



Town of Hay River Emergency Plan

Updated

March 20th, 2023

Amendments

REVISION DATE	APPROVED BY

Copies of the Community Emergency Plan are available at:

- The Administrative Centre (SAO Office)
- Fire Hall
- Schools
- RCMP Office
- Health/Social Services Centre
- Public Works Garage

ORGANIZATION	TITLE	CONTACT INFORMATION
Municipal and Community Affairs	Regional Superintendent Bobby Bourque	Phone: 1-867-872-6531 Cell Phone: 1-867-587-6602 Fax: SAT Phone:
Municipal and Community Affairs	Regional Emergency Management Coordinator Arshad Khalafzai	Phone: 1-867-872-6527 Cell Phone: 1-870-239-1968 Fax: SAT Phone:
Municipal and Community Affairs	24/7 Emergency	Phone: 1-867-920-2303 FAX: 1-867-873-0309
Environment and Natural Resources	Wildlife Emergencies	Phone: 1-867-875-7640
Environment and Natural Resources	Forest Fire Emergency Line	Phone: 1-877-698-3473
Aboriginal Affairs and Northern Development Canada	24/7 Spill Line	Phone: 1-867-920-8130
NorthwesTel	Customer Service Line	Phone: 1-888-423-2333
Northland Utilities	24/7 Line	Phone: 1-800-264-5313
Parks Canada	Duty Officer Line	Phone: 1-867-621-0136

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Introduction

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 Town of Hay River Plan establishes the framework that ensures the community is prepared to deal with any of these emergencies and hazards. It is the way through which resources will be mobilized 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 the 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.

Scope

The aim of the Hay River Plan is to provide the framework within which extraordinary measures can be taken to protect the health, safety, and welfare of the residents, prevent or minimize property damage or loss, protect the environment and minimize economic disruption when faced with an emergency.

An emergency may result from an existing danger or it may be a threat of an impending situation affecting property or the health, safety and welfare of the community. Its nature and magnitude requires a controlled and coordinated response by a number of agencies, both governmental and private, under the direction of the Emergency Management Control Group, as distinct from routine operations carried out by an agency or agencies, e.g. fire-fighting, police activities, normal medical activities.

Four major categories of emergency may pose a threat to the community or require a coordinated community response.

- Natural Events – severe weather, floods, tornadoes, forest fires caused by lightning strikes, food or human health emergencies.
- Human-caused Events and Accidental Hazards – incidents and accidents that harm public safety, property and security such as civil disorder, forest fires (set by human activity) and bomb threats.
- Technological & Infrastructure Disruptions – incidents involving hazardous materials, utility and power failures, transportation accidents, aircraft crashes, water supply failure and building or structural collapse.
- Organized Searches – the process of finding lost persons – hunters, fishermen whose return is overdue – or searching for children or adults who have wandered off and are lost in the area.

Purpose

The plan unifies the efforts of community resources for a comprehensive approach in responding to and reducing the impacts of an emergency. It is intended to increase the emergency response capacity of Hay River by establishing a plan of action to efficiently and effectively deploy all required resources.

Authority

The Emergency Plan is issued under the authority of the Council in accordance with the *Civil Emergency Measures Act* (R.S.N.W.T. 1988, c.C-9) as well as local Bylaw 2190/PS/17 dated 19th day of December 2017 which contains the duties and responsibilities of the Community Emergency Management Committee (CEMC), the Emergency Coordinator and the Emergency Management Agency.

Table 1: Emergency Plan Chain of Command

ADMINISTRATIVE REPRESENTATION	AUTHORITY	POLITICAL REPRESENTATION	AUTHORITY
Senior Administrative Officer	Name: Glenn Smith Alternate: Travis Wright	Mayor	Name: Kandis Jameson Alternate: Brian Willows Second Alternate: Robert Bouchard

In the event of an emergency, the members CEMC convene as needed, the nature of the emergency determines this. Designated officials should identify alternate(s) if they are unavailable during an emergency.

The authority for making decisions in an emergency rests with Emergency Coordinator or Emergency Operations Coordinator

Emergency Management Roles and Responsibilities

Mayor

The following are the actions that the elected officials are responsible for during the emergency:

- Set parameters for emergency operations in response to an event
- Declare/cancel declarations of States of Local Emergency.
- Liaison with elected officials of other governments.
- Liaison with community residents throughout the duration of evacuations.

Emergency Management Agency

As per the Civil Emergency Measures Act (R.S.N.W.T. 1988, c.C-9) and local Bylaw 2190/PS/17 dated the 19th day of December 2017, the Emergency Measures Agency represents the local authority and may include Council and/or CEMC members.

Community Emergency Management Committee

Community Emergency Management Committee consists of:

- The SAO/CAO/Town Manager;
 - The Mayor
 - The Director of Finance;
 - The Director of Public Works;
 - The Director, Protective Services
 - The Assistant Senior Administrative Officer
 - The Director of Recreation and Community Services
 - The Community Housing Manager;
 - The Powerplant Operator;
 - The Airport Manager;
 - A District Education Authority representative;
 - An RCMP representative;
 - Hay River Health and Social Services representative;
 - A Department of Infrastructure representative
 - Regional Superintendent for MACA
 - A Coast Guard Auxillary Representative
 - A Katlodechee Representative
 - A West Point First Nations Representative
 - A Hay River Metis Government Representative
 - Northland Utilities Stittco
- Anybody else who might serve a useful purpose in the preparation or implementation of the Emergency Response Plan.

The typical response activities performed by the Community Emergency Management Committee include:

- Emergency Plan Activation;
- Assessing the emergency situation;
- Determining the appropriate response;
- Coordinating community resources;
- Notifying the general public and other departments of the emergency situation;
- Requesting mutual aid; and
- Liaising with other government officials as the situation dictates.

Emergency Coordinator

The Emergency Coordinator will be the Senior Administrative Officer or SAO.. The following are his/her responsibilities:

- Management of the CEMC activities in accordance with duties set out in the local Bylaw 2190/PS/17 dated the 28th day of November 2017;
- Management of the ECC during active emergencies.

- Chairing the planning for emergencies.
- Arranging training for the members of the CEMC;
- Arranging for testing of the plan
- Developing and implementing public awareness and education activities.
- Coordinate the support to emergency operations during the emergency.

Emergency Operations Coordinator

The Emergency Operations Coordinator will be the Director, Protective Services/Fire Chief for Response activities and the Director, Public Works and Services for Recovery activities The Following are his/her Responsibilities.

- Management of the operational groups or activities during active emergencies.
- Coordinate monitoring and surveillance of potential or developing hazards
- Coordinate operational activities of the CEMC during emergencies.
- Coordinate restoration of services and infrastructure
- Coordinating emergency resources used in an emergency
- Report the situation and activities to Emergency Coordinator.
- Development of a tabletop exercises to test the emergency plan

External Organizations

Depending on the nature of the emergency, external agencies that are usually not part of the Community Emergency Management Committee may be asked to send a representative to join the committee (i.e., airport, power plant operator) to assist in coordinating the response.

Concept of Operations

As the magnitude of an emergency increases, so will the need for multi-agency support from within the community. If the community resources and capabilities are overwhelmed, the community may contact the MACA Regional Superintendent to provide or acquire additional resources necessary. Each committee member is responsible for their identified roles and responsibilities throughout the emergency response.

Operational Levels

There are three operational levels of Emergency Management functioning and activity:

- Normal Operations – routine daily operations;
- Monitoring –heightened surveillance of potential or developing hazards; or
- Activation –multi-agency coordinated response.

Implementation Sequence

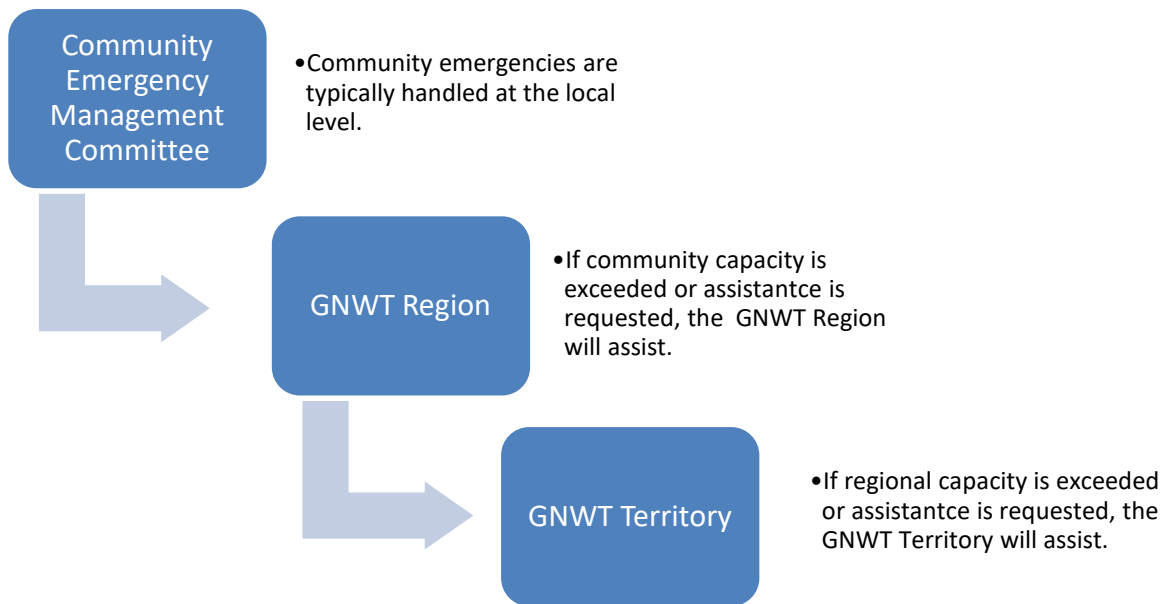
The following are the typical steps taken to implement an emergency response:

- Emergency Coordinator contacted regarding the incident;

- Emergency Coordinator resolves the problem alone or calls in appropriate CEMC members and subject matter experts to assist;
- Emergency Coordinator notifies Regional Coordinator, MACA Regional Superintendent) to alert of the situation (ongoing contact with Coordinator is required);
- Gather committee and formulate a response plan;
- The ECC may be partially or fully activated, depending upon the conditions of the emergency. All staff will be made available until a response is scaled back or stand-down ECC operations.
- Committee and Emergency Coordinator may appoint an emergency site manager to liaise from the incident site;
- Emergency Coordinator and Committee to advise Council on declaring a State of Local Emergency; and
- Emergency Coordinator to notify MACA Regional Superintendent and community residents if a State of Local Emergency is declared.

Escalation

The following depicts how assistance during emergency events flows from the GNWT to communities.



Warning and Notification Procedures

Upon notification of an imminent or actual emergency, the SAO will initiate the notification of key personnel and agencies. Based on the type and seriousness of the event, appropriate personnel are notified of the current or imminent situation. Community Emergency Management Committee members will be notified of the incident and be required to convene at the ECC depending on the nature and severity of the emergency. A contact information sheet is provided at Appendix G.

The public in the community will be warned by:

- First responders advising those at risk in the immediate proximity of the emergency
- Local radio station;

- Community website/social media page;
- Emergency Measures Email System;
- NWT Alert system;
- ; and
- Using vehicle mounted PA systems of the Protective Services Department.

Public communications tools such as Emergency Notifications, Alerts and Orders will be used to inform the public of threats and actions in response. Refer to Appendices L, M and N for templates.

Declarations of Local Emergency

The Mayor or designate may declare that a local emergency exists in the community or in any part thereof and may take such action and make such orders as he/she considers necessary. The Mayor or designate may terminate a declaration of a State of Local Emergency. The Mayor shall ensure that the Minister of MACA is notified of a declaration of a state of local emergency. Also, the media and the public shall be informed of the crisis as soon as possible.

A format for Declaration of a State of Local Emergency is in Appendix I. A copy of the declaration must immediately be sent to the Minister via MACA's South Slave Regional Superintendent.

Communications

Depending on the circumstances, communications for an emergency response may include one or a combination of the following:

- Telephone;
- UHF, VHF and/or HF Radios;
- Satellite Phones;
- Internet; and
- More.

The Communications Coordinator is to be the Assistant Senior Administrative Officer, if required and is responsible for all communications activities. Refer to Appendix C: "CEMC Responsibilities"

Emergency Coordination Centres

The Community ECC should be activated and staffed by the CEMC, to manage emergency operations.

The primary ECC location is the Town Hall, 100-62 Woodland Drive, Hay River, NT

The alternate ECC location is the Emergency Services Building, 73 Woodland Drive, Hay River, NT

Emergency Site Management

The Emergency Operations Coordinator may appoint an Incident Commander (IC) if one is not in place. The IC may be from the first response agency having the predominant role or may be an individual particularly suited to coordinate the diverse activities being undertaken. In the event that the Fire

Department is in charge of the site management, this will be done by the Senior Ranking Officer that is available. The purpose of the IC is to:

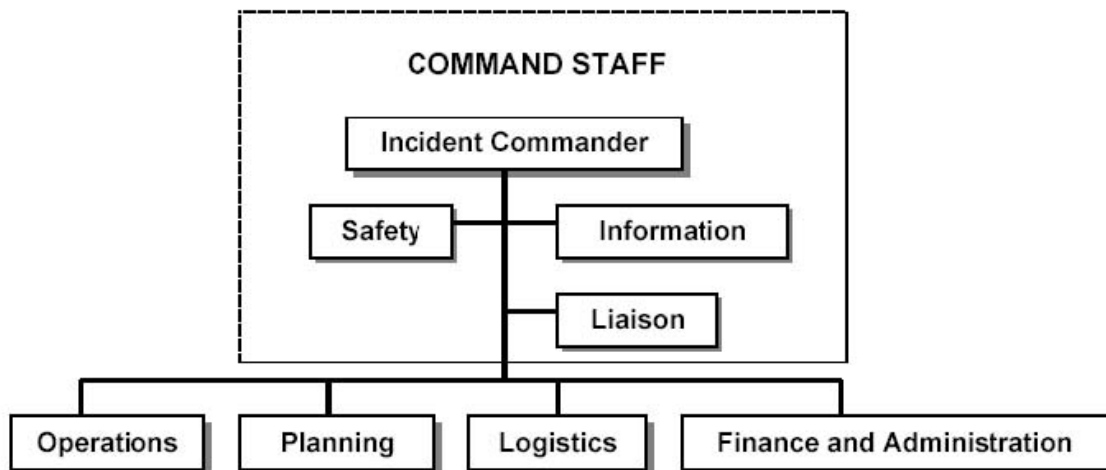
- Establish a site command post;
- Establish overall priorities for the on-site response;
- Establish the site perimeter and arrange for security;
- Provide situational updates to the ECC;
- Assign emergent tasks to response agencies at the emergency site;
- Provide media information; and
- Coordinate support to the responders.

Responding agencies on-site will:

- Cooperate with the IC;
- Provide information on response activities, damage and casualties, and resource needs to the IC; and
- Continue to receive functional direction from their parent organization.

Incident Command System

The Incident Command System (ICS) is a standardized, on-scene, all-hazard incident management concept in North America. It is a management protocol based upon a flexible, scalable response organization providing a common framework within which people can work together effectively. These people may be drawn from multiple agencies that do not routinely work together, and ICS is designed to give standard response and operation procedures to reduce the problems and potential for miscommunication on such incidents.



ICS is a system designed to be used or applied from the time an event occurs until the requirement for management and operations no longer exist. It is interdisciplinary and organizationally flexible to meet the following management challenges:

- Meet the needs of incidents of any kind or size (expands or contracts)
- Allow personnel from a variety of agencies to meld rapidly into a common management structure with common terminology
- Provide logistical and administrative support to operational staff.
- Be cost effective by avoiding duplication of efforts.

An ICS enables integrated communication and planning by establishing a manageable span of control.

It divides an emergency response into five controllable functions essential for emergency response operations: Command, Operations, Planning, Logistics, and Finance and Administration. Diagram 4 below shows a typical ICS structure.

Evacuation and Reception

The evacuation function describes how the public would be evacuated out of areas affected by an emergency situation that is deemed to be too hazardous for people to stay in place. Evacuation methods will be dependent on the incident, the evacuation process and procedures, along with the roles and responsibilities of the key agencies. Evacuation from one area of the community to another part of the community shall be organized and managed by the community. Evacuation of the community as a whole shall be organized and managed by the territorial government. See Appendices E and F for Evacuation and Reception hazard-specific plans.

Volunteers

The Manager of Human Resources or CEMC member shall be appointed as Volunteer Coordinator by the Emergency Coordinator. This operational support function provides guidance on the community’s role in the management of volunteers. A form for Volunteer registration can be found in Appendix J. It is essential that this form is used whenever there are volunteers during emergency situations as it aids in keeping track of where volunteers are needed and for liability purposes.

Specific Hazard Management

The hazards identified in the Hazard Identification Risk Assessment as having the most significant potential for disrupting the community are rated as follows:

HAZARD	HISTORICAL OCCURRENCE	PROBABILITY OF OCCURRENCE	PROPERTY IMPACT	HUMAN IMPACT	BUSINESS IMPACT
Atmospheric Hazard	0	1	0	1	1
Building or Bridge Collapse	0	0	0	1	1
Civil or Political Disorder	0	0	1	1	1
Communications Failure	1	1	0	1	2
Contamination of Soil, Air, Drinking Water or Flood	2	2	0	2	2
Dangerous Goods/Hazmat Incident	0	1	2	1	1
Epidemic/Disease	0	1	0	2	2
Fire - Interface	1	1	2	1	1
Fire - Structural	1	1	2	1	2
Fire - Wildland	1	1	2	1	1
Flood	2	2	2	2	2

Transportation Incident - (air, rail, highway, water)	1	1	2	2	1
Utilities Failure	1	1	2	2	2

Has Not Happened = 0
Has Happened = 1
Happens Frequently = 2

Not Likely to Occur = 0
Might Occur = 1
Occurs Frequently = 2

No Impact = 0
Some Impact = 1
Major Impact = 2

Appendix D “Hazard Specific Plans” includes basic action plans for specific hazards identified as well as an all-hazards plan that may be considered for all other emergencies.

Recovery

Disaster recovery refers to actions taken to repair or restore conditions to an acceptable level through measures taken after a disaster impacts a community. This includes short term and long term measures such as the return of evacuees, trauma counseling, clean-up, reconstruction, economic impact studies, and emergency financial assistance. Recovery efforts should be conducted with a view towards disaster risk reduction, and forward-looking recovery measures allow communities not only to recover from recent disaster events but also to build back better to help overcome past vulnerabilities.

In instances where there have been damages to public infrastructure including roads, water/sewer systems, electrical utilities, and heating systems, the Director of Public Works may be assigned to the position of Emergency Operations Coordinator to oversee the coordinated safe restoration of services to the community.

The Government of the Northwest Territories’ Disaster Assistance Policy provides financial support to assist individuals, small businesses and community governments in recovering from a disaster and restoring damaged property to its pre-disaster condition. To determine if the Disaster Assistance Policy applies to an event, please contact MACA’s Regional Superintendent. More information on the Disaster Assistance Policy, please view MACA’s website.

Plan Maintenance

- The Emergency Response Plan will be updated annually and tested every year.
- After an emergency in which the plan is implemented, the CEMC will meet for an operational debrief and plan re-assessment shortly after that.
- The human, facilities, physical and other potential community resources inventories will be updated annually or as needed. (these inventories are provided in Appendix H).

- Each agency, (for example, RCMP, Fire, or HTA), will participate in the development of plans and procedures, training opportunities, and exercises to achieve and maintain a high state of readiness.

Appendix A: Legal Authority

The following are excerpts from the Civil Emergency Measures Act (R.S.N.W.T. 1988, c.c-9):

GENERAL

Powers and duties of local authorities

7. (1) Each local authority

(a) shall appoint a committee to advise the local authority on the development of emergency plans and programs;

(b) shall establish and maintain a community emergency measures agency;

(c) shall appoint a coordinator of the community emergency measures agency and establish the duties of the coordinator including the preparation and coordination of emergency plans and programs for the community;

(d) shall prepare and approve emergency plans and programs; and

(e) may enter into agreements with and make payments to organizations for the provision of services in the development or implementation of emergency plans or programs.

Searches outside community

(2) The local authority may conduct searches outside the boundaries of the community. R.S.N.W.T. 1988, c.73(Supp.),s.3,4; S.N.W.T. 1998, c.21,s.2(5), (6)(a).

Repayment of emergency expenditures

8. The Minister may, by order, require a local authority to pay to the Comptroller General the amount of an expenditure made by the Government of the Northwest Territories within or for the benefit of the community with respect to a disaster or the portion of the expenditure specified in the order, at the times and on the terms as to payment of interest and otherwise as are specified in the order. S.N.W.T. 1998, c.21, s.2(6)(b).

DECLARATION OF STATE OF LOCAL EMERGENCY

State of local emergency

14. (1) If a local authority is satisfied that an emergency exists or may exist within the community, the local authority may, by resolution, declare a state of local emergency to exist in all or part of the community.

Contents of declaration

(2) A declaration of a state of local emergency shall identify the nature of the emergency and the area of the community in which it exists.

Publication

(3) Immediately after making a declaration of a state of local emergency, the local authority shall cause the details of the declaration to be published in the manner that the local authority considers is most likely to make known, to the majority of the population of the area of the community affected, the contents of the declaration.

Delegation

(4) A local authority may delegate any of the powers conferred or the duties imposed on it under this Act to a committee composed of members of the local authority. S.N.W.T. 1998, c.21,s.2(6)(d).

Forwarding declaration to Minister

15. (1) On making a declaration of a state of local emergency, the local authority shall, without delay, forward a copy of the declaration to the Minister.

Cancellation

(2) The Minister may cancel a declaration of a state of local emergency at any time the Minister considers appropriate.

Effect of order by Minister

(3) A declaration of a state of local emergency ceases to have force or effect on the making of an order by the Minister declaring a state of emergency in the same area.

Duration of declaration

(4) A declaration of a state of local emergency expires seven days after it is made unless it is sooner cancelled by the Minister or terminated or renewed by the local authority.

Application

(5) This section and subsection 14(3) apply to a renewal of a declaration of a state of local emergency.

Termination of declaration

16. (1) When, in the opinion of the local authority, an emergency no longer exists in an area of the community for which a declaration of a state of local emergency was made, the local authority shall, by resolution, terminate the declaration of a state of local emergency in respect of that area.

Publication

(2) Immediately after a declaration of a state of local emergency

(a) expires under subsection 15(4),

(b) is cancelled by the Minister under subsection 15(2), or(c) is terminated under subsection (1), the local authority shall cause the fact of the expiry or the details of the cancellation or termination to be published in the manner that the local authority considers is most likely to make known, to the majority of the population of the area affected, the fact of the expiry or the contents of the cancellation or termination. S.N.W.T. 1998,c.21,s.2(6)(e).

Powers of local authority

17. (1) On making a declaration of a state of local emergency the local authority may, for the duration of the order, do all acts and take all necessary proceedings, including

(a) causing an emergency plan or program to be put into operation;

(b) acquiring or using real or personal property, whether private or public considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;

(c) authorizing or requiring a qualified person to render aid of the type that the person is qualified to provide; or

(d) causing the demolition or removal of vegetation, structures, equipment or vehicles, if this is necessary or appropriate to reach the scene of a disaster or to attempt to prevent or combat a disaster.

Compensation

(1.1) Where

(a) a local authority acquires or uses any real or personal property under paragraph (1)(b), or

(b) any real or personal property is damaged or destroyed because of an action of a local authority in preventing, combating or alleviating the effects of an emergency or disaster, the Minister may cause compensation to be paid for that purpose.

Use of emergency plan

(2) Nothing in subsection (1) shall be construed as forbidding the use of all or part of an emergency plan or program where there has not been a declaration of a state of local emergency.

Authorization

(3) A local authority may authorize any person, at any time, to exercise any power referred to in subsection (1), in the operation of an emergency plan or program, in relation to any part of the community affected by a declaration of a state of local emergency.

Payment of expenses

(4) Subject to the Cities, Towns and Villages Act, Hamlets Act and Charter Communities Act, a local authority that is the council of a municipal corporation may, during or within 60 days after the declaration of a state of local emergency, by by-law, borrow the necessary sums to pay expenses caused by the emergency, including payment for services provided by the Government of the Northwest Territories or by the Government of Canada where the services were provided at the request of the local authority.

Approval of by-law

(5) A by-law referred to in subsection (4) must be approved by the Minister but does not require the assent of electors owning property within the municipality .S.N.W.T. 1998,c.21,s.2(6)(f),(8).

Appendix B: Emergency Measures Bylaw

Appendix C: CEMC Responsibilities

In an emergency, the CEMC will provide the overall direction and oversight. The agencies will carry out their specific responsibilities.

The members of the CEMC and their duties are:

Mayor or designate

- Makes a declaration of a state of local emergency;
- Cancellation of a state of local emergency;
- Notification (to residents, MACA and the media);
- Evacuation orders; and
- Request mutual aid/other government support.

Emergency Coordinator or designate

- Coordination of all services and functions;
- Recommend declaration/cancellation of a state of local emergency;
- Implement the plan;
- Liaison with MACA, other governments, and industry associations; and
- Overall communications arrangements.

Fire Chief/Director of Protective Services or designate

- Act in the position of Emergency Operations Coordinator during Response activity
- Conduct fire-fighting operations;
- Coordinate site activities as required;
- Provide a communication link from the site to the Emergency Coordinator and/or ECC;
- Coordinate monitoring and surveillance of potential or developing hazards;
- Support for search and rescue activities (with assistance from volunteers);
- Assist in evacuations; and
- Identify threatened utilities.

Public Works Director

- Act in the position of Emergency Operations Coordinator during Recovery activity
- Provide/arrange for construction resources and services;
- Provide/arrange for transportation resources and services;
- Arrange potable water shuttles;

- Utilities shut down/restoration and public notices; and
- Damage assessment on the public property.

Director of Finance and Administration

- Track emergency expenditures
- Assist in dissemination of emergency information

Manager of Human Resources

- Register, assign and track volunteers

Director of Recreation and Community Services

- Management of Town evacuation centre facilities including setup, security, and food services

RCMP

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

Department of Infrastructure

- Manage highway road closures
- Coordinate transportation for mass evacuations
- Secure the incident scene

Health & Social Services

- Manage the registration of evacuees and the associated processes and tools
- Provision of advice and assistance on health and social service-related information
- Manage emergency social services (, registration and inquiry)
- Assist in the provision of victim and family personal support services
- Identify special support program needs for recovery

- Provide site medical care
- Disseminate all advisories regarding Public Health/Environmental Health
- Provide leadership in pandemic events
- Arrange medical evacuation
- Advise on evacuation priorities
- Provide casualty data
- Quarantines
- Temporary morgue

District Education Authority

- Disseminates emergency preparedness information to schools
- Supports access to school facilities and bussing for evacuation and registration centre needs

Communications Coordinator

- Provision of emergency preparedness information
- Provision of emergency public information to residents
- Provision of information to authorities and media outlets

Housing Authority Manager

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

Coast Guard Auxiliary

- Support for searches and rescues
- **District Education Authority** Student care and protection in on-site emergencies
- Supervision and care of students at any temporary facility
- Provide use of facilities to support evacuation and reception

Radio Society

- Assist in disseminating emergency public information

Indigenous Governments and Organizations

- Assist in dissemination of information
-

Appendix D: Hazard Specific Plans

The following chart outlines actions that may be taken to mitigate, prevent and respond to emergencies. Refer to this All Hazards Response chart if an emergency that does not correspond to any of the following Specific Hazards Plans.

ALL HAZARDS RESPONSE

MAJOR CONCERNS: Safety and Comfort of Residents, Property Damage or Loss, Environmental Impacts, Infrastructure Protection, Disruption of normal services, Media/Public Information.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Community land use plans	<ul style="list-style-type: none"> Incorporate risk reduction measures (i.e. flood risk mapping, community wildfire protection plan). 	Community Council
Emergency back-up power for critical infrastructure	<ul style="list-style-type: none"> Ensure emergency operations centers, community evacuation centers, power generating stations, telecommunications satellite uplinks, water treatment plants, sewage lift stations, and any mechanical sewage treatment plants are protected during interruptions in the supply of power. 	Facility owner(s)
PREPAREDNESS	RATIONALE	ACTION BY
Community Emergency Response Plan	<ul style="list-style-type: none"> Ensure all agencies and individual emergency responders, officials and volunteers are familiar with local emergency arrangements and procedures and are aware of their role and responsibilities. 	Emergency Coordinator
Public information/ awareness program to inform residents of the need to take proactive measures before, during and after an emergency	<ul style="list-style-type: none"> To reduce individuals' exposure to risk before emergency strikes and ensure timely recovery after a disaster impacts the community. 	Communications Coordinator
Community emergency training program	<ul style="list-style-type: none"> Ensure emergency responders, officials and volunteers are prepared to fulfill their emergency role or function. 	Emergency Operations Coordinator
Emergency communications system(s) for first responders and local emergency officials	<ul style="list-style-type: none"> Ensure an efficient and coordinated operational response through effective communications among all response agencies. 	Emergency Coordinator

RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources; • Engage response agencies; and • Inform Region through the MACA Regional Superintendent. 	Emergency Coordinator/ Mayor
Assessment of the Situation	<ul style="list-style-type: none"> • Assess incident reports and/or forecasts to determine an appropriate response to the threat; • Determine if additional resources are needed; • Determine potential risk of secondary hazards (such as utility failure, interruptions in communications links to the outside, the risk to residents' safety or comfort); and • Determine need to declare a state of local emergency. 	Emergency Operations Coordinator
Secure the incident scene	<ul style="list-style-type: none"> • Keep onlookers and traffic away from the emergency site and out of danger; • Control access to the evacuation collection area to avoid congestion and potential safety issues; and • Use barricades, signs, and media to restrict access. 	Fire Chief, RCMP, Department of Infrastructure
Conduct emergency operations	<p>Arrange for:</p> <ul style="list-style-type: none"> • Contain spills of hazardous substances; • Respond to issues of contamination of ground, water or air; • Rescue or recovery; • Demolition or removal of dangerous structures, equipment or vegetation; and • Undertake emergency repairs of critical infrastructure. 	Emergency Operations Coordinator

Inform Residents	<ul style="list-style-type: none"> • Inform residents of the hazard or threat; • Ensure consistent and up-to-date messages to residents and other involved parties; • Inform residents of measures they can take to avoid risk or remove themselves from danger; • Provide instructions to residents regarding evacuation procedures or their requirement to prepare or act in the face of the threat; and • Keep residents advised of the hazardous situation as it develops. 	Communications Coordinator
Coordinate Access and Information to the Media	<ul style="list-style-type: none"> • Identify approved spokespersons. • Ensure that only approved messaging is provided to the media. 	Communications Coordinator
Relocation/Evacuation	<ul style="list-style-type: none"> • Refer to Evacuation Plan – Appendix E. 	Emergency Operations Coordinator, MACA Regional Superintendent (mass evacuations)
Injuries	<ul style="list-style-type: none"> • Conduct triage at the emergency site to determine medical priorities; • Evacuate for medical treatment; and • Provide comfort and shelter for injured as required. 	Fire Chief; Hay River Health and Social Services
Rescue of Stranded/injured People (with particular attention to the young, elderly and disabled, as well as others needing additional support).	<ul style="list-style-type: none"> • Remove people from danger; and • Treat medical or psychological conditions, if required. 	Emergency Operations Coordinator, RCMP and healthcare workers
Handling the dead	<ul style="list-style-type: none"> • Confirm death; • Provide for proper care and custody of human remains; • Identify temporary morgue if necessary; • Secure the scene for the Coroner's investigation; • Record evidence; and • Provide proper notification of casualties to authorities, next of kin and media. 	RCMP and Hay River Health and Social Services

Emergency Response Communications	<ul style="list-style-type: none"> • Maintain up to date information flow among parties involved in emergency operations; • Ensure shared situational awareness; and • Establish required local (eg telephone, internet, VHF, UHF) and long range (eg telephone, internet, satellite phone, HF) communications links as circumstances require. 	Emergency Operations Coordinator, Communications Coordinator
Liaison with other Government officials	<ul style="list-style-type: none"> • Ensure proper authorities have most current and accurate information on the incident, possible impacts, and the potential for special assistance; • Consult on new developments and response options related to the emergency as may be required; and • Determine requirement for a formal Declaration of a State of Emergency or Local Emergency. 	MACA Regional Superintendent, Emergency Coordinator / Mayor
Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return; and • Arrange for the safe return of residents. 	Emergency Operations Coordinator and MACA Regional Superintendent
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage; and • Determine if the Disaster Assistance Program applies. 	Emergency Operations Coordinator, MACA Regional Superintendent

The following chart outlines actions that may be taken to mitigate, prevent and respond to a winter storm emergency.

ATMOSPHERIC HAZARD- Winter Storm

MAJOR CONCERNS: Safety of Lives and Property, Utilities Failure

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Protection of housing	<ul style="list-style-type: none"> • Drain piping systems in homes to prevent freezing and damage. 	Emergency Operations Coordinator
Survey homes with alternate sources of heat	<ul style="list-style-type: none"> • Accommodate community residents without alternate sources of heat 	Emergency Operations Coordinator
PREPAREDNESS	RATIONALE	ACTION BY
Personal Preparedness	<ul style="list-style-type: none"> • Residents devise their plans for alternative housing with family, friends and/or neighbors with wood stoves. 	Community residents
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Inform MACA Regional Superintendent; and • Call a CEMC meeting if required. 	Emergency Coordinator
Assessment of Situation	<ul style="list-style-type: none"> • Define areas of risk; • Decide if additional resources required; and • Determine the potential risk of secondary hazards (i.e. utility failure). 	Emergency Operations Coordinator
Notification System	<ul style="list-style-type: none"> • Notify local emergency responders, public works department, local public utility companies, local health care representatives 	Communications Coordinator
Inform Public	<ul style="list-style-type: none"> • Notify residents of the potential threat. 	Communications Coordinator
Fire Fighting	<ul style="list-style-type: none"> • Coordination at the fire site. 	ENR, Fire Department
Relocation/Evacuation	<ul style="list-style-type: none"> • Determine need to evacuate; and • Refer to Evacuation Action Plan – Appendix E. 	Emergency Operations Coordinator, MACA Regional Superintendent (mass evacuations)
Traffic Control	<ul style="list-style-type: none"> • Road closures; and • Emergency vehicle route identification. 	Department of Infrastructure, and RCMP.

Injuries and Rescue	<ul style="list-style-type: none"> • Remove casualties from danger; • Provide medical treatment; and • Transportation to a medical facility. 	Fire Department, Coast Guard Auxillary Hay River Health and Social Services
Communications	<ul style="list-style-type: none"> • Up to date information flow amongst parties involved in Emergency Response. 	Communications Coordinator
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Provision of consistent information. 	Communications Coordinator
Security Control	<ul style="list-style-type: none"> • Provide security of evacuated areas; and • Secure scene for subsequent investigation. 	RCMP
Refreshment / Evacuation Centres	<ul style="list-style-type: none"> • Provision of food to those engaged in the Emergency Response; and • Provision of shelter and food for those evacuated. 	Recreation Department
Return to Evacuated Area	<ul style="list-style-type: none"> • Ensure safe return of residents; and • Decision that it is safe for residents to return. 	Emergency Operations Coordinator, MACA Regional Superintendent
Road Clearance	<ul style="list-style-type: none"> • To provide safe access and movement on community roadways. 	Emergency Operations Coordinator, Department of Infrastructure, RCMP.
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage; and • Determine if the Disaster Assistance Program applies. 	Emergency Operations Coordinator
Site Clean-up and Restoration	<ul style="list-style-type: none"> • Contract available equipment; • Coordinate with utility services for restoration of essential services and damaged infrastructure; and • Coordinate disposal of debris. 	Municipal Works

The following chart outlines actions that may be taken to mitigate, prevent and respond to a bridge or building collapse emergency.

BRIDGE OR BUILDING COLLAPSE

MAJOR CONCERNS: Injuries, fatalities, fire, disruption of utilities or traffic and property damage or loss.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Building Inspections	<ul style="list-style-type: none"> • Ensure that all buildings are inspected and code compliant. 	Emergency Operations Coordinator
PREPAREDNESS	RATIONALE	ACTION BY
Personal Preparedness	<ul style="list-style-type: none"> • Inform residents of the importance of house inspections and of clearing snow build-up from off of roofs. 	Community residents
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Inform MACA Regional Superintendent; and • Call a CEMC meeting if required. 	Emergency Coordinator
Assessment of the Situation	<ul style="list-style-type: none"> • Define areas of risk; • Decide if additional resources required; and • Determine the potential risk of secondary hazards (i.e., utility failure). 	Emergency Operations Coordinator
Notification System	<ul style="list-style-type: none"> • Notify local emergency responders, public works department, local public utility companies, local health care representatives. 	Communications Coordinator
Inform Public	<ul style="list-style-type: none"> • Notify residents of a potential threat. 	Communications Coordinator
Fire Fighting	<ul style="list-style-type: none"> • Coordination at the fire site. 	ENR, Fire Department
Relocation/Evacuation	<ul style="list-style-type: none"> • Determine need to evacuate; and • Refer to the Evacuation Action Plan – Appendix E. 	Emergency Operations Coordinator, MACA Regional Superintendent (mass evacuations)
Traffic Control	<ul style="list-style-type: none"> • Road closures; and • Emergency vehicle route identification. 	Department of Transportation and RCMP.
Injuries and Rescue	<ul style="list-style-type: none"> • Remove casualties from danger; • Provide medical treatment; • Transportation to a medical facility; and; • Establishment of the temporary 	Fire Department, Coast Guard Auxillary, Hay River Health and Social Services.

Communications	<ul style="list-style-type: none"> • Up to date information flow amongst parties involved in Emergency Response. 	Communications Coordinator
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Provision of consistent information. 	Communications Coordinator
Security Control	<ul style="list-style-type: none"> • Provide security of evacuated areas; and • Secure scene for subsequent investigation. 	RCMP , Department of Infrastructure
Refreshment / Evacuation Centres	<ul style="list-style-type: none"> • Provision of food to those engaged in the Emergency Response; and • Provision of shelter and food for those evacuated. 	Recreation Department
Return to Evacuated Area	<ul style="list-style-type: none"> • Ensure safe return of residents; and • Decision that it is safe for residents to return. 	Emergency Operations Coordinator, MACA Regional Superintendent
Road Clearance	<ul style="list-style-type: none"> • To provide safe access and movement on community roadways. 	Emergency Operations Coordinator, Department of Infrastructure, RCMP.
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage; and • Determine if the Disaster Assistance Program applies. 	Emergency Operations Coordinator
Site Clean-up and Restoration	<ul style="list-style-type: none"> • Contract available equipment; • Coordinate with utility services for restoration of essential services and damaged infrastructure; and • Coordinate disposal of debris. 	Emergency Operations Coordinator

The following chart outlines actions that may be taken to mitigate, prevent and respond to a wildfire emergency.

WILDFIRES

MAJOR CONCERNS: Safety of Lives and Property, Utilities Failure

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Establish land use bylaws	<ul style="list-style-type: none"> Minimize risk by situating higher risk development (eg fuel storage facility) in appropriate locations in the community. 	Community Council
Regulate fire permits	<ul style="list-style-type: none"> Ensure that burning is monitored and does not take place during high-risk fire season. 	Fire Department, ENR
PREPAREDNESS	RATIONALE	ACTION BY
Implement Fire Smart guidelines in the community's wildland/urban interface area	<ul style="list-style-type: none"> Maintain firebreaks and reduce underbrush in the areas surrounding the community; Reduce the number of evergreen trees in high-risk areas within the community; Advise residents to maintain property that is free of debris, tall grasses, underbrush, and more flammable trees close to buildings; and Establish a system of permitted fires within the community boundaries. 	Fire Department, ENR
Host a community FireSmart Day	<ul style="list-style-type: none"> Community residents and volunteers to clean up brush, grasses and other fuel sources (jerry cans); Inform residents of personal preparedness measures to improve the fire safety of their homes and properties; and Host a community contest for various age groups to promote youth participation. 	Fire Department, Communications Coordinator

Educate residents on air quality procedures	<ul style="list-style-type: none"> • Hold information session before fire season to educate residents on proper protocol to follow should smoke impact the air quality during wildfire season. 	, ENR
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Inform MACA Regional Superintendent; and • Call a CEMC meeting if required. 	Emergency Coordinator
Assessment of the Situation	<ul style="list-style-type: none"> • Define areas of risk; • Decide if additional resources required; and • Determine the potential risk of secondary hazards (i.e. utility failure). 	Emergency Operations Coordinator, ENR
Inform Public	<ul style="list-style-type: none"> • Notify residents of the potential threat. 	Emergency Coordinator
Fire Fighting	<ul style="list-style-type: none"> • Coordination at the fire site. 	ENR, Fire Department
Relocation/Evacuation	<ul style="list-style-type: none"> • Determine need to evacuate; and • Refer to the Evacuation Action Plan – Appendix E. 	Emergency Operations Coordinator, MACA Regional Superintendent (mass evacuations)
Injuries and Rescue	<ul style="list-style-type: none"> • Remove casualties from danger; and • Provide medical treatment. 	Department of Transportation and RCMP.
Traffic Control	<ul style="list-style-type: none"> • Road closures; and • Emergency vehicle route identification. 	Fire Department, Services.
Communications	<ul style="list-style-type: none"> • Up to date information flow amongst parties involved in Emergency Response. 	Communications Coordinator
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Provision of consistent information. 	Communications Coordinator
Security Control	<ul style="list-style-type: none"> • Provide security of evacuated areas; and • Secure scene for subsequent investigation. 	RCMP , Department of Infrastructure,

Refreshment / Evacuation Centres	<ul style="list-style-type: none"> • Provision of food to those engaged in the Emergency Response; and • Provision of shelter and food for those evacuated. 	Recreation Department
Return to Evacuated Area	<ul style="list-style-type: none"> • Ensure safe return of residents; and • Decision that it is safe for residents to return. 	Emergency Operations Coordinator, MACA Regional Superintendent
Road Clearance	<ul style="list-style-type: none"> • To provide safe access and movement on community roadways. 	Emergency Operations Coordinator, Department of Infrastructure, RCMP.
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage; and • Determine if the Disaster Assistance Program applies. 	Emergency Operations Coordinator, ENR

The following chart outlines actions that may be taken to mitigate, prevent and respond to a flood emergency.

FLOODS

MAJOR CONCERNS: Safety of Lives, Damage to Property, Transportation Problems, Isolation

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Land use bylaw	<ul style="list-style-type: none"> • Ensure that new developments are constructed outside of designated flood risk areas; • Restrict development or utilize flood risk areas for non-critical facilities that can sustain flooding (eg playground). 	Community Government
Building bylaw	<ul style="list-style-type: none"> • Institute standards for flood risk areas to require suitable foundation designs and floor heights to accommodate the 100-year flood specifications. 	Community Government
Construction of berms to channel flood waters	<ul style="list-style-type: none"> • Protect private property and critical infrastructure against flooding. 	Director of Public Works and Services, Property Owners
Over design culverts in specified areas to more effectively channel flood water	<ul style="list-style-type: none"> • Minimize potential flooding of streets and areas within the community. 	Director of Public Works and Services, Department of Infrastructure
PREPAREDNESS	RATIONALE	ACTION BY
Establish a Flood Watch Committee	<ul style="list-style-type: none"> • Monitoring of changing breakup or flooding conditions to maintain situational awareness; • Early warning to residents in threatened areas so they can be prepared to respond accordingly; • Recommend threatened private property and critical infrastructure be protected against flooding or remove from the area. 	Emergency Operations Coordinator, Communications Coordinator
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources • Inform and instruct citizens • Call emergency meeting 	Emergency Coordinator

Assessment of the Situation	<ul style="list-style-type: none"> • See if additional resources needed; • See if mutual aid agreements need to be engaged; • Determine potential risk of secondary hazard (utility failure); and • Determine the need to make a declaration of a state of emergency (Are their actions that the community must take that require special powers? Is an evacuation imminent?). 	Emergency Operations Coordinator
Water and Sewer Services	<ul style="list-style-type: none"> • Determine the need to issue a water conservation notice to residents: water use limited to essential washing and eating/drinking needs; and • Keep water and sewer pumping running as long as possible when flooding has begun. 	Public Works and Services
Declaration of a State of Local Emergency	<p>If a declaration of a state of local emergency is declared the community must:</p> <ul style="list-style-type: none"> • Inform community; • 	, Mayor, Communications Coordinator
Evacuation Decisions	<ul style="list-style-type: none"> • Determine if residents need to be removed to a safe, central place Monitor airport runway conditions; and • Open evacuation center. 	Emergency Coordinator
Ground Transportation	<ul style="list-style-type: none"> • Contact local buses, taxis, and volunteers with vehicles to transport residents to non-flooded areas of town. 	Public Works and Services, Department of Infrastructure
Rescue of Stranded People (particular attention to the elderly)	<ul style="list-style-type: none"> • Remove people from danger 	Fire Department, Coast Guard Auxillary
Injuries	<ul style="list-style-type: none"> • Treat injured; or • Evacuate for medical treatment. 	Health and Social Services,

Security/ Traffic Control	<ul style="list-style-type: none"> • Secure incident site 	RCMP, Department of Infrastructure
Communications	<ul style="list-style-type: none"> • Up to date information flow amongst parties involved in Emergency Response 	, Emergency Operations Coordinator, Communications Coordinator
Refreshment / Evacuation Centres	<ul style="list-style-type: none"> • Provision of food for those in evacuation center; for those engaged in Emergency Response 	Recreation Department
Barricades, Signs, etc.	<ul style="list-style-type: none"> • To isolate areas of danger; • Provide warnings 	Public Works and Services
Public & Media Information; Instructions to Residents	<ul style="list-style-type: none"> • Ensure consistent messages to residents and media. 	Communications Coordinator

The following chart outlines actions that may be taken to mitigate, prevent and respond to a major fire or explosion emergency.

MAJOR FIRE/ EXPLOSION

MAJOR CONCERNS: Safety of Lives, Property and Utilities Failure.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Develop Fire Department	<ul style="list-style-type: none"> • Consult with AFM; • Invest in and support community fire department development; and • Recruitment of firefighters. 	Community Council and the South Slave Regional Assistant Fire Marshal
Equip Buildings with Fire Prevention Equipment	<ul style="list-style-type: none"> • Equip all public buildings with fire extinguishers and smoke detectors; and • Encourage residents to equip their homes with extinguishers and smoke detectors. 	Community Council, the South Slave Regional Assistant Fire Marshal and residents.
Zoning Bylaw	<ul style="list-style-type: none"> • Create zoning bylaw to ensure that tank farms and all fuel storage is away from residential areas and fenced in. 	Community Council
Educate Residents and Community businesses	<ul style="list-style-type: none"> • Educate residents of things they can do to protect their homes and properties. 	Fire Department, South Slave Regional Assistant Fire Marshal,
PREPAREDNESS	RATIONALE	ACTION BY
Support Fire Department	<ul style="list-style-type: none"> • Training and education of volunteer firefighters. 	Community Council, Assistant Fire Marshal and School of Community Government.
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Call a CEMC meeting if required; • Select appropriate ECC; and • Inform the MACA Regional Superintendent. 	Emergency Coordinator

Assessment of Situation	<ul style="list-style-type: none"> • Define areas of risk; • Decide if additional resources required; • Coordinate all resources; • Determine the potential risk of secondary hazards (i.e. utility failure); and • Determine need to declare a state of local emergency. 	Emergency Operations Coordinator
Inform Public	<ul style="list-style-type: none"> • Notify residents of potential threat (community siren, door-to-door notification or loudspeaker). 	Communications Coordinator
Fire Fighting	<ul style="list-style-type: none"> • Conduct fire-fighting activities at the site. 	Fire Department
Relocation/Evacuation	<ul style="list-style-type: none"> • Determine need to evacuate; and • Refer to the Evacuation Action Plan – Appendix E. 	Emergency Operations Coordinator, MACA Regional Superintendent
Injuries and Rescue	<ul style="list-style-type: none"> • Remove from danger; and • Provide medical treatment. 	Health Centre, Fire Department
Communications	<ul style="list-style-type: none"> • Up to date information flow amongst parties involved in Emergency Response; and • Do inventory and obtain necessary communications equipment (i.e. VHF radios and SAT phone). 	Emergency Operations Coordinator, Communications Coordinator
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Provision of consistent information. 	Communications Coordinator
Security and Traffic Control	<ul style="list-style-type: none"> • Coordinate the protection of property and relocation of resources where necessary; • Provide security at the evacuated area; • Secure scene for subsequent investigation; and • Coordinate traffic and emergency vehicle routes. 	RCMP, Department of Infrastructure
Refreshment/ Evacuation Centres	<ul style="list-style-type: none"> • Provision of food for those engaged in the emergency response; and • Provision of shelter and food for those evacuated. 	Recreation Department

Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return; and • Ensure safe return of residents. 	Emergency Operations Coordinator, MACA Regional Superintendent
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage; and • Determine if the Disaster Assistance Program applies. 	Emergency Operations Coordinator

The following chart outlines actions that may be taken to mitigate, prevent and respond to a hazardous spill emergency.

HAZARDOUS SPILL/ CONTAMINATION

MAJOR CONCERNS: Environmental Pollution, Wildlife Harm, Disruption of Traffic, Sudden Health Centre Requirements, Evacuation, Civil Disorder, Illness, Fatalities.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Proper care promotion	<ul style="list-style-type: none"> Promote the appropriate handling and storage of toxic materials; Promote WHMIS training. 	Local Employers, ENR
PREPAREDNESS	RATIONALE	ACTION BY
Spill Kit Preparedness	<ul style="list-style-type: none"> Maintain sufficient supplies (spill kits, etc) for managing spills. 	Facility owners/operators and ENR
Gather Information	<ul style="list-style-type: none"> Consult with ENR personnel and facility owners/operators. 	Emergency Coordinator
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> Coordinate all resources; and Select appropriate ECC. Inform Region through the MACA Superintendent. 	Emergency Coordinator
Assessment of the Situation	<ul style="list-style-type: none"> Decide if additional resources Required; Determine the potential risk of secondary hazard (i.e., fire, health risk). Determine need to declare a state of local emergency. 	ENR, Fire Department, RCMP and , Hay River Health and Social Services.
Instructions to Residents	<ul style="list-style-type: none"> Issue instructions to the public and advise on protective measures. 	ENR, Communications Coordinator
Preventing Spread of Contamination	<ul style="list-style-type: none"> Assist in the identification of contaminant and its vector; Isolate immediate area; and Investigate the source of contamination. 	ENR,
Communications	<ul style="list-style-type: none"> Up to date information flow among parties involved in Emergency Response. 	ENR, Communications Coordinator

Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles. • Coordination of protection of property; and • Scene security for further investigation. 	RCMP, Department of Infrastructure
Relocation/Evacuation	<ul style="list-style-type: none"> • Refer to Evacuation Plan – Appendix E 	Emergency Operations Coordinator
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish a news release system; and • Establish a public inquiry system. 	Communications Coordinator
Preliminary Clean Up	<ul style="list-style-type: none"> • If determined safe deploy the spill kit; and • Plan for ongoing clean-up plan. 	ENR,
Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return. 	Emergency Operations Coordinator
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage. 	ENR, Emergency Operations Coordinator

The following chart outlines actions that may be taken to mitigate, prevent and respond to the loss of critical infrastructure.

CRITICAL INFRASTRUCTURE FAILURE

Including Electric, Water and Sewer.

MAJOR CONCERNS: Safety of lives and property, water contamination.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Protection of housing	<ul style="list-style-type: none"> • Drain piping systems in homes and tanks to prevent freezing and damage. 	Community Council
Survey homes with alternate sources of heat	<ul style="list-style-type: none"> • Accommodate community residents without alternative sources of heat, water and bathroom facilities. 	Housing, Public Works and Services
PREPAREDNESS	RATIONALE	ACTION BY
Personal Preparedness	<ul style="list-style-type: none"> • Residents devise their plans for alternative housing with family, friends and/or neighbors with wood stoves and plans to conserve water. 	Community residents
RESPONSE	RATIONALE	ACTION BY
Gather information from Power Corporation	<ul style="list-style-type: none"> • If power will be out for a long period of time proceed with the plan 	Emergency Coordinator
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources; and • Select appropriate EOCC • Inform Region through the MACA Superintendent. 	Emergency Coordinator
Assessment of the Situation	<ul style="list-style-type: none"> • Determine the extent of the problem; • Define the affected area; • Decide if additional resources required; and • Determine the potential risk of secondary hazards (i.e., fire). • Determine need to declare a state of local emergency. 	Emergency Operations Coordinator
Inform Residents	<ul style="list-style-type: none"> • Coordinate door-to-door resident notification; • Mitigate by draining water from houses without power; and • Mitigate by informing residents to conserve water should water and sewer services be interrupted. 	Emergency Operations Coordinator, Communications Coordinator
Relocation/Evacuation	<ul style="list-style-type: none"> • Refer to Evacuation Plan – Appendix E 	Emergency Operations Coordinator, MACA Regional Superintendent.

Repairs and Restoration of the Service	<ul style="list-style-type: none"> • Contract available equipment as needed; and • Coordinate with utility services restoration of essential services. 	Emergency Operations Coordinator
Communications	<ul style="list-style-type: none"> • Provide liaison amongst parties involved in Emergency Response 	Communications Coordinator
Traffic Control	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles 	RCMP, Department of Infrastructure
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Ensure consistent messages, including instructions to public 	Communications Coordinator
Security Control	<ul style="list-style-type: none"> • Coordinate the protection of property and relocation of resources where necessary; and • Secure scene for subsequent investigation. 	RCMP, Emergency Operations Coordinator
Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return. 	Emergency Operations Coordinator
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage. 	Emergency Operations Coordinator

The following chart outlines actions that may be taken to mitigate, prevent and respond to an epidemic/disease emergency.

EPIDEMIC/DISEASE

MAJOR CONCERNS: Casualties, Fatalities, Disruption of Traffic, Sudden Health Centre Requirements, Evacuation, Civil Disorder (Panic)

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Health promotion	<ul style="list-style-type: none"> • Promote the necessity of vaccinations to residents; and • Educate residents on washing hands frequently and coughing properly to avoid the spread of germs. 	Hay River Health and Social Services
PREPAREDNESS	RATIONALE	ACTION BY
Health Centre preparedness	<ul style="list-style-type: none"> • Maintain sufficient supplies (vaccine, masks, gloves, etc) for managing infectious disease outbreaks. 	Hay River Health and Social Services
RESPONSE	RATIONALE	ACTION BY
Gather Information	<ul style="list-style-type: none"> • The Health Centre will inform the SAO should there be a need. 	Hay River Health and Social Services
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources; and • Select appropriate EMC. 	Emergency Coordinator
Assessment of the Situation	<ul style="list-style-type: none"> • Decide if additional resources Required; • Determine the potential risk of secondary hazard (i.e., civil disorder). 	Emergency Operations Coordinator, Hay River Health and Social Services
Instructions to Residents	<ul style="list-style-type: none"> • Issue instructions to the public and advise them on protective measures. 	Hay River Health and Social Services, Communications Coordinator
Quarantine (stay at home)	<ul style="list-style-type: none"> • Coordinate supply of required resources (i.e., gas masks, drinking water, food, pharmaceutical supplies); • Determine the need for evacuation; • Identify evacuation relocations; and • Establish emergency public health facilities, shelters, refreshment centers and feeding facilities. 	Emergency Operations Coordinator, Hay River Health and Social Services

Preventing Spread of Disease	<ul style="list-style-type: none"> • Assist in the identification of disease and its vector; • Monitor the potential spread of disease; and • Isolate immediate area. 	Hay River Health and Social Services,
Notification System	<ul style="list-style-type: none"> • Notify ambulance; and • Notify local health-care facilities of casualties (number/type). 	Hay River Health and Social Services
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons. 	Hay River Health and Social Services
Communications	<ul style="list-style-type: none"> • Up to date information flow among parties involved in Emergency Response. 	Communications Coordinator
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles. 	RCMP, Department of Transportation
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish a news release system; and • Establish a public inquiry system. 	Communications Coordinator

Pandemic / Epidemic

The following table identifies activities that can be undertaken by the Local Emergency Management Organization to mitigate or prevent, prepare for and respond to impacts of a pandemic/epidemic.

MAJOR CONCERNS: Public health, continuity of essential services.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Public information/ awareness program to inform residents of the need to implement personal protective measures and proper hygiene practices as advised by HSS/Healthcare staff.	<ul style="list-style-type: none"> • Obtain public health messaging from local health official and request a presentation to the LEMO. • Distribute and display information throughout the community: <ul style="list-style-type: none"> ○ Community Office ○ Schools/Daycares ○ Elders Facilities ○ Etc. 	Hay River Health and Social Services
Protect local authority staff	<ul style="list-style-type: none"> • Increase distance between the customer and staff by introducing a barrier, personal protective equipment or by social distancing. • Instead of face-to-face meetings, where possible conduct work via telephone, videoconferencing or email. • Routine surface cleaning of frequently touched surfaces and objects. • Assess need to modify/postpone/cancel mass gatherings. 	Hay River Health and Social Services
PREPAREDNESS	RATIONALE	ACTION BY
Community Emergency Plan	<ul style="list-style-type: none"> • Ensure all agencies and individual emergency responders, officials and volunteers are familiar with local emergency arrangements and procedures and are aware of their roles and responsibilities. 	Emergency Coordinator
Plan for maintenance of essential services	<ul style="list-style-type: none"> • Develop a plan to maintain essential services, See Essential Services Continuity Guidelines • Review human resources policies for alternative work measures (eg. working remotely). 	Emergency Operations Coordinator, Hay River Health and Social Services
Maintain situational awareness	<ul style="list-style-type: none"> • Monitor community for impacts as a result of health emergency (eg. community concern, supply shortages). • Implement a regular status check-in with the MACA Regional Superintendent to ensure good situational awareness. 	Emergency Operations Coordinator, Hay River Health and Social Services

RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources; • Engage response agencies; and • Inform MACA through the Regional Superintendent. 	Emergency Coordinator
Assessment of Situation	<ul style="list-style-type: none"> • Assess incident information to determine appropriate response to the threat; • Determine if additional resources are needed; • Determine potential risk of secondary hazards (such as utilities failure, interruptions in communications links to the outside, risk to residents' personal safety or comfort); and • Determine need to declare a state of local emergency. 	CEMC, Hay River Health and Social , Emergency Operations Coordinator Services
Response Activities	<ul style="list-style-type: none"> • Support the implementation of health measures, support health response and consult local health authority on actions to be taken. • Implement plan to maintain community essential services. • Work with suppliers to respond to supply chain impacts. 	Emergency Operations Coordinator, Hay River Health and Social Services
Emergency Response Communications	<ul style="list-style-type: none"> • Maintain up to date information flow among responders; • Ensure shared situational awareness; • Establish required local (e.g. telephone, internet, VHF, UHF) and long range (e.g. telephone, internet, satellite phone, HF) communications links as circumstances require. 	Emergency Operations Coordinator, Health and Social Services, Communications Coordinator
Inform Residents	<ul style="list-style-type: none"> • Inform residents of the hazard or threat; • Ensure consistent and up-to-date messages to residents and other involved parties; • Inform residents of measures they can take to avoid risk or remove themselves from risk; and • Keep residents advised of the hazardous situation as it develops. 	Communications Coordinator
Coordinate Access and Information to the Media	<ul style="list-style-type: none"> • Identify approved spokespersons. • Ensure only approved messaging is provided to the media. 	Communications Coordinator
RECOVERY	RATIONALE	ACTION BY

After Action Review	<ul style="list-style-type: none">• Meet with those involved in the response to gather information on what went well, areas for improvement and implement recommendations into Emergency Plan.	Emergency Operations Coordinator
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Appendix E: Evacuation Action Plan

The following chart outlines actions that may be taken to facilitate evacuation of the Town of Hay River.

EVACUATION

MAJOR CONCERNS: Movement, care, and safety of displaced residents.

PREPAREDNESS	RATIONALE	ACTION BY
Personal Preparedness	<ul style="list-style-type: none"> CEMC to distribute evacuation/ reception forms; and Residents to prepare emergency kits and prepare in case of evacuations. 	Hay River Health and Social Services, residents.
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> Call CEMC meeting if required; Notify MACA Regional Superintendent of necessity to evacuate; Make a declaration of a state of local emergency if there is time; and If a declaration is made forward the declaration to MACA Regional Superintendent. 	Emergency Coordinator
Assessment of Situation	<ul style="list-style-type: none"> Define areas to be evacuated; Determine the evacuation method; Determine the evacuation timeline; Coordinate all resources; Decide if other support is required; Determine priority evacuee groups; and Determine the need to instruct residents regarding power/water shut-offs, luggage restrictions, pet care and evacuee registration. 	Emergency Operations Coordinator
Inform Public and Put Residents on Evacuation Alert	<ul style="list-style-type: none"> Notify residents of evacuation timeline, evacuation method, priority evacuee groups, any luggage restrictions and the need to register at the muster point or the evacuation center: the School (or the alternate evacuation center: the arena). Registration forms should be made available and/or distributed – see Appendix K. 	Communications Coordinator
	<ul style="list-style-type: none"> Should the evacuees be hosted in the community, activate Reception Action Plan- Appendix F. 	
MACA Regional Office notification	<ul style="list-style-type: none"> Confirm MACA Regional Superintendent of evacuation timeline, method and priority groups. MACA Regional Superintendent to identify host community and arrange for evacuation transportation as requested by the community. 	Emergency Coordinator

Communications	<ul style="list-style-type: none"> Up to date information flow amongst parties involved in the evacuation. 	Communications Coordinator
Evacuation Order	<ul style="list-style-type: none"> Notify residents of evacuation order and instructions; Assist with evacuation as required; and Coordinate with MACA Regional Superintendent on method and reception community. 	Emergency Coordinator
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> Provision of consistent information; and Maintain ongoing sessions with displaced residents to keep them informed. 	Communications Coordinator
Security Control	<ul style="list-style-type: none"> Coordinate the protection of property and relocation of resources where necessary; and Make arrangements for security of the community when fully evacuated. 	RCMP
Documentation/Registration	<ul style="list-style-type: none"> A record of all decisions, financial and evacuation details should be kept; and All evacuees should be registered before evacuation and yet again with the reception community once they arrive in the host community. Provide the list to MACA Regional Superintendent. 	Director of Finance, Hay River Health and Social Services
Care for the ill/infirm	<ul style="list-style-type: none"> Those residents requiring special consideration for evacuating must be considered; and An escort may be needed to accompany priority residents or priority groups to offer care and to bring prescription drugs, medical supplies or information for evacuees as appropriate. 	Hay River Health and Social Services, Fire Department

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

Item	Local EMO Activities / Assessment	Completed
<p>Has an evacuation centre been identified for the community?</p> <p>Where will evacuees be hosted?</p> <p>How many evacuees can be hosted there?</p> <p>Has the floor plan and occupancy been approved by the Office of the Fire Marshall?</p> <p>Does the chosen hosting facility have back up power? Are washrooms available?</p>		
<p>Are all necessary resources/agreements in place to facilitate hosting of evacuees?</p> <p>How much bedding is available (cots, blankets, etc)? Any pre-positioned to be quickly set up?</p> <p>Are feeding services in place?</p> <p>Are social/medical services able to support?</p> <p>Is there a storage area to keep all evacuation centre supplies safe and easily accessible?</p>		
<p>How will the evacuation centre be managed?</p> <p>Who is the lead Local EMO member who will be coordinating hosting efforts?</p> <p>Who will set up the evacuation centre?</p> <p>Who will be registering evacuees upon arrival?</p> <p>Are cleaning services or security required and if necessary, in place?</p>		
<p>What are the gaps?</p>		

Item	Local EMO Activities / Assessment	Completed
<p><i>Eg. Are there resources required for the evacuation centre that cannot be procured locally?</i></p> <p>If no, have the gaps been identified to Regional EMO?</p> <p><i>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.</i></p>		
<p>Are Local EMO members aware of the plan and prepared to manage hosting evacuees? Where will Local EMO meetings take place?</p> <p><i>This should be outside of the risk area, in a secure location. A backup location may be required.</i></p> <p>Is there a meeting schedule for Local EMO members should an event take place?</p> <p>Having a known daily meeting schedule can be very helpful to maintain smooth operations during an event. Daily meetings can include:</p> <ol style="list-style-type: none"> 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 		

Item	Local EMO Activities / Assessment	Completed
Is there a regular check-in established to touch base with the Regional EMO?		
<p>Does the Local EMO have an established communications plan?</p> <p>Who will be the community government spokesperson?</p> <p>How will the Local EMO deliver messaging to evacuees?</p> <p><i>Eg. How often will updates be provided, using what public communications tools? Are residents aware?</i></p> <p>Are residents aware of the hosting plans?</p> <p>Should evacuees require assistance what is the established process to reach Local EMO for assistance?</p>		

Appendix F: Reception Action Plan

The following chart outlines actions that may be taken to facilitate the reception of evacuees in Hay River, Northwest Territories.

RECEPTION

MAJOR CONCERNS: Care and safety of displaced residents.

RESPONSE	RATIONALE	ACTION BY
Assessment of the Situation	<ul style="list-style-type: none"> • Determine how many residents being displaced. • Determine the mode of transportation; • Determine expected time of arrival; and • Determine the special needs of evacuees. 	Emergency Operations Coordinator, MACA Regional Superintendent
Activation of Emergency Plan	<ul style="list-style-type: none"> • Determine the need to activate the Town of Hay River Emergency Plan. 	Emergency Coordinator
Reassessment of Situation	<ul style="list-style-type: none"> • Determine need to open reception center (School or Arena); • Determine the need for billets; • Determine need for food, blankets, and other supplies; and • Assign an individual to arrange for each of the above-mentioned tasks. 	Recreation Department
Call for Volunteers	<ul style="list-style-type: none"> • Notify residents of the situation; • Request volunteers as needed to register evacuees, host billets, cook or bring supplies; • Register volunteers when they are assigned to duties. 	Manager of Human Resources
Evacuee Registration	<ul style="list-style-type: none"> • Register evacuees upon their arrival at the reception center (all evacuees must check in at the reception center before going to their billet location); • Data required includes names, ages, any special needs, billeting assignments, dates of arrival and departure, the telephone number of billeted location (See Appendix K: Evacuation and Registration Form); and • Once registration is complete, the information must be sent to MACAs Regional Superintendent. 	Hay River Health and Social Services

Communications	<ul style="list-style-type: none"> • Up to date information flow amongst parties involved in reception efforts; and • Establish contact with community spokesperson (Mayor or SAO). 	Communications Coordinator
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Provision of consistent information. 	Communications Coordinator
Security Control	<ul style="list-style-type: none"> • Coordinate the safety of people hosted and the protection of property in the reception center. 	RCMP, Hay River

Appendix G: CEMC Contact Sheet

Appendix H: Resource Inventory

*See Excel document for resource inventory information.

Appendix I: Declaration of a State of Local Emergency

The following is a draft declaration of a state of local emergency format:

Declaration of a State of Local Emergency	
Whereas the Town of Hay River is threatened due to _____(insert the nature and condition of the emergency)	
Therefore the Council declares that a State of Local Emergency exists in Hay River, NWT.	
Time:	Date:
Signatures:	

Community residents 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 Town of Hay River 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 Civil Emergency Measures Act.

Appendix J: Volunteer Registration

Volunteer Registration Sheet

In this section, you should list all of 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

Appendix K: Evacuation and Registration Form

Household Evacuee Primary Contact Name: **(Required)**

First
Last

Home Address **(Required)**

Street Address
Address Line 2
City
Province
Postal Code

Contact Telephone: **(Required)**

Household Evacuees Names:

Special Needs:

Evacuee Temporary Accommodation

Please choose one of the following 3 options: **(Required)**

- I do not currently have temporary accommodations and I am interested in Town provided accommodations the Hay River Community Centre or via the Adopt an Evacuee initiative.
- I have found accommodations and can provide the following contact information.
- I am refusing temporary accommodations and will be staying at my residence throughout river break-up.

Accommodation Location and/or Contacts

To be completed by Registration Agent:

- Click here if completed by an evacuation centre registration agent.

Registration Agent Name:

First
Last

Appendix L: Evacuation Notice

Evacuation Notice:

An Evacuation Notice is for information only and is an advisory that an emergency event, such as a wildfire, is currently in an area and may present an increased risk to a community or a remote area endangering life and/or property. Evacuation Notices:

- Can be issued by the Local Authority or MACA; and
- Describes the risk situation and encourages residents to prepare for the emergency and/or self-evacuate.

Evacuation Notice Template

Please be advised due to _____ (*wildfire threat, lack of power, etc.*) the Town of Hay River is asking residents of _____ (community areas; town of Hay River) to be prepared to evacuate on short notice.

FAQ

How will I know when I need to evacuate?

The Town of Hay River will issue an Evacuation Order to advise residents when it is time to evacuate. This Order will be issued via NWT Alert , Town of Hay River Facebook Page (<https://www.facebook.com/Townofhayriver>), Town of Hay River Website (www.hayriver.com), Emergency Measures Email System, the Emergency Measures Voice System (1-833- 699-0188), and _____ (*door-to-door, Radio, website, etc.*).

Where can I get more information?

For more information please go to/visit/call Town of Hay River Facebook Page (<https://www.facebook.com/Townofhayriver>), Town of Hay River Website (www.hayriver.com), Emergency Measures Email System, the Emergency Measures Voice System (1-833- 699-0188), and _____ (*website, community hall, community notice board, call in line*).

What should I pack?

The following is a list of items that community residents should remember to pack when evacuating. If evacuating by plane there will be baggage restrictions; typically baggage is limited to one bag per person.

- Climate appropriate clothing;
- Extra keys (for home and vehicles);
- Cash;
- Special items like prescription medications and infant care products;
- Important documents like prescriptions, insurance documents, etc. ; and
- A copy of your household emergency plan and important contact information.

If evacuating by road, it is suggested that residents pack the following items in addition to the ones listed below:

- Water (at least 2 liters per person);
- Non-perishable food (canned goods, energy bars, dried fruit);
- Crank or battery-powered flashlight (and extra batteries);

- Crank or battery powered radio;
- First-Aid kit;
- Blankets;
- Basic tools (handsaw, hatchet or axe);
- Waterproof matches;
- Candles; and
- A full tank of gas (maybe a jerry can of gas depending on the distance to the destination).

Where will I be staying?

Reception centers provide basic care for residents who are displaced from their homes. Typically they are set up in schools or community facilities and provide very basic group lodging and meal services. You will be provided with a specific destination when told to evacuate.

What about my pets?

Residents will not be permitted to bring their pets. Please _____ (*leave your pets in your home and leave a note on your front door indicating how many, what kind of animal, a brief description and the names of your animals inside* **OR** *set your pets free outside, do not tie them up* **OR** *other*). Emergency officials may remain behind to provide security in the community and they may be able to check on animals that are left behind.

OR

If you are self-evacuating and have found accommodations that will accept your pets, feel free to bring them with you. However, animals will not be permitted at the reception center.

OR

If you are self-evacuating and have found accommodations that will accept your pets, feel free to bring them with you. Animals will not be permitted at the reception center, however, there may be pet services nearby that can board your pets temporarily. If you require assistance in making boarding arrangements for your pets please identify yourself upon registration.

Livestock arrangements are your responsibility.

How can I help protect my home?

For wildfire:

Implementing FireSmart techniques around your property can reduce your home's risk to wildfire. Listed below are a few steps you can take to FireSmart your property, for more information visit www.nwtfire.com.

- Clean your roof and gutters regularly;
- Trim back trees from the house;
- Ensure combustible materials are properly stored; and
- Prune up trees up and trim back grass and shrubs.

For flood:

Implementing flood proofing techniques around your property can reduce your home's risk to flood. Listed below are a few steps you can take to protect your property, for more information visit www.hayriver.com.

- Move equipment, vehicles and belongings stored outside to a location that is safe from flooding.
- Empty sewer tanks as flood risks increase.
- Landscape with a downward slope away from the house in all directions.
- Install barriers to protect low lying assets that cannot be relocated.
- Elevate supplies and equipment stored in garages and sheds.
- Prepare and check sump or other pumps that may be used on the property
- Install weather protection sealant around the base of any low-level doors.
- Turn off furnaces if not needed.
- Take special precautions to safeguard electrical or propane heating

Appendix M: Evacuation Alert

Evacuation Alert:

An Evacuation Alert is issued to advise residents of the potential for loss of life or property from an emergency event and to be prepared to evacuate on short notice. Government officials shall make every attempt to provide as much advance notice as possible.

- The Local Authority normally issues evacuation Alerts and MACA would only issue an Alert for a community if for some reason the Local Authority was unable.
- Residents shall be advised to prepare for worsening conditions and potential evacuation;
- People may be required to leave their homes with minimal notification of an evacuation order being issued;
- Residents shall be asked to monitor news sources and keep aware of the threatening situation; and
- Residents would also be advised to consider voluntarily evacuating the area when on Alert, although such requests are not enforceable.

Evacuation Alert Template

Please be advised the risk to The Town of Hay River has increased due to _____ (*wildfire threat, lack of power, etc.*) the Town of Hay River is asking residents to be prepared to evacuate on short notice. People who require assistance due to special circumstances or mobility issues are encouraged to evacuate at this time.

FAQ

How will I know when I need to evacuate?

The Town of Hay River will issue an Evacuation Order to advise residents when it is time to evacuate. This Order will be issued via NWT Alert , Town of Hay River Facebook Page (<https://www.facebook.com/Townofhayriver>), Town of Hay River Website (www.hayriver.com), Emergency Measures Email System, the Emergency Measures Voice System (1-833- 699-0188), and _____ (door-to-door, Radio, website, etc.).

Where can I get more information?

For more information please go to/visit/call Town of Hay River Facebook Page (<https://www.facebook.com/Townofhayriver>), Town of Hay River Website (www.hayriver.com), Emergency Measures Email System, the Emergency Measures Voice System (1-833- 699-0188), and _____ (*website, community hall, community notice board, call in line*).

What should I pack?

The following is a list of items that community residents should remember to pack when evacuating. If evacuating by plane there will be baggage restrictions, typically baggage is limited to one bag per person.

- Climate appropriate clothing;
- Extra keys (for home and vehicles);
- Cash;
- Special items like prescription medications and infant care products;
- Important documents like prescriptions, insurance documents, etc. ; and
- A copy of your household emergency plan and important contact information.

If evacuating by road, it is suggested that residents pack the following items in addition to the ones listed below:

- Water (at least 2 liters per person);
- Non-perishable food (canned goods, energy bars, dried fruit);

- Crank or battery-powered flashlight (and extra batteries);
- Crank or battery powered radio;
- First-Aid kit;
- Blankets;
- Basic tools (handsaw, hatchet or axe);
- Waterproof matches;
- Candles; and
- A full tank of gas (maybe a jerry can of gas depending on the distance to the destination).

Where will I be staying?

A reception center will be set up in _____(community) at the _____ (facility). There will be temporary group lodging set up, and basic meal services will be provided. Group lodging does not allow for much privacy or comfort as it is an emergency. If you wish to find alternative accommodations for yourself, please make sure you let us know when you register.

What about my pets?

Residents will not be permitted to bring their pets. Please _____(*leave your pets in your home and leave a note on your front door indicating how many, what kind of animal, a brief description and the names of your animals inside OR set your pets free outside, do not tie them up OR other*). Emergency officials may remain behind to provide security in the community, and they may be able to check on animals that are left behind.

OR

If you are self-evacuating and have found accommodations that will accept your pets, feel free to bring them with you. However, animals will not be permitted at the reception center.

OR

If you are self-evacuating and have found accommodations that will accept your pets, feel free to bring them with you. Animals will not be permitted at the reception center; however, there may be pet services nearby that can board your pets temporarily. If you require assistance in making boarding arrangements for your pets, please identify yourself upon registration.

Livestock arrangements are your responsibility.

How can I help protect my home?

For wildfire:

Implementing FireSmart techniques around your property can reduce your home's risk to wildfire. Listed below are a few steps you can take to FireSmart your property, for more information visit www.nwtfire.com.

- Clean your roof and gutters regularly;
- Trim back trees from house;
- Ensure combustible materials are properly stored; and
- Prune up trees up and trim back grass and shrubs.

For flood:

Implementing flood proofing techniques around your property can reduce your home's risk to flood. Listed below are a few steps you can take to protect your property, for more information visit www.hayriver.com.

- Move equipment, vehicles and belongings stored outside to a location that is safe from flooding.
- Empty sewer tanks as flood risks increase.
- Landscape with a downward slope away from the house in all directions.
- Install barriers to protect low lying assets that cannot be relocated.
- Elevate supplies and equipment stored in garages and sheds.
- Prepare and check sump or other pumps that may be used on the property
- Install weather protection sealant around the base of any low-level doors.
- Turn off furnaces if not needed.
- Take special precautions to safeguard electrical or propane heating

Appendix N: Evacuation Order

Evacuation Order:

An Evacuation Order is issued by authorities having jurisdiction in response to imminent danger to the involved area. The Local Authority or MACA can issue it..

- The Local Authority normally issues Evacuation Orders and MACA would only issue an Order for a community if for some reason the Local Authority was unable.
- MACA normally issues evacuation Orders for remote areas
- Residents will be told to evacuate and given directions.

Evacuation Order Template

Please be advised due to _____ (*wildfire threat, lack of power, etc.*) an Evacuation Order has been issued for the _____ (area of town of Hay River). Residents are required to register online at www.hayriver.com , by phone at _____ or in person at the _____ (registration area) in _____ (community) before evacuating the community. For those individuals requiring assistance evacuating please proceed to _____ (evacuation staging point) and transportation will be provided.

FAQ

Where can I get more information?

For more information please go to/visit/call _____ (*website, community hall, community notice board, call in line*).

What if I don't have transportation to the staging point?

If you do not have a way to get to the staging area for evacuation _____ (*will the community issue a door-to-door search for people who require assistance, will the community have a phone number for people to call and self-identify as requiring transportation to the staging area*).

How will I know what is happening in the community while I'm away?

While the community is evacuated emergency officials will survey the area. _____ (*daily, weekly, etc.*) briefings will be provided through the Town of Hay River website (www.hayriver.com) and Facebook page (<https://www.facebook.com/Townofhayriver>) to inform residents of what is happening in the community.

Where will I be staying?

A reception center will be set up in _____ (community name) at the - _____ (building name). There will be temporary group lodging set up, and basic meal services will be provided. If you wish to find alternative accommodations for yourself, please make sure you let us know when you register.

Appendix O: Shelter In Place Instructions

Shelter-In-Place Instructions

When setting up a shelter-in-place the building that is chosen should:

- Be capable of hosting a large number of people;
- Have adequate washroom and shower facilities;
- Have a food storage/cooking area; and
- Be resistant to fire (have a metal roof or a roof that can be set up with sprinklers by ENR) and in an area of Town with lower fire risk.

In order to prepare the chosen building as a shelter-in-place, implement the following steps:

- Contact ENR regarding the potential to protect the building using sprinklers;
- Close all windows and doors;
- Tape any gaps around the exterior doors;
- Turn off any appliances that blow out indoor air (eg. Exhaust fans, gas stoves);
- Turn off appliances that suck in outdoor air (eg. Heating ventilation and air conditioning (HVAC) systems); and

Turn down the thermostats to the minimum and turn off air conditioners

Appendix P: Mobile ECC

Mobile ECC List

- Emergency Plan (and any other hazard-specific plans)
- NWT Emergency Plan
- The Civil Emergency Measures Act
- Community Maps (flood risk map, road map, Satellite image map)
- Community Contact Sheets
- Remote Communications Equipment – Satellite Phones, Handheld Radio Equipment
- Notebooks and Pens
- A Laptop Computer
- Keys to an alternate ECC Site

Appendix Q: ECC Agenda Template

ECC Agenda Template

- Attendance/ Roundtable
- Situational Awareness Briefing
- Teleconference with Stakeholders
 - MACA Regional Office
 - Other affected communities
 - Other
- Incident Action Plan development
- Incident Action Plan implementation
- Media Briefing
- End of day summary
 - After hours continuity

Appendix R: Position Checklists

Position Checklists

All Agencies and Services

1. Provide a representative to the Emergency Measures Agency.
2. Provide a representative to the ECC.
3. Detailed planning, testing and training for own functions.
4. Identification of extra agency resources.
5. Internal notification.
6. Internal communication.
7. Communication link to the ECC, and if required to the ESM.
8. Providing operational information to the ECC/ESM.
9. Forecast operational resource requirements.
10. Disaster financial records.
11. Equipment procurement for functional needs.
12. Assist all other agencies.
13. Monitoring stress of emergency workers.

CHECKLIST #	TITLE
CL-1	Emergency Coordinator's Checklist
CL-2	SAO's Checklist
CL-3	Communications Coordinator's Checklist
CL-4	Emergency Operations Coordinator's Checklist
CL-5	Public Works and Services' Checklist
CL-6	Emergency Site Manager's Checklist
CL-7	RCMP's Checklist
CL-8	Health Services'/Emergency Medical Care Checklist
CL-9	Finance's Checklist
CL-10	Recreation's Checklist
CL-11	Institutions' Checklist
CL-12	District Education Authority's Checklist
CL-13	Business' And Associations' Checklist
CL-14	Social Services' Checklist
CL-15	Indigenous Groups' Checklist
CL-16	Human Resources Centre's (HRDC) Checklist

EMERGENCY COORDINATOR'S CHECKLIST CL -1

1. Determine if an **“emergency”** exists.
2. Appoint Emergency Operations Coordinator if necessary
3. Activate communications network with responders
4. Activate ECC if necessary
5. Decide Level of activation
6. Advise Council
7. Recommend declaration/cancellation of a state of emergency
8. Notify appropriate Emergency Measures Agency members
9. Notify MACA Regional Superintendent at: 867-872-6525
10. Implement plan
11. Liaison with other governments and industry associations.
12. Request mutual aid/other government support.
13. Determine if evacuation is required.
14. Determine Social Services and Environmental support required.
15. Activate reception or collection centres as required.
16. Obtain ongoing updates from scene.
17. Damage assessment process.
18. Prepare to brief media.
19. Chair the Emergency Measures Agency.
20. Coordination of all services/functions.
21. Overall communications arrangements.

SAO'S CHECKLIST CL-2

1. Ensure departmental Directors are supporting the Coordinator
2. Get situation updates from Emergency operations coordinator
3. Consider the need for emergency declarations
4. Consider the need for Council session to ratify Coordinators actions
5. Determine if Level of response requires SAO to act as Emergency Coordinator
6. Request Finance to consider the impact on operating budgets
7. Consider damage assessment expert support required
8. Determine support required by the Emergency Operations Coordinator and emergency operations
9. Be prepared to provide media interviews

COMMUNICATIONS COORDINATOR CHECKLIST CL-3

1. Report to the ECC.
2. Open V/UHF net and advise first responders you are open
3. Open HF net if required and advise participants you are open
4. Test all telephones
5. Test email
6. Send advisories by email that ECC communications are functioning to MACA Region and the GNWT TEOC/Emergency Services
7. Identify and maintain a record of the radio networks that Emergency Measures Agencies in the ECC are working on
8. Advise the Coordinator of the communications status

EMERGENCY OPERATIONS COORDINATOR CHECKLIST CL-4

1. Advise Emergency Coordinator of response and situation
2. Act as site coordinator if the Protective Services Department is the lead agency on scene
3. Manage the operational groups or activities during active emergencies.
4. Coordinate monitoring and surveillance of potential or developing hazards
5. Coordinate operational activities of the CEMC during emergencies.
6. Coordinate restoration of services and infrastructure
7. Coordinate emergency resources used in an emergency
8. Development of a tabletop exercises to test the Emergency Plan
9. Provide a communication link from the site to the Emergency Coordinator
10. Establish communications link with the ECC
11. Conduct fire fighting operations
12. Identify threatened utilities
13. Alert threatened utilities
14. Manage fire operations
15. Coordinate evacuations
16. Coordinate casualty search
17. Conduct site rescue operations
18. Activate dangerous goods contacts as required
19. By-Law supports security and evacuation operations

PUBLIC WORKS & SERVICES' CHECKLIST CL-5

1. Alert staff
2. Contact the Coordinator
3. Report to the ECC if activated
4. Alert major equipment supplies as required
5. Provide/arrange for construction resources and services
6. Provide/arrange for transportation resources and services
7. Provide/Arrange demolition and route clearance
8. Arrange potable water shuttles
9. Establish contact with utilities providers
10. Utilities shut down/restoration and public notices
11. Arrange alternate power and lighting for ECC and ESM
12. Review equipment resource committed and available
13. Provide a representative to the scene if required
14. Determine potential public services impact of the event
15. Damage assessment on public property

16. Emergency Operations Coordination during recovery. Prioritizes critical infrastructure restoration.

EMERGENCY SITE MANAGER'S CHECKLIST CL-6

1. Establish site control
2. Establish communication or links with all response managers on scene
3. Identify scene perimeter in consultation with By-Law and police
4. Assess the overall situation and brief the Emergency Coordinator
5. Identify the overall priorities to all responders
6. Advise Coordinator of support required

RCMP'S CHECKLIST CL-7

1. Protect life, site, property, and evidence
2. Site management when lead agency (See Protective Services)
3. Secure incident perimeter
4. Control convergence
5. Traffic and crowd control
6. Advise Coordinator of disposition
7. Establish contact with the ECC if activated and provide necessary liaison
8. Assess and report on the degree of public danger
9. Support ESM
10. Assist in evacuation
11. Assist casualty search activities coordinated by Fire
12. Coordination of public ground search and rescue
13. Support rescue and evacuation operations
14. Support/Represent Medical Examiner and ensure ESM is aware of ME needs
15. Identification and handling of dead
16. Establish temporary morgue

HEALTH SERVICES'/EMERGENCY MEDICAL CARE CHECKLIST CL-8

1. Alert staff
2. Dispatch medical resources to the scene
3. Disseminate all advisories regarding Public Health/Environmental Health
4. Mobilize personnel
5. Determine need for augmentation
6. Establish contact with the Emergency Coordinator/ECC
7. Provide Environmental Health advice to the Town
8. Manage Evacuee Registration activities
9. Provide leadership in pandemic events
10. Quarantines
11. Determine the capacity to receive patients
12. Determine evacuation priority if required
13. Arrange medical evacuation
14. Provide Ambulance - Hospital coordination
15. Provide casualty data to the Coordinator
16. Activate medevac as needed
17. Temporary morgue (share - police)

FINANCE'S CHECKLIST CL-9

1. Mobilize staff
2. Establish an event account code to capture operational costs
3. Identify financial code for operations to all concerned
4. Provide staff to open and support the ECC
5. Identify the extraordinary economic impact of the event

RECREATION'S CHECKLIST CL-10

1. Mobilize staff
2. Open facilities for reception or evacuation centers
3. Provide staff for the reception and evacuation center

4. Coordinate food services

INSTITUTIONS' CHECKLIST CL-11

1. Alert institution staff
2. Establish communication with the Coordinator or ECC
3. Provide liaison to the ECC if required
4. Implement institution plans as needed
5. Advise the Coordinator of plan implementation and support needs

DISTRICT EDUCATION AUTHORITY (DEA) CHECKLIST CL-12

1. Care and protection of students in on-site emergencies or those affecting the institution
2. Evacuation of students in conjunction with ECC
3. Supervision and care of students at temporary facilities
4. Arrange alternate power for institutional needs
5. Provide use of facilities to support victim assistance, evacuation or reception

BUSINESS' AND ASSOCIATIONS' CHECKLIST CL-13

1. Share information on resources, capabilities and on-site or transported hazards.
2. Provide available resources to support response management, victim assistance and relocation.
3. Manage on-site emergencies.
4. Advise authorities of real or potential public safety, property, or environmental dangers that could or do migrate off-site.
5. Provide technical experts.

SOCIAL SERVICES' CHECKLIST CL-14

1. Provision of advice and assistance to the ECC to manage emergency social services (, personal Support services, and registration)
2. Assist in the provision of victim and family personal services (Outreach Programs)
3. Identify special Support program needs for recovery

INDIGNEOUS GROUPS' CHECKLIST CL-15

1. Translation
2. Identify special social needs
3. Advice on evacuation and reception

HUMAN RESOURCES CENTRE'S (HRDC) CHECKLIST CL-16

Assist the community in the recruiting, registration, and assigning of emergency workers

NOTE: *There is an exchange of letters between GNWT and HRDC in which HRDC offers assistance with the registration and assignment of emergency workers.*

1. Identify and recruit volunteers

**Appendix S: 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	<input type="checkbox"/>
2) Local authority is responding to an emergency event	<input type="checkbox"/>
3) Local authority has experienced a widespread disaster	<input type="checkbox"/>

Type of Assistance

<p>Explain in detail the type of essential emergency assistance required? <i>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?</i></p>

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 T: Glossary

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.

"Chief Administrative Officer" see **"Senior Administrative Officer."**

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

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

"Emergency Operations Coordinator" Means the Coordinator of all the operations during an emergency event and after the emergency in the recovery stage.

"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 (EMA)" means the agency established under By-Law 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 (EMC)" means the committee of council established under a By-Law to advise Council on the emergency program.

"Community Emergency Response Plan (CERP)" means the Emergency Measures Plan of the Town/Village.

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

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

"GNWT" means the Government of the Northwest Territories

"Local Authority" means: The council of a municipal corporation as defined in the Cities, Towns and Villages Act; the Hamlets Act; or the Charter Communities Act;

- The council of a settlement corporation as defined in the Settlements Act;
- 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 some or all members of the Emergency Measures Agency. An Emergency Site manager may be necessary. No state of emergency is expected. No territorial support is needed.

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 include support to other communities. Coordination is required to support on-site activities. Assistance is required from GNWT or other governments. ECC 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 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 (SAO)" or "Chief Administrative Officer (CAO)" 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 Community Emergency Response 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 interagency committee established under this Plan to prepare for and respond to emergencies