

EMERGENCY PLAN

For the

City of Steinbach and R.M. of Hanover

INDEX

Emergency Plan

Page	Detail
01	Cover
02	Contents and Index
04	Notices
05	Distribution List
06	By-law
07	Introduction (1.Introduction, 2.Aim, & 3.Hazard Analysis)
08	Introduction, Continued (4.Warning system, 5.Implementation, & 6.Management team)
09	Introduction, Continued (Organization Flowchart)
10	Introduction, Continued (7.Operation Centre, 8.Team Responsibilities)
11	Introduction, Continued (9.Emergency Prevention Order & Declaration of a State of Local Emergency)
12	Introduction, Continued (10.Emergency Powers)
13	Introduction, Continued (11.Organization & Control)
14	Introduction, Continued (Organization & Control continued, 12.Site Team,)
15	Introduction, Continued (Site Team Continued, 13.Termination, 14.Review,)
16	Introduction, Continued (15.Procedures)
17	Declaration of a State of Local Emergency, Emergency Prevention Order, etc.
18	Warning (Warning Flowchart)
19	Warning (What will be done)
20	Provincial Assistance Contacts
21	Telecommunications
22	Public Information
23	Public Information, Continued
24	Public Information, Continued
25	Evacuation
26	Evacuation, Continued
27	Evacuation, Continued
28	Evacuation, Continued
29	Re-entry
30	Re-entry, Continued
31	Re-entry, Continued
32	Re-entry, Continued
33	Re-entry, Continued
34	Re-entry, Continued
35	Transportation
36	Reception
37	Position Responsibilities
38	Position Responsibilities
39	Notes

Emergency Action Guidelines (Page 40 of this document)

Procedures (Alphabetical listing)

- Aircraft Crash
- Dangerous Goods Accident
- Flood
- Severe Weather
- Structural Fire
- Utilities (Outages/shortages)

NOTICES

Subject: REDISTRIBUTION OF EMERGENCY PLANS

Emergency Plans are numbered to coincide with specific positions, departments or agencies and not individuals.

In light of the above when an individual relinquishes his position, the Emergency Plan must be passed on to his replacement.

Subject: GENERAL INTERPRETATION IN THE MUNICIPAL EMERGENCY PLAN

Wherever the masculine gender is used it is to be interpreted as female as well.

Subject: PROPOSED CHANGES TO MUNICIPAL EMERGENCY PLANS

Manitoba Emergency Measures Organization extends to users of municipal emergency plans the opportunity to submit proposals for improving the format.

Please submit proposed changes to:

Planning and Research
Manitoba Emergency Measures Organization
15th Floor – 405 Broadway
Winnipeg, Manitoba
R3C 3L6

Phone (204)-945-4772
Fax: (204)-945-4620

DISTRIBUTION LIST

City of Steinbach and R.M. of Hanover

EMERGENCY PLAN

Emergency Plans are numbered to coincide with specific positions, departments or agencies and not individuals.

In light of the above when an individual relinquishes his position, the Emergency Plan must be passed on to his replacement.

Copy No.

1	Emergency Co-ordinator
2	Mayor
3	Reeve
4	Chief Admin Officer/Municipal Office

EMERGENCY OPERATIONS CENTRE COPIES

(to be retained in the EOC)

5	*	Communications Manager
6	*	Emergency Social Services Director
7	*	Transportation Manager
8	*	Resources Manager
9	*	Public Information Manager
10	*	Human Resources/Volunteers Manager

Manitoba Emergency Measures Organization

- Head Office (Winnipeg)
- Central Region (Portage La Prairie)
- Eastern Region (St. Pierre)
- North Region (The Pas)
- West Region (Minnedosa)

CITY OF STEINBACH

BY-LAW

BEING A BY-LAW OF THE CITY OF STEINBACH TO ADOPT THE PROVISIONS OF THE MANITOBA EMERGENCY MEASURES ACT AND THE –CITY OF STEINBACH AND THE RURAL MUNICIPALITY OF HANOVER- EMERGENCY PLAN.

WHEREAS in accordance with Section 232(1) of The Municipal Act Chapter M225 of the Continuing Consolidation of the Statutes of Manitoba, the council may make by-laws in order to authorize and enable a municipality to carry out, further, or implement, any of the purposes, objects, or provisions of The Emergency Measures Act;

AND WHEREAS in accordance with Section 8 of The Emergency Measures Act, being Chapter E80 of the Continuing Consolidation of the Statutes of Manitoba, the council shall prepare, approve and adopt emergency preparedness plans.

AND WHEREAS the council of the CITY OF STEINBACH has agreed to the necessity for a prompt and co-ordinated response to emergencies;

AND WHEREAS it is deemed expedient and in the public interest to adopt an emergency preparedness plan, jointly with the CITY OF STEINBACH and the RURAL MUNICIPALITY OF HANOVER to provide a prompt and co-ordinated response to emergencies;

NOW THEREFORE THE COUNCIL OF THE CITY OF STEINBACH ENACTS THE FOLLOWING:

1. That the attached, Schedule "A" hereafter known as the -CITY OF STEINBACH AND THE RURAL MUNICIPALITY OF HANOVER EMERGENCY PLAN- is hereby approved and adopted,
2. That the council and/or Mayor or Reeve of the CITY OF STEINBACH may implement the CITY OF STEINBACH AND THE RURAL MUNICIPALITY OF HANOVER Emergency Plan in accordance with the procedures agreed to and set forth in the plan; and,
3. That the CITY OF STEINBACH may enter into mutual aid agreements for emergency response.
4. That the Emergency Co-ordinator for the CITY OF STEINBACH may develop and implement emergency exercise programs for testing the CITY OF STEINBACH.
5. That the Emergency Co-ordinator, or person appointed by Council may make such amendments as and when required to the CITY OF STEINBACH AND THE RURAL MUNICIPALITY OF HANOVER Emergency Plan, excluding sections 1 to 14.

DONE AND PASSED IN COUNCIL ASSEMBLED THE - DAY OF - , - .

Moved by Councillor -Name-

Signature_____

Seconded by Councillor -Name-

Signature_____

Mayor: - -

Chief Administrative Officer/Clerk - -

INTRODUCTION

City of Steinbach and R.M. of Hanover

EMERGENCY PLAN

1. INTRODUCTION

This plan is to provide direction for a response to an emergency affecting the City of Steinbach and / or the R.M of Hanover- It is important, that the Council and Mayor/Reeve and those persons who will be responding to an emergency know contents of this plan.

The elected officials will direct and control emergency operations at all times through the implementation of this plan.

This plan may be implemented in whole or in part, with or without a Declaration of a State of Local Emergency. Use of the Emergency Powers found in Section 10 of this plan, requires a State of Local Emergency to be declared.

In the event that a State of Local Emergency is to be declared see Section 9.

2. AIM

The City of Steinbach and / or the R.M of Hanover Emergency Plan will be implemented to prevent or limit:

- The loss of life;
- Harm or damage to the safety, health or welfare of people; or
- Damage to property or the environment.
- Continue and/or restore essential services

This emergency plan does not apply to those day-to-day situations, which are dealt with by the Fire, Police or Ambulance.

An emergency, by its very nature, requires an immediate response from various agencies acting on behalf of the City of Steinbach and / or the R.M of Hanover. A City, whose resources are exceeded in meeting the needs of evacuees, from another community, may declare a State of Local Emergency to acquire resources necessary to meet those needs.

3. HAZARD ANALYSIS

The City of Steinbach and / or the R.M of Hanover has experienced or is likely to experience the following emergencies (for example; aircraft crash, flood, dangerous goods accident, severe weather, utility outage, train derailment, and health incident. A list of possible emergencies may be determined by completing a hazard analysis. Include only the emergencies you have identified through your hazard analysis and delete those not applicable)

Note: Please contact MEMO Regional Emergency Preparedness Advisor (EPA), about the above.

4. EMERGENCY WARNING SYSTEM

Upon the receipt of a warning of a real or potential emergency, that person will immediately contact one of the individuals listed under the Community Warning Section's Emergency Notification.

It is the responsibility of the members of the Emergency Operations Centre Management Team to notify their staff and volunteer organizations. **The Emergency Operations Centre Management Team's phone numbers are under the Warning Section.**

Where a **threat** of an impending emergency exists, the Emergency Operations Centre Management Team will be notified and placed on alert. The Emergency Coordinator or designate may open the Emergency Operation Centre in order to coordinate the response to the emergency and/or to coordinate public information.

5. IMPLEMENTATION OF THE EMERGENCY PLAN

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

Emergency response personnel may take such action(s) as may be required to protect lives and property in the City of Steinbach and / or the R.M of Hanover.

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

In any Emergency, call Manitoba Emergency Measures Organization at 945-5555, who will in turn, notify other provincial departments and agencies.

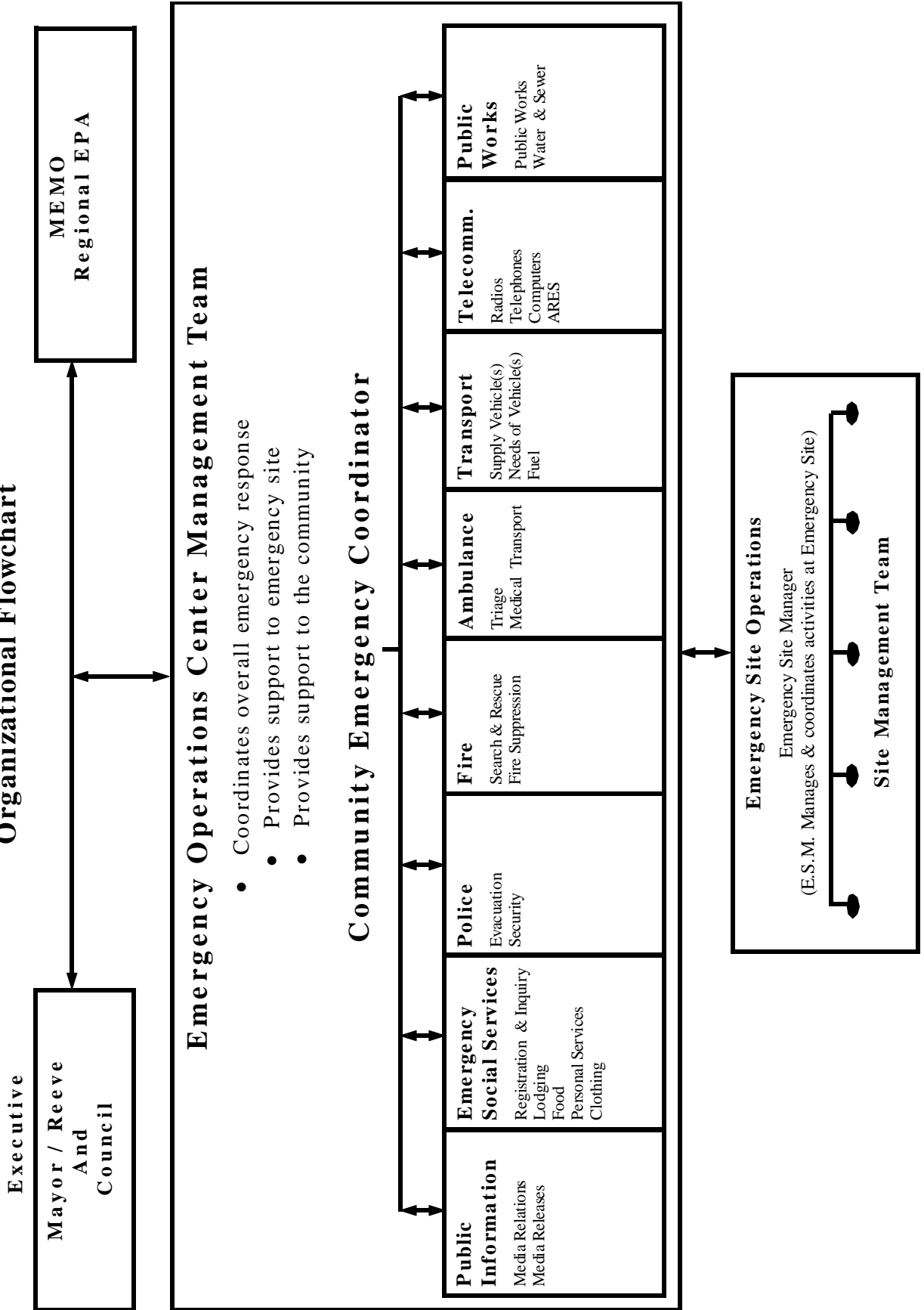
6. EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAM

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

Emergency Coordinator	Transportation Manager
Police/RCMP or alternate (may be required at emergency site)	Resources Manager
Fire Chief (may be required at emergency site)	Municipal Administrator
Health Services	Public Information Manager
Emergency Social Services Director	EOC Administrative Officer
Human Resources/Volunteer Manager	Telecommunications Manager

(The above is a suggested membership of the Emergency Operations Centre Management Team):

Organizational Flowchart



7. EMERGENCY OPERATIONS CENTRE

The Emergency Operations Centre Management Team will report to the Emergency Operations Centre located at 477 Main St. (for the City of Steinbach), 28 Westland Dr. (for the R.M. of Hanover). In the event that this operation centre cannot be used, then the secondary location will be 28 Westland Dr. (for the city of Steinbach, 477 Main St. (for the R.M. of Hanover). Should neither of the EOCs above be tenable, the alternate site will be the Town of Ste Anne EOC located in the Fire Hall on Traverse Rd. north of Central Ave.

8. EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAM'S RESPONSIBILITIES

The Emergency Coordinator will ensure the following responsibilities are considered and/or completed:

- Calling out municipal emergency services in response to the emergency.
- Confirming the appointment of the Incident Commander/Emergency Site Manager (Mayor/Reeve and Council will be advised who is Incident Commander/ Emergency Site Manager. Normally Fire Department provides Incident Commander but under certain circumstances, Police may become Incident Commander, or a Unified Incident Command/ Emergency Site Management may be adopted). All responding emergency services must be informed of the appointment.
- Determine if the location of the Emergency Operations Centre is appropriate.
- Consult with the Incident Commander/Emergency Site Manager, and the Council and/or Mayor/Reeve to determine if a Declaration of a State of Local Emergency is required. The Declaration of a State of Local Emergency when properly completed must be submitted to Manitoba Emergency Measures Organization.
- Providing adequate communications from the Emergency Operations Centre to the Emergency site (radio or telephone).
- Determine whether an evacuation of residents is required. Overseeing that the needs of the evacuated residents are being met. **The receiving community must be notified that an evacuation is underway and whether or not the evacuees require accommodation, food and other services.**
- Discontinuing of utilities or services provided by public or private concerns i.e. hydro, water, gas, closing down stores, schools etc.
- Implement mutual aid arrangements with neighbouring communities.
- Determine if volunteers are required.
- Determine if transportation is required for evacuation of persons or the moving of supplies.
- Ensure that the residents of the community are updated on the response to the emergency. (Information may be circulated, by informing television, radio and newspapers).
- Expend monies as authorized to deal with the emergency
- Notify the response personnel and residents of the termination of the state of local emergency.
- Submit Termination of a State of Local Emergency to Manitoba Emergency Measures Organization.
- Maintain a log of all activities and decisions made, and submitting all records to the Emergency Co-ordinator.
- After the emergency conduct a review of emergency response procedures and make amendments to the emergency plan where required.

In any emergency, collect and verify information from credible sources, (Fire, Police, Ambulance or Incident Commander/Emergency Site Manager).

Commit your community's resources according to this information. Do not UNDER or OVER commit resources.

The Emergency Co-ordinator apprises the Council and/or Mayor/Reeve of the identity of the Incident Commander/Emergency Site Manager.

9. EMERGENCY PREVENTION ORDER

An Emergency Prevention Order;

- Provides separate **powers for the pre-disaster period**. These powers are:
 - a. **Limit access or close roads.**
 - b. **Evacuate people and/or livestock.**
 - c. **Access private property without warrant.**
- Creates an interim stage between normal conditions and a state of emergency.
- Intended for use when an emergency is *possible*, but not yet *probable*. If more powers are needed, local authorities can then declare state of emergency.
- Recognizes that emergencies often escalate, and the additional powers available to government should be appropriate to the conditions of the emergency.
- Administrative requirements mirror those of a local state of emergency.
- Requires a resolution of council indicating the nature of the threat, duration, and actions required.
- Must be communicated to the public.
- May be up to 30 days, 14 day extensions require Minister's approval.
- Local authority must provide compensation for damage to property.

Under older legislation you either had regular day to day authority or you went to a Declaration of State of Local Emergency which gave you all the powers as listed in Section 11. With an Emergency Prevention Order you have a tool to take **preventative action in advance of the need to declare a State of Local Emergency or when all the powers of a State of Local Emergency are not yet required.**

120_Declaration of an Emergency Prevention Order
Has the same notification requirement as State of Local Emergency (below)

9. DECLARATION OF A STATE OF LOCAL EMERGENCY

The Council, or in the absence of a quorum of council, the Mayor/Reeve may declare a State of Local Emergency. This decision is usually made after consulting with members of the Emergency Operations Centre Management Team and especially with the Emergency Coordinator and Incident Commander/Emergency Site Manager. The Council or the Mayor/Reeve must fill out the Declaration of State of Local Emergency contained in the templates: (See "notes" on page 56, for additional reference).

070_Quorum of Council Available.doc **OR** 080_Absence of a Quorum of Council.doc

Upon the declaration of the State of Local Emergency, the Council and/or Mayor/Reeve shall notify:

- The residents of the community (see **100_News Release.doc**);
- Manitoba Emergency Measures Organization; and
- Neighbouring municipalities and communities as may be required.

The extraordinary powers listed in Section 10 of this plan can only be utilized after the council, or in the absence of a quorum of council, the Mayor/Reeve have declared a State of Local Emergency.

A State of Local Emergency is not required, to be considered eligible for compensation for disaster financial assistance.

10. EMERGENCY POWERS

Emergency Powers may only be used after a State of Local Emergency has been declared. The Council may do everything necessary to prevent loss of life and damage to property or the environment, including any one or more of the following things: [Section 12 of The Emergency Measures Act].

- Cause emergency preparedness plans to be implemented.
- Utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of any emergency or disaster;
- Authorize or require any qualified person to render aid of such type as that person may be qualified to provide;
- Control, permit or prohibit travel to or from any area or on any road, street or highway;
- Cause the evacuation of persons and the removal of livestock and personal property and make arrangements for the adequate care and protection thereof;
- Control or prevent the movement of persons and the removal of livestock from any designated area that may have a contaminating disease;
- Authorize the entry into any building, or upon any land without warrant;
- 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;
- Authorize the procurement and distribution of essential resources and the provision of essential services;
- 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;
- Expend such sums as are necessary to pay expenses caused by the emergency or disaster.

11. ORGANIZATION AND CONTROL

Council and Mayor/Reeve

The Council, and in the absence of a quorum of Council, the Mayor/Reeve will control and direct the emergency operations at all times. In the absence of Council, the Mayor/Reeve will assume responsibility of directing emergency operations.

Chairman of Local Urban District (LUD)

- Participate with the Council and/or Mayor/Reeve in the decision making process.
[Note: The Chairman does not have the authority, to declare a State of Local Emergency.]
- Assist in the emergency operation.

Municipal Administrator

- Advise the Council and Mayor/Reeve on legislation and procedures.
- Take direction from the Council.
- Maintain financial and other records pertaining to the emergency operations.

Emergency Coordinator

- Manage and coordinate the emergency response.
- Keep the Council and Mayor/Reeve informed of developments as they occur.
- Ensure all directions from the Council and Mayor/Reeve are carried out.
- Manage and coordinate Emergency Operations Centre Management Team activities.

The positions, from this point on are recommended to be filled. However, if an adequate numbers of persons are not available, the tasks for the following persons should be assigned to others.

Telecommunications Manager

- Ensure reliable and secure telecommunications are established between the Emergency Site and the Emergency Operations Centre.
- Coordinate communications procedures.
- Arrange for additional communication resources with Manitoba Telephone System and other public and private agencies and/or organizations.

Transportation Manager

- Develop and maintain a Transportation Resource List of various vehicles.
- Coordinate the transportation of personnel and materials.

Social Services Director

- Develop and maintain Evacuation and Reception Resource Lists
- Coordinate and develop Evacuation and Reception arrangements with neighbouring municipalities.
- Arrange for food, lodging, personal-services, clothing, registration and inquiry services.

Human Resources/Volunteers Manager

- Develop and maintain listing of volunteer organizations and/or people.
- Liaise with Canada Employment Immigration Centre to help coordinate volunteer activities in an emergency.
- Maintain listing of human resources.

Resources Manager

- Develop and maintain resource listings of equipment.
- Coordinate the utilization of these resources in an emergency.

Public Information Manager

- Develop timely media releases concerning the emergency for release to radio stations, television and newspapers, pending approval from the Emergency Coordinator and/or the Elected Officials.
- Deliver media briefings or brief the community's official spokesperson.

Clerks and Staff

Perform all duties as may be assigned by the Municipal Administrator/Emergency Coordinator.

12. EMERGENCY SITE MANAGEMENT TEAM

In general, the Incident Commander/Emergency Site Manager, will be the Senior Fire Person or Senior Police Officer, per the Incident Command Policy of the Fire Department, or other person appointed by the Council and/or Mayor/Reeve after consulting with the Emergency Coordinator. Under certain circumstances, a Unified Incident Command/Emergency Site management system may be adopted.

Incident Commander/Emergency Site Manager

- Manage and control the Emergency Site Operations.
- Keeps the Emergency Operations Centre informed of all operation activities and resource requirements at the site.
- Determines the inner and outer perimeter of the emergency site.

Police

In addition to their normal day-to-day duties, the police will provide:

The Incident Commander/Emergency Site Manager, unless circumstances dictate otherwise;

- Security at the emergency site;
- A temporary Morgue if required; and
- Assist in the evacuation of people.

Fire Services

In addition to their normal day-to-day duties, the fire service will provide:

The Incident Commander/Emergency Site Manager, unless circumstances dictate otherwise;

- Assistance in the evacuation of people; and
- Initiation of Mutual Fire Aid if required.

Ambulance Services

In addition to their normal day-to-day duties, ambulance services will provide:

- Casualty evaluation;
- First aid on-site; and
- Casualty sorting and transportation.

13. TERMINATION OF STATE OF LOCAL EMERGENCY

The state of local emergency may be terminated at any time by:

- The Council; or
- The Minister responsible for The Emergency Measures Act.

The council shall complete the form "Termination of State of Local Emergency", found in 070, 080, or 110 as appropriate.

Upon termination of an emergency, the Council and/or Mayor/Reeve will notify:

- The residents of the municipality;
- Manitoba Emergency Measures Organization; and,
- Neighbouring municipalities and communities, as required.

TERMINATION OF EMERGENCY PREVENTION ORDER

The Emergency Prevention Order may be terminated at any time by:

- The Council; or
- The Minister responsible for The Emergency Measures Act.

The council shall complete the form "Termination of Emergency Prevention Order", found in 120, or as appropriate.

Upon termination of an emergency, the Council and/or Mayor/Reeve will notify:

- The residents of the municipality;
- Manitoba Emergency Measures Organization; and,
Neighbouring municipalities and communities, as required.

14. REVIEW OF PLAN

The Emergency Coordinator shall ensure this plan is reviewed annually and amended as necessary.

15. <u>DETAILED PROCEDURES</u>	<u>page</u>
DECLARATION OF A STATE OF LOCAL EMERGENCY	17
WARNING	18
TELECOMMUNICATIONS	21
PUBLIC INFORMATION	22
EVACUATION AND RE-ENTRY	25 & 29
TRANSPORTATION	35
RECEPTION	36
POSITION RESPONSIBILITIES	37
NOTES	39
EMERGENCY ACTION GUIDELINES (See Page 40 of this document)	

DECLARATION OF A STATE OF LOCAL EMERGENCY

Sections 11(1) and 11(2) of the Emergency Measures Act permit the declaration of a State of Local Emergency by the Local Authority. Such declarations can be essential, even critical, in enabling local authorities to take actions necessary to provide maximum protection to people, property and the environment. The declarations must be timely and one of the aims of the Act is to permit municipalities to act quickly.

It is a requirement that the essential details of a declaration must be communicated to the Minister responsible for The Emergency Measures Act as quickly as possible and confirmed forthwith in writing. Written declarations must contain the following information.

- Who is making the declaration?
- What is the nature of the emergency?
- What is the extent of the emergency?
- (In other words, what area is affected or likely to be affected?)
- When (date and time) is the declaration made?

A declaration form must record, at the very least, information answering the above questions. Attached are two samples of recommended formats. These could easily be adapted and used for any situation, but it is important to note that these samples are recommended drafts provided for convenience. These exact formats and words need not be the only ones used. Changes may be accepted, providing the above criteria are met. The Declaration of a State of Local Emergency **must** be communicated by the most expedient means to the public. Public notification of the State of Local Emergency should include the following:

- The reason for declaring a State of Local Emergency
- The area and/or extent of the emergency
- An appeal to the public to obey all orders issued by the municipality or authorities during the emergency
- An appeal to the public to stay clear of the emergency area
- Assuring the public that all emergency response personnel will be diligent in the discharge of their duties.

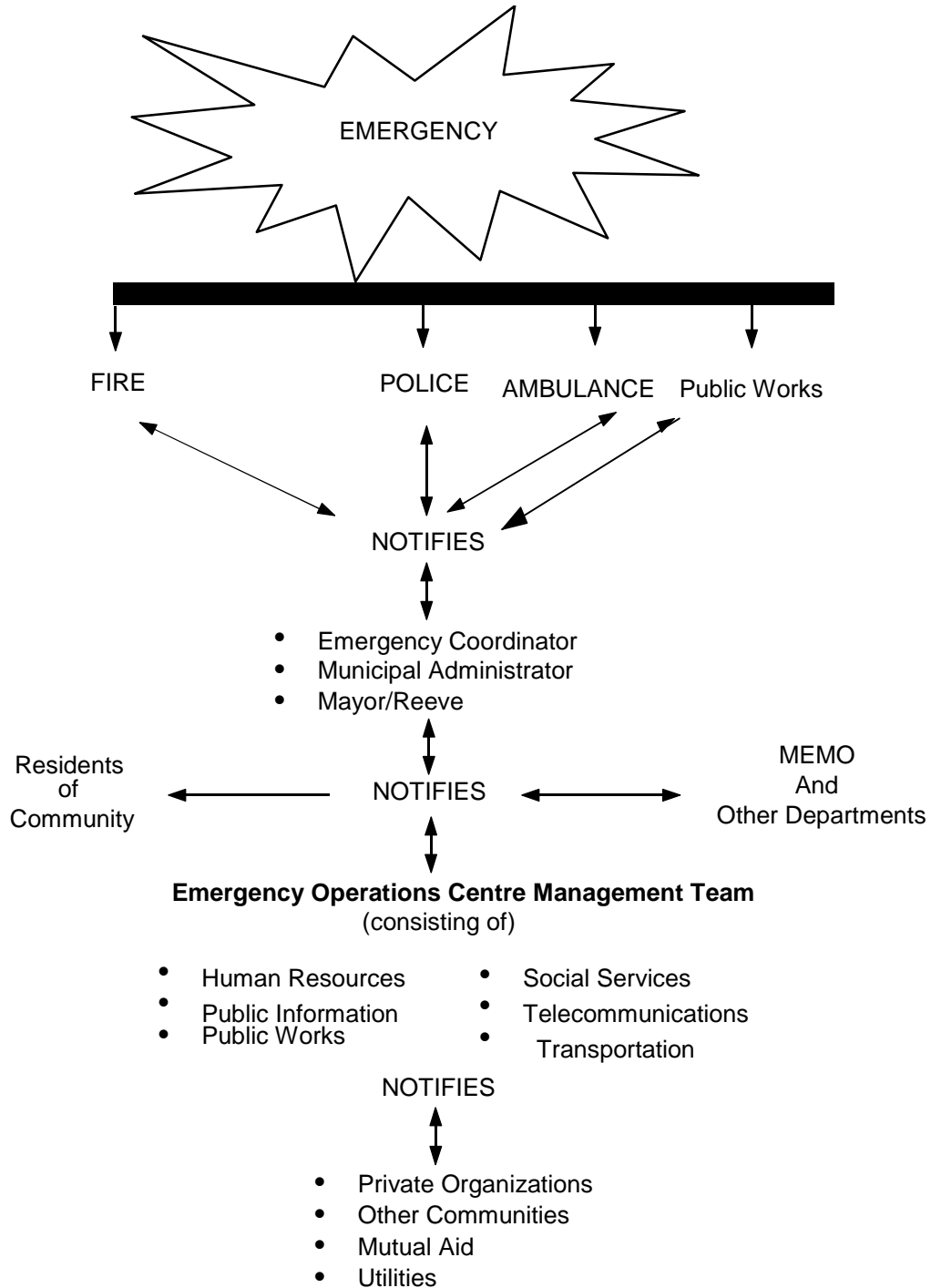
***Municipalities should review, and be prepared to draft your own declaration forms based on those provided in the documents listed below.

070_Quorum of Council Available.doc
080_Absence of a Quorum of Council.doc
090_Official Notification of Evacuation.doc
100_News Release.doc

When an emergency occurs, the council and/or Mayor/Reeve can fill in the blanks with the appropriate information.

WARNING

WHEN AN EMERGENCY OCCURS, OR IS IMMINENT, THE PERSON OR EMERGENCY SERVICE BECOMING AWARE OF THE SITUATION, WILL BE RESPONSIBLE FOR ALERTING -THE POLICE- WHO WILL PHONE THE EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAM AND/OR PERSONNEL.



**IF THE NATURE AND/OR MAGNITUDE OF THE EMERGENCY
REQUIRES THE WARNING OF THE GENERAL PUBLIC,
THE FOLLOWING WILL BE DONE:**

Emergency Vehicle Sirens and Loud Hailers will be used to advise the public to turn their radios to 1250 AM or 96.7 FM. The first choice Emergency Vehicles would have to be RCMP as the Ambulance and Fire would probably totally committed to the emergency scene.

- Contact 1250AM / 96.7FM at steinbachnews@goldenwestradio.com and call the news team members to have their representative put the information on the air.

- Fax news release to 326-2292 or e-mail it to steinbachnews@goldenwestradio.com

Staff Sergeant Olbert agreed to this, on an interim basis until an alternate system can be implemented, in 2005 and it has been discussed with subsequent detachment leaders including Staff Sergeant Davey Lee.

Alternate suggestions for discussion:

- Early Warning Sirens (presentation made to Steinbach Council for their consideration in 2009)

- Automated Dialer with recorded message for large occupied centres e.g.: hospital, senior homes, schools, large manufacturing plants and businesses

- E-Mails to large occupied centres

- CANALERT system to alert residents via radio and television by breaking into programming with the appropriate message. This system is tentatively scheduled to start in 2010.

PROVINCIAL EMERGENCY ASSISTANCE

Choose Option "A" OR "B", NOT both.

A) IN THOSE EMERGENCIES, beyond the capability of local emergency services, which require the assistance of ONE (1) Provincial Department, call collect (24 Hours) –

DANGEROUS GOODS

ENVIRONMENTAL CONTROL SERVICES 1-888-944-4888
CANUTEC (Information Only) 1-613-996-6666

EVACUATION

EMERGENCY SOCIAL SERVICES (Via EMO) 945-5555

FIRES

FIRE COMMISSIONER'S OFFICE 1-888-389-3473

FOREST FIRES (April 1 to October 15)

FIRE MANAGEMENT 1-800-782-0076

HEALTH

EMERGENCY HEALTH SERVICES 786-7289

INDUSTRIAL ACCIDENTS

WORKPLACE SAFETY AND HEALTH 945-0581

Travel Information

945-3704

* * * * *

B) WHERE the assistance, of **TWO (2) or MORE** Provincial Departments, or **ONE (1)** or more Federal Departments is required, call collect –

MANITOBA EMERGENCY MEASURES ORGANIZATION

Headquarters (Winnipeg – 24 Hours) 945-5555
-Eastern Region (St. Pierre Office: 433-2581; Cell: 782-8317)-

TELECOMMUNICATIONS

Radio – Emergency Site to Emergency Operations Centre

The Telecommunications Manager will make arrangements for the immediate establishment of a 2-way Radio link from the Emergency Operations Centre to the emergency site (Municipal Office or alternate location).

Use of Ham radio operators in an emergency may be useful in augmenting your communications.

Telephone – Emergency Operations Centre

The Telecommunications Manager will make arrangements with the Manitoba Telephone System for the immediate installation of additional telephone circuits and instruments, for use of the Emergency Operations Centre Management Team, as and when required.

RECORDS

All communications, correspondence and activities will be recorded in a log and retained for future reference.

PUBLIC INFORMATION

PUBLIC INFORMATION

One of the most important responsibilities of the Emergency Operations Centre (EOC) Management Team is to notify the residents of the community that an emergency has occurred. Alerting residents to the emergency, and the precautions they should take, may prevent injury and loss of life. The Public Information Manager or Emergency Operations Centre Management Team is responsible for informing residents affected by the emergency, of the emergency, by the following options or combinations of options:

- Have police, fire vehicles or other vehicles with loud speakers and flashing lights travel throughout the community announcing the warning.
- Door-to-door contact.
- Notifying the residents by radio or television (See Appendix A – Sample 3 “Sample News Release”)
- Post information on-line at: steinbach.ca, hanover.mb.ca, mysteinbach.ca, mysteinbach.com
- **The warning message should tell the public:**
 - an emergency has occurred and/or a State of Local Emergency has been declared;
 - what they should do and whether they should evacuate or stay in their homes;
 - where they should meet for evacuation;
 - what evacuation route they should take;
 - what to take along if they evacuate;
 - what precautions they should take;
 - what to do with pets; and
 - when to expect further announcements.

EMERGENCY PUBLIC INFORMATION PLAN

An emergency public information plan is an essential tool for your community to use during an emergency. Without it, a co-ordinated media response is unlikely.

An emergency public information plan should contain:

- a check-list 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; and
- a fan-out list of people who can be called to work on the public information portion of an emergency response.

Once developed, three copies of your emergency public information plan should be distributed to key personnel.

(I.E. Council and/or Mayor/Reeve, Emergency co-ordinator, Municipal administrator, Media information manager.)

One copy should be held in their offices, one should be kept at their home and one should be in their car.

PUBLIC INFORMATION (cont)...

EVACUEE INFORMATION

During an evacuation, the Public Information Manager should provide frequent and regular reports to the receiving community for distribution to evacuees. Reports should include information on what is happening in their home community. If known, a general time for re-entry can be communicated. To avoid disappointment and stress for evacuees, an exact date should not be given until it is absolutely confirmed.

Items such as an evacuee newsletter or an evacuee telephone inquiry line will also go a long way to helping evacuees feel connected with what is happening in their community. Volunteers from the affected community should staff the inquiry line, so callers will feel more comfortable about discussing their concerns.

PREPARING FOR THE MEDIA

An emergency will attract media attention and you must be prepared to handle media who show up at the emergency site or call the EOC for more information. To keep your media response co-ordinated, the Public Information Manager should 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/Emergency Site Manager;
- Preparing and issuing news releases outlining the status of the emergency response;
- Arranging a media tour once it is safe; and,
- Monitoring news stories to ensure they are accurate and notifying the media when inaccuracies occur.

Once it is safe enough to do so, a tour of the emergency site should be arranged for the media. The only way to significantly cut down on the number of media coming to the site, is to give them the opportunity to take pictures of the actual emergency area.

ISSUING INFORMATION TO THE MEDIA – NEWS CONFERENCES AND RELEASES

The media is one of your best sources for reaching the public. Information given to the media must accurately explain the emergency, the dangers involved and the actions that will be taken to mitigate the emergency's effects. The Council and/or Mayor/Reeve and/or Emergency Coordinator should authorize all information that is released to the news media.

The most common way to release information to the media is through a news release or news conference. News releases should be issued on a regular basis to keep the media up-to-date on what is happening. By issuing regular news releases via fax machines, you can significantly cut down on the number of media telephone calls you receive. News release should include factual statements about the emergency and what you are doing to rectify the situation. The information can be prepared in point form to make it easier to write and read.

PUBLIC INFORMATION (cont.)

In general, a news release should include:

- What happened
- Where (name and location of the emergency site or facility involved);
- When (the time of the incident);
- The number of injured, deaths if any;
- The name of the hospital(s) where injured persons are being taken (do not discuss how the injuries occurred or the extent of the injuries, or the identity of the injured or dead until all information is confirmed and family members have been notified);
- What your community is doing to rectify the situation;
- Any other facts not in dispute; and, names of appropriate local, provincial and federal agencies that have responded to the emergency.

When you have a lot of important information to give the media or when you have numerous requests for personal interviews, you should hold a news conference. A news conference allows the media to ask questions and gives them access to several emergency responders at once. Holding at least one daily news conference throughout an emergency is important, in helping you get your message out and helping the media get their story.

Before holding a news conference, prepare a brief opening statement that provides an update on the emergency and outlines how you are responding. Familiarize yourself with the statement and try to refer to it but not read it when you first speak to the media.

Provide the media with access to a spokesperson from responding agencies at your news conferences. This is a good time management tool because it allows you to arrange for the media to speak to all agencies at once rather than organizing a lot of separate interviews.

Hand out an up-to-date news release and a fact sheet that includes basic background about the community and the incident. This will enable the news media to report with more accuracy when writing the story.

Whenever possible, try to monitor media coverage to ensure the reports are accurate. Where necessary, correct any inaccuracies by calling the reporter directly.

HANDLING MEDIA INTERVIEW

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 – newspaper uses much more detail than radio and TV (radio and TV need brief, concise answers)
- Anticipate media questions (for example, reporters will ask the five W’s (who, what, where, when and why) and possibly a sixth question, “What will the community do now?”)

EVACUATION EVACUATION REQUIREMENTS

GENERAL

In the event it is necessary to evacuate people, the procedures listed below must be observed.

WARNING

In addition to the General Warning (Section 1), The Emergency Operations Centre Management Team will ensure that:

Precise information is disseminated to the general public as to the danger involved, and the actions to be taken;

Hospitals, schools, personal care homes, group residences and private residences in the affected area are notified; and,

Reception communities are notified.

TRANSPORTATION

It is anticipated that the majority of people will provide their own transportation.

The Transportation Manager, or in his/her absence a designate, will make arrangements to evacuate persons without transportation (i.e. occupants of Hospitals, Schools, Personal Care Homes and Group and Private Residences).

REGISTRATION AND INQUIRY

The Emergency Coordinator or Emergency Social Services Director must inform the host community's Emergency Coordinator that an evacuation is underway.

Provide the host community with the following information.

Number of people to expect.

Means of transport.

What personnel from the evacuating community will be assisting the host community.

Ask the host community's Emergency Coordinator where the Reception Centre will be located. (Give the location to evacuees through media announcements and/or evacuation notification).

All evacuees whether providing their own transportation or utilizing emergency transportation must be instructed to register at a designated location. Information recorded will be utilized to answer inquiries regarding the safety and location of evacuees.

ANIMAL CARE AND CONTROL

In any emergency, there may be animals (farm and household) left behind. Provision for the removal and/or feeding of animals may be required and should be done with the advice of a veterinarian or Manitoba Agriculture. Animals can be removed to stock yards, community pastures or to nearby animal shelters in other communities. Buildings or homes with animals inside should be listed and identified with surveyors' tape. The disposal of dead animals should be done in consultation with Manitoba Agriculture.

SECURITY

During the emergency evacuation period, police will establish and maintain security of the area evacuated.

RE-ENTRY PROCEDURES

Re-entry will be initiated as soon as possible but not before local, provincial and federal authorities are satisfied all appropriate preparations have been made (i.e. the restoration of utilities and essential services to homes and commercial establishments).

EVACUATION GUIDELINES

COMMUNITY EMERGENCY MEASURES GUIDELINES

Many types of emergencies or disasters may require that all, or a portion of a community be evacuated. An evacuation may be so sudden that preparation by a community's Emergency Operations Centre Management Team may not be possible, while in other emergencies there may be adequate time to implement an orderly evacuation. Displaced evacuees could be moved to reception centres while others will choose to stay with friends or relatives. Many people will move themselves in their own vehicles while others will require transportation to move out of the affected area.

Possible Problems in Evacuations

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

Resources

Voters List or phone book (photocopied)
Cardboard traffic direction signs
Surveyors tape/chalk
Road barricades
Pre-made Evacuation Notices (see sample)
Buses, vans, boats, aircraft
Tow trucks
Maps of community
Evacuation Teams (minimum 4 persons per 500 population)
List of vehicles with loud hailers and flashing lights
A listing of persons who may require transportation

PRE-EMERGENCY

MAYOR/REEVE AND COUNCIL

- No actions, at this time.

EMERGENCY COORDINATOR

NOTE It is well advised for the Emergency Coordinator to delegate many of the tasks found in this guideline.

- Prepare an Evacuation Emergency Kit, consisting of the items listed under resources. A 24-hour contact list should be maintained for tow trucks, vehicles with loud hailers and with flashing lights, buses and vans. A list should be maintained of those people who require assistance (handicapped) or those who will need transportation in an evacuation.
- Training of evacuation teams i.e., how to notify residents of an emergency, the method of determining whether or not all citizens have been notified (see attached notes on evacuation team)
- Identify alternate reception centre sites for evacuees within the municipality.
- Arrange reception centre sites with neighbouring municipalities.
- Train Emergency Social Services Team on responsibilities in event of evacuation or the hosting of evacuees.
- Have the Transportation Manager arrange for buses, vans, and if required, boats and aircraft.
- Determine need for some members of the evacuation team to remain in the community to help monitor security and safety.

PRE-EMERGENCY (continued).

EMERGENCY COORDINATOR

- Review of Emergency Social Services Plan within the scope of other emergency response plans.
- Pre-plan evacuation routes with police and Transportation Manager. Consider publishing these routes in the local newspaper.
- Develop a 24-hour media contact list of radio and television stations, who would be willing to broadcast the notice of evacuation, information and advice to citizens.
- Determine evacuation needs of special facilities. (Coordinate with responsible officials of schools, nursing homes and hospitals.) Special care facilities plan should be incorporated within the municipal plan.
- Designate Assembly Points (where evacuees can be picked up and evacuated.)

EMERGENCY

MAYOR/REEVE AND COUNCIL

- Implement Emergency Plan, in whole or in part.
- Is Declaration of State of Local Emergency required? (i.e. will there be a need to exercise emergency powers over those currently granted to a municipality?)
- Mayor or Reeve should announce to the public the reason(s) for Declaring a State of Local Emergency and need for evacuation.
- Notify MEMO if there is need for provincial resources or assistance.
- The formal decision to order an evacuation must come from a majority of council or the Mayor/Reeve.
- Designation of area to be evacuated (all or part of the community)

EMERGENCY COORDINATOR

- Notify affected persons, that an order to evacuate has been issued. If it is safe for members of the evacuation team, have them go door-to-door to notify residents. Have evacuation team hand out Evacuation Notices and mark homes with chalk or tie fluorescent surveyor's tape to the door of evacuated homes. The use of vehicles with loudspeakers can be utilized to notify residents. (Have evacuation team keep records of addresses visited, the date and time and results of each attempted visit.)
- Notify evacuees who have no means of transport where to assemble, and delegate assistance for those who cannot assemble on their own. Have Transportation Manager arrange transportation to these people.
- Implement registration of evacuees (if possible), otherwise, register evacuees at reception centre. Use voter's list or telephone directory as a guide of citizens.

EMERGENCY (continued)

EMERGENCY COORDINATOR

- ❑ Set up security perimeter around evacuation area – use road barricades to block streets.
- ❑ Designate evacuation traffic routes – use pre-made traffic signs.
- ❑ Establish a citizen's inquiry line at the Reception Centres to help disseminate information or advice to citizens on the evacuation and progress of emergency mitigation efforts. Establish and use this number through the media. You could also use the citizens' inquiry line as a method of informing evacuees where to register.
- ❑ Have the host community's Emergency Social Services Director implement their Emergency Social Services Plan. (open reception centres or notify reception community of emergency and how many evacuees may be coming to their community.)
- ❑ If it is safe for the evacuation team to do so, conduct a door-to-door check again and mark empty homes with fluorescent surveyor's tape. Some members of the evacuation team may be required to perform periodic security checks of the community.
- ❑ Disconnecting of utilities, water, sewer, gas and telephone.

EVACUATION TEAM

It is important to develop a means of notifying the citizens of your community that an emergency has occurred. Notification of residents can be carried out by various methods. There may be the need for utilising 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. The evacuation team can determine if all residents have left the community by doing a door-to-door verification check. Remember, do not jeopardise the safety or lives of the evacuation team.

The evacuation team should be comprised of members 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 during the emergency, including the evacuation team;
- c) Establish a method to warning all persons remaining in the community; and
- d) Establishing a procedure to ensure 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 method to contact all residents in the event of an emergency, including the delivery of the "Official Notification of Evacuation" form;
- The importance of noting the time of notification.
- Providing security to the evacuated area (consult RCMP/Police);

RE-ENTRY GUIDELINES

COMMUNITY EMERGENCY MEASURES GUIDELINES

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

Possible Problems

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

Resources

- Utility companies (Hydro, Telephone, Gas, Water and Sewer System) Hospitals/nursing homes
- Local food store, gas stations
- Buses, vans and tow trucks

POST EMERGENCY

MAYOR/REEVE AND COUNCIL

- ❑ Mayor/Reeve and Council should assess whether or not the community is safe to re-enter (Consultation with Emergency Coordinator, Incident Commander/Emergency Site Manager and Provincial Response Team personnel.)
- ❑ Council may consider terminating State of Local Emergency before the commencement of re-entry to the community.

EMERGENCY COORDINATOR

- ❑ Ensure that the community is safe for re-entry, consult with Incident Commander/Emergency Site Manager and Provincial response team personnel.
- ❑ All essential utilities and services should be restored prior to the re-entry
- ❑ Arrange to have streets cleared of debris (public works). Determine if roads, highways and bridges are safe for evacuees to return on (consult with Provincial Highways and Transportation).
- ❑ Arrange for the disposal of dead animals. Advice can be sought from local veterinarian and/or Manitoba Agriculture.
- ❑ Transportation must be co-ordinated – many residents will return in their own vehicles, however some will require transportation assistance (bus, plane, train or car).
- ❑ Implement Re-entry Checklist (attached to this section)
- ❑ It may be necessary to arrange additional security patrols during and shortly after re-entry of citizens
- ❑ Arrange a “town hall meeting” for the purposes of providing information to residents from the provincial/federal response agencies (i.e. what happened during the emergency and providing advice or information to concerned citizens such as preparation of food, warning of hazards, changes in their environment, methods of compensation, if any). An information handout containing the same advice and information should be prepared and passed out to returning citizens.

POST EMERGENCY (continued)

MAYOR/REEVE AND COUNCIL

- None, at this time.

EMERGENCY COORDINATOR

- Continue citizen telephone inquiry line to help with the dissemination of information.
- Have media broadcast to evacuees that they may re-enter the community and any other information such as what to bring i.e., food, medications etc. Last to re-enter may be the elderly, disabled, special needs and the patients from hospitals and nursing homes.
- Evacuees should be registered if they have returned to their homes. The Evacuation Team could remove the surveyor's tape from the door handle while registering the occupants.

RE-ENTRY CHECKLIST

The purpose of this Checklist is to assist the Community Emergency Coordinator, with the re-entry phase. Many sections of this checklist may or may not apply to the re-entry procedures. Returning evacuees will be very anxious returning to their community. One of the Emergency Co-ordinator's objectives in the re-entry phase is to prepare the community, so as to lessen the anxieties of returning citizens.

RE-ENTRY, For the Community know as, The City of Steinbach and / or the R.M of Hanover.

SATISFACTORY CONDITIONS CONFIRMED

The Community Emergency Coordinator must ensure the safety of the returning evacuees. The Emergency Coordinator must get the approval from the following people or provincial response agencies before re-entry process begins.

- Mayor/Reeve and council approval.
- Medical Officer of Health approval (or Emergency Health Services)
- Environment Officer's approval.
- Fire/Flood Report Updated (Conservation approval)
- Manitoba Agriculture approval.
- Air, Water, Land (environmental) Conditions Satisfactory
- Food Supplies Adequate (confirmed by Community Emergency Co-ordinator)
- Essential Supplies Adequate (confirmed by Community Emergency Co-ordinator)
- Community Fuel Supplies Adequate for Further Evacuation if required (confirmed by Community Emergency Co-ordinator)

COMMUNITY CONTACTS:

Essential People Required in Community at or before Re-entry

- Community Emergency Coordinator
- Police
- Medical Personnel (Doctors/Nurses)

RE-ENTRY GUIDELINES (continued)

- Northern Affairs Regional Director
- Chief and Council Members
- Mayor/Reeve and Community Council
- Ambulance Personnel:
- Fire Department Personnel:
- Conservation Personnel:
- Nursing Home Personnel:
- Manitoba Conservation Personnel
- Emergency Health Services Personnel
- Emergency Social Services Personnel (Community and Province)
- Manitoba Agriculture Personnel
- Store Managers/Clerks:
- Red Cross
- Others

B. Essential Services:

- Nursing Station/Hospital Facilities
- Senior's Home Facilities
- Alternate Accommodation Available If Homes Are Damaged
- Ambulance
- Fire Fighting Equipment
- Mail Service
- Safe Water*
- Food and Essential Supplies (diapers, etc.) in Stores
- Medical Supplies
- Adequate Vehicle Fuel Supplies

*** NOTE: CAUTION PEOPLE TO BOIL DRINKING WATER IF NECESSARY.**

RE-ENTRY GUIDELINES (continued)

E. Location of Evacuees:

- Names and Places (Attach List)

F. Re-entry Registration Plans confirmed.

- Location
- Personnel who will assist in Re-entry Registration (attach list).

G. List of Elderly/Disabled/Special-Needs (attach list). [Please Note: The facilities that normally take care of these people may require more time to ensure that the facility is able to provide for their needs. A decision by the managers of these institutions/facilities may be required before the Elderly/Disabled/Special-Needs people return. In most instances, the community may be better prepared to assist these individuals a few days after the initial re-entry].

TRANSPORTATION PLAN

- Transportation

It is anticipated that the majority of people will provide for their own transportation.

The Transportation Officer, or in their absence someone designated, will make arrangements to evacuate persons without transportation. (eg. occupants of Hospitals, Schools, Personal Care Homes and Group and Private Residences) unless this transportation is being coordinated by South East Regional Health or other authority.

-The Transportation Officer will work with RCMP, Public Works, and Dept. of Highways to determine the best routes and methods for Transportation of people and or animals during Evacuation or Hosting/Reception activities.

RECEPTION

RECEPTION CENTRE

Events in neighbouring communities may necessitate the reception of evacuees.
(See mutual aid section for agreements)

The community of -Steinbach - has agreed to provide reception facilities for communities that have signed MOU's for that purpose.

A Reception Centre will be established, to register and receive evacuees and assign them to emergency accommodations.

The host community will ensure the following responsibilities are completed:

- a) Establish registration and inquiry service (in conjunction with the Red Cross if available).
- b) Provide food services, accommodation, clothing (if required), personnel services (see Emergency Social Services guide).
- c) Arrange for medical services if required i.e., public health nurse, physician, hospital and pharmacist.
- d) Assist with timely briefings to evacuees concerning the state of affairs of the evacuated community and the expected date and time of re-entry.
- e) Help in the re-entry procedures in conjunction with the evacuated community.

POSITION RESPONSIBILITIES

MAYOR/REEVE and Council

- Implementing the emergency plan in whole or in part.
- The council, or in the absence of a quorum of council, the Mayor/Reeve are responsible for the Declaration of a State of Local Emergency when required.
- The Council is responsible for the termination of a Declaration of a State of Local Emergency.
- Notifying Manitoba Emergency Measures Organization that a Declaration of a State of Local Emergency has been declared.
- The authorization of media releases.
- Log all actions and decisions.

Emergency Coordinator

- Activate the municipal Emergency Operations Centre.
- Coordinate the emergency response.
- Initiate call out of Emergency Operations Centre Management Team.
- Keep the Council and/or Mayor/Reeve informed of developments as they occur.
- Implementing the emergency plan in whole or in part.
- Advising the Council and/or Mayor/Reeve to declare a State of Local Emergency.
- Advising the Council and/or Mayor/Reeve on the appointment of the Incident Commander/Emergency Site Manager.
- Coordinate the Emergency Operations Centre Management Team's activities.
- Request Mutual Aid (except fire services).
- Ensure all directions from the Council and/or Mayor/Reeve are carried out.
- Review and authorize media releases.
- Ensure for the care of animals left behind.
- Log all actions and decisions.
- Requesting a full report of all emergency operations activities from all responding municipal agencies.
- Prepare post-emergency reports.
- Shall ensure amendments to the emergency plan are made.

Public Works Manager

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

Telecommunications Manager

- Establish necessary communications from the Emergency Operations Centre and the emergency site.
- If necessary, request additional telephones from MTS for Emergency Operations Centre and emergency site.
- Provide news releases to radio, television and newspapers.
- Arrange for additional radio equipment and operators from volunteer organizations.
- Log all actions.

Continued

Position, Continued

Chief Administrative Officer (CAO)

- Provide information and advice to the Council and Mayor/Reeve.

Transportation Manager

- Arrange transportation as requested.
- Direct transportation resources as required, i.e., taxi companies, buses and aircraft (consider mutual aid).
- Determine gasoline and diesel requirements for emergency.
- Log all actions.

Emergency Social Services Director

- Activates emergency social services plan.
- Ensure that the needs of evacuees are met i.e., accommodations, feeding, registration and inquiry, personal services and clothing.
- Ensures that the Reception Centre is set-up.
- Co-ordinates volunteer organizations, who may be involved with the above activities.
- Assist reception communities in whatever way possible.
- Log all actions.

RCMP/Police

- Provide emergency site security (establish inner and outer perimeter of emergency site).
- Assist in traffic and crowd control.
- Assist in search and rescue.
- Assist with evacuation.
- Set-up of a temporary morgue, if necessary.
- Advise medical examiner in the event of a fatality.
- Log all actions.

Fire

- Coordinate fire fighting/hazardous goods operations.
- Activate the Fire Mutual Aid system if necessary.
- Assist with the evacuation of people.
- Log all actions.

Ambulance/Hospital

- Provide first aid on site.
- Initiate Health mutual aid if necessary.
- Log all actions.

Public Information Manager

- Provide timely reports for public, especially information regarding evacuated persons, through the media. **The Mayor/Reeve, council or the Emergency Coordinator must authorize all media releases.**
- Establish liaison with the provincial Communications (media specialists) staff.
- Establish media facilities
- Monitor the media for possible errors being reported about the emergency.
- Establish a means of informing evacuees of the activities undertaken in the community. Creating a daily newsletter, could provide this information.
- Maintain a log of all actions taken.

Notes:

Note 1:

There are many types, of emergencies which Manitoba municipalities may face. Here are a few of the many. Some may be classified as Natural Disasters such as:

- Forest Fires
- Flood
- Severe Weather/Tornado/Wind Storm/Blizzard, etc
- Drought

Other types may result from human causes such as:

- Dangerous Goods Accident
- Mine Accidents
- Industrial Explosions
- Large Fires
- Dam Failure

A simple, general word or phrase should be used to describe the emergency or disaster.

What is an Emergency?

There are five characteristics of an emergency, which help define it as such:

- Loss of life, or potential for loss of life.
- Abnormal situation.
- Clear potential for damage to property or environment.
- Requirement for a quick response.
- Response measures beyond those normally employed.

Essentially all five elements must be present to constitute an emergency.

Note 2:

The State of Local Emergency declaration begins on the same date and time as the resolution is passed. Therefore, this date should correspond with that at the top of the declaration and also the date in the third paragraph, immediately preceding the signature block at the bottom.

Note 3:

This date will be 14 days after the date of the declaration.

i.e. If a declaration is made on the 15th day of the month, the same declaration would expire at 23:59 of the 29th day of that same month. There are, however, provisions in the Act for either earlier termination or extension beyond this expiry date.

EMERGENCY ACTION GUIDELINES

EMERGENCY ACTION GUIDELINES

COMMUNITY EMERGENCY ACTION GUIDELINES

Emergency Public Information

Public Information is essential in any emergency situation. Informing the public has several important details. Information provided before, during and after an emergency helps the affected public make important decisions. As such, the community should advise its citizens of precautions to take. The same process will help in providing updated information concerning the emergency, sometimes lessening the anxieties of those affected by the emergency. For example, when an emergency occurs, the Emergency Operation Centre Management Team have the option of advising the public through the media (radio and television) the personal items to take when being evacuated and the evacuation route(s) to be taken (see Evacuation Re-Entry Section). The community should develop a list of 24-hour local media contacts.

Emergency Telecommunications Plan

Emergency Telecommunications Plan consists of the methods of communicating to the various responding agencies in your municipality, especially from the EOC to the Emergency Site. This can be accomplished by utilizing 2 way radios and telephone communications, (including fax). A secondary or back-up communication system should be planned and developed, just in case the primary system fails (i.e. use of amateur radio operators in your area).

The Telecommunications Manager must make arrangements for the immediate establishment of communications from the Emergency Site to the EOC (radio or telephone). The EOC may require additional telephones, which can be arranged through Manitoba Telephone System.

Emergency Transportation Plan

The Emergency Transportation Plan is developed to provide transportation to those citizens who do not have personal vehicles. A list, identifying citizens who require transportation in the event of an emergency should be developed. The Transportation Manager must identify bus companies (school buses and commercial bus lines) and/or vans that are willing to transport evacuees.

Animal Care and Control Program

In any emergency, there may be animals (farm and household) left behind. Provision for the removal and/or feeding of animals may be required and should be done with the advice of a veterinarian or Manitoba Agriculture. Animals can be removed to stockyards, community pastures or to nearby animal shelters in other communities. Buildings or homes with animals inside should be listed and identified with Surveyors tape. The disposal of dead animals should be done in consultation with Manitoba Agriculture. Resources for animal control should be identified and maintained as part of the Evacuation and Re-Entry Guidelines.

AIRCRAFT CRASH

COMMUNITY EMERGENCY MANAGEMENT GUIDELINES

Your community may be called upon to assist or support rescue efforts in an aircraft crash. An aircraft crash can occur anywhere, at anytime and can range from a minor incident to a major emergency with many people injured or dead. Support can range from aircraft fire suppression, rescue, first aid, medical triage, ground transportation, and/or traffic and crowd control.

Possible Major Effects

1. Injured people including dead (Mass Casualties).
2. Collateral fires (buildings and forest fires).
3. Overwhelmed medical facilities.
4. Dangerous Goods Emergencies (aircraft sometimes carry dangerous goods cargoes).
5. Need for crowd control/security.

Resources

Resources that may be used in response to an aircraft crash are listed below. Many of these items may be rented or purchased.

- Maps of airport and surrounding area
- Portable lavatories
- Barricades
- Portable heaters
- Emergency lighting
- All terrain vehicles
- SCUBA divers
- Arena/refrigerated trucks for temporary morgue.
- Portable radios
- Bulldozers and trucks
- Chain saws, axes
- Helicopter(s)
- Generators
- Boats
- Video camera & operator

Aircraft, PRE-EMERGENCY	
MAYOR / REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> <input type="checkbox"/> Review polices and procedures, and make changes, if necessary. <input type="checkbox"/> Fund equipment purchases and training. <input type="checkbox"/> Seek Mutual Aid arrangements. 	<ul style="list-style-type: none"> <input type="checkbox"/> Locate and arrange for the above equipment. <input type="checkbox"/> Co-ordinate community's emergency plan with the local airport emergency plan. Consult with local airport officials as to what is expected of community in an aircraft emergency. <input type="checkbox"/> Have Fire Chief investigate/review fire fighting techniques for aircraft with local airport authorities. (Aviation fuel and composite materials used in some aircraft is flammable and/or dangerous. Some materials can also disable electronics/operations or rescue vehicles.) <input type="checkbox"/> Review and co-ordinate Fire, Police and Ambulance Emergency Plans with community's emergency plan. <input type="checkbox"/> Exercise emergency plan for a simulated aircraft crash.

Aircraft, EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> <input type="checkbox"/> Mayor or Reeve should announce to the public the reason(s) for Declaring a State of Local Emergency. <input type="checkbox"/> Contact and arrange for mutual aid. 	<ul style="list-style-type: none"> <input type="checkbox"/> Implement emergency plan, in whole or in part. <input type="checkbox"/> Upon notification of aircraft incident, dispatch police cars, fire truck and ambulance to site. Police should report the following: <ul style="list-style-type: none"> • Location of crash • Type of aircraft and registration number • Is there a fire? • Injuries, fatalities and complications • Are there dangerous goods involved? • Difficulty in accessing crash site. <input type="checkbox"/> Establish communications with RHA on Duty Supervisor

Aircraft Crash, Continued. Emergency Action Guidelines

	<ul style="list-style-type: none">❑ Have police, fire and ambulance do emergency rescue (if possible without threat to their own safety).❑ If aircraft has landed in water, have boats and SCUBA divers sent to site.❑ Have police barricade roads to and from crash site. Dispatch Emergency Command Post to crash site.❑ Report police officer's findings to:<ul style="list-style-type: none">• Hospital• Transport Canada Security & Emergency Preparedness- Winnipeg International Airport 983-2143 (business hours) 984-1625 (after hours)• Transportation Safety Board of Canada 983-5548 (24 hours) 983-8338 (alternate number-Air Traffic Control)• MBEMO 945-5555 (24 hours)❑ Send video camera and operator to crash site to record events.❑ Establish Emergency Operations Centre.❑ Implement Emergency Social Services Plan if necessary.❑ Set up Evacuation /Reception centre if required.❑ Ensure pertinent information is passed to Reception Centre from the EOC in a timely fashion.❑ Implement Emergency Communications Plan❑ Implement Emergency Transportation Plan.❑ Implement Mutual Aid arrangements. Direct personnel and equipment where needed.
--	---

Aircraft, POST EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ Terminate State of Local Emergency. Notify public and MBEMO of termination of emergency. ❑ If necessary, arrange for MBEMO -Disaster Financial Assistance, To assist, in determining damages to community. ❑ Prepare to host a community event on the one year anniversary date of the event especially where there has been loss of life. 	<ul style="list-style-type: none"> ❑ If asked by Transportation Safety Board investigators, maintain security of emergency site. ❑ Maintain information flow to medical and public. ❑ Organize volunteers who will help in the clean up. ❑ Return rented or borrowed resources. ❑ Continue EOC operations until coordination functions are complete. ❑ Review and critique the operation. Amend the emergency plan through feed back. ❑ Contact MBE.M.O. - Disaster Financial Assistance staff for possible compensation. ❑ Arrange for psycho-social counselling for volunteers, emergency workers and displaced citizens, if necessary. ❑ Prepare to host a community event on the one year anniversary date of the event especially where there has been loss of life.

DANGEROUS GOODS ACCIDENTS

(Including transportation and storage)

Community Emergency Management Guidelines

Dangerous Goods accidents may occur during storage (warehouse) or transportation (road, air or rail) and can include chemical, biological or radiological hazards. Very often the danger of fire, chemical release or explosion will require the implementation of an evacuation / re-entry plan. Timely and accurate situation reports from the Site Manager to the E.O.C. on the situation will be critical for the overall control and co-ordination of the operation.

Possible Major Effects

1. Threat to life and property.
2. Environmental impact: soil, water and air contamination.
3. Fire and explosion.
4. Evacuation.
5. Traffic disruption (road or rail).
6. Disruption of Business/Industrial activities.

Resources

- * Heavy equipment lifting and earth moving
- * Emergency lighting including generators
- * Fire suppression equipment
- * Emergency water supplies
- * In-house and special agency response teams
- * Hand held portable radios

Dangerous Goods, PRE-EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> <input type="checkbox"/> Review policies and procedures, and make changes, if necessary. <input type="checkbox"/> Fund equipment purchases and training. <input type="checkbox"/> Seek Mutual Aid arrangements. 	<ul style="list-style-type: none"> <input type="checkbox"/> Update information on inventories and storage locations of dangerous goods locations within community in co-operation with the Fire Chief and local police. <input type="checkbox"/> Conduct, hazard evaluations and establish appropriate emergency plans and procedures. <input type="checkbox"/> Determine response agencies capabilities and limitations. For information contact MBEMO, Conservation Branch, transport and rail companies, manufacturer and distributor agencies. <input type="checkbox"/> Co-ordinate action plans with Fire, Mutual aid responders, chemical, and transport companies. <input type="checkbox"/> Validate plans and responder training by exercise simulation. <input type="checkbox"/> Implement preventative control measures such as relocation of storage areas outside of built up communities.

Dangerous Goods, EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ Contact E.O.C. manager and determine location for Mayor and Council to convene. ❑ Assess the need to declare a State of Local Emergency and notify MBEMO ❑ Review the need to conduct an evacuation with the Incident Commander/Emergency Site Manager and Emergency Co-ordinator. ❑ Release media information as required. E.G, such as notification of a State of Local Emergency, evacuations and/or Citizens Inquiry line phone number. 	<ul style="list-style-type: none"> ❑ Notify the Mayor/Reeve of the situation. ❑ Notify Manitoba Conservation Branch at 1-888-944-4888 or MBEMO at 945-5555. ❑ Activate the E.O.C., notify E.O.C. Management Team and implement the Emergency Response plan. ❑ Establish liaison and communications with participating elements. ❑ Establish communications with RHA on Duty Supervisor ❑ Ensure emergency responders are on route or on site: Fire, Police, Ambulance, Conservation department, and Transport company representatives. ❑ Obtain or verify that the following information is obtained and that the vehicle Bill of Lading or rail Manifest/Content is available, (Description of what is in each train car). <ul style="list-style-type: none"> • Location of accident. • Time of accident. • Name of shipper. • Name of transporter. • Manufacturer of goods. • Prevailing weather conditions, wind direction and speed. • Air temperature, precipitation, etc. ❑ Implement Mutual Aid agreements. (May require authority of the Mayor/Reeve and/or Council). ❑ Ensure the set up Unified Incident Command for the Hot Zone. ❑ Assist with establishing a staging area in a convenient location away from the Hot Zone where all resources can stage before they are deployed in the Hot Zone. ❑ Coordinate the resources responding to Mutual Aid agreements and their deployment.

Dangerous Goods Accident, Continued. Emergency Action Guidelines

	<ul style="list-style-type: none"><input type="checkbox"/> Activate the Evacuation Section of the Emergency Plan and Emergency Social Services Plan.<input type="checkbox"/> Set up Evacuation /Reception centre if required.<input type="checkbox"/> Ensure pertinent information is passed to Reception Centre from the EOC in a timely fashion.<input type="checkbox"/> Implement Public Information Plan. Inform public of the precautions to be taken.<input type="checkbox"/> Conduct rescue operations if required.<input type="checkbox"/> Establish security perimeter around evacuated area.<input type="checkbox"/> Implement Emergency Transportation for stranded residents.<input type="checkbox"/> Provide security to evacuated areas.<input type="checkbox"/> Implement and direct mutual aid personnel and equipment to required areas.<input type="checkbox"/> Shut down or repair utilities to reduce public dangers.<input type="checkbox"/> Implement animal care and control.<input type="checkbox"/> Ensure the timely release of media information concerning public action, information and inquiry services.<input type="checkbox"/> Verify that accident site inner and outer perimeter and any evacuated area has security.<input type="checkbox"/> Verify medical evacuation status and appraise medical services of any updated data on the nature of the dangerous goods involved.<input type="checkbox"/> Confirm local area monitoring and reporting of weather and environmental damage.<input type="checkbox"/> Direct the implementation of Emergency Public Works action plans (roads, utilities, shutdowns, etc.).
--	--

Dangerous Goods, POST-EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> <input type="checkbox"/> Terminate the State of Local Emergency. <input type="checkbox"/> Notify public of cancellation of State of Local Emergency. <input type="checkbox"/> Prepare to host a community event on the one year anniversary date of the event especially where there has been loss of life. 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue citizen's inquiry line and news release system until no longer required. <input type="checkbox"/> Assist Manitoba Conservation in cleanup operations including disposal of any possible materials. <input type="checkbox"/> Commence restoration of utilities and road/rail links. <input type="checkbox"/> Ensure appropriate approvals and/or inspections are performed. To allow safe return by residents. <input type="checkbox"/> Implement Re-Entry Guidelines. <input type="checkbox"/> Return rented or borrowed resources. <input type="checkbox"/> Conduct psycho/social counselling if necessary. <input type="checkbox"/> Contact MBEMO – Disaster Financial Assistance staff for possible compensation. <input type="checkbox"/> Review overall operation and revise plans as necessary. <input type="checkbox"/> Prepare to host a community event on the one year anniversary date of the event especially where there has been loss of life.

FLOOD **(Including Flash Floods)**

COMMUNITY EMERGENCY MANAGEMENT GUIDELINES

In dealing with a potential flood, there is often sufficient time to lessen its impact on a community through proper pre-planning. However, a flash flood may occur so suddenly that a community may not be able to adequately prepare itself. The following guideline may assist your community in preparing for and responding to a flood.

Possible Major Effects

1. Threat to life and property.
2. Utility failure - power, water, gas, sewer and telephone outages.
3. Environmental accidents - rail/road accidents, contaminated water and dangerous goods accidents.
4. Severe structural damage.
5. Erosion.
6. Traffic disruption - stranded motorists, road/bridge/rail closures.
7. Isolation of communities, homes, farms and livestock.
8. Difficulties in attaining and delivering emergency services - fire, police and ambulance.
9. Food and water shortages.
10. Evacuation of people and livestock.
11. Crop damage.
12. Threat to public health.

Resources

Resources that may be used in a flood are listed below. Many of these may be rented or purchased. The citizens of your community may wish to know where to buy or rent these goods.

- | | |
|---|---|
| * Sand and Gravel | * Trucks - dump, pickups |
| * Sand Bags | * Shovels |
| * Front End Loaders | * Bulldozers/backhoes |
| * Pumps | * Generators |
| * Lighting Equipment | * Polyethylene sheeting |
| * Rope | * Wire (baling) |
| * Walkie-talkies
(with spare batteries) | * Portable toilets |
| * Flood lighting | * Boats, motors, canoes, life jackets, paddles, flares, |
| * Barricades | * Buses |
| * Livestock trucks | * Lumber, plywood, hammers, nails, extension cords |
| * Flashlights | * First aid kits |
| * Rubber boots, rain wear,
waders, work gloves | * Drinking water |
| | * Portable heaters |

Flood, PRE- EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> <input type="checkbox"/> Review policies and procedures, and make changes, if necessary. 	<p>NOTE: It is well advised for the Emergency Coordinator to delegate many of the tasks found in this guideline.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete/update flood hazard analysis. <input type="checkbox"/> List and check resources (equipment) required for flood fighting. Deficiencies in equipment should be noted and if possible purchase or rental arrangements should be made. <input type="checkbox"/> Establish/confirm mutual aid arrangements. <input type="checkbox"/> Check waterways, drainage ditches for obstructions (conduct physical survey). <input type="checkbox"/> Keep fuel tanks full in all vehicles and check mechanical/electrical equipment. <input type="checkbox"/> Develop public information and emergency communications plans. <input type="checkbox"/> Prepare and release public information announcements on the risk/threat of flooding and preventative measures that can be taken. <input type="checkbox"/> Move personal property from flood prone areas to safer areas. <input type="checkbox"/> Remove hazardous chemical from basements and warehouses. <input type="checkbox"/> Assess local nuisance grounds for possibility of flooding. <input type="checkbox"/> Anchor bulk fuel or other structures that may move from the rising water levels. <input type="checkbox"/> Consult with Manitoba Agriculture on the movement of grain, feed and livestock from flood prone area. <input type="checkbox"/> Review Emergency Transportation Guidelines. <input type="checkbox"/> Review Evacuation and Re-Entry Guidelines. <input type="checkbox"/> Seek further advice on flood mitigation procedures from Conservation. <input type="checkbox"/> Develop flood watch program – train staff in alerting and reporting procedures. <p>Continued</p>

Flood - Emergency Action Guidelines

	<p>Continued</p> <ul style="list-style-type: none"><li data-bbox="873 212 1414 268">❑ Conduct public works program, i.e. dyking and drainage ditch construction or clearing.<li data-bbox="873 321 1390 405">❑ Pre-position equipment and supplies (don't place equipment and supplies in flood prone areas.)<li data-bbox="873 432 1393 516">❑ Review Emergency Communications procedures (primary and secondary systems checks, i.e. radio, telephone.)<li data-bbox="873 543 1360 600">❑ Update and exercise telephone fan-out of personnel.<li data-bbox="873 627 1365 711">❑ If possible, conduct a test exercise of the Emergency Operations Center (EOC) and correct deficiencies.
--	---

Flood - Emergency Action Guidelines

Flood, EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> <input type="checkbox"/> Contact E.O.C. manager and determine location for Mayor and Council to convene. <input type="checkbox"/> Notify MBEMO and Conservation if there is need for provincial resources or assistance. <input type="checkbox"/> Implement emergency Plan, in whole or in part. <input type="checkbox"/> Is Declaration of State of Local Emergency required? i.e., will there be a need to exercise emergency powers over those currently granted to municipality? <input type="checkbox"/> Mayor or Reeve should announce to the public the reason(s) for Declaring a State of Local Emergency. 	<ul style="list-style-type: none"> <input type="checkbox"/> Establish EOC. <input type="checkbox"/> Have Emergency Response Control Group report to EOC. <input type="checkbox"/> Establish communications with RHA on Duty Supervisor <input type="checkbox"/> Establish communications between Emergency Site(s) and EOC. <input type="checkbox"/> Identify extent of impact of the flood. This can be done, by consulting with Conservation, and MBEMO. <input type="checkbox"/> Commit resources as they are required (Beware of over committing resources.) <input type="checkbox"/> Assign flood watch crews to their positions. <input type="checkbox"/> Conduct dyking operations. <input type="checkbox"/> Turn off power to flood prone buildings. <input type="checkbox"/> Implement Emergency Communications Plan. <input type="checkbox"/> Implement Evacuation Guidelines. (See Evacuation and Re-entry Section). Conduct rescue operations if required. <input type="checkbox"/> Set up Evacuation /Reception centre if required. <input type="checkbox"/> Ensure pertinent information is passed to Reception Centre from the EOC in a timely fashion. <input type="checkbox"/> Establish security to evacuated areas. <input type="checkbox"/> Implement Emergency Transportation Plan for stranded citizens. <input type="checkbox"/> Provide security to evacuated areas. <input type="checkbox"/> Implement and direct mutual aid personnel and equipment to required areas. <input type="checkbox"/> Shut down or repair utilities to reduce public dangers. <input type="checkbox"/> Implement Animal Care and Control Program.

Flood, POST-EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> <input type="checkbox"/> Terminate State of Local Emergency. Notify MBEMO of termination. <input type="checkbox"/> Arrange for Manitoba Disaster Financial Assistance Board to assess damages to community. <input type="checkbox"/> Prepare to host a community event on the one year anniversary date of the event especially where there has been loss of life. 	<ul style="list-style-type: none"> <input type="checkbox"/> Consult with Conservation that water levels have fallen to allow re-entry. <input type="checkbox"/> Consult with Highways and Government Services that roads, highways and bridges are safe to use. <input type="checkbox"/> Determine priorities for flood cleanup i.e., clear main streets and clear unsafe structures. <input type="checkbox"/> Restore utilities (phone, gas, hydro and sewer). <input type="checkbox"/> Contact MBEMO – Disaster Financial Assistance staff for possible compensation. <input type="checkbox"/> Test drinking water for safety, assess sewer systems for serviceability, and assess roads and bridges for safety. <input type="checkbox"/> Initiate re-entry procedures. (See Evacuation Re-entry Section of Emergency Plan) <input type="checkbox"/> Prepare to host a community event on the one year anniversary date of the event especially where there has been loss of life.

SEVERE WEATHER

(Including blizzards, windstorms and tornadoes)

COMMUNITY EMERGENCY MANAGEMENT GUIDELINES

Severe weather emergencies may be the result of tornadoes, severe thunderstorms, heavy rain, large hail, windstorms, blizzards, snowstorms or ice storms. Damage is often widespread but may be very site specific. Secondary emergencies such as mass casualties flash flooding and structural fires may be a result of severe weather emergency. Warning times may vary widely but one of the best defences available to mitigate losses (in addition to good planning and public education) is the use of a weather watch and public notification system.

Possible Major Effects

1. Injuries and death.
2. Disruption of utilities telephone, gas, water, and power.
(With possible loss of heat, air conditioning or other electric facilities).
3. Road closures and stranded travellers.
4. Destruction of buildings and/or property.
5. Livestock isolated or killed/crop destruction.
6. Isolation of communities and homes.
7. Flooding/forest fires.
8. Evacuation of people/livestock.
9. Mobility of vehicles and pedestrians restricted by snow, debris or washouts.
10. Large scale search and rescue missions to locate stranded or trapped persons/animals.
11. Food and water shortages.

Resources

- Heavy equipment - snow and earth moving, towing vehicles, cranes, dump trucks, bulldozers
- Emergency power and lighting equipment
- Emergency water and food supplies for people and animals
- Evacuation and Reception centres
- Portable radio communications
- Construction materials - lumber, polyethylene sheeting
- Mutual Aid from unaffected communities
- Off road or four wheel drive vehicles, snowmobiles
- Helicopter or other aircraft support

Severe Weather - Emergency Action Guidelines

Severe Weather, PRE-EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ Review policies and procedures, and make changes, if necessary. ❑ Decision to escalate emergency preparedness activities. 	<ul style="list-style-type: none"> ❑ Upon notification of severe weather event - a DECISION TO ESCALATE EMERGENCY PREPAREDNESS MUST BE MADE - consult with mayor/reeve and council. ❑ Activate EOC and implement emergency plan if advance warnings allow time. ❑ Issue warning to residents of possible severe weather. ❑ Notify and advise public to move or secure property and livestock. ❑ Notify schools, hospitals, nursing homes and sporting events of impending severe weather event. ❑ Establish emergency communications to emergency services, including public works. ❑ Contact municipal department heads to make appropriate preparations within department, i.e., fill fuel tanks, check emergency response equipment, chain saws, front end loaders, plows and the alerting of staff of impending severe weather and how and when to mobilize (sometimes telephones won't work). ❑ Notify volunteer support groups of impending, severe weather event.

Severe Weather - Emergency Action Guidelines

Severe Weather, EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> <input type="checkbox"/> Contact E.O.C. manager and determine location for Mayor and Council to convene. <input type="checkbox"/> Is an evacuation required? <input type="checkbox"/> Is a Declaration of State of Local Emergency required? Notify MBEMO if one is declared. <input type="checkbox"/> Mayor/Reeve must announce to the public the reason(s) for Declaration of State of Local Emergency. <input type="checkbox"/> Contact and arrange for mutual aid - if possible. (other communities may be experiencing the same event). <input type="checkbox"/> Notify MBEMO if there is need for provincial resources or assistance. 	<ul style="list-style-type: none"> <input type="checkbox"/> Check communications capability. <input type="checkbox"/> Have police units determine extent of damage and have them report to EOC via radio. Where is aid needed? Are there casualties and what type? If so, dispatch ambulances, fire department to site. Notify hospital of number of injured and types of injuries. <input type="checkbox"/> If in Steinbach, have Weather Spotters assess damage in other quadrants of City and report findings to EOC. <input type="checkbox"/> Dispatch Public Works to clear streets from emergency site to hospital, fire station, ambulance stations etc. <input type="checkbox"/> Contact hospital, nursing homes, schools etc - are they affected by the severe weather? <input type="checkbox"/> Establish communications with RHA on Duty Supervisor <input type="checkbox"/> Ensure the set up Unified Incident Command and Sector Officers for the Hot Zone in case of a Tornado or other applicable situation. <input type="checkbox"/> Assist with establishing a staging area in a convenient location away from the Hot Zone where all resources can stage before they are deployed in the Hot Zone. <input type="checkbox"/> Implement Mutual Aid arrangements. Direct personnel and equipment where required. <input type="checkbox"/> Implement Emergency Communications Plan. <input type="checkbox"/> Inform public of the precautions to be taken through media releases or most effective means. <input type="checkbox"/> Conduct rescue operations. <input type="checkbox"/> Control traffic, and access routes. <input type="checkbox"/> Get timely reports from emergency site. <input type="checkbox"/> Is an evacuation necessary? Implement Emergency Social Services Plan. <input type="checkbox"/> Set up Evacuation /Reception centre if required. <input type="checkbox"/> Ensure pertinent information is passed to Reception Centre from the EOC in a timely fashion. <input type="checkbox"/> Notify Hydro and Telephone for restoration of services. If telephone services are out, have police patrol streets in case citizens are in need of emergency services. <input type="checkbox"/> Provide security to evacuated areas.

Severe Weather, POST-EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ Terminate State of Local Emergency. Notify MBEMO of termination. ❑ Arrange for MBEMO - Disaster Financial Assistance. Staff, to assess damages to community. ❑ Prepare to host a community event on the one year anniversary date of the event especially where there has been loss of life. 	<ul style="list-style-type: none"> ❑ Continue media releases/instructions to public. ❑ Return all borrowed resources. ❑ Initiate re-entry procedures (See Evacuation/Re-entry Section). ❑ Have health and sanitation inspections done on food and food preparation facilities. ❑ Arrange for the disposal of contaminated food stuffs. ❑ Arrange for utility repairs. ❑ Continue EOC operations until coordination functions are complete. ❑ Review and critique the operation. Amend the emergency plan through feedback. ❑ Arrange for psycho-social counselling for volunteers, emergency workers and displaced citizens if necessary. ❑ Contact MBEMO - Disaster Financial Assistance staff for possible compensation. ❑ Prepare to host a community event on the one year anniversary date of the event especially where there has been loss of life.

STRUCTURAL FIRE

COMMUNITY EMERGENCY MANAGEMENT GUIDELINES

In most cases, your community's fire department response to any structural fire is sufficient. However, the Fire Chief may encounter a fire that is beyond the fire department's capability. The fire may require special equipment/techniques and more fire fighters. The Fire Chief may call for support from neighbouring municipalities through the activation of Fire Mutual Aid.

Possible Major Effects

1. Threat to life and property (mass casualties).
2. Utility failure - power, water, natural gas and telephone outages.
3. Environmental emergency (dangerous goods incident).

Resources

- Mutual Aid contacts - names and numbers
- Listings of chemicals and hazardous contents of warehouses, businesses, etc.,
- Contact list for public works personnel who may be required to increase municipal water pressure and supply barricades and other equipment
- Radios and batteries
- Extra fire fighting equipment, pumps, hoses etc.
- Buses and vans to evacuate people

Structural Fire, PRE-EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> <input type="checkbox"/> Review policies and procedures, and make changes, if necessary. 	<p>NOTE: It is well advised for the Emergency Coordinator to delegate many of the tasks found in this guideline.</p> <ul style="list-style-type: none"> <input type="checkbox"/> List contents of warehouses and stores which have dangerous goods. <input type="checkbox"/> List of persons requiring special assistance in leaving their home. <input type="checkbox"/> List buildings with elevators (people may be trapped inside an elevator during a fire). <input type="checkbox"/> Contact list of municipal personnel who would be able to increase water pressure in the water lines so that the increased demand for water can be met. <input type="checkbox"/> Review and become familiar with Mutual Aid agreement with Fire Commissioner's Office. <input type="checkbox"/> A list of utility emergency phone numbers i.e. natural gas, hydro. for the purpose of turning off a utility in a fire emergency. <input type="checkbox"/> A list of personnel who would augment police to control crowds (municipal workers). <input type="checkbox"/> Review Evacuation Section. <input type="checkbox"/> Train evacuation teams i.e., how to notify residents of an emergency, the method of determining whether or not all citizens have been notified (see Evacuation Guidelines). <input type="checkbox"/> Emergency transportation may be required for evacuees, the Transportation Officer should develop a list of available buses and vans. <input type="checkbox"/> Coordinate hospital, nursing homes, business and industry emergency plans with the community emergency plan.

Structural Fire, EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> <input type="checkbox"/> Implement Emergency Plan, in whole or in part. <input type="checkbox"/> Contact E.O.C. manager and determine location for Mayor and Council to convene. <input type="checkbox"/> Is Declaration of State of Local Emergency required? i.e., will there be a need to exercise emergency powers over those currently granted to a municipality? Notify MBEMO of Declaration <input type="checkbox"/> Mayor or Reeve should announce to the public the reason(s) for Declaring a State of Local Emergency <input type="checkbox"/> Notify MBEMO if there is need for provincial resources or assistance. 	<ul style="list-style-type: none"> <input type="checkbox"/> Implement Emergency Plan in whole or in part. <input type="checkbox"/> Activate EOC. <input type="checkbox"/> Establish communications with RHA on Duty Supervisor <input type="checkbox"/> Ensure the set up of Unified Incident Command and Sector Officers for the Hot Zone. <input type="checkbox"/> Assist with establishing a staging area in a convenient location away from the Hot Zone where all resources can stage before they are deployed in the Hot Zone. <input type="checkbox"/> Is a full or partial evacuation required? Consult with Fire Chief. Implement Evacuation Guidelines. (See Evacuation and Re-entry Guidelines). <input type="checkbox"/> If necessary have ESS Co-ordinator implement Emergency Social Services Plan. <input type="checkbox"/> Emergency Social Services may be required to activate emergency shelter, feeding and clothing. <input type="checkbox"/> Set up Evacuation /Reception centre if required. <input type="checkbox"/> Ensure pertinent information is passed to Reception Centre from the EOC in a timely fashion.

Structural Fire, POST EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> <input type="checkbox"/> Terminate State of Local Emergency. Notify MBEMO and public (through media) of termination. <input type="checkbox"/> Arrange for MBEMO - Disaster Assistance Board, to assess Financial damages to community. <input type="checkbox"/> Prepare to host a community event on the one year anniversary date of the event especially where there has been loss of life. 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue media releases/instructions to public. <input type="checkbox"/> Initiate re-entry procedures. (See Evacuation/Re-entry Section of plan). <input type="checkbox"/> Have health and sanitation inspections done on food. <input type="checkbox"/> Continue EOC operations until co-ordination functions are complete. <input type="checkbox"/> Review and critique the operation. Amend the emergency plan through feedback. <input type="checkbox"/> Arrange for psycho/social counselling for volunteers, emergency workers and displaced citizens if necessary. <input type="checkbox"/> Contact MBEMO - Disaster Financial Assistance staff for possible compensation. <input type="checkbox"/> Return rented or borrowed resources. <input type="checkbox"/> Prepare to host a community event on the one year anniversary date of the event especially where there has been loss of life.

UTILITY OUTAGES/SHORTAGES **(Water, Electricity, Natural Gas, & Telephone)**

COMMUNITY EMERGENCY MANAGEMENT GUIDELINES

Utility outages or shortages may affect part or all of your community. In some cases, some emergencies such as downed hydro wires or a natural gas pipeline rupture, may pose a direct threat to life and safety of individuals.

Possible Major Effects

Water (Supply Shortage, Contaminated Water, Pumping/Storing)

Electrical (Supply Shortage, Outage)

1. Health and safety hazards (food spoilage - homes, restaurants and food stores).
2. Homes without heat.
3. Difficulty in food preparation.
4. Water and waste water pumping and treatment.
5. Lack of street lights and traffic control signals (crime, vehicle accidents).
6. Hospitals and care facilities may be without electricity.
(Medical treatment may not be possible).
7. Economic hazards. (Manufacturing sectors affected).
8. Fire fighting.

Natural Gas Emergency (Short Term Outage, Rupture, Explosions)

1. Lack of heat in homes, hospitals, nursing homes and businesses.
2. Difficulty in food preparation (homes, institutions and restaurants).
3. Explosion or fires from ruptured gas lines.

Telephone (Outage, Overuse)

1. Limited means of notifying emergency response personnel of emergencies.
2. Disruption to critical business communications.

Resources

- Water shortage water tank trucks/trailers (bulk milk trucks)
- Power pumps (gasoline or electric)
- Electrical generators
- Batteries
- Amateur radio operators, C.B. clubs, cellular phones and radio equipment
- Gasoline, Diesel, Propane
- Portable electric heaters
- Assistance staff to assess damages to community.
 - Health hazards.
 - Economic hazards (industrial sectors affected).
 - Fire fighting.

Utility Outages/Shortages, PRE-EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> <input type="checkbox"/> Review polices and procedures, and make changes, if necessary. 	<p>NOTE: It is well advised for the Emergency Co-ordinator to delegate many of the tasks found in this guideline.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consult with utility managers and co-ordinate existing and/or develop emergency plans for an outage or shortage. <input type="checkbox"/> List 24 hour, emergency numbers to contact utilities.

Utility Outages/Shortages, EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ Is an evacuation required? Determine threat to community with Emergency Co-ordinator and Incident Commander/Emergency Site Manager. ❑ Is a Declaration of State of Local Emergency required? Notify MBEMO if one is declared. ❑ Mayor or Reeve should announce to the public the reason(s) for declaring a State of Local Emergency. ❑ Contact E.O.C. manager and determine location for Mayor and Council to convene. ❑ Contact and arrange for mutual aid. ❑ Notify MBEMO if there is need for provincial resources or assistance. 	<ul style="list-style-type: none"> ❑ The community may have to organize special feeding and housing of its citizens, particularly for those in nursing homes and hospitals. Consider congregate feeding and housing. ❑ Establish communications with RHA on Duty Supervisor ❑ Set up Evacuation /Reception centre if required. ❑ Ensure pertinent information is passed to Reception Centre from the EOC in a timely fashion. <p><u>Water</u></p> <ul style="list-style-type: none"> ❑ Notify Fire Department of water shortage or outage. ❑ Notify public and industry of water situation. The public may be advised that water stored in hot water tanks is safe to drink (remind the public to turn off electricity or gas to the tank if they use the water). The water tank may be destroyed or damaged if the electricity or gas heating is allowed to heat the empty tank. Consider bringing in water from other communities (containers, milk truck, water hauling). ❑ Have health authorities determine water quality. Consult with provincial health authorities to determine if extra precautions are to be taken when preparing water for consumption. i.e. boiling or disinfection. <p><u>Electricity</u></p> <ul style="list-style-type: none"> ❑ Water and sewage pumps may not be able to function. Consider using generators as temporary sources of electricity. ❑ Fire Department should be notified of situation since the community's water supply may be affected. ❑ Police may have to be dispatched to direct traffic at intersections with traffic lights. <p>Continued</p>

Utility Outages/Shortages - Emergency Action Guidelines

Emergency, Continued

- ❑ Electrical outages or brown outs may cause problems in severe weather i.e. some homes and businesses heat and cool with electricity.
- ❑ Warn public of area(s) of downed electrical wires. Consider establishing security perimeter around danger areas.

Natural Gas

- ❑ Notify gas utility immediately.
- ❑ Evacuation may be necessary for a ruptured gas line. Explosions and/or fires may result from a ruptured gas line. Note: Some businesses and institutions may have a generator located in a basement that may come on, should electricity to an area be shut off. This may cause an explosion since gas pools in lower lying areas.
- ❑ Provide shelter for those who have no heat in their homes/nursing homes.
- ❑ Special arrangements may be needed to feed those who depend on gas for cooking.
- ❑ If a natural gas shortage occurs, contact industrial users to stop or reduce natural gas consumption.

Telephone

- ❑ Determine how widespread telephone outage is. If widespread, have police and/or amateur radio members (C.B. clubs) patrol streets to report emergencies. Notify public through media that emergencies can be reported by hailing police or amateur radio members on the street.
- ❑ Burglar/security alarms may not function.

Utility Outages/Shortages, POST-EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ Terminate State of Local Emergency. Notify MBEMO and public of termination. 	<ul style="list-style-type: none"> ❑ Initiate re-entry procedures. (See Evacuation/Re-entry Section). <p><u>Water</u></p> <ul style="list-style-type: none"> ❑ Have health authorities determine water quality. Consult with Provincial health authorities to determine if extra precautions are to be taken when preparing water for consumption. i.e. boiling or disinfection. ❑ Advise community of precautions to take. <p><u>Electrical</u></p> <ul style="list-style-type: none"> ❑ Notify citizens about the potential for spoiled foods and how to dispose of the food properly. ❑ Warn public of area(s) of downed electrical wires. Consider establishing security perimeter around danger areas. <p><u>Natural Gas</u></p> <ul style="list-style-type: none"> ❑ Have gas utility service people re-ignite pilot lights on furnaces and other natural gas appliances. <p><u>Telephones</u></p> <ul style="list-style-type: none"> ❑ Full recovery of the telephone system is most probable; however, in the event that it is not, continue with police/amateur radio patrols to report emergencies. <p><u>ALL Utility outages/shortages</u></p> <ul style="list-style-type: none"> ❑ Return rented or borrowed resources. ❑ Continue EOC operations until coordination functions are complete. ❑ Review and critique the operation. Amend the emergency plan through feedback. ❑ Process claims for compensation in conjunction with MBEMO - Disaster Financial Assistance staff. ❑ Arrange for psycho/social counselling for volunteers, emergency workers and displaced citizens, if necessary.