

## MANITOBA COMMUNITY EMERGENCY PREPAREDNESS PROGRAM AWARD - APPLICATION

Congratulations on your decision to apply for the Manitoba Community Emergency Preparedness Award. The Manitoba *Emergency Measures Act* requires municipalities to implement emergency preparedness programs and plans to achieve a state of readiness for emergencies and disasters. This award will allow Manitoba EMO to recognize your dedicated efforts and successes.

**SCOPE:** In the application format to follow, emergency preparedness programs are divided into four levels of achievement based on Canadian and International best practices. The first level – Mandated – is required under Legislation and policy. A community should seek to progressively develop its emergency preparedness program into the comprehensive achievement level. A comprehensive emergency preparedness program is the best way to protect public safety and create disaster-resilient communities, as well as protect public health, the environment, property and economic stability.



**PART A**

**Application Instructions:** It is recommended that you work with a team (ie your Local Emergency Response Control Group) as you progress through the application. Simply review and discuss your plans and preparedness program to identify what achievement level you currently fall under. Achievement levels may differ depending on the topic. Consider any relevant activities you have taken this past year and initiatives in progress. Improvement equals success!

**Legend:** Y (yes) N(no) P(partially) Dropdown Below

<b>Initial Step (All Achievement Levels)</b>			
<p>Because each community has different and distinct hazards and risks, a <b>hazard identification and analysis must be completed for each community</b>. Hazards (what can occur) include natural, technological and human-caused events. The analysis determines how often these hazards occur and how severe the effects could be on public safety. In general terms, this is often understood as probability of occurrence, consequence or impact, and vulnerability. The results of this step will assist in confirming priorities and how the emergency preparedness program should be developed for the community.</p>			
<b>Mandated – Legislation</b>	<b>Enhanced Achievement</b>	<b>Substantial Achievement</b>	<b>Comprehensive Achievement</b>
<p>Designation of a municipal emergency coordinator</p> <div style="text-align: right; border: 1px solid black; width: 50px; float: right; margin-top: 10px;">Y N P</div>	<p>Development of an appropriate emergency operations centre (EOC) and identification of EOC staff</p> <div style="text-align: right; border: 1px solid black; width: 50px; float: right; margin-top: 10px;">Y N P</div>	<p>Approval of a substantial emergency response plan to include supporting plans for high risks (e.g. hazardous facility, dangerous goods etc.)</p> <div style="text-align: right; border: 1px solid black; width: 50px; float: right; margin-top: 10px;">Y N P</div>	<p>Development of mutual aid agreements with neighboring communities and organizations</p> <div style="text-align: right; border: 1px solid black; width: 50px; float: right; margin-top: 10px;">Y N P</div>
<p>Formation of a Local Emergency Response Control Group (LERCG)</p> <div style="text-align: right; border: 1px solid black; width: 50px; float: right; margin-top: 10px;">Y N P</div>	<p>Identification of critical infrastructure</p> <div style="text-align: right; border: 1px solid black; width: 50px; float: right; margin-top: 10px;">Y N P</div>	<p>Approval of a supporting plan for the dissemination of emergency public information</p> <div style="text-align: right; border: 1px solid black; width: 50px; float: right; margin-top: 10px;">Y N P</div>	<p>Development of a community mitigation strategy and plan for identified high risks</p> <div style="text-align: right; border: 1px solid black; width: 50px; float: right; margin-top: 10px;">Y N P</div>
<p>Approval of a municipal emergency plan</p> <div style="text-align: right; border: 1px solid black; width: 50px; float: right; margin-top: 10px;">Y N P</div>	<p>Training for the LERCG and emergency operations centre staff (Goal: 80% of LERCG have basic emergency management training)</p> <div style="text-align: right; border: 1px solid black; width: 50px; float: right; margin-top: 10px;">Y N P</div>	<p>Development of a substantial community EOC to include operations procedures, arrangement and provision for appropriate specialist and auxiliary staff during an emergency</p> <div style="text-align: right; border: 1px solid black; width: 50px; float: right; margin-top: 10px;">Y N P</div>	<p>Approval of a community recovery plan for identified high risks</p> <div style="text-align: right; border: 1px solid black; width: 50px; float: right; margin-top: 10px;">Y N P</div>

Mandated – Legislation	Enhanced Achievement	Substantial Achievement	Comprehensive Achievement
<p>Conduct of an exercise to evaluate the municipal emergency plan</p> <p style="text-align: right;">Y N P</p>	<p>Identification of individuals to act as emergency public information staff</p> <p style="text-align: right;">Y N P</p>	<p>Development and implementation of an annual training program involving appropriate staff, volunteers, auxiliary staff and emergency services (Goal: 50% of LERCG have EOC Training/Experience)</p> <p style="text-align: right;">Y N P</p>	<p>Designation and arrangements for a local information/media centre</p> <p style="text-align: right;">Y N P</p>
<p>Basic emergency management training for the municipal emergency coordinator</p> <p style="text-align: right;">Y N P</p>	<p>Identification of individuals to act as emergency social services staff</p> <p style="text-align: right;">Y N P</p>	<p>Development and implementation of an annual emergency exercise program involving appropriate staff, volunteers, auxiliary staff and emergency services</p> <p style="text-align: right;">Y N P</p>	<p>Implementation of guidelines for risk-based land use planning</p> <p style="text-align: right;">Y N P</p>
<p>Conduct an annual review of the municipal emergency plan</p> <p style="text-align: right;">Y N P</p>	<p>Development of an appropriate community emergency response capability (teams)</p> <p style="text-align: right;">Y N P</p>	<p>Development and implementation of a community public education program based on identified high risks</p> <p style="text-align: right;">Y N P</p>	<p>Development and implementation of a detailed risk-based public education program</p> <p style="text-align: right;">Y N P</p>
	<p>Conduct public awareness of emergency preparedness</p> <p style="text-align: right;">Y N P</p>	<p>Conduct of an annual self-assessment process (e.g. EMO tool) to determine the quality and effectiveness of community emergency preparedness program</p> <p style="text-align: right;">Y N P</p>	<p>Development of a comprehensive community evacuation plan</p> <p style="text-align: right;">Y N P</p>

Enhanced Achievement	Substantial Achievement	Comprehensive Achievement
Conduct an annual review of the emergency preparedness program including an update to the Hazard Analysis when appropriate <div style="text-align: right;">Y N P</div>	Continued emergency management professional development for key staff and officials (e.g. EMO Workshops, Conferences, other) <div style="text-align: right;">Y N P</div>	Conduct preparedness activities and events, recognizing resident and partner contributions, during National Emergency Preparedness Week <div style="text-align: right;">Y N P</div>
Continued emergency management professional development for MEC (ie attendance at conferences, EMO workshops and seminars) <div style="text-align: right;">Y N P</div>	Access to an emergency preparedness program budget or funding <div style="text-align: right;">Y N P</div>	Conduct of an external assessment process to determine the quality and effectiveness of the community emergency preparedness program (e.g. CSA Z1600) <div style="text-align: right;">Y N P</div>
Development and implementation of a progressive exercise program (e.g. tabletop to functional to full) <div style="text-align: right;">Y N P</div>		Implementation and appropriate use of an Emergency Preparedness Levy to improve emergency preparedness programs and facilities <div style="text-align: right;">Y N P</div>
		Conduct annual training program involving appropriate staff, volunteers, auxiliary staff and emergency services (Goal: 100% of LERCG have basic emergency management training and 80% have EOC training/experience) <div style="text-align: right;">Y N P</div>

**PART B**

Please make any comments, clarifications, or considerations below.

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**PART C** – Send completed form by Email: EMO@gov.mb.ca, Mail: 1525-405 Broadway, Winnipeg MB R3C 3L6, or Fax: 204-945-4929

**Community Name:** \_\_\_\_\_

**Community Population:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**Year of Application:** \_\_\_\_\_

**Year of previous Application:** \_\_\_\_\_

**Previous Award Recipient:**     Yes     No

**Municipal Emergency Coordinator:** \_\_\_\_\_

\_\_\_\_\_  
**Mayor/Reeve Signature**

\_\_\_\_\_  
**Date**