



TOWN OF SNOW LAKE 2020 EMERGENCY PLAN

**Town Office
204-358-2551**

**After-Hours Emergency
204-358-0128**

www.snowlake.ca
www.facebook.com/townofsnowlake

Common Terms and Acronyms

EOC: Emergency Operations Centre

LERCG: Local Emergency Response Control Group

EMO: Emergency Measures Organization

EMS: Emergency Measures Services

PW: Public Works

ESS: Emergency Social Services

PIO: Public Information Officer

ODM: Office of Disaster Management

PSC: Public Safety Canada

SOLE: State of Local Emergency

NGO: Non-Government Agencies

IMR: Department of Indigenous and Municipal Relations

HRVA: Hazard Risk Vulnerability Assessment

MEMO: Manitoba Emergency Measures Organization

Table of Contents

INTRODUCTION	PAGE
Authority	7
Aim	7
Objectives	7
Scope	8
Activation of Plan	
Management Systems	9
Warnings	
Public Information	
Media	
Emergency Operations Centre	
Resources	
Finance	
Plan Audit & Testing	
 ANNEX 1 - MANAGEMENT STRUCTURE	 11
 Organizational Charts	
Emergency/Disaster	12
Police Responder	13
Fire Responder	14
EMS Responder	15
Public Works	16
Emergency Social Services	17
Volunteers	18
Communication	19
 ANNEX 2 - ROLES AND RESPONSIBILITIES	 20
 Emergency Position Profiles	
Mayor	21
Chief administrative Officer	22
Emergency Coordinator	23
Local Emergency Response Control Group	24
RCMP/Police	25
Fire Department	26
Emergency Medical Services	27
Resource Manager	28

Emergency Social Services Director	29
Volunteer Manager	30
Telecommunications Manager	31
Public Information Officer	32
Lodging Chief	33
Clothing and Food Chief	34
Registration and Inquiry Coordinator	35
Human Resource/Volunteer Manager	36
Reception Centre Manager	37
Town Foreman	38
Health Services Manager	39
Transportation Manager	39
Public Information Officer	40
Emergency Site Manager	41

ANNEX 3 - EMERGENCY TELEPHONE FAN - OUT SYSTEM

Fan Out	43
---------	----

ANNEX 4 - HAZARDS ANALYSIS

Winter Storm Event	47
Forest Fire	48
Hazardous Materials Spill	49
Industrial Accident	51
Influenza Pandemic	53

ANNEX 5 - HAZARD ANALYSIS - FEMA CALCULATIONS

Sample	54
Winter Storm Event	55
Forest Fire	56
Hazardous Materials Spill	57
Industrial Accident	58
Influenza Pandemic	59

ANNEX 6 - BACK-UP EQUIPMENT ACTIVATION

Emergency Operations Centre	62
-----------------------------	----

ANNEX 7 - GEOGRAPHY / DEMOGRAPHY	63
ANNEX 8 - FUNCTIONAL PLAN	65
Evacuation	66
Evacuation Re-Entry	73
Transportation	78
Helicopter Loading/Unloading	80
Hosting	81
ANNEX 9 - RESOURCES	83
Resources List	84
ANNEX 10 - MUTUAL AID AGREEMENTS	87
ANNEX 11 - FORMS	88
Declaration of State of Local Emergency	
Council Quorum	89
Mayor	90
News Release - Sample	91
Official Notice of Evacuation	92
Pet Registration	93
Termination of State of Local Emergency	94
Re-Entry Checklist	95
ANNEX 12 - DISTRIBUTION LIST	99
Distribution List	99

TOWN OF SNOW LAKE

2020 EMERGENCY PLAN

INTRODUCTION

AUTHORITY

This emergency plan has been prepared by the Town of Snow Lake, under the authority of Mayor and Council, Resolution No. 20/20 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 or 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, thus ensuring;

- That the effects of an emergency or disaster on the Town of Snow 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 Snow Lake Emergency Plan are to:

1. Identify hazards and describe their likely effect;
2. Define emergency services and supporting agency responsibilities in prevention, preparedness, response and recovery;
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 systems; 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 Snow 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 properties and minimize the impact of a hazard on the environment.

Planning assumption - For the purpose of determining which hazards to mitigate, the Town used a quantitative hazard analysis called the FEMA Model. **(See Annex 5)**

Type of hazards – Potential hazards were divided into two groups; natural hazards and technological hazards. The hazards the local authority will mitigate are:

Natural hazards

Winter Storm
Forest Fire
Influenza Pandemic

Technological hazard

Industrial Accident (HudBay, Stittco)
Chemical Spill (HudBay)

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 plans are evacuation and hosting plans. **(See Annex 8)**

HAZARD ANALYSIS RESULTS

This involves a short description of results of the hazard analysis. **(See Annex 4 & 5)**

GEOGRAPHIC DESCRIPTION

This is a short general description and maps of the area covered by the plan **(Annex 7)**. The description includes:

- | | |
|-----------------|------------------------|
| a. communities; | e. vegetation |
| b. topography; | f. land use areas; and |
| c. climate; | g. transport routes. |
| d. population; | |

The description is sufficiently detailed to allow users unfamiliar with the geography of the area to gain an understanding of the presence and location of major contributing factors.

ACTIVATION OF THE PLAN

The emergency plan will be activated when an emergency is considered by one of the first responder 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 3)**.

Declaration Forms for A State of Emergency are found in **Annex 11**.

Detailed plans outlining standard operating procedures for combating various emergency situations 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: **Joseph H. Kerr School – 100 Poplar Avenue, 204-358-2281**

The alternate EOC is located at: **The Snow Lake R.C.M.P. Detachment – 505 Lakeshore Drive
204-358-7723/7722**

MANAGEMENT STRUCTURE

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

ROLES AND RESPONSIBILITIES

It is the responsibility of the Town of Snow Lake to protect its residents against the probable threat resulting from natural or technological hazards. The roles and responsibilities of the management structure is describe at **Annex 2**.

RESPONSIBILITY BY ORGANIZATION

See **Annex 1** for individual organization charts of key portfolio holders.

CONTINGENCY PLANS

See **Annex 8** for contingency plans. These plans are provided in support of the main plan. Plans included are:

- Communication
- Evacuation
- Hosting
- Transportation
- Medical Evacuation
- Public Information

ACTION GUIDELINES

Specific guidelines related to Hazards are in **Annex 4**.

MANAGEMENT SYSTEMS FOR RESPONSE AND RECOVERY

Warnings:

- When an emergency occurs or is eminent, the fan-out system will be activated. See **Annex 3** for names and phone numbers.
- Activate Back up equipment procedures (**see Annex 6**)
- Set-up the EOC at primary or secondary location

Public information

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

- Initial warning will be by loudhailer, R.C.M.P.
- Future bulletins should be made over NCI radio and CBC 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.
- Information will also be added to the Town's website (www.snowlake.ca), and social media (Facebook & Twitter)
- Send copies of bulletin to Mining Companies and local businesses, so they can keep their employees updated.
- Send copies of bulletin to J.H.K. School
- Post bulletins on community boards, service station and grocery store.

- For remote, non-road accessible sites (Sandy Bay, Squall Lake, trapper's cabins, island cabins, etc.) confirm with Manitoba Conservation that they are notifying these areas by air or boat.
- For road-accessible sites outside of Snow Lake (Anderson Bay, Berry Bay, Taylor Bay Provincial Campgrounds, Wekusko Lodge), the local E.M.O. will handle notification of any situation or emergency. MB Conservation Park personnel assistance will be requested.

MEDIA

In the event that out-of town media arrive, a media centre will be established at one of the Community Hall or School, depending on space availability

All liaisons will be coordinated through the Public Information Officer (PIO) in accordance with Emergency Coordinator's instructions.

Schedule regular media briefings and stick to the schedule.

Should Media request access to emergency site:

- On-site coordinator to be asked to determine safety & designate location media to be placed.
- Provide transportation.
- Assign personnel to accompany Media and ensure they do not enter prohibited areas.
- Limit media to one press, one radio and one T.V. crew. Let media chose representatives.

EOC

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

Resources Management

The Town of Snow Lake will use all its available resources to mitigate threatening hazards. In the event of additional resources needed, the Town of Snow Lake can, under the Emergency Measures Act, access private equipment. It can also request support from provincial government departments, if needed.

Financial Management

Under the Emergency Measures Act, the Town of Snow Lake can expend funds to protect its basic infrastructure and the lives of its residents.

Plan Audit and Testing

This plan will be reviewed at least once a year for necessary updates.

The testing of the plan will occur a minimum of twice in every 3-year period.

SUMMARY

The Town of Snow Lake Emergency Plan is a working document. The Plan will be made available to all residents upon request.

DISTRIBUTION LIST

See **Annex 12**

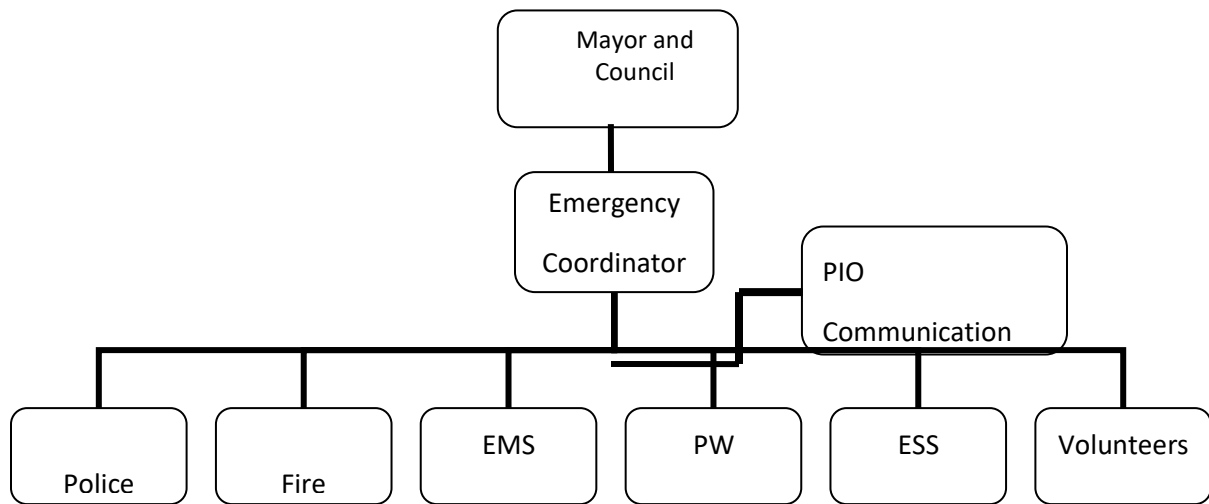
ANNEX 1

MANAGEMENT STRUCTURE

Annex 1

ORGANIZATIONAL CHARTS

Emergency/Disaster Group Organizational Chart

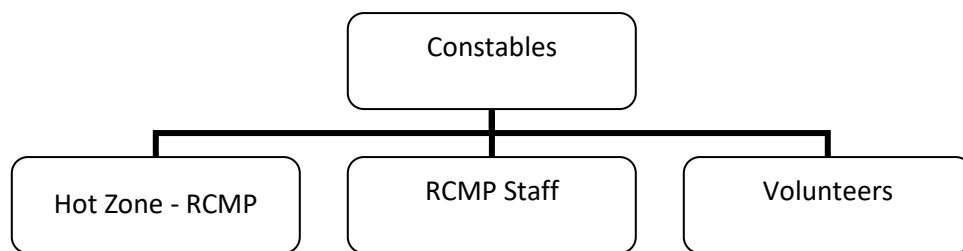


Mutual Aid	Mutual Aid	Mutual Aid	Mutual Aid	Public H. Nurse
Volunteers	Volunteers	Volunteers	Hydro	Auxiliary
Security groups	Hospital	MTS	Red Cross	Elks Club
Stittco	Hospital	Lions Club	Auto/Gas Agencies	
Legion	Rangers	Cornerview	Home Hardware	Sno-Drifters

See Fan-Out Listing in Annex 3 - Page 41 & 42 for names and contact numbers.

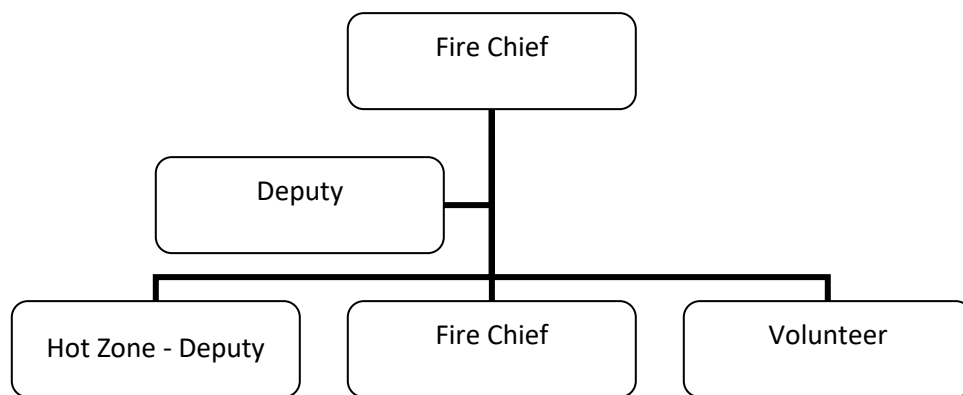
Annex 1A

Police Responder



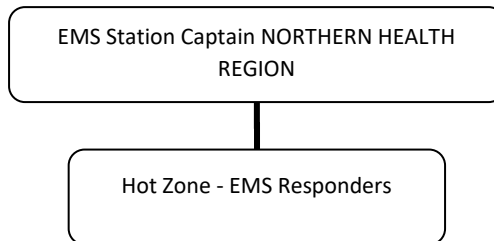
Annex 1B

Fire Responder

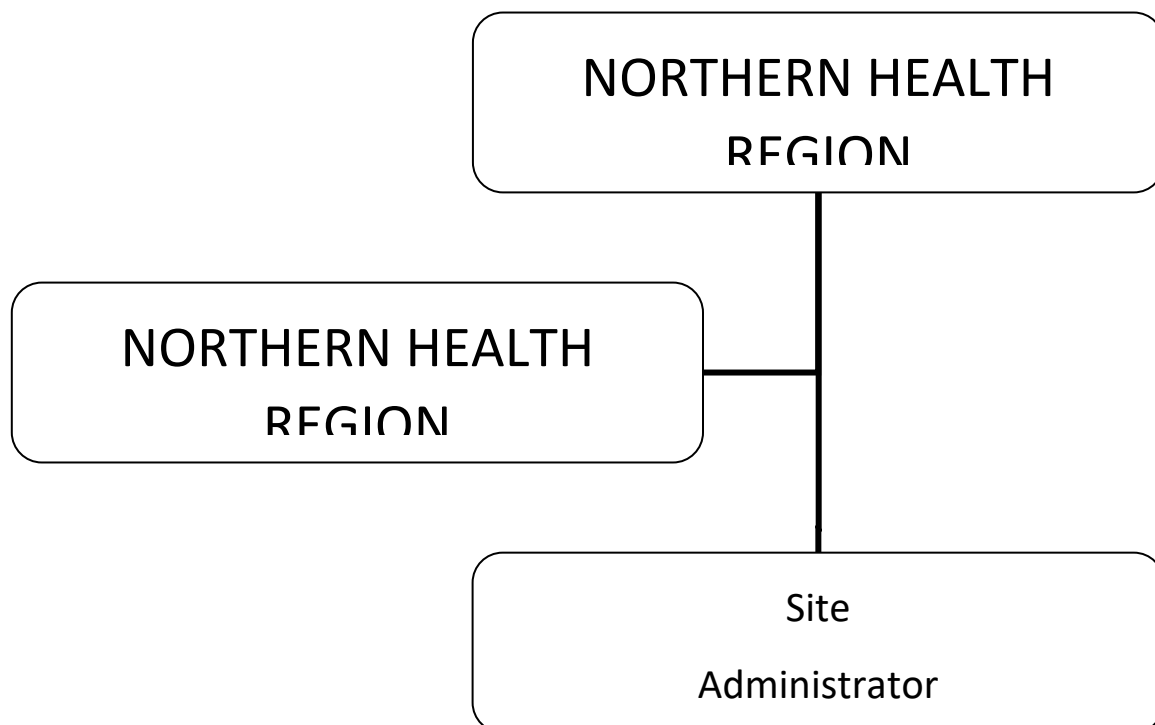


Annex 1C

EMS Responder

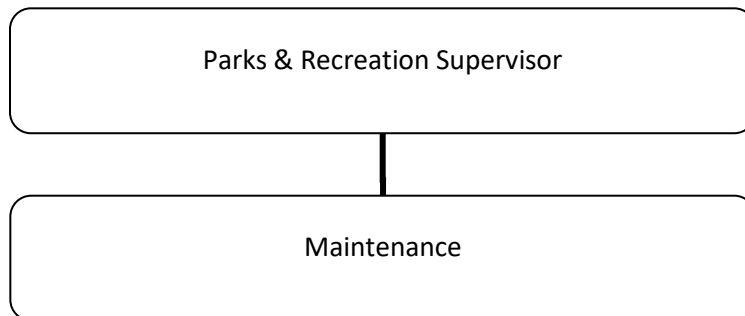
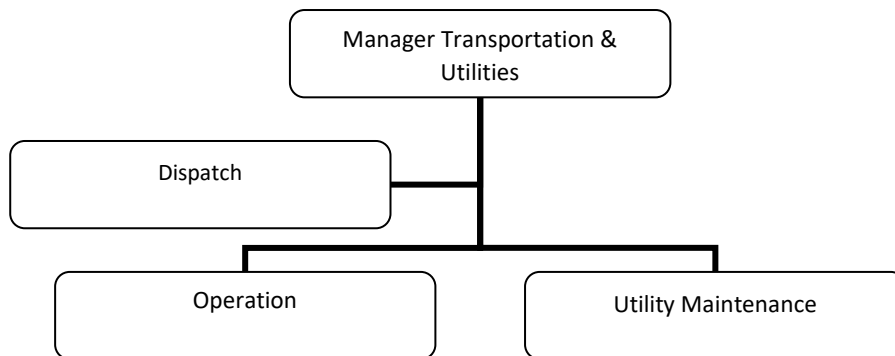


HOSPITAL



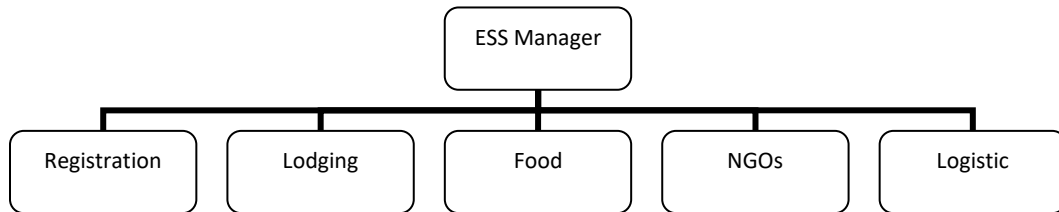
Annex 1D

PUBLIC WORKS/RECREATION GROUP



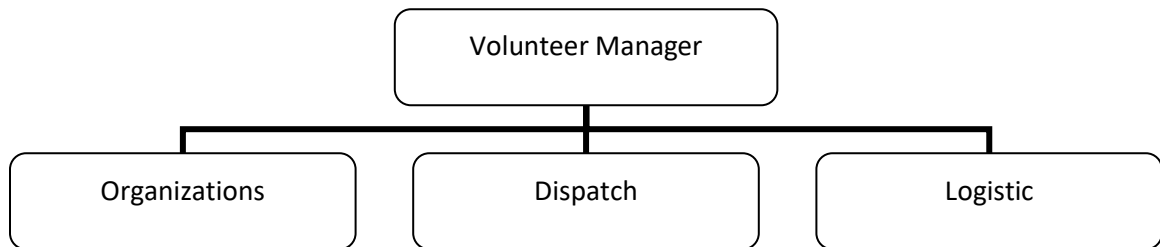
Annex 1E

EMERGENCY SOCIAL SERVICES GROUP



Annex 1F

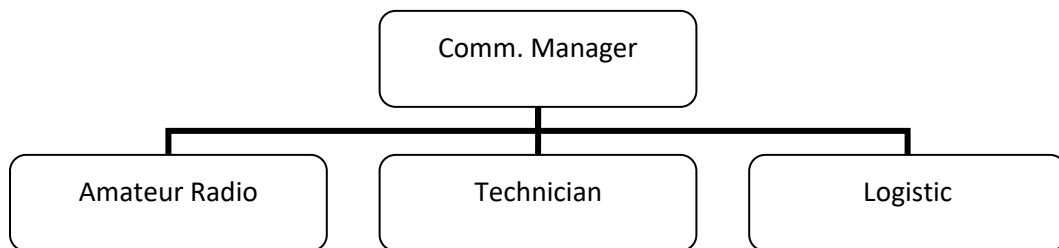
VOLUNTEER GROUP



Sno-Drifters Club
Elks Club
Lions Club
Legion
Senior & Junior Rangers
Emergency Plan Volunteers

Annex 1G

COMMUNICATION GROUP



ANNEX 2

ROLES & RESPONSIBILITIES

EMERGENCY POSITION PROFILES

Annex 2 - A

MAYOR

ROLES AND RESPONSIBILITIES

The Mayor as Head of Council shall:

- when deemed necessary, declare an emergency;
- authorize extraordinary expenditures;
- request provincial assistance;
- authorize area evacuation/re-entry;
- report on emergency impact to Councillors.

ANNEX 2 - B

CHIEF ADMINISTRATIVE OFFICER

ROLES AND RESPONSIBILITIES

The Chief Administration Officer shall:

- implement the emergency plan;
- assume the responsibilities of the Emergency Coordinator until the arrival of the Coordinator.
- appoint Site Commander, in consultation with Emergency Coordinator;
- liaise between Emergency Coordinator, Emergency Control Group, representatives from other governments and the media.
- ensure cooperation with other municipal departments, adjacent municipalities and other applicable parties.
- advise the Emergency Control Group if municipal resources will be adequate to meet the needs of the Emergency or if additional resources will be required.
- recommend, when required, that assistance be requested from the provincial or federal governments.
- maintain records of communications, decisions, actions and expenditures;
- submit information for payment of invoices.

ANNEX 2 - C

EMERGENCY COORDINATOR

ROLES AND RESPONSIBILITIES

Emergency Coordinator shall:

- respond to the EOC and coordinate the emergency response;
- prepare and coordinate emergency plans and programs;
- determine if municipal resources are adequate or if additional resources are needed.
- recommend, when required, that assistance be requested from the provincial or federal government.
- take such actions as necessary to minimize the effects of an emergency or disaster on the Town and its residents.
- keep Mayor, Council and Chief Administrative Officer informed of developments as they occur;
- ensure all directions from the Mayor and Council are carried out;
- maintain a log of all actions taken.
- conduct an Emergency Control Group debriefing after emergencies and initiate recommended procedural changes.
- ensure annual updating of the emergency plan;
- ensure Emergency exercises are carried out twice annually.
- ensure the public is informed annually as to warning and evacuation procedures.
- ensure that the Local Emergency Response Control Group has respite plans for all sectors.

The Emergency Coordinator supervises the Local Emergency Response Control Group.

Annex 2 - D

LOCAL EMERGENCY RESPONSE CONTROL GROUP

ROLES AND RESPONSIBILITIES

The Local Emergency Response Control Group (LERCG), under the supervision of 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;
- assist and support incident command system;
- facilitate activities of the Town of Snow Lake departments, outside agencies, the public sector and volunteer groups during an emergency;
- staffing the EOC on a part or full time basis;
- request outside assistance for provincial, federal, private or commercial sources;
- preparing and releasing approved information and instructional releases to the media;
- review and update the Town of Snow Lake Emergency Plans and programs in accordance with Manitoba Emergency Measures Organization instructions.
- develop public awareness and education programs; and
- test the emergency plan.

See Fan-Out Listing in Annex 3 - Page 41 & 42 for names and contact numbers.

ANNEX 2 - E

RCMP/POLICE

ROLES AND RESPONSIBILITIES

- Activate the Department's Alert System.
- Report to the Emergency Operations Centre and coordinate police operations.
- Seal off inner and outer perimeters of the emergency or disaster site(s).
- Control, and if necessary, disperse crowds within the emergency or disaster site .
- Control traffic to facilitate the movement of emergency vehicles.
- Conduct the evacuation of buildings or residential areas authorized by the Emergency Operations Control Group.
- Ensure protection of lives, public and private property.
- Provide security and prevent looting of evacuated areas.
- Coordinate or assist in search and rescue operations.
- Conduct related criminal investigations.
- Provide assistance to the Coroner.
- To provide or request mutual aid, when required.
- To act as liaison with the Humane Society or Animal Control Officer when animal control is required.
- Log all actions.

ANNEX 2 - F

FIRE DEPARTMENT

ROLES AND RESPONSIBILITIES

- Report to Emergency Operations Centre.
- Activate Department's alert system.
- Coordinate fire-fighting and dangerous goods activities.
- Coordinate fire-related search & rescue operations.
- Assists in evacuation of residents.
- Activate, if needed, the Mutual Fire Aid System.
- Ensure that, if necessary, dangerous goods support agencies are contacted.
- Ensure that a respite plan is in place for personnel shift changes and rotation.

ANNEX 2 - G

EMERGENCY MEDICAL SERVICES

ROLES AND RESPONSIBILITIES

In addition to their normal day-to-day duties, ambulance services will provide:

1. Casualty triage.
2. Casualty treatment.
3. Casualty transport.
4. Determine EMS Mutual Aid requirements & notification.
5. Determine impact on Health Facility response (Code Orange).
6. Establish a respite plan for personnel shift changes/rotation.

ANNEX 2 - H

RESOURCE MANAGER

ROLES AND RESPONSIBILITIES

- Ensure resources are available when requested. (i.e., equipment, barricades, supplies, construction companies, and contractors).
- Co-ordinate 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.
- Establish respite plan for self/alternate and personnel for shift changes/rotation.
- Log all activities.

The Resource Manager should be a representative of the Town Public Works Department.

ANNEX 2 - I

EMERGENCY SOCIAL SERVICES (ESS) DIRECTOR

ROLES AND RESPONSIBILITIES

- Report to Emergency Operations Centre and activate emergency social services plan.
- Participate as member of Emergency Response Team.
- Establish accommodation facilities for all individuals involved in an emergency or disaster situation.
- Establish Emergency Response Centre(s).
- Ensure the provision of regular meals to all individuals housed within the Emergency Operations Centre.
- Ensure that the needs of evacuees are met; i.e., accommodations, feeding, registration and inquiry, personal services and clothing.
- Ensure the provision of Registration and Enquiry Services.
- Ensure the provision of a Human Resource Management System to register all individuals working on behalf of the Emergency Response Team.
- Ensure the provision of emergency Social Assistance.
- Ensure the provision of debriefing of Emergency Workers, excluding First Responders.
- Develop and maintain Evacuation and Reception Resource Lists
- Co-ordinate and develop Evacuation and Reception arrangements with neighbouring municipalities.
- Co-ordinate volunteer organizations.
- Develop a respite plan for personnel shift changes/rotation.
- Log all actions

ANNEX 2 - J

VOLUNTEER MANAGER

ROLES AND RESPONSIBILITIES

1. Develop and maintain listing of volunteer organizations and/or people.
2. Maintain listing of human resources.
3. Develop respite plan for personnel shift changes/rotation.

ANNEX 2 - K

TELECOMMUNICATIONS MANAGER

ROLES AND RESPONSIBILITIES

1. Ensure reliable and secure telecommunications are established between the Emergency Site and the Emergency Operations Centre.
2. Co-ordinate communications procedures.
3. Arrange for additional communication resources with Manitoba Telephone System and other public and private agencies and/or organizations.
4. Develop respite plan for self & alternates.

ANNEX 2 - L

PUBLIC INFORMATION OFFICER

ROLES AND RESPONSIBILITIES

- Provide timely reports for public, especially evacuated persons, through the media. **The Mayor, Council or the Emergency Co-ordinator, 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.

ANNEX 2 - M

LODGING CHIEF

ROLES AND RESPONSIBILITIES

- coordinate the provision of:
 - safe and healthy client accommodations.
 - the necessary supplies to meet client needs.
- Participate as a member of the ESS Team.
- Provide client accommodation services, as necessary or directed.
- Allocate facilities for client accommodations, as directed by the situation and the number of clients.
- Establish physical arrangements for services within all accommodation or service facilities.
- Coordinate with Volunteer Manager for security requirements for each facility used for accommodating the clients.
- Ensure the provision of supplies necessary in order to make the facility usable for the intended purpose.
- Maintain an accurate inventory of supplies delivered to all facilities.
- Liaise with Medical Officers of Health as necessary.
- Ensure that established accounting procedures are used for the purpose of recording aspects of facility availability, facility staffing, facility cost and materials used.
- Maintain daily staffing records of both paid and volunteer personnel working within the facilities.
- Develop respite plan (shift changes/rotation) for alternates and personnel.

Back Up: The ESS Director shall act as immediate backup when the Lodging Chief and alternate are unavailable or absent from the community.

ANNEX 2 - N

CLOTHING AND FOOD CHIEF

ROLES AND RESPONSIBILITIES

- Coordinate the provision of:
 - meals and clothing to all evacuees.
 - meals to the Emergency Operations Centre.
 - meals to Emergency workers.
- Participate as a member of the ESS Team.
- Ensure provision of long-term food & clothing services.
- Establish and direct kitchen facilities.
- Ensure cleanliness of food preparation and facilities.
- Obtain all food supplies necessary to maintain an acceptable level of services.
- Maintain an inventory of all materials obtained and used.
- Maintain daily staffing records for both paid and volunteer personnel for food & clothing services.
- Develop respite plan for shift changes/rotation.

ANNEX 2 - O

REGISTRATION COORDINATOR

ROLES AND RESPONSIBILITIES

- Participate as a member of the ESS Team.
- Establish the Registration & Inquiry Centre in the indicated location.
- Assess the needs for equipment & supplies for an R & I Centre and ensure availability of the same.
- Register all victims of an emergency.
- Handle all inquiries regarding the whereabouts of individuals who might be affected by an emergency.
- Provide, at the time of registration, information on available services.
- Ensure that all official forms are filled out properly and that all individuals are properly registered in the Central Registry.
- Maintain staffing records for both paid & volunteer personnel working registration & inquiry.
- Develop respite plan for personnel shift changes/rotation.

ANNEX 2 - P

HUMAN RESOURCE/VOLUNTEER MANAGER

ROLES AND RESPONSIBILITIES

- Participate as a member of the ESS Team.
- Maintain a volunteer registry for emergency response.
- Liaise with Employment Insurance in obtaining volunteers.
- Establish the registration of all individuals, both paid & volunteer, working in an emergency response.
- Maintain daily records of hours worked by paid & volunteer workers..
- Assign volunteers to work areas.
- Provide all workers with identification as responders.
- Provide media personnel with specific identification cards.
- Provide identification to all personnel allowed access to the Emergency Operations Centre.
- Provide identification for security personnel.
- Establish volunteer respite plan for shift changes/rotation.

ANNEX 2 - Q

RECEPTION CENTRE MANAGER

ROLES AND RESPONSIBILITIES

- Participate as a member of the ESS Team.
- Coordinate the provision of a reception centre as directed by ESS Director.
- Coordinate & manage all Emergency Social Service components within the Reception Centre.
- Assess the capabilities of the Reception Centre to accept evacuees.
- Arrange for custodial staff briefing on building space & operation.
- Establish a command post for reception activities.
- Allocate space for a communication centre and determine additional requirements for equipment such as telephones fax and radio equipment.
- Determine where public assistance desks should be located, traffic flows & signage location.
- Appoint clerical support staff.
- Establish a working relationship with all relevant organizations.
- Establish and maintain callout list.
- Develop worker respite plan with shift changes/rotation.

ANNEX 2 - R

MANAGER TRANSPORTATION AND UTILITIES

ROLES AND RESPONSIBILITIES

- Report to Emergency Operations Centre.
- Provide list of equipment, supplies, construction companies, private contractors and engineer resources to meet the needs of an emergency.
- Provide transportation resources to the Emergency Operations Site or for the purpose of evacuation.
- Provide assistance in clean up operations and repair of damage where there is a municipal responsibility.
- Advise when sustained damage to buildings exceeds safe limits.
- Establish a command post for reception activities.
- Provide required alternate water supplies.
- Provide barricades and flashers.
- Provide assistance in search & rescue operations.
- Restore essential municipal operations.
- Provide or request mutual aid.
- Develop a worker respite plan (shift changes / rotation).
- Maintain a log of actions taken.

ANNEX 2 - S

HEALTH SERVICES MANAGER

ROLES AND RESPONSIBILITIES

- Report to Emergency Operations Centre.
- Activate emergency alert system.
- Develop & provide information on the state of medical concern.
- Coordinate medical response.
- Request mutual aid when required.
- Act as liaison with medical care facilities & provincial health departments.
- Maintain a log of actions taken.

TRANSPORTATION MANAGER

ROLES AND RESPONSIBILITIES

- 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.

ANNEX 2 - T

PUBLIC INFORMATION OFFICER

ROLES AND RESPONSIBILITIES

- Report to Emergency Operations Centre.
- Issue initial media confirmation of known facts of the situation.
- Prepare self-help information for rapid distribution.
- Keep the Public informed of significant developments occurring during the emergency.
- Establish communication requirements for the media & other public information organizations.
- Arrange for media facilities at the Emergency Operations Centre.
- Provide public relations support at the emergency site when required.
- Gather, process and disseminate information from emergency services.
- Maintain a log of actions taken.

ANNEX 2 - U

EMERGENCY SITE MANAGER

ROLES AND RESPONSIBILITIES

- Define the Emergency Site management objectives and strategy by ensuring co-ordination of activities of all first response agencies.
- Oversee the layout and the establishment of the ESM Command Post and control access to the Post.
- Determine if a unified command structure is required.
- Co-ordinate all ground and air operations.
- Provide advice to the Emergency Operations Centre on the overall administrative planning in support of the emergency site operation.
- Maintain the status of on-site emergency resources.
- Approve all requests for ordering and releasing of key resources.
- Develop such short-range plans as necessary to successfully deal with the emergency on-site.
- Develop worker respite plan (shift changes / rotation).
- Maintain all operational maps of the emergency site.
- Maintain a log of actions taken.

ANNEX 3

EMERGENCY TELEPHONE FAN-OUT SYSTEM

It is essential that the Control Group positions and alternates be consistently designated and vacancies have to be filled as soon as possible.

Annex 3

FAN-OUT

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

LOCATION	TITLE	NAME	HOME PHONE	WORK PHONE	CELL PHONE	E-MAIL ADDRESS	HOME ADDRESS
EOC	MAYOR	PETER ROBERTS	204-358-9351	431-201-3996	204-358-0100	slmayor.roberts@mymts.net	120 SPRUCE ST.
	COUNCILOR	SHELLEY CHRAPUN			204-795-2346	slcouncilor.chrapun@mymts.net	36 ENGLISH DR.
	COUNCILOR	TOM FLEMING	204-358-9737		431-201-2044	slcouncilor.fleming@mymts.net	113 CRYSTAL ST.
	COUNCILOR	SHERRI HILL			204-271-2214	slcouncilor.hill@mymts.net	145 CRYSTAL ST.
	COUNCILOR	BILL PLEASANCE	204-358-9760		204-923-1300	slcouncilor.pleasance@mymts.net	27 BERRY BAY
	COUNCILOR	PENNY ROBERTS	204-358-9351		204-358-0100	slcouncilor.roberts@mymts.net	120 SPRUCE ST.
	COUNCILOR	KYLE McLaughlin			204-307-0109	slcouncilor.mclaughlin@mymts.net	108 SPRUCE ST
EOC	CAO	ROBERT HEDLEY		204-358-2551/2651/2825	204-358-0126 431-337-4129	snowlake@mymts.net	512 LAKESHORE DR.
	ALTERNATE	MUHAMMAD ZAMAN		204-358-2551/2651/2825	204-599-0024	snowlake_asst@mymts.net	565 LAKESHORE DR.
EOC	EMERGENCY COORDINATOR	AMY GINN			204-380-2940	amygin@hotmail.com	6 ENGLISH DR.
EOC	ALTERNATE	RON SCOTT			204-358-0200	paleomagic@hotmail.com	51 ENGLISH DR.
EOC	SNOW LAKE FIRE DEPARTMENT FIRE CHIEF	CORY ANAKA		431-201-2035	431-201-2065	geminii_woodcrafters@hotmail.com	152 CEDAR AVE.
	ALTERNATE	BERNARD FOURIE	204-358-9736		204-358-0343	bernardfourie.123@icloud.com	186 OLSON AVE.
EOC		MARGIE COCKLE	204-358-2955		204-358-0057	mcockle1@mymts.net	18 BERRY BAY
	ALTERNATE	SARA OTTO			204-358-0300	sara.otto@outlook.com	525 LAKESHORE DR.
EOC	PUBLIC WORKS DEPT. (TOWN OF SNOW LAKE)	Mike L. Hrooshkin		204-358-0128	204-358-2329	pwgarage@mymts.net	125 BALSAM ST.
EOC	PUBLIC INFORMATION OFFICER						
EOC	RCMP			204-358-7723			

LOCATION	TITLE	NAME	HOME PHONE	WORK PHONE	CELL PHONE	E-MAIL ADDRESS	HOME ADDRESS
RECEPTION CENTRE	MANAGER	MARGIE COCKLE	204-358-2955		204-358-0057	mcockle@mymts.net	18 BERRY BAY
	ALTERNATE	CATHY STABBACK					
TRANSPORT	MANAGER	STEVE DEIGHTON	204-358-9036	204-358-2281	204-358-0291	steve.deighton@fsdnet.ca	12 KERR AVE.
	ALTERNATE	DEREK BARTLETT	204-358-9397		204-358-0030	jdbart4@hotmail.com	562 LAKESHORE DR.
RESOURCES	MANAGER	TED STABBACK	204-358-2270		204-358-0198	stabbback@gillamnet.com	106 LARCH ST.
COMM							
FRONTIER SCHOOL DIVISION	JOSEPH H. KERR SCHOOL PRINCIPAL	STEVE DEIGHTON	204-358-9036	204-358-2281	204-358-0291	steve.deighton@fsdnet.ca	12 KERR AVE.
FRONTIER SCHOOL DIVISION	JOSEPH H. KERR MAINTENANCE PERSON	JASON YODER	204-358-9535	204-358-2883		jason.yoder@fsdnet.ca	121 ELM ST.
NORTHERN REGIONAL HEALTH AUTHORITY	SNOW LAKE HEALTH CENTRE – PATIENT CARE MANAGER	KELLY WIWCHARUK		204-358-3566 Or 204-358-9970	204-358-6550	kellywiw@hotmail.com kwiwcharuk@nrha.ca	161 CEDAR AVE.
NORTHERN REGIONAL HEALTH AUTHORITY	SNOW LAKE HEALTH CENTRE – OFFICE COORDINATOR	SHARON STUBBS		204-358-2300 ext. 5 or 204-358-9970	431-972-1006	stubbs@gillamnet.com sstubbs@nrha.ca	121 BALSAM ST.
NATURAL RESOURCES	DISTRICT SUPERVISOR- CONSERVATION OFFICER			204-358-2521 204-358-7142			522 LAKESHORE DR.
RANGERS		RON SCOTT GREG FOORD			204-358-0200 204-358-2856	paleomagic@hotmail.com	51 ENGLISH DR. 2 KERR AVE
VOLUNTEERS							
SCRIBE							

ANNEX 4

**HAZARDS
ANALYSIS**

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

Annex 4

HAZARD ANALYSIS

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

- A) Winter Storm Event**
- B) Forest Fire**
- C) Hazardous Material Spill**
- D) Industrial Accidents**
- E) Influenza Pandemic**

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

ANNEX 4

HAZARDS ANALYSIS

A. WINTER STORM EVENT

HAZARD

A Winter Storm Event within the Town of Snow Lake has the potential to come in two forms.

First is a Winter Storm with snowfall and heavy winds making travel, at best, difficult or, at worst, making roadways impassable. Although significant to facilities needing 24/7 staffing, there is little or no loss in terms of Provincial or Municipal Infrastructure Services and the overall impact on the Community-at-Large is minimal.

EMO would become directly involved in the second potential event, being a major Winter Storm accompanied by heavy snow or ice, significant winds plus the loss of Provincial and/or Municipal Infrastructure Services.

EFFECTS

The impact of such a major event could be significant as most institutional/residential facilities, as well as most family homes, are unprepared to function without Public Utility Services. There could be disruption of electrical power and communications, accidents and transportation problems, and damages to residences and other buildings.

VULNERABILITY

The Town of Snow Lake is highly vulnerable to the effects of a major snowstorm.

CONCLUSIONS

Mitigation efforts include:

1. An effective communication/warning system through the media.
2. Education of residents on options such as a 3-day preparedness kit to help people weather the storm if they are without normal utilities and comforts. Well-packed kits could be easily transported if a partial or full evacuation was necessary. Kits should include prescription medicines.

ANNEX 4

HAZARDS ANALYSIS

B. FOREST FIRE

HAZARD

Forest Fire dangers are possible in the Town of Snow Lake. All boundaries of the community are immediately adjacent to forested areas. Sources of ignition include lightening, arson, recreational activities and debris burning by individuals or companies.

EFFECTS

Many individual homes and businesses border forestland. Poor winter snowfalls together with hot spring/summer weather often increases the fire danger in late Spring and early summer.

VULNERABILITY

The Town of Snow Lake will remain vulnerable to forest fires.

CONCLUSIONS

The following steps should be accomplished to preclude major loss of life:

1. Effective communications has to be established with Provincial Natural Resources for early warning of a fire with potential for threatening the Town of Snow Lake.
2. An effective warning system is essential to notify local residents and visitors of a potential fire risk.
3. An evacuation plan detailing primary and alternative evacuation routes is essential.
4. Hosting Agreements are required with the nearest communities capable of accommodating Town of Snow Lake residents in the event of an evacuation.

ANNEX 4

HAZARDS ANALYSIS

C. HAZARDOUS MATERIALS SPILL

HAZARD

A hazardous material spill refers to a bulk materials spill from either bulk storage sites or transportation units (trucks)..

EFFECTS

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

VULNERABILITY

The Town of Snow Lake is home to several businesses/industries involving storage of large gas, oil, propane and cyanide.

Accidents involving the transportation of chemicals could be just as catastrophic as accidents involving stored chemicals.

Hazardous materials are classified in three states: gas, liquid and solid. They may be stored at high or low pressure and may be affected by the environment in which an incident takes place.

A spill of bulk hazardous materials could result in fire, explosion, toxic cloud or direct contamination of people and property.

CONCLUSIONS

The potential for a catastrophic spill of bulk hazardous materials exists.

Major amounts of hazardous materials are stored and moved in and through the town by highway.

While the potential will continue to exist, there is no record of a catastrophic oil or chemical spill in the town.

The nature, volatility or volume of the product would dictate the involvement of the town's EMO.

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

Conditions may dictate the need to involve resources beyond those immediately available to the First Response and Municipal Response Units.

The community will be educated on a “Shelter - in - Place” program in regards to a hazardous material spill.

Known Possible Hazard Sites:

Site 1	Fuel Storage – Franal’s
Site 2	Fuel Storage – Cornerview
Site 3	Stittco Energy
Site 4	Chell’s Sled Shed
Site 5	Gogal Air
Site 5	Fuel/Chemical Storage – Hudbay Town Mine Site
Site 6	Fuel Storage - Public Works Garage
Site 7	Fuel Storage - Highways yard
Site 8	Fuel/Chemical Storage - Hudbay Mine(s)/Mill – Lalor

Potential Resource Allocation:

Police Services	Site Security, Traffic Control & Evacuation
Fire Services	Fire Scene Operations
Health Services	
Hospital	Treatment of Injured
Ambulance	Site Triage, Transportation, Specialty Evacuation
Transportation & Operation Services	
School Division	
Utility & Operations Personnel	
Emergency Social Services	
Accommodations	
Registration & Inquiries	
Primary R&I Site	

Residential Concerns: Dependent on location and severity of spill

Snow Lake Hospital	X Residents
Joseph H. Kerr School	X Residents
Downtown Commercial Core	Unknown - Dependent on time of day
Family Resource Centre & Daycare	

The above institutions would require a tremendous level of assistance during an evacuation due to the fact that many of the residents are seniors and young children of primary school age. The residents, in some situations, may require the provision of special services and special meals.

Environmental Concerns:

- Spill control to prevent environmental contamination.
- Spill control to prevent municipal infrastructure contamination.
- Manitoba Environment involvement for assistance and monitoring air quality.

ANNEX 4

HAZARDS ANALYSIS

D. INDUSTRIAL ACCIDENT

HAZARD

HudBay mine sites are located within town site boundaries.

EFFECTS

A major fire, explosion, chemical spill or structure damage could result in loss of life, injury and loss of property.

HudBay is a major employer and emergency conditions resulting in loss or reduction of production could have a debilitating effect on employees and residents, both emotionally and economically.

VULNERABILITY

The HudBay sites are very vulnerable to major emergency incidents due to the very nature of its operation.

CONCLUSIONS

An emergency response plan should be developed in consultation with HudBay Inc.

Known Possible Hazard Sites:

Site 1	HudBay mine site (Lalor)
Site 2	HudBay mine site (Town)

Potential Resource Allocation:

Police Services	
Site Security, Traffic Control & Evacuation	
Fire Services	Fire Scene Operations
Health Services	
Hospital	Treatment of Injured
Ambulance	Site Triage, Transportation
Transportation & Operation Services	
School Division	
Utility & Operations Personnel	
Emergency Social Services	

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

Accommodations
Registration & Inquiries
Primary R&I Site

Resident Concerns: Dependent on location and severity of spill

HudBay mine site (Lalor)	X Employees
HudBay mine site (Town)	X Employees

The above facilities would require a minimal level of assistance during an evacuation due to the fact that all of the employees are healthy adults and the majority would have their own mode of transportation.

Environmental Concerns:

Fire control to prevent spread to neighbouring buildings and woodlands
Spill control to prevent environmental contamination. (drinking water)
Manitoba Environment involvement for assistance and monitoring air quality.

ANNEX 4

HAZARDS ANALYSIS

E. INFLUENZA PANDEMIC

HAZARD

An influenza outbreak (worldwide) can occur when a radical change takes place in influenza “A” virus, causing the emergence of a new strain against which people have little or no immunity. It can spread easily (airborne, contact) from person to person and many people could become ill and possibly die.

EFFECTS

Influenza pandemic could result in loss of life and loss of essential services (municipal & Provincial).

Emergency conditions could have a debilitating effect on residents, the major employer (HudBay), and municipal & provincial employees - emotionally, physically and economically.

A pandemic could affect the entire country and limit the provision of outside assistance and supplies.

VULNERABILITY

The entire community is vulnerable to influenza pandemic

CONCLUSIONS

Frontier School Division’s Pandemic Response Plan outlines a business contingency plan to continue to operate during a pandemic. The Town of Snow Lake will operate in a similar manner and be directed by Manitoba Health to act in a support role.

ANNEX 5

**HAZARDS
ANALYSIS**

FEMA CALCULATIONS

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

Hazard	<div style="background-color: yellow; border: 1px solid black; padding: 5px;">SAMPLE FORMAT</div>		y or n	Score	Weight	Overall Score
HISTORY	<i>In the last 100 years this hazard has occurred:</i>					2
	0-1 times	(Low)	<div style="background-color: yellow; width: 40px; height: 20px;"></div>	1		
	2-3 times	(Medium)	<div style="background-color: yellow; width: 40px; height: 20px;"></div>	5		
	>4 times	(High)	<div style="background-color: yellow; width: 40px; height: 20px; text-align: center;">y</div>	10		20
VULNERABILITY	<i>What percentage of people / property in the community are vulnerable to this hazard?</i>					5
People	<1%	(Low)	<div style="background-color: yellow; width: 40px; height: 20px;"></div>	1		
	1-10%	(Medium)	<div style="background-color: yellow; width: 40px; height: 20px; text-align: center;">y</div>	5		12.5
	>10%	(High)	<div style="background-color: yellow; width: 40px; height: 20px;"></div>	10		
Property	<1%	(Low)	<div style="background-color: yellow; width: 40px; height: 20px;"></div>	1		
	1-10%	(Medium)	<div style="background-color: yellow; width: 40px; height: 20px;"></div>	5		
	>10%	(High)	<div style="background-color: yellow; width: 40px; height: 20px; text-align: center;">y</div>	10		25
MAXIMUM THREAT	<i>If a major event was to occur what percentage of the community would be impacted?</i>					10
	<5%	(Low)	<div style="background-color: yellow; width: 40px; height: 20px;"></div>	1		
	5-25%	(Medium)	<div style="background-color: yellow; width: 40px; height: 20px;"></div>	5		
	>25%	(High)	<div style="background-color: yellow; width: 40px; height: 20px; text-align: center;">y</div>	10		100
PROBABILITY	<i>What are the chances per year of this event occurring?</i>					7
	< 1 in 1000	(Low)	<div style="background-color: yellow; width: 40px; height: 20px;"></div>	1		
	1 in 1000 to 1 in 10	(Medium)	<div style="background-color: yellow; width: 40px; height: 20px;"></div>	5		
	> 1 in 10	(High)	<div style="background-color: yellow; width: 40px; height: 20px; text-align: center;">y</div>	10		70
TOTAL						227.5
OUTCOME	High risk - incorporate into community emergency plan					

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

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

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

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

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

Hazard			y or n	Score	Weight	Overall Score
	HAZARDOUS MATERIALS SPILL					
HISTORY	<i>In the last 100 years this hazard has occurred:</i>				2	
	0-1 times	(Low)	<div style="background-color: yellow; width: 30px; height: 20px;"></div>	1		
	2-3 times	(Medium)	<div style="background-color: yellow; width: 30px; height: 20px;"></div>	5		
	>4 times	(High)	<div style="background-color: yellow; width: 30px; height: 20px; text-align: center;">y</div>	10		20
VULNERABILITY	<i>What percentage of people / property in the community are vulnerable to this hazard?</i>				5	
People	<1%	(Low)	<div style="background-color: yellow; width: 30px; height: 20px;"></div>	1		
	1-10%	(Medium)	<div style="background-color: yellow; width: 30px; height: 20px; text-align: center;">y</div>	5		12.5
	>10%	(High)	<div style="background-color: yellow; width: 30px; height: 20px;"></div>	10		
Property	<1%	(Low)	<div style="background-color: yellow; width: 30px; height: 20px;"></div>	1		
	1-10%	(Medium)	<div style="background-color: yellow; width: 30px; height: 20px;"></div>	5		
	>10%	(High)	<div style="background-color: yellow; width: 30px; height: 20px; text-align: center;">y</div>	10		25
MAXIMUM THREAT	<i>If a major event was to occur what percentage of the community would be impacted?</i>				10	
	<5%	(Low)	<div style="background-color: yellow; width: 30px; height: 20px;"></div>	1		
	5-25%	(Medium)	<div style="background-color: yellow; width: 30px; height: 20px;"></div>	5		
	>25%	(High)	<div style="background-color: yellow; width: 30px; height: 20px; text-align: center;">y</div>	10		100
PROBABILITY	<i>What are the chances per year of this event occurring?</i>				7	
	< 1 in 1000	(Low)	<div style="background-color: yellow; width: 30px; height: 20px;"></div>	1		
	1 in 1000 to 1 in 10	(Medium)	<div style="background-color: yellow; width: 30px; height: 20px;"></div>	5		
	> 1 in 10	(High)	<div style="background-color: yellow; width: 30px; height: 20px; text-align: center;">y</div>	10		70
TOTAL						227.5
OUTCOME	High risk - incorporate into community emergency plan					

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

Hazard	INDUSTRIAL ACCIDENT			y or n	Score	Weight	Overall Score
HISTORY	<i>In the last 100 years this hazard has occurred:</i>					2	
	0-1 times	(Low)	y		1		2
	2-3 times	(Medium)					
	>4 times	(High)					
VULNERABILITY	<i>What percentage of people / property in the community are vulnerable to this hazard?</i>					5	
People	<1%	(Low)					
	1-10%	(Medium)					
	>10%	(High)	y		10		25
Property	<1%	(Low)					
	1-10%	(Medium)					
	>10%	(High)	y		10		25
MAXIMUM THREAT	<i>If a major event was to occur what percentage of the community would be impacted?</i>					10	
	<5%	(Low)					
	5-25%	(Medium)					
	>25%	(High)	y		10		100
PROBABILITY	<i>What are the chances per year of this event occurring?</i>					7	
	< 1 in 1000	(Low)	y		1		7
	1 in 1000 to 1 in 10	(Medium)					
	> 1 in 10	(High)					
TOTAL							159
OUTCOME	High risk - incorporate into community emergency plan						

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

Hazard	INFLUENZA PANDEMIC		y or n	Score	Weight	Overall Score
HISTORY	<i>In the last 100 years this hazard has occurred:</i>					2
	0-1 times	(Low)		1		
	2-3 times	(Medium)	y	5		10
	>4 times	(High)		10		
VULNERABILITY	<i>What percentage of people / property in the community are vulnerable to this hazard?</i>					5
People	<1%	(Low)		1		
	1-10%	(Medium)		5		
	>10%	(High)	y	10		25
Property	<1%	(Low)		1		
	1-10%	(Medium)		5		
	>10%	(High)	y	10		25
MAXIMUM THREAT	<i>If a major event was to occur what percentage of the community would be impacted?</i>					10
	<5%	(Low)		1		
	5-25%	(Medium)		5		
	>25%	(High)	y	10		100
PROBABILITY	<i>What are the chances per year of this event occurring?</i>					7
	< 1 in 1000	(Low)		1		
	1 in 1000 to 1 in 10	(Medium)	y	5		35
	> 1 in 10	(High)		10		
TOTAL						195
OUTCOME	High risk - incorporate into community emergency plan					

ANNEX 6

**BACK-UP
EQUIPMENT
ACTIVATION**

Annex 6

Back Up Equipment Activation

The primary Emergency Operations Centre will be located in the

Joseph H. Kerr School Library at 100 Poplar Avenue.

204-358-2551

204-358-2651

204-358-2825

204-358-2112 (Fax)

204-358-0126 (Administration Cell)

204-358-0128 (Public Works Cell)

204-358-0124 (Recreation Cell)

204-358-0127 (Utility Cell)

snowlake@mymts.net

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 Joseph H. Kerr School,
the Emergency Operations Centre will be located at
the Royal Canadian Mounted Police Detachment Building at 505 Lakeshore Drive

204-358-7723 (Administration & Inquiry)

204-358-7722 (Complaints & Emergencies)

ANNEX 7

**GEOGRAPHY /
DEMOGRAPHY**

Annex 7

Geography/Demography

GEOGRAPHY

The Town of Snow Lake is located 685 kilometers north of Winnipeg. The Town is situated on the north shore of Snow Lake. Boreal forests and lakes surround it.

The 2016 census population of the Town of Snow Lake was 899 people.

The Town is located on Provincial Road #392, 35 kilometers North of Provincial Trunk Highway #39. It is situated midway between Flin Flon, The Pas and Thompson.

Air service is available from Snow Lake Airport and Gogal Air (Snow Lake shoreline).

The community's economic base is primarily mining and tourism.



ANNEX 8

FUNCTIONAL PLAN

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

Annex 8

FUNCTIONAL PLANS

A. EVACUATION PLAN

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.

1) SUDDEN EVACUATION

Whereby Emergency Services (Fire, Police) recognize an immediate need to evacuate people due to a threatening presence.

2) PREPARED EVACUATION

Whereby the Emergency Operations Centre is established, allowing EOC Staff an opportunity to plan and prepare the evacuation process

AUTHORITY:

The authority to evacuate people and livestock can be granted through:

- A) Declaration of a Local State Of Emergency.
- B) Determination by Emergency Services under the Fire Protection Act.

Possible Problems in Evacuations

1. Establishing and maintaining an orderly evacuation
2. Verification that all citizens have left their homes
3. Security of evacuated area
4. Transportation needs of evacuees
5. Preparation and safety of community for re-entry
6. Re-establishing utilities and services to community (normalizing or recovery from the emergency)
7. 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) | * Maps of community |
| * Buses, vans, boats, aircraft | * Tow trucks |
| * Evacuation Teams | * List of vehicles with loud hailers and flashing lights |
| (minimum 4 persons/500 population) | |
| * A listing of persons who may require transportatio | |

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

EVACUATION GOALS

- 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.

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

EVACUATION REQUIREMENTS

In the event of an evacuation, the following procedures must be observed:

WARNING:

In addition to the previous Warning section, the EOC Management Team shall ensure:

- That precise information about the danger involved and the action to be taken is disseminated to the general public.
- That Hospitals, Care Homes, Schools, Group Residences, Colonies and Private Residences in the affected area are notified.
- That reception-host communities are notified as to the number of evacuees, and what are the resource requirements of the host community.

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 utilizing 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 jeopardize 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 for the emergency, including the evacuation team;
- c) establish a method of warning of all persons remaining in the community; and
- d) establishing a procedure for ensuring 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 contacting of 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)

NOTIFICATION:

In the event of carrying out an evacuation whether sudden or prepared, there are various steps and suggestions that will aid in conducting the notification and evacuation such as:

- Determine the reason and authority for the evacuation.
- Determine the geographical area and population size of the evacuated area.
- Prioritize area of evacuation.

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

- Determine the method of conducting the evacuation which includes:
 - Assemble evacuation teams to carry out the evacuation process, under direction of Police or Fire.(Military assistance if required via Manitoba E.M.O.)
 - Refer to Human Resource Contact List for volunteers to assist.
 - Ensure accountability and safety measures for the evacuation teams.
 - Notify the evacuees of required information by:
 - Media (Radio and Television)
 - Use of Loud Hailer/Flashing Lights
 - Door to Door notification
 - Provide Evacuation Notices (located in annex)
 - Once a premise has been evacuated, then mark same with chalk or orange tape on the front door, or most visible location.
 - Determine any resources needed such as: Maps, Road Barricades, Chalk/orange tape local phone book, volunteers, flashlights, loud hailers, traffic directional signs.
 - Determine if Utilities (Hydro/Gas/Water/Sewer) need to be disconnected.

TRANSPORTATION:

Assign the Transportation Manager to complete the following:

- Determine the transportation requirements for the evacuees. (Buses, Boats, Aircraft, Snowmobiles, etc) Many people will have their own mode of transportation, but many have special needs that require assistance, such as Personal Care homes, etc.
- Determine evacuation routes.

SECURITY:

- During the evacuation period, the Police shall establish and maintain security of the area evacuated. If Military assistance is required, notify Manitoba E.M.O.
- If private security firms are used, you must obtain authorization from Council/Mayor/Reeve or the private business sector that authorizes financial obligation.

RECEPTION CENTERS:

Reception Centers are facilities that temporarily house evacuees and provide them with basic needs such as: Lodging, Food, Clothing, and Personal needs. The Emergency Social Services Team will establish and manage Reception Centers.

Reception Centers may include Community Halls/Clubs/Schools (See Appendix 9 - Resources).

REGISTRATION & INQUIRY:

The purpose of registering all evacuees is to determine the location where the evacuees are presently staying. The registration should take place at the Reception Center. The evacuee may then choose to stay at a Reception Center, or may find refuge at another location (ex: relative). It is important to

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

register as Emergency Services may be trying to determine a person's location, or a friend or relative seeks information to the whereabouts or condition of an evacuee.

A citizen's inquiry phone number should be established and published for those seeking information about the evacuees.

The Emergency Social Services Team are responsible for these matters.

If needed, the Red Cross can assist in Registration and inquiry.

Registration is also important if you intend to file any claim through Disaster Financial Assistance.

ANIMAL CARE AND CONTROL:

In the event that animals are endangered, then observe the following procedures:

- Consult with M.E.M.O. for information.
- Can this type of animal be properly evacuated?
- Determine a location where the animals can be taken.
- Determine a method of transportation for the animals.
- Determine "Feed" requirements and methods.
- If unable to evacuate the animals, can a safe method of "Feeding" be established.
- Disposal of dead animals should be done in consultation with Manitoba Agriculture.

PERSONAL PETS:

If the evacuated people are lodged in a Reception Center for a length of time, it is not recommended that "Pets" be allowed in the Reception Center. This is due to lack of control over the pet in regards to feeding, care, allergies, and discipline with other pets.

It is strongly urged that evacuees make alternate arrangements for their pets if possible, otherwise the pet may be left unattended at their premises.

EVACUATION PROCEDURE

Total Evacuation is the removal of all townspeople to a community outside of Snow Lake.

Partial evacuation entails evacuating only a portion of the community to another area of Snow Lake.

It is recommended that a voluntary evacuation warning be first issued provided the situation has not become critical. This will assist in facilitating a mandatory emergency evacuation should it become needed.

Evacuation Alert – Total Evacuation

- Contact Manitoba Emergency Measures Organization and community evacuation being made to (Thompson, The Pas, Flin Flon).
- Contact Legion Ladies Auxiliary to prepare for reception & registration.
- Determine the following:
 - Registration Site
 - Transportation & communication for registration group.
 - Equipment required for registration point (e.g. barricades, lights, etc).
 - Availability of registration forms.

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

- Best form of communication between EOC & Registration.
 - Contact School Authorities.
 - Obtain list of people requiring assistance from hospital staff and Public Health Nurse.
 - Contact Reception on any special needs requirements.
 - Transportation coordinator to determine availability of buses and other transportation methods.
 - Set up pick-up points and schedule.
 - Set up “pet patrol”. Obtain registrations & house keys.
 - Provide essential personnel with identity badges.

Road Closure – Air Evacuation

- Notify MEMO & host community of flight arrival times and number of people evacuated.
- Contact buses to pick up helicopter evacuees at drop-off points.
- Notify registration team & have it in place prior to informing public. (3 people required at registration, four at airstrip and one at float plane dock).
- Make public announcements on pick-up locations & times and baggage restrictions. Ask people to keep pets in the house.
- Make refreshments available at Registration Centre.
- Designate compound for out-of-Town vehicles. Keys & manifests to be left on vehicle seats.
- Take small loads of evacuees to airstrip at any one time to minimize wait to fly out. Designate people in charge of loading buses.
- Send team out to helicopter drop-off point prior to evacuees. Call Highways for communications support for drop-off site.
- Ensure “on-site coordinators have visible identification.
- Send Registration team out on last helicopter. Only essential personnel to remain.

Air Evacuation – Staffing

- a. Float Plane Dock
 - On-site Coordinator, one – registration, 4 to assist loading passengers.
- b. Airstrip
 - On-site Coordinator, 4 – registration, 10 to assist loading passengers.
 - Fire Department may be required to wet down landing area.
- c. Helicopter Site(s)
 - On-site Coordinator, 4 to assist loading passengers.
- d. Registration Centre
 - Onsite supervisor, 5 to register (3 for people, 2 for pets), 2 to load buses.
- e. General
 - 1 for registration centre refreshments. People to ensure everyone left. Drivers to pick up elderly & infirm. Staff to answer phones.

After Evacuation

- Set up “Pet Patrols”
- Allocate jobs & equipment. Track equipment use & time.
- Contact host community to set up contact to update evacuees.
- Establish roadblocks with communications.
- Hold regular debriefings with area coordinators & evaluate how well evacuation went off.
- Arrange for debriefings from Emergency site (e.g. forest fire – Natural Resources).
- Arrange meal location site.
- Keep MEMO updated on a regular basis.
- Make regular update news releases in host community.
- Amalgamate evacuation registrations.

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

OFFICIAL NOTIFICATION OF EVACUATION

Determine what information that you want to provide to evacuees on the sample Notification of Evacuation form. Consult with fire, police, health and Emergency Social Services Director who may wish to provide additional information to evacuees.

THE TOWN OF SNOW LAKE HAS DECLARED A STATE OF LOCAL EMERGENCY BECAUSE OF type of emergency.

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

PLEASE LEAVE BY _____(time and date)

PLEASE TAKE THE FOLLOWING ITEMS

Money, Credit Cards, Birth Certificates etc.

Pets (dependent on the urgency of the emergency)

Medications (including personal medical appliances)

Infant food including diapers (if applicable)

Clothing

Personal hygiene items (toothpaste, toothbrushes, soap, shaving items, feminine hygiene items)

BEFORE LEAVING YOUR HOME, PLEASE DO THE FOLLOWING:

Turn off water supply

Turn off lights, appliances etc.

Do not turn off your furnace (it may be advisable to turn off furnaces if a flammable product is the cause of the emergency, check with fire chief).

Lock your residence

PLEASE REPORT TO THE FOLLOWING LOCATION (give address of local facility or host communities - give directions or a map showing route to be followed)

**IF YOU REQUIRE ASSISTANCE (i.e., transportation, moving livestock etc.)
PHONE**

IT IS IMPORTANT TO REGISTER, SO PLEASE REPORT TO THE RECEPTION CENTRE. (Location of Reception Centre is)

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

YOU WILL BE INFORMED THROUGH RADIO AND TELEVISION AND AT THE RECEPTION CENTRES WHEN IT IS SAFE TO RETURN TO YOUR HOMES.

A CITIZEN'S INQUIRY LINE WILL BE (HAS BEEN) ESTABLISHED TO ANSWER YOUR QUESTIONS.

CITIZEN'S INQUIRY LINE PHONE NUMBER IS _____

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

Annex 8

FUNCTIONAL PLANS

EVACUATION RE-ENTRY PLAN

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

Possible Problems

1. Citizens must be informed of dangers in community, if there is still a threat to life and health.
2. Traffic congestion
3. 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 & COUNCIL

- Mayor and Council should assess whether or not the community (or portion thereof) is safe to re-enter (consult with Emergency Coordinator, Emergency Site Manager and Provincial Response Team personnel).
- Council may consider terminating the 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 re-entry.
- Arrange to have streets cleared of debris (Public Works). Determine if roads, highways and bridges are safe for evacuees to return on (Manitoba Transportation and Government Services).
- Arrange for disposal of dead animals. Advice can be sought from a local Veterinarian and/or the Province.
- Transportation must be coordinated. Many residents will return in their own vehicles, however, some will require transportation assistance (bus, plane, train, car).
- Implement Re-Entry Checklist (attached).
- It may be necessary to arrange additional security patrols during and shortly after re-entry of citizens.
- Arrange a "Town Hall Meeting" for the purpose 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.
- Continue citizen telephone inquiry line to help with the dissemination of information.
- Have media broadcast to evacuees that they may re-enter the community and any other information such as what to bring (i.e. food, medications, etc.). Last to re-enter may be the elderly, disabled, special needs and the patients from the hospitals and nursing homes.

TOWN OF SNOW LAKE EMERGENCY PLAN 2019

- Evacuees should be registered if they have returned to their homes. The Evacuation Team could remove the surveyor's tape from the door handle while registering the occupants.

RE-ENTRY CHECKLIST

The purpose of this Checklist is to assist the Community Emergency Co-ordinator, 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 Co-ordinator'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 TOWN OF SNOW LAKE

SATISFACTORY CONDITIONS CONFIRMED

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

- ☐ Mayor and Council
- ☐ Medical Officer of Health (or Emergency Health Services)
- ☐ Environment Officer's
- ☐ Fire/Flood Report Updated (Natural Resources approval)
- ☐ Manitoba Agriculture
- ☐ Air, Water, Land (environmental) Conditions Satisfactory
- ☐ Food Supplies Adequate (confirmed by Community Emergency Coordinator)
- ☐ Essential Supplies Adequate (confirmed by Community Emergency Coordinator)
- ☐ Community Fuel Supplies Adequate for Further Evacuation if required (confirmed by Community Emergency Coordinator)

COMMUNITY CONTACTS:

(ALL CONTACT INFO FOR EMERGENCY TEAM ON PAGE 41.

- A. Essential People Required in Community at or before Re-Entry
(List Names and Phone Numbers. .)
- 1) Community Emergency Co-ordinator
- 2) Police:
- 3) Medical Personnel (Doctors/Nurses):

TOWN OF SNOW LAKE EMERGENCY PLAN

RE-ENTRY GUIDELINES (continued)

- 4) Chief and Council Members:
- 5) Mayor and Council:
- 7) Ambulance Personnel:
- 8) Fire Department Personnel:
- 9) Natural Resources Personnel:
- 10) Nursing Home Personnel:
- 11) Manitoba Environment Personnel
- 12) Emergency Health Services Personnel
- 13) Emergency Social Services Personnel (Community and Province)
- 14) Manitoba Agriculture Personnel
- 15) Store Managers/Clerks:
- 16) Red Cross
- 17) Others:

B. Essential Services:

- ____ Hospital Facilities
- ____ Senior's Home Facilities
- ____ Alternate Accommodation Available If Homes Are Damaged
- ____ Ambulance
- ____ Fire Fighting Equipment
- ____ Mail Service
- ____ Safe Water*

TOWN OF SNOW LAKE EMERGENCY PLAN

___ Food and Essential Supplies (diapers, etc.) in Stores

___ Medical Supplies

___ Adequate Vehicle Fuel Supplies

*** NOTE: CAUTION PEOPLE TO BOIL DRINKING WATER IF NECESSARY.**

C. Transportation:

Most evacuees will return to their homes by their own vehicle while others may require transportation assistance. The municipal Emergency Social Services Director and Transportation Manager should determine the number of evacuees requiring transportation and the number of vehicles required. List vehicles/resources that will aid in the transportation of returning evacuees.

1) Number of people requiring transportation assistance _____.

Vehicles: Number available

_____ Private Vehicles

_____ Community/School Buses.

_____ Commercial Buses:

_____ Thompson Bus Lines

_____ Grey Goose

_____ Train

_____ Aircraft

_____ Other :

D. Access:

The Emergency Co-ordinator, Transportation Manager, RCMP, Department of Transportation and Government Services, and Natural Resources personnel should determine the safety of roads, highways and bridges.

Roads Open _____

Airport Open _____

Railways Open _____

TOWN OF SNOW LAKE EMERGENCY PLAN

E. Location of Evacuees: Names and Places (Attach List)

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].

TOWN OF SNOW LAKE EMERGENCY PLAN

Annex 8

FUNCTIONAL PLANS

C. TRANSPORTATION PLAN

TOWN OF SNOW LAKE EMERGENCY PLAN

RESOURCE LISTING - TRANSPORTATION

ESSENTIAL TELEPHONE NUMBERS

		PHONE	CELL
AIRCRAFT			
Gogal Air Service	494 Lakeshore Drive	358-2259	
AUTOMOBILES			
Town of Snow Lake		358-2551 358-2329	
Murray Dunn	The Pas	623-3481	
Northland Ford	Flin Flon	687-3940	
Twin Motors	The Pas	623-6401	
BUSES			
Thompson Bus	The Pas	623-3999	
	Flin Flon	688-7646	
Joseph H Kerr School	Snow Lake	358-2281	
Frontier Collegiate Institute	Cranberry Portage	472-3633	
City of Thompson	Thompson	677-7920	
City of Flin Flon	Flin Flon	681-7511	
Kelsey Bus Lines	The Pas	623-2161	
Gilly's Taxi	Snow Lake	358-9975	431-201-3636
TOW TRUCKS			
Stoupe Towing	Snow Lake	358-2627	
TRAILERS			
Gardewine North	Snow Lake	358-2865	
Strilkiwski Contracting Ltd	Snow Lake	358-7688 358-2051	648-3013
	Gerald Strilkiwski	358-2160	
	Dauphin Office	638-9304 Fax 638-8876	
Dennis Stoltz	Snow Lake	358-2437	
Derek Bartlett	Snow Lake	358-9397	
Henry Dyck	Snow Lake	358-2819	
Greg Carswell	Snow Lake	358-2485	
Curtis Meuse	Snow Lake	358-0179	

TOWN OF SNOW LAKE EMERGENCY PLAN

TRANSPORTATION

HELICOPTER LOADING/UNLOADING

- Always approach from front. NEVER approach from the rear.
- Ensure pilot has seen you before approaching.
- Bend over until beside helicopter. NEVER carry anyone or anything higher than waist or shoulders.
- DO NOT slam doors to close. Close gently & turn lock
- When escorting people to helicopter:
 - Warn them to keep down until they get to helicopter doors.
 - Ensure that hats, hand-held articles of clothing, toys, etc., are securely held.
 - Stand to rear of entrance door with back to rear rotor. This will prevent people from going too far back.
 - Show passengers how to lock/unlock seatbelts. Tuck loose flap under seatbelt to prevent difficulty in undoing clasp.
 - Instruct not to unlock seatbelts until told to do so by landing crew.
 - Show where first aid kits and fire extinguishers are located.
 - Be firm but gentle when taking people to helicopter. Some may be nervous, so reassure them.
- Look around to ensure both ground & air are clear before signalling pilot to lift off.
- Signal pilot with arms held out from body and hands widespread. Stand with wind at your back as pilots prefer to land into the wind.
- Allow 100 to 150 foot radius per helicopter pad. Mark the individual pads with numbers and have pilots land on the same pad every time.
- Besides the safety vest, wear hardhat, ear protection & goggles.
- Ensure there is no loose debris (chairs, gas cans, etc.) on or near the landing areas.
- When unloading people from helicopters:
 - Assist with removing seatbelts.
 - Ensure loose articles of clothing, toys, etc., are held securely.
 - Warn passengers to keep down until safely clear of helicopter.
 - Prior to passengers exiting, stand to rear of door, with back to rear rotor. Direct passengers forward to a safe area.
 - Check for ground & air clearance and then signal for helicopter lift off.
 - Let people know where they are to go to be in a safe area.

General

If air evacuation is required, helicopter crews will be notified by phone or over radio station. Crews will meet at the Town Yard (behind Fire Hall).

First group (4-6) will go to drop-off point. Remainder to lift-off area.

On-site Coordinator will be identified by a blaze orange vest. Coordinator is final authority for this location.

Crews will be the last group evacuated.

TOWN OF SNOW LAKE EMERGENCY PLAN

Annex 8

FUNCTIONAL PLANS

D. HOSTING PLAN

RECEPTION

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

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

The Town of Snow Lake will ensure the following responsibilities are completed:

- a) Establishing of registration and inquiry service (in conjunction with the Red Cross if available).
- b) Provision of food services, accommodation, clothing (if required), and 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 re-entry.
- e) Help in the re-entry procedures in conjunction with the evacuated community.

TOWN OF SNOW LAKE EMERGENCY PLAN

HOSTING PROCEDURE

- Determine number of evacuees arriving, when and how, as well as anticipated length of stay.
- Designate a reception center. Community Hall is primary site. School is secondary site.
- Contact Registration Chief (Annex 3, page 41).
- Notify NORMAN Regional Health Authority that medical care is requested at Reception Site.
- Notify RCMP of arriving Evacuees.
- Determine accommodation sites and make arrangements.
- Determine meal sites and times. Contact required preparation personnel. Decide, as a group, what food is needed, when, and how to deliver food to eating facilities.
- Contact grocery stores in case additional supplies are required.
- Designate on-site Coordinator for Registration & set up communication with EOC.
- If needed, arrange transportation from Registration to accommodation.
- Erect "Reception Center" sign to direct incoming evacuees.

RECEPTION PROCEDURE

- Ensure all necessary forms are available (registration; accommodation; community maps showing accommodation, meal sites, and recreation areas; Listing of meal times and locations).
- Set up tables & chairs.
- Have snacks & drinks available for evacuees.
- Have microphone or bullhorn available.
- Designate crowd control (security) personnel. Can assist handing out information.
- Set up bulletin board for messages. Have paper & pens available.
- Place large community map showing key locations.
- Use registration center as a meeting place for evacuees

ANNEX 9

RESOURCES

TOWN OF SNOW LAKE EMERGENCY PLAN

Annex 9

RESOURCES LIST

RESOURCE LISTING - TELEPHONE NUMBERS

		BUSINESS	HOME	ALTERNATE
TELECOMMUNICATIONS				
2-way radios	Town of Snow Lake	358-2551		358-0126
	PW Garage	358-2329		358-0128
	Hudbay	358-5210		
Amateur radio				
Conservation	Snow Lake	358-2521		
RCMP	Snow Lake	358-7722 358-7723		
Joseph H. Kerr School (6 radios that work locally in school)	Snow Lake	358-2281		
Satellite phone	Town of Snow Lake	1-403-997-1731		
EVACUATION				
Host Communities	City of Flin Flon	681-7511		
	Fire Chief	681-7535		
	City Foreman	681-7546		
	Airport	687-7447		
	Municipal Cell #	687-0794		
	Emergency Line	687-0676		
Joseph H Kerr School	Snow Lake-Admin	358-2281		
	Maint Supervisor	358-2883		
Snow Lake Hospital		358-2300 option 2		358-9970
RECEPTION & ACCOMMODATION				
Frontier S.D. #48	Joseph H Kerr School	358-2281		
	Maint. Supervisor	358-2883		
Frontier Collegiate Institute	Cranberry Portage	472-3633		
	Home Ec Room with meal preparation facility			
Clovelly Holdings Ltd	Snow Lake	358-2846		358-0170
Community Hall	Snow Lake	358-2381		358-2144/0124
Diamond Willow Inn Ltd	Snow Lake	358-2842		
Snow Lake Baptist Church	Snow Lake	358-2002		
Snow Lake Motor Inn	Snow Lake	358-2331		
Wekusko Fall Lodge	Snow Lake	358-2341		
Wilfred T Lipton Arena	Snow Lake	358-2144 358-2998		
Snow Lake Curling Rink		358-2412		
Snow Lake Christian Centre	K. Pulkkinen		358-2156	
Snow Lake Anglican United Church	J. Becking		358-9393	
Tawow Lodge	Greg Carswell	358-2485		

TOWN OF SNOW LAKE EMERGENCY PLAN

NOTE: CANNOT HAVE PEOPLE SLEEPING IN BASEMENTS OF BUILDINGS WITH ONLY ONE EXIT.

BEDDING	Blankets, mattresses,	945-5555		
EMO-ESS supplies	pillows, towels			
GROCERY STORES				
Cornerview Enterprises	Snow Lake	358-2928		
RESTAURANTS				
Diamond Willow Inn	Snow Lake	358-2842		
Snow Lake Golf Club	Snow Lake	358-2744		
Angilina's Pizza	Snow Lake	358-2611		358-2636
Rose Room	Snow Lake	358-2331		
MASS FEEDING LOCATION				
Community Hall	Snow Lake	358-2381		
Joseph H Kerr School	Snow Lake	358-2281		
Legion Hall	Snow Lake	358-2308		
Senior Centre	Snow Lake	358-2151		
SERVICE CLUBS/ORGANIZATIONS				
Catholic Women's League	Snow Lake	358-2271		
Snow Lake Seniors	Snow Lake	358-2151		
Legion Ladies Auxiliary	Snow Lake	358-2308		
Order of Elks	Snow Lake	358-0312		
Royal Canadian Legion	Snow Lake	358-2308		
United Church Women	Janice Becking	358-2263		
Snow Lake Christian Centre	Kari Pulkkinen	358-2156		
Hospital Auxiliary	Second Glance	358-7500	358-2845	
Canadian Rangers	Ron Scott	358-9099		358-0200
Junior Rangers	Randy Huff	680-6280		
MISCELLANEOUS				
BUILDING MATERIALS / HARDWARE STORES				
Snow Lake Home Bldg Center	Snow Lake	358-2343		
FIREFIGHTING / HAZARDOUS RESPONSE EQUIPMENT				
CANUTEC - Ottawa (info source)		613-996-6666		
Conservation	Natural Res Officer Helitac Base	358-2521 358-7014		
Snow Lake Fire Department	Cory Anaka	358-2876		431-201-2035
GENERATORS				
Hudbay	Snow Lake	358-5210		
Major Drilling	Flin Flon	687-3483		
FUNERAL HOMES				
Dadson Funeral Home	Flin Flon	687-5821		
Hemauer Funeral Home	The Pas	623-3261		
SERVICE STATIONS	GAS/DIESEL/PROPANE			
Cornerview (ESSO)	Snow Lake	358-2928		
Gogal Air Service (Aircraft)	Snow Lake	358-2259		
Stittco Energy	Snow Lake	358-2530	358-2127	
Chell's Sled Shed	Snow Lake	358-7911		358-0004
Dept of Conservation	Snow Lake	358-2521		

TOWN OF SNOW LAKE EMERGENCY PLAN

The Town of Snow Lake	Snow Lake	358-2551/2651		
HEAVY EQUIPMENT	Cranes, dump trucks, graders, backhoes, bulldozers			
HudBay Minerals	Snow Lake	358-5210		
Dennis Stoltz	Snow Lake	358-2437		
Strilkiwski Contracting	Snow Lake Gerald Strilkiwski Dauphin	358-7688 358-2051 638-9304		648-3013
Major Drilling	Flin Flon	687-3483		
Curtis Meuse	Snow Lake	358-0179		
Henry Dyck	Snow Lake	358-2819		
Derek Bartlett	Snow Lake	358-9397		
Franal's (Denis St. Jean)	Snow Lake	358-2325		998-6364
Russell Bartlett	Snow Lake	358-2814		
Cornerview Enterprises Ltd.	Snow Lake	358-2928		
Jim Sloboda	Snow Lake	358-9920		
PUMPS				
Conservation	Natural Res Officer Helitac Base	358-2521 358-7014		
Town of Snow Lake	PW Foreman	358-2329		358-0128
SEPTIC TANK SERVICE				
Town of Snow Lake	Office	358-2551		
	PW Foreman	358-2329		358-0128
Alex's Septic	Flin Flon	687-3521		
Chell's Sled Shed	Snow Lake	358-7911		
Settarc Welding & Septic Services	Thompson	778-3701		
SAND & GRAVEL				
Dennis Stoltz	Snow Lake	358-2437		
Strilkiwski Contracting	Snow Lake	358-7688 358-2051		
WELDING				
Jack Strelezki	Snow Lake	358-2417		
Chell's Sled Shed	Snow Lake	358-7911		
After Hours Welding (Darren & Jamie Strelezki)	Snow Lake	358-7612		
TRANSPORTATION				
Aircraft				
Gogal Air Service	Snow Lake	358-2259		
Automobiles				
Town of Snow Lake	Office	358-2551		
	PW Garage	358-2329		
Buses				
Greyhound	Snow Lake	358-9743		
JH Kerr School	Snow Lake	358-2281		358-0291
Tow Trucks				
Stoupe's Tire & Towing	Snow Lake	358-2627		

ANNEX 10

**MUTUAL AID
AGREEMENTS**

ANNEX 11

FORMS

TOWN OF SNOW LAKE EMERGENCY PLAN

DECLARATION OF STATE OF LOCAL EMERGENCY

RESOLUTION OF COUNCIL OF THE TOWN OF SNOW LAKE

DATE _____

NO. _____

MOVED BY _____

SECONDED BY _____

RESOLVED THAT WHEREAS the Town of Snow 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 Snow Lake and to prevent damage to property within those boundaries;

THEREFORE BE IT RESOLVED THAT , pursuant to Section 11 of The Emergency Measures Act, the Council of the Town of Snow Lake hereby declares that a state of local emergency exists (throughout all / in a portion) of the Town of Snow Lake as from (date) to (date).

FOR _____

AGAINST _____

ABSTAINED _____

MOTION CARRIED _____ MOTION NOT CARRIED _____
MAYOR MAYOR

TOWN OF SNOW LAKE EMERGENCY PLAN

DECLARATION OF STATE OF LOCAL EMERGENCY

IN THE TOWN OF SNOW LAKE

WHEREAS the Town of Snow 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 Snow Lake and to prevent damage to property within those boundaries;

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

THEREFORE, pursuant to Section 11 of The Emergency Measures Act, I, (name) , Mayor of the Town of Snow Lake, declare that a state of emergency exists (in all / in a part) of the Town of Snow Lake from (date) to (date).

(signature of Mayor)

(name of Mayor printed)

MAYOR of the TOWN OF SNOW LAKE

TOWN OF SNOW LAKE EMERGENCY PLAN

TOWN OF SNOW LAKE

SAMPLE NEWS RELEASE

DECLARATION OF STATE OF LOCAL EMERGENCY

Date _____

The Town of Snow Lake has declared a State of Local Emergency due to (state nature of emergency) as of (date & 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 Snow 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:

Advise citizens;

- To stay away from the emergency site;
- Where able-bodied people and equipment may report to assist in the emergency;
- What is expected of the Public.

Note 2:

This news release should be typed, double-spaced and given, by the most expedient means, to radio, television and the local newspapers. The Mayor is the most appropriate person to make this news release.

Note 3:

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 taken to address the emergency?

TOWN OF SNOW LAKE EMERGENCY PLAN

OFFICIAL NOTIFICATION OF EVACUATION

Determine what information that you want to provide to evacuees on the sample Notification of Evacuation form. Consult with fire, police, health and Emergency Social Services Director who may wish to provide additional information to evacuees.

THE TOWN OF SNOW LAKE HAS DECLARED A STATE OF LOCAL EMERGENCY BECAUSE OF type of emergency.

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

PLEASE LEAVE BY _____(time and date)

PLEASE TAKE THE FOLLOWING ITEMS

Money, Credit Cards, Birth Certificates etc.

Pets (dependent on the urgency of the emergency)

Medications (including personal medical appliances)

Infant food including diapers (if applicable)

Clothing

Personal hygiene items (toothpaste, toothbrushes, soap, shaving items, feminine hygiene items)

BEFORE LEAVING YOUR HOME, PLEASE DO THE FOLLOWING:

Turn off water supply

Turn off lights, appliances etc.

Do not turn off your furnace (it may be advisable to turn off furnaces if a flammable product is the cause of the emergency, check with fire chief).

Lock your residence

PLEASE REPORT TO THE FOLLOWING LOCATION (give address of local facility or host communities - give directions or a map showing route to be followed)

**IF YOU REQUIRE ASSISTANCE (i.e., transportation, moving livestock etc.)
PHONE**

IT IS IMPORTANT TO REGISTER, SO PLEASE REPORT TO THE RECEPTION CENTRE. (Location of Reception Centre is)

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

YOU WILL BE INFORMED THROUGH RADIO AND TELEVISION AND AT THE RECEPTION CENTRES WHEN IT IS SAFE TO RETURN TO YOUR HOMES.

A CITIZEN'S INQUIRY LINE WILL BE (HAS BEEN) ESTABLISHED TO ANSWER YOUR QUESTIONS.

CITIZEN'S INQUIRY LINE PHONE NUMBER IS

TOWN OF SNOW LAKE EMERGENCY PLAN

PET REGISTRATION

Owner's Name _____

Type & Number/Names of Pets _____

House Location of Pets _____

Food Location _____

Special Instructions _____

House Locked Yes _____ No _____

Key Supplied Yes _____ No _____

I, the undersigned, authorize Emergency personnel/volunteers to enter the above premises in order to care for and feed the above mentioned pets for the duration of the evacuation

Owner's Signature

Date

Personnel entering homes must record a log of date and time entered.

TOWN OF SNOW LAKE EMERGENCY PLAN

TERMINATION OF STATE OF LOCAL EMERGENCY

RESOLUTION OF COUNCIL OF THE TOWN OF SNOW LAKE

DATE _____

NO. _____

MOVED BY _____

SECONDED BY _____

RESOLVED THAT WHEREAS pursuant to Section 11 (1) of The Emergency Measures Act, a state of local emergency (type of emergency) was declared (throughout all / in a portion) of the Town of Snow Lake from (date) to (date).

THEREFORE BE IT RESOLVED THAT pursuant to Section 15 (1) of The Emergency Measures Act, the Council declares that the State of Local Emergency is hereby terminated in the Town of Snow Lake.

FOR _____

AGAINST _____

ABSTAINED _____

MOTION CARRIED _____ MOTION NOT CARRIED _____
MAYOR MAYOR

TOWN OF SNOW LAKE EMERGENCY PLAN

RE-ENTRY CHECKLIST

The purpose of this Checklist is to assist the Community Emergency Co-ordinator, 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 Co-ordinator'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 TOWN OF SNOW LAKE

SATISFACTORY CONDITIONS CONFIRMED

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

- ☐ Mayor and Council
- ☐ Medical Officer of Health (or Emergency Health Services)
- ☐ Environment Officer's
- ☐ Fire/Flood Report Updated (Natural Resources approval)
- ☐ Manitoba Agriculture
- ☐ Air, Water, Land (environmental) Conditions Satisfactory
- ☐ Food Supplies Adequate (confirmed by Community Emergency Coordinator)
- ☐ Essential Supplies Adequate (confirmed by Community Emergency Coordinator)
- ☐ Community Fuel Supplies Adequate for Further Evacuation if required (confirmed by Community Emergency Coordinator)

COMMUNITY CONTACTS: SEE PG. 41

- A. **Essential People** Required in Community at or before Re-Entry
(List Names and Phone Numbers. .)
- 1) Community Emergency Co-ordinator
 - 2) Police:
 - 3) Medical Personnel (Doctors/Nurses):

TOWN OF SNOW LAKE EMERGENCY PLAN

RE-ENTRY GUIDELINES (continued)

- 4) Mayor and Council:
- 5) Ambulance Personnel:
- 6) Fire Department Personnel:
- 7) Natural Resources Personnel:
- 8) Nursing Home Personnel:
- 9) Manitoba Environment Personnel
- 10) Emergency Health Services Personnel
- 11) Emergency Social Services Personnel (Community and Province)
- 12) Store Managers/Clerks:
- 13) Red Cross
- 14) Others:

B. Essential Services:

- ___ Hospital Facilities
- ___ Senior's Home Facilities
- ___ Alternate Accommodation Available If Homes Are Damaged
- ___ Ambulance
- ___ Fire Fighting Equipment
- ___ Mail Service
- ___ Safe Water*
- ___ Food and Essential Supplies (diapers, etc.) in Stores
- ___ Medical Supplies
- ___ Adequate Vehicle Fuel Supplies

*** NOTE: CAUTION PEOPLE TO BOIL DRINKING WATER IF NECESSARY.**

TOWN OF SNOW LAKE EMERGENCY PLAN

C. Transportation:

Most evacuees will return to their homes by their own vehicle while others may require transportation assistance. The municipal Emergency Social Services Director and Transportation Manager should determine the number of evacuees requiring transportation and the number of vehicles required. List vehicles/resources that will aid in the transportation of returning evacuees.

1) Number of people requiring transportation assistance _____.

Vehicles: No. Available

_____ Private Vehicles

_____ Community/School Buses.

_____ Commercial Buses:

_____ City of Thompson

_____ City of Flin Flon

_____ Grey Hound

_____ Aircraft

_____ Other:

D. Access:

The Emergency Co-ordinator, Transportation Manager, RCMP, Department of Transportation and Government Services, and Natural Resources personnel should determine the safety of roads, highways and bridges.

Roads Open _____

Airport Open _____

E. Location of Evacuees: Names and Places (Attach List)

F. Re-Entry Registration Plans confirmed _____.

Location _____.

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

TOWN OF SNOW LAKE EMERGENCY PLAN

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].

ANNEX 12

**DISTRIBUTION
LIST**

TOWN OF SNOW LAKE EMERGENCY PLAN

TOWN OF SNOW LAKE

EMERGENCY PLAN

DISTRIBUTION LIST

1. Mayor	Peter Roberts
2. Councillor	Shelley Chrapun
3. Councillor	Tom Fleming
4. Councillor	Sherri Hill
5. Councillor	Bill Pleasance
6. Councillor	Penny Roberts
7. Councillor	Kyle McLaughlin
8. Chief Administrative Officer & Asst. (2)	Robert Hedley, Muhammad Zaman
9. R.C.M.P (2)	Wanda Huff
10. Fire Chief, Deputy Chief & Dept. (4)	Cory Anaka, Bernard Fourie
11. Northern Regional Health Authority Hospital (3) Ambulance	Kelly Wiwcharuk Gary Davis
12. Manitoba Sustainable Development (2)	
13. Dept. of Infrastructure & Transport.	
14. HudBay Inc. (5)	Rob Carter, Mill, Town Mine Site, Tony Butt, Chad Vinkle, Ryan Doak
15. Manitoba Emergency Measures Organization	Mark Francis
16. Emergency Coordinator	Amy Ginn, Ron Scott
17. Public Works Manager	Mike Hrooshkin
18. Public Health Nurse	Amy Pradt
19. Manitoba Hydro	Corey Lobert
20 Frontier School Division – J.H.K School (2)	Steve Deighton
21. Gardewine	Ron Doerksen
22. Stittco Energy	Kelly Peterson
23. Home Hardware	Dave Mayer
24. Cornerview Family Foods	Chris Samborski
25. Gogal Air Service	Brad & Larry Gogal
26. Public Information Officer	Garry Zamzow
27. Telecommunications	
28. Emergency Plan Volunteers (7)	Sara Otto, Margie Cockle, Bettie Wasnie, Derek Barlett, Ted Stabback, Rupert Klyne
29. Town of Snow Lake Utilities (2)	Water Plant, Waste Water Plant
30. Strilkiwski Contracting	Gerald Strilkiwski
31. Multicrete Systems	
32. Town of Snow Lake Utilities	Kirk Melnick
33. Town of Snow Lake Parks & Recreation	Randy Compton