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# **HAZARD AND RISK ASSESSMENT**

## APPENDIX A

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### HAZARD ANALYSIS

#### Explanation:

A hazard is anything that has the potential to cause harm, such as injury, illness, damage to property, or harm to the environment. A hazard analysis is the systematic process of gathering past and current information about natural and human-made emergencies or disasters, with the goal of estimating the likelihood of similar events occurring in the future.

The steps in a hazard analysis are:

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

#### Potential Hazards

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

#### **Description of Hazards and Effects on Community**

**Severe winter storms** pose multiple threats. Even light snowfall, when combined with high winds, can create whiteout conditions and dangerously low wind chills (e.g., -40°C). Heavy snowfall can shut down transportation and hinder mobility, increasing risks to both people and property. These risks intensify when heavy snow is accompanied by strong winds and extreme cold.

The situation worsens if a hydro outage occurs during a storm. Power loss in cold weather significantly elevates the danger, requiring an extensive response from emergency services. Extended outages increase the likelihood of injuries, loss of life, and significant damage to infrastructure, making evacuation and sheltering a top priority.

**Hydro Outages (Caused by Freezing Rain or Other Events)** during winter can be extremely dangerous, especially when restoration is delayed. The longer the power remains out, the greater the risks to health, safety, or property. Community impact can be severe, requiring urgent emergency measures.

**Spring Flooding** remains a concern, improved forecasting (e.g., snowfall measurement, melt timing, runoff levels) and mitigation strategies have helped reduce the risk. However, certain factors remain uncontrollable—such as heavy snowpacks, sudden thaws, and frozen ground—which can prevent water absorption and lead to widespread flooding, especially when ice jams block culverts and bridges.

These conditions primarily threaten infrastructure and property, but human safety is also at risk without proper preparation. Ongoing efforts in **education, awareness, and preparedness** are essential to minimizing the impact of spring floods.

**Heavy Rain and Flash Flooding** can occur at any time, making them more unpredictable and dangerous than spring floods. Sudden, intense rainfall can overwhelm drainage systems and catch people off guard, leading to rapid flooding, potential loss of life, injuries, and property damage. Emergency response may be delayed or disrupted during such events. **Planning, preparedness, public awareness, and timely alerts** are key to reducing the impact.

**Wildfires and High Winds** particularly when driven by strong winds, are highly unpredictable and can spread rapidly, including over long distances. If a wildfire reaches populated areas, the threat to life and property increases significantly. **Public awareness, early alerts, and education** are essential during dry, windy conditions. Once a wildfire is active, coordinated efforts by first responders, mutual aid teams, and the Emergency Operations Centre (EOC) are critical to managing the situation.

**Plow/Shear Winds, Tornadic Events, Train Derailments, and Major Fires/Explosions** While events such as tornados, train derailments, and major structure fires (e.g., due to gas leaks) can be extremely dangerous, they are historically less frequent. However, should they occur, they could result in significant loss of life, injury, and property damage. Emergency responders are trained to handle these events, and the activation of the EOC will ensure effective support to Incident Command.

Preparedness and Response Capacity for all hazard types, the effectiveness of the emergency response depends on training, education, and preparedness at all levels. Ensuring that first responders are well-equipped and that the EOC can be activated promptly is vital to reducing risk and protecting the community.

## **Blizzard/Snowstorm**

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

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

### **Winter Storm Watch/Blowing Snow Advisory**

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

### **Blizzard Warning/Winter Storm Warning**

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

### **Potential Impacts**

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

**Fatalities and injuries due to:**

- Traffic accidents
- Heart attacks triggered by shovelling
- Slips and falls

**People Stranded**

- In vehicles
- At work
- At school

**Property damage is rare but may be possible during record snowfalls.**

**Disruption to critical infrastructure including:**

- Power outages
- Loss of heat due to power outages
- Impassible roads
- Cancelled flights

**Need for additional snow removal services****Other Hazards**

Blizzards/snowstorms frequently occur along with other hazards including:

- High winds
- Freezing rain
- Extreme cold

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

- Critical infrastructure disruptions
- Flooding

## Dust Storm

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

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

### Dust Storm Warning

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

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

### Potential Impacts

The potential impacts of a dust storm may include:

#### **Environmental damage:**

- Soil erosion
- Water quality issues
- Poor air quality

#### **Property damage to outdoor objects particularly if accompanied by high winds**

#### **Critical infrastructure disruptions**

- Poor visibility disrupting road travel
- Cancelled flights
- Power outages if accompanied by high winds

### Other Hazards

Dust storms may occur along with other hazards including:

- High winds
- Drought

## Extreme Cold

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Periods of extreme cold may occur multiple times a year in some parts of Manitoba. Environment and Climate Change Canada issues extreme cold warnings when the temperature or windchill is expected to reach or drop below -40°C in southern Manitoba, -45°C in Northern Manitoba, or -50°C in extreme northwestern Manitoba for at least two hours. Extreme cold events are often forecast several days in advance and usually impact a large area.

### Extreme Cold Warning

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

### Potential Impacts

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

**Fatalities and injuries such as hypothermia**

**Property damage such as burst pipes, damage to crops**

**Disruption to critical infrastructure including:**

- Power outages
- Damage to roads and/or rails in extreme conditions

**Need for warming centres**

### Other Hazards

Extreme cold may occur with or trigger other hazards including:

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

## Extreme Heat

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

### Heat Warning

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

### Potential Impacts

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

#### **Fatalities and injuries such as heat stroke**

#### **Disruption to critical infrastructure including:**

- Power outages
- Damage to roads and/or rails in extreme conditions

#### **Need for cooling centres**

### Other Hazards

Extreme heat may occur with or trigger other hazards including:

- Drought
- Forest/Wildland fires
- Critical infrastructure disruptions

## Extreme Rainfall

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

Rainfall Warning: 50mm or more of rain is expected within 24 hours.

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

### Rainfall Warning

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

### Potential Impacts

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

#### Fatalities and injuries

#### Property damage due to water entry, flooding and sewer backup

#### Critical infrastructure disruptions

- Impassable and/or washed-out roads
- Reduced visibility while driving

### Other Hazards

Extreme rainfall may occur along with other thunderstorm hazards including:

- Lightning
- Hail
- Strong winds
- Tornadoes

Extreme rainfall may trigger other hazards including:

- Flooding

## Fog

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

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

### Fog Advisory

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

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

### Potential Impacts

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

- Poor driving conditions
- Flight delays

### Other Hazards

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

## Freezing Rain/Ice Storm

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

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

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

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

### Freezing Rain Warning

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

### Potential Impacts

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

- **Fatalities and injuries**
- **Property damage**
- **Critical infrastructure disruptions**

- Hazardous road conditions
- Power outages
- **Damage to trees, plants, and crops**

## **Other Hazards**

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

- Snow
- Rain
- Strong winds

Freezing rain may trigger other hazards including:

- Power outages

## Hail

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

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

### **Severe Thunderstorm Watch**

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

### **Severe Thunderstorm Warning**

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

### **Potential Impacts**

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

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

### **Other Hazards**

Hail may occur with other severe thunderstorm hazards including:

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

## Thunderstorms

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

Severe thunderstorms are those that have the potential to have:

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

### Severe Thunderstorm Watch

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

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

### Severe Thunderstorm Warning

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

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

### Potential Impacts

The impacts of thunderstorms may include:

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

### Other Hazards

Thunderstorms may have the following hazards:

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

Thunderstorms may trigger other hazards including:

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

## Tornado

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

The high wind speeds and debris carried by the wind of the tornado can cause significant amounts of damage. The intensity of a tornado is commonly assessed using the Enhanced Fujita Scale.

### Tornado Watch

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

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

### Tornado Warning

#### If you are in the warning area:

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

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

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

### Potential Impacts

The impacts of a tornado may include:

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

- Phone service disruption due to increased capacity or damage

## **Other Hazards**

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

- Lightning
- Hail
- Heavy Rainfall
- High winds

Other hazards may be triggered by the tornado including:

- Fire/explosion
- Hazardous materials spill
- Critical infrastructure disruptions

## Windstorm

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Windstorms are strong, non-tornadic winds that have the potential to cause damage.

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

### Wind Warning

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

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

### Potential Impacts

The impacts of windstorms are most commonly damage to trees and power outages. Property damage is usually most minor but can be more severe. Fatalities and injuries are rare but are possible.

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

### Other Hazards

Windstorms may occur along with other thunderstorm hazards including:

- Lightning
- Heavy rainfall
- Hail
- Tornadoes

Windstorms may trigger other hazards including:

- Critical infrastructure disruptions especially power outages
- Extreme cold

## APPENDIX B – EVACUATION CENTRE REGISTRATION & INQUIRY SET UP LOGISTICAL PLAN

Possible scenarios for registration and inquiry are as follows:

- Limited evacuation not requiring an evacuation shelter – Complete registration to track where evacuees have gone.
- Limited evacuation where shelter is required for some. Set up registration at the designated shelter location.
- Large scale evacuation. Set up registration Centre at the designated location. Separate from the shelter location to avoid confusion over persons coming and going from the “shelter” while trying to conduct registration.

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

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

## APPENDIX C – FORMS

### SAMPLE – DECLARATION OF A STATE OF LOCAL EMERGENCY

#### Quorum of Council Available

#### Declaration of a State of Local Emergency

Resolution No. \_\_\_\_\_, Date: \_\_\_\_\_ or \_\_\_\_\_.

Moved by Councilor \_\_\_\_\_

Seconded by Councilor \_\_\_\_\_

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

**THEREFORE, BE IT RESOLVED THAT** pursuant to Section 11(1) of the Emergency Measures Act, Chapter E8o of the Continuing Consolidation of the Statutes of Manitoba, the Council of the \_\_\_\_\_ of \_\_\_\_\_ declares that a state of local emergency exists, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_. From this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ to the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**IN WITNESS WHEREOF** of the Council of the \_\_\_\_\_ of \_\_\_\_\_ has by resolution carried, declared this state of local emergency this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

The \_\_\_\_\_ of \_\_\_\_\_

Per: \_\_\_\_\_

(Printed Name) \_\_\_\_\_

### TERMINATION OF A STATE OF LOCAL EMERGENCY

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Moved by Councilor: \_\_\_\_\_

Seconded by Councilor: \_\_\_\_\_

Per: \_\_\_\_\_

(Printed Name) \_\_\_\_\_

## 2 – OFFICIAL NOTIFICATION OF EVACUATION

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

**THE (ENTER NAME OF MUNICIPALITY) HAS DECLARED A STATE OF LOCAL EMERGENCY BECAUSE OF (ENTER TYPE OF EMERGENCY).**

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

**PLEASE LEAVE BY (ENTER DATE AND TIME)**

**PLEASE TAKE THE FOLLOWING ITEMS:**

- **Money, credit cards, birth certificates, etc.**
- **Pets** (dependent on the emergency)
- **Medications** (including personal medical appliances)
- **Infant food including diapers** (if applicable)
- **Clothing**
- **Personal hygiene items** (toothpaste, toothbrushes, soap, shaving items, and feminine hygiene items)

**BEFORE LEAVING YOUR HOME, PLEASE DO THE FOLLOWING:**

- Turn off water supply.
- Turn off lights, appliances, etc.
- Do not turn off your furnace (it may be advisable to turn off furnaces if a flammable product is the cause of the emergency – check with Fire Chief)
- Lock your residence.

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

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

**PHONE (enter phone number)**

**IT IS IMPORTANT TO REGISTER, SO PLEASE REPORT TO THE RECEPTION CENTRE AT (enter location or Reception Centre)**

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

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

**A CITIZEN'S INQUIRY LINE WILL BE (HAS BEEN) ESTABLISHED TO ANSWER YOUR QUESTIONS. CITIZEN'S INQUIRY LINE PHONE NUMBER IS (ENTER PHONE NUMBER).**

### 3 – SAMPLE – EVACUATION ALERT

#### EVACUATION ALERT

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

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

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

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

Follow it closely.

Signature \_\_\_\_\_

Town of Carberry Emergency Response

## 4 – SHELTER-IN-PLACE INSTRUCTIONS

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

### HAZARDOUS MATERIAL RELEASE IN THE AIR

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

Your building can help protect you.

### **THINGS TO DO – SHELTER IN PLACE**

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

For added protection

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

### **SHELTER IN PLACE IS A GOOD DEFENSE**

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

## 5 – EMERGENCY OPERATIONS CENTRE SIGN-IN SHEET

## 6 – PUBLIC INFORMATION MESSAGES

*Information Messages will be prepared by the MEC, Chief Administrative Officer (CAO), or their delegate. The incident/disaster being challenged will determine the direction and urgency of the message. The All Net Connect system will be used to send initial information to the public. CKLQ, 101.1 FM, Neepawa 97.1 FM, 96.1 BOB FM, and Access 12 will be advised as they can update both on air and on their social media platforms. A press release, prepared as per above, will be sent immediately to all provincial media outlets listed on page 7. A sample initial alert would be “BE ADVISED AN ACCIDENT HAS OCCURRED CAUSING TOXIC FUMES TO BE RELEASED. SHELTER IN PLACE, STAY INDOORS, CLOSE WINDOWS AND OUTSIDE VENTS. YOU WILL BE ADVISED WHEN IT IS SAFE TO GO OUTSIDE”.*

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

**NOTE:** An alert is different from a press release. An alert should be short, direct, and immediate. A press release will provide more details but will follow the initial alert.

## 7 – EMERGENCY SOCIAL SERVICES EVALUATION REGISTRATION

### Confirmation of Evacuees

Town \_\_\_\_\_

Town Contact Name \_\_\_\_\_ Contact Number \_\_\_\_\_

MEC: \_\_\_\_\_

Mandatory Evacuation  YES  NO

Voluntary Evacuation  YES  NO

	Date	Names	Contact Information	# of Adults	# of Children under 13	Requires Lodging	Types of Pets	Require Kenneling	Medical/ Special Needs
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

How many days' worth of assistance \_\_\_\_\_

Starting from date: \_\_\_\_\_

Fax Form to 119-114 Garry Street at 204.948.2505

Attention Emergency Social Services

## EVACUATION INTAKE REGISTRATION

### 8 – SHELTER RECEPTION & REGISTRATION INFORMATION

<p>Date of Evacuation: _____ MM/DD/YR</p> <p>Event Name: _____</p> <p>Co-Applicant Name: _____ Legal Name as shown on ID, Nickname and Gender</p> <p>Relationship to Applicant (circle one):      Married      Common-Law      Hotel      Congregate</p> <p><b>CONFIRMED IDENTIFICATION - NEED LEGAL ADDRESS AS REFLECTED ON ID:</b></p> <p>Dependent Children:</p>	<p>Date of Registration: _____ MM/DD/YR</p> <p>RM/Community: _____</p> <p>D.O.B.: _____ MM/DD/YR</p> <p>D.O.B.: _____ MM/DD/YR</p> <p>D.O.B.: _____ MM/DD/YR</p> <p>Are there foster children in your care? <input type="checkbox"/></p> <p>Can we share your information with other partners and government? <input type="checkbox"/></p> <p>Private Arrangement <input type="checkbox"/></p> <p>Hotel <input type="checkbox"/></p> <p>Congregate <input type="checkbox"/></p> <p>Temporary Address During Evacuation:</p> <p>Street address or legal location</p> <p>Street address of legal location</p> <p>City/Town &amp; Postal Code</p> <p>City/Town &amp; Postal Code</p> <p>Home Phone Number, Cell Number &amp; Email Address</p> <p>Alternate Phone Number</p> <p>Special Needs: _____ Pets: _____ Kennel Required: _____</p> <p>Other circumstances to note: _____</p> <p>Evacuee Signature: _____ Municipality Signature: _____</p>
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**RESTRICTION:** Individuals may inquire about you and your family because of the emergency. We would like to provide them information about your location. Do we have your approval?

## 9 – SAMPLE – EVACUATION ORDER

### EVACUATION ORDER

Date: \_\_\_\_\_

The \_\_\_\_\_ (authority) has been advised of the imminent danger of \_\_\_\_\_ to the life and property of persons resident or present in **(SPECIFIC DESCRIPTION OF AREA WITH DETAIL)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Based on this information, an order pursuant to \_\_\_\_\_ (authority) to evacuate these areas has been authorized in the interest of life safety at \_\_\_\_\_ (time) hours.

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

**FOLLOW THE TRAVEL ROUTE PROVIDED**

**YOU MUST LEAVE THIS AREA IMMEDIATELY**

Signature: \_\_\_\_\_

(Name) LOCAL AUTHORITY (CITE AUTHORITY AND LEGISLATION)

**THE POLICE WILL ENFORCE THIS EVACUATION ORDER**

## **10 – SAMPLE – DECLARATION OF ALL-CLEAR NOTICE**

### **DECLARATION OF ALL CLEAR**

Date: \_\_\_\_\_

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

The Evacuation Order, pursuant to (cite Authority) is therefore terminated.

An Evacuation Alert / Order may need to be reissued, however if that is deemed necessary the process will re-commence.

---

Signature

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Name of the Local Authority (Cite Authority and Legislation)

## 11 – EMERGENCY OPERATIONS CENTRE SIGN-IN LOG (EOC)

## EOC Activity Log

Location: \_\_\_\_\_

### Event:



## 13 – EVACUATION VEHICLE LOG

## Appendix D – EMERGENCY SOCIAL SERVICES (Municipal and Provincial Response)

AS OF APRIL 1, 2019

### GUIDELINES

#### INTRODUCTION:

Emergency Social Services (ESS) are those services provided on a short-term basis to preserve the emotional and physical well-being of evacuees and response workers in emergency situations. The ***Emergency Social Services Guidelines*** are to be used as a guide for the provision of ESS in Manitoba by municipalities and the province at the time of an emergency, the local authority is responsible for providing these supports for a minimum of 72 hours. If support is required for a longer duration, a request can be made to the Province through Manitoba Emergency Measure Organization (EMO) for assistance. Provincial ESS is always made aware of significant events through EMO (whether requests for assistance have been made).

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

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

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

**Self-Evacuation** – People make decisions based on their own circumstances, their own interpretation of the risk posed by a particular hazard and their own comfort level with their ability to cope with current and emerging circumstances. Provincial ESS supports only apply to **mandatory** evacuations.

ESS support is available for those affected in an emergency or disaster. Many evacuees will have access to insurance, personal financial resources or assistance from family or friends and may decline offers of ESS.

ESS provides those basic needs considered essential for the immediate and continued well-being of people affected by the disaster/emergency ESS are the supports that meet the basic and essential needs of individuals, households, and communities affected by emergencies. For example, highway is closed due to inclement weather. The need is for safe, warm sleeping accommodation and possibly food. There can be cots in the Community Centre with hot drinks and snacks for the evening, commercial lodging may be requested but is not needed.

#### HEIRARCHY OF SERVICES:

ESS is not the only source of assistance available to people during emergencies.

Consider the following as possible resources to meet needs:

- Insurance, if available for the type of event
- Personal financial resources
- Family and/or friends
- Non-Government Organizations and community groups.

#### AUTHORITY

ESS authority is derived from the authority of the *Manitoba Emergency Plan*. Regardless of the level of response and support, responsibility for the control and conduct of the municipal

emergency operation rest with the local authority affected. The Department of Families provides leadership and coordination in planning for and responding to emergencies and disasters province wide. Provincial ESS may work alongside other provincial departments and non-government organizations involved in the provision of ESS during an emergency or disaster in Manitoba if required.

Local authority must submit a copy of the ESS plan including contact information for individuals responsible for the response to EMO.

## **GUIDING OPERATIONAL PRACTICES**

The *Emergency Social Services Guidelines* are grounded in the following principles. They are intended to promote a philosophy for service provision and community resiliency.

1. Local authorities are responsible for ESS responses in their jurisdictions.
2. Local authorities are responsible for registering their residents in an emergency.
3. Local authorities are the 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 neighboring communities through mutual aid agreements.
5. When mutual aid resources are insufficient, requests for Provincial ESS assistance can be made through Manitoba Emergency Measures Organization.
6. Provincial ESS expects local authorities to develop ESS capacity to support their residents in emergencies for a minimum of 72 hours.
7. During the first 72 hours, evacuees should be contacting their insurance agents, family, and friends, or accessing other possible resource.

### **LOCAL AUTHORITY ACTIVATION LEVELS (examples):**

- Small event – 10 or less
  - A small, localized event such as a house fire affecting one or two households.
  - Emergency Operations Centre (EOC) and Reception Centre not activated.
- Moderate event – 11-99 people
  - A significant event affecting more than 11 people, such as an apartment fire.
  - Reception Centre may be activated.
  - EOC may be activated.
- Large/Complex Event – (over 100) large number of people and multiple dwellings
  - A major emergency, such as large-scale flooding or interface wildland fires, involving a large-scale evacuation.
  - Reception Centre and possibility of congregate shelter.
  - EOC activated
  - Due to complexity of evacuation, request for Provincial ESS may be made through EMO.

## **ACTIVATION OF PROVINCIAL ESS**

### **ELIGIBILITY:**

Evacuated residents must meet the following criteria to be eligible for Provincial ESS support:

- Evacuees must be identified by the local authority under a mandatory evacuation order.
- The local authority has provided 72 hours of assistance, or the event is larger, and a request has been made for provincial support through EMO.
- Evacuees must register to be eligible for assistance.
- Eligibility for ESS support may continue until “the safe to return” date is determined by officials or insurance has been established with the time not exceeding 30 days.

- Requests for support for non-resident tourists or visitors will be reviewed on a case-by-case basis and require approval from the Director of ESS.

### **PROCESSES:**

- When a local authority is overwhelmed or threatened by a potential overwhelming emergency and existing mutual aid agreements are not sufficient, Provincial ESS can be requested through EMO.
- In large scale/complex events, ESS may start immediately. Requests for immediate services must be reviewed and approved with the Director of ESS in consultation with the Director of Operations at EMO.
- ESS will make a provincial representative available (if requested) to connect with affected communities to support ESS activities.
- ESS supports are subject to a 30-day maximum duration or until the activation of insurance coverage.
- Other assistance programs (such as Disaster Financial Assistance) may be available for events exceeding 30 days or insurance coverage has not been established.
- ESS supports shall end once the affected community or residence has been determined by officials it is deemed “safe to return” which may be less than the 30-day maximum.
- ESS coordinates and engages the appropriate non-government organizations.
- (Partners in Disaster) through the emergency

### **DETERMINING ELIGIBILITY**

The following guide is recommended to help determine eligibility for ESS assistance.

Event Type	Provincial Eligibility	Local ESS
Flood Fire Tornado	Mandatory evacuation order, large scale, complex event with request made through EMO.	Small or moderate event. Local authority decides whether to assist with self or recommended evacuations.
Interface Wildland Fire	Mandatory evacuation order, large scale, complex event with request made through EMO.	Small or moderate event. Local authority decides whether to assist with self or recommended evacuations.
Power Outages	Generally, not covered. Depending on length and season of event, request made through EMO may be considered for Provincial ESS	Comfort centers established during prolonged outages with extreme weather conditions
Temporary Residents and Tourists	Generally, ESS not provided	Tourists or short-term visitors are expected to use their own resources or leave the affected area or residence
Stranded Travelers	Generally, ESS not provided	Responsible for lodging and comfort food if travelers have limited financial resources.

### **ROLES AND RESPONSIBILITIES**

Depending on the size of the event, many of the following roles and responsibilities can be done by one person and are at the discretion of the local authority. These roles are provided as guidelines for local authorities. It is recommended all staff working with residents in emergencies have criminal record and child abuse registry checks done. It is also recommended a minimum of two staff on site. No one should work alone on site.

Unless a provincial event in which formal Provincial ESS support has been approved, costs for the provision of the following are the responsibility of the local authority and are not reimbursed through the province.

### **Municipal ESS Coordinator**

The ESS Coordinator is a vital link between the EOC and the Reception Centre, making sure information and resources flow back and forth. They are responsible for reviewing and possibly activating mutual aid agreements. The ESS Coordinator also monitors all purchases, saves, and stores all records pertaining to the event (i.e., registration forms, invoices, etc.)

The ESS Coordinator initiates the official call-out to specific ESS team members when activated. Depending on the size of the event, the coordinator may also take on the role of being the Reception Centre manager (RCM) or when an RCM exists, they work directly with the RCM for staff assignments.

### **Reception Centre Manager**

RCM is responsible for the overall management of the Reception Centre. The RCM oversees the operations to ensure evacuee needs are met and is the first source of contact for all facility-related issues. The RCM is also responsible for the health and safety of both evacuees and workers in the Reception Centre. As part of the function, it may include setting up quiet areas and mental health support specifically for the Reception Centre staff. The RCM is responsible for developing ESS staff schedules and keeping staff/volunteers informed of their duties. This role also keeps record of volunteer hours and of all expenditures in the caption centre.

The RCM acts as the point of contact for external agencies that require information or are assisting in the operation of the Reception Centre. It can also be helpful in coordinating with other Reception Centre's if there are multiple centers open. The RCM may also act as a spokesperson with the media to ensure effective and accurate information is released if tasked by the local authority.

### **Meet and Greet**

Meet and greet is the first point of contact for evacuees entering a Reception Centre and provides a critical service for setting the tone for the evacuee experience in the Reception Centre. The greeter will have a sense of what services the evacuee is looking for and can point them to the right section of the Reception Centre, as well as provide an overall orientation to the facility, such as where the bathrooms are located. These staff should do an initial assessment identifying the immediate needs of evacuees and connect evacuees with the relevant services within the Reception Centre. Assessing the needs of evacuees is a critical step in ensuring the smooth delivery of ESS. Without identifying evacuee needs, critical functions that are required might not be activated.

Some common categories of information that are helpful to gather:

- Requirements for food and lodging
- Requirements for clothing and toiletries
- Requirements for pet care
- Requirements for special needs provisions such as relevant medical conditions, food allergies, specific religious or cultural needs, and language needs
- Identifying children or people with physical or mental disabilities
- Determining if they have insurance to cover losses incurred during the disaster.
- Awareness of emotional trauma that needs to be dealt with.

## **Registration**

Registration can be one of the first steps in determining the overall status of people and their specific needs. This function requires gathering evacuee contact information and any special circumstances. Those completing this role may be the first person that an evacuee has communicated with since the crisis occurred. It is important to take the time to listen, and these conversations can be extremely emotional. By ensuring formal registration and inquiry, we are able to keep track of evacuees and their relocation arrangements, re-unite families that have become separated, and answer queries from concerned relatives and friends. These tasks require careful planning and training for volunteers.

Every family needs to be registered. Children 18 or older are registered on their own even if they live in the family home; this also applies to any other adults in the home. It is critical that all evacuees are registered whether self, recommended or mandatory. It is vital for the local authority to know everyone who has evacuated from their community and have a way of notifying evacuees of any changes in the emergency.

Any special circumstances such as specific medical needs, psychosocial needs, language barriers, pet care should be noted and brought to the attention of the Reception Centre Manager or ESS Coordinator.

## **Food**

The provision of food and water is likely to be a key consideration if a Reception Centre is opened. Refreshments should be available upon opening the centre.

The food service provides nutritionally appropriate nourishment for evacuees at the site of a Reception Centre. Depending on the evacuation, cultural and special dietary needs may need to be considered.

The responsibility of providing food also needs to take into account a plan to provide meals and nourishment to staff and volunteers. If food is prepared on site, it must be done in a commercial kitchen with a minimum of one person with the Manitoba Food Handlers Certificate. Food can also be ordered in from outside vendors. If appropriate, funds can also be provided to individuals to obtain meals at a local restaurant, or the local government may make arrangements for direct billing of such services.

## **Lodging**

Emergency lodging is designed to provide evacuees with safe, temporary housing during a disaster or emergency.

Short-term overnight accommodation may be provided at commercial accommodations such as hotels, motels, or group lodging facilities. If you use commercial lodging in the area, contact to negotiate rooms, price, and length of availability before the Reception Centre officially opens.

Availability and price may help determine whether using commercial lodging or going to a congregate setting.

If using congregate, mats/cots should be set up in a private area. 5' by 8' space is recommended to allow people personal space. Staff must ensure all mats are sanitized after the event as well as blankets and pillows are laundered.

### **Clothing**

Those affected by the emergency, who are inadequately clothed or whose clothing was either lost or destroyed would be provided with basic clothing assistance. Generally, clothing is not provided for people who were given notice of the potential evacuation.

Be prepared for people to make donations. Canadians are generous and will want to bring items whether they have been requested. Have a plan! It is not recommended to accept donations at the Reception Centre or use the Reception Centre as a clothing depot. Having a site nearby ensures better control for the community.

### **Transportation**

The purpose of the transportation function is to arrange for transportation appropriate for the evacuee needs by using local vendors and service providers.

### **Household Pets**

Household pet care and shelter are not routinely available at the Reception Centre for logistical and health reasons, but arrangements need to be made to care for pets in time of distress. It is recommended to have a list of pet boarding kennels in your local area in your ESS kit or in the EOC along with other resource contacts. Household pets are defined as "domesticated animals, such as dogs, cats, bird, rabbits, rodents, or turtles traditionally kept in the home for pleasure and can travel in commercial carriers and be housed in temporary facilities. Reptiles, fish, and farm animals are not included".

### **Psychosocial Support**

Several types of counselling may be necessary, depending upon the incident and its various effects on those involved. Often evacuees need a listening ear. Local authorities should be engaging with their local regional health authority to arrange for a plan to provide psychosocial support. Staff and volunteers working on the emergency need to be aware of signs of stress and know the process put in place to deal with these issues.

Training is available in psychological first aid. This is a way of helping people immediately after a disaster by providing support in a way that respects the person's dignity, culture, and abilities. The course teaches listening skills and ways of identifying stress to potential ESS team members.

### **Recreation**

With a potentially large number of people in the Reception Centre for an extended period, delivering some recreational or leisure activities may help alleviate the stress the evacuees are under. It is recommended to have recreational activities within 72 hours of evacuation.

### **Childcare**

The provision of childcare will vary from emergency to emergency. In some cases, this may simply be a safe place for kids to play but still requires parents/guardians to supervise them. Local authorities will need to ensure that if any childcare is being provided without parents or guardians present, they must abide by the *Community Childcare Standards Act*.

### **Medical First Aid**

The medical services function identifies and provides for the physical health of evacuees at the Reception Centre. Again, discussions should occur with local service agencies (St. John Ambulance) or the regional health authorities to arrange for the provision of this service.

### **Multicultural Services**

Evacuees may come from many different backgrounds, and this function provides specialized services that may be required due to language barriers or religious requirements.

### **Security**

Security ensures only evacuees and workers are within the defined Reception Centre. In order to protect the privacy of evacuees during this time, media are not allowed inside the Reception Centre. Some other roles for security may include coordinating and monitoring parking lot activity including the arrival of any buses carrying evacuees.

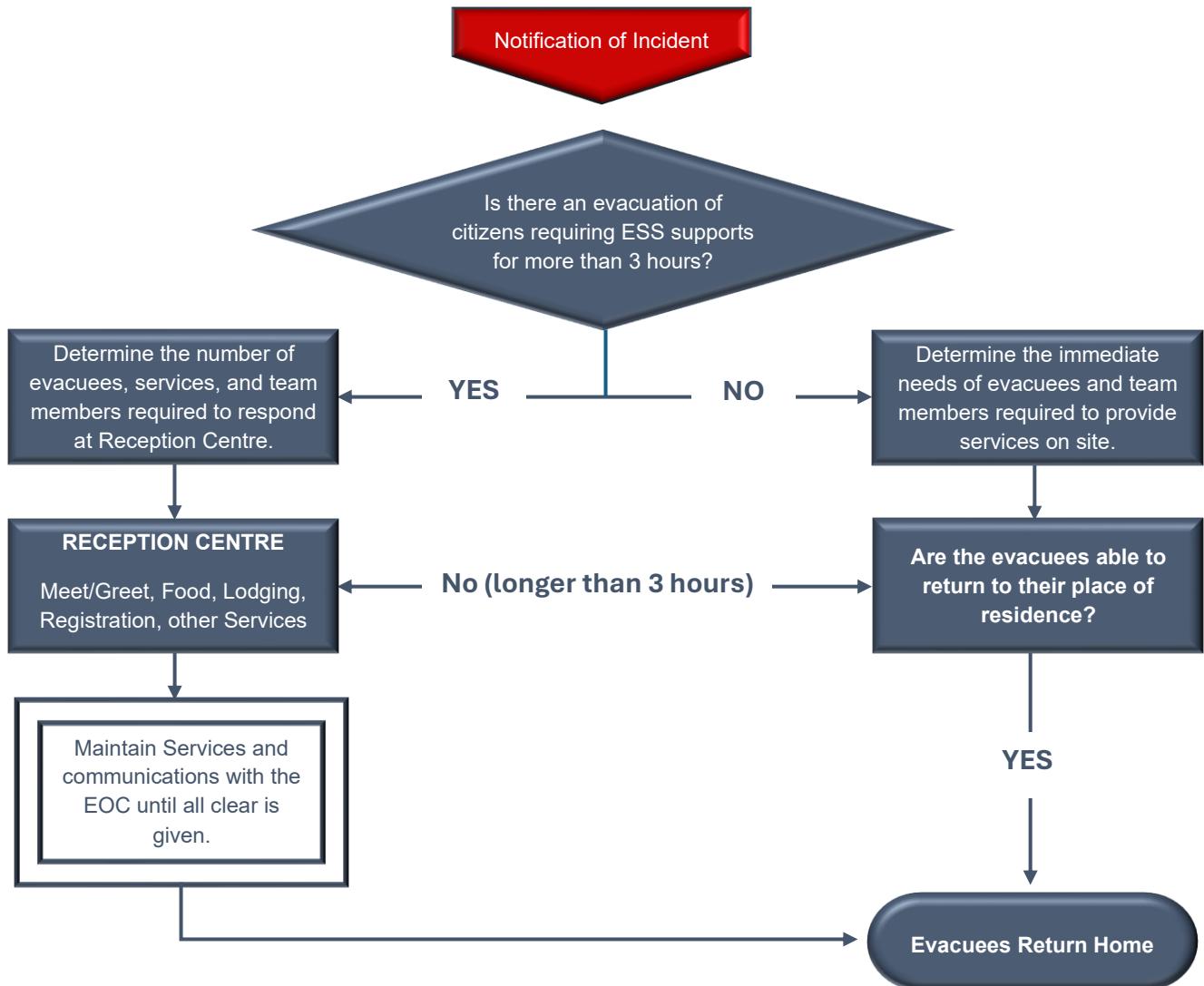
### **Information Services**

People impacted by the emergency will crave information. Not knowing what is going on, or worrying about the status of your home can add to anxiety and frustration. The ability to provide means of communication such as a phone, charging station, Wi-Fi or the internet will help. Ensure you have an information board for daily updates and other pertinent information. The presence of municipal staff from where the incident occurred to answer questions is beneficial as it provides a direct link for evacuees to their local authority. Daily town halls are encouraged.

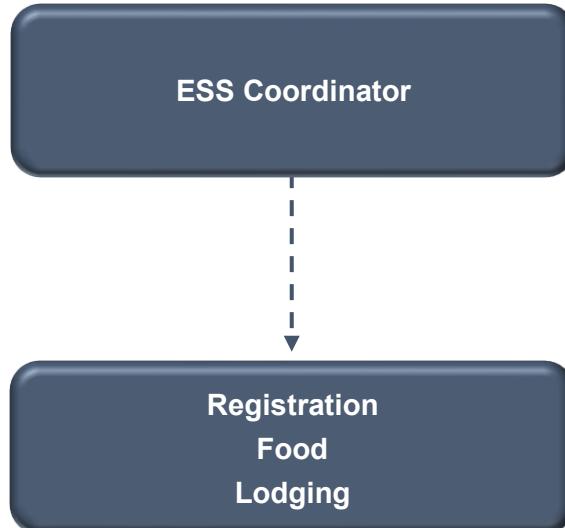
### **Volunteer Management Strategy**

The key to successful volunteer management is to provide resources and information for self-mobilization, rather than trying to command the masses. In fact, you should try to work with them, rather than getting them to work for you.

Establish a Volunteer Centre where they can go to receive information, assignments, and resources to assist during the emergency. Unless they can provide a current criminal record and child abuse registry check, it is not recommended that you have new volunteers working directly with the evacuees. Free databases such as Recovers.org can assist with volunteer and donation management.

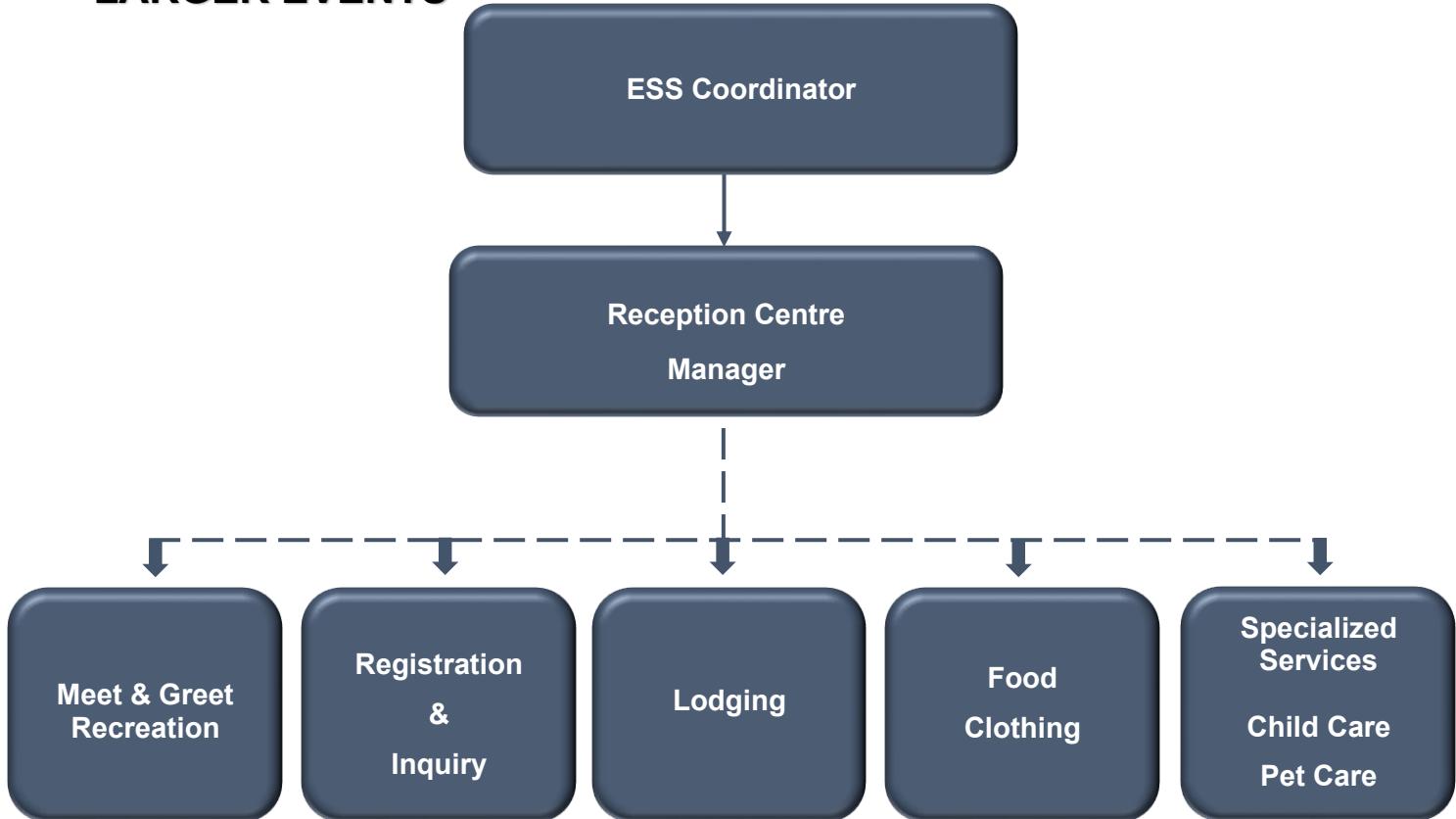


## SMALL EVENTS



Recommended to have a minimum of 2 people no matter the size of the event.

## LARGER EVENTS



In larger scale emergencies, staff may need to focus on specific areas.

This is a sample of staff taking on multiple roles while ensuring evacuees needs are taken care of.

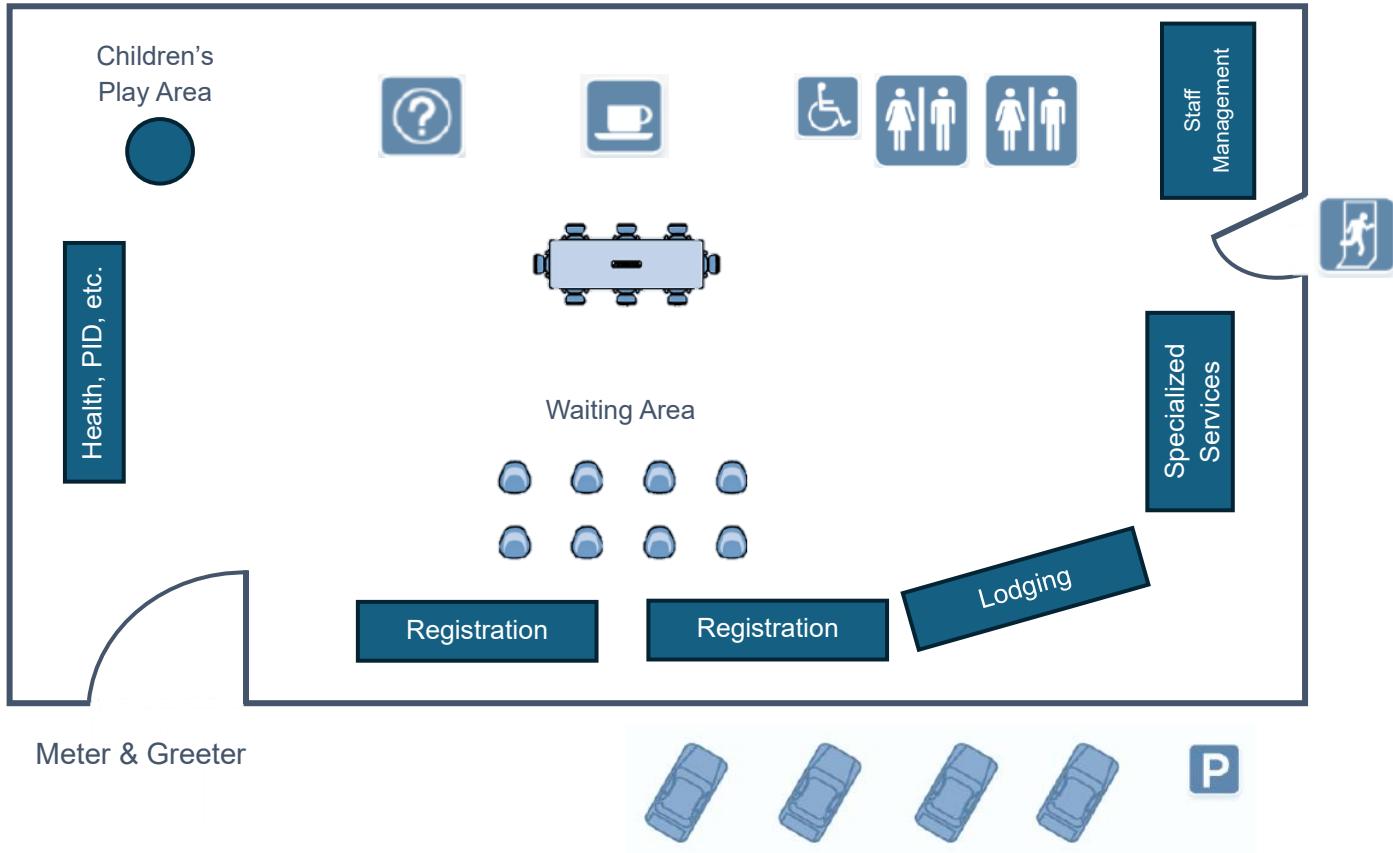
### RECEPTION CENTRE

It is important to have a few pre-identified Reception Centre locations. Not all locations will be available when required. When choosing a Reception Centre, it is important to ensure it is far away from the “hot” zone. Have contact information and potential Reception Centre floor plans available for each location, as well as service agreements.

Look for the following components for a Reception Centre or possible shelter location:

- An elevator if the facility has several floors or a ramp to the additional floors.
- Accessible 24/7
- Parking space for cars, trucks, buses, RV/s, and delivery vehicles to drive in and out of.
- Ramps, washrooms, and parking for the disabled
- Cooking facilities and/or adequate space to serve catered meals and snacks.
- Adequate sanitation facilities.
- Rooms to be used by emergency personnel for meetings, volunteer quiet areas, administrative functions, and private interview rooms for evacuees.
- Heating and ventilation systems.
- Telephones or cell phone reception and Wi-Fi capability.
- Fire safety equipment and procedures are in place.

## SAMPLE FLOOR PLAN



## CONFIDENTIALITY

- Personal information about an evacuee must not be disclosed without signed consent from the evacuee.
- The importance of sharing information with relevant health and social service providers must be discussed with the evacuee and only disclosed with evacuee consent. The evacuee must fully understand what information is being disclosed, why it is being disclosed, and to whom it is being disclosed.
- Files containing resident information should be kept in a secure location and locked to maintain confidentiality.
- ESS must adhere to *The Freedom of Information and Protection of Privacy Act* (FIPPA) and *The Personal Health Information Act* (PHIA) where applicable.

## WORKPLACE, HEALTH, AND SAFETY STANDARDS

- ESS Leads must maintain an accurate, up to date operations log to record incidents related to the safety of evacuees or staff and other matters related to the operation of the Reception Centre.
- All Reception Centre's must implement procedures and policies based on The Workplace Safety and Health Act (part 7.4) and Regulation.
- At least one staff person certified in First Aid and Cardiopulmonary Resuscitation (CPR) must be on duty at all times at the Reception Centre.
- Resources for Safety & Health can be found at [www.gov.mb.ca/labour/safety/](http://www.gov.mb.ca/labour/safety/)

## DEFINITIONS

**Congregate Facility** – A group lodging facilities that is set-up to provide emergency shelter to evacuees in the time of an emergency.

**Director of Emergency Social Services** – The provincial lead for the delivery of emergency social services. The Director reports directly to the Assistant Deputy Minister of Community Service Delivery in emergencies and keeps the Executive Directors of Winnipeg Services informed as well as Rural and Northern Services.

**Disaster Financial Assistance (DFA)** – Manitoba program administered by Emergency Measures Organization (EMO) providing financial assistance for eligible costs associated with a widespread disaster. It is critical to keep a record of all expenses (invoices, receipts, etc.) until EMO advises the records can be destroyed (beyond 7 years).

**Emergency Measures Organization (EMO)** – Is the provincial coordinating organization responsible for engaging relevant government departments, non-governmental organizations, and private sector representatives in an integrated response to an emergency. EMO's legislated mandate, drawn from *The Emergency Measures Act*, makes it responsible for preparedness, response and recovery from emergencies and disasters in Manitoba.

**Emergency Social Services (ESS)** – Is the provision of basic needs to individuals who have been affected by an emergency. (I.e., Registration and Inquiry, Food, Clothing, Lodging, Specialized Services, Reception Centre Management).

**Emergency Operations Centre (EOC)** – Is the focal point for a local authority and serves to coordinate and manage emergency response activities from a local authority level.

**Evacuees** – Are individuals who have been ordered under a “State of Emergency” or municipal government to evacuate their residence due to a disaster or emergency.

**Guidelines** – Are defined as the *Emergency Social Services Guidelines* as set forth by the Province of Manitoba.

**Household Pet** – Defined as a domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects, farm animals (including horses), and animals kept for racing purposes. (FEMA Disaster Assistance Policy 9523.19)

**Incident Command** – Incident Command is the standardized emergency management system specifically designed to allow emergency responders to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incident sites.

**Local Authority** – Includes both municipalities and unincorporated communities in Manitoba. First Nations communities in Manitoba **do not fall** under the authority of *The Emergency Measures Act*.

**Manitoba Emergency Coordination Centre (MECC)** – EMO coordinates emergency management, information flow and assistance to local authorities through Manitoba Emergency Coordination Centre (MECC). MECC ensures that an integrated Government of Manitoba response to a major emergency or disaster is coordinated. EMO personnel from other provincial and federal government departments and agencies, staff it during major emergencies and disasters.

**Mutual Aid Agreement** – A pre-arranged agreement developed between two or more organizations to render assistance to the parties of the agreement. Note: the term “mutual aid/mutual assistance agreement” includes cooperative agreements, partnership agreements, memoranda of understanding, intergovernmental compacts, and other terms commonly used to describe the sharing of resources (CSA Z1600)

**Partners in Disaster (PID)** – The services provided by Canadian Red Cross, Salvation Army, Mennonite Disaster Services, Samaritan’s Purse, and St. John Ambulance are split between relief and recovery. Relief encompasses immediate response to provision of basic needs such as Food, Shelter, Clothing, Personal Services and Family Reunification. Recovery addressed longer-term needs due to damage to homes and personal items. PID is committed to providing services to meet the needs of families in both relief and recovery phases.

**State of Local Emergency (SoLE)** – Under the provisions of *The Emergency Measures Act*, a local authority (e.g., municipality, mayor) may declare a State of Local Emergency, while the provincial government may declare a provincial State of Emergency in respect to all or any part of the province. Upon declaration of a state of emergency or a state of local emergency, the minister, or the local authority, as the case may be, can issue orders and expend funds to prevent or limit loss of life and damage to property or the environment.

## Types of Evacuations

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

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

**Self-Evacuation** – People make decisions based on their own circumstances, their own interpretation of the risk posed by a particular hazard and their own comfort level with their ability to cope with current and emergency circumstances.

## Appendix E – MANITOBA MEDIA DIRECTORY

NAME	PHONE
<b>DAILY PAPERS</b>	
Brandon Sun	(204) 571-7430
Winnipeg Free Press	(204) 697-7301
Winnipeg Sun	(204) 694-2022
<b>COMMUNITY NEWSPAPERS</b>	
The Baldur – Glenboro Gazette	(204) 535-2127
Boissevain Recorder	(204) 534-6479
Canstar Community News Limited	(204) 697-7009
The Carillon (Steinbach)	(204) 326-3421
Central Plains Herald – The Graphic Leader	(204) 857-3427
The Clipper Weekly (Beausejour)	(204) 268-4700
Crossroads This Week	(204) 759-2644
Dauphin Herald	(204) 638-4420
The Dawson Trail Dispatch	(204) 422-8548
Deloraine Times & Star	(204) 747-2249
Southeast Journal – Online Only	(204) 373-2493
The Minnedosa Tribune	(204) 867-3816
The Neepawa Banner	(204) 476-3401
Opasquia Times (The Pas)	(204) 623-3435
Pilot Mound Sentinel Courier	(204) 825-2772
The Reminder (Flin Flon)	(204) 687-3454
Rivers Banner	(204) 328-7494
Roblin Review	(204) 937-8377
Russell Banner	(204) 773-2069
The Selkirk Record	(204) 785-1618
Star & Times (Swan Valley)	(204) 734-3858
The Stonewall Teulon Tribune	(204) 467-5836
Thompson Citizen & Nickel Belt News	(204) 677-4534
Treherne Times	(204) 723-2542
Virden Empire-Advance	(204) 748-3931
The Western Producer	(306) 665-3500
The Winkler Morden Voice	(204) 332-3456
<b>SPECIALTY PUBLICATIONS</b>	
<b>Agriculture</b>	
Canola Digest & Canola Ink E-Newsletter	(204) 982-2100
Canadian Meat Business / Meat Locker Newsletter	(204) 985-9516
Cattle Country / Manitoba Beef Producers E-Newsletter	(204) 772-4542
The Caar Network / The Communicator	(204) 989-9300
Germination / Spud Smart	(204) 453-1965
Implement Success / AMC Connection E-Newsletter	(204) 666-3518
Keystone Agriculture Producers	(204) 697-1140
<b>Arts and Creative Writing</b>	

Border Crossings	(204) 942-5778
Prairie Fire	(204) 943-9066
<b>Business and Industry</b>	
Anna Magazine	(204) 475-1006
Ayoko	(204) 612-5944
CIAO! Magazine & Taste	(204) 943-4439
Denturism: Denturologie Canada	(613) 968-9467
<b>Market Zone Productions</b>	
Canadian School Counsellor Magazine / CAP Journal / Careering	(888) 634-5556
<b>Mercury Publications</b>	
Bar & Beverage Magazine	(204) 954-2085
<b>Community and Ethnic Newspapers</b>	
Filipino Journal	(204) 489-8894
Indo-Canadian Telegram	(204) 632-6905
Jewish Post & News	(204) 229-5213
Lögberg Heimskringla – Icelandic Newspaper	(204) 284-5686
The Pilipino Express	(204) 956-7845
Plain and Valley	(306) 435-2445
<b>History and Culture</b>	
Canada's History / Kayak	(204) 988-9300 ext 214
Die Mennonitische Post	(204) 326-6790
La Liberté (Saint Boniface)	(204) 237-4823
Manitoba History / MHS Gazette	(204) 947-0559
Where Winnipeg	(204) 943-4439
<b>Miscellaneous</b>	
Canadian Dog Fancier	(204) 895-2222
Canadian Home Trends Magazine / Home Trends Weekly	(204) 346-0130
Conservator / EDUC	(204) 467-3000
The Cottager Magazine	(204) 954-2085
The Manitoban	(204) 474-6535
Senior Scope	(204) 467-9000
Sportslife	(204) 996-4146
Style Manitoba	(204) 982-4455
Stylus Magazine	(204) 786-9785
Outwards Inc.	(204) 942-4599
The Uniter	(204) 988-7579
The Voxair	(204) 833-2500 ext 6081
Wave Magazine	(204) 926-8144
Whiteshell Echo	(204) 487-0556
Winnipeg Parent Newsmagazine	(204) 896-3227
<b>Religious</b>	
Canada Lutheran	(888) 786-6707
Christianweek	(204) 982-2060
Geez Magazine	(204) 942-1058
Mennonite Brethren Herald	(204) 654-5760
<b>Social Justice, Law, and Human Rights</b>	
Canadian Dimension Magazine	(204) 957-1519
Herizons Magazine Inc	(888) 408-0028
<b>Radio</b>	
Bounce 99.9 FM	(204) 477-5120

CBC Radio One Manitoba	(204) 788-3641
CJ 106.5 FM	(204) 725-8700
CJ 97.1 FM Radio (Neepawa)	(204) 476-2669
CJOB 680 AM / Groove 99.1 FM / Power 97 FM	(204) 786-2471
CKDM 730 AM	(204) 638-9022
CKJS 810 AM	(204) 477-1221
CKUW 95.9 FM	(204) 786-9782
CKXL 91.1 FM / ENVOL 91	(204) 233-4243
Maverick 105.1 FM	(204) 822-8000
<b>Arctic Radio</b>	
CFAR 102.9 FM	(204) 687-3469
CHTM 102.9 FM	(204) 778-7361
CJ 1240 AM	(204) 623-5307
CFAM Radio 950 AM Southern Manitoba	(204) 325-9506
CFRY Radio 920 AM / Country 93.1 / Mix 96.5 FM	(204) 239-5111
CHVN 95.1 FM	(204) 452-9602
CJRB	(204) 534-6000
Winnipeg's Classic 107.1 FM	(204) 256-2525
<b>Rogers Broadcasting Ltd.</b>	
92 Citi FM / 102.3 Kiss MF	(204) 788-3400
<b>Westman Communications Group</b>	
CKLF FM 94.7 Star FM	(204) 725-0515
CKLQ 880 AM	(204) 725-0515
UMFM 101.5	(204) 474-7027
<b>TELEVISION</b>	
CBC Manitoba	(204) 788-3217
Société Radio-Canada MB	(204) 788-3262
City Winnipeg	(204) 947-9613
CTV Winnipeg	(204) 788-3300
Square One World Media	(204) 667-9576
Global Winnipeg	(204) 233-3304
WCG TV	(204) 725-4300
<b>INDIGENOUS MEDIA</b>	
Aboriginal Peoples Television Network	(204) 947-9331
Aboriginal Chamber of Commerce Newsletter	(204) 237-9359
Bunibonibe Nantotamowin Radio Station	(204) 538-2066
CBC Indigenous	(204) 788-3217
CFNC 99.1 FM	(204) 676-2331
Country Rock Radio 102.7 FM	(204) 645-3301
Grassroots News	(204) 589-7495
Intertribal Newspaper	(204) 661-9333
Native Communications Inc FM	(204) 772-8255
NCN Radio 98.1 FM	(204) 484-2332
Norway House Communications Inc CJNC	(204) 359-6776
Rez Radio 101.7 FM	(204) 252-2401
Say Magazine	(204) 977-2805

## Appendix F – CARING FOR CHILDREN – INFORMATION

### **During & After a Flood**

Children need a lot of support during emergencies. Parents and other caregivers must watch them closely for signs of fear or stress as children may not be able to effectively communicate how they feel. It may be hard for them to completely understand the impact of a flood, but they will sense and respond to the tension around them.

Make children feel safe and protected as possible. They generally recover well from the impact of a flood, especially with the help of caring and supportive adults.

#### **A little extra attention can help.**

- If you find it hard to talk when your child wants your attention, try giving them a hug and saying, “This is really hard for us.”
- Try to recognize the feelings causing your child’s actions and talk about them. It can help to say something like, “I can see you are feeling really sad about this.”
- Some children may have a great fear that they can’t find the words to talk about it. For example, if your child’s friend loses their house during a flood, you might say something like, “You may be scared that something will happen to us, too. We are safe here.”
- Be honest with your child about what is happening and what it means.
- Don’t deny the seriousness of the situation.
- Let your child know it is ok to cry.
- Be aware of what is said in front of your child about the flood or your circumstances (ex: news, broadcasts, adult conversations).
- Your child may have an increased need to be physically near you. When this isn’t possible, find someone who makes your child feel secure while you are away.
- If you have to leave even briefly during the flood, you may need to make sure your child knows that you will return. Even when the real threat has ended, it may take some time for your child to feel secure separated from you. This is a normal reaction and will lessen over time.
- Plan activities your child can do to help with the flood efforts (ex: make cookies or sandwiches for sandbag volunteers).
- Spend extra time with your child, when possible, to help them feel secure.
- Read children’s books about similar emergencies and use them to help your child talk about their feelings and fears.

#### **Extra support at bedtime may be needed.**

- As much as possible, follow usual bedtime routines (ex: bath and story time) to help your child feel normal and safe.
- It may help your child settle down if you stay near while they fall asleep.
- “When the emergency is over going back to your old routine gradually. First say that you will check on them in two minutes to make sure they are okay and continue lengthening the check-back time until your child feels secure again.)
- Some children feel better if a night light is left on for them.
- Brothers and sisters may want to sleep in the same area until they feel more secure again.
- If you are evacuated from your home try to bring your child’s most important personal, familiar items such as a favorite stuffed animal, blanket, or pillow.

#### **Get back to normal as soon as possible.**

- It may take a while for your child and you to resolve all the painful feelings caused by the emergency, so be patient.
- It’s normal for a child to talk about the flood long afterwards and often when you least expect it. Don’t stop them from talking about it.
- If you have concerns about your child’s reaction to the flood, get professional support for both of you.

Some children may have extreme reactions that continue for several weeks. If the reactions continue, get help from outside resources. For example, watch if your child:

- Re-experiences flood events (ex: nightmares, flashbacks)
- Avoid things connected with the flood.
- Withdraws from others and appears to be numb or shutting down.
- Continually cries.
- Shows extreme anxiety, jumpiness, sleep difficulties, irritability, and poor concentration.
- Shows little or no interest in usual activities.

**Use outside support and resources when you need them.**

If you, your family, friends, or neighbors are having a particularly challenging time dealing with stress, get help from trained professionals.

**Health Links – Info Santé**

Can help you find resources through your local regional health authority or community mental health services office.

24 hours a day, 7 days a week.

204-788-\*8200 (in Winnipeg)

1-888-315-9257 (toll free outside Winnipeg)

**Triple P Parent Line has numerous resources.**

8 a.m. to 4 p.m. weekdays (after hours, leave a message & contact number for a call back)

204-945-4777 (in Winnipeg)

1-877-945-4777 (toll free outside Winnipeg)

**Manitoba Farm, Rural and Northern Support Services Line**

10 a.m. to 9 p.m. weekdays

1-866-367-3276 (toll free throughout Manitoba)

Or visit the website at [www.supportline.ca](http://www.supportline.ca)

**Klinik Community Health Centre**

Provides counselling and referrals for all Manitobans.

24-hour Crisis Line, 7 days a week.

204-786-8686 (in Winnipeg)

1-888-322-3019 (toll free outside Winnipeg)

Or visit the website at [www.klinik.mb.ca](http://www.klinik.mb.ca)

**The Manitoba Suicide Line**

Is available to all Manitobans. 24-hours a day, 7 days a week.

1-877-435-7170 (toll free throughout Manitoba)

Or visit the website at [www.reasontolive.ca](http://www.reasontolive.ca)

## Appendix G – CARING FOR SENIORS – INFORMATION

### **Caring for Seniors During an Emergency**

While many Manitoba seniors are active and self-sufficient, there are some who will need extra support during a flood. Everyone will react differently to the stress of dealing with a flood. It is natural for people to:

- Feel overwhelmed and unable to focus on daily tasks.
- Get preoccupied with a particular loss (ex: pets, belongings, personal space)
- Feel overwhelmed, helpless, or hopeless.
- Get preoccupied with the past and previous losses or grief.

### **Watch for signs of anxiety or stress in seniors, including:**

- Withdrawal and isolation (ex: staying indoors, not bringing in mail, or getting groceries)
- Denial of the situation, refusing help or personal contact
- Unkempt appearance, taking unhealthy risks, not taking medication.
- Change in eating habits, appetite, sleep patterns.
- Talk of being a burden, depression, hopelessness

### **Take care of older relatives, friends, or neighbors during an emergency:**

- Keep a watchful eye on them and check in with them regularly.
- Take time to listen and let them talk about their anxiety and concerns.
- Remind them they are important in your life by spending time with them (ex: walks, having meals together).
- Accept their offer to help where they can.
- Include them in flood plans, emergency responses, and clean-up work. Offer to help with heavy lifting and clean up, without taking over and doing it yourself.
- Help them with tasks that look like they might be difficult (ex: carrying groceries, getting to appointments, cleaning, cooking).
- Bring extreme needs to the attention of health workers or contacts listed below for follow-up (ex: extreme anxiety or trouble sleeping for an extended period).
- Help them connect with community or faith groups that work with and help seniors, if it seems appropriate.
- Support and encourage them to stay connected to the community (ex: social gatherings and outings, entertainment, funerals, hospital visits).

### **Use outside support and resources when you need them.**

If you, your family, friends, or neighbors are having a particularly challenging time dealing with stress, you can get help from trained professionals:

- Health Links – Info Santé can help you find resources through your local regional health authority or community mental health services office. Call 204-788-8200 in Winnipeg; toll free 1-888-315-9257 24 hours a day, seven days a week.
- Rural Manitobans can call the Manitoba Farm and Rural Support Services Line at 1-866-367-3276 toll free; 10:00 a.m. to 9:00 p.m. weekdays. Or go to [www.supportline.ca](http://www.supportline.ca)
- Klinic Community Health Centre 24-hour Crisis Line can provide counselling and referrals for all Manitobans. Call 204-786-8686 in Winnipeg; toll free 1-888-322-3019; 24 hours a day, seven days a week.
- If you or someone you know is thinking about suicide the Manitoba Suicide Line is available to all Manitobans. Call 1-877-435-7170 toll free; 24 hours a day, seven days a week; or go to [www.reasonstolive.ca](http://www.reasonstolive.ca)
- Seniors and Healthy Aging Secretariat – Seniors Information Line provides support for seniors across the province. Call 204-945-6565 in Winnipeg; 1-800-665-6565 toll free; 8:30 a.m. to 4:30 p.m. weekdays.

- A & O: Support Services for Older Adults can provide counselling services and free home safety audits for older adults. Call 204-956-6440 in Winnipeg; 1-888-333-3121 toll free; 8:30 a.m. to 4:30 p.m. weekdays.

## Appendix H – SENIOR’S HOUSING COOP’S INFORMATION

Name of Complex	Address	Phone Number
Carberry Plains Lodge	520 1 <sup>st</sup> Avenue	204-834-3231
Lyons Estates	Main Street & Wheatland Drive	204-476-6993
Marshall Place	240 Simcoe Street	204-841-0213
Marshall Memorial Manor	421 Main Street	204-841-0213
Graham Block	349 Simcoe Street	204-841-3464
Sprucewoods Manor	112 Dufferin Street	204-325-8128

## **Appendix I – CANADIAN RED CROSS – INFORMATION**

### **24/7 Response and Activation**

Disaster Management Duty Officer - (On-call Duty Managers for large-scale emergencies)  
204-299-6584  
[manitobadutyofficer@redcross.ca](mailto:manitobadutyofficer@redcross.ca)

Non-Response Contact Information - Brooklynn Hole (Westman Emergency Management Coordinator)  
204-901-2123  
[Brooklynn.hole@redcross.ca](mailto:Brooklynn.hole@redcross.ca)

Personal Disaster Assistance Program – In the event of a disaster in which you or someone in your community requires the immediate assistance of the Red Cross, please contact us at 1-888-800-6493

## Appendix J – ALL HAZARD EVACUATION REGISTRATION FORM

### All Hazard Evacuation Registration Form During COVID 19

*Households with dependent children complete one form. Other adult residents (over 18) must submit own registration forms if residing in the same home.*

**Date of Registration:** \_\_\_\_\_

**Applicant Name (Last / First / Middle)** \_\_\_\_\_

**Date of Birth** (DD/MM/YYYY) \_\_\_\_\_

**Co-Applicant Name (Last / First / Middle)** \_\_\_\_\_

**Date of Birth** (DD/MM/YYYY) \_\_\_\_\_

**Children Under 18 (Last / First / Middle)** \_\_\_\_\_

**Date of Birth** (DD/MM/YYYY) \_\_\_\_\_

**Temporary Address During Evacuation:** \_\_\_\_\_

**Permanent Home Address:** \_\_\_\_\_

Street or Legal Name \_\_\_\_\_

P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_

Cell/Phone \_\_\_\_\_

Email \_\_\_\_\_

▪ **Is anyone in your household under self-isolation due to COVID 19?** Yes  No

If yes, please indicate the reason (select all that apply):

Active case / Positive  Close Contact  Symptomatic  Asymptomatic

▪ **Special medical/health needs:**  Yes  No

▪ **Household Pets:**  Yes  No

▪ **Overland Flood Insurance:**  Yes  No

▪ **Homeowner Insurance:**  Yes  No

▪ **Name of Municipality / City / Town:** \_\_\_\_\_

#### Declaration of Information

I declare the information provided in this registration is true and complete to the best of my knowledge and belief. I have not misrepresented, concealed or omitted any information that may be relevant in determining my eligibility for assistance.

I understand this information is collected on this form under the authority of *The Emergency Measures Act* and is necessary for administrative purposes and may be shared with other public bodies, organizations and/or agencies to enable the provision of emergency services. Disclosure of personal information is subject to the provision of the *Freedom of Information and Protection of Privacy Act*.

**Provincial ESS Signature:** \_\_\_\_\_

**Local Authority:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix K – EVACUATION REGISTRATION FORM

### ESS Registration Form

Date of Evacuation: \_\_\_\_\_

Date of Registration: \_\_\_\_\_

Municipality/City/Town: \_\_\_\_\_

Registration #: \_\_\_\_\_

Event Name: \_\_\_\_\_

**CONFIRMED IDENTIFICATION – NEED LEGAL ADDRESS AS REFLECTED ON ID**  
(Adult children living at home have their own registration form)

Applicant Name (Last / First / Middle)	M / F	Date of Birth (MM/DD/YYYY)	Age
Co-Applicant Name (Last / First / Middle)	M / F	Date of Birth (MM/DD/YYYY)	Age
Children Under 18 (Last / First / Middle)	M / F	Date of Birth (MM/DD/YYYY)	Age

Temporary Address During Evacuation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cell / Phone: \_\_\_\_\_

Permanent Home Address:

Street or Legal Name: \_\_\_\_\_  
P.O. Box #: \_\_\_\_\_  
City / Town: \_\_\_\_\_  
Cell / Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Special Circumstances:

\_\_\_\_\_

Pets: \_\_\_\_\_

Overland Flood Insurance:  Yes  No  Unknown      Homeowner Insurance:  Yes  No

Local Authority Signature: \_\_\_\_\_

Evacuee Signature: \_\_\_\_\_

This information is collected on this form under the authority of The Emergency Measures Act and is necessary for administrative purposes and may be shared with other public bodies, organizations and/or agencies to enable the provision of emergency services. Disclosure of personal information is subject to the provision of the Freedom of Information and Protection of Privacy Act.

Provincial ESS Signature: \_\_\_\_\_

Date: \_\_\_\_\_

1 copy local authority, 1 copy registrant, 1 copy Provincial ESS

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## Appendix L – MANITOBA PARTNERS IN DISASTER INFORMATION

### CANADIAN RED CROSS

1111 Portage Avenue  
Winnipeg, MB R3G 0S8  
Fax: (204) 942-8367  
Phone: 1-888-800-6493 (24 hours)  
[www.redcross.ca](http://www.redcross.ca)

Red Cross works with other relief organizations to provide recovery assistance. Red Cross offers the following training to municipalities to ensure their preparedness to deliver disaster social services within the community following an emergency:

- Shelter Management
- Volunteer Management
- Human Resource Management
- Reception Centre Management
- Family & Personal Preparedness

### MENNONITE DISASTER SERVICE

200-600 Shaftsbury Boulevard  
Winnipeg, MB R3P 2J1  
Phone: (204) 261-1274  
Mobile: (204) 324-7355  
Fax: (204) 261-1279  
[www.mds.org](http://www.mds.org)

It is not a first response organization but conducts: cleanup after floods, windstorms etc.; repair of homes; help people rebuild physical and emotional lives.

MDS provides primarily voluntary labor. It does not have large equipment for cleanup. Special emphasis is placed on helping those least able to help themselves: elderly; disabled; single parent/widowed; low income; disadvantaged; and uninsured.

### THE SALVATION ARMY

204-290 Vaughan Street  
Winnipeg, MB R3B 2N8  
Phone: (204) 975-1033  
[www.salvationarmy.ca](http://www.salvationarmy.ca)

The Salvation Army has been serving the Prairies since 1886 providing not only food, shelter, and other assistance to people regardless of age, religious affiliation, gender, or race but also responding to the acute needs of people involved in disaster situations.

In addition to deploying its well-equipped mobile canteen, The Salvation Army will provide:

- Meals to victims and emergency response personnel
- Clothing and furniture to victims of a disaster
- Emergency Reception Centre Support
- Emotional and Spiritual Care Support
- Care for Unaccompanied Children
- Other help as directed and able

**ST. JOHN AMBULANCE**

St. John Ambulance Way

Winnipeg, MB R3G 3H5

Phone: (204) 784-7000

[www.sja.ca/mb](http://www.sja.ca/mb)

St. John Ambulance helps Canadians improve their health, safety, and quality of life by providing them with training and community service opportunities.

In emergencies, St. John Ambulance Community Service Volunteers provide:

- First Aid to disaster victims at Reception Centre's
- First Aid to volunteers involved in clean-up, repair, and rebuilding operations
- Therapy dog handler volunteers to comfort victims at Reception Centre's

**PARTNERS DISASTER AFFILIATE MEMBER ORGANIZATIONS**

Manitoba Emergency Measures Organization (including Disaster Financial Assistance)

Manitoba Families – Emergency Social Services

Manitoba Health – Office of Disaster Management

City of Winnipeg Emergency Preparedness – Public Aid

Winnipeg Regional Health Authority – Emergency and Continuity Management Operations