



Village of Carmacks

By-Law 266-20

A BY-LAW OF THE VILLAGE OF CARMACKS IN THE YUKON TERRITORY TO ESTABLISH A EMERGENCY MEASURES BYLAW

WHEREAS, Section 192(1) of the *Municipal Act* provides that a municipal council shall by bylaw establish a Civil Emergency Measures Commission and appoint its members; and

WHEREAS, Section 5(1) of the *Civil Emergency Measures Act* provides that the Council of every municipality shall by bylaw establish a Municipal Civil Emergency Plan; and

WHEREAS, Section 265(a) of the *Municipal Act* provides that Council shall adopt bylaws for the municipal purposes respecting the safety, health, and welfare of people and the protection of persons and property, including fire protection, fireworks, other explosives, firearms, weapons or devices, ambulance services, emergency services and other emergencies.

NOW THEREFORE, the Council of the Village of Carmacks in an open meeting duly assembled, hereby ENACTS as follows:

1. Title

- 1.1. This bylaw shall be known as, and may be cited as, the "Emergency Measures Bylaw"

2. Definitions

- 2.1. The definitions contained in the *Municipal Act* (RSY 2002, c. 154) and the *Civil Emergency Measures Act* (RSY 2002, c. 34), or any other successor legislation, shall apply.
- 2.2. "Chief Administrative Officer" or "CAO" means the administrative head of a municipality as appointed by Council under Section 183 of the *Municipal Act*.
- 2.3. "Emergency" means a peacetime disaster or a war emergency.
- 2.4. "Civil Emergency Co-ordinator" means the person appointed by Council as the Municipal Emergency Co-ordinator pursuant to this bylaw.
- 2.5. "Civil Emergency Measures Commission or Committee" means those members appointed by council under the provisions of Section 192(1) of the *Municipal Act*.

- 2.6. “Municipal Civil Emergency Measures Plan (Emergency Plan)” means the organization, plans and procedures established within the municipality for combating emergencies and disasters.
- 2.7. “Declaration of a State of Local Emergency” means a declaration of a state of emergency by resolution of the council under Section 7 of the *Civil Emergency Measures Act*.

3. Emergency Measures Commission or Committee

- 3.1. Subject to the provisions of the *Civil Emergency Measures Act*, council shall by bylaw establish a Civil Emergency Measures Commission and appoint its members.
- 3.2. The Civil Emergency Measures Commission shall ensure that a Civil Emergency Measures Plan is created and maintained. This plan shall:
 - a) Specify the powers and duties of the Civil Emergency Measures Commission established under subsection 192(1) of the *Municipal Act*; and
 - b) Assign to municipal officers and employees those responsibilities necessary for the effective implementation of the plan in case of a declaration of a state of emergency in or including the municipality as per section 5 (2)(b) of the *Civil Emergency Measures Act*; and
 - c) May be reviewed semi-annually; and
 - d) May be exercised annually.
- 3.3. Pursuant to section 192(3) of the *Municipal Act*, council may empower the commission to incur liabilities within the amounts included therefore in the annual budget.

4. Civil Emergency Coordinator

- 4.1. Council may appoint a civil emergency co-ordinator who shall carry out the instructions of the commission.
- 4.2. The Civil Emergency Coordinator reports to, and receives direction from, the Council.
- 4.3. In accordance with subsection 192 (2) of the *Municipal Act*, the Civil Emergency Coordinator shall carry out the instructions of the commission.

5. Municipal Civil Emergency Plan

- 5.1. Pursuant to section 5(1) of the *Civil Emergency Measures Act*, the council of every municipality shall by bylaw establish a municipal civil emergency plan
- 5.2. In accordance with subsection 5(2) a of the *Civil Emergency Measures Act*, a municipal civil emergency plan shall:

- 5.3. a) Establish a Civil Emergency Measures Planning Commission or Committee, typically comprised of emergency preparedness or response staff, who will report to the Standing Commission or Committee.
 - a) Specify the powers and duties of the Civil Emergency Measures Planning Commission or Committee established under subsection 192(1) of the *Municipal Act*; and
 - b) Assign to municipal officers and employees those responsibilities necessary for the effective implementation of the plan in the case of a declaration of a state of emergency in or including the municipality under this Act.
- 5.4. As per Section 5(3) of the *Civil Emergency Measures Act*, a municipal civil emergency measures plan may be co-ordinated with a civil emergency plan under paragraph 2(2)(a) or a civil emergency plan of another municipality.
- 5.5. The Village of Carmack’s Civil Emergency Plan is hereby established as set out in Appendix “A” attached hereto and forming part of this bylaw.

6. Declaration of a State of Emergency

6.1. In accordance with Section 7(1)(a) of *the Civil Emergency Measures Act*, the Mayor is hereby authorized to declare a state of local emergency if they have reasonable grounds to believe that a substantial danger to public safety or to property in the municipality exists or is imminent as the result of fire, explosion, flood, earthquake, landslide, weather, epidemic, transportation accident, electrical power failure, nuclear accident or any similar disaster.

7. Repeal of Existing Bylaw

7.1. On adoption, this bylaw replaces Bylaw 64-92

8. Enactment

- 8.1. This bylaw shall come into full force and effect upon the final passing thereof;
- 8.2. Bylaw # 64-92 is hereby repealed.

Read a first time this ___ day of ___ 2020

Read a second time this ___ day of _____ 2020.

Read a third time and finally passed this _____ day of _____, 2020.

Lee Bodie, Mayor

Tracy Thomas, CAO

Appendix "A"

MUNICIPAL CIVIL EMERGENCY PLAN

Addendum to the Bylaw # _____

Village of Carmacks Civil Emergency Plan Bylaw



Adopted by Council _____
Resolution # _____

Table of Contents

1.0 Introduction	1
1.1 Purpose	1
1.2 Plan Definition	1
1.3 Authority	1
1.4 Objectives	2
1.5 Implementation	2
1.6 Amendments	2
1.7 Scope	2
1.8 Format of Plan	3
1.9 List of Abbreviations	3
1.10 Potential Hazards – Hazard Risk Identification Assessment	3
2.0 Emergency Notification Procedure	4
3.0 Declaration of an Emergency	4
3.1 Authority to Declare a Municipal State of Emergency	4
3.2 Notification of Declaration of State of Emergency	5
4.0 Termination of an Emergency	5
4.1 Authority to Terminate a Declaration of a Municipal State of Emergency	5
4.2 Notification of Termination of a Municipal State of Emergency	5
5.0 Municipal Emergency Operations Centre (MEOC)	5
5.1 Municipal Emergency Operation Centre Location	6
5.2 Civil Emergency Measures Commission Meeting Room	6
5.2 Registration and Security	6
5.3 Business Cycle	6
6.0 Civil Emergency Measures Commission (CEMC)	7
6.1 Civil Emergency Measures Commission Operations	7
6.2 Communication and Coordination	8
6.3 Group Responsibilities	8
7.0 Municipal Support Group	9
8.0 Assistance – Other Agencies	9
9.0 Assistance – Territorial and Federal	10
10.0 Emergency Public Information	11

11.0 Plan Maintenance and Testing	11
11.1 Annual Review	11
11.2 Revisions.....	12
11.3 Plan Distribution.....	12
11.4 Testing the Municipal Civil Emergency Plan	12
11.5 Agency Responsibility.....	12
ANNEX A – HAZARD IDENTIFICATION AND VULNERABILITY ASSESSMENT	Error! Bookmark not defined.
ANNEX B – SPECIFIC EVENT GUIDELINE	Error! Bookmark not defined.
ANNEX C – Emergency Notification and Response Procedures	Error! Bookmark not defined.
ANNEX D – COMMUNITY VOLUNTEER REGISTRATION.....	Error! Bookmark not defined.
ANNEX E – DECLARATION OF A MUNICIPAL STATE OF EMERGENCY	Error! Bookmark not defined.
ANNEX F – TERMINATION OF A MUNICIPAL STATE OF EMERGENCY.....	Error! Bookmark not defined.
ANNEX G – INDIVIDUAL ROLES AND RESPONSIBILITIES	Error! Bookmark not defined.
ANNEX H – Table of Amendments.....	Error! Bookmark not defined.
ANNEX I – COMMUNITY RESOURCE INVENTORY	Error! Bookmark not defined.
ANNEX J – CONTACT LISTS	Error! Bookmark not defined.
ANNEX K – COMMUNITY MAPS.....	Error! Bookmark not defined.

1.0 Introduction

Municipalities routinely respond to situations that require responses from Fire, Police, Emergency Medical Services and Public Works. Large-scale emergencies such as chemical spills, plane crashes, pandemics, floods, earthquakes and forest fires can severely deplete available resources and require additional personnel, equipment and expertise. In cases such as these, municipalities must implement an Emergency Plan.

Response to a large-scale emergency requires an assessment of the situation, an effective determination of resources and the efficient deployment and management of resources. The primary function of the Emergency Plan is to provide the organizational framework within which the coordinated response will take place and present key officials, agencies and departments within the Village of Carmacks with a general guideline for the initial response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency. The following provides an overview of the background and some of the highlights of this plan.

1.1 Purpose

The purpose of this plan is to make provisions for the efficient administration, coordination and implementation of the extraordinary arrangements and response measures taken by the Village of Carmacks to protect the health, safety and welfare of the residents of Dawson Village during any emergency.

To ensure alignment through all orders of government (local, territorial, federal, and First Nation), the Committee was guided by the following principles when it developed its recycling recommendations and considerations:

1.2 Plan Definition

The “Plan” means a plan formulated pursuant to Village of Carmacks Emergency Measures Bylaw; governing the provisions of necessary services during an emergency and the procedures under a manner in which employees of the Village of Carmacks and other persons will respond to an emergency.

1.3 Authority

The Civil Emergency Measures Act is the legal authority for this plan. The Civil Emergency Measures Act requires each municipality to establish a Municipal Civil Emergency Plan.

The Civil Emergency Measures Act states that:

“The mayor of a municipality may declare that a state of emergency exists in the municipality if:

- a) the mayor has reasonable grounds to believe and does believe that a substantial danger to public safety or to property in the municipality exists or is imminent as the result of fire, explosion, flood, earthquake, landslide, weather, epidemic, transportation accident, electrical power failure, nuclear accident or any similar disaster; and*
- b) the mayor is authorized to declare the state of emergency by resolution of the council passed after its consideration of the occurrence of events that reasonably may be expected to lead to the need to declare the state of emergency.*

The Civil Emergency Measures Act specifically requires that every municipality shall by bylaw establish a municipal civil emergency plan and that the plan shall:

- a) specify the powers and duties of the Civil Emergency Measures Commission established under subsection 192(1) of the Municipal Act – Which states “Subject to the provisions of the Civil Emergency Measures Act, council shall by bylaw establish a civil emergency measures commission and appoint its members”. As per subsection 192(2) of the Municipal Act, Council may appoint a civil emergency coordinator who shall carry out the instructions of the commission.*
- b) assign to municipal officers and employees those responsibilities necessary for the effective implementation of the plan in the case of a declaration of a state of emergency in or including the municipality under this Act.*

This plan is issued by Council, under the authority of:

- a) Civil Emergency Measures Act S.Y. 2002, c.34*
- b) Municipal Act S.Y. 2002, c.154*

- c) *Municipality of Carmacks Civil Emergency Plan bylaw.*

1.4 Objectives

The objectives of this plan are to:

1. Provide for the health and safety of all responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect government infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social consequences.

1.5 Implementation

This plan **may** be implemented in part or in full when no state of emergency exists:

- a) *by the Mayor;*
- b) *by the Chief Administrative Officer; or*
- c) *by the Emergency Management Coordinator (EMC);*

This plan **shall** be implemented:

- a) *on declaration of a municipal state of emergency by the Mayor; or*
- b) *on declaration of a state of emergency by the Yukon Commissioner in Executive Council that affects all, or any part of, the municipality.*

1.6 Amendments

Amendments to this plan are recommended to the CEMC by and through the Civil Emergency coordinator/Fire Chief. The CEMC, upon review of proposed changes may accept, reject or modify such changes.

CEMC approved changes to the main body of the plan will be presented to (council) for approval as required.

CEMC approved changes to appendixes and minor changes to the plan stand as amended by the CEMC.

1.7 Scope

An emergency may result from an existing danger or it may be a threat or an impending situation abnormally affecting property or the health, safety and welfare of the community. Its nature and magnitude requires a controlled and coordinated response by a number of agencies, both government and private, under the direction of the Civil Emergency Measures Commission (CEMC). The response is distinct from routine operations carried out by emergency services personnel (e.g. firefighting, emergency medical services or police activities).

The Civil Emergency Measures Act defines an emergency as: **“a peacetime disaster or a war emergency”**. Further to that, an emergency means “a present or imminent event that requires prompt coordination of action concerning persons or property to protect the health, safety or welfare of people, or to limit damage to property or the environment” (Public Safety Canada, 2007b).

While almost every type of emergency could occur with the Village of Carmacks, the most common that could occur are:

- **Natural Emergencies:** Floods, earthquakes, blizzards, forest fire (not caused by human)
- **Human-Caused Emergencies:** transportation accidents involving hazardous materials, explosions, aircraft crashes, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrolled fire, or any other incident accidentally or willfully caused by people which is likely to endanger

property, health, safety and welfare of the community.

Whenever an emergency occurs or threatens to occur, the initial and primary responsibility for providing immediate assistance and control rests with the affected department or agency within the municipality.

The Municipal Civil Emergency Plan cannot guarantee an efficient, effective response to an emergency. It must be utilized as a tool to assist emergency and municipal services and officials in their emergency responsive activities. The Plan must be flexible enough to adapt to a broad spectrum of disasters and must be supported with:

- adequate personnel, equipment and expertise from the responding agencies
- awareness of resources available from neighboring communities and the private sector, supplemented by pre-arranged agreements
- testing of the Plan on a regular basis
- review of the Plan following any incidents or exercises where it is implemented.

Responsibilities for meeting emergencies normally rests with those directly affected, but where the capacity to do so is inadequate and government action is required, the sequence of responsibility would normally start with the local government, move to the territorial government and, at the request of the territorial government, assistance from the federal government, if necessary.

Should municipal resources be insufficient to resolve the emergency, the municipality may request assistance from neighboring communities, municipalities and First Nations, as well as the Government of Yukon, through the Yukon Emergency Measures Organization (Yukon EMO – 867-667-5220)

1.8 Format of Plan

The main body of this plan identifies the membership, roles and responsibilities of the Village of Carmacks Civil Emergency Measures Commission (CEMC) and the authority and manner under which this body plans to respond to an emergency in the municipality. This portion of the plan is a public document.

A series of annexes following the main body include specific contact and resource information vital to effective response. Due to confidentiality reasons, this portion of the plan is not to be made public and should only reside with the owner of this document.

1.9 List of Abbreviations

CEMC	Civil Emergency Measures Commission
CAO	Chief Administrative Officer (Village of Carmacks)
CEC	Civil Emergency Coordinator/Fire Chief
EMC	Emergency Management Coordinator (CAO)
EMO	Emergency Measures Organization
MEOC	Emergency Operations Centre
TSB	Transportation Safety Board

1.10 Potential Hazards – Hazard Risk Identification Assessment

The Village of Carmacks has identified and analyzed all realistic hazards that may occur and assessed them in terms of frequency, or likelihood of occurrence and magnitude of consequences or impact.

The following is the resulting list of Hazard Identification and Risk Assessment (HIRA) events for the Village of Carmacks:

Priority	Hazard	Description
1	Severe Weather	Snowstorm, Flood, Ice, Hail, Extreme Temperature
2	Fire	Fire, Explosion
3	Transportation Incident	Ground or Airline Crash, Waterway
4	Critical Services Disruption (Infrastructure)	Telecom, Potable Water, Wastewater, Electrical, Transportation Routes
5	Hazmat Release	In-transit, Fixed location
6	Infectious Disease	Pandemic Human
7	Collapse	Major Structural Collapse, Earthquake

Refer to Annex “A” for the Hazard Identification and Vulnerability Assessment Chart and Annex “B” for the Specific Event Guideline.

2.0 Emergency Notification Procedure

When an emergency exists, but has not yet been declared to exist, the Mayor of the Village of Carmacks or municipal employees are authorized to take such action(s) under this emergency plan as may be required to protect the lives and property of the inhabitants of the Village of Carmacks.

A responding agency or municipal department is likely to be the first on site authority to an emergency. The ranking officer for fire, police, emergency medical services or a senior municipal official (or their designate) should personally assume control at the site of an emergency or arrange for someone on-site to take charge immediately until an Emergency Incident Commander is appointed.

If, in the judgment of the senior on-site official, the situation requires a more coordinated response or resources are required beyond their immediate control, the senior on-site official must contact their most senior departmental official in accordance with any existing departmental reporting procedure.

Refer to Annex “C” for Emergency Notification and Response Procedures.

3.0 Declaration of an Emergency

Declaring an emergency within the Village of Carmacks is not required prior or subsequent to activation of this Emergency Plan, nor is it required prior to any personnel taking actions under this plan to protect the lives, health and property of the inhabitants of the Village of Carmacks.

An Emergency Declaration however, may create greater understanding and promote a sense of urgency to the public regarding the severity of an emergency. An Emergency Declaration may be useful if the CEMC will be requesting the public and private sector to do something out of the ordinary and give the Mayor extraordinary powers (not contrary to law) such as approving expenditures without Council approval. It will also allow for possible funding of costs by the Territory.

Every registered volunteer participating in a Declared Municipal State of Emergency will be considered a municipal employee and protected under the provisions of the Yukon Workers’ Compensation Health and Safety Board (WCB).

Refer to Annex “D” for the Community Volunteer Registration Form

3.1 Authority to Declare a Municipal State of Emergency

Only the Mayor or Acting Head of Council (Deputy Mayor) has the authority to declare a Municipal State of Emergency to exist within the boundaries of the municipality.

The decision to declare a Municipal State of Emergency will be made by the Mayor in consultation with the members of the Civil Emergency Measures Commission. The Mayor has the ultimate responsibility for making this decision. When a declaration to declare a Municipal State of Emergency is made, a

declaration of a Municipal State of Emergency form outlined in “Annex E” must be completed and submitted to the Emergency Measures Organization.

3.2 Notification of Declaration of State of Emergency

Upon making a Municipal State of Emergency Declaration the Mayor will ensure that the following are immediately notified via public information notices:

- Village of Carmacks Council Members
- Emergency Measures Organization
- the local media
- the general public.

This can be accomplished by:

- public radio announcements
- door to door notifications
- the Public Alerting System (YEMO)
- social media
- town hall meetings
- posting public notices on the municipal web site or public bulletin boards.

4.0 Termination of an Emergency

Termination of a Municipal State of Emergency Declaration usually comes as the result of a significant reduction in the severity of the emergency. The action of formally terminating a Municipal State of Emergency Declaration is required to advise that the emergency is over.

A Termination of a declaration of a Municipal State of Emergency Form, outlined in “Annex F”, must be completed and faxed to the Emergency Measures Organization.

Terminating a Declared Municipal State of Emergency will cause WCB coverage of volunteers to cease.

4.1 Authority to Terminate a Declaration of a Municipal State of Emergency

A Municipal State of Emergency declared by the mayor of a municipality may be cancelled by order of the Minister.

4.2 Notification of Termination of a Municipal State of Emergency

Upon terminating a municipal state of emergency, the Mayor will ensure that the following are immediately notified:

- Village of Carmacks
- Council Members
- Emergency Measures Organization the local media
- the general public.

5.0 Municipal Emergency Operations Centre (MEOC)

In the event of an emergency, the Municipal Emergency Operations Centre (MEOC) will be activated. Under the direction of the Emergency Management Coordinator, the CEMC and the Civil Emergency Measures Committee will congregate and work together at the EOC to make decisions, share information and provide strategic “off scene” management as required to mitigate the effects of the emergency.

The Municipal Emergency Operations Centre should consist of:

- the Civil Emergency Measures Commission meeting room
- base radio, phones, access to a fax machine, photocopier, printers and computer connections
- a media information area
- adequate parking for all staff
- an adequate back-up power supply
- break out rooms for small group meetings

5.1 Municipal Emergency Operation Centre Location

The Primary Municipal Emergency Operations Centre is located at the Village of Carmacks Administration Building, 143 River Road.

The Secondary Municipal Emergency Operations Centre could be located at the Village of Carmacks Recreation Centre or the Tantalus School and/or LSCFN office? (TBD) depending on the nature and location of the emergency.

5.2 Civil Emergency Measures Commission Meeting Room

The CEMC meeting room is a secure board room or chambers where the CEMC can conduct business cycle meetings to address the current situation and mitigate the emergency. This room is to be free of distractions and limited to the community's top decision makers, their supporting personnel and invited members.

The CEMC meeting room should contain the following:

- enough tables and chairs for all present
- an accurate clock, synchronized with all other EOC clocks
- maps of suitable scale for depicting and updating emergency operations
- a visual board or flip chart for logging emergency operations status, key decisions and other information
- devices for recording the CEMC meetings
- all necessary stationary requirements and office supplies for those present to take notes and record information.

5.2 Registration and Security

Once the MEOC has been activated, the facility must be made secure and all personnel attending the MEOC must sign in and out. All personnel entering the EOC must report to registration and be duly registered.

Only the following persons are normally allowed into the facility:

- CEMC members and their alternates
- Civil Emergency Measures Committee members and their alternates
- police personnel for facility security
- members at large specifically invited by the CEMC members.

The following are NOT normally allowed in the MEOC:

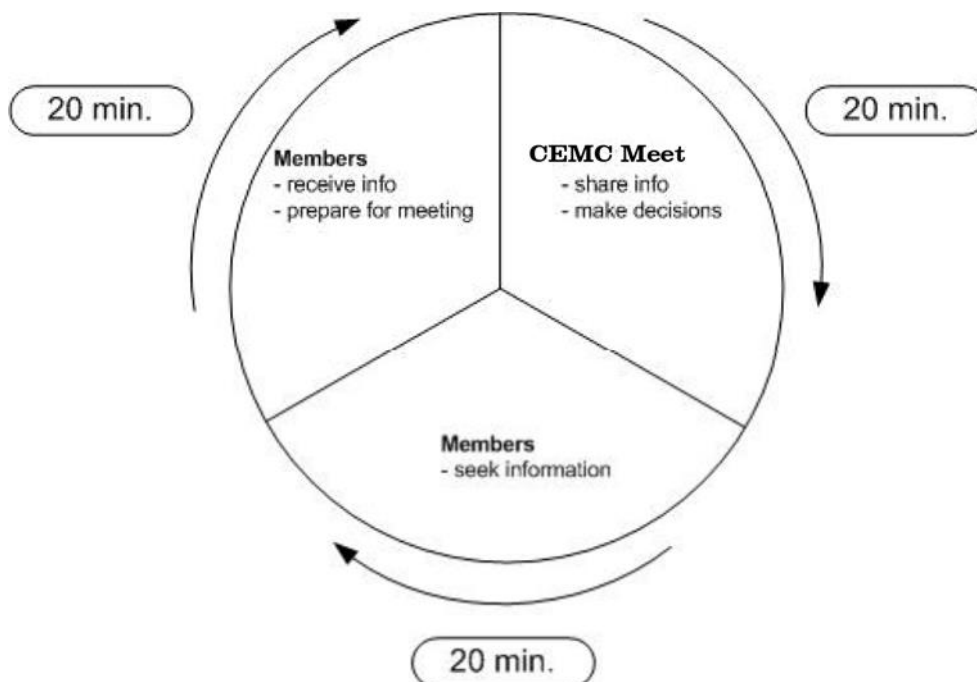
- members of the media
- members of Village Council
- members of the public
- any persons without direct business with EOC operations.

5.3 Business Cycle

Members of the CEMC will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Chief Administrative Officer (CAO). Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

A regular meeting cycle will be approximately an hour long. At the top of the hour the entire CEMC will meet to discuss the situation, share information and make decisions. This should take approximately 20 minutes then the meeting is adjourned. Members of the CEMC then consult with the support group members, on site responders and/or external agencies to see if any new information has developed. This again lasts approximately 20 minutes. The final 20 minutes are used by the individual members of the CEMC to condense the information and prepare for the next meeting at the top of the hour.

This meeting cycle is then repeated as many times as necessary. The amount of time scheduled between each formal meeting may vary according to the severity of the emergency and needs/requirements of the CEMC.



When the CEMC meets according to the meeting cycle, there will be no interruptions, (unless urgent), until the meeting is concluded. When a meeting commences, all CEMC members will come to the table and each member will briefly update the group on the actions of their respective department, identify issues needing resolution and seek input from the group as a whole.

The CAO will be the chairperson to CEMC meetings. Meetings serve as an opportunity for agency updates and provide a forum for discussion between the CEMC as a whole. All CEMC members must be present at each meeting to hear reports from and give reports to the group as a whole.

6.0 Civil Emergency Measures Commission (CEMC)

The emergency response operations will be directed and controlled by the CEMC comprised of elected and appointed officials listed hereunder. The CEMC will assemble at the Emergency Operations Centre and will be responsible for providing the essential services necessary to minimize the effects of the emergency in the community.

The CEMC shall consist of the following officials or their designate:

- Mayor
- Chief Administrative Officer (Emergency Management Coordinator)
- RCMP Representative
- Fire Chief/Civil Emergency Coordinator
- Emergency Medical Services
- Such other members that may be appointed by the Village.

The CAO shall be the coordinator of the CEMC and shall oversee the activities of the group. The CAO may appoint an alternate from among the members to assume the position of coordinator, should the need arise.

Additional agencies and/or personnel that could be called or added to the CEMC may include;

- Foreman of Public Works
- First Nation's representation
- Search and Rescue
- Health Authority
- Social Services
- School District Authority
- Any other person/agency required.

6.1 Civil Emergency Measures Commission Operations

The role of the Civil Emergency Measures Commission probably can best be accomplished by round table assessment of the events (as discussed in Section 5 – Business Cycle) as they occur and by agreeing to a course of action to overcome specific problem areas or situations. 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 for the CEMC to adopt and implement a joint plan of action which could involve two or more departments operating in unison. In this latter situation, it would be necessary for the CEMC to determine which department will have the greater commitment and to appoint an on-site coordinator accordingly.

Thereafter, until emergency operations conclude and in conjunction with CEMC directions, other departments will act in support of whichever department is exercising on-site coordination of operations.

6.2 Communication and Coordination

An important function of every department is to provide timely information for the benefit of the CEMC decision-making process. This will necessitate reliable systems of communications between the emergency site and the CEMC and every department involved.

Once decisions have been made by the CEMC it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public. This vital function will normally fall to the CAO (or other appointee) who will set up a media centre co-located but under the direction of the CEMC and be responsible for coordinating the activities of the EOC and for ensuring good communications between all agencies involved in emergency operations.

6.3 Group Responsibilities

The Civil Emergency Measures Commission is responsible for advising the Head of Council on all actions taken to support emergency workers at the emergency site, evacuation centres or any other location where staff, people or volunteers are working to respond to an emergency.

These actions include informing the public regarding issues of concern, issuing authoritative messages to the public through the media, providing the coordination and support necessary to respond to and mitigate the emergency, and ensuring that adequate emergency resources are maintained outside of and apart from the emergency site.

The primary role of the CEMC is to coordinate a multi-disciplinary response to the emergency. The collective responsibilities of the CEMC include, but are not limited to the following:

- a) declaring an “emergency” to exist
- b) designating any area in the municipality as an “emergency area”
- c) authorizing expenditures of funds for implementing the emergency plan
- d) evacuating those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source.
- e) dispersing people not directly connected with the operations who by their presence are in danger or whose presence hinders in any way the efficient functioning or emergency operations
- f) discontinuing utilities or services provided by public or private concerns without reference to any consumers in the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within an emergency area
- g) arranging for accommodation and welfare on a temporary basis, of any residents who need assistance due to displacement as a result of the emergency
- h) calling in and employment of any municipal personnel and equipment which is required in the emergency
- i) arranging assistance from senior level of government and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency
- j) establishing an information centre for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public
- k) maintaining a log of actions taken during the emergency
- l) establishing a reporting and inquiry centre under the direction of the Village to handle individual requests for information concerning any aspect of the emergency; and
- m) ensuring communications with the Yukon Government, other municipalities,

hospitals and radio stations in the event of a failure of telephone services. The CEMC will ensure that:

- operators are detailed to man the radio system
- the generator and lighting equipment are ready for use, if required
- supplies or fuel are available for the generator; and
- additional communications available with Emergency Measures Organization is completed as necessary.

Individual roles and responsibilities can be found in Annex “G”, the Resource Inventory can be found in Annex “H”, Contact Lists in Annex “I” and Community Maps in Annex “J”.

7.0 Municipal Support Group

The Municipal Support Group is comprised of municipal and/or other non-governmental officials, who may be required to advise and assist the Mayor and the CEMC during an emergency.

Municipal Support Group Responsibilities include:

- collecting and disseminating information on the emergency
- ensuring emergency information is disseminated to their respective departments and agencies; and
- maintaining a log outlining communications and actions taken.

The Municipal Support Group drawn from organizations listed hereunder may be called upon individually or be asked to deliberate and make recommendations collectively.

Not all Municipal Support Group members may be called upon to attend the EOC, even during a “Full Notification” of the CEMC. Support Group members may be notified at the beginning of an emergency, for the duration of the emergency or periodically throughout the emergency at the request of the CEMC. Municipal Support Group membership is highly dependent upon the circumstance of the emergency event and may include members not listed in this section.

Members of the Municipal Support Group include:

- All Municipal Department Heads
- Canadian Rangers
- Highways and Public Works
- Health and Social Services
- Carmacks Fire Department
- Yukon Government Carmacks Wildland Fire Centre
- Medical Officer of Health
- Northwestel
- Parks Canada
- Religious Affiliations
- Little Salmon Carmacks First Nation
- Yukon Energy
- Yukon Housing.

8.0 Assistance – Other Agencies

There exist agencies external to the municipal response structure that may be required to provide assistance during an emergency either by virtue of their specialized knowledge and expertise, or by reason of legislation or regulation. The more common of these are listed below.

Natural Resources – Yukon Government – Water Resources

Through their expertise and monitoring, the water resource authority will be warning of an impending flood situation in advance of the actual event. Appropriate warnings will be sent by the authority to the Village. Should the situation develop to require a plan/EOC activation, Territorial Ministries not already known to be responding will be notified by the CEMC through the Emergency Measures Organization. A representative from the authority may be asked to join the EOC as an ad hoc member.

Occasionally, an event originating from within the Village and impacting conservation lands or jurisdiction may occur. In these cases, the lead agency for the municipal response is responsible for ensuring the appropriate authority is contacted.

School Boards/Boards of Education

Public and/or Private schools are an excellent resource to be used during emergencies. If there is a need to evacuate residents, schools are generally the first choice for use as reception/evacuation centres to temporarily shelter persons displaced by the emergency. It is the responsibility of Social Services to coordinate and liaise with the local School Boards/Boards of Education to ensure that agreements are in place to facilitate access to and use of their facilities when and if required. These provisions are included within the Social Services emergency plan.

Nursing Station

During an emergency, the Nursing Station will be responsible for:

- Implementing their own internal nursing station emergency plan as required
- Liaising with the Medical Officer, and Emergency Medical Services in the
- EOC regarding issues of mutual concern; and
- Evaluating any requests for the provision of emergency medical teams at the emergency site

Utility Suppliers

Public, Private and Territorial Utilities may be requested to assist during a municipal emergency, and to provide a representative to advise the CEMC. Arrangements must be in place through their own emergency plans to coordinate and liaise with the CEMC regarding issues of mutual concern, and the potential disruption of any utility service.

9.0 Assistance – Territorial and Federal

If locally available resources, including those which might be available from bordering municipalities, are insufficient to meet emergency requirements, then assistance may be required for the Territorial or Federal government. Assistance can take many forms including additional personnel, specialized materials, equipment, or specific expertise.

Federal Assistance

Federal assistance cannot be obtained directly by a municipality but must be requested through the Territorial Government. Municipalities are directed to the Emergency Measures Organization for this resource.

Territorial Assistance

Where territorial assistance is required, which is outside of normal departmental or service working arrangements, the request will be made to the Emergency Measures Organization in the Joint Emergency Operations Co-ordination Centre (JEOCC). The JEOCC is operational 24/7/365.

If the Municipality makes the request directly to the Territorial Government, the Municipality must be prepared to be billed for services rendered.

Other Territorial Departments may have a role to play in a municipal emergency. Some ministries have their own emergency plans and procedures for dealing with certain emergency scenarios. They may also have specialized resources and/or equipment that may be requested to aid during municipal emergencies. Overviews of Territorial departments that may be requested to assist or which may have certain duties to perform during emergencies are provided in the following table:

DEPARTMENT	JURISDICTION
Community Services	<ul style="list-style-type: none"> • Health and safety of emergency responders • Coordinating the territory’s preparedness for, response to, and recovery from, major emergencies and disasters, including fire, flood, power failure, toxic spills and extreme weather • Emergency shelter, food and clothing, victim registration and inquiry and personal services required in support of all emergencies • Coordination of extraordinary territorial expenditures for emergencies
Energy, Mines and Resources	<ul style="list-style-type: none"> • Energy supply matters • Agriculture and food emergencies
Environment	<ul style="list-style-type: none"> • Spills of pollutants to the natural environment
Health and Social Services	<ul style="list-style-type: none"> • Large scale human health emergencies and epidemic emergency health services • Emergency health services
Highways and Public Works	<ul style="list-style-type: none"> • Highway and other transportation services

10.0 Emergency Public Information

During an emergency, it is essential that the Village of Carmacks be able to coordinate the release of appropriate and factual information, issue authoritative directives to the public, and respond to, or redirect requests for information regarding any aspect of the emergency. In order to accomplish this, an Emergency Public Information Officer will coordinate all emergency public alert functions and operate out of the EOC.

The lead spokesperson will always be the Mayor for the Village of Carmacks, or their official designate. He/she has the responsibility and authority to speak to the media on behalf of the Village of Carmacks regarding any and all aspects of the emergency and municipal emergency operations.

The Emergency Public Information Officer/ CAO will coordinate all media releases with assistance from respective department representatives as per the emergency event. The Emergency Public Information Officer will also coordinate all scrums, press conferences, and media briefings.

Media monitoring is very important during an emergency event. The Emergency Public Information Officer will monitor to ensure that the public is receiving the information they require, and that the information received is factual and correct.

If the emergency is large scale and has significant impact in the community, a media centre will be opened to coordinate personnel from the media and to ensure the accurate and timely communication of all pertinent information.

11.0 Plan Maintenance and Testing

The CAO is ultimately responsible for ensuring that this Municipal Civil Emergency Plan is maintained and tested.

While the CAO is ultimately responsible for the Emergency Plan, the Civil Emergency Coordinator/Fire Chief is responsible to coordinate, facilitate, implement and test the Emergency plan based on the recommendations and directions of the Civil Emergency Measures Commission.

11.1 Annual Review

Any proposed changes to this Emergency Plan will be submitted to the CEC. All proposed changes to this Emergency Plan will be presented for review to the CEMC. Each review will be coordinated by the CEC and conducted on or before the end of each calendar year.

11.2 Revisions

Any proposed major revisions to this Emergency Plan must be presented to the CEMC. Major revisions to this Plan can only be approved through a recommendation of the CEMC, and may be presented to Municipal Council, at the direction of the CEMC.

Minor revisions to this Emergency Plan will be coordinated by the Fire Chief and may be brought before the CEMC.

All amendments to the Plan will be recorded and logged on an "Amendment Sheet" to be located immediately following the table of contents, at the front of each copy of the Municipal Civil Emergency Plan.

Refer to Annex "H" for Table of Amendments.

11.3 Plan Distribution

If any major revisions are made to this Emergency Plan, the amended plan may be reprinted and re-circulated in its entirety and distributed.

If minor revisions are made to this Emergency Plan, only a notice of the amendment and any other required changes will be distributed.

11.4 Testing the Municipal Civil Emergency Plan

The Emergency Plan will be tested a minimum of once annually using exercise to ensure the arrangements embodied in this plan are kept current, that all personnel are kept familiar with its provisions and that the content reflects best practices.

Exercises will be coordinated by the CEC to test the effectiveness of the Emergency Plan and to train municipal emergency personnel.

11.5 Agency Responsibility

Each organization and department noted in this Municipal Civil Emergency Plan is responsible for forwarding information concerning this plan to any agencies and organizations with which they entertain links related to emergency preparedness and response. At the same time, it is the responsibility of such organization and department to relay to the CEC any information obtained from their linked agencies that may have an impact on the Emergency Plan. It is also the responsibility of such organizations and departments to ensure the coordination and facilitation of roles and responsibilities among its partners are fulfilled.