

**John Ivey**

**From:** John Ivey [muncdsao@capedorset.ca]  
**Sent:** July 15, 2009 11:50 AM  
**To:** 'Roy, Bhabesh'  
**Cc:** 'Mike Hayward'  
**Subject:** RE: Spill reporting etc

TO  
 Bhabesh  
 Roy

My name is fine as the contact person for 24 hours notice.  
 Mike H is looking into the Coast Guard container to see what is there, if we can use it and to confirm that we have access to it in an emergency.  
 The EMO plan is here and I will get back to you today ( I promise!! ) regarding the provisions for responding to An emergency.

Thank You!!

John

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**From:** Roy, Bhabesh [mailto:RBhabesh@GOV.NU.CA]  
**Sent:** July 15, 2009 11:08 AM  
**To:** John Ivey  
**Cc:** Fuentes, Patricio; Palluq, Johnathan; Toonoo, Timoon  
**Subject:** Spill reporting etc

John,  
 I am writing you again to get the following information:

1. Contact person's name for 24 hrs spill report: We like to use your name??
  2. List of spill kits available in the hamlet
  3. What kind of spill contingency plan you have right now in the community.
- To develop a *site specific spill contingency plan*, I need these information ASAP.

Thanks and have a good day.

Bhabesh  
**Bhabesh Roy, M.A.Sc., P.Eng.**  
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 Community Government Services  
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# MUNICIPALITY OF

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# EMERGENCY RESPONSE PLAN

May 2007

*House 0016*

## **INTRODUCTION**

The Municipality of CAPE Dorset Emergency Response Plan has been developed to assist with managing an emergency in the community.

Since the initial response to an emergency is almost always at the municipal level it is important that all essential services be co-coordinated to meet the stress of the emergency in the most effective way and to avoid a duplication of efforts. For this plan to be effective, it is essential that all parties concerned are aware of its provisions. Each elected official and appointed representative must be prepared to carry out their assigned function and responsibilities in an emergency.

Emergencies are defined as situations or impending situations caused by forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life and property. They affect public safety, namely the health, welfare, and property of those in the community, as well as the environment and economic strength of the area.

In order to protect residents, businesses, and visitors, the Municipality of CAPE Dorset requires the coordinated response by a number of agencies under the direction of a Community Control Group (CCG). These are arrangements and procedures other than the normal, day-to-day operations carried out by emergency services.

This plan has been presented to CAPE Dorset Municipal Council, and approved through By-law # \_\_\_\_\_ thereby giving legal authority for measures that need to be taken to deal with an emergency.

It is important that residents, businesses, and interested visitors be aware of its provisions. The Municipality of CAPE Dorset Emergency Response Plan is available for viewing at the Municipal Offices. For more information please contact the Municipal Emergency Management Coordinator.

## **AIM**

The aim of this plan is to make provision for the extraordinary arrangements and measures that may need to be taken to protect the health, safety, welfare, environment, and economic health of residents, businesses, and visitors of the Municipality of \_\_\_\_\_ when faced with an emergency.

This plan is designed to enable a centralized, controlled and coordinated response to emergencies in the Municipality of \_\_\_\_\_ to meet the requirement of *The Nunavut Emergency Measures Act*.

## **AUTHORITY**

### **a) *The Nunavut Emergency Measures Act***

*The Nunavut Emergency Measures Act* is the legal authority for an emergency management program in Nunavut.

Section 6 (1) states that:

Every municipal council shall identify the risks of an emergency occurring in the community and prepare an emergency management program in respect of those risks. Section 6 (1) further states the Municipality must maintain, test, and implement the program as well as conducting exercises and training in relation to the program.

Section 6 (2) states that:

A municipal council shall include in an emergency management program:

- a) any program, arrangement, or other measure to provide for the continuity of the operations of the municipal corporation or in the event of an emergency
- b) any other information required by the Minister

### **b) Adopting By-law**

As required by *The Emergency Measures Act*, the emergency response plan and its elements have been:

- i) Adopted under Municipality of \_\_\_\_\_ By-law # \_\_\_\_\_, and as such is affixed to the By-law as Schedule \_\_\_\_\_.
- ii) Filed with the Minister Responsible for the Emergency Measures Act.

**c) Actions Prior to Declaration**

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under the Emergency Response Plan as may be required to protect property and the health, safety, and welfare of the Municipality of \_\_\_\_\_.

**NOTIFICATION PROCEDURES****a) Responsibility**

Any member of the Community Control Group (CCG) being aware of a warning of a real or potential emergency shall immediately contact the Senior Administrative Officer or the RCMP Detachment Commander to request that the CCG emergency notification process be implemented. The request should include the following information;

- Identify themselves as a CCG member
- A brief description of the emergency, i.e. location and type
- Any immediate safety concerns
- Any immediate security concerns
- Any requirements for immediate emergency service response. (police, fire, emergency medical services)

**b) Emergency Notification Process**

Upon receipt of a request for initiating the CCG notification procedure, the Senior Administrative Officer or RCMP Detachment Commander shall contact the CCG members in the following order of priority:

1. Senior Administrative Officer
2. Fire Chief
3. Municipal Emergency Management Coordinator
4. RCMP Detachment Commander
5. Mayor
6. Municipal Works Foreman
7. Health & Social Services
8. Nunavut Power Corporation Plant Superintendent

Contact information for each CCG member is included in the directory attached as Annex A.

All calls shall provide the following details:

- Identify that a CCG member activated the notification process
- The type and location of the situation
- The CCG is assembling at the primary (or secondary, as appropriate) Emergency Operations Centre (EOC)

**c) Action by CCG Members**

Upon being notified of a request for assembly it is the responsibility of each CCG member to assemble at the Emergency Operations Centre (EOC) within 15 minutes of receiving notification.

In the event a CCG member is unable to attend within the indicated time frame he/she shall contact their alternate to attend.

Upon arrival at the EOC each CCG member shall establish their workstation. Once a workstation has been established the CCG member shall contact related staff at the incident to obtain a status report.

A briefing of the CCG shall take place as soon as is practical to determine the extent of the situation.

The Mayor and Council are responsible for declaring an emergency. The decision will usually be made following the briefing and a consultative process with the CCG.

**d) Requests for Assistance**

Requests for assistance may be initiated by the CCG, at any time, from an external agency, private and/or public. In making any such request the municipality maintains responsibility for managing the emergency.

The responsibility for making such requests for assistance shall be with the Senior Administrative Officer unless otherwise assigned.

Requests for Federal or Territorial assistance shall be directed to Nunavut Emergency Management, Department of Community & Government Services.

**e) Declaration/Termination of an Emergency**

Upon the declaration/termination of an emergency, it is the responsibility of the Mayor to ensure the following individuals/agencies are notified in order of priority as listed:

1. Minister Responsible for the Emergency Measures Act
2. Public
3. Nunavut Emergency Management
4. Local Member of Legislative Assembly
5. Neighbouring Community Officials, i.e. Mayor, SAO

A **confidential** directory of contact information is included in Annex A of this plan.

**COMMUNITY CONTROL GROUP OPERATIONS**

Emergency operations will be directed and controlled by the Community Control Group who shall be responsible for coordinating the provision of essential services necessary to minimize the effects of the emergency on the community. The CCG may function with a limited number of CCG members as is appropriate for the type of emergency faced. Although the CCG may function without all members being present, all members of the CCG must be notified.

**a) Community Control Group (CCG)**

The Community Control Group shall be comprised of the officials noted below:

1. Senior Administrative Officer, or Alternate (Ass't. SAO)
2. Mayor, or Alternate (Deputy Mayor)
3. Municipal Emergency Management Coordinator
4. RCMP Detachment Commander
5. Municipal Works Foreman
6. Fire Chief
7. Health & Social Services
8. Nunavut Power Corporation Plant Superintendent

**b) Emergency Operations Centre (EOC)**

The EOC is the site from which the CCG shall coordinate and direct the provision of essential services. CCG members shall assemble at the primary or secondary EOC directly upon receipt of notification of an emergency.

Locations have been identified as Emergency Operation Centres and included in Annex 'B' as attached to the plan.

### **c) Operating Cycle**

The most important part of the operating cycle is regular meetings of the CCG. The decision making process can best be accomplished by a round table assessment of events as they occur and by agreeing on a course of action to overcome specific problem areas or situations. This is best accomplished by setting up an Operations Cycle. A scheduled cycle of planning, acting, and reporting also provides CCG members time to deal with their individual responsibilities. Normally, an agreed course of action will be implemented by Municipal Departments functioning primarily within their own spheres, however, from time to time, it may become necessary to adopt and implement a joint plan of action which could involve two or more departments operating in unison. An Operations Officer will establish the frequency of meetings and coordinating the operations cycle.

In order to preserve a record of CCG decisions and actions, individual and group key event logs shall be kept and information relevant to the entire EOC shall be posted.

### **d) Community Control Group Responsibilities**

Members of the Community Control Group are/may be responsible for the following actions and/or decisions.

- Advising the Mayor on the need to declare an emergency to exist and determining the "emergency area".
- Appointment of an Emergency Site Manager (ESM) and support of the ESM through the provision of equipment, staff and resources as required.
- Mobilizing, coordinating and directing the necessary services, agencies and equipment for the mitigation of the effects of the emergency. This includes internal municipal resources, and those external resources from agencies not under municipal control e.g. private contractors, service clubs, volunteer agencies, other levels of government.
- Notifying, requesting assistance/liaisoning with various levels of government and any private or public agency to obtain advice/direction/assistance or to establish an advisory group/working group/subcommittee for any aspect of the emergency.
- Ordering, coordinating and overseeing the evacuation of inhabitants from buildings or sections of the emergency area which are considered to be dangerous or which the inhabitants may be in danger from another source. This includes arranging for accommodation and welfare, on a temporary basis, for any residents who are in need of assistance due to displacement as a result of the emergency.
- Discontinuing utilities or services provided by public or private agencies when continuation of such utilities or services constitutes a hazard to public safety within the emergency area.



- Authorizing expenditure of money required to deal with the emergency.
- Establishing a communications network to:
  - issue current accurate information to media outlets
  - issue authoritative instructions to the public
  - address incoming requests for information concerning the emergency
  - establish a reporting centre concerning aspects of the emergency
- Maintain a log outlining the emergency situation status, key actions taken, and decisions made.
- Advising the Mayor on the termination of an emergency.
- Participating in a post-emergency debriefing.

#### **e) Emergency Site Manager (ESM)**

An emergency could arise with or without warning and will usually be reported or discovered by either the fire or police service who would, in any event, be among the first to be called to the scene of a potential emergency. A senior member of the fire or police service may assume command at the site of the emergency originally and a decision to alter/designate an ESM rests with the CCG. The CCG is to offer support with equipment, staff and other resources, as required and requested by the ESM.

The ESM is to coordinate effective emergency site operations. Senior representatives for each response agency at the emergency site shall report to the ESM for consultation so as to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the ESM, so as to establish the manner and process by which response actions will be provided.

#### **f) Communications and Coordination**

An important function of every department is to provide timely information for the benefit of the decision making process. This will necessitate a reliable system of communication between the emergency site and emergency operations centre for each agency. Radio communications are least susceptible to damage or interruption in times of emergency. Sufficient radios using a common frequency will need to be made available for all CCG members. For communication, some of the external agencies will need to be contacted by telephone.

The Senior Administrative Officer will normally function as the Operations Officer and be responsible for coordinating the activities of the CCG and for ensuring good communications between all agencies involved in emergency operations.

To effectively control, coordinate and review the status of the emergency, decisions made, and actions taken, a master log shall be maintained from the operational cycle meetings by \_\_\_\_\_

*(insert title)*

## **INDIVIDUAL RESPONSIBILITIES OF THE COMMUNITY CONTROL GROUP**

**Mayor ( \* and Council Where Appropriate)** – The Mayor will perform the following responsibilities:

- Ensure emergency notification goes out to community residents.
- Arrange workstation in Emergency Operating Centre. Notify the required support and advisory staff of the emergency.
- Call and chair meetings of the Community Control Group, particularly in contemplation of an emergency or in a pending emergency situation.
- \* Declare an emergency exists in the municipality or on any part thereof.
- Notify individuals and/or agencies listed in Part \_\_\_\_\_ (Notification Procedures Section) (e) of this Plan.
- Provide overall leadership by making decisions and determining priorities in conjunction with the Community Control Group.
- Ensure the coordination of appropriate actions by members of the Community Control Group, through the Operations Officer, in responding to an emergency.
- Ensure the Members of Council, and neighbouring Mayors as appropriate, are kept informed of the emergency situation.
- Request assistance from neighbouring municipalities and/or from other levels of government, when required.
- Ensure the timely distribution of news releases and public announcements.
- \* Terminate the emergency and ensure proper notification of all listed in Part \_\_\_\_\_ (Notification Procedures Section) (e) of this Plan and any others, as appropriate.

**Senior Administrative Officer** – The Senior Administrative Officer will perform the following responsibilities:

- Ensure emergency notification goes out to community residents.
- Arrange workstation in Emergency Operating Centre. Notify the required support and advisory staff of the emergency.
- Organize and coordinate the Community Control Group as the 'Operations Officer', and schedule regular meetings in the operating cycle.
- Advise the Mayor on Administrative matters.
- Make arrangements for obtaining and displaying up-to-date information at all times.
- Arrange and coordinate communication to the media including the preparation and issue of press releases and public announcements.
- Ensure a communications link is established between the ESM and Emergency Operations Centre.
- Ensure liaison with RCMP Detachment Commander regarding security arrangements for the Emergency Operation Centre.
- Maintain a log of all decisions made, actions taken and instructions issued.
- Maintain a record of all expenditures.
- Security of all classified material, verbal and documental reports relative directly or indirectly to the emergency.

**Municipal Emergency Management Coordinator** – The M.E.M.C. is responsible for:

- Ensure emergency notification goes out to community residents.
- Assist Community Control Group Members in arranging the Emergency Operations Centre.
- Provide advice and clarifications regarding the implementation details of the Emergency Response Plan.
- Address action items that may result from the activation of the Emergency Response Plan and keep the Community Control Group informed of implementation needs.
- Maintain records and logs for the purpose of debriefs and post-emergency reporting that will be prepared.
- Maintain a log outlining his/her actions regarding decisions made or orders.

**RCMP Detachment Commander** - The Detachment Cmdr. is responsible for:

- Ensure emergency notification goes out to community residents.
- Arrange workstation in Emergency Operating Centre. Notify the required support and advisory staff of the emergency.
- Provide advice and information on matters related to policing services and coordinate all Police Service activities.
- Coordinate policing services identical to the organization existing under normal conditions.
- Ensuring provision of law and order and the protection of life and property.
- Ensure the continuity of the emergency reporting system for receiving and dispatching of emergency calls.
- Ensure sources of power, heat and lighting is available to support the operation of the Police Station and Communications Centre and the municipal administration building.
- Assign a police officer to the emergency scene and establish an on-going communications link.
- Notify necessary emergency and community services, as required.
- Establish an inner perimeter within the emergency area.
- Establish or direct an outer perimeter to be established in the vicinity of the emergency area to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.
- Provide traffic control to facilitate the movement of emergency vehicles.
- Alert persons endangered by the emergency and assist in coordinating evacuations.
- Arrange for security and/or maintenance of law and order at any facility as required. e.g. E.O.C., evacuation centres, etc.
- Notify the Coroner of fatalities.

- In cooperation with the Mayor and Public Information Officer at the Emergency Operations Centre, arrange for the public to be allotted of persons endangered by the emergency and coordinate evacuations.
- Maintain an up to date inventory of supplies and equipment available from the Police Service which may be utilized during an emergency indicating type, quantity, location, and method of procurement.
- Maintain a log of all decisions made, actions taken and instructions issued.

**Fire Chief** – The Fire Chief is responsible for:

- Arrange workstation in Emergency Operating Centre. Notify the required support and advisory staff of the emergency.
- Provide advice and information on matters related to fire protection services and coordinate all Fire Department activities.
- Coordinate the delivery of fire protection services identical to the organization existing under normal conditions.
- Coordinate rescue of trapped persons, fire suppression operations, and medical aid, as required (**if trained and authorized to do so**).
- Ensure the protection of lives, property, and the environment.
- Assign a member of Fire Dep't. to the emergency scene and establish an ongoing communications link.
- Assign an Emergency Site Manager and/or a site command post, as required.
- Coordinate actions to eliminate sources of potential danger in the emergency area.
- Advise the Territorial Fire Marshal's Office of the emergency and request additional or specialized resources as required.
- Maintain an up to date inventory of supplies and equipment available from the Fire Department which may be utilized during an emergency indicating type, quantity, location, and method of procurement.
- Arrange such tests as necessary to determine the degree of hazard existing in buildings or other structures from explosive, flammable or toxic agents.
- Maintain a log of all decisions made, actions taken and instructions issued.

**Municipal Works Foreman** – The Municipal Works Foreman is responsible for:

- Arrange workstation in Emergency Operation Centre. Notify the required support and advisory staff of the emergency.
- Provide advice and information on matters related to engineering, operations, transit, water, wastewater, and to coordinate all Municipal Works activities.
- Coordinate the delivery of engineering, operations, transit, water, wastewater, identical to the organization existing under normal conditions.
- Notify the required support and advisory staff of the emergency.
- Assign an appropriate public works official to the emergency scene and establish an ongoing communications link, as required.
- Assign an Emergency Site Manager and/or a site command post, as required.
- Liaise with other agencies, as required.
- Provisions and maintenance/repair of water system, roads, and necessary appurtenances e.g. snow removal.
- Provide barricades, traffic markers/flashers, to assist in managing traffic at the emergency site, on routes in the area of the emergency site, and evacuation routes.
- Provide municipal vehicles, equipment and operators as required.
- Advise on the overall safety of structures, control construction, and arrange for demolition of unsafe buildings and excavation operations as required.
- Report any environmental hazards, e.g. spills, leaks, etc., to the appropriate agency (ies).
- Maintain an up to date inventory of supplies and equipment that the department uses during normal operations and those which may be required in an emergency indicating type, quantity, location, and method of procurement.
- Provide emergency potable water, supplies and sanitation facilities as required.



- Liaison with the Fire Department regarding water supply for firefighting purposes.
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate.
- Ensuring liaison with public utilities regarding disconnection of any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- Ensuring liaison with appropriate authorities regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, boats, and trucks) for the purpose of transporting persons and/or supplies, as required.
- Procuring staff to assist, as required.
- Ensuring that a record is maintained of drivers and operators involved.
- May provide assistance with accessing generators for essential services, or other temporary power measure.
- Providing information and advice on water servicing.
- Disconnecting water services as deemed appropriate.
- Assisting in obtaining emergency water supplies where practical.
- Restoring water service where practical on a priority basis.
- Maintain a log of all decisions made, actions taken and instructions issued.

**Director of Community Services** – The Director of Community Services is responsible for:

- Arrange workstation in Emergency Operation Centre. Notify the required support and advisory staff of the emergency.
- Provide advice and information on matters relating to recreation facilities and community programs (for longer term interruptions).
- Coordinate the opening and operation of reception and/or evacuation centres to ensure the well being of residents who have been displaced by arranging emergency lodging, clothing, feeding, registration and inquiry and personal services.
- Liaise with agencies and key community groups who may provide necessary resources for the operation of reception and/or evacuation centres.
- Coordinate offers of and requests for volunteer resources and issue identification cards to all approved volunteers as may be required.
- Liaise with Public Health Officials on areas of mutual concern regarding operation of evacuation centre.
- Liaise with the RCMP regarding site security and the provision of law and order at facilities as required.
- Maintain a log of all decisions made, actions taken, and instruction issued.
- Coordinate feeding and personal services for Emergency Operation Centre and emergency site staff and volunteers.
- In cooperation with the Mayor and the Public Information Officer (SAO) at the EOC, coordinate the dissemination of information to the public regarding evacuation and/or reception centres.
- Maintain an up-to-date inventory of supplies and equipment that might be required by the department in an emergency, indicating type, quantity, location and method of procurement.

**Medical Officer of Health (or Delegate)** – The Medical Officer of Health is responsible for:

- Arrange workstation in Emergency Operation Centre as appropriate. Notify the required support and advisory staff of the emergency.
- Provide advice and information on matters related to public health and coordinate public health activities.
- Coordinate public health services identical to the organization existing under normal conditions.
- Assign a Public Health Official to the emergency scene and establish an on going communications link, as required.
- Assign an emergency site manager and/or a site command post, as required.
- Liaise with appropriate public health agencies, medical officials, as required.
- Provide advice on matters which may adversely affect public health.
- Liaise with the Public Information Officer (SAO) to provide instructions on health and safety matters to the public.
- Coordinate the efforts to prevent and/or control the spread of disease and the response to disease related emergencies.
- Coordinate the storage, handling, and distribution of vaccines and/or other disease/illness treatment options, as required.
- Liaise with the Municipal Works Foreman on matters of potable water supply and sanitation facilities.
- Liaise with the Director of Community Services on areas of mutual concern regarding health matters in evaluation and/or reception centres. Make recommendations and initiate remedial action in areas of •accommodation standards •sewage and waste disposal •water supply •air quality •food handling, storage and preparation •general health and safety.

- Liaise with the area coroner's representative to coordinate mortuary activities, as may be necessary.
- Provide resource support and consultation on effective health protection for emergency response staff and volunteers.
- Maintain a log of all decisions made, actions taken and instructions issued.

**Nunavut Power Corporation (NPC)**

- Arrange workstation in Emergency Operations Centre. Notify the required support and advisory staff of the emergency.
- Advise the Community Control Group on matters pertaining to electrical power.
- Dispatch on-duty personnel and equipment to the scene of the emergency and, if the situation warrants, have off-duty personnel alerted and placed on standby.
- Control NPC operations and coordinate operations with other services.
- Maintain an up-to-date inventory of supplies and equipment that might be required by the department in an emergency, indicating type, quantity, location and method of procurement.
- Monitoring the status of electrical power outages and customers without services.
- Providing updates on electrical power outages, as required.
- Develop an effective system for the gathering of factual information for the use of the Community Control Group.
- Provide immediate and continuing information on the developing emergency situation in the municipality.
- Arrange for the establishment of a reporting and inquiry service to provide specific information regarding people who may be affected by the emergency.
- Coordinate alternate supplies of electrical power as necessary and practicable.
- In cooperation with the Mayor and the Public Information Officer (SAO) at the Emergency Operations Centre, coordinate the dissemination of information to the public regarding the status of electrical service.

### **Emergency Support and Advisory Resources**

If required a "support group" may be formed from members of public and private agencies having specialist knowledge and advice to give. This group, drawn from organizations listed hereunder, may be called upon individually or be asked to deliberate and make recommendations collectively.

### **Northwestel**

Will, if required and requested by the Community Control Group, provide emergency services at the scene of the emergency, or at the Emergency Operations Centre, or at such other facilities engaged in the emergency operations.

### **Local Church Groups/Service Clubs**

Upon request provide assistance to identify or assist with shelter management, food, clothing and transportation needs on any declared emergency. Arrange with Community Services for the opening and staffing of any approved site selection location to provide registration of all residents in need of assistance due to displacement as a result of the emergency. May also be utilized to provide food and beverage to emergency personnel working at emergency site.

### **Communication Media**

Community Control Group Headquarters will, if deemed necessary, request the local radio station to alert and inform emergency personnel and the public of the situation and of the action to be taken.

Local radio and television stations will, in an emergency, be requested to advise the public to keep clear of the emergency area and to refrain from using the telephone unnecessarily and particularly not to call emergency services unless it is absolutely essential.

The Senior Administrative Officer, as Public Information Officer, will provide the news media with factual information and other relative details pertaining to the emergency on a continuing basis.

### **Petroleum Products Distributor**

Will, if required and requested by the Community Control Group, arrange for the discontinuation and re-establishment of service to consumers when considered necessary and in the interest of public safety.

### **Coroner**

In the event of death resulting from the emergency, the Coroner will fulfill the requirements of The Coroner's Act. It is the responsibility of the RCMP Detachment Commander to advise the supervising Coroner when deemed necessary.

### **Ambulance Services (\* Note: Health Services Disaster Plan Overrides This Section)**

Designates an ambulance representative to function as the Emergency Health Services (EHS) On-Scene Commander.

Communicates with the Emergency Operations Centre, medical facility, and the EHS Site Coordinator to provide overall direction for EHS response and support for their needs.

The EHS Site Coordinator is designated as being in charge of ambulances, ambulance communications, and medical resources at the site of the emergency. The senior on-site Paramedic or Medical Official will act as the EHS Site Coordinator.

The EHS site Coordinator will:

- Triage and initiate Life Saving treatment, establish Triage Centre and conduct triage of casualties, i.e. Red Tag – Life Threatening, Yellow Tag – Prompt, Green Tag – Deferrable, Blue Tag – Deceased/Morgue, Track Triage Tag Numbers.
- Transports patients to medical facility.
- Maintains a record outlining all decisions made and actions taken. Submits a summary of the log to the Emergency Operations Control Group Chairperson within one week of the termination of the emergency.

### **Department of National Defense (DND)**

#### **Authorities which may be provided with services**

There is no restriction as to persons or organization for whose benefit services may be performed. Help may be given to other federal government departments, provincial/territorial and municipal governments, agencies of such governments such as police forces, private organizations whether commercial or otherwise, and private persons. Requests for assistance from Federal Government resources are coordinated by Nunavut Emergency Management.

### **Community Health Centre / Regional Hospital**

Community Health Centre / Regional Hospital Disaster Plan will be activated by Health authorities, if necessary, when alerted that an emergency exists.

### **Local Industry / Enterprise**

The need for outside assistance in a supporting role for local industry / enterprise during an emergency is inevitable.

In addition to informing responsible authorities as to the existence of special hazards, local contracting companies may be equipped and capable of carrying out difficult tasks under emergency conditions.

Any designated member of the Community Control Group will, if deemed necessary, request the assistance and support of any one or all of the industrial, engineering and construction companies from the area who have volunteered their support in times of an emergency.

### **Local Education Authorities or Regional School Operations**

These groups are responsible for the control of the school population, school buildings, and other school facilities in the emergency area.

Schools may on request by the Community Control Group or the Medical Officer of Health, and with proper approvals be utilized as an Emergency Shelter or Evacuation Centre, or as a Community Control Group Emergency Operations Centre or such other facility that may aid in the handling and care of casualties or the public in general.

The designated school or schools that are staffed by school staff operate under the direction of the school Principal, or alternate.

### **Social Services**

Social Services Director or alternate is responsible for:

- Liaising with the Community Control Group to arrange emergency lodging, clothing, feeding, registration, inquiries and personal services for those residents who have been displaced from their homes, as well as for the operations of both reception and evacuation centres.
- Ensuring that a representative of the Local Education Authority and/or Regional School Operations is notified when facilities are required as reception and/or evacuation centres.



- Maintaining accurate records of any expenditures authorized for the purpose of basic necessities under the emergency response plan.
- Liaising with Community/Regional Emergency Coordinator from the Department of Health and Social Services on areas of mutual concern regarding reception and evacuation centres.
- Assisting with the opening, set-up and closing of temporary and/or long-term evacuation centres, to ensure adequate staffing and appropriate evacuation services are operational.
- Supervising and managing the operations of reception and evacuation centres.
- Coordinating counselling services are made available for evacuees at evacuation centres via Public Health and/or other agencies.
- Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuation centres.
- Acting as a liaison with the Public Information Officer to coordinate reception and evacuation centre communication requirements and other information for dissemination.
- Liaising with the RCMP to coordinate reception centre and evacuation centre security.
- Notifying volunteers and evacuees of the termination of the emergency, and coordinating the dispersal of persons from the evacuation centre.
- Maintaining a personal log of all actions taken.
- Participating as a Member of the Post Emergency Recovery Committee and/or Disaster Relief Committee, as required.
- Ensuring agreements are in place for meal services for staff/volunteers at the reception and evacuation centres.
- Participating in evacuation exercises to test reception and evacuation centre procedures and recommending training and development workshops as required for staff and volunteers.

**ANNEX A**  
**DIRECTORY TELEPHONE NUMBERS**  
**CONFIDENTIAL**

| <b>COMMUNITY CONTROL GROUP</b>   | <b>HOME</b> | <b>BUSINESS</b>                              | <b>CELLULAR</b> | <b>FAX</b> |
|--|-------------|--|-----------------|------------|
| <b>Mayor</b>   |             |  |                 |            |
| Alt: Deputy Mayor  |             |  |                 |            |
| <b>SAO</b>   |             |  |                 |            |
| Alt: A/SAO   |             |  |                 |            |
| <b>RCMP Det. Cmdr.</b>   |             |  |                 |            |
| Alt:   |             |  |                 |            |
| <b>Fire Chief</b>  |             |  |                 |            |
| Alt: Deputy Chief  |             |  |                 |            |
| <b>Municipal Emergency Mgt. Coordinator</b>  |             |  |                 |            |
| <b>Municipal Public Works</b>  |             |  |                 |            |
| <b>Nunavut Power Corp.</b>   |             |  |                 |            |
| <b>Community Services Director</b>   |             |  |                 |            |
| <b>Medical Officer of Health</b>   |             |  |                 |            |
| <b>OTHER</b>   |             |  |                 |            |
| <b>Chief Building Official</b>   |             |  |                 |            |
| <b>By-law Enforcement Officer</b>  |             |  |                 |            |
| <b>Nunavut Emergency Management</b><br>Glen Higgins                                      | 979-6267    | 975-5403                                     | 975-9007        | 979-4221   |
| <b>EMO Duty Manager</b><br>Headquarters  | n/a         | 979-6262<br>800-693-1666                     | n/a             | 979-4221   |
| <b>EMO Regional Duty Officer</b><br>Kitikmeot Region<br>Kivalliq Region<br>Baffin Region | n/a         | 867-983-2542<br>867-645-3625<br>888-624-4043 | n/a             |            |
|  |             |  |                 |            |
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|  |             |  |                 |            |

**DIRECTORY TELEPHONE NUMBERS**  
**CONFIDENTIAL**

| <b>VITAL SERVICES SUPPORT GROUP</b>            | <b>HOME</b> | <b>BUSINESS</b> | <b>CELLULAR</b> | <b>FAX</b> |
|--|-------------|-----------------|-----------------|------------|
| <b>Coroners</b>                                |             |                 |                 |            |
|  |             |                 |                 |            |
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|  |             |                 |                 |            |
| <b>Hospital</b>                                |             |                 |                 |            |
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|  |             |                 |                 |            |
| <b>Community Emergency Operations Centre</b>   |             |                 |                 |            |
| <b>Regional Emergency Operations Centre</b>    |             |                 |                 |            |
| <b>Territorial Emergency Operations Centre</b> |             |                 |                 |            |
|  |             |                 |                 |            |
|  |             |                 |                 |            |
| <b>Search and Rescue</b>                       |             |                 |                 |            |
|  |             |                 |                 |            |
|  |             |                 |                 |            |
| <b>Ambulance Service</b>                       |             |                 |                 |            |
|  |             |                 |                 |            |
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|  |             |                 |                 |            |
| <b>Dep't. of Education</b>                     |             |                 |                 |            |
| <b>Regional School Operations</b>              |             |                 |                 |            |
| <b>Community School</b>                        |             |                 |                 |            |
| <b>Local District Education Authority</b>      |             |                 |                 |            |
|  |             |                 |                 |            |
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**DIRECTORY/TELEPHONE NUMBERS**  
**CONFIDENTIAL**

| <b>VITAL SERVICES SUPPORT GROUP</b>           | <b>HOME</b> | <b>BUSINESS</b> | <b>CELLULAR</b> | <b>FAX</b> |
|---|-------------|-----------------|-----------------|------------|
| <b>Northwestel</b>                            |             |                 |                 |            |
| Community Technician                          |             |                 |                 |            |
| Emergency Repair Service                      |             |                 |                 |            |
|   |             |                 |                 |            |
|   |             |                 |                 |            |
|   |             |                 |                 |            |
|   |             |                 |                 |            |
| <b>Canadian Red Cross</b>                     |             |                 |                 |            |
|   |             |                 |                 |            |
|   |             |                 |                 |            |
|   |             |                 |                 |            |
| <b>Dep't. of Health &amp; Social Services</b> |             |                 |                 |            |
| Health Centre                                 |             |                 |                 |            |
| Emergency After Hours Contact                 |             |                 |                 |            |
| Regional Health Officer                       |             |                 |                 |            |
| Regional Hospital                             |             |                 |                 |            |
| Iqaluit Hospital                              |             |                 |                 |            |
| Social Services                               |             |                 |                 |            |
| Environmental Health Officer                  |             |                 |                 |            |
|   |             |                 |                 |            |
| <b>Salvation Army</b>                         |             |                 |                 |            |
|   |             |                 |                 |            |
|   |             |                 |                 |            |
|   |             |                 |                 |            |
| <b>Petroleum Products Division HQ</b>         |             |                 |                 |            |
| Local Fuel Contractor                         |             |                 |                 |            |
|   |             |                 |                 |            |
|   |             |                 |                 |            |
| Power outages & emergency info.               |             |                 |                 |            |
| After hours emergency                         |             |                 |                 |            |
|   |             |                 |                 |            |
| <b>Transportation</b>                         |             |                 |                 |            |
| Airport Manager                               |             |                 |                 |            |
| Dep't. Economic Dev. & Transportation         |             |                 |                 |            |
| Emergency Contact                             |             |                 |                 |            |
|   |             |                 |                 |            |
| <b>Canadian Coast Guard</b>                   |             |                 |                 |            |
|   |             |                 |                 |            |
| Rescue Co-ordination Centre – Trenton         |             | 800-267-7270    |                 |            |
| Rescue Co-ordination Centre – Halifax         |             | 800-565-1582    |                 |            |
|   |             |                 |                 |            |

**DIRECTORY/TELEPHONE NUMBERS**  
**CONFIDENTIAL**

| <b>VITAL SERVICES SUPPORT GROUP</b>          | <b>HOME</b> | <b>BUSINESS</b> | <b>CELLULAR</b> | <b>FAX</b> |
|--|-------------|-----------------|-----------------|------------|
| <b>Parks Canada</b>                          |             |                 |                 |            |
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|  |             |                 |                 |            |
| <b>Joint Task Force North</b>                |             |                 |                 |            |
| Yellowknife                                  |             |                 |                 |            |
| Iqaluit                                      |             |                 |                 |            |
|  |             |                 |                 |            |
|  |             |                 |                 |            |
| <b>Dep't of Environment</b>                  |             |                 |                 |            |
|  |             |                 |                 |            |
|  |             |                 |                 |            |
|  |             |                 |                 |            |
|  |             |                 |                 |            |
| <b>Canutec</b>                               |             |                 |                 |            |
| 24 hrs. Emergency                            |             | 613-996-6666    |                 |            |
| Non emergency                                |             | 613-992-4624    |                 |            |
|  |             |                 |                 |            |
| <b>Territorial 24-hour Spill Report Line</b> |             | 867-920-8130    |                 |            |
|  |             |                 |                 |            |
|  |             |                 |                 |            |
|  |             |                 |                 |            |
| <b>Environmental Services</b>                |             |                 |                 |            |
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| <b>Aircraft</b>                              |             |                 |                 |            |
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|  |             |                 |                 |            |

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**ANNEX B  
CONFIDENTIAL**

Primary Emergency Operations Centre

Secondary Emergency Operations Centre

Alternate Emergency Operations Centre

In the event that neither the primary or secondary EOC's are available for use arrangements may need to be made for use of an alternate facility.

### **AMENDING PROCEDURES**

It is inevitable that through the normal course of events, changes in methods of operation, responsibilities, titles, telephone numbers, etc., will occur.

Accordingly, for the purpose of this Plan, as provided for by by-law, it shall be deemed expedient and appropriate for the Municipal Administration and/or Control Group to make necessary changes to ensure the Plan is current and updated.

In order that this emergency plan be kept as current and concise as possible, any changes or suggestions for change are to be forwarded in writing to:

**Manager  
Nunavut Emergency Management  
PO Box 1000, Stn. 700  
Iqaluit, Nunavut  
X0A 0H0**

**Telephone: 867-975-5403  
Fax 867-979-4221  
e-mail: ghiggins@gov.nu.ca**



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| 2.  | Senior Administrative Officer      | 2                         |
| 3.  | RCMP                               | 2                         |
| 4.  | Fire Department                    | 1                         |
| 5.  | Community Services Department      | 1                         |
| 6.  | Health Centre                      | 1                         |
| 7.  | Nunavut Power Corporation          | 1                         |
| 8.  | Social Services                    | 1                         |
| 9.  | Local District Education Authority | 1                         |
| 10. | Nunavut Emergency Management       | 2                         |