MANITOBA COMMUNITY EMERGENCY PREPAREDNESS PROGRAM AWARD - APPLICATION

Congratulations on your decision to apply for the Manitoba Community Emergency Preparedness Award. The Manitoba *Emergency Measures Ac*t 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

Initial Step (All Achievement Levels)			
Because each community has different and distinct hazards and risks, **a hazard identification and analysis must be completed for each community.** 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.			
Mandated – Legislation	**Enhanced Achievement**	**Substantial Achievement**	**Comprehensive Achievement**
Designation of a municipal emergency coordinator	Development of an appropriate emergency operations centre (EOC) and identification of EOC staff	Approval of a substantial emergency response plan to include supporting plans for high risks (e.g. hazardous facility, dangerous goods etc.)	Development of mutual aid agreements with neighboring communities and organizations
Formation of a Local Emergency Response Control Group (LERCG)	Identification of critical infrastructure	Approval of a supporting plan for the dissemination of emergency public information	Development of a community mitigation strategy and plan for identified high risks
Approval of a municipal emergency plan	Training for the LERCG and emergency operations centre staff (Goal: 80% of LERCG have basic emergency management training)	Development of a substantial community EOC to include operations procedures, arrangement and provision for appropriate specialist and auxiliary staff during an emergency	Approval of a community recovery plan for identified high risks

Mandated – Legislation	Enhanced Achievement	Substantial Achievement	Comprehensive Achievement
Conduct of an exercise to evaluate the municipal emergency plan	Identification of individuals to act as emergency public information staff	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)	Designation and arrangements for a local information/media centre
Basic emergency management training for the municipal emergency coordinator	Identification of individuals to act as emergency social services staff	Development and implementation of an annual emergency exercise program involving appropriate staff, volunteers, auxiliary staff and emergency services	Implementation of guidelines for risk-based land use planning
Conduct an annual review of the municipal emergency plan	Development of an appropriate community emergency response capability (teams)	Development and implementation of a community public education program based on identified high risks	Development and implementation of a detailed risk-based public education program
	Conduct public awareness of emergency preparedness	Conduct of an annual self-assessment process (e.g. EMO tool) to determine the quality and effectiveness of community emergency preparedness program	Development of a comprehensive community evacuation plan

Enhanced Achievement	Substantial Achievement	Comprehensive Achievement
Conduct an annual review of the emergency preparedness program including an update to the Hazard Analysis when appropriate	Continued emergency management professional development for key staff and officials (e.g. EMO Workshops, Conferences, other)	Conduct preparedness activities and events, recognizing resident and partner contributions, during National Emergency Preparedness Week
Continued emergency management professional development for MEC (ie attendance at conferences, EMO workshops and seminars)	Access to an emergency preparedness program budget or funding	Conduct of an external assessment process to determine the quality and effectiveness of the community emergency preparedness program (e.g. CSA Z1600)
Development and implementation of a progressive exercise program (e.g. tabletop to functional to full)		Implementation and appropriate use of an Emergency Preparedness Levy to improve emergency preparedness programs and facilities
		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)

PART B

Please make any comments, clarifications, or considerations below.

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:

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Year of Application: **Year of previous Application:**

Previous Award Recipient: Yes   No

Municipal Emergency Coordinator:

_____   _____
Mayor/Reeve Signature   **Date**