Community Emergency Plan Template

Prepared for: Government of the Northwest Territories Department of Municipal and Community Affairs Yellowknife, NT



Amendments

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| --- | --- |
| **REVISION DATE** | **APPROVED BY** |
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**Copies of the Community Emergency Plan are available at:**

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List of Acronyms

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| --- | --- |
| ACRONYM | FULL NAME |
| CERC | Community Emergency Response Committee |
| EOC | Emergency Operations Centre |
| IC | Incident Commander |
| MACA | Municipal and Community Affairs |
| SAO | Senior Administrative Officer |
|  |  |

Emergency Management Contacts

|  |  |  |
| --- | --- | --- |
| ORGANIZATION | TITLE | CONTACT INFORMATION |
| Municipal and Community Affairs  | Municipal and Community Affairs Superintendent | Phone: (867) Fax: (867)  |
| Municipal and Community Affairs | Regional Assistant Fire Marshall | Phone: (867) Fax: (867)  |
| Environment and Natural Resources | \_\_\_\_\_\_\_\_\_ Region | Phone  (867) Fax  (867)  |
| NorthwesTel | Customer Service Line | Phone: 1-888-423-2333 |
| Aboriginal Affairs and Northern Development Canada | NWT 24-Hour Spill Line | Phone: (867) 920-8130Fax: (867) 873-6924Email: spills@gov.nt.ca |
| Municipal and Community Affairs | 24/7 Emergency Number | Phone: (867) 920-2303 |
| NWT Power Corporation | Hay River | Phone: (867)874-5200 |
| Environment and Natural Resources | Forest Fire Emergency Line | Phone: 1-877-698-3473 1-877-NWT-FIRE |
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**Table of Contents**

**List of Acronyms............................................................................................................................................................3**

**Emergency Contacts......................................................................................................................................................4**

**Introduction...................................................................................................................................................................6**

**Incident Detection/Emergency Response Diagram.......................................................................................................9**

**Immediate Action Guide..............................................................................................................................................10**

**Scope...........................................................................................................................................................................13**

**Purpose........................................................................................................................................................................13**

**Authority......................................................................................................................................................................13**

**Concept of Operations.................................................................................................................................................14**

**Emergency Management Roles and Responsibilities..................................................................................................15**

**Warning and Notification............................................................................................................................................16**

**Operational Levels.......................................................................................................................................................16**

**Response Levels...........................................................................................................................................................19**

**Declarations of Emergency..........................................................................................................................................20**

**Communications..........................................................................................................................................................20**

**Emergency Operations Centre (EOC)...........................................................................................................................21**

**Emergency Site Management .....................................................................................................................................21**

**Evacuation and Reception...........................................................................................................................................21**

**Volunteers...................................................................................................................................................................26**

**Specific Hazard Management......................................................................................................................................26**

**Recovery......................................................................................................................................................................27**

**Plan Maintenance........................................................................................................................................................27**

**Appendix A: Legal Authority........................................................................................................................................29**

**Appendix B: Emergency Measures By-law Template………………………………………………………………………………………………33**

**Appendix C: Agency Responsibilities...........................................................................................................................38**

**Appendix D: Hazard Specific Plans...............................................................................................................................42**

**Appendix E: Agency Contact Sheet..............................................................................................................................55**

**Appendix F: Resource Inventory..................................................................................................................................59**

**Appendix G: Declaration of a State of Emergency.......................................................................................................71**

**Appendix H: Community Volunteer Registration........................................................................................................73**

**Appendix I: Escalation Guide.......................................................................................................................................75**

**Introduction**

Any community is vulnerable to numerous hazards and emergencies. These can be human caused such as transportation accidents, technological such as those involving hazardous materials; infrastructure disruptions that could involve utility and power failures, and natural hazards such as severe weather.

This \_\_\_\_\_\_\_\_(insert community name) Plan establishes the framework that ensures the community is prepared to deal with any of these emergencies and hazards. It is the way through which resources will be mobilized in the event of an emergency, thereby restoring the community to a state of normalcy. It is designed to ensure that all agencies are fully aware of their respective roles and responsibilities during that emergency.

The Emergency Plan also makes the provisions for the earliest possible coordinated response to an emergency, an understanding of the personnel and resources available to the community and recognition that additional expertise and resources can be called upon if required.

The following diagram on page five outlines, in general terms, the activities that may need to be undertaken, and sequence for determining if and how an emergency response is implemented.

Following Diagram 1, is an Immediate Action Guide on page six which provides information on actions or tasks required to be performed during an emergency situation. The Guide shows assignment of notification and communications tasks (for example, the Senior Administrative Officer notifies the Council). In addition, it identifies actions needed to handle a variety of emergency situations in a community by designated personnel. The Senior Administrative Officer (SAO) (or designate) is responsible to ensure that all appropriate agencies and personnel are notified and engaged.

*Note: Emergencies are situations that can adversely affect a significant number of persons, properties or areas. Many communities are vulnerable to numerous similar hazards. These can be human caused such as aircraft crashes, technological such as those involving hazardous materials, infrastructure disruptions that could involve utility and power failures, and natural hazards such as flood, wildfire, and severe weather. Most of the emergencies could be dealt with locally by mobilizing existing community resources; however, when the magnitude of the hazard exceeds a community’s capacities to handle the situation, the request for additional assistance from the regional emergency management office, neighbouring communities, and/or the private sector may be required.*

*Assumptions:*

* *During normal operations, routine or minor emergencies are within the response capabilities of the community, within minimal need for GNWT assistance. A major emergency is any emergency that will likely overwhelm the community’s capabilities and require outside assistance.*
* *A territorial emergency may occur with little or no warning, and may escalate more rapidly than response organizations can manage.*
* *An emergency may cause injury, possible fatalities, property loss, and disruption of essential public services. A large number of casualties, heavy damage to buildings and basic infrastructure, and the stopping of essential public services will overwhelm the capabilities of the community to meet the needs of the situation, and, therefore, require assistance of the GNWT.*
* *Achieving and maintaining effective resident and community preparedness reduces the immediate demands on response organizations. Public awareness and education programs are required to ensure community members will take appropriate advance actions to reduce their vulnerability especially during the first 72-hours after an emergency.*
* *Policies and procedures related to emergency management involving schools and students must be part of the public awareness and education programs. Unnecessary concerns could be avoided if parents know how school authorities respond to emergency situations.*
* *The community will use available public and private resources before requesting regional or private assistance. When the community resources are overwhelmed additional resources will be requested through requests to the GNWT.*
* *The community Emergency Operations Centre will be activated and staffed by the Emergency Management Committee, to manage emergency operations.*
* *Advance planning for these efforts and exercises in order to achieve and maintain a high state of readiness.*
* *The Emergency Response Plan will be tested annually.*
* *After any emergency in which the plan is implemented, the community Emergency Management Committee will meet with MACA for a debrief and plan re-assessment as quickly as possible. Ideally this will occur within 15 days.*
* *The human, facilities and physical resources should be updated.*

*Scope of Response*

*An emergency may result from an existing danger or it may be a threat of an impending situation affecting property or the health, safety and welfare of the community. Its nature and magnitude requires a controlled and coordinated response by a number of agencies, both governmental and private, under the direction of the Emergency Management Control Group, as distinct from routine operations carried out by an agency or agencies. E.g. fire fighting, police activities, normal medical activities.*

*Coordination*

*Emergency information provides coordination for the community information function to expedite the community’s ability to help citizens prepare for responding to an emergency. This function also develops and delivers critical information to the media outlets, staff, Council members, businesses and residents, both during and immediately following an emergency. Planning will be coordinated through the function of the Emergency Management Agency. Operational coordination of response will be managed by the Coordinator prior to the activation of the EOC. The Coordinator will collect information from responding agencies, analyse it and disseminate it to all responding and potentially effected members of the Emergency Response Agency and Council. When the EOC is activated its primary function is to coordinate operations. At that time the Coordinator will direct emergency operations. Community government and GNWT activities will be coordinated through the Regional Superintendent.*

**Diagram 1: Incident Detection/Emergency Response**



|  |  |  |
| --- | --- | --- |
| 1. ***Condition***

One of the first line agencies or the Emergency Coordinator determines that an ‘*emergency*’, exists which requires extraordinary response management or resources.1. ***Notification***

[ ] First response agency advises[ ] Emergency Coordinator[ ] Fire[ ] RCMP[ ] Ambulance[ ] Adjacent public at risk***Coordinator notifies***[ ] SAO[ ] Appropriate Community Emergency Response Committee Representatives[ ] GNWT MACA Regional Superintendent[ ] Public warning***Agency members notify***[ ] Staff[ ] Resource sources***SAO notifies***[ ] Council[ ] Public Affairs contacts as needed***Public Works/Services***[ ] Advise utility agencies[ ] Advise construction resources | 1. ***Action***

***Coordinator***[ ] Determine need for an Incident Commander[ ] Coordinate Committee support to on-scene line managers[ ] Communicate with SAO and Council[ ] Activate plan in whole or in part**[ ]** Recommend a “*State of Local Emergency”* if required[ ] Disseminate information to all concerned[ ] Activate EOC as required[ ] Activate communications system[ ] Estimate duration of operation[ ] Determine need for evacuation[ ] Determine if support from other governments is needed***RCMP, Fire & Ambulance*****[ ]** Take such action necessary to minimize the effect of the emergency on the public, property and the environment[ ] Update the Emergency Coordinator[ ] Identify support needs to the Emergency Coordinator[ ] Provide casualty count to the Emergency Coordinator[ ] Cooperate with the designated Incident Commander***Fire & Ambulance*****[ ]** Coordinate firefighting operations[ ] Identify dangerous goods support needed[ ] Coordinate on site casualty search[ ] Support evacuation***Public Works/Services*****[ ]** Mobilize equipment and suppliers[ ] Provide barricades[ ] Disconnect and restore services | ***Health/Social Services***[ ] Emergency Care[ ] Triage[ ] Critical Incidence Stress[ ] Identify Special Needs Population[ ] Evacuation Reception for evacuees***Emergency Management Agency***[ ] Mobilize own resources[ ] Support on site agencies as needed1. ***Communications***

***Radio net (on scene)***[ ] EOC[ ] Fire[ ] By-Law[ ] RCMP[ ] Ambulance[ ] Incident Commander***HF Radio Net***[ ] EOC[ ] MACA Regional Superintendent[ ] MACA Public Safety***Satellite Telephone***[ ] EOC[ ] MACA Regional Superintendent[ ] MACA Public Safety***Telephone***[ ] All others |

***Objectives of Emergency Management***

*In establishing and maintaining an Emergency Response Plan, the Emergency Management Committee addresses the following* ***six*** *objectives of emergency management. Diagram 2 summarizes the objectives and their relative sequence of consideration.*

***Objective 1 – Assess Risks***

*The objective of assessing risks through the Hazard Identification and Risk Analysis (HIRA) process helps set priorities, suggests protective measures, and ensures the greatest effort is devoted to the greatest need. A central task is to carry-out a vulnerability analysis to identify the vulnerable population (e.g. Senior Citizens Residence) that may require priority actions.*

*In order to determine what community resources are critical to the provision of essential community services, it is necessary to conduct a basic Business Impact Analysis (BIA). In the event a piece of infrastructure required for delivery of critical community services is lost (due to an emergency, natural disaster, or mechanical failure) the BIA will provide assistance in determining community response.*

***Objective 2 - Mitigate Risks***

*Mitigation measures are designed to prevent or reduce the consequences of emergencies. Measures include building codes, land use management, public education, and insurance incentives. These fall generally under responsibilities of various legislative bodies and public safety agencies. The Emergency Response Plan plays an important role in drawing attention to potential hazards and lobbying for needed change. Disastrous events like floods and weather extremes that cannot be prevented demand efforts at mitigation, response, and recovery.*

***Objective 3 - Plan for Response***

*In addition to developing the emergency plans there are several other planning tasks. These are: identification of vulnerable populations, identifying and designating emergency shelters and reception centres. Planning for response includes establishing emergency operations centres, identifying resources, preparing to issue warnings, and planning for evacuation. Primary measures are the development of emergency plans and resource inventories.*

***Objective 4 - Plan for Recovery***

*Recovery includes the physical restoration and reconstruction following a disaster. Actions may include the re-introduction of displaced persons, economic impact estimates, counselling, financial assistance programs, temporary housing, and health and safety information.*

***Objective 5 - Ensure Preparedness***

*Preparedness actions ensure that individuals and both public and private agencies will be ready to react effectively in an emergency scenario. Primary measures include gathering equipment required to provide site support, individual and collective training, and exercising members of the Emergency Management Committee. Actions are wide-ranging with emphasis on coordination and training.*

***Objective 6 - Evaluate and Renew the Program***

*Objective 6 calls for the Emergency Management Committee to periodically evaluate the entire Emergency Response Plan, by measuring the performance of selected actions and the achievement of desired results.*

***Diagram 2: Emergency Management Objectives***

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*The long line connecting Objectives 1 and 6 on the left side in Diagram 2 indicates this process is never-ending. There will always be a need to revisit each objective, to re-evaluate progress, and to improve services. Each major area will be re-examined and improved as necessary, at least once per year.*

**Scope**

The aim of the \_\_\_\_\_\_\_\_\_\_\_\_(insert community name) Plan is to provide the framework within which extraordinary measures can be taken to protect the health, safety, and welfare of the residents, prevent or minimize property damage or loss, protect the environment and minimize economic disruption when faced with an emergency.

**Purpose**

The plan unifies the efforts of community resources for a comprehensive approach in responding to and reducing the impacts of an emergency. It is intended to increase the emergency response capacity of Fort Good Hope by establishing a plan of action to efficiently and effectively deploy all required resources.

**Authority**

The Emergency Plan is issued under the authority of the Council in accordance with the *Civil Emergency Measures Act* (R.S.N.W.T. 1988, c.C-9) as well as local Bylaw \_\_\_\_\_\_(insert #) dated \_\_\_\_\_\_(insert date), which contains the duties and responsibilities of the Community Emergency Response Committee (CERC), the Emergency Coordinator and the Emergency Management Agency.

*Note: It is essential that there always be a senior administrative staff person or political leader in a community with the authority to implement the plan. The SAO and/or Mayor are usually the individuals charged with implementing the plan because they will have the legal authority to do so and to direct staff as required. However, there are occasions when the SAO and/or Mayor may be away at the same time and therefore there must be someone else to be in charge. This individual should have sufficient knowledge of the legal authority to implement the plan and the knowledge of how the plan should be implemented.*

*It is critical that each community develop within their plan section of continuity of command. What this means is that in the absence of the Mayor and/or SAO, it is pre-determined that one of the councillors and/or another senior ranking administrative official have the authority to carry out their responsibilities to implement the plan if it proves necessary.*

**Table 1: Emergency Plan Chain of Command**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ORDER IN COMMAND CHAIN** | **POLITICAL POSITION** | **NAME** | **ADMINISTRATIVE** | **NAME** |
| 1 | Mayor/Chief /Band Leader |   | SAO/ Emergency Coordinator |   |
| 2 | Designated Alternate |   | Designate Alternate |   |

In the event of an emergency, the members CERC convene as needed, this is determined by the nature of the emergency. Designated officials should identify alternate(s) in the event that they are unavailable during an emergency.

***The authority for making decisions in an emergency situation rests with the Mayor or the SAO or designate.***

**Concept of Operations**

**General**

* As the magnitude of an emergency increases, so will the need for multi agency support from within the community. In the event that the community resources and capabilities are overwhelmed, the community may call upon the (insert region) Regional Emergency Response Committee (insert acronym) to provide or acquire additional resources necessary. Each committee member is responsible for the overall operation of his or her division throughout the emergency response.
* Normal communications and reporting channels will be used to the fullest extent possible.
* Day-to-day functions that do not contribute directly to the operations may be suspended for the duration of the emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task.
* Operational coordination of response will be managed by the Emergency Coordinator prior to the activation of the Emergency Operations Centre (EOC). The Emergency Coordinator will collect information from responding agencies, analyse it and disseminate it to all responding and potentially effected members of the CERC. When the EOC is activated, its primary function is to coordinate operations. At that time the Emergency Coordinator will direct emergency operations. GNWT activities in response to the community emergency will be coordinated through the Municipal and Community Affairs (MACA) Superintendent. Refer to Appendix B “Agency Responsibilities”
* Once immediate response missions and lifesaving activities conclude, emergency teams are demobilized and the emphasis shifts from response to recovery operations.

*Note:*

*The Incident Command System (ICS)*

*The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management concept in North America. It is a management protocol based upon a flexible, scalable response organization providing a common framework within which people can work together effectively. These people may be drawn from multiple agencies that do not routinely work together, and ICS is designed to give standard response and operation procedures to reduce the problems and potential for miscommunication on such incidents. ICS is a system designed to be used or applied from the time an incident occurs until the requirement for management and operations no longer exist. It is interdisciplinary and organizationally flexible to meet the following management challenges:*

* *Meet the needs of incidents of any kind or size (expands or contracts);*
* *Allow personnel from a variety of agencies to meld rapidly into a common management structure with common terminology;*
* *Provide logistical and administrative support to operational staff; and*
* *Be cost effective by avoiding duplication of efforts.*

*An ICS enables integrated communication and planning by establishing a manageable span of control. It divides an emergency response into five manageable functions essential for emergency response operations: Command, Operations, Planning, Logistics, and Finance and Administration.*

**Emergency Management Roles and Responsibilities**

*Council*

The following are the actions that the elected officials are responsible for during the emergency situation:

* Set parameters for emergency operations in response to an event
* Declare/cancel declarations of States of Local Emergency.
* Liaison with elected officials of other governments.

*Emergency Management Agency*

As per the Civil Emergency Measures Act (R.S.N.W.T. 1988, c.C-9) and local Bylaw \_\_\_\_(insert #) dated \_\_\_\_\_(insert date), the Emergency Measures Agency represents the local authority and may include Council and/or CERC members.

*Community Emergency Response Committee*

Community Emergency Response Committee consists of:

* The Chief;
* The SAO/ Emergency Coordinator;
* The Community Public Works Foreman;
* The Fire Chief;
* The By-Law Enforcement Officer;
* The Community Housing Manager;
* A representative from the NWT Power Corporation;
* A representative from NorthwesTel;
* The Airport Manager;
* The Nurse In-Charge;
* The RCMP Detachment Commander;
* A representative from each resident GNWT department; and
* Anybody else who might serve a useful purpose in the preparation or implementation of the Emergency Response Plan.

*Note: Depending on the nature of the emergency, external agencies that are not normally a part of the CERC, may be asked to send a representative to join the committee to assist in coordinating the response.*

Typical response activities performed by the Community Emergency Response Committee include:

* Emergency Plan Activation;
* Assessing the emergency situation;
* Determining the appropriate response;
* Coordinating Agency Resources;
* Notifying the general public and other departments of the emergency situation;
* Requesting mutual aid; and
* Liaising with other government officials as the situation dictates.

*Emergency Coordinator*

The Emergency Coordinator will be the SAO. The following are his/her responsibilities:

* Management of the CERC activities in accordance with duties set out in the local Bylaw \_\_\_\_(insert #) dated \_\_\_\_(insert date);
* Chairing the planning and operational activities of the CERC;
* Coordinating emergency resources used in an emergency;
* Arranging training for the members of the CERC;
* Arranging for testing of the plan; and
* Developing and implementing public awareness and education activities.

**Warning and Notification Procedures**

Upon notification of an imminent or actual emergency, the SAO will initiate the notification of key personnel and agencies. Based on the type and seriousness of the event, appropriate personnel are notified of the current or imminent situation.

Community Emergency Response Committee members will be notified of the incident and be required to convene at the EOC depending on the nature and severity of the emergency.

The public in the community will be warned by:

* First responders advising those at risk in the immediate proximity of the emergency;
* Emergency Coordinator;
* Local radio station;
* Door to door alerting;
* Television, and or radio media;
* Vehicle mounted PA systems of the Fire Department; or
* Sounding of the community siren.

Initial notification will follow the procedures set out in the Immediate Action Guide on page 8.

**Operational Levels**

There are three operational levels to identify the level of Emergency Management functioning and activity:

* Normal Operations – routine daily operations;
* Monitoring –heightened surveillance of potential or developing hazards; or
* Activation –multi agency coordinated response.

*Note: Operational Support Functions*

*The following is a list of various operational functions that may be needed in some communities. Each community Emergency Management Committee will determine which are relevant and appropriate and prepare plans.*

*Notification*

*The notifications function details the process in which members of the Emergency Management Committee are notified of an emergency situation. Upon indication of an imminent actual public emergency, the office of the SAO will initiate the notification of key personnel and agencies as outlined in the notification protocol.*

*Emergency Information*

*This activity provides coordination for the community information function to expedite the community’s ability to help citizens prepare or respond to an emergency. This function also develops and delivers critical information to the media outlets, staff, Council members, businesses and residents, both during and immediately following an emergency.*

*Families of individuals involved in emergency response (including volunteers) should be aware and prepared for situations when they need to manage their households in the absence of the family member(s) dealing with the emergency.*

*Evacuation*

*The evacuation function describes how the public would be evacuated out of areas affected by an emergency situation that are deemed to be too hazardous for people to stay in place. Evacuation methods will be dependent on the incident, the evacuation process and procedures, along with the roles and responsibilities of the key agencies. Evacuation from one area of the community to another part of the community shall be organized and managed by the Regional Emergency Management Office.*

*Logistics*

*Logistics describes the transportation resources (human, technical, information, equipment, facility, materials and supplies) to support the community’s capacity to perform emergency transportation response missions in the event of an emergency. This function also serves as a coordination point for response operations and restoration of the transportation infrastructure.*

*Emergency Care*

*This involves efforts to provide care and for needs to victims of an emergency. This may mean arranging for assistance from the GNWT. These services could also include providing shelter, food, emergency first aid assistance and providing assistance to special needs people impacted by an emergency.*

*Casualties*

*The casualty function provides direction for responding to casualty needs following an emergency. It provides for a coordinated and effective approach to providing health and medical assistance in the immediate aftermath of a mass casualty emergency that impedes routine health and medical services.*

*Fatalities*

*This function outlines the process in which community services will coordinate with the Office of the Coroner and the RCMP to deal with fatalities after an emergency. This function must me developed with RCMP and the office of the coroner due to the legal responsibilities these organizations have.*

 *Response and Recovery Operations*

*Response Operations*

* *The Emergency Management Committee;*
* *Control Group is located at the Emergency Operations Centre and assumes operational responsibility for coordinating emergency operations by identifying needs and priorities;*
* *Communications staff conduct briefings for media and staff as appropriate according to the communications plan; and*
* *Once immediate response missions and lifesaving activities conclude, emergency teams are demobilized and the emphasis shifts from response to recovery operations. During response operations, a demobilization plan is developed.*

*Psychosocial Response and Recovery*

*This function outlines the process specifically designed to prevent or mitigate the development of post-traumatic stress among emergency services professionals. Psychosocial response and recovery represents and integrated “system” of interventions which is designed to prevent and/or mitigate the adverse psychological reactions that so often accompany emergency services, public safety, and disaster response functions. These interventions are especially directed towards the mitigation of post-traumatic stress reactions.*

*Other operational support functions may include:*

* *Damage Assessment*
* *Debris Management*
* *Animal Protection*

*Demobilizing*

*When the emergency has ended the centralized coordination is no longer required. Responsibilities are transferred back to the individual agencies. A period of recovery begins and is a process that draws upon existing resources.*

*Response and Recovery Costs Reimbursement*

*Extraordinary costs incurred in responding to and recovering from a natural disaster of civil emergency may be reimbursed from the Government of the Northwest Territories. Special tracking of activities, personnel and expenses, and their associated limits, must be done in order to ensure all eligible expenses are captured and documented in order to maximize the reimbursement of community expenses.*

*It is essential that coordination with MACA be initiated from the onset of the natural disaster of civil emergency. MACA can provide the forms and procedures necessary to capture and report all required information and substantiating documentation.*

*Examples of costs that would be considered eligible for reimbursement would be : overtime costs for personnel manning the Community EOC; the provision of food and displaced community residents and Community EOC staff; rental costs for a generator required to protect a critical piece of community infrastructure; wages for Auxiliary Workers hired to provide security of flooded residents that are inhabitable; and overtime costs for existing Community employees performing response or recovery work.*

*Examples of costs which are not eligible for reimbursement would be: wages for existing overtime costs for existing community employees; food provided to existing community employees during formal working hours; and honorariums for elected Officials.*

*Coordination with MACA is critical as some expenses will require special additional substantiation. Some expenses, which may appear to be eligible, will require special substantiation, and some other expenses, which may appear to be ineligible, would be reimbursable.*

**Response Levels**

Table 2 provides information on four levels of emergency response. Each level represents an escalation in the needs for emergency response personnel and resources.

**Table 2: Emergency Response Levels**

|  |  |
| --- | --- |
| **LEVEL OF EMERGENCY REPONSE** | **DESCRIPTION** |
| LEVEL 1 – LOCAL CONTROL WITH NO GNWT SUPPORT | * Low impact;
* Short duration (less than 12 hours);
* Adequate resources;
* No state of emergency; and
* No territorial support.
 |
| LEVEL 2A – LOCAL CONTROL WITH GNWT SUPPORT | * Moderate to high impact;
* Medium to long duration (more than 12 hours);
* Local state of emergency; and
* Support from the GNWT is required.
 |
| LEVEL 2B – GNWT CONTROL WITH LOCAL COORDINATION | * GNWT control;
* Local authorities manage their resources with the GNWT; and
* State of emergency is declared by the GNWT.
 |
| LEVEL 3 – GNWT CONTROL WITH FEDERAL SUPPORT | * Major emergency;
* GNWT or Federal control;
* Resources of all levels of government are involved; and
* Local authorities manage their resources within a joint government emergency management structure.
 |

**Escalation Guide**

Refer to Appendix H “Escalation Guide”

**Declarations of Emergency**

*State of Local Emergency*

The Mayor or designate may declare that a local emergency exists in the community or in any part thereof and may take such action and make such orders as he/she considers necessary. The Mayor or designate may terminate a declaration of a State of Local Emergency. The Mayor shall ensure that the Minister of MACA is notified of a declaration of a state of local emergency. In addition, the media and the public shall be notified of the emergency as soon as possible.

A format for Declaration of a State of Local Emergency is in Appendix F.

A copy of the declaration must immediately be sent to the Minister via the MACA Emergency Management Office Fax # (867) 873-0309 or scanned and sent to the MACA Superintendent.

*State of Emergency*

The Minister of MACA may at any time declare a state of emergency for all or any part of the Northwest Territories. The Minister of MACA may declare that a state of local emergency (community) or a state of emergency (territorial) has been terminated.

**Communications**

*Note: Normal Communications and reporting channels will be used to the maximum practical extent possible. Emergency communications systems should be obtained and kept fully operational and are to be used in the event that commercial communications systems are disrupted, saturated, or otherwise unavailable.*

Depending on the circumstances, communications for an emergency may include one or a combination of the following:

* Telephone;
* UHF, VHF and/or HF Radios;
* Satellite Phones;
* Internet; and
* More.

The Communications Coordinator is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and is responsible for all communications activities. Refer to Appendix B: “Agency Responsibilities”

**Emergency Operations Centres (EOC)**

The Community EOC should be activated and staffed by the CERC, to manage emergency operations.

The Primary EOC location is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The alternate EOC location is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Emergency Site Management**

The Emergency Coordinator may appoint an Incident Commander (IC) if one is not in place. The IC may be from the first response agency having the predominant role or may be an individual particularly suited to coordinate the diverse activities being undertaken. The role of the IC is to:

* Establish a site command post;
* Establish overall priorities for the on-site response;
* Establish the site perimeter and arrange for security;
* Provide situational updates to the EOC;
* Assign emergent tasks to response agencies at the emergency site;
* Provide media information; and
* Coordinate support to the responders.

Responding agencies on-site will:

* Cooperate with the IC;
* Provide information on response activities, damage and casualties, and resource needs to the IC; and
* Continue to receive functional direction from their parent organization.

**Evacuation and Reception**

*Reception of Evacuees from Another Community*

The GNWT will reimburse eligible costs incurred by the community of \_\_\_\_\_\_\_\_(insert community name) in organizing the reception of evacuees from another community. The Community Government may receive evacuees from another community and provide for their basic needs when requested to do so by the (insert regional RERC acronym). All expenditures incurred by \_\_\_\_\_\_\_\_(insert community name) agencies associated with the reception of evacuees must be reviewed by the SAO before being forwarded to the Chair of the (insert regional RERC acronym) for reimbursement.

The Community Government assigns members of the CERC the following duties. Other Committee members may be assigned emergency responsibilities related to the reception of evacuees from another community as circumstances require.

**Procedures**

*Emergency Coordinator*

1. Liaise with the Emergency Coordinator or the contact person from the community sending evacuees regarding:
	* The number of evacuees to be received;
	* The mode of transportation;
	* Expected time of arrival;
	* Special needs of evacuees; and,
	* Means for acquiring any additional supplies to shelter, feed, and care for evacuees’ basic needs.
2. Inform CERC of pending arrival of evacuees and initiate preparations for receiving them.
3. Inform community residents and issue a request for volunteers to provide for the reception of evacuees as circumstances require.
4. Instruct the \_\_\_\_\_\_\_\_(insert community name) Fire Chief to alert residents, by means of designated “alert alarm” to listen to radio for announcements.
5. Maintain communications to determine when all evacuees have arrived and appraise all persons in Fort Good Hope involved in the reception of evacuees.

*Administration Coordinator*

1. Instruct Information Officer to have CBQE (radio station) inform the general public of the expected arrival of evacuees and request assistance which may be required for billets, food, blankets, etc.
2. Inform Transportation Coordinator and Secretary/Receptionist of:
* Number of evacuees;
* Expected time of arrival;
* Mode of travel;
* Designated arrival site; and
* Designated reception area.
1. Liaise with the Transportation Coordinator on requirements for volunteer drivers of additional vehicles.
2. Determine if additional personnel are required for registration.
3. Request Volunteer Coordinator to provide volunteers, some with vehicles, as may be required.

6. Ensure that the Transportation Coordinator and Secretary/Receptionist have the necessary information and resources to carry out their assigned tasks.

*Transportation Coordinator*

1. Request additional vehicles, if necessary.
2. Inform staff and volunteer drivers regarding:
* Number of evacuees;
* Expected time of arrival;
* Mode of travel;
* Designated arrival; and
* Designated reception area.
1. Direct traffic at arrival site to clear area quickly for incoming planes and transport evacuees to the designated reception area.

4. Arrange for drivers to transport evacuees to billets, as may be required.

*Secretary/Receptionist*

1. Obtain staff and volunteers needed for registration and ensure that they understand their responsibilities.
2. Collect needed supplies and equipment and accompany staff to the reception area to prepare for registration of evacuees. Data needed to register evacuees includes names, ages, and link parents with their children, any special needs, billeting assignments, dates of arrival and departure or a move to another location, telephone number of billeted location.
3. Use evacuees to assist in registration since they have knowledge of names and relationships.
4. Advise Assistant SAO when registration is complete and the number of persons registered.
5. Give registration data to Information desk and to EOC or person assigned with keeping registration data current.

*Nurse-in-Charge*

1. Arrange for use of school gymnasium or alternate facility for reception of volunteers and take charge of the operation of this area.
2. Engage the support of staff members and volunteers to organize the reception area.
3. Arrange for billeting of evacuees.
4. Identify any special needs and access resources as required, e.g., referrals to Health Centre.

*Evacuation of the Community of* \_\_\_\_\_\_\_\_(insert community name)

The (insert regional RERC acronym) may “authorize” an evacuation if the Minister has declared a state of emergency or the threatened community has declared a local state of local emergency. The Community Government shall contact the (insert regional RERC acronym) to arrange for a suitable reception community to receive evacuees from \_\_\_\_\_\_\_\_(insert community name). The (insert regional RERC acronym) will make all flight arrangements and the Community Government will advise the receiving community on the number of evacuees, special needs, expected time of arrivals, or other matters.

An evacuation may be partial or total. Priority groups for evacuation are the elderly, children five years or younger, and the disabled or people with mobility or special health needs. The largest plane which can land at the \_\_\_\_\_\_\_\_(insert community name) airport is a DC4 and so there would be limited space for luggage. Evacuees may have to be limited to one small suitcase each. Residents of \_\_\_\_\_\_\_\_(insert community name) would be evacuated to a designated reception community site under the authorization of the (insert regional RERC acronym) or by a request made by the Community Government and approved by the (insert regional RERC acronym).

The method of evacuation will be dependent on such factors as weather, urgency of the evacuation, and available means of transportation. The selection of people to be evacuated and the order in which residents will be evacuated will depend on such circumstances as health risk factors and the requirements for emergency workers at the sending or reception site. A record of the evacuation shall be made so as to verify the safe arrival of all evacuees and account for expenses incurred by all carriers.

**Procedures**

The Community Government assigns members of the CERC the following duties. Other Committee members may be assigned emergency responsibilities related to the reception of evacuees from another community as circumstances require.

*Community Emergency Response Committee*

Monitor the status of an emergency and recommend a partial or total evacuation as conditions warrant.

* Determine the method of evacuation, the gathering site for evacuees, and the order in which people are to be evacuated.
* Determine the need to instruct residents regarding:
	+ Power shut offs (by NWT Power Corporation);
	+ Any need to shut off water lines;
	+ Limit on baggage including the need to leave pets untied in the community;
	+ The registration site for gathering evacuees and transporting them to the point of departure; and
	+ Items to take with them such as prescription drugs, appropriate clothing.
* Determine the method through which residents will be notified of the evacuation be it through:
	+ Radio announcement:
	+ Door-to-door notification;
	+ Community Siren; or
	+ (fill in community notification method).

*Emergency Coordinator*

On the advice of the CERC request the (insert regional RERC acronym) arrange for evacuation of some or all of the residents of \_\_\_\_\_\_\_\_(insert community name).

Inform the receiving community and the (insert regional RERC acronym) of the numbers of persons to be evacuated in each four categories, i.e., 1) elderly, 2) sick, 3) very young children accompanied by a parent, and 4) others.

Inform the residents of \_\_\_\_\_\_\_\_(insert community name) of:

* The evacuation—time for each of the four groups, expected designation;
* The need to follow instructions issued by the CERC;
* The place to report for registration and transportation to the airport or other site;
* Necessary to report at the registration site only in order to prevent congestion at the airport; and,
* Limits and requirements concerning baggage, medications, pets, other necessities.
* Ensure that members of the CERC and the airport communication/observers have information and resources to carry out assigned tasks.

*Nurse in Charge*

Monitor emergency conditions and advise the CERC regarding any need to evacuate residents.

Provide names and numbers of person with special consideration for evacuations. Accompany priority groups on case of total evacuation and take prescription drugs, essential supplies, or information for evacuees as appropriate.

*RCMP*

Ensure orderly gathering evacuees at the point of departure. Ensure security of personal effects, property & pets after evacuation. Prevent congestion of persons and vehicles.

*Fire Chief*

Maintain communications with local services and advise the CERC of any need to shut off electrical power or water. Set up radio communications between the CERC, the Airport or other departure site, and the gathering site for evacuees. Arrange for care of animals by emergency workers who are left in the community. Remain in the community to work with emergency personnel.

*Volunteer Coordinator*

Accompany priority groups and assist in arranging for accommodations. Assign volunteers to dispatch site. Assign persons to transport vehicles and aircraft and record names of persons on each plane.

Provide direction to volunteers in conducting evacuation procedures. Locate and assign volunteers requested by CERC.

*Transportation/Administration Coordinator*

Issue information to the public as directed by the CERC. Determine logistics required to assign persons to transportation vehicles and airplanes according to priorities of evacuation order, number, and departure times of aircraft. Provide for registration of persons being evacuated. Provide for transportation for evacuees from registration to airport (or alternate evacuation site).

**Volunteers**

A community resident shall be appointed as Volunteer Coordinator by the Emergency Coordinator.

This operational support function provides guidance on the community’s role in the management of volunteers. A form for Volunteer registration can be found in Appendix H. It is important that this form is used whenever there are volunteers during emergency situations as it aids in keeping track of where volunteers are needed and for liability purposes.

*Note: The community should develop plans that speak to the following:*

*Reception and Inquiry Services: How will people register at the reception centre and how do people find out if their relatives have been processed.*

*Emergency Clothing Service: How will people get clothing if they have lost all their belongings. This should be predetermined as part of normal preparedness activities.*

*Emergency Food Service: How will people be fed if they have lost all of their belongings. This must include feeling in shelters and possibly cohabitation expenses. This must be predetermined as part of normal preparedness activities.*

*Emergency Lodging Services: How will people be lodged in shelters and possible cohabitation expenses. This must be predetermined as part of normal preparedness activities.*

*Personal Services (Social Services): How will people get their personal problems resolved. This must be predetermined as a part of normal preparedness activities.*

*Volunteer Services Mobilization: How will volunteer, both re-registered and spontaneous be notified that the reception centres are being established. This should be predetermined and advertised as part of normal preparedness activities.*

*Transportation: How will the residents be moved to reception centres.*

**Specific Hazard Management**

*Note: Hazard analysis is used to identify situations that have potential for disrupting the community, causing casualties or destroying public and private property.*

*Hazard analysis determines:*

* *What might occur;*
* *How often it is likely to occur; and*
* *How vulnerable the community is to the hazard.*

*Conducting the HIRA process will identify those hazards that are community specific and require a specific action plan. To get a picture of the types of hazards that a community has faced it is typically helpful to contact long-time residents who may recall events that happened in the distant past.*

*If your community has an existing hazard analysis, the best way to begin is by reviewing it and identifying any changes that may have occurred since it was developed or updated last. Some possible changes within or near the community that could cause hazard analysis information to change over time include:*

* *New mitigation measures (eg., stronger building codes, addition of roof or foundation braces);*
* *The opening or closing of facilities or structures that pose potential hazards (eg., hazardous materials facilities and transport routes).*
* *Local development activities;*
* *Climatic changes; and*
* *Civil treats (eg., youth gangs).*

*There may be other long-term changes to investigate as well. These changes, such as climatic changes in average temperature or rainfall/snowfall amounts, are harder to track but could be very important to the hazard analysis.*

The hazards identified in the Hazard Identification Risk Analysis as having the greatest potential for disrupting the community are:

*
*
*
*
*
*
*
*

Appendix C “Hazard Specific Plans” includes basic action plans for specific hazards identified as well as an all hazards plan that may be considered for all other emergencies.

**Recovery**

Disaster recovery refers to actions taken to repair or restore conditions to an acceptable level through measures taken after a disaster impacts a community. This includes short term and long term measures such as the return of evacuees, trauma counselling, clean-up, reconstruction, economic impact studies and emergency financial assistance. Recovery efforts should be conducted with a view towards disaster risk reduction and forward looking recovery measures allow communities not only to recover from recent disaster events, but also to build back better in order to help overcome past vulnerabilities.

**Plan Maintenance**

* The Emergency Response Plan will be updated annually and tested every two years.
* After any emergency in which the plan is implemented, the CERC will meet for an operational debrief and plan re-assessment shortly thereafter.
* The human, facilities, physical and other potential community resources inventories will be updated annually or as needed. (these inventories are provided in Appendix E).
* Each agency, (for example, RCMP, Fire, or HTA), will participate in the development of plans and procedures, training opportunities, and exercises in order to achieve and maintain a high state of readiness.

**Appendix A: Legal Authority**

The following are excerpts from the Civil Emergency Measures Act (R.S.N.W.T. 1988, c.c-9):

GENERAL

Powers and duties of local authorities

7. (1) Each local authority

(a) shall appoint a committee to advise the local authority on the development of emergency plans and programs;

(b) shall establish and maintain a community emergency measures agency;

(c) shall appoint a coordinator of the community emergency measures agency and establish the duties of the coordinator including the preparation and coordination of emergency plans and programs for the community;

(d) shall prepare and approve emergency plans and programs; and

(e) may enter into agreements with and make payments to organizations for the provision of services in the development or implementation of emergency plans or programs.

Searches outside community

(2) The local authority may conduct searches outside the boundaries of the community. R.S.N.W.T. 1988, c.73(Supp.),s.3,4; S.N.W.T. 1998, c.21,s.2(5), (6)(a).

Repayment of emergency expenditures

8. The Minister may, by order, require a local authority to pay to the Comptroller General the amount of an expenditure made by the Government of the Northwest Territories within or for the benefit of the community with respect to a disaster or the portion of the expenditure specified in the order, at the times and on the terms as to payment of interest and otherwise as are specified in the order. S.N.W.T. 1998, c.21, s.2(6)(b).

DECLARATION OF STATE OF LOCAL EMERGENCY

State of local emergency

14. (1) If a local authority is satisfied that an emergency exists or may exist within the community, the local authority may, by resolution, declare a state of local emergency to exist in all or part of the community.

Contents of declaration

(2) A declaration of a state of local emergency shall identify the nature of the emergency and the area of the community in which it exists.

Publication

(3) Immediately after making a declaration of a state of local emergency, the local authority shall cause the details of the declaration to be published in the manner that the local authority considers is most likely to make known, to the majority of the population of the area of the community affected, the contents of the declaration.

Delegation

(4) A local authority may delegate any of the powers conferred or the duties imposed on it under this Act to a committee composed of members of the local authority. S.N.W.T. 1998, c.21,s.2(6)(d).

Forwarding declaration to Minister

15. (1) On making a declaration of a state of local emergency, the local authority shall, without delay, forward a copy of the declaration to the Minister.

Cancellation

(2) The Minister may cancel a declaration of a state of local emergency at any time the

Minister considers appropriate.

Effect of order by Minister

(3) A declaration of a state of local emergency ceases to have force or effect on the making of an order by the Minister declaring a state of emergency in the same area.

Duration of declaration

(4) A declaration of a state of local emergency expires seven days after it is made unless it is sooner cancelled by the Minister or terminated or renewed by the local authority.

Application

(5) This section and subsection 14(3) apply to a renewal of a declaration of a state of local emergency.

Termination of declaration

16. (1) When, in the opinion of the local authority, an emergency no longer exists in an area of the community for which a declaration of a state of local emergency was made, the local authority shall, by resolution, terminate the declaration of a state of local emergency in respect of that area.

Publication

(2) Immediately after a declaration of a state of local emergency

(a) expires under subsection 15(4),

(b) is cancelled by the Minister under subsection 15(2), or(c) is terminated under subsection (1),

the local authority shall cause the fact of the expiry or the details of the cancellation or termination to be published in the manner that the local authority considers is most likely to make known, to the majority of the population of the area affected, the fact of the expiry or the contents of the cancellation or termination. S.N.W.T. 1998,c.21,s.2(6)(e).

Powers of local authority

17. (1) On making a declaration of a state of local emergency the local authority may, for the duration of the order, do all acts and take all necessary proceedings, including

(a) causing an emergency plan or program to be put into operation;

(b) acquiring or using real or personal property, whether private or public considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;

(c) authorizing or requiring a qualified person to render aid of the type that the person is qualified to provide; or

(d) causing the demolition or removal of vegetation, structures, equipment or vehicles, if this is necessary or appropriate to reach the scene of a disaster or to attempt to prevent or combat a disaster.

Compensation

(1.1) Where

(a) a local authority acquires or uses any real or personal property under paragraph (1)(b), or

(b) any real or personal property is damaged or destroyed because of an action of a local authority in preventing, combating or alleviating the effects of an emergency or disaster, the Minister may cause compensation to be paid for that purpose.

Use of emergency plan

(2) Nothing in subsection (1) shall be construed as forbidding the use of all or part of an emergency plan or program where there has not been a declaration of a state of local emergency.

Authorization

(3) A local authority may authorize any person, at any time, to exercise any power referred to in subsection (1), in the operation of an emergency plan or program, in relation to any part of the community affected by a declaration of a state of local emergency.

Payment of expenses

(4) Subject to the Cities, Towns and Villages Act, Hamlets Act and Charter Communities

Act, a local authority that is the council of a municipal corporation may, during or within 60 days after the declaration of a state of local emergency, by by-law, borrow the necessary sums to pay expenses caused by the emergency, including payment for services provided by the Government of the Northwest Territories or by the Government of Canada where the services were provided at the request of the local authority.

Approval of by-law

(5) A by-law referred to in subsection (4) must be approved by the Minister but does not require the assent of electors owning property within the municipality. S.N.W.T.

1998,c.21,s.2(6)(f),(8).

**Appendix B: Emergency Measures By-Law Template**

Emergency Measures Program Bylaw Template

CITY/TOWN/VILLAGE/HAMLET/CHARTER COMMUNITY/

COMMUNITY GOVERNMENT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BYLAW NO.\_\_\_\_\_\_\_\_\_

**A BYLAW of the Council of the City/Town/Village/Hamlet/Charter Community/ Community Government of \_\_\_\_\_\_\_\_\_\_\_\_ in the Northwest Territories, to provide for a community emergency management program.**

WHEREAS the Council of the City/Town/Village/Hamlet/Charter Community/ Community Government of \_\_\_\_\_\_\_\_\_\_\_\_ is responsible for the direction and control of its emergency response and is required, under the *Civil Emergency Measures Act, R.S.N.W.T. 1988,c. C-9* as amended, to: appoint an Emergency Measures Committee, establish and maintain an Emergency Measures Agency; and appoint a Coordinator of the Emergency Measures Agency and establish the duties of the coordinator.

***NOW, THEREFORE, THE COUNCIL OF THE CITY/TOWN/VILLAGE/HAMLET/CHARTER COMMUNITY/ COMMUNITY GOVERNMENT OF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in regular session duly assembled, hereby enacts as follows:***

**EMERGENCY RESPONSE COMMITTEE**

1. A committee for the City/Town/Village/Hamlet/Charter Community/Community Government of \_\_\_\_\_\_\_\_\_\_\_\_ is hereby established to manage and coordinate emergency operations, the membership of which includes:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**EMERGENCY MEASURES AGENCY**

2. An Emergency Measures Agency for the City/Town/Village/Hamlet/Charter Community/ Community Government of \_\_\_\_\_\_\_\_\_\_\_\_ is hereby established to aid in the preparation and implementation of the emergency plan, the membership of which includes:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The members of the Emergency Measures Agency shall assume such powers, and take such action as outlined in the Emergency Measures Plan.

**EMERGENCY MEASURES AGENCY COORDINATOR**

3. The Senior Administrative Officer shall be appointed as the Emergency Measures Agency Coordinator and his/her duties shall include:

1. Development, preparation and coordination of emergency plans and programs.
2. Enter into agreements with and make payments to organizations for the provision of services in the development or implementation of emergency plans or programs.

**EMERGENCY PLAN REVIEW**

4. The (Hamlet/Town/Village/City)\_\_\_\_\_\_\_\_\_\_\_\_\_Council shall test and review the Emergency Plan and related plans and programs at a minimum of every ­­­­­­­­­­­two years.

**REPEAL**

5. By law # \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is repealed.

**COMING INTO EFFECT**

6. This By-Law shall come into effect upon receiving Third Reading.

READ for the first time on \_\_\_\_\_ (day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) \_\_\_\_\_\_\_\_\_ (year).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAYOR

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SENIOR ADMINISTRATIVE OFFICER

READ for the second time on \_\_\_\_\_ (day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) \_\_\_\_\_\_\_\_\_ (year).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAYOR

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SENIOR ADMINISTRATIVE OFFICER

READ for the third time on \_\_\_\_\_ (day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) \_\_\_\_\_\_\_\_\_ (year).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAYOR

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SENIOR ADMINISTRATIVE OFFICER

***Disclaimer: This Sample By-Law is provided for your information as an example only and is not intended to be used without review by legal counsel.***

**Appendix C: Agency Responsibilities**

In an emergency, the CERC will provide the overall direction and oversight. The agencies will carry out their specific responsibilities. The following is not an exhaustive list but is indicative of some agencies in Fort Good Hope and some of their major responsibilities.

The members of the CERC and their duties are:

Mayor or designate

• Makes declaration of a state of local emergency;

• Cancellation of a state of local emergency;

• Notification;

• Evacuation orders; and

• Request mutual aid/other government support.

SOA or designate

• Coordination of all services and functions;

• Recommend declaration/cancellation of a state of local emergency;

• Implement plan;

• Liaison with other governments and industry associations; and

• Overall communications arrangements.

Fire Chief

• Conduct fire fighting operations;

• Support for search and rescue activities;

• Activate mutual aid arrangements as required;

• Coordinate site activities as required;

• Provide communication link from the site to the Coordinator;

• Assist in evacuations;

• Conduct site rescue operations; and

• Identify threatened utilities.

Municipal Works Supervisor

• Provide/arrange for construction resources and services;

• Provide/arrange for transportation resources and services;

• Arrange potable water shuttles;

• Utilities shut down/restoration and public notices; and

• Damage assessment on public property.

Hamlet Administration

• Register volunteers;

• Track emergency expenditures; and

• Assist in dissemination of emergency information.

RCMP

• Assess and report on degree of public danger;

• Security of life, site, property and evidence;

• Coordination of ground search and rescue;

• Traffic and crowd control;

• Site management when lead agency;

• Identification and handling of dead;

• Establish temporary morgue; and

• Support rescue and evacuation operations.

Nurse In Charge

• Provide site medical care;

• Disseminate all advisories regarding Public Health/Environmental Health;

• Provide leadership in pandemic events;

• Arrange medical evacuation;

• Advise on evacuation priorities;

• Provide casualty data;

• Quarantines; and

• Temporary morgue (share-RCMP).

Communications Coordinator

• Provision of emergency public information to residents; and

• Provision of information to authorities and media outlets.

Housing Authority Manager

• Use of vacant housing for those displaced by an emergency; and

• Advice on safety of housing in preparation for an evacuation and reoccupation.

Hunters and Trappers Association

• Support for searches;

• Assist in dissemination of emergency notices; and

• Assist in transport of resident in evacuation.

Social Services Manager

• Provision of advice and assistance to the Town to manage emergency social services

(lodging, feeding, clothing, personal services, registration and inquiry)

• Assist in provision of victim and family personal services (Outreach Programs)

• Identify special program needs for recovery

School Principal/Teachers

• Student care and protection in on site emergencies

• Supervision and care of students at any temporary facility

• Provide use of facilities to support evacuation and reception

**Appendix D: Hazard Specific Plans**

The following chart outlines actions that may be taken to mitigate, prevent and respond to emergencies. Refer to this All Hazards Response chart in the event that an emergency that does not correspond to any of the following Specific Hazards Plans.

**ALL HAZARDS RESPONSE**

MAJOR CONCERNS: Safety and Comfort of Residents, Property Damage or Loss, Environmental Degradation, Infrastructure Protection, Disruption of Normal Services, Media/Public Information.

|  |  |  |
| --- | --- | --- |
| MITIGATION/PREVENTION | RATIONALE | ACTION BY |
| Community land use plans | * Incorporate risk reduction measures (ie flood risk mapping, community wildfire protection plan).
 | Community Council  |
| Building by-laws | * Improve resilience by adopting more rigorous code requirements
 | Community Council |
| Emergency back-up power for critical infrastructure  | * Ensure emergency operations centres, community evacuation centres, power generating stations, telecommunications satellite uplinks, water treatment plants, sewage lift stations, and any mechanical sewage treatment plants are protected during interruptions in the supply of power.
 | Facility owner(s)  |
| PREPAREDNESS | RATIONALE | ACTION BY |
| Community Emergency Response Plan  | * Ensure all agencies and individual emergency responders, officials and volunteers are familiar with local emergency arrangements and procedures and are aware of their role and responsibilities.
 | CERC |
| Public information/ awareness program to inform residents of the need to take proactive measures before, during and after an emergency. | * To reduce individuals’ exposure to risk before an emergency strikes and ensure timely recovery after a disaster impacts the community.
 | CERC |
| Community emergency training program. | * Ensure emergency responders, officials and volunteers are prepared to fulfill their emergency role or function.
 | CERC |
| Emergency communications system(s) for first responders and local emergency officials. | * Ensure efficient and coordinated operational response through effective communications among all response agencies.
 | Various member agencies of the CERC |
| RESPONSE  | RATIONALE | ACTION BY |
| Activate Emergency Plan | * Coordinate all resources;
* Engage response agencies;
* Inform Region through the MACA Superintendent.
 | SAO/Band Manager |
| Assessment of Situation | * Assess incident reports and/or forecasts to determine appropriate response to the threat;
* Determine if additional resources are needed;
* Determine if mutual aid agreements need to be engaged;
* Determine potential risk of secondary hazards (such as utilities failure, interruptions in communications links to the outside. risk to residents’ personal safety or comfort).

failure) | CERC |
| Secure the incident scene | * Keep onlookers and traffic away from the emergency site and out of danger;
* Control access to the evacuation collection area to avoid congestion and potential safety issues;
* Use barricades, signs and media to restrict access.
 | RCMP, Public Works Foreman, Volunteers. |
| Conduct emergency operations | * Fire suppression;
* Contain spills of hazardous substances;
* Respond to issues of contamination of ground, water or air;
* Rescue or recovery;
* Demolition or removal of dangerous structures, equipment or vegetation;
* Undertake emergency repairs of critical infrastructure.
 | CERC |
| Inform Residents | * Inform residents of the hazard or threat;
* Ensure consistent and up-to-date messages to residents and other involved parties;
* Inform residents of measures they can take to avoid risk or remove themselves from risk;
* Provide instructions to residents regarding evacuation procedures or their requirement to prepare or act in the face of the threat;
* Keep residents advised of the hazardous situation as it develops.
 | Media Coordinator, in support of the Mayor and/or SAO.  |
| Coordinate Access and Information to the Media | * Identify approved spokespersons.
* Ensure appropriate access for the Media for observation of the incident and access to officials, but not to compromise the site;
* Ensure only approved messaging is provided to the media.
 | Media Coordinator, in support of the Mayor and/or SAO. |
| Evacuation Decisions | * Determine if conditions require that residents be removed to a safe central place in the community or to neighbouring community(s);
* Determine priorities for evacuating residents (ie elders, young children, single mothers, etc);
* Open evacuation centre(s);
* Arrange for billets as required;
* Identify appropriate host community (with MACA Superintendent) or reception location if an “in-community” evacuation;
* Coordinate inter-community travel with MACA and reception community;
* Record names of all evacuees and their destination and coordinate actions with reception community;
* Provide for the feeding and comfort needs of evacuees.
 | CERC |
| Injuries | • Conduct triage at the emergency site to determine medical priorities;* Evacuate for medical treatment.
* Provide comfort and shelter for injured as required.
 | Health Centre, Ambulance services (if available) and Volunteers. |
| Handling the dead | * Confirm death;
* Provide for proper care and custody of human remains;
* Identify temporary morgue if necessary;
* Secure the scene for the Coroner’s investigation;
* Record evidence;
* Provide proper notification of casualties to authorities, next of kin and media.
 | Health Centre, RCMP and Coroner. |
| Emergency Response Communications | * Maintain up to date information flow among parties involved in
* emergency operations;
* Ensure shared situational awareness;
* Establish required local (eg telephone, internet, VHF, UHF) and long range (eg telephone, internet, satellite phone, HF) communications links as circumstances require.
 |  CERC and MACA (Public Safety Division). |
| Liaison with other Government officials | * Ensure proper authorities have most current and accurate information on the incident, possible impacts, and the potential for special assistance;
* Consult on new developments and response options related to the emergency as may be required;
* Determine requirement for a formal Declaration of a State of Emergency or Local Emergency.
 | Mayor /Chief to Minister, SAO/Band Manager to MACA Deputy Minister or Public Safety Director. |
| Rescue of Stranded/injured People (with particular attention to the young, elderly and disabled, as well as others needing additional support). | * Remove people from danger;
* Treat medical or psychological conditions, if required.
 |  RCMP, Fire Department, Volunteers and Health Centre. |

The following chart outlines actions that may be taken to mitigate, prevent and respond to a flood emergency.

FLOODS

MAJOR CONCERNS: Safety of Lives, Damage to Property, Transportation Problems, Isolation

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| --- | --- | --- |
| MITIGATION/PREVENTION | RATIONALE | ACTION BY |
| Land use bylaw | * Ensure that new developments are constructed outside of designated flood risk areas;
* Restrict development or utilize flood risk areas for non-critical facilities that can sustain flooding (eg playground).
 | Community Government |
| Building bylaw | * Institute CMHC construction standards for flood risk areas to require suitable foundation designs and floor heights to accommodate the 100 year flood specifications.
 | Community Government |
| Construction of berms to channel flood waters | * Protect private property and critical infrastructure against flooding.
 | Community Government and Property owners |
| Over design culverts in specified areas to more effectively channel flood water | * Minimize potential flooding of streets and areas within the community.
 | Community Government and Public Works Foreman |
| PREPAREDNESS | RATIONALE | ACTION BY |
| Establish Flood Watch Committee | * Monitoring of changing breakup or flooding conditions to maintain situational awareness;
* Early warning to residents in threatened areas so they can be prepared to respond accordingly;
* Recommend threatened private property and critical infrastructure be protected against flooding or remove from the area.
 | CERC |
| RESPONSE | RATIONALE | ACTION BY |
| Activate Emergency Plan | * Coordinate all resources
* Inform and instruct citizens
 | SAO |
| Assessment of Situation | * See if additional resources needed;
* See if mutual aid agreements need to be engaged
* Determine potential risk of secondary hazard (utilities failure)
 | CERC |
| Evacuation Decisions | * Determine if residents need to be removed to a safe central place or neighbouring communities;
* Open evacuation centre;
 | CERC |
| Rescue of Stranded People(particular attention to the elderly) | * Remove people from danger
 | Volunteers |
| Injuries | * Evacuate for medical treatment
 | Health Centre;Ambulance Services (if available), Volunteers |
| Traffic Control | * Secure incident site
 | RCMP, Volunteers |
| Communications | * Up to date information flow amongst parties involved in
* Emergency Response
 | CERC, MACA (RegionEmergency Management), RCMP, Fire Dep't, Municipal Works Vehicles, Amateur Radio |
| Refreshment Centres | * Provision of food for those in evacuation centre; for those engaged in Emergency Response
 | CERC |
| Barricades, Signs, etc. | * To isolate areas of danger;
* Provide warnings
 | Public Works Foreman |
| Public & Media Information;Instructions to Residents | * Ensure consistent messages to residents and others
 | Media Coordinator |

The following chart outlines actions that may be taken to mitigate, prevent and respond to a wildfire emergency.

WILDFIRES

MAJOR CONCERNS: Safety of Lives and Property, Utilities Failure

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| MITIGATION/PREVENTION | RATIONALE | ACTION BY |
| Establish land use bylaws | • Minimize risk by situating higher risk development (eg fuel storage facility) in appropriate locations in the community. | Community Council |
| Regulate dump site burning | • Ensure that dump site burning is monitored and does not take place during high risk fire season. | Community Council |
| PREPAREDNESS | RATIONALE | ACTION BY |
| Implement Fire Smart guidelines in the community’s wildland/urban interface area | • Maintain firebreaks and reduce underbrush in the areas surrounding the community;• Reduce number of evergreen trees in high risk areas within the community; • Advise residents to maintain property that is free of debris, tall grasses, underbrush and more flammable trees in close proximity to buildings; * Establish a system of permitted fires within the community boundaries.
 | Community Council, CERC, Fire department, Volunteers, Residents.  |
|  RESPONSE | RATIONALE | ACTION BY |
| Activate Emergency Plan | • Coordinate all resources;• Decide if other support required | SAO |
| Assessment of Situation | • Define areas of risk;• Decide if additional resources required• Determine the potential risk of secondary hazards (i.e. utility failure) | CERC, Fire Department, RCMP, ENR – Forest Management |
| Inform Public | • Notify residents of potential threat  | CERC |
| Fire Fighting | • Direct engagement at the fire site | Fire Department, mutual aid assistance from nearby communities, MACA (as required) |
| Traffic Control | • To coordinate traffic control and routes for emergency vehicles | RCMP, (Volunteers) |
| Relocation/Evacuation | • Movement of people and livestock as required;• Identify evacuation relocations | CERC, RCMP, Fire Dep’t, (Volunteers), |
| Injuries and Rescue | • Remove from danger; Providemedical treatment | Health Centre, Ambulance, Fire Department |
| Communications | • Up to date information flowamongst parties involved inEmergency Response | CERC, Fire Dep't, RCMP,MACA (region Emergency Management), Public Works Vehicles, Amateur Radio, Volunteers |
| Public & Media Information,Instructions to Residents | • Provision of consistentinformation | Media Coordinator |
| Security Control | • Coordinate the protection of property and relocation of resources where necessary• Secure scene for subsequent investigation | RCMP |
| Return to Evacuated Area | • Decision that it is safe forresidents to return | CERC |
| Road Clearance | • To provide safe access andmovement | Municipal Works |
| Damage Assessment | • Determine extent of damage | CERC, MACA (regionEmergency Management) |
| Refreshment Centres | • Provision of food to thoseengaged in the EmergencyResponse;• Provision of shelter and food for those evacuated | CERC |

The following chart outlines actions that may be taken to mitigate, prevent and respond to a winter power failure emergency.

WINTER POWER FAILURE

Including: Electric, Water, Drainage, and Telecommunications.

MAJOR CONCERNS: Safety of lives and property.

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| --- | --- | --- |
| MITIGATION/PREVENTION | RATIONALE | ACTION BY |
| Protection of housing  | * Drain piping systems in homes to prevent freezing and damage.
 |  CERC |
| Survey homes with alternate sources of heat | * Accommodate community residents without alternate sources of heat
 | CERCCERC |
| PREPAREDNESS | RATIONALE | ACTION BY |
| Personal Preparedness | • Residents devise their own plans for alternative housing with family, friends and/or neighbours with wood stoves. | Community residents |
|  RESPONSE | RATIONALE | ACTION BY |
| Gather information from Power Corporation | • If power will be out for a long amount of time proceed with plan; and • Select appropriate EOC | SAO |
| Activate Emergency Plan | • Coordinate all resources; and• Select appropriate EOC | SAO |
| Assessment of Situation | • Determine extent of problem;• Define affected area;• Decide if additional resources required; and• Determine the potential risk of secondary hazards (i.e. fire). | CERC, RCMP, Fire Department, Public Works |
| Inform Residents | • Coordinate door-to-door resident notification; and• Mitigate by draining water from houses without power. | CERC, Volunteer Coordinator, Volunteers |
| Relocation/Evacuation | • Determine need for relocation /evacuation;• Identify evacuation locations;• Establish emergency facility, shelter;• Coordinate supply of required resources (sleeping bags, drinking water, food); and• Coordinate transportation of residents out of emergency zone. | RCMP, Fire Department, Public Works, Volunteers |
| Repairs and Restoration of theService | • Contract available equipment as needed; and• Coordinate with utility services restoration of essential services. | CERC, Local Utilities,Public Works, ExternalAgencies |
| Communications | • Provide liaison amongst parties involved in Emergency Response | CERC |
| Traffic Control | • Coordinate provision of required resources to points of need | RCMP |
| Public & Media Information,Instructions to Residents | • Ensure consistent messages, including instructions to public | Media Coordinator |
| Security Control | • Coordinate the protection of property and relocation of resources where necessary;• Secure scene for subsequent investigation; and• Set up flares at airport runway. | RCMP |
| Return to Evacuated Area | • Decision that it is safe for residents to return. | CERC |
| Damage Assessment | • Determine extent of damage. | CERC, MACA (regionEmergency Management) |

The following chart outlines actions that may be taken to mitigate, prevent and respond to an epidemic/disease emergency.

EPIDEMIC/DISEASE

MAJOR CONCERNS: Casualties, Fatalities, Disruption of Traffic, Sudden Health Centre Requirements, Evacuation, Civil Disorder (Panic)

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| --- | --- | --- |
| MITIGATION/PREVENTION | RATIONALE | ACTION BY |
| Health promotion | * Promote the necessity of vaccinations to residents; and
* Educate residents on washing hands frequently and coughing properly to avoid the spread of germs.
 | Health Centre |
| PREPAREDNESS | RATIONALE | ACTION BY |
| Health Centre preparedness | * Maintain sufficient supplies

(vaccine, masks, gloves, etc) for managing infectious disease outbreaks. | Health Centre |
|  RESPONSE | RATIONALE | ACTION BY |
| Gather Information  | • The Health Centre will inform the SAO should there be a need. | Health Centre |
| Activate Emergency Plan | • Coordinate all resources; and• Select appropriate EMC. | SAO |
| Assessment of Situation | • Decide if additional resourcesRequired;•Determine potential risk of secondary hazard (i.e. civil disorder). | CERC, Local; and Health Authorities. |
| Instructions to Residents | • Issue instructions to public andadvise them on protective measures. | Designated by Nurse In-Charge; CERC, Amateur Radio |
| Quarantine (stay at home) | • Coordinate supply of requiredresources (i.e. gas masks, drinking water, food, pharmaceutical supplies);• Determine need for evacuation;• Identify evacuation relocations; and • Establish emergency public health facilities, shelters, refreshment centres and feeding facilities. | RCMP, Ambulance,External Agencies, Volunteers |
| Preventing Spread of Disease | • Assist in identification of diseaseand its vector;• Monitor potential spread of disease; and• Isolate immediate area. | RCMP, GNWT – Health& Social Services, MACA |
| Notification System | • Notify ambulance; and• Notify local health-care facilities of casualties (number/type). | CERC |
| Establish Temporary Morgue (ifrequired) | • Protect bodies of deceasedpersons. | RCMP, Coroner’s Office |
| Communications | • Up to date information flow among parties involved in Emergency Response. | CERC, RCMP, H&SC,MACA, Local HealthFacilities, Amateur Radio |
| Traffic Control & SecuringEmergency Site | • Coordinate traffic control androutes for emergency vehicles. | RCMP |
| Public & Media Information, Instructions to Residents | • Establish news release system; and • Establish public inquiry system. | Media Coordinator |

**Appendix E: Agency Contact Sheet**

**Emergency Measures Agency**

|  |  |
| --- | --- |
| **Name and Position** | **Contact Information** |
| SAO |   |
| Chief |  |
| Councillor |  |
| Councillor |  |
| Councillor |  |
| Councillor |  |
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| Councillor |  |

**Emergency Coordinator**

|  |  |
| --- | --- |
| **Name and Position** | **Contact Information** |
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**Community Emergency Response Committee**

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| **Name and Position** | **Contact Information** |
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**Appendix F: Resource Inventory**

AVAILABLE EQUIPMENT RESOURCES INVENTORY

In this section you should list all the equipment that is available in your community, along with the current contact information of the owner/operator. These resources may have to be employed should your community face an emergency.

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| EQUIPMENT | OWNER/OPERATOR | LOCATION | CONTACT INFORMATION |
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AVAILABLE BUILDING RESOURCES INVENTORY

In this section you should list all the building resources that are available in your community, along with the current contact information. These resources may have to be employed should your community face an emergency.

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| BUILDING | LOCATION | PHONE |
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AVAILABLE HUMAN RESOURCES INVENTORY

In this section you should list all the human resources that are available in your community, along with the current contact information. These resources may have to be employed should your community face an emergency.

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| --- | --- | --- | --- |
| POSITION | NAME(S) | LOCATION | CONTACT INFORMATION |
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OTHER AVAILABLE COMMUNITY RESOURCES INVENTORY

In this section you should list all other resources that are available in your community, along with the current contact information. These resources may have to be employed should your community face an emergency.

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| RESOURCE | ,LOCATION | ,CONTACT INFORMATION |
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**Appendix G: Declaration of a State of Local Emergency**

Draft Declaration Format



Public notice must be given by a means that is commonly acceptable to the community. It must be given immediately upon making the declaration. A suggested format follows.



**Appendix H: Community Volunteer Registration**

Volunteer Registration Sheet

In this section you should list all of the volunteers, along with their current contact information. In the Assigned Volunteer Duties column, list the volunteer duties that the individual will perform throughout the emergency situation. For example, they may be assigned to perform reception duties or they may have participated in a search.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Contact Information** | **Assigned Volunteer Duties** | **Signature** |
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**Appendix I: Escalation Guide**

