



**EMERGENCY
MEASURES
ORGANIZATION**

GOVERNMENT OF THE NORTHWEST TERRITORIES

**Smaller NWT Community
Emergency Measures Plan**

January 2003

HYPOTHETICAL COMMUNITY EMERGENCY PLAN

SMALLER NWT COMMUNITY

EMERGENCY MEASURES PLAN

This is a hypothetical emergency plan for a fictitious small community in the Northwest Territories. All numbers and references to people are fictitious. The contents used 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 smaller-sized community in the Northwest Territories.*
4. *The hypothetical plan is not based on any actual Risk Assessment. Community plans **MUST** be!*

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IMMEDIATE ACTIONS

NAME OF [SMALL 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>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>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 	<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

CALL LISTS

[SMALL 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
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
Fire Chief	O. Guard	4947	B. Bug	7890
Supt Works	T. Carry	0813	C. Dog	8562
Hamlet Clerk	M. Bucks	9182	S. loonie	2725

Emergency Measures Agency Members and Alternates

ORGANIZATION	DELEGATE	CONTACT	ALTERNATE	CONTACT
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
Nursing Station	Q. Taska	2943	R. Varac	6723

Key Resource Agencies

RESOURCE	AGENCY	CONTACT NAME	CONTACT #
Air transport	Sky First	T. Boost	1 867 873-4523
Boats and radios ATVs	HTA	H. Zimlak	8745
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 -554		(867) 873-8193
SPILL LINE		920 8130		
MACA TEOC		(867) 873-7544		(867)873- 8193
FIRE LINE		1-800-661 0800		

SPECIFIC PROCEDURES CHECKLISTS

EVACUATION PROCEDURES CHECKLIST

EVACUATION CHECKLIST

Coordinator

- decide if evacuation required or possible
- inform SAO/Council
- order Principal to open school 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

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.

WILDLAND FIRES CHECKLIST

WILDLAND FIRES CHECKLIST

- Inform RWED at (See contact List) of the location, size, community area at risk and community resources available
- Inform MACA aRegion (Contact List)
- In consultation with RWED determine need to prepare for or to evacuate
- Evacuate – See Evacuation checklist

FLOOD CHECKLIST

FLOOD CHECKLIST

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

DANGEROUS GOODS INCIDENT CHECKLIST

DANGEROUS GOODS CHECKLIST - FIRE

- Contact spill line
- 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 Administration to open recreation centre as
- Coordinator mobilize all village staff
- Coordinator inform MACA Region (Contact list)
- 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 (Contact list)

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 Region (Contact List)

SMALL NWT COMMUNITY

EMERGENCY MEASURES PLAN

1.1 PURPOSE

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 Community of -----

1.2 LIMITATIONS

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.

1.3 AUTHORITY

The Emergency Plan is issued under the authority of the Council in accordance with the Civil Emergency Measures Act and local Bylaw #01/02 dated 02.02.02

Bylaw Number 01/02 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

1.5 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:

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

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

Nursing Station

- 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 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 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.

1.7 PLAN AMENDMENT

The Coordinator may issue amendments to response arrangements as required.

1.8 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; 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;

1.9 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;
- activation of the community radio society resources by contacting Barry Circuit at 987-6543
- 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.

1.10 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

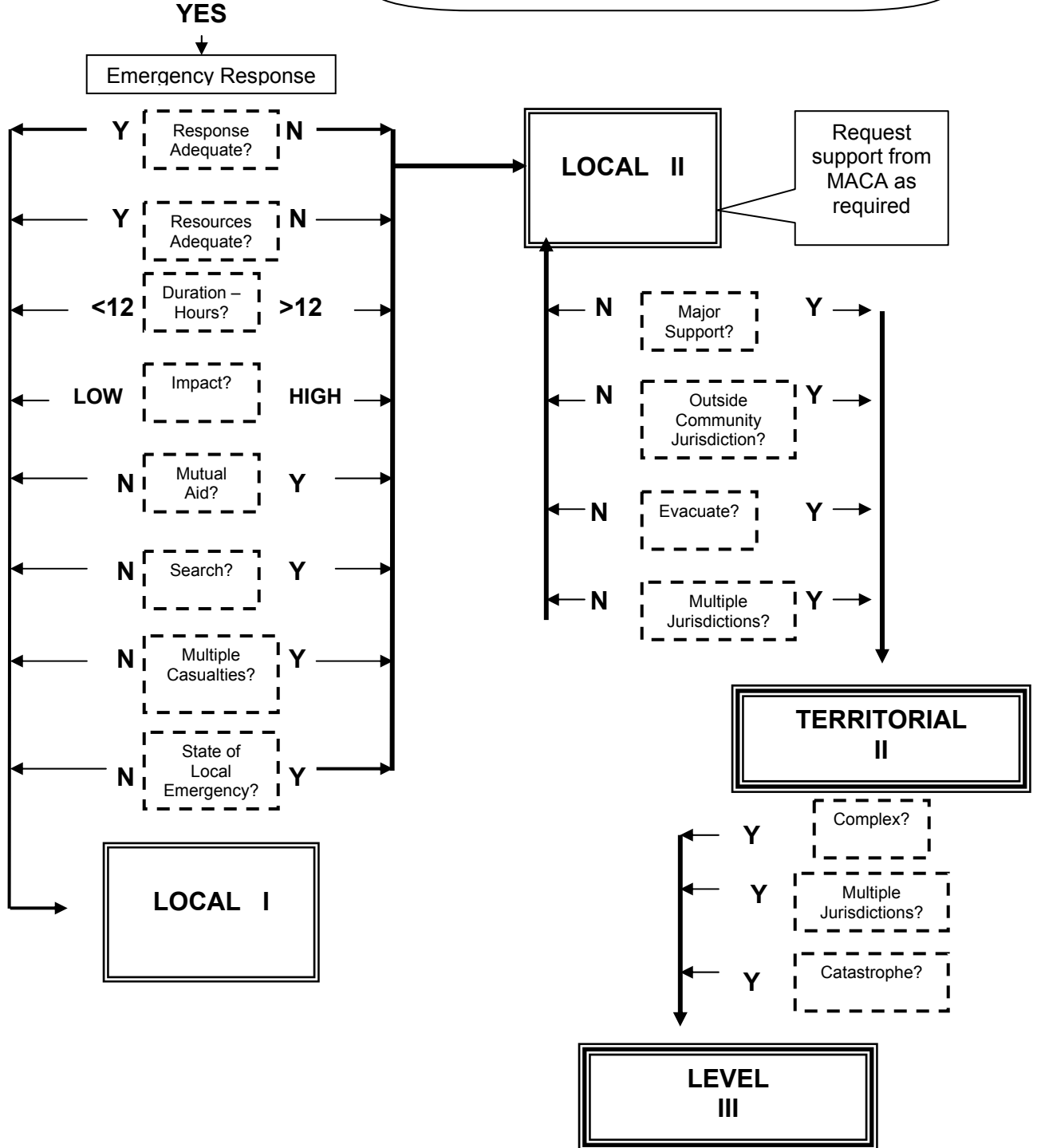
The following chart provides guidance on determining the Level of Response adopted for any event. The first requirement is to determine if an emergency requiring extraordinary measures, beyond those normally employed by responding agencies, exists. Notwithstanding this chart, other factors or conditions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

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?



1.12 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 A. 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

1.13 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

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 B.

A copy of the declaration must immediately sent to the Minister via MACA Emergency Services Division Fax # 1 867 873-8193

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

"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