

**LOCAL AUTHORITY SITUATION REPORT**

**Local Authority:** \_\_\_\_\_ **Contact person:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

Manitoba Emergency Measures Organization is requesting the following information to ensure the coordination of provincial government resources in support of the pending current situation. The second page of this document provides specifics on the type of information we are requesting. *Your information will be kept confidential and will be used only to inform our internal activities;* it does not replace or prejudice any impact assessments that will be done to assess the event afterward. If you have no information to report, please return this fax with that notation.

**Please answer the following questions and return to Manitoba EMO via fax at (204) 945-4620.** If you have any questions; please call your Manitoba EMO Emergency Officer.

**1. LOCAL CONDITIONS**

What are your current conditions?

What conditions do you expect in the next 48 hours?

**2. RESPONSE ACTIONS TAKEN**

**3. RESPONSE ACTIONS PLANNED**

Next 48 hours?

Next 7 days?

Priority concerns?

**4. DAMAGES**

Confirmed?

Unconfirmed?

Projected?

**5. Additional resource requirements?**

## **GUIDE TO COMPLETING THE SITUATION REPORT**

We are looking for the following types of information. This is not a hard guide, only a suggestion as to what might be relevant in completing your Situation Report. Please include any information that reflects the status of your municipality.

### **1. LOCAL CONDITIONS**

- Do you have any standing water? What is the condition of your drains and culverts? Have any municipal roads been closed or damaged? What is the weather and flood forecast for your area? How will this affect conditions in your local authority?

### **2. RESPONSE ACTIONS TAKEN**

- Have you done any sandbagging? Has your Emergency Operations Centre been opened? How many employees are working to respond to this event? Have you closed any roads? If so, what are the detours? Have you evacuated any residents? If so, where are they presently located? Have you evacuated any livestock?

### **3. RESPONSE ACTIONS PLANNED**

- What actions, such as those outlined in Question #2, are you planning to do in the near future? Please provide an outline of your plans for the next 48 hours, and for the next 7 days.
- What are your priority concerns for the next 48 hours and 7 days? If there is a particular operational problem that you are concerned with, please indicate your concern in this section.

### **4. DAMAGES**

- What kinds of damages have been reported? Can you break them into private, business, or local authority damages? Damages may include basement flooding or road damage.

### **5. ADDITIONAL RESOURCE REQUIREMENTS**

- Do you anticipate the need to request any additional resources to support your operations? If so, what resources might you be requesting? Have you requested resources from any neighbouring communities?