

SCHEDULE 2

PROVINCIAL GOVERNMENT DEPARTMENTAL EMERGENCY ROLES AND RESPONSIBILITIES

In addition to the general department responsibilities set out in the Act and in the Manitoba Emergency Plan, this schedule describes certain emergency management roles and responsibilities specific to each provincial department.

These specific responsibilities highlight resources that exist within departments that contribute to the coordinated Provincial response.

1 ABORIGINAL AND NORTHERN AFFAIRS

- Provide advice and assistance to Northern Affairs communities in emergency operations and provide temporary community/municipal services if necessary.
- Coordinate government support to areas of Northern Manitoba that are within the jurisdiction of the Department of Aboriginal and Northern Affairs as follows:

Preparedness Planning

- Collect community emergency plans based on the emergency planning guidelines.
- Facilitate training for local community councils in emergency planning.

Response

- Provide a 24/7 emergency line and duty officer.
- Alert provincial departments and agencies likely to be involved in an emergency.
- Provide assistance to local authorities and provincial departments in the implementation of local community emergency plans.
- Dispatch regional Aboriginal and Northern Affairs staff to the affected communities.
- The Minister of Aboriginal and Northern Affairs is responsible for the declaration of a state of local emergency.

Recovery

- Assist communities in the application for disaster financial assistance.

Report

- Compile a department post-emergency report for each emergency incident.

2 AGRICULTURE, FOOD AND RURAL INITIATIVES

- Coordinate and lead on agricultural and food supply matters, including the following responsibilities:
 - Arrange for the provision of emergency veterinary services, as per *The Animal Care Act*.
 - Undertake arrangements for emergency evacuation and/or feeding of livestock.
 - Support agencies dealing with the rescue and care of companion and hobby farm animals in affected or evacuated areas.
 - Undertake arrangements for emergency evacuation of farm stored grains, fertilizer, pesticides, and other chemicals.
 - Take the provincial lead in an animal health incident or outbreak.
- Facilitate farm and rural stress response during an emergency.

3 CIVIL SERVICE COMMISSION

- Provide Employee Assistance Program (EAP) services to provincial government employees and government employees in external contracts.
- Provide training services through Organization and Staff Development (OSD).
- Provide assistance with the identification of employees with particular skills for redeployment purposes.

4 CONSERVATION

4.1 OPERATIONS DIVISION

4.1.1 FIRE PROGRAM

- Direct forest fire operations.
- Provide forest fire fighting equipment.
- Provide technical advice and assistance to other departments and local authorities about forest fire operations.

4.1.2 ENVIRONMENTAL EMERGENCY RESPONSE PROGRAM

- Operate within the mandates of *The Dangerous Goods Handling and Transportation Act* and *The Environment Act*.
- Direct the on-site response to environmental accidents.

- Oversee operations for contaminant monitoring and analysis.
- Direct environmental accident spill control, clean-up operations, and disposal arrangements.
- Arrange for the provision of technical personnel and equipment resources in support of law enforcement for dealing with Clandestine Drug Labs and as part of the provincial Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Response Team.
- Provide technical environmental advice to local authorities, departments, and agencies.
- Provide advice on public protection measures (evacuation, shelter-in-place and re-entry).
- Provide support to the Department of Water Stewardship - Office of Drinking Water by undertaking initial sampling, testing and assessment at the emergency site.

4.1.3 GENERAL

- Provide advice and assistance in waste disposal.
- Provide support to regulatory enforcement services.
- Provide supplementary emergency radio communication.
- Provide specialized transportation equipment and operations, e.g., ATV, snowmobiles, boats, and bombardiers.
- Assist the Office of Fire the Commissioner in search and rescue operations.
- Assist in acquiring helicopter/aircraft resources.
- Administer public access and egress systems within the flood plain and community rink dikes, in cooperation with Infrastructure and Transportation, Water Stewardship, and Justice.
- Provide other regional resource, staff, equipment, and infrastructure in support of emergency operations.

4.2 PROGRAMS DIVISION

- Provide staff familiar with emergency management systems

4.2.1 LANDS AND GEOMATICS

- Provide map services.
- Conduct flood/forest fire mapping and aerial photography.

4.2.2 SURVEY SERVICES

- Provide survey crews.

5 CULTURE, HERITAGE AND TOURISM

5.1 COMMUNICATIONS SERVICES MANITOBA

- Coordinate emergency public information responses on behalf of all government departments through media relations and other pertinent communication vehicles.
- Distribute materials to the media and assist in arranging media news conferences and events.
- Prepare and produce materials in print, web, or other formats with government departments.
- Produce ads and purchase advertising space.
- Help manage and direct public calls through Manitoba Public Inquiry.
- Liaise with other levels of government and organizations as needed to provide effective communications.

5.2 ARCHIVES OF MANITOBA

- Advise and assist governmental and non-governmental organizations in recovering, preserving and stabilizing damaged archival and library materials.

5.3 TRANSLATION SERVICES

- Arrange for official languages translation services when and where required in an emergency response.

6 EDUCATION / ADVANCED EDUCATION AND LITERACY

- Advise and assist related authorities.
- Collaborate with Infrastructure and Transportation / Accommodation Services Division in school / institution emergency closing and re-openings.
- Provide qualified professional support for hearing-impaired students.
- Facilitate the provision of emergency transportation for students by liaising with school authorities.
- Arrange for education of displaced students upon the request of school authorities.

7 ENTREPRENEURSHIP, TRAINING AND TRADE

7.1 MANITOBA BUREAU OF STATISTICS

- Provide Manitoba population and demographic information.
- Assist in GIS mapping of Manitoba population and demographic information.

8 FAMILY SERVICES AND CONSUMER AFFAIRS

- Lead the Provincial Evacuation Planning Committee.
- Provide training for municipalities and ANA communities in the preparation and delivery of emergency social services.
- Determine and ensure the designated receiving/host communities have the capacity to provide Emergency Social Services (Registration & Inquiry, Emergency Food, Emergency Clothing, Emergency Lodging, Personal Services, Reception Centre Management).
- Provide support to host communities in the provision of Emergency Social Services when called upon.
- Establish and operate provincial reception centres when necessary.
- Establish and maintain a list of housing and accommodations.
- Coordinate damage assessment and inspection services of facilities used as reception centres.

[Note: It is unclear which of the above activities now fall under the roles and responsibilities of the Department of Housing and Community Development.]

8.1 CONSUMER AND CORPORATE AFFAIRS

- Administer *The Trade Practices Inquiry Act* which includes provision to investigate and where appropriate to prescribe the maximum price that may be charged for an article or product at any stage in its production, distribution, or marketing.

9 FINANCE

9.1 DISBURSEMENTS AND ACCOUNTING

- Upon approval of emergency funding or a disaster financial assistance program, facilitate payment for approved expenditures.

9.2 INSURANCE AND RISK MANAGEMENT

- Coordinate provision of insurance adjustors to assist EMO in evaluation of damaged property.

9.3 TREASURY BOARD SECRETARIAT

- Support, review, and analyze requests for access to Vote 27, Emergency Expenditures.

9.4 TREASURY DIVISION

- Ensure government has cash resources to meet needs, and in appropriate accounts.
- Issue emergency cheques outside the SAP system (limited number available).

10 HEALTH / HEALTHY LIVING, CITIZENSHIP AND YOUTH

- Monitor and support Regional Health Authority (RHA) and health care organization emergency / disaster management activities.
- Evaluate the risk of negative health outcomes to the public.
- Provide information, advice and guidance to the public on health-related issues.
- Contribute health-related information to other sectors, organizations, and agencies.
- Liaise, collaborate, and coordinate on health-related matters with municipal, provincial, federal, and non-governmental (NGO) agencies.
- Secure, coordinate, and distribute necessary medical resources (e.g. human resources, supplies, vaccines, etc.) to support RHAs and health care organizations in response to the requirements of an emergency / disaster.
- Coordinate air ambulance evacuations (i.e. Lifeflight and basic air ambulance carriers) and ground medical evacuations.
- Coordinate the deployment of National Emergency Stockpile System (NESS) resources in Manitoba.
- Ensure continuity of care at health care organizations providing health services that are the responsibility of Manitoba Health and Healthy Living.
- Ensure the provision of institutional and community-based (public) health services in response to community needs during and immediately after an emergency / disaster.

- Support RHAs and health care organizations in the coordination of evacuations of health care facilities as required.
- Assign liaison officers and/or on-site response personnel to support RHAs and health care organizations as required.

11 INFRASTRUCTURE AND TRANSPORTATION

11.1 SUPPLY & SERVICES DIVISION

11.1.1 VEHICLE EQUIPMENT MANAGEMENT AGENCY (VEMA)

- Provide and service light vehicles necessary to the emergency response through Fleet Vehicles Agency.
- Provide and service radios necessary to the emergency response through Radio Services.
- Provide and service heavy equipment/vehicles necessary to emergency response through Mechanical Equipment Services.

11.1.2 MATERIALS DISTRIBUTION AGENCY (MDA)

- Provide office furniture; home care supplies/equipment; and personal care, janitorial and stationery supplies as necessary to the emergency response.
- Provide material support services.
- Arrange and provide transportation support for the movement of emergency equipment and supplies.
- Provide emergency postal services.

11.1.3 PROCUREMENT SERVICES

- Provide emergency purchasing services.

11.1.4 AIR SERVICES

- Coordinate Life Flight and Medivac flights on a 24-hour basis utilizing government aircraft and commercial charter on an as required basis.
- Provide government aircraft for conservation of forest and other natural resources of the province and/or jurisdictions.
- Provide coordination and certification to all government clients with air charter travel arrangements using government aircraft and commercial carriers.
- Provide monitoring of all Air Services Flights.
- Provide aviation supports to all Manitoba Government departments, agencies, and crown corporations.

- Plan, acquire, direct, and control the use of all air transportation resources.

11.2 ACCOMMODATION SERVICES DIVISION

- Assist College authorities in college emergency closing and re-opening.
- Coordinate use of government buildings for short term emergency housing.
- Liaise with universities with regards to emergency housing.
- Provide access to and security of the Manitoba Emergency Coordination Centre (MECC).
- Coordinate security services for other government facilities necessary to the emergency response.
- Coordinate the acquisition of commercial rental space for emergency facilities or accommodation.

11.3 ENGINEERING & OPERATIONS DIVISION

- Provide a 24/7 highway information call centre and web page.
- Construct and maintain provincial roads, bridges, airports, and water control infrastructures.
- Construct temporary roads and bridges for emergency access to affected locations.
- Arrange for emergency repair of damaged provincial roads, bridges, airports, and water control infrastructures.
- Plan, direct, and coordinate all highway traffic functions.
- Plan, direct, and coordinate the use of northern airports and provincial marine resources.
- Coordinate with Department of Water Stewardship to prepare, haul and provide sandbags, sandbagging equipment, and water barriers.
- Acquire, receive, issue and account for emergency supplies and equipment.
- Operate and maintain flood control works, under the direction of Water Stewardship.
- Administer public access and egress system within the flood plain and community ring dikes, in cooperation with the Departments of Water Stewardship, Conservation, and Justice.
- Coordinate with Department of Water Stewardship in the provision of engineering and technical advice and assistance to municipalities concerning flood protection measures.
- Plan, acquire, direct, and control the use of fleet-net radio, sat phones and equipment resources.
- Coordinate with Department of Water Stewardship to collect hydrologic data for flood forecasting purposes.
- Coordinate with Department of Water Stewardship to conduct groundwater monitoring and well protection programs.

11.4 TRANSPORTATION POLICY AND MOTOR CARRIER DIVISION

- Determine routing and ensure compliance of heavy-lift trucking and movement of heavy equipment.
- Assist in law enforcement situations.
- Provide special transportation permits.

12 INNOVATION, ENERGY AND MINES

12.1 ICT SERVICES MANITOBA

- Coordinate the procurement, deployment, maintenance, and removal of Information and Communication Technologies (ICT) including the following:
 - Computer hardware, software and technical services
 - Telecommunications devices
 - Wireless Services (Blackberry, smart phones; WiFi Access)
 - Remote Access Services (VPN, Dial-up, Web)

12.2 MINERAL RESOURCES DIVISION

- Advise and assist in the implementation of petroleum demand restraint measures prior to or during a declared petroleum emergency.
- Liaise with the Government of Canada respecting the implementation of the *Energy Supplies Emergency Act* (Canada) during emergencies.

13 JUSTICE

13.1 JUSTICE DIVISION

- Provide a legal advisor to the Hazard- or Event- Specific Steering Committee, led by EMO.
- Provide legal advice to departments and municipalities respecting provisions, orders and regulations to, and powers of *The Emergency Measures Act* (c. E80, C.C.S.M.) and the Manitoba Emergency Plan.

13.2 LAW ENFORCEMENT SERVICES

Through the police force having jurisdiction:

- Advise local authorities respecting the maintenance of law and order.
- Reinforce local police services.
- Provide security control of emergency operations area(s).
- Provide security control of evacuated area(s).
- Provide traffic and crowd control.
- Administer public access and egress system within the flood plain and community ring dikes, in cooperation with the Departments of Conservation, Infrastructure and Transportation, and Water Stewardship.
- Assist the Chief Medical Examiner.
- Conduct search and rescue of missing persons.
- Coordinate forced evacuations.

13.3 CORRECTIONS

- Provide institutional resources (personnel and bedding).
- Relocate and protect institutional inmates.

13.4 OFFICE OF THE CHIEF MEDICAL EXAMINER

- Exercise executive control over the bodies and related operations.
- Coordinate and mobilize special resources required.
- Coordinate the removal of bodies from the site.
- Provide temporary morgue facilities.
- Provide identification services and liaise with next of kin.
- Coordinate custody of remains and personal property.
- Determine cause, manner and circumstances of death.
- Fill out and forward death certifications.
- Release official information concerning decedents.

14 LABOUR AND IMMIGRATION

14.1 OFFICE OF THE FIRE COMMISSIONER

- Provide an Incident Commander during the response phase of an emergency if it has been determined that an adequate Incident Command system may not be in place at a particular site or location.
- Provide on-site technical advice and/or assistance to municipal fire services.
- Provide and coordinate rescue activities and resources during a provincial emergency.

- Provide assistance to fire Mutual Aid Coordinators respecting municipal fire services emergency response.
- Provide logistical support to the RCMP for provincial ground search and rescue and clandestine drug operations.
- Provide building/structure safety inspection services.
- Conduct fire investigation for determination of cause and origin of fires.
- Coordinate and/or provide fire protection for communities during Department of Conservation Fire Program forest fires.
- Operate the Provincial Heavy Urban Search and Rescue (HUSAR), Hazardous Materials and CBRNE Teams.

14.2 WORKPLACE SAFETY AND HEALTH

In so far as is reasonably practicable:

- Secure workers and self-employed persons from risks to their safety, health and welfare arising out of, or in connection with, activities in an emergency response.
- Protect other persons from risks to their safety and health arising out of, or in connection with, an emergency response.
- Provide electrical/mechanical inspection services.

14.3 IMMIGRATION

In so far as is reasonably practicable:

- Provide translation services where language barriers may exist during any and all phases of the emergency incident.

15 LOCAL GOVERNMENT

15.1 ADMINISTRATION AND FINANCE

- Maintain financial administration of Vote 27, Emergency Expenditures.
- Liaise with other departments and Treasury Board for the administration of Vote 27, Emergency Expenditures.

15.2 MUNICIPAL FINANCE AND ADVISORY SERVICES

- Provide special guidance and assistance in municipal administration.
- Provide temporary management of municipal administration under *The Municipal Act*.

- Provide specialized personnel resources to Manitoba EMO and local authorities.

15.3 ASSESSMENT SERVICES

- Provide technical support, information, and resources to EMO and local authorities.

16 WATER STEWARDSHIP

- Provide flood forecasting services.
- Provide flood monitoring.
- Collect hydrologic data for flood forecasting purposes, and coordinate with Departments of Infrastructure and Transportation and Conservation for additional collection of hydrologic data.
- Provide flood plain modelling/mapping.
- Provide public information on flood forecasts, regulation of water control structures, and flood-related activities.
- Coordinate, plan, and direct flood control operations.
- Plan collection of aerial photography and other aerial imagery.
- Plan ice jam mitigation program, and deploy ice jam mitigation equipment.
- Coordinate and provide provincial direction for the operation of flood control works (e.g. Red River Floodway, Portage Diversion).
- Administer public access and egress system within the flood plain and community ring dikes, in cooperation with the Departments of Conservation, Infrastructure and Transportation, and Justice.
- Coordinate with Department of Infrastructure and Transportation in the distribution of sandbags, sandbagging equipment, and water barriers.
- Coordinate with Department of Infrastructure and Transportation in the provision of engineering and technical advice and assistance to municipalities concerning flood protection measures.
- Provide advice to municipalities and Departments of Conservation and Infrastructure and Transportation on the most efficient and effective use of flood fighting resources.
- Provide permission to cut roads and create water diversions.
- Coordinate with Department of Infrastructure and Transportation to conduct groundwater monitoring and well protection programs.
- Conduct surface water protection monitoring and programming.
- Provide damage assessment in the public sector.

16.1 OFFICE OF DRINKING WATER

- Assure the provision of safe, adequate, aesthetically pleasing and acceptable drinking water supplies.

17 MANITOBA HYDRO

- Assure a continued supply of electrical energy and natural gas under emergency conditions.
- Provide temporary electrical or natural gas service when and where necessary for emergency operations.
- Protect Manitoba Hydro installations.
- Interrupt electrical or natural gas service for protection of life and property.
- Advise and assist departments and local authorities with respect to emergency electrical or natural gas service.