TOWN OF MORRIS

Home of the Manitoba Stampede

Emergency Plan

Town of Morris

2022

ESSENTIAL TELEPHONE NUMBERS

COMMUNITY WARNING			
Item	Contact Name	Residence	Business/Cell
MEC	Dave Atwell	H 204 275-7300 Cottage	C 204 791-6725 204 276-2673
S/MEC	Chuck Cadick	204-489-3808	C 204-960-1769
CAO	Brigitte Doerksen	204-746-2531	C 204-746-0266
Multiplex Facilities Director	Melissa Marion Melissa.marion@morrismultiplex.ca.	204-746-2832	C-204-746-4639
Public Information Officer (PIO)	Vacant (in an Emergency this position will be filled by MEC Staff)		
Scribe	Barb Shewchuk		C 204-746-0600
Operations Chief	David Thiessen	204-746-2082	C 204-981-9575
Planning Chief	Larry Skoglund skoglund@xplorent.com		C-204-746-8780
Logistics Chief	Vacant (in an Emergency this position will be filled by MEC Staff)		

Fin and Admin Chief	Vacant (in an Emergency this position will be filled by MEC Staff)		
ESS	Currently vacant		
MES Net	Duty Officer, ext-2218		204-942-5993
MEC Municipality of Morris	Barb Gillis		C 204-292-4676
Manitoba Emergency Measures Organization (EMO)	Duty Offr Emergency 24/7 Hours (Winnipeg) Jordan Nastiuk-Regional Office (EMA) Jordan.nastiuk@gov.mb.ca		204-945-5555 C 204-799-4152
ARES	Gordon Snarr gsnarr@gnicn.ca Darcy Wilson (VE4DDW) St Perre, MB wilson.dd@gmail.com	204-746-2743	C 204-781-1913 C 204-480-0086
Emergencies	For all emergencies call 911		911
Police	Sgt Robert Lake Det Incident Line		C 204 746-6355 204-746-6355

	Gisele Lauze Office Mgr. gisele.lauze@rcmp-grc.gc.ca		**204-746-6355**
Fire	**Trevor Thiessen – Fire Chief** **MorrisFireChief@gmail.com** **Steve Peters– Deputy Chief** **Morrisfiredepartment8@gmail.com**		**C 204-712-0608** **C 204-746-0242**
Ambulance			**In an Emergency call 911**
Morris Public Works	**Brian Wiebe** **pwforeman@townofmorris.ca**		**C 204-746-2532**
Director of Health Services Southern	**Matt Norris**	**204-746-2301**	
Regional Officer Disaster Management Officer Southern Health	**Jolene Dayholos** **180 Centennaire Dr. Southport, MB R0H 1N1** **jdayholos@southernhealth.ca**	**204-433-7611**	**C 204 712-6009**
Volunteers	**David Thiessen**	**204-746-2082**	**C 204-981-9575**

	noanidave@gmail.com		
Elected Officials	**Mayor- Scott Crick** **mayorscott@townofmorris.ca** **Deputy Mayor-Chris Hamblin** **chris.hamblin@townofmorris.ca** **Councillor-Mel Baxter** **mel.baxter@townofmorris.ca** **Councillor-Taylor Braun** **taylor.braun@townofmorris.ca** **Councillor-Tim Lewis** **tim.lewis@townofmorris.ca** **Councillor-David Funk** **david.funk@townofmorris.ca** **Councillor-Trevor Thiessen** **trevor.thiessen@townofmorris.ca**		**C 204-362-4900** **C 204-746-3330** **C 204-227-1521** **C 204-712-0371** **C 204-746-5152** **C 204-209-0142** **C 204-793-2051**
Emergency Co-ordinators	**(SURROUNDING COMMUNITIES-NAME & PHONE NUMBERS)**		
WebEOC	**http://ecc.gov.mb.ca/eoc7**	**Morris town MEC**	**Morris75**
MB Hydro Corporate Emergency	**Brad Hay** **bhay@hydro.mb.ca**	**W 204-360-5179 Forwards to cell after hours**	**204 480-5900**

Response Coord	**MB Hydro Emergency**		
Morris District Regional Water Ops Water Management and Structures	Matthew Bittner Matthew.bittner@gov.mb.ca		C-204-794-6490
MB Hydro /Centra Gas	24/7 Emergencies		1-888-9376
Bell/MTS	24/7 Emergencies		1-800-8780
Handi-Van	ElLayn RiDalen		204-746-0681
Emmanuel Baptist Church	Primary – Dale Hoffman Bryon Edel lbyedel@gmail.com Pastor Nate Brandes		C-204-746-4021 C 204-712-5367 H 204-746-8131 C 204-746-8790
Morris Fellowship Church	Candace Jorgenson Candacej72@hotmail.com		C 204-746-4157 H 204-746-6221
Valley Super Thrifty Pharmacy	Nathan Friesen		204 746-2542
Bigway Groceries	Pat Schmitke/Samantha Milne		204 296-8116
Esso Gas Station	Hai Long Morrishusky7147@outlook.com		C204 296-8119 204 746-8999
Co-op Gas Bar			204 746-2602
Additional Listings	Please refer to the Town of Morris Emergency Asset		

	Resource List (EARL) (22 pages) Available through the MEC staff		

Table of Contents

Town of Morris

Emergency Plan

1
CONTROL

1.1 INTRODUCTION

Council is responsible for emergency response. Council will discharge its responsibility using the mechanisms described in this Plan.

The Town Act directs as one of three purposes of a municipality the responsibility to develop and maintain safe and viable communities. The Emergency Measures Act provides direction and authority to municipalities to achieve the safe community. The municipality must appoint a control group, including a Municipal emergency coordinator (MEC.) The control group is responsible for developing and maintaining an emergency program, including this emergency plan. The provincial direction is spelled out in Local Authorities Emergency Planning and Preparedness Regulation 159/2016.

1.1.1 Purpose

The purpose of this Plan is to provide guidance for prompt and coordinated response to emergencies or disasters affecting the Town of Morris.

1.1.2 Responsibility

Responsibility for the health and welfare of the citizens of the Town of Morris rests initially with those citizens. They are responsible to deal with crises in the first instance and to have an individual or family plan to do so for 72 hours. Most emergencies beyond the individual capacity to cope are dealt with day-to-day by normal emergency services - police, fire, ambulance.

In the event that a major emergency proves beyond the capacity of citizens and of the normal emergency services, Council is responsible to manage the response. The MEC and the emergency operations centre (EOC) are the means by which Council manages the response.

The first responders manage the incident site, using the doctrines of Incident Command. If required, the EOC is activated to both support the Incident Commander and execute the direction of Council as applicable. This plan directs the actions of the Town emergency response.

If a municipality is overwhelmed, provincial and perhaps federal support may be expected.

1.1.3 Priorities

The priorities of emergency response are as follows:

- Save lives.
- Reduce suffering.
- Protect public health.
- Protect critical infrastructure.
- Protect property.
- Protect the environment; and
- Reduce economic and social losses.

1.1.4 Guidelines

These guidelines follow the direction set out in Section 8 of The Emergency Measures Act and Regulation 159/2016.

1.1.4.1 Annual Review

This Plan shall be reviewed annually each autumn by the Local Emergency Response Control Group (LERCG) and approved by Council prior to 15 November each year. A copy is attached as Annex 6G dated March 7th, 2019.

1.1.4.2 Standard

This Plan conforms to the Canadian Standards Association standard Z1600.

1.1.4.3 Hazard Analysis

This plan is based on a detailed hazard analysis, summarized at Appendix A. The highest risks are dealt with specifically as checklists in Chapter 2.

1.1.4.4 Memoranda of Understanding (MOU)

From time-to-time Council may enter into MOUs with municipalities, provincial government agencies or departments, non-governmental organizations, or private businesses. These MOUs are listed at Appendix B.

1.1.4.5 Public Education

The public should be informed of its responsibilities. The public responsibility is for 72 hours of autonomy. The Town responsibilities are laid out in this plan. A public education campaign is an ongoing job and must be detailed in the Town of Morris emergency programme (TBA).

1.1.4.6 Volunteers

Volunteers are the basis of the Town emergency response and a list can be found at Annex 2C. At Annex 6D is a Confidentiality Agreement that must be signed by all Volunteers. Volunteers are most effective if they are trained in their emergency role beforehand. To this end The LERCG will conduct two training exercises annually one of which will include the volunteers.

1.1.4.7 Municipal Emergency Coordinator

The Municipal Emergency Coordinator (MEC) shall by qualified to the standard detailed in Regulation 159/2016. The MEC, provided by the company MES Net, is an MEC for more than one municipality. In the event of conflicting priorities which take the MEC away, the secondary MEC, also provided by MEC Net will step in.

1.1.4.8 Emergency Plan

The chapters of the Emergency Plan are intended to be used separately by the intended audience as needed.

1.1.4.9 Facilities
- EOC – Council chambers Morris Community Centre -

Morris Curling Club –Morris Multi Plex, Stampede grounds
- Alternate EOC – TBD
- Fire Hall– 139 Railroad Ave
- Public Works building – 459 Boyne Ave,
- Reception centre- Morris school 324 Toronto Ave
- Morris General Hospital- 215 Railroad Ave
- Churches –
  St Maurice Catholic- 253 Main St,
  Morris Fellowship Chapel - 223 Mary Street

1.2   DEFINITIONS

1.2.1   Emergency

shall mean a present or imminent situation or condition that requires action by Town resources to prevent or limit the loss of life, property or damage to the environment.

1.2.2   Information Centre

shall mean a location for the gathering and transmittal of information. This will be the Town Office counter unless changed for operational reasons.

1.2.3   Incident Commander

shall mean the person or collective leadership team which has responsibility for managing the response to an emergency at the site or sites where the emergency is occurring. All personnel, equipment and other resources responding to an emergency shall come under the command of the Incident Commander. The Incident Commander reports to the MEC.

1.2.4   Registration & Inquiry

shall mean the location for the registration of people effected by the emergency and for the distribution of information about their whereabouts.

1.3   AUTHORITY

1.3.1   Plan Approval

This Plan is authorized from time to time by Resolution of Council, the most recent copy of which is found at Resources 6.0 Appendix G.

1.3.2 Delegation of Authority

During emergency planning and during emergencies Council retains full authority over emergency response. Recognizing the need for the decentralization of control in order to speed response, the following delegations are approved by Council:

- First responders (fire and police services) will respond as per established practices and procedures prior to receiving Council authority.
- The LERCG shall control the Town response except on those decisions which must be referred to Council; and
- The MEC is authorized tactical control of any situation once an emergency is declared.

1.3.3 Local Emergency Response Control Group

The LERCG is comprised of the Mayor or Reeve, CAO, Assistant PW Foreman, MEC, and Fire Chief. The LERCG will guide the MEC in choosing between priorities which do not have to go to Council – in other words it has hour by hour control of the emergency while the MEC has minute to minute control. The LERCG has the authority to spend up to $100,000 on any single good or service required in an emergency.

The LERCG will conduct two training exercises annually one of which will include the volunteers. The exercises will be designed and conducted by the MEC. They will normally involve some or all of Town staff and Council. An after-action review will be conducted by the MEC and presented to the Chief Administrative Officer (CAO) for passage to Council.

1.3.4 Municipal Emergency Coordinator

The MEC is appointed by Council to:

- be a member of the LERCG.
- command the Emergency Operations Centre (EOC) when activated.
- manage the emergency response within the authorities granted by the LERCG.
- spend up to $25,000 on any single item (see Chapter 2, Section 7.3).
- task the CAO to provide applicable Town resources; and
- review this plan and propose changes based upon after action reports and changing legislation or local requirements.

1.4 DUTIES

The duties of the EOC staff are detailed in Chapter 2. The duties of Emergency Social Services staff are detailed in Chapter 3.

1.4.1 Council

- responsible for the Town response to emergencies.
- issue, request the extension of, and terminate States of Local Emergency (SOLE). Note that if Council cannot be convened in a timely fashion then the Mayor may issue a SOLE.
- activate the Emergency Plan. Note that this may be done by the CAO if time is pressing.
- establish public information policy and authorize media releases.
- make decisions, either directly or by delegation to the LERCG; and
- confirm the appointment of the Incident Commander.

1.4.2 Chief Administrative Officer

- activate the Emergency Plan if time is of the essence.
- ensure that the EOC is prepared for activation.
- assume the duties of the MEC until the MEC arrives.
- keep Council informed of the situation as it develops.
- convene the LERCG as required during the emergency, and act as recording secretary.
- ensure continual and open passage of information to and from the MEC.
- ensure the Town staff members are kept informed of the situation as it develops.

1.5 EMERGENCY MEASURES ACT

The Emergency Measures Act may be found online at:

http://web2.gov.mb.ca/laws/statutes/ccsm/e080e.php

A copy is kept with the EOC supplies.

1.6 STATE OF LOCAL EMERGENCY (SOLE)

A SOLE is used to obtain emergency powers if these are needed. A SOLE is not needed to obtain financial assistance. A SOLE is not needed to respond to an emergency if the powers are not needed.

A declaration of a SOLE may be made by the responsible Minister, or it may be issued by Council.

A SOLE may be limited geographically, and this limitation should be included in the declaration; and

SOLEs intrude on individual and property rights and therefore are not to be made without due consideration of their necessity.

1.6.1 Declaration of a SOLE

- Council passes a resolution to declare a SOLE, using the draft resolution provided at Appendix D. If a quorum cannot be gathered in a timely manner the Mayor may make the declaration, with a resolution to follow.
- the resolution and declaration are forwarded to the Emergency Measures Organization (EMO); and
- the details of the declaration are communicated to the residents of the affected area. A media release template is at Appendix D.

1.6.2 Extending a SOLE

A SOLE is valid for a period of 30 days beginning on the day the declaration is made, unless a shorter period is stated in the declaration. It may be extended by resolution for further periods of up to 30 days each. A draft resolution is at Appendix D.

1.6.3 Terminating a SOLE

When the emergency for which the SOLE was declared no longer exists, Council may terminate the SOLE. The residents of the affected area as well as EMO must be informed of the termination.

The responsible Minister has the authority to terminate any SOLE that is not required. Where the Minister terminates a SOLE, he or she is required to give notice of the termination to the Town and to the residents of the affected area.

1.6.4 Emergency Powers within a SOLE

- Upon the declaration of, and during a state of emergency or a state of local emergency, the minister may, in respect of the province or any area thereof, or the local authority may, in respect of the municipality or other area within its jurisdiction, or an area thereof, issue an order to any party to do everything necessary to prevent or limit loss of life and damage to property or the environment, including any one or more of the following things:
- 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 and personal property and make arrangements for the adequate care and protection thereof.
- control or prevent the movement of people and the removal of livestock from any designated area that may have a contaminating disease.
- authorize 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 effects of an emergency or a disaster.

- authorize the procurement and distribution of essential resources and the provision of essential services.
- regulate the distribution and availability of essential goods, services and resources.
- provide for the restoration of essential facilities, the distribution of essential supplies and the maintenance and co-ordination of emergency medical, social and other essential services.
- expend such sums as are necessary to pay expenses caused by the emergency or disaster.

1.7 COMMUNICATIONS

1.7.1 Direction

Policy direction flows as shown in Figure 1. The MEC will handle matters of detail directly with EMO, normally through the Emergency Management Advisor (EMA).

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┌─────────────────────────────────────┐
│               EMO                    │
│      Represents Province of MB       │
│      Declare/extend/cancel SOLE      │
└─────────────────────────────────────┘
          │                 │
          ▼                 ▼
┌─────────────────────────────────────┐
│             Council                  │
│     Gives policy guidance as needed. │
└─────────────────────────────────────┘
          │                 │
          ▼                 ▼
┌─────────────────────────────────────┐
│              LERCG                   │
│  Hour to hour guidance and detailed policy │
└─────────────────────────────────────┘
          │                 │
          ▼                 ▼
┌─────────────────────────────────────┐
│               EOC                    │
│          (through the MEC)           │
│     Coordinate Emergency Response    │
└─────────────────────────────────────┘
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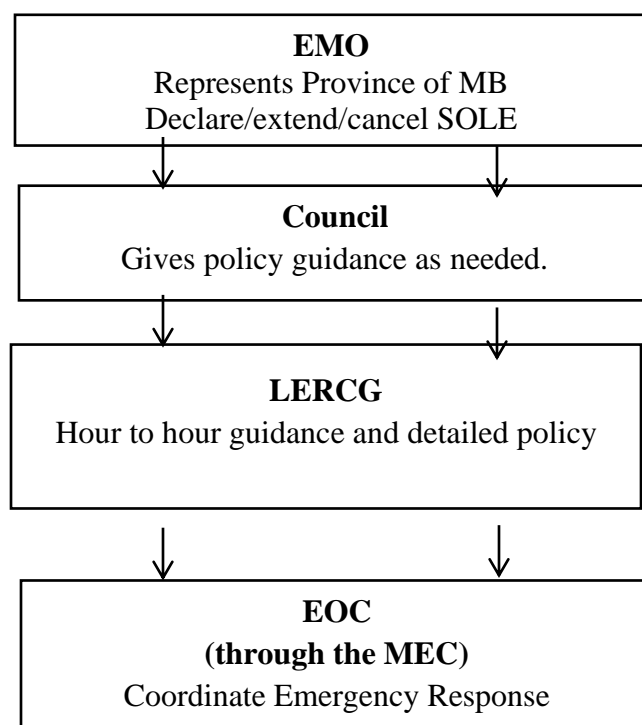
1.7.2 Public and Media

Council has been elected to lead. Therefore, the public face of the Town of Morris in an emergency should be the Mayor or another member of Council. They will speak to the media and at public information sessions.

If available a public information officer (PIO) is responsible to support the Mayor by managing media contacts and drafting releases, statements, etc. and maintaining the emergency portions of the Town Facebook page.

The PIO must ensure with the EOC that all media material is accurate. Further, all media material must be consistent, accurate and applicable to the situation.

The overall policy regarding dealing with the media is to be as open and forthright with information as possible.

The information must be accurate, and therefore must be coordinated through the EOC,

The Mayor or other members of Council should be the public face of the municipality, not subordinate staff, except on matters of detail.

The media will attend the site(s) and potentially the EOC. At the site, if possible, a media officer will be provided to the IC to manage the media in cooperation with the Public Information Officer. Media briefings should take place in the lobby, side room or public works shop, if required.

1.7.3   Emergency Operations Centre

The EOC will do what is required to manage the emergency, within the law and within the policy, financial and legal direction of Council. In broad terms, the EOC communicates:

- downwards to the Incident Commander to provide support and guidance.
- laterally to neighbouring municipalities, non-governmental organizations, other responding organizations.
- with Council through the LERCG to give information and to receive policy guidance; and
- with the media and public within the guidance provided by Council. Note that elected officials, not staff, are the normal faces and voices shown to the public.
- The EOC must maintain detailed records.

1.8   INCIDENT COMMAND

The incident can take place at one site or many sites, for example following a tornado. The Town adheres to the incident command system. This provides for the initial emergency response personnel determining who the Incident Commander (IC) is. The selection is subject to confirmation by Council. Once the EOC is established, the MEC will coordinate with the IC.

1.8.1   Division of Responsibility

The IC shall coordinate and direct all emergency services, support services and volunteers working in the designated emergency site(s). The EOC shall manage the remainder of the municipality, provide support to the site, and manage information released to the public and the media, on behalf of Council. The EOC will manage tasks not related to the incident site, for example emergency social services.

1.8.2 Support

Once the EOC is functional the IC shall direct all requests for resources and services through the EOC.

1.8.3 Communications between IC and EOC

The IC and MEC must communicate at regular intervals both to maintain contact and to deal with important questions. Subordinate staff of both will communicate on issues of detail. It is the responsibility of the MEC to ensure information is logged and passed on as required.

1.8.4 Site Security

The IC is responsible for security at the site or sites. This shall be coordinated through the EOC.

1.9 PAY

Volunteers are expected to do so without expectation of pay. Volunteers who are placed into positions where they have fixed responsibilities and fixed hours/shifts may be paid $20.00 per hour worked in such jobs. An example would be a volunteer who works scheduled shifts in the EOC. Council may entertain requests to replace hours lost at regular employment in lieu of paying $20.00 per hour. Staff hired from outside, either as leased employees from a company or as individuals, will be subject to a written contract at the rate of pay specified therein.

1.10 ACRONYMS

CAO	Chief Administrative Officer
EOC	Emergency Operations Centre
EMO	Manitoba Emergency Measures Organization
IC	Incident Commander
LERCG	Local Emergency Response Control Group
MEC	Municipal Emergency Coordinator
MES	Municipal Emergency Services
MOU	Memorandum of Understanding
PIO	Public Information Officer
EMA	Emergency Management Advisor (from EMO)
SOLE	State of Local Emergency
ESS	Emergency Social Services

2
THE EMERGENCY OPERATIONS CENTRE

2.1 INTRODUCTION

The EOC will operate under unified command – the MEC or delegate is in charge of the EOC and reports to Council through the LERCG.

2.1.1 The Emergency Operations Centre

The EOC consists of the MEC and those other persons who are required to manage an emergency on behalf of Council. Staffing will be determined by the MEC to match the emergency and available staff. The EOC does not need a specific location or specific equipment to work, although these things are useful. It should be able to function anywhere provided there are people and communications.

2.1.2 Locations

The primary location of the EOC is in the Morris Council Chambers located on the 2nd Floor in the Morris Town Office.

The secondary EOC could be set be in the Morris School and has yet to be confirmed.

This is an all-risks plan. However, four risks – Chemical Spill, Pandemic Disease, Tornado, Flooding – were considered by Council the most serious and there are detailed checklists for each of these at Annexes E – H inclusive.

2.2 STRUCTURE

The structure is based on the incident command system structure. The structure shown below is the theoretical maximum size of the EOC. In practice, it will normally be much reduced in size by combining positions. Recommended positions are shaded.

Incident Command System Structure

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                          ┌─────────────────┐
                          │      MEC        │
                          └─────────────────┘
                                   │
        ┌──────────────────┐       │       ┌──────────────────┐
        │      PIO         │───────┼───────│     Liaison      │
        └──────────────────┘       │       └──────────────────┘
                                   │
              ┌────────────────┐   │
              │     Scribe     │───┤
              └────────────────┘   │
   ┌──────────┬──────────┬──────────┬──────────┬──────────────┐
┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐        │
│Operations│ │Planning│ │Logistics│ │Fin/Admin│ │  ESS   │     │
└────────┘ └────────┘ └────────┘ └────────┘ └────────┘        │
                          │          │                         │
                     ┌────────┐ ┌────────┐            ┌──────────┐
                     │Food Svcs│ │Vol Coord│           │ External │
                     └────────┘ └────────┘            └──────────┘
                                          ┌──────┬──────┬──────┐
                                       ┌────┐ ┌────────┐ ┌──────┐ ┌──────┐
                                       │ PW │ │Fire Dept│ │ RCMP │ │ ARES │
                                       └────┘ └────────┘ └──────┘ └──────┘
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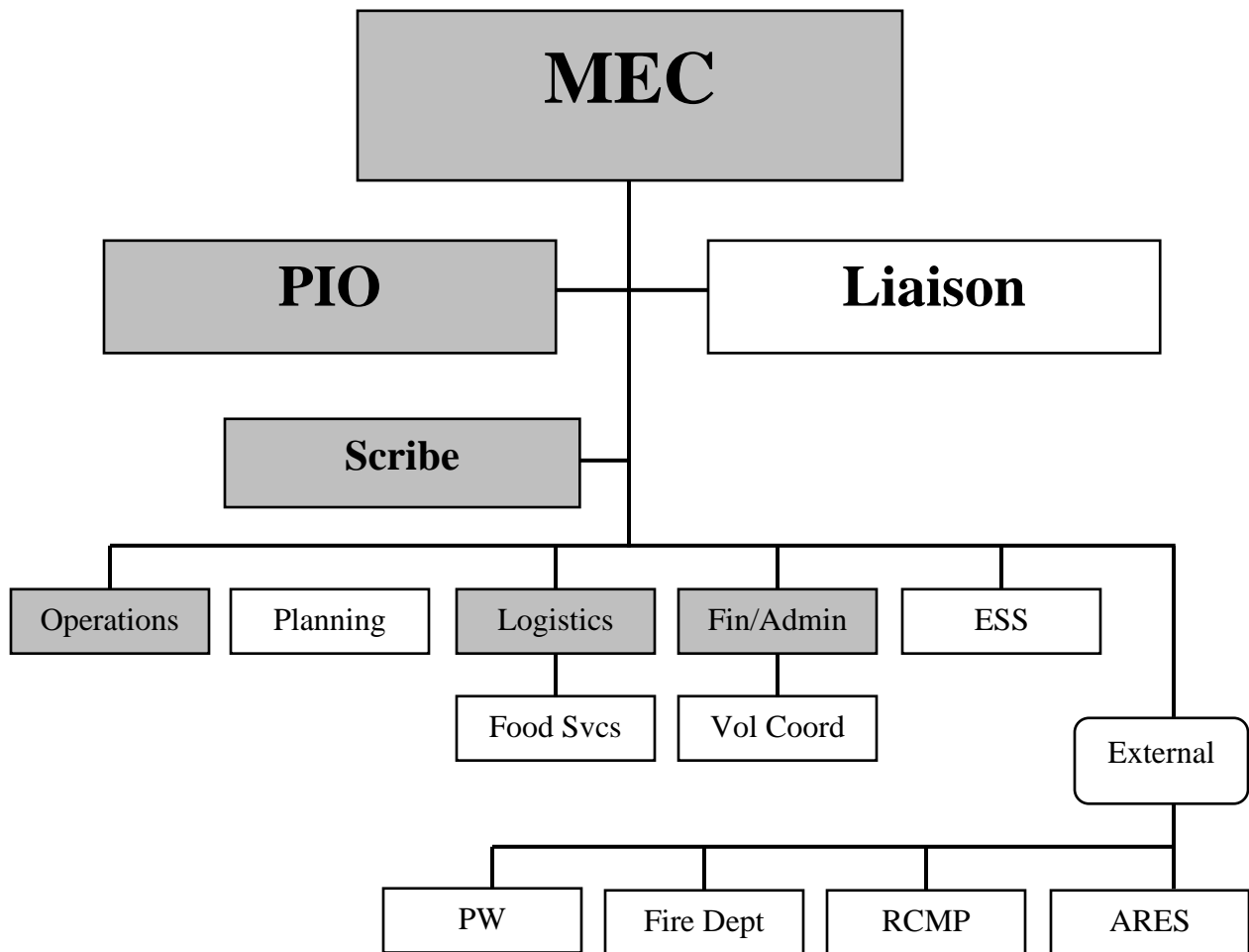
Note: The shaded boxes should be filled if at all possible

2.3   DUTIES AND RESPONSIBILITIES

The Mayor, Council and the CAO have specific duties and responsibilities which are detailed in Chapter 1. This section deals with the EOC.

2.3.1   Municipal Emergency Coordinator

The MEC reports to Council. During emergencies, the MEC will generally report through the LERCG. MEC duties include:

- Consult on-site incident commander.
- Upon notification of an impending emergency or disaster, activate the Emergency Plan.
- Ensure that an Incident Commander (IC) is on scene and has been appointed by Council as required.
- As necessary activate the EOC.
- Direct the EOC, specifically direct all operations in accordance with the direction of Council, the Emergency Plan, and the situation.
- Ensure the management of volunteers, assigned staff, representatives of outside agencies.
- Through the CAO request and use Town resources.
- Cooperate with neighbouring municipalities and outside agencies as required, including requesting and providing mutual aid.
- Take such actions as are necessary to minimize the effects of the emergency.
- Ensure that a log is maintained of all actions taken and information received and dispatched, and preserved post emergency.
- Ensure an after-action review is produced after the emergency.
- Ensure that purchases of goods and services are controlled, certified, recorded in detail and the records are preserved.
- Ensure that proper financial controls are maintained, and records kept; and
- Update the LERCG on a regular basis.

2.3.2   Public Information Officer

- Report to the MEC.
- Maintain full situational awareness at all times.
- Produce public warnings, notifications, updates as required.
- Ensure appropriate use is made of all communications means available, including:
    - Municipal electronic sign(s);
    - Web sites.
    - Social media.
    - E-mail notifications.
    - Written material.
    - Door-to-door notifications.
    - Media.
    - Other.
- Establish contact with media outlets as required.
- Prepare press releases, updates, media response lines for Council, etc. as required.
- Arrange for and supervise media briefings;"

- Liaise with the Incident Commander on media matters.
- Ensure that the Mayor or other members of Council are prepared for media interviews.
- Conduct impromptu media training for first responders as necessary; and
- Keep copies of all paperwork and ensure that they are retained after the emergency.

2.3.3 Liaison Officer(s)

This position will only be filled if needed.

- Represent the MEC at the Incident Command Post.
- Investigate and report on specific activities or specific sites as required by the MEC.
- Be the eyes and ears of the MEC on the ground, as required; and
- Take control of specific tasks if required.

2.3.4 Scribe

If this position is not filled the person acting as EOC Finance and Administration Officer will normally perform the following tasks:

- Report directly to the MEC.
- Maintain full awareness of ongoing operations.
- Log all incoming reports and messages, using the WebEOC software program, or manually if WebEOC is not available.
- Track all action items to ensure that the required action has been taken. Where it has not been taken, bring this to the attention of the MEC in a timely fashion.
- File all paper and electronic records; and
- At the end of the emergency ensure that all EOC records, both paper and electronic, are collected, copied and given to the CAO and the MEC.

2.3.5 Operations Chief

- Report directly to the MEC.
- Perform the duties of the Planning Chief if that position is not filled.
- Maintain full awareness of ongoing operations.
- Maintain close contact with the Incident Commander, either directly or through the Liaison Officer.
- Track the log closely and ensure the Scribe is kept up-to-date;
- Assign tasks to EOC staff, Town staff (through the CAO), and volunteers, using the WebEOC software programme or manually if necessary.
- Maintain maps in the EOC.
- Fill in for the MEC when the MEC is absent.
- Coordinate the after-action review to be conducted following the end of the emergency; and
- Keep copies of all paperwork and ensure that they are retained after the emergency.

2.3.6 Planning Chief

This position will be filled only for very large emergencies. If not filled the duties of the Planning Chief will be performed by the Operations Chief.

- Report directly to the MEC.
- Collect information about the situation, be aware of the weather forecasts, and provide briefings on these things at shift change and whenever else it is necessary.
- Consider future contingencies and prepare plans for same (24 hours or more into the future);
- Write orders and instructions for the MEC.
- Assist the Operations Chief as necessary; and
- Keep copies of all paperwork and ensure that they are retained after the emergency.

2.3.7 Logistics Chief

- Report directly to the MEC.
- Arrange for transportation for people, livestock, domestic pets, supplies.
- Arrange for the rental of vehicles and equipment for volunteers and Town staff.
- Maintain direct control over vehicles and equipment used during the emergency, including the provision of a list available to all EOC staff and to the Incident Commander. This includes positive control over the allocation of vehicles and equipment.
- Arrange for fuel for vehicles and equipment.
- Arrange for feeding of staff and volunteers.
- Arrange for and ensure communications and computing equipment is serviceable.
- In conjunction with other staff and the RCMP determine access and evacuation routes and ensure route information is disseminated.
- Determine equipment and supply needs and contract for the acquisition of same and maintain control over the contracts.
- Control the allocation, storage and security of supplies once delivered.
- Maintain financial records on actions taken and ensure that authority to spend has been received from the MEC.
- Deal with medical issues; and
- Keep copies of all paperwork and ensure that they are retained after the emergency.

2.3.8 Finance and Administration Chief

- Report directly to the MEC.
- Perform the duties of Scribe if that position is not filled.
- Approve and track expenditures.
- Develop and maintain a list of volunteers, members of outside agencies, and others who are present and involved with the emergency.
- Ensure all volunteers sign in and out both at the EOC and at the incident site and that the resulting records secured and are retained.
- Coordinate the allocation and use of personnel as required including the allocation of casual volunteers to work areas.
- Assist the Emergency Social Services Coordinator and take on those duties if that position is not filled.

- Ensure that the EOC is secure; and
- Keep copies of all paperwork and ensure they are retained after the emergency.
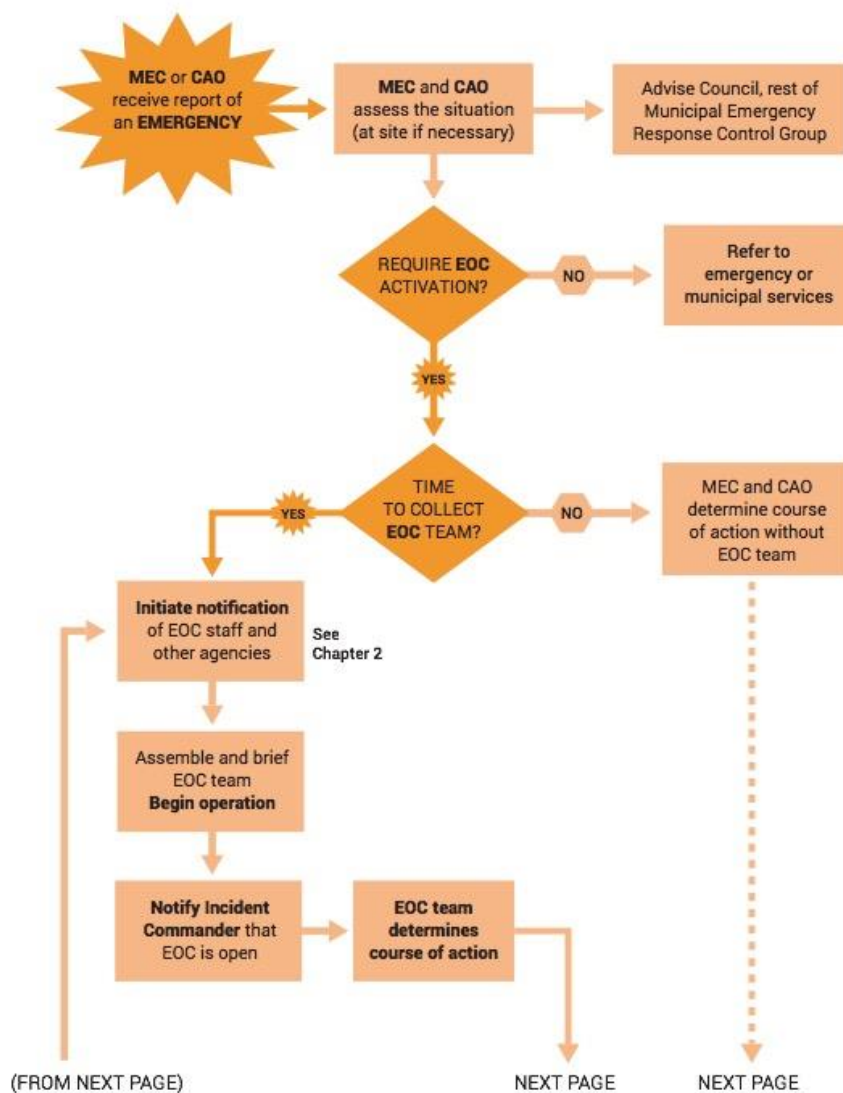
2.3.9   Emergency Social Services Coordinator

These duties are found in Chapter 3.
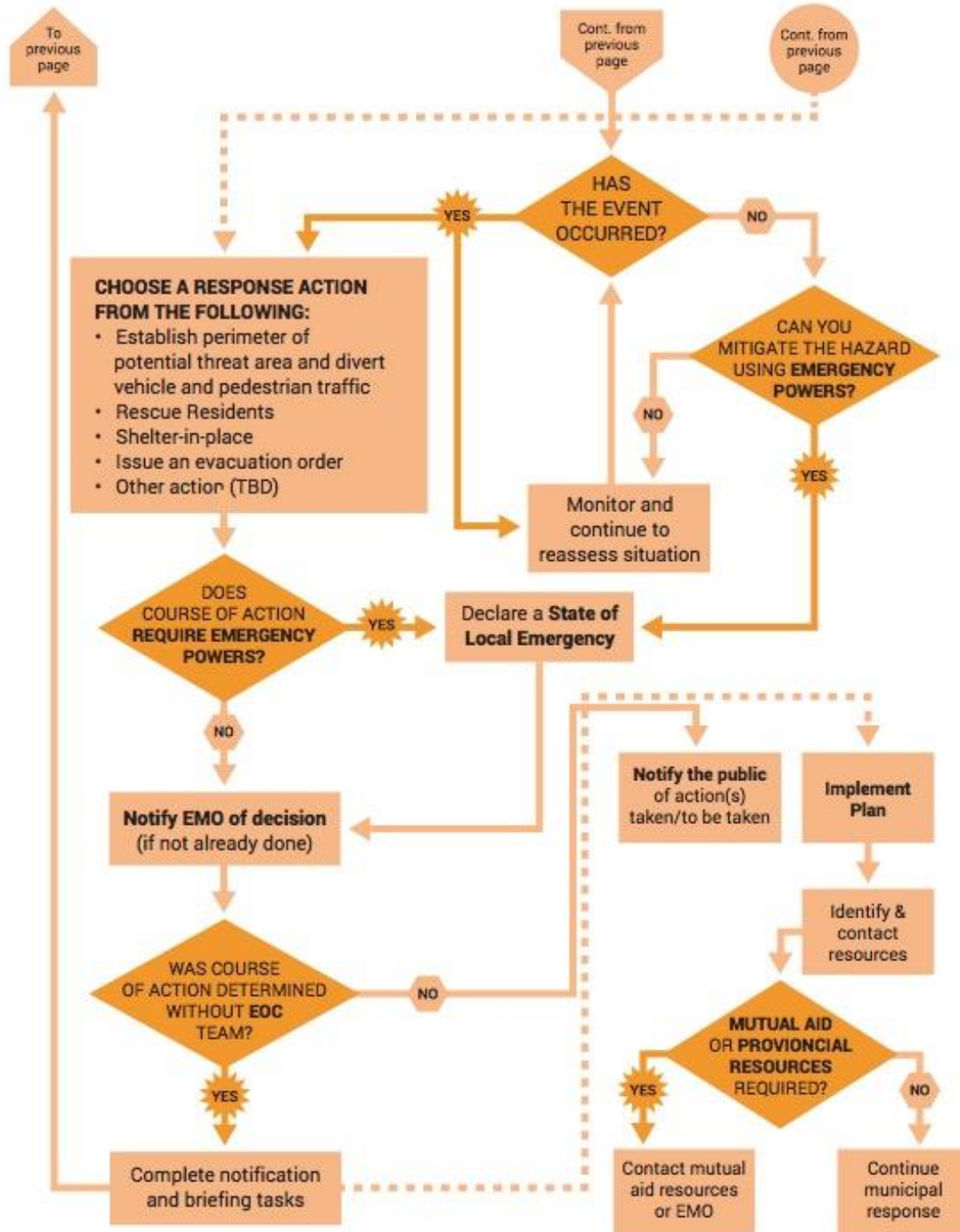
2.4   ALERTING AND INITIAL ACTION

2.4.1   Alerting

Chapter 2, Figure 2 - Alerting

2.4.2 Initial Action

Chapter 2, Figure 2 - Initial Action

To previous page

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HAS THE EVENT OCCURRED? — YES / NO

CHOOSE A RESPONSE ACTION FROM THE FOLLOWING:
- Establish perimeter of potential threat area and divert vehicle and pedestrian traffic
- Rescue Residents
- Shelter-in-place
- Issue an evacuation order
- Other action (TBD)

CAN YOU MITIGATE THE HAZARD USING EMERGENCY POWERS? — NO / YES

Monitor and continue to reassess situation

DOES COURSE OF ACTION REQUIRE EMERGENCY POWERS? — YES → Declare a **State of Local Emergency**

NO

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

Implement Plan

Identify & contact resources

Notify EMO of decision (if not already done)

WAS COURSE OF ACTION DETERMINED WITHOUT EOC TEAM? — NO

YES

MUTUAL AID OR PROVIONCIAL RESOURCES REQUIRED? — YES / NO

Complete notification and briefing tasks

Contact mutual aid resources or EMO

Continue municipal response

2.4.3 Notification

Any initial responders or Town employees who become aware of an impending or actual emergency – one that constitutes a danger to life and/or property and/or the environment will immediately notify the CAO and the MEC. This does not apply to police and fire services who shall contact the MEC when appropriate as decided by the incident commander.

2.4.4 Fan Out

See the front of this plan for emergency contact numbers.

First call	CAO, MEC then Secondary MEC
Second call	Mayor, Deputy Mayor, PW Foreman
Third call	Fire Chief then Deputy Fire Chief
Fourth call	Members of LERCG

2.4.5 Action on Notification

- The CAO or MEC receive information about an impending or actual emergency and follow the flowchart in Section 2.4.1.
- If public alerting is required, this is initiated immediately, using the Fire Department.
- The CAO notifies members of Council and staff members.
- The situation is assessed by one or both, depending on time.
- A decision is made to activate the EOC based on the following criteria:
  - Anticipation of an event.
  - Declaration or impending declaration of a state of emergency by the Province.
  - Resource needs beyond local capabilities.
  - Situation affects the ability to manage the Town.
  - The emergency will be of long duration.
  - Multiple agencies or jurisdictions are involved.
  - Neighbouring municipalities require extensive mutual aid.
  - Unique or emerging problems require policy decisions.
- The EOC staff are activated as necessary.
- Council is notified of the activation and given a brief assessment of the situation; and
- EMO is notified.

2.4.6 Activation

The alerting process is given in section 2.4.1. If the EOC is to be opened, use the checklist at Annex 2.A. to this chapter to guide the process.

 If the MEC and the secondary MEC cannot be reached, call the MES NET office or the MES NET duty officer (204-942-5993 Ext. 2218).

2.4.7   Public Alerting

Use the most appropriate method to alert the public. Use multiple methods if you can. It is essential that the PIO, or in the absence of the PIO, the MEC, coordinates all outgoing messaging. All policy matter and matters of substance must be, unless the urgency is too great, approved by the LERCG. Text message through Morris town web site. It's a sign-up basis system that captures cell phones and send and receives text messages.

Public Alerting Table

Method of Alert	Resources	Personnel Required	Remarks
Door to door canvas	Fire Dept, RCMP	10 persons to contact 100 homes per hour urban: double for rural	Only method that allows for checking on condition of people and property
Loud Hailer	Fire Dept		Use for immediate evacuation
Media	PIO, dedicated phone staff	Requires a dedicated telephone line for media inquiries at EOC	Coordinate with CAO for Town support
Website	Access to Town website	CAO, Town staff	Text messaging system for alerting
E-mail List	Access to email and email list	CAO, Town staff	
Telephone	Tax roll data	CAO, Town staff	Labour and time intensive
Social Media	Access to Internet	CAO, Town staff	Success dependent upon percentage of population on social media

2.4.8   Establishing Communications

Initial communications will be established by telephone. There are 8 lines currently functional in the EOC, with 2 being in use by the Town staff, and would not be available at the start of an emergency.

The following steps are required to establish EOC communications:

Connect telephones, available with the emergency response material kept in the closet outside the Council chambers.

Mark the numbers of the lines on both the lines and the telephones with masking tape.

Allocate the numbers as follows:
- Public information line.
- Operations and all other users.

Ensure that all members of the LERCG, the incident commander, the CAO, the public works supervisor, the MEC, the EMO EMA, and the PIO know what the numbers are.

Coordinate office support through the CAO.

Through the EMO, establish contact with ARES if the telephones do not work and radio communications are required.

Through the Fire Chief get a Fleetnet portable radio from the rescue vehicle, set to the "Home Fire" channel ("1-C") which will allow communications to the Fire Department. Should this not work, use the "911" channel ("1-A") to establish communications; and

Radio advice and material may be obtained from Alcom Electronic Communications, 12 – 846 Marion Street, Winnipeg, 1-204-237-9099. The usual contact person is Kevin.

2.5   LOGISTICS

2.5.1   Assembling Equipment

Most of the emergency response equipment is stored at the public works building adjacent to the fire hall. Access to the material may be arranged either through the Town office staff or through the public works staff. A list of the material is at Annex 2I.

2.5.2   Emergency Power

Public works holds 2 <u>small portable</u> gasoline generators at the PW yard. (1.5 Kw and a 4.5 Kw)

The Fire Department holds 3 generators, two permanently on trucks, and one spare 5 Kw held at the Fire Hall.

2.5.3   Equipping the EOC

A small number of pens, paper, stationary, forms and so forth are held in a plastic tote at the EOC. Maps are also included. Additional supplies are available from the Town office.

2.5.4   Municipal Resources

A list of resources immediately available within the Town of Morris are at Annex 2I.

2.6   STAFFING AND SECURING THE EOC

2.6.1   Staffing and Structure

The MEC will decide at the time of standing up the EOC which positions are to be filled (see Section 2 for EOC structure). The structure must be finalized as soon as possible once the situation is stabilized and once volunteer availability is known. There will be a different night staff than day staff. Adjustments can and will be made at any time as the situation dictates.

Staff may be hired with the approval of Council.

Shifts will normally be 12 hours long, running from 8 to 8.

Shift change briefings will normally be conducted at 8:00 a.m. and 8:00 p.m. The incoming shift is expected one-half hour earlier to conduct a handover with their counterpart before the main briefing.

The MEC must address the following considerations in deciding on staffing:
- Initial staffing levels as above.
- Availability of volunteers, and the balance of trained and untrained volunteers.
- Expected duration of the event.
- Expected decrease in activity at night, up to and including using an on-call arrangement.
- A respite plan to allow for time off.
- Availability of outside assistance, from other Towns/ RMs or through MEC NET. In the event of severe strain on resources the EMA should be contacted for potential outside help; and
- Support available through internal resources.

2.6.2   Security

The EOC must be kept secure at all times. It is not a drop-in centre for the public, Council, or Town staff.

EOC ID cards are available in the EOC battle box and are to be used by all EOC staff. Staff must sign in and out on the access register. Visitors must be signed in and out on the access register.

If necessary, a security firm will be hired to provide security for the EOC.

2.6.3   Pay

Volunteers may be paid $20.00 per hour if they are working a schedule shift - for example EOC staff.

Rather than $20.00 per hour staff who miss their regular work may have their wages or salary replaced.

Leased employees brought from outside will have their remuneration determined by a contract at the time they are hired.

2.7   DAILY ACTIVITIES

2.7.1   Operational Routine

It is essential that a daily routine be established to coordinate staff efforts; to ensure optimal information management; and to augment situational awareness.

The suggested operational routine which may be altered by the MEC as necessary is:

0700   Operations Chief begins to prepare morning briefing.
0730   Incoming shift arrives, conducts handover with outgoing counterparts.
0800   Morning briefing – updates on past 24 hours and plan for next 24 hours.
0830   Outgoing shift departs.
0900   MEC briefs LERCG.
0900   PIO prepares news releases, daily communications plan and secures the approval of the LERCG.
1900   Operations Chief begins to prepare evening briefing.
1930   Incoming shift arrives, does handover with outgoing counterparts.
2000   Evening briefing.
2030   Outgoing shift departs.

At times of high activity, the MEC will occasionally direct all phones be silenced and conduct a very fast situational update for all EOC staff.

2.7.2   Information Management

The MEC must ensure the Scribe establishes a filing system for all paper and electronic information, and that the details of this system are passed on at every morning and evening briefing.

The software program WebEOC will be used and is available from EMO.

Two dedicated Laptops for the EOC are held by the Town Staff through the CAO.

The Town staff will arrange for Wi-Fi or wired access for all computers in the EOC. Once this is done e-mail accounts can be created for each staff position, with details noted on masking tape on the applicable computers.

Electronic files can be stored either on a directory established by the Town staff or on WebEOC.

A white board or flip chart will be used to track significant events and deadlines for the whole EOC.

The Scribe will maintain the log on WebEOC and ensure that all issues are logged, assigned as a task to a staff member, tracked, and closed as required.

Paper files will be maintained by the Scribe.

2.7.3 Financial Controls

The MEC has the authority spend up to $25,000.00 on any given item. Expenditures beyond this limit must be approved by the LERCG.

Purchase orders should be used for all expenditures, including any paid personnel who are brought in for work.

Financial record-keeping is the responsibility of the Finance and Administration Chief.

2.8 DOCUMENTING THE EVENT

Complete documentation of the event is critical for:

- Sharing information during the event.
- Making recovery decisions.
- Improving processes through after-action reviews.
- Preparing applications for disaster financial assistance; and
- Defending actions taken during the response phase of the emergency.

2.8.1 Statistics

The EOC must maintain statistics from the beginning of the event in order to answer questions from other government departments and from the media, and in order to prepare for disaster financial assistance claims. Statistics should cover the issues shown below.

2.8.2 Human Impact

Record the relevant demographic information regarding age, sex, disabilities, languages spoken, and other pertinent data:

- Number of persons dead or injured (from the Regional Health Authority);
- Number of persons evacuated, ordered to shelter-in-place; and
- Number of homes, with addresses, evacuated.

2.8.3 Structural Impact

Document the extent of damage – minor, major, destroyed, etc. Obtain photographs as much as possible.

- Number of home damaged, with addresses.
- Damage to businesses, farm operations, including business disruption.
- Damage to public buildings; and
- Damage to Town infrastructure.

2.8.4   Costs

- Response.
- Damage.
- Food.
- Equipment rental and purchase.
- Materiel and supplies; and
- Personnel.

2.8.5   Record Keeping

WebEOC is the primary method of record keeping. The following forms and documents will also be used:

- Call Log. Use this if calls are not logged directly into WebEOC. Ensure that the information gets into WebEOC at the first opportunity.
- Access Register. All staff and visitors fill this in on arrival and departure. Maintained by the Scribe.
- Daily Briefing. The records of the daily briefing will be kept by the Scribe for easy reference by staff.
- Media Releases. The records will be maintained by the PIO for easy reference by staff; and
- Evacuation Log. The records will be started by the incident commander at the evacuation control point and turned over to the ESS Manager.

2.9   DISASTER FINANCIAL ASSISTANCE

If the emergency is severe and/or costly enough it may be eligible for disaster financial assistance. The CAO is responsible for the details of application, but the background information must be provided by the MEC and the rest of the EOC staff. The information must be complete, detailed, accurate, and substantiated by photographs and dates.

- The documentation must show what happened, what actions were taken, and what expenses were incurred in taking those actions.
- Photographs or video should be taken, details recorded, and the information handed to the CAO.
- The Finance and Administration Chief must record all emergency expenditures as discussed above. Incident site number must be identified.

Adequate record keeping is needed for the CAO to produce a Community Impact Assessment as the initial step in claiming disaster financial assistance.

2.10 CRITICAL TOWN SERVICES

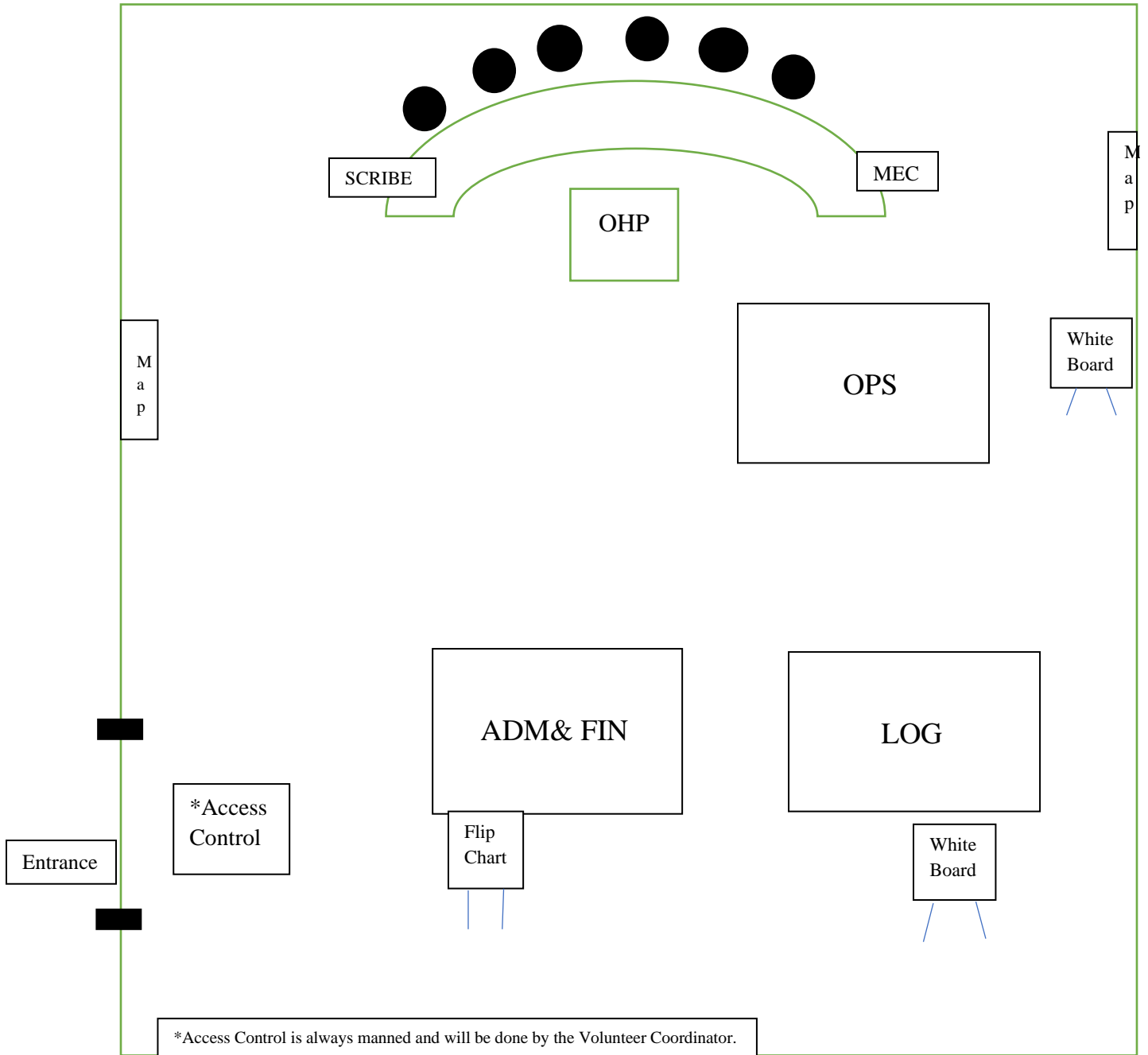The Town is responsible for maintaining Town services.

If it appears that an emergency will threaten one or more services, the MEC and CAO are responsible to develop appropriate contingency plans to maintain, modify, or discontinue Town services during an emergency.

The plans will be reviewed, amended and approved by the LERCG and passed back to the MEC for execution as required.

ANNEX 2.A EOC ACTIVATION CHECKLIST

☐ Ensure MEC, Mayor and CAO are notified.

☐ If public alerting is needed call Fire Chief and direct Fire Department to address problem (note this may be already occurring based upon the situation);

☐ Obtain key from CAO, ACAO or another staff member. Open EOC.

☐ Notify EMO - Emergency Management Advisor (EMA);

☐ Notify Fire Department.

☐ Notify RCMP Detachments.

☐ Notify province if it is a hazardous materials incident;

☐ Call primary team members.

☐ Get initial administrative support through CAO or ACAO.

☐ Alert volunteers.

☐ Get the supply boxes from the Council Chamber closet.

☐ Telephones located in the closet outside the Council Chambers are to be plugged in the 8 existing lines in the EOC and labelled. (2 are dedicated to Town staff/coordinate with CAO)

☐ Set up one computer immediately (avail through CAO/Town staff.

☐ Start logging all information on WebEOC (support from EMO at 204-945-5555);

☐ Issue ID tags to staff.

☐ Establish access control to EOC.

☐ Brief the LERCG as soon as possible.

☐ Alert the PIO.

☐ Brief Council on situation based on direction from the LERCG; and

☐ Start using the operational routine.

ANNEX 2.B EOC SUGGESTED LAYOUT

SCRIBE

MEC

Map

OHP

Map

OPS

White Board

ADM& FIN

LOG

*Access Control

Flip Chart

White Board

Entrance

*Access Control is always manned and will be done by the Volunteer Coordinator.

ANNEX 2.C EMERGENCY VOLUNTEERS

List of Volunteers

Name	Phone #	Address	e-mail address	Notes
Larry Mc Crady	204-746-2076	137 Boyne Avenue	lem7amm7@gmail.com	Will serve in the role of providir
Audrey Mc Crady	204-746-2076	137 Boyne Avenue	lem7amm7@gmail.com	support to the EOC staff, making meals, errands, etc
Mary Holding	204-444-4480	5 Birch Road		away winter months
Terence Holding	204-444-4480	5 Birch Road		away winter months
Sylvia Klassen	204-712-0622		laughingskies2@hotmail.com	
Dan Klassen	204-712-0622		dsjsg@live.ca	
Graham Klassen	204-712-5451			son
Jordan Klassen	204-962-2171		jordjsg@gmail.com	son
Sheldon Klassen	204-712-5603			son
Bill Chalmers	204-791-2128	210 Wellington Ave West	wacywly@gmail.com	
Ben Klassen	204-746-2773 c 204 746-5628	318 Ottawa Ave East	benklass@hotmail.ca	Ex Morris Fire Dept
Peggy Unrau	204-746-8071 or 0006	39 Birch Cresent		
Claire Comte	204-746-8645	35 Birch Cresent	clairecomte@gmail.com	Town
Tyler Woroniuk	204-583-4758	38 Laporte Dr		Winnipeg
Dave Thiessen	204-981-9575	Charles St.	mordavid@mymts.net	former EMO
Noani Thiessen	204-981-9575	Charles St.	noanimay@mts.net	

ANNEX 2.D EOC SIGN IN SHEET

Date In	Time In	Name	Agency / Position	Pass #	Date Out	Time Out

ANNEX 2.E CHEMICAL SPILL CHECKLIST (ROAD OR RAIL INCIDENT)

☐ Open EOC

☐ Advise EMO 1-204-945-5555 of situation

☐ Confer with Manitoba Conservation (1-888-944-4888)

☐ Coordinate response plans with LERCG.

☐ Confirm emergency response crews have been alerted and are responding and understand the nature of the emergency, including the types of dangerous goods they may encounter.

☐ Alert Town staff

☐ Implement 'State of Local Emergency', if required

☐ Establish communications with Site Manager and determine:

    ☐   Number of casualties and their disposition
    ☐   Location of the accident
    ☐   Time of the accident
    ☐   Type(s) of hazardous goods involved (if known)
    ☐   Name of the shipper
    ☐   Name of the transport company
    ☐   The manufacturer of the goods
    ☐   Prevailing weather conditions including the wind direction and speed.
    ☐   Need for evacuation.

☐ Prepare media response plan and notify the public of the situation.

☐ Review evacuation procedures and prepare evacuation information to be broadcast on local radio/TV stations.

☐ Set up and publicize a Town response line for citizens' inquiries.

☐ Advise RHA of the situation and provide an estimate of the number of casualties.

☐ Establish liaison with involved agencies, including the company of ownership.

☐ In consultation with the Site Manager and LERCG, determine a 'danger zone.'

☐ Initiate evacuation of the danger zone

☐ Provide perimeter safety.

☐ Prepare a longer-term strategy to deal with the ramifications of the emergency.

☐ Monitor emergency operations and complete a 'lessons learned' log to record both positive and negative lessons.

☐ Terminate the State of Local Emergency if one has been declared.

☐ Notify the public of the cancellation.

☐ Notify the public of key points of contact to aid and assist in re-entry and recovery.

☐ Commence restoration of services.

☐ Initiate appropriate inspections to ensure area is safe prior to allowing re-entry.

☐ Implement Re-entry Plan

☐ Return rented or borrowed resources.

☐ Arrange PTSD and other counseling, as required.

☐ Consult with EMO to access aid programs for the community.

☐ Conduct a 'after-action' debriefing meeting to include all agencies taking part in the emergency.

ANNEX 2.F PANDEMIC DISEASE CHECKLIST

☐ Open EOC if EMO opens their ECC.

☐ Coordinate response plans with LERCG.

☐ Advise EMO 1-204-945-5555 of situation

☐ Implement 'State of Local Emergency', if required

☐ Prepare community for possible service disruptions when Pandemic strikes via email, town web site and twitter.

☐ Announce protocol for the Town to continue to do business while limiting the need for human contact (social distancing, hand sanitizer, reduced clients in store, masks etc.)

☐ Provide community securing and develop plans to limit cross-contamination of residents from surrounding communities.

☐ Set up and publicize public information line for citizen inquiry.

☐ Develop plans to work as a team using tele-conferencing, **Virtual Meetings**, etc.

☐ Coordinate with CAO staff briefing.

☐ Recommend preventative measures such as restricted access in and out of the community.

☐ Encourage business and community groups to limit public gatherings.

☐ Work with essential services in the community to ensure the continued safety of residents is met.

☐ Establish communications with Police, Fire and Medical Services

☐ Work closely with RHA.

☐ Consult with EMO to access aid programs for the community.

☐ Maintain records on the number of casualties and their disposition.

☐ Deal with deceased persons as necessary.

☐ Develop list of individuals to receive vaccine in consultation with RHA.

☐ Commence restoration of services.

☐ Return rented or borrowed resources.

☐ Terminate the State of Local Emergency if one has been declared.

☐ Notify the public of the cancellation.

☐ Notify the public of Town services that have resumed.

☐ Arrange trauma and other counseling, as required.

☐ Conduct an 'after-action' debriefing to include all participating agencies in the emergency.

ANNEX 2.G TORNADO CHECKLIST

☐ Activate EOC, and if time permits, implement emergency plan.

☐ Convene LERCG, Police to discuss situation and prepare an Initial Action Plan

☐ Notify volunteers of situation.

☐ Determine location and severity of Tornadoes and when they will arrive in area.

☐ If persons are displaced from homes, contact appropriate partners (MOUs) to make evacuation centres available.

☐ Organize transportation to evacuation centres.

☐ If Provincial/Federal resources are required, contact EMO Coordination Centre.

☐ Issue warning concerning downed hydro wires.

☐ Inform citizens of evacuation centre location.

☐ Use Fire department to determine the extent of damage and to report casualties.

☐ Establish casualties' location.

☐ Coordinate EMS and Fire Services to attend to casualties and conduct fire fighting.

☐ Coordinate search and rescue operations.

☐ Have Manitoba Hydro attend to downed wires and restore services.

☐ Coordinate with Water services

☐ Advise RHA of extent of casualties and the need for additional EMS vehicles.

☐ Contact EMO Ops 1-204-945-5555 for assistance with evacuees and Emergency Social Services

☐ provide perimeter security and patrols in the evacuated areas.

☐ If some homes are still habitable, ensure regular contact with inhabitants.

☐ Prepare to supply for portable generators, water and food.

☐ As the situation permits, release resources.

☐ Form a re-entry/recovery committee of police, fire, utility, health, Town, and provincial government officials to monitor the situation and recommend areas for re-entry as they are cleared of hazards.

☐ Consult with re-entry/recovery committee and determine priorities for:

    ☐   clean up.
    ☐   restoration of utilities
    ☐   road repair
    ☐   drinking water testing and system restoration
    ☐   sewer system restoration
    ☐   removal of damaged structures
    ☐   removal of garbage related to storm damage.
    ☐   removal of spoiled food and other potentially harmful products
    ☐   restoration of businesses and services
    ☐   re-entry and occupation of homes, businesses and other buildings

ANNEX 2.H FLOODING CHECKLIST

☐ Activate EOC, and if time permits, implement emergency plan.

☐ Convene LERCG, Police to discuss situation and prepare an Initial Action Plan

☐ Notify volunteers of situation.

☐ Determine location and severity of Flooding. Contact Highways-reference closing time for the Town ring dike.

☐ If persons are displaced from homes, contact appropriate partners (MOUs) to make evacuation centres available.

☐ Organize transportation to evacuation centres.

☐ If Provincial/Federal resources are required, contact EMO Coordination Centre

☐ Issue warning concerning damaged critical infrastructure.

☐ Inform citizens of evacuation centre location.

☐ Use Fire department to determine the extent of damage.

☐ Coordinate sand bagging operations.

☐ Have Utility (Hydro-gas-cell-landline) services attend to damaged infrastructure and restore services.

☐ Coordinate with Water Stewardship/Conservation.

☐ Advise RHA of evac and any high-risk patients.

☐ Contact EMO Ops 1-204-945-5555 for assistance with evacuees and Emergency Social Services

☐ provide perimeter security and patrols in the evacuated areas.

☐ If some homes are still habitable, ensure regular contact with inhabitants.

☐ Prepare to supply for portable generators, water and food.

☐ As the situation permits, release resources.

☐ Form a re-entry/recovery committee of police, fire, utility, health, Town and provincial

government officials to monitor the situation and recommend areas for re-entry as they are cleared of hazards.

☐ Consult with re-entry/recovery committee and determine priorities for:

    ☐   clean up.
    ☐   restoration of utilities
    ☐   road repair
    ☐   drinking water testing and system restoration
    ☐   sewer system restoration
    ☐   removal of damaged structures
    ☐   removal of garbage related to storm damage.
    ☐   removal of spoiled food and other potentially harmful products
    ☐   restoration of businesses and services
    ☐   re-entry and occupation of homes, businesses, and other buildings

ANNEX 2.I TOWN RESOURCES

Public Works correct as of 05 March 2019

Generator	Honda portable 1.5 Kw, gasoline/4 litre/2 Hour run time	PW yard
Generator	Honda portable 4.5 Kw, gasoline/10 litre/3 Hour run time	
Emerg. Lighting	Nil	
Fleetnet Radios	2 portable/all vehicles equipped with hard wired Fleetnet radios.	

Fire Department- Fire Chief to Confirm**

Pumper-tanker	3000 IG, 1250 gpm pump, foam, 5Kw generator-gasoline	East Hall
Mini pumper	300 IG, 1250 gpm pump	East Hall
Tanker	3500 IG	East Hall
Pumper	1000 IG, 840 gpm pump, foam	Main Hall
Tanker	2500 IG, pump	Main Hall
Rescue	Vehicle ex kit, spill response kit, 15 Kw generator-hydraulic	Main Hall
Truck, ¾ ton	100 IG, pump (wildfire veh)	Main Hall
RTV	Tracks, 75 IG, pump, foam (wildfire vehicle)	Main Hall
Generator	5 Kw, gasoline (mentioned above on truck)	East Hall
Generator	15 Kw, hydraulic (mentioned above on truck)	Main Hall
Emerg. Lighting	Very limited	Main Hall
Fleetnet Radios	8 x portable	Both
Generator	5 Kw	Main Hall

EARL (Emergency Asset Resource List)

Note: Additional resources can be found in EARL. Copies of EARL are available through the CAO and the EOC.

3

EMERGENCY SOCIAL SERVICES

3.1   INTRODUCTION

The purpose of Emergency Social Services (ESS) is to provide essential needs to persons that require assistance during time of crisis.

ESS can provide services to persons on a temporary or longer-term basis to those evacuated or who remain affected by the emergency.

ESS can also provide post-emergency services to support re-entry into the community.

Addition support for ESS may be obtained through EMO and from the Canadian Red Cross.

3.2   RECEPTION CENTRE LOCATION

The Reception Centre will be located at Morris Stampede grounds and Recreation Centre.

The alternate Reception Centre could be the Morris School which has to be confirmed.

3.3   ESS DUTIES AND STAFF POSITIONS

ESS duties include:

- ESS Coordinator – overall supervision of the entire social services operation (Annex A).
- Reception Manager – supervise the operation of the reception centre (Annex B).
- Lodging Manager – housing and related services for those displaced by the emergency (Annex C).
- Food Services Manager – provision of food for those at Reception Centres (Annex D).
- Clothing Manager – provision of clothing to those affected by the emergency (Annex E).
- Personal Services Manager – assistance in addressing personal needs of evacuees and of those affected by the emergency (Annex F); and
- Registration and Inquiry Manager – maintain a list of evacuees and their location and contact information (Annex G).

The positions outlined are most effective when there are sufficient personnel to fill them. It can be expected to work with insufficient personnel, and therefore flexibility is essential.

Evacuated persons can undertake these positions, depending on aptitude.

The positions are written to apply to evacuation scenarios and Reception Centres, but the positions will also apply more-or-less during re-entry. The position descriptions are found in the annexes as listed and include applicable checklists.
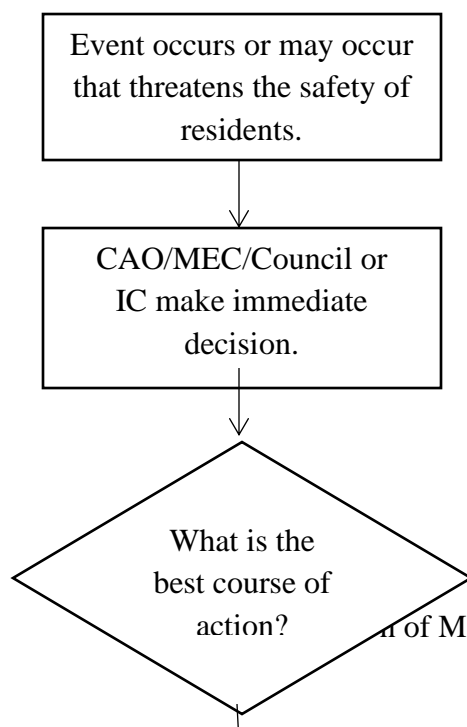
3.4   EVACUATION

3.4.1   Authority to Order Evacuation

A State of Local Emergency is required to order a mandatory evacuation (see Chapter 1.) The evacuation is normally conducted by the RCMP.

The Fire Chief may order evacuations per The Fire Protection Act.

3.4.2   Evacuation Decision Flowchart

Event occurs or may occur that threatens the safety of residents.

↓

CAO/MEC/Council or IC make immediate decision.

↓

What is the best course of action?

Notify the following agencies/personnel:

- EMO Duty Officer;
- Local ESS.
- Provincial ESS; and
- EMO Emergency Management Advisor (EMA).

3.4.3   Evacuation Control

The evacuation is conducted by the Incident Commander. The MEC may order the evacuation directly or may delegate the timing of the decision to the Incident Commander.

A liaison officer may be sent by the EOC to be the site evacuation coordinator and assist the Incident Commander.

The EMO Duty Officer (204-945-5555) must be notified of evacuations as well as the EMA.

The Incident Commander is responsible for site security. The MEC may be required to contract a security firm to provide the security force.

3.4.4   Evacuation Security

Security decisions must be based on the following considerations:

- Geographical boundaries that permit a useful security perimeter (rivers, roads, etc.).
- Number of checkpoints required to control the entire area.
- Can the area be safely patrolled?
- Length of time that security is expected to be required - if short enough, the RCMP may be willing to provide security. If not, a security company must be contracted.
- If temporary access is allowed, then security personnel must be available as escorts and a list of permitted evacuees must be available to the security personnel; and
- A record of vehicles and persons who enter and exit the evacuated area must be maintained.

3.4.5   Reception Centre Locations

Primary: Town office, Morris Civic Centre, Stampede grounds
Secondary: Morris School -324 Toronto Avenue E, Box 548, Morris, MB, R0G 1K0
Office- 204-746-2612

3.5   EVACUATION OF ANIMALS

3.5.1   Livestock Care and Evacuation

The following steps should be followed:

- Consult with MB Agriculture through the EMO duty officer.
- MB Agriculture will determine if livestock can be properly evacuated according to their standards.
- Determine a location where livestock can be housed.
- Determine the method of transporting livestock.
- Determine feed requirements and methods.
- Determine if the animals can be fed if they cannot be evacuated; and
- Dead animals must be disposed of in ways acceptable to MB, contact through EMO.

Additional information is available from:

MB Agriculture - Animal Control
Office 204-239-3353
Mobile 204-871-6595

Manitoba Chief Veterinarian
Office 204-945-7663
Email chiefveterinaryoffice@gov.mb.ca

3.5.2   Personal Pets (Companion Animals)

Pets should not be brought to the Reception Centre. Alternate arrangements must be made for caring of pets, either through evacuation to alternate locations (such as the boarding kennel listed below) or by feeding in place.

Information regarding pet care and safety can be obtained from:

- The Winnipeg Humane Society.
    - http://www.humanesociety.mb.ca
- Manitoba Veterinary Medical Association.
    - http://www.mvma.ca
- Manitoba Emergency Measures Organization; and
    - http://www.manitobaemo.ca.

- **Companion Animal Boarding**
  7Acres wood kennels (Robert Zacharius)
  Address_   West of Morris, MB on Highway 23
  (Please call for directions.)
  Office- 204-223-8356
  Email- 7acrewoodkennel@gmail.com
  Hours- 9:00am - 9:00pm

3.6 RECEPTION

There is a reception centre kit at the EOC.

The person to contact for access is the Town office (i.e. Building Director, Public Works, Mayor or CAO.

3.6.1 Host Community Responsibilities

If the Town of Morris is asked to host evacuees from another municipality or source, they may be called upon to provide certain levels of service,

- Coordination/contact should be initially received from Regional Health/EMO, who are responsible for the Evacuees. They may request services from the Town of Morris in support of the evacuees.
- The following is a list of services that may be required.
  Provide food services, accommodations, clothing, and personal services.
  Arrange for medical services if required - public health nurse, physician, hospital, pharmacist.
  Assist with information passage to evacuees concerning the state of affairs in their community, especially with respect to re-entry; and
  Assist the parent municipality with re-entry procedures.

3.7 RESOURCES

3.7.1 Social Services

Disaster Psychosocial Health Services
Darlene Oshanski, Disaster Psychosocial Program Lead
Office 204-945-3901
darlene.oshanski@gov.mb.ca
Toni Morris Oswald
Cell 204-230-7460

Manitoba Health
Jolene Dayholos
Regional Officer Disaster Management
Southern Health
180 Centennaire Dr.
Southport, MB R0H 1N1
jdayholos@southernhealth.ca
Office 204-433-7611
Cell 204-712-6009
www.southernhealth.ca

Office of Disaster Management (ODM)

Duty Officer-204-793-1632

Salvation Army
Ester
All hours, 204-946-9402

St. John Ambulance
204-784-7000

Mennonite Disaster Services
1-866-261-1274

Red Cross
Office 204-982-7330
Caitlin Hodder
Office 204-982-7312
Cell   204-299-8526

ANNEX 3.A ESS COORDINATOR

ESS Coordinator Duties:

- Report to the MEC.
- Determine an appropriate site for the Reception Centre.
- Ensure the Reception Centre is open and someone with keys is present there.
- Initiate a call-out of staff and ensure that the Reception Manager starts to prepare the Centre.
- Liaise with the Logistics Chief regarding evacuee transportation.
- Liaise with the PIO regarding communicating information to affected people; and
- Establish a citizen's enquiries phone line and publicize the number.

ESS Coordinator Checklist:

1. Determine Reception Centre location
2. Ensure that the Reception Centre kit is available.
3. Determine human resource needs.
4. Notify provincial Emergency Social Services
5. Notify Red Cross Disaster Services
6. Identify and notify the Reception Manager.
7. Review/activate appropriate mutual aid arrangements.
8. Assign a scribe to take notes during briefings and document.
9. Identify Lodging Manager
10. Identify Clothing Manager
11. Identify Personal Needs Manager
12. Identify Food Manager
13. Identify Reception and Inquiry Manager
14. Post staff assignments on white board and issue identification
15. Ensure you have a working communication system.
16. Inventory supplies, monitor all borrowed items and replenish.
17. Monitor all purchases – update and save records.
18. Liaise with the PIO to ensure Reception Centre advertised

ANNEX 3.B RECEPTION MANAGER

There are two Protocols that may be followed depending upon the situation: **Static** and **Mobile** as follows:

Mobile Protocol

Pandemic Guidance (e.g. Covid-19)

1. Drive through Registration should be the norm any time a Pandemic has been declared.

2. "In" and "Out" routes to a Registration area must be established and appropriate signage available.

3. All staff must be supplied with the applicable PPE, and have the appropriate supplies immediately available to sanitize equipment on an ongoing basis, e.g. pens, clipboards, washrooms, etc

4. Applicable evacuation forms should be available on-line and in paper copy on arrival at the Registration area.

5. All processing should be with as little exposure to both parties, e.g. Identification Cards held up to the window, passage of Evacuation Forms through a partial opened window into a collection container, etc.

6. Be prepared to transport those who are without vehicles, coordinate as possible with MB ESS and EMO.

7. Mobile Protocol will rarely operate on its own and will probably be combined with various aspects of Static Protocol. Be flexible and ready to adapt.

Static Protocol

Pandemic Guidance for Warming Shelters and Congregate Facilities (e.g. Covid-19)

Facility Entry

1. Screening tables should be setup at the entrance of the facility. Keep in mind that there may need to be alternative lodging for individuals who fail to meet screening requirements or display symptoms.

   a. A sneeze guard barrier should be in place, or two tables between screeners and clients.

   b. All who enter the facility must wear a non-surgical facemask. Spare masks should be on hand for those without masks.

   c. Temperatures should be taken prior to entry. A temperature greater than 38 degrees Celsius, or 100.4 degrees Fahrenheit, is a potential symptom.

d. Screening questions should be asked upon entry, and can include a combination of the following:

    i. Do you have cold or flu like symptoms? (cough, chills, fever, headache, muscle pain, sore throat, runny nose, loss of taste or smell, shortness of breath, vomit or diarrhea for more than 24hrs poor)

    ii. Have you or have you been in close contact with anyone with symptoms in the past 14 days?

    iii. Have you or have you been in close contact with anyone who has tested positive in the past 14 days?

    iv. Have you or have you been in close contact with anyone who has travelled outside of Manitoba or Canada in the past 14 days?

    v. Have you tested positive or been instructed to self-isolate in the past 14 days.

e. Hand washing/sanitizing stations should be setup at the entry and available throughout the facility.

2.   Clients should be registered by name, address, and phone number upon entry to support any potential need for contact tracing.

Rest Areas

1.   Seating areas, if space permits, should be spread out in different areas of the facility to ensure proper physical distancing.

    a. Non-surgical face masks must be worn inside the facility at all times, except when eating or drinking.

    b. Floor markers or other identifiers indicating standing areas should be placed 2 meters / 6 feet away from one another.

    c. Seating should be 2 meters / 6 feet away from one another, and/or be separated by some form of barrier.

Meals

1. Food Distribution (if required) should be done in such a way that it ensures proper physical distancing strategies, and that can limit or lesson impacts or the spread of germs.

    a. Distribute pre-packaged snacks, meals, and beverages if possible.

    b. Takeout containers should be used for meals to limit germ spread on food.

c. If possible, use a separate room for dining.

d. Limit the number of occupants in dining areas to follow current guidelines.

e. Stagger eating in different shifts or times to help reduce gatherings of people in dining areas.

f. Meals should be premade and readily available at a pickup station to avoid staff and client interaction.

Sleeping

1. Sleeping arrangements should be made in such a way they keep social distancing protocols; masks might not be suitable while sleeping.

a. Cots and or mats should be kept 2 meters / 6 feet apart to ensure social distancing.

b. Have separate sleeping rooms (if possible) to ensure proper social distancing.

c. Clients should be staggered head to foot while sleeping.

d. Large well-vented spaces are preferred for sleeping areas.

Cleaning

1. Create a schedule to ensure cleaning is maintained while clients are utilizing the facility.

a. Sanitize/disinfect frequently touched surfaces in coordination with routine cleaning.

b. Cleaners should wear disposable gloves while sanitizing/disinfecting and cleaning.

Supplies

1. The following supplies should be used during facility operations.

a. Antibacterial hand soap for bathrooms, kitchens, and other hand washing stations.

b. Hand sanitizer that follows current health regulations.

c. Disposable masks for distribution to staff, volunteers, and clients.

d. Disposable gloves for distribution to staff, volunteers, and clients.

e. Any other relevant PPE for distribution to staff, volunteers, and clients.

f. Cleaning and surface sanitation/disinfecting supplies.

g. Sneeze guards or protective barriers.

h. Additional tables and chairs to be used for social distancing requirements.

For additional information, please visit the following links:

Restoring Safe Services: Information for Shelters

https://www.gov.mb.ca/covid19/restoring/industry-sectors.html#collapse12

Shared Health COVID-19 Posters:

https://sharedhealthmb.ca/covid19/providers/posters/

Reception Manager Duties:

- Report to the ESS Coordinator;
- Finish the staff call-out initiated by the ESS Coordinator;
- Coordinate subordinate managers (lodging, food, clothing, personal needs);
- Develop a volunteer schedule;
- Keep volunteers informed of their duties;
- Ensure identification badges are provided for volunteers;
- Ensure volunteers are thanked at the end of the emergency;
- Coordinate with the Canadian Red Cross as required;
- Keep detailed records of volunteer hours and of expenditures; and
- Establish an office at the Reception Centre and circulate contact information.

Reception Manager Checklist:

1. Telephone lines (2-3 required)
2. Telephones
3. Reception Centre Kit
4. Emergency Plan copy
5. Tables, chairs for staff
6. Chairs for evacuees
7. Registration forms
8. Signage
9. Log sheets
10. Purchase Order Forms
11. Coffee pots, cups, etc.
12. Map of Town/RM
13. Recreation equipment/games/cards, etc.
14. Find arrival time, number of persons, length of event.
15. Meet facility manager, inspect, log damages, concerns.
16. Determine when/where telephone lines will be placed.
17. Notify EOC of Centre telephone number.
18. Contact public health nurse to be at location.
19. Set up Registration and Inquiry area
20. Establish Reception Manager office area.
21. Establish media liaison office area.

22. Ensure supplies available at each station, tables and chairs.
23. Review with staff supplies needs.
24. Post signage
25. Ensure coffee, juice, water for volunteers, evacuees.
26. Ensure food and lodging have been arranged as required.
27. Maintain records – finances, borrowed equipment, purchases.
28. Establish volunteer work schedule.
29. Ensure security and greeters are in place.
30. Conduct initial briefing for staff before Centre opens.
31. Assign a scribe to take notes and keep records.
32. Notify EOC when ready.
33. Set up message board and update evacuees regularly.
34. Ensure items brought to Centre are recorded by owner.
35. Ensure garbage cans in place, pickup arranged.
36. Meet with the PIO to discuss requirements.
37. Establish, enforce fire, safety regulations.

Long Term – 3 Days or Over:

1. Consider recruiting more volunteers.
2. Keep record of staff and hours worked.
3. Inventory supplies; monitor all borrowed, purchased items.
4. Set up telephone line for evacuees.
5. Form advisory committee of evacuees to assist and plan.
6. Ensure childcare system is set up.
7. Arrange for adequate security.
8. Ensure building and grounds cleanup ongoing.
9. Inspect Centre and provide report of loss or damage.

ANNEX 3.C LODGING MANAGER

Lodging Manager Duties**:**

- Report to the Reception Manager;
- Inspect the Reception Centre on arrival and again on departure, keeping a record of deficiencies and damages;
- Ensure that heating/cooling, water, and sanitation facilities are kept clean and operational;
- Obtain and issue the necessary cots and bedding;
- Manage security of the Reception Centre;
- Arrange for janitorial services;
- Lay out the Reception Centre including Registration and Inquiry, food preparation, food service, sleeping, recreation, quiet place; and
- Keep detailed records of expenditures.

Lodging Manager Checklist:

1. Get expected numbers from ESS Coordinator.
2. Work out motel booking process with Coordinator.
3. Book rooms
4. Maintain detailed records of who goes where.
5. Track evacuees
6. If required, get cots.
7. If required, get bedding.
8. If required, arrange for showers.
9. If required, arrange for privacy screening.

ANNEX 3.D FOOD SERVICES MANAGER

Food Service Manager Duties:

- Report to the Reception Manager;
- Ensure full knowledge of expected situation and number and arrival time of potential evacuees;
- Determine food and beverage requirements for evacuees and staff;
- Meet special food requirements of high-risk groups – infants, children, pregnant and nursing mothers, elderly, diabetics, etc.;
- Meet hygiene requirements of Manitoba Health;
- Arrange for food and beverage contracts and supervise delivery, coordinating with the Logistics Chief at the EOC as required;
- Keep detailed records of expenditures; and
- Arrange for food service staff, either from evacuees or from the Human Resource List.

Food Manager Checklist:

1. Report to Reception Centre upon being called.
2. Establish safe and adequate water supply.
3. Obtain volunteers to assist.
4. Establish communication system (cell phones, etc.)
5. Develop floor plan and put-up signage.
6. Provide tea/coffee/juice for Reception Centre.
7. Arrange for delivery/pick-up of supplies.
8. Specify food be delivered on serving trays or as servings.
9. Organize timings and the mode of delivery.
10. Plan nutritionally balanced menu for meals and snacks
11. Determine mealtimes and post schedule.
12. Ensure garbage cans/dumpsters and garbage pickup.
13. Ensure adequate supply of aprons, hairnets, gloves, etc.
14. Ensure you comply with Manitoba Health standards
15. Maintain log of all goods ordered and received.
16. Check invoices on delivery for completeness
17. Sign for receipt of goods
18. Retain all invoices.
19. Maintain log of borrowed items.
20. Maintain log of events.
21. Maintain log of actual meal count of staff, evacuees.
22. Maintain log of staff and volunteer hours.

ANNEX 3.E CLOTHING MANAGER

Clothing Manager Duties:

- Report to the Reception Manager;
- Determine clothing requirements for evacuees;
- Obtain clothing, coordinating with the Logistics Chief at the EOC as required; and
- Keep detailed records of expenditures.

Clothing Manager Checklist:

1. ESS Coordinator determines if used clothing to be used.
2. Public notice issued through the EOC.
3. Call volunteers to help with clothing donations.
4. Set up bins, tables, etc. for sorting.
5. Sort clothing by size and gender
6. Have blankets, bedding professionally cleaned before use.
7. After emergency, clean up facility.
8. Check for damage
9. Prepare the final report.

ANNEX 3.F PERSONAL NEEDS MANAGER

Personal Needs Manager Duties:

- Report to the Reception Manager;
- Determine the personal needs of the evacuees, including injuries, medical assistance and medication required;
- Liaise with the Southern Regional health Authority as required;
- Arrange for clergy and counsellors as required;
- Arrange for special needs – diapers, personal hygiene, over-the-counter medications, etc.;
- Arrange for recreation activities for children and adults; and
- Keep detailed records of expenditures.

Personal Needs Manager Checklist:

1. Obtain background/circumstances of evacuees.
2. Call volunteers to help with personal needs donations.
3. Brief your volunteers, if any, on nature of disaster
4. Identify needs of incoming victims, make plan.
5. Assist in addressing over-the-counter medical needs.
6. Provide emotional support to victims.
7. Provide care, reassurance for unattended children.
8. Develop services to meet specific needs of evacuees.
9. Provide information on financial material assistance.
10. Establish Child Care area in Reception Centre.
11. Establish Emotional Support area in Centre.
12. Establish Care of Dependent Adults area in Centre.
13. Establish Financial and Material Assistance area in Centre.

ANNEX 3.G RECEPTION AND INQUIRY MANAGER

Registration and Inquiry Manager:

- Report to the Reception Manager.
- Establish the Registration and Inquiry Centre.
- Register all evacuees ensuring contact information is current.
- Register all volunteers.
- Respond to inquiries regarding the whereabouts of individuals.
- Provide information at the Centre of all available ESS services; and
- Ensure all official forms are filled out and records are kept.

Registration and Inquiry Checklist:

1. Handle all inquiries from/about evacuees.
2. Work closely with the Transportation Manager.
3. Maintain information on location of evacuees.

Complete Registration Form for each evacuee including the following:

4. Accommodation particulars.
5. Services required (food, medical, social work, etc.).
6. Services received to date.
7. Contact information.
8. If evacuee leaves by vehicle, complete vehicle evacuation log.

ANNEX 3.H ESS LOG BOOK

Date	Time	Details	Action	Initials

Tips on how to use the ESS Log Sheets:

- Use separate log sheets for each ESS location (EOC/Reception Center/Shelter);
- Entries should tell a story of the event and activities in support of the response;
- Make an entry for each new shift or change of personnel;
- Tasks required, delegated and completed;
- Key information for ESS staff;
- Status of equipment/supplies/facilities;
- Important stats and facts;
- Closing and opening times;
- When coming on shift, staff should read the log sheets for the event since their last time on duty; and
- Provide a highlight briefing to oncoming staff.

ANNEX 3.I TOWNREGISTRATION CARD

The Provincial/Town registration card is available from MB EMO. A copy is held in the storage box in the EOC.

4

RE-ENTRY AND RECOVERY

4.1   INTRODUCTION

A disaster which creates significant property damage will require a recovery operation. The Local Emergency Response Control Group must start preparing for recovery as soon as the pressure eases during the response phase.

4.2   RECOVERY

Recovery is a two-phase approach consisting of:

- Short-term recovery that consists of restoring, at least to minimal operational standards, the necessary life support systems and community services that assist the community in returning to normal operations; and
- Long-term recovery that involves building on the initial recovery so that the community returns to what may be thought of as a "near-normal" recognizing that a variety of permanent changes are possible.

4.2.1   Recovery Control Group

A Recovery Control Group will be established to maintain accountability of the recovery operations. The Recovery Control Group will include a Recovery Site Manager and representatives from the various working groups required by the situation.

The Recovery Control Group must be aware of and responsive to community priorities and concerns.

The Recovery Control Group will consist of:

- Mayor or designated representative.
- CAO;
- Citizen representative appointed by Council;
- MEC; and
- Recovery Site Manager (if not the MEC).

4.2.2   Recovery Site Manager

When a significant disaster strikes, emergency response eventually reduces in scope and recovery becomes the dominant problem. At this time, responsibility for the site or sites is transferred from the Incident Commander to the Recovery Site Manager.

The Recovery Site Manager works to priorities set by the Recovery Control Group. They must make the maximum use possible of community-based working groups established to control specific recovery tasks within their area of expertise. They direct recovery activity within the recovery site perimeter, and above all must ensure control and coordination of recovery efforts.

The aim is to restore the recovery site to a condition acceptable to the community, which might not be the original condition of the site, dependant on the disaster's effects.

The Recovery Site Manager duties include:

- Report to the Recovery Control Group;
- Establish a work schedule to meet recovery priorities as set by the Recovery Control Group;
- Coordinate site inspections;
- Liaise with community working groups;
- Act as spokesperson if required for recovery activities. (Note that elected officials should normally undertake this role); and
- Maintain a log of all activities and expenditures.

4.3   RE-ENTRY

It is important for the safety of the evacuees that the re-entry process be conducted in an organized fashion. Possible problems include:

- Citizens must be informed of dangers in the community if there is still a threat to life and health;
- Traffic congestion; and
- Citizen anxiety leading to rush and ill-considered actions.

Re-entry operations will be conducted under enormous public pressure. The re-entry must be executed as soon as Town and Provincial authorities are satisfied that the area is safe and that essential services have been restored.

4.3.1   Authorizing Re-Entry

Ideally, a Recovery Site Manager will have been appointed and will control re-entry. This is unlikely, due to the pressures for re-entry. Thus, it is likely that the LERCG will be required to provide specific direction to the MEC to organize re-entry operations until such time as a Recovery Site Manager is in place.

4.4   COMMUNITY RECOVERY MEETING

The Local Emergency Response Control Group should direct the MEC to organize a community meeting or meetings. It is vital that this meeting be conducted with Council present.

4.4.1   Content

- Provide known information about the current situation;
- Identify the current biggest concerns;
- Identify vulnerable groups and their needs;
- Set or at least discuss recovery priorities for the community; and

- Set up working groups to deal with the recovery priorities. This may include site clean-up; safety assessments; counseling; processing of requests for assistance; donation management etc.

4.4.2 Participants

- Council;
- CAO;
- MEC, if different from the Recovery Site Manager;
- Recovery Site Manager;
- Charitable non-governmental organizations – Red Cross, Salvation Army, Mennonite Central Committee;
- Region Health Authority;
- Emergency Measures Organization;
- Manitoba Hydro; and
- Bell/MTS.

4.4.3 Continuing Information

The MEC will continue to ensure that the public information line in the EOC provides current information, to receive and record requests for help, and to provide information on how to access recovery resources.

4.5 RE-ENTRY CHECKLISTS

4.5.1 Conditions for Re-entry

- Council approval;
- Medical Officer of Health (Regional Health Authority) approval;
- Confirm with MB no flood threat remains;
- Confirm with MB Agriculture, Food and Rural Development;
- Air, water, other environmental considerations satisfactory;
- Food supplies adequate;
- Essential supplies adequate; and
- Security adequate.

4.5.2 Essential or Useful People at Time of Re-entry

- RCMP;
- Medical person from RHA (doctor, nurse) or ambulance;
- Council;
- Fire Department;
- ESS Coordinator;
- Manitoba Agriculture personnel if animals involved;
- Public Works staff; and
- Building Inspector.

4.5.3   Essential Services

- Alternate accommodations still available if homes uninhabitable;
- Ambulance;
- Fire Department;
- Mail;
- Potable water;
- Sewage collection system;
- Food and essential supplies available in stores (within reasonable distance);
- Medical supplies; and
- Adequate vehicle fuel available.

4.5.4   Other Considerations

- EOC to organize transport for those without own transport;
- Safety of roads, roads open;
- Locations and contact information of evacuees known;
- Registration of those re-entering is done (by ESS Coordinator);
- List available of those with special needs; and
- Security of area in place until nearly completely occupied.

5

BUSINESS CONTINUITY PLAN (BCP)

The BCP has to be developed, which can be provided through MEC. Details TBI

6
RESOURCES

6.1   INTRODUCTION

The purpose of this chapter is to list all potential resources (government, non-governmental organizations, private) which might be of potential use during or following a disaster.

The running list of resources, updated continually, is held on MES Net's Emergency Assets and Resources List (EARL). This is accessible online by the MEC staff.

APPENDIX 6A
HAZARD ANALYSIS

A risk analysis exercise was conducted on 11 July 2017, involving the CAO, and a representative of MES Net (Cameron Buchanan).

The three highest threats, in priority, were assessed as being:

- Chemical release
- Tornado
- Pandemic

    Other threats were, in priority:

- Ice Storm
- Flood
- Train Derailment
- Animal disease

APPENDIX 6B
MEMORANDA OF UNDERSTANDING

PEACETIME EMERGENCY MUTUAL MEMORANDUM OF UNDERSTANDING

BETWEEN:

The Town of Altona and Municipality of Rhineland

- and -

The Town of Morris

WHEREAS a peacetime emergency could affect any municipality or institution to such a degree that local municipal or institutional resources would be inadequate to cope with the situation.

AND WHEREAS in some situations it may be necessary to evacuate citizens from a municipality for health and safety reasons.

AND WHEREAS the above named Municipal Corporations wish to make pre-arrangements for speedy emergency action in support of each other when affected or threatened by a peacetime emergency and require assistance;

NOW THEREFORE BE IT RESOLVED THAT the above named parties agree as follows;

1. Any one of the parties to this agreement, if and when in need of help to combat a peacetime emergency, may request mutual aid from the other party, subject to the following conditions:

   a) Any call for aid shall be made by a designated representative of the municipality and must be directed to a designated representative of the other party whose assistance is being sought.

   b) Requests for mutual aid shall be restricted to facilities, equipment, personnel and resources owned or under the control of the Municipal Corporation.

   c) On receipt of a call for aid, whether general or specific as to resources required, the extent of the assistance given will be at the discretion of the responding organization, having regard to its own local situation at the time.

   d) The municipality receiving assistance shall be responsible for the payment of costs incurred by the party providing assistance. Payment will be made in a timely fashion, once the Disaster situation has been dealt with.

   e) Any cost incurred in connection with the mobilization, movement and deployment of mutual aid resources will be billed to the municipality receiving the aid. Proper bookkeeping practices, along with invoices/receipts shall be maintained and provided in order to receive payment.

PEACETIME EMERGENCY MUTUAL MEMORANDUM OF UNDERSTANDING

BETWEEN:

The Town of Altona, The Town of Gretna, The Town of Plum Coulee and The RM of Rhineland

- and -

The Town of Morris

WHEREAS a peacetime emergency could affect any municipality or institution to such a degree that local municipal or institutional resources would be inadequate to cope with the situation.

AND WHEREAS in some situations it may be necessary to evacuate citizens from a municipality for health and safety reasons.

AND WHEREAS the above named Municipal Corporations wish to make pre-arrangements for speedy emergency action in support of each other when affected or threatened by a peacetime emergency and require assistance;

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    a) Any call for aid shall be made by a designated representative of the municipality and must be directed to a designated representative of the other party whose assistance is being sought.

    b) Requests for mutual aid shall be restricted to facilities, equipment, personnel and resources owned or under the control of the Municipal Corporation.

    c) On receipt of a call for aid, whether general or specific as to resources required, the extent of the assistance given will be at the discretion of the responding organization, having regard to its own local situation at the time.

    d) The municipality receiving assistance shall be responsible for the payment of costs incurred by the party providing assistance. Payment will be made in a timely fashion, once the Disaster situation has been dealt with.

    e) Any cost incurred in connection with the mobilization, movement and deployment of mutual aid resources will be billed to the municipality receiving the aid. Proper bookkeeping practices, along with invoices/receipts shall be maintained and provided in order to receive payment.

    f) The party affected or threatened by the emergency and calling for mutual aid shall implement its Peacetime Emergency Operations Plan or any part thereof and for the duration of the emergency operation will assume emergency operations direction over equipment and manpower contributed by other parties to this agreement.

2. The agreement comes into force on the signing of this document and shall be reviewed yearly thereafter. At the time of review, all parties may introduce changes or additions by way of a rider that shall become part of the agreement upon ratification.

3. Either party may withdraw from the Agreement by giving 30 days written notice of termination to the other party.

APPENDIX 6C
PUBLIC INFORMATION OFFICER GUIDANCE

The PIO is to develop timely media releases concerning the emergency for all media, print, television, radio and website(s) based upon content approved by Council or the MEC. There is also a requirement to deliver media briefings and if necessary, act as the community official spokesperson.

The PIO may be required to establish a media centre separate from the EOC and be prepared to act as host. Information given to the media must accurately explain the situation, the dangers involved, and the actions being taken to mitigate the emergency's effects. A news release should include:

- what happened;
- where (name and location of site);
- when;
- the number of injured, dead if known (confirmed by medical professionals);
- name of hospitals involved;
- what is being done to rectify the situation; and
- other confirmed facts not in disputed.

APPENDIX 6D
FORMS

- **Declaration of a State of Local Emergency**
- **Termination of a State of Local Emergency**
- **News release for a State of Local Emergency**
- **Confidential Agreement**

<center>**DECLARATION OF A STATE OF LOCAL EMERGENCY**</center>

<center>**RESOLUTION NO. _____.**</center>

<center>_____(Date)</center>

<center>of the Town of Morris</center>

Moved by: Councillor_____

Seconded by: Councillor _____

WHEREAS the Town of Morris is encountering (state problem…), that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries, of the Rural Municipality of Morris, and to prevent damage to property within those boundaries;

THEREFORE BE IT RESOLVED THAT pursuant to Section 11(1) of The Emergency Measures Act, Chapter. E80 of the Continuing Consolidation of the Statutes of Manitoba, the Council of the Town of Morris declares that a state of local emergency exists, from this _____ day of _____, 20__ to the _____day of _____, 20____.(30 days max-extensions through the Min for |Emergency measures)

IN WITNESS WHEREOF of the Council of the Town of Morris has by resolution carried, declared this state of local emergency this ____ day of _____, 20____.

_____

Mayor,

Town of Morris

DECLARATION OF A STATE OF LOCAL EMERGENCY MEDIA RELEASE TEMPLATE

Town of Morris Declares a State of Local Emergency (or title)

(Date)

Town of Morris - Town of Morris has declared a State of Local Emergency due to (reason).

Town of Morris (name and title of official) said the rural municipality declared a State of Local Emergency because (expanded reason and relevant information).

The State of Local Emergency will be in effect until further notice.

Road closures:

(As applicable)

Evacuation information:

(As applicable)

-30-

For more information: (contact information if applicable)

Media inquiries: (contact information if applicable)

CONFIDENTIALITY AGREEMENT

1.   I understand that I may have access to information that is confidential or proprietary in nature, which may include but is not limited to:

      a.   Medical or medical-related information on individuals;

      b.   Police or related information;

      c.   Security information regarding government or private facilities;

      d.   Matters of a personal nature normally protected by law or considered private information, including lists of email addresses or telephone numbers;

      e.   Financial information, either municipal or other, which is not intended to be, or is not yet, information of a public nature; and

      f.   Proprietary information regarding private firms, including private contact information made available for emergency purposes only.

2.   I agree that I will not disclose information of a confidential nature, either during or after any training or emergency in which I am involved. Further, I agree that if I have any doubts about whether some information is confidential, I will confirm that with the Chief Administrative Officer, Assistant Chief Administrative Officer, Emergency Coordinator, or Fire Chief.

3.   I agree that I will not take out of my emergency-related workplace written or digital information without the express permission of a municipal officer detailed above.

_____   _____

Name (Printed)   Date

_____

Signature

APPENDIX 6E
EMERGENCY MEASURES ACT

For a bilingual PDF of the Emergency Measures Act see the website:

http://web2.gov.mb.ca/laws/statutes/ccsm/e080e.php

WEB EOC- Morris Town

http://ecc.gov.mb.ca/eoc7

APPENDIX 6F
Communications

VHF Radio

VHF radio allows for direct communications with the Fire Department and with Public Works. There is a VHF radio that can be set up in the Town office. The antenna is located on the roof but needs to be connected.

The VHF frequencies are:

Morris Fire VHF   158.925 MHz

Town of Morris Public works and operations   154.860 MHz

Fleetnet

Fleetnet will not normally be used by the EOC. However, if it is necessary to have a Fleetnet radio to talk to EMO or the RCMP, a portable will be requested from the Fire Department.

Amateur Emergency Radio System (ARES)

The main contact for ARES Morris is Gord Snarr, 204-781-1913.

The Amateur Radio Emergency Service (ARES) is an organization composed of interested individuals, trained and federally licensed Amateur Radio operators, whose major objective is to provide country-wide emergency communications. ARES is part of the Field Services Organization of Radio Amateurs of Canada.

Amateurs are allocated a large portion of the radio spectrum for experimentation and public service. Amateur radio has a long history of service in natural and man-made disasters. Unlike most radio services, amateur operators have thousands of frequencies open to them and numerous methods to use them. This flexibility can be indispensable in an emergency. Their technical qualifications and strict operating standards complement this flexibility.

Participating Amateur Radio Groups:

    a) Triple S Communications Group

    b) Manitoba Repeater Society

    c) Winnipeg ARES

    c) Manitoba ARES

.

When the EOC is opened, ARES will establish a station in the storeroom down the hallway from the EOC. They will need a power source, desk chair and telephone line.

*2 feed lines have been installed and available above the NE ceiling in the storeroom.

A permanent VHF/UHF Antennae has been installed by ARES on the roof of the EOC. Also 1 HF antennae to be on hand if needed.1 of these feed lines could be redeployed to Public works or Fire.

Local amateur radio frequencies and assets:

VE4CDN repeater (Paterson Elevator) 145.270-127.3Hz PL *500 to activate.

Local APRS digital messaging / position location service (Letellier) 144.390 MHZ

VE4TOM repeater (Winkler)   147.330 MHZ

VE4MER repeater (Otterburne)   443.575 + 127.3 Hz PL Mhz (UHF)

Local Simplex (Lotto)   146.490 Mhz

*Fire VHF channel is common to many rural fire departments including Rosenort, St. Jean etc.

** Morris works, and operations channel may need update.

Fire and Public works channels require different antennae systems and 2-way device from what ARES uses. 1 VHF radio can be programmed with both fire and PW frequencies as well as other channels if /as desired.

APPENDIX 6G
Resolution of Council EMO Plan

TOWN OF MORRIS

RESOLUTION FORM

DATE: _____

RESOLUTION NO. _____

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED that Council approve the EMO Plan as presented

(CARRIED)

_____
Mayor Scott Crick

****

I, Brigitte Doerksen, Chief Administrative Officer for the Town of Morris, do hereby certify that this is a true and correct copy of resolution no. 11/03/18 passed on the 22nd day of March 2018 by the Council of the Town of Morris.

Dated this ___ day _____ month____year

_____
Brigitte Doerksen, Chief Administrative Officer