MUNICIPAL EMERGENCY PLAN

Operations, Resources, and Capabilities

2026

- New information and updates are highlighted in yellow

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VERSION CONTROL

VERSION

This is version 1.0 of the Emergency Plan (Issue 1, no revisions).

PUBLICATION OF NEW VERSIONS

The Emergency Plan will be revised as needed, considering user feedback, and aligning with the latest best practices in emergency planning. Subsequent versions will be reissued and distributed to users.

REVISION LIST

Revision Number (1.X)	Description of Change	Date of Revision	Revision Made By (Name)	Approved By (Name)
1.0	Original Version			
1.1	Adding/Editing information to Fan-Out Notices (Daycares and Centers)	December 12, 2024	Conrad Demeria MEC	Sharla Griffiths City Manager
2.1	Annual Updates	September 2, 2025	Conrad Demeria MEC	

INTRODUCTION

SCOPE

The purpose of this Emergency Plan is to provide for a prompt and coordinated response to emergencies or disasters affecting our municipality.
This Emergency Plan does not apply to those day-to-day situations that are dealt with by Emergency First Responders.
Planning, in relation to an emergency, may be defined as the process of anticipating the need for the application of resources and human resources as well as determining the methods of obtaining and applying these resources at the right time to achieve stated goals. As such, the contents of this Emergency Plan provide only guidance to the local government.

GOAL

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

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

RESPONSIBILITY

The responsibility for the health and welfare of its citizens rests with the elected officials of our municipality. Every municipality must be prepared to meet the threat that may arise from emergencies or disasters.
The Emergency Plan does not override the responsibility of emergency services (Police, Fire, and EMS) to take warranted extraordinary action within their scope of responsibility in the event of an emergent situation for the safety and well being of the community.
Everyone has a responsibility to have in place an individual or family plan to deal with a community crisis. The preparation of the Municipal Emergency Plan should encourage individuals and families to prepare their own plan, and the role of local government is to support these efforts through the distribution of information and educational opportunities.

BYLAWS

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

DEFINITIONS

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

ACRONYMS

MR	Municipal Relations (Provincial)
ARES	Amateur Radio Emergency Service
CM	City Manager
DART	Disaster Animal Response Team
DFA	Disaster Financial Assistance
EOC	Emergency Operations Centre
ECC	Emergency Coordination Centre
ECG	Emergency Control Group
EMCC	Emergency Mobile Command Centre (Provincial)
EMO	Manitoba Emergency Measures Organizations (Provincial)
EMS	Emergency Medical Services
EPO	Emergency Prevention Order
FEMA	Federal Emergency Management Agency (U.S.)
HC	Health Canada (Federal)
IC	Incident Commander
ICS	Incident Command System
INAC	Indigenous and Northern Affairs Canada
JEPP	Joint Emergency Preparedness Program
MA	Manitoba Agriculture (Provincial)
MEC	Municipal Emergency Coordinator
MECC	Manitoba Emergency Coordination Centre
MHSAL	Manitoba Health, Seniors, and Active Living (Provincial)
MI	Manitoba Infrastructure (Provincial)
MOU	Memorandum of Understanding
NGO	Non-Governmental Organization
ODM	Manitoba Health Office of Disaster Management (Provincial)
OFC	Office of the Fire Commissioner (Provincial)
PAS	Personnel Accountability System
PHAC	Public Health Agency of Canada (Federal)
PIO	Public Information Officer
PS Canada	Public Safety Canada (Federal)
REM	Regional Emergency Manager (EMO)
RCMP	Royal Canadian Mounted Police
RHA	Regional Health Authority
RM	Rural Municipality
SOLE	State of Local Emergency
SD	Sustainable Development (Provincial)

The Emergency Measures Act - C.C.S.M. c. E80 (gov.mb.ca)

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

Definitions

1 In this Act

"assistance agreement" means an agreement entered into under subclause 7(a)(i), (ii), (iii) or (iv)

"assisting force" means persons sent to Manitoba by another jurisdiction under an assistance agreement

"continuity plan" means a plan for responding to an event that affects the delivery of services, including an emergency or a disaster, which includes measures to ensure the continuation or restoration of those services during and after the event

"co-ordinator" means the senior officer responsible for the administration of the Manitoba Emergency Management Organization

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

(a) danger to life, health, or safety,

(b) the destruction or serious deterioration of infrastructure or other property required for the economic well-being of Manitoba or the effective functioning of the government, or

(c) serious damage to the environment

"critical service provider" means a corporation or other person, organization or entity designated by regulation as a critical service provider

"department" means a department of the government of Manitoba and includes a Crown agency, board or commission established by the government of Manitoba

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

(a) the loss of life, or

(b) serious harm or damage to the safety, health, or welfare of people, or

(c) wide-spread damage to property or the environment

"disaster assistance" means assistance provided under a disaster financial assistance agreement or program as provided for in the regulations

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

(a) the loss of life, or

(b) harm or damage to the safety, health, or welfare of people, or

(c) damage to property or the environment

"emergency management program" means a program

(a) to reduce vulnerability to hazards and increase emergency and disaster resiliency, and

(b) to establish and formalize the processes to be used to prevent, mitigate, prepare for, respond to, and recover from an emergency or disaster

"emergency plan" means a plan for preparing for, responding to, and recovering from emergencies and disasters

"local authority" means any of the following:

(a) the council of an incorporated community as defined in *The Northern Affairs Act*,

(b) the council of a municipality,

(c) the council of an incorporated city, town, or village,

(d) the resident administrator or council of a local government district,

(e) with respect to land in northern Manitoba other than in an incorporated community, the minister responsible for the administration of *The Northern Affairs Act*,

(f) with respect to provincial parks designated under section 7 of *The Provincial Parks Act*, the minister responsible for the administration of that Act,

(f.1) with respect to wildlife management areas or wildlife refuges designated under section 2 of *The Wildlife Act*, the minister responsible for the administration of section 2 of that Act,

(f.2) with respect to agricultural Crown lands within the meaning of *The Crown Lands Act*, the minister responsible for the administration of section 7.2 of that Act,

(f.3) with respect to Crown lands within the meaning of *The Crown Lands Act* other than agricultural Crown lands, the minister responsible for the administration of section 6 of that Act,

(g) the Minister responsible for the administration of the *Indian Act* (Canada) with respect to a reserve as defined in that Act,

(h) the Minister of National Defense with respect to a Canadian Forces Base,

(i) the Minister responsible for national parks under the *National Parks Act* (Canada) with respect to a national park

"major emergency" means an emergency that is not a routine emergency

"minister" means the member of the Executive Council charged by the Lieutenant Governor in Council with the administration of this Act

"municipality" means

(a) an incorporated city, town, or village,

(b) a municipality as defined by *The Municipal Act*,

(c) a local government district, and

(d) Northern Manitoba, as defined by *The Northern Affairs Act*

"private sector" means a person, partnership, unincorporated association, or organization that is not a local authority and is not part of the Government of Manitoba or the Government of Canada

"routine emergency" means an emergency that

(a) can be effectively resolved

(i) by local police, fire, and emergency medical services, working independently or together with public works and utilities personnel, and

(ii) without requiring additional resources from a local authority not directly affected by the emergency, the Government of Manitoba, or the Government of Canada,

(b) does not require evacuation of persons out of the geographic area over which a local authority has jurisdiction, and

(c) does not require the declaration of a state of emergency or a state of local emergency

PART I - ADMINISTRATION

Manitoba Emergency Management Organization

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

Staff

2(2) A co-ordinator and such officers and employees as may be required may be appointed under Part 3 of *The Public Service Act* for the administration of the Manitoba Emergency Management Organization.

Powers and duties

2(3) The Manitoba Emergency Management Organization shall

(a) subject to the approval of the Lieutenant Governor in Council, prepare and maintain disaster assistance policies and guidelines for emergencies and disasters in Manitoba;

(b) consult with local authorities, government departments, the Government of Canada, and the private sector in order to prepare specific proposals for the establishment and implementation of disaster assistance programs;

(c) develop and maintain policy and procedures for the submission and processing of claims for disaster assistance;

(d) receive and assess all disaster assistance claims from local authorities, government departments, the Government of Canada, or the private sector;

(e) dispose of all claims for disaster assistance by providing disaster assistance or dismissing the claims; and

(f) perform other duties vested in it by this Act and the regulations or assigned to it by the minister.

Mandate

2.1 The Manitoba Emergency Management Organization is responsible for

(a) overseeing and coordinating all aspects of emergency preparedness in the province; and

(b) managing, directing, and coordinating the response of all departments to a major emergency or disaster.

Emergency preparation

2.2 The Manitoba Emergency Management Organization

(a) must prepare a provincial emergency management program and a provincial emergency plan, and conduct regular reviews and revisions of the program and plan; and

(b) may establish and maintain a registry containing a copy of every emergency management program and emergency plan in effect in the province.

Advisory committee

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

Other committees and boards

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

Remuneration

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

(a) such remuneration for their services; and

(b) such reasonable expenses incurred by them in carrying out their duties as members thereof;

as may be fixed by the minister.

PART II - EMERGENCY PREPAREDNESS

Powers of the L.G. in C.

6 The Lieutenant Governor in Council may make orders and regulations

(a) concerning the establishment, review, modification, and approval of emergency management programs, other than programs prepared under section 8.1, and of emergency plans;

(b) assigning responsibility to persons, departments, boards, committees, commissions, crown agencies or organizations for the preparation, implementation, and amendment of emergency management programs, other than programs prepared under section 8.1, and of emergency plans;

(b.1) designating a corporation or other person, organization or entity that provides a critical service, or a class of any of them, other than a department or a local authority, as a critical service provider;

(b.2) for the purpose of subsection 8.3(1), specifying the critical service or services that must be addressed in a critical service provider's continuity plan;

(b.3) respecting the form and content of a critical service provider's continuity plan, including matters relating to critical services that must be addressed in a continuity plan;

(c) delegating to a person, board or committee appointed under this Act, any of the powers vested by this Act in the minister;

(d) governing the assessment of damage or loss caused by emergencies or disasters and the payment of compensation for such damage or loss;

(e) governing the sharing of costs incurred by the Government of Manitoba or by a local authority in carrying out emergency operations;

(e.1) respecting the recognition of the professional, trade or other qualifications of members of an assisting force when providing assistance in Manitoba during a state of emergency;

(f) concerning any other matter or thing necessary for the administration of this Act and for which no specific provision is made in this Act.

Powers and duties of the minister

7 The minister may

(a) enter into agreements respecting emergency management programs, mitigation of hazards and risks, recovery from emergencies and disasters, emergency plans or the provision of emergency services, with any of the following:

(i) the Government of Canada,

(ii) the government of a province or territory of Canada,

(iii) the government of a state of the United States,

(iv) an agency of a government referred to in subclause (i), (ii) or (iii),

(v) a local authority;

(b) enter into agreements and make payments for goods and services required for the development or implementation of emergency management programs and emergency plans;

(c) divide the province into regions and areas for the purpose of organizing integrated emergency management programs, emergency plans, procedures, operations, and mutual assistance programs;

(d) require any part of the private sector to develop emergency management programs and emergency plans in conjunction with local authorities or the Manitoba Emergency Management Organization to ensure an effective response to any emergency that may result from operations in which that part of the private sector may be engaged, or from a condition that may exist on property owned by that part of the private sector.

Powers and duties of the local authorities

8(1) Every local authority

(a) shall establish a committee of members of the community to advise the authority on the development of emergency management programs and emergency plans;

(b) shall establish and maintain a local emergency response control group;

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

Approval of program or plan

8(2) After a program or plan has been submitted under this section to the co-ordinator, the co-ordinator may
(a) approve it as submitted; or
(b) refer it back to the local authority for further action, with any recommendations or directions the co-ordinator considers appropriate.

When program or plan is not approved

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

Minister may act on behalf of local authority

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

Failure to adopt program or plan

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

Costs are debt due to government

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

Changes to be submitted for approval

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

Periodic review

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

8(9) [Repealed] S.M. 2021, c. 30, s. 6.

Continuity plans — departments

8.1(1) Every department must, in accordance with the directions of the minister, prepare a continuity plan for the services it provides.

Emergency management programs — departments

8.1(2) The minister may require a department to prepare an emergency management program and provide the department directions with respect to the program's preparation.

Periodic review

8.1(3) A department must review and revise any continuity plan or emergency management program it is required to prepare under subsection (1) or (2) on a regular basis and when directed to do so by the minister.

Plan or program given to co-ordinator

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

8.2 [Repealed]

Continuity plans — critical service providers

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

Referring plan back to critical service provider

8.3(2) After a continuity plan has been submitted to the co-ordinator under this section, the co-ordinator may refer it back to the critical service provider for further action with any recommendations or directions the co-ordinator considers appropriate.

Plan to be resubmitted

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

Minister may set deadline

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

Changes to be submitted

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

Periodic review

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

PART III - EMERGENCY RESPONSE

Implementation of provincial emergency plan

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

Implementation of local emergency plans

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

Declaration of a state of emergency

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

Description of emergency and affected area

10(2) A declaration of a state of emergency

(a) must describe the major emergency or disaster that is the subject of the declaration;
(b) must state whether the declaration applies to all or a part of the province;
(c) must, if the declaration applies to a part of the province, describe the affected area; and
(d) must, if the duration of the declaration is to be less than 30 days, state its duration.

Communication of declaration

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

Duration of declaration

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

Statutes and Regulations Act does not apply

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

Declaration of a state of local emergency

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

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

Mayor or reeve may declare

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

Duration of declaration

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

Description of emergency and affected area

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

(a) must describe the major emergency or disaster that is the subject of the declaration;

(b) must state whether the declaration applies to all or a part of the municipality or other area within the jurisdiction of the local authority, as the case may be;

(c) must, if the declaration applies to a part of the municipality or other area, describe the affected area; and

(d) must, if the duration of the declaration is to be less than 30 days, state its duration.

Declaration to be communicated to minister

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

Communication of declaration

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

Extension of declaration

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

No subsequent declaration for same event

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

Information to co-ordinator

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

(a) the need for powers under subsection 12(1) to resolve the major emergency or disaster; and

(b) the local authority's response to a major emergency or disaster and its effect on the municipality or other area under the authority's jurisdiction.

Order powers — minister, local authority

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

(a) cause emergency plans to be implemented;

(b) utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of any emergency or disaster;

(c) authorize or require any qualified person to render aid of such type as that person may be qualified to provide;

(d) control, permit or prohibit travel to or from any area or on any road, street, or highway;

(e) cause the evacuation of persons and the removal of livestock and personal property and make arrangements for the adequate care and protection thereof;

(f) control or prevent the movement of people and the removal of livestock from any designated area that may have a contaminating disease;

(g) authorize the entry into any building, or upon any land without warrant;

(h) cause the demolition or removal of any trees, structure, or crops in order to prevent, combat or alleviate the effects of an emergency or a disaster;
(i) authorize the procurement and distribution of essential resources and the provision of essential services;
(i.1) regulate the distribution and availability of essential goods, services, and resources;
(j) provide for the restoration of essential facilities, the distribution of essential supplies and the maintenance and co-ordination of emergency medical, social, and other essential services;
(k) expend such sums as are necessary to pay expenses caused by the emergency or disaster.

Compliance with evacuation order

12(2) If an evacuation order is made under clause (1)(e), each person within the area that is subject to the evacuation order must leave the area
(a) immediately; or
(b) if a deadline for evacuation is specified in the evacuation order, by that deadline.

Exceptions

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

Evacuation and rescue plan required

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

Continuity plans and critical services

12(4) In addition to the powers set out in subsection (1), the minister may, during a state of emergency, issue an order to
(a) a critical service provider, requiring it to implement its continuity plan, or any part of its plan, as may be specified in the order; or
(b) a critical service provider, or any other person, organization or entity that provides a critical service, requiring it to take the measures specified in the order to prevent
(i) danger to life, health, or safety,
(ii) the destruction or serious deterioration of infrastructure or other property required for the economic well-being of Manitoba or the effective functioning of the government, or
(iii) serious damage to the environment.

Statutes and Regulations Act does not apply

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

Minister's order to prevail

12(6) Where there is a conflict between an order of the minister made under this section and
(a) an order of a local authority made under this section; or
(b) a provision of, or an order made under, any other Act of the Legislature;
the minister's order prevails.

12.1 [Renumbered as section 20.1]

Qualifications — member of assisting force

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

12.3 [Repealed]

Definitions

12.4 The following definitions apply in sections 12.5 to 12.16.

"administrative tribunal" means a body established or an individual appointed by or under an Act to decide matters in accordance with the authority given under that Act, but does not include
(a) a judicial justice of the peace appointed under *The Provincial Court Act*;
(b) the Provincial Court or a judge of that court;
(c) the Court of King's Bench or a judge or master of that court; or
(d) the Court of Appeal or a judge of that court. (« tribunal administratif »)

"enactment" means an Act, or a regulation as defined in *The Statutes and Regulations Act*, or any provision of an Act or regulation. (« texte »)

"local authority" has the same meaning as in subsection 8(3) of *The Statutes and Regulations Act*. (« autorité locale »)

"temporary suspension order" means an order made under subsection 12.6(3). (« décret portant suspension temporaire »)

"temporary suspension period" means the period of time during which a temporary suspension order is in effect as determined under subsection 12.7(2). (« période de suspension temporaire »)

Purpose — temporary suspension order

12.5 The purpose of sections 12.6 to 12.13 is to authorize the Lieutenant Governor in Council to make appropriate orders when, in the opinion of the Lieutenant Governor in Council, victims of an emergency or disaster or other persons affected by an emergency or disaster need greater services, programs, benefits or compensation than the laws of Manitoba provide or may be prejudiced by the operation of the laws of Manitoba.

Application — temporary suspension order

12.6(1) This section applies to the following:

(a) a provision that governs services, programs, benefits, or compensation, including by
  (i) fixing maximum amounts,
  (ii) establishing eligibility requirements,
  (iii) requiring that something be proved or supplied before services, programs, benefits, or compensation become available,
  (iv) requiring the payment of a fee to access a service or program,
  (v) restricting how often a service or benefit may be provided or a payment may be made in a given time period, or
  (vi) restricting the duration of services, programs, benefits or compensation or the time period during which they may be provided;

(b) a provision that governs an action or activity in respect of carrying out a business or participating in a regulated activity, including by establishing a deadline or time period within which a report or information must be filed or submitted;

(c) a provision that establishes a limitation period or a time period within which a step must be taken in a proceeding;

(d) a provision that requires the payment of a fee in respect of a proceeding or in connection with anything done in the administration of justice;

(e) a provision that requires the holding of a proceeding in person, including an administrative tribunal hearing;

(f) a provision that requires an action or activity to be undertaken in the presence of a person;

(g) a provision that requires the payment of late fees, interest, or a monetary penalty.

Restrictions — temporary suspension order

12.6(2) This section does not authorize

(a) making any reduction in services, programs, benefits, or compensation;

(b) shortening a limitation period; or

(c) increasing the amount of a fee or penalty.

Temporary suspension order — Lieutenant Governor in Council

12.6(3) If

(a) a state of emergency has been declared under section 10 or 11;

(b) the Lieutenant Governor in Council is of the opinion that the order would facilitate providing assistance to victims of the emergency or disaster or would otherwise help victims or other persons in dealing with the emergency or disaster and its aftermath; and

(c) the Attorney General recommends the making of the order;

then the Lieutenant Governor in Council may, by order,

(d) temporarily suspend the operation of a provision of an enactment or a by-law of a local authority; and

(e) if it is appropriate to do so, set out a replacement provision to be in effect only during the temporary suspension period.

General or specific

12.6(4) A temporary suspension order may be general or specific in its application.

Limited duration of temporary suspension order

12.7(1) A temporary suspension order is in effect for the period of time stated in the order unless sooner revoked by the Lieutenant Governor in Council.

Determination of temporary suspension period

12.7(2) The temporary suspension period is to be one of the following:

(a) the duration of the state of emergency;

(b) a specified number of days;

(c) any other period of time set out in the order.

For clauses (b) and (c), the period of time shall not be more than six months from the day the order becomes effective.

Retroactive effect

12.7(3) A temporary suspension order may have retroactive effect but it shall not be in effect earlier than the day on which the state of emergency was declared under section 10 or 11.

Renewal of temporary suspension order

12.8 If a temporary suspension period ends during the state of emergency, the Lieutenant Governor in Council may renew the order before the period ends.

Effect of temporary suspension — limitation and other periods

12.9(1) If a provision establishing a limitation period or other time period described in clause 12.6(1)(c) is suspended under the authority of a temporary suspension order and the order does not provide for a replacement period, the period resumes running on the day on which the temporary suspension period ends, and the temporary suspension period must not be counted.

Effect of temporary suspension — fee

12.9(2) If a provision requiring the payment of a fee is suspended under the authority of a temporary suspension order and the order does not provide for a replacement fee, no fee is payable at any time with respect to anything done during the temporary suspension period.

Effect of temporary suspension — late fees, interest, penalties

12.9(3) If a provision requiring the payment of late fees, interest or a monetary penalty is suspended under the authority of a temporary suspension order and the order does not set out a replacement provision, no late fee, interest, or penalty is payable at any time during the temporary suspension period, and the late fee, interest or penalty must not accrue.

Compliance with replacement provision

12.10 A person who complies with a replacement provision set out in a temporary suspension order is deemed to have complied with the provision in the enactment or by-law for which the replacement is provided.

Conflict

12.11 In the event of a conflict between a temporary suspension order and any other enactment or a by-law, license, permit, approval, agreement or instrument, the order prevails unless the other enactment, by-law, license, permit, approval, agreement, or instrument specifically provides that it is to apply despite this Act.

Publication

12.12 A temporary suspension order must be published on a government website as soon as reasonably practicable.

Statutes and Regulations Act does not apply

12.13 *The Statutes and Regulations Act* does not apply to a temporary suspension order.

Order — varying reporting deadlines for government and government agencies

12.14(1) When a state of emergency has been declared under section 10 or 11, the Lieutenant Governor in Council may, by order, temporarily vary a deadline or time period in an enactment within which the government, including a minister or a department, or a government agency, is obligated to file, submit or table a report or information.

Duration of varied deadline

12.14(2) The duration of the varied deadline or varied time period must be specified in the order, which shall not be more than six months after the day the order becomes effective. If the order so provides, it may have retroactive effect to a day specified in the order, which shall be no earlier than the day on which the state of emergency was declared.

Compliance

12.14(3) The government or government agency is deemed to have complied with the obligation in the enactment when it complies with the varied deadline or time period.

Other provisions apply

12.14(4) Sections 12.11 to 12.13 apply to an order made under subsection (1), with necessary changes.

Speaker may vary deadline or time period

12.15(1) When a state of emergency has been declared under section 10 or 11, the Speaker of the Assembly may temporarily vary a deadline or time period in an enactment within which an officer of the Assembly or member of the Assembly is obligated to file, submit or table a report or information.

Duration of varied deadline

12.15(2) The duration of the varied deadline or time period must be specified. The variation may have a retroactive effect to a specified day, which shall be no earlier than the day on which the state of emergency was declared.

Expiry

12.15(3) The variation ceases to have effect at the end of the next session of the Legislature unless sooner revoked by the Speaker.

Compliance

12.15(4) An officer or member of the Assembly who complies with the varied deadline or time period is deemed to have complied with the obligation in the enactment.

Other provisions apply

12.15(5) Sections 12.11 to 12.13 apply to a variation made under subsection (1), with necessary changes.

Meaning of "officer of the Assembly"

12.15(6) In subsection (1), **"officer of the Assembly"** means an officer referred to in clause 6(1)(b.1) of *The Legislative Assembly Management Commission Act*.

Order may not be made re information access request

12.16 An order made under section 12.6, 12.14 or 12.15 must not be made in relation to a response to a request under *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*.

Compensation for loss

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

Termination of state of emergency

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

Statutes and Regulations Act does not apply

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

Termination of a state of local emergency

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

Minister may terminate

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

(a) the major emergency or disaster no longer exists;

(b) the state of local emergency was declared in contravention of subsection 11(5.1);

(c) the local authority has not satisfactorily provided the information requested by the co-ordinator under subsection 11(6); or

(d) the information provided in response to a request made under subsection 11(6) does not demonstrate a need for the local authority to have powers under subsection 12(1) to resolve a major emergency or disaster.

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

Statutes and Regulations Act does not apply

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

PART IV - DISASTER ASSISTANCE

Recovery of expenditures

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

Disaster assistance for loss

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

Disaster assistance is gratuitous

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

Establishment of Disaster Assistance Appeal Board

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

Appointing additional members

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

Chairperson and vice-chairperson

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

Role of the vice-chairperson

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

Term of office

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

Remuneration

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

Rules of procedure

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

Board may sit in panels

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

Chairperson to determine panel membership

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

Decision of panel is a decision of the Board

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

Disaster assistance appeal

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

Duties of board

17(7) The Disaster Assistance Appeal Board shall

(a) set a fee payable by an appellant for the hearing of an appeal;

(b) hear appeals from the disposition of claims for disaster assistance by the Manitoba Emergency Management Organization; and

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

No further appeal

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

Annual report

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

Protection from liability

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

(a) in the performance or intended performance of a duty under this Act; or

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

unless the person was acting in bad faith.

Prerogative writs not to apply

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

Apprehension — failure to comply with emergency evacuation order

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

(a) apprehend the person, without a warrant, for the purpose of taking the person to a place of safety; and

(b) take the person, or cause the person to be taken, to a place of safety.

Entry into premises — emergency evacuation order

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

Reasonable force

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

Information that must be provided

18.1(4) A peace officer who apprehends a person under subsection (1) must promptly inform the person of the reason for the apprehension and advise the person as to the place of safety to which he or she is being taken. A peace officer is not required to inform the person of his or her right to counsel or give the person an opportunity to consult counsel during the period of apprehension provided that the person is released immediately upon being taken to a place of safety.

Minimum period of apprehension

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

Order to pay costs

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

Enforcement of order

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

Cost recovery by municipality

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

19 [Repealed]

Regulations re enforcement officer

19.1 The Lieutenant Governor in Council may, by regulation, designate a person or class of persons authorized to enforce this Act, including an order made under this Act, subject to any restrictions or conditions specified in the regulation.

Offence

20(1) A person is guilty of an offence where that person

(a) fails to comply with an order made under section 12;

(a.1) interferes with or obstructs the operation or intended operation of, or damages, any emergency infrastructure, whether or not a state of emergency or a state of local emergency has been declared;

(b) interferes with or obstructs a person in the exercise of any power or the performance of any duty conferred or imposed by this Act or the regulations; or

(c) contravenes this Act or the regulations.

Definition

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

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

(b) reduce the effects of an emergency or disaster.

Arrest without warrant

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

(a) establish the person's identity;

(b) secure or preserve evidence relating to the offence; or

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

Penalty — individual

20(2) Subject to subsection (3), a person, other than a corporation, who is guilty of an offence under subsection (1) is liable on conviction to a fine of not more than $50,000, or imprisonment for a term of not more than one year, or both.

Penalty — corporation

20(2.1) A corporation that is guilty of an offence under subsection (1) is liable on conviction to a fine of not more than $1,000,000.

Penalty — failing to comply with evacuation order

20(3) A person who fails to comply with an evacuation order made under section 12 is liable on summary conviction to a fine of not more than $500,000, or imprisonment for a term of not more than one year, or both.

Time limit for prosecution

20(4) A prosecution under this Act may be commenced within two years after the offence is alleged to have occurred, but not afterwards.

20(5) [Repealed]

Exception

20(6) A person must not be charged with an offence for failing to comply with an order made under this Act or interference or obstruction in respect of an order that is retroactive to a day that is specified in the order if the failure to comply, interference or obstruction is in respect of conduct that occurred before the order was made but is after the retroactive date specified in the order.

Due diligence defense

20(7) No person shall be found to have failed to comply with an order under section 12 if the person can establish that they took all reasonable steps to prevent the failure.

Evidence of declaration or order

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

(a) a declaration of a state of emergency or state of local emergency; or

(b) an order made under section 12;

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

Act to prevail

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

Repeal

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

Reference in C.C.S.M.

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

Commencement of Act

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

1. USING *THE EMERGENCY MEASURES ACT* DURING OPERATIONS

1.1. Declaring a State of Local Emergency

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

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

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

Permitted under the Act
Reasonably necessary in the face of an emergency or disaster, and
Proportional to the loss or damage that the action seeks to prevent.

1.2. DECLARING A STATE OF LOCAL EMERGENCY (SOLE)

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

1. The local authority must pass a council resolution to declare a state of local emergency. Where a local authority is unable to act quickly, such as where a quorum cannot be brought together to pass a resolution, the Mayor may make a declaration.
2. The declaration and resolution from the local authority must be forwarded by the most effective means to the Minister through EMO.
3. Following the declaration, the local authority must communicate the details of the state of local emergency to residents of the affected area by the most appropriate means available.

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

1.3. EXTENDING A STATE OF LOCAL EMERGENCY

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

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

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

1.4. TERMINATING A STATE OF LOCAL EMERGENCY

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

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

1.5. BOIL WATER ADVISORY/ORDER/PLAN

1. **When notification of a "boil water advisory" or "boil water order" above normal response standards is confirmed, the following protocols will be implemented:**
    a. The City Manager will advise the Mayor and Council in detail on the facts of the event.
    b. If deemed necessary, the MEC will be advised and activate the EOC. An alert message will be prepared and fanned out to the public.
        i. **Includes** – RCMP – Fire Department – EMS – PMHA
    c. The Utility Foreman will advise required staff.
    d. The MEC will advise the EMO Regional Manager and/or the EMO Duty Officer.
    e. The City Manager will act as PIO and have the Social Media Coordinator issue an **Allnet Connect Alert, all social media (Facebook and Instagram), and on the Website.**

f. The MEC will request the EMO Duty Officer to put out an alert on the Provincial Alert System with as much coverage as required.
g. The MEC will contact the Volunteer Coordinator to identify the required number of volunteers. Volunteers will be contacted and asked to report to a location designated by the MEC.
h. The MEC will create a schedule to manage turnover of EOC and volunteer staff as required.
i. The PIO/MEC will advise the General Manager of Dauphin Rec Services to prepare either Credit Union Place or the Rotary Arena or other designated site/s as a potable water distribution centre.
j. The Security Coordinator will arrange for security at the EOC and water distribution centre.

2. **Public Advisory Plan:**
   a. Utility Foreman and administration staff will prepare a press release for full fan out coverage to all media outlets – **After the Allnet Connect Alert in 1.e. Refer Appendix 'E' for listings and contact information for all Provincial media.**
   b. The City Manager/Public Information Officer will prepare documents for volunteers, EOC Team, Elected Officials and First Responders with factual public information. This will be the Notice the volunteers will be distributing.
   c. Administration staff will print maps with identified locations for distribution of Notices.
   d. The Volunteer/Resource Coordinator will assign volunteers to specific areas of distribution with a check sheet identifying when and where Notices were delivered. The check sheet will be signed by the volunteer and returned to the EOC for confirmation. **See section 1.5.5 for volunteers and section 1.6.5 for logistics.**
   e. The MEC will contact the Red Cross Duty Officer (204-299-6584) and arrange for the delivery of water. **See section 1.5.1.i.**
   f. Notices specific to high risk and vulnerable persons will include information on how to obtain drinking water.
3. **Follow-up and Reporting:**
   a. PIO/MEC will update Mayor and Council as needed.
   b. PIO/MEC will update press releases for full media fan out coverage in a timely manner.
   c. MEC will maintain frequent communication with the Regional EMO Adviser.
   d. Written reports, financial and statistical data will be completed and distributed to the appropriate authorities in a timely manner.
4. **Press Release – Full Media Fan Out Coverage:**
   a. **Refer to Emergency Plan Appendix 'E'** for listings and contact information for all Provincial media outlets.

NOTE: Priority given to CKDM Dauphin – CKLQ and 94.7 Star FM Brandon - GX94 Yorkton as they represent the majority of Dauphin's listening public.

   b. Social media will be used to provide accurate details to the public. Information on the "boil water" advisory or order and how to access clean drinking water will be included. This method will also be used to answer questions and/or concerns of the public providing "facts" to control the risk of false information being generated or spread.
      i. City – RCMP – Fire Department – PMHA - EMO Websites and Facebook will have information posted and will be updated regularly.
      ii. Michif Child & Family Services and City Hall electronic signs can be utilized for a public alert.
      iii. Mobile signs will be placed in high traffic areas and all entrances to Dauphin with an Alert. (Magnet signs or signs on a barricade)
5. **Distribution of Notices:**
   a. **Vulnerable and High-Risk people:**

St. Paul's Home – Jackson St
Mountain View Villa – Whitmore Ave E
St. Georges – Cruise Crescent
Vermillion East – Hawthorne Ave E
Happy Haven – Whitmore Ave W
Echo Apartments – 1st Ave SW
Personal Care Home – 3rd St SW
Dauphin Friendship Centre (DFC) – 1st Ave NE

Daycares:
Magical Horizons – 6th Ave SW
Dauphin School Age Daycare – Bond St
Parkland Campus Kids – Whitmore Ave E

Dauphin Hospital – 3rd St SW
Kinsmen Villa – 6th Ave NW
Spruce Manor – 6th Ave NW
High Rise Apartments – 2nd Ave NE
P.R.V.S.I. – 1st Ave NE
Lorray Manor – Whitmore Ave E
Ferndale – 6th Ave NW

Tinkerbell Nursery – Bond St
Peter Pan – Kerr Ave
ParkFit – Main St N
DFC Little Steps – 1st Ave NE

MICHIF Children's Place – 6th Ave SW
Licensed Home Daycares:
Barb Pepper – Edgar Ave
The Growing Patch – 4th Ave SE
Sadochok Ukrainian Kids – 1st St SE
Little Hooligans – Bossons Ave
Tiffany Zurba – 8th Ave SW
Noreen Radbourne – Henry Ave

b. **High Traffic Public Areas (Churches & Schools)**

Bethel Tabernacle – 7th Ave SW
Col. Barker School – Bond St
Dauphin First United – 3rd Ave NW
Henderson School – Bond St
Grace Bible Church – Mountain Rd
Smith-Jackson School – 1st St SE
New Life Centre – Main St N
Mackenzie Middle School – 1st St SE
St. Viator's Roman Catholic Church – Whitmore Ave E
Ukr. Orthodox Church – Main St S
DRCSS – Mountain Rd
Ukr. Catholic Church – Jackson St
Whitmore School – 6th Ave SW
Trinity Lutheran – Kirby Ave E
Ecole MacNeill School – Sandy St
St. Paul's Anglican Church – 1st St SW
MVCA – Whitmore Ave E
ACC – Whitmore Ave E

c. **High Traffic Public Areas (Restaurants/Hotels/ Coffee Shops/Gas Bars/Convenience Stores)**

Smitty's Restaurant – Main St S
Pizza Hut – Main St S
Tim Horton's – Main St S
Prairie Mountain Inn – Main St S
Esso Gas Station – Main St S
McDonalds – Main St S
Super 8 Hotel – Main St S
Dairy Queen – Main St S
Boston Pizza – Main St S
COOP Gas Bar – Main St S
A & W – Main St S
KFC – Main St S
Fas Gas – Main St S
Lee's Restaurant – 7th Ave SE
Trocadero – Main St S
Family Pizza – 1st Ave SW
Domino's – Main St S
Adelina's – 2nd Ave NE
Anishinaabe Aki Petro Can Gas Bar – Main St S
Canway Inn & Suites – Main St S
Best Western Hotel – Main St S
Dauphin Inn – Memorial Blvd.
Fudd's Store – Mountain Rd
COOP Gas Bar – Mountain Rd
No Frills Gas Bar – 1st Ave NE
Sung's Restaurant – Main St N
7-11 Convenience Store – Main St S
Mr. Mikes Steakhouse – Main St S
Hong Kong Restaurant – Main St S
Corrina's – Memorial Blvd.
Boulevard Hotel – Memorial Blvd.
Subway – Main St S
Fas Gas Plus Bar – Main St S
Community Inn – Main St N
Jessy's Pizza – Main St S
Guac – Main St S
Scoop of Happiness – Buchanon Ave
Bloom N' Bean – Main St N

d. **High Traffic Public Areas (Commercial and Retail Outlets)**

Dauphin Market Place – Main St S
Dauphin Clinic Pharmacy – 3rd St SW
Super Thrifty Pharmacy – Main St N
Credit Union Place – 1st Ave SE
No Frills Grocery Store – 1st Ave NE
CIBC – Main St N
Obsolete Brewing Company – 2nd Ave NE
Shopper Drug Mart – Main St S
RBC – Main St N
COOP Grocery Store – 3rd Ave NE
TD Bank – Main St N
Bank of Montreal - Main St N
Fusion Credit Union – Main St N
RCMP Office – River Ave W
Highland Mall – Main St S

6. **Notice Distribution Plan:**
   a. Notices will be printed on bright colored paper and placed in protective covers. Supplies for tape, staplers and push pins will be assembled for volunteers to post the notices. Maps divided into three areas (Whitmore Avenue South to City limit / Whitmore Avenue North to CN track / CN track north to the City limit) will be prepared for volunteer teams. Check lists identifying all places for Notices to be posted will be prepared for volunteers.
   b. Volunteers will be asked to meet at a designated area (EOC) where they will be divided into three teams to distribute Notices.
      i. Team One will cover all listed places from Whitmore (including Whitmore E) to the south end of Dauphin.
      ii. Team Two will cover all listed places from Whitmore North to the CN track.
      iii. Team Three will cover all listed places north of the CN track to the north end of Dauphin.
      iv. Teams will confirm on the check list when and where the Notice was placed at each location. The list will be signed by the volunteer for confirmation and returned to the EOC.
      v. Volunteers are recruited from Service groups and Organizations with larger memberships, such as:

1. Rotary Club
2. Lions Club
3. Retired teachers Association
4. Kin Club
5. Individuals responding to a request for assistance

vi. The Volunteer/Resource Coordinator will manage the inventory and supplies needed to complete the notices and placements.

vii. The Volunteer/Resource Coordinator will complete reports and update the MEC/CM twice daily.

7. **Distribution of Water:**

Volunteer Coordinator with Assistance from the ESS Coordinator:

i. Volunteers are recruited from Service groups and Organizations with larger memberships, such as:
   1. Rotary Club
   2. Lions Club
   3. Retired teachers Association
   4. Kin Club
   5. Individuals responding to a request for assistance

ii. If needed, the MEC/City Manager will contact Red Cross for bottled water. The initial delivery requested will be significant enough to give time to determine what will be the daily usage. This will provide the ability to ensure order and delivery time is prudent.

iii. The Volunteer/Resource Coordinator will complete reports and update the PIO/MEC/ twice daily.

8. **Notices / Releases:**

a. **NOTICE**

BOIL WATER ADVISORY/ORDER Wording

This is a City of Dauphin Emergency Alert. The Manitoba Office of Drinking Water has issued a boil water advisory (or Order) for drinking water. Tap water should be brought to a rolling boil for one full minute before being used for drinking, ice making, beverage preparation, including infant formula, food preparation and brushing teeth (or different rules for an order).

b. **Letter to Business/Organization Managers/Owners:**

The City of Dauphin has issued a Boil Water Advisory (or Order). Your location has been identified as a high traffic public area. The City of Dauphin appreciates your cooperation in displaying Advisory/Order Notices in our effort to advise and inform all City residents and visitors to our community.

We would further ask for your cooperation in having you and/or your staff to ensure all people attending your location are made aware of the posted Notices for this Boil Water Advisory/Order.

Thank You

c. **Press Release:**

The Manitoba Office of Drinking Water has issued an emergency Boil Water Advisory/Order Alert for the City of Dauphin effective immediately.

Every effort is being made to find the cause and implement procedures to fix the problem as quickly as possible. Everyone is encouraged to heed the Boil Water Advisory/Order until such time as the City can positively confirm the water is safe to drink.

Arrangements are being made to have clean drinking water delivered to Dauphin. A distribution center is set up at **Credit Union Place and/or the Rotary Arena.** Once the shipment of clean water arrives, we will advise the public on the distribution process. High Risk and Vulnerable people will be given priority for distribution.

People with mobility concerns will be provided with delivery of clean drinking water.

Further detailed information will follow.

The public is being encouraged to check the City of Dauphin website www.dauphin.ca for updated information. You can also receive a recorded message from the City by Allnet Connect Alert system providing updated information.

1.6. PANDEMIC ADVISORY PLAN

1. **When notification of a "pandemic advisory" is confirmed, the following protocols will be implemented:**
   a. The City Manager will advise Mayor and Council in detail on the facts of the event.
   b. The MEC will advise the necessary EOC Team members and activate the EOC.
      i. **Includes** – RCMP – Fire Department – EMS – PMH

c. The Director of Public Works and Operations will advise the required staff.
d. The MEC will advise the EMO Regional Representative and/or the EMO Duty Officer.
e. The MEC will request the EMO Duty Officer to put out an alert on the Provincial Alert System with as much coverage as necessary.
f. The MEC will contact the Volunteer Coordinator to identify required number of volunteers required. Volunteers will be contacted and asked to report a location designated by the MEC.
g. The MEC will create a schedule to manage turnover of EOC and volunteer staff as required.
h. The Security Coordinator will arrange for security at the EOC.

2. **Public Advisory Plan: (Same as the Full Municipal Emergency Plan)**
   a. The City Manager/Public Information Officer will prepare a press release for full fan out coverage to all media outlets – **Refer to Emergency Plan Appendix 'E' for listings and contact information for all Provincial media.**
   b. Administration staff will prepare Notices for distribution for vulnerable persons and high traffic public area locations. **See section 1.6.5 for logistics.**
   c. Administration staff will Prepare documents for volunteers, EOC Team, Elected Officials and First Responders with detailed "speaking points" for consistent and factual public information.
   d. Administration staff will prepare maps with identified locations for distribution of Notices.
   e. The Volunteer/Resource Coordinator will assign volunteers to specific areas of distribution with a check sheet identifying when and where Notices were delivered. The check sheet will be signed by the volunteer and returned to the EOC for confirmation. **See section 1.6.5 for logistics.**
   f. The MEC will contact the Red Cross Duty Officer (204-299-6584) and arrange for the potential of additional volunteers.
3. **Follow-up and Reporting:**
   a. City Manager/MEC/PIO will update Mayor and Council as needed.
   b. PIO/MEC will update press releases for full media fan out coverage in a timely manner.
   c. MEC will maintain frequent communication with the Regional EMO Representative.
   d. Written reports, financial and statistical data will be completed and distributed to the appropriate authorities in a timely manner.
4. **Press Release – Full Media Fan Out Coverage:**
   a. **Refer to Emergency Plan Appendix 'E'** for listings and contact information for all Provincial media outlets.

NOTE: Priority given to CKDM Dauphin – CKLQ and 94.7 Star FM Brandon - GX94 Yorkton as they represent the majority of our listening public.

   b. Social media will be used to provide accurate details to the public. Information on the "pandemic" advisory and how to access assistance included. This method will also be used to answer questions and/or concerns of the public providing "facts" to control the risk of false information being generated.
      i. City – RCMP – Fire Department – PMHA - EMO Websites and Facebook will have information posted and will be updated regularly.
      ii. Michif Child & Family Services electronic sign on Main Street S can be utilized for public alerts.
      iii. Mobile signs will be placed in high traffic areas and all entrances to Dauphin with an Alert.
5. **Distribution of Notices:**
   a. **Vulnerable and High-Risk people:**

St. Paul's Home – Jackson St
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Little Hooligans – Bossons Ave
Tiffany Zurba – 8th Ave SW

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b. **High Traffic Public Areas (Churches & Schools)**

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Ecole MacNeill School – Sandy St
Mackenzie Middle School – 1st St SE
St. Paul's Anglican Church – 1st St SW
New Life Centre – Main St N

c. **High Traffic Public Areas (Restaurants/Hotels/ Coffee Shops/Gas Bars/Convenience Stores)**

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Pizza Hut – Main St S
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Fudd's Store – Mountain Rd
Esso Gas Station – Main St S
COOP Gas Bar – Mountain Rd
McDonalds – Main St S
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Sung's Restaurant – Main St N
Dairy Queen – Main St S
7-11 Convenience Store – Main St S
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Fas Gas Plus Bar – Main St S
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Jessy's Pizza – Main St S
Domino's – Main St S
Guac – Main St S
Adelina's – 2nd Ave NE
Scoop of Happiness – Buchanon Ave
Anishinaabe Aki Petro Can Gas Bar – Main St S
Bloom N' Bean – Main St N

d. **High Traffic Public Areas (Commercial and Retail Outlets)**

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Fusion Credit Union – Main St N
CIBC – Main St N
RCMP Office – River Ave W
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Highland Mall – Main St S

6. **Notice Distribution Plan:**
   a. Notices will be printed on bright colored paper and placed in protective covers. Supplies for tape, staplers and push pins will be assembled for volunteers to post the notices. Maps divided into three areas (Whitmore Avenue South to City limit / Whitmore Avenue North to CN track / CN track north to the City limit) will be prepared for volunteer teams. Check lists identifying all places for Notices to be posted will be prepared for volunteers.
   b. Volunteers will be asked to meet at a designated area (EOC) where they will be divided into three teams to distribute Notices.
      i. Team One will cover all listed places from Whitmore (including Whitmore E) to the south end of Dauphin.
      ii. Team Two will cover all listed places from Whitmore North to the CN track.
      iii. Team Three will cover all listed places north of the CN track to the north end of Dauphin.
      iv. Teams will confirm on the check list when and where the Notice was placed at each location. The list will be signed by the volunteer for confirmation and returned to the EOC.
      v. Volunteers are recruited from Service groups and Organizations with larger memberships, such as:
         1. Rotary Club
         2. Lions Club
         3. Retired teachers Association
         4. Kin Club

5. Individuals responding to a request for assistance

vi. The Volunteer/Resource Coordinator will manage the inventory and supplies needed to complete the notices and placements.

vii. The Volunteer/Resource Coordinator will complete reports and update the MEC/CM twice daily.

7. **Notices / Releases:**

a. **NOTICE**

PANDEMIC ADVISORY

This is a City of Dauphin Emergency Alert.

(*COMPLETE CONTENT ONCE FACTS PERTAINING TO THE PANDEMIC HAVE BEEN CONFIRMED)*

Letter to Business/Organization Managers/Owners:

The City of Dauphin has issued an Emergency Pandemic Advisory. Your location has been identified as a high traffic public area. The City of Dauphin appreciates your cooperation in displaying Advisory Notices in our effort to advise and inform all City residents and visitors to our community.

We would further ask for your cooperation in having you and/or your staff ensure all people attending your location are made aware of the posted Notices for this Emergency Pandemic Advisory.

Thank You

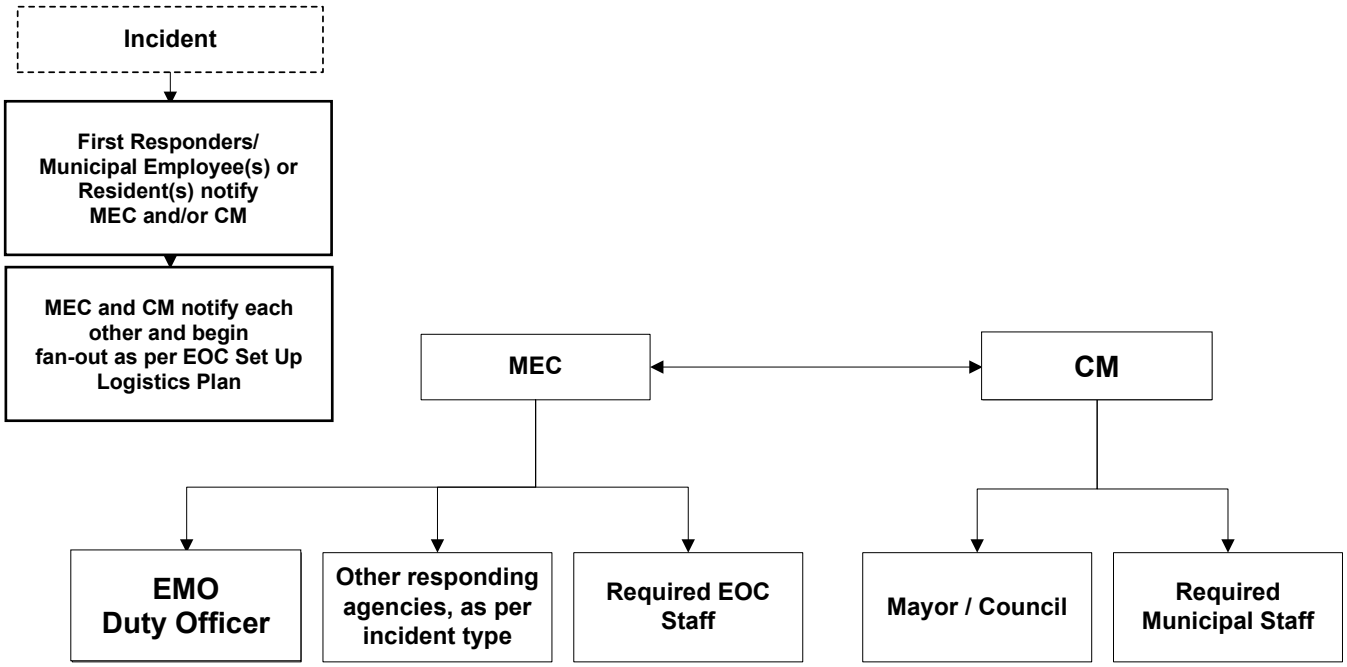
b. **Press Release:** ***(Once factual information has been received a release will be completed and authorized for fan out to the media)***

Further detailed information will follow.

The public is encouraged to check the City of Dauphin website www.dauphin.ca for updated information.

1.7 EOC GROUP

EMERGENCY FAN-OUT



EOC STAFF

Position(s)	Contact Name	Email or Home #	Business #	Mobile #
EOC Manager	Conrad Demeria (MEC)	conrad.demeria@dauphin.ca	204-622-3226	204-648-7005
Finance	Scott Carr		204-622-3207	204-572-6634
Security				
Public Works Coordinator	Bernardo Pasco		204-622-3212	431-996-8508
RCMP	S/Sgt Mark Smaill		622-5020/5053	
Fire	Chief Cam Abrey		204-622-3100	204-648-4710
EMS	Tyson Campbell	tcampbell@pmh-mb.ca		204-281-4544
Public Information Officer	Sharla Griffiths	204-848-3370	204-622-3213	204-648-4134
Emergency Social Services Manager	Martijn van Luijn		204-622-3229	204-647-6091
Transportation Coordinator	Ernest Karpiak	204-638-8925	204-638-3001	204-648-4077
Volunteer and Resources Coordinator	Designated Staff			
Social Media & Communications Coordinator	Ember Kutcher		204-622-3229 204-638-4531	204-648-6342
Information Coordinators	Janelle Thompson Gertrud Carriere		204-622-3218 204-622-3228	204-647-4703 204-572-4416

1.8. EVACUATION

1. AUTHORITY TO ORDER EVACUATION

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

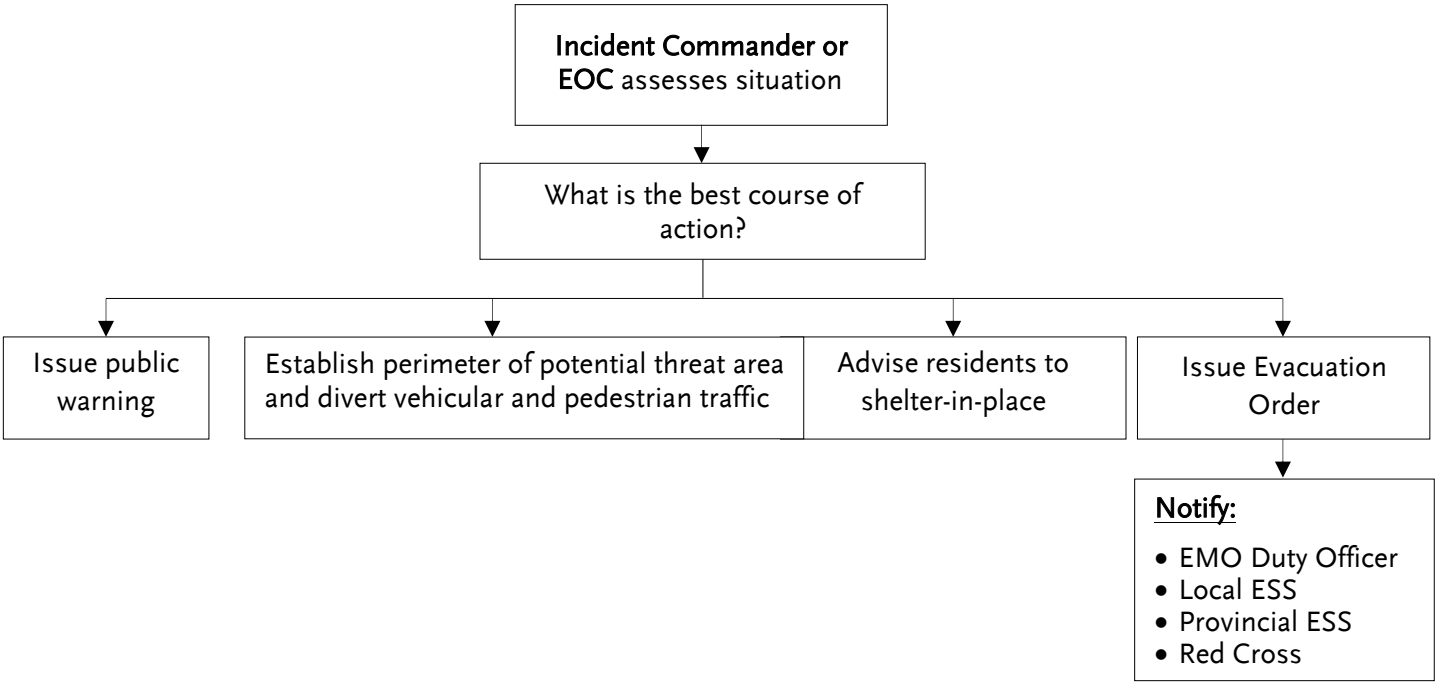
Authority to implement an evacuation normally rests with the local authority, through the local law enforcement agency.

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

Recommended Evacuations.

An evacuation order under this category will be given when a credible and/or significant threat for potential harm, injury or death may occur or there is potential risk for damage or loss of property and/or infrastructure.

2. EVACUATION AND RECEPTION FLOW CHART



3. EVACUATION SECURITY AND CONTROL

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

4. CONSIDERATIONS FOR SECURING THE EVACUATED AREA

What geographic boundaries and features affect your ability to establish a security perimeter (i.e., rivers, major roadways, rail lines, etc. that are easy to observe and police)?
Is the area entirely visible or must you establish multiple security checkpoints?
Will you patrol the area or use perimeter checkpoints? (Consider the safety of the patrol personnel.)
What is the length of time the area must be secured? (Short-term – use local police; Long-term – hire private security.)
Will you allow the evacuees temporary access to the Site during the evacuation period? (Will escorts be necessary for pets that must be fed, etc.?)

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

Note: A record of all vehicles and personnel who enter/exit a closed area should be maintained.
See FORM – Evacuation Vehicle Log.

1.9 EVACUATION ROUTES AND TRANSPORTATION

The disaster event causing the need for mandatory evacuation will determine the direction of the safest and most effective routes taken. Areas that may cut off the city are the Vermillion River and the railroad tracks through the city. For residents and businesses on the west side PTH 5/10 will be utilized. Depending on the disaster, traffic can flow west then southeast on the by-pass to access 5/10. From that point traffic can be moved east on PTH 5 or south through the RMNP on PTH 10. If unable to move southward, then PTH 5 will be taken to access a safe location.
South of the CN Tracks can be moved either south on Main Street/PTH 5/10 or if required east on Whitmore to Mountain Ave. There traffic can continue east to link up with 1st Ave NE then east on PTH 20. IF required traffic could also go south from ACC at Whitmore and Mountain on the municipal road and link up with PTH 5. Traffic flowing south initially can also take the by-pass if the southern route Is unsafe or impassable. That will link to PTH 5/10 west.
North of the CN Tracks traffic will be directed to River Ave East to PTH 20, then south to the intersection at 1st Ave NE, then east on PTH 20 through the Eclipse. This same objective can be met by accessing Mountain Ave or Main Street North and taking 1st Ave NE or River East to PTH 20. Traffic can also flow north on Mountain to the first municipal road and turn east to link to PTH 20. Resident on the west side can take PR 262 north from Buchanon Ave /PTH 5/10 then turn right at the first municipal road and link to PTH 20 from there.
The following table describes potential evacuation routes for areas which are unique geographically, such as those that can be easily cut-off from normal transportation routes because of the bridges, weather, etc., or are located in/near hazardous areas, such as industrial zones. These areas may be more likely to require evacuation or may require more complicated evacuation strategies.
Using the information below as a guide, also consider the location of your reception centre in determining the best route for evacuation.

Route #	Map #	Area(s) Used For	Description of Route	Transportation Options	Speed of Evacuation	Options to Increase Speed	Elevation Impact	Other Considerations
5/10 South		South of the RR tracks	Main Street south – merge side streets – main access from 1st Ave SE/SW and Whitmore – 4th Ave SW and Jackson Street	All vehicles	As per conditions	Use one way only	Slows Evac as detours will be needed	Visibility/wind direction (toxic cloud/smoke)

20 East		North of RR tracks	East on 1st Ave NE to Eclipse. Use Mountain to access East routes. River to Hwy 20, turn right to stop sign, left onto 20 East to Eclipse are	All vehicles	As per conditions	Use one way only	As above	As above
5/10 West		West of Vermillion River	All streets merge onto 5/10 West	All vehicles	As per conditions	Use one way only	As above	As above

1. COMMUNITY ARRANGED TRANSPORTATION

Mountain View and Frontier School Division buses will form part of the transportation vehicles required evacuation. The Transportation Coordinator will have contact information and capacity information available. Usage of these vehicles depends entirely on whether students are in school at the time of the event. Local charter bus transportation, handivans and taxies will also be utilized. Outside charter bus companies will be called in if necessary as well as mutual aid from regional school divisions for buses.

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

Mode of Transportation	Number of Residents that could be Evacuated	Seasonal/Time of Day Differences	Time needed to arrange Transportation
School Bus	40 per bus – will depend on #'s available (20 buses=800)	Summer/holiday/weekend - 2hrs School year daytime – 1hr	2 to 4 hours 1 to 3 hours
Local Charter	40 per bus (2=80)	Evening 1-2 hours	1 to 3 hours
Outside Charter or Mutual Aid	Based on availability	Up to four hours regardless	3 to 6 hours

See TRANSPORTATION – GROUND section for the contact names and numbers.

2. ASSEMBLY AREA

West side South side North end Southeast side
East Central area Southwest side Business district

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

Description of Assembly Area	When this will be used	Who it will be used for
For the west side of the City WRTC yard and office building area For the north end Barker School and Macneill School parking lots and buildings For the east central area DRCSS parking lot and building For the business district 1st NE to 3rd NE – to 1st Ave NE to 3rd Ave NE United Church and Coop Parking lot and building For the southwest side the DCP parking lot and building For the south side 11th Ave Hall parking lot and building For the southeast side the CUP parking lot and building	Mandatory evacuations supported by a SOLE	Vulnerable, people with mobility issues, those without a source of transportation

The public will be made aware using the All-Net System, City websites, social media, radio, and TV media.
Signage will be posted as soon as possible directing people to designated transport areas and identification of the staging areas.
Information on person evacuated will be recorded on the Emergency Social Service Log Sheet.
Further information will be recorded on Shelter/Evacuation registration cards once the evacuated persons reach the designated location.

1.10 SPECIAL PROVISIONS

In the event of a mandatory evacuation, groups will be identified and managed through the Emergency Plans of the agency supporting the groups. In this case, the Department of Corrections (DCI), Dauphin Regional Health Centre (DRHC), Provincially Licensed daycares, Mountain View and Frontier School Divisions and Senior Centres.

All agencies have plans to deal with evacuation of their facility. Based on the factors that won't be known until an event occurs, the Municipal Emergency Operations Centre Team will provide support and resources to these facility evacuations if required, which will include support of Incident Command in their efforts to assist in safe evacuations.
The following table lists groups or facilities in your community that may need special assistance, how you will know if a group/facility needs to evacuate or receive some other kind of assistance, how you will notify the group/facility that they need to evacuate, the type of transportation that will be used to evacuate the group/facility, the roles that other agencies play in evacuation or other kinds of assistance, information about their emergency plans in case you need to access them and any other comments or reminders for assisting a group/facility.

Group/Facility	Trigger	Notification Method	Transportation Type	Role of other Agencies	Role of Municipality	Plan Y/N	Where is it kept?	Other
DRHC	Flood/ Smoke/ Fire/Power Outage	Telephone &/or Alert System	As per DRHC plan	Assistance DRHC EOC Team	Ensure DRHC EOC has support & resources	Yes	DRHC	Bdn.
Daycares &/or Schools	Flood/ Smoke/ Fire/Power Outage/ weather	Telephone &/or Alert System	As per individual plans. MVSD/Frontier Provincial Daycares	Assist as required	Provide support and coordination as required	Yes		
Senior Centres	Flood/ Smoke/ Fire/Power Outage/ weather	Telephone &/or Alert System	Handivans/ buses as required	Assistance as needed	Provide support & resources	Yes		

1.11. ANIMALS

1. PETS

Care of pets during a mandatory evacuation will be handled by the ESS Coordinator's designated volunteer chair. The severity and speed of the event causing a mandatory evacuation will determine the steps taken to manage evacuation and care of pets.
Since there is a small percentage of chance that we would be completely cut off, there would be time for evacuees with personal transportation to take their pets with them. Those who do not have transportation will take their pets to the staging areas at the fairground barns, if safe to do so, for transportation where volunteers will identify and record the pets to their family for reuniting later.
Pets who were left behind or trapped will be rescued (fire and rescue) when resources become available. The priority will be on the health and safety of humans.
The barns on the fairgrounds will be used for pet shelters initially if safe to do so. Pets will not be allowed to stay in evacuation shelters unless they have certification as a service animal.
If the severity and speed of the event do not negate the service and usage of the veterinary and pet clinics, they will be utilized until such time as they become overwhelmed. At that point pet care, will be diverted to the barns. The coordinator will have contacted area vets and pet care specialists and developed relationship with the Humane Society for assistance from their volunteers.
Where necessary, vets, equipment, meds, and supplies will be brought in from mutual aid areas.
See FORM – Pet Registration Information

1.12. RECEPTION

1. POTENTIAL RECEPTION CENTRE LOCATIONS

In the event of a mass mandatory evacuation several reception areas with Registration and Inquiry (R&I) are listed below. The event causing the need to evacuate will determine which of the locations will be used. Depending on the severity and/or the speed of the event, evacuees will go to the designated transportation pickup areas (Section 1.7.2) where they will be brought to the R&I location. If the circumstances dictate, the evacuees will be transported to outside communities for shelter. If the situation allows, they will be taken to local shelters identified by the EOC Team.
With respect to Mountain View School Division facilities, their use will depend on availability.

Evacuation Shelter Facility Specs

NAME OF FACILITY: Lt. Colonel Barker V.C School

ADDRESS: 1516 Bond Street, Dauphin, MB, R7N 0K4
PHONE: 204-638-4588 or 204-638-3001
E-MAIL ADDRESS: barkerschool@mvsd.ca
WEBSITE: https://barker.mvsd.ca/
CONTACT PERSON(S): Principal or Coordinator of Operations (MVSD)
TYPE OF FACILITY: School
SQUARE FOOTAGE OF SPACE AVAILABLE: 38700
KITCHEN FACILITIES: Yes, full Lower level
NUMBER OF BATHROOMS: 6 student & staff
TYPE OF HEATING: GAS Boiler
TABLES AND CHAIR AVAILABLE: Yes, seating & tables for 221 students
SHOWER FACILITIES: Yes, not used but still in place
WIFI SERVICE: Yes
WOULD MEMBERS OF THE ORGANIZATION BE WILLING TO VOLUNTEER AT YOUR FACILITY DURING A DISASTER? Yes, if available

NAME OF FACILITY: Dauphin Neighbourhood Renewal Corporation (DNRC) Community Centre

ADDRESS: 37 2nd Ave. NW, Dauphin, MB
PHONE: 204-701-1110
E-MAIL: amanda@dauphinnrc.ca
WEBSITE: dauphinnrc.ca
CONTACT NUMBER: 204-212-0047
TYPE OF FACILITY: Church/Hall
SQUARE FOOTAGE OF SPACE AVAILABLE: Large Auditorium, 2700 ft.² Small Auditorium, 900 ft.²
KITCHEN FACILITIES: Full-service kitchen with 2 ranges; 2 fridges
NUMBER OF BATHROOMS: 1 female (2 water closets); 1 male (1 water closet & 2 urinal).
TYPE OF HEATING: Gas hot water boiler; no air conditioning
TABLES AND CHAIR AVAILABLE: 30 rectangular tables & 16 round tables; 225 chairs.
SHOWER FACILITIES: Yes, one shower
WIFI SERVICE: Yes
WOULD MEMBERS OF THE ORGANIZATION BE WILLING TO VOLUNTEER AT YOUR FACILITY DURING A DISASTER? Yes

NAME OF FACILITY: Dauphin Regional Comprehensive Secondary School

ADDRESS: 330 Mountain Road, Dauphin, MB R7N 2V6
PHONE: 204-638-4629
E-MAIL: sch1072@mvsd.ca
WEBSITE: https://drcss.mvsd.ca/
CONTACT PERSON(S): Principal or Coordinator of Operations (MVSD)
TYPE OF FACILITY: School
SQUARE FOOTAGE OF SPACE AVAILABLE: 176,538
KITCHEN FACILITIES: Yes, full kitchen & cafeteria
NUMBER OF BATHROOMS: 18 student & staff
TYPE OF HEATING AND/OR AC SYSTEM: Chiller – GAS Boilers
TABLES AND CHAIR AVAILABLE: Seating & tables for 700 students, 600 additional seating
SHOWER FACILITIES: Yes
WIFI SERVICE: Yes
WOULD MEMBERS OF THE ORGANIZATION BE WILLING TO VOLUNTEER AT YOUR FACILITY DURING A DISASTER? Yes, if available

NAME OF FACILITY: Ecole Macneill

ADDRESS: 312 Sandy Street, Dauphin, MB R7N 0K9
PHONE: 204-638-3942 or 204-638-3001 (MVSD)
E-MAIL: ecolemacneill@mvsd.ca
WEBSITE: https://macneill.mvsd.ca/
CONTACT PERSON(S): Principal or Coordinator of Operations (MVSD)
TYPE OF FACILITY: School
SQUARE FOOTAGE OF SPACE AVAILABLE: 26332
KITCHEN FACILITIES: Yes, full
NUMBER OF BATHROOMS: 6 Student & staff
TYPE OF HEATING: GAS boiler
TABLES AND CHAIR AVAIALABLE: Seating & tables for 165 students
SHOWER FACILITIES: Yes
WIFI SERVICE: Yes
WOULD MEMBERS OF THE ORGANIZATION BE WILLING TO VOLUNTEER AT YOUR FACILITY DURING A DISASTER? Yes, if available

NAME OF FACILITY: Gilbert Plains Collegiate

ADDRESS: 408 Cutforth St N, Gilbert Plains, MB R0L 0X0
PHONE: 204-548-2551 or 204-638-3001
E-MAIL: gpci@mvsd.ca
WEBSITE: https://gpci.mvsd.ca/
CONTACT PERSON(S): Principal or Coordinator of Operations (MVSD)
CELL PHONE: 204-572-5613 or 204-302-1728
TYPE OF FACILITY: School
SQUARE FOOTAGE OF SPACE AVAILABLE: 24326
KITCHEN FACILITIES: Yes, full
NUMBER OF BATHROOMS: 6 student & staff
TYPE OF HEATING: GAS boiler
TABLES AND CHAIR AVAIALABLE: Seating & tables for 55 students
SHOWER FACILITIES: Yes
WIFI SERVICE: Yes
WOULD MEMBERS OF THE ORGANIZATION BE WILLING TO VOLUNTEER AT YOUR FACILITY DURING A DISASTER? Yes, if available

NAME OF FACILITY: Grace Baptist Church

ADDRESS: SE 8-24-16 W, Box 503, Ste Rose du Lac MB, R0L 1S0 **Corner of Hwy 5 and Makinak Road**
PHONE: 204-733-2573 or 204-733-2457
E-MAIL: gbcochre@gmail.com
WEBSITE: www.gbcochre.ca
CONTACT PERSON(S): Ken Schroeder and/or Brad Muller
CELL PHONE: 204-648-5059 or 204-572-7610
E-MAIL ADDRESS: kenschro@hotmail.com or brad.muller37@gmail.com
TYPE OF FACILITY: Church
SQUARE FOOTAGE OF SPACE AVAILABLE: 2500 upstairs and downstairs
KITCHEN FACILITIES: Yes, full capacity
NUMBER OF BATHROOMS: 4
TYPE OF HEATING: Electric furnace
TABLES AND CHAIR AVAILABLE: 12 long tables and about 120 chairs
SHOWER FACILITIES: No
WIFI SERVICE: Yes
WOULD MEMBERS OF THE ORGANIZATION BE WILLING TO VOLUNTEER AT YOUR FACILITY DURING A DISASTER? Yes

NAME OF FACILITY: Henderson School

ADDRESS: 911 Bond Street, Dauphin MB, R7N 3J7
PHONE: 204-638-4653 or 204-638-3001
E-MAIL: sch1223mvsd.ca
WEBSITE: https://hes.mvsd.ca/
CONTACT PERSON(S): Principal or Coordinator of Operations (MVSD)
TYPE OF FACILITY: School
SQUARE FOOTAGE OF SPACE AVAILABLE: 25000
KITCHEN FACILITIES: Yes, full
NUMBER OF BATHROOMS: 6 student & staff
TYPE OF HEATING: GAS boilers
TABLES AND CHAIR AVAIALABLE: seating & tables for 226 students
SHOWER FACILITIES: No
WIFI SERVICE: Yes
WOULD MEMBERS OF THE ORGANIZATION BE WILLING TO VOLUNTEER AT YOUR FACILITY DURING A DISASTER? Yes, if available

NAME OF FACILITY: MacKenzie Middle School

ADDRESS: 212 1st Street NE, Dauphin, Mb R7N 1B7
PHONE: 204-638-3323 or 204-638-3001
E-MAIL: sch1323@mvsd.ca
WEBSITE: https://mms.mvsd.ca/
CONTACT PERSON(S): Principal or Coordinator of Operations (MVSD)
TYPE OF FACILITY: School
SQUARE FOOTAGE OF SPACE AVAILABLE: 80310
KITCHEN FACILITIES: Yes, full
NUMBER OF BATHROOMS: 14 student & staff
TYPE OF HEATING: GAS Boiler
TABLES AND CHAIR AVAIALABLE: Seating & Tables for 465
SHOWER FACILITIES: Yes
WIFI SERVICE: Yes
WOULD MEMBERS OF THE ORGANIZATION BE WILLING TO VOLUNTEER AT YOUR FACILITY DURING A DISASTER? Yes, if available

NAME OF FACILITY: Whitmore School

ADDRESS: 28 - 6th Ave SW, Dauphin, MB R7N 1V9
PHONE: 204-638-4782 or 204-638-3001
E-MAIL: sch1411@mvsd.ca
WEBSITE: https://whitmore.mvsd.ca/
CONTACT PERSON(S): Principal or Coordinator of Operations (MVSD)
TYPE OF FACILITY: School
SQUARE FOOTAGE OF SPACE AVAILABLE: 21685
KITCHEN FACILITIES: Yes, full
NUMBER OF BATHROOMS: 7 Student & staff
TYPE OF HEATING: GAS Boiler
TABLES AND CHAIR AVAIALABLE: Seating & tables for 126 students
SHOWER FACILITIES: 1
WIFI SERVICE: Yes
WOULD MEMBERS OF THE ORGANIZATION BE WILLING TO VOLUNTEER AT YOUR FACILITY DURING A DISASTER? Yes, if available

NAME OF FACILITY: Smith Jackson School

ADDRESS: 701 1st Street SE, Dauphin, MB R7N 3L4
PHONE: 204-638-3134
E-MAIL: sch1486@mvsd.ca
WEBSITE: https://smithjackson.mvsd.ca/
CONTACT PERSON(S): Principal or Coordinator of Operations (MVSD)
TYPE OF FACILITY: School
SQUARE FOOTAGE OF SPACE AVAILABLE: 17200
KITCHEN FACILITIES: Yes, full
NUMBER OF BATHROOMS: 6 Student & staff
TYPE OF HEATING: GAS furnace
TABLES AND CHAIR AVAIALABLE: Seating & tables for 80 students
SHOWER FACILITIES: Yes, but not used
WIFI SERVICE: Yes
WOULD MEMBERS OF THE ORGANIZATION BE WILLING TO VOLUNTEER AT YOUR FACILITY DURING A DISASTER? Yes, if available

NAME OF FACILITY: The Bridge

ADDRESS: 304 Mackenzie Ave, Box 254, Ochre River MB, R0L 1K0
PHONE: 204-733-2416 or 204-733-2348
E-MAIL: thebridgeochreriver@gmail.com
WEBSITE: www.thebridgeochreriver.com
CONTACT PERSON(S): Keith/Donna DeVries or Brad Muller
CELL PHONE: 204-648-5318/204-648-7952 or 204-572-7610
E-MAIL ADDRESS: rockyacres4@gmail.com or brad.muller37@gmail.com
TYPE OF FACILITY: Youth Drop in Center
SQUARE FOOTAGE OF SPACE AVAILABLE: 1500 square feet upstairs (finished); downstairs unfinished
KITCHEN FACILITIES: Yes, full capacity
NUMBER OF BATHROOMS: 1
TYPE OF HEATING: Electric furnace
TABLES AND CHAIR AVAILABLE: 5 long tables and about 40 chairs
SHOWER FACILITIES: No
WIFI SERVICE: No
WOULD MEMBERS OF THE ORGANIZATION BE WILLING TO VOLUNTEER AT YOUR FACILITY DURING A DISASTER? Yes

In the case of an emergency, our primary commitment is to the communities of Ste Rose and Ochre River.

2. HOST COMMUNITY RESPONSIBILITIES

The host community will ensure the following responsibilities are completed:

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

3. RECEPTION CENTRE POSITIONS

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

Registration Coordinator Responsibilities

- Create a simple file **(Forms are in Appendix C.(g) & (h))** for everyone, filed alphabetically, containing the following information:
    - Accommodation particulars
    - Services required (food, medical, social work, etc.)
    - What services have been received
    - Tracking movement
    - Contact Information, Next of Kin, etc.

Inquiry & Tracking Coordinator Responsibilities

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

Personal Services Coordinator Responsibilities

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

Accommodation Manager

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

Food Services Manager

- Arrange for small scale food provisions to evacuees and reception centre volunteers
- If large scale food provision is needed, see Part 3 -Resources and capabilities

Personal Needs Manager

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

Load Manager

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

1.13 ACCOMMODATIONS

Name	Address	Phone Number
Best Western Plus	50 Eric Irwin Way	204-638-3000
Boulevard Motor Hotel	28 Memorial Blvd	204-638-4410
Canway Inn & Suites	1601 Main St S	204-638-5102
Dauphin Inn Express	35 Memorial Blvd	204-638-4430
Dauphin Super 8	1457 Main St S	204-638-0800
Prairie Mountain Inn	1501 Main St S	204-638-4233
Sir Edgar House Bed & Breakfast	703 Main St N	204-638-2930

1.14 FOOD and SOCIAL SERVICES

Grocery/Specialty

Name	Address	Phone Number
Canada Safeway	1450 Main St S	204-638-4749
Dauphin Consumer's Co-op	18 3rd Ave NE	204-638-6003
Ken's No Frills	15 1st Ave NE	204-622-2930
Nutter's Everyday Naturals	19 3rd Ave NE	204-638-4081
Western Bakery	19 2nd Ave NW	204-638-3441

Convenience/Gas

Name	Address	Phone Number
7-Eleven Food Store	109 Main St S	204-622-3770
Co-op Gas Bar & Car Wash	1301 Main St S	204-638-6038
Co-op Gas Bar & Convenience Foods	102 Mountain Rd	204-638-6326
Fas Gas	904 Main St S	204-638-5762
Fas Gas Plus	222 Main St S	204-638-8249
Fudd's Corner Store	1502 Mountain Rd	204-647-5678
Mobil	95 1st Ave NE	204-622-2937
Mountainview Esso	1475 Main St S	204-638-7874
Anishinaabe Aki Petro Can Gas Bar	1405 Main St S	204-701-1177

Restaurants & Cafes

Name	Address	Phone Number
A&W Restaurant	1121 Main St S	204-638-5243
Adelina's Pizzeria	11 2nd Ave NE	204-638-6888
Boston Pizza	1450 Main St S	204-638-9017
Trocadero	403 Main St S	204-638-1444
Corrina's	28 Memorial Blvd	204-701-1100
Dairy Queen	1470 Main St S	204-638-1885
Family Pizza	17 1st Ave SW	204-638-6808
KFC	1122 Main St S	204-638-5844
Lee's Restaurant	8 7th Ave SE	204-638-0773
McDonald's Restaurant	1461 Main St S	204-638-4644
Mr. Mike's Steakhouse	10 Main St S	204-701-6453
Pizza Hut	1575 Main St S	204-622-5555
Smitty's Family Restaurant	1601 Main St S	204-638-8022
Subway	204 Main St S	204-638-7484
Sung's Restaurant	104 Main St N	204-638-8002
Tim Horton's	1565 Main St S	204-638-3299
Jessy's Pizza	318 Main St S	204-638-9200
Guac Mexi Grill	1351 Main St S	204-638-0798
Domino's	1351 Main St S	431-478-0828
Scoop of Happiness	201 Buchanon Ave	204-621-7629
Bloom 'n Bean	219 Main St N	204-638-1612

1.15 SPECIAL NEEDS

- Prairie Mountain Health Authority (Dauphin Regional Health Centre) Pharmacies (DCP/No Frills/Super Thrifty/Walmart/Shoppers), Mental Health Crisis Team, Addictions Foundation Manitoba (AFM), Dauphin Ministerial Association, Dauphin & District Food Bank, and MEDOCare Pharmacy.
- Financial Institutions are Fusion Credit Union, BMO, RBC, TD, CIBC, and Scotia Bank.

1.16 TRAFFIC CONTROL AND DIRECTION

- Local RCMP, Fire Department and/or Private Security. Mutual Aid assistance will be called in when necessary.

See section 1.8.3 – Evacuation Security and Control.

1.17. RE-ENTRY

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

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

Recovery relates to;

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

1. RECOVERY CONTROL GROUP

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

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

2. DESIGNATING A RECOVERY MANAGER

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

Recovery Site Manager role:

- Work to meet the broad recovery priorities set by the community
- Utilize the community sub-groups established to initiate specific recovery activities within their areas of expertise
- Provide on-site direction, control, and coordination of all on-site recovery activities.
- Direct recovery activities within the established perimeter
- Work with appropriate personnel to ensure the site is returned to an acceptable condition

Recovery Site Manager duties:

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

3. RE-ENTRY OF EVACUATED AREAS

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

4. AUTHORIZING RE-ENTRY

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

5. COMMUNITY RECOVERY MEETING

The MEC will organize and facilitate a community meeting that will;

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

Community Recovery Meeting Participants

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

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

1.18 EMERGENCY PUBLIC INFORMATION

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

1.19 RE-ENTRY CHECKLIST

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

Satisfactory Conditions Confirmed

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

- Confirm with Incident Command, EMO, Manitoba Hydro, Public Works, and Health Services that it is safe to move forward with re-entry protocol.
- Mayor and Council approval
- Medical Officer of Health approval (or Emergency Health Services)
- Fire/flood report updated EMO (Manitoba Conservation/Manitoba Water Stewardship approval)
- Manitoba Agriculture, Food and Rural Initiatives approval
- Air, water, land (environmental) conditions satisfactory
- Food supplies adequate (confirmed by MEC)
- Essential supplies adequate (confirmed by MEC)
- Community fuel supplies adequate for further evacuation if required (confirmed by MEC)

Essential People

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

- Municipal Emergency Coordinator and EOC Team
- Police
- Medical Personnel (Doctors/Nurses)
- Mayor and Council & Administration
- Ambulance Personnel
- Fire Department Personnel
- Personal Care Home Personnel
- Emergency Health Services Personnel
- Emergency Social Services Personnel (Community and Province)
- Public Works Staff
- Manitoba Agriculture Personnel
- Store Managers/Clerk
- Red Cross

Essential Services

- Reception and Inquiry Station
- Hospital and Clinic medical facilities operational
- Personal Care Homes
- Temporary accommodations if necessary – See shelter list (info at R&I)
- Ambulance & EMS Services
- Fire Department fully equipped and staffed
- Safe water – NOTE: Caution people to boil drinking water if necessary
- Food and essential supplies Food Bank/ Friendship Centre /Grocery stores
- Medical supplies (Medical Clinic/Pharmacy)
- Adequate vehicle fuel supplies (Public Works supply tanks a priority)

Transportation and Access

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

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

See section 1.9.1 Community Arranged Transportation for details on the types of transportation available for the re-entry process.

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

- The safety of transportation routes (roads, highways, bridges)
- That transportation routes are open (roads, airports, railways)

Location of Evacuees

- List with names and temporary accommodations of evacuees

Re-Entry Registration

- Re-entry registration plans confirmed

Special Provisions

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

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

2. GUIDELINES

2.0.1 FOR PREPAREDNESS

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

2.0.2 Annual Review of Plan

EMO requires municipalities to update their emergency plans annually and submit them to EMO for approval. The submission must include;

- the updated version and all appendices referred to in the Emergency Plan.
- the resolution of council confirming approval of the updated Plan and appendices.

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

2.0.3 Hazard Analysis

Municipalities must prioritize hazards in their communities that must include a description of the hazards in their communities and the impact they could have on the communities (i.e., economic, environmental, and physical).
Each municipality must develop a contingency plan for each major hazard (included as appendices in their municipal emergency plan), and have an exercise related to its number one identified hazard.
The municipality must also ensure that it has the basic equipment to handle the hazards in its area until additional resources arrive, and that its first responders have access to resources necessary to handle its top three hazards.
In addition, municipalities must inform their residents about the possible hazards in their areas.
Refer to Appendix A – Hazard Analysis for a sample hazard analysis.

2.0.4 Memorandums of Understanding

Municipalities may enter into assistance agreements with other parties through Memorandums of Understanding. A Memorandum of Understanding (MOU) may be used for agreements where one partner provides assistance to the other, or for mutual aid agreements, where the parties provide assistance to one another.
Section 8(1)(e) of *The Emergency Measures Act* states that every local authority:

> "may enter into mutual aid agreements with the government, any local authority, any department or any person with respect to the establishment, development or implementation of emergency preparedness programs and emergency plans and the conduct of emergency operations"

Municipalities will formalize all mutual aid agreements through MOUs.
MOUs must be reviewed every 12 months.

ASSISTANCE PARTNERS

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

- Surrounding Municipalities
- Red Cross
- Institutions
- Mennonite Disaster Service
- Amateur Radio Emergency Service
- Local School Boards
- Regional Health Authority
- Various Clubs/Organizations
- Hotels

2.0.5 Training and Public Education

Disaster management training is offered free of charge to municipalities through EMO.
It is recommended that all coordinators, councils, and teams have at minimum the basic Manitoba Emergency Management course. Refer to the EMO website for a complete list of courses offered.
Municipal Emergency Coordinators will conduct training and offer public education as necessary to meet the requirements within their own emergency programs.
The Municipal Emergency Coordinator (MEC) should keep a file or database/record system of the individuals trained for their municipality.

2.0.6 Exercises

A local authority must carry out a tabletop exercise (Local Authorities Emergency Planning and Preparedness Regulation 13(2)) at least once each year unless a functional exercise is carried out in that year.

A local authority must carry out a functional exercise (Local Authorities Emergency Planning and Preparedness Regulation 13(3) that is approved by EMO as being of sufficient magnitude, at least once every four years.
Within 90 days after completing an exercise a local authority must provide a written report (Local Authorities Emergency Planning and Preparedness Regulation 13(4)) on the exercise to EMO.
In the case that an actual incident takes the place of an exercise, an after-incident report will still be required.

2.1. ORGANIZATIONAL STRUCTURE

1. **Communication Structure outside the EOC**
   This diagram depicts the general flow of communication between different bodies. It does not reflect a reporting relationship between the different bodies.
   Note: Because there are several lines of communication between the local EOC, Elected Officials, and EMO, it is imperative that all information is also directed through the local EOC and EMO Regional Emergency Manager.
2. **Local Authority**

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

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

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

3. **Municipal EOC**

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

Group	Purpose of Communication
Site Responders	To provide support to the site through resources and services To ensure coordination between site activities and activities happening outside the site
EMO – Regional Emergency Manager	For advice regarding all aspects of emergency management To request assistance from the provincial or federal governments To report emergency management actions, such as declarations and evacuations
Other Responding Organizations	To ensure coordination between response activities To request or offer response support
Local Authority	For direction/decisions on legal, financial, and strategic issues necessary to support emergency operations and the well-being of the municipality
Public and Media	In partnership with the local authority, to communicate emergency information and instructions (Media releases/messages should be approved by local authority)

2.2. EMERGENCY SITE

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

1. Division of Responsibility
    - The Incident Commander (IC) shall, on behalf of the local authority, coordinate and direct all emergency services, support services, and volunteers working in the designated emergency zone.
    - The local EOC will manage the remainder of the municipality and provide support to the Site.
2. Requests for Resources and Services
    - As soon as an EOC is functional, the incident commander must direct all requests for resources and services through the EOC.
3. Communication between Site and EOC
    - The Site and EOC must communicate updated information and requests for resources and services through identified personnel (incident commander, liaison officer, EOC manager, etc.)
    - The Site and EOC must communicate at regular intervals and at significant points in the response.
4. Site Security
    - The Site is responsible for setting up and managing security at the site. This will include establishing a Personnel Accountability System (PAS).
    - Authorized individuals seeking access to the site will need to provide acceptable identification and register with the PAS.
5. Media Relations
    - The media will frequently attend both the site and the EOC. Personnel at each location must be assigned to work with the media. The Site Media Officer and the EOC Public Information Officer must remain in close contact to ensure consistent messages are communicated.

2.3 EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAM

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

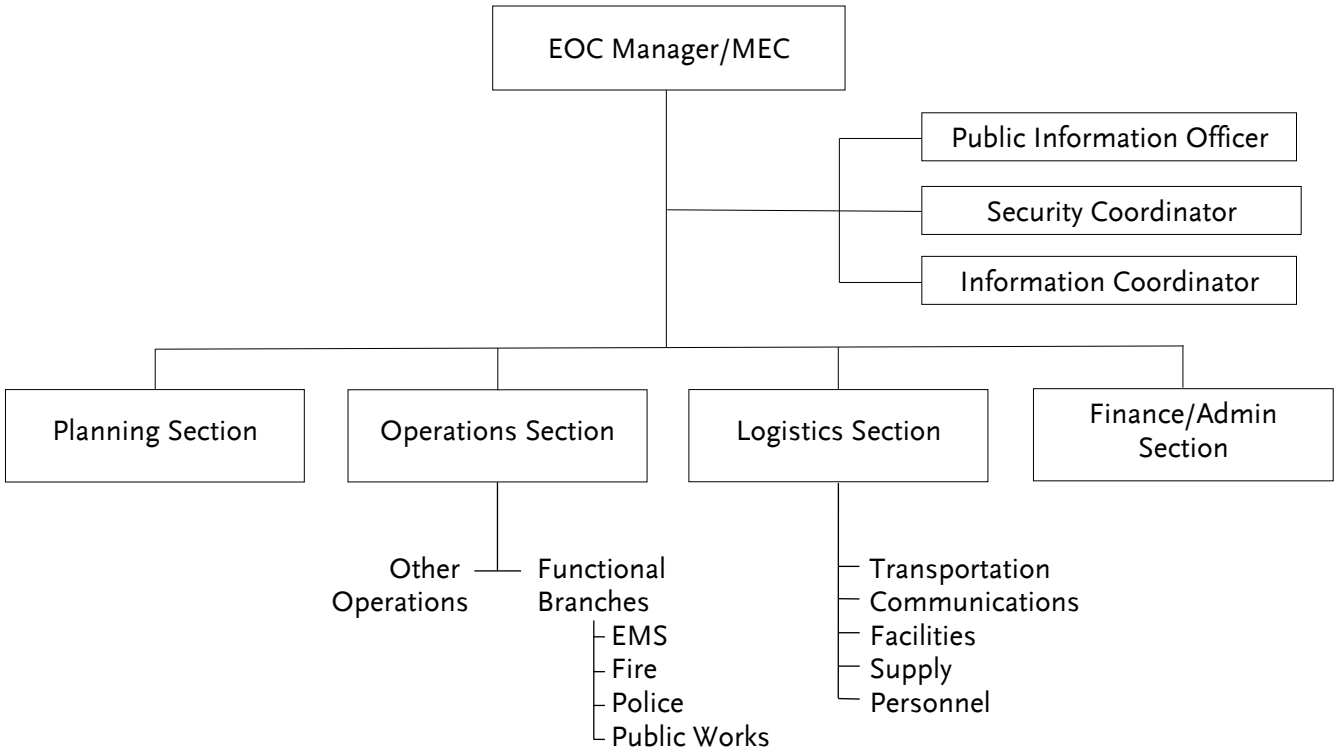
- Municipal Emergency Coordinator/ EOC Manager
- Public Information Officer
- Security Coordinator
- Communications Coordinator
- Emergency Social Services Manager
- Information Coordinator
- Facility Coordinator
- Public Works Coordinator
- Transportation Coordinator
- Volunteer Coordinator
- RCMP/Police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

Is it recommended that the Mayor, Council, or other elected officials only be involved outside of the EOC.
It is recommended that the MEC be the manager of the EOC.

2.4. EOC Structures

Different structures may be used to organize personnel in the EOC. The following diagram is an example of a commonly used structure.
EOC personnel should be trained to function within their EOC structure in advance of an event.

1. **ICS-Type Structure**



2.5. NOTIFYING THE MEC AND CITY MANAGER OF AN EMERGENCY

Any initial responders or municipal employee attending any event which is an actual or impeding situation caused by nature, an accident or intentional act that constitutes a danger or major proportions to life and property will immediately notify the Municipal Emergency Coordinator (MEC) and the City Manager (CM).
It is recommended that responders err on the side of caution and notify the MEC and City Manager of any event that appears to be more than a routine emergency.
Initial responders may be from municipal emergency services or from other municipal, provincial, or federal, private, or non-governmental agencies.

Responding agencies can notify the municipality by calling the following number:	204-648-4134 – CM 204-648-7005 – MEC

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

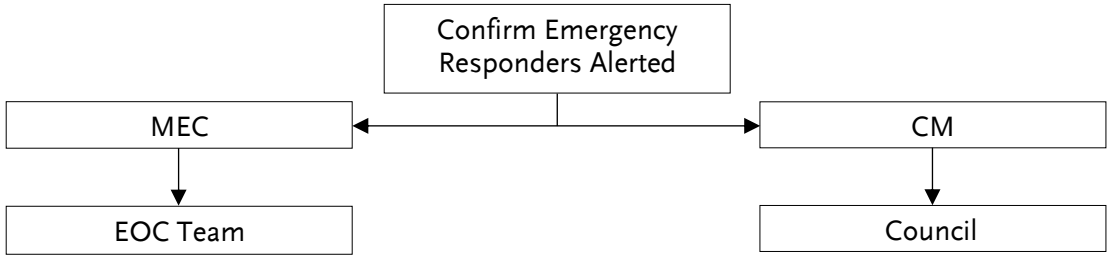
1. DECISION TO ACTIVATE THE EOC/EMERGENCY PLAN

In the event of an emergency, this Emergency Plan can be implemented without declaring a State of Local Emergency.
Implementation of the plan may be done by the Council and/or Mayor in consultation with the City Manager, the Emergency Coordinator, or emergency services personnel.
Implementation may be based on the following criteria:

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

2. INITIATE NOTIFICATION FAN-OUT

Initiate a fan-out from your call list. This may include your EOC Team, Elected Officials, Manitoba EMO, Police, Non-government organizations, etc.
Note: In any emergency, call Manitoba Emergency Measures Organization at 204-945-5555, which will in turn notify provincial departments and/or federal departments.
The diagram below is a general model of the emergency fan-out. Specific instructions about the fan-out are available in Part 3 – Resources & Capabilities.



3. PUBLIC ALERTING

Alerting the public during critical situations will be through the All-Net alert system, all social media platforms used by the municipalities, as well as press releases through TV, Radio, and Newspaper outlets.
Once the EOC is functional, all public information will flow through the PIO and MEC.

2.6. ACTIVATING THE EMERGENCY OPERATIONS CENTRE

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

1. OPENING THE EOC

- The EOC is located at City Hall Council Chambers
  - 100 Main Street South, Dauphin, MB
  - City Manager / MEC /Director Public Works have access to City Hall

2. ESTABLISHING COMMUNICATIONS SYSTEMS

Internal Communication

- Establish and maintain contact with the on-site Incident Commander as soon as possible after notification of the event.
  - Initial contact via cell phone until EOC fully functional
  - Radio communication once EOC fully functional
  - Landline when extended communication required or radio problems.
- Provide the Incident Commander with a non-public phone number to enable direct contact with the EOC (to be established).
- At the earliest opportunity ensure all emergency personnel on site are notified as to who the Incident Commander is.
- Establish/identify non-public
  - Contact numbers
  - Email addresses
- Establish contact with regional Amateur Radio Emergency Service (ARES).
- Establish communication with other response agencies
  - Landlines/ E-mail/ Text/ Radio – Determined by which is most effective for the circumstances and location.

Public Communication

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

Note: Daily updates of the web page are essential.

- Publicize the public enquiry line to our residents and the media
  - Websites/ Facebook/ Provincial Alert System, All Net
- Electronic sign at City Hall/ Reception and Info Centre once established

2.7 STAFFING THE EOC

- Determine which EOC staff functions are required, keeping in mind that the EOC must have the ability to expand or contract as the emergency unfolds.
  - The overall functions within the EOC will consist of Planning, Logistics, Operations, Administration/Finance, which will be performed by various EOC staff as directed by the MEC
- Determine when the EOC will be open each day.
  - When are requests for action most frequent? (Daytime, Evening, Night)
  - Do you have someone on-call when the EOC is not open?
- Determine the number of shifts per day, considering the following:
  - Duration of the vent

- Number of staff available
- Schedule shifts so that they overlap by an hour to ensure time for essential information to be passed between changing personnel.
- If necessary, include a respite plan and you must determine what the staffing shifts will be i.e., 8 hours versus 12. Then identify individuals to act as alternates.
- If the municipality is part of a Municipal Emergency Coordinator (MEC) Exchange Program, access this program to request relief of your municipality's MEC.

Short-Term Staffing Plan

Type of Events Applicable: Minor flooding affecting portions of the city and/or municipality. Storms, three days or less or other similar short-term events requiring the opening of the EOC.
Time Period: Three days of less with 12 hours shifts.
MEC – CM/PIO – Communication Coordinator-Information Coordinator – ESS Coordinator.

Respite Staffing Plan

Type of Events Applicable: Major Events over three days in duration
Time Period: 12 hours shifts for the duration of the event
Full EOC Team on a rotational basis

2.8. DAILY ACTIVITIES DURING THE EMERGENCY

1. DAILY SCHEDULE

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

Distribution of schedule

Via e-mail, text, posted at EOC

List of Daily Events

Meeting/Report	Agencies/groups that may attend/receive reports	Description
Regular Briefings	EOC Team	Critical info updates/ strategies/ planning
Regular Updates	EMO	Status & Strategy Reports
Detailed Reports/ Press Releases	Council	Public & Media concerns/ Info on infrastructure/ Accumulating Costs/ Progress Reports/ Planning
Briefings/ Issues/ Progress	Incident Command	Statues & Progress Reports
Update Reports	Shelter Staff	Logistical Information/ Issues/ Planning

2. COMMUNICATING WITH THE SITE

- The EOC will provide ongoing support to the emergency site through resources and information.
- The EOC Team will have a representative from the Fire Department, RCMP, EMS and Public Works at the EOC. They will be in constant contact with their front-line people via radio, cell and/or landline., Team members will update the MEC, PIO and Information Coordinator.

3. ATTENDING THE SITE

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

4. COMMUNICATING WITH EMO

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

5. DOCUMENTING THE EVENT

Taking steps to document the event is critical for

- Sharing information during each shift and between shifts,
- Making recovery decisions,
- Improving processes through after-incident reviews,
- Applying for disaster financial assistance, and
- Defending actions taken during the response.

1 Statistics

Maintaining statistics on a variety of topics allows us to

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

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

Human Impacts

- Number of people injured or dead (may need to obtain from Regional Health Authority)
- Number of people evacuated/ ordered to shelter-in-place, etc.
- Number of homes evacuated/ damaged (with addresses, if possible)
- Number of people registered at reception centre
- Number of people actually in shelters

Note: When collecting numbers of people, include demographics if relevant/available, such as age, sex, ethnicity, disabilities, new immigrant, etc.

Structural Impacts

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

Costs

- Of response
- Of damages
- Of recovery

Municipal Directors of Finance / Information Coordinators

2 Record Keeping Procedures

All records will be reviewed & stored once completed. Written records will be scanned and kept as a file as well as filed as paper file.

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

3 Disaster Financial Assistance

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

1. Before, during and after the disaster, keep track of all activities and expenses directly relating to the event.
    - Municipalities may submit DFA documents directly & confirm receipt of documents through the Manitoba Municipalities online portal.

- In order to verify the claim, we need to provide documentation describing what happened, what actions we have taken and invoices for expenses we have incurred.
- Wherever possible, photographs or videos of the event and resulting damages should be taken and made available to EMO.
- Local authorities must establish separate files and accounting records to distinguish emergency expenditures from regular operating and maintenance expenditures.
- Emergency expenses will go to the Director of Finance/Financial Accountant to be documented on a spreadsheet specific to the event. Authorization for expenses will be made by those in command of their operations, i.e., Incident Command, Public Works, EOC, Council, etc.

2. Submit a Community Impact Assessment (CIA) as soon as information is available (refer to EMO website for form).
   - Manitoba EMO requires information to determine the impacts on our community. This is necessary to evaluate the immediate assistance that might be required, to ensure the impacts are included in the broader assessment of damages, and to begin evaluating the possibility of Disaster Financial Assistance (DFA).
   - A CIA is critical to determining if a DFA program will be established and should be prepared accurately and submitted as soon as possible.
   - Complete a CIA as soon as we are confident about the accuracy of our information. The CIA will be more accurate if it is done shortly after an event. The longer we wait, the harder it is to re-construct what has happened.
   - Remember, the CIA is only a preliminary assessment of damages. It can be modified or updated, and it will certainly become more detailed once you've had a chance to carefully inspect damages.
3. Within 30 days of a disaster event, submit a Council Resolution requesting assistance.
   - A Council Resolution should include a detailed Community Impact Assessment if one has not already been submitted.
   - Community Impact Assessment(s) are reviewed to determine if eligible costs arising from the specific disaster event would result in an unreasonable financial burden to the community.
   - If the criteria of widespread damage and unreasonable financial burden are met, then a DFA Program may be approved.
   - All local authorities who have requested DFA will be notified about this decision.

2.9 MAINTAINING CRITICAL MUNICIPAL SERVICES

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

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

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

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

The EOC will coordinate the implementation of the plans.

Consideration to continue, modify, or suspend municipal services will be based on real time information and recommendations provided by Public Works.

2.10 PUBLIC COMMUNICATIONS/MEDIA

1. IDENTIFYING MEDIA RELATIONS POSITIONS AT THE SITE AND EOC

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

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

Site: EMO Representative – Fire Chief – NCO i/c RCMP

EOC: PIO – MEC

Elected Officials: Mayor – CM

Spokespersons should receive training before speaking to the media.

2. GUIDELINES FOR THE SITE, EOC, AND EMERGENCY CONTROL GROUP

a. Manage information flow

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

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

c. Forward questions for future media releases
- If anyone receives questions that are not answered in the latest media release, inform the PIO to make sure the answers are available in the next media release.

3. MEDIA RELEASE PROCESS

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

Option 1 – Media Release Created by EOC and Site

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

Option 2 – Media Release Created by Emergency Control Group

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

Note: Send the media release to every elected official.

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

4. MEDIA RELEASE SCHEDULE

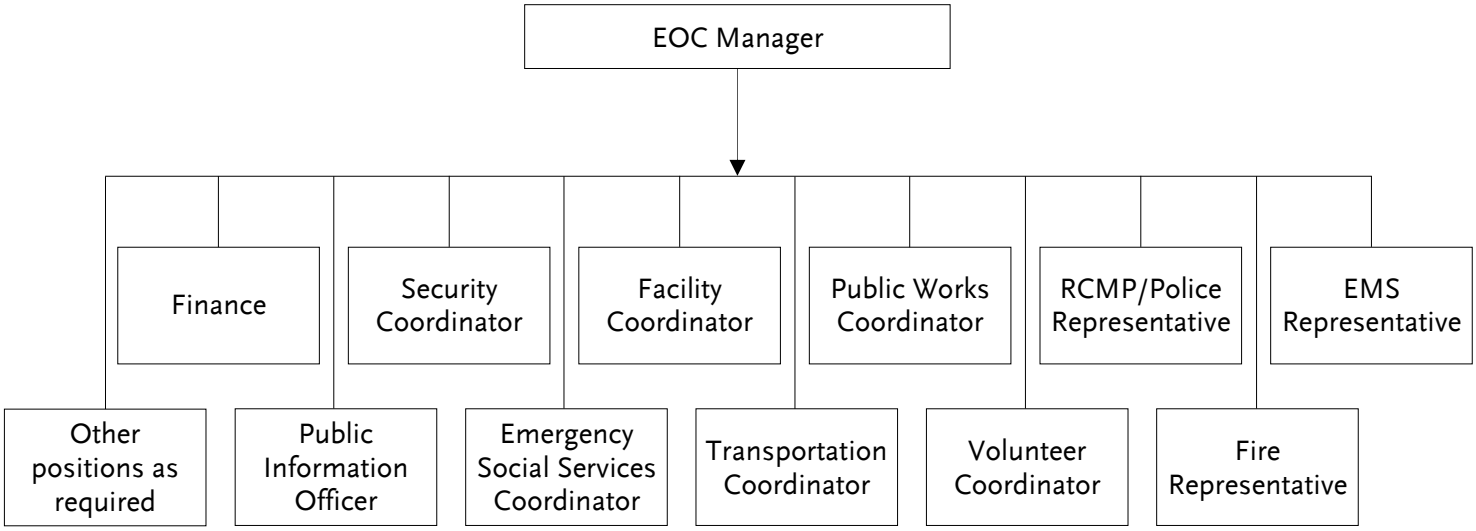
Media releases may be sent to media outlets of distributed at news conferences.

The schedule for these releases should follow the operational cycle. A new media release should be available for distribution soon after the planning meeting at the end of each operational period is completed.

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

- When media releases will be available,
- How they will be distributed,
- Where news conferences will be held,
- When spokesperson(s) will be available for individual interviews,
- How to contact the PIO and distribute it to media outlets.

See section 1.10 Special Provisions for additional information.



2.11 COMMUNITY MOBILIZATION WHEN IMPACTED WITH AN OUT OF JURISDICTION INCIDENT THAT INVOLVE OUR RESIDENTS

Evaluate community needs:

- Grief support
- Mental Health support
- Faith based support
- MVSD support for children and staff

Phases will be dependant on incident:

- Start-up phase
- Operation/Impact phase
- Winding Down phase

Manage media as per section 2.10
Utilizing gathering space as per section 1.12.1

2.12 IF DIRECTED BY THE PROVINCE

Host Community Responsibilities as per section 1.12.2
Review the Municipal Emergency Plan of the incoming municipality:

- Host Community Responsibilities
- Security
- Supports
- Resources

3. BUSINESS CONTINUITY PLAN

INTRODUCTION: The Business Continuity Plan is designed to create an orderly and effective path to bringing the municipalities, commercial, industrial and all other businesses up to functioning operational status.
Following a significant event, priorities will change from Emergency and/or Disaster Operations to Recovery and Re-Entry Control strategies. Once the "All Clear" has been given, Incident Command will transfer responsibility for the lead role to the Recovery Control Group.
Identification and responsibilities of the Recovery Control Group and policies will be detailed in Section 3.

3.1 PUBLIC INFORMATION PROTOCOL

The Public Information Officer (PIO) will continue to be the consistent voice to the public to provide current information, efforts being made for a return to functional operation and proposed timelines. The PIO will also ensure requests for help and access to resources for recovery are being disseminated.
The PIO will use whatever communication system is operating to begin getting information out to the public. As systems come back online all forms of communication available will be utilized. The public will be informed on how to contact the EOC Recovery Team for additional information or assistance.
As with the significant emergency/disaster operations, communications to the public and media will be delegated with the authority of the Recovery Control Group. Any press releases or public communications delivered by anyone other than the PIO will require the approval of the MEC or Recovery Site Manager or their delegate.

3.2 RECOVERY MANAGEMENT

Recovery is a coordinated effort to bring the community or disaster site back to a business-as-usual situation. This will require the cooperation of a vast number of company's, organizations, and government bodies. The same communication plans used in the disaster plan will be continued in recovery with consideration to the departure of Incident Command as an emergency response group. The Recovery Control Group will replace IC and oversee all operations through the Emergency Operations Centre (EOC).
The following will be key contributors to bringing the community or disaster site back to "near normal" for the purposes of re-entry:

a. Health Services – Dauphin Regional Hospital – Prairie Mountain Health Services – Dauphin Clinic – Pharmacies – Provincial Emergency Social Services
b. Municipal infrastructure – Sewer – Water – Street Clearing
c. Hydro & Natural Gas Supply
d. Highways Department – Highways clearing, bridges, culverts, and surface repairs
e. Bell/MTS – Rogers – TELUS
f. Municipal & Other Provincial Government offices

As these essential services become available the following businesses will be assisted for recovery:

a. Grocery Stores
b. Banks
c. Retail Outlets providing essential supplies and materials
d. Fuel Stations
e. Restaurants
f. Hotels

The Recovery Control Group (RCG) and the Recovery Site Manager (RSM) will communicate closely with all agencies and organizations to provide the support and information they need to be efficient. The PIO and/or delegate will conduct regularly scheduled media updates and additional press conferences as required by circumstances during the recovery process.
Maintaining critical communication within the RCG will be essential. The process for receiving, recording, and disseminating information will be the same as the EOC set up during the incident.
The Information Coordinators will correlate information received in chronological order for review by all team members.
The Recovery Site Manager & MEC will be responsible for all incoming information to flow through the Information Coordinator and brief the PIO on updates.
The PIO will review all information, prepare media and public releases, and advise and instruct Council on progress and items of concern or note.
All other team members will record and report their activities and progress to the, RSM/MEC and Information Coordinator on a timeline dictated by the recovery process.
The RSM/MEC will schedule meetings to bring the team together to confirm information, tasks to be completed and proposed timelines of completion.

1. RECOVERY CONTROL GROUP

A Recovery Control Group will be established to maintain accountability of the recovery operation. This Group will include:

a. Recovery Site Manager
b. MEC
c. EOC Team – Includes Fire, Police, EMS
d. Health Officer
e. EMO
f. Mayor

Recovery Site Manager Responsibilities:

a. Work to set priorities on a broad scale based on the needs of the community.
b. Work in partnership with businesses and agencies with expertise in areas needing recovery.
c. Establish a schedule to satisfy priorities of recovery.
d. Provide on-site direction, control, and coordination of all on-site recovery activities.
e. Coordinate site inspections.
f. Work with appropriate authorities to ensure the site is returned to an acceptable condition.
g. Update the Recovery Control Group frequently
h. Act as a spokesperson for the recovery efforts under the direction of the PIO
i. Consult the RCG to ensure Business Continuity Plans are being completed.
j. Maintain a log of all activities.

3.3. RE-ENTRY

The re-entry process will be under the direction of the Recovery Control Group working in close communication with the Recovery Site Manager. Re-entry must be conducted in a safe, organized, and professional manner. Accurate current information will be key to a successful re-entry process. Some factors need to be clearly stated, such as:

a. Any potential threat or hazard to health and life still existing must be rectified prior to allowing citizens to enter those areas.
b. Plans to manage traffic flow will be made available through signage, media press release, social media platforms, municipal and other governmental agency websites as well as AllNet Connect telephone messages.
c. Traffic management will be coordinated through the Emergency Operations Centre (EOC).
d. Evacuees will be anxious to return to their property regardless of the length of the evacuation. All efforts are to be made to ensure they are understanding information and direction being disseminated. Front line staff/volunteers will be key in this area therefore proper preparation and planning will be paramount.

1. Community Informational Meeting

The MEC will organize and facilitate a community meeting to cover the following areas;

a. Establish an understanding of the situation.
b. Identify highest priorities.
c. Identify the most vulnerable and their needs.
d. Explain criteria for setting priorities
e. Identify business/organization/agency partners the RCG will be working with to assist in the recovery process.
f. Identify a coordinator who will establish a location to accept donations and track volunteer interest.

The MEC will work to include the following to participate in the community meeting:

a. Mayor & Council
b. City Manager
c. Recovery Site Manager
d. Regional Health Authority
e. Partners in Emergency
f. Local Charitable Organizations
g. Disability Groups
h. Seniors Groups
i. Church Groups
j. Manitoba EMO

2. Evacuees

During the evacuation all evacuees should have been recorded with Registration and Inquiry (R & I) prior to moving to shelters, hotels or family and friends. For the purposes of re-entry, the same system will be required in reverse with all evacuees reporting to R & I prior to be allowed back into the site. (A list and location of evacuees will be kept with R & I as well as the EOC)

3. Transportation Coordination

Evacuees requiring transportation back into the site will have to register at R&I (same plan for the disaster) and be guided by the Transportation Coordinators schedule. The Transportation Coordinator will work closely with the RSM and the EOC to ensure efficiency in re-entry efforts. The Transportation Coordinator will also maintain records and report to R & I to keep accurate account of evacuees.

Any issues arising from re-entry will be reported through the RSM and the MEC.

4. Business Continuity Preparations

The MEC will communicate with the business community throughout the year to encourage and assist where applicable with business start up plans. Most critical businesses (banks, grocers, hotel etc.) have emergency plans for disaster situations as well as business continuity plans for start up. The MEC will also contact all essential businesses and organizations to ensure they are current with their plans.

The MEC will also put out media releases and updated information on the importance of proper planning and training with their staff.

Education presentations will be offered and can be specified to individual businesses when requested. While the MEC will not write or dictate business plan assistance in the form of information and links to preparation and planning will be provided.

Essential services to be confirmed for business planning are as follows;

a. Hospital
b. Clinic and other medical facilities
    i. Care Homes
    ii. EMS, Fire & Police Facilities
c. City Office and Shop
d. Banks
e. Grocery stores
f. Fuel stations
g. Retail outlets – Equipment – Supplies – Materials specific to recovery needs
h. Hotels
i. Restaurants

Manitoba Hydro has its own Emergency Operations Centre with a detailed emergency/disaster plan in place. The MEC and RSM will be in close communication with Manitoba Hydro from the beginning of any major or significant event until full sustainable recovery has been completed.

Other Provincial, National, and International disaster organizations and teams will be included as required.

3.4 Final Report

Once full recovery has been completed, a full report and analysis will be completed with input from all involved in the management of the disaster through the recovery process. The MEC and RSM will work with the City Manager and their staff to put a comprehensive report together.

Once a report is finalized it will be presented to Council. Upon approval the report or portions of the report will be released to the public.

Emergency Operations Centre Set Up Logistics Plan

This plan deals with the activation and setting up of the Full EOC Team in City Hall

- **The priority of the first person to arrive at the EOC is to collect the bins from the cabinets across from the City Manager's office. Set up the bins in the Chambers as per section 1 of this plan.**
- **The black ACER laptop located on the desk by the colour copier in the back office is to be collected and plugged into the jack next to Jack 27. The login password is in the Information Coordinator's kit. The grey HP laptop will be a backup.**

If there is no power upon arrival, *see section 3 of this logistics plan for reference*.

1. Phones collected for use by the EOC Team are activated by plugging in as follows:

a. Municipal Emergency Coordinator (MEC) will be plugged into Jack 27 (204-638-7129) which will be located on the floor in the middle of Council Chambers/EOC.

b. Public Information Officer (PIO) will be plugged into Jack 30B (204-638-9254) which will be at the west end (Main Street side) of the Council Dais.

c. Emergency Social Services Coordinator (ESS) will be plugged into Jack 30A (204-638-9281) which will also be on the west end (Main Street side) of Council Dais.

d. Public Works Coordinator (PW) will be plugged into Jack 36 (204-638-7562) which will be at the east end (parking lot side) (2nd chair) of Council Dais.

e. Transportation Coordinator (TC) will be plugged into Jack 28A (204-638-7926) which will be in the middle of the Council Dais.

f. Fire Department Representative (FD) will be plugged into Jack 28B (204-638-7756) which will also be in the middle of the Dais.

g. Emergency Medical Service Representative (EMS) will be plugged into Jack 29 (204-638-7155) which is in the Committee Room.

h. Royal Canadian Mounted Police Representative (RCMP) will be plugged into Jack 44 (204-638-7373) on the east wall of the Committee Room.

Test telephones to ensure they are active. If any are not, check the plug to see that it is properly inserted in the jack and the bottom of the telephone. If that is not the problem, advise the Project and Development Manager.

2. Equipment and supplies for the EOC:

a. Hook up and power up the laptops (Password will be in the Information Coordinator kit)

b. Place name cards from bin marked (Emergency Operations Centre supplies) by the appropriate telephones

c. Get flip charts and whiteboard from the closet in the Committee room. Set up along the south wall of Council Chambers

d. Place signage from the bin (marked Emergency Operations Centre supplies) in the appropriate areas. Instructions for placement will be marked on the signs

e. Set out Emergency Plan binders for reference from bin marked (Emergency Operations Centre supplies)

f. Set out logbooks from bin marked (Emergency Operations Centre supplies)

g. Set out extra paper, pens, markers and pencils, pencil sharpener, post-it notes and ID badges (from the bin marked EOC supplies)

h. Set out bin marked (Evacuation Centre Registration & Inquiry) in a safe but visible place in the Committee room. If these supplies are required, they can be moved to the location determined by the MEC once confirmation of a safe zone is made. **See Registration & Inquiry Logistical Plan for details**

i. Ensure wall plug-ins are clear for plugging in computers, phone chargers, radio chargers and other equipment requiring power or charging

3. **Backup power:**
   Contact the Director of Public Works and Operations (431-996-8508) to have the generator brought over from the City Shop. Public Works will have an electrician (should we include a name and number here; or a couple names and numbers here?) wire the generator to the building for use if there is a loss of power. **If there is no power when arriving at the EOC make this call first.**
4. **Notification the EOC is open and active:**
   Once all steps have been taken to set up the EOC, make the following notifications
   - CM, PIO or MEC if not arrived yet
   - EMO Regional Coordinator and/or EMO Duty Officer
   - Mayor
5. **City Hall Operations:**
   a. During the State of Local Emergency (SOLE) the City still needs to deal with day-to-day issues and maintain a business-as-usual approach with limited staff and resources. As a result, the telephones and the equipment used for this will **NOT** be utilized by the EOC unless necessary
   b. Deputy City Manager (204-622-3221)
   c. Director of Finance (204-622-3207)
   d. Financial Accountant's telephone (is this still true?) will be used by the EOC but all other equipment and supplies in that office will not be used
   e. Frontline Staff (204-622-3200) & rollover lines (204-622-3251/3252) as well as (204-622-3204) and (204-622-3205)

EOC ROLES AND RESPONSIBILITIES

Information Coordinator

- Confirm your laptop is plugged in and powered up for use. Log onto EMO Portal (Type in govmbextp.sharepoint.com/sites/ManitobaEMO – the username is [redacted] – the password is [redacted] and create the document for the current event. Confirm cameras and monitors in the EOC are operating. Locate and prepare flipcharts and/or white boards for information collection support and for "To Do's" not categorized as priorities, however, they should be dealt with when time permits. This "parking lot" for information ensures it is not overlooked or forgotten
- If there are any issues, missing materials or supplies or technical problems, advise the EOC Manager immediately
    - Work with the Emergency Operations Center Manager (EOCM)/Municipal Emergency Coordinator (MEC), Public Information Officer (PIO), and Social Media Communications Coordinator (SMC) to provide updates and real time accounts of events and actions
    - At the start of a significant event requiring the opening of the EOC, there will be two team members acting as Information Coordinators. This will continue until such time as it is deemed circumstances no longer require two team members to manage this role. The first IC to arrive at the EOC will set up and prepare the work for the IC's and the MEC/EOCM. This IC role will be called "Information Control" and will begin the event responsible for data input, correlation, and chronological management of information
    - The second IC to arrive will ensure all EOC Team members have their EOC kits and are up to speed on the current situation. This team member will work with the EOCM/MEC and their IC Team to collect logs for data input, support the EOCM/MEC to ensure tasks are being assigned and completed
    - The support IC will also be up to speed to switch off the information control team member until such time as a break is required
    - Put information from flipcharts/white boards in chronological order on a timely basis (the scope and scale of the emergency will dictate the frequency)
    - Ensure the MEC and PIO are made aware of critical information posted immediately when they have been tied up on other matters
    - Work with the MEC and PIO to prepare press releases
    - Work with the MEC to prepare agendas and timeline information for operational meetings
    - Take minutes/notes at all operational meetings
    - Assist the MEC by ensuring the action plans are being enacted
    - Confirm with the MEC and PIO when action plans are completed
    - Work with all members of the Emergency Team to ensure there is fluid communication

Mayor, Council or Elected Official

- When advised of an event requiring additional resources to support First Responders, contact the City Manager who will communicate with the Municipal Emergency Coordinator (MEC) to activate the Emergency Operations Centre (EOC) to implement the Emergency Plan in whole or in part
- In the event the City Manager is not available, contact the MEC directly
- Confirm at that time whether the City Manager will act as the Public Information Officer (PIO) for this event. If not, confirm who will be acting as the PIO
- Review Emergency Powers – Section 12 of Emergency Measure Act
- The Council, or in the absence of a quorum of Council, the Mayor is responsible for the Declaration of a State of Local Emergency
- Notify Manitoba Emergency Measure Organization through the PIO/MEC that a State of Local Emergency has been declared
- Once the situation has been controlled or normalized, ensure notification of termination of an emergency State of Local Emergency is sent to EMO through the PIO/MEC and the Public is made aware
- Work in cooperation with the EOC Manager and the PIO for updates and preparation of media releases
- Press conferences and media releases from Mayor and Council should be reviewed and facts checked by the PIO and EOC Manager prior to authorization. When speaking on behalf of the Municipality, authorization should be given by the Mayor or recorded designate
- Log all actions and decisions
- It is recommended that Mayor, Council, or other elected officials stay outside of the EOC

Municipal Emergency Coordinator (MEC) / Emergency Operations Centre (EOC) Manager

- When advised of an event requiring additional resources to support First Responders contact the EOC Team to activate the Emergency Operations Centre (EOC) to implement the Emergency Plan in whole or in part
- Advise the City Manager (CM) and confirm they will be acting as the Public Information Officer (PIO) for this event. If not, confirm with them who will be acting in that position, record and disseminate to the EOC Team
- Coordinate the Emergency Operations Centre Management Team's activities
- Keep the City Manager (CM), Mayor and Council informed of developments as they occur
- Maintain frequent contact with Incident Command to determine their needs. Assign tasks to the appropriate Coordinator/Manager/Agency
- Ensure feedback is received on all tasks assigned
- Work closely with the Information Coordinator to confirm information is continuously updated from all the EOC Team positions
- Request emergency mutual aid agreement resources
- Review media releases
- Log all actions and decisions
- Request a full report of all emergency operations activities from all responding municipal agencies

Municipal Emergency Coordinator (MEC) Only

- Activate the Municipal Emergency Operation Centre (EOC)
- Coordinate the EOC Team response
- Initiate call-out of the Emergency Operation Management Team
- Implement the Emergency Plan in whole or in part
- Advise Mayor and Council on declaring a Prevention Order or State of Local Emergency
- Prepare post-emergency reports
- Ensure amendments to the Emergency Plan are made
- May act as EOC Manager or designate an EOC Manager for EOC

City Manager (CM)

- When advised of an event requiring additional resources to support First Responders, contact the Municipal Emergency Coordinator (MEC) to activate the Emergency Operations Centre (EOC) to implement the Emergency Plan in whole or in part

- Confirm the Mayor and Council have been advised of the event and updated on the facts as they are at that time

- Confirm at that time you will be acting as the Public Information Officer (PIO) for this event. If so, advise Mayor and Council to clarify flow of information. Advise Deputy City Manager they will be handling the day-to-day operations of the Municipality until further notice

- Review Emergency Powers – Section 12 of *Emergency Measures Act*

- Work with the Mayor and Council, EOC Manager and Information Coordinator to maintain current level of information is being presented for consideration. Advise Mayor and Council on legislation and procedures

- Ensure system of financial and other records pertaining to the emergency operations are in place

- Log all actions and decisions

Public Information Officer (PIO)

- If the Public Information Officer (PIO) is the City Manager (CM), they will advise their respective Mayor and Council of the event and the opening of the Emergency Operations Centre (EOC). If other people are acting as the PIO, they will immediately contact the CM to advise and update them

- Upon arrival at the EOC, the PIO will confirm they have a landline and/or a cell phone working as it is shown in the Emergency Plan. If either of those numbers are different, they need to be recorded for the EOC team to make changes

- The PIO will then advise the EOC Manager (Municipal Emergency Coordinator) unless otherwise specified, and the Online Communications Coordinator (OCC) they are up and running

- The PIO will then ensure they have an operating computer/laptop/tablet and confirm the email address with the EOC Manager and OCC

- The PIO will confirm with the EOC Manager that Municipal Councils have been advised of the event. The EOC Manager will update the PIO on facts related to the event and reports from incident command. At that time, the expected time of the EOC being fully functional will be addressed along with an estimation of when the first official press release will be issued

- Develop timely media releases concerning the emergency for release to radio stations, television, and newspapers – pending approval from the CM and/or the Elected Officials

- Deliver media briefings or brief the community's official spokesperson

- Establish media facilities

- Monitor the media for possible errors reported about the emergency

- Establish a means of informing evacuees of the activities undertaken in their community

- Maintain a media resource list

- Ensure coordination of media relations between Site and EOC

- Log all actions and decisions

Security Coordinator

- Working with the Volunteer Coordinator, develop and maintain a volunteer base to assist in basic security duties such as:
    - Ensure ID badges are being used for Emergency Operations Centre (EOC) Team Members and other officials properly designated by the EOC Manager
    - Direct people to appropriate locations for assistance
    - Direct media to appropriate designated areas
    - Assist with the flow of people at registration and inquiry location(s)
    - Assist Red Cross staff when required
- Coordinate security at the Emergency Operations Centre to ensure only authorized personnel enter the facility
- Provide communication requirement and protocol with all security personnel
- Coordinate with the local policing authorities and private contracted security companies to ensure sufficient security is in place at the scene of the disaster, Registration and Inquiry Centre, shelter(s), media camp(s), or other locations aiding people in need
- Provide the EOC Manager with a schedule of security coverage and requirements for the first 72 hours of an event
- Contact RCMP/Police when situations are outside of security abilities, or a crime has been committed
- Report all incidents to the EOC Manager
- Advise the EOC Manager when changes requiring more or less personnel occur
- Log all actions and decisions

Online Communications Coordinator

- Establish necessary communications from the Emergency Operations Centre (EOC) and Incident Command
- If necessary, request additional telephones or devices for Emergency Operations Centre and Incident Command
- Contact Project and Development Manager for assistance/equipment
- Establish and maintain social media platforms to ensure accurate information is being disseminated
- Reinforce, these sites as being "the official" sites of this event
- Work with the EOC Manager and the Public Information Officer (PIO) to update information for current and accurate reporting
- Target rumors and false or inaccurate information from social media platforms and update with facts as quickly as possible
- Inform the EOC Manager and the PIO of any false or misleading information being put out to the public
- Assist PIO with input and information for Council and preparation of media releases
- Log all actions and decisions

Emergency Social Services Manager

- Establish contact with medical (PMH) and family services (Provincial) point people. Work with them to ensure they are receiving and disseminating factual up to date information
- Assist in coordination of medical and family services, food, lodging, clothing, mental and public health, and transportation
- Work in collaboration with the Facility Coordinator and Emergency Operations Centre (EOC) Manager and maintain a copy of updated evacuation and reception resource lists
- Initiate and assist in coordination of opening Registration and Inquiry Centre for evacuations
- Communicate and work closely with the Red Cross and Facility Coordinator to open, set up and maintain shelter(s)
- Coordinate and develop evacuation and reception arrangements with neighboring municipalities
- Assist reception communities in whatever way possible
- Provide information to the EOC Manager and the Public Information Officer (PIO) concerning state of evacuees and/or evacuated areas in the community
- Communicate with the EOC Manager – PIO – Facility Coordinator on expected re-entry if known
- Work with EOC Team members to maintain current information
- Log all actions and decisions

Facility Coordinator

- Work under the direction of the Emergency Operations Centre (EOC) Manager and/or the Emergency Social Services (ESS) Coordinator
- Set up and designate space for reception center to conduct Registration and Inquiry for evacuees
    - Refer to list of facilities to determine which are appropriate and available for short term needs
        - Incident Command rest/food area
        - Registration & Inquiry Centre
        - Media camp
    - Use Resource List to identify where equipment, material & other necessities are located
- Identify facility scheduling issues
- Designate mid and long-term facilities and set up for food services, accommodation, personal services, and clothing
- Use ESS Resource Contacts
- Work closely with the EOC Manager and ESS Coordinator to ensure proper and timely information is being submitted for media coverage
- Work with the Security Coordinator and Red Cross to ensure all shelters facilities have proper security
- Assist outside reception communities in whatever way possible
- Log all actions and decisions

Public Works Coordinator

- Sit as part of the Emergency Operations Centre (EOC) Team or designate a staff person to be the representative for Public Works
- Work collaboratively with the EOC Manager and Incident Command to respond to priorities dictated by the disaster
- Ensure resources are available when requested:
    - Equipment owned and accessible by the Municipality
    - Barricades, Lighting, Sandbags, Tiger Dams, other Supplies as needed
    - Activating other construction companies and contractors to support operations
- Coordinate purchases, rentals, leases of equipment and maintain records of same
- Assist in the disconnecting of utilities – water, sewer, hydro, gas, telephones etc.
- Maintain regular communication with the EOC Manager and the Public Information Officer (PIO) for updates reporting and/or direction
- Work with the Online Communications Coordinator (OCC) to ensure facts are being reported online
- Maintain clear communication with the Director of Finance or Financial Assistant for expenses incurred related to this event
- Restore essential services as soon as Incident Command gives clearance
- Log all actions and decisions

Transportation Coordinator

- Develop and maintain a transportation resource list of various vehicles:
    - Their locations and passenger/cargo limits
    - List of qualified drivers
    - Fueling requirements
- Coordinate the transportation of personnel and materials needed to support Incident Command and the Emergency Operations Centre (EOC)
- Maintain mapping status of vehicles in use, locations, and status (enroute to/returning from/static/out of service)
- Maintain constant communication with EOC Manager and Emergency Social Services (ESS) Coordinator for updates and direction
- Provide the EOC Manager with requirements of food and rest needed for drivers. ESS and Facility Coordinators will assist in that task
- Depending on the projected length of the event, provide a schedule suitable to ensure transportation needs are being met
- Work with the EOC Manager if outside equipment or personnel are needed
- Have a system in place to check vehicles for safety and cleanliness
- Log all actions and decisions

Volunteer Coordinator

- Maintain a list of volunteers for mobilization for a disaster and/or significant emergency.
- Work with local groups and organizations who can provide large numbers of volunteers to cover:
    - Registration & Inquiry Centre assistance (work with Red Cross)
    - Transportation (qualified drivers)
    - Evacuation alerts (door-to-door)
        - Delivery & Support workers
        - Pickup/haul/setup tables chairs
        - Assist Red Cross with Shelter equipment setup
        - Pick-up and deliver food/water for IC/EOC Team/Shelter
        - Delivery and placement of notices for public information
        - Checks on vulnerable people – report needs
        - Other duties as required
- Ensure the needs of volunteers are met. Monitor their health and wellness
- Arrange for additional radio equipment and operators for volunteer organizations through the Project and Development Manager
- Ensure proper communication is being completed between the volunteers and the Coordinators they are working with
- Report any issue to the Emergency Operations Centre (EOC) Manager immediately
- Provide the EOC Manager with regular updates as to the coordination and effectiveness of the volunteers
- When and if needed, arrange for volunteers from outside communities through the EOC Manager as requested
- Log all actions and decision

Resources Coordinator

- Develop and maintain resource listings of equipment (See Part 3)
- Develop a relationship with Public Works to ensure an understanding of what they have and/or will need in a disaster or significant emergency event
- Determine who has proper/dependable equipment that can be made available
- Be able to provide the location of this equipment and how it can or will be transported and if qualified operators are available
- Create a catalogue of commercial and private individuals who can provide various equipment and supplies such as:
    - Generators
    - Portable heaters
    - Portable lighting
    - Flashlights
    - Communication equipment
    - Power tools
    - Other small engine equipment etc.
- Provide assistance in coordinating the utilization of these resources in a disaster
- Maintain communication through the Emergency Operations Centre (EOC) Manager, Public Works, and Emergency Social Services (ESS) Coordinator
- Log all actions and decisions

RCMP/Police Representative

- Designate staff as representative on Emergency Operations Centre (EOC) Team
- Provide emergency site security (establish inner and outer perimeter of emergency site)
- Manage traffic and crowd control
- Coordinate evacuation
- Set up of a temporary morgue, if necessary
- Advise Medical Examiner in the event of a fatality
- Establish Incident Command
- Log all actions and decisions

Fire Department Representative

- Establish Incident Command
- Designate staff as representative on Emergency Operations Centre (EOC) Team
- Coordinate firefighting/hazardous material operations
- Activate the fire mutual aid system if necessary
- Communicate regularly with the EOC Manager and Public Information Officer (PIO) with detailed updates
- Work with the Online Communications Coordinator (OCC) to ensure factual details are being sent online
- Assist with the evacuation of people
- Log all actions and decisions

Emergency Medical Services (EMS) Representative

- Designate staff as representative on Emergency Operations Centre (EOC) Team
- Provide medical assistance on-site
- Communicate with Incident Command and EOC Team
- Provide EOC Team regularly with updated reports
- Initiate health mutual aid if necessary
- Establish Incident Command if required
- Log all actions and decisions

PROVINCIAL GOVERNMENT

Manitoba Emergency Management Organization (EMO)

Regional Emergency Manager (REM): Amy Currie 204-430-8030

Duty Officer – 204-945-5555 (Primary Point of Contact)

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

Manitoba Agriculture (MA)

Name (Contact/Office)	Phone Number(s)	Email Address(es)
MA Front Desk - Dauphin	204-622-2007	

Manitoba Conservation (Wildlife Branch)

Name (Contact/Office)	Phone Number(s)	Email Address(es)
Environment Officer - Front Desk	204-622-2030	
24 Hour Environmental Accident Report	204-944-4888	

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

Environmental Accident Reporting Line (24 Hours) 204-944-4888

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

Manitoba Infrastructure and Transportation (MIT)

Name (Contact/Office)	Phone Number(s)	Email Address(es)
West Central Region - Dauphin	204-622-2061	

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

Office of the Fire Commissioner (OFC)

Name (Contact/Office)	Phone Number(s)	Email Address(es)
OFC - Brandon	1-888-389-3473	

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

Manitoba Water Stewardship Division (WSD)

Name (Contact/Office)	Phone Number(s)	Email Address(es)
Water Resources Officer	204-572-5543	

Provincial: Flood Forecasting/Real Time Water Management: 204-945-6698
Water Control System Management: 204-945-6474
Water Quality Management: 204-945-3991

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

Manitoba Hydro

Name (Contact/Office)	Phone Number(s)	Email Address(es)
All Calls	1-888-624-9376	

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

RCMP

Name (Contact/Office)	Phone Number(s)
S/Sgt. Mark Smaill	Work 204-622-5053
RCMP Parkland Detachment	204-622-5020/204-622-5050

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

NON-GOVERNMENTAL ORGANIZATIONS (NGOS)

Partners in Disaster

Name (Contact/Office)	Phone Number(s)
Dauphin Lions Club - Fred Taylor	204-447-7097 fred.edith.taylor@gmail.com (Registration & Inquiry)
Salvation Army – Winnipeg	204-946-9402 & 204-946-9400 Administration
St. John Ambulance - Winnipeg	204-784-7000
Mennonite Disaster Service	866-261-1274
Christian Reformed World Relief Committee Burlington, ON	905-336-2920 800-730-3490
Red Cross	204-982-7307 (Duty Officer 204-299-6584)
Dauphin Friendship Centre	204-638-5707

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

REGIONAL FEDERAL GOVERNMENT CONTACTS

Example of regional federal government contacts: Coast Guard etc.

Federal Department	Capabilities	Contact Name	Phone Number(s)
Human Resources and Skills Development Canada	Human Resources	Phil Fafard	204-622-4002 204-622-4047/204-572-6433

MUNICIPAL EMPLOYEES

Position	Contact Name	Home #	Business #	Mobile #	Email
City Manager	Sharla Griffiths	204-848-3370	204-622-3213	204-648-4134	sharlag@dauphin.ca cm@dauphin.ca
Director of Public Works	Bernardo Pasco		204-622-3212	431-996-8508	bernardo.pasco@dauphin.ca
Public Works Foreman			204-622-3202		
Engineering Services Supervisor	Darrell Aitken	204-638-4714	204-622-3242	204-648-7544	darrella@dauphin.ca

ELECTED OFFICIALS

Position	Contact Name	Home #	Business #	Mobile #	Email
Mayor	**David Bosiak**	**204-638-5701**		**204-638-2679**	**david.bosiak@dauphin.ca**
Councilor	Kathy Bellemare			204-647-7755	kathy.bellemare@dauphin.ca
Councillor	Devin Shtykalo			204-572-5729	devin.shtykalo@dauphin.ca
Councillor	Randy Daley			204-648-4324	randy.daley@dauphin.ca
Councillor	Christian Laughland			204-647-1016	christian.laughland@dauphin.ca
Councillor	Steven Sobering			204-648-4642	steven.sobering@dauphin.ca
Councillor	Ted Rea			204-648-4433	ted.rea@dauphin.ca

NEIGHBOURING COMMUNITIES

Community	Contact Name	Home #	Business #	Mobile #	Email
City of Brandon	Tobin Praznik		204-729-2239		t.praznik@brandon.ca
Roblin Municipality	Cole Nickell		204-937-8333		info@roblin.ca
RM of Mountain	Lawrence Linnick		306-380-5662		ltlinnick@gmail.com
Grandview Municipality	Tanisha Gonty		431-733-8429		tgony@gmail.com
Gilbert Plains Municipality	Tanisha Gonty		431-733-8429		tgony@gmail.com
Municipality of Lakeshore	Carla de Almeida		204-733-2423		cao@rmoflakeshore.ca
RM of Dauphin	Tyson Hully		204-638-4531		tyson@rmofdauphin.ca
Ste. Rose Municipality	Marc Dandeneau		204-447-2229		sterose@sterose.ca
Municipality of Mossey River	Jo Bunka	204-656-4318		204-648-7124	jobunka@hotmail.com
McCreary Municipality	Trisha Dunning		204-835-2309		tdunning@mccreary.ca municipality@mccreary.ca

EOC PHONE NUMBERS

Location	Public (Y/N)	Phone Assigned To	Phone Number
EOC/Council Chamber	No	MEC EOC Admin	204-638-7129
EOC/Committee Room	No	Police	204-638-7373
EOC	No	PIO	204-638-9254
EOC	No	ESS	204-638-9281
EOC	No	Public Works	204-638-7562
EOC	No	Transportation	204-638-7926
EOC	No	FIRE	204-638-7756
EOC/Committee Room	No	EMS	204-638-7155
Media Room/Library	No	Media	

EOC EMAIL ADDRESSES

Email Address	Public (Y/N)	Purpose	Monitored By
ec@dauphin.ca	No	Primary EOC	MEC

WEB PAGE

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

Page Name/Description	Web Address
City of Dauphin	www.dauphin.ca

Changing Web Page Content

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

Company Position	Contact Name	Business #
Administrative Receptionist	Janelle Thompson	204-622-3200

RADIO TYPES AND CHANNELS

Agency	Channel	Radio Type	Location	Powered By	Monitored By
As determined by the situation					

EMERGENCY POWER (BACK-UP)

Location of Generator	Contact Name	Home #	Business #	Mobile #
City of Dauphin Shop			204-622-3202	

ANIMALS

See section 1.11 for Manitoba Agriculture (MA)

Examples of animal care: Veterinarians, animal response groups, animal shelters, individuals willing to take in animals, etc.

Business / Group Name	Contact Name	Business #
Dauphin Vet Clinic	24hr on call	204-638-3044 Day 204-638-3208 24hr
Uptown Pet Clinic	Dr Wendy Weselowski	204-638-8887
Barkland in the Parkland Kennels	Dave & Val MacInnes	800-202-8912

COMMUNICATIONS

RADIO FREQUENCIES

Agency	Channel	Radio Type	Location	Powered By	Monitored By	Rental (Y/N)	Frequency
As determined by situation							

AMATEUR RADIO EMERGENCY SERVICE (ARES)

Contact Name	Home #	Business #	Mobile #
Tim Watts	204-638-8107		
Ray Pike	204-638-6735		

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

Workstation Location	Instructions/Comments
As determined by situation	

MUNICIPAL RADIO RESOURCES

Equipment	Number of Units	Department
City Radios installed in vehicles and buildings	30 in vehicles and equipment 9 Base stations in Buildings	Public Works

RADIO SUPPLY COMPANIES

Company	Contact Name	Home #	Business #	Mobile #
Blue Sky Communications	Paul Overgaard	204-638-8862	204-638-8862	204-672-0200

PHONE COMPANIES

Company	Business #	Mobile #
Bell/MTS Rogers TELUS	611 204-638-7148 204-629-2413	204-647-5000

LOCAL INTERNET PROVIDERS

Company	Business #
Bell/MTS Westman Communications	611 or 204-225-5687 (if not on a Bell network) 1-204-725-4300 or 1-800-665-3337

PUBLIC WORKS

UTILITIES

Utility Type	Company	Contact Name	Business #
Hydro	Manitoba Hydro	Emergency	1-888-624-9376
Natural Gas	Manitoba Hydro	Emergency	1-888-624-9376
Telephone	Bell/MTS	Emergency	611
Sewage Disposal	City	Public Works	204-622-3202
Garbage Disposal	City	Waste Disposal Site	204-622-3189
Water	City	Public Works	204-622-3202

SUPPLIES

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

Supply Type	Company	Contact Name	Home #	Business #	Mobile #
Backhoes/ Bulldozers/ Cranes	Strilkiwski Contracting			204-638-9304	

Bulk Fuel or Propane	Brendonn Holdings Dauphin Consumers Co-op Agro Centre			204-638-4401 204-622-6080	204-648-4534
Building Materials	Co-op Lumber McMunn & Yates			204-638-6006 204-638-5303	
Construction Contractors	OB Construction	Bill Hazell	204-638-3748	204-638-8161	
Dump Trucks	Gary Tkachuk Strilkiwski Contracting		204-638-8473	204-638-9304	
Electrical Contractor	Bob's Electric	Jared Lobert	204-638-5433		204-648-5128
Portable Toilets	Parkland Septic Service	Matthew Devonald	204-638-8799	204-638-8799	204-648-7213

EMERGENCY SOCIAL SERVICES

MEDICAL CONTACTS

Facility	Contact Name	Position	Mobile #
Prairie Mountain Health	Steve Gelechuk	Emergency Response Manager (DRHC)	204-868-5668 24 hours on call 204-724-8285

No-cost Emergency Mental Health and Wellbeing Resources for Your Team and Community

Resource	Mobile #
Canadian Emergency Response Psychosocial Support Network (CanEMERG)	https://canemerg-urgencecan.com/

PUBLIC INFORMATION

TELEVISION

Media Outlet	Contact Name	Phone Number(s)	Fax Number(s)	Email Address(es)
Access TV		FAX only	204-638-3462	dauphinwcgtv@gmail.com

RADIO

Media Outlet	Contact Name	Phone Number(s)	Email Address(es)
CKDM	Al Truman	204-638-3230 Newsroom 204-638-9022 On Air 204-638-7878	ckdm.news@730ckdm.com

PRINT

Media Outlet	Contact Name	Phone Number(s)	Fax Number(s)	Email Address(es)
Dauphin Herald	Shawn Bailey	204-638-4420	204-638-8760	dherald@mts.net

TRANSPORTATION

GROUND

Transportation	Business Name	Contact Name	Home #	Business #	Mobile #
School Buses	Mountain View School Division	Ernest Karpiak	204-638-8925	204-638-3001	
Charter Buses	Beaver Bus Lines Winnipeg			204-989-7007	
Handi-Van	Dauphin & District Handi-Van			204-638-8884	
Hauling Company	Gardewine North			204-638-3631	
Automobiles & Light Trucks	Twin Motors Dean Cooley GM Dauphin Ford			204-638-6804 204-638-4026 204-622-3673	
Grain Trucks Stock Trailers	As required	Dennis Forbes	204-638-5571		204-648-4350
Taxis	Dauphin Taxi Dauphin Shuttle Man RJ Taxi			204-638-3315 431-738-1958 204-647-9888	

Tow Trucks	AAA Towing Dauphin Towing			204-638-8102 204-638-5712	
ATVs/Boats/ Snowmobiles	Reit-Syd Equipment Parkland Sport & Marine Speed n Sport			204-638-6443 204-638-0990 204-638-8995	 204-638-9901

AIR

Transportation	Business Name	Name	Business #
Light Aircraft	Perimeter Aviation LP 626 Ferry Rd., Winnipeg, MB	Perimeter Airlines	1-800-665-8986 ext 1 reservations@perimeter.ca 1-888-831-8472 charters@charterconnexion.com
	Fast Air Executive Aviation Line Road, Winnipeg, MB	Fly Fast Air	1-204-982-7240 (24 hrs.) 1-888-372-3780 (24 hrs.) info@flyfastair.com

AIRPORTS / LANDING STRIPS

Description	Location	Business Name	Contact Name	Business #	Mobile #
Airport	6 km South of City	Dauphin Regional Airport Lt Col WG (Billy) Barker VC	Gord Love Airport Manager	204-622-3290 Fax	204-648-3297

EMERGENCY PLAN APPENDICES

APPENDIX A

HAZARD ANALYSIS

Explanation

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

The steps in a hazard analysis are

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

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

Potential Hazards

Severe Winter Storms/Blizzards
Hydro Outage – Freezing Rain / Other Factors
Spring Flood
Heavy Rain Events – Flash Floods
Wildfires – High Winds
Plow/Sheer Wind (Tornadic Events)
Train Derailment
Major Structure Fire
Explosion (Gas Leak/Other)

Description of Hazards and Effects on Community

Severe winter storms can be a threat in various forms. Small amounts of snow driven by extremely high winds create whiteout conditions (zero visibility) that can be exacerbated by high wind chill factors (-40 C). Heavy snowfalls can also shut down traffic and mobility of any kind creating risk factors for people and property. Again, if strong winds and extreme cold comes with heavy snow the threat to people and property is heightened.

Adding a hydro outage to the mix is a disastrous circumstance that will require maximum effort by First responders and Emergency Services at all levels.

Any of these conditions have the potential for loss of human life, damage to property and/or infrastructure.

Hydro Outage (Freezing Rain / Other Factors) can be an extreme threat in the winter when the event causing the hydro outage causes the return of power to be delayed. Obviously the longer the power is out the greater the risk of loss of life, injuries/harm, and property/infrastructure damage. The impact on the community would be severe and evacuation and shelter would be top priority.

Spring Flooding is always a concern, however the advancements in calculations of snowfall, melt times and run off level have reduced the risks of being caught unprepared. Mitigation efforts have also played a key role in flood events. Mitigation will continue to be a focus to keep flood damage at a minimum.

There are factors that cannot be controlled, such as heavy snowpack and quick thaws or melts. If the ground is frozen it cannot absorb runoff and bridges and culverts still jammed with ice become dams creating widespread flooding. While these conditions will cause more damage to property and infrastructure than to people, there is always a risk of injury, harm, or loss of life if proper preparation is not followed.

Continued efforts with education, awareness and preparedness will minimize the threat of spring flooding becoming a disaster.

Heavy Rains (Flash Floods) can occur at any time which makes them a more serious threat than spring floods. This is because it is difficult to predict the amount and time lapse of the rainfall. A heavy rainfall in a short period of time over taxes the drainage systems creating instant flood conditions and may catch people unaware. This can be very risky as loss of life, injury and property damage can occur very quickly. Even the ability to properly respond initially may be hampered due to a heavy rain event.

The key to reducing this threat is planning, preparedness, awareness, and timely alerts.

Wildfires (High Winds) combined with high winds are unpredictable and travel at high speed with the ability to jump significant distance making it extremely hard to contain. If a wildfire spreads to a populated area the threat increases dramatically. Again, awareness is a key factor in responding to and managing a wildfire. When conditions are dry and winds are predicted, alerts, education and preparedness will be the first line of defense.

Once a wildfire starts, first responders will determine the strategy and most likely will require mutual aid support and the EOC Team to be operational for coordinated assistance.

Plow/Sheer Wind (Tornadic Events), Train Derailment, Major Structure Fire Explosion (Gas Leak/Other)

While these threats could have serious harmful impact on the community both in terms of loss of life and injury as well as property damage, they are historically less likely to occur at a level that creates a disaster. The same process used in other more likely events will be used if one of these threats becomes real.

First Responders are trained and prepared in all of these situations. The ability to have the EOC operational and provide the support Incident Command will need is the paramount to reducing the risk of the threat.

In these instances, training, education of responders at all levels and preparedness is a priority in the effectiveness of our Emergency Planning.

Schedule 1: Blizzard/Snowstorm

Snowstorms are periods of rapidly accumulating snowfall which often occur along with high winds and cold temperatures. A blizzard is a more severe winter storm with winds of greater than 40 km/hr which causes widespread reductions in visibility to 400 m or less due to falling snow, blowing snow, or a combination. These conditions must be forecast to last for at least four hours (six hours north of the tree line) for the blizzard criteria to be met.

Snowstorms and blizzards are often forecast several days in advance. Some may be longer duration events and continue for a couple of days.

Winter Storm Watch/Blowing Snow Advisory/Snow squall Watch

- ☐ Stay aware of the weather.
- ☐ Ensure that you have a location to shelter in if the watch is upgraded to a warning or if conditions deteriorate quickly.
- ☐ Be prepared to shelter in place for several days in the event of a long duration incident.
- ☐ Ensure that key electronic devices such as cell phones are charged.
- ☐ Monitor additional weather alerts.
- ☐ Inform EOC members of the alert to ensure that they are aware of the situation.
- ☐ Consider posting information on winter storm safety on social media.
- ☐ Be prepared to postpone any unnecessary travel.
- ☐ Ensure that your vehicle's gas tank is at least half full.

Blizzard Warning/Winter Storm Warning

- ☐ Stay indoors.
- ☐ If you must go outside, ensure that you are dressed for the weather with multiple layers. Remember that visibility may change suddenly.
- ☐ Avoid unnecessary travel. If you must travel, ensure you have a vehicle safety kit. Tell someone where you are going, your expected arrival time, and the route you will be taking.
- ☐ Assess the impacts.
- ☐ Consider activating the EOC as per the Community Name Emergency Plan.
- ☐ Consider the use of a virtual EOC if poor travel conditions are expected.
- ☐ Notify the EOC members and provide any instructions.
- ☐ Begin collecting situational awareness information.
- ☐ Be prepared for potential power outages.
- ☐ Deploy increased snow removal resources if required.
- ☐ Encourage the public to avoid travel.
- ☐ Monitor the potential for flooding following a snowstorm if a rapid melt is expected.

- **Potential Impacts**

The greatest impact of blizzards/snowstorms is usually on critical infrastructure, especially roads. Direct impacts on people, such as fatalities, are less common but are still possible. The impacts of a blizzard/snowstorm may include:

- **Fatalities and injuries due to:**
    - Traffic accidents
    - Heart attacks triggered by shoveling
    - Slips and falls
- **People stranded:**
    - In vehicles
    - At work
    - At school
    - Other
- **Property damage is rare but may be possible during record snowfalls**
- **Disruption to critical infrastructure including:**
    - Power outages o Loss of heat due to power outages
    - Impassable roads
    - Cancelled flights
- **Need for additional snow removal services**

Other Hazards

Blizzards/snowstorms frequently occur along with other hazards including:

- High winds
- Freezing rain
- Extreme cold

Other hazards may be triggered by the blizzard/snowstorm including:

- Critical Infrastructure Disruptions
- Flooding

More information, including safety information is available at:
https://www.redcross.ca/howwe-help/emergencies-and-disasters-in-canada/types-of-emergencies/winter-storms

Schedule 2: Dust Storm

Dust storms are weather events that occur when strong turbulent winds pick up significant amounts of dust/soil. This hazard is more likely in southwestern Manitoba, particularly in areas where plant cover is sparse or absent (sometimes due to drought). Dust storms are more likely to occur during the spring since plant cover during summer and snow cover during winter protect the soil. The risk of a dust storm increases with:

- Dry soil
- Poor or absent plant cover
- Exposed soil

Dust Storm Warning

A dust storm warning is issued by Environment and Climate Change Canada when blowing dust is expected to occur. Larger scale dust storms may be forecast hours or even days in advance. Local scale dust storms may have less warning lead time.

- ☐ Stay aware of the weather.
- ☐ Monitor additional weather alerts.
- ☐ Inform EOC members of the alert to ensure that they are aware of the situation.
- ☐ Encourage people to remain indoors.
- ☐ Secure loose outdoor objects. Securely cover outdoor objects that could be damaged by the dust.
- ☐ Close windows and exterior doors.
- ☐ Consider posting information on dust storm safety on social media.
- ☐ Monitor the situation and assess impacts.
- ☐ If the situation warrants, consider activating the EOC as per the Community Name Emergency Plan.
- ☐ Ensure that the EOC is safe and undamaged. Consider the use of the alternate EOC or a virtual EOC if it is damaged or otherwise unusable.
- ☐ Notify the EOC members and provide any instructions for travel to the EOC.

Potential Impacts

The potential impacts of a dust storm may include:

- **Environmental damage**
  - Soil erosion
  - Water quality issues
  - Poor air quality
- **Property damage to outdoor objects particularly if accompanied by high winds**
- **Critical infrastructure disruptions**
  - Poor visibility disrupting road travel
  - Cancelled flights
  - Power outages if accompanied by high winds
- **Other Hazards**

Dust storms may occur along with other hazards including:

- High winds
- Drought

More information, including safety information is available at:
https://www.weather.gov/safety/wind-dust-storm

Schedule 3: Extreme Cold

Periods of extreme cold may occur multiple times a year in some parts of Manitoba.

Environment and Climate Change Canada issues extreme cold warnings when the temperature or windchill is excepted reach or drop below -40° C in southern Manitoba, -45 ° C in northern Manitoba, or -50° C in extreme northwestern Manitoba for at least two hours. Extreme cold events are often forecast several days in advance and usually impact a large area.

Extreme Cold Warning

- ☐ Stay aware of the weather.
- ☐ Monitor additional weather alerts.
- ☐ Inform EOC members of the alert to ensure that they are aware of the situation.
- ☐ Avoid going outside. If you must go outside, dress appropriately for the weather with multiple layers, a hat, and gloves.
- ☐ Consider posting information on cold safety on social media.
- ☐ Assess the impacts.
- ☐ Consider activating the EOC as per the Community Name Emergency Plan if necessary.
- ☐ Notify the EOC members and provide any instructions.
- ☐ Consider the need to open warming centres.

Potential Impacts

Some people may be more vulnerable to extreme cold than others such as those without heat, the elderly, people who work outdoors, and people with health issues that make them more vulnerable to cold. The impacts of an extreme cold event may include:

- **Fatalities and injuries such as hypothermia**
- **Property damage such as burst pipes, damage to crops**
- **Disruption to critical infrastructure including:**
  - Power outages
  - Damage to roads and/or rails in extreme conditions
- **Need for warming centres**

Other Hazards

Extreme cold may occur with or trigger other hazards including:

- Critical infrastructure disruptions
- Flooding (due to burst pipes)
- Snowstorm

More information, including safety information is available at:
https://www.canada.ca/en/healthcanada/services/healthy-living/your-health/environment/extreme-cold.html

Schedule 4: Extreme Heat

Periods of extreme heat may occur multiple times a year in some parts of Manitoba. Environment and Climate Change Canada issues heat warnings when daytime maximum temperatures are expected to reach or exceed 32 °c (or 29 °C in the north) and minimum nighttime temperatures are expected to be 16 °c or warmer. Heat warnings may also be issued when humidex values reach or exceed 38 °C (34°C in the north) for at least two consecutive days. Heat waves are often forecast several days in advance and usually impact a large area.

Heat Warning

- ☐ Stay aware of the weather.
- ☐ Ensure that key electronic devices such as cell phones are charged in case of a power outage.
- ☐ Monitor additional weather alerts.
- ☐ Inform EOC members of the alert to ensure that they are aware of the situation.
- ☐ Consider posting information on heat safety on social media.
- ☐ Assess the impacts.
- ☐ Consider activating the EOC as per the Community Name Emergency Plan if necessary.
- ☐ Notify the EOC members and provide any instructions.
- ☐ Consider the need to open cooling centres.

Potential Impacts

Some people may be more vulnerable to extreme heat than others, such as those without air conditioning, the elderly, people who work outdoors, and people with health issues that make them more vulnerable to heat. The impacts of an extreme heat event may include:

- **Fatalities and injuries such as heat stroke**
- **Disruption to critical infrastructure including:**
  - Power outages
  - Damage to roads and/or rails in extreme conditions
- **Need for cooling centres**

Other Hazards

Extreme heat may occur with or trigger other hazards including:

- Drought
- Forest/Wildland fires
- Critical infrastructure disruptions

More information, including safety information is available at:
https://www.canada.ca/en/healthcanada/services/sun-safety/extreme-heat-heat-waves.html

Schedule 5: Extreme Rainfall

Extreme rainfall can result in flooding and/ reduced visibility. It can be localized (e.g., due to thunderstorms) or it can be a widespread event. There are several different alerts that can be issued by Environment and Climate Change Canada in Manitoba for rainfall.

Rainfall Warning: 50 mm or more of rain is expected within one hour.

Long Duration Rainfall in Summer Warning: 50 mm or more of rain is expected within 24 hours or 75 or more is expected within 48 hours.

Long Duration Rainfall in Winter Warning: 25 mm or more of rain is expected within 24 hours.

A severe thunderstorm watch/warning may be issued instead if the rainfall is associated with a severe thunderstorm.

Rainfall Warning

- ☐ Monitor additional weather alerts.
- ☐ Inform EOC members of the alert to ensure that they are aware of the situation.
- ☐ Consider posting information on flood safety on social media.
- ☐ Assess the impacts.
- ☐ If your area is prone to flooding, monitor potential flood risk.
- ☐ Consider activating the EOC as per the Community Name Emergency Plan if necessary.
- ☐ Notify the EOC members and provide any instructions.

Potential Impacts

The impacts of extreme rainfall are usually minor however in some circumstances it can result in flooding. Fatalities and injuries are rare but possible if severe flooding occurs.

- **Fatalities and injuries**
- **Property damage due to water entry, flooding, sewer backup**
- **Critical infrastructure disruptions**
    - Impassable and/washed out roads
    - Reduced visibility while driving

Other Hazards

Extreme rainfall may occur along with other thunderstorm hazards including:

- Lightning
- Hail
- Strong winds
- Tornadoes

Extreme rainfall may trigger other hazards including:

- Flooding

More information, including safety information is available at:
https://www.getprepared.gc.ca/cnt/hzd/flds-en.aspx

Schedule 6: Flood

Floods are an overflow or inundation of water from a water body (e.g., river) or another source (e.g., extreme rainfall). They can be caused by several conditions including:

- River/lake flooding
- Extreme precipitation
- Sewage backup
- Snow melt
- Ice break-up/ice jams
- Storm surge
- Dam failure
- Frazil ice/wind chill
- Soil moisture conditions and rainfall/melt

The damage caused by a flood depends on factors such as the depth and speed of the water, the duration of the flood, the amount of property and infrastructure, whether the flood water is contamination and/or has a large amount of sediment, and the vulnerability of the population. The province can issue the following alerts related to flooding:

Flood Warning: A flood warning is issued when river or lake levels are exceeding or are expected to be exceeding flood stage within the next 24 hours.

Flood Watch: A flood watch is issued when river or lake levels are approaching and likely to reach flood stage, but likely not within the next 24 hours.

High Water Advisory: A high-water advisory is issued when a heavy storm or high flows are expected and may cause water levels to rise but not necessarily reach flood stage. A highwater advisory can be an early indicator for conditions that may develop into a flood watch or flood warning.

Environment and Climate Change Canada can issue rainfall alerts for extreme rainfall events that may result in flooding. Please see Schedule 5: Extreme Rainfall for more information.

The amount of warning lead time depends on the cause of the flood. It can vary from days (some types of river/lake related flooding) to hours or even minutes (e.g., extreme rainfall or dam failure).

Flood Watch

- ☐ Monitor flood alerts.
- ☐ Inform EOC members of the alert to ensure that they are aware of the situation.
- ☐ Determine what is at risk if the potential impact area is known.
- ☐ Consider posting information on flood safety on social media.
- ☐ Consider activating the EOC as per the Community Name Emergency Plan.

Flood Warning

- ☐ Monitor and assess the impacts.
- ☐ Consider activating the EOC as per the Community Name Emergency Plan if necessary and if it has not already been activated. Ensure that the EOC is expected to remain outside the impacted area and is accessible.
- ☐ Notify the EOC members and provide any instructions.
- ☐ If necessary, consider whether an evacuation is required to protect life and safety. See the evacuation section of the Community Name Emergency Plan for more information.
- ☐ Ensure that vulnerable groups are considered in evacuation planning.
- ☐ Assess the need for reception centres and/or shelters.
- ☐ Communicate key information, such as evacuation orders, to the public by multiple methods.
- ☐ Provide information on pets during floods.
- ☐ If this is expected to be a significant event, consider pre-planning for debris management.

Potential Impacts

The impacts of flood include damage to property which can be quite significant. Mold following the flood can result in additional damage and the need for restoration services. Fatalities and injuries are possible.

- **Fatalities and injuries**
- **Property damage**
- **Critical infrastructure disruptions**
    - Damage to roads including wash outs, blocked by debris
    - Power outages
    - Disruption of natural gas

    - Disruption of water/wastewater services
- **Environmental damage**
    - Damage to crops, trees, and plants o Erosion

Other Hazards

Freezing rain may trigger other hazards including:

- Hazardous materials incidents
- Critical infrastructure disruptions

More information, including safety information is available at:
https://www.getprepared.gc.ca/cnt/hzd/flds-en.aspx

Schedule 7: Fog

Fog is a cloud at or near ground level consisting of tiny water droplets or, under very cold conditions, ice crystals or ice fog. It generally occurs when wind conditions are calm. Under foggy conditions, visibility is reduced to less than 1 km.

Fog is a common occurrence in parts of Manitoba and rarely occurs with a severity and duration that would result in an emergency. The primary impact of fog is that the reduced visibilities can result in traffic accidents or prevent travel.

Fog Advisory

A fog advisory is issued when fog is expected to cause low visibility for at least six hours. If a fog advisory is issued:

- ☐ Stay aware of the weather.
- ☐ Inform EOC members of the alert to ensure that they are aware of the situation.
- ☐ Consider posting information on fog safety on social media.
- ☐ Monitor and assess any impacts.
- ☐ If significant impacts are noted, consider activating the EOC as per the Community Name Emergency Plan.
- ☐ Consider the use of a virtual EOC due to poor visibility on the roads.
- ☐ Notify the EOC members and provide any instructions.
- ☐ Begin collecting situational awareness information.

Potential Impacts

Fog often occurs with no impacts other than a reduction in visibility. When it does occur with a severity that results in extremely poor visibility, especially for a long duration and/or over a large area, there is an increased risk of impacts. Fog may result in disruptions to travel including:

- Poor driving conditions
- Flight delays

Other Hazards

The reduction in visibility due to fog may increase the risk of traffic accidents. Traffic accidents may result in injuries and/or fatalities.

More information, including safety information is available at:
https://www.weather.gov/safety/fog-driving

Schedule 8: Freezing Rain/Ice Storm

Freezing or freezing drizzle is precipitation that falls as a liquid but then freezes on contact forming a layer of ice on the ground or an object. It is one of the different types of winter precipitation that forms depending on the atmospheric temperature profile and the surface temperatures. If the temperatures are either too warm or too cold, then the precipitation may fall as rain or snow instead of freezing rain. The warning lead time for a freezing rain event varies between a couple of days to much shorter notice.

Environment and Climate Change Canada can issue the following types of alerts due to freezing rain:

Freezing Drizzle Advisory: Freezing drizzle is expected for at least eight hours.

Freezing Rain Warning: Issued when freezing rain is expected to pose a hazard to transportation or property, or it is expected for at least two hours.

A winter storm watch/warning may be issued instead if significant snowfall is also expected.

Freezing Rain Warning

- ☐ Monitor weather alerts.
- ☐ Inform EOC members of the alert to ensure that they are aware of the situation.
- ☐ Charge key electronic devices in case of power outages.
- ☐ Keep a flashlight and batteries accessible in case of a power outage.
- ☐ Consider posting information on freezing rain safety on social media.
- ☐ Encourage staff and the public to avoid unnecessary travel.
- ☐ If the potential impact is expected during working hours and are expected to be severe enough to warrant it, consider sending non-essential staff home early or asking them to work from home to avoid the risk of having staff stranded at work.
- ☐ Monitor and assess the impacts.
- ☐ Consider activating the EOC as per the Community Name Emergency Plan if necessary. Virtual EOCs are often recommend for freezing rain events due to the impact on transportation.
- ☐ Notify the EOC members and provide any instructions.
- ☐ Track the parts of the community affected by power outage and how long they have been without power for. Post food safety information on social media for areas that are without power for more than a day.
- ☐ If this is expected to be a significant event, consider pre-planning for debris management (downed tree branch removal etc.).
- ☐ Determine the need for warming centres for areas without power for long periods of time. Consider how people can safely get to warming centres when making this decision.

Potential Impacts

The impacts of freezing rain are usually on critical infrastructure such as roads and electricity. Fatalities and injuries are rare but possible due to traffic accidents, slip and falls etc.

- **Fatalities and injuries**
- **Property damage due**
- **Critical infrastructure disruptions**
    - Hazardous road conditions
    - Power outages
- **Damage to trees, plants, and crops**

Other Hazards

Freezing rain may occur along with other winter storm hazards including:

- Snow
- Rain
- Strong winds

Freezing rain may trigger other hazards including:

- Power outages

More information, including safety information is available at:
https://www.getprepared.gc.ca/cnt/rsrcs/sfttps/tp201212-en.aspx

Schedule 9: Hail

'Hail is formed when updrafts in thunderclouds carry raindrops upward into extremely cold areas of the atmosphere, where they freeze and merge into lumps of ice. When the lumps become too heavy to be supported by the updraft, they fall to the ground at speeds of up to 100 km/h or more.' (Environment and Climate Change Canada, 2017). Since it develops in thunderstorms it is most common during the warmer months.

Environment and Climate Change Canada does not issue alerts specifically for hail. However, hail size (diameter) is one of the criteria used for issuing severe thunderstorm warnings. Larger hail is usually associated with severe thunderstorms, although not all hail is produced by thunderstorms that are classified as being severe and not all severe thunderstorms produce hail. Other types of weather conditions may also produce small hail.

Severe Thunderstorm Watch

- ☐ Stay aware of the weather.
- ☐ Inform EOC members of the alert to ensure that they are aware of the situation.
- ☐ Identify an area that can be used as a shelter if the watch is upgraded to a warning.
- ☐ Move outdoor objects indoors or under shelter (e.g., move community vehicles into a garage).

Severe Thunderstorm Warning

- ☐ If you are in the warning area, seek shelter indoors, away from windows and skylights.
- ☐ Monitor additional weather alerts.
- ☐ Inform EOC members of the alert to ensure that they are aware of the situation.
- ☐ Consider posting information on hail and thunderstorm safety on social media.
- ☐ Assess the impacts.
- ☐ Consider activating the EOC as per the Community Name Emergency Plan if necessary.
- ☐ Notify the EOC members and provide any instructions.

Potential Impacts

Hail is most likely to result in property damage, although injuries and even fatalities can occur if the hail is very large, and people are outdoors without shelter. The impacts of hail may include:

- Fatalities and injuries
- Property damage such as damage to crops, windows and skylights, and vehicles

Other Hazards

Hail may occur with other severe thunderstorm hazards including:

- Lightning
- Heavy rainfall
- Flooding (due to melting hail or heavy rainfall)
- High winds
- Tornadoes

More information, including safety information is available at:
https://www.publicsafety.gc.ca/cnt/mrgnc-mngmnt/ntrl-hzrds/hl-en.aspx

Schedule 10: Thunderstorm

Thunderstorms are a common hazard that occur more frequently during the warmer months but can occur at anytime of year if the weather conditions are right.

Severe thunderstorms are those that have the potential to have:

- Wind gusts of 90 km/h or greater
- Hail of two centimeters or larger in diameter
- Heavy rainfall as per Environment and Climate Change Canada's rainfall criteria.

Severe Thunderstorm Watch

A severe thunderstorm watch can be issued several hours in advance depending on the weather conditions.

- ☐ Stay aware of the weather.
- ☐ Inform EOC members of the alert to ensure that they are aware of the situation.
- ☐ Identify an area that can be used as a shelter if the watch is upgraded to a warning.
- ☐ Secure loose outdoor objects.

Severe Thunderstorm Warning

A severe thunderstorm warning means that a severe thunderstorm is imminent or occurring.

- ☐ If you are in the warning area, seek shelter indoors, away from windows and skylights or areas of the building that could have something fall on it (e.g., overhanging branches).
- ☐ Monitor additional weather alerts.
- ☐ Inform EOC members of the alert to ensure that they are aware of the situation.
- ☐ Consider posting information on thunderstorm safety on social media.
- ☐ Assess the impacts.
- ☐ Consider activating the EOC as per the Community Name Emergency Plan if necessary.
- ☐ Notify the EOC members and provide any instructions.

Potential Impacts

The impacts of thunderstorms may include:

- **Fatalities and injuries**
- **Property damage**
- **Critical infrastructure disruptions**
    - Power outages
    - Blocked roads due to downed trees
- **Damage to trees and crops**

Other Hazards

Thunderstorm may have the following hazards:

- Lightning
- Heavy rainfall
- Hail
- High winds
- Tornadoes

Thunderstorms may trigger other hazards including:

- Flooding
- Fire (due to lightning)
- Critical infrastructure disruptions

More information, including safety information is available at:
https://www.canada.ca/en/environment-climate-change/services/lightning/safety.html

Schedule 11: Tornado

A tornado is a strongly rotating column of extremely high winds extending from a cumuliform cloud (such as a cumulonimbus) with the rotation reaching the ground. Tornadoes often, but not always, have visible funnels. Most tornadoes are spawned by severe thunderstorms.

The high wind speeds and debris carried by the wind of the tornado can cause significant amounts of damage. The intensity of a tornado is commonly assessed using the Enhanced Fujita Scale. For more information on the Enhanced Fujita Scale please see www.canada.ca/en/environment-climate-change/services/seasonal-weatherhazards/enhanced-fuiita-scale-wind-damage.html

Tornado Watch

A tornado watch is issued when weather conditions could result in a tornado. In some circumstances, a tornado watch may be issued hours before a tornado, although the warning lead time for any specific incident may vary.

- ☐ Stay aware of the weather.
- ☐ Ensure that you have a location to shelter in if the watch is upgraded to a warning.
- ☐ Ensure that key electronic devices such as cell phones are charged.
- ☐ Monitor additional weather alerts.
- ☐ Inform EOC members of the alert to ensure that they are aware of the situation.
- ☐ Consider posting information on tornado safety on social media.

Tornado Warning

If you are in the warning area:

- ☐ Seek shelter immediately in an interior room on the lowest level in a permanent building (e.g., basement or a small interior ground floor room such as a bathroom).
- ☐ In all cases, stay away from windows, outside walls, and doors.
- ☐ Call 911 if you or other with you are injured, trapped, or if you smell gas.
- ☐ Be alert and avoid hazards such as downed power lines.

If you are outside the warning area or following the provision of emergency assistance to those with you:

- ☐ Assess the impacts.
- ☐ Consider activating the EOC as per the Community Name Emergency Plan.
- ☐ Ensure that the EOC is safe and undamaged. Consider the use of the alternate EOC or a virtual EOC if it is damaged or otherwise unusable.
- ☐ Notify the EOC members and provide any instructions for travel to the EOC.
- ☐ Begin collecting situational awareness information.

Potential Impacts

- **Fatalities and injuries**
  - Need for search and rescue
  - Stress on health care system
  - Family reunification
- **Property damage ranging from cosmetic to severe**
- **Damage and disruption to critical infrastructure including:**
  - Downed power lines
  - Blocked roads due to downed trees and debris
  - Gas leaks
  - Phone service disruption due to increased capacity or damage

Other Hazards

Tornados frequently occur along with other severe thunderstorm-related hazards including:

- Lightning
- Hail
- Heavy Rainfall
- High Winds

Other hazards may be triggered by the tornado including:

- Fire/Explosion
- Hazardous Materials Spill
- Critical Infrastructure Disruptions

More information, including safety information is available at www.getprepared.gc.ca/cnt/hzd/trnds-en.aspx

Schedule 12: Windstorm

Windstorms are strong, non-tornadic winds that have the potential to cause damage. Windstorms can be localized occurrences caused by thunderstorms (e.g., microbursts) or larger scale wind events. Environment and Climate Change Canada may issue a wind warning when 70 km/h or higher sustained wind speeds and/or gusts of 90 km/ or more are expected or occurring. A Severe Thunderstorm Warning can also be issued if the winds are associated with a thunderstorm since gusts of 90 km/h or greater are one of the criteria for a storm to be classified as severe. This warning is only issued if the winds are part of a thunderstorm.

Wind Warning

A severe thunderstorm warning means that a severe thunderstorm is imminent or occurring.

- ☐ If you are in the warning area, seek shelter indoors, away from windows and skylights or areas of the building that could have something fall on it (e.g., overhanging branches).
- ☐ If possible and safe to do so, secure loose outdoor objects before the arrival of high winds.
- ☐ Monitor additional weather alerts.
- ☐ Inform EOC members of the alert to ensure that they are aware of the situation.
- ☐ Charge key electronic devices in case of power outages.
- ☐ Keep a flashlight and batteries easily accessible in case of power outages.
- ☐ Consider posting information on thunderstorm safety on social media.
- ☐ Assess the impacts.
- ☐ Consider activating the EOC as per the Community Name Emergency Plan if necessary.
- ☐ Notify the EOC members and provide any instructions.

Potential Impacts

The impacts of windstorms are most commonly damage to tree and power outages. Property damage is usually most minor (e.g., damage to shingles) but can be more severe (e.g., significant damage to roofs, trees falling on buildings and/or vehicles). Fatalities and injuries are rare but are possible

- **Fatalities and injuries**
- **Property damage, particularly to roofs and vehicles.**
- **Critical infrastructure disruptions**
    - Power outages
    - Blocked roads due to downed trees
- **Damage to trees and crops**

Other Hazards

Windstorms may occur along with other thunderstorm hazards including:

- Lightning
- Heavy rainfall
- Hail
- Tornadoes

Windstorms may trigger other hazards including:

- Critical infrastructure disruptions especially power outages
- Extreme cold

More information, including safety information is available at:
https://weather.com/enCA/canada/news/news/2018-05-04-wind-storm-protect-home-from-wind-wind-protection

Appendix B - EVACUATION CENTRE REGISTRATION & INQUIRY SET UP LOGISTICAL PLAN

Possible scenarios for R & I as follow:

- Limited evacuation not requiring an evacuation shelter – Complete registration to track where evacuees have gone.
- Limited evacuation where a shelter is required for some. Set up registration at the designated shelter location, i.e., 8th Avenue Hall.
- Large scale evacuation. Set up registration centre at the designated location, i.e., Senior's Centre, separate from the shelter location to avoid confusion over persons coming and going from the "shelter" while trying to conduct registration.

The Emergency Social Services Coordinator (ESS) will arrange to have the bin of supplies delivered to the designated Evacuation Centre. Working with the Volunteer Coordinator the set up for receiving and registering Evacuees will be as follows: **(contact the Red Cross immediately for assistance)**

1. One volunteer will be designated as the Evacuation Centre Manager. This person will oversee the set-up of the registration process and ensure there is an orderly process. The Manager will also communicate with the ESS Coordinator to provide updates and request assistance with transportation, medical needs and/or meals. The Manager will review all completed forms for accuracy and reporting purposes.
2. Set up tables, chairs, and signage for Evacuee registration. (Signage in bin Evacuation Centre Registration & Inquiry supplies).
3. Set out forms for access by volunteers.
4. Depending on the volume of evacuees' registration tables may need to be set up by alphabetical process, i.e. A to F, G to L etc.
5. At least one volunteer will be designated to be a "host" to ensure evacuees are being provided information and direction on the process and what will happen next.
6. At least one volunteer will be designated to coordinate transportation for evacuees if required. This person will with the Evacuation Centre Manager to identify how many people require transportation.
7. As soon as a realistic estimate can be made on the volume of evacuees advise the ESS Coordinator and Red Cross to ensure there are sufficient supplies for registration and shelter accommodation.

Appendix C - Forms

1 - SAMPLE – DECLARATION OF A STATE OF LOCAL EMERGENCY

Quorum of Council Available
Declaration of a State of Local Emergency

Resolution No. _____, Date:_____ of _____.

Moved by Councillor _____

Seconded by Councillor _____

WHEREAS the City of Dauphin is encountering (state problem) _____, that required prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries, of the City of Dauphin and to prevent damages to property within those boundaries.

THEREFORE, BE IT RESOLVED THAT pursuant to Section 11(1) of the Emergency Measures Act, Chapter E80 of the Continuing Consolidation of the Statues of Manitoba, the Council of the City declares that a state of local emergency exists, _____of the _____of _____. From this _____day of _____20____to the _____day of _____, 20__.

IN WITNESS WHEREOF of the Council of the City of Dauphin has by resolution carried, declared this state of local emerge this _____day of _____, 20__.

The _____ of _____

Per: _____

(Printed name) _____

****

TERMINATION OF A STATE OF LOCAL EMERGENCY

PURSUANT to Section 15(1) of the Emergency Measures Act, the council of the City of Dauphin declares that the State of Local Emergency is terminated in the City of Dauphin.

Dated this _____day of _____, 20__.

Moved by Councillor _____

Seconded by Councillor _____

Per: _____

(Printed name) _____

2 - OFFICIAL NOTIFICATION OF EVACUATION

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

THE City of Dauphin HAS DECLARED A STATE OF LOCAL EMERGENCY BECAUSE OF [ENTER TYPE OF EMERGENCY].

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

PLEASE LEAVE BY [ENTER TIME AND DATE].

PLEASE TAKE THE FOLLOWING ITEMS:

Money, Credit Cards, Birth Certificates, etc.

Pets (dependent on the urgency of the emergency)

Medications (including personal medical appliances)

Infant food including diapers (if applicable)

Clothing

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

BEFORE LEAVING YOUR HOME, PLEASE DO THE FOLLOWING:

Turn off water supply

Turn off lights, appliances, etc.

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

Lock your residence

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

IF YOU REQUIRE ASSISTANCE (i.e., transportation, etc.)

PHONE [enter phone number}

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

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

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

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

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

3 - SAMPLE – EVACUATION ALERT

EVACUATION ALERT

This EVACUATION ALERT is a notification of the POTENTIAL danger which might arise due to a _____ in your area. The reason evacuation alerts are issued is to notify residents of the potential for loss of life from unstable _____conditions. It would be prudent for residents to prepare to leave this area with very short notice.

This alert may be followed by an immediate order to evacuate, with more updated information on the condition, and when an evacuation order is issued you must leave your home immediately.

You will find attached to this EVACUATION ALERT notification a travel route which you must follow in the event that this EVACUATION ALERT is followed by an EVACUATION ORDER, and a telephone number for you to call in the event that you need transportation from the area.

A Travel Route Map and location of the Reception Centre is included for your use.

Follow it closely.

Signature_____

City of Dauphin Emergency Response

4 - SHELTER-IN-PLACE INSTRUCTIONS

Shelter in place is the practice of going or remaining indoors during the release of an airborne hazardous material, as opposed to evacuating the area.

HAZARDOUS MATERIAL RELEASE IN THE AIR

Unless the hazardous material is flammable, like natural gas, emergency response professionals recommend that you initially stay indoors (shelter in place) until you receive instructions to leave. If the hazardous material is already around the area you are in, evacuation may not be safe since you have to move through the hazardous material.

Your building can help protect you.

THINGS TO DO - SHELTER IN PLACE

- Go indoors and stay there
- Close all windows and doors and every door inside the building
- Close all windows
- Do not use bathroom or kitchen vents
- Set thermostats so that air conditioners, furnaces and hot water heat do not come on.
- Do not use fireplaces. Close all dampers.
- Do not operate clothes dryers
- Shelter in an inside room away from windows and doors
- Reduce and avoid smoking as it contaminates the air
- Do not leave the building until told to do so
- Stay tuned to local television or radio for information
- Do not use the telephone as you may tie up the phone lines

For added protection

- Seal the cracks around the doorways with wide tape or a rolled towel
- Tape plastic over the window/prepare this ahead of time.

SHELTER IN PLACE IS A GOOD DEFENSE

Shelter in Place has been shown to be a safe response to hazardous material release of 3 hours or less. Our well weather-insulated buildings slow the movement of air into buildings and any hazardous material that does enter is weakened as it mixes with the indoor air.

5 - EMERGENCY OPERATIONS CENTRE
SIGN-IN SHEET

Date In	Time In	Name [print]	Agency / Position	Pass #	Date Out	Time Out

6 - PUBLIC INFORMATION MESSAGES

*Information Messages will be prepared by the MEC, City Manager (PIO), or their delegate. The incident/disaster being challenged will determine the direction and urgency of the message. The Allnet Connect system will be used to send initial information to the public. CKDM Radio and the Dauphin Herald will be advised as they can update both on air and on their social media platforms. A press release, prepared as per above, will be sent immediately to all provincial media outlets listed on page **. A sample initial alert would be "BE ADVISED AN ACCIDENT HAS OCCURRED CAUSING TOXIC FUMES TO BE RELEASED. SHELTER IN PLACE, STAY INDOORS, CLOSE WINDOWS AND OUTSIDE VENTS. YOU WILL BE ADVISED WHEN IT IS SAFE TO GO OUTSIDE".*

Since there are numerous circumstances causing an alert to be issued it will be the responsibility of Incident Command or the MEC, City Manager, or delegate to prepare and distribute the alert.

NOTE: An alert is not the same as a press release. An alert should be short, direct, and immediate. A press release will provide more details but will follow the initial alert.

7 – Emergency Social Services Evaluation Registration (ESS)

Confirmation of Evacuees
City of Dauphin

Contact Name _____Contact Number_____

MEC:_____

☐☐ Mandatory Evacuation YES NO
☐☐ Voluntary Evacuation YES NO

	Date	Names	Contact Information	# of adults	# of children under 13	Requires lodging	Types of pets	Require kennelling	Medical/Special needs
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									

How many days worth of assistance _____

Starting from date:_____

Fax form to 119-114 Garry St at 204-948-2505
Attention Emergency Social Services:

EVACUATION INTAKE REGISTRATION

Date of Evacuation: _____ (MM/DD/YR) Date of Registration: _____ (MM/DD/YR)

Event Name: _____ RM/Community: _____

Applicant Name: _____ (Legal Name as shown on ID, Nickname & Gender) D.O.B.: _____ (MM/DD/YR)

Co-Applicant Name: _____ (Legal Name as shown on ID, Nickname & Gender) D.O.B.: _____ (MM/DD/YR)

Relationship to Applicant (circle one): Married Common-Law

CONFIRMED IDENTIFICATION - NEED LEGAL ADDRESS AS REFLECTED ON ID: ☐

RESTRICTION: Individuals may inquire about you and your family because of the emergency. We would like to provide them information about your location.
Do we have your approval? ☐
Can we share your information with other partners and government? ☐
Are there foster children in your care? ☐

Private Arrangement ☐
Hotel ☐
Congregate ☐

Dependent Children:

NAME	GENDER	DOB MM/DD/YR	NAME	GENDER	DOB MM/DD/YR

Permanent Home Address:

_____ Street address or legal location

_____ City/Town & Postal Code

_____ Home Phone Number, Cell Phone Number & Email Address

Temporary Address during Evacuation:

_____ Street address or legal location

_____ City/Town & Postal Code

_____ Alternate Phone Number

Special Needs: _____ Pets: _____ Kennel Required: _____

Other circumstances to note: _____

Evacuee Signature: _____ **Municipality Signature:** _____

9 - SAMPLE – EVACUATION ORDER

EVACUATION ORDER

Date: _____

The _____(Authority) has been advised of the imminent danger

of _____

to the life and property of persons resident or present in (SPECIFIC DESCRIPTION OF AREA WITH DETAIL)

Based on this information, an order pursuant to _____[Authority]

To evacuate these areas has been authorized in the interest of life safety at _____ (time) hours.

Other agencies will be expediting this action in these areas on behalf of the Authority issuing this order as first cited above.

FOLLOW THE TRAVEL ROUTE PROVIDED

YOU MUST LEAVE THIS AREA IMMEDIATELY

_____**Signature**

City of Dauphin LOCAL AUTHORITY (CITE AUTHORITY AND LEGISLATION)

THE POLICE WILL ENFORCE THIS EVACUATION ORDER

10 - SAMPLE – DECLARATION OF ALL-CLEAR NOTICE

DECLARATION OF ALL CLEAR

Date:_____

The _____ has been advised that the imminent risk of danger to life and properties in your area has diminished at this time.

The Evacuation Order, pursuant to (cite the Authority) is therefore terminated.
An Evacuation Alert/Order may need to be reissued, however if that is deemed necessary the process will re-commence.

_____

Signature

_____

Name of the Local Authority (Cite Authority and Legislation)

11 – Emergency Operations Centre Sign-In Log (EOC)

EOC Activity Log

Location:_____

Event:_____

Date	Time	Details	Action/Follow Up	Initials

12 - Pet Registration

[ENTER NAME OF MUNICIPALITY]

PET REGISTRATION / INFORMATION

Name: _____ Phone:_____

Address:

Dog: _____ Cat: _____ Other: _____

Exotic (Type): _____ Number: _____

Remarks / Special Needs:

_____

_____

_____

_____

_____

THANK-YOU!

IF YOU HAVE ANY CONCERNS, PLEASE CALL OUR OFFICES:

City of Dauphin 204-622-3200

RECORDED BY: _____DATE: _____

13 – Evacuation Vehicle Log

Vehicle Number	Vehicle License #	Number of Adults	Number of Children	Make and Colour	Misc.

Appendix D - EMERGENCY SOCIAL SERVICES

(Municipal and Provincial Response)

AS OF APRIL 1, 2019

GUIDELINES

INTRODUCTION:

Emergency Social Services (ESS) are those services provided on a short-term basis to preserve the emotional and physical well-being of evacuees and response workers in emergency situations.

The ***Emergency Social Services Guidelines*** are to be used as a guide for the provision of ESS in Manitoba by municipalities and the province at the time of an emergency, the local authority is responsible for providing these supports for a minimum of 72 hours. If the supports are required for a longer duration, a request can be made to the Province through Manitoba Emergency Measure Organization (EMO) for assistance. Provincial ESS is always made aware of significant events through EMO (whether requests for assistance have been made).

The guidelines itemize and define the roles and responsibilities of ESS and its partners in the management and delivery of ESS in the case of disasters and emergency situations. They are intended to set a minimum level of service delivery and outline the responsibilities of local authority (both municipalities and unincorporated communities), Provincial ESS and its partners.

Types of evacuations can be classified under the following:

Mandatory – As per powers granted by The Emergency Measures Act (as well as other applicable legislations), for their own safety or for other specific reasons linked to the overarching response effort, people are directed to vacate affected areas and are required to comply.

Voluntary – Local authority recommends that people evacuate under certain conditions to lessen the overall risk posed by a hazard during an event but is not at the point where they need to order a mandatory evacuation using emergency powers.

Self Evacuation – People make decisions based on their own circumstances, their own interpretation of the risk posed by a particular hazard and their own comfort level with their ability to cope with current and emerging circumstances. Provincial ESS supports only apply to **mandatory** evacuations.

ESS supports are available for those affected in an emergency or disaster. Many evacuees will have access to insurance, personal financial resources or assistance from family or friends and may decline offers of ESS.

ESS provides those basic needs considered essential for the immediate and continued well-being of persons affected by the disaster/emergency ESS are the supports that meet the basic and essential needs of individuals, households, and communities affected by emergencies. For example, highway is closed due to inclement weather. The need is for safe, warm sleeping accommodations and possibly food. There can be cots in the community centre with hot drinks and snacks for the evening, commercial lodging may be requested but it is not needed.

HIERARCHY OF SERVICES:

ESS is not the only source of assistance available to people during emergencies.

Consider the following as possible resources to meet needs:

- Insurance, if available for the type of event
- Personal financial resources
- Family and/or friends
- Non-Government Organizations and community groups

AUTHORITY:

ESS authority is derived from the authority of the *Manitoba Emergency Plan.* Regardless of the level of response and support, responsibility for the control and conduct of the municipal emergency operation rest with the local authority affected. The Department of Families provides leadership and coordination in planning for and responding to emergencies and disasters province wide. Provincial ESS may work alongside other provincial departments and non-government organizations involved in the provision of ESS during an emergency or disaster in Manitoba if required.

Local authority must submit a copy of the ESS plan including contact information for individuals responsible for the response to EMO.

GUIDING OPERATIONAL PRACTICES

The *Emergency Social Services Guidelines* are grounded in the following principles. They are intended to promote a philosophy for service provision and community resiliency.

1. Local authorities are responsible for ESS responses in their jurisdictions
2. Local authorities are responsible for registering their residents in the emergency
3. Local authorities are to establish an appropriate ESS response structure for their community
4. When a local authority ESS team is overwhelmed, first calls for assistance should be to neighbouring communities through mutual aid agreements
5. When mutual aid resources are insufficient, request for Provincial ESS assistance can be made through Manitoba Emergency Measures Organization
6. Provincial ESS expects local authorities to develop ESS capacity to support their residents in emergencies for a minimum of 72 hours
7. During the first 72 hours, evacuees should be contacting their insurance agents, family, and friends, or accessing other possible resources

LOCAL AUTHORITY ACTIVATION LEVELS (examples):

- Small event – 10 or less
    - A small, localized event such as a house fire affecting one or two households
    - Emergency Operations Centre (EOC) and Reception Centre not activated
- Moderate event – 11-99 people
    - A significant event affecting more than 11 people, such as an apartment fire
    - Reception Centre may be activated
    - EOC may be activated
- Large/Complex event – (over 100) large number of people and multiple dwellings
    - A major emergency, such as large-scale flooding or interface wildland fires, involving a large-scale evacuation
    - Reception Centre and possibility of congregate shelter
    - EOC activated
    - Due to complexity of evacuation, request for Provincial ESS may be made through EMO

ACTIVATION OF PROVINCIAL ESS

ELIGIBILITY:

Evacuated residents must meet the following criteria to be eligible for Provincial ESS supports:

- Evacuees must be identified by the local authority under a mandatory evacuation order
- The local authority has provided 72 hours of assistance, or the event is larger, and a request has been made for provincial support through EMO
- Evacuees must register to be eligible for assistance
- Eligibility for ESS supports may continue until "the safe to return" date is determined by officials or insurance has been established with the time not exceeding 30 days
- Requests for supports for non resident tourists or visitors will be reviewed on a case-by-case basis and require approval from the Director of ESS

PROCESSES:

- When a local authority is overwhelmed or threatened by a potential overwhelming emergency and existing mutual aid agreements are not sufficient, Provincial ESS can be requested through EMO
- In large scale/complex events, ESS may start immediately. Requests for immediate services must be reviewed and approved with the Director of ESS in consultation with the Director of Operations at EMO
- ESS will make a provincial representative available (if requested) to connect with affected communities to support ESS activities
- ESS supports are subject to a 30-day maximum duration or until the activation of insurance coverage
- Other assistance programs (such as Disaster Financial Assistance) may be available for events exceeding 30 days or insurance coverage has not been established
- ESS supports shall end once the affected community or residence has been determined by officials it is deemed "safe to return" which may be less than the 30-day maximum
- ESS coordinates and engages the appropriate non-government organizations
- (Partners in Disaster) throughout the emergency

DETERMINING ELIGIBILITY

The following guide is recommended to help determine eligibility for ESS assistance.

Event Type	Provincial Eligibility	Local ESS

Flood, Fire, Tornado	Mandatory evacuation order, large scale, complex event with request made through EMO	Small or moderate event. Local authority decides whether or not to assist with self or recommended evacuations
Interface Wildland Fire	Mandatory evacuation order, large scale, complex event with request made through EMO	Small or moderate event. Local authority decides whether or not to assist with self or recommended evacuations
Power Outages	Generally, not covered. Depending on length and season of event, request made through EMO may be considered for Provincial ESS	Comfort centers established during prolonged outages with extreme weather conditions
Temporary Residents & Tourists	Generally, ESS not provided	Tourists or short-term visitors are expected to use their own resources or leave the affected area or residence
Stranded Travelers	Generally, ESS not provided	Responsible for lodging and comfort food if travelers have limited financial resources

ROLES AND RESPONSIBILITIES

Depending on the size of the event, many of the following roles and responsibilities can be done by one person and is at the discretion of the local authority. These roles are provided as guidelines for local authorities. It is recommended all staff working with residents in the emergencies have criminal record and child abuse registry checks done. It is also recommended a minimum of two staff on site. No one should work alone on a site.

Unless a provincial event in which formal Provincial ESS supports have been approved, costs for the provision of the following are the responsibility of the local authority and are not reimbursed through the province.

Municipal ESS Coordinator

The ESS Coordinator is a vital link between the EOC and the Reception Centre, making sure information and resources flow back and forth. They are responsible to review and possibly activate mutual aid agreements.

The ESS Coordinator also monitors all purchases, saves, and stores all records pertaining to the event (i.e., registration forms, invoices etc.).

The ESS Coordinator initiates the official call-out to specific ESS team members when activated. Depending on the size of the event, the coordinator may also take on the role of being the reception centre manager (RCM) or when an RCM exists, they work directly with the RCM for staff assignments.

Reception Centre Manager

RCM is responsible for the overall management of the Reception Centre. The RCM oversees the operations to ensure evacuee needs are met and is the first source of contact for all facility-related issues.

The RCM is also responsible for the health and safety of both evacuees and workers in the Reception Centre. As part of this function, it may include setting up quiet areas and mental health supports specifically for the Reception Centre staff. The RCM is responsible for developing ESS staff schedules and keeping staff/volunteers informed of their duties. This role also keeps record of volunteer hours and of all expenditures in the reception centre.

The RCM acts as the point of contact for external agencies that require information or are assisting in the operation of the Reception Centre. It can also be helpful in coordinating with other Reception Centres if there are multiple centres open. The RCM may also act as the spokesperson with the media to ensure effective and accurate information is released if tasked by the local authority.

Meet and Greet

Meet and greet is the first point of contact for evacuees entering a Reception Centre and provides a critical service for setting the tone for the evacuee experience in the Reception Centre. The greeter will have a sense of what services the evacuee is looking for and can point them to the right section of the Reception Centre, as well as provide an overall orientation to the facility, such as where the bathrooms are located.

These staff should do an initial assessment identifying the immediate needs of evacuees and connect evacuees with the relevant services within the Reception Centre. Assessing the needs of evacuees is a critical step in ensuring the smooth delivery of ESS. Without identifying evacuee needs, critical functions that are required might not be activated.

Some common categories of information that are helpful to gather:

- Requirements for food and lodging
- Requirements for clothing and toiletries
- Requirements for pet care
- Requirements for special needs provisions such as relevant medical conditions, food allergies, specific religious or cultural needs, and language needs
- Identifying children or persons with physical or mental disabilities
- Determining if they have insurance to cover losses incurred during the disaster
- Awareness of emotional trauma that needs to be dealt with

Registration

Registration can be one of the first steps in determining the overall status of people and their specific needs. This function requires gathering evacuee contact information and any special circumstances. Those completing this role may be the first person that an evacuee has communicated with since the crisis occurred. It is important to take the time to listen and these conversations can be extremely emotional. By ensuring formal registration and inquiry, we are able to keep track of evacuees and their relocation arrangements, re-unite families that have become separated, and answer queries from concerned relatives and friends. These tasks require careful planning and training for volunteers

Every family needs to be registered. Children 18 or older are registered on their own even if living in the family home; this also applies to any other adults in the home. It is critical that all evacuees are registered whether self, recommended or mandatory. It is vital for the local authority to know everyone who has evacuated from their community and have a way to notify evacuees of any changes in the emergency.

Any special circumstances such as specific medical needs, psychosocial needs, language barriers, pet care should be noted and brought to the attention of the Reception Centre Manager or ESS Coordinator.

Food

The provision of food and water is likely to be a key consideration if a Reception Centre is opened. Refreshments should be available upon opening the centre.

The food service provides nutritionally appropriate nourishment for evacuees at the site or a Reception Centre. Dependent on the evacuation, cultural and special dietary needs may need to be considered.

The responsibility of providing food also need to take into account a plan to provide meals and nourishment to staff and volunteers. If food is prepared on site, it must be done in a commercial kitchen with a minimum of one person with the Manitoba Food Handlers Certificate. Food also can be ordered in from outside vendors. If appropriate, funds can be provided to individuals to obtain meals at a local restaurant, or the local government may make arrangements for direct billing of such services.

Lodging

Emergency lodging is designed to provide evacuees with safe, temporary housing during a disaster or emergency.

Short-term overnight accommodation may be provided at commercial accommodations such as hotels, motels, or group lodging facilities. If using commercial lodging in the area, contact to negotiate rooms, price, length of availability before the reception centre officially opens. Availability and price may help determine if using commercial lodging or going to a congregate setting.

If using congregate, mats/cots should be setup in a private area. 5' by 8' space is recommended to allow people personal space. Staff must ensure all mats are sanitized after the event as well as blankets and pillows are laundered.

Clothing

Those affected by the emergency who are inadequately clothed or whose clothing was either lost or destroyed would be provided with basic clothing assistance. Generally, clothing is not provided for people who were given notice of the potential evacuation.

Be prepared for people to make donations. Canadians are generous and will want to bring items whether they have been requested. Have a plan! It is not recommended to accept donations at the reception centre or use the reception centre as a clothing depot. Having a site nearby ensures better control for the community.

Transportation

The purpose of the transportation function is to arrange for transportation appropriate for the evacuee needs by using local vendors and service providers.

Household Pets

Household pet care and shelter are not routinely available at the Reception Centre for logistical and health reasons, but arrangements need to be made to care for pets in time of distress. It is recommended to have a list of pet boarding kennels in your local area in your ESS kit or in the EOC along with other resource contacts.

Household pets are defined as "domesticated animals, such as dogs, cats, birds, rabbits, rodents, or turtles traditionally kept in the home for pleasure and can travel in commercial carriers and be housed in temporary facilities. Reptiles, fish, and farm animals are not included".

Psychosocial Support

Several types of counselling may be necessary, depending upon the incident and its various effects on those involved. Often evacuees need a listening ear. Local authorities should be engaging with their local regional health authority to arrange for a plan to provide psychosocial supports. Staff and volunteers working on the emergency need to be aware of signs of stress and know the process put in place to deal with these issues. Training is available in psychological first aid. This is a way of helping people immediately after a disaster by providing support in a way that respects the persons' dignity, culture, and abilities. The course teaches listening skills and ways of identifying stress to potential ESS team members.

Recreation

With a potentially large number of people in the Reception Centre for an extended period, delivering some recreational or leisure activities may help alleviate the stress the evacuees are under. It is recommended to have recreational activities within 72 hours of evacuation.

Childcare

The provision of childcare will vary from emergency to emergency. In some cases, this may simply be a safe place for kids to play but still require parents/guardians to supervise them. Local authorities will need to ensure that if any childcare is being provided without parents or guardians present, they must abide by the *Community Childcare Standards Act*.

Medical First aid

The medical services function identifies and provides for the physical health of evacuees at the Reception Centre. Again, discussions should occur with local service agencies (St. John Ambulance) or the regional health authorities to arrange for the provision of this service.

Multicultural Services

Evacuees may come from many different backgrounds, and this function provides specialised services that may be required due to language barriers or religious requirements.

Security

Security ensures only evacuees and workers are within the defined Reception Centre. In order to protect the privacy of evacuees during this time, media are not allowed inside the Reception Centre. Some other roles for security may include coordinating and monitoring parking lot activity including the arrival of any buses carrying evacuees.

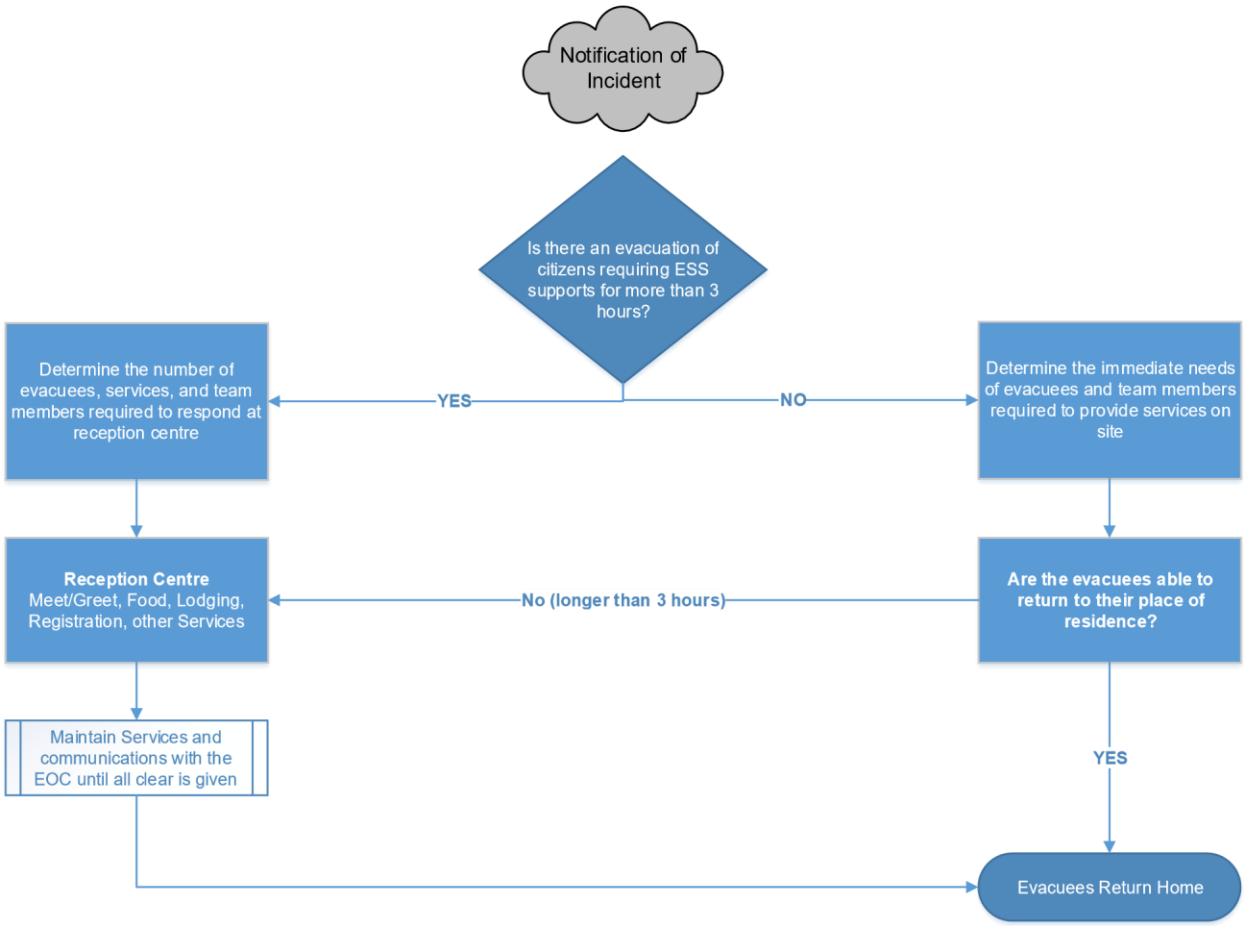
Information Services

People impacted by the emergency will crave information. Not knowing what is going on, or worrying about the status of your home can add to anxiety and frustration. The ability to provide means of communication such as a phone, charging station, Wi-Fi or the internet will help. Ensure you have an information board for daily updates and other pertinent information. The presence of municipal staff from where the incident occurred to answer questions is beneficial as it provides a direct link for evacuees to their local authority. Daily town halls are encouraged.

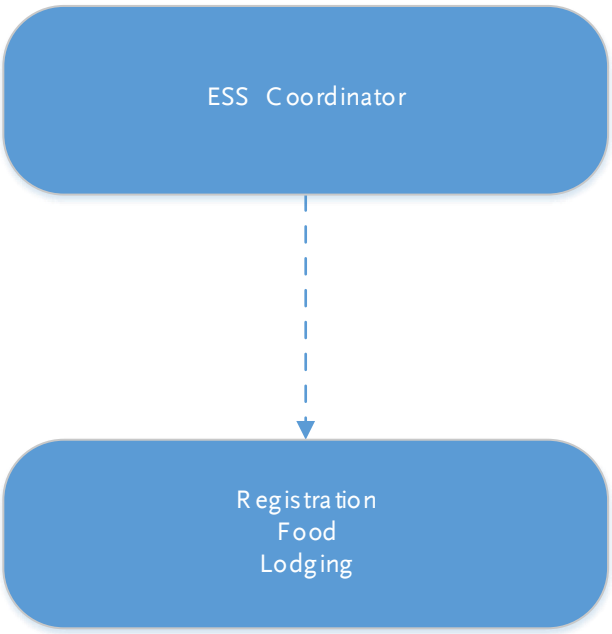
Volunteer Management Strategy

The key to successful volunteer management is to provide resources and information for self-mobilization, rather than trying to command the masses. In effect, you should try to work with them, rather than getting them to work for you.

Establish a Volunteer Centre where they can go to receive information, assignments, and resources to assist during the emergency. Unless they can provide a current criminal record and child abuse registry check, it is not recommended you have new volunteers working directly with evacuees. Free databases such as Recovers.org can assist with volunteer and donation management.

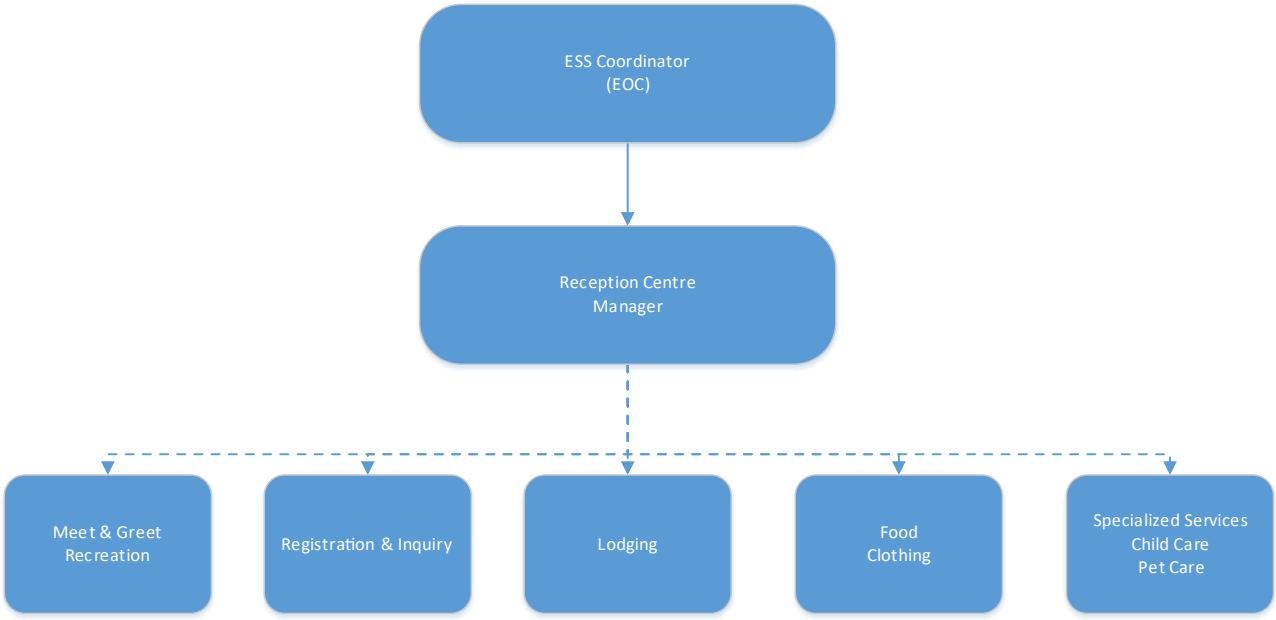


SMALL EVENTS



Recommended to have a minimum of 2 people no matter the size of the event.

LARGER EVENTS



In larger scale emergencies, staff may need to focus on specific areas.
This is a sample of staff taking on multiple roles while ensuring evacuees needs are taken care of.

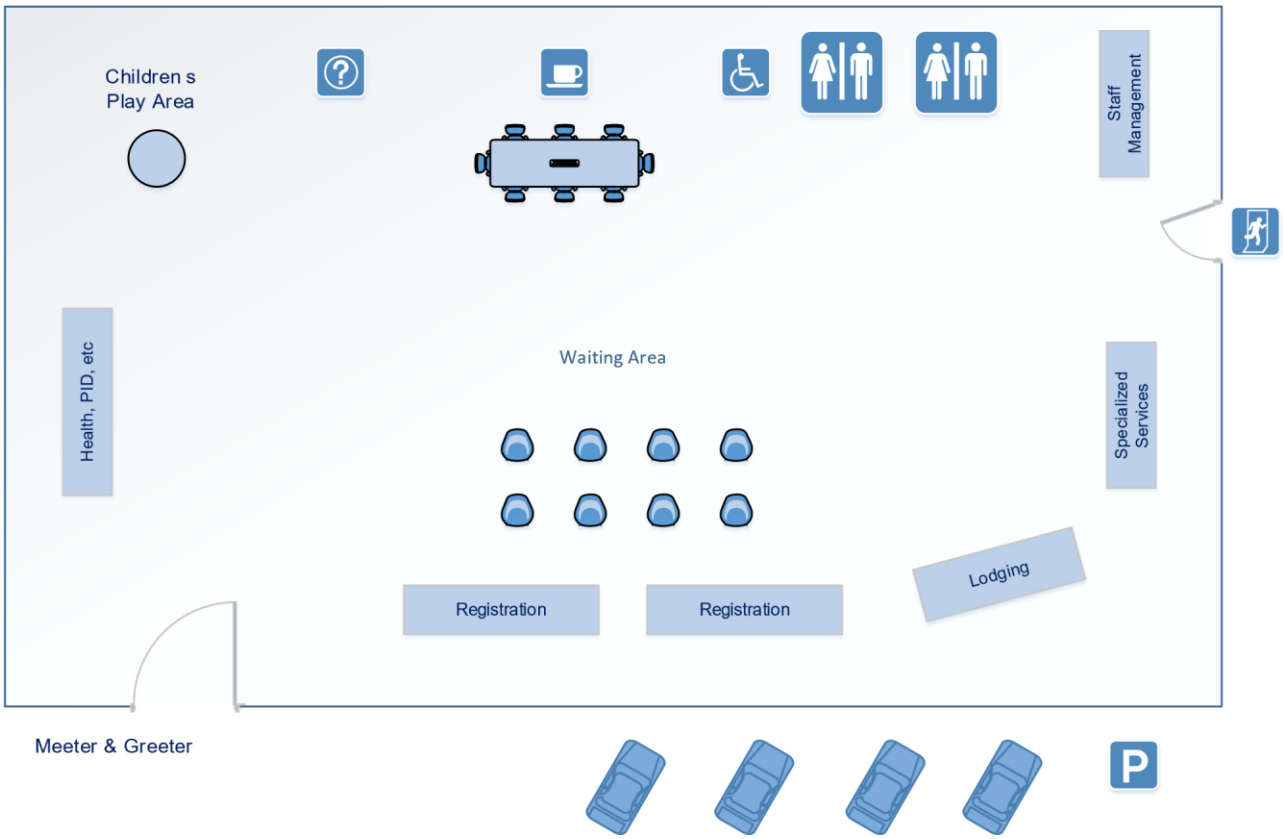
RECEPTION CENTRE

Important to have a few pre-identified reception centre locations. Not all locations will be available when required. When choosing a reception centre, it is important to ensure it is far away from the "hot" zone. Have contact information and potential reception centre floor plans available for each location as well as service agreements.

Look for the following components for a reception centre or possible shelter location:

- An elevator if the facility has several floors or a ramp to the additional floors
- Accessible 24/7
- Parking and space for cars, trucks, buses, RVs, and delivery vehicles to drive in and out of
- Ramps, washrooms, and parking for the disabled
- Cooking facilities and/or adequate space to serve catered meals and snacks
- Adequate sanitation facilities
- Rooms to be used by emergency personnel for meetings, volunteer quiet areas, administrative functions, and private interview rooms for evacuees
- Heating and ventilation systems
- Telephones or cell phone reception and Wi-Fi capability
- Fire safety equipment and procedures in place

SAMPLE FLOOR PLAN



CONFIDENTIALITY

- Personal information about an evacuee must not be disclosed without a signed consent from the evacuee.
- The importance of sharing information with relevant health and social service providers must be discussed with the evacuee and only disclosed with evacuee consent. The evacuee must fully understand what information is being disclosed, why it is being disclosed, and to whom it is being disclosed.
- Files containing resident information should be kept in a secure location and locked to maintain confidentiality.
- ESS must adhere to *The Freedom of Information and Protection of Privacy Act* (FIPPA) and *The Personal Health Information Act* (PHIA) where applicable.

WORKPLACE, HEALTH, AND SAFETY STANDARDS

- ESS Leads must maintain an accurate, up to date operations log to record incidents related to the safety of evacuees or staff and other matters related to the operation of the Reception Centre.
- All Reception Centre's must implement procedures and policies based on *The Workplace Safety and Health Act* (part 7.4) and Regulation.
- At least one staff person certified in First Aid and Cardiopulmonary Resuscitation (CPR) must be on duty at all times at the Reception Centre.
- Resources for Safety & Health can be found at www.gov.mb.ca/labour/safety/

Types of Evacuations

Mandatory – As per powers granted by the Emergency Measures Act, for their own safety or for other specific reasons linked to the overarching response effort, people are directed to vacate affected areas and are required to comply.

Voluntary – Local authority recommends that people evacuate under certain conditions to lessen the overall risk posed by a hazard during an event but is not at the point where they need to order a mandatory evacuation using emergency powers.

Self Evacuation – People make decisions based on their own circumstances, their own interpretation of the risk posed by a particular hazard and their own comfort level with their ability to cope with current and emerging circumstances.

Appendix E – Manitoba Media Directory

NAME	PHONE
DAILY PAPERS	
BRANDON SUN	(204) 571-7430
WINNIPEG FREE PRESS	(204) 697-7301
WINNIPEG SUN	(204) 694-2022
COMMUNITY NEWSPAPERS	
THE BALDUR – GLENBORO GAZETTE	(204) 535-2127
BOISSEVAIN RECORDER	(204) 534-6479
CANSTAR COMMUNITY NEWS LIMITED	(204) 697-7009
THE CARILLON (STEINBACH)	(204) 326-3421
CENTRAL PLAINS HERALD – THE GRAPHIC LEADER	(204) 857-3427
THE CLIPPER WEEKLY (BEAUSEJOUR)	(204) 268-4700
CROSSROADS THIS WEEK	(204) 759-2644
DAUPHIN HERALD	(204) 638-4420
THE DAWSON TRAIL DISPATCH	(204) 422-8548
DELORAINE TIMES & STAR	(204) 747-2249
SOUTHEAST JOURNAL – ONLINE ONLY	(204) 373-2493
THE MINNEDOSA TRIBUNE	(204) 867-3816
THE NEEPAWA BANNER	(204) 476-3401
OPASQUIA TIMES (THE PAS)	(204) 623-3435
PILOT MOUND SENTINEL COURIER	(204) 825-2772
THE REMINDER (FLIN FLON)	(204) 687-3454
RIVERS BANNER	(204) 328-7494
ROBLIN REVIEW	(204) 937-8377
RUSSELL BANNER	(204) 773-2069
THE SELKIRK RECORD	(204) 785-1618
STAR & TIMES (SWAN VALLEY)	(204) 734-3858
THE STONEWALL TEULON TRIBUNE	(204) 467-5836
TREHERNE TIMES	(204) 723-2542
VIRDEN EMPIRE-ADVANCE	(204) 748-3931
THE WESTERN PRODUCER	(306) 665-3500 or 1-800-667-6978
THE WINKLER MORDEN VOICE	(204) 332-3456
SPECIALTY PUBLICATIONS	
Agriculture	
CANOLA DIGEST & CANOLA INK E-NEWSLETTER	(204) 982-2100 or 1-866-834-4378
CANADIAN MEAT BUSINESS / MEAT LOCKER NEWSLETTER	(204) 985-9516
CATTLE COUNTRY / MANITOBA BEEF PRODUCERS E-NEWSLETTER	(204) 772-4542 or 1-800-772-0458
THE CAAR NETWORK / THE COMMUNICATOR	(204) 989-9300 or 1-800-463-9323
GERMINATION / SPUD SMART	(204) 453-1965 or 1-877-710-3222
IMPLEMENT SUCCESS / AMC CONNECTION E-NEWSLETTER	(204)666-3518
KEYSTONE AGRICULTURAL PRODUCERS	(204) 697-1140
Glacier Farm Media	
AG DEALER/ CANADIAN CATTLEMEN/ COUNTRY GUIDE WEST/ FARMER'S PRODUCT GUIDE/ GRAINEWS/ MANITOBA CO-OPERATOR / SEED MANITOBA	(204) 954-1400
Arts and Creative Writing	
BORDER CROSSINGS	(204) 942-5778 or 1-866-825-7165
PRAIRIE FIRE	(204) 943-9066
Business and Industry	
ANNA MAGAZINE	(204) 475-1006 or 1-866-274-5439
AYOKO	(204) 612-5944
CIAO! MAGAZINE & TASTE	(204) 943-4439
DENTURISM: DENTUROLOGIE CANADA	613-968-9467 or 1-877-538-3123
Market Zone Productions	

CANADIAN SCHOOL COUNSELLOR MAGAZINE/ CAP JOURNAL/ CAREERING / SUSTAINABLE BUILDING & DESIGN MAGAZINE	1-888-634-5556
Mercury Publications	
BAR & BEVERAGE MAGAZINE/ COMMERCE & INDUSTRY/ C-STORE CANADA/ HEALTH & WELLNESS RETAILER/ WESTERN FOOD PROCESSOR/ WESTERN GROCER/ WESTERN HOTELIER/ WESTERN RESTAURANT NEWS	(204) 954-2085 or 1-800-337-6372
Community and Ethnic Newspapers	
FILIPINO JOURNAL	(204) 489-8894 or 1-888-489-8894
INDO-CANADIAN TELEGRAM	(204) 632-6905
JEWISH POST & NEWS	(204) 229-5213
LÖGBERG HEIMSKRINGLA - ICELANDIC NEWSPAPER	(204) 284-5686 or 1-866-564-2374
THE PILIPINO EXPRESS	(204) 956-7845
PLAIN AND VALLEY	(306) 435-2445
History and Culture	
CANADA'S HISTORY / KAYAK	(204) 988-9300 ext. 214
DIE MENNONITISCHE POST	(204) 326-6790
LA LIBERTÉ (SAINT-BONIFACE)	(204) 237-4823
MANITOBA HISTORY / MHS GAZETTE	(204) 947-0559
WHERE WINNIPEG	(204) 943-4439
Miscellaneous	
CANADIAN DOG FANCIER	(204) 895-2222
CANADIAN HOME TRENDS MAGAZINE / HOME TRENDS WEEKLY	(204) 346-0130
CONSERVATOR / EDUC	(204) 467-3000 or 1-800-665-3825
THE COTTAGER MAGAZINE	(204) 954-2085
THE MANITOBAN	(204) 474-6535
SENIOR SCOPE	(204) 467-9000
SPORTSLIFE	(204) 996-4146
STYLE MANITOBA	(204) 982-4455
STYLUS MAGAZINE	(204) 786-9785
OUTWORDS INC.	(204) 942-4599
THE UNITER	(204) 988-7579
THE VOXAIR	(204) 833-2500 ext. 6081
WAVE MAGAZINE	(204) 926-8144
WHITESHELL ECHO	(204) 487-0556
WINNIPEG PARENT NEWSMAGAZINE	(204) 896-3227
Religious	
CANADA LUTHERAN	1-888-786-6707
CHRISTIANWEEK	(204) 982-2060 or 1-800-263-6695
GEEZ MAGAZINE	(204) 942-1058
MENNONITE BRETHREN HERALD	(204) 654-5760 or 1-888-669-6575
Social Justice, Law, and Human Rights	
CANADIAN DIMENSION MAGAZINE	(204) 957-1519 or 1-800-737-7051
HERIZONS MAGAZINE INC.	(888)408-0028
RADIO	
BOUNCE 99.9 FM	(204) 477-5120
CBC RADIO ONE MANITOBA	(204) 788-3641 or 788-3217
CJ 106.5 FM	(204) 725-8700
CJ 97.1 FM RADIO (NEEPAWA)	(204) 476-2669
CJOB 680 AM / GROOVE 99.1 FM / POWER 97 FM	(204) 786-2471
CKDM 730 AM	(204) 638-9022
CKJS 810 AM	(204) 477-1221
CKUW 95.9 FM	(204) 786-9782
CKXL 91.1 FM/ ENVOL 91	(204) 233-4243
MAVERICK 105.1 FM	(204) 822-8000
Arctic Radio	

CFAR 102.9 FM	(204) 687-3469 or 687-8300
CHTM 102.9 FM	(204) 778-7361
CJ 1240 AM	(204) 623-5307
CFAM RADIO 950 AM SOUTHERN MANITOBA	(204) 325-9506
CFRY RADIO 920 AM / COUNTRY 93.1 FM / MIX 96.5 FM	(204) 239-5111 or 1-866-239-5111
CHVN 95.1 FM	(204) 452-9602
CJRB	(204) 534-6000
WINNIPEG'S CLASSIC 107.1 FM	(204) 256-2525
Rogers Broadcasting Ltd.	
92 CITI FM / 102.3 KISS FM	(204) 788-3400
Westman Communications Group	(204) 725-4300
CKLF FM 94.7 STAR FM	(204) 725-0515
CKLQ 880 AM	(204) 725-0515
UMFM 101.5	(204) 474-7027
TELEVISION	
CBC MANITOBA	(204) 788-3217
SOCIÉTÉ RADIO-CANADA MB (TÉLÉVISION)	(204) 788-3262
CITY WINNIPEG	(204) 947-9613
CTV WINNIPEG	(204) 788-3300
SQUARE ONE WORLD MEDIA	(204) 667-9576
GLOBAL WINNIPEG	(204) 233-3304
WCG TV	(204) 725-4300 or 1-800-665-3337
INDIGENOUS MEDIA	
ABORIGINAL PEOPLES TELEVISION NETWORK	(204) 947-9331
ABORIGINAL CHAMBER OF COMMERCE NEWSLETTER	(204) 237-9359
BUNIBONIBE NANTOTAMOWIN RADIO STATION	(204) 538-2066
CBC INDIGENOUS	(204) 788-3217
CFNC 99.1 FM	(204) 676-2331
COUNTRY ROCK RADIO 102.7 FM (PEGUIS)	(204) 645-3301
GRASSROOTS NEWS	(204) 589-7495
INTERTRIBAL NEWSPAPER	(204) 661-9333
NATIVE COMMUNICATIONS INC. FM	(204) 772-8255
NCN RADIO 98.1 FM	(204) 484-2332
NORWAY HOUSE COMMUNICATIONS INC. CJNC	(204) 359-6776 or 359-4683
REZ RADIO 101.7 FM	(204) 252-2401
SAY MAGAZINE	204) 977-2805

Appendix F – Caring for Children - Information

During & After a Flood

Children need a lot of support during emergencies. Parents and other caregivers must watch them closely for signs of fear or stress as children may not be able to effectively communicate how they feel. It may be hard for them to completely understand the impact of a flood, but they will sense and respond to the tension around them.

Make children feel as safe and protected as possible. They generally recover well from the impact of a flood, especially with the help of caring and supportive adults.

A little extra attention can help

- If you find it hard to talk when your child wants your attention, try giving them a hug and saying, "This is really hard for us."
- Try to recognize the feelings causing your child's actions and talk about them. It can help to say something like, "I can see you are feeling really sad about this."
- Some children may have a great fear that they can't find the words to talk about it. For example, if your child's friend loses their house during a flood, you might say something like, "You may be scared that something will happen to us, too. We are safe here."
- Be honest with your child about what is happening and what it means.
- Don't deny the seriousness of the situation.
- Let your child know it is ok to cry.
- Be aware of what is said in front of your child about the flood or your circumstances (ex: news broadcasts, adult conversations).
- Your child may have an increased need to be physically near you. When this isn't possible, find someone who makes your child feel secure while you are away.
- If you have to leave even briefly during the flood, you may need to make sure your child knows that you will return. Even when the real threat has ended, it may take some time for your child to feel secure when separated from you. This is a normal reaction and will lessen over time.
- Plan activities your child can do to help with the flood efforts (ex: make cookies or sandwiches for sandbag volunteers).
- Spend extra time with your child, when possible, to help them feel secure.
- Read children's books about similar emergencies and use them to help your child talk about their feelings and fears.

Extra support at bedtime may be needed

- As much as possible, follow usual bedtime routines (ex: bath and story time) to help your child feel normal and safe.
- It may help your child settle down if you stay near while they fall asleep.
- (When the emergency is over going back to your old routine gradually. At first say that you will check on them in two minutes to make sure they are okay and continue lengthening the check-back time until your child feels secure again.)
- Some children feel better if a night light is left on for them.
- Brothers and sisters may want to sleep in the same area until they feel more secure again.
- If you are evacuated from your home try to bring your child's most important personal, familiar items such as a favourite stuffed animal, blanket, or pillow.

Get back to normal as soon as possible

- It may take a while for your child and you to resolve all the painful feelings caused by the emergency, so be patient.
- It's normal for a child to talk about the flood long afterwards and often when you least expect it. Don't stop them from talking about it.
- If you have concerns about your child's reaction to the flood, get professional support for both of you.

Some children may have extreme reactions that continue for several weeks. If these reactions continue, get help from outside resources. For example, watch if your child:

- re-experiences flood events (ex: nightmares, flashbacks)
- avoids things connected with the flood
- withdraws from others and appears to be numb or shutting down
- continually cries
- shows extreme anxiety, jumpiness, sleep difficulties, irritability, poor concentration
- shows little or no interest in usual activities

Use outside support and resources when you need them

If you, your family, friends, or neighbours are having a particularly hard time dealing with stress, get help from trained professionals.

Health Links –Info Santé

can help you find resources through your local regional health authority or community mental health services office.
24-hours a day, 7 days a week.
204-788-8200 (in Winnipeg)
1-888-315-9257 (toll free outside Winnipeg)

Triple P Parent Line has numerous resources.

8 a.m. to 4 p.m. weekdays (after hours, leave a message & contact number for a call back)
204-945-4777 (in Winnipeg)
1-877-945-4777 (toll free outside Winnipeg)

Manitoba Farm, Rural and Northern Support Services Line

10 a.m. to 9 p.m. weekdays
1-866-367-3276 (toll free throughout Manitoba)
Or visit the website at www.supportline.ca

Klinic Community Health Centre

Provides counselling and referrals for all Manitobans.
24-hour Crisis Line, 7 days a week.
204-786-8686 (in Winnipeg)
1-888-322-3019 (toll free outside Winnipeg)
Or visit the website at www.klinic.mb.ca

The Manitoba Suicide Line

Is available to all Manitobans. 24-hours a day, 7 days a week.
1-877-435-7170 (toll free throughout Manitoba)
Or visit the website at www.reasontolive.ca

Appendix G – Caring For Seniors - Information

Caring for Seniors During an Emergency

While many Manitoba seniors are active and self-sufficient, there are some who will need extra support during a flood. Everyone will react differently to the stress of dealing with a flood. It's natural for people to:

- feel overwhelmed and unable to focus on daily tasks
- get preoccupied with a particular loss (ex: pets, belongings, personal space)
- feel overwhelmed, helpless, or hopeless
- get preoccupied with the past and previous losses or grief

Watch for signs of anxiety or stress in seniors, including:

- withdrawal and isolation (ex: staying indoors, not bringing in mail or getting groceries)
- denial of the situation, refusing help or personal contact
- unkempt appearance, taking unhealthy risks, not taking medication
- change in eating habits, appetite, sleep patterns
- talk of being a burden, depression, hopelessness

Take care of older relatives, friends, or neighbours during an emergency:

- Keep a watchful eye on them and check in with them regularly.
- Take time to listen and let them talk out their anxiety and concerns.
- Remind them they're important in your life by spending time with them (ex: walks, having meals together).
- Accept their offers to help where they can.
- Include them in flood plans, emergency responses and clean-up work. Offer to help with heavy lifting and clean up, without taking over and doing it yourself.
- Help them with tasks that look like they might be difficult (ex: carrying groceries, getting to appointments, cleaning, cooking).
- Bring extreme needs to the attention of health workers or contacts listed below for follow-up (ex: extreme anxiety or trouble sleeping for an extended period).
- Help them connect with community or faith groups that work with and help seniors, if it seems appropriate.
- Support and encourage them to stay connected to the community (ex: social gatherings and outings, entertainment, funerals, hospital visits).

Use outside support and resources when you need them

If you, your family, friends, or neighbours are having a particularly hard time dealing with stress, you can get help from trained professionals:

- Health Links – Info Santé can help you find resources through your local regional health authority or community mental health services office. Call 204-788-8200 in Winnipeg; toll free 1-888-315-9257 24 hours a day, seven days a week.
- Rural Manitobans can call the Manitoba Farm and Rural Support Services Line at 1-866-367-3276 toll free; 10:00 a.m. to 9:00 p.m. weekdays. Or, go to www.supportline.ca.
- Klinic Community Health Centre 24-hour Crisis Line can provide counselling and referrals for all Manitobans. Call 204-786-8686 in Winnipeg; toll free 1-888-322-3019; 24 hours a day, seven days a week.
- If you or someone you know is thinking about suicide the Manitoba Suicide Line is available to all Manitobans. Call 1-877-435-7170 toll free; 24 hours a day, seven days a week; or go to www.reasontolive.ca.
- Seniors and Healthy Aging Secretariat – Seniors Information Line provides support for seniors across the province. Call 204-945-6565 in Winnipeg; 1-800-665-6565 toll free; 8:30 a.m. to 4:30 p.m. weekdays.
- A & O: Support Services for Older Adults can provide counselling services and free home safety audits for older adults. Call 204-956-6440 in Winnipeg; 1-888-333-3121 toll free; 8:30 a.m. to 4:30 p.m. weekdays.

Appendix H – Senior's Housing Coop's Information

Name of complex	Address	Phone number
Mountain View Villa	375 Whitmore Avenue East	204-638-4172
Ferndale Place	17- 6th Avenue NW	204-638-4753
Happy Haven	116 Whitmore Avenue West (MB Housing)	204-622-2005
Kinsman Villa	38 - 6th Avenue NW	204-638-5143
Lorray Manor	405 - 6th Avenue SE	204-638-4842
Parkview Lodge	29 - 2nd Avenue NE (MB Housing)	204-622-2005/2092
Spruce Manor	14 - 6th Avenue NW	204-638-5947
St. George's Place	100 Cruise Crescent	204-638-3041
St. Paul's Home	703 Jackson Street	204-638-3129
Vermillion East	201 Hawthorne Avenue	204-648-7218

Appendix I – Canadian Red Cross – Information

24/7 Response and Activation

Disaster Management Duty Officer – (On-call Duty Managers for large-scale emergencies)
204-299-6584
Manitobadutyofficer@redcross.ca

Non-Response Contact Information – **Brooklynn Hole** (Westman Emergency Management Coordinator)
204-901-2123
Brooklynn.Hole@redcross.ca

Personal Disaster Assistance Program – In the event of a disaster in which you or someone in your community requires the immediate assistance of the Red Cross, please contact us at 1-888-800-6493

Appendix J – All Hazard Evacuation Registration Form – COVID-19

All Hazard Evacuation Registration Form during COVID 19

Households with dependent children complete one form. Other adult residents (over 18) must submit own registration forms if residing in the same home.

Date of Registration: _____ CLEAR FORM

Applicant Name (Last / First / Middle)			**Date of Birth** (DD / MMM / YYYY)

Co-Applicant Name (Last / First / Middle)			**Date of Birth** (DD / MMM / YYYY)

Children under 18 (Last / First / Middle)			**Date of Birth** (DD / MMM / YYYY)

Temporary Address during evacuation:

_____
_____
_____
_____
_____

Permanent Home Address:

Street or Legal Name _____
P.O. Box _____
City/Town _____
Cell/Phone _____
Email _____

- **Is anyone in your household under self-isolation due to COVID 19?** Yes ☐ No ☐
  If yes, please indicate the reason (Select all that apply):
  ☐ Active case / Positive ☐ Close contact ☐ Symptomatic ☐ Asymptomatic
- **Special medical/health needs:** ☐ Yes ☐ No
- **Household pets:** ☐ Yes ☐ No
- **Overland Flood Insurance:** ☐ Yes ☐ No ☐ Unknown
- **Homeowner Insurance:** ☐ Yes ☐ No
- **Name of Municipality / City / Town:** _____

Declaration of Information

☐ I declare the information provided in this registration is true and complete to the best of my knowledge and belief. I have not misrepresented, concealed or omitted any information that may be relevant in determining my eligibility for assistance.

☐ I understand this information is collected on this form under the authority of The Emergency Measures Act and is necessary for administrative purposes and may be shared with other public bodies, organizations and/or agencies to enable the provision of emergency services. Disclosure of personal information is subject to the provision of the *Freedom of Information and Protection of Privacy Act.*

Provincial ESS Signature: _____ **Local Authority:** _____

Date : _____

Appendix K – Evacuation Registration Form

ESS Registration Form

Date of Evacuation: **Date of Registration:**

Municipality/City/Town: **Registration #:**

Event Name:

CONFIRMED IDENTIFICATION – NEED LEGAL ADDRESS AS REFLECTED ON ID

(Adult children living at home have their own registration form)

Applicant Name (Last / First / Middle)	**M / F**	**Date of Birth** (MM, DD, YY)	**Age**
Co-Applicant Name (Last / First / Middle)	**M / F**	**Date of Birth** (MM, DD, YY)	**Age**
Children under 18 (Last / First / Middle)	**M / F**	**Date of Birth** (MM, DD, YY)	**Age**

Temporary Address during evacuation:

Cell/Phone:

Permanent Home Address:
Street or Legal Name:

Box #:

City/Town:

Cell/Phone:

Email:

Special Circumstances:

Pets:

Overland Flood Insurance: ◯Yes ◯No ◉Unknown **Homeowner Insurance:** Yes No

Local Authority Signature:_____ **Evacuee Signature:** _____

This information is collected on this form under the authority of The Emergency Measures Act and is necessary for administrative purposes and may be shared with other public bodies, organizations and/or agencies to enable the provision of emergency services. Disclosure of personal information is subject to the provision of the *Freedom of Information and Protection of Privacy Act.*

Provincial ESS Signature: _____ **Date:** _____

1 copy local authority, 1 copy registrant, 1 copy Provincial ESS

Appendix L – Manitoba Partners in Disaster Information

CANADIAN RED CROSS - 1111 Portage Ave, Winnipeg, MB R3G OS8

Phone: 1-888-8000-6493 (24 hrs)

www.redcross.ca

Red Cross works with other relief organizations to provide recovery assistance. Red Cross offers the following training to municipalities to ensure their preparedness to deliver disaster social services within the community following an emergency:

- Shelter Management
- Volunteer Management
- Human Resource Management
- Reception Centre Management
- Family & Personal Preparedness

MENNONITE DISASTER SERVICE - 200-600 Shaftsbury Blvd, Winnipeg, MB R3P 2J1

Phone: (204)261-1274

www.mds.org

It is not a first response organization but carries out: clean up after floods, windstorms etc.; repair of homes; help people rebuild physical and emotional lives.

MDS provides primarily voluntary labor. It does not have large equipment for cleanup. Special emphasis is placed on helping those least able to help themselves: elderly; disabled; single parent/widowed; low income; disadvantaged; and uninsured.

THE SALVATION ARMY - 204-290 Vaughan Street, Winnipeg, MB R3B 2N8

Phone: (204) 975-1033

www.salvationarmy.ca

The Salvation Army has been serving the Prairies since 1886 providing not only food, shelter, and other assistance to people regardless of age, religious affiliation, gender, or race but also responding to the acute needs of people involved in disaster situations.

In addition to deploying its well-equipped mobile canteen, The Salvation Army will provide:

- Meals to victims and emergency response personnel
- Clothing and furniture to victims of a disaster
- Emergency Reception Centre Support
- Emotional and Spiritual Care Support
- Care for Unaccompanied Children
- Other help as directed and able

ST. JOHN AMBULANCE - St. John Ambulance Way, Winnipeg, MB R3G 3H5

Phone: (204)784-7000

www.sja.ca/mb

St. John Ambulance helps Canadians improve their health, safety, and quality of life by providing them with training and community service opportunities.

In emergencies, St. John Ambulance Community Service Volunteers provide:

- First Aid to disaster victims at reception centres
- First aid to volunteers involved in clean-up, repair, & rebuilding operations
- Therapy dog handler volunteers to comfort victims at reception centres

PARTNERS DISASTER AFFILIATE MEMBER ORGANIZATIONS

Manitoba Emergency Measures Organization (including Disaster Financial Assistance)
Manitoba Families - Emergency Social Services
Manitoba Health - Office of Disaster Management
City of Winnipeg Emergency Preparedness - Public Aid
Winnipeg Regional Health Authority - Emergency and Continuity Management Operations