



# **THE TOWN OF LYNN LAKE**

## **Emergency Measures Plan**

**Revised May 2016**

## 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>

## TABLE OF CONTENTS

<b>EMERGENCY PLAN</b>	<b>PAGE</b>
Cover Page	1
Amendments	2
Table of Contents	3-4
Authority	5
Aim	5
Objective	5
Scope	6
Activation System	6-7
Warning	7
Public Information	7-8
Media	8
Emergency Operation Centre	8
Resources	8
Finance	8
Plan Audit & Testing	8
<b>ANNEX 1 – MANAGEMENT STRUCTURE ROLE AND RESPONSIBILITIES</b>	<b>9</b>
<b>Organizational Charts, Roles and Responsibilities</b>	<b>10-13</b>
EOC Group	14-15
Police Responder	16
Fire Responder	17
EMS Responder	18
Public Works	19
Transportation and Resources	20
Emergency Social Services	21-23
Volunteers	24
Communication and Public Information Officer (PIO)	25-26
<b>ANNEX 2 – EMERGENCY TELEPHONE FAN-OUT SYSTEM</b>	<b>27</b>
Fan Out	28-32
<b>ANNEX 3 – HAZARD ANALYSIS – FEMA MODEL CALCULATIONS</b>	<b>33</b>
Hazard Analysis	34-40

<b>ANNEX 4 – HAZARDS ANALYSIS EXPLANATION &amp; REQUIREMENTS</b>	<b>41</b>
<b>Forest Fire</b>	<b>42</b>
<b>Hazardous Materials Spill</b>	<b>43</b>
<b>Winter Storm Event, Blizzard, Power Outage</b>	<b>44-45</b>
<b>Water Plant Failure</b>	<b>46</b>
<b>ANNEX 5 – BACK UP EQUIPMENT ACTIVATION</b>	<b>47</b>
<b>Emergency Operations Centre</b>	<b>48</b>
<b>ANNEX 6 – MUTUAL AID AGREEMENTS</b>	<b>49</b>
<b>Memorandum of Understanding – Town of Leaf Rapids</b>	<b>50</b>
<b>Memorandum of Understanding – Marcel Colomb First Nation</b>	<b>51</b>
<b>ANNEX 7 – FUNCTIONAL PLAN</b>	<b>52</b>
<b>Evacuation</b>	<b>53-58</b>
<b>Re-entry</b>	<b>59-62</b>
<b>Transportation</b>	<b>63</b>
<b>Hosting</b>	<b>64</b>
<b>Public Information</b>	<b>65-68</b>
<b>ANNEX 8 – RESOURCES</b>	<b>69</b>
<b>Essential Telephone Numbers</b>	<b>70-79</b>
<b>ANNEX 9 – FORMS</b>	<b>80</b>
<b>Declaration of State of Local Emergency</b>	<b>81</b>
<b>Declaration of State of Local Emergency – Quorum of Council</b>	<b>82</b>
<b>Declaration of State of Local Emergency – Absent of Quorum of Council</b>	<b>83</b>
<b>Termination of State of Local Emergency</b>	<b>83</b>
<b>Town of Lynn Lake Emergency Plan By-Law</b>	<b>84</b>
<b>ANNEX 10 – DISTRIBUTION LIST</b>	<b>85</b>
<b>Distribution List</b>	<b>86</b>
<b>ANNEX 11 – BUILDING MAPS</b>	<b>87</b>

## **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 PLANS**

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.

## **Resources 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**

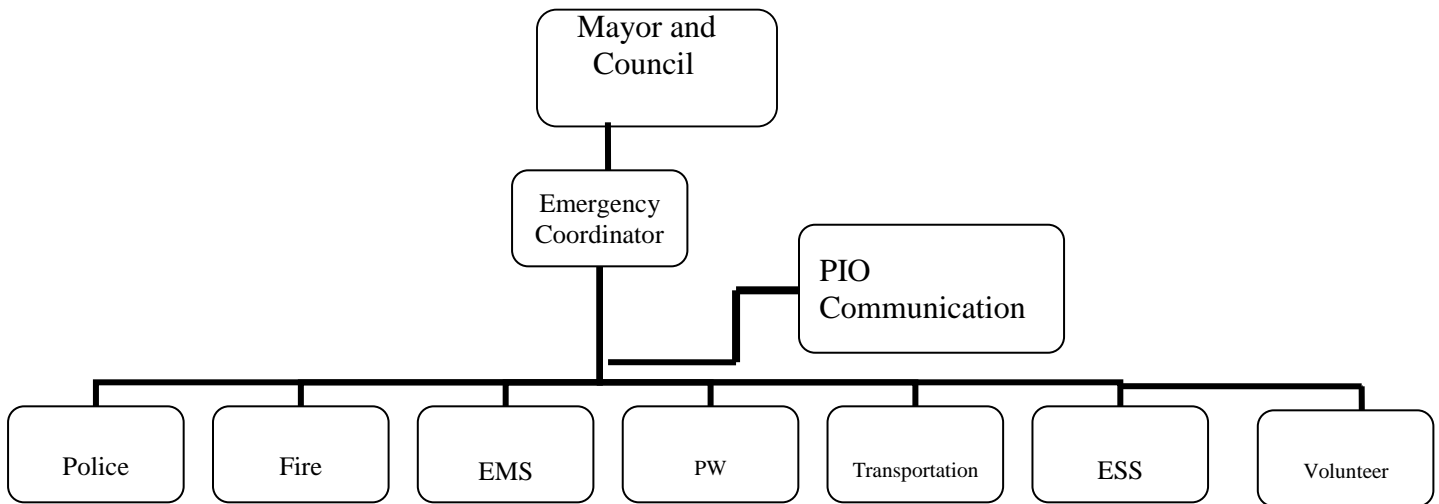
**ROLE AND**

**RESPONSIBILITIES**

**Annex 1**

**ORGANIZATIONAL CHARTS**

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



**Work**

Emergency Coordinator	Matthew Aequitus	204-356-4201
Alternate	Fred Salter	
Mayor	James Lindsay	204-356-2292
Councillors	Paul Grimmer	204-356-2292
	Trevor Kruzer	204-356-2428
	Patricia MacDonald	204-356-2292

**Work**

**Public Information Director**

Tyler Hunt

204-356-2489

**Lynn Lake RCMP Detachment Office**

Sergeant Kyle McFadyen

204-356-2494/356-8862

**Fire Chief**

Scott Simms

204-356-2272

**Deputy Fire Chief**

Mark Reimer

204-356-2298

Jeff Cockerill

204-356-2293

**Ambulance Coordinator**

Peter Phillips

204-778-1551

**Public Works Foreman**

Earl Walker

204-356-2239

**Transportation Foreman**

Larry Skomorowski

204-356-2292

**Department of Highways**

Cliff Rediger

204-356-8247

**ESS Manager**

Marilyn Hunt

204-356-2407

**Volunteer Manager**

Jim Shortt

204-356-8050

**Registration & Inquiry**

Marie Brown

204-356-2737

Marion Bighetty

204-356-2737

**Lynn Lake Hospital**

Marianne Jantz-Olson

204-356-2474

Mike Lysohirka

204-356-2474

Alyssa Rediger

204-356-2474

## **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**

#### **TEAM LEADERS**

Emergency Coordinator – Matthew AeQUITUS 204-356-4201  
Assistant Coordinator – Fred Salter

#### **TOWN OFFICE**

204-356-2418

#### Council Members

Mayor James Lindsay 204-356-2292

Councillors Paul Grimmer 204-356-2292

Trevor Kruzer 204-356-2428

Patricia MacDonald 204-356-2292

#### **PUBLIC INFORMATION (P)**

Public Information Director – Tyler Hunt 204-356-2489

#### **COMMUNICATIONS (COMMS)**

#### **POLICE**

Lynn Lake Detachment Office 204-356-2494 or  
204-356-8862

Sergeant Kyle McFadyen

#### **FIRE**

Fire Chief Scott Simms 204-356-2272

#### **EMS**

Coordinator Peter Phillips 204-778-1551

#### **PUBLIC WORKS (PW)**

Town Public Works Foreman –Earl Walker 204-356-2239

#### **TRANSPORTATION (T)**

Town Transportation Manager – Larry Skomorowski 204-356-2292

Prov. Dept. of Highways Foreman – Cliff Rediger 204-356-8247

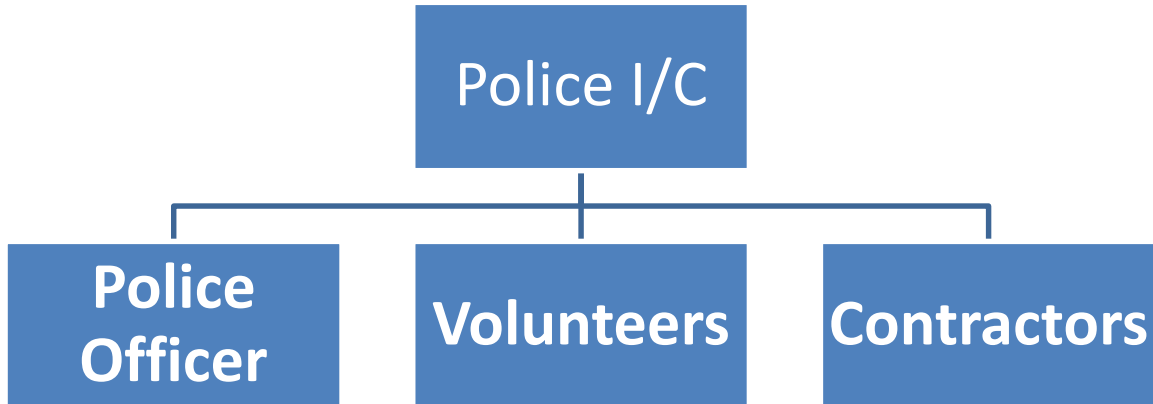
#### **EMERGENCY SOCIAL SERVICES (ESS)**

RED CROSS Emergency Daytime Contact Number 204-982-7330  
204-299-6584 Cel (24 Hours)

RED CROSS Emergency After Hours Contact Number 1-888-800-6493 (24 hours)

Lynn Lake ESS Manager - Marilyn Hunt	204-356-2407
Assistant ESS Manager – Kitty Rideout	204-356-2407
<b><u>VOLUNTEERS (V)</u></b>	
MANAGER – Jim Shortt	204-356-8050
Catholic Women’s League – Pat Campbell	204-356-2474
Lynn Lake Chamber of Commerce – Ollie Romanow	
Canadian Rangers – Master Corporal Doug Holmes	204-356-8050
Second in Command – Connie Cockerill	204-356-2961
Summer Employment	
Canadian JR Rangers – Patrol Leader Rick England	204-356-8247
Patrol Leader Connie Cockerill	204-356-2961
Adult Committee Chairperson Seonaid Merasty	204-356-2454
Lynn Lake Hospital Foundation BD – Fred Salter	204-356-
Over Fifty Club – Margaret Thomson	
Eagle Feather Youth Council – Jamie Halkett	204-356-2407

## Police Responder



**Lynn Lake Detachment Office –204-356-2494 or 204-356-8862**  
**Sergeant Kyle Mcfadyen**

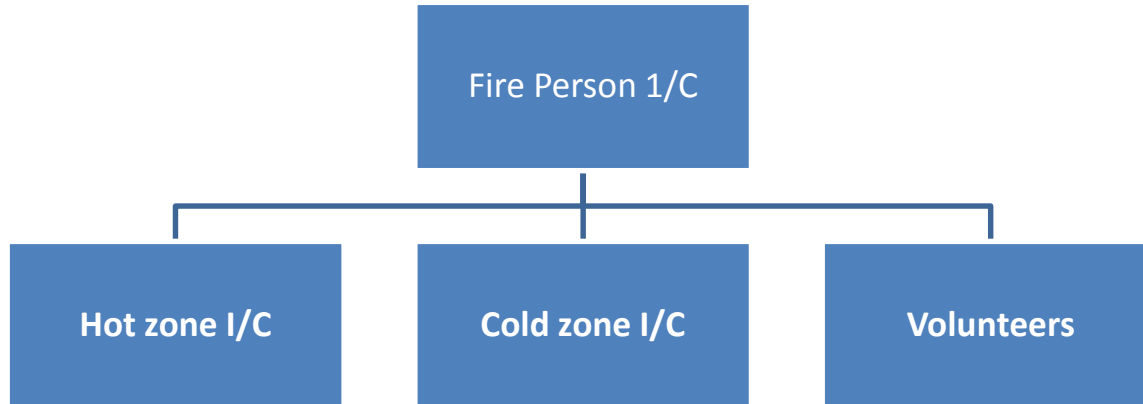
### **ROLES AND RESPONSIBILITIES**

#### **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



**Fire Chief Scott Simms**

**Work**  
**204-356-2272**

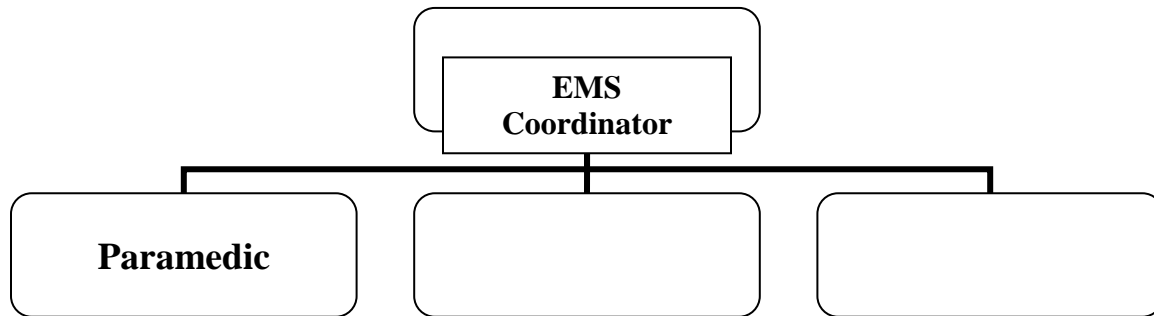
**Deputy Fire Chief Jeff Cockerill**

**204-356-2703**

### **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**

**EMS Coordinator – BRHA Thompson  
Peter Phillips  
Director of Logistics & EMS**

**204-778-1551**

**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' Alumarine Boat with 30 HP Motor & Trailer  
2011 Pressure Water/Steamer  
1997 Elgin Pelican Series Street Sweeper  
2012 Compressor S/N 3071910

### Work

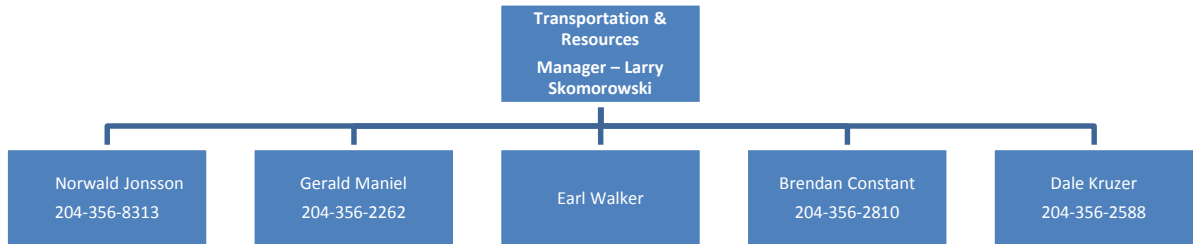
Town Foreman – *Earl Walker*

204-356-2239

### 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**

### **WORK**

**Transportation/Resources Manager – Larry Skomorowski**

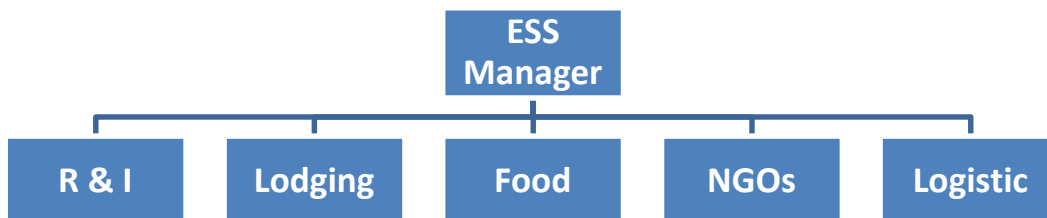
**204-356-2292**

### **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**

	<b>Work</b>
<b><u>EMERGENCY SOCIAL SERVICES</u></b> .....	204-945-5555
Tom Sidebottom, Emergency Social Services.....	204-945-1268
<b><u>DIRECTOR</u></b>	
Marilyn Hunt.....	204-356-2407
<b><u>ASSISTANT DIRECTOR</u></b>	
Kitty Rideout.....	204-356-2407
<b><u>CANADIAN RED CROSS SOCIETY</u></b>	
Registration & Inquiry:	
Central Office in Winnipeg...Use this contact during the daytime .....	204-982-7330
<i>Kathleen Cook</i> /Emergency 24 Hour Telephone (Cel).....	204-299-6584
After Hours Emergency Contact - Western Zone Disaster Management .....	1-888-800-6493
<b><u>ACCOMMODATIONS</u></b>	
<b>* ARENAS</b>	
Jim McLellan Arena, 605 Prospector.....	204-356-8315
<b>* HALLS</b>	
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
<b>* CHURCHES</b>	
Roman Catholic Church Rectory - 419 Sherritt Avenue .....	204-356-2237
St. Simon’s Church - Del Hildebrandt.....	204-356-8759
Mary Magson.....	204-356-8221
<b>* HOTEL/MOTEL</b>	
The Bronx.....	204-356-2471
Lynn Inn .....	204-356-2433
<b>* SCHOOLS</b> (See listing under Evacuation)	

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

Northern Store – Lynn Lake .....	204-356-2272
Manager – Lynn Tozer .....	204-356-8374
Grocery Manager – Scott Simms.....	204-356-8899
Fields Store – Leaf Rapids.....	204-473-2283
Manager – Ken Seymour .....	204-473-8634
Assistant Manager – Paula Butler.....	204-473-8841

**FOOD**

**\*Food Stores**

Northern Store	Lynn Tozer	204-356-8374
Leaf Rapids Consumer Co-operative	Sherman Lewis	204-473-2411 (Store)

**\*CATERERS**

Lynn Lake Friendship Centre	Marilyn Hunt	204-356-8883
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**\*RESTAURANTS**

Lynn Inn Inc.	Ben & Eugene Shin	204-356-2433 (Business)
Route 391 Bar & Grill	Jim Shortt	204-356-2606

**SERVICE CLUBS/VOLUNTEER ORGANIZATIONS**

Catholic Women’s League	Pat Campbell	204-356-8561
Lynn Lake Chamber of Commerce	Ollie Romanow	204-356-8017
Canadian Rangers	Doug Holmes	204-356-2213
	Connie Cockerill	204-356-2976
Canadian Junior Rangers	Rick England	204-356-8747
	Connie Cockerill	204-356-2976
Lynn Lake Health Auxiliary	Minnie Carberry	204-356-8242
Lynn Lake Hospital Foundation Board	Fred Salter	204-356-2758
Over Fifty Club	Margaret Thomson	204-356-2796
Corner Pocket Billiards & Hall Inc.	D. 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**

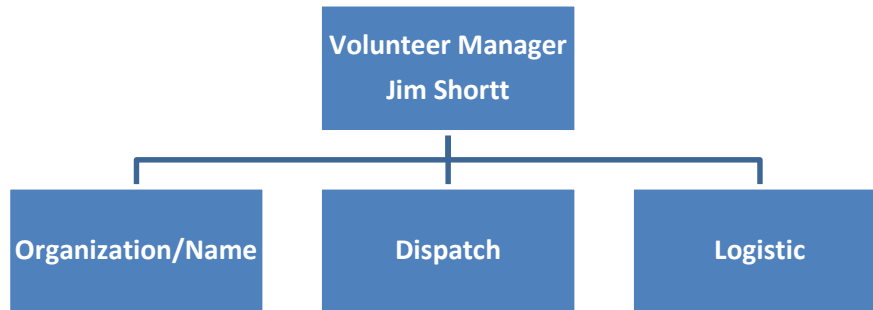
Events in neighbouring communities may necessitate the reception of evacuees.  
(See mutual aid section for agreements)

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



### Work

#### **MANAGER – Jim Shortt**

**204-356-8050**

Catholic Women's League – Pat Campbell

204-356-2474

Lynn Lake Chamber of Commerce – Ollie Romanow

Canadian Rangers – Commander Doug Holmes  
- Second in Command – Connie Cockerill

204-356-2572  
204-356-2961

Canadian JR Rangers – Commander Rick England  
- Assistant Seonaid Merasty

204-356-2454

Lynn Lake Hospital Foundation Board – Fred Salter  
Over Fifty Club – Margaret Thomson

Corner Pocket Billiards & Hall Inc. – D. Jim Shortt

204-356-2700

Eagle Feather Youth Council – Jamie Hunt

204-356-2407

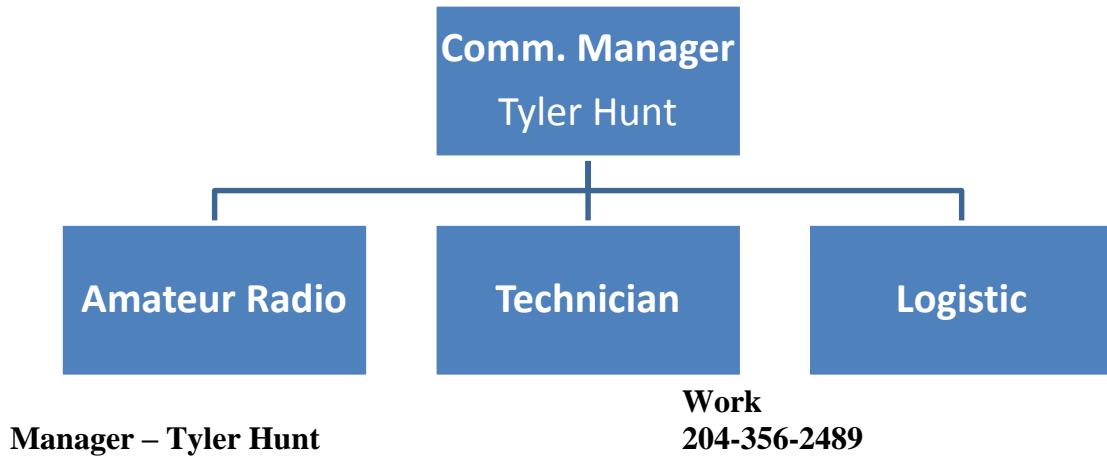
### **ROLES AND RESPONSIBILITIES**

- 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



**COMMUNICATION 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**

**PIO**

**Tyler Hunt**

**204-356-2489**

## **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**

**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	Matthew Aequitus	Bus. 204-356-4201
2NDCALL NAME	Fred J. Salter	
3RD CALL NAME	James Lindsay	Bus. 204-356-2489

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

4TH CALL NAME	Marie Lewis	Bus. 204-356-2418
(The 4th called phones 2 or 3 members of the EOC Management Team)		
NAME	Sergeant Kyle McFadyen, RCMP	Bus. 204-356-2494/8862
NAME	Scott Simms, Fire Chief	Bus. 204-356-2272
NAME	Jeff Cockerill, Deputy Fire Chief	Bus. 204-356-2703

5TH CALL NAME	Tyler Hunt	Bus. 204-356-2489
(The 5th called name phones 2 or 3 members of the EOC Management Team)		
NAME	Cliff Rediger, Highways	Bus. 204-356-8247
NAME	Marilyn Hunt	Bus. 204-356-2407
NAME	Marianne Jantz Olson	Bus. 204-356-2474
	Mike Lysohirka	Bus. 204-356-2474
NAME	Larry Skomorowski	Bus. 204-3356-2292

6TH CALL NAME	Jim Shortt	Bus. 204-356-8050
(The 6th called name phones 2 or 3 members of the EOC Management Team)		
NAME	Marie Brown	Bus. 204-356-2737
NAME	Marion bighetty	Bus. 204-356-2737
NAME	Andrew Szklaruk, Conservation	Bus. 204-356-2413

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

Audrey Crate, Income Security	Bus. 204-677-6713 or 1-866-667-6713
“ After Hours Emergencies	Bus. 1-866-559-6778
CFS Worker Joyce Maniel	Bus. 204-356-8684
Mental Health Worker	Bus. 204-356-8054
Lynn Lake Hospital Program Mgr. Marianne Jantz Olson	Bus. 204-356-2474

**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 – Matthew Aequitus .... 204-356-4201

Assistant Coordinator – Fred Salter..... 204-356-2758

**EMERGENCY SOCIAL SERVICES**

**DIRECTOR**

Marilyn Hunt ..... 204-356-2407

**PUBLIC INFORMATION MANAGER**

Tyler Hunt..... 204-356-2489

**TRANSPORTATION MANAGER**

Larry Skomorowski ..... 204-356-2489

**COMMUNITY WARNING  
ESSENTIAL TELEPHONE NUMBERS**

<i>Item</i>	<i>Name</i>	<i>Business</i>
<b><u>CHIEF ADMINISTRATIVE OFFICER</u></b>		
	Chief Administrative Officer – Matthew Aequitus .....	204-356-2418
<b><u>ELECTED OFFICIALS</u></b>		
	Mayor – James Lindsay .....	204-356-2292
	Councillors:	
	Patricia MacDonald .....	204-356-2292
	Paul Grimmer.....	204-356-2292
	Trevor Kruzer .....	204-356-2428
<b><u>EMERGENCY COORDINATORS (OTHER COMMUNITIES)</u></b>		
	Town of Leaf Rapids – Leslie Baker .....	204-473-2436
	City of Thompson – Gary Ceppetelli.....	204-677-7910
<b><u>PUBLIC WORKS</u></b>		
	Earl Walker, Foreman.....	204-356-2239
<b><u>EQUIPMENT OPERATORS</u></b>		
	Dale Kruzer.....	204-356-2239
	Gerald Maniel .....	204-356-2239
<b><u>MECHANIC</u></b>		
	Norwald Jonsson.....	204-356-2239
<b><u>UTILITIES WATER/SEWER</u></b>		
	Brendan Constant.....	204-356-8038
<b><u>RADIO STATIONS</u></b>		
	NCI – local radio – Northwest Community Futures Development Corp .....	204-356-2489
	Tyler Hunt.....	
	Laura Montgomery.....	
	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>Business</i>
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**TELEVISION STATIONS**

CTV Television Winnipeg.....	204-775-8016
Fax Line.....	204-780-3297
CBC Winnipeg.....	204-788-3641
Fax Line.....	204-788-3643

**UTILITIES**

**CENTRA GAS MANITOBA INC.  
24 Hour Emergency Response**

**MANITOBA HYDRO**

Customer Service - Mark Reimer .....	204-356-2298/8324
If no answer or For Emergency Service.....	1-888-624-9376

**MANITOBA TELEPHONE SYSTEM**

Business Office (Thompson) .....	204-225-5687
Repair Service.....	611

**STITTCO ENERGY LTD.**

Thompson Office .....	204-677-2304
Emergency Number .....	204-679-0305

**MANITOBA EMERGENCY MANAGEMENT ORGANIZATION**

Northern District – Mark Francis.....	204-620-5515
Work Fax.....	204-945-4929
<b>Emergency 24 Hours (Winnipeg) .....</b>	<b>204-945-5555</b>
(Fax).....	204-945-4620

**NEIGHBOURING COMMUNITIES**

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
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### 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
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### HEALTH

EMERGENCY HEALTH SERVICES	204-786-7289
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### 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	<b>WATER LINE FAILURE (cold season)</b>		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)		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>	<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>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)		5	10	
	2-3 times	(Medium)	y			
	>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)		10	25	
	1-10%	(Medium)				
	>10%	(High)	y			
<b>Property</b>	<1%	(Low)		5	12.5	
	1-10%	(Medium)	y			
	>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)		10	100	
	5-25%	(Medium)				
	>25%	(High)	y			
<b>PROBABILITY</b>	<i>What are the chances per year of this event occurring?</i>				<b>7</b>	
	< 1 in 1000	(Low)		5	35	
	1 in 1000 to 1 in 10	(Medium)	y			
	> 1 in 10	(High)				
<b>TOTAL OUTCOME</b>	<b>High risk - incorporate into community emergency plan</b>					<b>182.5</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)	<input type="checkbox"/>	1		
	2-3 times	(Medium)	<input type="checkbox"/>	5		
	>4 times	(High)	<input checked="" type="checkbox"/>	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)	<input type="checkbox"/>	1		
	1-10%	(Medium)	<input checked="" type="checkbox"/>	5		12.5
	>10%	(High)	<input type="checkbox"/>	10		
<b>Property</b>	<1%	(Low)	<input type="checkbox"/>	1		
	1-10%	(Medium)	<input type="checkbox"/>	5		
	>10%	(High)	<input checked="" type="checkbox"/>	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)	<input type="checkbox"/>	1		
	5-25%	(Medium)	<input type="checkbox"/>	5		
	>25%	(High)	<input checked="" type="checkbox"/>	10		100
<b>PROBABILITY</b>	<i>What are the chances per year of this event occurring?</i>				<b>7</b>	
	< 1 in 1000	(Low)	<input type="checkbox"/>	1		
	1 in 1000 to 1 in 10	(Medium)	<input type="checkbox"/>	5		
	> 1 in 10	(High)	<input checked="" type="checkbox"/>	10		70
<b>TOTAL</b>						<b>227.5</b>
<b>OUTCOME</b>	<b>High risk - incorporate into community emergency plan</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:**

In the event that 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
Busses	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**

**[forthcoming]**

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

**[forthcoming]**

**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 a 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 - 2016

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 Department of Conservation 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

Manitoba Conservation, Lynn Lake Region.....204-356-2413  
 Andrew Szklaruk..... 204-356-2831

#### 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..... 204-356-2474

#### BUILDING MATERIALS

Sanche Enterprises..... 204-356-2428  
 Owner..... Trevor & Rose Kruzer.....

#### 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

#### HARDWARE STORES

Sanche Enterprises..... 204-356-2428  
 Owner..... Trevor & Rose Kruzer.....

**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) ..... Marilyn Hunt..... 204-356-2407  
West Lynn Heights School... 15 passenger school bus...Principal Mike Murrin..... 204-356-2292  
Custodial Supervisor Rick England ..... 204-356-2292  
Greyhound/Grey Goose Bus Lines....Thompson Terminal..... 204-677-0360  
Greyhound/Grey Goose Bus Lines Emergency Plan Coordinator,Lona Barnowich.. ..... 204-677-0360  
Greyhound/Grey Goose Bus Lines Winnipeg Dispatch Office..... 204-784-4519  
Marcel Colomb First Nation..... 204-356-2439

## **HEAVY EQUIPMENT**

### **TOWN OF LYNN LAKE** – Town Garage Site - Eldon Lake Road

Contact Person: Earl Walker    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 & 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    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

**\* OTHER MISCELLANEOUS EQUIPMENT**

3” Trash Pump

1 – 8 man Camp Trailer

1 – 4 man Camp Trailer

Quad

2 – 25 Kilowatt Generators



**MIDNORTH HAULING** – Eldon Lake

Contact Person: Barry Threinen Office 356-8008

**\* BACK HOES/BULLDOZERS**

- 1 – 950 Cat loader
- 2 – 750J John Deer Dozer
- 1 – 650G John Deer Dozer
- 1 – 250G John Deer Excavator
- 2 – 270D John Deer Excavator
- 1 – A30C Volvo Rock Truck

**\* CRANE - NIL**

**\* DUMP TRUCKS**

- 4 – semi trucks
- 1 – low bed trailer
- 1 – Step Deck
- 2 – 5000 Gal. Water Tanks in Trailers
- 2 – Water Tanks on Skids
- 3 - End Dump Trailers

**DEPARTMENT OF HIGHWAYS** – Eldon Lake Road

Contact Person: Cliff Rediger Office – 356-8247

Dial up number 204-783-0903 Key in 707777 hand held Key in 710334 Mobile

**\* BACK HOES/BULLDOZERS**

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

**\* OTHER MISCELLANEOUS EQUIPMENT**

- 1 – Crew Cab
- 2 – ½ 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

**\* 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 Ratuszniak – Office 1-204-778-1133**

**2 – ¾ tons  
Tandem 5 Ton Gravel Truck  
Gravel Truck  
2 – 18 Foot Lund Boats, 40 H.P.  
CAT 916 Loader  
CAT 120 Grader  
John Deere 335 Crawler with Back Hoe**

**LEAF RAPIDS**

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

**Contact Person: Damien Smith, Town Foreman - 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**

**Septic Truck  
Water Truck  
Garbage Truck  
Bus**

**MISCELLANEOUS RESOURCES**  
**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 .....	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>		
Cliff Rediger, Foreman.....	Dial up number .....	204-783-0903
	Key in 707777 hand held/Key in 710334 mobile/Lynn Lake Office.....	204-356-8247
<b>MANITOBA NATURAL RESOURCES</b>		
Lynn Lake District Office.....		204-356-2413

# RECEPTION

## ESSENTIAL TELEPHONE NUMBERS

<i>Item</i>	<i>Name</i>	<i>Business</i>
<b><u>EMERGENCY SOCIAL SERVICES</u></b>		
<b><u>DIRECTOR</u></b>		
	Marilyn Hunt.....	204-356-2407
<b><u>ASSISTANT DIRECTOR</u></b>		
	Kitty Rideout.....	204-356-2407
<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).....	204-356-2418
<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
	St. Simons Church – .....	Del Hildebrandt.....204-356-8759 or
		Mary Magson.....204-356-8221
<b>* HOTEL/MOTEL</b>		
	The Bronx.....	204-356-2471
	Lynn Inn .....	204-356-2433
	D & D's B & B.....	204-356-8307
<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 – Lynn Tozer .....	204-356-8374
	Grocery Manager – Scott Simms.....	204-356-8899
	Fields Store – Leaf Rapids.....	204-473-2283
	Manager – Ken Seymour .....	204-473-8634
	Assistant Manager – Paula Butler.....	204-473-8841

## RECEPTION

### ESSENTIAL TELEPHONE NUMBERS

<i>Item</i>	<i>Name</i>	<i>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.....		204-356-2961
<b>NORTHERN REGIONAL DISTRICT HEALTH ADVISORY COMMITTEE – LYNN LAKE</b>		
Chairperson Rose Michaluk.....		204-356-2272
<b>CATHOLIC WOMEN’S LEAGUE</b>		
President Pat Campbell.....		204-356-2474
<b>FRONTIER SCHOOL COMMITTEE</b>		
Chairman.Marie Lewis.....		204-356-2598
<b>4<sup>TH</sup> CANADIAN RANGER PATROL GROUP</b>		
Canadian Rangers – Master Corporal Doug Holmes.....		204-356-2213
Second in Command – Connie Cockerill.....		204-356-2961
.....Summer Employment		204-356-8887
<b>LYNN LAKE CHAMBER OF COMMERCE</b>		
President Eugene Shin.....		204-356-2433
<b>LYNN LAKE FRIENDSHIP CENTRE</b>		
Executive Director Marilyn Hunt.....		204-356-2407
<b>LYNN LAKE HEALTH AUXILLIARY</b>		
President Minnie Carberry.....		204-356-8862
<b>LYNN LAKE HOSPITAL FOUNDATION BOARD</b>		

Chairperson Fred Salter.....204-356-2758

**LYNN LAKE JUNIOR RANGERS**

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

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

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

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

# **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.

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*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. --- - 2016**

**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**

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**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 Statues 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-coordinated 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. LYNN LAKE CLINIC~~**
- 15. RCMP**
- 16. PUBLIC WORKS FOREMAN**
- 17. NATURAL RESOURCES**
- 18. AIRPORT MANAGER**
- 19. FRONTIER SCHOOL DIVISION/WEST LYNN HEIGHTS SCHOOL**

**ANNEX 11**

**BUILDING**

**MAPS**

(forthcoming)