



(April 2025)

VILLAGE OF FORT SIMPSON COMMUNITY EMERGENCY PLAN



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1. Purpose

The purpose of the Community Emergency Plan is to facilitate a prompt, coordinated, and comprehensive response to emergencies with the potential to affect Fort Simpson operations and residents, both inside and outside Village of Fort Simpson (VFS) boundaries.

2. Scope

The VFS *Community Emergency Plan* is a requirement under the *NWT Emergency Management Act* and under the *Emergency Measures By-law*.

The *Community Emergency Plan* applies to VFS employees, the VFS Local Emergency Management Organization (LEMO), and all Partner Agencies involved in emergency prevention, preparation, response, and recovery.

3. Definitions

Emergency
An urgent, abnormal event that demands prompt coordination of resources to mitigate serious risk.
Emergency Management
The mitigation of emergency-associated risk through the prevention, preparedness, response, and recovery cycle.
Emergency Operations Centre (EOC)
The physical location from which emergency response is coordinated.
Incident Command System
A standardized and scalable emergency management framework that enables multiple agencies to operate within a common organizational structure.
Local Authority
The elected council of a community government, responsible for community emergency management.
NWT Emergency Management Organization (NWT EMO)
The body responsible for coordinating territorial and regional level emergencies and assisting with local emergencies.
Partner Agency
An external organization with emergency management responsibilities assigned under the Community Emergency Plan (e.g., government bodies, emergency services, businesses).
Regional Emergency Management Organization (REMO)
The regional portion of the NWT EMO, resident in the five regional GNWT Department of Municipal and Community Affairs (MACA) regional offices.
Risk
The chance of harm (the product of probability and severity).
State of Local Emergency
A declaration by the Local Authority that an emergency exists in the community, triggering the activation of the Community Emergency Plan.

**Support Service Provider**

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

Territorial Emergency Management Organization (TEMO)

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

Vulnerable Populations

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

4. Introduction

4.1 Village of Fort Simpson

- The Village of Fort Simpson, located at 61° 51' N, 121° 21' W, sits on an island at the confluence of the Mackenzie and Liard Rivers. Fort Simpson is approximately 1,400 highway km north of Edmonton, Alberta.
- Fort Simpson is accessible year-round by air; via the Main Airport, Island Airstrip, float plane, and helicopter. It is inaccessible by road during Spring and Fall breakup and freeze up of its northern and southern river crossings for approximately 6-8 weeks of the year; In warmer months it is accessible via ferry from 0800 to 2345 daily from the Mackenzie Highway to the south; the Liard river ice bridge provides 24/7 road access in the colder months.
- The Village of approximately 1,100 people is governed by a mayor and eight councillors, with the administration led by a Senior Administrative Officer.
- The Village of Fort Simpson maintains a Protective Services Department that includes fire service, ambulance service, rescue, and emergency management.

4.2 Emergency Management

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



- Emergency Management is the mitigation of emergency-associated risk through the prevention, preparedness, response, and recovery cycle.
- Community emergencies will happen; therefore a Community Emergency Management Program is required (refer to section 7).

5. NWT Emergency Management Framework

5.1 Responsibilities

Under the NWT Emergency Management Act, emergency management in the NWT is a shared responsibility between:

- The Government of the Northwest Territories (GNWT);
- Local Authorities (i.e., community governments);
- Partner Agencies (e.g., government bodies, emergency services, businesses), and
- Individuals.

5.2 Role of the GNWT

The NWT Emergency Management Organization (NWT EMO), established under the NWT Emergency Management Act, consists of:

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



- The NWT EMO is responsible to:
 - Lead the GNWT in the coordination of emergency management activities;
 - Support the emergency management activities of Local Authorities; and
 - Coordinate, or assist in, the response of GNWT and public agencies to emergencies.

5.3 Role of Local Authorities

Under the NWT Emergency Management Act:

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



5.4 Role of Partner Agencies

A Partner Agency is an external organization with emergency management responsibilities assigned under the Community Emergency Plan (refer to section 10).

A Partner Agency may play a supporting role by:

- Having responsibility for critical infrastructure and providing updates on impacts or recovery during emergency; or
- Contributing to overall emergency management.
- A Partner Agency may take the lead on routine emergencies within their areas of responsibility (e.g., GNWT Department of Environment & Climate Change during a wildfire).

5.5 Role of Individuals

All residents have a responsibility to themselves and their families to be prepared for emergencies. This includes:

- Reviewing the VFS Community Emergency Plan;
- Understand how and where VFS will share emergency information;
- Making a household emergency plan that covers how to stay informed on emergencies, how to stay connected with loved ones, a location to evacuate to if required to leave home or the community, and how to care for pets;
- Maintaining an emergency kit and grab-and-go bag for use if evacuation is required with little warning; and
- Protecting property and obtaining insurance.

5.6 Requesting GNWT Support

- When an emergency is too large or complex to handle at the local level, the Local Authority shall request assistance from the REMO.
- As a Dehcho community, Fort Simpson is supported by the Dehcho REMO.
- The emergency response remains under the direction and control of the Local Authority, with the following exceptions:
 - Should the Local Authority become overwhelmed or the emergency extends beyond community boundaries, the REMO may take some or all responsibility for direction and control of the emergency response.



- Should an event impact a large area involving more than one community or region, or exceed the capacity of Local Authorities, the Minister of MACA may impose territorial control over the emergency response by declaration of a State of Emergency. At this point the NWT EMO takes responsibility for direction and control of the emergency response.

When required, a REMO can request assistance from the TEMO.

When required, the TEMO can request assistance from other provinces, other territories, and/or the federal government.

5.7 Further Information

For more information on emergency management in the NWT refer to the Northwest Territories Emergency Plan.

6. Emergency Management Cycle

6.1 Description

Emergency Management is conducted through a four-step cycle:

- Prevention;
- Preparedness;
- Response; and
- Recovery.

The cycle repeats to ensure continuous improvement.

6.2 Stage 1: Emergency Prevention

Prevention refers to the measures taken to help prevent the occurrence of, and mitigate the impact of, emergencies.

VFS employs a number of methods to help prevent or mitigate emergencies, such as Fire breaks, prescribed burns, community fire bans, public education, and fire smarting to reduce wildfire risk.

6.3 Stage 2: Emergency Preparedness

Preparedness refers to the measures taken to ready the community to address any emergency through structured planning, training, resource management, and exercises.

The goal of preparedness is to minimize response time and reduce the impact of an emergency.



At the core of emergency preparedness is a comprehensive Community Emergency Management Program (refer to section 7).

6.4 Stage 3: Emergency Response

Response refers to the activation of the Community Emergency Plan to mitigate the risks presented by an emergency until the emergency no longer exists (i.e., putting emergency planning into action) (refer to section 14).

An effective response requires prompt and coordinated deployment of resources to mitigate risk and minimize harm to people, property, environment, systems, and operations.

Goals of emergency response include protecting the health & safety of responders and residents, protecting infrastructure and property from damage, protecting the environment, and reducing economic and social losses.

Emergencies introduce additional stress, challenges, and high-risk hazards, making careful adherence to health & safety practices and procedures crucial during an emergency.

Response includes:

- Declaring the emergency;
- Following the Community Emergency Plan;
- Conducting evacuations;
- Protecting critical infrastructure and property within VFS boundaries;
- Communicating effectively with responders, media, and the public; and
- Terminating the emergency once all risk has been adequately mitigated.

6.5 Stage 4: Emergency Recovery

Emergencies can cause physical and psychological trauma, infrastructure and property damage, displacement of residents, service disruption, and environmental damage.

Recovery refers to the measures required to restore conditions to an acceptable level following an emergency (refer to section 16). Recovery can be a long-term process involving returning to and rebuilding a changed community.

The effectiveness of existing preventive measures, the Community Emergency Plan, and the emergency response shall be assessed, as well as the financial impact of the event. This shall be followed by a return to the Emergency Prevention and Emergency Preparedness stages to continue the Emergency Management cycle and implement program improvements.



7. Community Emergency Management Program

7.1 Program Composition

The VFS Community Emergency Management Program is comprised of the following documents:

- *Emergency Measures By-law*; and
- *Community Emergency Plan* and associated forms.

7.2 Emergency Measures By-law

The *Emergency Measures By-law*, in accordance with the *NWT Emergency Management Act* and the *NWT Cities, Towns and Villages Act*, defines Council's role in community emergency management:

- Identifies Council as the Local Authority;
- Establishes the Local Emergency Management Organization (LEMO) (refer to section 9); Appoints the Director of Protective Services as the LEMO Coordinator; establishes the Community Emergency Response Committee (CERC);
- Delegates responsibility for development and maintenance of the Community Emergency Plan to the LEMO Coordinator; and,
- Delegates responsibility for emergency response to the LEMO.

7.3 Community Emergency Plan

The Community Emergency Plan:

- Defines VFS's emergency management structure and processes;
- Provides procedures for responding to specific emergencies, evacuating residents, hosting evacuees, and using volunteers.
- Is trained on, tested, and maintained.

Table 1 identifies the associated forms, which are tools for specific response requirements.

Table 1: Community Emergency Plan Forms

Form	Purpose
<i>Form EP-01: State of Local Emergency</i>	Used by Council for emergency declaration, renewal, and termination.



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	Provided by the LEMO Coordinator to the Head of the NWT EMO.	
<i>Form EP-02:</i> <i>Partner Agency Agreement</i>	Used to document commitment from external agencies to support VFS in emergency management.	
<i>Form EP-03:</i> <i>Emergency Contacts</i>	<p>Contains contact information for parties that may be required during emergency response:</p> <ul style="list-style-type: none">• VFS Council;• LEMO members;• VFS staff;• Partner Agencies; and• Support Service Providers. <p>This form is for LEMO use only. It is not for public distribution, as it contains confidential contact information.</p>	
Purpose		
<i>Form EP-04:</i> <i>Construction Equipment Resource List</i>	Lists equipment available from local construction contractors.	
<i>Form EP-05:</i> <i>LEMO Meeting</i>	Used by Scribe to document LEMO Meeting minutes.	
<i>Form EP-06:</i> <i>LEMO Position Checklists</i>	Used by LEMO members to track completion of tasks.	
<i>Form EP-07:</i> <i>Partner Agency Position Checklists</i>	Used by Partner Agencies to track completion of tasks.	
<i>Form EP-08:</i> <i>Volunteer Sign-up</i>	Used to register members of the public as volunteers.	
<i>Form EP-09:</i>	List of all volunteers.	



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<i>Volunteer Registry</i>	
<i>Form EP-10:</i> <i>Evacuee Sign-up</i>	Used to register evacuees.
<i>Form EP-11:</i> <i>Evacuee Registry</i>	List of all evacuees.
<i>Form EP-12:</i> <i>Evacuation Plan Checklist</i>	Checklist to follow when evacuation of residents is required.
<i>Form EP-13:</i> <i>Evacuation Notifications</i>	Template wording used in evacuation notices, alerts, orders, and all-clears.
<i>Form EP-14:</i> <i>Evacuation Centre Checklist</i>	Checklist to follow when hosting evacuees.
<i>Form EP-15:</i> <i>Emergency Debrief</i>	Used by LEMO Coordinator to document Emergency Debrief Meetings and tabletop exercises.
<ul style="list-style-type: none">• Form EP-16-1: Response Procedure – All Hazards• Form EP-16-2: Response Procedure – Critical Service Interruption• Form EP-16-3: Response Procedure – Flood• Form EP-16-4: Response Procedure – Structural Fire• Form EP-16-5: Response Procedure – Wildfire	



8. Hazard Identification Risk Assessment

8.1 Description

As part of the NWT Emergency Management Program, the *NWT Hazard Identification Risk Assessment* (HIRA) determines the potential emergencies of greatest risk to people, property, environment, and economy at both a territorial and a regional level.

Emergencies are assigned a risk score and are ranked by risk level, allowing a focus of resources on the highest risk hazards when developing emergency management strategies.

8.2 Ranking of Emergencies

Extreme	1. Wildfire
High	2. Critical service Interruption 3. Structure fire 4. Loss of apartment complex 5. Flood
Medium	6. Search and Rescue 7. Critical Infrastructure Failure - Water 8. Critical Infrastructure Failure - Power 9. Transportation Incident - Aircraft 10. Community illegal drugs/ addictions 11. Extreme weather events
Low	12. Pandemic/ endemic 13. Active Shooter 14. Land slides 15. Critical Infrastructure Failure (airport runway) 16. Pipeline break

8.3 Emergency Response Procedures

Fort Simpson HIRA score last assessed during Emergency Planning workshop in January 2024.

Emergency response procedures shall be developed for all extreme, high, and medium risk level emergencies, with the following exceptions:

- Emergencies with similar response plans shall be addressed in a single procedure:
 - Severe weather hazards (extreme cold, snowstorm/windstorm);
 - Transportation incidents (road, aircraft); and
 - Critical services interruptions (power fuel, water).



- A general All Hazards response procedure shall be developed to address emergencies for which no specific response plan exists, which shall include earth movement (erosion), snow load hazard, and all low and negligible risk level emergencies.

Response procedures shall be maintained as part of the annual *Community Emergency Plan* review and approval process (refer to section 9.3).

9. Local Emergency Management Organization (LEMO)

9.1 Membership

The VFS Local Emergency Management Organization (LEMO) is comprised of the following regular members:

- Senior Administrative Officer (SAO).
- Assistant SAO.
- Council Administrator (meeting scheduling and minutes).
- Director of Finance.
- Director of Protective Services.
- Director of Public Works & Services.
- Director of Recreation.

Additional members (i.e., Partner Agencies and VFS staff members) may be added to the LEMO as required during the various phases of emergency management.

- Local Indigenous governments, Fort Simpson Health & Social Services Authority, and any other Partner Agencies deemed necessary shall be invited to participate in LEMO Preparedness Planning meetings.
- During emergency response, those Partner Agencies with response roles shall be invited to participate in LEMO response meetings.

During emergency response, LEMO members may be assigned to specific Incident Command System positions (refer to section 12.3).

9.2 Purpose

oThe LEMO has two main responsibilities:

- *Community Emergency Plan* management; and



- Emergency response and recovery.

9.3 Responsibility 1: Community Emergency Plan

The first responsibility of the LEMO, led by the LEMO Coordinator, is management of the *Community Emergency Plan*, which involves:

- Developing, implementing, and annually maintaining the *Community Emergency Plan*;
- Holding regular emergency planning LEMO Meetings;
- Monitoring existing or potential risk conditions;
- Identifying and implementing mitigation measures for emergencies identified in the Community Emergency Plan;
- Identifying and entering into agreements with potential Partner Agencies (refer to section 10);
- Conducting tabletop exercises to test and practice using the Community Emergency Plan (refer to section 9.6); and
- Providing public awareness forums and/or materials to residents ahead of high-risk periods.

The Community Emergency Plan shall be reviewed and updated annually:

- Current versions of all reference documents (refer to section 19) shall be reviewed for changes;
- LEMO members shall review the Community Emergency Plan and associated forms and provide update recommendations to the LEMO Coordinator;
- Partner Agencies shall be invited to review and comment on the Community Emergency Plan;
- The LEMO Coordinator shall accept or deny suggested updates and finalize the draft Community Emergency Plan; and
- The LEMO Coordinator shall submit the Community Emergency Plan to Council for approval.

The approved Community Emergency Plan shall be:

- Provided annually to the Head of the NWT EMO (through the REMO);
- Posted to the Village website with all sensitive components removed; and
- Provided to all LEMO members and Partner Agencies.

9.4 Responsibility 2: Emergency Response & Recovery



The second responsibility of the LEMO, led by the LEMO Coordinator, is emergency response (refer to section 14) and recovery (refer to section 16), which involves:

- Notifying Council, through the LEMO Coordinator, of a potential emergency;
- Upon Council's declaration of a State of Local Emergency (refer to section 13), holding a LEMO Meeting to:
 - Activate the Community Emergency Plan;
 - Assign an Incident Commander;
 - Assign LEMO members to the required Incident Command System positions (refer to section 12.3); and
 - Initiate emergency response;
- Notifying the Head of the NWT EMO of emergency declaration, renewal, and termination Through the Dehcho REMO
- Notifying the public of an emergency and keeping them informed Throughout;
- Adhering to the Community Emergency Plan during emergency response;
- Requesting support from Partner Agencies and Support Service Providers as required;
- Requesting assistance from the REMO as required;
- Logging all actions taken and associated costs;
- Maintaining ongoing communication with Council and the REMO;
- Advising Council to terminate the State of Local Emergency;
- Assessing safety and essential services in the community prior to allowing residents to access affected areas; and
- Initiating the recovery phase.

9.5 LEMO Coordinator

As the leader of the LEMO, the LEMO Coordinator has several specific responsibilities:

- Ensuring the Community Emergency Plan is:
 - Reviewed, updated, and approved by Council annually;
 - Posted to the VFS website (with all sensitive components removed);



- Provided annually to the Head of the NWT EMO;
- Provided annually to all Partner Agencies; and
- Tested annually Through emergency response exercises (refer to section 9.6);
- Ensuring LEMO members are trained (refer to section 17);
- Scheduling and chairing regular LEMO planning meetings;
- Developing and implementing public awareness and education initiatives such as:
 - Emergency preparedness information:
 - Making a household emergency plan;
 - Planning for animal care;
 - Preparing an emergency kit and a grab-and-go bag;
 - Reviewing the VFS Community Emergency Plan; and
 - Understanding how and where VFS will share emergency information; and
 - Evacuation procedure information.
- Notifying Council of a potential emergency;
- When a State of Local Emergency is declared:
 - Holding a LEMO Meeting to:
 - Activate the Community Emergency Plan;
 - Assign an Incident Commander;
 - Delegate certain LEMO leadership duties to the Incident Commander (e.g., leading the LEMO during response, notifying all agencies involved in the response, communicating with the REMO);
 - Providing notification of emergency declaration, renewal, and termination to:
 - All involved Partner Agencies;
 - The public; and
 - The Head of the NWT EMO, by forwarding a copy of Form EP-01: State of Local Emergency to the Dehcho REMO; and



- Updating Council regularly on emergency response progress and spending.

9.6 Tabletop Exercises

A tabletop exercise is a discussion-based emergency simulation in which LEMO members go through the tasks that they would be responsible for in a real emergency.

The purpose of emergency response exercises is for the LEMO to:

- Practice using the Community Emergency Plan;
- Test the effectiveness of the Community Emergency Plan;
- Identify required improvements to the Community Emergency Plan;
- Improve emergency response; and
- Validate the Community Emergency Plan.

Other benefits include:

- Training staff;
- Testing and validating procedures;
- Clarifying roles and responsibilities;
- Identifying gaps in planning, resources, and training; and
- Improving inter-organizational coordination and communications.

Tabletop exercises shall:

- Be held annually;
- Be coordinated by the LEMO Coordinator;
- Be attended by all available LEMO members;
- Close with a discussion of successes and lessons learned; and
- Be documented on Form *EP-15: Emergency Debrief*.

Partner Agencies may be invited to participate in emergency response exercises



10. Partner Agencies/ Community Emergency Response Committee

10.1 Description

To ensure the most effective response to emergencies, all available community resources need to be considered as part of emergency management. This includes GNWT departments, Indigenous governments, crown corporations, emergency services, private sector companies, and non-government organizations (e.g., churches, service clubs, volunteer organizations).

A Partner Agency is an external organization with emergency management responsibilities assigned under the *Community Emergency Plan*.

- Partner Agencies may have jurisdiction, facilities, expertise, services, and/or resources required for emergency management.
- Examples of potential partner agencies include government departments, first responders, health & social services authorities, utilities, communications companies, local businesses with relevant expertise and equipment.

Collectively, the various partner agencies are referred to as the Community Emergency Response Committee (CERC).

10.2 Partner Agency Agreements

A *Partner Agency Agreement* is a written agreement between VFS and a Partner Agency.

- While not legally binding, the agreement provides a commitment and assurance of support to VFS for emergency management (i.e., prevention, preparedness, response, and/or recovery).
- Support may include facilities, expertise, services, and/or resources.
- *Partner Agency Agreements* strengthen VFS's emergency management capabilities through the inclusion of Partner Agencies in various phases of emergency management such as planning and coordination meetings, *Community Emergency Plan* maintenance, emergency response exercises, and emergency response.

The Local Emergency Management Organization (LEMO) shall endeavour to establish written agreements with all Partner Agencies.

- Agreements shall be documented on *Form EP-02: Partner Agency Agreement*.
- Agreements shall indicate the type of support available and the process to activate support.



10.3 Partner Agencies Without Agreements

While written *Partner Agency Agreements* are preferred, it is recognized that not all Partner Agencies may sign an agreement.

Organizations that provide verbal commitment of support, but do not sign written *Partner Agency Agreements*, shall be considered as Partner Agencies.

10.4 List of Partner Agencies

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

10.5 Requests for Assistance

Participation from, or services of, required Partner Agencies shall be requested by the LEMO as required for emergency management.

Partner Agencies may be temporarily added to the LEMO during emergency response.

11. Support Service Providers

11.1 Description

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

11.2 List of Support Service Providers

The Local Emergency Management Organization (LEMO) shall proactively identify local service providers that may be required to remain in operation during evacuation.

Contact information and service descriptions for all Support Service Providers shall be listed in *Form EP-03: Emergency Contacts*.

- *Form EP-04: Community Resource List* lists construction equipment available locally.

11.3 Ensuring Level of Service

When an Evacuation Alert or an Evacuation Order have been issued, the LEMO shall:

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



12. Incident Command System

12.1 Description

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

The Local Emergency Management Organization (LEMO), the NWT EMO, and many other municipal, provincial, territorial, national, and international organizations use ICS for emergency response.

ICS provides:

- Activation of only those positions required to manage a particular emergency;
- Timely assignment of personnel with required training and expertise to critical functions;
- Management structure and language common to all emergency responders;
- A flexible organizational structure capable of responding to all levels of emergencies from simple to complex; and
- A scalable/expandable organizational structure that can grow or shrink quickly in response to changing requirements of an emergency.

12.2 ICS Structure

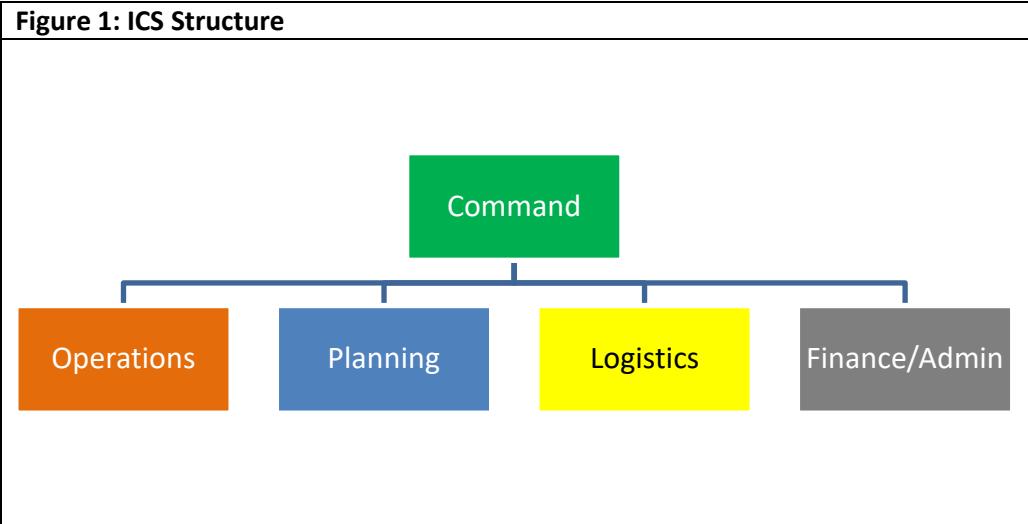
During emergency response, the LEMO shall be organized according to the ICS structure.

ICS breaks response into five primary management functions, enabling effective span of control and unity of command (see Figure 1):

- Command (overall responsibility);
- Finance (manages finances);
- Logistics (material support);
- Operations (tactical actions); and
- Planning (action plans).



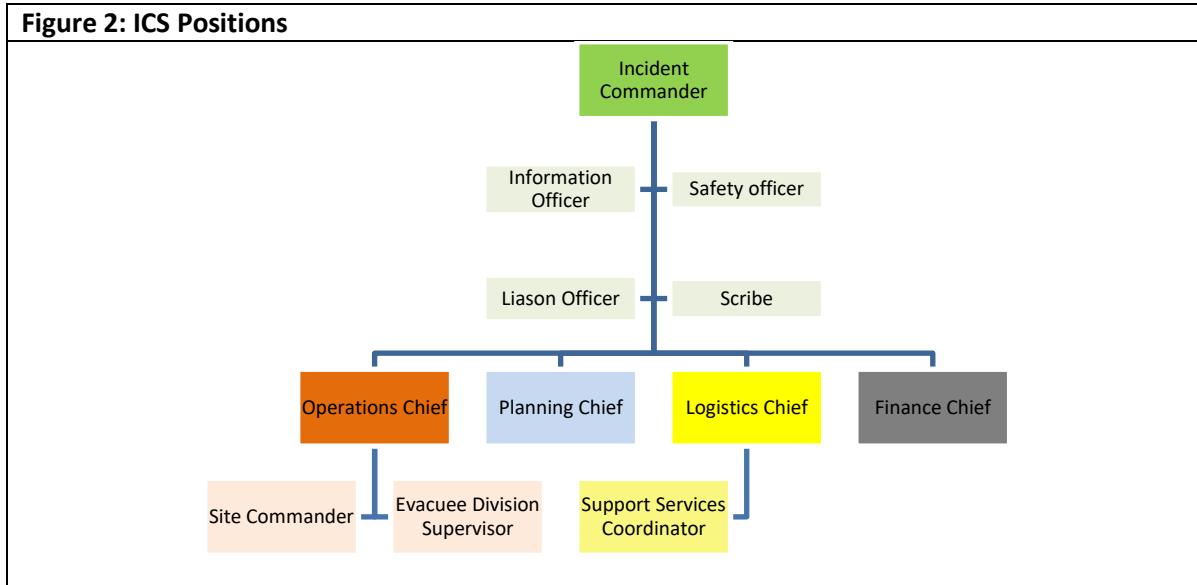
Figure 1: ICS Structure



12.3 ICS Positions

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

Figure 2: ICS Positions



Reporting relationships during emergency response may differ from normal operations.

The Incident Commander shall:

- Assign LEMO members to only those positions that are relevant to the particular emergency response;



- Reassign members as required;
- Expand/contract the LEMO as required; and
- Ensure positions are identified on *Form EP-05: LEMO Meeting*.

Partner Agencies may be temporarily included in the LEMO during emergency response.

- Services of required Partner Agencies shall be requested by the LEMO (contact information is found in *Form EP-03: Emergency Contacts*).

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

Table 3: ICS Positions

Member	Responsibilities
Incident Commander	Lead emergency response, evacuation. Typically filled by Senior Administrative Officer or Director of Protective Services.
Information Officer	Media and public messaging. Typically filled by Assistant Senior Administrative Officer.
Liaison Officer	Coordinate Partner Agencies. Typically filled by Senior Administrative Officer.
Safety Officer	Monitor onsite safety. Typically filled by Public Works employee.
Scribe	Meeting coordination and minutes. Typically filled by Village Office worker.
Planning Chief	Response planning. Typically filled by Incident Commander.
Operations Chief	Carry out plan, tactical action. Typically filled by Director of Protective Services or Deputy Fire Chief.



Site Commander	Manage onsite response. Typically filled by Fire Dept. Senior Ranking Officer.
Evacuee Division Supervisor	Evacuee hosting & transportation coordination. Typically filled by Recreation Coordinator.
Logistics Chief	Supplies and services, information tech, volunteers. Typically filled by Chief Operating Officer.
Support Services Coordinator	Engages Support Service Providers for evacuations. Typically filled by Recreation Programming Coordinator.
Finance Chief	Contracts, payments, tracking, reporting. Typically filled by Finance Director.

13. State of Local Emergency

13.1 Description

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

Only Council (i.e., the Local Authority) is authorized to declare emergencies.

If Council is unable to act, the Mayor may act on Council's behalf.

13.2 Purpose

Declaring a State of Local Emergency provides additional powers to the Local Emergency Management Organization (LEMO) to do everything necessary, for the duration of the order, to respond to an emergency.

Examples include:

- Relocating resources from regular operations to the emergency response (i.e., workers, equipment, time, funds);
- Evacuating all or part of a community;
- Restricting access to affected areas;



- Acquiring or using land or property, whether private or public;
- Authorizing or requiring qualified individuals to provide services or assistance;
- Removing or demolishing vegetation, structures, equipment, or vehicles; and/or
- Authorizing any person, at any time, to exercise any power listed above.

13.3 Declaration Procedure

Emergencies shall be declared as follows (pursuant to section 28 of the *NWT Cities, Towns and Villages Act*):

- Upon notification that an emergency is anticipated or has occurred, the Senior Administrative Officer (SAO) shall inform Council (e.g., by email or phone).
- Council shall hold an Emergency Council Meeting as soon as reasonably possible. Any Council member may call the meeting. The Councillor who calls the meeting, or the SAO, shall:
 - Notify the Mayor and as many Council members as reasonably possible of the meeting subject and location; and
 - Provide as much public notice of the meeting as reasonably possible.
- At the Emergency Council Meeting:
 - Council members who attend constitute a quorum, regardless of number.
 - If the Mayor or Deputy Mayor are not present, the meeting shall be chaired by another member of Council.
 - Council may only transact business relating to the emergency.
 - If satisfied that an emergency exists or may exist within the community, Council may, by resolution, declare a State of Local Emergency to exist in all or part of the community.
 - Form *EP-01: State of Local Emergency* shall be used to document the declaration.
 - The declaration shall identify the nature of the emergency, the area of the community affected, and the budget approved for the emergency response.
- Declaration of a State of Local Emergency authorizes the activation of the VFS Community Emergency Plan and any powers conferred under the Plan.

13.4 Declaration Renewal & Termination

An emergency expires when terminated by Council, or after seven days – whichever comes first.



Council may renew a declaration of a State of Local Emergency before its expiry, subject to approval by the Minister of MACA.

- Form *EP-01: State of Local Emergency* shall be used to document the renewal, as well as any changes to the area affected and the approved budget.

When the emergency risk has been adequately mitigated, Council shall terminate the declaration of a State of Local Emergency.

- Form *EP-01: State of Local Emergency* shall be used to document the termination.

The Minister of MACA may cancel a declaration of a State of Local Emergency at any time the Minister considers appropriate.

13.5 Notifications

When a State of Local Emergency is declared, renewed, or terminated, the LEMO Coordinator shall ensure the following parties are notified as soon as reasonably possible:

- The Head of the NWT EMO, by forwarding a copy *Form EP-01: State of Local Emergency* to the Dehcho REMO.
- All agencies involved in the response; and
- The public (i.e., the majority of the population of the area affected), using any means of communication necessary. Communication options include:
 - NWT Alert:
 - Operated by the NWT EMO.
 - Part of the national public alerting system “Alert Ready;”
 - Provides critical and potentially life-saving emergency alerts to NWT residents through cell phones, radio, and television (including information on risk, protective measures, and instruction); and
 - Use shall be requested from the REMO
 - LKFN Radio 90.7 FM
 - VFS Facebook account (www.facebook.com/villageoffortsimpson); and
 - VFS website (www.fortsimpson.com).



14. Emergency Response

14.1 Emergency Operations Centre

The Emergency Operations Centre (EOC) is the physical location from which emergency response is coordinated:

- The primary EOC location is the Village Office.
- The alternate EOC location is the Public Works Shop.
- In the event both EOC locations are compromised by the emergency, a virtual EOC shall be used.

Local Emergency Management Organization (LEMO) Meetings for emergency response shall be held at the EOC.

The EOC shall have suitable space for the LEMO to meet, access to reliable communications (including Internet), and a source of backup power (where possible).

Members of the media and the public are not permitted to access the EOC.

The EOC shall be equipped with hard copies of the following documents:

- Community Emergency Plan and associated forms;
- Emergency Management By-law;
- NWT Cities, Towns & Villages Act;
- NWT Emergency Management Act; and
- NWT Emergency Plan.

The EOC shall be equipped with the following equipment:

- Community maps (including flood risk map, road map, satellite image map);
- Remote communications equipment (including satellite phones, handheld radio equipment);
- Notebooks and pens;
- A laptop computer;
- Guest WIFI with passcode; and
- Keys to the alternate EOC location.



14.2 LEMO Meetings During Emergency Response

Upon declaration of an emergency by Council, the LEMO Coordinator shall:

- Call and chair a LEMO Meeting;
- Appoint a scribe to take LEMO Meeting minutes using Form *EP-05: LEMO Meeting*;
- Refer to the Community Emergency Plan and identify the response procedure applicable to the emergency (refer to Form EP-16-1 Through Form EP-16-5);
- Identify/assign the Incident Commander:
 - This role shall be assumed by a member of the agency with the predominant role in the response, depending on the emergency;
 - If VFS has the predominant response role, the Incident Commander position may be assumed by the LEMO Coordinator or assigned to another LEMO member who is better suited based on the particular emergency; and
 - Delegate certain LEMO leadership duties to the Incident Commander (e.g., leading the LEMO during response, notifying all agencies involved in the response, communicating with the REMO); and
- Regularly update Council on emergency response progress and spending.

The Incident Commander shall:

- Chair LEMO Meetings (documented on Form *EP-05: LEMO Meeting*);
- Assign LEMO members to ICS positions (refer to section 12.3);
- Ensure applicable Partner Agencies are contacted for assistance;
- Require LEMO members to log all actions taken and associated costs;
- Require all health & safety practices and procedures to be fully followed during emergency response to protect the health & safety of workers and the public;
- Hand out Position Checklists, requiring:
 - LEMO members to complete the duties applicable to their position on Form *EP-06: LEMO Position Checklists*;
 - Partner Agencies to complete the duties applicable to their position on Form *EP-07: Partner Agency Position Checklist*; and
 - Suggested improvements to the forms be submitted to the Scribe;



- Determine LEMO Meeting frequency; and
- Ensure LEMO Meetings include updates from, and action plans for, all positions and Partner Agencies.

14.3 Requesting GNWT Support

When an emergency is too large or complex to handle at the local level, the Incident Commander shall request assistance from the REMO.

The request for assistance from the Dehcho REMO is done first by phone, followed by submission of the Community Government Request for GNWT Emergency Management Assistance by email.

14.4 Volunteers

Volunteers support the LEMO during emergencies in areas such as:

- Evacuee hosting;
- Hazard monitoring (e.g., flood watch);
- Meal preparation;
- Recovery support; and
- Transportation.

The Logistics Chief oversees the management of volunteers. This includes inviting, registering, deploying, and tracking the hours of volunteers, both ahead of and during an emergency.

Volunteers shall be registered, both for coordination purposes and to provide them with protection under the Workers' Compensation Act.

- Volunteers shall be registered using Form *EP-08: Volunteer Sign-up* and shall be tracked on Form *EP-09: Volunteer Registry*.
- Volunteers may be pre-registered, where required, to enable a more efficient emergency response.

14.5 Public & Media Relations

VFS emergencies will cause public concern and garner attention on social and/or mainstream media.

The Information Officer shall address the public and the media regarding emergency response and arrange press conferences and media briefings.



LEMO members, Partner Agencies, and all others involved in the emergency response shall not make any statements on behalf of VFS on social media, to the public, or to the media. Questions shall instead be referred to the Information Officer.

15. Evacuation

15.1 Evacuation Types

When the Local Emergency Management Organization (LEMO) deems the community, or an area of the community, too hazardous for people to remain, evacuation may be required:

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

15.2 Evacuation Notifications

The LEMO issues up to four levels of evacuation notifications:

- Evacuation Notice
 - Warns of a potential emergency, advises to prepare for evacuation should it be required.
- Evacuation Alert
 - Warns of an emergency presenting increased risk to life and property, advises to be prepared to evacuate on short notice.
 - Advises evacuation of vulnerable residents.
- Evacuation Order
 - Orders immediate evacuation due to an emergency presenting serious risk to life and property.
 - Offers evacuation assistance.
 - Can be issued without declaring a State of Local Emergency.



- Evacuation All-Clear
 - Advises the emergency is under control, the Evacuation Order has been lifted, and it is safe to return.
 - Advises where to go for transportation arrangements.

Evacuation notifications provide:

- A description of the emergency and the affected area (i.e., part or all of the community);

Recommended actions;

- The address for online evacuee registration;
- Instructions for those requiring evacuation assistance; and
- Ways to monitor updates online or by phone.

Evacuation notifications shall be issued:

- By the LEMO, or by MACA if the LEMO is unable;
- With as much advance notice as possible; and
- According to risk level – lower level notifications may be bypassed in situations of higher risk.

Evacuation notification templates are included on Form *EP-13: Evacuation Notifications*.

15.3 Vulnerable Populations

Vulnerable populations are those residents who require special consideration, support, and attention during evacuation:

- Dehcho Health & Social Services facilities patients, clients, and residents:
 - May require special facilities, resources, support, transportation, and placement in similar facilities.
 - Evacuation is governed by the Dehcho Health & Social Services and their facility evacuation plans.
- Vulnerable residents (e.g., elderly, homeless, those with health or mobility issues):
 - May require additional supports during evacuation (e.g., medical attendants, caregivers, family, equipment).



- Shall be identified ahead of time, where possible, in collaboration with Partner Agencies (e.g., Dehcho Health & Social Services, Indigenous governments).

15.4 Evacuation Priority

Due to the additional time and arrangements required to evacuate, Vulnerable Populations shall be advised to evacuate during the Evacuation Alert phase, where possible.

All remaining residents and visitors shall evacuate during the Evacuation Order phase.

15.5 Evacuation Management

Evacuation of residents shall be conducted as per *Form EP-12: Evacuation Plan Checklist* and shall include:

- Warning residents of pending evacuation;
- Contacting Partner Agencies;
- Identifying and contacting Support Service Providers;
- Identifying staff required to work onsite or remotely to maintain business continuity;
- Evacuating residents;
- Identifying available evacuee hosting; and
- Communicating a call to return.

Evacuation methods are dependent on the emergency and its effect on community inhabitability and accessibility, as well as the availability of Partner Agencies to assist in the evacuation.

15.6 Evacuee Registration

Evacuees shall be:

- Encouraged to register; and
- Provided with the means to register.

Evacuee registration shall be completed:

- Online using the GNWT Evacuee Registration Form (preferred) – a link to the portal shall be provided at www.fortsimpson.com; or
- By completing and submitting *Form EP-10: Evacuee Sign-up*.

Vulnerable residents shall be invited to pre-register.



A list of evacuees shall be compiled and provided to the REMO:

- From the GNWT Evacuee Registration portal; and/or
- On *Form EP-11: Evacuee Registry*.

15.7 Evacuation Centres

Evacuation Centres are typically group lodging facilities (e.g., recreation centres, school gymnasiums) that provide cots, blankets, washroom facilities, showers, and food services.

- VFS shall provide Evacuation Centres for evacuees who are unable to provide for themselves during evacuation, whether local or from another community.
- Evacuees who are able to find their own accommodations shall do so at their own expense.
- The Evacuee Division Supervisor shall manage Evacuation Centres as per *Form EP-14: Evacuation Centre Checklist*.
- Volunteers assisting with evacuee hosting shall be managed as per section 14.4.
- Disrespectful or disruptive behavior at an Evacuation Centre shall not be tolerated and may result in eviction. Evicted evacuees shall be responsible for arranging their own accommodations.

While group lodging and cot sleeping is normally suitable for the majority of evacuees, some individuals may require alternate lodging arrangements due to health requirements.

- Health care providers shall conduct health assessments of evacuees who may require alternate lodging, assessing:
 - Health and medical needs (i.e., health conditions that may require specific accommodations or medical attention);
 - Mobility and accessibility (i.e., whether the Evacuation Centre facilities are suitable given the person's physical condition); and
 - Special considerations (i.e., unique circumstances related to safety, family dynamics, or vulnerabilities that may be incompatible with group lodging).
- Health care providers shall make recommendations for evacuees requiring alternate lodging, either:
 - Temporary accommodations for vulnerable residents or
 - Commercial lodging.



Evacuation Centres shall:

- Be capable of hosting a large number of people with diverse needs;
- Have cots and blankets available for sleeping;
- Have onsite health personnel to complete health checks and provide basic health services;
- Have procedures and facilities in place to accommodate pets;
- Have adequate washroom and shower facilities;
- Have a food storage and cooking area; and
- Be resistant to impact from the emergency. For example:
 - In a fire emergency, the facility should have a metal roof, have sprinklers available to set up on roof, be located in an area with lower fire risk, have smoke mitigation measures in place such as covering door gaps, turning off air exchange fans, and closing all windows and doors).
 - In a flood emergency, the facility should be located outside of the flood zone.

16. Emergency Recovery

16.1 Description

VFS shall take the required steps to return to full operations and the provision of full municipal services as swiftly as possible, while assisting the community in adjusting to post-emergency realities. This includes:

- Restarting normal operations;
- Returning evacuees;
- Assessing, repairing, and replacing damaged infrastructure and property; and
- Reviewing the effectiveness of the emergency response.

16.2 Community Re-entry

Detailed planning for evacuee re-entry is required prior to issuing the All-Clear notification (refer to section 15.2).

Before allowing re-entry of evacuees, the Local Emergency Management Organization (LEMO) shall ensure the community is in a safe condition. This may require an advance team of workers with



sufficient skills, time, and resources to ensure essential services are in place and assess the readiness of the community to receive remaining evacuees.

If the degree of damage varies by area, a phased re-entry may be required as areas are declared safe for re-entry.

A reception centre may be required to coordinate the return of certain individuals to their homes (e.g., those without personal transportation).

16.3 Emergency Debrief Meeting

Along with the immediate need to return the community to normalcy, there is a longer-term goal of reducing future vulnerability.

Following termination of an emergency, the LEMO shall hold an Emergency Debrief Meeting to assess the management of the emergency and identify opportunities for improvement:

- Review the effectiveness of the emergency response;
- Review any incidents that occurred during response;
- Review the costs of the response;
- Identify required improvements to the Community Emergency Plan; and
- Identify required preventive measures.

The meeting shall be documented on Form *EP-15: Emergency Debrief*.

- Accountability shall be assigned for all corrective actions (i.e., responsible party and due date).

Partner Agencies may be invited to participate in the Emergency Debrief Meeting.

The LEMO Coordinator shall:

- Chair the Emergency Debrief Meeting;
- Ensure corrective actions are assigned and completed; and
- Present to Council an accounting of the costs of the emergency response.

16.4 Liability and Financial Considerations

Liability

- No action, including for equitable relief, lies for any action or omission done in good faith while carrying out a power or duty under the NWT Emergency Management Act, by:



- The Minister or a person acting under the Minister's direction or authorization, including volunteers;
- A person acting under a Local Authority's direction or authorization, including volunteers; or
- The members of the GNWT Territorial Planning Committee (the body that leads emergency management planning for the GNWT).

Borrowing of Funds

- Subject to the NWT Cities, Towns and Villages Act, within 60 days after the declaration of a State of Local Emergency, the Local Authority, by bylaw, may borrow the necessary sums to pay expenses caused by the emergency and provided at the request of the Local Authority.
- This includes payment for services provided by the GNWT and/or the Government of Canada.

Disaster Assistance

- The GNWT Disaster Assistance Policy is a government-funded program that provides financial support to community governments, small businesses, and individuals in recovering from disasters and restoring damaged property to its pre-disaster condition.
- Application of the policy is determined by the Executive Council of the Northwest Territories following specific disaster events.
- Emergency response and recovery expenses are normally the responsibility of the Local Authority. Should the GNWT Disaster Assistance Policy be applied to an emergency, certain costs may be eligible for reimbursement. Detailed accounting records supporting the expenditures are required to determine eligibility for reimbursement.

Evacuation Cost Recovery

- Detailed records of all evacuation-related expenses and decisions shall be maintained (e.g. timesheets, contracts, proof of payment).
- Expenses related to evacuation and hosting activities are the responsibility of VFS; however:
 - Should the GNWT Disaster Assistance Policy be applied to the emergency, evacuation and hosting expenses are an eligible category as part of a community claim.
 - Where a Local Authority is requested to act as host community by the REMO or TEMO (i.e., to accommodate evacuees from another community), costs associated with hosting are eligible for reimbursement as per the NWT Emergency Plan, regardless of the application of the GNWT Disaster Assistance Policy.



- MACA's Community Government Hosting Evacuees Grant provides financial assistance to eligible community governments that host evacuees outside of a designated Evacuation Centre.

Property Damage

- Any real or personal property acquired, used, damaged, or destroyed by the Local Authority during the emergency response shall be compensated to the owner.

17. Training

17.1 ICS 100 Training (Incident Command System)

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

17.2 ICS 200 Training (Incident Command System)

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

17.3 Community Emergency Management Plan Training

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

18. References

- *NWT Cities, Towns and Villages Act 2003*
- *NWT Community Emergency Plan Template 2024*
- *NWT Emergency Management Act 2018*
- *NWT Emergency Plan 2024*
- *NWT Hazard Identification Risk Assessment 2024*
- *Village Bylaw 05-2022-003: Emergency Measures*

19. Amendments

REVISION DATE	APPROVED BY
April 23, 2019	
April 24, 2024	Tyler Pilling
April 7, 2025	Tyler Pilling



Community Emergency Plan Declaration of State of Local Emergency

EP-01

Declaration of a State of Local Emergency

Whereas a _____ (describe emergency) _____ (is or was) threatening the _____ (describe specific area, or full community) of Fort Simpson;

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

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

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

Local Authority Representative:	Signature:	Date and Time:
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Community residents and the Department of Municipal and Community Affairs 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.

Public Announcement of a State of Local Emergency

A _____ (describe emergency) _____ (is or was) threatening the _____ (describe specific area, or full community) of Fort Simpson; the Local Authority (i.e., Village Council) hereby:

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

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



Community Emergency Plan Partner Agency Agreement

EP-02

PURPOSE

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

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

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

PARTIES

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

The Village of Fort Simpson Local Emergency Management Organization (“VFS LEMO”)
and
[Name of second party] (“Partner Agency”)
[address]

TERM

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

SERVICES AND SUPPORT

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



Community Emergency Plan Partner Agency Agreement

EP-02

Area of Support	Support	Details (e.g., quantity, duration, limitations)
<input type="checkbox"/> Prevention	<input type="checkbox"/> Fire mitigation <input type="checkbox"/> Flood mitigation <input type="checkbox"/> Other	
<input type="checkbox"/> Preparedness	<input type="checkbox"/> Annual <i>Emerg. Plan</i> review <input type="checkbox"/> Attend planning meetings <input type="checkbox"/> Other	
<input type="checkbox"/> Evacuation	<input type="checkbox"/> Identify vulnerable residents <input type="checkbox"/> Notification (door-to-door) <input type="checkbox"/> Transportation coord. (air) <input type="checkbox"/> Transportation coord. (land) <input type="checkbox"/> Vehicles/ transportation <input type="checkbox"/> Other	
<input type="checkbox"/> Evacuation Centre (hosting)	<input type="checkbox"/> Air purifiers <input type="checkbox"/> Buildings <input type="checkbox"/> Comfort care kits <input type="checkbox"/> Commercial accommodation <input type="checkbox"/> Communications equipment <input type="checkbox"/> Cots, bedding <input type="checkbox"/> Food, drinks, food services <input type="checkbox"/> Generators <input type="checkbox"/> Health assess evacuees <input type="checkbox"/> Housing <input type="checkbox"/> Janitorial <input type="checkbox"/> PPE <input type="checkbox"/> Registration <input type="checkbox"/> Security <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Other	
<input type="checkbox"/> Response (check applicable emergencies) <input type="checkbox"/> Critical service interruption (fuel, power, water) <input type="checkbox"/> Flood <input type="checkbox"/> Hazardous materials spill <input type="checkbox"/> Human disease (epi/pandemic) <input type="checkbox"/> Severe weather <input type="checkbox"/> Structural fire <input type="checkbox"/> Transportation incident (air/road) <input type="checkbox"/> Wildfire	<input type="checkbox"/> Aggregate (e.g., gravel/sand) <input type="checkbox"/> Airplanes <input type="checkbox"/> Buildings <input type="checkbox"/> Communications equipment <input type="checkbox"/> Communications provider <input type="checkbox"/> Construction equipment <input type="checkbox"/> Generators <input type="checkbox"/> Helicopters <input type="checkbox"/> Pet support <input type="checkbox"/> PPE <input type="checkbox"/> Pumps, hoses <input type="checkbox"/> Road clearing <input type="checkbox"/> Search & rescue <input type="checkbox"/> Security control <input type="checkbox"/> Utility coordination <input type="checkbox"/> Vacuum truck <input type="checkbox"/> Vehicles <input type="checkbox"/> Wildfire attack <input type="checkbox"/> Other <input type="checkbox"/> Other	



Community Emergency Plan Partner Agency Agreement

EP-02

<input type="checkbox"/> Recovery	<input type="checkbox"/> Early Recovery (restoration of essential civic services) <input type="checkbox"/> Mid-term Recovery (for partial damage) <input type="checkbox"/> Long-term Recovery (for significant damage) <input type="checkbox"/> Damage assessment <input type="checkbox"/> Evacuee re-entry <input type="checkbox"/> Other <input type="checkbox"/> Other	
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REQUESTS FOR ASSISTANCE

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

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

ACKNOWLEDGEMENT

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

Approved by: _____ Date: _____
LEMO Coordinator

Approved by: _____ Date: _____
[Partner Agency] [Position]



Community Emergency Plan Emergency Contacts

EP-03

Available to LEMO members during emergency response/recovery.



Community Emergency Plan

EP-04

Community Resource List

EQUIPMENT INVENTORY

EQUIPMENT	OWNER/OPERATOR	LOCATION	CONTACT INFORMATION
Wheeled loader x2, wheeled excavator, backhoe, grader, dump truck x2, pickup x 2, handheld radios (many)	VoFS Public Works Dept.	Public Works Shop	
Water truck x3, flat deck truck x2, school bus	PR Contracting		
HEPA Filters x2, zoom boom, cots x30, sleeping bags x10, Tents x6, propane stoves x4, dehumidifierx8, fans x8	VoFS Misc		
Medium Bus, Vans x2,	LKFN		
Loaders, crawlers, sewage truck	Rowes Construction		
Quads x2, vehicles x4	RCMP		
School Bus	School Board		
Homecare van, van, truck	Health Department		
Trucks x3	DOI		



Community Emergency Plan

EP-04

Community Resource List

BUILDING INVENTORY

BUILDING	LOCATION	CONTACT INFORMATION
Rec Center	9805 100 St	695-3300
Village Office Building	100 St	
VIC	100 St	
Public Works Shop	Jimmy Isaiah Drive	
Fire Hall	97 Ave	695-2244
ECC Compound	Mackenzie Drive	
Enbridge Compound	Jimmy Isaiah Drive	
Nogha Compound	Jimmy Isaiah Drive	
FD Training Ground	Jimmy Isaiah Drive (across)	
ECC Tanker Base	Airport	
Schools	100 St	



Community Emergency Plan

LEMO Meeting Agenda

EP-03

Call to Order

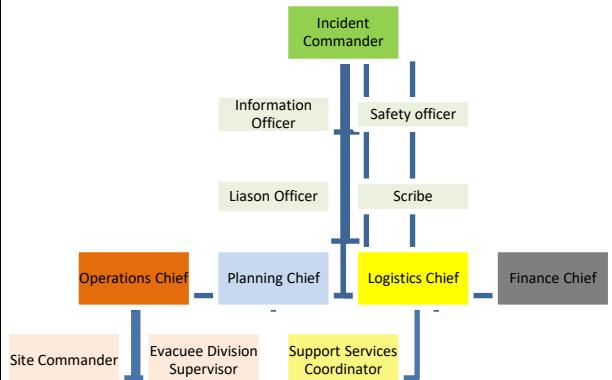
Emergency title:	Date:	
------------------	-------	--

Chair:	Start time:	End time:
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Scribe:	Next Meeting date and time:
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Agenda	
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- 1) Attendance
- 2) Assign Incident Command System (ICS) positions
- 3) Position reports, action plans
- 4) Partner Agency updates, action plans
- 5) Set next meeting, adjourn



Attendance

Name	ICS Position or Partner Agency	Present
	Incident Commander	
	- Information Officer	
	- Liaison Officer	
	- Safety Officer	
	Operations Chief	
	- Site Commander	
	- Evacuee Division Supervisor	
	Planning Chief	
	Logistics Chief	
	- Support Services Coordinator	
	Finance Chief	
	Partner Agency:	



LEMO Meeting Agenda

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



Community Emergency Plan

LEMO Meeting Agenda

EP-03

ICS Position Updates, Action Plans	
Liaison Officer	Update:
	Action plan:
Safety Officer	Update:
	Action Plan:
Site Commander	Update:
	Action Plan:
Support Services Coordinator	Update:
	Action Plan:

Partner Agency Updates, Action Plans	
	Update:
	Action Plan:
	Update:
	Action Plan:



Partner Agency Updates, Action Plans	
	Update:
	Action Plan:
	Update:
	Action Plan:
	Update:
	Action Plan:
	Update:
	Action Plan:



Community Emergency Plan LEMO Position Checklists

EP-06

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8. Site Commander	9
9. Evacuee Division Supervisor.....	10
11. Logistics Chief	11
12. Finance Chief	12



Community Emergency Plan LEMO Position Checklists

EP-06

1. LEMO Coordinator

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



Community Emergency Plan LEMO Position Checklists

EP-06

2. Incident Commander

Task
Coordinate and manage overall emergency response.
Schedule and chair regular Local Emergency Management Organization (LEMO) meetings at the Emergency Operations Centre (EOC), document on <i>Form EP-05: LEMO Meeting</i> .
Assign ICS positions, document on <i>Form EP-05: LEMO Meeting</i> . <ul style="list-style-type: none">• Assume responsibility for ICS positions not delegated.• Normally assumes Planning Chief position.
Distribute the applicable Response Procedure to all LEMO members (<i>Forms EP-16-1 – EP-16-5</i>).
Determine support required by Partner Agencies. <ul style="list-style-type: none">• Contact required Partner Agencies to request support
Determine support required by Support Service Providers. <ul style="list-style-type: none">• Contact required Support Service Providers to request support.
Determine if evacuation is required. <ul style="list-style-type: none">• Advise Operations Chief and Evacuee Division Supervisor to activate Evacuation Centres.
Instruct LEMO members to track all emergency response actions and costs.
Ensure accurate and complete documentation is maintained by the LEMO.
Instruct LEMO members to not make any statements on behalf of VFS on social media, to the public, or to the media. <ul style="list-style-type: none">• Public/media questions shall instead be referred to the Information Officer.
Review and approve all information releases to the public, the media, and social media.
Determine objectives and strategies prioritized as follows: <ul style="list-style-type: none">• Life Safety• Incident Stabilization• Property and Environment Conservation
Brief the Mayor and Council regularly.



**Community Emergency Plan
LEMO Position Checklists**

EP-06

	Be prepared to conduct media interviews.
	Consider requirement for a damage assessment expert.



Community Emergency Plan LEMO Position Checklists

EP-06

3. Information Officer

Task
Report to and receive direction from the Incident Commander.
Ensure critical information is shared with stakeholders in a timely manner, including: <ul style="list-style-type: none">ResidentsMediaSocial media
Arrange press conferences and media briefings as required.
Ensure all information shared is accurate.
Receive approval from Incident Commander for public and media releases.



Community Emergency Plan LEMO Position Checklists

EP-06

4. Liaison Officer

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



Community Emergency Plan LEMO Position Checklists

EP-06

5. Safety Officer



Community Emergency Plan LEMO Position Checklists

EP-06

6. Planning Chief

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



Community Emergency Plan LEMO Position Checklists

EP-06

7. Operations Chief

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



Community Emergency Plan LEMO Position Checklists

EP-06

	Provide/arrange for transportation resources and services.
	Arrange potable water shuttles.
	Arrange shutdown/restoration of utilities and notify the public.
	Conduct a damage assessment on public property.
	Prioritize the restoration of critical infrastructure.



Community Emergency Plan LEMO Position Checklists

EP-06

8. Site Commander

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



Community Emergency Plan LEMO Position Checklists

EP-06

9. Evacuee Division Supervisor

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



Community Emergency Plan LEMO Position Checklists

EP-06

11. Logistics Chief

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



Community Emergency Plan LEMO Position Checklists

EP-06

	Conduct a damage assessment on public property.



Community Emergency Plan LEMO Position Checklists

EP-06

12. Finance Chief

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



Community Emergency Plan Partner Agency Position Checklists

EP-07

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Community Emergency Plan Partner Agency Position Checklists

EP-07

1. Businesses and Associations

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



Community Emergency Plan Partner Agency Position Checklists

EP-07

2. Canadian Rangers

	Task
	Support search and rescue operations.



Community Emergency Plan Partner Agency Position Checklists

EP-07

3. GNWT Department of Infrastructure (INF)

Task
Manage highway road closures.
Coordinate transportation for mass evacuations.
Secure the incident scene.
Provide an escort during a high risk evacuation.



Community Emergency Plan Partner Agency Position Checklists

EP-07

4. Dehcho Divisional Education Council (DDEC)

Task
Disseminate emergency preparedness information to schools.
Manage student care and protection in on-site emergencies.
Supervise and care for students at temporary facilities.
Provide use of facilities to support victim assistance, evacuation, and reception.
Support access to school facilities and bussing for evacuation and registration centre needs.
Evacuate students in conjunction with Emergency Operations Centre (EOC).
Arrange alternate power for institutional needs.



Community Emergency Plan Partner Agency Position Checklists

EP-07

5. Dehcho Health & Social Services (HSS)

Task
Identify and evacuate Long-term care and Homecare residents.
Conduct health assessments on vulnerable residents, make recommendations for alternate lodging as required (e.g., Housing NWT, commercial lodging)
Provision of advice and assistance on health and social service-related information.
Identify special support program needs for recovery.
Dispatch medical resources to the scene and provide site medical care.
Disseminate all advisories regarding Public Health/Environmental Health.
Provide leadership in pandemic events.
Arrange medical evacuation (medevac).
Advise on evacuation priorities.
Quarantines.
Temporary morgue (share with RCMP).
Determine need for augmentation.
Establish contact with the Emergency Operations Centre (EOC).
Provide Environmental Health advice to the Town.
Determine the capacity to receive patients.
Provide Ambulance – Hospital coordination.
Provide casualty data to the Coordinator.



Community Emergency Plan Partner Agency Position Checklists

EP-07

6. Child & Family Services

Task
Manage the registration of evacuees and the associated processes and tools.
Provision of advice and assistance to the LEMO to manage emergency social services (personal support services and registration).
Assist in the provision of victim and family personal services (i.e., outreach programs).
Identify special support program needs for recovery.
Manage emergency social services (registration and inquiry).



Community Emergency Plan Partner Agency Position Checklists

EP-07

7. Líídlíí Kéé First Nation (LKFN)

Task
Assist in dissemination of information.
Translation.
Identify special social needs.
Advice on evacuation and reception.
Share traditional knowledge related to the emergency.
Provide use of facilities to support victim assistance, evacuation, and reception.
Provide use of radio station to assist with information spreading.



Community Emergency Plan Partner Agency Position Checklists

EP-07

8. RCMP

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



Community Emergency Plan Volunteer Sign-up

EP-08



Community Emergency Plan Volunteer Registry

EP-09



Community Emergency Plan Evacuee Sign-Up

EP-10

Household Evacuee Primary Contact			
First name:	Last name:	Date:	Time:
Phone:		Email:	
Home Address			
Street address:			
City:	Territory:	Postal Code:	
Dependents (name, age, sex, special needs)			
Special Needs (describe)			
<input type="checkbox"/> Child care		<input type="checkbox"/> Medical	
<input type="checkbox"/> Clothing		<input type="checkbox"/> Translation	
<input type="checkbox"/> Dietary		<input type="checkbox"/> Other	
<input type="checkbox"/> Lodging		<input type="checkbox"/> Other	
Evacuee Temporary Accommodation (choose one)			
<input type="checkbox"/> I do not currently have temporary accommodations. I am interested in Village-provided accommodations, the Fort Simpson Recreation Centre.			
<input type="checkbox"/> I have found accommodations and can provide the following contact information:			
Contact name: _____, phone: _____, address: _____.			
<input type="checkbox"/> I am refusing temporary accommodations and will be staying at my residence throughout the emergency.			



Community Emergency Plan Evacuee Registry

EP-11



Community Emergency Plan Evacuation Plan Checklist

EP-12

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

Emergency: _____ Name: _____ Date: _____

Task	Responsible Party
1. Required Response Resources	
LEMO positions: <ul style="list-style-type: none">• Incident Commander (Director of Protective Services)• Evacuee Division Supervisor (Director of Recreation)• Finance Chief (Director of Finance)• Information Officer (ASAO)• Liaison Officer (SAO)• Logistics Chief (Director of Public Works & Services)• Operations Chief (Deputy Fire Chief)• Planning Chief (Incident Commander)• Support Services Coordinator ()	Incident Commander
Partner agencies: <ul style="list-style-type: none">• GNWT INF (traffic control, road closures)• Animal Shelter (pet support)• Dehcho Health & Social Services (patient/resident/client evac plans)• Fort Simpson Homeless Shelter (vulnerable population evacuation)• Łíidlį Ké First Nation (vulnerable residents identification/evacuation)• MACA Regional Superintendent (evacuation support)• RCMP (resident notification, security control)	Liaison Officer
Other resources: <ul style="list-style-type: none">• <i>Form EP-13: Evacuation Notifications</i>• <i>Form EP-14: Evacuation Centre Checklist</i>• # of volunteers for traffic control• # of volunteers for Evacuation Centre• HSS Facility Evacuation Plans	Logistics Chief
VFS Business Continuity (staff required during evacuation): <ul style="list-style-type: none">• Onsite<ul style="list-style-type: none">○ Equipment Operators (#)○ Facility Maintainers (#)○ Water Plant Operators (#)• Remote<ul style="list-style-type: none">○ Payroll (#)	Incident Commander



Community Emergency Plan Evacuation Plan Checklist

EP-12

Task	Responsible Party
2. Actions	
Assess situation to determine evacuation requirements: <ul style="list-style-type: none">• Is evacuation needed? _____• Full community or partial? List areas: _____• When? _____• Which evacuation notification to send: Notice, Alert, Order? _____• What evacuation routes, methods (e.g., buses, planes)? _____• What are the vulnerable populations (priority evacuees)? _____• What instructions do residents need regarding power/water shut-offs, luggage restrictions, pet care, evacuee registration? _____• What Support Service Providers are required to remain in operation? _____• What other support is required? _____	Operations Chief Evacuee Division Supervisor
Notify MACA Regional Superintendent: <ul style="list-style-type: none">• Advise MACA Regional Superintendent of evacuation timeline, method and priority groups• If full community evacuation required, MACA Regional Superintendent to identify host community and arrange for evacuation transportation	Incident Commander MACA Regional Supt.
Contact Partner Agencies to coordinate evacuation resources: <ul style="list-style-type: none">• Traffic control, road closures (GNWT INF)• Door to door resident notification (RCMP, Fire Department)• Evacuation vehicles (e.g., buses, planes)• Confirm with HSS and Fort Simpson Homeless Shelter (to review and initiate Facility Evacuation Plans)	Liaison Officer Logistics Chief
Vulnerable populations evacuation: <ul style="list-style-type: none">• Contact vulnerable populations to confirm they are evacuating according to their facility plans.• Ensure/assist in evacuation of vulnerable residents as required (elderly, homeless, health/mobility issues) (collaborate with Indigenous governments, place messaging on websites)	Logistics Chief Information Officer



Community Emergency Plan Evacuation Plan Checklist

EP-12

	Task	Responsible Party
	<p>Contact Support Service Providers required to remain in operation during evacuation:</p> <ul style="list-style-type: none">• _____• _____• _____	Support Services Coordinator
	<p>Traffic control if evacuating by highway:</p> <ul style="list-style-type: none">• Post INF vehicles at strategic points to close roads, direct traffic, and help maintain order	Operations Chief GNWT INF
	<p>Evacuee notification:</p> <ul style="list-style-type: none">• Issue applicable Evacuation Notification via NWT Alert• Use templates on Form EP-13: Evacuation Notifications:<ul style="list-style-type: none">○ Evacuation Notice○ Evacuation Alert○ Evacuation Order• Post evacuee registration link to www.fortsimpson.com• Provide required additional messaging to the public via website and social media, (e.g., prepare for evacuation, prepare emergency kits, prepare property for emergency, evacuation methods, priority evacuee groups, luggage restrictions, what to do with pets)• Follow next steps for evacuation type (partial or full)	Incident Commander Information Officer
	<p>Partial evacuation required (i.e., to locations within the community)</p> <ul style="list-style-type: none">• Open Evacuation Centre• Follow Form EP-14: Evacuation Centre Checklist• Arrange transportation to Evacuation Centre for residents who cannot self-evacuate (e.g., buses, taxis, volunteers)	Evacuee Division Supervisor Logistics Chief Information Officer
	<p>Full evacuation required (i.e., to another community):</p> <ul style="list-style-type: none">• Contact REMO for support (e.g., identify host community)• Monitor airport runway conditions• Arrange transportation for residents who cannot self-evacuate (e.g., buses, taxis, volunteers)• Require all evacuees to register again with host community upon arrival	Incident Commander Evacuee Division Supervisor Logistics Chief Information Officer
	<p>Door-to-door evacuation notification:</p> <ul style="list-style-type: none">• Approach all homes and businesses to advise to evacuate	Operations Chief RCMP



Community Emergency Plan Evacuation Plan Checklist

EP-12

	Task	Responsible Party
	Interagency communications: <ul style="list-style-type: none">• Ensure up-to-date information flow with community spokesperson (Mayor or SAO)• Provide up-to-date information flow between LEMO and Partner Agencies involved in the response	Liaison Officer
	Security control: <ul style="list-style-type: none">• Provide security of evacuated areas.• Control traffic entering hazard areas	RCMP GNWT INF
	Public & media information <ul style="list-style-type: none">• Prepare clear, concise, and consistent media releases• Provide messaging to the public via website and social media• Maintain ongoing communications with displaced residents to keep them informed• Prepare media releases• Prepare speaking notes for interviewees	Information Officer
	Cost tracking and reporting: <ul style="list-style-type: none">• Keep a record of all decisions, financial details, and evacuation details	Finance Chief



Community Emergency Plan Evacuation Notifications

EP-13

Evacuation Notice

Area: _____

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

Instructions: Fort Simpson residents and visitors are advised:

- Prepare for the emergency and for evacuation, should it be necessary.
- An Evacuation Alert and/or Evacuation Order may be issued at a later time.
- Evacuee pre-registration for vulnerable residents is available at www.fortsimpson.com.
- Monitor updates at www.fortsimpson.com, www.facebook.com/villageoffortsimpson/, or 1-867-695-2253

Evacuation Alert

Area: _____

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

Instructions: Fort Simpson residents and visitors are advised:

- Prepare to evacuate on short notice. Vulnerable residents are advised to evacuate.
- An Evacuation Order may be issued at a later time.
- Monitor updates at www.fortsimpson.com, www.facebook.com/villageoffortsimpson/, or 1-867-695-2253

Evacuation Order

Area: _____

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

Instructions: Fort Simpson residents and visitors are advised:

- Evacuate immediately to _____ (*evacuation destination*).
- Those needing transportation assistance should go to _____ (*evacuation staging area*), or call 1-867-695-2253
- Monitor updates at www.fortsimpson.com, www.facebook.com/villageoffortsimpson/, or 1-867-695-2253

Evacuation All-Clear

Area: _____

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

Instructions: Fort Simpson residents are advised:

- If outside of the community, report to _____ (*reception centre*) for transportation arrangements.
- Monitor updates at www.fortsimpson.com, www.facebook.com/villageoffortsimpson/, or 1-867-695-2253



Community Emergency Plan Evacuation Centre Checklist

EP-14

<i>Purpose: movement, care, and safety of displaced residents.</i>		
Emergency:	Name:	Date:
	Task	Responsible Party
1. Required Response Resources		
	LEMO positions: <ul style="list-style-type: none">• Incident Commander (Director of Protective Services)• Evacuee Division Supervisor (Director of Recreation)• Finance Chief (Director of Finance)• Information Officer (ASAO)• Liaison Officer (SAO)• Logistics Chief (Director of Public Works & Services)• Operations Chief (Fire Chief)• Planning Chief (Incident Commander)• Support Services Coordinator ()	Incident Commander
	Partner agencies: <ul style="list-style-type: none">• Animal Shelter (pet support)• Dehcho Health & Social Services (health checks)• Children & Family Services• Fort Simpson Homeless Shelter (vulnerable population evacuation)• Łíídlįį Kúé First Nation (translation)• RCMP (security control)	Liaison Officer
	Other resources: <ul style="list-style-type: none">• <i>Form EP-08: Volunteer Sign-up</i>• <i>Form EP-09: Volunteer Registry</i>• <i>Form EP-10: Evacuee Sign-up</i>• <i>Form EP-11: Evacuee Registry</i>• # of volunteers for Evacuation Centre	Logistics Chief
	VFS Business Continuity (staff required at host facility): <ul style="list-style-type: none">• Onsite<ul style="list-style-type: none">○ Facility Maintainers (#)	Incident Commander



Community Emergency Plan Evacuation Centre Checklist

EP-14

2. Actions		
	<p>Provide the following information to Evacuee Division Supervisor (if evacuees are coming from out of town, contact MACA Regional Superintendent for this information):</p> <ul style="list-style-type: none">• Number of residents displaced• Mode of transportation• Expected time of arrival• Special needs of any evacuees	Operations Chief
	<p>Arrange for required items:</p> <ul style="list-style-type: none">• Evacuation Centre (Community Centre or school)• RV parking• Food, drinks, cots, blankets, pillows, diapers, other supplies	Evacuee Div. Supervisor Logistics Chief
	<p>Call for volunteers:</p> <ul style="list-style-type: none">• As needed to register evacuees, host billets, prepare and serve food, or bring supplies:<ul style="list-style-type: none">○ Refer to <i>Form EP-09: Volunteer Registry</i> for registered volunteers○ Notify residents via website, social media if more volunteers needed○ Make <i>Form EP-08: Volunteer Sign-up</i> available to new volunteers○ Add new volunteers to <i>Form EP-09: Volunteer Registry</i>	Logistics Chief
	<p>Evacuee registration:</p> <ul style="list-style-type: none">• Register evacuees upon arrival at the Evacuation Centre using either:• https://www.gov.nt.ca/en/form/evac or,• <i>Form EP-10: Evacuee Sign-up</i> and <i>Form EP-11: Evacuee Registry</i>• All evacuees must check in at the Evacuation Centre before being assigned a bed or billet location• Send list of evacuees to the MACA Regional Superintendent	HSS Liaison Officer
	<p>Healthcare:</p> <ul style="list-style-type: none">• Provide social workers and nursing staff• Perform health checks as required• Provide care for those with special needs	HSS Child & Family Services
	<p>Alternate lodging for vulnerable residents:</p> <ul style="list-style-type: none">• 	
	<p>Communications</p> <ul style="list-style-type: none">• Ensure up-to-date information flow:<ul style="list-style-type: none">○ With community spokesperson○ Between parties involved in reception efforts	Liaison Officer
	<p>Public & media information</p> <ul style="list-style-type: none">• Prepare clear, concise, and consistent media releases• Provide messaging to the public via website and social media• Maintain ongoing communications with displaced residents to keep them informed	Information Officer



Community Emergency Plan Evacuation Centre Checklist

EP-14

	<ul style="list-style-type: none">• Prepare media releases• Prepare speaking notes for interviewees	
	<p>Security control:</p> <ul style="list-style-type: none">• Take measures to protect the safety of evacuees• Take measures to protect property in the Evacuation Centre• Rope off and mark out-of-bounds areas	Evacuee Div. Supervisor RCMP
	<p>Food services</p> <ul style="list-style-type: none">• Set up facilities to provide food and drinks to evacuees and/or to emergency responders• Arrange for janitorial services• Procure food and drinks• Activate volunteers to prepare and serve food	Evacuee Div. Supervisor Logistics Chief
	<p>Sleeping quarters</p> <ul style="list-style-type: none">• Setup as per Fire Marshal approved layout• Equip sleeping area with cots, blankets, pillows	Evacuee Division Supervisor
	<p>Donation centre</p> <ul style="list-style-type: none">• Set up a centre to receive and distribute donations• Assign volunteers to operate the donation centre• Notify public to donate	Evacuee Div. Sup. Volunteer Chief Information Officer
	<p>Pet care and comfort:</p> <ul style="list-style-type: none">• Contact Animal Shelter for assistance in finding lodging for pets	Evacuee Div. Supervisor
	<p>Cost tracking and reporting:</p> <ul style="list-style-type: none">• Keep a record of all decisions, financial details, and evacuation details	Finance Chief



Community Emergency Plan Emergency Debrief

EP-15

Discussion Points

Declaration

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



Community Emergency Plan Emergency Debrief

EP-15

Evacuation <ul style="list-style-type: none">• Did the evacuation notice/alert/order to residents provide enough time to prepare?• Were residents provided with critical information on evacuation (e.g., where to evacuate to, safe evacuation routes, where to go for further info)?• Was evacuation orderly? Any accidents?• Was the evacuation centre well-equipped?• Did Partner Agencies involved in the evacuation perform well?	
LEMO <ul style="list-style-type: none">• Were the required Incident Command System (ICS) positions assigned?• Were ICS roles clearly identified and understood by all team members?• Were the right positions/people on the team?• Was LEMO meeting frequency adequate?• Was the Emergency Operations Centre (EOC) adequately equipped?• Was support from the Regional EMO requested in a timely manner once LEMO capacity was exceeded?	

Discussion Points	
Partner Agencies & Support Service Providers <ul style="list-style-type: none">• What Partner Agencies were involved in the response? What were their roles? Did they perform their roles well?• Were Support Service Providers involved? Did they perform well? Which were missing? Was coordination/communication satisfactory?	



Community Emergency Plan Emergency Debrief

EP-15

<p>Response</p> <ul style="list-style-type: none">• Were Emergency Plan procedures followed?• Were the proper resources deployed?• Was the workload effectively distributed?• Were all safety practices and procedures followed? Any incidents?	
<p>Community Emergency Plan</p> <ul style="list-style-type: none">• What went well with the Plan?• What did not go well?• Were the forms useful?• Do the Position Checklists need improving?• Does the Emergency Plan need improving?	
<p>Communication</p> <ul style="list-style-type: none">• Was information shared well between LEMO members and Partner Agencies?• Was the information provided to the public and media timely, thorough, and frequent enough?• Were communication technologies and methods sufficient?	



Community Emergency Plan Emergency Debrief

EP-15

Discussion Points	
Finances <ul style="list-style-type: none">• What were the major costs of response?• Were the required funds readily available?• Where were funds well-spent?• Where can costs be reduced?	
Preventive Measures <ul style="list-style-type: none">• How did existing preventive measures perform?• Are changes needed to existing measures?• What additional measures are needed to prevent future emergencies of this type?	
Lessons Learned <ul style="list-style-type: none">• What went well?• What did not go well?• What errors were made?• What errors were avoided?• What can be done better next time?	



Community Emergency Plan Emergency Debrief

EP-15

Notes

Corrective Actions

Action	Party	Date Due	Date Complete
1			
2			
3			
4			
5			



Community Emergency Plan All Hazards

EP-16-1

Major concerns: safety of lives, property, environment; service disruption, evacuation.

(Covers emergencies with no specific response procedure, including erosion, snow load hazard, explosion, permafrost degradation, cyber-security event, animal disease, social action, earthquake, space debris).

Emergency:

Name:

Date:

	Task	Responsible Party
1. Required Response Resources		
<input type="checkbox"/>	Incident Command System (ICS) positions: <ul style="list-style-type: none">• Incident Commander (Director of Protective Services)• Evacuee Division Supervisor (Director of Recreation)• Finance Chief (Director of Finance)• Information Officer (ASAO)• Liaison Officer (SAO)• Logistics Chief (Director of Public Works & Services)• Operations Chief (Deputy Fire Chief)• Planning Chief (Incident Commander)	Incident Commander
<input type="checkbox"/>	Partner Agencies required on LEMO: <ul style="list-style-type: none">• GNWT INF (traffic control, road closures)• MACA Regional Superintendent (evacuation support)• RCMP (resident notification, security control)	Liaison Officer
<input type="checkbox"/>	Partner Agencies to advise/consult as needed: <ul style="list-style-type: none">• GNWT ECC (wildfire fighting, spill regulator)• Animal Shelter (pet support)• Dehcho Divisional Education Council (operator of schools)• Dehcho Health & Social Services (evacuee reg., health checks)• Homeless Shelter (vulnerable population evacuation)• Metis Government (local government organization)• Łíidlį Kúé First Nation (local government organization)• NorthwesTel (communications provider)• NWT Power Corporation (power provider)• Stittco Utilities (propane provider)	Liaison Officer
<input type="checkbox"/>	Other resources: <ul style="list-style-type: none">• <i>Form EP-12: Evacuation Plan Checklist</i>• <i>Form EP-13: Evacuation Notifications</i>• <i>Form EP-14: Evacuation Centre Checklist</i>• # of volunteers for traffic control• # of volunteers for Evacuation Centre• Helicopter company for reconnaissance• Road barricades	Logistics Chief



Community Emergency Plan All Hazards

EP-16-1

2. Prevention/Mitigation		
<input type="checkbox"/>	Emergency back-up power for critical infrastructure: <ul style="list-style-type: none">• Ensure Emergency Operations Centres, Evacuation Centres, power generating stations, telecommunications satellite uplinks, water treatment plants, sewage lift stations, and any mechanical sewage treatment plants are protected during interruptions in the supply of power.	Incident Commander
3. Preparedness		
<input type="checkbox"/>	Community Emergency Plan <ul style="list-style-type: none">• Ensure all LEMO members are trained on, and all Partner Agencies have been provided with, the <i>Community Emergency Plan</i> so they are aware of their role and responsibilities in emergency management.	LEMO Coordinator
<input type="checkbox"/>	Public awareness and education initiatives: <ul style="list-style-type: none">• Provide materials and/or forums to educate residents of proactive measures to take before, during, and after an emergency to reduce risk and hasten recovery	Assistant SAO
<input type="checkbox"/>	Emergency communications systems: <ul style="list-style-type: none">• Ensure emergency communication systems for first responders and local emergency officials function correctly	LEMO Coordinator
Response		
<input type="checkbox"/>	When a State of Local Emergency is declared by Council: <ul style="list-style-type: none">• LEMO Coordinator:<ul style="list-style-type: none">○ Call LEMO meeting○ Activate Emergency Operations Centre (EOC)○ Activate <i>Community Emergency Plan</i>○ Assign Incident Commander• Incident Commander:<ul style="list-style-type: none">○ Assign ICS Positions○ Set LEMO meeting frequency	LEMO Coordinator Incident Commander
<input type="checkbox"/>	Assess situation (aerial & ground patrol, data review) to determine: <ul style="list-style-type: none">• Vulnerabilities of people, infrastructure, and the natural environment• Which Partner Agencies need to be engaged• Which Support Service Providers are required• What additional resources are needed• Risk of secondary events (e.g., utility or comms failure, erosion)• Whether evacuation is required (partial or full)	Incident Commander Operations Chief
<input type="checkbox"/>	Interagency communications: <ul style="list-style-type: none">• Ensure up-to-date information flow with community spokesperson (Mayor or SAO)• Contact Partner Agencies required on LEMO• Provide up-to-date information flow between LEMO and Partner Agencies involved in the response• Ensure proper authorities have most current and accurate information on the incident, possible impacts, and the potential need for additional assistance	Liaison Officer Logistics Chief



Community Emergency Plan All Hazards

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	<ul style="list-style-type: none">• Keep MACA Regional Superintendent up-to-date on the incident, possible impacts, and the potential need for additional assistance• Establish required local (e.g., telephone, internet, VHF, UHF) and long range (e.g., telephone, Internet, satellite phone, HF) communications links as circumstances require	
<input type="checkbox"/>	<p>Secure the incident scene:</p> <ul style="list-style-type: none">• Keep onlookers and traffic away from the emergency site and out of danger• Control access to the evacuation collection area to avoid congestion and potential safety issues• Use barricades, signs, and public messaging to restrict access• Secure scene for investigation if required	<p>Site Commander</p> <p>RCMP</p> <p>GNWT INF</p>
<input type="checkbox"/>	<p>Respond to immediate threat:</p> <ul style="list-style-type: none">• Ensure people are safe• Conduct rescue or recovery• Remove or barricade dangerous structures, equipment, vegetation• Contain spills of hazardous substances• Conduct emergency repairs of critical infrastructure	Operations Chief
<input type="checkbox"/>	<p>If evacuation required:</p> <ul style="list-style-type: none">• Follow <i>Form EP-12: Evacuation Plan Checklist</i> (includes notification of residents)	Incident Commander
<input type="checkbox"/>	<p>If Evacuation Centre required:</p> <ul style="list-style-type: none">• Follow <i>Form EP-14: Evacuation Centre Checklist</i>	Planning Chief
<input type="checkbox"/>	<p>Traffic control:</p> <ul style="list-style-type: none">• Clear roads of snow, debris to allow safe vehicle movement• Place barricades, signs, road closures, and traffic control personnel to isolate hazardous areas and provide warnings• Coordinate routes for emergency vehicles	Logistics Chief GNWT INF
<input type="checkbox"/>	<p>Rescue of stranded people:</p> <ul style="list-style-type: none">• Ask residents via website and social media if any people are stranded• Identify location of any stranded people through aerial/ground patrols, information from the public• Pay particular attention to young, elderly, disabled• Remove people from danger	Information Officer Operations Chief Canadian Rangers
<input type="checkbox"/>	<p>Inform public & media:</p> <ul style="list-style-type: none">• Provide messaging to the public via website and social media• Advise residents to execute preparedness procedures• Prepare media releases, get approval before issuing• Prepare speaking notes for approved spokespersons	Information Officer



Community Emergency Plan All Hazards

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<input type="checkbox"/>	<p>Injury response:</p> <ul style="list-style-type: none">• Provide first aid, comfort, shelter as required• Conduct triage at site to determine medical priorities• Transport injured parties to hospital• Evacuate for medical treatment	Operations Chief Fire Department HSS
<input type="checkbox"/>	<p>Handling fatalities:</p> <ul style="list-style-type: none">• Confirm death• Provide for proper care and custody of human remains• Identify temporary morgue if necessary• Secure the scene for the Coroner's investigation• Record evidence• Provide proper notification of casualties to authorities, next of kin, and media	RCMP HSS
5. Recovery		
<input type="checkbox"/>	<p>Return to evacuated area:</p> <ul style="list-style-type: none">• Determine it is safe for residents to return• Issue <i>Evacuation All-Clear</i> notification as per <i>Form EP-13: Evacuation Notifications</i>• Ensure safe return of residents	Operations Chief MACA Regional Supt.
<input type="checkbox"/>	<p>Damage assessment</p> <ul style="list-style-type: none">• Determine extent of damage• Determine if the <i>GNWT Disaster Assistance Program</i> applies	Operations Chief ECC
<input type="checkbox"/>	<p>Cost tracking and reporting:</p> <ul style="list-style-type: none">• Keep a record of all decisions and financial details	Finance Chief



Community Emergency Plan Critical Services Interruption

EP-16-2

*Major concerns: safety of lives and property, transportation disruption, evacuation.
(Covers fuel, power, water).*

Emergency: _____ Name: _____ Date: _____

Task	Responsible Party
1. Required Response Resources	
<input type="checkbox"/> Incident Command System (ICS) positions: <ul style="list-style-type: none">• Incident Commander (Director of Protective Services)• Evacuee Division Supervisor (Director of Recreation)• Finance Chief (Director of Finance)• Information Officer (ASAO)• Liaison Officer (SAO)• Logistics Chief (Director of Public Works & Services)• Operations Chief (Deputy Fire Chief)• Planning Chief (Incident Commander)	Incident Commander
<input type="checkbox"/> Partner Agencies required on LEMO: <ul style="list-style-type: none">• GNWT ECC (wildfire fighting, spill regulator)• GNWT INF (traffic control, road closures)• Metis Government (local government organization)• Łíidlįį Kūé First Nation (local government organization)• MACA Regional Superintendent (evacuation support)• RCMP (resident notification, security control)	Liaison Officer
<input type="checkbox"/> Partner Agencies to advise/consult as needed: <ul style="list-style-type: none">• Animal Shelter (pet support)• Dehcho Divisional Education Council (operator of schools)• Dehcho Health & Social Services (health checks)• Child & Family Services (evacuee reg.)• Homeless Shelter (vulnerable population evacuation)• NorthwesTel (communications provider)• NWT Power Corporation (power provider)• Stittco Utilities (propane provider)	Liaison Officer
<input type="checkbox"/> Other resources: <ul style="list-style-type: none">• <i>Form EP-12: Evacuation Plan Checklist</i>• <i>Form EP-13: Evacuation Notifications</i>• <i>Form EP-14: Evacuation Centre Checklist</i>• # of volunteers for traffic control• # of volunteers for Evacuation Centre• Construction contractors for underground utility repairs	Logistics Chief
2. Prevention/Mitigation	
<input type="checkbox"/> Provide educational materials to residents on protection of housing: <ul style="list-style-type: none">• Having a secondary heating source• Draining piping systems in homes to prevent freezing and damage	Assistant SAO



Community Emergency Plan Critical Services Interruption

EP-16-2

<input type="checkbox"/>	Survey homes with alternate sources of heat: <ul style="list-style-type: none">Accommodate community residents without alternate sources of heat	Assistant SAO
3. Preparedness		
<input type="checkbox"/>	Advise residents to prepare for severe weather: <ul style="list-style-type: none">Residents devise own plans for alternative housing with family, friends, neighbors with wood stoves.	Assistant SAO
4. Response		
<input type="checkbox"/>	When a State of Local Emergency is declared by Council: <ul style="list-style-type: none">LEMO Coordinator:<ul style="list-style-type: none">Call LEMO meetingActivate Emergency Operations Centre (EOC)Activate <i>Community Emergency Plan</i>Assign Incident CommanderIncident Commander:<ul style="list-style-type: none">Assign ICS PositionsSet LEMO meeting frequency	LEMO Coordinator Incident Commander
<input type="checkbox"/>	Assess situation to determine: <ul style="list-style-type: none">What services are interrupted (i.e., fuel, power, water) and for how longVulnerabilities of people, infrastructure, and the natural environmentWhich Partner Agencies need to be engagedWhich Support Service Providers are requiredWhat additional resources are neededRisk of secondary events (e.g., utility or communications failure, erosion)Whether evacuation is required (partial or full)	Incident Commander Operations Chief
<input type="checkbox"/>	Interagency communications: <ul style="list-style-type: none">Ensure up-to-date information flow with community spokesperson (Mayor or SAO)Contact Partner Agencies required on LEMOProvide up-to-date information flow between LEMO and Partner Agencies involved in the responseKeep MACA Regional Superintendent up-to-date on the incident, possible impacts, and the potential need for additional assistanceEstablish required local (e.g., telephone, internet, VHF, UHF) and long range (e.g., telephone, Internet, satellite phone, HF) communications links as circumstances require	Liaison Officer Logistics Chief
<input type="checkbox"/>	If evacuation required: <ul style="list-style-type: none">Follow <i>Form EP-12: Evacuation Plan Checklist</i> (includes notification of residents)	Incident Commander
<input type="checkbox"/>	If Evacuation Centre required: <ul style="list-style-type: none">Follow <i>Form EP-14: Evacuation Centre Checklist</i>	Planning Chief



Community Emergency Plan Critical Services Interruption

EP-16-2

<input type="checkbox"/>	Traffic control: <ul style="list-style-type: none">• Clear roads of snow, debris to allow safe vehicle movement• Place barricades, signs, road closures, and traffic control personnel to isolate hazardous areas and provide warnings• Coordinate routes for emergency vehicles	Logistics Chief GNWT INF
<input type="checkbox"/>	Repairs and restoration of the service: <ul style="list-style-type: none">• Coordinate with applicable service providers (e.g., utilities, communications providers, fuel providers) to restore services if issue is external• Contract required equipment and competent/qualified workers to effect repairs (e.g., to underground utilities) if issue is internal	Logistics Chief Operations Chief
<input type="checkbox"/>	Rescue of stranded people: <ul style="list-style-type: none">• Ask residents via website and social media if any people are stranded• Identify location of any stranded people through aerial/ground patrols, information from the public• Pay particular attention to young, elderly, disabled• Remove people from danger	Information Officer Operations Chief
<input type="checkbox"/>	Inform public & media: <ul style="list-style-type: none">• Provide messaging to the public via website and social media, monitor Emergency Management Line (1-833-699-0188)• Advise residents to execute preparedness procedures• Prepare media releases, get approval before issuing• Prepare speaking notes for approved spokespersons	Information Officer
<input type="checkbox"/>	Water and sewer services: <ul style="list-style-type: none">• Inform residents of boil water advisory• Prepare to shut off water services if contamination enters water supply• Issue a water conservation notice to residents when requested by Logistics Chief (e.g., limit water use to essential cleaning and consumption needs)• If freezing outside and power/heat unavailable, assist homeowners with draining water lines to prevent freeze up	Logistics Chief Information Officer Operations Chief
<input type="checkbox"/>	Injury response: <ul style="list-style-type: none">• Provide first aid, comfort, shelter as required• Conduct triage at site to determine medical priorities• Transport injured parties to hospital• Evacuate for medical treatment	Operations Chief Fire Department HSS
<input type="checkbox"/>	Handling fatalities <ul style="list-style-type: none">• Confirm death• Provide for proper care and custody of human remains• Identify temporary morgue if necessary• Secure the scene for the Coroner's investigation• Record evidence• Provide proper notification of casualties to authorities, next of kin, and media	RCMP HSS



Community Emergency Plan Critical Services Interruption

EP-16-2

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



Community Emergency Plan Flood

EP-16-3

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

Emergency:	Name:	Date:
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Task	Responsible Party
1. Required Response Resources	
<input type="checkbox"/> Incident Command System (ICS) positions: <ul style="list-style-type: none">• Incident Commander (Director of Protective Services)• Evacuee Division Supervisor (Director of Recreation)• Finance Chief (Director of Finance)• Information Officer (ASAO)• Liaison Officer (SAO)• Logistics Chief (Director of Public Works & Services)• Operations Chief (Deputy Fire Chief)• Planning Chief (Incident Commander)	Incident Commander
<input type="checkbox"/> Partner Agencies required on LEMO: <ul style="list-style-type: none">• Canadian Rangers (rescue of stranded persons)• GNWT INF (traffic control, road closures)• HR Metis Government (local government organization)• Łíídlı̨ Kúé First Nation (neighbouring community)• MACA Regional Superintendent (evacuation support)• RCMP (resident notification, security control)• West Point First Nation (neighbouring community)	Liaison Officer
<input type="checkbox"/> Partner Agencies to advise/consult as needed: <ul style="list-style-type: none">• GNWT ECC (wildfire fighting, spill regulator)• Animal Shelter (pet support)• Dehcho Divisional Education Council(operator of schools)• Dehcho Health & Social Services (health checks)• Child & Family Services (evacuee reg.)• Homeless Shelter (vulnerable population evacuation)• NorthwesTel (communications provider)• NWT Power Corporation (power provider)• Stittco Utilities (propane provider)	Liaison Officer



Community Emergency Plan Flood

EP-16-3

	<p>Other resources:</p> <ul style="list-style-type: none">• Form EP-12: Evacuation Plan Checklist• Form EP-13: Evacuation Notifications• Form EP-14: Evacuation Centre Checklist• # of volunteers for traffic control• # of volunteers for Evacuation Centre• Helicopter company for reconnaissance• Road barricades• Highway info signs• Construction contractors to construct berms	Logistics Chief
2. Prevention/Mitigation		
<input type="checkbox"/>	<p>Land use by-law:</p> <ul style="list-style-type: none">• Ensure new developments are constructed outside of designated flood risk areas• Restrict development within flood risk areas• Utilize flood risk areas for non-critical facilities that can sustain flooding (e.g., playground)	Council
<input type="checkbox"/>	<p>Building by-law:</p> <ul style="list-style-type: none">• Institute standards for flood risk areas to require suitable foundation designs and floor heights to accommodate 100-year flood specifications	Council
<input type="checkbox"/>	<p>Berm construction:</p> <ul style="list-style-type: none">• Construct berms to protect critical infrastructure and private property	Public Works
<input type="checkbox"/>	<p>Advise residents:</p> <ul style="list-style-type: none">• Provide information on flood preparedness information	Assistant SAO
<input type="checkbox"/>	<p>Culvert design:</p> <ul style="list-style-type: none">• Overdesign culverts in specified areas to more effectively channel flood water and minimize flooding	Director Public Works & Services GNWT INF
3. Preparedness		
<input type="checkbox"/>	<p>Flood Watch Committee:</p> <ul style="list-style-type: none">• Monitor changing breakup or flooding conditions to maintain situational awareness• Provide early warning to residents in threatened areas so they can be prepared to respond accordingly• Recommend threatened private property and critical infrastructure be protected against flooding or removed from the area	Director Protective Services Assistant SAO



Community Emergency Plan Flood

EP-16-3

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



Community Emergency Plan Flood

EP-16-3

<input type="checkbox"/>	<p>Inform public & media:</p> <ul style="list-style-type: none">Provide messaging to the public via website and social media, monitor Emergency Management Line (1-833-699-0188)Advise residents to execute preparedness proceduresPrepare media releases, get approval before issuingPrepare speaking notes for approved spokespersons	Information Officer
<input type="checkbox"/>	<p>Water and sewer services:</p> <ul style="list-style-type: none">Inform residents of boil water advisoryKeep water and sewer pumps running as long as possible during floodingIssue a water conservation notice to residents when requested by Logistics Chief (e.g., limit water use to essential cleaning and consumption needs)	Logistics Chief Information Officer
<input type="checkbox"/>	<p>Injury response:</p> <ul style="list-style-type: none">Provide first aid, comfort, shelter as requiredConduct triage at site to determine medical prioritiesTransport injured parties to hospitalEvacuate for medical treatment	Operations Chief Fire Department HSS
<input type="checkbox"/>	<p>Handling fatalities</p> <ul style="list-style-type: none">Confirm deathProvide for proper care and custody of human remainsIdentify temporary morgue if necessarySecure the scene for the Coroner's investigationRecord evidenceProvide proper notification of casualties to authorities, next of kin, and media	RCMP HSS
5. Recovery		
<input type="checkbox"/>	<p>Return to evacuated area:</p> <ul style="list-style-type: none">Determine it is safe for residents to returnIssue <i>Evacuation All-Clear</i> notification as per Form EP-13: <i>Evacuation Notifications</i>Ensure safe return of residents	Operations Chief MACA Regional Supt.
<input type="checkbox"/>	<p>Cost tracking and reporting:</p> <ul style="list-style-type: none">Keep a record of all decisions and financial details	Finance Chief



Community Emergency Plan Structural Fire

EP-16-4

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

Emergency:

Name:

Date:

<input type="checkbox"/>	Task	Responsible Party
1. Required Response Resources		
<input type="checkbox"/>	Incident Command System (ICS) positions: <ul style="list-style-type: none">• Incident Commander (Director of Protective Services)• Evacuee Division Supervisor (Director of Recreation & Community Serv.)• Finance Chief (Director of Finance)• Information Officer (ASAO)• Liaison Officer (SAO)• Logistics Chief (Director of Public Works & Services)• Operations Chief (Deputy Fire Chief)• Planning Chief (Incident Commander)	Incident Commander
<input type="checkbox"/>	Partner Agencies required on LEMO: <ul style="list-style-type: none">• GNWT INF (traffic control, road closures)• HR Health & Social Services Authority (evacuee reg., health checks)• MACA Regional Superintendent (evacuation support)• RCMP (resident notification, security control)	Liaison Officer
<input type="checkbox"/>	Partner Agencies to advise/consult as needed: <ul style="list-style-type: none">• GNWT ECC (wildfire fighting, spill regulator)• Animal Shelter (pet support)• Dehcho Divisional Education Council (operator of schools)• Homeless Shelter (vulnerable population evacuation)• Metis Government (local government organization)• Łíídlįį Kúé First Nation (neighbouring community)• NorthwesTel (communications provider)• NWT Power Corporation (power provider)• Stittco Utilities (propane provider)	Liaison Officer



Community Emergency Plan Structural Fire

EP-16-4

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



Community Emergency Plan Structural Fire

EP-16-4

	<ul style="list-style-type: none">• Reduce the number of evergreen trees in high-risk areas within the community• Advise residents to maintain property that is free of debris, tall grasses, underbrush, and more flammable trees close to buildings• Establish a system of permitted fires within the community boundaries	
<input type="checkbox"/>	<p>Host a community Fire Smart Day:</p> <ul style="list-style-type: none">• Community residents and volunteers to clean up brush, grasses, other fuel sources (jerry cans).• Inform residents of personal preparedness measures to improve the fire safety of their homes and properties.• Host a community contest for various age groups to promote youth participation.	Fire Department Assistant SAO
4. Response		
<input type="checkbox"/>	<p>When a State of Local Emergency is declared by Council:</p> <ul style="list-style-type: none">• LEMO Coordinator:<ul style="list-style-type: none">○ Call LEMO meeting○ Activate Emergency Operations Centre (EOC)○ Activate <i>Community Emergency Plan</i>○ Assign Incident Commander• Incident Commander:<ul style="list-style-type: none">○ Assign ICS Positions○ Set LEMO meeting frequency	LEMO Coordinator Incident Commander
<input type="checkbox"/>	<p>Assess situation to determine:</p> <ul style="list-style-type: none">• Areas of risk• Vulnerabilities of people, infrastructure, and the natural environment• Which Partner Agencies need to be engaged• Which Support Service Providers are required• What additional resources are needed• Risk of secondary events (e.g., utility or communications failure, erosion)• Whether evacuation is required (partial or full)	Incident Commander Operations Chief
<input type="checkbox"/>	<p>Interagency communications:</p> <ul style="list-style-type: none">• Ensure up-to-date information flow with community spokesperson (Mayor or SAO)• Contact Partner Agencies required on the LEMO• Provide up-to-date information flow between LEMO and Partner Agencies involved in the response• Keep MACA Regional Superintendent up-to-date on the incident, possible impacts, and the potential need for additional assistance• Establish required local (e.g., telephone, internet, VHF, UHF) and long range (e.g., telephone, Internet, satellite phone, HF) communications links as circumstances require	Liaison Officer Logistics Chief



Community Emergency Plan Structural Fire

EP-16-4

<input type="checkbox"/>	If evacuation required: <ul style="list-style-type: none">Follow Form EP-12: Evacuation Plan Checklist (includes notification of residents)	Incident Commander
<input type="checkbox"/>	If Evacuation Centre required: <ul style="list-style-type: none">Follow Form EP-14: Evacuation Centre Checklist	Planning Chief
<input type="checkbox"/>	Firefighting: <ul style="list-style-type: none">Coordination at the fire site.	GNWT ECC Fire Department
<input type="checkbox"/>	Secure the incident scene: <ul style="list-style-type: none">Keep onlookers and traffic away from the emergency site and out of dangerControl access to the evacuation collection area to avoid congestion and potential safety issuesUse barricades, signs, and public messaging to restrict accessSecure scene for investigation if required	Site Commander RCMP GNWT INF
<input type="checkbox"/>	Traffic control: <ul style="list-style-type: none">Clear roads of debris to allow safe vehicle movementPlace barricades, signs, road closures, and traffic control personnel to isolate hazardous areas and provide warningsCoordinate routes for emergency vehicles	Logistics Chief GNWT INF Fire Department
<input type="checkbox"/>	Injury response: <ul style="list-style-type: none">Provide first aid, comfort, shelter as requiredConduct triage at site to determine medical prioritiesTransport injured parties to hospitalEvacuate for medical treatment	Operations Chief Fire Department HSS
<input type="checkbox"/>	Rescue of stranded people: <ul style="list-style-type: none">Ask residents via website and social media if any people are strandedIdentify location of any stranded people through aerial/ground patrols, information from the publicPay particular attention to young, elderly, disabledRemove people from danger	Information Officer Operations Chief
<input type="checkbox"/>	Inform public & media: <ul style="list-style-type: none">Provide messaging to the public via website and social mediaAdvise residents to execute preparedness proceduresPrepare media releases, get approval before issuingPrepare speaking notes for approved spokespersons	Information Officer
<input type="checkbox"/>	Handling fatalities <ul style="list-style-type: none">Confirm deathProvide for proper care and custody of human remainsIdentify temporary morgue if necessarySecure the scene for the Coroner's investigationRecord evidenceProvide proper notification of casualties to authorities, next of kin, and media	RCMP HSS



Community Emergency Plan Structural Fire

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5. Recovery		
<input type="checkbox"/>	<p>Return to evacuated area:</p> <ul style="list-style-type: none">• Determine it is safe for residents to return• Issue <i>Evacuation All-Clear</i> notification as per <i>Form EP-13: Evacuation Notifications</i>• Ensure safe return of residents.	Operations Chief MACA Regional Supt.
<input type="checkbox"/>	<p>Damage assessment</p> <ul style="list-style-type: none">• Determine extent of damage• Determine if the <i>GNWT Disaster Assistance Program</i> applies	Operations Chief ECC
<input type="checkbox"/>	<p>Cost tracking and reporting:</p> <ul style="list-style-type: none">• Keep a record of all decisions and financial details	Finance Chief



Community Emergency Procedure Critical Services Interruption

EP-16-2

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

Emergency:

Name:

Date:

	Task	Responsible Party
1. Required Response Resources		
?	Incident Command System (ICS) positions: <ul style="list-style-type: none">• Incident Commander (Director of Protective Services)• Evacuee Division Supervisor (Director of Recreation)• Finance Chief (Director of Finance)• Information Officer (ASAO)• Liaison Officer (SAO)• Logistics Chief (Director of Public Works & Services)• Operations Chief (Deputy Fire Chief)• Planning Chief (Incident Commander)	Incident Commander
?	Partner Agencies required on LEMO: <ul style="list-style-type: none">• Canadian Rangers (rescue of stranded persons)• GNWT ECC (wildfire fighting)• GNWT INF (traffic control, road closures)• Dehcho Health & Social Services (health checks)• Children & Family Services (evacuee reg.)• Metis Government (local government organization)• Łíidl̒ł Kúé First Nation (local government organization)• MACA Regional Superintendent (evacuation support)• RCMP (resident notification, security control)	Liaison Officer
?	Partner Agencies to advise/consult as needed: <ul style="list-style-type: none">• Animal Shelter (pet support)• Dehcho Divisional Education Council (operator of schools)• Homeless Shelter (vulnerable population evacuation)• NorthwesTel (communications provider)• NWT Power Corporation (power provider)• Stittco Utilities (propane provider)	Liaison Officer
	Other resources: <ul style="list-style-type: none">• Form EP-12: Evacuation Plan Checklist• Form EP-13: Evacuation Notifications• Form EP-14: Evacuation Centre Checklist• # of volunteers for traffic control• # of volunteers for Evacuation Centre• Helicopter company for reconnaissance	Logistics Chief



Community Emergency Plan Structural Fire

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	<ul style="list-style-type: none">• Road barricades• Highway info signs• Construction contractors to construct berms• HSS Facility Evacuation Plans	
2. Prevention/Mitigation		
	Land use by-law: <ul style="list-style-type: none">• Minimize risk by situating higher risk developments (e.g., fuel storage facility) in appropriate locations in the community	Council
	Regulate fire permits and issue fire bans and: <ul style="list-style-type: none">• Ensure any burning is monitored• Ban fires during high-risk fire season	Fire Department GNWT ECC
3. Preparedness		
	Implement Fire Smart guidelines in the wildland/urban interface areas: <ul style="list-style-type: none">• Maintain firebreaks and reduce underbrush in the areas surrounding the community• Reduce the number of evergreen trees in high-risk areas within the community• Advise residents to maintain property that is free of debris, tall grasses, underbrush, and more flammable trees close to buildings• Establish a system of permitted fires within the community boundaries	Fire Department GNWT ECC
	Host a community Fire Smart Day: <ul style="list-style-type: none">• Community residents and volunteers to clean up brush, grasses, other fuel sources (jerry cans).• Inform residents of personal preparedness measures to improve the fire safety of their homes and properties.• Host a community contest for various age groups to promote youth participation.	Fire Department Assistant SAO
	Educate residents on air quality procedures: <ul style="list-style-type: none">• Hold information session before fire season to educate residents on proper protocol to follow should smoke impact the air quality during wildfire season.	GNWT ECC
4. Response		
	When a State of Local Emergency is declared by Council: <ul style="list-style-type: none">• LEMO Coordinator:<ul style="list-style-type: none">○ Call LEMO meeting○ Activate Emergency Operations Centre (EOC)○ Activate <i>Community Emergency Plan</i>○ Assign Incident Commander• Incident Commander:<ul style="list-style-type: none">○ Assign ICS Positions○ Set LEMO meeting frequency	LEMO Coordinator Incident Commander



Community Emergency Plan Structural Fire

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	<p>Assess situation (aerial & ground patrol, data review) to determine:</p> <ul style="list-style-type: none">• Areas of risk• Vulnerabilities of people, infrastructure, and the natural environment• Which Partner Agencies need to be engaged• Which Support Service Providers are required• What additional resources are needed• Risk of secondary events (e.g., utility or communications failure, erosion)• Whether evacuation is required (partial or full)	Incident Commander Operations Chief GNWT ECC
	<p>Interagency communications:</p> <ul style="list-style-type: none">• Ensure up-to-date information flow with community spokesperson (Mayor or SAO)• Contact Partner Agencies required on the LEMO• Provide up-to-date information flow between LEMO and Partner Agencies involved in the response• Keep MACA Regional Superintendent up-to-date on the incident, possible impacts, and the potential need for additional assistance• Establish required local (e.g., telephone, internet, VHF, UHF) and long range (e.g., telephone, Internet, satellite phone, HF) communications links as circumstances require	Liaison Officer Logistics Chief
	<p>If evacuation required:</p> <ul style="list-style-type: none">• Follow <i>Form EP-12: Evacuation Plan Checklist</i> (includes notification of residents)	Incident Commander
	<p>If Evacuation Centre required:</p> <ul style="list-style-type: none">• Follow <i>Form EP-14: Evacuation Centre Checklist</i>	Planning Chief
	<p>Firefighting:</p> <ul style="list-style-type: none">• Coordination at the fire site.	GNWT ECC Fire Department
	<p>Secure the incident scene:</p> <ul style="list-style-type: none">• Keep onlookers and traffic away from the emergency site and out of danger• Control access to the evacuation collection area to avoid congestion and potential safety issues• Use barricades, signs, and public messaging to restrict access• Secure scene for investigation if required	Site Commander RCMP GNWT INF
	<p>Traffic control:</p> <ul style="list-style-type: none">• Clear roads of debris to allow safe vehicle movement• Place barricades, signs, road closures, and traffic control personnel to isolate hazardous areas and provide warnings• Coordinate routes for emergency vehicles	Logistics Chief GNWT INF Fire Department
	<p>Injury response:</p> <ul style="list-style-type: none">• Provide first aid, comfort, shelter as required• Conduct triage at site to determine medical priorities• Transport injured parties to hospital• Evacuate for medical treatment	Operations Chief Fire Department



Community Emergency Plan Structural Fire

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		HSS
	<p>Rescue of stranded people:</p> <ul style="list-style-type: none">Ask residents via website and social media if any people are strandedIdentify location of any stranded people through aerial/ground patrols, information from the publicPay particular attention to young, elderly, disabledRemove people from danger	Information Officer Operations Chief
	<p>Inform public & media:</p> <ul style="list-style-type: none">Provide messaging to the public via website and social mediaAdvise residents to execute preparedness proceduresPrepare media releases, get approval before issuingPrepare speaking notes for approved spokespersons	Information Officer
	<p>Handling fatalities</p> <ul style="list-style-type: none">Confirm deathProvide for proper care and custody of human remainsIdentify temporary morgue if necessarySecure the scene for the Coroner's investigationRecord evidenceProvide proper notification of casualties to authorities, next of kin, and media	RCMP HSS
5. Recovery		
	<p>Return to evacuated area:</p> <ul style="list-style-type: none">Determine it is safe for residents to returnIssue <i>Evacuation All-Clear</i> notification as per Form EP-13: <i>Evacuation Notifications</i>Ensure safe return of residents.	Operations Chief MACA Regional Supt.
	<p>Damage assessment</p> <ul style="list-style-type: none">Determine extent of damageDetermine if the <i>GNWT Disaster Assistance Program</i> applies	Operations Chief ECC
	<p>Cost tracking and reporting:</p> <ul style="list-style-type: none">Keep a record of all decisions and financial details	Finance Chief