

EMERGENCY ACTION GUIDELINES

EMERGENCY ACTION GUIDELINES

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COMMUNITY EMERGENCY ACTION GUIDELINES

Emergency Public Information

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

Emergency Telecommunications Plan

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

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

Emergency Transportation Plan

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

Animal Care and Control Program

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

Emergency Operations Center

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

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

Activate EOC, PRE-EMERGENCY	
MAYOR / REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"><input type="checkbox"/> Review policies and procedures, and make changes, if necessary.<input type="checkbox"/> Fund equipment purchases and training.<input type="checkbox"/> Seek Mutual Aid arrangements.	<ul style="list-style-type: none"><input type="checkbox"/> Establish Emergency Operations Centre locations(s), equipment, team members and resources.<input type="checkbox"/> Verify EOC Team members are knowledgeable in the set up and use of the equipment at their station. Have team members set up their station at each meeting.<input type="checkbox"/> Verify Communications equipment at least twice/year.<input type="checkbox"/> Ensure Emergency Plans used by team members are updated at least annually.<input type="checkbox"/> Conduct an Exercise on a portion of the emergency plan (table top annually; functional, or full scale every 4 years).

Activate EOC, EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ In conjunction with Municipal Emergency Coordinator & City Manager, determine where Mayor & Council should convene 	<ul style="list-style-type: none"> ❑ Verify with Incident Command that the Primary EOC is safe. If it is not, make arrangements to use the alternate sites per Emergency Plan part 4 (Introduction step 7) for locations and part 7, Warning Contacts List for MEC's contact info. ❑ Group text the Hanover EOC team members to report to the EOC. Alternate methods would be calling each team member. See Emergency Plan part 7, Warning Contacts List for EOC team members. ❑ Upon arrival at the EOC each team member will get their station equipment from the delivery tray and set up their station including phone lines and laptop. All equipment including log books, laptops, Emergency Plan books, etc. are stored in the vault area of the building. ❑ Notify EMO, Incident Command, Reeve and CAO that EOC is activated. ❑ Use Web EOC for logging pertinent transactions regarding the incident. Should Web EOC be unavailable, each station will have a log book to record their actions. ❑ Establish and maintain communications with other jurisdictions as indicated in the Action Guidelines for the event. ❑ Respite protocols are listed at the end of this guideline. ❑ Continue EOC operations until coordination functions are complete. ❑ For extended operations utilize staff from Steinbach EOC team per Memorandum of Understanding. Request assistance from EMO if necessary.

Activate EOC, POST EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<input type="checkbox"/> Notify public and Manitoba EMO of EOC closure. 	<input type="checkbox"/> Notify IC, EMO, CAO, Reeve and other jurisdictions when the EOC will be closed. <input type="checkbox"/> Pack up all equipment from each station in their respective container and return it to the storage area. <input type="checkbox"/> Ensure communication lines activated are returned to the “standby” mode <input type="checkbox"/> Review and critique the operation. Amend the emergency plan and Action Guidelines through feedback if necessary. <input type="checkbox"/> Arrange for psycho-social counselling for volunteers, emergency workers, and EOC team members if necessary.

R.M. of Hanover
Emergency Operations Center Respite Plan Guideline

Policy recommendation(s):

All emergency services full-time/part-time and volunteers under Local Authority jurisdiction involved in major emergency operations should:

- not work more than one 12 hour shift per day;
- brief their replacement at the 11th hour of their shift and perform minor administrative functions after formally briefing their replacement;
- Only work (3) 12 hour shifts (not in succession) and should have at least two days (preferably 3 days) to recuperate.
- Only work shifts with the same time frame (example: 8 am – 8 pm for the three days).
- Switches in shifts between co-workers need to be approved by the Emergency Coordinator and/or CAO.
- The shift schedule will be prepared by the Human Resources Manager and approved by the Emergency Coordinator or his/her designate.

Any changes to this guideline must be discussed with the CAO and when feasible be tabled for study and revision by the Emergency Services Committee.

Layout for Hanover EOC

Position;

- 1 (Public Information)
- 2 (Media Information)
- 3 (Resources)
- 4 (Public Works)
- 5 (EOC Manager)
- 6 (Scribe)

Position;

- 7 (Transp. Manager)
- 8 (Volunteer Coordinator)
- 9 (ESS Manager)
- 10 (Health)
- 11 (Fire)
- 12 (Police)
- 13 (EOC Administration Officer)



To Establish Emergency Service in the EOC:

- 1) Get the telephone sets from the EOC storage area and plug in the appropriate telephone set to each jack in the EOC.

TO MAKE AN INSIDE CALL just dial the 4 digit extension number

TO MAKE AN OUTSIDE CALL, dial the 10 or 11 digit number. Your number will appear as 326-4488 so you will have to give the person your extension number if you want them to call you back.

FOR INCOMING CALLS, HAVE PEOPLE CALL 326-4488 AND YOUR EXTENSION # WHEN THE GREETING STARTS.

AIRCRAFT CRASH

COMMUNITY EMERGENCY MANAGEMENT GUIDELINES

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

Possible Major Effects

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

Resources

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

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

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

Aircraft, EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ If necessary to declare a State of Local Emergency, Mayor or Reeve should announce to the public the reason(s) for Declaring a State of Local Emergency. ❑ Contact and arrange for mutual aid if required. 	<ul style="list-style-type: none"> ❑ Implement emergency plan, in whole or in part. ❑ Upon notification of aircraft incident, verify 911 has dispatched police, fire, and EMS to site. Police should report the following: <ul style="list-style-type: none"> • Location of crash • Type of aircraft and registration number • Is there a fire? • Injuries, fatalities and complications • Are there dangerous goods involved? • Difficulty in accessing crash site. ❑ Establish communications with RHA Regional Operations Centre by calling 204-239-2211 and explaining situation.

<p>Suggested Fire Department SOG's for Plane Crash :</p> <ol style="list-style-type: none"> 1) Should the nature of the crash require immediate evacuation of residents of more than 8 dwelling units, choose an appropriate municipal building; notify the person in charge of that building and the MEC of the evacuation before starting the evacuation. 2) If there is no imminent danger but the possibility of an evacuation exists, Fire should call the MEC to arrange for an evacuation centre. The MEC would advise IC of the location that is on standby. 3) Should an evacuation become necessary IC informs the MEC that an evacuation is imminent and the MEC will begin the process of opening the centre (See Action Guideline for Host Facility/ Reception Centre) <p><input type="checkbox"/> Should IC determine the airport should be closed; they would follow Fire Department Guidelines.</p>	<p>Continued</p> <p><input type="checkbox"/> Have police, fire and ambulance do emergency rescue (if possible without threat to their own safety).</p> <p><input type="checkbox"/> If aircraft has landed in water, have boats and SCUBA divers sent to site if asked.</p> <p><input type="checkbox"/> Have police barricade roads to and from crash site. Verify Emergency Command Post is attending to crash site.</p> <p><input type="checkbox"/> Ensure first response findings are reported to:</p> <ul style="list-style-type: none"> • Hospital • Transport Canada Security & Emergency Preparedness- Winnipeg International Airport 983-2143 (business hours) 984-1625 (after hours) • Transportation Safety Board of Canada 983-5548 (24 hours) 983-8338 (alternate number-Air Traffic Control). <p><input type="checkbox"/> Advise Manitoba EMO 945-5555 (24 hours)</p> <p><input type="checkbox"/> Send video camera or drone and operator if available to crash site to record events.</p> <p><input type="checkbox"/> Establish Emergency Operations Centre.</p> <p><input type="checkbox"/> Implement Emergency Social Services Plan if necessary.</p> <p><input type="checkbox"/> Set up Host/Evacuation /Reception centre if required.</p> <p><input type="checkbox"/> Ensure pertinent information is passed to Reception Centre from the EOC in a timely fashion.</p> <p><input type="checkbox"/> Implement Emergency Communications Plan</p> <p><input type="checkbox"/> Implement Emergency Transportation Plan as required.</p> <p><input type="checkbox"/> Implement Mutual Aid arrangements if required. Direct personnel and equipment to the staging area.</p>
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Aircraft, POST EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ Terminate State of Local Emergency. Notify public and Manitoba EMO of termination of emergency. ❑ If necessary, arrange for EMO Disaster Financial Assistance, to assist in determining damages to community. ❑ Prepare to host a community event on the one year anniversary date of the event especially if there has been loss of life. 	<ul style="list-style-type: none"> ❑ If asked by Transportation Safety Board investigators, arrange to maintain security of emergency site. ❑ Maintain information flow to emergency site, host facility and public. ❑ Organize volunteers who will help in the clean-up if requested by IC. ❑ Return rented or borrowed resources. ❑ Continue EOC operations until coordination functions are complete. ❑ Review and critique the operation. Amend the emergency plan and Action Guidelines through feedback. ❑ Arrange for psycho-social counselling for volunteers, emergency workers and displaced citizens, if necessary.

DANGEROUS GOODS ACCIDENTS

(Including transportation and storage)

Community Emergency Management Guidelines

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

Possible Major Effects

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

Resources

- * Heavy equipment lifting and earth moving
- * Emergency lighting including generators
- * Fire suppression equipment
- * Emergency water supplies

- * In-house and special agency response teams
- * Hand held portable radios

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

<ul style="list-style-type: none"> ❑ Contact E.O.C. manager and determine location for Mayor and Council to convene. ❑ Assess the need to declare a State of Local Emergency and notify Manitoba EMO ❑ Review the need to conduct an evacuation with the Incident Commander/Emergency Site Manager and Emergency Co-ordinator. ❑ Release media information as required. E.G, such as notification of a State of Local Emergency, evacuations and/or Citizens Inquiry line phone number. <p>Emergency (continued)</p>	<ul style="list-style-type: none"> ❑ Notify the Mayor/Reeve of the situation. ❑ Notify Manitoba Conservation Branch at 1-888-944-4888 or Manitoba EMO at 1-204-945-5555. ❑ Activate the E.O.C and implement the Emergency Response plan. ❑ Establish liaison and communications with participating elements. ❑ Establish communications with RHA Regional Operations Centre and explain situation to the on duty supervisor (see Emergency Plan part 7, Warning Contacts for info). ❑ Ensure emergency responders are on route or on site: Fire, Police, Ambulance, Conservation department, and Transport company representatives. ❑ Verify that the following information is obtained and that the vehicle Bill of Lading or rail Manifest/Content is available, (Description of what is in each train car). <ul style="list-style-type: none"> • Location of accident. • Time of accident. • Name of shipper. • Name of transporter. • Manufacturer of goods. • Prevailing weather conditions, wind direction and speed. • Air temperature, precipitation, etc. ❑ Implement Public Information Plan. Inform public of the precautions to be taken. ❑ Implement Mutual Aid agreements if required. (May require authority of the Mayor/Reeve and/or Council). ❑ Verify the setup of Unified Incident Command for the Hot Zone. ❑ Verify with Incident Command and supply any resource requirements for containment, evacuation, and clean-up of contamination area per Fire Department protocols and requests. ❑ Assist IC with establishing a staging area in a convenient location away from the Hot Zone where all resources can stage before they are deployed in the Hot Zone. ❑ Coordinate the resources responding to Mutual Aid agreements and their
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	<p>deployment to the staging area.</p> <ul style="list-style-type: none"> ❑ Activate the Evacuation Section of the Emergency Plan and Emergency Social Services Plan if required (see part 5 of Action Guidelines). ❑ Set up Host/Reception centre if required (see part 8 of Action Guidelines). ❑ Ensure pertinent information is passed to Reception Centre from the EOC in a timely fashion. ❑ Verify rescue operations if required. ❑ Establish security perimeter around evacuated area if requested by I C. ❑ Verify that accident site inner and outer perimeter and any evacuated area has security. ❑ Implement Emergency Transportation for stranded residents as required. ❑ Shut down or repair utilities to reduce public dangers. ❑ Implement animal care and control. ❑ Ensure the timely release of media information concerning public action, information and inquiry services. ❑ Monitor clean-up response via Incident Command and keep public informed. ❑ Verify medical evacuation status and advise medical services of any updated data on the nature of the dangerous goods involved if requested by IC. ❑ Confirm local area monitoring and reporting of weather and environmental damage. ❑ Verify the implementation of Emergency Public Works action plans (roads, utilities, shutdowns, etc.). ❑ Confirm with Incident Command, Natural Resources & Manitoba EMO that air & ground water quality is safe prior to allowing re-entry to the evacuation area.
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Dangerous Goods, POST-EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> <input type="checkbox"/> Terminate the State of Local Emergency. <input type="checkbox"/> Notify public of cancellation of State of Local Emergency. <input type="checkbox"/> Prepare to host a community event on the one year anniversary date of the event especially if there has been loss of life. 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue citizen's inquiry line and news release system until no longer required. <input type="checkbox"/> Assist Manitoba Conservation in clean-up operations including disposal of any possible materials if requested. <input type="checkbox"/> Verify commencement of restoration of utilities and road/rail links. <input type="checkbox"/> Ensure appropriate approvals and/or inspections are performed to allow safe return by residents. <input type="checkbox"/> Implement Re-Entry Guidelines (part 5 of Action Guidelines). <input type="checkbox"/> Return rented or borrowed resources. <input type="checkbox"/> Conduct psycho/social counselling if necessary. <input type="checkbox"/> Contact Manitoba EMO – Disaster Financial Assistance staff for possible compensation. <input type="checkbox"/> Review overall operation and revise plans as necessary.

EVACUATION GUIDELINES

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

Possible Problems in Evacuations

Establishing and maintaining an orderly evacuation

Verification that all citizens have left their homes

Security of evacuated area

Transportation needs of evacuees

Preparation and safety of community for re-entry

Re-establishing utilities and services to community (normalizing or recovery from the emergency)

Meeting the needs of evacuees through the Emergency Social Services Plan

Resources

Voters List or phone book (photocopied)

July1, 2019

Cardboard traffic direction signs

Evacuation PRE-EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR

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

The Provincial *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

<p><input type="checkbox"/> No actions, at this time.</p> <p>Fire Department SOG's for Wildland/Urban Interface Fires Evacuation of Residents:</p> <ol style="list-style-type: none"> 1. An evacuation of residents should be considered when; <ol style="list-style-type: none"> a) There is a threat of fire reaching homes. b) Conditions could cause health concerns for homes down-wind of the fire. 2. Should the nature of the crash require immediate evacuation of residents of more than 8 dwelling units, choose an appropriate municipal building; notify the person in charge of that building and the MEC of the evacuation before starting the evacuation. 3. If there is any consideration regarding the evacuation of residents Fire Command shall contact the local Municipal Emergency Coordinator providing an estimate of the number of evacuees immediately to allow him/her time to prepare for an evacuation. The Emergency Coordinator shall inform Fire Command once a Host/Reception /Evacuation Center has been put on standby. 4. If an evacuation is initiated Fire Command shall again contact the local MEC prior to the commencement of the evacuation to coordinate the process. 	<p>NOTE It is well advised for the Emergency Coordinator to delegate many of the tasks found in this guideline.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare an Evacuation Emergency Kit, consisting of the items listed under resources. A 24-hour contact list should be maintained for tow trucks, vehicles with loud hailers and with flashing lights, buses and vans. A list should be maintained of those people who require assistance (handicapped) or those who will need transportation in an evacuation. <input type="checkbox"/> Training of evacuation teams i.e., how to notify residents of an emergency, the method of determining whether or not all citizens have been notified (see notes in Evacuation section of Emergency Plan) <input type="checkbox"/> Identify alternate reception centre sites for evacuees within the municipality. <input type="checkbox"/> Arrange reception centre availability with neighbouring municipalities. <input type="checkbox"/> Train Emergency Social Services Team on responsibilities in event of evacuation or the hosting of evacuees. <input type="checkbox"/> Have the Transportation Manager arrange for buses, vans, and if required, boats and aircraft. <input type="checkbox"/> Determine need for some members of the evacuation team to remain in the community to help monitor security and safety. Review of Emergency Social Services Plan within the scope of other emergency response plans. <input type="checkbox"/> Pre-plan evacuation routes with police and Transportation Manager. Consider publishing these routes in the local newspaper. <input type="checkbox"/> Develop a 24-hour media contact list of radio and television stations, which would be willing to broadcast the notice of evacuation, information and advice to citizens. <input type="checkbox"/> Determine evacuation needs of special facilities. (Coordinate with responsible officials of schools, nursing homes and hospitals.) Special care facilities plan should be incorporated within the municipal plan. <input type="checkbox"/> Designate Assembly Points (where evacuees can be picked up and evacuated.)
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Evacuation EMERGENCY

MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ Is Declaration of State of Local Emergency required? (will there be a need to exercise emergency powers over those currently granted to a municipality?) See Part 5 of the Emergency Plan for details. ❑ Prepare a State of Local Emergency if required and send a copy to Manitoba EMO. ❑ Prepare an Official Notification of Evacuation (see part 27 of Emergency Plan for evacuation order). And have copies ready for the Evacuation teams to provide to evacuees. ❑ The formal decision to order an evacuation, as well as the size and location of area to be evacuated (all or part of the community), must come from a majority of council or the Mayor/Reeve in consultation with the EOC and IC. ❑ Mayor or Reeve should announce to the public the reason(s) for Declaring a State of Local Emergency and need for evacuation. ❑ Notify Manitoba EMO if there is need for provincial resources or assistance. 	<ul style="list-style-type: none"> ❑ Implement Emergency Plan, in whole or in part. ❑ Work with Incident Command, mayor & council to determine if a State of Local Emergency is required. ❑ Work with IC to assist mayor & council with the decision regarding if an Evacuation Notice is required and the area of the evacuation. ❑ Implement Public Information section of Emergency Plan ❑ Work with IC to designate a Host/ Evacuation Center location for evacuees to register and have the ESS kit delivered to that location.(see part 8 of Action Guidelines for set up) ❑ Request assistance from Steinbach Lions to complete Evacuee registration. ❑ Establish communications with RHA Regional Operations Centre on duty supervisor (see Emergency Plan part 7, Warning for Contacts info). ❑ Notify affected persons, that an order to evacuate has been issued. If it is safe for members of the evacuation team, use the door-to-door method to notify residents. Have evacuation team hand out Evacuation Notices and mark homes with chalk or tie fluorescent surveyor's tape to the door of evacuated homes. Vehicles with loudspeakers can be utilized to notify residents. (Have evacuation team keep records of addresses visited, the date and time and results of each attempted visit.) ❑ If necessary, request Provincial ESS assistance through Manitoba EMO if the evacuees are staying within the boundaries of the affected municipality. ❑ If Host Community is outside of the affected municipality contact their MEC to have the host community's Emergency Social Services Director implement their Emergency Social Services Plan (open reception centers or notify reception community of emergency and how many

Evacuation Emergency

(continued)

- evacuees may be expected to register.
- ☐ Notify evacuees who have no means of transport where to assemble, and delegate assistance for those who cannot assemble on their own. Have Transportation Manager arrange transportation for these people.
- ☐ Implement registration of evacuees (if possible), otherwise, register evacuees at Host/reception centre. Use voter's list, telephone directory or other municipal records as a guide of citizens.
- ☐ Set up security perimeter around evacuation area – use road barricades to block streets.
- ☐ Designate evacuation traffic routes – use pre-made traffic signs.
- ☐ Establish a citizen's inquiry line at the Host/Reception Centers to help disseminate information or advice to citizens on the evacuation and progress of emergency mitigation efforts.
- ☐ Provide this number to the public through social and local media. You could also use the citizens' inquiry line as a method of informing evacuees where to register.
- ☐ If it is safe for the evacuation team to do so, conduct a door-to-door check again and mark empty homes with fluorescent surveyor's tape. Some members of the evacuation team may be required to perform periodic security checks of the community.
- ☐ Verify disconnection of utilities, water, sewer, gas and telephone.

RE-ENTRY CHECKLIST

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

SATISFACTORY CONDITIONS CONFIRMED

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

Re-Entry POST-EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> <input type="checkbox"/> Mayor/Reeve and Council should assess whether or not the community is safe to re-enter (Consultation with Emergency Coordinator, Incident Commander/Emergency Site Manager and Provincial Response Team personnel.) <input type="checkbox"/> Council may consider terminating State of Local Emergency before the commencement of re-entry to the community. 	<p>SATISFACTORY CONDITIONS CONFIRMED</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mayor/Reeve and council approval. <input type="checkbox"/> Medical Officer of Health approval (or Emergency Health Services) <input type="checkbox"/> Environment Officer's approval. <input type="checkbox"/> Fire/Flood Report Updated (Conservation approval) <input type="checkbox"/> Manitoba Agriculture approval. <input type="checkbox"/> Air, Water, Land (environmental) Conditions Satisfactory Food Supplies Adequate (confirmed by Community Emergency Co-ordinator) <input type="checkbox"/> Essential Supplies Adequate (confirmed by Community Emergency Co-ordinator) <input type="checkbox"/> Community Fuel Supplies Adequate for Further Evacuation if required (confirmed by Community Emergency Co-ordinator) <p>COMMUNITY CONTACTS: Essential People Required in Community at or before Re-entry</p> <ul style="list-style-type: none"> <input type="checkbox"/> Community Emergency Coordinator <input type="checkbox"/> Police <input type="checkbox"/> Medical Personnel (Doctors/Nurses) <input type="checkbox"/> Mayor/Reeve and Community Council <input type="checkbox"/> Ambulance Personnel <input type="checkbox"/> Fire Department Personnel <input type="checkbox"/> Conservation Personnel <input type="checkbox"/> Nursing Home Personnel <input type="checkbox"/> Manitoba Conservation Personnel <input type="checkbox"/> Emergency Health Services Personnel <input type="checkbox"/> Emergency Social Services Personnel (Community and Province) <input type="checkbox"/> Manitoba Agriculture Personnel <input type="checkbox"/> Store Managers/Clerks <input type="checkbox"/> Red Cross <input type="checkbox"/> Others

	<p>Essential Services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hospital Facilities <input type="checkbox"/> Senior's Home Facilities <input type="checkbox"/> Alternate Accommodation Available If Homes Are Damaged <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire Fighting Equipment <input type="checkbox"/> Mail Service <input type="checkbox"/> Safe Water* <input type="checkbox"/> Food and Essential Supplies (diapers, etc.) in Stores <input type="checkbox"/> Medical Supplies <input type="checkbox"/> Adequate Vehicle Fuel Supplies <p>* NOTE: CAUTION PEOPLE TO BOIL DRINKING WATER IF NECESSARY.</p> <p>Transportation: The municipal Emergency Social Services Director and Transportation Manager should determine the number of evacuees requiring transportation and the number of vehicles required.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of people requiring transportation assistance. _____ <input type="checkbox"/> Private Vehicles Available _____ <input type="checkbox"/> Community/School Buses: _____ <input type="checkbox"/> Commercial Buses: _____ <p>Other _____</p> <p>Access: The Emergency Coordinator, Transportation Manager, RCMP, Department of Highways and Transportation and Conservation personnel should determine the safety of roads, highways and bridges.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Roads Open <input type="checkbox"/> Airport Open <p>Location of Evacuees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Names and Places (Attach List) <p>Re-entry Registration Plans confirmed</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location <input type="checkbox"/> Personnel who will assist in Re-entry Registration (attach list) <p>Elderly/Disabled/Special-Needs [A decision by the managers of these institutions/facilities may be required before the Elderly/Disabled/Special-Needs people return. In most instances, the community may be better prepared to assist these individuals a few days after the initial re-entry].</p>
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STRUCTURAL/WILD FIRE

COMMUNITY EMERGENCY MANAGEMENT GUIDELINES

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

Possible Major Effects

1. Threat to life and property (mass casualties).
2. Utility failure - power, water, natural gas and telephone outages.
3. Environmental emergency (dangerous goods incident).
4. Evacuation of residents from area adjacent to the fire or in line of the fire advancement.

Resources

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

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

Structural/Wild Fire, EMERGENCY

MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ Contact E.O.C. manager and determine location for Mayor and Council to convene. ❑ Is Declaration of State of Local Emergency required? i.e., will there be a need to exercise emergency powers over those currently granted to a municipality? Notify Manitoba EMO of Declaration ❑ Mayor or Reeve should announce to the public the reason(s) for Declaring a State of Local Emergency ❑ Notify Manitoba EMO if there is need for provincial resources or assistance. <p>Fire Department SOG's for Wildland/Urban Interface Fires</p> <p>Evacuation of Residents:</p> <p>An evacuation of residents should be considered when;</p> <p>a) There is a threat of fire reaching homes. b) Conditions could cause health concerns for homes down-wind of the fire.</p> <ol style="list-style-type: none"> 4) Should the nature of the event require immediate evacuation of residents of more than 8 dwelling units, choose an appropriate municipal building; notify the person in charge of that building and the MEC of the evacuation before starting the evacuation and direct evacuees to the selected location. 5) If there is no imminent danger but the possibility of an evacuation exists, Fire should call the MEC to arrange for an evacuation centre. The MEC would advise IC of the location that is on standby. 6) Should an evacuation become necessary IC informs the MEC that an evacuation is imminent and the MEC will begin the process of opening the centre (See Action Guideline for Host Facility/ Reception Centre) 	<ul style="list-style-type: none"> ❑ Implement Emergency Plan in whole or in part. ❑ Activate EOC. ❑ Establish communications with RHA Regional Operations Centre and explain situation to the on duty supervisor (see Emergency Plan part 7, Warning Contacts for info). ❑ Implement Public Information portion of the Emergency Plan. ❑ Verify the set-up of Unified Incident Command and Sector Officers for the Hot Zone. ❑ Assist with establishing a staging area in a convenient location away from the Hot Zone where all resources can stage before they are deployed in the Hot Zone. ❑ Is a full or partial evacuation required? Consult with Incident Command. Implement Evacuation Guidelines. (See Evacuation and Re-entry Guidelines). ❑ If necessary have ESS Co-ordinator implement Emergency Social Services Plan. ❑ Emergency Social Services may be required to activate emergency shelter, feeding and clothing. ❑ Set up Evacuation or Host /Reception centre if required (part 8 of Action Guidelines). ❑ Ensure pertinent information is passed to Host/Reception Centre from the EOC in a timely fashion.

Structural/Wild Fire, POST EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ Terminate State of Local Emergency. Notify MEMO and public (through media) of termination. ❑ Arrange for Manitoba EMO - Disaster Assistance Board, to assess financial damages to community. ❑ Prepare to host a community event on the one year anniversary date of the event especially where there has been loss of life. 	<ul style="list-style-type: none"> ❑ Continue media releases/instructions to public. ❑ Initiate re-entry procedures (See Evacuation/Re-entry, part 5 of Action Guidelines). ❑ Have health and sanitation inspections done on food. ❑ Continue EOC operations until co-ordination functions are complete. ❑ Review and critique the operation. Amend the emergency plan through feedback. ❑ Arrange for psycho/social counselling for volunteers, emergency workers and displaced citizens if necessary. ❑ Contact Manitoba EMO - Disaster Financial Assistance staff for possible compensation. ❑ Return rented or borrowed resources.

FLOOD

(Including Flash Floods)

COMMUNITY EMERGENCY MANAGEMENT GUIDELINES

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

Possible Major Effects

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

11. Crop damage.
12. Threat to public health.

Resources

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

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

Flood, PRE- EMERGENCY

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

<p>Flood, PRE- EMERGENCY continued</p>	<ul style="list-style-type: none"> ❑ Conduct public works program, i.e. dyking and drainage ditch construction or clearing. ❑ Pre-position equipment and supplies (don't place equipment and supplies in flood prone areas.) ❑ Review Emergency Communications procedures (primary and secondary systems checks, i.e. radio, telephone.) ❑ If possible, conduct a test exercise of the Emergency Operations Center (EOC) and correct deficiencies.
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Flood, EMERGENCY

MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ Contact E.O.C. manager and determine location for Mayor and Council to convene. ❑ Notify Manitoba EMO and Conservation if there is need for provincial resources or assistance. ❑ Implement emergency Plan, in whole or in part. ❑ Is Declaration of State of Local Emergency required? i.e., will there be a need to exercise emergency powers over those currently granted to municipality? ❑ Mayor or Reeve should announce to the public the reason(s) for Declaring a State of Local Emergency. 	<ul style="list-style-type: none"> ❑ Implement the Emergency Plan in whole or in part. Establish EOC ❑ Establish communications with RHA Regional Operations Centre and explain situation to the on duty supervisor (see Emergency Plan part 7, Warning Contacts for info). ❑ Implement Public Information portion of the Emergency Plan. ❑ Establish communications between Emergency Site(s) and EOC. ❑ Identify extent of impact of the flood. Consult with Public Works, Conservation, and Manitoba EMO. ❑ Commit resources as they are required (Beware of over committing resources.) ❑ Assign flood watch crews to their positions. ❑ Conduct dyking operations. ❑ Turn off power to flood prone buildings. ❑ Implement Evacuation Guidelines. (See Evacuation and Re-entry Section in Action Guidelines and Emergency Plan). Conduct rescue operations if required. ❑ Set up Evacuation/ Host/Reception centre if required. ❑ Ensure pertinent information is passed to Host/Reception Centre from the EOC in a timely fashion. ❑ Establish security to evacuated areas. ❑ Implement Emergency Transportation Plan for stranded citizens. ❑ Implement and direct mutual aid personnel and equipment to required areas. ❑ Shut down or repair utilities to reduce public dangers. ❑ Implement Animal Care and Control

	program.
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Flood, POST-EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCYCOORDINATOR
<ul style="list-style-type: none"> ❑ Terminate State of Local Emergency. Notify Manitoba EMO of termination. ❑ Arrange for Manitoba Disaster Financial Assistance Board to assess damages to community. ❑ Prepare to host a community event on the one year anniversary date of the event especially if there has been loss of life. 	<ul style="list-style-type: none"> ❑ Consult with Conservation that water levels have fallen to allow re-entry. ❑ Consult with Public Works, Highways and Government Services that roads, highways and bridges are safe to use. ❑ Determine priorities for flood cleanup i.e., clear main streets and clear unsafe structures. ❑ Restore utilities (phone, gas, hydro and sewer). ❑ Contact Manitoba EMO – Disaster Financial Assistance staff for possible compensation. ❑ Test drinking water for safety, assess sewer systems for serviceability, and assess roads and bridges for safety. ❑ Initiate re-entry procedures. (See part 5, Evacuation Re-entry Section, of Action Guidelines and part 15, Evacuation, in Emergency Plan.

Open & Operate a Host Facility / Reception Centre

COMMUNITY EMERGENCY MANAGEMENT GUIDELINES

In most cases, large scale long term operation of a Host Facility/Reception Centre (RC) will be done with the help and direction from Manitoba EMO and the Red Cross should congregate facilities be required.

Short term Host Facility/Reception Center can be opened and operated for both outside communities requesting assistance or for times when a short term evacuation of part of our own municipality is required.

Resources

- Prospective Reception Centre Sites - names and numbers
- Local Food Stores, Caterers, Hotels and volunteers contact information
- Contact numbers for Registration and other volunteers for the RC.
- Manitoba EMO and Manitoba Emergency Social Services

Operating A Reception Centre, PRE-EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<input type="checkbox"/> Review policies and procedures, and make changes, if necessary.	<p>NOTE: It is well advised for the Emergency Co-ordinator to delegate many of the tasks found in this guideline.</p> <ul style="list-style-type: none"><input type="checkbox"/> Consult with prospective Host/Reception Centre sites and co-ordinate contact procedures for access to buildings and volunteer support from the Host facility.<input type="checkbox"/> List 24 hour, emergency numbers to contact Host/Reception Centre access and volunteers. See Reception Contacts (part 20) of Emergency Plan.<input type="checkbox"/> Maintain a list of Caterers, Food Stores, Hotels, and other resources required during the operation of a Reception Centre (Resources Contacts List, part 11 of Emergency Plan).<input type="checkbox"/> Maintain a contact list of Registration volunteers and other volunteer organizations required for the operation of the Reception Centre (Resources Contacts List, part 11 of Emergency Plan).

Operating A Reception Centre, EMERGENCY

MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ Is a Host/Reception Centre required? Determine impact to community with Emergency Co-ordinator. ❑ Is a Declaration of State of Local Emergency required? (Evacuation of part of the City/Municipality to a Host/Reception Centre within the City/Municipality). Notify Manitoba EMO if one is declared. ❑ Mayor or Reeve should announce to the public the reason(s) for opening a reception centre and declaring a State of Local Emergency. ❑ Contact E.O.C. manager and determine location for Mayor and Council to convene if necessary. ❑ Notify Manitoba EMO if there is need for provincial resources or assistance. <p>Setting up Internet at Evacuation/ Host/Reception Centre: See Emergency Plan part 20, Attachment 7, Reception Centre Contact List, Page 5 for set up information. A copy is located in the manual & on the USB included in the ESS Kit.</p>	<ul style="list-style-type: none"> ❑ Upon request to open a Host/ Reception Centre facility from Mayor/Reeve, CAO or other jurisdiction, the Emergency Coordinator will contact the EOC operations team to report to the EOC. ❑ Contact prospective Reception Centre sites to obtain permission for their facility and volunteer base. ❑ Inform Mayor/Reeve, CAO, and requesting jurisdiction of location of the Reception Centre. ❑ Arrange to set up High speed and Wi-Fi at Host/RC. ❑ Contact the Lions Club or other registration group to have them report to the Reception Centre. ❑ Ensure ESS manager has the Reception Centre kit delivered to the Reception Centre site and is able to take command of the setup and operation of the Centre. ❑ Contact Regional Health (see Warning Contacts List, part 7 of Emergency Plan for contact info) and request to speak to on Duty Supervisor (use word Stat when making the request). On Duty Supervisor should return your call within 15 minutes. Arrange for Health, Mental Health, and First Aid support to be sent to the Reception Centre. ❑ Arrange for Reception Centre to provide comfort foods etc. for incoming evacuees and reception centre staff. ❑ If necessary request IT department to help set up communications and computer equipment in the Reception Centre. See Communications Contacts List, part 9 of EP for contact information. ❑ Publish this number via a press release for public information. ❑ Ensure stations at the Reception

	<p>Centre include Registration, Health, Accommodations, Information and others as required.</p> <ul style="list-style-type: none"> ❑ Establish Security at the Reception Centre and hire security staff if required. ❑ Establish media location at Reception Centre and ensure media are not going into the evacuee holding area unescorted. Arrange for evacuees to do interviews in the designated media area. ❑ Notify Manitoba EMO of host/reception Centre and EOC operation and keep them informed of the on-going situation. ❑ Contact Provincial ESS coordinator for assistance with registration, locating and providing accommodations (friends/ family, hotels, billeting, congregate facilities) etc. (see Resources Contact List, part 11 of Emergency Plan for ESS contact). ❑ Ensure pertinent information is passed to Reception Centre from the EOC in a timely fashion. ❑ Ensure Media releases from the EOC are posted at the Reception Centre when they are released to the Media. ❑ The community may have to organize special feeding and housing of its citizens, particularly for those in nursing homes and hospitals. Consider congregate feeding and housing. Consult with the RHA and Manitoba ESS for assistance. ❑ Once notified by requesting agency that it is safe for evacuees to return, inform evacuees at the RC and those staying at friends /family or other locations. ❑ Notify Mayor/Reeve/ CAO's and Manitoba EMO of termination of the Reception Center. ❑ Arrange with the jurisdiction evacuees are returning to for transportation of evacuees if required.
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Operating A Reception Centre, POST-EMERGENCY

MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ Terminate State of Local Emergency if one was in place. Notify Manitoba EMO and public of termination. 	<ul style="list-style-type: none"> ❑ Initiate re-entry procedures. (See Evacuation/Re-entry Section of Action Guidelines). ❑ Process claims for compensation in conjunction with Manitoba EMO - Disaster Financial Assistance staff or the requesting Municipality per MOU agreements. ❑ Arrange through Provincial ESS for psycho/social counselling for volunteers, emergency workers and displaced citizens, if necessary. See Resources Contact List, part 11 of Emergency Plan for ESS contact information.

Community Mitigation Checklist Guideline

- Conduct mitigation assessment on a yearly basis (or as required if community is growing exponentially).
- Contact local Chamber of Commerce (or other business development organization in your community) to obtain listing of newly established businesses in the R.M. of Hanover. Contact Municipal Licensing authority and Building Inspection for listing of new businesses as well.
- Contact Manitoba Conservation-Dangerous Goods Section to get their input on the hazards they may have identified in your community.
- Contact community Fire Department to obtain their input and do a yearly (or as required) drive-around with Fire Chief.
- Consult with Manitoba EMO Regional Emergency Adviser for his/her input.
- When a hazard is identified, consult with the company or organization having this hazard to determine action(s) they are taking to eliminate or minimize risk.
- Prepare a mitigation report and recommendations (as needed) for the R.M. of Hanover Emergency Services Committee input and direction.

Suggested report format:

Subject:

Background:

Impact assessment:

Recommendations:

- If recommended by Emergency Services Committee submit mitigation recommendations to Local Authority for their information and potential action (i.e. zoning, etc.).

SEVERE WEATHER

(Including blizzards, windstorms and tornadoes)

COMMUNITY EMERGENCY MANAGEMENT GUIDELINES

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

Possible Major Effects

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

Resources

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

Severe Weather, PRE-EMERGENCY

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

Severe Weather, EMERGENCY

MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> <input type="checkbox"/> Contact E.O.C. manager and determine location for Mayor and Council to convene. <input type="checkbox"/> Is an evacuation required? <input type="checkbox"/> Is a Declaration of State of Local Emergency required? Notify Manitoba EMO if one is declared. <input type="checkbox"/> Mayor/Reeve must announce to the public the reason(s) for Declaration of State of Local Emergency. <input type="checkbox"/> Contact and arrange for mutual aid - if possible (other communities may be experiencing the same event). <input type="checkbox"/> Notify Manitoba EMO if there is need for provincial resources or assistance. <p>Recommended Fire Dept SOG's for Severe Weather:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Should the nature of the event require immediate evacuation of residents of more than 8 dwelling units, choose an appropriate municipal building; notify the person in charge of that building and the MEC of the evacuation before starting the evacuation. <input type="checkbox"/> If there is no imminent danger but the possibility of an evacuation exists, Fire should call the MEC to arrange for an evacuation centre. The MEC would advise IC of the location that is on standby. <input type="checkbox"/> Should an evacuation become necessary IC informs the MEC that an evacuation is imminent and the MEC will begin the process of opening the centre (See Action Guideline for Host Facility/ Reception Centre) 	<ul style="list-style-type: none"> <input type="checkbox"/> Activate EOC and implement emergency plan <input type="checkbox"/> Check communications capability. <input type="checkbox"/> Emergency personnel should determine extent of damage and report to EOC via radio. Where is aid needed? <input type="checkbox"/> Request Public Works to clear streets from emergency site to hospital, fire station, ambulance stations etc. <input type="checkbox"/> Contact hospital, nursing homes, schools etc. - are they affected by the severe weather? <input type="checkbox"/> Establish communications with RHA Regional Operations Centre and explain situation to the on duty supervisor (see Emergency Plan part 7, Warning Contacts for info). <input type="checkbox"/> Verify the establishment of Unified Incident Command and Sector Officers for the Hot Zone in case of a Tornado or other applicable situation. <input type="checkbox"/> Assist with establishing a staging area in a convenient location away from the Hot Zone where resources can stage before they are deployed in the Hot Zone. Direct personnel and equipment where required <input type="checkbox"/> Implement Mutual Aid arrangements as required. <input type="checkbox"/> Implement Public Information Plan. <input type="checkbox"/> Inform public of the precautions to be taken through media releases or most effective means. <input type="checkbox"/> Verify rescue operations are underway. <input type="checkbox"/> Request help to Control traffic, and access routes if necessary. <input type="checkbox"/> Get timely reports from emergency site.

Emergency continued	<ul style="list-style-type: none"> ❑ Is an evacuation necessary? Implement Evacuation & Host/ Reception portions of the Plan. ❑ Ensure pertinent information is passed to Host/Reception Centre from the EOC in a timely fashion. ❑ Notify Hydro and Telephone for restoration of services. If telephone services are out, have police patrol streets in case citizens are in need of emergency services. ❑ Provide security to evacuated areas.
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Severe Weather, POST-EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ Terminate State of Local Emergency. Notify Manitoba EMO of termination. ❑ Arrange for Manitoba EMO - Disaster Financial Assistance. Staff, to assess damages to community. ❑ Prepare to host a community event on the one year anniversary date of the event especially if there has been loss of life. 	<ul style="list-style-type: none"> ❑ Continue media releases/instructions to public. ❑ Return all borrowed resources. ❑ Initiate re-entry procedures (See Evacuation/Re-entry in Action Guidelines and Emergency Plan). ❑ Have health and sanitation inspections done on food and food preparation facilities. ❑ Arrange for the disposal of contaminated food stuffs. ❑ Arrange for utility repairs. ❑ Continue EOC operations until coordination functions are complete. ❑ Review and critique the operation. Amend the emergency plan through feedback. ❑ Arrange for psycho-social counselling for volunteers, emergency workers and displaced citizens if necessary. ❑ Contact Manitoba EMO - Disaster Financial Assistance staff for possible compensation.

UTILITY OUTAGES/SHORTAGES

(Water, Electricity, Natural Gas, & Telephone)

COMMUNITY EMERGENCY MANAGEMENT GUIDELINES

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

Possible Major Effects

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

Electrical (Supply Shortage, Outage)

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

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

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

Telephone (Outage, Overuse)

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

Resources

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

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

Utility Outages/Shortages, EMERGENCY

MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> ❑ Is an evacuation required? Determine threat to community with Emergency Co-ordinator and Incident Commander/Emergency Site Manager. ❑ Is a Declaration of State of Local Emergency required? Notify Manitoba EMO if one is declared. ❑ Mayor or Reeve should announce to the public the reason(s) for declaring a State of Local Emergency. ❑ Contact E.O.C. manager and determine location for Mayor and Council to convene. ❑ Contact and arrange for mutual aid. ❑ Notify Manitoba EMO if there is need for provincial resources or assistance. 	<ul style="list-style-type: none"> ❑ The community may have to organize special feeding and housing of its citizens, particularly for those in nursing homes and hospitals. Consider congregate feeding and housing. ❑ Activate EOC and implement emergency plan. ❑ Implement Public Information portion of the Emergency Plan. ❑ Establish communications with RHA Regional Operations Centre and explain situation to the on duty supervisor (see Emergency Plan part 7, Warning Contacts for info). ❑ Set up Evacuation / Host/Reception centre if required. ❑ Ensure pertinent information is passed to Reception Centre from the EOC in a timely fashion. ❑ Set up Liaison with appropriate utility for information exchange (see Emergency Plan Part 11, Community Warning list, for contact information). <p><u>Water</u></p> <ul style="list-style-type: none"> ❑ Notify Fire Department of water shortage or outage. ❑ Notify public and industry of water situation. The public may be advised that water stored in hot water tanks is safe to drink (remind the public to turn off electricity or gas to the tank if they use the water). The water tank may be destroyed or damaged if the electricity or gas heating is allowed to heat the empty tank. Consider bringing in water from other communities (containers, milk truck, water hauling). ❑ Have health authorities determine water quality. Consult with provincial health authorities to determine if extra precautions are to be taken when preparing water for consumption. i.e. boiling or disinfection (Boil Water Advisory)..

Emergency, Continued

Electricity

- ☐ Water and sewage pumps may not be able to function. Consider using generators as temporary sources of electricity.
- ☐ Fire Department should be notified of situation since the community's water supply may be affected.
- ☐ Police may have to be dispatched to direct traffic at intersections with traffic lights.
- ☐ Electrical outages or brown outs may cause problems in severe weather i.e. some homes and businesses heat and cool with electricity.
- ☐ Warn public of area(s) of downed electrical wires. Consider establishing security perimeter around danger areas.

Natural Gas

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

Telephone

- ☐ Determine how widespread telephone outage is. If widespread, have police and/or amateur radio members (C.B. clubs) patrol streets to report emergencies. Notify public through media that emergencies can be reported by hailing police or amateur

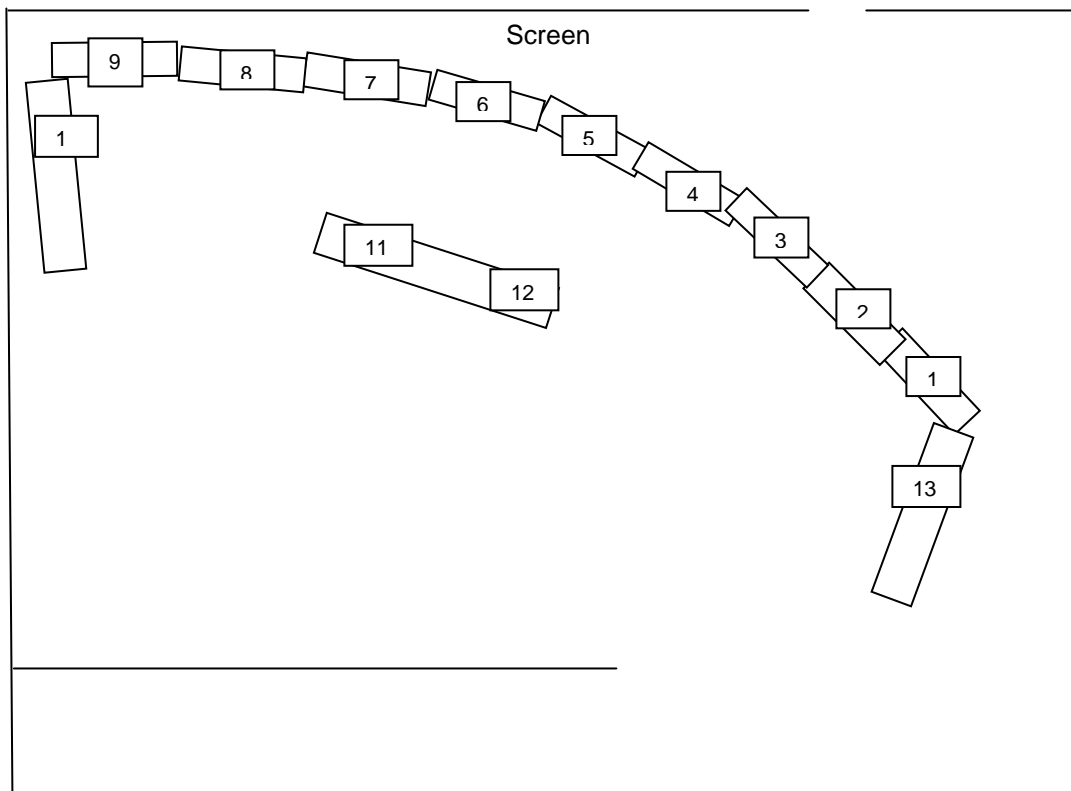
	<p>radio members on the street.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Burglar/security alarms may not function.
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Utility Outages/Shortages, POST-EMERGENCY	
MAYOR/REEVE AND COUNCIL	EMERGENCY COORDINATOR
<ul style="list-style-type: none"> <input type="checkbox"/> Terminate State of Local Emergency. Notify Manitoba EMO and public of termination. 	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate re-entry procedures. (See Evacuation/Re-entry, part 14, of Emergency Plan & Action Guidelines part 4). <p><u>Water</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Have health authorities determine water quality. Consult with Provincial health authorities to determine if extra precautions are to be taken when preparing water for consumption. i.e. boiling or disinfection. <input type="checkbox"/> Advise community of precautions to take. <p><u>Electrical</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify citizens about the potential for spoiled foods and how to dispose of the food properly. <input type="checkbox"/> Warn public of area(s) of downed electrical wires. Consider establishing security perimeter around danger areas. <p><u>Natural Gas</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Have gas utility service people re-ignite pilot lights on furnaces and other natural gas appliances. <p><u>Telephones</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Full recovery of the telephone system is most probable; however, in the event that it is not, continue with police/amateur radio patrols to report emergencies. <p><u>ALL Utility outages/shortages</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Return rented or borrowed resources. <input type="checkbox"/> Continue EOC operations until coordination

	<p>functions are complete.</p> <ul style="list-style-type: none"> ❑ Review and critique the operation. Amend the emergency plan through feedback. ❑ Process claims for compensation in conjunction with Manitoba EMO - Disaster Financial Assistance staff. ❑ Arrange for psycho/social counselling for volunteers, emergency workers and displaced citizens, if necessary.
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Telephone Set Layout for Hanover EOC

Position;	Phone Number	Position;	Phone Number
1	Ext. 9106 (Public Information)	7	Ext. 9103 (Transp. Manager)
2	Ext. 9105 (Media Information)	8	Ext. 9101 (Volunteer Coordinator)
3	Ext.9104 (Resources)	9	Ext. 9102 (ESS Manager)
4	No Ext. (Public Works)	10	No Ext. (Health)
5	Ext. 9100 (EOC Manager)	11	No Ext. (Fire)
6	No Ext. (Scribe)	12	No Ext. (Police)
		13	No Ext. (EOC Administration Officer)



To Establish Emergency Service in the EOC:

- 2) Get the telephone sets from the EOC storage area and plug in the appropriate telephone set to each jack in the EOC.

TO MAKE AN INSIDE CALL just dial the 4 digit extension number

TO MAKE AN OUTSIDE CALL, dial the 10 or 11 digit number. Your number will appear as 326-4488 so you will have to give the person your extension number if you want them to call you back.

FOR INCOMING CALLS, HAVE PEOPLE CALL 326-4488 AND YOUR EXTENSION # WHEN THE GREETING STARTS.