

FORT SIMPSON EMERGENCY RESPONSE PLAN

April 2019

Amendments

REVISION DATE	DETAILS
23/04/2018	
26/04/2018	Contact info
23/04/2019	Emergency Contacts, Appendix A contact info, Appendix I Breakup Information

List of Acronyms

ACRONYM	FULL NAME
CERC	Community Emergency Response Committee
EOC	Emergency Operations Centre
IC	Incident Commander
MACA	Municipal and Community Affairs
SAO	Senior Administrative Officer
EMA	Emergency Measures Agency
SOLE	State of Local Emergency
GNWT	Government of the Northwest Territories

Emergency Contacts

ORGANIZATION	TITLE	CONTACT INFORMATION
Municipal and Community Affairs	Regional Superintendent Mike Drake	Phone: 1-867-695-7220 Cell Phone: 1-867-695-6682 Mike_Drake@gov.nt.ca
Municipal and Community Affairs	Regional Assistant Fire Marshall John Richie	Phone: 1-867-695-7230 Cell Phone: 1-867-695-6529 john_richie@gov.nt.ca
Municipal and Community Affairs	24/7 Emergency	Phone: 1-867-920-2303 FAX: 1-867-873-0309
Environment and Natural Resources	Wildlife Emergencies	Phone: 1-867-695-7433
Environment and Natural Resources	Forest Fire Emergency Line	Phone: 1-877-698-3473
Aboriginal Affairs and Northern Development Canada	24/7 Spill Line	Phone: 1-867-920-8130
NorthwesTel	Customer Service Line	Phone: 1-888-423-2333
Northwest Territories Power Corporation	24/7 Line	Phone: 1-855-575-6872
Airport	Manager, Darrell Reason Asst. Manager, Devan Blacklock	Phone: 1-867-695-2471 Cell Phone: 1-867-695-6688
Village of Fort Simpson	SAO, Darrell White Assistant SAO, Kevin Corrigan	Phone: 1-867-695-2253 Cell Phone: 1-867-695-6398 Cell Phone: 1-867-447-0121
Fort Simpson Health Centre		Phone: 1-867-695-7000
Emergency Services		Phone: 1-867-695-2222
RCMP		Phone: 1-867-695-1111

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Introduction

Any community is vulnerable to hazards and emergencies. These can be human caused such as transportation accidents, hazardous materials spills and infrastructure disruptions and natural hazards such as severe weather, wildfires and floods.

The Fort Simpson Emergency Response Plan establishes the framework that ensures the community is prepared to deal with a wide range of emergencies and hazards. It is the way through which resources will be mobilized in the event of an emergency, thereby restoring the community to a state of normalcy. It is designed to ensure that all agencies are fully aware of their respective roles and responsibilities during that emergency.

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

This Emergency Response Plan does not apply to “normal” situations that can be handled by first response agencies on their own.

Scope

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

Purpose

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

Authority

The Emergency Plan is issued under the authority of the Council in accordance with the *Civil Emergency Measures Act* (R.S.N.W.T. 1988, c.C-9) as well as local Bylaw 05-2012 dated 20/02/2012, which contains the duties and responsibilities of the Community Emergency Response Committee (CERC), the Emergency Coordinator and the Emergency Management Agency.

Table 1: Emergency Plan Chain of Command

ADMINISTRATIVE REPRESENTATION	AUTHORITY	POLITICAL REPRESENTATION	AUTHORITY
Acting Senior Administrative Officer / Emergency Coordinator	Name: Ben Coffie	Mayor: Darlene Sibbeston	Deputy Mayor: Liza McPherson

The authority for making decisions in an emergency situation rests with the Emergency Coordinator.

Emergency Management Roles and Responsibilities

Emergency Measures Agency

The Emergency Measures Agency (EMA) typically consists of the Mayor, SAO and Council members. The following are the actions that the elected officials are responsible for during the 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.

Community Emergency Response Committee

The Community Emergency Response Committee is responsible for the development of the Plan and undertaking activities to respond to an emergency event:

- Acting SAO / Finance Manager; Ben Coffie
- Assistant SAO; Kevin Corrigan
- The Public Works Manager; Gabe Buggins
- The Fire Chief; Roger Pilling
- The By-Law Enforcement Officer;
- Fort Simpson Local Housing Authority Manager;
- The Power Plant Manager;
- The Airport Manager; Darrell Reason
- An RCMP Member;
- A NorthwesTel representative;
- A School representative;
- A Liidlii Kue First Nation Representative: Liza McPherson
- A Fort Simpson Metis Nation Representative:
- Dehcho Health and Social Services CEO; and
- Anybody else who might serve a useful purpose in the preparation or implementation of the Emergency Response Plan.

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

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

Emergency Coordinator

The Emergency Coordinator will be the SAO (the SAO typically takes on the Emergency Coordinator role, however it may be filled by any member of the Community Emergency Response Committee). The following are his/her responsibilities:

- Management of the Community Emergency Response Committee activities in accordance with duties set out in the local Bylaw 05-2012 dated April 16th 2012;
- Chairing the planning and operational activities of the Community Emergency Response Committee;
- Coordinating emergency resources used in an emergency;
- Arranging training for the members of the Community Emergency Response Committee;
- Arranging for testing of the plan; and
- Developing and implementing public awareness and education activities.

Operational Levels

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

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

Concept of Operations

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 contact the MACA Regional Superintendent to provide or acquire additional resources necessary. Each committee member is responsible for their identified roles and responsibilities throughout the emergency response.

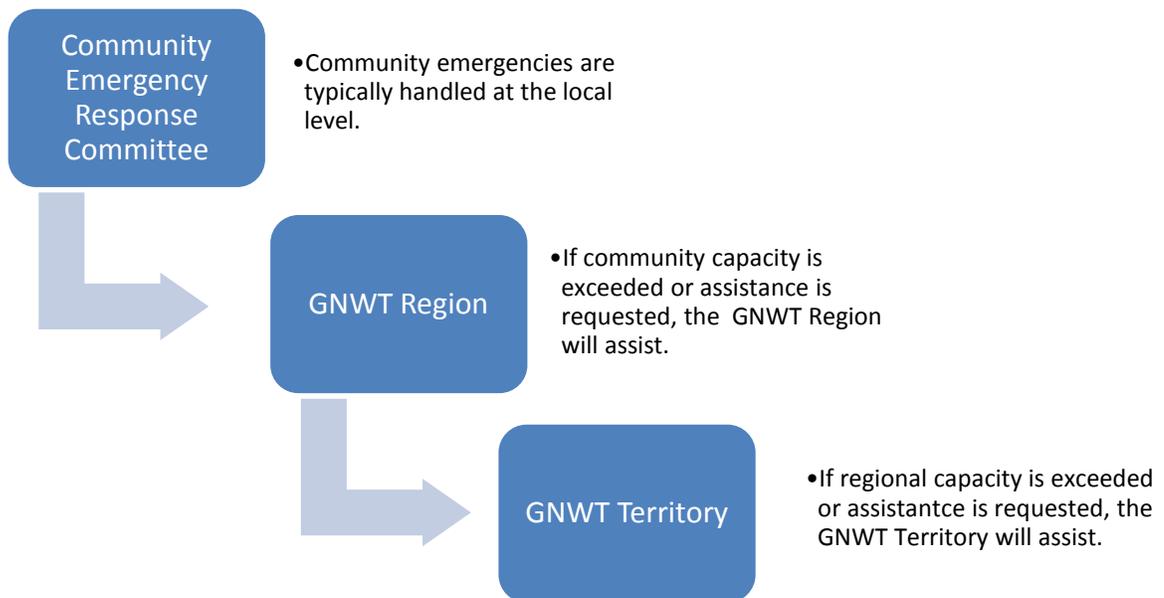
Implementation Sequence

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

- Coordinator contacted regarding the incident;
- Coordinator resolves the problem alone or calls in appropriate Community Emergency Response Committee members and subject matter experts to assist;
- Coordinator notifies MACA Regional Superintendent to alert of situation (ongoing contact with Superintendent is required);
- Gather committee and formulate a response plan;
- Committee and Coordinator may appoint an emergency site manager to liaise from the incident site;
- Coordinator and Committee to advise Council on declaring a State of Local Emergency; and
- Coordinator to notify MACA Regional Superintendent and community residents if a State of Local Emergency is declared.

Escalation

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



Warning and Notification Procedures

Upon notification of an imminent or actual emergency, the Senior Administrative Officer will initiate the notification of key personnel and agencies. Based on the type and seriousness of the event, appropriate personnel are notified of the current or imminent situation. Community Emergency Response Committee members will be notified of the incident and be required to convene at the Emergency Operations Centre depending on the nature and severity of the emergency.

The public in the community will be warned by:

- First responders advising those at risk in the immediate proximity of the emergency;
- The recreation centre public notice board;
- Door to door alerting;
- Social Media (Community Facebook page);
- Sounding of the community siren.

Declarations of Local Emergency

The following table provides information on declaring a state of local emergency.

DECLARING A STATE OF LOCAL EMERGENCY	
Who can declare?	The Mayor and Council.
When/Why declare?	To gain special powers outlined in the <i>Civil Emergency Measures Act</i> .
What does the declaration need to contain?	The nature and area of the event.

Who must be notified?	The affected population and the Minister of MACA via the Deh Cho Regional Superintendent.
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A format for Declaration of a State of Local Emergency is in Appendix K. A copy of the declaration must immediately be sent to the Minister via the MACA Superintendent and the MACA Emergency Management Office Fax # (867) 873-0309.

Communications

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

- Telephone;
- HF Radios;
- Satellite Phones;
- Satellite Internet;
- More.

The Communications Coordinator is responsible for maintaining an inventory of communications tools and ensuring that all Community Emergency Response Committee members are aware of the appropriate communications methods to use in the event of an emergency. The Communications Coordinator is **Kevin Corrigan** refer to Appendix L: “Agency Responsibilities”

Emergency Operations Centres

The Community Emergency Operations Centre is the gathering point where the Community Emergency Response Committee can activate the emergency plan, staff the Emergency Operations Centre and manage emergency operations. For an example of a typical daily agenda for an EOC view Appendix P: EOC Agenda Template.

The primary Emergency Operations Centre location is the Village of Fort Simpson’s Council Chamber.

The alternate Emergency Operations Centre location is the Village of Fort Simpson Shop.

A mobile EOC box will be kept at the Council Chambers, for information on what should be kept in the mobile EOC refer to Appendix O: Mobile EOC List.

Emergency Site Management

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

Evacuation and Reception

Guidelines for evacuation and reception activities can be found in Appendix C and D. Templates for an Evacuation Notice, Alert and Order have been provided as Appendices E, F and G.

Volunteers

A CERC member or community resident shall be appointed as Volunteer Coordinator by the Emergency Coordinator.

The Volunteer Coordinator assists the CERC in the management of volunteers during an event. 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

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

Hazards	Probability of Occurrence	Severity of Impacts	Ranking
Wildfire	5	5	25
Flood (River)	3	5	15
Critical Infrastructure Failure- Power	3	3	9
Critical Infrastructure Failure- Water	2	4	8
Transportation Incident – isolation	3	2	6
Epidemic	2	3	6
Flooding-Water Table	3	2	6
Industrial Emergency- Environmental Spill	3	2	6
Earthquake	2	3	6
Critical Infrastructure- Sewer	2	3	6
Pipeline Break Under River	1	5	5

Severe Weather	2	2	4
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Appendix B “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.

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 for an operational debrief and plan review shortly thereafter.
- The human, facilities, physical and other potential community resources inventories will be updated annually or as needed (these inventories are provided in Appendix Q: Resources Inventory).
- Each agency, (for example, RCMP and Fire), 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: Community Contact Sheet

Emergency Measures Agency

NAME AND POSITION	CONTACT INFORMATION
ACTING SAO Ben Coffie	Work: 867-695-2253 Email: finmgr@vofs.ca Cell: 867-695-6398
Assistant SAO Kevin Corrigan	Work: 867-695-2253 Email: adminasst@vofs.ca Cell: 867-447-0121
Mayor Sean Whelly	Work: 867-695-3555 Email: swhelly@northwestel.ca Cell: 867-445-4180
Deputy Mayor Celine Antoine	Work: 867-695-7270 Email: celinea007@yahoo.ca Cell: 867-447-2728
Councillor Liza McPherson	Work: 867-695-3131 Email: exdir@liidliikue.com Cell: 867-695-6737
Councillor Troy Bellafontaine	Work: Email: troykennethbellafontaine@gmail.com Cell: 867-695-6561
Councillor Kirby Groat	Work: Email: kirby@northwestel.net Cell: 780-910-9026
Councillor Muaz Hassan	Work: 867-695-3108 Email: muaz93@gmail.com Cell: 780-303-0123
Councillor Marie Lafferty	Home: 867-695-2343 Email: Cell:
Councillor Michael Rowe	Work: 867-695-2601 Email: michael.rowe@hotmail.com Cell: 403-660-7264
Councillor Clayton Moreau	Work: Email: claymore.1979@gmail.com Cell: 867-446-4985

Emergency Coordinator

NAME AND POSITION	CONTACT INFORMATION
SAO Darrell White	Work: 867-695-2253 Email: sao@vofs.ca Cell: 867-695-6398

Community Emergency Response Committee

NAME AND POSITION	CONTACT INFORMATION
SAO Darrell White	Work: 867-695-2253 Email: sao@vofs.ca Cell: 867-695-6398
Assistant SAO Kevin Corrigan	Work: 867-695-2253 Email: adminasst@vofs.ca Cell: 867-447-0121
Mayor Sean Whelly	Work: 867-695-3555 Email: swhelly@northwestel.ca Cell: 867-445-4180
RCMP Byron Donovan	Work: 867-695-2222 Email:
Fire Chief Roger Pilling	Work: Email: Cell: 867-688-1565
Health & Social Services Donna Allen	Work: 867-695-3815 Email: Cell: 867-695-6596
Education	Work: 867-695-7308 Cell: 867-446-5753

	Email:	
NT Power Corp	Work: 1-855-575-6872 Email:	Cell:
Public Works Gabe Buggins	Work: 867-695-2477 Email: pwshop@vofs.ca	Cell: 867-695-6306
	Work: Email:	Cell:

Appendix B: 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 exists that does not correspond to any of the following Specific Hazards Plans.

ALL HAZARDS RESPONSE

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

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Community land use plans	<ul style="list-style-type: none"> Incorporate risk reduction measures (ie flood risk mapping, community wildfire protection plan). 	Council
Emergency back-up power for critical infrastructure	<ul style="list-style-type: none"> Ensure emergency operations centres, 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 owner(s) and Council
PREPAREDNESS	RATIONALE	ACTION BY
Community Emergency Response Plan	<ul style="list-style-type: none"> Ensure all agencies and individual emergency responders, officials and volunteers are familiar with local emergency arrangements and procedures and are aware of their role and responsibilities. 	CERC
Public information/ awareness program to inform residents of the need to take proactive measures before, during and after an emergency	<ul style="list-style-type: none"> To reduce individuals' exposure to risk before an emergency strikes and ensure timely recovery after a disaster impacts the community. 	CERC
Community emergency training program	<ul style="list-style-type: none"> Ensure emergency responders, officials and volunteers are prepared to fulfill their emergency role or function. 	CERC

Emergency communications system(s) for first responders and local emergency officials	<ul style="list-style-type: none"> • Ensure efficient and coordinated operational response through effective communications among all response agencies. 	Various member agencies of the CERC
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources; • Engage response agencies; and • Inform Region through the MACA Regional Superintendent. 	Emergency Coordinator/ Mayor
Assessment of 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, risk to residents' personal safety or comfort); and • 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; and • 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; and • Undertake emergency repairs of critical infrastructure. 	CERC, ENR, DOT, RCMP and Volunteers
Relocation/Evacuation	<ul style="list-style-type: none"> • Determine need to evacuate; and • Refer to Evacuation Plan – Appendix C. 	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; and • Provide comfort and shelter for injured as required. 	Medical Services, Ambulance and Fire Rescue Team

Inform Residents	<ul style="list-style-type: none"> • Inform residents of the hazard or threat; • Ensure consistent and up-to-date messages to residents and other involved parties; • Inform residents of measures they can take to avoid risk or remove themselves from risk; • Provide instructions to residents regarding evacuation procedures or their requirement to prepare or act in the face of the threat; and • Keep residents advised of the hazardous situation as it develops. 	CERC and Communications Coordinator, in support of the Emergency Coordinator/Mayor
Coordinate Access and Information to the Media	<ul style="list-style-type: none"> • Identify approved spokespersons. • Ensure only approved messaging is provided to the media. 	Communications Coordinator, in support of the 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; and • Treat medical or psychological conditions, if required. 	Volunteers, RCMP and healthcare workers
Handling the dead	<ul style="list-style-type: none"> • Confirm death; • Provide for proper care and custody of human remains; • Identify temporary morgue if necessary; • Secure the scene for the Coroner's investigation; and • Record evidence. 	RCMP, Healthcare Workers and Coroner.
Emergency Response Communications	<ul style="list-style-type: none"> • Maintain up to date information flow among parties involved in emergency operations; • Ensure shared situational awareness; and • Establish required local (eg telephone, internet, VHF, UHF) and long range (eg telephone, internet, satellite phone, HF) communications links as circumstances require. 	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; and • Consult on new developments and response options related to the emergency as may be required. 	MACA Regional Superintendent, Emergency Coordinator / Mayor
Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return; and • Arrange for safe return of residents. 	CERC and MACA Regional Superintendent
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage; and • Determine if the Disaster Assistance Program applies. 	CERC, MACA Regional Superintendent

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

WILDFIRES

MAJOR CONCERNS: Safety of Lives and Property, Utilities Failure

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Establish land use bylaws	<ul style="list-style-type: none"> Minimize risk by situating higher risk development (eg fuel storage facility) in appropriate locations in the community. 	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. 	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; and Establish a system of permitted fires within the community boundaries. 	Council, CERC, Volunteers, Residents.
Host a community FireSmart Day	<ul style="list-style-type: none"> Community residents and volunteers to clean up brush, grasses and other fuel sources (jerry cans); Inform residents of personal preparedness measures to improve the fire safety of their homes and properties; and Host a community contest for various age groups to promote youth participation. 	CERC, Fire Department, Volunteers
Educate residents on air quality procedures	<ul style="list-style-type: none"> Hold information session 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 HSS

RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Inform MACA Regional Superintendent; and • Call a CERC meeting if required. 	Emergency Coordinator
Assessment of Situation	<ul style="list-style-type: none"> • Define areas of risk; • Decide if additional resources required; • Determine the potential risk of secondary hazards (i.e. utility failure); and • Determine need to declare a state of local emergency. 	CERC, ENR and MACA Regional Superintendent
Inform Public	<ul style="list-style-type: none"> • Notify residents of potential threat. 	CERC
Fire Fighting	<ul style="list-style-type: none"> • Coordination at the fire site. 	ENR, Fire Department and Volunteers
Relocation/Evacuation	<ul style="list-style-type: none"> • Determine need to evacuate; and • Refer to Evacuation Action Plan – Appendix C. 	CERC, MACA Regional Superintendent and ENR
Injuries and Rescue	<ul style="list-style-type: none"> • Remove casualties from danger; and • Provide medical treatment. 	Medical Services, Ambulance and Fire Rescue Team
Communications	<ul style="list-style-type: none"> • Up to date information flow amongst parties involved in Emergency Response. 	CERC, MACA Regional Superintendent, Public Works Vehicles and Volunteers.
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Provision of consistent information. 	Communications Coordinator
Security Control	<ul style="list-style-type: none"> • Provide security of evacuated areas; and • Secure scene for subsequent investigation. 	CERC, volunteers and RCMP
Refreshment Centres	<ul style="list-style-type: none"> • Provision of food to those engaged in the Emergency Response; and • Provision of shelter and food for those evacuated. 	CERC
Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return; and • Ensure safe return of residents. 	CERC, MACA Regional Superintendent

Road Clearance	<ul style="list-style-type: none"> • To provide safe access and movement on community roadways. 	Municipal Works
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage; and • Determine if the Disaster Assistance Program applies. 	CERC, MACA Regional Superintendent

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

FLOODS

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

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

Assessment of Situation	<ul style="list-style-type: none"> • Consider what mutual aid agreements need to be engaged if any; • Determine potential risk of secondary hazard (utilities failure); and • Refer to Appendix I: Spring Breakup Information Sheet for details on flood activities and communications with Fort Simpson Residents. 	CERC and Regional Superintendent.
Injuries	<ul style="list-style-type: none"> • Treat injured; or • Evacuate for medical treatment. 	Nurse In Charge, Volunteers
Water and Sewer Services	<ul style="list-style-type: none"> • Determine the need to issue a water conservation notice to residents: water use limited to essential washing and eating/drinking needs; and • Keep water and sewer pumping running as long as possible when flooding has begun. 	CERC to issue water conservation request to residents. Residents and Water Delivery and Sewer Pumpout Contractors.
Declaration of a State of Local Emergency	<p>If a declaration of a state of local emergency is declared the community must:</p> <ul style="list-style-type: none"> • Inform community; and • Inform MACA Regional Superintendent. 	CERC
Evacuation Decisions	<ul style="list-style-type: none"> • Determine if residents need to be relocated; • Open evacuation centre; and • Refer to Evacuation Plan- Appendix C 	CERC and MACA Regional Superintendent.
Ground Transportation	<ul style="list-style-type: none"> • Contact local busses, taxis and volunteers with vehicles to transport residents to non-flooded areas of town. 	CERC and Mayor
Rescue of Stranded People (particular attention to the elderly)	<ul style="list-style-type: none"> • Remove people from danger 	CERC and Volunteers
Security/ Traffic Control	<ul style="list-style-type: none"> • Secure incident site 	RCMP, Volunteers
Communications	<ul style="list-style-type: none"> • Up to date information flow amongst parties involved in emergency response 	CERC, MACA, RCMP, Fire Department, Municipal Works Vehicles.

Refreshment Centres	<ul style="list-style-type: none"> • Provision of food for those in evacuation centre; for those engaged in Emergency Response 	CERC
Barricades, Signs, etc.	<ul style="list-style-type: none"> • To isolate areas of danger; • Provide warnings 	Public Works Foreman
Public & Media Information; Instructions to Residents	<ul style="list-style-type: none"> • Ensure consistent messages to residents and media. 	Communications Coordinator
Security Control	<ul style="list-style-type: none"> • Coordinate the protection of property and relocation of resources where necessary; and • Secure scene for subsequent investigation. 	RCMP and Volunteers.
Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return; and • Ensure safe return of residents. 	CERC
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage; and • Determine if DAP applies. 	CERC, MACA Regional Superintendent

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

CRITICAL INFRASTRUCTURE FAILURE

Including: Electric, Water and Sewer.

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

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

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

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

HAZARDOUS SPILL

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

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Proper care promotion	<ul style="list-style-type: none"> Promote the proper handling and storage of toxic materials; and Promote WHMIS training. 	CERC, Local Employers.
PREPAREDNESS	RATIONALE	ACTION BY
Spill Kit Preparedness	<ul style="list-style-type: none"> Maintain sufficient supplies (spill kits, etc) for managing spills. 	Facility owners/operators and ENR
Gather Information	<ul style="list-style-type: none"> Consult with ENR personnel and facility owners/operators. 	Emergency Coordinator
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> Coordinate all resources; and Select appropriate EOC; and Inform Region through the MACA Superintendent. 	Emergency Coordinator
Assessment of Situation	<ul style="list-style-type: none"> Decide if additional resources Required; Determine potential risk of secondary hazard (i.e. fire, health risk); and Determine need to declare a state of local emergency. 	CERC, ENR, Fire Department, RCMP and Health Authorities.
Relocation/Evacuation	<ul style="list-style-type: none"> Determine if evacuation is required; Refer to Evacuation Plan- Appendix C 	CERC and MACA Regional Superintendent
Instructions to Residents	<ul style="list-style-type: none"> Issue instructions to public and advise on protective measures. 	Designated by ENR and CERC.
Preventing Spread of Fuel	<ul style="list-style-type: none"> Assist in identification of fuel and its vector; and Isolate immediate area. 	ENR, RCMP, CERC and owners/operators.
Communications	<ul style="list-style-type: none"> Up to date information flow among parties involved in Emergency Response. 	CERC, RCMP, ENR, MACA, Local Health Facility and owners/operators.
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> Coordinate traffic control and routes for emergency vehicles. 	RCMP

Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish news release system; and • Establish public inquiry system. 	Communications Coordinator
Preliminary Clean Up	<ul style="list-style-type: none"> • If determined safe deploy the spill kit; and • Plan for ongoing clean-up plan. 	ENR, CERC, owners/operators and MACA Regional Superintendent
Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return; and • Ensure safe return of residents. 	CERC
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage; and • Determine if DAP applies. 	CERC, MACA Regional Superintendent

Appendix C: Evacuation Action Plan

The following chart outlines actions that may be taken to facilitate an evacuation of.

EVACUATION

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

PREPAREDNESS	RATIONALE	ACTION BY
Personal Preparedness	<ul style="list-style-type: none"> • CERC to distribute evacuation/ reception forms; and • Residents to prepare emergency kits and prepare in case of evacuations. 	CERC and 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; and • If a declaration is made forward the declaration to MACA Regional Superintendent. 	Emergency Coordinator and CERC
Assessment of Situation	<ul style="list-style-type: none"> • Define areas to be evacuated; • Determine evacuation method; • Determine evacuation timeline; • Determine a need for sheltering in place- See Appendix S for guidelines; • Coordinate all resources; • Decide if other support is required; • Determine priority evacuee groups; and • Determine the need to instruct residents regarding power/water shut offs, luggage restrictions, pet care and evacuee registration. 	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 center: the School (or the alternate evacuation centre: the arena)- See Appendix F: Evacuation Notice. • Registration forms should be made available and/or distributed – see Appendix H. 	Communications Coordinator
	<ul style="list-style-type: none"> • Should the evacuees be hosted in the community, activate Reception Action Plan- Appendix D. 	
MACA Regional Office notification	<ul style="list-style-type: none"> • Confirm MACA Regional Superintendent of evacuation timeline, method and priority groups. • MACA Regional Superintendent to identify host community and arrange for evacuation transportation as requested by the community. 	CERC and MACA Regional Superintendent

Communications	<ul style="list-style-type: none"> Up to date information flow amongst parties involved in the evacuation. 	CERC, MACA Regional Superintendent, Communications Coordinator, Public Works Foreman, Volunteers
Evacuation Order	<ul style="list-style-type: none"> Notify residents of evacuation order and instructions- See Appendix G: Evacuation Order; Assist with evacuation as required; and Coordinate with MACA Regional Superintendent on method and reception community. 	CERC and MACA Regional Superintendent.
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> Provision of consistent information; and Maintain ongoing sessions with displaced residents to keep them informed. 	Communications Coordinator
Security Control	<ul style="list-style-type: none"> Coordinate the protection of property and relocation of resources where necessary; and Make arrangements for security of community when fully evacuated. 	CERC and RCMP
Documentation/Registration	<ul style="list-style-type: none"> A record of all decisions, financial and evacuation details should be kept; and All evacuees should be registered prior to evacuation and yet again with the reception community once they arrive in the host community. Provide list to MACA Regional Superintendent. 	A designated CERC member, volunteer, Host community, Volunteers.
Care for the ill/infirm	<ul style="list-style-type: none"> Those residents requiring special consideration for evacuating must be considered; and A escort 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. 	Medical Services and Volunteers

Appendix D: Reception Action Plan

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

RECEPTION

MAJOR CONCERNS: Care and safety of displaced residents.

RESPONSE	RATIONALE	ACTION BY
Assessment of Situation	<ul style="list-style-type: none"> • Determine how many residents are being displaced; • Determine mode of transportation; • Determine expected time of arrival; and • Determine special needs of evacuees. 	Emergency Coordinator, MACA Regional Superintendent
Activation of Emergency Plan	<ul style="list-style-type: none"> • Determine the need to activate the Emergency Plan. 	CERC
Reassessment of Situation	<ul style="list-style-type: none"> • Determine need to open reception center; • Determine need for lodging; • Determine need for food, blankets and other supplies; and • 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 situation; • Request volunteers as needed to register evacuees, lodging, cook or bring supplies; and • 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 center (all evacuees must check in at the reception center before going to their lodging location); • Data required includes names, ages, any special needs, lodging assignments, dates of arrival and departure, telephone number of lodging location (See Appendix H: Evacuation and Registration Form); and • Once registration is complete the information must be sent to MACA's Regional Superintendent. 	CERC, Volunteers.

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

Appendix E: Evacuation Notice

Evacuation Notice:

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

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

Evacuation Notice Template

Please be advised due to _____ (*wildfire threat, lack of power, etc.*) the _____ (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 Fort Simpson Emergency Response Committee will issue an Evacuation Order to advise residents when it is time to evacuate. This Order will be issued via _____ (*door-to-door, Radio, website, etc.*).

Where can I get more information?

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

What should I pack?

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

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

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

- Water (at least 2 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 (maybe a jerry can of gas depending on the distance to the destination).

Where will I be staying?

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

What about my pets?

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?

For wildfire:

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

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

For flood:

The first step in being prepared is taking necessary precautions to minimize damage that may be caused during a flood. Listed below are a few steps you can take to prepare your property and belongings for a flood:

- Ensure that fuel tanks, water tanks and sewage tanks are secured so that they don't float away or get damaged;
- Shut off all power to your home;
- Unplug your electrical appliances; and
- Secure belongings stored in and around the house on your property out of harm's way.

What do I need to do with my gun?

All guns must be properly stored at all times, please ensure that all guns are properly stored before evacuating.

During an evacuation _____.

Appendix F: Evacuation Alert

Evacuation Alert:

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

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

Evacuation Alert Template

Please be advised the risk to _____ (community) has increased 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. Residents who have the means are encouraged to self-evacuate at this time.

FAQ

How will I know when I need to evacuate?

The _____ (community name) Emergency Response Committee will issue an Evacuation Order to advise residents when it is time to evacuate. This Order 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, community notice board, call in line).

What should I pack?

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

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

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

- Water (at least 2 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 (maybe a jerry can of gas depending on the distance to the destination).

Where will I be staying?

When an Evacuation Order is given 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. Group lodging does not allow for much privacy or comfort as it is an emergency situation. 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?

For wildfire:

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

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

For flood:

The first step in being prepared is taking necessary precautions to minimize damage that may be caused during a flood. Listed below are a few steps you can take to prepare your property and belongings for a flood:

- Ensure that fuel tanks, water tanks and sewage tanks are secured so that they don't float away or get damaged;
- Shut off all power to your home;
- Unplug your electrical appliances; and
- Secure belongings stored in and around the house on your property out of harm's way.

What do I need to do with my gun?

All guns must be properly stored at all times, please ensure that all guns are properly stored before evacuating.

During an evacuation _____.

Appendix G: Evacuation Order

Evacuation Order:

An Evacuation Order is issued by authorities having jurisdiction in response to imminent danger to the involved area. It can be issued by the Local Authority or MACA. An Evacuation Order can be issued with or without declaring a state of emergency, however can only be enforced if a “state of emergency” or “state of local emergency is pre-declared by the Local Authority or Minister.

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

Evacuation Order Template

Please be advised due to _____ (*wildfire threat, lack of power, etc.*) and Evacuation Order has been issued for _____ (community). Residents are required to register at the _____ (registration area) before evacuating the community. For those individuals requiring assistance evacuating please proceed to _____ (evacuation staging point) and transportation will be provided.

FAQ

Where can I get more information?

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

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

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

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

While the community is evacuated emergency officials will survey the area. _____ (*daily, weekly, etc.*) briefings will be held at the reception centre to inform residents of what is happening in the community.

Where will I be staying?

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. If you wish to find alternative accommodations for yourself please make sure you let us know when you register.

What do I need to do with my gun?

All guns must be properly stored at all times, please ensure that all guns are properly stored before evacuating.

During an evacuation _____.

Appendix H: Evacuation and Reception Registration Form

EVACUATION AND RECEPTION REGISTRATION FORM

PREPARED BY		DATE		
Name	Arrival Time	Departure Time	Address of destination and contact information	Comments (please list medical or other special needs)

Appendix I: Spring Breakup Information Sheet



Village of Fort Simpson

SPRING BREAKUP INFORMATION 2019

The Village of Fort Simpson has staff in position to monitor the ice conditions and water levels of the Liard and Mackenzie Rivers. A Flood Committee consisting of representatives from all support agencies will be meeting on an as-required basis to monitor the ice and flood conditions. Should conditions develop that require the evacuation of some or all residents from the island, the following procedures have been put in place to deal with the emergency. The procedures are based on water levels as determined at the water gauge on the Mackenzie River.

FOR YOUR BENEFIT, THE FLOOD COMMITTEE STRESSES THE IMPORTANCE OF EVERYONE FOLLOWING THESE INSTRUCTIONS:

- Keep all vehicles fully fuelled
- Keep food, water, extra clothing, blankets, sleeping bags, tents and any other items you will require packed and ready to go
- Dress warmly
If time permits:
- Throw the main breaker switch and shut off all fuel and propane tanks

FLOOD WATCH PRODEDURE:

1. 12.5 Meters – FLOOD WATCH COMMENCES
 - Residents to be reminded it is their responsibility to move belongings out of harm's way (i.e. snow machines, boats, equipment, etc.).
2. 13.0 Meters – Threatening water and ice conditions will be broadcast as follows:
 - Radio – 690 AM Periodic Updates
 - Fort Simpson Bulletin Facebook Page and www.fortsimpson.com updates
 - CKLB – Periodic Updates
 - TV – Channel 17Information may also be obtained by calling the Village Office at 695-2253
3. 13.5 Meters
 - Village emergency measures personnel will establish an Emergency Operations Centre
 - Notification to Schools, Day Care Centre, Health Centre, Fort Simpson Elders Care Home and Stanley Isaiah Clusters (elders needing assistance) to be on evacuation alert
4. 14.0 Meters
 - Continuous siren will sound for 4 minutes non stop
 - Emergency Operations Centre to declare a LOCAL STATE OF EMERGENCY

- Schools, Day Care, Bars and Liquor Store will be ordered to close
 - Personnel designated for roadblocks and registration placed on standby notice
 - Water levels updated every 15 minutes
5. 14.5 Meters
- Residents dwelling on the Island instructed to evacuate the Island to room with those dwelling on the mainland, a reception centre will be set up at the Village Shop for those who do not have a place to stay off the mainland;
 - Elders Care Home to begin evacuation to the GNWT Main Airport for further evacuation to Yellowknife
 - Health Centre and Stanley Isaiah Clusters (elders needing assistance) to begin evacuation to the GNWT Main Airport
6. 15.0 Meters - EVACUATION
- Continuous siren will sound for 15 minutes non-stop and may be repeated until evacuation is complete
 - Roadblocks are placed with registration of evacuees as they leave the Island
 - People with vehicles should leave the Island. Pet owners will be responsible for the wellbeing of their pets & should bring all necessary supplies for their pets such as leashes, kennels, food & water
 - People without vehicles are to proceed immediately to the Public Works garage on the mainland for evacuation transportation
7. 16.0 Meters
- The causeway to the Fort Simpson Island floods, all residents must be off of the island before this point.

For more information on how to get prepared for a flood visit:

<https://www.getprepared.gc.ca/cnt/hzd/flds-en.aspx>

2019 BREAKUP INFORMATION TIPS

Please be extra careful when monitoring ice flow conditions as riverbanks are unstable in areas and can have ground concaved beneath the surface.

Be extra cautious around river bank area and be aware of your surroundings to avoid slipping or falling when you are close to the edge.

If you decide to leave town during the breakup season or anytime during the evacuation procedure, please inform someone you are doing so.

It is always considered good protocol to be prepared for the worst case scenario. Have vehicles filled with fuel, camping supplies accessible in a hurry and extra food and water in case an evacuation is required.

Appendix J: Volunteer Registration

Volunteer Registration Sheet

In this section you should list all of the volunteers, along with their current contact information. In the “Volunteer Duties” column, list the volunteer duties that the individual will perform throughout the emergency event. For example, they may be assigned to perform reception duties or they may have participated in a search before.

NAME	CONTACT INFORMATION	VOLUNTEER DUTIES	SIGNATURE

Appendix K: Declaration of a State of Local Emergency

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

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

Community residents must be immediately notified once a declaration has been made. This public notice must be given by a means that is commonly acceptable to the community. The following is a template that may be used:

Public Announcement of a State of Local Emergency
The Council of the _____(community name) declares a state of local emergency for the _____(community) due to _____(insert the nature and condition of the emergency).
The public is advised that for the duration of the emergency, the local authority may take any action deemed necessary as authorized by the <i>Civil Emergency Measures Act</i> .

Appendix L: CERC Responsibilities

Community Emergency Response Committee Responsibilities

In an emergency, the CERC will provide the overall direction and oversight. The agencies will carry out their specific responsibilities. The following is a list of some agencies in the community 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 (act as media spokesperson to residents and the media);
- Evacuation orders; and
- Request mutual aid agreements be enacted.

Emergency Coordinator or designate

- Chair of the Community Emergency Response Committee;
- Coordination of all emergency services and functions;
- Recommend declaration/cancellation of a state of local emergency;
- Implement plan;
- Liaison with MACA, other governments and industry associations;
- Requests support from MACA if required; and
- Overall communications arrangements.

Fire Chief or designate

- Conduct fire-fighting operations;
- Coordinate site activities as required;
- Provide communication link from the site to the Emergency Coordinator and/or EOC;
- Support for search and rescue activities (with assistance from volunteers);
- 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 and pump-out;
- Utilities shut down/restoration; and
- Initial damage assessment on public property.

Community Administration/ Finance Officer

- Register volunteers;
- Support the use of the EOC;
- 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;
- Assist the Coroner as required;
- Identification and handling of the deceased;
- Establishment of a temporary morgue;
- Site management when lead agency; and
- Support rescue and evacuation operations.

Health and Social Services

- Provide site medical care;
- Disseminate all advisories regarding Public Health/Environmental Health;
- Provide leadership in pandemic events;
- Arrange medical evacuation;
- Assist with temporary morgue;

- Arrange for evacuation and reception services;
- Advise on vulnerable groups and evacuation priorities; and
- Provide casualty data.

Communications Coordinator

- Provision of information to authorities and media outlets; and
- Maintaining an inventory of communications tools and ensuring that all CERC members are aware of the appropriate communications methods to use in the event of an emergency.

Education- School Principal/Teachers

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

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

Housing

- Provide for use of vacant housing units if required; and
- Advise on safety of housing in preparation for re-occupation.

Search and Rescue Group

- Assist in search and rescue activities when required;
- Assist in emergency notification activities; and
- Assist in transportation of evacuees if required.

Coast Guard

- Assist in water search and rescue activities when required; and
- Assist in water transportation of evacuees if required.

Appendix M: Legislative Authority

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

GENERAL

Powers and duties of local authorities

7. (1) Each local authority

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

Searches outside community

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

Repayment of emergency expenditures

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

DECLARATION OF STATE OF LOCAL EMERGENCY

State of local emergency

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

Contents of declaration

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

Publication

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

Delegation

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

Forwarding declaration to Minister

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

Cancellation

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

Effect of order by Minister

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

Duration of declaration

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

Application

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

Termination of declaration

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

Publication

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

(a) expires under subsection 15(4),

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

Powers of local authority

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

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

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

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

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

Compensation

(1.1) Where

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

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

Use of emergency plan

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

Authorization

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

Payment of expenses

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

Approval of by-law

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

Appendix N: Bylaw Template

Emergency Measures Program Resolution / Bylaw Template
_____ OF _____
Band Council Resolution/Bylaw NO. _____

A BAND COUNCIL RESOLUTION/BYLAW of the Council of the (City, Town, Village, Hamlet or Designated Authority) of _____ in the Northwest Territories, to provide for a community emergency management program.

WHEREAS the Council of the (City, Town, Village, Hamlet or Designated Authority) of _____ 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 (CITY, TOWN, VILLAGE, HAMLET or DESIGNATED AUTHORITY) of _____, in regular session duly assembled, hereby enacts as follows:

EMERGENCY RESPONSE COMMITTEE

1. A committee for Fort Resolution 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 (City, Town, Village, Hamlet or Designated Authority) of _____ 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.

EMERGENCY MEASURES AGENCY COORDINATOR

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

- a. Development, preparation and coordination of emergency plans and programs.
- b. 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 (City, Town, Village, Hamlet or Designated Authority) of _____ 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 Bylaw shall come into effect upon receiving Third Reading.

READ for the first time on ____ (day) _____ (month) _____ (year).

CHIEF/MAYOR

CHIEF EXECUTIVE/SENIOR ADMINISTRATIVE OFFICER

READ for the second time on ____ (day) _____ (month) _____ (year).

CHIEF/MAYOR

CHIEF EXECUTIVE/SENIOR ADMINISTRATIVE OFFICER

READ for the third time on _____ (day) _____ (month) _____ (year).

CHIEF/MAYOR

CHIEF EXECUTIVE/SENIOR ADMINISTRATIVE OFFICER

Appendix O: Mobile EOC

Mobile EOC List

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

Appendix P: EOC Agenda Template

EOC Agenda Template

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

Appendix Q: Resource Inventory

*View Excel file for resource inventory.

Appendix R: Remote Communications Protocol

Remote Communication Protocol

In the event that normal communications (eg. Phone and internet) are not working all members of the CERC are expected to follow the following procedures:

- Turn on HF radios to the Fort Simpson Community Emergency Response Committee Channel : (insert appropriate frequency/channel);
- Check in with the Emergency Coordinator to confirm connectivity;
- Once connectivity has been established the Emergency Coordinator shall use the Town's Satellite phone to establish connectivity with the MACA's Deh Cho Regional Superintendent; and
- MACA Regional Superintendent and the Town of Fort Simpson Emergency Coordinator to establish timings for regular check-ins.

Appendix S: Shelter-In-Place Instructions

Shelter-In-Place Instructions

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

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

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

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

Appendix T: Evacuation Statistics

Evacuation Statistics

Road

Road evacuations are typically require the least amount of resources from a community as many residents will be able to self-evacuate. The following are a few stats that may assist the CERC in their decision making when it comes to road evacuations:

Approximately _____ people in Fort Simpson will require transportation assistance when evacuating by road.

A conventional bus is 35 feet long and has 22-24 bench seats.

Air

The Fort Simpson runway is asphalt and is 1,829m (6000ft) long. The largest plane capable of taking off and landing is a _____ which has a passenger capacity of _____.

Ferry

The MV Lafferty Ferry on the Liard River is capable of transporting _____ single family vehicles or _____ busses or _____ foot passengers at a time. It takes approximately _____ minutes to cross the Liard River from one side to the other.