

## **EMERGENCY RESPONSE PLAN**

### **INTRODUCTION**

Peacetime emergencies can be described as those situations, or the threat thereof which may endanger the safety of residents and their property and which require a prompt, co-ordinated response by a number of municipal agencies.

Whenever such incidents occur or threaten the prime responsibility for response lies with the Local Authority. This Plan is designed to assist in designating agency responsibilities leading to the co-ordinated response to the incident and the prompt restoration to a pre incident level of the emergency site.

The Plan is based on Federal Legislation, the Northwest Territories Civil Emergency Measures Act and appropriate Municipal Acts of the Territorial Government.

### **DESCRIPTION**

The Hamlet of Fort Liard is located at the junction of the Liard and Petitot Rivers. Highway access to Fort Simpson (285 km) and Fort Nelson (226 km) is via NWT highway #7.

The hamlet has a population of 600..

Fort Liard attained Hamlet status on April 3, 1987.

The Hamlet is governed by a Mayor, Deputy Mayor and seven councillors with administrative duties being handed by a Senior Administrative Officer assisted by a staff consisting of Finance Officer, Municipal Works Supervisor, Recreation Programmer, Protective Services Officer, and support staff. There is a volunteer Fire Department with a Chief and eight fire fighters. Police services are provided by an RCMP detachment with one Corporal and three regular members.

The Hamlet has a gravel airstrip but receives no regularly scheduled flights. There is a charter airline and helicopter company operating out of this airport. The airport is operated by the GNWT Department of Transportation. Private contractors provide Observer/Communicator and maintenance services. Robinson's Truck Lines and Northwest Transport provide weekly truck services from Edmonton. A local cartage company provides service three times a week to Fort Nelson BC and twice weekly to Fort Simpson, NT.

Electrical power is provided by the Northwest Territories Power Corporation. Emergency generators are installed in the EOC – Hamlet Office, Water Treatment Plant, Health Centre, RCMP Detachment, and Echo Dene School.

## DEFINITIONS

1. Emergency: Any real or apprehended event which threatens the safety of residents and/or property and which because of its magnitude requires a prompt co-ordinated Response.
2. State of Local Emergency: That declaration made by a resolution of Council, or the Mayor in the absence of Council under Sec. 14 of the Civil Emergency Measures Act (CEMA) and Sec. 27 of the Hamlets Act.
3. State of Emergency: As declared by the Minister under Sec. 1 of CEMA.  
  
N.B. Under "State of Emergency" the RCMP may enforce an Evacuation Order whereas under a "State of Local Emergency" evacuation *may only be advised*.
4. Emergency Response Coordinator: That person appointed by Council to compile the Emergency Plan and associated Agency Annexes and to act as Advisor to the Emergency Response Committee.
5. Emergency Response Committee: The Committee of Council, under the Mayor's chairmanship, responsible for the development of emergency plans and programmes and the co-ordinated response to any emergency affecting the municipality.
6. Deh Cho Emergency Response Committee: (DCERC) An interdepartmental, interagency Committee chaired by the Superintendent, (GNWT-MACA) which acts as a regional advisory committee to area communities, including Fort Liard, and the Emergency Measures Officer in Yellowknife.
7. Regional Co-ordinator: The Superintendent of Municipal and Community Affairs, Fort Simpson, acts as Co-ordinator and advisor to the DCERC and the communities.
8. Emergency Measures Officer: Under Sec. 2 of CEMA the present Officer is the Deputy Minister of MACA.
9. Emergency Measures Organization (EMO): That section of the MACA Directorate in Yellowknife which acts as Territorial Co-ordinator and also as Advisor to the Emergency Measures Officer and Minister. The Section also advises and assists Regions and communities in developing and exercising plan.

## **HAMLET OF FORT LIARD EMERGENCY RESPONSE PLAN**

### **AIM**

**To lay down a plan of action for the activation and co-ordination of those agencies present in the municipality during an emergency to ensure that the following are achieved.**

1. The earliest possible response to the incident and the establishment of the Control of Operations which may include the setting up of an Emergency Operations Centre and On-site Command.
2. The early establishment of crowd/site control to allow the safe, unhindered entrance and exit of responding agencies to the incident site.
3. Immediate action to secure the incident site and eliminate all sources of potential danger to residents and responders.
4. The suggested evacuation of those areas considered to be at risk by the Committee.
5. The rescuing of all persons trapped by the incident and the provision of First Aid to those injured during or by the incident and response.
6. The opening of Emergency Reception Centres for those persons displaced by the emergency and the provision of social services as may be required.
7. That factual, approved information be made available at the earliest possible time to:
  - (a) The community residents
  - (b) The Regional Co-ordinator
  - (c) The news media
8. The earliest possible restoration of normal services in the incident area and the community in general.

### **IMPLEMENTATION**

This Plan may be activated in whole or in part without a declaration by the Mayor, the Mayor on advice from Council or in the absence of the Mayor and Council, by the Co-ordinator acting on their behalf.

## **HAMLET OF FORT LIARD EMERGENCY RESPONSE PLAN**

### **EMERGENCY RESPONSE COMMITTEE**

#### **COMPOSITION**

All emergency responses will be directed and controlled by the Hamlet Emergency Response Committee this Committee will be assisted by Advisors from the various agencies and organizations normally resident in the Hamlet.

The Committee is made up of the following:

##### **Control-**

Mayor  
Senior Administrative Officer  
Information/Communications  
Protective Services Officer

##### **Operations-**

Comptroller (Manager, Corporate Affairs)  
Information Services (Economic Development Officer)  
Transportation Equipment Services (Manager, Works and Transportation)  
Welfare Services  
Health Services  
RCMP                      On Site Manager  
Fire Chief                On Site Manager

others as “advisors”

All members will have an alternate named who must also be aware of their responsibilities.

#### **GENERAL**

- (a) The Committee will be responsible for directing all responses necessary to alleviate damage and
- (b) The Hamlet Office is used as the Emergency Operations Centre.
- (c) If considered necessary the Committee will appoint an On-site Manager who will:
  - (i) Establish a Control Post on-site
  - (ii) Arrange for adequate communications between the EOC and on-site location.
  - (iii) Declare a perimeter for the incident.
- (d) Information on the event and the community’s response will be collected and when approved issued from the EOC over the Chair’s signature.

#### **RESPONSIBILITIES**

- (a) The Mayor may request that the Council declare by resolution that a State of Local Emergency exist in all or part of the municipality (In the absence of the Council the Mayor or any councillor may make this declaration.
- (b) Immediately after the declaration is made this act must be made known to:
  - (i) the residents
  - (ii) the Regional Co-ordinator and/or
  - (iii) the Emergency Measures Organization - who in turn will notify the Minister Responsible for Civil Emergencies.

## HAMLET OF FORT LIARD EMERGENCY RESPONSE PLAN

- c) The Committee will, upon a Declaration being made, assemble at the appropriate EOC. Though the opening or activation of the EOC. is not dependent on a declaration of a State of Local Emergency.
- (d) The Committee, through the Finance Officer, is to ensure that full and complete records of all expenditures relating to the event and the Community's response to it are kept. This is to facilitate a clear audit trail for possible reimbursement by the Territorial Government under their Disaster Assistance Policy and subsequent claims by them to the Federal Government under the Disaster Financial Assistance Arrangements.

### POWER

- (a) The Committee *may advise* residents to evacuate those buildings or areas which are thought to be at risk. Only the Minister may enforce an Evacuation Order under a State of Emergency.
- (b) May order the dispersal of people away from the incident site or any other municipal area deemed necessary by the Committee.
- (c) The discontinuance of municipal services may be ordered without reference to the consumer though all attempts must be made to notify residents prior to the cut-off where possible. Privately owned businesses may be requested to similarly discontinue operations during the emergency.
- (d) Activating the reception of those persons displaced by the emergency.
- (e) The calling-out of any or all equipment and personnel belonging to or employed by the Hamlet as required during the emergency response.
- (f) Requesting the assistance of personnel and equipment not under either municipal control or existing Mutual Aid Agreements as may be required for the municipal response.
- (g) Establishment of an Information Centre for the issuing of accurate approved releases to the public and where necessary the news media concerning the emergency and the community's response.
- (h) Through the Nurse-in-Charge, maintain a system to allow for the immediate medivac, where possible, to the Hospital in Fort Simpson, NT or Fort Nelson, BC, the Health Centre or to any designated First Aid site of persons injured by the emergency or the response.

**IF THE IMPLEMENTATION OF THESE ACTIONS APPEAR TO BE INSUFFICIENT TO CONTROL THE SITUATION THEN ASSISTANCE MAY BE REQUESTED FROM THE TERRITORIAL GOVERNMENT IN FORT SIMPSON THROUGH THE REGIONAL CO-ORDINATOR AT (867) 695-7220 - OR IF UNABLE TO MAKE CONTACT - THROUGH THE EMERGENCY MEASURES ORGANIZATION IN YELLOWKNIFE AT (867)873-7554 (24 HRS).**

**MEMBER RESPONSIBILITIES AND FUNCTIONS**

**CHAIRPERSON (MAYOR)**

- (a) To oversee the total response to the emergency from reports received through the Co-ordinator and the Committee.

**CO-ORDINATOR (SENIOR ADMINISTRATIVE OFFICER)**

- (b) Under the direction of the Mayor or alternate, co-ordinate the community's response to the emergency.
- (c) Approve the expenditure of such funds as are considered necessary to aid in the response.
- (d) Maintain contact, where possible, with the Regional Co-ordinator in Fort Simpson.
- (e) Ensure that a complete written record be kept of the incident and the response.

**EMERGENCY SERVICES (PROTECTIVE SERVICES OFFICER)**

- (a) Co-ordinate the assistance of Territorial Government employees and equipment when requested by the Committee.
- (b) The recruitment and co-ordination of community groups and individuals who may assist the committee during the emergency period.
- (c) Maintain list of persons willing to assist as SAR members.
- (d) Extend the Fan Out.
- (e) Advise a coroner of any facilities for use as a temporary morgue.
- (f) To draft and revise the compilation of the plan, resources lists, and relevant Mutual Aid Agreements.
- (f) Maintain, if possible, a central Communications Centre to maintain contact with the Territorial Government in Fort Simpson, other municipalities, hospitals, and any other agencies deemed necessary.
- (g) Maintain up-to-date lists of all persons with HF-SSB radios including those with base stations.
- (h) To ensure that all equipment listed by the various agencies is available for emergency; through regular contact, use and where necessary Mutual Aid Agreements are signed and available to the committee.
- (i) Compile a list of all vehicles in the community which may prove of assistance during and emergency - in consultation with the NIC and Social Services certain vehicles may be designated as "Emergency Ambulances". Owner/operator approval will be via Mutual Aid Agreement.
- (j) Co-ordinate spring flood watch and provide co-ordinator with situation reports.
- (k) Arrange for training of volunteers in specialized functions.
- (l) Assist members of the Search and Rescue Group and the volunteer Fire Department in receiving training in First Aid and Triage.

## **HAMLET OF FORT LIARD EMERGENCY RESPONSE PLAN**

### **SITE MANAGER (ROYAL CANADIAN MOUNTED POLICE)**

- (a) Act as On-site Manager if so requested by the Committee.
- (b) Provide security at a incident site.
- (c) Control residents at the incident site or area to allow for the safe, efficient movement of vehicles and response personnel.
- (d) Provide highway access control.
- (e) Conduct the evacuation of those area(s) named by the Minister under a State of Emergency.
- (f) Provide initial communication from site to EOC.
- (g) Continue to perform normal police duties as per RCMP-GNWT contract.

### **SITE MANAGER (FIRE CHIEF)**

- (a) Act as On-Site manager if so requested by the Committee.
- (b) Will form a building search and rescue squad when so requested.
- (c) Provide equipment and manpower at site.
- (e) Assist in the evacuation of persons from the incident area if so required under either a State of Emergency or State of Local Emergency.
- (f) Provide ongoing fire response operations as can normally be expected.
- (g) Maintain structural details of significant buildings.

### **COMPTROLLER (MANAGER, CORPORATE AFFAIRS)**

- (a) Maintain a complete record of approved expenditures made during the response.
- (b) Advise the Mayor of special powers under Section 18(4) of CEMA concerning the borrowing of funds.

### **INFORMATION SERVICES**

- (a) Prepare, for the Mayor's approval and signature, official information items for release to the public, territorial government the press or other interested parties.
- (b) Act as Secretary to the Committee.
- (c) Following the termination of the emergency and the response assist in the preparation of a final report on the event.
- (d) Arrange for the approved news releases.

### **TRANSPORTATION EQUIPMENT SERVICES (MUNICIPAL SERVICES SUPERVISOR)**

- (a) Provide hamlet vehicles with operators as required by the Committee.

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- (b) Arrange for cleared access to and from the emergency site and those areas indicated by the Committee.
- (c) Arrange for the removal or demolition of buildings as determined necessary by the Committee upon the request of the On-site Manager.
- (d) Arrange for the temporary use of vehicles and/or equipment not owned or controlled by the Hamlet but where Mutual Aid Agreements have been signed.
- (e) Arrange for the supply and erection of temporary barricades where/when the need so arises.
- (f) Ensure adequate supplies of gas and oil are available and ensure records of their use are kept.

### **WELFARE SERVICES**

- (a) Co-ordinate the provision of:
  - (i) Food
  - (ii) Accommodation
  - (iii) Clothing of those persons affected/displaced by the emergency.
- (b) Arrange for the opening and staffing of Reception Centres (Annex D) approved by the Committee.
- (c) Arrange for a subcommittee of volunteers to assist in the three main areas above.
- (d) Organize an inquiry line/system to be able to give factual, accurate information of the temporary location of those persons displaced by the emergency.
- (e) Arrange for personal services where required for both responders and those persons affected by the incident.

### **HEALTH SERVICES**

- (a) Provide emergency aid to those persons requiring it throughout the emergency.
- (b) Arrange for the setting-up and staffing of Aid Centres if deemed necessary so that the Health Centre can be utilized for more serious cases.
- (c) Arrange for medivacs to Stanton Yellowknife Hospital for patients who cannot be adequately care for in Fort Liard
- (d) Recruit and organize persons with First Aid or nursing/health training to assist in carrying out health related duties.
- (e) Advise the Committee on all matters concerned with Public Health and on approval disseminate any information to the public. This should include consideration of the density and type of smoke being experienced.

### **AIRPORT SERVICES (DOT-GNWT)**

- (a) Act as an advisor to the Committee where the emergency incident involves an aircraft.
- (b) Assist in the training of the Volunteer Fire Dept. to respond to an aircraft incident.



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- (c) Where possible supply the Committee with up to-date weather forecasts.
- (d) Notify the Committee of the ETD/ETA of emergency flights required by the incident.

### **SEARCH AND RESCUE SERVICES (RCMP and PROTECTIVE SERVICES OFFICER)**

- (a) Maintain and compile a list of equipment which may be utilized during SAR activities.
- (b) Ensure that members receive training in First Aid - this may be co-ordinated through the N. I.C. and the Protective Services Officer.
- (c) In conjunction and upon request from the RCMP assist in SAR activities. (Public Search)

### **ELECTRICAL POWER SERVICES (NORTHWEST TERRITORIES POWER CORPORATION)**

- (a) Compile a list of all emergency generators available in the municipality - list should show size, make, output and weight plus fuel type. List should be covered by Mutual Aid Agreements.
- (b) Advise the Co-ordinator of any power outage, as time allows, and give predicted time for repair.
- (c) In the case of rotational power requirements notify the Coordinator/ERC of the times and areas to be affected.

### **COMMUNICATION SERVICES**

- (a) Will act as the Communications Officer for the Committee.
- (b) Will maintain lists of and co-ordinate all modes of communications for the Committee - including links to the Regional Co-ordinator in (Fort Simpson) and possibly to EMO in Yellowknife.
- (c) Maintain up to date lists of all persons with HF-SSB radios (SBX 1100's) including those with base stations.
- (d) To arrange for radio equipment to be made available through Mutual Aid Agreement if so required - agreements to be co-signed by the Co-ordinator.

## **IMPLEMENTATION**

## **HAMLET OF FORT LIARD EMERGENCY RESPONSE PLAN**

1. This Plan may be implemented in whole or in part as soon as an emergency occurs or is expected and which is considered to be of such magnitude as to require a co-ordinated multi-agency response.
2. Any member of the Emergency Response Committee who has either received a warning or has been to an incident site may request that the Emergency Alerting System be activated by the Protective Services Officer.
3. On calling the member will:-
  - (a) Report on the incident
  - (b) Identify him/herself
  - (c) Request that the committee be alerted

### **EMERGENCY ALERTING SYSTEM**

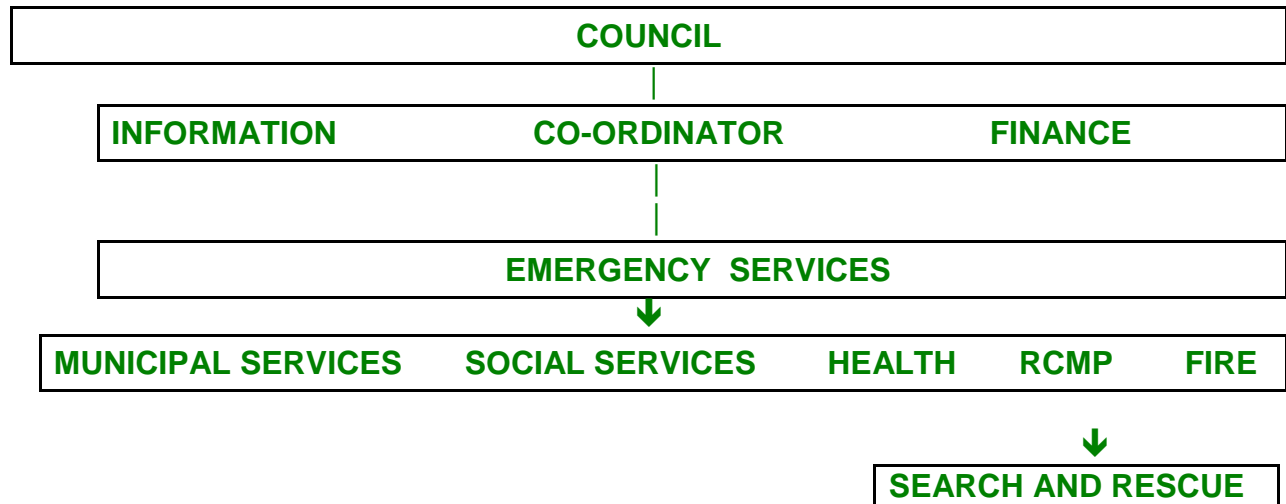
1. The Protective Services Officer will operate/initiate the Alerting System.
2. Primary calls will be made to agencies/personnel listed in Annex "A".
3. Person making the alerting call will:-
  - (a) Identify him/herself
  - (b) Provide details as to type of incident
  - (c) Request member to attend Emergency Operation Centre
  - (d) Name the Emergency Operations Centre location.

### **TERMINATION of a "State of Local Emergency"**

1. When it is decided by the Committee that the emergency no longer exists the Council may be advised to terminate the declaration of a State of Local Emergency by resolution under Sec. 15 CEMA.
2. If deemed appropriate the Minister under Sec.15 (2) may terminate any declaration of a State of Local Emergency.
3. A declaration of a State of Local Emergency may remain in force for a maximum of seven (7) days - as per Sec. 15 (4) CEMA.
4. Renewal of a declaration in a long running situation is permitted under Sec. 15 (5) and 14 (3) CEMA.

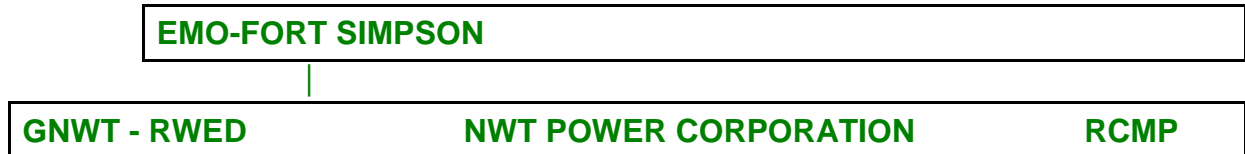
### **ADVISORS**

Transportation  
Renewable Resources  
General Store Managers  
Northern Store Manager  
School Principal  
Development Corporation  
and other persons deemed necessary to specific incident.



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## LEVEL 2 - REGIONAL COMMITTEE



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## LEVEL 3 - STATE OF LOCAL EMERGENCY DECLARED BY MINISTER

