

**R.M. of \_\_\_\_\_  
Business Continuity Matrix**

**Central Region – Joint RHA/Local Government Pandemic Planning**

*“How well our communities cope will depend on how well our hospitals cope.”*

**RHA Requirements: Hospitals and Other Critical Health Services To Be Operating At all Times**

For your municipality, please provide detailed information for the follow critical infrastructure.

<b>_____ Planning Template – Critical Infrastructure</b>			
<b>Please provide an inventory and back-up emergency plan in the 3 key areas below for each Critical Service</b>			
	<b>Staffing</b>	<b>Equipment</b>	<b>Supplies</b>
<b>Critical Service</b>	How would your municipality cover off staffing in the event of 50% absenteeism? Plans should include details such as assigning responsibilities to other staff and volunteers or resources from other sources including neighboring municipalities. Plans should document primary and back up staffing, cross training etc.	How would you see your area maintaining vital equipment in the event the normal service is not available due to illness? How does your plan provide for back-up or redundancy in equipment?	How will your normal supply chains be impacted if there are significant reductions in delivery or availability of supplies? Which supplies are critical to each area and how do your plans ensure they will remain available?
<b>Water</b>	_____ has cross trained existing staff in the event of absenteeism. Up to ___ current employees are licensed water operators. Previous staff members may be called upon if pandemic flu would arise. See Addendum 1 for Water Plant Operators. The rest of the municipality is served by private wells. The municipality does have ___municipal wells in the event water was required by	_____ has numerous local contractors who would be available to provide equipment and services such as (Use your communities resources for this area.	_____ keeps in stock over 90 days of stock for water treatment. In the event stock would run low, _____ has local contractors who have similar parts for repairs and neighboring towns (_____) for water treatment supplies. An MOU has been signed.

**\_\_\_\_\_ Planning Template – Critical Infrastructure**

	the ratepayers in the rural areas.		
<b>Sewage</b>	All sewage labour is the same staff as the water treatment. All employees are cross trained to oversee the sewage disposal. See water treatment above	Again all contractors on the business continuity matrix have experience with the water and sewer system in _____ and the low pressure sewer in _____.	Same as water treatment.
<b>Waste Disposal</b>	_____ is served by _____ Garbage in the _____ of _____ and by _____. In the event of pandemic flu, both contractors may provide the service in each town. In addition, there is an MOU with the _____ to use their garbage truck and the use of their employees and our existing employees to provide the services.	Same as the staffing, the local contractors are cross trained in each town. As mentioned, the _____ own their own truck that _____ can use as _____ per the MOU. _____ owns their own landfill, there fore there would be no problem to find a landfill to dispose the garbage.	Local Contractors all have parts in stock to help out with repairs in the event the garbage trucks would break down.
<b>Deliveries by Road</b>	_____ has a staff of up to _____ employees that are all cross trained to operate all machinery to open up the roads in the municipality for snow, etc.	If our equipment was not available, the municipality has _____ Enterprises, _____ Landscaping, _____ Backhoe, with the equipment and staff to provide the services required.	Parts for repairs are available locally if the current stock was not available.

**\_\_\_\_\_ Planning Template – Critical Infrastructure**

<b>Security</b>	The RCMP detachment in the _____ is responsible for all police enforcement.	MTS, Manitoba Hydro have contingency plans of their own. The municipality is looking into purchasing a back up generator (s) for power.	Supplies may be obtained locally.
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**R.M. of \_\_\_\_\_**  
**Business Continuity Plan**  
**ADDENDUM 1**

**Establish Work Location**

<b>Employee</b>	<b>Work Location</b>	<b>Address</b>			

Skill set Information: \_\_\_\_\_ Treatment Plant Operators



**MID-WEST EMERGENCY MEASURES BOARD**  
Consisting of  
**THE RURAL MUNICIPALITIES OF**

**BLANSHARD**

**HAMIOTA**

**MINIOTA**

**WOODWORTH**

And the

**TOWN OF HAMIOTA**

**Will be hosting public informational meetings on  
H1N1 and Pandemic Planning  
From a Municipal Perspective**

Monday September 21, 2009  
Hamiota Community Centre

Thursday September 24, 2009  
Oak River

Monday September 28, 2009  
Kenton Legion Hall

Wednesday September 30, 2009  
Miniota Community Centre

**All meetings will commence at 7:00 pm with coffee and refreshment served**

**PLEASE COME OUT, ASK QUESTIONS AND BE INFORMED**



# H1N1 and Pandemic Planning From a Municipal Perspective

Hosted by the Rural Municipalities of:

Blanshard Hamiota Miniota Woodworth

And the

Town of Hamiota

## AGENDA

7:00 p.m. Opening Remarks by the CAO

- Introduction of the panel
- Public Health

What is H1N1

Differences from the yearly Influenza

Seasonal Influenza and H1N1 Vaccinations

How to prepare for the Pandemic

Information Sites

- EMO Officer – Chris Skayman

The Mid-West Emergency District.

Advantages of the being a District.

Preparations on behalf of the RM's & Town's.

Working in Partnership with:

RHA, Local Businesses, Service Groups & Citizens

- Open Discussion & Questions/Answers
- Closing Remarks – Refreshments.

## MID WEST MUNICIPAL ESSENTIAL SERVICES

Dated: August 10, 2009

### HAMIOTA

#### **Water Treatment**

Currently two staff members, Ken Kerr and Ron Dale. Ken Curle is a former employee who can serve as a backup.

#### **Fire Protection**

Currently 18 members.

#### **Transportation and Maintenance**

Currently three operators, Butch Kirk, Murray Knight and Bob Sheldon (seasonal) ken Kirk and both Town employees can do backup.

#### **Garbage Collection**

Town of Hamiota has curbside collection done by the Town staff. There are also contracted people doing curbside recycling. The depot is run by volunteers. The RM of Hamiota has no collection system and everything in both the Town and RM is delivered to the landfill site located on NW ¼ 33-13-23 WPM. There is one custodian at the landfill.

#### **Office**

There is 4 staff associated with both municipalities in the office. Tom Mollard, Barb Cumming, Deidre Bilyk and Chantal DeBin. There is also a full time Recreation Director, Bonnie Michaudville and part time Economic Development Officer, Bert Swann who could fill in.

### MINIOTA

#### **Water**

The majority of the municipality is on wells. There is no public system

#### **Fire Protection**

There are 20 members on the department. They have 6 EMT's and there are 6 more certifying.

#### **Transportation and Maintenance**

They have 2 operators and 2 other employees.

#### **Garbage Collection**

The municipality has a bin system that is collected weekly and hauled to one of their 5 landfill sites.

#### **Office**

3 staff

## **WOODWORTH**

### **Water**

1/2 of the municipality receives piped water and the other 1/2 is on wells. They are currently are trying to hire a new operator. They also have 2 people to serve as backup.

### **Fire Protection**

There are 10 members in their department

### **Transportation and Maintenance**

2 grader operators

### **Garbage**

They have a bin collection system

### **Office**

2 staff

## **BLANSHARD**

### **Water**

Oak River has a water treatment plant that serves the Village of Oak River and 16 residences on a rural water line. Norm Gage works part-time at the water plant and Brent Haggarty is the relief operator. The majority of the municipality is on wells.

### **Fire Protection**

There are 15 members on the department. Vern Darroch is the fire chief and the town foreman/municipal employee.

### **Transportation and Maintenance**

Two public works employees, Murray Newton and David Bullock, are employed for transportation and maintenance. Jerry Wurtz has been hired as a relief operator.

### **Garbage Collection**

The municipality has a waste management site on NW 1-14-22W and Barb Peters is the waste management supervisor. Garbage is picked up weekly in Cardale by Wayne Horne and in Oak River by Jim Vassart. Currently a container is located in Oak River and a trailer in Cardale for residents to place their wastes. Ben Peters is currently a back-up.

### **Office**

One full time C.A.O., Diane Kuculym, and the assistant C.A.O., Kim Park, who works 3 days per week.

Midwest Emergency District  
H1N1 and Pandemic Planning  
Public Meetings

The Midwest Emergency District Board wanted to inform the public about the Pandemic Plan and the H1N1 that are currently affecting our area. Four public meetings were posted and held in the communities of Kenton, Oak River, Hamiota and Miniota. Overall attendance was low likely due to the time of year – harvest and the treat of H1N1 was still out west. A power point presentation was done at all locations followed by a question/answer and then coffee and cookies. The cost of the evenings was covered by the RM/Town's. Overall those that attended felt it was an excellent opportunity to be reassured that the Councils were preparing for the welfare of the areas. Dates of the meetings were Hamiota Sept, 21, Oak River Sept. 24, Kenton Sept. 28 and Miniota Sept. 30. Average attendance was 15 – 25 people.

I am including an Agenda of the evenings:

7:00 p.m. Opening Remarks by the CAO

- Introduction of the panel
- Public Health(unable to attend due to clinics- Chris did this part)  
What is H1N1  
Differences from the yearly Influenza  
Seasonal Influenza and H1N1 Vaccinations  
How to prepare for the Pandemic  
Information Sites
- EMO Officer – Chris Skayman  
The Mid-West Emergency District.  
Advantages of the being a District.  
Preparations on behalf of the RM's & Town's.  
Working in Partnership with:  
RHA, Local Businesses, Service Groups & Citizens
- Open Discussion & Questions/Answers

Overall it was felt that if the H1N1 situation became worse in our area we would be hosting another set of public meetings.

Submitted by Chris Skayman

## Pandemic Personal Preparedness

Currently most cases of the flu in Canada are mild but there is a possibility the H1N1 flu could become more severe and/or could become more wide spread in the fall. Some day-to-day services could be disrupted such as health care facilities, schools, stores, pharmacies, banks, restaurants and government offices.

To organize an Emergency Preparedness Plan and kit for you and your family, you should consider the following:

- If I become sick what will I do with the kids/grandma/grandpa?
- If I become sick who will look after the pets?
- If my child gets sick who will look after him/her?
- If my child's school/daycare is closed who will look after him/her?
- What are the rules about sick/family/compassionate leave at my work place?
- What will we eat if grocery stores/restaurants are closed?
- What will I do about medications if pharmacies are closed/limited?
- What will I do about money if banks are closed (ATM's may not be serviced or stocked)?

It is a good idea to create an emergency kit that can be used not just in a pandemic emergency but in any type of emergency including severe weather. An emergency kit should include a minimum of 72 hours or preferably two weeks worth of food and water along with cash, a can opener, a first aid kit and your disaster plan. Make sure your kit is easy to carry and everyone in the household knows where it is.

### Quick Tips:

Keep prescription medications filled: If you or anyone else in your household takes prescription medication, don't wait until it is finished to order more. Try to keep at least one month's supply on hand at all times.

Discuss care options with family members and other loved ones. If you will be bringing others into your home to care for them in the

event of a flu pandemic, discuss what health supplies, special foods or other items they require. Add those items to your emergency supply list.

<b>Food and Water</b>	<b>Health Supplies</b>	<b>Other</b>
Bottled water-at least 2 liters of water per person per day	Pain relievers/fever reducers ( e.g. acetaminophen, ibuprofen)	Soap
Ready to eat canned meats	Stomach remedies	Alcohol-based hand sanitizer
Canned fruit	Cough and cold medicine	Flashlight
Dried fruit	Anti-diarrhea medication	Batteries
Canned vegetables	Fluids with salt and sugar	Battery powered or wind-up radio
Soup	Vitamins	Manual can opener
Protein bars	Prescribed medical supplies, such as glucose and blood-pressure monitoring equipment	Garbage bags
Dry cereal/granola	Equipment for persons with disabilities	Tissues
Peanut butter/nuts		Toilet paper
Crackers		Candles and matches or lighter
Canned juices		General first aid kit
Tetra-packed milk or soy beverage		Extra keys for car and house
If applicable:		Cash and change for payphones
Canned or jarred baby food/formula		If applicable:
Pet food and water		Feminine hygiene products
		Disposable diapers
		Diaper wipes (in the event of a water shortage).