

COMMUNITY EMERGENCY PLAN

INSTRUCTION MANUAL

This Instruction Manual has been prepared to assist community leaders in preparing their specific Community Emergency Plan. This manual is to be used in conjunction with reviewing the generic Community Emergency Plan Template so that community leaders can customize a relevant and appropriate Emergency Plan for each community.

INTRODUCTION

Any community is vulnerable to numerous hazards and emergencies. These can be human caused such as missing persons, technological such as those involving hazardous materials; infrastructure disruptions that could involve utility and power failures, and natural hazards such as severe weather.

An Emergency Plan establishes the framework that ensures a community is prepared to deal with any of these emergencies and hazards. It is the way through which the community will mobilize its resources in the event of an emergency, thereby restoring the community to a state of normalcy. It is designed to ensure that all agencies are fully aware of their respective roles and responsibilities during that emergency.

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

Having a Community Emergency Plan is required under NWT legislation – Civil Emergency Measures Act (R.S.N.W.T. 1988, c.C-9).

HOW TO DEVELOP YOUR COMMUNITY EMERGENCY PLAN

The community emergency plan can be developed in 3 phases. Phase 1 consists of structuring the Emergency Management Committee, identifying and assessing hazard risks and documenting all available resources to use in an emergency. Phase 2 is the completion the formal Community Emergency Plan by following the NWT template. Phase 3 is the process of keeping the Plan up to date.



PHASE 1 – DISCUSSION OF NEEDS AND ISSUES

The development of the Community Emergency Plan rests with the senior administrative officer (SAO) and the political leadership (Mayor, Band Leader, or Chief, etc.).

Municipal and Community Affairs (MACA) staff are available to provide advice and assistance.

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



1. The SAO and the Mayor/Chief identify membership for the Emergency Management Committee.
2. Call a meeting of the proposed Emergency Management Committee and confirm membership. Add to membership as the Committee deems appropriate.
3. Convene a workshop/meeting of the Emergency Management Committee (or a sub-committee) to do the Hazard Risk Assessment to identify the most probable emergency situations. To do this, follow the information provided in Section 3.1 and the forms provided in Appendix F of the GNWT Emergency Plan Template. For each potential hazard to your community identified in Appendix F (HIRA), develop an Evacuation Plan and Reception Plan using the information provided in Section 3.3.
4. Convene a workshop/meeting of the Emergency Management Committee (or a sub-committee) to prepare the Resource Inventories. Fill in the forms provided in Appendix C by choosing from the list those resources that are available in your community. Space has been left at the end of each form in order to allow you to add any additional resources that were not listed.
5. Convene a workshop/meeting of the Emergency Management Committee (or a sub-committee) to develop the specific event guidelines for those potential hazards to your community identified previously in Appendix F (HIRA). Follow the format for those hazards as shown in Appendix D. In each form fill in the last column "Action By" by using provided information as to the responsible individual or agency. The "Human Resource Inventory" from Appendix C (Resource Inventory) could be helpful.

Note: Steps 3, 4 and 5 might occur during a full day workshop setting or through a series of specific meetings.

PHASE 2 – COMPLETING THE FORMAL COMMUNITY EMERGENCY PLAN

GUIDE TO COMMUNITY EMERGENCY MANAGERS ON HOW TO FILL IN THE EMERGENCY RESPONSE PLAN TEMPLATE FOR THEIR COMMUNITIES

Having completed the steps in Phase 1, use this guide to help you with filling in the sections for your Community Emergency Response Plan (ERP). The guide follows the template's table of contents (section's title and number).

1. INTRODUCTION (Section 1.0)
Fill in the name of your community.
2. AUTHORITY (Section 2.2)
Insert the number of your community's bylaw and the date in was ratified. The full emergency measures bylaw template is in the Appendix B.
3. ASSUMPTIONS (Section 2.5)
Fill in the name of your community (second line from the top)
4. EMERGENCY MANAGEMENT AGENCY (Section 2.9)
Insert the number of your community's bylaw and the date in was ratified. Using the list provided in this section and Appendix E to identify the members of your community Emergency Management Agency.
5. EMERGENCY PLAN CHAIN OF COMMAND (Section 2.11)
Identify individuals with the authority and responsibilities for the Plan
6. COORDINATOR OF THE EMERGENCY MANAGEMENT AGENCY (Section 2.12, first bullet)
Insert the number of your community's bylaw and the date it was ratified.
7. EMERGENCY MEASURES BYLAW
Prepare the bylaw as shown in Appendix B
8. RESOURCES INVENTORY
Insert the completed resources inventory in Appendix C
9. SPECIAL EVENT GUIDELINES
Insert the completed specific event guidelines in Appendix D.
10. EXECUTIVE SUMMARY
Upon completion of the steps above, prepare your executive summary. On the bottom of the Executive Summary page list all places where copies of the Community ERP will be available.



PHASE 3 – KEEPING THE PLAN UP TO DATE

1. The Coordinator of the Emergency Management Agency should ensure that the plan is tested annually. Preferably this is a simulation event but at least a “tabletop” paper exercise should be undertaken. MACA staff are available to provide advice and assistance.
2. The Emergency Plan should be updated annually to ensure the Resources Inventory is up to date and all members of the Emergency Management Committee are fully briefed.
3. In parallel with the development of the Community Emergency Plan, the Emergency Management Committee should provide information to each household to encourage individual and household preparedness.
4. In the event of an emergency, the Emergency Management Committee should meet with MACA within 15 days of the resolution of the emergency to review and modify the emergency plan as appropriate.

