



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
<i>Form EP-01: State of Local Emergency</i>	<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.
<i>Form EP-02: Partner Agency Agreement</i>	<ul style="list-style-type: none"> ○ Used to document commitment from external agencies to support THR in emergency management.
<i>Form EP-03: Emergency Contacts</i>	<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.



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

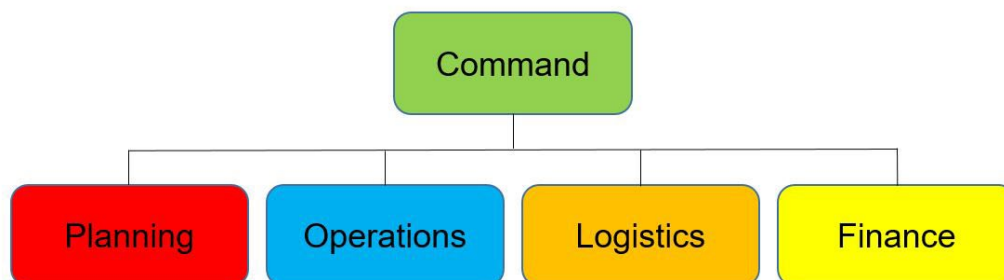
- The Incident Command System (ICS) is a standardized and scalable emergency management framework that enables multiple agencies to operate within a common organizational structure.

- 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).

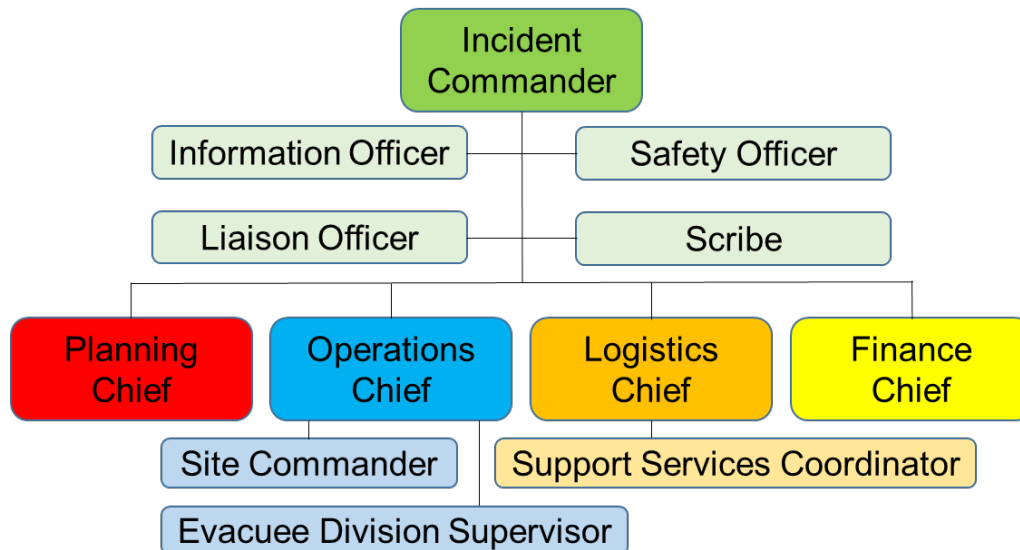
Figure 1: ICS Structure



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

2026

- 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 Economic Development Coordinator
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 Infrastructure and Planning 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 Corporate Services</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

2026

21. Revision History

Version	Description	Approver	Issue Date
v. 01	Original document	T. Wright	
v.02	Organizational changes; dates	G. Smith	April 4, 2025