



CITY OF YELLOWKNIFE

EMERGENCY MANAGEMENT PLAN

City of Yellowknife
May 2019

TABLE OF CONTENTS

1	INTRODUCTION	1
2	PURPOSE	1
3	SCOPE	1
4	LEGAL AUTHORITY	1
5	SEQUENCING.....	2
6	EMERGENCY ALERT FAN OUT SYSTEM	3
6.1	Emergency Management Alternate Contact Information	4
6.2	Personnel Contact Addresses.....	4
6.3	Emergency Measures Call-Out	5
6.4	Public Works – Resources	6
6.5	Emergency Operations Centre – Reporting Agencies	7
6.6	Outside Agencies - Resources	8
7	EMERGENCY PROGRAM.....	9
7.1	Components of Emergency Management	9
7.2	LOCAL AUTHORITY	9
7.2.1	Composition	9
7.2.2	Authority	9
7.3	EMERGENCY MANAGEMENT COMMITTEE	10
7.3.1	Composition	10
7.3.2	Other Agencies	10
7.3.3	Responsibilities.....	11
8	EMERGENCY RESPONSE	11
8.1	Activation	11
8.2	Alerting.....	13
8.3	Termination.....	13
8.4	Emergency Operations Centres & Emergency Shelter or Reception Centre	13
8.5	Emergency Site Management	14
8.5.1	Fire/Ambulance and Dangerous Goods	14
8.5.2	Municipal Enforcement.....	14
8.5.3	RCMP.....	15
9	STANDARD OPERATING PROCEDURES	16
9.1	Senior Administrative Officer [Emergency Coordinator]	16
9.2	Director of Public Safety [Emergency Operations Centre Manager]	17
9.3	Manager of Emergency Management (Emergency Operations Manager)	18
9.4	Director of Community Services	19
9.5	Director of Public Works and Engineering Department.....	20
9.6	Director of Policy, Communication and Economic Development	21
9.7	Director of Corporate Services and/or Manager of Corporate Services and Risk Management	22
9.8	Manager of Human Resources.....	23
9.9	City Clerk	24
9.10	NTHSSA – Stanton Territorial Hospital	25
9.11	Yellowknife Health and Social Services Authority.....	26
9.12	St. John Ambulance.....	27
9.13	YKDFN.....	27
10	Appendix A:	28
11	Appendix B: Winter Power Outage.....	29
12	Appendix C: Reception Centre	32
13	Appendix D: Acronyms and Definitions	33

FOREWORD

No community is exempt from emergencies or disasters nor can they predict when, or in what form, a disaster may strike. Within the limits of these assumptions, there is a great deal which can be done to reduce the effects of a disaster by preplanning.

Every community must be prepared to react to emergency conditions to avoid possible injury or death, property damage or loss. It is the responsibility of the City's Emergency Management Committee to provide leadership and coordination during an emergency to minimize the impact.

1 INTRODUCTION

Yellowknife has been the capital of the Northwest Territories since 1967. It is located on the north shore of Great Slave Lake, approximately 600 air miles north of Edmonton, Alberta. The city is on the Mackenzie Highway system, which provides all-weather road access to southern Canada and to the Yukon and Alaska. Yellowknife is situated at 62 degrees north latitude, 114 degrees west longitude.

This city of approximately 20,000 people is governed by a Mayor and eight Councilors, with the administration led by a Senior Administrative Officer.

The City of Yellowknife maintains a Public Safety Department which includes a structural fire/ambulance service, municipal enforcement division, and an emergency management division which includes an emergency dispatch centre for all 24/7 municipal emergency services. Yellowknife is policed by the RCMP and is the location of the RCMP "G" Division headquarters, governing all detachments across the Northwest Territories. The Government of the Northwest Territories (GNWT) Legislative Assembly and most of the GNWT Department headquarters are located in Yellowknife. It is also the Arctic Regional headquarters for the Canadian Forces' Joint Task Force and has offices for several Federal Government departments.

2 PURPOSE

The primary purpose of the Emergency Plan (Plan) is to assign emergency responsibilities and provide for the coordination of resources and services required to respond to an emergency or threat.

3 SCOPE

The Plan helps establish a plan of action for the efficient deployment of resources and/or services required for a prompt coordinated response to an emergency or threat. This Plan will also help minimize risk with regard to the health and safety of City residents, and damage or loss of property.

4 LEGAL AUTHORITY

The City, in accordance with the legislation adopted by the Government of the Northwest Territories, *Emergency Management Act*, is considered a 'local authority' and provided with the following powers under section 10.(1):

1. May conduct or authorize the conduct of emergency operations outside of the community;
2. May conduct or authorize the conduct of emergency management activities inside the community; and
3. May authorize the temporary engagement of volunteers for carrying out those operations and activities referred to in paragraphs (a) and (b).

The City, as a 'local authority' is also provided with the following duties under section 10.(2):

- a. Shall establish and maintain a local emergency management organization to develop and implement local emergency plans and to establish other measures in respect of emergency management;
- b. Shall appoint a local coordinator and establish duties of the coordinator, including the preparation and coordination of local emergency plans and programs for the local authority;
- c. Shall prepare or cause to be prepared, adopt and maintain local emergency plans and programs;
- d. Shall ensure that the Head of the Emergency Management Organization receives the most current version of the adopted local emergency plans; and

- e. Shall review local emergency plans annually.

5 SEQUENCING

1. Notification of emergency or threat to SAO, or Alternate, or to Director of Public Safety, or Alternate
2. Verification of emergency or threat by Emergency Site Manager/SAO
3. Contact GNWT EMO
4. Contact of other Agencies as required by the circumstances
5. Establish two-way radio communication with site
6. Connect E.O.C. dedicated telephones
7. Activate EOC (City Hall Upstairs Boardroom) (Alternate Site is the Firehall) – SAO, all Directors, Specific Managers, Partner Agencies
8. Activate Emergency Alerting Systems/City Departments
9. Council declaration of a State of Local Emergency – Yes/No – Council/SAO
10. Keep the Public informed on emergency operations and threat conditions, and aware of their responsibilities
11. Arrange press conferences and media briefings
12. Maintain a log of all actions taken and associated costs
13. Report to City Council and administration on the nature of the threat and responses taken.

6 EMERGENCY ALERT FAN OUT SYSTEM

1. Source to City Emergency Dispatch (City Dispatch Centre)
2. Dispatch to Agency Responsible (1st responder)
3. Fire Division, Municipal Enforcement Division or Public Works & Engineering

Responding Agency to one of the following:

	Phone Numbers	
	Work	Home/Cell
Sheila Bassi-Kellett <i>City Administrator</i> (Second call)		
Eric Bussey <i>Director, Public Safety</i> (First to be called in the event of an emergency)		
Doug Gillard, <i>Manager, Emergency Management</i>		
Chris Greencorn <i>Director, Public Works & Engineering</i>		
Grant White <i>Director, Community Services</i>		
Sharolynn Woodward <i>Director, Corporate Services</i>		
Nalini Naidoo <i>Director, Planning & Development</i>		
Kerry Penney <i>Director, Policy, Communications & Economic Development</i>		
Debbie Gillard <i>City Clerk</i>		
Marie Couturier <i>Manager, Human Resources</i>		
City of Yellowknife Emergency Dispatch Centre	920-5699 (Public Works) 920-2737 (MED)	873-2222 (Emergency Number)

6.1 Emergency Management Alternate Contact Information

Name	Alternate
SAO Sheila Bassi-Kellett	
Director of Public Safety Eric Bussey	

6.2 Personnel Contact Addresses

Name	Address
Sheila Bassi-Kellett	
Eric Bussey	
Grant White	
Chris Greencorn	
Sharolynn Woodward	
Nalini Naidoo	
Kerry Penney	
Debbie Gillard	
Doug Gillard	
Marie Couturier	
Mayor Rebecca Alty	
Shauna Morgan	
Stacie Smith	
Niels Konge	
Robin Williams	
Cynthia Mufandaedza	
Julian Morse	
Steve Payne	
Rommel Silverio	

6.3 Emergency Measures Call-Out

Incident Command

City Administrator (Emergency Co-ordinator)

Director of Public Safety

Director of Corporate Services

Director of Public Works & Engineering

(Mayor) Rebecca Alty	(Deputy Mayor) Shauna Morgan
COUNCILLORS	
Neils Konge Contact Information	Rommel Silverio Contact Information
Julian Morse Contact Information	Stacie Smith Contact Information
Cynthia Mufandaedza Contact Information	Robin Williams Contact Information
Steve Payne Contact Informatoin	

6.4 Public Works – Resources

Name	Phone Number
(Operations Manager)	
(Superintendent Roads & Sidewalks)	
Roads & Sidewalks On-Call	
(Fleet Supervisor)	
Fleet On-Call	
(Superintendent Water & Sewer)	
(Supervisor Pumphouse & Trades)	
Water & Sewer On Call	
Water Treatment Plant On Call	
Pumphouse/Lift Station On Call	
EMERGENCY DISPATCH	
(Note: EOC telephone is call forwarded to the Emergency Dispatch Centre when EOC is inactive)	<p>Emergency Line 873-2222</p> <p>873-2468 (Non-Emergency)</p> <p>920-5699 (After Hours Public Works)</p> <p>920-2737 (After Hours MED)</p>

6.5 Emergency Operations Centre – Reporting Agencies

Outside Agencies
RCMP
Yellowknife Health and Social Services Authority
YK Amateur Radio Society (YARS)
NTHSSA – Stanton Territorial Hospital
Coast Guard Auxiliary
Yellowknife Ground Search and Rescue
Chief Public Health Officer
Environment & Natural Resources (ENR) Industry, Tourism & Investment (ITI)
YKDFN
NWT Coroner Service
Canadian Forces Joint Task Force North
Yellowknife Airport Manager

6.6 Outside Agencies - Resources

Name	Contact Person(s)	Phone Number
NWT Power Corporation		
Northland Utilities		
Northwestel		
Public Works & Govt. Services Canada		
Parsons (Giant Mine Remediation)		
Newmont Mining Corporation (Miramar Northern Mining – Con Mine)		
Canada First (Bus Services)		
GNWT (Environment and Natural Resources) Spill Line (p) 920-8130 (f) 873-0221		
Municipal & Community Affairs - GNWT	Municipal & Community Affairs - GNWT	
Emergency Management Office Contact	(w) 920-2303 24/7 emergency number	
St. John Ambulance		
Advanced Medical Solutions (AMS)		

7 EMERGENCY PROGRAM

7.1 Components of Emergency Management

The City will meet its emergency management responsibilities through four interrelated actions: mitigation, preparedness, response and recovery. This treats each action as one phase of a holistic approach, with the overall goal to minimize the impact of an emergency or disaster.

1. Mitigation

Activity undertaken to eliminate or reduce the potential long-term risk to people or property from natural and human-caused events.

2. Preparedness

Any activity undertaken in advance of an emergency that develops operational capabilities and facilitates an effective response in the event of an emergency or disaster.

3. Response

Any activity undertaken immediately before, during, or after an emergency to reduce incidents of injury or death, minimize damage to property, and enhance the effectiveness of recovery.

4. Recovery

Any short-term activity designed to return life-support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels.

7.2 LOCAL AUTHORITY

7.2.1 Composition

1. The Mayor and/or any available members of City Council in an emergency meeting may authorize a Declaration of a State of Local Emergency in response to any emergency or threat. Those council members attending an emergency council meeting constitute a quorum.
2. The Mayor or Deputy Mayor, or in their absence another member of Council, will Chair a meeting of Council called to address any emergency or threat that may affect the city.

7.2.2 Authority

1. Council approval of a declaration of a State of Local Emergency authorizes the City of Yellowknife Emergency Management Committee to activate the municipal Emergency Management Plan and exercise any powers conferred upon it under the Plan and in accordance with the *Emergency Management Act of the Government of the Northwest Territories*.

2. If it is not possible for the Local Authority to act, the Head of the Local Authority may act on behalf of the Local Authority if he/she believes a local emergency exists and the emergency requires immediate response.

7.3 EMERGENCY MANAGEMENT COMMITTEE

7.3.1 Composition

1. The Emergency Management Committee is comprised of the following members* and/or their alternates:
 - i) Senior Administrative Officer (Emergency Coordinator);
 - ii) Director of Public Safety (EOC Manager)
 - iii) Manager of Emergency Management – (Emergency Operations Manager);
 - iv) Director of Corporate Services – Finance, Information Technology and Corporate Affairs;
 - v) Director of Public Works and Engineering (Fleet, Heavy Equipment & Technical);
 - vi) Director of Policy, Communications & Economic Development (PCED) – (Communications, Media Relations)
 - vii) Manager of Human Resources (Reception and Registration)
 - viii) Director of Community Services (City Facility and Equipment Resource Manager);
 - ix) Manager of Corporate Services and Risk Management (Procurement and Risk Management)
 - x) City Clerk – (Recording Officer / EOC Support Staff Manager)

* Emergency Coordinator will determine participation of individual Committee members in the E.O.C.

7.3.2 Other Agencies

Other agencies or organizations may have a role in responding to an emergency and their services can be provided upon request of the Emergency Coordinator or Alternate.

1. Northland Utilities;
2. Yellowknife Health and Social Services Authority
3. Stanton Regional Yellowknife Hospital;
4. RCMP
5. Joint Task Force North
6. St. John Ambulance;
7. Yellowknife Amateur Radio Society;
8. Canadian Coast Guard Auxiliary;
9. Northwestel;
10. NWT Power Corporation;
11. YZF Airport Manager;
12. Federal Government departments;
13. GNWT Emergency Measures Organization; and
14. Other agencies as required.

7.3.3 Responsibilities

1. All emergency operations conducted under this Emergency Management Plan shall be coordinated and implemented by the City's Emergency Management Committee.
2. The Emergency Management Plan can be activated in whole or in part, and activation of the Plan is not dependent on either a Declaration of a State of Local Emergency or activation of the Emergency Operations Centre;
3. The specific responsibilities of the Emergency Management Committee are as follows:
 - (a) Support Council Declaration of a State of Local Emergency;
 - (b) Advise the GNWT Emergency Measures Organization of the Declaration of a State of Local Emergency;
 - (c) Forward information to the Emergency Coordinator for the drafting and distribution of press releases and dissemination to the public;
 - (d) Forward a copy of the Declaration of a State of Local Emergency to the Minister of Municipal and Community Affairs;
 - (e) Report to Council on the situation as the Emergency Coordinator deems necessary; and
 - (f) Support the Emergency Coordinator in coordinating action of the Emergency Management Committee in response to the emergency or threat.
4. The specific actions of the Emergency Management Committee are as follows:
 - (a) The Emergency Management Committee will first assemble at the Emergency Operations Centre located at City Hall (4807-52nd Street or an alternate site) as advised by the Emergency Coordinator;
 - (b) Inform Council of developments in the emergency or actions taken to minimize the effects of the event;
 - (c) Liaise by appropriate means with the Site Commander;
 - (d) Initiate the expenditure of municipal funds required for the preservation of health and safety, and protection of property;
 - (e) Enlist assistance of residents, other agencies and senior levels of Government;
 - (f) Provide logistical and administrative support to any volunteer agency or organization involved;
 - (g) Take such action as is necessary to minimize the effects of an emergency on the City and residents;
 - (h) Provide information to the media as required; and
 - (i) Record all actions taken in response to the emergency.

8 EMERGENCY RESPONSE

8.1 Activation

1. If the scale or potential risk of the emergency appears beyond the capacity of the responding agency or agencies, the responding agency may request activation of the Emergency Plan by calling the Emergency Dispatch Centre;

2. The Senior Administrative Officer or his/her alternate is responsible for activating the City's Emergency Management Plan. If the Senior Administrative Officer, Director of Public Safety or designated alternates cannot be contacted immediately, the Director of Public Works and Engineering, Director of Corporate Services or designated alternates are authorized to activate the Plan;
3. After conferring with the members of the Emergency Management Committee, and with those members of Council who are available, the Mayor or Chair of the Emergency Meeting of Council may declare a State of Local Emergency by resolution of Council (Pursuant to S.28(4) of the *Cities, Towns and Villages Act*);
4. The Emergency Operations Centre may be activated simultaneously with the activation of the Plan with the Senior Administrative Officer, or alternate, assuming the role of Emergency Coordinator;
5. Upon activation of the Emergency Management Plan, the Senior Administrative Officer, or in his/her absence, the Director of Public Safety, will appoint an agency to manage the emergency site(s). The determination of the Site Manager will be based on the agency that is most likely to have the greatest involvement or legal responsibility for managing the emergency;
6. If implementation of these actions is insufficient to control the threat, then assistance may be requested from other sources through the Senior Administrative Officer/Emergency Coordinator;
7. All requests for outside GNWT assistance shall be made to the Head of the GNWT Emergency Management Organization at 920-2303. This also includes any request for assistance from the Canadian Forces, federal departments or other private sector organizations not a supporting agency under the City's Emergency Management Plan.

8.2 Alerting

A Level 1 Emergency is neither an emergency nor a disaster, but rather a set of circumstances that require a greater level of action or may involve an increasing number of agencies or jurisdictions. The Plan is not intended to direct response activities with regard to Level 1 emergencies. The Plan may be implemented for Level 2, 3 or 4 emergency conditions as follows:

Level	Description
Level 1 Emergency	A routine incident which the City has the capability to manage and control by utilizing its own resources, expertise and standard procedures. Low impact to entire City and short in duration
Level 2 Emergency	An incident that requires, in addition to normal emergency services, City support for the coordination of on-scene operations in addition to routine emergency response. This incident has a moderate impact on the City (or high in the immediate area) and short in duration (less than 8 hours).
Level 3 Emergency	An incident that requires more than a Level 2 response and may require additional government (multiple outside agencies) support to coordinate emergency activities. This incident has a high impact on the City and is longer in duration (greater than 8 hours).
Level 4 Emergency	An incident that is beyond the scope for the City of Yellowknife and would require assistance from GNWT and involve any potential assistance from outside of the Northwest Territories.

1. On receipt of a warning of a real or potential emergency the responding agency will contact the Senior Administrative Officer/Emergency Coordinator or alternate;
2. Upon receipt of a warning from the responding agency, the Senior Administrative Officer/Emergency Coordinator or alternate, may activate the Emergency Operations Warning arrangements in whole or in part. The dissemination of a warning will be carried out to the degree deemed necessary.
2. On receipt of a warning, it is the responsibility of all City Departments and volunteer organizations to activate their Emergency Alerting Systems.

8.3 Termination

1. A Declaration of a State of Local Emergency expires seven days after it is declared unless it is cancelled earlier by the GNWT Minister of Municipal and Community Affairs or terminated by City Council.
2. The Emergency Management Committee will inform involved agencies as soon as possible.

8.4 Emergency Operations Centres & Emergency Shelter or Reception Centre

1. The Primary Emergency Operations Centre is located at City Hall 4807-52nd Street. There is a confidential telephone number that is normally left on call forward to the Emergency Dispatch Centre when the EOC is inactive;
2. City Hall's Corporate Boardroom situated directly beside the Senior Administrative Officer's office is designated as the Emergency Operations Centre;

3. The alternate Emergency Operations Centre is located in the 2nd floor boardroom of the Fire Hall, Station #1 (100 Taylor Road), Emergency 873-2222, 920-2222, 669-2222, 766-2222, 765-2222.
4. The primary emergency shelter or reception centre is the Fieldhouse or Multiplex [one or both locations, dependent on the situation]. Ecole Saint Patrick School facility is the secondary centre for emergencies. Other facilities may be designated by the Emergency Management Committee as circumstances require.

8.5 Emergency Site Management

1. The purpose of Emergency Site Management is to provide leadership and coordination of resources in responding to the impacts of an emergency in the affected area.
2. The emergency site shall be managed by one of the following agencies as designated by the Senior Administrative Officer/Emergency Coordinator or alternate at the time this Plan is activated:
 - a) Yellowknife Fire Division;
 - b) Municipal Enforcement Division;
 - c) Public Works and Engineering; or
 - d) Community Services.

In the event that the emergency is caused by criminal activity, the RCMP may be designated site management. It is acknowledged that in many emergency situations, two or more agencies may be in a supporting role to the responding agency and this may impact the provision of normal services while the emergency response is in effect. The Senior Administrative Officer or Director of Public Safety will designate the Emergency Site Manager. This decision will be communicated to all responding agencies by the Emergency Coordinator.

8.5.1 Fire/Ambulance and Dangerous Goods

1. Coordinate site management when designated;
2. Alert the Senior Administrative Officer/Emergency Coordinator if the situation is such that it cannot be handled within the capability of regular resources;
3. Activate the division's Emergency Alert System;
4. Conduct all emergency operations within mandate and capability of manpower and equipment;
5. Coordinate site management when designated by the Senior Administrative Officer/Emergency Coordinator;
6. Communicate with the Emergency Operations Centre on status of an emergency;
7. The Fire Chief or his/her alternate will be advised by the Senior Administrative Officer/Emergency Coordinator if their services are required in the Emergency Operations Centre;
8. Establish and maintain a communications command post at the scene of the emergency; and
9. Maintain a log of all actions taken.

8.5.2 Municipal Enforcement

1. Coordinate emergency site management when designated;

2. Communications with Emergency Operations Centre on the status of emergency site(s), including reports on the nature of the event, progress made, problems encountered and assistance required;
3. Work, independently or in conjunction with RCMP on traffic, crowd and security control. If required, establish and secure inner and outer perimeters of the emergency site; and
4. Maintain a log of action taken.

8.5.3 RCMP

It is recognized that the RCMP have their own Emergency Procedures for an emergency and their activities are governed by relevant federal statutes. This plan lists their fundamental tasks in a municipal emergency.

1. Coordinate site management when designated;
2. Immediately respond to the scene with sufficient forces to undertake security, crowd and traffic control;
3. If required, establish and seal off inner and outer perimeters of the emergency;
4. Work solely or in conjunction with Municipal Enforcement Division on traffic, crowd and security control;
5. Conduct the advised evacuation of buildings, or residential areas as authorized by the Emergency Control Committee;
6. Provide assistance to the coroner; and,
7. Maintain a log of all actions taken.

* A copy of the RCMP plan is located in the City's EOC cabinet.

9 STANDARD OPERATING PROCEDURES

9.1 Senior Administrative Officer [Emergency Coordinator]

Incumbent: Sheila Bassi-Kellett Alternate: Grant White
Responsible to: Mayor and Council

Responsibilities:

The responsibilities of the Emergency Coordinator or his/her alternate during an emergency are:

1. Activate the Emergency Management Committee (City Department Directors and Outside Agency contacts found earlier in document);
2. Activate the Emergency Management Committee alert system (see page 10; this should be done in conjunction with City Directors, determination of appropriate outside agencies for that emergency situation);
3. Report to the Emergency Operations Centre;
4. Upon warning of an emergency or disaster activate the Emergency Plan in whole or in part;
5. Coordinate the activities of all members of the Emergency Management Committee;
6. Appoint an agency to manage the emergency site(s);
7. Act as liaison with the GNWT MACA, Director of Public Safety;
8. Provide lists of resources and advisors to the emergency response agencies;
9. Keep the public informed (through designates) of significant developments occurring during and after the emergency or disaster;
10. Update Mayor and Council on the status of the emergency and operations around said emergency; and
11. Ensure that all agencies are notified as soon as possible once the emergency is terminated.

9.2 Director of Public Safety [Emergency Operations Centre Manager]

Incumbent: Eric Bussey

Alternate: Doug Gillard

Responsible to: SAO [City]

Responsibilities:

The responsibilities of the Director of Public Safety or his/her alternate during an emergency are:

1. Activate the Emergency Management Committee alert system (see page 3; this may be done by the SAO, or Director of Public Safety after consultation with SAO);
2. Report to the Emergency Operations Centre in the event of an emergency;
3. Activate the Public Safety Emergency Alert System
4. Coordinate communications and support to the Emergency Site;
5. Report situations and emergencies to the Senior Administrative Officer;
6. Assist the SAO/ Emergency Coordinator in directing emergency operations and,
7. Maintain a log of all action taken.

9.3 Manager of Emergency Management (Emergency Operations Manager)

Incumbent: Doug Gillard Alternate: Eric Bussey
Responsible to: Director of Public Safety

Responsibilities:

The responsibilities of the Manager of Emergency Management or his/her alternate during an emergency are:

1. Report to the Emergency Operations Centre in the event of an emergency;
2. Set up and activate the emergency radio and phone systems in the EOC;
3. Set up and provide supplies for the EOC such as flip charts, notepads etc;
4. Assist the Director of Public Safety or act as his/her delegate; and
5. Maintain a log of all action taken.

9.4 Director of Community Services

Incumbent: Grant White
Responsible to: SAO

Alternate: Johanna Elliot

Responsibilities:

The responsibilities of the Director of Community Services or alternate during an emergency are:

1. Activate the Department's Emergency Alert System;
2. Report to the Emergency Operations Centre;
3. Provide a list of all available equipment/facilities and locations;
4. Provide municipal facilities, personnel and equipment;
5. Communicate/coordinate distribution of personnel, equipment and facility use with all necessary Emergency personnel; and,
6. Maintain a log of all action taken.

9.5 Director of Public Works and Engineering Department

Incumbent: Chris Greencorn Alternate: Wendy Alexander
Responsible to: SAO [City]

Responsibilities:

The responsibilities of the Director of Public Works and Engineering Department or his/her alternate during an emergency are:

1. Activate the Department's Emergency Alert System;
2. Report to the Emergency Operations Centre;
3. Establish effective control over all Public Works operations;
4. Provide barricades and flashers at the site of the incident;
5. Provide municipal equipment and personnel as required;
6. Disconnect any municipal controlled services (utilities) that represent a hazard;
7. Provide assistance in cleanup operations and repair damage where there is a municipal responsibility;
8. Restore essential services;
9. Act as liaison with any utility, power or telecommunication companies; and,
10. Maintain a log of all action taken.

9.6 Director of Policy, Communication and Economic Development

Incumbent: Kerry Penney
Responsible to: SAO [City]

Alternate: Richard McIntosh

Responsibilities:

The responsibilities of the Director of Policy, Communications and Economic Development or his/her alternate during an emergency are:

1. Report to the Emergency Operations Centre, or be available to provide information from any location;
2. Act as the City’s Communications Officer as directed by the Emergency Coordinator to include the following:
 - a) Gather, process and disseminate information for the Emergency Management Committee;
 - b) Gather, process and disseminate information to the media and the public from the emergency services; and
 - c) Arrange press conferences;
3. Liaise with business community, as required;
4. Provide assistance to any other Department, as required; and
5. Maintain a log of all action taken.

9.7 Director of Corporate Services and/or Manager of Corporate Services and Risk Management

Incumbent: Sharolynn Woodward (Corporate Affairs) Alternate: Alan Dube
Clem Hand (Purchasing) Grant Marriott
Responsible to: SAO [City]

Responsibilities:

The responsibilities of the Director of Corporate Services or alternate during an emergency are:

1. Activate the Department's Emergency Alert System;
2. Report to the Emergency Operations Centre;
3. Coordinate purchase and supply requirements;
4. Provide Information Technology support to the EOC and Emergency Site, as required;
5. Provide an inventory of City Stores, supplies and their locations;
6. Provide lists of suppliers;
7. Provide lists of equipment resources;
8. Keep records of funds expended as well as equipment usage;
9. Maintain records of all purchases; and,
10. Maintain a log of all action taken.

9.8 Manager of Human Resources

Incumbent: Marie Couturier
Responsible to: SAO [City]

Alternate: Cathy Tumoth/Eliane Mota

Responsibilities:

The responsibilities of the Manager of Human Resources or his/her alternate during an emergency are:

1. Activate the Division's Emergency Alert System;
2. Report to the Emergency Operations Centre;
3. Alert the Manager of Yellowknife Area Office of the GNWT's Health and Social Services Department;
4. Co-ordinate supply and track demand of human resources;
5. Maintain records of human resources and administrative detail that may involve financial liability;
6. Ensure that identification cards are issued for identification purposes;
7. Arrange comforts for the Emergency Operations Centre; and,
8. Maintain a log of all action taken.

9.9 City Clerk

Incumbent: Debbie Gillard
Responsible to: SAO [City]

Alternate: Slavica Jovic

Responsibilities:

The responsibilities of the City Clerk or his/her alternate during an emergency are:

1. Report to the Emergency Operations Centre;
2. Maintain a log for the Emergency Coordinator (SAO) of actions taken by the Response Committee;
3. Activate sufficient staff to provide assistance to either the Mayor & SAO or Emergency Management Committee (EOC);
4. Provide support to any other Department, as required;
5. Maintain a log of all action taken;
6. Develop a comprehensive report for Council upon the termination of the emergency.

9.10 NTHSSA – Stanton Territorial Hospital

Incumbent: Kimberly Riles, COO
Responsible to: Department of Health and Social Services, GNWT

Responsibilities:

The responsibilities of the Stanton Regional Yellowknife Hospital during an emergency are:

1. Activate the hospital's Emergency Alert System;
2. Ensure that the hospital staff are ready for a possible influx of emergency patients;
3. Arrange for the dissemination of all special instructions concerning public health and safety to the population;
4. Provide for mass immunization, if required;
5. Provide for continuous medical care on an as when and where basis;
6. Provide for emergency medical treatment for the injured not requiring hospitalization;
7. Act as liaison with the Territorial Health & Social Services Department; and,
8. Maintain a log of all action taken.

* A copy of this organizations Emergency Plan is kept in the City's E.O.C cabinet.

9.11 Yellowknife Health and Social Services Authority

Incumbent: Liliana Canadic

Responsible to: YK Health and Social Services Authority Board

Responsibilities:

The Yellowknife Health and Social Services Authority will act as the City's welfare agency, and the CEO will appoint a representative to report to the Emergency Operations Centre Committee and:

1. Activate the Social Services Emergency Alert System;
2. Provide:
 - a) Emergency feeding;
 - b) Emergency lodging;
 - c) Emergency clothing;
 - d) Emergency registration and inquiry; and,
 - e) Personal services;
3. Establish communications requirements;
4. Coordinate the response of volunteer organizations directly involved with Social Services;
5. Provide the support required for advised evacuation; and,
6. Maintain a log of all action taken.

* A copy of this organizations Emergency Management Plan is kept in the City's E.O.C cabinet.

9.12 St. John Ambulance

Responsibilities:

The Yellowknife St. John Ambulance Agency may provide support to the City's emergency response as requested and the CEO will appoint a representative to report to the Emergency Operations Centre Committee. The responsibilities are:

1. Activate the St. John Ambulance Emergency Alert System;
2. Co-ordinate the response with the Fire Division as directed;
3. May be directed to support Yellowknife Health and Social Services; and,
4. Maintain a log of all action taken.

9.13 YKDFN

Responsibilities:

The Yellowknives Dene First Nation and the City of Yellowknife signed a Memorandum of Understanding on October 2, 2002.

1. The City agrees to include the Yellowknives Dene First Nation (YKDFN) in the list of outside agencies to be contacted in the event that a State of Local Emergency is declared by the City within the meaning of the *Emergency Management Act* of the Northwest Territories;
2. In the event that the City's Emergency Operations Centre is activated to respond to an emergency or potential emergency within Lot 500, the City will notify YKDFN as soon as it is reasonably possible and invite a representative to sit on its Emergency Management Committee;
3. The City will invite YKDFN to participate in emergency preparedness planning exercises and will seek input on significant amendments to its Emergency Management Plan;
4. Contact: YKDFN at: Chief Executive Officer, Yellowknives Dene First Nation,

10 Appendix A:



CITY OF YELLOWKNIFE

Declaration of State of Local Emergency

WHEREAS an emergency exists in the City of Yellowknife due to:
(Describe the nature of apprehended or actual emergency)

THEREFORE THE COUNCIL PURSUANT TO SECTION 18(1) OF THE *EMERGENCY MANAGEMENT ACT*, BY RESOLUTION OF COUNCIL HEREBY DECLARE THAT A STATE OF LOCAL EMERGENCY EXISTS, IN ALL OR PART OF THE MUNICIPALITY OF YELLOWKNIFE HEREIN DESCRIBED

Time: _____

Date: _____

Emergency Coordinator: _____

Mayor: _____

* Notes:

1. If the whole of the Municipality is not affected, describe the area in which the emergency exists.
2. Immediately after the declaration of a state of local emergency, the local Emergency Management Committee shall cause the details of the declaration to be published by such means of communication as it considers most likely to make known to the population of the area of the municipality affected by the contents of the declaration.
3. The Emergency Management Committee shall forthwith, upon declaration of a State of Local Emergency, forward a copy of the declaration to the Head of the Emergency Management Organization (MACA G.N.W.T.)

11 Appendix B: Winter Power Outage

The following information is ONLY a guideline. Every emergency can and will present itself in a different manner with various issues and complexities. Use the following information and continue to consult with partner and outside agencies for the best approach to the emergency at hand. The following information is based upon outside agencies not being able to restore back-up power (through Jackfish Power Plant) to the City in a timely manner.

Winter Power Outage

- 1) An assessment of the risk for City is as follows and may be reviewed by the members of the EOC as the situation changes;

Risk Assessment Matrix – City of Yellowknife					
Temperature (Celcius)	Seriousness of the Situation – Duration of Full Power Outage (Hours)				
	0-2	3-4	4-5	5-7	8+
+10 (or greater)	Green	Green	Green	Green	Green
0	Green	Green	Green	Green	Green
-10	Green	Green	Green	Green	Yellow
-20	Green	Green	Green	Yellow	Yellow
-30	Green	Green	Yellow	Yellow	Red
-40	Green	Yellow	Yellow	Red	Red

LEGEND:

Green	No reception / warming centre required
Yellow	Reception / warming centre 'MAY' be required (situational)
Red	Reception / warming centre will open within City

- 2) First location for 'Reception Centre' is Fieldhouse OR Multiplex location OR both (depending on need). This is done through the Manager of Human Resources (primary contact) and/or Director of Public Safety and the primary agency responsible will be Yellowknife Area Health and Social Services Authority (YKH&SSA) (see 7 for more information);
- 3) Secondary location is St. Patrick's High School [primarily for pandemic-type emergency]. Any other school gym can be considered as a reception centre or warming centre. Community Services

already has the various memorandum of understanding with the two Yellowknife School Boards within the City.

- 4) If other locations are required, the decision can be made at the time (consider empty office towers – Bellanca Developments, Northern Property REIT or GNWT office buildings);
- 5) CONSIDERATIONS; if using schools for additional reception centres, this may result in school closure the next day, domino effect, kids stay home, adults may need to stay home. Try to use office towers first with back-up generation;
- 6) Northland Utilities with full up-to-date listing of all buildings with back-up generation, use any list from this organization (as it will be most recent);
- 7) YKH&SS has the lead in establishing 'Reception Centre'. Following notes:
 - a) YKH&SS will primarily deal with Manager of Human Resources;
 - b) It is easier to keep in one geographical location;
 - c) YKH&SS will require assistance from City [Community Services or Public Works] for set-up or configuration of area; and
 - d) Seacan behind Fieldhouse has cots, blankets, pillows for use in emergency
- 8) Other considerations for the EOC;
 - a) *Communications*; RCMP, CBC radio, Moose FM, CKLB, or Cabin radio, City Website, Social Media, MED or Fire may be required (along with volunteers) to go door to door in neighbourhoods to alert residents of reception/warming centre opening;
 - b) *Transportation*; Public Works is responsible for the transit contract and can contact the service provider. Transit contractor may be required to transport residents;
 - c) *Other Non-City Facilities*; May need to consider both seniors facilities (Mary Murphy & Avens) in event that some of their patients require transport to hospital or their alternate location [they may request City assistance; and
 - d) *Back-up Generators*; EOC will contact fuel suppliers to ensure constant supply of fuel for reception centre, see below
- 9) Resources to contact for fuel;
 - a) Manager, Matonabee Petroleum
 - b) PHONE NUMBERS LISTED HERE (after hours number);
 - c) Tank-farm fuel supply; 4 trucks fully loaded each night; b-train transports arriving every 2 days (approximate) pumps available to remove fuel from tanks (or take directly from b-train transports) and then local transport to facility designated;
 - d) In event of Matonabee supply issues, Matonabee can contact other suppliers (Basset Petroleum, Midnight Sun or RTL tank farm) to acquire further fuel, making Matonabee single point of contact
- 10) Every power outage is unique. An outage in the summer is not a large concern. An outage in the winter with extreme cold during the evening time is more difficult to assess and monitor. Proper communications from Northland Utilities, NT Power Corporation and the City will be required to ensure residents have useful information; and

- 11) Any expense during a power outage must be documented in the event that the Government of the Northwest Territories (GNWT) may provide any reimbursement. If this reimbursement is not possible, the City may be required to discuss those expenses with the insurance provider.

12 Appendix C: Reception Centre

The following information is ONLY a guideline. Every emergency can and will present itself in a different manner with various issues and complexities. Use the following information and continue to consult with partner and outside agencies for the best approach to the emergency at hand.

Reception Centre Scenario (other community evacuated to Yellowknife)

- 1) Initial call will come from a representative of Municipal and Community Affairs (MACA) of the Government of the Northwest Territories (GNWT) alerting City officials (Director of Public Safety or Senior Administrative Officer) that a possible forest fire or other emergency event will likely result in the evacuation of another Northwest Territories (NWT) community to the City of Yellowknife (placing staff on alert);
- 2) City official should contact Manager of Human Resources to provide alert to Yellowknife Area Health and Social Services Authority (YKH&SS) in the event that an evacuation may occur;
- 3) First location for 'Reception Centre' is Fieldhouse OR Multiplex location OR both (depending on need). This is done through the Manager of Human Resources (primary contact) and/or Director of Public Safety and the primary agency responsible will be Yellowknife Area Health and Social Services Authority (YKH&SSA) (see 6 for more information);
- 4) YKH&SS has the lead in establishing a Reception Centre for evacuees:
 - a) YKH&SS will primarily deal with Manager of Human Resources;
 - b) It is easier to keep in one geographical location;
 - c) YKH&SS will require assistance from City [Community Services or Public Works] for set-up or configuration of area; and
 - d) Sea Can (rear of the Fieldhouse) has cots, blankets, pillows for use in an emergency situation.
- 5) City of Yellowknife will receive additional information from MACA to provide the number of evacuees and the approximate time of their arrival. This information is crucial for YKH&SSA in the set-up of lodging and meal planning services;
- 6) The Emergency Operations Centre (EOC) of the City of Yellowknife does not need to be established in order to provide the 'reception centre' duties required. City officials should note that any additional assistance required from a third party and billed to the City should be documented for reimbursement;
- 7) When the evacuated community is cleared for residents to return, meetings shall be held between GNWT officials, the City and YKH&SSA staff to make the necessary arrangements to have those residents transported home; and
- 8) City of Yellowknife and YKH&SSA must keep all records of expenses for the duration of the designated Reception Centre for receiving evacuees from another community. All expenses shall be recorded and provided to a representative after the emergency event for reimbursement from MACA.

13 Appendix D: Acronyms and Definitions

Alert	Is a phase of emergency response in which there is a possibility of an emergency situation occurring within the near future. During the “Alert” phase of the response, various Emergency Operations Centre personnel monitor the situation and provide an communications to the public, government or outside agencies, as appropriate.
CEO	Chief Executive Officer for an organization.
City	City of Yellowknife.
Council	Municipal Council of the City of Yellowknife.
Emergency	Any event or instance that warrants action to save lives and protect property, public health and safety. A situation which is larger in scope and more severe than normal.
Emergency Management Committee	Means the City’s Emergency Management Organization established by the Emergency Management By-law No. XXXX.
EMO	Emergency Management Organization – Organization within the Government of the Northwest Territories – Department of Municipal and Community Affairs that deals with emergency measures.
EOC	Emergency Operations Centre, a site from which civil officials and partner agencies coordinate, monitor, and direct emergency responses activities during an emergency or disaster.
GNWT	Government of the Northwest Territories
Incident	A situation that is limited in scope and potential effects.
MACA	GNWT Department of Municipal and Community Affairs
MED	Municipal Enforcement Division
Plan	Emergency Plan for the City of Yellowknife.
RCMP	Royal Canadian Mounted Police
Reception Centre	Any facility deemed necessary for residents or non-residents to be housed for any period of time (Fieldhouse primary, St. Patrick High School secondary). Other sites may also be utilized, depending on the emergency situation.
Response	The work done immediately after an emergency has occurred, primarily to save human life, treat the injured, and prevent further injury and losses.

Risk	The chance or likelihood of an occurrence based on the vulnerability and known circumstances of any community.
YKDFN	Yellowknives Dene First Nation
SAO	Senior Administrative Officer of the City of Yellowknife
State of Local Emergency	Provides Community with extraordinary powers to deal with an emergency in accordance with the <i>Emergency Management Act</i> of the NWT.
YKFD	City of Yellowknife Fire Division