PART 2

OPERATIONAL EMERGENCY PLAN

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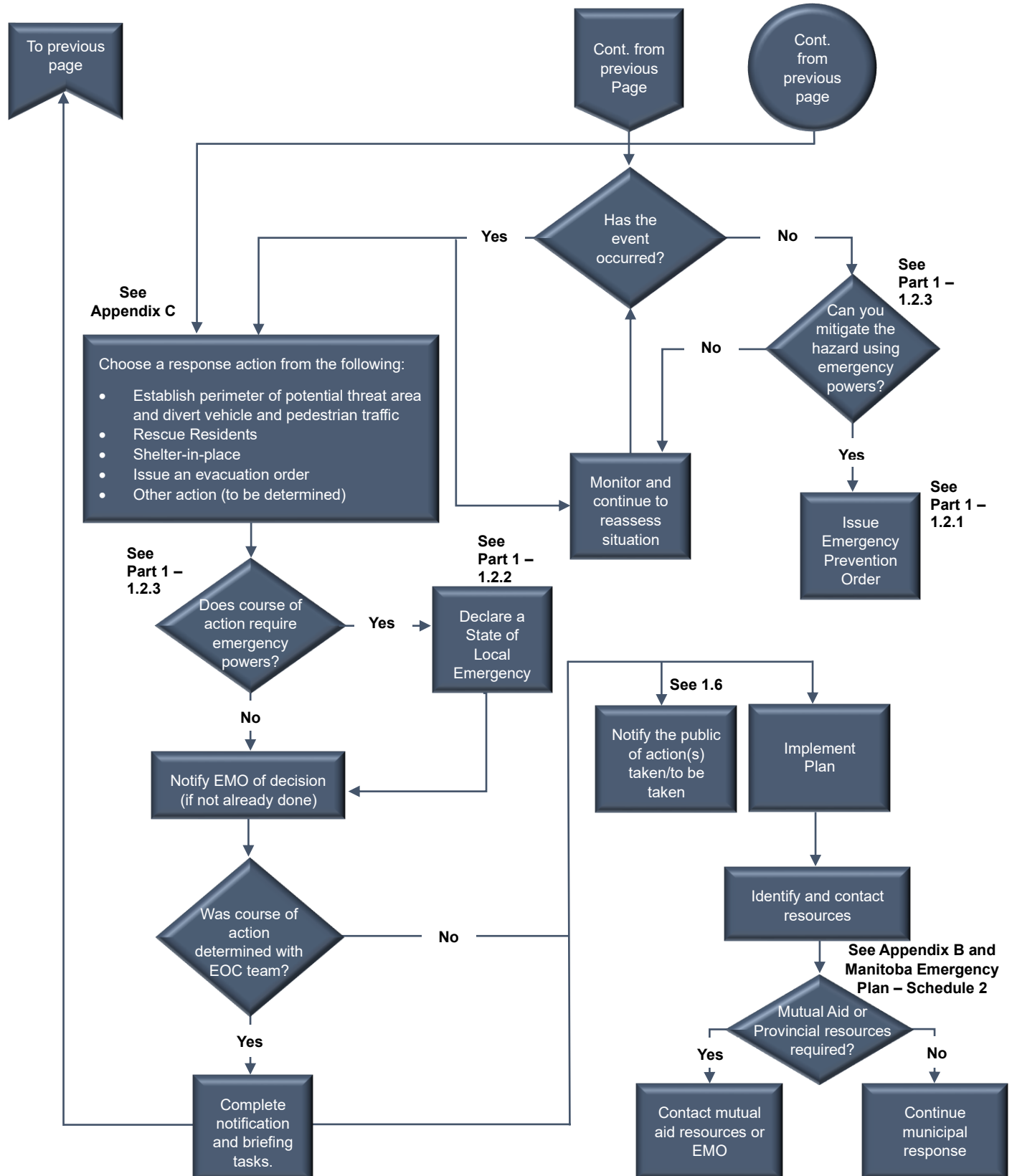
1 ALERTING AND INITIAL ACTION

1.1   ALERTING FLOWCHART

```
                    ┌─────────────────────┐
                    │   MEC or CAO receive │     See 1.3
                    │ report of an emergency│
                    └──────────┬──────────┘
                               │
                    ┌──────────▼──────────┐
                    │  MEC and CAO assess │
                    │    the situation.   │
                    │ (may need to attend site)│
                    └──────────┬──────────┘
                               │
      See 1.4                  │
                          ◇────▼────◇              ┌──────────────┐
                         ◇           ◇     No       │  Refer to    │
                        ◇  Requires EOC ◇──────────▶│ emergency or │
                         ◇  activation? ◇           │  municipal   │
                          ◇           ◇            │  services    │
                           ◇────┬────◇             └──────────────┘
                                │ Yes
                                │
                          ◇────▼────◇                ┌──────────────┐
                         ◇  Does the  ◇      No       │ MEC and CAO  │
              Yes       ◇  situation allow◇──────────▶│determine course│
            ◀───────────◇  time to       ◇           │of action without│
                         ◇ assemble the EOC◇          │  EOC Team    │
                          ◇   Team?    ◇             └──────┬───────┘
                           ◇─────────◇                     │
          See 1.5                                          │
     ┌─────────────────┐                                   │
     │ Initiate notification│                              │
     │  fan-out (EOC and  │                                │
     │  other agencies)  │                                 │
     └─────────┬───────┘                                   │
          See 2.1                                          │
     ┌─────────▼───────┐                                   │
     │   Assemble and   │                                  │
     │  brief EOC Team  │                                  │
     └─────────┬───────┘                                   │
         See 2.2.1                                         │
     ┌─────────▼───────┐   ┌──────────────────┐            │
     │ Notify Incident │   │ EOC Team and/or Incident│      │
     │ Commander (IC)  │──▶│ Commander determines│      │
     │ that EOC is open.│   │ course of action.│            │
     └─────────────────┘   └──────┬───────────┘            │
                                  │                        │
   ┌──────────────┐          ┌────▼────┐            ┌──────▼──┐
   │  From next   │          │  Next   │            │  Next   │
   │    page      │          │  Page   │            │  Page   │
   └──────────────┘          └─────────┘            └─────────┘
```

1.2   INITIAL ACTION FLOWCHART

To previous page

Cont. from previous Page

Cont. from previous page

Has the event occurred?

Yes → Choose a response action

No → **See Part 1 – 1.2.3** Can you mitigate the hazard using emergency powers?

See Appendix C

Choose a response action from the following:

- Establish perimeter of potential threat area and divert vehicle and pedestrian traffic
- Rescue Residents
- Shelter-in-place
- Issue an evacuation order
- Other action (to be determined)

No → Monitor and continue to reassess situation

Can you mitigate the hazard using emergency powers?
- No → Monitor and continue to reassess situation
- Yes → **See Part 1 – 1.2.1** Issue Emergency Prevention Order

See Part 1 – 1.2.3
Does course of action require emergency powers?

Yes → **See Part 1 – 1.2.2** Declare a State of Local Emergency

No → Notify EMO of decision (if not already done)

Declare a State of Local Emergency → Notify EMO of decision (if not already done)

See 1.6
Notify the public of action(s) taken/to be taken

Implement Plan

Identify and contact resources

See Appendix B and Manitoba Emergency Plan – Schedule 2
Mutual Aid or Provincial resources required?
- Yes → Contact mutual aid resources or EMO
- No → Continue municipal response

Was course of action determined with EOC team?
- No → Identify and contact resources
- Yes → Complete notification and briefing tasks.

1.3   NOTIFYING THE MEC AND CAO 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 of major proportions to life and property will immediately notify the Municipal Emergency Coordinator (MEC) and the Chief Administrative Officer (CAO).

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

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

Responding agencies can notify the town by calling the following number.	Callie Sudak MEC
	204-834-6616 or 204-724-7713 or 204-834-6628

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

1.4   DECISION TO ACTIVATE THE EOC / EMERGENCY PLAN

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

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

Implementation may be based on the following criteria:
- In anticipation of an event
- A state of emergency is/will be declared (may be declared by Province)
- Resource needs are beyond local capabilities.
- Situation affects ability to manage town.
- 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.

1.5   INITIATE NOTIFICATION FAN-OUT

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

NOTE: In any emergency, call Manitoba Emergency Measures Organization at 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.**

```
                    ┌─────────────────┐
                    │    Incident     │
                    └─────────────────┘
                             │
                             ▼
                    ┌─────────────────┐
                    │ Responder /     │
                    │ Municipal       │
                    │ Employee /      │
                    │ Resident        │
                    │ notifies MEC    │
                    │ and/or CAO.     │
                    └─────────────────┘
                             │
                             ▼
          ┌─────────────────┐         ┌─────────┐         ┌─────────┐
          │ MEC and CAO     │         │   MEC   │◄───────►│   CAO   │
          │ notify each     │         └─────────┘         └─────────┘
          │ other and begin │
          │ fan-out as per  │
          │ emergency       │
          │ procedures      │
          │ (see 1.1)       │
          └─────────────────┘
```

MEC branches to: EMO Regional Emergency Manager; Other responding agencies, as per incident type.; Required EOC Staff

CAO branches to: Mayor / Council; Required Municipal Staff
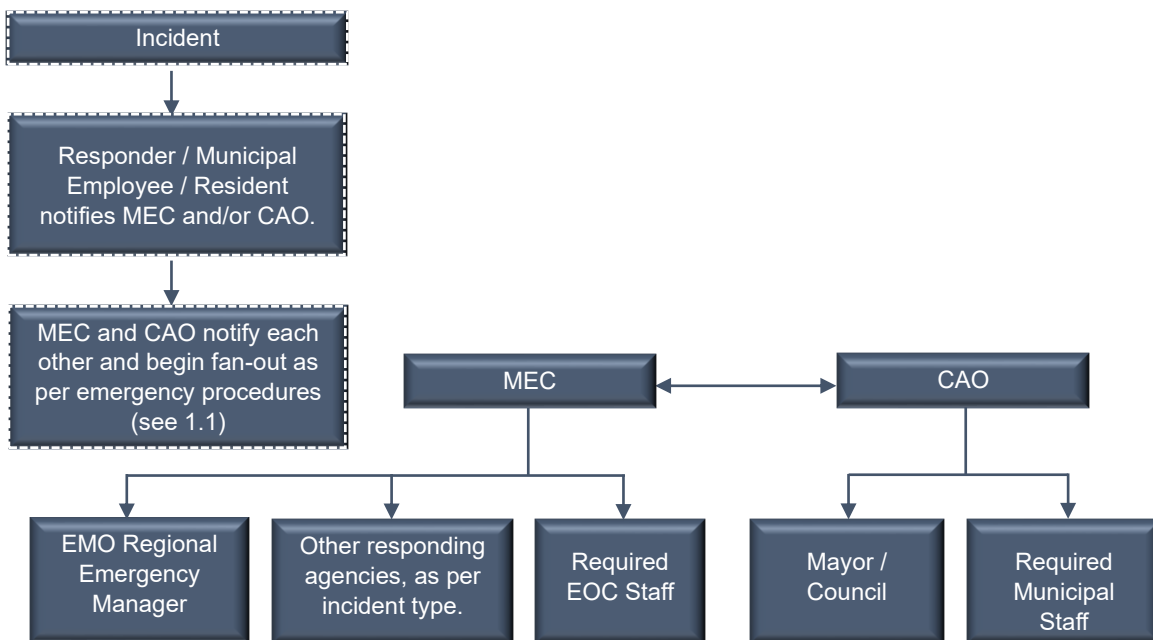
1.6   PUBLIC ALERTING

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

Method of Alerting	When to Use	Resources Needed	Personnel Needed
- Door to door	- Mandatory evacuation within 24 hours - Telephone lines down	- Written instructions (get from PIO) - Markers to indicate if homes have been checked (Yellow tape or surveyors' tape) - Official identification	- 10 people for 20 homes in 40 minutes (COPP)
- Public address system on emergency service vehicles	- When alerting an at-risk area or an accident or impending event	- Emergency vehicles with public address systems	- RCMP and EMS and Fire Dept
- Radio alert	- To notify a wide area of impending event and/or accident	- CKLQ, 101.1 FM, Neepawa 97.1 FM, 96.1 BOB FM	- Public Information Officer
- Television Stations	- To notify a wide area of impending event and/or accident.	- CBC, CTV and access 12	- Public Information Officer
- Town of Carberry Website	- To notify people of updates of current situations	- www.townofcarberry.ca	- Public Information Officer

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

2 ACTIVATING THE EMERGENCY OPERATIONS CENTRE

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

2.1 OPENING THE EOC

- The Primary EOC is located at the Carberry Plains Community Centre.

  o 500 Stickle Avenue Street, Carberry   MB   R0K 0H0

  o Teresa McConnell CAO # 204-841-3764

  o Callie Sudak ACAO # 204-724-7713

- The Alternate EOC is located at [Manitoba Crop Diversification Centre.]
  o [500 Meters North of #1 and #5 intersection]
  o [Garth Christison 204-834-2007 Cell 204-212-0181]

2.2 ESTABLISHING YOUR COMMUNICATIONS SYSTEMS

2.2.1 Internal Communication
- Establish and maintain contact with your on-site Incident Commander as soon as possible after notification of the event.
    o [Cell phone, 2-way radio, PSCS radio, courier or personnel relaying messages if all communication is down. Relay messages through 911 initially, but not throughout the whole incident.]
- 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.
    o Contact numbers
    o Email addresses
- Establish contact with regional Amateur Radio Emergency Service (AREA).
- [Prairie Mobile may rent additional radios if required.]
- Establish communication with other response agencies.

- o [RCMP – PSCS radio, cellphone and through 911. Local Fire Dept – 2-way radio plus cell phone. 911 centre can relay messages between dept. Fire dept base at fire hall number is 204-834-6607.

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

2.2.2 Public Communications

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

  Note: Daily updates of your web page are essential.

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

- ▪ Publicize your public enquiry line to your residents and the media.
  - o [Use local radio stations and TV stations and Town website.]

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

2.3 LOGISTICS

2.3.1 Assembling Equipment, Supplies, and Materials

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

Inventory	Location	Restocking
- Paper Flip Chart	-	- As required
- Three Computers	- In different offices	
- 1 Laptop		
- 20-25 Chairs and tables	- In meeting room	
- TV and DVD player	- In meeting room	
- Laptop and projector	- In meeting room	
- Town Maps	- In office	- Annually
- CAO phone	- CAO office	
- Asst CAO	- Asst CAO office	
- Boardroom Phone	- Boardroom	
- Reception Phone	- Front Desk	
- ACAO Phone	- ACAO Office	
- Emergency Plan	- CAO Office	- Annually
- Stationary and pens ETC	- Stockroom Tupperware EMO	- As required
- EOC Forms	- Tupperware EMO	- As required

2.3.2 Using Emergency Power (Back-up)

Primary Backup Power

Location: [Carberry Community Memorial Hall]

Fuel Type: ☐ Diesel ☒ Gas ☐ Propane

Size of Generator: [60 KW]

Secondary Backup Power

Location: [Earl Baron farmyard]

Fuel Type: ☒ Diesel ☐ Gas ☐ Propane

Size of Generator: [80 KW]

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

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

2.3.2 Securing the EOC

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

If yes, please describe: [describe how ID tags or passes will be used]

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

[Reception will help screen visitors. They will ask for proper ID if they do not know them. They will be provided a list of authorized personnel for the EOC.]

2.4 STAFFING THE EOC

- Determine which EOC staff functions are required, keeping in mind that the EOC must have the ability to expand or contract as the emergency unfolds.
  - o The overall functions within the EOC will consist of Planning, Logistics, Operations, Administration/Finance, which will be performed by various EOC staff as directed by the MEC.

- Determine when the EOC will be open each day.

- When are requests for action most frequent? (Daytime, evening, night?)
- Do you have someone on-call when the EOC is not open?

- Determine the number of shifts per day, considering the following:
  - Duration of the event
  - Number of staff available

- Schedule shifts so that they overlap be an hour to ensure time for essential information to be passed between changing personnel.

- If necessary, include a respite plan and you must determine what your staffing shifts will be i.e., 8 hours versus 12. Then identify individuals to act as alternates.

- If your town is part of a Municipal Emergency Coordinator (MEC) Exchange Program, access this program to request relief of your town's MEC.

Short-Term Staffing Plan
Type of Events Applicable: [Fires, Traffic Accidents with hazardous materials, Some weather events of shorter duration.]

Time Period: [For 10 hours or less]

[Number of breaks and duration of breaks will be determined by the number of personnel available.]

Respite Staffing Plan
Type of Events Applicable: [Major power outage, Major train derailment, Severe weather event.]

Time Period: [12 hours or more.]

[We would always maintain 2 town councillors from the affected area. If more showed up, we would send them home to rest till their shift. The Fire Chief would determine the shifts of his personnel. The CAO and the ACAO could split shifts as well. The MEC would split their shifts with the other MEC's such as Rachel Andrews as she is not actively involved at the scene. All positions will have two individuals available to spell one another off.]

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

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

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

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

3 DAILY ACTIVITIES DURING THE EMERGENCY

3.1 DAILY SCHEDULE

- Create a schedule of daily events.

- Daily events will include briefings, media releases, situation reports, planning meetings, etc.

- Establishing set time for these events
  - Allow other agencies to schedule their own activities to correspond with the local schedule.
  - May reduce the number of requests for information between scheduled events, and
  - May lower expectations of receiving information between scheduled events.

- You may need to develop new schedules as the event progresses and your operational periods change.

Schedule Example

Time	Personnel Required	Description
0900 hours	All EOC Staff	Update of past 24 hours. Set objectives for operational period.
1000 hours	PIO, Media	Updated news release.
1800 hours	All EOC Staff	Wrap-up Staff Briefing

Distribution of Schedule

[Schedule will be posted in the EOC and then distributed to other agencies and sites by email or telephone.]

List of Daily Events

Meeting/Report	Agencies/Groups that may attend/Receive Reports	Description
0800 hours	- EOC personnel	Discuss the situation. Consult with the incident commander. Formulate a plan.
1000 hours	- PIO and Mayor or Reeve	Media report at predetermined meeting area.
1900 hours	- Shift change for town councillors	1 hour overlap for exchange information. Formulate a plan for the next 12 hours.

3.2 COMMUNICATING WITH THE SITE

- The EOC will provide ongoing support to the emergency site through resources and information as follows:

- [Under most situations the MEC would talk to the Incident Commander directly. If they become too busy, they will delegate one member of each team to be the contact.]

3.3 ATTENDING THE SITE

- EOC personnel may need to attend the emergency site to provide support to the response and to affected areas.

- 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.

  - [EOC staff should be provided with proper name tags which will be kept at the town office so they don't get misplaced and there will be a sign in at the site. Name tags will be placed in the Tupperware container.]

3.4 COMMUNICATING WITH EMO

- Maintaining regular and constant communication with EMO allows provincial departments to anticipate needs and better support the local response.

- Communicate the following decisions to EMO as soon as possible:
  - 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.

3.5 DOCUMENTING THE EVENT

Taking steps to document the event is critical for
- o Sharing information during each shift and between shifts,
- o Making recovery decisions,
- o Improving processes through after-incident reviews,
- o Applying for disaster financial assistance, and
- o Defending actions taken during the response

3.5.1 Statistics

Maintaining statistics on a variety of topics will allow you to:
- o Answer many questions from other agencies and the media during the event, and
- o Prepare you to submit preliminary Community Impact Assessments (CIA) 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)
- Record pets left at home in case arrangements need to be made to feed and water in case of a longer evacuation.

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 town infrastructure

<u>Costs</u>

- Of response
- Of damages

3.5.2 Record Keeping Procedures

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

Record Type	Recording Procedures	Location Stored	Person(s) Responsible
EOC Forms	Updated hourly	Binders at EOC	- CAO
Call Reports F/D	At end of incident or as necessary	At the fire hall	- Fire hall recorder
Resolutions	Minute book	Town Office	- CAO
Log Forms	Updated constantly	Tupperware Container	- MEC
Sign in Sheets	As required	Tupperware Container	- MEC
Finance Forms	As required	CAO Office	- CAO
Resource Forms	As required	Tupperware Container	- MEC/Public Works
Evacuation Logs	As needed in Reception Center	Tupperware Container	- ESS/MEC

[explain any additional information about record keeping here]

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

3.5.3 Disaster Financial Assistance

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

1. Before, during and after the disaster, keep track of all your activities and expenses directly relating to the event.
    - In order to verify your claim, you need to provide documentation describing what happened, what actions you have taken and invoices for expenses you have incurred.
    - Wherever possible, photographs or videos of the event and resulting damages should be taken and made available to EMO.
    - Local authorities must establish separate files and accounting records to distinguish emergency expenditures from regular operating and maintenance expenditures.
    - [At the end of the incident, the local authorities will allocate the different expenses to the appropriate categories by studying the finance forms and resource forms marked specifically for the incident.]

2. Submit a Community Impact Assessment (CIA) as soon as information is available (refer to EMO website for form)
    - Manitoba EMO requires information to determine the impacts on your community. This is necessary to evaluate the immediate assistance that might be required, to ensure your impacts are included in the broader assessment of damages, and to begin evaluating the possibility of Disaster Financial Assistance (DFA).
    - A CIA is critical to determining if a DFA program will be established and should be prepared accurately and submitted as soon as possible.
    - Complete a CIA as soon as you are confident about the accuracy of your information. The CIA will be more accurate if it is done shortly after an event. The longer you wait, the harder it is to re-construct what has happened.
    - Remember, the CIA is only a preliminary assessment of damages. It can be modified or updated, and it will certainly become more detailed once you've had a chance to carefully inspect damages.

3. Within 30 days of a disaster event, submit a Council Resolution requesting assistance.
    - A Council Resolution should include a detailed Community Impact Assessment if one had 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 unreasonably financial burden to the community.
- If the criteria of widespread damage and unreasonable financial burden are met, then a DFA Program may be approved.
- All local authorities who have requested DFA will be notified about this decision.

3.6 MAINTAINING CRITICAL TOWN SERVICES

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

If response actions threaten the local authority's ability to provide a service, the EOC will develop plans to
- Continue to provide the service in full,
- Provide the service in a modified form that requires fewer resources, or
- Discontinue the service and redirect resources to more critical services.

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

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

4 PUBLIC COMMUNICATIONS / MEDIA

4.1 IDENTIFYING MEDIA RELATIONS POSITIONS AT SITE & EOC

At the emergency site, and 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: [One of the Captains of the Fire Department]
EOC: [Mayor or Councillors]
Elected Officials: [Same as above]

Spokespersons should receive training before speaking to the media.

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

1. **Manage information flow**

   - EOC staff, Site personnel, and elected officials must pass information to the Public Information Officer (PIO) as soon as possible to ensure media releases are accurate and contain the most up-to-date information.

   - Follow the flow for creating and approving media releases (see 4.3 Media Release Process) to ensure all parties are informed of the message to be released before it is made available to the media.

2. **Make messages consistent**

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

3. **Forward questions for future media releases**

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

4.3 MEDIA RELEASE PROCESS

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

Option 1 – Media Release Created by EOC and Site

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

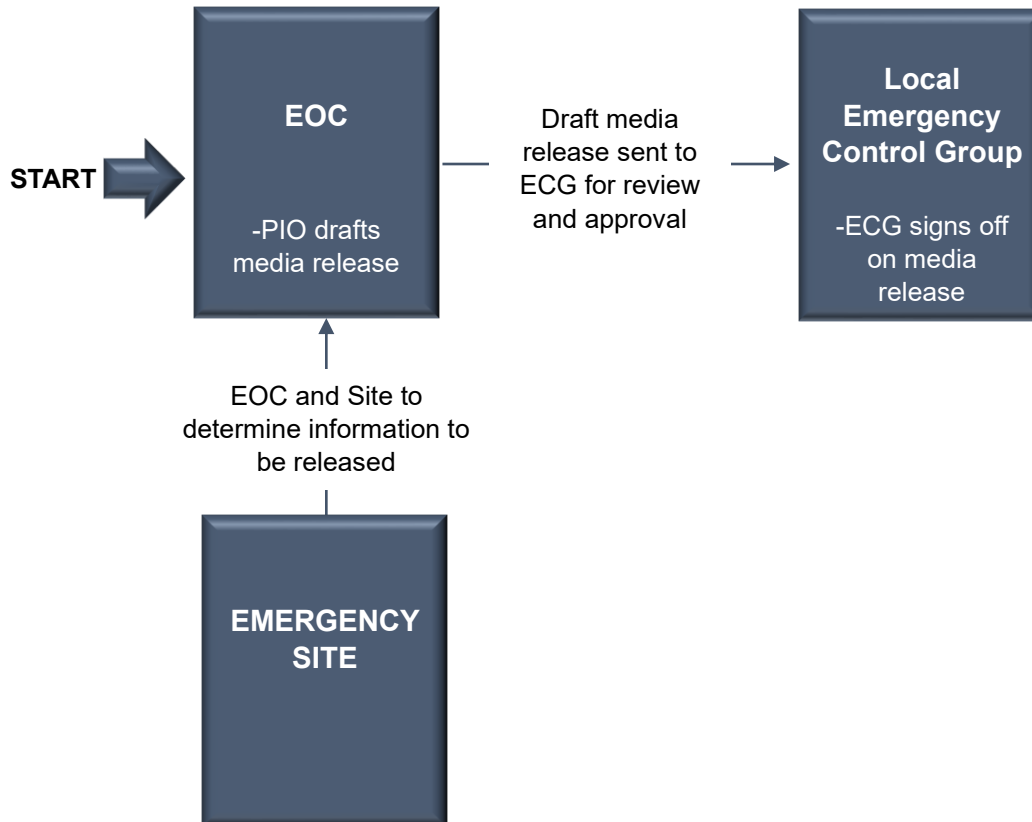**Option 2 – Media Release Created by Emergency Control Group**

1. The Emergency Control Group creates an announcement for media release and sends it to the EOC.
2. The EOC shares the announcement with the Site and they identify any concerns they have with the announcement.
3. The EOC PIO drafts the media release and forwards it to the Emergency Control Group with any identified concerns for discussion, possible revisions/edits, and approval.
4. Once the media release is approved and signed off by the Emergency Control Group, it will send the media release back to EOC.
5. The EOC will share the media release with the Site, EMO and any other agency that may be dealing with the media due to their involvement with the situation
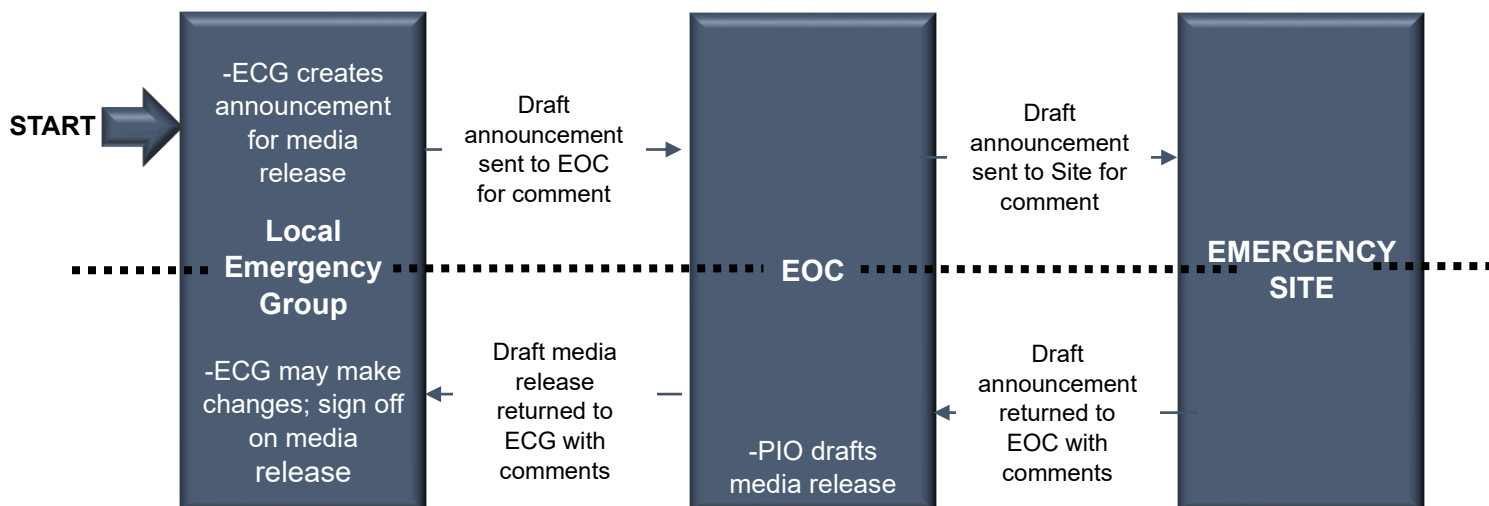   **Note: Send the media release to every elected official.**
6. Once all parties are informed of information to be released, the PIO will distribute the media release to the media.

PART 1 – Creation and Approval of Media Release

Option 1 – Created by EOC and Site

START →

EOC

-PIO drafts media release

Draft media release sent to ECG for review and approval →

Local Emergency Control Group

-ECG signs off on media release

EOC and Site to determine information to be released ↑

EMERGENCY SITE

Option 2 – Created by Emergency Control Group

START →

-ECG creates announcement for media release

Local Emergency Group

-ECG may make changes; sign off on media release

Draft announcement sent to EOC for comment →

Draft media release returned to ECG with comments ←

EOC

-PIO drafts media release

Draft announcement sent to Site for comment →

Draft announcement returned to EOC with comments ←

EMERGENCY SITE

PART 2 – Distribution of Approved Media Release
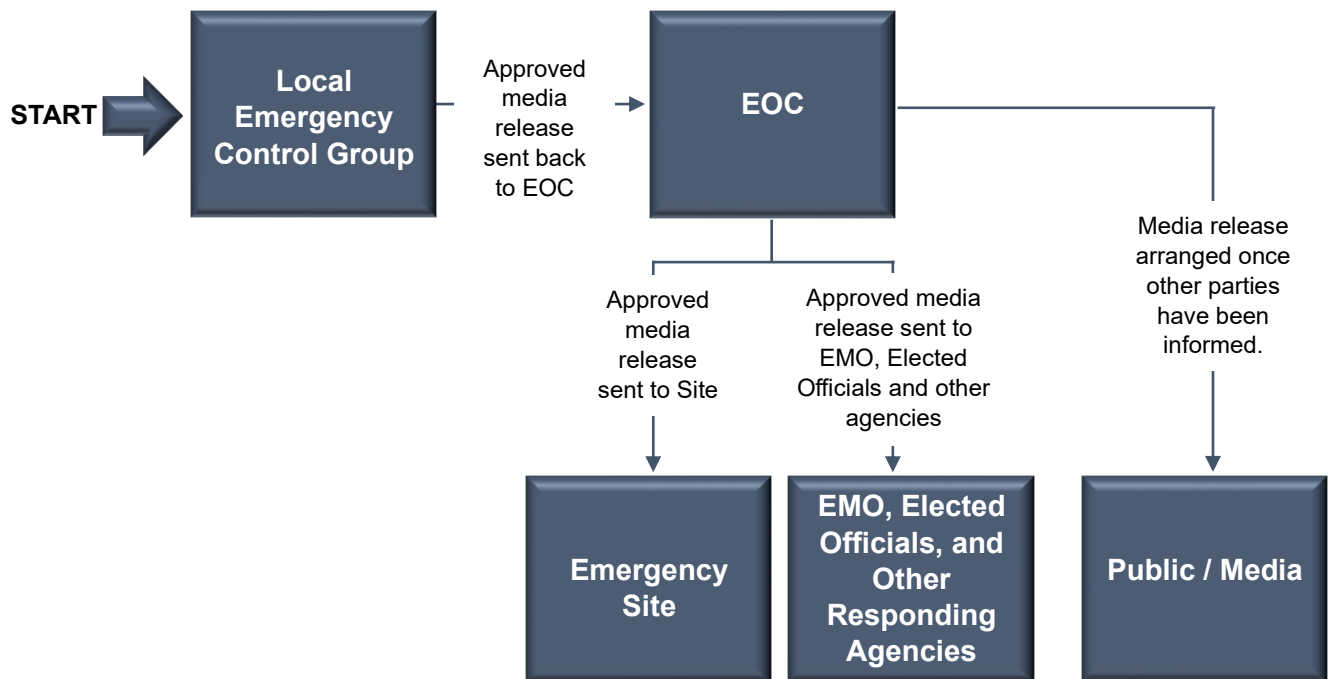
4.4 MEDIA RELEASE SCHEDULE

Media releases may be sent to media outlets or distributed at new conferences.

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

Once the operational cycle has been created for an event, create a schedule that states:
- When media releases will be available,
- How they will be distributed,
- Where news conferences will be held,
- When spokesperson(s) will be available for individual interviews,
- How to contact the PIO,

and distribute it to media outlets.

The following table is an approximate timeline for media releases:

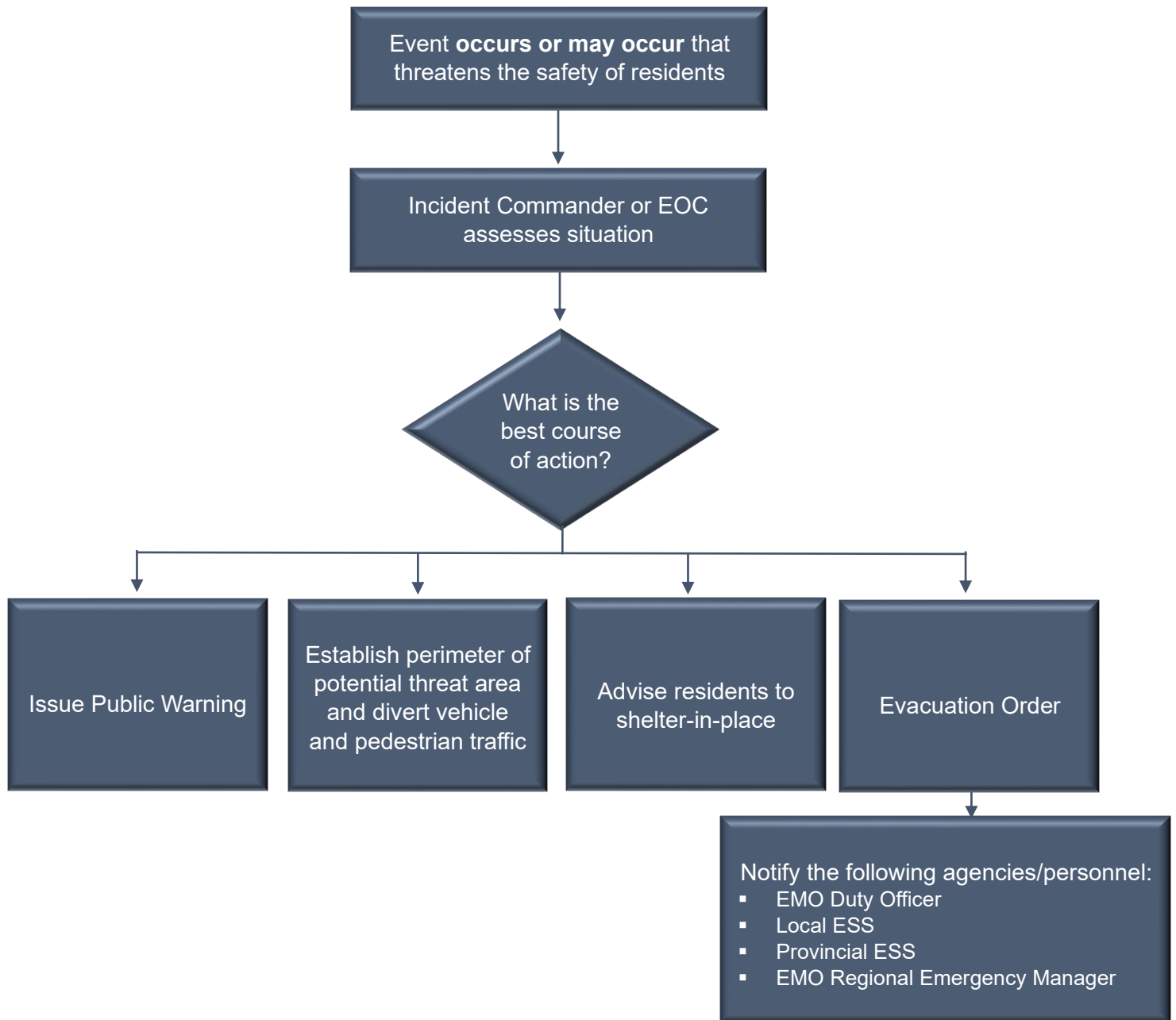| Time Available	Type	Distribution Method	Location
1000 hours	Prepared Statement	Email/Fax/Hand Delivered	From Town Office
Anytime	Prepared Statement	Website	Townofcarberry.ca
Anytime	Prepared Statement	Twitter/Facebook	Townofcarberry.ca

See 3.5.2 Record-Keeping Procedures for information on the stored location of media releases and other media items. Media items should be numbered and dated for easy reference.

5 EVACUATION

5.1 EVACUATION DECISION FLOWCHART

```
┌─────────────────────────────────────┐
│ Event occurs or may occur that      │
│ threatens the safety of residents   │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│ Incident Commander or EOC           │
│ assesses situation                  │
└─────────────────────────────────────┘
                  │
                  ▼
            ◇ What is the
            best course
            of action? ◇
                  │
   ┌──────────────┼──────────────┬──────────────┐
   ▼              ▼              ▼              ▼
```

Issue Public Warning	Establish perimeter of potential threat area and divert vehicle and pedestrian traffic	Advise residents to shelter-in-place	Evacuation Order

Notify the following agencies/personnel:
- EMO Duty Officer
- Local ESS
- Provincial ESS
- EMO Regional Emergency Manager

- Once decision is made to evacuate, refer to **Appendix C – Evacuation, Reception, and Re-Entry** AND notify EMO Duty Officer at 945-5555.
- Notify local and Provincial emergency social services of evacuation decision and the need for a reception centre.
- Notify Regional Emergency Manager of evacuation decision.