



CITY OF YELLOWKNIFE

EMERGENCY MEASURES PLAN

Submitted to:
FOR PUBLIC USE

By:
City of Yellowknife
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FOREWARD

No community is exempt from disaster and no community can estimate precisely when or in what form disaster may strike. Within the limits of these assumptions, however, there is a great deal which can be done to reduce the effects of an emergency by preplanning.

Every community must be prepared to react to emergency conditions and to avoid all possible suffering and loss. It will be the job of the Emergency Control Committee and Emergency Response Committee, set up by this plan, to give leadership in a disaster situation.

1 INTRODUCTION

The Community of Yellowknife, Northwest Territories is located on the north shore of Great Slave Lake, approximately six hundred air miles north of Edmonton, Alberta. Since 1967 Yellowknife has been the capital of the Northwest Territories. The City is at Latitude 62 degrees North, Longitude 114 degrees West.

The city of approximately 19,000 people is governed by a Mayor and eight Councilors, with the administration lead by a Senior Administrative Officer.

Yellowknife has its own Fire Service, the staff of which is composed of both permanent and volunteer members. The city is policed by the RCMP, and municipal by-law enforcement is carried out by the City of Yellowknife's (City) own Municipal Enforcement Division.

Yellowknife is on the Mackenzie Highway system which provides access to southern Canada by highway.

2 PURPOSE

The primary purpose of the Emergency Plan (Plan) is to allow for the coordination of all services required in the event of real or apprehended peace time emergency.

3 SCOPE

The Plan will assist to establish a plan of action for the efficient deployment of all services required in order that a prompt coordinated response to any emergency takes place. This Plan will also ensure the minimizing of risk 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, *Civil Emergency Measures Act*, is considered a 'local authority' and provided with the following authorities and duties under section 7.(1):

1. Shall appoint a committee to advise the local authority on the development of emergency plans and programs;
2. Shall establish and maintain an community emergency response measures agency;
3. Shall appoint a coordinator of the community emergency measures agency and establish the duties of the coordinator including the preparation and co-ordination of emergency plans and programs for the community;
4. Shall prepare and approve emergency plans and programs; and
5. May enter into agreements with and make payments to organizations for the provision of services in the deployment or implementation of emergency plans or programs.

5 SEQUENCING

1. Notification of disaster – SAO or Alternate – Director of Public Safety or Alternate.
2. Verification of disaster – Site Manager/SAO
3. Establish two-way radio communication with site contact E.O.C. dedicated telephones.
4. Activation of EOC – SAO, all Directors, Specific Managers
5. Activate Emergency Alerting Systems/City Departments
6. Council to declare a State of Local Emergency – Yes/No – Council/SAO
7. Contact EMO [MACA] – SAO
8. Contact of other Agencies as required – RCMP, YKH&SSA, etc.
9. Maintain a log of all actions taken and associated costs
10. Inform Public
11. Arrange press conferences
12. Advise public when situation is under control or terminated
13. Develop a comprehensive report for City Council, all Directors and Managers – Prepare a list of actions and response taken for the SAO.

* Note: Refer to Plan for more detail

6 EMERGENCY MEASURES ALERT FAN OUT SYSTEM

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

Responding Agency to one of the following:

EOC Confidential Numbers	Phone Numbers	
	Work	Home/Cell
Dennis Kefalas <i>City Administrator</i> (to be called first in the event of a disaster)		
Dennis Marchiori <i>Director, Public Safety</i> (secondary call)		
Jeffrey Dalley <i>Director, Corporate Services</i>		
Chris Greencorn <i>Director, Public Works</i>		
Grant White <i>Director, Community Services</i>		
Nalini Naidoo <i>Director, Communications & Economic Development</i>		
Jeffrey Humble <i>Director, Planning & Development</i>		
Debbie Gillard <i>City Clerk</i>		
Marie Couturier <i>Manager, Human Resources</i>		
City Emergency Dispatch		

Name	Address
Dennis Kefalas	
Dennis Marchiori	
Grant White	
Chris Greencorn	
Jeffrey Dalley	
Nalini Naidoo	
Jeffrey Humble	
Debbie Gillard	
Marie Couturier	
Mayor Mark Heyck	
Rebecca Alty	
Adrian Bell	
Linda Bussey	
Niels Konge	
Shauna Morgan	
Julian Morse	
Steve Payne	
Rommel Silverio	

EMERGENCY MEASURES CALL-OUT

Incident Command

**

City Administrator (Emergency Co-ordinator)

Two Way Radio

Contact information

**

Director of Public Safety

Two Way Radio

Contact information

**

Director of Corporate Services

Contact information

**

Director of Public Works & Engineering

Contact information

(Mayor) Mark Heyck Contact information	(D/Mayor) Adrian Bell Contact information
COUNCILLORS	
Rebecca Alty Contact information	Linda Bussey Contact information
Niels Konge Contact information	Sauna Morgan Contact information
Julian Morse Contact information	Steve Payne Contact information
Rommel Silverio Contact information	

**EMERGENCY MEASURES
EMERGENCY OPERATIONS CENTRE – REPORTING AGENCIES**

Outside Agencies
RCMP
Yellowknife Health and Social Services Authority
YK Amateur Radio Society
Stanton Territorial Health Authority
Coast Guard Auxiliary
Yellowknife Ground Search and Rescue
Chief Public Health Officer
Environment & Natural Resources - (formerly RWED)
Industry, Tourism & Investment
Radio Stations CBC CJCD
NWT Coroner Service
Department of National Defense
Airport Manager
GNWT (Environment and Natural Resources) Spill Line

OUTSIDE AGENCIES - RESOURCES

Name	Contact Person(s)	Phone Number
NWT Power Corporation		
Northland Utilities		
Northwestel		
Public Works & Govt. Services Canada		
Giant Mine (FED, Nuna)		
Newmont Mining Ltd. (Miramar Con Mine Ltd)		
Cardinal Coachlines		
St. John Ambulance		

7 EMERGENCY PROGRAM

7.1 Components of Emergency Management

The City will meet its emergency management responsibilities by taking four interrelated actions: mitigation, preparedness, response and recovery. This systematic approach treats each action as one phase of a comprehensive process, with each phase building on the outcomes of the preceding one. The overall goal is to minimize the negative impact caused by an emergency or disaster.

1. Mitigation

Any activity taken to eliminate or reduce the degree of long-term risk to human life and property from natural and manmade hazards. Mitigation assumes that the City is exposed to risks whether or not an emergency occurs.

2. Preparedness

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

3. Response

Any activity taken immediately before, during, or directly after an emergency occurs to save lives, minimize damage to property, and enhance the effectiveness of recovery.

4. Recovery

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

7.2 EMERGENCY CONTROL COMMITTEE

7.3 Composition

1. The Mayor and/or Deputy Mayor of City Council and the Senior Administrative Officer or their alternates shall form the Emergency Control Committee.
2. The Mayor or his alternate may be the Chairperson of the Emergency Control Committee.

7.4 Responsibilities

1. Authorized to declare a State of Local Emergency in the city of Yellowknife, upon such declaration being made, the City of Yellowknife Emergency Measures Organization shall

exercise all powers conferred upon it by the *Civil Emergency Measures Act of the Northwest Territories*.

2. The specific responsibilities of the Emergency Control Committee are as follows:
 - i) Declare a State of Local Emergency;
 - ii) Advise the GNWT Emergency Measures Organization (MACA) of the declaration of a State of Local Emergency;
 - iii) Forward information for public information and press releases to the Emergency Coordinator;
 - iv) Forward a copy of the declaration to the Minister of Municipal and Community Affairs;
 - v) Report to Council on the situations at such times as the Chairperson deems it necessary; and,
 - vi) Provide support to the Emergency Coordinator in coordinating actions of the Emergency Response Committee.

7.5 EMERGENCY RESPONSE COMMITTEE

7.6 Composition

1. The Emergency Response Committee shall be comprised of the following members* and/or their alternates:
 - i) Senior Administrative Officer – Emergency Coordinator;
 - ii) Director of Corporate Services – Finance related matters;
 - iii) Director of Public Works and Engineering – Heavy Equipment & Personnel Resource Manager;
 - iv) Director, Communications & Ec Dev – Communications & Ec Dev Officer;
 - v) Director of Public Safety – EOC facilitator / Emergency Personnel Manager;
 - vi) Manager of Human Resources (GNWT Health & Social Services Coordinator);
 - vii) Director of Community Services – Recreation Facility and Equipment Resource Manager;
 - viii) Manager of Purchasing – Financial Purchasing Manager;
 - ix) City Clerk – Recording Officer / EOC Support;
 - x) Yellowknife Area Health and Social Services Authority; and
 - xi) RCMP;

* Emergency Coordinator will determine participation of individuals in E.O.C.

7.7 Other Agencies

Other agencies or organizations may have a role in responding to an emergency and their services are to be rendered by request of the Emergency Coordinator.

1. Northland Utilities;
2. Stanton Regional Yellowknife Hospital;
3. St. John Ambulance;
4. Yellowknife Amateur Radio Society;
5. Coast Guard Auxiliary;
6. Northwestel;
7. NWT Power Corporation;
8. Airport Manager; and
9. Other agencies as required.

7.8 Responsibilities

1. All emergency operations conducted under this Emergency Measures Plan shall be coordinated and implemented by the Emergency Response Committee.
2. The Emergency Measures Plan can be activated in part or in whole, but the activation is not dependent on either a declaration of a State of Local Emergency or the opening of an Emergency Operations Centre;
3. The specific responsibilities of the Emergency Response Committee are as follows:
 - a) The Emergency Response 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) Advise Council of developments in the emergency situation or actions taken to minimize the effects of the emergency;
 - c) Liaise by two-way radio, telephone or dispatch runner with the Site Commander;
 - d) Advise the Emergency Response Committee of any actions which have been, or should be taken, to minimize the effects of the emergency;
 - e) Undertake the expenditure of municipal funds required for the preservation of life and health;
 - f) Enlist the assistance of residents, other agencies and senior levels of Government;
 - g) Provide logistic and administrative support to any volunteer agency or organization involved;
 - h) Take such action as is necessary to minimize the effects of an emergency on the City and its inhabitants;
 - i) Provide information to the media as deemed necessary; and
 - j) Record all actions.

8 EMERGENCY RESPONSE

8.1 Activation

1. If the size, potential hazard and/or seriousness of the emergency appears beyond the capability of responsibility of the responding agency, then the responding agency may request the activation of the Emergency Plan by calling the Senior Administrative Officer;
2. The Senior Administrative Officer or his alternate is responsible for activating the City's Emergency Plan. If the Senior Administrative Officer, Director of Public Safety or his alternate cannot be contacted immediately, the Director of Public Works and Engineering, Director of Corporate Services or his alternate is authorized to activate the plan;
3. After conferring with the members of the Emergency Response Committee, and with those members of Council who are available, the Mayor or another elected official will declare a State of Local Emergency within the circumstances 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 Emergency Plan either in whole or in part with Senior Administrative Officer or alternate assuming the role of the Emergency Coordinator;
5. Upon activation of the Emergency Plan, the Senior Administrative Officer/Emergency Coordinator 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 of handling the emergency;
6. If the implementation of all these actions is insufficient to control the emergency, then assistance may be requested from other sources through the Emergency Coordinator/Senior Administrative Officer;
7. All requests for outside assistance should be made to the Emergency Measures Organization, Government of the Northwest Territories at 920-2303. This also includes any request for assistance from the Canadian Armed Forces, commercial airline carriers, and federal departments.

8.2 Alerting

An event 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 I emergencies. The Plan may be implemented for Level II, III or IV 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 service response. This incident is moderate impact to the City (or High in that neighbourhood) 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 to 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 his alternate;
2. On receipt of the warning from the responding agency the Senior Administrative Officer/Emergency Coordinator or his alternate, will activate the Emergency Operations Warning arrangements in whole or in part. The dissemination of the warning will be carried out to the degree deemed necessary.
3. On receipt of the warning, it is the responsibility of all officials of the 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 made unless it is cancelled earlier by the Minister of Municipal and Community Affairs, GNWT or terminated by City Council. This is found within the *Civil Emergency Measures Act* of the GNWT (s 15.(4)).
2. The Emergency Control Committee will inform all 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 City Pumphouse when the EOC is inactive;
2. The boardroom situated directly beside the Senior Administrative Officer’s office is designated as the Operations Centre;

3. The alternate Emergency Operations Centre is located at 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 shall be the City Fieldhouse or City Multiplex locations [one or both locations, dependent on situation]. École Saint Patrick School facility is the secondary centre for emergency purposes [i.e. pandemic].

8.5 Emergency Site Management

1. The purpose of the Emergency Site Management is to provide direction and control of Emergency Operations.
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) Municipal Enforcement Division;
 - b) Fire/Ambulance;
 - c) Public Works and Engineering; and
 - d) RCMP.

It is acknowledged that in many routine incidents, two of the agency members may be in an “assistance role” to the third agency and therefore the formal duties below will not occur in all emergencies. The Senior Administrative Officer will designate the Site Manager. This decision shall be communicated to all operative agencies by the Emergency Coordinator.

8.5.1 Municipal Enforcement

1. Co-ordinate site management when designated;
2. Communications with Emergency Operations Centre via VHF radio system on the status of emergency site(s). The status reports should include progress made, problems encountered and assistance required;
3. Work either solely or in conjunction with RCMP on traffic, crowd and security control. If required, establish and seal off inner and outer perimeters of the emergency site; and
4. Maintain a log of all actions taken.

8.5.2 Fire/Ambulance and Dangerous Goods

1. Co-ordinate 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. Co-ordinate site management when designated by the Senior Administrative Officer/Emergency Coordinator;
6. Communicate with the Emergency Operations Centre via VHF radio system on status of emergency;
7. The Fire Chief or his 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.

8.5.3 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. Co-ordinate 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 kept in the City's EOC cabinet.

9 STANDARD OPERATING PROCEDURES

9.1 Senior Administrative Officer [Emergency Coordinator]

Incumbent: Dennis Kefalas 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 Control Committee (City Department Directors and Outside Agency contacts found earlier in document);
2. Activate the Emergency Response Committee alert system (see page 10; this should be done in conjunction with City Directors, determination of best 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. Co-ordinate the activities of all members of the Emergency Response Committee;
6. Appoint an agency to manage the emergency site(s);
7. Advise and assist the Emergency Control Committee in the fulfillment of their duties;
8. Act as liaison with the Director of Public Safety, Emergency Measures Organization, within MACA;
9. Provide lists of resources and advisors to the emergency response agencies;
10. Keep the public informed (through designates) of significant developments occurring during and after the emergency or disaster; and
11. Ensure that all agencies are notified as soon as possible once the emergency is terminated.

9.2 Director of Public Safety [Emergency Facilitator]

Incumbent: Dennis Marchiori Alternate: Doug Gillard
Responsible to: SAO [City]

Responsibilities:

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

1. Activate the Emergency Response Committee alert system (see page 10; 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. Be the primary contact for Fire or MED (site managers);
5. Maintain the City's Emergency Plan;
6. Liaise with outside agencies and obtain copies of their emergency plans;
7. Maintain Emergency Operations Centre equipment and accounts;
8. Report situations and emergencies to the Senior Administrative Officer; and,
9. Maintain a log of all action taken.

9.3 Director of Community Services

Incumbent: Grant White

Alternate: Dave Hurley

Responsible to: SAO

Responsibilities:

The responsibilities of the Director of Community Services or his/her alternate during an emergency are to:

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.

9.4 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 to:

1. Activate the Department's Emergency Alert System;
2. The Director of Public Works and Engineering or his alternate will 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 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.

9.5 Director of Communication and Economic Development

Incumbent: Nalini Naidoo

Alternate: Richard McIntosh

Responsible to: SAO [City]

Responsibilities:

The responsibilities of the Director of Economic Development or his/her alternate during an emergency are to:

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 Measures Agency;
 - 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.

9.6 Director of Corporate Services and/or Manager of Purchasing

Incumbent: Jeffrey Dalley (Corporate) Alternate: Sharolynn Woodward
Clem Hand (Purchasing) Grant Marriott
Responsible to: SAO [City]

Responsibilities:

The responsibilities of the Director of Corporate Services or his/her alternate during an emergency are to:

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

9.7 Manager of Human Resources

Incumbent: Marie Couturier

Alternate: Cathy Tumoth

Responsible to: SAO [City]

Responsibilities:

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

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.

9.8 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 to:

1. Report to the Emergency Operations Centre;
2. Maintain a log for the Emergency Coordinator (SAO) and of actions taken by the Response Committee;
3. Activate sufficient staff to provide assistance to either the Emergency Control Committee (Mayor & SAO) or Emergency Response 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.

9.9 Stanton Regional Yellowknife Hospital

Incumbent: Brenda FitzGerald Alternate:
Responsible to: Department of Health and Social Services, GNWT

Responsibilities:

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

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.

9.10 Yellowknife Health and Social Services Authority

Incumbent: Les Harrison Alternate:
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 to:

1. Activate the Social Services Emergency Alert System;
2. Provide the following:
 - a) Emergency feeding;
 - b) Emergency lodging;
 - c) Emergency clothing;
 - d) Emergency registration and inquiry; and,
 - e) Personal services;
3. Establish VHF radio communications requirements;
4. Co-ordinate 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 Plan is kept in the City's E.O.C cabinet.

9.11 St. John Ambulance

Responsibilities:

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

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

9.12 N'dilo

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 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 Measures 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 the Yellowknives as soon as it is reasonably possible and invite a representative to sit on its Emergency Management Committee;
3. The City will invite the Yellowknives to participate in emergency preparedness planning exercises and will seek input on significant amendments to its Emergency Plan;
4. Contact: Yellowknives Dene First Nation at: Chief Executive Officer, Yellowknives Dene First Nation, PO Box 2514, Yellowknife NT X1A 2P8. Phone 873-4307, Fax 873-5969.

10 Appendix A: 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 14(i) OF THE *CIVIL EMERGENCY MEASURE 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 control 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 local control committee shall forthwith, upon declaration of a State of Local Emergency, forward a copy of the declaration to the Emergency Measures Organization (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 or CJCD radio, 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 has responsibilities with Cardinal Coach lines, 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 '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
5. City of Yellowknife will receive additional information from MACA of GNWT 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 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 arrangement 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 'reception centre' for another community. All expenses shall be tallied and provided to a representative after the emergency event for reimbursement from MACA of the GNWT.

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 occasion or instance that warrants action to save lives and to protect property, public health and safety. A situation is larger in scope and more severe in terms of actual or potential effects.
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	Municipal and Community Affairs
MED	Municipal Enforcement Division
Plan	Emergency Plan for City of Yellowknife.
RCMP	Royal Canadian Mounted Police
Reception Centre	Any facility deemed necessary for residents or not-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.
SAO	Senior Administrative Officer for City of Yellowknife
State of Local Emergency	Provides Community with extraordinary powers to deal with an in accordance with the <i>Civil Emergency Measures Act</i> of the GNWT.
YKFD	City of Yellowknife Fire Division
YKHSSA	Yellowknife Health and Social Services Authority