

72 hours...

Is your family prepared?



**Town of Neepawa and Rural Municipality of Langford
EMERGENCY PLANNING HANDBOOK**

EMERGENCY PLAN

KNOW THE RISKS AND YOUR REGION

Knowing the risks specific to your region can help you prepare better.

In Manitoba thunderstorms and tornados can occur anywhere. All regions are vulnerable to wildfires.

In addition to natural disasters there are other types of risks. There are power outages, industrial accidents and major transportation accidents.

The following list contains some of the natural risks and other hazards monitored by the Manitoba Emergency Measures Organization.

- Storms
- Hazardous Materials and Spills
 - Tornados
 - Large Scale Fires
 - Wild Fires
 - Pandemic Outbreak
- Large Scale Electricity Outages

For more information about natural risks in your area:

Manitoba Emergency Measures Organization

204-945-3050, Toll Free 1-888-267-8298

or visit www.manitobaemo.com



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MAKE A PLAN

Everybody needs to be self sufficient for a minimum of 72 hours. Making an emergency plan is vital for your household. It will help you and your families know what to do in case of an emergency.

Remember your family may not be together when a disaster occurs. Plan how to meet or contact one another and discuss what you would do in different situations. Use the following sheets to create your family plan. Keep your plan in an easy to remember place (for example with your emergency kit), make sure your family knows where it is stored.

- ⇒ **Household Plan**
- ⇒ **Plan for Children/Special Needs**
- ⇒ **Plan for Pets**
- ⇒ **Neighbourhood Safety Plan**



HOUSEHOLD PLAN

ESCAPE ROUTES



Plan emergency exits from each room of your home. Try to think of two possibilities for each room. If you live in an apartment, do not plan to use the elevators. Also, identify an escape route from your neighborhood in case you are ordered to evacuate.

Emergency Exits from Home:

Escape route from neighborhood:

Make sure that everyone in your home knows how to get out quickly. Practice at least once a year with everyone. Make sure you register at the designated reception center.

Insert drawing of home with exit and escape routes marked:

MEETING PLACES

Identify safe places where everyone should meet if they have to leave home during an emergency.

Safe meeting place near home:

Safe meeting place outside immediate neighborhood:

Storm Billet(s) location, name & phone numbers:

The meeting place near your home should be on the same side of the street as your house. This way you don't need to cross the street into traffic or in front of fire trucks or ambulances during an emergency.

⇒ Make copies of birth and marriage certificates, passports, licenses, wills, land deeds and insurance. Keep them in a safe place inside your home. As well, keep copies in a safe place outside your home. You might want to put them in a safety deposit box or give them to family and friends who live out of town.

CHILDREN



Ask your children's school or daycare about their emergency policies. Find out how they will communicate with families during an emergency.

Find out what type of authorization the school or daycare requires to release your children to a designated person if you can't pick them up yourself. Make sure the school or daycare has updated contact information for parents, caregivers and designated persons.

Designated person 1: _____

Address: _____

Phone: _____

Designated person 2: _____

Address: _____

Phone: _____

Storm Billet: _____

Address: _____

Phone: _____

PEOPLE WITH SPECIAL HEALTH NEEDS

Establish a personal support network of friends, relatives, health-care providers, co-workers and neighbors who understand your special needs.

Write down details about your medical conditions, allergies, surgeries, family medical history, medications, health screenings, recent vaccinations, emergency contacts and insurance information.

Talk to your doctor about preparing a grab and go bag with a two week supply of medications and medical supplies, if possible. Include prescriptions and medical documents. Remember that pharmacies may be closed for some time, even after an emergency is over.

Health information:

Medications and medical equipment:

Grab and go bag location:



PLAN FOR PETS

Remember that pets are not allowed in some public shelters or hotels because of certain health regulations. Also some people might be allergic to and/or frightened by your pets. Plan to take your pets with you to a relative or friend's home, or identify a pet friendly hotel or pet boarding facility in advance. Don't forget to put pet food and water in your emergency kit.

Location:



NEIGHBORHOOD SAFETY PLAN

Work with your neighbors to make sure everyone is taken care of in your neighborhood. Identify people who might need extra help during an emergency. Assign block buddies to take care of each other. Keep a list of your neighbor's phone numbers in a handy spot, and have a phone tree, for example you call two people and they call two and so on.

In Rural areas, your neighbourhood would be considered those in your ward or subdivision.



EMERGENCY CONTACT INFORMATION

You should have a copy of an emergency contact list posted by your telephone, and if possible program the numbers into your phone and cell phone.

LOCAL EMERGENCY NUMBERS

Fire, police, ambulance: 9-1-1 where available

Other: _____

NON EMERGENCY NUMBERS

Police: _____

Fire: _____

Health Clinic: _____

Other: _____

OUT OF TOWN CONTACTS

Name: _____

Home #: _____

Work #: _____

Cell #: _____

Email: _____

Home Address: _____

Plan for each family member to call or e-mail the same out-of town contact person in the event of an emergency. Choose an out-of-town contact that lives far enough away that he or she will probably not be affected by the same event. If you are new to Canada or don't have an out-of-town contact person, make arrangements through friends, cultural associations or local community organizations.



EMERGENCY CONTACT INFORMATION

FAMILY FRIEND/NEIGHBOR

Name: _____ Home phone: _____

Work phone: _____ Email: _____

Name: _____ Home phone: _____

Work phone: _____ Email: _____

FAMILY DOCTORS

Patient's name: _____

Doctors Name: _____ Phone # _____

Patient's name: _____

Doctors Name: _____ Phone # _____

INSURANCE AGENT/COMPANY

Agent's/company's name: _____

Phone: _____

SAFE HOME INSTRUCTION

Make sure you have a working carbon monoxide detector, smoke detector and fire extinguisher. If you live in an apartment or are staying in a hotel, know where the fire alarms are located.

Everyone in your home should know where to find the fire extinguisher. All capable adults and older children should know how to use it.

Older children and adults should know how to turn off your home's water, electricity and gas. Make large, easy to see signs for water and gas shut offs as well as for the breaker panel or fuse box.

Teach children how and when to dial 9-1-1. Teach children how to call the out-of-town contact person.

Ensure your children know where the emergency kit is located.

Fire Extinguisher Location:

Water Valve Location:

Shut off instructions:

Utility Company Number:

SAFE HOME INSTRUCTION

Electrical Box Location:

Electrical Company Number:

Gas Valve Location:

Shut off instruction

(only shut off gas when authorities tell you to do so):

Gas Company Number:

Floor Drain Location:

(Always ensure it is clear of boxes, clothes or furniture, in case of backup)

EMERGENCY INSTRUCTIONS

WHEN TO CALL 9-1-1 ?

REPORT A FIRE, CRIME OR SAVE A LIFE. FOR NON EMERGENCY CALLS, USE THE SEVEN DIGIT NUMBERS LISTED IN YOUR LOCAL PHONE BOOK FOR POLICE, FIRE AND PARAMEDIC SERVICES.

IN CASE OF A MAJOR EMERGENCY

- ⇒ Follow your emergency plan.
- ⇒ Get your emergency kit.
- ⇒ Make sure you are safe before assisting others.
- ⇒ Listen to the radio or television for information from authorities.
- ⇒ Local officials may advise you to stay where you are. Follow their instructions.
- ⇒ Stay put until all is safe or until you are ordered to evacuate.

EVACUATION ORDERS

- ⇒ Authorities will not ask you to leave your home unless they have reason to believe you are in danger
- ⇒ If you are ordered to evacuate, take your emergency kit, essential medications, copies of prescriptions, personal identification of all family members, and a cell phone if you have one
- ⇒ Use travel routes specified by your local authorities
- ⇒ If you have time, call or email your out of town contact and tell them where you are going and what time you should arrive. Once you are safe let them know. Tell them if any family members have become separated. If there is time leave a note telling others where you have gone and a phone number
- ⇒ Shut off water and electricity if officials tell you to
- ⇒ Leave natural gas service on unless officials tell you to turn it off. It has to be turned back on by the gas company. In a major emergency it could take them weeks to reconnect
- ⇒ Take your pets
- ⇒ Lock your home



PREPARE AN EMERGENCY KIT

In an emergency you will need some basic supplies. You may need to get by without power or tap water. Be prepared to be self sufficient for at least 72 hours. Make sure your emergency kit is easy to carry. Keep it in a backpack, duffel bag or suitcase with wheels, in an easy to reach, accessible place, such as your front hall closet. Make sure everyone in the household knows where the emergency kit is stored.

BASIC EMERGENCY KIT

- ⇒ Water - at least two liters of water per person per day. Include small bottles that can be carried easily in case of an evacuation.
- ⇒ Food that won't spoil, such as canned food, energy bars and dried foods. (Remember to replace the food & water at least once a year)
- ⇒ Manual can opener.
- ⇒ Wind up or battery powered flashlight and extra batteries.
- ⇒ Battery operated radio and extra batteries.
- ⇒ First aid kit.
- ⇒ Special items such as prescription medications, infant formula and equipment for people with disabilities.
- ⇒ Extra keys for your car and house.
- ⇒ Some cash in smaller bills, such as \$10 bills or travelers cheques are also useful, and change for payphones. Credit/debit cards may not work in emergency situations.
- ⇒ Blankets

You may have some of the items ready and stored in an easy accessible place.

RECOMMENDED ADDITIONAL ITEMS

- ⇒ Candles and matches or lighter
- ⇒ A change of clothing and footwear for each household member
- ⇒ Sleeping bag or blanket for each household member
- ⇒ A whistle (in case you need to attract attention)
- ⇒ Garbage bags for personal sanitation
- ⇒ Toilet paper and other personal care supplies
- ⇒ Safety gloves
- ⇒ Basic tools (hammer, pliers, wrench, screwdrivers, fasteners, work gloves)
- ⇒ Small fuel driven stove and fuel
- ⇒ Two liters of water per person per day for cooking and cleaning

BASIC CAR KIT

If you have a car, prepare a small kit and keep it in the vehicle. The basic kit should include some of the following:

- ⇒ Food that won't spoil, such as energy bars
- ⇒ Water
- ⇒ Blanket
- ⇒ Extra clothes and shoes
- ⇒ Candle in a deep can and matches
- ⇒ Battery powered flashlight
- ⇒ First aid kit with seatbelt cutter
- ⇒ Warning light or road flares
- ⇒ Small shovel, scraper and snowbrush
- ⇒ List of contact numbers



ADDITIONAL RECOMMENDED ITEMS TO KEEP IN YOUR CAR



- ⇒ Sand, salt or cat litter
- ⇒ Antifreeze, windshield washer fluid
- ⇒ Tow rope and jumper cables
- ⇒ Fire extinguisher
- ⇒ Roadmaps
- ⇒ Whistle

PREPARE NOW

Don't wait for an emergency to happen. There are simple things you can do now to prepare yourself and your loved ones.

By simply reading this guide, you are well on your way.

- ⇒ **Complete this guide one evening this week or during the weekend.**
- ⇒ **Prepare your kit.**
- ⇒ **Write yourself a reminder to update your emergency plan one year from now.**
- ⇒ **On this date next year, review your contact information, practice your emergency evacuation plans, change the batteries in your smoke detector and carbon monoxide detector and restock the contents of your kit.**

YOUR WINTER SURVIVAL KIT SHOULD CONTAIN:

- ⇒ Ice scraper and brush
- ⇒ Hatchet or axe
- ⇒ Booster cables
- ⇒ Flares or warning lights
- ⇒ Compass
- ⇒ Candles and coffee tin
- ⇒ Methyl hydrate (fuel de-icer)
- ⇒ First aid kit
- ⇒ Shovel and tow rope
- ⇒ Granola bars, candy, sugar cubes
- ⇒ Matches/lighter
- ⇒ Blankets/warm clothing
- ⇒ Flashlight
- ⇒ Cell phone
- ⇒ Sand or kitty litter
- ⇒ Extra batteries



LOSS OF UTILITIES

HEATING

Do not panic. Conserve heat by keeping outside doors and windows closed, curtains closed unless the sun is shining in. Dress warmly, in layers if needed and stay inside.



WATER

If your water system is powered by an electric pump, store several liters of bottled water in plastic or clean glass containers. If there is no heat you can help prevent the water from freezing and bursting pipes in your home. Shut off inlet, open all taps and flush toilets.



FOOD

A fully packed freezer will stay cold between 24 to 48 hours, if you keep the freezer closed. You can adjust your freezer to a colder setting during the storm season. Keep your refrigerator door closed as much as possible as well.



LEARN HOW AND WHEN TO TURN OFF UTILITIES

Locate the electric, natural gas and water shut off valves.

Keep necessary tools near your shut off valves.

Teach your family how to turn off the utility valves.

(If you turn natural gas off, do not attempt to turn it back on yourself. You must contact a professional.)

SEVERE STORMS

THINGS TO DO IN A LIGHTNING STORM



When indoors during a storm, stay away from windows and things that conduct electricity. Unplug televisions, radios, computers and microwaves. If you count less than 30 seconds between the lighting and thunderclap take shelter.

If you are outdoors, find shelter in a nearby building, ditch or a culvert. (Never under a tree). If there is no shelter, crouch in the frog position and lower your head. Do not ride bikes, motorcycles or golf carts. If you are in a vehicle stay inside and park away from anything that could fall on top of the vehicle. If you are in the water get back to shore as quickly as possible.

TORNADOES



Listen to your local radio or television stations for storm updates in your area. If a tornado warning is issued, take precautions necessary to be as safe as possible in your home. Go to the basement or take shelter in a small ground floor room, closet or hallway.

Stay away from windows and outside walls and doors. Protect yourself under a heavy desk or table, cover yourself with a blanket and pillow to protect your head.

Avoid large halls, churches, arenas, cars and mobile homes. Try to take shelter elsewhere. If there is no shelter available, lie face down in a ditch or culvert as close to the ground as possible, and stay away from your vehicle. Try to protect your head from flying debris. If you are in an apartment use the stairway, never the elevator.

SEVERE STORMS

BLIZZARDS



Listen to your local radio or television stations for storm updates in your area. When you know there is a blizzard warning check your supplies to make sure you won't have to leave your home for at least 72 hours. Have a good supply of food and water on hand and candles and a flashlight in case of a power failure. Try to out wait the storm inside and avoid any travel. If you must go outside dress for the weather and let someone know you're going out and when you expect to be back.

WINTER TRAVEL

Things to do if you're stranded:

- ⇒ Make sure you have your winter survival kit in your vehicle
- ⇒ Park your vehicle completely off the road and turn on your 4 way flashers.
- ⇒ If you have warning lights or flares set them out in front and back of your vehicle.
- ⇒ Stay inside your vehicle and try to stay warm.
- ⇒ Run your engine sparingly and try and keep your exhaust pipe clear of snow.
- ⇒ When your vehicle is running you can open a sheltered window a crack for fresh air.
- ⇒ Use a candle in a coffee can and a blanket for warmth.
- ⇒ Wear a hat as 60% of your body heat is lost through your head.
- ⇒ Exercise inside your vehicle by moving your arms, legs and feet. This keeps the circulation moving in you body.
- ⇒ Try to sleep one at a time so someone is watching for help to arrive.

ADDITIONAL INFORMATION

NATIONAL RESOURCES

www.GetPrepared.ca to learn more about emergency preparedness:

ENVIRONMENT CANADA WEATHER OFFICE

www.weatheroffice.ec.gc.ca

Check the blue pages in your local phone book under Weather for weather reports and forecasting available by phone.

Brandon----- 1-204-727-5533

Dauphin----- 1-204-638-6521

Winnipeg----- 1-204-983-2050

To report severe weather----- 1-800-239-0484

SAFE CANADA

www.safecanada.ca

Comprehensive federal, provincial, territorial and municipal safety information for all citizens.

CANADIAN RED CROSS

www.redcross.ca

Prepare for life. Learn how to prepare and plan from a world leader in Disaster Management and First Aid. The Canadian Red Cross is part of the largest humanitarian organization that aims to help the most vulnerable in neighborhoods in Canada and around the world.

ST. JOHN AMBULANCE

www.sja.ca

Saving lives at work, home and play. As Canada's standard for excellence in first aid and CPR services, St. John Ambulance offers innovative programs and products, ensuring Canadians can be prepared.

SALVATION ARMY

www.SalvationArmy.ca

The Salvation Army brings relief to people around the world through its emergency and disaster services. Ready to deploy its resources at very short notice, our disaster units immediately work to reduce physical harm and help victims regain control of their lives.

EVACUATIONS

WHAT TO DO IF YOU MUST EVACUATE?

Always listen to the authorities and vacate your home when advised. Ignoring a warning may jeopardize your safety. Pack and wear clothing appropriate for the weather. Pack all your medications and important items with your emergency kit. Notify your family contact and do not use the phone again unless it's a life threatening emergency. Make arrangements for any pets or ask officials for assistance. Turn off your utilities such as water and electricity if instructed to. Take your emergency supply kit and make sure you lock your home.

Register at the Reception Center so you can be contacted and reunited with family members.

WARNING SYSTEM

IN TIMES OF AN EMERGENCY, when the community needs to be notified (ex. severe weather, local disaster, possible evacuation), **the siren** (currently used for the Fire Department) **will sound a constant wail. Please tune into a local radio station, listed below, for further information.**

The Town of Neepawa is currently working towards upgrading the warning system in the near future. Additional information will be provided to the public at a later date.

Radio Stations that will be used to broadcast emergency information are:

CBC 990 AM (Winnipeg)
CKLQ 880 AM (Brandon)
NAC-TV (Neepawa)

CKDM 730 AM (Dauphin)
Star FM 94.7 (Brandon)
CFRY 920 AM (Portage)

EMERGENCY PLANNING HANDBOOK
PREPARED IN CONJUNCTION WITH THE
TOWN OF NEEPAWA and RM OF LANGFORD
EMERGENCY COORDINATOR

