



**EMERGENCY
MEASURES
ORGANIZATION**

GOVERNMENT OF THE NORTHWEST TERRITORIES

**Medium Sized NWT Community
Emergency Measures Plan**

January 2003

HYPOTHETICAL COMMUNITY EMERGENCY PLAN

Medium Sized NWT Community

EMERGENCY MEASURES PLAN

This is a hypothetical emergency plan for a fictitious medium sized community in the Northwest Territories. All numbers and references to people are fictitious. The contents use some but not all of the suggestions contained in the Community Emergency Measures Planning Guide. The hypothetical plan is intended for use in exercises and training only. DO NOT use the contents of this document as a “fill-in-the-blanks” template for your community

Editorial notes

- 1. The hypothetical plan uses some of the sample content contained in the Community Emergency Measures Planning Guide.*
- 2. For the purposes of brevity, the Immediate Action Checklists and Definitions shown in the Guide are not contained in this hypothetical plan. They need not be in any plan if the emergency Measures Agency decides so in the development process.*
- 3. This hypothetical plan only provides an indication of one approach to a community plan in a medium sized community in the Northwest Territories.*
- 4. The hypothetical plan is not based on any actual Risk Assessment. Community plans **MUST** be!*

COMMUNITY IMMEDIATE ACTION GUIDE

Condition	Action	Police
<p>One of the first line agencies or the Coordinator determines that an 'emergency', exists which requires extraordinary response management or resources.</p>	<p>Coordinator</p> <ul style="list-style-type: none"> ➤ Determine need for an ESM ➤ Coordinate agency support to on-scene line managers ➤ Communicate with SAO and Council ➤ Activate plan in whole or in part ➤ Recommend a "<i>state of local emergency</i>" 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 	<ul style="list-style-type: none"> ➤ Control access ➤ Provide security ➤ Support evacuation ➤ Assist ME ➤ Assist site search ➤ Conduct civil ground search
<p>Notification</p> <p>First response agency advises</p> <ul style="list-style-type: none"> ➤ Coordinator/Deputy Coordinator ➤ Fire ➤ RCM police ➤ Ambulance ➤ Adjacent public at risk <p>Coordinator notifies</p> <ul style="list-style-type: none"> ➤ SAO ➤ Appropriate EM Agency Representatives ➤ GNWT MACA Reg'l Suptd ➤ Public warning <p>Agency members notify</p> <ul style="list-style-type: none"> ➤ Staff ➤ Resource sources <p>SAO notifies</p> <ul style="list-style-type: none"> ➤ Council ➤ Public Affairs contacts as needed <p>Public Works/Services</p> <ul style="list-style-type: none"> ➤ Advise utility agencies ➤ Advise construction resources 	<p>Fire / RCM Police /Ambulance</p> <ul style="list-style-type: none"> ➤ Take such action necessary to minimize the effect of the emergency on the public, property and the environment ➤ Update the Coordinator ➤ Identify support needs to the Coordinator ➤ Provide casualty count to the Coordinator ➤ Cooperate with the designated ESM <p>Fire</p> <ul style="list-style-type: none"> ➤ Coordinate firefighting operations ➤ Identify DG support needed ➤ Coordinate on site casualty search ➤ Support evacuation 	<p>Public Works/Services</p> <ul style="list-style-type: none"> ➤ Mobilize equipment and suppliers ➤ Provide barricades ➤ Disconnect and restore services <p>Agency Members</p> <ul style="list-style-type: none"> ➤ Mobilize own resources ➤ Support on site agencies as needed <p>Communications</p> <p>Radio net – on scene</p> <ul style="list-style-type: none"> ➤ EOC ➤ Fire ➤ Bylaw ➤ RCM police ➤ Ambulance ➤ ESM <p>VHF Radio Net - EOC</p> <ul style="list-style-type: none"> ➤ Coordinator ➤ Public Works equipment ➤ ESM ➤ Community Administration <p>HF Radio Net</p> <ul style="list-style-type: none"> ➤ EOC ➤ MACA <p>Telephone</p> <ul style="list-style-type: none"> ➤ All others

CONTACT LISTS

COMMUNITY Council

MEMBER	TELEPHONE	CELL
T. Rex	832-1111	988-3216
A. Geo	832-1234	988-9876
C. Bee	832-9876	988-3456
p. Rue	832-6789	988-2626
G. Now	832-4321	988-8887
C. Close	832-7363	988-2626

Key officials or staff

FUNCTION	NAME	CONTACT	ALTERNATE	CONTACT
Communications	S Sparks	4848	I.Line	3798
Admin Assist EOC	T Writer	5758	M. Book	4792
School Custodian	A Keeper	9073	j. Door	3557
Rec centre manager	J Happy	7236	L. Run	8476
Operation Officer EOC	B Takit	3429	L. Up	5380
SAO Exec Assist	K. Gopher	2684	M. Beaver	3568
SAO	N. Boss	3578	M. Under	3478
Dir Protection	O. Guard	4947	B. Bug	7890
Dir Public Services	T. Carry	0813	C. Dog	8562
Dir Finance	M. Bucks	9182	S. loonie	2725

Emergency Measures Agency Members and Alternates

ORGANIZATION	DELEGATE	CONTACT	ALTERNATE	CONTACT
Hotel Assoc	O. Two	5278	J. Tskak	4570
HTA	C. Three	5429	F. Quaqu	2304
School	D. Swamp	0174	D. Beara	5803
RCMP	M. Skinner	9263	P. Hinco	8725
Housing Auth	T. Fisher	3584	W. Equal	2749
NtPC	K. Oshuk	2827	Z. Desa	2876
Health Board	Q. Taska	2943	R. Varac	6723

Key Resource Agencies

RESOURCE	AGENCY	CONTACT NAME	CONTACT #
Air transport	Sky First	T. Boost	4523
Boats	HTA	H. Zimlak	8745
Radios	Radio Shack		2496
Snowmobiles/ATVs	Yamaha Mac	B. Joe	7353
Heavy Equipment	Angus Constr	M. Anders	3486

GNWT Contacts

DEPARTMENT	CONTACT	TELEPHONE	CELL	FAX
MACA REGION	J. Taklick	6973	983-2626	834-2828
H & SS REGION	A. Masq	7935	983-5444	832-8276
RWED REGION	T. Hose	8923	983-863	832-8978
MACA EMERGENCY SERVICES DIVISION		(867) 873-7944 (867) 873 - 7554		(867) 873-8193
SPILL LINE		920 8130		
MACA TEOC		(867) 873-7544		(867)873- 8193
FIRE LINE		1-800-661 0800		

TOWN/VILLAGE/HAMLET

EMERGENCY MEASURES PLAN

Introduction

The Emergency Plan is issued under the authority of the Council in accordance with the Civil Emergency Measures Act and local Bylaw # 23/02 dated **08.03.02**

The purpose of this Emergency plan is to provide coordinated response by public and private sector agencies to “emergencies” in the municipal area of the Town/Village/Hamlet of [Community], NT

The Emergency Plan is intended for events that require extraordinary action or resources beyond those available using normal procedures for the protection of the public, property or the environment in accordance with the definition of “**emergency**” in this Plan.

T. Cabinet
Mayor

16.03.02

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TOWN/VILLAGE/HAMLET

EMERGENCY MEASURES PLAN

SECTION 1 -POLICY

1.1 SCOPE OF RESPONSE

The Plan provides the general arrangement to control and direct operations:

- to protect the public and minimize property damage and loss in emergencies;
- to recover from the consequences of an emergency;
- to manage local resources in support of other governments and NGOs managing emergencies within their mandate; and
- supporting off-site searches for lost persons in accordance with the CEM Act and the GNWT Emergency Plan

Where appropriate in the above conditions, declare a State of Local Emergency under Section 14 of the CEM Act

In the area of support to other government agencies or other governments or NGOs such activities might include:

- support to extended care facilities, hospitals, seniors centers, long term care facilities or schools;
- support in an on airport emergency in accordance with mutual aid agreements;
- support to an on site industrial emergency and management of collateral impacts on Town residents or property;
- logistics support to GNWT or other governments in a major emergency; and
- operating as a reception center for evacuating communities.

1.2 PLAN ACTIVATION

The plan may be activated in whole or in part by:

- when no State of Local Emergency exists by declaration of Council, the Mayor or the Coordinator or designate (subject to immediately informing Council); or
- a declaration of a Local State of Emergency; or
- a declaration of a State of Emergency by the Minister which effects the local authority.

1.1 PLAN AMENDMENT

The Coordinator may issue amendments to response arrangements as required.

1.4 COUNCIL

Council is responsible for:

- Overall direction and control of emergency response;
- Preparation and approval of plans and programs;
- Entering into agreements for development or implementation of plans and programs;
- Establishment and maintenance of the Emergency Measures Agency;
- Appointment by resolution of the Emergency Measures Committee and the Emergency Measures Coordinator;
- Ensuring the public is informed about the risks in the community; and
- Conducting an annual review of the program

1.5 EMERGENCY MEASURES COMMITTEE

The Emergency Measures Committee of Council, shall advise on the development of plans and programs. The Committee is an administrative convenience to Council. It does not have an operational role.

1.6 EMERGENCY MEASURES AGENCY

The Emergency Measures Agency will act as ***the agent of the local authority*** to carry out those statutory powers and obligations under the Act, that are delegated to the Agency under the Emergency Measures Bylaw. The Agency, chaired by the Coordinator will include representatives of municipal agencies, in-situ territorial agencies assigned emergency responsibilities in the GNWT Emergency Plan, Hunters and Trappers Associations, appropriate volunteer agencies and key private sector/industry/utility agencies within the community.

The list of Agency members is contained in Annex A. The Agency will act as both a planning and response body.

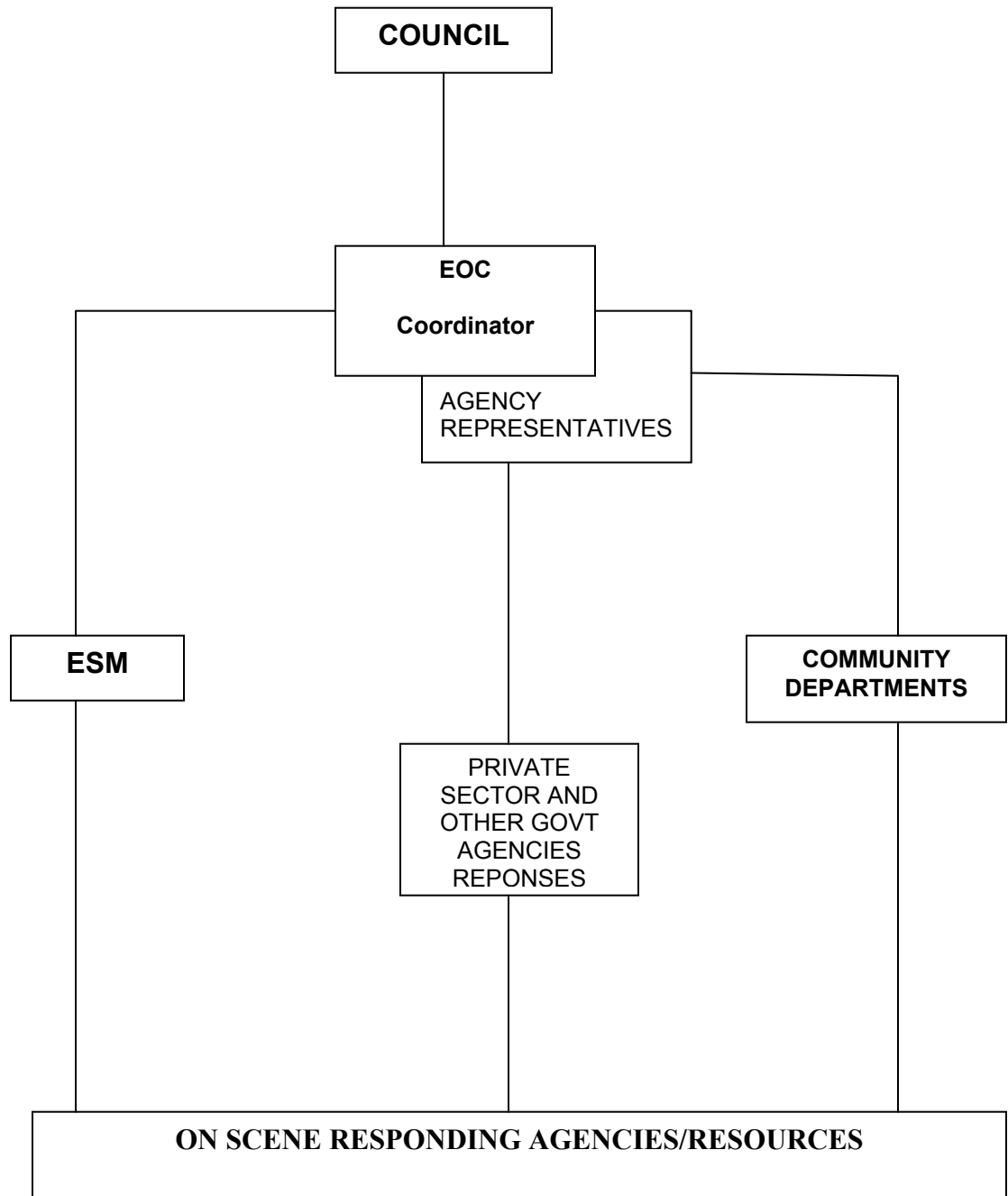
1.7 COORDINATOR OF THE EMERGENCY MEASURES AGENCY

The Coordinator of the Emergency Measures Agency is responsible for:

- Management of the emergency measures program in accordance with duties set out in the bylaw;
- Chairing the planning and operational activities of the Emergency Measures Agency;
- Acting as the director of emergency operations on behalf of the Emergency Measures Agency;
- Arranging training for the members of the management system;
- Arranging for annual testing of the plan;
- Developing and implementing public awareness and education activities; and
- Coordinating emergency services and resources used in an emergency.

EMERGENCY MANAGEMENT ORGANIZATION

(Assumes a Level 2 – Local Control Situation)



TOWN/VILLAGE/HAMLET

EMERGENCY MEASURES PLAN

SECTION 2 -RESPONSE MANAGEMENT

2.1 WARNING AND NOTIFICATION PROCEDURES

The public in the community will be warned by)

- first responders advising those at risk in the immediate proximity of the emergency;
- the Coordinator through access to TV and radio;
 - Radio Contact CBC Northern 1 867 873-7654
 - TV Contact CUIB 1 993 8383
- the Coordinator using 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 at the beginning of the plan.

2.2 COORDINATION

Planning will be coordinated through the function of the Emergency Measures 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 Measures Agency and Council. When the EOC is activated its primary function is to coordinate operations. At that time the Coordinator is the Director of Operations. Community government and GNWT activities will be coordinated through the Regional Superintendent MACA.

2.3 RESPONSE LEVELS

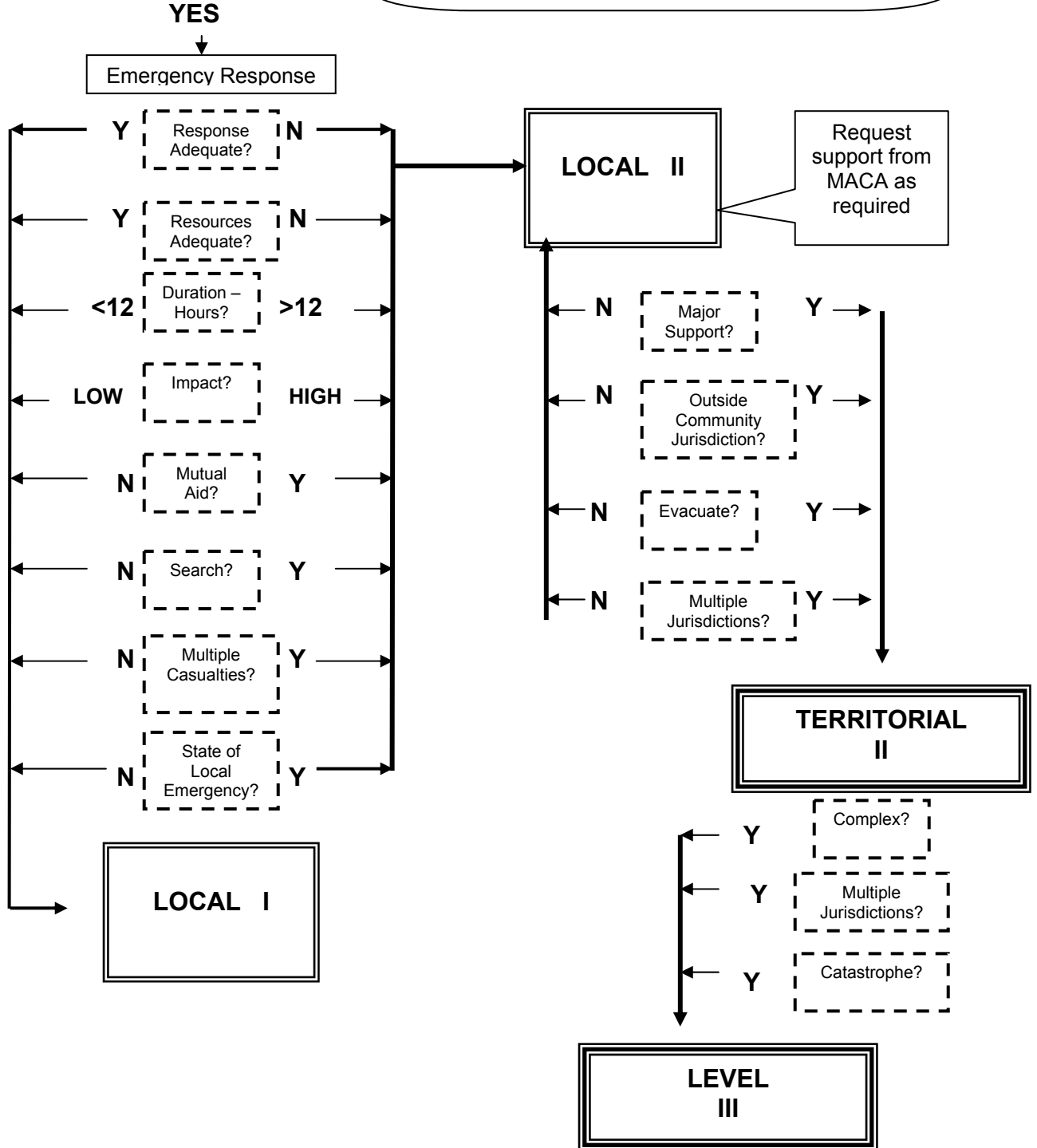
The following chart provides guidance on determining the Level of Response adopted for any event. The first requirement is to determine if an emergency requiring extraordinary measures, beyond those normally employed by responding agencies, exists. Notwithstanding this chart, other factors or conditions may lead Council to determine any appropriate response level.

The Levels are defined in the Definitions section. The factors used in the definitions are contained in the following chart.

ESCALATION GUIDE



- Present or Imminent Danger?
- Effects People and Property?
- Requires Extraordinary Measures?



2.4 RESPONSIBILITIES

Annex B contains a listing of responsibilities adopted by organizations through planning activities of the Emergency Measures Agency.

2.5 VOLUNTEERS

Volunteers registered with community government agencies are covered under GNWT Workers Compensation. Volunteers may be a standing arrangement as in firefighters or they can be registered at the time of an emergency by the Town/Village office. A registration format for the latter situation is contained at Annex C. Registration is imperative in order to have the workers covered under Workers Compensation, as well as for the GNWT to recover costs through Emergency Service Workers Compensation agreements with Canada

2.6 EMERGENCY SITE MANAGEMENT

The Coordinator may appoint an Emergency Site Manager when the complexity of the response or the number of active agencies on site requires. The ESM 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 ESM is to:

- establish a site command post;
- establish overall priorities for the on site response;
- establish the site perimeter and arrange for security with Bylaw officers or the RCMP;
- provide situational updates to the EOC;
- assign emergent tasks to response agencies;
- provide media information; and
- coordinate support to the responders.

Responding agencies on site will:

- cooperate with the ESM;
- provide information on response activities, damage and casualties, and resource needs to the ESM; and
- continue to receive functional direction from their parent organization.

2.7 DECLARATION OF A STATE OF LOCAL EMERGENCY

Council may declare, extend, or terminate a state of local emergency in accordance with the bylaw, when:

- an “emergency’ exists is imminent which threatens the public, property or the environment; **and**
- community government does not have the adequate legal authority in place to take the required protective or mitigating action

A format for Declaration of a State of Local Emergency is at Annex D.

An Announcement must be made to the public in using a means commonly known to them in the community. A format is contained in Annex D

A copy of the declaration must immediately sent to the Minister via MACA Emergency Services Division Fax # (867) 873-8193

2.8 EOC

The EOC may be activated by the Coordinator if required in Level 1 and shall be activated if Level 2 is declared.

The EOC is located at Town Administration

The primary communications at the EOC are:

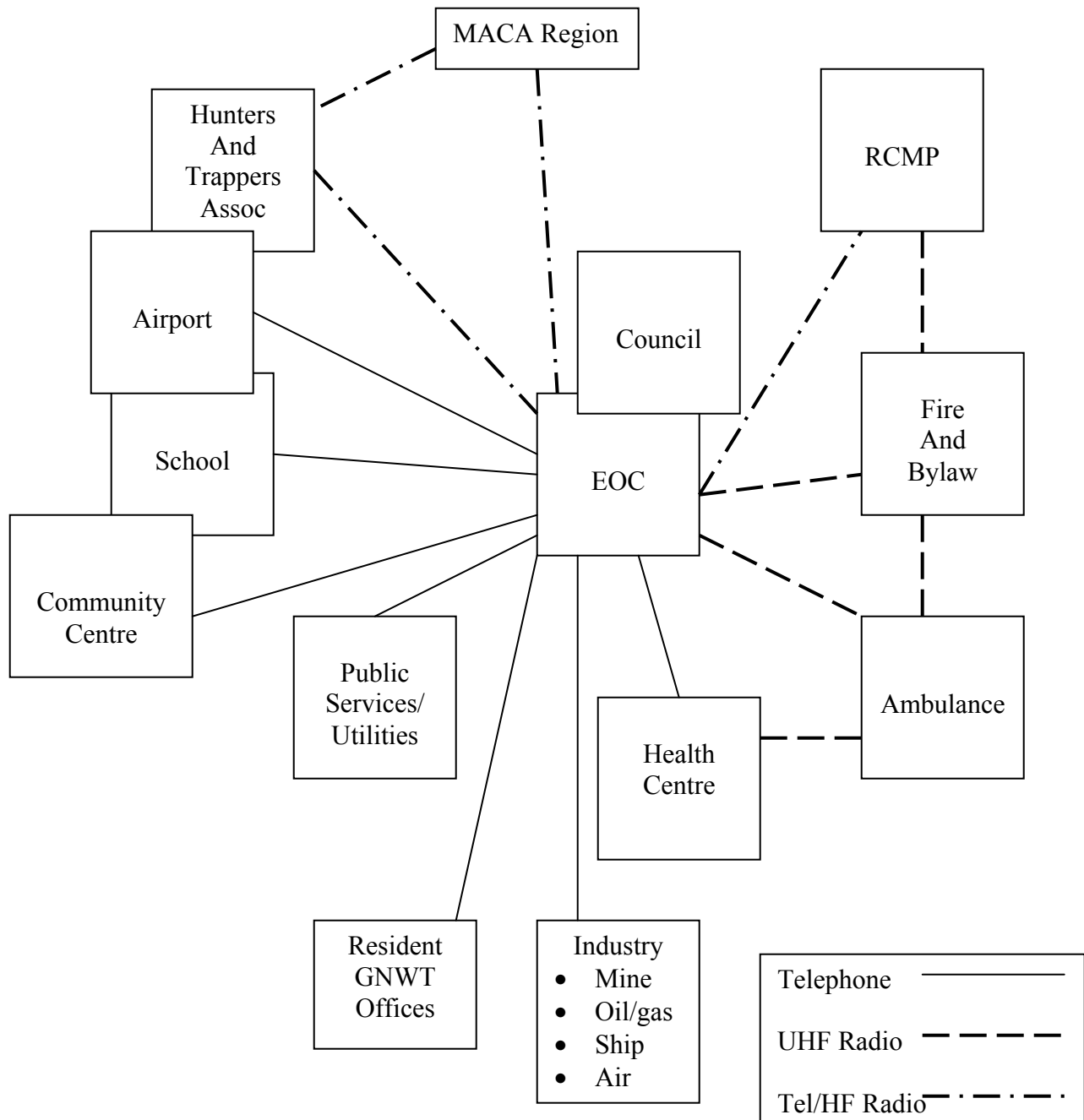
Telephone	<i>list numbers</i>
Fax	<i>list numbers</i>
E-mail	<i>list address</i>
Cell Phone	<i>list numbers</i>
Radio	VHF/UHF channels are listed in Annex E.

The EOC will be opened and set up by the Director of Finance or his delegate.. Annex E contains details regarding the EOC layout, staffing, displays and communication

Annex E contains the process for opening the EOC, layout, staffing, workstations, displays, duty officer functions and communications

2.9 COMMUNICATIONS

The communications schematic for an emergency will include all or some of the following, depending on need. The frequencies and circuits in-being are those intended for initial use in operational response.



TOWN/VILLAGE/HAMLET
EMERGENCY MEASURES PLAN

SECTION 3 – SPECIFIC PROCEDURES

3.1 EVACUATION PROCEDURES

Condition

Fires, dangerous goods, transport accident or utility failures may make it necessary to evacuate some or all of the *Town/village*

Warning

First responders will evacuate those immediately at risk and inform the Coordinator of conditions

Public warning will be in accordance with Section 2.1 – Warning and Notification

Action

Immediate Action List

Activate plan Level 2

Coordinator determines the degree of evacuation from response agencies.

Coordinator recommends a state of local emergency if required

Issue public warning

Coordinator notifies

- A. Keeper (7654) to open the reception centre/s or
- J. Happy (6490) to open collection centres.

Advise institutions in the evacuating area.

Coordinator advises Council and MACA

If evacuation is required out of the community, immediately request MACA to arrange transportation and reception community. Advise MACA of number of evacuees and category

- Disabled _____
- Elders/ly _____
- Under medical or special care _____
- Unaccompanied children _____
- Self reliant adults _____
- Accompanied children _____

Collection Areas

Facilities where people can assemble, away from any danger while awaiting evacuation from the community

Location	Capacity	Owner	Contact	#
Recreation Centre	250	Town	J. Happy	6490
De Che School	400	School Board	A. Keeper	7654
Airport hanger	350	Airport	T. Boost	4523

Reception Centres

Facilities that can be used to receive and process or hold evacuees within the community are identified in the Reception Management Procedures.

Transportation

Individuals and families are expected to transport themselves to the Collection Areas or Reception Centres.

Public Notices will identify where those who are not self-reliant can call for assistance.

Security

Evacuated areas will be swept by bylaw officers to ensure all is clear, conditions permitting.

Bylaw and RCMP will establish a security perimeter.

Anyone returning may be denied access unless perimeter police consider the reasons imperative, in which case individuals will be escorted in.

General re-entry will be announced only when public safety, environmental health and utility agencies confirm it is safe to do so.

Public Notice of Evacuation

The announcement of an evacuation order will be broadcast using Warning procedures and resources.

Evacuation Notice

An evacuation has been ordered of the following areas (or Town/Village/Hamlet) due to an emergency (describe event/condition).

For your personal safety, proceed immediately, to the following collection points or reception centre

If you are physically unable to go to the collection point or reception area, call _____ (Emergency Operations Centre Inquiry #) to make arrangements for transportation.

The evacuation route is _____ (if you need to specify one to avoid danger).

Ensure you bring your medication with you. If you evacuate to friends or relatives in a safe area, please register by phone at the Reception Centre at _____ to avoid unnecessary searches.

DO NOT bring pets to the reception centre or collection area.

Bring medication, sleeping bags/blankets and personal needs.

Residential Evacuation Checklist

This list should be distributed annually or seasonally to each home in awareness activities

EVACUATION CHECKLIST

ON RECEIPT OF ADVISORY OF EVACUATION – TAKE ACTION

- Alert your family members
- School children and patients in health care will be evacuated by the institution to the collection point or reception area
- Secure your residence when you leave, including turning off fuel supplies and draining pipes

BRING

- Protective/seasonal clothing
- Emergency equipment – flashlights, matches, candles, portable radio
- Personal items – money, identification, health card
- Snacks and drinking water
- Sleeping bags/blankets
- Books, cards board games
- Personal medication, preferably in a prescription bottle.

Prohibited –Alcohol, firearms, or dangerous goods in quantity

Pets

- Are not permitted. Advise the Reception Centre Registration and Inquiry of pets left behind indoors or out. If conditions permit, volunteers will be requested to remain to provide food and water.

3.2 WILDLAND FIRES PROCEDURES *(based on hazard and risk assessment)*

Condition

In the event of wildland fires threatening residential or business areas.

Warning

If RWED is not aware of the fire

- Contact RWED at telephone # 832-8923
- Describe size and location of fire and areas at risk

See Section 2.1 – Warning and Notification Procedures

Evacuation

See **Evacuation Procedures**

REWD Support

Will provide advice community response and fire behaviour.

Will provide fire suppression resource if they are available.

Local Responsibilities

Coordinate response with RWED

Maintain communication with RWED

Manage local fire fighting resources for community protection.

Resources providing, support RWED

3.3 FLOOD PROCEDURES *(based on hazard and risk assessment)*

Condition

Rising waters threaten or cause flooding.

Community is in a historical flood plain

Risk areas

Areas of the community at risk are:

- Tihi Village
- Baseland Industry Coop
- Headlands

Monitoring

Protection Services will monitor seasonal threats and storm threats and advise to the Coordinator.

Public warning

See Section 2.1 – Warning and Notification Procedures

Evacuation

See Evacuation Procedures section 3.1

Protective Measures

Public Services will determine and action temporary protective measures and advise the Coordinator

Public Services supported by Bylaw and RCMP will monitor threat to evacuation points

Health will provide advice regarding potable water

Resident will be encourage to take measures to reduce the potential of damage to family and personal property

3.4 RECEPTION MANAGEMENT

Condition

Community may receive evacuees from other communities in the Region

Community may be required to partially evacuate

MANAGER

The overall manager for reception management will be the Director Public Services

Capacity

The potential capacity to transfer or receive evacuees is:

- Congregate lodging
 - High School - 250
 - Community Centre - 150
- Commercial – 240
- Temporary bedding – beds, mattresses, blankets - 200

Designated Areas

Reception Centre/s

FACILITY	CAPACITY	FOOD SERVICE	CONTACT
High School	250	Needs catering	J. Keeper
Recreation Centre	150	Light meals only	A. Happy

R and I Service

Reception and inquiry will be held at

- Town Office for an internal evacuation
- At the entry point for those from other communities

R and I forms are available from the Coordinator (They have been printed by MACA)

R and I will be staffed by volunteers under Community Government.

Bylaw will establish a pick up perimeter outside of R and I.

Emergency Clothing Service

Emergency Clothing will be provided through contract with Northern Stores.

Requests for public contributions will be made on the media. The collection point for contributions will be identified.

Potential sources of clothing and blankets supplies are:

- Northern Stores Contact C. Manage at 9898

Emergency Food Service

Sources for food preparation and catering are:

- Taka Lodge Contact C. Chef at 7676
- Family Restaurant Contact D. Chow at 3333

The person responsible for arranging food services is Dir Public Services

Emergency lodging

The facilities identified in the **Capacity** section will be activated by Director public Services

To the degree possible, administrators of the evacuating community will be requested to assist with the management of the reception center and provide a familiar link with evacuees.

Environmental Health support will be requested by the Health Centre, to monitor congregate lodging arrangements.

Personal Services

Social Services will arrange for Personal Services. Clergy are available through:

- Family Parish
- Alliance Church

Volunteer Services Mobilization

Town/Village/Hamlet Administration will register volunteers recruited to support, R and I, Security, transportation, and food distribution. Volunteer registration forms are shown at Annex C.

Transportation

Public Services will arrange transportation from the landing point/ R and I to congregate lodging.

Support from GNWT H&SS

The following expert and material support will be required from GNWT H & SS

- Reception Centre Managers x 4
- CISD staff x 2

3.5 DANGEROUS GOODS INCIDENT RESPONSE

Condition

Transportation accidents, bulk storage and private and business holdings of dangerous goods can result in accidents

Warning

See Immediate Action Table

See Warning and Notification in Section 2.1 .

Coordinator

See Immediate Action Table

Contact RWED

Fire

See Immediate Action Guide

Consult with Carrier/Storage/ Producer and determine immediate action and safety actions for the product.

Act as the lead agency

Evacuate immediate risk area

Request Environmental Health expertise if required

Inform Coordinator of conditions

Request industry representatives/consultation links as required

OWNER/CARRIER/ PRODUCER

Implements own Emergency Response Plan/Actions

Notify local authority

Notify Spill Line

Provide identity, MSDS and E/R documents, properties and emergency medical information to the Fire Department

Control the Release

Clean up and restore

RWED

Coordinate GNWT response

Provide technical personnel and advice to the local authority

Initiate contacts with remote carriers/producers to obtain technical data

Monitor the safety of the operation

Initiate contact with federal support agencies

3.6 SUPPORT TO SCHOOLS, AND SPECIAL CARE CENTRE EMERGENCY PLAN

Condition

School is required to invoke their emergency plan

Emergency Services Support

School officials use normal channels to contact emergency services

Additional Community Support

- Assistance in evacuation - Coordinator
 - Open the recreation center by contacting School Board and Recreation Centre staff on contact lists
- Alert utilities – Public Services
- Activate agency members as required - Coordinator
- Support site control with Bylaw officers - Fire
- Support with communications - Fire
- Assist in mobilization of transportation – Public Services
- Assistance in mobilization of volunteers – Community Government Office

3.7 SUPPORT TO MEDICAL CENTRE EMERGENCY PLAN

Condition

The medical centre has an in house emergency that requires full or partial evacuation and invokes its emergency plan.

Emergency Services

Normal direct channels

Alternate Facilities

Coordinator will contact the Recreation Centre Manger and School Board contacts (*see contact lists*)

The Medical Centre will establish a Casualty Information Centre at which information will be provided to families of patients about their status –post evacuation.

Volunteer Mobilization and Registration

Support will be provided by the Community Government Office when types of volunteers are identified by the medical centre

Coordination

On site coordination will be provided by Fire liaison to the medical centre management

Casualty Management and Transportation

Medical Centre Plan

News Releases

Information on patients and casualties is the prerogative of Hospital management through their Casualty Information Centre

Communication

Medical Centre to Evacuation Point/Facility – Telephone and UHF
Medical Centre to Community Government Office - UHF and Telephone

3.8 ENVIRONMENTAL HEALTH SUPPORT PLAN

Expert Advisory Support Required

Potable water and home water safety
Disease prevention and control
Waste disposal
Vector control
Treatment of dead
Food safety

Notification of Support Needs

Contact GNWT Health and Social Services at 832 5444

3.9 SUPPORT TO CIVIL LAND SEARCH

Condition

RCMP are managing a search for lost persons.

Support

At the request of the RCMP, the Community Government Office will register volunteers

The HF terminal will be activated to receive requests for specific support a it is identified by those searching on the land. The HF net may also be used to initiate contacts with camps if the RCMP request.

EMERGENCY MANAGEMENT AGENCY MEMBERS

SAO

Deputy Coordinator

Director Protective Services

Director Public Services

Director Finance

Director Recreational Services

RCMP

General Hospital/Health Bd

Ambulance Service

Airport Authority

IDC Property Management

NWT Power Corp

NWTEL

Hunters and Trappers Association

Housing Authority

School Board

Aurora College

GNWT Regional Superintendent MACA (Superintendent may request that other GNWT agencies become members)

Red Cross

Industry/Business Reps

CBC

Amateur Radio Association

Aboriginal Groups

Employment Centre

RESPONSIBILITIES**SAO/Coordinator**

- . Chair the Emergency Measures Agency
- . Act as Operations Director for the Agency and EOC
- . Coordination of all services/functions
- . Notification
- . Damage assessment process
- . Evacuation orders
- . Emergency Operation Centre
- . Approve information strategy
- . Recommend declaration/cancellation of a state of emergency
- . Implement plan
- . Request mutual aid/other government support
- . Liaison with other governments and industry associations
- . Overall communications arrangements

All agencies/services

- . Provide a representative to the Emergency Measures Agency
- . Provide a representative to the EOC
- . Detailed planning, testing and training for own functions
- . Identification of extra agency resources
- . Internal notification
- . Internal communication
- . Communication link to the EOC or ESM
- . Providing operational information to the EOC/ESM
- . Forecast operational resource requirements
- . Disaster financial records
- . Equipment procurement for functional needs
- . Assist all other agencies
- . Monitoring stress of emergency workers

Protective Services

- . Conduct fire fighting operations
- . Activate mutual aid arrangement as required
- . Coordinate site activities as required
- . Provide communication link from the site to the EOC/Coordinator
- . Assist in evacuations
- . Conduct site rescue operations
- . Activate DG response arrangements
- . Identify threatened utilities
- . Coordinate by-law support for site security and traffic management with the RCMP

Public Works/Services

- . Provide/arrange for construction resources and services
- . Provide/arrange for transportation resources and services
- . Provide/Arrange demolition and route clearance
- . Arrange potable water shuttles
- . Arrange alternate power and lighting for EOC and ESM
- . Utilities shut down/restoration and public notices
- . Damage assessment on public property

Finance

- . Establish event account code to capture operational costs
- . Open EOC and provide staff
- . Identify extraordinary financial impact of event

Recreation

- . Open facilities to support social arrangements
- . Provide staff to the EOC

RCMP

- . Assess and report on degree of public danger
- . Security of life, site, property and evidence
- . Coordination of public ground search and rescue
- . Traffic and crowd control
- . Site management when lead agency (See Fire Services)
- . Identification and handling of dead
- . Establish temporary morgue
- . Support rescue and evacuation operations

Community Medical Care Centre and Ambulance

- . 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 to the EOC
- . Provide Environmental Health advice to the Community.
- . Provide Ambulance - Hospital coordination
- . Quarantines
- . Temporary morgue (share - police)

Community School Board and Institutions

- . Client care and protection in on site emergencies or those effecting the institution
- . Evacuation of clients
- . Supervision and care of clients at temporary facilities
- . Arrange alternate power for institutional needs
- . Provide use of facilities to support victim assistance, evacuation or reception

Community Business Association

- . Share information on resources, capabilities and on-site or transported hazards,
- . Provide available resources to support response management, victim assistance and relocation
- . Manage on site emergencies
- . Advise authorities of real or potential public safety, property or environmental dangers that could or do migrate off site
- . Provide technical experts

GNWT Social Services

- . Provision of advice and assistance to the Community 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

Aboriginal Groups

Translation services
Identify special social needs
Advice on evacuation and reception

Human Resources Centre – Human Resources and Development Canada

Assist community in recruiting registration and assigning of emergency workers

Community Housing Authority

Provide advice and assistance regarding use of housing for reception or temporary relocation

Community Airport

Provide use of facilities to support evacuations or reception
Provide notification of on/near airport aviation emergencies requiring Town support

Community HTA

Provide liaison at the EOC, if requested
Provide communications and transportation support for emergency operations

Community Band Radio Society

Support the dissemination of warnings and emergency public information
At the EOC

GNWT MACA Community Region

Provide advice on and coordinate GNWT support at the EOC

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.

COMMUNITY EMERGENCY OPERATIONS CENTRE

Location

The EOC is located at the Community Government Office – Council Chambers

Activation

The EOC will be activated on the direction on the Coordinator. It will be activated automatically at Level 2 Local Control.

On activation the EOC will be opened by Director of Finance or designated alternate in his absence. That person will call the designated Administrative Assistant and the Communications Operator to report to the EOC and open it for business.

Staffing

Director of Operations - Coordinator

Operations Officer - T. Bolt Contact 832-3456

Communications Operator – C. Spark Contact 832-8484

Representatives of Emergency Measures Agency as required

Level 2

- Fire Liaison
- Police Liaison
- Power Utility
- Communications Provider – NW Tel
- Fuel Supplier - Bowser Associates
- MACA Region
- Health Services
- Public Services
- Recreation
- School Board

Public Inquiry

Public Inquiry will be received at the Community Government Office at
Telephone Numbers

- 834-8476
- 834-2973

Duties

- Representatives
 - Provide a liaison link to your organization
 - Provide expert advise regarding capabilities and resources
- Director
 - Coordinate the activities of the EOC and all its agencies
 - Advise the SAO/Council on the status of events
 - Assign emergent tasks
 - Set overall priorities
- Ops Officer
 - Collect, collate and analyse incoming information
 - Disseminate information to all agency and response groups
 - Pass situational reports to MACA/TEOC
 - Oversee the activities of the Communications Operator and the Administrative Assistant
- Comm Op
 - See communications Operator checklist in Immediate Action section

Communications

Channel Allocation

UHF Channels	HF Channels
1. – By-law	1. Fire
2. – Fire	2. MACA
3. – Fire	3. HTA
4. – Public Services	
5. - By law Liaison	
6. - Airport	
7. - Medical Centre Liaison	

Contact amateur radio operator for EOC is Jesse Rad at 832-8888

EOC Telephone Number Allocation

Coordinator 632-4747
Communications 832-32837
Operations Officers 832-2091/3987
Fax 834-876
Liaison Pool 832-5678/9

EOC email - *OpsCommunity@Community.gov.nt.ca*

Displays

- Resources/Agencies on scene
- Casualties
- Impact area
- Resources Requested and Status
- Level of Response
- Communications networks
- Key contact numbers