services at the Reception Centre through the EOC.

Activation Phase:

1. Check in with Emergency Social Services Manager. Obtain identification.
2. Report to ESSM and obtain current status and specific instructions.
3. Establish workspace.
4. Determine resource needs, such as people, equipment, phones, checklist copies, and other reference documents. Notify ESSM.
5. Obtain equipment, supplies and required forms.
6. Establish and maintain a position log to list the actions taken during the shift.
7. Ensure all persons working in the traffic areas (roads, parking lots) wear WCB compliant high visibility vests at all times.

Operational Phases:

1. Maintain communication with ESSM.
2. Maintain position log in chronological order describing actions taken during the shift.
3. In conjunction with the ESSM, and after receiving approval from EOC, arrange service contracts with private security companies to ensure that security is maintained throughout the event.
4. Brief and assign Security personnel.
5. Depending on the size of the event and the facility to be utilized, work closely with the Facility Manager to establish security requirements.
6. Respond to requests from Reception Centre personnel for assistance reports of possible breaches of security.
7. Develop and maintain patrol schedules for personnel security personnel.
8. Record and or investigate all reports of a security nature.
9. Attend briefings as requested.

10. Provide status report information to ESSM prior to management team meetings.
11. Prepare shift schedules as needed.
12. Assist, support and provide direction to workers.
13. Monitor Unit personnel to ensure appropriate worker care is implemented.
14. Brief replacement for the next shift and identify outstanding action items or issues.

Deactivation Phase:

1. Complete all required forms, reports, and other documentation.
2. All forms should be submitted to the ESSM, as appropriate, prior to departure.
3. Deactivate assigned position and close logs when authorized by the ESSM.
4. Submit a list to the ESSM, for delivery to the appropriate section, of the following:
 - Status of all borrowed equipment
 - All ESS equipment and supplies needing restocking
 - Names of personnel and hours worked
5. Clean up work area before leaving.
6. Sign out with Volunteer/Staff Management Coordinator.
7. Leave a forwarding number.
8. Access critical incident stress debriefing as needed.
9. Be prepared to contribute to any post event processes (e.g., debriefs, reports etc.).

Pet Evacuation Plan

In the event of an emergency or disaster causing our residents to have to evacuate, pet care will be established. The pet evacuation centre will be housed in an area adjacent to our community Reception Centre or its alternate location both identified in our emergency plan. The exact location will be determined at the time of the evacuation and shared with our residents via social media, municipal web page and other appropriate means.

As a member of Manitoba Association of Municipal Emergency Coordinators (MAMEC) our community has access to portable evacuation centres, kennels, and other equipment necessary for pet care. The equipment is easily and quickly accessible..

Accessing MAMEC Equipment:

The contact information to utilize the equipment is: info@mamec.ca

Suggested email message:

We request the use of MAMEC tents, kennels, tables and chairs to establish a pet evacuation centre for the [redacted]. We will have our public works department pick up the equipment from the Village of Ste. Pierre Jolys' municipal yard.

Our contact information including a phone number is: [redacted], [redacted]

The following information will be required from evacuees bringing pets to the reception centre and will be distributed to evacuating residents:

All Evacuated Pets to have (1 each):

- | | | |
|------------------------------------------|-----------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Collar | <input type="checkbox"/> Leash | <input type="checkbox"/> Medication (if req'd) |
| <input type="checkbox"/> Carrier | <input type="checkbox"/> Food Dish | <input type="checkbox"/> Any Other Special Needs |
| <input type="checkbox"/> Copy of License | <input type="checkbox"/> Health Records | |
| <input type="checkbox"/> Food for 1 week | <input type="checkbox"/> Muzzle (if required) | |

All items should be labeled with resident's name and address and the pet's name. Health records should include proof of vaccination against all diseases as recommended by your vet. Pet owners should be aware that failure to produce proof of vaccination might result in your pet being turned away from the animal shelter. Pets are rarely permitted (guide dogs excepted) in human shelters.

This information will be shared by our Public Information Officer and placed on our community website when an evacuation has been ordered.

The [redacted] accepts domesticated household pets that are traditionally kept in the home for pleasure rather than for commercial purposes. These include dogs, cats, hamsters/guinea pigs in cages, and small domestic birds such as budgies. All animals must have proof of vaccinations prior to be registered.

Service Animals

Service Animals will be allowed into the Reception Centre general population area but must meet the following criteria:

Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Staff requirements for managing Pet Reception Centres:

The pet reception centre falls under our Reception Centre Management plan, these staff are responsible to the Reception Centre Manager. The staffing needs will be based upon the number of animals in care and actual numbers will be decided upon when the plan is activated. As a general criterion we will staff to:

- 4 individuals per shift to manage registration of pets, feeding, and care and control,
- Shift schedule to be managed by the Reception Centre Manager but shift will not exceed 12 hours in length,
- Respite will be in place for all staff and schedule will include time off after a maximum of 3 consecutive 12-hour shifts.
- Staff will undergo general reception centre training with a walk through of the pet shelters for set-up,

- Staff will be aware of pet care plan, inclusive of domestic animal criteria and pet care policy on vaccination and individual requirements.

Any and all issues arising at the pet reception centre will be reported to the Reception Centre Manager for a response.

UNIT #	OPERATOR	PLATE	EQUIPMENT	SERIAL NUMBER	IN SERVICE	LOCATION
	Bifrost-River		1993 Ford Versatile 9030	932089	Yes	Riverton
	Bifrost-River		2020 John Deere 872 GP2 Grader		Yes	Arborg
	Bifrost-River		2020 John Deere 872 GP2 Grader		Yes	Arborg
	Bifrost-River		2020 John Deere 872 GP2 Grader		Yes	Arborg
	Bifrost-River		2015 John Deere 210GLC Excavator	1FF210GXEFD523102	Yes	Arborg
	Bifrost-River		2013 John Deere 850J Dozer	1T0850JXJCD236161	Yes	Arborg
	Bifrost-River		1997 John Deere 850C Dozer	T0850CX827461	No	Arborg
	Bifrost-River		2014 New Holland TV6070 Tractor	RVS141211	Yes	Arborg
	Bifrost-River		2015 John Deere Loader 524K	1DW524KZJFD669057	Yes	Arborg
	Bifrost-River	CGC 937	1996 Mack RB688 Tandem Dump	1M2AM08C4TM003516	Yes	Riverton

UNIT #	OPERATOR	PLATE	FIRE VEHICLE/EQUIPMENT	SERIAL NUMBER	IN SERVICE	LOCATION
	RBFD	CGX 786	2006 Sterling Pumper Truck	2FZACHDC26AW88615	Yes	Riverton
	RBFD	EHH 384	1995 Ford E350 Equipment Van	1FDJS35F4SHB41166	Yes	Riverton
	RBFD	CGX 785	1989 International Tanker (2000gal)	1HTLDZZN9CH651610	Yes	Riverton
	RBFD	BAB 572	1987 Chevy Crew Pickup Truck	1GCHV33K4H5156979	Yes	Riverton
	RBFD	CJR 993	2007 Freightliner M2-112 Tanker (4200gal)	1FVHC5DE17HY30659	Yes	Riverton

SCHEDULE 13	KEY COMMUNITY EMPLOYEE CONTACT INFO				Updated:
NAME	POSITION	CELL #	BUSINESS #	HOME #	EMAIL
Brian N. Johnson	Reeve	204-785-3634	204-376-5228		bjohnson@johnsonseeds.com
Shawn Magnusson	Councillor Ward 1	204-641-4399		204-378-5225	jdsmagnusson@gmail.com
Chad Johnson	Councillor Ward 2	204-378-0018			coreypalsson78@gmail.com
Ken Stadnek	Councillor Ward 3	204-641-4168			kstadnek@mymts.net
Gordon Klym	Councillor Ward 4	204-641-0224			gvklym@hotmail.com
David King	Councillor Ward 5	431-283-3069			krownholsteins@hotmail.com
Jordan Willner	Chief Administrative Officer	204-806-4303			cao_bifrost@mymts.net
Tanis Johnson	Assistant Chief Administrative Officer	204-641-9072			bifrostriverton@mymts.net
Jason Comeau	Public Works Manager	204-641-2167			pwbifrost@mymts.net
Rory Hryhorchuk	Riverton Utility Operator	204-642-3678			
Warren Toderan	Municipal Emergency Co-ordinator	204-642-3331	204-378-2261		
Leroy Loewen	ABFES Fire Chief	204-494-0120			
Jason Comeau	RBFDFire Chief	204-641-2167			

INSTITUTION	COMMUNITY INSTITUTION CONTACT INFORMATION	
	CONTACT NAME	POSITION
Riverton Elks #530	Doug Anderson	
Bifrost Riverton Seniors Resource	Jenn Kehler	Coordinator
Riverton Collegiate Student Council	Erin Furgala	Principal
Riverton Transportation & Heritage Centre	Darlene Yaremus	Board Chair
Riverton Group Home	Sharon Rundle	Manager
Riverton Gospel Chapel	Vernon Knutson	Pastor
Riverton Bifrost Housing Inc.	Daphne Grier	Property Manager
Riverton Bifrost Park & Rec Commission	Tyanna Mytz	Recreation Director
Riverton & District Friendship Centre (also Food Bank)	Tanis Grimolfson	Executive Director
Djorfung Ladies Aid	Vickie Johnson	
Riverton-Hnusa Lutheran Church	Percy Marks	
Lake Centre Mennonite Church & School		
Interlake Mennonite Fellowship Church & School	Edward Penner	Trustee
Okno Church	Jerry Reimer	
Freedom Worship Centre	Abe Wiebe	Lead Pastor
Morweena Christian School	Tim Reimer	Principal
Riverton Daycare Co-op Inc.	Cynthia Thomsen	Manager
Riverton Community Church of the Nazarene	Menno Friesen	Pastor
Riverton & District Handi-van	Sherry Rozecki	Coordinator

ATION

PHONE #	CELL #	EMAIL
	204-378-0500	doanderson@mymts.net
204-378-3103	204-378-0506	brseniorsresource@gmail.com
204-378-5135		erin.furgala@esd.ca
204-378-2251		rivertoncoop@mymts.net
204-378-5226		
204-378-2171		
204-378-2937	204-642-2431	rbh.inc@outlook.com
204-378-5644	204-378-0618	rbprc@mymts.net
204-378-2800	204-378-0217	rdfc@mymts.net
	204-378-0017	vickiej@mymts.net
204-642-2589		
204-364-2201		
204-364-2407	204-364-3135	EDLAVPENNER@GMAIL.COM
204-378-2925	204-378-0229	
204-376-3467		office.fwc@gmail.com
204-364-2466		info@morweenaschool.ca
204-378-2871		rdci@mymts.net
204-378-2976		
	204-642-2844	bsrozecki@gmail.com

Animal Welfare Providers/Veterinary Services

Type	Company Name	Contact Name	Address
Boarder/Groomer	Woof & Hoof	Carol Baird	132006 Road 14E
Vet	Arborg Veterinary Hospital	Dr. Candace Wenzel	SE corner of PTH 7 & 68

es

Cell #	Business #	Home #
204-641-4407	204-376-2734	
	204-376-2797	

Department or Agency	Contact Name or Function
Canadian Red Cross	Indigenous Services Canada Duty Officer
	Disaster Management Duty Officer
	Alison Everitt Provincial Manager, Emergency Management, Manitoba and Nunavut
	Canadian Red Cross
Indigenous Services Canada	Indigenous Services Canada Duty Officer
Manitoba Emergency Measures Organization	Barbara Crumb
	Ashley Keep
	Manitoba Duty Officer
Manitoba Agriculture	General Office (North and Interlake)
Manitoba Environment, Climate and Parks	Provincial Contact
	Poachers/Forest Fires
	Environmental Accidents
Manitoba Infrastructure	General
Office of the Fire Commissioner	All Enquiries
	All Enquiries (Toll Free)
Manitoba Environment, Climate and Parks (formerly Water Stewardship)	
	General Enquiries
	Flood Forecasting/Real Time Water Management
	Water Control System Management
Manitoba Hydro	
	Water Quality Management
Manitoba Hydro Locates	24/7 Electrical&Gas Emergencies
	24/7 Electrical&Gas Emergencies (Toll Free)
	Locate Schedule

	Locate Emergency
Bell / MTS	Activate EOC Phone Lines / Report major infrastr
	Telephone Repair
	Directory Assistance
RCMP	Officer On-Duty
	Crime Stoppers

Government Contacts

Contact Information
1-855-850-4647
204-299-6584 mantiobadutyofficer@redcross.ca
T 204-982-7312 F 204-942-8367 C 204-299-8526
alison.everitt@redcross.ca
T 204-982-3914 F 204-942-8367 C 204-797-6304
1111 Portage Ave Winnipeg Manitoba CA R3G0S8
1-855-850-4647
204-945-5052
204-330-0514
204-945-5555 / 204-945-4620
204-945-3050
1-800-214-6497
1-800-782-0076
1-204-944-4888
204-745-7471
204-945-3322
1-888-389-3473
1-800-214-6497
204-945-6698
204-945-6474
204-945-391
204-480-5900
1-888-624-9376
www.clickbeforeyoudigmb.com

1-800-940-3447

204-958-2500 (24/7)

611 - available 24/7

411 - available 24/7

1-800-222-8477

Services or Responsibilities
24/7 Response
24/7 Response
Non-Response
Non-Response
Provincial Office
Indigenous Services Canada must provide approval to the Red Cross for activation
Director of Preparedness
Operations Program Manager
Manager of Preparedness
Duty Officer
General Inquiries/Requests
24 hour Forest Fire Report Line
24 hour Environmental Accident Report Line
Assistance related to Provincial roads, bridges, airports, and water control structures.
On-site technical advice and/or assistance to municipal fire services.
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;
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)
Info required: Address, length, width & depth of dig, work being done, contact information (name/phone #), date required, any other pertinent details

Police Services

Schedule 11 – Awareness Activities Checklist

Awareness Activities Checklist																																			
Notice or information received of an impending emergency:																																			
Hazard Type:																																			
Source of Notice: (Organization)		Contact Information	Name: Telephone: Email:																																
<input type="checkbox"/> The hazard is expected to first impact the community at _____ <div style="text-align: right; margin-right: 100px;">Date/Time</div> <p style="text-align: center;">- or -</p> <input type="checkbox"/> The impact is immediate or has already occurred.																																			
<input type="checkbox"/> We are preparing an initial threat assessment (Schedule 16)																																			
<input type="checkbox"/> We have advised the following municipal officials:																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 25%;">Official</th> <th style="width: 25%;">Date and Time</th> <th style="width: 25%;">Method</th> <th style="width: 25%;">Notified by</th> </tr> </thead> <tbody> <tr> <td>Reeve/Mayor</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CAO</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MEC</td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Official	Date and Time	Method	Notified by	Reeve/Mayor				CAO				MEC																			
Official	Date and Time	Method	Notified by																																
Reeve/Mayor																																			
CAO																																			
MEC																																			
<input type="checkbox"/> Manitoba EMO Duty Officer (204-945-5555) advised: <div style="margin-left: 40px;">Date/Time _____</div> <div style="margin-left: 40px;">Duty Officer _____</div> <div style="margin-left: 40px;">Advised by _____</div>																																			
<input type="checkbox"/> Contact information provided																																			
<input type="checkbox"/> The following risks and vulnerabilities for this hazard are identified in our HVA.																																			

Hazard	Risks/Vulnerabilities

- The EOC is open. Attach ICS 203 (Schedule 8 – List only assignments filled)
- or -
- The EOC is not open.
- If not opened earlier, the EOC was opened on _____ day, _____, 20____.

- A State of Local Emergency is not required at this time.
- or -
- A State of Local Emergency is required for the purpose of accessing EMA, s.12 emergency powers.
- A State of Local Emergency was declared on _____ day, _____, 20____. It expires in 30 days (including the date of declaration) on _____ day, _____, 20____.
- The State of Local Emergency was transmitted to Manitoba EMO by facsimile or by _____, by _____.
- Means of Transmission Name of Person Sending SOLE to EMO

- The reception Centre is not open.
- or -
- The Reception Centre is open.
- Date Open _____
- Contact Name _____
- Telephone _____

Email _____

Other (Fax/Radio) _____

If the Threat Assessment is available, attach (Schedule 16 – Update as required)

There is an opportunity to prevent or reduce the hazard from impacting the community as depicted in the Threat Assessment.

Estimated time required _____ months, _____ weeks _____ days _____ hours.

Briefly describe what could be done to interdict, contain or divert the hazard prior to impact _____

- or -

There is no opportunity to prevent or reduce the hazard from impacting the community as depicted in the Threat Assessment.

The identified risks and or vulnerabilities can be reduced.

Risk or Vulnerability	Proposed Action	Estimated Time Required

- or -

The identified risks and vulnerabilities cannot be reduced within the available time and with available resources.

There are people at risk in the expected impact area.

Proposed action to preserve life and prevent injury.

Action Required	Describe Area Affected	Approximate Number of People	Estimated Time Required
Shelter-in-Place			
Voluntary Evacuation			
*Mandatory Evacuation			
Rescue and Recovery			

*State of Local Emergency mandatory, all others optional depending on need for EMA powers.

There are no people at risk in the expected impact area. The area has been swept and cleared:

Area description _____

Swept by _____

Date and Time _____

Schedule 12 – Public Information

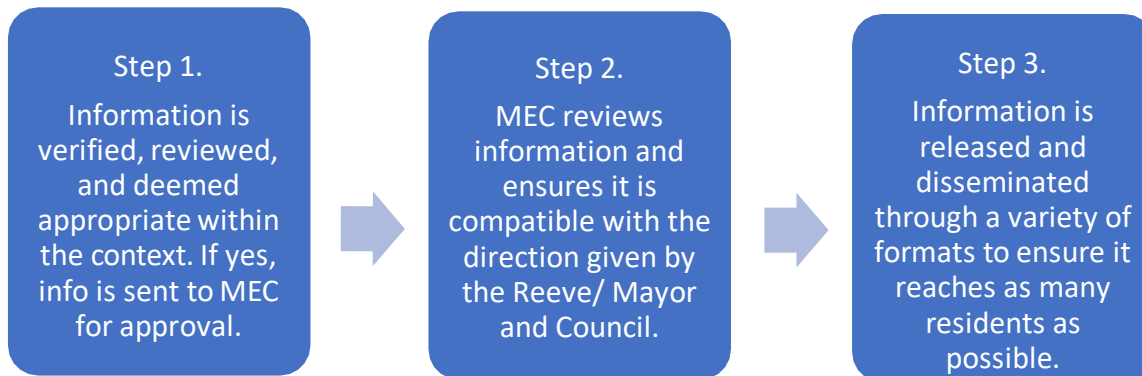
Public Information protocols and processes during an emergency can be divided into two distinct categories: 1. The Public Information Plan and 2. The Public Alerting Plan. This section also includes contact information for newsrooms.

1. The Public Information Plan:

In general, the end goal of a Public Information plan should be a coordinated and appropriate response to the emergency by all residents in the . To clarify, ensuring a “coordinated response” is not inferring that citizens have to take drastic action during an emergency. For example, this could mean ensuring that residents utilize the safest identified evacuation route or that they shelter-in-place. Aside from advocating that residents follow certain procedures or take certain actions; residents need to understand the emergency to assess what their best course of action might be within their individual context.

The process of achieving this end goal is just as crucial as the end goal itself. Faith in local authorities can be gained or lost during this process. To ensure the Public Information plan for an emergency is effective, the following items should be contained within it.

- A checklist for setting up a media centre and assigning staff to public information tasks.
- A step-by-step outline for managing news conferences and overall guidelines for dealing with the media in an emergency.
- Fill-in-the-blank work sheets for writing news releases.
- Guideline for when information should be released and who should approve it before it goes out.
- An up-to-date list of local media phone and fax numbers.
- Suggestions for communicating with affected residents and ensuring they feel connected to what is happening in their community.
- A fan-out list of people who can be called to work on the public information portion of an emergency response.
- Before releasing information, it must be approved and vetted. This process looks like this.



Addressing the Media

The Public Information plan also needs to consider the media and the requirements that come with addressing the media effectively. If addressed correctly, the media can become the best source to disseminate information to the public. To do this, the Public Information Officer (and accompanying volunteers) must be responsible for:

- Establishing a media briefing room.
- Establishing times for media briefings.
- Arranging media interviews for Council and/or Mayor/Reeve and Incident Commander.
- Preparing and issuing news releases outlining the status of the emergency response.
- Arranging a media tour once it is safe.
- Monitoring news stories to ensure they are accurate and notifying the media when inaccuracies occur.
- If safe and deemed appropriate, a tour of the emergency site for the media should be arranged.

Issuing Information to the Media – News Conferences and Releases

After developing an effective process to address the media, the next job is to determine what type of information and content to relay to the media. It has been determined that the [redacted] will serve as the media centre during an emergency. Further, all liaisons will be coordinated through the Public Information Officer in accordance with the Municipal Emergency Coordinators' instructions.

Generally, three primary details must be addressed in information released to the media:

- 1. Nature of the emergency.**
- 2. Dangers posed by the emergency.**
- 3. Efforts taken to mitigate the effects of the emergency.**

This information will be released during a news release/news conference. These conferences should be held regularly and on a consistent basis. Generally, a news conference should include the following details:

1. What happened.
2. Where it happened (specific site or area location details).
3. Why it happened.
4. When it happened.
5. The number of casualties (both deaths and injuries).
6. The name of the hospital(s) where casualties are being taken (do not discuss the nature of the injuries or identify those affected).
7. What actions are being taken to mitigate or resolve the situation.
8. Any other facts not in dispute; the names of local, provincial, and federal agencies that have responded to the emergency.

Before commencing a news conference, ensure an opening statement that provides a briefing on the situation is completed first. Secondly, ensure a written summary of the situation is disseminated to the media entities attending the news conference. This will increase the probability that accurate information is reported by those attending.

Sample News Release

Informing the public of the Declaration of State of Local Emergency is a requirement under the Emergency Measures Act [Section 11(4)]. The following is a sample news release:

DECLARATION OF STATE OF LOCAL EMERGENCY

The [redacted] of [redacted] has declared a State of Local Emergency due to [redacted] as of [redacted]. This Declaration of State of Local Emergency is authorized under the Province of Manitoba's Emergency Measures Act.

Everyone in the community is asked to obey all laws, regulations and orders for the duration of the emergency.

Everyone is advised to stay away from the emergency site unless you are an authorized emergency worker.

If you are able to assist in the emergency or if you have equipment, you are asked to report this information to: _____.

Everyone, other than emergency workers assisting at the emergency site, are asked to remain at their current place of residence. Further notifications regarding the state of the emergency will be placed on the _____ website (www._____) and updated on the _____. If an evacuation is required, notices will be delivered to all residences.

Handling Media Interviews

Some points to consider when interviewed by the media:

- Always give factual information – do not speculate.
- Always tell the truth.
- Keep opinions to yourself.
- Never respond with “No comment” – it implies that you or your community is hiding information. If you are unsure of the answer to a reporter’s question, don’t guess – tell the reporter you’ll provide the correct information as soon as possible, and then do so.
- Remember the differences between the media and adjust your answers accordingly – newspapers use much more detail than radio and TV (radio and TV need brief, concise answers)

Be prepared to provide the media with honest answers related to the emergency:

1. **Who** is involved?
2. **What** happened?
3. **Where** did it happen?
4. **When** did it happen?
5. What is the **current status**?
6. What **actions** are being done to correct the emergency?

2. The Public Alerting Plan:

This component of the emergency plan ties in directly with the Public Information Plan.

An effective public alerting plan revolves around utilizing as many methods of dissemination as possible as efficiently as possible. Additionally, contact lists of residents should be established as part of the emergency plan in addition to the lists in Schedule 10. Further, it must identify at risk individuals that may have difficulty receiving an alert. Utilizing multiple modes of

dissemination to relay a message or alert to the residents increases the probability of the message or alert being received. Here are some examples of methods of dissemination;

- **Loud Hailers:** Although loud microphones are intrusive in nature, a situation which dictates the need for an emergency alert shouldn't be considering intrusiveness as a factor. All that matters in this situation is increasing the likelihood of successfully relaying an alert. In this regard, loud hailers are an excellent method of dissemination. Keep the messages short and concise, only relaying very basic info and emphasizing "emergency alert" when speaking.
- **Social Media:** Having the Social Media Liaison set up Official Community Name accounts on every major social media platform (Facebook, Instagram, Twitter) is an excellent way to relay emergency public information and alerts, especially to younger generations. Ensure these posts are professional and consistent, with no unnecessary or non-approved information. Additionally, realize that social media is a lowest common denominator alert approach, and should never be used as a primary method. This is because it is impossible to verify how many people have read the posted message.
- **Text Messaging:** Establish a contact text message list within the community of as many residents as possible. Provide basic emergency information and encourage them to contact others.
- **Telephone:** For those who may have a traditional landline and lack a cell phone, utilizing a phone call method to issue an alert may be an effective option. However, it is not time efficient and should be utilized primarily to contact those who may rely exclusively on a telephone for communications.

Newsroom Contact Information

Local Media Fax and Phone Numbers for bulletins, notices and news releases

Manitoba Radio Stations	Fax	Phone	Email
--------------------------------	------------	--------------	--------------

CBC Radio – 89.3FM (Winnipeg)		204-788-3641	
Arctic Radio – 102.9 (Thompson)	204-778-5252	204-778-7361	

Manitoba Television Stations	Fax	Phone
-------------------------------------	------------	--------------

A Channel (Winnipeg)	956-0252	947-9613
APTN (Winnipeg)	946-0767	947-9331
CBC-CBWT (Winnipeg)	788-3643	788-3640
CKY/CTV (Winnipeg)	780-3297	775-8016
Global TV (Winnipeg)	233-5615	235-8545
SHAW Cablevision (Winnipeg)	480-3537	480-3412

Manitoba Daily Newspapers	Fax	Phone	Email
----------------------------------	------------	--------------	--------------

Winnipeg Free Press paul.samyn@freepress.mb.ca	697-7412	697-7000	
Winnipeg Sun wpgsun.citydesk@sunmedia.ca	697-0759	632-6506	
Thompson Citizen	N/A	677-4534	

Rural Newspapers	Fax	Phone	Email
-------------------------	------------	--------------	--------------

The Carillon	204-326-4860	204-326-3421	
Dawson Trail Dispatch	204-422-9768	204-422-8548	editor@dawsontrail.ca
Southeast Journal		204-373-2493	sej@mts.net

Schedule 13 - Declaring a State of Local Emergency

See *THE EMERGENCY MEASURES ACT*, s. 11 (Schedule 1).

THE EMERGENCY MEASURES ACT, s. 11(1) and (2) provide that the Reeve/Mayor and council or, in some circumstances, the Reeve/Mayor alone can declare a State of Local Emergency where a "major emergency" or "disaster" [as defined in *THE EMERGENCY MEASURES ACT*] is about to happen or has happened.

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.

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).

The only purpose for a State of Local Emergency is to give the local authority access to the powers set out in *THE EMERGENCY MEASURES ACT*, s. 12(1)

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.

A State of Local Emergency is valid for 30 days including the date of the declaration, but may be made for a shorter period:

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).

Except in unusual circumstances the State of Local Emergency should be declared for the full 30 days. It can always be ended early if it is no longer required.

The declaration must include information set out in THE EMERGENCY MEASURES ACT, s. 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.

The declaration must be forwarded to the Minister (via the EMO)

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.

It must also be communicated to residents of the affected area:

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.

If it is necessary to extend the State of Local Emergency, any extension must be approved by the Minister:

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.

Extensions are not automatically granted. THE EMERGENCY MEASURES ACT, s. 11(6) sets out some of the information that may be required by the EMO before a recommendation may be made to the Minister:

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.

A local authority can't avoid the requirement to obtain Ministerial approval for an extension by cancelling a State of Local Emergency and declaring a new one:

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.

The exercise of powers which may intrude on the individual rights and freedoms guaranteed under the Charter, should be exercised

- in good faith, i.e. only as intended under THE EMERGENCY MEASURES ACT for the purpose of preserving and protecting life, property and the environment;
- proportionally, i.e. the harm of the exercise of the power should not exceed the harm that would occur if the power was not used; and
- the minimal intrusion necessary to accomplish the intended purpose.

QUORUM OF COUNCIL AVAILABLE

DECLARATION OF A STATE OF LOCAL EMERGENCY

RESOLUTION NO. _____ Date: _____ Of _____

Moved by Councillor _____

Seconded by Councillor _____

WHEREAS the (RM, Town....)QUORUM OF COUNCIL

AVAILABLE DECLARATION OF A STATE OF LOCAL EMERGENCY

RESOLUTION NO. _____. Date: _____ Of _____

Moved by Councillor _____

Seconded by Councillor _____

WHEREAS the (RM, town....) _____ of _____ is

encountering (state problem...) _____, that requires prompt action to prevent harm or

damage to the safety, health or welfare of persons located within the boundaries, of the

_____ of _____, and to prevent damage to property within those boundaries.

THEREFORE BE IT RESOLVED THAT pursuant to Section 11(1) of The Emergency Measures Act,

Chapter. E80 of the Continuing Consolidation of the Statutes of Manitoba, the Council of the

_____ of _____ declares that a state of local

emergency exists, _____ of the _____ of _____, From

this _____ day of _____, 20__ to the _____ day of _____, 20__.

IN WITNESS WHEREOF of the Council of the _____ of _____ has by

resolution carried, declared this state of local emergency this _____ day of _____, 20__.

The _____ of _____.

Per: _____

(Printed name) _____

TERMINATION OF STATE OF LOCAL EMERGENCY

PURSUANT to Section 15 (1) of The Emergency Measures Act, The council of the

_____ of _____ declares that the State of Local Emergency is terminated in the _____ of _____.

Dated this _____ day of _____, 20 _____.

Moved by Councillor _____

Seconded by Councillor _____

Per: _____

(Printed name) _____

ABSENCE OF A QUORUM OF COUNCIL

DECLARATION OF A STATE OF LOCAL EMERGENCY

RESOLUTION NO. _____.

_____ Of _____

Date: _____

WHEREAS the (RM, town....) _____ of _____ is

encountering (state problem...) _____, that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries, of the:

_____ of _____, and to prevent damage to property within those boundaries.

AND WHEREAS these (state problem...) _____ conditions present such an extreme emergency within the _____ of _____ that there is not sufficient time to convene a regularly constituted meeting of the Council of this

_____ of _____ but rather this emergency compels me to respond to this emergency immediately on behalf of the _____ of _____.

THEREFORE pursuant to Section 11(2) of The Emergency Measures Act, Chapter. E80 of the

Continuing Consolidation of the Statutes of Manitoba, I (Mayor/Reeve) _____, of the _____ of _____ declare that a state of

local emergency exists, in the _____ of _____,

From this _____ day of _____, 20____ to the _____ day of _____, 20____.

The _____ of _____.

Per: _____

(Printed name) _____ of the _____ of

_____.

TERMINATION OF STATE OF LOCAL EMERGENCY

PURSUANT to Section 15 (1) of The Emergency Measures Act, The council of the

_____ of _____ declares that the State of Local
Emergency is terminated in the _____ of _____.
_____ of _____ is

encountering (state problem...) _____, that requires prompt action to prevent
harm or

damage to the safety, health or welfare of persons located within the boundaries, of the

_____ of _____, and to prevent damage to property within
those boundaries.

THEREFORE BE IT RESOLVED THAT pursuant to Section 11(1) of The Emergency Measures Act,

Chapter. E80 of the Continuing Consolidation of the Statutes of Manitoba, the Council of the

_____ of _____ declares that a state of local
emergency exists, _____ of the _____ of _____, From
this _____ day of _____, 20__ to the _____ day of _____, 20__.

IN WITNESS WHEREOF of the Council of the _____ of _____ has by
resolution carried, declared this state of local emergency this _____ day of _____, 20__.

The _____ of _____.

Per: _____

(Printed name) _____

Schedule 14: Evacuation Plan and Shelter-in-Place

This section contains information on the [REDACTED]'s evacuation plan and shelter-in-place procedures. This includes the plan itself, an evacuation decision flow chart, and a draft of an official notice of evacuation, shelter-in-place procedures and checklist.

Evacuation Plan

Overview

This section addresses potential causes for evacuations, decision to evacuate, evacuation procedures, routes, reception centers, shelter-in-place, and search and rescue. It identifies steps taken if the RM/Town or surrounding areas are impacted by an emergency event requiring evacuation.

Potential Causes for Evacuation

- Natural Hazards: e.g., floods, grass fires
- Technological Hazards: e.g., dangerous goods spill, critical infrastructure failure
- Human Caused Hazards: e.g., sabotage to critical infrastructure

Evacuation Decision and Notification

If an emergency incident requires all or partial evacuation, the procedures described below will be followed. The Incident Commander in consultation with the MEC, will proceed to the Incident Command Post to coordinate the evacuation. The Incident Command Post location will be determined by the Incident Commander at the onset of an emergency.

The decision to call for an evacuation will generally be made by the Incident Commander. If time permits this will be done with input from municipal council and other responding agencies.

The medium by which a Notice of an Evacuation Order is delivered depends on the circumstances at the time. Possible methods are computerized messaging systems such as All-Net, telephone, siren, door to door notification, loudspeakers, social media message, etc. The most expedient method at the time will be used.

Buildings

If an entire building is being evacuated, the Emergency Response Team (ERT) will do a door-to-door search of the building if and when conditions permit. All citizens leaving the building will be met by ERT members or by security, and, if necessary, will be given further evacuation instructions. Police and the ERT will prevent unauthorized personnel from re-entering the building.

Community

When necessary the Incident Commander will recommend evacuation or sheltering in place of the public who may be adversely impacted by an emergency to Fire Department, RCMP and other appropriate officials.

The Incident Commander will consider the following before making such a recommendation:

- 1. Evidence of a significant release of hazardous materials.**
- 2. Fire involving areas containing hazardous materials**
- 3. Wind direction**
- 4. Potential for explosion**

If a community evacuation is ordered, and if available (not on incident), the Fire Department along with the RCMP will initiate and complete the evacuation. The circumstances surrounding the incident will determine the medium by which the Community Notification of the Evacuation Order is delivered, routes to be taken, and location of the reception center.

Emergency Site	Reception Centre Location (see Schedule 7)	Possible Evacuation Route	Considerations

Sheltering Procedures

Sheltering- in-place may be necessary whenever the Incident Commander recognizes that people cannot be safely evacuated from an area prior to the arrival of a chemical plume or toxic cloud. In these rare circumstances people involved are instructed to shelter where they are located and:

- 1. Close all doors and windows and seal with tape**
- 2. Shut down HVAC systems**
- 3. Stay in place and wait for additional instructions**

The location of acceptable shelter-in-place areas is dependent upon the nature of the incident, properties of the chemical, wind direction, and other incident specific factors.

Search and Rescue

If persons are in unsafe areas, the Incident Commander will determine if a search and rescue effort should be conducted. These efforts, if necessary, will be conducted by the Fire Department, or an outside agency appropriately trained (Hazmat Response Team, Ground Search and Rescue Team etc.) as safety is the number one issue. These operations will only take place if conditions allow.

Livestock and Pets

The Pet Care Plan will be implemented to care for pets if needed during an emergency. Please refer to the Pet Care Plan for further action. Should livestock need to be evacuated, EOC staff to contact **Manitoba Agriculture via the Manitoba EMO Duty Officer at 204-945-5555**.

Re-entry

The Re-entry Guidelines are found in Schedule 18.

Additional Information Surrounding Evacuations

Having a well-planned and rehearsed ability to remove residents from an emergency zone is one of the most crucial components of the emergency plan. Under s. 12(1) of the Emergency Measures Act (EMA), all evacuations are considered mandatory unless specified otherwise.

Voluntary Evacuations:

Are initiated in a number of scenarios, including:

1. When the development of an emergency situation is possible but not likely enough to demand immediate egress from the threatened region.
2. When the probability of impact is unevenly distributed across a region, only those in the most vulnerable areas may be required to respond to a mandatory evacuation. It may not always be necessary to issue a mandatory evacuation across the community during an emergency.
3. When an impact analysis suggests the effects of an impact are unlikely to cause a level of harm that demands immediate egress in order to preserve life.
4. When the temporal period between the identification of a possible disaster to an impact of the disaster allows for a cascading evacuation process. This means the evacuation process begins with voluntary evacuations and eventually progresses to mandatory evacuations as time passes. This is especially relevant when the traffic congestion within an evacuation route is a concern and urgency is not a necessity at the time of issuing an evacuation notice.

Mandatory Evacuations:

The default type of evacuation unless a voluntary evacuation is identified as being preferred for one of the reasons discussed above. These should be initiated in the majority of scenarios that demand evacuation, including:

1. The threat has the potential to harm the residents before any mitigation measures can be put in place to reduce or prevent this from occurring.
2. The development of an emergency or disaster is likely, but the impacts of either scenario are uncertain or unknown (mandatory evacuations represent leaning towards caution).
3. The identified threat has the ability to rapidly overwhelm any available local response measures and exceed the coping capacity of the community. In this scenario, to be safe and lean towards caution, a mandatory evacuation is appropriate.

It is important to clarify that evacuations need not apply to the entire community. If a hazard is identified as only being capable of affecting a portion of the community, it may be appropriate to isolate the evacuation notice to that portion of the community. Further, a mandatory evacuation can be applied to the most at-risk portions of a community while a voluntary evacuation can be applied to the portions of the community identified to be at lesser risk.

All of these options are completely context dependent and require an in-depth understanding of the situation at play. Gaining this understanding is a matter of assessing and understanding the hazard and the likely impacts of the hazard (see Schedule 4).

Evacuation Goals

1. Define responsibilities for conduct and control of evacuation.
1. Prescribe priorities for evacuation.
3. Establish hazard free assembly areas.
4. Prescribe evacuation routes.
5. Provide timely and effective warning of the need to evacuate.
6. Provide transport for evacuees and their personal items.
7. Safely and efficiently conduct an evacuation.
8. Secure the evacuation area.
9. Establish and maintain arrangements with the Province of Manitoba Department of Families for provision of:
 - 9.1. General welfare support.
 - 9.2. Reception centres and accommodations.
 - 9.3. Personal services, including counseling; and
 - 9.4. Public information and inquiry.
10. Register all evacuees and maintain movement records.
11. Control the return of evacuees, in conjunction with the Province of Manitoba Department of Families.
12. Provide public health measures for assembly/reception areas.

Possible Problems During Evacuations

1. Establishing and maintaining an orderly evacuation.
2. Verification that all citizens have left their homes.
3. Security of the evacuated area.
4. Transportation needs of the evacuees.
5. Preparation and safety of the community for re-entry.
6. Re-establishing utilities and services to the community (normalizing or recovery from the emergency).
7. Meeting the needs of evacuees through the Emergency Social Services Plan.

Evacuation Requirements

In the event of an evacuation, the following procedures must be observed:

1. Warning

The EOC Management Team shall ensure:

- a) That precise information about the danger involved and the action to be taken is disseminated to the general public.
- b) That hospitals, care homes, schools, group residences and private residences in the affected area are notified.
- c) That reception-host communities are notified as to the number of evacuees.

d) What the resource requirements of the host community will be.

2. Evacuation Team

It is important to develop a means of notifying the citizens of the community that an emergency has occurred. Notification of residents can be carried out by various methods. There may be the need for utilizing the evacuation team to perform a door- to-door notification of the emergency or disaster. Once the evacuation of affected residents has occurred it is important to know whether there are people who did not evacuate. If deemed safe, the evacuation team can determine if all residents have left the community by doing a door- to-door verification check.

The evacuation team should be comprised of the local authority, municipal workers, RCMP, municipal police, Provincial Response Teams and volunteers.

The evacuation team will be required to:

- a) Establish responsibilities and procedures for making the decision to evacuate.
- b) Establish priorities and procedures for the phased evacuation of the people who remained in the community for the emergency, including the evacuation team.
- c) Establish a method of warning of all persons remaining in the community.
- d) Establish a procedure for ensuring all personnel (including evacuation team) are accounted for in case of evacuation.

The training of the evacuation team should consist of how to conduct an orderly door-to-door contacting of residents in the event of an emergency, including:

- a) The delivery of the “Official notification of Evacuation” form.
- b) The importance of noting the time of notification.
- c) Providing security to the evacuated area (consult RCMP/police).

In the event of carrying out an evacuation, there are various steps and suggestions that will aid in conducting the notification and evacuation such as:

1. Determine the reason and authority for the evacuation.
2. Determine the geographical area and population size of the evacuated area.
3. Prioritize area of evacuation.
4. Determine the method of conducting the evacuation which includes:
 - 4.1. Assemble evacuation teams to carry out the evacuation process, under the direction of police or fire (military assistance if required via Manitoba EMO).
 - 4.2. Refer to Human Resource Contact List for volunteers to assist.
 - 4.3. Ensure accountability and safety measures for the evacuation teams.
 - 4.4. Notifying the evacuees of required information by:
 - i) Media (radio and television)
 - ii) Use of loud hailer/flashing lights
 - iii) Door-to-door notification
 - 4.5. Providing evacuation notices

4.6. Once a premise has been evacuated, then mark same with chalk or orange tape on the front door, or most visible location.

4.7. Determine any resources needed such as maps, road barricades, chalk/orange tape, local phone book, volunteers, flashing lights, loud hailers, traffic directional signs, etc.

4.8. Determine if utilities (hydro/gas/water/sewer) need to be disconnected.

3. Transportation

To conduct a safe and successful evacuation, transportation needs to be conducted correctly;

1. Determine the transportation requirements for the evacuees (buses, boats, aircraft, snowmobiles etc.). Many people will have their own mode of transportation but many have special needs that require assistance, such as personal care homes, etc. These people and their locations should be identified prior to an emergency.

2. Determine evacuation routes. Primary, secondary, and tertiary evacuation routes are necessary.

4. Registration

Efforts should be taken to document the arrival of evacuating residents from [redacted] to reception centres or other accommodations. Establishing that residents should contact ESS Coordinator upon arrival to reception center, accommodation, or safety following evacuation should be a focal part of the evacuation notice. Evacuation is not over when the residents leave the community, it is over when the residents have been documented to be safe and able to procure the necessities required by them. Considering that oftentimes the primary evacuation routes center around evacuation to the nearest hub of essential services, efforts should be made to develop a mutual aid agreement or some level of relationship and understanding with potential host communities. This will also allow the host community to better prepare a registration and reception center plan.

5. Security

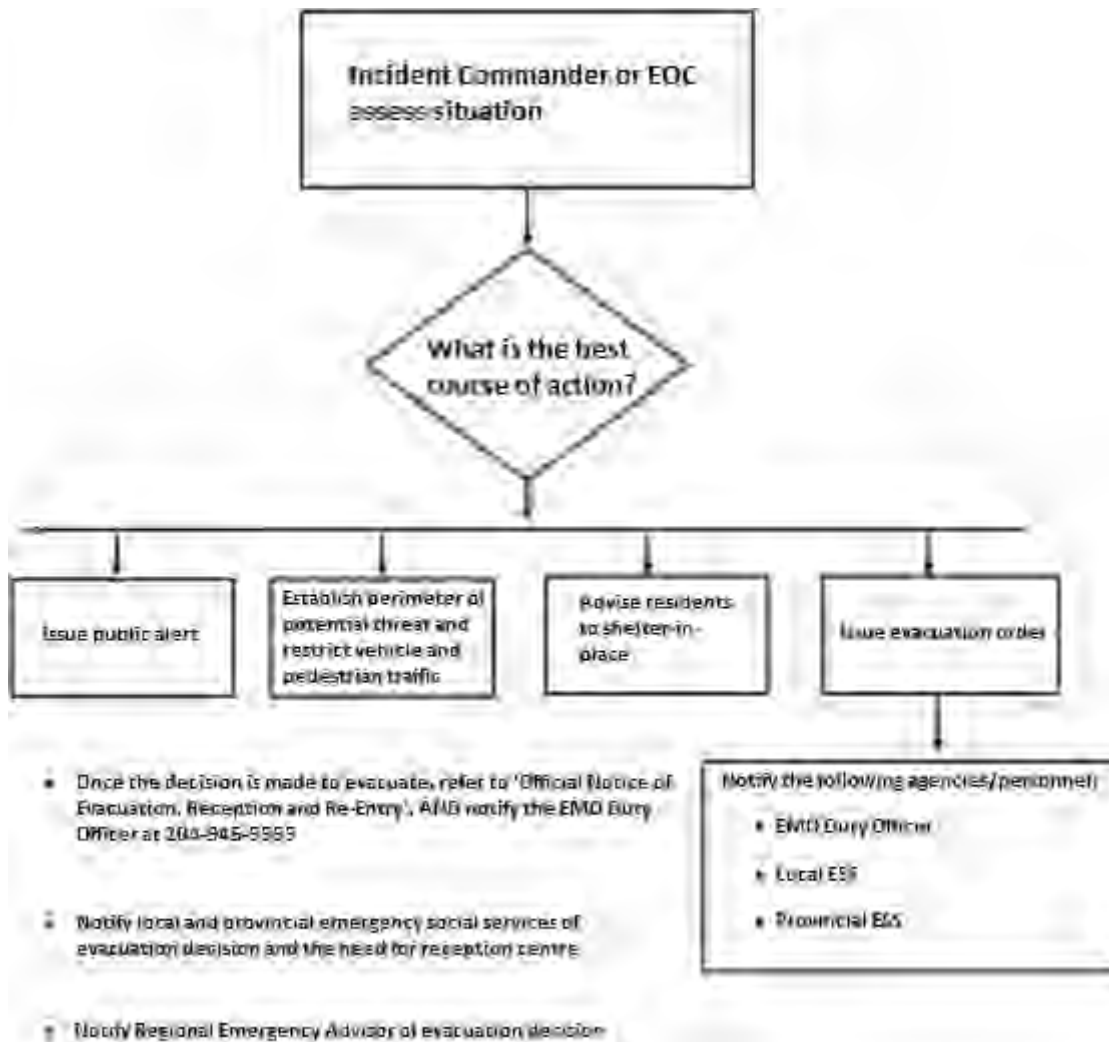
During the evacuation period, the police shall establish and maintain security of the area evacuated. If military assistance is required, notify Manitoba EMO.

If private security firms are used, you must obtain authorization from [redacted] or the private business sector that authorizes financial obligation.

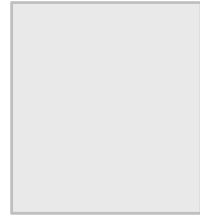
6. List of Elderly/Disabled/Special-Needs Residents

A list detailing the names, vulnerabilities, and locations of the most vulnerable within the community should be maintained with both the local hospital and the [redacted]. The vulnerable include disabled, handicapped, elderly, and special needs residents who may lack the ability to receive, understand, or follow evacuation orders.

Evacuation Decision Flow Chart



The _____ has declared a State of Local Emergency because of



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

PLEASE LEAVE BY: _____.

TAKE THE FOLLOWING ITEMS (as applicable):

- A) Medications (including any medical appliances – walkers, machines, etc.)
- B) Money
- C) Credit cards
- D) Identification
- E) Personal (and feminine) hygiene items
- F) Infant food, diapers, etc.
- G) Pet(s) – depending on urgency of evacuation

BEFORE LEAVING YOUR HOME:

1. Turn off water supply
2. Turn off lights
3. DO NOT turn off your furnace unless advised
4. Ensure all windows are closed and secure
5. Lock your residence

REPORT TO THE REGISTRATION CENTRE (registration is important for help in locating friends and relatives)

Location of Registration Centre is: _____

(INSERT ADDRESS OF REGISTRATION CENTRE)

IF THE EVACUATION IS OUT OF THE AREA REPORT TO THE FOLLOWING LOCATION:

(INSERT ADDRESS OF HOST FACILITY/COMMUNITY & ATTACH MAP SHOWING LOCATION)

IF ASSISTANCE IS REQUIRED (e.g. Transportation, moving of livestock, etc.):

PHONE: _____

- ***YOU WILL BE INFORMED THROUGH MEDIA & AT THE RECEPTION CENTRE(S) WHEN IT IS SAFE TO RETURN TO YOUR HOME.***
- **A CITIZEN'S INQUIRY LINE HAS BEEN/WILL BE ESTABLISHED TO ANSWER YOUR QUESTIONS. THE PHONE NUMBER IS: _____**

SIGNATURE OF REEVE/MAYOR

Shelter-in-Place Procedures

Except for tornados and similar extreme wind conditions, facilities are built to withstand Manitoba's weather conditions and temperature extremes. Buildings offer better shelter from extreme winds and flying debris than a vehicle or open space. Sheltering from the weather usually just means remaining indoors. In the event of a tornado or extreme wind event stay away from the exterior windows and move to interior rooms or the centre of the structure away from exterior walls.

In a hazardous materials release outside of the building, other than one where there is risk of fire or explosion, it is usually safer to shelter in place rather than attempt to escape noxious chemical fumes without breathing apparatus and protective clothing. Chemicals that are heavier than air can present different hazards than chemicals that are lighter than air. It is important to follow instructions provided by public authorities.

When directed by the public authorities to shelter in place, the following should be done to limit outside airflow into the building:

- Instruct everyone to remain indoors
- Close all external doors and windows
- Turn off all fans and vents
- Turn off furnace and air conditioning cold air intakes
- Most buildings in this climate are reasonably well sealed, but place wet cloths, towels, tape plastic sheets, or similar barriers over obvious gaps in external doors and windows
- Remain in place until authorities issue an all-clear and tell you it is safe to go outside

If anyone shows signs of illness, such as nausea, vomiting, shortness of breath, or loss of consciousness, advise on site responders or call 9-1-1.

Checklist

Incident Name

Date/Time:

- The hazard is identified in green in the Event Response Checklist Aid.
- The hazard is identified in orange in the Event Response Checklist Aid, and there appears to be a greater threat to life, injury outside of the building.
- Public authorities have directed that we shelter in place.

A check in any of the above boxes confirms that the response is to shelter in place.

Not all activity has to be conducted by the same person, but one person should ensure that all activities have been completed.

- This is an extreme weather (excluding a tornado) or other external event which requires people to avoid going outside. Remain indoors. No additional building preparation is required.
- This is a tornado or other extreme wind warning. Move away from windows and exterior walls and move into the interior parts of the building on the lowest level.
- This is a hazardous material incident outside of the building event and public authorities have directed us to shelter in place and to take at least some of the actions below to prepare the building:
 - Closing all outside windows and doors.
 - Instruct people not to go outside.
 - Turn off all fans and outside vents
 - Turn off air conditioners and close fresh air vents.
 - Place wet cloths, towels or similar obstruction over obvious gaps in external doors or windows.
- Maintain situational awareness and comply with further directions of public authorities.

Continue to remain indoors and comply with above until instructed otherwise by public authorities.

If anyone shows signs of illness, such as nausea, vomiting, shortness of breath, or loss of consciousness, advise responders in the building (do not go outside to look for them) or call 9-1-1.

Completed by

Date

Event Response Checklist Aid

The table below outlines the commonly recommended protective actions for each hazard. Please note, any decision to engage in protective actions should be based on the unique circumstances of the particular event and directions from authorities if available.

Hazard	Protective Action
<input type="checkbox"/> Extreme summer weather <ul style="list-style-type: none"> <input type="checkbox"/> Thunderstorms with strong winds, heavy rain, lightning and hail <input type="checkbox"/> Tornadoes <input type="checkbox"/> Other extreme winds <input type="checkbox"/> Extreme heat and humidity 	Shelter in Place
<input type="checkbox"/> Extreme winter weather <ul style="list-style-type: none"> <input type="checkbox"/> Freezing rain and ice storms <input type="checkbox"/> Snowstorms and blizzards <input type="checkbox"/> Extreme cold 	Shelter in Place
<input type="checkbox"/> Fires <ul style="list-style-type: none"> <input type="checkbox"/> Structural <input type="checkbox"/> Natural gas explosion <input type="checkbox"/> Wildland and grass fires <input type="checkbox"/> Fires and explosions caused by hazardous material 	Evacuate
<input type="checkbox"/> Hazardous materials releases inside building	Evacuate
<input type="checkbox"/> Hazardous materials releases outside building	Shelter in Place
<input type="checkbox"/> Active Shooter inside building	Evacuate
<input type="checkbox"/> Active Shooter outside building	Shelter in Place

<input type="checkbox"/> Other "terroristic" or criminal acts endangering life and the facilities	Situational - Follow Directions from Authorities

Schedule 15 – Threat Assessment

This simple threat assessment is intended for use during an actual event where there is a known, actual hazard or unfolding event and follows a WHAT – SO WHAT – NOW WHAT analysis. It is **NOT INTENDED** to be used for human threat analysis, e.g. potential violent behaviour. Threat assessments may be amended as new information becomes available that might alter the Part Two (So What) analysis, or Part Three (Now What) response recommendations.

Prepared by: _____ Position or title: _____

Date Prepared: _____ Time Completed: _____ AM _____ PM

Based on information that was accurate on _____ at _____ AM _____ PM
Date Time

Assumptions (Relevant information or considerations that are assumed to be true based on commonly accepted doctrine, theory or practice (Note: While such assumptions may be useful, even necessary, care should be taken not to continue to rely on an assumption that is contradicted by available evidence.):

Common Environmental Data

Atmospheric (Barometric) Pressure: _____ mbar or kPa or in. Hg or psi or other _____

Temperature: _____ °C or °F Dew Point _____ °C or °F Humidity: _____ % Humidex: _____

Lightning: Yes or No Distance: _____ km or miles (flash/bang = 3 sec per km, 5 sec per mi)

Wind Speed (near surface): _____ kph or mph or kt Wind Direction (from): _____

Other wind information (e.g. directional shift, winds aloft): _____

Extreme wind characteristics (e.g. tornadic, microburst, gusts, extreme straight line, etc.):

“What” Component

Provide a brief description of an actual hazard or unfolding event that is likely to cause death or injury to people, damage to property or the environment, or the interruption of critical services.

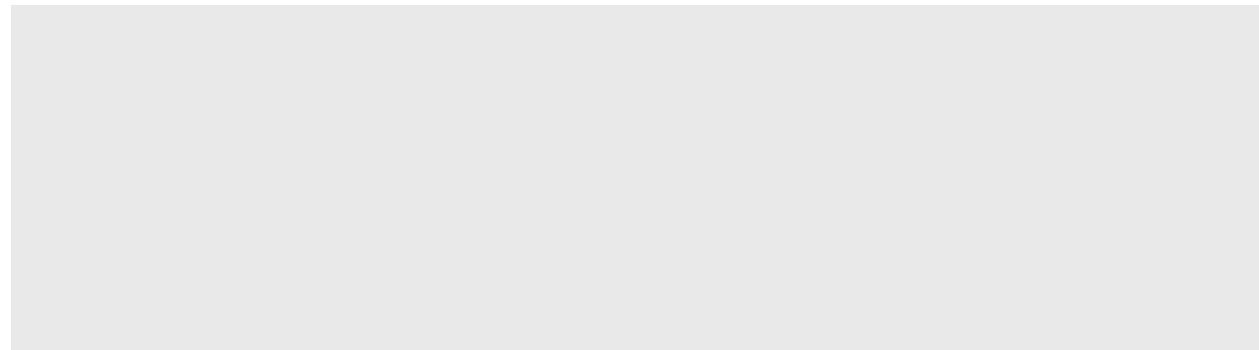
Include relevant descriptive information, measurements or other quantitative data that helps someone understand the severity of the event:

e.g. in the case of flooding – current peak water flow or water elevation, crest location, and estimated crest arrival (speed of onset), flow rate and elevation at critical locations, containment, control or diversion infrastructure including capacities, protection elevation or other limitations, number of people in affected area.

e.g. in the case of hazardous materials incident – substance, relevant substance characteristics such as toxicity, explosive or flammability characteristics, flashpoint, lighter or heavier than air, available containment and resources;

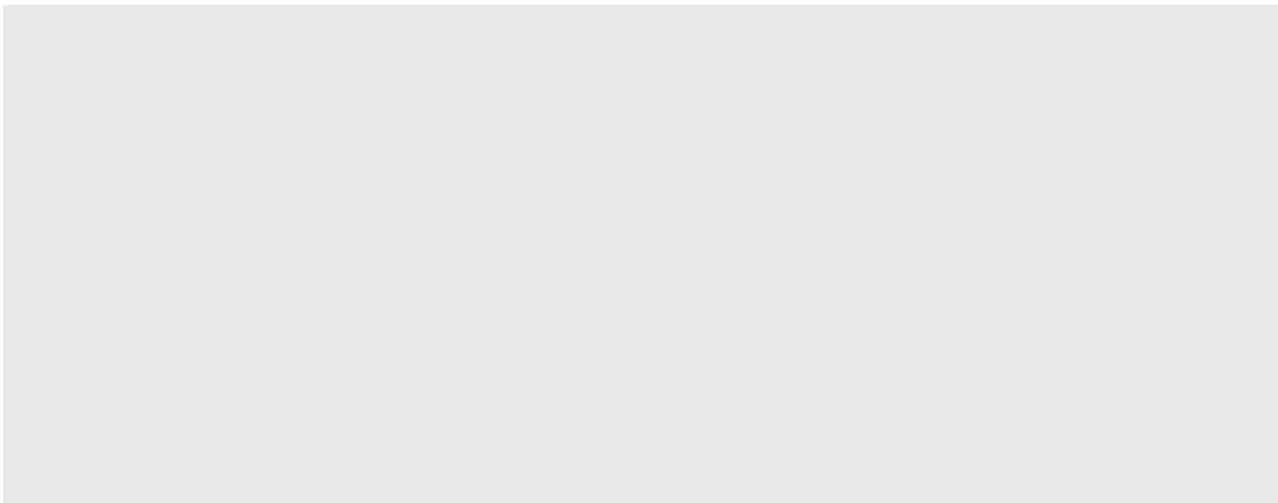
e.g. in the case of wildland fire or wildland urban interface fires – location, size and fire area extents, temperature and humidity, wind speed and direction, topography, available fuel (flammable materials) at and ahead of the fire extents including fire brakes, values-at-risk (property and infrastructure) at and ahead of the fire extents, available protection and fire fighting resources).

Attach maps or other materials.



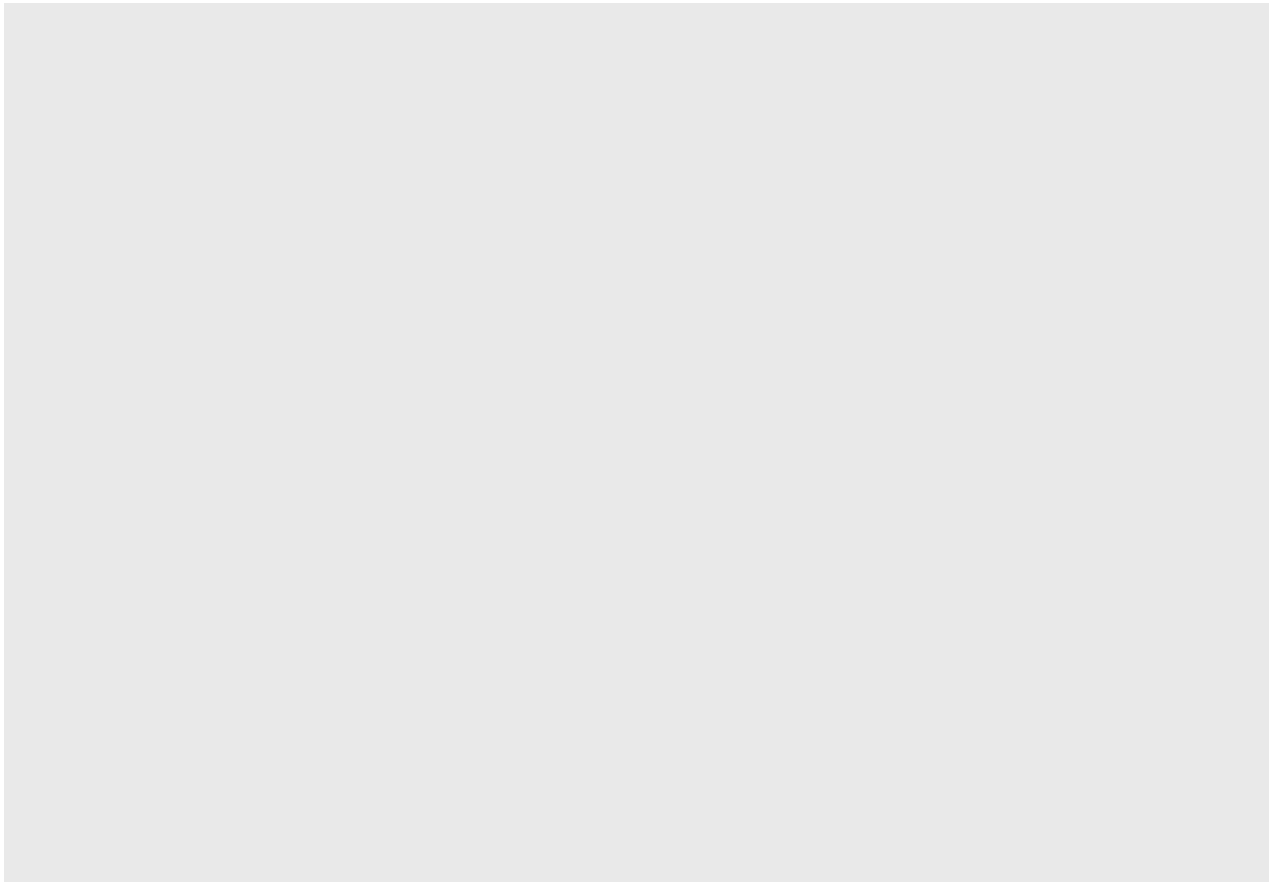
“So What” Component

Brief analysis as to the actual risks or likely impacts of existing hazard on people, property and infrastructure, including significant disruptions of critical services. Identification of people, areas or values (properties) at risk, including critical indicators of vulnerability, e.g. inundation zones or properties likely to be impacted at different peak flow rates or water elevations. Analysis of expected impact on containment, control or diversion infrastructure based on current information, adequacy of available resources, speed of onset or time to impact. Discussion of anticipated outcomes if no action taken.



“Now What” Component

Describe options that may be available to prevent or reduce harm to people, values (property) at risk, the environment or continuity of critical services within the time available to the expected impact or onset. As a general rule options include either measures that may be taken affecting the hazard or cause of the threat itself, or measures which reduce the risks to people, property, the environment or critical services. In most cases, we lack the means to stop naturally occurring hazards, e.g. tornados, lightning storms, ice storms or blizzards, but we can take measures to mitigate the impact or risks to people, property, the environment or loss of critical services. The “now what” assessment should inform action planning.



EMERGENCY MEASURES ORGANIZATION

COMMUNITY IMPACT ASSESSMENT



Local Authority / Municipality: _____ Date Prepared: _____

Contact Person: _____ Position/Title: _____

Phone: _____ Email: _____

Alternate Person: _____ Position/Title: _____

Phone: _____ Email: _____

Event

Type: _____ Date(s): _____
(flood, heavy rains, wind storm, etc.)

Description: _____

Pre-emptive actions and activities (evacuations, diking, etc.)

Number of persons evacuated: _____ Evacuated to: _____ Number of days: _____

Pre-emptive actions (briefly describe actions taken to prevent or reduce damages):

Damages

Private Property (Private Sector)

Number of homes: Minor: _____ Major: _____ Destroyed: _____

Number of farm operations: Minor: _____ Major: _____ Destroyed: _____

Number of businesses: Minor: _____ Major: _____ Destroyed: _____

Describe damages (basement and/or main floor flooding, wind & rain damages, fire losses, etc.):

Municipal Property / Infrastructure (Public Sector)

Damage to Buildings (owned by local authority)

Building description (use)	Damage description
_____	_____
_____	_____
_____	_____

Number of damaged bridges: Minor: _____ Major: _____ Destroyed: _____

Number of damaged sites that require engineer reports or contractor estimates: _____

Total number of all damaged sites (bridges, road washouts, culvert and drainage system damages): _____

Total estimated damage for all sites: \$ _____

Are any public sector damages covered by your insurance policy? Yes: _____ No: _____

If yes, have you contacted your insurance provider? Yes: _____ No: _____

Comments and Additional Information

Fax or mail the completed form to: Emergency Measures Organization
 1525-405 Broadway
 Winnipeg, Manitoba R3C 3L6
 Email: dfa@gov.mb.ca

Phone: 204-945-3050
 Toll Free: 1-888-267-8298
 Fax: 204-945-4929

Schedule 17 – Business Continuity Plan

Overview

This Plan addresses the need to maintain operation of critical municipal functions and services during and interruption. All services listed below are considered critical or necessary to maintain life safety; or prevent damage to critical infrastructure, loss of confidence in government, or significant loss of revenue.

The business continuity plan can be activated by the Mayor, MEC, CAO or any department head whose service, function, or process is interrupted, or any other person with delegated authority as required.

The plan will be deactivated when the Municipal Emergency Coordinator determines the interruption is resolved, or standard procedures are able to resolve the situation.

Municipal Succession Plan

In the event that senior staff are unable or unavailable to function in their normal position, the identified position(s) below will assume their role and responsibilities until such time as the normal staff person is able to resume their position.

Position	Name	Contact Info	Backup (Name and Position)	Backup Contact Info
Mayor/Reeve	Brian N Johnson	204-785-3634		
Council	Shawn Magnusson Chad Johnson Ken Stadnek David King Gordon Klym Corey Palsson	204-641-4399 204-378-0018 204-641-4168 204-641-0224 204-641-3615 431-283-3069		
CAO	Jordon Willner	204-806-4303	Tanis Johnson Assistant CAO	204-376-2391 204-376-2742
MEC	Warren Toderan	204-	Don Emes or Shelley Napier	204-641-1044 or 204-808- 0108
Fire Chief	Jason Comeau	204-641-2167	Troy D’Hont Deputy Fire Chief	204-641-1656
Public Works	Jason Comeau	204-641-2167		
Police	Cpl. David Spakowski	204-376-5253 431-272-0021 cell		9-1-1

Critical / Top Priorities

An example is provided in the first line of the table. For more information refer to Risk and Business Impact assessments.

RTO / Priority (How long it can be down)	Service / Function / Process Name (What is it?)	Minimum Required Operating Level (The minimum required)	Resources Required (Staff / Equipment) (Key resources needed)	Location / Normal Service Area (Where is it done?)	Alternate Location / Service Area (Where else can it be done?)	Initial Restoration Activities (Actions to avoid disruption)
3 days down Example	Payroll Example	Base pay deposits Example	1 HR specialist Example	Headquarters Example	123 Tree Drive Example	Ensure system is functional. Switch to manual time tracking. Example
1, < 2hours	Fire Service	RM wide service	1x Freightliner Fire Truck 1X Ford F-Series Truck 5 Fire Fighters	RM Wide	N/A	Activate Mutual Aid
1, <8 Hours	Water Treatment Plant	10L/second	3 staff Charcoal Electricity UV Lights	RM Wide	N/A	Contact private sewage disposal companies (schedule 10)
3 days	RM Office	CAO	2 staff 1 telephone or cell 1 computer	RM Wide	Town of Arborg or RM of Fisher office	Ensure all work is backed up and saved off site.
1 day	Fuel	fueling stations available in RM – see resources list in emergency plan	Gasoline, diesel and propane	RM Wide	Other fuel stations in area	
1, < 1 Hour	Healthcare	RM wide service	Staffed as per RHA standards	RM wide	RHA to manage	Ensure communications with RHA rep
1, <8 Hours	Telephone	RM wide service		RM wide service	BellMTS 204-958-2500 Account No:	Have BellMTS remotely forward phone lines to municipal cell phones.

Critical Services and Supplies

Service / Resource	Agency	Contact Information	Workaround
Utilities	Manitoba Hydro BellMTS	Manitoba Hydro: Brad Hay – 204-771-4042 BellMTS: 204-958-2500	Issue boil water advisory if necessary and source septic trucks. Allocate generators and back-up power to the most vulnerable (i.e.. Hospitals) with focus on preserving fuel if necessary for this purpose. This is especially pertinent during the winter.
Septic Service	Arborg Septic Services Dave’s Septic Services	204-376-5730 204-641-2148	Contact companies within the surrounding area.
Water (emergency drinking water)	Local suppliers such as: Sobeys Wal-Mart Superstore Costco		Contact outside grocers or suppliers in area or in Winnipeg for delivery of bottled drinking water. Issue boil water advisory for all residents if necessary
Plumbing Services	Einarson Plumbing	204-378-5550	

Critical Suppliers and External Dependencies

Select all contacts within the list that are externally dependent on the services provided by the community and ensure they are included within any business continuity messaging.

Impacted Service/Function/Process	Stakeholders Impacted	Contact Information
Example: Water and wastewater service	Example: all residents/local business	Example: use social media, press release
Utilities (water, sewage, hydro, etc.)	All residents/local businesses	Hydro – Brad Hay 204-771-4042
Taxation Assessments	Manitoba Municipal Relations	Contact 204-945-5854 and provide situational update
Public Works, road closures, snow clearing, minor flooding	All residents/local businesses	RM to manage
RCMP	All residents/local businesses	9-1-1 or Contact D Division in Winnipeg for additional coverage if needed.
Fire Department	All residents/local businesses	Call for area Mutual Aid under ongoing agreements

FSP Specific Business Continuity Plans:

Impacted Functions, Services, Processes	Maximum Allowable Downtime / Recovery Time Objective / Critical time period	Minimum Required Resources	Alternative Delivery Options / Manual Process
<i>Example: Telephone Service</i>	72 hours	1 land line	<i>BellMTS call forward to cellphone or VoIP service.</i>
Internet Service	24 Hours	15mbps connection	Switch to backup service provider and raise backup service provider speed
Office Staff	72 Hours	2 (CAO + 1 staff)	CAO to perform staff functions as able until additional staff become available.
Office Space	72 Hours	300 square feet	Relocate municipal office to the Town of Arborg or RM of Fisher municipal offices
FleetNet Radio	30 minutes	1 FleetNet Radio	Use telephones to contact fire department, police and public works
Computers and Printers	72 Hours	1 laptop or desktop and 1 printer	Additional available at the RM or the Municipal EOC. Municipal employee's personal computers can also be utilized. Contact for repair or replacement computers at local suppliers such as Best Buy.

Dependencies

Fill out the action lists below for each of the dependencies you have identified.

Function/Service/Process: Power Outage

Internal Dependencies: All Municipal Departments **External Dependencies:** Residents

Specific Actions

First Hour

- Contact Public Works Manager to perform impact assessment
- Notify Manitoba Hydro at 1-888-624-9376
- Notify municipal office staff of relocation
- Notify Department Heads, local police, local fire, that the municipal office has been relocated.
- Post Signage on Municipal Office doors to notify public that services are relocated to the [Rec. Centre]

8 hours

- Notify internal departments of interruption

72 Hours

- Print notice in municipal paper if the outage is expected to continue
- Notify external dependencies of interruption

1 week

- Contact Manitoba Municipal Relations and Manitoba EMO Duty Officer (204-945-5555) to notify of interruption and relocation

2 Weeks

- Contact building insurance company
- Consider long term interruption recovery plan
- Notify public of continued interruption and service relocation

3 weeks

- Develop long term Interruption recovery plan
- Notify public of continued interruption and service relocation

1 month

- Activate long term interruption recovery plan
- Notify public of continued interruption and service relocation

Return to Normal

- Notify public that services have returned to normal
- Notify internal departments that services have returned to normal
- Notify external dependencies that services have returned to normal

Function/Service/Process: Forest Fire

Internal Dependencies: All Municipal Departments

External Dependencies: Residents, Visitors and Area Business'

Specific Actions

First Hour

- Notify Provincial Agencies via EMO D/O at 204-945-5555
- Advise Fire Department and call OFC for assistance if required

8 hours

- Notify internal departments of disruption

72 Hours

- Advise residents/business of anticipated disruption through messaging platforms.
- Provide anticipated time frame of return to business
- Notify external dependencies of interruption

1 Week

- Contact Manitoba Municipal Relations and Manitoba EMO Duty Officer (204-945-5555) to notify of interruption and relocation

2 Weeks

- Contact building insurance company
- Consider long term interruption recovery plan
- Notify residents/business' of continued interruption and service relocation

3 Weeks

- Develop long term Interruption recovery plan
- Notify residents/business' of continued interruption and service relocation

1 month

- Activate long term interruption recovery plan
- Notify residents/business' of continued interruption and service relocation

Return to Normal

- Notify public that services have returned to normal
- Notify internal departments that services have returned to normal
- Notify external dependencies that services have returned to normal

Business Impact Assessment

	Requirement Explanation	Brief Impact Explanation
Legal Requirement	Yes	Required for municipal services
Contractual Requirement	Yes	Contractors that service the municipality (cleaning, heavy equipment, etc.) will be affected. Some residents are dependent upon these contracts for income, so there are secondary impacts to local economy.
Impacts to Life, Safety, or Security	Yes	A lack of services provided by each of the municipal departments can have wide ranging impacts to public works, recreation, utilities and general services. These services are in place because they improve the quality of life of residents substantially. Without them, quality of life and the basic safety net provided by these services is lost
Environmental Impacts	Yes	Loss of the ability to repair damaged community infrastructure can have wide ranging effects on local environment. This infrastructure is in place to contain or displace many environmental pollutants/contaminants. If this infrastructure is damaged and the repair capability is lost (i.e. sewer system) then it can have a number of primary effects on residents and secondary effects on environment.
Reputational Impacts / Embarrassment	Yes	There is potential for embarrassment among municipal government and/or provincial government. This is largely tied to economic stall or closure a result of impact on services the local economy is reliant on.
	\$/Period or Amount	
Fines for Downtime	Variable charges for: CRA payroll, tax/deductions, GST remittance.	
Loss of Revenue	Tax revenue if emergency is during tax due date/impacts to utility revenue	

Insurance Level		
------------------------	--	--

Key Time Period(s) (Constant, Critical periods, etc.)	End of month reporting to province and federal government, payment processing and posting of penalties. Council meetings, payroll and tax sale process. Critical yearly in March for Property Tax assessments, tax due date end of September. Every Council meeting held monthly
Maximum Allowable Downtime (Hours, Days, Weeks, Months)	1 week
Recovery Time Objective (Hours, Days, Weeks)	1 week

Schedule 18 – Municipal Re-entry Plan

This section includes the Re-Entry Plan and procedures intended for a return to the community following an evacuation. A re-entry checklist is available at the end of this schedule.

It is incumbent upon the municipality to have a separate Re-Entry Plan as part of the municipal emergency plan to ensure a safe and efficient re-entry after an evacuation.

The local authority must first ensure the region is generally safe from life threatening injury and that basic infrastructure like roads and emergency response access is assured.

While individual property owners oversee their own repairs, the municipality must facilitate their success by coordinating the agencies, people and services that will be utilized by all of the affected residents.

The services identified below must be evaluated during the wind down period of the emergency event prior to any resident being allowed to re-enter the community following an evacuation. Many factors must be taken into consideration and each re-entry will be evaluated on its own set of criteria and needs. The following plan is a basic starting point for council to consider in conjunction with specifics of the individual event. Each requirement and/or agency needs to be contacted, assessed and managed by the Municipal Emergency Coordinator, or his designate. All information on critical infrastructure must pass inspection prior to re-entry being allowed.

Re-Entry Plan/Procedures

Following the conclusion of the emergency and its associated first and second order impacts, [REDACTED] must begin the re-entry process to ensure the welfare of its citizens.

Overall, this process must balance the need for a timely re-entry with the need for ensuring the safety, comfort, and welfare of those returning. If executed correctly, the anxiety of returning residents will be greatly diminished, and the community will resume regular activities in a timely fashion.

Discussions surrounding community re-entry should begin immediately during the post emergency phase. A collaborative assessment between Reeve/Mayor, Council, the Municipal Emergency Coordinator, Incident Commander, and Provincial MEMO Response Team personnel should determine whether community (or portions of the community) re-entry is feasible and appropriate.

Council may cancel the State of Local Emergency before the commencement of re-entry into the community.

Reeve/Mayor and Council Responsibilities:

- Assess whether or not the community is safe to re-enter through consultation with the MEC, Site Reps and Provincial Response Team personnel
- May consider terminating the Local State of Emergency before the commencement of re-entry

Municipal Emergency Coordinator Responsibilities:

- Ensure all essential utilities and services have been restored prior to re-entry.
- Arrange to have streets cleared of debris (Public Works).
- Determine if provincial roads, highways and bridges are safe for evacuees to return on (Manitoba Infrastructure).
- Arrange for disposal of dead animals. Consult with Manitoba Agriculture.
- Transportation must be coordinated. Many residents will return in their own vehicles; however, some will require transportation assistance (bus, plane, train).
- Implement Re-entry Checklist – attached.
- It may be necessary to arrange additional security patrols during and shortly after re- entry of citizens.
- Arrange a community meeting for the purpose of providing information to residents from the Provincial and Federal response agencies regarding:
 - Events of the emergency
- Provide advice or information to concerned citizens such as food safety, warning of hazards, changes in their environment, and potential methods of compensation.
 - Continue Citizen Inquiry telephone line, if applicable, and through website, social media, etc. to help with dissemination of information.
 - Public Alerting can be used to inform evacuees of re-entry and any other information such as what to bring (food, medications, etc.)
 - Register Evacuees as they re-enter and return to their homes. Remove markers from homes to indicate evacuee(s) have returned.
- An information handout containing the same advice and information should be prepared and passed out to returning residents.
- Have media broadcast to evacuees that they may re-enter the community and other relevant information. (What to bring, etc.)
- Last to re-enter may be the elderly, disabled, special needs and hospital patients.
- Evacuees returning to their homes should be logged and recorded.

Addressing Vulnerable Individuals

The individuals identified as vulnerable may require specific resources in order to re-enter the community. This may preclude them from entering immediately, but they must be accommodated for as quickly as possible. Ensuring they have the resources, infrastructure, and utilities required to safely resume their normal lives is crucial and may take some specific attention to accommodate. The Municipal Emergency Coordinator, Healthcare professionals, and Essential Social Services personnel should work collaboratively to ensure the needs of these individuals are met.

Community Re-Entry Check List

To aid in this process, a re-entry checklist can be utilized to ensure the efforts have been comprehensive and ensure the safety of the returning evacuees. The purpose of this checklist is to ensure completion of each of the actions listed above and then contact each of people/organizations listed below - in order to ensure approval before re-entry begins.

- Incident Commander/EMO
- Building Inspector/Office of Fire Commissioner (ensure integrity of structures)
- Reeve/Mayor and Council
- Medical Officer of Health (or Emergency Health Services)
- Environment Officers
- Fire/Flood report updated (Manitoba Conservation & Climate approval)
- Air, Water, Land (environmental) conditions satisfactory
- Food supplies adequate (confirmed by Municipal Emergency Coordinator)
- Essential supplies adequate (confirmed by Municipal Emergency Coordinator)
- Community fuel supplies adequate

Essential Services Checklist

- Before re-entry, the following services must be operational.
- Hospital/medical supplies; Ambulance/EMS
- Telecommunications (landline/cell towers operational)
- Fire Department (fire suppression capability)
- Safe water access (boil advisory is not ideal but may be necessary)
- Food and essential supplies (stores open and stocked)
- Fuel supplies (ensure gas stations are in service and operational)
- Basic utilities (plumbing, heating, sewage, electricity) operational

Non-Essential but Preferred Services

- Financial Services
- Social Services
- Public Works Services
- Internet/Television Services
- School (open and operational)

Restoration of utility services (water, communications, sewage, waste disposal, electricity, heating/cooling) and essential emergency services (Police, Fire EMS) are the responsibility of [REDACTED]. BellMTS, Shaw, Rogers, and private business owners should be supported in order to ensure these services are restored in a timely fashion.

Essential Personnel Checklist (see Schedule 14)

The following personnel should be present in the community prior to commencement of the re-entry phase. At the very least, enough personnel should be present to maintain a healthcare, policing, social services, firefighting, emergency management and administrative capacity.

Ideally, all the personnel who represent these positions within the community would be present upon re-entry.

- Municipal Emergency Coordinator
- Reeve/Mayor
- Council Members
- Municipal Office Employees
- Fire Chief/Firefighters
- Waste Transfer Personnel
- Police Officers
- Medical Staff
- EMS Personnel
- Emergency Social Services Manager/ ESS Volunteers
- Grocery Store Manager/Grocery Store Employees

We must do everything possible to ensure that these requirements are met prior to allowing re-entry into the evacuated area. This will help to lessen the danger to citizens and will help make the re-entry more efficient and safer for everyone.

It may be necessary to employ outside resources, such as plumbers, contractors and inspectors prior to allowing re-entry to help ensure all safety concerns are met. The local authority will work with government agencies and non-government agencies to meet criteria set provincially. Ad-hoc committees may be put together to deal with on-going specific concerns such as:

- Donation Management
- Temporary Housing
- Financial Assistance – usually managed through Red Cross
- Disaster Financial Assistance (DFA) usually managed through Manitoba EMO
- Contractor Assistance – helping residents to identify ethical trades to support re-building
- Critical Incident Stress support – available privately and through government agencies

Community re-entry following a large-scale evacuation will dictate its own specific needs and the above information is to be used as a guide.

It is important that no short cuts be taken in the re-entry phase. If we do not make sure all vital services and safety aspects are available, we may be allowing people to enter an unsafe environment, which will cause further problems and possibly delay successful re-entry. This in the long run could lead to extra costs and possible legal consequences.

Additional specific check-list requirements will be added to this section prior to re-entry after a community event. If necessary, a Re-Entry Coordinator will be appointed by Council to be part of the local Emergency Management Team.

Transportation

Some residents may lack the ability to transport themselves; in particular, the more vulnerable. To address this issue, the number of evacuees requiring transportation should be pre-determined. This role will fall on Emergency Social Services, the MEC, Transportation manager, or a combination of these duties. Following this, the number and type of vehicles available should be addressed. Here is an outline of this process:

Number of Residents Requiring Transportation:	
Number and Type of Available Vehicles	
1. Private Vehicles	
2. Commercial Bus	
3. Aircraft	
4. Community/School Buses	
5. Trains	
6. Handi-Transit / Taxis	

Access Available

After determining the number of people requiring evacuation and the accompanying number of vehicles available, it is important to identify the access available to the community. Without access, none of these vehicles can be utilized. Further, the safety of these access routes/points needs to be verified before they are utilized. This process should be a combined effort between the MEC, Transport manager, RCMP, Manitoba Infrastructure representatives, and Manitoba Conservation/Climate personnel.

Roads Open		
Name	Condition	Suitable for Use?

Railway Open		
Name	Condition	Suitable for Use?

Airport Open		
Name	Condition	Suitable for Use?

Schedule 19 – Demobilizing the EOC

While on the surface it may seem straightforward, demobilizing the EOC is an important process to detail. Firstly, as the emergency concludes, ICS sections are going to begin retracting up to the section chiefs. Further, the Public Information Officer and Incident Commander may no longer be required. As this occurs, each section should ensure that:

1. All relevant actions taken during the emergency have been recorded in detail and filed appropriately.
2. All emails and communications between provincial, federal, and private sector partners have been documented and backed up.
3. That the sequence of events relevant to each section have been placed on a timeline.

A status report for any ongoing activity is required (for continuity) prior to the release of duties (see Appendix for forms). Once all duties have been released, these status reports can then be used in a final report for the MEC to close down the EOC.

Once the emergency event has passed, we must begin the process of closing the municipal EOC. The following points will be taken into consideration:

- Stream of incoming inquiries from residents is manageable by the CAO or MEC
- Need for ongoing information to Council is produced and managed by the MEC
- Consistent messaging on a daily basis
- Recovery operations are organized
- Disaster Financial Assistance information is available through the municipal office
- Necessity for staff complement has diminished
- Incident command at the site has shut down, no further need for operational equipment
- Duty officer system in place for after hour inquiries
- Monitoring of social media, website and Facebook by staff and logged for action
- Media calls diminishing but still being monitored
- Human resource and stakeholder information are still accessible, but need has diminished.

Before the EOC can be demobilized ensure:

- Council's need for information can still be met by the MEC with updated information
- All additional human resource expertise is no longer required on a daily basis
- You still have access to information should questions arise
- Equipment has been cataloged and accounted for. Plan to restock EOC kits by position.
- EOC can be released for other purposes (training staff, meeting space, etc.)
- Logbooks and all operational notes have been accounted for and organized
- After-action report is prepared
- Staff and Council are debriefed in a timely manner and the debrief information becomes part of the After-Action report.

