

CITY OF BRANDON & AREA

EMERGENCY PREPAREDNESS

F O R E V E R Y O N E



B. E. S. T.

BRANDON EMERGENCY SUPPORT TEAM

A PARTNERSHIP FOR A SAFE COMMUNITY

Developing Emergency Plans for Your Family and Your Business

You are responsible for your safety and well-being, as well as for the safety of everyone who may be on your property when disaster strikes.

Plan for the Expected

Animal Alert Sticker

The Animal Alert Sticker provided below is to be used to alert emergency personnel to the presence of pets in your home and that they should be saved in the event of a fire or other emergency. For information about pets and emergencies, see page 24 of this booklet.

INSTRUCTIONS FOR USE: The sticker is made of electro-static vinyl. It will adhere to any smooth glass surface without adhesive. The sticker can be easily removed and repositioned if necessary.

To use the sticker:

1. Peel away the protective backing.
2. Write the number and names of your pets in the space provided.
3. **Apply the printed side of the sticker to the inside surface of the window in your home's front exterior door.** If your home's door does not have a window, affix the sticker to a nearby window. If you do not have a nearby window, or if you live in an apartment, you may choose to affix the sticker in a suitably visible place using another method (tape, tack, etc.)
4. Keep the sticker up-to-date as pets are added or removed from your home.
5. Remove the sticker if your home no longer houses any pets.

In Case of Fire or Emergency
Save our Pets

LIST NAMES BELOW

_____ Cat(s) _____

_____ Dog(s) _____

_____ Bird(s) _____

_____ Other _____



INTRODUCTION

KNOW HOW TO GET HELP

By phoning **911** you have access to **Police, Fire, Ambulance and Poison Treatment.**

Emergency Operators are trained to help you. They will ask a series of questions as well as tell you what to do until help arrives. Please phone 911 for emergency situations.

SIX THINGS TO TELL THE OPERATOR WHEN YOU NEED HELP

1. Who you need — Police, Fire or Ambulance
2. Where you need the help — your address/location
3. What is happening now
4. How did it happen
5. When did it happen
6. Your name.



KNOW HOW TO GET HELP

HELPFUL HINTS

- Teach everyone in your family how and when to make emergency calls
- If you accidentally call 911, stay on the line so the operator knows that help is not needed otherwise they will notify the Police to investigate
- Have the following information by your phone:
 - The 911 number
 - Your address
 - Your phone number

Poison Treatment	911
Manitoba Emergency Measures Organization	1-204-945-5555
Environmental Accidents	1-204-945-4888
Natural Gas Concerns	} 1-888-MBHYDRO 1-888-624-9376
Hydro Concerns	

FAMILY CONTACT INFORMATION

Family Contact's Name:

Address:

Home Phone #:

Work Phone #:

Cell Phone #:

E-mail:

MEETING PLACES

Our Meeting Place Near Home:

Our Meeting Place Away From Home:

Dad's Work Phone #:

Mom's Work Phone #:

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CONTACT LIST FOR MORE INFORMATION. inside back cover



PART 1

GENERAL INFORMATION WE ALL NEED TO KNOW

A disaster will affect the whole community. Some people could be badly hurt and have severe property damage. Your own family may be seriously affected and need help urgently. It is important to realize that you are responsible for your own safety and well-being as well as the safety of anyone who may be on your property when disaster strikes. By doing everything you can to take care of yourself you help free up critical emergency resources for those in need – for your family, friends and neighbours. When everyone prepares, the whole community becomes safer.

Families should be prepared to look after themselves for the first 3 days of a disaster. Businesses are expected to maintain their basic needs without additional assistance for the first three days of a disaster. Businesses and residents, who are able, are expected to assist with the recovery so the area can return to normal as soon as possible. Disasters strike all of us and only together, as a community, can we respond and recover.

In recent years Brandon and area has been fortunate to have had few severe emergency situations. This good fortune may result in many people being caught completely by surprise when a disaster does occur. The more we do today to prepare for disasters, the better we will manage when an incident does occur.

GENERAL INFORMATION

CANADIAN RESPONSE SYSTEM

Every resident and business has a role to play in emergency preparedness. The Canadian response system is built on the belief that residents will, by and large, be able to care for themselves for the first three days of a disaster. Municipal governments will assist where possible but it may take time to assess and repair damage to the municipal infrastructure that supports everyone. When the disaster requires more resources than the municipality can provide, it can access help from the province. If the disaster is of a size that the province also requires assistance, it can get help from the federal government. In cases where all of these resources together may not be enough, the federal government can request help from other countries.

BRANDON EMERGENCY PLAN

The City has developed *The Brandon Emergency Plan* which brings together the various resources of the City to help manage disaster situations.

During and immediately following an incident the City will:

1. assist those in most serious danger
2. work to ensure water is available
3. work to ensure police, fire and ambulance services are available
4. work with residents to bring the City back to normal operations as quickly as possible
5. work with providers of other services and utilities.

CFB/ASU Shilo Emergency Response Plan

Canadian Forces Base (CFB) Shilo has developed a comprehensive Emergency Response Plan and has a Mutual Aid Agreement with the Grand Valley Mutual Aid District regarding emergency fire fighting response. This agreement provides direction for personnel involved in situations to which Shilo may be required to commit personnel or resources within the confines of CFB Shilo as well as emergency assistance to communities in crisis.

Due to the unique nature of our community, CFB Shilo has dedicated personnel and material resources readily available to respond to emergency situations, both natural and man made.

KNOW THE HAZARDS IN YOUR REGION

There are a variety of potential emergencies that may be expected to cause difficulties for the residents of Brandon and surrounding area. Some hazards are with us all the time and others change with the seasons. Think about what hazards are likely in the next few months.

Summer brings active weather that can change quickly. **Extreme hot weather** can affect everyone, especially children and the elderly. Summer **thunderstorms** can bring **lightning** and **hail**. Some are strong enough to produce **tornadoes** and **damaging winds**. Short bursts of **heavy rainfall** or prolonged rainfall can lead to **flooding** immediately or over several days.



Our winters bring different hazards. **Blizzard** conditions can close highways and make even local travel unsafe. **Heavy snowfall** can cause building damage and removal of the snow must be done safely. **Severe cold** weather can last for weeks and have serious impacts on people's health and on our infrastructure. We can suffer a **loss of utilities**, such as water, power, gas, or communications, and winter conditions can make this more dangerous. Winter is also the most common time for **disease outbreaks**, including the potential for **pandemic** influenza.

All year we may face dangers from a **hazardous materials incident** or other incidents caused by human error. Sometimes international **terrorism** can have far reaching consequences for which we need to prepare while at other times local criminal activity may require special responses.

Plan for the hazards that we can expect

The important thing is to be aware that any of the hazards discussed in this booklet may affect any part of Brandon and area. Some hazards, such as flooding, may be caused by different events but it is still flooding. The Assiniboine River may directly affect some people by flooding property along the river and indirectly affect others through road closures. A heavy rainfall may cause a flash flood in parts of the community far away from the river. A loss of utilities, human error, severe weather, terrorism and hazardous materials incidents may affect all or a portion of the city. Regardless of where you live it is important to prepare for expected emergencies.

B.E.S.T. Point: Pay attention to what is happening around you. If a storm is building, check the local weather reports and adjust your activities accordingly.

Common Weather Warnings for Brandon & Area



Type of Warning

What the warning means

Blizzard Warning

Snow/blowing snow; wind greater than 40 km/hr, colder than 0°C, visibility less than 1 km, conditions last 4 hours or more.

Heavy Snowfall Warning

Snowfall of 10 cm or more in 12 hours or less, or 15 cm or more in 24 hours.

Freezing Rain Warning

Slippery walking and driving, possible damage to trees and overhead wires due to ice.

Wind Chill Warning

-40 °C, very cold temperatures combining with wind to create outdoor conditions hazardous to human activity. Skin can freeze in 2 to 5 minutes.

Severe Thunderstorm Warning

A severe thunderstorm has developed, producing one or more of the following conditions: heavy rain, damaging winds, hail (20 mm in diameter or larger), or intense lightning. The storm's expected motion and developments will be given.

Heavy Rain Warning

Heavy or prolonged rainfall is sufficient to cause local/widespread flooding. Expect 50 mm of rain in 1 hour or less, or 75 mm of rain in 3 hours or less.

Tornado Warning

One or more tornadoes in the area; expected development and duration will be given.

Humidex Advisor

Issued when humidex will reach 40 or more and will last for more than an hour.

Wind Warning

Steady winds at 60 km/h or more, or gusting to 90 km/h or more, for at least 1 hour.

Dust Storm Warning

Visibility reduced to less than 1 km for more than an hour.

Plan for Specific Hazards

Plan to be ready to care for yourself and your family. Each hazard has its own risk to your health and safety. Know where your emergency supplies are stored and be prepared to use them.

SEVERE WEATHER WATCHES AND WARNINGS

Plan to pay attention to the weather. As it develops listen to local weather forecasts. During severe weather have a battery operated radio ready in case of power outages.

Weather watches are provided when conditions are favourable for a severe storm to develop. These are usually issued early in the day and broadcast on radio, television, internet and weather radio.

Weather warnings indicate that severe weather is happening or that severe weather conditions are very likely. (*see table on opposite page*)

NATURAL HAZARDS

Thunderstorms

Plan to be inside. These storms bring lightning, heavy rainfall, hail and tornadoes.

Lightning

Plan to be inside. Stay away from windows, doors, fireplaces, radiators, sinks, bathtubs, appliances, metal pipes, telephones and other things that conduct electricity. Unplug radios, computers, televisions and other electronic equipment.



If outside, use the 30 30 rule. If you count fewer than 30 seconds between the flash of lightning and the thunder clap take shelter immediately. Resume outdoor activity 30 minutes after the last clap of thunder.

Heavy rainfall

Plan to be inside. Heavy rainfall can cause flooding. Be prepared for heavy rain by ensuring that water will drain away from buildings by extending down spouts. Install a back water valve and sump pump that discharges to your yard and away from buildings.

Hail

Plan to be inside to avoid being hit by falling hail.

GENERAL INFORMATION

Tornadoes

Plan to listen to local weather reports.

Plan to be inside but avoid buildings with large span roofs like churches or arenas. Also avoid taking shelter in mobile homes and vehicles. If no other building is available, lie face down in a ditch or culvert away from the vehicle or mobile home.



Plan to go to the basement. If no basement, go to a small interior room or closet on the ground floor. Sit under a heavy table or pull a mattress from the bed over top of you. Stay away from windows and outside walls.

If you are in a wheelchair move into a small room or closet, lock the wheels on your chair and cover your head. If you are in bed, seek cover under the bed or sturdy table. In all cases, plan to get as close to the ground as possible and cover your head.

Strong winds

Plan to listen to local weather reports. Plan to be inside. Similar to a tornado response, go to the basement or as low a level as possible and protect yourself from flying debris.

Extreme hot weather

Plan to slow down. Plan to get out of the heat. Plan to drink plenty of water. Avoid being sunburned as it restricts the body's cooling system.



Flooding

Plan to listen to local weather and flood forecasts. If the danger is immediate, shut off all power in your home at the circuit breaker. Move belongings from the basement to floors above flood level.

Heavy snowfall

Plan to get help and remove excess snow from the roof of your house.

Blizzard

Plan to be inside and stay there until the storm passes.

Severe cold weather

Plan to be indoors and stay there.

Pandemic

Plan to listen to local media reports with information from the Medical Officer of Health.

A pandemic disease outbreak is one that makes people sick across entire continents. The concern with an influenza pandemic is that the illness makes people very sick and it spreads very easily from one person to another. This could mean that there are a lot of people sick at the same time and fewer people able to work and provide the basic services. It could also mean the closing of schools, shopping centres, day cares, arenas and other places where people gather.



Plan to limit contact with others. Wash your hands often. Cover your coughing and sneezing. Stay home if you are ill.

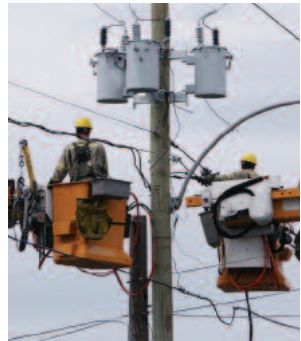
TECHNOLOGICAL HAZARDS

Loss of Utilities

Electrical

Plan to check with your neighbours to see if it is a general outage.

Turn on your battery powered radio and listen to local radio reports. If it is a general outage unplug appliances and electrical equipment to avoid damage from a power surge. Leave one light switched on to signal the return of power. Contact Manitoba Hydro. **Report downed power lines to Hydro and Police.** Keep your freezer door closed to help food stay frozen as long as possible. If the outage is extended you may have to throw out some frozen foods. When power returns wait a few minutes before plugging in appliances and equipment.



Natural gas

Plan to call Manitoba Hydro Gas Division. Safety controls on natural gas equipment are designed to shut equipment off when gas supply is interrupted. Keep your windows and doors closed to maintain the temperature in your home. If you have electricity, use an electrical space heater or fan in one room.

B.E.S.T. Point: If you smell natural gas, get out of the area and phone Manitoba Hydro Gas Division from a safe location.

GENERAL INFORMATION

Water

Plan to use your emergency water supply.

If given advance notice, plan to fill the bathtub and other containers.

Emergency Water Supply Storage:

Use clean food-safe containers and store in a cool dark place. Change and rinse containers at least every six months.



Purify your emergency water supply by boiling for 10 minutes just prior to use or add one drop of household (5% sodium hypochlorite) unscented bleach per litre of water. Mix and let sit for 30 minutes before use.

B.E.S.T. Point: Think about other water sources. Water is also available in your hot water tank but make certain the tank is shut off before draining any water from it.

Hazardous Materials Incident

Plan to shelter-in-place until told to evacuate unless you know the hazardous material is flammable.

Shelter-in-place means:

1. Go indoors and stay there
2. Close all windows and doors
3. Turn off all ventilation systems – furnace, air conditioner, exhaust fans, dryer
4. Tune to a local TV or radio station for updates



B.E.S.T. Point: You can learn more about shelter-in-place by watching B.E.S.T.'s shelter-in-place DVD – available in French and English.



HUMAN HAZARDS

Terrorism

Plan to report any unusual activities in your neighbourhood to the Police. Terrorism can take a variety of forms and have a number of different targets. It is criminal activity.

Human Error

Planning for the other hazards should have you covered for any error that leads to problems in the community.

KNOW HOW YOU WILL BE ALERTED

Environment Canada provides warnings for weather related hazards. These are broadcast on local radio, television, weather radio and www.ec.gc.ca. The local media may also be the first to provide information about other hazards. When the Fire Department or Police have been called they may notify people in the immediate area by going door to door.

In 2007 Brandon will begin using a siren alerting system that will be activated when a major emergency situation has developed. Two siren stations are located east of First Street and these will alert the eastern portion of the City. Additional sirens may be installed as financing permits.

The siren has two tones:

- A. The alternating high/low tone indicates that everyone should
 1. Go indoors.
 2. Close windows and doors.
 3. Turn on and tune radio and television to a local station where more details will be provided as soon as they are available.
- B. The Westminster Chime tone indicates that the time of greatest danger has passed and most areas can return to normal activities.

B.E.S.T. Point: Check www.brandon.ca for a sample of the tones.

KNOW THE CITY'S PLANS

The City's response system is designed to respond to a variety of disaster events. The following are brief descriptions of four key plans that have been developed by the City.

GENERAL INFORMATION

Brandon's Flood Plans

It is important to understand that the storm and waste water collection systems have limitations. This means that during heavy rains it is possible for there to be too much rain to be immediately carried away. Water may flood the streets and backup overland into buildings or through the sewer system in those buildings not equipped with a back water valve and sump pump.

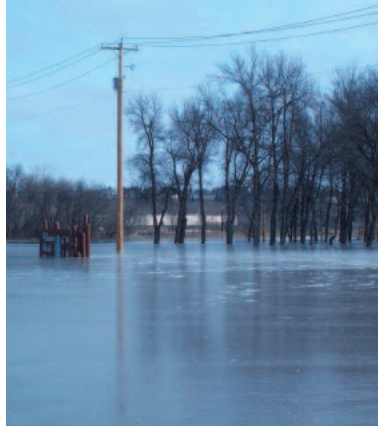
Brandon's plans include being ready to monitor and assist sewage pumping stations in case of a power outage. Some pumping stations have emergency generators that automatically supply power when needed.

Based on Assiniboine River flood forecasts provided by the Province, City personnel take actions to pump melt water over the dikes and to close storm sewer drain openings along the river bank. Some years require sandbag dikes to protect the City from flooding.

Brandon's Evacuation Plan

An evacuation of the City of Brandon is a huge undertaking and is managed by the Police with support from many other City departments.

The City has been divided into a number of evacuation zones. Each of these zones contains an assembly facility where people can gather and register. A special bus route through the zone is used to pick up people who need a ride to the assembly facility. The main evacuation routes out of the City are supervised by the Police who direct traffic and have ready access to tow trucks or heavy equipment required to remove stalled vehicles. People taking their own cars will be encouraged to register at one of the registration points along the route as indicated by Police.



B.E.S.T. Point: Go to www.brandon.ca for a list of evacuation zones and reception centres.

There are two basic types of evacuation. One is a request for an immediate evacuation of a specific area of the City. When such an order is given, people are expected to leave the area within minutes. Police will designate an assembly area where people can register. This helps determine what homes may not be vacant and to assign a reception centre should an extended relocation be necessary. Registration also helps the Red Cross put families in contact with each other.

The second type of evacuation is less urgent. People will be asked to report to an assembly area identified by Police. People will be registered and if required, will be provided transportation to a designated reception facility should one be required.

In either case people may use their own vehicles and are encouraged to relocate to a relative's or friend's home that is out of the evacuation zone. Police are responsible for maintaining the security of the evacuated area and will conduct a door-to-door inspection.

Brandon's Influenza Pandemic Plan

Since a pandemic will make people across North America ill there is very little chance that Brandon will be able to call upon other areas for assistance. If large numbers of City employees become ill many of the City's services will be discontinued. All efforts will be directed towards providing the basic services of supplying safe drinking water, maintaining the airport, providing Police services, providing Fire and Ambulance services, and maintaining the equipment that supports these services. Expect that most other services will be suspended for a period of time. If things get really bad even these services may be limited.

Brandon's Family Pet Plan

Whenever possible you are encouraged to take your pets with you when you must evacuate. Health standards will not permit pets to live inside a reception centre so the City has plans to house and care for a limited number of animals. Whenever possible use your pet's cage to transport them so they will have something familiar to stay in. Pets will be registered and assigned a place to stay. You will be free to visit, provided you have been registered as the owner.

Other Emergency Plans in the area

Brandon Emergency Support Team members, other institutions, businesses, organizations and some families already have emergency response plans.

KNOW HOW YOU MAY REACT IN AN EMERGENCY

Over the years researchers have observed how people react in emergency situations and while this area is still being studied there are some basic things that can be said about how you may react in an emergency.

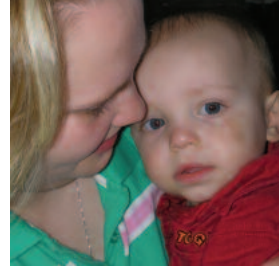
Will you panic?

This is one of the myths of emergencies. People do not generally panic. They become frightened, act quickly and take actions to save their lives. When people were running from the falling Twin Towers in New York City they were not panicking, they were running to save their lives.

GENERAL INFORMATION

Will you react to a warning?

When people first learn of a disaster in their area they are not likely to believe it is really happening. They may open a window or go outside and take a look. They may ask their neighbour if they think anything is happening. They may turn on the radio or television and check several stations to see if all are saying the same thing. When finally satisfied that a disaster is happening people will then decide what action to take. Help people around you recognize the warning. Encourage everyone to take action quickly. The best way is to lead by example – when you hear a warning take protective action.



Will you react to an emergency?

Once satisfied that an emergency situation is real, people go through a process of deciding what action to take. They then decide if they have the ability to take that action. People will do what they believe they are capable of doing. Being prepared and having a plan will give you the confidence to protect yourself and your family.

Will you evacuate?

Regardless of whether people are asked or ordered to evacuate, they go through a series of thoughts before acting. After they have decided that the threat is real and they need to evacuate and have the ability to evacuate, then they will decide if they should evacuate immediately. This will depend on a number of practical things. For example, if the family is not together, they may decide to wait until everyone arrives, or they may decide they must leave someone behind to look after the house. People will want to know where they are going to go so they can decide if there is enough gas in the car or if they really want to travel by bus. They will want to know how long they will be away so they can decide what to take with them. They may decide to eat before they evacuate. People with animals will have concerns about caring for their pets and may take time to get things ready for the pet to travel.

Having a family evacuation plan and getaway kit will make it easier for you to make the right decision quickly and safely. Families, neighbours, co-workers or friends with physical limitations may need help evacuating. Just wanting to get away safely isn't enough, being ready to go will make the difference.

B.E.S.T. Point: Here are some things you should be thinking about. Phones may not work! Not even cell phones. Fuel supplies for emergency generators may soon become unavailable. ATM machines may not work. Roads may be blocked so you may have to walk to a safe area.

KNOW WHAT TO DO AFTER AN EMERGENCY

- If you are trapped, get the attention of others by making noise.
- Ask others for help as you need it.
- Offer to help others.
- Talk about your feelings and seek professional help in dealing with the situation.
- If you have evacuated and are returning home, make sure that it has been deemed safe by government officials.
- If your home or business has been damaged contact your insurance agent. Take photos of any damage.
- Throw away any food that may have become contaminated or spoiled. Take photos of anything you throw away.
- Begin to restock your supplies.

B.E.S.T. Point: Take lots of photos of any damage that has happened to your property.

KNOW HOW TO PLAN IF YOU HAVE A DISABILITY

Impaired Mobility

Plan by making friends and neighbours aware that you may need help vacating your home or workplace. Teach them how to operate your mobility equipment and the safest way to transport you. If you use a wheelchair have more than one exit from your home or workplace that is wheelchair accessible. Secure large furniture that may fall over and block your route of travel.



Impaired Hearing

Plan by making friends and neighbours aware that you may not hear an emergency warning. Ask them to provide you with information as they have it. Always store your hearing aids in a consistent location so you know where to find them. Carry a pencil and notebook that can be used to communicate if needed.

Impaired Vision

Plan by making friends and neighbours aware that you may need assistance in an emergency situation as exit routes may be blocked. Ask them to plan to provide assistance. Memorize alternate escape routes ahead of time. If you are uncertain of what is happening take cover under a sturdy table. If you use a cane, store extra canes

GENERAL INFORMATION

in consistent locations in your home or workplace. If you have some vision, store high powered flashlights with wide beams. Mark emergency supplies with large print or Braille. If you use a service animal be prepared to calm your animal and keep it leashed or harnessed.

Special Medical Needs

You know best what your medical needs are so plan to be able to meet them. Have a list of your medications by name, dose, frequency and doctor who prescribed it. Have a 10-day supply of any medications and store them in their original containers. If you use oxygen, have a 7-day supply on hand and store it according to the supplier's instructions. Include written instructions for operating any equipment. Have extra batteries or battery chargers. If you rely on electricity to operate equipment consult with your doctor regarding the use of battery powered back up systems. Plan ahead for utility interruptions so you may be moved to an area that has power.

Extra Supplies

Plan to have extra toiletry supplies, eye glasses, hearing aid batteries, white cane and other specialized equipment and supplies that may not be immediately available following a disaster. Have several flashlights located around your home or workplace that can be used to signal for help.

B.E.S.T. Point: Consult the National Organization of Disability at www.nod.org and click on emergency preparedness.

Communication

Plan to have early and frequent communication with whomever will be providing assistance. Contact any specialized care facility that may provide help and ask about their emergency plan.



PART 2

EMERGENCY PLANNING FOR FAMILIES

Make a Simple Plan

Involve your family, friends, neighbours, personal attendants, and home care providers in the planning so that everyone has a chance to build the plan. This plan is for you and your family to use so plan to do things that you will actually do. For example, if you can not lift a 20 litre water jug then store water in small bottles or just realize you will not have water available if you need it. Write your plan so it is easy to remember and easy to follow.

Neighbourhood Plan

Meet with your neighbours and plan to offer assistance to each other. You may find that several neighbours can pool resources for the betterment of all. Identify those people in your neighbourhood who may require some extra help during an emergency and plan to check on them and assist as needed.

Household Evacuation Plan

Plan emergency exits from each room in your home and where possible plan two routes. If your building has an elevator it will return to the ground floor during a fire alarm and may not be available. Plan to use the stairs and who will help you if you need help. Plan and practice so that those who will help disabled people will know who needs help and how to provide it.

Emergency Supplies Kit



WATER

Three day's supply of water — 2 litres per person per day for drinking and 2 litres per person per day for cooking and sanitation (12 litres / person / 3 days).

FOOD

Store at least a three days supply of non-perishable food. Select foods that are compact, light weight and require no refrigeration, preparation or cooking and little or no water.

- enough ready-to-eat food for one day — canned meat, fruit, vegetables, peanut butter, granola bars, trail mix
- comfort food — cookies, coffee, tea, favourite treats
- paper plates, cups, utensils
- manual can opener, pocket knife

PERSONAL ITEMS

- one complete change of clothing per person, including a jacket, heavy socks, mitts and toque — updated seasonally and as sizes change
- sleeping bags or blankets
- toilet paper, paper towels, wet wipes
- soap, liquid detergent
- hygiene items
- baby supplies
- medications, tooth brush, tooth paste
- first aid kit — St. John Ambulance or Red Cross
- financial and personal records

EQUIPMENT

- battery or wind up radio
- flashlight
- extra batteries
- whistle
- candles, matches/lighter

Neighbourhood Evacuation Plan

It may be necessary to leave your neighbourhood so plan several routes out in case some roads are blocked. It may not be the police blocking the road, it may be debris from a tornado that has made travel impossible. Remember to assist those who have a disability.

Pick Two Meeting Places

It is a real possibility that family members will be separated during the day when adults are at work and children are at school or day care. Have a plan for getting back together.



One meeting place should be near your home in case of a sudden local emergency such as a fire. Ideally you will be able to meet at a neighbour's.

A second meeting place should be where people will meet if they can not return to your neighbourhood and get home.

Make sure everyone knows the addresses and phone numbers of your meeting places.

Family Contact

Arrange for a family contact that lives outside of your community. You may choose a relative who lives out of province, just be certain everyone knows who your family contact is and how to reach them. They can phone your family contact as soon as this is possible again. If family members become separated during an emergency they can phone your family contact and leave information about where and how they are. Write this information on the inside of the front cover of this booklet.

B.E.S.T. Point: Prepare an emergency supplies kit and store it in a convenient place that everyone in the family knows.

EMERGENCY PLANNING FOR FAMILIES

PET PLAN

Plan to place an animal alert sticker on the front door. Include the number of pets, type of pets and pets' names. If you evacuate take your pets with you and remove the sticker or write "evacuated" across the sticker.

Plan for a safe place for your pet to go.

Do not leave your pets behind. For health and safety reasons emergency shelters cannot generally accept pets. **Plan by asking relatives and friends if they will care for your pets.** Have a buddy system so someone can take care of your pets or evacuate them if you are unable to. Find out which hotels allow pets. Contact local boarding kennels and veterinary clinics.



During an emergency

Plan to get your pets under control as quickly as possible. Bring them indoors. Have newspaper on hand for sanitary purposes. Separate your pets. If you must evacuate, take your pet with you and take your pet disaster supplies.

PET DISASTER SUPPLIES

- One week's supply of food and water
- Food and water bowls
- Litter and litter box
- Garbage bags
- Medications
- Health records, up-to-date identification and colour photo of you and your pet together
- First Aid kit
- Written instructions of any special needs or behaviour of your pet
- Leashes and/or harnesses
- Portable carrier – write the pet's name, your name and contact information
- Blanket

After a disaster

Plan to keep your pets on a leash for the first few days when they go outside. Maintain close contact and watch for mood changes. Be aware of hazards that your pet may get into trouble with, such as downed power lines, broken glass or other unsafe situations.



PART 3

EMERGENCY PLANNING FOR BUSINESS

It makes good business sense to prepare for emergencies that may affect your business. The main goal of any emergency planning is to provide an opportunity for you to make an organized and well thought out assessment of the impact that a disaster may have on your business and the people who take part in it. Once the assessment is completed you will be able to develop some simple plans that will better position you and your business to manage the impact of a disaster.

Your Responsibility

Plan to be responsible for everyone who is on your property. You are in charge of all activities that takes place on your property until Police or Fire personnel arrive on scene and take over. Plan to work with them to ensure the safety of everyone on your property. You will be expected to have a plan of action.

Purpose of Your Planning

The purpose of the planning is to lay out the procedures, actions and lines of authority in the event of an emergency that may affect the building and its occupants. The objective is to ensure the safety of people who may be at the worksite at the time of an emergency.

AREAS TO CONSIDER INCLUDING IN YOUR PLAN

- **Management** – Who will lead the company if the management team or senior leader are unavailable?
- **Financial** – How will you manage issues related to decreased revenue and increased costs?
- **Legal** – Are there legal implications related to employees or contracts that have to be considered?
- **Security** – What security issues may develop for facilities, employees or mobile worksites?
- **Information Technology** – How will you access and update information if there are problems that impact your system?
- **Workplace Safety & Health** – How will employer and employee legal obligations related to workplace safety & health be impacted?
- **Human Resources** – How will your company deal with high absenteeism, employee deaths, large numbers of employees requiring reduced working assignments, lack of child care for employees, increased Human Resources workload and the like?

ORGANIZING YOUR PLANS

The notification of your people and how you organize your response will generally be the same each time. Several different plans will be required to address the different problems that various hazards produce. An easy way to manage this is to organize your plan so that each of the specific responses make up chapters of your overall plan. This could include chapters for fire, bomb threat, shelter-in-place and so on.

B.E.S.T. Point: Detailed information on plans for businesses is available at: www.cdc.gov/niosh/topics/prepared/pdfs/bizindst.pdf

Introduction

Your plan should start off with a title page, an indication of who authorizes the plan and a place to record amendments made over the years.

Concept of Operations

This part of your plan provides a simple overall description of the actions that take place in response to an incident. It is often in point form and is meant to be descriptive not instructive so that new employees can quickly gain an understanding of the response.

Specific Area or Building Plan

Some parts of your workplace may require special actions or safety precautions in response to a disaster. This part of the plan allows you to customize with specific instructions for that area.

Individual Actions

This part of your plan gives step by step instructions of what each of the key responders will do. It is best written in short sentences that can then be used like a checklist. Place each key responder's set of actions on a separate sheet of paper. This clearly shows what each responder is responsible for and may be removed from the binder during a response and carried as a checklist to remind each person of their duties.

GENERAL CONSIDERATIONS FOR SPECIFIC PLANS

Fire Plan

What should people do when a fire is discovered on your property? How do they get help and ensure people are safe? This plan should include requirements for fire drills and fire extinguisher training. For further information about fire plans contact Brandon Fire Department.

Bomb Threat Plan

How should people respond when someone receives a bomb threat by telephone, e-mail or note? How should you record information about the threat? How do you get help. How do you search your property? For further information about bomb threat plans contact Brandon Police Service.



Shelter-in-Place Plan

What should people do when they become aware of a non-flammable airborne hazardous material release? How do you get help? Where should people locate and how so they seal the shelter-in-place room?

Evacuation Plan

What should people do when told to evacuate? How should they safely leave the property? How do you account for everyone?

Severe Weather Plans

What should people do for each of the severe types of weather that southern Manitoba experiences? How do you manage employees who are working outdoors?

EMERGENCY PLANNING FOR BUSINESS

Pandemic Plan

How have you planned to maintain your business during a time when employees, customers and supplies may be in short supply? A pandemic plan is a plan for business survival that may be activated for several weeks. See www.pandemicbusinesstoolkit.ca or www.gov.mb.ca/health/publichealth/cmoh/pandemic.html.

B.E.S.T. Point: For information about emergency planning in general, contact best@brandon.ca

KNOW HOW YOU CAN ASSIST THE CITY'S PLANS

If you have services or resources that could help the community during disaster situations please be prepared at that time to contact the City's Information Line to let the City know.

PEOPLE, PEOPLE, PEOPLE

It's common in business to recognize your employees and your customers as your greatest assets. They're also the one thing insurance can't replace. Encourage all of your employees to have a family emergency plan and to promote preparedness with their friends and neighbours – your customers! Involve your employees in making contingency plans for their work and workplaces. Even if an employee is not directly affected they may be needed to help extended family or serve important volunteer functions. Be sure your business plan can cover their absence. Make sure your suppliers and corporate customers also follow good emergency planning practices and support community preparedness.

B.E.S.T. Point: Any emergency situation may seriously impact your business. As a means of planning to stay in business use Business Continuity Planning principles.

CONTACT LIST FOR BUSINESS CONTINUITY PLANNING

Small Business Preparedness – Canadian Centre for Emergency Preparedness
www.ccep.ca/ccepsmal.html

Business Continuity Planning – Public Safety & Emergency Preparedness Canada
<http://www.psepc-sppcc.gc.ca/prg/em/gds/bcp-en.asp>

Ready Business – U.S. Department of Homeland Security
www.ready.gov/business

Continuity Planning Guide for Canadian Business – Canadian Manufacturers & Exporters
http://www.cme-mec.ca/national/template_na.asp?p=22

Seven Questions of Company Preparedness – Business Contingency Preparedness
www.businesscontingency.com



PART 4

PRACTISE YOUR PLAN

If there is some new life saving action that people need to learn so they will do it in an emergency situation, then teach it and practise it. Plan for what you and your family or employees will actually do, not for what you hope they will do. If you are not sure what their actions might be, ask them. Practise what you have planned and see if it works.

Practising your emergency response plans is essential. This means spending time with people and going over their duties, answering their questions and giving them opportunities to run through their actions. Exercises and drills are a good way to test your plan. This helps you find out if your plan works. Not every plan will work exactly as you think it will so be willing to make changes. Remember everyone has a role to play; even those whose actions are as simple as following directions must understand that their role is to do just that.

An exercise cannot be run on the spur of the moment. It must be arranged ahead of time. You design the exercise to examine a particular part of your plan that you would like to test. If people are having trouble getting it right, you may be planning for things that people are unlikely to do or your plan may be too complicated or you may not have provided enough practise time. An exercise will reveal problem areas that can then be addressed. Once you have made changes it is time to teach, practise and exercise the changes.

PRACTICE YOUR PLAN

Preparing Together

Remember disasters affect the whole community. They affect our homes and businesses, our families and neighbours. Working together before, during and after disasters, through groups like B.E.S.T. and other volunteer agencies, we will be a safer community.

Notes

CONTACT LIST FOR MORE INFORMATION

Brandon Emergency Support Team

www.brandon.ca or best@brandon.ca or 729-2239

Canadian Red Cross

www.redcross.ca or the Brandon Office 729-4970

Manitoba Emergency Measures Organization

www.gov.mb.ca/emo

Public Safety Canada

www.safecanada.ca

Brandon University Applied Disaster and Emergency Studies

www.brandonu.ca/academic/ADES

This handbook was prepared and provided by the members of **B.E.S.T.**

List of members at time of printing.

City of Brandon

Canexus

Koch Fertilizer Canada Ltd.

Western Cooperative Fertilizers Ltd.

Canadian National Railway Co. Ltd.

Manitoba Hydro Generating Station

Wyeth Organics

Canadian Pacific Railway Co.

Maple Leaf Fresh Foods

Brandon Regional Health Authority

Zenith Paving Ltd.

Paul's Hauling Ltd.

Praxair Production Ltd.

Gardewine North Ltd.

Innovative Media Group

Leech Printing Ltd.

Canadian Forces Base Shilo

Brandon University – ADES

Behlen Industries

Westman Aerial Spraying Ltd.

Shur-Gro Farm Services Ltd.

Keystone Centre

Wheat City Concrete Products Ltd.

Redfern Farm Services Ltd.

Feedrite Ltd.

Hillcrest Place Inc.

Valley View Care Centre

Powell Construction Ltd.

Wal-Mart

Pioneer Grain

Perth's Services

James Dubé Spraggs

Univar Canada Ltd.

MTS Communications

Western Concrete Products

Guild Insurance

Barkers Insurance

Horizon Builders

Excel Design and Construction

Westman Fuel/Shell

Superior Propane

Myrowich Building Centre

Southwest Regional Metis Centre

Canadian Red Cross Society

Western Manitoba Science Fair

St. John Ambulance

B. E. S. T.

BRANDON EMERGENCY SUPPORT TEAM

A PARTNERSHIP FOR A SAFE COMMUNITY

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