

RURAL MUNICIPALITY  
OF  
RITCHOT

FORMS

## **APPENDIX**

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**FORM EMO 1**

**RESOLUTION No.**

**(THE RURAL MUNICIPALITY OF RITCHOT)**

Moved By Councillor

Seconded by Councillor

**WHEREAS** the Rural Municipality of Ritchot is encountering \_\_\_\_\_ that  
(describe emergency)  
requires prompt action to prevent harm to the safety, health or welfare of persons located within the boundaries of the rural Municipality of Ritchot and to prevent damage to property within these boundaries.

**THEREFORE BE IT RESOLVED THAT** pursuant To subsection 11A (1) of ‘**The Emergency Measures Act**’, Cap, E80 of the continuing Consolidation of the Statutes of Manitoba, the Council of the Rural Municipality of Ritchot Declares that a state of Local Emergency now exists in the Rural Municipality effective from \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_  
(must be no more than 14 days)

**IN WITNESS WHEREOF** the Council of the Rural Municipality of Ritchot, has by resolution carried, declared this State of Local Emergency this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

**FORM EMO 2**

**DECLARATION OF STATE OF LOCAL EMERGENCY**

Absence of a Quorum of Council

**IN THE RURAL  
MUNICIPALITY OF RITCHOT**

**WHEREAS** the Municipality of Ritchot is encountering \_\_\_\_\_  
(describe emergency)

that requires prompt action to prevent harm or damage to the safety, health or welfare or persons located within the boundaries of the Rural Municipality of Ritchot and to prevent damage to property within those boundaries.

**AND WHEREAS** these \_\_\_\_\_ conditions present such an extreme emergency  
(describe emergency)

with the Rural Municipality of Ritchot there is not sufficient time to convene a regularly constituted meeting of the Council of the Rural Municipality of Ritchot, but rather this emergency compels me to respond to this emergency immediately on behalf of the Municipality.

**THEREFORE**, pursuant to subsection 11 of ‘**The Emergency Measures Act**’, Cap. E80 of the Continuing Consolidation of the Statutes of Manitoba, I \_\_\_\_\_ of Rural  
(name and position)

Municipality of Ritchot, declare that a state of Local Emergency exists in the Rural Municipality of Ritchot from \_\_\_\_\_ 20\_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_\_.

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

\_\_\_\_\_  
(name and position)

**FORM EMO 3**

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

Resolution No. \_\_\_\_\_

**IN THE RURAL  
MUNICIPALITY OF RITCHOT**

Moved by Councillor \_\_\_\_\_

Seconded by Councillor \_\_\_\_\_

**WHEREAS** the Rural Municipality of Ritchot is encountering \_\_\_\_\_  
(describe emergency)

that requires prompt action to prevent harm or damage to the safety, health or welfare or persons located within the boundaries of the Rural Municipality of Ritchot and to prevent damage to property within those boundaries.

**THEREFORE**, pursuant to subsection 11 (1) of ‘**The Emergency Measures Act**’, Cap E80 of the Continuing Consolidation of the Statutes of Manitoba, The Council of the Rural Municipality of Ritchot declare that a state of Local Emergency exists in the Rural Municipality of Ritchot from \_\_\_\_\_, 20 \_\_\_\_\_ to \_\_\_\_\_, 20 \_\_\_\_\_.

IN WITNESS WHEREOF the Council of the Rural Municipality of Ritchot has by resolution carried, Declared this state of local emergency this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

The Rural Municipality of Ritchot

Per: \_\_\_\_\_  
(Mayor)

**FORM EMO 4**

**TERMINATION OF STATE OF LOCAL EMERGENCY**

**IN THE RURAL  
MUNICIPALITY OF RITCHOT**

**PURSUANT** to section 15 (2) of the Emergency Measures Act I, \_\_\_\_\_  
(name and position)  
of the Rural Municipality of Ritchot, declare that the State of Local Emergency is terminated for the  
Rural Municipality of Ritchot.

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

\_\_\_\_\_  
(name and position)

OFFICIAL NOTIFICATION OF  
MANDATORY EVACUATION FOR

\_\_\_\_\_ **specific area/region**

**THE RURAL MUNICIPALITY HAS DECLARED A STATE OF  
LOCAL EMERGENCY BECAUSE \_\_\_\_\_.**  
(reason)

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

The official Evacuation Date is \_\_\_\_\_

You are required to register with the Red Cross or Rural Municipality of Ritchot  
If you are to receive compensation for the evacuation.

2. On the reverse side of this Notice is information and suggestions:

- a)-Items you should take with you during your Evacuation
- b)-Things to do on leaving your home or business
- c)-The location of the Reception and Inquiry Centre
- d)-Registration by phone

**Please report to the following location:**

**Evacuation Location Reception Centre** \_\_\_\_\_  
(name and address)

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

**OFFICIAL NOTIFICATION OF MANDATORY EVACUATION**

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

**Please take the following items:**

- Money, Credit Cards, Birth Certificates, Etc.
- Pets (dependent on urgency of the emergency)
- Medications (including personal medical appliances)
- Infant food, including diapers (if applicable)
- Extra clothing (including waterproof outerwear, soap, shaving items, feminine hygiene items etc.
- Flashlight & Battery powered radio

**Before leaving your home, please do the following:**

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

**Note:** Evacuees who go to their family or friends' are asked to phone \_\_\_\_\_ to register with Red Cross.

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

**PEOPLE MUST REGISTER WITH THE RED CROSS TO BE ELIGIBLE FOR REIMBURSEMENT AND KEEP ALL RECEIPTS FOR FLOOD RELATED COSTS.**

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

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

Phone number: \_\_\_\_\_



## OFFICIAL NOTIFICATION OF MANDATORY EVACUATION FOR

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specific area/region

**THE RURAL MUNICIPALITY HAS DECLARED A STATE OF  
LOCAL EMERGENCY BECAUSE**\_\_\_\_\_

(reason)

**IT IS STRONGLY RECOMMENDED ALL NON-ESSENTIAL PERSONNEL  
LEAVE BECAUSE OF THE POTENTIAL DANGER TO THEIR HEALTH AND  
SAFETY.**

The official evacuation date\_\_\_\_\_

Note 1- You are required to register with the Rural Municipality of Ritchot or the Red Cross if you are to receive compensation for the evacuation.

2- On the reverse side of this Notice is information and suggestions:

- a)-Items you should take with you during your evacuation
- b)-Things to do on leaving your home or business.
- c)-The location of the Reception and Inquiry Centre
- d)-Registration by phone

**Please report to the following location:**

**Evacuation Location Reception Centre:**\_\_\_\_\_

**name and address**

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

# OFFICIAL NOTIFICATION OF MANDATORY EVACUATION

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

## **Please take the following items:**

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

## **The following requirements must be adhered, should you decide to remain behind:**

- You must have both landline telephone communication as well as cell phone capabilities.
- You must have access to an operational boat.
- You must have a generator.
- You must have flares or other emergency signalling devices.
- You must have the capability of accessing your roof.
- No person under 18 years of age shall remain on the property.
- You must register with the Red Cross if you are remaining with your property.

Note: Evacuees who go to their friends and relatives are asked to phone  
\_\_\_\_\_ to register with the Red Cross.

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

## **PEOPLE MUST REGISTER WITH THE RED CROSS TO BE ELIGIBLE FOR RE-IMBERSEMENT AND KEEP ALL RECEIPTS FOR FLOOD RELATED COSTS**

You will be informed through radio and television and at the reception centres when it is safe to return to your homes. A citizen inquiry line will be established to answer your questions. Phone number: \_\_\_\_\_

**OFFICIAL NOTIFICATION OF  
EVACUATION RE-ENTRY**

**IN THE RURAL  
MUNICIPALITY OF RITCHOT**

**THE RURAL MUNICIPALITY OF RITCHOT HAS DECLARED AN  
END TO A STATE OF LOCAL EMERGENCY BECAUSE OF**

\_\_\_\_\_.  
(Reason Why?)

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

The official re-entry Date \_\_\_\_\_

**RE-ENTRY CHECK LIST**

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

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

Once the community has an “all clear” from Operations and Health, re-entry will be co-ordinated through the reception centre re-entry location.

**Please report to the following location:**

**Re-Entry Reporting Location- RECEPTION CENTRE**

\_\_\_\_\_  
(name and address)

**FORM EMO 8**

**LOG AND ACTION FORM**

Incoming Calls and Desk Enquiries  
(Enquiry and Media Centres)

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Op's Initials: \_\_\_\_\_

Caller's name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Media Outlet \_\_\_\_\_

Life Threatening Situations Yes \_\_\_\_\_

No \_\_\_\_\_

N/A \_\_\_\_\_

Callers questions or information: \_\_\_\_\_

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Answers given/action taken \_\_\_\_\_

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If matter referred elsewhere for answers/action, indicate where \_\_\_\_\_

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Form EMO9

Rural Municipality of Ritchot  
Community  
Impact Assessment

**Local Authority:** Rural Municipality of Ritchot

**Date Prepared:**

**Contact Person:**

**Title:**

**PH# 932-0446**

**Alternate Person:**

**Title:**

**PH# 883-2918**

**EVENT:**

**Type :** Spring Flooding  
(flood, heavy rains, wind storms etc.)

**Date(s):**

**Description:**

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**PRE-EMPTIVE ACTIONS AND ACTIVITIES (evacuations, diking etc.)**

Number of persons evacuated: \_\_\_\_\_ Evacuated to: \_\_\_\_\_ Number of  
days \_\_\_\_\_

EMO10

RECEIPT FOR SANDBAGS

RECEIPT # \_\_\_\_\_

DATE \_\_\_\_\_

Received from the R.M. of Ritchot \_\_\_\_\_ sandbags.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Tax Roll No.

\_\_\_\_\_  
Distributor Name

I understand that I may be invoiced at a future date for these sandbags at cost (Ex: \$0.28/sandbag) and I will be responsible for payment within 30 days of receipt of invoice. The Municipality will accept the return of all unopened bundles of sandbags. This receipt should be retained in the event Disaster financial assistance is obtained at a later time.

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RECEIPT FOR SANDBAGS

RECEIPT # \_\_\_\_\_

DATE \_\_\_\_\_

Received from the R.M. of Ritchot \_\_\_\_\_ sandbags.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Roll No.

\_\_\_\_\_  
Distributor Name

I understand that I may be invoiced at a future date for these sandbags at cost (Ex: \$0.28/sandbag) and I will be responsible for payment within 30 days of receipt of invoice. The Municipality will accept the return of all unopened bundles of sandbags. This receipt should be retained in the event Disaster financial assistance is obtained at a later time.

EMO 10

DECLARATION OF AN EMERGENCY PREVENTION ORDER

Resolution # \_\_\_\_\_

**In the Rural  
Municipality of Ritchot**

Moved by Councillor \_\_\_\_\_(name)\_\_\_\_\_

Seconded by Councillor \_\_\_\_\_(name)\_\_\_\_\_

**WHEREAS** the Municipality of Ritchot is encountering \_\_\_\_\_  
Description of hazard

That requires prompt action in order to mitigate the threat before conditions worsen and an emergency occurs; and

**WHEREAS** this threat, if unaddressed, may threaten the life, property, or environment of people located in \_\_\_\_\_;and  
area of hazard

**WHEREAS** it is deemed necessary to \_\_\_\_\_  
description of required action  
in order to limit or eliminate the threat to life, property or the environment.

**THEREFORE BE IT RESOLVED THAT** pursuant to section 8.2(1) of the Emergency Measures Act, Chapter E.80 of the Continuing consolidation of the Statutes of Manitoba, the Council of the Rural Municipality of Ritchot pass an emergency prevention order to mitigate \_\_\_\_\_, in \_\_\_\_\_

by \_\_\_\_\_ from this the \_\_\_\_\_ of \_\_\_\_\_,  
description of required action day month  
\_\_\_\_\_ to \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Year day month year

**IN WITNESS WHEREOF** the Council of the Rural Municipality of Ritchot has by resolution carried , declared this Emergency Prevention Order this \_\_\_\_\_ day of \_\_\_\_\_,  
day

\_\_\_\_\_, \_\_\_\_\_ **EMO10** \_\_\_\_  
Month Year

The Rural Municipality of Ritchot

Per \_\_\_\_\_ Rural Municipality of Ritchot

EMO 11

TERMINATION OF AN EMERGENCY PREVENTION ORDER

**IN THE RURAL  
MUNICIPALITY OF RITCHOT**

PURSUANT to section 8.2 (2) of the Emergency Measures Act, the Council of the Rural Municipality of Ritchot declares that the Emergency Prevention Order is terminated in the \_\_\_\_\_  
Area of hazard

Dated this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
Day Month Year

Moved by Councillor \_\_\_\_\_  
Name

Seconded by Councillor \_\_\_\_\_  
Name

Per: \_\_\_\_\_ Rural Municipality of Ritchot  
Mayor