

Chief Administrative Officer  
Allison Bardsley, CMMA



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P.O. Box 339  
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**DISCLAIMER:** This document is constantly being updated. For the latest copy please contact the Municipal Office at (204) 476-7600.



# **TOWN OF NEEPAWA & RM OF LANGFORD EMERGENCY PLAN**

November 30, 2010

# Town of Neepawa Rural Municipality of Langford Emergency Contact List

## **Chief Administrative Officer**

Allison Bardsley      1(204) 874-2180 Home  
                                 1(204) 476-7603 Work  
                                 1(204) 868-5494 Cell

## **Emergency Coordinator**

Jim Cockburn          1(204) 476-5577 Home  
                                 1(204) 476-0713 Cell

## **Deputy Emergency Coordinator**

## **Elected Officials - Town of Neepawa**

### **Mayor**

Ron Forsman            1(204) 476- 5230 Home  
                                 1(204) 841- 0342 Cell

### **Deputy Mayor**

Dean Dietrich           1(204) 476-5220

### **Council**

Robyn Copeland        1(204) 476-8898  
Murray Parrott         1(204) 476-2769  
Lisa Pottinger         1(204) 476-3904  
Monty Simon            1(204) 476- 8863 Home  
Bill Stilwell            1(204) 476- 5210 Home | 1(204) 476- 6661 Cell

## **Elected Officials – Rural Municipality of Langford**

### **Reeve**

Kathy Jasienczyk      1(204) 476- 2576 Home | 1(204) 212- 0328 Cell

### **Council**

Gerond Davidson      1(204) 476- 5864 Home | 1(204) 476- 6830 Other  
Ray Drayson            1(204) 476- 2578 Home | 1(204) 476- 0612 Cell  
Don Hockin             1(204) 476- 2985 Home | 1(204) 476- 6318 Cell  
Wayne Hildebrand    1(204) 476- 5882 Home | 1(204) 476- 7033 Cell

## **Emergency Services**

**Fire**                      9-1-1  
**RCMP**                    9-1-1  
**EMS**                     9-1-1

## EMERGENCY OPERATIONS CENTER CONTACT LIST

	<u>HOME</u>	<u>WORK</u>	<u>CELL</u>	
<b>Public Information Manager</b>				
1) Brian Bailey	476-5508		476-6158	bbailey@mts.net
2) Dean Dietrich	476-5520	476-3401	476-6658	
<b>Transportation Manager</b>				
1)				
2)				
<b>Telecommunication Manager</b>				
1) Ivan Traill	476-5165	476-3351		
<b>Resources Manager-Equipment</b>				
1) Bill Ferguson	476-2682	476-3413	841-1467	fax 476-3806
<b>Human Resources/Volunteer Manager</b>				
1)				
<b>Emergency Social Services</b>				
1) Glen and Jan Kyle	476-2855	476-3245	476-6727	gjkyle@mts.net
2) Dean and Pam Eisner	476-5314	476-2853		fbcn@mts.net
<b>Reception Manager</b>				
1)				
<b>Lodging Manager</b>				
1) Murray Newton	476-2542			mrn@mts.net
2)				
<b>Food Manager</b>				
1) Don McGillivray	476-5131			
2) Wayne Hollier	476-2944		476-6071	<a href="mailto:whollier@wcgwave.ca">whollier@wcgwave.ca</a>
<b>Clothing Manager</b>				
1) Pat & Ernie Gawaziuk	476-5570			epgaw@westman.wave.ca
2) Val & Alex Jarema	476-5193			
<b>Personal Manager</b>				
1) Carol Knight	476-3420			<a href="mailto:cgknight@wcgwave.ca">cgknight@wcgwave.ca</a>
2) Dennie Phillips	476-3735	476-3466		

## **DISCLAIMER**

The following document has been prepared by the Emergency Coordinator, for the Town of Neepawa/Rural Municipality of Langford. This document can be used in full or in part depending on the emergent situation.

This document is to be used as a guideline. It is the responsibility of the authority having jurisdiction to use due diligence when putting forth any actions of mitigation, response or recovery to an emergency or disaster.

The following document will be amended by the Emergency Coordinator and approved by local officials annually.

Thank you,  
Jim Cockburn  
Emergency Coordinator

**RESOURCES**

**CONTACT NUMBERS**

**CODE**

**BUSINESS**

**CELL**

**HOME**

**GREEN  
PANDEMIC**

**YELLOW  
WEATHER**

**RED  
HAZARDOUS  
MATERIAL  
FIRE**

**BLUE  
UTILITY  
OUTAGE**

**AGENCIES & GOVERNMENT**

RESOURCES	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
EMO (GLEN) CANUTEC	1-800-267-8298 1-613-996-6666	1-204-799-4152		X	X	X X	X
OFFICE OF THE FIRE COMMISSIONER	1-888-389-3473					X	
MB CONSERVATION (FOREST FIRES)	1-800-782-0076					X	
MB AGRICULTURE	CONTACT EMO				X	X	
MB CONSERVATION (NAT. RES./ENVIRO.)	1-204-945-4888					X	
MB HIGHWAY & TRANSPORTATION NEEPAWA BRANCH	CONTACT EMO 476-5300						
TRANSPORT SAFETY BOARD	1-204-983-5548					X	
WORKPLACE SAFETY & HEALTH	1-204-945-0581			X		X	
FIRE	911	476-6011					
AMBULANCE	911						
POLICE	911						

	RESOURCES	CONTACT NUMBERS			CODE			
		BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
<b>CANADIAN RED CROSS</b>	AFTER HOURS EMERGENCY	1-888-800-6493	204-771-0522		X	X	X	X
	ANNE DANIELSON (Community Outreach Coordinator)	1-204-729-4974	841-3696		X	X	X	X
<b>HEALTH CARE - ARHA</b>	NEIL GAMEY (EMERGENCY PRED. OFFICER)	1-204-759-4526			X			
	LOUISE WALDNER (EMS MANAGER)	1-204-483-6226	1-204-483-0245		X			
	NEEPAWA HOSPITAL	476-2394			X			X
	JUDY GABLER (FACILITY COORDINATOR)	476-7831	476-0552	476-5778	X			X
	BRIAN WALSH (MAINTENANCE)		841-3392	476-0616				

**UTILITIES**

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
MB HYDRO 24 HR. EMERGENCY LINE/NEEPAWA OFFICE	1-800-465-3816					X	X
MB TELEPHONE SYSTEM OFFICE	476-2361	611					X X
TOWN OF NEEPAWA OMD NEEPAWA WATER TREATMENT PLANT (Shabbir Sakrani)	1-204-476-7607	1-204-476-3588	1-204-841-4337				
HOWARD BUFFI DWAYNE CRANDEL WAYNE BELL	476-7626	841-4335 841-1350 841-4327 841-4324				X	X
CANADIAN NATIONAL RAILWAY (CN POLICE)	1-800-465-9239					X	
CANADIAN PACIFIC RAILWAY	1-800-795-7851					X	
CP POLICE	1-800-716-9132					X	

**RAILWAYS**



	RESOURCES	CONTACT NUMBERS			CODE			
		BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
<b>SOCIAL SERVICES</b>	EMERGENCY SOCIAL SERVICES (EMO) SANDRA SMITH	1-204-761-3662			X	X	X	X
	SALVATION ARMY	CONTACT EMO			X	X	X	X
	BEDS/BLANKETS	CONTACT EMO			X	X	X	X
	OFFICE OF THE FIRE COMMISSIONER (GRIEF COUNCELLING)	1-888-389-3473			X	X	X	X
<b>WEATHER/ROAD CONDITIONS</b>	MB ROAD CONDITIONS	1-877-627-6237				X	X	X
	WEATHER INFO.	1-204-983-2050				X	X	X

**MEDIA CONTACTS  
RADIO**

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
CJ 97 RADIO NEEPAWA - OFFICE & NEWS DESK	1-204-476-2669	1-204-476-2229	1-204-922-0388 after 10 p.m.	X	X	X	X
CBC AM RADIO 97.9	1-866-306-4636			X	X	X	X
CFRY AM RADIO 920 (PORTAGE)	1-204-239-5111			X	X	X	X
CKLQ RADIO (BRANDON)	1-888-221-0880 1-204-725-0515			X	X	X	X
CJOB RADIO 680 NEWSLINE	1-204-786-2471 1-204-786-3421			X	X	X	X
CKY AM RADIO 580	1-204-780-6397			X	X	X	X
STAR FM	1-866-727-7827 1-204-725-0515			X	X	X	X
ACCESS 12 (NACTV) IVAN TRAILL	476-3351	476-0355	476-5165	X	X	X	X
CBC TELEVISION CHRIS ARMSTRONG (DIRECTOR)	1-204-788-3640	1-204-792-5951		X	X	X	X
CTV GLOBAL MEDIA (WGP)	1-204-788-3300			X	X	X	X

**TELEVISION**

	RESOURCES	CONTACT NUMBERS			CODE			
		BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
<b>NEWSPAPERS</b>	NEEPAWA BANNER	476-3401			X	X	X	X
	NEEPAWA PRESS	476-5486			X	X	X	X
	BRANDON SUN	1-204-571-7430			X	X	X	X
	WINNIPEG FREE PRESS	1-204-728-3236			X	X	X	X
	WINNIPEG SUN	1-204-632-2780			X	X	X	X
<b>COLONIES</b>	SPRINGHILL COLONY SE 30-15-15W	476-2715			X	X	X	X
	RIVERBEND (REV. JOHN HOFER) NE 32-9-13W	1-204-834-3141		1-204-834-2540	X	X	X	X
	RIVERSIDE COLONY (ARDEN)	1-204-368-2284			X	X	X	X
	TWILIGHT COLONY NW 10-13-15W	476-5439			X	X	X	X

**COMMUNITY RESOURCES  
SCHOOLS**

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
HAZEL M. KELLINGTON	476-2323			X	X	X	X
NEEPAWA AREA COLLEGIATE	476-3305			X	X	X	X
CARBERRY COLLEGIATE	1-204-834-2172			X	X	X	X
BROOKDALE ELEMENTARY	1-204-354-2166			X	X	X	X
J.M. YOUNG SCHOOL (CUSTODIAN ROBERT WAHOSKI)		476-0433		X	X	X	X

**COMMUNITY HALLS**

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
YELLOWHEAD CENTER ANN KUHARSKI TOM LISOWAY	476-5880	841-0080	476-3509	X	X	X	X
I.O.O.F. HALL	476-2083						
ROYAL CANADIAN LEGION	476-5738						
NEEPAWA & DISTRICT DROP IN CENTER	476-5103						
NEEPAWA AIR CADETS MARK ANDERSON	476-3208		476-2463				
NEEPAWA CURLING CLUB	476-2019						
NEEPAWA GOLF & COUNTRY CLUB	476-5711						
ST. DOMINICS ROMAN CATHOLIC CHURCH HALL RECTORY	476-5212 476-2461						
EVANS BANQUET HALL	476-5322						

**TRANSPORTATION  
ATV'S & QUADS**

**BUSES**

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
BILL FERGUSON	476-34133	476-2682					
RYAN MCLAUGHLIN	476-5151		476-3901				
PERRY SNEDDEN	476-3466		476-3762				
PENTECOSTAL ASSEMBLES OF CANADA	476-3245						
NEEPAWA NATIVES (DAVE MCINTOSH)	476-3985		476-3636				
BIG VALLEY BULLS DAVE CLARK ROB JAMES	476-7700 476-2348		476-3638 966-3258				
FARMERS BASEBALL GARTH WHITE	476-5270		476-3937				
RIVERSIDE COLONY	1-204-368-2284						
SPRINGHILL COLONY MIKE WOLLMAN MACK WOLLMAN			476-3646 476-3562				

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
NEEPAWA HANDYVAN PHIL SYNTAK	476-2828		476-3797				
SCHOOL BUSES (B.P.S.D.) GORD OLMSTEAD	476-2387		476-2298				
<b>BARRICADES</b>							
PRAIRIE FOREST PRODUCTS	476-7700						
TOWN OF NEEPAWA (PUBLIC WORKS)	476-7644						
HIGHWAYS DEPARTMENT  COLIN MCDONALD IAN WILSON	476-5300		729-1724 or 841-4944 476-2559				
<b>BUILDING MATERIALS</b>							
NEEPAWA GLADSTONE CO- OP	476-3456						
T.J.'S LUMBER & METAL SUPPLIES	476-2221						
TRUE VALUE LUMBER	476-2333						
PRAIRIE FOREST PRODUCTS	476-7700						

**RESOURCES**

**CONTACT NUMBERS**

**CODE**

**BUSINESS**

**CELL**

**HOME**

**GREEN  
PANDEMIC**

**YELLOW  
WEATHER**

**RED  
HAZARDOUS  
MATERIAL  
FIRE**

**BLUE  
UTILITY  
OUTAGE**

**CATERER'S/RESTAURANTS**

RESOURCES	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
CHICKEN CORRAL	476-5653						
D&D CATERING DEBBIE MAROHN DIANE BOHN	1-204-352-4315		1-204-352-4315 1-204-352-4265				
LORETTE HEUEDEBOURCK			1-204-352-4353				
AGASSIZ DRIVE-IN	476-2120						
BAMBOO GARDEN	476-2226						
BRAHAMA'S GRILL	476-3600						
CHICKEN DELIGHT	476-7500						
DAIRY QUEEN	476-2663						
GEORGIE'S GRILL	476-3634						
GREEN PEPPER PIZZARIA	476-3523						
LEE'S RESTAURANT	476-5163						
MCDONALD'S	476-2050						
MR. RIBS	476-8881						
THE COOP	476-5610						



RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
PINES RESTAURANT	476-5178						
TIM HORTON'S	476-2747						
WILSON'S PLACE	841-0448						
WHISTLING PERK	476-3167						
<b>HEAVY EQUIPMENT CRANES</b>							
BRANDON CRANE & EQUIPMENT	1-204-727-3407				X	X	
MAC RENTALS	1-204-685-2143				X	X	
<b>CONTRACTORS &amp; CONSTRUCTION COMPANIES</b>							
F. KOZAK & SONS	476-5432				X	X	
RICK KOZAK		841-0881	476-5571		X	X	
BOB MCBAIN			476-5315		X	X	
P. BAKER BACKHOE	476-2827				X	X	
PAT BAKER		476-0712			X	X	
ROB SMITH & SON							
BACKHOE	966-3463				X	X	
ROB SMITH		476-6608			X	X	
MOFFAT BROS. LTD.	1-204-867-3334				X	X	
LES MOFFAT			1-204-867-2695		X	X	

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
<b>HEAVY TRUCKS</b>							
F. KOZAK & SONS RICK KOZAK BOB MCBAIN	476-5432	841-0881	476-5571 476-5315		X X X	X X X	
P. BAKER BACKHOE PAT BAKER	476-2827	476-0712			X X	X X	
CATHCART FEEDLOT KEVIN CATHCART	476-2703		476-2431		X X	X X	
RAY MITCHELL	1-204-354-2124				X	X	
SPRINGHILL COLONY MIKE WOLLMAN MACK WOLLMAN	476-2715		476-3646 476-3562		X X X	X X X	
MOFFAT BROS. LTD. LES MOFFAT CLINT MOFFAT	1-204-867-3334		1-204-867-2695 1-204-867-7700		X X X	X X X	
<b>ELECTRICAL SUPPLIES &amp; CONTRACTORS</b>							
JOHN'S ELECTRIC ANGUS FORD	476-3391		476-6572				X X
PICH ELECTRIC JACK PICH	476-3803		476-2825				X X
HILLER ELECTRIC	1-204-368-2460						X

	RESOURCES	CONTACT NUMBERS			CODE			
		BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
<b>PORTABLE CORRALS (LIVESTOCK)</b>	BEAUTIFUL PLAINS AG. SOCIETY	476-5394				X		
	KEN DALGLIESH	476-3356		476-2803		X		
<b>FIRE/FIRE EQUIPMENT</b>	CHIEF SCOTT GIBSON		911 476-6011	476-3142		X	X	X
	FIRE HALL	476-7654 476-7650						
<b>FOOD SUPPLIES</b>	BARGAIN SHOP	476-3570						
	CANADA SAFEWAY	476-5361						
	CO-OP GROCERY	476-2320						
	GIANT TIGER	476-5140						
	NEEPAWA SHOP EASY	476-3892	841-0175					
	SHELL SERVICE STATION	476-2982						
	FAS GAS SERVICE STATION	476-3536						
	TRAIL MEATS	476-3366						
	KAL'S FOOD MART	476-3029	212-0279					
	PHIL'S GROCERY	476-2991						

	RESOURCES	CONTACT NUMBERS			CODE			
		BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
<b>FUEL SERVICES</b>	CO-OP SERVICE STATION	476-2267						
	ESSO SERVICE STATION	476-5703						
	FAS GAS	476-3536						
	PETRO CANADA (BULK) MAR-DEE ENTERPRISES	476-2348						
	SHELL SERVICE STATION	476-2982						
	REDFERN FARM SERVICES	476-2301						
<b>GENERATORS</b>	REGENT RENTALS (24 HR. NUMBER)	1-204-728-0321						X
	HERTZ EQUIPMENT RENTALS (24 HR. NUMBER)	1-204-729-8267						X
	TOWN OF NEEPAWA (PUBLIC WORKS)	476-7644						X
	FORMAN CHRIS DOBLE			841-4330				X
	SPRINGHILL FARMS	476-3393						X
	JOHN'S ELECTRIC	476-3391						X
	NICK'S REPAIR	476-5270						X

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
DAN HACKEWICH	476-3393		476-2424				
BILL FERGUSON	476-3413		476-2682				
BAYES EQUIPMENT			476-2364				
F. KOZAK & SONS	476-5432						X
RICK KOZAK			476-5571				X
BOB MCBAIN			476-5315				X
TWILIGHT COLONY	476-5439						X
SPRUCEWOODS COLONY	1-204-354-2318						X
P BAKER BACKHOE	476-2827						X
PAT BAKER		476-0712					X
TOWN OF NEEPAWA (PUBLIC WORKS)	476-7644				X	X	X
FORMAN CHRIS DOBLE		841-4330					
ANDY MACSYMIC		841-4328	476-5976				
JACK FOLLOWS	476-7648	212-0707					
RM OF LANGFORD	476-3243	476-0525			X	X	X
FORMAN BOB PEARSON			476-3967				

**PUBLIC WORKS**

	RESOURCES	CONTACT NUMBERS			CODE			
		BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
<b>GRADERS</b>	RM OF LANGFORD	476-7600				X		
	RM OF ROSEDALE	476-5414				X		
	RM OF LANSDOWNE	1-204-368-2202				X		
	MB HIGHWAYS	476-5300				X		
	PAT BAKER	476-2827				X		
	F. KOZAK & SONS	476-5432				X		
	MOFFAT BROS. LTD.	1-204-867-3334				X		
<b>HAM RADIO OPERATORS</b>	TERRY BATES	476-5009		476-2801				X
	NEIL MCNARLAND	476-3636		476-3406				X
<b>HARDWARE STORES</b>	NEEPAWA TRUE VALUE	476-2333						
	NEEPAWA HOME HARDWARE	476-5858						
	NEEPAWA CO-OP	476-3456						

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
<b>HAZ-MAT SPILL KITS</b>							
PRAIRIE FOREST PRODUCTS	476-7700					X	
JOHN DOUGLAS	476-7718	476-6620	476-5105			X	
RICHARD KNETCHEL	476-7706	476-4232	476-5591			X	
LARRY MCDONALD	476-7720		476-3963			X	
<b>HEATING CONTRACTORS AND SUPPLIES</b>							
BIRCH'S PLUMBING & HEATING	476-5110				X		X
DERRICK BIRCH			476-2690		X		X
DREAGER PLMBING AND HEATING	476-0261						
RALPH DREAGER			476-5832				
TIM'S PLUMBING & HEATING	476-8864	476-0714			X		X
BOERSMA'S PLUMBING & HEATING	476-6089				X		X
NEEPAWA PLUMBING & HEATING	476-3466				X		X
PERRY SNEDDEN			476-3723		X		X
PLOSS PLUMBING & HEATING	841-0216				X		X
WAHOSKI'S PLUMBING & HEATING	476-5185		476-2414		X		X

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
<b>HEATING (EMERGENCY SITE HEATERS)</b>							
REGENT RENTALS	1-204-728-0321						X
BEAUTIFUL PLAINS AG. SOCIETY	476-5394						X
BILL FERGUSON			476-2682				X
KNIGHT'S UPHOLSTERY	476-3832						X
SHERRIE GRANT			476-3006				X
JOHN LAVICH			729-6087				X
PLETT CONSTRUCTION							
SHANNON PLETT	368-2489	368-2241					X
HERTZ EQUIPMENT (24 HOUR NUMBER)	1-204-729-8267						X
<b>HOTELS/MOTELS</b>							
BAYHILL INN & SUITES	476-8888						
NEEPAWA MOTEL	476-2331						
HIGHLAND GLEN BED & BREAKFAST	476-3179						
GARDEN PATH BED & BREAKFAST	476-3179						



**SEPTIC TANK  
SERVICE/PORTA POTTIES**

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
VIVIAN MOTOR HOTEL	476-7400						
WESTWAY INN	476-2355						
RAINKIE'S SEWER SERVICE	476-2483				X	X	X
JIM BEAUMONT			476-6591		X	X	X
MOFFAT BROS.	1-204-867-3334				X	X	X
LES MOFFAT			1-204-867-2695		X	X	X
CLINT MOFFAT			1-204-867-3191		X	X	X
LAKESIDE SEPTIC SERVICE	1-204-867-2416				X	X	X
JOHN MOIR			1-204-867-7558		X	X	X
EMERSON PLUMBING (GLADSTONE)	1-204-385-2633				X	X	X
KNIGHT'S UPHOLSTERY	476-3832						X
SHERRIE GRANT			476-3006				X
C&C CONSTRUCTION	1-204-728-2699				X	X	X

**LIGHTING**

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
REGENT RENTALS (24 HR. NUMBER)	1-204-728-0321				X	X	X
NEEPAWA PLUMBING & HEATING PERRY SNEDDEN	476-3466		476-3723		X X	X X	X X
JOHN'S ELECTRIC ANGUS FORD	476-3391		476-6572		X X	X X	X X
KNIGHT'S UPHOLSTERY SHERRIE GRANT	476-3832		476-3006		X X	X X	X X
F. KOZAK & SONS LTD. RICK KOZAK BOB MCBAIN	476-5432	841-0881	476-5571 476-5315		X X X	X X X	X X X

**MORGUES (TEMPORARY SITES)**

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
WHITE'S FUNERAL HOME	476-2848			X	X	X	X
BRIAN JAMES			476-3946	X	X	X	X
NATHAN WHITE			476-3659	X	X	X	X
SPRINGHILL FARMS	476-3393			X	X	X	X
TRAIL MEATS	476-3366			X	X	X	X
YELLOWHEAD CENTER	476-5880			X	X	X	X
GARDWINE NORTH	476-3378			X	X	X	X
NEEPAWA CURLING CLUB	476-2019			X	X	X	X
<b>PERSONAL CARE HOMES, SENIOR HOMES, SPECIAL NEEDS</b>							
COUNTRY MEADOWS	476-2383						
JUDY GABLER	476-7831	476-0552	476-5778				
BRIAN WALSH		841-3392	476-0616				
ELK MANOR	476-2112						
MORELY PEARSON			476-5621				
YELLOWHEAD MANOR	476-2808						
BOB BARNABY	476-2806	841-3598	354-2015				
KINSMEN KOURTS	476-2900						
WARREN BURTON			476-3681				

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
HAMILTON PLACE ALLAN DAVIES			476-5199				
OSBORNE HOMES (UNITED CHURCH) LYLE DAGG			476-2140				
TOUCHWOOD PARK ASSOCIATION ARLEIGH WILSON CHERYL MCLAUGHLIN LINDA HENTON	476-2223	476-6614 476-6674	476-2559 476-3074 966-3333				
TOWN OF NEEPAWA (PUBLIC WORKS) CHRIS DOBLE	476-7644	841-4330			X		
RM OF ROSEDALE	476-5414				X		
NEEPAWA PLUMBING & HEATING	476-3466				X		
RAINKIE'S SEWER SERVICE JIM BEAUMONT	476-2483	476-6591			X X		
SPRINGHILL COLONY MIKE WOLLMAN MAC WOLLMAN	476-2715		476-3646 476-3562		X X X		
SPRUCEWOODS COLONY	1-204-354-2318				X		

**PORTABLE PUMPS**

	RESOURCES	CONTACT NUMBERS			CODE			
		BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
	RIVERSIDE COLONY	1-204-368-2284				X		
	LYLE BREMNER			476-3000				
	REGENT RENTALS (24 HR. NUMBER)	1-204-729-8267				X		
	C&C CONSTRUCTION	1-204-728-2699				X		
<b>RADIOS</b>								
	PRAIRIE MOBILE	1-800-268-8582				X		
	IMPERIAL RADIO SERVICE LTD.	1-204-728-4134				X		
<b>REFRIDGERATED TRUCKS/SEMI-TRAILERS</b>								
	GARDEWINE NORTH DARLENE BARBER	476-3378		476-5800				
	SPRINGHILL FARMS	476-3393						
	TRAIL MEATS	476-3366						
<b>SAND BAGS</b>								
	TOWN OF NEEPAWA	476-7600	841-4330					
	MANITOBA CONSERVATION	476-2076						

**RESOURCES**

**CONTACT NUMBERS**

**CODE**

**BUSINESS**

**CELL**

**HOME**

**GREEN**

**YELLOW**

**RED  
HAZARDOUS  
MATERIAL  
FIRE**

**BLUE  
UTILITY  
OUTAGE**

**PANDEMIC**

**WEATHER**

**SNOWMOBILES**

PRAIRIE SNOWRIDERS							
PERRY SNEDDEN	476-3466		476-3723				
JIM GRAHAM	476-3589		476-3955				

BILL FERGUSON	476-3413	841-1467	476-2682				
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**TOW TRUCKS**

MATT'S AUTOBODY	476-5808						
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NEEPAWA TOWING	476-6877						
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NICK'S REPAIR SERVICE	476-5270						
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BEN'S AUTO REPAIR	476-3689						
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PYRAMID COLLISION CENTER	476-3589						
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**WATER HAULING  
EQUIPMENT**

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
PAUL'S HAULING (BRANDON)	1-204-728-5785						
GARDEWINE NORTH	476-3378						
DARLENE BARBER (24 HR.)			476-5800				
DIAMOND WATER WORKS	476-8852						
SPRINGHILL COLONY	476-2715						
MIKE WOLLMAN			476-3646				
MAC WOLLMAN			476-3562				
TOWN OF MINNEDOSA	1-204-867-2727						
REDFERN FARM SUPPLIES	476-2301						

**WELDING/CUTTING EQUIPMENT**

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
TOWN OF NEEPAWA (PUBLIC WORKS) FORMAN CHRIS DOBLE	476-7644	841-4330					
PENNO'S MACHINING AND MFG.	966-3221						
JIM MCGHIE			476-2379				
YELLOWHEAD EQUIPMENT	476-3413						
ADRIAASSEN'S (PAUL)	1-204-834-3866		1-204-834-3398				
RIDGE ROAD WELDING	1-204-368-2377		476-0630				
HAND GENIE BARNABY	476-2009		1-204-354-2015				
MEALS ON WHEELS	476-2394						
HEMOCARE (ARHA) SHARON MCCREATH	476-2341		476-2633				
WE CARE TOLL FREE NUMBER	476-5676 1-800-633-7855						
EXTRA CARE PAULINE ZYDADLO	476-2621		1-204-368-2242				

**SENIOR CITIZENS (PRIVATE RESIDENCES)**



**SERVICE/VOLUNTEER  
CLUBS**

RESOURCES	CONTACT NUMBERS			CODE			
	BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
ROTARY CLUB (JOHN DOUGLAS)	476-7618	476-6620	476-5105				
UCT (LENNORD PRITCHARD)			476-5050				
ELKS (BILL FRASER)			476-2458				
KNIGHTS OF COLUMBUS (DAMIAN DEMPSEY)			1-204-368-2253				
INNERWHEEL (JUDY BOYCHUK)			368-2362				
ROYAL PURPLE (MARY MURRAY)			476-2617 476-5452 (FAX)				
KIN CLUB (AMANDA NAUGHTON-GALE)	476-2560						
SALVATION ARMY (DARLA BRADLEY)	476-5869						
LION'S CLUB (RON DRESSLER)	476-3119						
LEGION LADIES (SUSAN MASHTOLER)	476-3854		966-3458				

	RESOURCES	CONTACT NUMBERS			CODE			
		BUSINESS	CELL	HOME	GREEN PANDEMIC	YELLOW WEATHER	RED HAZARDOUS MATERIAL FIRE	BLUE UTILITY OUTAGE
<b>VOLUNTEER ORGANIZATIONS</b>	ODDFELLOWS (DON JEFFERY)			476-2425				
	CITIZENS ON PATROL (DON CHUBEY)			476-2469				
<b>VETERINARY SERVICES</b>	BRYDGES & TAYLOR VET SERVICES FOSS TAYLOR	476-5677		476-3286				
	COMMUNITY PASTURE JIM BIRNIE			476-2442				
	GLADESTONE VET CLINIC	385-2892						
	MINNEDOSA VET CLINIC	867-3917						

# Section A

## **Includes:**

- Emergency Plan Confidentiality
- The Emergency Plan
- What is an Emergency
- Overview of a Declaration of State of Local Emergency
- Termination of State of Local Emergency
- Overview of an Emergency Prevention Order
- Termination of an Emergency Prevention Order
- Emergency Powers

# EMERGENCY PLAN CONFIDENTIALITY

This Emergency Plan is available for use by authorized Persons, Organizations, Departments, Agencies and Emergency Services which are listed in the distribution list.

The general public also has accessibility to this Plan in order to familiarize themselves with procedures of the Plan for their Community.

However, it is requested that all persons using or viewing this document, please respect the contents based on the following:

- To protect the privacy of business's and people listed.
- To protect the confidentiality of this document.
- To protect the sensitivity of this document.
- To protect the originality of this document to ensure a consistent version exists.

All amendments to this plan will be made through the Emergency Coordinator.

Thank-you

< >

Emergency Coordinator

# **THE EMERGENCY PLAN**

## **PURPOSE:**

- This Emergency Plan was developed to provide direction in response to an Emergency that exists or is imminent, or a Disaster has occurred or threatens.  
This Plan was developed for the Town of Neepawa and the RM Of Langford.
- This plan will not prevent nor reduce the possibility of an emergency occurring, but will aid in providing a coordinated response in an effort to reduce human suffering and loss, or damage to property and the environment.
- The public must be informed about the Emergency Plan and educated as to certain elements (e.g. WARNING and EVACUATION procedures).
- This Plan does not alter or override the responsibility of Municipal/Town Emergency Services (Fire, Police, EMS/Ambulance) to take warranted extraordinary action for the safety and well-being of the community, where time is of critical importance.

## **IMPLEMENTATION:**

- This Plan can be implemented in whole or in part during an emergency, without declaring a State of Local Emergency.

Implementation of this Plan in whole or in part may be authorized by:

- 1) Mayor/Reeve
- 2) Council
- 3) Chief Administrative Officer
- 4) Emergency Coordinator or Assistant/Designate
- 5) Emergency Services Personnel

## **NOTE**

This does not include the opening of the Emergency Operations Center, as this decision will be made collectively by Mayor/Reeve/Council and the Emergency Coordinator and/or Assistant/Designate.

**AUTHORITY:**

- The Emergency Plan is authorized in accordance with the Province of Manitoba's Emergency Measures Act, and in accordance with Municipal/Town By-Laws. Refer to the annex section for Emergency Measures Act and By-Laws.

# WHAT IS AN EMERGENCY

**Emergency** is defined as:

An abnormal situation, which, to limit damage to persons, property or the environment, requires prompt action beyond normal procedures.

Characteristics of an Emergency:

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

Examples are, but not limited to:

**Natural Disasters:**

- Flood
- Forest/Brush Fires
- Severe Weather-Blizzard/Tornado/Windstorms/Heavy Rain/Hail
- Drought

**Man Made Disasters:**

- Hazardous Material spills
- Large Fires
- Train Derailments
- Plane Crash
- Utility Failures
- Civil Unrest/Riots

In order to determine what affects your community, a Hazard Analysis should be completed in order to inventory potential threats.

**Hazard** is defined as:

A potential or existing condition that may cause harm to people or damage to property or the environment.

**Hazard Analysis** is defined as:

The systematic collection of past and present information relating to natural and man made emergencies aimed at estimating the future likelihood of an emergency.

# **DECLARATION OF STATE OF LOCAL EMERGENCY**

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

The Council, or in the absence of a quorum of council, the Mayor/Reeve may declare a State of Local Emergency. This decision is usually made after consulting with the Emergency Coordinator, Emergency Site Manager, and members of the Emergency Operations Center Management Team. The Council or Mayor/Reeve must fill out the Declaration of State of Local Emergency.

The declaration is valid for a period of 14 days from the date/time of issue. If an extension is required, then you must consult with Emergency Measures Organization and the Minister responsible.

A State of Local Emergency is not required to be considered eligible for Disaster Financial Assistance.

Upon declaring a State of Local Emergency, the Council and/or Mayor/Reeve shall:

- 1) Notify Emergency Measures Organization, who will then notify the Minister responsible for the Emergency Measures Act.
- 2) When notifying E.M.O. include the following
  - Who is making the declaration?
  - What is the nature of the emergency?
  - What is the area/extent of the emergency
  - When was the declaration made (date/time).
- 3) Notify the residents/public of the Community.  
This includes:
  - The reason for declaring a State of Local Emergency.
  - The area/extent of the emergency.
  - An appeal to the public to obey all orders issued by the authorities.
  - An appeal to the public to stay clear of the emergency area.
  - Assure the public that all emergency services will be diligent in the discharge of their duties.
- 4) Notifying neighboring communities as required.



# TERMINATION OF STATE OF LOCAL EMERGENCY

The State of Local Emergency may be terminated at any time by:

- 1) The Council or in the absence of quorum of council, the Mayor/Reeve.
- 2) The Minister responsible for the Emergency Measures Act.

The Council/Mayor/Reeve shall complete the Termination of State of Local Emergency Form.

Upon termination of an Emergency, the Council and/or Mayor/Reeve shall:

- 1) Notify the residents/public of the Community.  
-This includes advising of any Re-Entry guidelines into the area.
- 2) Notify Emergency Measures Organization.
- 3) Notify neighboring communities as required.

## **FORMS REQUIRED: (Located in each Action Plan)**

Declaration of Local State of Emergency

- 1) Quorum of Council available
- 2) Absence of Quorum of Council

Termination of State of Local Emergency

\*Declaration of an Emergency Prevention Order

\*Termination of Emergency Prevention Order

News Release

# Declaration of an Emergency Prevention Order

The Manitoba Emergency Measures Act (Sec. 8.2) permits the declaration of an Emergency Prevention Order. Such declarations can be essential, even critical, in enabling local authorities to take necessary actions necessary to reduce the impact to people, property and the environment.

A local authority may issue an emergency prevention order if:

- There is a real possibility that a disaster or emergency may occur in the municipality for which the local authority is responsible, and
- There is sufficient time to take measures to:
  - Prevent the disaster or emergency from occurring, or
  - Significantly reduce the effects of the disaster or emergency.

## Requirements

The emergency prevention order must be in writing and must state:

- The disaster or emergency for which the order is made;
- The measures to be taken to prevent the disaster or emergency or reduce its effects;
- The area of the municipality that is subject to the order; and
- The period of time during which the order is in effect, which must not be longer than 30 days.

## Powers in emergency prevention order

In the emergency prevention order, the local authority may require any party to do one or more of the following to prevent the disaster or emergency or reduce its effects:

- Control, permit or prohibit travel to or from any area or on any road, street or highway in the affected area;
- Evacuate persons and remove livestock and personal property from the affected area, and make arrangements for the care and protection of those persons and that livestock and property;
- Enter any building or land identified in the order without a warrant to take the emergency prevention measures specified in the order.

## Communication of the order

The local authority must:

- Communicate the details of the emergency prevention order to residents of the affected area by the most appropriate means available; and
- Send a copy of the order to the minister.

## **Extension**

An emergency prevention order may be extended with the approval of the minister for further periods of 14 days each.

## **Termination of an Emergency Prevention Order**

The minister may terminate any emergency prevention order that, in his or her opinion, is not required. The minister must give notice of the termination to the local authority and the residents of the affected area by the most appropriate means available.

# EMERGENCY POWERS

Emergency Powers may only be used after a State of Local Emergency has been declared. The Council/Mayor/Reeve may do everything necessary to prevent the loss of life and damage to property or the environment (Section 12 Emergency Measures Act).

**This includes any of the following:**

- Cause emergency plans to be implemented;
- Utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of any emergency or disaster.
- Authorize or require any qualified person to render aid of such type as that person may be qualified to provide.
- Control, permit or prohibit travel to or from any area or on any road, street or highway.
- Cause the evacuation of persons and the removal of livestock from any designated area that may have a contaminating disease.
- Authorized the entry into any building, or upon any land without warrant.
- Cause the demolition or removal of any trees, structure or crops in order to prevent, combat or alleviate the effect of an emergency or disaster.
- Authorize the procurement and distribution of essential resources and the provision of essential services.
- Provide for the restoration of essential facilities, the distribution of essential supplies and the maintenance and coordination of emergency medical, social and other essential services.
- Expend such sums as are necessary to pay expenses caused by the emergency or disaster.

## **Section B**

### **Includes:**

- Warning
  - Warning Notification Flowchart
- Emergency Operations Center and Management Team Structure
- Alternate Emergency Operations Center Locations
- Hosting and Mutual Aid

## **WARNING**

When an Emergency occurs, or is imminent, the person or Emergency Service becoming aware of the situation will be responsible for alerting the Police or Fire or Emergency Medical Services. Once Emergency Services are aware, they will contact:

- 1) Mayor/Reeve or Council Members, or C.A.O.
- 2) The Emergency Coordinator or Assistant/Designate Coordinator
- 3) Emergency Measures Organization (if required).

The decision to open the Emergency Operations Center will be made collectively by the Mayor/Reeve or Council and the Emergency Coordinator or Assistant/Designate.

Emergency Operations Center Staff will be notified by the Emergency Coordinator or Assistant/Designate Coordinator.

If the nature or magnitude of the Emergency requires immediate Warning or Evacuation of the General Public, then the Police and/or Fire Department will attempt to notify the general public of the following:

- o What/if any precautions can the public take.
- o Whether or not the public has to be evacuated. (refer to evacuation section)
- o Whether or not the public should shelter in place. (remain where they are)

This notification can be done through the following ways:

- o Use of loud hailer
- o Use of sirens
- o Door to door canvas
- o Use of Media/Television/Radio

The town siren is tested regularly when the fire department is called out. If there should ever be a period of extended time for example one month when the town siren has not been used by the fire department, it will be tested as required.

## **NOTE**

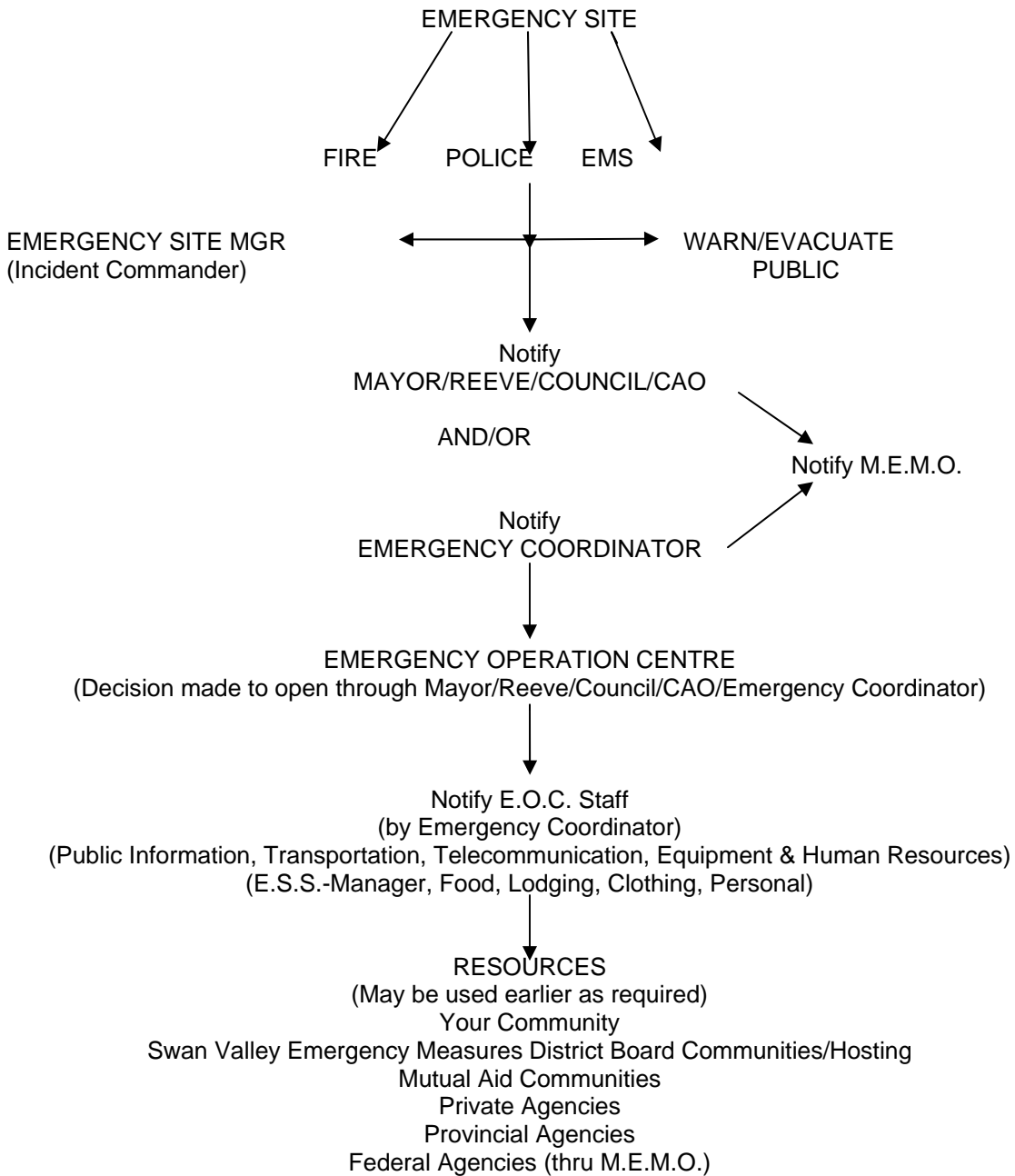
The Police and/or Fire Department shall undertake appropriate action, and need not wait till the notification process of abovementioned steps 1,2 and 3 are completed. The action taken may be required due to necessity, as time is of essence in the decision making process.

The warning system is also subject to variable conditions, which may affect the effectiveness of Warning the public.

This includes:

- o Amount of time available to warn the public.
- o Availability of Police and Fire Department manpower and resources.

The following flowchart explains the notification process.



**Note:**

The ESM/IC may be re-appointed by Mayor/Reeve/Council/Emergency Coordinator.  
Warn/Evacuate Public may occur immediately and be further assisted by EOC Staff.  
M.E.M.O. may be notified earlier by Emergency Services.

**EMERGENCY OPERATIONS CENTER & MANAGEMENT TEAM**

The Emergency Operations Center is the location where all required department heads convene to make coordinated decisions regarding the disaster, and the only point from which directions emanate. This includes responsibility for providing essential services and resources to the Community and Emergency Site Team. The decision to open the Emergency Operations Center is made by the Mayor/Reeve/Council in consultation with the Emergency Coordinator and/or Assistant/Designate Coordinator.

**The Emergency Operation Center locations are:**

Primary Location

Town of Neepawa/RM of Langford Office 275 Hamilton Street

- ? telephone lines
- ? fax lines
- Radio communications with Town of Neepawa and RM of Langford Public Works
- ? additional phone lines available in an emergency
- Cells?

Alternate locations:

Springhill Farms Limited- Highway 16 East

- 2 telephone lines.....476-3393
- 1 fax line..... 476-3791
- Additional 10 phone lines in case of emergency
- Quick installation of mobile unit but requires power supply and antenna
- Contact person-Bill Teichroew or Dennis Suski????

Beautiful Plains School Division Administration Office- 213 Mountain Avenue

- 4 telephone lines (11 phones).....476-2388
- 1 telephone line (1 phone or fax).....476-3606
- 1 telephone line (data).....476-3474
- Radio communications with school division
- Additional 20 lines available in an emergency
- Quick installation of school division mobile radio from truck
- Cellular.....476-6231

RM of Langford Public Works Garage

- 1 telephone line

Redfern Farms

North Star Seeds

NOTE: MTS Mobility has a package of cellular phones available which can be programmed and used in an emergency

**The EOC consists of four major components which include:**

- 1) EXECUTIVE CONTROL-Comprised of Mayor/Reeve/Council Members
- 2) OPERATIONS CONTROL-comprised of the Emergency Coordinator and/or Assistant/Designate Coordinator and Team Members (see below).
- 3) EMERGENCY SERVICES-comprised of Police, Fire, EMS.
- 4) ADMINISTRATION-comprised of Accounting/Legal staff.

Therefore the EOC Management Team consists of the following positions:

- Emergency Coordinator and/or Assistant/Designate Coordinator
- Police Representative
- Fire Department Representative
- Health Services Representative



- Emergency Social Services Manager
- Transportation Manager
- Public Information Manager
- Telecommunications Manager
- Resources Manager-Equipment
- Human Resources/Volunteer Manager
- Municipal Administrator
- EOC Administrative Officer

Requirements for each position are explained in Duties/Responsibilities.  
 Not all positions may be required, as the EOC Team will be assembled as needed.  
 The EOC Team will be notified by the Emergency Coordinator or Assistant/Designate.

## **HOSTING**

If disaster occurs in a Community, then this event may limit the community's ability to deal with the situation, depending on the severity of the disaster. In such cases, neighboring communities can become a host community by establishing a Reception Center to assist in dealing with evacuees.

A hosting agreement shall be signed between communities, prior to these disaster events as a form of preparedness.

The agreement would only be acted upon during time of crisis and approval must be obtained from the Mayor/Reeve/Council/ and Emergency Coordinator.

The community in peril will contact the Host Community and advise them of their needs. A designate Member of the Community in peril will accompany the evacuees to the Host Community in order to assist in providing information.

The Host Community will ensure the following is completed:

- 1) Open a Reception Center.
- 2) Establish Registration/Inquiry Service.
- 3) Provide Services (Food/Clothing/Lodging/Personal).
- 4) Arrange for Medical Services if required.
- 5) Assist with timely briefings to evacuees concerning their situation.
- 6) Assist with re-entry procedures.

Once the disaster event is complete, then the Peril and Host Community will ascertain what costs were incurred and payment shall be made in a timely fashion.

It is suggested that proper bookkeeping practices along with receipts be maintained in order to receive payment.

**MUTUAL AID**

Mutual Aid agreements are arrangements between Communities who are willing to respond with aid in an emergency. This includes resources (equipment/human), and any other services required. This excludes Fire/Police/EMS, which are governed by their own agreements.

Mutual Aid agreements should exist between communities prior to a Disaster occurring, as a form of preparedness.

The agreement would only be acted upon during time of crisis and approval must be obtained from the Mayor/Reeve/Council and Emergency Coordinator.

**HOSTING AGREEMENT**

The Emergency Plan is a set of guidelines and procedures to undertake in the event of a Disaster, while working in conjunction with Local Fire, Police, Emergency Services, as well as people and businesses in our community.

A further step towards Emergency Preparedness would include a "Hosting Agreement" with neighboring communities. This hosting agreement enables communities to assist each other by providing Reception Facilities which includes food/lodging and other necessary services for evacuated persons.

To enact this agreement, notify and receive authorization from the Mayor/Reeve, Council and Emergency Coordinator.

The re-imbusement costs of these services/supplies are to be carried by the Municipality or Town from where the Disaster occurs. Payments will be made in a timely fashion, once the Disaster situation has been dealt with. Proper bookkeeping practices, along with invoices/receipts shall be maintained in order to receive payment.

**Hosting agreement:**

The following Municipalities/Towns agree to participate as reciprocal hosting communities for each other:

The Municipality/Town of: \_\_\_\_\_

Signed/Position: \_\_\_\_\_

The Municipality/Town of: \_\_\_\_\_

Signed/Position: \_\_\_\_\_

Dated: \_\_\_\_\_

## **Section C**

### **Includes:**

- Roles and Responsibilities

## **Roles and Responsibilities**

### **MAYOR/REEVE AND COUNCILLOR DUTIES**

- Implement the Emergency Plan in whole or in part.
- Notify the Emergency Coordinator or Assistant/Designate.
- Liaise with the Emergency Coordinator or Assistant/Designate, to determine a plan of action, what resources may be required, and if the Emergency Operations Center should be opened.
- The Council, or in the absence of a Quorum of Council, the Mayor/Reeve will control and direct the emergency operations at all times.
- The Council, or in the absence of a Quorum of Council, the Mayor/Reeve are responsible for the Declaration of a State of Local Emergency.
- The Council, or in the absence of a Quorum of Council, the Mayor/Reeve are responsible for the Termination of a Declaration of a State of Local Emergency.
- Notify the Emergency Measures Organization that a Declaration of a State of Local Emergency has been declared.
- Authorize funds/monies necessary to deal with the emergency.
- Authorize Media releases.
- Record all actions and decisions.

### **CHIEF ADMINISTRATIVE OFFICER (CAO)**

- Provide information and advice to Mayor/Reeve and Council.
- Maintain informational and financial records pertaining to emergency operations.

### **EMERGENCY COORDINATOR**

The Emergency Coordinator should be aware of all components of the Emergency Plan. The coordinator should also be aware of the Responsibilities and Duties of all positions/persons within the Emergency Plan, and ensure they are complying with their duties.

The Assistant Emergency Coordinator (referred to a designate) is to act as the Coordinator when the Emergency Coordinator is unavailable or requires relief. All responsibilities and duties apply to the Assistant Coordinator/Designate, in the temporary absence of the coordinator and especially during an event.

### **RESPONSIBILITIES:**

- Conduct a Hazard Analysis.
- Prepare the Emergency Plan.
- Currently update the Emergency Plan.
- Assist with developing Mutual Aid agreements.

- Develop the Emergency Operations Center.
- After an Emergency, conduct a review of procedures and make amendments if required.

## **DUTIES:**

### **PRE-EVENT**

- Coordinate/facilitate process to review and update emergency plan with CAO.
- Liaise with members of council/district boards on duties, responsibilities and training for disaster management.
- Develop training schedule and budget requirements.
- Coordinate/deliver training for volunteers. Ie. Mock incident, R&I etc.
- Attend training seminars and exercises approved by the Town/RM.
- Review and update MOU's with agencies/partners annually.
- Provide media and public awareness campaign
- Review and recommend changes to the emergency plan
- Hazard analysis reviews (as necessary ie. New industry)

### **EVENT**

- Implement the Emergency Plan in whole or in part.
- Designate location of Emergency Operation Center (may need to use alternate location)
- Activate the Emergency Operation Center.
- Activate, callout and coordinate EOC Managers/Staff.
- Ensure all responsibilities and duties of EOC Staff are carried out.
- Manage and coordinate emergency response.
- Advise the council/mayor/reeve of all information and developments.
- Ensure all directions by council/mayor/reeve are carried out.
- Ascertain and Liaise with Incident Commander from the Emergency Site.
- Ensure Communications are established from EOC to Emergency Site.
- Liaise with Emergency Site Manager and council/mayor/reeve to determine if evacuation is required for people/livestock.
- Ensure care for animals left behind.
- Liaise with Emergency Site Manager, and council/mayor/reeve and determine both declaration and termination of state of local emergency.
- Ascertain what utilities or services have been or should be disconnected, or reconnected as requires. (eg. Hydro, closing of schools).
- Ensure EMO has been advised and updated on all information.
- Ensure appropriate Emergency Services and required agencies are notified.
- Ensure that special needs groups are being assisted as needed (ie Touchwood Association, Senior's and Care Homes).
- Review and authorize media releases. Then forward same to council/mayor/reeve.
- Ensure that the public is notified and updated on the response to the emergency, and any instructions or directions in regards to Evacuation or Re-entry.
- Notify surrounding Communities.
- Implement Hosting Agreements, if required.
- Implement Mutual Aid Agreements if required (except Fire/Police/EMS).

- Expend monies as authorized to deal with the emergency.
- Record all events.

### **POST EVENT**

- Collect all Log Sheets.
- Request a full report of all emergency activities from all responding Municipal Agencies.
- Prepare a Post-Emergency report.
- Coordinate the Disaster Financial Aid Assistance program process
- Conduct de-briefing at all levels and aspects of event

### **FIRE DEPARTMENT DUTIES**

- Coordinate Fire Fighting.
- Coordinate Hazardous Material Response.
- Activate Fire Mutual Aid when necessary.
- Provide Incident Commander unless otherwise instructed.
- Assist with Evacuation of People (see Evacuation plans for assistance).
- Assist in Search and Rescue.
- Record all actions.

### **POLICE DEPARTMENT DUTIES**

- Provide Emergency Site Security.
- Provide Traffic and Crowd Control.
- Provide Incident Commander unless otherwise instructed.
- Assist with Evacuation of People (see Evacuation plans for assistance).
- Assist with Search and Rescue.
- Set-up Temporary Morgue (see Resources for Temporary Morgue locations).
- Advise Medical Examiners Office in the event of a fatality.
- Record all actions.

### **E.M.S./AMBULANCE DUTIES**

- Provide first aid on site.
- Advise Hospitals of possible mass casualties.
- Initiate Health Mutual Aid when necessary.
- Record all actions.

### **INCIDENT COMMANDER**

The Incident Commander will be the Senior Fire Official or Senior Police Officer at the Emergency Site. This position may be re-appointed by the Council/Mayor/Reeve after consultation with the Emergency Coordinator.

The Incident Commander is responsible for:

- Managing and controlling Emergency Site Operations including establishing perimeters, and the need for evacuations, and resources.
- Informing/Updating the Emergency Operations Center of the Emergency Site Operations, activities and resource requirements.

## **PUBLIC INFORMATION MANAGER**

Public information is essential in any emergency situation. Informing the public has several important details. Information provided before, during and after an emergency helps the affected public make important decisions. As such, the community should advise its citizens of precautions to take. The same process will help in providing updated information concerning the emergency, sometimes lessening the anxieties of those affected by the emergency.

### **RESPONSIBILITIES:**

Inform the Public of the following:

- Warning Phase of Disaster (if applicable).
- Updates on condition of Emergency/Disaster.
- Declaration of State of Local Emergency.
- Termination of State of Local Emergency.
- If and when evacuation is required.
- Instructions pertaining to evacuation or sheltering in place.
- The routes of evacuation.
- Reception Center location.
- When and where Re-entry is allowed, and associated instructions.
- Safety and Health issues.
- Establish Citizens Inquiry Line.
- Contact appropriate media outlets.
- You may be required to conduct the press release.

### **DUTIES:**

- Report to the Emergency Coordinator or designate for instructions.
- Contact the Media (refer to Media Resource List).
- Arrange a location for the media to stage.
- Advise the Media where/when a press conference will be held.
- Liaise with Incident Commander.
- Liaise with Transportation Manager for evacuation pickup/drop-off locations, and appropriate route.
- Liaise with ESS Manager for Reception Center location.
- Prepare authorized documents as required, to advise Public about:
  - Declaration of State of Local Emergency
  - Termination of State of Local Emergency
  - Notification of Evacuation Document (Items to take/associated instructions).
  - Re-entry notification (associated instructions).
  - Daily newsletter (if required).

- Prepare a press release to inform the Public about:
  - Areas to stay away from.
  - Requests for Human Resources.
  - Requests for Equipment Resources.
  - Any warnings for Health and Safety issues.
  - Current updates on condition of the Emergency/Disaster.
  - Any other public appeals deemed necessary by the Emergency Coordinator and Staff.
- Once a press release document or newsletter is prepared then:
  - Present the document to the Emergency Coordinator/Designate for approval.
  - Once the document is approved by the Emergency Coordinator/designate, then it will be presented to the Mayor/Reeve/Council for approval.
  - After the Mayor/Reeve/Council approval, it will be decided who will make the presentation to the media.
- Maintain accounting practice.
- Maintain copies of all press releases and related documents.
- Record all your activities on Log sheets.
- Pass the Log sheets onto the person who relieves you and brief them on your activities.
- Report all findings to the Emergency Coordinator/Designate.

## **TRANSPORTATION MANAGER**

The emergency transportation plan is developed to provide transportation to those citizens who are being evacuated and have no means of transportation. It may also be necessary to supply transport for evacuated livestock/animals, or to deliver supplies wherever required.

### **RESPONSIBILITIES:**

- Maintain a current list of transport and fuel contacts.
- Arrange transportation vehicles as required for People/Livestock/Animals/Supplies.
- Direct transportation vehicles are required.
- Determine gasoline and diesel requirements.
- Determine transportation pick-up and drop-off locations.
- Determine transportation routes.

### **DUTIES:**

- Report to the Emergency Coordinator or designate for instructions.
- Liaise with Emergency Site Manager and determine requirements.
- Liaise with Emergency Social Services Manager to determine reception center location.
- Liaise with Public Information Manager to coordinate directions for the public.
- Determine amount of people/livestock to be transported.



- Determine if transportation is required for any supplies.
- Determine amount and types of vehicles required.
- Determine pick-up location.
- Determine safest route to emergency scene.
- Ascertain response time for vehicles/resources.
- Contact the appropriate resources for vehicles (see resource list).
- Contact appropriate fuel supplier (see resource list).
- Once a transport from the emergency scene to the reception center is complete, have the driver of the vehicle report to you confirm if there are any further duties.
- Maintain accounting practice.
- Report all your findings to the Emergency Coordinator or designate.
- Record all events on Log sheets.
- Pass the Log sheets onto the person who relieves you, and brief them of your actions.

## **TELECOMMUNICATIONS MANAGER**

The Emergency Telecommunications Plan consists of the methods of communicating to the various responding agencies in your Municipality, especially from the EOC to the Emergency Site.

### **RESPONSIBILITIES:**

- Establish necessary communications from the Emergency Site to the Emergency Operations Center.
- Establish a back-up plan for communications in case the primary system fails.
- Arrange for additional equipment and operators.
- Ensure regular test procedures are conducted for community equipment.

### **DUTIES:**

- Report to the Emergency Coordinator or designate for instructions.
- Coordinate procedures for communications between Emergency Site and EOC.
- Liaise with Emergency Site Manager, to determine method of communication.
- Determine appropriate resources required (two-way radios/batteries etc.).
- Arrange for additional resources with Manitoba Telephone System, including system hookup for the Emergency Operation Center.
- Arrange for Amateur Radio Services (ham operator).
- Establish fax communications.
- Maintain accounting practice.
- Report all findings to the Emergency Coordinator or designate.
- Record all events on Log sheets.
- Pass the log sheets onto the person who relieves you, and brief them of your actions.

## **RESOURCES MANAGER-EQUIPMENT**

### **RESPONSIBILITIES:**

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

### **DUTIES:**

- Report to the Emergency Coordinator or designate for instructions.
- Liaise with EOC Managers to determine resource needs.
- Liaise with Public Works Official to determine resources.
- Contact and instruct appropriate Business's/Agencies to arrange for resources.
- Maintain accounting practice.
- Report all findings to the emergency coordinator or designate.
- Record all events on Log sheets.
- Pass the Log sheets onto the person who relieves you and brief them of your actions.

## **HUMAN RESOURCES/VOLUNTEER MANAGER**

### **RESPONSIBILITIES:**

- Develop and maintain list of volunteer organizations and people.
- Coordinate the utilization of those resources in an emergency.

### **DUTIES:**

- Report to the Emergency Coordinator or designate for instructions.
- Liaise with EOC Managers to determine Resource needs.
- Contact and instruct appropriate Agencies on manpower requirements and duties.
- List volunteers with appropriate forms to ensure coverage by Workman's Compensation.
- Maintain accounting practices.
- Report all findings to the Emergency Coordinator or designate.
- Record all events on Log sheets.
- Pass the Log sheets onto the person who relieves you, and brief them of your actions.

## **SECURITY**

Security personnel may be requires for various reasons, such as:

- Guard for the Emergency Operations Center
- Guard for Reception Centers

- Guard for the Disaster Site

Security for the Emergency Operations Center and Reception Centers may be Provided by, COPS (Citizens On Patrol).

Perimeter security for the disaster site is usually provided by the police. In the event of larger scale disasters, one may request the assistance of the Armed Forces through Emergency Measures Organization.

In the event of a smaller scale disaster that may require long term guarding, one may consider using private Security Companies as listed in the MTS directory.

If the cause of the disaster is a result of a private business firm, then this firm may be responsible for hiring their own personnel or security company to guard the scene if required.

### **MUNICIPAL ADMINISTRATOR**

See Chief Administrative Officer Duties

### **EOC ADMINISTRATIVE OFFICER**

#### **RESPONSIBILITIES/DUTIES:**

- Report to the Emergency Coordinator or designate for instructions.
- Perform overall accounting practice
- Liaise with all EOC managers and coordinate all costs/accounting.
- Maintain a record of all practices.
- Confer with the Emergency Coordinator on required expenditures.

### **EMERGENCY SOCIAL SERVICES**

The purpose of ESS is to provide essential needs to persons that require assistance during time of crisis.

#### **ESS can provide services to persons which include:**

- People who have been evacuated or affected by the disaster on a temporary basis until normal services are restored.
- Provide post-disaster services to accommodate re-entry into the community.

#### **ESS will provide the following services:**

- 1) Registration and Inquiry  
Maintain a list of evacuees and their location.

- 2) Lodging  
Set-up Reception Centers for those displaced by the emergency.
- 3) Food Services  
Provide food to those affected, at Reception Center.
- 4) Clothing  
Provide clothing to those affected by the emergency.
- 5) Personal Services  
Assist in addressing personal needs of evacuees.

\*Additional assistance at time of crisis may be obtained through

- 1) Provincial Emergency Social Services-obtained through E.M.O.
- 2) The Canadian Red Cross can assist in Registration/Inquiry.

## **ESS POSITIONS**

The positions outlined are most effective when there are enough personal to fulfill the positions. At times when there is insufficient personal, one must expect that they may be required to be flexible enough to take on some of the tasks or responsibilities of other positions. This also may be required in long term situations, when there are not enough personal to rotate through lengthy shifts. If further volunteers are required, refer to the Human Resource List. You can also have evacuated persons assist you in any function at the reception center.

These ESS positions are not only maintained for Reception Center purposes for evacuees. These positions may also be required to assist evacuees who return to their residences. This type of situation is addressed in the Re-entry Phase.

## **ESS MANAGER:**

- Receive notification/instructions from the Emergency Coordinator/designate.
- Determine an appropriate site for the reception center.
- Contact the key holder for the selected reception center.
- Advise the key holder to open the premises, and remain there until the Reception Manager or Lodging Manager meets with them.
- Notify Reception Manager and authorize notification structure callout.
- Liaise with Transportation Manager.
- Liaise with the Public Information Officer to disseminate information.
- Coordinate ESS system from the EOC.
- Ensure that special needs groups are being accounted for and assisted as needed ( ie Touchwood Group, Seniors and Care Homes)
- Establish a Citizens Inquiry phone line, liaise with Public Information Manager.
- Record all actions and instructions on Log sheets.
- Pass the log sheets onto the person who relieves you, and brief them of your actions.

- Report all your findings to the Emergency Coordinator/designate.

### **RECEPTION MANAGER**

- Receive notification and instructions from ESS Manager.
- Notify and callout required Managers such as: Lodging, Food, Clothing and Personal.
- Attend the Reception Center and:
  - Coordinate all required managers.
  - Liaise with the key holder.
  - Coordinate registration and inquiry through the Red Cross, or other volunteers.
  - Set-up office area in Reception Center with a phone number and advise EOC of number.
- Maintain accounting practice.
- Record all your activities, using Log sheets.
- Report all your findings to the ESS Manager.

### **LODGING MANAGER:**

- Inspect the Reception Center for any prior or post damages (do this in the company of the key holder).
- Ensure the heating/cooling systems are operational.
- Ensure the Toilet/Shower facilities are operational.
- Obtain necessary bedding and blankets.
- Arrange for Security personnel.
- Arrange for custodial services.
- Arrange for garbage pickup.
- Arrange the following areas within the Reception Center:
  - Registration and Inquiry Area (tables/chairs/signs, etc).
  - Food preparation and serving area.
  - Sleeping area.
- Record all your activities, using log sheets
- Report all findings to the Reception Manager.
- Maybe required to arrange lodging for responding agencies (usually commercial lodging separate from evacuees)

### **FOOD MANAGER:**

- Determine food/beverage requirements for evacuees/staff at Reception Center (include special needs-Baby formula etc).
- Contact necessary restaurants for prepared food items.
- Contact necessary grocery stores for supplies.
- Determine if the Restaurant or Grocery Store can deliver their items, or if pickup is required.
- If necessary, liaise with the Transportation Manager for food/supply pickup.

- Determine if personnel are required to prepare or serve any food (you may use evacuees to assist, Hall Members or Human Resource List).
- Maintain records of all costs/bills/receipts and forward to Reception Manager.
- Ascertain food requirements for Emergency Responders at Emergency Site (Office of Fire Commissioner or Salvation Army maybe able to assist).
- Arrange for food for EOC staff
- Record all your activities, using Log sheets.
- Report all findings to the Reception Manager.

### **CLOTHING MANAGER:**

- Determine clothing requirements for evacuees.
- Contact appropriate resources for clothes (see Resource List or Salvation Army).
- Ascertain if the clothing will be delivered or needs to be picked up.
- Liaise with Transportation Manager if pickup is required.
- Maintain record of all costs/bills/receipts and forward to Reception Manager.
- Record all your activities, using log sheets.
- Report all findings to the Reception Manager.

### **PERSONAL MANAGER:**

Ascertain personal needs of evacuees or staff which includes:

- Is anyone injured?
- Does anyone require any medical assistance?
- Does anyone require any medication?
  - Contact appropriate Health Authority if required (i.e. Ambulance/Doctor/Pharmacist).
- Arrange for Counselors or Clergy to attend if required.
- Are there any special needs (Diapers/Personal Hygiene Products etc.)?
- Arrange for recreation activities (Kids games/Cards/TV).
- If supplies are required, liaise with Food Manger as he/she may be placing an order with a grocery store.
- Maintain a record of costs/bills/receipts and forward to Reception Manager.
- Record all your activities, using Log sheets and report all findings to the Reception Manager.

## **Section D**

- Disaster Financial Assistance Arrangements

# **DISASTER FINANCIAL ASSISTANCE ARRANGEMENTS (DFAA)**

When disaster strikes and creates an unreasonable financial burden, financial assistance may be available for eligible costs. DFAA is the Federal/Provincial agreement that establishes the eligibility criteria for disaster financial assistance.

Assistance programs are authorized under the Provincial Emergency Measures Act and administered at the provincial level in accordance with the DFAA.

The purpose is to assist local governments, individuals, full time farmers, full time small businesses, and certain non-profit organizations in restoration to pre-disaster condition.

## **ELIGIBLE COSTS ARE:**

- Pre-emptive costs:
- Includes the costs of any reasonable actions to protect property, possessions or infrastructure from damage.
  
- Evacuations and Operations:
- Reasonable expenses for evacuations and costs related to responding during a disaster.
  
- Restoration to Pre-Disaster Condition:
- Includes: Loss or repair of essential items
- Damage to essential infrastructure and buildings
- Clean up and debris removal

## **INELIGIBLE COSTS ARE:**

- Insurable losses
- Costs recoverable through an existing Government program
- Losses recoverable by Law
- Non essential items
- Loss of income and opportunity
- Normal operating costs
- Upgrades and improvements
- Damages that are a normal risk of trade



## **LIMITATIONS:**

The private sector can receive 80% of eligible losses to a maximum \$100,000 net per claim.

The public sector is based on a cost sharing formula.

## **IMPACT ASSESSMENT:**

An impact assessment is information that provides:

- Details of the event
- Details of the impacts

An impact assessment allows Local Authorities and the Province to quickly determine the magnitude of impacts of a disaster.

**\*In the event that a disaster strikes, you should do the following:\***

## **INDIVIDUALS:**

- Contact their local authority
- Document impacts, damages, and losses (Impact Assessment)
- Take pictures
- List damaged and disposed of personal property
- Take action to prevent further damage
- Keep records and invoices

## **LOCAL AUTHORITIES:**

- Contact Emergency Measures Organization
- Complete an Impact Assessment
- Take pictures
- Record all labor costs
- Retain all invoices and records
- Provide community members with information about recovery
- A declaration of a State of Local Emergency is not required
- A Resolution requiring disaster financial assistance is required
- The Resolution must include
  - Event date.
  - Explanation of the conditions leading up to the incident, and a description of the event.
  - Specific geographic areas impacted.
  - A statement requesting disaster financial assistance.
  - A copy of the current impact assessment, including estimated losses.

All applications, resolutions and impact assessments are reviewed by the Province. Once applications, losses and damages are verified, then eligible assistance will be processed.

The Emergency Measures Act provides an appeal process for claimants.

For further information, contact Emergency Measures Organization.

# Hazardous Material/ Large Structure Fire Preparedness/ Response Plan

## Introduction:

Hazardous Materials are substances which pose risk to health, safety, property or the environment during operation and or transportation, and can include chemical, biological or radiological hazards. Very often the danger of fire, chemical release or explosion will require the implementation of an evacuation/ re-entry plan. Timely and accurate situation reports from the Incident Commander to the EOC on the situation will be crucial for the overall control and coordination of the operation. Due to the nature of Hazardous Material emergencies, there may be little or no warning period. Some warning may be anticipated depending on the circumstances, such as a rollover of a tanker truck, which has not yet released its product. Because of the high volume of Hazardous Materials that are being transported, we are vulnerable to an accident happening any time of the year. Hazardous Material emergencies could be within a time span of less than 24 hours, to several days.

Large Structure Fires refers to fires located in large structures erected for community use or commercial enterprise. This could include any of the following, but not limited to:

- Schools
- Lumber Yards
- Hotels
- Hospitals
- Grain Elevators
- Large Animal Barns
- Community Halls

The full involvement of these structures, in most cases, exceeds the capacity of the responding agency, requiring additional assistance. Due to the nature of structure fires, there may be little warning or no warning if the building isn't occupied. Depending on the location of the fire, an evacuation could be necessary if surrounding buildings are in a close proximity to the fire.

## Scope of Impact:

As a community we have to be aware of the impact of a Hazardous Material emergency or a Large Structure Fire. These emergencies can happen throughout the year with little or no warning. A Hazardous Material Emergency can pose a threat to life and property, environmental impact; soil, water and air contamination, fire and explosion, an evacuation could be imminent, traffic disruption, and disruption of business and industrial activities.

A Large Structure Fire could pose similar impacts. Threat to life and property, could have an environmental impact, an evacuation could be imminent, and disruption to business and industries.

The demand on local emergency response could be quickly exhausted during these emergencies. Resources needed could also be exhausted or hard to come by. Water source for example in a rural fire could pose a serious issue. Mutual aid agreements will play a major part in response to these large scale emergencies.

### **Mitigation and Response Plans:**

Through the efforts of the Emergency Coordinator and the local Fire Department, continual risk assessments and pre-incident planning will be of importance to try and mitigate the effects of a Hazardous Material emergency or a Large Structure Fire. Proper mitigation practices to these emergencies could directly affect the response we as a community put forth when the time arises. With the cooperation of facilities that could potentially pose a threat to the rest of the community if an emergency was to initiate at their site, proper Emergency Response Action Plans will be developed and approved by local authority. As a community we need to work together to maintain a sufficient level of response.

### **Roles and Responsibilities**

#### **Emergency Coordinator:**

- Be in contact with first responders on scene, and determine appropriate actions needed.
- Contact elected officials and CAO; Brief on the situation that has arrived and determine appropriate actions that need to be taken.
- Notify Manitoba Environment Branch @ 1(204) 945-4888 or Manitoba EMO at 1(204) 945-5555.
- Activate the EOC, notify EOC Management Team and implement the Emergency Response Plan. Designate appropriate location of EOC; Not within affected area and advise EOC Management on the affected area and to determine appropriate routes to EOC. If the route the member needs to go through is declared unsafe, they will not be expected to respond.
- Establish liaison and communications with participating elements/ agencies.
- Advise Mayor/ Reeve and Council to appoint Incident Commander; Determine who has Incident Command on scene; If appropriate Incident Command is in place advise elected officials.
- Ensure all necessary emergency responders are on route or on site; Fire, Police, Ambulance, Environment Department, Transport Company/ Facility Representatives.
- Obtain or verify that the following information is obtained and that the vehicle Bill of Lading or rail Manifest/ Consist is available.
  - Location of accident
  - Time of accident

- Name of Shipper/Transporter/ Facility
  - Manufacturer of Goods
  - Prevailing weather conditions, and wind direction and speed
  - Air temperature, precipitation etc.
- Implement Mutual Aid agreements; May require authority of the Mayor/ Reeve and/ or Council.
- Coordinate the resources responding to Mutual Aid agreements and their deployment.
- Activate the Evacuation Section of the Emergency Plan and Emergency Social Services.
- Implement Public Information to inform the public of the precautions to be taken.
- Deploy Rescue Operations if required
- Ensure scene security is implemented for the emergency site as well as EOC and evacuated areas
- Implement Emergency Transportation for stranded residents
- Shut down or repair utilities to reduce public dangers
- Implement animal care and control
- Ensure the timely release of media information concerning public action, information and inquiry services.
- Verify that accident site inner and outer perimeter and any evacuated areas are secured.
- Verify medical evacuation status and appraise medical services of any updated data on the nature of the dangerous goods involved, or toxins produced by the fire.
- Confirm local area monitoring and reporting of weather and environmental damage
- Direct the implementation of Emergency Public Works action plans, (Roads, Utilities shut down, etc)
- Maintain contact with on site agencies of status of emergency and if additional resources, or public actions should be taken.
- Continue citizen's inquiry line and news release system until no longer required
- Assist Manitoba Environment in cleanup operations including disposal of any possible materials. Haz Mat Waste Removal:
  - Miller Environment Corporation (Winnipeg)
    - 24 hr Emergency Response Team
      - 1(204) 957-6327
- Commence Restoration of utilities and road/ rail links
- Ensure appropriate approvals or inspections are performed to allow safe return by residents.
- Implement Re-entry Guidelines
- Return rented or borrowed resources
- Conduct psycho- social counseling if necessary
- Contact Manitoba Disaster Assistance Board for Possible Compensation



<i>Television Stations:</i> Access 12	476- 5165	(Ivan Trail)
	476- 3351	(NACTV Office)
CTV	788-3300	
Global Wpg	233-3304	

- When notifying media agencies allow for adequate time for everyone to arrive.
- Press release must be approved by the Elected Officials and the Emergency Coordinator to verify that all information is correct.
- Record all events on log sheets
- Pass the log sheet on to the person who relieves you and brief them of your actions

**Transportation Manager:**

- Report to the Emergency Coordinator to be briefed of the situation.
- If an evacuation order is rendered, acquire specific information as to who needs to be evacuated, evacuation routes, reception centers, all drivers understand the duties they need to perform.
- Maintain records of all vehicles; trips made, fuel required, and condition of all drivers.
- Acquire adequate means of transportation:

<b>Buses:</b> Beautiful Plains	476- 5009
Farmer's	476- 5270
Big Valley Bulls	476- 3638 (Dave Clark)
	966- 3258 (Rob James)
Neepawa Handy Van	476- 2828
	476- 3429 (Phil Syntak)

<b>Fuel Services:</b> Co-op Gas Bar	476- 2267
Fast Gas	476- 3536
Petro Can	476- 2348
Shell	476- 2982

- When drivers re-fuel make sure they keep a copy of all receipts to help keep tract of expenses
- Report all findings to the Emergency Coordinator.
- Record all events on log sheets.
- Pass the log sheet on to the person who relieves you and brief them of your actions.

**Telecommunications Manager:**

- Report to the Emergency Coordinator to be briefed on the situation.
- Establish emergency communications to emergency services, including public works.
- Arrange for additional resources with MTS; if EOC location requires it.  
MTS Emergency #: 1(800)889-8780

- Establish a phone line within the EOC that the public can call for information and provide a person to operate the line. Advise the Public Information Manager of the phone number to be used so they can incorporate the information into the media release.
- Establish fax communications.
- Report all findings to the Emergency Coordinator; if someone calls in and requires specialized assistance.
- Record all events on log sheets.
- Pass the log sheet on to the person who relieves you and brief them of your actions.

### **Resources- Equipment Manager**

- Report to the Emergency Coordinator to be briefed on the situation.
- Liaise with the EOC Managers and the Emergency Coordinator to determine resources that maybe needed.
- During the event of a Hazardous Material Emergency or Large Structure Fire the need for additional resources to help assist emergency responders may be required. Water supplies, heavy equipment etc, Emergency Coordinator will advise.
- Maintain accounting practices
- Report all findings to the Emergency Coordinator.
- Record all events on the log sheets
- Pass the log sheets on to the person who relieves you and brief them of your actions.

### **Human Resources/ Volunteer Manager**

- Report to the Emergency Coordinator to be briefed on the situation.
- Liaise with EOC Managers and the Emergency Coordinator to determine human resource needs. Depending on the situation, volunteers could be needed to help with reception centers, operators to run equipment, sand bagging, etc.
- List volunteers with appropriate forms to ensure coverage by Worker's Compensation.
- Maintain accounting practices
- Report all findings to the Emergency Coordinator
- Record all events on log sheets
- Pass the log sheets on to the person that relieves you and brief them of your actions.



## Emergency Social Services

- During a severe weather emergency, ESS management team could be called upon to set up a reception center for evacuated citizens. Here they will be responsible for:
  - Lodging
  - Food Services
  - Registration and Inquiry
  - Clothing
  - Personal Services
- The Emergency Coordinator will direct ESS members to the locations where alternate services are needed.
- ESS Manager will need to keep track of everything and have each member of the ESS Management team keep log sheets and report any findings to the EOC.
- Additional assistance can be obtained through:
  - Provincial Emergency Social Services- obtained through EMO.
  - The Canadian Red Cross can assist in Registration/ Inquiry
  - Salvation Army

**DECLARATION OF AN EMERGENCY PREVENTION ORDER**

**RESOLUTION NO. \_\_\_\_\_**

**ELECTED OFFICIALS OF THE TOWN OF NEEPAWA**

\_\_\_\_\_ DAY      \_\_\_\_\_ MONTH      \_\_\_\_\_ YEAR      \_\_\_\_\_ TIME

Moved be Councillor \_\_\_\_\_

Seconded by Councillor \_\_\_\_\_

**WHEREAS** the Elected Officials of the Town of Neepawa is encountering \_\_\_\_\_ (Description of Hazard), that requires prompt action in order to mitigate the threat before conditions worsen and an emergency occurs; and

**WHEREAS** this threat, if unaddressed, may threaten the life, property or environment of people located in the Town of Neepawa; and

**WHEREAS** it is deemed necessary to \_\_\_\_\_ (Description of Required Action) in order to limit or eliminate the threat to life, property or the environment.

**THEREFORE BE IT RESOLVED THAT** pursuant to Section 8.2 (1) of *The Emergency Measures Act*, Chapter E.80 of the Continuing Consolidation of the Statutes of Manitoba, the Council of the Town of Neepawa, pass an Emergency Prevention Order to mitigate \_\_\_\_\_ (Description of Hazard) in the \_\_\_\_\_ (Location of Hazard), by \_\_\_\_\_ (Description of Required Action), From this \_\_\_\_\_ (Day), \_\_\_\_\_ (Month), \_\_\_\_\_ (Year), to \_\_\_\_\_ (End Date), day of \_\_\_\_\_ (Month), \_\_\_\_\_ (Year).

**IN WITNESS WHEREOF** of the Council of the Town of Neepawa, has by resolution carried, declared this Emergency Prevention Order this, \_\_\_\_\_ (Day) of, \_\_\_\_\_ (Month), \_\_\_\_\_ (Year).

The Council of the Town of Neepawa.

Per: \_\_\_\_\_ Mayor of the Town of Neepawa.

**TERMINATION OF EMERGENCY PREVENTION ORDER**

**PURSUANT** to Section 8.2 (2) of the Emergency Measures Act, the Council of the Town of Neepawa declares that the Emergency Prevention Order is terminated in the Town of Neepawa.

Dated this \_\_\_\_\_ (Day) of, \_\_\_\_\_ (Month), \_\_\_\_\_ (Year).

Moved by Councillor \_\_\_\_\_

Seconded by Councillor \_\_\_\_\_

Per: \_\_\_\_\_ Mayor of the Town of Neepawa

**QUORUM OF COUNCIL AVAILABLE**

**FORM FOR DECLARATION OF A STATE OF LOCAL EMERGENCY**

*Note: This form is a suggested format to comply with Section 11(1) of the Emergency Measures Act. It is to be filled out and adopted by a quorum of council members to declare a State of Local Emergency.*

**RESOLUTION NO.** \_\_\_\_\_

\_\_\_\_\_  
(INSERT MUNICIPALITY)

(Date-Month, Day, Year)

Moved by Councillor \_\_\_\_\_

Seconded by Councillor \_\_\_\_\_

**WHEREAS** the \_\_\_\_\_ is encountering (type of emergency- Note 1) that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries (specify all or part) of the \_\_\_\_\_ and to prevent damage to property within those boundaries;

**THEREFORE BE IT RESOLVED THAT** pursuant to Section 11(1) of The Emergency Measures Act, Cap. E80 of the Continuing Consolidation of the Statutes of Manitoba, the Council of the \_\_\_\_\_ declares that a state of local emergency exists (throughout all/in a portion ) of the Town of Neepawa or RM of Langford from (Date- Month, Day, Year; Time- Note 2) to (Date- Month, Day, Year- Note 3).

**IN WITNESS WHEREOF** of the Council of the \_\_\_\_\_ of ahs by resolution carried, declared this state of local emergency this \_\_\_\_\_ day of (month), (year).

The \_\_\_\_\_

Per: \_\_\_\_\_  
(Name of Chairperson- printed)

**ABSENCE OF QUORUM OF COUNCIL**

**FORM FOR DECLARATION OF A STATE OF LOCAL EMERGENCY**

*Note: This form is a suggested format to comply with Section 11(2) of The Emergency Measures Act. The following form is to filled out by the Mayor/Reeve to Declare a State of Local Emergency, whenever a quorum of council cannot convene.*

**DECLARATION OF STATE OF LOCAL EMERGENCY**

**IN THE \_\_\_\_\_**

**WHEREAS** the \_\_\_\_\_ is encountering (type of emergency- Note 1) that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries of the \_\_\_\_\_ and to prevent damage to property within those boundaries;

**AND WHEREAS** these (type of emergency- same as above) conditions present such an extreme emergency within the \_\_\_\_\_ that there is not sufficient time to convene a regularly constituted meeting of the Council of this the \_\_\_\_\_ but rather this emergency compels me to respond to this emergency immediately on behalf of the \_\_\_\_\_;

**THEREFORE** pursuant to Section 11(2) of The Emergency Measures Act, Cap. E80 of the Continuing Consolidation of the Statutes of Manitoba, I, Mayor/Reeve of the \_\_\_\_\_ declare that a state of local emergency exists (specify all or part) of the \_\_\_\_\_ from (Date- Month, Day, Year; Time- Note 2) to (Date- Month, Day, Year- Note 3).

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_(month) \_\_\_\_\_,(year).

\_\_\_\_\_  
Name of Mayor/Reeve- printed

**TERMINATION OF A STATE OF LOCAL EMERGENCY**

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

\_\_\_\_\_.

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

Moved by Councillor \_\_\_\_\_

Seconded By Councillor \_\_\_\_\_

Signature of Mayor/Reeve \_\_\_\_\_

# **NEWS RELEASE**

## **DECLARATION OF STATE OF LOCAL EMERGENCY**

Informing the public of the Declaration of State of Local Emergency is a requirement under The Emergency Measures Act (Section 11 (4)). The following is a sample news release, that may be altered to suit your municipalities needs.

### **SAMPLE NEWS RELEASE**

The \_\_\_\_\_ has declared a State of Local Emergency due to (state nature of emergency) as of date and time. This Declaration of State of Local Emergency is authorized under the Province of Manitoba's Emergency Measures Act.

The citizens of the \_\_\_\_\_ are asked to obey all laws, regulations and orders for the duration of the emergency. Your cooperation with emergency response will greatly assist in recovering from this emergency. This Declaration requires that these personnel will discharge their duties as required.

### **NOTE 1:**

Your municipality may want to advise citizens:

# Severe Weather Preparedness/ Response Plan

## Introduction:

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

## Scope of Impact:

Due to the unpredictable nature of a severe weather emergency, the impact that it could pose could vary from mild interference to the everyday operations of the community, to a more drastic impact that could possibly be devastating to the area. Severe weather emergencies could have the following possible major effects:

- Injuries and Death
- Disruption of utilities; telephone, gas, water and power (with possible loss of heat, air conditioning or other electric facilities)
- Road closures and stranded travelers
- Destruction of buildings and/ or property
- Livestock isolated or killed/ crop destruction
- Isolation of communities and homes
- Flooding/ Forest fires
- Evacuation of people/ livestock
- Mobility of vehicles and pedestrians restricted by snow, debris and washouts
- Large scale search and rescue missions to locate stranded or trapped persons/ animals
- Food and water shortages

## Mitigation and Response Plans:

In the arrival of a severe weather emergency, notification to the public is crucial. Dependent on the onset of the emergency, the more time the public has to prepare the better; especially if an evacuation is immanent. If an evacuation is ordered, follow the evacuation procedures covered in this plan.



## **Roles and Responsibilities:**

### **Emergency Coordinator:**

- Upon notification of severe weather event a DECISION TO ESCALATE EMERGENCY PREPAREDNESS MUST BE MADE- consult with mayor/ reeve and council
- Activate EOC and implement emergency plan if advance warnings allow time
- Issue warning to residents of possible severe weather
- Notify and advise public to move or secure property and livestock
- Notify schools, hospitals, nursing homes and sporting events of impending severe weather event.
- Contact RCMP to determine extent of damage and have them report to the
- EOC. Where is aid needed? Are there casualties and what type? If so dispatch ambulances, fire department to site. Notify hospital of number of injured and types of injuries if possible.
- Dispatch Public Works to clear streets from emergency site to hospital, fire station, ambulance stations etc.
- Appoint on site Incident Commander; If the scope of the emergency is too large for one Incident Commander break the area down and assign key personnel to take command of each sector. Notify mayor/ reeve and council on the appointment of Incident Command(s).
- Determine outside agencies that will be an asset; rescue operations, reception for evacuation, etc. Delegate to EOC management teams on who we need to call upon, including Mutual Aid if available.
- Maintain in contact with RCMP to keep updated on access routes and traffic control. During an evacuation security for the evacuated area will be implemented.
- Notify hydro and telephone if restoration is needed. If telephone is out, have RCMP patrol streets in case citizens are in need of emergency services.

### **Mayor/ Reeve and Councilor Duties**

- Implement the Emergency Plan in whole or in part.
- Consult with the Emergency Coordinator as to what actions are needed.
- The Council, or in the absence of a Quorum of Council, the Mayor or Reeve are responsible for the Declaration of a State of Local Emergency, or Declaration of an Emergency Prevention Order.
- The Council, or in the absence of a Quorum of Council, the Mayor or Reeve are responsible for the Termination of a Declaration of a State of Local Emergency, or Declaration of an Emergency Prevention Order.
- Authorize funds/ monies necessary to deal with the emergency.
- Authorize media releases.
- Record all actions and decisions.



<b>Buses:</b> Beautiful Plains	476- 5009
Farmer's	476- 5270
Big Valley Bulls	476- 3638 (Dave Clark)
	966- 3258 (Rob James)
Neepawa Handy Van	476- 2828
	476- 3429 (Phil Syntak)

<b>Fuel Services:</b> Co-op Gas Bar	476- 2267
Fas Gas	476- 3536
Petro Can	476- 2348
Shell	476- 2982

- When drivers re-fuel make sure they keep a copy of all receipts to help keep track of expenses
- Report all findings to the Emergency Coordinator.
- Record all events on log sheets.
- Pass the log sheet on to the person who relieves you and brief them of your actions.

#### **Telecommunications Manager:**

- Report to the Emergency Coordinator to be briefed on the situation.
- Establish emergency communications to emergency services, including public works.
- Arrange for additional resources with MTS; if EOC location requires it.  
MTS Emergency #: 1(800)889-8780
- Establish a phone line within the EOC that the public can call for information and provide a person to operate the line. Advise the Public Information Manager of the phone number to be used so they can incorporate the information into the media release.
- Establish fax communications.
- Report all findings to the Emergency Coordinator; if someone calls in and requires specialized assistance.
- Record all events on log sheets.
- Pass the log sheet on to the person who relieves you and brief them of your actions.

#### **Resources- Equipment Manager**

- Report to the Emergency Coordinator to be briefed on the situation.
- Liaise with the EOC Managers and the Emergency Coordinator to determine resources that maybe needed.
- During the event of a severe weather emergency, resource to clear roads for emergency services, supplying back up power if needed, sand bags, etc will be needed depending on the type of severe weather condition.
- Maintain accounting practices
- Report all findings to the Emergency Coordinator.
- Record all events on the log sheets
- Pass the log sheets on to the person who relieves you and brief them of your actions.

## **Human Resources/ Volunteer Manager**

- Report to the Emergency Coordinator to be briefed on the situation.
- Liaise with EOC Managers and the Emergency Coordinator to determine human resource needs. Depending on the situation, volunteers could be needed to help with reception centers, operators to run equipment, sand bagging, etc.
- List volunteers with appropriate forms to ensure coverage by Worker's Compensation.
- Maintain accounting practices
- Report all findings to the Emergency Coordinator
- Record all events on log sheets
- Pass the log sheets on to the person that relieves you and brief them of your actions.

## **Emergency Social Services**

- During a severe weather emergency, ESS management team could be called upon to set up a reception center for evacuated citizens. Here they will be responsible for:
  - Lodging
  - Food Services
  - Registration and Inquiry
  - Clothing
  - Personal Services
- The Emergency Coordinator will direct ESS members to the locations where alternate services are needed.
- ESS Manager will need to keep track of everything and have each member of the ESS Management team keep log sheets and report any findings to the EOC.
- Additional assistance can be obtained through:
  - Provincial Emergency Social Services- obtained through EMO.
  - The Canadian Red Cross can assist in Registration/ Inquiry
  - Salvation Army

## **Post Emergency**

### **Emergency Coordinator:**

- Continue media release/ instructions to public
- Return all borrowed resources
- Initiate re-entry procedure
- Have health and sanitation inspections done on food and food preparation facilities.
- Arrange for disposal of contaminated food stuffs
- Arrange for utility repairs
- Continue EOC operations until coordination functions are complete
- Review and critique the operation. Amend the emergency plan through feed back
- Arrange for psycho-social counseling for volunteers, emergency workers and displace citizens if necessary. ( Contact OFC ).
- Contact Manitoba EMO- Disaster Financial Assistance staff for possible compensation.

### **Mayor/ Reeve and Council**

- Terminate State of Local Emergency. Notify EMO of termination.
- Arrange for Manitoba EMO- Disaster Financial Assistance Staff, to assess damages to community.

# Utility Outage Preparedness/ Response Plan

## Introduction:

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

Due to severe weather problems, such as blizzards, rainstorms, hail, high winds, and tornadoes, there will be times when we suffer from the possibility of utility outage. This includes loss of Hydro Power, Natural Gas, Water and Sewer Systems, and Communications (Phone/ TV/ Radio).

Due to the weather warning systems in effect, the public generally has an amount of time to prepare for the possibility of utility outage. In other cases, there may be little or no warning. An individual and community can prepare ahead of time. This may include personal home plans such as maintaining a supply of water, non-perishable foods, medicinal supplies, proper clothing, candles and so forth. Communities, businesses, school and health facilities may have their own Emergency Plan, which addresses their needs. This may include back-up power sources, and evacuation plans.

Utility outages may also occur as a secondary disaster due to fire or other natural or man made disasters.

## Scope of Impact:

Utility Outages can happen at anytime of the year. Depending on the time of year the outage happens, the response taken could be more intense then other times of the year. The outage could affect the entire population or just parts of the community. A utility outage could have a multiplying effect. If there was a hydro power outage then the community's water and sewer infrastructure could also be down until an alternate power supply is in place.

As a community we have to be aware of how this may affect us as a whole. From residential to commercial, a utility outage could really affect the day to day operations of our community. Possible Major Effects:

- *Water* ( Supply Shortage, Contaminated Water, Pumping/Storage)
  - Health Hazards
  - Economic Hazards (industrial sector affected)
  - Fire Fighting
  
- *Electrical* ( Supply Shortage, Outage)
  - Health and safety hazards (Food spoilage-homes, restaurants and food stores)
  - Homes without heat
  - Difficulty in food preparation
  - Water and Waste Water pumping and treatment

- Lack of street lights and traffic control signals (Crime, vehicle accidents)
  - Hospitals and care facilities may be without electricity (Medical treatment may not be possible)
  - Economic hazards (Manufacturing sectors affected)
  - Fire Fighting
- *Natural Gas Emergency* (Short term outage, Rupture, Explosion)
    - Lack of heat in homes, hospitals, nursing homes and businesses
    - Difficulty in food preparation (homes, institutions and restaurants)
    - Explosion or fire from ruptured gas lines
- *Telephone* (Outage, Overuse)
    - Limited means of notifying emergency personnel of emergencies
    - Disruption to critical business communications; including EOC

### **Mitigation and Response Plan:**

In the arrival of a utility outage emergency, the delegation of resources will be of critical importance. With a hydro power and natural gas outage the placement of limited back up generators and portable heaters will be placed strategically to maintain essential services, including EOC and reception center if needed. During a water outage/shortage, the use of back up water resources will be limited to residents of the community and fire. During a telephone outage, the use of any possible means of communications will be for emergency services and EOC. Alternate means of communication will be determined with the EOC.

### **Roles and Responsibilities:**

#### **Emergency Coordinator**

- Consult with utility managers and coordinate existing and/ or develop emergency plans for an outage or shortage.
- 24 hour emergency numbers to contact utilities:
  - Manitoba Hydro: 476-2361
  - MTS: 225-5687
  - Neepawa Water Plant: 476-7626
- Call on elected officials and brief them of the situation
- Call on EOC management and brief them of the situation
- Water:
  - Notify Fire Department of water shortage or outage
  - Notify public and industry of water situation. The public may be advised that water stored in hot water tanks is safe to drink

(remind the public to turn off electricity or gas to the tank if they use the water). The water tank may be destroyed or damaged if electricity or gas heating is allowed to heat the empty tank. Consider bringing in water from other communities (containers, milk truck, water hauling)

- Have Health Authority determine water quality. Consult with provincial health authorities to determine if extra precautions are to be taken when preparing water for consumption. I.e.: boiling or disinfecting.
- Electricity:
  - The community may have to organize special feeding and housing of its citizens, particularly for those in nursing homes and hospitals. Consider congregate feeding and housing.
  - Water and sewage pumps may not be able to function. Consider using generators as temporary sources of electricity. Contact water plant and public works. Fire department should be notified of situation since community's water supply may be affected.
  - Police may have to be dispatched to direct traffic at intersections with traffic lights.
  - Electrical outages or black outs may cause problems in severe weather, i.e.: some homes and businesses heat and cool with electricity.
  - Warn public of area(s) with downed electrical wires. Consider establishing security perimeter around danger areas.
  - Warn public about the potential for spoiled foods and how to dispose of food properly
- Natural Gas:
  - Notify utility immediately
  - Evacuation may be necessary for a ruptured gas line. NOTE: some businesses and institutions may have a generator located in a basement that may come on should electricity to an area is shut off. This may cause an explosion since natural gas pools in lower lying areas.
  - Provide shelter for those who have no heat in their homes/ nursing homes.
  - Special arrangements may be needed to feed those who depend on gas for cooking.
  - If a natural gas shortage occurs, contact industrial users to stop or reduce natural gas consumption.
  - Have gas utility service people reignite pilot lights on furnaces and other natural gas appliances.
- Telephone:
  - Determine how widespread telephone outage is. If widespread, have police and/ or public works patrol streets to report emergencies. Notify public through media that emergencies can be reported by hailing police or public works on the street.
  - Burglar/security/ fire alarms may not function.
  - Full recovery of the telephone system is most probable, however, in the event that it isn't, continue with police/ amateur radio patrols to report emergencies.



- Return rented or borrowed resources
- Continue EOC operations until coordination functions are complete
- Review and critique the operation. Amend the emergency plan through feedback
- Process claims for compensation in conjunction with Manitoba Disaster Assistance Board
- Arrange for psycho-social counseling for volunteers, emergency workers and displaced citizens, if necessary.

## **Elected Officials**

### **Mayor/ Reeve and Council:**

- Implement the Emergency Plan in whole or in part.
- Consult with the Emergency Coordinator as to what actions are needed. Is an evacuation required? Determine overall threat to the community
- The Council, or in the absence of a Quorum of Council, the Mayor or Reeve are responsible for the Declaration of a State of Local Emergency, or Declaration of an Emergency Prevention Order.
- The Council, or in the absence of a Quorum of Council, the Mayor or Reeve are responsible for the Termination of a Declaration of a State of Local Emergency, or Declaration of an Emergency Prevention Order.
- Authorize funds/ monies necessary to deal with the emergency.
- Authorize media releases.
- Record all actions and decisions.
- Notify EMO if there is need for provincial resources or assistance
- Terminate State of Local Emergency or Emergency Prevention Order. Notify EMO and public of termination.

### **Chief Administrative Officer:**

- Provide information and advice to Mayor/ Reeve and Council.
- Maintain informational and financial records pertaining to emergency operations.



### Transportation Manager:

- Report to the Emergency Coordinator to be briefed of the situation.
- If an evacuation order is rendered, acquire specific information as to who needs to be evacuated, evacuation routes, reception centers, all drivers understand the duties they need to perform.
- Maintain records of all vehicles; trips made, fuel required, and condition of all drivers.
- Acquire adequate means of transportation:

<b>Buses:</b> Beautiful Plains	476- 5009
Farmer's	476- 5270
Big Valley Bulls	476- 3638 (Dave Clark)
	966- 3258 (Rob James)
Neepawa Handy Van	476- 2828
	476- 3429 (Phil Syntak)

<b>Fuel Services:</b> Co-op Gas Bar	476- 2267
Fast Gas	476- 3536
Petro Can	476- 2348
Shell	476- 2982

- When drivers re-fuel make sure they keep a copy of all receipts to help keep track of expenses
- Report all findings to the Emergency Coordinator.
- Record all events on log sheets.
- Pass the log sheet on to the person who relieves you and brief them of your actions.

### Telecommunications Manager:

- Report to the Emergency Coordinator to be briefed on the situation.
- Establish emergency communications to emergency services, including public works. If there is a telephone outage, alternate means of communication must be implemented
- Arrange for additional resources with MTS; if EOC location requires it.  
MTS Emergency #: 1(800)889-8780
- Establish a phone line within the EOC that the public can call for information and provide a person to operate the line. Advise the Public Information Manager of the phone number to be used so they can incorporate the information into the media release.
- Establish fax communications.
- Report all findings to the Emergency Coordinator; if someone calls in and requires specialized assistance.
- Record all events on log sheets.
- Pass the log sheet on to the person who relieves you and brief them of your actions

## **Resources- Equipment Manager**

- Report to the Emergency Coordinator to be briefed on the situation.
- Liaise with the EOC Managers and the Emergency Coordinator to determine resources that maybe needed.
- During the event of a Utility Outage emergency the following resources may be implemented:
  - Water tank trucks/ trailers (bulk Milk trucks)
  - Power Pumps (gas or electric)
  - Electrical generators
  - Batteries
  - Amateur radio operators, C.B. clubs, cellular phones and radio equipment
  - Gasoline, diesel, propane
  - Portable electric heaters
  - Portable washrooms; service trucks to empty
- Maintain accounting practices
- Report all findings to the Emergency Coordinator.
- Record all events on the log sheets
- Pass the log sheets on to the person who relieves you and brief them of your actions.

## **Human Resources/ Volunteer Manager**

- Report to the Emergency Coordinator to be briefed on the situation.
- Liaise with EOC Managers and the Emergency Coordinator to determine human resource needs. Depending on the situation, volunteers could be needed to help with reception centers, operators to run equipment, sand bagging, etc.
- List volunteers with appropriate forms to ensure coverage by Worker's Compensation.
- Maintain accounting practices
- Report all findings to the Emergency Coordinator
- Record all events on log sheets
- Pass the log sheets on to the person that relieves you and brief them of your actions.

## Emergency Social Services

- During a Utility Outage emergency, ESS management team could be called upon to set up a reception center for evacuated citizens. Here they will be responsible for:
  - Lodging
  - Food Services
  - Registration and Inquiry
  - Clothing
  - Personal Services
- The Emergency Coordinator will direct ESS members to the locations where alternate services are needed.
- ESS Manager will need to keep track of everything and have each member of the ESS Management team keep log sheets and report any findings to the EOC.
- Additional assistance can be obtained through:
  - Provincial Emergency Social Services- obtained through EMO.
  - The Canadian Red Cross can assist in Registration/ Inquiry
  - Salvation Army

# Pandemic Preparedness/ Response Plan

## Introduction:

A pandemic is defined as an epidemic, (an outbreak of an infectious disease), that spreads across a large region, or even worldwide.

According to the World Health Organization, a pandemic can start when three conditions have been met:

- The emergence of a disease new to the population.
- The agent infects humans, causing serious illness.
- The agent spreads easily and is sustainable among humans.

A disease or condition is not a pandemic merely because it is widespread or kills many people; it must be infectious.

Due to the nature of a pandemic, the response put forth will vary from other emergent situations. A pandemic will affect the community in numerous ways.

## Scope of Impact:

Public Health Experts assume that during a Pandemic Influenza, 35% of the people will become ill for a period of 2 to 12 days. Of those 35%, approximately 1% will die. For the Town of Neepawa, 1164 people will become ill, and 274 within the RM of Langford. Of these people that become ill, 43-86 could possibly die. A pandemic is expected to start else where in the world, but will reach Canada within 3 months. This should allow for some warning about a pandemic incident and may allow for some preparation as well as possible vaccine development and production. It is expected that the pandemic will proceed through 2 to 3 waves that may have less of an impact with each wave. Overall we may be faced with a situation that could prolong to 3 months.

As a community we have to be aware of how this will impact us as a whole. 35% of our work force could become ill, which could put a major strain on our everyday operations. It is important to take into consideration that individuals which get sick will require care from either family members or from Health Care resources. This could further reduce staffing and may make the impact of day to day operations more difficult. During a pandemic we will not be able to carry out all regular duties. We have to try and maintain a workforce that can still keep the community functioning.

**Mitigation and Response Plans:**

In the arrival of a pandemic within the community, we will take a proactive approach to maintain all essential services, provide adequate support to the health care fields, and take every necessary step in order to help reduce the spread of the virus.

The Town of Neepawa and the RM of Langford have a minimum of 2 people trained to do each job. During a pandemic we will not be able to keep our everyday production going, but should stay functioning to the point where the community will receive all essential services.

**Essential Services Provided by the Town of Neepawa and the RM of Langford:**

Water Treatment Plant:	4 Operators
Office Administration:	6 Staff
Public Works:	5 Staff
Fire Department:	24 Fire Fighters
Cemetery:	2 Staff
RM of Langford Shop:	2 Staff

Through direct communication with the local health authority, the community will determine what actions are needed to help maintain the services needed by the citizens. Also determine any extra services the municipality can provide to assist the health authority.

Depending on the severity of the pandemic, community shared spaces, such as recreational facilities, churches, schools, and community clubs may be temporarily shut down to help limit the spread of the virus. Some of these buildings may be then used to help health care personnel localize the ill people of the community.

## **Roles and Responsibilities:**

### **Emergency Coordinator:**

- Contact Assiniboine Regional Health Authority to determine appropriate actions to be taken. Neil Gamey (Emergency Preparedness Officer) (204) 759-4526.
- Call on elected officials and CAO; Brief on the situations that is unfolding and comprise appropriate actions. Determine if a Declaration of an Emergency Prevention Order, or Declaration of State of Local Emergency.
- Contact Manitoba Emergency Measures Organization; whether or not a Declaration of a State of Local Emergency or Declaration of an Emergency Prevention Order is activated.  
24 hour # (800) 267- 8298  
Glen Negrich (EMO Regional Officer) (204) 799- 4152
- Call on EOC management committee; Brief on actions to be taken and duties to be performed by each management team.
- Comprise a media release that will inform the public of the situation we are faced with and all appropriate actions they may take to help keep themselves safe. Presented by the Public Information Manager.
- Stay well informed with the health authority to any changes in actions that may be needed. Make sure that the community is keeping up with essential services; keep updated to the status of the employees, and if more personnel are needed to help fulfill the demand.

### **Elected Officials**

#### **Mayor/ Reeve and Councilor Duties**

- Implement the Emergency Plan in whole or in part.
- Consult with the Emergency Coordinator as to what actions are needed.
- The Council, or in the absence of a Quorum of Council, the Mayor or Reeve are responsible for the Declaration of a State of Local Emergency, or Declaration of an Emergency Prevention Order.
- The Council, or in the absence of a Quorum of Council, the Mayor or Reeve are responsible for the Termination of a Declaration of a State of Local Emergency, or Declaration of an Emergency Prevention Order.
- Authorize funds/ monies necessary to deal with the emergency.
- Authorize media releases.
- Record all actions and decisions.





## Transportation Manager

- Report to the Emergency Coordinator to be briefed of the situation.
- Depending on the requirements from the local health authority, alternate means of transportation of ill patients to designate areas may be needed if EMS personnel are unavailable.
- Maintain records of all vehicles; trips made, fuel required, and condition of all drivers.
- Acquire adequate means of transportation:

<b>Buses:</b> Beautiful Plains	476- 5009
Farmer's	476- 5270
Big Valley Bulls	476- 3638 (Dave Clark)
	966- 3258 (Rob James)
Neepawa Handy Van	476- 2828
	476- 3429 (Phil Syntak)

<b>Fuel Services:</b> Co-op Gas Bar	476- 2267
Fast Gas	476- 3536
Petro Can	476- 2348
Shell	476- 2982

- When drivers re-fuel make sure they keep a copy of all receipts to help keep track of expenses.

## Telecommunications Manager

- Report to the Emergency Coordinator to be briefed on the situation.
- Arrange for additional resources with MTS; if EOC location requires it. MTS emergency # 1(800) 889-8780
- Establish a phone line that the public can call for information and provide a person to operate the line.
- Establish fax communications.
- Report all findings to the Emergency Coordinator; if someone calls in and needs specialized assistance.
- Record all events on log sheets.
- Pass the log sheet on to the person who relieves you and brief them of your actions.

## Resources – Equipment Manager

- Report to the Emergency Coordinator to be briefed on the situation.
- Liaise with EOC Managers and the Emergency Coordinator to determine resources that maybe needed.
- Most resources needed during a pandemic will be coming from outside agencies if possible. If outside agencies are unavailable then refer to the resource list of local businesses and agencies.
- Maintain accounting practices.
- Report all findings to the Emergency Coordinator.
- Record all events on the log sheets.

- Pass the log sheet on to the person who relieves you and brief them of your actions.

### **Human Resources/ Volunteer Manager**

- Report to the Emergency Coordinator to be briefed on the situation.
- Liaise with EOC Managers and the Emergency Coordinator to determine human resource needs. Volunteers will most likely be needed to assist health care personnel and other essential services if staffing start to become affected by the pandemic.
- List volunteers with appropriate forms to ensure coverage by Workman's Compensation.
- Maintain accounting practices.
- Report all findings to the Emergency Coordinator.
- Record all events on log sheets.
- Pass the log sheets on to the person that relieves you and brief them of your actions.

### **Security**

- Report to the Emergency Coordinator to be briefed on the situation.
- Citizens On Patrol will be contacted to help secure the EOC and any other facility that will be used by the local health care authority.

### **Emergency Social Services**

- During a time of a pandemic, all available ESS members may be called on to help support the efforts put forth by health care personnel and the EOC.
- Members may be asked to assist in:
  - Lodging
  - Food Services
  - Registration and Inquiry
  - Clothing
  - Personal Services
- From direction from the local health authority, the Emergency Coordinator will direct ESS members to the locations where these services are needed.
- Additional assistance can be obtained through:
  - Provincial Emergency Social Services- obtained through EMO
  - The Canadian Red Cross can assist in Registration/ Inquiry.
  - Salvation Army

# EVACUATION

Evacuation may be necessary for various reasons. It is done to remove people and livestock from dangerous situations that may threaten their life or well being. The ability to evacuate effectively can be affected by the amount of warning time allotted before the evacuation. This allotted time frame is dependent on the speed of onset of the disaster. An evacuation can therefore be placed into two categories:

- 1) **SUDDEN EVACUATION**- Whereby Emergency Services (Fire, Police) recognize an immediate need to evacuate people due to a threatening presence.
- 2) **PREPARED EVACUATION**-Whereby the Emergency Operations Center is established, allowing EOC Staff an opportunity to plan and prepare the evacuation process.

## **AUTHORITY:**

The authority to evacuate people and livestock can be granted through:

- A) Declaration of a Local State of Emergency.
- B) Determination by Emergency Services under the Fire Protection Act.

## **EVACUATION GOALS:**

In order to attain a proper evacuation, we must strive to meet certain goals, if possible. This includes:

- Establish and maintain an orderly evacuation.
- Determine number of people to be evacuated.
- Verify that all citizens have departed their homes
- Transportation of evacuees.
- Security for the evacuated area.
- Establish and maintain the Reception Center.
- Advise Host Communities.
- Register all evacuees.
- Establish animal care and control.
- Preparation and safety of community for re-entry, including re-establishment of utilities and services.
- Meet the needs of the evacuees.

# EVACUATION REQUIREMENTS

In the event of an evacuation, the following procedures must be observed:

## WARNING:

In addition to the previous Warning section, the EOC Management Team shall ensure:

- That precise information about the danger involved and the action to be taken is disseminated to the general public.
- That Hospitals, Care Homes, Schools, Group Residences, Colonies and Private Residences in the affected area are notified.
- That reception/host communities are notified to the number of evacuees, and what are the resource requirements of the host community.

## NOTIFICATION:

In the event of carrying out an evacuation whether sudden or prepared, there are various steps and suggestions that will aid in conducting the notification and evacuation such as:

- Determine the reason and authority for the evacuation.
- Determine the geographical area and population size of the evacuated area.
- Prioritize area of evacuation.
- Determine the method of conducting the evacuation which includes:
  - Assemble evacuation teams to carry out the evacuation process, under direction of Police or Fire (Military assistance if required via EMO).
  - Refer to Human Resources Contact List for volunteers to assist.
  - Ensure accountability and safety measures for the evacuation teams.
  - Notifying the evacuees of required information by:
    - -Media (Radio and Television)
    - -Use of loud hailer/Flashing Lights
    - -Door to door notification
- Providing Evacuation Notices (located in annex)
- Once a premises has been evacuated, then mark same with chalk or orange tape on the front door or most visible location.
- Determining any resources needed such as: Maps, Road Barricades, Chalk/orange tape, local phone book, volunteers, flashlights, loud hailer, traffic directional signs.
- Determine if utilities (Hydro/Gas/Water/Sewer) need to be disconnected.

## **TRANSPORTATION:**

Assign the Transportation Manager to complete the following:

- Determine the transportation requirements for the evacuees (Busses, Boats, Aircraft, Snowmobiles, etc). Many people will have their own mode of transportation, but many have special needs that require assistance, such as Personal Care Homes, etc.
- Determine evacuation routes.

## **SECURITY:**

- During the evacuation period, the Police shall establish and maintain security of the area evacuated. If Military assistance required, notify EMO
- If private security firms are used, you must obtain authorization from Council/Mayor/Reeve or the private business sector that authorized financial obligation.

## **RECEPTION CENTERS:**

Reception Centers are facilities that temporarily house evacuees and provide them with basic needs such as: Lodging, Food, Clothing, and Personal needs. The Emergency Social Services Team will establish and manage reception Centers. Reception Centers may include Community Halls/Clubs/Schools.

## **REGISTRATION & INQUIRY:**

The purpose of registering all evacuees is to determine the location where the evacuees are presently staying. The registration should take place at the Reception Center. The evacuee may then choose to stay at a Reception Center, or may find refuge at another location (eg. Relative).

It is important to register as Emergency Services may be trying to determine a person's location, or a friend or relative seeks information to the whereabouts or condition of an evacuee.

A citizen's inquiry phone number should be established and published for those seeking information about the evacuees.

The Emergency Social Services Team are responsible for these matters. If needed, the Red Cross can assist in Registration and inquiry.

Registration is also important if you intend to file any claim through Disaster Financial Assistance.

## **ANIMAL CARE AND CONTROL:**

In the event that livestock are endangered, then observe the following procedures:

- Consult with Manitoba Agricultural Agency through EMO for information.
- Consult with Manitoba Food Inspection Agency through EMO for information.
- Can this type of livestock be properly evacuated according to Agricultural regulations.
- Determine a location where the livestock can be taken to. This could include the Community Pasture and Neepawa Agriculture Grounds.
- Determine a method of transportation for the livestock.
- Determine "Feed" requirements and methods.
- If unable to evacuate the livestock, can a safe method of "feeding" be established.
- Remaining livestock may be subject to testing by the Food Inspection Agency.
- Disposal of dead animals should be done in consultation with Manitoba Agriculture
- A MOU has been signed with Brydges and Taylor Veterinary Hospital to provide assistance with care and handling of personal pets and livestock.

## **PERSONAL PETS:**

If the evacuated people are lodged in a Reception Center for a length of time, then it is not recommended that "Pets" be allowed in the Reception Center.

This is due to lack of control over the pet in regards to feeding, care, allergies and discipline with other pets.

It is strongly urged that evacuees make alternate arrangements for their pets if possible, otherwise the pet may be left unattended at their premises.

# RE-ENTRY GUIDELINES

After the Emergency Situation has dissipated, the evacuees are to be returned home in a safe manner, to a safe situation, and begin the re-integration process. In order to do so, we must follow certain guidelines to allow safe re-entry.

- 1) Determine that it is safe to re-enter the area. This is done in consultation with Mayor/Reeve/Council, Emergency Coordinator/Assistant/Designate, Emergency Site Manager/Incident Commander, EMO, and any other related agency or Provincial Department that may have relevance in these matters.
- 2) Consult with Utility Services (Hydro/Gas/Water/Sewer) to establish:
  - If service is available and in what specific areas.
  - When full/partial service will be restored.
  - Any guidelines or precautions when using these services.
  - Utility services should be restored before allowing re-entry.
- 3) Evaluate what remaining threats are in existence such as:
  - Is the drinking water safe versus a boil advisory.
  - Further weather threats.
  - Environmental hazards.
  - Unsafe locations. Ie. Buildings that may collapse.
  - Unsafe debris.
  - Potential health hazards.
- 4) Consult with Provincial Highways and Transportation to determine if roads/highways/bridges, airports, railways are safe to use.
  - Arrange for clearing of debris from roads, etc to allow passage.
- 5) Arrange for disposal of dead animals under the advice of Manitoba Agriculture and local Veterinary Doctors.
- 6) Consider extending or terminating State of Local Emergency.
- 7) Prior to initiating the process of re-entry, ensure approval is received from:
  - a) Mayor/Reeve/Council
  - b) Emergency Coordinator or Assistant/Designate
  - c) Police Department
  - d) Fire Department
  - e) Health Department
  - f) Manitoba Conservation (Air/Water/Land/Environmental Issues)
  - g) Manitoba Agriculture
  - h) Manitoba Food Inspection Agency
  - i) Manitoba Emergency Measures Organization



- 8) Prior to initiating the process of re-entry, ensure there are adequate supplies. It may also be a consideration to set-up strategic locations for distribution of supplies/services, such as:
  - a) Food supplies
  - b) Water supplies
  - c) Medical Service/supplies
  - d) Fuel supplies
  - e) Debris removal/garbage pickup
  - f) Mail service

**AFTER THE ABOVE MENTIONED HAS BEEN COMPLETED THEN DETERMINE THE TYPE OF RE-ENTRY PHASE, A OR B:**

**A. PARTIAL RE-ENTRY**

Whereby citizens are only allowed to return home/business for a short period of time to allow for retrieval to retrieve necessary items, feed pets or livestock, or begin a clean-up, repairing or rebuilding stage. These allowances should be in daylight hours for safety reasons as power outages may be prevalent.

**B. FULL RE-ENTRY**

Whereby, citizens are allowed to return on a permanent basis.

Once the decision is reached to allow for re-entry, complete the following:

- 1) Advise the citizens of the present situation and what precautions or actions to undertake. Method of advisement can be done at the Reception Center, or the Media (TV/Radio/Newspaper), or develop a newsletter.
- 2) Arrange for transportation of evacuees to return, including route to take.
- 3) Arrange for traffic control through the Police.
- 4) Consult with Police to determine if security is required.
- 5) Arrange a Town Meeting to provide information.

## OFFICIAL NOTIFICATION OF EVACUATION

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

**THE name of community HAS DECLARED A STATE OF LOCAL EMERGENCY BECAUSE OF type of emergency.**

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

### **PLEASE TAKE THE FOLLOWING ITEMS**

**Money, Credit Cards, Birth Certificated etc.**

**Pets** (dependent on the urgency of the emergency)

**Medications** (including personal medical appliance glasses, contacts, dentures, diabetes test kits etc)

**Infant food including diapers** (if applicable)

**Clothing**

**Personal Hygiene Items** (toothpaste, toothbrushes, soap, shaving items, 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

If pets are left behind leave a note on the front door

**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 (ie transportation, moving livestock etc)**

**PHONE** \_\_\_\_\_

**IT IS IMPORTANT TO REGISTER, SO PLEASE REPORT TO THE RECEPTION CENTER.** (Location of Reception Center is)

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 CENTERS WHEN IT IS SAFE TO RETURN TO YOUR HOMES.**

**A CITIZENS INQUIRY LINE WILL BE (HAS BEEN) ESTABLISHED To ANSWER YOU QUESTIONS.**

**CITIZENS INQUIRY LINE PHONE NUMBER IS** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Mayor/Reeve**