

## REPORTING EMERGENCY INFORMATION TO MANITOBA EMERGENCY MEASURES ORGANIZATION (EMO)

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Date: May 8, 2018

Effective: May 8, 2018

Applies to: Local Authorities in Manitoba

1. Information that should be reported to Manitoba EMO:
  - a. Developing emergency situations
  - b. Major incidents/issues (some examples below)
    - i. Large scale wildland fire
    - ii. Dangerous goods incident
    - iii. Critical infrastructure disruption
    - iv. Situations with more than one provincial/federal agency responding
  - c. Declaration of State of Local Emergency
  - d. Opening of municipal Emergency Operations Centre (EOC)
  - e. Evacuations
  - f. Request for resources
  
2. To whom information should be reported:
  - a. The Manitoba EMO Duty Officer
    - i. Phone: 204-945-5555
    - ii. Email: [emodutyofficer@gov.mb.ca](mailto:emodutyofficer@gov.mb.ca)
      1. You may put your situation information in the body of the email, attach a situation report such as the one available at <https://www.gov.mb.ca/emo/response/sitrep.html>, or submit a situation report through the website. Situation reports submitted through our website are sent to the Manitoba EMO Duty Officer.
    - iii. Note that if you require a quick response outside of normal business hours (Monday to Friday - 8:30 a.m. to 4:30 p.m.) it is best to call the Manitoba EMO Duty Officer.
    - iv. Please do not fax information related to your emergency response to Manitoba EMO outside of normal business hours as the fax machine is not monitored 24/7.
  - b. You may optionally include your Manitoba EMO Emergency Management Advisor (EMA) on emails to the Manitoba EMO Duty Officer.
    - i. Note that the Manitoba EMO Duty Officer will advise your EMA of any situation in your municipality.
  
3. Expected response from Manitoba EMO:
  - a. Phone calls to the Manitoba EMO Duty Officer:
    - i. The Manitoba EMO Duty Officer will return your call.
    - ii. The Manitoba EMO Duty Officer will typically ask you questions to ensure that he or she understands the situation.

- iii. The Manitoba EMO Duty Officer will notify your EMA of your situation, as well as other individuals at Manitoba EMO or other agencies if he or she assesses this to be necessary.
  - iv. The Manitoba EMO Duty Officer will request information/resources/assistance from other individuals at Manitoba EMO or other agencies to assist you if he or she assesses this to be necessary.
    - 1. This may include asking your EMA to call you or visit your municipality for a more detailed discussion of the situation and your response.
  - v. The Manitoba EMO Duty Officer will provide advice, seek advice from others on your behalf, or ask others to provide advice directly to you if he or she assesses this to be necessary.
- b. Emails to the Manitoba EMO Duty Officer
- i. The Manitoba EMO Duty Officer will let you know that he or she received your email.
  - ii. The Manitoba EMO Duty Officer will typically follow-up by asking you questions to ensure that he or she understands the situation. This may be by email or by phone.
  - iii. Same as for phone calls.
  - iv. Same as for phone calls.
  - v. Same as for phone calls.

Manitoba EMO's intent is to provide support when you are faced with an emergency. We encourage you to reach out to Manitoba EMO early on as situations are developing if you are unsure about any element of your response.