



Town of Hay River

Community Emergency Plan



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Table of Contents

1. Purpose	1
2. Scope	1
3. Definitions	1
4. Introduction	2
5. NWT Emergency Management Framework	3
6. Emergency Management Cycle	6
7. Community Emergency Management Program	7
8. Hazard Identification Risk Assessment	10
9. Local Emergency Management Organization (LEMO)	12
10. Partner Agencies	16
11. Support Service Providers	17
12. Incident Command System	17
13. State of Local Emergency	21
14. Emergency Response	23
15. Evacuation	26
16. Emergency Recovery	30
17. Training	32
18. Documentation	32
19. References	33
20. Development	33
21. Revision History	34



1. Purpose

- 1.1 The purpose of the *Community Emergency Plan* is to facilitate a prompt, coordinated, and comprehensive response to emergencies with the potential to affect Hay River operations and residents, both inside and outside THR boundaries.

2. Scope

- 2.1 The THR *Community Emergency Plan* is a requirement under the *NWT Emergency Management Act* and under the *Emergency Management By-law*.
- 2.2 The *Community Emergency Plan* applies to THR employees, the THR Local Emergency Management Organization (LEMO), and all Partner Agencies involved in emergency prevention, preparation, response, and recovery.

3. Definitions

Emergency An urgent, abnormal event that demands prompt coordination of resources to mitigate serious risk.
Emergency Management The mitigation of emergency-associated risk through the prevention, preparedness, response, and recovery cycle.
Emergency Operations Centre (EOC) The physical location from which emergency response is coordinated.
Incident Command System A standardized and scalable emergency management framework that enables multiple agencies to operate within a common organizational structure.
Local Authority The elected council of a community government, responsible for community emergency management.
NWT Emergency Management Organization (NWT EMO) The body responsible for coordinating territorial and regional level emergencies and assisting with local emergencies.
Partner Agency An external organization with emergency management responsibilities assigned under the <i>Community Emergency Plan</i> (e.g., government bodies, emergency services, businesses).

**Regional Emergency Management Organization (REMO)**

The regional portion of the NWT EMO, resident in the five regional GNWT Department of Municipal and Community Affairs (MACA) regional offices.

Risk

The chance of harm (the product of probability and severity).

State of Local Emergency

A declaration by the Local Authority that an emergency exists in the community, triggering the activation of the Community Emergency Plan.

Support Service Provider

A local organization that may be required to operate during evacuation to provide goods and services to emergency responders.

Territorial Emergency Management Organization (TEMO)

The territorial portion of the NWT EMO, resident in the Public Safety Division of the GNWT Department of Municipal and Community Affairs (MACA).

Vulnerable Populations

Residents who require special consideration, support, and attention during evacuation.

4. Introduction

4.1 Town of Hay River

- The town of Hay River, located at 60° 49' N, 115° 48' W, sits on the south shore of Great Slave Lake within the boreal forest. Hay River is approximately 1,050 highway km north of Edmonton, Alberta.
- Hay River is accessible year round by air; via the Merlyn Carter Airport, float plane, and helicopter; and by road via the Mackenzie Highway system, which provides access to Alberta and British Columbia.
- The town of approximately 3,800 people is governed by a mayor and eight councillors, with the administration led by a Senior Administrative Officer.
- The Town of Hay River (THR) maintains a Protective Services Department that includes fire service, ambulance service, rescue, emergency management, and by-law enforcement.

4.2 Emergency Management

- An emergency is an abnormal and urgent situation that presents a risk of serious harm to people, property, environment, systems, and/or operations.
- Emergencies often present unique and challenging circumstances, such as:
 - Additional high-risk hazards;
 - Limited resources (i.e., communications, time, materials, personnel);



- Heightened stress levels; and
- Coordination of various response agencies and personnel.
- Emergencies demand prompt, structured, and sustained response to mitigate risk.
- Emergency Management is the mitigation of emergency-associated risk through the prevention, preparedness, response, and recovery cycle.
- Community emergencies will happen; therefore a Community Emergency Management Program is required ([refer to section 7](#)).

5. NWT Emergency Management Framework

5.1 Responsibilities

- Under the *NWT Emergency Management Act*, emergency management in the NWT is a shared responsibility between:
 - The Government of the Northwest Territories (GNWT);
 - Local Authorities (i.e., community governments);
 - Partner Agencies (e.g., government bodies, emergency services, businesses), and
 - Individuals.

5.2 Role of the GNWT

- The NWT Emergency Management Organization (NWT EMO), established under the *NWT Emergency Management Act*, consists of:
 - The Territorial Emergency Management Organization (TEMO):
 - The territorial portion of the NWT EMO, situated within the Public Safety Division of the GNWT Department of Municipal and Community Affairs (MACA);
 - Led by a MACA employee under direction of the Minister; and
 - Responsible for territorial emergency response, as well as to support the emergency management activities of REMO and Local Authorities; and
 - Five Regional Emergency Management Organizations (REMO):
 - The regional portion of the NWT EMO, situated in each of the MACA regional offices: Dehcho (Fort Simpson), Inuvik, North Slave (Yellowknife), Sahtu (Norman Wells), and South Slave (Fort Smith);
 - Led by MACA Regional Superintendents; and
 - Responsible for regional emergency response, as well as to support the emergency management activities of TEMO and Local Authorities.
- The NWT EMO is responsible to:
 - Lead the GNWT in the coordination of emergency management activities;



- Support the emergency management activities of Local Authorities; and
- Coordinate, or assist in, the response of GNWT and public agencies to emergencies.

5.3 Role of Local Authorities

- Under the *NWT Emergency Management Act*:
 - The elected council of a community government is considered the Local Authority.
 - The Local Authority is responsible for community emergency management.
 - The Local Authority shall:
 - Establish and maintain a Local Emergency Management Organization (LEMO);
 - Appoint a LEMO Coordinator to lead the LEMO;
 - Ensure the development, implementation, and annual maintenance of a *Community Emergency Plan*; and
 - Ensure the current *Community Emergency Plan* is provided annually to the Head of the NWT EMO (through the REMO).
 - The Local Authority has the power to:
 - Declare, renew, and terminate a State of Local Emergency;
 - Establish agreements with outside agencies and make payments for the provision of services for emergency management;
 - Conduct or authorize emergency management both inside and outside the community;
 - Authorize the temporary engagement of volunteers to carry out emergency management;
 - Evacuate the community, in whole or in part, and to restrict access back into the community due to safety risks or compromised critical infrastructure; and
 - Delegate any of its powers and duties under the *NWT Emergency Management Act* to the LEMO or LEMO Coordinator, except for the power to declare/renew/terminate a State of Local Emergency.

5.4 Role of Partner Agencies

- A Partner Agency is an external organization with emergency management responsibilities assigned under the *Community Emergency Plan* ([refer to section 10](#)).
- A Partner Agency may play a supporting role by:
 - Having responsibility for critical infrastructure and providing updates on impacts or recovery during emergency; or
 - Contributing to overall emergency management.



- A Partner Agency may take the lead on routine emergencies within their areas of responsibility (e.g., GNWT Department of Environment & Climate Change during a wildfire).

5.5 Role of Individuals

- All residents have a responsibility to themselves and their families to be prepared for emergencies. This includes:
 - Reviewing the *THR Community Emergency Plan*;
 - Understand how and where THR will share emergency information;
 - Making a household emergency plan that covers how to stay informed on emergencies, how to stay connected with loved ones, a location to evacuate to if required to leave home or the community, and how to care for pets;
 - Maintaining an emergency kit and grab-and-go bag for use if evacuation is required with little warning; and
 - Protecting property and obtaining insurance.

5.6 Requesting GNWT Support

- When an emergency is too large or complex to handle at the local level, the Local Authority shall request assistance from the REMO.
 - As a South Slave community, Hay River is supported by the South Slave REMO.
 - The emergency response remains under the direction and control of the Local Authority, with the following exceptions:
 - Should the Local Authority become overwhelmed or the emergency extends beyond community boundaries, the REMO may take some or all responsibility for direction and control of the emergency response.
 - Should an event impact a large area involving more than one community or region, or exceed the capacity of Local Authorities, the Minister of MACA may impose territorial control over the emergency response by declaration of a State of Emergency. At this point the NWT EMO takes responsibility for direction and control of the emergency response.
- When required, a REMO can request assistance from the TEMO.
- When required, the TEMO can request assistance from other provinces, other territories, and/or the federal government.

5.7 Further Information

- For more information on emergency management in the NWT refer to the [Northwest Territories Emergency Plan](#).

6. Emergency Management Cycle

6.1 Description

- Emergency Management is conducted through a four-step cycle:
 - Prevention;
 - Preparedness;
 - Response; and
 - Recovery.
- The cycle repeats to ensure continuous improvement.

6.2 Stage 1: Emergency Prevention

- Prevention refers to the measures taken to help prevent the occurrence of, and mitigate the impact of, emergencies.
- THR employs a number of methods to help prevent or mitigate emergencies, such as:
 - Fire breaks, community fire bans, public education, and fire smarting to reduce wildfire risk; and
 - Placing physical barriers such as berms and dikes, elevating structures, installing secondary flood prevention devices in buildings, and sandbagging to reduce flooding risk.

6.3 Stage 2: Emergency Preparedness

- Preparedness refers to the measures taken to ready the community to address any emergency through structured planning, training, resource management, and exercises.
- The goal of preparedness is to minimize response time and reduce the impact of an emergency.
- At the core of emergency preparedness is a comprehensive Community Emergency Management Program ([refer to section 7](#)).

6.4 Stage 3: Emergency Response

- Response refers to the activation of the *Community Emergency Plan* to mitigate the risks presented by an emergency until the emergency no longer exists (i.e., putting emergency planning into action) ([refer to section 14](#)).
- An effective response requires prompt and coordinated deployment of resources to mitigate risk and minimize harm to people, property, environment, systems, and operations.
- Goals of emergency response include protecting the health & safety of responders and residents, protecting infrastructure and property from damage, protecting the environment, and reducing economic and social losses.



- Emergencies introduce additional stress, challenges, and high-risk hazards, making careful adherence to health & safety practices and procedures crucial during an emergency.
- Response includes:
 - Declaring the emergency;
 - Following the *Community Emergency Plan*;
 - Conducting evacuations;
 - Protecting critical infrastructure and property within THR boundaries;
 - Communicating effectively with responders, media, and the public; and
 - Terminating the emergency once all risk has been adequately mitigated.

6.5 Stage 4: Emergency Recovery

- Emergencies can cause physical and psychological trauma, infrastructure and property damage, displacement of residents, service disruption, and environmental damage.
- Recovery refers to the measures required to restore conditions to an acceptable level following an emergency ([refer to section 16](#)). Recovery can be a long-term process involving returning to and rebuilding a changed community.
- The effectiveness of existing preventive measures, the *Community Emergency Plan*, and the emergency response shall be assessed, as well as the financial impact of the event. This shall be followed by a return to the Emergency Prevention and Emergency Preparedness stages to continue the Emergency Management cycle and implement program improvements.

7. Community Emergency Management Program

7.1 Program Composition

- The THR Community Emergency Management Program is comprised of the following documents:
 - *Emergency Management By-law*, and
 - *Community Emergency Plan* and associated forms.

7.2 Emergency Management By-law

- The *Emergency Management By-law*, in accordance with the *NWT Emergency Management Act* and the *NWT Cities, Towns and Villages Act*, defines Council's role in community emergency management:
 - Identifies Council as the Local Authority;
 - Establishes the Local Emergency Management Organization (LEMO) ([refer to section 9](#));



- Appoints the Senior Administrative Officer as the LEMO Coordinator;
- Delegates responsibility for development and maintenance of the *Community Emergency Plan* to the LEMO Coordinator;
- Delegates responsibility for emergency response to the LEMO; and
- Identifies Council as the sole body authorized to declare, renew, and/or terminate a State of Local Emergency.

7.3 Community Emergency Plan

- The *Community Emergency Plan*:
 - Defines THR’s emergency management structure and processes;
 - Provides procedures for responding to specific emergencies, evacuating residents, hosting evacuees, and using volunteers.
 - Is trained on, tested, and maintained.
- Table 1 identifies the associated forms, which are tools for specific response requirements.

Table 1: Community Emergency Plan Forms	
Form	Purpose
<p><i>Form EP-01:</i> <i>State of Local Emergency</i></p>	<ul style="list-style-type: none"> ○ Used by Council for emergency declaration, renewal, and termination. ○ Provided by the LEMO Coordinator to the Head of the NWT EMO.
<p><i>Form EP-02:</i> <i>Partner Agency Agreement</i></p>	<ul style="list-style-type: none"> ○ Used to document commitment from external agencies to support THR in emergency management.
<p><i>Form EP-03:</i> <i>Emergency Contacts</i></p>	<ul style="list-style-type: none"> ○ Contains contact information for parties that may be required during emergency response: <ul style="list-style-type: none"> • THR Council; • LEMO members; • THR staff; • Partner Agencies; and • Support Service Providers. ○ This form is for LEMO use only. It is not for public distribution, as it contains confidential contact information.



Town of Hay River
Community Emergency Plan

2024

Table 1: Community Emergency Plan Forms	
Form	Purpose
<i>Form EP-04: Construction Equipment Resource List</i>	<ul style="list-style-type: none"> ○ Lists equipment available from local construction contractors.
<i>Form EP-05: LEMO Meeting</i>	<ul style="list-style-type: none"> ○ Used by Scribe to document LEMO Meeting minutes.
<i>Form EP-06: LEMO Position Checklists</i>	<ul style="list-style-type: none"> ○ Used by LEMO members to track completion of tasks.
<i>Form EP-07: Partner Agency Position Checklists</i>	<ul style="list-style-type: none"> ○ Used by Partner Agencies to track completion of tasks.
<i>Form EP-08: Volunteer Sign-up</i>	<ul style="list-style-type: none"> ○ Used to register members of the public as volunteers.
<i>Form EP-09: Volunteer Registry</i>	<ul style="list-style-type: none"> ○ List of all volunteers.
<i>Form EP-10: Evacuee Sign-up</i>	<ul style="list-style-type: none"> ○ Used to register evacuees.
<i>Form EP-11: Evacuee Registry</i>	<ul style="list-style-type: none"> ○ List of all evacuees.
<i>Form EP-12: Evacuation Plan Checklist</i>	<ul style="list-style-type: none"> ○ Checklist to follow when evacuation of residents is required.
<i>Form EP-13: Evacuation Notifications</i>	<ul style="list-style-type: none"> ○ Template wording used in evacuation notices, alerts, orders, and all-clears.
<i>Form EP-14: Evacuation Centre Checklist</i>	<ul style="list-style-type: none"> ○ Checklist to follow when hosting evacuees.
<i>Form EP-15: Emergency Debrief</i>	<ul style="list-style-type: none"> ○ Used by LEMO Coordinator to document Emergency Debrief Meetings and tabletop exercises.



Table 1: Community Emergency Plan Forms	
Form	Purpose
	<ul style="list-style-type: none"> ○ <i>Form EP-16.01: Response Procedure – All Hazards</i> ○ <i>Form EP-16.02: Response Procedure – Critical Service Interruption</i> ○ <i>Form EP-16.03: Response Procedure – Flood</i> ○ <i>Form EP-16.04: Response Procedure – Hazardous Materials Spill</i> ○ <i>Form EP-16.05: Response Procedure – Human Disease</i> ○ <i>Form EP-16.06: Response Procedure – Severe Weather</i> ○ <i>Form EP-16.07: Response Procedure – Structural Fire</i> ○ <i>Form EP-16.08: Response Procedure – Transportation Incident</i> ○ <i>Form EP-16.09: Response Procedure – Wildfire</i>

8. Hazard Identification Risk Assessment

8.1 Description

- As part of the NWT Emergency Management Program, the *NWT Hazard Identification Risk Assessment (HIRA)* determines the potential emergencies of greatest risk to people, property, environment, and economy at both a territorial and a regional level.
- Emergencies are assigned a risk score and are ranked by risk level, allowing a focus of resources on the highest risk hazards when developing emergency management strategies.

8.2 Ranking of Emergencies

- The *NWT HIRA* identified and ranked twenty potential emergencies for the South Slave Region (see Table 2).

Table 2: South Slave Region Hazard Summary (from NWT HIRA)	
Risk Level	Emergency
Extreme	1. Flood
High	2. Wildfire
Medium	3. Critical services – power/fuel interruption 4. Transportation incident – road/ice road closure 5. Human disease (pandemic/epidemic) 6. Severe weather – extreme cold 7. Hazardous materials – spill 8. Severe weather – snowstorm/windstorm



Table 2: South Slave Region Hazard Summary (from NWT HIRA)	
Risk Level	Emergency
	9. Earth movement – erosion 10. Structural fire 11. Transportation incident – aircraft incident 12. Snow load hazard
Low	13. Critical services – water services interruption 14. Hazardous materials – explosion 15. Earth movement – permafrost degradation 16. Public safety – cyber security 17. Animal disease 18. Public safety – social action
Negligible	19. Earth movement – earthquake 20. Space debris

8.3 Emergency Response Procedures

- THR has adopted the South Slave Region HIRA.
- Emergency response procedures shall be developed for all extreme, high, and medium risk level emergencies, with the following exceptions:
 - Emergencies with similar response plans shall be addressed in a single procedure:
 - Severe weather hazards (extreme cold, snowstorm/windstorm);
 - Transportation incidents (road, aircraft); and
 - Critical services interruptions (power fuel, water).
 - A general All Hazards response procedure shall be developed to address emergencies for which no specific response plan exists, which shall include earth movement (erosion), snow load hazard, and all low and negligible risk level emergencies listed in Table 2.
- Response procedures shall be maintained as part of the annual *Community Emergency Plan* review and approval process ([refer to section 9.3](#)).



9. Local Emergency Management Organization (LEMO)

9.1 Membership

- The THR Local Emergency Management Organization (LEMO) is comprised of eight regular members:
 - Senior Administrative Officer (SAO) (LEMO Coordinator).
 - Assistant SAO.
 - Council Administrator (meeting scheduling and minutes).
 - Director of Finance.
 - Director of Protective Services.
 - Director of Public Works & Services.
 - Director of Recreation & Community Services.
 - Member of Council (liaison between LEMO and Council).
- Additional members (i.e., Partner Agencies and THR staff members) may be added to the LEMO on a temporary basis, as required during the various phases of emergency management.
 - Local Indigenous governments, Hay River Health & Social Services Authority, and any other Partner Agencies deemed necessary shall be invited to participate in LEMO Preparedness Planning meetings.
 - During emergency response, those Partner Agencies with response roles shall be invited to participate in LEMO response meetings.
- During emergency response, LEMO members may be assigned to specific Incident Command System positions ([refer to section 12.3](#)).

9.2 Purpose

- The LEMO has two main responsibilities:
 - *Community Emergency Plan* management; and
 - Emergency response and recovery.

9.3 Responsibility 1: Community Emergency Plan

- The first responsibility of the LEMO, led by the LEMO Coordinator, is management of the *Community Emergency Plan*, which involves:
 - Developing, implementing, and annually maintaining the *Community Emergency Plan*;
 - Holding regular emergency planning LEMO Meetings;
 - Monitoring existing or potential risk conditions;



- Identifying and implementing mitigation measures for emergencies identified in the *Community Emergency Plan*;
- Identifying and entering into agreements with potential Partner Agencies ([refer to section 10](#));
- Conducting tabletop exercises to test and practice using the *Community Emergency Plan* ([refer to section 9.6](#)); and
- Providing public awareness forums and/or materials to residents ahead of high-risk periods.
- The *Community Emergency Plan* shall be reviewed and updated annually:
 - Current versions of all reference documents ([refer to section 19](#)) shall be reviewed for changes;
 - LEMO members shall review the *Community Emergency Plan* and associated forms and provide update recommendations to the LEMO Coordinator;
 - Partner Agencies shall be invited to review and comment on the *Community Emergency Plan*;
 - The LEMO Coordinator shall accept or deny suggested updates and finalize the draft *Community Emergency Plan*; and
 - The LEMO Coordinator shall submit the *Community Emergency Plan* to Council for approval.
- The approved *Community Emergency Plan* shall be:
 - Provided annually to the Head of the NWT EMO (through the REMO);
 - Posted to the THR website with all sensitive components removed; and
 - Provided to all LEMO members and Partner Agencies.

9.4 Responsibility 2: Emergency Response & Recovery

- The second responsibility of the LEMO, led by the LEMO Coordinator, is emergency response ([refer to section 14](#)) and recovery ([refer to section 16](#)), which involves:
 - Notifying Council, through the LEMO Coordinator, of a potential emergency;
 - Upon Council's declaration of a State of Local Emergency ([refer to section 13](#)), holding a LEMO Meeting to:
 - Activate the *Community Emergency Plan*;
 - Assign an Incident Commander;
 - Assign LEMO members to the required Incident Command System positions ([refer to section 12.3](#)); and
 - Initiate emergency response;
 - Notifying the Head of the NWT EMO of emergency declaration, renewal, and termination through the South Slave REMO;

- Notifying the public of an emergency and keeping them informed throughout;
- Adhering to the *Community Emergency Plan* during emergency response;
- Requesting support from Partner Agencies and Support Service Providers as required;
- Requesting assistance from the REMO as required;
- Logging all actions taken and associated costs;
- Maintaining ongoing communication with Council and the REMO;
- Advising Council to terminate the State of Local Emergency;
- Assessing safety and essential services in the community prior to allowing residents to access affected areas; and
- Initiating the recovery phase.

9.5 LEMO Coordinator

- As the leader of the LEMO, the LEMO Coordinator has several specific responsibilities:
 - Ensuring the *Community Emergency Plan* is:
 - Reviewed, updated, and approved by Council annually;
 - Posted to the THR website (with all sensitive components removed);
 - Provided annually to the Head of the NWT EMO;
 - Provided annually to all Partner Agencies; and
 - Tested annually through emergency response exercises ([refer to section 9.6](#));
 - Ensuring LEMO members are trained ([refer to section 17](#));
 - Scheduling and chairing regular LEMO planning meetings;
 - Developing and implementing public awareness and education initiatives such as:
 - Emergency preparedness information:
 - Making a household emergency plan;
 - Planning for animal care;
 - Preparing an emergency kit and a grab-and-go bag;
 - Reviewing the *THR Community Emergency Plan*; and
 - Understanding how and where THR will share emergency information; and
 - Evacuation procedure information.
 - Notifying Council of a potential emergency;
 - When a State of Local Emergency is declared:
 - Holding a LEMO Meeting to:



- Activate the *Community Emergency Plan*;
- Assign an Incident Commander;
- Delegate certain LEMO leadership duties to the Incident Commander (e.g., leading the LEMO during response, notifying all agencies involved in the response, communicating with the REMO);
- Providing notification of emergency declaration, renewal, and termination to:
 - All involved Partner Agencies;
 - The public; and
 - The Head of the NWT EMO, by forwarding a copy of *Form EP-01: State of Local Emergency* to the South Slave REMO; and
- Updating Council regularly on emergency response progress and spending.

9.6 Tabletop Exercises

- A tabletop exercise is a discussion-based emergency simulation in which LEMO members go through the tasks that they would be responsible for in a real emergency.
- The purpose of emergency response exercises is for the LEMO to:
 - Practice using the *Community Emergency Plan*;
 - Test the effectiveness of the *Community Emergency Plan*;
 - Identify required improvements to the *Community Emergency Plan*;
 - Improve emergency response; and
 - Validate the *Community Emergency Plan*.
- Other benefits include:
 - Training staff;
 - Testing and validating procedures;
 - Clarifying roles and responsibilities;
 - Identifying gaps in planning, resources, and training; and
 - Improving inter-organizational coordination and communications.
- Tabletop exercises shall:
 - Be held annually;
 - Be coordinated by the LEMO Coordinator;
 - Be attended by all available LEMO members;
 - Close with a discussion of successes and lessons learned; and
 - Be documented on *Form EP-15: Emergency Debrief*.
- Partner Agencies may be invited to participate in emergency response exercises.



10. Partner Agencies

10.1 Description

- To ensure the most effective response to emergencies, all available community resources need to be considered as part of emergency management. This includes GNWT departments, Indigenous governments, crown corporations, emergency services, private sector companies, and non-government organizations (e.g., churches, service clubs, volunteer organizations).
- A Partner Agency is an external organization with emergency management responsibilities assigned under the *Community Emergency Plan*.
 - Partner Agencies may have jurisdiction, facilities, expertise, services, and/or resources required for emergency management.
 - Examples of potential partner agencies include government departments, first responders, health & social services authorities, utilities, communications companies, local businesses with relevant expertise and equipment.

10.2 Partner Agency Agreements

- A *Partner Agency Agreement* is a written agreement between THR and a Partner Agency.
 - While not legally binding, the agreement provides a commitment and assurance of support to THR for emergency management (i.e., prevention, preparedness, response, and/or recovery).
 - Support may include facilities, expertise, services, and/or resources.
 - *Partner Agency Agreements* strengthen THR's emergency management capabilities through the inclusion of Partner Agencies in various phases of emergency management such as planning and coordination meetings, *Community Emergency Plan* maintenance, emergency response exercises, and emergency response.
- The Local Emergency Management Organization (LEMO) shall endeavour to establish written agreements with all Partner Agencies.
 - Agreements shall be documented on *Form EP-02: Partner Agency Agreement*.
 - Agreements shall indicate the type of support available and the process to activate support.

10.3 Partner Agencies Without Agreements

- While written *Partner Agency Agreements* are preferred, it is recognized that not all Partner Agencies may sign an agreement.
- Organizations that provide verbal commitment of support, but do not sign written *Partner Agency Agreements*, shall be considered as Partner Agencies.



10.4 List of Partner Agencies

- Contact information, product/service descriptions, and agreement expiry dates for all Partner Agencies shall be listed in *Form EP-03: Emergency Contacts*.

10.5 Requests for Assistance

- Participation from, or services of, required Partner Agencies shall be requested by the LEMO as required for emergency management.
- Partner Agencies may be temporarily added to the LEMO during emergency response.

11. Support Service Providers

11.1 Description

- A Support Service Provider is a local organization that may be required to operate during evacuation to provide goods and services to emergency responders (e.g., food, fuel, and medicine providers).

11.2 List of Support Service Providers

- The Local Emergency Management Organization (LEMO) shall proactively identify local service providers that may be required to remain in operation during evacuation.
- Contact information and service descriptions for all Support Service Providers shall be listed in *Form EP-03: Emergency Contacts*.
- *Form EP-04: Construction Equipment Resource List* lists construction equipment available locally.

11.3 Ensuring Level of Service

- When an Evacuation Alert or an Evacuation Order have been issued, the LEMO shall:
 - Consult the list of Support Service Providers in *Form EP-03: Emergency Contacts*;
 - Using *Form EP-12: Evacuation Plan Checklist*, determine which Support Service Providers are required to remain in the community to support emergency responders; and
 - Contact the Support Service Providers to arrange for the required level of service.

12. Incident Command System

12.1 Description

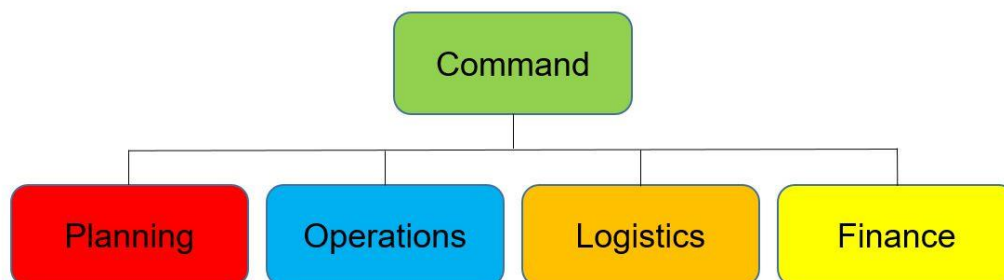
- The Incident Command System (ICS) is a standardized and scalable emergency management framework that enables multiple agencies to operate within a common organizational structure.

- The Local Emergency Management Organization (LEMO), the NWT EMO, and many other municipal, provincial, territorial, national, and international organizations use ICS for emergency response.
- ICS provides:
 - Activation of only those positions required to manage a particular emergency;
 - Timely assignment of personnel with required training and expertise to critical functions;
 - Management structure and language common to all emergency responders;
 - A flexible organizational structure capable of responding to all levels of emergencies from simple to complex; and
 - A scalable/expandable organizational structure that can grow or shrink quickly in response to changing requirements of an emergency.

12.2 ICS Structure

- During emergency response, the LEMO shall be organized according to the ICS structure.
- ICS breaks response into five primary management functions, enabling effective span of control and unity of command (see Figure 1):
 - Command (overall responsibility);
 - Finance (manages finances);
 - Logistics (material support);
 - Operations (tactical actions); and
 - Planning (action plans).

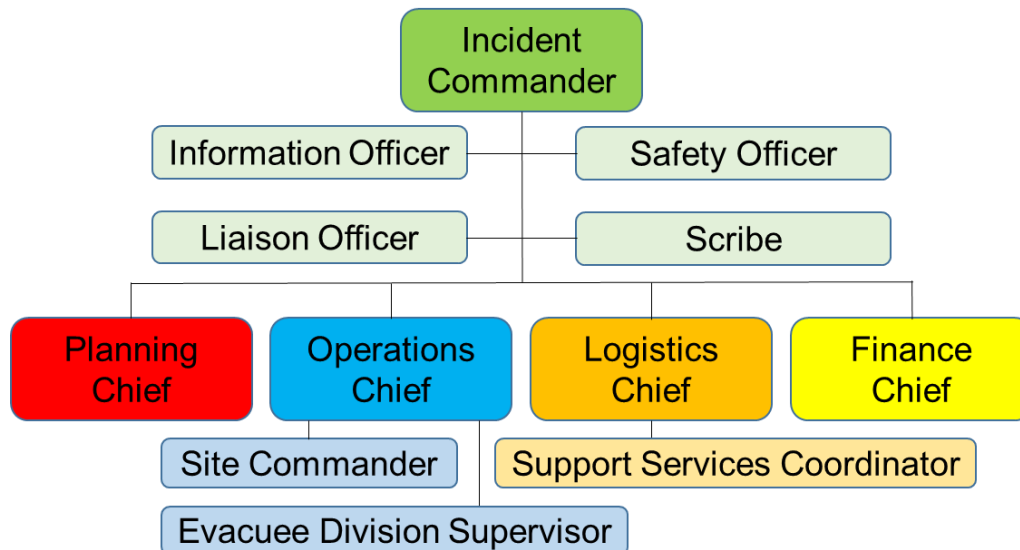
Figure 1: ICS Structure



12.3 ICS Positions

- Those involved in emergency response shall be assigned positions within the ICS structure (see Figure 2).

Figure 2: ICS Positions



- Reporting relationships during emergency response may differ from normal operations.
- The Incident Commander shall:
 - Assign LEMO members to only those positions that are relevant to the particular emergency response;
 - Reassign members as required;
 - Expand/contract the LEMO as required; and
 - Ensure positions are identified on *Form EP-05: LEMO Meeting*.
- Partner Agencies may be temporarily included in the LEMO during emergency response.
 - Services of required Partner Agencies shall be requested by the LEMO (contact information is found in *Form EP-03: Emergency Contacts*).



Town of Hay River
Community Emergency Plan

2024

- Table 3 identifies ICS positions, responsibilities, and the LEMO members that normally fill each position.

Table 3: ICS Positions	
Member	Responsibilities
Incident Commander	<ul style="list-style-type: none"> ○ Lead emergency response, evacuation. ○ Typically filled by <u>Senior Administrative Officer</u> or <u>Director of Protective Services</u>.
Information Officer	<ul style="list-style-type: none"> ○ Media and public messaging. ○ Typically filled by <u>Assistant Senior Administrative Officer</u>.
Liaison Officer	<ul style="list-style-type: none"> ○ Coordinate Partner Agencies. ○ Typically filled by <u>Senior Administrative Officer</u>.
Safety Officer	<ul style="list-style-type: none"> ○ Monitor onsite safety. ○ Typically filled by <u>Protective Services Specialist</u>.
Scribe	<ul style="list-style-type: none"> ○ Meeting coordination and minutes. ○ Typically filled by <u>Council Administrator</u>.
Planning Chief	<ul style="list-style-type: none"> ○ Response planning. ○ Typically filled by <u>Incident Commander</u>.
Operations Chief	<ul style="list-style-type: none"> ○ Carry out plan, tactical action. ○ Typically filled by <u>Director of Protective Services</u> or <u>Deputy Fire Chief</u>.
Site Commander	<ul style="list-style-type: none"> ○ Manage onsite response. ○ Typically filled by <u>Fire Dept. Senior Ranking Officer</u>.
Evacuee Division Supervisor	<ul style="list-style-type: none"> ○ Evacuee hosting & transportation coordination. ○ Typically filled by <u>Director of Rec. & Community Serv.</u>
Logistics Chief	<ul style="list-style-type: none"> ○ Supplies and services, information tech, volunteers. ○ Typically filled by <u>Director of Public Works & Services</u>.
Support Services Coordinator	<ul style="list-style-type: none"> ○ Engages Support Service Providers for evacuations. ○ Typically filled by <u>Tourism Coordinator</u>.
Finance Chief	<ul style="list-style-type: none"> ○ Contracts, payments, tracking, reporting. ○ Typically filled by <u>Director of Finance</u>.



13. State of Local Emergency

13.1 Description

- A State of Local Emergency is a declaration by the Local Authority that an emergency exists in the community, triggering the activation of the *Community Emergency Plan*.
- Only Council (i.e., the Local Authority) is authorized to declare emergencies.
- If Council is unable to act, the Mayor may act on Council's behalf.

13.2 Purpose

- Declaring a State of Local Emergency provides additional powers to the Local Emergency Management Organization (LEMO) to do everything necessary, for the duration of the order, to respond to an emergency.
- Examples include:
 - Reallocating resources from regular operations to the emergency response (i.e., workers, equipment, time, funds);
 - Evacuating all or part of a community;
 - Restricting access to affected areas;
 - Acquiring or using land or property, whether private or public;
 - Authorizing or requiring qualified individuals to provide services or assistance;
 - Removing or demolishing vegetation, structures, equipment, or vehicles; and/or
 - Authorizing any person, at any time, to exercise any power listed above.

13.3 Declaration Procedure

- Emergencies shall be declared as follows (pursuant to section 28 of the *NWT Cities, Towns and Villages Act*):
 - Upon notification that an emergency is anticipated or has occurred, the Senior Administrative Officer (SAO) shall inform Council (e.g., by email or phone).
 - Council shall hold an Emergency Council Meeting as soon as reasonably possible. Any Council member may call the meeting. The Councillor who calls the meeting, or the SAO, shall:
 - Notify the Mayor and as many Council members as reasonably possible of the meeting subject and location; and
 - Provide as much public notice of the meeting as reasonably possible.
 - At the Emergency Council Meeting:
 - Council members who attend constitute a quorum, regardless of number.
 - If the Mayor or Deputy Mayor are not present, the meeting shall be chaired by another member of Council.



- Council may only transact business relating to the emergency.
- If satisfied that an emergency exists or may exist within the community, Council may, by resolution, declare a State of Local Emergency to exist in all or part of the community.
 - *Form EP-01: State of Local Emergency* shall be used to document the declaration.
 - The declaration shall identify the nature of the emergency, the area of the community affected, and the budget approved for the emergency response.
- Declaration of a State of Local Emergency authorizes the activation of the THR *Community Emergency Plan* and any powers conferred under the Plan.

13.4 Declaration Renewal & Termination

- An emergency expires when terminated by Council, or after seven days – whichever comes first.
- Council may renew a declaration of a State of Local Emergency before its expiry, subject to approval by the Minister of MACA.
 - *Form EP-01: State of Local Emergency* shall be used to document the renewal, as well as any changes to the area affected and the approved budget.
- When the emergency risk has been adequately mitigated, Council shall terminate the declaration of a State of Local Emergency.
 - *Form EP-01: State of Local Emergency* shall be used to document the renewal.
- The Minister of MACA may cancel a declaration of a State of Local Emergency at any time the Minister considers appropriate.

13.5 Notifications

- When a State of Local Emergency is declared, renewed, or terminated, the LEMO Coordinator shall ensure the following parties are notified as soon as reasonably possible:
 - The Head of the NWT EMO, by forwarding a copy *Form EP-01: State of Local Emergency* to the South Slave REMO.
 - All agencies involved in the response; and
 - The public (i.e., the majority of the population of the area affected), using any means of communication necessary. Communication options include:
 - NWT Alert:
 - Operated by the NWT EMO.
 - Part of the national public alerting system “Alert Ready;”
 - Provides critical and potentially life-saving emergency alerts to NWT residents through cell phones, radio, and television (including information on risk, protective measures, and instruction); and

- Use shall be requested from the REMO;
- THR Emergency Management Email System;
- THR Facebook account (<https://www.facebook.com/townofhayriver>); and
- THR website (www.hayriver.com).

14. Emergency Response

14.1 Emergency Operations Centre

- The Emergency Operations Centre (EOC) is the physical location from which emergency response is coordinated:
 - The primary EOC location is the Town Hall.
 - The alternate EOC location is the Emergency Services Building.
 - In the event both EOC locations are compromised by the emergency, a virtual EOC shall be used.
- Local Emergency Management Organization (LEMO) Meetings for emergency response shall be held at the EOC.
- The EOC shall have suitable space for the LEMO to meet, access to reliable communications (including Internet), and a source of backup power (where possible).
- Members of the media and the public are not permitted to access the EOC.
- The EOC shall be equipped with hard copies of the following documents:
 - *Community Emergency Plan* and associated forms;
 - *Emergency Management By-law*;
 - *NWT Cities, Towns & Villages Act*;
 - *NWT Emergency Management Act*; and
 - *NWT Emergency Plan*.
- The EOC shall be equipped with the following equipment:
 - Community maps (including flood risk map, road map, satellite image map);
 - Remote communications equipment (including satellite phones, handheld radio equipment);
 - Notebooks and pens;
 - A laptop computer;
 - Guest WIFI with passcode; and
 - Keys to the alternate EOC location.
- Members of the media and the public shall not be permitted to access the EOC.



14.2 LEMO Meetings During Emergency Response

- Upon declaration of an emergency by Council, the LEMO Coordinator shall:
 - Call and chair a LEMO Meeting;
 - Appoint a scribe to take LEMO Meeting minutes using *Form EP-05: LEMO Meeting*;
 - Refer to the *Community Emergency Plan* and identify the response procedure applicable to the emergency (refer to *Form EP-16.01* through *Form EP-16.09*);
 - Identify/assign the Incident Commander:
 - This role shall be assumed by a member of the agency with the predominant role in the response, depending on the emergency;
 - If THR has the predominant response role, the Incident Commander position may be assumed by the LEMO Coordinator or assigned to another LEMO member who is better suited based on the particular emergency; and
 - Delegate certain LEMO leadership duties to the Incident Commander (e.g., leading the LEMO during response, notifying all agencies involved in the response, communicating with the REMO); and
 - Regularly update Council on emergency response progress and spending.
- The Incident Commander shall:
 - Chair LEMO Meetings (documented on *Form EP-05: LEMO Meeting*);
 - Assign LEMO members to ICS positions ([refer to section 12.3](#));
 - Ensure applicable Partner Agencies are contacted for assistance;
 - Require LEMO members to log all actions taken and associated costs;
 - Require all health & safety practices and procedures to be fully followed during emergency response to protect the health & safety of workers and the public;
 - Hand out Position Checklists, requiring:
 - LEMO members to complete the duties applicable to their position on *Form EP-06: LEMO Position Checklists*;
 - Partner Agencies to complete the duties applicable to their position on *Form EP-07: Partner Agency Position Checklist*; and
 - Suggested improvements to the forms be submitted to the Scribe;
 - Determine LEMO Meeting frequency; and
 - Ensure LEMO Meetings include updates from, and action plans for, all positions and Partner Agencies.



14.3 Requesting GNWT Support

- When an emergency is too large or complex to handle at the local level, the Incident Commander shall request assistance from the REMO.
- The request for assistance from the South Slave REMO is done first by phone (867-872-6531), followed by submission of the [Community Government Request for GNWT Emergency Management Assistance](#) by email.

14.4 Volunteers

- Volunteers support the LEMO during emergencies in areas such as:
 - Evacuee hosting;
 - Hazard monitoring (e.g., flood watch);
 - Meal preparation;
 - Recovery support; and
 - Transportation.
- The Logistics Chief oversees the management of volunteers. This includes inviting, registering, deploying, and tracking the hours of volunteers, both ahead of and during an emergency.
- Volunteers shall be registered, both for coordination purposes and to provide them with protection under the Workers' Compensation Act.
 - Volunteers shall be registered using *Form EP-08: Volunteer Sign-up* and shall be tracked on *Form EP-09: Volunteer Registry*.
 - Volunteers may be pre-registered, where required, to enable a more efficient emergency response.

14.5 Public & Media Relations

- THR emergencies will cause public concern and garner attention on social and/or mainstream media.
- The Information Officer shall address the public and the media regarding emergency response and arrange press conferences and media briefings.
- LEMO members, Partner Agencies, and all others involved in the emergency response shall not make any statements on behalf of THR on social media, to the public, or to the media. Questions shall instead be referred to the Information Officer.

15. Evacuation

15.1 Evacuation Types

- When the Local Emergency Management Organization (LEMO) deems the community, or an area of the community, too hazardous for people to remain, evacuation may be required:
 - Partial evacuation (i.e., evacuation within the community from one area to another) shall be managed by the LEMO.
 - Full evacuation (i.e., evacuation of the entire community to another community) shall be managed by the REMO.
 - Delayed evacuation and sheltering in place may be temporarily advised by the LEMO due to the potential impact of the emergency on road and air travel (e.g., severe weather, wildfire, smoke). Shelters shall be resistant to the impacts of the emergency and may include homes and/or an Evacuation Centre in a safe area with appropriate emergency mitigation measures in place.

15.2 Evacuation Notifications

- The LEMO issues up to four levels of evacuation notifications:
 - Evacuation Notice
 - Warns of a potential emergency, advises to prepare for evacuation should it be required.
 - Evacuation Alert
 - Warns of an emergency presenting increased risk to life and property, advises to be prepared to evacuate on short notice.
 - Advises evacuation of vulnerable residents.
 - Evacuation Order
 - Orders immediate evacuation due to an emergency presenting serious risk to life and property.
 - Offers evacuation assistance.
 - Can be issued without declaring a State of Local Emergency.
 - Evacuation All-Clear
 - Advises the emergency is under control, the Evacuation Order has been lifted, and it is safe to return.
 - Advises where to go for transportation arrangements.
- Evacuation notifications provide:
 - A description of the emergency and the affected area (i.e., part or all of the community);



- Recommended actions;
- The address for online evacuee registration;
- Instructions for those requiring evacuation assistance; and
- Ways to monitor updates online or by phone.
- Evacuation notifications shall be issued:
 - By the LEMO, or by MACA if the LEMO is unable;
 - With as much advance notice as possible; and
 - According to risk level – lower level notifications may be bypassed in situations of higher risk.
- Evacuation notification templates are included on *Form EP-13: Evacuation Notifications*.

15.3 Vulnerable Populations

- Vulnerable populations are those residents who require special consideration, support, and attention during evacuation:
 - Hay River Health & Social Services Authority facilities patients, clients, and residents:
 - May require special facilities, resources, support, transportation, and placement in similar facilities.
 - Evacuation is governed by the Hay River Health & Social Services Authority and their facility evacuation plans.
 - South Mackenzie Correctional Centre inmates:
 - Require special security and transportation arrangements.
 - Evacuation is governed by the Department of Justice and their facility evacuation plan.
 - Vulnerable residents (e.g., elderly, homeless, those with health or mobility issues):
 - May require additional supports during evacuation (e.g., medical attendants, caregivers, family, equipment).
 - Shall be identified ahead of time, where possible, in collaboration with Partner Agencies (e.g., Hay River Health & Social Services Authority, Housing NWT, Indigenous governments).

15.4 Evacuation Priority

- Due to the additional time and arrangements required to evacuate, Vulnerable Populations shall be advised to evacuate during the Evacuation Alert phase, where possible.
- All remaining residents and visitors shall evacuate during the Evacuation Order phase.

15.5 Evacuation Management

- Evacuation of residents shall be conducted as per *Form EP-12: Evacuation Plan Checklist* and shall include:
 - Warning residents of pending evacuation;
 - Contacting Partner Agencies;
 - Identifying and contacting Support Service Providers;
 - Identifying staff required to work onsite or remotely to maintain business continuity;
 - Evacuating residents;
 - Identifying available evacuee hosting; and
 - Communicating a call to return.
- Evacuation methods are dependent on the emergency and its effect on community inhabitability and accessibility, as well as the availability of Partner Agencies to assist in the evacuation.

15.6 Evacuee Registration

- Evacuees shall be:
 - Encouraged to register; and
 - Provided with the means to register.
- Evacuee registration shall be completed:
 - Online using the [GNWT Evacuee Registration Form](#) (preferred) – a link to the portal shall be provided at www.hayriver.com; or
 - By completing and submitting *Form EP-10: Evacuee Sign-up*.
- Vulnerable residents shall be invited to pre-register.
- A list of evacuees shall be compiled and provided to the REMO:
 - From the GNWT Evacuee Registration portal; and/or
 - On *Form EP-11: Evacuee Registry*.

15.7 Evacuation Centres

- Evacuation Centres are typically group lodging facilities (e.g., recreation centres, school gymnasiums) that provide cots, blankets, washroom facilities, showers, and food services.
 - THR shall provide Evacuation Centres for evacuees who are unable to provide for themselves during evacuation, whether local or from another community.
 - Evacuees who are able to find their own accommodations shall do so at their own expense.

- The Evacuee Division Supervisor shall manage Evacuation Centres as per *Form EP-14: Evacuation Centre Checklist*.
- Volunteers assisting with evacuee hosting shall be managed as per section 14.4.
- Disrespectful or disruptive behavior at an Evacuation Centre shall not be tolerated and may result in eviction. Evicted evacuees shall be responsible for arranging their own accommodations.
- While group lodging and cot sleeping is normally suitable for the majority of evacuees, some individuals may require alternate lodging arrangements due to health requirements.
 - Health care providers shall conduct health assessments of evacuees who may require alternate lodging, assessing:
 - Health and medical needs (i.e., health conditions that may require specific accommodations or medical attention);
 - Mobility and accessibility (i.e., whether the Evacuation Centre facilities are suitable given the person's physical condition); and
 - Special considerations (i.e., unique circumstances related to safety, family dynamics, or vulnerabilities that may be incompatible with group lodging).
 - Health care providers shall make recommendations for evacuees requiring alternate lodging, either:
 - Temporary accommodations for vulnerable residents, provided by Housing NWT; or
 - Commercial lodging.
- Evacuation Centres shall:
 - Be capable of hosting a large number of people with diverse needs;
 - Have cots and blankets available for sleeping;
 - Have onsite health personnel to complete health checks and provide basic health services;
 - Have procedures and facilities in place to accommodate pets;
 - Have adequate washroom and shower facilities;
 - Have a food storage and cooking area; and
 - Be resistant to impact from the emergency. For example:
 - In a fire emergency, the facility should have a metal roof, have sprinklers available to set up on roof, be located in an area with lower fire risk, have smoke mitigation measures in place such as covering door gaps, turning off air exchange fans, and closing all windows and doors).
 - In a flood emergency, the facility should be located outside of the flood zone.



16. Emergency Recovery

16.1 Description

- THR shall take the required steps to return to full operations and the provision of full municipal services as swiftly as possible, while assisting the community in adjusting to post-emergency realities. This includes:
 - Restarting normal operations;
 - Returning evacuees;
 - Assessing, repairing, and replacing damaged infrastructure and property; and
 - Reviewing the effectiveness of the emergency response.

16.2 Community Re-entry

- Detailed planning for evacuee re-entry is required prior to issuing the All-Clear notification ([refer to section 15.2](#)).
- Before allowing re-entry of evacuees, the Local Emergency Management Organization (LEMO) shall ensure the community is in a safe condition. This may require an advance team of workers with sufficient skills, time, and resources to ensure essential services are in place and assess the readiness of the community to receive remaining evacuees.
- If the degree of damage varies by area, a phased re-entry may be required as areas are declared safe for re-entry.
- A reception centre may be required to coordinate the return of certain individuals to their homes (e.g., those without personal transportation).

16.3 Emergency Debrief Meeting

- Along with the immediate need to return the community to normalcy, there is a longer-term goal of reducing future vulnerability.
- Following termination of an emergency, the LEMO shall hold an Emergency Debrief Meeting to assess the management of the emergency and identify opportunities for improvement:
 - Review the effectiveness of the emergency response;
 - Review any incidents that occurred during response;
 - Review the costs of the response;
 - Identify required improvements to the *Community Emergency Plan*; and
 - Identify required preventive measures.
- The meeting shall be documented on *Form EP-15: Emergency Debrief*.
 - Accountability shall be assigned for all corrective actions (i.e., responsible party and due date).



- Partner Agencies may be invited to participate in the Emergency Debrief Meeting.
- The LEMO Coordinator shall:
 - Chair the Emergency Debrief Meeting;
 - Ensure corrective actions are assigned and completed; and
 - Present to Council an accounting of the costs of the emergency response.

16.4 Liability and Financial Considerations

- Liability
 - No action, including for equitable relief, lies for any action or omission done in good faith while carrying out a power or duty under the *NWT Emergency Management Act*, by:
 - The Minister or a person acting under the Minister's direction or authorization, including volunteers;
 - A person acting under a Local Authority's direction or authorization, including volunteers; or
 - The members of the GNWT Territorial Planning Committee (the body that leads emergency management planning for the GNWT).
- Borrowing of Funds
 - Subject to the *NWT Cities, Towns and Villages Act*, within 60 days after the declaration of a State of Local Emergency, the Local Authority, by bylaw, may borrow the necessary sums to pay expenses caused by the emergency and provided at the request of the Local Authority.
 - This includes payment for services provided by the GNWT and/or the Government of Canada.
- Disaster Assistance
 - The [*GNWT Disaster Assistance Policy*](#) is a government-funded program that provides financial support to community governments, small businesses, and individuals in recovering from disasters and restoring damaged property to its pre-disaster condition.
 - Application of the policy is determined by the Executive Council of the Northwest Territories following specific disaster events.
 - Emergency response and recovery expenses are normally the responsibility of the Local Authority. Should the *GNWT Disaster Assistance Policy* be applied to an emergency, certain costs may be eligible for reimbursement. Detailed accounting records supporting the expenditures are required to determine eligibility for reimbursement.
- Evacuation Cost Recovery
 - Detailed records of all evacuation-related expenses and decisions shall be maintained (e.g. timesheets, contracts, proof of payment).



- Expenses related to evacuation and hosting activities are the responsibility of THR; however:
 - Should the *GNWT Disaster Assistance Policy* be applied to the emergency, evacuation and hosting expenses are an eligible category as part of a community claim.
 - Where a Local Authority is requested to act as host community by the REMO or TEMO (i.e., to accommodate evacuees from another community), costs associated with hosting are eligible for reimbursement as per the [NWT Emergency Plan](#), regardless of the application of the *GNWT Disaster Assistance Policy*.
 - MACA's [Community Government Hosting Evacuees Grant](#) provides financial assistance to eligible community governments that host evacuees outside of a designated Evacuation Centre.
- Property Damage
 - Any real or personal property acquired, used, damaged, or destroyed by the Local Authority during the emergency response shall be compensated to the owner.

17. Training

17.1 ICS 100 Training (*Incident Command System*)

- Required for all Local Emergency Management Organization (LEMO) members a minimum of once.

17.2 ICS 200 Training (*Incident Command System*)

- Required for all Local Emergency Management Organization (LEMO) members a minimum of once.

17.3 *Community Emergency Management Plan Training*

- Required for all LEMO members a minimum of once every three years.

18. Documentation

- *Form EP-01: State of Local Emergency*
- *Form EP-02: Partner Agency Agreement*
- *Form EP-03: Emergency Contacts*
- *Form EP-04: Construction Equipment Resource List*
- *Form EP-05: LEMO Meeting*
- *Form EP-06: LEMO Position Checklists*
- *Form EP-07: Partner Agency Position Checklists*



- *Form EP-08: Volunteer Sign-up*
- *Form EP-09: Volunteer Registry*
- *Form EP-10: Evacuee Sign-up*
- *Form EP-11: Evacuee Registry*
- *Form EP-12: Evacuation Plan Checklist*
- *Form EP-13: Evacuation Notifications*
- *Form EP-14: Evacuation Centre Checklist*
- *Form EP-15: Emergency Debrief*
- *Form EP-16.01: Response Procedure – All Hazards*
- *Form EP-16.02: Response Procedure – Critical Service Interruption*
- *Form EP-16.03: Response Procedure – Flood*
- *Form EP-16.04: Response Procedure – Hazardous Materials Spill*
- *Form EP-16.05: Response Procedure – Human Disease*
- *Form EP-16.06: Response Procedure – Severe Weather*
- *Form EP-16.07: Response Procedure – Structural Fire*
- *Form EP-16.08: Response Procedure – Transportation Incident*
- *Form EP-16.09: Response Procedure – Wildfire*

19. References

- *NWT Cities, Towns and Villages Act 2003*
- *NWT Community Emergency Plan Template 2024*
- *NWT Emergency Management Act 2018*
- *NWT Emergency Plan 2024*
- *NWT Hazard Identification Risk Assessment 2024*
- *THR By-law 2190-PS: Emergency Management*

20. Development

Name	Position	Date
Developer: E. Smith	Cavers Solutions Ltd.	
Reviewer: T. Wright	Director of Protective Services	
Approver: T. Wright	Director of Protective Services	



Town of Hay River
Community Emergency Plan

2024

21. Revision History

Version	Description	Approver	Issue Date
v. 01	Original document	T. Wright	



Community Emergency Plan
State of Local Emergency

Form EP-01

State of Local Emergency

Whereas a _____ (*describe emergency*) _____ (*is or was*) threatening the _____ (*describe specific area, or full community*) of Hay River;

Under the authority provided by Section 18(1) of the *NWT Emergency Management Act*, the Local Authority (i.e., Hay River Council) hereby:

- Declares a State of Local Emergency.
- Renews the State of Local Emergency.
- Terminates the State of Local Emergency.

Council hereby authorizes a procurement budget of \$_____ for the emergency response.

Local Authority Representative	Signature	Date & Time

Instructions:

- 1) *LEMO Coordinator shall provide completed form to Head of NWT EMO immediately via the South Slave REMO.*
- 2) *LEMO Coordinator shall ensure notification of residents using the template below.*

Public Announcement: State of Local Emergency

A _____ (*describe emergency*) _____ (*is or was*) threatening the _____ (*describe specific area, or full community*) of Hay River;

the Local Authority (i.e., Hay River Council) hereby:

- Declares a State of Local Emergency.
- Renews the State of Local Emergency.
- Terminates the State of Local Emergency.

(For declaration & renewal only): The public is advised that for the duration of the emergency, the Local Authority (i.e., Council) may take any action deemed necessary, as authorized by the *NWT Emergency Management Act*.



Community Emergency Plan
Partner Agency Agreement

Form EP-02

1. Purpose

Under Section 10(2) of the *Emergency Management Act* (the Act), the Town of Hay River (THR) Local Authority is responsible for the development and implementation of the *Community Emergency Plan*. It is recognized that community emergencies can overwhelm THR capacities, and that interagency coordination is essential in emergency management for the protection of lives, property, and the environment.

As per Section 11 of the Act, a Local Authority may enter into agreements for the provision of services in the development or implementation of emergency plans or programs. The THR Local Emergency Management Organization (LEMO) is therefore proactively establishing agreements with Partner Agencies whose resources and support may be required in the emergency management cycle (i.e., prevention, preparedness, response, and/or recovery).

This document formalizes the arrangement between the THR LEMO and the Partner Agency. It sets out the terms and understanding related to the resources and support that will be provided by the Partner Agency for emergency management, should it be requested by the THR LEMO. This is not a legally binding agreement.

2. Parties

This Partner Agency Agreement (“Agreement”) is made and entered into on this ____ day of _____, 20____ (“Effective Date”) by and between:

The Town of Hay River Local Emergency Management Organization (“THR LEMO”)

100-62 Woodland Drive, Hay River, NT, X0E 1G1

and

[Name of second party] (“Partner Agency”)

[address]

3. Term

The term of this Agreement is a fixed term of a duration of three (3) years; commencing at 12:00 noon on the ____ day of _____, 20____ (“Commencement Date”) and ending at 12:00 noon on the ____ day of _____, 20____ (“Termination Date”).



Community Emergency Plan
Partner Agency Agreement

Form EP-02

4. Services and Support

In the event of a request for emergency management support by the THR LEMO, the Partner Agency shall make available the following facilities, expertise, services, and/or resources, as required:

Area of Support	Support	Details (e.g., quantity, duration, limitations)
<input type="checkbox"/> Prevention	<input type="checkbox"/> Fire mitigation <input type="checkbox"/> Flood mitigation <input type="checkbox"/> Other	
<input type="checkbox"/> Preparedness	<input type="checkbox"/> Annual <i>Emerg. Plan</i> review <input type="checkbox"/> Attend planning meetings <input type="checkbox"/> Other	
<input type="checkbox"/> Evacuation	<input type="checkbox"/> Identify vulnerable residents <input type="checkbox"/> Notification (door-to-door) <input type="checkbox"/> Transportation coord. (air) <input type="checkbox"/> Transportation coord. (land) <input type="checkbox"/> Vehicles/transportation <input type="checkbox"/> Other	
<input type="checkbox"/> Evacuation Centre (hosting)	<input type="checkbox"/> Air purifiers <input type="checkbox"/> Buildings <input type="checkbox"/> Comfort care kits <input type="checkbox"/> Commercial accommodation <input type="checkbox"/> Communications equipment <input type="checkbox"/> Cots, bedding <input type="checkbox"/> Food, drinks, food services <input type="checkbox"/> Generators <input type="checkbox"/> Health assess evacuees <input type="checkbox"/> Housing <input type="checkbox"/> Janitorial <input type="checkbox"/> PPE <input type="checkbox"/> Registration <input type="checkbox"/> Security <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Other	



Community Emergency Plan
Partner Agency Agreement

Form EP-02

Area of Support	Support	Details (e.g., quantity, duration, limitations)
<input type="checkbox"/> Response (check applicable emergencies) <ul style="list-style-type: none"> <input type="checkbox"/> Critical service interruption (fuel, power, water) <input type="checkbox"/> Flood <input type="checkbox"/> Hazardous materials spill <input type="checkbox"/> Human disease (epi/pandemic) <input type="checkbox"/> Severe weather <input type="checkbox"/> Structural fire <input type="checkbox"/> Transportation incident (air/road) <input type="checkbox"/> Wildfire 	<input type="checkbox"/> Aggregate (e.g., gravel/sand) <ul style="list-style-type: none"> <input type="checkbox"/> Airplanes <input type="checkbox"/> Buildings <input type="checkbox"/> Communications equipment <input type="checkbox"/> Communications provider <input type="checkbox"/> Construction equipment <input type="checkbox"/> Generators <input type="checkbox"/> Helicopters <input type="checkbox"/> Pet support <input type="checkbox"/> PPE <input type="checkbox"/> Pumps, hoses <input type="checkbox"/> Road clearing <input type="checkbox"/> Search & rescue <input type="checkbox"/> Security control <input type="checkbox"/> Utility coordination <input type="checkbox"/> Vacuum truck <input type="checkbox"/> Vehicles <input type="checkbox"/> Wildfire attack <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Other 	
<input type="checkbox"/> Recovery	<ul style="list-style-type: none"> <input type="checkbox"/> Early Recovery (restoration of essential civic services) <input type="checkbox"/> Mid-term Recovery (for partial damage) <input type="checkbox"/> Long-term Recovery (for significant damage) <input type="checkbox"/> Damage assessment <input type="checkbox"/> Evacuee re-entry <input type="checkbox"/> Other <input type="checkbox"/> Other 	



Community Emergency Plan
Partner Agency Agreement

Form EP-02

5. Requests for Assistance

Requests for assistance shall be made to the following Partner Agency representative and shall include a detailed list of anticipated requirements, locations, and schedules:

[Name]
[Position]
[Phone]
[Email]

6. Acknowledgement

In witness whereof the parties have executed this Agreement as of the date indicated below:

Approved by: _____
THR LEMO Coordinator

Date: _____

Approved by: _____
[Partner Agency] [Position]

Date: _____



Community Emergency Plan
Emergency Contacts

Form EP-03

Available to LEMO members during emergency response/recovery.



Community Emergency Plan
Construction Equipment Resource List

Form EP-04

Registry of Construction Equipment										Valid: 2022-24				
Order of contact:		1	2	3	4	Unit	Carter	Rowe's	JD	Darrell's	Eagle 88	Brave	Raine	HR Disposals
		5	6	7	8									
1. Gravel/Dump Trucks (w/operator)														
Tandem axle dump truck (bodyjob)						/hr	5	3	1	4	2	8	7	6
Tandem axle tractor with trailer						/day	6	3	1	2	5	7	8	4
2. Tracked Excavators (w/operator)														
Tracked backhoe CAT 235/335 or equivalent						/hr	2	4				3		1
Brushcutter						/hr	1							
Hoepac						/hr	1							
Ripper						/hr	2	5						
Tracked backhoe CAT 225/325 or equivalent						/hr	6	3	1	2			4	5
Brushcutter						/hr	1							
Hoepac						/hr	2		1					
Ripper						/hr	3	2	1					
Tracked backhoe CAT 180/312 or equivalent						/hr	3	2		1				
Brushcutter						/hr	2	1						
Hoepac						/hr	1							
Ripper						/hr	2	1						
3. Articulated Wheel Loaders (w/operator)														
Articulated wheel loader (greater than 4 yard bucket)						/hr	4	2	1			5		3
Articulated wheel loader (less than 4 yard bucket)						/hr	2		1	4	3			
4. Crawler Dozer (w/operator)														
Crawler dozer 275 HP or greater						/hr	2	1						
Ripper						/hr	2	1						
Winch						/hr								
Crawler dozer 140-275 HP						/hr	4	3		1				2
Ripper						/hr	2	1						
Winch						/hr	2							
Crawler dozer less than 140 HP						/hr	2	1						
Ripper						/hr	1							



Community Emergency Plan
Construction Equipment Resource List

Form EP-04

Winch	/hr	
5. Skid Steer Loader (w/operator)		
Wheel mounted skid steer loader	/hr	
Auger	/hr	
Brushcutter	/hr	
Track mounted skid steer loader	/hr	
Auger	/hr	
Brushcutter	/hr	
6. Rubber Tire Backhoe/Loader (w/operator)		
Rubber tire backhoe/loader	/hr	
Hoepac	/hr	
7. Hoisting Picker Equipment (w/operator)		
30 T	/hr	
8 T	/hr	
5 T	/hr	
3 T	/hr	
8. Road Watering Truck (w/operator)		
Road watering truck w/minimum 8' spray bar	/hr	
9. Compaction Equipment		
Smooth drum vibratory compactor	/hr	
Sheep pad drum vibratory compactor	/hr	
Jumping jack compactor	/day	
Plate tamper	/day	
10. Personnel		
Foreman	/hr	
Labourer	/hr	
Labourer/pipelayer	/hr	
Welder (certified) w/welding truck & equipment (8hr day)	/day	
11. Pumps		
2" gas operated pump	/day	
2" electric submersible	/day	
3" pumps	/day	



Community Emergency Plan
Construction Equipment Resource List

Form EP-04

4" pumps	/day								
6" pumps	/day								
12. Miscellaneous									
Pick-up truck	/hr		/day						
Pilot vehicle	/hr								
Light tower/generator	/hr		/day						
13. Grader (w/operator)									
CAT 140M motor grader or equivalent	/hr								



Community Emergency Plan
LEMO Meeting

Form EP-05

Call to Order

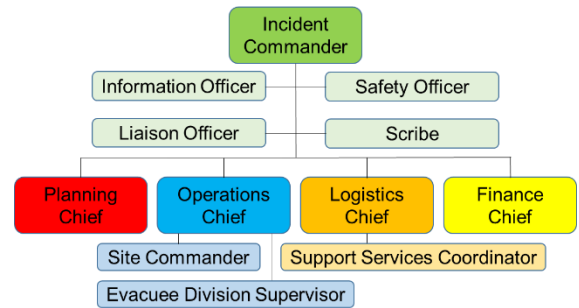
Emergency title: _____ Date: [Click to enter](#)

Chair: _____ Start time: _____ End time: _____

Scribe: _____ Next meeting date: [Click to enter](#) Time: _____

Agenda

- 1) Attendance
- 2) Assign Incident Command System (ICS) positions
- 3) Position reports, action plans
- 4) Partner Agency updates, action plans
- 5) Set next meeting, adjourn



Attendance, Position Assignment

Name	ICS Position or Partner Agency	Present
	Incident Commander	<input type="checkbox"/>
	- Information Officer	<input type="checkbox"/>
	- Liaison Officer	<input type="checkbox"/>
	- Safety Officer	<input type="checkbox"/>
	Planning Chief	<input type="checkbox"/>
	Operations Chief	<input type="checkbox"/>
	- Site Commander	<input type="checkbox"/>
	- Evacuee Division Supervisor	<input type="checkbox"/>
	Logistics Chief	<input type="checkbox"/>
	- Support Services Coordinator	<input type="checkbox"/>
	Finance Chief	<input type="checkbox"/>
	Partner Agency:	<input type="checkbox"/>
	Partner Agency:	<input type="checkbox"/>
	Partner Agency:	<input type="checkbox"/>
	Partner Agency:	<input type="checkbox"/>
	Partner Agency:	<input type="checkbox"/>
	Partner Agency:	<input type="checkbox"/>



Community Emergency Plan
LEMO Meeting

Form EP-05

ICS Position Updates, Action Plans

Incident Commander	Update:
	Action plan:
Planning Chief	Update: <i>(include after-hours continuity)</i>
	Action plan:
Operations Chief	Update: <i>(include end of day summary)</i>
	Action plan:
Logistics Chief	Update:
	Action plan:
Finance Chief	Update:
	Action plan:
Evacuee Division Supervisor	Update:
	Action plan:
Information Officer	Update: <i>(public messaging, media briefing)</i>
	Action plan:



Community Emergency Plan
LEMO Meeting

Form EP-05

ICS Position Updates, Action Plans

Liaison Officer	Update:
	Action plan:
Safety Officer	Update:
	Action plan:
Site Commander	Update:
	Action plan:
Support Services Coordinator	Update:
	Action plan:

Partner Agency Updates, Action Plans

	Update:
	Action plan:
	Update:
	Action plan:
	Update:



Community Emergency Plan
LEMO Meeting

Form EP-05

Partner Agency Updates, Action Plans

	Action plan:
	Update:
	Action plan:
	Update:
	Action plan:
	Update:
	Action plan:



Table of Contents

1. LEMO Coordinator	2
2. Incident Commander.....	3
3. Information Officer	4
4. Liaison Officer	5
5. Safety Officer	6
6. Planning Chief	7
7. Operations Chief.....	8
8. Site Commander.....	9
9. Evacuee Division Supervisor.....	10
11. Logistics Chief	11
12. Finance Chief	12



Community Emergency Plan
LEMO Position Checklists

Form EP-06

1. LEMO Coordinator

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Recommend declaration/renewal/termination of a State of Local Emergency to Council.
<input type="checkbox"/>	<p>Once an emergency is declared by Council on <i>Form EP-01: State of Local Emergency</i>:</p> <ul style="list-style-type: none"> • Call a Local Emergency Management Organization (LEMO) meeting at Emergency Operations Centre (EOC), document on <i>Form EP-05: LEMO Meeting</i>. • Send <i>Form EP-01: State of Local Emergency</i> to REMO Superintendent for furtherance to Head of NWT EMO.
<input type="checkbox"/>	Activate the Community Emergency Plan.
<input type="checkbox"/>	Assign an Incident Commander as per the applicable emergency response procedure in the Community Emergency Plan.
<input type="checkbox"/>	Assume the ICS positions assigned by the Incident Commander, follow the applicable Position Checklists.
<input type="checkbox"/>	
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Community Emergency Plan
LEMO Position Checklists

Form EP-06

2. Incident Commander

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Coordinate and manage overall emergency response.
<input type="checkbox"/>	Schedule and chair regular Local Emergency Management Organization (LEMO) meetings at the Emergency Operations Centre (EOC), document on <i>Form EP-05: LEMO Meeting</i> .
<input type="checkbox"/>	Assign ICS positions, document on <i>Form EP-05: LEMO Meeting</i> . <ul style="list-style-type: none"> • Assume responsibility for ICS positions not delegated. • Normally assumes Planning Chief position.
<input type="checkbox"/>	Distribute the applicable Response Procedure to all LEMO members (<i>Forms EP-16.01 – EP-16.09</i>).
<input type="checkbox"/>	Determine support required by Partner Agencies. <ul style="list-style-type: none"> • Contact required Partner Agencies to request support
<input type="checkbox"/>	Determine support required by Support Service Providers. <ul style="list-style-type: none"> • Contact required Support Service Providers to request support.
<input type="checkbox"/>	Determine if evacuation is required. <ul style="list-style-type: none"> • Advise Operations Chief and Evacuee Division Supervisor to activate Evacuation Centres.
<input type="checkbox"/>	Instruct LEMO members to track all emergency response actions and costs.
<input type="checkbox"/>	Ensure accurate and complete documentation is maintained by the LEMO.
<input type="checkbox"/>	Instruct LEMO members to not make any statements on behalf of THR on social media, to the public, or to the media. <ul style="list-style-type: none"> • Public/media questions shall instead be referred to the Information Officer.
<input type="checkbox"/>	Review and approve all information releases to the public, the media, and social media.
<input type="checkbox"/>	Determine objectives and strategies prioritized as follows: <ul style="list-style-type: none"> • Life Safety • Incident Stabilization • Property and Environment Conservation
<input type="checkbox"/>	Brief the Mayor and Council regularly.
<input type="checkbox"/>	Be prepared to conduct media interviews.
<input type="checkbox"/>	Consider requirement for a damage assessment expert.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	



3. Information Officer

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Report to and receive direction from the Incident Commander.
<input type="checkbox"/>	Ensure critical information is shared with stakeholders in a timely manner, including: <ul style="list-style-type: none"> • Residents • Media • Social media
<input type="checkbox"/>	Arrange press conferences and media briefings as required.
<input type="checkbox"/>	Ensure all information shared is accurate.
<input type="checkbox"/>	Receive approval from Incident Commander for public and media releases.
<input type="checkbox"/>	
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Community Emergency Plan
LEMO Position Checklists

Form EP-06

4. Liaison Officer

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Report to and receive direction from the Incident Commander.
<input type="checkbox"/>	Establish contact with all Partner Agencies involved in the emergency response.
<input type="checkbox"/>	If an external agency is the Incident Commander, work from their EOC if required and report back to the THR LEMO.
<input type="checkbox"/>	Maintain detailed awareness of the state of the emergency response and planned actions.
<input type="checkbox"/>	Maintain contact with external agencies and provide updates on the emergency response.
<input type="checkbox"/>	Represent THR at external agency briefings/meetings, as required.
<input type="checkbox"/>	Relay information and requests from external agencies to LEMO.
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5. Safety Officer

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Report to and receive direction from the Incident Commander.
<input type="checkbox"/>	Acts as subject matter expert for all health & safety issues related to the emergency.
<input type="checkbox"/>	Determine immediate health & safety requirements.
<input type="checkbox"/>	Assist responders in hazard assessment and control, incident reporting.
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6. Planning Chief

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Report to and receive direction from the Incident Commander.
<input type="checkbox"/>	Organize and facilitate Planning Meetings with the Operations Chief.
<input type="checkbox"/>	Track resources.
<input type="checkbox"/>	Determine, in consultation with the Operations Chief: <ul style="list-style-type: none">• Long-term requirements for emergency response (e.g., staffing, weather forecasts, hazards).• Strategies to successfully complete action plans documented in LEMO meetings.
<input type="checkbox"/>	Ensure position action plans established at LEMO meetings are sufficient.
<input type="checkbox"/>	Open facilities for reception or evacuation centres.
<input type="checkbox"/>	Provide staff for the reception or evacuation centres.
<input type="checkbox"/>	Coordinate food services.
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7. Operations Chief

<input checked="" type="checkbox"/>	Task
Response	
<input type="checkbox"/>	Report to and receive direction from the Incident Commander.
<input type="checkbox"/>	Ensure THR staff and contractors follow all applicable health & safety practices and procedures (no shortcuts).
<input type="checkbox"/>	Establish and maintain communication with the Site Commander.
<input type="checkbox"/>	Establish a communication link from the emergency site to the EOC.
<input type="checkbox"/>	Determine, in consultation with the Planning Chief: <ul style="list-style-type: none"> • Long term requirements for emergency response (e.g., staffing, weather forecasts, hazards, etc.). • Strategies to successfully complete action plans documented in LEMO meetings.
<input type="checkbox"/>	Direct operations and resources to achieve objectives.
<input type="checkbox"/>	With help from the Logistics Chief, manage procurement of necessary resources and equipment.
<input type="checkbox"/>	Coordinate operational groups, site activities, and required resources.
<input type="checkbox"/>	Coordinate monitoring and surveillance of potential or developing hazards.
<input type="checkbox"/>	Manage fire-fighting operations.
<input type="checkbox"/>	Conduct or support search and rescue activities (with assistance from volunteers).
<input type="checkbox"/>	Coordinate evacuations.
<input type="checkbox"/>	Identify threatened utilities.
<input type="checkbox"/>	Activate dangerous goods contacts as required
<input type="checkbox"/>	Ensure By-law Officer support for security and evacuation operations
Recovery	
<input type="checkbox"/>	Coordinate restoration of services and infrastructure.
<input type="checkbox"/>	Provide/arrange for construction resources and services.
<input type="checkbox"/>	Provide/arrange for transportation resources and services.
<input type="checkbox"/>	Arrange potable water shuttles.
<input type="checkbox"/>	Arrange shutdown/restoration of Town utilities and notify the public.
<input type="checkbox"/>	Conduct a damage assessment on public property.
<input type="checkbox"/>	Prioritize the restoration of critical infrastructure.



8. Site Commander

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Report to and receive direction from the Operations Chief.
<input type="checkbox"/>	Establish site control.
<input type="checkbox"/>	Identify and secure scene perimeter (in consultation with By-Law Officer and/or RCMP where applicable).
<input type="checkbox"/>	Establish a site command post.
<input type="checkbox"/>	Assess the overall situation and brief the Operations Chief.
<input type="checkbox"/>	Manage emergency response activities at the emergency site.
<input type="checkbox"/>	Ensure onsite health & safety.
<input type="checkbox"/>	Establish communication links with all response managers on scene.
<input type="checkbox"/>	Identify overall priorities to all response agencies and assign tasks.
<input type="checkbox"/>	Coordinate support for the responders.
<input type="checkbox"/>	Advise the Operations Chief of support required.
<input type="checkbox"/>	Track personnel entering and leaving the incident site.
<input type="checkbox"/>	Track resources entering and leaving the incident site.
<input type="checkbox"/>	Receive updates from all response agencies on activities, damage, casualties, and resource needs.
<input type="checkbox"/>	Provide situational updates to the Operations Chief.
<input type="checkbox"/>	
<input type="checkbox"/>	



Community Emergency Plan
LEMO Position Checklists

Form EP-06

9. Evacuee Division Supervisor

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Report to and receive direction from the Operations Chief.
<input type="checkbox"/>	Upon instruction from Operations Chief to commence evacuation: <ul style="list-style-type: none"> • Follow <i>Form EP-12: Evacuation Plan Checklist</i>.
<input type="checkbox"/>	Upon instruction from Operations Chief to activate Evacuation Centre: <ul style="list-style-type: none"> • Follow <i>Form EP-14 - Evacuation Centre Checklist</i>.
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11. Logistics Chief

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Report to and receive direction from the Incident Commander.
<input type="checkbox"/>	Participate in LEMO meetings and: <ul style="list-style-type: none"> • Identify service and support requirements. • Identify challenges with acquiring identified resources.
<input type="checkbox"/>	Work with the Operations Chief to evaluate resources effectiveness and make necessary adjustments.
<input type="checkbox"/>	Obtain required resources (e.g., personnel, equipment, transportation, etc.).
<input type="checkbox"/>	Monitor & maintain communication, computing, and network systems required for emergency response: <ul style="list-style-type: none"> • Open V/UHF net and advise first responders it is open. • Open HF net, if required, and advise participants it is open. • Test all telephones. • Test WIFI connection and email. • Send advisories by email to REMO, NWT EMO, and emergency services that EOC communications are functioning.
<input type="checkbox"/>	Alert major equipment suppliers as required.
<input type="checkbox"/>	Provide/arrange for construction resources and services.
<input type="checkbox"/>	Provide/arrange for transportation resources and services.
<input type="checkbox"/>	Provide/arrange for demolition and route clearance.
<input type="checkbox"/>	Arrange potable water shuttles.
<input type="checkbox"/>	Establish contact with utilities and communication companies.
<input type="checkbox"/>	Arrange shutdown/restoration of Town utilities and notify the public.
<input type="checkbox"/>	Arrange alternate power and lighting for EOC and Site Commander.
<input type="checkbox"/>	Review equipment resources committed and available.
<input type="checkbox"/>	Provide a representative at the scene if required.
<input type="checkbox"/>	Determine potential public services impact of the event.
<input type="checkbox"/>	Conduct a damage assessment on public property.
<input type="checkbox"/>	
<input type="checkbox"/>	



12. Finance Chief

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Report to and receive direction from the Incident Commander.
<input type="checkbox"/>	Establish an event account code to capture operational costs.
<input type="checkbox"/>	Ensure all incident costs are tracked and controlled.
<input type="checkbox"/>	Identify financial code for operations to all concerned.
<input type="checkbox"/>	Procure legal advice, as required.
<input type="checkbox"/>	Liaise with insurance, as required.
<input type="checkbox"/>	Assist the Logistics Chief and the Operations Chief with procurement issues.
<input type="checkbox"/>	Determine the impact on operating budgets.
<input type="checkbox"/>	Provide staff to open and support the Emergency Operations Centre (EOC).
<input type="checkbox"/>	Identify the extraordinary economic impact of the event.
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<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	



Community Emergency Plan
Partner Agency Position Checklists

Form EP-07

Table of Contents

1. Businesses and Associations.....	2
2. Canadian Coast Guard Auxiliary	3
3. GNWT Department of Infrastructure (INF).....	4
4. Hay River District Education Authority (DEA)	5
5. Hay River Health & Social Services Authority (HRHSSA)	6
7. Housing NWT	7
9. Human Resources Centre (HRDC)	8
10. Indigenous Governments and Organizations	9
11. RCMP	10



Community Emergency Plan
Partner Agency Position Checklists

Form EP-07

1. Businesses and Associations

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Share information on resources, capabilities and on-site or transported hazards.
<input type="checkbox"/>	Provide available resources to support response management, victim assistance, and relocation.
<input type="checkbox"/>	Manage onsite emergencies.
<input type="checkbox"/>	Advise authorities of real or potential public safety, property, or environmental dangers that could or do migrate offsite.
<input type="checkbox"/>	Provide technical experts.
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Community Emergency Plan
Partner Agency Position Checklists

Form EP-07

2. Canadian Coast Guard Auxiliary

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Support search and rescue operations.
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3. GNWT Department of Infrastructure (INF)

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Manage highway road closures.
<input type="checkbox"/>	Coordinate transportation for mass evacuations.
<input type="checkbox"/>	Secure the incident scene.
<input type="checkbox"/>	Provide an escort during a high risk evacuation.
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Community Emergency Plan
Partner Agency Position Checklists

Form EP-07

4. Hay River District Education Authority (DEA)

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Disseminate emergency preparedness information to schools.
<input type="checkbox"/>	Manage student care and protection in on-site emergencies.
<input type="checkbox"/>	Supervise and care for students at temporary facilities.
<input type="checkbox"/>	Provide use of facilities to support victim assistance, evacuation, and reception.
<input type="checkbox"/>	Support access to school facilities and bussing for evacuation and registration centre needs.
<input type="checkbox"/>	Evacuate students in conjunction with Emergency Operations Centre (EOC).
<input type="checkbox"/>	Arrange alternate power for institutional needs.
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Community Emergency Plan
Partner Agency Position Checklists

Form EP-07

5. Hay River Health & Social Services Authority (HRHSSA)

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Manage the registration of evacuees and the associated processes and tools.
<input type="checkbox"/>	Conduct health assessments on vulnerable residents, make recommendations for alternate lodging as required (e.g., Housing NWT, commercial lodging)
<input type="checkbox"/>	Provision of advice and assistance on health and social service-related information.
<input type="checkbox"/>	Manage emergency social services (registration and inquiry).
<input type="checkbox"/>	Assist in the provision of victim and family personal support services.
<input type="checkbox"/>	Identify special support program needs for recovery.
<input type="checkbox"/>	Dispatch medical resources to the scene and provide site medical care.
<input type="checkbox"/>	Disseminate all advisories regarding Public Health/Environmental Health.
<input type="checkbox"/>	Provide leadership in pandemic events.
<input type="checkbox"/>	Arrange medical evacuation (medevac).
<input type="checkbox"/>	Advise on evacuation priorities.
<input type="checkbox"/>	Provide casualty data.
<input type="checkbox"/>	Quarantines.
<input type="checkbox"/>	Temporary morgue (share with RCMP).
<input type="checkbox"/>	Determine need for augmentation.
<input type="checkbox"/>	Establish contact with the Emergency Operations Centre (EOC).
<input type="checkbox"/>	Provide Environmental Health advice to the Town.
<input type="checkbox"/>	Determine the capacity to receive patients.
<input type="checkbox"/>	Provide Ambulance – Hospital coordination.
<input type="checkbox"/>	Provide casualty data to the Coordinator.
<input type="checkbox"/>	Provision of advice and assistance to the LEMO to manage emergency social services (personal support services and registration).
<input type="checkbox"/>	Assist in the provision of victim and family personal services (i.e., outreach programs).
<input type="checkbox"/>	Identify special support program needs for recovery.



Community Emergency Plan
Partner Agency Position Checklists

Form EP-07

7. Housing NWT

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	During evacuation, provide vacant housing as temporary accommodations for vulnerable residents (health care providers conduct health assessments on vulnerable residents who may be unable to stay in an Evacuation Centre and will make recommendations for evacuees requiring alternate lodging).
<input type="checkbox"/>	Advise on the safety of shelter in preparation for evacuation and reoccupation.
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Community Emergency Plan
Partner Agency Position Checklists

Form EP-07

9. Human Resources Centre (HRDC)

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Assist the community in the recruiting, registration, and assigning of emergency workers.
<input type="checkbox"/>	Identify and recruit volunteers.
<input type="checkbox"/>	Train volunteers based on existing/required capacity and anticipated needs.
<input type="checkbox"/>	NOTE: There is an exchange of letters between GNWT and HRDC in which HRDC offers assistance with the registration and assignment of emergency workers.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
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<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	



10. Indigenous Governments and Organizations

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Assist in dissemination of information.
<input type="checkbox"/>	Translation.
<input type="checkbox"/>	Identify special social needs.
<input type="checkbox"/>	Advice on evacuation and reception.
<input type="checkbox"/>	Share traditional knowledge related to the emergency.
<input type="checkbox"/>	
<input type="checkbox"/>	
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<input type="checkbox"/>	
<input type="checkbox"/>	



Community Emergency Plan
Partner Agency Position Checklists

Form EP-07

11. RCMP

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	Assess and report on the degree of public danger.
<input type="checkbox"/>	Security of life, site, property, and evidence.
<input type="checkbox"/>	Support emergency Site Commander.
<input type="checkbox"/>	Site management when lead agency.
<input type="checkbox"/>	Coordination of ground search and rescue.
<input type="checkbox"/>	Traffic and crowd control.
<input type="checkbox"/>	Support/represent Medical Examiner (ME) and ensure Site Commander is aware of ME needs.
<input type="checkbox"/>	Identification and handling of dead.
<input type="checkbox"/>	Establish temporary morgue
<input type="checkbox"/>	Support rescue and evacuation operations.
<input type="checkbox"/>	Coordination of public ground search and rescue.
<input type="checkbox"/>	Assist casualty search activities coordinated by Fire Department.
<input type="checkbox"/>	Secure incident perimeter.
<input type="checkbox"/>	Control convergence.
<input type="checkbox"/>	Traffic and crowd control.
<input type="checkbox"/>	Advise Operations Chief of disposition.
<input type="checkbox"/>	Establish contact with the Emergency Operations Centre (EOC) and provide necessary liaison.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	



Community Emergency Plan
Volunteer Sign-up

Form EP-08

Name	Contact	Skills



Community Emergency Plan
Volunteer Sign-up

Form EP-08

Name	Contact	Skills

Skills (e.g., resident notification, hazard monitoring, evacuation centre, meal prep, registration, transportation).



Community Emergency Plan
Evacuee Sign-up

Form EP-10

Household Evacuee Primary Contact

First name:	Last name:	Date: Click to enter Time:
Phone:	Email:	

Home Address

Street address:

City:	Territory:	Postal Code:
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Dependents (name, age, sex, special needs)

Special Needs (describe)

<input type="checkbox"/> Child care	<input type="checkbox"/> Medical
<input type="checkbox"/> Clothing	<input type="checkbox"/> Translation
<input type="checkbox"/> Dietary	<input type="checkbox"/> Other
<input type="checkbox"/> Lodging	<input type="checkbox"/> Other

Evacuee Temporary Accommodation (choose one)

- I do not currently have temporary accommodations. I am interested in Town-provided accommodations, the Hay River Community Centre, or the *Adopt an Evacuee* initiative.
- I have found accommodations and can provide the following contact information:
Contact name: _____, phone: _____, address: _____.
- I am refusing temporary accommodations and will be staying at my residence throughout the emergency.

Accommodation Location and/or Contacts

To be Completed by Registration Agent

Click here if completed by a Registration Agent

First name:	Last name:
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Community Emergency Plan
Evacuee Registry

Form EP-11

Event title:					Event date:	
Name	Address	Phone	Email	Dependents (name, age, sex, special needs: child care, clothing, dietary, lodging, medical, translation, other)	Accommodation Type	Temporary accommodation name, address, phone



Community Emergency Plan
Evacuation Plan Checklist

Form EP-12

Purpose: movement, care, and safety of displaced residents.

Emergency:

Name:

Date:

<input checked="" type="checkbox"/>	Task	Responsible Party
1. Required Response Resources		
<input type="checkbox"/>	LEMO positions: <ul style="list-style-type: none"> • Incident Commander (Director of Protective Services) • Evacuee Division Supervisor (Director of Recreation & Community Serv.) • Finance Chief (Director of Finance) • Information Officer (ASAO) • Liaison Officer (SAO) • Logistics Chief (Director of Public Works & Services) • Operations Chief (Deputy Fire Chief) • Planning Chief (Incident Commander) • Support Services Coordinator (Tourism Coordinator) 	Incident Commander
<input type="checkbox"/>	Partner agencies: <ul style="list-style-type: none"> • GNWT INF (traffic control, road closures) • HR Animal Shelter (pet support) • HR Health & Social Services Authority (patient/resident/client evac plans) • HR Homeless Shelter (vulnerable population evacuation) • HR Metis Government (vulnerable residents identification/evacuation) • Housing NWT (lodging for vulnerable residents) • K'atl'odechee First Nation (vulnerable residents identification/evacuation) • MACA Regional Superintendent (evacuation support) • RCMP (resident notification, security control) • Soaring Eagle Friendship Centre (evacuee hosting support) • SMCC (inmate evacuation plan) • West Point First Nation (vulnerable residents identification/evacuation) 	Liaison Officer
<input type="checkbox"/>	Other resources: <ul style="list-style-type: none"> • <i>Form EP-13: Evacuation Notifications</i> • <i>Form EP-14: Evacuation Centre Checklist</i> • # of volunteers for traffic control • # of volunteers for Evacuation Centre • HRHSSA Facility Evacuation Plans • SMCC Facility Evacuation Plan 	Logistics Chief



Community Emergency Plan
Evacuation Plan Checklist

Form EP-12

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	THR Business Continuity (staff required during evacuation): <ul style="list-style-type: none"> • Onsite <ul style="list-style-type: none"> ○ Equipment Operators (#) ○ Facility Maintainers (#) ○ Water Plant Operators (#) • Remote <ul style="list-style-type: none"> ○ Payroll (#) 	Incident Commander
2. Actions		
<input type="checkbox"/>	Assess situation to determine evacuation requirements: <ul style="list-style-type: none"> • Is evacuation needed? _____ • Full community or partial? List areas: _____ • When? _____ • Which evacuation notification to send: Notice, Alert, Order? _____ • What evacuation routes, methods (e.g., buses, planes)? _____ • What are the vulnerable populations (priority evacuees)? _____ • _____ • What instructions do residents need regarding power/water shut-offs, luggage restrictions, pet care, evacuee registration? _____ • _____ • _____ • What Support Service Providers are required to remain in operation? _____ • _____ • What other support is required? _____ 	Operations Chief Evacuee Division Supervisor
<input type="checkbox"/>	Notify MACA Regional Superintendent: <ul style="list-style-type: none"> • Advise MACA Regional Superintendent of evacuation timeline, method and priority groups (867-872-6531) • If full community evacuation required, MACA Regional Superintendent to identify host community and arrange for evacuation transportation 	Incident Commander MACA Regional Supt.
<input type="checkbox"/>	Contact Partner Agencies to coordinate evacuation resources: <ul style="list-style-type: none"> • Traffic control, road closures (GNWT INF) • Door to door resident notification (RCMP, Fire Department) • Evacuation vehicles (e.g., buses, planes) • Confirm vulnerable population evacuation plans: <ul style="list-style-type: none"> ○ HRHSSA (to review and initiate Facility Evacuation Plans) ○ SMCC (to review and initiate Facility Evacuation Plan) 	Liaison Officer Logistics Chief



Community Emergency Plan
Evacuation Plan Checklist

Form EP-12

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	Vulnerable populations evacuation: <ul style="list-style-type: none"> • Contact 2 vulnerable populations to confirm they are evacuating according to their facility plans: <ul style="list-style-type: none"> ○ Hay River Health & Social Services Authority facilities ○ South Mackenzie Correctional Centre • Ensure/assist in evacuation of vulnerable residents as required (elderly, homeless, health/mobility issues) (collaborate with Indigenous governments, place messaging on websites) 	Logistics Chief Information Officer
<input type="checkbox"/>	Contact Support Service Providers required to remain in operation during evacuation: <ul style="list-style-type: none"> • _____ • _____ • _____ 	Support Services Coordinator
<input type="checkbox"/>	Traffic control if evacuating by highway: <ul style="list-style-type: none"> • Post INF vehicles at strategic points to close roads, direct traffic, and help maintain order 	Operations Chief GNWT INF
<input type="checkbox"/>	Evacuee notification: <ul style="list-style-type: none"> • Issue applicable Evacuation Notification via NWT Alert • Use templates on <i>Form EP-13: Evacuation Notifications</i>: <ul style="list-style-type: none"> ○ Evacuation Notice ○ Evacuation Alert ○ Evacuation Order • Post evacuee registration link to www.hayriver.com • Provide required additional messaging to the public via website and social media, monitor Emergency Management Line (1-833-699-0188) (e.g., prepare for evacuation, prepare emergency kits, prepare property for emergency, evacuation methods, priority evacuee groups, luggage restrictions, what to do with pets) • Follow next steps for evacuation type (partial or full) 	Incident Commander Information Officer
<input type="checkbox"/>	Partial evacuation required (i.e., to locations within the community) <ul style="list-style-type: none"> • Open Evacuation Centre • Follow <i>Form EP-14: Evacuation Centre Checklist</i> • Arrange transportation to Evacuation Centre for residents who cannot self-evacuate (e.g., buses, taxis, volunteers) 	Evacuee Division Supervisor Logistics Chief Information Officer



Community Emergency Plan
Evacuation Plan Checklist

Form EP-12

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	Full evacuation required (i.e., to another community): <ul style="list-style-type: none"> • Contact REMO for support (e.g., identify host community) • Monitor airport runway conditions • Arrange transportation for residents who cannot self-evacuate (e.g., buses, taxis, volunteers) • Require all evacuees to register again with host community upon arrival 	Incident Commander Evacuee Division Supervisor Logistics Chief Information Officer
<input type="checkbox"/>	Door-to-door evacuation notification: <ul style="list-style-type: none"> • Approach all homes and businesses to advise to evacuate 	Operations Chief RCMP
<input type="checkbox"/>	Interagency communications: <ul style="list-style-type: none"> • Ensure up-to-date information flow with community spokesperson (Mayor or SAO) • Provide up-to-date information flow between LEMO and Partner Agencies involved in the response 	Liaison Officer
<input type="checkbox"/>	Security control: <ul style="list-style-type: none"> • Provide security of evacuated areas. • Control traffic entering hazard areas 	RCMP GNWT INF
<input type="checkbox"/>	Public & media information <ul style="list-style-type: none"> • Prepare clear, concise, and consistent media releases • Provide messaging to the public via website and social media, monitor Emergency Management Line (1-833-699-0188) • Maintain ongoing communications with displaced residents to keep them informed • Prepare media releases • Prepare speaking notes for interviewees 	Information Officer
<input type="checkbox"/>	Cost tracking and reporting: <ul style="list-style-type: none"> • Keep a record of all decisions, financial details, and evacuation details 	Finance Chief



Community Emergency Plan
Evacuation Notifications

Form EP-13

Evacuation Notice

Area: _____

Description: This notice is to advise Hay River residents and visitors of a _____ (*describe potential emergency*) that may affect the _____ (*describe specific area, or full community*) of Hay River. This may present an increased risk to life and property.

Instructions: Hay River residents and visitors are advised:

- Prepare for the emergency and for evacuation, should it be necessary (www.hayriver.com).
- An Evacuation Alert and/or Evacuation Order may be issued at a later time.
- Evacuee pre-registration for vulnerable residents is available at www.hayriver.com.
- Monitor updates at www.hayriver.com, www.facebook.com/hayriver, or 1-833-699-0188.

Evacuation Alert

Area: _____

Description: A _____ (*describe emergency*) is affecting the _____ (*describe specific area, or full community*) of Hay River. This is expected to present an increased risk to life and property.

Instructions: Hay River residents and visitors are advised:

- Prepare to evacuate on short notice. Vulnerable residents are advised to evacuate (www.hayriver.com).
- An Evacuation Order may be issued at a later time.
- Monitor updates at www.hayriver.com, www.facebook.com/hayriver, or 1-833-699-0188.

Evacuation Order

Area: _____

Description: A _____ (*describe emergency*) is occurring in/near the _____ (*describe specific area, or full community*) of Hay River. There is a serious risk to life and property.

Instructions: Hay River residents and visitors are advised:

- Evacuate immediately to _____ (*evacuation destination*).
- Those needing transportation assistance should go to _____ (*evacuation staging area*), or call 1-833-699-0188.
- Evacuee registration is available at www.hayriver.com, or call 1-833-699-0188.
- Monitor updates at www.hayriver.com, www.facebook.com/hayriver, or 1-833-699-0188.



Community Emergency Plan
Evacuation Notifications

Form EP-13

Evacuation All-Clear

Area: _____

Description: The _____ (*describe emergency*) emergency affecting the _____ (*describe specific area, or full community*) of Hay River is now under control. The Evacuation Order has been lifted and it is safe to return.

Instructions: Hay River residents are advised:

- If outside of the community, report to _____ (*reception centre*) for transportation arrangements.
- Monitor updates at www.hayriver.com, www.facebook.com/hayriver, or call 1-833-699-0188.



Community Emergency Plan
Evacuation Centre Checklist

Form EP-14

Purpose: movement, care, and safety of displaced residents.

Emergency:

Name:

Date:

<input checked="" type="checkbox"/> Task	Responsible Party
1. Required Response Resources	
<input type="checkbox"/> LEMO positions: <ul style="list-style-type: none"> • Incident Commander (Director of Protective Services) • Evacuee Division Supervisor (Director of Recreation & Community Serv.) • Finance Chief (Director of Finance) • Information Officer (ASAO) • Liaison Officer (SAO) • Logistics Chief (Director of Public Works & Services) • Operations Chief (Deputy Fire Chief) • Planning Chief (Incident Commander) • Support Services Coordinator (Tourism Coordinator) 	Incident Commander
<input type="checkbox"/> Partner agencies: <ul style="list-style-type: none"> • HR Animal Shelter (pet support) • HR Health & Social Services Authority (evacuee reg., health checks) • HR Homeless Shelter (vulnerable population evacuation) • Housing NWT (lodging for vulnerable residents) • RCMP (security control) • Soaring Eagle Friendship Centre (evacuee hosting support) 	Liaison Officer
<input type="checkbox"/> Other resources: <ul style="list-style-type: none"> • <i>Form EP-08: Volunteer Sign-up</i> • <i>Form EP-09: Volunteer Registry</i> • <i>Form EP-10: Evacuee Sign-up</i> • <i>Form EP-11: Evacuee Registry</i> • # of volunteers for Evacuation Centre 	Logistics Chief HRHSSA
2. Actions	
<input type="checkbox"/> Provide the following information to Evacuee Division Supervisor (if evacuees are coming from out of town, contact MACA Regional Superintendent for this information): <ul style="list-style-type: none"> • Number of residents displaced • Mode of transportation • Expected time of arrival • Special needs of any evacuees 	Operations Chief



Community Emergency Plan
Evacuation Centre Checklist

Form EP-14

<input type="checkbox"/>	<p>Arrange for required items:</p> <ul style="list-style-type: none"> • Evacuation Centre (Community Centre or school) • RV parking • Food, drinks, cots, blankets, pillows, diapers, other supplies 	<p>Evacuee Division Supervisor Logistics Chief</p>
<input type="checkbox"/>	<p>Call for volunteers:</p> <ul style="list-style-type: none"> • Call volunteers as needed to register evacuees, host billets, prepare and serve food, or bring supplies: <ul style="list-style-type: none"> ○ Refer to <i>Form EP-09: Volunteer Registry</i> for registered volunteers ○ Notify residents via website, social media if more volunteers needed ○ Make <i>Form EP-08: Volunteer Sign-up</i> available to new volunteers ○ Add new volunteers to <i>Form EP-09: Volunteer Registry</i> 	<p>Logistics Chief</p>
<input type="checkbox"/>	<p>Evacuee registration:</p> <ul style="list-style-type: none"> • Turn on online registration system, link on www.hayriver.com • Register evacuees upon arrival at the Evacuation Centre using either: <ul style="list-style-type: none"> ○ Online system; or ○ <i>Form EP-10: Evacuee Sign-up</i> and <i>Form EP-11: Evacuee Registry</i> • All evacuees must check in at the Evacuation Centre before being assigned a bed or billet location • Send list of evacuees (from online portal or <i>Form EP-11: Evacuee Registry</i>) to the MACA Regional Superintendent 	<p>HRHSSA Liaison Officer</p>
<input type="checkbox"/>	<p>Healthcare:</p> <ul style="list-style-type: none"> • Provide social workers and nursing staff • Perform health checks as required • Provide care for those with special needs 	<p>HRHSSA</p>
<input type="checkbox"/>	<p>Alternate lodging for vulnerable residents:</p> <ul style="list-style-type: none"> • Provide available vacant housing for those assessed by HRHSSA as vulnerable residents requiring alternate lodging 	<p>Housing NWT</p>
<input type="checkbox"/>	<p>Communications</p> <ul style="list-style-type: none"> • Ensure up-to-date information flow: <ul style="list-style-type: none"> ○ With community spokesperson (Mayor or SAO) ○ Between parties involved in reception efforts 	<p>Liaison Officer</p>



Community Emergency Plan
Evacuation Centre Checklist

Form EP-14

<input type="checkbox"/>	<p>Public & media information</p> <ul style="list-style-type: none"> • Prepare clear, concise, and consistent media releases • Provide messaging to the public via website and social media, monitor Emergency Management Line (1-833-699-0188) • Maintain ongoing communications with displaced residents to keep them informed • Prepare media releases • Prepare speaking notes for interviewees 	Information Officer
<input type="checkbox"/>	<p>Security control:</p> <ul style="list-style-type: none"> • Take measures to protect the safety of evacuees • Take measures to protect property in the Evacuation Centre • Rope off and mark out-of-bounds areas 	Evacuee Division Supervisor RCMP
<input type="checkbox"/>	<p>Food services</p> <ul style="list-style-type: none"> • Set up facilities to provide food and drinks to evacuees and/or to emergency responders • Arrange for janitorial services • Procure food and drinks • Activate volunteers to prepare and serve food 	Evacuee Division Supervisor Logistics Chief
<input type="checkbox"/>	<p>Sleeping quarters</p> <ul style="list-style-type: none"> • Equip sleeping area with cots, blankets, pillows 	Evacuee Division Supervisor
<input type="checkbox"/>	<p>Donation centre</p> <ul style="list-style-type: none"> • Set up a centre to receive and distribute donations • Assign volunteers to operate the donation centre • Notify public to donate 	Evacuee Division Supervisor Volunteer Chief Information Officer
<input type="checkbox"/>	<p>Pet care and comfort:</p> <ul style="list-style-type: none"> • Contact Hay River Animal Shelter for assistance in finding lodging for pets 	Evacuee Division Supervisor
<input type="checkbox"/>	<p>Cost tracking and reporting:</p> <ul style="list-style-type: none"> • Keep a record of all decisions, financial details, and evacuation details 	Finance Chief



Community Emergency Plan
Emergency Debrief

Form EP-15

Emergency Details

Emergency title: _____ Date: [Click to enter](#)

Declared _____ Date: [Click to enter](#) Time: _____ Terminated _____ Date: [Click to enter](#) Time: _____

Scribe: _____ Next meeting date: [Click to enter](#) Time: _____

Attendees

Name

Position or Partner Agency

Name	Position or Partner Agency



Discussion Points

Declaration

- How long after Council was notified of the emergency was the Emergency Council Meeting held?
- How long after declaration did the LEMO meet?
- How was the public notified of the emergency? Was it timely?
- Was the impending hazard/risk monitored before the occurrence of the emergency?

Evacuation

- Did the evacuation notice/alert/order to residents provide enough time to prepare?
- Were residents provided with critical information on evacuation (e.g., where to evacuate to, safe evacuation routes, where to go for further info)?
- Was evacuation orderly? Any accidents?
- Was the evacuation centre well-equipped?
- Did Partner Agencies involved in the evacuation perform well?

LEMO

- Were the required Incident Command System (ICS) positions assigned?
- Were ICS roles clearly identified and understood by all team members?
- Were the right positions/people on the team?
- Was LEMO meeting frequency adequate?
- Was the Emergency Operations Centre (EOC) adequately equipped?
- Was support from the Regional EMO requested in a timely manner once LEMO capacity was exceeded?



Community Emergency Plan
Emergency Debrief

Form EP-15

Discussion Points

Partner Agencies & Support Service Providers

- What Partner Agencies were involved in the response? What were their roles? Did they perform their roles well?
- Were Support Service Providers involved? Did they perform well? Which were missing? Was coordination/communication satisfactory?

Response

- Were Emergency Plan procedures followed?
- Were the proper resources deployed?
- Was the workload effectively distributed?
- Were all safety practices and procedures followed? Any incidents?

Community Emergency Plan

- What went well with the Plan?
- What did not go well?
- Were the forms useful?
- Do the Position Checklists need improving?
- Does the Emergency Plan need improving?

Communication

- Was information shared well between LEMO members and Partner Agencies?
- Was the information provided to the public and media timely, thorough, and frequent enough?
- Were communication technologies and methods sufficient?



Community Emergency Plan
Emergency Debrief

Form EP-15

Discussion Points

Finances

- What were the major costs of response?
- Were the required funds readily available?
- Where were funds well-spent?
- Where can costs be reduced?

Preventive Measures

- How did existing preventive measures perform?
- Are changes needed to existing measures?
- What additional measures are needed to prevent future emergencies of this type?

Lessons Learned

- What went well?
- What did not go well?
- What errors were made?
- What errors were avoided?
- What can be done better next time?



Community Emergency Plan
Emergency Debrief

Form EP-15

Notes

Corrective Actions

	Action	Party	Date Due	Date Complete
1			Click to enter	Click to enter
2			Click to enter	Click to enter
3			Click to enter	Click to enter
4			Click to enter	Click to enter
5			Click to enter	Click to enter



Major concerns: safety of lives, property, environment; service disruption, evacuation.
 (Covers emergencies with no specific response procedure, including erosion, snow load hazard, explosion, permafrost degradation, cyber-security event, animal disease, social action, earthquake, space debris).

Emergency:	Name:	Date:
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<input checked="" type="checkbox"/> Task	Responsible Party
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1. Required Response Resources

<input type="checkbox"/>	Incident Command System (ICS) positions: <ul style="list-style-type: none"> • Incident Commander (Director of Protective Services) • Evacuee Division Supervisor (Director of Recreation & Community Serv.) • Finance Chief (Director of Finance) • Information Officer (ASAO) • Liaison Officer (SAO) • Logistics Chief (Director of Public Works & Services) • Operations Chief (Deputy Fire Chief) • Planning Chief (Incident Commander) 	Incident Commander
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<input type="checkbox"/>	Partner Agencies required on LEMO: <ul style="list-style-type: none"> • Coast Guard Auxiliary (rescue of stranded persons) • GNWT INF (traffic control, road closures) • MACA Regional Superintendent (evacuation support) • RCMP (resident notification, security control) 	Liaison Officer
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<input type="checkbox"/>	Partner Agencies to advise/consult as needed: <ul style="list-style-type: none"> • Enterprise, Hamlet of (neighbouring community) • GNWT ECC (wildfire fighting, spill regulator) • HR Animal Shelter (pet support) • HR District Education Authority (operator of schools) • HR Health & Social Services Authority (evacuee reg., health checks) • HR Homeless Shelter (vulnerable population evacuation) • HR Metis Government (local government organization) • Housing NWT (lodging for vulnerable residents) • K'atl'odechee First Nation (neighbouring community) • Northland Utilities Ltd. (power provider) • NorthwesTel (communications provider) • NWT Power Corporation (power provider) • Soaring Eagle Friendship Centre (evacuee hosting support) • Stittco Utilities (propane provider) • West Point First Nation (neighbouring community) 	Liaison Officer
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☑	Task	Responsible Party
☐	Other resources: <ul style="list-style-type: none"> • Form EP-12: Evacuation Plan Checklist • Form EP-13: Evacuation Notifications • Form EP-14: Evacuation Centre Checklist • # of volunteers for traffic control • # of volunteers for Evacuation Centre • Helicopter company for reconnaissance • Road barricades 	Logistics Chief
2. Prevention/Mitigation		
☐	Emergency back-up power for critical infrastructure: <ul style="list-style-type: none"> • Ensure Emergency Operations Centres, Evacuation Centres, 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. 	Incident Commander
3. Preparedness		
☐	Community Emergency Plan <ul style="list-style-type: none"> • Ensure all LEMO members are trained on, and all Partner Agencies have been provided with, the <i>Community Emergency Plan</i> so they are aware of their role and responsibilities in emergency management. 	LEMO Coordinator
☐	Public awareness and education initiatives: <ul style="list-style-type: none"> • Provide materials and/or forums to educate residents of proactive measures to take before, during, and after an emergency in order to reduce risk and hasten recovery 	Assistant SAO
☐	Emergency communications systems: <ul style="list-style-type: none"> • Ensure emergency communication systems for first responders and local emergency officials function correctly 	LEMO Coordinator



☑	Task	Responsible Party
4. Response		
☐	<p>When a State of Local Emergency is declared by Council:</p> <ul style="list-style-type: none"> • LEMO Coordinator: <ul style="list-style-type: none"> ○ Call LEMO meeting ○ Activate Emergency Operations Centre (EOC) ○ Activate <i>Community Emergency Plan</i> ○ Assign Incident Commander • Incident Commander: <ul style="list-style-type: none"> ○ Assign ICS Positions ○ Set LEMO meeting frequency 	<p>LEMO Coordinator</p> <p>Incident Commander</p>
☐	<p>Assess situation (aerial & ground patrol, data review) to determine:</p> <ul style="list-style-type: none"> • Vulnerabilities of people, infrastructure, and the natural environment • Which Partner Agencies need to be engaged • Which Support Service Providers are required • What additional resources are needed • Risk of secondary events (e.g., utility or communications failure, erosion) • Whether evacuation is required (partial or full) 	<p>Incident Commander</p> <p>Operations Chief</p>
☐	<p>Interagency communications:</p> <ul style="list-style-type: none"> • Ensure up-to-date information flow with community spokesperson (Mayor or SAO) • Contact Partner Agencies required on LEMO • Provide up-to-date information flow between LEMO and Partner Agencies involved in the response • Ensure proper authorities have most current and accurate information on the incident, possible impacts, and the potential need for additional assistance • Keep MACA Regional Superintendent up-to-date on the incident, possible impacts, and the potential need for additional assistance • Establish required local (e.g., telephone, internet, VHF, UHF) and long range (e.g., telephone, Internet, satellite phone, HF) communications links as circumstances require 	<p>Liaison Officer</p> <p>Logistics Chief</p>



☑	Task	Responsible Party
☐	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 • Use barricades, signs, and public messaging to restrict access • Secure scene for investigation if required 	Site Commander RCMP GNWT INF
☐	Respond to immediate threat: <ul style="list-style-type: none"> • Ensure people are safe • Conduct rescue or recovery • Remove or barricade dangerous structures, equipment, vegetation • Contain spills of hazardous substances • Conduct emergency repairs of critical infrastructure 	Operations Chief
☐	If evacuation required: <ul style="list-style-type: none"> • Follow <i>Form EP-12: Evacuation Plan Checklist</i> (includes notification of residents) 	Incident Commander
☐	If Evacuation Centre required: <ul style="list-style-type: none"> • Follow <i>Form EP-14: Evacuation Centre Checklist</i> 	Planning Chief
☐	Traffic control: <ul style="list-style-type: none"> • Clear roads of snow, debris to allow safe vehicle movement • Place barricades, signs, road closures, and traffic control personnel to isolate hazardous areas and provide warnings • Coordinate routes for emergency vehicles 	Logistics Chief GNWT INF
☐	Rescue of stranded people: <ul style="list-style-type: none"> • Ask residents via website and social media if any people are stranded • Identify location of any stranded people through aerial/ground patrols, information from the public • Pay particular attention to young, elderly, disabled • Remove people from danger 	Information Officer Operations Chief Coast Guard Auxiliary



☑	Task	Responsible Party
☐	Inform public & media: <ul style="list-style-type: none"> • Provide messaging to the public via website and social media, monitor Emergency Management Line (1-833-699-0188) • Advise residents to execute preparedness procedures • Prepare media releases, get approval before issuing • Prepare speaking notes for approved spokespersons 	Information Officer
☐	Injury response: <ul style="list-style-type: none"> • Provide first aid, comfort, shelter as required • Conduct triage at site to determine medical priorities • Transport injured parties to hospital • Evacuate for medical treatment 	Operations Chief <ul style="list-style-type: none"> • Fire Department • Ambulance HRHSSA
☐	Handling fatalities: <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 • Provide proper notification of casualties to authorities, next of kin, and media 	RCMP HRHSSA
5. Recovery		
☐	Return to evacuated area: <ul style="list-style-type: none"> • Determine it is safe for residents to return • Issue <i>Evacuation All-Clear</i> notification as per <i>Form EP-13: Evacuation Notifications</i> • Ensure safe return of residents 	Operations Chief MACA Regional Supt.
☐	Damage assessment <ul style="list-style-type: none"> • Determine extent of damage • Determine if the <i>GNWT Disaster Assistance Program</i> applies 	Operations Chief ECC
☐	Cost tracking and reporting: <ul style="list-style-type: none"> • Keep a record of all decisions and financial details 	Finance Chief



Community Emergency Plan Response Procedure
CRITICAL SERVICES INTERRUPTION

Form EP-16.02

Major concerns: safety of lives and property, transportation disruption, evacuation.

(Covers fuel, power, water).

Emergency:

Name:

Date:

<input checked="" type="checkbox"/>	Task	Responsible Party
1. Required Response Resources		
<input type="checkbox"/>	Incident Command System (ICS) positions: <ul style="list-style-type: none"> • Incident Commander (Director of Protective Services) • Evacuee Division Supervisor (Director of Recreation & Community Serv.) • Finance Chief (Director of Finance) • Information Officer (ASAO) • Liaison Officer (SAO) • Logistics Chief (Director of Public Works & Services) • Operations Chief (Deputy Fire Chief) • Planning Chief (Incident Commander) 	Incident Commander
<input type="checkbox"/>	Partner Agencies required on LEMO: <ul style="list-style-type: none"> • Coast Guard Auxiliary (rescue of stranded persons) • GNWT ECC (wildfire fighting, spill regulator) • GNWT INF (traffic control, road closures) • HR Metis Government (local government organization) • K'atl'odechee First Nation (neighbouring community) • MACA Regional Superintendent (evacuation support) • RCMP (resident notification, security control) • West Point First Nation (neighbouring community) 	Liaison Officer
<input type="checkbox"/>	Partner Agencies to advise/consult as needed: <ul style="list-style-type: none"> • Enterprise, Hamlet of (neighbouring community) • HR Animal Shelter (pet support) • HR District Education Authority (operator of schools) • HR Health & Social Services Authority (evacuee reg., health checks) • HR Homeless Shelter (vulnerable population evacuation) • Housing NWT (lodging for vulnerable residents) • Northland Utilities Ltd. (power provider) • NorthwesTel (communications provider) • NWT Power Corporation (power provider) • Soaring Eagle Friendship Centre (evacuee hosting support) • Stittco Utilities (propane provider) 	Liaison Officer



Community Emergency Plan Response Procedure
CRITICAL SERVICES INTERRUPTION

Form EP-16.02

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	Other resources: <ul style="list-style-type: none"> • <i>Form EP-12: Evacuation Plan Checklist</i> • <i>Form EP-13: Evacuation Notifications</i> • <i>Form EP-14: Evacuation Centre Checklist</i> • # of volunteers for traffic control • # of volunteers for Evacuation Centre • Construction contractors for underground utility repairs 	Logistics Chief
2. Prevention/Mitigation		
<input type="checkbox"/>	Provide educational materials to residents on protection of housing: <ul style="list-style-type: none"> • Having a secondary heating source • Draining piping systems in homes to prevent freezing and damage 	Assistant SAO
<input type="checkbox"/>	Survey homes with alternate sources of heat: <ul style="list-style-type: none"> • Accommodate community residents without alternate sources of heat 	Assistant SAO
3. Preparedness		
<input type="checkbox"/>	Advise residents to prepare for severe weather: <ul style="list-style-type: none"> • Residents devise own plans for alternative housing with family, friends, neighbors with wood stoves. 	Assistant SAO
4. Response		
<input type="checkbox"/>	When a State of Local Emergency is declared by Council: <ul style="list-style-type: none"> • LEMO Coordinator: <ul style="list-style-type: none"> ○ Call LEMO meeting ○ Activate Emergency Operations Centre (EOC) ○ Activate <i>Community Emergency Plan</i> ○ Assign Incident Commander • Incident Commander: <ul style="list-style-type: none"> ○ Assign ICS Positions ○ Set LEMO meeting frequency 	LEMO Coordinator Incident Commander



Community Emergency Plan Response Procedure
CRITICAL SERVICES INTERRUPTION

Form EP-16.02

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	Assess situation to determine: <ul style="list-style-type: none"> • What services are interrupted (i.e., fuel, power, water) and for how long • Vulnerabilities of people, infrastructure, and the natural environment • Which Partner Agencies need to be engaged • Which Support Service Providers are required • What additional resources are needed • Risk of secondary events (e.g., utility or communications failure, erosion) • Whether evacuation is required (partial or full) 	Incident Commander Operations Chief
<input type="checkbox"/>	Interagency communications: <ul style="list-style-type: none"> • Ensure up-to-date information flow with community spokesperson (Mayor or SAO) • Contact Partner Agencies required on LEMO • Provide up-to-date information flow between LEMO and Partner Agencies involved in the response • Keep MACA Regional Superintendent up-to-date on the incident, possible impacts, and the potential need for additional assistance • Establish required local (e.g., telephone, internet, VHF, UHF) and long range (e.g., telephone, Internet, satellite phone, HF) communications links as circumstances require 	Liaison Officer Logistics Chief
<input type="checkbox"/>	If evacuation required: <ul style="list-style-type: none"> • Follow <i>Form EP-12: Evacuation Plan Checklist</i> (includes notification of residents) 	Incident Commander
<input type="checkbox"/>	If Evacuation Centre required: <ul style="list-style-type: none"> • Follow <i>Form EP-14: Evacuation Centre Checklist</i> 	Planning Chief
<input type="checkbox"/>	Traffic control: <ul style="list-style-type: none"> • Clear roads of snow, debris to allow safe vehicle movement • Place barricades, signs, road closures, and traffic control personnel to isolate hazardous areas and provide warnings • Coordinate routes for emergency vehicles 	Logistics Chief GNWT INF
	Repairs and restoration of the service <ul style="list-style-type: none"> • Coordinate with applicable service providers (e.g., utilities, communications providers, fuel providers) to restore services if issue is external • Contract required equipment and competent/qualified workers to effect repairs (e.g., to underground utilities) if issue is internal 	Logistics Chief Operations Chief



Community Emergency Plan Response Procedure
CRITICAL SERVICES INTERRUPTION

Form EP-16.02

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	Rescue of stranded people: <ul style="list-style-type: none"> • Ask residents via website and social media if any people are stranded • Identify location of any stranded people through aerial/ground patrols, information from the public • Pay particular attention to young, elderly, disabled • Remove people from danger 	Information Officer Operations Chief Coast Guard Auxiliary
<input type="checkbox"/>	Inform public & media: <ul style="list-style-type: none"> • Provide messaging to the public via website and social media, monitor Emergency Management Line (1-833-699-0188) • Advise residents to execute preparedness procedures • Prepare media releases, get approval before issuing • Prepare speaking notes for approved spokespersons 	Information Officer
<input type="checkbox"/>	Water and sewer services: <ul style="list-style-type: none"> • Inform residents of boil water advisory • Prepare to shut off water services if contamination enters water supply • Issue a water conservation notice to residents when requested by Logistics Chief (e.g., limit water use to essential cleaning and consumption needs) • If freezing outside and power/heat unavailable, assist homeowners with draining water lines to prevent freeze up 	Logistics Chief Information Officer Operations Chief
<input type="checkbox"/>	Injury response: <ul style="list-style-type: none"> • Provide first aid, comfort, shelter as required • Conduct triage at site to determine medical priorities • Transport injured parties to hospital • Evacuate for medical treatment 	Operations Chief <ul style="list-style-type: none"> • Fire Department • Ambulance HRHSSA
<input type="checkbox"/>	Handling fatalities <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 • Provide proper notification of casualties to authorities, next of kin, and media 	RCMP HRHSSA



Community Emergency Plan Response Procedure
CRITICAL SERVICES INTERRUPTION

Form EP-16.02

<input checked="" type="checkbox"/>	Task	Responsible Party
5. Recovery		
<input type="checkbox"/>	Return to evacuated area: <ul style="list-style-type: none">• Determine it is safe for residents to return• Issue <i>Evacuation All-Clear</i> notification as per <i>Form EP-13: Evacuation Notifications</i>• Ensure safe return of residents	Operations Chief MACA Regional Supt.
<input type="checkbox"/>	Cost tracking and reporting: <ul style="list-style-type: none">• Keep a record of all decisions and financial details	Finance Chief



Community Emergency Plan Response Procedure

FLOOD

Form EP-16.03

Major concerns: safety of lives and property, transportation disruption, evacuation.

Emergency:

Name:

Date:

<input checked="" type="checkbox"/>	Task	Responsible Party
1. Required Response Resources		
<input type="checkbox"/>	<p>Incident Command System (ICS) positions:</p> <ul style="list-style-type: none"> • Incident Commander (Director of Protective Services) • Evacuee Division Supervisor (Director of Recreation & Community Serv.) • Finance Chief (Director of Finance) • Information Officer (ASAO) • Liaison Officer (SAO) • Logistics Chief (Director of Public Works & Services) • Operations Chief (Deputy Fire Chief) • Planning Chief (Incident Commander) 	Incident Commander
<input type="checkbox"/>	<p>Partner Agencies required on LEMO:</p> <ul style="list-style-type: none"> • Coast Guard Auxiliary (rescue of stranded persons) • GNWT INF (traffic control, road closures) • HR Metis Government (local government organization) • K'atl'odechee First Nation (neighbouring community) • MACA Regional Superintendent (evacuation support) • RCMP (resident notification, security control) • West Point First Nation (neighbouring community) 	Liaison Officer
<input type="checkbox"/>	<p>Partner Agencies to advise/consult as needed:</p> <ul style="list-style-type: none"> • Enterprise, Hamlet of (neighbouring community) • GNWT ECC (wildfire fighting, spill regulator) • HR Animal Shelter (pet support) • HR District Education Authority (operator of schools) • HR Health & Social Services Authority (evacuee reg., health checks) • HR Homeless Shelter (vulnerable population evacuation) • Housing NWT (lodging for vulnerable residents) • Northland Utilities Ltd. (power provider) • NorthwesTel (communications provider) • NWT Power Corporation (power provider) • Soaring Eagle Friendship Centre (evacuee hosting support) • Stittco Utilities (propane provider) 	Liaison Officer



FLOOD

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	<p>Other resources:</p> <ul style="list-style-type: none"> • <i>Form EP-12: Evacuation Plan Checklist</i> • <i>Form EP-13: Evacuation Notifications</i> • <i>Form EP-14: Evacuation Centre Checklist</i> • # of volunteers for traffic control • # of volunteers for Evacuation Centre • Helicopter company for reconnaissance • Road barricades • Highway info signs • Construction contractors to construct berms 	Logistics Chief
2. Prevention/Mitigation		
<input type="checkbox"/>	<p>Land use by-law:</p> <ul style="list-style-type: none"> • Ensure new developments are constructed outside of designated flood risk areas • Restrict development within flood risk areas • Utilize flood risk areas for non-critical facilities that can sustain flooding (e.g., playground) 	Council
<input type="checkbox"/>	<p>Building by-law:</p> <ul style="list-style-type: none"> • Institute standards for flood risk areas to require suitable foundation designs and floor heights to accommodate 100-year flood specifications 	Council
<input type="checkbox"/>	<p>Berm construction:</p> <ul style="list-style-type: none"> • Construct berms to protect critical infrastructure and private property 	Director of PWS
<input type="checkbox"/>	<p>Advise residents:</p> <ul style="list-style-type: none"> • Provide information on flood preparedness information 	Assistant SAO
<input type="checkbox"/>	<p>Culvert design:</p> <ul style="list-style-type: none"> • Overdesign culverts in specified areas to more effectively channel flood water and minimize flooding 	Director Public Works & Services GNWT INF



FLOOD

<input checked="" type="checkbox"/>	Task	Responsible Party
3. Preparedness		
<input type="checkbox"/>	Flood Watch Committee: <ul style="list-style-type: none"> • Monitor changing breakup or flooding conditions to maintain situational awareness • Provide 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 removed from the area 	Director Protective Services Assistant SAO
4. Response		
<input type="checkbox"/>	When a State of Local Emergency is declared by Council: <ul style="list-style-type: none"> • LEMO Coordinator: <ul style="list-style-type: none"> ○ Call LEMO meeting ○ Activate Emergency Operations Centre (EOC) ○ Activate <i>Community Emergency Plan</i> ○ Assign Incident Commander • Incident Commander: <ul style="list-style-type: none"> ○ Assign ICS Positions ○ Set LEMO meeting frequency 	LEMO Coordinator Incident Commander
<input type="checkbox"/>	Assess situation (aerial & ground patrol, data review) to determine: <ul style="list-style-type: none"> • Vulnerabilities of people, infrastructure, and the natural environment • Which Partner Agencies need to be engaged • Which Support Service Providers are required • What additional resources are needed • Risk of secondary events (e.g., utility or communications failure, erosion) • Whether evacuation is required (partial or full) 	Incident Commander Operations Chief
<input type="checkbox"/>	Interagency communications: <ul style="list-style-type: none"> • Ensure up-to-date information flow with community spokesperson (Mayor or SAO) • Contact Partner Agencies required on LEMO • Provide up-to-date information flow between LEMO and Partner Agencies involved in the response • Keep MACA Regional Superintendent up-to-date on the incident, possible impacts, and the potential need for additional assistance • Establish required local (e.g., telephone, internet, VHF, UHF) and long range (e.g., telephone, Internet, satellite phone, HF) communications links as circumstances require 	Liaison Officer Logistics Chief



☑	Task	Responsible Party
☐	If evacuation required: <ul style="list-style-type: none"> • Follow <i>Form EP-12: Evacuation Plan Checklist</i> (includes notification of residents) 	Incident Commander
☐	If Evacuation Centre required: <ul style="list-style-type: none"> • Follow <i>Form EP-14: Evacuation Centre Checklist</i> 	Planning Chief
☐	Traffic control: <ul style="list-style-type: none"> • Place barricades, signs, road closures, and traffic control personnel to isolate hazardous areas and provide warnings • Coordinate routes for emergency vehicles 	Logistics Chief GNWT INF
☐	Rescue of stranded people: <ul style="list-style-type: none"> • Ask residents via website and social media if any people are stranded • Identify location of any stranded people through aerial/ground patrols, information from the public • Pay particular attention to young, elderly, disabled • Remove people from danger 	Information Officer Operations Chief Coast Guard Auxiliary
☐	Inform public & media: <ul style="list-style-type: none"> • Provide messaging to the public via website and social media, monitor Emergency Management Line (1-833-699-0188) • Advise residents to execute preparedness procedures • Prepare media releases, get approval before issuing • Prepare speaking notes for approved spokespersons 	Information Officer
☐	Water and sewer services: <ul style="list-style-type: none"> • Inform residents of boil water advisory • Keep water and sewer pumps running as long as possible during flooding • Issue a water conservation notice to residents when requested by Logistics Chief (e.g., limit water use to essential cleaning and consumption needs) 	Logistics Chief Information Officer
☐	Injury response: <ul style="list-style-type: none"> • Provide first aid, comfort, shelter as required • Conduct triage at site to determine medical priorities • Transport injured parties to hospital • Evacuate for medical treatment 	Operations Chief <ul style="list-style-type: none"> • Fire Department • Ambulance HRHSSA



FLOOD

☑	Task	Responsible Party
☐	Handling fatalities <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 • Provide proper notification of casualties to authorities, next of kin, and media 	RCMP HRHSSA
5. Recovery		
☐	Return to evacuated area: <ul style="list-style-type: none"> • Determine it is safe for residents to return • Issue <i>Evacuation All-Clear</i> notification as per <i>Form EP-13: Evacuation Notifications</i> • Ensure safe return of residents 	Operations Chief MACA Regional Supt.
☐	Cost tracking and reporting: <ul style="list-style-type: none"> • Keep a record of all decisions and financial details 	Finance Chief



Community Emergency Plan Response Procedure
HAZARDOUS MATERIALS SPILL

Form EP-16.04

Major concerns: pollution, harm to wildlife, transportation disruption, evacuation.

Emergency:

Name:

Date:

<input checked="" type="checkbox"/>	Task	Responsible Party
1. Required Response Resources		
<input type="checkbox"/>	Incident Command System (ICS) positions: <ul style="list-style-type: none"> • Incident Commander (Director of Protective Services) • Evacuee Division Supervisor (Director of Recreation & Community Serv.) • Finance Chief (Director of Finance) • Information Officer (ASAO) • Liaison Officer (SAO) • Logistics Chief (Director of Public Works & Services) • Operations Chief (Deputy Fire Chief) • Planning Chief (Incident Commander) 	Incident Commander
<input type="checkbox"/>	Partner Agencies required on LEMO: <ul style="list-style-type: none"> • GNWT INF (traffic control, road closures) • MACA Regional Superintendent (evacuation support) • RCMP (resident notification, security control) 	Liaison Officer
<input type="checkbox"/>	Partner Agencies to advise/consult as needed: <ul style="list-style-type: none"> • Coast Guard Auxiliary (rescue of stranded persons) • Enterprise, Hamlet of (neighbouring community) • GNWT ECC (spill regulator) • HR Animal Shelter (pet support) • HR District Education Authority (operator of schools) • HR Health & Social Services Authority (evacuee reg., health checks) • HR Homeless Shelter (vulnerable population evacuation) • HR Metis Government (local government organization) • Housing NWT (lodging for vulnerable residents) • K'atl'odechee First Nation (neighbouring community) • Northland Utilities Ltd. (power provider) • NorthwesTel (communications provider) • NWT Power Corporation (power provider) • Soaring Eagle Friendship Centre (evacuee hosting support) • Stittco Utilities (propane provider) • West Point First Nation (neighbouring community) 	Liaison Officer



Community Emergency Plan Response Procedure
HAZARDOUS MATERIALS SPILL

Form EP-16.04

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	Other resources: <ul style="list-style-type: none"> • <i>Form EP-12: Evacuation Plan Checklist</i> • <i>Form EP-13: Evacuation Notifications</i> • <i>Form EP-14: Evacuation Centre Checklist</i> • # of volunteers for traffic control • # of volunteers for Evacuation Centre • Road barricades • Construction contractors to excavate & replace soil 	Logistics Chief
2. Prevention/Mitigation		
<input type="checkbox"/>	Public education: <ul style="list-style-type: none"> • Promote the appropriate handling and storage of hazardous materials • Promote WHMIS training 	GNWT ECC
3. Preparedness		
<input type="checkbox"/>	Spill preparedness: <ul style="list-style-type: none"> • Maintain sufficient sizes and numbers of spill kits and sorbents at field locations 	LEMO Coordinator
<input type="checkbox"/>	Consult GNWT ECC: <ul style="list-style-type: none"> • Ask for contingency planning should a bulk fuel tank have an uncontrolled release to ground or water 	LEMO Coordinator
4. Response		
<input type="checkbox"/>	When a State of Local Emergency is declared by Council: <ul style="list-style-type: none"> • LEMO Coordinator: <ul style="list-style-type: none"> ○ Call LEMO meeting ○ Activate Emergency Operations Centre (EOC) ○ Activate <i>Community Emergency Plan</i> ○ Assign Incident Commander • Incident Commander: <ul style="list-style-type: none"> ○ Assign ICS Positions ○ Set LEMO meeting frequency 	LEMO Coordinator Incident Commander



Community Emergency Plan Response Procedure
HAZARDOUS MATERIALS SPILL

Form EP-16.04

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	Assess situation (aerial & ground patrol, data review) to determine: <ul style="list-style-type: none"> • Vulnerabilities of people, infrastructure, and the natural environment • Which Partner Agencies need to be engaged • Which Support Service Providers are required • What additional resources are needed • Risk of secondary events (e.g., fire, health risk) • Whether evacuation is required (partial or full) 	Incident Commander Operations Chief
<input type="checkbox"/>	Interagency communications: <ul style="list-style-type: none"> • Ensure up-to-date information flow with community spokesperson (Mayor or SAO) • Contact Partner Agencies required on LEMO • Provide up-to-date information flow between LEMO and Partner Agencies involved in the response • Keep MACA Regional Superintendent up-to-date on the incident, possible impacts, and the potential need for additional assistance • Establish required local (e.g., telephone, internet, VHF, UHF) and long range (e.g., telephone, Internet, satellite phone, HF) communications links as circumstances require 	Liaison Officer Logistics Officer
<input type="checkbox"/>	If evacuation required: <ul style="list-style-type: none"> • Follow <i>Form EP-12: Evacuation Plan Checklist</i> (includes notification of residents) 	Incident Commander
<input type="checkbox"/>	If Evacuation Centre required: <ul style="list-style-type: none"> • Follow <i>Form EP-14: Evacuation Centre Checklist</i> 	Planning Chief
<input type="checkbox"/>	Traffic control: <ul style="list-style-type: none"> • Place barricades, signs, road closures, and traffic control personnel to isolate hazardous areas and provide warnings • Coordinate routes for emergency vehicles 	Logistics Chief GNWT INF
<input type="checkbox"/>	Rescue of stranded people: <ul style="list-style-type: none"> • Ask residents via website and social media if any people are stranded • Identify location of any stranded people through aerial/ground patrols, information from the public • Pay particular attention to young, elderly, disabled • Remove people from danger 	Information Officer Operations Chief Coast Guard Auxiliary



Community Emergency Plan Response Procedure
HAZARDOUS MATERIALS SPILL

Form EP-16.04

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	Inform public & media: <ul style="list-style-type: none"> • Provide messaging to the public via website and social media, monitor Emergency Management Line (1-833-699-0188) • Advise residents to execute preparedness procedures • Prepare media releases, get approval before issuing • Prepare speaking notes for approved spokespersons 	Information Officer
<input type="checkbox"/>	Water and sewer services: <ul style="list-style-type: none"> • Inform residents of boil water advisory • Prepare to shut off water services if contamination enters water supply 	Logistics Chief Information Officer
<input type="checkbox"/>	Prevent spread of contamination: <ul style="list-style-type: none"> • Determine the spilled product • Shut off source of spill if safe to do so • Deploy suitable sorbents and spill kits to prevent spread • Isolate area from the public • Report the spill to GNWT ECC via the NWT 24-hour Spill Line (submit the Spill Report Form or call 867- 920-8130) • Procure resources to clean up impacted soil (e.g., vacuum trucks, excavators, dump trucks, sorbents) 	Logistics Chief
<input type="checkbox"/>	Confirmatory sampling and backfilling: <ul style="list-style-type: none"> • Procure an environmental company to take samples to confirm all contamination was removed • Backfill excavation with clean soil once analysis results return • Notify ECC the cleanup is complete 	Logistics Chief
5. Recovery		
<input type="checkbox"/>	Return to evacuated area: <ul style="list-style-type: none"> • Determine it is safe for residents to return • Issue <i>Evacuation All-Clear</i> notification as per <i>Form EP-13: Evacuation Notifications</i> • Ensure safe return of residents 	Operations Chief MACA Regional Supt.
<input type="checkbox"/>	Cost tracking and reporting: <ul style="list-style-type: none"> • Keep a record of all decisions and financial details 	Finance Chief



HUMAN DISEASE

Major concerns: safety of lives, transportation disruption, healthcare overload, evacuation, civil disorder.

(Covers epidemic, pandemic).

Emergency:

Name:

Date:

<input checked="" type="checkbox"/>	Task	Responsible Party
1. Required Response Resources		
<input type="checkbox"/>	Incident Command System (ICS) positions: <ul style="list-style-type: none"> • Incident Commander (Director of Protective Services) • Evacuee Division Supervisor (Director of Recreation & Community Serv.) • Finance Chief (Director of Finance) • Information Officer (ASAO) • Liaison Officer (SAO) • Logistics Chief (Director of Public Works & Services) • Operations Chief (Deputy Fire Chief) • Planning Chief (Incident Commander) 	Incident Commander
<input type="checkbox"/>	Partner Agencies required on LEMO: <ul style="list-style-type: none"> • GNWT INF (traffic control, road closures) • HR Health & Social Services Authority (evacuee reg., health checks) • MACA Regional Superintendent (evacuation support) • RCMP (resident notification, security control) 	Liaison Officer
<input type="checkbox"/>	Partner Agencies to advise/consult as needed: <ul style="list-style-type: none"> • Coast Guard Auxiliary (rescue of stranded persons) • Enterprise, Hamlet of (neighbouring community) • GNWT ECC (wildfire fighting, spill regulator) • HR Animal Shelter (pet support) • HR District Education Authority (operator of schools) • HR Homeless Shelter (vulnerable population evacuation) • HR Metis Government (local government organization) • Housing NWT (lodging for vulnerable residents) • K'atl'odechee First Nation (neighbouring community) • Northland Utilities Ltd. (power provider) • NorthwesTel (communications provider) • NWT Power Corporation (power provider) • Soaring Eagle Friendship Centre (evacuee hosting support) • Stittco Utilities (propane provider) • West Point First Nation (neighbouring community) 	Liaison Officer



☑	Task	Responsible Party
☐	Other resources: <ul style="list-style-type: none"> • Form EP-12: Evacuation Plan Checklist • Form EP-13: Evacuation Notifications • Form EP-14: Evacuation Centre Checklist • # of volunteers for traffic control • # of volunteers for Evacuation Centre 	Logistics Chief
2. Prevention/Mitigation		
☐	Health promotion: <ul style="list-style-type: none"> • Educate the public on frequent hand washing, proper cough etiquette to avoid the spread of germs, available medicines and vaccinations • Present information in schools, health care facilities, and other public places via online, public displays, radio • Provide health messaging presentation to the LEMO 	HRHSSA
☐	Protect staff: <ul style="list-style-type: none"> • Place protection between frontline staff and customers such as physical barriers, increased distance, and/or personal protective equipment • Communicate and attend meetings virtually rather than in person • Conduct routine surface cleaning of frequently touched surfaces and objects • Assess the need to modify, postpone, or cancel mass gatherings 	HRHSSA
3. Preparedness		
☐	Health Centre preparedness: <ul style="list-style-type: none"> • Maintain sufficient supplies for managing infectious disease outbreaks (e.g., medicines, vaccines, masks, gloves) 	HRHSSA
☐	Plan for the maintenance of business continuity during disease outbreak: <ul style="list-style-type: none"> • Develop a plan to maintain business continuity • Review human resources policies for alternative work measures (e.g., working remotely) 	LEMO Coordinator
☐	Maintain situational awareness <ul style="list-style-type: none"> • Monitor community for impacts as a result of health emergency (e.g., community concern, supply shortages) • Implement a regular status check-in with HRHSSA and the MACA Regional Superintendent to ensure situational awareness 	LEMO Coordinator HRHSSA



☑	Task	Responsible Party
4. Response		
☐	<p>When a State of Local Emergency is declared by Council:</p> <ul style="list-style-type: none"> • LEMO Coordinator: <ul style="list-style-type: none"> ○ Call LEMO meeting ○ Activate Emergency Operations Centre (EOC) ○ Activate <i>Community Emergency Plan</i> ○ Assign Incident Commander • Incident Commander: <ul style="list-style-type: none"> ○ Assign ICS Positions ○ Set LEMO meeting frequency 	<p>LEMO Coordinator</p> <p>Incident Commander</p>
☐	<p>Assess situation to determine:</p> <ul style="list-style-type: none"> • Vulnerabilities of people, infrastructure, and the natural environment • Which Partner Agencies need to be engaged • Which Support Service Providers are required • What additional resources are needed • Risk of secondary events (e.g., civil disorder) • Whether evacuation is required (partial or full) 	<p>Incident Commander</p> <p>Operations Chief</p> <p>HRSS</p>
☐	<p>Interagency communications:</p> <ul style="list-style-type: none"> • Ensure up-to-date information flow with community spokesperson (Mayor or SAO) • Contact Partner Agencies required on LEMO • Provide up-to-date information flow between LEMO and Partner Agencies involved in the response • Keep MACA Regional Superintendent up-to-date on the incident, possible impacts, and the potential need for additional assistance • Establish required local (e.g., telephone, internet, VHF, UHF) and long range (e.g., telephone, Internet, satellite phone, HF) communications links as circumstances require 	<p>Liaison Officer</p> <p>Logistics Officer</p>
☐	<p>Investigate disease:</p> <ul style="list-style-type: none"> • Identify disease and its vector • Monitor the potential spread • Isolate immediate area • Methods of control 	<p>HRSS</p>
☐	<p>Maintain business continuity:</p> <ul style="list-style-type: none"> • Continue to provide services through alternative work arrangements (e.g., remote work) • Work with suppliers to respond to supply chain impacts 	<p>Operations Chief</p>



HUMAN DISEASE

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	If evacuation required: <ul style="list-style-type: none"> Follow <i>Form EP-12: Evacuation Plan Checklist</i> (includes notification of residents) 	Incident Commander
<input type="checkbox"/>	If Evacuation Centre required: <ul style="list-style-type: none"> Follow <i>Form EP-14: Evacuation Centre Checklist</i> 	Planning Chief
<input type="checkbox"/>	Traffic control: <ul style="list-style-type: none"> Place barricades, signs, road closures, and traffic control personnel to isolate hazardous areas and provide warnings Coordinate routes for emergency vehicles 	Logistics Chief GNWT INF
<input type="checkbox"/>	Inform public & media: <ul style="list-style-type: none"> Provide messaging to the public via website and social media, monitor Emergency Management Line (1-833-699-0188) Advise residents to execute preparedness procedures (e.g., quarantine, distancing) Prepare media releases, get approval before issuing Prepare speaking notes for approved spokespersons 	Information Officer HRHSSA
<input type="checkbox"/>	Illness response: <ul style="list-style-type: none"> Provide first aid, comfort, shelter as required Conduct triage at site to determine medical priorities Transport ill parties to hospital Evacuate for medical treatment 	Operations Chief <ul style="list-style-type: none"> Fire Department Ambulance HRHSSA
<input type="checkbox"/>	Handling fatalities <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 Provide proper notification of casualties to authorities, next of kin, and media 	RCMP HRHSSA
<input type="checkbox"/>	Establish temporary morgue (if required): <ul style="list-style-type: none"> Protect bodies of deceased persons 	HRHSSA



HUMAN DISEASE

☑	Task	Responsible Party
5. Recovery		
☐	Return to evacuated area: <ul style="list-style-type: none"> • Determine it is safe for residents to return • Issue <i>Evacuation All-Clear</i> notification as per <i>Form EP-13: Evacuation Notifications</i> • Ensure safe return of residents 	Operations Chief MACA Regional Supt.
☐	Cost tracking and reporting: <ul style="list-style-type: none"> • Keep a record of all decisions and financial details 	Finance Chief



SEVERE WEATHER

Major concerns: safety of lives and property, utility failure, evacuation.

Emergency:

Name:

Date:

<input checked="" type="checkbox"/>	Task	Responsible Party
1. Required Response Resources		
<input type="checkbox"/>	Incident Command System (ICS) positions: <ul style="list-style-type: none"> • Incident Commander (Director of Protective Services) • Evacuee Division Supervisor (Director of Recreation & Community Serv.) • Finance Chief (Director of Finance) • Information Officer (ASAO) • Liaison Officer (SAO) • Logistics Chief (Director of Public Works & Services) • Operations Chief (Deputy Fire Chief) • Planning Chief (Incident Commander) 	Incident Commander
<input type="checkbox"/>	Partner Agencies required on LEMO: <ul style="list-style-type: none"> • Coast Guard Auxiliary (rescue of stranded persons) • GNWT INF (traffic control, road closures) • HR Health & Social Services Authority (evacuee reg., health checks) • HR Metis Government (local government organization) • K'atl'odechee First Nation (neighbouring community) • MACA Regional Superintendent (evacuation support) • RCMP (resident notification, security control) • West Point First Nation (neighbouring community) 	Liaison Officer
<input type="checkbox"/>	Partner Agencies to advise/consult as needed: <ul style="list-style-type: none"> • Enterprise, Hamlet of (neighbouring community) • GNWT ECC (wildfire fighting, spill regulator) • HR Animal Shelter (pet support) • HR District Education Authority (operator of schools) • HR Health & Social Services Authority (evacuee reg., health checks) • HR Homeless Shelter (vulnerable population evacuation) • Housing NWT (lodging for vulnerable residents) • Northland Utilities Ltd. (power provider) • NorthwesTel (communications provider) • NWT Power Corporation (power provider) • Soaring Eagle Friendship Centre (evacuee hosting support) • Stittco Utilities (propane provider) 	Liaison Officer



SEVERE WEATHER

☑	Task	Responsible Party
☐	Other resources: <ul style="list-style-type: none"> • <i>Form EP-12: Evacuation Plan Checklist</i> • <i>Form EP-13: Evacuation Notifications</i> • <i>Form EP-14: Evacuation Centre Checklist</i> • # of volunteers for traffic control • # of volunteers for Evacuation Centre • Road barricades • Construction contractors for road clearing 	Logistics Chief
2. Prevention/Mitigation		
☐	Provide educational materials to residents on protection of housing: <ul style="list-style-type: none"> • Having a secondary heating source • Draining piping systems in homes to prevent freezing and damage 	Assistant SAO
☐	Survey homes with alternate sources of heat: <ul style="list-style-type: none"> • Accommodate community residents without alternate sources of heat 	Assistant SAO
3. Preparedness		
☐	Advise residents to prepare for severe weather: <ul style="list-style-type: none"> • Residents devise own plans for alternative housing with family, friends, neighbors with wood stoves. 	Assistant SAO
4. Response		
☐	When a State of Local Emergency is declared by Council: <ul style="list-style-type: none"> • LEMO Coordinator: <ul style="list-style-type: none"> ○ Call LEMO meeting ○ Activate Emergency Operations Centre (EOC) ○ Activate <i>Community Emergency Plan</i> ○ Assign Incident Commander • Incident Commander: <ul style="list-style-type: none"> ○ Assign ICS Positions ○ Set LEMO meeting frequency 	LEMO Coordinator Incident Commander



SEVERE WEATHER

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	<p>Assess situation to determine:</p> <ul style="list-style-type: none"> • Vulnerabilities of people, infrastructure, and the natural environment • Which Partner Agencies need to be engaged • Which Support Service Providers are required • What additional resources are needed • Risk of secondary events (e.g., utility or communications failure, erosion) • Whether evacuation is required (partial or full) 	<p>Incident Commander</p> <p>Operations Chief</p>
<input type="checkbox"/>	<p>Interagency communications:</p> <ul style="list-style-type: none"> • Ensure up-to-date information flow with community spokesperson (Mayor or SAO) • Contact Partner Agencies required on LEMO • Provide up-to-date information flow between LEMO and Partner Agencies involved in the response • Keep MACA Regional Superintendent up-to-date on the incident, possible impacts, and the potential need for additional assistance • Establish required local (e.g., telephone, internet, VHF, UHF) and long range (e.g., telephone, Internet, satellite phone, HF) communications links as circumstances require 	<p>Liaison Officer</p> <p>Logistics Chief</p>
<input type="checkbox"/>	<p>If evacuation required:</p> <ul style="list-style-type: none"> • Follow <i>Form EP-12: Evacuation Plan Checklist</i> (includes notification of residents) 	<p>Incident Commander</p>
<input type="checkbox"/>	<p>If Evacuation Centre required:</p> <ul style="list-style-type: none"> • Follow <i>Form EP-14: Evacuation Centre Checklist</i> 	<p>Planning Chief</p>
<input type="checkbox"/>	<p>Traffic control:</p> <ul style="list-style-type: none"> • Clear roads of snow, debris to allow safe vehicle movement • Place barricades, signs, road closures, and traffic control personnel to isolate hazardous areas and provide warnings • Coordinate routes for emergency vehicles 	<p>Logistics Chief</p> <p>GNWT INF</p>
<input type="checkbox"/>	<p>Rescue of stranded people:</p> <ul style="list-style-type: none"> • Ask residents via website and social media if any people are stranded • Identify location of any stranded people through aerial/ground patrols, information from the public • Pay particular attention to young, elderly, disabled • Remove people from danger 	<p>Information Officer</p> <p>Operations Chief</p> <p>Coast Guard Auxiliary</p>



SEVERE WEATHER

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	Inform public & media: <ul style="list-style-type: none"> • Provide messaging to the public via website and social media, monitor Emergency Management Line (1-833-699-0188) • Advise residents to execute preparedness procedures • Prepare media releases, get approval before issuing • Prepare speaking notes for approved spokespersons 	Information Officer
<input type="checkbox"/>	Injury response: <ul style="list-style-type: none"> • Provide first aid, comfort, shelter as required • Conduct triage at site to determine medical priorities • Transport injured parties to hospital • Evacuate for medical treatment 	Operations Chief <ul style="list-style-type: none"> • Fire Department • Ambulance HRHSSA
<input type="checkbox"/>	Handling fatalities <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 • Provide proper notification of casualties to authorities, next of kin, and media 	RCMP HRHSSA
5. Recovery		
<input type="checkbox"/>	Return to evacuated area: <ul style="list-style-type: none"> • Determine it is safe for residents to return • Issue <i>Evacuation All-Clear</i> notification as per <i>Form EP-13: Evacuation Notifications</i> • Ensure safe return of residents 	Operations Chief MACA Regional Supt.
<input type="checkbox"/>	Cost tracking and reporting: <ul style="list-style-type: none"> • Keep a record of all decisions and financial details 	Finance Chief



STRUCTURAL FIRE

Major concerns: safety of lives and property, transportation disruption, utility failure, evacuation.

Emergency:

Name:

Date:

<input checked="" type="checkbox"/>	Task	Responsible Party
1. Required Response Resources		
<input type="checkbox"/>	Incident Command System (ICS) positions: <ul style="list-style-type: none"> • Incident Commander (Director of Protective Services) • Evacuee Division Supervisor (Director of Recreation & Community Serv.) • Finance Chief (Director of Finance) • Information Officer (ASAO) • Liaison Officer (SAO) • Logistics Chief (Director of Public Works & Services) • Operations Chief (Deputy Fire Chief) • Planning Chief (Incident Commander) 	Incident Commander
<input type="checkbox"/>	Partner Agencies required on LEMO: <ul style="list-style-type: none"> • Coast Guard Auxiliary (rescue of stranded persons) • GNWT INF (traffic control, road closures) • HR Health & Social Services Authority (evacuee reg., health checks) • MACA Regional Superintendent (evacuation support) • RCMP (resident notification, security control) 	Liaison Officer
<input type="checkbox"/>	Partner Agencies to advise/consult as needed: <ul style="list-style-type: none"> • Enterprise, Hamlet of (neighbouring community) • GNWT ECC (wildfire fighting, spill regulator) • HR Animal Shelter (pet support) • HR District Education Authority (operator of schools) • HR Homeless Shelter (vulnerable population evacuation) • HR Metis Government (local government organization) • Housing NWT (lodging for vulnerable residents) • K'atl'odechee First Nation (neighbouring community) • Northland Utilities Ltd. (power provider) • NorthwesTel (communications provider) • NWT Power Corporation (power provider) • Soaring Eagle Friendship Centre (evacuee hosting support) • Stittco Utilities (propane provider) • West Point First Nation (neighbouring community) 	Liaison Officer



STRUCTURAL FIRE

☑	Task	Responsible Party
☐	Other resources: <ul style="list-style-type: none"> • Form EP-12: Evacuation Plan Checklist • Form EP-13: Evacuation Notifications • Form EP-14: Evacuation Centre Checklist • # of volunteers for traffic control • # of volunteers for Evacuation Centre • Road barricades 	Logistics Chief
2. Prevention/Mitigation		
☐	Develop Fire Department: <ul style="list-style-type: none"> • Consult with Assistant Fire Marshal • Invest in and support community fire department development • Recruit and retain firefighters • Train and educate firefighters 	Council South Slave Regional Assistant Fire Marshal School of Community Government
☐	Equip buildings with fire prevention equipment: <ul style="list-style-type: none"> • Equip all public buildings with fire extinguishers and smoke detectors • Encourage residents to equip their homes with extinguishers and smoke detectors 	Council South Slave Regional Assistant Fire Marshal Assistant SAO
☐	Land use by-law: <ul style="list-style-type: none"> • Minimize risk by situating higher risk developments (e.g., fuel storage facility) in appropriate locations in the community 	Council
☐	Zoning by-law <ul style="list-style-type: none"> • Create zoning by-law to ensure bulk fuel storage is away from residential areas, bermed or double-walled, and fenced in 	Council
☐	Public education: <ul style="list-style-type: none"> • Educate residents and businesses measures protect their homes and properties from fire 	Fire Department South Slave Regional Assistant Fire Marshal
☐	Regulate fire permits and issue fire bans and: <ul style="list-style-type: none"> • Ensure any burning is monitored • Ban fires during high-risk fire season 	Fire Department GNWT ECC



STRUCTURAL FIRE

☑	Task	Responsible Party
3. Preparedness		
☐	Implement Fire Smart guidelines in the wildland/urban interface areas: <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 • Establish a system of permitted fires within the community boundaries 	Fire Department GNWT ECC
☐	Host a community Fire Smart Day: <ul style="list-style-type: none"> • Community residents and volunteers to clean up brush, grasses, other fuel sources (jerry cans). • Inform residents of personal preparedness measures to improve the fire safety of their homes and properties. • Host a community contest for various age groups to promote youth participation. 	Fire Department Assistant SAO
4. Response		
☐	When a State of Local Emergency is declared by Council: <ul style="list-style-type: none"> • LEMO Coordinator: <ul style="list-style-type: none"> ○ Call LEMO meeting ○ Activate Emergency Operations Centre (EOC) ○ Activate <i>Community Emergency Plan</i> ○ Assign Incident Commander • Incident Commander: <ul style="list-style-type: none"> ○ Assign ICS Positions ○ Set LEMO meeting frequency 	LEMO Coordinator Incident Commander
☐	Assess situation to determine: <ul style="list-style-type: none"> • Areas of risk • Vulnerabilities of people, infrastructure, and the natural environment • Which Partner Agencies need to be engaged • Which Support Service Providers are required • What additional resources are needed • Risk of secondary events (e.g., utility or communications failure, erosion) • Whether evacuation is required (partial or full) 	Incident Commander Operations Chief



STRUCTURAL FIRE

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	<p>Interagency communications:</p> <ul style="list-style-type: none"> • Ensure up-to-date information flow with community spokesperson (Mayor or SAO) • Contact Partner Agencies required on the LEMO • Provide up-to-date information flow between LEMO and Partner Agencies involved in the response • Keep MACA Regional Superintendent up-to-date on the incident, possible impacts, and the potential need for additional assistance • Establish required local (e.g., telephone, internet, VHF, UHF) and long range (e.g., telephone, Internet, satellite phone, HF) communications links as circumstances require 	<p>Liaison Officer</p> <p>Logistics Chief</p>
<input type="checkbox"/>	<p>If evacuation required:</p> <ul style="list-style-type: none"> • Follow <i>Form EP-12: Evacuation Plan Checklist</i> (includes notification of residents) 	Incident Commander
<input type="checkbox"/>	<p>If Evacuation Centre required:</p> <ul style="list-style-type: none"> • Follow <i>Form EP-14: Evacuation Centre Checklist</i> 	Planning Chief
<input type="checkbox"/>	<p>Firefighting:</p> <ul style="list-style-type: none"> • Coordination at the fire site. 	<p>GNWT ECC</p> <p>Fire Department</p>
<input type="checkbox"/>	<p>Secure the incident scene:</p> <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 • Use barricades, signs, and public messaging to restrict access • Secure scene for investigation if required 	<p>Site Commander</p> <p>RCMP</p> <p>GNWT INF</p>
<input type="checkbox"/>	<p>Traffic control:</p> <ul style="list-style-type: none"> • Clear roads of debris to allow safe vehicle movement • Place barricades, signs, road closures, and traffic control personnel to isolate hazardous areas and provide warnings • Coordinate routes for emergency vehicles 	<p>Logistics Chief</p> <p>GNWT INF</p> <p>Fire Department</p>



STRUCTURAL FIRE

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	Injury response: <ul style="list-style-type: none"> • Provide first aid, comfort, shelter as required • Conduct triage at site to determine medical priorities • Transport injured parties to hospital • Evacuate for medical treatment 	Operations Chief <ul style="list-style-type: none"> • Fire Department • Ambulance HRHSSA
<input type="checkbox"/>	Rescue of stranded people: <ul style="list-style-type: none"> • Ask residents via website and social media if any people are stranded • Identify location of any stranded people through aerial/ground patrols, information from the public • Pay particular attention to young, elderly, disabled • Remove people from danger 	Information Officer Operations Chief Coast Guard Auxiliary
<input type="checkbox"/>	Inform public & media: <ul style="list-style-type: none"> • Provide messaging to the public via website and social media, monitor Emergency Management Line (1-833-699-0188) • Advise residents to execute preparedness procedures • Prepare media releases, get approval before issuing • Prepare speaking notes for approved spokespersons 	Information Officer
<input type="checkbox"/>	Handling fatalities <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 • Provide proper notification of casualties to authorities, next of kin, and media 	RCMP HRHSSA
5. Recovery		
<input type="checkbox"/>	Return to evacuated area: <ul style="list-style-type: none"> • Determine it is safe for residents to return • Issue <i>Evacuation All-Clear</i> notification as per <i>Form EP-13: Evacuation Notifications</i> • Ensure safe return of residents. 	Operations Chief MACA Regional Supt.
<input type="checkbox"/>	Damage assessment <ul style="list-style-type: none"> • Determine extent of damage • Determine if the <i>GNWT Disaster Assistance Program</i> applies 	Operations Chief ECC



STRUCTURAL FIRE

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	Cost tracking and reporting: <ul style="list-style-type: none">• Keep a record of all decisions and financial details	Finance Chief



Community Emergency Plan Response Procedure
TRANSPORTATION INCIDENT

Form EP-16.08

Major concerns: safety of lives and property, transportation disruption, utility failure, evacuation.

(Covers air, road incidents).

Emergency:

Name:

Date:

<input checked="" type="checkbox"/>	Task	Responsible Party
1. Required Response Resources		
<input type="checkbox"/>	Incident Command System (ICS) positions: <ul style="list-style-type: none"> • Incident Commander (Director of Protective Services) • Evacuee Division Supervisor (Director of Recreation & Community Serv.) • Finance Chief (Director of Finance) • Information Officer (ASAO) • Liaison Officer (SAO) • Logistics Chief (Director of Public Works & Services) • Operations Chief (Deputy Fire Chief) • Planning Chief (Incident Commander) 	Incident Commander
<input type="checkbox"/>	Partner Agencies required on LEMO: <ul style="list-style-type: none"> • Coast Guard Auxiliary (rescue of stranded persons) • GNWT INF (traffic control, road closures) • HR Health & Social Services Authority (evacuee reg., health checks) • MACA Regional Superintendent (evacuation support) • RCMP (resident notification, security control) 	Liaison Officer
<input type="checkbox"/>	Partner Agencies to advise/consult as needed: <ul style="list-style-type: none"> • Enterprise, Hamlet of (neighbouring community) • GNWT ECC (wildfire fighting, spill regulator) • HR Animal Shelter (pet support) • HR District Education Authority (operator of schools) • HR Homeless Shelter (vulnerable population evacuation) • HR Metis Government (local government organization) • Housing NWT (lodging for vulnerable residents) • K'atl'odechee First Nation (neighbouring community) • Northland Utilities Ltd. (power provider) • NorthwesTel (communications provider) • NWT Power Corporation (power provider) • Soaring Eagle Friendship Centre (evacuee hosting support) • Stittco Utilities (propane provider) • West Point First Nation (neighbouring community) 	Liaison Officer



Community Emergency Plan Response Procedure
TRANSPORTATION INCIDENT

Form EP-16.08

☑	Task	Responsible Party
☐	Other resources: <ul style="list-style-type: none"> • <i>Form EP-12: Evacuation Plan Checklist</i> • <i>Form EP-13: Evacuation Notifications</i> • <i>Form EP-14: Evacuation Centre Checklist</i> • # of volunteers for traffic control • # of volunteers for Evacuation Centre • Road barricades • Highway info signs • Construction contractors to move vehicles, debris 	Logistics Chief
2. Prevention/Mitigation		
☐	Highway and traffic patrols: <ul style="list-style-type: none"> • Reduce risk of speeders, overweight loads, non-roadworthy vehicles, impaired drivers through visible presence on roads and highways, check stops, patrols 	GNWT INF RCMP
☐	Public education: <ul style="list-style-type: none"> • Signs, brochures, advertisements encouraging safe, non-impaired driving 	GNWT INF
3. Preparedness		
☐	Emergency response exercises: <ul style="list-style-type: none"> • Participate in community mock air disaster exercises 	LEMO Coordinator
4. Response		
☐	When a State of Local Emergency is declared by Council: <ul style="list-style-type: none"> • LEMO Coordinator: <ul style="list-style-type: none"> ○ Call LEMO meeting ○ Activate Emergency Operations Centre (EOC) ○ Activate <i>Community Emergency Plan</i> ○ Assign Incident Commander • Incident Commander: <ul style="list-style-type: none"> ○ Assign ICS Positions ○ Set LEMO meeting frequency 	LEMO Coordinator Incident Commander



Community Emergency Plan Response Procedure
TRANSPORTATION INCIDENT

Form EP-16.08

☑	Task	Responsible Party
☐	Assess situation to determine: <ul style="list-style-type: none"> • Areas of risk • Vulnerabilities of people, infrastructure, and the natural environment • Which Partner Agencies need to be engaged • Which Support Service Providers are required • What additional resources are needed • Risk of secondary events (e.g., utility or communications failure, erosion) • Whether evacuation is required (partial or full) 	Incident Commander Operations Chief
☐	Interagency communications: <ul style="list-style-type: none"> • Ensure up-to-date information flow with community spokesperson (Mayor or SAO) • Contact Partner Agencies required on the LEMO • Provide up-to-date information flow between LEMO and Partner Agencies involved in the response • Keep MACA Regional Superintendent up-to-date on the incident, possible impacts, and the potential need for additional assistance • Establish required local (e.g., telephone, internet, VHF, UHF) and long range (e.g., telephone, Internet, satellite phone, HF) communications links as circumstances require 	Liaison Officer Logistics Chief
☐	If evacuation required: <ul style="list-style-type: none"> • Follow <i>Form EP-12: Evacuation Plan Checklist</i> (includes notification of residents) 	Incident Commander
☐	If Evacuation Centre required: <ul style="list-style-type: none"> • Follow <i>Form EP-14: Evacuation Centre Checklist</i> 	Planning Chief
☐	Firefighting: <ul style="list-style-type: none"> • Coordination at the fire site. 	GNWT ECC Fire Department
☐	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 • Use barricades, signs, and public messaging to restrict access • Secure scene for investigation if required 	Site Commander RCMP GNWT INF



Community Emergency Plan Response Procedure
TRANSPORTATION INCIDENT

Form EP-16.08

☑	Task	Responsible Party
☐	Traffic control: <ul style="list-style-type: none"> • Clear roads of debris to allow safe vehicle movement • Place barricades, signs, road closures, and traffic control personnel to isolate hazardous areas and provide warnings • Coordinate routes for emergency vehicles 	Logistics Chief GNWT INF Fire Department
☐	Injury response: <ul style="list-style-type: none"> • Provide first aid, comfort, shelter as required • Conduct triage at site to determine medical priorities • Transport injured parties to hospital • Evacuate for medical treatment 	Operations Chief <ul style="list-style-type: none"> • Fire Department • Ambulance HRHSSA
☐	Rescue of stranded people: <ul style="list-style-type: none"> • Ask residents via website and social media if any people are stranded • Identify location of any stranded people through aerial/ground patrols, information from the public • Pay particular attention to young, elderly, disabled • Remove people from danger 	Information Officer Operations Chief Coast Guard Auxiliary
☐	Inform public & media: <ul style="list-style-type: none"> • Provide messaging to the public via website and social media, monitor Emergency Management Line (1-833-699-0188) • Advise residents to execute preparedness procedures • Prepare media releases, get approval before issuing • Prepare speaking notes for approved spokespersons 	Information Officer
☐	Handling fatalities <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 • Provide proper notification of casualties to authorities, next of kin, and media 	RCMP HRHSSA
5. Recovery		
☐	Return to evacuated area: <ul style="list-style-type: none"> • Determine it is safe for residents to return • Issue <i>Evacuation All-Clear</i> notification as per <i>Form EP-13: Evacuation Notifications</i> • Ensure safe return of residents. 	Operations Chief MACA Regional Supt.



Community Emergency Plan Response Procedure
TRANSPORTATION INCIDENT

Form EP-16.08

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	Damage assessment <ul style="list-style-type: none">Determine extent of damageDetermine if the <i>GNWT Disaster Assistance Program</i> applies	Operations Chief ECC
<input type="checkbox"/>	Cost tracking and reporting: <ul style="list-style-type: none">Keep a record of all decisions and financial details	Finance Chief



Community Emergency Plan Response Procedure

WILDFIRE

Form EP-16.09

Major concerns: safety of lives and property, transportation disruption, utility failure, evacuation.

Emergency:

Name:

Date:

<input checked="" type="checkbox"/>	Task	Responsible Party
1. Required Response Resources		
<input type="checkbox"/>	Incident Command System (ICS) positions: <ul style="list-style-type: none"> • Incident Commander (Director of Protective Services) • Evacuee Division Supervisor (Director of Recreation & Community Serv.) • Finance Chief (Director of Finance) • Information Officer (ASAO) • Liaison Officer (SAO) • Logistics Chief (Director of Public Works & Services) • Operations Chief (Deputy Fire Chief) • Planning Chief (Incident Commander) 	Incident Commander
<input type="checkbox"/>	Partner Agencies required on LEMO: <ul style="list-style-type: none"> • Coast Guard Auxiliary (rescue of stranded persons) • GNWT ECC (wildfire fighting) • GNWT INF (traffic control, road closures) • HR Health & Social Services Authority (evacuee reg., health checks) • HR Metis Government (local government organization) • K'atl'odechee First Nation (neighbouring community) • MACA Regional Superintendent (evacuation support) • RCMP (resident notification, security control) • SMCC (inmate evacuation plan) • West Point First Nation (neighbouring community) 	Liaison Officer
<input type="checkbox"/>	Partner Agencies to advise/consult as needed: <ul style="list-style-type: none"> • Enterprise, Hamlet of (neighbouring community) • HR Animal Shelter (pet support) • HR District Education Authority (operator of schools) • HR Homeless Shelter (vulnerable population evacuation) • Housing NWT (lodging for vulnerable residents) • Northland Utilities Ltd. (power provider) • NorthwesTel (communications provider) • NWT Power Corporation (power provider) • Soaring Eagle Friendship Centre (evacuee hosting support) • Stittco Utilities (propane provider) 	Liaison Officer



WILDFIRE

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	Other resources: <ul style="list-style-type: none"> • <i>Form EP-12: Evacuation Plan Checklist</i> • <i>Form EP-13: Evacuation Notifications</i> • <i>Form EP-14: Evacuation Centre Checklist</i> • # of volunteers for traffic control • # of volunteers for Evacuation Centre • Helicopter company for reconnaissance • Road barricades • Highway info signs • Construction contractors to construct berms • HRHSSA Facility Evacuation Plans • SMCC Inmate Evacuation Plan 	Logistics Chief
2. Prevention/Mitigation		
<input type="checkbox"/>	Land use by-law: <ul style="list-style-type: none"> • Minimize risk by situating higher risk developments (e.g., fuel storage facility) in appropriate locations in the community 	Council
<input type="checkbox"/>	Regulate fire permits and issue fire bans and: <ul style="list-style-type: none"> • Ensure any burning is monitored • Ban fires during high-risk fire season 	Fire Department GNWT ECC
3. Preparedness		
<input type="checkbox"/>	Implement Fire Smart guidelines in the wildland/urban interface areas: <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 • Establish a system of permitted fires within the community boundaries 	Fire Department GNWT ECC
<input type="checkbox"/>	Host a community Fire Smart Day: <ul style="list-style-type: none"> • Community residents and volunteers to clean up brush, grasses, other fuel sources (jerry cans). • Inform residents of personal preparedness measures to improve the fire safety of their homes and properties. • Host a community contest for various age groups to promote youth participation. 	Fire Department Assistant SAO



WILDFIRE

<input checked="" type="checkbox"/> Task	Responsible Party
<input type="checkbox"/> 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. 	GNWT ECC
4. Response	
<input type="checkbox"/> When a State of Local Emergency is declared by Council: <ul style="list-style-type: none"> • LEMO Coordinator: <ul style="list-style-type: none"> ○ Call LEMO meeting ○ Activate Emergency Operations Centre (EOC) ○ Activate <i>Community Emergency Plan</i> ○ Assign Incident Commander • Incident Commander: <ul style="list-style-type: none"> ○ Assign ICS Positions ○ Set LEMO meeting frequency 	LEMO Coordinator Incident Commander
<input type="checkbox"/> Assess situation (aerial & ground patrol, data review) to determine: <ul style="list-style-type: none"> • Areas of risk • Vulnerabilities of people, infrastructure, and the natural environment • Which Partner Agencies need to be engaged • Which Support Service Providers are required • What additional resources are needed • Risk of secondary events (e.g., utility or communications failure, erosion) • Whether evacuation is required (partial or full) 	Incident Commander Operations Chief GNWT ECC
<input type="checkbox"/> Interagency communications: <ul style="list-style-type: none"> • Ensure up-to-date information flow with community spokesperson (Mayor or SAO) • Contact Partner Agencies required on the LEMO • Provide up-to-date information flow between LEMO and Partner Agencies involved in the response • Keep MACA Regional Superintendent up-to-date on the incident, possible impacts, and the potential need for additional assistance • Establish required local (e.g., telephone, internet, VHF, UHF) and long range (e.g., telephone, Internet, satellite phone, HF) communications links as circumstances require 	Liaison Officer Logistics Chief
<input type="checkbox"/> If evacuation required: <ul style="list-style-type: none"> • Follow <i>Form EP-12: Evacuation Plan Checklist</i> (includes notification of residents) 	Incident Commander



WILDFIRE

<input checked="" type="checkbox"/>	Task	Responsible Party
<input type="checkbox"/>	If Evacuation Centre required: <ul style="list-style-type: none"> • Follow <i>Form EP-14: Evacuation Centre Checklist</i> 	Planning Chief
<input type="checkbox"/>	Firefighting: <ul style="list-style-type: none"> • Coordination at the fire site. 	GNWT ECC Fire Department
<input type="checkbox"/>	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 • Use barricades, signs, and public messaging to restrict access • Secure scene for investigation if required 	Site Commander RCMP GNWT INF
<input type="checkbox"/>	Traffic control: <ul style="list-style-type: none"> • Clear roads of debris to allow safe vehicle movement • Place barricades, signs, road closures, and traffic control personnel to isolate hazardous areas and provide warnings • Coordinate routes for emergency vehicles 	Logistics Chief GNWT INF Fire Department
<input type="checkbox"/>	Injury response: <ul style="list-style-type: none"> • Provide first aid, comfort, shelter as required • Conduct triage at site to determine medical priorities • Transport injured parties to hospital • Evacuate for medical treatment 	Operations Chief <ul style="list-style-type: none"> • Fire Department • Ambulance HRHSSA
<input type="checkbox"/>	Rescue of stranded people: <ul style="list-style-type: none"> • Ask residents via website and social media if any people are stranded • Identify location of any stranded people through aerial/ground patrols, information from the public • Pay particular attention to young, elderly, disabled • Remove people from danger 	Information Officer Operations Chief Coast Guard Auxiliary
<input type="checkbox"/>	Inform public & media: <ul style="list-style-type: none"> • Provide messaging to the public via website and social media, monitor Emergency Management Line (1-833-699-0188) • Advise residents to execute preparedness procedures • Prepare media releases, get approval before issuing • Prepare speaking notes for approved spokespersons 	Information Officer



☑	Task	Responsible Party
☐	Handling fatalities <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 • Provide proper notification of casualties to authorities, next of kin, and media 	RCMP HRHSSA
5. Recovery		
☐	Return to evacuated area: <ul style="list-style-type: none"> • Determine it is safe for residents to return • Issue <i>Evacuation All-Clear</i> notification as per <i>Form EP-13: Evacuation Notifications</i> • Ensure safe return of residents. 	Operations Chief MACA Regional Supt.
☐	Damage assessment <ul style="list-style-type: none"> • Determine extent of damage • Determine if the <i>GNWT Disaster Assistance Program</i> applies 	Operations Chief ECC
☐	Cost tracking and reporting: <ul style="list-style-type: none"> • Keep a record of all decisions and financial details 	Finance Chief