

**COURSE OFFERINGS**  
**MANITOBA EMERGENCY MEASURES ORGANIZATION**

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Source: <http://www.gov.mb.ca/emo/community/prepare/courses.html>

**Course Offerings**

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**Manitoba Emergency Management**

**2 or 3 Days**

**General**

This course is designed to provide participants with a basic understanding of emergency preparedness and the emergency response system at the community level.

This course is a prerequisite for a number of other courses including those offered at the Canadian Emergency Preparedness College in Arnprior, Ontario.

Candidates will be issued a certificate upon successful completion of a written exam.

**Topics include:**

- Manitoba and municipal emergency response systems
- Characteristics of a disaster
- Municipal planning and emergency management
- Hazard analysis
- Response to dangerous goods
- Flood or forest fire operations
- Psychological impact of disasters
- Emergency public information

- Evacuation management
- Emergency social services
- Development of a community emergency preparedness program
- Federal and provincial programs which assist communities

### **Participants**

This course is for individuals designated with responsibility for emergency preparedness or emergency response operations within a community or organization. This includes individuals from fire, police, ambulance, municipal departments, emergency social services, provincial government agencies and other participating volunteer groups.

### **Availability**

By request.

Hosting community must provide between 16 and 30 participants.

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### **Incident Command**

#### **36 Hours**

#### **General**

This course provides an overview of incident command through all phases from pre-planning to post-incident debriefing Theory will be supplemented with incident case studies.

Candidates will be issued a certificate upon successful completion of a written exam.

#### **Topics include:**

- The need for the incident management system
- Legislation, standards and requirements
- Components of an effective incident management system
- Overview of the unified command and incident command systems
- The involvement and responsibilities of responding emergency services agencies
- Command post operations
- Emergency public information
- Incident evaluation and planning

## **Participants**

Any individual who may be called upon to serve as an emergency site incident commander during a major multi-agency community emergency.

## **Prerequisites**

Participant must be an active member of an emergency services department, or with a municipal council and have the responsibility for the area of incident management.

## **Availability**

Please refer to the Manitoba Emergency Services College training calendar, available through the Office of the Fire Commissioner (toll-free 1-888-253-1488) and [online](#).

The cost of this course is \$325.00 (cheque payable to the Minister of Finance).

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## **Emergency Management for Community Officials**

### **1 Day**

### **General**

This course is designed to provide the community official with a basic understanding of the emergency preparedness and response system at the community level.

### **Topics include:**

- The importance of planning
- Hazard analysis
- Emergency operations center
- Emergency public information
- Development of an emergency preparedness program
- Roles and responsibilities of community officials

## **Participants**

Community Officials.

Participant must be an active member of an emergency services department, or with a municipal council and have the responsibility for the area of incident management.

## **Availability**

By request.

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## **Emergency Operations Centre**

### **2 or 4 Days**

### **General**

This course provides an orientation to the community roles and functions of an emergency operations center (EOC). Training consists of 2 days of theory and, in the 4-day format, an additional 2 days of practical exercises.

### **Topics include:**

- Municipal response
- Designing an EOC
- EOC operations
- Staffing
- Information management
- Emergency public information

### **Participants**

This course is for the EOC manager and support staff within the EOC. This includes municipal management, fire, police, ambulance/hospital, provincial departments, agencies and volunteer organizations.

### **Prerequisites**

Applicants must have successfully completed the Manitoba Emergency Management (MEM) course or equivalent.

## **Availability**

By request.

Due to the exercise-based format of this course, communities wishing to host must ensure a group of 20-22 participants drawn from police, fire, ambulance, emergency coordinators, public works and emergency social services.

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## **Emergency Social Services**

**1 Day**

### **General**

This course is designed to provide participants with a basic understanding of the five emergency social services, as well as reception center management.

### **Topics include:**

- Registration and inquiry
- Food services
- Accommodation services
- Clothing services
- Personal services
- Priority groups
- Reception center management
- Confirmation exercise

### **Participants**

This course will be of interest to elected officials and people who have been, or may be, assigned to a position in the local authority's emergency social services response team. People on these teams often include staff from the municipal office, staff and volunteers from non-government organizations such as religious groups and service organizations, and others with interest in the helping professions.

### **Availability**

By request.

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## **Registration and Inquiry**

**1 Day**

### **General**

This course is designed to provide participants with an overview of how registration and inquiry operates within the community emergency social services structure.

**Topics include:**

- Registration and inquiry
- Food services
- Accommodation services
- Clothing services
- Personal services
- Priority groups
- Reception center management
- Confirmation exercise

**Participants**

Any individual who is designated to supervise or support community emergency social services, including registration and inquiry.

**Availability**

This course is available through the [Canadian Red Cross](#).

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**Emergency Media Relations****2 Days****General**

In all emergencies there is a need to provide information to the media for dissemination to the citizens of the communities involved. The Emergency Public Information course has been designed to meet that need by providing participants with information to plan an emergency public information strategy for their community or organization, and to respond to public and media inquiries for information during an emergency.

**Topics include:**

- The role of the media in an emergency
- The need for a public information plan
- How to develop a public information plan
- When and how to issue news releases
- Planning news conferences
- Why media act as they do
- The role of the media spokesperson in an emergency
- Simulated news interviews

## **Participants**

This course should be taken by those individuals designated as the community or organization emergency public information officer or media contact person, as well as individuals who may have to speak to the media during an emergency. This includes: community public information officers or spokespersons, community officials, emergency coordinators, department heads with an emergency function, and individuals who may speak to the media on behalf of their agencies functions in support of community and provincial emergency plans.

## **Availability**

By request.

Hosting community must provide between 16 and 20 participants.

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## **Community Recovery**

**2 Days**

### **General**

This workshop has been designed to show community officials the importance of incorporating community recovery programs into their emergency plans.

### **Topics include:**

- Introduction to recovery planning
- Temporary accommodations
- Psycho-social issues and response
- Financial programs
- Volunteer management
- Donation management
- Building partnerships
- Roles and responsibilities of a community recovery coordinator

## **Participants**

The Community Recovery workshop should be taken by community officials, emergency coordinators and others who are expected to play a role in coordinating recovery efforts after a disaster.

## **Availability**

By request.

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## **Disaster Financial Assistance**

### **Module I - Policies and Guidelines**

**½ Day**

#### **General**

In this module, participants will be given a general overview of the provincial Disaster Financial Assistance (DFA) program policies and guidelines.

#### **Topics include:**

- Program standards
- Eligibility criteria
- Variation between public and private sector claims
- How impact assessments can be used to determine where and when to request DFA
- Procedure for requesting DFA

#### **Participants**

Municipal officials.

## **Availability**

By request.

### **Module II - Claims Preparation**

**1 Day**

#### **General**

This module will provide greater detail on the specific administrative requirements of the Disaster Financial Assistance (DFA) program. Participants will apply concepts in a paper-based exercise.

**Topics include:**

- Tracking costs associated with pre-emptive actions, emergency response and infrastructure restoration
- Preparing claim submissions
- Processes used to audit claims
- How impact assessments can be used to determine where and when to request DFA
- Procedure for requesting DFA

**Participants**

Municipal staff responsible for expenditure tracking and claim preparation.

**Availability**

By request.

**Module III - Site Inspection and Preparation of Damage Reports**

**½ Day**

**General**

In this module participants will learn how to conduct site inspections and prepare damage reports, in accordance with the DFA policies and guidelines.

Participants will learn how to document damages using written reports and photographs, and will apply these concepts in an exercise using the required DFA forms.

**Participants**

Municipal staff responsible for the maintenance of public works.

**Availability**

By request.

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**Emergency Telecommunications Operator**

**1 Day**

## **General**

This course is aimed at managers, supervisors and others who may be required to develop a radio telecommunications strategy for major emergencies and disasters, and assumes some familiarity with the operation of the radio telecommunications system(s) used in their organizations.

Various types of radio telecommunications equipment, frequencies and transmission modes are discussed, along with their respective operating features and characteristics. The course provides an introduction to interoperability including technical and organizational issues, and operating skills, such as the use of plain language, international phonetics, net operations, and basic troubleshooting and field repairs.

This course can be run over 2 days if an exercise is requested.

## **Participants**

Anyone.

## **Availability**

By request.

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## **Significant Weather Preparedness Workshop**

½ Day

## **General**

### **Summer Weather Hazards and Climate Change**

You will be introduced to the summer weather hazards on the Canadian prairies, and the types of summer weather to be concerned about throughout this active and potentially dangerous season. You will also learn about some of the worst summer storms to hit southern Manitoba. Being prepared for these events is important for individuals, families and organizations.

### **Winter Weather Hazards and Climate Change**

You will be introduced to the winter weather hazards that affect Manitoba, and the types of winter weather to be concerned about throughout this potentially dangerous

season. You will learn about some of the worst winter storms to hit the prairie provinces. Being prepared for these events is important for individuals, families and organizations.

This workshop will also provide you with information to stay safe during storms and in their aftermath.

The topic of climate change is on the minds of many emergency planners. How will global warming affect specific regions of the country?

This workshop will share the latest predictions associated with global climate change. It will also describe some of the potential impacts including changes in weather patterns, socio-economic and natural habitat changes.

**Participants**

Anyone.

**Availability**

By request.