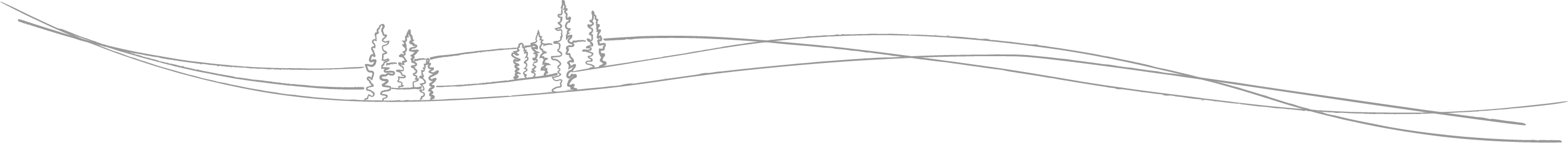
**



# Community Emergency Plan Template

## November 2022



cc

(INSERT COMMUNITY NAME) Community Emergency Plan

(INSERT DATE)

|  |
| --- |
| **Template Instructions**  This Community Emergency Plan template is designed to assist community governments in developing and updating their Community Emergency Plans.  Local Emergency Management Organizations (EMOs) are encouraged to tailor their Community Emergency Plan to suit their needs. Local EMOs may wish to change some sections to speak to unique circumstances in their community and the hazards that may be faced. For example, many community governments wish to include an overview of their community including location, infrastructure, etc.  Please delete the “Community Emergency Plan Template” cover page and update the “Community Emergency Plan” cover page by inserting the community name and date this community emergency plan is created and/or updated.  Please delete these instructions upon completion of this activity. |

*Please note: After deleting instruction boxes and inserting text these page numbers will change. To update this table of contents after filling in this template, double click on the table of contents and UPDATE ENTIRE TABLE. Please also delete these instructions.*

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# 1.0 Amendments

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| --- |
| **Instruction:**  The *Emergency Management Act* requires community governments to:   1. Maintain a Local EMO; 2. Have a Local Coordinator; 3. Have a Community Emergency Plan and programs; 4. Update their Community Emergency Plan annually; and 5. Provide the updated Community Emergency Plan to the Head of the EMO (via the Department of Municipal and Community Affairs Regional Office).   To help keep track of updates and maintain version control it is important to document each revision to the plan. Ensure each revision is documented in the chart below.    It is important for the Community Emergency Plan to be shared with all Local EMO members. Using the bullet points below, list the locations where a copy of the Community Emergency Plan can be found. Examples include community government office, fire hall, health centre, and the Emergency Operations Centre (EOC).  Please delete these instructions upon completion of this activity. |

This \_\_\_\_\_\_\_\_\_\_ (insert community name) Emergency Plan will be:

* Updated annually;
* Validated through a tabletop exercise annually;
* Will be provided to the MACA Regional EMO Lead.

After any emergency in which the Community Emergency Plan is implemented, the Local EMO will meet for a debrief and review of the Community Emergency Plan to make any necessary improvements or updates. Local EMO members (for example, RCMP, Fire, etc.) will participate in the development of plans and procedures, training opportunities, and exercises to achieve and maintain a state of readiness.

|  |  |
| --- | --- |
| **REVISION DATE** | **APPROVED BY** |
|  |  |
|  |  |
|  |  |

Copies of the Community Emergency Plan are available at:



# 2.0 List of Acronyms

|  |
| --- |
| **Instruction:**  Consider including the list of acronyms below for ease of understanding for those using the Community Emergency Plan who may not be aware of these terms. Adjust as necessary.  Please delete these instructions upon completion of this activity. |

|  |  |
| --- | --- |
| **ACRONYM** | **FULL NAME** |
| BM | Band Manager |
| CEP | Community Emergency Plan |
| DAP | Disaster Assistance Policy |
| EMO | Emergency Management Organization |
| EOC | Emergency Operations Center |
| ICS | Incident Command System |
| MACA | Municipal and Community Affairs |
| NGOs | Non-Government Organizations |
| SAO | Senior Administrative Officer |

# 3.0 Emergency Contacts

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| --- |
| **Instruction**:  Review the list below to ensure emergency contacts are up to date and relevant for the community and region. Make changes as necessary. For examples, a community government may wish to add emergency contacts not listed below such as Indigenous governments, other organizations, or local contractors, who may offer support.  Please delete these instructions upon completion of this activity. |

|  |  |  |
| --- | --- | --- |
| **ORGANIZATION** | **TITLE** | **CONTACT INFORMATION** |
| Municipal and Community Affairs | Regional Emergency Management Coordinator | (867) (insert)  Cell Phone: (867) (insert) |
| Municipal and Community Affairs | Regional Superintendent | (867) (insert)  Cell Phone: (867) (insert) |
| Municipal and Community Affairs | Regional Assistant Fire Marshal | (867) (insert)  Cell Phone: (867) (insert) |
| Municipal and Community Affairs | 24/7 Emergency Management Organization and Office of the Fire Marshall Emergency Line | (867) 920-2303 |
| Environment and Natural Resources | Regional Office | (867) (insert) |
| Environmental Spill Line | 24/7 Spill Line | (867) 920-8130  Email: spills@gov.nt.ca |
| Northwestel | Customer Service Line | 888-423-2333 |
| NWT Power Corporation | Hay River Office | (867) 874-5200  1-800-661-0855 |
| Environment and Natural Resources | Forest Fire Emergency Line Forest Fire reporting line | 877-698-3473  1-877-NWT-FIRE |
| RCMP |  | (867) (insert)  (867) (insert)  9-1-1 |
| NWT Health and Social Services Authorities | Main Switchboard | (867) 767-9095 |
| Hay River Health and Social Services Authority | Main Switchboard | (867) 874-8000 |
| Tłı̨chǫ Community Services Agency | Main Switchboard | (867) 392-3000 |
| Infrastructure | Regional Offices | North Slave Region  867-767-9049  South Slave Region  867-875-8032  Dehcho Region  867-695-7651  Beaufort Delta Region  867-777-7146  Sahtu Region  867-587-2718 |

# 4.0 Purpose

Any community is vulnerable to numerous hazards and emergencies. These can be human caused such as transportation accidents, technological incidents, hazardous materials spills, and infrastructure disruptions that could involve utility and power failures, and natural hazards such as severe weather.

The\_\_\_\_\_\_\_\_\_\_ (insert community name) Community Emergency Plan (CEP) outlines the threats the community may face, the resources available within the community and how the community will deal with hazards and emergencies. The \_\_\_\_\_\_\_\_\_\_ (insert community name) CEP is designed to ensure that all partners are aware of their roles and responsibilities and work together to prepare for and respond to emergency events.

# 5.0 Authority

|  |
| --- |
| **Instruction**:  An Emergency Management Bylaw or Band Council Resolution appoints a Local Coordinator and Local EMO and assigns authority over emergency management within the community. If your community government has an existing Emergency Management Bylaw or Band Council Resolution fill in the information below. If your community government does not currently have a Bylaw or Band Council Resolution contact your MACA Regional EMO Lead for a template.  Please delete these instructions upon completion of this activity. |

The Community Emergency Plan is issued under the authority of the Council in accordance with the *Emergency Management Act* (S.N.W.T. 2018, c. 17) as well as local Bylaw/Band Council Resolution (choose one) **\_\_\_\_\_** dated \_\_\_\_\_\_ (insert date), which contains the duties and responsibilities of the Local EMO and the Local Coordinator.

|  |
| --- |
| **Instruction**:  Unless the local authority has a dedicated emergency management position, the Local Coordinator is usually the Senior Administrative Officer (SAO) or Band Manager. This is because they are the staff with administrative knowledge and a clear link to MACA Territorial and Regional staff.  Note that the Local Coordinator is typically not involved in the operational responses, (such as the fire chief), and have an awareness of all other community plans, making them a good candidate to support Local EMO response.  Please delete these instructions upon completion of this activity. |

The authority for making decisions during an emergency rests with the Local Coordinator in consultation with the Local EMO. When the Local Coordinator is unavailable the alternate will lead.

|  |  |
| --- | --- |
| **Local Coordinator** | **Alternate Local Coordinator** |
| Name: | Name: |

# 6.0 Emergency Management Roles and Responsibilities

The emergency management system in \_\_\_\_\_\_\_(insert community) relies on residents to fulfill their personal responsibilities for emergency preparedness: have individual and household emergency plans, emergency kits and to take appropriate measures to protect themselves and their properties against known hazards.

Emergency management is a shared responsibility, the levels of responsibility are show in the image below. Emergencies are typically handled at the local level. If the Local EMO capacity is exceeded and assistance is requested, the Regional EMO may assist. If the Regional EMO capacity is exceeded and assistance is requested, the Territorial EMO may assist. The Territorial EMO may request assistance from the Federal Government once all capacity has been exhausted.

## 6.1 Local Coordinator

Local Coordinator responsibilities may include:

* Management of the Local EMO activities in accordance with duties set out in the local Bylaw/Band Council Resolution **#\_\_\_\_** dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
* Arranging for regular Local EMO meetings;
* Arranging training for the Local EMO;
* Facilitating the development and approval the Community Emergency Plan;
* Arranging for annual updating and validation of the Community Emergency Plan;
* Submitting the updated Community Emergency Plan to the Head of the EMO annually;
* Developing and implementing public awareness and education activities;
* Chairing the planning and operational activities of the Local EMO;
* Submitting request for assistance to the Regional EMO where necessary;
* Ensuring good public communications for community residents;
* Working with the Regional EMO and MACA Regional staff throughout emergency management activities; and
* Leading all Local EMO activities (include those outlined in 6.3).

## 6.2 Council

Council responsibilities may include:

* Through the authorities flowing from the *Emergency Management Act, d*eclare/cancel a State of Local Emergency based on advice from the Local EMO;
* Liaise with elected officials of other governments;
* Coordinate with the Local EMO to share information with community residents; and
* Appoint a community government spokesperson to communicate with the media and residents throughout duration of an emergency event.

## 6.3 Local Emergency Management Organization

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| --- |
| **Instruction**:  Identify the Local EMO membership in **Appendix A- Local EMO Contact Sheet Template.**  Please delete these instructions upon completion of this activity. |

Local EMO membership is identified in **Appendix A.** Local EMO responsibilities may include:

|  |
| --- |
| **Mitigation and Prevention** |
| * Investigating mitigation options for top hazards identified in the Community Emergency Plan * Preparing for and mitigating against known hazards (eg. Investigating insurance, relocating hazardous materials and equipment outside of hazard zone) * Recommending Council implement zoning bylaws and/or building code requirements in line with hazard risk mapping where appropriate |
| **Preparedness** |
| * Developing and updating the Community Emergency Plan annually as required by the *Emergency Management Act* * Practicing and making improvements to the Community Emergency Plan via tabletop or live exercise * Issuing public awareness and communications materials to residents ahead of high-risk periods * Monitoring current or imminent risk conditions |
| **Response** |
| * Notifying MACA (via the MACA Regional Superintendent or the emergency line) of an emergency event or imminent emergency event * Determining and conducting appropriate responses in line with the Community Emergency Plan * Notifying the public of the emergency and keeping them informed throughout an emergency * Requesting support from the GNWT or other partners; and * Ongoing communication with other government officials as required. |
| **Recovery** |
| * Assessment of safety and essential services prior to allowing access to the disaster zone * Keeping the public notified throughout evacuation period and notifying once it is safe to return home * Ongoing communication with community government and territorial government officials as required. |

## 6.4 External Organizations

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| **Instructions:**  Depending on the nature of the emergency, external agencies that are normally not part of the Local EMO may be asked to send a representative to join the Local EMO to assist in coordinating the response.  Local EMOs are encouraged to partner with Indigenous governments, non-government organizations and any other potential supporting agencies to support the community government’s emergency management programs. Local EMOs are advised to reach out and form partnerships, below is where Local EMO should list external organizations and partnership details. Eg. A local Indigenous government or non-government organization may commit to supporting the Local EMO with donations management throughout an emergency event.  Please delete these instructions upon completion of this activity. |

The Local EMO in \_\_\_\_\_\_\_\_(insert community) relies on partnership with external organizations to increase emergency response capacity.

Below is a list of partnerships the Local EMO has established with external organizations.

|  |  |
| --- | --- |
| **Partner Organization** | **Agreement** |
|  |  |

# 7.0 Mitigation and Prevention

When developing hazard specific plans for the top hazards identified in section 8.1, the Local EMO will consider if any actions can be taken to mitigate and prevent the hazards. Where appropriate the Local EMO will make recommendations to Council as to the approaches the community government should be taking to better understand and/or mitigate against a hazard.

# 8.0 Planning and Preparedness

## 8.1 Identified Hazards

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| **Instructions:**  In order to create or update a Community Emergency Plan, the Local EMO must identify the top hazards for which the community government must plan.  Gather your Local EMO membership, and as a group, work through the activity found as part of **Appendix B- Hazard Identification Risk Assessment.** Consult the Territorial Hazard Identification Risk Assessment on MACA’s website for a listing of hazards to consider.  Once completed, list the top hazards for your community below. It is recommended that Local EMOs complete hazard specific plans for the top four hazards identified for your community. Reach out to the MACA Regional EMO lead to request hazard specific plan templates for the top hazards identified for your community.  Please delete these instructions upon completion of this activity. |

The top hazards identified for \_\_\_\_\_\_\_\_\_\_\_(insert community name) through a Hazard Identification Risk Assessment (HIRA) exercise conducted on \_\_\_\_\_\_\_\_\_\_\_(insert date when the Local EMO conducted the HIRA Activity) are as follows:



Hazard specific plans for each of the hazards identified above can be found in **Appendix D- Hazard Specific Plans.** Where a hazard presents where a hazard specific plan doesn’t exist, the Local EMO will walk through a PPOST (Priorities, Problems, Objectives, Strategies and Tactics) activity as outlined in **Appendix C** to develop a plan.

## 8.2 Essential Services Continuity

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| **Instructions:**  There are times where a community government may face challenges with maintaining essential services for residents. Examples include accidents, staff shortages, or critical infrastructure failures causing a shortage of essential workers and services when demand may be higher. For example, communicable diseases such as COVID-19 or the flu can impact a higher percentage of a community resulting in high staff absences be it from being sick, caring for sick family members or in required isolation.  Failure to continue essential services may also lead to secondary emergencies such as water and sewage delivery interruptions. Essential services continuity plans can reduce impacts on community residents.  Gather your Local EMO and community government staff to develop your Essential Services Continuity Plan, a template is provided in **Appendix E.**  Please delete these instructions upon completion of this activity. |

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert community name) staff and Local EMO are dedicated to maintaining essential services for community members at all times, understanding that continuity is at higher risk of disruption during emergencies. The Essential Services Continuity Plan for \_\_\_\_\_\_\_\_\_\_(inset community) can be found in **Appendix E.**

## 8.3 Resource Identification

As part of preparedness the \_\_\_\_\_\_\_\_\_\_\_\_\_ (insert community) Local EMO maintains updated resource inventories to be used in the event of a community emergency.

### 8.3.0 Equipment

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| **Instructions:**  It is important to pre-identify equipment available in the community and the contacts for the owner/operators ahead of an emergency where possible.  Gather the Local EMO and pre-identify any equipment resources that may be useful in performing emergency management activities using the Equipment Resources Inventory Form can be found in **Appendix F.**  Some examples of equipment that may be of use to the Local EMO include:   * Vehicles * Communications resources * Cots and bedding * Personal Protective Equipment * Air purifiers   Please delete these instructions upon completion of this activity. |

The Local EMO maintains a list of equipment resources that may be used for emergency management purposes, see **Appendix F.**

### 8.3.1 Buildings

|  |
| --- |
| **Instructions:**  It is important to pre-identify buildings available in the community and the contacts for the owner/operators ahead of an emergency where possible.  Gather the Local EMO and pre-identify any building resources that may be useful in performing emergency management activities using the Building Resources Inventory Form can be found in **Appendix F.**  Some examples of buildings that may be of use to the Local EMO include:   * Schools * Buildings with backup power * Buildings outside of the hazard risk zones * Camps   Please delete these instructions upon completion of this activity. |

The LEMO maintains a list of equipment resources that may be used for emergency management purposes, see **Appendix F.**

### 8.3.2 Volunteers

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| --- |
| **Instructions:**  It is important to pre-identify and register volunteers ahead of an emergency where possible. Where volunteers supporting the Local EMO during emergency situations they must be registered as it aids in keeping track of where volunteers are needed and for liability purposes.  Gather the Local EMO and pre-identify and register any community volunteers who may wish to help out during a community emergency using the Volunteer Inventory and Registration Form can be found in **Appendix F.**  Some areas where community volunteers can help out during an emergency include:   * Hazard monitoring (eg. community flood watch) * Meal preparation * Transportation * Registration * Door-to-door notification   The Local EMO may also wish to appoint a Volunteer Coordinator responsible for registering, calling and assigning volunteers during an emergency.  Please delete these instructions upon completion of this activity. |

To facilitate the use of volunteers in an emergency event the Local EMO maintains a list of pre-registered volunteers found in **Appendix F.** Additionally, **Appendix F** will also be used to register volunteers who wish to sign up to assist during a response who have not being pre-identified.

# 9.0 Response

Most emergencies are handled at the local level through the Local EMO. The bigger and more complex the emergency, the more there will be a need for all partners within a community to support the Local EMO.

## 9.1 Operational Levels

There are three operational levels of Emergency Management:

* Normal Operations – This is when there are no emergencies present, planning activities might be happening but there is no threat present.
* Monitoring –This is when there is a potential for an emergency to occur (eg. when river breakup is approaching, or when there is a wildfire in the area of a community that could become a threat). The Local EMO may meet to review the Community Emergency Plan or conduct preparedness activities like pre-registration or public communications as a precaution.
* Activated – This is when an emergency is happening, or a risk is present and the Local EMO is meeting regularly and conducting response activities.

## 9.2 Activation

When the Local Coordinator or any other Local EMO member becomes aware of an imminent or actual emergency requiring a response, they will notify key Local EMO members. Based on the type and seriousness of the event, appropriate personnel are notified of the current or imminent situation and a meeting will be held.

The following are the typical steps taken to implement an emergency response:

* Local Coordinator contacted regarding the incident
* Local Coordinator to contact Local EMO members
* Local Coordinator notifies the MACA Regional EMO lead to alert of situation
* Local EMO Meeting
  + Discuss Situation
  + Determine need for activation
  + Determine response approach (either by viewing Hazard Specific Plans or using the PPOST Activity found in **Appendix C**).
  + Determine need for regular Local EMO meetings
  + Determine need for regular Regional EMO touchpoint meetings

## 9.3 Emergency Operations Centre

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| --- |
| **Instruction**:  The LEMO should choose a location where the Local EMO will meet when a response is required- this location is referred to at the Emergency Operations Centre. No media or public access should be permitted. When choosing an alternate EOC location consider the following: back up power capacity, internet and communications access and space for Local EMO to set up.  Work with your Local EMO to identify a primary and backup EOC location.  Please delete these instructions upon completion of this activity. |

The Emergency Operations Centre (EOC) should be activated and staffed by the Local EMO, to manage emergency operations.

The primary EOC location is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The alternate EOC location is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 9.4 Response Structure

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| --- |
| **Instructions:**  When Local EMO members are aware of what role they may be playing prior to an emergency event taking place, response activities tend to run more smoothly. One system often used for responding to emergencies is the Incident Command System which follows the following structure:  The Incident Commander is the decider, Safety ensures everything is being carried out safely, the Information Officer communicates, Operations are the doers, Planning are the thinkers who plan ahead, Logistics are the getters who locate resources, and Finance/Admin are the recorders/trackers.  Work with your Local EMO to assign roles and map out your response structure that will be used in the event of an emergency. If you wish to learn more about the Incident Command System contact the MACA regional office.  Please delete these instructions upon completion of this activity. |

During a response the Local EMO will organize themselves according to the following structure:

(insert organizational chart)

## 9.5 State of Local Emergency

|  |
| --- |
| **Instructions:**  Community governments may find themselves curious about how and when to declare a state of local emergency. These declarations are made by Council and are used to give the Local EMO special powers to enable them to respond to an event. Special powers may include causing an evacuation or using property that does not belong to them, which must be compensated. It is important to note, a community government does NOT have to make a declaration in order to request assistance from the Regional EMO and making a declaration does NOT give the community government access to extra funding.  A template for Declaration of a State of Local Emergency can be found in **Appendix G**.  The Local EMO should work with Council to review the process for declaring a State of Local Emergency.  Please delete these instructions upon completion of this activity. |

In the event of an imminent or actual emergency where the Local EMO and Local Coordinator require special powers as outlined in the *Emergency Management Act*, the Local Coordinator will:

1. Consult with the MACA Regional EMO lead;
2. Provide a recommendation to Council; and
3. Work with Council to communicate the emergency declaration to the Minister responsible for emergency management (via the MACA Regional EMO lead) and the public.

## 9.6 Request for Assistance

In the event the Local EMO capacity has been exhausted an initial request for assistance can be issued to the Regional EMO lead via phone (or via the Duty Phone if after hours 867-930-2303) followed by a formal request for GNWT assistance submitted by email using the form found in **Appendix H.**

## 9.7 Evacuation

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| --- |
| **Instructions:**  Evacuations are not uncommon in the NWT and are an event all individuals and community governments should plan for.  It is expected that those individuals who are able to evacuate on their own will do so. Community evacuation plans describe how Local EMOs will assist individuals requiring evacuation support. Evacuation methods will be dependent on the incident and availability of resources. Evacuations can be partial (one area of the community is evacuated to another part of the community) or can be full community evacuations (requiring everyone to leave and be hosted elsewhere).  Work with your Local EMO to develop an evacuation plan for your community by following the Evacuation Plan Template found in **Appendix I.** Should there be gaps the Local EMO cannot address, reach out to the MACA Regional EMO lead to discuss support options prior to an emergency event.  Please delete these instructions upon completion of this activity. |

The \_\_\_\_\_\_\_\_\_\_ (insert community name) Local EMO depends on all levels to plan for and carry out evacuations. Being ready to evacuate is also the responsibility of residents (individuals/households). The Local EMO will strive to encourage residents to follow these three simple, but important steps:

* Make an emergency plan
* Have an emergency kit
* Stay informed- know your community’s plan and how information will be shared

The \_\_\_\_\_\_\_\_(insert community name) evacuation plan considers residents who are not able to evacuate on their own, see **Appendix I** for details.

When risk season is approaching, or an imminent threat is present, the Local EMO will strive to pre-plan evacuations by gathering data early using the Evacuation Registration Form in **Appendix I.** Incorporating early data collection in evacuation planning through pre-registration will help in gathering the right details to understand who will need assistance, what type of assistance will be required (transportation, health care support) and how to support these residents in advance of an evacuation order. Some community governments may wish to enable their residents to pre-register electronically; this may require the community government to work with contractors to integrate a registration system onto the community government’s website.

## 9.8 Hosting

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| --- |
| **Instructions**  The need for hosting can arise in two scenarios:   * A portion of the community requires evacuation and hosting is required in a part of the community unaffected by the emergency; and * Evacuees require hosting in an outside community.   It is expected that those individuals who are able to find their own accommodations while evacuated will do so. Community hosting plans will describe how individuals who are unable to provide for themselves throughout an evacuation period will be supported through establishment of evacuation centres:   1. Evacuation centres are often group lodging facilities such as school gymnasiums and recreation centres. 2. Supports provided typically include cots, blankets and food services.   If hosting supports are requested by the GNWT, community governments will be reimbursed for eligible hosting costs. Reach out to your MACA Regional Office to find out more.  Work with your Local EMO to develop a hosting plan for your community by following the Hosting Plan Template found in **Appendix J.** Should there be gaps the Local EMO cannot address, reach out to the MACA Regional EMO lead to discuss support options.  Please delete these instructions upon completion of this activity. |

The \_\_\_\_\_\_\_\_(insert community name) hosting plan considers residents who are not able to find accommodations throughout an evacuation period on their own, see **Appendix J** for details.

# 10.0 Communications

## 10.1 Internal Communications

In the event of an emergency the Local EMO will maintain good internal communications with all members as well as with the Regional EMO to enable good contingency planning.

### 10.1.0 Local EMO Communications

|  |
| --- |
| **Instruction**:  The Local EMO should discuss how they plan to communicate with each other, and externally to other response agencies (e.g., RCMP) in the event of an imminent or actual emergency. See below list for some commonly used options.  Some typical examples of internal communications methods used by Local EMOs include:   * Telephone * UHF, VHF and/or HF Radios * Satellite Phones * Internet   Please delete these instructions upon completion of this activity. |

Depending on the circumstances the Local EMO will use the following methods to stay in communications throughout the event:

* *E.g., HF Frequency XXX to communicate with RCMP, Fire Department, Ambulance.*

### 10.1.1 Local EMO – Regional EMO Communications

|  |
| --- |
| **Instructions:**  The communications line between the Local EMO and Regional EMO is critical throughout the duration of an event. Maintaining good communications with the Regional EMO will ensure everyone is aware of the current status and will allow the Regional EMO to put contingency plans in place in order to respond more quickly should the Local EMO require assistance. Typically, the following communications tools are used by the Local EMO to maintain good communications with the Regional EMO:   * Meetings: Regular meetings via phone, video conference or in person if circumstances allow * Situation Reports: Development of a situation report to be provided to the REMO on a regular basis outlining current situation, planned activities and anticipated issues or requests for assistance * Email: Emails and phone calls as required   The Local Coordinator should work with the Regional EMO lead at MACA to fill in the communications chart below. An example is provided in blue.  Please delete these instructions upon completion of this activity. |

Throughout an event the Local EMO will maintain communications with the Regional EMO using the methods outlined in the table below.

|  |  |  |
| --- | --- | --- |
| **Communications Method** | **Frequency** | **Details** |
| *Teleconference Meeting* | *Daily at 11am and 4pm initially.*  *Adjusted as the situation changes.* | *1-867-123-4567*  *Local Coordinator to call EOC, Local EMO members optional.* |
|  |  |  |
|  |  |  |

## 10.2 Public Communications

In the event of an imminent or actual emergency requiring a response, the Local EMO will notify and keep the public informed.

### 10.2.0 Local EMO Public Communications Methods

|  |
| --- |
| **Instructions:**  Local EMO should discuss how they plan to notify and communicate with the public in the event of an imminent or actual emergency and list them below.    Some typical examples of public communications methods used by Local EMOs include:   * Door to door alerting * Local radio station * Community Notice Board * Using vehicle mounted loud speaker system * Sounding of community siren * Community government website or social media page   Please delete this box upon completion of this activity. |

The Local EMO will use the following methods to communicate with the public:



Public communications tools such as Emergency Notifications, Alerts and Orders will be used to inform the public of threats and actions. **See Appendix K for Emergency Notice, Alert, Order and All Clear templates.**

### 10.2.1 NWT Alert Communications Tool

|  |
| --- |
| **Instruction**:  NWT Alert is a tool that can help deliver critical and potentially life-saving alerts to NWT residents through television, radio, and wireless devices. Community governments can work with the Regional EMO to develop an agreement and templates for issuing public communications via NWT Alert; once in place the community government may request, via Regional EMO, use the system when the following criteria have been met:   1. The event is currently taking place; 2. The event can affect the decisions people need to make as the situation has the potential to affect protection of their property and/or the environment; 3. Life safety is under immediate threat and time is critical;   If the Local EMO is interested in using the NWT Alert system, work with the MACA Regional EMO lead to develop an agreement and NWT Alert templates and fill in the section below. NWT Alert templates are most commonly developed for evacuation scenarios. If your Local EMO decides not to take advantage of the NWT Alert system, please delete this section.  Please delete these instructions upon completion of this activity. |

The Local EMO will request the use of NWT Alert to issue alerting templates developed in partnership with the Regional EMO MACA lead in the event of:



# 11.0 Recovery

In the event of an emergency where damage has occurred the Local EMO will work together to assess damage and determine when it is safe for residents to return to the disaster area. Activities will be carried out in consultation with MACA’s Community Planning Guide for Re-Entry after an Evacuation here: <https://www.maca.gov.nt.ca/sites/maca/files/resources/guide_community_planning_guide_re-entering_after_an_evacuation.pdf>

# Appendices

# Appendix A: Local EMO Contact Sheet

**Local Coordinator**

|  |  |
| --- | --- |
| **NAME AND POSITION** | **CONTACT INFORMATION** |
| (typically this is the Senior Administrative Officer or Band Manager unless there is an established position for emergency management within the community) | Work: (867)  Cell: (867)  Email: |

**Local Emergency Management Organization Members**

|  |
| --- |
| **Instruction:**  Local EMOs typically consist of the following membership:   * Chief/Mayor * Municipal Foreman * Fire Chief * Bylaw Enforcement Manager * Airport Maintainer * Power Plant Operator * Community Housing Manager * A representative from the NWT Power Corporation * A representative from Northwestel * An RCMP representative * A healthcare representative (e.g., Nurse-In-Charge) * A school representative * Indigenous Governments or Organizations and NGOs; and * Anybody else who might serve a useful purpose in the preparation or implementation of the emergency plan.   Please delete these instructions upon completion of this activity. |

| **NAME AND POSITION** | **CONTACT INFORMATION** |
| --- | --- |
|  | Work: (867)  Cell: (867)  Email: |
|  | Work: (867)  Cell: (867)  Email: |
|  | Work: (867)  Cell: (867)  Email: |
|  | Work: (867)  Cell: (867)  Email: |
|  | Work: (867)  Cell: (867)  Email: |
|  | Work: (867)  Cell: (867)  Email: |
|  | Work: (867)  Cell: (867)  Email: |
|  | Work: (867)  Cell: (867)  Email: |

In the event of an emergency, the members of Local EMO convene as needed, this is determined by the nature of the emergency. Designated officials should identify alternate(s) if the primary contact is unavailable during an emergency.

# Appendix B: Hazard Identification Risk Assessment

|  |
| --- |
| **Instructions to developing a community Hazard Identification Risk Assessment:**  1) Gather your Local EMO together.  2) As a group list off all hazards that may pose a threat to your community and list them in the “Hazards” column in the table below. Consult the Territorial Hazard Identification Risk Assessment on MACA’s website for a lit of the NWT’s top hazards.  3) Rank the probability of occurrence from 1-5 using guidelines below. Eg. How often does this kind of emergency occur? How likely is it this kind of emergency occur?  1: Every 20 years or more / Very unlikely  2: Every ten years / Unlikely  3: Every five years / Somewhat Likely  4: Every two years / Likely  5: Every year at least once / Very likely  **Example: In the southern part of the NWT, forest fires would be ranked 5 as they occur every year, in the far north, they would be ranked a 1 because they have no forest to burn.**   1. Rank severity of impacts like you did probability for each category: impacts to humans, impacts to property and impacts to the economy.   1: Very Small Impact  2: Small Impact  3: Moderate Impact  4: High Impact  5: Very High Impact  Rate the impacts to humans, property and economy.  **Example: The impacts of a pandemic can be very high on humans, but property is unlikely to be impacted.**  5) Add your 3 impacts scores.  6) Multiply your probability results and total impacts results to obtain your rating.  7) The top 3 hazards with the highest rating are the hazards that pose the biggest risk to your community. |

The hazards identified in the Hazard Identification Risk Assessment (HIRA) as having the greatest potential for disrupting the community are rated as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazards** | **Probability of Occurrence** | **Severity of Impacts** | | | | **Rating** |
| **Human** | **Property** | **Economy** | **Impact Total** |
| *Eg. Wildfire* | *5* | *3* | *5* | *3* | *11* | *55* |
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# Appendix C: PPOST- All Hazards Action Planning Tool

When faced with a complex incident where the community may not have a “Hazard Specific Plan” developing a PPOST is a way to think things through and formulate a plan.

Gather your Local EMO and walk through identifying priorities, problems, objectives, strategies and tactics under their titles in the table below (see example):

| **Scenario: Wildfire is close to small NWT community but not yet a significant threat. Residents and the community needs to be prepared for potential evacuation.** | | | | |
| --- | --- | --- | --- | --- |
| **Priorities**  *What are the important items to prioritize?*  *See NWT Emergency Plan for standard list of priorities.* | **Problems**  *What does the Local EMO know and observe about the incident?* | **Objectives**  *What is the Local EMO going to do?*  *S: Specific*  *M: Measurable*  *A: Action-Oriented*  *R: Realistic*  *T: Time Specific* | **Strategies**  *How is the Local EMO going to get it done? By what method?* | **Tactics**  With what resources? |
| Save lives / ensure public safety | A wildfire nearby may pose an eventual threat to community residents | Make sure all evacuation preparations are in place within 48 hours. | Local Coordinator to call for Local EMO meeting to inform and assign tasks. | At the band office boardroom (EOC) at 10am. |
| Pre-register all residents using registration template in Appendix I to gather evacuee data (how many people need transportation, hosting, medical care or other special considerations) by 6pm. | Door-to-door registration carried out by Fire Department volunteers and Municipal Works crew using paper registration forms. |
| Tally up resident pre-registration results by 8pm to better understand who needs what kind of assistance. | Local EMO members to gather pre-registration forms and create chart summarizing support requests. |
| Joe (Local EMO member) to put plans in place for all residents identifying they need help with evacuation transportation by 10am. | See if there are volunteers to help carpool, or arrange for a bus to be available. |
| Mike (Local Coordinator) to work with Regional EMO to identify the potential request assistance to the Regional EMO should there be a need to evacuate by air by 10am. | Call the Regional EMO and follow up with a Request for Assistance Form. |
| Barb (Local EMO member) to inform/update residents about evacuation protocols and update by noon. | Door-to-door notification by Fire Department and SAO to post on the community government’s website or social media page. |
| Mike (Local Coordinator) to work with MACA and ENR to determine when to send evacuation order out to residents (what is the trigger point?) | Daily phone calls at 10am. |
|  |  |

# Appendix D: Hazard Specific Plans

Insert hazard specific plans here in line with their top hazards.

# Appendix E: Essential Services Continuity Plan

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Instructions:**  With assistance from members of your Local EMO, using Form 1 below, go through the following steps to create a plan to maintain essential services:   1. Identify all services Local EMO member organizations provide. 2. Identify which services are considered essential using the following guide:  |  |  | | --- | --- | | **Level of Priority** | **Description** | | Priority 1 | Essential Service: this service is necessary, cannot be interrupted or suspended. | | Priority 2 | Services/functions that can be suspended for a short period of time. | | Priority 3 | Services that can be suspended for a long period of time. |  1. For all essential services, complete the remaining steps:  * Identify the required number of employees required to maintain provision of the service. * List qualifications and equipment required to provide the service * List staff that are qualified and trained to provide the service * List back-up staff trained to provide the service * Identify of the possibility of working from home * Identify actions that can be implemented to ensure the essential service is maintained.   **Essential Services Continuity Plans should be reviewed regularly to ensure they remain current.**  Please delete these instructions upon completion of this activity. |

**Form 1: Essential Services Continuity Plan**

*See examples in blue.*

| **Priority** | **Listing of essential services** | **Required number of employees to provide the service** | **Qualifications & equipment required to provide the essential service** | **Listing staff qualified and trained to provide the service** | **Listing back-up staff qualified and trained to provide the service** | **Possibility of working from home**  **(Yes or no?)** | **Potential response actions** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *1* | *Provision of clean water* | *1 – water treatment plant operator* | *Qualifications: Knowledge of northern water systems*  *Equip: Keys to facility* | *2 Water Treatment Plant Operator: John Doe and Jim Deer.* |  | *No* | *Implement hygiene and social distancing measures.*  *Train additional staff to provide back-up for the service.* |
| *2 – water delivery drivers* | *Qualifications: Class 5 driver’s license, knowledge of pump system*  *Equip: Water Truck* | *4 Water Delivery Drivers: Jane Oz, Janet Hill, Bill Simpson, and Don King.* | *N/A* | *No* | *Ensure staff maintain social distancing while delivering service.*  *Ensure proper cleaning/disinfection of equipment.* |
|  |  |  |  |  |  |  |  |
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The following table outlines the critical infrastructure Public Safety Canada has developed as a set of functions deemed essential in the context of a pandemic to help provinces/territories, Indigenous communities, and municipalities protect their communities while maintaining the reliable operation of essential services and functions to ensure the health, safety, and economic wellbeing of the population. This list can be referenced if Local EMOs are having difficulty identifying essential services to list in their “Essential Services Continuity Plan”, Form 1.

For more information on Public Safety Canada’s Guidance on Essential Services and Functions in Canada (during the COVID-19 Pandemic) please visit: <https://www.publicsafety.gc.ca/cnt/ntnl-scrt/crtcl-nfrstrctr/esf-sfe-en.aspx>

**Guidance Table on Essential Services and Functions**

| **RESPONSE** | **RATIONALE** |
| --- | --- |
| 1. Energy and Utilities | * Workers who maintain, ensure, or restore the generation, transmission, and distribution of electric power, * Utility workers * Engineers * Maintenance technicians |
| 1. Information and Communication Technologies | * Maintenance of communications infrastructure (internet, broadcast, news) * Workers that support command centers, HVAC and electrical |
| 1. Finance | * Income and social security * Payroll departments |
| 1. Health | * General health care services * Emergency services * Prescriptions * Mental Health and Wellness |
| 1. Food & Beverage | * Workers supporting groceries and other outlets (convenience/ pet food stores) * Restaurant employees necessary to support take-out and food delivery operations * Traditional harvesting activities (fishing, hunting and agriculture) |
| 1. Water | * Provision of clean water |
| 1. Transportation | * Airport maintenance * Road maintenance and repair * Essential good delivery drivers * Emergency response vehicles * Workers responsible for inspecting transport infrastructure (e.g., airport maintainer) |
| 1. Safety | * Emergency Management * Fire protection |
| 1. Community Government Leadership /Executive governance | * The chief or mayor, or his/her designate and council members, who is in charge and has the authority to make executive decisions and enact policies |
| 1. Basic sanitation | * Sewage * Garbage removal |
| 1. Other Services | * Educators supporting public and private K-12 schools * Hotel workers where hotels are used for pandemic mitigation and containment measures * Childcare services for essential workers, and home childcare services |

# Appendix F: Resources Inventory

## Equipment Resource Inventory

In this section you should list all the equipment that is available in your community, along with the current contact information of the owner/operator. These resources may have to be employed should your community face an emergency.

| **EQUIPMENT** | **OWNER/OPERATOR** | **LOCATION** | **CONTACT INFORMATION** |
| --- | --- | --- | --- |
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## Community Building Resource Inventory

In this section you should list all the building resources that are available in your community, along with the current contact information. These resources may be used should your community face an emergency.

| **BUILDING** | **LOCATION** | **CONTACT INFORMATION** |
| --- | --- | --- |
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## Volunteer Inventory and Registration Form

In this section you should list all the volunteers, along with their current contact information. In the “Volunteer Duties” column, list the volunteer duties that the individual will perform throughout the emergency event. For example, they may be assigned to perform reception duties, or they may have participated in a search before.

| **NAME** | **CONTACT INFORMATION** | **VOLUNTEER DUTIES** | **SIGNATURE** |
| --- | --- | --- | --- |
|  |  |  |  |
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# Appendix G: Declaration of a State of Local Emergency

**The following is a sample declaration of a state of local emergency:**

|  |
| --- |
| **Declaration of a State of Local Emergency**  Under the authority provided by Section 18 (1) of the *Emergency Management Act* S.N.W.T. 2018, c. 17, the local authority is satisfied that an emergency exists or may exist within the community:  Whereas the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert community name) is threatened due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert the nature and condition of the emergency)  Therefore, the Council declares that a State of Local Emergency exists in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (community name).  Time: Date:  Signatures: |

Community residents and the Department of Municipal and Community Affairs must be immediately notified once a declaration has been made. This public notice must be given by a means that is commonly acceptable to the community. The following is a template that may be used:

|  |
| --- |
| **Public Announcement of a State of Local Emergency**  The Council of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (community name) declares a state of local emergency for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(community) due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert the nature and condition of the emergency).  The public is advised that for the duration of the emergency, the local authority may take any action deemed necessary as authorized by the *Emergency Management Act*. |

# Appendix H: Community Government Request for GNWT Emergency Management Assistance

**Requesting Entity (local authority)**

|  |  |
| --- | --- |
| Name of community government  requesting assistance |  |
| Primary contact  name and number |  |

**Background**

*Please check one option*

|  |  |
| --- | --- |
| 1. Local authority is preparing for an emergency or disaster |  |
| 1. Local authority is responding to an emergency event   *.* |  |
| 1. Local authority has experienced a widespread disaster |  |

**Type of Assistance**

|  |
| --- |
| **Explain in detail the type of essential emergency assistance required?**  *Examples: What is the activity you are seeking help with achieving? Do you need resources such as supplies or people? What do you need and what is it for? Do you need assistance in evacuation? to establish an evacuation centre?* |

**Timeframe for Assistance**

|  |
| --- |
| **When is the assistance needed by?** |
| **What are the consequences** **if assistance is not received by this time?** |

**Local Resources**

|  |
| --- |
| **How has the community’s capacity to respond or obtain resources been exhausted?** |

**Additional Information**

|  |
| --- |
| **Please provide any additional information:** |

**Please complete this form and submit it to the MACA Regional Superintendent for your area. MACA Regional Superintendents will acknowledge receipt of your request form and will follow up as soon as possible.**

# Appendix I: Evacuations

## Evacuation Plan

The following chart provides prompting questions to support actions to facilitate an evacuation.

| **Item** | **Local EMO Activities / Assessment** | **Completed** |
| --- | --- | --- |
| **Is all or a portion of your community at risk of evacuation? What portions of the community are at risk of evacuation?** |  |  |
| **What critical infrastructure or hazardous materials fall within the potential evacuation risk area?**  For example: power plant, airport or fuel and sewage tanks or lagoon. |  |  |
| **Have appropriate activities been undertaken to protect critical infrastructure where possible and protect or move hazardous materials outside of the risk area?**  For example, can things be elevated, can fire trucks be relocated, fire breaks in place, fuel or hazardous materials be moved, fuel and sewage tanks be emptied out temporarily, etc. |  |  |
| **Have residents been advised of mitigation and preparedness activities they should be undertaking?** |  |  |
| **How will the Local EMO monitor risk?** |  |  |
| **Has the Local EMO engaged residents in the evacuation risk areas to gather the following information?**  Eg. *The Registration Form in the pages below has been developed which Local EMO can use to conduct a door-to-door information gathering exercise to collect the following information:*  How many residents reside in the area at risk of evacuation?  How many residents might require assistance with evacuation? What kind of assistance would this include?  How many residents would require assistance with hosting? What kind of assistance would this include?  *Evacuees requiring a place to stay should be provided information on the location of the nearest reception centre. Reception centres consist of a group lodging format which is usually located in an arena or school gymnasium type facility, and typically includes cots, blankets, and other basic necessities.*  *Residents who chose not to stay at the reception centre, are allowed to find alternate accommodations on their own. The resident will be expected to bear the costs of these alternate accommodations and will not qualify for reimbursement by the GNWT.* |  |  |
| **Has the Local EMO put in place the necessary plans and resources to assist residents in need with evacuation?**  Who is the lead Local EMO member who will be coordinating evacuation assistance efforts to residents?  Who is responsible for organizing transportation assistance?  Is there a community muster point where residents can fill out a registration form prior to evacuation?  Who receives information about residents being evacuated, requiring additional support or being supported by health and social services during an evacuation?  Are all necessary resources/agreements in place to facilitate evacuation of the risk area?  *Eg. Vehicles, signage, muster points, staff, volunteers etc.*  What are the gaps?  Are there resources required for the evacuation that cannot be procured locally?  If yes, have the gaps been identified to Regional EMO?  *It is critical for the Local EMO to identify any gaps and potential resource requests to the Regional EMO via the MACA Regional Superintendent as early as possible to allow for planning to take place.* |  |  |
| **Has the Local EMO put in place the necessary plans to assists residents in need with hosting?**  \*See **Appendix J** for hosting plan\* |  |  |
| **Does the Local EMO have an established communications plan?**  What is the trigger point for issuing an evacuation notice, alert or order?  How will messaging about evacuation timelines, transportation methods, priority evacuation groups and evacuee registration be shared to residents during an emergency?  *Eg. How often will updates be provided, using what public communications tools? Are residents aware?*  Are residents aware of the evacuation and hosting plans?  Should residents require assistance what is the established process to reach Local EMO for assistance? Are residents aware?  Who is the spokesperson for community government status while being hosted in another community?  How will the Local EMO ensure up to date information flow to key partners during an emergency and evacuation? |  |  |

## Evacuation Registration Form

|  |
| --- |
| **Instructions**:  The Evacuation Registration Form is an important way to capture details about your community residents/households’ needs and plans working up to an evacuation order. This template, when used in advance of an evacuation order, can identify residents/households who will require additional supports (transportation, alternate accommodations, special services) in order to evacuate safely.  Incorporating pre-registration into evacuation planning supports gathering the details needed to identify who will need assistance, and what type of assistance is needed (transportation, health care support). It also captures where residents plan to stay and how to reach them during the evacuation period.  An example of how to build registration into your evacuation plan is to organize a pre-registration space (city hall etc) where residents can fill out their forms well in advance of an evacuation order. Registration of evacuees should also be conducted during evacuation, however, this may be too late for residents who require supports evacuating safely.  See below an Evacuation Registration Form Template that Local EMOs can use in the event of an evacuation.  Please delete these instructions upon completion of this activity. |

1. **This form is a template to be used by Local EMOs in the event of a community evacuation.**
2. **Only one form per address/household is required.**
3. **This form must be completed in full. Please print clearly.**

|  |  |
| --- | --- |
| DATE | *DD/MM/YYYY* |

| PERSONAL INFORMATION | | | |
| --- | --- | --- | --- |
| Full Name |  | | |
| Physical address | *Street/Town/Postal Code* | | |
| Phone |  | | |
| Alternate phone |  | | |
| Primary language spoken |  | | |
| Household members | Name: | | Age: |
| Name: | | Age: |
| Name: | | Age: |
| Name: | | Age: |
| Name: | | Age: |
| Do any of your family members require special considerations (mobility issues, medical needs, etc.)? |  | | |
| EMERGENCY CONTACT INFORMATION (list all that apply) | | | |
| Does this person have home health / hospice care? | Yes / No | If yes, contact phone number: | |
| Does this person have a live-in caregiver? | Yes / No | If yes, contact phone number: | |
| Full Name |  | | |
| Relationship |  | | |
| Phone |  | | |
| Full Name |  | | |
| Relationship |  | | |
| Phone |  | | |
| Full Name |  | | |
| Relationship |  | | |
| Phone |  | | |
| Full Name |  | | |
| Relationship |  | | |
| Phone |  | | |

| TRANSPORTATION INFORMATION: (Check all that apply) | | |
| --- | --- | --- |
| Do you require evacuation assistance? | **YES** | **NO** |
| If YES: please specify what assistance is needed: | *Example: Transportation?* | |
| If NO: how will you be evacuating? | *Example: Road, air, other?* | |
| Do you have a designated person you will be contacting once you reach your destination? | **YES** | **NO** |

| SERVICE ANIMAL INFORMATION | | |
| --- | --- | --- |
| Do you have a service animal? | Yes / No | If yes, animal type (dog/other): |

**Note:** Except for service animals, pets are **not** permitted on GNWT coordinated transportation or at evacuation centres.

| LODGING INFORMATION | |
| --- | --- |
| Where are you staying for the duration of the evacuation? | *Example: Friends/family/other/is requesting accommodation at an evacuation centre.* |

|  |
| --- |
| Evacuees requiring a place to stay will be provided information on the location of the nearest evacuation centre.  Evacuation centres will consist of a group lodging format which is usually located in an arena or school gymnasium type facility, and typically includes cots, blankets, and other basic necessities.  Commercial lodging is only considered when absolutely necessary based on assessment and advice from the healthcare system.  Residents who choose not to stay at the evacuation centre, must bear any costs of making alternate accommodations and will not qualify for reimbursement by the GNWT. |

# Appendix J: Hosting Plan

The following chart outlines actions that may be taken to facilitate the reception of evacuees.

| **Item** | **Local EMO Activities / Assessment** | **Completed** |
| --- | --- | --- |
| **Has an evacuation centre been identified for the community?**  Where will evacuees be hosted?  How many evacuees can be hosted there?  Has the floor plan and occupancy been approved by the Office of the Fire Marshall?  Does the chosen hosting facility have back up power? Are washrooms available? |  |  |
| **Are all necessary resources/agreements in place to facilitate hosting of evacuees?**  How much bedding is available (cots, blankets, etc)? Any pre-positioned to be quickly set up?  Are feeding services in place?  Are social/medical services able to support?  Is there a storage area to keep all evacuation centre supplies safe and easily accessible? |  |  |
| **How will the evacuation centre be managed?**  Who is the lead Local EMO member who will be coordinating hosting efforts?  Who will set up the evacuation centre?  Who will be registering evacuees upon arrival?  Are cleaning services or security required and if necessary, in place? |  |  |
| **What are the gaps?**  *Eg. Are there resources required for the evacuation centre that cannot be procured locally?*  **If no, have the gaps been identified to Regional EMO?**  *It is critical for the Local EMO to identify any gaps and potential resource requests to the Regional EMO via the MACA Regional Superintendent as early as possible to allow for planning to take place.* |  |  |
| **Are Local EMO members aware of the plan and prepared to manage hosting evacuees?**  Where will Local EMO meetings take place?  *This should be outside of the risk area, in a secure location. A backup location may be required.*  Is there a meeting schedule for Local EMO members should an event take place?  Having a known daily meeting schedule can be very helpful to maintain smooth operations during an event. Daily meetings can include:   1. Morning meeting to obtain a status update from each section and confirm the plan for the day 2. Briefing meeting where politicians can be brief as to current activities 3. Media opportunity with spokesperson 4. Communications to the public: this doesn’t have to be a meeting but could be in the form of a regular update post to a website/social media, radio announcements, etc. 5. Afternoon/evening planning meeting where activities of the day are reviewed and a plan for the following day is developed   Is there a regular check-in established to touch base with the Regional EMO? |  |  |
| **Does the Local EMO have an established communications plan?**  Who will be the community government spokesperson?  How will the Local EMO deliver messaging to evacuees?  *Eg. How often will updates be provided, using what public communications tools? Are residents aware?*  Are residents aware of the hosting plans?  Should evacuees require assistance what is the established process to reach Local EMO for assistance? |  |  |

# Appendix K: Emergency Notice, Alert, Order and All Clear Templates

|  |
| --- |
| **EVACUATION NOTICE**  **From: Emergency Management Organization**  **Issued:**  **Area:**  **Description:**  This notice is to advise the residents of the community of \_\_\_\_\_\_\_\_\_\_\_\_\_ of a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ currently in the area which may present an increased risk to the community endangering life and/or property. Residents and visitors are advised to prepare for the emergency and/or evacuation if necessary.  Future updates can be found at:  **Instructions:**  The community of \_\_\_\_\_\_\_\_\_\_\_\_\_ is advised to prepare for the emergency and/or evacuation if necessary. Residents are asked to monitor news sources and keep aware of the situation. |

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| **Evacuation Alert**  **From: Emergency Management Organization**  **Issued:**  **Area:**  **Description:**  A \_\_\_\_\_\_\_\_\_\_\_\_\_ is affecting the community of \_\_\_\_\_\_\_\_\_\_\_\_\_ and everyone in the area must be prepared to evacuate immediately. In the event an evacuation order is given, anyone needing transportation to leave the area should go to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and arrangements will be made to transport people from the area.  Residents and visitors are requested to monitor news sources and keep aware of the threatening situation.  Future updates can be found at:  **Instructions:**  The community of \_\_\_\_\_\_\_\_\_\_\_\_\_ must be prepared to evacuate on short notice. In the event an evacuation order is issued, those needing assistance to leave should go to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ where transportation will be arranged. |

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| **Evacuation Order**  **From: Emergency Management Organization**  **Issued:**  **Area:**  **Description:**  A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is occurring in/near \_\_\_\_\_\_\_\_\_\_\_\_\_ and everyone in the area must evacuate immediately. Anyone needing transportation to leave the area should go to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and transportation will be provided.  Persons evacuating must attend the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to register and receive further information.  Future updates can be found at:  **Instructions:**  The community of \_\_\_\_\_\_\_\_\_\_\_\_\_ must evacuate immediately. Those needing assistance to leave should go to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to arrange transportation. Evacuees need to register at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Go to \_\_\_\_\_\_\_\_\_\_\_\_\_ for more information. |

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| **Evacuation All Clear**  **From: Emergency Management Organization**  **Issued:**  **Area:**  **Description:**  The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ event in \_\_\_\_\_\_\_\_\_\_\_\_\_ is now under control and the hazard area has been declared safe. The Evacuation Order is no longer in effect. Residents are advised to report to the reception centre for information on the community re-entry plan and transport arrangements. Residents will also be advised of services available and precautions and instructions on dealing with the impacts of the emergency.  Future updates can be found at:  **Instructions:**  Residents are advised to report to the reception centre for information on the community re-entry plan and transport arrangements. Residents will also be advised of services available and precautions and instructions on dealing with the impacts of the emergency. |