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INTRODUCTION

Short Title

This emergency plan may be cited as the “Inuvik Emergency Response Plan”

Purpose

This plan has been formulated to assign responsibilities and to guide the immediate action of key officials in the first few critical hours after the onset of an emergency. For this plan to be effective, it is essential that all the concerned be made aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities in an emergency.

Regular exercises should be co-operatively staged to ensure the arrangements embodied in this plan are kept current and that all are kept familiar with its provisions. Department heads should likewise review and keep up to date their own procedures and arrangements for responding to emergencies.

Hazards

The Civil Emergency Measures Act defines an emergency as “a present or imminent event that is affecting or could affect the health, safety or welfare of people or is damaging or could damage property.”

While most emergencies could occur within the Town of Inuvik, those most likely to occur were identified in the Hazard Identification and Risk Assessment analysis undertaken by the Inuvik Emergency Management Committee. The following list represents those hazards:

- Aircraft Crash
- Forest fire
- Loss of Natural Gas (Cold Weather Months)
- Major Power Outage (Cold Weather Months)
- Motor Vehicle Accident involving Hazardous Materials
- Major Power Outage (Summer)
- Propane Explosion
- Pandemic
- Major Public Event

CRITICAL INFRASTRUCTURE

Critical infrastructure is the interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government. A list of critical infrastructure located within the Town of Inuvik is located in **Appendix H**.

AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety, and welfare of the inhabitants of the Town of Inuvik when faced with an emergency.

Authority

The *Civil Emergency Measures Act (CEMA)* is the legal authority for the emergency response plan in the Northwest Territories.

The CEMA states that the:

Each local authority

- (a) shall appoint a committee to advise the local authority on the development of emergency plans and programs;
- (b) shall establish and maintain a community emergency measures agency;
- (c) shall appoint a co-ordinator 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;
- (d) shall prepare and approve emergency plans and programs; and
- (e) may enter into agreements with and make payments to organizations for the provision of services in the development or implementation of emergency plans or programs.

“The Town of Inuvik Municipal Council may declare that an emergency exists in the municipality or in any part thereof and on making such a declaration of a state of local emergency the local authority may, for the duration of the order, do all acts and take all necessary proceedings, including:

- (a) causing an emergency plan or program to be put into operation;
- (b) acquiring or using real or personal property, whether private or public considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- (c) authorizing or requiring a qualified person to render aid of the type that the person is qualified to provide; or

- (d) Causing the demolition or removal of vegetation, structures, equipment or vehicles, if this is necessary or appropriate to reach the scene of a disaster or to attempt to prevent or combat a disaster.

As enabled by the Civil Emergency Measures Act, this emergency response plan and its' elements have been:

- i. Issued under the authority of the Town of Inuvik By-law 2573/FC/14; and
- ii. Filed with Emergency Measures Officer of the Government of the Northwest Territories.

The Town of Inuvik Emergency Plan shall conform to the GNWT Emergency Plan. In the event that the GNWT declares an Emergency subsequent to an Emergency having been declared by the Town of Inuvik, and there are inconsistencies between the Town of Inuvik Emergency Plan and the GNWT Emergency Plan, the GNWT Emergency Plan shall take precedence.

SECTION 1 – INUVIK EMERGENCY MEASURES AGENCY

1.1 Composition

Emergency operations will be directed and controlled by the elected and appointed officials listed hereunder who will assemble for this purpose at the Primary or Secondary Emergency Operations Centre. This group will be known as the Inuvik Emergency Measures Agency (IEMA) and will be composed of:

- (a) Head of Council or alternate;
- (b) Senior Administrative Officer (SAO) or alternate;
- (c) Community Emergency Measures Coordinator;
- (d) Director of Protective Services or alternate;
- (e) Senior Police Official or alternate;
- (f) Director of Public Services or alternate;
- (g) Emergency Information Officer or alternate;
- (h) Director of Finance
- (i) Security Officer or alternate
- (j) Reception Centre Manager or Alternate
- (k) Recording Secretary or Alternate
- (l) IT Coordinator or Alternate
- (m) GNWT Emergency Measures Representative
- (n) Water and Sewer Superintendent or alternate;
- (o) Health and Social Services Representative, or alternate;
- (p) Ambulance Representative or Alternate

The Emergency Measures Agency may function with only a limited number of persons depending on the emergency. While the Inuvik Emergency Measures Agency may not require the presence of all members, this shall not preclude the notification of all members.

1.2 Support Group

If required, a "support group" may be formed from the members of public and private agencies having specialist knowledge and advice to give. This group, drawn from but not restricted to the organizations listed hereunder, may be called upon individually or be asked to deliberate and make recommendations collectively.

- (a) NWT Housing Corporation, or alternate;
- (b) Property Management Companies
- (c) Inuvialuit Regional Corporation
- (d) Gwich'n Tribal Council
- (e) Public or private utilities (gas, electrical, telephone, etc.);
- (f) Territorial ministries;
- (g) Industry representatives such as chemical manufacturers;
- (h) Hunters and Trappers Association

- (i) Amateur Radio Emergency Services (ARES);
- (j) District Education Authority;
- (k) Transportation companies;
- (l) Suppliers;
- (m) Caterers;
- (n) Media,
- (o) Others as required

1.3 Objective

The principal function of the IEMA, and the Support Group if assembled, is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency. The Civil Emergency Measures Act R.S.N.T. 1988. C. C-9, as amended, states, "If a local authority is satisfied that an emergency exists or may exist within the community, the local authority may, by resolution, declare a state of local emergency to exist in all or part of the community.

1.4 Notification Procedures

Refer to Section 3 – Notification Systems.

1.5 Declaring An Emergency

The Town of Inuvik Council has the authority to declare that a municipal emergency exists within the boundaries of The Town of Inuvik. This decision is made in consultation with other members of the Inuvik Emergency Measures Agency.

NOTE: Please reference the Checklist for Consideration of a Declaration (see Appendix F).

Upon such declaration, the Mayor will notify:

- i. The GNWT Regional Superintendent,
- ii. GNWT Emergency Measures Officer;
- iii. Public through various forms of media; and
- v. Neighboring community officials, as required

The Mayor of the affected Area Municipality may request assistance from the GNWT by contacting Regional Superintendent without activating the Inuvik Emergency Response Plan. When the resources of the Area Municipality are deemed insufficient to control the emergency, the Mayor of the affected municipality may request that the Regional Superintendent or the Regional Emergency Management Coordinator activate the GNWT Emergency Response Plan.

1.6 Terminating An Emergency

A Municipal Emergency may be terminated at any time by:

- i. A declaration of a state of local emergency expires seven days after it is made unless it is sooner cancelled by the Minister or terminated or renewed by the local authority.
- ii. The Town of Inuvik Council, or
- iii. The Minister.

Upon termination of a Municipal Emergency Council shall notify the population of the affected area, without delay and by whatever means it considers effective, of the expiry, cancellation or termination of the declaration.

1.7 Appointment of the Emergency Site Manager

The decision-making process can best be accomplished by round table assessment of events as they occur and by agreeing on a course of action to overcome specific problem areas or situations. Normally, an agreed upon course of action will be implemented by each response agency functioning primarily within their spheres of responsibility. It may become necessary to adopt and implement a joint plan of action, which could involve two or more such agencies, groups or departments operating in unison. In the event of a major emergency, which threatens life or property, or in cases where an emergency may extend for several days, the Inuvik Emergency Measures Agency will appoint an Emergency Site Manager. His or her duty will be to work under the direction of the IEMA and co-ordinate all resources and services required to meet the emergency. Thereafter, until emergency operations conclude, other departments will act in support of whichever department is exercising on-site co-ordination of operations.

1.8 Communications and Coordination

An important function for all involved is to provide timely information for the benefit of the decision-making process. This will necessitate reliable systems of communication between the emergency site and the IEMA Operations Centre. Radio communications are least susceptible to damage or interruption in times of emergency. However, if telephones are to provide this vital medium of communication, the Operations Centre must have a multiplicity of lines and instruments. The Operations Centre must be sufficiently large to accommodate both information gathering and display activities and provide room for the IEMA to function.

Once decisions have been made by the IEMA, they are to be quickly and accurately passed to every response agency, etc., and where necessary, to the public. This vital function will normally fall to the senior administrative officer (or

other appointee) who will act as Operations Officer and be responsible for coordinating the activities of the operations centre and for ensuring good communication between all agencies involved in emergency operations.

1.9 **Registration of Volunteers**

During an emergency situation within the Town of Inuvik, it may be necessary to have volunteers assist the normal Town and Emergency Operations departments, such as Police, Fire and Ambulance.

When volunteers are to be used, they are required to register at the Emergency Operations Centre or at a designated area decided upon by the IEMA. The Registration and Inquiry Team staff under the direction of the Reception Centers Manager will handle the registration.

Volunteers must be advised that they are not covered by municipal insurance for self-inflicted injuries. However, in a declared emergency these injuries would be covered under Worker's Compensation. Volunteers will receive an identification tag when they register.

1.10 **Central Purchasing**

In order to make materials, equipment, manpower, food and accommodation available if required in an emergency, the coordinator will establish a central purchasing office. This office will ensure that materials, etc. are expedited to the required locations when required. This will eliminate the possibility of duplication on orders of equipment, etc.

All materials, food, etc. will be ordered by a special purchase order and only invoices bearing this number will be paid.

The central purchasing office will be in the Emergency Operations Centre and will be staffed by Town of Inuvik employees.

SECTION 2 - RESPONSIBILITIES

2.1 Member's Collective Responsibilities

Some or all of the following actions/decisions may have to be considered and dealt with by the IEMA:

- (a) Recommending to council that they should Declare an emergency;
- (b) Designating any area in the municipality an emergency area;
- (c) Authorizing expenditures of funds for implementing the emergency plan;
- (d) Evacuating those buildings or sections within the emergency area which are themselves considered dangerous or in which occupants are considered to be in danger from some other source;
- (e) Casualty collection and evacuation in support of emergency health care authorities;
- (f) Dispersing people not directly connected with the operation who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of emergency operations;
- (g) Discontinuing utilities or services provided by public or private concerns without consulting with any consumers within the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within the emergency area;
- (h) Arranging for accommodation and welfare, on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
- (i) Calling in and employment of any municipal personnel and equipment which is required in the emergency;
- (j) Arranging for services and equipment from local agencies not under municipal control, i.e. private contractors, volunteer agencies, service clubs, etc.;
- (k) Arranging assistance from senior levels of government and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency;
- (l) Establishing an information center for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public;
- (m) Establishing a reporting and inquiry center to handle individual requests for information concerning any aspect of the emergency.

2.2 Head of Council

Head of Council or alternate will perform the following responsibilities:

- (a) Chair meetings of the IEMA;
- (b) Declare an emergency to exist (in consultation with Council);
- (c) Ensure the GNWT Regional Superintendent and Emergency Measures Officer have been notified of the declaration of an emergency;

- (d) Make decisions, determine priorities and issue operational direction through the operations officer and the heads of municipal departments;
- (e) Request assistance from neighboring municipalities and /or from senior levels of government, when required;
- (f) Approve media releases and make public announcements about the disaster at hand; and
- (g) Terminate the emergency at the appropriate time and ensure all concerned have been notified.

2.3 **Senior Administrative Officer (Operations Officer)**

The senior administrative official or alternate will perform the duties and responsibilities of an "operations officer", as such he or she will:

- (a) Organize and supervise the Operations Centre and, in particular, make arrangements for obtaining and displaying up-to-date information at all times;
- (b) Arrange the EOC shift schedule/rotation.
- (c) Arrange and co-ordinate telecommunications systems;
- (d) Advise Head of Council on administrative matters;
- (e) Approve all media releases, public advisories, warnings, bulletins, and emergency information placed on the Town web page; and
- (f) Maintain a record of all expenditures including issuing purchase orders for later cost recovery if warranted.

2.4 **Community Emergency Measures Coordinator**

Working with the Emergency Management Program Committee, the coordinator is the primary person responsible and accountable for the emergency management program. Duties include:

- (a) Working with the emergency measures committee to develop the community emergency response plan.
- (b) Distributing the plan and keeping it up to date.
- (c) Providing emergency management expertise and administrative support during an actual emergency.
- (d) In any emergency, evaluating activities in order to improve the emergency response system in future.

2.5 **Director of Protective Services/Fire Chief**

Upon learning of a potential emergency, the Director of Protective Services/Fire Chief or alternate should consider the need for possible activation of the emergency plan, and, if warranted, should trigger the Emergency Alert System and report to the Operations Centre to sit as a

member of the IEMA and perform the following additional functions and responsibilities:

- (a) Provide Head of Council with information and advice on fire fighting matters;
- (b) If appropriate, appoint an "On-site Coordinator" to control operations at the scene of an emergency;
- (c) Activate the Fire Department Emergency Activation Plan (Platoon System)
- (d) Determine if additional or special equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing, etc.; and
- (e) Provide assistance to the other response agencies and be prepared to contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, etc.

2.6 Senior Police Official

Upon learning of a potential emergency, the senior police official or alternate should consider the possible need for activation of the emergency plan, and, if warranted, should trigger the Emergency Alert System and report to the Operations Centre to sit as a member of the IEMA and to perform the following additional functions and responsibilities:

- (a) Provide the Head of Council with information and advice on law enforcement matters;
- (b) If appropriate, appoint an "On-site Coordinator" to control operations at the scene of an emergency;
- (c) Seal off the area of concern;
- (d) Control and, if necessary, disperse crowds within the emergency area;
- (e) Control the movement of emergency vehicles to and from the site of the emergency;
- (f) Coordinate police operations with the other response agencies and arrange for additional supplies and equipment when needed, i.e., barriers and flashers, etc.
- (g) Conduct evacuation of buildings or areas when ordered by Head of Council;
- (h) Arrange for maintenance of law and order in temporary facilities, e.g. evacuation centers;
- (i) Protect property in the emergency area;
- (j) Arrange for additional "police assistance", if required;
- (k) Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act.

2.7 Director of Public Services

Upon learning of a potential emergency, the Director of Public Services or alternate should consider the need for possible activation of the emergency plan and, if warranted, should trigger the Emergency Alert System and report to the Operations Centre to act as a member of the IEMA and to perform the following additional functions and responsibilities:

- (a) Provide Head of Council with information and advice on engineering matters;
- (b) if appropriate, appoint an "On-site Coordinator" to control operations at the scene of an emergency;
- (c) Maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief of preventative operations;
- (d) Provide materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighboring municipalities, private contractors, etc.;
- (e) Assist traffic control, evacuation, etc. by clearing emergency routes, making obstacles, providing road signs, etc.;
- (f) Maintain liaison with private utility companies (hydro, gas, telephone, etc.) and make recommendations for discontinuation of any utilities, public or private, where in the interest of public safety;
- (g) Make recommendations and demolish unsafe structures if ordered by Head of Council; and
- (h) Re-establish essential services at the conclusion of an emergency.

2.8 Emergency Information Officer

- (a) Establish information center (call takers, admin assistants, etc) – to include work schedules, meals, transportation, and parking.
- (b) Establish Media center (care and control of reporters/journalists) – to include the provision of private phones/fax/internet, desks, adequate lighting, washroom facilities, and kitchen facilities.
- (c) Prepare media releases, information/advisory bulletins, and post emergency information on the Town web page.
- (d) Answer media and public inquiries / Arrange news briefings.
- (e) Brief the spokesperson and monitor media reports.

2.9 Director of Finance

- (a) Provide advice regarding purchasing, tendering, and documentation.
- (b) Coordinate all activities associated with Central Purchasing.

2.10 Security Officer

- (a) Establish security zones within the Municipal office,
- (b) Establish a security pass system for the EOC to include individual security passes and log book so as to restrict access to EOC members only.
- (c) Establish security for each of the Reception/ Evacuation Centers as required.

2.11 Reception Centre Manager

- (a) Coordinate staff (volunteers) for the Reception Centers
- (b) Ensure that when required the Reception Centers are properly staffed.
- (c) Ensure that when required Reception Centers are properly set up to meet operational requirements.
- (d) Maintain material resources required for the Reception Centers
- (e) In consultation with the CEMC and the Registration Coordinator, conduct exercises that will confirm operational readiness.
- (f) Maintain communications with the Emergency Operations Centre/IEMA.

2.12 Recording Secretary

- (a) Assist with the setup of the Emergency Operations Centre
- (b) Act as receptionist for all Emergency Operations Centre calls
- (c) Maintain a control log of all ongoing events.
- (d) Receive and distribute all correspondence (fax, email, telephone messages)

2.13 IT Coordinator

- (a) Maintain all IT resources for the Emergency Operations Centre
- (b) Establish IT Services at Reception Centers and the Media Centre as required.

2.14 GNWT Emergency Measures Representative

- (a) Act as the liaison between GNWT Emergency Measures and the Town of Inuvik.
- (b) Provide advice as required
- (c) Coordinate all Territory and/ or Federal resources that are deployed for the emergency.

2.15 Water and Sewer Superintendent

Upon learning of a potential emergency, the Senior Official or alternate should consider the need for possible activation of emergency plan and, if warranted, should trigger the Emergency Alert System and report to the Operations Centre to act as a member of the IEMA and to perform the following additional functions and responsibilities:

- (a) Provide Head of Council with information and advice on engineering matters pertaining to water and sewer operations;
- (b) Advise the Director of Public Services of an emergency affecting water and sewer operations in the Town;
- (c) Maintain liaison with the Department of Environment and Natural Resources, Department of Health, and any other agencies which may be involved;
- (d) Maintain safe, potable water supply;
- (e) Discontinue water or sewer service to any customer where this is considered necessary and practicable;
- (f) Provide or arrange for private suppliers to provide alternate water and sewer where necessary and practicable;
- (g) Secure the site of the emergency, provide barricades and cordon off area required;
- (h) Provide municipal vehicles and equipment with operators as required.

2.16 Health and Social Services Representative

2.16.1 Medical Officer of Health

Upon learning of a potential emergency, the Medical Officer of Health for health matters should consider the need for possible activation of the emergency plan and, if warranted, trigger the Emergency Alert System and report to the Operations Centre to act as a member of the IEMA and either perform the following functions, or report the situation to a competent medical authority who would then take such appropriate action, in conjunction with the IEMA, as the situation warrants:

- (a) **Public Health** matters are the responsibility of the Medical Officer of Health who will:
 - Provide advice on public health matters to Head of Council;
 - Arrange for dissemination of special instructions to the population on matters concerning public health;
 - Arrange for mass immunization where needed;
 - Arrange for testing of water supplies and, when warranted, make recommendations for arranging alternate supplies;

- Notify other agencies and senior levels of government about health related matters.

(b) **Public Health Services Plan**

Public Health authorities should consider having an emergency health services plan drawn up jointly to fulfill the needs of one or more communities, serving to coordinate extensively with all health agencies and institutions.

2.16.2 Social Services (Emergency Social Response/ Delivery)

(a) **Emergency Social Services Summary**

The Community Services Department of the GNWT stands ready at all times to assist the Town of Inuvik in implementation of the community services component of their Emergency Plan. Department officials are responsible for the **immediate liaison** with Department of Health and Community Services officials to ensure funding for emergency clothing, shelter, etc.

(b) **Emergency Financial Aid**

- To ensure communication with senior levels of government on emergency financial aid requirements;
- To provide emergency financial assistance to individuals and families as required.

(c) **Emergency Feeding**

- Feed persons without food or food preparation facilities.
- IEMA and Health Unit officials would cooperatively implement emergency feeding. The Health Unit maintains an inventory of resources for emergency feeding. Community Services would facilitate payment for food.

(d) **Emergency Lodging**

- Provide safe temporary lodging.
- IEMA, Health and Community Services officials would cooperatively implement these services, utilizing local suppliers, organized through the Operations Centre.

(e) **Personal Support**

- Provide assistance and counseling to individuals and families in need;
- To provide special care as required for unattached children, dependent adults and residents in collective living centers.
- The Community Services representative in cooperation with area officials would implement personal support services to satisfy physical, social, emotional and mental health needs of persons affected by the emergency. The Community Services representative would facilitate the provision of services utilizing the Health and Community Services providers and agencies in Inuvik.

2.16.3 Hospital

The Hospital representative (or alternate) and facility responsibilities will be as follows:

- a) The Beaufort Delta Regional Hospital will receive and treat patients from a disaster situation;
- b) The severity of the disaster will dictate the numbers (Refer to Hospital plan for treatment levels and numbers).
- c) The hospital will discharge patients whose condition permits so as to provide beds for patients that may require admission;
- d) Upon being notified of a disaster, the hospital will cancel all elective procedures, place all staff on standby (call additional staff if required) and prepare the O.R. for emergency surgery;
- e) Medical and nursing staff, as well as supplies, shall be made available to assist at the scene if required;
- f) The hospital will direct family members to a central location and provide information to the family as it becomes available;
- g) Patients who are Code 1 and 2 will be treated and released as quickly as possible so as not to overtax the hospital's limited resources;
- h) Notify pharmaceutical suppliers of the situation and have additional supplies shipped to the area;
- i) Provide palliative care to the victims and family members in handling any emotional crises that may occur.

2.17 Ambulance Representative

The Ambulance Services Representative's responsibility (or alternate's) will be to provide enough staff and equipment for patient triage, emergency patient care, transportation to the appropriate medical facility, and first aid to patients who do not require transportation or hospital care. Emergency

coverage, not related to the disaster, will be provided. The Ambulance Representative will be sent to the scene, and/ or, the Operations Centre.

Ambulance dispatch will arrange for:

- Communication with the hospital and advise the number of patients, conditions and estimated time of arrival of patients;
- Additional ambulance coverage as required;
- Air flights - fixed wing and helicopter;
- Additional first aid equipment;
- Communication or command post.

(All ambulances are equipped with the interagency frequency for communication with other emergency responders.)

Mass Casualties

Arrangements for coping with mass casualties are made jointly by the hospital and ambulance services, which serve the local area (Refer to the Hospital Emergency Plan for Mass Casualty incidents).

SECTION 3 – NOTIFICATION SYSTEM

3.1 Town of Inuvik Emergency Notification System

The Mayor, SAO, or the Director of Protective Services/CEMC may activate the Town of Inuvik Emergency Notification System.

3.2 Emergency Alert Levels

Due to the threat of an emergency situation developing or the potential for an emergency situation to change over time, there are two levels at which emergency operations center personnel can be alerted. These levels are as follows:

- (a) “Full Alert” – Under a “Full Alert” either all or selected members of the Inuvik Emergency Measures Agency, the Support Group, and any advisory/liaison staff, are contacted and are instructed to respond to the Inuvik Emergency Operations Centre at a specified time or as soon as possible. If not all members are requested to attend then they will be advised that they are on “Stand-by Alert”.
- (b) “Stand-by Alert” – Under a “Stand-by Alert” either all or selected members of the Inuvik Emergency Measures Agency, Support Group, and any advisory/liaison staff are contacted and asked to Stand-by for further information. This alert level may be used if there is an emergency situation developing or the threat of an emergency occurring, which does not merit assembling the aforementioned groups.

3.3 Initiating a Call-out

In accordance with section 3.1, those persons authorized to initiate the Notification System shall contact Fire Department Dispatcher and advise them to initiate the call out including and include any special instructions. If it is not possible to utilize the Fire Department Dispatcher, then a fan-out calling sequence shall be initiated utilizing the list in **Appendix A**.

NOTE: In both the “Full Alert” and the Stand-by Alert” levels, the GNWT Regional Emergency Measures Representative is to be notified.

SECTION 4 – INUVIK EMERGENCY OPERATIONS CENTRE (IEOC)

- 4.1 The Primary and Secondary location for the Inuvik Emergency Operations Centre (IEOC) is listed in **Appendix G** of this plan.
- 4.2 The IEOC shall consist of the following:
- Emergency Operations Centre
 - Communications Centre
 - Support staff, advisors, and Committee room
 - Rest and dining area.
- 4.3 The Emergency Operations Centre will be equipped and set up in accordance with **Appendix G** of this plan.
- 4.4 The IEOC is a **secure** location; access is restricted to pass holders only.
- 4.5 All telephones utilized in the IEOC shall be listed as Priority Access Dialing (PAD).

SECTION 5 - PLAN MAINTENANCE

5.1 Plan Maintenance

The Community Emergency Management Coordinator (CEMC) maintains the master copy of this Plan. This plan will be reviewed annually, and where necessary, revised by the Inuvik Emergency Management Coordinator in consultation with the stakeholders. Each time major revisions are made to the plan, it must be forwarded to the Town of Inuvik Council for approval. The Emergency Management Coordinator can make revisions to the appendices and minor administrative changes.

It is the responsibility of each person, agency, service or department named within this emergency plan to notify the Inuvik Emergency Management Coordinator forthwith, of any revisions to the appendices or administrative changes. All changes, additions, or required deletions should be immediately forwarded to the CEMC for inclusion in an update. The master copy will be amended, and update pages sent out to all persons registered as being holders of this Plan. For this reason, it is important that this Plan not be photocopied: "unauthorized" copies will become out-of-date and can thus be more harmful than helpful. If another copy is needed, please obtain one through official channels and have it registered on the Distribution List found in the **Appendix L** of this plan.

5.2 Testing of the Plan

An annual exercise shall be conducted in order to test the overall effectiveness of the emergency plan and provide training to the Inuvik Emergency Measures Agency. Revisions to this plan should incorporate recommendations stemming from such exercises.

5.3 Internal Procedures

Each Control Group member, support agency, advisor, or liaison staff involved with this emergency plan is expected to prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency. Each Control Group member, support agency, advisor, or liaison staff should ensure that it designates a member of its staff to maintain and update its own emergency procedures or guidelines.

5.4 Distribution of Emergency Plans

The Community Emergency Management Coordinator shall be responsible for the distribution and tracking of the emergency plans. The plans will normally be updated on an annual basis (November). If any section of the plan requires an amendment between the annual updates, it will be forwarded to the plan holder as soon as they are available. Much of the information provided in this plan is considered to be confidential. Under the Freedom of Information and Protection of Privacy Act, we are required to keep this information confidential.

If the plan holder receives his/ her copy in the form of a binder, they are required to shred all sheets that have been replaced with updated copies. All electronic copies of the plan must be stored where access to the plan will be limited to the plan holder or their Alternate.