



# Community Emergency Plan Template Instruction Manual

**November 2022**



The Community Emergency Plan establishes the framework that ensures the community is more prepared to deal with emergencies and hazards. It is the way how the community will mobilize its resources in the event of an emergency, thereby helping the community resume normal business functions sooner. The Community Emergency Plan is designed to ensure that all partners are aware of their respective roles and responsibilities and work together cooperatively to prepare for and respond to events.

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

In the Northwest Territories (NWT), community governments are required by legislation to have a Community Emergency Plan – the Emergency Management Act (S.N.W.T. 2018, c. 17).

## Developing and maintaining your Community Emergency Plan

The Community Emergency Plan can be developed in 3 phases:

- Phase 1: Identification members of your Local Emergency Management Organization (Local EMO); conducting a hazard identification and risk assessment exercise and documenting all local resources available to use in an emergency.
- Phase 2: completion and adoption of the formal Community Emergency Plan by following the template.
- Phase 3: Annual review process to keep the Community Emergency Plan up-to-date.

### Phase 1: Identify Local EMO and resources; Conduct HIRA

The responsibility for the development of the Community Emergency Plan rests with the Local Coordinator (typically the Senior Administrative Officer or Band Manager). Municipal and Community Affairs (MACA) staff are available to provide advice and assistance in the development of the Plan if required.

The following are the key steps in developing the Community Emergency Plan.

1. The Local Coordinator and the Mayor/Chief identify membership for the Local EMO.
2. Call a meeting with the proposed Local EMO members and confirm membership. Add additional members to the Local EMO as required.
3. Hold a series of meetings for the Local EMO to work through the Community Emergency Plan Template - this is broken down in more detail in Phase 2.

**Note: Step 3 may occur during a workshop setting with assistance from your regional MACA office.**

## Phase 2 – Completing the formal Community emergency Plan

### **Guide to emergency managers on how to fill in the Community Emergency Plan template for their communities.**

Use this Guide to help you with filling in the sections for your Community Emergency Plan. The majority of the template consists of standard language used in most NWT Community Emergency Plans. Follow the instruction boxes in the template as you work your way through. In working through the Community Emergency Plan Template, your Local EMO will have a number of areas to develop including:

- Emergency plan chain of command: Identify individuals with decision making authority and responsibilities in the Community Emergency Plan.
- Local EMO membership: Identify representatives that will be on your Local EMO (e.g., SAO, Fire Chief, Public Works).
- Local Coordinator: Identify who will be the Local Coordinator (usually the SAO or Band Manager).
- Hazard Identification Risk Assessment (HIRA): This is an exercise to identify and rank hazards that may impact your community. Follow the step-by-step activity in the Community Emergency Plan template.
- Hazard-specific response plans: The Community Emergency Plan template is generic enough to apply to all communities in the NWT; however, it is recognized that not all communities are at risk of the same hazards. The intent is that once communities identify their top hazards, they should develop hazard specific plans for

incorporation into their Community Emergency Plan under Appendix D. The MACA Regional Office can provide additional templates or assist Local EMOs with the development of hazard specific plans (e.g., flood plan, pandemic plan).

- Essential services continuity plan: Identify what actions your community government will undertake to ensure essential services remain operational for community residents.
- Resource Inventories: Insert the completed community resources inventories. This includes equipment, buildings, and human resources.
- Emergency Operations Centre (EOC): Note which location will be your primary EOC, and where your backup site will be located.
- Evacuation plan: Work through completing the evacuation checklist found in Appendix I to ensure the Local EMO is prepared for an evacuation should it become necessary.
- Hosting plan: Work through completing the hosting checklist found in Appendix J to ensure the Local EMO is prepared for an evacuation should it become necessary.
- Communications Plan: Identify the methods and tools used to communicate with Local EMO members, Regional EMO members and community residents (examples include telephone, radio, community message board, Facebook, etc.)

### Phase 3 – Keeping the plan up-to-date

- The Local Coordinator of the Local EMO should ensure that the Community Emergency Plan is reviewed annually. Additionally, the Plan should be validated on an annual basis. Validation can occur by way of a “tabletop” exercise or an actual emergency event. MACA staff are available to provide advice and/or assistance with Community Emergency Plan updates or validation through facilitating Community Planning Workshops or Tabletop Exercises.
- The Local EMO should make Community Emergency Plan information available to community residents to encourage individual and household preparedness. This is often achieved through publishing non-sensitive components of the Community Emergency Plan on the community government’s website or social media.
- In the event of an actual emergency, the Local EMO should meet to review, modify, and update the Community Emergency Plan as needed.

For more information or assistance  
with your Community Emergency  
Plan please contact your MACA  
Regional Office.