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**April 2022**

March 29, 2022

FORT LIARD Community emergency Plan

# Amendments

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| **REVISION DATE** | **APPROVED BY** |
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# List of Acronyms

|  |  |
| --- | --- |
| **ACRONYM** | **FULL NAME** |
| LEMO | Local Emergency Management Organization |
| EOC | Emergency Operations Centre |
| IC | Incident Commander |
| MACA | Municipal and Community Affairs |
| SAO | Senior Administrative Officer |
| EMO | Emergency Management Organization |
| REMO | MACA Regional Emergency Management Organization |

# Emergency Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **ORGANIZATION** | **TITLE** | **CONTACT INFORMATION** | |
| Municipal and Community Affairs (MACA) | Regional Superintendent | Office: 867-695-5220  Cell: 867- 695-6682 (Melinda Lenoir) | |
| MACA | Regional Assistant Superintendent | | Office: 867-695-7228  Cell: 867-695-1309 (Kevin Menicoche) |
| MACA | 24/7 Emergency Number | 1-867-920-2303 | |
| Deh Cho Health & Social Services Authority | Deh Cho HSSA Headquarters | 1-867-695-3815 | |
| NWT Power Corporation | 24/7 Emergency | 1-800-661-0855 | |
| Northwestel | Customer Service Line | 1-888-423-2333 | |
| Ft Simpson Airport | Airport Manager | Office: 867-695-2471  Cell: 867-695-6686 (Devan Blacklock) | |
| ENR | NWT Forest Fire Report Line | 877-698-3473  1-877-NWT-FIRE | |
| ENR | NWT 24/7 Spill Report Line | 1-867-920-8130 | |
| Joint Rescue Coordination Centre | 24/7 Air and Marine Emergency Report Line | 1-800-267-7270 | |
| RCMP “G” Division Telecomms | 24/7 Ground Search and Rescue Reporting | 1-867-669-1111 | |

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# Introduction

The Fort Liard Community Emergency Plan establishes the framework for the community being more prepared to deal with emergencies and hazards. The Plan is designed so member agencies are aware of their respective roles and responsibilities and can work together to prepare for and respond to emergency events.

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

## Scope

The aim of the plan is to provide the framework within which measures can be taken during an emergency to:

* protect the health, safety, and welfare of residents
* prevent or minimize property damage or loss
* protect the environment, and
* minimize economic disruption

## Purpose

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

## Authority

The Fort Liard Community Emergency Plan is issued under the authority of the Council in accordance with the *Emergency Management Act* (S.N.W.T. 2018, c. 17) as well as local Bylaw 281dated July 14, 2020, which contains the duties and responsibilities of the Local Emergency Management Organization (LEMO) and the Local Coordinator.

In the event of an emergency, the members LEMO will meet as needed, this is determined by the nature of the emergency. Designated officials should identify alternate(s) if they are unavailable during an emergency.

The authority for making decisions in an emergency rest with the Local Coordinator.

# 

# Emergency Management Roles and Responsibilities

## Council

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

* Set parameters for emergency operations in response to an event
* Declare/cancel declarations of States of Local Emergency
* Liaise with elected officials of other communities and governments, and
* Liaise with community residents throughout duration of evacuations

## Local Emergency Management Organization

Fort Liard’s Local Emergency Management Organization (LEMO) consists of the following members:

* Mayor
* Senior Administrative Officer (SAO) – Local Coordinator
* Acho Dene Koe representative
* Community Safety Officer (CSO)
* Health Centre
* Social Services
* Environment & Natural Resources
* RCMP, Fort Liard Detachment
* NWT Power Corporation
* Echo Dene School
* Airport/Highway Maintenance Contractor
* LEMO Administrative Assistant; and
* Other(s) for support in implementing the Community Emergency Plan

Typical response activities performed by LEMO include:

* Emergency Plan Activation
* Assessing the emergency situation
* Notifying the Northwest Territories Emergency Management Organization (EMO) via MACA’s Deh Cho Regional Superintendent
* Determining the appropriate response
* Coordinating community resources
* Notifying the general public and other agencies with interest of the emergency situation
* Requesting mutual aid, and
* Liaising with other government officials as the situation dictates

## Local Coordinator

The Local Coordinator is the Senior Administrative Officer. The following are his/her responsibilities:

* Management of LEMO activities in accordance with Bylaw # 281dated July 14, 2020
* Chairing the planning and operational activities of LEMO
* Reviewing and approving community emergency plan
* Coordinating emergency resources used in an emergency
* Arranging training for LEMO members
* Arranging for testing of the plan, and
* Approving and implementing public awareness and education activities

## External Organizations

Depending on the nature of the emergency, external agencies that are not normally LEMO members, may be asked to send a representative to join LEMO (i.e., airport, power plant operator) to assist in coordinating the response a specific threat.

Each LEMO member is responsible for fulfilling their identified roles and responsibilities throughout the emergency response.

## Concept of Operations

As the magnitude of an emergency increases, so will the need for multi-agency support from within the community. In the event that the community resources and capabilities are overwhelmed, the community may contact the MACA Regional Superintendent to provide or acquire additional resources.

Each LEMO member is responsible for their identified roles and responsibilities throughout the emergency response.

## 

## Operational Levels

There are three operational levels of Emergency Management functioning and activity

* Normal Operations – routine daily operations
* Monitoring –heightened surveillance of potential or developing hazards, or
* Activation –multi agency coordinated response

## Implementation Sequence

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

* Local Coordinator contacted regarding the incident
* Local Coordinator resolves the problem alone or calls in appropriate LEMO members and subject matter experts to assist
* Local Coordinator notifies Regional EMO (MACA Regional Superintendent) to alert of situation (ongoing contact with MACA is required)
* Gather LEMO and formulate a response plan
* The EOC may be partially or fully activated, depending upon the conditions of the emergency. All staff will be made available until such time as response is scaled back or stand-down EOC operations
* Local Coordinator and LEMO appoint any emergency site manager to liaise from the incident site
* Local Coordinator and LEMO advise Council on declaring a State of Local Emergency, and
* Local Coordinator notify MACA Regional Superintendent and community residents if a State of Local Emergency is declared

## Escalation

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

## 

## Warning and Notification Procedures

Upon notification of an imminent or actual emergency, the SAO will initiate the notification of key personnel and agencies. Based on the type and seriousness of the event, appropriate personnel are notified of the current or imminent situation. LEMO members will be notified of the incident and be required to meet in the EOC, depending on the nature and severity of the emergency. A contact information sheet is provided at Appendix E.

Community residents and visitors will be warned by:

* CSO’s and First Responders advising those at risk in the immediate proximity of the emergency
* LEMO
* Door to door alerting
* Television and/or radio (if available)
* Community notice boards
* Vehicle mounted loudspeakers

Public communications tools such as Emergency Notifications, Alerts and Orders will be used to inform the public of threats and actions in response. Refer to Appendices J, K, L and M for templates.

# Declarations of a State of Local Emergency

The Mayor, or his/her designate, may declare that a state of local emergency exists in Fort Liard or in any part thereof and may take such action and make such orders as he/she considers necessary, can also terminate a declaration of a State of Local Emergency, and must ensure the Minister of MACA is notified of any declaration of a state of local emergency. In addition, the media, and the public need to be notified of the emergency as soon as possible.

A format for a Declaration of a State of Local Emergency is provided in Appendix G. A copy of the declaration must be sent immediately to the Minister via the Regional EMO (MACA Regional Superintendent).

# Communications

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

* Cell phones/land lines
* VHF handheld and mobile radios
* Satellite phones
* Internet, and
* Other

The Media Coordinator function is the responsibility of the LEMO Administrative Assistant.

# Emergency Operations Centres

The Community Emergency Operations Centre (EOC) should be activated and staffed by LEMO members for managing emergency operations.

The primary EOC location is the Hamlet Council Chambers. The Local Coordinator will designate another suitable site as a secondary EOC if the Hamlet Council Chambers is not operational.

## Emergency Site Management

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

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

Responding agencies on-site will:

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

# Evacuation and Reception

The evacuation function describes how the public would be evacuated out of areas affected by an emergency situation that are deemed too hazardous for people. Evacuation methods will be dependent upon the incident, the evacuation process, and procedures, along with the roles and responsibilities of the key agencies. Evacuation from one area of the community to another shall be organized and managed by the community. Evacuation of the community as a whole shall be organized and managed by the territorial government. See Appendix I for Evacuation and Reception hazard specific plans.

# 

# Volunteers

A LEMO member or community resident shall be appointed as Volunteer Coordinator by the Local Coordinator. This operational support function provides guidance on the community’s role in the management of volunteers. A form for Volunteer registration can be found in Appendix H for use whenever there are volunteers during emergency situations to aid in tracking needs for volunteers and for liability purposes.

# Specific Hazard Management

The hazards identified in the Hazard Identification Risk Assessment (HIRA) as having the greatest potential for causing disruption in Fort Liard are rated as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazards** | **Probability of Occurrence** | **Severity of Impacts** | **Rating** |
| Forest Fire | 3 | 5 | 15 |
| Structure Fire | 2 | 3 | 6 |
| Major Motor Vehicle Accident | 1 | 2 | 2 |
| Flooding | 4 | 5 | 20 |
| Critical Infrastructure Failure | 3 | 4 | 12 |
| Major Medical Emergency | 2 | 2 | 4 |
| Extreme Weather Event | 3 | 2 | 6 |
| Public Disorder Incident | 1 | 2 | 2 |
| Hazardous Materials Incident | 2 | 2 | 4 |
| Aircraft Accident | 2 | 3 | 6 |

The process to develop a local community HIRA includes:

* Listing hazards that pose the greatest threat to the community
* Ranking of probability of occurrence from 1 (low) to 5 (high) probability of occurrence
* Ranking of severity of impacts in an equivalent manner to probability. Consider the human, building, environmental and economic impacts when considering severity; and
* Multiply the results of the ratings for probability and severity of impacts to obtain a risk rating

# 

# Recovery

Disaster recovery refers to actions taken to repair or restore conditions to an acceptable level through measures taken after a disaster. This includes short term and long-term measures such as the return of evacuees, trauma counselling, clean-up, reconstruction, economic impact studies and emergency financial assistance. Recovery efforts should be conducted with a view towards disaster risk reduction and forward-looking recovery measures allow communities not only to recover from recent disaster events, but also to build back better in order to help overcome past vulnerabilities.

The Government of the Northwest Territories’ Disaster Assistance Policy provides financial support to assist individuals, small businesses, and community governments in recovering from a disaster and restoring damaged property to its pre-disaster condition. To determine if the Disaster Assistance Policy applies to an event, the SAO will consult with MACA’s Deh Cho Regional Superintendent.

# Plan Maintenance

* The Fort Liard Community Emergency Plan will be updated annually and tested every two years.
* After any emergency in which the plan is implemented, LEMO will meet for an operational debrief and plan review shortly thereafter.
* The human, facilities, physical and other potential community resource inventories will be updated annually or as needed (these inventories are provided in Appendix F).
* LEMO members, (eg. Local Coordinator, RCMP, Nurse-in-Charge) will participate in the development of plans and procedures, training opportunities, and exercises in order to achieve and maintain a high state of readiness.

# Appendix A: LEMO Responsibilities

In an emergency, LEMO will provide overall direction and oversight. Individual LEMO members will carry out their agencies’ specific emergency responsibilities and commit agency resources as specified in individual agency emergency plans.

The Hamlet of Fort Liard’s Tangible Capital Assets List provides current information on its physical infrastructure. Any decisions on utilization of specific components of community physical infrastructure in any emergency event will be made by the Local Coordinator with guidance from various LEMO members.

The following is a list of Fort Liard LEMO members and their major responsibilities.

**Mayor or designate**

• Declaration of a state of local emergency

• Termination of a state of local emergency

• Notification of emergency (i.e.. residents, MACA, and media)

• Provide ongoing updates and information on emergency conditions (i.e.. residents, MACA, and media)

* Issue Evacuation Orders

• Request mutual aid/other government support

**Local Coordinator**

• Coordinate all planning and response activities

• Recommend declaration/cancellation of a state of local emergency

• Implement plans and coordinate inter-agency operations

• Liaise with MACA, other government departments and industry associations

• Oversight on overall public information arrangements and approval of content

• Oversight on public information and messaging

**Acho Dene Koe First Nation (ADKFN)**

* Contribute to community emergency planning by participating in LEMO planning and preparedness
* Support responses to emergencies by being a source of LEMO public information to ADKFN members

**Hamlet Administration**

• Track and record emergency expenditures

* Track enlistment of volunteers and record times worked
* Record donations received

• Assist with dissemination of emergency information to/from LEMO agencies.

**Community Safety Officer** (with guidance and assistance from the RCMP)

• Assess and report on consequences associated with an emergency event

• Support in maintaining security of the emergency site and protection of life, property, and evidence

• Manage availability/access to emergency communications during emergency operations

* Support the RCMP with coordination/control of ground search and rescue

• Traffic and crowd control

• Site management when required to assist from the lead agency/Emergency Coordinator

• Support rescue and evacuation operations

* Assist with flood watch monitoring
* Oversee support services to vulnerable populations during an emergency

**Environment and Natural Resources (ENR)**

* Take measures to protect ENR facilities and equipment during emergencies, and plan for local/regional staff availability to fulfill departmental emergency responsibilities in the community
* Provide technical personnel and advice to local authorities on risks and impacts regarding environmental protection, forest management, water resources and wildlife
* Provide situational awareness on incidents, damage assessment information, and advice on recovery options within areas of ENR interest

**Northwest Territories Health & Social Services Authority (NTHSSA) – Deh Cho Region**

* Take available measures to protect local NTHSSA facilities and equipment and plan for continuity of essential services to fulfill departmental emergency responsibilities
* Manage/redeploy health resources (people, supplies and equipment) as required by the emergency to continue providing essential health services, as circumstances permit
* Support the dissemination of public advisories on Public Health/Environmental Health
* Support the provision of critical incident stress debriefing for victims and emergency response personnel
* Support the provision of the evacuation of health facilities and the movement of patients to safe areas when required
* Assist affected communities in the delivery of social services
* Assist in providing or arranging for emergency shelter, food and clothing for disaster victims, registration and inquiry services, and personal services

**RCMP**

The RCMP are responsible for delivering on territorial and community policing priorities outlined in the NWT Territorial Police Services Agreement, including:

* Law Enforcement
* Coordination of ground search and rescue operations
* Assistance to the Transportation Safety Board in conducting accident investigations; and
* Assistance to the Coroner

**School Principal/Teachers**

• Student care and protection in on- site emergencies

• Supervision and care of students at any temporary facility

• Provide use of facilities and coordinate with registration workers in support of evacuation and reception services

**Airport Manager, Fort Simpson Airport**

* Manages airport operations and airport systems.
* Communicates with the Fort Liard Observer/Communicator in the provision of flight services at the Fort Liard Airport; and
* Participates in LEMO operational planning and communications in responding to an emergency.

**Northwest Territories Power Corporation (NTPC)**

* maintain power plant facilities and equipment in reliable working order.
* undertake measures to protect the power plant and equipment from damage for its continued operation during an emergency; and
* plan for continuity of essential services to fulfill departmental emergency responsibilities.

**LEMO Administrative Assistant**

* Provide administrative support to LEMO agencies during emergency operations
* Coordinate preparation of emergency public information to residents (through Mayor or SAO)
* Coordinate information flow on the incident to/from emergency officials and media

• Serve as Media Coordinator for providing emergency public information to residents and media

# Appendix B: Hazard Specific Plans

## All Hazards Response

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

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

|  |  |  |
| --- | --- | --- |
| **MITIGATION/PREVENTION** | **RATIONALE** | **ACTION BY** |
| Community land use plans | Incorporate risk reduction measures (i.e., flood risk mapping, community wildfire protection plan). | Hamlet Council |
| Building Bylaws | Improve resilience by adopting more rigorous code requirement | Hamlet Council |
| **PREPAREDNESS** | **RATIONALE** | **ACTION BY** |
| Community Emergency Response Plan | Ensure all agencies and individual emergency responders, officials and volunteers are familiar with local emergency arrangements and procedures and are aware of their role and responsibilities. | LEMO |
| Public information/ awareness program to inform residents of the need to take proactive measures before, during and after an emergency | To reduce individuals’ exposure to risk before an emergency strikes and ensure timely recovery after a disaster impacts the community. | LEMO |
| Community emergency training program | * Ensure emergency responders, officials and volunteers are prepared to fulfill their emergency role or function. | LEMO |
| Emergency communications system(s) for first responders and local emergency officials | Ensure efficient and coordinated operational response through effective communications among all response agencies | Various LEMO member agencies |
| **RESPONSE** | **RATIONALE** | **ACTION BY** |
|  |  |  |
| Activate Emergency Plan | * Coordinate all resources. * Engage response agencies; and * Inform Region through MACA Regional Superintendent. | Local Coordinator (SAO) |
| Assessment of Situation | * Assess incident reports and/or forecasts to determine appropriate response to the threat. * Determine if additional resources are needed. * Determine potential risk of secondary hazards (such as utilities failure, interruptions in communications links to the outside, risk to residents’ personal safety or comfort); and * Determine need to declare a state of local emergency.   failure) | LEMO |
| Secure the incident scene | * Keep onlookers and traffic away from the emergency site and out of danger. * Control access to the evacuation collection area to avoid congestion and potential safety issues; and * Use barricades, signs, and media to restrict access. | CSO, RCMP and Volunteers |
| Conduct emergency  Operations | Arrange for:   * Rescue or recovery. * Contain hazardous materials spills. * Contain/suppress structure and wildland interface fires. * Respond to issues of contamination of ground, water, or air. * Demolition or removal of dangerous structures, equipment, or vegetation; and * Undertake emergency repairs of critical infrastructure. | LEMO, Fire Department |
| Inform Residents | * Inform residents of the hazard or threat. * Ensure consistent and up-to-date messages to residents and other involved parties. * Inform residents of measures they can take to avoid risk or remove themselves from risk. * Provide instructions to residents regarding evacuation procedures or their requirement to prepare or act in the face of the threat; and * Keep residents advised of the hazardous situation as it develops. | LEMO and Media Coordinator, in support of the Mayor/Local Coordinator |
| Coordinate Access and Information to the Media | Identify approved spokespersons.  Ensure only approved messaging is provided to the media. | Media Coordinator, in  support of the Mayor/Local Coordinator |
| Relocation/Evacuation | Reference – Appendix E. | LEMO, MACA Region |
| Triage/Treatment of Injuries | * Conduct triage at the emergency site to determine medical priorities. * Evacuate for medical treatment; and * Provide comfort and shelter for injured as required. | First Aid volunteers, Fire Department, RCMP |
| Rescue of Stranded/injured People (with particular attention to the young, elderly, and disabled, as well as others needing assistance) | * Remove people from danger; and * Treat medical or psychological conditions, if required. | Volunteers, RCMP and Fire Department |
| Handling the dead | Confirm death and notify coroner.  Support Coroner activities. | RCMP, Healthcare Workers and Coroner. |
| Emergency Response Communications | * Maintain up to date information flow among parties involved in   emergency operations.   * Ensure shared situational awareness; and * Establish required local (i.e., telephone, internet, VHF, UHF) and long range (i.e., telephone, internet, satellite phone, HF) communications links as circumstances required. | LEMO and MACA Region |
| Liaison with other Government officials | * Ensure proper authorities have most current and accurate information on the incident, impacts, and the potential for special assistance. * Consult on new developments and response options related to the emergency as may be required; and * Determine requirement for a formal Declaration of a State of Emergency or Local Emergency. | Regional EMO (MACA Region), Mayor/Local Coordinator |
| Return to Evacuated Area | * Decision that it is safe for residents to return; and * Arrange for safe return of residents. | LEMO and MACA Region |
| Damage Assessment | * Determine extent of damage; and * Determine if the Disaster Assistance Program applies. | LEMO, MACA Region |

**Flooding**

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

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

|  |  |  |
| --- | --- | --- |
| **MITIGATION/PREVENTION** | **RATIONALE** | **ACTION BY** |
| Land Use Bylaw/Motion | * Ensure that new developments are constructed outside of designated flood risk areas. * Restrict development or utilize flood risk areas for non-critical facilities that can sustain flooding (i.e., playground) | Hamlet Council |
| Building Bylaw/Motion | Institute CMHC construction standards for flood risk areas to require suitable foundation designs and heights to accommodate the highest recorded flood levels. | Hamlet Council |
| Construction of Flood Berms to Channel Flood Waters | Protect private property and critical infrastructure against flooding. | Hamlet Council, property owners |
| Over design culverts in specified areas to more effectively channel flood water | Minimize potential flooding of streets and areas within the community. | Hamlet Council, Public Works Foreman |
| Consider re-location of flood prone properties to areas of lower risk. | Minimize exposure to the risk of flooding. | Hamlet Council, property owners |
| **PREPAREDNESS** | **RATIONALE** | **ACTION BY** |
| Establish Flood Watch Committee | * Monitoring of changing breakup or flooding conditions to maintain situational awareness. * Early warning to residents in threatened areas so they can be prepared to response; accordingly, and * Recommend owners of threatened property and critical infrastructure take measures to protect against flooding or remove assets at risk from the threatened area. | Hamlet Council, LEMO, property owners |

|  |  |  |
| --- | --- | --- |
| **RESPONSE** | **RATIONALE** | **ACTION BY** |
| Activate Emergency Plan | * Coordinate all resources in use. * Advise GNWT Regional EMO. * Inform and instruct residents; and * Consider action that can facilitate residents/property owners taking appropriate action to minimize risk. | Hamlet Council, SAO, LEMO |
| Assessment of Situation | * Define affected area. * Decide if additional resources required. * Determine the potential risk of secondary hazards (i.e., fire); and * Determine need to declare a state of local emergency. | LEMO |
| Evacuation Decisions | * Determine if residents need to be removed to a safer central place or neighbouring community. * Facilitate self-evacuation or shelter-in-place, as appropriate. * Implement appropriate evacuation action; and * Open evacuation centre(s) or arrange hosting as required. | LEMO, facility owners |
| Rescue of Stranded Persons (with particular attention to elderly and sick patients) | |  | | --- | | * Remove people from danger; and * Seek medical and other specialized outside assistance. | |  | |  | | Fire Department, CSO, RCMP, Volunteers |
| Injuries | * Treat patients as capacity permits; and * Evacuate for medical treatment | Fire Department, Health Centre, Volunteers |
| Traffic Control | * Secure incident site; and * Divert foot and vehicle traffic away from an impacted area. | RCMP, CSO, Volunteers |
| Communications | Up to date information flow amongst parties involved in emergency response. | LEMO, MACA Region, Fire Department, Public Works, RCMP |
| Reception Centre | * Confirm location(s) and open reception centres as required; and * Provision of food for those in evacuation centres, and those engaged in emergency operations. | LEMO |
| Barricades, Signs, etc. | * Isolate areas of danger; and * Provide warnings to avoid affected areas | Public Works Foreman |
| Public & Media Information, Instructions to Residents | Ensure consistent messaging to residents and other agencies involved. | LEMO |

**Wildfires**

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

MAJOR CONCERNS: Safety of Lives and Property, Utilities Failure

|  |  |  |
| --- | --- | --- |
| **MITIGATION/PREVENTION** | **RATIONALE** | **ACTION BY** |
| Establish land use bylaws | Minimize risk by situating higher risk development (e.g., fuel storage facility) in appropriate low risk areas in the community. | Hamlet Council |
| Ensure proper landfill management | Ensure that proper landfill management practices take place throughout the year, and during the forest fire season in particular. | Hamlet |
| Implement Fire Smart guidelines in the community’s wildland/urban interface area through adoption of ENR’s Community Wildfire Protection Plan | * Maintain firebreaks and reduce underbrush in the areas surrounding the community. * Reduce number of evergreen trees in high-risk areas within the community. * Advise residents on the need to maintain property that is free of debris, tall grasses, underbrush and more flammable trees in close proximity to buildings. * Establish a system of permitted fires within the community boundaries; and * Encourage and facilitate Fire Smart practices in the community through curbside pickup of flammable debris and designation of drop off areas. | Hamlet Council,  LEMO, Volunteers, Residents. |
| **PREPAREDNESS** | **RATIONALE** | **ACTION BY** |
| Facilitate community FireSmart activity | * Community residents and volunteers to clean up brush, grasses and other fuel sources (jerry cans, wood piles, etc.). * Inform residents of personal preparedness measures to improve the fire safety of their homes and properties; and * Advocate for community buy-in, including youth, to making the community forest fire safe. | Hamlet, LEMO, Volunteers, School Principal |
| Educate residents on air quality procedures | * Make information available prior to fire season to educate residents on proper protocols to follow if air quality is impacted; and * Circulate handouts with key messages for residents by various means including community radio | LEMO and Healthcare workers |
| **RESPONSE** | **RATIONALE** | **ACTION BY** |
| Activate Emergency Plan | Consult with ENR, inform MACA Region and activate LEMO. | Local Coordinator |
| Assessment of Situation | * Define areas of risk. * Decide if additional resources are required. * Determine the potential risk of secondary hazards (i.e., utility failure); and * Determine the need for a State of Local Emergency. | LEMO, ENR and MACA Region |
| Inform Public | Notify residents of potential threat and recommended actions. | LEMO, ENR |
| Fire Fighting | Coordination of resources at interface fire site. | ENR, Public Works, CSO and Volunteers |
| Relocation/  Evacuation | * Determine need to evacuate an area; and * **Refer to Evacuation Action Plan – Appendix C.** | LEMO, MACA Region and ENR |
| Communications | Up to date information flow amongst parties involved in emergency response. | LEMO, CSO, MACA Region, Public Works Vehicles, Volunteers |
| Public & Media Information,  Instructions to Residents | Provision of consistent and current information. | Local Coordinator, LEMO, Mayor |
| Security Control | * Provide security for evacuated areas and areas at risk; and * Secure scene for subsequent investigation. | LEMO, CSO, volunteers and RCMP |
| Refreshment Area | Provision of food to those  engaged in the emergency response. | LEMO, volunteers |
| Road Clearance | To provide safe access and movement on local roadways. | Public Works Foreman |
| Return to Evacuated Area | Decision that it is safe for residents to return and implement action. | LEMO, MACA Region, ENR |
| Damage Assessment | Determine extent of damage; and  Determine if the Disaster Assistance Policy applies. | LEMO, MACA Region |

## Critical Infrastructure Failure

The following chart outlines actions that may be taken to mitigate, prevent and respond to a severe weather event causing an emergency.

Including: Electric, Water, Sewage Disposal, and Telecommunications.

MAJOR CONCERNS: Safety of lives and property.

|  |  |  |
| --- | --- | --- |
| **MITIGATION/PREVENTION** | **RATIONALE** | **ACTION BY** |
| Protection of housing systems | * Ensure proper upkeep on water and sewage holding tanks. * Maintain sufficient truck access to holding tanks. | Hamlet, property owners |
| Acquire a satellite telephone and personal locator technology for alerting and emergency communications. | Alternate communications capacity | LEMO, residents |
| Survey homes with alternate sources of heat | Plan to accommodate community residents without alternate sources of heat. | CERC LEMO |
| Construction of Berms to channel flood waters | Protect private and municipal and property and critical infrastructure against flooding. | Hamlet, facility owners, homeowners |
| Establish mutual aid and contract arrangements and identify alternate service providers for support. | Facility owners take measures to enhance capacity to maintain essential services. | Hamlet, LEMO, facility owners |
| **PREPAREDNESS** | **RATIONALE** | **ACTION BY** |
| Personal Preparedness | * Residents make their own plans for sheltering in place throughout the duration of a disruption. * Residents make their own alternate water supply and/or sewage disposal plans.   . | Community residents, LEMO |
| Emergency back-up power for critical infrastructure | * Ensure emergency operations centres, community evacuation centres, power generating stations, communications satellite uplinks, water treatment plants, sewage lift stations, and any mechanical sewage treatment plants are protected during interruptions in the supply of power. | Facility owners |

|  |  |  |
| --- | --- | --- |
| **RESPONSE** | **RATIONALE** | **ACTION BY** |
| Activate Emergency Plan | * Coordinate all resources; and * Select appropriate EOC | Local Coordinator, LEMO |
| Assessment of Situation | * Determine extent of problem. * Define affected area/ projected time frame. * Decide if additional resources required; and * Determine the potential risk of secondary hazards (i.e., power outages, disruption of services). | LEMO, RCMP, CSO, Fire Department, Public Works |
| Inform Residents | * Coordinate notification of residents by involved agencies to ensure consistent messaging; and * Provide public information to reduce risk such as instructions on how to mitigate damage (eg. draining water from home waterlines without power). | LEMO, Volunteer Coordinator, Volunteers |
| Relocation/Evacuation | * Determine need for relocation /evacuation. * Identify reception locations. * Establish emergency facilities and/or shelter. * Coordinate supply of require resources (sleeping bags, drinking water, food); and * Coordinate transportation of residents out of emergency zone. | RCMP, Fire Department, CSO, Public Works, Volunteers |
| Repairs and Restoration of  Services lost | * Contract available equipment as needed; and * Coordinate with utility services restoration of essential services. | LEMO, Local Utilities,  Public Works, External  Agencies |
| Communications | * Maintain liaison amongst all parties involved in Emergency Response; and * Keep GNWT and other partner agencies informed of the situation | Mayor, Local Coordinator, LEMO |
| Traffic Control | Coordinate provision of required resources to points of need | RCMP, CSO, Fire Department, Volunteers |
| Public & Media Information,  Instructions to Residents | Ensure consistent messaging, including instructions to public | Media Coordinator |

# Appendix C: Evacuation Action Plan

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

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

|  |  |  |
| --- | --- | --- |
| **PREPAREDNESS** | **RATIONALE** | **ACTION BY** |
| Personal Preparedness | * LEMO to distribute evacuation/ reception forms. * Residents to prepare emergency kits and prepare in case an evacuation is needed; and * Radio program broadcast featuring evacuation preparedness and terminology. | LEMO and residents. |
| **RESPONSE** | **RATIONALE** | **ACTION BY** |
| Activate Emergency Plan | * Call LEMO meeting if required. * Notify MACA Region of necessity to evacuate. * Make a declaration of a state of local emergency if there is time; and * If a declaration is made, forward the declaration to MACA Region. | Local Coordinator |
| Assessment of Situation | * Define areas to be evacuated. * Determine evacuation method. * Determine evacuation timeline. * Coordinate all resources. * Decide if other support is required and communicate with partner agencies. * Determine priority evacuee groups; and * Determine the need to instruct residents regarding power/water shut offs, luggage restrictions, pet care and evacuee registration. | LEMO, MACA Region |
| Inform Public and Put Residents on Evacuation Alert | * Notify residents of evacuation timeline, evacuation method, priority evacuee groups, any luggage restrictions, and the need to register at the muster point or the evacuation center: or the alternate evacuation centre. * Registration forms should be made available and/or distributed – see Appendix K. | Communications Coordinator |
| * If the evacuees be hosted in the community, activate Reception Action Plan- Appendix F. |
| MACA Regional Office notification | * Confirm MACA Region of evacuation timeline, method, and priority groups. * MACA Region to identify host community and arrange for evacuation transportation as requested by the community. | LEMO |
| Communications | * Up to date information flow amongst parties involved in the evacuation. | LEMO,  MACA Region, Communications Coordinator, Public Works Foreman, Volunteers |
| Evacuation Order | * Notify residents of evacuation order and instructions. * Assist with evacuation as required; and * Coordinate with MACA Region on method of transport and reception community. | LEMO and MACA Region |
| Public & Media Information,  Instructions to Residents | * Provision of consistent, complete, and accurate information; and * Maintain ongoing sessions with displaced residents to keep them informed | Communications Coordinator |
| Security Control | * Coordinate resources to protect property and relocate resources where necessary to secure hazardous areas; and * Plan for security of the community, when evacuated. | LEMO and RCMP |
| Documentation/ Registration | * A record of all decisions, financial records, and evacuation details should be kept; and * All evacuees should be registered prior to evacuation and again when the reception community receives evacuees. Provide list of all evacuees to MACA Region. | A designated LEMO member, volunteer, Host community, Volunteers. |
| Care for the ill/infirm | * Those residents requiring special consideration for evacuating must be considered; and * An escort may be required to accompany priority residents or priority groups to offer care and to bring prescription drugs, medical supplies, or information for evacuees as appropriate. | LEMO, Volunteers and healthcare workers |

# Appendix D: Reception Action Plan

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

MAJOR CONCERNS: Care and safety of displaced residents.

|  |  |  |
| --- | --- | --- |
| **RESPONSE** | **RATIONALE** | **ACTION BY** |
| Assessment of Situation | * Determine how many residents are being displaced. * Determine modes of transportation. * Determine evacuation timeline and expected time of arrival in host community; and * Determine special needs of evacuees. | Local Coordinator, MACA Region |
| Activation of Emergency Plan | * Determine the need to activate the Emergency Plan. | Local Coordinator, LEMO |
| Reassessment of Situation | * Determine need to open reception center(s). * Determine need/capacity for billets. * Determine need for food, blankets, and other supplies; and * Assign an individual to arrange for each of the above-mentioned tasks. | LEMO, Assigned Coordinators |
| Call for Volunteers | * Notify residents of situation. * Request volunteers as needed to register evacuees, host billets, cook or bring supplies. * Register volunteers when they are assigned to duties. | LEMO, Volunteers |
| Evacuee Registration | * Register evacuees upon their arrival at the reception center (all evacuees must check in at the reception center before going to their billet location). * Data required includes names, ages, any special needs, billeting assignments, dates of arrival and departure, telephone number of billeted location (See Appendix K: Evacuation and Registration Form); and * Once registration is complete the information must be sent to the MACA Region. | LEMO, Volunteers |
| Communications | * Establish communications for maintaining up-to-date information flow amongst parties involved in reception efforts; and * Establish contact with community spokesperson (Mayor or SAO). | LEMO,  MACA Region, Communications Coordinator, Public Works Foreman, Volunteers, Fire Department, CSO, RCMP |
| Public & Media Information,  Instructions to Residents | * Provision of consistent information to the media, residents, and partner agencies. | Communications Coordinator |
| Security Control | * Coordinate the safety of people hosted and the protection of property in the reception center. | LEMO, RCMP, CSO, upon arrival if required |

# Appendix E: LEMO Contact Sheet

**REFERNCE UPDATED LIST AND CONTACT NUMBERS**

|  |  |
| --- | --- |
| **NAME AND POSITION** | **CONTACT INFORMATION** |
| Mayor (Chair of LEMO) | Work:  Cell: |
| Deputy Mayor | Work:  Cell: |

**Local Emergency Management Organization**

|  |  |
| --- | --- |
| **NAME AND POSITION** | **CONTACT INFORMATION** |
| Senior Administrative Officer (Local Coordinator) | Office:  Cell: |
| LEMO Administrative Assistant | Office:  Cell: |
| Community Safety Officer | Office:  Cell: |
| RCMP | Cell:  Cell:  Cell: |
| Health Centre | Office:  Cell: |
| Social Services | Office:  Cell: |
| Echo Dene School Principal | Office:  Cell: |
| Acho Dene Koe First Nation | Office:  Cell: |

# Appendix F: Declaration of a State of Local Emergency

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

|  |
| --- |
| Declaration of a State of Local Emergency  Whereas Fort Liard is threatened due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert the nature and condition of the emergency)  Therefore, the Council declares that a State of Local Emergency exists in Fort Liard.  Time: Date:  Signatures: |

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

|  |
| --- |
| Public Announcement of a State of Local Emergency  The Hamlet Council declares a state of local emergency for the community of Fort Liard due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert the nature and condition of the emergency).  The public is advised that for the duration of the emergency, the local authority may take any action deemed necessary as authorized by the Emergency Management Act. |

# Appendix G: Volunteer Registration

**Volunteer Registration Sheet**

This is a list all of volunteers, with their current contact information and the volunteer duties they are able to perform during an emergency.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **CONTACT INFORMATION** | **VOLUNTEER DUTIES** | **SIGNATURE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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# Appendix H: Evacuation and Registration

# 

***Personal information collected on this form is protected in accordance with the Northwest Territories’ Access to Information and Protection of Privacy Act.***

List only those family **members who are with you and who have the same family name** as you.

A separate form must be completed for each accompanying person with a different family name.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Name of Emergency Contact | | | | | | 1. Emergency Contact Telephone   (\_ \_ \_ ) \_ \_ \_ - \_ \_ \_ \_ | | |
| 1. Arrival Date   D D / M M / Y Y | | | | 1. Arrival Time     H H : M M (24 Hr) | | | | 1. Method (include flight, boat registration or vehicle number)   Aircraft  Road  Boat  ATV or Snowmobile | | | | | | | | |
| 1. Departure Date   D D / M M / Y Y | | | | 1. Departure Time     H H : M M (24 Hr) | | | | 1. Method (include flight, boat registration or vehicle number)   Aircraft  Road  Boat  ATV or Snowmobile | | | | | | | | |
| 1. Family Name   ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ | | | | | | | | | | | 1. First Name and Initials   ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ ⏐ | | | | | |
| 1. Sex | | 1. Age | | | 1. Also Known As / Nickname | | | | | | | | | 1. Emergency Contact Telephone   (\_ \_ \_ ) \_ \_ \_ - \_ \_ \_ \_ | | |
| 1. Mailing Address | | | | | | | | 1. Originating Community | | | | | | | 1. Prov/Ter   \_ \_ | 1. Postal Code   \_ \_ \_ / \_ \_ \_ |
| 1. E-Mail Address | | | | | | | | | | | | 1. Language(s) Spoken | | | | |
| 1. Special Needs   Medical  Dietary  Clothing  Lodging  Translation  Child Care  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |
| 1. Comments   \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ | | | | | | | | | | | | | | | | |
| 1. Dependents   No First Name (include last name if different) Age Sex Relationship Special Needs | | | | | | | | | | | | | | | | |
| 1 |  | | | | |  |  | |  | | | |  | | | |
| 2 |  | | | | |  |  | |  | | | |  | | | |
| 3 |  | | | | |  |  | |  | | | |  | | | |
| 4 |  | | | | |  |  | |  | | | |  | | | |
| 5 |  | | | | |  |  | |  | | | |  | | | |
| ***Lodging Please Inform Registration if you Move Accommodations*** | | | | | | | | | | | | | | | | |
| 1. Assigned Lodging Address | | | | | | | | | | | | | | | 1. Telephone   (\_ \_ \_ ) \_ \_ \_ - \_ \_ \_ \_ | |
| 1. Changes in Lodging Address | | | | | | | | | | | | | | | 1. Telephone   (\_ \_ \_ ) \_ \_ \_ - \_ \_ \_ \_ | |
| 1. Private Accommodation Address | | | | | | | | | | | | | | | 1. Telephone   (\_ \_ \_ ) \_ \_ \_ - \_ \_ \_ \_ | |
| 1. Interviewer | | | 1. Receiving Community | | | | | | | 1. Location of Reception Centre | | | | | 1. Telephone (\_ \_ \_ ) \_ \_ \_ - \_ \_ \_ \_ | |

# Appendix I: Evacuation Notice

**EVACUATION NOTICE**

**From: \_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency Management Organization**

**Issued:**

**Area: Community of Fort Liard**

**Description:**

This notice is to advise the residents of the community of Fort Liard of a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ currently in the area which may present an increased risk to the community endangering life and/or property. Residents and visitors are advised to prepare for the emergency and/or evacuation if necessary.

**Instructions:**

The community of Fort Liard is advised to prepare for the emergency and/or evacuation if necessary. Residents are asked to monitor news sources and keep aware of the situation.

# Appendix J: Evacuation Alert

**Evacuation Alert**

**From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency Management Organization**

**Issued:**

**Area: Community of Fort Liard**

**Description:**

A \_\_\_\_\_\_\_\_\_\_\_\_\_ is affecting Fort Liard and everyone in the area must be prepared to evacuate immediately. In the event an evacuation order is given, anyone needing transportation to leave the area should go to the Hamlet Office and arrangements will be made to transport people from the area.

Residents and visitors are requested to monitor news sources and keep aware of the threatening situation.

**Instructions:**

Residents of Fort Liard must be prepared to evacuate on short notice. In the event an evacuation order is issued, those needing assistance to leave should go to the designated location where transportation will be arranged.

# 

# Appendix K: Evacuation Order

**Community of Fort Liard**

**From: Fort Liard Emergency Management Organization**

**Issued: Friday, June 03 9:44 AM 2019**

**Area:**

**Description:**

A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is occurring in/near \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and everyone in the area must evacuate immediately. Anyone needing transportation to leave the area should go to the Hamlet Office and transportation will be provided.

Person’s evacuating must attend the Community Centre to register and receive further information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facebook page can be found at:

**Instructions:**

The community of Fort Liard must evacuate immediately. Those needing assistance to leave should go to the Hamlet Office to arrange transportation. Evacuees need to register at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Go to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facebook page for more information.

# Appendix L: Evacuation All Clear

**Evacuation All Clear**

**From: Fort Liard Emergency Management Organization**

**Issued: Friday, June 03 9:44 AM 2019**

**Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description:**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ event in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is now under control and the hazard area has been declared safe. The Evacuation Order is no longer in effect. Residents are advised to report to the reception centre for information on the community re-entry plan and transport arrangements. Residents will also be advised of services available and precautions and instructions on dealing with the impacts of the emergency.

Residents can also check the community’s website or Facebook page for updates.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facebook page can be found at:

**Instructions:**

Residents are advised to report to the reception centre for information on the community re-entry plan and transport arrangements. Residents will also be advised of services available and precautions and instructions on dealing with the impacts of the emergency.

# Appendix M: EOC Agenda Template

**EOC Agenda Template**

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