

## MEMO

**Date:** May 28, 2026

**To:** All Employees

**From:** Crystal Gregoire, VP Human Resources & Chief Human Resources Officer

**cc:** Executive Leadership Council, Tannu Sayed, Shared Health Diagnostic Services

**Re:** **Precautionary Evacuation Plan – Staffing Resources**

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Northern Manitoba has experienced a number of wildfires over the past couple of years. As a result, the Northern Health Region (NHR) has been actively working on evacuation plans should we experience wildfires in the 2026 season that impact our facilities or communities.

This memo is to provide preliminary information as a precautionary emergency preparedness measure and to ensure that we have necessary plans and resources in place should we have to evacuate patients/clients or there is a mandatory community evacuation.

To ensure we have the resources for both core operations and evacuation efforts, we are seeking **volunteer staff** to assist within our three key response teams should the need arise.

### Response Teams:

- **Core Operations Team:** this team would remain on site during the community evacuation period to provide basic facility operations and clinical care to any emergency responders that remain in community. An evacuation plan will be in place should evacuation of the core operations team be required.
- **Evacuation Assist Team:** due to the length of time it takes and the complexity of evacuating clients, every effort will be made to do so prior to a community evacuation order. In the event that client evacuation and community evacuation are occurring simultaneously, this team will assist with preparing patients and residents for transport and will remain on site until they have been transferred out. This team would then evacuate the community once clients have been evacuated.
- **Evacuation Escort Team:** this team will travel out of community to assist with safe evacuation, transportation and continued care of our patients, long term care residents and homecare clients (without support). This team will remain in the receiving community and will be scheduled to work until alternate resources can be arranged. Transportation and accommodations will be provided.



If you are trained in any of the roles listed below and are willing to be part of an evacuation response team(s), please complete the sign-up form

<https://www.cognitofrms.com/NorthernHealthRegion2/EvacuationStaffingResources>

**Core Operations Team needs include:**

Nurses (ER Trained) Physician Clinical Manager Housekeeper	Lab Technologist (Shared Health) X-Ray Technologist (Shared Health) Power Engineer/Maintenance Personnel
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**Evacuation Assist Team needs include:**

Nurses (LPN, RN, RPN, NP) Physician/Clinical Assistant Health Care Aide/Rehab Aide Social Worker Registration Clerk	Support Services Physiotherapist Occupational Therapist Administrative Personnel Managers/Supervisors
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**Evacuation Escort Team needs include:**

Nurses (LPN, RN, RPN, NP) Health Care Aide/Rehab Aide	Physician/Clinical Assistant
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**Important Considerations**

We understand that personal circumstances may affect your availability at the time of an evacuation and this list shall act as a starting point for our response teams. Volunteering may mean being separated from loved ones and personal responsibilities during the period of evacuation. Please take time to consider the roles and your situation carefully.

**Important Employee Communications**

- Communication relating to evacuation planning will be distributed via email and posted on NHR Staff Intranet News: <https://home.northernhealthregion.com/> Should a mandatory community evacuation occur which results in the closure of an NHR facility, communication will also be posted externally on the health providers website found here <https://providers.northernhealthregion.com/staff-resources/>

**Evacuation Procedures**

**In the event of a community evacuation alert/notice:**

- You will continue to work as scheduled, and are encouraged to take the recommended precautionary measures to prepare for evacuation. In the event circumstances prevent you from working your scheduled shifts, connect with your manager.

**In the event of a mandatory community evacuation notice:**

- i. **If you are on duty at the time the notice is received**



- Follow the Code Green Evacuation Procedure and report to your manager to assist in the departmental evacuation process
- Remain at work until you are cleared by your manager to leave
- Managers will confirm with site Incident Command prior to releasing employees

ii. **If scheduled to work within the next 24 hours in a role identified in the table below:**

- You are asked to contact your manager and remain in community until you receive confirmation that you are not required to report to work. This is to ensure safe patient and resident care while they await transportation and to assist with the evacuation of our patients and residents. You will be released from duty as soon as it is safe to do so.

Nurses (LPN, RN, RPN, NP) Physician Physician/Clinical Assistant Health Care Aide/Rehab Aide Social Worker	Support Services Physiotherapist Occupational Therapist Administrative Personnel
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iii. **If you do not fall into i) or ii) above**

- Follow the evacuation orders of your respective municipality

The Employer will post on the health providers website outlining how to check in with the Employer, outlining options during an evacuation and providing details on supports available to you.

### Mental Health & Wellness Supports

We know that planning for a potential evacuation may feel overwhelming, and we encourage you to take care of your well-being and connect with supports if needed.

#### Mental health and wellness resources for employees:

- [Provincial Wellbeing Hub](#) – Provides one-on-one support for individual staff or group debriefing and help connect you to appropriate resources during challenging times. Call 204-926-9040 or toll-free 1-844-820-2010; hours: 7 a.m. and 7 p.m. daily.
- **Manitoba Blue Cross Employee Assistance Program (EAP)** – Available 24/7. Call 1-800-590-5553 or email [workplacewellbeing@mb.bluecross.ca](mailto:workplacewellbeing@mb.bluecross.ca).
- **Cognitive Behaviour Therapy with Mindfulness (CBTm)** – Self-guided or facilitator-led program for healthcare staff and first responders. Call 204-944-7075 or visit [cbtm.ca](http://cbtm.ca).

NHR emergency preparedness planning continues. If you have questions regarding the information above, please reach out to your manager. We welcome your feedback and will incorporate it into future communications where appropriate, and respond directly to any time-sensitive inquiries.