

**RURAL MUNICIPALITY
OF
RITCHOT**

**MUNICIPAL
COMMAND
STRUCTURE**

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OF
RITCHOT

COMMAND
&
CONTROL

PURPOSE

This Emergency plan was developed to provide direction in response to an emergency that exists or is imminent, or a disaster has occurred or threatens.

- This plan is specifically written for the Rural Municipality of Ritchot, including the Communities of *Ste. Agathe, Ile Des Chenes, St. Adolphe. and Howden*

This plan will not prevent nor reduce the possibility of an Emergency occurring, but will aid in providing a coordinated response in an effort to reduce human suffering and loss, or damage to property and the environment.

This plan does not alter or override the responsibility of Municipal Services (fire, police/ambulance) to take extraordinary action for the safety and well being of the community, where time is of critical importance.

IMPLEMENTATION

This plan can be implemented *whole* or in *part* during an emergency, without issuing an Emergency Prevention Order or declaring a state of Local Emergency.

If the size, potential hazard or seriousness of the emergency or disaster appears beyond the capabilities or responsibility of the first emergency municipal service, the responding agency may request activation of the emergency plan.

The following may authorise implementation of this plan

- Mayor
- Quorum of Council
- Emergency Co-ordinator.
- Emergency Services Personnel

Upon activation of the emergency plan, the Emergency Coordinator, in consultation with the Emergency Control Group will immediately appoint an agency or individual to manage the Emergency site(s). This decision will most probably be based on the agency that is most likely to have the greatest involvement or legal responsibility in handling of the emergency or disaster.

EMERGENCY PREVENTION ORDER:

Emergency Prevention Orders provide a more limited set of powers than are available when a state of local emergency is declared. This order is intended to enable Mitigation and Prevention activities when an emergency is possible, but not yet probable. In essence this order is intended to be used between the normal state of business and when a State of Local emergency is declared.

Emergency Prevention Order once in acted may be in effect for 30 days with 14 days extensions requiring the Ministers approval.

To enact an Emergency Prevention order a resolution of council must be completed stating the nature of the threat, duration, and actions required, with this all being communicated to the public.

Once declared the Local Authority must provide compensation for damage to property.

Who can implement an Emergency Prevention order:

- Quorum of Council
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Forms required

- EMO 11 Resolution of Quorum of Council
- EMO 12 Issuance of Emergency Prevention Order

STATE OF LOCAL EMERGENCY:

If the Magnitude of the emergency or disaster requires actions beyond the normal procedures and authorities of the Municipality a Quorum of Council, Mayor, or Council and Emergency Co-ordinator via EMO may declare a state of Local emergency.

A state of Local Emergency can be enacted for up to 14 days from the time it was declared, and resolution passed. A request for extension beyond the 14 days must

be made through Manitoba Emergency Measures organisation and granted by the Minister for an additional 14 days.

If the implementation of all actions contained in the Rural Municipality of Ritchots emergency plan is insufficient to control the Emergency or disaster, assistance maybe requested from the Government of Manitoba. This shall be done through Manitoba Emergency Measures Organisation.

Who can declare of State of Local Emergency

- Quorum of Council
- Mayor

Forms Required:

- EMO1 Resolution by Major
- EMO2 Absence of Quorum of Council
- EMO3 Declaration State of Local Emergency
- EMO4 Termination of State of Local Emergency

AUTHORITY

This Emergency Plan is authorized in accordance with the Province of Manitoba's Emergency Measures Act, and in accordance with Municipal By-Law No. 8-2004

FOUR COMPONENTS OF INCIDENT COMMAND

- EMERGENCY CONTROL GROUP
- EMERGENCY OPERATIONS MANAGEMENT TEAM
- EMERGENCY SERVICES
- ADMINISTRATIVE

1) EMERGENCY CONTROL GROUP:

The Emergency Control Group consist of the following personnel:

Mayor
Councillors
CAO
Emergency Co-ordinator

DUTIES

- ❑ Control and Direct the Emergency Operations at all times.
- ❑ Determine if EOC requires to be opened.
- ❑ Pass resolution authorizing the Emergency prevention order, if required
- ❑ Authorize Emergency prevention order, if required
- ❑ Pass resolution authorizing stating of Local emergency, if required
- ❑ Authorize State of Local emergency, if required
- ❑ Be cognizant of Legislation and procedures.
- ❑ Authorize the expenditure of funds.
- ❑ Maintain financial records pertaining to the Emergency Operations.
- ❑ Issue Termination of Emergency prevention order, if required
- ❑ Issue Termination of State of Local emergency, if required.

2) EMERGENCY OPERATIONS MANAGEMENT TEAM:

Consist of, but not restricted to the following personnel;

Emergency coordinator
Public information officer
Emergency social Services manager
Police, fire, Ambulance
Transportation Manager
Communication manager
Public works

DUTIES

- ❑ Notification of Municipal Emergency Services, if required
- ❑ Confirm appointment of Emergency Site Manager
- ❑ Determine if location of Emergency Operations Centre is appropriate.
- ❑ Consult with Site Manager and Council/Mayor to determine if Emergency Prevention order is required
- ❑ Consult with Site Manager and Council/Mayor to determine if State of Local Emergency is required.
- ❑ Provide adequate communication from E.O.C. to the Emergency Site
- ❑ Determine if evacuation is required.
- ❑ Discontinuing of utilities or services provided to the public or private sector.
- ❑ Implement mutual aid agreement with neighbouring communities
- ❑ Determine if volunteers are needed.
- ❑ Determine if evacuation is required for evacuation of persons or the moving of Supplies.
- ❑ Ensure the public is informed on the response of the emergency.
- ❑ Expend funds as authorized to deal with the Emergency.

- ❑ Notify response personnel and residents of the Termination of Emergency Prevention order
- ❑ Notify response personnel and residents of the Termination of State of Local emergency.
- ❑ Submit Termination of Emergency prevention order to EMO
- ❑ Submit Termination of State of Local emergency to MEMO.
- ❑ Maintain Log of Activities and decisions made, and submit all records to the Emergency coordinator.
- ❑ After Emergency, review procedures and make amendments to the emergency plan where required.

3) EMERGENCY SERVICES:

The Emergency Services consist of following:

Police
Fire
Ambulance

DUTIES:

- ❑ Respond to emergency as required.
- ❑ Assume responsibility of Emergency Site Manager and/or Incident Commander until advised otherwise.
- ❑ Provide for an Inner and Outer perimeter.
- ❑ Assist in evacuation of people.
- ❑ Initiate Mutual fire aid, if required.
- ❑ Administer first aid on site, if required
- ❑ Conduct casualty evaluation
- ❑ Assist in evacuation of people, if required
- ❑ Keep E.O.C. informed.

4) ADMINISTRATIVE

- Advise Council/Mayor on legislation and procedures
- Take direction from council
- Maintain financial and other records pertaining to the emergency operations.