

APPENDICES

Appendix A: Legal Authority

Appendix B: Emergency Measures Bylaw Template

Appendix C: Resource Inventory

Appendix D: Specific Event Guidelines

Appendix E: Agency Responsibilities

Appendix F: Hazard Identification and Vulnerability Assessment

Appendix G: Declaration of a State of Local Emergency

Appendix H: Community Volunteer Registration

Appendix I: Escalation Guide

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 Bylaw Template

**CITY/TOWN/VILLAGE/HAMLET/CHARTER COMMUNITY/T'LICHO
COMMUNITY OF _____**

BY-LAW NO. _____

**To repeal the CITY/TOWN/VILLAGE/HAMLET/CHARTER COMMUNITY/T'LICHO
COMMUNITY OF _____ BY-LAW NO. _____, and to adopt a new By-
Law, to provide for a community emergency program.**

~ OR ~

**A BY-LAW of the Council of the City/Town/Village/Hamlet/Charter Community/T'licho
Community of _____ in the Northwest Territories, to provide for a community
emergency program.**

WHEREAS the Council of the City/Town/Village/Hamlet/Charter Community/T'licho Community 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* and Section 28 of the *Cities, Towns and Villages Act, S.N.W.T. 2003, c.22* to: prepare and approve Emergency Response Plans and programs; appoint an Emergency Measures Committee, establish and maintain a Emergency Measures Agency; 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/T'LICHO COMMUNITY OF _____, in regular
session duly assembled, hereby enacts as follows:***

1. That By-Law _____ is hereby repealed in its entirety and replaced with By-Law _____ and the Basic Plan shown at Schedule "A", hereto attached and forming part of this By-Law, constitutes PART 1 of the City/Town/Village/Hamlet/Charter Community/T'licho Community of _____ Emergency Response Plan.
2. That while not part of By-Law _____ or the Basic Plan, additional parts specifically dealing with Response Management (PART 2), Specific Hazard Management (PART 3), Position Checklists (PART 4), ERP Forms and Definitions (PART 5), CEMA, DAP and GNWT Material (PART 6), Resource Lists (PART 7), and Contact Lists (PART 8) will be developed which will expand on the roles and responsibilities detailed in PART 1.
3. That the Senior Administrative Officer, Chief Administrative Officer, City Manager, Town Manager, or Village Manager of the City/Town/Village/Hamlet/Charter Community/T'licho Community of _____ is hereby authorized to make any minor modifications or corrections

of an administrative, numerical, grammatical, semantical or descriptive nature or kind to the Basic Plan (Schedule A to this By-Law) as may be deemed necessary after the passage of this by-law.

4. That the Senior Administrative Officer, Chief Administrative Officer, City Manager, Town Manager, or Village Manager of the City/Town/Village/Hamlet/Charter Community/T'lich Community of _____ is hereby authorized to make any modifications or corrections of any kind to PART 2 through PART 8, or to develop new sections or checklists for inclusion in PART 2 through PART 8 as may be deemed necessary after the passage of this by-law

5. This By-Law shall come into effect upon receiving Third Reading and otherwise meets the requirements of Section 58 of the Cities, Towns and Villages Act, S.N.W.T. 2003, c.22.

READ a First Time this _____ day of _____, A.D., 20XX.

Mayor

Senior Administrative Officer

READ a Second Time this _____ day of _____, A.D., 20XX.

Mayor

Senior Administrative Officer

READ a Third Time and Finally Passed this _____ day of _____, A.D., 20XX.

Mayor

Senior Administrative Officer

Appendix C: Resource Inventory

AVAILABLE EQUIPMENT RESOURCES INVENTORY

(sample)

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.¹

EQUIPMENT	OWNER/OPERATOR	ADDRESS	PHONE
Backhoe			Home: Work: Cell:
Pickup Truck			Home: Work: Cell:
Heavy Truck			Home: Work: Cell:
Trailer			Home: Work: Cell:
Power Generator			Home: Work: Cell:
Loader			Home: Work: Cell:
Power Saw			Home: Work: Cell:
Water Pump			Home: Work:

¹ The phone numbers and other contact information for individuals is confidential to the Emergency Management Committee. While it is integral to the Emergency Response Plan it is not available to the public.

EQUIPMENT	OWNER/OPERATOR	ADDRESS	PHONE
			Cell:
Crawler			Home: Work: Cell:
Excavator			Home: Work: Cell:
2000 Gallon Water Tank			Home: Work: Cell:
Trucks used for Water Supply			Home: Work: Cell:
			Home: Work: Cell:
			Home: Work: Cell:

AVAILABLE BUILDING RESOURCES INVENTORY

(sample)

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.

BUILDING	ADDRESS	PHONE
School		
Health Clinic		
Work Yard		
Fire Hall		
Nursing Station		
RCMP		
Band Office		
Community Hall		
Hamlet Office		

AVAILABLE HUMAN RESOURCES INVENTORY

(sample)

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.²

POSITION	NAME	ADDRESS	PHONE
Senior Administrative Officer			Home: Work: Cell:
RCMP Officer(s)			Home: Work: Cell:
Medical Doctor			Home: Work: Cell:
Nurse(s)			Home: Work: Cell:
School Teacher or School Superintendent			Home: Work: Cell:
Fire Chief			Home: Work: Cell:
Hamlet Clerk			Home: Work: Cell:
School Custodian			Home: Work:

² The phone numbers and other contact information for individuals is confidential to the Emergency Management Committee. While it is integral to the Emergency Response Plan it is not available to the public.

POSITION	NAME	ADDRESS	PHONE
			Cell:
Environmental and Natural Resources Regional Superintendent			Home: Work: Cell:
Hamlet Foreman			Home: Work: Cell:
			Home: Work: Cell:
			Home: Work: Cell
			Home: Work: Cell
			Home: Work: Cell

OTHER AVAILABLE COMMUNITY RESOURCES INVENTORY

(sample)

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.³

RESOURCE	ADDRESS	PHONE
Restaurant		Business: Home: Cell:
Hotel/Motel		Business: Home: Cell:
Tourist Camp		Business: Home: Cell:
Grocery Store		Business: Home: Cell:
Gas Station		Business: Home: Cell:

³ The phone numbers and other contact information for individuals is confidential to the Emergency Management Committee. While it is integral to the Emergency Response Plan it is not available to the public.

Appendix D: Specific Event Guidelines

DAM FAILURE AND FLOOD

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

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> Coordinate all resources 	SAO
Assessment of Situation	<ul style="list-style-type: none"> See if additional resources needed; See if mutual aid agreements need to be engaged Determine potential risk of secondary hazard (utilities failure) 	Emergency Management Committee (EMC)
Instruction of Residents	<ul style="list-style-type: none"> “Flood Warning” to residents in the flood plain; “Flood Watch” to residents in low level areas 	EMC
Evacuation Decisions	<ul style="list-style-type: none"> Determine if residents need to be removed to a safe central place or neighbouring communities; Open evacuation centre; 	EMC
Rescue of Stranded People (particular attention to the elderly)	<ul style="list-style-type: none"> Remove people from danger 	Fire & Rescue Team, (Volunteers)
Injuries	<ul style="list-style-type: none"> Evacuate for medical treatment 	Medical Services; Ambulance Services (if available), (Volunteers)
Traffic Control	<ul style="list-style-type: none"> Keep residents away from danger areas 	RCMP, (Volunteers)
Communications	<ul style="list-style-type: none"> Up to date information flow amongst parties involved in Emergency Response 	EMC, MACA (Territorial Emergency Management), RCMP, Fire Dep't, Municipal Works Vehicles, Amateur Radio
Refreshment Centres	<ul style="list-style-type: none"> Provision of food for those in evacuation centre; for those engaged in Emergency Response 	EMC
Barricades, Signs, etc.	<ul style="list-style-type: none"> To isolate areas of danger; Provide warnings 	Town Superintendent, Municipal Works
Public & Media Information; Instructions to Residents	<ul style="list-style-type: none"> Ensure consistent messages to residents and others 	Media Coordinator
Sand Bags	<ul style="list-style-type: none"> Prepare and place where needed to protect property 	Municipal Works, (Volunteers)

WILDFIRES

MAJOR CONCERNS: Safety of Lives and Property, Utilities Failure

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources; • Decide if other support required 	SAO
Assessment of Situation	<ul style="list-style-type: none"> • Define areas of risk; • Decide if additional resources required • Determine the potential risk of secondary hazards (i.e. utility failure) 	Emergency Management Committee (EMC), Fire Department, RCMP, GNWT-ENR
Fire Fighting	<ul style="list-style-type: none"> • Direct engagement at the fire site 	Fire Dep-t, assistance from nearby communities, MACA (as required)
Relocation/Evacuation	<ul style="list-style-type: none"> • Movement of people and livestock as required; • Identify evacuation relocations 	EMC, RCMP, Fire Dep't, (Volunteers),
Injuries and Rescue	<ul style="list-style-type: none"> • Remove from danger; Provide medical treatment 	Medical Services, Ambulance, Fire & Rescue Team
Communications	<ul style="list-style-type: none"> • Up to date information flow amongst parties involved in Emergency Response 	EMC, Fire Dep't, Police, MACA (Territorial Emergency Management), Municipal Works Vehicles, Amateur Radio
Traffic Control	<ul style="list-style-type: none"> • To coordinate traffic control and routes for emergency vehicles 	RCMP, (Volunteers)
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Provision of consistent information 	Media Coordinator
Security Control	<ul style="list-style-type: none"> • Coordinate the protection of property and relocation of resources where necessary • Secure scene for subsequent investigation 	RCMP
Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return 	EMC
Road Clearance	<ul style="list-style-type: none"> • To provide safe access and movement 	Municipal Works
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage 	EMC, MACA (Territorial Emergency Management)
Refreshment Centres	<ul style="list-style-type: none"> • Provision of food to those engaged in the Emergency Response; • Provision of shelter and food for those evacuated 	EMC

ATMOSPHERIC HAZARD

Including: Snowstorm, Blizzard, Ice Storm, Hail Storm, Tornado

MAJOR CONCERNS: Safety of Lives, Loss of Property, Damage to Property

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> Coordinate all resources 	SAO
Assessment of Situation	<ul style="list-style-type: none"> Define areas of risk; Determine the potential risk of secondary hazards (i.e. fire, utility failure) 	Emergency Management Committee (EMC), GNWT-ENR, Environment Canada, Fire Dep't, RCMP
Notification System	<ul style="list-style-type: none"> Notify local emergency responders, public works department, local public utility companies, local health-care facilities 	EMC, Communications Coordinator
Rescue & Fire Fighting	<ul style="list-style-type: none"> Transportation of injured to medical facility; Coordinate search for trapped persons 	Fire Dep't, Search & Rescue Team, Ambulance, Municipal Works
Traffic Control	<ul style="list-style-type: none"> Ensuring road closures; Identification of alternative transportation routes Coordinate routes for emergency vehicles and transportation of essential staff Coordinate protection of property 	RCMP, (Volunteers)
Relocation/Evacuation	<ul style="list-style-type: none"> Establish public shelters, refreshment centres, and feeding facilities; Transport residents to a safe location Coordinate provision of food, fuel, and medicine to points of need 	EMC, HR and Labour & Employment Representative, Fire Dep't, Ambulance, External Agencies
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> Protect bodies of deceased persons 	RCMP/Coroner's Office
Communications	<ul style="list-style-type: none"> Provide liaison amongst parties involved in Emergency Response; Warn adjacent areas 	Communications Coordinator, Amateur Radio
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> Ensure consistent messages, including instructions to public; 	Media Coordinator
Damage Assessment	<ul style="list-style-type: none"> Determine extent of damage 	EMC, ENR
Site Clean-up and Restoration	<ul style="list-style-type: none"> Contract available equipment Coordinate with utility services restoration of essential services and damaged infrastructure; Coordinate disposal of debris 	EMC, ENR, Municipal Works

UTILITIES FAILURE

Including: Electric, Water, Drainage, and Telecommunications

MAJOR CONCERNS: Safety of Lives and Property

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources • Select appropriate EMC 	SAO
Assessment of Situation	<ul style="list-style-type: none"> • Determine extent of problem • Define affected area • Decide if additional resources required • Determine the potential risk of secondary hazards (i.e. fire) 	Emergency Management Committee (EMC), RCMP, Fire Department, Public Works
Relocation/Evacuation	<ul style="list-style-type: none"> • Determine need for relocation/evacuation • Identify evacuation locations • Establish emergency facility, shelter • Coordinate supply of required resources (sleeping bags, drinking water, food) • Coordinate transportation of residents out of emergency zone 	RCMP, Fire Department, Public Works, (Volunteers)
Repairs and Restoration of the Service	<ul style="list-style-type: none"> • Contract available equipment as needed • Coordinate with utility services restoration of essential services 	EMC, Local Utilities, Public Works, External Agencies
Communications	<ul style="list-style-type: none"> • Provide liaison amongst parties involved in Emergency Response 	EMC
Traffic Control	<ul style="list-style-type: none"> • Coordinate provision of required resources to points of need 	RCMP
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Ensure consistent messages, including instructions to public 	Media Coordinator
Security Control	<ul style="list-style-type: none"> • Coordinate the protection of property and relocation of resources where necessary • Secure scene for subsequent investigation 	RCMP
Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return 	EMC
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage 	EMC, MACA (Territorial Emergency Management)

DANGEROUS GOODS/HAZARDOUS MATERIAL INCIDENT

MAJOR CONCERNS: Casualties, Deaths, Contamination of Water Supply, Disruption of Traffic, Explosions and Fire, Hazards to Humans, Interruption of Communications, Evacuation

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources • Select appropriate EMC 	SAO
Assessment of Situation	<ul style="list-style-type: none"> • Determine extent of problem • Define affected area • Decide if additional resources required • Determine the potential risk of secondary hazards (i.e. fire, utilities failure, contamination of soil, air, water) 	Emergency Management Committee (EMC), RCMP, Fire Department, Public Works
Rescue & Evacuation	<ul style="list-style-type: none"> • Coordinate supply of required resources (i.e. gas masks, drinking water, food, pharmaceutical supplies) • Determine need for evacuation • Identify evacuation relocations • Establish emergency public health facilities, shelters, refreshment centres and feeding facilities 	RCMP, Ambulance, External Agencies, Volunteers
Instructions to Residents	<ul style="list-style-type: none"> • Issue instructions to public and advise them on protective and self-help measures 	EMC, Amateur Radio
Eliminate Further Escape of Dangerous Goods	<ul style="list-style-type: none"> • Isolate immediate area • Monitor potential spread of hazardous material/dangerous goods 	RCMP, MACA, External Agencies
Notification System	<ul style="list-style-type: none"> • Notify local health-care facilities of casualties (number/type) 	EMC
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons 	RCMP, Coroner's Office
Communications	<ul style="list-style-type: none"> • Up to date information flow among parties involved in Emergency Response 	EMC, RCMP, MACA, Local Health Facilities, Amateur Radio
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles • Isolate the scene for subsequent investigation 	RCMP
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish news release system • Establish public inquiry system 	Media Coordinator
Site Clean-up and Restoration	<ul style="list-style-type: none"> • Contract available equipment • Coordinate restoration of essential services • Coordinate disposal of debris 	EMC, Public Works, Local Utilities, External Agencies
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of the damage 	EMC, RCMP, MACA

CIVIL OR POLITICAL DISORDER

Including: Armed Conflict, Demonstration, Economic Emergency, Hostage Incidence, Riot or Violence, Strike or Lockout, Sabotage, Weapons of Mass Destruction

MAJOR CONCERNS: Fire, Injuries and Fatalities, Explosion, Damage to Property, Disruption of Traffic and Communications, Sudden Health Centre Requirements

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources • Select appropriate EMC 	SAO
Assessment of Situation	<ul style="list-style-type: none"> • Determine extent of problem • Define affected area • Decide if additional resources required • Determine the potential risk of secondary hazards (i.e. fire, utilities failure, dangerous goods, hazardous materials incident) 	Emergency Management Committee (EMC), RCMP, Fire Department
Notification System	<ul style="list-style-type: none"> • Notify ambulance • Notify local health-care facilities of casualties (number/type) • Notify fire dep-t, local public works dep-t, local public utility companies 	EMC
Traffic Control	<ul style="list-style-type: none"> • Coordinate traffic and routes for emergency vehicles • Coordinate elimination of hazards from roads • Coordinate protection of property 	RCMP, Public Works, Local Utilities, (Volunteers)
Crowd Control	<ul style="list-style-type: none"> • Coordinate convergence of media, photographers, politicians • Coordinate convergence of supporters 	EMC, RCMP
Communications	<ul style="list-style-type: none"> • Provide liaison amongst parties involved in Emergency Response 	EMC, RCMP, Fire Dep-t, Public Works, Local Utilities, Amateur Radio, MACA
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish news release system and provision of consistent information • Establish family inquiry system 	Media Coordinator
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons 	RCMP, Coroner's Office
Site Clean-up and Restoration	<ul style="list-style-type: none"> • Contract required equipment • Coordinate restoration of essential services and damaged infrastructure 	EMC, Public Works, Local Utilities
Damage Assessment	<ul style="list-style-type: none"> • Secure the scene for subsequent investigation • Determine extent of the damage 	EMC, RCMP, MACA

CONTAMINATION OF SOIL, AIR, DRINKING WATER, FOOD

MAJOR CONCERNS: Casualties, Deaths, Loss of Property, Disruption of Traffic, Sudden Health Centre Requirements, Evacuation

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources • Select appropriate EMC 	SAO
Assessment of Situation	<ul style="list-style-type: none"> • Define affected area • Decide if additional resources required • Determine potential risk of secondary hazard (i.e. civil disorder) 	Emergency Management Committee (EMC), RCMP
Preventing Spread of Contamination	<ul style="list-style-type: none"> • Assist in identification of contaminant • Monitor potential spread of contaminant • Isolate immediate area • Investigate contamination cause 	RCMP, MACA
Instructions to Residents	<ul style="list-style-type: none"> • Issue instructions to public and advise them on self-help measures 	EMC, Amateur Radio
Notification System	<ul style="list-style-type: none"> • Notify ambulance • Notify local health-care facilities of casualties (number/type) 	EMC
Rescue and Evacuation	<ul style="list-style-type: none"> • Coordinate supply of required resources (i.e. gas masks, drinking water, food, pharmaceutical supplies) • Determine need for evacuation • Identify evacuation relocations • Establish emergency public health facilities, shelters, refreshment centres and feeding facilities 	RCMP, Ambulance, External Agencies, (Volunteers)
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons 	RCMP, Coroner's Office
Communications	<ul style="list-style-type: none"> • Up to date information flow among parties involved in Emergency Response 	EMC, RCMP, MACA, Local Health Facilities, Amateur Radio
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles • Coordinate protection of property • Secure the scene for subsequent investigation 	RCMP
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish news release system • Establish public inquiry system 	Media Coordinator
Site Clean-up and Restoration	<ul style="list-style-type: none"> • Contract required equipment • Coordinate restoration of essential services 	EMC, Public Works, Local Utilities
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of the damage 	EMC, RCMP, MACA

TRANSPORTATION INCIDENT - PASSENGER

Including: Air, Rail, Highway, Water

MAJOR CONCERNS: Casualties, Deaths, Contamination of Soil and Water, Property Loss/Destruction, Disruption of Traffic, Explosions and Fire, Evacuation

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources • Select appropriate EMC 	SAO
Assessment of Situation	<ul style="list-style-type: none"> • Define affected area • Decide if additional resources required • Determine potential risk of secondary hazard (i.e. fire, dangerous goods/hazardous materials incident, contamination of water bodies and soil) 	Emergency Management Committee (EMC), RCMP, MACA, Transportation Safety Board (TSB)
Rescue & Injuries	<ul style="list-style-type: none"> • Remove people from danger • Provide medical treatment • Establish emergency public health facilities, shelters, refreshment centres and feeding facilities • Transportation of injured to medical facilities 	RCMP, Ambulance, Fire & Rescue Team, Public Works Dep't, External Agencies, Volunteers
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons 	RCMP, Coroner's Office
Notification System	<ul style="list-style-type: none"> • Notify local emergency responders • Notify health-care facilities of casualties (number/type) • Notify Public Works Dep-t 	EMC
Communications	<ul style="list-style-type: none"> • Up to date information flow among parties involved in Emergency Response 	EMC, RCMP, Fire Dep-t, Local Health Facilities, Public Works, MACA, TSB, Amateur Radio
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles • Coordinate protection of property • Secure the scene for subsequent investigation 	RCMP, (Volunteers)
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish news release system • Establish public inquiry system 	Media Coordinator
Site Clean-up and Restoration	<ul style="list-style-type: none"> • Contract required equipment • Coordinate restoration of essential services 	EMC, Public Works, Local Utilities
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of the damage 	EMC, RCMP, MACA, TSB

BRIDGE OR BUILDING COLLAPSE

MAJOR CONCERNS: Injuries, Fatalities, Fire, Disruption of Utilities and Traffic, Property Loss and Destruction

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources • Select appropriate EMC 	SAO
Assessment of Situation	<ul style="list-style-type: none"> • Decide if additional resources required • Determine potential risk of secondary hazard (i.e. fire, utilities failure) 	Emergency Management Committee (EMC), RCMP
Injuries and Rescue	<ul style="list-style-type: none"> • Coordinate search for trapped persons • Provide medical treatment • Establish emergency public health facilities, shelters, refreshment centres and feeding facilities • Transportation of injured to medical facilities 	RCMP, Ambulance, Fire & Rescue Team, External Agencies, Volunteers
Notification System	<ul style="list-style-type: none"> • Notify ambulance • Notify local emergency responders, public works department, local public utility companies, local health-care facilities 	EMC
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons 	RCMP, Coroner's Office
Communications	<ul style="list-style-type: none"> • Up to date information flow among parties involved in Emergency Response 	EMC, RCMP, MACA, Local Health Facilities, Amateur Radio
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles • Identification of alternative transportation routes • Coordinate protection of property • Secure the scene for investigation 	RCMP, (Volunteers)
Refreshment Centres	<ul style="list-style-type: none"> • Provision of food for those in evacuation centre; for those engaged in Emergency Response 	EMC, Volunteers
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish news release system • Establish public inquiry system 	Media Coordinator
Site Clean-up and Restoration	<ul style="list-style-type: none"> • Contract available equipment • Coordinate with utility services restoration of essential services and damaged infrastructure; • Coordinate disposal of debris 	EMC, Public Works, Local Utilities, External Agencies
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of the damage 	EMC, RCMP, MACA

EARTHQUAKE

MAJOR CONCERNS: Injuries, Fatalities, Fire, Disruption of Utilities and Traffic, Property Loss/Destruction, Flood, Hazardous Materials Incidents, Contamination of Water

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources • Select appropriate EMC 	SAO
Assessment of Situation	<ul style="list-style-type: none"> • Decide if additional resources required • Determine potential risk of secondary hazard (i.e. fire, utilities failure, escape of dangerous gases, contamination of normal water supplies) 	Emergency Management Committee (EMC), RCMP
Injuries and Rescue	<ul style="list-style-type: none"> • Coordinate search for trapped and injured persons • Provide medical treatment • Establish emergency public health facilities, shelters, refreshment centres and feeding facilities • Transportation of injured to medical facilities 	RCMP, Ambulance, Fire & Rescue Team, External Agencies, Volunteers
Notification System	<ul style="list-style-type: none"> • Notify ambulance • Notify local emergency responders, public works department, local public utility companies, local health-care facilities 	EMC
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons 	RCMP, Coroner's Office
Communications	<ul style="list-style-type: none"> • Up to date information flow among parties involved in Emergency Response 	EMC, RCMP, Fire Dep-t, MACA, Local Health Facilities, Amateur Radio
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles • Identification of alternative transportation routes • Coordinate protection of property 	RCMP, (Volunteers)
Refreshment Centres	<ul style="list-style-type: none"> • Provision of food for those in evacuation centre; for those engaged in Emergency Response 	EMC, Volunteers
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish news release system • Establish public inquiry system 	Media Coordinator
Site Clean-up and Restoration	<ul style="list-style-type: none"> • Contract available equipment • Coordinate with utility services restoration of essential services and damaged infrastructure; • Coordinate disposal of debris 	EMC, Public Works, Local Utilities, External Agencies
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of the damage 	EMC, RCMP, MACA

EPIDEMIC/DISEASE

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

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources • Select appropriate EMC 	SAO
Assessment of Situation	<ul style="list-style-type: none"> • Decide if additional resources required • Determine potential risk of secondary hazard (i.e. civil disorder) 	Emergency Management Committee (EMC), Local Health Authorities
Instructions to Residents	<ul style="list-style-type: none"> • Issue instructions to public and advise them on protective measures 	EMC, Amateur Radio
Rescue and Evacuation	<ul style="list-style-type: none"> • Coordinate supply of required resources (i.e. gas masks, drinking water, food, pharmaceutical supplies) • Determine need for evacuation • Identify evacuation relocations • Establish emergency public health facilities, shelters, refreshment centres and feeding facilities 	RCMP, Ambulance, External Agencies, Volunteers
Preventing Spread of Disease	<ul style="list-style-type: none"> • Assist in identification of disease and its vector • Monitor potential spread of disease • Isolate immediate area 	RCMP, GNWT – Health & Social Services, MACA
Notification System	<ul style="list-style-type: none"> • Notify ambulance • Notify local health-care facilities of casualties (number/type) 	EMC
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons 	RCMP, Coroner’s Office
Communications	<ul style="list-style-type: none"> • Up to date information flow among parties involved in Emergency Response 	EMC, RCMP, H&SC, MACA, Local Health Facilities, Amateur Radio
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles 	RCMP
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish news release system • Establish public inquiry system 	Media Coordinator

Appendix E: Agency Responsibilities

In an emergency, the Emergency Management Committee 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 the agencies in most communities and some of their major responsibilities.

The members of the Emergency Management Committee and their duties are:

Mayor or designate

- Chair the Emergency Measures Committee
- Makes declaration of a state of local emergency
- Cancellation of a state of local emergency
- Notification
- Evacuation orders
- 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
- 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
- Identify threatened utilities

Works/Services 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
- Damage assessment on public property

Hamlet Administration

- Register volunteers
- Track emergency expenditures
- 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
- Support rescue and evacuation operations

Nursing Station Manager

- 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

- Temporary morgue (share-RCMP)

Communications Coordinator

- Provision of emergency public information to residents
- Provision of information to authorities and media outlets

Housing Authority Manager

- Use of vacant housing for those displaced by an emergency
- Advice on safety of housing in preparation for an evacuation and reoccupation

HTA (Hunters and Trappers Association)

- Support for searches
- Assist in dissemination of emergency notices
- 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/Superintendent

- 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

Radio Society

- Assist in disseminating emergency public information

Appendix F: Hazard Identification and Vulnerability Assessment

In order to determine the risk level of potential hazard, and, therefore, priority of emergency response for each hazard the answers for the following questions need to be completed and recorded in the Rating Chart, provided below:

1. **HISTORICAL OCCURRENCE.** Could this hazard affect your community? (If you answered **YES**, continue answering questions 2, 3, 4, and 5. If you answered **NO**, continue with the next hazard)
2. **PROBABILITY OF OCCURRENCE.** What is the likelihood of the event occurring in your community? (Choose among: **LOW, MODERATE, and HIGH**)
3. **PROPERTY IMPACT.** Could property damage or loss of the use of the property result if this event occurred? (Answer **YES** or **NO**)
4. **HUMAN IMPACT.** Could any person be killed or injured if this event occurs? (Answer **YES** or **NO**)
5. **BUSINESS IMPACT.** Could businesses be impacted if this event occurred? (Answer **YES** or **NO**)

If you answered **YES** to either question #3, #4, or #5 for a hazard, than this hazard is significant to your community and it must be addressed in your Emergency Response Plan. If you gave a **MODERATE** or **HIGH** rating to question #2, you must periodically reassess condition in questions #3, #4, and #5, even though they are currently not a threat, so as to take into account changing conditions – such as construction – in the area.

Appendix D provides some **examples** of emergencies and the responses, rationale and actions.

HAZARD IDENTIFICATION AND VULNERABILITY RATING CHART

<i>HAZARD</i>	<i>HISTORICAL OCCURENCE</i>	<i>PROBABILITY OF OCCURENCE</i>	<i>PROPERTY IMPACT</i>	<i>HUMAN IMPACT</i>	<i>BUSINESS IMPACT</i>
Avalanche					
Blight or Infestation					
Building or Bridge Collapse					
Civil or Political Disorder (armed conflict, demonstration, economic					

<i>HAZARD</i>	<i>HISTORICAL OCCURENCE</i>	<i>PROBABILITY OF OCCURENCE</i>	<i>PROPERTY IMPACT</i>	<i>HUMAN IMPACT</i>	<i>BUSINESS IMPACT</i>
emergency, hostage incident, riot or violence, strike or lockout, sabotage, weapons of mass destruction)					
Contamination of Food, Drinking Water, Air or Soil					
Dam Failure					
Drought					
Earthquake					
Energy Shortage or Power or Utility Failure					
Epidemic, Disease					
Erosion or Coastal Erosion (riverine, flash, urban)					
Flood					
Heat Wave					
Hazardous Materials Incident – Fixed Facility (chemical, radiological)					
Hazardous Materials Incident – Marine Oil Spill					
Hazardous Materials Incident – Being					

<i>HAZARD</i>	<i>HISTORICAL OCCURENCE</i>	<i>PROBABILITY OF OCCURENCE</i>	<i>PROPERTY IMPACT</i>	<i>HUMAN IMPACT</i>	<i>BUSINESS IMPACT</i>
Transported (rail, pipeline, port, river, highway, air)					
Hurricane					
Landslide					
Summer Storm - Severe					
Subsidence					
Tornado					
Transportation Incident – Passenger (air, rail, highway, water)					
Tsunami					
Structural/Building Fires					
Forest Fires					
Winter Storm - Severe					
Other Hazard					
Other Hazard					
Other Hazard					
Other Hazard					
Other Hazard					
Other Hazard					

Appendix G: Declaration of a State of Local Emergency

Draft Declaration Format

DECLARATION OF A STATE OF LOCAL EMERGENCY

Whereas an emergency exists in the Community of *(name)*

due to *(name the condition/nature of the emergency)*

Therefore the Council declares that a State of Local Emergency exists in

the *(name of local government).*

Time

Date

Signatures

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.

PUBLIC ANNOUNCEMENT OF A STATE OF LOCAL EMERGENCY

The Council of the Town of [Community] declares a state of local emergency exists or may in the

Town/Village/Hamlet of [Community]

due to

(describe the nature of the emergency)

The public is advised that for the duration of the emergency, the local authority may take any action deemed necessary under the Civil Emergency Measures Act.

Appendix H: Community Volunteer Registration

Appendix I: Escalation Guide

ESCALATION GUIDE

