Emergency Response Plan

& Guide

Date: MM/DD, 2021.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Nation**

E.R.P. for Community of \_\_\_\_\_\_\_\_\_\_\_\_ F.N.

Completed by:

DRAFT !

\_\_\_\_\_\_\_\_\_\_ F.N.

Annual Revision Date: MM/DD, 2021.

**Table of Contents:**

* Pg.1 Cover Page
* Pg.2 Table of Contents
* Pg. 3 Appendices
* Pg.4 Definition of an Emergency & Mission Statement
* Pg.5 Introduction
* Pg.6 Adoption and Resolution of E.R.P.
* Pg.7 Annual Approval of E.R.P
* Pg.8 C.C.G. members & Contact info
* Pg.9 Band Council Contact Info
* Pg.10 Notification Process of a S.O.E
* Pg.11 Declaring a State of Emergency FORM
* Pg.12 Termination of State of Emergency FORM
* Pg.13 Declaration of and Emergency FORM
* Pg.14 Termination of an Emergency FORM
* Pg.15 Roles & Responsibilities
* Pg.16 Roles & Responsibilities Continued
* Pg.17 Roles & Responsibilities Continued
* Pg.18 Roles & Responsibilities of C.C.G
* Pg.19 Roles & Responsibilities of C.C.G Continued
* Pg.20 Roles & Responsibilities Continued
* Pg.22 Roles & Responsibilities Continued
* Pg.23 Roles & Responsibilities Continued
* Pg.24Roles & Responsibilities Continued
* Pg. 25 Closing Statement of ERP.

**Appendices**

* Pg.25 CONTENCE of DRAFT APPENDICES
* Pg. 26 Appendix A Emergency Operations Center/Operating Cycle
* Pg.27 Appendix B Hazard Identification Risk Assessment **H.I.R.A not included**
* Pg.28 Appendix C 1 Evacuation Advisory
* Pg.29 Appendix C 2 Preliminary Media Statement
* Pg.30 Appendix D 1 Mutual Aid Agreement (Emergency or Disaster)
* Pg.31 Appendix D 2 Mutual Aid Continued
* Pg.32 Appendix D 3 Mutual Aid Continued
* Pg.33 Appendix E 1 Equipment and Supplies Sheet
* Pg.34 Appendix E 2 Communications Log
* Pg.35 Appendix E 3 Emergency Operations Log
* Pg.36 Appendix E 4 Volunteer Worker Registration Form
* Pg.37 Appendix F 1 Evacuation Phases
* Pg. 38 Appendix F 2 Recovery/Re-entry
* Pg. 39 Appendix G MAPS
* Pg. 40 Appendix H 1 Emergency plan exercise log
* Pg. 41 Appendix H 2 Emergency plan revision / update log

**Definition of an Emergency & Mission Statement:**

Emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the force of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the community.

**Mission Statement:**

It is the endeavour of the “Community Control Group” and the “Community Elected Officials” that make up the Emergency Management Response Team for the community; to ensure the protection of the community members and those who are on a work basis within the community.

The established Community Control Group and the Community Elected Officials will make the necessary decisions to ensure that the best actions are taken for its community members and have taken into consideration special needs of individuals that require medical needs or attention.

To work with Municipal, Provincial, or Federal agencies to ensure the best assistance have been provided to its community members during a Declared State of Emergency or a partial or full scale evacuation.

To ensure the best approach has been taken to protect, mitigate, and provide safe alternatives for its Emergency Responders and Volunteers during and emergency situation, and provide the manpower, equipment and assistance where required.

Date: MM/DD, 2021.

**Introduction:**

The community of **\_\_\_\_\_\_\_\_ F. N,** and its Emergency Management Committee along with the Community Control Group (C.C.G.) has developed this Emergency Response Plan for the Elected Official, Community Department, and Agency that must be prepared to carry out assigned responsibilities in an emergency. The Emergency Response Plan has been prepared to provide key information on a step by step basis to ensure important emergency response tasks and information is related to:

* Arrangements
* Services and equipment
* Role and responsibilities
* Delegation of authority
* Chain of command
* Working relationships with external assistance
* Safety of its community members

The population of the community of **\_\_.**

On reserve,  **#\_\_?\_families.**

Off reserve, **\_ .**

Copies of the Community Emergency Response Plan can be obtained or reviewed at the local Community Band Office or with elected **Emergency Management Service Coordinator;**

Name of E.M.S.C. **\_\_\_\_\_\_\_\_\_\_\_\_,**

Work/ cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Band Council’s adoption and Resolution**

**Of the**

**Community’s Emergency Response Plan**

**Whereas:**

The \_\_\_\_\_\_\_\_\_ F.N, community has identified a need to develop an Emergency Response Plan to enhance the safety and preparedness of our community in the event of a major emergency.

**Whereas:**

The Chief and Council appoint \_, in the role of Emergency Management Services Coordinator (E.M.S.C.) and \_\_, as assistant to the E.M.S.C. for the community of \_\_\_\_\_\_\_\_\_ F.N.

**Whereas:**

The Chief and Council appoint the First Nation Community Control Group, which includes all program Directors/Managers; community members that will assist in the development of the Emergency Response Plan and participate in training and exercises. Committee members will also ensure that their staff members are aware of the plan and understand their role and responsibilities, which enhance safety of the First Nation Community and its members in the event of a major emergency.

**Therefore be it resolved:**

Effective this \_\_ day of \_\_,20\_21\_, the Chief and Council support the development of an Emergency Response Plan, training and exercises necessary for the

well-being of our community.

Executed this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_.

Chief: \_\_\_\_\_\_\_\_\_\_\_\_, Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Council Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Council Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E.M.S.C.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_. Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ B.C.R # \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**First Nations Emergency Response Plan**

**Band Council Annual Approval**

**First Nation of:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Nation.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021\_.

This Emergency Response Plan provides guidance for First Nations Administrative Departments to respond to an emergency in or near the community; or to initiate “Business Continuity if necessary during an evacuation; and to work with its Community Control Group.

This document will not prevent nor alter or reduce the possibility of an emergency occurring; it is to be used as a guide for providing a prompt and coordinated response, thereby reducing human suffering and loss or damage to property and the environment.

This Emergency Response Plan does not alter or over-ride the responsibilities of our communities Emergency Services such as, Police, Fire, Ambulance, etc. to take warranted extraordinary action for the safety and wellbeing of the residence where time is of critical importance.

The Emergency Response Plan was reviewed at a duly convened Council meeting held at the First Nation of \_\_\_\_\_\_\_\_\_ First Nation, on \_\_\_\_\_\_\_\_\_\_\_\_day\_\_\_\_, of 20\_\_\_, and was approved by the Council.

Band Chief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_, signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Council Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

E.M.S.C.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_. Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

B.C.R.A.A. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Community Control Group Members & Contact Information:**

The Community Control Group (C.C.G.) **may be comprised** of the following:

* Chief / his or her assistant
* Executive Director / Band Manager / or alternate,
* Police representative,
* Fire representative,
* Ambulance E.M.S. representative,
* Public Works representative,
* Health Services representative,
* Social Services representative,
* Electric Utility representative,
* Emergency Management Service Coordinator (E.M.S.C.),
* Evacuation Coordinator & Evacuation Liaison
* Education Authority representative,
* Ministry of Natural Resources (M.N.R.) representative,
* Other Government or Provincial Officials.

|  |  |  |  |
| --- | --- | --- | --- |
| Position | Name | Email Address | Cell/ ph. Number |
| Band Chief |  |  |  |
| Chief’s Alternate |  |  |  |
| E.D./Band Manager |  |  |  |
| E.D/B.M Alternate |  |  |  |
| Police Department |  |  |  |
| Fire Department |  |  |  |
| Ambulance Dept. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Public Works |  |  |  |
| Health Services |  |  |  |
| Social Services |  |  |  |
| Electric Utility Comp. |  |  |  |
| E.M.S.C. |  |  |  |
| E.M.S.C Alternate |  |  |  |
| Evac Coordinator |  |  |  |
| Evac Liaison |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Education Authority |  |  |  |
| M.N.R.F Rep. |  |  |  |
| I.S.C Rep. |  |  |  |
| OFM/EM Rep. |  |  |  |

**Band Council Contact Information**

**For the community of:** \_\_\_\_\_\_\_\_\_\_\_\_\_ First Nation.

|  |  |  |  |
| --- | --- | --- | --- |
| Position | Name | Email Address | Cell/Ph. # |
| Band Chief |  |  |  |
| Band Assistant |  |  |  |
| Deputy Chief |  |  |  |
| Council Member |  |  |  |
| Council Member |  |  |  |
| Council Member |  |  |  |
| Council Member |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Band Manager |  |  |  |
| Executive Director |  |  |  |
| Finance Manager |  |  |  |
| Finance Assistant |  |  |  |
| Public Relation E.I.C |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Please Note:**

The contact information provided is to be circulated among the emergency staff and those involved in mitigating the emergency situation, personal contact information such as privet cell phone number or personal emails should be kept privet and not circulated among the public, however Band Council open directory information is permitted as these number are meant for the publics use.

**Notification Process of a Declared State of Emergency**

**Within the Community**

1. Only a member of the C.C.G. may initiate the notification procedure.
2. The contact phone numbers and email address of the C.C.G. members (& there alternatives) **are contained on page #7 of this E.R.P.**
3. When a member of the C.C.G. receives warning of a real or potential emergency, that member will immediately contact the “Emergency Management Services Coordinator, and the Band Council Elected Chief or the Chief’s Alternate of the community.
4. The member initiating the call must provide pertinent details (e.g.- time and place for the C.C.G. to meet) as part of the notification procedure.
5. If deemed appropriate, the individual CCG members may initiate their own internal notification procedure of their staff and volunteer organizations.
6. Where the threat of an impending emergency exists, any member of the CCG may initiate the notification procedure and place the CCG on standby.
7. The EMSC must record the date and time the CCG and elected Band Chief or alternate were contacted and alerted.
8. When phone services are unavailable, the EMSC will go door to door to contact the CCG members and Band Chief or alternate in the same order as would be followed if contacting by phone.

**Note:**

Assistance may be requested from the Province of Ontario and I.N.A.C at any time without any loss of control or authority. A request for assistance should be made by contacting:

**OFM/ EM** Office of the Fire Marshal/Emergency Management

* Toll-Free = 24/7 hot line
* Ph. 1 (866)-314-0472
* Fax 1 (807)-623-3536

E.M.O recognizes the authority of the Band Elected Chief or Alternate to Declare a State of Emergency S.O.E., in the event that the Chief or Alternate aren’t available the Elected Council members can initiate the Declared State of Emergency.

**Indigenous Services Canada I.S.C**

**Emergency Department**

* 1 (416) 973-8288 Ph.
* Fax 1-(416)-954-3189

**Declaration of a State of Emergency**

**Band Council Resolution**

BCR No. \_\_\_\_\_\_\_\_\_.

**Whereas:**

An emergency exists within the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Whereas:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Community has exceeded all resources and therefore notify INAC and the EMO province of Ontario that additional support and resources may be required to assist our First Nation Community.

**Whereas:**

The elected Chief and Council of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand policies and provisions for compensation and some cost will be the responsibility of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nation and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Chief and Council will ensure documentation and records are available for recovery assessment.

**Therefore be it resolved:**

**Community of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chief and Council declare a state of emergency effective immediately, executed this \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.**

Elected Band Chief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Elected Band Council member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Elected Band Council member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Elected Band Council member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Cancellation of a State of Emergency**

**Band Council Resolution**

BCR No. \_\_\_\_\_\_\_\_\_.

**Whereas:**

An emergency existed on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_community due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, caused by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Therefore be it resolved:**

As of \_\_\_\_\_\_hrs this \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_, the elected Chief and Council, satisfied that an emergency no longer exists, do hereby cancel the State of Emergency effective immediately.

Executed this \_\_\_\_day, of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

Elected Band Chief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Elected Band Council member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Elected Band Council member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Elected Band Council member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Declaration of and Emergency**

Resolution by a Band Council at a legally constituted meeting

Resolution Number: \_\_\_\_\_\_\_\_.

Moved by Band Councillor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Seconded by Band Councillor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Whereas:**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Nation community is encountering \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(type of disaster) that requires prompt action to prevent harm or damage to the residence and/or community property located within the reserve boundaries.

**Therefore be it resolved:**

The Band council of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Nation declares that an emergency exists (throughout or part) of the First Nation from Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, **to** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Executed this \_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.**

Elected Band Chief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Elected Band Council member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Elected Band Council member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Elected Band Council member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Termination of an Emergency**

Must be forwarded to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Resolution Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Nation, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Band Council & Date)

Moved by Band Councillor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Seconded by Band Councillor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Termination of an Emergency**

The Band Council of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Nation declares that the Emergency is terminated.

**Executed this \_\_\_\_day, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of 20\_\_\_\_.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Band Chief

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Band Chief

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Band Administrator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Band Administrator

**Roles and Responsibilities**

**Name of person as Emergency Management Service Coordinator (E.M.S.C.)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Responsibilities include:

* Keep the Band Chief and Council informed on regular basis on development
* Advise the Band Chief and Council, as required on issues arising from emergency
* Ensure the direction of Band Chief and Council are carried out
* Manage the emergency management response
* Maintain a log of activities related to the emergency
* Assure the community plan is exercised and updated annually

**Name of person as Assistant to E.M.S.C.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Responsibilities include:

* Be the backup person for the Emergency Management Services Coordinator
* Assume the responsibilities of the E.M.S.C. in his or her absence

**Name of Elected Band Chief**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Responsibilities include:

* Declaring an State of Emergency, in consultation with other members of the Community Control Group CCG
* Notify the community members
* Notify the Band Council
* Notify the OFM/EM
* Notify Indigenous Services Canada ISC
* Prepare a media release information for the public
* Initiate business continuity in the event of a evacuation

**Roles and Responsibilities continued**

**Name of alternate (deputy Chief) for the Band Chief**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.**

Responsibilities include:

* Be the backup person for the elected Band Chief
* Assume the responsibilities of the elected Band Chief in his or her absence

**Name of Executive Director/Band Manager**

\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Executive Director/Band Manager becomes the Operations Officer for the community during a S.O.E.

Responsibilities include:

* Charing the Community Control Group C.C.G.
* Activating the emergency notification system through the community Emergency Management Services Coordinator E.M.S.C.
* Ensuring liaison with the Police representatives regarding security for the arrangements for the Emergency Operations Center E.O.C.
* As the Operations Officer, coordinating all operations within the Emergency Operations Center E.O.C., including the scheduling of regularly meetings with C.C.G
* Advising the Chief on Policies and Procedures, as appropriate
* Approving, in conjunction with the Band Chief, major announcements and media releases prepared by the Emergency Information Coordinator in consultation with the C.C.G.

**Roles and Responsibilities continued**

**Name of Emergency Information Coordinator (Public Relations)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities include:

* Arrange for media interviews with the community spokesperson(s)
* Liaise with and host incoming media
* Prepare press releases, in conclusion with Band Chief, for distribution to the media and the community members
* Monitor the media reports and compile a folio of the copy
* Assure that the community responders and residents are informed on a timely basis about the emergency activities in the community
* If the community is evacuated, provide the evacuees with timely information through the media serving the host community(s) or directly through the Emergency Social Services or Public relations counterpart in those communities
* Maintain a log of activities throughout the period of the emergency
* Provide necessary final report to the E.M.S.C.

**Community Control Group (C.C.G) Role & Responsibilities:**

* Calling out and mobilizing their emergency services, agency and equipment
* Coordinating and directing there services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to the law
* Determining if the location and composition of the C.C.G are appropriate
* Advising the Chief and Council as to whether the declaration of an emergency is recommended
* Advising the Chief on the need to designate all or part of the First Nation Community as an emergency area
* Ordering, coordinating and or overseeing the evacuation of inhabitants considered to be in danger
* Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas…

**Community Control Group (C.C.G) Role & Responsibilities continued:**

* Arrange for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs
* Notifying requesting assistance from and or liaison with various levels of government and any public or private agencies not under community control, as considered necessary
* Determining if additional volunteers are required as if appeals for volunteers are warranted
* Determining if additional transport is required for evacuation or transport of persons and or supplies
* Ensure that pertinent information regarding the emergency is promptly forwarded to the proper channels and dissemination to the media and public
* Determining the need to establish advisory groups and or sub-committees/working groups for any aspect of the emergency including recovery
* Authorizing expenditures of money required dealing with the emergency
* Notifying the service agency or group under their direction, of the termination of the emergency
* Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Executive Director/Band Manager within one week of the termination of the emergency as required
* Participating in the debriefing following the emergency

**Police Roles and Responsibilities:**

* Notify necessary emergency and community services as required
* Establish a site command post with communications to the Emergency Operations Center
* Depending on the nature of the emergency, assign the site manager of the site command post and notify the C.C.G
* Establish on going communications link with the senior police official at the scene of the emergency
* Establish the inner perimeter within the emergency area
* Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel
* Provide traffic control staff to facilitate the movement of emergency vehicles

**Roles and Responsibilities continued:**

* Alerting persons endangered by the emergency and coordinating evacuation procedures
* Ensuring the protection of life, property, and the provisions of the Law and Order
* Providing police service in the Emergency Operations Center E.O.C. evacuee center, morgues, and other facilities as required
* Notifying the coroner of facilities
* Ensuring liaison with other community, provincial and federal police agencies as required
* Providing an Emergency Site Manager if required

**Fire Chief Roles and Responsibilities:**

* Activating the emergency notification system through the community with the E.M.S.C.
* Providing the C.C.G with information and advice on firefighting and rescue matters
* Depending on the nature of the emergency, assign the Emergency Site Manager if not already done so by the police services and inform the C.C.G who the E.S.M is
* Establishing an ongoing communications link with the senior fire official at the scene of the emergency
* Informing the Mutual Aid fire coordinators and or initiating mutual aid arrangements for the prevision of additional firefighters and equipment if needed
* Determine if additional or special equipment is needed and recommending possible sources of supply
* Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary e.g. rescue, first aid, casualty collection, evacuation

**Name of Public Work Manager / Roles & Responsibilities:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Providing the C.C.G with information & advice on engineering and public works matters
* Establish an ongoing communications link with the public works official at the scene of the emergency
* Ensure liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response
* Ensure provision of engineering assistance
* Ensure construction, maintenance and repair of community roads
* Ensure the maintenance of sanitary sewage and water systems

**Roles & Responsibilities Continued:**

* Providing equipment for emergency operations
* Ensure liaison with the fire chief concerning emergency water supplies for firefighting purposes
* Providing emergency portable water, supplies and sanitation facilities to the requirements of the health officials
* Discontinuing any public works services to any resident as required and restoring these services when appropriate
* Ensuring liaison with public utilities to disconnect any service representing a hazard and or to arrange for the provision of alternate services or functions
* Providing liaison with local flood authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.

**Ambulance (Emergency Medical Services) Roles & Responsibilities:**

* Ensuring emergency medical services at the emergency site
* Establish an ongoing communications link with the senior EMS official at the scene of the emergency
* Obtain EMS from other communities for support if required
* Ensuring triage at the site
* Advising the C.C.G in other means of transportation is required for large scale response
* Ensuring liaison with receiving hospitals
* Ensuring liaison with Medical/ health Authorities as required

**Name of Health Authority / Manager Role & Responsibilities:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Acting as coordinating link for all emergency Health Services at the C.C.G
* Ensuring liaison with Health Canada
* Establish an ongoing communications link with senior health official at the scene of the emergency
* Ensuring liaison with the ambulance service representative
* Provide advice on any matters, which mat adversely affect public health
* Provide authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator (public relations)

**Roles & Responsibilities Continued:**

* Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Health Canada Policies
* Ensure coordination of care of bed-ridden citizens and individuals at home and in evacuee centers during an emergency
* Ensure liaison with voluntary and privet agencies as required for augmenting and coordinating public health resources
* Ensure coordination of all efforts to prevent and control the spread of disease during an emergency
* Notifying the Public Works Representative regarding the need for portable water supplies and sanitation facilities
* Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centers

**Name of Health Care Administrator Roles & Responsibilities:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Implementing the health center/nursing stations emergency plan
* Ensuring liaison with Medical/Health Authority and local ambulance representative with respect to hospital and medical matters as required
* Evaluating requests for the provision of medical site teams/medical triage teams
* Ensuring liaison with Health Canada as appropriate.

**Name of Social Services Manager/Director Roles & Responsibilities:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Ensuring the well-being of residence who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquires and personal services
* Supervise the opening and operation of temporary and or long-term evacuee centers and ensuring they are adequately staffed
* Ensuring liaison with the police representative with respect to the pre-designation of evacuee centers which can be opened on short notice
* Liaison with Medical Officer of Health on areas od mutual concern regarding operations in evacuee centers

**Roles & Responsibilities Continued:**

* Ensuring that a representative of the Education Authority is notified when facilities are required as evacuee reception centers and that staff and volunteers utilizing the school facilities take direction from the Education Authority representative(s) with respect to their maintenance use and operation.

**Name of Education Authority Manager/Director Roles & Responsibilities:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Providing any school (as appropriate and available) for use as an evacuation or reception center and a representative(s) to coordinate the maintenance use and operation of the facility being utilized as evacuation or reception center
* Ensure liaison with the First Nation Community as to actions to the school, (i.e. implementing school stay in place procedure and implementing the school evacuation procedure

**Name of Electric Utility / Hydro personnel Role & Responsibilities:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Monitoring the status of power outages and customers without service
* Providing updates on power outages as required
* Ensuring liaison with Public Works representative
* May provide assistance with accessing generators for essential services or other temporary power measures

**Name of Community Evacuation Coordinator Roles & Responsibilities;**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* At the direction of the C.C.G, ensuring the well-being of people who have been displaced from their homes, by arranging registration and enquiry accommodations, lodging, feeding and personal support services
* Supervising the evacuation center and ensuring that it is adequately staffed
* Liaising with the Community Health Nurse and the Community Health representative on areas of mutual concern
* Recording and maintaining a list of community transportation resources
* Recording and maintaining a list of potential drivers of Band Vehicles
* Maintaining a log of personal activities related to the emergency

**Roles & Responsibilities Continued:**

**Name of Evacuation Liaison Role & Responsibilities:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Providing all potential evacuees with list of things to do to prepare their homes before leaving the First Nations Community and advising them on key personal items to take to the host community
* Acting as the First Nations representative in the host community by working closely with their C.C.G through meetings and telephone conversations
* At the outset establishing a communication process with the evacuees, so that their needs and concerns can be forwarded to the host community as quickly as possible
* Acting as interpreter and facilitator for evacuees who may be accessing health and social services in the host community
* Continually updating the First Nation and C.C.G on the situation and acting on their direction to resolve current and anticipated issues
* Assisting the host community in tracking evacuees who have left the First Nation Community on their own accord
* Where feasible and required, setting up remote offices in the host community to facilitate business continuity for the First Nation.

**Name of Volunteer Coordinator Roles & Responsibilities:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Recruit and register and place additional volunteers not already named in the plan
* Screen persons who come to volunteer to determine skill and placement
* Liaise with other coordinators to determine their work force needs
* Maintain a log of activities throughout the period of the emergency
* Maintain a “fan-out” of available assistance
* Provide necessary final reports to the E.M.S.C

**Name of Finance Officer/Administrator Roles & Responsibilities:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.**

* Advise the Band Chief and Council on emergency financial procedures
* Take direction from the Band Chief and Council
* Maintain financial and other records pertaining to the emergency operations
* Compile all reports and back-ups material for claims resulting from the emergency

**Emergency Response Plan**

**2019.**

**For the community of:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Nation**

To be reviewed on an annual basis

Next review date: MM/DD, 2021\_

*By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

*DRAFT*

*Input and alterations should be made and agreed by:*

* Community Control Group C.C.G
* Elected Band Council Officials
* Community Emergency Agencies

**Appendices:**

**Draft Samples**

* Pg.25 DRAFT SAMPLES OF APPENDICES
* Pg. 26 Appendix A - Emergency Operations Center/Operating Cycle
* Pg.27 Appendix B - Hazard Identification Risk Assessment **H.I.R.A not included**
* Pg.28 Appendix C 1 - Evacuation Advisory
* Pg.29 Appendix C 2 - Preliminary Media Statement
* Pg.30 Appendix D 1 - Mutual Aid Agreement (Emergency or Disaster)
* Pg.31 Appendix D 2 - Mutual Aid Continued
* Pg.32 Appendix D 3 - Mutual Aid Continued
* Pg.33 Appendix E 1 - Equipment and Supplies Sheet
* Pg.34 Appendix E 2 -Communications Log
* Pg.35 Appendix E 3 - Emergency Operations Log
* Pg.36 Appendix E 4 - Volunteer Worker Registration Form
* Pg. 37 Appendix F 1 - Evacuation Phases
* Pg. 38 Appendix F 2 - Recovery/Re-entry
* Pg. 39 Appendix G – Maps
* Pg. 40 Appendix H 1 – Emergency Plan Exercise Log
* Pg. 41 Appendix H 2 – Emergency Plan Revisions / Update Log

**Appendix A:**

**Emergency Operation Center E.O.C.**

When an emergency occurs, site resources such as fire, police, ambulance, and Public Works personnel will require a meeting place to conduct:

* Incident command
* Operations
* Planning
* Logistics
* Finance / administration

However during emergencies supporting departments or organizations need an area or pre-designated off-site facility, this is called Emergency Operations Center.

The E.O.C functions as a point of coordination or “NERVE CENTER”, addressing the needs of the First Nations community as a hole as well as anticipating and supporting the needs of one or more incident site.

1. Location of Emergency Operation Center in the First Nations Community of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is located at (address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

building name is called Band Council Building.

1. In the event emergency relocation of the Emergency Operations Center is required, secondary location will be (address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, building name is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Operating Cycle:**

Members of the C.C.G. gather at the E.O.C at regular intervals to inform each other of actions taken and problems encountered.

The E.D/Band Manager establishes the frequency of meetings and agenda items.

Meetings are kept as brief as possible, allowing members to carry out their individual responsibilities.

The E.D/Band Manager’s assistant maintains a status board and maps which are prominently displayed and kept up to date.

**Appendix B**

**Hazard Identification Risk Assessment**

A hazard identification and risk assessment (HIRA) is a detailed analysis of the effects and potential actions for different types of emergencies; the information will assist your planning committee in completing this emergency response plan!

Both possible effects and potential actions are listed in approximate order of significant and or priority. Probability and consequences are determined for any potential emergencies to the community; they are prioritized accordingly.

***H.I.R.A***

***That is to be completed as a part***

***Of the Emergency Response Plan***

***For your community***

(To be completed by the C.C.G members or E.M.S.C and kept with this E.R.P.)

**Appendix C 1 - Evacuation Advisory**

This is (name & Position) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

An emergency exists in the (area) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of

(name of F.N) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

For your personal safety, evacuation of (name of F.N) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Of (state which parts or hole) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Is necessary due to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**The collection points for the evacuation are:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: please remember to bring your medication(s).

If you require transportation, to go the collection point in your area; if you are evacuating with your own vehicle, please go via the collection point in your area to pick up people without transportation. If you are physically unable to go to the collection point call

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Emergency Operations phone number) to make arrangements for pick up.

Described rout to avoid danger:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All evacuees are requested to report and register at the reception center set up in:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are planning to stay with family/friends, advise the Reception Center

(Telephone #)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

You will be advised when the emergency has ended and is safe to return to your homes; during the period of evacuation, security of your homes and business will be provided by the police.

For additional information listen to radio \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Appendix C 2 - Preliminary Media Statement**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This is the information I can give you so far:

At (time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A (incident description) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occurred at (location) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Or (kilometres north /south/ east/ west) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Of (nearest town or city) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At this time (number injured) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are being treated for injuries.

The names and condition of the injured can only be released by the Public & Media Information Office through the POLICE.

The (incident site) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has been isolated.

It is important to know that emergency response procedures have been activated and our first priority is to protect the public and the environment.

The cause of the (incident description) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is not yet known and no estimate of damage is available. Only the subsequent accident investigation will reveal the cause and cost.

Any further inquiries should be directed to the Public & Media Information Center. A media release will be issues shortly and whenever new information becomes available.

**Appendix D** 1 - ***Mutual Aid Agreement***

***Between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and***

***The community of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;***

***Located in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District of Ontario.***

***Date:***  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Revision date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

…………………………………………………………………………………………………………………….

**PURPOSE:**

*The purpose of this agreement is to ensure and enhance public safety, preserving life, property and environment in each of our communities through the co-operation of our emergency services at times of either catastrophic or extreme fire emergencies requiring additional assistance, and ensure public safety initiatives such as evacuations or State of Emergencies.*

**SERVICES:**

*Community of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to provide emergency services including firefighting, fire control, and evacuations assistance and to assist the community of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as required to carry out public safety initiatives, under the direction of the appointed leads, respective to each community.*

**Working relationships:**

*Both \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ further agrees to assist in the partnership of is volunteers and it’s Officers to ensure a cohesive and cooperative working relationship between its members; so that activation of mutual assistance is initiated an established professional relationship exists;*

**Appendix D 2 - Continued:**

*Collaborative and tandem working partnership of each respective Department can take part in either community.*

***Both \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_will comply with:***

* *Bi-law’s*
* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**TRIGGER / ACTIVATION:**

*This agreement will become effective at any time assistance is required and requested by the community Fire Chiefs due to:*

* *Multiple fires,*
* *Multiple vehicle incidents,*
* *Threat of forest fires to either community,*
* *Flooding,*
* *Prolonged power outages,*
* *Water & Ice Rescue / Recovery*
* *Search & Rescue / Recovery*
* *“State of Emergency Declaration”,*
* *Any other time deemed an emergency by either party,*

**FINANCE & ADMINISTRATION:**

*It is understood and agreed by both parties, an account of finances will be kept by the Finance and administration office, Emergency Management Ontario, Indigenous Affairs & Northern Development.*

**Appendix D 3 - PROTOCOL:**

*For the purpose of this agreement, any request for “Mutual Aid Assistance” will be dealt with and between the E.M.S.C / Band Manager of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the Lead of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the event that either lead representatives are on leave or away, their Officers / Designees will have the authority to request for Assistance for Mutual Aid, in accordance to chain of command,*

* *by the Assistant / Alternate*
* *Council Members*
* *Incident Commander*

**Agreement between both parties:**

|  |  |  |
| --- | --- | --- |
| NAME |  |  |
| TITLE |  |  |
| COMMUNITY |  |  |
| EMAIL |  |  |
| CONTACT NUMBER |  |  |
| ZIP CODE |  |  |
| DISTRIC |  |  |

Additional Information:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix E 1- Equipment and Supplies Available**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Qty. | Location/Department | Person Responcibile |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Name/Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix E 2 - Communication Log:**

**Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Operator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page: \_\_\_\_\_\_ of \_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TO** | **FROM** | **MESSAGE** | **TIME** | **Delivered** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix E 3 - Emergency Operations Log**

**Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page: \_\_\_\_ of \_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **DATE** | **TIME** | **EVENT** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix E 4 - Volunteer Worker Registration Form**

**Community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Phone/Cell | Remarks |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Name/ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Appendix F 1 - Evacuation Phases:**

1. On a separate form identify the high risk such as:

* special medical transport
* persons with medical needs,
* these should be the first to be evacuated from the community and identified with Health Services and respective Host Community Health Services

1. On a separate form identify:

* Single parents with children
* Elders living with or caring for children/youth
* Families with children
* Elders living on their own
* Youth living on their own
* These should be the next to be evacuated from the community to the Host Community

1. On a separate form identify:

* Adults living on their own
* Adults family without children
* The C.C.G members
* Security/Medical Staff
* Elected officials on site
* These should be the last to be evacuated from the community to the Host Community

This outline of pre-evacuation is just intended as a guide line to begin evacuation of community members during a “State of Emergency” and can be altered to suit the needs of community members. Collaboration with **OFM/EM** and **I.S.C** with **M.N.R.F** will also assist with the clarification of evacuation Phases when the time arises.

**Appendix F 2 - Recovery and Re-Entry**

Recovery does not have a “beginning” and an “end”, it starts after initial impact and may go on for years or even decades.

**Areas:** Recovery planning efforts should be focused in four areas!

1. **Residential**

* The repair and reconstruction of homes and contents
* The temporary and permanent housing displaced residents
* The settling of insurances claims for damage to property

1. **Business**

* The repair or reconstruction of economically viable businesses
* The restoration of retail sales, business related tax revenues and employment to at least pre-emergency levels

1. **Public Services and Facilities**

* The resumption of basic services: **sewer, water, gas, hydro, etc.**
* The restoration of public transport, parks etc.
* The repair and reconstruction of public buildings, schools, hospitals, clinics, police, fire halls, and other community buildings
* The continuation of community projects undertaken prior to the emergency

1. **General Population**

* The establishment of a “one-stop” resource center of agencies providing assistance
* The return of social support systems
* The implementation of programs to restore or improve quality of life
* The implementation of programs to support the psychological needs of the victims and the emergency workers

Key elements of the recovery process plan are:

* Local decision making; Priority of intergovernmental relationships
* Redevelopment of damaged areas; Long range view of rebuilt community and ability to marshal internal & external resources

Ability to Act:

* Availability of Provincial & Federal resources; reliance on local rather than external resources; local administration; technical capabilities; horizontal & vertical intragovernmental relationships.

**Appendix G**

* **Maps of the Community**
* **Maps of Access Roads**
* **Maps & Pictures of Critical Infrastructures**
* **Topography Maps**
* **Water Tributary Maps**

**Appendix H 1 - Emergency Plan Exercise Log**

**F.N. Community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Exercise Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Exercise | Type of Exercise | Dept./Agency Involved | AAR **(after action report)**  Completed |
| Sample  Jan 20th 2015 | Table – top Exercise | Fire Dept. / Public Works | Yes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**\*type of exercise: Discussion-based (seminars, drills, workshops, table top, games)**

**Operation-based (drills, functional, exercise, full scale exercise)**

**Appendix H 2 – Emergency Plan Revision / Updated Log**

**F.N. Community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

|  |  |  |  |
| --- | --- | --- | --- |
| Date  Revised / Updated | Description | Name of Person Revising/ Updating | BCR#  Associated |
| Sample  Nov 1 2015 | Reviewed & updated contacts | Able Hill | 123-0123 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**\*types of exercise: Discussion-Base (seminars, drills, workshop, table top, games)**

**Operation-Based (drills, functional exercise, full scale exercise)**