



**EMERGENCY
MEASURES
ORGANIZATION**

GOVERNMENT OF THE NORTHWEST TERRITORIES

Community Emergency Measures Planning Model

08 March 2002

DRAFT

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INTRODUCTION

This document is intended to assist communities in the Northwest Territories in developing emergency arrangements required by the Civil Emergency Measures Act.

It is to be used by designated Emergency Measures Coordinators or their delegates who have received Basic Emergency Preparedness instruction. The document is a catalyst to planning. As such, it will act as a prompt to planners and Emergency Measures Agencies as they work their way through the process of developing a community plan. It should not be used as a cookie cutter, or fill in the blanks form. Communities must tailor their plans to the needs they identify through the Risk Assessment Process. The Risk Assessment Process must precede the development of the community plan. No assessment = No plan! Another imperative of the planning process is that agencies participating in a community plan must restate their roles in the plan. They have to endorse what the draft plan says about their role, or they have to rewrite it in terms acceptable to themselves, consistent with the community needs and the GNWT Emergency Plan.

The contents of this document are available on diskette through MACA Emergency Services Division for **qualified emergency planners** who can tailor that which is appropriate to their needs.

Clearly, the scope of preparedness and response in communities varies greatly with the size of the community and its infrastructure. Therefore we begin with a brief description of the profile of emergency measures for large, medium and small communities in the Northwest Territories. A second table provides an indication of what would be included in the emergency plan of varying size communities – large, medium, and small.

The model then provides guidance on possible contents for larger communities and small communities.

COMMUNITY EMERGENCY PROGRAM PROFILES

MEASURE	LARGE COMMUNITY	MEDIUM COMMUNITY	SMALL COMMUNITY
Bylaw	Required (Note 1)	Required	Required
Committee of Council	Required	Required	Required
Coordinator	Required	Required	Required
Emergency Measures Agency	Community Dept's NWTel NtPC RCMP HTA Airport Medical Bd/Hospital College School Board/Schools Special Care Inst Housing Authority Aboriginal Groups MACA Region Human Resources Cda Hotel Assoc Business Assoc	SAO Fire Public Services Power Utility RCMP Housing Authority HTA Health Centre/Nursing Station School Community Centre Social Services Airport Community/Band Radio Society	SAO/Community Admin Public Svcs/Foreman RCMP Power Utility HTA School Health Centre/Nursing Station Social Services Community Centre Community/Band Radio Society Housing Association
All Hazards Plan	Complete Narrative	Some narrative with checklists, and resource/contact list	Checklists with contact/resource list

Note 1 – “Required” indicates that the *Civil Emergency Measures Act* makes it mandatory for a community to have these arrangements in place.

SAMPLE PLAN CONTENTS

Emergency Plan	Large Community	Medium Community	Small Community
• Immediate Action Table	X	X	X
• Contact List	X	X	X
• Checklists	Option	Option	
• Policy			
– Plan Purpose	X	X	X
– Limitations	X	X	X
– Authority	X	X	X
– Council	X	X	In introduction
– Coordinator	X	X	“
– Emergency Measures Agency	List	List and Tasks	List and Tasks
– Activation	X	X	X
– Organization	X	Option	
• Response Management			
– Scope	X	Reduced	Very reduced
– Warning Process	X	Simpler	Simplify
– Response Levels	X	X	X
– Agency Members Responsibilities	X	X	In Policy
– ESM	X	Coordinator is ESM	Coordinator is ESM
– Declaration of an emergency	X	X	X
– EOC	X	Town Office	Village Office
– Communications	X	Channel List	Channel List
• Special Procedures			
– Evacuation	X	May use checklists	Checklist
– Flood	If hazard	X	X
– Wildland Fires	If hazard	If Hazard	Checklist if hazard
– Reception Management	X	If Hazard	“
– Dangerous Goods Incident Response	X	Rec Centre and School	
– Support to Schools	X	Support Contact	Contacts
– Support to Special Care	X	X	Checklist
– Support to Hospital/Health Centre	X	X	Checklist
– Environmental Health	X	Contact	Contact
– Support to RCMP Searches	X	X	Checklist

COMMUNITY EMERGENCY MEASURES MODEL PLAN

PART 1 – MODEL BYLAW

DRAFT MODEL NT EMERGENCY MEASURES BYLAW

Preamble TOWN/VILLAGE OF-----
BY-LAW NO. -----
A BY-LAW of the Council of the Village/Town -----
----- in the Northwest Territories, to provide for a municipal
emergency program.

WHEREAS the Council of the ___ of ___ is responsible for the
direction and control of its emergency response and is required, under
the Civil Emergency Measures Act, R.S.N.T. 1988. c. C-9 and Section
27 of the Cities, Towns and Villages Act, R.S.N.T. 1988, C. C-8 to:
prepare and approve emergency 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 TOWN/VILLAGE -----
-----, in regular session duly assembled,
hereby enacts as follows:

Title 1. This by-law may be cited as the "Emergency Measures By-law".

Interpretation 2. In this by-law;

"Act" means Civil Emergency Measures Act, R.S.N.T. 1988. c.
C-9;

"Council" means the Council of the Town/Village;

"Community" means the geographic area under the
jurisdiction of the local authority;

" Coordinator of the Emergency Measures Agency"
means the person appointed as the Coordinator under
Section 5 of this by-law;

- "Emergency Measures Agency"
means the agency established under this By-law,
- "Emergency Measures Committee"
means the committee established under this By-law,
- "Emergency Plan"
means the Emergency Measures Plan of the
Town/Village;
- "Emergency Meeting of Council"
means an emergency meeting of Council as described in
Section 27 of the Cities, Towns and Villages Act,
R.S.N.W.T., 1988, c. C-8;
- "Mayor" means the Mayor of the Town/Village or alternate
Identified by Council;
- "Minister" means the Minister responsible for the Civil Emergency
Measures Act
- "S.A.O." means the Senior Administrative Officer of the city, town
or village or designate appointed pursuant to the Cities
Towns & Villages Act; and
- "Town/ Village/Hamlet"
means the community government of the
the Town/Village/Hamlet-----

Emergency Measures
Committee

3. There is hereby established an Emergency Measures Committee to advise Council on the development of emergency plans and programs.

Emergency Measures
Agency
Appointment and
Powers

4. There is hereby established an Emergency Measures Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, or the powers contained in Sections 7 and 11 of this By-law.

Coordinator

5. The S.A.O. of the Town/Village or his/her designate is hereby appointed the Coordinator of the Emergency Measures Agency of the Town/Village/Hamlet

The SAO is appointed and is permitted to delegate. If a line manager is appointed Coordinator their duties may conflict in a major crisis.

Council Duties

6. Council shall

- a) *by resolution, appoint _____ of its members to serve on the Emergency Measures Committee;*
- b) provide for the payment of expenses of the members of the Emergency Measures Committee;
- c) by resolution, appoint a Coordinator of Emergency Measures and a Deputy Coordinator of Emergency Measures who shall do those things delegated by or required of the Coordinator of Emergency Measures in that person's absence,
- d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the _____ of _____
- e) ensure the public is informed of the emergency measures program and community risks;
- f) approve the _____ of _____'s emergency plans and programs; and
- g) review the status of the Emergency Plan and related plans and programs at least once each year.

7. Council may

- a) by By-law borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Emergency Measures Agency;
- b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs; and
- c) during or within 60 days after the declaration of a state of

local emergency, by bylaw, borrow the necessary funds to pay for the expenses of the emergency under the provisions and conditions of Sections 17 (4) and (5) of the Act .

Duties of the
Emergency Measures
Committee

8. The Emergency Measures Committee shall
 - a) review the Emergency Plan and related plans and programs on a regular basis; and
 - b) advise Council, duly assembled, on the status of the Emergency Plan and related plans and programs at least once each year.

Composition of the
Emergency Measures
Agency

*The bylaw could
just refer to the
Emergency Plan
for the list of
members*

9. The Emergency Measures Agency shall be composed of one or more of the following:
 - a) the Coordinator of Emergency Measures;
 - b) the Deputy Coordinator of Emergency Measures,
 - c) Officer or N. C. O. in Charge, R. C. M. Police or designate,.
 - d) the Fire Chief or designate,
 - e) the Director of each branch of the local authority or designate;
 - f) the Ambulance Service Manager or designate,
 - g) Health Unit / Hospital Manager or designate,
 - h) The Manager of the local airport or harbour or designate
 - i) the School Board Chairman or designate;
 - j) representatives from resident elements of GNWT departments of MACA, Health and Social Services, Resources Wildlife and Economic Development
 - k) representative(s) from local business or business associations (e.g. Chamber of Commerce, Board of Trade);
 - l) representative(s) from local industry or industrial associations;

- m) representative(s) from Northwest Tel, NWT Power Corporation, and Northlands Utilities Limited
- n) anybody else who might serve a useful purpose in the preparation or implementation of the Emergency Plan.

Duties of the Coordinator

10. The Coordinator of Emergency Measures shall
- a) prepare and co-ordinate the Emergency Plan and related plans and programs for the _____ of _____
 - b) act as director of emergency operations, or ensure that someone is designated under the Emergency Plan to so act, on behalf of the Emergency Measures Agency;
 - c) submit to Council an accounting of the costs of an emergency measures response,
 - d) co-ordinate all emergency services and other resources used in an emergency; and
 - e) develop and implement an annual public education and awareness program ; or

ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), (c), (d) and (e).

State of Local Emergency
Some jurisdictions repeat the contents of the Act, related to declarations, within their own bylaws

11. Council may declare, terminate or renew by resolution, a state of local emergency in accordance with Section 14, 15, 16 and 17 of Civil Emergency Measures Act, R.S.N.T. 1988. c. C-9 and Section 27 of the Cities, Towns and Villages Act.

Delegation
This is an option permitted in accordance with Section 14 (4) of the CEM Act

12. The power to declare, terminate or renew a state of local emergency specified in Section 11 of this By-law are hereby delegated to a committee composed of the Mayor and the Deputy Mayor, alone, or in their absence, any two members of Council.

- Powers
13. On making a declaration of a state of local emergency 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) *cause the Emergency Plan or any related plans or programs to be put into operation;*
 - b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - c) authorize or require any qualified person to render aid of a type he or she is qualified to provide; or
 - d) cause the demolition or removal of vegetation, structures, equipment or vehicles, any trees, structures or crops if this is necessary or appropriate to reach the scene of a disaster or to attempt to prevent or combat a disaster.
- Notification
14. Immediately on making a declaration, termination or renewal of a state of local emergency details of these orders shall be notified to the public and the Minister in accordance with Section 14, 15 and 16 of Civil Emergency Measures Act, R.S.N.T. 1988. c. C-9.
- Liability
15. When a state of local emergency is declared,
- a) neither Council nor any member of Council, and
 - b) no person appointed by Council to carry out measures relating to emergencies or disasters, is liable in respect of damage caused through any action taken under this By-law, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.
16. Notwithstanding Section 15,
- a) Council and any member of Council, and
 - b) any person acting under the direction or authorization of Council, is liable for gross negligence in carrying out their duties under this By-law.
- Termination of a State of Local Emergency
17. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate

the declaration and shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

18. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when
- a) a resolution is passed under Section 11;
 - b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
 - c) the Minister makes an order for a state of emergency under the Act relating to the same area; or
 - d) the Minister cancels the state of local emergency.

By-law No. ----- is hereby repealed

19. 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 R.S.N.W.T., 1988, c. C-8.

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

COMMUNITY EMERGENCY MEASURES MODEL PLAN

PART 2 – MODEL COMMUNITY PLAN

SECTION 1 – IMMEDIATE ACTIONS

You may find it convenient to divide your plan into sections, such as immediate actions, policy, operations, contact lists etc.. Should you decide to do so, you may consider putting the most important response guidance and actions right at the front. In this example, we have done just that and would red flag this as **Immediate Actions**. Some communities enlarge the contact lists and action guide and put it on the wall of the office designated for the Emergency Operations centre.

In this red flagged section of the plan you may expect to see

Immediate Action Guide

Contact Lists

Check Lists

Samples of these three items follow

IMMEDIATE ACTION GUIDE -SAMPLE

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>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>Action</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 <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 	<ul style="list-style-type: none"> ➤ Control access ➤ Provide security ➤ Support evacuation ➤ Assist ME ➤ Assist site search ➤ Conduct civil ground search <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

These lists should be incorporated into the plan. They may be created tables in the plan or copies of lists produced elsewhere and inserted in the plan. DO NOT insert copies of telephone directories! Some prefer to have the lists posted on response or call center notice boards or printed on pocket cards for all concerned. In any case, they have to be available to all emergency measure agency representatives at their office and at home. You will have to create a table that lists the members of the Emergency Measures Agency. The lists should include:

Council

MEMBER	TELEPHONE	CELL

Key officials or staff

Sample

FUNCTION	NAME	CONTACT	ALTERNATE	CONTACT
Communications				
Admin Assist EOC				
School Custodian				
Rec centre manager				
Operation Officer EOC				
SAO Exec Assist etc				

Emergency Measures Agency Members and Alternates

ORGANIZATION	DELEGATE	CONTACT	ALTERNATE	CONTACT

Key Resource Agencies

Most resources will be arranged through members of the Emergency Measures Agency. However if there are any that fall outside of member responsibilities which are critical, list them here. Small communities may wish to collate their resource contacts for resources for all services here.

RESOURCE	AGENCY	CONTACT NAME	CONTACT #
Air transport			
Boats			
Radios			
Snowmobiles/ATVs			
Heavy Equipment			
etc			

GNWT Contacts

DEPARTMENT	CONTACT	TELEPHONE	CELL	FAX
MACA REGION				
H & SS REGION				
RWED REGION				
MACA EMERGENCY SERVICES DIVISION				
SPILL LINE		920 8130		
MACA TEOC				

FIRE LINE		1-800-661 0800		

IMMEDIATE ACTIONS – CHECKLISTS (**OPTIONAL**)

Planners may determine that checklists supplement the Immediate Action List or duplicate in some cases. An option may be to only use the Immediate Action Table. The contents of the checklists are not all -inclusive or exclusive. Their contents should be confirmed or restated by response agencies/individuals during the development process for your plan. Similarly, this list uses generic terms to describe the agencies. The community plan should be as specific as possible.

COORDINATOR

- See Immediate Action Table
- Determine if “**emergency**” exists
- Decide Level of activation
- Notify appropriate Emergency Measures Agency members
- Advise SAO/Council
- Determine if evacuation is required
- Activate reception or collection centres as required
- Appoint ESM if necessary
- Activate EOC if necessary
- Determine Social Services and Environmental support required
- Activate communications network with responders
- Obtain ongoing updates from scene
- Prepare to brief media
- Notify MACA at # _____

SAO

- See Immediate Action Table
- Ensure departmental Directors are supporting the Coordinator
- Get situation updates
- Consider need for emergency declarations
- Consider need for Council session to ratify Coordinators actions
- Determine if Level of response requires SAO to act as Director of Operations
- Request Finance to consider impact on operating budgets
- Consider damage assessment expert support required
- Determine support required by the Coordinator and emergency operations
- Be prepared to provide media interviews

COMMUNICATIONS OPERATOR

- Report to the EOC/Village office
- Open V/UHF net and advise first responders you are open
- Open HF net if required and advise participants you are open
- Test all telephones
- Test fax and email
- Send advisories by fax and email that EOC communications are functioning to MACA Region and the GNWT TEOC/Emergency Services
- Identify and maintain a record of the radio networks that Emergency Measures Agencies in the EOC are working on
- Advise the Coordinator of the communications status

PROTECTIVE SERVICES - FIRE/BYLAW

- See Immediate Action Table
- Advise Coordinator of response and situation
- Act as site coordinator if fire is lead agency
- Establish communications link with the EOC
- Alert threatened utilities
- Manage fire operations
- Coordinate casualty search
- Activate dangerous goods contacts as required
- Bylaw supports security and evacuation operations

PUBLIC SERVICES

- See Immediate Action table
- Alert staff
- Contact the Coordinator
- Report to the EOC if activated
- Alert major equipment supplies as required
- Identify available transport suppliers
- Establish contact with utilities providers
- Review equipment resource committed and available
- Provide a representative to the scene if required
- Determine potential public services impact of the event

EMERGENCY SITE MANAGER

- Establish site control
- Establish communication or links with all response managers on scene
- Identify scene perimeter in consultation with bylaw and police
- Assess overall situation and brief the Coordinator
- Identify the overall priorities to all responders
- Advise Coordinator of support required

RCM POLICE

- See Immediate Action Table
- Protect life and property
- Secure incident perimeter
- Control convergence
- Advise Coordinator of disposition
- Establish contact with the EOC if activated and provide necessary liaison
- Support ESM
- Assist in evacuation
- Assist casualty search activities coordinated by Fire
- Support/Represent Medical Examiner and ensure ESM is aware of ME needs

HEALTH SERVICES/EMERGENCY MEDICAL CARE

- See Immediate Action table
- Alert staff
- Dispatch medical resources to the scene
- Mobilize personnel
- Determine need for augmentation
- Establish contact with the Coordinator/EOC
- Determine capacity to receive patients
- Determine evacuation priority if required
- Provide casualty data to the Coordinator
- Support ESM priorities
- Activate medivac as required

FINANCE

- Mobilize staff
- Identify financial code for operations to all concerned
- Provide staff to open and support the EOC

RECREATION

- Mobilize staff
- Open facilities for reception or for control centres
- Provide staff for the operations centre

INSTITUTIONS

- Alert institution staff
- Establish communication with the Coordinator or EOC
- Provide liaison to the EOC if required
- Implement institution plans as required
- Advise the Coordinator of plan implementation and support needs

COMMUNITY EMERGENCY MEASURES PLANNING MODEL

PART 2 – MODEL COMMUNITY PLAN

SECTION 2

Introduction

Content

Definitions

This section of the planning model contains samples of what might be contained in the Introduction, Content List and definitions in a community plan

Introduction

The Emergency Plan is issued under the authority of the Council in accordance with the Civil Emergency Measures Act and local Bylaw # _____ dated _____

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 of _____

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.

CONTENT

This page would list the contents of the plan. Refer to the introduction section of this document for possible content list.

DEFINITIONS

“Act” means Civil Emergency Measures Act, R.S.N.T. 1988. c. C-9.

"Agency" in addition to its ordinary meaning, includes all local, territorial and federal government departments, agencies and crown corporations and other public and private corporations or organizations having been assigned or accepted emergency responsibilities within this Plan.

"Coordinator" means the Coordinator of the Emergency Measures appointed by Council.

"Council" means the Council of the Town/Village.

"Emergency" means a present or imminent event that is affecting or could affect the health, safety or welfare of people, or is damaging or could damage property. In order to limit injury to people or damage to property, prompt action by members of the *Town/Village* emergency response system, beyond the normal procedures is required.

“Emergency Measures Agency” means the agency established under Bylaw to act as an agent of the local authority and consists of representatives of government, private sector and volunteer agencies who have a contribution to make to local emergency preparedness

“Emergency Measures Committee” means the committee of council established under a By-law to advise Council on the emergency program.

"Emergency Plan" means the Emergency Measures Plan of the Town/Village;

"Emergency Meeting of Council” means an emergency meeting of Council as described in Section 27 of the Cities, Towns and Villages Act, R.S.N.W.T., 1988, c. C-8;

"Emergency Site Manager" means the person appointed by the Coordinator or lead response agency to manage emergency operations under local control.

"GNWT" means the Government of the Northwest Territories.

"Local Authority" means:

- the council of a municipal corporation as defined in the Cities, Towns and Villages

- Act; the Hamlets Act; or the Charter Communities Act;
- the council of a settlement corporation as defined in the Settlements Act; or
- a council recognized under the Indian Act; or
- an organization recognized by the Minister, pursuant to Sec. 1(c) of the Civil Emergency Measures Act, as representative of the community for the purposes of the Act.

"MARS" means the Mutual Aid Resource Sharing Agreement for forest fire operations; with RWED representing the GNWT.

"Minister" means the Minister of Municipal and Community Affairs, responsible for Civil Emergency Measures.

"On site Advisor" means the person appointed by the Chairperson of the GNWT Regional Emergency Response Committee to act as an on-site advisor to the Local Authority in responding to a local emergency.

"Region" means a Region of the Government of the Northwest Territories.

"REOC" means the Regional Emergency Operations Centre, the GNWT EOC for managing regional emergency operations and coordinating support to community emergencies.

Response Levels

- **Level 1 - local control.** Low impact. Short duration. Less than 12 hours. Adequate resources. Adequate arrangements. More than one municipal department or Agency involved. Some coordination is required. May require action by the some or all members of the Emergency Measures Agency. An Emergency Site manager may be required. No state of emergency is expected. No territorial support is required.
- **Level 2 – local control** Moderate to high impact. Medium to long duration. More than 12 hours. May involve an ex community search or multiple casualties. May involve support to other communities. Coordination is required to support on-site activities. Support is required from GNWT or other governments. EOC and Agency members are activated. On-site Emergency Site Manager may be appointed. A local state of emergency may be required.
- **Level 2 – territorial control.** The emergency is in territorial jurisdiction and the impact or response affects the local authorities. Local authorities continue to manage their own resources and responsibilities within a territorial strategy. A state of emergency may be declared by GNWT.
- **Level 3 – major emergency** The event requires the resources of all levels of government. Local authorities continue to manage their own resources and

responsibilities within a joint government emergency management structure.

"Senior Administrative Officer" means the senior officer managing local government operations in a municipality incorporated under the City, Towns and Villages Act, the Hamlets Act, or the Settlements Act, or in an incorporated settlement, a community organization recognized by the Minister as representative of the population for the purposes of emergency preparedness, or a Band Council recognized under the Indian Act.

"State of Emergency" means a declaration relating to all or any part of the Northwest Territories, made by order of the Minister under the Civil Emergency Measures Act, at any time he/she is satisfied that an emergency exists or may exist.

"State of Local Emergency" means a declaration by a community government under the Civil Emergency Measures Act relating to all or any part of the community, made by resolution, at any time the local authority is satisfied that an emergency exists or may exist.

"Superintendent" means the Regional Superintendent of the Department of Municipal and Community Affairs (MACA). The Superintendent is Coordinator of the GNWT Regional Emergency Plan.

"TEOC" means the Territorial Emergency Operations Centre, the GNWT EOC for managing territorial emergency operations and coordinating support to Regions and communities during emergencies.

"TERC" means the Territorial Emergency Response Committee being the GNWT's inter-agency committee established under this Plan to prepare for and respond to emergencies

COMMUNITY EMERGENCY MEASURES PLANNING MODEL

PART 2 – MODEL COMMUNITY PLAN

SECTION 3 -POLICY

This section of the model plan provides examples of the information that might be contained in the policy section of the plan.

3.1 SCOPE OF RESPONSE

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

- C 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.

3.2 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.

3.3 PLAN AMENDMENT

The Coordinator may issue amendments to response arrangements as required.

3.4 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

3.5 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.

3.6 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.

3.7 COORDINATOR OF THE EMERGENCY MEASURES AGENCY

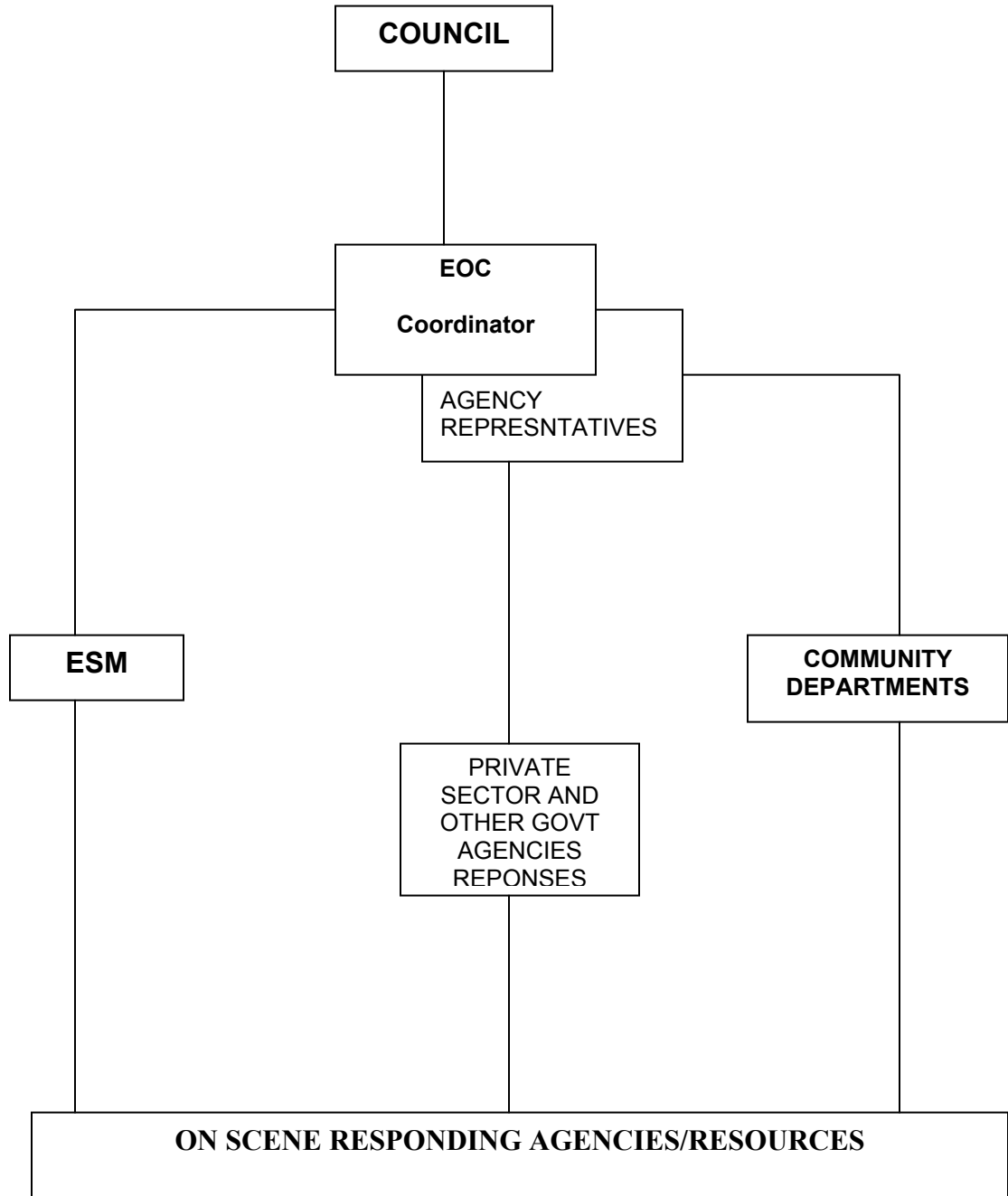
The Coordinator of the Emergency Measures Agency is responsible for:

- 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)



COMMUNITY EMERGENCY MEASURES PLANNING MODEL

PART 2 – MODEL COMMUNITY PLAN

SECTION 4 -RESPONSE MANAGEMENT

This section of the Model Community Plan provides samples of the type of direction the plan may contain for managing a response to an emergency.

4.1 WARNING AND NOTIFICATION PROCEDURES

The public in the community will be warned by: *use a process that is appropriate for your community, the following are only examples)*

- first responders advising those at risk in the immediate proximity of the emergency;
- the Coordinator through access to TV and radio;
 - Radio Contact _____
 - TV Contact _____
- 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.

4.2 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.

4.3 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

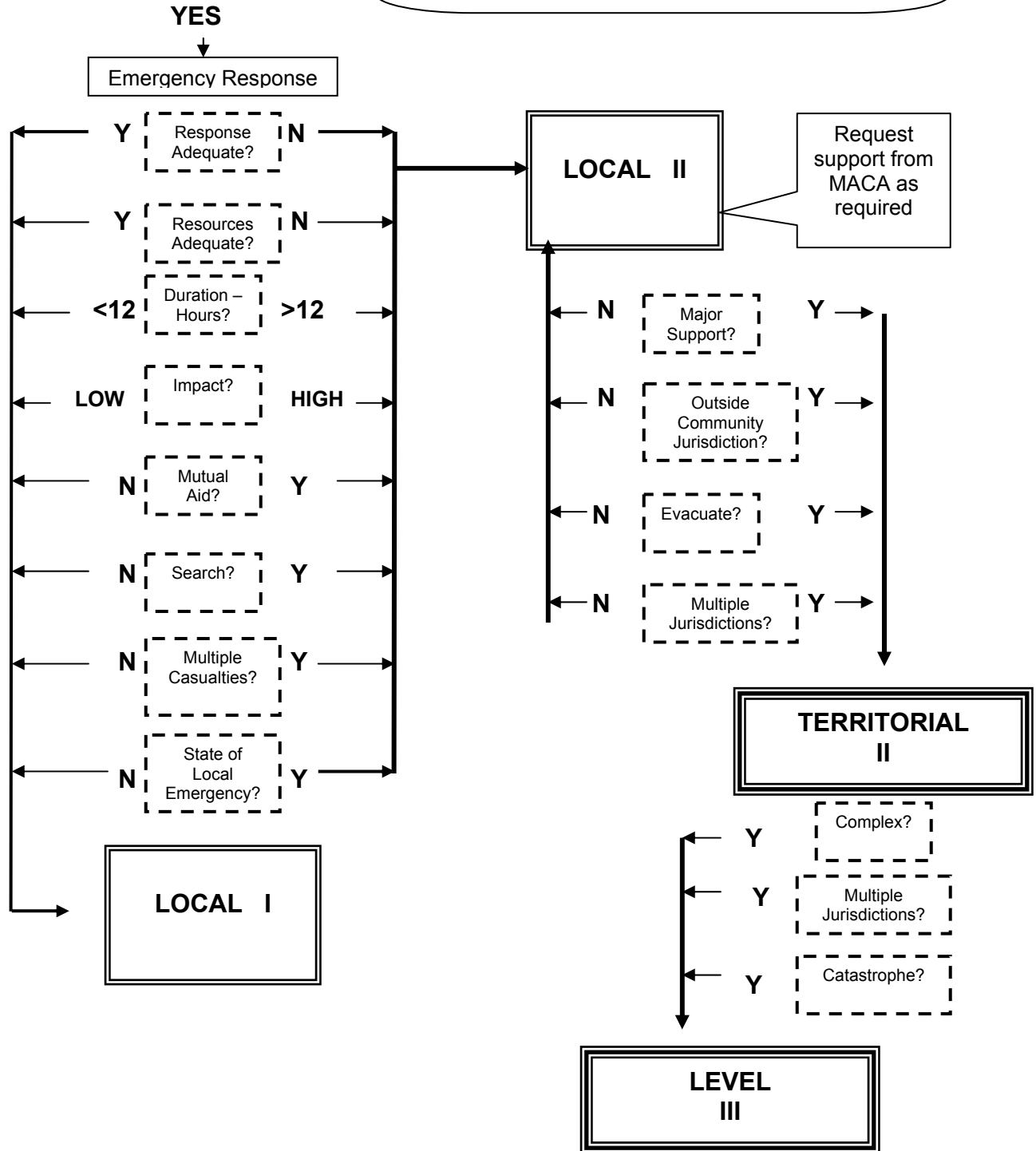
determine any appropriate response level.

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?



4.4 RESPONSIBILITIES

The annex containing responsibilities for agencies within the Emergency Measures Agency is a catalyst shopping bag that can be used to prompt discussions. Ultimately each organization will have to agree, accept or state what it will do. While the Coordinator has significant leverage with Community government departments, others are cooperating groups. The GNWT Emergency Plan contains lists of responsibilities for territorial departments, potential federal support and guidance on private sector and volunteer organizations. The list of agencies is generic. Your plan will have to be specific.

In small communities, the responsibilities of the participating agencies could be stated within the body of the document

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

4.5 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

4.6 EMERGENCY SITE MANAGEMENT

In medium and small communities, the Coordinator may be the only available person to act as ESM. In such cases the Coordinator and ESM Checklists are combined.

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.

4.7 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 # **[REDACTED]**

4.8 EOC

Small and medium communities may use existing Village/Band office arrangements for their control center. In some cases where the administration infrastructure consists of only a handful of people, this all may occur in the person/space of the Coordinator.

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 **[REDACTED]**

The primary communications at the EOC are:

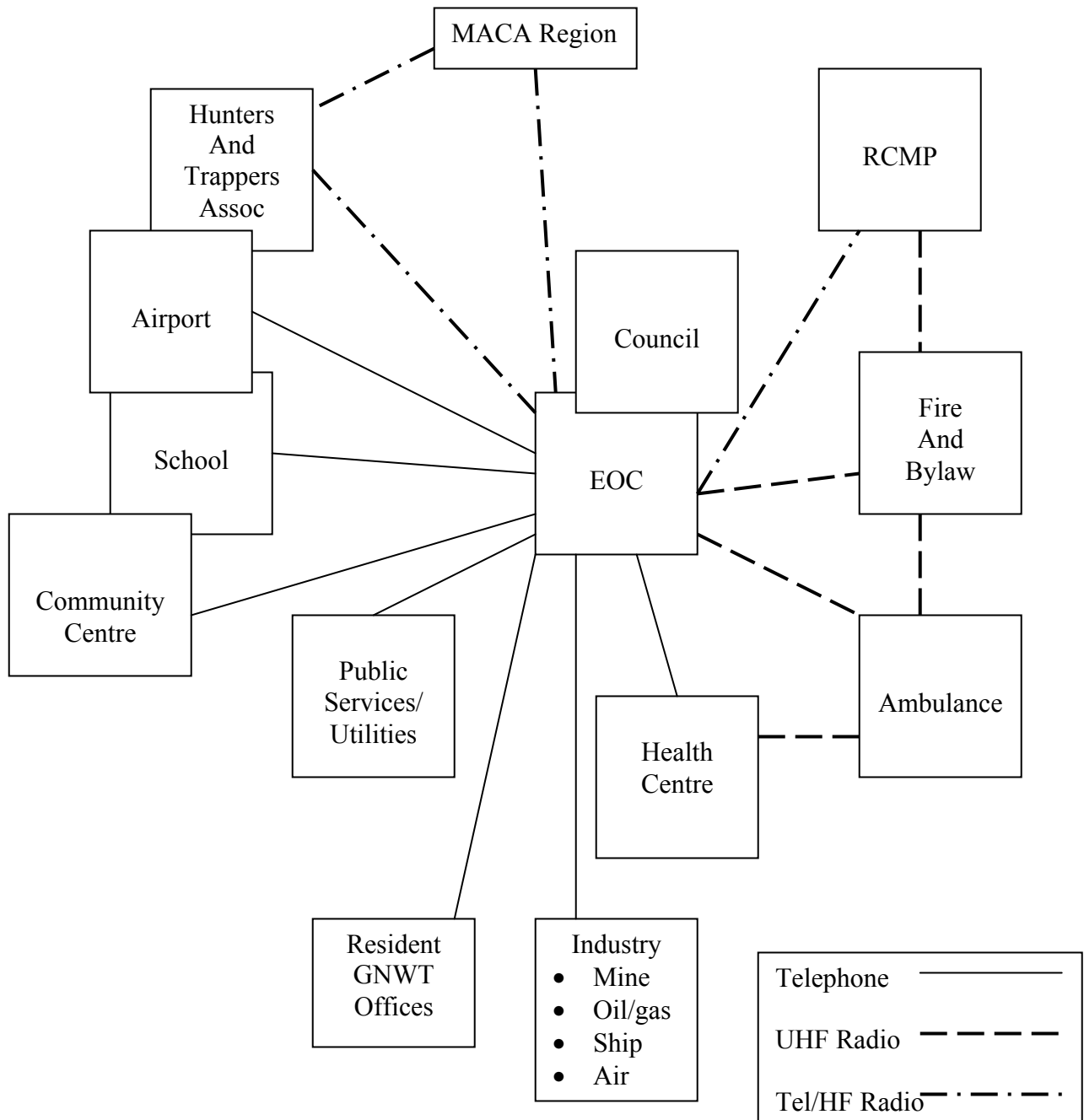
Telephone	<i>list numbers</i>
Fax	<i>list numbers</i>

E-mail *list address*
Cellphone *list numbers*
Radio Vhf/UHF channels are listed in Annex [REDACTED]

The EOC will be opened and set up by the Director of [REDACTED]. Annex E contains details regarding the EOC layout, staffing, displays and communication
Annex [REDACTED] E [REDACTED] contains the process for opening the EOC, layout, staffing, workstations, displays, duty officer functions and communications

4.9 COMMUNICATIONS

Small and medium communities may list their channel assignments for VHF/UHF and HF here. Larger communities may wish to show a communications schematic for an emergency. A sample Level 2 chart is shown here



COMMUNITY EMERGENCY MEASURES PLANNING MODEL

PART 2 – MODEL COMMUNITY PLAN

SECTION 5 – SPECIFIC PROCEDURES

This section of the model community plan provides samples of the type of guidance that might be contained in a plan, for some specific conditions or requirements. The community Risk Assessment will determine if special procedures are required for certain possible events that could effect the community.

5.1 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 4.1 – 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

- [redacted] to open the reception centre/s or
- [redacted] 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	#

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 RCM Police 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 the Town/Village) 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

- If it is small, and housed in a cage and is accompanied by food for two weeks, it may be considered acceptable – OR
- 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.

5.2 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 #
- Describe size and location of fire and areas at risk

See Section 4.1 – 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

5.3 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:

- _____
- _____
- _____

Monitoring

_____ will monitor seasonal threats and storm threats and advise to the Coordinator.

Public warning

See Section 4.1 – Warning and Notification Procedures

Evacuation

See Evacuation Procedures section 5.1

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

5.4 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 _____

Capacity

The potential capacity to transfer or receive evacuees is:

- Congregate lodging
 - _____ School - estimate capacity
 - _____ Community Centre - estimate capacity
- Commercial – enter estimate
- Temporary bedding – beds, mattresses, blankets - total sets from all sources

Designated Areas

Reception Centre/s

FACILITY	CAPACITY	FOOD SERVICE	CONTACT

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 _____

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

Emergency Clothing Service

Emergency Clothing will be provided through Social Services

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:

- _____ Contact _____ at _____
- _____ Contact _____ at _____

Emergency Food Service

Sources for food preparation and catering are:

- _____ Contact _____ at _____
- _____ Contact _____ at _____

The person responsible for arranging food services is _____

Emergency Lodging

The facilities identified in the **Capacity** section will be activated by _____

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:

- _____
- _____

Volunteer Services Mobilization

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

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

- _____
- _____
- _____

5.5 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 4.2 .

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

5.6 SUPPORT TO SCHOOLS, SPECIAL CARE AND HEALTH CENTRES 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 (*Or designated facility*) by contacting _____
- 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 –Town Office

5.7 SUPPORT TO HOSPITAL EMERGENCY PLAN

Condition

The hospital 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/School Principal (*identify the alternate facility during the planning process in consultation with the hospital executive*) at _____

The hospital may also need to establish a Casualty Information Centre at which information will be provided to families of patients about their status –post evacuation. The Town may, with the Hospital, earmark this facility and the plan will then state it and how it is activated

Volunteer Mobilization and Registration

Support will be provided by Town Office once type of volunteers are identified by the hospital

Coordination

On site coordination will be provided by Fire liaison to Hospital management

Casualty Management and Transportation

Hospital Plan

News Releases

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

Communication

Hospital to Evacuation Point/Facility – Telephone and UHF
HCC to Community – UHF and Telephone

5.8 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 [REDACTED]

5.9 SUPPORT TO CIVIL LAND SEARCH

Condition

RCM Police are managing a search for lost persons.

Support

At the request of the RCMP, the Town 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 *(may be in the body)*

SAO

Deputy Coordinator

Director Protective Services

Director Public Services

Director Finance

Director Recreational Services

RCM Police

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 Reg'l Suptd MACA (Superintendent may request that other GNWT agencies be members)

Red Cross

Industry/Business Reps

CBC

Amateur Radio Association

Aboriginal Groups

Employment Centre

RESPONSIBILITIES *(may be in the body)*

This list is only a catalyst to discussion. Most of the agencies used in this document are generic in name. Your plan will need to be correct and specific regarding the organization. It will have to be tailored to each community and each agency in the planning process. The list is not necessarily all inclusive of potential tasks for any agency, nor does it exclude other tasks. Medium and small communities may prefer to put responsibilities the body of the plan with the Agency listing.

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

Fire

- . 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

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

RCM Police

- . 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

Medical Care/Hospitals/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 Town
- . Provide Ambulance - Hospital coordination
- . Quarantines
- . Temporary morgue (share - police)

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

Business/Associations

- . 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

Social Services

- . 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

Aboriginal Groups

- Translation
- 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
There is an exchange of letters between GNWT and HRDC in which HRDC offers assistance with the registration and assignment of emergency workers

DECLARATION OF A STATE OF LOCAL EMERGENCY

Draft Declaration Format

DECLARATION OF A STATE OF LOCAL EMERGENCY	
<i>Whereas an emergency exists in the (name of the community)</i>	
<i>due to (name the condition/nature of the emergency)</i>	
Therefore the Council declares that a State of Local Emergency exists	
in	
the (name the 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.

<p>PUBLIC ANNOUNCEMENT OF A STATE OF LOCAL EMERGENCY</p> <p>The Council of the (name the local authority) declares a state of local emergency</p> <p>exists or may in the</p> <p>(name the community)</p> <p>due to</p> <p>(describe the nature of the emergency)</p> <p>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.</p>
--

EMERGENCY OPERATIONS CENTRE

Location

The EOC is located at [REDACTED]

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 [REDACTED]. 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 - [REDACTED] Contact [REDACTED]

Communications Operator - [REDACTED] Contact [REDACTED]

Representatives of Emergency Measures Agency as required

Level 2

- Fire Liaison
- Police Liaison
- Power Utility
- Communications Provider
- Fuel Supplier
- MACA Region
- Health Services
- Public Services
- Recreation
- School Board

Public Inquiry

Public Inquiry will be received at the Town Office at Telephone Numbers

- [REDACTED]
- [REDACTED]

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

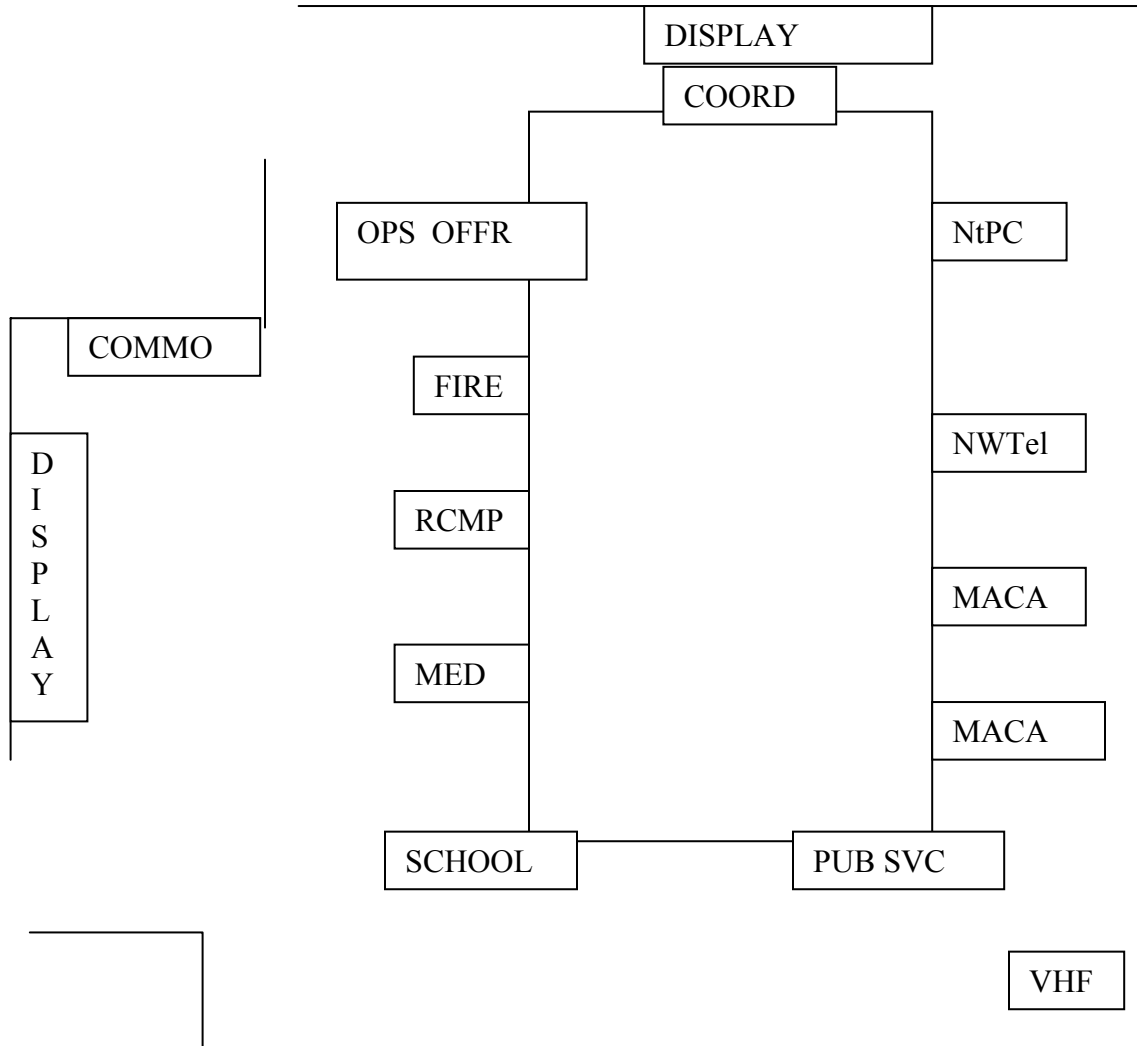
- Ops Officer
 - Collect, collate and analyse incoming information
 - Disseminate information to all agency and response groups
 - Pass situational reports to MACA/TEOC
 - Oversee the activities of the Communications Operator and the Administrative Assistant

- Comm Op
 - See communications Operator checklist in Immediate Action section

Displays

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

Layout



COMMUNITY EMERGENCY MEASURES PLANNING MODEL

PART 3 – SMALL COMMUNITY MODEL PLAN

SECTION 1 – INTRODUCTION AND CONTENT

This is a sample of what might be considered for the “Introduction” and “Content” of your plan.

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 _____

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.

CONTENT

(Sample content page)

	Page
Cover	
Introduction	
Content	
Immediate Actions	
C Immediate Action Table	
C Contact Lists	
C Procedure Checklists	
➤ Evacuation	
➤ Wildland Fires	
➤ Foods	
➤ Dangerous Goods Incident	
➤ Support to Schools, Special Care and Health Centres	
➤ Environ Health Support	
➤ Support to Land Searches	
Authority	
Scope of Response	
Plan Activation	
Plan Amendment	
Warning and Notification	
Coordination	
Response Levels	
Volunteers	
Declaration of a State of Local Emergency	
Communications	
Annex A - Volunteers	
Annex B - Declaration	
Annex c - Definitions	

COMMUNITY EMERGENCY MEASURES PLANNING MODEL

PART 3 – SMALL COMMUNITY MODEL PLAN

Section 2 - IMMEDIATE ACTIONS

You may wish to divide your plan document into sections. In this case we suggest that this be the Red Flag section (Put the Action Guide and Contact Lists right on your wall of the office) This is how response under your plan begins.

This section contains samples of what might be contained in a guide to responding to an emergency, contact lists and checklists for specific types of incidents.

Immediate Action Guide

Contact Lists

Specific Procedures Checklists

IMMEDIATE ACTION GUIDE (Sample for small communities)

Condition	Action	
<p>One of the first line agencies or the Coordinator determines that an 'emergency', exists which requires extraordinary response management or resources.</p> <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>Action</p> <p>Coordinator</p> <ul style="list-style-type: none"> ➤ 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 community office as required ➤ Activate communications ➤ Estimate duration of operation ➤ Determine need for evacuation ➤ Determine if support from other governments is needed ➤ Contact utilities ➤ Contact school and health centre <p>Fire / RCM Police /Medical</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 ➤ Support evacuation ➤ Support on-site search 	<p>Police</p> <ul style="list-style-type: none"> ➤ Control access ➤ Provide security ➤ Support evacuation ➤ Assist ME ➤ Assist site search ➤ Conduct civil ground search <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</p> <ul style="list-style-type: none"> ➤ Fire ➤ RCM police <p>HF Radio Net</p> <ul style="list-style-type: none"> ➤ MACA ➤ Community <p>Telephone</p> <ul style="list-style-type: none"> ➤ All others

CONTACT LISTS

These lists should be incorporated into the plan. They may be created tables in the plan or copies of lists produced elsewhere and inserted in the plan. DO NOT insert copies of telephone directories! Some prefer to have the lists posted on response or call center notice boards or printed on pocket cards for all concerned. In any case, they have to be available to all emergency measure agency representatives at the office and at home. You will have to create a table that lists the members of the Emergency Measures Agency. The lists should include:

Council

MEMBER	TELEPHONE	CELL

Key officials or staff

Sample

FUNCTION	NAME	CONTACT	ALTERNATE	CONTACT
Communications				
School Custodian				
Rec centre manager				
Radio Society				

Emergency Measures Agency Members and Alternates

Sample list

ORGANIZATION	DELEGATE	CONTACT	ALTERNATE	CONTACT
SAO				
Fire				
Police				
Medical				
School				
Community Centre				
Radio Society				
Power				
Social Services				
Works Foreman				

Key Resource Agencies

Most resources will be arranged through members of the Emergency Measures Agency. However if there are any that fall outside of member responsibilities which are critical, list them here. Small communities may wish to collate their resource contacts for resources for all services here.

RESOURCE	AGENCY	CONTACT NAME	CONTACT #
<i>Examples</i>			
Air transport			
Water Service			
Construction			
Fuel			
Road Transport			
Boats			
ATVs			
Water truck			

GNWT Contacts

DEPARTMENT	CONTACT	TELEPHONE	CELL	FAX
MACA REGION				
H & SS REGION				
RWED REGION				
MACA EMERGENCY SERVICES DIVISION				
SPILL LINE				
FIRE LINE				
TEOC				

SPECIFIC PROCEDURES CHECKLISTS

Planners may wish to examine the larger community model – special procedures, for some background regarding the checklists. Planners should walk through the checklists with Agency representatives and add/delete/modify or combine the lists to suit the needs of the community

EVACUATION PROCEDURES CHECKLIST

EVACUATION CHECKLIST

Coordinator

- decide if evacuation required or possible
- inform SAO/Council
- order [redacted] to open school/community center as a collection center
- Identify evacuation point to all concerned
- Inform public
- Advise MACA and request transportation support
- Consult with Health about evacuation priorities
- Advise MACA of numbers

Administration

- Open HF and VHF nets
- Distribute notices and residential checklists
- Arrange transportation to collection center for those needing assistance
- Arrange transportation to evacuation point (air/road/water)
- Check area for residual persons
- Decide if fire watch, security and animal patrols will remain, how they will maintain communication with MACA and what supply/rotation is required

• Health

- Arrange medevac as required. Coordinate with other evacuation transportation if possible.
- Advise on priorities for evacuation

• Public Service/Utilities

- Advise residents of measures to protect residential utilities
- Secure utilities as required

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 the Town/Village) 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

- If it is small, and housed in a cage and is accompanied by food for two weeks, it may be considered acceptable – OR
- 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.

WILDLAND FIRES CHECKLIST

WILDLAND FIRES CHECKLIST

- Inform RWED at [REDACTED] of the location, size, community area at risk and community resources available
- Inform MACA at [REDACTED]
- In consultation with RWED determine need to prepare for or to evacuate
- Evacuate – See Evacuation checklist

FLOOD CHECKLIST

FLOOD CHECKLIST

- [REDACTED] monitor water levels in season or storms
- If threat exists, inform Coordinator or Council
- Inform MACA at [REDACTED]
- Determine need to evacuate all or part
- Contact health centre regarding potable water guidance
- Contact [REDACTED] to open community centre
- Inform school and health centre
- Evacuate – see Evacuation checklist

DANGEROUS GOODS INCIDENT CHECKLIST

DANGEROUS GOODS CHECKLIST - FIRE

- Contact spill line [REDACTED]
- Consult TDG handbook and follow guidance
- Inform Coordinator
- Initiate evacuation as required

SUPPORT TO SCHOOLS, SPECIAL CARE AND HEALTH CENTRES EMERGENCY PLAN

SUPPORT TO SCHOOLS AND HEALTH CENTRE CHECKLIST

- Coordinator contact [REDACTED] to open alternate facility
- Coordinator mobilize all village staff
- Coordinator inform MACA at [REDACTED]
- Village office supports school or health centre information dissemination or volunteer registration, as required
- Assist in mobilizing Village resources to assist school or health centre

ENVIRONMENTAL HEALTH SUPPORT

ENVIRONMENTAL HEALTH SUPPORT

In the event of a need for technical advise in an emergency related to:

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

Contact GNWT Health and Social Services at
[REDACTED]

SUPPORT TO CIVIL LAND SEARCH

SEARCH SUPPORT CHECKLIST

- Coordinator contact RCM Police and offer to support with
 - Volunteer registration at the Village Office
 - Community Centre as a support base
 - HF communications monitoring or camp contacts

- Inform MACA at

COMMUNITY EMERGENCY MEASURES PLANNING MODEL

PART 3 – SMALL COMMUNITY MODEL PLAN

SECTION 3 - SMALL COMMUNITY PLAN

The small community plan contains a sample description of responsibilities and authorities. It provides the document required under the Civil Emergency Measures Act. In practice, the Action guides, checklists and contact lists will be the key items for initial response to emergencies. The formal plan should be reviewed annually with all those assigned responsibility and authority under this plan, the bylaw and the CEM Act.

1.1 AUTHORITY

The Emergency Plan is issued under the authority of the Council in accordance with the Civil Emergency Measures Act and local Bylaw # [REDACTED] dated [REDACTED]

Bylaw Number [REDACTED] contains the duties and responsibilities of Council, the Coordinator of Emergency Measures and 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

1.2 SCOPE OF RESPONSE

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

- C to protect the public and minimize property damage and loss in emergencies; 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, health centres, seniors centers, long term care facilities or schools; and
- support in an on airport emergency in accordance with mutual aid agreements;

1.3 PLAN ACTIVATION

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

- the Mayor or the Coordinator or designate (subject to immediately informing Council) when no State of Local Emergency exists by declaration of 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.

1.4 PLAN AMENDMENT

The Coordinator may issue amendments to response arrangements as required.

1.5 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 community 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 members of the Agency and their duties are: *Only list those agencies that are present in your community, and be sure that they either agree to the activities listed for them or rewrite them to reflect their capacity. In the event of a conflicting opinion, advice can be solicited from the Regional Superintendent of MACA or Council may give direction to agencies under control of the local authority.*

Coordinator Emergency Measures

- C Chair the Emergency Measures Agency
- C Coordination of all services/functions
- C Notification
- C Evacuation orders
- C Recommend declaration/cancellation of a state of emergency
- C Implement plan
- C Request mutual aid/other government support
- C Liaison with other governments and industry associations
- C Overall communications arrangements

Fire/Bylaw

- C Conduct fire fighting operations

- C Activate mutual aid arrangements as required
- C Coordinate site activities as required
- C Provide communication link from the site to the Coordinator
- C Assist in evacuations
- C Conduct site rescue operations
- C Activate DG response arrangements
- C Identify threatened utilities

Works/Services

- C Provide/arrange for construction resources and services
- C Provide/arrange for transportation resources and services
- C Arrange potable water shuttles
- C Utilities shut down/restoration and public notices
- C Damage assessment on public property

Village/Hamlet Administration

- C Register volunteers
- C Track emergency expenditures
- C Assist in dissemination of emergency information

RCMP

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

Health Centre

- C Provide site medical care
- C Disseminate all advisories regarding Public Health/Environmental Health
- C Provide leadership in pandemic events
- C Arrange medical evacuation
- C Advise on evacuation priorities
- C Provide casualty data to the Coordinator
- C Quarantines
- C Temporary morgue (share - police)

Housing Authority/Association

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

HTA

- C Support for searches
- C Assist in dissemination of emergency notices
- C Assist in transport of residents in evacuation

Social Services

- C Provision of advice and assistance to the Town to manage emergency social services (lodging, feeding, clothing, personal services, registration and inquiry)
- C Assist in provision of victim and family personal services (Outreach Programs)
- C Identify special program needs for recovery

School

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

Radio Society

- C Assist in dissemination of emergency public information

1.6 WARNING AND NOTIFICATION PROCEDURES

The public in the community will be warned by: *(use those appropriate for your community)*

- first responders advising those at risk in the immediate proximity of the emergency;

- activation of the community radio society resources by contacting [REDACTED];
- 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 table at the beginning of the plan.

1.7 COORDINATION

Planning will be coordinated through the function of the Emergency Measures Agency.

Operational coordination of response will be managed by the Coordinator. The Coordinator will collect information and disseminate it to all responding and potentially effected members of the Emergency Measures Agency and Council. Community government and GNWT activities will be coordinated through the Regional Superintendent MACA.

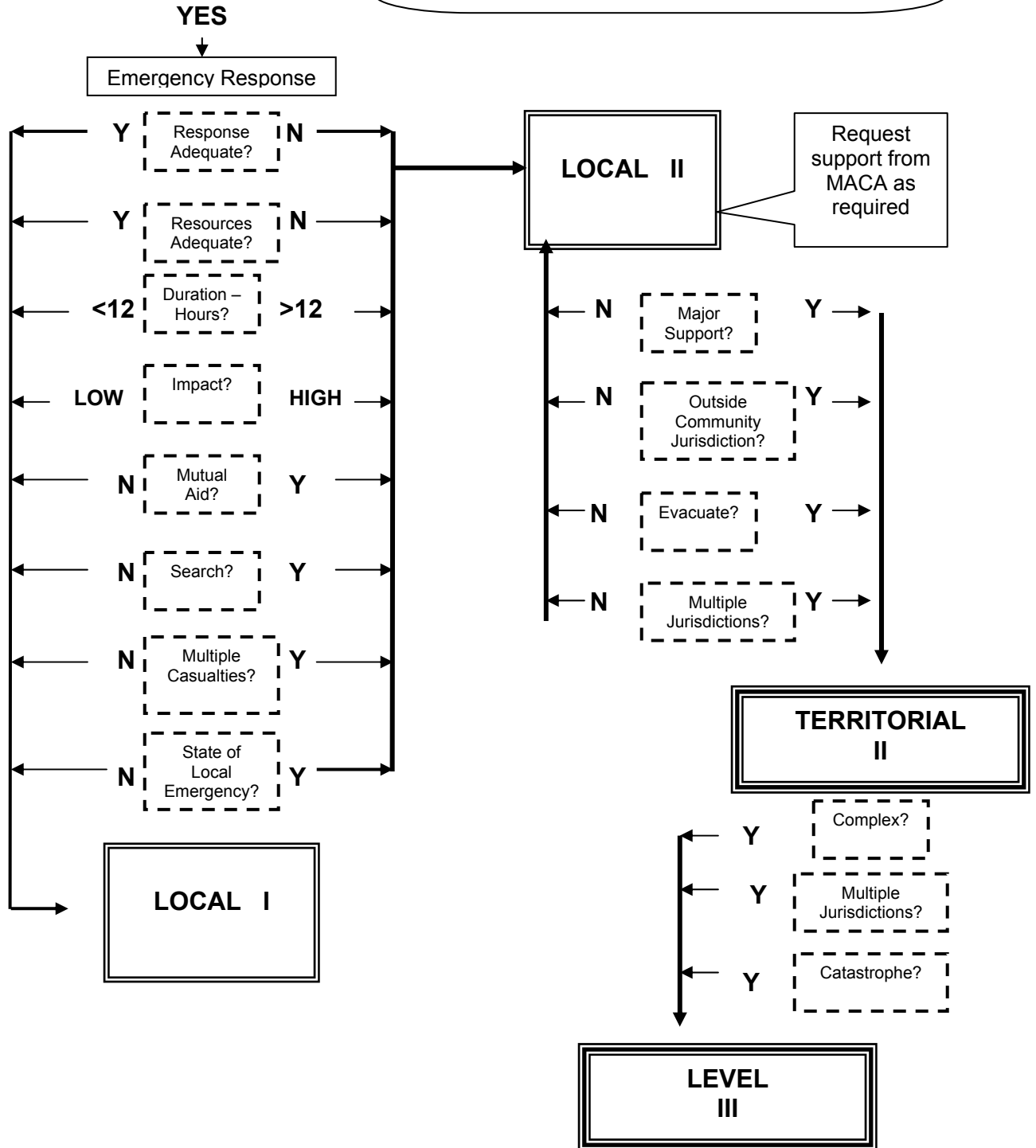
1.11 RESPONSE LEVELS

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. In communities with very limited resources, the Response Levels will tend to escalate quickly. 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?



1.8 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 [REDACTED]. 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

1.9 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

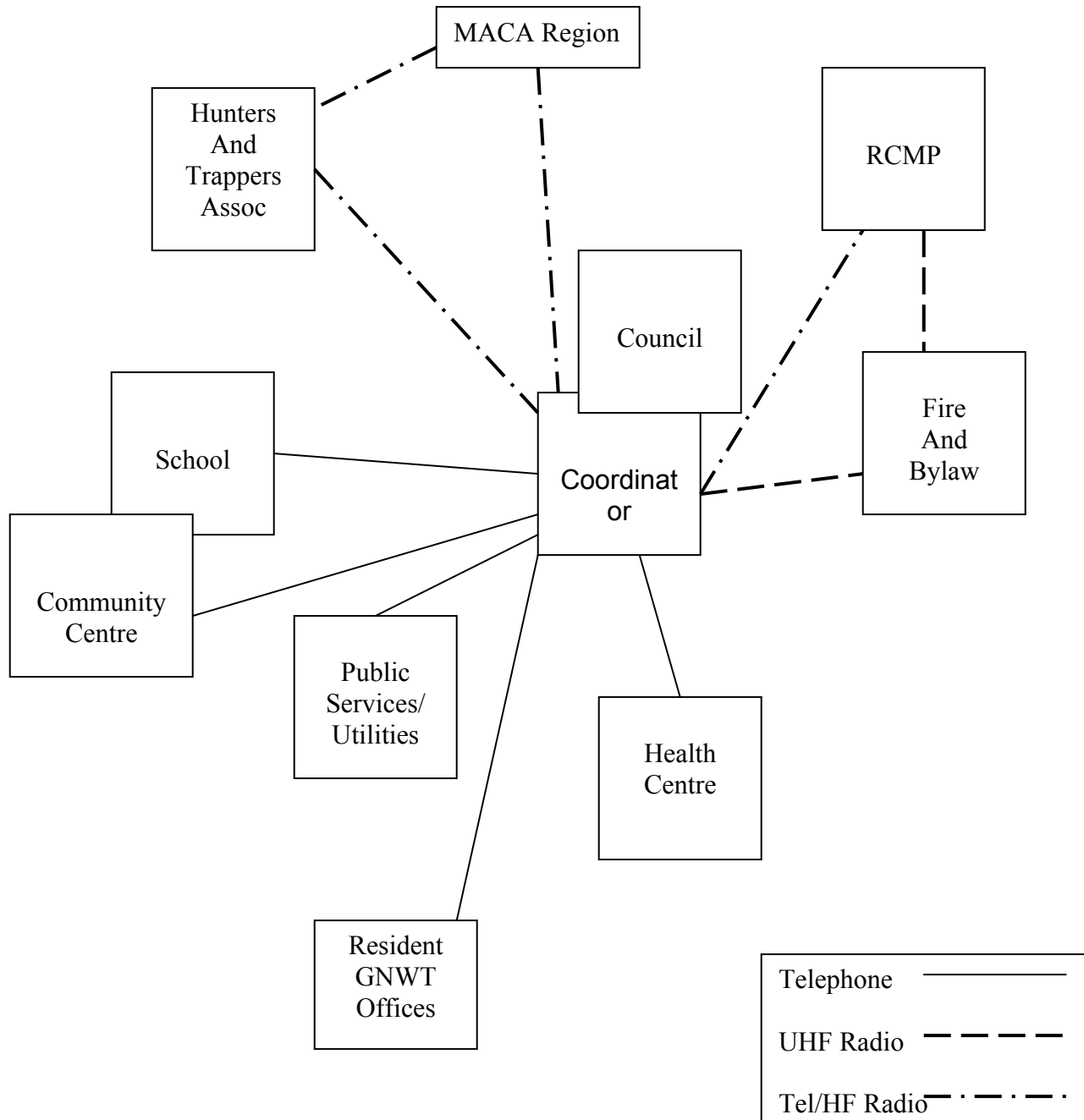
A format for Declaration of a State of Local Emergency is at Annex [REDACTED]
(Refer to the Part 2 of the main document Annex [REDACTED] regarding declaration and public notice format)

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 [REDACTED]

A copy of the declaration must immediately sent to the Minister via MACA Emergency Services Division Fax # [REDACTED]

1.10 COMMUNICATIONS

Small and medium communities may list their channel assignments for VHF/UHF and HF here. Larger communities may wish to show a communications schematic for an emergency. A sample Level 2 chart is shown here



DECLARATION OF A STATE OF LOCAL EMERGENCY

Draft Declaration Format

DECLARATION OF A STATE OF LOCAL EMERGENCY

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

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

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

the *(name the local government).*

Time ***Date***

Signatures

Public Notice

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 (name the local authority) ***declares a state of local emergency***

exists or may in the

(name the 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.

DEFINITIONS

This could be placed at the end of the small community plan

"Act" means Civil Emergency Measures Act, R.S.N.T. 1988. c. C-9.

"Agency" in addition to its ordinary meaning, includes all local, territorial and federal government departments, agencies and crown corporations and other public and private corporations or organizations having been assigned or accepted emergency responsibilities within this Plan.

"Coordinator" means the Coordinator of the Emergency Measures appointed by Council.

"Council" means the Council of the Town/Village.

"Emergency" means a present or imminent event that is affecting or could affect the health, safety or welfare of people, or is damaging or could damage property. In order to limit injury to people or damage to property, prompt action by members of the *Town/Village* emergency response system, beyond the normal procedures is required.

"Emergency Measures Agency" means the agency established under Bylaw to act as an agent of the local authority and consists of representatives of government, private sector and volunteer agencies who have a contribution to make to local emergency preparedness

"Emergency Measures Committee" means the committee of council established under a By-law to advise Council on the emergency program.

"Emergency Plan" means the Emergency Measures Plan of the Town/Village/Hamlet;

"Emergency Meeting of Council" means an emergency meeting of Council as described in Section 27 of the Cities, Towns and Villages Act, R.S.N.W.T., 1988, c. C-8;

"GNWT" means the Government of the Northwest Territories.

"Local Authority" means:

- the council of a municipal corporation as defined in the Cities, Towns and

- Villages Act; the Hamlets Act; or the Charter Communities Act;
- the council of a settlement corporation as defined in the Settlements Act; or
- a council recognized under the Indian Act; or
- an organization recognized by the Minister, pursuant to Sec. 1(c) of the Civil Emergency Measures Act, as representative of the community for the purposes of the Act.

"MARS" means the Mutual Aid Resource Sharing Agreement for forest fire operations; with RWED representing the GNWT.

"Minister" means the Minister of Municipal and Community Affairs, responsible for Civil Emergency Measures.

"On site Advisor" means the person appointed by the Chairperson of the GNWT Regional Emergency Response Committee to act as an on-site advisor to the Local Authority in responding to a local emergency.

"Region" means a Region of the Government of the Northwest Territories.

"REOC" means the Regional Emergency Operations Centre, the GNWT EOC for managing regional emergency operations and coordinating support to community emergencies.

Response Levels

- **Level 1 - local control.** Low impact. Short duration. Less than 12 hours. Adequate resources. Adequate arrangements. More than one municipal department or Agency involved. Some coordination is required. May require action by the some or all members of the Emergency Measures Agency. An Emergency Site manager may be required. No state of emergency is expected. No territorial support is required.
- **Level 2 – local control** Moderate to high impact. Medium to long duration. More than 12 hours. May involve an ex community search or multiple casualties. May involve support to other communities. Coordination is required to support on-site activities. Support is required from GNWT or other governments. EOC and Agency members are activated. On-site Emergency Site Manager may be appointed. A local state of emergency may be required.
- **Level 2 – territorial control.** The emergency is in territorial jurisdiction and the impact or response affects the local authorities. Local authorities continue to manage their own resources and responsibilities within a territorial strategy. A state of emergency may be declared by GNWT.
- **Level 3 – major emergency** The event requires the resources of all levels

of government. Local authorities continue to manage their own resources and responsibilities within a joint government emergency management structure.

"Senior Administrative Officer" means the senior officer managing local government operations in a municipality incorporated under the City, Towns and Villages Act, the Hamlets Act, or the Settlements Act, or in an incorporated settlement, a community organization recognized by the Minister as representative of the population for the purposes of emergency preparedness, or a Band Council recognized under the Indian Act.

"State of Emergency" means a declaration relating to all or any part of the Northwest Territories, made by order of the Minister under the Civil Emergency Measures Act, at any time he/she is satisfied that an emergency exists or may exist.

"State of Local Emergency" means a declaration by a community government under the Civil Emergency Measures Act relating to all or any part of the community, made by resolution, at any time the local authority is satisfied that an emergency exists or may exist.

"Superintendent" means the Regional Superintendent of the Department of Municipal and Community Affairs (MACA). The Superintendent is Coordinator of the GNWT Regional Emergency Plan.

"TEOC" means the Territorial Emergency Operations Centre, the GNWT EOC for managing territorial emergency operations and coordinating support to Regions and communities during emergencies.

"TERC" means the Territorial Emergency Response Committee being the GNWT's inter-agency committee established under this Plan to prepare for and respond to emergencies