

SCHEDULE 6 - EVACUATIONS

**OPERATIONAL GUIDELINES
FOR
EVACUATIONS
(MANITOBA)**

2017

FOREWORD

To ensure that the process of evacuation in the event of an emergency is accomplished in an orderly fashion and with life safety being the paramount consideration, a requirement exists to create a consistent format for use by any authorized person or group who may be required to cause an evacuation.

These operational guidelines provide a common decision making process, implementation procedure, and standard formats for the orders to be issued, including a declaration of a State of Emergency or State of Local Emergency.

These operational guidelines have been prepared using a “Three Stage Evacuation Process” and reviewed by the Interagency Emergency Preparedness Committee (IEPC) for Manitoba to form the provincial standard for evacuation guidelines.

These operational guidelines have been developed under an all-hazard approach and are intended ***only to provide advice***. This material should be used with diligence and cautions, bearing in mind that ***the order to evacuate should only be given after careful consideration of all the factors involved, and with life safety paramount.***

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1 REFERENCES

- A. *The Emergency Measures Act*
- B. *The Fires Prevention and Emergency Response Act*
- C. *The Water Resources Administration Act*
- D. *The Wild Fires Act*
- E. *The Public Health Act*

2 INTRODUCTION

Ordering an evacuation of all or part of an emergency area is a very serious step in any emergency, and requires detailed planning.

In Manitoba, upon the declaration of, and during a state of emergency or a state of local emergency, *The Emergency Measures Act* (C.C.S.M. c. E80) provides emergency powers to the Minister responsible for Emergency Measures or the local authority to “cause the evacuation of persons and the removal of livestock and personal property and make arrangements for the adequate care and protection thereof.”

The order to evacuate can also be given by the Fire Commissioner under *The Fires Prevention and Emergency Response Act* (C.C.S.M. c. F80) when an emergency exists and action is necessary to protect the health or safety of people or to prevent serious damage to property and the environment.

In addition, evacuations which relate to a specific discipline or hazard may be ordered subject to the following statutes:

- Minister charged by the Lieutenant Governor in Council with the administration of *The Water Resources Administration Act* (C.C.S.M. c. W70);
- Minister charged by the Lieutenant Governor in Council with the administration of *The Wildfires Act* (C.C.S.M. c. W128) ;
- Minister charged by the Lieutenant Governor in Council with the administration of *The Public Health Act* (C.C.S.M. c. P210).

Wherever the authority to order an evacuation may rest, a community needs to develop evacuation plans. If an evacuation were required, the municipality should be prepared to carry it out. In some cases clear and obvious risks will indicate the need for evacuation; in other cases a precautionary evacuation may be justified to avoid an expected risk. In still other circumstances - for example, where evacuees would have to drive through a plume of hazardous gases - it may be better for people to take shelter in their homes.

2.1 ASSUMPTIONS

- Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 per cent of the people at risk will evacuate before being directed to do so.
- Some people will refuse to evacuate, regardless of the threat.

- Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.
- Roughly 10 - 20 per cent of the population at risk will require assistance in reception centres or group lodging facilities (this figure should be adjusted based on information specific to the jurisdiction). Many evacuees will seek shelter with relatives, friends or in motels rather than use government-provided facilities.
- For some hazards, such as flooding, standard designated evacuation routes will be used to evacuate people.

2.2 ABBREVIATIONS AND DEFINITIONS

A list of abbreviations and definitions for terms used in this plan is provided in Appendix A.

3 PLANNING CONSIDERATIONS

Evacuation plans must deal with two distinct groups of people: the "population at risk," and the "host population" which will shelter the evacuees.

3.1 POPULATION AT RISK – “THE EVACUEES”

The population at risk is the principal focus of evacuation plans, and information about this population is an essential requirement of sound planning. The need for evacuation and the ease with which evacuation can be accomplished will depend on a number of factors: the day of the week and time of day, for example, will determine if families will be together at home, or scattered at work and at school. Some evacuees will need transportation; others will evacuate themselves; others may simply refuse to move.

The first requirement of evacuation planning is Hazard/Risk Vulnerability Assessment (HRVA) to determine what areas of the community are at risk from a specific hazard. The HRVA will also assist in determining the location of evacuation routes and reception facilities.

The next requirement is detailed information about the populations likely to be at risk. The table at Figure 1 is an example of what you need to know. In larger communities it may be necessary to collect and store this information in a computerized data bank. Schools, hospitals, nursing homes and similar institutions should each have separate emergency evacuation plans which show where their populations will assemble for transportation. Families should be encouraged to trust in institutional planning, and avoid the temptation to arrive independently to pick up family members. The evacuation plan should take these institutional plans into account, and provide for transportation, evacuation routes, etc. for each institution.

The approximate number in each of the following categories is required for day and night in each geographical area of the municipality.

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Total population 2. Adults 3. Secondary school age 4. Elementary school age 5. Pre-school age | <ol style="list-style-type: none"> 6. Hospital patients <ol style="list-style-type: none"> a. ambulatory b. non-ambulatory 7. Resident of homes for the aged <ol style="list-style-type: none"> a. ambulatory b. non-ambulatory |
|--|---|

A chart of the necessary information would look like this:

| Categories | Geographical Area (Day/Night) | | | |
|---|----------------------------------|-----------|-----------|----------|
| | Downtown | East Side | West Side | Suburbs |
| Adults | 1665/39 | 824/1740 | 438/596 | 126/321 |
| Secondary School | 85/12 | 321/321 | 258/365 | 21/310 |
| Elementary School | 12/0 | 511/411 | 431/321 | 312/310 |
| Hospital Patients (all considered adults) | 60/60 | | 312/312 | |
| Elderly/Special Needs | 134/134 | | 83/83 | |
| Total | 1822/111 | 1913/2818 | 1673/1806 | 981/1272 |

Figure 1 - Demographic Details

In addition to knowing about the population at risk, it is necessary to develop some method of communicating with them. Usually broadcast media - local radio and television - will be the answer, but in areas where broadcast outlets are not available, other methods (sirens, a public address system, telephone fan-out networks, door-to-door visits) must be developed. Communications with this population category will always have two elements: you have to tell them that an evacuation is pending and then how and when to react.

The Evacuation Plan should also provide for assembly points for evacuees, evacuation routes, traffic control points, and vehicles or other means of evacuation. You will also require alternate assembly points and evacuation routes in the event primary routes are blocked. Possible "choke points" on the evacuation routes should be identified, and some means of clearing blockages must be available. The police can help identify these points and tell you how to deal with them.

A Directory of Resources should include transportation resources as well as methods of arranging access to these resources, an estimate of how long it will take to arrange for drivers, and other details. All of this planning must be done in advance of the actual emergency.

Finally, the Evacuation Plan should include a control mechanism to ensure the evacuation is carried out as planned, and to react to unforeseen circumstances. An essential element in this is an effective, flexible system of communications.

3.2 HOST POPULATION - "THE RECEIVERS"

Under *The Emergency Measure Act*, every local authority must prepare and adopt emergency preparedness programs and emergency plans, including evacuation plans. The Manitoba Emergency Measures Organization (Manitoba EMO), or Manitoba Families can assist by providing ESS volunteers with training and consultation in

developing their plans. During a disaster, ESS staff actively support local responders and ensure that the needs of evacuees are properly taken care of.

Reception planning is the responsibility of emergency social service agencies in the community, and it is an essential part of emergency response procedures. A large number of evacuees arriving from a neighbouring community is an emergency like any other, and must be accommodated in your emergency plan.

Reception planning starts in the same place as evacuation planning – with detailed information about the population likely to be involved and the probable circumstances of the evacuation:

- approximate number in each age group;
- number requiring 'official' accommodation compared with the number able to fend for themselves;
- number requiring special care - for example, hospitalized or institutionalized populations;
- amount of notice that can be expected before evacuees begin to arrive;
- principal evacuation routes and means of transportation.

This aspect of emergency planning should be coordinated with neighbouring communities.

Evacuee centres will require facilities for group lodging, feeding and washrooms, preferably with showers. Depending on the duration of the evacuation they may also require recreation facilities (especially for children) and arrangements for communicating with family members and friends. Planners should survey public and private facilities to determine how many people can be accommodated for short or long periods. Ideally, evacuees will be relocated to hotels and motels. The determining factor is usually the availability of washrooms and facilities for feeding evacuees. Safety, accessibility and assurance of continued operations must be considered when selecting a centre. High schools and community centres often make good evacuee centres; shopping malls and elementary schools are less desirable

Reception arrangements should also include a formal registration and inquiry organization that will keep track of evacuees and their relocation arrangements, re-unite families that have become separated, and answer queries from concerned relatives and friends. This is a task that requires careful planning and training for volunteers. Communities may look to Non-Governmental Agencies (NGOs) to assist with this function; otherwise local volunteers can assume the responsibility. Remember that all volunteers must be trained before they will be able to fulfill these duties. Plans for receiving evacuees should be worked out with neighbouring communities on a reciprocal basis.

4 CONCEPT OF OPERATIONS

4.1 GENERAL

Evacuation is the process of removing persons and /or animals from an area where a present or imminent situation has or may result in the loss of life, serious harm or damage to the safety health or welfare of people, or damage to property or the environment.

Depending on the nature and scope of the event evacuations may be either local, affecting (a) a single building, (b) a group of building, or (c) widespread affecting a whole community.

4.2 AUTHORITY

To issue an evacuation order, a local authority must declare a “State of Local Emergency” as enabled under *The Emergency Measures Act*. Implementation of an evacuation order would normally be conducted by the local police authority.

A sample Declaration of a State of Local Emergency is provided in Appendix B.

4.3 NO NOTICE EVACUATION

Evacuation of people at risk from unique emergency situations that occur with little or no warning will be implemented on an ad hoc basis. The individual responsible for implementing the evacuation order should be the Incident Commander at the scene of the emergency, with support arranged through the Emergency Operations Centre (EOC), if activated, as necessary.

Evacuation instructions should be based on known or assumed health risks associated with the hazard.

4.4 PRE PLANNED EVACUATION

As authority to order an evacuation rests with a number of authorities, these guidelines represent a common policy and process format that can be followed by all. The following is simple, manageable and effective.

The Interagency Emergency Preparedness Committee (IEPC) is expected to adopt a three stage process to be used throughout the province to deal with emergency evacuations.

A consistent format and process will alert the population at risk of potential evacuation, because of the danger of possible loss of life and that they should be prepared to evacuate the area. This Evacuation Alert may allow for the population at risk to begin an orderly preparation to voluntarily leave the affected area, within a possible specified time frame, however, the reality of the situation may require immediate action with very short notice.

NOTE: In some instances an Evacuation Order is immediate and no evacuation alert is given.

The population at risk is ordered to evacuate the area specified in a formal written order. It is an Order and as such does not allow for any discretionary action on the part of the population at risk – they must leave the area immediately.

A statement must be included in all bulletins, pamphlets, warnings and orders which makes it very clear to all that, while the evacuation order is in effect, the area in question will have controlled access and that a pass may be required to regain access to the area.

The population at risk is allowed to return to the area previously evacuated, having been advised that the danger has passed. There is the possibility that the danger may reoccur and the evacuation notification might need to be reissued.

Shelter in place, i.e. advice to residents to remain inside and seal the building (shutting down heating and air conditioning). This action gives immediate protection and should only be considered for short duration.

Locating, rescuing, stabilizing and removing victims from hazardous and/or contaminated area. Only emergency services personnel with appropriate protective equipment and training should conduct rescue operations.

4.5 PROCESS

Regardless of who orders an evacuation, warning and implementation should follow the provincial standard of a three-staged evacuation process.

4.5.1 Stage 1 - Evacuation Alert

Alert the population at risk of the impending danger.

At this point, the movement of handicapped persons, transient population including vacationers, and in some cases, school population, and any voluntary evacuees, should become a priority.

Possible methods of warning the population at risk include

- door-to-door campaign with pamphlets delivered by representatives of the local authority under the direction of the police or under police supervision, i.e., volunteers, etc. ;
- radio and/or televisions broadcast;
- sirens and mobile/aerial public address announcements;
- telephone calls;
- electronic media (internet) could also be used in conjunction with the above.

An "Evacuation Procedure Bulletin" for information purposes. This bulletin should be included with the door-to-door Evacuation Alert that may be delivered to the house occupants time permitting.

A sample Evacuation Alert is provided at Appendix C.

The alert should

- identify hazard/emergency zone and travel route(s);
- identify reception centre locations and addresses;
- advise method declaring "All Clear" and procedure for issue of controlled re-entry passes.

4.5.2 Stage 2 - Evacuation Order

LEAVE THE AREA NOW!! The Evacuation Order should; provide time order in affect and include a Pass Form which can be used in the event that the evacuee has a need for controlled re-entry to the area, with instructions for its use.

All persons in the affected area are to be told that, in the interest of their own safety and considering the risk, they are **NOW ORDERED** to leave the area. The written Evacuation Order is to be in a consistent form. There is no discretion allowed in the Order, which clearly indicates immediate evacuation and relocation.

A sample Evacuation Order is provided at Appendix D.

THE POLICE WILL ENFORCE THIS EVACUATION ORDER

4.5.3 Stage 3 - All Clear

When the emergency which necessitated the evacuation is under control and the hazard/ emergency zone is declared safe (habitable), a retraction of the Evacuation Order should be implemented. This is to be done using the same procedure as for a warning. This procedure should advise the population at risk that the danger may reoccur and that an ALERT may be reinstated and the process recommences from

Stage 1.

A sample “All Clear” declaration is provided at Appendix E.

4.6 RESPONSIBILITIES

The local law enforcement authority normally has overall responsibility for evacuation operations.

In most situations, the Incident Commander may recommend an evacuation. If the Emergency Operations Centre (EOC) has been activated, the decision to evacuate will be made in consultation with the Director of the Emergency Operations Centre.

The responsibility for opening a Reception Centre and/or group lodging belongs to the Emergency Social Services Director through the EOC.

4.7 NOTIFICATION

The coordinator of the emergency program shall be notified whenever any significant Evacuation Action is implemented or anticipated.

The Emergency Social Services Director shall be notified whenever an Evacuation Action is implemented or anticipated. If sheltering is actually needed, the Director will open the designated reception centres or group lodging facilities.

If an Evacuation Plan is initiated, the Emergency Operations Centre shall ensure that senior officials have been alerted.

4.8 ALERTING THE PUBLIC

The method of alerting the public regarding Protective Action will be dependent upon the time available, hazard area, and resources available.

Available options include

- personal contact. General estimate of personnel required:
 - single family dwelling – 2 people per block
 - small apartment building – 2 people per building
 - large apartment building – 2 people per floor
- law enforcement, fire, public works and search and rescue vehicles using public address systems;
- local TV, radio and news media;
- government Access Channel on the cable television system and Cable TV interrupts;

- school alert receivers;
- telephone systems – manual or automatic dialing systems, non-dialing/office based systems;
- outdoor alerting systems.

The Evacuation Plan information provided to the public should include the following:

- whether residents should evacuate or shelter-in-place¹;
- why they are being advised/ordered to evacuate or shelter-in-place;
- whether evacuation is an Alert or an Order;
- the evacuation routes, including conditions of roads;
- what to do if a vehicle breaks down;
- the location of reception centres;
- assembly points for those needing transportation;
- estimated duration of evacuation.

The rationale for instituting this simple procedure for dealing with an emergency evacuation is to ensure

- population at risk receives a clear consistent message regardless of the emergency;
- media receives a clear consistent message regardless of the emergency;
- responders are familiar with a clear consistent approach and process regardless of the situation.

Ordering an evacuation of all or part of an emergency area is a very serious step, and requires detailed planning.

The order to evacuate should only be given after careful consideration of all the factors involved, and with life safety paramount.

4.9 EVACUATION ROUTES

The Incident Commander and/or the EOC Director will select the best routes for evacuation from the threatened area. The best routes may have to be selected at the time of the incident. Notification of changes in the selected routes will be made to the Emergency Operations Centre Information Officer, and Emergency Social Services Director, as well as field personnel. The following factors should be considered:

¹ Shelter in place - immediate shelter inside a building or residence during a release of potentially toxic material to the outside air or when the air quality may be threatened, for example smoke.

- most evacuees utilize their own personal transportation during an evacuation;
- research approximately how many autos per lane per hour can be accommodated on most roads;
- the average vehicle occupancy is four persons;
- the local law enforcement/traffic management authority assessment.

4.10 TRAFFIC CONTROL POINTS

Traffic controls may be established at key intersections and at access control points to major evacuation routes as needed. In some cases, it may be necessary to control traffic on other routes to minimize the impact on the evacuation traffic.

4.11 ACCESS CONTROL

As an area is being evacuated, access controls must be established. Security may be obtained by establishing staffed Access Control Points and barricades at key locations around the perimeter.

The objectives of Access Control are

- to provide a controlled area from which an emergency evacuation will take place and prevent entry by unauthorized persons;
- to protect lives by controlling entry into hazard area;
- to maintain law and order in the hazard area.

Criteria for allowing entry into closed areas will be established for each incident.

- **No Access** – Prohibits the public from entering the closed area. Authorized personnel (i.e., local/provincial work as required). Media representatives will be allowed access on a controlled basis.
- **Limited Access** – Allows persons into closed areas according to access criteria established by the Incident Commander. Entry criteria should define the persons who will be allowed and whether motor vehicles are allowed.

5 CREATING A PLAN

5.1 GENERAL

Evacuation plans are complex and may vary according to the type of incident and geographic area involved.

Evacuation plans should provide for both minor evacuations of a limited area (for example, one resulting from a major fire or a gas leak) and major evacuations affecting a large part of the population (for instance a major chemical release). Plans should be flexible enough to accommodate both sudden emergencies and situations that provide more warning.

5.2 OBJECTIVES

The objectives of evacuation planning are

- to decide whether the exposed population is more effectively protected by sheltering-in-place or by evacuating;
- to develop an evacuation plan based on the type of threat, population, time, weather, communications, response resources and capabilities;
- develop notification and instructional information for persons within the threatened area;
- expedite the evacuation of persons from hazardous areas, control evacuation traffic and provide adequate means to transport persons without vehicles;
- institute access control measures to prevent unauthorized persons from entering vacated or partially vacated areas;
- provide sufficient resources to implement the plan;
- monitor the plan and make changes as conditions warrant.

5.3 PURPOSE

The purpose of an evacuation plan is to

- describe the means the authority will use to keep evacuees and the general public informed on evacuation activities and the specific actions they should take;
- describe the evacuation options and the evacuation routes that have been developed to protect and move people away from the different hazards the jurisdiction faces;
- describe the modes of transportation that will be used to move evacuees;

- describe the provisions that have been made for evacuating special needs populations. Such populations include:
 - children in school;
 - children in day care centres;
 - nursing home residents (long term);
 - women and children in transition homes;
 - the disabled (hearing impaired, sight impaired, mentally impaired, and mobility impaired);
 - institutionalized individuals (in hospitals, mental health facilities, nursing homes (short term), incarcerated residents (in jails, juvenile facilities, drug treatment centres, etc.));
 - transient populations (street people, motel and hotel guests, seasonal workers) people without transportation tourists;
- identify assembly areas for picking up people that do not have their own transportation;
- outline or reference the document that details the evacuation movement control procedures;
- describe the provisions that have been made to control access to the evacuated area;
- describe the provisions that have been made to provide security for the protection of property in the area that has been evacuated;
- describe the provisions that have been made for the return of people to their homes;
- detail methods of communicating warnings and orders;
- detail plans for provisioning evacuation sites for independents, dependants and pets; and
- detail temporary (< 24 hours) evacuation sites and the plans to move people from temporary sites to reception centres.

Shelter in place, i.e. advice to residents to remain inside and seal the building (shutting down heating and air conditioning). This action gives immediate protection and should only be considered for short durations.

The evacuation plan information provided to the public should include the following:

- whether residents should evacuate or shelter-in-place;
- why they are being advised/ordered to evacuate or shelter-in-place;
- whether evacuation is an Alert or an Order;
- the evacuation routes, including conditions of roads;
- what to do if a vehicle breaks down;
- the location of reception centres;
- assembly points for those needing transportation;
- estimated duration of evacuation.

5.4 ELEMENTS

The elements of the plan should include, but are not limited to, the following 10 items:

- coordination with all potentially involved agencies and resources regarding their roles;
- responsibilities, and tasks to be accomplished
identification and clear delineation of the structures, facilities, or neighbourhoods subject to the selected protective action;
- establishment of easily understood directions and clearly identified evacuation routes, provision of traffic control and direction measures;
- establish staff requirements, equipment, and announce shelter locations;
- obtain alternate modes of transportation to aid those with special requirements or limited mobility (detailed planning and extensive coordination is required to effectively evacuate or implement in-place protection at special institutions and facilities, e.g. jails, hospitals and convalescent homes);
- establish readily identifiable perimeters and provide security within evacuated areas;
- plan for demobilization, lifting evacuation orders, and deactivating shelters;
- develop clear, complete and concise evacuation/shelter-in-place announcements, messages and notices.

5.5 REQUIREMENT ANALYSIS

In developing an evacuation plan it is essential that as much information as possible be assembled. An Evacuation Planning Worksheet (Appendix F) should be completed for each significant hazard identified in the community Hazard, Risk and Vulnerability Assessment.

5.6 PLAN CHECKLIST

The Evacuation Plan Checklist (Appendix G) which follows; is to assist in effectively responding to an evacuation scenario. The Checklist is written for a major incident. In most cases, you will not need to do each item on the list; use only those needed. **They are not listed in order of importance.**

5.7 PLAN TEMPLATE

The Evacuation Plan - Template (Appendix H) provides a start point for preparation of an evacuation plan.

5.8 PUBLIC INFORMATION MESSAGING

(Appendix I) includes a messaging template and instructions for evacuating or sheltering-in-place.

APPENDIX A – ABBREVIATIONS

| | |
|--------------|--|
| EOC | Emergency Operations Centre |
| Manitoba EMO | Manitoba Emergency Measures Organization |
| ESS | Emergency Social Services |
| HazMat | Hazardous Materials |
| HRVA | Hazard/Risk Vulnerability Assessment |
| ICS | Incident Command System |
| IEPC | Interagency Preparedness Committee |
| NGO | Non-Governmental Organization |
| PPE | Personal Protective Equipment |

APPENDIX B – SAMPLE - DECLARATION OF A STATE OF LOCAL EMERGENCY

QUORUM OF COUNCIL AVAILABLE Declaration of a State of Local Emergency

Resolution No. _____ Date: _____

_____ of _____

Moved by Councillor _____

Seconded by Councillor _____

WHEREAS the (RM, Town.) _____ of _____ is encountering (state problem) _____, that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries, of the _____ of _____, and to prevent damage to property within those boundaries.

THEREFORE BE IT RESOLVED THAT pursuant to Section 11(1) of *The Emergency Measures Act*, Chapter E80 of the Continuing Consolidation of the Statutes of Manitoba, the Council of the _____ of _____ declares that a state of local emergency exists, _____ of the _____ of _____, From this _____ day of _____, 20__ to the _____ day of _____, 20__.

IN WITNESS WHEREOF of the Council of the _____ of _____ has by resolution carried, declared this state of local emerge this _____ day of _____, 20__.

The _____ of _____

Per: _____

(Printed name) _____

TERMINATION OF A STATE OF LOCAL EMERGENCY

PURSUANT to Section 15(1) of *The Emergency Measures Act*, the council of the

_____ of _____ declares that the State of Local Emergency is

terminated in the _____ of _____.

Dated this _____ day of _____, 20__.

Moved by Councillor _____

Seconded by Councillor _____

Per: _____

(Printed name) _____

APPENDIX C – SAMPLE – EVACUATION ALERT

EVACUATION ALERT

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

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

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

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

Signature _____

Name of Local Authority (CITE AUTHORITY)

APPENDIX D – SAMPLE – EVACUATION ORDER

EVACUATION ORDER

Date: _____

The _____ (Authority) has been advised of the imminent danger
of _____

to the life and property of persons resident or present in (SPECIFIC DESCRIPTION OF
AREA WITH DETAIL)

Based on this information, an *order pursuant to* _____ *Cite the
Authority*

to evacuate these areas has been authorized in the interest of life safety at
_____ (time) hours.

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

FOLLOW THE TRAVEL ROUTE PROVIDED

YOU MUST LEAVE THIS AREA IMMEDIATELY

_____ **Signature**

(Name) LOCAL AUTHORITY (CITE AUTHORITY AND LEGISLATION)

THE POLICE WILL ENFORCE THIS EVACUATION ORDER

APPENDIX E – SAMPLE – DECLARATION OF ALL-CLEAR NOTICE

DECLARATION OF ALL CLEAR

Date

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

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

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

Signature

Name of the Local Authority (CITE AUTHORITY AND LEGISLATION)

APPENDIX F – EVACUATION PLANNING WORKSHEET

For instructions see Appendix F (1)

| Threat Information | | | | | |
|--|---------------------------------------|--|-------------------------------------|---------------------------------------|----|
| Type | Details | | | | |
| Fire | | | | | |
| Natural disaster | | | | | |
| Hazardous materials | | | | | |
| Civil disturbance | | | | | |
| Impact | Details | | | | |
| Life safety | | | | | |
| Environmental | | | | | |
| Other | | | | | |
| Comments | | | | | |
| | | | | | |
| Population/Location | | | | | |
| Population size – numbers of | Persons: | | | Animals: | |
| Density | <input type="checkbox"/> High | <input type="checkbox"/> Medium | <input type="checkbox"/> Low | | |
| Type | <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial | | |
| Special Considerations | | | | | |
| Type | Yes | No | Type | Yes | No |
| Jails | | | Transportation available | | |
| Schools | | | Different languages spoken | | |
| Hospitals | | | Hearing/sight/mobility impaired | | |
| Population indoors (shut-ins) | | | Transients | | |
| Shelters available | | | Familiar with the area | | |
| Location/Distance (Plot on Map) | | | | | |
| Distance from incident to population: | M | KM | | | |
| Direction threat is from population: | <input type="checkbox"/> North | <input type="checkbox"/> South | <input type="checkbox"/> East | <input type="checkbox"/> West | |
| The terrain is: | <input type="checkbox"/> Flat | <input type="checkbox"/> Slightly sloped | <input type="checkbox"/> Steep | <input type="checkbox"/> Very steep | |
| Available evacuation routes: | | | | | |
| Comments: | | | | | |
| | | | | | |
| Hazardous Material Conditions | | | | | |
| Condition: | <input type="checkbox"/> Contained | <input type="checkbox"/> Not contained | <input type="checkbox"/> Controlled | <input type="checkbox"/> Uncontrolled | |
| | <input type="checkbox"/> Continuous | <input type="checkbox"/> Not continuous | <input type="checkbox"/> Stable | <input type="checkbox"/> Unstable | |
| Description: | <input type="checkbox"/> Puff | <input type="checkbox"/> Pool | <input type="checkbox"/> Plume | <input type="checkbox"/> Other | |
| Location: | <input type="checkbox"/> Ground level | <input type="checkbox"/> Elevated | <input type="checkbox"/> Accessible | <input type="checkbox"/> Inaccessible | |
| Temperature: | Ambient Temp: | On Fire: | Heated: | Cooled: | |
| Refer to the Hazardous Materials Data Sheet for more Information | | | | | |

| Time | | | | | |
|--|--------------------------------|-----------------------------------|--|----------------------------------|----------------------------------|
| When threat is likely to occur: | Time: | | Date: | | |
| Time threat will last: | Hours: | Days: | Weeks: | | |
| Rate | | | | | |
| Rate of threat/release | <input type="checkbox"/> Rapid | <input type="checkbox"/> Moderate | <input type="checkbox"/> Slow | <input type="checkbox"/> Stopped | <input type="checkbox"/> Unknown |
| Rate of threat movement | <input type="checkbox"/> Rapid | <input type="checkbox"/> Moderate | <input type="checkbox"/> Slow | <input type="checkbox"/> Stopped | <input type="checkbox"/> Unknown |
| Will contact population in: | Minutes: | | Hours: | Days: | |
| Greatest threat will occur in: | Minutes: | | Hours: | Days: | |
| Time Needed for Implementing Protective Actions | | | | | |
| Action | Minutes | | Hours | | |
| Deploy Response Personnel | | | | | |
| Develop Message | | | | | |
| Give Public Warning and Instructions | | | | | |
| Public Mobilization and Travel Time | | | | | |
| Special Needs for Mobilization and Travel Time | | | | | |
| Time Needed for Environmental Monitoring | | | | | |
| Comments: | | | | | |
| | | | | | |
| Communications | | | | | |
| Communicate with public | Yes | No | Communicate with responders | Yes | No |
| Able to warn public? | | | Able to communicate with all agencies? | | |
| Able to warn Institutions? | | | Able to communicate with media? | | |
| Able to warn transients? | | | Able to communicate with mutual aid? | | |
| Able to warn hearing impaired? | | | Able to use phone system? | | |
| Able to instruct and update? | | | Able to use outdoor alerting? | | |
| Comments: | | | | | |
| | | | | | |
| Resources and Responder Capabilities | | | | | |
| Mobilize Needed Specialized Resources | Yes | No | Communicate with Responders | Yes | No |
| Able to mobilize existing resources? | | | Able to stop the threat? | | |
| Able to mobilize additional resources? | | | Able to direct/control threat? | | |
| Able to obtain specialized resources? | | | Able to neutralize the threat? | | |
| | | | Able to identify the material? | | |
| Comments: | | | | | |
| | | | | | |

APPENDIX F (1) – EVACUATION PLAN WORKSHEET INSTRUCTIONS

General Instructions

1. Use this form in conjunction with the Hazardous Materials Data Sheet.
2. Complete all sections of the worksheet, entering information on the lines provided. Place a check in the box provided when applicable.
3. Review the contents of the Hazardous Materials Data Sheet and Protective Actions worksheet at the Safety Briefing.

Section Instructions

The following instructions are provided for further clarification:

| Section | Instructions |
|--------------------------------------|--|
| Threat Information | Identify the threat type(s) and the potential impact(s). Provide details as appropriate. |
| Population/Location | Identify the population threatened. Identify any special considerations that will impact your protective actions planning. |
| HazMat Conditions | If this is a HazMat incident, provide additional details about the condition of the release/spill. This information should be used in conjunction with the Hazardous Materials Data Sheet. |
| Time | Indicate time frames regarding the threat and time needed to implement protective actions. |
| Communications | Assess communications capabilities. |
| Resources and Responder Capabilities | Assess the capabilities of mobilizing resources and controlling the threat. |

APPENDIX G – EVACUATION PLAN CHECKLIST

Options

1. Do nothing

2. Determine potential threat area (emergency/disaster zone)/ stakeholders and establish a perimeter excluding people from entering the threat area by diverting vehicle and pedestrian traffic—indicate boundary on map

Agency in charge _____

Resources assigned

- Police change bullets from boxes
- Fire
- Public Works
- Other

3. Rescue – indicate area on map

Agency in charge _____

Resources Assigned

- HazMat Teams (special equipment needed)
- Fire Department (level of Personal Protective Equipment needed)
- Decontamination (set up area)
- Ambulance Service (triage and treatment area)
- Other

4. Evacuate – indicate area on map

Agency in charge _____

Resources Assigned

- HazMat Teams (special equipment needed)
- Fire Department (level of PPE needed)
- Decontamination (set up area)
- Ambulance Service (triage and treatment area)

- Police (limits of involvement shown on map)
- Other
- Ensure all agencies consult prior to evacuation. Ensure that all agencies fully understand the decision.
- Consider reception area locations and the number of people who will need to be assisted

Agency in charge _____

Resources Assigned

- Schools, recreation centres, other assembly halls
- A site with adult-sized furniture, capability of feeding, and public address system.
- (HazMat) The facility chosen will not be exposed if the wind shifts or increases.
- Alert the Emergency Operations Centre (EOC) for operations.
- Consider special facility/special population evacuation needs and establish priorities.
- Consider potential for domestic animals to be evacuated with families and alert S.P.C.A.
- Consider resources needed to conduct Emergency Evacuation Operations and advise potential mutual aid agencies.
- Determine the number of people needing transportation assistance.
- Dispatch transportation to special facilities and identified areas where assistance is required.

Agency in charge _____

Resources Assigned

- Transit (level of PPE needed)
- Fire Department (level of PPE needed)
- Decontamination (set up area)
- Ambulance service (triage and treatment area)
- Establish a policy on whether persons will be advised or ordered to evacuate.
- Prepare, print and distribute Emergency Evacuation notices if time permits.
- Assemble, brief and deploy Emergency Evacuation personnel.
- Announce Evacuation Plan decisions (boundaries and evacuation routes).
- Announce emergency reception area locations.

- Establish and announce a telephone number of evacuees to call for progress reports and re-entry times.
- Begin with Emergency Evacuation.
- Track numbers of evacuees and any reported injuries.
- Keep all field units updated regarding changes.
- Document the decision process.
- Notify local elected officials and the Manitoba Emergency Measures Organization
- Appoint an Information Officer, with support and back up.
- Re-evaluate the need for an Incident Command Structure (ICS). Is a Logistics, Planning, or Finance Section needed, if not already appointed?
- Consider the need for a Crisis Intervention Team.
- Track all costs related to the incident.
- Keep evacuees at the reception facilities and group lodgings informed of incident progress and projected return times.
- Decide on allowing return into evacuated area in consultation with all relevant parties.
- Schedule a debriefing with all parties to evaluate the Evacuation Plan.
- Make suggested changes in this procedure to the Emergency Program Coordinator and the Emergency Policy Group.

5. Shelter-in-Place (include the following in the evacuation plan)

Agency in charge _____

- Discuss and decide on appropriate alternate strategies.
- Seal off the area.
- Selective or partial evacuation.
- (*HazMat*) Issue a recommendation to close windows and shut off heating and ventilating systems in the threat area.
- (*HazMat*) Issue a recommendation for people to stay indoors.
- Appoint an Information Officer, with support and back up.
- Establish and announce a telephone number for persons to call for information on the incident.
- Re-evaluate the Incident Command Structure (ICS). Is a Logistics, Planning or Finance Section needed, if not already appointed.
- Prepare, print and distribute incident information for persons in the affected area.

- Notify elected officials and Manitoba Emergency Measures Organization.
- Assemble and brief a standby force of personnel to assist with an emergency evacuation if the need arises.
- Establish and announce needed information to the public.
- Consider the need for a crisis intervention team.
- Continue to monitor the situation and to re-evaluate the need to evacuate, keeping all field units up to date regarding changes.
- Track all costs related to the incident.
- Keep residents informed of incident progress and projected time until the incident is over.
- (*HazMat*) Monitor the release and revise projected end of incident times.
- (*HazMat*) Consider changing tactics on consultation with all relevant parties.
- Provide advice and information on any special precautions that should be taken during and after the event.

APPENDIX H –LOCAL GOVERNMENT EVACUATION PLAN

TEMPLATE

References

Applicable reference should be provided as appropriate, for example:

- local emergency plan; and
- Mutual aid agreements.

Introduction/Background

Provide a general overview of the hazards which may confront the jurisdiction and the need for effective contingency plans.

Situation

Identify:

- those emergency conditions that would necessitate an evacuation;
- potential impact areas, such as those prone to flooding, seismic activity or wildfires or near a facility that produces, stores and/or transports hazardous material; and population groups that will require special assistance.

Assumptions

Address the unknowns of the emergency situation, such as unanticipated contingencies and establish parameters within which evacuations will take place.

Typical assumptions include:

- *most hazards provide sufficient warning time to implement a planned evacuation;*
- *spontaneous/voluntary evacuation will occur when there is sufficient warning of a threat - between 5 and 20 % will evacuate before being ordered;*
- *some people will refuse to evacuate, regardless of threat;*
- *some pet owners will refuse to evacuate until arrangement are made for their pets;*
- *approximately 20 % of evacuees will require congregate care shelter;*
- *commercial transport will be available under a declaration of a state of emergency;*
- *standard evacuation routes may be established for specific seasonal hazards; and*
- *evacuation during NO notice emergency situations will be on an ad hoc basis, based on direction of the on-site incident commander.*

Purpose

To describe the provisions that have been made to ensure the safe and orderly evacuation of people threatened by a natural or man-made hazard.

CONCEPT OF OPERATIONS

General

Provide a general overview of the plan, including the warning process, areas likely to be affected and the routes and destination of evacuees.

Authority

Detail who can order an evacuation in jurisdiction covered by plan.

To order an evacuation, a local authority must declare a “state of local emergency”, as enabled under *The Emergency Measures Act*.

Authority to implement an evacuation normally rests with the local authority, through the local law enforcement agency.

Security

Describe arrangements for

- *Security and protection of property in evacuated area*
- *Access control to evacuated area*

As an area is being evacuated, access controls must be established. Security may be achieved by establishing staffed Access Control Points and barricades at key locations around the perimeter. A record of all vehicles and personnel who enter a closed area.

Evacuation Routes

Describe routes established to move and protect people from the potential hazards which may confront the community. Evacuation routes should be separate from disaster routes intended for use by emergency responders.

Special Provisions

- Provisions for evacuation of special need (such as children in school/day care, handicapped, high risk (battered women), institutionalized (hospital) and incarcerated (prisoners) and transient (such as tourists and seasonal workers) populations.
- Provision for evacuation and care of livestock.

Transportation

- Modes of transportation
- Identify assemble areas for people without own transport
- Provision for return of residents to their homes

Accommodation and Feeding

- Provisions for congregate care(group lodging), including feeding, clothing and basic medical care
- Sanitary facilities
- Provisions for companion animals/pets

Public Information

Describe the means the authority will use to keep evacuees and general public informed on evacuation activities and specific action they should take.

Organization and Assignment of Responsibilities

- Wherever possible the organizational structure for an evacuation should reflect Incident Command Structure (ICS).
- *Describe the specific responsibilities of all key staff and emergency appointments, such as:*
 - Local Authority (Mayor/Chair)*
 - Incident Commander*
 - Evacuation Coordinator*
 - Emergency Manager/Coordinator*
 - Law Enforcement*
 - Public Works*
 - Public Information Officer*
 - Emergency Social Services Coordinator*
 - Health Services Coordinator*
 - School Superintendent*
 - Animal Control Coordinator*
 - Other Tasked Organizations*

COORDINATION INSTRUCTIONS

Situation Report and Returns

Describe specific reporting requirements and the format to be used. Attach sample format for required reports and returns.

Mutual Aid Agreements/Arrangements

Describe agreements/arrangement with neighbouring jurisdictions that address (traffic control, law enforcement, emergency social services, shelter, etc) available to facilitate evacuation operations.

Evacuation Movement Control Procedures

- Assembly areas
- Evacuation routes and route marking
- Traffic control points

Critical Timings

- Time reception centre(s) open
- Time by which evacuation must be completed

Plan Development and Maintenance

Identify who is responsible for developing operational guidelines and other necessary implementing documents and ensuring that the plan is maintained current.

Command and Control

- Scope of authority
- Interjurisdictional Relationships

Administration and Logistics

Describe the administration and general support requirements for the various evacuation functions.

Administration

Provide detail for tracking and recording information on evacuation detail, i.e., areas and numbers evacuated, numbers processed through reception centres and/or provided shelter.

Logistics

Detail the provision that have been made to secure or relocate those essential supplies and equipment needed to sustain operations and meet evacuee needs.

Consideration should include, but not limited to, the following:

- Food;
- Water and water trucks/trailers;
- Beds and bedding;
- Clothing;
- Medical equipment and supplies;
- Portable generators and lighting devices;
- Gas and diesel fuel;
- Sanitation devices;
- Public works vehicles and equipment; and
- Police and firefighting vehicles.

Attachments

- Pro Forma
 - Declaration of a Local State Of Emergency
 - Evacuation Alert
 - Evacuation Order
 - Declaration of All Clear
- Map
 - Potential Hazard Areas
 - Evacuation Routes (TBD)
 - Key Locations (e.g. Reception centres and medical facilities)
- Report and Returns - Sample (TBD)

APPENDIX I – PUBLIC INFORMATION MESSAGING

In developing a community education and awareness program regarding emergency evacuation information on the following issues should be addressed.

WHAT is an Evacuation Alert?

An Evacuation ALERT is a notification of **Danger** in your area. **EVACUATION ALERTS** are issued to advise the population at risk of the potential for loss of life from a hazard, and that they should be prepared to evacuate.

Alert Message Content

EVERYONE IN THE AFFECTED AREA SHOULD PREPARE TO MOVE TO A SAFE AREA

Things you should do NOW!!

- Gather essential items such as medications, eyeglasses, valuable papers, immediate care needs for dependants, and, if you choose, valuable keepsakes, photographs, etc. Make them available for immediate access for a quick departure.
- If you need transportation, the individual providing the alert notification will provide you with information regarding making arrangement for transport for you.
- Know the location of all family members and determine a planned meeting place should an evacuation be called while separated.
- Prepare to evacuate disabled persons and children. Relocate large pets and livestock to a safe area immediately, if possible.
- Arrange accommodation for your family, if possible, in the event of an evacuation. Emergency lodging will be provided if necessary. This lodging will probably not permit pets, so it is suggested that alternate arrangements be made for pets at the same time.
- Community emergency plans have been prepared to ensure your safety. It is important that you follow the directives you are given by the authorities to ensure your safety. Advance preparation is the key to safe and effective movement of people. Planning for providing care and recovery of evacuees, victims, and emergency workers has been put in place with your welfare in mind.

- If you are alerted of the possibility of a disaster impacting your area you may be provided with suggestions of things you should do to protect your property. These suggestions will be germane to the impending disaster, e.g. What you can do in the event of an impending flood, or fire etc.

EVERYONE IN THE AFFECTED AREA SHOULD NOW BE READY TO MOVE QUICKLY FROM THE AREA.

What is an Evacuation Order?

An Evacuation Order will only be issued by authorities having jurisdiction in response to imminent potential of loss of life or injury because of **ANY POTENTIAL DANGER**, to the population at risk, the residents, in the affected area. These orders are issued in the interest of **LIFE SAFETY**. Members of the RCMP, local Fire Departments, and the Local Authorities may be involved in expediting that action through door to door contact, the electronic media, etc.

Required Action

When an Evacuation is Ordered, take the following actions:

- gather personal/family emergency kit;
- proceed quickly and calmly to nearest evacuation site (temporary or permanent);
- report to Reception Centre indicated and register with the personnel staffing that centre. This will allow for effective communications for the evacuation team and will facilitate contact by friends or relatives who may be very concerned about your whereabouts and safety;
- keep a flashlight and portable radio with you at all times;
- follow the evacuation instructions which has been provided to you in the Evacuation Alert or Evacuation Order;
- ensure you haven't forgotten a necessity? Travel will be one-way only, out of your area to allow emergency vehicles access;
- **TAKE EVERYTHING YOU WILL REQUIRE FOR AN EXTENDED STAY;**
and
- Remember **THE POLICE WILL ENFORCE THIS EVACUATION ORDER**

APPENDIX I (1) – PUBLIC INFORMATION MESSAGING TEMPLATE

| | |
|--|--|
| This is _____ | |
| <i>Rank/Title</i> | <i>Name</i> |
| from the _____ | |
| <i>Agency/Department</i> | |
| A _____ | |
| <i>size/intensity</i> | <i>incident</i> |
| _____ | _____ |
| <i>has occurred/is occurring</i> | <i>in</i> |
| | <i>location</i> |
| Because of the potential danger to life and health _____ | |
| | <i>the authority</i> |
| _____ | _____ |
| <i>has/have</i> | <i>ordered/recommended</i> |
| | <i>#</i> |
| | <i>blocks/kilometres/metres</i> |
| of that area to _____ | |
| <i>evacuate/shelter-in-place</i> | <i>immediately/as soon as possible</i> |
| If you are in following areas, you _____ | |
| <i>must/should</i> | <i>leave the area/get inside a building</i> |
| This message will be repeated. Specific instructions and locations will be given | |
| If you are in the following areas, you _____ | |
| <i>must/should</i> | <i>leave the area/get inside a building</i> |
| _____. The areas involved are as follows: | |
| <i>immediately/as soon as possible</i> | |
| _____ | _____ |
| <i>North/South/East/West</i> | <i>Location: street, highway or other significant geographical point</i> |
| _____ | _____ |
| <i>North/South/East/West</i> | <i>Location: street, highway or other significant geographical point</i> |
| _____ | _____ |
| <i>North/South/East/West</i> | <i>Location: street, highway or other significant geographical point</i> |
| _____ | _____ |
| <i>North/South/East/West</i> | <i>Location: street, highway or other significant geographical point</i> |

APPENDIX I (2) – EVACUATION INSTRUCTIONS

1. Stay calm.
2. Gather your family; take a neighbour or someone who needs help.
3. If evacuation is an alert: Take essential items (diapers, baby food, clothes, and money). Leave a message on the door.
4. If evacuation is an order: Take critical items (medicine, purse, wallet, and keys) only if they are immediately available. Take pets in pet kennels or on leash.
5. Turn off appliances (stove, light, and heaters).
6. Do not use more cars than you have to.
7. Do not use the telephone unless you need emergency service.
8. Go immediately to the home of a friend or relative outside the evacuation area, or to a Reception Centre located at: _____.
9. Emergency Response Workers will be stationed at intersections along the way to direct you.
10. If you need transportation, call: _____ or _____.
11. Children attending the following schools will be evacuated to:

| School | Evacuation Location |
|--------|---------------------|
| | |
| | |
| | |
| | |
| | |

12. Do not drive to your child's school. Pick your child up from the authorities at the shelter.
13. Keep the windows and vents in the car closed.
14. Other: _____.

APPENDIX J – SHELTER-IN-PLACE INSTRUCTIONS

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

HAZARDOUS MATERIAL RELEASE IN THE AIR

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

THINGS TO DO - SHELTER IN PLACE

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

For added protection

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

SHELTER IN PLACE IS A GOOD DEFENSE

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

Shelter in place information courtesy of the Brandon Emergency Support Team (BEST)

APPENDIX K – REAR LINK TO MANITOBA URBAN SEARCH AND RESCUE (USAR) DEPLOYMENT

Manitoba EMO will provide support to the Manitoba USAR team when they are deployed out of province.

EMO will be the link with Public Safety Canada, EPB/ GOC and the hosting province.

Upon confirmation that Manitoba USAR is on site the EOC will open with minimal staffing to support two way communications with the site.

EMO will also be the point of contact with the families of the team members. General information from the site will be conveyed to families that are interested via conference call and urgent family matter information will be passed to the site via the Team Leader.

EOC duties:

- Situation reports will be compiled for briefing notes to the D/M's of IAT and Labour. Media information will be at the discretion of the Executive Director
- Updates of family contacts are to be obtained through OFC prior to deployment
- Links are to be obtained with the EMO of the involved province prior to deployment
- Staffing of the EOC will be the responsibility of the Director of Emergency Operations
- Manitoba EMO contact numbers (phone lines, fax, and e mail) will be supplied to the team leader prior to deployment
- A family call line number will be established at EMO
- A conference call line will be set up and scheduled at regular intervals