



Norman Wells Community Emergency Plan

Amendments

Revision Date:	Approved By:
July 8-2008	Council 2008
May 22-2012	Council 2012
October 15-2015	Council 2015
Mar 1-2016	Council 2016
Mar 19-2020	

Copies of the Community Emergency Plan are available at:

- Town Office
- www.NormanWells.com
- Fire Department
- RCMP
- MACA

List of Acronyms

Acronym	Full Name
CERC	Community Emergency Response Committee
EOC	Emergency Operations Centre
IC	Incident Commander
MACA	Municipal and Community Affairs
SRERC	Sahtu Regional Emergency Response Committee
HSS	Health and Social Services
DOT	Department of Transportation
SAO	Senior Administrative
OFM	Office of the Fire Marshal
ENR	Department of Environment and Natural Resources

Emergency Management Contacts

Organization	Title	Contact Information
Municipal and Community Affairs	Regional Superintendent Christina Gaudet	Phone: (867) 587-7105
Municipal and Community Affairs	Regional Assistant Fire Marshall Kevin Chapdelaine	Phone: (867) 587-7115
Municipal and Community Affairs	24/7 Emergency Number	Phone: (867) 920-2303
Environment and Natural Resources	Forest Fire Emergency line	Phone: (877) 698-3473 (877) NWT-FIRE
Environment and Natural Resources	Sahtu Regional Office	Phone: (867) 587-3500
Environment and Natural Resources	Wildlife Emergency Line	Phone: (867)587-2422
Department of Transportation	Airport Duty Officer Line	Phone: (867)-446-0589
Aboriginal Affairs and Northern Development	NWT 24/7 Spill Line	Phone: (867) 920-8130 Fax: (867) 873-6924 Email: se_ills@gov.nt.ca
NorthwesTel	Customer Service	Phone: (888) 423-2333
RCMP	Emergency Line	Phone: (867) 587-1111/911
Town of Norman Wells	Water Plant Manager Hugo Pabke	Phone: (867) 587-3700 x1015 (867) 688-0669
GNWT Airports	Airport Manager Fred Fast	Phone (226) 231-5431 Alt: (867) 587-6727
Health and Social Services	Health Centre	Phone: (867) 587-3333/911
HRN Contracting	Administration	Phone: (867) 587-2168
All Emergency Response		Phone: 911

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Introduction

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

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

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

Scope

The aim of this plan is to provide the framework to protect the health, safety, and welfare of the residents, prevent or minimize property damage or loss, protect the environment and minimize economic disruption when faced with an emergency.

Purpose

The plan unifies the efforts of community resources to respond to and reduce the impacts of an emergency. It is intended to increase the emergency response capacity of Norman Wells by establishing a plan of action to deploy all required resources.

Authority

The Emergency Plan is issued under the authority of the Council in accordance with the *Civil Emergency Measures Act* (R.S.N.W.T. 1988, c.C-9) as well as local Bylaw #20-03 dated March 22-2020 which contains the duties and responsibilities of the Community Emergency Response Committee (CERC), the Emergency Coordinator and the Emergency Management Agency.

Concept of Operations

General

- As the magnitude of an emergency increases, so will the need for multi-agency support from within the community. In the event that the community resources and capabilities are overwhelmed, the community may call upon the Sahtu Regional Emergency Response Committee (SRERC) through the MACA Regional Superintendent to provide additional resources as necessary.
- Normal communications and reporting channels will be used to the fullest extent possible.
- Day-to-day functions that do not contribute directly to the operations may be put on hold for the duration of the emergency.
- Response activities will be managed through use of the Incident Command System where possible (see Annex M: "Incident Command System"). The Emergency Coordinator will collect information, analyze it and disseminate it to all responding and potentially effected members of the CERC. When the Emergency Operations Centre is activated, its primary function is to coordinate operations. At that time the Emergency Coordinator will direct emergency operations.
- When requested, GNWT activities in response to the community emergency will be coordinated through the Municipal and Community Affairs (MACA) Regional Superintendent. Refer to Appendix C "Agency Responsibilities".
- Once immediate response missions and lifesaving activities conclude, the emphasis shifts from response to recovery operations.

Emergency Management Roles and Responsibilities

Council

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

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

Emergency Management Agency

As per the Civil Emergency Measures Act (R.S.N.W.T. 1988, c.C-9) and local By-Law # 20-03 dated March 22-2020 the Emergency Measures Agency represents the local authority and may include Council and/or CERC members. Agency members advise on the development of plans and programs but play no operational role in an event.

Community Emergency Response Committee

The Community Emergency Response Committee consists of:

- Mayor of the Town of Norman Wells: Frank Pope
- Senior Administrative Officer: Cathy Clarke
- Emergency Coordinator: Misty Rayner, Finance Manager
- Public Works Manager: Shawn Donahue
- Municipal Utilities Manager: Hugo Pabke
- Airport Manager: Fred Fast
- Fire Chief: Randy Sinasac
- Municipal and Community Affairs: Christina Gaudet, Regional Superintendent
- RCMP: Tim Macdonald, Corporal
- Health Centre Representative: Colleen Murphy, Regional Manager
- School Principal: Mike Duclos
- Norman Wells Land Corporation:
- Elders Representative: Frank Pope, Mayor
- Rangers Volunteer Representative: Russell Manual, Master Corporal
- Norman Wells Chamber of Commerce
- North-Wright Airways: Kyle Newhook, Operations Manager
- Environment and Natural Resources: Jeff Walker, Regional Superintendent
- Imperial Oil Resources:
- HRN Contracting: Chris Chivers, Field Superintendent
- Northridge Contracting: Kyle Wright, Operations Manager
- Enbridge Pipelines:
- SRP Petroleum: Paul Watson
- Rampart Rentals: Matt Earls
- Northern Store: Peter Jirjls
- Sahtu Dene Inn: Clara Kelly

Typical response activities performed by the Community Emergency Response Committee include:

- Emergency Plan Activation.
- Assessing the emergency situation.
- Determining the appropriate response.
- Coordinating Agency Resources.
- Notifying the general public and other departments of the emergency situation; and
- Requesting assistance.

Emergency Coordinator

The Emergency Coordinator will be Misty Rayner, Finance Manager for the Town of Norman Wells. The following are her responsibilities;

- Management of the CERC activities in accordance with duties set out in the local Bylaw #20-03 dated March 22-2020;
- Chairing the planning and operational activities of the CERC;
- Coordinating emergency resources used in an emergency;
- Arranging training for the members of the CERC;
- Arranging for testing of the plan; and
- Developing and implementing public awareness and education activities.

Activation and Notification Procedures

If a CERC member becomes aware of a current or imminent event that requires or may require a multi-agency response, then the following steps should be taken to activate CERC:

- The CERC member alerts the Coordinator to the event;
- The Coordinator notifies all CERC members who may play a role in this type of event; and
- Activates the EOC.

Operational Levels

There are three operational levels to identify the level of Emergency Management functioning and activity:

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

Response Levels

The following table provides information on four levels of emergency response. Each level represents an escalation in the needs for emergency response personnel and resources.

Emergency Response Levels

Level of Emergency Response	Description
LEVEL 1 - LOCAL CONTROL WITH NO GNWT SUPPORT	<ul style="list-style-type: none"> ➤ Low Impact ➤ Short Duration {less than 12 hours} ➤ Adequate resources ➤ No state of emergency ➤ No territorial support
LEVEL 2A - LOCAL CONTROL WITH GNWT SUPPORT	<ul style="list-style-type: none"> ➤ Moderate to high impact ➤ Medium to long duration {more than 12 hours} ➤ Local state of emergency ➤ Support from the GNWT is required
LEVEL 2B - GNWT CONTROL WITH LOCAL COORDINATION	<ul style="list-style-type: none"> ➤ GNWT Control ➤ Local authorities manage their resources with the GNWT ➤ State of Emergency may be declared by the GNWT
LEVEL 3 - GNWT CONTROL WITH FEDERAL SUPPORT	<ul style="list-style-type: none"> ➤ Major Emergency ➤ GNWT or Federal Control ➤ Resources of all levels of Government are involved ➤ Local authorities manage their resources within a join government emergency management structure.

Declarations of Local Emergency

State of local Emergency

With consultation and recommendation from the CERC, the Mayor or designate may declare that a state of local emergency exists in the community or in any part thereof and may take such action and make such orders as he/she considers necessary. The media and the public shall be notified of the emergency as soon as possible. In addition, the Mayor or designate may terminate a declaration of a State of Local Emergency.

A format for Declaration of a State of Local Emergency is in Appendix I.

A copy of the declaration must immediately be sent to the Minister via Cristina Gaudet, the MACA Regional Superintendent.

Communications

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

- Telephone;
- Norman Wells Radio Station
- UHF, VHF and/or HF Radios;
- Satellite Phones;
- Facebook and Website www.normanwells.com

The communications coordinator is Jennifer Waterhouse, Governance and Community Engagement Manager for the Town of Norman Wells, and is responsible for all communications activities. Refer to Appendix C: Agency Responsibilities.

Emergency Operations Centers (EOC)

The Community EOC should be activated and staffed by the CERC, to manage emergency operations.

The Primary EOC location is the Fire Hall.

The alternate EOC location is the Town Council Chambers.

Emergency Site Management

The Emergency Coordinator may appoint an Incident Commander (IC) if one is not in place to oversee emergency operations at the site of the emergency. The IC should be an individual particularly suited to coordinate the diverse activities being undertaken at the site of the emergency. The role of the IC is to:

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

Responding agencies on-site will:

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

Public Communications

The Media/Public Spokesperson is Mayor Frank Pope from the Town of Norman Wells, and is responsible for all communications activities involving public or media notification.

1) Public Notification:

Should a situation occur requiring notification to residents the following will be used:

- Radio Station: residents will be advised of the emergency and potential for future actions.
- Town Crier: Public Information Session in the Town Square
- Loud Hailer Advisory: vehicle mounted PA systems/handheld loud hailer from the RCMP, ENA or Fire Department.
- Door Hangers

2) Incident Updates:

For an ongoing event all public information updates will be distributed through:

- Information messages posted to the Community Channel or broadcast via Radio;
- Community information meetings; and,
- Information posting boards outside the EOC location and at the outdoor bulletin board within Town Square located to the left of Rampart Rentals.
- Town Office

Volunteers

A community resident shall be appointed as Volunteer Coordinator by the Emergency Coordinator. All volunteers must be registered. A form for Volunteer registration can be found in Appendix J. It is important that this form is used whenever there are volunteers during emergency situations as it aids in keeping track of where volunteers are needed and for liability purposes.

Specific Hazard Management

A Hazard Identification Risk Analysis was conducted for Norman Wells during 2015, below are the results.

Hazard	Probability of Occurrence	Impacts (Human, Environmental, Property, Economic)	Rating
Wildfire	5	5	25
Power Outage	5	4	20
Aircraft Incident (off runway)	5	3	15
Winter Road Incident	4	2	8
Hazardous Spill	2	2	4
Explosion	1	3	3
Barge Incident	1	2	2
Work Camp Incident	1	2	2

Probability Scale

- 0 – Not applicable to my community
- 1 – Not Probable
- 2 – Low Probability
- 3 – Moderate Probability
- 4 – High Probability
- 5 – Nearly Certain

Impact Scales

- 0 – no possible impact
- 1 – Impact very low and unlikely
- 2 – Low Impact
- 3 – Moderate Impact
- 4 – High Impact
- 5 – Very High Impact

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

Recovery

Disaster recovery refers to actions taken to repair or restore conditions to an acceptable level through measures taken after a disaster impacts a community. This includes short term and long-term measures such as the return of evacuees, trauma counselling, clean-up, reconstruction, economic impact studies and emergency financial assistance. Recovery efforts should be conducted with a view towards disaster risk reduction and forward-looking recovery measures allow communities not only to recover from recent disaster events, but also to build back better in order to help overcome past vulnerabilities. The community is responsible for tracking emergency expenditures and keeping a record of decisions. Typically, a community financial officer is tasked with these duties. Throughout the recovery phase of an event there are typically many more individuals and agencies involved than in the response phase. For example, there may be construction companies, environmental remediation groups and social care workers involved. A recovery committee may be formed to ensure recovery efforts are coordinated and documented for audit purposes.

Plan Maintenance

- The Emergency Response Plan will be updated annually and tested every two years.
- After any emergency in which the plan is implemented, the CERC will meet to debrief and reassess the plan.
- The human, facilities, physical and other potential community resources inventories will be updated annually or as needed (these inventories are provided in Appendix H).
- CERC members will participate in the development of plans and procedures, training opportunities, and exercises in order to achieve and maintain a high state of readiness.

Appendix A: Legal Authority

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

GENERAL

Powers and duties of local authorities

7. (1) Each local authority
- (a) shall appoint a committee to advise the local authority on the development of emergency plans and programs;
 - (b) shall establish and maintain a community emergency measures agency;
 - (c) shall appoint a coordinator of the community emergency measures agency and establish the duties of the coordinator including the preparation and coordination of emergency plans and programs for the community;
 - (d) shall prepare and approve emergency plans and programs; and
 - (e) may enter into agreements with and make payments to organizations for the provision of services in the development or implementation of emergency plans or programs.

Searches outside community

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

Repayment of emergency expenditures

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

DECLARATION OF STATE OF LOCAL EMERGENCY

State of local emergency

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

Appendix A: Legal Authority Continued

Contents of declaration

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

Publication

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

Delegation

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

Forwarding declaration to Minister

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

Cancellation

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

Effect of order by Minister

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

Duration of declaration

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

Application

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

Termination of declaration

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

Appendix A: Legal Authority Continued

Publication

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

(a) expires under subsection 15(4),

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

Powers of local authority

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

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

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

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

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

Compensation

(1.1) Where

- A local authority acquires or uses any real personal property under paragraph (1)(b), or
- Any real or personal property is damaged or destroyed because of an action of a local authority in preventing, combating or alleviating the effects of an emergency or disaster, the Minister may cause compensation to be paid for that purpose.

Use of emergency plan

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

Appendix A: Legal Authority Continued

Authorization

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

Payment of expenses

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

Approval of by-law

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

Appendix B: Emergency Measures By-Law Template

Emergency Measures Program Band Council Resolution Template

TOWN OF NORMAN WELLS

Bylaw NO. __ -

A BYLAW of the Council of the Town of Norman Wells in the Northwest Territories, to provide for a community emergency management **program**.

WHEREAS the Council of the Town of Norman Wells is responsible for the direction and control of its emergency response and is required, under the *Civil Emergency Measures Act, R.S.N.W. T. 1988, c. C-9* as amended, to: appoint an Emergency Measures Committee, establish and maintain an Emergency Measures Agency; and appoint a Coordinator of the Emergency Measures Agency and establish the duties of the coordinator.

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF NORMAN WELLS, in regular session duly assembled, hereby enacts as follows:

EMERGENCY RESPONSE COMMITTEE

1. A committee for the Town of Norman Wells is hereby established to manage and coordinate emergency operations, the membership of which includes:

- a. _____
- b. _____
- c. _____

EMERGENCY MEASURES AGENCY

2. An Emergency Measures Agency for the Town of Norman Wells is hereby established to aid in the preparation and implementation of the emergency plan, the membership of which includes:

- a. _____
- b. _____
- c. _____

The members of the Emergency Measures Agency shall assume such powers, and take such action as outlined in the Emergency Measures Plan.

Appendix B: Emergency Measures By-Law Template Continued
EMERGENCY MEASURES AGENCY COORDINATOR

3. The _____ shall be appointed as the Emergency Measures Agency Coordinator and his/her duties shall include:

- Development, preparation and coordination of emergency plans and programs.
- Enter into agreements with and make payments to organizations for the provision of services in the development or implementation of emergency plans or programs.

EMERGENCY PLAN REVIEW

4. The Town of Norman Wells Council shall test and review the Emergency Plan and related plans and programs at a minimum of every two years.

REPEAL

5. By law# _____ is repealed.

COMING INTO EFFECT

6. This By-Law shall come into effect upon receiving Third Reading.

Read for the first time on – (DAY)_____ (MONTH)_____ (YEAR)_____

Mayor

Senior Administrative Officer

Read for the second time on – (DAY)_____ (MONTH)_____ (YEAR)_____

Mayor

Senior Administrative Officer

Read for the third time on – (DAY)_____ (MONTH)_____ (YEAR)_____

Mayor

Senior Administrative Officer

Disclaimer: This Sample Bylaw is provided for your information as an example only and is not intended to be used without review by legal counsel.

Appendix C: Agency Responsibilities

In an emergency, the CERC will provide the overall direction and oversight. The agencies will carry out their specific responsibilities. The following is not an exhaustive list but is indicative of some agencies in Norman Wells and some of their major responsibilities.

The members of the CERC and their duties are:

Mayor or designate

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

Emergency Coordinator or designate

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

Fire Chief or designate

- Support for search and rescue activities (with assistance from volunteers);
- Conduct fire-fighting operations;
- Coordinate site activities as required;
- Provide communication link from the site to the Emergency Coordinator and/or EOC;
- Assist in evacuations; and
- Identify threatened utilities.

Public Works Manager

- Provide/arrange for construction resources and services;
- Provide/arrange for transportation resources and services;
- Arrange potable water shuttles;
- Utilities shut down/restoration and public notices; and
- Damage assessment on public property.

Community Administration/ Finance Officer

- Track emergency expenditures; and
- Assist in dissemination of emergency information.

RCMP

- Assess and report on degree of public danger;
- Security of life, site, property and evidence;
- Coordination of ground search and rescue;
- Traffic and crowd control;
- Site management when lead agency; and
- Support rescue and evacuation operations.

Appendix C: Agency Responsibilities Continued

Health and Social Services

- Provide site medical care;
- Disseminate all advisories regarding Public Health/Environmental Health;
- Provide leadership in pandemic events;
- Arrange medical evacuation;
- Arrange for evacuation and reception services;
- Advise on evacuation priorities; and
- Provide casualty data.

Communications Coordinator

- Provision of information to authorities and media outlets.

School Principal/Teachers

- Student care and protection in on site emergencies
- Supervision and care of students at any temporary facility
- Provide use of facilities and registration activities to support evacuation and reception

Coroner

- Identification and handling of dead; and
- Establish temporary morgue.

Media/Public Spokesperson

- Provision of emergency public information to residents and the media.

Volunteer Coordinator

- Register, assign and track volunteers.

Appendix D: Hazard Specific Plans

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

ALL HAZARDS RESPONSE

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

MITIGATION/PREVENTION	RATIONALE	ACTION BY:
Community Land Use Plans	Incorporate risk reduction measures (IE Flood risk mapping, community wildfire protection plan.)	Community Council
Emergency Back Up Power for Critical Infrastructure	Ensure Emergency Operations Centers, Community 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.	Facility Owners
PREPAREDNESS	RATIONALE	ACTION BY:
Community Emergency Response Plan	Ensure all agencies and individual emergency responders, officials and volunteers are familiar with the local emergency arrangements and procedures and are aware of their role and responsibilities.	CERC
Public Information/ awareness program to inform residents of the need to take proactive measures before, during and after an emergency.	To reduce individuals' exposure to the risk before an emergency strikes and ensure timely recovery after a disaster impacts the community	CERC
Community Emergency Training Program	Ensure emergency responders, officials and volunteers are prepared to fulfill their emergency role or function	CERC

Emergency communications system(s) for first responders and local emergency officials	Ensure efficient and coordinated operational response through effective communications among all response agencies.	Various member agencies of the CERC
Activate Emergency Plan	<ul style="list-style-type: none"> ➤ Coordinate all Resources; ➤ Engage Response Agencies; ➤ Inform Region through the MACA Regional Superintendent 	Emergency Coordinator/Mayor
Assessment of Situation	<ul style="list-style-type: none"> ➤ Assess incident reports and/or forecasts to determine appropriate response to the threat; ➤ Determine if additional resources are needed; Determine potential risk of secondary hazards (Such as utilities failure, interruptions in communications links to the outside, risks to residents' personal safety or comfort); ➤ Determine need to declare a state of local emergency. 	CERC
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 media to restrict access. 	Public Works Manager, Volunteers and RCMP
Conduct Emergency Operations	<p>Arrange for:</p> <ul style="list-style-type: none"> ➤ Contain spills of hazardous substances; ➤ Respond to issues of contamination of ground, water or air; ➤ Rescue or recovery; ➤ Demolition or removal of dangerous structures, equipment or vegetation; ➤ Undertake emergency repairs of critical infrastructure. 	CERC
Inform Residents	<ul style="list-style-type: none"> ➤ Inform residents of the hazard or threat; ➤ Ensure consistent and up-to-date messages to residents and other 	CERC and Communication Coordinator, in support of the

	<p>involved parties;</p> <ul style="list-style-type: none"> ➤ Inform Residents of measures they can take to avoid risk or to remove themselves from risk; ➤ Provide instructions to residents regarding evacuation procedure or their requirement to prepare or act in the face of the threat; ➤ Keep residents advised of the hazardous situation as it develops. 	Emergency Coordinator/Mayor
Coordinate Access and Information to the Media	Identify approved spokespersons; Ensure only approved messaging is provided to the media.	Communications Coordinator, in support of the Emergency Coordinator/Mayor
Relocation/Evacuation	Refer to Evacuation Plan - Appendix E	CERC, MACA Regional Superintendent
Injuries	<ul style="list-style-type: none"> ➤ Conduct triage at the emergency site to determine medical priorities; ➤ Evacuate for medical treatment; ➤ Provide comfort and shelter for injured as required 	Healthcare Workers and Volunteers with First Aid
Handling the dead	<ul style="list-style-type: none"> ➤ Confirm Death; ➤ Provide for proper care and custody of human remains; ➤ identify a temporary morgue if necessary; ➤ Secure the Scene for the Coroners Investigation; ➤ Record Evidence; ➤ Provide proper notification of casualties to authorities, next of kin, and media. 	RCMP, Coroner, Healthcare Workers
Emergency Response Communications	<ul style="list-style-type: none"> ➤ Maintain up to date information flow among parties involved in emergency operations; ➤ Ensure shared situational awareness; ➤ Establish required local communication links as required. 	CERC and MACA

Liaison with other Government Officials	<ul style="list-style-type: none"> ➤ Ensure proper authorities have most current and accurate information on the incident, possible impacts, and the potential for special assistance; ➤ Consult on new developments and response options related to the emergency as may be required; ➤ Determine requirement for a formal Declaration of a State of Emergency or Local Emergency 	MACA Regional Superintendent, Emergency Coordinator/Mayor
Rescue of Stranded/ Injured People (With particular attention to the young, elderly and disabled, as well as others needing additional support).	<ul style="list-style-type: none"> ➤ Remove people from danger; ➤ Treat medical or psychological condition, if required. 	Volunteers, RCMP and Healthcare Workers
Return to Evacuated Area	<ul style="list-style-type: none"> ➤ Decision that it is safe for residents to return; ➤ Arrange for safe return of residents 	CERC, MACA Regional Superintendent
Damage Assessment	<ul style="list-style-type: none"> ➤ Determine extent of damage; ➤ Determine if the Disaster Assistance Program applies. 	CERC, MACA Regional Superintendent

Appendix D: Hazard Specific Plans Continued

The following chart outlines actions that may be taken to mitigate, prevent and respond to a Wildfire Emergency		
Wildfires		
MAJOR CONCERNS: Safety of lives and Property, Utilities Failure		
MITIGATION/PREVENTION	RATIONALE	ACTION BY:
Establish Land Use and By-Laws	<ul style="list-style-type: none"> ➤ Minimize risk by situating higher risk development (IE fuel storage facility) in appropriate locations in the community. 	Community Council
Regulate Dump Site Burning	<ul style="list-style-type: none"> ➤ Ensure that dump site burning is monitored and does not take place during high risk fire season. 	Community Council
PREPAREDNESS	RATIONALE	ACTION BY:
Implement Fire Smart guidelines in the community's wildland/urban interface area	<ul style="list-style-type: none"> ➤ Maintain firebreaks and reduce underbrush in the areas surrounding the community; Reduce 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 in close proximity to buildings; ➤ Establish a system of permitted fires within the community boundaries. 	Community Council, CERC, Volunteers, Residents

Host a Community Fire-Smart Day	<ul style="list-style-type: none"> ➤ Community residents and volunteers to clean up brush, grasses and other fuel sources (Jerry Cans); ➤ Inform Residents of personal preparedness measures to improve the fire safety of their homes and properties; ➤ Host a community contest for various age groups to promote youth participation. 	CERC, Fire Department, Volunteers
Educate Residents on air quality procedures	<ul style="list-style-type: none"> ➤ Hold Information sessions prior to fire season to educate residents on proper protocol to follow should the air quality be impacted by smoke during wildfire season. 	CERC and Health and Social Services
RESPONSE	RATIONALE	ACTION BY:
Activate Emergency Plan	<ul style="list-style-type: none"> ➤ Inform MACA Regional Superintendent; Call a CERC Meeting if required 	Emergency Coordinator/Mayor
Assessment of Situation	<ul style="list-style-type: none"> ➤ Define areas of risk; ➤ Decide if additional resources are required; ➤ Determine potential risk of secondary hazards (IE Utility Failure) 	CERC, ENR - Forest Management
Inform the Public	Notify Residents of Potential Threat	CERC
Firefighting	<ul style="list-style-type: none"> ➤ Direct engagement at the Fire Site 	ENR, Fire Department, Volunteers, MACA Regional Superintendent
Relocation/Evacuation	<ul style="list-style-type: none"> ➤ Determine the need to evacuate; Refer to Evacuation Action 	CERC, MACA Regional Superintendent and ENR
Injuries and Rescue	<ul style="list-style-type: none"> ➤ Remove casualties from danger; ➤ Provide medical treatment 	Healthcare workers and Volunteers.

Communications	Up to date information flow amongst parties involved in Emergency Response	CERC, MACA Regional Superintendent, Public Works, Amateur Radio, Volunteers
Public and Media Information, Instructions to Residents	Provision for consistent information	Communications Coordinator
Security Control	<ul style="list-style-type: none"> ➤ Provide security of evacuated areas; ➤ Secure scene for subsequent investigation 	CERC, Volunteers, RCMP
Refreshment Centers	<ul style="list-style-type: none"> ➤ Provision for food to those engaged in the emergency response; ➤ Provision for shelter and food for those evacuated. 	CERC
Return to Evacuated Area	Decision that it is safe for Residents to return; Ensure safe return of residents	CERC, MACA Regional Superintendent
Road Clearance	to provide safe access and movement on community roadways.	Municipal Public Works
Return to Evacuated Area	<ul style="list-style-type: none"> ➤ Decision that it is safe for residents to return; ➤ Arrange for safe return of residents 	CERC, MACA Regional Superintendent
Damage Assessment	<ul style="list-style-type: none"> ➤ Determine extent of damage; ➤ Determine if the Disaster Assistance Program applies. 	CERC, MACA Regional Superintendent

Appendix D: Hazard Specific Plans Continued

The following chart outlines actions that may be taken to mitigate, prevent and respond to a Winter Power Failure Emergency		
WINTER POWER FAILURE		
Including: Electric, Water, Drainage, and Telecommunications MAJOR CONCERNS: Safety of lives and Property		
MITIGATION/PREVENTION	RATIONALE	ACTION BY:
Survey Homes with alternate sources of heat	Accommodate community residents without alternate sources of heat	CERC
Protection of Housing	Look into getting alternate sources of heat for homes.	Residents
PREPAREDNESS	RATIONALE	ACTION BY:
Personal Preparedness	Residents devise their own plans for alternative housing with family, friends and/or neighbors with wood stoves	Community Residents
Protection of Housing	Drain piping systems I homes and tanks to prevent freezing and damage	CERC
RESPONSE	RATIONALE	ACTION BY:
Gather Information from NWT Power Corporation	if the power will be out for a long period of time: proceed with plan	Emergency Coordinator
Activate Emergency Plan	<ul style="list-style-type: none"> ➤ Coordinate all resources; ➤ Select appropriate EOC; ➤ Inform MACA Regional Superintendent; ➤ Call a CERC Meeting if required 	Emergency Coordinator/Mayor
Assessment of Situation	<ul style="list-style-type: none"> ➤ Determine the extent of the problem; ➤ Define the affected area; ➤ Decide if additional resources are required; ➤ Determine the potential risk of secondary hazards (IE Fire); ➤ Determine the need to declare a state of local emergency. 	CERC, Public Works Foreman, Maca Regional Superintendent

Inform Residents	<ul style="list-style-type: none"> ➤ Coordinate door to door resident notification; ➤ Mitigate by draining water from houses without power 	CERC, Volunteer Coordinator, Volunteers
Relocation/Evacuation	<ul style="list-style-type: none"> ➤ Determine the need to evacuate; ➤ Refer to Evacuation Action 	CERC, MACA Regional Superintendent and NWT Power Corporation
Repairs and Restoration of the Service	<ul style="list-style-type: none"> ➤ Contract available equipment as needed; ➤ Coordinate with utility services for restoration of essential services 	CERC, Local Utilities, Public Works Foreman, External Agencies
Communications	Provide liaison amongst parties involved in Emergency Response	CERC, Communication Coordinator, Utility Operators
Public and Media Information, Instructions to Residents	Ensure consistent messages, including instructions to the public	Communications Coordinator
Security Control	<ul style="list-style-type: none"> ➤ Coordinate the protection of property and relocation of resources where necessary; ➤ Ensure security of evacuated area; ➤ Secure the scene for subsequent investigation 	CERC, RCMP upon arrival if required
Return to Evacuated Area	<ul style="list-style-type: none"> ➤ Decision that it is safe for Residents to return; ➤ Ensure safe return of residents 	CERC, MACA Regional Superintendent
Damage Assessment	<ul style="list-style-type: none"> ➤ Determine extent of damage; ➤ Determine if the Disaster Assistance Program applies. 	CERC, MACA Regional Superintendent

Appendix D: Hazard Specific Plans Continued

The following chart outlines actions that may be taken to mitigate, prevent and respond to a Airplane Incident		
AIRPLANE INCIDENT		
MAJOR CONCERNS: Safety of lives and Property, Utilities Failure		
PREPAREDNESS	RATIONALE	ACTION BY:
Airport Exercises	Ensure good participation in Airport Live Exercises	CERC, Fire Department, Healthcare Workers
RESPONSE	RATIONALE	ACTION BY:
Activate Emergency Plan	Coordinate all resources; Decide if other support is required	Emergency Coordinator
Assessment of Situation	Define areas of risk; Decide if additional resources are required; Determine the potential risk of secondary hazards (IE Major Fire)	CERC, Fire Department, RCMP, Airport Manager
Firefighting	Direct Engagement at the crash site	Fire Department, Airport Manager, Volunteers
Traffic Control	To coordinate traffic control and routes for emergency vehicles	RCMP, Volunteers
Injuries and Rescue	Remove from danger; Provide medical treatment	Health Centre, Ambulance, Fire Department
Handling the Dead	Set up morgue; Care for the deceased	Coroner, RCMP
Communications	Up to date information flow amongst parties involved in Emergency Response; Do inventory and obtain necessary communications equipment	CERC, Fire Department, RCMP, MACA Regional Superintendent, Public Works, Amateur Radio, Volunteers
Public and Media Information, Instructions to Residents	Provision for Consistent Information	Communications Coordinator

Security Control	<ul style="list-style-type: none"> ➤ Coordinate the protection of property and relocation of resources where necessary, ➤ Ensure security of evacuated area; ➤ Secure the scene for subsequent investigation 	RCMP
Return to Area	Decision that it is safe for Residents to return to area	CERC
Road Clearance	To provide safe access and movement	Public Works
Damage Assessment	Determine extent of damage	CERC, MACA Regional Superintendent

Appendix D: Hazard Specific Plans Continued

The following chart outlines actions that may be taken to mitigate, prevent and respond to a Fuel Spill Emergency		
HAZARDOUS SPIILL		
MAJOR CONCERNS: Environmental Pollution, Wildlife Harm, Disruption of Traffic, Sudden Health Centre Requirements, Evacuation, Civil Disorder, Illness, Fatalities		
MITIGATION/PREVENTION	RATIONALE	ACTION BY:
Proper handling of dangerous goods promotion	Promote the proper handling and storage of toxic materials; Promote WHIMIS training	CERC, Local Employers
PREPAREDNESS	RATIONALE	ACTION BY:
Spill Kit Preparedness	Maintain sufficient supplies (Spill kits, etc.) for managing fuel spills.	ENR, Facility Owners
RESPONSE	RATIONALE	ACTION BY:
Gather Information	Consult with ENR Personnel	Emergency Coordinator
Activate Emergency Plan	<ul style="list-style-type: none"> ➤ Coordinate all resources; ➤ Select appropriate EOC; ➤ Inform the MACA Regional Superintendent 	Emergency Coordinator
Assessment of Situation	<ul style="list-style-type: none"> ➤ Decide if additional resources are required; ➤ Coordinate all resources; ➤ Determine the potential risk of secondary hazards (IE: Fire, health risk); ➤ Determine the need to declare a state of local emergency 	CERC, ENT, RCMP, Healthcare workers, MACA Regional Superintendent
Information to Residents	<ul style="list-style-type: none"> ➤ Coordinate resident notification; ➤ Issue instruction to the Public and advise on protective measures 	ENR, HSS, CERC
Preventing the spread of fuel	<ul style="list-style-type: none"> ➤ Assist in identification of fuel and its likely spread; ➤ Isolate the immediate area 	Facility Owners, ENR, CERC

Communications	Up to date information flow amongst parties involved in Emergency Response	CERC, Local Health Facility, ENR, MACA Regional Superintendent, Communication Coordinator
Relocation/Evacuation	Determine the need to evacuate; Refer to Evacuation Plan - Appendix E	CERC, MACA Regional Superintendent
Security Control	<ul style="list-style-type: none"> ➤ Coordinate the protection of property and relocation of resources where necessary, ➤ Ensure security of evacuated area; ➤ Secure the scene for subsequent investigation 	CERC, RCMP
Public and Media Information, Instructions to Residents	Ensure Consistent, ongoing messages, including instruction to the Public	Communications Coordinator
Preliminary Clean Up	<ul style="list-style-type: none"> ➤ If determined safe, initiate containment/clean-up procedures; ➤ Plan for ongoing clean-up 	Facility Owners, ENR, CERC, MACA Regional Superintendent
Return to Evacuated Area	<ul style="list-style-type: none"> ➤ Decision that it is safe for Residents to return; ➤ Ensure the safe return of residents 	CERC, MACA Regional Superintendent
Damage Assessment	<ul style="list-style-type: none"> ➤ Determine extent of damage; ➤ Determine if the Disaster Assistance Program applies 	CERC, MACA Regional Superintendent

Appendix D: Hazard Specific Plans Continued

The following chart outlines actions that may be taken to mitigate, prevent and respond to a Major Fire or Explosion Emergency		
MAJOR FIRE/EXPLOSION		
MAJOR CONCERNS: Safety of lives, property, and Utilities Failure		
MITIGATION/PREVENTION	RATIONALE	ACTION BY:
Develop Fire Department	<ul style="list-style-type: none"> ➤ Consult with AFM, Invest in and support community Fire Department development; ➤ Recruitment of volunteer firefighters 	Community Council and the Sahtu Regional Assistant Fire Marshal
Equip Buildings with Fire Prevention Equipment	<ul style="list-style-type: none"> ➤ Equip all buildings with fire extinguishers and smoke detectors; ➤ Encourage residents to equip their homes with fire extinguishers and smoke detectors 	Community Council, Sahtu Regional Assistant Fire Marshal, Residents.
Zoning By-Law	Create Zoning By-law to ensure that tank farms and all fuel storage is away from residential areas and fenced in	Community Council
Educate Residents and Community Businesses	Educate Residents of things they can do to protect their homes and properties	Community Council, Sahtu Regional Assistant Fire Marshal, ENR Representatives, Community Residents, Business Owners
PREPAREDNESS	RATIONALE	ACTION BY:
Support the Fire Department	Training and education of volunteer firefighters	Community Council, Assistant Fire Marshal, School of Community Government
RESPONSE	RATIONALE	ACTION BY:
Activate Emergency Plan	<ul style="list-style-type: none"> ➤ Coordinate all resources; ➤ Select appropriate EOC; ➤ Inform the MACA Regional Superintendent 	Emergency Coordinator

Assessment of Situation	<ul style="list-style-type: none"> ➤ Define areas of risk; ➤ Decide if additional resources are required; ➤ coordinate all resources; ➤ Determine the potential risk of secondary hazards (IE Utilities Failure); ➤ Determine the need to declare a state of local emergency 	CERC, Fire Chief, MACA Regional Superintendent
Inform the Public	Notify Residents of potential threat (Community siren, door to door notification, loudspeaker)	CERC, Communication Coordinator
Firefighting	Conduct Firefighting Activities	Fire Chief and Volunteers
Relocation/Evacuation	Determine the need to evacuate; Refer to Evacuation Plan - Appendix E	CERC, MACA Regional Superintendent
Injuries and Rescue	Remove from danger; Provide medical treatment	Health Centre, Fire Department and Volunteers
Communications	Up to date information flow amongst parties involved in Emergency Response; Do inventory and obtain necessary communications equipment	CERC, Communications Coordinator, Volunteers
Public and Media Information, Instructions to Residents	Provision of Consistent Information	Communications Coordinator
Security Control	Coordinate the protection of property and relocation of resources where necessary, Ensure security of evacuated area; Secure the scene for subsequent investigation	CERC, RCMP
Return to Evacuated Area	Decision that it is safe for Residents to return; Ensure the safe return of residents	CERC, MACA Regional Superintendent
Damage Assessment	Determine extent of damage; Determine if the Disaster Assistance Program applies	CERC, MACA Regional Superintendent

Appendix D: Hazard Specific Plans Continued

The following chart outlines actions that may be taken to mitigate, prevent and respond to an Epidemic/Disease Emergency

EPIDEMIC/DISEASE

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

Mitigation/Prevention	Rationale	Action By
Health Promotion	<ul style="list-style-type: none"> ➤ Promote the necessity of vaccinations to residents; ➤ Educate Residents on washing hands frequently and coughing properly to avoid the spread of germs. 	Health Centre
Preparedness	Rationale	Action By
Health Centre Preparedness	Maintain sufficient supplies (vaccine, masks, gloves, etc.) for managing infectious disease outbreaks	Health Centre
Response	Rationale	Action By
Gather Information	the health centre should inform the SAO should there be a need.	Health Centre
Activate Emergency Plan	Coordinate all resources; and Select Appropriate EMC	Emergency Coordinator
Assessment of the Situation	Decide if additional resources required; Determine the potential risk of secondary hazard (IE Civil Disorder)	CERC, Local; and Health Authorities
Instructions to Residents	Issue instructions to the public and advise them on protective measures	Designated by Nurse In Charge; CERC, Amateur Radio
Quarantine (Stay at home)	<ul style="list-style-type: none"> ➤ Coordinate supply of required resources (IE gas masks, drinking water, food, pharmaceutical supplies); ➤ determine the need for evacuation; ➤ identify evacuation relocations; ➤ and establish emergency public health facilities, shelters, refreshment centres and feeding facilities. 	RCMP, Ambulance, External Agencies, Volunteers

Preventing Spread of Virus/Disease	<ul style="list-style-type: none"> ➤ Assist in the identification of virus/disease and its vector; ➤ Monitor the potential spread of disease/virus; ➤ and Isolate immediate area. 	RCMP, GNWT - Health and Social Services, MACA
Notification System	<ul style="list-style-type: none"> ➤ Notify Ambulance; ➤ and Notify local health-care facilities of casualties (number/type) 	CERC
Establish Temporary Morgue (if required)	Protect the bodies of deceased persons.	RCMP, Coroners Office
Communications	Up to date information flow among parties involved in Emergency Response	CERC, RCMP, H&SC, MACA, Local Health Facilities, Amateur Radio
Traffic Control & Securing the Emergency Site	Coordinate traffic control and routes for emergency vehicles	RCMP
Public & Media Information, Instructions to residents	Establish a news release system; and Establish a public inquiry system	Media Coordinator

Appendix E: Evacuation Action Plan

The following chart outlines actions that may be taken to facilitate an evacuation of the Town of Norman Wells

EVACUATION

MAJOR CONCERNS: Movement, care and safety of displaced residents

Response	Rationale	Action By
Activate Emergency Plan	<ul style="list-style-type: none"> ➤ Call CERC Meeting if required; Notify MACA Regional Superintendent of necessity to evacuate; ➤ Make a declaration of a state of local emergency if there is time; ➤ if a declaration is made forward the declaration to MACA Regional Superintendent 	Emergency Coordinator
Assessment of the Situation	<ul style="list-style-type: none"> ➤ Define areas to be evacuated; ➤ Determine evacuation method; ➤ Determine Evacuation Timeline; ➤ Coordinate all resources; ➤ decide if other support is required; ➤ determine priority evacuee groups; ➤ Determine the need to instruct residents regarding power/water shut-offs, luggage restrictions, pet care and evacuee registration 	CERC, MACA Regional Superintendent
Inform Public and Put Residents on Evacuation Alert	<ul style="list-style-type: none"> ➤ Notify residents of evacuation timeline, Evacuation Method, Priority Evacuee groups, any luggage restrictions and the need to register at the muster point or the evacuation centre: The School (or the alternate evacuation center: The Arena); ➤ Registration forms should be made available and/or distributed - See Appendix K.; ➤ Should the evacuees be hosted in the community, activate Reception Action Plan - Appendix F. 	Communications Coordinator

MACA Regional Office Notification	<ul style="list-style-type: none"> ➤ Notify MACA Regional Superintendent of evacuation timeline, method and priority groups; ➤ MACA Regional Superintendent to identify host community and arrange for evacuation transport as requested by the Community 	CERC, MACA Regional Superintendent
Communications	Up to date information flow amongst parties involved in the evacuation	CERC, MACA Regional Superintendent, Communications Coordinator, Public Works Foreman, Volunteers
Evacuate Residents	<ul style="list-style-type: none"> ➤ Notify Residents of Evacuation; Assist with evacuation if required; ➤ Coordinate with MACA Regional Superintendent on method and reception community. 	CERC, MACA Regional Superintendent
Public and Media Information, Instructions to Residents	<ul style="list-style-type: none"> ➤ Provision of consistent information; ➤ Maintain ongoing sessions with displaced residents to keep them informed 	Communications Coordinator
Security Control	<ul style="list-style-type: none"> ➤ Coordinate the protection of property and relocation of resources where necessary; ➤ Make arrangements for security of community when fully evacuated 	CERC, RCMP
Documentation/ Registration	<ul style="list-style-type: none"> ➤ a record of all decisions, financial and evacuation details should be kept; ➤ All evacuees should be registered prior to evacuation and yet again with the reception community once they arrive in the host community. 	A Designated CERC member, Volunteers, Host Community
Care for the ill and/or infirm	<ul style="list-style-type: none"> ➤ Those Residents requiring special consideration for evacuating must be considered; ➤ A Chaperone may be required to accompany priority residents or priority groups to offer care and to bring prescription drugs, medical supplies or information for evacuees as appropriate. 	CERC, Volunteers, Healthcare Workers

Appendix F: Reception Action Plan

The following chart outlines actions that may be taken to facilitate the Reception of evacuees in the Town of Norman Wells

RECEPTION		
MAJOR CONCERNS: Care and safety of displaced residents		
Response	Rationale	Action By
Assessment of the Situation	<ul style="list-style-type: none"> ➤ Determine how many individuals are being sent to Norman Wells; ➤ Determine mode of Transportation; ➤ Determine expected time of arrival; ➤ Determine special needs of evacuees 	Emergency Coordinator, MACA Regional Superintendent
Activate Emergency Plan	Determine the need to activate the Norman Wells Emergency Plan	Emergency Coordinator
Reassessment of Situation	<ul style="list-style-type: none"> ➤ Determine the need to open reception centre (School/Arena); ➤ Determine the need for billets; ➤ Determine the need for food, blankets and other supplies; ➤ Assign an individual to arrange for each of the above-mentioned tasks. 	CERC, Assigned Coordinators
Call for Volunteers	<ul style="list-style-type: none"> ➤ Notify Residents of the Situation; Request volunteers as needed to register evacuees, host billets, cook or bring supplies; ➤ Register volunteers when they are assigned to duties 	CERC, Volunteers
Evacuee Registration	<ul style="list-style-type: none"> ➤ Register Evacuees upon their arrival at the reception centre (all evacuees must check in at the reception center before going to their billet location; ➤ Data required includes names, ages, any special needs, billeting assignments, dates of arrival and departure, telephone number of billeted locations; ➤ once registration is complete, the information must be sent to the Regional Superintendent of MACA. 	CERC, Volunteers

Communications	<ul style="list-style-type: none"> ➤ Up to date information flow amongst parties involved in reception efforts; ➤ Establish contact with community spokesperson (Mayor or SAO) 	CERC, MACA Regional Superintendent, Communications Coordinator, Public Works Foreman, Volunteers, Fire Department
Public and Media Information, Instructions to Residents	Provision of consistent information;	Communications Coordinator
Security Control	Coordinate the safety of people hosted and the protection of property in the Reception Center	CERC, RCMP upon arrival if required.

Appendix G: Agency Contact Sheet

Emergency Measures Agency		
Agency	Resource	Details
Town of Norman Wells	Communications, Vehicles, Buildings with Backup Generators, Medical Equipment, Generator, Personnel, Volunteers	
School	Facility	
Health and Social Services		
Housing Corporation		
Parks Canada		
Sahtu Building Supplies		
RCMP		
HRN		
Environment and Natural Resources		
NWT Power Corporation		

Emergency Coordinator	
Name and Position	Contact Information
Misty Rayner, Finance Manager	

Community Emergency Response Committee	
Name & Position	Contact Information
Council	-
Council	-
Council	-
Senior Administrative Officer: Cathy Clarke	-
Emergency Coordinator: Misty Rayner	-
Public Works Manager: Shawn Donahue	-
Utilities/Water Plant Manager: Hugo Pabke	-
Fire Chief: Randy Sinasac	-
MACA Superintendent: Christina Gaudet	-
Airport Manager: Fred Fast Alternate: Larry Mefford	-
RCMP: Corporal Tim Macdonald	-
Health Centre: Colleen Murphy	-
School: Michael Duclos	-
Land Corporation: Sherry Hodgson	-
Elders Representative: Frank Pope	-

Rangers Volunteer: Russell Manual	-
Chamber of Commerce:	-
Environment and Natural Resources: Jeff Walker	-
Imperial Oil Resources: Darren Blanchard	-
Enbridge Pipelines:	-
NWT Power Corporation	-
Rampart Rentals: Matt Earls	-
Northern Store: Peter Jirjls	-
Northridge Contracting: Kyle Wright	
HRN Contracting: Chris Chivers Alternate: David Hodgson	-
SRP Petroleum: Paul Watson	-
Sahtu Dene Inn: Clara Kelly	

Appendix H: Resource Inventory

Resource Inventory		
Agency	Resource	Details
Town of Norman Wells	Communications, Vehicles, Buildings with Backup Generators, Medical Equipment, Generator, Personnel, Volunteers	
School	Facility	
Health and Social Services		
Housing Corporation		
Parks Canada		
Sahtu Building Supplies		
RCMP		
HRN		
Environment and Natural Resources		
NWT Power Corporation		

Appendix I: Declaration of a State of Local Emergency

Draft Declaration Format

DECLARATION OF A STATE OF LOCAL EMERGENCY

Whereas an emergency exists in the Community of (name)

due to (name the condition/nature of the emergency)

Therefore, the Council declares that a State of Local Emergency exists in

the (name of local government).

Time

Date

Signatures

Public notice must be given by a means that is commonly acceptable to the community. It must be given immediately upon making the declaration. A suggested format follows.

PUBLIC ANNOUNCEMENT OF A STATE OF LOCAL EMERGENCY

The Council of the Town of [Community] declares a state of local emergency

exists or may in the

Town/Village/Hamlet of (Community)

due to

(describe the nature of the emergency)

The public is advised that for the duration of the emergency, the local authority may take any action deemed necessary under the Civil Emergency Measures Act.

Appendix L: Evacuation Checklist

Situation Update:

Please be advised due to _____ (*wildfire threat, lack of power, etc.*) the _____ (community name) Emergency Response Committee is asking residents to be prepared to evacuate on short notice.

FAQ

How will I know when I need to evacuate?

The _____ (*community name*) Emergency Response Committee will issue an Evacuation Alert to advise residents when it is time to evacuate. This Alert will be issued via _____ (*insert notification method: door- to-door, Radio, website, etc.*).

Where can I get more information?

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

What should I pack?

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

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

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

- Water (at least 2 litres per person);
- Non-perishable food (canned goods, energy bars, dried fruit);
- Crank or battery powered flashlight (and extra batteries);
- Crank or battery powered radio;
- First-Aid kit;
- Blankets;
- Basic tools (handsaw, hatchet or axe);
- Waterproof matches;
- Candles; and
- A full tank of gas (plus Jerry Can depending on distance)

Appendix L: Evacuation Checklist Continued

Where will I be **staying**?

Reception centers provide basic care for residents who are displaced from their homes. Typically, they are set up in schools or community facilities and provide very basic group lodging and meal services. You will be provided with a specific destination when told to evacuate. A reception center will be set up in _____ at the _____. There will be temporary group lodging set up and basic meal services will be provided. Please review the attached sheet for more information about reception center conduct and rules. If you wish to find alternative accommodations for yourself, please make sure you let us know when you register.

What about my pets?

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

OR

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

OR

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

Livestock arrangements are your responsibility.

How can I help protect my home?

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

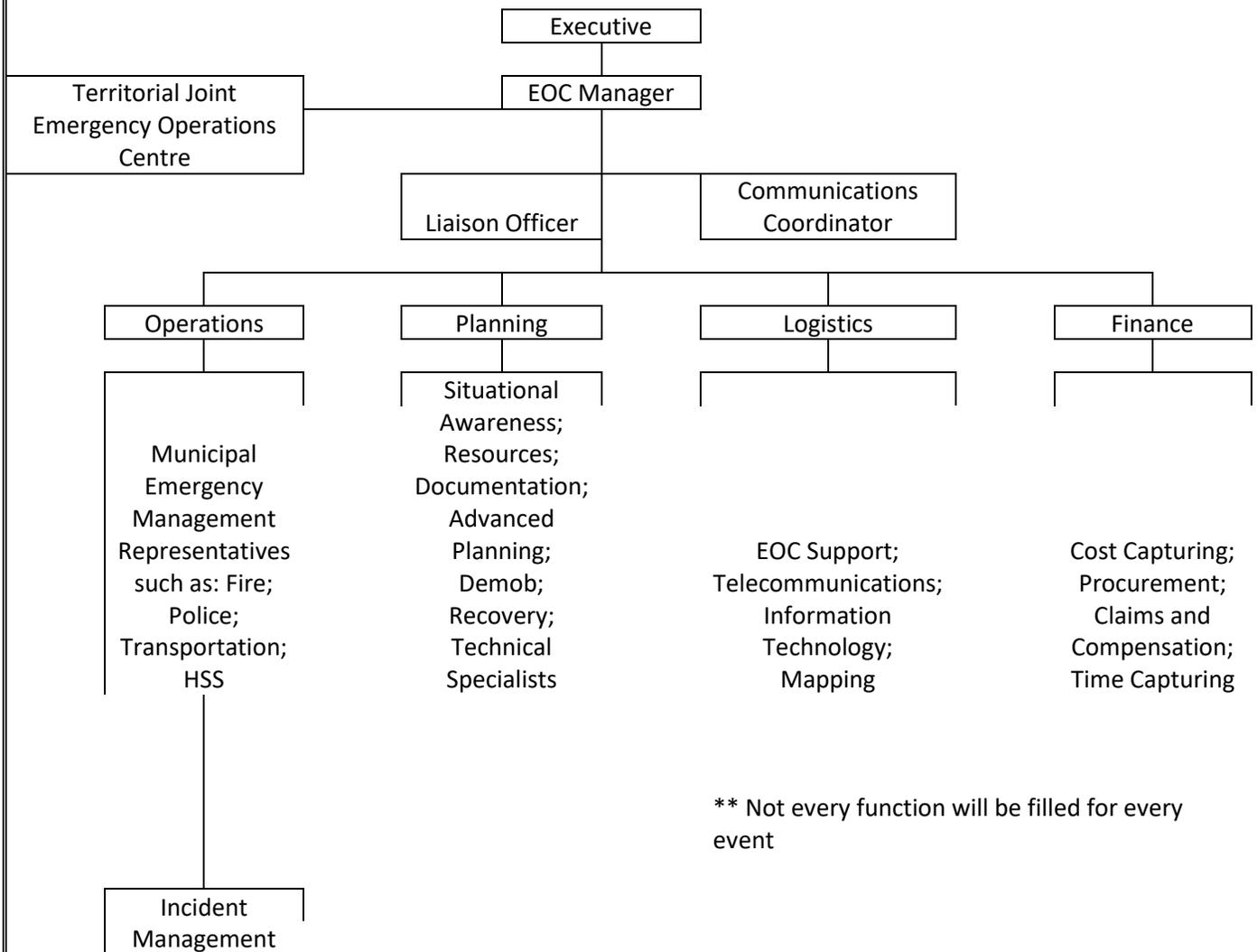
- Clean your roof and gutters regularly;
- Trim back trees from house;
- Ensure combustible materials are properly stored; and
- Prune up trees up and trim back grass and shrubs.

Appendix M: Incident Command System

The Incident Command System (ICS) is a set of personnel, policies, procedures, facilities, and equipment integrated into a common organizational structure designed to improve emergency response operations of all types and complexities.

Every incident, regardless of size, requires that certain management functions be performed. IE: the problem must be identified and assessed, a plan to deal with it developed and implemented, and the necessary resources procured and paid for.

ICS Organization for a Municipal Emergency Operations Centre



Team

Mobile Emergency Operations Centre

Emergency Plan (and any other hazard specific plans)

NWT Emergency Plan

The Civil Emergency Measures Act

Community Maps (Flood risk, roads, satellite Imaging)

Community Contacts

Remote Communications Equipment – Sat Phones, Handheld radios

Notebooks and Pens

A Laptop Computer

Keys to an alternate EOC Site.