

MUNICIPAL CIVIL EMERGENCY PLAN



Adopted By Council
May 14, 2013
Resolution #C13-12-08

Table of Amendments

#	Date	Amendment/Addition	Replaces	Notes

CEMC	Civil Emergency Measures Commission
CAO	Chief Administrative Officer (City of Dawson)
CEC	Civil Emergency Co-ordinator/Fire Chief
EMO	Emergency Measures Organization
EOC	Emergency Operations Centre
TSB	Transportation Safety Board

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Section 1 - Introduction

Municipalities routinely respond to situations that require responses from Fire, Police, Emergency Medical Services and Public Works. Large-scale emergencies such as chemical spills, plane crashes, floods, earthquakes and forest fires can severely deplete available resources and require additional personnel, equipment and expertise. In cases such as these, municipalities must implement an Emergency Plan.

Response to a large-scale emergency requires an assessment of the situation, an effective determination of resources and the efficient deployment and management of resources. The primary function of the Emergency Plan is to provide the organizational framework within which the coordinated response will take place and present key officials, agencies and departments within the City of Dawson with a general guideline for the initial response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency. The following provides an overview of the background and some of the highlights of this plan.

Aim

The aim of this plan is to make provisions for the efficient administration, coordination and implementation of the extraordinary arrangements and response measures taken by the City of Dawson to protect the health, safety and welfare of the residents of Dawson City during any emergency.

Scope

An emergency may result from an existing danger or it may be a threat or an impending situation abnormally affecting property or the health, safety and welfare of the community. Its nature and magnitude requires a controlled and coordinated response by a number of agencies, both government and private, under the direction of the Civil Emergency Measures Commission (CEMC). The response is distinct from routine operations carried out by emergency services personnel (e.g. firefighting, emergency medical services or police activities).

The Civil Emergency Measures Act defines an emergency as: “**a peacetime disaster or a war emergency**”. Further to that, an emergency is “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is

caused by the forces of nature, a disease or other health risk, an accident or an act whether international or otherwise”.

While almost every type of emergency could occur with the City of Dawson, the most common that could occur are:

Natural Emergencies: Floods, earthquakes, blizzards, forest fire (not caused by human)

Human-Caused Emergencies: transportation accidents involving hazardous materials, explosions, aircraft crashes, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrolled fire, or any other incident accidentally or willfully caused by people which is likely to endanger property, health, safety and welfare of the community.

Whenever an emergency occurs or threatens to occur, the initial and primary responsibility for providing immediate assistance and control rests with the affected department or agency within the municipality.

The Municipal Civil Emergency Plan in itself cannot guarantee an efficient, effective response to an emergency. It must be utilized as a tool to assist emergency and municipal services and officials in their emergency responsive activities. The Plan must be flexible enough to adapt to a broad spectrum of disasters and must be supported with:

- adequate personnel, equipment and expertise from the responding agencies
- awareness of resources available from neighbouring communities and the private sector, supplemented by pre-arranged agreements
- testing of the Plan on a regular basis
- review of the Plan following any incidents or exercises where it is implemented.

In the event of an emergency beyond the capability of the community, the Government of Yukon can be called to provide direction and management of the emergency. Such request can be done by contacting the Emergency Measures Organization at: **(867) 667-5220**.

Potential Hazards – Hazard Risk Identification Assessment

The City of Dawson has identified and analyzed all realistic hazards that may occur and assessed them in terms of frequency, or likelihood of occurrence and magnitude of consequences or impact.

The following is the resulting list of Hazard Identification and Risk Assessment (HIRA) events for the City of Dawson.

Priority	Hazard	Description
1	Severe Weather	Snowstorm, Flood, Ice, Hail, Extreme Temperature
2	Fire	Fire, Explosion
3	Transportation Incident	Ground or Airline Crash, Waterway
4	Critical Services Disruption (Infrastructure)	Telecom, Potable Water, Wastewater, Electrical, Transportation Routes
5	Hazmat Release	In-transit, Fixed location
6	Infectious Disease	Pandemic Human
7	Collapse	Major Structural Collapse, Earthquake

Legislation

The Civil Emergency Measures Act is the legal authority for this plan.

The Civil Emergency Measures Act requires each municipality to establish a Municipal Civil Emergency Plan.

The Civil Emergency Measures Act states that:

“The mayor of a municipality may declare that a state of emergency exists in the municipality if:

- a) *the mayor has reasonable grounds to believe and does believe that a substantial danger to public safety or to property in the municipality exists or is imminent as the result of fire, explosion, flood, earthquake, landslide, weather, epidemic, transportation accident, electrical power failure, nuclear accident or any similar disaster; and*
- b) *the mayor is authorized to declare the state of emergency by resolution of the council passed after its consideration of the*

occurrence of events that reasonably may be expected to lead to the need to declare the state of emergency.

The Civil Emergency Measures Act specifically requires that every municipality shall by bylaw establish a municipal civil emergency plan and that the plan shall:

- a) *specify the powers and duties of the Civil Emergency Measures Commission established under subsection 192(1) of the Municipal Act – Which states “Subject to the provisions of the Civil Emergency Measures Act, council shall by bylaw establish a civil emergency measures commission and appoint its members”. As per subsection 192(2) of the Municipal Act, Council may appoint a civil emergency co-ordinator who shall carry out the instructions of the commission.*
- b) *assign to municipal officers and employees those responsibilities necessary for the effective implementation of the plan in the case of a declaration of a state of emergency in or including the municipality under this Act.*

Regular exercise and assessment will be conducted to ensure the arrangements embodied in this plan are kept current, that all personnel are kept familiar with its provisions and that the content reflects best practices. The City of Dawson should likewise develop, implement and maintain emergency management programs that define departmental procedures and arrangements for responding to a municipal emergency.

Plan Definition

The “**Plan**” means a plan formulated pursuant to City of Dawson Emergency Measures Bylaw; governing the provisions of necessary services during an emergency and the procedures under and manner in which employees of the City of Dawson and other persons will respond to an emergency.

Format

The main body of this plan identifies the membership, roles and responsibilities of the City of Dawson Civil Emergency Measures Commission (CEMC) and the authority and manner under which this body plans to respond to an emergency in the municipality. This portion of the plan is a public document.

A series of annexes following the main body include specific contact and resource information vital to effective response. Due to confidentiality reasons, this portion of the plan is not to be made public and should only reside with the owner of this document.

Amending Formula

Amendments to this plan are recommended to the CEMC by and through the Civil Emergency Co-ordinator/Fire Chief. The CEMC, upon review of proposed changes may accept, reject or modify such changes.

CEMC approved changes to the main bode of the plan will be presented to (council) for approval as required.

CEMC approved changes to appendixes and minor changes to the plan stand as amended by the CEMC.

Section 2 – Emergency Notification Procedure

Reporting an Emergency

A responding agency or municipal department is likely to be the first on site authority to an emergency. The ranking officer for fire, police, emergency medical services or a senior municipal official (or their designate) should personally assume control at the site of an emergency or arrange for someone on-site to take charge immediately until an Emergency Incident Commander is appointed.

If, in the judgment of the senior on-site official, the situation requires a more coordinated response or resources are required beyond their immediate control, the senior on-site official must contact their most senior departmental official in accordance with any existing departmental reporting procedure.

Section 3 – Declaration of an Emergency

Action Prior to the Declaration of an Emergency

When an emergency exists, but has not yet been declared to exist, municipal employees are authorized to take such action(s) under this emergency plan as may be required to protect the lives and property of the inhabitants of the City of Dawson.

Declaring an Emergency

Declaring an emergency within the City of Dawson is not required prior or subsequent to activation of this Emergency Plan. An Emergency Declaration is not required prior to any personnel taking actions under this plan to protect the lives, health and property of the inhabitants of the City of Dawson.

An Emergency Declaration however, may create greater understanding and promote a sense of urgency to the public regarding the severity of an emergency situation. An Emergency Declaration may be useful if the CEMC will be requesting the public and private sector to do something out of the ordinary and give the Mayor extraordinary powers (not contrary to law) such as approving expenditures without Council approval. It will also allow for possible funding of costs by the Territory.

Every registered volunteer participating in a Declared Municipal State of Emergency will be considered a municipal employee and protected under the provisions of the Yukon Workers' Compensation Health and Safety Board (WCB).

Authority to Declare a Municipal State of Emergency

Only the Mayor or Acting Head of Council (Deputy Mayor) has the authority to declare a Municipal State of Emergency to exist within the boundaries of the municipality.

The decision to declare a Municipal State of Emergency will be made by the Mayor in consultation with the members of the Civil Emergency Measures Commission. The Mayor has the ultimate responsibility for making this decision. When a declaration to declare a Municipal State of Emergency is made, a declaration of a Municipal State of Emergency form outlined in **Appendix B** must be completed and faxed to the Emergency Measures Organization.

Notification of Declaration of State of Emergency

Upon making a Municipal State of Emergency Declaration the Mayor will ensure that the following are immediately notified:

- City of Dawson Council Members
- Emergency Measures Organization
- the Local media
- the general public

Section 4 – Termination of a Municipal State of Emergency

Prior to Terminating a Municipal State of Emergency

Termination of a Municipal State of Emergency Declaration usually comes as the result of a significant reduction in the severity of the emergency situation. The action of formally terminating a Declaration of a Municipal State of Emergency Declaration is required to advise that the emergency is over.

A Termination of a declaration of a Municipal State of Emergency Form, outlined in **Appendix B**, must be completed and faxed to the Emergency Measures Organization.

Terminating a Declared Municipal State of Emergency will cause WCB coverage of volunteers to cease.

Authority to Terminate a Declaration of a Municipal State of Emergency

A Municipal State of Emergency declared by the mayor of a municipality may be cancelled by order of the Minister.

Notification of Termination of a Municipal State of Emergency

Upon terminating a municipal state of emergency, the Mayor will ensure that the following are immediately notified:

- City of Dawson Council Members
- Emergency Measures Organization
- the local media
- the general public

Section 5 – Emergency Operations Centre (EOC)

In the event of an emergency, the Emergency Operations Centre (EOC) will be activated. The CEMC and the Civil Emergency Measures Committee will congregate and work together at the EOC to make decisions, share information and provide strategic “off scene” management as required to mitigate the effects of the emergency.

The Primary Emergency Operations Centre is located at the Dawson City Administration Building, 1336 Front Street.

The Secondary Emergency Operations Centre could be located at the Dawson City Community Chapel or the Ski Hill Chalet depending on the nature and location of the emergency.

The Emergency Operations Centre should consist of:

- the Civil Emergency Measures Commission meeting room
- base radio, phones, access to a fax machine, photocopier, printers and computer connections
- a media information area
- adequate parking for all staff
- an adequate back-up power supply
- break out rooms for small group meetings

Civil Emergency Measures Commission Meeting Room

The CEMC meeting room is a secure board room or chambers where the CEMC can conduct business cycle meetings to address the current situation and mitigate the emergency. This room is to be free of distractions and limited to the community’s top decision makers, their supporting personnel and invited members.

The CEMC meeting room should contain the following:

- sufficient tables and chairs for all present
- an accurate clock, synchronized with all other EOC clocks
- maps of suitable scale for depicting and updating emergency operations
- a visual board or flip chart for logging emergency operations status, key decisions and other information
- devices for recording the CEMC meetings
- maps
- all necessary stationary requirements and office supplies for those present to take notes and record information

Registration and Security

Once the EOC has been activated, the facility must be made secure and all personnel attending the EOC must sign in and out. All personnel entering the EOC must report to registration and be duly registered.

Only the following persons are normally allowed into the facility:

- CEMC members and their alternates
- Civil Emergency Measures Committee members and their alternates
- police personnel for facility security
- members at large specifically invited by the CEMC members

The following are NOT normally allowed in the EOC:

- members of the media
- members of City Council
- members of the public
- any persons without direct business with EOC operations

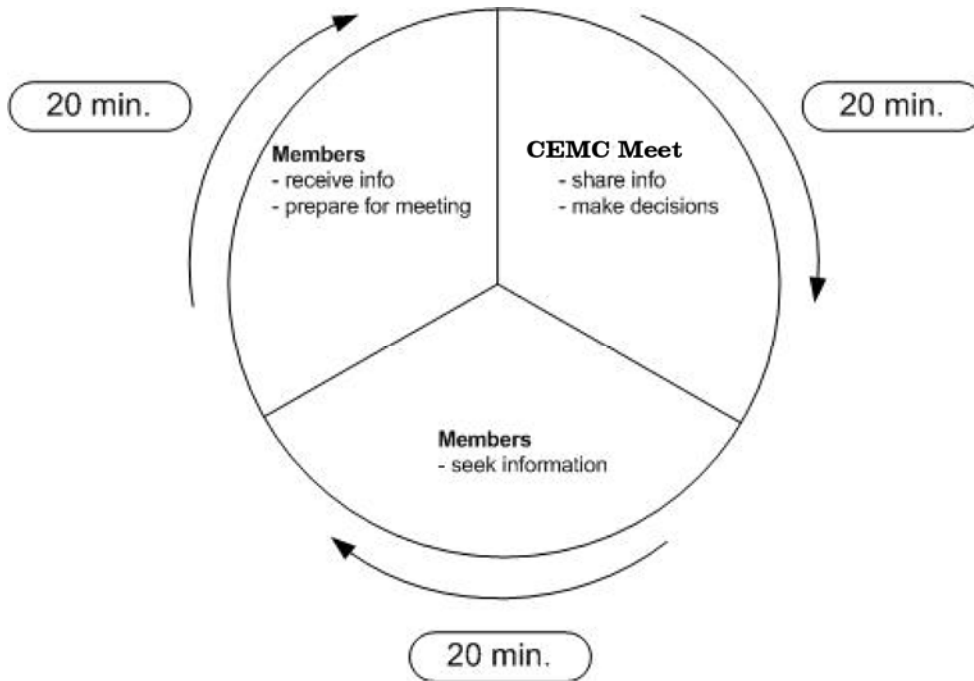
Business Cycle

Members of the CEMC will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Chief Administrative Officer (CAO). Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

A regular meeting cycle will be approximately an hour long. At the top of the hour the entire CEMC will meet to discuss the situation, share information and make decisions. This should take approximately 20 minutes then the meeting is adjourned. Members of the CEMC then consult with the support group members, on site responders and/or external agencies to see if any new information has developed. This again lasts approximately 20 minutes. The final 20 minutes are used by the individual members of the CEMC to condense the information and prepare for the next meeting at the top of the hour.

This meeting cycle is then repeated as many times as necessary. The amount of time scheduled between each formal meeting may vary according to the severity of the emergency and needs/requirements of the CEMC.

Business Cycle Diagram



When the CEMC meets according to the meeting cycle, there will be no interruptions, (unless urgent), until the meeting is concluded. When a meeting commences, all CEMC members will come to the table and each member will briefly update the group on the actions of their respective department, identify issues needing resolution and seek input from the group as a whole.

The CAO will be the chairperson to CEMC meetings. Meetings serve as an opportunity for agency updates and provide a forum for discussion between the CEMC as a whole. All CEMC members must be present at each meeting to hear reports from, and give reports to the group as a whole.

Section 6 – Civil Emergency Measures Commission (CEMC)

The emergency response operations will be directed and controlled by the CEMC comprised of elected and appointed officials listed hereunder. The CEMC will assemble at the Emergency Operations Centre and will be responsible for providing the essential services necessary to minimize the effects of the emergency in the community.

The CEMC shall consist of the following officials or their designate:

- Mayor
- Chief Administrative Officer
- RCMP Superintendent
- Fire Chief/Civil Emergency Co-ordinator
- Emergency Medical Services
- Such other members that may be appointed by the city

The CAO shall be the coordinator of the CEMC and shall oversee the activities of the group. The CAO may appoint an alternate from among the members to assume the position of coordinator, should the need arise.

Additional agencies and/or personnel that could be called or added to the CEMC may include;

- Supervisor of Public Works
- First Nations Representation
- Search and Rescue
- Health Authority
- Social Services
- School District Authority
- Any other person/agency required

Civil Emergency Measures Commission Operations

The role of the Civil Emergency Commission probably can best be accomplished by round table assessment of the events (as discussed in Section 5 – Business Cycle) as they occur and by agreeing to a course of action to overcome specific problem areas or situations. Normally, an agreed course of action will be implemented by municipal department functioning primarily within their own spheres.

However, from time to time, it may become necessary for the CEMC to adopt and implement a joint plan of action which could involve two or more department operation unison. In this latter situation, it would be necessary for the CEMC to determine which department will have the greater commitment and to appoint an on-site coordinator accordingly.

Thereafter, until emergency operations conclude and in conjunction with CEMC directions, other departments will act in support of whichever department is exercising on-site coordination of operations.

Communication and Coordination

An important function of every department is to provide timely information for the benefit of the CEMC decision-making process. This will necessitate reliable systems of communications between the emergency site and the CEMC and every department involved.

Once decisions have been made by the CEMC it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public. This vital functions will normally fall to the CAO (or other appointee) who will set up a media centre co-located but under the direction of the CEMC and be responsible for coordinating the activities of the EOC and for ensuring good communications between all agencies involved in emergency operations.

Responsibilities

Group Responsibilities

The Civil Emergency Measures Commission is responsible for advising the Head of Council on all actions taken to support emergency workers at the emergency site, evacuation centre's or any other location where staff, people or volunteers are working to respond to an emergency.

These actions include informing the public regarding issues of concern, issuing authoritative messages to the public through the media, providing the coordination and support necessary to respond to and mitigate the emergency situation, and ensuring that adequate emergency resources are maintained outside of and apart from the emergency site.

The primary role of the CEMC is to coordinate a multi-disciplinary response to the emergency.

The collective responsibilities of the CEMC include, but are not limited to the following:

- a) declaring an "emergency" to exist
- b) designating any area in the municipality as an "emergency area"
- c) authorizing expenditures of funds for implementing the emergency plan
- d) evacuating those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source
- e) dispersing people not directly connected with the operations who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning or emergency operations

- f) discontinuing utilities or services provided by public or private concerns without reference to any consumers in the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within an emergency area
- g) arranging for accommodation and welfare on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency
- h) calling in and employment of any municipal personnel and equipment which is required in the emergency
- i) arranging assistance from senior level of government and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency
- j) establishing an information centre for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public
- k) maintaining a log of actions taken during the emergency
- l) establishing a reporting and inquiry centre under the direction of the City to handle individual requests for information concerning any aspect of the emergency; and
- m) ensuring communications with the Yukon Government, other municipalities, hospitals and radio stations in the event of a failure of telephone services. The CEMC will ensure that:
 - o operators are detailed to man the radio system
 - o the generator and lighting equipment are ready for use, if required
 - o supplies or fuel are available for the generator; and
 - o additional communications available with Emergency Measures Organization is completed as necessary.

Individual Responsibilities

Mayor

The Mayor or alternate will perform the following responsibilities:

- a) declare a Municipal State of Emergency to exist
- b) ensure the Emergency Measures Organization has been notified
- c) make decisions, determine priorities and issue operational direction through the CEMC and the heads of municipal departments
- d) request assistance from senior level of government, when required
- e) approve new releases and public announcements; and
- f) terminate the emergency at the appropriate time and ensure all concerned have been notified

Chief Administrative Officer

The Chief Administrative Officer will perform the duties and responsibilities of an “operations Officer” as such he/she will:

- a) chair business cycle meetings of the CEMC
- b) organize and supervise the EOC and in particular, make arrangements for obtaining and displaying up-to-date information at all times
- c) advise the Mayor on administrative matters, and
- d) be responsible for media arrangements and assist in the preparation and issue of press and public announcements

RCMP Superintendent

Upon learning of a potential emergency, the RCMP Superintendent or alternate should consider the possible need for activation of the emergency plan and if warranted, he/she should trigger the notification system. Thereupon he/she would report to the EOC to sit as a member of the CEMC and perform or delegate responsibility for the following additional functions and responsibilities:

- a) provide the Mayor with information on law enforcement matters
- b) if appropriate, appoints an “on-site coordinator” to control operations at the scene of the emergency
- c) seal off the area of concern
- d) control and if necessary, disperse crowds within the “emergency area”
- e) control the movement of emergency vehicles to and from the site of the emergency
- f) coordinate police operations with other involved municipal departments and arrange for additional supplies and equipment when needed, i.e., barriers and flashers, etc
- g) conduct evacuation of buildings or areas when ordered by Mayor
- h) arrange for maintenance of law and order in temporary facilities, e.g., evacuation centres
- i) protect evacuated buildings and other property in the emergency area
- j) arrange for additional “police assistance”, if required; and
- k) advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act.

Civil Emergency Co-ordinator (Fire Chief)

Upon learning of a potential emergency, the Fire Chief or alternate should consider the possible need for activation of the emergency plan and if warranted, he/she should trigger the notification system. Thereupon he/she would report to the EOC to sit as a member of the CEMC and perform or delegate responsibility for the following additional functions and responsibilities:

- a) provide the Mayor with information and advice on fire fighting matters
- b) develop and maintain a system for alerting CEMC members in an emergency
- c) if appropriate, appoint an “on-site co-ordinator” to control operations at the scene of an emergency
- d) trigger mutual aid arrangements for the provisions of additional fire fighting personnel if needed
- e) determine if additional or special equipment is needed and recommend possible sources of supply, e.g., breathing apparatus, protective clothing, etc.
- f) provide assistance to other municipal departments and agencies and be prepared to take charge or contribute to non-fire fighting operations if necessary, e.g., rescue, medical assistance, casualty collection, etc.
- g) advise on all matters as the Civil Emergency Co-ordinator; and
- h) ensure that the EOC has been set up

Public Works Superintendent

Upon learning of a potential emergency, the Public Works Supervisor or alternate should consider the possible need for activation of the emergency plan and if warranted, he/she should trigger the notification system. Thereupon he/she would report to the EOC to act as a member of the CEMC and perform the following additional functions and responsibilities:

- a) provide the Mayor with information and advice on engineering matters
- b) if appropriate, appoint an “on-site coordinator” to control operations at the scene of the emergency
- c) maintain a liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations
- d) assist traffic control, evacuations etc., by clearing emergency routes, marking obstacles, providing road signs, etc.
- e) maintain liaison with public/private utility companies (energy, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety
- f) make recommendations and demolish unsafe structures if ordered by the Mayor
- g) reestablish essential services at the conclusion of an emergency; and
- h) provide public works vehicles and equipment as required by any other emergency services

Director of Health Services

Upon learning of a potential emergency, the Director of Health Services should consider the need for possible activation of the emergency plan, and if warranted, trigger the emergency notification system. Thereupon he/she should report to the EOC to act as a member of the CEMC and either perform the following functions, or report the situation to the Health Unit who would then take such appropriate action, in conjunction with the CEMC as the situation warrants.

Public health matters are normally the responsibility of the Medical Officer of Health who will normally take charge in such situations and:

- a) Provide advice on public health matters to the CEMC
- b) Arrange for dissemination of special instructions to the population on matters concerning public health
- c) Arrange for mass immunization where needed
- d) arrange for testing of water supplies and, when warranted, make recommendations for arranging alternate supplies
- e) notify other agencies and senior levels of government about health related matters; and
- f) consult with the Ministry of Environment and Ministry of Health and Long Term Care to provide the CEMC with additional information that may impact the perimeter of the affected area or management of the emergency response.

Arrangements for coping with mass casualties are made jointly by the health care facility and emergency medical services which serve the local area. Such arrangements will normally have been worked out beforehand to provide the following activities:

- bringing casualties to a central point for triage and afterwards, arranging a balanced distribution of casualties to appropriate health units/hospitals; and
- provision of first aid for minor casualties who would not require transportation to a health unit or hospital

CAO Executive Assistant/Clerk

The CAO Executive Assistant/Clerk, as a member of the CEMC will:

- a) ensure the effective administrative operation of the EOC with the CEMC
- b) coordinate with the Mayor and CAO to ensure that all council members are advised of any declaration of a Municipal State of Emergency or the termination of a Municipal State of Emergency
- c) log all decisions made by the CEMC
- d) coordinate the provisions of administrative staff for the EOC
- e) record minutes of the Business Cycle meeting; and
- f) ensure food and hot/cold beverages are available for the CEMC

Public Information Officer

If required, the Public Information Officer will:

- a) coordinate all media releases with the assistance from the CAO and input from departmental representatives
- b) coordinate media briefings and press conferences
- c) monitor the media for incorrect information and amend all rumours
- d) coordinate the opening of the media centre

Section 7 – Municipal Support Group

The Municipal Support Group is comprised of municipal and/or other non-governmental officials, who may be required to advise and assist the Mayor and the CEMC during an emergency.

Municipal Support Group Responsibilities include:

- collecting and disseminating information on the emergency
- ensuring emergency information is disseminated to their respective departments and agencies; and
- maintaining a log outlining communications and actions taken

The Municipal Support Group drawn from organizations listed hereunder may be called upon individually or be asked to deliberate and make recommendations collectively.

Not all Municipal Support Group members may be called upon to attend the EOC, even during a “Full Notification” of the CEMC. Support Group members may be notified at the beginning of an emergency, for the duration of the emergency or periodically throughout the emergency at the request of the CEMC. Municipal Support Group membership is highly dependant upon the circumstance of the emergency event and may include members not listed in this section.

Members of the Municipal Support Group include:

- All Municipal Department Heads
- Canadian Rangers
- Dawson Highways
- Dawson Humane Society
- Health and Social Services
- Klondike Fire Department
- Klondike Wildland Fire Centre
- McDonald Lodge
- Medical Officer of Health
- Northwestel
- Parks Canada
- Property Management
- Religious Affiliations
- Tr’ondek Hwech’in
- Yukon Energy
- Yukon Housing

Section 8 – Assistance – Other Agencies

There exist agencies external to the municipal response structure that may be required to provide assistance during an emergency either by virtue of their specialized knowledge and expertise, or by reason of legislation or regulation. The more common of these are listed below.

Natural Resources – Yukon Government – Water Resources

Through their expertise and monitoring, the water resource authority will be warning of an impending flood situation in advance of the actual event. Appropriate warnings will be sent by the authority to the city. Should the situation develop to require a plan/EOC activation, Territorial Ministries not already known to be responding will be notified by the CEMC through the Emergency Measures Organization. A representative from the authority may be asked to join the EOC as an ad hoc member.

Occasionally, an event originating from within the city and impacting conservation lands or jurisdiction may occur. In these cases, the lead agency for the municipal response is responsible for ensuring the appropriate authority is contacted.

School Boards/Boards of Education

Public and/or Private schools are an excellent resource to be used during emergencies. If there is a need to evacuate residents, schools are generally the first choice for use as reception/evacuation centres to temporarily shelter persons displaced by the emergency. It is the responsibility of Social Services to coordinate, and liaise with the local School Boards/Boards of Education to ensure that agreements are in place to facilitate access to, and use of their facilities when and if required. These provisions are included within the Social Services emergency plan.

Nursing Station

During an emergency, the Nursing Station will be responsible for:

- Implementing their own internal nursing station emergency plan as required
- Liaising with the Medical Officer, and Emergency Medical Services in the EOC regarding issues of mutual concern; and
- Evaluating any requests for the provision of emergency medical teams at the emergency site

Utility Suppliers

Public, Private and Territorial Utilities may be requested to assist during a municipal emergency, and to provide a representative to advise the CEMC. Arrangements must

be in place through their own emergency plans to coordinate and liaise with the CEMC regarding issues of mutual concern, and the potential disruption of any utility service.

Section 9 – Assistance – Territorial and Federal

If locally available resources, including those which might be available from bordering municipalities are insufficient to meet emergency requirements, then assistance may be required for the Territorial or Federal government. Assistance can take many forms including, additional personnel, specialized materials, equipment, or specific expertise.

Federal Assistance

Federal assistance cannot be obtained directly by a municipality but must be requested through the Territorial Government. Municipalities are directed to the Emergency Measures Organization for this resource.

Territorial Assistance

Where territorial assistance is required, which is outside of normal departmental or service working arrangements, the request will be made to the Emergency Measures Organization in the Joint Emergency Operations Co-ordination Centre (JEOCC). The JEOCC is operational 24/7/365.

If the Municipality makes the request directly to the Territorial Government, the Municipality must be prepared to be billed for services rendered.

Other Territorial Departments may have a role to play in a municipal emergency. Some ministries have their own emergency plans and procedures for dealing with certain emergency scenarios. They may also have specialized resources and/or equipment that may be requested to provide assistance during municipal emergencies. Overviews of Territorial departments that may be requested to assist or which may have certain duties to perform during emergencies are provided in the following table.

DEPARTMENT	JURISDICTION
Community Services	<ul style="list-style-type: none"> • Health and safety of emergency responders • Coordinating the territory's preparedness for, response to, and recovery from, major emergencies and disasters, including fire, flood, power failure, toxic spills and extreme weather • Emergency shelter, food and clothing, victim registration and inquiry and personal services required in support of all emergencies • Coordination of extraordinary territorial expenditures for emergencies
Energy, Mines and Resources	<ul style="list-style-type: none"> • Energy supply matters • Agriculture and food emergencies
Environment	<ul style="list-style-type: none"> • Spills of pollutants to the natural environment
Health and Social Services	<ul style="list-style-type: none"> • Large scale human health emergencies and epidemic emergency health services • Emergency health services
Highways and Public Works	<ul style="list-style-type: none"> • Highway and other transportation services

Section 10 – Emergency Public Information

During an emergency, it is essential that the City of Dawson be able to coordinate the release of appropriated and factual information, issue authoritative directives to the public, and respond to, or redirect requests for information regarding any aspect of the emergency. In order to accomplish this, an Emergency Public Information Officer will coordinate all emergency public alert functions and operate out of the EOC.

The lead spokesperson will always be the Mayor for the City of Dawson, or their official designate. He/she has the responsibility and authority to speak to the media on behalf of the City of Dawson regarding any and all aspects of the emergency and municipal emergency operations.

The Emergency Public Information Officer will coordinate all media releases with the CAO with assistance from respective department representatives as per emergency event. The Emergency Public Information Officer will also coordinate all scrums, press conferences, and media briefings.

Media monitoring is very important during an emergency event. The Emergency Public Information Officer will monitor to ensure that the public is receiving the information they require and that the information received is factual and correct.

If the emergency is large scale and has significant impact in the community, a media centre will be opened to coordinate personnel from the media and to ensure the accurate and timely communication of all pertinent information.

Section 11 – Plan Maintenance and Testing

Plan Maintenance

The CAO is ultimately responsible for ensuring that this Municipal Civil Emergency Plan is maintained and tested.

While the CAO is ultimately responsible for the Emergency Plan, the Civil Emergency Co-ordinator/Fire Chief is responsible to coordinate, facilitate, implement and test the Emergency plan based on the recommendations and directions of the Civil Emergency Measures Commission.

Annual Review

Any proposed changes to this Emergency Plan will be submitted to the CEC. All proposed changes to this Emergency Plan will be presented for review to the CEMC. Each review will be coordinated by the CEC, and conducted on or before the end of each calendar year.

Revisions

Any proposed major revisions to this Emergency Plan must be presented to the CEMC. Major revisions to this Plan will only be approved through a recommendation of the CEMC, and may be presented to Municipal Council, at the direction of the CEMC.

Minor revisions to this Emergency Plan will be coordinated by the Fire Chief and may be brought before the CEMC.

All amendments to the Plan will be recorded and logged on an “Amendment Sheet” to be located immediately following the table of contents, at the front of each copy of the Municipal Civil Emergency Plan.

Plan Distribution

If any major revisions are made to this Emergency Plan, the amended plan may be reprinted and re-circulated in its entirety, and distributed according to the “Distribution List”.

If minor revisions are made to this Emergency Plan, only a notice of the amendment and any other required changes will be distributed according to the “Distribution List”.

Testing the Municipal Civil Emergency Plan

This Emergency Plan will be tested on a regular basis to ensure that the contents remain current and up to date.

Annual Exercise

The Emergency Plan will be tested a minimum of once annually using exercise. Exercises will be coordinated by the CEC to test the effectiveness of the Emergency Plan and to train municipal emergency personnel.

Agency Responsibility

Each organization and department noted in this Municipal Civil Emergency Plan is responsible for forwarding information concerning this plan to any agencies and organizations with which they entertain links related to emergency preparedness and response. At the same time it is the responsibility of such organization and department to relay to the CEC any information obtained from their linked agencies that may have an impact on the Emergency Plan. It is also the responsibility of such organizations and departments to ensure the coordination and facilitation of roles and responsibilities among its partners are fulfilled.

Annex A: Municipal Civil Emergency Plan Contact List

**Annex B: Notification Form for Civil Emergency Measures
Commission**



Declaration of a Municipal State of Emergency

I _____ hereby declare a municipal state of emergency
(Mayor or Elected Head of Council)

In accordance with the Civil Emergency Measures Act s.7 due to the emergency described herein:

for an emergency area or part thereof described as:

City officials have been delegated the authority to implement powers that are set out in the Civil Emergency Measures Act.

As required the City of Dawson officially informs Emergency Measures Organization, and also the population inside the affected area, that a municipal state of Emergency exists.

Mayor, City of Dawson

Date

Time

(Note: Fax to EMO Duty Officer – 867-393-6266)



Termination of a Declaration of a Municipal State of Emergency

I _____ hereby declare a municipal state of emergency
(Mayor or Elected Head of Council)

terminated In accordance with the Civil Emergency Measures Act s.7 due to the emergency described herein:

for an emergency area or part thereof described as:

Mayor, City of Dawson

Date

Time

Annex C: Resource Inventory

Available Equipment Resources Inventory

Equipment	Owner/Operator	Address	Phone
Backhoe			Home: Work: Cell:
Pickup Truck			Home: Work: Cell:
Heavy Truck			Home: Work: Cell:
Trailer			Home: Work: Cell:
Power Generator			Home: Work: Cell:
Loader			Home: Work: Cell:
Power Saw			Home: Work: Cell:

The phone numbers and other contact information for individual are confidential to the Civil Emergency Measured Commission. While it is integral to the Municipal Civil Emergency Plan it is not available to the public.

Equipment	Owner/Operator	Address	Phone
Water Pump			Home: Work: Cell:
Crawler			Home: Work: Cell:
Excavator			Home: Work: Cell:
200 Gallon Water Tank			Home: Work: Cell:
Trucks used for Water Supply			Home: Work: Cell:
			Home: Work: Cell:
			Home: Work: Cell:

The phone numbers and other contact information for individual are confidential to the Civil Emergency Measured Commission. While it is integral to the Municipal Civil Emergency Plan it is not available to the public.

Equipment	Owner/Operator	Address	Phone
			Home: Work: Cell:
			Home: Work: Cell:
			Home: Work: Cell:
			Home: Work: Cell:
			Home: Work: Cell:
			Home: Work: Cell:
			Home: Work: Cell:

The phone numbers and other contact information for individual are confidential to the Civil Emergency Measured Commission. While it is integral to the Municipal Civil Emergency Plan it is not available to the public.

Available Building Resources Inventory

Building	Address	Phone
School		
Nursing Station		
Public Works		
Recreation Centre		
Fire Hall		
RCMP		
Tr'ondek Hwech'in Community Hall		
Churches/Chapels		
Churches/Chapels		

Other Available Community Resources Inventory

Resource	Address	Phone
Restaurant		Business: Home: Cell:
Hotel/Motel		Business: Home: Cell:
Tourist Camp		Business: Home: Cell:
Grocery Store		Business: Home: Cell:
Gas Station		Business: Home: Cell:
		Business: Home: Cell:
		Business: Home: Cell:
		Business: Home: Cell:

Annex D: Specific Event Guideline

FLOOD

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

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources 	CAO
Assessment of Situation	<ul style="list-style-type: none"> • See if additional resources needed • See if mutual aid agreements need to be engaged • Determine potential risk of secondary hazards (utility Failure) 	CEMC, EMO, Fire Dep't RCMP
Instruction of Residents	<ul style="list-style-type: none"> • "Flood Warning" to residents in the flood plain • "flood Watch" to residents in low level areas 	CEMC
Evacuation Decisions	<ul style="list-style-type: none"> • Determine if residents need to be removed to a safe central place • Open evacuation centre 	CEMC
Rescue of Stranded People (particular attention to the elderly)	<ul style="list-style-type: none"> • Remove people from danger 	Fire & Rescue Team (volunteers)
Injuries	<ul style="list-style-type: none"> • Evacuate for medical treatment 	EMS (volunteers)
Traffic Control	<ul style="list-style-type: none"> • Keep residents away from danger areas 	RCMP (volunteers)
Communications	<ul style="list-style-type: none"> • Up to date information flow amongst parties involved in Emergency Response 	CEMC, EMO, Fire Dep't, RCMP, EMS, Public Works, Radio, Etc.
Refreshment Centre(s)	<ul style="list-style-type: none"> • Provision of food for those in evacuation centre; for those engaged in Emergency Response 	CEMC
Barricades, Signs, etc.	<ul style="list-style-type: none"> • To isolate area of danger • Provide Warnings 	Public Works Superintendent, Public Works
Public & Media Information; Instructions to Residents	<ul style="list-style-type: none"> • Ensure consistent messages to residents and others 	Media Coordinator
Sand Bags	<ul style="list-style-type: none"> • Prepare and place where needed to protect property 	Public Works (volunteers)

WILDFIRES

MAJOR CONCERNS: Safety of Lives and Property, Utilities Failure

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> Coordinate all resources 	CAO
Assessment of Situation	<ul style="list-style-type: none"> See if additional resources needed See if mutual aid agreements need to be engaged Determine potential risk of secondary hazards (utility Failure) 	CEMC, EMO, Fire Dep't, RCMP
Fire Fighting	<ul style="list-style-type: none"> Direct engagement at the fire site 	Fire Dep't, assistance from mutual aid (as required)
Relocation/Evacuation	<ul style="list-style-type: none"> Movement of people and animals Identify evacuation relocations 	CEMC, RCMP, Fire Dep't, Humane Society (volunteers)
Injuries and Rescue	<ul style="list-style-type: none"> Remove from danger; provide medical treatment 	EMS, Fire Dep't (volunteers)
Communications	<ul style="list-style-type: none"> Up to date information flow amongst parties involved in Emergency Response 	CEMC, EMO, Fire Dep't, RCMP, EMS, Public Works, Radio, etc.
Traffic Control	<ul style="list-style-type: none"> Coordinate traffic control and routes for emergency Response 	RCMP (volunteers)
Public & Media Information; Instructions to Residents	<ul style="list-style-type: none"> Provisions of consistent information 	Media Coordinator
Security Control	<ul style="list-style-type: none"> Coordinate protection of property /relocation of resources Secure scene for subsequent investigation 	RCMP
Return to Evacuated Area	<ul style="list-style-type: none"> Decision that if it is safe for residents to return 	CEMC
Road Clearance	<ul style="list-style-type: none"> Provide safe access and movement 	Public Works
Damage Assessment	<ul style="list-style-type: none"> Determine extent of Damage 	CEMC, EMO
Refreshment Centres	<ul style="list-style-type: none"> Provision of food to those engaged in Emergency Response Provision of shelter and food for those evacuated 	CEMC

SEVERE WEATHER

Including: Snowstorm, Ice Storm, Hail Storm, Thunderstorm, Windstorm

MAJOR CONCERNS: Safety of lives, Loss of Property, Damage to Property

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources 	CAO
Assessment of Situation	<ul style="list-style-type: none"> • Define areas of risk • Determine the potential risk of secondary hazards (fire, utility failure) 	CEMC, EMO, Fire Dep't, RCMP
Notification System	<ul style="list-style-type: none"> • Notify local emergency responders, public works, utility company, health care facility 	CEMC, Communications Coordinator
Rescue & Fire Fighting	<ul style="list-style-type: none"> • Transportation of injured to medical facility • Coordinate search for trapped persons 	Fire Dep't, Search & Rescue Team, EMS, Public Works
Traffic Control	<ul style="list-style-type: none"> • Ensuring road closures • Identification of alternate transportation routes • Coordinate routes for emergency vehicles and transportation of essential staff • Coordinate protection of property 	RCMP (volunteers)
Relocation/Evacuation	<ul style="list-style-type: none"> • Establish public shelters, refreshment centres and feeding facilities • Transport residents to a safe location • Coordinate provision of food, fuel and medical supplies 	CEMC, Fire Dep't, EMS, External Agencies (volunteers)
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons 	RCMP/Coroner's Office
Communications	<ul style="list-style-type: none"> • Provide liaison amongst parties involved in Emergency Response • Warn adjacent areas 	CEMC, EMO, Fire Dep't, RCMP, EMS, Public Works, Radio, etc.
Public & Media Information, Instruction to residents	<ul style="list-style-type: none"> • Ensure consistent messages, including instructions to public 	Media coordinator
Damage Assessment	<ul style="list-style-type: none"> • Determine extent 	CEMC, EMO
Site Clean-Up and Restoration	<ul style="list-style-type: none"> • Contract equipment • Coordinate utility services, restore essential services • Coordinate disposal of debris 	CEMC, EMO, Public Works

UTILITIES FAILURE

Including: Electric, Water, Drainage and Communications
MAJOR CONCERNS; Safety of Lives and Property

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources 	CAO
Assessment of Situation	<ul style="list-style-type: none"> • Determine extent of problem • Define affected area • Decide if additional resources are required • Determine the potential risk of secondary hazard(i.e. fire) 	CEMC, Fire Dep't, RCMP, Public Works
Relocation/Evacuation	<ul style="list-style-type: none"> • Determine need for Relocation/Evacuation • Identify evacuation locations • Establish emergency facility • Coordinate supply of required resources • Coordinate transportation of residents out of emergency zone 	RCMP, Fire Dep't, Public Works (volunteers)
Repairs and Restoration of the Service	<ul style="list-style-type: none"> • Contract equipment • Coordinate with utility services restoration of essential services 	CEMC, Utility Provider, Public Works, External Agencies
Communications	<ul style="list-style-type: none"> • Provide liaison amongst parties involved in Emergency 	CEMC, EMO, Fire Dep't, RCMP
Traffic Control	<ul style="list-style-type: none"> • Coordinate provisions or required resources to points of need 	RCMP (volunteers)
Public & Media Information Instruction to Residents	<ul style="list-style-type: none"> • Ensure consistent messages, including instructions to public 	Media Coordinator
Security Control	<ul style="list-style-type: none"> • Coordinate the protection of property and relocation of resources where necessary 	RCMP
Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return 	CEMC
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage 	CEMC, EMO

DANGEROUS GOODS/HAZARDOUS MATERIALS INCIDENT

MAJOR CONCERNS: Casualties, Deaths, Contamination of Water Supply, Disruption of Traffic, Explosions and Fire, Hazards to Humans, Interruption of Communications, Evacuation

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources 	CAO
Assessment of Situation	<ul style="list-style-type: none"> • Determine extent of problem • Define affected area • Decide if additional resources required • Determine potential risk of secondary hazards (i.e. fire, utilities failure, contamination of soil, air, water) 	CEMC, RCMP, Fire Dep't, Public Works
Rescue & Evacuation	<ul style="list-style-type: none"> • Coordinate supply of required resources (i.e. gas masks, drinking water, food, pharmaceutical supplies) • Determine need for evacuation • Identify evacuation relocations • Establish emergency health facilities, shelters, refreshment centres and feeding facilities 	RCMP, EMS, External Agencies, Volunteers
Instructions to Residents	<ul style="list-style-type: none"> • Issue instructions to public and advise them on protective and self-help measures 	CEMC, Radio, RCMP, Fire Dep't
Eliminate Further Escape of Dangerous Goods	<ul style="list-style-type: none"> • Isolate immediate area • Monitor potential spread of hazardous material/dangerous goods 	RCMP, Fire Dep't, External Agencies
Notification System	<ul style="list-style-type: none"> • Notify local health-care facility of casualties (number/type) 	CEMC
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons 	RCMP, Coroner's Office
Communications	<ul style="list-style-type: none"> • Up to date information flow among parties involved in Emergency 	CEMC, RCMP, Fire Dep't, EMS, Radio
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for Emergency Vehicles • Isolate the scene for subsequent investigation 	RCMP
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish new release system • Establish public inquiry system 	Median Coordinator
Site Clean-Up and Restoration	<ul style="list-style-type: none"> • Contract available equipment • Coordinate restoration of essential services • Coordinate disposal of debris 	CEMC, Public Works, External Agencies
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of the damage 	CEMC, RCMP, EMO

CIVIL OF POLITICAL DISORDER

Including: Armed Conflict, Demonstration, Economic Emergency, Hostage Incident, Riot or Violence, Strike of Lockout, Sabotage
MAJOR CONCERNS: Fire, Injuries and Fatalities, Explosion, Damage to Property, Disruption of Traffic and Communications, Sudden Health Centre Requirements

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources 	CAO
Assessment of Situation	<ul style="list-style-type: none"> • Determine extent of problem • Define affected area • Decide if additional resources required • Determine the potential risk of secondary hazards (i.e. fire, utilities failure, dangerous goods, hazardous material incident) 	CEMC, RCMP, Fire Dep't
Notification System	<ul style="list-style-type: none"> • Notify ambulance • Notify local health care facility of casualties (number/type) • Notify Fire Dep't, public works) 	CEMC
Traffic Control	<ul style="list-style-type: none"> • Coordinate traffic routes for emergency vehicles • Coordinate elimination of hazards from roads • Coordinate protection of property 	RCMP, Public Works (volunteers)
Crowd Control	<ul style="list-style-type: none"> • Coordinate convergence of media, photographers, politicians • Coordinate convergence of supporters 	CEMC, RCMP
Communications	<ul style="list-style-type: none"> • Provide liaison amongst parties involved in Emergency Response 	CEMC, RCMP, Fire Dep't, Public Works, Radio, EMO
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish new release system and provision of consistent information • Establish family inquiry system 	Median Coordinator
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons 	RCMP, Coroner's Office
Site Clean-Up and Restoration	<ul style="list-style-type: none"> • Contract required equipment • Coordinate restoration of essential services and damaged infrastructure 	CEMC, Public Works
Damage Assessment	<ul style="list-style-type: none"> • Secure the scene for subsequent investigation • Determine extent of the damage 	CEMC, RCMP, EMO

CONTAMINATION OF SOIL, AIR, DRINKING WATER, FOOD

MAJOR CONCERNS: Casualties, Deaths, Loss of Property, Disruption of Traffic, Sudden Health Centre Requirements, Evacuation

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources 	CEMC
Assessment of Situation	<ul style="list-style-type: none"> • Define affected area • Decide if additional resources required • Determine potential risk of secondary hazard (i.e. civil disorder) 	CEMC, RCMP
Preventing Spread of Contamination	<ul style="list-style-type: none"> • Assist in identification of contaminant • Monitor potential spread of contaminant • Isolate immediate area • Investigate contamination cause 	Fire Dep't, RCMP, EMO
Instruction to Residents	<ul style="list-style-type: none"> • Issue instructions to public and advise them on self-help measures 	CEMC, Radio
Notification System	<ul style="list-style-type: none"> • Notify ambulance • Notify health care facility of casualties (number/type) 	CEMC
Rescue and Evacuation	<ul style="list-style-type: none"> • Coordinate supply of required resources (i.e. gas masks, drinking water, food, pharmaceutical supplies) • Determine need for evacuation • Identify evacuation relocations • Establish emergency health facilities, shelters, refreshment centres and feeding facilities 	RCMP, EMS, External Agencies, (volunteers)
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons 	RCMP, Coroner's Office
Communications	<ul style="list-style-type: none"> • Up to date information flow among parties involved in Emergency 	CEMC, RCMP, EMO, Radio
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles • Coordinate protection of property • Secure the scene for subsequent investigation 	RCMP
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish news release system • Establish public inquiry system 	Median Coordinator
Site Clean-Up and Restoration	<ul style="list-style-type: none"> • Contract required equipment • Coordinate restoration of essential services 	CEMC, Public Works, Utilities
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage 	CEMC, RCMP,

TRANSPORTATION INCIDENT – PASSENGER

Including: Air, Highway, Water

MAJOR CONCERNS: Casualties, Deaths, Contamination of Soil and Water, Property Loss/Destruction, Disruption of Traffic, Explosions and Fire, Evacuation

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources 	CEMC
Assessment of Situation	<ul style="list-style-type: none"> • Define affected area • Decide if additional resources required • Determine potential risk of secondary hazard (i.e. fire, dangerous goods/hazardous materials incident, contamination of water bodies and soil) 	CEMC, RCMP, EMO, Transportation Safety Board (TSB)
Rescue & Injuries	<ul style="list-style-type: none"> • Remove people from danger • Provide medical treatment • Establish emergency health facilities, shelters, refreshment centres and feeding facilities • Transportation of injured to medical facilities 	RCMP, EMS, Fire Dep't, Rangers, Public Works, External Agencies, Volunteers
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons 	RCMP, Coroner's Office
Notification System	<ul style="list-style-type: none"> • Notify local emergency responders • Notify health facility of casualties (number/type) • Notify Public Works Dep't 	CEMC
Communications	<ul style="list-style-type: none"> • Up to date information flow among parties involved in emergency response 	CEMC, RCMP, Fire Dep't, EMO, Public Works, Radio
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles • Coordinate protection of property • Secure the scene for subsequent investigation 	RCMP, Volunteers
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish news release system • Establish public inquiry system 	Median Coordinator
Site Clean-Up and Restoration	<ul style="list-style-type: none"> • Contract required equipment • Coordinate restoration of essential services 	CEMC, RCMP, Public Works
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage 	CEMC, RCMP, EMO, TSB

BRIDGE OR BUILDING COLLAPSE

MAJOR CONCERNS: Injuries, Fatalities, Fire, Disruption of Utilities and Traffic, Property Loss and Destruction.

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resourced 	CEMC
Assessment of Situation	<ul style="list-style-type: none"> • Decide if additional resources required • Determine potential risk of secondary hazard (i.e. fire, utilities failure) 	CEMC, RCMP
Injuries and Rescue	<ul style="list-style-type: none"> • Coordinate search for trapped persons • Provide medical treatment • Establish medical health facilities, shelters, refreshment centres and feeding facilities • Transportation of injured to medical facility 	RCMP, EMS, Fire Dept', External Agencies, Volunteers
Notification System	<ul style="list-style-type: none"> • Notify ambulance • Notify local emergency responders, public works Dep't, utility company, medical facility 	CEMC
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons 	RCMP, Coroner's Office
Communications	<ul style="list-style-type: none"> • Up to date information flow among parties involved in emergency response 	CEMC, RCMP, EMO, Radio
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles • Identification of alternate transportation routes • Coordinate protection of property • Secure the scene for investigation 	RCMP (volunteers)
Refreshment Centres	<ul style="list-style-type: none"> • Provision of food for those in evacuation centre: for those engaged in emergency response 	CEMC, Volunteers
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish news release system • Establish public inquiry system 	Media Coordinator
Site Clean-Up and Restoration	<ul style="list-style-type: none"> • Contract available equipment • Coordinate with utility services restoration of essential services and damaged infrastructure • Coordinate disposal of debris 	CEMC, Public Works, External Agencies
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage 	CEMC, RCMP, EMO

EARTHQUAKE

MAJOR CONCERNS: Injuries, Fatalities, Fire, Disruption of Utilities and Traffic, Property Loss/Destruction, Flood, Hazardous Materials Incidents, Contamination of Water

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources 	CEMC
Assessment of Situation	<ul style="list-style-type: none"> • Decide if additional resources required • Determine potential risk of secondary hazard (i.e. fire, utilities failure, escape of dangerous gases, contamination of normal water supplies) 	CEMC, RCMP
Injuries and Rescue	<ul style="list-style-type: none"> • Coordinate search for trapped and injured persons • Provide medical treatment • Establish emergency medical facilities, shelters, refreshment centres and feeding facilities • Transportation of injured to medical facilities 	RCMP, EMS, Fire Dep't, External Agencies, Volunteers
Notification System	<ul style="list-style-type: none"> • Notify ambulance • Notify local emergency responders, public works dep't, public utility company, health care facility 	CEMC
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons 	RCMP, Coroner's Office
Communications	<ul style="list-style-type: none"> • Up to date information flow among parties involved in emergency response 	CEMC, RCMP, Fire Dep't, EMO, Radio
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles • Identification of alternative transportation routes • Coordinate protection of property 	RCMP, (volunteers)
Refreshment Centres	<ul style="list-style-type: none"> • Provision of food for those in evacuation centre; for those engaged in emergency response 	CEMC, Volunteers
Public & Media Information, Instruction to Residents	<ul style="list-style-type: none"> • Establish news release system • Establish public inquiry system 	Media Coordinator
Site Clean-Up and Restoration	<ul style="list-style-type: none"> • Contract available equipment • Coordinate with utility services restoration of essential services and damaged infrastructure • Coordinate disposal of debris 	CEMC, Public works, Local Utilities, External Agencies
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of the damage 	CEMC, RCMP,

EPIDEMIC/DISEASE

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

EMERGENCY RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources 	CEMC
Assessment of Situation	<ul style="list-style-type: none"> • Decide if additional resources required • Determine potential risk of secondary hazard (i.e. civil disorder) 	CEMC, Health Authority
Instructions to Residents	<ul style="list-style-type: none"> • Issue instructions to public and advise them on protective measures 	CEMC, Radio
Rescue and Evacuation	<ul style="list-style-type: none"> • Coordinate supply of required resources (i.e. gas masks, drinking water, food, pharmaceutical supplies) • Determine need for evacuation • Identify evacuation relocations • Establish emergency public health facilities, shelters, refreshment centres and feeding facilities 	RCMP, EMS, Fire Dep't, External Agencies, Volunteers
Preventing Spread of Disease	<ul style="list-style-type: none"> • Assist in identification of disease and its vector • Monitor potential spread of disease • Isolate immediate area 	RCMP, EMO, Territorial Health & Social Services (H&SC)
Notification System	<ul style="list-style-type: none"> • Notify ambulance • Notify local health care facility of casualties (number/type) 	CEMC
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons 	RCMP, Coroner's Office
Communications	<ul style="list-style-type: none"> • Up to date information flow among parties involved in Emergency Response 	CEMC, RCMP, H&SC, EMO, Local Health, Radio
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles 	RCMP
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish news release system • Establish public inquiry system 	Media Coordinator

Annex E: Hazard Identification and Vulnerability Assessment

In order to determine the risk level of potential hazard, and, therefore, priority of emergency response for each hazard; the answers for the following questions need to be completed and recorded in the Rating Chart, provided below:

1. **HISTORICAL OCCURRENCE** – Could this hazard affect our community? (If you answered **YES**, continue answering questions 2, 3, 4, and 5. If you answered **NO**, continue with the next question.)
2. **PROBABILITY OF OCCURRENCE** – What is the likelihood of the event occurring in our community? (Choose among: **LOW, MODERATE, and HIGH**)
3. **PROPERTY IMPACT** – Could property damage or loss of the use of the property result if this event occurred? (YES or NO)
4. **HUMAN IMPACT** – Could any person be killed or injured if this event occurs? (Answer **YES or NO**)
5. **BUSINESS IMPACT** – Could businesses be impacted if this event occurred? (Answer **YES or NO**)

If you answered **YES** to either question #3, #4, or #5 for a hazard, then this hazard is significant to the community and it must be addressed in the Emergency Plan. If you gave a MODERATE or HIGH rating to question #2, you must periodically reassess condition in question #3, #4, and #5, even though they are currently not a threat, so as to take into account changing conditions – such as construction – in the area.

HAZARD IDENTIFICATION AND VULNERABILITY RATING CHART

HAZARD	HISTORICAL OCCURRENCE	PROBABILITY OF OCCURRENCE	PROPERTY IMPACT	HUMAN IMPACT	BUSINESS IMPACT
Avalanche					
Blight or Infestation					
Building or Bridge Collapse					
Civil or Political Disorder (armed conflict, demonstration, economic					

HAZARD	HISTORICAL OCCURRENCE	PROBABILITY OF OCCURRENCE	PROPERTY IMPACT	HUMAN IMPACT	BUSINESS IMPACT
Emergency, hostage incident, riot or violence, strike or lockout, sabotage					
Contamination of food, drinking water, air or soil					
Dam failure					
Drought					
Earthquake					
Energy shortage or power or utility failure					
Epidemic, disease					
Erosion					
Flood					
Heat Wave					
Hazardous Materials Incident – Marine Oil Spill					
Hazardous Materials Incident – being transported (air, highway)					
Landslide					

HAZARD	HISTORICAL OCCURRENCE	PROBABILITY OF OCCURRENCE	PROPERTY IMPACT	HUMAN IMPACT	BUSINESS IMPACT
Summer Storm – Severe					
Subsidence					
Transportation Incident – Passenger (air, highway, water)					
Structural or Building Fires					
Forest Fires					
Winter Storm – Severe					
Other Hazard					
Other Hazard					
Other Hazard					
Other Hazard					

Annex F: Community Volunteer Registration

DATE: _____

EVENT: _____

NAME	HEALTH #	ADDRESS	ASSIGNED	SIGNATURE