

4.02 PROVISION OF SANDBAGS

4.02.1 RELATED DOCUMENTS

- [4.02 Provincial Flood Response Assets Policy](#)
- [Provincial Flood Response: Flood Waste and Debris Management Plan](#)

4.02.2 PROCEDURES

- (1) The Province will provide sandbags to be held and distributed by local governments as follows:
 - a. In the readiness phase ahead of spring freshet or fall flood seasons.
 - b. When the threat of flooding is imminent.
 - c. During a flood incident response for which EMBC has issued an operational task number.
- (2) Local governments are responsible for requesting, storing, distributing, filling, removing and disposing of sandbags provided by the Province.
- (3) Sandbags may be returned to the Province if the bundles/pallets are unbroken and they have been stored in a manner that has prevented them from prolonged exposure to weather (e.g. extreme heat, rain, snow).
- (4) The decision for the approval and provision of sandbags will be in accordance with the conditions set out in the Provincial Flood Response Assets Policy, Sec. 4.02.4 (2).
- (5) Local governments requesting sandbags must be prepared to:
 - a. Provide the name and contact number of the person accepting the order. The driver transporting the assets will generally make contact with the contact person and provide the individual with an expected delivery time;
 - b. Identify the quantity required, order by the number of sandbags;
 - c. Provide the complete delivery address for the sandbags delivery;
 - d. Provide the hours of business for the location where the sandbags are to be delivered. Sandbags for readiness activities should only be delivered during business hours; and
 - e. Ensure the delivery location has access to a forklift or other vehicle equipped to hoist pallets. Indicate whether the delivery location has a loading dock, as this will determine the type of delivery truck required.

Reminder: Sandbags do not come with a sandbag machine or sand. The local government receiving the sandbags should source the sand. If required, a sandbag machine can be requested from the Province through a separate resource request.

- (6) Sandbags should be disposed of as directed by the local government. If required, instructions on sandbag removal can be found in the [Provincial Flood Response: Flood Waste and Debris Management Plan](#).