

**RURAL MUNICIPALITY  
OF  
RITCHOT**

**EVACUATION &  
RE-ENTRY**

## **EVACUATION**

### **PURPOSE:**

The purpose of this plan is to:

a)- Ensure that in an emergency where the entire community or portion thereof, when called upon to evacuate, will be provided the basic social services considered essential for the immediate and continued well being of persons affected by an emergency.

b)-Ensure that, the rapid mobilization of resources needed to carry out an evacuation be available and utilized in the most appropriate manner.

### **SCOPE:**

a)-This plan outlines the actions to be taken, the procedures to be followed, and the resources available to the Rural municipality of Ritchot's emergency response authorities, to carry out their responsibilities during an evacuation.

b)-The scope of this plan covers the evacuation process of:

1. Entire Municipality/community.
2. Portion of a Community

*Dependent on the nature and magnitude of the emergency, the evacuation process may be handled between the affected Municipalities, and/or require the resources of outside agencies like the Red Cross /Salvation Army.*

### **GENERAL POLICY:**

a)-Evacuation may be necessary for a variety of reasons. These include the removal of people & livestock from dangerous situations that may threaten their lives or well being.

b)-The ability to evacuate effectively can be directly related to the amount of warning time before the evacuation. The more warning time provided before evacuation is required the more controlled the evacuation may be conducted.

### **TYPES OF EVACUATION:**

1)-*Sudden Evacuation*: Whereby an emergency service (fire, police, ambulance) recognizes an immediate need to evacuate people due to a threatening circumstances

2)-*Prepared Evacuation*: Whereby the Emergency Operations Centre is established, allowing the EOC staff an opportunity to plan and prepare the evacuation process.

### **AUTHORITY TO EVACUATE:**

- a)-The Emergency Measures Act, Emergency powers section (e)
- b)-Fire Prevention and Emergency Response Act.
- c)-The Water Resources Administration Act, section 18(1)

### **SPECIAL NEEDS:**

The RM of Ritchot possesses one Personal Care Home that is situated on Main Street in St. Adolphe Manitoba. This home houses 38 to 42 residents' with varying levels of care required. Presently St. Adolphe Nursing Home houses 42 residents, 32 mobile enough to walk, 10 being ambulatory and at this time no persons requiring O2.

In addition the Municipality has numerous home care clients (including palliative care clients). Should an emergency event occur SERHA contact for vulnerable persons is Greg Reed at Ph# ###-####. All home care clients and vulnerable persons have an assigned case worker and a personal emergency plan.

Information pertaining to who they are, and where located can not be provided due to do PHIA (Personal Health Information Act).

### **EVACUATION GOALS:**

- Establish and maintain an orderly evacuation.
- Determine number of people to be evacuated.
- Verify that all citizens have departed their homes.
- If required, transportation for evacuees available.
- Security for evacuated area.
- Establish and maintain a reception centre.
- Advise host communities.
- Register all evacuees.
- Establish animal care and control.
- Preparation and safety of community re-entry, including re-establishment of Utilities and Services.
- Meet the needs of the evacuees.

## **Four (4) phases of Evacuation:**

*Due to the nature of the emergency, there may be little or no warning phase in some emergencies, while in others there may be a lengthy warning phase, allowing for a planned notification and evacuation.*

- 1.Warning phase.
- 2.Community notification phase.
- 3.Evacuation phase.
- 4.Re-entry phase.

### **(1)WARNING PHASE**

*This phase allows a methodically planned response, which provides for an orderly and controlled community notification and evacuation.*

- ❑ If not already done, fully activate the EOC.
- ❑ Emergency Control Group should be kept fully informed.
- ❑ Determine reason and authority for the evacuation.
- ❑ Ensure ESS plan in your community or host's community is activated.
- ❑ Determine the area and population size of the evacuated area.
- ❑ Prioritize the areas to be evacuated.
- ❑ Determine method of conducting evacuation.
- ❑ Determine resources needed to conduct an evacuation.
- ❑ If required, Contact MEMO and request assistance.
- ❑ Ensure information is disseminated to public about danger involved, and action to be taken.
- ❑ Ensure specific attention is paid to notifying, schools, day-cares.

- ❑ Ensure St. Adolphe Personal Care Home is contacted.
- ❑ Ensure, SERHA and CRHA are both contacted, obtaining a list of home care patients who may require assistance.
- ❑ Determine any resources needed ie: maps, road barricades, chalk, orange tape, and loud hailers are located etc.
- ❑ Determine evacuation route.
- ❑ Ensure reception centre(s) are prepared with phone numbers
- ❑ Reception-Host communities are notified.

### **(2)COMMUNITY NOTIFICATION PHASE**

- ❑ Determine method to be used to notify the public ie: mass media/door to door.
- ❑ Assemble evacuation teams to do door to door notification, under direction of police or fire.
- ❑ Provide prepared evacuation notification forms, with reception centre phone numbers provided.
- ❑ Notify evacuees of required information, through media, door to door campaign, ensure phone numbers, addresses, date and time documented when notified.
- ❑ Determine if utilities need to be disconnected.

### **(3)EVACUATION PHASE**

*The health concerns for the evacuation teams shall be taken into consideration when assigning tasks. DO NOT jeopardize the safety or lives of the evacuation teams.*

*The Evacuation teams should be comprised of local authorities, Municipal workers, RCMP and Provincial Response Teams, in conjunction with community volunteers.*

- ❑ Ensure reception centres are operational to accept evacuees.
- ❑ Ensure citizens inquiry line is established at reception centres.
- ❑ If required, have modes of transportation available at specified points.
- ❑ Ensure special needs persons are evacuated.
- ❑ Ensure St. Adolphe Personal Care Home evacuated
- ❑ Ensure registration system is operational.
- ❑ Ensure security personnel are assembled to monitor affected area.
- ❑ Conduct door to door check and tie orange tape on front of residence to signify residence is evacuated.
- ❑ If no answer at residence notify command centre.
- ❑ If required disconnect water, sewer, gas and telephone.

#### **(4)RE-ENTRY PHASE**

*It is important for the safety of the evacuees that the re-entry process be conducted in an organized fashion. Consideration should be given to existing dangers in the community, traffic congestion, and residents being anxious to return.*

*Manitoba Emergency Plan located under website [www.manitobaemo.ca](http://www.manitobaemo.ca) is a valuable resource and should be consulted.*

*The Emergency Coordinator must get approval from the following people or Provincial Response Agencies before re-entry process begins.*

- ❑ Mayor and Council approval.
- ❑ Emergency Health Services.

- ❑ Environment Officers approval.
- ❑ Natural Resources.
- ❑ Manitoba Agriculture.
- ❑ Food supplies adequate (confirmed by Emergency Coordinator).
- ❑ Essential supplies adequate (confirmed by Emergency Coordinator).
- ❑ Community fuel supplies adequate for further evacuation (Confirmed by E.C.).

## DUTIES AND RESPONSIBILITIES CHECKSHEETS

- Mayor and Council
- Emergency Coordinator

### MAYOR/COUNCIL DUTIES

#### CHECKSHEET

- ❑ Implement emergency plan, whole or in part.
- ❑ If required, declare a state of local emergency.
- ❑ Notify the community why state of local emergency is issued.
- ❑ If required, notify MEMO if there is a need for provincial resources.
- ❑ If required, a formal decision to order an evacuation must come from a quorum of council or the Mayor.
- ❑ Designate the area to be evacuated.
- ❑ Ensure funding available to complete operations.
- ❑ Assess whether community is safe to re-enter or not.

- Consider terminating state of local emergency.
- If required attend “Town Hall Meeting”.

## **EMERGENCY COORDINATOR DUTIES**

### **CHECKSHEET**

#### **(Pre-emergency)**

- Ensure emergency plan is kept up to date.
- Train personnel to aid in EOC and on evacuation teams.
- Identify alternate reception centres.
- Ensure host communities’ reception centres available.
- Train ESS teams in responsibilities in the event of evacuation or hosting.
- Ensure transportation manager has arranged for buses, vans etc.
- If required, determine need for evacuation teams to remain behind in community.
- Review ESS plan within scope of emergency plan.
- Pre-plan evacuation routes with transportation manager, consider publishing these routes in media.
- Ensure media contact list is updated.
- Determine evacuation needs of special facilities.
- Designate assembly points where evacuees can be picked up and transported.
- Contact SERHA and CRHA to obtain list of Home care patients.
- Contact St.Adolphe Personal Care home.

- ❑ Notify affected persons of order to evacuate. If safe, conduct door to door notification.
- ❑ Notify evacuees who have no means of transportation of assembly points.
- ❑ Ensure implementation of registration system.
- ❑ Ensure security is available and established around perimeter of affected area.

**(Evacuation)**

- ❑ Designate evacuation routes.
- ❑ Ensure citizens inquiry line is established at reception centres.
- ❑ Ensure host community has activated their ESS plan.
- ❑ If safe, have evacuation teams conduct door to door notifications, marking houses that are evacuated with orange tape on front of house.
- ❑ Any homes that do not answer the door must be brought to the attention of the Command Center.
- ❑ Ascertain if evacuation teams are required to remain behind for security etc.
- ❑ If required, disconnect utilities, water, gas, hydro etc.
- ❑ Ensure special needs and St. Adolphe Nursing Home evacuated.

**(Post emergency)**

- ❑ Ensure community is safe for re-entry.
- ❑ All essential services are re-connected.
- ❑ Ensure roadways are cleared of debris and are safe. Consult highways and transportation department.

- ❑ Coordinate return of evacuees requiring transportation.
- ❑ Implement re-entry check sheet.
- ❑ If required, arrange for additional security shortly after re-entry.
- ❑ If required, arrange a “TOWN HALL MEETING”.
- ❑ Continue citizen inquiry line for dissemination of information.
- ❑ Register returning evacuees.

### **ANIMAL CARE AND CONTROL**

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

*Note: Manitoba Agriculture will take Lead on Animal care and control*

- ❑ Consult with the Manitoba Agriculture, Food and Rural Initiatives through EMO for information
- ❑ Consult with Manitoba Food Inspection Agency through EMO for information.
- ❑ Manitoba Agriculture will determine if livestock can be properly evacuated according to their standards.
- ❑ Determine location where livestock can be housed.
- ❑ Determine method of transporting livestock.
- ❑ Determine “feed” requirements and methods.
- ❑ If unable to evacuate animals can they be fed in a safe manner?
- ❑ Disposal of Dead animals done in conjunction with Manitoba Conservation.

### **PERSONAL PETS:**

- ❑ It is not recommended persons bring personal pets to reception centres.
- ❑ Strongly recommend alternate arrangements be made for caring of pets or left unattended on the premises.

- Information pertaining to pet care and safety can be obtained via websites:
  - : <http://www.manitobaemo.ca>
  - : <http://www.humansociety.mbca>
  - : <http://www.mvma.ca>