



THE TOWN OF THE PAS

Emergency Plan

2025

Table of Acronyms

ARES	Amateur Radio Emergency Service
CAO	Chief Administrative Officer
EOC	Emergency Operations Centre
EMS	Emergency Medical Services
ESS	Emergency Social Services
LECRG	Local Emergency Control Response Group
LOU	Letter of Understanding
MEAA	Manitoba Emergency Assistance Association
MEMO	Manitoba Emergency Measures Organization
MOU	Memorandum of Understanding
NGO	Non-Government Organization
PIO	Public Information Officer
RCMP	Royal Canadian Mounted Police
RHA	Regional Health Authority



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Outbreak



TOWN OF THE PAS

EMERGENCY PLAN

BOOK 1

GENERAL PLAN

Section 1

Introduction
Definitions
Distribution List

INTRODUCTION:

The responsibility for the health and welfare of its citizens rests with the elected officials of a Municipal Government. Every Municipality must be prepared to meet the threat that may arise from emergencies or disasters.

The Town of The Pas, in accordance with the Province of Manitoba Emergency Measures Act ^{s.m.} 1987-88, C. 11 - Cap. E80, has chosen to develop an operational plan in anticipation of responding to natural or man-made disasters. This document will not prevent nor reduce the possibility of an emergency occurring. It will aid in reducing human suffering plus the loss or damage to property and the environment.

Planning, in relation to an emergency situation, may be defined as the process of anticipating the need for the application of resources and manpower plus determining the methods of obtaining and applying these resources at the right time to achieve stated aims. As such, the content of this Emergency Plan provides only guidance for the Town of The Pas.

GOAL:

The goal of the Town of The Pas Emergency Plan is to provide the earliest possible coordinated response in order that the following objectives are assured:

1. Minimizing of the effects of an emergency or disaster on the Town of The Pas and its citizens.
2. The protection and preservation of health and private property.
3. The restoration of essential services.

This plan does not alter or override the responsibility of Municipal Services (Police, Fire, and Ambulance) to take warranted extraordinary action for the safety and wellbeing of the community where time is of importance.

This plan does not supersede the individual's responsibility to have in place an individual or family plan to deal with a community crisis. Indeed the preparation of the Municipal Emergency Plan should encourage individuals and families to prepare their own plan and the role of local government is to support these efforts through the distribution of information and the provision of educational opportunities.

PURPOSE:

The purpose of this plan is to provide for a prompt and coordinated response to emergencies or disasters affecting the Town of The Pas.

EXCEPTION:

This plan does not apply to those day-to-day situations that are dealt with by Municipal Emergency First Responder Services.

AUTHORITY:

This plan is authorized in accordance with Sub-section 8 (d) of the Province of Manitoba Emergency Measures Act, and is adopted in accordance with Town of The Pas Resolution No. _____

DEFINITIONS

Council	- shall mean a majority of the whole number of members required to constitute the Council of the Town of The Pas, as established in accordance with Division II of The Municipal Act.
Disaster	- shall mean a calamity, however caused, which has resulted in or may result in: <ul style="list-style-type: none">a) The loss of life; orb) Serious harm or damage to the safety, health or welfare of people; orc) Widespread damage to property or the environment. <small>[Section 1, Emergency Measures Act]</small>
Emergency	- shall mean a present or imminent situation or condition that requires prompt action to prevent or limit: <ul style="list-style-type: none">a) The loss of life; orb) Harm or damage to the safety, health or welfare of people; orc) Damage to property or the environment. <small>[Section 1, Emergency Measures Act]</small>
Emergency Coordinator	- shall mean that person appointed by resolution of the Council as the Emergency Coordinator for the Town of The Pas. <small>[Sub-section 8(c), Emergency Measures Act]</small>
Emergency Control Group	- shall mean the Mayor, members of Council and Chief Administrative Officer who are responsible for the policy development and control of emergency operations. <small>[Sub-section 8(a), Emergency Measures Act].</small>
Emergency Measures Act	- shall mean Chapter E-80 of The Continuing Measures Act Consolidation of the Statutes of Manitoba.
Emergency 1st Response Units	- shall mean the Fire, Police and Ambulance Services of the City.
Emergency Operation Centre	- shall mean that location defined in the Emergency Plan as the overall command Centre for emergency operations or such alternates as defined in this plan.
Emergency Plan	- shall mean the Emergency Plan of the Town of The Pas.
Local Emergency Response Team	- shall mean those persons, appointed by the Emergency Control Committee, who are responsible to implement the Emergency Measures Plan. <small>[Sub-section 8(b), Emergency Measures Act].</small>
First Aid Centre	- shall mean a temporary location designated at the scene of a disaster for providing First Aid.

Information Centre	- shall mean locations for speedy gathering and transmittal of information. In the case of a major disaster, the Information Centre should include political and official representation at a senior level. It should be located at the Emergency Operations Centre.
Inner Perimeter	- shall mean an area designated to enclose the actual emergency site and will include the first-aid station and casualty clearing station.
Liaison Officer	- shall mean a person assigned to the On Site Commander, to be in charge of the media Centre, as well as liaison with other supporting agencies at the Emergency Site.
Municipal Emergency Services	- shall mean Police, Fire, Ambulance, Public Works and other public services provided by or on behalf of the Town of The Pas.
On Site Commander	- shall mean the officer or municipal official designated by the Emergency Co-coordinator to take overall control of the entire task force involved at the site of an emergency.
On Site Command Centre	- shall mean the onsite command Centre at the scene of a disaster.
On Site Emergency Operations Team	- shall mean those persons responsible to the Local Emergency Response Team for the implementation of the specific aspects within this plan.(Coordinators of Community Services, Transportation, 1 st Responders, etc.)
Outer Perimeter	- shall mean an area designated to enclose the emergency area and completely encircle it. This area will include the inner perimeter and leave ample area for setting up emergency centres and rescue operations. The outer perimeter will also be used as a control measure between the Emergency Operations Centre and the On-Site Emergency Command Centre where all coordinated emergency response without the perimeter is Emergency Operations Centre responsibilities and vice-versa for the On-Site Command Centre.
Police/Fire/Ambulance each Command Post	- shall mean the command Centre at the site of an emergency for of these services.
Property Recovery and Disposition Officer	- shall mean a member of the police force designated by the Senior Police Officer on Site to be commander of the property recovery office.
Property Recovery Centre	- shall mean a temporary location designated by the Senior Police Officer on Site at the disaster scene for the storage and safeguarding of valuables and personal property.
Recovery Site Team	- shall mean the members of the Police Force assigned by the Senior Police Officer on Site to search duties at the scene of the disaster.
Registration and Inquiry	- shall mean location(s) for the registration of people affected by the

Centre	emergency or disaster and for the distribution of information about their whereabouts.
Resources	- shall mean the personnel, equipment and operational supplies available for use during a period of an emergency.
Staging Area Coordinator	- shall mean a person assigned to the On-Site Commander to be in charge of establishing and controlling the staging area within the outer perimeter.
Task Force	- shall mean an established, by grouping, various site teams to meet a specific need and will be subsequently disbanded and reorganized as the need arises.
Chief Administrative Officer	- shall mean that person appointed by the Council of the Town of The Pas in the position of Chief Administrative Officer.
Town of The Pas Emergency Plan Program	- shall mean that grouping composed of the Emergency Control Group, the Local Emergency Response Team and all functions identified in this plan.

THE TOWN OF THE PAS

EMERGENCY PLAN

DISTRIBUTION LIST

1. Corporate Master Copy (Assistant CAO Office)
2. Manitoba Emergency Measures Organization
3. Mayor
4. Councillor
5. Councillor
6. Councillor
7. Councillor
8. Councillor
9. Councillor
10. Emergency Coordinator
11. E.O.C. Coordinator
12. Public Information Officer
13. Director of Emergency Social Services
14. Director of Communications
15. Director of Operations
16. Staff Sergeant / Police Department
17. Fire Chief / Fire Department
18. Health Services
19. Emergency Operations Centre
20. Ambulance Services
21. E.O.C.
22. Northern Regional Health Authority
23. E.O.C. Back-up
24. Kelsey School Division #45
25. University College of the North
26. Manitoba Housing Authority Service



TOWN OF THE PAS EMERGENCY PLAN

Appendix “A”

State of Local Emergency
Organization & Control
Emergency Response Team
Implementation of Plan
Emergency Operations Centre

DECLARING A LOCAL STATE OF EMERGENCY (SoLE)

Emergency Plan:

When, in the opinion of the local authority, an emergency exists or is imminent or a disaster has occurred or is imminent, the local authority or other persons designated in its emergency plans may cause the plans to be implemented.

[Sub-section 9(2), Emergency Measures Act]

Implementation may be authorized by one of the following:

- a) A majority of the whole of Council.
- b) The Mayor.
- c) The Chief Administrative Officer.
- d) Fire Chief; or
- e) The Emergency Coordinator.

Declared State of Local Emergency:

In the event of an emergency or disaster, the Council, or in the absence of the Council, the Mayor, may declare a State of Local Emergency with respect to part or all of the municipality affected or likely to be affected by the emergency or disaster.

[Sub-sections 11, Emergency Measures Act]

Declaration to be Transcribed:

Every declaration made, under the Declaration of a Local Emergency, shall be transcribed and certified under the Seal of the Municipality, and shall include:

- a) A description of the situation giving rise to the declaration;
- b) Identification of the part or parts of the municipality affected by the emergency;
- c) The date and time the declaration shall take effect;
- d) A statement to the effect that all laws, regulations and orders shall be adhered to and that local authorities shall be diligent in the discharge of their duties; and
- e) A statement urging all citizens to comply with the laws and to co-operate with all authorities.

**Notification of
Minister**

The Mayor or the Council shall communicate details of the declaration forthwith to the Minister responsible for the Emergency Measures Act and shall forward a copy of the declaration as confirmation thereof.

[(Sub-section 11(3.1), Emergency Measures Act)]

**Notification of
Residents**

Where a State of Local Emergency has been declared, the Mayor or Council shall cause the details of the declaration to be communicated by the most appropriate means to the residents of the affected area.

[Sub-section 11(4), Emergency Measures Act]

**Extension of
Declaration**

A declaration of a Local Emergency may, if necessary, be extended with the approval of the Minister.

[Sub-section 11(5), Emergency Measures Act]

**Emergency
Powers**

Upon the declaration of, and during a State of Local Emergency, the Council, or in the absence of Council, the Mayor, may 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:

- a) Cause emergency preparedness plans to be implemented;
- b) Utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of any emergency or disaster;
- c) Authorize or require any qualified person to render aid of such type as that person may be qualified to provide;
- d) Control, permit or prohibit travel to or from any area or on any road, street or highway;
- e) Cause the evacuation of persons and the removal of livestock and personal property and make arrangements for the adequate care and protection thereof;
- f) Control or prevent the movement of persons and the removal of livestock from any designated area that may have a contaminating disease; (sub-section 12, Emergency Measures Act)
- g) authorize the entry into any building or upon any property and with or without Warrant.
- h) 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.

- i) Authorize the procurement and distribution of essential resources and the provision of essential services;
- j) 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;
- k) Expend such sums as are necessary to pay expenses caused by the emergency or disaster.
- l) If directed to do so, you must evacuate during a mandatory evacuation order unless authorized to stay behind by the on-site incident commander.
- m) Peace Officer may arrest a person who refuses to evacuate and take them to a place of safety.
- n) Damaging or interfering with the operation of an emergency structure is an offence punishable under The Emergency Measures Act. Allows a Peace Officer to elect to charge with less serious provincial offence in appropriate circumstances.

Termination of State of Local Emergency

When in the opinion of Council, an emergency no longer exists in any area of the municipality for which a declaration of a State of Local Emergency was made, it may terminate the declared State of Local Emergency, and shall forthwith send a copy of the declaration to the Minister and cause the details of the termination to be communicated by the most appropriate means to the residents of the affected area.

[Sub-section 15(1), Emergency Measures Act]

Termination by the Minister

The Minister may terminate the State of Local Emergency when, in the opinion of the Minister, the emergency no longer exists and thereupon the Minister will cause the details of the termination to be communicated by the most appropriate means to the Council and the residents of the affected area. [Sub-section 15(2), Emergency Measures Act]

Compensation

Where, as a result of action taken or done under the invocation of emergency powers authorized under Section 12 of the Emergency Measures Act, a person suffers any loss of any real or personal property, the Council shall compensate the person for the loss in accordance with Section 13 of the Emergency Measures Act.

ORGANIZATION AND CONTROL

The structure and responsibilities of command are as follows:

Emergency Control Group

a) Mayor

As Chief Executive Officer of the Municipality shall direct and control the emergency operations at all times. (The presence of Federal and/or Provincial Emergency Response Teams does not alter his/her responsibility to direct and control the Emergency Operations within the Municipality).

b) Council

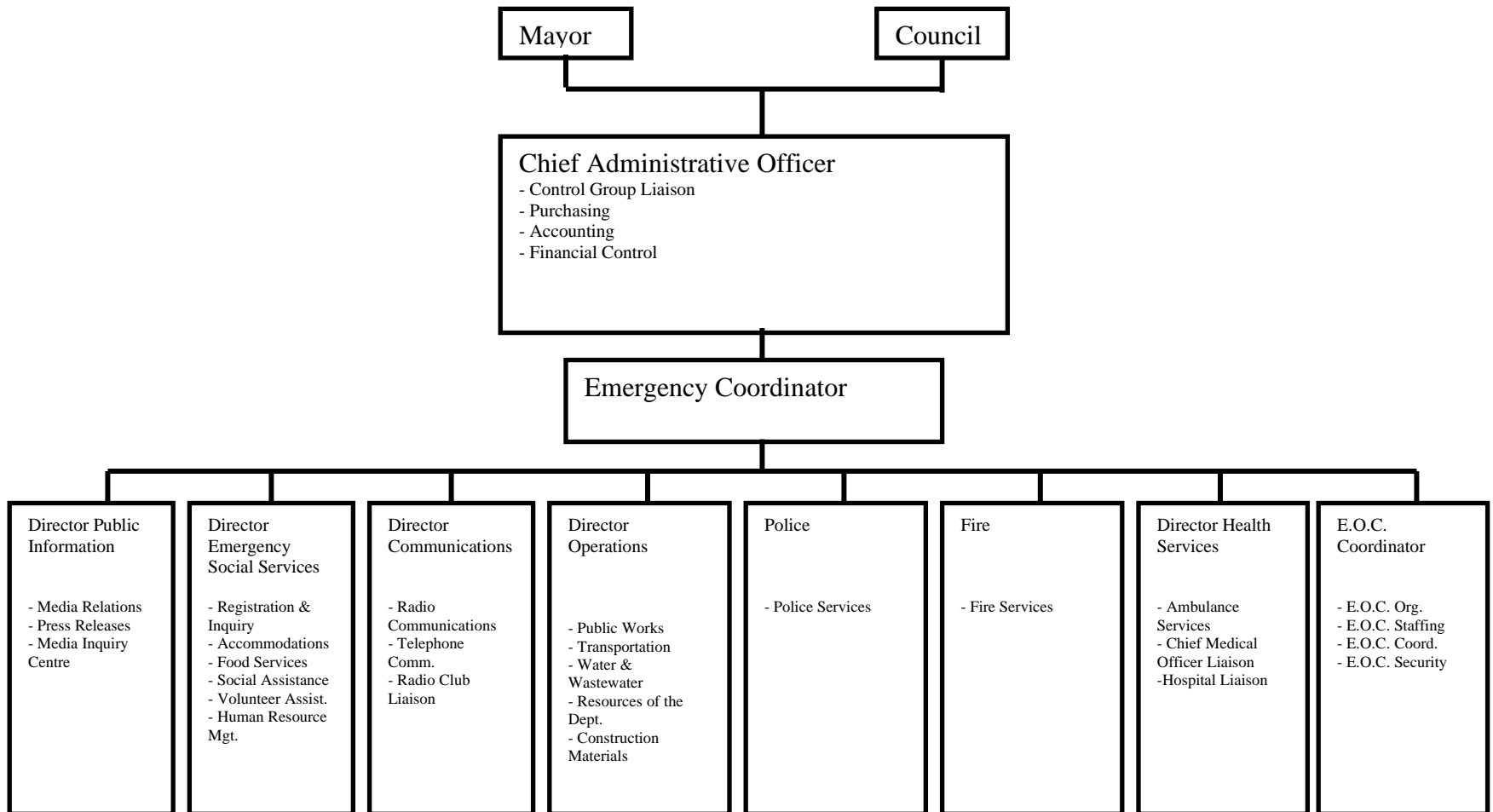
- i) To assume responsibility in the absence of the Mayor.
- ii) To participate with the Mayor in the decision making process.
- iii) To assist in the execution of operational control.

c) Chief Administrative Officer

- i) To coordinate the overall development of the Emergency Measures Plan.
- ii) To keep the Mayor and/or Council informed of developments as they occur.
- iii) To ensure all directions from the Mayor are carried out.
- iv) To ensure the Emergency Plan is amended on an annual basis.
- v) As necessary, approve the expenditures for the Emergency Response.

d) Emergency Coordinator

- i) To coordinate the activities of the Local Emergency Response Team.
- ii) To prepare and coordinate Emergency Plans and Programs.
- iii) To keep the Chief Administrative Officer informed of developments as they occur.
- iv) To ensure the attachments to the Emergency Plan are amended and when necessary, are revised and updated on an annual basis.



EMERGENCY RESPONSE TEAM

COMPOSITION:

1. All local emergency or disaster operations shall be directed and controlled by the **"Local Emergency Response Team"**.
2. The **"Local Emergency Response Team"** for the Town of The Pas shall be formed by the following personnel or their alternates:
 - a) Emergency Coordinator
 - b) Director of Operations
 - c) Fire Chief or Designate
 - d) Staff Sergeant (The Pas RCMP)
 - e) Director Health Services
 - f) Director of Emergency Social Services
 - g) Public Information Officer
 - h) Director of Communications

Note: The Chief Administrative Officer in consultation with the Emergency Coordinator shall be the liaison to the Emergency Control Group.

3. Unless advised otherwise, the **"Local Emergency Response Team"** will first assemble in the **"The Town of The Pas Emergency Operations Centre"** located in the Town of The Pas Civic Centre at 81 Edwards Avenue.

RESPONSIBILITIES:

4. The responsibilities of the **"Local Emergency Response Team"** are as follows:
 - a) To advise the Emergency Control Group of any necessary actions that should be taken and that are not covered in the Emergency Plan, to minimize the effects of an emergency or disaster.
 - b) To advise the Emergency Control Group on the expenditures of Municipal Funds which are required for the preservation of life and health.
 - c) To ensure the provision of operational support and resources to the On Site Commander as are required for the preservation of life and health.
 - d) To direct and co-ordinate all Municipal Departments and Volunteer Organizations in controlling the emergency or disaster.
 - e) To provide administrative and logistic support to the On Site Commander and any Volunteer Organization involved in the emergency or disaster.
 - f) To take such action as is necessary to minimize the effects of an emergency or disaster within the Town of The Pas and on its citizens.

IMPLEMENTATION OF THE EMERGENCY PLAN:

5. The procedure for "**Municipal Emergency Services**" to initiate the Emergency Plan, will follow as close as possible, the initiation sequence.
6. If the size, potential hazard or seriousness of the emergency or disaster appears beyond the capability or responsibility of the first Emergency Municipal Service, the responding agency may request the activation of the Emergency Plan.
7. The responsibility for the activation of the Emergency Plan will be the Emergency Coordinator. If the Emergency Coordinator cannot be immediately contacted, the following, in order of priority, are authorized to activate the plan:
 - a) The Chief Administrative Officer
 - b) A Municipal Emergency Services Personnel authorized to act in accordance with this plan
 - c) The Mayor
 - d) A member of Council

It must be remembered that the activation of the Emergency Plan does not constitute the declaration of a State of Local Emergency.

8. Upon activation the Chief Administrative Officer will advise the Mayor of the situation and as directed by the Mayor, advise the members of the Emergency Control Group.
9. The Chief Administrative Officer will request the convening of a meeting of the Emergency Control Group and advise the members of the emergency and the action(s) being undertaken to resolve the emergency or disaster.
10. If the magnitude of the emergency or disaster requires actions beyond the normal procedures and authorities of the Municipality, then the Chief Administrative Officer may request that the Emergency Control Group declare a "**State of Local Emergency**" in accordance with By-law No. 4367.
11. If the implementation of all actions contained in the Town of The Pas Emergency Plan or By-law No. 4367 is insufficient to control the emergency or disaster, assistance may be requested from the Government of Manitoba. Where assistance is outside normal departmental and service working arrangements within the Municipality, the request is to be made through the "**Province of Manitoba Emergency Measures Organization**".

EMERGENCY OPERATIONS CENTRE

EMERGENCY TELEPHONE PROCEDURE

81 Edwards Avenue, (the old KRC side) The Pas, Manitoba

The following procedure outlines the necessary steps required to initiate the implementation of the emergency lines (4 extra lines) for the EOC (Emergency Operations Centre) in the event of a disaster.

BELL/MTS has installed 3 lines 623-7946; 623-7951; 623-7953 in the Emergency Operations Centre. The Town of The Pas has the associated sets labeled and stored on-site in the EOC Storage area.

TO ESTABLISH EMERGENCY SERVICE IN THE EOC

The Town of The Pas responsibilities:

1. Shawna Robertson will call Bell/BELL/MTS Test Centre at 941-8639 or 611 (after hours) to advise of the emergency situation and have Bell/BELL/MTS activate the above listed numbers.
2. Get the telephones from the EOC Storage area. Plug in the appropriate telephone sets to each corresponding jack in the Emergency Operations Centre.

BELL/MTS Responsibilities:

1. Upon notification from the EOC personnel, the BELL/MTS Tester will activate the above 3 Emergency circuits within one hour. They are currently in a "System Busy" status.
2. BELL/MTS Testers to notify the BELL/MTS Duty Manager of the emergency situations.

TO REMOVE EMERGENCY SERVICE IN THE EOC

The Town of The Pas' responsibilities:

1. When the emergency is over and the service is no longer required, Shawna Robertson will call BELL/MTS Test Centre at 729-4120 or 611 (after hours) to have the lines made "System Busy" again.
2. Remove the sets from the EOC and put back into the EOC Storage area.

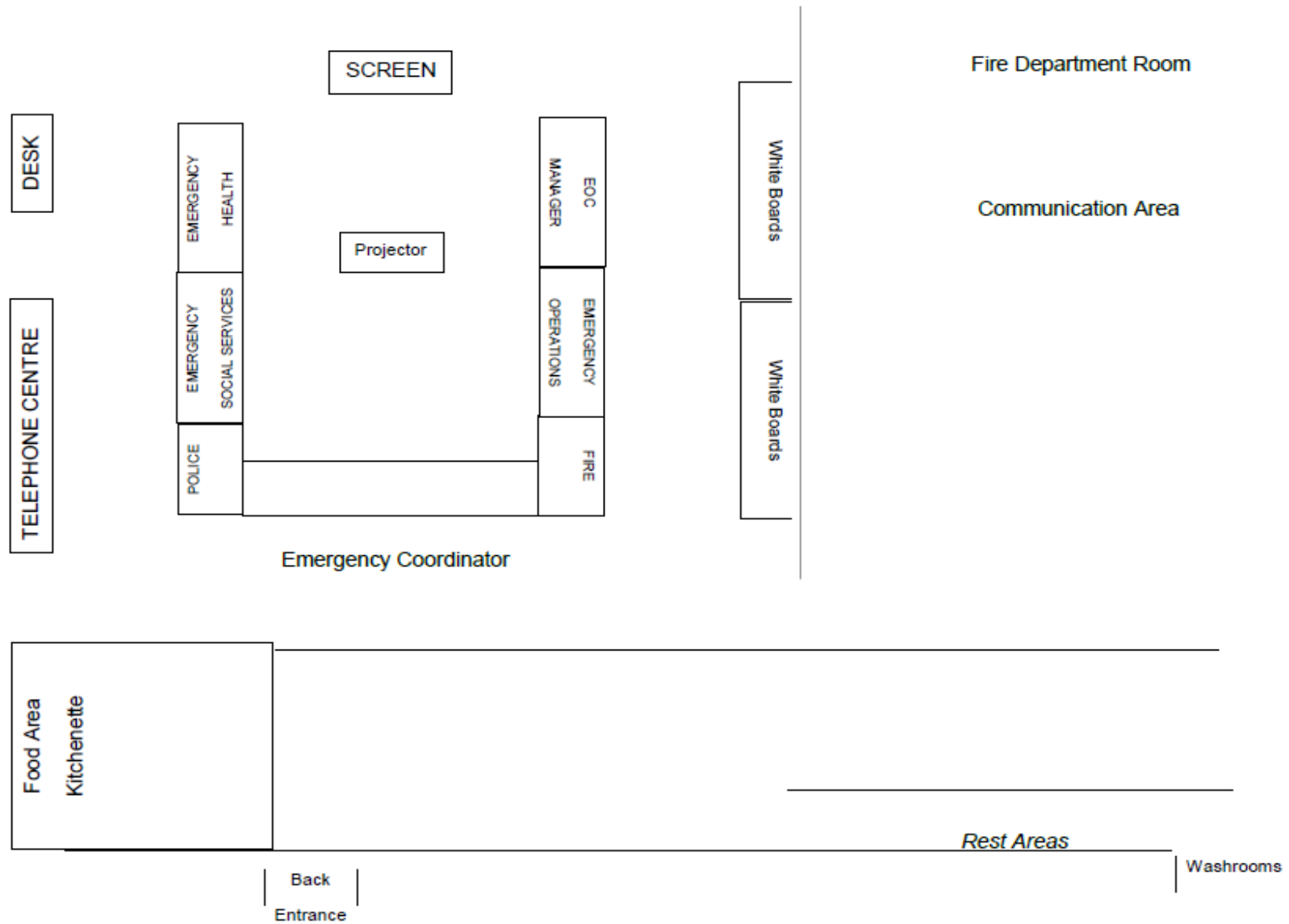
BELL/MTS responsibilities:

1. Upon notification from the EOC personnel, the BELL/MTS Tester will put the circuits 623-7946, 623-7951 and 623-7953 back into a "System Busy" status.

Contacts:

Town of The Pas: Shawna Robertson – 627-1100 BELL/MTS: Sherry – 1-877-268-9638

Emergency Operations Centre





TOWN OF THE PAS

EMERGENCY PLAN

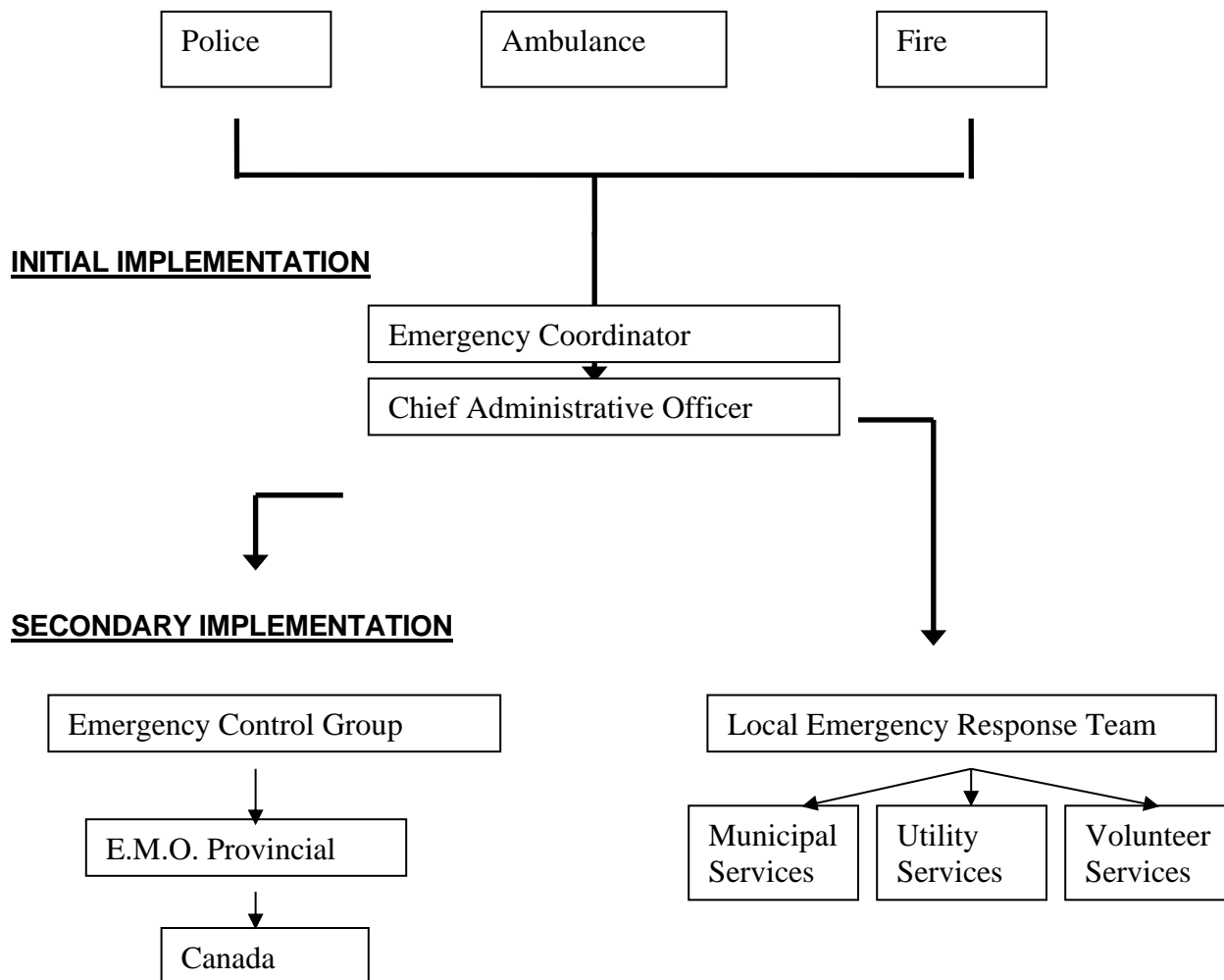
Appendix “B”

Warning
Emergency Control Group
Response Team
Essential Phone Numbers

EMERGENCY ALERTING SYSTEM

1. On receipt of a warning of a real or potential emergency or disaster, the Municipal Emergency Service first responding unit will contact the Emergency Coordinator or his/her alternate.
2. On receipt of the warning from the first responding agency, the Emergency Coordinator will, as necessary, activate the Municipal Emergency Response Alerting System in whole or in part.
3. The Emergency Coordinator upon activation of the Municipal Emergency Alerting System, shall immediately advise the Chief Administrative Officer, who as necessary, shall convene a meeting of the Emergency Control Group.

FIRST RESPONDERS



WARNING

ESSENTIAL TELEPHONE NUMBERS

Town of The Pas Municipal Emergency Services

First Response Units

Police	911 or 204-627-6200
Fire	911 or 204-623-3100
Ambulance	911 or 204-623-4500
Emergency	911

Town of The Pas
Municipal Emergency Services
Emergency Control Group

Mayor & Council Contact List

MAYOR ANDRE MURPHY
204-623-0433
andrem@townofthepas.ca

COUNCILLOR CARRIE ATKINSON
204-620-2936 (C)
204-627-5100 (W)
carriea@townofthepas.ca

COUNCILLOR LARRY FORSTER
204-623-4412
larryf@townofthepas.ca

COUNCILLOR MARGRET COMMODORE
204-623-7996
margaretc@townofthepas.ca

COUNCILLOR GARY HOPPER
204-617-7710
garyh@townofthepas.ca

COUNCILLOR RANDY MANYCH
431-355-0145
randymanych@townofthepas.ca

COUNCILLOR TRENT ALLEN
204-620-6236
trenta@townofthepas.ca

LOCAL EMERGENCY RESPONSE TEAM - ESSENTIAL TELEPHONE NUMBERS

NAME/POSITION	RESIDENCE	BUSINESS	CELL
Emergency Coordinator Mike Connor		4313550499	2046206499
Chief Administrative Officer Bola Adedoyin		627-1109	204-922-1948
Emergency Centre Coordinator VACANT			
Director of Fire Services Byron Shangraw - Fire Chief		627-1120	431-355-0383
Director of Health Services Raj Sewda		687-3010	271-2001
R.C.M.P. Glenn Ellsworth – Staff Sergeant		627-6204	780-558-9801
Director of Public Information VACANT			
Director of Operations VACANT			
Director of Emergency Social Services			
Reception Centre Manager VACANT			
Call Debbie Lane for assistance	623-6037		620-1320

ESSENTIAL TELEPHONE NUMBERS

**Town of The Pas
Municipal Emergency Services**

Primary Emergency Operations Centre

(to be determined)

Emergency Control Group

**Emergency Operations Centre
Emergency Coordinator**

**Emergency Centre Coordinator
Director Emergency Social Services**

Director Emergency Operations

**Director Emergency Health
Emergency Fire**

**Emergency Police
Emergency Public Information
Emergency Communications**

Emergency Fax Communications

E.O.C. Rest Area

ESSENTIAL TELEPHONE NUMBERS

Town of The Pas Municipal Emergency Services

Town of The Pas Fire Department Officers

e-mail: firechief@townofthepas.ca

Officer Contact list for The Pas Fire Department

Position	Name	Cell	E-mail
Fire Chief	Byron Shangraw	431-355-0383	firechief@townofthepas.ca
Deputy Fire Chief	Jacob Geddes	431-355-1516	deputyfirechief@townofthepas.ca
Captain	Keven Iles	204-623-0619	signart@mts.net
Lieutenant	Leslie Drake	204-978-0960	leslie.drake.27@gmail.com
FF	Jamal El Kadri	204-620-1573	elkadijamal@hotmail.com
FF	Mike Connors	204-620-6499	hockeydadconnors@gmail.com
FF	Justin Marlow	204-620-7855	justinmarlow14@gmail.com
FF	Austin Crossley	204-620-5449	austincrossley87@hotmail.ca
FF	Matt Desrosier	204-712-7138	mattedesrosiers@gmail.com
FF	Jayden Foster	204-218-9104	jaydenf87@hotmail.com
FF	Xander Wadelius	431-355-1903	xanderwadelius@gmail.com
FF	Stephan Reich	204-620-5892	sreich@live.ca
FF	Karen Gallagher	204-978-0470	karenlg.07@gmail.com
FF	Josh Foster	204-930-3547	josh.foster887@gmail.com
FF	Rick Henderson	204-620-0499	rickhenderson79@icloud.com
FF	Justin Peters	204-362-1439	justinpeters_15@outlook.com
FF	Alex Kupiak	204-371-8126	alexpupiak@gmail.com
FF	Aiden Forseille	204-620-2783	aiden.forseille@gmail.com
FF	Emma Pich	431-998-2069	emmapich9597@gmail.com
FF	AJ Thomson	204-870-7056	alanpthomson@gmail.com
FF	Zaixing (Zac) Cui	431-202-2222	cuizaixing@gmail.com
FF	Josh Scott	204-226-8528	joshscott322@gmail.com
FF	Anmol Singh	204-392-7604	as8082780@gmail.com
FF	Abin Mathew	431-990-2255	abinmathewkm@gmail.com
FF	Zack Peck	519-420-9725	

ESSENTIAL TELEPHONE NUMBERS

Utilities

Manitoba Hydro Emergency Service After Hours	1-888-474-0707
District Supervisor Hydro Brad Kipped	1-888-624-9376
Manitoba Telephone System Emergency Services	1-800-889-8780
Municipal Utilities Emergency After Hours	785-4949
Saint Paul's Personal Care Home – Sharon Senyk	623-9226
Canada Severe Weather Reporting Centre	1-800-667-8676
Hudson Bay Railway Company – Brett Young	627-2001 306-529-2775
The Pas Environmental Operations (Provincial) Local Environment Officer – Dylan Funk	627-8499
Regional Manager – Crystal Huculak After Hours	627-8248 1-855-944-4888
Regional Health Authority Disaster Management co-coordinator – Ed Hartigan	778-1494 (w) 271-0510 (c)
The Pas Family Services	627-8311

PROVINCIAL EMERGENCY ASSISTANCE

IN THOSE EMERGENCIES, beyond the capability of local emergency services, which require the assistance of **ONE** (1) Provincial Department, call collect (24 hours).

Area	Phone Number
Dangerous Goods	
Environmental Control Services	944-4888
CANUTEC (Information Only)	1 (613) 996-6666
Evacuation	
Emergency Social Services (via EMO)	945-5555
Fires	
Fire Commissioner's Office (24 Hours)	981-3473
Forest Fires (April 1 to October 15)	
Fire Management	945-5252
Health	
Emergency Health Services	786-7289
Provincial Ambulance Dispatch	
Medical Transportation Coordination Centre (basic air ambulance or life flight)	571-8860
Industrial Accidents	
Workplace Safety and Health	945-3446

Where the assistance of **two** (2) or **more** Provincial Departments, or **one** (1) or more Federal Department is required, call collect:

MANITOBA EMERGENCY MEASURES ORGANIZATION

For any emergency requiring assistance from Manitoba EMO first call the 24 hour Duty Officer at 1-204-945-5555

Northern Region

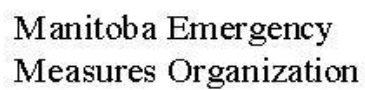
Sean Moran

Duty Officer

Manitoba Emergency Measures Organization

1525 - 405 Broadway · Winnipeg, Manitoba R3C 3L6 · Phone: 204.945.5555 · Fax: 204.945.4929

Email: emodutyofficer@gov.mb.ca · Website: www.manitobaemo.ca



Regional Boundaries



Not to scale



TOWN OF THE PAS EMERGENCY PLAN

Appendix “C” Forms



RESOLUTION No.
(THE TOWN OF THE PAS)

Moved by Councilor

Seconded by Councilor

WHEREAS the Town of The Pas is encountering _____ that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries of the Town of The Pas and to prevent damage to property within those boundaries;

THEREFORE BE IT RESOLVED THAT pursuant to Subsection 11A (1) of "**The Emergency Measures Act**", Cap. E80 of the continuing Consolidation of the Statutes of Manitoba, the Council of the Town of The Pas declares that a State of Local Emergency now exists in the City effective from _____, 20____ to _____, 20____.

IN WITNESS WHEREOF the Council of the Town of The Pas, has by resolution carried, declared this State of Local Emergency this _____ day of _____, 20____.

Mayor

Date

Clerk



DECLARATION OF STATE OF LOCAL EMERGENCY

In the Town of The Pas

WHEREAS the Town of The Pas is encountering _____ that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries of the Town of The Pas and to prevent damage to property within those boundaries;

AND WHEREAS these _____ conditions present such an extreme emergency within Town of The Pas sufficient time to convene a regularly constituted meeting of the Council of the Town but rather this emergency compels me to respond to this emergency immediately on behalf of the Town.

THEREFORE pursuant to Section 11 of "**The Emergency Measures Act**", Cap. E80 of the continuing Consolidation of the Statutes of Manitoba, I, _____, Mayor of the Town of The Pas, declare that a State of Local Emergency exists in the Town of The Pas from _____, 20____ to _____, 20____.

Dated this _____ day of _____, 20____.

Mayor



TERMINATION OF STATE OF LOCAL EMERGENCY

PURSUANT to Section 15(2) of the Emergency Measures Act, I, _____, Mayor of the Town of The Pas, declare that the State of Local Emergency is terminated in the Town of The Pas.

Dated this _____ day of _____, 20_____.

Mayor



OFFICIAL NOTIFICATION OF MANDATORY EVACUATION

THE TOWN OF THE PAS HAS DECLARED A STATE OF LOCAL EMERGENCY
BECAUSE OF _____.

YOU ARE REQUIRED TO LEAVE BECAUSE OF THE DANGER TO YOUR HEALTH
AND SAFETY.

The official Evacuation Date: _____.

- Note:**
1. You are required to register with the Town of The Pas Emergency ESS if you are to receive compensation for the evacuation.
 2. The Town of The Pas shall be responsible for the security of your home.
 3. On the reverse side of this Notice is information and suggestions on:
 - a) Items you should take with you during the Evacuation
 - b) Things to do on leaving your home or business
 - c) The location of the Reception and Inquiry Centre
 - d) Registration by Phone

Please report to the following location:

Evacuation

Location

Reception

Centre:

_____.

FORM EMO 5

LOG AND ACTION FORM

Incoming Calls and Desk Enquiries
(Enquiry and Media Centres)

Date: _____ Time: _____ Initials: _____

Internal ☐ External ☐

Caller's Name: _____ Phone #: _____

Address: _____

Media Outlet: _____

Life Threatening Situation: Yes ☐ No ☐ N/A ☐

Caller's Question(s) or Information:

Answer Given / Action Taken:

If matter referred elsewhere for answer/action, indicate where:



OFFICIAL NOTIFICATION OF EVACUATION RE-ENTRY

THE TOWN OF THE PAS HAS DECLARED AN END TO A STATE OF LOCAL
EMERGENCY BECAUSE OF _____.

THE DANGER TO YOUR HEALTH AND SAFETY IS NO LONGER THREATENED.

The Official Re-Entry Date: _____.

RE-ENTRY CHECK LIST

Completion of this form is the responsibility of the appropriate personnel in the E.O.C.

Upon completion of this form, re-entry of evacuated area can then be coordinated through
Emergency Social Services.

Once the community has an "All Clear" from Operations and Health, re-entry will be
coordinated through the Reception Centre re-entry location.

Please report to the following location:

Re-Entry Reporting Location – Reception Centre _____

Confirmation of Evacuees – Form Instructions

This form is to be used by municipalities as a “pre-check-in” for their residents. It is meant as confirmation from the municipality that this is a supported evacuation and therefore eligible for evacuation allowance. It is essentially a ‘short-cut’ for municipalities when MB ESS is/ or will be involved with the event. It can also be used by the municipality in lieu of the Registration card.

This form would be useful when evacuees have time to check in and / or are travelling a good distance to the host community. For example: Spring flood waters are rising in a community X and the notice to evacuate has been given by the local authority. Residents call or stop by the municipal office to check-in. Resident info is filled in on the Confirmation of Evacuees form. This form/info gets faxed/ emailed to MB ESS. The residents head to the Reception Center or Hotel/shelter in the host community where they are registered by MB ESS (DIRE form). Any needs noted by the local authority are addressed.

1. Enter the Municipality.
2. RM Contact Name:
 - a. When faxed, who is MB ESS to ask for at the municipality? This should not be the MEC unless he/she is actually filling out this form. Should be the ESS LEAD or designate. If municipal admin staff is taking info, it should be their name listed as contact.
 - b. Provide contact numbers and the name of the municipal emergency coordinator.
3. Evacuation Type:
 - a. Check which is applicable
 - b. Voluntary evacuations MUST be supported by the local authority. Those who want to leave early for various reasons (scared/vacation) may not be eligible for evacuation allowance.
4. Fill out Form:
 - a. This is essentially a preview of who/what is coming to the host community and the needs required. Detail is not required. Yes/No/dog/cat is sufficient.
5. Days of Assistance and Starting from date:
 - a. This is a conversation that will be held with the community, EMO, and MB ESS.
 - b. To facilitate, please use one form per day. For example, 5 homes evacuated April 24th, all info on one sheet. On April 25th, another 3 homes evacuated – use a new sheet.

Fax ahead to MB ESS at 204-948-2505 or to host community if MB ESS not involved.

Confirmation of Evacuees

Rural Municipality (RM) _____

RM Contact Name _____

Mandatory Evacuation Yes ☐ No ☐

Voluntary Evacuation Yes ☐ No ☐

Contact Number _____ MEC: _____

	Date	Names	Contact Information	# of adults	# of children under 13	Requires lodging	Types of pets	Require kenneling	Medical/Special needs
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
19.									
20.									
21.									
22.									

How many days' worth of assistance _____ Starting from date: _____

Fax form to 119-114 Garry St at 204-948-2505
Attention Emergency Social Services:

EVACUATION INTAKE REGISTRATION

Date of Evacuation: _____
MM/DD/YR

Date of Registration: _____
MM/DD/YR

Event Name: _____

RM/Community: _____

Applicant Name: _____
Legal Name as shown on ID & Nickname & Gender M/F

D.O.B.: ____/____/____
MM DD YR

Co-Applicant Name: _____
Legal Name as shown on ID & Nickname & Gender M/F

D.O.B.: ____/____/____
MM DD YR

Relationship to Applicant: (circle one): Married Common-Law
CONFIRMED IDENTIFICATION – NEED LEGAL ADDRESS AS REFLECTED ON ID

Dependent Children:

NAME	GENDER	DOB MM/DD/YR	NAME	GENDER	DOB MM/DD/YR

Permanent Home
Address:

Temporary Address
during Evacuation:

Street address or Legal location _____
Email Address _____

Street address or Legal location _____

City/Town _____ Postal Code _____

City/Town _____ Postal Code _____

Home Telephone# _____ Cell Phone# _____

Alternate telephone # _____

Special Needs: _____ Pets: _____ Kennel Required: _____

Other Circumstances to note: _____

Evacuee Signature: _____

Municipality Signature: _____

RESTRICTION: Individuals may inquire about you and your family because of the emergency. We would like to provide them information about your location. Do we have your approval? ☐

Can we share your information with other partners and government? ☐

Are there Foster Children in your care? ☐

Private Arrangement ☐

Hotel ☐

Congregate ☐

Municipal Registration Card – Form Instructions/Information:

If a municipality is handling evacuees or registering for emergency purposes, this form may be used. It is a standard Manitoba version of the PHAC or “Red Cross” card which is no longer in print.

This form should also be used if the municipality starts the registration process and intends to hand-off to MB ESS. All info on this Registration card corresponds to the information needed by MB ESS to calculate evacuation allowances.

Evacuees must register with their municipality to be eligible for evacuation allowances.

6. Date of Evacuation:

- a. Enter the date resident had to evacuate

7. Event:

- b. Example: 2014 Spring Flood or Pipestone Tornado

8. Enter the municipality that the evacuee is evacuating **from**.

9. Enter applicant and co-applicant details. Confirm with Identification.

10. Fill in table.

- c. Every adult in a household is a new form, unless they are married/common-law.
- d. Adult is defined as age 18 and up.
- e. If more room is required, finish table on a new sheet and staple together.

11. Permanent Home Address:

- f. Info used to verify evacuees and keep in touch for needs etc.

12. Restrictions Box / Sharing of info:

- g. Info may be shared with emergency management partners to assist with needs.
- h. Info may be shared through the Inquiry process to outside individuals/agencies.

13. Temporary Address:

- i. Address of “Friends and Family”
- j. Hotel name
- k. Congregate Shelter

14. Special Needs:

- l. Any forgotten items (medication, eyeglasses etc.)
- m. Requirements for ‘accessible’ room

15. Pets:

- n. With evacuee or still at residence?
- o. What type/how many/vaccinated?
- p. Plans made by evacuee for pet care or assistance required?

Tips on how to use the ESS Log Sheets

May use separate log sheets for each ESS location (EOC/Reception Center/Shelter).
Use wherever an ESS activity in support of the event occurs.

Your 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 and tasks delegated.

Tasks completed.

Consider using initials in case more info or confirmation is needed.

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.

If you are being relieved, provide a highlight briefing to oncoming staff. Important details enabling this briefing should be found in the logbook.

Example format:

Date	Time	Details	Follow up/ action	Initials
July 24/2014	1800 or 6pm	Town ESS team arrived at Town Hall to set up Reception Center. Expecting 30 people from Village.	Advise Town EOC when open and ready to receive evacuees.	
	1830	RC ready to go.	Adz EOC @ 1832	NA
	1845	MB ESS regional team arrived and will do registration		
	1900	Confirmation of evacuees form received and provided to MB ESS	Advise of any changes	NA
	1905	Reception center Manager asked EOC –ESS Lead to arrange for snacks for evacuees and staff	At 1930 Salvation Army arrived with food truck	NA
	1936	Out of TP and Kleenex	Volunteer john sent to Food Fare to pick up	
	1945	TP and Kleenex replaced/extra placed in back storage room		NA
	2002	Received situation information fax from EOC for Evacuees	Placed on bulletin board and announced to group	NA
	2020	32 Evacuees registered and provided hotels and allowance checks by MB ESS	Passed to EOC	NA
	2035	Reception Center closed		NA

ESS LOG BOOK

Community:
Date Opened:
Event / Reason:
Main Contact:

Date	Time	DETAILS	FOLLOW UP/ACTION	Initials



TOWN OF THE PAS

EMERGENCY PLAN

Appendix “D”

Provincial Legislation

C.C.S.M. c. E80

The Emergency Measures Act

Table of Contents		Bilingual (PDF)	Regulations
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(Assented to July 17, 1987)

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Manitoba, enacts as follows:

Definitions

1 In this Act

"assistance agreement" means an agreement entered into under subclause 7(a)(i), (ii), (iii) or (iv); (« accord d'aide »)

"assisting force" means persons sent to Manitoba by another jurisdiction under an assistance agreement; (« force de soutien »)

"business continuity plan" means a plan for responding to an event that affects critical services, including an emergency or a disaster, which includes measures to ensure the continuation or restoration of those services during and after the event; (« plan de continuité des activités »)

"co-ordinator" means the Executive Director of the Emergency Measures Organization; (« coordonnateur »)

"critical service" means a service or function that is necessary to prevent

- (a) danger to life, health or safety,
- (b) the destruction or serious deterioration of infrastructure or other property required for the economic well-being of Manitoba or the effective functioning of the government, or
- (c) serious damage to the environment; (« services indispensables »)

"critical service provider" means a corporation or other person, organization or entity designated by regulation as a critical service provider; (« fournisseur de services indispensables »)

"department" means a department of the government of Manitoba and includes a Crown agency, board or commission established by the government of Manitoba; (« ministère »)

"disaster" means a calamity, however caused, which has resulted in or may result in

- (a) the loss of life; or
- (b) serious harm or damage to the safety, health or welfare of people; or
- (c) wide-spread damage to property or the environment; (« sinistre »)

"disaster assistance" means assistance provided under a disaster financial assistance agreement or program as provided for in the regulations; (« aide aux sinistrés »)

"emergency" means a present or imminent situation or condition that requires prompt action to prevent or limit

- (a) the loss of life; or
- (b) harm or damage to the safety, health or welfare of people; or
- (c) damage to property or the environment; (« situation d'urgence »)

"emergency management program" means a program prepared by a department under section 8.1; (« programme de gestion des situations d'urgence »)

"emergency plan" means a plan for preparing for, responding to and recovering from emergencies and disasters; (« plan d'urgence »)

"emergency preparedness program" means a program designed to achieve a state of readiness for emergencies and disasters; (« programme de préparatifs d'urgence »)

"local authority" means

- (a) the council of an incorporated community as defined in *The Northern Affairs Act*,
- (b) the council of a municipality,
- (c) the council of an incorporated city, town or village,
- (d) the resident administrator or council of a local government district,
- (e) the Minister of Aboriginal and Northern Affairs with respect to Northern Manitoba as defined in *The Northern Affairs Act*,
- (f) the Minister of Conservation and Water Stewardship with respect to
 - (i) provincial parks designated under section 7 of *The Provincial Parks Act*,
 - (ii) Crown lands in Manitoba within the meaning of *The Crown Lands Act*, and
 - (iii) wildlife management areas or wildlife refuges designated under section 2 of *The Wildlife Act*,
- (g) the Minister of Indian Affairs and Northern Development appointed under the *Indian Act* (Canada) with respect to a reserve as defined by that Act,
- (h) the Minister of National Defence with respect to a Canadian Forces Base,
- (i) the Minister responsible for national parks under the *National Parks Act* (Canada) with respect to a national park; (« autorité locale »)

"major emergency" means an emergency that is not a routine emergency; (« situation d'urgence grave »)

"minister" means the member of the Executive Council charged by the Lieutenant Governor in Council with the administration of this Act; (« ministre »)

"municipality" means

- (a) an incorporated city, town or village,
- (b) a municipality as defined by *The Municipal Act*,
- (c) a local government district, and
- (d) Northern Manitoba, as defined by *The Northern Affairs Act*; (« municipalité »)

"private sector" means a person, partnership, unincorporated association or organization that is not a local authority and is not part of the Government of Manitoba or the Government of Canada; (« secteur privé »)

"routine emergency" means an emergency that

- (a) can be effectively resolved
 - (i) by local police, fire and emergency medical services, working independently or together with public works and utilities personnel, and
 - (ii) without requiring additional resources from a local authority not directly affected by the emergency, the Government of Manitoba or the Government of Canada,
- (b) does not require evacuation of persons out of the geographic area over which a local authority has jurisdiction, and
- (c) does not require the declaration of a state of emergency or a state of local emergency. (« situation d'urgence ordinaire »)

S.M. 1997, c. 28, s. 2; S.M. 2000, c. 35, s. 36; S.M. 2002, c. 26, s. 5; S.M. 2005, c. 12, s. 2; S.M. 2006, c. 9, s. 2; S.M. 2012, c. 40, s. 55; S.M. 2013, c. 12, s. 2.

PART I

ADMINISTRATION

Emergency Measures Organization

2(1) The Manitoba Emergency Management Organization is continued under the name "Emergency Measures Organization" as a branch of the department administered by the minister.

Staff

2(2) A co-ordinator and such officers and employees as may be required may be appointed in accordance with *The Civil Service Act* for the administration of the Emergency Measures Organization.

Powers and duties

2(3) The Emergency Measures Organization shall

- (a) subject to the approval of the Lieutenant Governor in Council, prepare and maintain disaster assistance policies and guidelines for emergencies and disasters in Manitoba;
- (b) consult with local authorities, government departments, the Government of Canada and the private sector in order to prepare specific proposals for the establishment and implementation of disaster assistance programs;
- (c) develop and maintain policy and procedures for the submission and processing of claims for disaster assistance;
- (d) receive and assess all disaster assistance claims from local authorities, government departments, the Government of Canada or the private sector;
- (e) dispose of all claims for disaster assistance by providing disaster assistance or dismissing the claims; and
- (f) perform other duties vested in it by this Act and the regulations or assigned to it by the minister.

[S.M. 1997, c. 28, s. 3; S.M. 2002, c. 26, s. 6.](#)

EMO's mandate

2.1 The Emergency Measures Organization is responsible for

- (a) overseeing and co-ordinating all aspects of emergency preparedness in the province; and
- (b) managing, directing and co-ordinating the response of all departments to a major emergency or disaster.

[S.M. 2006, c. 9, s. 3; S.M. 2013, c. 12, s. 3.](#)

EMO's emergency preparation duties

2.2 The Emergency Measures Organization must

- (a) prepare a provincial emergency preparedness program and a provincial emergency plan, and conduct regular reviews and revisions of the program and plan; and
- (b) establish and maintain a registry containing a copy of every emergency plan and emergency management program in effect in the province.

[S.M. 2006, c. 9, s. 3.](#)

Advisory committee

3 The Lieutenant Governor in Council may appoint an Advisory Committee consisting of such members of the Executive Council as may be designated from time to time to advise the minister and the Executive Council on matters relating to emergencies and disasters and to recommend emergency preparedness programs and emergency plans.

[S.M. 2002, c. 26, s. 7.](#)

Other committees and boards

4 The Lieutenant Governor in Council may appoint other committees and boards as may be necessary or desirable to assist the Advisory Committee, the minister or the co-ordinator.

Remuneration

5 The members of any committee or board appointed under section 4 may be paid

- (a) such remuneration for their services; and
- (b) such reasonable expenses incurred by them in carrying out their duties as members thereof;

as may be fixed by the minister.

PART II EMERGENCY PREPAREDNESS

Powers of the L. G. in C.

6 The Lieutenant Governor in Council may make orders and regulations

- (a) concerning the establishment, review, modification and approval of emergency preparedness programs and emergency plans;
- (b) assigning responsibility to persons, departments, boards, committees, commissions, crown agencies or organizations for the preparation, implementation and amendment of emergency preparedness programs and emergency plans;
- (b.1) designating a corporation or other person, organization or entity that provides a critical service, other than a local authority or a department, as a critical service provider;
- (b.2) for the purpose of subsection 8.3(1), specifying the critical service or services that must be addressed in a critical service provider's business continuity plan;
- (b.3) respecting the form and content of a business continuity plan, including matters relating to critical services that must be addressed in a business continuity plan;
- (c) delegating to a person, board or committee appointed under this Act, any of the powers vested by this Act in the minister;
- (d) governing the assessment of damage or loss caused by emergencies or disasters and the payment of compensation for such damage or loss;
- (e) governing the sharing of costs incurred by the Government of Manitoba or by a local authority in carrying out emergency operations;
- (e.1) respecting the recognition of the professional, trade or other qualifications of members of an assisting force when providing assistance in Manitoba during a state of emergency;
- (f) concerning any other matter or thing necessary for the administration of this Act and for which no specific provision is made in this Act.

S.M. 2002, c. 26, s. 8; S.M. 2005, c. 12, s. 3; S.M. 2013, c. 12, s. 4.

Powers and duties of the minister

7 The minister may

- (a) enter into agreements respecting emergency preparedness programs, mitigation of hazards and risks, recovery from emergencies and disasters, emergency plans or the provision of emergency services, with any of the following:
 - (i) the Government of Canada,
 - (ii) the government of a province or territory of Canada,
 - (iii) the government of a state of the United States,
 - (iv) an agency of a government referred to in subclause (i), (ii) or (iii),

- (v) a local authority;
- (b) enter into agreements and make payments for goods and services required for the development or implementation of emergency preparedness programs and emergency plans;
- (c) divide the province into regions and areas for the purpose of organizing integrated emergency preparedness programs, emergency plans, procedures, operations and mutual assistance programs;
- (d) require any part of the private sector to develop emergency preparedness programs and emergency plans in conjunction with local authorities or the Emergency Measures Organization to ensure an effective response to any emergency that may result from operations in which that part of the private sector may be engaged, or from a condition that may exist on property owned by that part of the private sector.

S.M. 1997, c. 28, s. 4; S.M. 2002, c. 26, s. 9; S.M. 2005, c. 12, s. 4; S.M. 2013, c. 12, s. 5.

Powers of the local authorities

8(1) Every local authority

- (a) shall establish a committee of members of the community to advise the authority on the development of emergency preparedness programs and emergency plans;
- (b) shall establish and maintain a local emergency response control group;
- (c) shall appoint a person from the local emergency response control group and prescribe the duties of that person including the preparation and co-ordination of emergency preparedness programs and emergency plans for the local authority;
- (d) shall prepare and adopt emergency preparedness programs and emergency plans and submit them to the co-ordinator for approval and co-ordination with other emergency preparedness programs and emergency plans;
- (e) may enter into mutual aid agreements with the government, any local authority, any department or any person with respect to the establishment, development or implementation of emergency preparedness programs and emergency plans and the conduct of emergency operations;
- (f) may expend such sums as may be required in the establishment, development or implementation of emergency preparedness programs and emergency plans; and
- (g) shall implement its emergency preparedness programs as approved under this section.

Approval of program or plan

8(2) After a program or plan has been submitted under this section to the co-ordinator, the co-ordinator may

- (a) approve it as submitted; or
- (b) refer it back to the local authority for further action, with any recommendations or directions the co-ordinator considers appropriate.

When program or plan is not approved

8(3) When a program or plan is referred back to a local authority for further action, the local authority must take that action in accordance with the co-ordinator's directions and resubmit it to the co-ordinator for approval.

Minister may act on behalf of local authority

8(4) The minister may set a deadline for a local authority to comply with clause (1)(d) or subsection (3). If the local authority does not meet the deadline or any extension allowed by the minister, the minister may cause an emergency preparedness program or an emergency plan to be prepared or revised in consultation with the local authority and submitted to the local authority for adoption and to the co-ordinator for approval.

Failure to adopt program or plan

8(5) If the co-ordinator approves a program, plan or revision submitted under subsection (4) but the local authority does not adopt it, the minister may designate the program or plan, or the revised program or plan, as the local authority's program or plan.

Costs are debt due to government

8(6) Any costs incurred by the government in causing a program or plan to be prepared or revised on behalf of a local authority under subsection (4) are a debt due to the government by the municipality for which the local authority is responsible.

Changes to be submitted for approval

8(7) When a local authority proposes to change an emergency preparedness program or emergency plan, clause (1)(d) and subsections (2) to (6) apply, with necessary modifications, to the proposed change.

Periodic review

8(8) A local authority must review and revise its emergency preparedness programs and emergency plans from time to time as required by the regulations, to ensure that they continue to meet the standards prescribed by regulation.

Transitional

8(9) A program or plan that was submitted to the co-ordinator before this subsection came into force is not required to be resubmitted under clause (1)(d). But the co-ordinator may approve it or refer it back to the local authority under subsection (2).

S.M. 1997, c. 28, s. 5; S.M. 2002, c. 26, s. 10.

Emergency management programs

8.1(1) Every department must prepare an emergency management program in accordance with directions from the minister.

Contents

8.1(2) A department's emergency management program must include the following:

- (a) identification of the essential services the department will provide in a disaster or emergency;
- (b) identification of the resources the department requires to provide the essential services;
- (c) an assessment of the hazards and risks posed by various disasters and emergencies and how those disasters and emergencies might affect the department's ability to provide the essential services;
- (d) a plan for how the department would provide the essential services if various disasters or emergencies were to occur.

Periodic review

8.1(3) A department must review and revise its emergency management program on a regular basis and when directed to do so by the minister.

Program to co-ordinator

8.1(4) A department must give the co-ordinator the most recent version of its emergency management program.

S.M. 2006, c. 9, s. 4.

8.2 [Repealed]

S.M. 2006, c. 9, s. 4; S.M. 2013, c. 12, s. 6.

Business continuity plans

8.3(1) Every critical service provider must prepare a business continuity plan, in accordance with the regulations, and submit it to the co-ordinator for approval.

Approval of plan

8.3(2) After a plan has been submitted under this section to the co-ordinator, the co-ordinator may

- (a) approve it as submitted; or

- (b) refer it back to the critical service provider for further action, with any recommendations or directions the co-ordinator considers appropriate.

When plan is not approved

8.3(3) When a plan is referred back to a critical service provider for further action, the critical service provider must take that action in accordance with the co-ordinator's directions and resubmit it to the co-ordinator for approval.

Minister may set deadline

8.3(4) The minister may set a deadline for a critical service provider to comply with subsection (1) or (3). If a deadline is set, the critical service provider must comply with that deadline.

Changes to be submitted for approval

8.3(5) If a critical service provider proposes to change a business continuity plan, subsections (1) to (4) apply, with necessary modifications, to the proposed change.

Periodic review

8.3(6) A critical service provider must review and revise its business continuity plan from time to time to ensure that the plan continues to provide adequate measures to ensure the continuation or restoration of critical services during and after an event that affects critical services.

[S.M. 2013, c. 12, s. 7.](#)

PART III

EMERGENCY RESPONSE

Implementation of provincial emergency plan

9(1) When an emergency exists or is imminent or a disaster has occurred or is imminent, the minister or other persons designated in the provincial emergency plan may cause the plan to be implemented.

Implementation of local emergency plans

9(2) When, in the opinion of the local authority, an emergency exists or is imminent or a disaster has occurred or is imminent, the local authority or other persons designated in its emergency plans may cause the plans to be implemented.

[S.M. 2002, c. 26, s. 11; S.M. 2006, c. 9, s. 5.](#)

Declaration of a state of emergency

10(1) In the event of a major emergency or disaster the minister may declare a state of emergency in respect to all or any part of the province.

Description of emergency and affected area

10(2) A declaration of a state of emergency

- (a) must describe the major emergency or disaster that is the subject of the declaration;
- (b) must state whether the declaration applies to all or a part of the province;
- (c) must, if the declaration applies to a part of the province, describe the affected area; and
- (d) must, if the duration of the declaration is to be less than 30 days, state its duration.

Communication of declaration

10(3) Immediately after the declaration of a state of emergency, the minister shall cause the details of the declaration to be communicated by the most appropriate means to the residents of the affected area.

Duration of declaration

10(4) A declaration under subsection (1) 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 in accordance with clause (2)(d). The Lieutenant Governor in Council may, if necessary, extend the duration of a declaration — with any changes to the geographic area affected by the declaration considered necessary — for further periods of up to 30 days each, in which case subsections (2) and (3) apply.

Regulations Act not applicable

10(5) *The Regulations Act* does not apply to a declaration under subsection (1) or to an extension of the duration of a declaration under subsection (4).

S.M. 1989-90, c. 90, s. 13; S.M. 2013, c. 12, s. 8.

Declaration of a state of local emergency

11(1) In the event of a major emergency or disaster in a municipality or other area within the jurisdiction of a local authority, the local authority may, for the purpose of acquiring one or more of the powers under subsection 12(1), declare a state of local emergency with respect to

- (a) the entire municipality or other area; or
- (b) a part of the municipality or other area, if only part of the municipality or other area is affected or likely to be affected by the major emergency or disaster.

Mayor or reeve may declare

11(2) Where the major emergency or disaster is within an incorporated city, town, village or a municipality and the local authority is unable to act quickly, the appropriate mayor or reeve may declare a state of local emergency under subsection (1).

Duration of declaration

11(2.1) A declaration under subsection (1) or (2) 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 in accordance with clause (3)(d).

Description of emergency and affected area

11(3) A declaration of a state of local emergency

- (a) must describe the major emergency or disaster that is the subject of the declaration;
- (b) must state whether the declaration applies to all or a part of the municipality or other area within the jurisdiction of the local authority, as the case may be;
- (c) must, if the declaration applies to a part of the municipality or other area, describe the affected area; and
- (d) must, if the duration of the declaration is to be less than 30 days, state its duration.

Declaration to be communicated to minister

11(3.1) Where a local authority or a mayor or reeve makes a declaration under this section, the local authority or the mayor or reeve, as the case may be, must forthwith communicate the details of the declaration to the minister.

Communication of declaration

11(4) Where the local authority declares a state of local emergency under subsection (1) or the mayor or reeve declares a state of local emergency under subsection (2), the local authority or the mayor or reeve, as the case may be, shall cause the details of the declaration to be communicated by the most appropriate means to the residents of the affected area.

Extension of declaration

11(5) If, on application by the local authority, the minister is satisfied that the local authority continues to require one or more of the powers under subsection 12(1) to resolve a major emergency or disaster for which a state of local

emergency has been declared, the minister may extend the duration of the state of local emergency — with any changes to the geographic area affected by the declaration that the minister considers necessary — for further periods of up to 30 days each. Subsections (3), (3.1) and (4) apply, with the necessary changes, to an extension under this subsection.

No subsequent declaration for same event

11(5.1) A local authority, or a mayor or reeve acting under subsection (2), must not declare a state of local emergency in relation to a major emergency or disaster for which a state of local emergency has previously been declared.

Information to co-ordinator

11(6) Where a state of local emergency has been declared, the local authority must give the co-ordinator any information he or she requests about

- (a) the need for powers under subsection 12(1) to resolve the major emergency or disaster; and
- (b) the local authority's response to the major emergency or disaster and its effect on the municipality or other area under the authority's jurisdiction.

S.M. 1997, c. 28, s. 6; S.M. 2006, c. 9, s. 6; S.M. 2013, c. 12, s. 9.

Emergency powers

12(1) 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:

- (a) cause emergency plans to be implemented;
- (b) utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of any emergency or disaster;
- (c) authorize or require any qualified person to render aid of such type as that person may be qualified to provide;
- (d) control, permit or prohibit travel to or from any area or on any road, street or highway;
- (e) cause the evacuation of persons and the removal of livestock and personal property and make arrangements for the adequate care and protection thereof;
- (f) control or prevent the movement of people and the removal of livestock from any designated area that may have a contaminating disease;
- (g) authorize the entry into any building, or upon any land without warrant;
- (h) 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;
- (i) authorize the procurement and distribution of essential resources and the provision of essential services;
- (i.1) regulate the distribution and availability of essential goods, services and resources;
- (j) 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;
- (k) expend such sums as are necessary to pay expenses caused by the emergency or disaster.

Compliance with evacuation order

12(2) If an evacuation order is made under clause (1)(e), each person within the area that is subject to the evacuation order must leave the area

- (a) immediately; or
- (b) if a deadline for evacuation is specified in the evacuation order, by that deadline.

Exceptions

12(3) Subsection (2) does not apply to an emergency responder, or other person, acting under the direction of a person designated as an on-site incident commander or site manager by the government or local authority.

Business continuity plans and critical services

12(4) In addition to the powers set out in subsection (1), the minister may, during a state of emergency, issue an order to

- (a) a critical service provider, requiring it to implement its business continuity plan, or any part of its plan, as may be specified in the order; or
- (b) a critical service provider, or any other person, organization or entity that provides a critical service, requiring it to take the measures specified in the order to prevent
 - (i) danger to life, health or safety,
 - (ii) the destruction or serious deterioration of infrastructure or other property required for the economic well-being of Manitoba or the effective functioning of the government, or
 - (iii) serious damage to the environment.

Regulations Act not applicable

12(5) *The Regulations Act* does not apply to an order made under this section.

S.M. 1997, c. 28, s. 7; S.M. 2002, c. 26, s. 12; S.M. 2013, c. 12, s. 10.

12.1 Renumbered as section 20.1.

Qualifications — member of assisting force

12.2 Subject to the regulations, a member of an assisting force who holds a licence, certificate or permit respecting his or her professional, trade or other qualifications from a jurisdiction that is a party to an assistance agreement is deemed to be similarly qualified in Manitoba when providing assistance during a state of emergency.

S.M. 2005, c. 12, s. 5.

Compensation for loss

13 Notwithstanding subsection 18(1), where as a result of any action taken or done under authority of an order made under section 12 a person suffers any loss of any real or personal property, the minister or the local authority, as the case may be, shall compensate the person for the loss in accordance with such guidelines as may be approved by the Lieutenant Governor in Council.

S.M. 2006, c. 9, s. 9; S.M. 2013, c. 12, s. 11.

Termination of state of emergency

14(1) The minister may terminate a state of emergency with respect to the province or area thereof identified in the declaration of a state of emergency when, in the opinion of the minister, the major emergency or disaster no longer exists, and shall forthwith cause the details of the termination to be communicated by the most appropriate means to the residents of the affected areas.

Regulations Act not applicable

14(2) *The Regulations Act* does not apply to the termination of a state of emergency under subsection (1).

S.M. 1989-90, c. 90, s. 13; S.M. 1990-91, c. 12, s. 7; S.M. 2013, c. 12, s. 12.

Termination of a state of local emergency

15(1) When, in the opinion of the local authority, the major emergency or disaster no longer exists in any area of the municipality or other area within the local authority's jurisdiction for which a declaration of a state of local emergency was made, it may terminate the declared state of local emergency, and shall forthwith send a copy of the declaration to the minister and cause the details of the termination to be communicated by the most appropriate means to the residents of the affected area.

Minister may terminate

- 15(2) The minister may terminate a state of local emergency, when, in the opinion of the minister,
- (a) the major emergency or disaster no longer exists;
 - (b) the state of local emergency was declared in contravention of subsection 11(5.1);
 - (c) the local authority has not satisfactorily provided the information requested by the co-ordinator under subsection 11(6); or
 - (d) the information provided in response to a request made under subsection 11(6) does not demonstrate a need for the local authority to have powers under subsection 12(1) to resolve the major emergency or disaster.

Upon terminating the state of local emergency, the minister must cause the details of the termination to be communicated by the most appropriate means to the local authority and residents of the affected area.

Regulations Act not applicable

- 15(3) *The Regulations Act* does not apply to the termination of a state of local emergency under subsection (2).

S.M. 1989-90, c. 90, s. 13; S.M. 2013, c. 12, s. 13.

PART IV DISASTER ASSISTANCE

Recovery of expenditures

- 16 Where any expenditure with respect to an emergency or disaster is made by the government of Manitoba to or for the benefit of a municipality, it may be required to pay to the Minister of Finance the amount thereof or such portion thereof and on such terms as may be specified by the Lieutenant Governor in Council.

Disaster assistance for loss

- 16.1(1) The Emergency Measures Organization may provide disaster assistance to any claimant described in clause 2(3)(d) for loss resulting from a disaster, in accordance with the policy and guidelines for disaster assistance approved by the Lieutenant Governor in Council.

Disaster assistance is gratuitous

- 16.1(2) Any disaster assistance granted under this Act is gratuitous and, subject to subsection 17(6), is not subject to appeal or review in any court of law.

S.M. 1997, c. 28, s. 10; S.M. 2002, c. 26, s. 6; S.M. 2013, c. 12, s. 14.

Establishment of Disaster Assistance Appeal Board

- 17(1) The Lieutenant Governor in Council shall appoint a board to be known as the Disaster Assistance Appeal Board consisting of three or more persons.

Appointing additional members

- 17(1.1) Without limiting the generality of subsection (1), the Lieutenant Governor in Council may at any time appoint additional members to the Disaster Assistance Appeal Board to enable it to carry out its duties under this Act, *The Water Resources Administration Act* and *The Red River Floodway Act*.

Chairperson and vice-chairperson

- 17(2) The Lieutenant Governor in Council shall appoint one of the persons appointed under subsection (1) as the chairperson of the Disaster Assistance Appeal Board and another as vice-chairperson.

Role of the vice-chairperson

17(2.1) The vice-chairperson has the authority of the chairperson if the chairperson is absent or unable to act, or when authorized by the chairperson.

Term of office

17(3) The members of the Disaster Assistance Appeal Board shall hold office for such term as may be fixed in the order appointing them and thereafter until their successors are appointed.

Remuneration

17(4) The members of the Disaster Assistance Appeal Board who are not civil servants may be paid such remuneration and out-of-pocket expenses as may be authorized by the Lieutenant Governor in Council.

Rules of procedure

17(5) The Disaster Assistance Appeal Board may make rules governing its procedure and is responsible to the minister for the performance of its duties.

Board may sit in panels

17(5.1) The Disaster Assistance Appeal Board may carry out its duties under this Act, *The Water Resources Administration Act* and *The Red River Floodway Act* in panels of not fewer than three members.

Chairperson to determine panel membership

17(5.2) The chairperson is to determine which members of the Disaster Assistance Appeal Board are to constitute the panel to hear an appeal under this Act or decide an appeal under *The Water Resources Administration Act* or *The Red River Floodway Act*.

Decision of panel is a decision of the Board

17(5.3) A decision of a panel about an appeal under this Act, *The Water Resources Administration Act* or *The Red River Floodway Act* is the decision of the Disaster Assistance Appeal Board.

Disaster assistance appeal

17(6) A claimant may appeal a decision of the Emergency Measures Organization respecting claims for specific losses or expenses for disaster assistance to the Disaster Assistance Appeal Board.

Duties of board

17(7) The Disaster Assistance Appeal Board shall

- (a) set a fee payable by an appellant for the hearing of an appeal;
- (b) hear appeals from the disposition of claims for disaster assistance by the Emergency Measures Organization;
and
- (c) dispose of an appeal by confirming, varying or setting aside the decision of the Emergency Measures Organization with respect to disaster assistance.

No further appeal

17(8) A decision of the Disaster Assistance Appeal Board under clause (7)(c) is not subject to appeal or review in any court of law.

Annual report

17(9) Within six months after the end of each fiscal year, the Disaster Assistance Appeal Board shall submit to the minister a report of its activities during that fiscal year.

S.M. 1997, c. 28, s. 11; S.M. 2002, c. 26, s. 6; S.M. 2004, c. 18, s. 14; S.M. 2008, c. 28, s. 6; S.M. 2013, c. 12, s. 15.

PART V

GENERAL PROVISIONS

Protection from liability

18(1) No action or proceeding may be brought against any person acting under the authority of this Act, including a member of an assisting force, for anything done, or not done, or for any neglect

(a) in the performance or intended performance of a duty under this Act; or

(b) in the exercise or intended exercise of a power under this Act;

unless the person was acting in bad faith.

Prerogative writs not to apply

18(2) No person acting or purporting to act in accordance with the provisions of this Act or the regulations shall be restrained in performing that act or be subject to any proceedings by way of injunction, mandamus, prohibition or certiorari.

S.M. 2005, c. 12, s. 6.

Apprehension — failure to comply with emergency evacuation order

18.1(1) If a peace officer reasonably believes that a person has failed to comply with an evacuation order made under section 12, and the person continues to refuse to comply with the order after being requested by the peace officer to evacuate, the peace officer may

(a) apprehend the person, without a warrant, for the purpose of taking the person to a place of safety; and

(b) take the person, or cause the person to be taken, to a place of safety.

Entry into premises — emergency evacuation order

18.1(2) For greater certainty, where a peace officer reasonably believes that a person who has failed to comply with an evacuation order made under section 12 may be found within any premises, including a dwelling, the peace officer may enter the premises, without a warrant, in order to carry out anything authorized under subsection (1).

Reasonable force

18.1(3) A peace officer may use reasonable force to carry out any action authorized under this section.

Information that must be provided

18.1(4) A peace officer who apprehends a person under subsection (1) must promptly inform the person of the reason for the apprehension, and advise the person as to the place of safety to which he or she is being taken. A peace officer is not required to inform the person of his or her right to counsel or give the person an opportunity to consult counsel during the period of apprehension provided that the person is released immediately upon being taken to a place of safety.

Minimum period of apprehension

18.1(5) A period of apprehension under this section must be no longer than is reasonably required to give effect to the evacuation order by taking the person to a place of safety. The person apprehended must be released immediately upon being taken to a place of safety.

S.M. 2013, c. 12, s. 16.

Order to pay costs

18.2(1) The co-ordinator may, by order, require a person who was apprehended under section 18.1 to pay the costs incurred by the government of any action taken under that section in relation to the person.

Enforcement of order

18.2(2) An order to pay costs may be filed in the Court of Queen's Bench and enforced as if it were an order of the court.

S.M. 2013, c. 12, s. 16.

Cost recovery by municipality

18.3 All costs that a municipality incurs respecting action taken under section 18.1 in relation to a person are a debt owing by that person to the municipality, and the municipality may collect the debt from the person in the same manner as taxes may be collected.

S.M. 2013, c. 12, s. 16.

19 [Repealed]

S.M. 2005, c. 17, s. 82.

Offence

20(1) A person commits an offence where that person

- (a) fails to comply with an order made under section 12 by the minister or a local authority;
- (a.1) interferes with or obstructs the operation or intended operation of, or damages, any emergency infrastructure, whether or not a state of emergency or a state of local emergency has been declared;
- (b) interferes with or obstructs a person in the exercise of any power or the performance of any duty conferred or imposed by this Act or the regulations; or
- (c) contravenes this Act or the regulations.

Definition

20(1.1) For the purpose of clause (1)(a.1), "**emergency infrastructure**" means any works, infrastructure or thing — including water control works as defined in *The Water Resources Administration Act* — that is or may be needed to

- (a) prevent an emergency or disaster from occurring or reduce the likelihood of such an occurrence; or
- (b) reduce the effects of an emergency or disaster.

Arrest without warrant

20(1.2) A peace officer who witnesses a person apparently committing an offence under subsection (1) may arrest the person without a warrant, but only if detaining the person is necessary to

- (a) establish the person's identity;
- (b) secure or preserve evidence relating to the offence; or
- (c) prevent the continuation or repetition of the offence or the commission of another offence.

Penalty

20(2) Subject to subsection (3), a person who commits an offence under subsection (1) is liable on summary conviction to imprisonment for a term of not more than one year or a fine of not more than \$10,000., or both.

Penalty — failing to comply with evacuation order

20(3) A person who fails to comply with an evacuation order made under section 12 is liable on summary conviction to a fine of not more than \$50,000., or imprisonment for a term of not more than one year, or both.

S.M. 1997, c. 28, s. 12; S.M. 2006, c. 9, s. 12; S.M. 2013, c. 12, s. 11 and 17.

Evidence of declaration or order

20.1 In a proceeding under this Act in which proof is required as to the existence or contents of

- (a) a declaration of a state of emergency or state of local emergency; or
- (b) an order made under section 12;

a certified or notarized copy of the declaration or order is admissible in evidence as proof of the statements contained in the declaration or order. Proof of the signature of the minister or members of the local authority is not required.

S.M. 1997, c. 28, s. 8; S.M. 2006, c. 9, s. 8; S.M. 2013, c. 12, s. 11.

Act to prevail

21(1) Where there is a conflict between any provision of this Act and a provision of any other Act of the Legislature, the provision of this Act prevails.

Minister's order to prevail

21(2) Where there is a conflict between an order of the minister made under section 12 and

- (a) an order of a local authority made under section 12; or
- (b) a provision of, or an order made under, any other Act of the Legislature;

the minister's order prevails.

S.M. 2002, c. 26, s. 13; S.M. 2006, c. 9, s. 13; S.M. 2013, c. 12, s. 11.

Repeal

22 *The Emergency Measures Act* being chapter E80 of the *Continuing Consolidation of the Statutes of Manitoba* is repealed.

Reference in C.C.S.M.

23 This Act may be referred to as chapter E80 of the *Continuing Consolidation of the Statutes of Manitoba*.

Commencement of Act

24 This Act comes into force on the day it receives the royal assent.

The DFA Program

When a widespread disaster strikes and creates an unreasonable financial burden, disaster financial assistance (DFA) may be made available for eligible costs. DFA is intended to restore eligible property to a habitable and functional state.

Assistance is generally provided to help local governments, occupied private residential properties, full-time farmers, small businesses and some non-profit organizations.

More information can be found at www.manitobaemo.ca/dfa

or

Contact EMO at:

Phone: 204-945-3050

Toll free: 1-888-267-8298 (within Manitoba)

Fax: 204-948-2278

Email: dfa@gov.mb.ca

Website: manitobaemo.ca

Mail: 8th Floor, 259 Portage Avenue

Winnipeg MB R3B 2A9

EMERGENCY MEASURES ORGANIZATION

Application for Disaster Financial Assistance

Instructions:

1. Please fill out all sections on this application. Print clearly.
2. Return completed applications to EMO or your Municipal Office.



Claim Type: ☐ Home ☐ Farm ☐ Business ☐ Non-profit Organization

First Name, Business or Organization Name shown on property tax bill				Middle Name Initial		Last Name		
Mailing Address						City, Town, Village		
Province				Postal Code		Contact person name (if different than above)		
Phone Numbers	Home			Work		Cell		
Email Address								
Date of Loss From	(dd)	(mm)	(yyyy)	To	(dd)	(mm)	(yyyy)	Type of Event (flood, heavy rains, windstorm, tornado, etc.)
Damaged Property Information								
Address of damaged property (if different from the address above)				Local Authority of damaged property (Municipality, City, Town)			Tax Roll Number(s) of damaged property	

Please check the type of application. Indicate the types of damages and / or losses incurred.

Residential	<input type="checkbox"/> Homeowner, or <input type="checkbox"/> Tenant
	Damage to my principal residence: <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Home is NOT habitable
Commercial	<input type="checkbox"/> My farm or business has gross annual revenues between \$10,000 - \$2,000,000 per year
	<input type="checkbox"/> I am the day-to-day manager of my business
	<input type="checkbox"/> My damages are for crop losses only

Briefly describe the damages / and or losses. If flooding occurred, include how the water entered your home:

Briefly describe the status of your property insurance coverage related to the damages and / or losses:

2) Is the person filling out this application the Registered Property Owner? ☐ Yes ☐ No

For additional information visit:
www.manitobaemo.ca or call 1-888-267-8298

Emergency Measures Organization
1525 - 405 Broadway
Winnipeg, Manitoba R3C 3L6
Phone: 204-945-3050 or toll free 1-888-267-8298
Fax: 204-948-2278 Email: dfa@gov.mb.ca

OFFICE USE ONLY

Date Received: _____

Claim Number: _____



TOWN OF THE PAS

EMERGENCY PLAN

Appendix “E”

Municipal Legislation

TOWN OF THE PAS

EMERGENCY CONTROL COMMITTEE

Major Responsibility:

The Emergency Control Committee shall be responsible for fulfilling the responsibilities of the Town of The Pas under the Manitoba Emergency Measures Act plus the overall control of the response of the Town to a disaster situation.

Responsibilities:

1. To cause to be prepared a municipal emergency response plan and program for the Town.
2. To appoint a member of the Emergency Response Group who shall be responsible to prepare the municipal emergency response plan and program.
3. To recommend to Council the Town of The Pas Emergency Response Plan and Program.
4. To receive, at least once per year, a progress report of the activities in regard to the Towns Emergency Preparedness Planning.
5. To submit for approval the Town of The Pas Municipal Emergency Response Plan.
6. To exercise the overall responsibility for the planning and coordination of the emergency measures response of the Town.

Authority:

The Emergency Control Group upon notification to all of Council that the Town of The Pas Emergency Operations Centre has been fully implemented or upon a declaration of a state of Local Emergency shall assume all the responsibilities of the Local Government Authority as outlined within the Manitoba Municipal Act.

The operating procedures of the Emergency Control Group shall be those as outlined in the Town of The Pas Procedural By-law.

Membership:

The Emergency Control Group shall consist of:

- a) Voting Members
 - Mayor and the full membership of Council
- b) Non-voting members
 - the Chief Administrative Officer

Chair:

The Chair shall be the Mayor.

Secretary:

The Chief Administrative Officer or an individual otherwise appointed by the CAO shall act as Secretary to the Emergency Control Group.



TOWN OF THE PAS

EMERGENCY PLAN

Appendix “F”

Mitigation

MITIGATION:

Mitigation is the process of evaluating the various aspects of an activity or event in order to determine the strengths and weakness of the response. From this analysis it can be determined which are the necessary actions in order to maintain the strengths and improve upon the weaknesses of any response to an activity or event. Within any Emergency Planning Mitigation, the analysis may involve:

1. The development of a plan, regulations or legislation to eliminate the primary cause of the event.
2. The development of regulations or legislation to limit the impact of an event.
3. The development of new procedural activities to improve business and individual responses to the event or improve the municipality's response to the event.
4. The provision of new equipment to assist operating Departments to respond to the event in a more effective and efficient manner.
5. The implementation of alterations to the Town of The Pas Response Plan.

MITIGATION ANALYSIS PROCESS:

Operationally there are 3 possible Event Mitigation Scenarios that could directly affect the Town of The Pas Emergency Measures Organization. In order these are:

1st The evaluation of an Emergency Measures Event Response:

Clearly after a response by the Town's Emergency Measure Response Team is complete there is a requirement to undertake an analysis of the effectiveness and efficiency of the overall departmental and EMO response. Out of this analysis may come suggestions and recommendations to improve, maintain or alter the EMO Hazard Response Plan. This process is outlined in Figure 1.

2nd The evaluation of a Departmental Response that escalates with EMO Participation:

Emergencies, large and small, occur almost daily. In most situations, they are handled totally by the Municipal 1st Response Units without the participation of the Municipal EMO Response Team. On those rare occasions when the involvement of the EMO Response Team, whether in part or as a whole response, is requested it is essential to determine the effectiveness of the EMO Response. In many cases there is no requirement for significant additional planning for the EMO Response Team's efforts. In some situations, there may be a requirement for additional planning to improve the response to an existing identified community hazard or the development of a new EMO Planning Scenario. This process is outlined in Figure 2.

3rd The introduction or discovery of a new Community Hazard:

New potential community hazards are being identified on an ongoing basis. Whether the situation is a West Nile Virus or 9-11 it is incumbent upon the EMO Response Team to give consideration to the development of a plan to respond to similar events within the community. This process is outlined in Figure 3.

EMERGENCY MITIGATION PROCESS EMERGENCY MEASURES EVENT RESPONSE

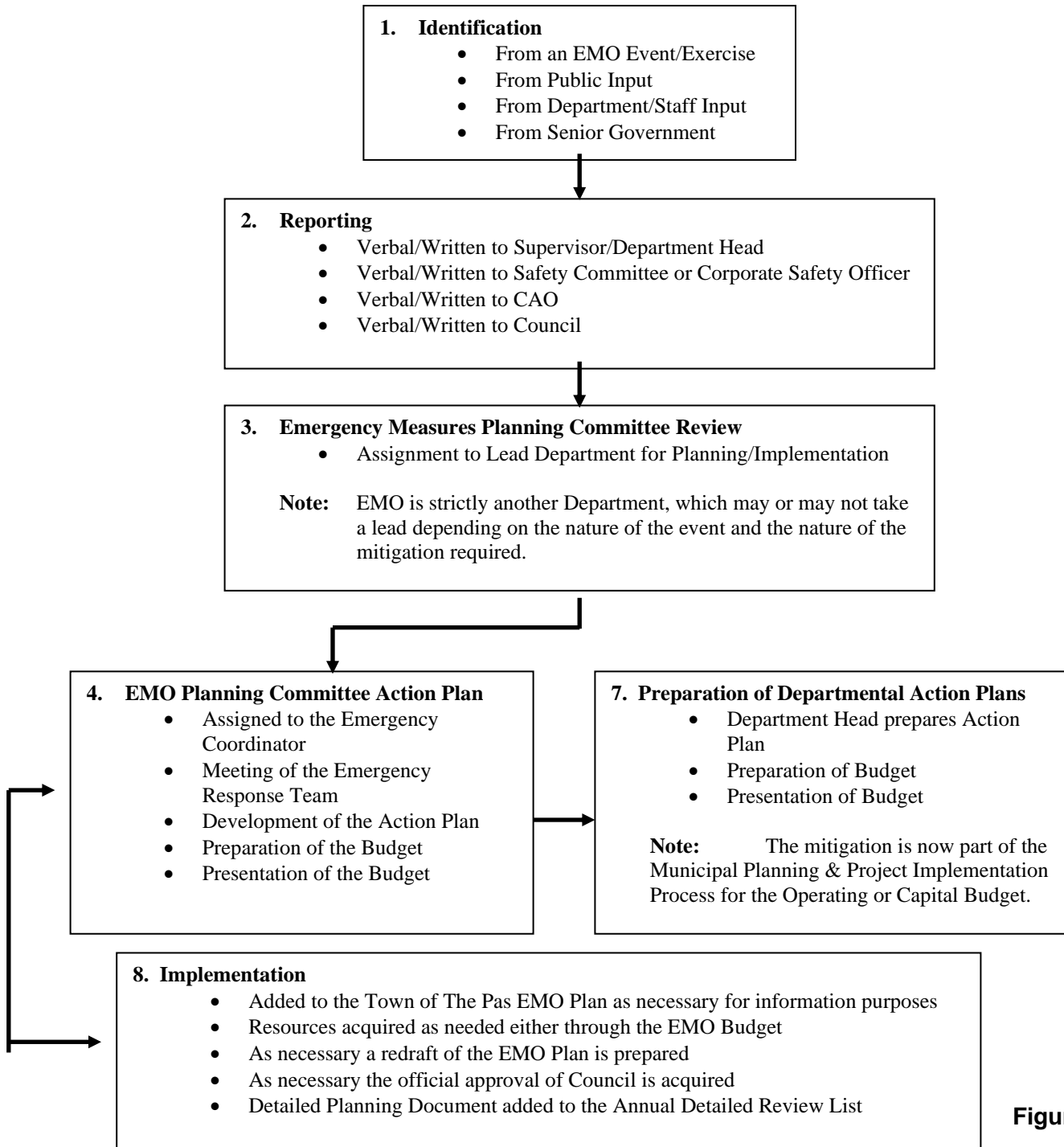


Figure 1

EMERGENCY MITIGATION PROCESS DEPARTMENTAL EVENT RESPONSE

2. Identification

- From a 1s Response Event
- From Day-to-day Operations
- From Public Input
- From Department/Staff Input

3. Reporting

- Verbal/Written to Supervisor/Department Head
- Verbal/Written to Safety Committee or Corporate Safety Officer
- Verbal/Written to CAO
- Verbal/Written to Council

4. Management Review

- Assignment to Lead Department for Planning/Implementation

Note: EMO is strictly another Department, which may or may not take a lead depending on the nature of the event and the nature of the mitigation required.

5. EMO Planning Committee Action Plan

- Assigned to the Emergency Coordinator
- Meeting of the Emergency Response Team
- Development of the Action Plan
- Preparation of the Budget
- Presentation of the Budget

4. Departmental Action Plan

- Department Head prepares Action Plan
- Preparation of Budget
- Presentation of Budget

Note: The mitigation is now part of the Municipal Planning & Project Implementation Process for the Operating or Capital Budget.

5 Implementation

- Added to the Town EMO Plan as necessary for information purposes
- Resources acquired as needed either through the EMO Budget or Departmental Budgets
- As necessary a redraft of the EMO Plan is prepared
- As necessary the official approval of Council is acquired
- Detailed Planning Document added to the Annual Detailed Review List

Figure 2

THE TOWN OF THE PAS EMERGENCY MITIGATION PROCESS NEW EVENT RESPONSE

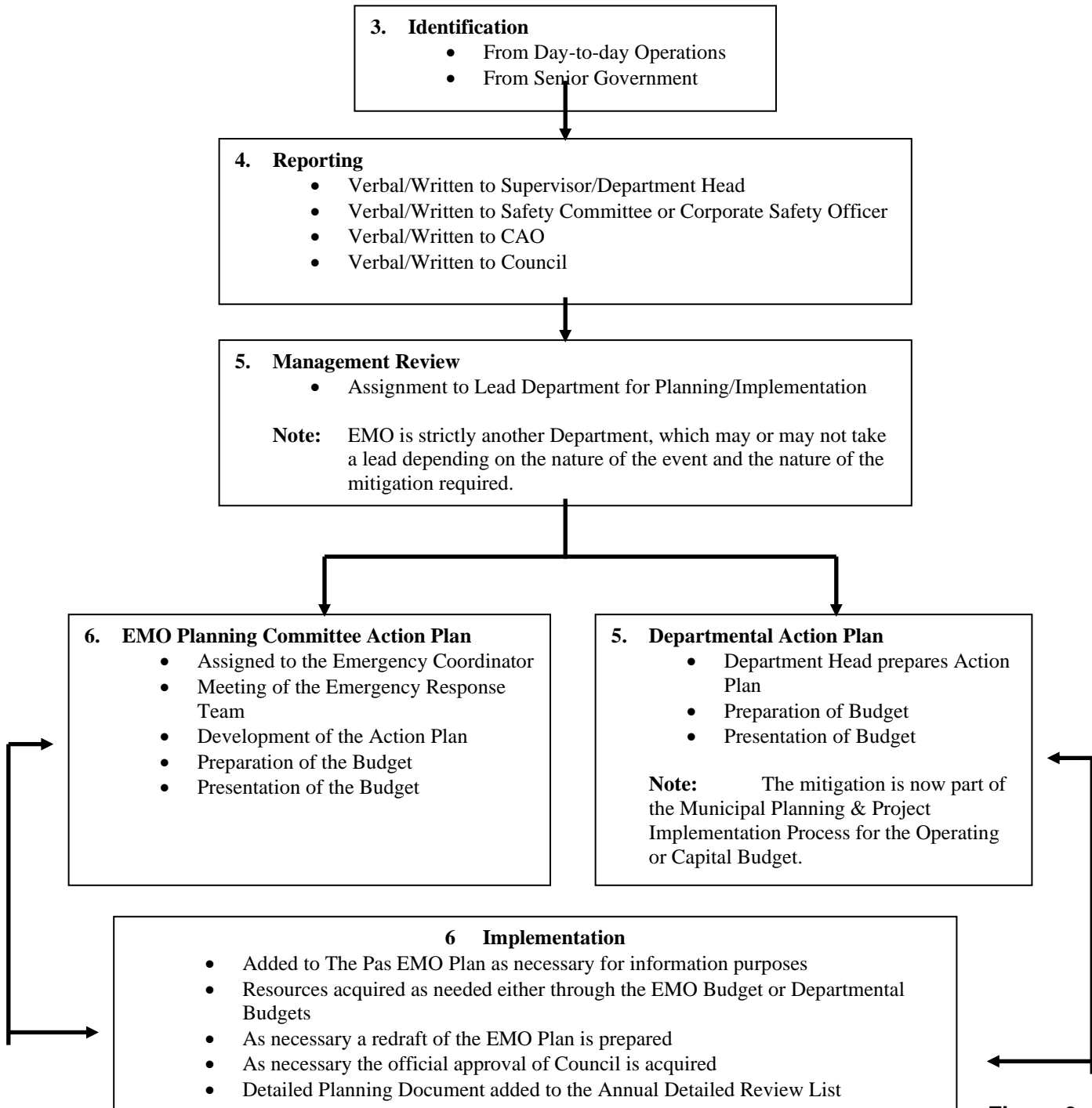


Figure 3



TOWN OF THE PAS

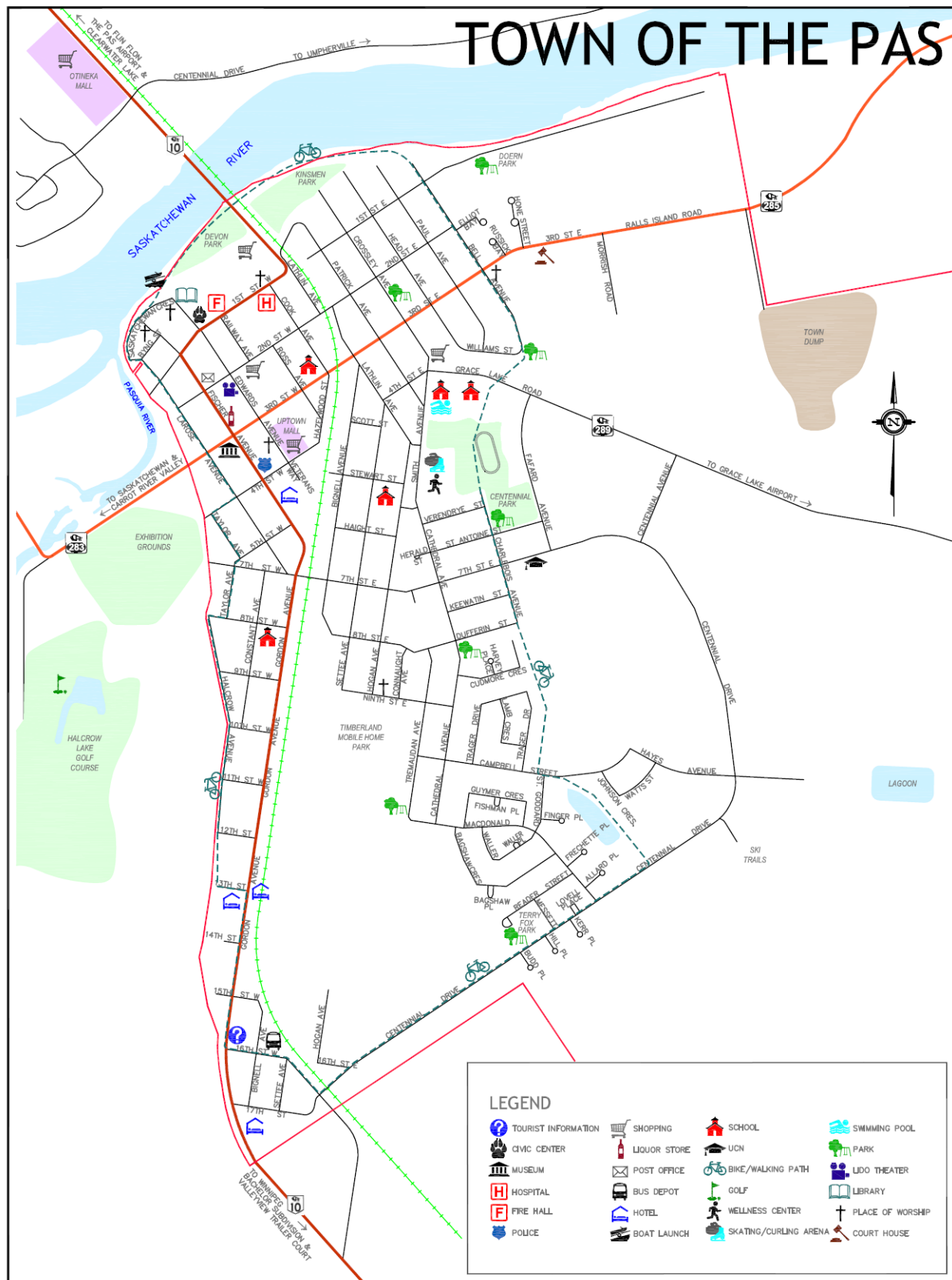
EMERGENCY PLAN

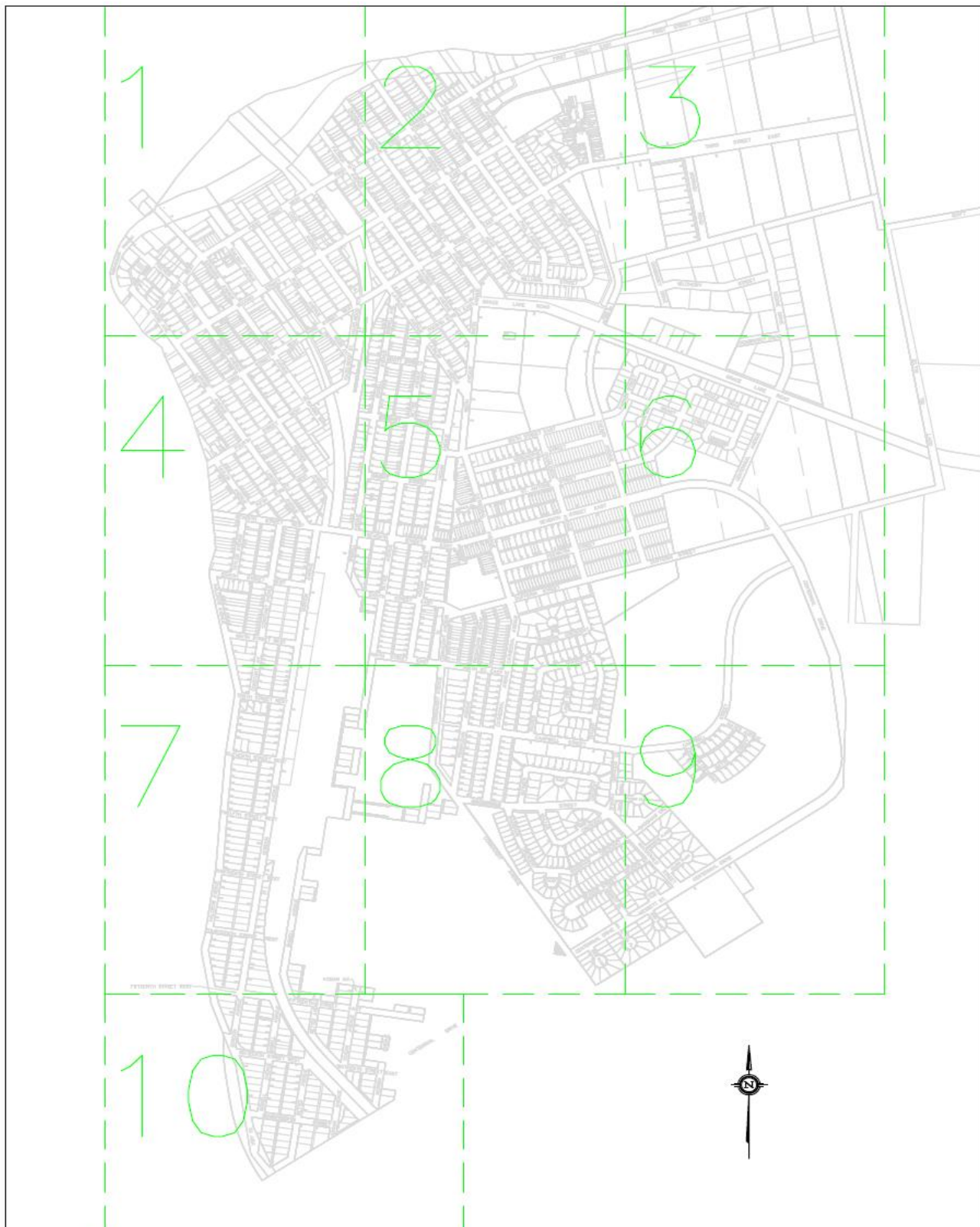
Appendix “G”


Maps & Drawings

The Town of The Pas Emergency Plan mapping system shall be placed on the walls in the EOC.

These maps will also be on the hard drive of the Emergency Plan jump drives.






	TOWN OF THE PAS ENGINEERING DEPARTMENT	DRAWING TITLE	DRAWN BY	SCALE (METRIC)
		Town Of The Pas Map with Street Name & House #	P.R.	N.T.S.
		CAD FILE	DATE	DRAWING No.
		FAB-1-2012	August 13, 2013	0_Overall View

SECTION 1



	TOWN OF THE PAS ENGINEERING DEPARTMENT	DRAWING TITLE Town Of The Pas Map with Street Name & House #		DRAWN BY P.R.	SCALE (METRIC) N.T.S.
		CADD FILE FAB-1-2012		DATE August 13, 2013	DRAWING No. 1

SECTION 2




TOWN OF THE PAS
ENGINEERING DEPARTMENT

DRAWING TITLE	DRAWN BY	SCALE (METRIC)
Town Of The Pas Map with Street Name & House #	P.R.	N.T.S.
CAD FILE	DATE	DRAWING No.
FAB-1-2012	August 13, 2013	2

SECTION 3



	TOWN OF THE PAS ENGINEERING DEPARTMENT	DRAWING TITLE Town Of The Pas Map with Street Name & House # CAD FILE FAB-1-2012	DRAWN BY P.R. DATE August 13, 2013	SCALE (METRIC) N.T.S. DRAWING No. 3

SECTION 4

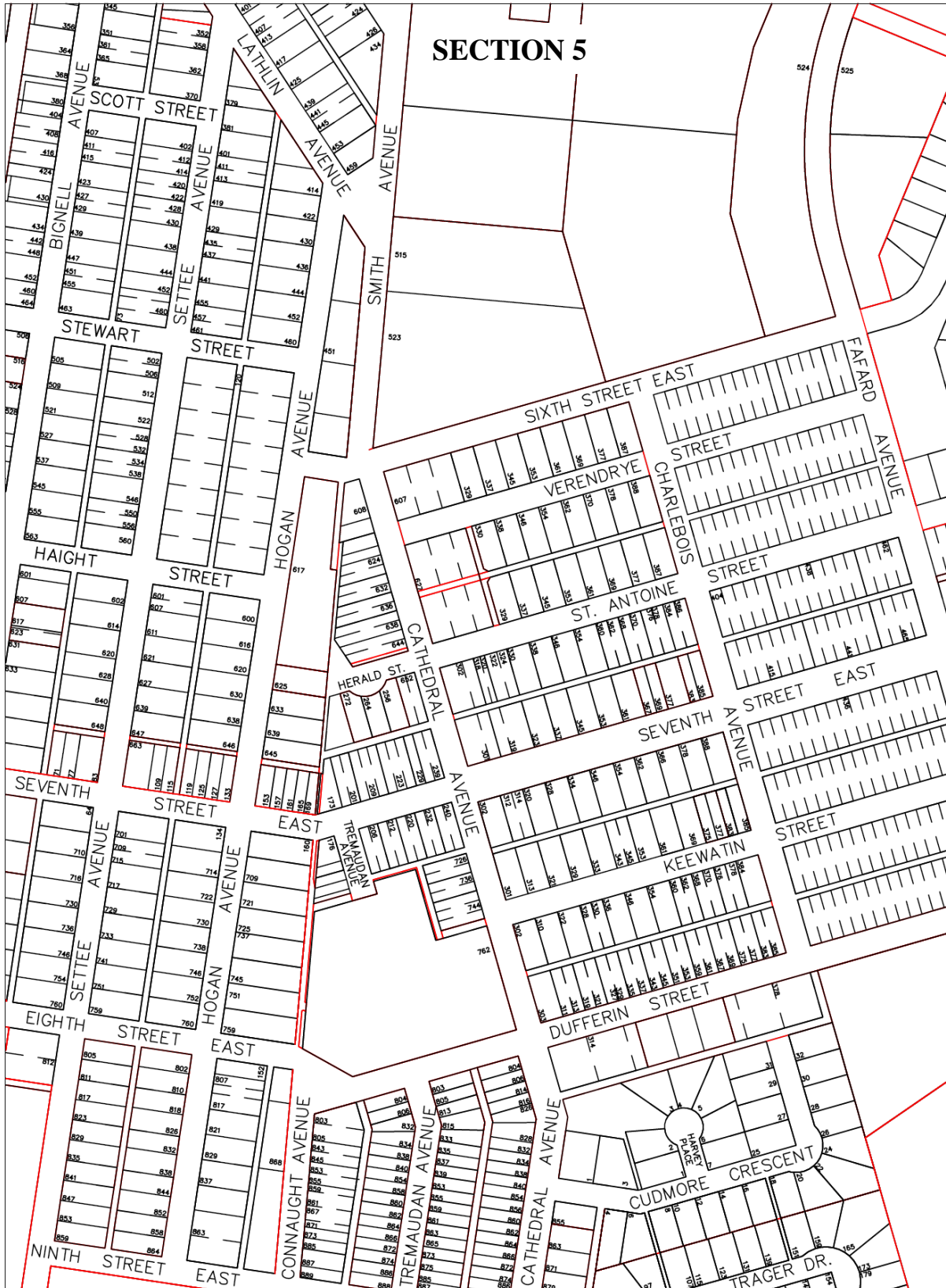



TOWN OF THE PAS
ENGINEERING DEPARTMENT

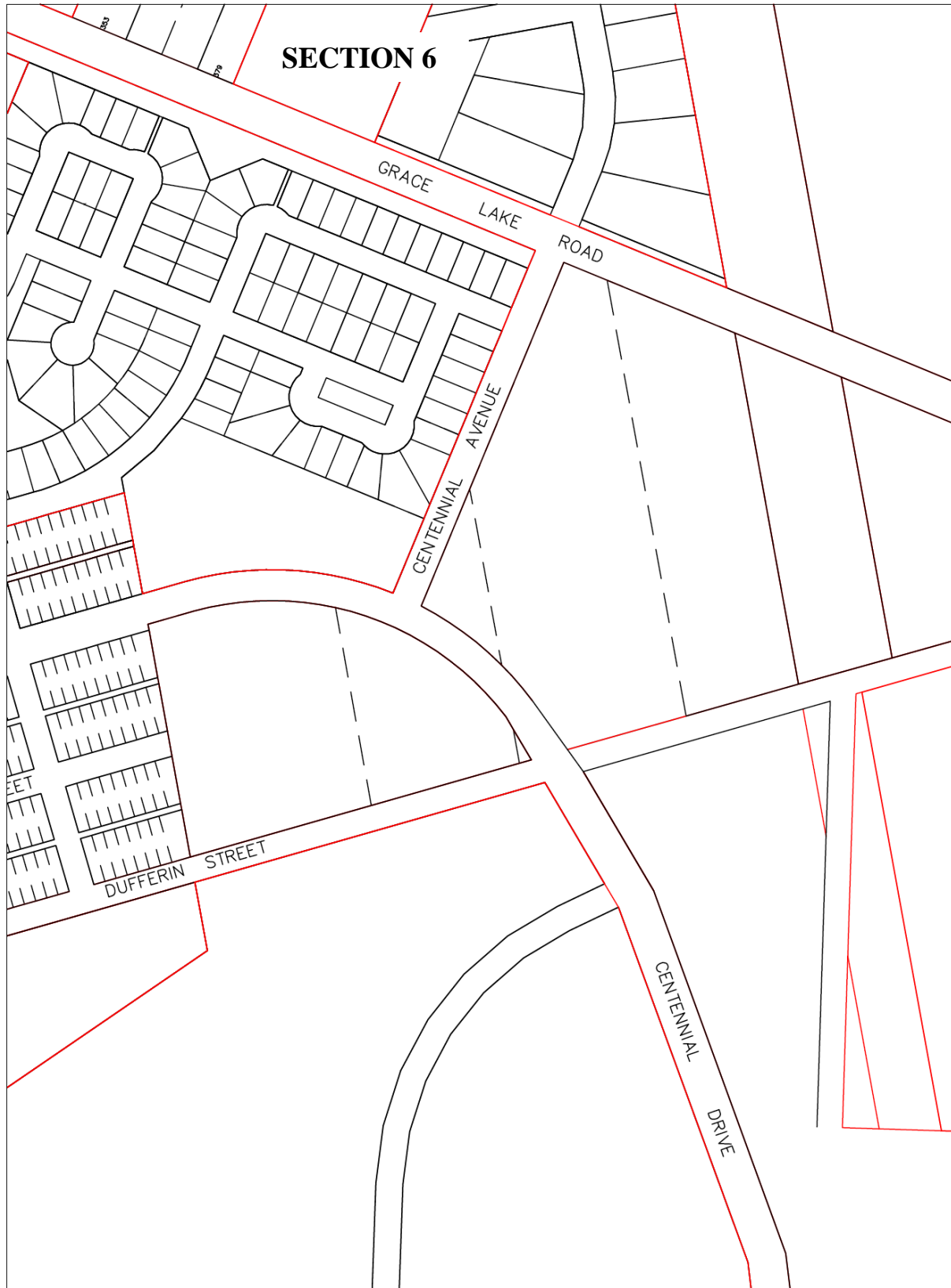
DRAWING TITLE
Town Of The Pas Map with Street Name & House #
DIO FILE
FAB-1-2012


DRAWN BY
P.R.
DATE
August 13, 2013

SCALE (METRIC)
N.T.S.
DRAWING No.
4

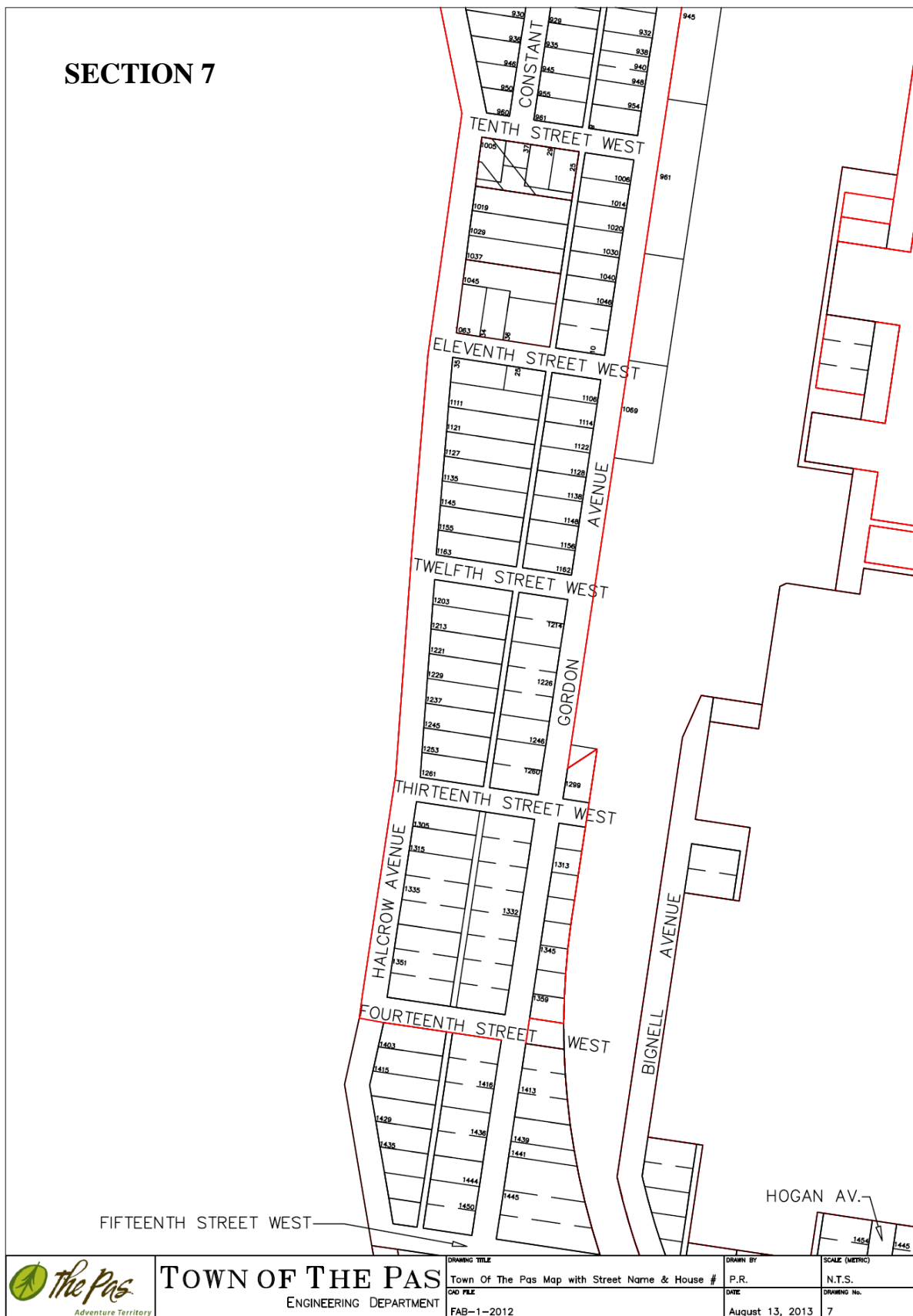


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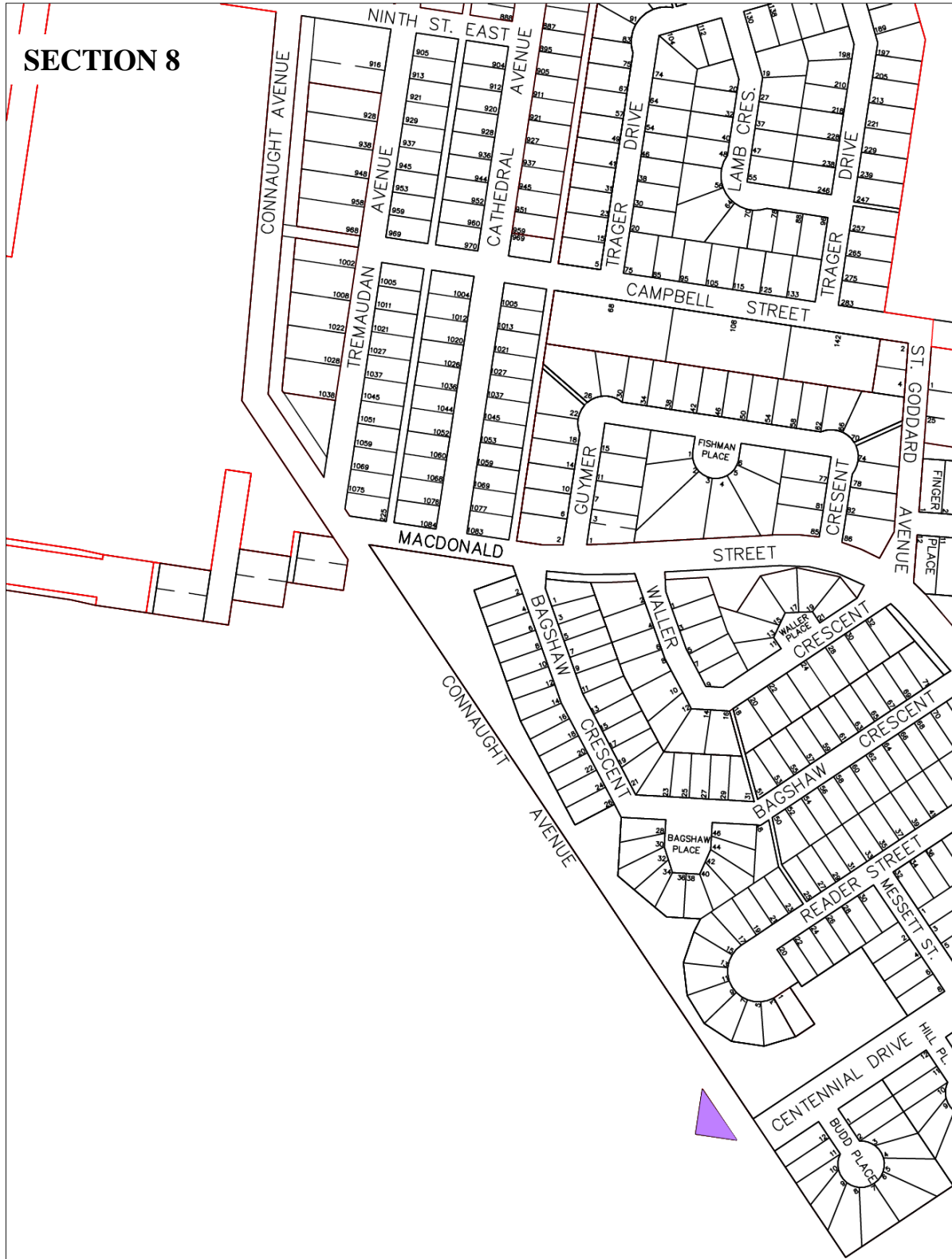


 The Pas Adventure Territory	TOWN OF THE PAS ENGINEERING DEPARTMENT	DRAWING TITLE	DRAWN BY	SCALE (METRIC)
		Town Of The Pas Map with Street Name & House #	P.R.	N.T.S.
		CAD FILE	DATE	DRAWING No.
		FAB-1-2012	August 13, 2013	6

SECTION 7



SECTION 8



TOWN OF THE PAS
ENGINEERING DEPARTMENT

DRAWING TITLE
Town Of The Pas Map with Street Name & House #
CAG FILE
FAB-1-2012

DRAWN BY
P.R.
DATE
August 13, 2013

SCALE (METRIC)
N.T.S.
DRAWING NO.
8

SECTION 9



TOWN OF THE PAS
ENGINEERING DEPARTMENT

DRAWING TITLE
Town Of The Pas Map with Street Name & House #
CADD FILE
FAB-1-2012

DRAWN BY
P.R.
DATE
August 13, 2013

SCALE (METRIC)
N.T.S.
DRAWING NO.
9



TOWN OF THE PAS
ENGINEERING DEPARTMENT

GRAPHIC TITLE
Town of The Pas with Street Name & House #
08 FEB
FAB-1-2012

DRAWN BY
P.R.
DATE
August 13, 2013

SCALE (AS SHOWN)
N.T.S.
SHEET NO.
10

SECTION 10





TOWN OF THE PAS

EMERGENCY PLAN

BOOK 2

Emergency Social Services Resources

Concession/Cafeteria

[illegible]

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Clothing

[illegible]

Laundromat

[illegible]

Housing

[illegible]

Food

[illegible]

Restaurant

Location	Contact Person	Telephone Number
Pizza Hut Express Robins's Donuts	Michael O'Rourke	623-7888(w) 623-2691(h) 623-0288(c)
Pyrogos Pizza	Scott Burkart	623-2250(w)
Venus Pizza	Nicolas Panareitis	623-6673(w)
Good Thymes	Robert Haukass	623-2412(w) 624-5747(h) 623-0284 (c)
A & W	Jennifer Berg	623-2246(w)
McDonalds	Darryl Assailly	623-7025(w)
Tim Hortons	Katherine Sanderson	623-1480(w) 620-5664(c) 623-2839(h)
KFC	Shelley Wilson	623-2120(w) 620-7681 (c)
John & Jessies	Don Brown (owner) Maureen Brown (owner) Margaret Whitehead (manager)	620-9236 620-5514 (c) 623-3598 (h) 204-620-0046
Wescana Inn	Alan Gibb	623-2531(h) 623-5446(w) 620-0513(c)
Fat Boy's	Tajus Patel Chetan Patel	623-6322(w)
Dairy Queen	Pratik Patel	1-306-202-8047 620-8082
Lyets	Margaret Commodore	623-7996(w) 623-6679(h) 624-5103
Kikiwak Inn	Debbie Custer	623-1800(w) 623-0976 (c)
Domino's Pizza	Ross Carlton	627-4567

Church

[illegible]

Halls

Location	Capacity	Accommodations	Contact Person	Telephone Number
Norlite	150		Betty or Ed Olson	620-2741 or 623-3021
The Pas Metis Hall	350		Shirley Grosky	623-4558
Royal Canadian Legion	273		Glenda Stevons	623-5336 620-0826
Carrot Valley Hall	200		Joy Koshel	623-6501

School Facilities
(Subject to the approval by each School Administration)

	Capacity	Capacity		
Location	Meeting	Accommodations	Contact Person	Telephone Number
Scott Bateman			Kelly Wadelius Dave Koshel	623-3411(w) 620-7150(c)
MBCI			Pat Barry	
Kelsey Learning Centre			Heather Marlow	623-1420(w)
University College of the North	Number of different sized rooms – depending on time of the year	88 people	Mark Molyneux	204-627-8102(w) 204-623-0992 431-355-0726(c)
Opasquia			Cam Nagle Krista Moisan	623-3459 (w) 623-1504(h)
Kelsey Community School			Jay Marin Dori Hnidy	623-7421(w) 623-4503(h) 623-7421(w) 624-5670(h) 623-0698(c)

After school hours contact: On Call: 204-620-0384
 Graham Kahler: 623-6421(w) 682-7689(w) 620-5707(c)
 Rick Rousson: 623-2952(w) 627-7192(c)
 Superintendent – Cully Robinson

Reception Centres

Location	Contact Person	Telephone Number
Roy H. Johnston Arena	Jomar Cruz	204-627-1114(w) 204-620-2535(c)
The Pas Regional Library	Caitlyn Henderson	204-623-2023(w) 306-361-2684(c)

TRANSPORTATION

BUSES

[illegible]

DELIVERY TRUCKS

Delivery Trucks	Contact Person	Phone Number
Gardewine North	Mike Cook	623-5419(w) 793-2499 (c)
Purolator	Wayne Anderson	620-1020
Allan Scott Moving	Allan Scott	431-229-3333
The Grub Box	Bruce Morrish	623-6469(w) 624-5534(h)
		620-0429(c)
	Barb Morrish	620-0421(c)

TOWN OF THE PAS VEHICLE AND EQUIPMENT TYPE

	Year	Vehicle/Equipment		Year	Vehicle/Equipment
1	1999	MT Trackless Snowplow	31	2013	Chev 2500 4x4
2	1998	Saskatoon Boiler	32	2012	GMC 2500 4X4
3	1996	Saskatoon Boiler	33	1998	Dodge Caravan
4	1966	Lincoln Portable Welder	34	2002	Ford 150
		Generators	35	1994	Dodge Van 350
5	1994	Yamaha EF 3800	36	2005	Dodge D150
6	1996	Honda 3500	37	2002	Montana Van
7	1996	Honda 3500	38	2008	Freightliner Dump Tandem
8	1978	P. Air Compressor 125 CFM	39	2001	Garbage Truck
9		Plate Compactors	40	1998	GMC 7500 – Sander
10	1979	Mikas Plate	41	1995	Ford F700 Dump Truck
11	1966	Bomag	42	2011	Vactor
12	1992	Bink Paint Sprayer	43	2007	Freightliner Dump Tandem
13	1988	Asphalt Cutter – Walk Behind	44	1993	Ford F700 Dump Truck
14	1971	Bombardier Sidewalk Plow	45	2012	International Garbage Truck
15	1997	Streco Lima Sewer Jet	46	2008	Freightliner Single Ax Dump
16	1982	DBH Thawing machine	47	2002	P3919D Elgin Street Sweeper
17	1990	24' Tri Axcel Trailer	48	1994	816 B Cat Compactor
18	1988	Utility Trailer	49	1990	P629D Elgin Street Sweeper
19	1985	Wacker Roller Compactor	50	2006	214-4TPC JCB Backhoe
20	1981	Monarch Cement Mixer	51	2002	L70D Volvo Loader
21	2002	8" Gorman Rupp Pump	52	1985	60E International Payloader
22	1985	2" Monarch Pump	53	2010	Hitachi ZX220W
23	2006	Ford 150	54	2003	G730B Volvo Grader
24	2012	Dodge 1500	55	2012	624K John Deere Loader
25	1995	Ford 150	56	2014	Chev 1500 4x4
	2005	Ford 350			
27	2002	Ford 150			
28	2013	Chev 1500			
29	2013	Dodge Caravan			
30	1997	Ford 250			

ESSENTIAL TELEPHONE NUMBERS

Utilities

Manitoba Hydro Emergency Service After Hours	482-2502 1-888-474-0707
Brad Klippel - District Supervisor Hydro	204-623-9524 or 204-623-0796
Manitoba Telephone System Emergency Services	1-800-889-8780
Municipal Utilities Emergency Services	204-627-1100 or 204-623-2330
Northern Regional Health Home Care/ Primary Health Care	204-623-9650
Canada Severe Weather Reporting Centre	1-800-667-8676

Rail Line

Hudson Bay Rail (24 hrs)	1-888-641-2177 or 627-2007
Keewatin Rail 620-5323 (c)	Jenn Hoskins 623-5255 (w) 623-2462(h)

Town of The Pas

Emergency Plan

Emergency Social Services

Resource Materials

OTHER GOVERNMENT

Most of this material is available in Book 3 of this plan.



TOWN OF THE PAS

EMERGENCY PLAN

BOOK 3

Resources And Capabilities

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EOC GROUP

EMERGENCY FAN-OUT

(see Part 2 – 1.5)

When the emergency telephone fan out system is activated, the person receiving the call will notify the next person below them. If this person cannot be contacted – phone the next person below them.

EOC STAFF

Position(s)	Contact Name	Home #	Business #	Mobile #
Mayor	Andre Murphy			623-0433
Councillor	Carry Atkinson		627-5100	620-2936
Councillor	Larry Forster			623-4412
Councillor	Margaret commodore			623-7996
Councillor	Gary Hopper			617-7710
Councillor	Trent Allen			620-6236
Councillor	Randy Manych			431-355-0145
Chief Administrative Officer	Bola Adedoyin		627-1109	204-922-1948
EMO Coordinator	vacant			
2 nd Alt	Raviteja Amarlapudi		627-1108	438-778-7172
Fire Chief	Byron Shangraw			431-355-0383
1 st Alt	Jacob Geddes			431-355-1516

RECEPTION CENTRE

	TITLE	NAME	Home Ph.#	Work Ph. #	Cell #
SEE ESS VOLUNTEER LIST					
	Manager				
	1 st Alt				
	Clothing Chief				
	1 st Alt				
	Food Chief				
	1 st Alt				
	Registration/Inquiry				
	1 st Alt				
	Personal Services				
	1 st Alt				

ESSENTIAL SERVICES

	TITLE	NAME	Home Ph.#	Work Ph. #	Cell #
	PW	Saman Mirza-Agha		627-1124	620-0628
	1 st . Alt	Tanvir Mahmud		627-1127	
	RCMP	Staff Sergeant Ellsworth		627-6204	780-558-9801
	FIRE Department	Byron Shangraw			431-355-0383

TOWN CONTACTS FOR EMERGENCY SOCIAL SERVICES

	TITLE	NAME	Home Ph.#	Work Ph. #	Cell #
	Coordinator (Province)	Courtney Butler	623-2107	627-8237	620-0558
	1 st Alt (Province)	Anne Danis		687-1717	271-3117
	Coordinator	Shawna Robertson		627-1100	623-0785
	1 st Alt				

Contact Numbers

	CONTACT	Business Ph #	FAX #	CELL #
MB. Drinking Water	Don Michalyk	204-622-2153		204-648-5200
Environmental Emerg	Crystal Huculak	204-627-8248		623-7633 (home)
		204-944-4888(24Hr)		
Public Health	Lorraine Laroque	778-1538		679-0379
Man. Workplace Safety and Health	Bert Linfitt Winnipeg	204-687-1624 204-945-6848(24hr)	204-687-1623	204-687-0872
WCB		1-800-362-3340	204-954-4999	
Regional Health Authority Disaster Management	Ed Hartigan	778-1494		271-0510

PROVINCIAL GOVERNMENT

Manitoba Emergency Measures Organization (EMO) 1-204-945-5555

Regional Emergency Managers:

Interlake - Northern:	Bob Schawritka	794-3574
Western:	Chris Popowic	945-4772
Eastern:	Vacant	

Provincial:

Headquarters: 945-4772 or 1-888-267-8298

Duty Officer: 945-5555

Capabilities: Emergency management advice, on-site assistance to EOCs, coordination of Provincial resources, access to Federal resources, Emergency Mobile Command Centre

Manitoba Agriculture, Food and Rural Initiatives (MAFRI) - Regional:

Name (Contact/Office)	Phone Number(s)	Email Address(es)
Marnie McCracken	627-8255	marnie.mccracken@gov.mb.ca
	623-1839 - fax	
	620-1545 (cell)	

Manitoba Department of Environment & Climate Change - Regional:

Name (Contact/Office)	Phone Number(s)	Email Address(es)
Gaylene Mischuk – Park Region Manager	204-271-1946	gaylene.mischuk@gov.mb.ca
Codie Baker – Park District Manager	204-620-5462	codie.baker@gov.mb.ca
Richard Dean – Park Specialist	204-271-4537	richard.dean@gov.mb.ca

Wildfire Services

Name (Contact/Office)	Phone Number(s)	Email Address(es)
Mark Francis – Operations Manager	204-620-5515	mark.francis@gov.mb.ca
Sam Done – Area Fire Manager	204-623-0713	sam.done@gov.mb.ca
Cheri Cable – Regional Fire Clerk	204-627-8267	cheri.cable@gov.mb.ca

Provincial:

Forest Fire Report Line (24 Hours) Toll Free: 1-800-782-0076

Environmental Accident Reporting Line (24 Hours) 945-4888

Capabilities: Advice and assistance in forest fire operations, direct on-site response to environmental accidents and provide technical environmental advice, advice and assistance in waste disposal

Manitoba Infrastructure and Transportation (MIT)

Regional:

Name (Contact/Office)	Phone Number(s)	Email Address(es)
Kent Midford	627-9184	Kent.Midford@gov.mb.ca
Vince Anderson	620-3350	Vince.Anderson@gov.mb.ca
Larry Yagilnicky (maintenance)	627-8305(w) 620-1536(c)	

Capabilities: Assistance related to Provincial roads, bridges, airports, and water control structures; engineering and technical advice related to flood protection measures; motor carrier enforcement programs including road weight restrictions and special transportation permits

Office of the Fire Commissioner (OFC)

Regional:

Name (Contact/Office)	Phone Number(s)	Email Address(es)
	726-6839 / 724-9483	
Scott Kerbis	726-6855 / 761-0786	Scott. Kerbis@gov.mb.ca

Capabilities: On-site technical advice and/or assistance to municipal fire services; building/structure safety inspection services; provision of an Incident Commander when required by municipality; operation of Provincial Heavy Urban Search and Rescue (HUSAR), Ground Search & Rescue (GSAR), Hazardous Materials and CBRNE Teams

MIT/ Water Control

Regional:

Name (Contact/Office)	Phone Number(s)	Email Address(es)
Len Cooper	620-5559	

Provincial:

Flood Forecasting/Real Time Water Management: (204) 945-6698

Water Control System Management: (204) 945-6474

Water Quality Management: (204) 945-3991

Capabilities: Provide public information on flood forecasts, regulation of water control structures, and flood-related activities; deploy ice jam mitigation equipment; provide permission to cut provincial roads and create water diversions; conduct surface water protection monitoring and well protection programs

Manitoba Hydro

REGIONAL:

Name (Contact/Office)	Phone Number(s)	Email Address(es)
Brad Klippel	623-9524 w 623-0796 c	

Provincial:

24/7 Electric/Natural Gas Emergencies / Power Outages Line: 1-888-624-9376

Capabilities: Advice and assistance regarding emergency electrical or natural gas service, restoration or interruption of electrical energy and natural gas, provision of temporary electrical or natural gas service for emergency operations; provision of heavy or specialized equipment (regional level)

RCMP

Regional:

Name (Contact/Office)	Phone Number(s)	Email Address(es)
Staff Sgt. Glenn Ellsworth	627-6204(w) 780-558-9801(c)	Glenn.ellsworth@rcmp-grc.gc.ca

Capabilities: Site security, coordination of evacuation, policing services, federal investigations

NON-GOVERNMENTAL ORGANIZATIONS (NGOS)

PARTNERS IN DISASTER

Name (Contact/Office)	Phone Number(s)
Salvation Army	(204) 946-9402
St. John Ambulance	(204) 784-7000
Mennonite Disaster Service	(866) 261-1274
Christian Reformed World Relief Committee	(905) 336-2920 or (800) 730-3490
Red Cross	(204) 982-7307

It is recommended that municipalities access the Partners in Disaster through EMO. Information about the services offered by these NGOs is available at <http://www.gov.mb.ca/emo/home/partners.pdf>.

Other Contact Numbers

	CONTACT	Business Ph #	FAX #	CELL #	
MB. Drinking Water	Don Michalyk	204-622-2153		204-648-5200	
Environmental Emerg	Crystal Huculak	204-627-8248		623-7633 (Home)	
		204-944-4888(24Hr)			
Public Health	Lorraine Laroque	778-1538		679-0379	
Man. Workplace Safety and Health	Bert Linfitt Winnipeg	204-687-1624 204-945-6848(24hr)	204-6871623	204-687-0872	
WCB	Whoever answers	1-800-362-3340	204-954-4999		

REGIONAL FEDERAL GOVERNMENT CONTACTS

Example of regional federal government contacts:
Coast Guard, etc.

Federal Department	Capabilities	Contact Name	Location	Phone Number(s)	Email Address(es)
Canada Coast Guard	Evacuation/resources		Winnipeg, MB	204-785-6030	
CASARA	Search and Rescue	Ivan Young	The Pas, MB	623-5183	
		Mike Cull		623-7103	

MUNICIPAL EMPLOYEES

Position	Contact Name	Home #	Business #	Mobile #	Email
C.A.O	Bola Adedoyin		627-1109	204-922-1948	bola@townofthepas.ca
Assistant C.A.O	Raviteja Amarlapudi		627-1108	438-778-7172	raviteja@townofthepas.ca
Municipal Superintendent	Saman Mirza-Agha		627-1124	620-0628	sam@townofthepas.ca

ELECTED OFFICIALS

Position	Contact Name	Home #	Business #	Mobile #	Email
Mayor	Andre Murphy			623-0433	andrem@townofthepas.ca
Councillor	Carrie Atkinson		627-5100	620-2936	carriea@townofthepas.ca
Councillor	Larry Forster			623-4412	larryf@townofthepas.ca
Councillor	Margret Commodore			623-7996	margaretc@townofthepas.ca
Councillor	Gary Hopper			617-7710	garyh@townofthepas.ca
Councillor	Trent Allen			620-6236	trenta@townofthepas.ca
Councillor	Randy Manych			431-355-0145	rmanych@townofthepas.ca

REGIONAL COORDINATORS

Sub-Region	Contact Name	Home #	Business #	Mobile #	Email

NEIGHBOURING COMMUNITIES

Community	Contact Name	Home #	Business #	Mobile #	Email
RM of Kelsey	Jerry Hlady	623-6817	623-7474		Jerry.hlady@mymts.net
RM of Kelsey	Laurie Forbes – RM			623-0899	
OCN	Rhonda Ross		627-4161	620-0710	Rhonda.ross@opaskwayak.ca

EOC PHONE NUMBERS—Subject to Change

Location	Non-Public (Y/N)	Phone Assigned To	Phone Number
81 Edwards Avenue (old KRC)	Non – Public	Town of The Pas	623-7946 623-7952 623-7953

EOC EMAIL ADDRESSES

Email Address	Non-Public (Y/N)	Purpose	Monitored By
info@townofthepas.ca	Public	Information and questions	Shawna Robertson

WEB PAGE

Emergency Information will be posted on the following web page(s):

Page Name/Description	Web Address
Town of The Pas Website	townofthepas.ca
Town of The Pas Community	Facebook

Changing Web Page Content

[describe procedures for changing content on the web page(s)]

The following table indicates who should be contacted to make changes to the web page(s):

Company or Municipal Position	Contact Name	Home #	Business #	Mobile #
Town of The Pas	Bola Adedoyin		627-1109	
	Kelsey Paddock		627-1130	
	Jerome Conaty			204-623-0311

RADIO TYPES AND CHANNELS

Agency	Channel	Radio Type	Location	Powered By	Monitored By
CJ1240	1240		The Pas	Tower	Flin Flon
Arctic Radio	590		Flin Flon	Tower	Flin Flon

EMERGENCY POWER (BACK-UP)

Location of Generator	Contact Name	Home #	Business #	Mobile #
The Pas RCMP	Glenn Ellsworth		627-6204	780-558-9801

ANIMALS

See 1.3.2 Manitoba Agriculture, Food and Rural Initiatives for Livestock.

Examples of animal care:

Veterinarians, animal response groups, animal shelters, individual willing to take in animals, etc.

Business / Group Name	Contact Name	Position	Home #	Business #	Mobile #
Town of The Pas		Dog Catcher		627-1125	620-0638

COMMUNICATIONS

2-Way Radios

	CONTACT	BUSINESS PH.#	HOME PH.#	CELL #
The Pas Fire Dept.	Byron Shangraw			431-355-0383
RCMP	Staff Sgt. Glenn Ellsworth	627-6204		780-558-9801
CKP	Mike Ginger	623-8511		978-3400
EMO				
Dept.of Hwys.	Kent Midford	627-9184		627-9184
Mb. Hydro	Brad Klippel	623-9524		623-0796
Mb. Natural Resources Sustainable Development	Lawrence Huculak	627-8332	623-7633	623-0712
MB Conservation (Dept of Environment & Climate Control)	Gaylene Mischuk			204-271-1946

AMATEUR RADIO EMERGENCY SERVICE (ARES)

Contact Name	Home #	Business #	Mobile #

Workstation(s) in EOC that have electricity and have access to antenna (requirement determined by ARES operator in advance of emergency):

Workstation Location	Instructions/Comments
Fire Hall Training Room	
The Pas RCMP	

MUNICIPAL RADIO RESOURCES

Equipment	Number of Units	Department
CB radios	9	Engineering

RADIO SUPPLY COMPANIES

Company	Contact Name	Home #	Business #	Mobile #
Genes Electronics	Eugene Hrabarchuck	624-5512	623-2969	

RADIO FREQUENCIES / TALK GROUPS

Agency	Channel	Radio Type	Location	Powered By	Monitored By	Rental (Y/N)	Frequency

OTHER COMMUNICATION SYSTEMS

[insert explanation/tables about other communication systems, e.g. Fleetnet, VHF's, cell phones, etc.]

PHONE COMPANIES

Company	Contact Name	Home #	Business #	Mobile #
Tele Mgr (MTS)	Charlie Hendron		677-7600	

LOCAL INTERNET PROVIDERS

Company	Contact Name	Home #	Business #	Mobile #
Gene's Telecom	Eugene Hrabarchuck	624-5512	623-2969	
MTS	Charlie Hendron		677-7600	

PUBLIC WORKS

UTILITIES

The following utility types are given as examples.

Utility Type	Company	Contact Name	Home #	Business #	Mobile #
Hydro	Manitoba Hydro	Brad Klippel		623-9524	623-0796
Natural Gas	Manitoba Hydro	Brad Klippel		623-9524	623-0796
Telephone	MTS	Charlie Hendron	677-7600	627-4113	
Sewage Disposal	Brandy's Septic	Greg Watts		623-5020	620-1631
Garbage Disposal	Town of The Pas	Saman Mirza-Agha		627-1124	620-0628
Water (Bottled)	Local Stores				
Propane	Stittco	Gary Lagimodiere		623-3493	
Propane	CO-OP	Rob Carr		306-425-5594	306-425-7802

SUPPLIES

RESOURCES

	TITLE	NAME	Home Ph.#	Work Ph. #	Cell #
	Resources Mgr.	Saman Mirza-Agha		627-1124	620-0628
	1 st Alt				

Examples of supplies: Building materials, heavy equipment, barricades, tool rentals, generators, pumps, sandbags, sandbagging machines, bulk fuel, towing companies, portable toilets, etc.

SAND BAGS

	Contact	Business	Home	Cell
MB. Conservation	Lawrence Huculuk	627-8332	623-7633	623-0712
Suppliers	See List			

SANDBAG SUPPLIERS in Manitoba

Shippers Supply Inc.

102 King Edward St. East
Winnipeg, MB R3H 0N8
Office: 772-9800 contact Tim (Product Code 1408003)
Fax: 204-772-9834

St. Boniface Bag Co.

426 Goulet St.
Winnipeg, MB R2H 0S6
Office: 204-237-8510 contact Dave or Julie
Fax: 204-233-5047

ITW Syn-Tex Bag Inc.

211 Hutchings St.
Winnipeg, MB R2X 2R4 **Very large Bags only (1000 /2000 lbs)**
Office: 204-632-5667 Ext 212 Karen (after hours 204-960-5045)
Fax: 204-633-4125

Valley View Ventures Ltd

Jacobs Bag Corp-Canada
Liquidation Direct Ltd
Swan River, MB
204-734-8221 (c)
204-734-9951 (w)
Contact Jason Eisner

SANDBAG SUPPLIERS outside Manitoba

Polywrap Products of Canada (1974) Ltd.

5590 Monk Blvd.

Montreal, QC H4C 3R8

Office: 514-933-2121 Ext 32 Chuck –

Fax: 514-939-1437

Berg Bag Co.

410-3rd Ave. North

Minneapolis, MN 55401 USA

Office: 612-332-8845

Fax: 612-332-8847

Emergency contact (after hrs - cell): Rick Berg 612-669-0899

Jacobs Trading Co.

13505 Industrial Park Blvd

Plymouth, MN USA 55401

Office: 612-337-1800

Fax: 612-337-1931

Emergency contact (after hrs - cell): Irwin Jacobs 612-836-3048

Emergency contact (after hrs - cell): Scott Armstrong 651-276-4415

Komol Plastics Co. Ltd.

1600 Unit E Kingsway Ave

Port Coquitlam BC V3C 3Y1

Office: 1-888-945-4399

Fax : 604-945-7050

Lloyd Bag Company

P.O. Box 208

Chatham, ON N7M 5K3

Office: 519-352-9300

Fax: 519-352-3413

After hours: Mark Allott 519-358-8782

Manyan Inc.

2611 Leger

LaSalle, QC H8N 2V9

Office: 514-364-2420

1-800-363-5741 contact Charlie

Fax: 514-364-6204

JUSTUS Bag Co Inc.

11205 E Trent Ave

Spokane WA 99206

Office: 509-924-8353

Fax 509-926-2679

Emergency contact (after hrs –cell): Darren 509-869-7059

Farber Bag & Supply Co.

8733 Kapp Dr.

Peosta, IA 52068

Office: 563-583-6304

563-581-2683 Cell Dan McGarth

Fax: 563-583-0762

SAND & GRAVEL

	Contact	Business	Home	Cell
Lakeshore Landscaping	Doug Wilkinson	623-3628	623-2131	623-0454
Strilkowski Concrete	Devon Watts	623-2855		403-952-5968
Brothers				
Pfund Trucking	Peter Pfund	682-7510	682-7516	623-0744

SEPTIC TANK SERVICE

	Contact	Business	Home	Cell
Brandy's	Greg Watts	623-5020	623-3298	620-1631
Satellite Septic	Jeff Kobelka	623-5679	624-5255	
OCN Septic	Justin Spence	627-7051		620-2568

WATER HAULING

	Contact	Business	Terry's Cell	Carolyn's Cell
Northern Water Service (4000 gallons)	Terry Hiebert	623-5542	627-9196	627-9099

WELDING

	Contact	Business	Home	Cell
Excel Industrial	Jeremy Petryk	623-5958	623-2286	627-0397
Email address	excelindustrial@mailme.ca			
Snowdon Welding	Barrett Snowdon	623-7255		617-7399

AIRCRAFT

	Contact	Business	Home	Cell
Mississippi Airways		623-7160		620-3283
Custom Helicopters		204-338-7953		
		this is number 24/7		

ALL TERRAIN VEHICLES

	Contact	Business	Home	Cell
Mb Conservation Duck's Unltd. Northland Leisure B & C Products	Lawrence Huculuk Guy Hamonic Luc Barry Chris & Brody Rushton	627-8332 623-3504 623-3504 623-5791	623-7633 620-1516 623-2826	623-0712 204-978-3355 623-0365

AUTOMOBILES

	Contact	Business	Home	Cell
Great North Northland Ford Twin Motors Budget Rental U Drive Car Rental	Keith Young Keith Young Murray Haukaas Murray Haukaas Karen Hall	623-3481 623-4350 623-6401 623-6401 623-3581	624-4350 623-3187 624-5674 624-5674 623-5312	627-0368 627-0368 623-0262 623-0262

BOATS

	Contact	Business	Home	Cell
Mb. Conservation Northland Leisure B & C Products Duck's Unltd.	Lawrence Huculuk Luc Barry Chris Rushton Guy Hamonic	627-8332 623-3504 623-5791	623-7633 623-2826	623-0712 623-0365 620-1516

BUSES

	Contact	Business	Home	Cell
Mahihkan Bus Lines - (Kelsey Bus Lines) KSD Board Office Opaskwayak Education	Karen Leslie- Larocque Angie Quiring Rick Rousson Omar Constant	623-2161 623-6421 623-6421 623-2952 627-7480	 623-3463	 620-2140 617-7192

HEAVY EQUIPMENT (cranes, dump trucks, graders, backhoes, bulldozers)

	Contact	Business	Home	Cell
Mb. Highways Mb. Hydro OCN CKP Lakeshore Landscaping Dan's Mobile Repair	Stevo Potkonjak Brad Klippel Zach Moore Wayne Yaremko Doug Wilkinson Morris Smigelski	627-8289 623-9524 627-7050 623-8520 623-3628 623-6153	731-1499 623-2131	620-6709 623-0796 623-0740 978-1052 623-0454 620-2009
Lajambe Enterprise Peter Pfund PB Industries Andy & Sons HBR HBR	Jody Lajambe Peter Fund Paul Thwaites John Anderson Tara Bristow Rail Control	623-6573 682-7510 FAX-623-7392 623-5041 627-2003 1-888-641-2177	623-2655 682-7516 623-6870 623-5041	623-0268 623-0744 623-0652 623-0891 431-337-7051

RAILWAYS

	Contact	Business	Home	Cell
HBR HBR	Brett Young Jim Connors Rail Control	627-200 1-888-641-2177		306-529-2775 620-2505

SNOWMOBILES

	Contact	Business	Home	Cell
Natural Resources Northland Leisure Duck's Unltd. B & C Products	Lawrence Huculuk Luc Barry Shaun Greer Chris Rushton	627-8332 623-3504 627-7811 623-5791	623-7633 623-4815 623-2826	623-0712 204-978-3355 620-1694 623-0365

TAXIS

	Contact	Business	Home	Cell
Cal's Cab City Cab	Sheri/Clarence Olsen	623-3333 623-2500	623-2676	623-0981

TOW TRUCKS

	Contact	Business	Home	Cell
The Pas Collision Dan's Mobile Repair Case Towing True North Towing F.K.N. Comeau's Towing	Larry Kryz Dan Madarash Ray Case Jason Osborn	623-5133 623-6153 627-0211 620-8685 620-2903	623-6737	623-2093 DAY 620-5310 620-8685 620-2903

TRAILERS

	Contact	Business	Home	Cell
Lakeshore Landscaping Andy & Sons	Doug Wilkinson John Anderson	623-3628 623-5041	623-2131 623-5041	623-0454 623-0891

BUILDING MATERIALS/HARDWARE STORES

	Contact	Business	Home
Home Building Supply – Co-op Ace Hardware	Carrie Atkinson Michelle Trudel	627-5100 623-6454	620-2936 623-7291

FIREFIGHTING/HAZARDOUS RESPONSE EQUIPMENT

	Contact	Business	Home/Cell
Esso Bulk Fuels Mb. Environment Mb. Conservation OCN Fire Dept Petro Canada CKP Town Fire Dept. HBR HBR CANUTEC-Ottawa	Kelvin Doak Crystal Huculak Lawrence Huculak Gordon Lathlin Dave Curry Wayne Yaremko Cody Langlois Brett Young Rail Track Control Info Source	623-2581 627-8248 623-8332(cell-623-0712) 627-7095(mobile 623-8878) 623-5435 623-8520 627-1120 627-2001 1-888-641-2177 1-613-996-6666	623-6184 623-7633 623-7633 623-0557 620-2570 978-1052 431-355-1516 306-529-2775

GENERATORS

	Contact	Business	Home	Cell
MB Conservation CKP	Lawrence Huculuk Greg Fortune	627-8332 623-8572	623-7633 623-6083	623-0712 620-0584

PUMPS

	Contact	Business	Home	Cell
MB. Conservation Northland Leisure	Lawrence Huculuk Luc Barry	627-8332 623-3504	623-7633	623-0712 204-978-3355

EMERGENCY SOCIAL SERVICES**MEDICAL CONTACTS****HEALTH SERVICES**

	TITLE	NAME	Work Ph.#	Cell #	Pager
	1 st call	Stu Carruthers	623-9616	623-0357 or 627-9299	933-2726
	2 nd call	Darren Baker	627-9299	620-0076	933-2163

Facility	Contact Name	Position	Home #	Business #	Mobile #
The Pas Health Complex	Raj Sewda	Director of Health Services		687-3010 623-6431	271-2001
Public Health Building	Lorraine Laroque	Public Health Officer		778-1538	204-721-2164 679-0379
Regional Health	Ed Hartigan	Disaster Management		778-1494	271-0510

ACCOMMODATIONS

LODGING

	TITLE	NAME	Home Ph.#	Work Ph. #	Cell #
	Lodging Chief	Shawna Robertson	623-5079	627-1100	623-0785
	1 st Alt	Raviteja Amarlapudi		627-1108	438-778-7172

Accommodation Type	Contact Name	Position	Home #	Business #	Mobile #
Andersen Inn	Anne Marie Clark	Manager		623-1888	627-9283
Wescana Inn	Alan Gibb	Manager	623-2531	623-5446	
Kikiwak Hotel	Gerald Lathlin			623-1800	
Golden Arrow	Yogesh Patel Sachin Patel Manish Upadhyay	Owner Owner Owner	204-558-0833 204-430-1500 204-599-6999		204-558-0833 204-430-1500 204-599-6999
LaVerendye Motel	See Golden Arrow info				
Rupert House Hotel	Clarence Yaremko			623-3201	

Golden Arrow	Accommodates 30
LaVerendrye	Accommodates 24
New Avenue	Accommodates 24
Rupert House	Accommodates 40
Wescana	Accommodates 74
Kikiwak	Accommodates 240
Super 8	Accommodates 70

CHURCH(s)	Contact	Business	Home	Cell	Accommodates
Holy Ghost Ukrainian	Betty and Ed Olson	623-3123	623-3021		50
Westminster United	Cherlyn Cain	623-2821	623-5097	620-2329	50

HALLS	Contact	Business	Home	Cell	Accommodates
Legion	Glenda Stevens	623-5336		620-0826	200
Metis Hall	Shirley Grosky		623-4558		350
Norlite Hall	Betty and Ed Olson	623-3123	623-3021		

UCN	Contact(s)	Business	Home	Cell
	Ken White	627-8174 ext 4058		627-0389

Residence	Accommodates 124
Gymnasium	Accommodates 100

HOST COMMUNITY EMERGENCY CO-ORDINATORS

	CONTACT	BUSINESS PH.#	HOME PH.#	CELL #
Kelsey School Div.Office	Cully Robinson	623-6421		cully.robinson@ksd.mb.ca
	Angie Quiring	623-6421	623-3463	431-355-2140 or 620-6628
KSD-Garage	Rick Rousson	623-2952		617-7192
Kelsey School	Jay Marin	623-7421		620-2678
	Dori Hnidy	623-7421	624-5670	623-0689
Kin Kourt – MB Housing	Julie Proulx	627-8355		620-7407
	Julie Proulx	627-8355		620-7407
MBCI	Heather Marlow	623-3485		
Mary Duncan	Marica Novo	623-1420		620-5314

McGillvary Care Home	Russell Constant	623-5421		
	Val Constant	623-5421	623-7483	620-1805
Northern View Lodge MB Housing	Julie Proulx	627-8355		620-7407
Opasquia School	Cam Nagel	623-3459	623-1504	
Pineview Manor MB Housing	Julie Proulx	627-8355		620-7407

Scott Bateman	Kelly Wadelius	623-3411	623-3064	
UCN	Doug Louvstead	627-8542		
Valhalla Court	Brenda Smigelski		623-2849	
	Barb Friesen	623-2629		

FOOD

Examples of food:

Grocery stores, convenience stores, restaurants, big box stores, caterers, community groups, etc.

Contact Name	Position	Home #	Business #	Mobile #
Trevor Bayer		623-6869	623-4799 x4	620-2097
Josh Pielak			623-3369	978-0517
Bruce Morrish		624-5534	623-6469	620-0429

	<u>Capacity</u>			
Jennifer Berg	80		623-2246	
Tajuis & Chetan Patel	75		623-6322	
Robert Haukass	199		623-2412	
Linda Luong	30		623-7879	
Shelley Wilson			623-2120	
Debbie Custer	Lounge-105		623-1800	620-7681
Darryl Assailly	49		623-3431	
Margaret Whitehead	78		623-4888	620-0046
Scott Burkart	Take-Out		623-2250	
Eric Sanderson	35		623-1480	
Mark Molyneaux	250		623-0992	
Alan Gibb	75		623-5446	
Ross Carleton	Take-Out		679-4822	

MASS FEEDING AREAS

	SEATING	Phone #
Carrot Valley Hall	200	623-6501 (Joy Koshe)
Curling Club	118	623-7808
UCN	392	627-8500
Legion Hall	277	623-5336
MBCI Cafeteria	200	623-6421
Norlite Hall	150	623-3021 (Betty and Ed Olson)
Wescana Inn	200	623-5446
Metis Hall	350	(Shirley Grosky-623-4558)

PERSONAL SUPPLIES

Examples of personal supplies:

Clothing stores, drug stores, big box stores, etc.

Business Name	Contact Name	Position	Home #	Business #	Mobile #
Red Apple	Crystal Mann			623-7181	306-920-0589
Giant Tiger	Josh Pielak			623-3369	978-0517

COMMUNITY GROUPS

HUMAN RESOURCE

	TITLE	NAME	Home Ph.#	Work Ph. #	Cell #
	Volunteer Mgr.				
	1 st Alt				

Examples of community groups: Rotary Club, Lions Club, Legion, church groups, service clubs, etc.

SERVICE CLUBS/ORGANIZATIONS

	Contact	Business	Home
Catholic Women's League	Rita Hayward		623-7767
Kinsmen Club	Darrell Hogue		623-5228
Legion Ladies Auxillary	Laural Palosari		623-4211
Order of the Eastern Star	Val McAdam	MMF 623-5701 ext 5	623-3707
Rotary Club	Julia Mckay		624-5049
Royal Canadian Legion	Glenda Stevens	623-1617	620-0826
United Church Women	Linda Buchannon	623-5336	623-2506

PUBLIC INFORMATION

For information on web pages, see EOC Group contact lists.

TELEVISION

Media Outlet	Contact Name	Phone Number(s)	Fax Number(s)	Email Address(es)

RADIO

Media Outlet	Contact Name	Phone Number(s)	Fax Number(s)	Email Address(es)
CJ 1240				
CFAR 590				

PRINT

Media Outlet	Contact Name	Phone Number(s)	Fax Number(s)	Email Address(es)
Opasquia Times	Jennifer Laviolette	623-3435		jennifer@starandtimes.ca
		627-9208 (cell)		
		623-4484 (home)		

TRANSPORTATION

TRANSPORTATION

	TITLE	NAME	Home Ph.#	Work Ph. #	Cell #
	Transportation Mgr.	TOTP	623-7137	627-1137	620-0739
	1 st Alt	Saman Mirza-Agha		627-1124	620-0628

GROUND

Examples of ground transportation: Rail, buses (commercial, school, private), hauling companies, taxis, rental companies, etc.

Transportation Type	Business Name	Contact Name	Home #	Business #	Mobile #
Truck	Gardewine	Brad Smeltzer		623-5419	978-0493

FUEL STATIONS

	CONTACT	BUSINESS PH.#	HOME PH.#	CELL #
Propane:				
Stittco Energy	Gary Lagimodiere	623-3493	623-3876	623-0380
Co-op	Rob Carr	306-425-5594		306-425-7802
Bulk Stations:				
Esso Bulk Fuels	Kelvin Doak	623-2581	623-6184	
	Kevin Doak	623-2581	623-1470	620-1684
Petro Canada	Dave Curry		623-5955	620-2570

Service Stations:				
Extra-Foods Gas		623-4297		
	Avastar Patel	204-218-9904		
Fas Gas	Mohammad Umar	623-2910	623-2845	617-9164
Kelsey Trail Esso	Usman Tahir Salman Safdar		306-441-6849 306-480-7849	306-441-6849 306-480-7849
Michael's	Michael O'Rourke	623-7888	623-2691	623-0248
	Brodie O'Rourke	623-7888	623-2691	620-2000
OCN Gas Bar	Marcel Chief	623-4801	623-6274	620-6128

AIR

Examples of air transportation: Commercial, private, etc.

Transportation Type	Business Name	Contact Name	Home #	Business #	Mobile #
Aircraft	Mississippi Airways	John Fondse		1-877-600-7160	204-612-9896
Helicopters	Custom Helicopters	Jim or Brian Hawse		204-338-7953 *	*This number 24/7

AIRPORTS / LANDING STRIPS

Examples of description / capabilities: Types of strips (water, grass, paved, gravel), length, restrictions (regulations), etc.

Description / Capabilities	Location	Business Name	Contact Name	Home #	Business #	Mobile #
The Pas Airport	Clearwater Lake	Town of The Pas - Wasco	Trevor Zemliduk			204-291-0290
Grace Lake Airport	Grace Lake	Mississippi Airways	Dispatch	24/7	623-4736	

Other

Examples of other transportation types: Boats, Snowmobiles, high-tracks / excavators, bombardiers, hydrofoils, barges, etc.

Transportation Type	Business Name	Contact Name	Home #	Business #	Mobile #
Boats	MB. Conservation Northland Leisure B & C Products Duck's Unltd.	Lawrence Huculuk	623-7633	627-8332	623-0712
Airboats		Luc Barry		623-3504	204-978-3355
		Chris Rushton	623-2826	623-5791	623-0365
		Guy Hamonic			620-1516
ATV	Mb Conservation Duck's Unltd. Northland Leisure B & C Products	Lawrence Huckuluk	623-7633	627-8332	623-0712
		Shaun Greer	623-4815	627-7811	620-1694
		Luc Barry		623-3504	
		Chris Rushton	623-2826	623-5791	623-0365

GENERAL

MORGUE

	Contact	Business	Home	Cell
Hemauer Funeral Home	Neil Hemauer	623-3261	623-6593	623-0647
The Pas Health Complex		623-6431		



TOWN OF THE PAS

EMERGENCY PLAN

BOOK 4

Evacuation & Re-entry Plan

EVACUATION REQUIREMENTS

General

In the event it is necessary to evacuate people (Subsection 4.0.3 (e)), the procedures listed below must be observed.

Warning

In addition to the General Warning (Section 2), the Local Emergency Response Group will ensure that:

- a) Precise information is disseminated to the general public as to the danger involved and the actions to be taken;
- b) Hospitals, schools, personal care homes, group residences and private residences in the affected area are notified; and
- c) Reception communities are notified.

Transportation

It is anticipated that the majority of people will provide for their own transportation.

The Transportation Officer, or in their absence someone designated, will make arrangements to evacuate persons without transportation. (eg. occupants of Hospitals, Schools, Personal Care Homes and Group and Private Residences).

Registration and Enquiry

All evacuees, whether providing their own transportation or utilizing emergency transportation, will be instructed to register at a designated location. Information recorded will be utilized to answer inquiries regarding the safety and location of evacuees.

Security

During the emergency evacuation period, police will establish and maintain security of the area evacuated.

RE-ENTRY PROCEDURES

Re-entry will be initiated as soon as possible but not before local and provincial authorities are satisfied all appropriate preparations have been made (eg. the restoration of utilities and essential services to homes and commercial establishments).

EVACUATION AND RE-ENTRY
ESSENTIAL TELEPHONE NUMBERS

Name	Residence	Business
Police		
Emergency		911
R.C.M.P. The Pas Municipal		627-6200
Fire Department		
Emergency		911
Fire Chief – Byron Shangraw	647-4515	627-1120
Fire Hall		627-3100
Northern Regional Health Authority – Emergency Preparedness Officer:		
Ed Hartigan	271-0510	778-1491
(Hospital and Ambulance)		
		911
		623-6431
Hospital		623-4500
Ambulance		Bus. 623-9619
Stu Carruthers		Cell 623-0357
Kelsey School Division #45		
Angie Quiring		623-6421

EVACUATION AND RE-ENTRY
ESSENTIAL TELEPHONE NUMBERS

	Name	Residence	Business
A.	Transportation		
	Bus Lines		
	Kelsey Bus Lines		
	KSD – Angie Quiring	623-3463 or 620-6628	623-6421
	Handi van– Bus		623-2036
	Taxi		
	Cal's Cab	623-2676	623-3333
	City Cab		623-2500
B.	School Locations		
	KSD - Board Office - 322 Edwards Avenue		623-6421
	Kelsey Community School 120 Stewart Street		623-7421
	Margaret Barbour Collegiate 429 Smith Street		623-3485
	Kelsey Learning Centre / Mary Duncan 60 3 rd Street		623-1420
	Opasquia Elementary School 27 8 th Street		623-3459
	Scott Bateman Middle School Grace Lake Road		623-3411
C.	Personal Care Homes		
	Saint Pauls		623-9226
	McGillivray Care Home		623-5421

EVACUATION AND RE-ENTRY
ESSENTIAL TELEPHONE NUMBERS

<u>Name</u>	<u>Residence</u>	<u>Business</u>
Radio Stations –cj 1240	687-3469	623-5307
Red Cross (Registration and Reception)	623-5097	982-7307
St. John Ambulance		784-7000
Mennonite Disaster Service		866-261-1274
Christian Reformed World Relief Committee		905-336-2920 800-730-3490
Salvation Army (Food, Clothing and Personal Services)		946-9402
Bus Lines - Mahihkan Bus Lines (Kelsey Bus Lines)		623-2161
Kelsey School Division Bus Garage		623-2952

Senior Residences

<u>Name</u>	<u>Business</u>
Valhalla	623-2849
Pine View	627-8355
Kin Kourt	623-5228
Northern View Lodge	627-8355

EVACUATION AND RE-ENTRY
ESSENTIAL TELEPHONE NUMBERS

CHURCHES

<u>Name</u>	<u>Residential</u>	<u>Business</u>
Westminster United 330 Edwards Avenue	623-2506	623-2821
Alliance Church 153 9 th Street		623-4802
Anglican Church Christ Church – 1 Saskatchewan Cres Parish Hall – 40 Edwards Avenue		623-2119
Living Water Apostolic Fellowship 155 Larose Avenue		623-3021
Roman Catholic Archdiocese of Keewatin 76 1 st Street W	620-3653	623-2938
Roman Catholic Cathedral of our Lady of the Sacred Heart 42 1 st Street W		623-2938
The Pas Christian Fellowship 438 Larose Avenue	930-3268	623-2275

**ESSENTIAL SERVICES PERSONNEL EMERGENCY
EVACUATION
PLANNING CHECKLIST**

**FINAL EVACUATION INSTRUCTIONS
FOR THE
COMMUNITY OF THE PAS**

ESSENTIAL SERVICES REAR PARTY DESIGNATED LEADER

Emergency Site Commander

N.C.O., The Pas Municipal Detachment or His Delegate

PARTY COMPOSITION AND TASKS

Police

- | | |
|-----------|--|
| Personnel | - (2 Officers) per shift |
| Tasks | <ul style="list-style-type: none">- Provide security for the community both Residential and Business- Reconnaissance- Maintain communication with E.O.C.- Assist in evacuation of essential service personnel |

Medical

- | | |
|-----------|---|
| Personnel | - It is anticipated that no medical personnel would be left in the facility during a disaster. The hospital disaster plan requires that our medical personnel's responsibility lie with the continued care of our patients. As a result, medical staff and patients would be transferred at the same time to designated safe areas. |
| Tasks | - After the total evacuation of medical staff with patients, we would expect 3 maintenance personnel to be left behind at the facility to try and preserve the building and provide security. These employees might require assistance during a final evacuation, dependent on the nature of the disaster. |

Municipal Services

- | | |
|-----------|--|
| Personnel | - Operations Department (3 Positions) per shift. |
| Tasks | - Maintain municipal services and inspection of dyke structures for leaks. |

Natural Resources

- | | |
|-----------|---|
| Personnel | - Department Personnel (2 Positions) per shift. |
| Tasks | - Inspection of dyke support for municipal services
- Monitor water levels
- Report dyke conditions |

Emergency Communications

- | | |
|-----------|---|
| Personnel | - Will be provided by Police |
| Tasks | - Communication with essential service personnel and E.O.C. outside community |

Utilities

- | | |
|-----------|---|
| Personnel | - Manitoba Hydro Technician (2 positions) |
| Tasks | - Monitor electrical service
- Shut down system upon evacuation notice |

Other (Etc.)

PROCEDURES FOR FINAL EVACUATION

Locations of all personnel

- On Shift - Police would maintain command centre
- Off Shift (Rest Areas) -

Warning Method (Day & Night)

- Primary - Police Radio Communication
- Secondary - Telephone/AM Radio/Police Sirens

Communications

- Radio Frequencies - as assigned Emergency Communications Director
- Phone Numbers - as assigned Emergency Communications Director
- Other Signals - as assigned Emergency Communications Director

Routes to Extraction Point (Muster Locations) Use a Map

- Primary
- Secondary

Extraction Points

- Primary
- Secondary

Means of Evacuation

- Primary - Vehicle
- Secondary - Boat/Aircraft (Helicopter)

Evacuation Routes

- Primary
- Secondary

Evacuation to Locations

- Primary - Civic Centre
- Secondary - Roy H. Johnston Arena

Notification of the All Clear

- By Emergency Site Commander
- By What Means - Police Radio
- Notify The Pas E.O.C. - Telephone and/or Police Communications
- Set-up Outside Community - Police communications

POST EVACUATION**What method will be used to maintain surveillance of the community?**

Police transport, vehicle, boat and if needed aerial surveillance.

By Whom?

Police and selected and appropriately identified EMO Civilian Personnel.

What actions will be taken if an unauthorized entry to the community occurs?

Arrest and followed by forced evacuation.

PRE INCIDENT ACTIVITIES**Site Reconnaissance**

Reconnaissance would be conducted continually until the emergency has been resolved.

Plan Preparation and/or Amendment

Development and implementation of the final evacuation would be made in conjunction with the civilian authority.

Liaison with all Involved in the Plan

Regularly maintained communication.
Training

GUIDELINES FOR THE EMERGENCY EVACUATION ESSENTIAL SERVICES PERSONNEL

GENERAL

The guidelines provide information plans for the emergency evacuation of essential services. A list of personnel in the rear party will be established, authorized and maintained by the local or provincial authority. Essential personnel are those individuals essential to maintain facilities and necessary utilities/equipment etc. for the protection of property.

Development of emergency evacuation plans for the essential services rear party is required to clearly define:

The responsibility and procedures for making the decision to evacuate.

- Site commander & E.O.C. decide
- When site secured and packed away safely
- When remaining staff in danger

The priorities and procedures for the phased evacuation of the rear party.

- Staff most in danger first
- Trucked, boated, lifted from area
- From dangerous area or highest ground

Identify any special warning arrangements for the timely notification of all personnel.

- Sirens and/or flares
- Radios
- Loudspeakers - Road or Air or Boat

Procedures for a check-off system to ensure that all personnel are accounted for in the evacuation of the rear party.

- Site commander - knows and has list of remaining personnel
- E.O.C. and site commander aware of who is in last party

Primary and alternative means and routes of final evacuation.

- West - Away from River
- Truck, Boat, Air

The process by which notification of the "all safe and clear" will occur.

Site to E.O.C.

Radio or next best method

The means of maintaining observation and security of the City once abandoned.

R.C.M.P. - Armed Forces

Road, boat, air

The means to test the effectiveness of the system.

Dry Run

Paper and/or Full Scale

THE PAS ESS & HEALTH EVACUATION PLAN

TOTAL EVACUATION

The Town of The Pas is divided into four sectors. Those properties located on the North and Southeast Side of the Railway Tracks and those located on the North and South West Side of the Railway Tracks.

The exit route will be South on Gordon Avenue or North on Gordon Avenue to Highway No. 10 to the designated reception community.

The nursing home and Hospital will be evacuated simultaneously. A mobile Reception & Inquiry Red Cross Unit will register staff travelling with the patient and patrons at these locations. The Pas to Hwy. # 10 and on to the reception community. The Child Day Care facilities will use the designated Reception & Inquiry sites in the area they are located.

MOBILE REGISTRATION BY RED CROSS – to be determined

Facility	Address	Number
1 st		
2nd		
3rd		
4th		
5th		

THE PAS E.S.S. AND HEALTH EVACUATION PLAN

Gradual evacuation of effected areas to reception community.

Reception Centre Sites The Pas Residents.

Public at Large

Reception & Inquiry through

Affected Nursing Homes Senior Homes

Reception & Inquiry through the Red Cross Mobile Unit at location and client will then be evacuated to the reception community.

Exit route

Community Reception Centres

EMERGENCY SOCIAL SERVICES RE-ENTRY PLAN

Re-entry into evacuated area shall be determined through an approved "Re-Entry Approval Form". Completion of the "Re-Entry Approval Form" is the responsibility of the appropriate personnel in the E.O.C.

Upon completion of the form, re-entry of evacuated area can then be coordinated through Emergency Social Services.

Once the community has an "All Clear" from Operations and Health, re-entry will be coordinated at the Reception Centre re-entry location. Re-entry location:

Town of The Pas Primary Re-entry Location Roy H. Johnston Arena 523 Smith Ave.

1. *Information package for citizens returning will include:*

Material	Source/Responsible Party
Disaster assistance financial eligible costs	Province of Manitoba
Clean-up procedures	Province of Manitoba/Town of The Pas
Hydro and Gas check-list	Manitoba Hydro/Manitoba Gas
Garbage and waste disposal	Town of The Pas
Special cleaning and deodorizing	Province of Manitoba/Town of The Pas
Salvage and disposal	Town of The Pas
Structural assessment of your home	Province of Manitoba

2. *Community/Residential Clean-up:*

Volunteers required	Emergency ESS
Clean of parks, playgrounds	Emergency Operations

3. *Post Disaster Debriefing for Volunteers and Staff:*

Documentation of financial matters.	Emergency Operations Centre
Inventory and re-supply.	Emergency Operations Centre
Thank you letters to all volunteers.	Emergency Operations Centre
Return facilitators to normal operation	Emergency Operations Centre
Workshop financial assistance program	Emergency Operations Centre

Material	Source/Responsible Party
----------	--------------------------

4. *Post-Disaster Counseling:*

Information kit on signs for psychological problems of the event.	Emergency ESS
Family counseling	Emergency ESS
Information available to Schools, Churches, Day Cares	Emergency ESS/Facility Personnel
City Office	Emergency ESS
Senior Homes	Emergency ESS/Facility Staff

5. *E.S.S. Plan (Meeting with Team Members):*

Update plan and note problem area	Emergency ESS
Final report to Council	Emergency Operations Centre

OFFICIAL NOTIFICATION OF MANDATORY EVACUATION

The following are suggestion of steps that should be taken by all individuals who are required to evacuate

Please take the following items:

- Money, Credit Cards, Birth Certificates, etc.
- Pets (dependent on the urgency of the emergency)
- Medications (including personal medical appliances)
- Infant food including diapers (if applicable)
- Extra clothing (including waterproof outerwear & footwear)
- Personal items (toothpaste & toothbrushes, soap, shaving items, Feminine Hygiene items)
- Flashlight & battery powered radio.

Before leaving your home, please do the following:

- Turn off water supply
- Manitoba Hydro will not shut off power in evacuated area, would only shut off in major catastrophe
- Turn basement furnaces off and shut off outside gas valves
- Remove all chemicals from the basement
- Lock your residence
- Remove all perishable food

Note: Evacuees who go to their family or friends are asked to phone _____ to register with Red Cross.

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

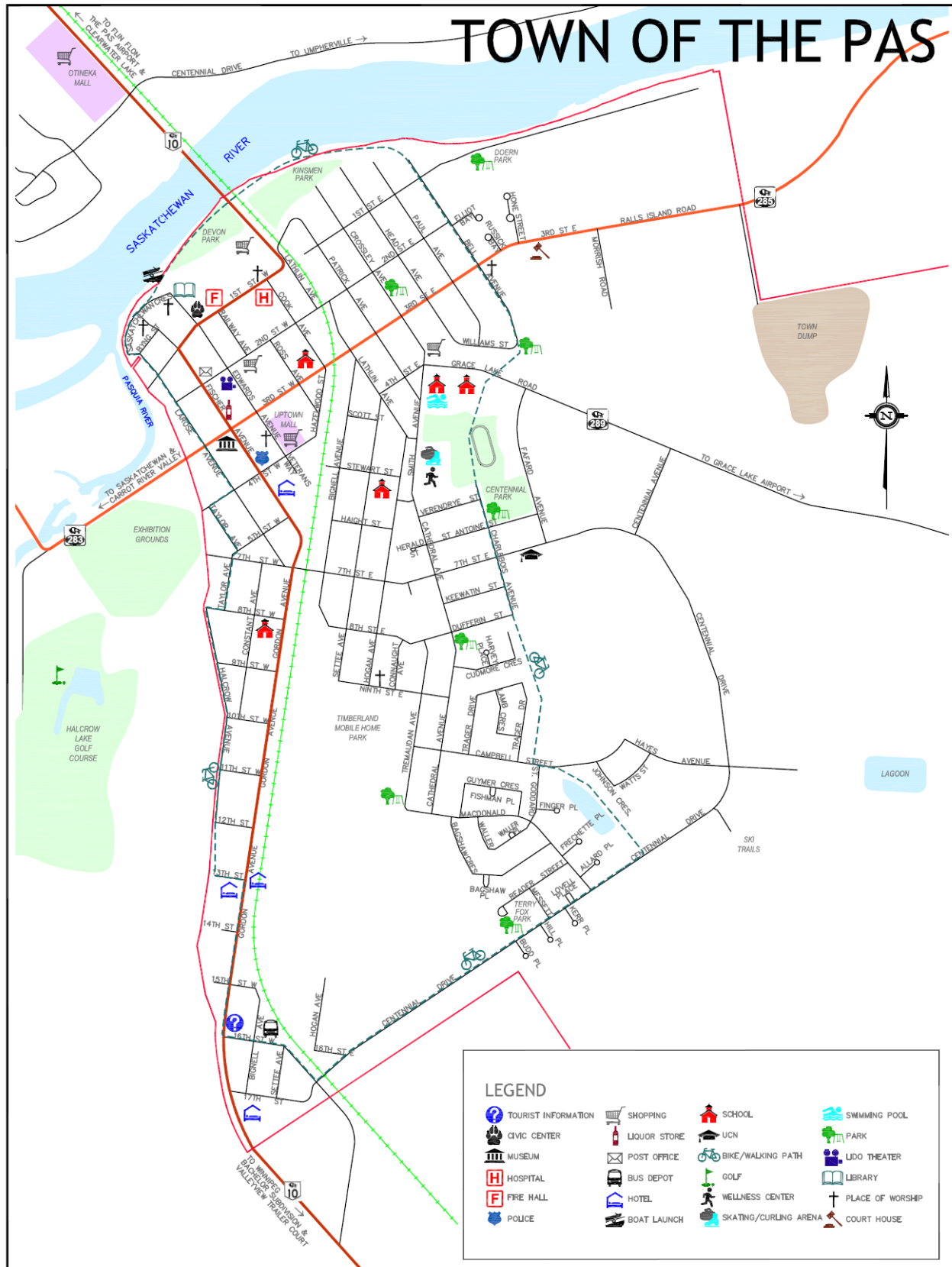
PEOPLE MUST REGISTER WITH RED CROSS TO BE ELIGIBLE FOR RE-IMBURSEMENT AND KEEP ALL RECEIPTS FOR FLOOD RELATED COSTS.

You will be informed through radio and television and at the reception centres when it is safe to return to your homes.

A citizen's inquiry line will be established to answer your questions.

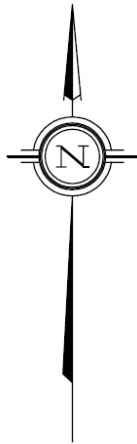
Phone Number: _____

TOWN OF THE PAS

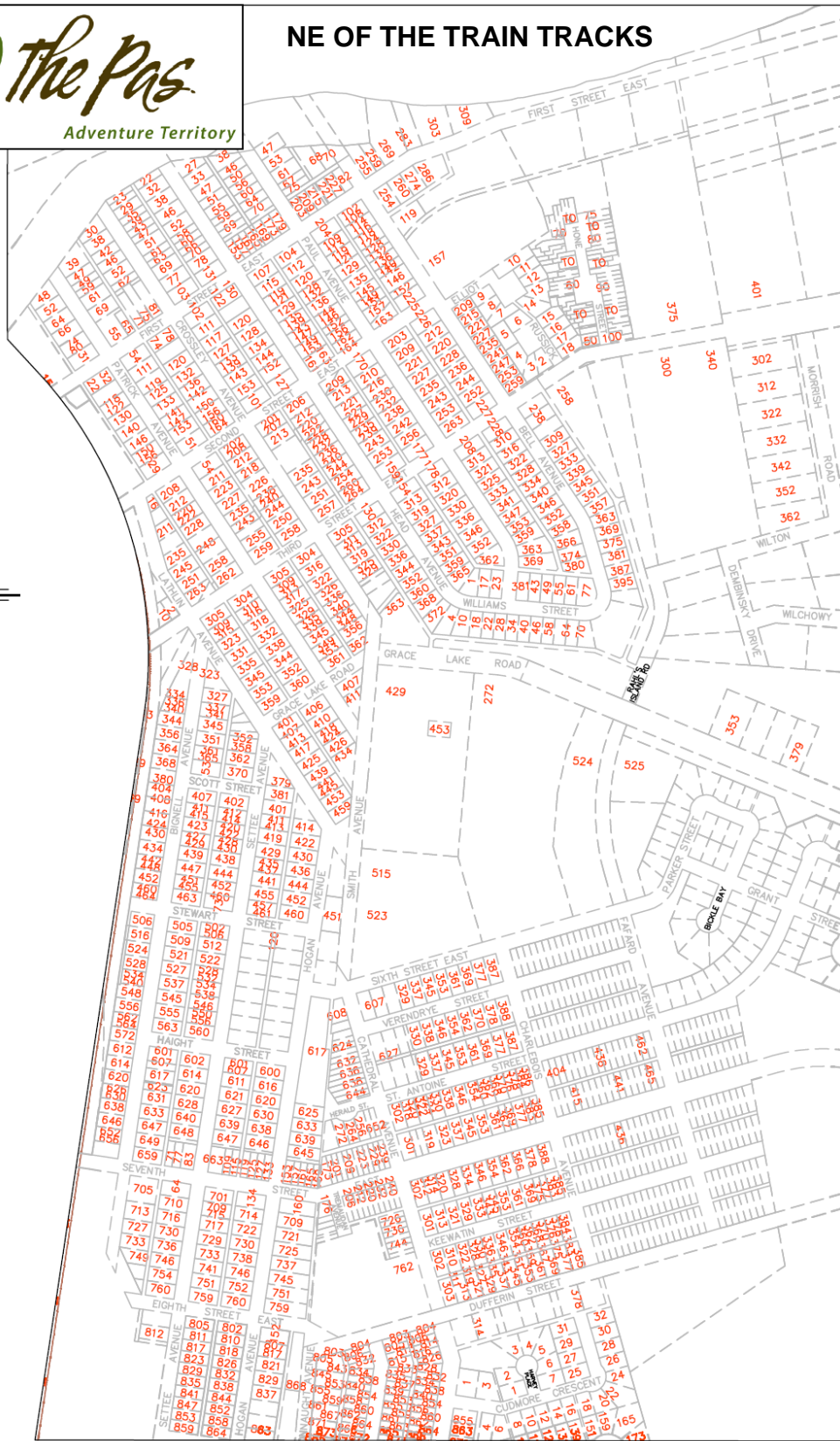


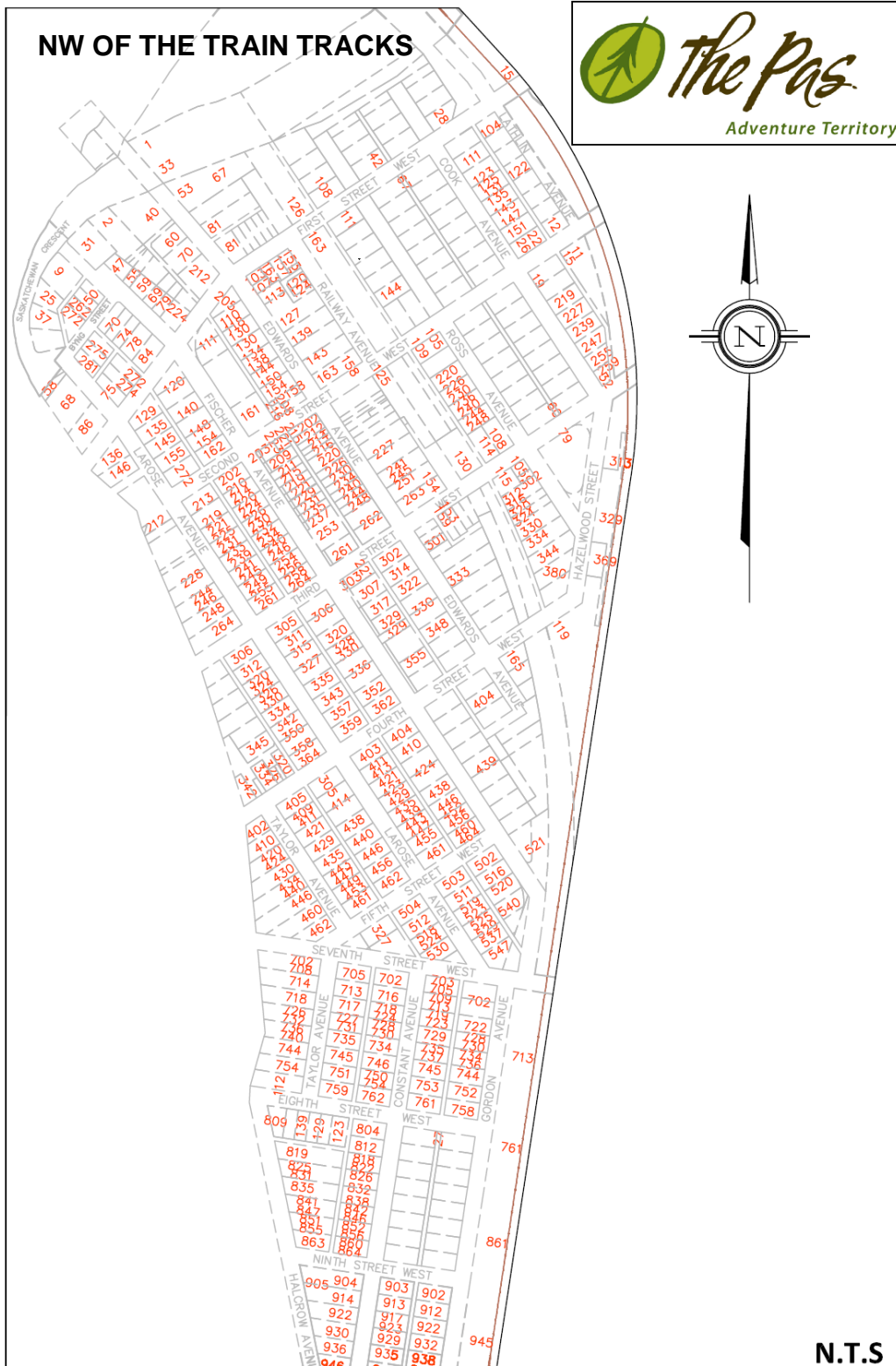


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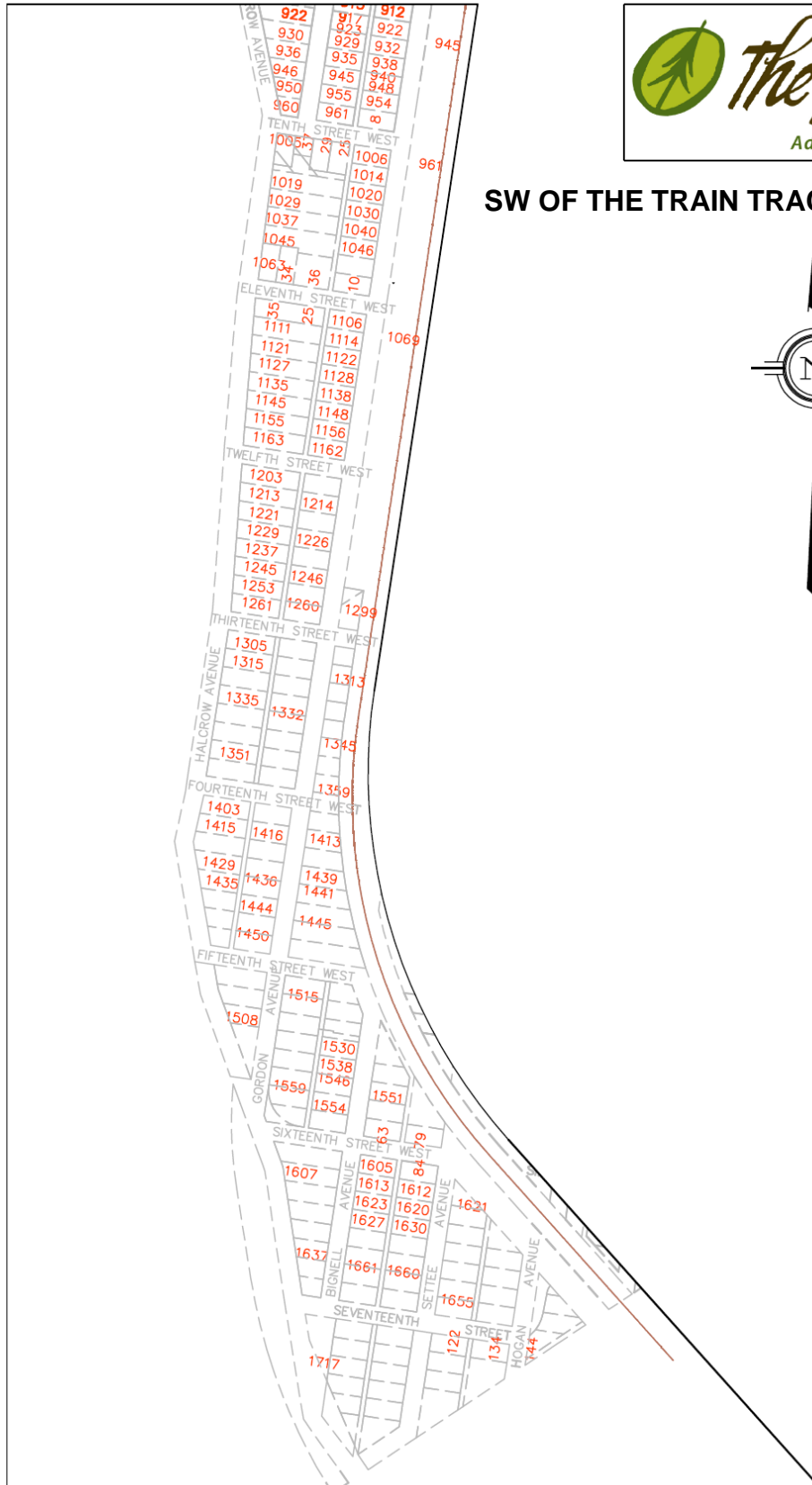
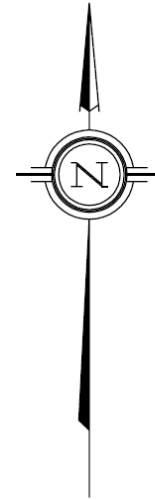


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SW OF THE TRAIN TRACKS



N.T.S



TOWN OF THE PAS

EMERGENCY PLAN

BOOK 5

Hazard Analysis & Contingency Plans

Table of Contents

Section 1	Hazardous Product Fire & Contingency Plan
Section 2	Hazardous Products Spill
Section 3	Dangerous Goods Routes
Section 4	Flooding Hazard & Contingency Plan
Section 5	Winter Storm Hazard & Contingency Plan
Section 6	Institutional Evacuation
Section 7	Host Facility/Open & Operate a Reception Centre
Section 8	Public Works and Maintenance Pandemic Contingency Plan
Section 9	Town Of The Pas Employees Covid-19 Response Policy and Procedure

Town of The Pas

Emergency Plan

Hazard Analysis

Section 1

**HAZARDOUS PRODUCTS FIRE
&
CONTINGENCY PLAN**

Town of The Pas
Hazard Analysis

HAZARDOUS PRODUCTS FIRE

Nature of Hazard:

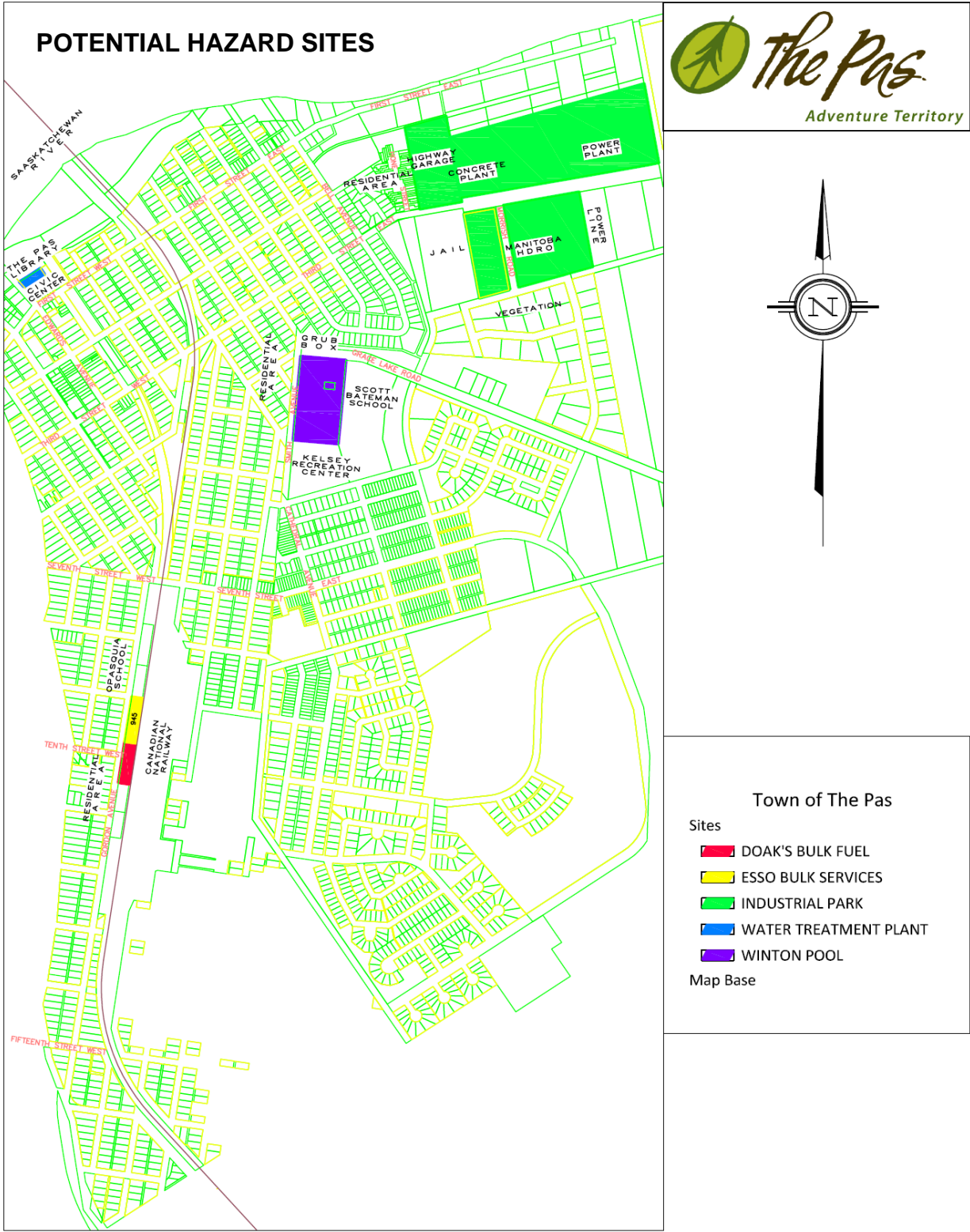
An accidental or purposely set fire where the presence of products hazardous to the health and safety of the 1st Response Units, the Public-at-large or the Environment is present at the fire scene or beyond through dispersal of gases, liquids or solids through smoke or drainage dispersal.

The involvement of EMO would be based on the nature of the product and the potential for dispersal beyond the fire scene. Climatic condition would have a dramatic impact on making the decision to access resources beyond 1st Response Units and municipal operating personnel.

TYPE OF ISSUE:

HAZARDOUS PRODUCTS FIRE

Location	Product(s)	Life Safety Issue(s)	Service Requirement(s)
Doaks Bulk Fuel	<ul style="list-style-type: none"> - gas and oil storage tanks - solvents 	<ul style="list-style-type: none"> - Explosion - Gas and smoke dispersal - Environment contamination 	<ul style="list-style-type: none"> - Evacuation - School - Municipal Infrastructure
ESSO	<ul style="list-style-type: none"> - Gas & Oil Storage Tanks - Solvents 	<ul style="list-style-type: none"> - Explosion - Gas & Smoke dispersal - Environmental Contamination 	<ul style="list-style-type: none"> - Evacuation - School - Municipal Infrastructure
Northern Regional Health Authority	<ul style="list-style-type: none"> - Propane and fuel tanks 	<ul style="list-style-type: none"> - Explosion - Gas & Smoke dispersal - Environmental Contamination 	<ul style="list-style-type: none"> - Evacuation - Residential Area - Hospital - Senior Health Care Facility
Truck Traffic spill Hwy 10	<ul style="list-style-type: none"> - Various Products - Fuel(s) - Fertilizers (Anhydrous) 	<ul style="list-style-type: none"> - Explosion - Gas & Smoke Dispersal - Environmental Contamination 	<ul style="list-style-type: none"> - Evacuation /Shelter in Place - Municipal Infrastructure - Property Damage
Town of The Pas Garage	<ul style="list-style-type: none"> - Diesel Tank - Fuel Tank - Used Oil Tank - Tires, 	<ul style="list-style-type: none"> - Explosion - Gas & Smoke Dispersal - Environmental Contamination 	<ul style="list-style-type: none"> -Evacuation/Shelter in Place Residential/Schools
Water Treatment Plant	Chlorine Cylinders	<ul style="list-style-type: none"> - Gas Dispersal - Environmental Contamination 	<ul style="list-style-type: none"> - Evacuation/Shelter in Place - Senior Center - seniors residence - hospital - residential sector - Commercial Sector - Municipal Infrastructure
Winton Pool	Chlorine Cylinders	<ul style="list-style-type: none"> - Gas Dispersal - Environmental Contamination 	<ul style="list-style-type: none"> - Evacuation/Shelter in Place -two schools - seniors residence - residential sector - Commercial Sector - Municipal Infrastructure



Map # 1 – Gordon Avenue – Light Industrial

Known Possible Hazard Sites:

- Site 1 Doaks & Esso Bulk Fuel

Potential Resource Allocation:

- Police Services Site Security & Evacuation
- Health Services
 - ✓ Hospital Treatment of Injured
 - ✓ Ambulance Site Triage, Transportation, Specialty Evacuation
- Fire Services Fire Scene Operations
- Transportation & Operation Services
 - ✓ Senior Facilities and the Mental Health Center
 - ✓ Utility & Operations Personnel
 - ✓ School Division
 - ✓ Handi-Bus
 - ✓ Beaver Bus Lines
- Emergency Social Services
 - ✓ Accommodations
 - ✓ Registration & Inquiry
 - ✓ Secondary & Mobile R & I

Concerns:

The Pas Health Complex	70 patients
Seniors Housing	50 residents
St. Paul's Senior Residence	40 patients
Residential Subdivisions	day 200 individuals evening 400 individuals
Scott Bateman Middle School	360 in total
MBCI	460 students and 50 staff
Little Dreamers Day Care (located in MBCI):	50 children and 21 staff
Kelsey Community School	403 students and 55 staff

Opasquia School

330 students and 47 staff

Facility Concerns:

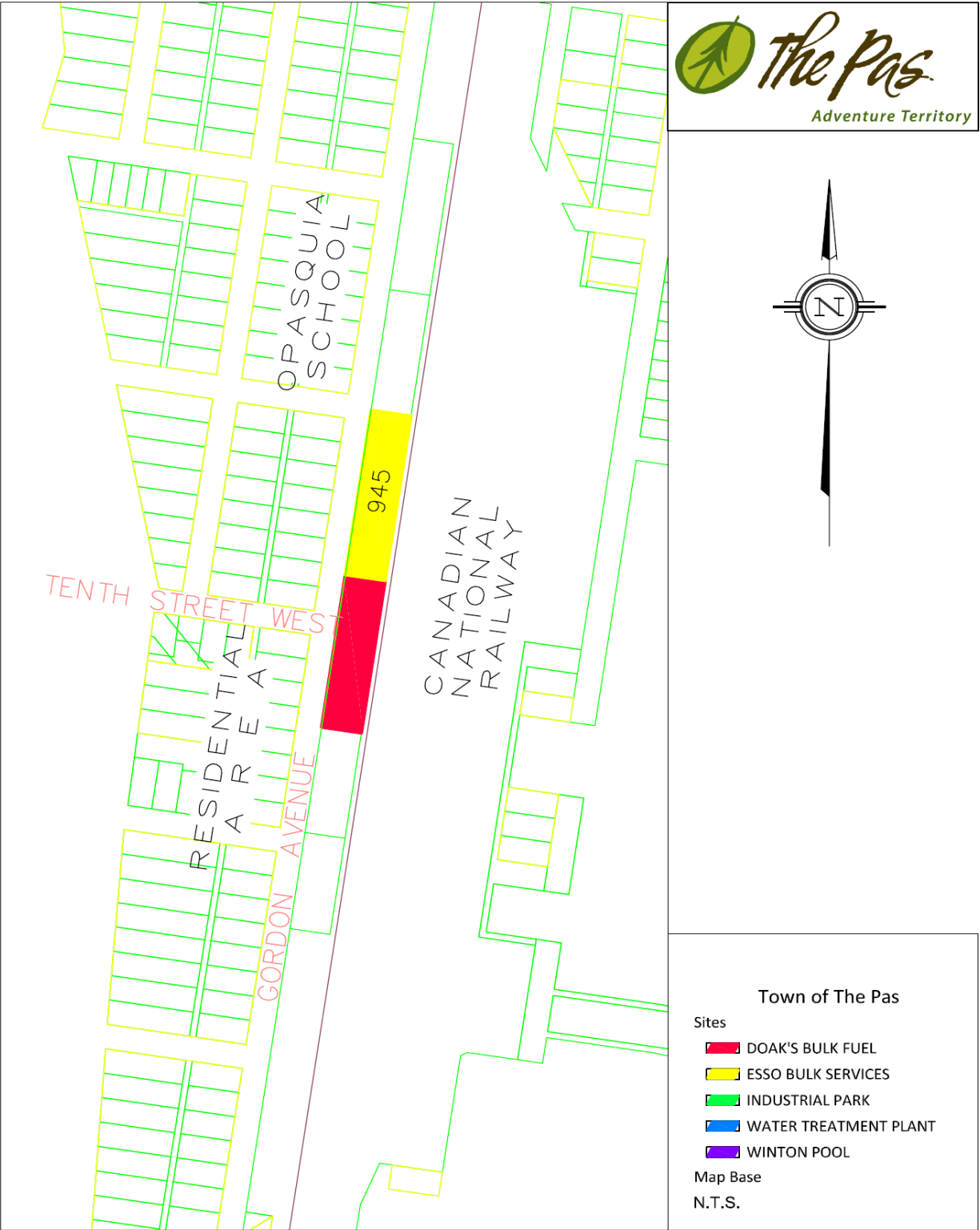
The Pas Health Complex
Seniors Residences
Schools
Industrial District
Residential District
Recreation Centre

These above Institutions would require a tremendous level of assistance during an evacuation due to the fact that approximately 50% of the residents are non-ambulant. In some situations, the residents may require the provision of Specialty Services and Specialty Meals.

Environmental Concerns:

The level of environmental concern relates to two (2) primary issues:

- ∇ Control of a spill to Prevent Environmental Contamination
- ∇ Control of a spill to Prevent Municipal Infrastructure Contamination
- ∇ Involvement of Manitoba Environment for assistance and monitoring air quality



Map # 2 – The Pas Industrial Area

Known Potential Hazard Sites:

- Site 1 Industrial Park

Potential Resource Allocation:

- Police Services Site Security, Traffic Control, Evacuation
- Health Services
 - ✓ Hospital Treatment of injured
 - ✓ Ambulance Site Triage, Transportation
- Fire Services Fire Scene Operations
- Transportation & Operation Services
 - ✓ Single Family Residential Area
 - ✓ Multiple Family Residential Area
 - ✓ Kelsey Bus Lines
 - ✓ Personal Vehicles
- Emergency Social Services
 - ✓ Accommodations
 - ✓ Registration & Inquiry

Residential Concerns:

- Hone Street 25 Duplexes
- Residential Area 200 during day hours/400 during evening hours

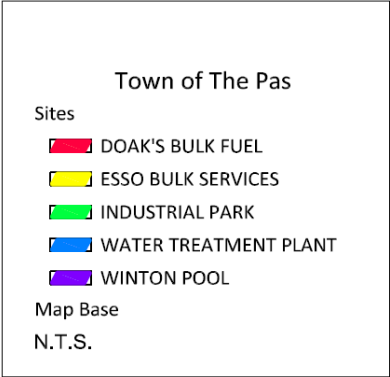
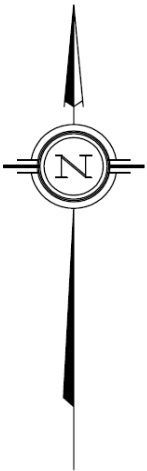
Facility Concerns:

- Manitoba Hydro Office 20 people
- Jehovah witness church 150 people – Sunday mornings

Environmental Concerns:

The level of Environmental concern relates to two (2) primary issues:

- Control of a spill to Prevent Environmental Contamination
- Control of a spill to Prevent Municipal Infrastructure Contamination
- Involvement of Manitoba Environment for assistance and monitoring air quality



Map # 3 – The Pas Water Treatment Plant

Known Possible Hazard Sites:

- Site 1 Town of The Pas Water Treatment Plant

Potential Resource Allocation:

- Police Services Site Security, Traffic Control, Evacuation
- Health Services
 - ✓ Hospital Treatment of injured
 - ✓ Ambulance Site Triage, Transportation
- Fire Services Fire Scene Operation
- Transportation & Operation Services
 - ✓ Senior Facilities and Apartment Facilities
 - ✓ Utility & Operations Personnel
 - ✓ School Division
 - ✓ Handi-Transit
 - ✓ Beaver Bus Lines
- Emergency Social Services
 - ✓ Accommodations
 - ✓ Registration & Inquiry
 - ✓ Primary R & I Site

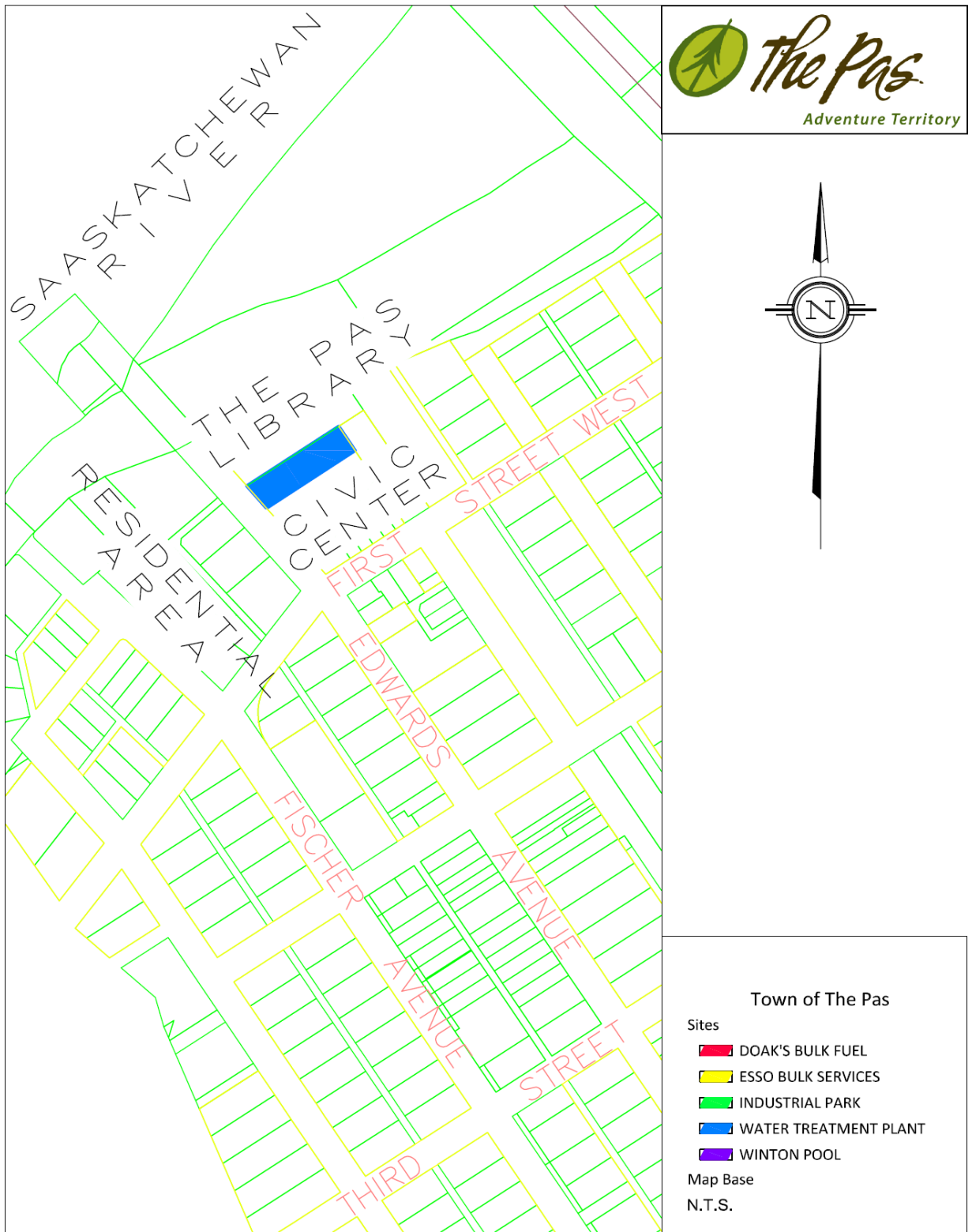
Residential Concerns:

- Saskatchewan Crescent 100 Residents
- The Pas Health Complex 75 Patients
- St. Pauls Seniors Residence 50 residents
- Downtown Commercial Core Unknown - time dependant

Environmental Concerns:

The level of Environmental concern relates to two (2) primary issues:

- Control of a spill to Prevent Environmental Contamination
- Control of a spill to Prevent Municipal Infrastructure Contamination
- Involvement of Manitoba Environment for assistance and monitoring air quality



Map # 4 – Winton Pool

Known Possible Hazard Sites:

- Site 4 Winton Pool

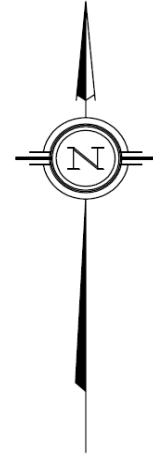
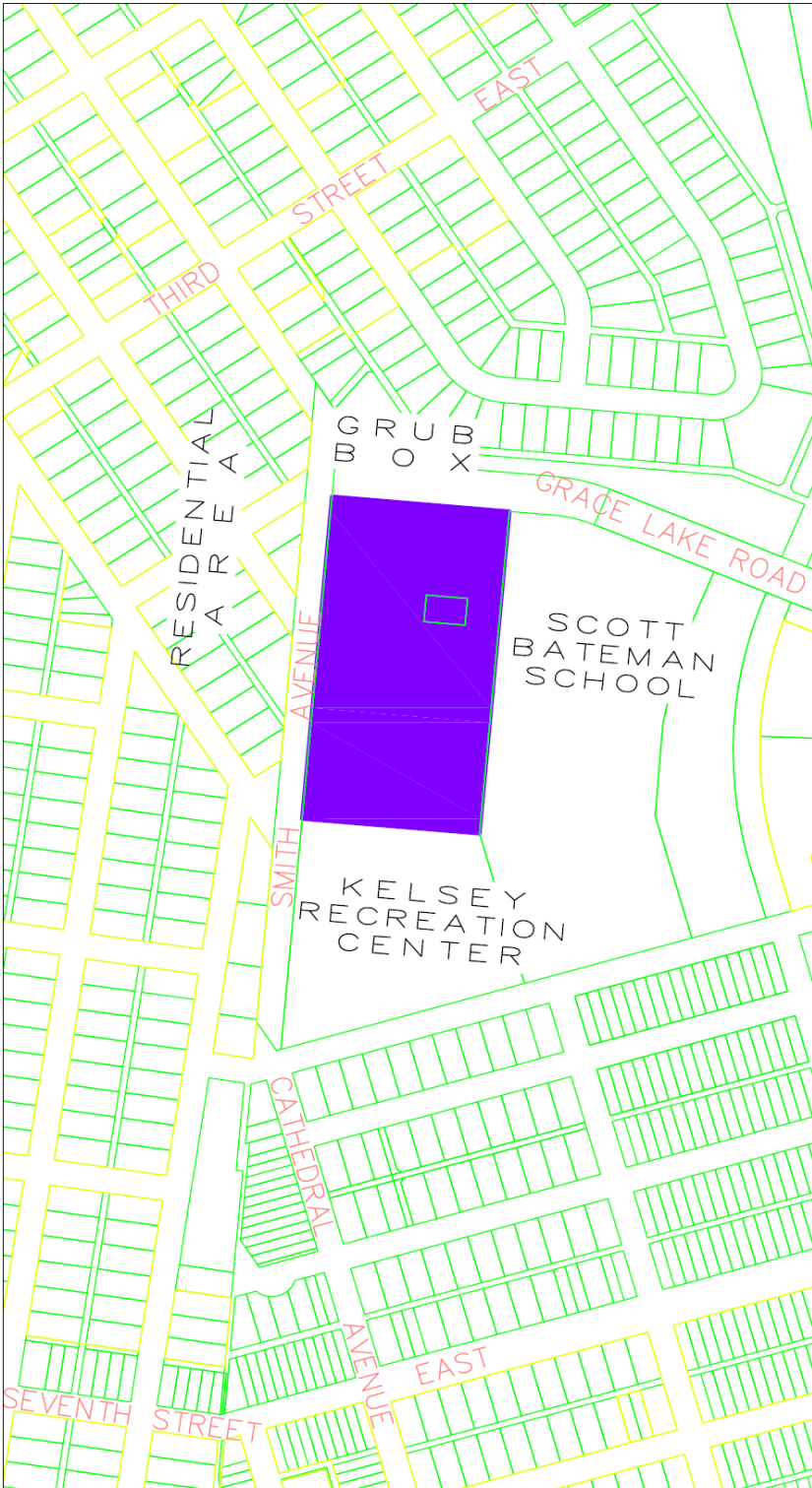
Potential Resource Allocation:

- Police Services Site Security & Evacuation
- Health Services
 - ✓ Hospital Treatment of Injured
 - ✓ Ambulance Site Triage, Transportation, Specialty Evacuation
- Fire Services Fire Scene Operations
- Transportation & Operation Services
 - ✓ Senior Facilities and the Mental Health Center
 - ✓ Utility & Operations Personnel
 - ✓ School Division
 - ✓ Handi-Bus
 - ✓ Beaver Bus Lines
- Emergency Social Services
 - ✓ Accommodations
 - ✓ Registration & Inquiry
 - ✓ Secondary & Mobile R & I

Concerns:

PineView Manor and Valhala	
Residential Subdivisions	day 200 individuals/Evening 400 individuals
Scott Bateman Middle School	360 in total
MBCI	460 students and 50 staff
Little Dreamers Day Care (located in MBCI)	50 children and 21 staff
Kelsey Community School	403 students and 55 staff
Opasquia School	330 students and 47 staff
	50 Staff
The Pas Health Complex	
Seniors Residences	
Schools	
Industrial District	
Residential District	
Recreation Centre	

These above Institutions would require a tremendous level of assistance during an evacuation due to the fact that approximately 50% of the residents are non-ambulant. In some situations, the residents may require the provision of Specialty Services and Specialty Meals.



Town of The Pas

Sites

- DOAK'S BULK FUEL
- ESSO BULK SERVICES
- INDUSTRIAL PARK
- WATER TREATMENT PLANT
- WINTON POOL

Map Base

N.T.S.

STRUCTURAL FIRE

Purpose

The objective is to reduce the possible consequences of the emergency by, preventing fatalities, injuries and reducing damage to buildings, stock and equipment. While considering the impact on the environment and the community.

Situation

In most cases, your community's fire department response to any structural fire is sufficient. However, the Fire Chief may encounter a fire that is beyond the fire department's capability. The fire may require special equipment/techniques and more fire fighters. The Fire Chief may call for support from neighbouring municipalities through the activation of Fire Mutual Aid.

Concept of Operations

Fire services are the lead response agency, responsible to protect and save lives, property and the environment through the containment, control and suppression of fires. There are several structures above two stories with higher population due to Hospital, Hotels and High Rise apartment building, that with greater potential of fatalities and injury. This will provide the necessity to move mass numbers in a short period of time.

Possible Major Effects to be considered

- Threat to life and property (mass casualties)
- Utility failure – power, water, sewer and telephone outages
- Environmental emergency (dangerous good incident)
- Evacuation of people and animals

Structural Fire Pre-Emergency

Mayor and Council

- ☐ Review policies and procedures and make changes if necessary

Emergency Coordinator

Note: It is advised for the emergency Coordinator to delegate many of the tasks found below:

- ☐ List contents of warehouses and stores which have dangerous goods
- ☐ List buildings with elevators (people may be trapped inside an elevator during a fire).
- ☐ Review and become familiar with Mutual Aid agreement with Fire Commissioner's Office.
- ☐ Contact list of municipal personnel who would be able to increase water pressure in the water lines so that the increased demand for water can be met
- ☐ A list of utility emergency phone numbers i.e. propane gas, hydro. for the purpose of turning off a utility in a fire emergency
- ☐ List of persons requiring special assistance in leaving their home.
- ☐ A list of personnel who would augment police to control crowds (municipal workers).
- ☐ Review Evacuation Section

- ☐ Train evacuation teams i.e., how to notify residents of an emergency, the method of determining whether or not all citizens have been notified (see Evacuation Guidelines).
- ☐ Emergency transportation may be required for evacuees, the Transportation Officer should develop a list of available buses and vans
- ☐ Coordinate hospital, nursing homes, business and industry emergency plans with the community emergency plan.

Structural Fire Emergency

Mayor and Council

- ☐ Implement emergency Plan, in whole or in part
- ☐ Contact E.O.C. manager and determine location for Mayor and council to convene
- ☐ Is Declaration of State of Local Emergency required? i.e., will there be a need to exercise emergency powers over those currently granted to municipality? Notify MEMO of Declaration
- ☐ Mayor should announce to the public the reason(s) for Declaring State of Local Emergency
- ☐ Notify MEMO if there is need for Provincial resources or assistance
- ☐ Continual communication with residence via town hall session(s), social networking, local media outlets and fan outs

Emergency Coordinator

Note: It is advised for the emergency Coordinator to delegate many of the tasks found below. Some tasks will vary or not apply depending with degree/stages of emergency

- ☐ Activate EOC
- ☐ Implement Emergency Plan in whole or in part
- ☐ Ensure the setup of Unified Incident Command and Sector Officers for Hot zone
- ☐ Assist with establishing a staging area in a convenient location away from the hot zone where all resources can stage before they are deployed in the hot zone
- ☐ Is a full or partial evacuation required? Consult with Fire Chief. Implement Evacuation Guidelines. (See Evacuation and Re-entry guidelines)
- ☐ If necessary, have ESS Coordinator implement Emergency Social Services Plan
- ☐ Emergency Social Services may be required to activate emergency shelter, feeding and clothing
- ☐ Set up Evacuation/Reception Centre if required
- ☐ Ensure pertinent information is passed to Reception Centre from the EOC in a timely fashion

Structure Fire Post-Emergency

Mayor and Council

- ☐ Terminate State of Local Emergency. Notify MEMO and public (through media) of termination
- ☐ Arrange for MEMO - Disaster Financial Assistance Board of Assess damages to community
- ☐ Prepare to host a community event/street party on the one-year anniversary date of the event especially where there has been loss of life

Emergency Coordinator

Note: It is advised for the emergency Coordinator to delegate many of the tasks found below.

- ☐ Continue media releases/instruction to public
- ☐ Initiate re-entry procedures. (see evacuation Re-entry Section of Emergency plan)
- ☐ Have health and sanitation inspections done on food.
- ☐ Continue EOC operations until coordination functions are complete
- ☐ Review and critique the operation. Amend the emergency plan through feedback
- ☐ Arrange for psycho/social counselling for volunteers, emergency workers and displaced citizens if necessary
- ☐ Contact MEMO – Disaster Financial Assistance staff for possible compensation
- ☐ Restore utilities (phone, hydro and sewer)
- ☐ Return rented or borrowed resources
- ☐ Debrief with EOC
- ☐ Prepare to host a community event on the one-year anniversary date of the event especially where there has been loss of life

Supported Information

The Town of The Pas, as any other community is susceptible to structure fires. With several buildings, Hospital, Hotels (Gateway), High Rise above two stories and occupied with more than 50 people, will require strategic fire suppression and evacuation. Other areas within the town limits, Stittco propane, Petro bulk Gas and Esso Bulk can be subject to fire, explosions.

Resources

- ✓ Mutual Aid Contacts – names and numbers
- ✓ Listings of chemicals and hazardous contents of warehouses, businesses, etc.
- ✓ Contact list for public works personnel who may be required to increase municipal water pressure supply barricades and other equipment
- ✓ Radios (spare batteries)
- ✓ Front end loaders
- ✓ Bulldozers/backhoes
- ✓ Pumps
- ✓ Lighting equipment
- ✓ Barricades
- ✓ Flood lighting
- ✓ Flashlights
- ✓ Trucks – dump, pickups
- ✓ Generators
- ✓ Portable toilets
- ✓ Buses and Van to evacuate people
- ✓ First aid kits
- ✓ Drinking water
- ✓ Portable heaters
- ✓ Rubber boots, rain wear, waders, work gloves

Contact Information

Mayor	Andre Murphy	204-623-0433
Chief Administrative Officer	Bola Adedoyin	204-627-1109 204-620-2154
Water Stewardship		204-627-8296
Manitoba Hydro		888-474-0707
Manitoba Conservation, Dangerous Goods/Emergency Response:		204-944-4888
Manitoba Highways		204-945-5617

Town of The Pas

Emergency Plan

Hazard Analysis

Section 2

HAZARDOUS PRODUCTS SPILL

**The Town of The Pas
Hazard Analysis**

HAZARDOUS PRODUCT SPILL

Nature of Hazard:

An accidental or purposely split hazardous product could threaten human life or the environment primarily through dispersal as a gas or infiltration into the municipal drainage and utility infrastructure.

The nature, volatility or volume of the product would dictate the involvement of EMO. Climatic condition may also dictate the need involve resources beyond those immediately available to 1st Response and Municipal Response Units.

Type of Hazard

Hazardous Product Spill

Location	Product(s)	Life Safety Issue(s)	Service Requirement(s)
Doaks Bulk Fuel Gordon Avenue	Gasoline Underground Container - Diesel Above Ground Container - Gallon drums lubricating oils	- Explosion - Gas & Smoke Dispersal - Environmental Contamination	- Evacuation/Shelter in Place - Residential Area - 1 school - Property Damage - Municipal Infrastructure
ESSO Gordon Avenue	- Drums Lube Oils - Diesel storage - Gas storage On Site	- Explosion - Gas & Smoke dispersal - Environmental Contamination	- Evacuation/Shelter in Place - residential area - 1 school - property damage - Municipal Infrastructure
Truck Traffic spill Hwy 10	- Various Products - Fuel(s) - Fertilizers (Anhydrous)	- Explosion - Gas & Smoke Dispersal - Environmental Contamination	Evacuation/Shelter in Place - Property Damage
The Pas Water Treatment Plant 81 Edwards	. Chlorine Cylinders	- Gas Dispersal - Environmental Contamination	- Evacuation /Shelter in Place - Senior Center - Hospital - Residential - Commercial Sector - Municipal Infrastructure
Winton Pool Smith Street	Chlorine Cylinders	-Gas Dispersal -Municipal Infrastructure -Environmental Contamination	- Evacuation/Shelter in Place - Residential / Commercial Area - seniors residences - recreation facilities - 2 schools

Map # 1 – Gordon Avenue

Known Possible Hazard Sites:

- Site 1 Doaks and Esso Bulk Fuel

Potential Resource Allocation:

- Police Services Site Security, Traffic Control, Evacuation
- Health Services
 - ✓ Hospital Treatment
 - ✓ Ambulance Triage & Transportation
- Fire Services Containment
- Transportation & Operation Services
 - ✓ Senior Facilities and Health Center
 - ✓ Utility & Operations Personnel Infrastructure Isolation
- Emergency Social Services
 - ✓ Accommodations
 - ✓ Registration & Inquiry

Residential Concerns:

senior Center	80 Residents
General Hospital	60 Patients
Residential Subdivision	day 200 individuals/Evening 400 individuals

Facility Concerns:

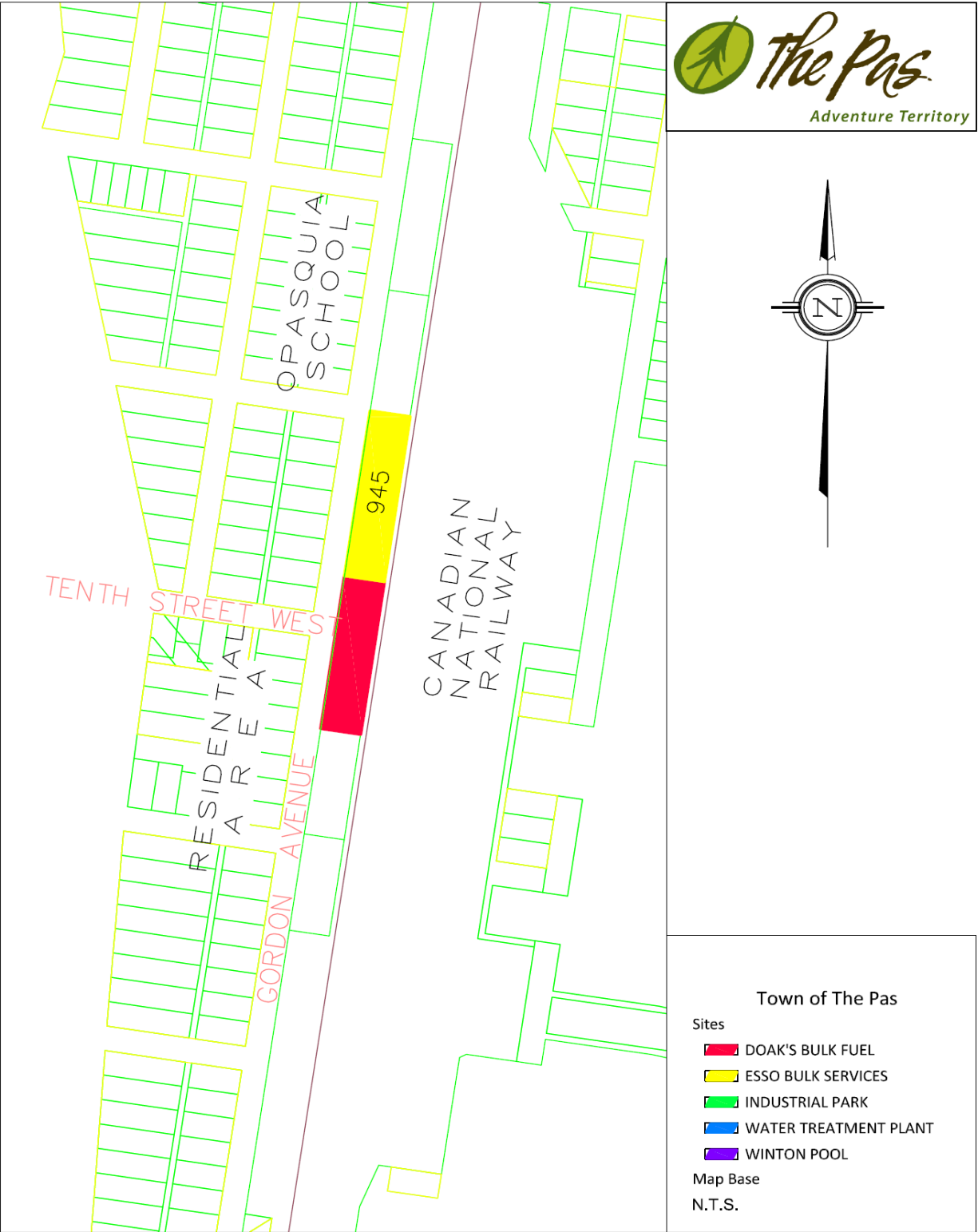
The Pas Recreation Center
Industrial District

These above Institutions would require a tremendous level of assistance during an evacuation due to the fact that approximately 50% of the residents are non-ambulant. In some situations the residents may require the provision of Specialty Services and Specialty Meals.

Environmental Concerns:

The level of environmental concern relates to two (2) primary issues:

- ▽ Control of a spill to Prevent Environmental Contamination
- ▽ Control of a spill to Prevent Municipal Infrastructure Contamination
- ▽ Involvement of Manitoba Environment for assistance and monitoring



Map # 2 –Water Treatment Plant

Known Possible Hazard Sites:

- Site 2 The Pas Water Treatment Plant

Potential Resource Allocation:

- Police Services Site Security, Traffic Control, Evacuation
- Health Services
 - ✓ Hospital Treatment
 - ✓ Ambulance Triage, Transportation
- Fire Services Containment & Clean-up
- Transportation & Operation Services
 - ✓ Senior Facilities and Apartment Facilities
 - ✓ Utility & Operations Personnel Infrastructure Isolation
- Emergency Social Services
 - ✓ Accommodations
 - ✓ Registration & Inquiry

Residential Concerns:

- Hospital 60 patients
- Seniors Home 38 Residents
- Residential Subdivision 200 day/400 night
- Main Street

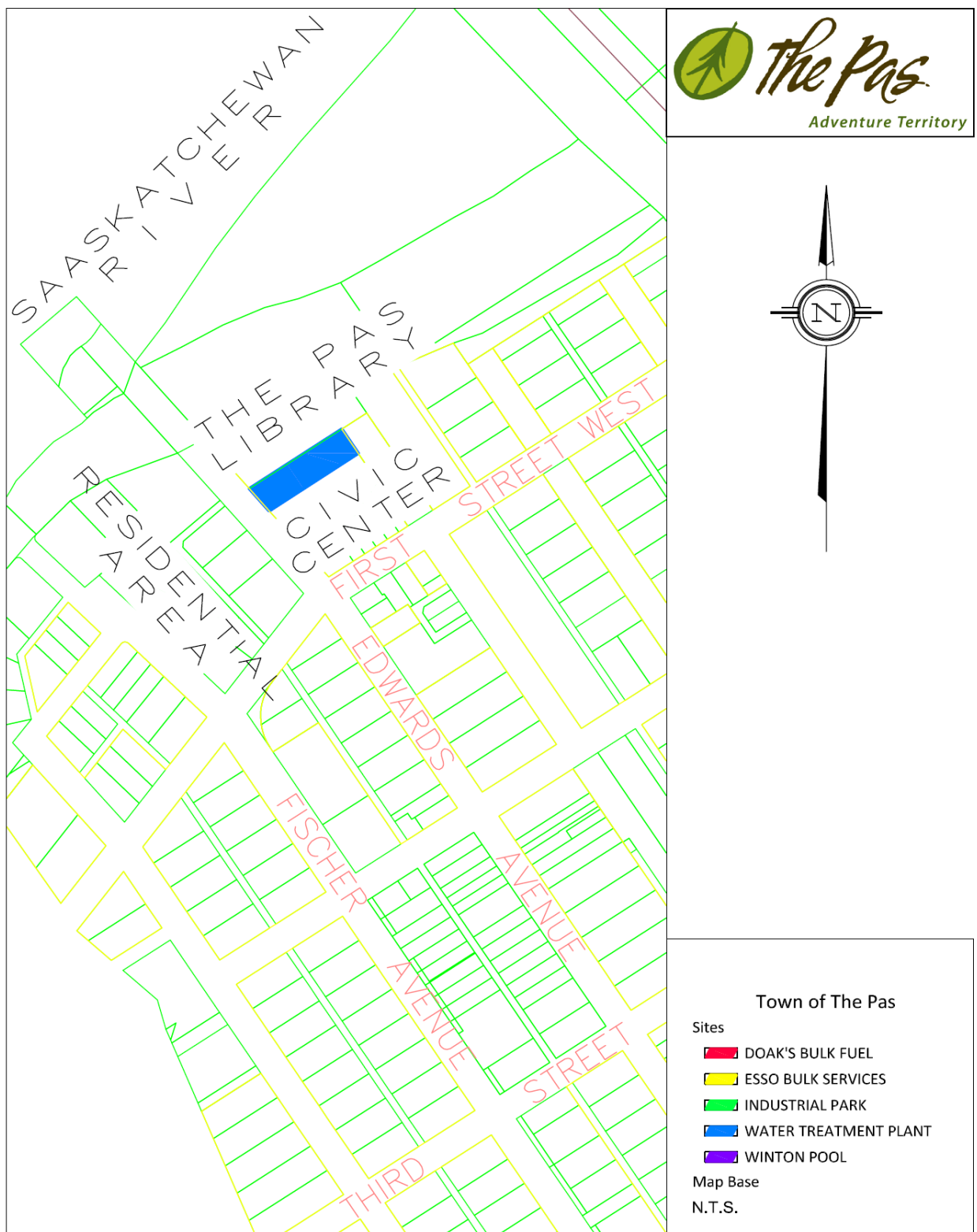
Facility Concerns:

- Catholic Church Primary concern is during Sunday Service
- Commercial Core Area

Environmental Concerns:

The level of Environmental concern relates to two (2) primary issues:

- Control of a spill to Prevent Environmental Contamination
- Control of a spill to Prevent Municipal Infrastructure Contamination
- Involvement of Manitoba Environment for assistance and monitoring



Map # 3 –Industrial Area

Known Potential Hazard Sites:

- Site 3 Spills

Potential Resource Allocation:

- Police Services Site Security, Traffic Control, Evacuation
- Health Services
 - ✓ Hospital Treatment
 - ✓ Ambulance Triage & Transportation
- Fire Services Containment & Clean-up
- Transportation & Operation Services
 - ✓ Senior Facilities and Apartments
 - ✓ School Facilities
 - ✓ Single Family Residential Area
 - ✓ Utility & Operations Personnel Infrastructure Isolation
- Emergency Social Services
 - ✓ Accommodations
 - ✓ Registration & Inquiry

Residential Concerns:

- Residential Area 100 during day hours/300 during evening hours

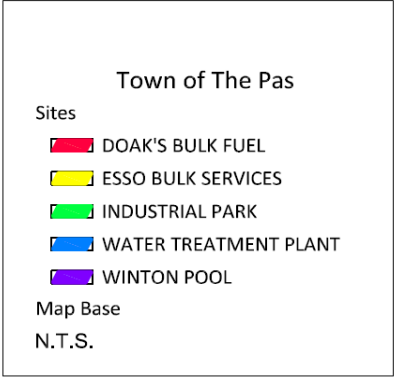
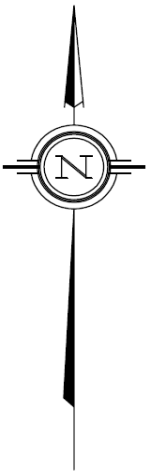
Facility Concerns:

none

Environmental Concerns:

The level of Environmental concern relates to two (2) primary issues:

- Control of a spill to Prevent Environmental Contamination
- Control of a spill to Prevent Municipal Infrastructure Contamination
- Involvement of Manitoba Environment for assistance and monitoring



Map # 4 – Winton Pool

Known Possible Hazard Sites:

- Site 4 Winton Pool

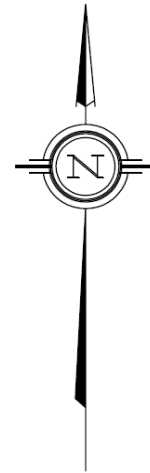
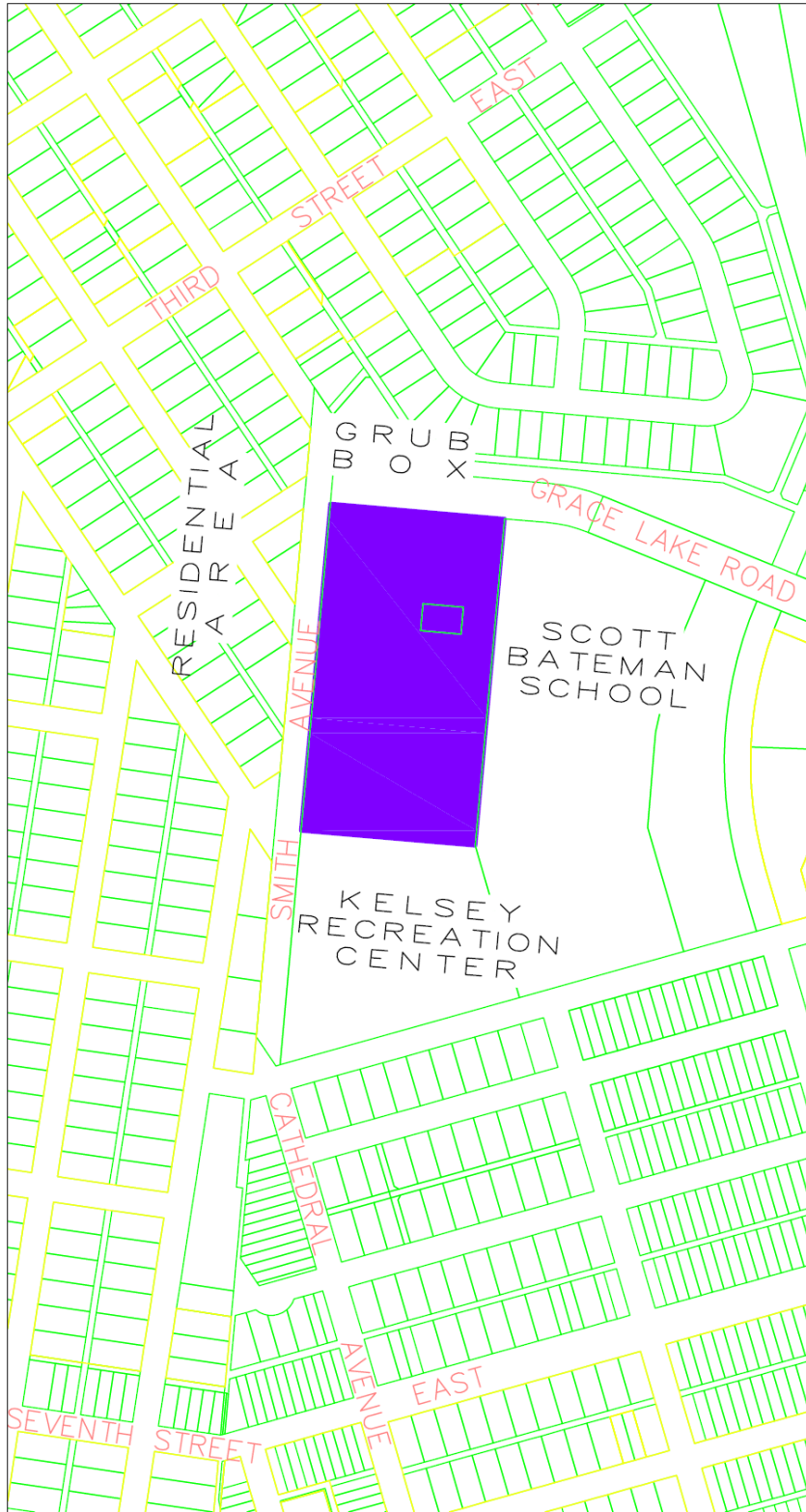
Potential Resource Allocation:

- Police Services Site Security & Evacuation
- Health Services
 - ✓ Hospital Treatment of Injured
 - ✓ Ambulance Site Triage, Transportation, Specialty Evacuation
- Fire Services Fire Scene Operations
- Transportation & Operation Services
 - ✓ Senior Facilities and the Mental Health Center
 - ✓ Utility & Operations Personnel
 - ✓ School Division
 - ✓ Handi-Bus
 - ✓ Beaver Bus Lines
- Emergency Social Services
 - ✓ Accommodations
 - ✓ Registration & Inquiry
 - ✓ Secondary & Mobile R & I

Concerns:

PineView Manor and Valhala	
Residential Subdivisions	day 200 individuals/Evening 400 individuals
Scott Bateman Middle School	360 in total
MBCI	460 students and 50 staff
Little Dreamers Day Care (located in MBCI)	50 children and 21 staff
Kelsey Community School	403 students and 55 staff
Opasquia School	330 students and 47 staff
	50 Staff
The Pas Health Complex	
Seniors Residences	
Schools	
Industrial District	
Residential District	
Recreation Centre	

These above Institutions would require a tremendous level of assistance during an evacuation due to the fact that approximately 50% of the residents are non-ambulant. In some situations the residents may require the provision of Specialty Services and Specialty Meals.



- Town of The Pas**
- Sites**
- DOAK'S BULK FUEL
 - ESSO BULK SERVICES
 - INDUSTRIAL PARK
 - WATER TREATMENT PLANT
 - WINTON POOL
- Map Base**
N.T.S.

Town of The Pas

Emergency Plan

Hazard Analysis

Section 3

DANGEROUS GOODS ROUTES

**The Town of The Pas
Hazard Analysis**

DANGEROUS GOODS ROUTES

Nature of Hazard:

Municipal Dangerous Goods Routes, as established by Municipal By-law, travel through the main urban and commercial areas of the community. Any accident, particularly involving a unit transporting a hazardous product will require the involvement of the Municipal 1st Response Units and Municipal Operations. The possible involvement of EMO may rest on the volume of product and the potential danger from infiltration into the Municipal Underground Infrastructure.

Dangerous Goods Locations

Class "B" Service Stations

Name	Address	Products	Pin #
Doaks Bulk Fuel	945 Gordon Ave.	Gasoline/diesel/oil	UN
Esso	Gordon Avenue	Gasoline/diesel/oil	
Michael's	702 Gordon Ave	Gasoline/deisel	UN
traxx	First Street	Gasoline	UN
Fast Gas	Fischer Avenue	Gasoline	UN
Extra Foods	Hwy 10	Gasoline	UN
Stittco	Gordon Ave	Propane	UN

Business or Distributors

Name	Address	Products	Pin #
A&M Welding	2 nd Street	Oxygen & acetylene cylinders	
The Pas Autobody	2 nd Street	Mixed paints & thinners	
North of 53	Gordon Ave	Oxygen & acetylene cylinders	

Bulk Stations

Doak Bulk Fuel	Gordon Ave	Fuel Oil	UN
Esso-	Gordon Ave	Gasoline	UN
		Diesel	UN
Stittco	Gordon Ave	Propane	UN

Town of The Pas

Emergency Plan

Hazard Analysis

Section 4

**FLOODING HAZARD
&
CONTINGENCY PLAN**

**The Town of The Pas
Hazard Analysis**

FLOODING HAZARD

Nature of Hazard:

Flooding within the Town of The Pas comes in the form of flooding due to the Saskatchewan River either in the form of Ice Jamming or simply the volume of water in the River.

The involvement of EMO will, depending on the incident, be both pre-event planning and mitigation or post event mitigation. Essential to both pre-event or post event mitigation is the maintenance of Municipalities critical infrastructure for reasons of public health and safety.

Flooding of the Saskatchewan River

Location	Product(s)	Life Safety Issue(s)	Service Requirement(s)
Devon Park - Waterfront	Sandbagging fish fillet shack Shut down of services	- Drowning a minimal issue if access is restricted during the critical period	- minimal as these are Public open space
Murray GM, Northern Minnows, B&C Power Products	- ensure dyking system is compliant - pumps to pump water from inside the dyke	- drowning a minimal issue as advance notification is available	- Evacuation of area as required - protection of the property
Bell Ave. Lift Station Deep Well	- minimal but there is a potential shut down of the Municipal Wastewater Treatment Facility	- Environmental Pollution	- Protection of the Lift Stations from flooding
Land Drainage and Sewer Outfalls		- Potential Basement Flooding - Environmental Pollution - Health related issues	- closure of Outfalls - Provision of support to remove the potential for flooding due to rainfall/snow melt

Flooding due to over extension of LDS

Location	Product(s)	Life Safety Issue(s)	Service Requirement(s)
Private Property		- drowning a minimal issue as there is generally warning	- Evacuation of area as required - alternative facilities - animal care - removal of water through the LDS System as quickly as possible

DEFINITIONS

All definitions, not directly referred to within this document, shall be as stated within the Town of The Pas Emergency Measure Plan, Section 1, Page iii. The following only relates to those definitions used for the purposes of a Flooding Response.

Flood Hazard Lands - shall mean those properties below the 100 Year + 2 Feet Flood Protection.

Evacuation - shall mean the removal of people from the Designated Evacuation Area.

Designated Evacuation - shall mean the total area within the Evacuation Boundaries, as defined Area by the Emergency Control Group or its designate, in the Town of The Pas Evacuation Notice.

Evacuation Boundaries - shall mean the outside boundaries of the Designated Evacuation Area as defined by the Emergency Control Group or its designate within the Town of The Pas Evacuation Order.

Evacuation Pre-notification - shall mean written notification of all individuals within the Designated Evacuation Area of the potential that they may be required to leave their residence. Such notification shall include a list of items that the resident should prepare to take with them in case of Evacuation.

Note: *In some flooding situation the issuing of an Evacuation Pre-notification may not be possible.*

Evacuation Notification - shall mean written notification to the residents within the Designated Evacuation Area that they must leave their residence within a defined period of time or immediately as determined by the Emergency Control Group. Such notification shall include an indication of the work to be undertaken by the EOC to ensure the security of the area.

Note: *It may be impossible, depending on the situation to provide such written notification, and therefore, the notification information shall be provided as soon as possible after the individuals have been registered by Emergency Social Services.*

Essential Services Personnel - shall mean only those individuals, selected by the EOC, to remain within the Designated Evacuation Area for those purposes as outlined by the EOC. Such individuals shall be provided with the necessary identification and the necessary equipment to ensure their safety within the working area.

FLOODING

With the exception of Major Storm Events, the potential for a significant level of flooding are normally known well in advance providing a significant planning period.

1. The Town of The Pas experiences flooding in two forms:
 - (a) Annual Spring Flooding of the Saskatchewan River has become a regular occurrence within the boundaries of the Town. The issue is the varying degrees of severity, which can be the result of either the level of snow during the winter months or the amount of rain during the spring thaw. Generally the Town is well aware of a potential for serious flooding and has the time to plan and prepare for Spring Floods.
 - (b) Flooding from major rainstorms is not predictable but has occurred over the few summers causing minor damage of public property.
2. During recent years there has been Spring Flooding, due to ice damming on the Saskatchewan River. The length of an Ice Jam Event is fairly long, 7 - 14 days, and this seldom requires the calling together of the EOC due to the short duration of the Event. This flooding has caused significant damage to Public Property. The costs for such flood damage have not been significant to the Town.
3. Flooding of the Saskatchewan River, other than ice dams, has happened twice once over the past 3 years. The primary difference between a River Flood Event and an Ice Dam Event is the length of the event. A River Flood Event can extend over a period of 14 to 28 days creating a more dramatic potential for significant basement flooding, if spring rains accompany such flooding. Of particular concern are impacts on the Municipal Wastewater Infrastructure, situated on the River Flood Plain and the potential infiltration of river water in the Land Drainage and Sewer Systems. The impact of both these situations would be possible basement flooding throughout the Town.
4. Overland flooding can be of significance only if the Spring Melt or a major Rainstorm Event overwhelms the Land Drainage System. The most significant potential impact is possible flooding of the drainage system which impacts the Bell Avenue Lift Station
5. During the past 3 years the Town has experienced a minimum of 2 Flood Events during the summer. This has put some strain on public expenditures. The length of each event can be as long as 10 to 28 days. Generally the periods of serious public danger are extremely short and present minimal danger to public-at-large. The primary issue is the extended clean-up period. The scope of the damage is generally specific to public property.

A. Possible Major Effects

1. Evacuation of part of the Community with minimal potential for a total Community Evacuation
2. Potential for significant basement flooding through much of the Community
3. Potential impacts on the Environment
4. Property damage

B. Areas of Primary Concern

1. Bell Avenue Lift Station
2. Rosser Well
3. Land Drainage and Sewer Outfalls
4. Private Property along Larose Avenue
 - Murray GM
 - Northern Lites Bait
 - B&C Power Products
5. Residential Properties northwest of First Street
6. Town of The Pas Park and Infrastructure

C. Potential Actions During the Event

Agency Responsible

- | | |
|--------------------------------------|---------------------------|
| 1. Public meeting effected area | EMO Public Information |
| 2. Provision of sandbags & materials | Municipal Operations |
| 3. Evacuation of Flood Hazard Areas | ESS & Emergency Health |
| 4. Public Infrastructure Protection | Municipal Operations |
| 5. Traffic control | Police |
| 6. Private Property Protection | Property Owners |
| 7. Communications | Police/Fire/EOC |
| 8. Barricades | Operations |
| 9. Sandbags & Materials | Operations/EOC |
| 10. Trucks & Equipment | Operations/EOC |
| 11. Evacuation Support | Emergency Social Services |

D. Flood Contingency Plan Issues

The following are the critical issues, related to the delivery the Flood Contingency Policy Plan Priorities, which Council must decide upon:

1. What additional role might be expected of The Pas' 1st Emergency Response Units?
2. What level of service will Town of The Pas Personnel provide in a flooding situation?
3. Under what conditions will the Town provide operational assistance, if requested, to our surrounding Neighbours?
4. What level of financial commitment is the Town prepared to provide to Private Industry, Quasi-private Organizations and Private Home Owners?

E. Flood Management Priorities

1. Emergency Service 1st Response Units - Management Priorities

The Operational Priorities established for The Pas' Emergency 1st Response Units (Police, Fire & Ambulance) during an Emergency Flood Event are:

- 1st** Extraction of citizens from a life-threatening situations
- 2nd** Fulfillment of the Departments Operational Responsibilities for Fire Suppression and Prevention
- 3rd** Municipal Infrastructure Protection
- 4th** Assistance to citizens for private property protection

It is not the intent that in establishing these priorities we are discouraging Emergency 1st Response Personnel from becoming involved in the sandbagging of private property. The intent is to ensure there is a common understanding, in the making of operational decisions, of the management priorities of the Town's Emergency Service 1st Response Providers.

2. Municipal Departments - Management Priorities

The operational priorities established for The Town's Municipal Departments are:

- 1st** Protection of Public Health & Safety Infrastructure/Facilities (ie Hospital, Water & Wastewater Infrastructure, Fire Hall, Police Office, etc.)
- 2nd** Support services to stranded individuals (ie Emergency Social Services). This upon request from the surrounding Municipalities may include the provision of support services to their Emergency Measures Services Organizations.
- 3rd** Protection of Municipal Buildings and Facilities.
- 4th** Assistance to Quasi-private and private properties owners
- 5th** Protection of Municipal Properties

The plan does not intend to suggest that Town Personnel will not assist private property owners. Our intent is to ensure the Public understands that there is a requirement for the individual to assume responsibility for the protection of their property. Town and other government resources will first be directed to the Protection of Essential Municipal Services. Only after these essential resources are secured, unless the situation is life threatening, will Municipal Resources be to accommodate their very reasonable emergency request for assistance.

3. Financial Commitment for materials

The priorities, for addressing the provision of financial assistance, during a flood emergency are:

Advanced Emergency Assistance

1. **Property protection, in situations where the flooding is not due to a natural feature, is the responsibility of the property owner.** Therefore, costs to protect private property flooding are the responsibility of the property owner.

With this in mind the provision of Advanced Emergency Assistance, to private property owners subject to property flooding, could be provided on an at cost basis.

Emergency Situation

1. During the Emergency Situation the assistance made available to private property owners would be subject to the priorities established in item 1 and 2 Management Priorities 1 and 2 of this report. The provision of available assistance for the protection of property will be at no cost to the property owner.
2. The provision of Financial Assistance to any individual, required by the Town or any Senior Government, to evacuate their property shall be as outlined in the Province of Manitoba Disaster Assistance Program. Assistance will only be provided to individuals who register with the Town's Emergency Social Services Personnel.
3. The Town, at no cost to the individual, will provide:
 - a) Manitoba Disaster Assistance Applications Forms
 - b) Assistance in completing the Manitoba Disaster Assistance Application
 - c) Such financial assistance as provided for under the Manitoba Disaster Assistance Program, for extended residential absences due to the disaster and not covered by the individual's basic insurance coverage.

THE TOWN OF THE PAS
POLICY GUIDELINES
For
FOR EVACUATION OF PROPERTIES

GENERAL OVERVIEW

Operational Priorities:

While the Town of The Pas understands that there must be a balance between the need to ensure life safety and the desire to protect and maintain property it also recognizes the following:

1. That the primary responsibility of the Emergency Measure Policy is ensuring life safety; and
2. That the secondary Emergency Measures Priority is the continuation of essential community services after the event; and
3. That the third priority is the prevention of damage to private property.

The Nature of Water Movement

The Town of The Pas recognizes that flooding is of two types in The Pas. First is standing water due to Land Drainage Problems or Ice Dams on the Saskatchewan River. Second, is to the Saskatchewan River overflowing its banks. The primary difference between these two types of water movement is:

Land Drainage/Ice Dam

- tends to be of short duration
- tends to be still water

River Flooding

- is of long duration
- can be moving at a speed exceeding 100,000 cfs

Dike Structures

Dike structures in the Town of The Pas fall under two broad categories:

1st Permanently constructed engineered structures

Permanent structures are engineered to protect to a design flood water level with allowance for projected wind and wave action. The structures are designed to take into account sub-soil conditions, anticipated hydraulic loading and the properties of the material to be used in construction. Under pre-established conditions properly engineered and maintained dike systems offer safe and reliable protection.

2nd Temporary dikes of earthen or sandbags type construction

Temporary dikes are often hastily constructed of various soils and materials, lack engineering support and may not have sufficient compaction or sub-base preparation. These dikes may be earthen, sandbag, soil and polyethylene or of a wooden “flash board” type. The variability in design and construction of these structures makes them less reliable, and therefore, reduce the level of protection afforded the property and communities they protect. Sandbag dikes over five feet high (three feet of water protection) is **not recommended**.

EVACUATION POLICIES

1. Notification

- a) Wherever possible individual will be provided a minimum of 24 hours notification of the potential that they may be evacuated from their residence. Such notification shall be provided in writing and shall include a list of essential items to be carried by the individual. Such notification shall include notification of the requirement to register with Emergency Social Services including the location of the Registration and Evacuation Centre.
- b) Notification of Evacuation, wherever possible, shall be provided in writing and include the location of the Registration and Evacuation Centre plus notice of the plans of the Municipality for the protection of their property.
- c) When Advanced Notification is not possible the individual shall be directed to the Registration and Evacuation Centre and at the time of Registration, or immediately thereafter the individual shall be provided the information outlined in item (b).
- d) Individuals shall not be permitted to return to the Designated Evacuation Area until all clear is provided without the approval of the EOC in consultation with the Emergency Control Group, Essential Service Personnel and the Site Commander.

2. Standing (Land Drainage/Ice Dam) Flooding

- a) Areas immediately behind a Permanent Dike Structure will be evacuated when the water level is within one (1) foot of the top of the dike or at such other level, below the 1-foot criteria, as determine by the Site Commander base on the integrity of the Dike.
- b) Areas immediately behind a properly constructed temporary dike, as determined by the Site Commander, will be evacuated when the level of water is at the same level of the primary living/working area of the structures protected by the dike. The Site Commander may choose such other level based on the integrity of the Dike.

2. Standing (Land Drainage/Ice Dam) Flooding (cont'd)

- c) Areas immediately behind an improperly constructed temporary dike will be evacuated based on the assessment of the Site Commander.
- d) The area to be evacuated will be established by the EOC, in consultation with the Site Commander, depending on:
 - i. The land elevation immediately behind the dike; and
 - ii. The height of the dike
 - iii. Properties potentially impacted due to a dike breach

3. River Flooding

- a) Where the river is flowing into the face of a permanent dike, areas immediately behind a Permanent Dike Structure will be evacuated when the water level is within 3 feet of the top of the dike. The Site Commander may determine, based on the integrity of the dike, a level below the 3-foot criteria.
- b) Where the river is flowing along the face of a permanent dike, areas immediately behind a Permanent Dike Structure will be evacuated when the water level is within one (1) foot of the top of the dike. The Site Commander, based on the integrity of the dike structure may establish such other level, below the 1-foot criteria.
- c) Where the River is pushing directly on the face a properly constructed temporary dike, as determined by the Site Commander, area immediately behind the dike will be evacuated when the level of water is touching the bottom of the dike at such other time as determined by the Site Commander.
- d) Where the River is flowing along the face of a properly constructed temporary dike, areas immediately behind the dike will be evacuated when the water level on the dike is at the same level of the primary living/working area of all structure protected by the dike. The Site Commander, based on the integrity of the dike, may establish other criteria for evacuation.
- e) The area to be evacuated will be established by the EOC, in consultation with the Site Commander, depending on:
 - i. The land elevation immediately behind the dike; and
 - ii. The height of the dike
 - iii. Properties potentially impacted due to a dike breach

EVACUATION GUIDELINES

1. Evacuation shall mean that all residents, within the Designated Evacuation Area, shall leave the area for a designated Registration and Inquiry Centre and shall not be permitted to return to the Designated Evacuation Zone without the written authorization of the Head of the Municipality or the Emergency Coordinator.
2. Where possible residents will be permitted to return to their residence in order to obtain items they require during their evacuation or to further protect their property. This permission shall be granted only under the following conditions:
 - a) the resident has an acceptable portable communications system; and
 - b) Emergency Personnel are working in the area; and
 - c) Water is not surrounding the area to be accessed; and
 - d) The resident has the approval of the EOC

EVACUATION AREA ESSENTIAL PERSONNEL

1. All Operating Policies as outlined in the following Rear Party Essential Services Personnel Checklist.
2. It shall be the responsibility of the EOC, in consultation with the Site Commander to ensure:
 - a) That there is need to have personnel remain behind (essential personnel).
 - b) There is a minimum of two competent adults.
 - c) All individuals are free of health risks.
 - d) An on-site boat and safety equipment is available that is capable of transporting the party.
 - e) Emergency communications are available on-site.
 - f) Adequate food, fuel and equipment is available.
 - g) The diking plan is accepted by the municipality.
 - h) A site rescue plan has been accepted by the municipality.

Policy Guidelines for the Emergency Evacuation of Essential Services Personnel

General

These guidelines are established for the Evacuation of Essential Services Personnel assigned to remain in the Community any part of the Community due to a forced evacuation. This may include:

- a) Personnel assigned to provide Security Services
- b) Personnel assigned to provide special maintenance services
- c) Emergency 1st response Personnel
- d) Facility Maintenance Personnel

The above personnel, although they may be relieved of their duties during the evacuation period, must be familiar with this Evacuation Plan and must proceed to adhere to this plan throughout their time in the Community.

- 2. To maintain a continually current list of personnel of On Site Rear Party Personnel; and
- 3. To maintain ongoing communications, on a hourly rotation, with personnel in the rear party; and
- 4. To advise and confirm with the rear party personnel any changes in the pre-arranged Evacuation Plan; and
- 5. To advise the rear party, in consultation with the Site Commander, when they are to evacuate the Town; and
- 6. To undertake, either at the Site Command Centre or at a pre-arranged destination point, a registration of all Rear Party Essential Services Personnel; and
- 7. To advise the Site Commander and the Emergency Control Group when all Rear Party Essential Services Personnel have evacuated the Town of the Evacuation Zone
- 8. As soon as conditions permit to prepare a plan for the Evacuation Security and the Re-entry of Rear Party Essential Services Personnel.

PLANNING CHECKLIST

ESSENTIAL SERVICES PERSONNEL EMERGENCY EVACUATION

The purpose of this Checklist is to assist the EOC the rear party/stay-behind phase of the evacuation is undertaken in complete detail. The assumption within this check list is that the EOC, the Emergency Coordinator and the Emergency Control Groups will have re-located or be re-locating outside the potential impacted area..

FINAL EVACUATION INSTRUCTIONS FOR THE COMMUNITY OF

**As per the Town of The Pas Evacuation Plan as
adjusted by the Emergency Operations Centre
and the Emergency Control Group**

ESSENTIAL SERVICES REAR PARTY COMMANDER (designated by the EOC)

PARTY COMPOSITION AND TASKS

All efforts must be made to minimize the numbers of personnel so that only essential people remain in the community. A hazard/risk analysis of the situation should be conducted prior to any commitment being made to remain in an affected/impacted area.

Police

Assigned Tasks

(Be reasonably specific in order to reduce personnel within the Community)

- Evacuation Area Security
- As necessary Entrance Control

Medical & Health

Assigned Tasks

(Be reasonably specific in order to reduce personnel within the Community)

- On-site First Aid
- Emergency Medical Support
- As necessary Medical Evacuation

Municipal Services Personnel

Assigned Tasks

(Be reasonably specific in order to reduce personnel within the Community)

- Maintenance of Essential Municipal Infrastructure in order of priority
 - ✓ Water
 - ✓ Waste Water
 - ✓ Municipal EOC
 - ✓ Hospital minimal mechanical systems

Others

Province of Manitoba

(To be discussed with the Provincial Personnel and /or the Department accountable for the Province's Role in the Community. It is to be noted that Provincial Personnel are in support of the Municipality and unless the Province assumes total accountability for the Rear party Personnel, including financial accountability, the Municipal Council decision shall prevail)

Government of Canada

(To be discussed with the Canada's Personnel and/or the Department accountable for the Canada's Role in the Community. It is to be noted that Canada's Personnel are in support of the Province and unless the Province assumes total accountability for the Rear party Personnel, including financial accountability, the Municipal Council decision shall prevail)

COMMUNICATIONS PROCEDURES CHECK LIST FOR FINAL EVACUATION

As necessary, the following is to be confirmed as part of the regular hourly communications check undertaken by the Director of Emergency Communications or his designate.

- Locations of all personnel
 - ✓ On shift
 - ✓ Off shift (rest areas)
- Warning method (day and night)
 - ✓ Primary
 - ✓ Secondary
- Communications
 - ✓ Radio frequencies
 - ✓ Phone number
 - ✓ Other signals
- Routes to extraction point (muster locations) Use a map.
 - ✓ Primary
 - ✓ Secondary
- Extraction points
 - ✓ Primary
 - ✓ Secondary
- Personnel check-off lists
 - ✓ Located or held by who
- Means of evacuation
 - ✓ Primary
 - ✓ Secondary
- Evacuation routes
 - ✓ Primary
 - ✓ Secondary
- Evacuation to locations
 - ✓ Primary
 - ✓ Secondary
- Notification of the all clear
 - ✓ By who
 - ✓ By what means
 - ✓ To who

THE PAS ESS & HEALTH EVACUATION PLAN

TOTAL EVACUATION

The Town of The Pas is divided into four sectors. The sectors are North East, North West, South East and South West of the Train Tracks:

- 1st** All residents north and south west of the tracks within the Town of The Pas will be processed through The Pas Regional Library Annex located at 53 Edwards Avenue.

The exit route will be north on 1st Street or south on Fischer and Gordon Avenue and then to the designated reception community.

- 2nd** All residents north and south east of the tracks will be processed through the Roy H. Johnston Arena located at 523 Smith Avenue.

The exit route will be south on Cathedral and west on Centennial Drive then to the designated reception community or north on Lathlin, west on second, north on Cook to the designated community.

THE PAS E.S.S. AND HEALTH EVACUATION PLAN

FLOOD - Gradual evacuation of effected areas to reception community.

1. Reception Centre Sites – The Pas Residents.
 - Any affected area will be R & I through site – Roy H. Johnston Arena 523 Smith Street
2. Affected Nursing Homes/Senior Homes
 - R & I through the Red Cross Mobile Unit will be evacuated to reception community
3. Exit route will be north on Fischer Avenue and First Street and south on Gordon Avenue which both lead to Highway #10 then to reception community

EMERGENCY SOCIAL SERVICES RE-ENTRY PLAN FOLLOWING THE FLOOD

1. Re-entry into evacuated area is determined and announced through delivery of the **"Flood Evacuation Re-Entry Approval Form"**.
2. Completion of the forms is the responsibility of the appropriate personnel in the E.O.C.
3. Upon completion of the form, re-entry of evacuated area can then be coordinated through Emergency Social Services.
4. Once the community has an "All Clear" from Operations and Health, re-entry will be coordinated through the Reception Centre re-entry location. Re-entry location - Recreation Complex, Smith Street

** Information package for citizens returning will include:

- Disaster assistance financial eligible costs.
- Clean-up procedures.
- Hydro and Gas checklist.
- Garbage and waste disposal.
- Special cleaning and deodorizing.
- Salvage and disposal.
- Structural assessment of your home.

** Community/Residential Clean-up:

- Volunteers required.
- Disposal of sandbags.
- Clean of parks, playgrounds.

** Post Disaster Debriefing for Volunteers and Staff (Set-up Meetings):

- Documentation of financial matters.
- Inventory and re-supply.

** Post-Disaster Counseling:

- Information kit on signs for psychological problems of the event.
- Family counseling available.
- Information available to schools, churches, day cares, Town Office, senior homes.

** E.S.S. Plan (Meeting with Team Members):

- Update plan and note problem area.
- Final report to Council.

AFTER A FLOOD

These documents are to be duplicated and provided to all Returning Residents either at the Returning Reception Centre or at Community Outreach Centre established through the E.O.C.

Re-entering your home:

- Do not return home until authorities have advised that it is safe to do so.
- If the main power switch was not turned off prior to flooding, do not re-enter your home until a qualified electrician has determined it is safe to do so.
- Use extreme caution when returning to your home after a flood.
- Appliances that may have been flooded pose a risk of shock or fire when turned on. Do not use any appliances, heating, pressure, or sewage system until electrical components have been thoroughly cleaned, dried, and inspected by a qualified electrician.
- The main electrical panel must be cleaned, dried, and tested by a qualified electrician to ensure that it is safe.
- Depending on where you live, your municipal or the provincial inspection authority is responsible for the permitting process required before your electric utility can reconnect power to your home.

Ensure building safety:

- Make sure the building is structurally safe.
- Look for buckled walls or floors.
- Watch for holes in the floor, broken glass and other potentially dangerous debris.

Water:

- Flood water can be heavily contaminated with sewage and other pollutants. It can cause sickness and infections.
- If through color, odor or taste you suspect that your drinking water has been contaminated, don't drink it.

- Household items that have been flood-damaged will have to be discarded according to local regulations.

Documentation:

- Store all valuable papers that have been damaged in a freezer until needed. (After your cleanup, consult your lawyer to determine whether flood-damaged documents, or just the information in them, must be retained).
- Record details of flood damage by photograph or video, if possible.
- Register the amount of damage to your home with both your insurance agent and local municipality immediately.

SEE BOOK 4 FOR EVACUATION AND RE-ENTRY PLAN

FLOOD

Purpose

The flood response plan provides the policy, coordination procedures and response patterns for a major flood.

Situation

Floods are one of the most prevalent natural hazards. Excess water from snow melt, rainfall or storm surge accumulates and overflows onto the banks and adjacent flood plains

Concept of Operations

In dealing with potential flood, there is often sufficient time to lessen its impact on a community through proper pre-planning. Our role is assisting the community in preparing for and responding to a flood.

Possible Major Effects to be considered

- Threat to life and property
- Utility failure – power, water, sewer and telephone outages
- Environmental accidents – rail/road accidents, contaminated water and dangerous goods accidents
- Severe structural damage
- Erosion
- Traffic disruption – stranded motorists, road/bridge/rail closures
- Isolation of communities, homes, farms and livestock
- Difficulties in attaining and delivering emergency services –fire, ambulance and police
- Food and water shortages
- Evacuation of people and animal
- Threat to public health.

Flood Pre-Emergency

Mayor and Council

- ☐ Review policies and procedures and make changes if necessary

Emergency Coordinator

Note: It is advised for the emergency Coordinator to delegate many of the tasks found below

- ☐ Complete/update flood hazard analysis
- ☐ List and check resources (equipment, loaders, pumps, lighting, barricades, etc) required for flood fighting. Deficiencies in equipment should be noted and if possible purchase or rental arrangements should be made
- ☐ Establish/confirm mutual aid arrangements
- ☐ Check waterways, drainage ditches for obstructions (conduct physical survey)

- ☐ Keep fuel tanks full in all vehicles and check mechanical/electrical equipment.
- ☐ Develop public information and emergency communications plans
- ☐ Prepare and release public information announcements on the risk/threat of flooding and preventative measures that can be taken
- ☐ Move personal property from flood prone areas to safer areas
- ☐ Remove hazardous chemical from basements and warehouses
- ☐ Assess local nuisance grounds for possibility of flooding
- ☐ Anchor bulk fuel or other structures that may move from the rising water levels
- ☐ Review Emergency Transportation guidelines
- ☐ Review Evacuation and Re-Entry Plan
- ☐ Seek further advice on flood mitigation procedures from Water Stewardship
- ☐ Develop flood watch program – train staff/volunteers in alerting and reporting procedures
- ☐ Conduct public works program i.e. diking and drainage ditch construction or clearing
- ☐ Pre-position equipment and supplies (Sand and Gravel, Sand bags - not in flood prone areas)
- ☐ Review Emergency Communications procedures i.e. radio, telephones
- ☐ If possible conduct a test exercise of the Emergency Operations Center (EOC) and correct deficiencies.

Flood Emergency

Mayor and Council

- ☐ Contact E.O.C. manager and determine location for Mayor and council to convene
- ☐ Notify MEMO and Conservation if there is a need for Provincial resources or assistance
- ☐ Implement emergency Plan, in whole or in part
- ☐ Is Declaration of State of Local Emergency required? i.e., will there be a need to exercise emergency powers over those currently granted to municipality?
- ☐ Mayor should announce to the public the reason(s) for Declaring State of Local Emergency
- ☐ Continual communication with residence via town hall session(s), social networking, local media outlets and fan outs

Emergency Coordinator

Note: It is advised for the emergency Coordinator to delegate many of the tasks found below. Some tasks will vary or not apply depending with degree/stages of emergency

- ☐ Establish EOC
- ☐ Have Emergency Response Control Group report to EOC
- ☐ Establish communications with Nor-Man RHA on duty Supervisor
- ☐ Identify extent of impact of flood. This can be done, by consulting with MEMO and Water Stewardship
- ☐ Commit resources as they are required (beware of over committing resources)

- ☐ Assign flood watch crews to their positions
- ☐ Establish communications between emergency site(s) and EOC
- ☐ Conduct diking operations
- ☐ Turn off power to flood prone buildings
- ☐ Implement Emergency Communications Plan
- ☐ Implement Evacuation guidelines (see evacuation/re-entry section)
- ☐ Conduct rescue operations if required
- ☐ Set up Evacuation /Reception centre if required
- ☐ Ensure pertinent information is passed to Reception Centre from the EOC in a timely fashion
- ☐ Establish security to evacuated areas
- ☐ Implement and direct mutual aid personnel and equipment to required areas
- ☐ Shut down or repair utilities to reduced public dangers
- ☐ Implement animal care and control program

Flood Post-Emergency

Mayor and Council

- ☐ Terminate State of Local Emergency. Notify MEMO of Termination
- ☐ Arrange for Manitoba disaster Financial Assistance Board of Assess damages to community
- ☐ Prepare to host a community event/street party

Emergency Coordinator

Note: It is advised for the emergency Coordinator to delegate many of the tasks found below.

- ☐ Consult with Water Stewardship that water levels have fallen to allow re-entry
- ☐ Consult with Highways and Government services that roads, highways and bridges are safe to use
- ☐ Determine priorities for flood cleanup i.e. clear streets, unsafe structure, etc
- ☐ Restore utilities (phone, hydro and sewer)
- ☐ Contact MEMO – Disaster Financial Assistance staff for possible compensation
- ☐ Test drinking water for safety, assess sewer systems for serviceability, and assess roads and bridges for safety
- ☐ Initiate re-entry procedures. (see evacuation Re-entry Section of Emergency plan)
- ☐ Debrief with EOC

Supported Information

In the past couple of years this area has witnessed up to 7 “– 8” of rainfall in a short period of time creating flash flood conditions with intense rain/thunder storms from spring to fall. We are also susceptible to large amounts of snowfall during winter months which has resulted in flood conditions with rapid spring thaw. Furthermore the Saskatchewan River is a main artery to snow thaw in Alberta’s rocky mountain run off. Result in above normal, high water levels from spring to mid-summer.

Resources

- ✓ Sand and Gravel
- ✓ Sand Bags
- ✓ Front end loaders
- ✓ Bulldozers/backhoes
- ✓ Pumps
- ✓ Lighting equipment
- ✓ Rope
- ✓ Radios (spare batteries)
- ✓ Barricades
- ✓ Flood lighting
- ✓ Flashlights
- ✓ Trucks – dump, pickups
- ✓ Shovels
- ✓ Generators
- ✓ Portable toilets
- ✓ Buses
- ✓ First aid kits
- ✓ Drinking water
- ✓ Portable heaters
- ✓ Lumber, plywood, hammers, nails, extension cords,
- ✓ Boats, motors, canoes, life jackets, paddles, flares
- ✓ Rubber boots, rain wear, waders, work gloves

Contact Information

Mayor	Andre Murphy	204-623-0433
Chief Administrative Officer	Bola Adedoyin	204-627-1109
Water Stewardship		204-627-8296
Manitoba Hydro		888-474-0707
Manitoba Conservation, Dangerous Goods/Emergency Response:		204-944-4888
i) Manitoba Highways		204-945-5617

Town of The Pas

Emergency Plan

Hazard Analysis

Section 5

Winter Storm Event Hazard
&
CONTINGENCY PLAN

Hazard

Nature of Hazard:

A Winter Storm Event within Town of The Pas has the potential to come in two forms. First, is a Blizzard with snowfall and heavy winds making travel at best difficult and at worst making roadway impassable. Although of significance to facilities needing 24-7 staffing there is little or no loss in terms of Provincial or Municipal Infrastructure Services and the overall impact on the Community-at-Large is minimal.

EMO would become directly involved in the second potential event being a Major Winter Storm accompanied by heavy snow or ice, significant winds plus the loss of Provincial and/or Municipal Infrastructure Services. The impact of such an event could be significant because most institutional/residential facilities plus most family homes are unprepared to function without Public Utility Services.

Type of Issue: Winter Storm Event - Snow

Location	Critical Issues	Life Safety Issue(s)	Service Requirements
The Pas Fire Department The Pas Police Detachment St. Anthony's General Hospital The Pas Civic Centre	Provision of Fire Services Provision of Police Services Provision of Ambulance Services Provision of Hospital Care Emergency Ops. Centre	All – Staffing Access	- Staff access to & from location - Emergency Vehicle Movement - Maintenance of Heat, Light, etc. - Communications
Public Works Yard Water Treatment Plant Waste Water Treatment Plant	- Access	All – Staffing Access	- Staff Access - Maintenance of heat, Light, etc. - Communications
St.Paul's Seniors Home	- Access - Municipal Utility Services - Public Utility Services	All – Staffing Access	- Staff Access - Maintenance of heat, Light, etc. - Communications

Type of Issue: Winter Storm Event - Freezing Rain/Snow

Location	Critical Issues	Life Safety Issue(s)	Service Requirements
The Pas Fire Department The Pas Police Detachment(s) St. Anthony's General Hospital The Pas Civic Centre	Provision of Fire Services Provision of Police Services Provision of Ambulance Services Provision of Hospital Care Emergency Ops. Centre	All – Staffing Access Utility Services	- Staff access to & from location - Emergency Vehicle Movement - Maintenance of Heat, Light, etc. - Communications
Public Works Yard Water Treatment Plant Waste Water Treatment Plant	- Access	All – Staffing Access Utility Services	- Staff Access - Maintenance of heat, Light, etc. - Communications
St. Paul's Seniors Home	- Access - Municipal Utility Services - Public Utility Services - Life Safety	All – Staffing Access Utility Services	- Staff Access - Maintenance of heat, Light, etc. - Communications
Scott Bateman Middle School Kelsey School Adult Learning Centre MBCI Mary Duncan University College of the North	- Access - Municipal Utility Services - Use as Community Evacuation Centre - feeding - availability	- Public Health requirements - regular medical visits - facility maintenance - availability of Utility Services	- access - Maintenance of heat, light, etc. - Communications (Internal & External)

Institutional Facilities

Emergency Power Back-up Systems

St. Anthony's General Hospital & St. Paul's Seniors Home (contact Glen Johnson 623-9200)

The St. Anthony's General Hospital & St. Paul's Seniors Home share a large generator with a 500 gallon tank. This generator will run for approximately 48 hours on the fuel available in the system. The generator runs all systems within the Hospital and St. Paul's, and therefore, the central issue will be to ensure the continual availability of fuel.

WINTER STORM EVENTS

Although the potential does exist for a "**Weather Advisory or Warning**" regarding a Winter Storm Event, the severity of the event is an unknown until the event actually hits the Community. Therefore, some potential does exist for advanced planning but the reality is that Winter Storm Events will not provide for an extended planning period.

1. The Town of The Pas can experience Winter Storm Events in two significant forms:
 - (a) A major Winter Snow Blizzard is a regular occurrence expected at least once during the period from November 1 to April 15. The primary issues are the varying degree of snowfall, wind and the period of time travel is restrictive within the Community. Over a significant period of time such storms can prove detrimental to the operation of Institutional Facilities and Emergency Services. Generally the citizens of the Town are aware of the potential for such storms and although citizens in a non-institutional setting do experience some difficulty, they can normally struggle through these difficulties between the start of the event and when the roads are once again open for public travel.
 - (b) A major Winter Storm (Ice or Snow) Event knocking out municipal and public utility services, particularly electrical and communication services, could be of far greater significance to the citizens of the Town. The loss of electrical and communication services could prove detrimental to the total population and extremely hazardous to the Community's Institutional Population. In addition, if the timing of such an event was during the normal school day the impact would be significantly more dramatic due to:
 - (i) The large population of out-of-Town students at the University College of the North; and
 - (ii) The large number of individuals, within the Town and Region, who are employed outside of their Community; and
 - (iii) The large number of people from outside the Town but employed in the Town, and
 - (iv) The Regional nature of services, particularly Emergency Services, provided from the Town of The Pas.

2. The length of both these events can be as short couple of hours and/or as long as 3 days. Generally the significance of the event becomes more serious as the event extends to or beyond 24 hours. Normally the greatest potential for public concern is the provision of Immediate Emergency Services and Institutional Care.
3. During the past six (6) years the Town of The Pas has averaged a minimum of one (1) major Winter Snow Blizzard Event each year. In the major of instances, other than restricting travel possibilities within and outside the Community, these events have had little significant impact on the provision of Community Services. The Town of The Pas has not experienced a major Winter Ice and Snow Event over the past six years.
4. During the past six (6) years only two major Snow Events have had a significant impact on the Institutional Facilities and Immediate Emergency Services within the Town of The Pas. The primary institutional impact has been the inability for Relief Personnel to get to the institutions. Over an extended period of time, this raises tremendous concern about potential impacts on client care as staff become exhausted due to extended work hours. The Emergency Services' primary concern has been the inability for Emergency Services Vehicles to travel within and/or beyond the Community due an accumulation of snow on streets and highways.
5. Although the potential loss of Public Utility Services (Hydro, Telephone, Water and Sewer) is of concern, these services have not been lost during any of the past Winter Storm Events. Clearly the loss of Municipal and Public Utility Services would dramatically change the impact of a Winter Storm Event and place a major burden on the Community's Emergency Measures System.

A. Possible Major Effects (Worse Case)

1. Loss of Public and Municipal Infrastructure.
2. Total loss of Community and Emergency Service Communications Systems
3. Disruption of Emergency Services and Community Transportation Systems
4. Evacuation within the Community
5. Evacuation of Institutional Facilities
6. Evacuation of the total community to a location beyond of the Municipal Boundaries.
7. Private and Public Property Security and Damage

B. Areas of Concern

1. The Pas Emergency Services
 - The Pas Civic Centre/Fire Hall
 - The Pas Municipal RCMP Amalgamated Detachment
 - St. Anthony's General Hospital
2. Municipal Utility Services
 - Water Treatment Plant
 - Public Works Building
3. The Pas Personal Health Care Facilities
 - St. Paul's Residence

C.	Potential Actions During an Event	Agency Responsible
1.	Provision of access to Institutional Facilities and Sites for personnel and Immediate Emergency Services Response Personnel	<i>Operations Department</i>
2.	The provision of support to The Pas' Immediate Emergency Services System	<i>Operations Department</i>
3.	The implementation of an Emergency Communications System for Immediate Emergency Services, Institutional and Reception Centre Communications	<i>Emergency Operations Centre</i>
4.	The maintenance of Institutional, Emergency Services and Reception Centre Utility Systems	<i>Emergency Operations Centre</i>
5.	The provision of electrical support services, on a priority basis, to sustain citizen services	<i>Emergency Operations</i>
6.	The provision of Reception Centre Services as necessary and available due to the potential loss of utility services	<i>Emergency Social Services Emergency Transportation</i>
7.	The provision of information within the Community and to individuals living outside of the Community when normal communications system are disrupted	<i>Emergency Social Services Emergency Public Information Emergency Communications</i>
8.	Assistance to Utility Crews to maintain or repair the Public Utility Network	<i>Emergency Operations</i>
9.	Property Protection and Security	<i>City/RCMP /Security</i>
Equipment		Source
10.	Province of Manitoba	<i>Dept. of Highways</i>
11.	Operations, Contractor Trucks & Equipment	<i>Operations, Contractors</i>
12.	Emergency Generators	<i>C.P. Rail/EOC/Private Homes</i>
13.	Blankets	<i>EOC/Private Homes</i>
14.	Cots	<i>EOC</i>
15.	Temporary Heating Systems	<i>Private Homes</i>
16.	Portable non-utility support Feeding Systems	<i>EOC</i>
17.	Transportation	<i>L.S.S.D. # 11</i>
18.	Reception Centres	<i>L.S.S.D. # 11</i>
19.	Evacuation Support	<i>Emergency Social Services</i>
20.	Equipment/Expertise	<i>Manitoba Hydro</i>

Note: It is extremely possible that a significant Winter Blizzard or Ice & Snow Event could disrupt the whole or a significant portion of the Town of The Pas, R.M. of Kelsey and Opaskwayak Cree Nation. Therefore, the potential for significant support services from the Province may be severely limited. It is also very possible that the Town of The Pas may become a Regional Reception Centre for individuals from outside the Community.

D. Winter Blizzard/Ice Snow Event Issues

The following are the critical issues related to the delivery of Worse Case Scenario Winter Blizzard/Ice & Snow Event priorities, which Council may be required to decide upon:

1. What additional role might be expected of The Pas' Immediate Emergency Response Units particularly with respect to the provision of assistance to Institutional Care Facilities?
2. What level of day-to-day services will the Town maintain during such an Emergency Event particularly if the event was to extend over a significant period of time?
3. Under what conditions will the Town provide operational assistance, if requested, to surrounding municipalities?
4. What level of financial commitment is the Town prepared to prove to assist Private Industry, Quasi-private Organizations and Private Home Owners?

E. Winter Storm Management Priorities

1. Emergency Services Units Management Priorities

The Operational Priorities established for The Pas' Emergency Response Units (Police, Fire and Ambulance) during a Major Winter Storm or Ice & Snow Event are:

- | | |
|------------|--|
| 1st | Extraction of citizens from life threatening situations |
| 2nd | Maintenance of Departmental day-to-day operational responsibilities for the provision of Fire, Police and Ambulance Services |
| 3rd | Evacuation Assistance and Coordination |
| 4th | Security of Public and Private Facilities |

The critical responsibility of all Emergency Services Personnel is to ensure citizens are comfortable that they will, in a life threatening situation, have available to them no less than the normal level of Emergency Service. In addition, should individuals be required to leave their homes, they must be assured that their possession will be protected over a period of time that could extend well beyond one (1) day.

2. Municipal Departmental Management Priorities

The operational priorities established for the Pas' Departments are:

1st The protection and maintenance of the Emergency Services Communications Network assuming the loss of the Hydro Manitoba and MTS Communications Grids.

- Emergency Radio Network out of EOC
- Public Access (Direct or 911)
- Emergency Electrical Support in priority order to:
 - a) The Pas EOC and EOC Radio Network
 - b) St. Anthony's General Hospital
 - c) The Pas Municipal RCMP Detachment
 - d) The Pas Fire Department

Note: This represents, initially, the provision of minimal services in order to ensure that The Pas' Immediate 1st Response Units can maintain their ability to address their first objective; removal of individuals from life threatening situations. Once this initial work is completed, there will be the need to expand these services to permit the EOC to begin to address the long-term issues that will arise within the Community.

2nd The provision of operational support to Institutions providing Life Assistance Services within the Town of The Pas. Of particular concern are the Community Health Care Facilities where moving clients would create a great deal of difficulty for the clients and the personnel.

Note: Initially this represents the provision of minimal services in order to ensure that the institutions can maintain a minimal level of immediate support services to their clients. These services will have to be expanded as quickly as possible, to ensure Institutional Clients and Facilities do not become a continual drain on the Community Emergency Response System and on the Communities need for additional resources.

3rd The provision of assistance, help or security, to individuals in a Home Care or Life Monitoring System.

Note: The Critical issue here is knowing locations, primary care provider and as needed moving the individual to a better location.

4th Sustaining the provision of Municipal Utility Services to the total Community.

- 5th** The provision and establishment of Community Reception Centres in order to ensure that if required such Centres can become operational during the Emergency and made available, immediately, to the EOC and the Public.

Note: This represents, initially, the provision of minimal services in order to ensure that Emergency Social Assistance Workers can establish the Reception Centre and begin to receive and provide support to members of the Public. As the timing of the event expands there will be an ever expanding demand to provide additional resources and effort into the provision of total Reception Centre Services.

- 6th** The development of a Community Information Network under the assumption that all normal communications systems will be disrupted by the loss of Manitoba Hydro and MTS Services.

- 7th** The planning for the evacuation of parts and/or all of the Community, as necessary in order to sustain Basic Life Support Services to citizens in a non-institutional setting.

Note: The level of evacuation will be totally dependent on the ability of the EOC to obtain or provide Utility Services to Institutions and Community Reception Centres. Without Utility Services there may be a need to undertake a total Community Evacuation.

- 8th** The provision of property security within part and/or all of the Community depending on the need for undertaking an evacuation.

- 9th** The development and implementation of a Community re-entry program including:

- determination of an acceptable level of Utility Service
- provision of all Utility Services
- Critical Stress Debriefing for Emergency Personnel, Institutional Personnel and Citizens

3. Financial Commitment for Materials

The cost of addressing a major Winter Snow Event is covered within the annual Snow Clearing and Removal Budget of the Corporation.

The mechanism for providing assistance during a significant Snow & Ice Event of within an Emergency Measures Event are:

1. Private Property Costs, in situations where evacuation is not directed by Emergency Measures Personnel under a "State of Local Emergency", are the responsibility of the Property Owner and addressed through their insurance provider. This includes any damages to Private Property.
2. Private Property Costs, in situations where evacuation is directed by Emergency Measures Personnel under a "State of Local Emergency" are the responsibility of the Property Owner and addressed through their insurance provider. This includes any damages to Private Property. In a case of proven negligence on

the part of Emergency Measures Personnel the issue will be addressed through the Insurer of the Town of The Pas.

3. In situations where costs are not covered by an insurance provider, the rules of the Province of Manitoba Disaster Assistance Fund shall apply and the Town of The Pas shall establish the personnel and the process for the making of Disaster Assistance Claims by the Citizens of the Town.
4. In situations where a "State of Local Emergency" has been declared and individuals or directed to leave their place of residence essential basic requirements - food, shelter and clothing - shall be provided by the Town of The Pas under the regulations of the Manitoba Disaster Assistance Fund only under the following conditions:
 - a) The individual(s) has registered at a Town Registration and Inquiry Centre prior to leaving the Community; and
 - b) The individual(s) can provide a receipt for all items claimed as part of their costs of evacuation.

OR

- a) The individual(s) remain in a Reception Centre setting provided by the Town of The Pas Emergency Measures System; and
 - b) All items claimed are approved through a Voucher or Purchase Requisition signed by a member of the Emergency Measures Team with the appropriate spending authority.
5. Institutional Administrators, whether Institutional Care Providers or responsible for facilities used as Reception Centres, may make application to cover their costs to the Town of The Pas. After confirmation of how these costs will be addressed by the Provincial Departments, the Town will reimburse all cost that are covered through the Manitoba Disaster Assistance Program. All costs must be substantiated as required by the Manitoba Disaster Assistance Program.
6. All private enterprise or Community Association costs shall be paid as per the Purchase Requisition or Voucher approved by a spending authority of the Town of The Pas Emergency Measures Organizations.
7. Reimbursement to the Town of The Pas for the provision of evacuation assistance to individuals from another Municipal Corporation shall be at the 100% level as per the guidelines of the Province of Manitoba Disaster Assistance Program.

WINTER PREPAREDNESS

- Make sure you have at least one of the following in case there is a power failure:
 - Cell phone, portable charger, and extra batteries.
 - Battery-powered radio, with extra batteries, for listening to local emergency instructions
- Find out how your community warns the public about severe weather:
 - Siren
 - Radio
 - Local public health and [emergency management](#) websites
- Listen to emergency broadcasts.
- Make a [Family Communication Plan](#). Your family may not be together during an extreme winter event, so it is important to know how you will contact one another, how you will get back together, and what you will do during an emergency.
- Be sure to check on older neighbors and family members; assist as necessary.
- Know what winter storm warning terms mean:
 - **Winter Weather Advisory:** Expect winter weather condition (e.g., accumulation of snow, freezing rain, and sleet) that could cause severe inconvenience and life-threatening hazards.
 - **Frost/Freeze Warning:** Expect below-freezing temperatures.
 - **Winter Storm Watch:** Be alert; a storm is likely.
 - **Winter Storm Warning:** Take action; the storm is in or entering the area.
 - **Blizzard Warning:** Seek refuge immediately! Snow and strong winds, near-zero visibility, deep snow drifts, and life-threatening wind chill.

Heating Checklist

- Turning on the stove for heat is not safe; have at least one of the following heat sources in case the power goes out:
 - Extra blankets, sleeping bags, and warm winter coats
 - Fireplace with plenty of dry firewood or a gas log fireplace
 - Portable space heaters or kerosene heaters

- Check with your local fire department to make sure that kerosene heaters are legal in your area.
- Use electric space heaters with automatic shut-off switches and non-glowing elements.
- Never place a space heater on top of furniture or near water.
- Never leave children unattended near a space heater.
- Keep heat sources at least 3 feet away from furniture and drapes.
- Have the following safety equipment:
 - Chemical fire extinguisher
 - Smoke alarm in working order (Check prior to winter storm season and change batteries, if needed.)
 - Carbon monoxide detector (Check prior to winter storm season and change batteries, if needed.)
- Never use an electric generator indoors, inside the garage, or near the air intake of your home because of the risk of carbon monoxide poisoning.
- Do not use the generator or appliances if they are wet.
- Do not store gasoline indoors where the fumes could ignite.
- Use individual heavy-duty, outdoor-rated cords to plug in other appliances.

Cooking and Lighting Checklist

- Use battery-powered flashlights or lanterns.
- Never use charcoal grills or portable gas camp stoves indoors. The fumes are deadly.
- Avoid using candles as these can lead to house fires.
- If you do use candles, never leave lit candles alone.

Food and Safety Checklist

Have a week's worth of food and safety supplies. If you live far from other people, have more supplies on hand. Make sure you have the following supplies:

- Drinking water
- Canned/no-cook food (bread, crackers, dried fruits)
- Non-electric can opener
- Baby food and formula (if baby in the household)
- Prescription drugs and other medicine
- First-aid kit
- Rock-salt to melt ice on walkways
- Supply of cat litter or bag of sand to add traction on walkways
- Flashlight and extra batteries
- Battery-powered lamps or lanterns
(To prevent the risk of fire, avoid using candles.)

Water Checklist

Keep a water supply. Extreme cold can cause water pipes in your home to freeze and sometimes break.

- Leave all water taps slightly open so they drip continuously.
- Keep the indoor temperature warm.
- Allow more heated air near pipes. Open kitchen cabinet doors under the kitchen sink.
- If your pipes do freeze, do not thaw them with a torch. Thaw the pipes slowly with warm air from an electric hair dryer.
- If you cannot thaw your pipes, or if the pipes have broken open, use bottled water or get water from a neighbor's home.
- Fill the bathtub or have bottled water on hand.
- In an emergency, if no other water is available, snow can be melted for water. Bringing water to a rolling boil for one minute will kill most germs but won't get rid of chemicals sometimes found in snow.

Car and Emergency Checklist

Minimize travel, but if travel is necessary, keep the following in your vehicle:

- Cell phone, portable charger, and extra batteries
- Shovel
- Windshield scraper
- Battery-powered radio with extra batteries
- Flashlight with extra batteries
- Water
- Snack food
- Extra hats, coats, and mittens
- Blankets
- Chains or rope, tire chains
- Canned compressed air with sealant for emergency tire repair
- Road salt and sand
- Booster cables
- Emergency flares
- Bright colored flag or help signs
- First aid kit
- Tool kit
- Road maps
- Compass
- Waterproof matches and a can to melt snow for water. Paper towels

SEVERE WEATHER (CONTINGENCY) (INCLUDING BLIZZARDS, SNOW/ICE STORMS, WINDSTORMS AND TORNADOES)

Purpose

Establish the policies, coordination procedures and response patterns in the event of a severe weather event.

Situation

Severe weather is one of the most prevalent emergencies that can affect any community in Canada with limited warning. A severe weather event could be very local in nature, such as a tornado, severe thunderstorms, heavy rain, large hail, blizzards, ice storms or snow storms. Hydro, fresh water supplies, septic systems, building structures and roadways could all be adversely affected by severe weather events, which could impact upon the way response operations would be undertaken.

Concept of Operations

Damage is often widespread but may be very site specific. Secondary emergencies such as mass casualties, flash flooding and structural fires may be a result of a severe weather emergency. Warning times may vary widely but one of the best defenses available to mitigate losses (in addition to good planning and public education) is the use of a weather watch and public notification system.

Possible Major Effects to be considered

- Injuries and death
- Utility failure – power (Heat/AC), water, sewer and telephone outages
- Road closures and stranded travelers
- Severe structural damage, destruction of buildings or property
- Flooding/forest fires
- Mobility of vehicles and pedestrians restricted by snow, debris or washouts
- Isolation of communities, homes
- Difficulties in attaining and delivering emergency services –fire, ambulance and police
- Food and water shortages
- Evacuation of people and animal
- Large scale search and rescue missions to locate stranded or trapped persons/animals

Severe Weather Pre-Emergency

Mayor and Council

- ☐ Review policies and procedures and make changes if necessary
- ☐ Decision to escalate emergency preparedness activities

Emergency Coordinator

Note: It is advised for the emergency Coordinator to delegate many of the tasks found below

- ☐ Upon notification of severe weather event a Decision to Escalate Emergency Preparedness must be Made – consult with mayor and council
- ☐ Activate EOC and implement emergency plan if advance warnings allow time
- ☐ Issue warning to residents of possible severe weather
- ☐ Notify and advise public to move or secure property
- ☐ Notify schools, hospitals, nursing homes and sporting events of impending severe weather event
- ☐ Establish emergency communications to emergency services, including public works
- ☐ Contact municipal department heads to make appropriate preparations within department i.e. fill fuel tanks, check emergency response equipment, chain saws, front end loaders, plows and the alerting staff of impending severe weather and how and when to mobilize (sometimes telephones will not work)
- ☐ Notify volunteer support groups of impending, severe weather event

Severe Weather Emergency

Mayor and Council

- ☐ Contact E.O.C. manager and determine location for Mayor and council to convene
- ☐ Implement emergency Plan, in whole or in part
- ☐ Is Declaration of State of Local Emergency required? Notify MEMO if one is declared
- ☐ Mayor should announce to the public the reason(s) for Declaring State of Local Emergency
- ☐ Continual communication with residence via town hall session(s), social networking, local media outlets and fan outs
- ☐ Notify MEMO if there is a need for Provincial resources or assistance

Emergency Coordinator

Note: It is advised for the emergency Coordinator to delegate many of the tasks found below. Some tasks will vary or not apply depending with degree/stages of emergency

- ☐ Establish EOC (Safety primary)
- ☐ Have emergency Response Control Group report to EOC
- ☐ Check communications capability
- ☐ Have Police determine extent of damage and have them report to EOC via radio. Where is aid needed? Are there casualties and what type? Dispatch ambulances, fire department to site. Notify Hospital of number of injured and types of injuries
- ☐ Establish communications with Nor-Man RHA on duty Supervisor
- ☐ Contact hospital, nursing homes, schools etc – are they affected by the severe weather?
- ☐ Dispatch Public works to clear streets from emergency site to hospital, fire station, ambulance station etc.

- ☐ Implement Emergency Communications Plan
- ☐ Implement Mutual Aid arrangements. Direct personnel and equipment where required
- ☐ Assist with establishing a staging area in a convenient location away from the hot zone where all resources can stage before they are deployed in the hot zone
- ☐ Ensure the setup of a unified incident command and sector officers for the hot zone in cases of a tornado or other applicable situation.
- ☐ Inform public of the precautions to be taken through media releases or most effective means
- ☐ Conduct rescue operations
- ☐ Conduct traffic and access routes
- ☐ Get timely reports from emergency site
- ☐ Is an evacuation Necessary? Implement Emergency Social Services Plan
- ☐ Set up Evacuation/Reception centre if required
- ☐ Ensure pertinent information is passed to Reception Centre from the EOC in a timely fashion
- ☐ Notify Hydro and Telephone for restoration of services. If telephone services are out, have police patrol streets in case citizens are in need of emergency services.
- ☐ Provide security to evacuated areas
- ☐ Commit resources as they are required (beware of over committing resources)
- ☐ Assign flood watch crews to their positions
- ☐ Establish communications between emergency site(s) and EOC

Severe Weather Post-Emergency

Mayor and Council

- ☐ Terminate State of Local Emergency. Notify MEMO of Termination
- ☐ Arrange for Manitoba disaster Financial Assistance Board of Assess damages to community
- ☐ Prepare to host a community part

Emergency Coordinator

Note: It is advised for the emergency Coordinator to delegate many of the tasks found below.

- ☐ Continue media releases/instructions to public
- ☐ Consult with Highways and Government services that roads, highways and bridges are safe to use
- ☐ Return all borrowed/rented resources
- ☐ Have health and sanitation inspections done on food and food preparation facilities
- ☐ Arrange for the disposal of contaminated food
- ☐ Restore utilities (phone, hydro and sewer)
- ☐ Continue EOC operations until coordination functions are complete
- ☐ Contact MEMO – Disaster Financial Assistance staff for possible compensation
- ☐ Test drinking water for safety, assess sewer systems for serviceability, and assess roads and bridges for safety
- ☐ Initiate re-entry procedures. (see evacuation Re-entry Section of Emergency plan)
- ☐ Debrief with EOC. Review and critique the operation. Amend the Emergency plan through feedback

- Arrange for psycho-social counselling for volunteers, emergency workers and displaced citizens if necessary
- Prepare to host a community event on the one year anniversary date of the event especially where there has been loss of life

Supported Information

Weather for the most part has been unpredictable over the past few years. With above normal rain fall in summer of 2013, caused the Town Lagoon to go above desired levels. Winter weather has been seeing longer below -30 degree temperatures for longer periods of time. Potential for tornados would not be surprising to this northern community. As well as electrical storms for long periods of time, potential causing forest fires nearby and hydro issues.

Resources

- ✓ Heavy equipment – snow and earth moving, towing vehicles, cranes, dump trucks, bull dozers/backhoes
- ✓ Emergency power and Lighting equipment
- ✓ Emergency water and food supplies for people and animals
- ✓ Evacuation and Reception centre
- ✓ Portable Radio Communications (spare batteries)
- ✓ Construction materials – lumber, polyethylene sheeting
- ✓ Trucks – dump, pickups
- ✓ Off road or four wheel drive vehicles, snowmobiles
- ✓ Generators
- ✓ Portable toilets
- ✓ Buses
- ✓ First aid kits
- ✓ Drinking water
- ✓ Portable heaters
- ✓ Lumber, plywood, hammers, nails, extension cords,
- ✓ Boats, motors, canoes, life jackets, paddles, flares

CONTACT INFORMATION

Mayor	Andre Murphy	204-623-0433
Assistant Chief Administrative Officer	Raviteja Amarlapudi	204-627-1108 (w) 438-778-7172 (H)
Water Stewardship		204-627-8296
Manitoba Hydro		888-474-0707
Manitoba Conservation, Dangerous Goods/Emergency Response:		204-944-4888
Manitoba Highways		204-945-5617

Town of The Pas

Emergency Plan

Hazard Analysis

Section 6

Institutional Evacuation

**The Town of The Pas
Hazard Analysis**

Institutional Evacuation

Nature of Hazard:

Every risk identified within the Community has the potential to cause a short-term evacuation of an Institutional Facility or a multi-family/apartment facility.

The role of EMO is to support the 1st Response Units through organizing transportation as needed, Registration and Enquiry and support. Much of this support will be in the form of assistance to Community and Institutional Evacuation Plans.

SITE EVACUATION PLAN

The Pas E.S.S & HEALTH TOTAL EXTERNAL EVACUATION PLAN

TYPE – SHORT TERM UNDER 24 HOURS

Relating to fire, power failure, structural damage, bomb or hostage situation and any other circumstances that threaten life.

When a local emergency has been called, the E.O.C. will engage The Pas E.S.S. Team to implement the Town of The Pas Site Evacuation Plan.

1. STEP ONE

The E.S.S. Director will establish the location of the Reception Centre and initiate the fan out call system to contact E.S.S. Team.

All Site External Evacuations will relocate to:

1 st Choice	Roy H. Johnson Arena Recreation Centre Smith Street
------------------------	---

2 nd Choice	Elks Hall Gordon Avenue
------------------------	----------------------------

2. STEP TWO

Transportation of residents will be co-ordinated by E.S.S.

1 st Choice	Kelsey Bus Lines – 623-2161 or 623-3707
------------------------	--

2 nd Choice	School Buses Kelsey School Division #45 – 623-6421
------------------------	---

The Site Commander will communicate as to when and where the transportation will be required through E.S.S.

Where institutions are involved, the nurse in charge or housing authority will co-ordinate loading of evacuees at designated locations.

3. STEP THREE

The site evacuees will be transported to the designated reception location.

4. STEP FOUR

All evacuated residents will be registered at the Reception Centre by E.S.S. R & I. Team established by Red Cross.

The R & I Team will establish an enquiry phone for external registration and incoming calls. This number will be made available through E.S.S. for public enquiries.

The housing management from institutional or nurse-in-charge will work through the Reception Centre Manager to meet the needs of the evacuated residents in the short term stay at the Reception Centre.

5. STEP FIVE

Site Commander will communicate to E.S.S. Director as to re-entry instructions. E.S.S. Director will co-ordinate the re-entry through the Reception Centre Manager and Transportation for return to the institution.

6. STEP SIX

Post Disaster Debriefing for Volunteers and staff (Set-up Meetings):

- Documentation of financial matters
- Inventory and re-supply
- Thank-you letters to all Volunteers
- Return facilitators to normal operation
- Workshop on Financial Assistance Preparation

E.S.S. Plan (meeting with team members):

- Update plan and note problem area
- Final report to Council

SEE BOOK 4 FOR EVACUATION AND RE-ENTRY PLAN

Town of The Pas

Emergency Plan

Section 7

Host Facility/Open & Operate a Reception Centre

OPEN & OPERATE A RECEPTION CENTRE/HOST FACILITY

Purpose

The purpose is to assist and ensure a timely and coordinated evacuation from one or more communities to the Town The Pas. It is a Municipally coordination plan outlining how The Pas would coordinate its response and collaborate with Provincial (MEMO) and Municipal governments, First Nations, non-governmental organizations, and ministry partners.

Situation

An evacuation is defined as the process of removing people from an area where a present or imminent situation has or may result in a loss of life and/or a risk to the safety, health and welfare of people. Damage to property or the environment may also trigger an evacuation if it poses a risk to the safety, health, and welfare of people.

Concept of Operations

In most cases, large scale long term operation of a Reception Centre will be done with the help and direction from MEMO. Short term Reception Centers or Host Facility can be opened and operated for both outside communities requesting assistance or for times when a short term evacuation of part of our municipality is required.

Possible Major Effects to be considered

- Accommodations, Logistics, food water shortages
- Health Care
- Support for Evacuees
- Security
- On-site operations
- Administrative/Registration of evacuees
- Out bound procedures

Reception Centre/Host Facility Pre-Emergency

Mayor and Council

- ☐ Review policies and procedures and make changes if necessary

Emergency Coordinator

Note: It is advised for the emergency Coordinator to delegate many of the tasks found below

- ☐ Consult with prospective Reception Centre sites and co-ordinate contact procedures for access to buildings and volunteer support from the Reception Centre.
- ☐ List 24 hour, emergency numbers to contact Reception Centre access and volunteers.
- ☐ Maintain a list of Caterers, Food Stores, Hotels, and other resources required during the operation of Reception Centre.
- ☐ Maintain a contact list of Registration volunteers and other volunteer organizations required for the operation of the Reception Centre.

Reception Centre/Host Facility Emergency

Mayor and Council

- ☐ Is a Reception Centre required? Determine impact to community with Emergency Coordinator.
- ☐ Is a Declaration of State of Local emergency required? (Evacuation of part of the Municipality) Notify MEMO if one is declared
- ☐ Implement emergency Plan, in whole or in part
- ☐ Mayor should announce to the public the reason(s) for Declaring State of Local Emergency
- ☐ Contact EOC manager and determine location for Mayor and Council to convene if necessary.
- ☐ Continual communication with residence via town hall session(s), social networking, local media outlets and fan outs

Emergency Coordinator

Note: It is advised for the emergency Coordinator to delegate many of the tasks found below. Some tasks will vary or not apply depending with degree/stages of emergency

- ☐ Upon request to open a Reception Centre or Host Facility from Mayor/CAO or other Municipality, the Emergency Coordinator will contact the EOC operations team and have report to the EOC
- ☐ Have prospective Reception Centre report to their site.
- ☐ Inform Mayor, CAO and requesting jurisdiction of location of the Reception Centre.
- ☐ Contact registration group to have them report to the Reception Centre
- ☐ Ensure ESS manager has the Reception Centre kit delivered to the Reception Centre site and is able to take command of the setup and operation of Centre.
- ☐ Contact the Regional Health on Duty supervisor to arrange for health, mental health and other support to be sent to the Reception Centre.
- ☐ Implement Emergency Communications Plan
- ☐ Arrange for Reception Centre to provide comfort foods, etc. for incoming evacuees and reception Centre staff
- ☐ Contact IT for help to set up communications and computer equipment in the reception Centre. Provide link to the EOC, an information line for public
- ☐ Publish this number via a press release for public information
- ☐ Ensure pertinent information is passed to Reception Centre from the EOC in a timely fashion
- ☐ Implement animal care and control program
- ☐ Establish security at the reception Centre and hire security staff if required
- ☐ Establish media location at EOC and communication with Reception Centre. Ensure media are not going into evacuee holding area unescorted. Arrange for evacuees to do interviews in the designated media area.
- ☐ Notify MEMO of reception Centre and EOC operation and keep them informed of the on-going situation.
- ☐ Contact Provincial ESS coordinator for assistance with registration, locating and providing accommodations. (friends/family, hotels, billeting)
- ☐ Ensure pertinent information is passed to Reception Centre from EOC in a timely fashion.

- Ensure media releases from EOC are posted at the reception Centre when they are release to media.
- Town of The Pas may have to organize special feeding and housing of its citizens, particularly for those in nursing homes and hospitals. Consult with RHA and Manitoba ESS for assistance
- Once notified by requesting agency that it is safe for evacuees to return, inform evacuees at the RC and those staying at friends, family etc.
- Notify mayor/CAO and MEMO of termination of Reception Centre
- Arrange with jurisdiction evacuees are returning for transport of evacuees

Logistics

- Designate a dining area for evacuees and staff as required
- Provide tables and chairs for evacuees and a seated rest area for on-site staff/volunteers
- Set-up tables and chairs for registration desks and creation of manifests (for outgoing manifests)
- Ensure the dietary needs of evacuees are considered and culturally sensitive food is made available. This could include the selection of food suitable for diabetics, infants, children and/or pregnant or nursing women. Speak with First Nation liaisons (community evacuation liaisons, First Nation leadership, or local First Nation representatives)
- Determine the refreshment/meal schedule
- Provide evacuees access to a telephone and/or provide phone cards
- Establish recreation and entertainment areas/activities for evacuees
- If possible, establish a computer room or set up Wi-Fi
- Provide a room that may be used for community meetings and set up a speaker and microphone
- Inform evacuees of the processes (e.g. contact number, sign-up sheets, etc.) to access community services
- Account for all costs incurred and provide to the Incident Management Team member responsible for finance
- Provide briefings to staff regarding the evacuation and the evacuees who will be hosted
- Schedule cleaning staff according to the levels of use throughout the day
- Ensure on-site staff has the ability to send and receive information (i.e. telephones, computers, printers, and fax machines are available for operational use)
- Implement a mechanism for identification of evacuees (e.g. photo identification)
- Designate staff to handle luggage

- Consider the feasibility/desirability of mass weighing of luggage for return transportation
- Determine if rental vehicles are needed, for what purpose, and who the operators will be
- Is there space to accommodate pets and service animals
- Is there space to nurse and change babies
- Can information and valuables (registration records, manifests, bus tickets, taxi coupons, etc.) be securely stored on site
- Provide local transportation within the community

Health

Health services vary and should be established based on the needs of the evacuees and the capacity of our community.

- Ensure the availability of health services for evacuees. This may include first aid or paramedic services, referral to provincial health services, and/or transportation to hospitals or acute care facilities
- Ensure there is collaboration between the Norman Regional Health agencies including local health units, clinics, hospital
- Designate a lead health liaison position for the incident and ensure communications amongst health partners
- Ensure the Lead Health Liaison attends community Emergency Control Group meetings.
- Alert community health services, pharmacies, and physicians of the population influx and ensure after hours availability
- Notify and work closely with local public health when establishing and operating shelters
- Ensure there are provisions made for local health professionals to access health records from the home health Centre as required

Consider whether a coordinator is needed to ensure that people who leave the facility to access health care continue to receive the basic assistance provided by the host community

Support for Evacuees

- Consider providing a quiet room where stressed evacuees may rest
- Make contact with local First Nations groups/Friendship Centre's who may be able to send volunteers with cultural and social familiarity
- Make contact with community/regional social services for specific supports that evacuees may require
- Provide community information, including maps, to evacuees
- Make arrangements for the personal needs of evacuees while being hosted by the community (e.g. extra clothing, personal supplies, etc.)

Security

- The safety of evacuees is of paramount importance with people in an area that they may be unfamiliar
- Determine the level of security or police support needed for the shelter facilities in cooperation with the Community Evacuation Liaison(s)
- Evacuated community members may establish their own patrols to complement security (work with the Community Evacuation Liaison to discuss this possibility)
- The local R.C.M. Police may be able to provide guidance, support, and local knowledge of the evacuating population

On-site Operations

- Designate an Incident Management Team
- Ensure that on-site staff can be identified as representatives of the agencies/services they are with (i.e. Red Cross vests, etc.)
- Ensure that emergency information on the hosting of evacuees is maintained with local media
- Ensure flight/bus schedules are provided to on-site management for coordination purposes
- Ensure critical positions and contact numbers have been provided to key people and positions, including the EOC manager
- Ensure liaisons are on-site or available (i.e. MEMO,)

Registration/Administration of Evacuees

- If multiple flights are inbound or outbound, it may be advisable to establish a system for quickly identifying groups (family, community, flight/bus), such as providing each group with a coloured sheet of paper
- Information that should be collected as part of the registration process include:

All in-bound client information (first and last name, date of birth, age, sex)

- Place of origin
- People who have left the care of the host community (Emergency contact information should be collected)
- People who have gone offsite for additional care
- Return of people who had gone off-site for additional care
- Family member information
- Special needs
 - Consent to share the registration record with other agencies providing services to the evacuee
 - Copies of Registration lists should be provided to the PEOC which will then forward them to the following agencies:

Out-bound Procedures and Manifests

- Priority of return of evacuees is established by the community leadership with the assistance of the Community Evacuation Liaison(s) in the host community. Typically, evacuees are returned in the reverse order of evacuation (i.e. Stage 2 before Stage 1)
- Manifests should be posted in advance to facilitate a smooth transition from the shelter to buses
- Luggage should be tagged and laid out. The group handling the luggage should bring the luggage to the plane or bus after it has been identified by the client
- It may be advisable to utilize bulk weighing of evacuee's luggage to expedite return transportation
- Provide a copy of the manifest to the pilot or bus driver. To expedite the process, consider sending the manifest electronically after the flight/bus has departed
- Ensure buses are scheduled on a rotating basis to avoid clogging the staging area and maximize the drivers crew day

Reception Centre/Host Facility Post-Emergency

Mayor and Council

- ☐ Terminate State of Local Emergency. Notify MEMO and public of Termination

Emergency Coordinator

Note: It is advised for the emergency Coordinator to delegate many of the tasks found below.

- ☐ Initiate re-entry procedures. (see evacuation Re-entry Section of Emergency plan)
- ☐ Process claims for compensation in conjunction with MEMO –Disaster Financial Assistance Staff or the requesting Municipality per MOU agreements
- ☐ Arrange through Provincial ESS for psycho/social counselling for volunteers, emergency workers and displaced citizens if necessary.
- ☐ Debrief with EOC

Supported Information

Northern forest fires have often required the evacuation of neighboring communities. The Pas with all of its resources is a prime location for hosting evacuees. There are also situations where local areas within Town of The Pas may or have been evacuated or displaced for safety of people or property.

Resources

- ✓ Portable toilets
- ✓ Buses
- ✓ First aid kits
- ✓ Drinking water
- ✓ Emergency Shelter Facilities, arena, hotels, Gymnasiums, campgrounds etc.
- ✓ Communication outlets, computers, phones

CONTACT INFORMATION

Mayor	Andre Murphy	204-62-0433
Assistant Chief Administrative Officer	Raviteja Amarlapudi	204-627-1108 438-778-7172
Water Stewardship		204-627-8296
Manitoba Hydro		888-474-0707
Manitoba Conservation, Dangerous Goods/Emergency Response:		204-944-4888
Manitoba Highways		204-945-5617

Town of The Pas

Emergency Plan

Section 8

**Public Works and Maintenance
Pandemic Contingency Plan**

PUBLIC WORKS AND MAINTENANCE – PANDEMIC CONTINGENCY PLAN

Level 1

Business As Usual

Level 2

Pandemic Threat Globally, Has Started To Spread Into Country/Province, But Not Affecting Our Community:

- CAO in conjunction with Mayor and Council begin review and evaluation of EMO
- assessment of department regarding service levels to be provided during pandemic
- activities directed toward educating the union and staff about proper hygiene, social distancing, facility cleaning, sick time protocols and taking cues from provincial health authority
- department begins to review Pandemic plans
- review closure of facilities and safety procedures for staff that may come into contact with public
- review supply levels and increase on specific essential items as identified. Identify alternate suppliers of key services and goods

Level 3

Threat Has Been Detected In Community (Initially):

- department heads will monitor sick time and the number of employees away from work
- screening will commence to ensure that sick employees are not permitted at work
- departments will follow protocol provided from Public Health
- cross training will commence for employees that may be required to transfer between departments
- the CAO with Council authorize Town service levels to be changed according to their priority
 1. Water and sewer treatment
 2. Sewer and Water main and respective service lines
 3. Roads safe to operate for emergency vehicles
 4. Fleet Maintenance
 5. Garbage collection

Staff with potential high exposure to public begin taking further mitigation steps

Level 4

Threat Has Spread In the Community:

- the CAO and Council authorize Town services to be changed according to their priority as identified in the Pandemic Service Response Matrix.
- **Water Treatment** operators will be split into two groups, supplemented with additional staff work on rotating schedules to ensure health of operators.
- **Public Works** staff will begin rotation of on call.
- all none emergency work that involves exposure to public will cease.

Public Works – Pandemic Service Response Matrix

Function	Description	High-Essential	Med-Necessity	Low-Desired
Water Treatment	Production of Potable Water	X		
Wastewater Treatment	Treatment of sewage	X		
Collection and Distribution	Repair of Watermain and sewer breaks	X		
Fleet	Maintenance of Town Equipment	X		
Streets	Clear for emergency	X		
Sanitation	Landfill/Garbage collection		X	
Animal Control and signs	Street Signs and loose dogs		X	
Survey/Drafting	Maps/field support			X
Administration	Telephone, reception, front counter			X
Water Readings	For utility billing			X

Public Works/Maintenance – Staffing Matrix

Positions	Staffing numbers	
Engineering	2	Municipal Superintendent Assistant Municipal Superintendent
Drafting	1	
Water/Wastewater Treatment	2	
Maintenance/Arena	3 + 4	
PW Supervisor	1	
Operator 3	4	
Operator 2	4	One drives the garbage truck
Sewer and Water crew	2	Others trained internally
General Labourers	1	
Animal Control	1	
Sanitation Labourers	2	
Landfill	2	
Water Meter Reader	1	
Mechanics	2	
Admin	1	
Total	33	

Water and Wastewater Treatment:

The most important service we provide in the community – Essential Service

If our community reaches Level 3 and beyond:

- deploy support staff to supplement our operators at the plant:
 - Maintenance/Arena staff will be the first to be reassigned
- provide **two teams of three** personnel:
 - the premise of the plan is to ensure that if one operator gets sick, it won't necessarily result in both being sick
- begin the cross training immediately:
 - we have enough staff to shift resources over to this department as required

Public Works:

The Engineering Department has ranked the services provided by our Department above (Public Works Pandemic Service Matrix), leaving Water/Wastewater Treatment aside.

Below is the ranking of the services provided by PW (1 being the most important).

1. **Collection/Distribution:**
Water and Sewer Mains – Service lines – Hydrants and Valves
2. **Streets/Sidewalks:**
Clearing – Sanding – Gravel – Potholes

3. **Fleet Maintenance (including Airport)**
Heavy Equipment – Passenger Vehicles – Mechanical Equipment
4. **Sanitation**
Collection of garbage – Scale and Compaction
5. **Animal Control/Signs**
6. **Surveying/drafting**
7. **Administration**

Public works will continue to provide all the services we can during this pandemic.

Once we reach Level 3, we will begin to take measures to break our crew into two groups. We will utilize our backup supervisor to run the second crew. One crew will report to work, while the second crew self isolates at home for that week. Crews will work in one week rotations, in order to ensure that if we run into one crew having a sick or infected member, that crew can all self-isolate until a determination is made regarding the health of that crew member. Currently sick employees are being sent home and asked to perform a self-assessment and are not to return to work until all symptoms have passed and will be evaluated by management upon their return. However, we must expect that staffing issues will become an issue once we reach level 3 and 4. Therefore, we must be prepared for the potential of reduction in services provided.

The Engineering Department has provided what the top 5 services and how our staffing will be distributed through this process and if the situation gets worse:

1. **Water and sewer treatment**
 - a. Supplement with Arena/Maintenance staff first
 - b. Pull from Public Works next
 - c. Municipal Superintendent and Assistant Municipal Superintendent
2. **Sewer and Water main and respective service line**
 - a. Two crews of Two from Public Works
 - b. We have additionally trained staff to help/supplement + an experienced supervisor
 - c. Contractors and local support
 - d. Municipal Superintendent and Assistant Municipal Superintendent
3. **Roads safe to operate for emergency vehicles**
 - a. Lots of operators and staff who can operate equipment
 - b. Pull from maintenance crew
 - c. Local contractors
4. **Fleet Maintenance**
 - a. 2 mechanics + 1 mechanic currently staffed as an Operator 3
 - b. Local Contractors

5. Garbage collection

- a. 10 crew members with licenses
- b. Lots of labourers to pull from crew
- c. Pull from Rec staff (Pool and Wellness)
- d. Outside contractors
- e. If forced to stop this service, we will open the landfill and allow Town residents and businesses to dump at no cost

We will maintain these 5 most critical services for as long as we can. We will shuffle staff and work with local contractors as best we can. We can't assume that we can rely on any other outside help, as this pandemic may be affecting all areas of our community, region and Country.

There may be a time where Mayor and Council will have to make the decision to further reduce services. The service reduction may not solely be related to staffing shortages, but may also be related to staff safety.

Staffing Safety:

Protecting our staff and ensuring their safety will be our biggest tool in ensuring the least amount of service disruption. Below are best practices protocol for proper hygiene and a list of employees who are the most at risk from public exposure and mitigation measures they can take to protect themselves.

Hand washing

Whenever employees are entering any Town facility they should wash their hands thoroughly (20-30 seconds)

Machine and Equipment cleaning

Before and after operating any machine or piece of equipment they should wipe down thoroughly

Coughing

Turn head away, cough into the crook of your arm or tissue (tissue must be disposed of immediately after), keep a distance of two or more meters from others.

Social Distancing

Avoid large gatherings, maintain a two-meter buffer from others.

POSITIONAL RISK ASSESSMENT

1. Water meter reader

Tasks that may require public interaction: water reading and bleeder turnoff

Mitigation technique:

- water readings will be done remotely when at all possible and the employee will not enter the home
- homes or businesses that require manual reads will be estimated or the owner will be asked to provide the reading themselves
- bleeder turnoffs will be conducted by the home owners themselves - employee will not enter homes or business to provide this service

2. Dog catcher

Tasks that may require public interaction: dealing with owners of troublesome pets and public coming to pick up their dog

Mitigation technique:

- social distancing
- continued hand washing
- no public inside pound and or in the garage area
- all interactions to take place outside
- person coming to pick up their pet will be asked screening type questions regarding travel and contact with those who have travelled outside of the country.

3. Public Works Foreman

Tasks that may require public interaction: Dealing with the home owners and business owners regarding sewer and water problems.

Mitigation technique:

- social distancing
- continued hand washing
- no public in office, garage or any other space
- all interactions should try and take place outside
- screening type questions if they are wanting to meet in person
- try and address issues over phone or email

4. Lead Hand and Sewer and Water Labourer

Tasks that may require public interaction: Dealing with sewer and water related issues. Entering homes to camera or snake sewer line or to thaw sewer or water line.

Mitigation technique:

- social distancing
- protective gloves, mask, coverall with hood

5. Drafting

Tasks that may require public interaction: service cards, drawings, frost probes, other document related requests and staff in the building.

Mitigation techniques:

- practice social distancing
- washing hands frequently
- all document requests can be made electronically
- depending on scale of sickness, close the civic center all together.

6. Sanitation Crew (Garbage Collection)

Tasks that may require public interaction: garbage complaints on site (not often), contaminated garbage (i.e. hospital, quarantined households, etc.), entrance into buildings or compounds.

Mitigation Techniques:

- social distancing
- protective gloves, mask, coverall with hood

7. Mechanics

Tasks that may require public interaction: repair of fleet, deliveries to garage, and interaction with staff.

Mitigation Techniques:

- social distancing
- protective gloves, mask
- disinfect high touch surfaces

Once this pandemic is completely spread in our community we will cease any non-emergency business with the public.

Town of The Pas

Emergency Plan

Section 9

**Town Of The Pas Employees
Covid-19 Response**

THE TOWN OF THE PAS

POLICY AND PROCEDURE MANUAL

SECTION:	PART V- PERSONNEL	
SUBJECT:	TOWN OF THE PAS EMPLOYEES COVID-19 RESPONSE	POLICY CODE: P – 947 Policy & Procedure
ORIGINATED: October 26, 2020	RESOLUTION NO. 2020 177	
REVISED:		

The purpose of this procedure is to provide safeguards and best management practices in preventing the spread, infection or transmission of COVID-19. Each employee, regardless of position, must take an active part in the prevention of spreading COVID-19.

Each employee will be required to complete the COVID-19 SELF-SCREENING TOOL before they start work each day. If an employee is not cleared for work due to the Self Screening Tool they will be required to contact Manitoba Health Links for further direction and follow all the protocols by Manitoba Health.

If the employee is instructed by Manitoba Health Links to be tested for COVID-19, the employee will be required to provide proof of negative test results and no longer show symptoms for a period of 24 hours, before returning to work. Employees whom have a laboratory confirmed case of COVID-19 will not be permitted in the work place until they provide proof they are better. *The missed time will be deducted from the employee's available sick time, banked time or vacation time.

Due to the expected impacts of health service providers, employees may not be required to provide a doctor's note, however, these circumstances may be reviewed on a case by case basis.

All employees will continue to report to their assigned work location as scheduled. Depending on circumstances and the employee's positions, alternative work schedules may be authorized where special considerations are required due to the need of care and family responsibilities, such as school closures, lack of childcare etc. The missed time will be deducted from the employee's available sick time, banked time or vacation time.

Employees have the choice to use sick time, banked time or vacation time or apply for any of the benefits the government is offering, being:

- The Canada Recovery Sickness Benefit (CRSB) see the following link:
<https://www.canada.ca/en/revenue-agency/services/benefits/recovery-sickness-benefit.html>
- The Canada Recovery Caregiving Benefit (CRCB) see the following link:
<https://www.canada.ca/en/revenue-agency/services/benefits/recovery-caregiving-benefit.html>

All employees shall adhere to the following actions and any other actions mandated by public health orders in order to help prevent the spread of COVID-19:

- avoid close contact with people who are sick
- avoid touching your eyes, nose and mouth
- stay home when sick
- cover your cough or sneeze with a tissue, then throw the tissue in the trash
- clean and disinfect frequently touched objects and surfaces
- follow current Public Health Canada's recommendations for using a facemask
- wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing or sneezing
 - if soap and water are not available use an alcohol based hand sanitizer

All employees shall job share to ensure that the following list of duties are completed as outlined:

On-going throughout the day:

- disinfect front counter or any other hard surfaces that are in contact with the public or employees with disinfectant wipes
- disinfect keys pads after use by the public (debt machine)

Daily:

- disinfect the following:
 - desk tops
 - tables
 - counters
 - filing cabinet handles
 - photocopier
 - all interior door knobs
 - light switches
 - phones
 - microwave, fridge etc. in the lunch room
- make sure soap and hand sanitizer stations are disinfected and replenished
- disinfect all vehicles and equipment:
 - steering wheel

- door handles
- switches
- controls
- etc.

Entry into the Civic Centre shall be limited with a physical barrier placed at the entrance where there is hand sanitizer, facial tissue and anything else deemed appropriate for public use. Face masks are appreciated but not mandatory until such time as the CAO or a Public Health Order deems this necessary. Social distancing must be observed at all times when dealing with customers.

At the CAO's discretion, the office may be closed to the public from physical entry in order to protect employees.



COVID-19 SELF-SCREENING TOOL

CURRENT SITUATION – ORANGE RESTRICTED LEVEL AS OF MONDAY OCTOBER 26, 2020

NAME: _____ **DATE:** _____

Self-Screening is being completed:

☐ at home/prior to arriving at worksite OR ☐ at worksite

If you answer Yes to any of the following, you will not be cleared to work and will be required to call Manitoba Health Links for further direction.

- 1. Do you have a fever (greater than 38°C) or feel feverish, or have chills?**
☐ YES ☐ NO
- 2. Do you have a NEW onset of a cough or an increase in the amount you are coughing?**
☐ YES ☐ NO
- 3. Do you have a shortness of breath or difficulty breathing?**
☐ YES ☐ NO
- 4. Do you have a NEW onset of a sore throat or hoarse voice?**
☐ YES ☐ NO
- 5. Do you have a loss of taste or smell?**
☐ YES ☐ NO
- 6. Do you have vomiting or diarrhea for more than 24 hours?**
☐ YES ☐ NO
- 7. In the past 14 days have you had close contact with a confirmed case of COVID-19, while not wearing recommended PPE and or not practicing physical distancing?**
☐ YES ☐ NO
- 8. In the past 14 days have you been diagnosed as COVID positive and not deemed recovered?**
☐ YES ☐ NO

If you answer Yes to Two or More of the following, you will not be cleared for work and will be required to call Manitoba Health Links for further direction.

9. Do you have sore muscles not related to over exertion or exercise?

☐ YES ☐ NO

10. Do you have an unusual headache?

☐ YES ☐ NO

11. Do you have a runny nose?

☐ YES ☐ NO

12. Are you experiencing fatigue?

☐ YES ☐ NO

13. Do you have conjunctivitis (Pinkeye)?

☐ YES ☐ NO

14. Do you have a skin rash of unknown cause?

☐ YES ☐ NO

15. Do you have nausea or loss of appetite?

☐ YES ☐ NO

If you answer Yes to the following, you will not be cleared to work and will be required to call Manitoba Health Links for further direction.

TRAVEL

16. In the last 14 days have you returned from travel outside of Manitoba?

Travel exceptions include: Travel to Western Canada, the Territories (Nunavut, Northwest Territories,

Yukon) and northwestern Ontario (west of Terrance Bay).

☐ YES ☐ NO

Health Links is a 24-hour, 7-days a week telephone information service. Staffed by registered nurses with the knowledge to provide answers over the phone to health care questions and guide you to the care you need. Call anytime **(204) 788-8200** or toll-free **1-888-315-9257**.



TOWN OF THE PAS

EMERGENCY PLAN

BOOK 6

**Mutual Assistance By-laws
&
Memorandums of
Understanding**



TOWN OF THE PAS

EMERGENCY PLAN

BOOK 6

Section 1

Draft Mutual Assistance Bylaws

BY-LAW AUTHORIZING PARTICIPATION IN MUTUAL FIRE AID.

BY-LAW No.

**BEING A BY-LAW TO PROVIDE FOR THE PARTICIPATION OF
THE OPASKWAYAK CREE NATION FIRE DEPARTMENT IN
MUTUAL FIRE AID**

WHEREAS the Municipal Act authorizes the Councils of all municipalities to enter into agreement with other parties for the use of fire fighting equipment or any of its

_____.

NOW THEREFORE the Opaskwayak Cree Nation ENACTS AS FOLLOWS:

- 1) THAT Opaskwayak Cree Nation fire department be authorized to leave the limits of the Municipality or fire area, at the request of the fire department needing assistance. The department is to respond to calls for assistance from other municipal fire departments authorized to participate in mutual aid, e.g. RM of Kelsey, Town of The Pas.

Each department will look after its own expenses, unless the municipal councils agree to other financial arrangements due to extended length of time and/or extended costs.

- 2) In case the provisions of the By-law conflict with the provisions of any other By-law, the provision of this by-law shall prevail.

Chief



TOWN OF THE PAS

EMERGENCY PLAN

BOOK 6

Section 2

Memorandum of Understandings

THE TOWN OF THE PAS
EMERGENCY PLAN
MEMORANDUM OF UNDERSTANDING
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MEMORANDUM OF UNDERSTANDING
BETWEEN

The Town of The Pas

AND

Northern Regional Health Authority

This **MEMORANDUM OF UNDERSTANDING** in duplicate is entered into this:

19th OF July, 2023.
Day Month Year

WHEREAS the Local Authority is responsible for the protection of lives, property, and the environment under the terms of Regional Health Authorities and Consequential Amendment Act and other provincial legislation;

AND WHEREAS the Northern Regional Health Authority is responsible for the delivery of health services for Manitoba citizens as granted under the Manitoba Health Act;

AND WHEREAS both parties are expected to have disaster/emergency response plans inclusive of each other's expectations;

THEREFORE both parties agree, where possible and relevant to:

- a) Share resources in the event of a disaster in the community.
- b) Share disaster/emergency plans.
- c) Participate in jointly developed exercises for testing disaster/emergency preparedness and response.
- d) Review the terms of this agreement every three years or when conditions change affecting the agreement (the earlier of the two).

MORE SPECIFICALLY, both parties agree that:

In the event of an evacuation of The Pas Health Complex and/or the Personal Care Home in The Pas Manitoba, Northern Health Region employees can access the Roy H. Johnston Arena as an evacuation location for the employees, residents, and their visitors until a more suitable location can be secured and all clients transferred.

THIS MEMORANDUM OF AGREEMENT is executed on behalf of the

Town of IL PAS by: _____
Agency

Acting CAO
Chairperson

In the presence of:

[Signature]
Witness signature

July 20 2023
Date

THIS MEMORANDUM OF AGREEMENT is executed on behalf of the

NORTHERN Regional Health Authority by: _____

[Signature]
Title Chief Executive Officer

In the presence of:

Shannon Meyer
Witness signature

August 9, 2023
Date

PEACETIME EMERGENCY MUTUAL MEMORANDUM OF UNDERSTANDING

BETWEEN:

The Town of The Pas

- and -

Kelsey School Division

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 the School Board Authority has determined that The Pas has resources that could potential provide for temporary school facilities in an emergency.

AND WHEREAS the above named Municipality and School Authority wish to make pre-arrangements for speedy emergency action in support of the municipality or the school authority which may be 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 or school authority 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 municipal or school authority managed facilities, equipment and employees.
 - 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 or school authority 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 costs incurred in connection with the mobilization, movement and deployment of Mutual Assistance Resources will be billed to the municipality or the school authority receiving the assistance. 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 operations will assume emergency operations direction over equipment and manpower contributed by other parties to this agreement.
2. The agreement shall come 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.

EXECUTED on behalf of the participating municipality or school authority by their authorized signing officers:

The Town of The Pas

Mayor

CAO, Town of The Pas

Town of The Pas Emergency Coordinator

Date: _____

Kelsey School Division

Chair

Superintendent, Kelsey School Division

KSD, Emergency Coordinator

Date: _____

PEACETIME EMERGENCY MUTUAL MEMORANDUM OF UNDERSTANDING

BETWEEN:

The Town of The Pas

- and -

University College of the North

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 the University College has determined that The Pas has resources that could potential provide for temporary school facilities in an emergency.

AND WHEREAS the above named Municipality and University College wish to make pre-arrangements for speedy emergency action in support of the municipality or the school authority which may be affected or threatened by a peacetime emergency and require assistance.

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

4. 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:
 - g) Any call for aid shall be made by a designated representative of the municipality or University College and must be directed to a designated representative of the other party whose assistance is being sought.
 - h) Requests for mutual aid shall be restricted to municipal or school authority managed facilities, equipment and employees.
 - i) 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.
 - j) The municipality or school authority 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.
 - k) Any costs incurred in connection with the mobilization, movement and deployment of Mutual Assistance Resources will be billed to the municipality or the school authority receiving the assistance. Proper bookkeeping practices,

along with invoices/receipts shall be maintained and provided in order to receive payment.

- l) 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 operations will assume emergency operations direction over equipment and manpower contributed by other parties to this agreement.
5. The agreement shall come 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.
6. Either party may withdraw from the Agreement by giving 30 days written notice of termination to the other party.

EXECUTED on behalf of the participating municipality or school authority by their authorized signing officers:

The Town of The Pas

Mayor

CAO, Town of The Pas

Town of The Pas Emergency Coordinator

Date: _____

University College of the North

Chair

President, University College of the North

UCN, Emergency Coordinator

Date: _____

PEACETIME EMERGENCY MUTUAL MEMORANDUM OF UNDERSTANDING

BETWEEN:

The Town of The Pas

- and -

The R.M. of Kelsey

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.

- 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.

EXECUTED on behalf of the participating municipalities by their authorized signing officers:

The Town of The Pas

Mayor

CAO Town of The Pas

Town of The Pas Emergency Coordinator

Date: _____

R.M. of Kelsey

Reeve

CAO R.M. of Kelsey

Emergency Coordinator, R.M. of Kelsey

Date: _____

PEACETIME EMERGENCY MUTUAL MEMORANDUM OF UNDERTANDING

BETWEEN:

The Town of The Pas

- and -

The Opaskwayak Cree Nation

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 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 above parties 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 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 corporation 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.

EXECUTED on behalf of the participating municipalities by their authorized signing officers:

The Town of The Pas

Mayor

CAO Town of The Pas

Town of The Pas Emergency Coordinator

Date: _____

Opaskwayak Cree Nation

Chief

Council

Emergency Coordinator, Opaskwayak Cree Nation

Date: _____

PEACETIME EMERGENCY MEMORANDUM OF UNDERSTANDING

BETWEEN:

TOWN OF THE PAS

- and -

WESCANA INN

WHEREAS a peacetime emergency could affect any city or institution to such a degree that a local municipal or institution could be inadequate to cope with the situation;

AND WHEREAS the Town Authority has determined that Wescana Inn shall provide lodging in an emergency and require assistance;

AND WHEREAS the above named Town and Wescana Inn to make pre-arrangements for speedy emergency action in support of the Town which may be affected or threatened by a peacetime emergency and require assistance;

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

1. The TOWN OF THE PAS, when in need of help to combat a peacetime emergency, may request mutual aid from Wescana Inn, subject to the following conditions:
 - a) Any calls for aid shall be made by a designated representative of the municipality and must be directed to a designated representative of the other, whose assistance is being sought.
 - b) Request for mutual aid shall be restricted to the TOWN OF THE PAS.
 - c) On receiving a call for aid - whether general or specific as to the 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) Any cost incurred in connection with the mobilization, movement and deployment, then mutual aid resources will be borne by the TOWN OF THE PAS receiving the aid.
 - e) Wescana Inn will supply lodging at 10% above cost in the time that may be affected or threatened by a peacetime emergency and require assistance.

2. This agreement comes into force on _____ and shall expire on _____. Changes or additions may be introduced by way of a rider, which shall become part of the Agreement upon ratification by all parties.
3. Either party may withdraw from the Agreement by giving 30 days notice in writing to the other party.

EXECUTED on behalf of the participating TOWN OF THE PAS AND WESCANA INN and authorized by their signing officers.

Manger
Wescana Inn

Date

Mayor
Town of The Pas

Chief Administrative Officer

Date

PEACETIME EMERGENCY MUTUAL AGREEMENT

BETWEEN:

TOWN OF THE PAS

- and -

THE PAS HOME HARDWARE

WHEREAS a peacetime emergency could affect any city or institution to such a degree that a local municipal or institution could be inadequate to cope with the situation;

AND WHEREAS the Town Authority has determined that The Pas Home Hardware shall provide hardware in an emergency and require assistance;

AND WHEREAS the above named Town and The Pa Home Hardware to make pre-arrangements for speedy emergency action in support of the Town which may be affected or threatened by a peacetime emergency and require assistance;

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

1. The TOWN OF THE PAS, when in need of help to combat a peacetime emergency, may request mutual aid from The Pas Home Hardware, subject to the following conditions:
 - a) Any calls for aid shall be made by a designated representative of the municipality and must be directed to a designated representative of the other, whose assistance is being sought.
 - b) Request for mutual aid shall be restricted to the TOWN OF THE PAS.
 - c) On receiving a call for aid - whether general or specific as to the 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) Any cost incurred in connection with the mobilization, movement and deployment, then mutual aid resources will be borne by the TOWN OF THE PAS receiving the aid.
 - e) The Pas Home Hardware will supply hardware at 10% above cost in the time that may be affected or threatened by a peacetime emergency and require assistance.

2. This agreement comes into force on _____ and shall expire on _____. Changes or additions may be introduced by way of a rider which shall become part of the Agreement upon ratification by all parties.
3. Either party may withdraw from the Agreement by giving 30 days notice in writing to the other party.

EXECUTED on behalf of the participating TOWN OF THE PAS and THE PAS HOME HARDWARE and authorized by their signing officers.

Manger
The Pas Home Hardware

Mayor
Town of The Pas

Chief Administrative Officer

Date

Date

PEACETIME EMERGENCY MEMORANDUM OF UNDERTANDING

BETWEEN:

TOWN OF THE PAS

- and -

TIMBERMART

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

AND WHEREAS the Town Authority has determined that Timbermart shall provide hardware in an emergency and require assistance.

AND WHEREAS the above-named Town and Timbermart to make pre-arrangements for speedy emergency action in support of the Town which may be affected or threatened by a peacetime emergency and require assistance;

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

1. The TOWN OF THE PAS, when in need of help to combat a peacetime emergency, may request mutual aid from Timbermart, subject to the following conditions:
 - a) Any calls for aid shall be made by a designated representative of the municipality and must be directed to a designated representative of the other whose assistance is being sought.
 - b) Request for mutual aid shall be restricted to the TOWN OF THE PAS.
 - c) On receiving call for aid - whether general or specific as to the 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) Any cost incurred in connection with the mobilization, movement and deployment, then mutual aid resources will be borne by the TOWN OF THE PAS receiving the aid.
 - e) Timbermart will supply hardware at 10% above cost in the time that may be affected or threatened by a peacetime emergency and require assistance.

2. This agreement comes into force on _____ and shall expire on _____. Changes or additions may be introduced by way of a rider which shall become part of the Agreement upon ratification by all parties.
3. Either party may withdraw from the Agreement by giving 30 days notice in writing to the other party.

EXECUTED on behalf of the participating TOWN OF THE PAS and TIMBERMART and authorized by their signing officers.

Manger
TIMBERMART

Mayor
Town of The Pas

Chief Administrative Officer

Date

Date

PEACETIME EMERGENCY MEMORANDUM JOF UNDERSTANDING

BETWEEN:

TOWN OF THE PAS

- and -

NO FRILLS

WHEREAS a peacetime emergency could affect any city or institution to such a degree that a local municipal or institution could be inadequate to cope with the situation;

AND WHEREAS the Town Authority has determined that Extra Foods shall provide personal care products and require assistance;

AND WHEREAS the above named Town and Extra Foods to make pre-arrangements for speedy emergency action in support of the Town which may be affected or threatened by a peacetime emergency and require assistance;

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

1. The TOWN OF THE PAS, when in need of help to combat a peacetime emergency, may request mutual aid from Extra Foods, subject to the following conditions:
 - a) Any calls for aid shall be made by a designated representative of the municipality and must be directed to a designated representative of the other, whose assistance is being sought.
 - b) Request for mutual aid shall be restricted to the TOWN OF THE PAS.
 - c) On receiving of a call for aid - whether general or specific as to the 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) Any cost incurred in connection with the mobilization, movement and deployment, then mutual aid resources will be borne by the TOWN OF THE PAS receiving the aid.
 - e) Extra Foods will supply personal care products and prescription drugs at 10% above cost in the time that may be affected or threatened by a peacetime emergency and require assistance.

2. This agreement comes into force on _____ and shall expire on _____. Changes or additions may be introduced by way of a rider which shall become part of the Agreement upon ratification by all parties.
3. Either party may withdraw from the Agreement by giving 30 days notice in writing to the other party.

EXECUTED on behalf of the participating TOWN OF THE PAS and EXTRA FOODS and authorized by their signing officers.

Manager
Extra Foods

Mayor
Town of The Pas

Chief Administrative Officer

Date

Date

PEACETIME EMERGENCY MUTUAL AGREEMENT

BETWEEN:

TOWN OF THE PAS

- and -

GRUB BOX

WHEREAS a peacetime emergency could affect any city or institution to such a degree that a local municipal or institution could be inadequate to cope with the situation;

AND WHEREAS the Town Authority has determined that Grub Box shall provide personal care products and require assistance;

AND WHEREAS the above named Town and Grub Box wish to make pre-arrangements for speedy emergency action in support of the Town which may be affected or threatened by a peacetime emergency and require assistance;

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

1. The TOWN OF THE PAS, when in need of help to combat a peacetime emergency, may request mutual aid from Grub Box, subject to the following conditions:
 - a) Any calls for aid shall be made by a designated representative of the municipality and must be directed to a designated representative of the other, whose assistance is being sought.
 - b) Request for mutual aid shall be restricted to the TOWN OF THE PAS.
 - c) On receiving of a call for aid - whether general or specific as to the 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) Any cost incurred in connection with the mobilization, movement and deployment, then mutual aid resources will be borne by the TOWN OF THE PAS receiving the aid.
 - e) Grub Box will supply food and personal care products at 10% above cost in the time that may be affected or threatened by a peacetime emergency and require assistance.

2. This agreement comes into force on _____ and shall expire on _____. Changes or additions may be introduced by way of a rider which shall become part of the Agreement upon ratification by all parties.
3. Either party may withdraw from the Agreement by giving 30 days notice in writing to the other party.

EXECUTED on behalf of the participating TOWN OF THE PAS and GRUB BOX and authorized by their signing officers.

Manager
Grub Box

Mayor
Town of The Pas

Chief Administrative Officer

Date

Date

**PEACETIME EMERGENCY MUTUAL MEMORANDUM OF UNDERSTANDING
(HOST COMMUNITY)**

BETWEEN:

The Town of The Pas

- and -

The Town of Snow Lake

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.

- 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.

EXECUTED on behalf of the participating municipalities by their authorized signing officers:

The Town of The Pas



Mayor



Assistant C.A.O. Town of The Pas

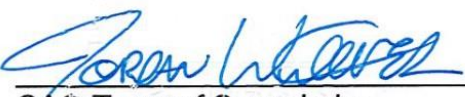
Date: June 27 2016

 **R.M. of Kelsey**

Town of Snow Lake



Mayor



CAO Town of Snow Lake

Date: July 5, 2016



TOWN OF SNOW LAKE

Resolution

Date: July 5, 2016

Resolution No. 261/16

Moved by Councilor: Wilson

Seconded by Councilor: Forysth

Be it resolved that the Council of the Town of Snow Lake sign the Peacetime Emergency Mutual Memorandum of Understanding with The Town of The Pas as a Host Community for the Municipality

For: ☒ Against: ☐

Carried

Kim Stephen
Mayor

Certified to be a true and
☐ unaltered copy of the
document(s) as presented.

JOHN T. WILSON

MUTUAL AID MEMORANDUM OF UNDERSTANDING

BETWEEN:

Manitoba Sustainable Development of the Province of Manitoba

And

The Town of The Pas Manitoba

WHEREAS a peacetime emergency could affect any Town or institution to such a degree that local Town 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 town/institution for health and safety reasons.

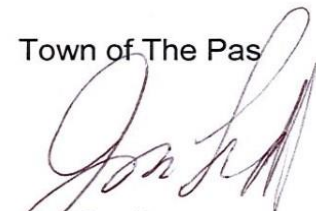
AND WHEREAS the above named municipal corporations wish to make pre-arrangements for speedy emergency action in support of each other when affected or threatened by a peacetime emergency and require assistance.

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 town/institution and must be directed to a designed 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 town/institution.
 - (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 Town/institution 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 has been dealt with.

- (e) Any costs incurred in connection with the mobilization, movement and deployment of mutual aid resources will be billed to the Town/institution 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 of 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 signing of this document and shall be reviewed. 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. If there are no changes to the Memorandum of Understanding it may be extended by way of a Council Resolution.
- (3) Either party may withdraw from the Agreement by giving 30 days written notice of termination to the other party.

Town of The Pas



Jim Scott
Mayor

 Assistant CAO

Manitoba Sustainable Development



Rodney Forbes
District Park Supervisor



TOWN OF THE PAS

EMERGENCY PLAN

BOOK 7

EMERGENCY POSITIONS AND RESPONSIBILITIES

THE TOWN OF THE PAS

EMERGENCY PLAN

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CHIEF ADMINISTRATIVE OFFICER (C.A.O.)

Responsibilities:

1. The responsibilities of the C.A.O. or alternative during an emergency or disaster, is to:
 - a) activate the Municipal Emergency Alerting System
 - b) upon warning of an emergency or disaster, activate the Emergency Plan in whole or in part
 - c) in consultation with the Emergency Coordinator to appoint the Site Commander
 - d) act as liaison between the Emergency Coordinator, the Emergency Control Group, representatives of other governments and the media
 - e) to ensure co-operation with other municipal departments, adjacent municipalities and other applicable bodies
 - f) advise the Emergency Control Group if municipal resources will be adequate to meet the needs of the Emergency or if additional resources will be required
 - g) recommend, when required, that assistance be requested from the provincial or federal governments
 - h) advise the Emergency Control Group of any necessary actions that should be taken that are not covered in the Emergency Plan
 - i) maintain a log of all actions taken

Standing Operating Procedures:

2. On receipt of the warning of a real/potential emergency/disaster, the C.A.O officer shall:
 - a) activate the Municipal Alerting System in whole or in part
 - b) report to the Emergency Operations Centre
 - c) call together the Emergency Control Group
 - d) in consultation with the Emergency Coordinator activate the emergency plan in whole or in part
 - e) in consultation with the Emergency Coordinator appoint an On Site Commander to manage the emergency site(s)
 - f) ensure the preparation of all facilities for the Emergency Operation Centre, Emergency Control Group and media
 - g) assume the responsibilities of Emergency Coordinator until the arrival of the Coordinator
 - h) liaise between the Emergency Operations Centre, the Emergency Control Group and media

EMERGENCY COORDINATOR

Responsibilities:

1. The responsibilities of the Emergency Coordinator or alternate during an emergency or disaster, are to:
 - a) upon warning of an emergency or disaster, activate the Emergency Plan in whole or in part
 - b) in consultation with the Chief Administrative Officer and the Emergency Response Group to appoint the Site Commander
 - c) to co-operate with other municipal departments, adjacent municipalities and other applicable bodies
 - d) to provide or request mutual aid when required
 - e) to determine if municipal resources are adequate or if additional resources are needed
 - f) to recommend, when required, that assistance be requested from the provincial or federal government
 - g) to take such actions as is necessary to minimize the effects of an emergency or disaster on the Town of The Pas and its inhabitants
 - h) maintain a log of all actions taken

Standing Operating Procedures:

2. On receipt of the warning of a real/potential emergency/disaster, the Emergency Coordinator shall:
 - a) report to the Emergency Operations Centre
 - b) in consultation with the Chief Administrative Officer activate the emergency plan in whole or in part
 - c) in consultation with the Chief Administrative Officer and the Emergency Response Team appoint an On Site Commander to manage the emergency site(s); and
 - d) assume the responsibilities as the Emergency Coordinator
 - e) co-ordinate the municipal response

EMERGENCY OPERATIONS CENTRE COORDINATOR

Responsibilities:

1. The responsibilities of the Emergency Operations Centre Coordinator or alternate during an emergency or disaster, are to:
 - a) to activate the Emergency Organizations' emergency alert system
 - b) to provide emergency response equipment
 - c) to make arrangements to support the Emergency Response Team and the Emergency Control Group
 - d) to make arrangements for the On-site Command Post
 - e) to provide lists of resources, advisors and provincial or federal emergency response agencies
 - f) to co-ordinate the response of volunteer
 - g) to co-ordinate the purchase and supply requirements of the E.O.C. and the Site
 - h) to provide an inventory of City stores, supplies and their locations
 - i) to maintain a record of all purchases
 - j) to make application for financial assistance when required
 - k) maintain a log of all actions taken

Standing Operating Procedures:

2. On receipt of the warning of a real/potential emergency/disaster, the Emergency Centre Coordinator shall:
 - a) activate the Municipal Emergency Measures Organization emergency alert system
 - b) report to the Emergency Operations Centre
 - c) activate the volunteer organizations' Emergency Plans
 - d) arrange for the On-site Command Post
 - e) alert and coordinate the response of the volunteer organizations as required
 - f) ensure that the provision of services to support the E.O.C. are in place
 - g) ensure that the provision for financial accountability are in place both within the E.O.C. and at the Site
 - h) assume the responsibilities of Emergency Coordinator until the arrival of the Coordinator
 - i) liaise between the Emergency Operations Centre, the Emergency Control Group and media

POLICE CHIEF

Responsibilities:

1. The responsibilities of the Police Chief or alternate during an emergency or disaster, are to:
 - a) to activate the department's Emergency Alert System
 - b) to seal off (inner and outer perimeters) the emergency or disaster site(s)
 - c) c) to control and, if necessary, disperse crowds within the emergency or disaster site(s)
 - d) to control traffic to facilitate the movement of emergency vehicles
 - e) to conduct the evacuation of buildings or residential areas authorized by the Emergency Operations Control Group
 - f) to ensure the protection of lives, public and private property.
 - g) to provide security and prevent looting of evacuated areas.
 - h) to provide river, storm and tornado watch
 - i) to provide assistance to the Coroner
 - j) to co-ordinate and/or assist in search and rescue operations.
 - l) to provide or request mutual aid, when required.
 - m) to act as liaison with the Humane Society or Animal Control Officer when animal control is required
 - n) to maintain a log of all actions taken

Standing Operating Procedures

2. On receipt of the warning of a real or potential emergency or disaster, the Police Chief shall:
 - a) activate the department's emergency alert system
 - b) report to the Emergency Operations Centre
 - c) activate the department's emergency plan
 - d) co-ordinate police operations

DIRECTOR, EMERGENCY SOCIAL SERVICES

Responsibilities:

1. The responsibilities of the Director of Emergency Social Services or alternate during an emergency or disaster, are to:
 - a) activate the department's emergency alert system
 - b) participate as a member of the Emergency Response Team
 - c) establish accommodation facilities , as required, for all individuals involved in an emergency or disaster situation
 - d) establish Emergency Reception Centre(s), as required, to meet the needs of the emergency or disaster situation
 - e) ensure the provision of regular meals to all individuals housed within the Emergency Operations Centre
 - f) ensure the provision of food services, as required, to all individuals directly impacted upon by the emergency or disaster situation
 - g) ensure the provision of Registration and Enquiry Services for all individuals involved in an emergency or disaster situation
 - h) ensure the provision of a Human Resource Management System, as necessary, to register all individuals working on behalf of the Emergency Response Team
 - i) ensure the provision of Emergency Social Assistance, as required, to all individuals impacted upon during the emergency or disaster
 - j) ensure the provision of debriefing of Emergency Workers with the exception of First Responders
 - k) maintain a log of all actions taken

Standing Operating Procedures

2. On receipt of the warning of a real or potential emergency or disaster, the Director of Emergency Social Services shall:
 - a) activate the department's emergency alert system
 - b) report to the Emergency Operations Centre
 - c) activate the department's emergency plan
 - d) co-ordinate the activities of the Emergency Social Services Team

Back-up:

The Accommodations Coordinator shall act as back-up to the Director of Emergency Social Services in the absence of the Director from the Community.

ACCOMMODATIONS COORDINATOR

Major Responsibilities:

Coordinate the provision of:

- safe and healthy client accommodations.
- provision of the necessary supplies to meet client needs.

Responsibilities:

- a) participate as a member of the ESS Team
- b) provide client accommodation services, as necessary or directed
- c) allocate facilities for client accommodations, as directed by the situation and the number of clients
- d) establish physical arrangements for services within all accommodation or service facilities
- e) arrange the necessary security requirements for each facility used for accommodating the services provided by the facility
- f) ensure the provision of supplies necessary in order to make the facility usable for the intended purpose
- g) maintain an accurate inventory of supplies delivered to all facilities used
- h) to liaise with Medical Officers of Health as required
- i) ensure the established accounting procedures are used for the purpose of recording aspects of facility, availability, facility staffing, facility cost and materials used
- j) maintain daily staffing records of both paid and volunteer personnel working within the facilities

Operating Procedures:

- a) assess availability of all facilities within the Resource List in order to ensure their availability, plus become aware of any problems which might develop due to the use of each facility
- b) attend meeting of the ESS Team
- c) advise facility contact people that we may have need to access their facilities
- d) ensure access to all accounting materials
- e) ensure access to all materials available for the purpose of dealing with situations
- f) implement the Accommodations Plan as directed by the Director and the Team

Back-up:

The Director of Emergency Social Services shall act as immediate back-up when The Accommodation Coordinator is absent from the Community.

FOOD SERVICES COORDINATOR

Major Responsibility:

To coordinate the provision of

- meals to all clients being provided food services
- meals to the Emergency Operation Centre

Responsibilities:

- a) participate as a member of the ESS Team
- b) ensure provision of long-term food services as necessary and required
- c) ensure the provision of regular healthy meals to the Emergency Operation Centre
- d) ensure the provision of healthy meals to all clients
- e) establish as necessary and direct kitchen facilities
- f) ensure the cleanliness of the food preparation, facilities used during an emergency situation and under the direction of the Emergency Operation Centre
- g) obtain on behalf of the Emergency Personnel, all food supplies necessary in order to maintain an acceptable level of services
- h) maintain an inventory of all materials obtained and used for the provision of food services
- i) maintain daily staffing records for both paid and volunteer personnel working during the emergency situation on the provision of food services
- j) ensure that the established accounting procedures are used for the purpose of recording all aspects of Food Services, Equipment Acquisition, Food Transportation, Materials Supply and Staffing

Operating Procedures:

Upon receipt of the warning, the Food Services Coordinator shall:

- a) assess the availability of immediate assistance with the provision of food for a period of 48 hours
- b) attend a meeting of the ESS Team
- c) assess the need for acquisition of equipment to undertake the longer term provisions of services

Back-up:

The Secretary of the Community Services Team shall act as immediate back-up to the Food Services Coordinator in the absent of this individual from the Community.

REGISTRATION & ENQUIRY COORDINATOR

Major Responsibility:

The Registration and Enquiry Coordinator shall be responsible for:

- registration of all clients (victims) of the emergency
- handling of all enquiries regarding the whereabouts of individuals who might be affected by the Emergency.

Responsibilities:

- a) participate as a member of the ESS Team
- b) establish the registration and Enquiry Centre in the location as directed or as indicated
- c) ensure the registration of every individual who is a client (victim) of the Emergency situation
- d) provide information regarding the whereabouts of individual clients (victims) of the emergency situation should an enquiry arise through official channels of communications or directly from relatives
- e) provide at the time of registration, information regarding the services available at the time to individual clients (victims)
- f) ensure that all official forms are filled out in total and that all individuals are properly registered with the Central Registry
- g) maintain staffing records for both paid and volunteer personnel working during the emergency situation on registration and enquiry
- h) ensure the established accounting procedures are used for the purposes of recording all aspects of registration and enquiry

Operating Procedures:

Upon receipt of the warning the Registration and Enquiry Coordinator shall:

- a) assess the needs for equipment in the R & I Centre and ensure the availability of this equipment and material
- b) attend meeting of the ESS Team
- c) obtain Registration and Enquiry Forms
- d) establish the R & I Service as directed

Back-up:

This service can be provided by the Canadian Red Cross Society and or Social Assistance Team.

SOCIAL ASSISTANCE COORDINATOR

Major Responsibility:

The Social Assistance Coordinator shall be responsible for:

- provision of Emergency Social Assistance to clients (victims)

Responsibilities:

- a) participate as a member of the ESS Team
- b) undertake the assessment of need for anyone who requires assistance through the Municipal Social Assistance Program
- c) provide such financial, supplies or materials assistance as permitted
- d) provide the opportunity for individuals requiring special medical assistance to meet with qualified medical staff who will provide an assessment of the individuals requirements to receive medical attention
- e) advise registration and enquiry of all individuals who have received financial assistance at source or will require medical attention at the newly assigned locations
- f) ensure the established accounting procedures are used for the purpose of providing Social Assistance to individuals in an emergency

Operating Procedures:

Upon receipt of the warning the Social Assistance Coordinator shall:

- a) advise medical staff that the assistance of someone to assess the medical needs of individuals involved in an emergency may be required
- b) attend meetings of the ESS Team
- c) establish a social assistance service as directed

Back-up:

Social Assistance coordinator shall be from the staff of the City of Selkirk and immediate back-up shall be assigned this role within the staff of the City of Selkirk.

HUMAN RESOURCE COORDINATOR

Major Responsibility:

The Human Resource Coordinator shall be responsible for:

- obtaining paid and volunteer resources
- maintaining records on all Emergency Personnel, both volunteer and paid, working on the Emergency Response

Responsibilities:

- a) participate as a member of the ESS Team
- b) establish the registration of all individuals, both paid and volunteer, working with the Emergency Response
- c) maintaining daily records of hours worked by individuals, paid and volunteer
- d) assign all volunteers to work areas as requested
- e) provide all volunteers plus all paid no-municipal staff with identification which ensure they are identified as responders to the Emergency Response
- f) provide all media personnel with specific identifications cards which identifies the individual as working for the public media
- g) provide all personnel permitted access to the Emergency Operations Centre with specific identification which ensures the individual access to the Emergency Operations Centre
- h) provide all personnel with security responsibilities at all levels of the Emergency Staffing with identification indicating they have security responsibilities
- i) provide a debriefing program for all staff and volunteers involved in providing services under Human Resources
- j) ensure the established accounting procedures are used for the purpose of recording all hours worked during the emergency plus all the accounting for the provision of salaries for the provision of all services by staff and volunteers

Operating Procedure:

Upon receipt of the warning, the Human Resources Coordinator shall:

- a) assess the availability of the resources required to establish the Human Resource Centre
- b) attend the meeting of the ESS Team
- c) undertake the immediate registration of the Emergency Control Group and the Emergency Response Team
- d) establish the Human resource Service as directed

Back-up: Immediate back-up shall be the Secretary to the Committee.

RECEPTION CENTRE MANAGER

Major Responsibility:

To co-ordinate the provision of:

- Reception Centre as directed by ESS Director
- Co-ordinating and managing all fine Emergency Social Service components within the Reception Centre

Responsibilities:

- a) participate as a member of the ESS team
- b) be flexible enough to respond to a variety of emergency situations and demands
- c) assesses the capabilities of the premises, designated as a Reception Centre, to accept evacuees
- d) arranges for a briefing from custodial staff on building operation and space
- e) allocates a manager's office for use as a "command post" for reception activities
- f) allocates space for a communications centre and determines additional requirements for communications equipment, such as telephones, facsimile machines and radio equipment
- g) allocates space for local amateur radio club
- h) allocates workspace in the facility to the appropriated component supervisors as well as Public Health staff and Admin. staff
- i) determines where public assistance desks should be located, traffic flows and signage as required
- j) appoints clerical support staff as required
- k) ensures a working relationship is established with all relevant organizations
- l) writes the Reception Centre's Emergency Plan, activating checklist and establishes the callout list

Operating Procedures:

Upon receipt of the warning, the Reception Centre Manager shall:

- a) co-ordinate the selection of an appropriate location for a reception centre
- b) attend meetings of the ESS team
- c) establish a reception centre as directed

Back-up:

The reception centres back-up will be provided by the immediate person of the reception centres manager list.

FIRE CHIEF

Responsibilities:

1. The responsibilities of the Fire Chief or alternate during an emergency or disaster, are to:
 - a) activate the department's Emergency Alert System
 - b) co-ordinate fire fighting operations
 - c) co-ordinate fire-related search and rescue operations
 - d) activate the Mutual Fire Aid System, if required, to meet the needs of the emergency
 - e) ensure that dangerous goods support agencies are contacted if necessary
 - f) maintain a log of all actions taken

Standing Operating Procedures

2. On receipt of the warning of a real or potential emergency or disaster, the Fire Chief shall:
 - a) activate the department's emergency alert system
 - b) report to the Emergency Operations Centre
 - c) activate the department's emergency plan
 - d) co-ordinate firefighting operations

DIRECTOR OF OPERATIONS

Responsibilities:

1. The responsibilities of the Director of Operations or alternate during an emergency or disaster, are to:
 - a) activate the department's emergency alert system
 - b) provide municipal equipment and personnel as required
 - c) provide a list of equipment, supplies, construction companies, private contractors and engineer resources, as required, to meet the needs of the emergency
 - d) provide transportation resources as necessary to the E.O.C. the site or for the purpose of evacuation
 - e) provide assistance in cleanup operations and repair of damage where there is a municipal responsibility
 - f) advise the Emergency Response Team when sustained damages to buildings exceeds safe limits
 - g) provide alternate supplies of water when required
 - h) provide barricades and flashers
 - i) provide assistance in search and rescue operations
 - j) restore essential municipal operations
 - k) provide or request mutual aid when required
 - l) maintain a log of all actions taken

Standing Operating Procedures

2. On receipt of the warning of a real or potential emergency or disaster, the Director of Operations shall:
 - a) activate the Department's emergency alert system
 - b) report to the Emergency Operations Centre
 - c) activate the department's emergency plan
 - d) co-ordinate the transportation needs during the emergency
 - e) co-ordinate the response of the Operations personnel

EMERGENCY HEALTH COORDINATOR

Responsibilities:

1. The responsibilities of the Emergency Health Coordinator or alternate during an emergency or disaster, are to:
 - a) activate the emergency alert system
 - b) develop and provide information on the state of medical concern
 - c) co-ordinate medical first response, triage, casualty collection point(s), distribution of casualties or injured plus medical transportation
 - d) provide or request mutual aid when required
 - e) act as liaison with medical care facilities and provincial health departments
 - f) maintain a log of all actions taken

Standing Operating Procedures

2. On receipt of the warning of a real or potential emergency or disaster, the Emergency Health Coordinator shall:
 - a) activate the emergency alert system; and
 - b) report to the Emergency Operations Centre; and
 - c) activate the emergency health plans; and
 - d) co-ordinate the response of Emergency Health Authorities.

PUBLIC INFORMATION OFFICER

Responsibilities:

1. The responsibilities of the Public Information Officer or alternate during an emergency or disaster, are to:
 - a) activate the department's emergency alert system
 - b) prepare self-help information for rapid distribution
 - c) keep the public informed of significant developments occurring during the emergency or disaster
 - d) establish communication requirements for the media plus other public information media
 - e) arrange for media facilities at the Emergency Operations Centre
 - f) provide public relations support at the emergency site(s), if required
 - g) gather, process and disseminate information from the emergency services
 - h) maintain a log of all actions taken

Standing Operating Procedures

2. On receipt of the warning of a real or potential emergency or disaster, the Public Information Officer shall:
 - a) activate the department's emergency alert system
 - b) report to the Emergency Operations Centre
 - c) activate the department's emergency plans
 - d) co-ordinate the dissemination of public information
 - e) issue initial media advisory confirmation of known facts of the situation; disseminate public enquiries number for publication plus provide all necessary details of media arrangements
 - f) direct activation of emergency public information facilities.

DIRECTOR OF COMMUNICATIONS

Responsibilities:

1. The responsibilities of the Director of Communications or alternate during an emergency or disaster, are to:
 - a) activate the communications alert system
 - b) provide communications in support of emergency or disaster operations
 - c) provide back-up communications
 - d) co-ordinate radio frequencies used for emergency purposes
 - e) establish and supervise the Emergency Operations Centre Message Control Centre
 - f) establish static and mobile communications posts, as required
 - g) provide liaison with Amateur Radio Clubs providing assistance in Emergency Planning or Operations
 - i) provide liaison with the Manitoba Telephone System
 - j) ensure that logs are maintained of all actions taken including all **IN** and **OUT** messages
 - k) maintain a log of all actions taken

Standing Operating Procedures

2. On receipt of the warning of a real or potential emergency or disaster, the Director of Communications shall:
 - a) activate the communications emergency alert system
 - b) report to the Emergency Operations Centre
 - c) ensure that adequate communications are available to the Emergency Operations Centre
 - d) ensure the provision of such additional communication systems, as required, to meet the needs of the centre plus the site
 - e) supervise the Message Control Centre

DIRECTOR OF PUBLIC INFORMATION

Responsibilities:

1. Reporting to the Emergency Co-ordinator, the Director of Public Information is the senior member of the public information response team and directly manages all public information activities during the emergency. His/her specific duties are to:
 - a) upon notification, activate the public information Alert System
 - b) direct the activation of the Enquiry and Media Centres, and of any auxiliary or remote facilities - co-ordinator and directly manage all public information activities
 - c) submit for approval drafts of statements, announcements and back grounders to the Emergency Co-ordinator
 - d) advise the Emergency Co-ordinator on the need for news briefings and conferences, the granting of media interviews, the status of media monitoring, recommended responses to media misinformation and rumour, the content of official statements, announcements and other forms of public communication, and the release of any disaster-related information to the public
 - e) consult with other members of the Emergency Operations Centre group on status of emergency situation and on any need for resources that could be fulfilled by the dissemination of public calls for assistance through the media or other means
 - f) apprise the Emergency Operations Centre of any significant information received by the Enquiry Centre from members of the public and the media
 - g) delegate responsibilities and provide direction to the emergency public information staff with respect to production and distribution of informational material, media monitoring, media liaison and other essential information functions
 - h) ensure that the required material and logistical support is available at all times
 - i) conduct news conferences and media interviews at the discretion of the Emergency Co-ordinator
 - j) Supervise wind-down of emergency public information operations
 - k) Prepare and submit a final report containing an operational evaluation of the public information services provided during the emergency, as well as an analysis of media coverage, and recommending necessary adjustments to the plan

Standing Operating Procedures

2. Upon receipt of the warning of a real or potential emergency or disaster, the Director of Public Information shall:
 - a) activate the public information alert system
 - b) report immediately to the Emergency Operations Control Centre and confer with the Emergency Co-ordinator and Enquiry Centre Supervisor.
 - c) issue initial media advisor: Confirmation of known facts of situation; public enquiries number for publication; and details of media arrangements.
 - d) direct activation of emergency public information facilities.
 - e) maintain a log of all actions taken.

ENQUIRY CENTRE SUPERVISOR

Responsibilities:

1. Reporting to the Director of Public Information, the Enquiry Centre Supervisor's chief responsibility is to oversee and co-ordinate the activities of the Enquiry Centre, the handling of all telephone queries from the public and the media. Specifically, he/she will:
 - a) direct the activities of the public enquiries clerks, establish priorities and ensure that all work stations operate from up-to-date information
 - b) maintain contact with the Emergency Operations Centre by radio or telephone and bring to the attention of the Director of Public Information any significant information arising from public and media enquiries, and inform the Media Centre Supervisor as necessary
 - c) ensure immediate response to calls from persons in life-threatening situations
 - d) monitor media coverage of emergency and advise the Director of Public Information on response to misinformation and rumours
 - e) maintain contact with the Emergency Community Services - Registration and Enquiry
 - f) Co-ordinator to ensure accurate information for public enquiry of emergency relocation facilities

Standing Operating Procedures:

- a) report immediately to the Director of Public Information.
- b) call up for duty from the stand-by list any support staff necessary to meet initial public information response requirements.
- c) carry out initial media advisory procedures at the request of the Emergency Co-ordinator, if arrived at the Enquiry Centre before the Director of Public Information.
- d) initiate and direct on-going public / media enquiry and media monitoring / rumour control operations.
- e) extend emergency public information staff alert as required.
- f) maintain log of all actions taken.

Staffing Arrangements:

- a) staffing to be arranged from resource list for the Public Information Section.
- b) once this list has been exhausted, contact to be made to the volunteer co-ordinator under Community and Social Services.

MEDIA CENTRE SUPERVISOR

Responsibilities:

1. Reporting to the Emergency Public Information Director, the Media Centre Supervisor is the link and buffer between all media representatives sent in to cover the emergencies first hand and the emergency response team. His/her duties are to:
 - a) establish and supervise operations of the Media Centre
 - b) issue passes / ID to all bona fide media representatives assigned to direct coverage of the emergencies by their news organizations and keep up-to-date accreditation register.
 - c) provide **authorized information** to media through news releases, briefings, updates, and by responding to specific media enquiries.
 - d) advise the Emergency Public Information Director and other members of the EOC of any significant information or insights obtained through communications with accredited media representatives at the Centre.
 - e) organize interviews with authorized officials, formal briefings or news conferences, site visits, etc.
 - f) provide technical and logistics support to accredited media representatives
 - g) set up, operate and staff auxiliary information facilities as required
 - h) assist as required with the preparation of major statements and announcements.

Standing Operations Procedures

2. Upon receipt of the warning of a real or potential emergency or disaster, the Media Co-ordinator will:
 - a) report immediately to his/her duty station at the Emergency Public Information Centre and confer with the Enquiry Centre Supervisor or obtain latest report from the Emergency Public Information Director in the EOC.
 - b) call up support staff for duty as required
 - c) activate the media reception and work centre, co-ordinate ongoing media activities, and maintain log of all actions.

SITE INFORMATION OFFICER

Responsibilities:

1. The Site Information Officer's main function is to provide support both to the Site Manager and the Emergency Public Information Director by co-ordinating the activities of the media at or near the site of the emergency. His/her duties are to:
 - a) provide accredited media representatives operating in the site area with reasonable access to information and visual opportunities without endangering their safety or interfering with the conduct of emergency operations.
 - b) maintain ongoing radio or telephone contact with site command post and the Emergency Operations Centre to ensure consistency of information; report on media activities at the site; obtain clearance for site briefings, official statements and interviews.
 - c) manage a satellite media centre at the site if it is decided to establish one.
 - d) operate media or VIP escort service from the Emergency Information Centre when it has been decided to keep the site and vicinity closed to all but specifically authorized visitors.
 - e) perform other duties as directed by the Director of Public Information.

Standing Operating Procedures:

2. Upon receipt of the warning of a real or potential emergency or disaster, the Site Information Officer will:
 - a) report immediately to the Director of Public Information to await the designation of a Site Manager.
 - b) complete preparations for site media operations (equipment, supplies, information materials, etc.) pending assessment of requirements by the Emergency Operations Centre.
 - c) assist with the activities of the main media reception and work centre and conduct site visits and briefings until such time as directed to proceed to site for the remainder of the active phase of the emergency.
 - d) maintain log of all actions.

SITE INFORMATION SUPPORT STAFF

Depending on the nature and duration of the emergency, and on the level of public and media interest, additional staff will be required in varying numbers to assist with such tasks as:

- writing
- oral public enquire
- translation
- media liaison
- media monitoring and analysis
- audio/visual
- clerical/secretarial support

There are no detailed statements of duties as such for these assignments. The designated persons and alternates are technically competent specialists who have received advance instruction on their emergency duties. They will take guidance and direction from the procedures outlined in Public Information Response Plan.

PUBLIC ENQUIRIES OFFICER

Responsibilities:

1. The main functions of the Public Enquiries Officer will be:
 - a) to respond to telephone enquirers from the public in an emergency with note to the following:
 - I. self - help and self-protection information
 - II. general situation reports in response to public and media enquiries
 - b) receive information from the public with regard to the status or situation concerning the emergency.
 - c) maintain accurate records of incoming calls and information.
 - d) promptly forward to the Media Supervisor, information which may be relevant to the EOC.
2. Public Enquirers Officers are frequently at the centre of life and death situations and may receive information which is of crucial importance to the decision makers in the Emergency Operations Centre. This information must be recorded accurately and relayed promptly.

Standing Operations Procedures:

3. Upon receipt of the warning of a real or potential emergency or disaster, the Public Information Officers will
 - a) report immediately to his/her duty station at the Emergency Public Information Centre.
 - b) maintain log of all actions taken.

EMERGENCY SITE MANAGER

The Emergency Site Manager (ESM) shall be appointed by the Emergency Coordinator, in consultation with the Chief Administrative Officer and the Emergency Response Team, during the emergency or disaster from the responding agencies. Once appointed, the ESM is responsible for the overall management and control of the emergency response at the site, which includes the following:

Responsibilities

- a) To define the Emergency Site management objectives and strategy by ensuring co-ordination of the activities of all first response agencies.
- b) To oversee the layout and the establishment of the ESM Command Post and controlling access to it.
- c) To co-ordinate all ground and air operations.
- d) To provide advice to the EOC on the overall administrative planning in support of the emergency site operation.
- e) To maintain the status of on-site emergency resources.
- f) To approve all request for ordering and releasing of key resources.
- g) To develop such short range plans as necessary to successfully deal with the emergency or disaster on-site.
- h) To maintain all operational maps of the emergency site.

EMERGENCY SITE DUTY OFFICER

The Site Duty Officer shall be dispatched to the site as quickly as feasible after discovering that the emergency site operation will be a lengthy and complex one and shall report directly to the Emergency Site Manager.

Responsibilities

- a) To set up the Emergency Site Command Post in accordance with directions from the Site Manager.
- b) To set up the workers' rest area and provide for shelter and refreshments.
- c) To establish a registration system for people entering and leaving the Emergency Site.
- d) To keep the Site Commanders Log.
- e) To keep the main events board up to date.
- f) Other jobs may be referred by the Site Manager.



TOWN OF THE PAS

EMERGENCY PLAN

BOOK 8

RESOURCES

The Pas Airport Airport Emergency Plan



WASCO
WINNIPEG AIRPORT SERVICES CORP.

Amendments

Version	Date	Changes	Page / Section	Prepared By	Approved By
1.0	09/15/2023	Original		WASCO	N. Edmundson
2.0	10/06/2023		Appendix D	WASCO	T. Zemliduk
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1. Plan Management

The procedures outlined in this manual address the regulatory requirements and associated actions for an emergency response. They are developed to facilitate the response from the airport and various agencies necessary for an effective emergency response at The Pas Airport (CYQD). *(TP312 9.1.1.1)*

Since no two incidents are identical, the emergency call procedures and agency roles contained in this manual are not intended to limit the deployment of additional resources and actions that may be necessary to protect lives, property, and the environment.

This manual has been developed after consultation with a representative sample of the air operators that use the airport and with organizations that may be of assistance during emergency operations at the airport or in its vicinity. This manual will identify the emergencies that are likely to occur at the airport or in its vicinity and that could be a threat to the safety of persons or the operation of the airport. *(CAR 302.202 (1) and (1)(a))*

2. Manual Distribution List

This plan will be distributed to the list located in Appendix F. The electronic version will serve as the official, controlled version of the Airport Emergency Plan (AEP). All printed copies will be considered uncontrolled. *(CAR 302.203 (1)(z)(iii))*

An updated version of this plan, in the form of a manual, will be maintained at the airport *(302.202 (3)(a))* and a copy will be provided to the Minister on request. *(302.202 (3)(b))*

3. Terminology - Acronyms and Definitions

(CAR 302.203 (1)(p)(v))

Air Carrier

A person, organization, or enterprise engaged in, or offering to engage in, the operation of an airline.

Airport

An aerodrome for which an airport certificate has been issued by the Minister of Transport

Airport Emergency Plan

A written plan of operations containing procedures for co-coordinating the response of *airport* services and other agencies in the surrounding community that could be of assistance in responding to an emergency occurring on or in the vicinity of the airport.

Airport Manager

The individual responsible for conducting all day-to-day aspects of airfield operations to the satisfaction of The Pas Airport and in accordance with Transport Canada and Canadian Aviation Regulations.

Airside

The area of an airport intended to be used for activities directly related to aircraft operations and to which public access is normally restricted.

Aviation Occurrence

- any incident or accident associated with the operation of an aircraft, or
- any situation or condition that the Transportation Safety Board (TSB) has reasonable grounds to believe could result in an accident or incident if not rectified.

Aviation Accident

An accident resulting directly from the operation of an aircraft where:

- a person sustains a serious injury or is killed as a result of;
 - Being on board the aircraft;
 - Coming in contact with any part of the aircraft or its contents; or
 - Being directly exposed to the jet blast or rotor down wash of the aircraft;
- the aircraft sustains damage or failure that adversely affects the structural strength, performance, or flight characteristics of the aircraft and that requires major repair or replacements of any affected component part; or
- the aircraft is missing or inaccessible

Aviation Incident

An incident resulting directly from the operations of an aircraft where:

- an engine fails or is shut down as a precautionary measure;
- a transmission gearbox malfunction occurs;
- smoke or fire occurs;
- difficulties in controlling the aircraft are encountered owing to any aircraft system malfunction, weather phenomena, wake turbulence, uncontrolled vibrations or operations outside the flight envelope;
- the aircraft fails to remain within the intended landing or takeoff area, lands with all or part of the landing gear retracted or drags a wing tip, an engine pod or any other part of the aircraft;
- any crew member whose duties are directly related to the safe operation of the aircraft is unable to perform the crew member's duties as a result of a physical incapacitation that poses a threat to the safety of any person, property or the environment;
- de-pressurization occurs that necessitates an emergency descent;
- a fuel shortage occurs that necessitates a diversion or requires approach and landing priority at the destination of the aircraft;
- the aircraft is refueled with the incorrect type of fuel or contaminated fuel;
- a collision, a risk of collision or a loss of separation occurs;
- a slung load is released unintentionally or as a precautionary or emergency measure from the aircraft;
- or
- any dangerous goods are released in or from the aircraft

Bomb Threat: Non-Specific

A non-specific threat—where an individual provides only general information such as, a single statement to the effect that a device has been placed on an aircraft, in an airport facility or elsewhere on airport property.

Bomb Threat: Specific

A specific threat wherein the caller provides detailed information, and which may include statements describing the device, why it was placed, its exact location, the time of activation or even complete details.

Curious Item

An unattended item that cannot readily be associated with its owner. Curious items require further inspection in order to determine if their status will be downgraded from curious to safe or upgraded from curious to suspicious based on the examination by the appropriate responding personnel. If upgraded to Suspicious, further examination will be undertaken and an AEP event initiated as warranted.

Designated Aircraft Isolation Areas

The area where aircraft under bomb threat, hijacking, or hazardous cargo emergency conditions is directed to go for isolation.

Emergency Standby Areas

In the event of occurrence airside, the staff and responders will utilize Standby Location 1 or Standby Location 2 as identified on the airport grid map.

Airport Emergency Plan

A written Plan of Operations containing procedures for coordinating the response from airport and community-based agencies having a role in emergencies occurring on or in the vicinity of the airport.

Emergency Coordination Centre (ECC)

Emergency Management location to be used in supporting and coordinating operations during an emergency or disaster. The primary Emergency Coordination Centre will be managed remotely due to the remote Airport Manager

Emergency Exercise

The testing of the disaster/emergency plan and review of the results to improve its effectiveness. There are two types of emergency exercises performed at The Pas Airport.

- **Live Exercise** – A full scale exercise assembling the deployment of all the resources that would be available on and off the airport and used in a real emergency. The type of emergency may be either an aircraft crash, hijack leading to an aircraft crash, a bomb threat leading to an aircraft crash or any other exercise requiring a commensurate level of response.
- **Table-Top Exercise** – An in person, meeting based exercise requiring the participation of the community and other resources identified in an airport emergency plan to enact their respective roles, responsibilities, and response actions without actually activating the plan.

Full Emergency Standby

Attendance at an emergency scene and prepared to respond at the necessary level when an aircraft has or may have an operational problem that affects flight operations to the extent there is a possibility of an accident.

Grid Map

An aerial plan view of the airport or portion of the airport with a system of squares (numbered and lettered) superimposed to provide fixed reference to any point in the area.

Hijacking

The unlawful seizure of an aircraft either in the air or on the ground by one or more persons.

Hazard Identification and Risk Assessment (HIRA) Process

A decision-making process which collects and analyzes critical information from all involved stakeholders on a specific incident including tactical, environmental, criminal, and other related factors. The process is flexible enough to apply to any type of emergency incident. The outcome or objective of HIRA is to provide recommendations that will maximize safety of persons; security of property; and protection of infrastructure, while minimizing disruption to operational integrity.

Incident

An occurrence other than an accident that is associated with the operation of an aircraft and that affects or could affect the safety of operations.

Incident Commander (IC)

The Incident Commander is an individual from an agency identified to have the primary interest of command for their respective organization during an emergency event. This individual should have the expertise of emergency events and have a proven ability to work with others in stressful circumstances. This individual should be familiar with, their own agency plans, responsibilities, and the Airport Emergency Plan.

Incident Command System

A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principals for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and resource management.

Inflight

An aircraft is deemed to be inflight from the time all external doors are closed following embarkation until the later of the following:

- the time when any such door is opened for the purpose of disembarkation; or
- between the time when the aircraft makes a forced landing in circumstances where the owner or operator thereof or a person acting on behalf of them is not in control of the aircraft, and the time at which control of the aircraft is restored to the owner or operator thereof or a person acting on behalf of either of them.

Isolation Area

The part of the airport designated by the Airport Manager to which aircraft under bomb threat, hijacking, or hazardous cargo emergency conditions are directed.

IRROPS

Abbreviation for “Irregular Operation” – any event that may impact the normal day-to-day operations at the airport or that cause a degraded or lowered level of service or operation for any facility or segment of the airport.

Medical Response

The provision of triage, first aid, stabilization of injured transportation and evacuation of casualties to appropriate medical facilities.

Nav Canada

The agency that controls, navigates, and provides for the safe operation of air traffic within Canadian airspace.

On-Scene Controller (OSC)

The person identified in an airport emergency plan as being responsible for the overall coordination of the response at an airport emergency scene. The OSC has overall authority and responsibility for conducting emergency operations and is responsible for the management of all operations at the emergency site. The On-Scene Controller shall be at the emergency site and shall not have other duties during an emergency unless the life of a person is in danger nearby and the On-Scene Controller is alone and has the ability to assist the person. The On-Scene Controller shall be easily identifiable by all persons responding to the emergency event. **(CAR 302.204)**

Rendezvous Point

A pre-designated geographical meeting location for use during specific emergencies.

Restricted Area

The area of an airport designated by a sign to which access by persons or vehicles require proper authorization and the production of valid identification.

Spill

Any material, substance, or product which by itself, or in conjunction with other materials presents a hazard to or adversely affects any living thing or has a potential to do so, or as otherwise defined within the Transportation of Dangerous Goods Act, the Hazardous Containments Act, or within other pertinent Acts Or Legislation that spreads at least 1.5m in any direction or exceeds 12mm in depth.

Table-Top Exercise

A302.202 (1)n exercise requiring the participation of the organizations and other resources identified in an airport emergency plan to review and coordinate their respective roles, responsibilities, and response actions without actually activating the plan.

Tenant

Any company or individual with leased land on the airport property or leased space within airport building.

Threat

A threat is defined as anything which may threaten life and safety, property, or systems; or that would contribute to the tampering, destruction or interruption of any service or process.

Triage

Sorting and classifying casualties to determine the order of priority for treatment and transportation.

Unified Command (UC)

The Unified Command (UC) structure brings together the Incident Commanders of all major organizations involved in the incident to coordinate an effective response while at the same time carrying out their own jurisdictional responsibilities. The UC links the organizations responding to the incident and provides a forum for these entities to make consensus decisions.

4. Emergency Plan Overview

The Pas Airport has established, documented, and implemented an emergency program consistent with requirements using the applicable mandatory regulations from Transport Canada. The key objective of the AEP is to establish a framework for a systematic, coordinated, effective emergency response to protect the health, safety, and welfare of individuals and to limit damage to property and the environment.

4.1 Emergency Plan Review and Updates

To ensure the effectiveness of the emergency plan, The Pas Airport will conduct an annual review of the Airport Emergency Plan and supporting materials to ensure processes and information are accurate, current, and will update the plan as necessary. *(CAR 302.203 (1)(z)(i) and 302.202 (4)(a))* The review will be open to participation from any member of a participating community organization, local fire, and ambulance services, RCMP, air carriers, security contractors, and airport/airline support businesses. *(CAR 302.202 (4)(b))*

4.2 Grid Map

The Pas Airport will develop a grid map that will be reviewed annually and updated, if required. The Grid Map will cover an area of at least one kilometer around each runway, all airport access roads and gates, and the location of rendezvous points where collaterals responding to an emergency will report to receive instructions. A copy of the Grid Map will be provided to all internal and external collaterals that require it. *(CAR 302.206 (3)(a), (3)(b) (3)(c) and (4))* A copy of The Pas Airport Grid Map is in Appendix C of this document. *(CAR 302.203 (2)(b) and TP312 9.1.1.5 (h))*

5. Emergency Categories

(CAR 302.203 (1)(d), TP132 9.1.1.2, 9.1.1.3 and 9.1.1.5(a))

5.1 Hazard Identification and Risk Assessment (HIRA)

The Pas Airport will identify and assess hazards and risks to public safety which could cause an emergency. Facilities and other elements of the infrastructure that are at risk of being affected by emergencies will be identified.

Hazard Identification and Risk Assessment is vital to a successful emergency program. The Pas Airport considers the impact of an event and the probability of it occurring and incorporates this approach into emergency planning. To effectively respond to such emergencies, The Pas Airport has identified the following major categories. **(CAR 302.203 (1)(a)(i))**

- Aircraft Related
- Non-Aircraft Related
- Medical Emergencies
- Security Related

5.2 Aircraft Related Emergencies

Crash On-Airport – (CAR 302.203 (1)(a)(i)(A))

Aircraft crash within airport boundaries and within a critical rescue and fire-fighting access area that extends 1000 m beyond the ends of a runway and 150 m at 90° outwards from the centreline of the runway, including any part of that area outside the airport boundaries.

The Airport Manager will contact emergency services in the event of an emergency involving an aircraft attempting to utilize The Pas Airport.

Upon notification, the local Fire Department, RCMP, and EMS will respond with the appropriate manpower and equipment to The Pas Airport rendezvous point.

A Unified Command structure will be established at an area designated by the On-Scene Controller. The senior airfield maintainer on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the ECC. Airport personnel will escort the emergency services to the scene and commence their given duties as directed by the Unified Command. The ultimate objective of every situation and decision made will be with human life preservation as the primary consideration.

A recorded debriefing session with all collateral participants will be held after the situation has been resolved.

Crash Off-Airport – (CAR 302.203 (1)(a)(i)(B))

The crash of an aircraft outside of The Pas Airport property within a critical rescue and Firefighting access area that extends 1000 meters beyond the ends of the runway and 150 meters at 90 degrees outwards from the centerline of the runway, including any of that area outside the airport boundaries.

The Airport Manager will contact emergency services in the event of an emergency involving an aircraft attempting to utilize The Pas Airport.

Upon notification, the local Fire Department, RCMP, and EMS will respond with the appropriate manpower and equipment to the crash site via the shortest route.

A Unified Command structure will be established at the area designated by the On-Scene Controller. The Airport Manager will activate the ECC. Emergency services on scene will commence their given duties as required. The ultimate objective of every situation and decision made will be with human life preservation as the primary consideration.

When responding to and while at the accident scene, the Incident Commanders will remain in contact with the On-Scene Controller providing details of the actions taken and will assist with special requests for resources or technical assistance.

A recorded debriefing session with all collateral participants will be held after the situation has been resolved.

Aircraft Malfunction In-Flight – (CAR 302.203 (1)(a)(ii))

An aircraft emergency declared by either air traffic services or a pilot.

The Airport Manager will contact emergency services in the event of an emergency involving an aircraft attempting to utilize The Pas Airport.

Upon notification, the local Fire Department, RCMP, and EMS will respond with the appropriate manpower and equipment to The Pas Airport rendezvous point.

A Unified Command structure will be established by the Airport Manager or designate. The senior maintainer on duty or designate will serve as the On-Scene Controller. Airport personnel will escort the emergency services to the scene and commence their given duties as directed by the Unified Command. The ultimate objective of every situation and decision made will be with human life preservation as the primary consideration.

Emergency services and the On-Scene Controller will take a stand-by position.

In the event a stand-by develops into a crash, all agencies will be notified and immediately put into effect procedures for an ON or OFF airport crash as described in this Airport Emergency Plan.

A recorded debriefing session with all collateral participants will be held after the situation has been resolved.

Water Rescue Plan – (CAR 302.203 (1)(a)(viii) and TP312 9.1.1.4)

The Pas Airport runway is located within 8 km of a large body of water. The emergency response to any reports of ditching an aircraft in water will be handled by The Pas Fire Department Search and Rescue. A call to The Pas Fire Department Search and Rescue at 911 or 204-627-1120 automatically activates emergency procedures. The Pas Fire Department Search and Rescue has complete command of the water rescues and has a team of professionals at their disposal.

5.3 Non-Aircraft Related Emergencies

Structural Fire – (CAR 302.203 (1)(a)(v))

All fires occurring in a building on airport property.

The Airport Manager or designate will contact the local Fire Department for response to actual or reported fires involving structures on airport property and issue a NOTAM. Upon notification the local fire department, RCMP, and EMS will respond with the appropriate manpower and equipment to The Pas Airport rendezvous point as requested and required.

The ECC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The senior maintainer on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the ECC. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all collateral participants will be held after the situation has been resolved.

Fuel Spill – (CAR 302.203 (1)(a)(iii))

A fuel spill that spreads at least 1.5 meters in any direction or exceeds 12 millimeters in depth.

The Airport Manager or designate, will contact airfield maintainers for containment and clean up of a fuel spill on The Pas Airport property in addition to emergency services, if required.

Upon notification, the local Fire Department, RCMP, and EMS will respond with the appropriate manpower and equipment to The Pas Airport rendezvous point.

The ECC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The senior maintainer on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the ECC. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration. If passengers are on-board an aircraft in the hazardous zone, ensure the company representatives are carrying out evacuation procedures.

A recorded debriefing session with all collateral participants will be held after the situation has been resolved.

Hazardous Material Spill – (CAR 302.203 (1)(a)(viii))

Any release or spill, intentionally or unintentionally, of a hazardous material of any class, which can cause a threat to safety, property, or the environment.

The Airport Manager or designate will contact airfield maintainers in addition emergency services, if required, in the event of an emergency involving a hazardous material spill on The Pas Airport property. Upon notification the local fire department will respond with the appropriate manpower and equipment to the rendezvous point. RCMP, and EMS will respond, as required. A distance control perimeter from the scene will be established and buildings within the spill zone evacuated.

The ECC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The senior maintainer on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the ECC. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all collateral participants will be held after the situation has been resolved.

Natural Disaster – (CAR 302.203 (1)(a)(vii))

Any event caused by the forces of nature rather. Natural disasters include severe weather, earthquakes, floods, and tornadoes.

The Airport Manager or designate will contact emergency services in the event of an emergency involving a natural disaster on The Pas Airport property and issue a NOTAM if required. Upon notification, the local Fire Department, RCMP, and EMS will respond with the appropriate manpower and equipment to The Pas Airport rendezvous point.

The ECC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The senior maintainer on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the ECC. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration. The Airport Manager will also coordinate with the local town administration office.

A recorded debriefing session with all collateral participants will be held after the situation has been resolved.

5.4 Medical Emergencies

Medical Emergency – (CAR 302.203 (1)(a)(iv))

Any incident involving one person needing medical treatment.

The Airport Manager or designate, Tenants, or concerned citizens will contact emergency services in the event of a medical emergency on-site or on an inbound aircraft at The Pas Airport.

Local EMS will respond to the rendezvous point with the appropriate manpower and equipment. The RCMP and local fire department will respond as required.

A recorded debriefing session with all collateral participants will be held after the situation has been resolved.

Medical Emergency Requiring Quarantine Screening – (CAR 302.203 (1)(a)(iv))

Any incident that meets the criteria for a possible communicable disease.

The Airport Manager or designate will contact emergency services advising of the possibility of a communicable disease.

The local fire department, RCMP, and EMS will respond to the rendezvous point with the appropriate manpower and equipment to The Pas Airport as required.

The ECC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The senior maintainer on duty or designate will serve as the On-Scene Controller. The Airport Manager or designate will activate the ECC. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all collateral participants will be held after the situation has been resolved.

5.5 Security Related Emergencies

Aircraft Bomb Warning or Threat – (CAR 302.203 (1)(a)(viii))

A spoken or written bomb threat to or from any arriving or departing aircraft or a confirmed explosive device (ED) in any arriving or departing aircraft.

The Airport Manager or designate will contact emergency services. The Airport Manager or designate will issue a NOTAM if required.

Upon notification, the local fire department, RCMP, and EMS will respond with the appropriate manpower and equipment to The Pas Airport rendezvous point as required.

The ECC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The senior maintainer on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the ECC. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all collateral participants will be held after the situation has been resolved.

Structural Bomb Threat – (CAR 302.203 (1)(a)(viii))

A spoken or written bomb threat or confirmed explosive device (ED) in any building or other facility located within the boundaries of The Pas Airport.

The Airport Manager or designate, will contact emergency services, and issue a NOTAM, if required. Upon notification, the local fire department, RCMP, and EMS will respond with the appropriate manpower and equipment to the The Pas Airport rendezvous point as required.

The ECC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The senior maintainer on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the ECC. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all collateral participants will be held after the situation has been resolved.

Hijacking – (CAR 302.203 (1)(a)(viii))

An unlawful seizure of an aircraft in the air or on the ground by an individual or group.

The Airport Manager or designate will contact emergency services and issue a NOTAM. Upon notification, the local fire department, RCMP, and EMS will respond with the appropriate manpower and equipment to The Pas Airport rendezvous point as required. If passengers are on-board the aircraft, ensure the company representatives are notified and executing their individual emergency procedures.

The ECC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The senior maintainer on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the ECC. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all collateral participants will be held after the situation has been resolved.

Hostage Situation – (CAR 302.203 (1)(a)(viii))

The seizing or detention of an individual(s) coupled with a threat to kill, injure, or continue to detain such individual(s) to compel a third person or governmental organization to take a specified action.

The Airport Manager or designate will contact emergency services and issue a NOTAM. Upon notification, the local fire department, RCMP, and EMS will respond with the appropriate manpower and equipment to The Pas Airport rendezvous point as required.

If the hostage situation is on-board the aircraft, ensure the company representatives are notified and executing their individual emergency procedures.

The ECC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The senior maintainer on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the ECC. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all collateral participants will be held after the situation has been resolved.

Acts of Unlawful Interference – (CAR 302.203 (1)(a)(viii))

Acts or attempted acts which may jeopardize the safety of civil aviation.

The Airport Manager or designate will contact emergency services and issue a NOTAM if required. Upon notification, the local fire department, RCMP, and EMS will respond with the appropriate manpower and equipment to The Pas Airport rendezvous point as required.

The ECC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The senior maintainer on duty or designate will serve as the On-Scene Controller. The Airport Manager or designate will activate the ECC. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all collateral participants will be held after the situation has been resolved.

Security Incident – (CAR 302.203 (1)(a)(viii))

Any incident jeopardizing security at the airport that includes but is not limited to the presence of an unauthorized person or item within restricted areas or sterile security areas.

The Airport Manager or designate will contact emergency services and issue a NOTAM if required. Upon notification, the local fire department, RCMP, and EMS will respond with the appropriate manpower and equipment to The Pas Airport rendezvous point as required.

The ECC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The senior maintainer on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the ECC. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all collateral participants will be held after the situation has been resolved.

5.6 Special Aviation Events

Special Events – ((CAR 302.203 (1)(a)(vi))

For any emergency planning related to special events, refer to Appendix B

6. Assistance in Locating an Aircraft

Emergency Locator Transmitter (ELT) – (CAR 302.203 (1)(z.1))

Should an aircraft Emergency Locator Transmitter (ELT) be activated in the proximity of the airport, the Airport Manager or designate will advise Saskatoon Radio to provide general direction of the signal and advise the authority having jurisdiction of the potential incident/accident and probable location.

7. Alert Levels

Contingent on the information provided, the Airport Manager or designate will establish an Alert Level to activate the emergency plan and advise appropriate parties of the alert level based on the type of emergency identified. – *(CAR 302.202 (1)(a))*

Alert 1

- Aircraft with minor emergency
- Aircraft malfunction in flight
 - An aircraft system or component malfunction while in flight that does not require any assistance upon arrival
- No risk of crash

Alert 2

- Aircraft emergency
- Aircraft malfunction in flight
 - An operational defect that has a high probability or is known to cause difficulty in continued flight or landing (i.e., on-board smoke or fire, faulty landing gear, low hydraulic pressure, engine(s) inoperability)
- Risk of crash

Alert 3

- Crash ON airport
- Aircraft crashes on the airport site

Alert 4

- Crash OFF airport
- Aircraft crash outside of airport area

Emergency Situations

- Fuel spill
- Medical diversion
- Fire
- Natural Disaster

Security Related Emergency Situation

- Hijacking
- Bomb Threat
- Sabotage

8. Alerting, Communications, and Response Level Procedures

Reporting Emergency Incidents – ((CAR 302.203 (1)(p)(i), (ii), (iii), and (iv) and TP312 9.1.1.5 (d))

Incidents and emergencies are reported in the following ways:

- Contact the Airport 204-627-9114
- Public address system in the terminal building to advise passengers and the public

8.1 Activation

AEP Activation – (CAR 302.203 (1)(p)(i), (ii), (iii), and (iv))

The AEP is activated by notification or observations of a potential or actual emergency condition and escalated or de-escalated based on established Alert Levels. During regular operational hours, the decision to activate the AEP is the responsibility of the Airport Manager or designate.

(CAR 302.202 (1)(b), (c), CAR 302.303 (2), and CAR 302.203 (1)(a), (b), (c), (d), (e), (f), and (g))

8.2 Alert 1 – Aircraft with Minor Emergency

Aircraft Malfunction in flight – a malfunction or failure of an aircraft system or component while in flight that does not require any assistance upon arrival, no risk of crash.

Airport Manager (or designate)

- Obtain the following information:
 - Inbound aircraft's ETA
 - Type of aircraft
 - Number of souls
 - Remaining fuel
 - Dangerous goods
- Establish communication with responding agencies via 911. Appendix D
- Place staff on standby, reporting to the location requested by the On-Scene Controller.
- Standby to activate ECC if required.
- Complete a review of the Adverse Weather Checklist, if required, located in Appendix G and relay information to the On-Scene Controller.
- In the event the incident escalates, initiate the next alert procedures.
- Ensure the facility and grounds are inspected before aircraft operations resume.
- Verify that all processes and procedures are completed to initiate a return to operational status after the emergency.

On-Scene Controller

- Obtain the following information:
 - Inbound aircraft's ETA
 - Type of aircraft
 - Number of souls
 - Remaining fuel
 - Dangerous cargo
- Based on the information above, establish Alert Level and establish communications with responding agencies.
- Direct positioning of personnel and equipment for emergency landing
- Standby for aircraft to land
- In the event the incident escalates, initiate the corresponding Alert Level procedures.

- If aircraft lands without incident and/or pilot declares the emergency over, stand down.
- Record time and take note of all actions

Airfield Maintenance

- Proceed immediately to the rendezvous point and maintain standby status.
- Upon confirmation of emergency, establish communication with the ECC.
- Follow directives to assist in response actions.
- Conduct and document an airfield inspection report
- Provide a copy of the inspection report to the ECC.
- Keep notes of all activities
- Provide ECC all information upon completion of response

8.3 Alert 2

An aircraft emergency due to a malfunction during flight. This malfunction could be due to an operational defect that has a high probability or is known to cause difficulty in continued flight or landing and there is a significant risk of a crash.

Airport Manager (or designate)

- Obtain the following information:
 - Inbound aircraft's ETA
 - Type of aircraft
 - Number of souls
 - Remaining fuel
 - Dangerous cargo
- Based on information above, establish Emergency Alert Level and establish communications with responding agencies via 911. Appendix D
- Place staff on standby, reporting to the location requested by the On-Scene Controller.
- Standby to activate ECC.
- Complete a review of the Adverse Weather Checklist, if required, located in Appendix G and relay information to the On-Scene Controller.
- Record or assign another individual to record all incident details and times.
- Ensure the facility and grounds are inspected before aircraft operations resume.
- Verify that all processes and procedures are completed to initiate a return to operational status after the emergency.

On-Scene Controller

- Obtain the following information:
 - Inbound aircraft's ETA
 - Type of aircraft
 - Number of souls
 - Remaining fuel
 - Dangerous cargo
- Direct positioning of personnel and equipment for emergency landing
- Standby for aircraft to land
- If aircraft lands without incident and/or pilot declares the emergency over, stand down.
- In the event the incident escalates, initiate the corresponding alert procedures.
- Provide regular updates to the ECC.
- Record time and take note of all actions

Airfield Maintenance

- Proceed immediately to the rendezvous point and maintain standby status.
- Upon confirmation of emergency, establish communication with the ECC.
- Follow directives to assist in response actions.
- Conduct and document an airfield inspection report
- Provide a copy of the inspection report to the ECC.
- Keep notes of all activities and time requested and actioned
- Provide ECC all information upon completion of response

8.4 Alert 3 – Crash ON-Airport

Airport Manager (or designate)

- Obtain the following information:
 - Location of aircraft (use grid map and easily identifiable landmarks)
 - Type of aircraft
 - Number of souls
 - Remaining fuel
 - Dangerous cargo
- Based on information above, establish the Alert Level and communicate with agencies via 911 requesting an immediate response. Appendix D
- Activate and establish the ECC.
- Establish communication with Mutual Aid Resources located in Appendix D, if required.
- Record or assign another individual to record all incident details and times.
- Issue a NOTAM to immediately close impacted runway(s) and taxiway(s) to ensure the safety of people, emergency vehicular traffic, and aircraft.
- Complete a review of the Adverse Weather Checklist, if required, located in Appendix G and relay information to the On-Scene Controller.
- Ensure TSB and Civil Aviation Authorities are informed at the earliest reasonable time.
- Coordinate with the On-Scene Controller for any heavy equipment requirements.
- Coordinate with the RCMP for the establishment of a secure inner and outer perimeter including secure access to the crash site and emergency vehicular routes to and from the airport/hospital.
- Ensure the facility and grounds are inspected before aircraft operations resume.
- Verify that all processes and procedures are completed in order to initiate a return to operational status after the emergency.

On-Scene Controller

- Obtain the following information:
 - Location of aircraft (use grid map and easily identifiable landmarks)
 - Type of aircraft
 - Number of souls
 - Remaining fuel
 - Dangerous cargo
- Direct positioning of personnel and equipment to the crash site.
- Establish the Command Post using the Unified Command structure.
- Initiate communication with the Incident Commanders.
- Report scene conditions and provide regular updates to the ECC.
- Record times and take note of all actions.

Airfield Maintenance

- Proceed to the rendezvous point.
- Follow directions provided by the ECC or On-Scene Controller to assist as required.
- Standby to provide additional assistance as requested.

Fire Department

- Respond immediately to the crash site.
- Designate an Incident Commander that will report to the On-Scene Controller
- Coordinate and direct all fire department personnel to prevent, control, or extinguish fires and provide a fire free egress route for aircraft occupants.
- Assist in the evacuation of passengers and crew from the aircraft.

Ambulance Service

- The first arriving unit shall proceed to the crash site and provide initial triage, medical care, and initiate the transport of victims.
- During inclement weather, move as many survivors as possible to the air terminal building for further triage until transportation to the hospital is available.
- Contact the OSC, who will radio the ECC for assistance in moving survivors with minor injuries that can be transported by use of airport vehicles.

8.5 Alert 4 – Crash OFF-Airport

Airport Manager (or designate)

- Obtain the following information:
 - Location of aircraft (use grid map and easily identifiable landmarks)
 - Type of aircraft
 - Number of souls
 - Remaining fuel
 - Dangerous cargo
- Based on information above, establish Alert Level and communicate with agencies via 911 requesting an immediate response. Appendix D
- Activate and establish the ECC.
- Establish communication with Mutual Aid Resources located in Appendix D, if required.
- Record or assign another individual to record all incident details and times.
- Issue a NOTAM to immediately close impacted runway(s) and taxiway(s) to ensure the safety of people, emergency vehicular traffic, and aircraft if access points are via the movement area.
- Complete a review of the Adverse Weather Checklist, if required, located in Appendix G and relay information to the On-Scene Controller.
- Ensure TSB and Civil Aviation Authorities are informed at the earliest reasonable time.
- Coordinate with the On-Scene Controller for any heavy equipment requirements.
- Coordinate with the RCMP for the establishment of a secure inner and outer perimeter including secure access to the crash site and emergency vehicular routes to and from the airport/hospital.
- Ensure the facility and grounds are inspected before aircraft operations resume.
- Verify that all processes and procedures are completed to initiate a return to operational status after the emergency.

On-Scene Controller

- Obtain the following information:
 - Location of aircraft (use grid map and easily identifiable landmarks)
 - Type of aircraft
 - Number of souls
 - Remaining fuel
 - Dangerous cargo
- Direct positioning of personnel and equipment to the crash site (if accessible).
- Establish the Command Post using the Unified Command structure.
- Initiate communication with the Incident Commanders.
- Report scene conditions and provide regular updates to the ECC.
- Record time and take note of all actions.

Airfield Maintenance

- Proceed to the OSC for additional instructions.
- Follow directions provided by the ECC or On-Scene Controller to assist as required.
- Standby to provide additional assistance as requested.

Fire Department

- Respond immediately to the crash site.
- Designate an Incident Commander that will report to the On-Scene Controller
- Coordinate and direct all fire department personnel to prevent, control, or extinguish fires and provide a fire free egress route for aircraft occupants.
- Assist in the evacuation of passengers and crew from the aircraft.

Ambulance Service

- The first arriving unit shall proceed to the crash site and provide initial triage, medical care, and initiate the transport of victims.
- In inclement weather, move as many survivors as possible to the air terminal building for further triage until transportation to the hospital is available.
- Contact the OSC, who will radio the ECC for assistance in moving survivors with minor injuries that can be transported by use of airport vehicles.

9. Incident Management Overview

The airport uses the Incident Command System for responding to and managing levels of incidents in coordination with internal and external stakeholders. The Incident Command System provides a standardized organizational structure, common terminology (identified in Section 3. of this document), and common strategies within the command systems for all responding agencies.

The lines of authority and responsibility supporting each specific agency beyond the airport are established by those individual agencies. The roles of responding agencies in respect to The Pas Airport Emergency Plan are detailed below. The Master Phone List is in Appendix D that identifies contact information for emergency services both on and off the aerodrome. *((CAR 302.203 (1)(b), (c), and (d) and TP312 9.1.1.5 (b), (e), and (f))*

9.1 Incident Response Roles and Responsibilities

The following outlines the roles and responsibilities of The Pas Airport, responding agencies, and stakeholders. *(CAR 302.203 (1)(e) and TP312 9.1.1.5 (c))*

9.1.1 The Pas Airport Response Role

The Pas Airport will play a key role in all emergency incidents that impact the airport. **(CAR 302.202 (2))**

The Airport Manager or designate will take command of the Emergency Communication Centre (ECC) and provide resources in support of the rescue operations, participate in the assessment of the event, and the development of any action plan. In addition, the Airport Manager will attempt to minimize any operational impact and maintain the operational integrity of the airport. The Airport Manager or designate will issue a NOTAM indicating any changes or restrictions in facilities or services at The Pas Airport. **(CAR 302.203 (1)(w)(ii))**

Crash charts for aircraft operating in a passenger or cargo configuration will be maintained at the airport office and will be made available to the Emergency Coordination Centre (ECC), the On-Scene Controller, and the organizations responsible for fire-fighting services that are identified in the emergency plan. **(CAR 302.206 (1), (1)(a) and (1)(b))** In the absence of crash charts for aircraft of not more than nine (9) passenger seats, the airport shall maintain documents containing equivalent information. **(CAR 302.206 (2))**

The senior Maintainer on duty or designate will assume the role of On-Scene Controller at the emergency site and shall have no other duties during the emergency unless the life of a person is in danger nearby and the on-scene controller is alone and has the ability to assist the person. **(CAR 302.204)** The On-Scene Controller will establish a command post where the Incident Commanders from responding organizations will report. **(CAR 302.203 (1)(f))**

The remainder of The Pas Airport staff will assume a support role in the emergency and will assist the APM or designate and On-Scene Controller as required. Duties will only be assigned to airport staff who are knowledgeable of the contents of the Airport Emergency Plan and have the skills to carry out their duties. **(CAR 302.207 (1)(a), (1)(b), and 302.203 (1)(f))**

9.1.2 Emergency Coordination Centre (ECC)

The Emergency Coordination Centre will be activated remotely, due to the Airport Manager being located in Winnipeg. The ECC will be activated via cell phone, and stakeholders and staff will dial in while the Airport Manager travels to The Pas.

The ECC is the Unified Incident Management for civil aviation incidents involving airport tenants and incidents involving airport property or assets. Senior level representatives from all involved agencies and the local town office may attend to determine overall strategy, long term planning, and objectives to resolve the incident. **(CAR 302.203 (1)(r))**

The ECC has two levels of operation:

- Standby Incident Response
- Full Activation

It should be noted that the ECC will be remotely run by the Airport Manager or designate via conference all until their arrival on-site.

9.1.2.1 Standby Incident Response

The AEP may be partially activated on the determination of the Airport Manager or designate with limited staffing levels to provide enhanced monitoring of an activity or event that may impact the airport.

9.1.2.2 Full Activation

Upon the determination of the On-Scene Controller or designate, full activation of the ECC may be implemented to provide a centralized location for senior level representatives from all involved agencies and the local town office may attend to determine overall strategy, long term planning, and objectives required to mitigate or resolve the incident.

The ECC will normally be activated for events which have a substantial impact on the continuity of airport operations. If considered appropriate, however, the AEP may be activated during an IRROPS situation by the Airport Manager or designate. In the event of full activation, the ECC will be remotely operated by the Airport Manager while they are enroute via conference call.

9.1.2.3 ECC Activation Criteria

The ECC can be partially activated if one or more of the following criteria are met:

1. A potential emergency or threat that requires advanced planning (e.g., terrorist threat, severe weather alert, or natural disaster).
2. A large-scale event at the airport requires monitoring (e.g., royal visit).
3. An incident outside airport boundaries that may affect or impact the operations of the airport (e.g., forest fire with smoke outside airport boundaries).
4. A world event that requires assistance from the airport (e.g., assistance in parking aircraft for an unspecified period of time).

9.1.2.4 ECC Responsibilities

The ECC has several key areas of responsibility that include:

1. Obtaining resources for the emergency site.
2. Management of strategic issues.
3. Conducting high-level discussions of strategic issues with external centers to exchange information, including Federal, Provincial, and Local government as required by the incident.
4. Ensuring the continuity of the airport operations and services.
5. Keeping the response team apprised of situations and decision making where necessary.

9.1.3 Royal Canadian Mounted Police (RCMP)

The local RCMP will be responsible for controlling vehicular flow to a fire, crash site, or any other emergency where the AEP has been activated in addition to maintaining public order. The duties of the RCMP are as follows: **(CAR 302.203 (1)(v))**

- During an Aircraft Emergency
 - Establish a secure perimeter at the crash site.
 - Protect evidence, valuables, and prevent looting.
 - Protect and secure mail.
 - Remove all unwanted bystanders.
 - Perform all other law enforcement duties.
- During a Bomb Threat
 - Conduct a search of the aircraft or building.
 - Secure the area.
- During a Hijacking
 - The officer in charge will contact the National Civil Aviation Security Coordinator who will help coordinate the emergency.
 - The officers in the field will meet at the Command Post where the On-Scene Controller or designate will brief them on the situation and standby for further instructions.
 - Follow procedures provided in this emergency plan for each of the alerts declared.

9.1.4 Fire Department

The role of the Fire Department is to assume primary command of any fire (aircraft or structural) and when deemed safe, commence rescue operations.

9.1.5 Emergency Medical Services

Emergency Medical Services will respond to any major medical emergency and provide transport to the hospital when required. Depending on the severity of the situation, staff from the hospital may be requested to report to the site. The agencies responding to the emergency will support emergency medical services as required.

9.1.6 Airlines and Ground Handlers

Air Carriers and Ground handlers are responsible for providing information to the ECC including but not limited to passenger and cargo manifests including any hazardous materials and staff to assist in the emergency response if possible. **(CAR 302.202 (1)(d))** The airline's Airport Emergency Plan should reflect participation in the airport's management of incidents including Disabled Aircraft Removal. The airline will remove the disabled aircraft and/or wreckage as soon as possible upon the authorization of the Transportation Safety Board of Canada. A senior representative from the airline will attend the site to coordinate activities related to the airline's area of responsibility as per their standard operating procedures. The airline will also provide, with the assistance of The Pas Airport a Reunification Centre at an appropriate location.

9.1.7 Mutual Aid Resources

The Pas Airport conducts an annual assessment to identify additional resources and takes the necessary steps to address any gaps identified. A list of internal and external resources and their corresponding contact information is in Appendix D of this manual. **(CAR 302.203 (1)(c))** The airport collaborates with the Town of Masset, the local fire department, RCMP, and Emergency Medical Service to review agreements as necessary and update contact information.

The term Mutual Aid includes cooperative assistance agreements, memoranda of understanding (MOU's), service level agreements, intergovernmental contracts, or other terms commonly used for the sharing of resources. The Pas Airport determines the need for assistance following the annual resource assessment and establishes whenever possible and/or maintains necessary agreements. Copies of all signed agreements are in Appendix E of this manual. **(CAR 302.203 (2)(a) and TP312 9.1.1.5 (g))**

9.1.8 On-Scene Controller

The On-Scene Controller (OSC) is the senior Maintainer on duty or designate that shall be at the emergency site and shall not have any other duties during the emergency unless the life of a person is in danger nearby and the On-Scene Controller is alone and has the ability to assist the person. **(CAR 302.203 (1)(g))**

The OSC **MUST** remain at the Command Post within visual range of the incident area. **(CAR 302.203 (1)(i))** The OSC will be visible by way of a red reflective vest and is reachable via radio on the airport frequency 122.7. **(CAR 302.203 (1)(j))** In the event that on-scene control has been temporarily assumed by a person from a responding organization, command will be transferred to the senior Maintainer or designate upon their arrival after receiving a full briefing. **(CAR 302.203 (1)(k))**

If a large-scale incident is taking place and multiple agencies have responded to the scene, the Unified Command Structure will be implemented and one supervisor or representative from each agency will function as the Incident Commander for their respective organization. These representatives will communicate directly with the On-Scene Controller. **(CAR 302.203 (1)(o))**

The OSC will provide regular emergency status reports to the ECC as the emergency unfolds. The primary means of communication and coordination between responding agencies should be face to face at the Unified Command Post. **(CAR 302.203 (1)(o))** This requires each department or agency to ensure that an Incident Commander is present at this location. **(CAR 302.203 (1)(i) and (j))**

Only a person who meets the following requirements may act as an On-Scene Controller: **(CAR 302.203 (1)(l) and CAR 302.207 (2)(a) and (2)(b))**

- Knowledgeable about the procedures for the overall coordination of emergency operations at an emergency site.
- Trained and have the skills for the On-Scene Controller role they perform.

If the Airport Manager or designate is unavailable, the On-Scene Controller will have the authority to issue a NOTAM as needed to manage the response, investigation, disabled aircraft removal, or other emergency requirements. The On-Scene Controller will have the authority to NOTAM the changes, restrictions, or availability of services or facilities at the airport.

9.1.9 Incident Commander

The Incident Commander is an individual from a responding agency, identified to have primary command of their organization during an emergency event. This individual should have expertise in emergency events and have a proven ability to work with others in stressful circumstances. This individual should be familiar with their own agency plans, responsibilities, and The Pas Airport Emergency Plan. During an emergency, this individual should be tasked with no other duties, if possible, other than command and control of their respective agency during the emergency event. The Incident Commanders **MUST** always have access to radio communication.

9.1.10 Passenger Evacuation Area

The OSC will coordinate with the ECC and any available resources including airport staff to transport any evacuated individuals when their safety is compromised, or airside operations have been impacted. If passenger evacuation becomes necessary for any reason, the following facility will be utilized: **(CAR 302.203 (1)(t))**

- Air Terminal Building located at 1 Airport Road, Airport Terminal Building (ATB), The Pas, MB
- In the event the ATB is compromised, passengers will be evacuated to the parking lot.

10. Transfer of Command

The initial emergency responders are authorized to assume the role of Incident Commander until supervisory staff from their agency arrives on-site. Command will be formally transferred when the individual has received a full briefing.

For all off-site emergency responses, if the role of On-Scene Controller has been assumed by a person from a responding agency, command will be transferred to the senior Airport Maintainer or designate upon arrival after receiving a full briefing. **(CAR 302.203 (1)(h) and (k))**

11. Communications Procedures

11.1 Radio Frequencies

The airport staff will utilize vehicle and handheld radios to communicate with the On-Scene Controller. The specific channel is **122.2** for initial communication. **(CAR 302.203 (1)(p)(vi))** The On-Scene Controller and ECC may opt to switch to other operational channels as necessary. **(CAR 302.203 (1)(n))**

The ECC and the On-Scene Controller will communicate via cell phone. Responding agencies will convene on-site and communicate directly with the On-Scene Controller using the Incident Command Structure. **(CAR 302.203 (1)(n)(i) and (ii))**

11.2 Cell Phone Usage

Emergency cell phone numbers can also be circulated as part of the Airport Emergency Plan contact distribution list and cell phone communication may be used in addition to radio communication if necessary.

11.3 Standard Terminology

The Pas Airport will utilize the phonetic alphabet as set out in the Industry Canada Restricted Radio Operator (Aeronautical) training manual in addition to the terminology list defined in Section 3 of this manual. The classification for alert levels and emergency response requirements will be the standard as outlined in this manual. **(CAR 302.203 (1)(p)(v))**

12. Adverse Climate

Unfavourable weather conditions that may have a negative impact on airport emergency response operations will be monitored jointly by the On-Scene Controller and ECC. Once the checklist is completed, the information is to be communicated to responders and severe weather protocols will remain in effect until a clear trend of improvement exists. This includes any dangerous meteorological phenomena with the potential to cause damage, serious social disruption, or loss of human life. The checklist can be found in Appendix G. **(CAR 302.203 (1)(s))**

Adverse weather can include any of the following:

- Rain
- Freezing Rain
- Fog
- Blizzard Conditions
- Low Visibility (including extended periods of darkness)
- Strong winds including extreme wind chill conditions
- Snow
- Ice

Emergency responders will need to adjust their operational activities in order to provide a safe emergency scene, this includes but is not limited to the use of reflective clothing or vests, flashlights, cold weather gear, and another equipment required to ensure a safe operating environment.

13. Evidence Gathering and Data Recording

The sections below outline the procedures for evidence preservation as defined in C-2, the Canadian Transportation Accident Investigation and Safety Board Act – S.C. 1989, c.3 (Section 28 and 34) and CAR 302.203 (1)(x).

13.1 Data Recording and Collection

During an incident and in the recovery phase, all decisions, phone calls, (de)briefing, which may be required for incident investigation and follow-up evaluations will be documented. Data documentation will take place in the ECC and at the incident site. Every agency is responsible for data recording and collection on an internal basis.

After an incident, the designated individual will collect and compile all documentation for follow-up and investigation purposes. This includes but is not limited to the following:

- All recording material such as notes (digital or paper), minutes, emergency status reports, briefing forms (in the event of a shift change).
- NOTAMs
- FOD inspections
- Adverse Weather checklists
- All other data that may be important.

External agencies are responsible for their own record retention.

13.2 Preservation of Evidence

Preserving evidence with respect to reportable incidents and accidents is a priority for first responders after life and safety issues have been addressed. Under the Canadian Transportation Accident Investigation and Safety Board Act, the Transport Safety Board is authorized to investigate all transportation incidents for the purpose of making findings as to the root cause and contributing factors. The Pas Airport will preserve all records related to the incident as described above and will cooperate in making the on-board recording and any other communication record available (Canadian Transportation Accident Investigation and Safety Board Act (1989, c. 3, section 28 - 33). The Pas Airport has developed protocols for preserving site evidence and aircraft removal/recovery. The Disabled Aircraft Plan located in Appendix B of this document, outlines the processes and procedures for evidence collection. In addition, The Pas Airport has procedures for airside inspections following incidents. **(CAR 302.203 (x)(i) and (ii) and CAR 302.203 (1)(u)(iii))**

13.3 Coroner

The Pas Airport will cooperate and assist in the coordination of any activities that may be required from the office of the coroner. The airport staff and any responding collaterals will adhere to the following:

(CAR 302.203 (1)(u)(ii))

- No interference with or altering the body or its condition in any way until the coroner so directs.
- The coroner may take charge of the wreckage and designate one or more RCMP officers to prevent persons from disturbing it until the coroner has made their examination.
- The coroner may view or take possession of any deceased body.
- The coroner may inspect and extract information from any records or writings relating to the deceased and their circumstances.
- The coroner may seize anything that they have reasonable grounds to believe is material to the purposes of the investigation.

14. Service Resumption Procedures

Service resumption can include the partial or complete re-opening of the airport such as the Air Terminal Building or the partial or complete re-opening of an airside surface such as a runway or taxiway. Complete service resumption can only occur upon the conclusion of appropriate emergency or operational procedures.

Resumption of service can be considered once mitigation measures to an emergency or incident have been successful. Consideration is to be given to emergency status reports from the On-Scene Controller or designate and other members of Unified Command, if applicable, this includes coordination with the coroner and any representatives of the Transportation Safety Board of Canada. **(CAR 302.203 (1)(u)(i) and (ii))**

All procedures for removing a disabled aircraft are in the Disabled Aircraft Removal Plan located in Appendix B. **(CAR 302.203 (1)(u)(iii))**

An airside inspection will be completed and distributed. **(CAR 302.203 (1)(u)(iv))** NOTAMs will be reviewed, cancelled, or issued as appropriate in consultation with the appropriate air traffic service. **(CAR 302.203 (1)(u)(vi))**

Service resumption is also dependent upon gathering Information on the site conditions outlined in the procedures in Section 14 Evidence Gathering and Data Recording. **(CAR 302.203 (1)(u)(v))**

15. Post Incident Procedures

15.1 Debriefing

All exercises or actual events will be followed by a post-emergency debriefing session with all the organizations identified in the plan and a representative of the airport personnel who participated to evaluate the effectiveness of the emergency plan and identify deficiencies. **(CAR 302.203 (1)(y)(iii))** Minutes from the debriefing will be recorded and maintained by the airport for no less than three (3) years. **(CAR 302.203 (1)(y)(i) – (ii) and CAR 302.208 (9))** The airport will implement an action plan to correct any deficiencies that were identified. **(CAR 302.203 (1)(y)(iv) and 302.208 (10))**

15.2 Internal Debriefing

The Pas Airport has established requirements for post incident internal debriefings of significant incidents or those that involve serious injury or death to personnel and/or customers. In the case of the Airport Emergency Plan, activation of a formal face-to-face debriefing of all involved airport personnel will take place.

The Airport Manager or designate is responsible for ensuring the internal debrief occurs within 48 hours of the incident where recommendations from staff are compiled. Minutes will be taken during the debrief and records will be maintained for no less than three (3) years. All external agencies are responsible for their respective internal debriefings.

15.3 External Debriefing

The external agencies that were involved with the response to a major emergency or disaster will be invited to attend a debriefing. The date of the debriefing will depend on when all the responding agencies can meet with the Airport Manager or designate. All agencies are invited to give feedback about the response, the procedures and plans that are in place, the lessons learned and discussions for future improvements. Minutes will be taken during the debrief and records will be maintained for no less than three (3) years. **(CAR 302.203(1)(y)(i) and (ii))**

15.4 Post Incident Documentation

The Airport Manager will complete a Post Incident Report located in Appendix G that will include the following:

- Detailed events of the incident
- Operational impacts
- Concerns and issues
- Recommendations and findings from the debriefings

The Post Incident Report will also provide airside inspection results and accident site conditions to support the return of the airport to operational status after the emergency. **(CAR 302.203 (1)(y))**

15.5 Corrective Actions

Any deficiencies in the Airport Emergency Plan that are identified during the debrief will require corrective action. **(CAR 302.208 (10))** If necessary, changes will be made to the AEP, for items including but not limited to protocols and procedures. Any modification(s) to the plan will be assessed through partial tested. **(CAR 302.203 (1)(y)(v) and CAR 302.208 (11))** Amendments occurring as an outcome of the evaluation will be tracked in the document amendment section. **(CAR 302.203(1)(y)(iii) and (iv))**

15.6 Incident Recovery

Incident recovery involves all actions taken to recover from the incident. Some recovery strategies are initiated while the incident is ongoing, others will be initiated as soon as the recovery phase is announced. The AEP contains processes which address maintaining the infrastructure as well as supporting the people involved – passengers, emergency workers, and airport employees. Incident recovery and business continuity go hand-in-hand. In the recovery phase, economic recovery and legal liability issues will also be addressed. **(CAR 302.203(1)(y)(v))**

16. Security Incident Command Coordination

The Security Incident category covers all incidents affecting the security of the airport such as a perimeter breach, acts of unlawful interference, hostage taking, bomb threat, or hijacking. **(CAR 302.202 (1)(a))**

16.1 Threat Assessment

When an individual or collateral (including all tenants, services, and airline is made aware of a security incident occurring at the airport or any portion thereof, that individual must immediately notify the airport staff of the security threat and relay all information to help determine the nature of the incident.

16.2 Action Plan

Security incident occurring on airport property will be assessed by the Airport Manager or designate who will collaborate with the Unified Command and a determination will be made for a subsequent action plan (e.g., building search, perimeter shutdown, evacuation).

16.3 Security Emergency Plan Activation

The Airport Emergency Plan will be activated if:

- The threat assessment process leads to the decision to evacuate the ATB.
- The evacuation has a major impact on airport operations that requires additional coordination resources.
- An explosive device is found.

16.4 Passenger Isolation Area

If it becomes necessary that passengers must be isolated for any reason, the following facilities will be utilized: **(CAR 302.203 (1)(t))**

- The Pas Airport – Combined Services Building (CSB) 1 Airport Road, The Pas, MB

16.5 Baggage and Cargo Isolation

All checked baggage, mail, and cargo will be brought to a holding area designated by the RCMP where the passengers will come to identify and take possession of their luggage including any personal carry-on items.

16.6 Handling and Disposal of a Suspected Bomb

If suspected checked baggage, mail, or cargo is to be isolated, the handling, moving procedures, and location will be at the discretion of the RCMP.

17. Bomb Threat

17.1 Bomb Threat – Aircraft

Pursuant to Sections 15, 89, and 90 of the Canadian Aviation Security Regulations and Section 10 of the Air Carrier Security Measures, when an air carrier receives a threat involving an aircraft or a flight, they must immediately provide as much detailed information as possible. There is an increased likelihood of threat credibility when the wording of the threat contains any of the following elements:

- the flight number and the flight departure time,
- the flight number and the specific location of the aircraft at the time the threat was received,
- the aircraft registration number or the number inscribed on the tail end,
- the name of a crew member assigned to the aircraft or to the flight targeted by the threat,
- a valid luggage tag number, and
- terminology specific to the industry or non-public information indicating knowledge specifically relating to the target or the location of an explosive.

17.2 Bomb Threat – Facilities

While the evacuation of a facility is an effective solution, it is not always the best one. Experience has demonstrated that every bomb threat is real and that there is a chance that it will be repeated if systematic evacuation follows. The RCMP will assist The Pas Airport in making the final determination that would result in evacuation.

To determine the level of risk and to assist in the decision-making process leading to evacuation, certain factors must be taken into consideration:

- Method used to transmit the threat (telephone call, letter, etc.),
- Behaviour of the individual issuing the threat when it is received by telephone or in person,
- Terminology unique to the industry, or non-public information indicating specific knowledge about the target or the location of an explosive device, and
- Specific details about the destructive device, its appearance, composition, or location.

17.3 Device Found

This applies to incidents where an explosive device is found. “Discovery” implies visual recognition of an explosive device, or its detection confirmed by EVD or dog-team inspection. When in doubt, a suspicious device should always be treated as a real one. The RCMP will assume a primary role and all necessary measures will be taken to ensure the protection of persons and goods. As soon as a device is found, the premises will be evacuated; a security perimeter will be created as per procedures. The RCMP will provide any subsequent instructions.

18. AEP Testing and Training of Airport Staff

The airport will conduct a full-scale live exercise every four (4) years. **(CAR 302.208 (2)(b))** Records from the exercises will be maintained for ten (10) years after the day that the record was created. Table-top exercises will be conducted each year in which no full-scale live exercise is being performed. **(CAR 302.208 (4))**

The full-scale exercises will be based on scenarios that relate to a major aircraft accident and will include the deployment of the local fire department, RCMP, and emergency medical service. **(CAR 302.208 (3))**

The Minister may, on application, provide written authorization not to conduct the full-scale exercise during an interval defined in CARs 302.208 (2)(a) or (b) if the airport demonstrates that the testing requirements for a full-scale exercise have been met through an activation of the Airport Emergency Plan in response to an emergency during that interval. **(CAR 302.209)**

The table-top exercises will be based on an aircraft accident or incident and have the following: **(CAR 302.208 (6) and CAR 302.208 (5)(a), (5)(b), and (5)(c))**

- Current list of participants
- Contact numbers for participants
- Radio frequencies used to communicate
- Fully operational communication equipment
- A copy of the Grid Map

Prior to conducting any table-top or full-scale exercise, The Pas Airport will provide the Minister with a notice in writing of the date and time when the exercise to be carried out at least sixty (60) days before the date of the exercise. **(CAR 302.208 (7))**

The Pas Airport will document the following:

- The date of the exercise **(CAR 302.208 (12)(a))**
- The type of exercise **(CAR 302.208 (12)(b))**
- The minutes of the debriefing session after the exercise **(CAR 302.208 (12)(c))**
- Action plans to correct deficiencies identified during the debriefing session **(CAR 302.208 (12)(d))**

The airport will keep records of the exercises conducted for ten (10) years after the day the record was made. **(CAR 302.208 (13))** Any debriefing minutes and corrective action plans relating to an exercise shall be submitted to the Minister on request. **(CAR 302.208 (14))**

18.1 AEP Testing Schedule

AEP Exercise Schedule **(CAR 302.203 (1)(q)(ii))**

- Year 1 – Table-Top Exercise
- Year 2 – Table-Top Exercise
- Year 3 – Table-Top Exercise
- Year 4 – Full Scale, Live, Exercise

18.2 Communication and Equipment Testing

The Pas Airport will conduct monthly equipment testing that will include handheld and vehicle radios. The results will be documented, and the records will be digitally maintained for a minimum of three (3) years. **(CAR 302.203 (1)(q)(i) - (iii))**

18.3 Staff Training

Emergency training will be provided to staff in the form of an annual review of the AEP, participation in an airport live or table-top exercise, depending on what is scheduled, and participation in any community-based training opportunities that may become available.

All staff training and testing records are digitally maintained in The Pas Airport administration office. The training records will be kept on file for a minimum of three (3) years after the day the training was received. **(CAR 302.207 (3)(a) and (3)(b))** Copies of records for all training provided are digitally maintained by the airport and are available to the Minister on request. **(CAR 302.203 (1)(m), (q)(iii) and CAR 302.207 (3)(c))**

19. Master Phone List

NOTE: The Master Phone List for organizations both at the airport and within the community that are capable of providing assistance can be located in Appendix D of this manual.

Appendix A – Special Events

General

This policy covers all special events held at The Pas Airport. The airport may provide space and facilities for the safe conduct of special events with minimum interruption or disruption of services to aeronautical tenants.

(CAR 302.203 (1)(a)(vi))

Exceptions

The Pas Airport may make exceptions to these requirements if considered in the best interest of the airport, community, and the event. Exceptions that may compromise safety or security will not be considered.

Submission of Requests for Special Events

1. All Special Events must be approved by the Airport Manager or designate.
2. Requests for events must be initiated with sufficient time to achieve the following steps and allow the organizer to effectively plan and promote the event:
 - a. Informally discuss the event with The Pas Airport senior management.
 - b. Submit a draft written proposal for review.
 - c. Review the draft proposal with senior airport management.
 - d. Present the final proposal to airport senior management for approval.

Event Safety

1. Special Event safety will be paramount. The organizer is ultimately and solely responsible for ensuring that adequate safety measures are in place for the event and that safety regulations are followed. The organizer shall consult with the local Fire Department and EMS for support and shall bear any associated costs.
2. The Fire Chief or designate will be the reviewing and approving authority for all aspects of the event that involve fire, electrical, and life safety code requirements, including but not limited to generators, electrical power feeds, fuel, and flame generating equipment.
3. No activities shall be permitted that will affect or have the potential to affect the safe passage of aircraft, vehicles, and persons.
4. Aviation and ground safety responsibilities and measures shall be described in acceptable detail to the Airport Manager.

Security

1. The event organizer is responsible for making security arrangements for the event including but not limited to traffic control, parking, and enforcement and shall bear any associated costs.
2. The RCMP shall be the approving authority for all aspects of the event that involve law enforcement and traffic control.
3. The organizer is responsible for any security needs for event equipment and participants.
4. The organizer shall take measures acceptable to The Pas Airport to ensure that the event participants, spectators, vehicles, and equipment remain within the designated event area(s) at all times.

Communications

1. The organizer shall provide contact names and phone numbers (including emergency numbers) to the Airport Manager or designate upon submitting the draft event proposal for review.
2. The organizer shall be responsible for establishing communication with the local emergency services in the event their services are required.
3. The event organizer shall be responsible for set up and clean up.

Utilities

1. The cost of additional fixtures and outlets to accommodate special needs of the event shall be covered by the event organizer.
2. Airport personnel or an airport designated contractor shall oversee the installation and modifications requested.
3. The organizer shall be responsible for specifying the support needed (voltage/amperage of power amount/flow rate of water etc.)
4. Toilet facilities shall be provided by the organizer sufficient to address their needs.
5. Other facilities and buildings are not available for use except with prior consent of the building's operator and an agreement by the organizer to ensure the security and cleanliness of the building while it is in use.

Insurance

1. The organizer shall carry liability insurance and shall provide a valid certificate of insurance naming the community and airport as additional insured.
2. Provision Insurance may be waived for low-risk events that involve no physical activity by participants and no severe exposure to spectators (such as meetings, seminars, and social gatherings).
3. All vendors must carry insurance appropriate to their operation and standards of their industry (to be determined on a case-by-case basis). Prior to the commencement of the event, each vendor shall provide a valid certificate of insurance naming The Pas Airport as an additional insured.

Permits and Waivers

The organizer is responsible for ensuring that all required permits and waivers are obtained before the event. Some (but not all) of the agencies that could be involved include:

- Transport Canada
- NAV Canada
- Local Fire Department
- RCMP
- EMS

Airspace and NOTAMs

1. The organizer is responsible for coordinating with Transport Canada and NAV Canada for the use of airspace and shall ensure the appropriate airspace NOTAMs are issued.
2. The organizer shall provide the Airport Manager with all information needed to issue the NOTAMs. The Airport Manager shall disseminate the NOTAMs via NAV Canada and other local sources.

Event Plan

Submission of an event plan and its contents shall be at the discretion of the Airport Manager or Accountable Executive. The plan shall describe how the organizer will meet the requirements of this policy.

Operating Agreements

1. Participants and vendors that earn revenue while operating at the airport shall enter into an Operating Agreement or be covered by an Operating Agreement with the event organizer.
2. The event organizer is responsible for ensuring that no unauthorized participants/vendors operate during the event.
3. If a vendor/participant is covered by the organizer's Operating Agreement it must still meet the other requirements outlined in this policy (insurance certification, hold harmless agreement, business, and vendor licenses, etc.).

Hold Harmless Agreement

The event organizer, vendors, and participating organizations shall enter into a Hold Harmless Agreement before the event begins. It is subject to modification as needed to fit the event's scope and needs.

Signs

The special event plan shall include a description of the advertising signs which are proposed to be used for the event. Signs shall be subject to the following stipulations:

1. No sign shall be erected on any property without the express permission of the owner.
2. All signs shall be removed by close of business on the first business day after the event.

Support from the Airport

The airport may provide support and assistance on an as-available basis. Some support may require reimbursement to the airport such as:

- Equipment (barricades, traffic cones, snow fence)
- Runway/ Taxiway closures

Appendix B – Disabled Aircraft Removal Plan

(CAR 302.203 (1)(u)(iii) and TP312 9.3.2.1)

Introduction

This plan is intended to provide guidance in the recovery and removal of disabled aircraft. Where a disabled aircraft is on a part of an aerodrome that interferes with the movement of other aircraft, the disabled aircraft shall be moved as quickly as is consistent with the safety of life and property.

Responsibilities

Airline / Aircraft Operator

- Ensuring that they are equipped with the necessary insurance and technical advice, supervision, and the provision of all necessary equipment and materials.
- Salvaging and removing the disabled aircraft as quickly as possible once it has been released by regulating authorities. Regular users of the airport must ensure they have adequate facilities to conduct their own recovery operations or where they do not have these facilities, they must have contractual agreements with another agency capable of undertaking the recovery on their behalf.
- Informing the airport of their aircraft recovery contingency arrangements and keeping the airport informed of any changes.

The Pas Airport

- A claim for damages could follow an attempt to move a crashed or disabled aircraft if it was proven the act of moving created additional damage airside. It is important therefore, to allow only the aircraft owner, operator, or their appointed representative to control the aircraft removal operation.
- If the aircraft operator refuses to remove a disabled aircraft or neglects to do so within a reasonable time frame and obstructs The Pas Airport in carrying out their responsibilities as an aerodrome operator, the airport will take independent action to remove the aircraft at full cost to the aircraft operator.
- NOTE: The Pas Airport retains the right to approve the removal plan in the absence of the aircraft operator to ensure the operational safety and functional capabilities of the airport are not endangered.

Operations

Prior to conducting the removal of a disabled aircraft, considerations must be considered for the following:

- Site Survey
- Planning
- Preparation
- Recovery
- Reporting Process

Site Survey

Site survey involves any preliminary tasks which can be completed prior to the removal of the aircraft which include but are not limited to:

- Initial aircraft survey (fluid leaks, debris, fuel on-board)
- Initial site survey (terrain, soil characteristics, taxiway, runway, access routes)
- Weather forecasts
- Identification of any occupational health hazards (tire pressure)
- PPE requirements
- Identification of hazmat biohazards
- Identification of fire safety precautions

Planning

The planning phase should entail the management of equipment and vehicles to ensure the removal of the aircraft in a same and concise manner.

Preparation

This process ensures that the operation of the removal of the aircraft is ready to commence. This shall be done through several actions which may be required:

- Stabilizing the aircraft
- Removal of loose or damaged components
- Ground anchoring of the aircraft
- Preparation of the surface to ensure it is able to accommodate the additional weight of the aircraft and equipment.
- Removing on-board fuel if necessary
- Removal of cargo and baggage

Recovery

Once the aircraft has been lifted and removed off the runway/taxiway, it can then be towed to a more suitable location to resume operations after the completion of an airfield FOD inspection.

Reporting Process

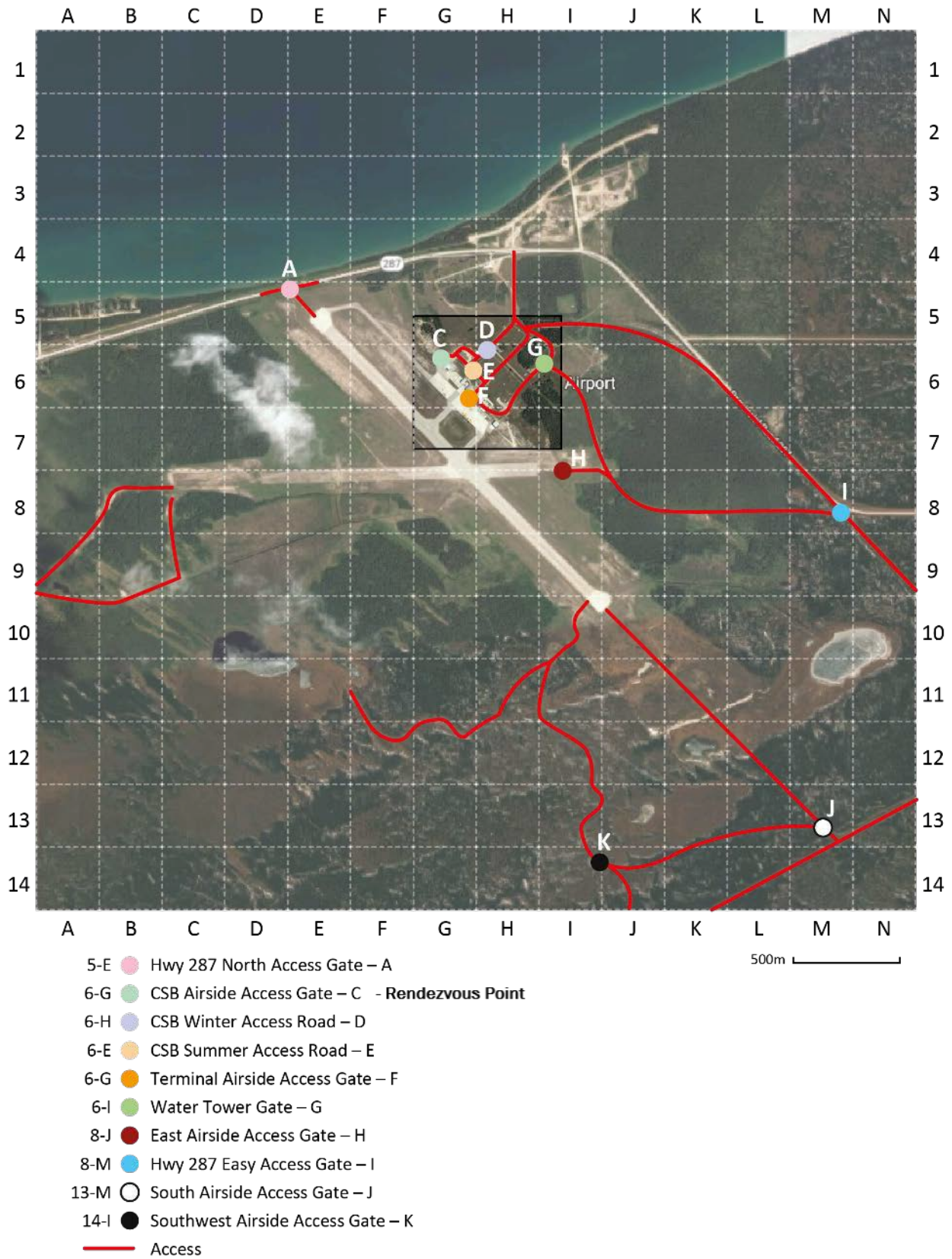
It should be noted that when conducting the reporting process, each stage shall be thoroughly documented for any additional investigational follow up and must include the following elements:

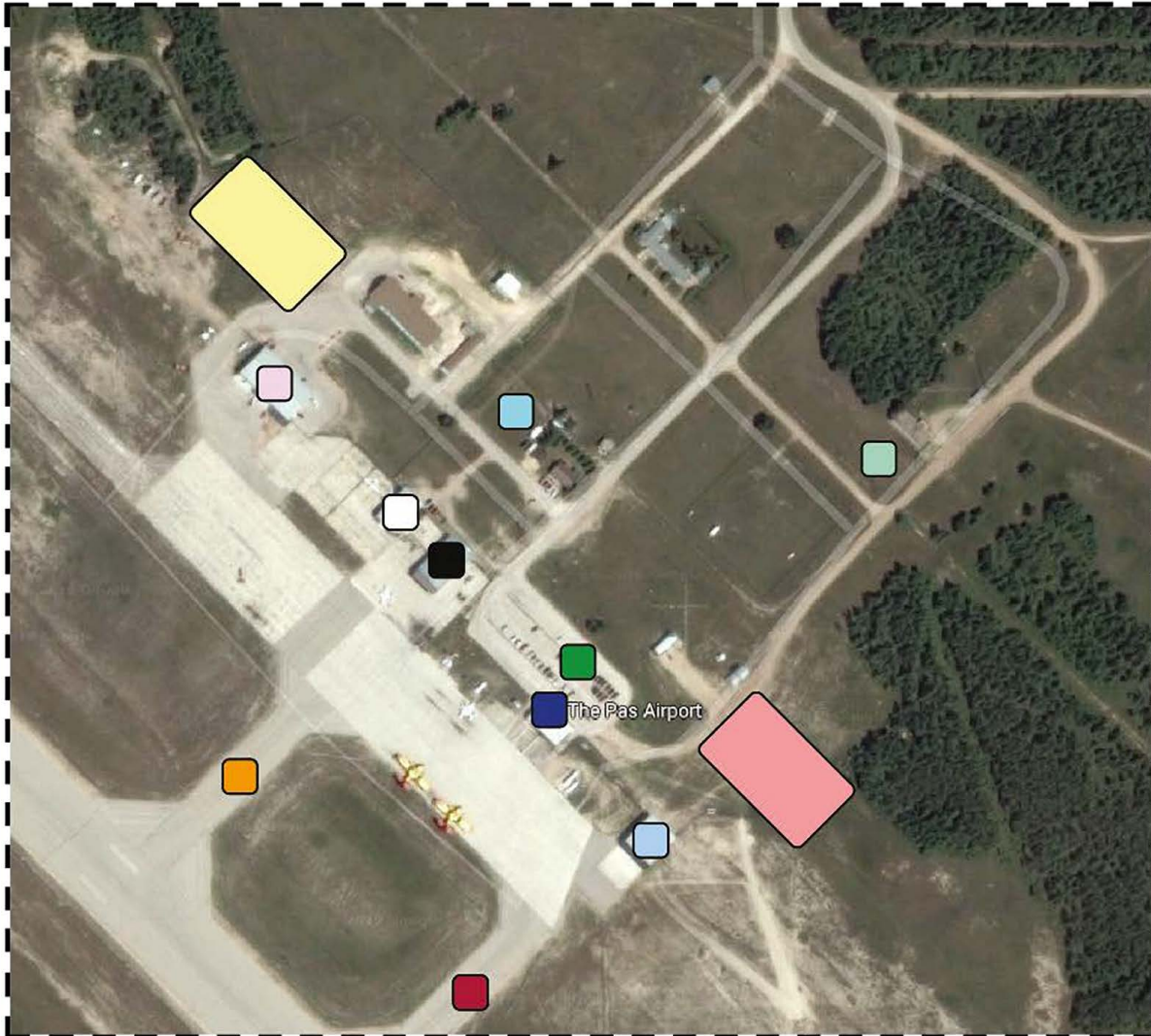
- Diagrams
- Photographs
- Maps
- Risk Assessment













Appendix C – Grid Map

(CAR 302.203 (2)(b))

Grid Map - The Pas Airport





- | | |
|--|---|
|  Maintenance Building
"Combined Services Building-CSB" |  Parking Lot |
|  MB Conservation |  Terminal Building |
|  JB Air Hangar |  Taxiway Bravo |
|  Hangar 1 |  Taxiway Charlie |
|  Tolko Hangar |  Clearwater call |
|  Standby Area 1 |  Standby Area 2 |

Appendix D – Master Phone List

NOTE: The Master Phone list is for organizations both at the airport and within the community that are capable of providing assistance during an emergency.

Emergency Contacts		
EMERGENCY RESPONDERS	NON-EMERGENCY	EMERGENCY
FIRE / AMBULANCE / POLICE	1-204-729-2424	911
THE PAS FIRE DEPARTMENT	1-204-627-6200	911
HOSPITAL		
THE PAS HEALTH COMPLEX – ST. ANTHONY		1-204-623-9224
NAV CANADA		
SASKATOON FSS	1-306-665-4249	1-306-665-4248
EDMONTON FIC	1-866-541-4102	1-866-541-4102
TRANSPORT CANADA		
AVIATION OPERATIONS CENTRE		1-877-992-6853
AIRPORT PERSONNEL	MAIN	ALTERNATE
THE PAS AIRPORT – ON-CALL STAFF	1-204-627-9114	1-204-620-1667
AIRPORT MANAGER	1-204-291-0290	
ACCOUNTABLE EXECUTIVE	1-204-627-1108	1-204-620-2154
TRAVIS DUCHARME	1-204-620-1667	
CLINTON FOTHERGILL	1-431-300-6432	
GEORGE CHARLETTE	1-431-355-1300	
NORM JOHNSON	1-204-623-0397	
MUNICIPALITY CONTACTS		
TOWN OF THE PAS AFTER HOURS	1-204-623-2330	
SAM MIRZA-AGHA – SUPERINTENDANT	1-204-627-1124	1-204-620-0628
CODY LANGLOIS – FIRE CHIEF	1-431-355-1516	
TRANSPORTATION SAFETY BOARD		
TRANSPORTATION SAFETY BOARD	WINNIPEG	1-204-983-5548

Community Resources

MUTUAL AID RESOURCES	
MANITOBA - EMERGENCY MEASURES ORGANIZATION	1-204-945-5555
MANITOBA - ENVIRONMENT	1-855-944-4888
MANITOBA HYDRO	1-888-474-0707
AIR CARRIERS	
CALM AIR – MAIN	1-888-483-0335
CALM AIR – LOCAL	1-204-624-7720
MISSINIPPI AIRWAYS	1-204-623-7160
FAST AIR	1-888-372-3780
PERIMETER AVIATION	1-204-786-1222
SKY NORTH	1-866-814-0644
KEEWATIN AIR	1-204-781-6857
MGAS	1-204-624-5248
WEATHER OFFICE	1-204-624-5783
NAV CANADA TECH OPS	1-204-983-4222

Appendix E – Service Agreements

There are no Service Agreements or MOU's currently in place for The Pas Airport.

Appendix F – Controlled Manual Distribution List

[illegible]

Appendix G – Checklists

Adverse Weather Checklist

NOTE: Once these procedures are initiated, they are to be communicated to all responders and remain in effect until a clear trend of improvement exists.

Severe weather can include any of the following:

- Rain
- Freezing Rain
- Fog
- Blizzard conditions
- Low visibility (including darkness)
- Strong winds including extreme wind chill conditions
- Snow
- Ice

On Scene Controller

Inform ECC of any pertinent information regarding adverse weather
Establish Command Post and put on OSC vest
Perform situation assessment (is additional equipment required e.g., lights)
Request required resources from the ECC
Provide any required resources to Incident Commanders
Maintain records of emergency activities

Time Initial

ECC

Inform emergency responders of any pertinent information regarding severe weather
Provide any required resources to the OSC
Advise via radio of any changing weather updates
Notify Airport tenants as appropriate and as time allows
Maintain records of emergency activities

Time Initials

Aircraft Incident and Accident Checklist

Aircraft Incident / Accident – On-Scene Controller

Receive from ECC– (aircraft type, souls, fuel, dangerous goods)
 Report scene conditions to the ECC
 Establish Command Post and put on red reflective vest
 Complete Adverse Weather Checklist, if required
 Establish communication with Incident Commanders and Unified Command
 Communicate and request additional resources and collaterals if required
 Direct additional support personnel and equipment to site if required
 Provide regular updates to ECC (at least every 5 minutes)
 Maintain records of emergency activity

Time	Initials

Aircraft Incident / Accident – ECC

Obtain incident information – (aircraft type, souls, fuel remaining, dangerous goods)
 Inform OSC of all available incident information listed above
 Complete Severe Weather Checklist if required
 Contact emergency collaterals, provide information requesting an immediate response
 Initiate call out for additional for additional staff as requested by OSC
 Issue a NOTAM closing runways and taxiways and Glide Path if required
 Ensure TSB and Civil Aviation Authorities are informed
 Coordinate with the On-Scene Controller for any heavy equipment requirements
 Coordinate with the **RCMP** for a secure inner and outer perimeter and site access
 Determine de-escalation to return to normal operations as appropriate
 Verify with FSS that SOP's are completed
 Maintain records of emergency activity
 Ensure facility is inspected and AMSCR completed

Time	Initials

Aircraft Incident / Accident – Airfield Maintenance

Assist OSC as required
 Assess challenge to return airport facilities to normal operation after de-escalation
 Coordinate recovery equipment/resources as required
 Assist in transfer of supplies and equipment to emergency area as required
 Maintain records of emergency activity
 Conduct airside inspection and AMSCR and provide information to ECC.

CAR 302.208 (12)(a) – (d)

Date:	
Time:	
Type of Test:	Live Exercise or Table-Top Exercise

Debrief Minutes:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Action Plan:

(If any regulatory deficiencies are identified, document the action plan to correct the issue(s).)

[illegible]

Agency/Service/Resource	Description of Services	Who can access	Contact Details
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Table 1

Services and resources available in the Tri-community that foster wellness – Physical, mental, emotional, social, Spiritual, all the while having diversity, inclusion, and equity as running themes moving throughout our community plans for future development of spaces, services, beautifying spaces, community meaning...

Topic Headings	Page
Homelessness & Housing	2
Community Design & Safety	5
Food Security	7
Domestic Violence	8
General Health	9
Mental Health and Addictions	11
Training and Education	30
COVID related resources	36
Community Wellness	39
Recreation/Art/Design	41
Business and Economic Development	44
Communication and Media	46
Seniors/Elders	47
Youth	48
Children/Families	50
People with Disabilities	55
Men	56
Women	57
Community based organizations and service clubs	58
Transportation	60
Employment Services	61
Political Entities	61

Agency/Service/Resource	Description of Services	Who can access	Contact Details
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Table 2 (page 68)

Missing or Limited Resources or Services in the Tri-community

Chart 1 (page 69)

The beginnings of a path for people experiencing homelessness

Agency/Service/Resource	Description of Services	Who can access	Contact Details
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Homelessness & Housing	
------------------------	--

Oscar’s Place	Emergency Shelter, 12-hour shelter with space for 26 people. Hours of operation 8 pm – 8am. Shelter provides a warm safe place for those experiencing homelessness. Provides meals during the evening, like snack and soups.		(204) 623-2570 Facebook: Oscar’s Place, The Pas Samantha Chartrand, Manager s.chartrand@cmhaswanvalley.ca CMHA Contact: James Wigley, Executive Director, CMHA Parkland and The Pas james.wigley@cmhaswanvalley.ca
Support Oscar’s Place (SUOP)	Group supporting Oscar’s Place.		
The Pas Friendship Centre	<ul style="list-style-type: none"> Community food bank (seniors, persons with disabilities, single 		(204) 627-7500 81 Edwards Avenue Monday to Friday, 8:30 am – 4:30 pm

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	<p>parents, and families not already supported by OCN, and MMF)</p> <ul style="list-style-type: none"> • Brunch program for Oscar’s Place residents • Homeless Outreach mentor (for those experiencing, or at risk of, homelessness) • Warm Socks Warm Soles (socks for homeless) • Snacks, water, feminine hygiene product for homeless • Reaching Home (assist in securing an apartment, e.g. damage deposit, furniture) • Community Navigator (advocacy for individuals with addictions and their families to receive help) • In-house & community programming: <ul style="list-style-type: none"> ○ art workshops; community events; cultural workshops, including Metis Mondays, and First Nations Fridays; employment training; social service information sessions; language classes • Parent-child program (6 to 12 years old and their families) 		<p>Executive Director: Doug Bartlett Executive Manager: Dena Johnson</p> <p>https://tpfcpa.wixsite.com/tpfriendshipcentre</p> <p>Facebook: The Pas Friendship Centre</p>

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	<ul style="list-style-type: none"> TPFC Youth Club (12 to 17 years old) Urban programming for Indigenous peoples (UIP) community coalition 		
Manitoba Housing		<ul style="list-style-type: none"> Be in core housing need; Be either a Canadian Citizen, a permanent resident of Canada, a refugee claimant or have legal status to live and/or work in Canada; Have total adjusted household income at or below the Social Housing Rental Program Income Limits established by Manitoba Housing where applicable; 	<p>The Pas Provincial Building 8:30 am – 4:30 pm (204) 627-8355 Toll-free: 1-800-778-4311 Drop off: 79 - 3rd Street West</p> <p>District Manager Julie Proulx Julie.Proulx@gov.mb.ca https://www.gov.mb.ca/housing/index.html</p>
The Pas Rentals	<p>Dufferin Apartments Larose Manor Apartments Campbell Street Apartments Premachuk Apartments</p>		<p>(204) 623-3079 info@thepasrentals.ca https://www.thepasrentals.ca</p>
For a listing of landlords / rental properties, contact The Pas Friendship Centre at (204) 627-7500			

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Community Design and Safety		Safe spaces, good lighting in neighborhoods, designs like murals to discourage graffiti, beautification of streets, occupied spaces	
OCN Bear Clan			Facebook: Bear Clan Patrol Opaskwayak – OCN bearclan@opaskwayak.ca Paulene Ballantyne pballantyne@opaskwayak.ca
Town of the Pas Citizens on Patrol Program (COPP)	Crime prevention program where community members act as extra eyes and ears for the community and local police.		Paulette Aamot paulette9@hotmail.com
Bear Clan Patrol The Pas			Facebook: bearclanpatrolthepas (204) 978-0567 or Email: bearclanthepas@gmail.com
OCN Beautification			OCN Infrastructure Branch (204) 627-7051
Town of The Pas Beautification and Murals			
The Pas Correctional Centre			Superintendent - James Lane james.lane@gov.mb.ca
Manitoba First Nations Police Service - OCN			(204) 623-8200 A/Sgt Brice Iron Shirt Email: mfnp@mfnp.ca www.mfnp.ca

Agency/Service/Resource	Description of Services	Who can access	Contact Details
MB Justice -Crown Attorney			Kameron Hutchinson 204-627-8444
MB Justice Probation			(204) 627-8312
MB Justice Victim's Services			(204) 627-8420
The Pas Watch Facebook	Facebook group created for people to post any suspicious behavior they may see.	Residents of The Pas and area	Facebook: The Pas Watch
10 & 60 Group	Garbage pick-up crew at the intersection of Highways of 10 and 60	Everyone	Paulette Aamot paulette9@hotmail.com
Nisiiminan Safe Rides Program	Free service for women to call on the weekend for a safe ride home "We care about women's safety at night on the weekends."	Women	Paulene Ballantyne nisiiminansafe@gmail.com Facebook page Nisiiminan-Safe-Rides
Safer Communities and Neighborhoods (SCAN)	RCMP led multi-sector group to increase awareness and collaboration among those interested in community safety	Everyone	Staff Sgt Brent Lemieux brent.g.lemieux@rcmp-grc.gc.ca
OCN Justice Council	Restorative Justice practice including alternative sentencing	OCN members	Not operating at this time
MMF Justice Council	Restorative Justice practice including alternative sentencing MMF led	OCN, Town and RM members	Cindy Haight (204) 623-7915
Manitoba Public Insurance (MPI)			1-800-665-2410 Monday to Friday – 8 a.m. to 6 p.m. Saturday – 8:30 a.m. to 4:30 p.m. Sunday – Closed

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Food Security			
The Pas Friendship Centre	The Pas Friendship Centre Food Bank – Provides monthly food hampers to Families not already supported by OCN or MFF as well as seniors, single mothers, and those with disabilities can apply.	<p>You can request an application form by calling the Centre at</p> <p>You can also find a link to an application form on The Pas Community What's Happening in the Tri Area Facebook page.</p>	<p>(204) 627-7500 Email: foodbank@thepasfc.com</p>
OCN Community Garden	<p>The OCN Community Gardens started in 2013 by Opaskwayak Culture and Healthy Living Initiatives (OCHLI).</p> <p>They have 5 big gardens, a summer kitchen, bee hives, a turtle mound herb garden, pumpkin patch, and a clay oven. We set days aside (Tuesday night and Thursday night) for each garden so that people would go and work in the gardens. Part of that is because socializing is just as important as anything else. People go there and visit as they work.</p>	Family	Facebook: OCN Community Gardens
Meals on Wheels	Meals on Wheels offers service to anyone who cannot prepare a meal for themselves. If you're a senior, recovering from surgery/illness or living with a disability, you can use our service. Age is not a factor, and you can participate in the program for as long as	Anyone who cannot prepare a meal for themselves.	The Pas Health Centre – Home Care Department (204) 623-9650

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	you want. You do not need to be referred by a doctor – enroll in the program yourself, or ask a friend or family member to call on your behalf.		
OCN LED Smart Farm	Produces fresh and affordable vegetables year-round.		(204) 627-8245 Veterans Hall 9:00 am – 4:30 pm Facebook: Opaskwayak LED Smart Farm Joan Niquanicappo – General Manager Stephanie Cook – Operations Manager

Domestic Violence	
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Aurora House Women’s Shelter	Provides shelter, coordination of services and resources to women and their children who experience domestic violence and crisis addressing domestic and gender-based violence in the Norman region of Manitoba through emergency supports, counselling and education		For help call (204) 623-7427 Or toll free 1-877-977-0007 Website: https://aurorahouse-sharethecare.com/
A Woman’s Place	Women’s Place is there to support women who have been impacted by gender-based violence.		For Support Line call: (204) 940-6624 Monday -Friday Please leave a message after office hours

Agency/Service/Resource	Description of Services	Who can access	Contact Details
General Health			
Cree Nation Tribal Health	Indian Residential School Program Jordan's Principle	SCTC First Nation communities	(204) 627-1500 (main) 107 Edwards Avenue (main office) Email: frontdesk@tribalhealth.ca (204) 627-1540 / 627-1546 IRS Program
The Pas Health Complex	General Hospital services	Everyone	204-623-6431
The Pas Health Complex Hospital Foundation	Registered charity maintaining donations for health facilities and services in The Pas		Facebook: The Pas Health Complex Foundation, Inc. @TPHCFoundation
NHR Local Health Involvement Advisory Council (LHIGS)	Local Health Involvement Groups or "LHIGs" are made up of citizens who care about health and health services. They are established to explore and provide advice to the Board of Northern Health Region on issues that impact the delivery of local health services.		Keely Steele, Coordinator, Community Engagement at 204.627.6803 or email ksteele2@nrha.ca
Opaskwayak Health Authority (OHA)	The Opaskwayak Health Authority (OHA) provides a wide range of health services that serve the citizens of the Opaskwayak Cree Nation in northern Manitoba. Its mission is as follows: <i>"Opaskwayak Health Authority will pursue the development of community</i>	Primarily OCN residents, Outside referrals are accepted.	245 Waller Road, Opaskwayak 8:30 am – 4:30 pm, Monday to Friday (204) 627-7410

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	<i>wellness, healing and health services and programs incorporating mental, physical, spiritual and emotional well-being while maintaining and respecting traditional/cultural values and beliefs."</i>		
Primary Care Network		Everyone	
NHR Chief Indigenous Health Officer	Charlene Lafreniere, Chief Indigenous Officer (CIO) is working with Executive Leadership to undertake an Indigenous Health Environmental Scan for the region. This scan is a baseline in terms of understanding our next steps and what an Indigenous Strategy would need to be in the North. A strategy will then be collaboratively developed that will be the responsibility of the entire organization to help develop and implement. The CIO has supported the Community Health Assessment Working group from an Indigenous lens and have had discussions to further our understanding of the First Nation Health Status Report, and how it correlates to the health indicators collected for the CHA. (NHR Annual Report 2019-2020)		Charlene Lafreniere Contact: Denise Horton, Executive Assistant (204) 305-0154 Email: dhorton@nrha.ca
Northern Health Cancer Navigation Services.	Cancer Navigation Services can help you to meet your needs, make informed	People with cancer and their families who need support	Toll Free Call 1-855-740-9322 Fax: 204-677-5387 or Visit

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	decisions and provide guidance and support for you and your family in your cancer journey.		https://www.cancercare.mb.ca/Patient-Family/support-services/cancer-navigation-services
Health Sciences Centre Women's Health Program	HSC Winnipeg Women's Hospital provides care to women of all ages for a variety of services including ambulatory, pregnancy and prenatal, labour and delivery, postpartum, and surgical care. HSC's neonatal intensive care unit (NICU) is also located in the same facility.		Call 204-787-3661 Or 1-877-499-8774 Visit https://hsc.mb.ca/adults/womens-health/our-services/ Located at 665 William Avenue

Mental Health and Addictions	
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AFM The Pas Services	Provides clients with a range of services and supports relating to alcohol, substance se and problem gambling. We support a biopsychosocial spiritual model of addictions, which supports the view that addictions arise from various factors. Committed to a client centered approach and employs a Stages of Change models and levels of involvement framework		Local – 204-627-8140 Provincial AFM – 204-944-6200 Toll Free 1-866-638-2561 Mb Addictions hotline 1-855-662-6605 Or visit https://afm.mb.ca/programs-and-services/
Manitoba Addictions Helpline	School Based Services – counselor provides		

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	<p>counseling routinely through the week.</p> <p>Prevention and education Services for those wanting information</p> <p>Intake, Assessment and Referral for Adult and Youth. Information is gathered to make appropriate referrals to Community Care, Residential treatment or other community services. Provides counseling to those seeking help for addictions</p>		
AFM Youth Services	If you have some questions and are looking for a safe, non-judgmental place to get answers. Whatever your situation is, AFM youth services are here for you. We offer a range of supportive services for young people 12 – 18 years of age	Youth services and programs for Parents (Parent Intervention Program)	
AbilitiCBT	Cognitive behavioral therapy (CBT) delivered by a therapist through a digital platform accessible from your smartphone or tablet. It virtually pairs you with a professional therapist that supports you through your program	Mental health virtual therapy can help Manitobans age 16 or older who are coping with mild to moderate symptoms of anxiety and includes two free counselling sessions.	<p>Call 1-844-218-2955 to book your first session, Website: https://www.manitoba.ca/covid19/bewell/virtualtherapy.html</p> <p>Supportive info: https://manitoba.abiliticbt.com/explore/allCategories</p>
Anxiety Disorder Association of Mb	information to help you understand anxiety, as well as resources and tools to	Info and support for groups and individuals	Provincial line: 1 800-805-8885 or 204-925-0040

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	help manage anxiety		9 am to 9 pm - Monday to Friday and 10 am to 4 pm weekends or email: adam@adam.mb.ca or visit https://www.adam.mb.ca/ Outreach Worker: Deanna (204) 271-0600
Alcoholics Anonymous	Meets Mondays, Wednesdays, Fridays at 8:00 pm at Anglican Church Hall (across from Library)		Brian (204) 620-2075
Alanon	Meet every Tuesday 7:30 pm to 8:30 pm at Westminster United Church. Enter northside back of church and go upstairs to church library		Janet (204) 623-4650 Bev (204) 620-1324
Aulneau Renewal Centre	Provides counseling for death, grief, divorce, anger, depression, anxiety, parenting challenges, domestic abuse, etc.	Info and support for groups and individuals	228 Hamel Avenue, Winnipeg (204) (204) 987-7090 Email: reception@aulneau.com Website: https://aulneau.com/
Aurora House Women's Shelter	Staff available to conduct workshops and information sessions on dating, violence, domestic violence, parenting issues, seniors abuse, and shelter services. Also accepts donations of food, clothing, and housewares. Anything not used is passed on to other agencies.		(204) 623-7427

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Badge of Life	First Responder Peer Group	First responder stress, loss,	www.BadgeofLifecanada.org Mondays 7 pm-8:30 EST Tuesdays 1 pm-2:30pm EST
Beatrice Wilson Health Centre (BWHC) Wellness Counseling Department	BWHC Wellness Team strives to offer wrap around service to ensure that clients are getting the best possible care. Wellness Team provides walk in care and can meet clients where they are most comfortable. <u>Learning Circle Facilitators:</u> offer counselling and Programming in the area of Emotional, Spiritual, Physical and Mental well being		Call (204) 627-7410 OCN Crisis/Support Line 204-623-0519 24 hours 7 days a week Beatrice Wilson Health Centre Facebook page
BWHC Opioid Antagonist Therapy Program	Opioid Antagonist Therapy Program: (OAT) The OAT program offers medical withdrawal management for those suffering from opioid use disorder with either methadone, Suboxone, Sublocade, or Probuphine. Clients are further supported in their recovery by the integrated care team. Self referral are welcome OAT provides services to clients residing in The Pas, Opaskwayak Cree Nation, Mosakahiken Cree Nation, Chemawawin Cree Nation, and Misipawistik		Call (204) 627-7410

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Behavioral Health Foundation	Provides Long Term, Residential Programming for Adults experiencing a variety of addiction and co-occurring Mental Health Disorders.		<p>Addiction Treatment Services Program Phone: 204-269-3430 Toll Free: 1-855-447-9212 Fax: 204-269-8049</p> <p>For Intake information: Email: ATSintake@bhf.ca</p> <p>Breezy Point – Women’s Program Phone: 204-261-6111 Toll Free: 1-866-233-2152 Fax: 204-275-2099</p> <p>For Intake information: Email: BPintake@bhf.ca</p> <p>BHF Services at River Point Center 146 Magnus Avenue Winnipeg, MB R2W 2B4 Phone: 204-582-2357 Fax: 204-582-2354</p> <p>https://www.bhf.ca/</p>
Manitoba Blue Cross-Connect Now	Connect Now, our clinical, personal and immediate support line where members can call to connect instantly with a professional counselor from our Employee Assistance Program (EAP) Provides	Grief counselling for those who have lost a loved one to Covid 19	Via Telephone Call 204-786-8880 or toll free 1-800-590-5553 www.mb.bluecross.ca/coronavius

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	<p>immediate support that is brief in nature and intended for those who may not be able to participate in on going counselling at this time. If there is a need for regular contact/ongoing counseling you can explore this option with your connect now counselor. They will help you find a plan that suits your needs.</p>		
NHR Prenatal & Postpartum Home Visiting Program	<p>Public Health Nurse can have discussions around Prenatal depression and Anxiety. Make referral to the Families First Program (strength based positive parenting program for parents at risk of isolation, poor mental health. Can offer coaching on coping skills, positive mental health and resources</p>	Families, Pregnant moms pre and post delivery	Call 204-623-9650
Canadian Mental Health Association (Swan Valley Branch/The Pas)	<p>Canadian Mental Health Association (Swan Valley Branch/The Pas) Provides one on one support with a Peer Support person who will listen, provide a safe space to talk, and make referral if needed Peer Support -Provides one on one support with a Peer Support person who will listen, provide a safe space to talk, and make referral if needed</p>		<p>Contact Terry Hatch at 431-355-0932 Website: parkland.cmha.ca</p>

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Canadian Centre for substance use and addictions	Managing stress, Anxiety and Substance Use during Covid 19 A resource for healthcare providers	All some pertinent to Health care professionals	75 Albert Street, Suite 500 Ottawa, ON K1P 5E7 Toll free: 1-833-235-4048 Website: https://www.ccsa.ca/
Clinical Psychology Manitoba	Clinic Psychology Manitoba are a group of psychologists in Winnipeg, dedicated to work with clients in improving their mental health. We specialize in evidence-based treatment strategies that primarily include cognitive behaviour therapy (CBT), and mindfulness based approaches.		(204) 615-1579 https://clinicpsychology.com/resources/ Questions: answers@clinicpsychology.com Referrals: admin@clinicpsychology.com
Doctors of Manitoba	General Support services – issues at work or home counselling legal support		Call 1-844-436-2762 www.guidanceresources.com
Eating Disorders Support – Women’s Health Clinic	Support for those struggling with an eating disorder- bulimia, anorexia, compulsive or binge eating, etc.	Residents of Mb, any gender	204-947-2422 ext. 137 1-866-947-1517 ext. 137 Email: edprogram@womenshealthclinic.org Or https://womenshealthclinic.org/what-we-do/pedprp/
Families First Program	First Program (strength based positive parenting program for parents at risk of isolation, poor mental health. Can offer coaching on coping skills, positive mental health and resources		Call Primary Health Care Centre at 204-623-9650 or speak with you Public Health Nurse

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Fetal Alcohol Spectrum Disorder (FASD) Network	The Manitoba FASD Network established in 2009, is a province wide integrated diagnostic and short term follow-up service with the goal of providing FASD assessment, support and education closer to home		Call FASD Coordinator in The Pas Region at 204-623-9649 or at 204-623-9650 Winnipeg Office 204-258-6600 Or visit website: https://fasdmanitoba.com/
Peer Connections MB (Previously (schizophrenia Society of Manitoba)	A team of trained peers and educators know how it feels to face mental health challenges and are there for you and because they've experienced similar challenges they understand and care about you. They also offer mental Health education.		Call 204-786-1616 Email: info@peerconnectionsmb.ca Or visit https://peerconnectionsmb.ca/
First Nations and Inuit Hope for Wellness Help Line	Experienced and culturally competent Help Line counsellors can help if you, want to talk, are distressed, have strong emotional reactions, or are triggered by painful memories	Help is tailored for First Nations and Inuit people but website has information that might be helpful for everyone. Services also available in Cree, Ojibway, and Inuktitut	Call 1-855-242-3310 To chat visit www.hopeforwellness.ca Available 7 days a week
MB Harm Reduction Network (Play it Safer)	Workshops, community projects, support organizations in creating or improving policy and services, and partner with peer-based organizations and groups of people who use drugs. We focus on harm reduction, access, community building, and the inclusion of people impacted by		Krista Tooley, Network Coordinator, The Pas (204) 620-2373 Email: krista@mhrn.ca Website: https://mhrn.ca/

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	substance use in the services and decisions that affect them.		
Hope North The Pas and Area Suicide Prevention and Awareness Committee	Hope North is a committee dedicated to working with partners/organizations to deliver life promotion activities by providing events, activities devoted to mental health education, suicide prevention to public, schools, community and individuals. We offer training such as Applied Suicide Intervention Skills Training and Mental Health first Aid for adult who interact with youth and Safe Talk.		Contact Shellie Verville at 204-623-9638
Indian Residential Schools Resolution Health Support Program	provides mental health, emotional and cultural support services to eligible former Indian Residential School students and their families throughout all phases of the Indian Residential School Settlement Agreement,	A National Indian Residential School Crisis Line has been set up to provide support for former Residential School students. You can access emotional and crisis referral services	Call 1-866-925-4419 24-Hour National Crisis Line:
Kids Help Phone	Kids Help Phone is there for youth and now adults as well. You can talk and they will listen with no judgement and it is confidential. You can call, text, mobile app, or by visiting their website	Youth and adults One on one short term counseling, crisis services and information related to Youth Mental Wellness	Call 1-800-668-6868 or Text: Talk to 686868 Website: https://kidshelpphone.ca
Here to Help BC	Find quality information, learn new skills and explore strategies to help you take	Everyone	https://www.heretohelp.bc.ca/

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	care of your mental health and use substances in healthier ways. Find the information you need to manage mental health and substance use and/or support a friend or family member.		
Klinik Community Health	<p><u>Farm Rural & Northern Support Services</u> – Free confidential telephone and online counseling for all ages No matter what the issue you can contact us. Counselors offer free, confidential and no-judgemental support for anyone who lives on a farm, rural area or northern community. You can call, or chat on line.</p> <p><u>Manitoba Suicide Prevention and Support Line</u> Provides non-judgmental crisis counselling support, information and referral. Call if you are struggling with suicidal thoughts, concerned about someone, or impacted by a suicide loss or attempt. Reason to live Complete Deaf Access Counselling</p>	<p>Those in need of support when struggling with any problem they face. Everyone</p> <p>Call if you are struggling with suicide thoughts, concerned about someone, or impacted by a suicide loss or attempt.</p>	<p>Farm Rural & Northern Support Services</p> <p>Call help line: 1-1866-367-3286 or Live Chat at https://suportline.ca</p> <p>Manitoba Suicide Prevention and Support Line Call 1 1-877-435-7170 or TTY 1-204-784-4097 or visit their website Reason to Live at https://reasontolive.ca</p>
Manitoba Blue Cross-Connect Now	Connect Now, our clinical, personal and immediate support line where members can call to connect instantly with a		<p>Call: 204-786-8880 or toll free 1-800-590-5553</p> <p>www.mb.bluecross.ca/coronavius</p>

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	<p>professiona counselor from our Employee Assistance Program (EAP) Provides immediate support that is brief in nature and intended for those who may not be able to participate in on going counselling at this time. If there is a need for regular contact/ongoing counseling you can explore this option with your connect now counselor. They will help you find a plan that suits your needs.</p>		
Manitoba Health Links	Answers to your health care questions		<p>1-888-315-9257 or 204-788-8200 24.7</p>
MKO Mobile Crisis Line	<p>The MKO Mobile Crisis Response Team is... An all-Indigenous team of special frontline helpers who will mobilize within your respective community. Our team will provide traditional and comfortable SAFE supports for your experience during your Crisis</p>	<p>To request assistance, you will be asked information about the crisis, including;</p> <ul style="list-style-type: none"> • Nature and circumstances of the crisis • The community contact person • The local resources available in community level to be included in the planned response intervention 	<p>Call 1-844-927-life(5433)</p> <p>crisisresponse@mkonorth.com</p>

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Men's Resource Centre of Manitoba	Offers the Male Childhood and Adolescent sexual abuse program	Virtual sessions at present. Can self-refer and an intake will take place and then individual will be on a wait list to access the program.	Call 1-204-415-6797 Toll free 1-855-672-6727 Or visit https://www.mens-resourc-centre.ca
Mental Health Education Resource Centre	Offers various educational materials about mental illness. Their website contains information on how to find a mental health counsellor and information about the recovery process		Website: https://www.mherc.mb.ca/page.php?d=17
Mood Disorders Association of Manitoba	MDAM supports those affected by mood disorders, their friends, families, caregivers and supporters.	Everyone: Those interested in information on Mood disorders, self help	Provincially: Postpartum Warm Line 1-204-391-5983 Provincial general support line: 1-800-263-1460 The Pas and Flin Flon Local Support – 204-271-3758 or Visit website: http://www.mooddordersmanitoba.ca/
Missing & Murdered Indigenous Women & Girls Support Line	A National 24/7 toll free Support line for anyone who requires emotional assistance related to missing and murdered Indigenous women and girls. Emotional support is also available from Family Information Liaison Units, which provide specialized services to families of missing and murdered Indigenous women and girls.	Advocacy, crisis, short term counseling Emotional support is also available from Family Information Liaison Units , which provide specialized services to families of missing and murdered Indigenous women and girls.	Call: 1-844-413-6649 www.mmiwg-ffada.ca/contact/ 24 hours 7 days a week Family Information Liaison Units: https://www.justice.gc.ca/eng/fund-fina/cj-ip/fund-fond/mmiw-fada/info.html

Agency/Service/Resource	Description of Services	Who can access	Contact Details
National Indigenous Survivors of Child Welfare Network	A National Indian Residential School Crisis Line has been set up to provide support for former Residential School students. You can access emotional and crisis referral services by calling the 24-Hour National Crisis Line.		24-hour National Crisis Line: 1-866-456-6060 https://sixtiesscoopnetwork.org/ www.niscw.org or email info@niscw.org
Manitoba Metis Federation-Mental Wellness line	Have anxiety, depression, isolation, substance use or family issues?	For all MMF Citizens	Call 1-833-390-1041
MKO Mobile Crisis Response Team			Call 1-844-927-5433 Check out their many services at http://mkonation.com/
Northern Health Region- Mental Wellness and Recovery Program	Intake and clinical follow, Counseling- Clients and health care professionals can refer to Intake. Program is committed to enhancing the quality of life for clients, experiencing mental health issues by providing recovery oriented, client driven support and education to individuals, family and community Proctor Services – Provides individual support to clients and group programing Mental Health Occupational Therapist – Provides Individual and group therapy for clients experiencing difficulty organizing and or performing daily activities or managing life’s necessities. Facilitates	Psychiatry – The Pas Inpatient services is for Adults only	For more information contact Primary Health Care Centre. Call: 204-623-9650

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	<p>psychoeducational and skill building group sessions.</p> <p>Psychiatry –Psychiatrist are operating as Locum on a rotating basis.</p> <ul style="list-style-type: none">• Child and Adolescent – Psychiatry services and in patient care is based out of Manitoba Adolescent Treatment Centre (MATC) in Winnipeg via tele-health and is linked to the Mental Wellness and Recovery program. (Physicians can not directly refer to psychiatry services for Child/Adolescent services. <p>NHR –Mental Wellness and Recovery Clinician/Facilitators lead disorder specific support groups independent of clinical counseling</p> <p>Rosaire House – Recovery Centre for those who want to live a health life. They help clients to find positive lifestyle options that work for them.</p> <p>Offers a 28-day Residential Program for those wanting a lifestyle free from addictions such as alcohol, other drugs, gambling and more. Provides follow up counseling for those completing the</p>		<p>For more information about Rosaire House and it’s programs Call: 204-623-6425</p>

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	<p>program and want after-care supports. In house AA and NA meeting held</p> <p>Mental Health Promotion – Available to general community members, as well as NHR staff and clients. Responds to requests for information, pamphlets, resource material and general navigation of mental health resources.</p>		
Native Addictions Council of MB	<p>Indigenous owned and operated treatment centre that directly targets the chemical dependency and compulsion challenging First Peoples in Manitoba and throughout Canada.</p> <ul style="list-style-type: none"> • Five Week In-house healing program • Two-week Follow-Up Care Program. Self-referral is encouraged for the Follow-Up Care Program 		<p>160 Salter Street Winnipeg, MB R2W 4K1</p> <p>(204) 586-8395</p> <p>Monday to Friday, 8:30 am – 4:30 pm</p> <p>Website: https://www.nacm.ca/</p> <p>Facebook: Native Addictions Council of MB – NACM</p>
NHR Primary Health/ Public Health	<p>Includes, but not limited to such as: Mom pre and post natal support and home visiting program, and Baby care, sexual health, travel health, chronic disease, retinal screening, Dietician</p>	Groups and individualized support	Call: 204-623-9650

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Obsessive Compulsive Disorders of Manitoba	Providing support and information and education to members, their families and professionals, and promotes research.		Call 204-942-3331 Fax: 204-772-6706 Email: education@ocdmanitoba.ca Website: www.ocdmanitoba.ca
Opaskwayak Cree Nation Support Line	Support line for individuals experiencing mental health difficulties. Support is offered in a wholistic manner by someone trained to respond to both non-crisis and crisis situations.		Call 204-623-0519
Parent Lifeline	For parents needing an understanding, non-judgmental support around parenting and children's mental health. PLEO can help.	Parents wanting more information and peer support around child mental health issues	To speak with a family peer supporter call: 1-855-775-7005 hours of operation Open: Monday Friday 8am-6pm Visit website at: https://www.pleo.on.ca
Postpartum Warmline Mood Disorders Association of Manitoba	Provides support for parents struggling with their (or partners) mental health during pregnancy and postpartum Also offers resources and information on anxiety and depression during pregnancy and ideas on self-care to improve symptoms	Parents Hours 9am-9pm 7 days a week	Call Postpartum Warmline at 204-391-5983 or visit http://www.mooddisordersmanitoba.ca/resources/postpartum-depression/ or visit postpartum disorders of Manitoba for more resources and help at http://www.ppdmanitoba.ca/
Pride North of 55	Support members of the Northern 2SLGBTQIA+ community to: <ul style="list-style-type: none"> raise awareness on Northern 2SLGBTQIA+ issues provide opportunities for networking and connection for 	Events take place in Thompson, MB	Email: Pridenorthof55@gmail.com Facebook: PRIDE North of 55

Agency/Service/Resource	Description of Services	Who can access	Contact Details
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	2SLGBTQIA+ people and allies		
Public Health Agency of Canada	National Resource offering health information, access to a is part of the federal health portfolio. Its activities focus on preventing disease and injuries, responding to public health threats, promoting good physical and mental health, and providing information to support informed decision making.	Anyone	National https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html
Rainbow Resource Centre	Free phone counselling for members of the 2SLGBTQ+ community of all ages, families, friends and loved ones as well. Phone support - responding to COVID by offering additional capacity to counselling over the phone		For appointment: email info@rainbowresourcecentre.org
Trans Lifeline	Hotline for transgender people in crisis. Including people who may be struggling with gender identity or not sure if transgender		Call 1-877-330-6366Hours may vary as volunteers are available.
Pflag Canada	Support and resources to gay, lesbian, bisexual, transgender, questioning people &their family and friends		Call 1-888-530-6777 ext. 226 (24/7) Or email gender@pflagcanada.ca
Royal Canadian Mounted Police	<ul style="list-style-type: none"> Community safety/relations/partnerships/events Urgent situations where person 		(204) 627-6200 or 911

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	needs psychiatric in person treatment/admission to psychiatric facility		
Sarah Riel Inc	Our Vision is for people with mental health and substance use/addiction challenges to reach their full potential mentally, physically, socially and spiritually	Have a clinically diagnosed mental health disorder, be 18 year of age and actively participate and be willing to participate in all aspects of programing and attend appointment	Phone: 204.237.9263 Ext 149 Direct line: 204.237.7165 https://www.sararielinc.com/
Seneca House Warmline	Peer support workers are available to talk, offer support, and help sort out your thoughts and feelings. They can suggest possible resources that may help.	Anonymous and confidential. Anyone Hours 24/7 Not a crisis line	Call 204-942-9276 Or visit: https://sarariel.ca/our-services/seneca-warm-line/
Seniors Abuse Support line			Toll Free 1-888-896-7183 Available 24/7
Sexual Education Resource Centre (SERC)	Sexuality Education Resource Centre provides inclusive, non-judgmental education about sexuality. We believe that people have the right to accurate information on all their choices. SERC Manitoba is a community-based, non-profit, pro-choice organization. We are	Anonymous and confidential	Call 204-987-7800 Wpg Or 204-727-0417 Brandon https://serc.mb.ca/ 24/7 support

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	dedicated to promoting sexual health through education.		
Strongest Families Institute	Offers support programs for parents like Parents Empowering Kids, Chase worries Away, Defeat Anxiety and more. Programs offer coaching while working through self-directed modules	Self-Referral accepted during Covid 19	Call toll free 1-866-470-7111 https://strongestfamilies.com/#
Towards Flourishing	The Program is part of the Families First Program. It can help with early detection of postpartum anxiety and depression in Parents.	Families, Parents.	Call 204-623-9638 or Email: sverville @nrha.ca
Two Spirited People Manitoba Inc. (2SPM)	Non-profit community-based organization focused on helping Indigenous LGBTQ/Two-Spirit people improve their lives. Provide awareness workshops, advocate to prevent homophobia and transphobia, and organize community events. The 2SPM provides educational workshops about the history and contemporary experiences of Indigenous LGBTQI/Two-Spirit people.		310 – 286 Smith Street Winnipeg, MB R3C 1K4 (204) 330-8671 https://twospiritmanitoba.ca Facebook: Two Spirited People of Manitoba Inc. 2Spirits Building from Within Project Facebook: https://www.facebook.com/2SBWproject/ Instagram: @2sbw_project

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Wellness Together	Offers information on trending topics in mental Health and similar problems . Help with managing worry, anxiety, substance use, etc. Mental Health and Substance use support for Adults and Youth		Call 1-866-585-0445 Or visit https://ca.portal.gs/
Winnipeg Regional Health Authority – Wellbeing Guide	Mental Health Promotion information on stress, how to maintain wellbeing, be part of a community, promotes physical activity and social connected in the maintenance of Positive mental Health		www.wellbeingguide.ca
Clinical & Outreach Social Services	IRS, Indian Day Schools, MMIWG, sexual, physical emotional abuse, self-harm / injury, grief / loss, depression, childhood abuse / trauma	Non-OCN Treaty status for The Pas and surrounding area	Raj Naik (204) 978-0511

Training and Education

University College of the North	University College of the North is a post-secondary institution located in Northern Manitoba. UCN has a student body of approximately 2,400 annually, and a staff of approximately 400.		Telephone: (204) 627-8500 436 7 St E, The Pas, MB R9A 1T https://www.ucn.ca
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Agency/Service/Resource	Description of Services	Who can access	Contact Details
	<p>The Chancellor of UCN is Edwin Jebb</p> <p>Entry level courses for admission to University level degrees, e.g. Nursing, Education, Trades (Millwright, Electrical, heavy duty mechanics)</p>		
Kelsey School Division	<p>Kelsey School Division oversees the following schools:</p> <p>Kelsey Community School</p> <p>Ecole Opasquia School</p> <p>Ecole Scott Bateman middle school.</p> <p>Margaret Barbour Collegiate high school</p> <p>Mary Duncan School</p> <p>Kelsey Learning Centre</p> <p>All staff and school contact information can be found at their website.</p>		<p>https://kelseyschooldivision.ca/</p> <p>(204) 623-6241</p> <p>322 Edwards Avenue</p>
Fire Spirit Work2It	<p>First Nation-owned company working to build human resources and provide employment services to Aboriginal and northern communities.</p>		<p>Lawrence Daniels</p> <p>lawrence.daniels@fire-spirit.ca</p>

Agency/Service/Resource	Description of Services	Who can access	Contact Details
<p>Applied Suicide Intervention Skills Training (Asist)</p> <p>Living Works Connect</p>	<ul style="list-style-type: none"> ASIST is a suicide Intervention training program. Empowers people to provide skilled, lifesaving interventions. Living works connect: offers accessible training in suicide prevention on your computer, tablet or smart phone. It offers tools and resources to customers and trainees. 	<p>Everyone</p> <p>Some employment opportunities within Mental Health Programs require this course as a prerequisite to employment</p>	
<p>Northern Learning and Support Centre</p>	<p>Provides a variety of resources, equipment and professional development opportunities for parents, caregivers, professional staff and community support organizations.</p>		<p>Tania Catalano - Telephone - 204-620-5775 or email: tcatalano@ksd.mb.ca</p> <p>Or website https://nlscmb.ca/</p>
<p>Mental Health First Aid (youth)</p>	<p>2-day course describes the different mental disorders, the effects of substance use on each disorder, and how you can offer help to someone experiencing a mental health problem.</p>	<p>Everyone</p> <p>Some employment opportunities within Mental Health Programs require this course as a prerequisite to employment</p>	<p>Contact Shellie Verville 204-623-9638 Can link to other trainers</p>
<p>Mental Health Commission of Canada</p>	<p>Resource Hub: Mental health and wellness during the COVID-19 pandemic</p>		<p>https://www.mentalhealthcommission.ca/English/covid19</p>

Agency/Service/Resource	Description of Services	Who can access	Contact Details
			https://www.mentalhealthcommission.ca/English/mhcc-covid-19-resources crisis response training course for essential workers: https://www.mhfa.ca/en/course-type/crisis-response-virtual-training-caring-others and courses for caring for self and your team: https://theworkingmind.ca/crisis-response-virtual-training
Klinic – Teen Talk	Teen Talk is a Youth Health Education Program. We provide services for youth from a harm reduction, prevention education perspective. We focus on issues under the broad topics of sexual and mental health and link youth to resources in their community. We adhere to the belief that by providing youth with accurate, non-judgmental information they can make healthier decisions and choices for themselves.	Ages 12 to 22 years old	167 Sherbrook Street, Winnipeg Reception Phone Line: (204) 784-4090 Website: https://klinik.mb.ca/ Klinik Crisis Line (24/7): 1-888-322-3019
Kelsey Learning Centre	Adult Education. “Every adult student within KLC comes with their own story, background, challenges along with the will and desire to succeed. Something you	Everyone	Tara Manych, Education Director (204) 627-8562 Email: tmanych@ksd.mb.ca

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	may not know about us is that our youngest student is 19 years old and our oldest is 65. In this school, you are never too old or too young to learn.”		http://www.kelseylearningcentre.com/ Facebook page: Kelsey Learning Centre @kelseylearningcentre
North Forge North	North Forge Technology Exchange – is an innovation-based economic development agency and a powerhouse community to fuel Manitoba’s innovation economy providing entrepreneurs with award-winning mentors, rockstar subject matter experts and a two-stage start-up program.		(204) 623-0311
OCN Education Authority Inc. (OEA)	Non-profit corporation responsible for the delivery of educational programs from Pre-Kindergarten through Grade 12 to members of Opaskwayak Cree Nation. Also support post-secondary students at various colleges, and universities throughout Canada and the United States.	OCN members	(204) 627-7480 2 nd Floor, Otineka Mall 8:30 am – 4:30 pm, Monday to Friday Director of Education Bev Fontaine Email: bev.fontaine@opased.com https://www.opased.com OLC (204) 623-5259. Principal Ron Constant Email: ron.constant@opased.com JARS (204) 623-4286. Principal Karon McGillivray Email: karon.mcgillivray@opased.com

Agency/Service/Resource	Description of Services	Who can access	Contact Details
The Pas Northern Skilled Trades and Technology (Skills Canada Manitoba)	Skills Manitoba in partnership with its Northern Partners, is working to inform northerners about the skills that they need to fill jobs in the North. Offers engaging, hands on learning opportunities to both middle school and high school students across Manitoba		For more information on the Northern Programs, please contact Michelle Pruder michellep@skillscanada.com https://skillsmanitoba.ca Northern Skills programs: https://skillsmanitoba.ca/program/skills-manitoba-competition/
OCN Employment & Training	<ul style="list-style-type: none"> • resume development • interview skills • job search assistance • career counselling • skills development • apprenticeship development • short course programming • wage subsidy - on-the-job training • employment related travel assistance 	OCN members	(204) 627-7181 2 nd Floor, OCN Youth Centre bldg. 8:30 am to 4:30 pm, Monday to Friday https://www.opased.com/oea/employment-training/ Facebook: Josh Brown (Employment and Training) Josh Brown, Program Coordinator Email: josh.brown@opased.com
Metis Employment & Training (MET)	Metis Employment & Training provides: <ul style="list-style-type: none"> • Employment/Career Counselling • Job search assistance 	Metis clients are eligible to access these services.	Bonnie Hatch, Employment & Training Counsellor Metis Employment & Training The Pas Region 456 Fischer Avenue

Agency/Service/Resource	Description of Services	Who can access	Contact Details
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	<ul style="list-style-type: none"> Financial assistance for skills training and employment programs and opportunities <p>Opportunities with employers to obtain valuable hands-on work experience</p>		<p>Phone: (204) 623-5701 Fax: (204) 623-2825 Email: bonnie.hatch@mmf.mb.ca</p>
Learning Supports (Ages 0-6):			
Marigold Preschool			(204) 623-6006
The Pas Preschool			(204) 623-7700
Hilda Young Child Care Centre			(204) 627-7090
The Pas Sweetgrass Head Start		Aboriginal preschool off-reserve	(204) 623-6864
Kanawenimawasowin Day Care (UCN)			(204) 627-8500
Uptown Day Care			(204) 623-7912
Margaret's Place Day Care			(204) 623-2118
Halcrow Lake Day Care Centre			(204) 623-5246

Covid Related Resources

Echo Coping with Covid	Designed for Healthcare Providers and Health Professionals, students responding to the Covid 19	Healthcare providers, Health professionals and students	To register online visit: https://camh.echoontario.ca/echo-coping-with-covid/
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Agency/Service/Resource	Description of Services	Who can access	Contact Details
	pandemic. Participants are invited to join Echo sessions virtually to share and learn about ways to build resilience and overall wellness through case-based discussions.		
MD Care	Mental health services available to mb physicians and medical students This service is also available to physician spouses and dependent children under the age of 18.		Call: 204-480-1310 to leave a message
Manitoba Adolescent Treatment Centre- Centralized Intake Child and Adolescent Mental Health Program and Youth addiction	MATC's Centralized Intake continues to offer support to clients and families during the COVID 19 pandemic Child and Adolescent Mental Health Centralized Intake continues to refer children/you and their families to the appropriate child and youth mental health services at the MATC		Call 204-958-9660 Fax: 204-958-9626

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Manitoba Blue Cross – Mental Health Support	<p>Mental Health support through the coronavirus (Covid -19) pandemic – be resilient</p> <p>Info on how to access services, Support for workers, managing anxiety during Covid-19, Helping children deal with stress and more</p> <p>Other topics on this site, Job loss and Financial Insecurity during COVID 19</p> <p>Returning to School during COVID 19, Working from home during CoVID 19</p> <p>Grief Counseling</p> <p>For those who have had a death in the family due to COVID 19 and need to reach out for support Blue Cross provides up to 3 sessions for client.</p>	<p>For those covered by Mb Blue Cross, though anyone can access the document on line</p> <p>Available at no cost who have experienced a loss/death during Covid 19</p> <p>Contact main office and choose counseling option</p>	<p>In the form of a booklet</p> <p>To speak with an intake worker call: 204-786-8880 or toll free: 1-800-786-5553</p> <p>For handbook visit: https://www.uwinnipeg.ca/search-results.html?q=mental%20health%20support%20through%20the%20coronavirus</p>
Manitoba Government Covid 19	<p>Known as a reliable source of information for Manitobans looking for info on Covid 19.</p>		<p>https://www.gov.mb.ca/covid19/</p>

Agency/Service/Resource	Description of Services	Who can access	Contact Details
World Health Organization	Covid 19 information and online resource Access to Quick Links highlighting topics on travel advice, Frequently asked Questions and Answers, Advice for the Public and Myth busters	Those wanting more information on Covid 19. Reliable source of information	https://www.who.int/

Community Wellness Resources			
Town of The Pas Wellness Centre	Equipment, a multi-use court, and an indoor walking/running track. Programs include Men's Basketball, Badminton, Pickleball, and Time 4 Tots. There are Certified Personal Trainers on staff with very reasonable rates, offering both 30 & 60 minute sessions. Private rentals are available for the court, as well as the Multi-Purpose Room.	Members only (no drop ins)	(204) 627-1134 525 Smith Street Weekdays 6:00 am – 10:00 pm Weekends 8:00 am – 8:00 pm Facebook: Kelsey Recreation and Wellness Centre
The Pas Friendship Centre	Offers programing for community members such as, Parent Child Program – project packs, Senior's activity pack	Everyone	Contact TPFC (204) 627-7500 or email parentchild@thepasfc.com for more information

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	added to food hamper, warm hands warm socks program and much more		
Metis Community Liaison Dept. (MCLD)	Assists families and seniors – client and family support Income assistance; housing Justice system Family violence Health Prescription drug program Vision care for seniors	Metis	Lisa Stevenson, Community Liaison (204) 623-5701
Mamawechetotan Centre (UCN)	Bread and milk program Food pantry Smudge table available at Centre Crafts in evenings Campus Elder on-site, also work with community Elders Personal counselling	UCN Students	Marcia Chartrand, Centre Coordinator (204) 627-8694 Email: mchartrand@ucn.ca
Grief Support group	Group starting September 2021 Following <i>Understanding Your Grief</i> model – a circle of support by and for people experiencing grief	Everyone	Christchurch.thepas@gmail.com (204) 623-2119 Rev. Jann Brooks Revjann.christchurchthepas@gmail.com www.christchurchthepas.com Facebook: Christ Church Anglican The Pas

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Recreation/Art/Design			
Town of the Pas – Kelsey Recreation Wellness Centre Winton Swimming Pool Splash pad Programming Parks – Devon Park Playgrounds Ball diamonds and soccer fields Community Walking/biking Trail Murals – Opasquia Times Across from RBC Fisher avenue at Michaels By the train tracks Behind the post office/Inukshuk statue	<p>Kelsey Recreation aims to improve the health and well-being of the residents of The Pas and surrounding area by providing quality recreation facilities, programming, and services.</p> <p>Programming and support for local sport and recreation organizations. Summer camps</p> <p>Wellness centre programs</p> <p>Maintenance of playgrounds, parks,</p>	Everyone	<p>Jomar Cruz, Recreation Director Email: jomarc@townofthepas.ca</p> <p>Kelsey Recreation and Wellness Centre (204) 627-1134 rec.wellness@townofthepas.ca</p> <p>Winton Pool: (204) 627-1145</p> <p>Roy H. Johnston Arena: (204) 627-1144</p> <p>Facebook page Kelsey Recreation and Wellness Centre @kelseyrecmb</p>
Creators Spirit Dance Troupe	Cultural activities and dance troupe	Everyone	<p>Les Michelle lessbannock@hotmail.com</p>
Story Tellers Film Festival	Storytellers' is a Festival in which culture and our northern roots are celebrated. Indigenous film and northern people are showcased including the many talented movie makers from this area.	Open to local film makers, actors, and to viewers who love the diversity of film festivals.	<p>Cheryl Antonio Facebook page: Storytellers Film Fest @StoryTellersFilmFest</p>
Theatre 53	Local theatre group	Everyone	<p>President Barb Shaw-Ings shawings@mymts.net</p>

Agency/Service/Resource	Description of Services	Who can access	Contact Details
			https://pasarts.wixsite.com/the-pas-arts-council/theatre-53
The Pas Music Club	Facilitate recitals for privately taught music students. Also help organize exams as needed.		https://pasarts.wixsite.com/the-pas-arts-council/music-club
The Pas Arts council	Promote arts and culture in The Pas through exposure, education and participation. Arts and cultural groups are members of The Pas Arts Council and conduct programming specific to their mandates. One of the roles of the arts council is to provide support to the member groups including advertising, financial grants and with applying for larger grants. In addition, the arts council provides programming that is not provided by member groups as resources are available.	Artists and creatives	(204) 620-2263 https://www.thepasartscouncil.ca/ Email: pasarts@hotmail.com President Andrew Legeny
ImagiNorthern	Small group of creatives in the northern region working to make arts an economic powerhouse in the north.	Artists/creatives	Lead - Avery Ascher
The Pas Community ArtSpace	A welcoming space for those who love to make and share art in The Pas and area in northwestern Manitoba. Ask questions, share challenges, tell us about upcoming	All artists, makers, creatives	Facebook page The Pas Community ArtSpace

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	art-related workshops and events, post your work! Please do not offer critiques of work unless specifically invited to do so.		
National Screen Institute	National training institute for writers, directors, and producers.		Based in Winnipeg https://nsi-canada.ca/
The Pas Region Metis Fiddlers		Fiddlers Registration held every September open to children ages 9 and up, as well as adults	Kathy McKay (204) 620-0930 https://pasarts.wixsite.com/the-pas-arts-council/manitoba-metic-fiddlers
The Pas Regional Library	All library services, internet, printing, children's programs and more	Everyone	https://www.thepasregionallibrary.com/ 204-623-2023
Manitoba Provincial Parks: Clearwater Lake: Pioneer Bay Sunset Beach Camper's Cove Rocky Lake			Clearwater Lake Campground Office: (204) 624-5525 (Campers Cove) Rocky Lake Resorts, Wanless (204) 682-7423 Toll Free: 1-866-3020 https://www.rockylakeresort.ca Kum Bac Kabins, Wanless (204) 682-7489 https://www.kumbackabins.com

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Sam Waller Museum	Northern History and Heritage of the area.	Everyone	samwallermuseum@mts.net (204) 623-3802 https://www.samwallermuseum.ca/ Director Sharain Jones
OCN Recreation	Community programs, youth centres and camps	Everyone	Cynthia Young (204) 627-7070
Arts Guild		Artists	James Dean jedean@mymts.net
Gordon Lathlin Memorial Centre	Arena	Everyone	(204) 627-7076
OCN Arbor			OCN Public Works (Infrastructure)

Business and Economic Development	
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The Pas Community Development Corporation	<p>Independent agency from Town of The Pas that provides economic, community and tourism development that benefits the residents of The Pas & Area.</p> <p>Mandate:</p> <ul style="list-style-type: none"> * be a catalyst for the attraction of new business and industry to the region, * support existing industries and enterprises, and * be a benefit to the community we serve 		<p>Jackie Rechenmacher 204-627-1118 Email: ecdev@thepascdc.com</p> <p>https://www.thepascdc.com/</p>
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Agency/Service/Resource	Description of Services	Who can access	Contact Details
The Pas and Area Chamber of Commerce	the voice of The Pas & District Business Community and working to promote the success of our members and foster the well-being of the overall business community. Our vision is to help propel The Pas & Area to unrivaled economic growth, leading northern Manitoba to a prosperous future. We are three municipalities, one business community	Business owners	http://www.thepaschamber.ca/ (204) 623-7256 Email: thepasdistrict@gmail.com President Jill Wilkinson
Paskwayak Business Development Corporation (PBDC)	Manages a range of businesses and investments in high-performing sectors such as retail, commercial leasing, hotels, cannabis, and more. Provides assistance to members looking to get into business with coaching, business and operations planning, finding startup capital, management training and ongoing support.	OCN owned holding company	(204) 627-7200 2 nd Floor Otineka Mall Email: info@pbdcltd.com http://pbdcltd.com/ Darryl Bauer Email: dbauer@pbdcltd.com
Destination Marketing Committee	DMC provides grants to local projects and events that promote economic development in The Pas by increasing visits to the community.		dmcommittee@townofthepas.ca
The Pas OCN Tourism Committee	Promote tourism attractions in tri-community area		81 Edwards Avenue https://discoverthepasocn.ca/

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Communications and Media			
CJAR	Local radio station	Everyone	Facebook page 102.9 CJAR @CJ1240 http://www.thepasonline.com/ (204) 623-5307 cjar@arcticradio.ca Sales Manager: Chris Marsh
Natotawin (OCN newspaper)	Local Newspaper		Sheryl Crain (204) 627-7162 / 627-7100 sheryl.crain@opaskwayak.ca
Opasquia Times	Local Newspaper		Editor Ralph McLean 204-623-3435 http://www.opasquiatimes.com/
Opaskwayak Online Radio	https://live365.com/station/Opaskwayak-Online-Radio-a73454?fbclid=IwAR07k0Ae_xCfIGXLNSRKJP25A4WjclWgg4T49-tVdDS2B-sUaBUweF0TcuM		An online create your own radio station service: Live365 Opaskwayak Online Radio
NCI (92.7 FM)	Indigenous service organization offering radio programming throughout Manitoba, designed for and by Indigenous people.		General Inquiries: (204) 772-8255 Toll-Free: 1 877 624 8255 https://www.ncifm.com/
CBC Manitoba North Country (radio program) – 94.5 FM	The program offers stories about northerners, news, weather, sports and entertainment that reflect the needs of the region. Links northerners -- urban and rural, native and non-native -- through their culture, history, concerns and interests.		Broadcast weekdays from 7:30 am to 12:00 pm

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Seniors/ Elders			
The Pas Golden Agers	Meet first Tuesday of each month, 1:15 pm at the Kin Centre		(204) 623-3663
Valhalla	Assisted independent living	Elderly 55+	100 – 525 Fafard Avenue (204) 623-2849
Kin Court	Assisted independent living 25 suites some bachelor and 1 bedroom suites	Senior housing	(204) 623-2829 451 Hogan Avenue
Pineview		Seniors residence	525 Fafard Avenue (204) 627-8355
McGillivray Memorial Care Home	The Care Home is a 40-bed long-term care facility providing care for elders and physically handicapped First Nations Peoples. The original purpose was to provide a home setting for senior citizens of Opaskwayak Cree Nation, but the concept has changed to providing intensive personal care to the elderly and disabled.	Seniors, Elderly	Russell Constant, administrator (204) 623-5421 (Note: RMMCH is under OHA)
St. Paul's Personal Care Home	60 personal care home beds	Those who needs meet criteria for residence.	34 2nd St West (204) 623-9226
Northern View Lodge	Supportive housing		206 3rd St West Colleen Collins, Community Resource Manager (204) 623-9563

Agency/Service/Resource	Description of Services	Who can access	Contact Details
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<div> <div>Youth</div> </div>

Cedar Path- The Pas Family Resource Centre			tpfrc@mymts.net 623-5575
Macdonald Youth Services	<ul style="list-style-type: none"> Reconnecting families to their culture, identity, community & sense of belonging Improving physical, mental & emotional wellness Strengthening safe, caring, collaborative & respectful relationships with family, peers & people in the community Equipping youth with skills for lifelong independence, including job training & school supports 		(204) 627-1460 Email: mysnorth@mys.mb.ca https://www.mys.ca 24-hour Youth Crisis Services 1-888-383-2776 24-hour Youth emergency shelter/Resource Centre: 1-888-477-1804 Youth mental health & addictions support – Family Navigator 1-844-452-0551
Fischer Place (The Pas)	Six-bed co-ed placement program for adults living with significant intellectual disabilities. Involvement of the resident’s support network is encouraged in order to assist each individual		Fischer Place Program (204) 627-1475 or (204) 623-3178

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	with decision making, independence, planning and self-determination		
OCN Youth Centre			(204) 627-7181
Big Eddy Youth Centre			(204) 623-2428
Action Centre	drop-in Centre	Children and youth	(204) 623-5320 22 Tremauden Avenue
X roads Teen Centre	Youth program of The Pas Family Resource Centre		(204) 623-4841 202 Fischer Avenue
The Pas Youth Mentor Program			
Young Wolf Pack (The Pas Family Resource Centre)	Community youth engagement project		Project Advisor (204 623-6343, ywpproj@gmail.com Project Recruitment (204) 620-4664, ywprec@gmail.com https://www.facebook.com/The-Young-Wolf-Pack-Project-436239646936304/
The Pas Helping Hands 4H	4-H (Head - Heart - Hands - Health) is one of Canada's longest-running youth organizations. In 4-H, youth Learn To Do By Doing.	Youth	Leader: Cheryl Antonio https://pasarts.wixsite.com/the-pas-arts-council/4-h-helping-hands
MB Parent Line	Previously Triple P resources for parents. Has a wealth of tip sheets and support line for parents needing support for		Call 1-877-945-4777 Or visit http://www.manitobaparentzone.ca/mobile/manitoba_parent_line_info.html

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	issues like bed wetting, anxiety, etc.		
Youthspace	Offers non-judgmental, emotional support	Anyone 30 years old and under	Text: (778) 783-0177 (8pm-2am in MB)
Naseeha Muslim Youth Helpline	Peer support helpline to listen to and be there for youth experiencing personal challenges		Helpline: 1 (866) 627-3342 (NASEEHA) Available 7 days a week (11am-8pm in MB)

Children and Family Services	
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Best Beginnings	A Program that offers expecting and new parents information and support, including nutritional counselling, During Covid, the provide support via phone calls, texting, email and can be found on Facebook. Please go to their website for a full calendar of services and events.	Families, Moms	Call Deborah Bottcher at 623-1023 Fax: 623-2113 or Email: bestbeginnings623@gmail.com
Child and Family Services – all jurisdictions			
MMF Michif CFS			(204) 627-2060 Toll Free: 1-855-627-2060

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Cree Nation CFS	<p>One of seven agencies overseen by the First Nations of Northern Manitoba CFS Authority (https://www.northernauthority.ca/) Provides community-based child and family services and programs to the member First Nations of the Swampy Cree Tribal Council</p>	<p>SCTC First Nations: Chemawawin, Marcel Colomb, Mathias Colomb, Misipawistik, Mosakahiken, Sapotaweyak, and Wuski Sipihk.</p>	<p>(204) 623-7456 (head office) Toll Free: 1-877-252-7535 Email: concerns@creenation.ca</p> <p>(204) 623-6078 (Designated Intake Agency (DIA)), 210 Fischer Avenue</p> <p>Winnipeg Suboffice (204) 954-3100 Toll Free: 1-866-665-1763</p>
Cree Nation Family Enhancement	<p>Services offered:</p> <ul style="list-style-type: none"> ▪ Workshops and activities. ▪ Referrals to support services and resources. ▪ Traditional Family Parenting. ▪ Advocacy. ▪ Culturally Appropriate Programs. ▪ Mentorship. ▪ Community Involvement. ▪ Building Healthy Relationships. ▪ The family enhancement program can assist to provide prevention services and support for their clients through community base services. ▪ The family enhancement program can bring in resource services to the community through workshops and community 		<p>(204) 623-7456</p>

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	activities that focus on programming.		
OCN CFS		OCN members	(204) 627-7240 (head office) 225 Waller Road, OCN (204) 627-7115 (intake / child abuse) (204) 627-7227 (alternative care) (204) 925-3950 (Winnipeg office)
OCN CFS Family Enhancement	<p>Accepts referrals from Intake, community referrals and/or self-referral. Provides the following supports:</p> <ul style="list-style-type: none"> • Respite • Life Skills Course • Parenting Skills • Mother / Father and Family Circles • Couple Support • Cultural Support • Elder Support • Ceremony / Teaching Support • Advocate for Family Support • Parent / Teen Conflict Resolution <p>Family Focused Cultural Camp</p>		(204) 627-7157 Michif Building Lower Level 456 Fischer Avenue
Rural and Northern Services – The Pas	Provincial Child & Family services		(204) 627-8311 Toll free: 1-866-443-2291 After hours (emergency calls only): 1-866-559-6778 79 - 3rd Street West

Agency/Service/Resource	Description of Services	Who can access	Contact Details
NHR Insight Mentoring Program	The InSight Mentor program offers intensive support to women who are 18 years or older, who are pregnant or up to one year postpartum, and who used drugs and/or alcohol during their pregnancy. It is a 3-year program that is woman-centered and helps Moms connect to resources/services related to improving women's health and wellbeing. The program does not offer counselling or therapy but will refer women to the appropriate resource for this.	Women who need support with pregnancy and postpartum health related to use of alcohol <i>and/or drugs</i> during their pregnancy.	Primary Health Care Centre -Donna Tumak 204-623-9650
Health Start for Mom and Me The Pas Sweetgrass Head Start Centre Inc.	<p>The Pas Sweetgrass Head Start Centre Inc.</p> <ul style="list-style-type: none"> • provides and supports Aboriginal pre-school children residing off-reserve • The six components of Culture and Language, Education, Health Promotion, Nutrition, Social Support Program, and Parental Involvement are incorporated in the 'Teachings Curriculum' and are part of the daily schedule. 	<p>First Nations, Metis and Inuit children three to five/six years of age, as well as parents.</p> <p>The program is open Monday to Thursday consisting of two groups of children. The morning session runs from 9:00 am to 12:00, with the afternoon group coming in at 1:00 pm to 4:00 pm. (This includes travel time for children and parents.)</p>	<p>(204) 627-6864 234 B Fischer Avenue Email: swtgrass@mymts.net</p> <p>https://www.mbaboriginalheadstart.ca/the-pas-sweetgrass/</p>
Manitoba Adolescent Treatment Centre	Winnipeg Regional Health Authority Mental Health Program – Child & Adolescent Mental Services.	Children and adolescents between the ages of 3 years up to 18 years who are experiencing emotional or behavioural	Centralized Intake: (204) 958-9660

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	<p>MATC provides a range of mental health services to children and adolescents who experience psychiatric and/or emotional disorders.</p> <p>A full continuum of programs and services, both community and hospital based, are available to children, adolescents and their families.</p> <p>Services range from brief interventions to intensive long-term treatment.</p> <p>Treatment is provided from a variety of perspectives and is delivered in partnership with parents and collateral agencies.</p>	<p>concerns as well as symptoms of mental illness.</p> <p>Parents, families, or caregivers of children seeking consultation and support services can make a referral to the Centralized Intake Service.</p>	<p>https://matc.ca/</p>
Northern Learning & Support Centre (NLSC)	<p>NLSC provides a variety of resources, equipment and professional development opportunities for parents, caregivers, professional staff and community support organizations. NLSC also hosts a sharing circle for parents & caregivers. During sessions parents talk to other parents, have access to resources, and supports. Open to any parents of school age children/youth.</p>		<p>Call Tania - Telephone - 204-620-5775 or email: tcatalano@ksd.mb.ca www.nlscmb.ca</p>
The Pas Family Resource Centre	<p>The Pas Family Resource Centre-Family Program</p> <p>During Covid 19, TPCRC - Family Program</p>	Families	<p>Jcolomb_tpfrc@mymts.net</p>

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	provides support to families via Zoom class, telephone, and messenger. The program offers “Nobody’s Perfect” parenting program over a 6-week period with one time weekly phone calls. In addition, parents can take part in basic cooking classes held one time a week over Zoom sessions.		
People with Disabilities			
Supported Employment (The Workplace)	Supported employment for people with disabilities. Help elevate and support job seekers to reach their personal and employment goals Work with/for clients: making resumes and cover letters; prepare clients for job interviews; applying for jobs; assist filling out applications for school; networking; set up online training	Tri-community over the age of 16 years old	Leanne or Eileen (204) 623-4155 Cathy Lipscomb Director sephec@yahoo.com Mon. to Fri. 9:00 am to 4:00 pm
OCN OEA	Accessible playground		Jenn Bercier (204) 627-7480

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Handi-van	A non-government organization that provides transportation services for persons with mobility limitations.	People with mobility limitations.	(204) 623-2036
Men			
Men's Relationship Program (Nor-West Co-op Community Health)	<p>Counselling and support for male identifying individuals who have experienced abuse and/or been abused in an intimate partner relationship</p> <p>Provides:</p> <ul style="list-style-type: none"> • Individual therapy • Access to a support worker • Community outreach • Group programming <p>Advocacy and referral</p>		<p>For more information, contact the Men's Relationship Counsellor (204) 914-9078</p> <p>Virtual Sharing Group Wednesdays every 2 weeks starting August 4, 2021 2:00 to 3:00 pm via Zoom</p> <p>For more details and to register call Patricia (204) 914-8564</p>
John Howard Society - Brandon, MB	<p>Offer programs, supports and resources, based on the principles of restorative justice, to clients at various stages of involvement with the justice system.</p> <p>Goal is to empower clients, if found guilty, to take responsibility and be held accountable for the harm their actions</p>	Work primarily with men (18 and over), who have been or may be incarcerated, their families, victims of crime and the community to address the root causes of crime.	http://johnhoward.mb.ca/

Agency/Service/Resource	Description of Services	Who can access	Contact Details
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	<p>have caused not just to the victims and the community but to themselves as well and to become engaged contributing members of society.</p> <p>Advocate on behalf of individual clients within the system and for effective, evidence-based and humane approaches to reducing crime and supporting those who are or have been in conflict with the law.</p>		
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Women

Elizabeth Fry Society - Winnipeg	Provide advocacy, access to resources and support to women who are in conflict with the law. Some of the issues are addiction, poverty, mental health issues, marginalization, racism, long-term effects of residential schools and other forms of discrimination.		https://efsmanitoba.org/contact-us/
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Agency/Service/Resource	Description of Services	Who can access	Contact Details
Community Based Organizations and Service Clubs			
The Pas Community Renewal Corp.	The Pas Community Renewal Corporation is a non-profit organization that strives through advocacy, capacity building, provision of knowledge and sustainable funding from various sources to challenge and empower residents of The Pas, Manitoba.		Executive Director: Desarae Lambert http://www.tpcrc.ca/ (204) 623-4269 tpcrc.ed@hotmail.com
The Pas Family Resource Centre	Multiple family, youth, women and children's programs.		(204) 623-4841 Email: tpfrc@mymts.net Executive Director: Renee Kastrukoff Facebook page https://www.facebook.com/The-Pas-Family-Resource-Centre-Minisewin-Waska-107308264150550/
The Pas Families Building a Better Community	This group is for anyone who wants to work towards making our community and surrounding area a better place to live. Our first project is to fundraise to build a spray park for the community. We are also fundraising simultaneously for skatepark.	Everyone	President: Davide Novo https://www.facebook.com/groups/thepasfamilies/

Agency/Service/Resource	Description of Services	Who can access	Contact Details
Kinsmen Club	Work in the community with service projects and fundraisers with the goal of “serving the community’s greatest need”.		Facebook page The Pas Kinsmen Club Email: kinsmenclubofthepas@gmail.com
The Pas Kinettes	Dedicated to Serving the Community's Greatest Need!		https://www.facebook.com/thepaskinettes/ Email: thepaskinettes@gmail.com
Rotary Club of The Pas	Service organization for local community needs.		President: Julia McKay Email: thepasrotary@gmail.com https://www.facebook.com/Rotaryclubofthepas/
Ladies Auxiliary – Royal Canadian Legion Branch #19	Provide financial and volunteer support to Legion programs.		(204) 623-3751 Facebook: Royal Canadian Legion #19
The Pas Immigrant Services	Settlement services that aim to provide assistance to people who are learning to live in a new country. To help newcomers integrate into our community and to provide them with all the help and assistance they need.	Newcomers, Citizens and Employers seeking an advise concerning immigration application processing.	Telephone / Fax (204) 623-3699 232 Fischer Avenue 9:00 am - 3:00 pm. Monday to Friday Email: info@thepasimmigrantservices.com Facebook: www.facebook.com/northwestregionalimmigrantservices Website: www.nwregionalimmigrantservices.com

Agency/Service/Resource	Description of Services	Who can access	Contact Details
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Transportation Services	
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Mahihkan Bus Lines	Flin Flon/Creighton - Winnipeg service		(204) 623-2161 https://mahihkanbuslines.com/
Calm Air	Flin Flon – The Pas – Winnipeg service		(204) 624-7220 https://www.calmair.com
Taxi Services	Transportation in and around Tri Community area.		Cal’s Cab (204) 623-3333 City Cab (204) 623-2500 Blake Taxi (204) 623-6666
Missinippi Airways	Operates out of Grace Lake Airport Daily flights Pukatawagan – The Pas 24-hour medivac and charter service		Toll free: 1(877) 600-7160 Local: (204) 623-7160 Medivac: 1-888-668-3822 Website: www.missinippiair.ca
Via Rail	Winnipeg - Churchill service Unstaffed station. Online ticket purchase / schedule		https://www.viarail.ca/en
Keewatin Railway Company (KRC)	Passenger freight service offered twice per week between Pukatawagan and The Pas		(204) 623-5255 https://www.krcrail.ca/
The Pas Handi-van	Local transportation for people with mobility limitations.		(204) 623-2036

Agency/Service/Resource	Description of Services	Who can access	Contact Details
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Employment Services	
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Service Canada	Service Canada provides Canadians with a single point of access to a wide variety of Government Services	Everyone	Uptown Mall 333 Edwards Avenue Monday to Friday 8:30 am – 4:00 pm (closed 12:00 pm to 12:30 pm 1-800-622-6232 http://www.servicecanada.gc.ca/
MB Employment and Training		Everyone	305 4th Street W 1-866-332-5077
Workplace Employment Manitoba (WEM)			60 – 3rd Street West (204) 623-4874 https://wem.mb.ca/ https://wem.mb.ca/west-centre-the-pas/

Political Entities		Political Entities	
<i>Local</i>			
Opaskwayak Cree Nation – Chief and Council			Rhonda Ross. CEO (204) 627-7161 Rhonda.Ross@opaskwayak.ca Mandy Cook, CEO Exec. Admin. (204) 627-6350 Mandy.Cook@opaskwayak.ca

Agency/Service/Resource	Description of Services	Who can access	Contact Details
			Jerilyn Cowley, C&C EA (204) 627-7193 / 7194 Jerilyn.Cowley@opaskwayak.ca
OCN Junior Chief and Council			Nicole Tornquist Jr. Chief
Rural Municipality of Kelsey (RM of Kelsey)			(204) 623-7474 264 Fischer Avenue Jerry Hlady (CAO) http://www.rmofkelsey.ca/
Town of the Pas Mayor & Council	Known as "The Gateway to the North", The Pas is a multi-industry northern Manitoba town serving the surrounding region. The main components of the region's economy are agriculture, forestry, commercial fishing, tourism, transportation, and services (especially health and education		(204) 627-1100 After hours emergency: (204) 623-2330 81 Edwards Avenue Graham Kohler (CAO) grahamk@townofthepas.ca http://www.townofthepas.ca/
Tri Council			
<i>Regional</i>			
Swampy Cree Tribal Council		Chemawawin Cree Nation Mosakahikan Cree Nation Mathias Colomb Cree Nation Misipawastik Cree Nation Opaskwayak Cree Nation	2 nd Floor, Otineka Mall (204) 623-3423 Toll free: 1-800-442-0459 Email: info@swampycree.com

Agency/Service/Resource	Description of Services	Who can access	Contact Details
		Sapotaweyak Cree Nation Wuskwi Sipiik First Nation	https://swampycree.com/ Don Lathlin, Executive Director Carolyn Smeltzer, Technical Unit Manager Email: csmeltzer@swampycree.com
Association of Manitoba Municipalities	AMM is divided into seven districts: Parkland, Interlake, Midwestern, Central, Western, Eastern and Northern.		http://www.amm.mb.ca/ Facebook: Association of Manitoba Municipalities
Provincial			
Manitoba Keewatinowi Okimakanak Inc. (MKO)	Non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, Aboriginal and human rights for the citizens of the sovereign First Nations we represent. The 26 MKO First Nations are signatory to Treaties 4, 5, 6 and 10 (Northern Manitoba). MKO portfolios are: <ul style="list-style-type: none"> • Finance • Administration • Employment • Education and Economic Development • Child Welfare and Women • Health • Housing 		Thompson Office 206 – 55 Selkirk Avenue (204) 677-1600 Toll Free: 1-800-442-0488 Winnipeg Office 102- 1700 Ellice Avenue (204) 927-7500 Toll Free: 1-800-442-0488 https://mkonation.com Grand Chief Garrison Settee

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	<ul style="list-style-type: none"> • Roads • Transportation and Capital • Justice • Land Claims • Treaty Land Entitlement • Self-government, Treaty and Bill C-31; • Natural Resources • Social Development, Youth and Recreation • Special Projects 		
Manitoba Metis Federation (MMF)	The MMF is the official democratic and political representative for the metis Nations Mb Metis Community. The MMF promotes the political, social, cultural, and economic interests and the rights of the Metis in Mb. The MMF delivers and services to Metis nation community including child and family services, justice, housing, youth, education, human resources, economic development and natural resources.	Metis community	http://www.manitobametis.com The Pas Region Inc. 456 Fischer Avenue (204) 623-5701 Email: pasreception@mmf.mb.ca Judy Mayer, Vice President Facebook: Manitoba Metis Federation – The Pas Region
Assembly of Manitoba Chiefs (AMC)	Political advocacy group that represents 62 of the 63 First Nations in Manitoba. Represents several First Nation policy sectors including: <ul style="list-style-type: none"> • Eagle’s Nest 		AMC SUB-OFFICE 200-275 Portage Avenue Winnipeg, Manitoba R3B 2B3

Agency/Service/Resource	Description of Services	Who can access	Contact Details
	<ul style="list-style-type: none"> • EAGLE Urban Transition Centre • Executive Council of Chiefs • First Nations Family Advocate Office • Gaming • Grandmothers Council • Health • Patient Advocate Unit • Special Needs Advocate Unit • Treaty Relations • First Nations Women’s Council • Jordan’s Principle 		<p>(204) 956-0610 (main line) Toll Free: 1-888-324-5483</p> <p>https://manitobachiefs.com</p> <p>Grand Chief Arlen Dumas</p>
<p>Member of the Legislative Assembly The Pas-Kameesak</p>		<p>Office: Room 234 Legislative Building 450 Broadway Winnipeg, MB R3C 0V8</p> <p>Tel: (204) 945-3710 Fax: (204) 945-2005 Email: Amanda.Lathlin@mbleg.ca</p>	<p>Amanda Lathlin – NDP</p> <p>Constituency Office: P.O. Box 2160 1416 Gordon Avenue The Pas, MB R9A 1L8</p> <p>Tel: (204) 623-2034 Fax: (204) 623-2068 Email: amanda.lathlin@yourmanitoba.ca</p>
<p>Minister of Indigenous Reconciliation and Northern Relations – Hon. Alan Lagimodiere - PC</p>			<p>Office: Room 301 Legislative Building 450 Broadway Winnipeg, MB R3C 0V8</p>

Agency/Service/Resource	Description of Services	Who can access	Contact Details
			<p>Tel: (204) 945-3788 Fax: (204) 945-1383 Email: Alan.Lagimodiere@leg.gov.mb.ca</p> <p>Website: www.gov.mb.ca/minister/min_indigenous.html</p>
Provincial Ministers of Justice, Housing, Families, Mental Health, Education, Health, Environment, Transportation, Labour			https://www.gov.mb.ca/minister/index.html
<i>Federal</i>			
Member of Parliament, Churchill- Keewatinook Aski		<p>Hill Office House of Commons * Ottawa, ON K1A 0A6</p> <p>Tel: (613) 992-3018 Fax: (613) 996-5817</p> <p>* Mail may be sent postage-free to any member of Parliament.</p>	<p>Niki Ashton - NDP</p> <p>Website: http://nikiashton.ndp.ca/ Email: niki.ashton@parl.gc.ca</p> <p>Main office - Thompson 83 Churchill Drive, Suite 305 Thompson, MB R8N 0L6 Telephone: 204-677-1333 Fax: 204-677-1339</p> <p>The Pas 1416 Gordon Avenue The Pas, Manitoba R9A 1M6 Tel: (204) 627-8716 Fax: (204) 627-8717</p>

Agency/Service/Resource	Description of Services	Who can access	Contact Details
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Federal Government Departments of: Public Safety – Crime Prevention, Housing, Health, Education, Labour, Transportation, Environment, Indigenous Services (Indian and Northern Affairs – INAC?)			
Assembly of First Nations (AFN)	A national advocacy organization representing First Nation citizens in Canada, which includes more than 900,000 people living in 634 First Nation communities and in cities and towns across the country.		<p>(613) 241-6789 Toll Free: 1-866-869-6789 https://www.afn.ca/Home/</p> <p>Regional Chiefs sits on the AFN Executive Committee</p> <p>Cindy Woodhouse, AFN Regional Chief, Manitoba</p> <p>200-275 Portage Ave, Winnipeg, MB R3B 2B3 Tel: (204) 956-0610 Email: cwoodhouse@afn.ca</p> <p>Chief of Staff: David Meeches Email: dmeeches@gmail.com</p> <p>Executive Assistant: Trevor Thomas Email: trevorthomas@manitobachiefs.com</p>

Agency/Service/Resource	Description of Services	Who can access	Contact Details
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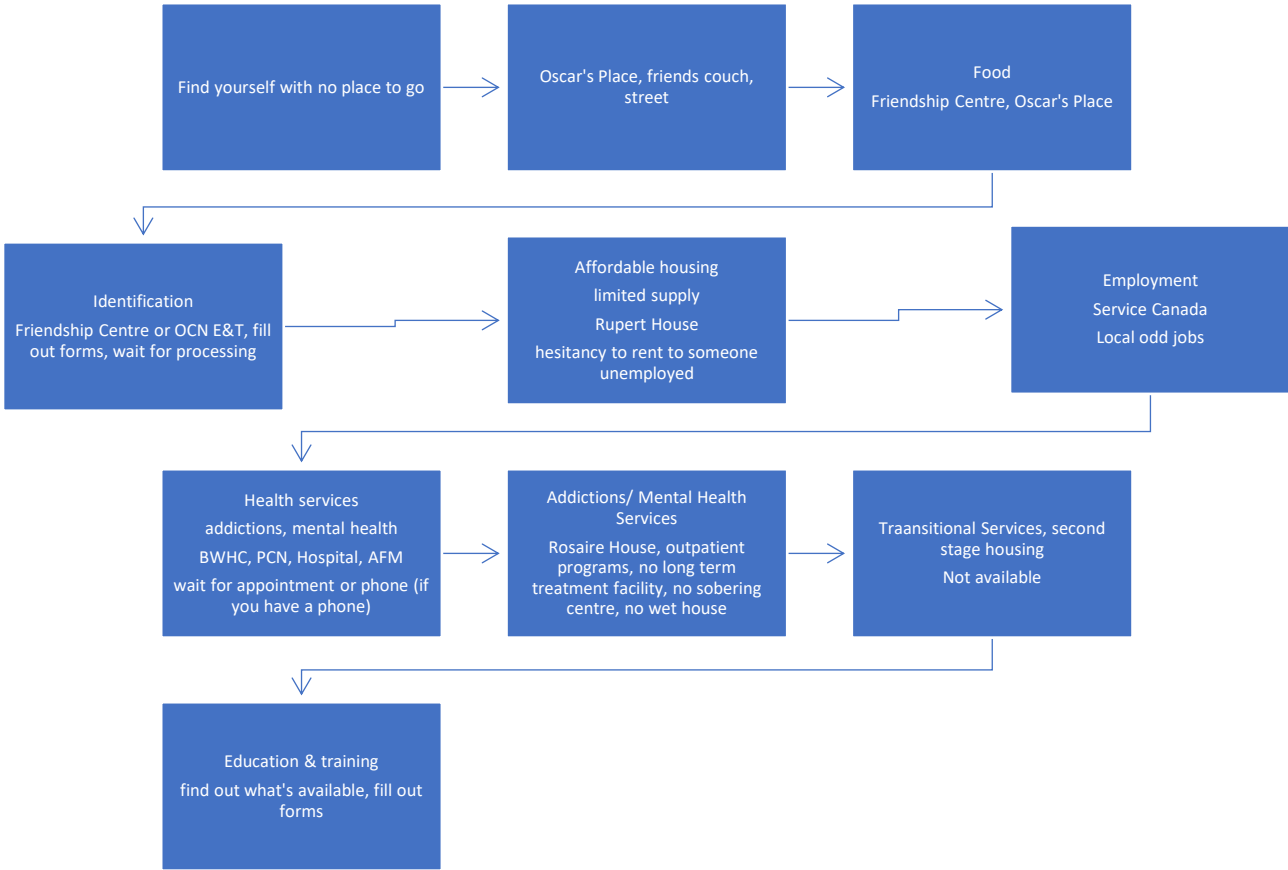
Table 2

Missing or Limited Resources and Service in Tri Community

RAMM (Rapid Access to Addictions Medicine Clinic)	Missing		
Wet House	Missing		
Sobering Centre	Missing		
Long-term Treatment Centre	Missing		
Second Stage Housing	Missing		
Half-way House	Missing		
Transitional Housing	Missing		
Affordable Housing	Limited		
Men’s programming and services	Limited		
Programs for children 6 – 12 years old	Limited		
Family programs	Limited		
Selfcare and supports for service providers/care givers	Missing		
Receiving home for people traveling to the area for medical	Missing		
Soup kitchen	Missing		
Street Chaplaincy	Missing		
Circles of Support and Accountability	Missing		
Transitional services of all kinds	Limited		

Agency/Service/Resource	Description of Services	Who can access	Contact Details
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Chart 1: Path for a person experiencing homelessness



Local Authority Emergency Management Program	
Guideline Name: Elected Officials Guide	Version #: 1
Target Audience: Local Authorities in Manitoba	Effective Date: January 1, 2023

Intent

The intent of this document is to provide clarity to elected officials of a municipality (hereby referred to as a local authority) regarding the roles and responsibilities in both the preparedness and response phases of emergency management under *The Emergency Measures Act*.

Background

Emergency management in Manitoba starts at the local authority level, when impacts begin and local authorities are responsible for front line response. It is critical for the elected officials of the local authority to understand their role and responsibilities in the emergency management system.

The Emergency Measures Act identifies the high-level fundamental roles and responsibilities and this guidance document will elaborate on those overarching roles and responsibilities, providing additional supporting information.

The Emergency Measures Act identifies the roles and responsibilities in two key parts:

- Part II: Emergency Preparedness
- Part III: Emergency Response

The key pieces of each part are identified below.

Part II: Emergency Preparedness

Section 8 of *The Emergency Measures Act* states:

Responsibilities and powers of the local authorities

- 8 Every local authority
 - (a) shall establish a committee of members of the community to advise the authority on the development of emergency management programs and emergency plans;
 - (b) shall establish and maintain a local emergency response control group;
 - (c) shall appoint a person and prescribe the duties of that person including the preparation and co-ordination of emergency management programs and emergency plans for the local authority;
 - (d) shall prepare and adopt emergency management programs and emergency plans and submit them to the co-ordinator for approval and co-ordination with other emergency management programs and emergency plans;
 - (e) may enter into mutual aid agreements with the government, any local authority, any department or any person with respect to the establishment, development or

implementation of emergency management programs and emergency plans and the conduct of emergency operations;

- (f) may expend such sums as may be required in the establishment, development or implementation of emergency management programs and emergency plans;
- (g) shall implement its emergency management programs as approved under this section.

Part III: Emergency Response

In Part III, the Emergency Response section of *The Emergency Measures Act* states:

Implementation of local emergency plans

- 9(2)** When, in the opinion of the local authority, an emergency exists or is imminent or a disaster has occurred or is imminent, the local authority or other persons designated in its emergency plans may cause the plans to be implemented.

Declaration of a state of local emergency

- 11(1)** In the event of a major emergency or disaster in a municipality or other area within the jurisdiction of a local authority, the local authority may, for the purpose of acquiring one or more of the powers under subsection 12(1), declare a state of local emergency with respect to

- (a) the entire municipality or other area; or
- (b) a part of the municipality or other area, if only part of the municipality or other area is affected or likely to be affected by the major emergency or disaster.

Declaration to be communicated to minister

- 11(3.1)** Where a local authority or a mayor or reeve makes a declaration under this section, the local authority or the mayor or reeve, as the case may be, must forthwith communicate the details of the declaration to the minister.

Communication of declaration

- 11(4)** Where the local authority declares a state of local emergency under subsection (1) or the mayor or reeve declares a state of local emergency under subsection (2), the local authority or the mayor or reeve, as the case may be, shall cause the details of the declaration to be communicated by the most appropriate means to the residents of the affected area.

Order powers — minister, local authority

- 12(1)** 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:

- (a) cause emergency plans to be implemented;
- (b) utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of any emergency or disaster;

- (c) authorize or require any qualified person to render aid of such type as that person may be qualified to provide;
- (d) control, permit or prohibit travel to or from any area or on any road, street or highway;
- (e) cause the evacuation of persons and the removal of livestock and personal property and make arrangements for the adequate care and protection thereof;
- (f) control or prevent the movement of people and the removal of livestock from any designated area that may have a contaminating disease;
- (g) authorize the entry into any building, or upon any land without warrant;
- (h) 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;
- (i) authorize the procurement and distribution of essential resources and the provision of essential services;
 - (i.1.) regulate the distribution and availability of essential goods, services and resources;
- (j) 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;
- (k) expend such sums as are necessary to pay expenses caused by the emergency or disaster.

Guideline

In order to fully understand the roles and responsibilities, this guide will provide details for both the preparedness and response functions.

Preparedness

The local authority is required to conduct the following:

- Establish a committee of members from the community to advise the local authority on the development of emergency management programs and emergency plans.
 - This committee is called the Community Advisory Committee. The primary function of the committee is to provide subject matter expertise on aspects of the local authority emergency management program components.
- Establish and maintain a Local Emergency Response Control Group (LERCG).
 - The LERCG's primary function is to assist the local authority with developing, maintaining and reviewing the local authority emergency management program components.
 - Membership of the LERCG consists of the department heads of the local authority, some or all of the elected officials and the municipal emergency coordinator (MEC).
- Appoint a person and prescribe the duties of that person including the preparation and co-ordination of emergency management programs and emergency plans for the local authority.
 - The appointed person is called the MEC. It is the responsibility of the MEC to develop, maintain and review the local authority emergency management program components.
- Prepare and adopt emergency management programs and emergency plans and submit them to the co-ordinator for approval and co-ordination with other emergency management programs and emergency plans.

- The MEC with the assistance of the LERCG will ensure the local authority emergency management program components accurately reflect the capability and capacity of the local authority.
- Once completed, the MEC and the LERCG will present it to the local authority for their approval through a council resolution.
- Once approved, the program components will be sent to Manitoba Emergency Measures Organization (EMO) for approval as required under *The Emergency Measures Act*.
- May enter into mutual aid agreements with the government, any local authority, any department or any person with respect to the establishment, development or implementation of emergency management programs and emergency plans and the conduct of emergency operations.
 - The MEC with the assistance of the LERCG will determine resource gaps.
 - The MEC will reach out to partners to determine who is best suited to enter into agreements with.
 - Once suitable partners are identified, the MEC and the LERCG will present to the local authority for approval in accordance with local authority practices.
- May expend such sums as may be required in the establishment, development or implementation of local authority emergency management programs and emergency plans.
 - The MEC with the assistance of the LERCG and in coordination with local authority policies and procedures, will develop a budget to allow for the operation of the local authority emergency management program.
- Implement its emergency management programs as approved.
 - Once the local authority emergency management program has been developed and approved by the local authority, the MEC, with assistance from the LERCG, will begin implementing the program components.

During the preparedness phase, the local authority's functions may include but are not limited to:

- Approve the local authority emergency management program components.
- Provide guidance and advice on important local authority issues.
- Provide jurisdictional authority on decisions that require a level not permitted to the MEC.
- Provide one or multiple individuals from the local authority to sit on the LERCG to ensure the core requirements of the local authority are being met.
- Participate in the local authority emergency exercises.
- Participate in training to understand key concepts of emergency management.

Response

The local authority is required to conduct the following:

- Implementation of emergency response plans.
 - When an emergency or disaster occurs, the local authority, through the MEC, will activate the emergency response plan, continuity plan and any other plan necessary to respond.
- Declaration of a State of Local Emergency (SoLE)
 - When the local authority begins to be impacted by an emergency or disaster, the local authority, in coordination with the MEC and the LERCG, may declare a SoLE.
 - Declaring a SoLE can be done in three ways:
 - through council resolution; or

- through resolution by quorum of council when time for full council is insufficient; or
- in circumstances when council is unavailable or when time does not permit, the mayor/reeve or designate may declare a SoLE in the absence of council.
- Declaring a SoLE grants the local authority access to specific powers under *The Emergency Measures Act* that will assist in responding to impacts caused by an emergency or disaster.
- Once a SoLE has been declared and the required powers have been established, the local authority will communicate in writing to Manitoba EMO, who reviews and accepts the SoLE declarations on behalf of the minister.
- Once a SoLE has been declared, it is the responsibility of the local authority to communicate the details of the SoLE to the residents of the local authority through a predefined process.

During the response phase, the local authority's functions may include but are not limited to (*note – some items in this section may require a SoLE to be actioned*):

- Assist the MEC with the emergency operations centre (EOC) activation, operations and deactivation.
- Assist the MEC with the reception centre activation, operations and deactivation.
- Provide guidance and advice on issues that have impacts on the local authority.
- Provide jurisdictional authority on decisions that require a level not permitted to the MEC, site commander or EOC.
- Approve emergency and media messages and act as the spokesperson(s) for the local authority.
- Approve evacuation orders for residents, pets and livestock living in evacuation zones.
- Assist in the procurement and distribution of resources for both public and private to assist in the response to impacts.
- Assist in keeping residents or non-emergency personnel out of impacted areas.
- Authorize responders entry to any property to respond to impacts caused by an emergency or disaster.
- Authorize the destruction of property to respond to impacts caused by an emergency or disaster.
- In coordination with the MEC, implement the recovery plan.
- Authorize and assist in the cleanup after an emergency or disaster.
- Assist in the documentation of damaged sites.
- Attend and assist the MEC with the coordination of an After Action Review (AAR).
- Approve the report generated from the AAR.

Every local authority in Manitoba is responsible for emergency management functions within the jurisdictional boundaries of their local authority. The primary position to coordinate the emergency management activities will be the MEC assisted by the LERCG.

Please contact your Manitoba EMO Regional Emergency Manager if you require more information regarding the type of roles and responsibilities of the local authority.

Local Authority Emergency Management Program

Guideline Name:
Municipal Emergency Coordinator Guide

Version #:
1

Target Audience:
Local Authorities in Manitoba

Effective Date:
January 1, 2023

Intent

This document is intended to provide roles and responsibilities of the Municipal Emergency Coordinator (MEC) for the local authority's emergency management program.

Background

The MEC position is a mandatory position the local authorities of Manitoba must fill under *The Emergency Measures Act*.

The Emergency Measures Act:

- Under section 8(1)(c) every local authority shall appoint a person and prescribe the duties of that person including the preparation and co-ordination of emergency management programs and emergency plans for the local authority.

Each local authority will choose how to fill the MEC position based on their current capacity and circumstances. The MEC position varies from each local authority and may include individuals who are in volunteer positions, current local authority employees, new full-time or part-time local authority employees or by a contracted third party.

Guideline

A MEC has two distinct types of roles and responsibilities depending on whether they are preparing for or responding to a major emergency or disaster. Those roles and responsibilities are determined by the local authority and the Local Emergency Response Control Group (LERCG). This guide will assist the local authority, the LERCG and the MEC in determining what the roles and responsibilities of the MEC may include.

Preparedness

The MEC, in conjunction with the LERCG, is required to complete the following:

- Develop, maintain and update the municipal emergency management program and its components including:
 - Emergency response plan
 - Determine the scope, purpose and objectives of the plan.
 - Determine plan personnel roles and responsibilities.
 - Outline the procedures for responding to a major emergency or disaster.
 - Identify emergency response plan resources required.
 - Identify the capacity and capabilities of the local authority.

- Review and update the plan annually.
- Submit the plan to the LERCG and the local authority for review and approval.
- Hazard Risk and Vulnerability Assessment (HRVA)
 - Hazard identification and ranking within the jurisdictional boundaries of the local authority.
 - Develop processes and procedures for responding to the identified hazards.
 - Review and update the HRVA on a regular basis.
- Municipal Exercise Program
 - Determine an exercise schedule that is best suited for the local authority.
 - Develop themes and scenarios based on the needs of the local authority and emergency management program.
 - Ensure the exercise is a progression of the previous exercise within the exercise schedule.
 - Invite the required participants to the exercise to ensure the best response to the scenario.
 - Conduct and participate in an After Action Review (AAR) to ensure continuous improvement.
 - Submit AAR findings to the LERCG and local authority for review and approval.
- Public Education and Information Program
 - Determine emergency management topics and themes to provide to the residents of the local authority.
 - Determine the appropriate schedule for the release of the information.
 - Determine the appropriate platform for the delivery of the information.
 - Review and update the program to ensure continuous improvement.
 - Submit findings to the LERCG and council for review and approval.
- Training Plan for Emergency Management Personnel
 - Determine which program staff require training.
 - Determine what type of training each staff member requires.
 - Procure funds for professional development and training.
 - Determine the required organization to provide training.
 - Review and update the training plan to ensure continuous improvement.
 - Submit findings to the LERCG and council for review and approval.
- Business Continuity Planning
 - Conduct the continuity HRVA process if different than the emergency management HRVA.
 - Determine the local authority's critical and non-critical services.
 - Determine the recovery time objective of critical services of the local authority.
 - Determine the resources required to maintain acceptable minimal level of critical services.
 - Develop business continuity strategies and procedures to include in the continuity plan.
 - Review and update the continuity plan for continuous improvement.
 - Submit the continuity plan to the LERCG and council for review and approval.
- Mutual Aid Program
 - Conduct a resource gaps analysis to determine the level of mutual aid required.
 - Build and maintain strong relationships with neighbouring local authorities.

- Organize meetings with neighbouring local authorities to discuss their resource gaps to determine the type of aid that may be required.
- Create the mutual aid agreement contracts.
- Update and review the mutual aid program to ensure continuous improvement and relevance of the mutual aid agreements.
- Submit findings to the LERCG and council for review and approval.
- Program Budget
 - Ensure the local authority emergency management program budget coincides with the policies of the local authority.
- Records Management
 - Ensure the local authority emergency management program records management system coincides with the policies of the local authority.
- Recruit emergency management personnel and volunteers.
 - Host recruitment meetings regularly to recruit staff for:
 - Emergency Operation Centre (EOC) staff positions.
 - Reception Centre and Emergency Social Services positions.
 - Meet regularly to update and train volunteers.
- Determine the optimal location for an EOC, and back up locations, if they do not already exist.
- Stock the EOC with the necessary supplies and equipment, and pre-determine the optimal layout of the EOC.
- Determine the optimal location for a reception centre, and back up locations, if they do not already exist.
- Meet regularly with the LERCG and local authority leadership to ensure the emergency management program is consistent with capacity and capabilities of the local authority.

Response

The MEC, in conjunction with the LERCG, may be required to complete the following during the response and recovery phases:

- Activate and implement the emergency response plan.
- Advise local authority leadership if a State of Local Emergency (SoLE) is warranted and what powers are required.
- Activate the EOC.
- Activate callout procedures and ensure the EOC is staffed to the appropriate levels.
- Act as the EOC manager to manage and coordinate the emergency response and ensure all roles and responsibilities are carried out.
- Establish communications and coordinate with the incident/site commander.
- Determine in consultation with the site commander and local authority leadership if the evacuation of residents, pets and livestock is needed.
- Arrange for care and create backup plans for residents, pets and livestock that remain in the evacuation zone(s).
- Ensure all impacts and response activities are communicated to Manitoba Emergency Measures Organization (EMO) for situational tracking, resource requirements and other types of assistance that may be anticipated.

- Ensure all impacts and response activities are communicated to local authority leadership for situational tracking, resource requirements and other types of assistance that may be anticipated.
- Notify residents of the current situation and all relevant emergency information.
- Prepare media releases with the relevant emergency information for local authority leadership to deliver.
- Activate and engage mutual aid partners, if necessary.
- Record and maintain all communications and documentation.
- Expend monies authorized by local authority leadership to ensure a proper response.
- Implement and activate the recovery plan.
- Ensure the evacuation zone(s) are suitable for evacuees, pets and livestock to return.
- Coordinate the recording of damages to the site(s)
- Collect all documentation and reports from staff and responders.
- Complete the community impact assessment and submit for Disaster Financial Assistance (DFA).
- Compile all damage from the impacted site(s) and submit to Manitoba EMO in the event a DFA program is created.
- Deactivate or demobilize the reception centre.
- Deactivate or demobilize the EOC.
- Host and participate in an AAR of the major emergency or disaster to determine:
 - what went well;
 - what did not go well; and
 - recommendations for improvement.

Once the AAR is completed, the MEC will resume the preparedness focused duties while incorporating findings from the AAR for implementation where possible, ensuring continuous improvement of the local authority emergency management program.

The position of the MEC is wide-ranging and requires professional development to maintain and build on existing skillsets. Manitoba EMO and other organizations provide training, assistance and guidance to aid MECs and local authorities to ensure they are well prepared to take on the tasks in the MEC role.

For more information on the type of services available through Manitoba EMO, please contact your Regional Emergency Manager to schedule a site visit and discuss the services available.

Local Authority Emergency Management Program	
Guideline Name: Local Emergency Response Control Group Guide	Version #: 1
Target Audience: Local Authorities in Manitoba	Effective Date: January 1, 2023

Intent

This guideline will provide direction on the requirements of the Local Emergency Response Control Group (LERCG), who is included in the membership as both a primary or optional member, and what are their roles and responsibilities during the preparedness and response phases of emergency management.

Background

The LERCG is an integral part in ensuring a local authority has an emergency management program that reflects the capabilities, and the capacity to prepare for and respond to an emergency or disaster, and strives to create a more resilient local authority through the ongoing continuous improvement process. It is important to keep in mind each local authority will have slight modifications to their LERCG and how it operates but the role of supporting the Municipal Emergency Coordinator (MEC) and the program will remain the same.

Every local authority in Manitoba is responsible for emergency management functions within the jurisdictional boundaries of their local authority. The coordination of these functions fall under two key pieces of legislation:

The Emergency Measures Act:

- Under section 8(1)(b) every local authority shall establish and maintain a local emergency response control group.

The Local Authorities Emergency Planning and Preparedness Regulation:

- The Local Authorities Emergency Planning and Preparedness Regulation section 5(a) and (b) outline responsibilities of local emergency response control group.
 - (a) Assist the Municipal Emergency Coordinator (MEC) with the preparation and coordination of emergency management program.
 - (b) Provide annual updates to the local authority.

Guideline

LERCG Membership

The LERCG will look different from each local authority, but in order for it to function effectively, there are some positions that would be classified as primary members and others as optional. Optional

members do not need to have full time membership but could be brought in to consult or provide subject matter expertise (SME) on an issue related to their field.

The following table provides examples of what primary and optional memberships may include. It is important to note not every local authority will have the capacity to fill each seat, and these lists are not limited to those positions identified, as there are more options and combinations that may fill the LERCG membership based on needs and capabilities of the local authority, along with the individual hazards in each jurisdiction.

Primary Member	Optional Member
<ul style="list-style-type: none"> • Mayor/Reeve • Members of Council or all • Chief Administrative Officer (CAO) • MEC • Fire Chief • Police Services – local or regional • Public Works • Airport Manager (if appropriate) – Northern Airport and Marine Operations (NAMO) in the north 	<ul style="list-style-type: none"> • Assistant MEC • Police Services – local or regional • Regional Health Authority • School Division – local or regional • Emergency Social Services (ESS) Coordinator • Volunteer Coordinator • Telecommunications provider • Manitoba Hydro • Business Representative(s) – local industry • Airport Manager (if appropriate) – NAMO in the north

Duties of a LERCG

The Local Authorities Emergency Planning and Preparedness Regulation identifies the overarching duties and functions of the LERCG. This section will breakdown those overarching statements and provide guidance and details on the type of support the LERCG may provide.

Preparedness

- Assist the MEC with the preparation and coordination of emergency management programs.
 - Development and maintenance of the emergency response plan.
 - Provide the MEC with accurate roles and responsibilities of operational positions identified in the plan.
 - Provide SME guidance for specific areas of operation.
 - Provide ground level guidance of the capacity and capabilities of the local authority.
 - Provide guidance on the procedures for responding to a major emergency or disaster.
 - Assist in identifying resources to assist with the operational response.
 - Reviewing the emergency response plan before it goes to council for approval.
 - Assist in the emergency response plan review to ensure continuous improvement.

- Development and maintenance of the Hazard Risk and Vulnerability Assessment (HRVA).
 - Assist with hazard identification and ranking within the jurisdictional boundaries of the local authority.
 - Assist with identifying any potential mitigation strategies.
 - Assist with developing processes and procedures for responding to the identified hazards.
 - Help with identifying vulnerable populations within the jurisdictional boundaries of the local authority.
 - Assist in the HRVA review to ensure continuous improvement.
- Development and maintenance of the municipal exercise program.
 - Assist the MEC with determining an exercise schedule best suited for the local authority.
 - Assist with determining the appropriate theme/scenario for the exercises and ensure each exercise increases in complexity.
 - Attend the exercise to provide SME guidance on the area of operations and ensure proper procedures are being followed.
 - Attend and assist with the After Action Review (AAR) to ensure that recommendations for improvement are within the capabilities and capacity of the local authority.
 - Review and provide feedback on the AAR document before it goes to council for approval.
- Development of a public education program (PEP).
 - Assist with determining the topics or themes of the PEP to provide the public with relevant emergency management information.
 - Assist with determining the appropriate platform for the release of PEP information.
 - Review and provide feedback on information before submitted to council and delivered to residents.
 - Assist in the PEP review to ensure continuous improvement.
- Development of training and a training schedule for all personnel in the local authority emergency management program.
 - Assist with determining the positional training plan.
 - Assist with procuring funds for training.
 - Assist with finding an organization to provide the required training.
 - Assist in the training program review to ensure continuous improvement.
- Development and maintenance of the business continuity plan.
 - Assist in the continuity risk assessment process.
 - Assist in determining critical and non-critical services.
 - Assist in determining the recovery time objective of critical services of the local authority.
 - Assist in identifying required resources to maintain a minimal acceptable level of critical services.
 - Assist in the development of strategies, policies and procedures.
 - Assist in the business continuity plan review to ensure continuous improvement.

- Development and maintenance of emergency management mutual aid program.
 - Assist in conducting a local authority resource gaps analysis to determine the level of aid required.
 - Assist in building relationships with neighboring local authorities.
 - Host meetings with other neighboring local authority's LERCGs to determine levels of capabilities and capacities.
 - Assist in the development of mutual aid agreement contracts.
 - Assist in the review of the mutual aid program to ensure continuous improvement and relevance of the agreements.
- Development of administrative functions for the program and its components.
 - Assist with scheduling of program events.
 - Assist in the creation and management of program budgets.
 - Assist or recommend a proper records management process.
- Conduct regular meetings throughout the year to coordinate the above list of functions.
 - Periodic reviews of the MEC performance.
 - Review program status reports and submit them to the local authority.
- Brief the local authority on local authority emergency management program developments annually or as required by the local authority.
- Coordinate and direct activities that will mitigate the effects of the major emergency.
- Establish/create sub-committees or working groups to plan for and respond to major emergencies or disasters.

Response

During a response, it is most likely the LERCG membership will be engaged in response efforts and will be unable to function as intended. In the event they are able to come together, the following outlines the functions the LERCG may assist with during an emergency or disaster response.

- In conjunction with the MEC, advise the local authority if a declaration of a State of Local Emergency (SoLE) is required.
 - Assist in identifying what powers should be considered under the SoLE.
 - Assist in the notification of the SoLE to:
 - Manitoba Emergency Measures Organization (EMO)
 - Residents; and
 - Media.
 - Assist with the decision to rescind or extend the SoLE.
- Assist with the Emergency Operations Centre (EOC) activation.
 - Filling certain roles or functions until EOC staff reports for duty.
- Assist the MEC with the callout and activation of program personnel.
 - EOC staff;
 - ESS/reception centre staff;
 - Volunteers;
 - Site staff; and
 - Others as required.

- Assist in the coordination of response resources and equipment.
 - Determining if the local authority has sufficient resources;
 - Engaging mutual aid when required; and
 - Request resources from the Province of Manitoba.
- Assist the MEC and Incident Commander in determining if an evacuation order is warranted by.
 - Coordinating notifications;
 - Communicate the evacuation to Manitoba EMO;
 - Assist with reception centre activation and fill roles and functions until staff report for duty; and/or
 - Assist with registration of evacuees.
- Assist with determining if the evacuation order can be lifted.
- Assist with media messaging including initial and ongoing updates.
- Assist with recovery operations by:
 - Conducting community impact assessments;
 - Document impacts to damaged sites;
 - Compile information for possible Disaster Financial Assistance programs; and
 - Coordinate and participate in an AAR.

Please contact your Manitoba EMO Regional Emergency Manager if you require more information regarding the type of roles and responsibilities of the LERCG.