



# **THE TOWN OF LYNN LAKE**

## **Emergency Measures Plan**

**Revised December 2021**

## AMENDMENTS

### Records of Amendments

<b>Date</b>	<b>Comment</b>
<b>Feb. 2009</b>	<b>Amendment of Lynn Lake Emergency Plan</b>
<b>Feb. 2010</b>	<b>Changes made to contacts/phone numbers Annex 1</b>
<b>June 2010</b>	<b>Changes made to contacts/phone numbers</b>
<b>Nov. 2010</b>	<b>Changes made to contacts/phone numbers</b>
<b>May 2011</b>	<b>Changes made to contacts/phone numbers</b>
<b>Mar. 2013</b>	<b>Changes made to contacts/phone numbers</b>
<b>Feb. 2014</b>	<b>Changes made to contacts/phone numbers</b>
<b>May 2014</b>	<b>Changes made to contacts/phone numbers</b>
<b>Feb. 2015</b>	<b>Changes made to contacts/phone numbers</b>
<b>May 2016</b>	<b>Changes made to contacts/phone numbers</b>
<b>Apr. 2019</b>	<b>Changes made to contacts/phone numbers</b>
<b>Aug. 2019</b>	<b>Changes made to contacts/phone numbers</b>
<b>Jan. 2020</b>	<b>Changes made to contacts/phone numbers</b>
<b>Dec. 2021</b>	<b>Changes made to contacts/phone numbers. Covid-19 Guidance's Added as Annex 12</b>
<b>Sept. 2022</b>	<b>Changes made to contacts/phone numbers</b>
<b>March, 2023</b>	<b>Changes made to contacts/phone numbers</b>
<b>May 4, 2023</b>	<b>Changes made to contacts/phone numbers</b>
<b>May 9, 2023</b>	<b>Changes made to Pages 11, 15 and 25 Contacts and Phone numbers- Volunteers (Apartments)</b>

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## **AUTHORITY**

This emergency plan has been prepared by the Town of Lynn Lake Local Emergency Control Group (LECRG), under the authority of Mayor and Council, Resolution #59-2014 and the provincial Emergency Measures Act E80.

## **AIM**

The aim of this plan is to outline a general plan to govern the provision of necessary services during a peacetime emergency anticipated emergency and the procedures under and the manner in which the responses will be coordinated, and to define the duties and responsibilities of certain departments and agencies, this ensuring

- That the effects of an emergency or disaster on the Town of Lynn Lake, and its inhabitants are minimized;
- The protection and preservation of health, property and environment; and
- The restoration of essential services

## **OBJECTIVES**

The objectives of the Town of Lynn Lake Emergency Plan are to:

1. Identify hazards and describe their likely effects;
2. Define emergency services and supporting agency roles and responsibilities in mitigating hazards that can impact on the community;
3. Establish, staff and maintain an EOC;
4. Prescribe and implement agency activation arrangements;
5. Promote effective liaison between all emergency services/supporting agencies;
6. Provide arrangements for efficient coordination of local resources and any external support resources;
7. Establish and implement public warning system;
8. Establish and implement public awareness and education system; and

9. Prescribe arrangements for testing and evaluation and maintenance of this plan.

## SCOPE

**Jurisdiction** – The jurisdiction covered by this plan is the legal boundaries identifying the Town of Lynn Lake. The local authority can use any of the powers described in the Emergency Measures Act E80 under State of Local Emergency, to protect its residents, their property/properties and minimize the impact of a hazard/or hazards on the environment.

**Planning assumption** – For determining which hazards to mitigate, the committee used a quantitative hazard analysis called the FEMA Model. (See Annex 3)

**Type of hazards** – Potential hazards were divided into two groups; natural hazards and technological hazards. The local authority recognizes the following hazards as threats to the community;

### **Natural Hazards**

Blizzard/power outage  
Forest Fire

### **Technological Hazards**

Chemical Spill  
Water Plant Failure  
Train Derailment

**Support** – Through its memorandums of understanding (MOU), the local authority will lend support to requesting authorities. The local authority will work diligently with other agencies in accessing outside resources when needed in preparing, responding or recovering from the effect of a hazard.

**Evacuation/Hosting** – Forming part of the emergency plan are an evacuation and a hosting plan. See Annexes 7

## HAZARD ANALYSIS RESULTS

See Annex 4

## ACTIVATION OF THE PLAN

The emergency plan will be activated when an emergency is considered by one of the first responders units (Police, Fire, Ambulance, Public Works), or the administration (CAO or designate) through the Head of Council to be of such magnitude as to warrant its use or “designation” as an emergency. In the event that the EOC has to be activated, the administration will notify the Head of Council, the LECRG, Manitoba EMO, and initiate the fan-out system in accordance with operating procedures (see Annex 2).

Detailed plans outlining standard operating procedures for mitigating various emergencies are maintained by the LECRG section Directors (see management structure for Organizational Chart) under the general direction of the Emergency Coordinator. A complete set of section plans will be kept in the EOC and the office of the Emergency Coordinator. As well, all section Directors will be in possession of their respective section plans.

The primary EOC is located at: Town Hall  
The alternate EOC is located at: Lynn Lake Hospital

## **RESPITE PLAN**

Section managers are responsible for the safety and good health of its personnel. Therefore, a respite plan shall form part of all contingency plans.

## **MANAGEMENT STRUCTURE, ROLES AND RESPONSIBILITIES**

Annex 1 shows the management structure organizational charts in the event of an emergency or disaster.

## **CONTINGENCY PLAN**

See Annexes 7 for contingency plans  
Contingency Plans are written in support of the main plan.  
Such plans are:

- Evacuation and Hosting plan
- Communication plan
- Transportation plan
- Public Information plan
- Pandemic plan

## **MANAGEMENT SYSTEMS FOR RESPONSE AND RECOVERY**

### **Warnings**

- When an emergency occurs or is eminent, the fan-out system will be activated. (See Annex 2) for names and phone numbers.
- Activate EOC Back up equipment procedures (See Annex 5)
- Set up the EOC at primary or secondary location

### **Public Information**

All information dispensed to public and media must be approved by the Emergency Coordinator under the direction of the Mayor and Council.

- Initial warning will be person-to-person and/or door-to-door advising citizens to turn radios to NCI. 96.9 stations for further instruction.
- Future bulletin will be broadcast over the radio. Each bulletin should be read twice on each station. The time of the next announcement will be mentioned. Even if there is no change of situation, continue to broadcast at stated times. Simply restate situation. Keep the public informed regularly, so that they don't become concerned over imaginary changes.
- Send copies of bulletins to Manitoba EMO if required.

## **Media**

In the event that out of town media is involved, a media centre will be established at the community arena. All liaisons will be coordinated through the Public Information Officer (PIO) in accordance with emergency coordinators' instructions.

## **EOC**

The EOC management structure, roles and responsibilities are described at Annex 2.

## **Resource Management**

The Town of Lynn Lake will use all its available resources to mitigate threatening hazards. In the event of additional resources needed the Town of Lynn Lake can under the Emergency Measures Act, access private equipment. It also, can request support from provincial government departments, if needed. Annexes 1 and 8 identify the list of community resources and volunteers group structure.

## **Financial Management**

Under the Emergency Measures Act, the Town of Lynn Lake can expand funds to protect its basic infrastructure and the lives of its residents. Approval for expenditure is done by resolution.

## **Plan Audit, Testing and Training**

This plan will be visited at least once a year for updates if required. The testing of the plan will be done a minimum of twice in every three year period. Training for personnel involved in emergency management is a requirement and should be coordinated with Manitoba Emergency Measures Organization Regional Emergency Officer.

## **Summary**

The emergency plan for the Town of Lynn Lake is a working document, and should be made available to all residents requesting such.

## **Distribution List**

See Annex 10

**ANNEX 1**

**MANAGEMENT**

**STRUCTURE**

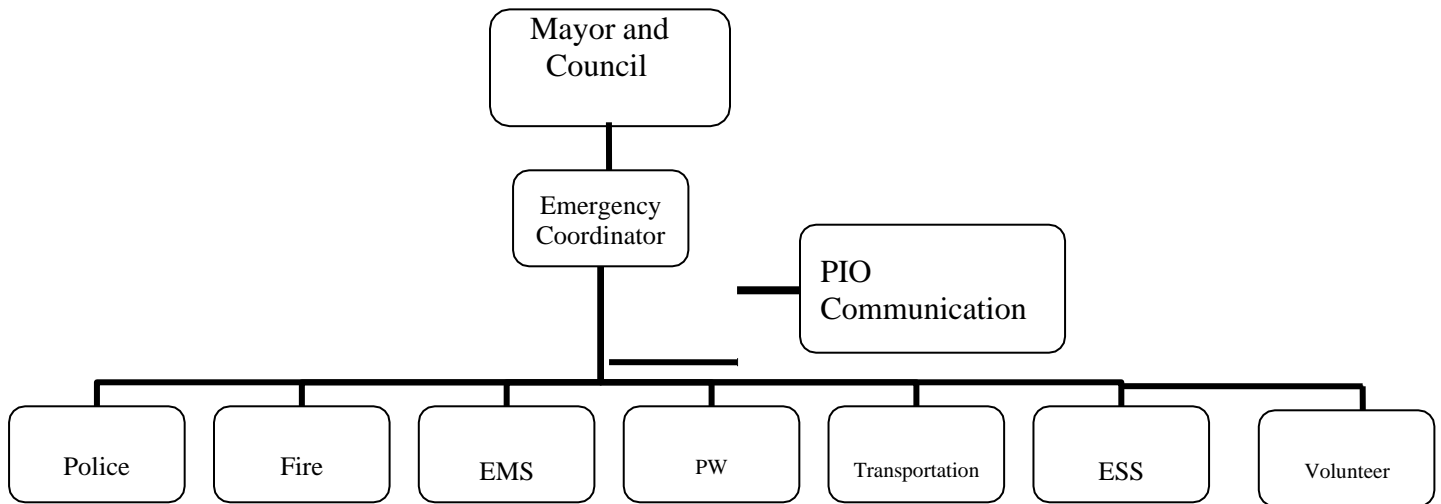
**ROLE AND**

**RESPONSIBILITIES**

**Annex 1**

**ORGANIZATIONAL CHARTS**

**Emergency/Disaster  
Organizational Chart  
and EOC Group**



	Designation	Name	Work Telephone #	Home Telephone #
Emergency Coordinator	CAO	Steve Phillips	204-356-2418 ext.104	204-202-8286
Alternate	Administrative & Technical Asst.	Darryl Watts	204-356-2418 ext.103	204-356-8574
	Mayor			
	Deputy Mayor	Tyler Hunt	204-356-2489	204-356-2529
	Councilor	Eugene Shin	204-356-2433	204-970-0021
	Councilor	Anne Kenny-Thompson	204-356-2413	431-301-5997
	Councilor	Victoria Phillips	204-226-3887	204-2028286
	Public Information Director	Tyler Hunt	204-356-2489	204-356-2529
	Lynn Lake RCMP	Sergeant Michael	204-356-2494/356-	204-356-2246

	Detachment Office	Hodgson	8862	
	Fire Chief	James Lindsay	204-356-2292	204-356-2103
	Deputy Fire Chief	Paul Grimmer	204-356-2292	204-356-2906
	Deputy Fire Chief	Glenn Osmond	204-356-8328	204-356-8007
	Ambulance Coordinator	Rob Trubiak	204-687-9307	204-271-2042 Cell
	Ambulance Coordinator	Jarrett Ketchinson	204-623-9558	204-620-2254 Cell
	Ambulance Coordinator	AF On-Call	1-888-222-0247	
	Public Works Foreman	Max Paquin	204-356-2239	204-356-2105
	Transportation Foreman	Larry Skomorowski	204-356-2292	204-356-2523
	Manitoba Infrastructure	Jason Cockerill	204-356-8247	204-356-2515
	ESS Manager	Jamie Hunt Halkett	204-356-2407	204-356-2232
	Volunteer Manager	Anne Kenny-Thompson	204-356-2413	431-301-5997
	Volunteer-Apartment Complex	Trevor & Rose Kruzer Kari Kruzer Dale Kruzer	<a href="mailto:kruzers@outlook.com">kruzers@outlook.com</a> 204-356-2239 204-356-2239	204-356-2428 204-356-2491 204-356-2855
	Registration & Inquiry	Marie Brown	204-356-2737	204-356-2680
	Lynn Lake Hospital	Ricki Kumar	204-356-2474	587-337-8566
		Mike Lysohirka	204-356-2474	204-652-7029
		Tiffany Halkett	204-356-2474	204-356-2692
	EMS Director	Darren Baker	204-623-9557	

## **ROLES AND RESPONSIBILITIES**

### **Mayor and Council shall:**

- Implement the emergency plan in whole or in part.
- The council, or in the absence of a quorum of council, the Mayor is responsible for the Declaration of a State of Local Emergency when required.
- The Council is responsible for the termination of a Declaration of a State of Local Emergency.
- Notify Manitoba Emergency Measures Organization that a Declaration of a State of Local Emergency has been declared.
- Authorize media releases.
- Log all actions and decisions.
- Authorize extraordinary expenditures;
- Request provincial assistance;

### **The Chief Administration Officer shall:**

- Provide information and advice to the Mayor and Council.
- Implement the emergency plan;
- Maintain records of communications, decisions, actions and expenditures;
- Protect health and safety of emergency responders and their immediate family;
- Report on emergency impact to Mayor and Council;
- Submit information for payment of invoices.

### **Emergency Coordinator shall:**

- Activate the municipal Emergency Operations Centre
- Coordinate the emergency response;
- Prepare and coordinate emergency plans and programs;
- Keep Mayor and Council informed of developments as they occur;
- Ensure all directions from the mayor and council are carried out;
- Ensure annual updating of the emergency plan; and
- Ensure the public is informed annually as to warning and evacuation procedures.
- Initiate call out of Emergency Operations Centre Management Team (LECRG).
- Implement the emergency plan in whole or in part.
- Advise the Mayor and Council to declare a State of Local Emergency.
- Advise the Mayor and Council on the appointment of the Incident Commander.
- Coordinate the Emergency Operations Centre Management Team's activities.
- Request Mutual Aid (except fire services).
- Ensure all directions from the Mayor and Council are carried out.
- Review and authorize media releases.
- Ensure for the care of animals left behind.
- Request a full report of all emergency operations activities from all responding municipal

agencies.

- Prepare post-emergency reports.
- Ensure amendments to the emergency plan are made.
- Develop respite plan
- Log all actions and decisions.

The Emergency Coordinator supervises the Local Emergency Response Control Group.

### **The Local Emergency Response Control Group (LERCG)**

The LERCG, under the supervision to the Emergency Coordinator, is responsible for the direction and control of all phases of a comprehensive emergency management plan including mitigation, preparedness, response and recovery, more specifically:

- Advising Mayor and Council on all matters pertaining to emergencies or disasters;
- Implementing the direction of Council;
- Assisting and supporting incident command system (ICS);
- Facilitating activities of the Town departments, outside agencies, the public sector and volunteer groups during an emergency;
- Staffing the EOC on a part- or full-time basis;
- Requesting outside assistance for provincial, federal, private or commercial sources;
- Preparing and releasing approved information and instructional releases to the media;
- Reviewing and updating the Town Emergency Plans and programs in accordance with Manitoba Emergency Measures Organization instructions.
- Developing public awareness and education programs; and
- Testing the emergency plan.

**EOC GROUP**

**Work**

**Home**

**TEAM LEADERS**

Emergency Coordinator – CAO Steve Phillips	204-356-2418 ext. 104	204-202-8286
Assistant Coordinator – Darryl Watts	204-356-2418	204-356-8574

**OFFICE**

Administration		
Municipal Accountant –	204-356-2418 ext.	

**Council**

Mayor		
Deputy Mayor		
Vicki Phillips	204-226-3887	204-202-8286
Eugene Shin	204-356-2433	204-970-0021
Anne Kenny Thompson	204-356-2413	431-302-5997
Tyler Hunt	204-356-2489	204-356-2529

**PUBLIC INFORMATION (P)**

Public Information Director	204-356-2489	204-356-2529
Tyler Hunt		

**COMMUNICATIONS (COMMS)**

**POLICE**

Lynn Lake Detachment Office	204-356-2494 or 204-356-8862	204-356-2246
Sargant Michael Hodgson		

**FIRE**

Fire Chief James Lindsay	204-356-2292	204-356-2103
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**EMS**

Rob Trubiak	204-687-9307	204-271-2042
Jarret Ketchinson	204-623-9558	204-620-2254
After Hrs On-Call	1-888-222-0247	

**PUBLIC WORKS (PW)**

Public Works Foreman Max Paquin	204-356-2418	204-356-2105
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**TRANSPORTATION (T)**

Town Transportation Manager Larry Skomorowski	204-356-2292	204-356-2523
Prov. Dept. of Highways Foreman Jason Cockerill	204-356-8247	204-356-2515

**EMERGENCY SOCIAL SERVICES (ESS)**

RED CROSS Emergency Daytime Contact Number	204-982-7330 204-299-6584 Cell (24 Hours)
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RED CROSS Emergency After Hours Contact Number	1-888-800-6493 (24 hours)
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Lynn Lake ESS Manager Jamie Hunt Halkett	204-356-2407	204-356-2232
Assistant ESS Manager – Kitty Wells	204-356-2407	204-356-8515

**VOLUNTEERS (V)**

MANAGER – Anne Thompson	204-356-2413	431-302-5997 (If you hear a chime, hang up.)
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Catholic Women’s League Pat Campbell	204-356-2418	204-356-8561
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Lynn Lake Chamber of Commerce – Eugene Shin	204-356-2243	204-356-
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Canadian Rangers – Patrol Commander – Steve Phillips	204-226-3887	204-202-8286
Second in Command – Paul Grimmer	204-356-2292	204-356-2906

Canadian JR Rangers – Patrol Leader Rick England	204-356-	204-356-8747
Patrol Leader Connie Cockerill	204-356-2961	204-356-2976
Summer Employment		204-356-8887

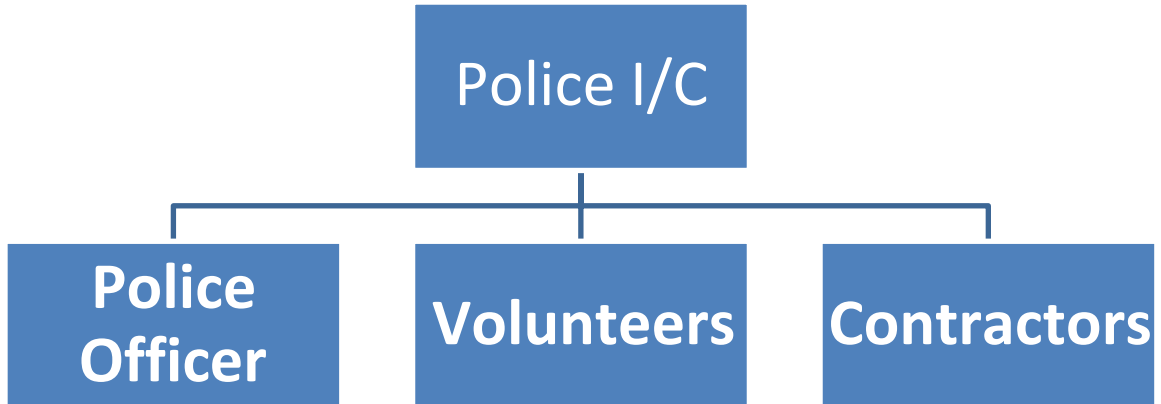
Adult Committee Chairperson -Seonaid Merasty	204-356-2454	204-356-2372
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Lynn Lake Hospital Foundation BD -David Campbell	204-356-2292	204-356-8812
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Tea Ladies [over 50 club] – Pat Campbell		204 356-8561
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Volunteers-Apartment Complexes-Trevor & Rose Kruzer		204-356-2428
-Kari Kruzer	204-356-2239	204-356-2491
-Dale Kruzer	204-356-2239	204-356-2855

## Police Responder



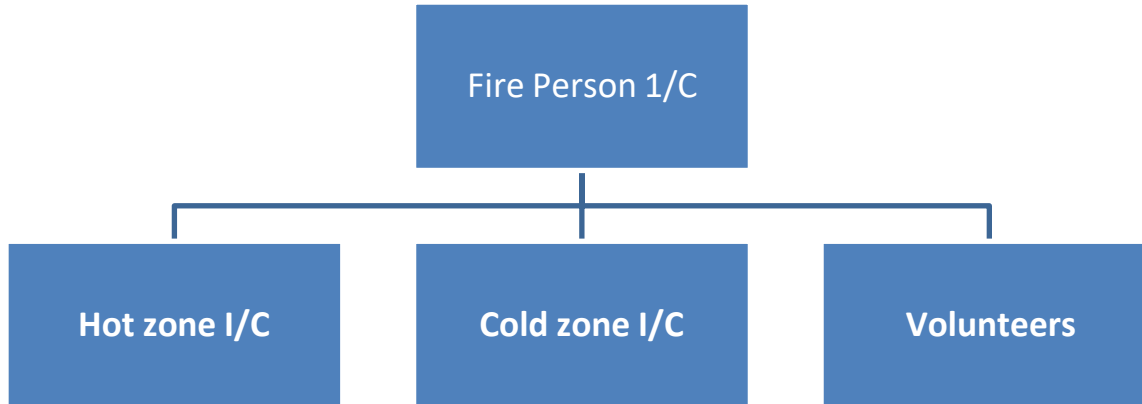
**Lynn Lake Detachment Office –204-356-2494 or 204-356-8862**  
**Constable Michael Hodgson –204-356- 2246**

### **ROLES AND RESPONSIBILITIES**

#### **RCMP/Police**

- Form part of the Local Emergency Control Response Group (LECRG)
- Provide emergency site security (establish inner and outer perimeter of emergency site).
- Assist in traffic and crowd control.
- Lead agency in search and rescue.
- Activate the Emergency Plan.
- Assist with evacuation.
- Set-up of a temporary morgue, if necessary.
- Advise medical examiner in the event of a fatality.
- Develop respite plan
- Log all actions.

## Fire Responder

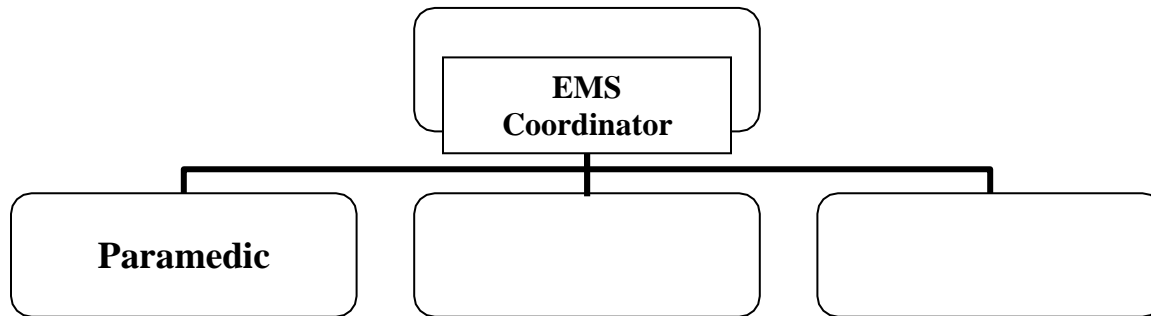


	<b>Work</b>	<b>Home</b>
<b>Fire Chief James Lindsay</b>	<b>204-356-2292</b>	<b>204-356-2103</b>
<b>Deputy Fire Chief Paul Grimmer</b>	<b>204-356-2292</b>	<b>204-356-2906</b>
<b>Deputy Fire Chief Glenn Osmond</b>	<b>204-356-8238</b>	<b>204-356-8007</b>

### **ROLES AND RESPONSIBILITIES**

- Coordinate fire fighting/hazardous goods operations.
- Form part of the Local Emergency Control Response Group (LECRG)
- Activate the Fire Mutual Aid system if necessary.
- Activate the Emergency Plan.
- Assist in Search and Rescue.
- Assist with the evacuation of people.
- Can activate evacuation procedures under the Fire Commissioner's Act.
- Develop respite plan
- Log all actions.

**EMS Responder**



**WORK**

**HOME**

**EMS Coordinator – NRHA Thompson  
Rob Trubiak  
Supervisor  
After Hours On-Call**

**204-687-9307 (Cell)204-271-2042**

**1-888-222-0247**

**EMS Director- Darren Baker**

**204-623-9557**

**ROLES AND RESPONSIBILITIES**

- Provide first aid on site.
- Assist Incident Commander.
- Form part of the Local Emergency Control Response Group (LECRG).
- Initiate Health mutual aid if necessary.
- Develop respite plan
- Log all actions.

**PUBLIC WORKS GROUP**

- 1979 Sewer Flushing Unit & Trailer**
- 1969 Lincoln Welder (Gas Driven)**
- 1986 Champion Grader – 710A**
- 1989 Caterpillar Front End Loader ITI8B**
- 1 – EM3500 Honda Portable Generator**
- 1 – EB3500 Honda Portable Generator**
- 1 – EM2500 Honda Portable Generator**
- 1 – SV4000 Suzuki Portable Generator**
- 1994 Caterpillar Backhoe/Loader 446B**
- 1991 Cushman Kubota Mower**
- 1 – 16’ Aluminium Boat with 30 HP Motor & Trailer**
- 2011 Pressure Water/Steamer**
- 1997 Elgin Pelican Series Street Sweeper**
- 2012 Compressor S/N 3071910**

	<b>Work</b>	<b>Home</b>
<b>Town Foreman – <i>Max Paquin</i></b>	<b>204-356-2418</b>	<b>204-356-2105</b>

**Roles and Responsibilities**

- Support Incident Commander
- Form part of the Local Emergency Control Response Group (LECRG)
- Ensure resources are available when requested. (i.e., equipment, barricades, supplies, construction companies, contractors).
- Coordinate purchases, rentals, leases of equipment and maintains records of same.
- Assists in the disconnecting of utilities - water, sewer, hydro, gas, telephone etc.
- Restore essential services.
- Develop respite plan
- Log all activities.
- See annex 8 for Resources available

## **TRANSPORTATION & RESOURCES**



### **Transportation & Resources Manager**

	<b><u>WORK</u></b>	<b><u>HOME</u></b>
<b>Transportation/Resources Manager – Larry Skomorowski</b>	<b>204-356-2292</b>	<b>204-356-2523</b>

### **ROLES AND RESPONSIBILITIES**

#### **Transportation & Resources Managers**

- Arrange transportation as requested.
- Support EOC and Incident Commander
- Form part of the Local Emergency Control Response Group (LECRG)
- Direct transportation resources as required, i.e., taxi companies, buses and aircraft.
- Determine gasoline and diesel requirements for emergency.
- Develop respite plan
- Log all actions.

**EMERGENCY SOCIAL SERVICES GROUP**



**RECEPTION**

**ESSENTIAL TELEPHONE NUMBERS**

[essdutyofficer@gov.mb.ca](mailto:essdutyofficer@gov.mb.ca) or 1-204-232-6471

**Home                  Work**

**Mark Francis Emergency Management Advisor**  
**Manitoba Emergency Measures Organization North and Interlake**  
 2<sup>nd</sup>-FGloor – 3<sup>rd</sup> and Ross Ave., The Pas, Mb. R9A 1M4  
 Cell: 204 – 620 - 5515  
[Mark.Francis@gov.mb.ca](mailto:Mark.Francis@gov.mb.ca)  
**24hr Duty Officer: 1-204-945-5555**  
[www.manitobaemo.ca](http://www.manitobaemo.ca)

**EXECUTIVE DIRECTOR**

Jamie Hunt Halkett .....204-356-2232 C: 670-4013 204-356-2407

**ADMIN ASSISTANT**

Kitty Wells .....204-356-8515 ..... 204-356-2407

**CANADIAN RED CROSS SOCIETY**

Registration & Inquiry:

Central Office in Winnipeg...Use this contact during the daytime .....204-982-7330  
*Kathleen Cook*/Emergency 24 Hour Telephone (Cell).....204-299-6584  
 After Hours Emergency Contact - Western Zone Disaster Management .....1-888-800-6493

**ACCOMMODATIONS**

**\* ARENAS**

Jim McLellan Arena, 605 Prospector .....204-356-8315

**\* HALLS**

Corner Pocket Billiards & Hall Inc. – 467 Sherritt Avenue.....204-356-2700  
 Corner Pocket Billiards & Hall Inc. (Hall) - 467 Sherritt Avenue.....204-356-2701  
 Lynn Lake Friendship Centre - 624 Gordon Avenue.....204-356-2407

**\* CHURCHES**

Roman Catholic Church Rectory - 419 Sherritt Avenue .....204-356-2237

**\* HOTEL/MOTEL**

The Bronx .....204-356-2471

\* **SCHOOLS** (See listing under Evacuation)

**CLOTHING STORES/BEDDING (blankets, mattresses, pillows)**

Northern Store – Lynn Lake.....	Home #.....	204-356-2272
Manager – Scott Simms .....	Home #.....	204-356-8899
Grocery Manager – Scott Simms.....	Home # .....	204-356-8899
Fields Store – Leaf Rapids.....		204-473-2283
Manager –Paula Butler .....	Home #.....	204-473-8841
Assistant Manager – Beatrice Linklater.....	Home #.....	204-

**FOOD**

**\*Food Stores**

Northern Store	Scott Simms	204-356-8899
Leaf Rapids Consumer Co-operative	Ervin Bighetty	204-473-2411 (Store)

**\*CATERERS**

Lynn Lake Friendship Centre	Jamie Hunt Halkett	204-356-2232
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**\*RESTAURANTS**

Route 391 Bar & Grill	Jim Shortt	204-356-2606
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**SERVICE CLUBS/VOLUNTEER ORGANIZATIONS**

Catholic Women’s League	Pat Campbell	204-356-8561
Lynn Lake Chamber of Commerce	Eugene Shin	204-356-2243
Canadian Rangers	Steve Phillips	204-202-8286
	Paul Grimmer	204-356-2906
Canadian Junior Rangers	Rick England	204-356-
	Connie Cockerill	204-356-2976
Lynn Lake Health Auxiliary	Minnie Carberry	204-356-8242
Lynn Lake Hospital Foundation Board	David Campbell	204-356-2292/8812
Over Fifty Club/Tea Ladies	Pat Campbell	204-356-8561
Corner Pocket Billiards & Hall Inc.	Jim Shortt	204-356-2700 or 204-356-2701

## **ROLES AND RESPONSIBILITIES**

### **ESS Manager**

- Activate emergency social services plan.
- Ensure that the needs of evacuees are met, i.e., accommodations, feeding, registration and inquiry, personal services and clothing.
- Form part of the Local Emergency Control Response Group (LECRG).
- Ensure that the Reception Area is set up.
- Co-ordinate volunteer organizations, who may be involved with the above activities.
- Assist reception communities in whatever way possible.
- Develop respite plan.
- Log all actions.

## **RECEPTION**

### **RECEPTION CENTRE**

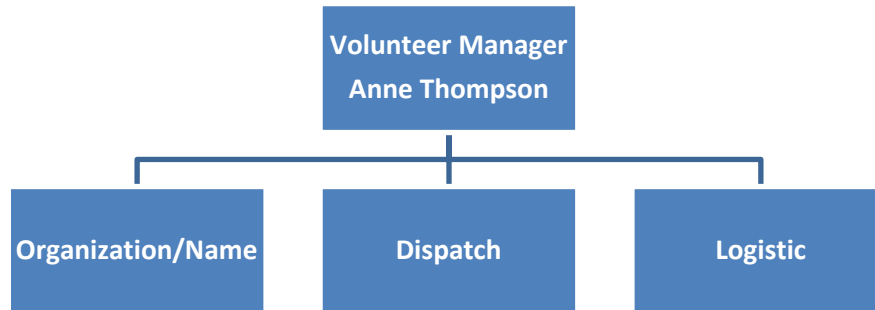
Events in neighbouring communities may necessitate the reception of evacuees.  
(See mutual aid section for agreements)

A Reception Centre will be established, to register and receive evacuees and assign them to emergency accommodations.

The host community will ensure the following responsibilities are completed:

- a) Establish registration and inquiry service (in conjunction with the Red Cross if available).
- b) Provide food services, accommodation, clothing (if required), personnel services (see Emergency Social Services guide).
- c) Arrange for medical services if required i.e., public health nurse, physician, hospital and pharmacist.
- d) Assist with timely briefings to evacuees concerning the state of affairs of the evacuated community and the expected date and time of re-entry.
- e) Help in the re-entry procedures in conjunction with the evacuated community.

## **VOLUNTEER GROUP**



	<b>Work</b>	<b>Home</b>
<b>MANAGER – Anne Thompson</b> (Note: Home number: if you hear a chime, hang up.)	<b>204-356-2413</b>	<b>431-302-5997</b>
Catholic Women’s League – Pat Campbell	204-356-2474	204-356-8561
Lynn Lake Chamber of Commerce – Eugene Shin		
Canadian Rangers – Commander Steve Phillip	204-226-3887	204-202-8286
Second in Command – Paul Grimmer	204-356-2292	204-356-2906
Canadian JR Rangers – Commander Rick England		204-356-
- Assistant Connie Cockerill	205-356-2961	204-356-2976
Lynn Lake Hospital Foundation Board – Dave Campbell	204-356-2292	204-356-8812
Over Fifty Club/Tea Ladies Pat Campbell		204-356-8561
Corner Pocket Billiards & Hall Inc. – D. Jim Shortt	204-356-2700	204-356-2606
Apartment Complex- Trevor & Rose Kruzer		204-356-2428
-Kari Kruzer		204-356-2491
-Dale Kruzer		204-356-2855

### **ROLES AND RESPONSIBILITIES**

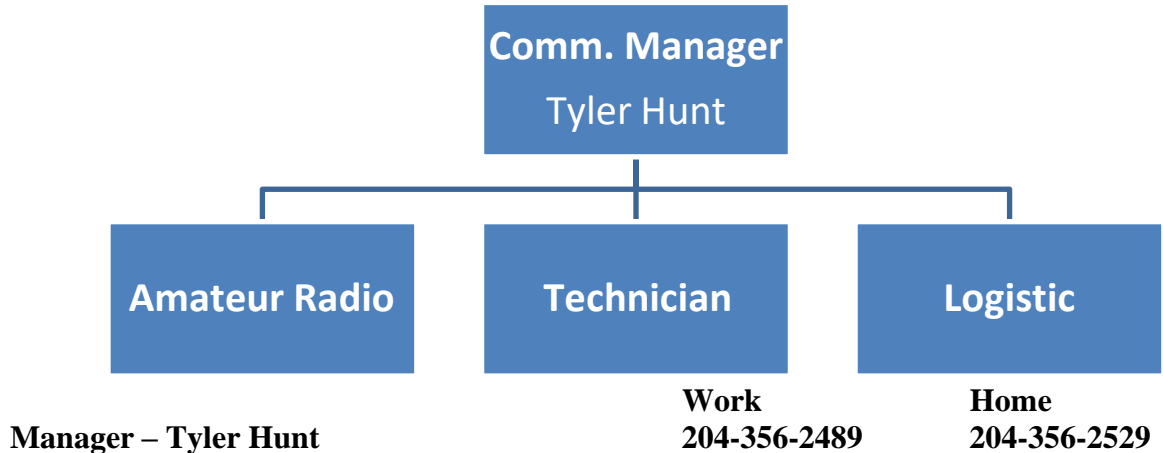
- Support EOC and Incident Commander
- Form part of the Local Emergency Control Response Group (LECRG)
- Ensure all volunteer resources are available
- Request resources as required
- Use volunteer resources to man the Info Centre.
- Develop respite plan.
- Log all actions
- Apartment Complex:

Contact All Tenants  
Prepare Tenants to Evacuate



**COMMUNICATIONS GROUP**

**PUBLIC INFORMATION OFFICER**



**ROLES AND RESPONSIBILITIES**

**Communications Manager**

- Ensure reliable and secure communications are established between the Emergency Operations Centre and the Emergency Site.
- Arrange for additional communication request with Manitoba Telephone System and/or other public and private agencies and/or organizations.
- Develop respite plan.
- Log all actions.

**TELECOMMUNICATIONS**

**Radio – Emergency Site to Emergency Operations Centre**

The Telecommunications Manager will make arrangements for the immediate establishment of a 2-way Radio link from the Emergency Operations Centre to the emergency site (Municipal Office or alternate location). Use of hand radio operators in an emergency may be useful in augmenting your communications.

**Telephone – Emergency Operations Centre**

The Telecommunications Manager will make arrangements with the Manitoba Telephone System for the immediate installation of additional telephone circuits and instruments, for use of the Emergency Operations Centre Management Team, as and when required.

**Records**

All communications, correspondence and activities will be recorded in a log and retained for future reference.

## PUBLIC INFORMATION

### WORK

### HOME

#### PIO

Tyler Hunt

204-356-2489

204-356-2529

## PUBLIC INFORMATION

One of the most important responsibilities of the Emergency Operations Centre (EOC) Management Team is to notify the residents of the community that an emergency has occurred. Alerting residents to the emergency, and the precautions they should take, may prevent injury and loss of life.

## ROLES AND RESPONSIBILITIES

### Public Information Officer shall:

- Provide timely reports for public, especially information regarding evacuated persons, through the media. **The Mayor and Council or the Emergency Coordinator must authorize all media releases.**
- Establish liaison with the provincial Communications (media specialists) staff.
- Establish media facilities
- Monitor the media for possible errors being reported about the emergency.
- Establish a means of informing evacuees of the activities undertaken in the community. Creating a daily newsletter, could provide this information.
- Maintain a log of all actions taken.

## COMMUNICATION CONTACTS

NCI – local radio – Northwest Community Futures Development Corp. 204-356-2489  
Tyler Hunt – 204-2529 Home/Laura Montgomery – 204-356-2169 Home

NCI FM Radio – Thompson..... 1-204-778-8343

CBC Radio – Thompson..... 1-204-677-1680  
Toll free ..... 1-800-856-4925

CHTM Radio – Thompson..... 1-204-778-7361

### Television

CTV Television Winnipeg...1-204-788-3300... .....News Line...1-204-775-8016

**ANNEX 2**

**TELEPHONE**

**FAN-OUT**

**EMERGENCY TELEPHONE FAN-OUT**

**Instructions**

When the emergency telephone fan-out system is activated, the person receiving the call will notify the next person below and/or across from them on this page. If this person cannot be contacted - phone the next person below them.

1ST CALL NAME	Steve Phillips	Bus. 204-356-2418 ext. 103	Res. 204-202-8286
2NDCALL NAME	Darryl Watts	Bus. 204-356-2418	Res. 204-356-8574
3RD CALL NAME			Res.

EMERGENCY COORDINATOR OR DESIGNATE CALLS 4TH, 5TH AND 6TH NAME WHO WILL IN TURN, INFORM OTHER MEMBERS OF EOC MANAGEMENT TEAM.

4TH CALL NAME Darryl Watts Bus. 204-356-2418 ext. 103 Res. 204-356-8574  
(The 4th called phones 2 or 3 members of the EOC Management Team)

NAME	Constable Michael Hodgson, RCMP	Bus. 204-356-2494/8862	Res. 204-356-2246
NAME	James Lindsay, Fire Chief	Bus. 204-356-2292	Res. 204-356-2103

NAME	Paul Grimmer, Deputy Fire Chief	Bus. 204-356-2292	Res. 204-356-2906
NAME	Glenn Osmond, Deputy Fire Chief	Bus. 204-356-8328	Res. 204-356-8007

5TH CALL NAME Tyler Hunt Bus. 204-356-2489 Res. 204-356-2529  
(The 5th called name phones 2 or 3 members of the EOC Management Team)

NAME	Jason Cockerill, Highways	Bus. 204-356-8247	Res. 204-356-2515
NAME	Jamie Hunt Halkett	Bus. 204-356-2407	Res. 204-356-2232
NAME	Ricki Kumar, Hospital	Bus. 204-356-2474	Res. 204-652-7029
	Mike Lysohirka	Bus. 204-356-2474	Res. 204-356-2775
NAME	Larry Skomorowski	Bus. 204-3356-2292	Res. 204-356-2523

6TH CALL NAME Anne Kenny Thompson Bus. 204-356-2413 Res.431-302-5997  
(If you hear a chime, hang up)

(The 6th called name phones 2 or 3 members of the EOC Management Team)

NAME	Marie Brown	Bus.204-356-2737	Res. 204-356-2680
NAME			
NAME	Conservation	Bus.204-356-2413	

All notified staff must inform their employees through a similar telephone fan-out.

Daynae McCullough, Income Security	Bus. 204-677-6714 or 1-866-667-6714
“ After Hours Emergencies	Bus. 1-866-559-6778

CFS Worker Josiah Phillips	Bus. 204-356-8701	Res.
Mental Health Worker-	Bus.204-356-	Res.204-356-
Lynn Lake Hospital Program Mgr.Ricki Kumar	Bus. 204-356-2474	Res.204-

**COMMUNITY WARNING  
ESSENTIAL TELEPHONE NUMBERS**

<i>Item</i>	<i>Name</i>	<i>Business</i>
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**EMERGENCY NOTIFICATION**

**The following people are to be notified when there is a real or potential emergency:**

- |                              |                                      |
|------------------------------|--------------------------------------|
| * Emergency Coordinator      | * Municipal Administrator            |
| * Mayor/Reeve                | * Deputy Mayor/Reeve                 |
| * Fire                       | * Police                             |
| * Ambulance                  | * Public Information Manager         |
| * Telecommunications Manager | * Emergency Social Services Director |
| * Transportation Manager     | * Resources Manager                  |

**POLICE**

Lynn Lake RCMP Detachment..... 204-356-2494/204-356-8862

**FIRE**

Lynn Lake Volunteer Fire Department..... 911

**HOSPITALS**

Lynn Lake..... 204-356-2474

**AMBULANCE**

Lynn Lake..... 911

**EMERGENCY COORDINATOR/CHIEF ADMINISTRATIVE OFFICER**

Emergency Coordinator – Steve Phillips.....204-356-2418 ext. 104/Home204-202-8286  
 Assistant Coordinator – Darryl Watts ..... Home 204-356-8574

**EMERGENCY SOCIAL SERVICES**

**DIRECTOR**

Jamie Hunt Halkett ..... 204-356-2407/204-356-2232Home

**PUBLIC INFORMATION MANAGER**

Tyler Hunt..... 204 356-2489/204-356-2529

**TRANSPORTATION MANAGER**

Larry Skomorowski ..... 204-356-2489/204-356-2523Home

**COMMUNITY WARNING  
ESSENTIAL TELEPHONE NUMBERS**

<i>Item</i>	<i>Name</i>	<i>Residence</i>	<i>Business</i>
<b><u>CHIEF ADMINISTRATIVE OFFICER</u></b>			
	Chief Administrative Officer – Steve Phillips.....	204-202-8286 .....	204-356-2418
<b><u>ELECTED OFFICIALS</u></b>			
	Mayor –.....	204-356-.....	204-356-
	Councillors:		
	Vicki Phillips .....	204-202-8286.....	204-226-3887
	Eugene Shin .....	204-970-0021.....	204-356-2433.....
	Anne Kenny Thompson	431-302-5997	204-356-2413
	Tyler Hunt .....	204-356-2529.....	204-356-2489
<b><u>EMERGENCY COORDINATORS (OTHER COMMUNITIES)</u></b>			
	Town of Leaf Rapids – Kirk Glenday.....	204 473-2436/2959	
	City of Thompson – Anthony McInnis.....	204-677-7951	
<b><u>PUBLIC WORKS</u></b>			
	Max Paquin, Foreman.....	204-356-2105 .....	204-356-2239
<b><u>EQUIPMENT OPERATORS</u></b>			
	Dale Kruzer.....	204-356-2588 .....	204-356-2239
<b><u>MECHANIC</u></b>			
	Vacant .....	204-356-xxx.....	204-356-xxxx
<b><u>UTILITIES WATER/SEWER</u></b>			
	Max Paquin .....	204-356-2105.....	204-356-2239
<b><u>RADIO STATIONS</u></b>			
	NCI – local radio – Northwest Community Futures Development Corp.....	204-356-2489	
	Tyler Hunt.....	204-356-2529	
	Laura Montgomery... ..	204-356-2169	
	NCI FM Radio – Thompson.....	204-778-8255	
	CBC Radio – Thompson .....	204-677-1680	
	Toll free .....	1-800-856-4925	
	CHTM Radio – Thompson.....	204-778-7361	

## COMMUNITY WARNING

### ESSENTIAL TELEPHONE NUMBERS

<i>Item</i>	<i>Name</i>	<i>Residence</i>	<i>Business</i>
<b><u>TELEVISION STATIONS</u></b>			
CTV Television Winnipeg.....			204-775-8016
Fax Line .....			204-780-3297
CBC Winnipeg.....			204-788-3641
Fax Line.....			204-788-3643
<b><u>UTILITIES</u></b>			
<b>CENTRA GAS MANITOBA INC.</b>			
<b>    24 Hour Emergency Response</b>			
<b>MANITOBA HYDRO</b>			
Customer Service - .....			204-356-2298
.....			
If no answer or For Emergency Service.....			1-888-624-9376
<b>MANITOBA TELEPHONE SYSTEM</b>			
Business Office (Thompson) .....			204-225-5687
Repair Service.....			Dial 611
<b>STITTCO ENERGY LTD.</b>			
Thompson Office .....			204-677-2304
Emergency Number .....			204-679-0305
<b><u>MANITOBA EMERGENCY MANAGEMENT ORGANIZATION</u></b>			
Northern District – Mark Francis.....		<b>CEL .....</b>	204-620-5515
		Work Fax .....	204-945-4929
<b>Emergency 24 Hours (Winnipeg) .....</b>		<b>Call Collect.....</b>	<b>204-945-5555</b>
(Fax).....			204-945-4620
<b><u>NEIGHBOURING COMMUNITIES</u></b>			
Marcel Colomb First Nation.....			204-356-2439
Brochet Band Office .....			204-323-2300
Brochet Nursing Station .....			204-323-2120
Lac Brochet Band Office .....			204-337-2270
Lac Brochet Nursing Station .....			204-337-2161
Tadoule Lake Band Office.....			204-684-2022
Tadoule Lake Nursing Station .....			204-684-2031
Kinoosao – Co-op Store .....			306-758-3050

**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) -

**DANGEROUS GOODS**

ENVIRONMENTAL CONTROL SERVICES 204-944-4888  
CANUTEC (Information Only) 613-996-6666

**EVACUATION**

EMERGENCY SOCIAL SERVICES (Via EMO) 204-945-5555

**FIRES**

FIRE COMMISSIONER'S OFFICE 888-389-3473  
BRANDON OFFICE 888-253-1488

**FOREST FIRES** (April 1 to October 15)

FIRE MANAGEMENT 800-782-0076

**HEALTH**

EMERGENCY HEALTH SERVICES 204-786-7289

**INDUSTRIAL ACCIDENTS**

WORKPLACE SAFETY AND HEALTH 204-945-3446  
WORKPLACE SAFETY AND HEALTH  
AFTER HOURS AND WEEKENDS 204-945-0581

\* \* \* \* \*

**WHERE** the assistance of **TWO (2) or MORE** Provincial Departments, or **ONE (1)** or more Federal Departments is required, call collect -

**MANITOBA EMERGENCY MANAGEMENT ORGANIZATION**

Headquarters (Winnipeg - 24 Hours) 204-945-5555  
Northern District – Mark Francis CEL 1-204-620-5515

**ANNEX 3**

**HAZARD**

**ANALYSIS**

**FEMA**

**MODEL**

## HAZARD ANALYSIS

The Town of Lynn Lake has recognized the following hazards and has mitigation plans to reduce the impact of such hazards on its residents, their property/properties and the environment. The hazards are:

- **Forest Fire;**
- **Chemical/Hazardous material Spill;**
- **Blizzard;**
- **Water plant failure**

The prioritization of these hazards was done using a qualitative model called the FEMA model showing below:

### HAZARD ANALYSIS

Hazard Analysis is the collection and analysis of past and present data relating to natural and man-made emergency and disaster events for the purpose of determining future probability of an emergency or disaster.

The model used for hazard analysis was developed by the American Federal Emergency Management Agency (FEMA).

#### Directions

When determining your community's potential for an emergency, it is suggested that a group of five to seven people assist in the analysis. The group can be made up of fire, police and ambulance personnel and persons knowledgeable in your community's history.

Using the "Ratings of Community's Disaster Probability" sheet, have the group determine which events have the greatest probability of occurring based on past history. From this, choose the events that have a high probability to nearly certain probability, (that is, the events that have the numbers 4 or 5 circled) for consideration in the FEMA model.

Each event that has been selected is evaluated in five areas, History (historical data), Vulnerability of the Population, Vulnerability of Property, Maximum Threat, and Probability. Each area is assessed on a low, medium or high basis.

Low           = 1 point  
Medium       = 5 points  
High          = 10 points

## **Explanation of Categories**

### **History**

A knowledge of the community's history is required for this category. Based on a 100-year history, how many times did an emergency or disaster occur.

### **Vulnerability of People**

Each time the emergency or disaster occurred; what percentage of the population were affected.

### **Vulnerability of Property**

Each time the emergency or disaster occurred, what percentage of property in the community was destroyed or damaged.

### **Maximum Threat**

Based on the type of emergency or disaster, on a percentage basis, how much of the community was affected.

### **Probability**

Probability is the likelihood that a particular emergency or disaster occurring in a year. For example, in Winnipeg, the chances of having one hazardous material spill in one year is a certainty (the probability is greater than 1 in 1). However, a tidal wave is not probable, as such, the probability of this occurring is 0.

### **Note:**

For each category, the rating is multiplied by the applicable weighting except the two Vulnerabilities. The Vulnerability of People and Vulnerability of Property scores are added together and divide by 2. The resultant number is multiplied by 5.

## **Determining Hazards**

The History rating is multiplied by 2	Score A
Vulnerability is multiplied by 5	Score B
Maximum threat is multiplied by 10	Score C
Probability is multiplied by 7	Score D

**The resultant scores are added together.** (i.e.  $A + B + C + D = \text{Total}$ ) **Total**

### **What should a community consider as a potential hazard?**

Any hazard that rates over 100 should have a contingency plan. In this case, Hazardous Materials should be a concern to the Town of Lonely Plains. Those hazards which rate under a 100 may not be of sufficient concern to warrant a specific contingency plan. The community should rank the hazards according to score, that is, from highest to lowest. The highest scoring hazard is the emergency that will most likely happen.

Example: In the Town of Lonely Plains

Using the "Ratings of Community's Emergency Sheet" Hazardous Materials emergencies had a "nearly certain probability" for the Town of Lonely Plains. The Hazardous Materials rating on the work sheet would look like this:

<b>History Evaluation</b>	<b>Rating</b>	<b>Weighting</b>	<b>Result</b>	<b>Score</b>
0-1 times in 100 years	low			
2-3 times in 100 years	medium			
4 + times in 100 years	high	High (10)	<b>times 2</b>	20
<b>Vulnerability of People*</b>	<b>Evaluation</b>			
1%	low			
1-10%	medium	Medium (5)*		
10% +	high			
<b>Vulnerability of Property*</b>	<b>Evaluation</b>		<b>times 5</b>	<b>37.5*</b>
1%	low			<b>see note</b>
1-10%	medium			<b>below</b>
10% +	high	High (10)*		
<b>Maximum Threat</b>	<b>Evaluation</b>			
(area of the community which would be impacted by such an event)				
5%	low			
5-25%	medium			
25%+	high	High (10)	<b>times 10</b>	100
<b>Probability</b>	<b>Evaluation</b>			
(chances per year)				
Less than 1 in 1000	low			
between 1 in 1000 and 1 in 10	medium	Medium (5)	<b>times 7</b>	35
Greater than 1 in 10	high			
		Total (add the above)		<b>192.5</b>

\* The Vulnerability of People and Vulnerability of Property ratings are added together and divided by two. The result is 15\2 or 7.5 times 5 (the weighting) = 37.5

### FEMA MODEL FOR HAZARDOUS ANALYSIS

<b>HISTORY</b> Error! Bookmark not defined. 0-1 TIMES IN 100 YRS 2-3 TIMES IN 100 YRS 4 + TIMES IN 100 YRS	LOW MEDIUM HIGH	<b>RATING</b>	<b>WEIGHTING</b>  X 2	<b>SCORE</b>
<b>VULNERABILITY TO PEOPLE</b> 1% 1-10% 10% +	LOW MEDIUM HIGH	Add Vul. of people + Vul. of Property	X 5	
<b>VULNERABILITY OF PROPERTY</b> *1% 1-10% 10% +	LOW MEDIUM HIGH	then divide by two to get rating		
<b>MAXIMUM THREAT</b> (Area of community impacted) 5% 5-25% 25% +	LOW MEDIUM HIGH		X 10	
<b>PROBABILITY</b> (chances per year) less than 1 in 1000 between 1 in 1000 and 1 in 10 Greater than 1 in 10	LOW MEDIUM HIGH		X 7	
			<b>TOTAL SCORE</b>	add above

LOW = 1  
MEDIUM = 5  
HIGH = 10

**\* The Vulnerability of People and Vulnerability of Property ratings are added together and divided by two. The result is 15\2 or 7.5 times 5 (the weighting) = 37.**

#### **RATING OF COMMUNITY DISASTER PROBABILITY**

How would you rate the probability of the following events in your community, within this coming decade? Please rate them in terms of the following six-point scale by circling the appropriate number.

Those emergencies which rate a 4 or 5 on this work sheet should be used in the **FEMA Model For Determining Hazard Analysis** work sheet.

- 0 - Not applicable to my community
- 1 - Not probable
- 2 - Low probability
- 3 - Moderate probability
- 4 - High probability
- 5 - Nearly certain

Hazard	WATER LINE FAILURE (cold season)		y or n	Score	Weight	Overall Score
<b>HISTORY</b>	In the last 100 years this hazard has occurred:				<b>2</b>	
	0-1 times	(Low)		1		
	2-3 times	(Medium)		5		
	>4 times	(High)	y	10		20
<b>VULNERABILITY</b>	What percentage of people / property in the community are vulnerable to this hazard?				<b>5</b>	
<b>People</b>	<1%	(Low)		1		
	1-10%	(Medium)		5		
	>10%	(High)	Y	10		50
<b>Property</b>	<1%	(Low)		1		
	1-10%	(Medium)		5		
	>10%	(High)	y	10		50
<b>MAXIMUM THREAT</b>	If a major event was to occur what percentage of the community would be impacted?				<b>10</b>	
	<5%	(Low)		1		
	5-25%	(Medium)		5		
	>25%	(High)	y	10		100
<b>PROBABILITY</b>	What are the chances per year of this event occurring?				<b>7</b>	
	< 1 in 1000	(Low)		1		
	1 in 1000 to 1 in 10	(Medium)		5		
	> 1 in 10	(High)	y	10		70
<b>TOTAL OUTCOME</b>	High risk - incorporate into community emergency plan					<b>240</b>

Hazard	WINTER STORM EVENT/POWER OUTAGE		y or n	Score	Weight	Overall Score
<b>HISTORY</b>	<i>In the last 100 years this hazard has occurred:</i>				<b>2</b>	
	0-1 times	(Low)				
	2-3 times	(Medium)	y	5		10
	>4 times	(High)				
<b>VULNERABILITY</b>	<i>What percentage of people / property in the community are vulnerable to this hazard?</i>				<b>5</b>	
<b>People</b>	<1%	(Low)				
	1-10%	(Medium)				
	>10%	(High)	y	10		25
<b>Property</b>	<1%	(Low)				
	1-10%	(Medium)	y	5		12.5
	>10%	(High)				
<b>MAXIMUM THREAT</b>	<i>If a major event was to occur what percentage of the community would be impacted?</i>				<b>10</b>	
	<5%	(Low)				
	5-25%	(Medium)				
	>25%	(High)	y	10		100
<b>PROBABILITY</b>	<i>What are the chances per year of this event occurring?</i>				<b>7</b>	
	< 1 in 1000	(Low)				
	1 in 1000 to 1 in 10	(Medium)	y	5		35
	> 1 in 10	(High)				
<b>TOTAL OUTCOME</b>						<b>182.5</b>
	<b>High risk - incorporate into community emergency plan</b>					

Hazard	HAZARDOUS MATERIALS SPILL/TRAIN AND/OR TRUCK		y or n	Score	Weight	Overall Score
<b>HISTORY</b>	<i>In the last 100 years this hazard has occurred:</i>				<b>2</b>	
	0-1 times	(Low)		1		
	2-3 times	(Medium)		5		
	>4 times	(High)	y	10		20
<b>VULNERABILITY</b>	<i>What percentage of people / property in the community are vulnerable to this hazard?</i>				<b>5</b>	
<b>People</b>	<1%	(Low)		1		
	1-10%	(Medium)	y	5		12.5
	>10%	(High)		10		
<b>Property</b>	<1%	(Low)		1		
	1-10%	(Medium)		5		
	>10%	(High)	y	10		25
<b>MAXIMUM THREAT</b>	<i>If a major event was to occur what percentage of the community would be impacted?</i>				<b>10</b>	
	<5%	(Low)		1		
	5-25%	(Medium)		5		
	>25%	(High)	y	10		100
<b>PROBABILITY</b>	<i>What are the chances per year of this event occurring?</i>				<b>7</b>	
	< 1 in 1000	(Low)		1		
	1 in 1000 to 1 in 10	(Medium)		5		
	> 1 in 10	(High)	y	10		70
<b>TOTAL OUTCOME</b>	<b>High risk - incorporate into community emergency plan</b>					<b>227.5</b>

**ANNEX 4**

**HAZARDS**

**ANALYSIS**

**EXPLANATION**

**AND**

**REQUIREMENTS**

**A. FOREST FIRE**

**In the event of a forest fire in summer, the following procedures will be followed:**

The Emergency Operations Centre Management Team will be called to assemble to co-ordinate activities with the E.O.C. being activated as per plan. The Airport is a designated alternate if the E.O.C. cannot be operated from the Town Council Chambers.

**EVACUATION WITHIN THE TOWN OF LYNN LAKE:**

In the event where a small fire threatens a small part of the town an in town evacuation may be possible to give fire crews time to control the fire scene and make it safe for residents to return.

**TRANSPORTATION:**

Where transportation is needed the Town will provide a bus that will take residents out of the danger area, which may mean that the residents may be dropped off at the airport and then after everyone is out of the danger area be transported to their final predetermined destinations.

**MEALS:**

Meals will be provided as soon as possible, but may have to wait until they get to a receiving host.

**OTHER CONSIDERATIONS:**

The public will be notified via, notices delivered door to door, NCI Radio, CBC Radio, or loud hailer. The notice should include that residents that are forced to evacuate should take medications, some clothing, toothbrush etc... Residents that do not require transportation should check in with E.O.C. before leaving so that receiving facility can be notified.

**RESOURCES THAT MAY BE REQUIRED:**

- |                    |                   |
|--------------------|-------------------|
| Telecommunications | Portable Lighting |
| Accommodations     | Heavy Equipment   |
| ATV'S              | Buses             |
| Fuel               | Delivery Truck    |
| Generators         | Road Blocks       |
| Guards             | Food/Cooks        |
|                    | Loud Hailer       |

## **B. CHEMICAL SPILLS**

**In the event that there is a chemical spill within or in the Lynn Lake area, the following procedure will follow:**

The Emergency Operations Centre Management Team will be called to assemble to co-ordinate activities with the E.O.C. being activated as per plan. The Fire Hall is the alternate location.

### **EVACUATION WITHIN LYNN LAKE:**

If a chemical spill is within the immediate Town Limits. It may be safest to have an in-house evacuation, where residents will be asked to stay inside with doors and windows closed until such time that the emergency is over or that the residents can be removed to a safe location safely.

### **TRANSPORTATION:**

In the event that residents require transportation, elderly residents can be picked up at their residences or a designated meeting place will be the Town Centre. If an in-house evacuation was ordered and residents have to be moved afterward then they will be picked up at their residences and transported to their destination.

### **MEALS:**

If an in-house evacuation is ordered then food will be dropped off to that residence if the evacuation is more than twelve hours. In the event that residents are relocated to another destination then meals will be prepared at that location.

### **OTHER CONSIDERATIONS:**

Public notices will be distributed to provide information via, NCI Radio, CBC Radio, RCMP, Fire Fighters and Volunteers. Residents will be reminded to take along medications, personal effects, pets etc.

### **POSSIBLE RESOURCES REQUIRED:**

Telecommunications	Accommodations
Food	Fuel
Buses	Generators
Water supply	Heavy Equipment
Delivery Truck	Hazmath Team
Spill Kits	Loud Hailer

## **C. POWER FAILURE IN WINTER**

**In the event of a power failure during sub-zero temperatures, the following procedures will be followed:**

The Emergency Operations Centre Management Team will be called to assemble to co-ordinate activities with the E.O.C. being activated as per plan. The Town Hall is designated as the E.O.C. under this scenario. The alternate location is Fire Hall.

### **EVACUATION WITHIN LYNN LAKE:**

If loss of hydro will be for an extended period of time, residences without an alternate heating source to electric heat will be evacuated to other residences or mass housing within Lynn Lake. Residents with alternate heating (wood stoves) will be requested to take in other families. If mass housing is required, the *West Lynn Heights School* will be used.

A residence with a wood stove will be used as a temporary Health Centre should the Health Centre require evacuation.

### **TRANSPORTATION:**

Severe temperatures may require that certain vehicles be kept running to be used for the transportation of people for feeding, evacuation, etc. When possible, buses and vans with diesel engines will be used.

Where vehicular traffic is not possible, snowmobiles will be used.

Snow clearing equipment will also be kept running to ensure they are available.

A Gardewine truck will also be kept running to provide a means of delivery service.

### **MEALS:**

Residents located in private homes will be requested to arrange their own meals using camp stoves, woodstoves and barbecues for cooking. These same cooking facilities will be arranged for mass lodging facilities if required.

### **OTHER CONSIDERATIONS:**

Public notices will be distributed to provide information to residents by firefighters if available or other volunteers. Safety issues outlined in the notices should include carbon monoxide concerns from alternate heating sources (such as open fire places) alternate cooking sources (such as propane BBQ's). Residents forced to evacuate from their homes will be reminded to take along bedding, and to drain water lines and their hot water tanks to minimize damage.

Work teams will be organized to drain water lines in unheated buildings to help minimize damage and assist the public.

Emergency vehicles should be located in a heated facility to ensure they are available when required.

**POSSIBLE RESOURCES REQUIRED: (see Resources section for details)**

Telecommunications  
Accommodation  
Food  
Fuel  
Generators  
Loud Hailer

Portable Heaters  
Heavy Equipment  
Buses  
Snowmobiles  
Delivery Truck

**D. WATER PLANT FAILURE**

**In the event that the Municipal Water Supply is shut down or is contaminated, the following guidelines will be followed:**

The Emergency Operations Centre Management Team will be called to assemble to co-ordinate activities with the E.O.C. being activated as per plan. The Town Council Chambers will be the designated E.O.C.

**EVACUATION WITHIN LYNN LAKE:**

If the town water supply is contaminated to the point where is not useable even when boiled the residents of Lynn Lake will have to be evacuated until such time that a potable water supply is provided. Residents should be reminded not to take contaminated water along with them. In some circumstances residents may have to be decontaminated before leaving their home or the community.

**TRANSPORTATION:**

Transportation to a prearranged location will be provided to those residents that require transportation. All evacuees must register before proceeding to the receiving host community.

**MEALS:**

Meals will be provided to resident when they get to the host community, therefore residents may want to take along some food.

**OTHER CONSIDERATIONS:**

Public notices will be distributed to provide information to all residents by fire fighters, RCMP, volunteers, NCI Radio, CBC Radio,. Residents will be reminded to take along medications, Personal effects, pets, etc...

**POSSIBLE RESOURCES REQUIRED:**

- |                    |                       |
|--------------------|-----------------------|
| Transportation     | Heavy Equipment       |
| Accommodations     | Food                  |
| Fuel               | Portable Water supply |
| Telecommunications | Health Inspectors     |
| Loud Hailer        |                       |

The Town of Lynn Lake recognized that other hazards exist and will review its prioritization list every year.

**ANNEX 5**

**BACK-UP**

**EQUIPMENT**

**ACTIVATION**

## **Back Up Equipment Activation**

**The primary Emergency Operations Centre (EOC) will be located at TOWN HALL. The primary Centre does not have a backup source in the event of a power failure. In the event of a loss of power or communications at the primary EOC, the Alternate EOC will be located at the Lynn Lake Hospital.**

**ANNEX 6**

**MUTUAL**

**AID**

**AGREEMENTS**

**Memorandum of Understanding – Town of Leaf Rapids**

**Memorandum of Understanding – Marcel Colomb First Nation**

**ANNEX 7**

**FUNCTIONAL**

**PLANS**

## **FUNCTIONAL PLANS**

### **Evacuation Plan objectives**

- 1.** Define responsibilities for conduct and control of evacuation;
- 2.** Prescribe priorities for evacuation;
- 3.** Establish hazard free assembly areas;
- 4.** Prescribe evacuation routes;
- 5.** Provide timely and effective warning of the need to evacuate;
- 6.** Provide transport for evacuees and their personal items;
- 7.** Safely and efficiently conduct an evacuation;
- 8.** Secure the evacuation area;
- 9.** Establish and maintain arrangements with the Welfare Service for provision of:
  - a. General welfare support;
  - b. Reception centres and accommodation;
  - c. Personal services, including counseling; and
  - d. Public information and enquiry;
- 10.** Register all evacuees and maintain movement records;
- 11.** Control the return of evacuees, in conjunction with the Welfare Service; and
- 12.** Provide public health measures for assembly/reception areas.

# EVACUATION

## EVACUATION REQUIREMENTS

### GENERAL

In the event it is necessary to evacuate people, the procedures listed below must be observed.

### WARNING

In addition to the General Warning (Section 1), The Emergency Operations Centre Management Team will ensure that:

Precise information is disseminated to the general public as to the danger involved, and the actions to be taken;

Hospitals, schools, personal care homes, group residences and private residences in the affected area are notified; and,

**Reception communities are notified.**

### TRANSPORTATION

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

The Transportation Manager, or in his/her absence a designate, will make arrangements to evacuate persons without transportation (i.e. occupants of Hospitals, Schools, Personal Care Homes and Group and Private Residences).

### REGISTRATION AND INQUIRY

**The Emergency Coordinator or Emergency Social Services Director must inform the host community's Emergency Coordinator that an evacuation is underway.**

Provide the host community with the following information:

- Number of people to expect.
- Means of transport.
- What personnel from the evacuating community will be assisting the host community.
- Ask the host community's Emergency Coordinator where the Reception Centre will be located. (Give the location to evacuees through media announcements and/or evacuation notification).

Names of people evacuating as well as how they left (in own vehicle, etc.), where they are heading to (a lot of evacuees will seek out family/friends so that address is required), and their contact information. The evacuees have to be registered with Red Cross in order to receive any assistance from provincial ESS staff (food coupons, clothes, etc.).

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

## **ANIMAL CARE AND CONTROL**

In any emergency, there may be animals (farm and household) left behind. Provision for the removal and/or feeding of animals may be required and should be done with the advice of a veterinarian or Manitoba Agriculture. Animals can be removed to stock yards, community pastures or to nearby animal shelters in other communities. Buildings or homes with animals inside should be listed and identified with surveyors' tape. The disposal of dead animals should be done in consultation with Manitoba Agriculture.

## **SECURITY**

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

## **EVACUATION GUIDELINES**

### **COMMUNITY EMERGENCY MANAGEMENT GUIDELINES**

Many types of emergencies or disasters may require that all, or a portion of a community be evacuated. An evacuation may be so sudden that preparation by a community's Emergency Operations Centre Management Team may not be possible, while in other emergencies there may be adequate time to implement an orderly evacuation. Displaced evacuees could be moved to reception centres while others will choose to stay with friends or relatives. Many people will move themselves in their own vehicles while others will require transportation to move out of the affected area.

### **Possible Problems in Evacuations**

Establishing and maintaining an orderly evacuation

Verification that all citizens have left their homes

Security of evacuated area

Transportation needs of evacuees

Preparation and safety of community for re-entry

Re-establishing utilities and services to community (normalizing or recovery from the emergency)

Meeting the needs of evacuees through the Emergency Social Services Plan

### **Resources**

Voters List or phone book (photocopied)

Cardboard traffic direction signs

Surveyors tape/chalk

Road barricades

Pre-made Evacuation Notices (see sample)

Buses, vans, boats, aircraft, snow mobiles, ATV's

Tow trucks

Maps of community

Evacuation Teams (minimum 4 persons per 500 population)

List of vehicles with loud hailers and flashing lights

A listing of persons who may require transportation

## **PRE-EMERGENCY**

### **MAYOR/REEVE AND COUNCIL**

- ❑ No actions, at this time.

### **EMERGENCY COORDINATOR**

**NOTE:** It is well advised for the Emergency Coordinator to delegate many of the tasks found in this guideline.

- ❑ Prepare an Evacuation Emergency Kit, consisting of the items listed under resources. A 24-hour contact list should be maintained for tow trucks, vehicles with loud hailers and with flashing lights, buses and vans. A list should be maintained of those people who require assistance (handicapped) or those who will need transportation in an evacuation.
- ❑ Training of evacuation teams i.e., how to notify residents of an emergency, the method of determining whether or not all citizens have been notified (see attached notes on evacuation team)
- ❑ Identify alternate reception centre sites for evacuees within the municipality.
- ❑ Arrange reception centre sites with neighbouring municipalities.
- ❑ Train Emergency Social Services Team on responsibilities in event of evacuation or the hosting of evacuees.
- ❑ Have the Transportation Manager arrange for buses, vans, and if required, boats and aircraft.
- ❑ Determine need for some members of the evacuation team to remain in the community to help monitor security and safety.

### **EMERGENCY COORDINATOR**

- ❑ Review of Emergency Social Services Plan within the scope of other emergency response plans.
- ❑ Pre-plan evacuation routes with police and Transportation Manager. Consider publishing these routes in the local newspaper.
- ❑ Develop a 24-hour media contact list of radio and television stations, who would be willing to broadcast the notice of evacuation, information and advice to citizens.
- ❑ Determine evacuation needs of special facilities. (Coordinate with responsible officials of schools, nursing homes and hospitals.) Special care facilities plan should be incorporated within the municipal plan.
- ❑ Designate Assembly Points (where evacuees can be picked up and evacuated.)

### **MAYOR/REEVE AND COUNCIL**

- ❑ 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 a municipality?)
- ❑ Mayor or Reeve should announce to the public the reason(s) for Declaring a State of Local Emergency and need for evacuation.
- ❑ Notify MEMO if there is need for provincial resources or assistance.
- ❑ The formal decision to order an evacuation must come from a majority of council or the Mayor/Reeve.
- ❑ Designation of area to be evacuated (all or part of the community)

## **EMERGENCY COORDINATOR**

- ❑ Notify affected persons, that an order to evacuate has been issued. If it is safe for members of the evacuation team, have them go door-to-door to notify residents. Have evacuation team hand out Evacuation Notices and mark homes with chalk or tie fluorescent surveyor's tape to the door of evacuated homes. The use of vehicles with loudspeakers can be utilized to notify residents. (Have evacuation team keep records of addresses visited, the date and time and results of each attempted visit.)
- ❑ Notify evacuees who have no means of transport where to assemble, and delegate assistance for those who cannot assemble on their own. Have Transportation Manager arrange transportation to these people.
- ❑ Implement registration of evacuees (if possible), otherwise, register evacuees at reception centre. Use voter's list or telephone directory as a guide of citizens.

## **EMERGENCY COORDINATOR**

- ❑ Set up security perimeter around evacuation area – use road barricades to block streets.
- ❑ Designate evacuation traffic routes – use pre-made traffic signs.
- ❑ Establish a citizen's inquiry line at the Reception Centres to help disseminate information or advice to citizens on the evacuation and progress of emergency mitigation efforts. Establish and use this number through the media. You could also use the citizens' inquiry line as a method of informing evacuees where to register.
- ❑ Have the host community's Emergency Social Services Director implement their Emergency Social Services Plan. (open reception centres or notify reception community of emergency and how many evacuees may be coming to their community.)
- ❑ If it is safe for the evacuation team to do so, conduct a door-to-door check again and mark empty homes with fluorescent surveyor's tape. Some members of the evacuation team may be required to perform periodic security checks of the community.
- ❑ Disconnecting of utilities, water, sewer, gas and telephone.

## **EVACUATION TEAM**

It is important to develop a means of notifying the citizens of your community that an emergency has occurred. Notification of residents can be carried out by various methods. There may be the need for utilising the evacuation team to perform a door-to-door notification of the emergency or disaster. Once the evacuation of affected residents has occurred it is important to know whether there are people who did not evacuate. The evacuation team can determine if all residents have left the community by doing a door-to-door verification check. Remember, do not jeopardise the safety or lives of the evacuation team.

The evacuation team should be comprised of members of the local authority, municipal workers, RCMP, municipal police, Provincial Response Teams and volunteers.

The evacuation team will be required to:

- a) Establish responsibilities and procedures for making the decision to evacuate;
- b) Establish priorities and procedures for the phased evacuation of the people who remained in the community during the emergency, including the evacuation team;
- c) Establish a method to warning all persons remaining in the community; and

- d) Establishing a procedure to ensure all personnel (including evacuation team) are accounted for in case of evacuation.

The training of the evacuation team should consist of:

- How to conduct an orderly door-to-door method to contact all residents in the event of an emergency, including the delivery of the “Official Notification of Evacuation” form;
- The importance of noting the time of notification.
- Providing security to the evacuated area (consult RCMP/Police);

## **RE-ENTRY GUIDELINES**

### **COMMUNITY EMERGENCY MANAGEMENT GUIDELINES**

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

#### **Possible Problems**

- Citizens must be informed of dangers in community, if there is still a threat to life and health.
- Traffic congestion
- Anxious citizens.

#### **Resources**

- Utility companies (Hydro, Telephone, Gas, Water and Sewer System) Hospitals/nursing homes
- Local food store, gas stations
- Buses, vans and tow trucks

### **POST EMERGENCY**

#### **MAYOR/REEVE AND COUNCIL**

- Mayor/Reeve and Council should assess whether or not the community is safe to re-enter (Consultation with Emergency Coordinator, Emergency Site Manager and Provincial Response Team personnel.)
- Council may consider terminating State of Local Emergency before the commencement of re-entry to the community.

#### **EMERGENCY COORDINATOR**

- Ensure that the community is safe for re-entry, consult with Emergency Site Manager and Provincial response team personnel.
- All essential utilities and services should be restored prior to the re-entry
- Arrange to have streets cleared of debris (public works). Determine if roads, highways and bridges are safe for evacuees to return on (consult with Provincial Highways and Transportation).
- Arrange for the disposal of dead animals. Advice can be sought from local veterinarian and/or Manitoba Agriculture.
- Transportation must be co-ordinated – many residents will return in their own vehicles, however some will require transportation assistance (bus, plane, train or car).
- Implement Re-entry Checklist (attached to this section)
- It may be necessary to arrange additional security patrols during and shortly after re-entry of citizens
- Arrange a “town hall meeting” for the purposes of providing information to residents from the provincial/federal response agencies (i.e. what happened during the emergency and providing advice or information to concerned citizens such as preparation of food, warning of hazards, changes in their environment, methods of compensation, if any). An information handout containing the same advice and information should be prepared and passed out to returning citizens.

## RE-ENTRY CHECKLIST

*The purpose of this Checklist is to assist the Community Emergency Coordinator, with the re-entry phase. Many sections of this checklist may or may not apply to the re-entry procedures. Returning evacuees will be very anxious returning to their community. One of the Emergency Coordinator's objectives in the re-entry phase is to prepare the community, so as to lessen the anxieties of returning citizens.*

**RE-ENTRY**, For the Community know as, The Town of Lynn Lake

### **SATISFACTORY CONDITIONS CONFIRMED**

The Community Emergency Coordinator must ensure the safety of the returning evacuees. The Emergency Coordinator must get the approval from the following people or provincial response agencies before re-entry process begins.

- Mayor/Reeve and council approval.
- Medical Officer of Health approval (or Emergency Health Services)
- Environment Officer's approval.
- Fire/Flood Report Updated (Conservation approval)
- Manitoba Agriculture approval.
- Air, Water, Land (environmental) Conditions Satisfactory
- Food Supplies Adequate (confirmed by Community Emergency Co-ordinator)
- Essential Supplies Adequate (confirmed by Community Emergency Co-ordinator)
- Community Fuel Supplies Adequate for Further Evacuation if required (confirmed by Community Emergency Co-ordinator)

### **COMMUNITY CONTACTS:**

Essential People Required in Community at or before Re-entry

- Community Emergency Coordinator
- Police
- Medical Personnel (Doctors/Nurses)
- Northern Affairs Regional Director
- Chief and Council Members
- Mayor/Reeve and Community Council
- Ambulance Personnel
- Fire Department Personnel
- Manitoba Conservation Personnel
- Emergency Health Services Personnel
- Emergency Social Services Personnel (Community and Province)
- Store Managers/Clerks
- Red Cross
- Others



**F. Re-entry Registration Plans confirmed:**

- Location
- Personnel who will assist in Re-entry Registration (attach list).

**G. List of Elderly/Disabled/Special-Needs** (attach list). [Please Note: The facilities that normally take care of these people may require more time to ensure that the facility is able to provide for their needs. A decision by the managers of these institutions/facilities may be required before the Elderly/Disabled/Special-Needs people return. In most instances, the community may be better prepared to assist these individuals a few days after the initial re-entry].

## **TRANSPORTATION PLAN**

### Preparing for an Emergency

The Transportation Manager is responsible for developing a list of vehicles that may be utilized in an emergency. This list could include: buses, vans, tow trucks, dump trucks, heavy machinery, boats, private aircrafts, all terrain vehicles and four wheel drive vehicles.

In the event of an evacuation, it is probable that a significant portion of evacuees will provide their own transportation. However, when there is no road access, the local authority will have to contact the province, who will arrange transportation by aircraft or rail.

In an evacuation of a community, the Transportation Manager may be asked to obtain transportation for any of the following persons – who have no vehicle, the physically challenged, nursing homes, hospitals, special care facilities clients or who are in schools.

The Assembly Point, a place where people gather so that they can be transported out of the community, will be the Town Office (Lynn Inn) parking lot.

### During an Emergency

The Transportation Manager should ask the police for the evacuation routes out of the community. The Transportation Manager should give evacuation route and assembly points information to the Public Information Manager for immediate release to the media. The same information may be placed in the Official Notification of Evacuation for and distributed to the public.

The Transportation Manager should contact people who have buses and other vehicles to ensure that these resources are available for use during the emergency.

The Transportation Manager should contact the school and hospital to see if they require transportation assistance.

A list should be maintained of people who are being evacuated by aircraft, bus or alternate transportation. The list will help in identifying who left the community and by what means. This should be done primarily by ESS personnel who can be augmented by Transportation personnel.

The Transportation Manager may be called upon to coordinate vehicles to transport workers and emergency supplies.

### Evacuation “Convoys”

In organizing a “convoy” of evacuees vehicles, the last vehicles leaving the community should be tow trucks and an ambulance (if an ambulance can be spared). The Tow truck should be available to repair tow stranded motorists on while the ambulance is to provide support in a health emergency during the convoy’s trip. The “lead” and “tail” vehicles should be radio equipped to communicate the progress of convoy and report on any complications.

### Post Emergency including Re-entry

The Transportation Manager may be required to organize transportation for re-entry of the residents to the community. Residents will be dropped off at their residence by the bus or alternate transportation will be provided from drop off point. The post emergency phase deals with recovery of the community to a normal state. The Transportation Manager may be called upon to coordinate special vehicles for the clean-up and recovery of the community.

## Hosting Plan

### Hosting

The Town of Lynn Lake currently has the facilities to accommodate a very limited amount of evacuees, however has had a decrease in the human resources available to facilitate their arrival and stay in the community.

## **EMERGENCY PUBLIC INFORMATION PLAN**

An emergency public information plan is an essential tool for your community to use during an emergency. Without it, a co-ordinated media response is unlikely.

An emergency public information plan should contain:

- a check-list for setting up a media centre and assigning staff to public information tasks;
- a step-by-step outline for managing news conferences and overall guidelines for dealing with the media in an emergency;
- fill-in-the-blank work sheets for writing news releases;
- guideline for when information should be released and who should approve it before it goes out;
- an up-to-date list of local media phone and fax numbers;
- suggestions for communicating with affected residents and ensuring they feel connected to what is happening in their community; and
- a fan-out list of people who can be called to work on the public information portion of an emergency response.

**Once developed, three copies of your emergency public information plan should be distributed to key personnel.**

**(I.E. Council and Mayor, Emergency Co-ordinator, Municipal Administrator, Media Information Manager.)**

**One copy should be held in their offices, one should be kept at their home and one should be in their car.**

## **EVACUEE INFORMATION**

During an evacuation, the Public Information Manager should provide frequent and regular reports to the receiving community for distribution to evacuees. Reports should include information on what is happening in their home community. If known, a general time for re-entry can be communicated. To avoid disappointment and stress for evacuees, an exact date should not be given until it is absolutely confirmed.

Items such as an evacuee newsletter or an evacuee telephone inquiry line will also go a long way to helping evacuees feel connected with what is happening in their community. Volunteers from

the affected community should staff the inquiry line, so callers will feel more comfortable about discussing their concerns.

### **PREPARING FOR THE MEDIA**

An emergency will attract media attention and you must be prepared to handle media who show up at the emergency site or call the EOC for more information. To keep your media response coordinated, the Public Information Manager should be responsible for:

- Establishing a media briefing room;
- Establishing times for media briefings;
- Arranging media interviews for Council and/or Mayor/Reeve and Emergency Site Manager;
- Preparing and issuing news releases outlining the status of the emergency response;
- Arranging a media tour once it is safe; and,
- Monitoring news stories to ensure they are accurate and notifying the media when inaccuracies occur.

Once it is safe enough to do so, a tour of the emergency site should be arranged for the media. The only way to significantly cut down on the number of media coming to the site, is to give them the opportunity to take pictures of the actual emergency area.

### **ISSUING INFORMATION TO THE MEDIA – NEWS CONFERENCES AND RELEASES**

The media is one of your best sources for reaching the public. Information given to the media must accurately explain the emergency, the dangers involved and the actions that will be taken to mitigate the emergency's effects. The Council and/or Mayor/Reeve and/or Emergency Coordinator should authorize all information that is released to the news media.

The most common way to release information to the media is through a news release or news conference. News releases should be issued on a regular basis to keep the media up-to-date on what is happening. By issuing regular news releases via fax machine/email, you can significantly cut down on the number of media telephone calls you receive. News release should include factual statements about the emergency and what you are doing to rectify the situation. The information can be prepared in point form to make it easier to write and read.

In general, a news release should include:

- What happened
- Where (name and location of the emergency site or facility involved);
- When (the time of the incident);
- The number of injured, deaths if any;
- The name of the hospital(s) where injured persons are being taken (do not discuss how the injuries occurred or the extent of the injuries, or the identity of the injured or dead until all information is confirmed and family members have been notified);
- What your community is doing to rectify the situation;
- Any other facts not in dispute; and, names of appropriate local, provincial and federal agencies that have responded to the emergency.

When you have a lot of important information to give the media or when you have numerous requests for personal interviews, you should hold a news conference. A news conference allows

the media to ask questions and gives them access to several emergency responders at once. Holding at least one daily news conference throughout an emergency is important, in helping you get your message out and helping the media get their story.

Before holding a news conference, prepare a brief opening statement that provides an update on the emergency and outlines how you are responding. Familiarize yourself with the statement and try to refer to it but not read it when you first speak to the media.

Provide the media with access to a spokesperson from responding agencies at your news conferences. This is a good time management tool because it allows you to arrange for the media to speak to all agencies at once rather than organizing a lot of separate interviews.

Hand out an up-to-date news release and a fact sheet that includes basic background about the community and the incident. This will enable the news media to report with more accuracy when writing the story.

Whenever possible, try to monitor media coverage to ensure the reports are accurate. Where necessary, correct any inaccuracies by calling the reporter directly.

## **HANDLING MEDIA INTERVIEW**

Some points to consider when interviewed by the media:

- Always give factual information – do not speculate;
- Always tell the truth;
- Keep opinions to yourself;
- Never respond with “No comment” it implies that you or your community is hiding information;
- If you are unsure of the answer to a reporter’s question, don’t guess – tell the reporter you’ll provide the correct information as soon as possible, and then do so;
- Remember the differences between the media and adjust your answers accordingly – newspaper uses much more detail than radio and TV (radio and TV need brief, concise answers)
- Anticipate media questions (for example, reporters will ask the five W’s (who, what, where, when and why) and possibly a sixth question “what will the community do now?”).

## Evacuation Reminders - 2019

With summer and subsequently fire season approaching the Town of Lynn Lake wishes to advise residents of some important information in the event of an evacuation.

- If the nature and/or magnitude of the emergency requires the warning of the general public, the following will be done – Information will be distributed by loudspeakers on police and/or fire vehicles, Town Office front window, announcements on NCI – 96.9 F.M., and door-to-door warning by volunteers.
- For residents without transportation you are requested to make prior arrangements with friends or family for a ride to the host community. Alternate arrangements to evacuate persons without transportation will also be provided. The assembly point will be the Town office (Lynn Inn) parking lot.
- Residents with vehicles are advised to keep their gas tanks reasonably full at all times.
- If an evacuation is called remember to take money, credit cards, identification, medication, infant food and diapers if needed, clothing, personal hygiene items, and pets if you are leaving by your own vehicle. If time permits you should turn off your water, lights, appliances, etc. and lock your house.
- During the evacuation, we always receive calls from people asking if we know where a certain person is. It is very important that you register with the host community who will relay the information to us so that we can tell your relatives and friends where you are staying.
- If you are interested in helping during an emergency whether an evacuation or a reception site for evacuees, please stop in at the Town Office and fill out a volunteer form.
- Please be careful and report any suspicious fires to the Sustainable Development (DNR) at (204)356-2413 or use the Province of Manitoba toll free line at 1-800-782-0076

## **SAMPLE NEWS RELEASE**

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

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

#### **SAMPLE NEWS RELEASE**

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

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

#### **NOTE 1:**

Your municipality may want to advise citizens:

- a) to stay away from the emergency site;
- b) where able bodied people and equipment may report to assist in the emergency;
- c) what is expected of the public.

#### **NOTE 2:**

This news release concerning the Declaration of State of Local Emergency should be typed double space and given by the most expedient means to radio, television and the local newspapers. The most appropriate person to make this declaration to the media is the mayor or reeve of the municipality or the community's official spokesperson.

Be prepared to provide the media with honest answers related to the emergency:

- Who is involved?
- What happened?
- Where did it happen?
- When did it happen?
- What is the current status?
- What actions are being done to correct the emergency.

# **ANNEX 8**

# **RESOURCES**

## MISCELLANEOUS RESOURCES

### ESSENTIAL TELEPHONE NUMBERS

#### RESOURCES MANAGER

Sustainable Development Lynn Lake Region Anne Thompson.....204-356-2413  
 Luke Dun - District Supervisor.....204-356-2413

#### AIR SERVICES

##### CALM AIR INTERNATIONAL LTD

Reservations.....1-800-839-2256  
 Cargo/Charters.....1-800-225-6247

##### PERIMETER AIR LINES

..... Thompson.....1-877-917-2555  
 ..... Winnipeg.....1-800-665-8986

##### KISSISSING AIR

..... Lynn Lake (Summer).....204-356-2457

#### AMBULANCE

Northern Regional Health Ambulance Service.....911

#### BUILDING MATERIALS

G&G's Rentals and Hardware.....Glen Osmond 204-356-8328/8007

#### CONTRACTORS & CONSTRUCTION COMPANIES

Midnorth Hauling.....204-356-8008  
 Barry Threinen.....204-356-2379  
 Timber Wolf Trucking.....204-356-8578  
 Audie Dulewich.....204-356-8273

#### FIRE

Lynn Lake Volunteer Fire Department.....204-356-8655 Paging

#### FIRE FIGHTING EQUIPMENT

Lynn Lake Fire Department.....204-356-8655 Paging

#### HYDRO

Manitoba Hydro - Lynn Lake.....204-356-8324 or  
 .....204-356-2298  
 Manitoba Hydro – Emergency Service.....1-888-624-9376

**VANS/BUS**

Lynn Lake Friendship Centre (14 passenger van) .....Jamie Hunt Halkett ..... 204-356-2407/356-2232  
West Lynn Heights School...15 passenger school bus...Principal Larry Skomorowski204-356-2292/356-2523

Marcel Colomb First Nation..... 204-356-2439

**HEAVY EQUIPMENT**

**TOWN OF LYNN LAKE** – Town Garage Site - Eldon Lake Road  
Contact Person: Max Paquin      Garage: 356-2239

**\* BACK HOES/BULLDOZERS**

IT18b Cat Backhoe/Loader

**\* CRANES – NIL**

**\* DUMP TRUCKS**

Three Ton

**\* GRADERS**

Champion 710A Grader

**\* OTHER MISCELLANEOUS EQUIPMENT**

4 Generators

300 gallon Water Tank and Trailer (no Pump)

1 – 18 foot Lund boat with motor & trailer

1 – Septic Service Truck

1 – Compressor

1-Sewer Flusher unit and Trailer

3 Trucks Radio Equipped for Town System

Portable Lincoln Welder

Cushman Kubota Mower

**TIMBER WOLF TRUCKING** – Eldon Lake Road

Contact Person: Audie Dulewich Office 356-8578 Residence 356-8273 Fax 356-8080

**\* BACK HOES/BULLDOZERS**

1 Cat 950 Loaders

950 F Loader

1 – D5H L.G.P. Dozers

200 LC.5 Hitachi Excavator

930 G Cat Loader

230 LC Excavator

450 E John Deere – dozer wide pad

D6 Cat Dozer

792 CLC J.D. Excavator

250 ITD GLC Excavator

966 G Loader

270 LC Excavator

**\* CRANES - NIL**

**\* DUMP TRUCKS**

Tandem Truck

6 Semi Tractors

Large Variety of Semi Trucks with Dump Boxes, Flat Decks, Low Beds

Large Variety of Trailers with End Dump, High Bed, Low Bed, Drop Decks

**\* GRADERS**

4 – Graders

**TIMBER WOLF TRUCKING Cont'd**

**\* OTHER MISCELLANEOUS EQUIPMENT**

3” Trash Pump

Quad

1 – 8 man Camp Trailer

2 – 25 Kilowatt Generators

1 – 4 man Camp Trailer

**DEPARTMENT OF HIGHWAYS-** Eldon Lake Road

Contact Person: Jason Cockerill Office – 356-8247 Residence 356-2515  
Dial up number 204-783-0903 Key in 710334 Mobile

**\*BACK HOES/BULLDOZERS**

1 -IT28 Cat – Lynn Lake                      1 – WB14 Case – Leaf Rapids

**\*OTHER MISCELLANEOUS EQUIPMENT**

1-Crew Cab  
2-1/2 Tons

**\*DUMP TRUCKS/PLOW TRUCKS**

2 – Tandem

**\*GRADERS**

1-740 Champion – Lynn Lake                      1 – 730A Champion – Leaf Rapids

**KING OF OBSOLETE**

Contact Person: Joey Barnes - Residence 356-8846

**\*OTHER MISCELLANEOUS EQUIPMENT**

1 - 500 gallon Fred's Truck with 2" Electric pump and 30' of discharge hose  
1 – 1000 gallon tanks mounted on winter freighting sleighs  
2 – Lincoln 250 amp gas powered welders with 8000 watt generator capacity  
5 – various sizes of winter freight cats with different styles of blades

**HEAVY TRUCKING EQUIPMENT – OUTSIDE OF LYNN LAKE**

**LAURIE RIVER – HYDRO STATION**

Contact person : Gary Ratushniak - Office 1 – 204-778-1133

2 – ¾ tons  
Tandem 5 ton Gravel truck  
Gravel truck  
2 – 18 foot Lund Boats, 40H.P.  
CAT 916 Loader  
CAT 120 Grader  
John Deere 335 Crawler with Backhoe

**LEAF RAPIDS**

**TOWN OF LEAF RAPIDS: Town Garage Site**

Contact Person: Damien Smith, Town Foreman - Residence 204-473-2599/Shop -204-473-2378  
Office 204-473-2436

Rubber Tire Loader Case 621  
3 Dump Trucks  
4 Small Trucks  
4 Trucks Radio Equipped for Town System  
Grader – New John Deere 770  
Low Bed Trailer  
Thomas Uni Loader  
John Deere 455G Crawler Loader  
Cat Backhoe  
4" Monarch Water Pump – 200 ft Discharge Hose

**Marcel Colomb First Nation – MCFN Reserve Site**

**Contact Person: Russel Spence-Residence - 204-356-2979**

**Septic Truck  
Water Truck  
Garbage Truck  
Bus**

# MISCELLANEOUS RESOURCES

ATTACHMENT 2

## ESSENTIAL TELEPHONE NUMBERS

<i>Item</i>	<i>Name</i>	<i>Business</i>
<b><u>AIRPORT TERMINAL</u></b>		
	Town of Lynn Lake/YYL Inc.....	204-356-2900
<b><u>JAWS OF LIFE/AIR BAGS</u></b>		
	Lynn Lake Volunteer Fire Department.....	204-356-8655(Paging)
<b><u>MORGUE</u></b>		
	Lynn Lake Hospital .....	204-356-2474
<b><u>SAND &amp; GRAVEL</u></b>		
	Midnorth Hauling .....	204-356-8008
	Timber Wolf Trucking.....	204-356-8578
<b><u>SEPTIC TANK SERVICE</u></b>		
	Town of Lynn Lake .....	204-356-2418
	Town Garage .....	204-356-2239
<b><u>SERVICE CLUBS</u></b> (See listing under Reception)		
<b><u>SERVICE STATIONS</u></b>		
	Halstead Motors.....	204-356-2703
	Lynn Lake SNC (ESSO).....	204-356-8692
	BULK FUEL – Penner – Winnipeg Office number .....	204-989-4300
	Lynn Lake Representative Scott Simms .....	204-356-8899
	..... Work .....	204-356-2272
<b><u>SNOWBLOWER</u></b>		
	YYL Inc./Lynn Lake Airport.....	204-356-2900
<b><u>SWEEPSTER</u></b>		
	YYL Inc./Lynn Lake Airport.....	204-356-2900
<b><u>TOW TRUCKS</u></b>		
	Halstead Motors Ltd. - Jeff Cockerill .....	204-356-2703
<b><u>UTILITIES</u></b> (See Warning)		
<b><u>WATER HAULING EQUIPMENT</u></b>		
	Joey Barnes.....	204-356-8846
<b><u>WELDING/CUTTING EQUIPMENT</u></b>		
	Joey Barnes .....	204-356-8846
	Mid North Hauling .....	204-356-8008
	Nick Maniel .....	204-356-2549
	Timber Wolf Trucking Ltd .....	204-356-8578
	Town of Lynn Lake (Public Works).....	204-356-2239

**MISCELLANEOUS RESOURCES**  
**ESSENTIAL TELEPHONE NUMBERS**

<i>Item</i>	<i>Name</i>	<i>Business</i>
<b><u>GOVERNMENT DEPARTMENTS</u></b>		
<b>MANITOBA AGRICULTURE- NIL</b>		
<b>MANITOBA EMERGENCY MANAGEMENT ORGANIZATION</b>		
Northern District – Mark Francis.....	Cell.....	204-620-5515
Emergency 24 Hours (Winnipeg) .....		204-945-5555
(Fax) .....		204-945-4620
<b><u>MANITOBA CONSERVATION &amp; WATER STEWARDSHIP 24 HOUR 1-855-944-4888</u></b>		
<b>DIRECTOR</b> Don Labossiere.....		204-945-7005
<b>ENVIRONMENT DEPARTMENT</b>		
Jeff Fountain, Regional Supervisor – Thompson.....		204-677-6703
.....	Fax .....	204-677-6888
Brian Lundmark.....		204-677-6704
.....	Fax .....	204-677-6888
.....	Cell.....	204-679-5984
Nancy Linehan, Drinking Water Officer – Thompson .....		204-307-1453
Donna Garcia.....	Environmental Assessment and Licensing Branch.....	204-945-7065
<b>FORESTRY</b>		
Bruce Holmes, Regional Forester .....		204-677-6642
<b>PUBLIC HEALTH DEPARTMENT</b>		
Tyler Hebb, Public Health Inspector – Thompson.....		204-677-6472
.....	Cell .....	204-679-2644
.....	Fax .....	204-677-6888
<b><u>MANITOBA HIGHWAYS &amp; TRANSPORTATION</u></b>		
<b><u>THOMPSON</u></b>		
<b>DIRECTOR</b> Barry Rempel .....		204-677-6553
.....	Cell.....	204-679-0155
<b><u>LYNN LAKE</u></b>		
Jason Cockerill, Foreman.....	Dial up number.....	204-783-0903
	Key in 707777 handheld/Key in 710334 mobile/Lynn Lake Office.....	204-356-8247
	Home:.....	204-356-2515
<b>MANITOBA SUSTAINABLE DEVELOPMENT</b>		
Lynn Lake District Office.....		204-356-2413
Tip Line – to report fires.....		1-800-782-0076

# RECEPTION

## ESSENTIAL TELEPHONE NUMBERS

<i>Item</i>	<i>Name</i>	<i>Residence/Business</i>
<b><u>EMERGENCY SOCIAL SERVICES</u></b>		
<b><u>DIRECTOR</u></b>		
	Jamie Hunt Halkett .....	204-356-2232/356-2407
<b><u>ASSISTANT DIRECTOR</u></b>		
	.....	204-
<b><u>CANADIAN RED CROSS SOCIETY</u></b>		
Registration & Inquiry:		
	Central Office in Winnipeg...Use this contact during the daytime .....	1-866-685-4250
	After Hours Emergency Contact - Western Zone Disaster Management.....	1-888-800-6493
	Emergency 24 Hour Telephone – Cell.....	1-204-771-0522
	Thompson Red Cross Worker – Kathleen Cook.....	1-866-685-4250
<b><u>ACCOMMODATIONS</u></b>		
<b>* ARENAS</b>		
	Jim McLellan Arena, 605 Prospector (Reception Centre) .....	204-356-8315
<b>* HALLS</b>		
	Corner Pocket Billiards & Hall (Downstairs) – 467 Sherritt Avenue .....	204-356-2700
	Corner Pocket Billiards & Hall (Upstairs) - 467 Sherritt Avenue.....	204-356-2701
	Lynn Lake Friendship Centre - 624 Gordon Avenue.....	204-356-2407
<b>* CHURCHES</b>		
	Roman Catholic Church Rectory - 419 Sherritt Avenue.....	204-356-2237
<b>* HOTEL/MOTEL</b>		
	The Bronx .....	204-356-2471
	Lynn Inn .....	204-356-2433
<b>* SCHOOLS</b>		
	West Lynn Heights School .....	204-356-2292
<b><u>CLOTHING STORE/BEDDING (blankets, mattresses, pillows)</u></b>		
	Northern Store – Lynn Lake .....	204-356-2272
	Manager – Scott Simms .....	Home #..... 204-356-8899
	Grocery Manager – Scott Simms.....	Home # ..... 204-356-8899
	Fields Store – Leaf Rapids.....	204-473-2283
	Manager – Paula Butler .....	Home # ..... 204-473-2283
	Assistant Manager – Beatrice Linklater.....	Home # ..... 204-473-2283

## RECEPTION

### ESSENTIAL TELEPHONE NUMBERS

<i>Item</i>	<i>Name</i>	<i>Residence/Business</i>
<b><u>FOOD</u></b>		
<b>* FOOD STORES</b>		
Northern Store .....		204-356-2272
Lynn Lake ESSO Convenience Store.....		204-356-8692
Osmond Investments (small shop).....		204-356-8328
Fields Store – Leaf Rapids.....		204-473-2283
<b>* CATERERS</b>		
Lynn Lake Friendship Centre .....		204-356-2407
<b>* RESTAURANTS</b>		
Lynn Inn Inc .....		204-356-2433
Route 391 Bar & Grill .....		204-356-8050
<b>* SERVICE CLUBS</b>		
<b><u>SERVICE CLUBS/VOLUNTEER ORGANIZATIONS</u></b>		
<b>ANGLICAN CHURCH WOMEN’S (ACW)</b>		
President Connie Cockerill .....		204-356-2976/356-2961
<b>NORTHERN REGIONAL DISTRICT HEALTH ADVISORY COMMITTEE – LYNN LAKE</b>		
Chairperson Rose Michaluk .....		204 356-236/356-2272
..... (Summer Residence).....		204-356-2292
<b>CATHOLIC WOMEN’S LEAGUE</b>		
President Pat Campbell.....		204 356-8561/356-2474
<b>FRONTIER SCHOOL COMMITTEE</b>		
Chairman Tyler Hunt.....		204-356-2529
<b>4<sup>TH</sup> CANADIAN RANGER PATROL GROUP</b>		
Canadian Rangers – Patrol Commander Steve Phillips .....		204-202-8286
Second in Command – Paul Grimmer.....		204 356-2906
.....		
<b>LYNN LAKE CHAMBER OF COMMERCE</b>		
President Eugene Shin .....		204-356-2433
<b>LYNN LAKE FRIENDSHIP CENTRE</b>		
Executive Director Jamie Hunt Halkett .....		204 356-2232/356-2407
<b>LYNN LAKE HEALTH AUXILLIARY</b>		
President Minnie Carberry.....		204 356-8242/356-8862

**LYNN LAKE HOSPITAL FOUNDATION BOARD**

Chairperson ?.....204-356-

**LYNN LAKE JUNIOR RANGERS**

Canadian JR Rangers – Patrol Leader Rick England.....204-356-8747

Patrol Leader Connie Cockerill..... 204 356-2976/356-2961

Adult Committee Chairperson Doug Holmes..... 204 356-2213/356-2572

Patrol Leader Connie Cockerill .....204 356-2976/356-2961

# **ANNEX 9**

# **FORMS**

## State of Emergency and Powers

### What is an Emergency?

There are five characteristics of an emergency, which help define it as such:

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

Essentially all five elements must be present to constitute an emergency.

The State of Local Emergency declaration begins on the same date and time as the resolution is passed. Therefore, this date should correspond with that at the top of the declaration and also the date in the third paragraph, immediately preceding the signature block at the bottom.

This date will be 14 days after the date of the declaration.

i.e. If a declaration is made on the 15th day of the month, the same declaration would expire at 23:59 of the 29th day of that same month. There are, however, provisions in the Act for either earlier termination or extension beyond this expiry date.

### DECLARATION OF A STATE OF LOCAL EMERGENCY

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

Upon the declaration of the State of Local Emergency, the Council and/or Mayor/Reeve shall notify:

- The residents of the community
- Manitoba Emergency Management Organization; and
- Neighbouring municipalities and communities as may be required.

---

*The extraordinary powers listed below plan can only be utilized after the council, or in the absence of a quorum of council, the Mayor/Reeve have declared a State of Local Emergency.*

**DECLARATION OF A STATE OF LOCAL EMERGENCY  
Quorum of Council**

**SAMPLE 1**

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

**RESOLUTION NO ----- 202--**

**Town**

**of**

(Date - Month, Day, Year)

Moved by Councillor  
Seconded by Councillor

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

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

**IN WITNESS WHEREOF** of the Council of the Town of Lynn Lake has by resolution carried, declared this state of local emergency this     day of     (month)     , (year).

The Town of Lynn Lake

Per: (Signature of Chairperson)  
(Name of Chairperson - printed)

**DECLARATION OF A STATE OF LOCAL EMERGENCY  
Absent of Quorum of Council**

**SAMPLE 2**

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

**DECLARATION OF STATE OF LOCAL EMERGENCY**

**IN THE TOWN OF LYNN LAKE**

**WHEREAS** the Town of Lynn Lake is encountering (*type of emergency*) 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 Lynn Lake and to prevent damage to property within those boundaries;

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

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

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

(signature of Mayor or Reeve)  
Name of Mayor (printed)

Mayor of the Town of Lynn Lake  
\*\*\*\*\*

**TERMINATION OF A STATE OF LOCAL EMERGENCY**

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

Dated this \_\_\_ day of \_\_\_\_\_, 20

Moved by Councillor  
Seconded by Councillor  
Signature of Mayor\Reeve

**By-Law, Emergency Plan**

**Town of Lynn Lake**

**BY-LAW**

**BEING A BY-LAW OF THE TOWN OF LYNN LAKE TO ADOPT THE PROVISIONS OF THE MANITOBA EMERGENCY MEASURES ACT AND THE TOWN OF LYNN LAKE EMERGENCY PLAN**

---

**WHEREAS** in accordance with Section 232(1) of The Municipal Act Chapter M225 of the Continuing Consolidation of the Statutes of Manitoba, the council may make by-laws in order to authorize and enable a municipality to carry out, further, or implement, any of the purposes, objects, or provisions of The Emergency Measures Act;

**AND WHEREAS** in accordance with Section 8 of The Emergency Measures Act, being Chapter E80 of the Continuing Consolidation of the Statutes of Manitoba, the council shall prepare, approve and adopt emergency preparedness plans.

**AND WHEREAS** the council of the Town of Lynn Lake has agreed to the necessity for a prompt and co-ordinated response to emergencies;

**AND WHEREAS** it is deemed expedient and in the public interest to adopt an emergency preparedness plan, Town of Lynn Lake to provide a prompt and co-ordinated response to emergencies;

**NOW THEREFORE THE COUNCIL OF THE TOWN OF LYNN LAKE ENACTS THE FOLLOWING:**

1. That the attached, Schedule "A" hereafter known as the TOWN OF LYNN LAKE EMERGENCY PLAN is hereby approved and adopted,
2. That the Mayor and Council of the Town of Lynn Lake may implement the TOWN OF LYNN LAKE Emergency Plan in accordance with the procedures agreed to and set forth in the plan; and,
3. That the Town of Lynn Lake may enter into mutual aid agreements for emergency response.
4. That the Emergency Coordinator for the Town of Lynn Lake may develop and implement emergency exercise programs for testing the Town of Lynn Lake.
5. That the Emergency Coordinator, or person appointed by Council may make such amendments as and when required to the TOWN OF LYNN LAKE Emergency Plan, excluding sections 1 to 14.
6. THAT on the passing of this By-law, By-law No. ... is hereby rescinded.

**DONE AND PASSED IN COUNCIL ASSEMBLED THE DAY OF**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Administrator

Read a first time this  
Read a second time this  
Read a third time this

# **ANNEX 10**

## **DISTRIBUTION**

### **LIST**

**COPY NUMBER**

- 1. EMERGENCY COORDINATOR**
- 2. EMERGENCY COORDINATOR ASSISTANT**
- 3. MAYOR**
- 4. OFFICE**

**EMERGENCY OPERATIONS CENTRE COPIES (COPIES TO BE RETAINED IN THE EOC)**

- 5. EMERGENCY SOCIAL SERVICES DIRECTOR**
- 6. TELECOMMUNICATIONS MANAGER**
- 7. TRANSPORTATION MANAGER**
- 8. PUBLIC INFORMATION MANAGER**
- 9. HUMAN RESOURCES/VOLUNTEER MANAGER**
- 10. RESOURCES MANAGER**

**OTHER PERSONNEL**

- 11. LYNN LAKE FIRE DEPARTMENT**
- 12. LYNN LAKE AMBULANCE**
- 13. LYNN LAKE HOSPITAL/CLINIC**
- 14. RCMP**
- 15. PUBLIC WORKS FOREMAN**
- 16. NATUAL RESOURCES**
- 17. AIRPORT MANAGER**
- 18. FRONTIER SCHOOL DIVISION/WEST LYNN HEIGHTS SCHOOL**

**ANNEX 11**

**BUILDING**

**MAPS**

# **Lynn Lake Hospital Map**

**Lynn Lake**

**and**

**Surrounding**

**Area Map**

**Lynn Lake**

**Town Map**

**West Lynn**  
**High School**  
**Map**

**ANNEX 12**

**COVID-19**

**GUIDANCE**

## COVID-19 Guidance for Warming Shelters and Congregate Facilities

### Facility Entry

1. Screening tables should be setup at the entrance of the facility. Keep in mind that there may need to be alternative lodging for individuals who fail to meet screening requirements or display symptoms.
  - a. A sneeze guard barrier should be in place, or two tables between screeners and clients.
  - b. All who enter the facility should wear a non-surgical facemask.
  - c. Temperatures should be taken prior to entry. A temperature greater than 38 degrees Celsius, or 100.4 degrees Fahrenheit, is a potential symptom.
  - d. Screening questions should be asked upon entry, and can include a combination of the following:
    - i. Do you have cold or flu like symptoms (cough, chills, fever, headache, muscle pain, sore throat, runny nose, loss of taste or smell, shortness of breath, vomit or diarrhea for more than 24hrs poor )
    - ii. Have you or have you been in close contact with anyone with symptoms in the past 14 days.
    - iii. Have you or have you been in close contact with anyone who has tested positive in the past 14 days.
    - iv. Have you or have you been in close contact with anyone who has travelled outside of Manitoba or Canada in the past 14 days.
    - v. Have you tested positive or been instructed to self-isolate in the past 14 days.
  - e. Hand washing/sanitizing stations should be setup at the entry and available throughout the facility.
  
2. Clients should be registered by name, address, and phone number upon entry to support any potential need for contact tracing.

### Rest Areas

1. Seating areas, if space permits, should be spread out in different areas of the facility to ensure proper physical distancing.
  - a. Non surgical face masks should be worn inside the facility at all times, with exceptions for eating and drinking.
  - b. Floor markers or other identifiers indicating standing areas should be placed 2 meters / 6 feet away from one another.
  - c. Seating should be 2 meters / 6 feet away from one another, and/or be separated by some form of barrier.

### Meals

1. Food Distribution (if required) should be done in such a way that it ensures proper physical distancing strategies, and that can limit or lessen impacts or the spread of germs.
  - a. Distribute pre-packaged snacks, meals and beverages if possible.

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  - b. Takeout containers should be used for meals to limit germ spread on food.
  - c. If possible, use a separate room for dining.
  - d. Limit the amount of occupants in dining areas to follow current guidelines.
  - e. Stagger eating in different shifts or times to help reduce gatherings of people in dining

areas.

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

### **Sleeping**

1. Sleeping arrangements should be made in such a way they keep social distancing protocols, masks might not be suitable while sleeping.
  - a. Cots and or mats should be kept 2 meters / 6 feet apart to ensure social distancing.
  - b. Have separate sleeping rooms (if possible) to ensure proper social distancing.
  - c. Clients should be staggered head to foot while sleeping.
  - d. Large well-vented spaces are preferred for sleeping areas.

### **Cleaning**

1. Create a schedule to ensure cleaning is maintained while clients are utilizing the facility.
  - a. Sanitize/disinfect frequently touched surfaces in coordination with routine cleaning.
  - b. Cleaners should wear disposable gloves while sanitizing/disinfecting and cleaning.

### **Supplies**

1. The following supplies should be used during facility operations.
  - a. Antibacterial hand soap for bathrooms, kitchens and other hand washing stations.
  - b. Hand sanitizer that follows current health regulations.
  - c. Disposable masks for distribution to staff, volunteers and clients.
  - d. Disposable gloves for distribution to staff, volunteers and clients.
  - e. Any other relevant PPE for distribution to staff, volunteers and clients.
  - f. Cleaning and surface sanitation/disinfecting supplies.
  - g. Sneeze guards or protective barriers.
  - h. Additional tables and chairs to be used for social distancing requirements.

For additional information, please visit the following links:

Restoring Safe Services: Information for Shelters

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

Shared Health COVID-19 Posters:

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

## All Hazard Evacuation Registration Form during COVID 19

Households with dependent children complete one form. Other adult residents (over 18) must submit own registration forms if residing in the same home.

Date of Registration: \_\_\_\_\_

Applicant Name (Last / First / Middle)

Date of Birth (DD / MMM / YYYY)

\_\_\_\_\_

Co-Applicant Name (Last / First / Middle)

Date of Birth (DD / MMM / YYYY)

\_\_\_\_\_

Children under 18 (Last / First / Middle)

Date of Birth (DD / MMM / YYYY)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Temporary Address during evacuation:

Permanent Home Address:

\_\_\_\_\_

Street or Legal Name \_\_\_\_\_

\_\_\_\_\_

P.O. Box \_\_\_\_\_

\_\_\_\_\_

City/Town \_\_\_\_\_

\_\_\_\_\_

Cell/Phone \_\_\_\_\_

Email \_\_\_\_\_

- **Is anyone in your household under self-isolation due to COVID 19?** Yes  No  If yes, please indicate the reason (Select all that apply):

Active case / Positive  Close contact  Symptomatic  Asymptomatic

- **Special medical/health needs:**  Yes  No

- **Household pets:**  Yes  No

- **Overland Flood Insurance:**  Yes  No  Unknown

- **Homeowner Insurance:**  Yes  No

- **Name of Municipality / City / Town:** \_\_\_\_\_

### Declaration of Information

I declare the information provided in this registration is true and complete to the best of my knowledge and belief. I have not misrepresented, concealed or omitted any information that may be relevant in determining my eligibility for assistance.

I understand this information is collected on this form under the authority of The Emergency Measures Act and is necessary for administrative purposes and may be shared with other public bodies, organizations and/or agencies to enable the provision of emergency services. Disclosure of personal information is subject to the provision of the *Freedom of Information and Protection of Privacy Act*.

Provincial ESS Signature: \_\_\_\_\_

Local Authority \_\_\_\_\_