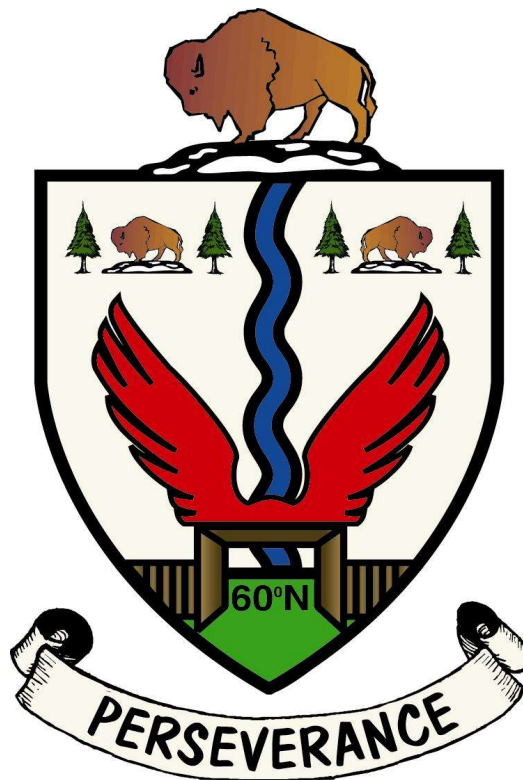


Emergency Management Plan

Town of Fort Smith



Revision 004

April 2025

0.1 PLAN DISTRIBUTION

Plan #	Organization/Department
Master Plan	Digital Online
Plan #1	Mayor
Plan #2	Senior Administrative Officer
Plan #3	Director of Protective Services
Plan #4	Director of Municipal Services
Plan #5	Director of Community Services
Plan #6	Director of Corporate Services
Plan #7	Fire/Ambulance Department
Plan #8	Royal Canadian Mounted Police
Plan #9	NT Health and Social Services - Fort Smith
Plan #10	Assistant Fire Marshal/Regional Coordinator
Plan #11	GNWT Infrastructure - Airports
Plan #12	Salt River First Nation
Plan #13	Fort Smith Métis Council
Plan #14	Smiths Landing First Nation
Plan #15	Northwestern Air Lease Ltd.
Plan #16	NT Power Corporation
Plan #17	Municipal and Community Affairs
Plan #18	Environment and Climate Change
Plan #19	MACA Territorial EMO
Plan #20	Northern Lights Special Care Home
Plan #21	Fort Smith Community and Recreation Center
Plan #22	Fort Smith Water Plant
Plan #23	Aurora College – Thebacha Campus
Plan #24	GNWT Infrastructure - Highways
Plan #25	Wood Buffalo National Park
Plan #26	Fort Smith Corrections Complex
Plan #27	GNWT Education, Culture, and Employment
Plan #28	GNWT Infrastructure
Plan #29	Northwestern Air Lease Ltd.

0.2 PLAN APPROVAL

To ensure this plan and all associated information remain current and relevant a review will be carried out at least once annually. The human, facilities, physical, and other potential community resources inventories will be updated annually or as needed (these inventories are provided in Appendix E and F). If the plan is to be revised, then this page and all amended pages will be approved and distributed to all plan holders listed in section 0.1.

The Emergency Management Plan dated: May 30, 2024, has been approved for distribution.

Approved by:



Director of Protective Services

April 30, 2025
Date



Senior Administrative Officer

May 3, 2025
Date

REVISION	DATE	REVISION	DATE
Re-issue	June 28, 2023		
Revision #1	April 11, 2024		
Revision #2	May 30, 2024		
Revision #3	June 14, 2024		
Revision #4	April 2025		

Table 1 Record of Revisions

0.4 ACRONYMS

ACRONYM	FULL NAME
LEMO	Local Emergency Management Organization
EOC	Emergency Operations Centre
IC	Incident Commander
MACA	Municipal and Community Affairs
SAO	Senior Administrative Officer
EMO	Territorial Emergency Management Organization
REMO – South Slave	MACA Regional Emergency Management Organization – South Slave
NTHSSA	Northwest Territories Health and Social Services Authority
HIRA	Hazard Identification and Risk Analysis
EMC	Emergency Management Coordinator

Table 2 Acronyms

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1.0 BYLAW

This plan is written and maintained by the most current Emergency Management bylaw and reviewed by the Emergency Management Committee at least once annually.

2.0 INTRODUCTION

Any community is vulnerable to numerous hazards and emergencies. These can be human causes such as transportation accidents, technological incidents, hazardous materials spills, infrastructure disruptions that could involve utility and power failures, and natural hazards such as severe wildfires and weather.

The Fort Smith Emergency Management Plan establishes the framework that ensures the community is more prepared to deal with emergencies and hazards. The Plan is designed to ensure that all agencies are aware of their respective roles and responsibilities and that agencies work together cooperatively to prepare for and respond to events.

The Emergency Management Plan also makes provisions for the earliest possible coordinated response to an emergency, an understanding of the personnel and resources available to the community, and recognition that additional expertise and resources can be called upon if required.

Scope

The Fort Smith Emergency Management Plan aims to provide the framework within which measures can be taken to protect the health, safety, and welfare of the residents, prevent or minimize property damage or loss, protect the environment, and minimize economic disruption when faced with an emergency.

Purpose

The plan unifies the efforts of community resources for a comprehensive approach to responding to and reducing the impacts of an emergency. It is intended to increase the emergency response capacity of Fort Smith by establishing a plan of action to deploy and manage all required resources efficiently and effectively.

Authority

The Emergency Management Plan is issued under the authority of the Council in accordance with the *Emergency Management Act* (S.N.W.T. 2018, c. 17) as well as the most current municipal Emergency Management Bylaw, which contains the duties and responsibilities of the Local Emergency Management Organization (LEMO) and the Local Emergency Coordinator.

3.0 EMERGENCY MANAGEMENT ROLES AND RESPONSIBILITIES

Mayor and Council

Responsibilities of elected officials during an emergency:

- Set parameters for emergency operations in response to an event;
- Declare/cancel declarations of States of Local Emergency;
- Work with the LEMO as required
- Liaise with elected officials of other governments; and
- Liaise with community residents throughout the duration of emergencies.

Local Emergency Management Organization (LEMO)

LEMO Composition

Emergency Management Committee (EMC):

- Town of Fort Smith – Mayor (Alt. Deputy Mayor)
- Town of Fort Smith – Councillor
- Town of Fort Smith – Councillor
- Town of Fort Smith – SAO
- Town of Fort Smith – Emergency Management Coordinator (Alt. Designated by SAO)
- Town of Fort Smith – Director of Protective Services (Alt. Deputy Fire Chief)
- Town of Fort Smith – Director of Municipal Services (Alt. Public Works Foreman)
- Town of Fort Smith – Director of Community Services (Alt. Recreation Supervisor)
- Town of Fort Smith – Director of Corporate Services (Alt. Accounts Payable Clerk)

LEMO Members:

- Municipal and Community Affairs (MACA)
- Salt River First Nation
- Fort Smith Métis Council
- Smith's Landing First Nation
- Royal Canadian Mounted Police (RCMP)
- Northwest Territories Health & Social Services Authority - Fort Smith Region
- Northwest Territories Power Corporation
- NorthwesTel
- Environment and Climate Change (ECC)
- GNWT Infrastructure – Highways
- GNWT Infrastructure – Airport Division
- Parks Canada
- GNWT Infrastructure
- Fort Smith Rangers
- South Slave Divisional Education Council
- Aurora College
- GNWT Justice
- Fort Smith Housing Authority

LEMO Response Activities

- Emergency Plan Activation
- Assessing an emergency
- Notifying the Northwest Territories Emergency Management Organization (via the MACA Regional Superintendent or the emergency line)
- Determining the appropriate response
- Coordinating community resources
- Notifying the public and other departments of the emergency
- Requesting mutual aid; and
- Liaising with other government officials as the situation dictates.

Emergency Management Coordinator (EM Coord)

SAO will designate the EMC . The following are their responsibilities:

- Management and coordination of the LEMO activities in accordance with duties set out in the current Town of Fort Smith Bylaw
- Chairing the planning and operational activities of the LEMO
- Coordinating emergency resources used in an emergency
- Arranging training for the members of the LEMO
- Arranging for testing of the plan; and
- Developing and implementing public awareness and education activities.
- Establish and maintain communications with the Regional EMO/MACA South Slave concerning an emergency.

Senior Administrative Officer (SAO)

The following are the responsibilities of the SAO:

- Act as the Emergency Management Coordinator, unless otherwise delegated.
- Direct EOC operations unless delegated to EMC.
- Ensure that all agencies are notified with a minimum of delay once the emergency is terminated.
- Tabulate all costs incurred by all parties upon termination of the emergency and submit to the refunding agency.
- Ensure that factual official information is provided to the News Media and the General Public.
- At the request of the mayor, ensure that all Mutual Aid Agreements are actioned.
- Review and approve the Emergency Management Plan.

External Organizations

Responsibility of specific external organizations is outlined in Appendix F (Resource Inventory) Depending on the nature of the emergency, external agencies that are normally not part of the LEMO may be asked to assist in coordinating or executing the response.

4.0 CONCEPT OF OPERATIONS

As the magnitude of an emergency increases, so will the need for multi-agency support from within the community. If the community resources and capabilities are overwhelmed, the community may contact the MACA Regional Superintendent to provide or acquire additional resources. Each LEMO member is responsible for their identified roles and responsibilities throughout the emergency response.

Operational Levels

There are three operational levels of Emergency Management functioning and activity.

- Normal Operations – routine daily operations.
- Monitoring – heightened surveillance of potential or impending hazard events; or
- Activation – multi-agency coordinated response.

Implementation Sequence

The following are the typical steps taken to implement an emergency response:

- EMC is contacted regarding an emergency.
- EMC resolves the problem alone or calls in appropriate LEMO members and subject matter experts to assist.
- EMC notifies Regional EMO (MACA Regional Superintendent) to alert of the situation (ongoing contact with MACA is required)
- Gather LEMO and formulate a response plan.
- The EOC may be partially or fully activated, depending upon the conditions of the emergency. All staff will be made available until a response is scaled back or stand-down EOC operations.
- LEMO and EMC may appoint an on-site Incident Commander to liaise from the incident site using ICS principles.
- EMC and LEMO to advise Council on declaring a State of Local Emergency; and
- EMC to notify MACA Regional Superintendent and community residents if a State of Local Emergency is declared.

Escalation

The following depicts how assistance during emergency events flows from the GNWT to communities.

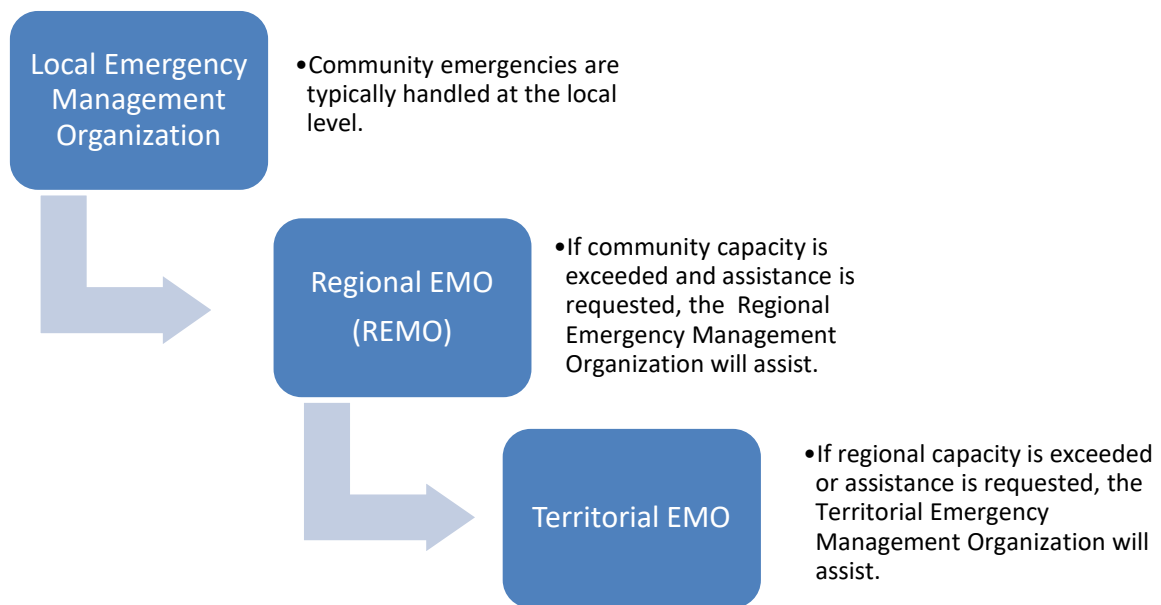


Figure 1 Emergency response flow chart

Warning and Notification Procedures

Upon notification of an imminent or actual emergency, the EMC will initiate the notification of key personnel and agencies. Based on the type and seriousness of the event, appropriate personnel are notified of the current or imminent situation. LEMO members will be notified of the incident and be required to convene at the EOC depending on the nature and severity of the emergency. A contact information sheet is incorporated into this plan.

The Communications Coordinator will be the EMC or a designate and is responsible for all communications activities. Refer to Appendix A: “LEMO Responsibilities”.

The community members will be warned by one or more of the following:

- Community emergency notification system
- Town of Fort Smith social media accounts and website
- First responders advise those at risk in the immediate proximity of the emergency.
- Door-to-door alerting
- Local radio station
- Television and/or radio media
- Community notice board
- Using vehicle-mounted PA systems of the Fire Department
- NWT alert and Intrusive Broadcast Alerts

Public communications tools such as Emergency Notifications, Alerts, and Orders will be used to inform the public of threats and actions in response.

5.0 DECLARATION OF STATE OF LOCAL EMERGENCY

The Mayor or designate may declare that a local emergency exists in the community or any part thereof and may take such action and make such orders as he/she considers necessary. The Mayor or designate may terminate a declaration of a State or Local Emergency. The Mayor shall ensure that the Minister of MACA is notified of a declaration of a state of local emergency. In addition, the media and the public shall be notified of the emergency as soon as possible.

A format for the Declaration of a State of Local Emergency is incorporated in this manual. A copy of the declaration must immediately be sent to the Minister via the Regional EMO (MACA's Regional Superintendent).

6.0 COMMUNICATIONS

Maintaining lines of communication between responders and the LEMO is critical. Depending on the circumstances, communications for an emergency response may include one or a combination of the following:

- Telephone;
- UHF, VHF and/or HF Radios;
- Satellite Phones;
- Internet; and
- Other available resources

Once formal communication has been initiated about a potential emergency, an update will be posted two times a day or as things change. These updates should go out at 10:00 am and 5:00 pm daily until the emergency has been resolved. Frequent updates will provide assurance of the situation.

A Communications Coordinator will be delegated as soon as possible to oversee timely and frequent communication with the public in a consistent manner.

7.0 EMERGENCY OPERATIONS CENTRES (EOC)

The Community EOC should be activated and staffed by the appropriate members of the LEMO, to manage emergency operations. In any emergency where in-person meetings are deemed inappropriate; meetings will be convened electronically under the guidance of the Emergency Management Coordinator.

The primary EOC location is the Community and Recreation Center – Logistics and Fire Hall - Operations. Alternate EOC locations:

- Aurora College Campus
- Town Hall
- Parks Canada – Federal Building

Emergency Site Management

The EMC will appoint an on-site Incident Commander (IC) if one is not in place. The IC may be from the first response agency having the predominant role or maybe an individual particularly suited to coordinate

the diverse activities being undertaken. The role of the IC is to:

- Establish a site command post;
- Establish overall priorities for the on-site response;
- Establish the site perimeter and arrange for security;
- Provide situational updates to the EOC;
- Assign emergent tasks to response agencies at the emergency site;
- Provide media information to the EOC; and
- Coordinate support to the responders.

Responding agencies on-site will:

- Cooperate with the IC;
- Integrate into a unified command.
- Provide information on response activities, damage, casualties, and resource needs to the IC; and
- Continue to receive functional direction from their parent organization.

Incident Command System

The Incident Command System (ICS) is a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

Given the modular design of ICS it is easily adaptable to emergencies of any size while maintaining efficient incident management.

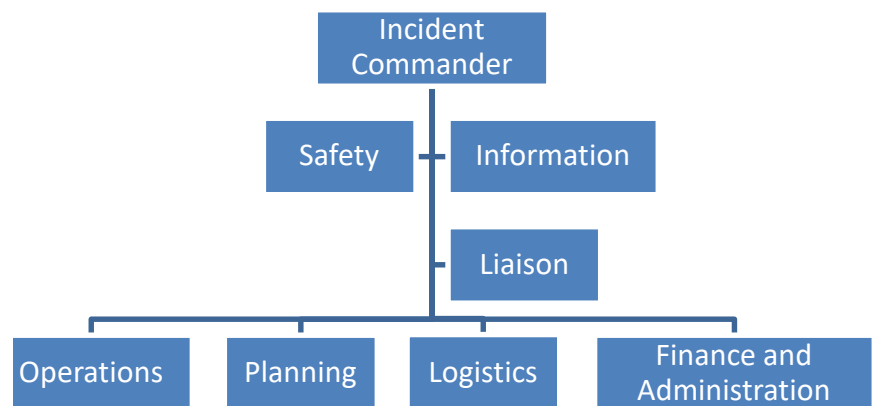


Figure 2 ICS Structure

8.0 EVACUATION AND RECEPTION

Evacuation

The evacuation function describes how the public would be evacuated out of areas affected by an emergency that is deemed to be too hazardous for people to stay in place. Evacuation methods will be dependent on the incident. Evacuation from one area of the community to another part of the community shall be organized and managed by the community. A full evacuation of the community as a whole shall be organized and managed by the territorial government in conjunction with the LEMO. See Appendix C for the Evacuation plan.

Reception

The reception function outlines how the community would receive evacuees from one part of the community or another community in the region. The reception plan will also be used to handle a shelter-in-place situation. Reception methods will be dependent on the number of evacuees being received. See Appendix D for the Reception Plan.

Shelter in Place

If evacuation is not immediately possible or if residents remain in the community, shelter-in-place procedures will be activated. Providing shelter-in-place accommodations for citizens will use the Reception Plan. All people must be received, registered, and given a safe protected location to shelter based on emergency conditions. See Appendix D for the Reception Plan.

Accommodations for Pets

In the event of an air or water evacuation, or if community members are unable to transport their animals in personal vehicles, pets may remain in the community. Efforts will be made to provide a safe place for pets to shelter. Possible locations are outlined in Appendix F Resource Inventory.

9.0 VOLUNTEERS

A LEMO member or community resident shall be appointed as a Volunteer Coordinator by the EMC.

This operational support function guides the community's role in the management of volunteers. A form for Volunteer registration can be found in Appendix H. It is important that this form is used whenever there are volunteers during emergencies as it aids in keeping track of where volunteers are needed and for liability and WSCC purposes.

As part of annual emergency preparation, a volunteer recruitment and training campaign will be carried out at the time of annual updating and dissemination.

10.0 SPECIFIC HAZARD MANAGEMENT

A Hazard Identification Risk Assessment (HIRA) should be carried out by the LEMO. The hazards identified in the HIRA as having the greatest potential for disrupting the community are rated as follows:

Hazards	Probability Occurring	Severity of Impacts	Rating
1.0 General Emergency	NA	NA	NA
2.0 Wildland Fire	4	5	20
3.0 Extreme Heat Event	5	2	10
4.0 Winter Storm	4	2	8
5.0 Pandemic	2	4	8
6.0 Major Spill/Leak	2	3	6
7.0 Critical Infrastructure Failure	2	2	4

Table 3 Hazard Identification and Risk Assessments

To develop a HIRA:

- 1) List off all hazards that may pose a threat to your community;
- 2) Rank the probability of occurrence from 1-5, 1 being low and 5 being a high probability of occurrence;
- 3) Rank the severity of impacts from 1-5, 1 being low impact and 5 being severe impact. Keep in mind the humans, buildings, environment economy; and
- 4) Multiply your probability results and your impact results to obtain your rating.

All specific emergency response plans can be found in Appendix B.

11.0 RECOVERY

Termination of a Local Emergency

If a local state of emergency is declared, the Mayor or alternate, on advice from the members of the LEMO, will declare the state of local emergency terminated when it is deemed appropriate to do so.

The Emergency Management Coordinator, on the direction of the Mayor, shall ensure that all agencies involved, and the Emergency Measures Services Section in Yellowknife are notified of the local emergency terminating.

Recovery

Disaster recovery refers to actions taken to repair or restore conditions to an acceptable level through measures taken after a disaster impacts a community. This includes short-term and long-term measures such as the return of evacuees, trauma counseling, clean-up, reconstruction, economic impact studies, and emergency financial assistance. Recovery efforts should be conducted with a view towards disaster risk reduction and forward-looking recovery measures that allow the community not only to recover from recent disaster events but also to build back better to help overcome past vulnerabilities.

The Government of the Northwest Territories Disaster Assistance Policy provides financial support to assist individuals, small businesses, and community governments in recovering from a disaster and restoring damaged property to its pre-disaster condition. More information on the Disaster Assistance Policy can be found on MACA's website.

APPENDIX A: LEMO RESPONSIBILITIES

In an emergency, the LEMO will provide the overall direction and oversight. The members will carry out their specific responsibilities. Members shall maintain a complete record of all expenditures incurred and shall file that expenditure report with the Emergency Management Coordinator upon termination of the emergency. The following is a list of some LEMO members and some of their specific responsibilities.

Mayor or designate

- Makes declaration of a state of local emergency
- Cancellation of a state of local emergency
- Notification (to residents, MACA, and the media)
- Evacuation orders; and
- Request mutual aid/other government support.

EMC or designate

- Coordination of all planning and response activities
- Recommend declaration/cancellation of a state of local emergency
- Implement plan
- Liaison with MACA, other governments, and industry associations; and
- Overall communications arrangements.

Protective Services Department

- Establish on-scene IC as per department SOG;
- Conduct firefighting operations, oversee Emergency Medical Services, and provide firefighting and EMS services;
- Coordinate site activities as required;
- Provide communication link from the site to the EMC and/or EOC;
- Support for search and rescue activities (with assistance from volunteers);
- Assist in evacuations; and
- Activate Mutual Aid agreements as required.
- Engage in external incidents as an Agency Representative, Structure Protection Branch Director, Unified Commander, or other appropriate ICS role.
- Implement ICS structure for town operations.

Director of Municipal Services

- Provide/arrange for construction resources and services;
- Arrange potable water shuttles;
- Utilities shut down/restoration and public notices;
- Damage assessment on public property;
- Assist the EMC in fulfillment of duties; and
- Maintain communications with the Municipal Services Department.

Senior Administrative Officer

- Track emergency expenditures;
- Assist in the dissemination of emergency information;
- Assist the Mayor and EMC in fulfillment of duties; and
- Maintain communications with their respective departments.

Director of Community Services

- Fill the Logistics Section Chief position in ICS
- Organize the recreation center as required for the emergency

- Shelter-in-place accommodations
- Food services
- Evacuation Center
- Reception Center
- Provide/arrange for transportation resources and services to support an evacuation
- Maintain records of evacuations

Communicate and coordinate information with the Emergency Coordinator

Bylaw Enforcement Officer and RCMP

- Assess and report on the degree of public danger;
- Security of life, site, property, and evidence;
- Coordination/control of ground search and rescue;
- Traffic and crowd control;
- Site management when lead agency; and
- Support rescue and evacuation operations.

Communications Coordinator

- Coordination of messaging with other agencies by ensuring unified messaging from the overhead command team. Strike a Joint Information Committee if necessary. Meet daily to coordinate messages.
- Provision of information to authorities and media outlets; and
- Provision of emergency public information to residents through town media channels.

Media/Public Spokesperson

- Provision of emergency public information to residents and the media.
- Generally, Mayor or Emergency Management Coordinator unless delegated.
- Ensure unified messaging from the overhead command team. Strike a Joint Information Committee if necessary. Meet daily to coordinate messages.

Volunteer Coordinator

- Register, assign, and track volunteers
- Report to logistics under ICS

APPENDIX B: HAZARD SPECIFIC PLANS

1.0 General Hazard Response

The following chart outlines actions that may be taken to mitigate, prevent, and respond to emergencies. Refer to this General Hazard Response chart for an emergency that does not correspond to any of the subsequent Specific Hazards Plans.

MAJOR CONCERNS: Safety and security of Residents, Property Damage or Loss, Environmental Impacts, Infrastructure Protection, Disruption of normal services, Media/Public Information.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Community land use plans	<ul style="list-style-type: none">• Incorporate risk reduction measures (ie flood risk mapping, community wildfire protection plan).	Municipal Council
Building Bylaws	<ul style="list-style-type: none">• Improve resilience by adopting more rigorous code requirements	Municipal Council
Emergency backup power for critical infrastructure	<ul style="list-style-type: none">• Ensure emergency operations centers, community evacuation centers, power generating stations, telecommunications satellite uplinks, water treatment plants, sewage lift stations, and any mechanical sewage treatment plants are protected during interruptions in the supply of power.	Facility owner(s)
PREPAREDNESS	RATIONALE	ACTION BY
Community Emergency Management Plan	<ul style="list-style-type: none">• Ensure all agencies and individual emergency responders, officials, and volunteers are familiar with local emergency arrangements and procedures and are aware of their roles and responsibilities.	LEMO
Public information/ awareness program to inform residents of the need to take proactive measures before, during, and after an emergency	<ul style="list-style-type: none">• To reduce individuals' exposure to risk before an emergency strikes and ensure timely recovery after a disaster impacts the community.	LEMO
Community emergency training program	<ul style="list-style-type: none">• Ensure emergency responders, officials, and volunteers are prepared to fulfill their emergency role or function.	LEMO

Emergency communications system(s) for first responders and local emergency officials	<ul style="list-style-type: none"> • Ensure efficient and coordinated operational response through effective communications among all response agencies. 	Various member agencies of the LEMO
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources; • Engage response agencies; and • Inform the Region through the MACA Regional Superintendent. 	EMC
Assessment of Situation	<ul style="list-style-type: none"> • Assess incident reports and/or forecasts to determine the appropriate response to the threat; • Determine if additional resources are needed; • Determine potential risk of secondary hazards (such as utility failure, interruptions in communications links to the outside, risk to residents' safety or comfort); and • Determine the need to declare a state of local emergency. 	LEMO
Secure the incident scene	<ul style="list-style-type: none"> • Keep onlookers and traffic away from the emergency site and out of danger; • Control access to the evacuation collection area to avoid congestion and potential safety issues; and • Use barricades, signs, and media to restrict access. 	Bylaw Enforcement Officer (with support from RCMP), Works Foreman, Volunteers
Conduct emergency operations	<ul style="list-style-type: none"> • Rescue or recovery; • Contain spills of hazardous substances; and • Respond to issues of contamination of ground, water, or air. 	Fire Department
	<ul style="list-style-type: none"> • Demolition or removal of dangerous structures, equipment, or vegetation. 	ECC
	<ul style="list-style-type: none"> • Undertake emergency repairs of critical infrastructure. 	Public Works

Inform Residents	<ul style="list-style-type: none"> • Inform residents of the hazard or threat; • Ensure consistent and up-to-date messages to residents and other involved parties; • Inform residents of measures they can take to avoid risk or remove themselves from risk; • Provide instructions to residents regarding evacuation procedures or their requirement to prepare or act in the face of the threat; and • Keep residents advised of the hazardous situation as it develops. 	LEMO and Communications Coordinator
Coordinate Access and Information to the Media	<ul style="list-style-type: none"> • Identify approved spokespersons. • Ensure only approved messaging is provided to the media. 	Communications Coordinator
Relocation/Evacuation	<ul style="list-style-type: none"> • Refer to Evacuation Plan – Appendix C 	LEMO, MACA Regional Superintendent
Injuries	<ul style="list-style-type: none"> • Conduct triage at the emergency site to determine medical priorities. • Evacuate for medical treatment; and • Provide comfort and shelter for the injured as required. 	EMS Members, volunteers
Rescue of Stranded/injured People (with particular attention to the young, elderly, and disabled, as well as others needing additional support).	<ul style="list-style-type: none"> • Remove people from danger; and • Treat medical or psychological conditions, if required. 	Volunteers, RCMP, and healthcare workers
Handling the dead	<ul style="list-style-type: none"> • Confirm death and notify the coroner. • Support Coroner activities. 	RCMP, EMS Members, and Coroner.
Emergency Response Communications	<ul style="list-style-type: none"> • Maintain up-to-date information flow among parties involved in emergency operations. • Ensure shared situational awareness; and • Establish required local (eg telephone, internet, VHF, UHF) and long-range (eg telephone, internet, satellite phone, HF) communications links as circumstances require. 	LEMO and MACA

Liaison with other Government officials	<ul style="list-style-type: none"> • Ensure proper authorities have the most current and accurate information on the incident, possible impacts, and the potential for special assistance. • Consult on new developments and response options related to the emergency as may be required; and • Determine requirements for a formal Declaration of a State of Emergency or Local Emergency. 	Regional EMO (MACA Regional Superintendent), EMC / Mayor
Return to Evacuated Area	<ul style="list-style-type: none"> • Return key groups to the community or affected area first to ensure all critical infrastructure and services are available. • Decision that it is safe for residents to return; and • Arrange for the safe return of residents 	LEMO and MACA Regional Superintendent
Damage Assessment	<ul style="list-style-type: none"> • Determine the extent of damage; and • Determine if the Disaster Assistance Program applies. 	LEMO, MACA Regional Superintendent

2.0 Wildfires

The following chart outlines actions that may be taken to mitigate, prevent, and respond to a wildfire emergency.

MAJOR CONCERNS: Safety of Lives and Property, Utilities Failure

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Establish land use bylaws	<ul style="list-style-type: none"> Minimize risk by situating higher risk development (e.g. fuel storage facility) in appropriate locations in the community. 	Municipal Council
Ensure proper landfill management	<ul style="list-style-type: none"> Ensure that proper landfill management practices continue to take place during high-risk fire season. 	Municipal Council
Implement Fire Smart guidelines in the community's wildland/urban interface area	<ul style="list-style-type: none"> Maintain firebreaks and reduce underbrush in the areas surrounding the community; Reduce the number of evergreen trees in high-risk areas within the community; Advise residents to maintain property that is free of debris, tall grasses, underbrush, and more flammable trees in close proximity to buildings; and Establish a system of permitted fires within the community boundaries. 	Municipal Council, LEMO, Volunteers, Fire Department, Residents.
PREPAREDNESS	RATIONALE	ACTION BY
Host a community FireSmart Day including individual and household preparedness messaging	<ul style="list-style-type: none"> Community residents and volunteers to clean up brush, grasses, and other fuel sources (jerry cans, propane tanks); Inform residents of personal preparedness measures to improve the fire safety of their homes and properties; and Host a community contest for various age groups to promote youth participation. 	LEMO, Fire Department, Volunteers, ECC
Educate residents on air quality procedures	<ul style="list-style-type: none"> Hold an information session before fire season to educate residents on the proper protocol to follow should the air quality be impacted by smoke during wildfire season. Circulate key message handouts for residents and read them out on local radio stations. 	LEMO and Healthcare worker

RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Inform MACA Regional EMO; and • Call a LEMO meeting if required. 	EMC
Assessment of Situation	<ul style="list-style-type: none"> • Define areas of risk; • Decide if additional resources are required; • Determine the potential risk of secondary hazards (i.e. utility failure); and • Determine the need for a State of Local Emergency. 	LEMO, ECC, and MACA Regional EMO
Inform Public	<ul style="list-style-type: none"> • Notify residents of potential threats and recommended actions. 	LEMO
Fire Fighting	<ul style="list-style-type: none"> • Coordination at the interface fire site. 	ECC, Municipal Works Foreman, and Fire Dept.
Relocation/Evacuation	<ul style="list-style-type: none"> • Determine the need to evacuate an area. • Refer to Evacuation Action Plan – Appendix C. 	LEMO, MACA Regional EMO, and ECC
Communications	<ul style="list-style-type: none"> • Up-to-date information flow amongst parties involved in emergency response. 	LEMO, MACA Regional EMO, Municipal Works Vehicles, Volunteers
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Provision of consistent information. 	LEMO/Communications Coordinator
Security Control	<ul style="list-style-type: none"> • Provide security of evacuated areas; and • Secure scene for subsequent investigation. 	LEMO, Fire Department, Bylaw, and RCMP
Refreshment Area	<ul style="list-style-type: none"> • Provision of food and water to those engaged in the emergency response. 	LEMO
Road Clearance	<ul style="list-style-type: none"> • To provide safe access and movement on community roadways. 	Municipal Works Foreman
Return to Evacuated Area	<ul style="list-style-type: none"> • Return key groups to the community or affected area first to ensure all critical infrastructure and services are available. • Decision that it is safe for residents to return; and • Ensure safe return of residents. 	LEMO, MACA Regional EMO
Damage Assessment	<ul style="list-style-type: none"> • Determine the extent of damage; and • Determine if the Disaster Assistance Policy applies. 	LEMO, MACA Regional EMO

3.0 Extreme Heat Event

The following chart outlines actions that may be taken to mitigate, prevent, and respond to an extreme heat emergency.

Including Electric, Water, Drainage, and Telecommunications.

MAJOR CONCERNS: Safety of lives and property.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Protection of housing	<ul style="list-style-type: none"> • Ensure homes are properly insulated. • Install thick blinds for shading. • Consider installing air conditioning. • Prepare an area in basements for sleeping in extreme heat. 	Homeowners
Survey homes with or without a cool basement or air conditioning	<ul style="list-style-type: none"> • Accommodate community residents without a way to cool off at home. 	LEMO
PREPAREDNESS	RATIONALE	ACTION BY
Personal Preparedness	<ul style="list-style-type: none"> • Residents devise their plans for staying cool indoors throughout hot weather. 	Community residents
RESPONSE	RATIONALE	ACTION BY
Gather information from weather services	<ul style="list-style-type: none"> • If the heat is predicted to be severe or long-lasting, proceed with a plan; and • Select the appropriate EOC 	Emergency Management Coordinator
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources; and • Select the appropriate EOC 	Emergency Management Coordinator
Assessment of Situation	<ul style="list-style-type: none"> • Determine the extent of the problem; • Define the affected area/ projected time frame; • Decide if additional resources are required; and • Determine the potential risk of secondary hazards (i.e. power 	LEMO, RCMP, Fire Department, Public Works
Inform Residents	<ul style="list-style-type: none"> • Coordinate door-to-door resident notification. 	LEMO, Volunteer Coordinator, Volunteers
Relocation/Evacuation	<ul style="list-style-type: none"> • Determine the need for relocation /evacuation; • Identify evacuation locations; • Establish emergency facility, shelter; • Coordinate supply of required resources (sleeping bags, drinking water, food); and • Coordinate transportation of residents out of the emergency zone. 	RCMP, Fire Department, Public Works, Volunteers

Repairs and Restoration of Services lost	<ul style="list-style-type: none"> • Contract available equipment as needed; and • Coordinate with utility services restoration of essential services. 	LEMO, Local Utilities, Public Works, External Agencies
Communications	<ul style="list-style-type: none"> • Provide liaison amongst parties involved in Emergency Response 	LEMO
Traffic Control	<ul style="list-style-type: none"> • Coordinate the provision of required resources to points of need 	RCMP, Bylaw
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Ensure consistent messages, including instructions to the public 	LEMO/Communications Coordinator

4.0 Winter Storm

The following chart outlines actions that may be taken to mitigate, prevent, and respond to a winter storm emergency.

Including Electric, Water, Drainage, and Telecommunications.

MAJOR CONCERNS: Safety of lives and property.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Protection of housing	<ul style="list-style-type: none"> • Ensure proper upkeep on roofs and siding • Consider alternate heat sources. • Keep property clear of debris. 	Homeowners
Survey homes with or without alternate sources of heat	<ul style="list-style-type: none"> • Accommodate community residents without alternate sources of heat 	LEMO
PREPAREDNESS	RATIONALE	ACTION BY
Personal Preparedness	<ul style="list-style-type: none"> • Residents devise their plans for staying indoors throughout the wind storm. 	Community residents
RESPONSE	RATIONALE	ACTION BY
Gather information from weather services	<ul style="list-style-type: none"> • If the winter storm is predicted to be severe or long-lasting, proceed with a plan; and • Select the appropriate EOC 	Emergency Management Coordinator
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources; and • Select the appropriate EOC 	Emergency Management Coordinator
Assessment of Situation	<ul style="list-style-type: none"> • Determine the extent of the problem; • Define the affected area/ projected time frame; • Decide if additional resources are required; and • Determine the potential risk of secondary hazards (i.e. power 	LEMO, RCMP, Fire Department, Public Works
Inform Residents	<ul style="list-style-type: none"> • Coordinate door-to-door resident notification; and • Mitigate by draining water from houses without power. 	LEMO, Volunteer Coordinator, Volunteers
Relocation/Evacuation	<ul style="list-style-type: none"> • Determine the need for relocation /evacuation; • Identify evacuation locations; • Establish emergency facility, shelter; • Coordinate supply of required resources (sleeping bags, drinking water, food); and • Coordinate transportation of residents out of the emergency zone. 	RCMP, Fire Department, Public Works, Volunteers

Repairs and Restoration of Services lost	<ul style="list-style-type: none"> • Contract available equipment as needed; and • Coordinate with utility services restoration of essential services. 	LEMO, Local Utilities, Public Works, External Agencies
Communications	<ul style="list-style-type: none"> • Provide liaison amongst parties involved in Emergency Response 	LEMO
Traffic Control	<ul style="list-style-type: none"> • Coordinate the provision of required resources to points of need 	RCMP, Bylaw
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Ensure consistent messages, including instructions to the public 	LEMO/Communications Coordinator

5.0 Pandemic

The following chart outlines actions that may be taken to mitigate, prevent, and respond to a Pandemic emergency.

MAJOR CONCERNS: Safety of lives and disease control.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Health promotion	<ul style="list-style-type: none"> • Promote the necessity of vaccinations to residents; and • Educate residents on washing hands frequently and coughing properly to avoid the spread of germs. 	Health Center
PREPAREDNESS	RATIONALE	ACTION BY
Health Centre preparedness	<ul style="list-style-type: none"> • Maintain sufficient supplies (vaccine, masks, gloves, etc) for managing infectious disease outbreaks. 	Health Center
EMS Department preparedness	<ul style="list-style-type: none"> • Maintain sufficient PPE and supplies to respond in a pandemic 	Director of Protective Services
RESPONSE	RATIONALE	ACTION BY
Gather Information	<ul style="list-style-type: none"> • The Health Centre will inform the SAO should there be a need. 	Health Center
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources; and • Select the appropriate LEMO. 	Emergency Coordinator
Assessment of the Situation	<ul style="list-style-type: none"> • Decide if additional resources are required; and • Determine the potential risk of secondary hazard (i.e., civil disorder). 	LEMO and Health Authorities.
Instructions to Residents	<ul style="list-style-type: none"> • Issue instructions to the public and advise them on protective measures. 	LEMO and Communications Coordinator
Ensure an adequate supply of local resources	<ul style="list-style-type: none"> • Coordinate supply of required resources (i.e., fuel, PPE, drinking water, food, pharmaceutical supplies); 	LEMO and Communications Coordinator

Preventing Spread of Disease	<ul style="list-style-type: none"> • Assist in the identification of disease and its vector; • Monitor the potential spread of disease; • Isolate immediate area; and • Initiate safe work practices and protocols for town and LEMO staff 	GNWT – Health & Social Services, MACA
Notification System	<ul style="list-style-type: none"> • Notify ambulance; and • Notify local healthcare facilities of casualties (number/type). 	LEMO
Establish a Temporary Morgue (if required)	<ul style="list-style-type: none"> • Verify suitable locations are prepared in the event of mass casualties 	LEMO
Communications	<ul style="list-style-type: none"> • Up-to-date information flow among parties involved in Emergency Response. 	LEMO
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles. 	RCMP, Bylaw, MACA
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish a news release system; and • Establish a public inquiry system. 	Communications Coordinator

6.0 Major Spill/Leak

The following chart outlines actions that may be taken to mitigate, prevent, and respond to a Major Spill/Leak emergency.

MAJOR CONCERNS: Safety of lives, infrastructure, and environment.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Proper care promotion	<ul style="list-style-type: none"> Promote the appropriate handling and storage of toxic materials; and Promote WHMIS training. 	LEMO, Local Employers
PREPAREDNESS	RATIONALE	ACTION BY
Spill Kit Preparedness	<ul style="list-style-type: none"> Maintain sufficient supplies (spill kits, etc) for managing spills. 	Facility owners/operators and ECC
Gather Information	<ul style="list-style-type: none"> Consult with ECC personnel and facility owners/operators. 	EMC
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> Coordinate all resources and select the appropriate EOC. Inform the Region through the MACA Superintendent. 	EMC
Assessment of the Situation	<ul style="list-style-type: none"> Decide if additional resources are Required; Determine the potential risk of secondary hazard (i.e., fire, health risk); and Determine the need to declare a state of local emergency. 	LEMO, ECC, Fire Department, RCMP and Health Authorities.
Instructions to Residents	<ul style="list-style-type: none"> Issue instructions to the public and advise on protective measures. 	LEMO
Preventing Spread of Contamination	<ul style="list-style-type: none"> Assist in the identification of contaminant and its vector; Isolate immediate area; and Investigate the source of contamination. 	ECC, RCMP, LEMO, and fuel owners/operators.
Communications	<ul style="list-style-type: none"> Up-to-date information flow among parties involved in Emergency Response. 	LEMO, RCMP, ECC, MACA, Local Health Facility, and owners/operators.
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> Coordinate traffic control and routes for emergency vehicles. Coordination of protection of property; and Scene security for further investigation. 	Fire Department, RCMP
Relocation/Evacuation	<ul style="list-style-type: none"> Refer to Evacuation Plan – Appendix C 	LEMO and MACA Regional Superintendent

Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish a news release system; and • Establish a public inquiry system. 	Communications Coordinator
Preliminary Clean Up	<ul style="list-style-type: none"> • If determined safe deploy the spill kit; and • Plan for ongoing clean-up plan. 	ECC, LEMO, and owners/operators.
Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return. 	LEMO, Mayor, and Council
Damage Assessment	<ul style="list-style-type: none"> • Determine the extent of damage. 	LEMO, MACA Regional Superintendent

7.0 Critical Infrastructure Failure

The following chart outlines actions that may be taken to mitigate, prevent, and respond to a Critical Infrastructure Failure.

MAJOR CONCERNS: Safety of lives, infrastructure, and environment.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Protection of housing	<ul style="list-style-type: none"> • Drain piping systems in homes and tanks to prevent freezing and damage. 	Homeowner
Survey homes with or without alternate sources of heat/water/septic	<ul style="list-style-type: none"> • Accommodate community residents without alternative sources of heat, water, and bathroom facilities. 	LEMO
PREPAREDNESS	RATIONALE	ACTION BY
Personal and Household Preparedness	<ul style="list-style-type: none"> • Residents devise their plans for alternative housing with family, friends, and/or neighbors with wood stoves and plans to conserve water. 	Community residents
RESPONSE	RATIONALE	ACTION BY
Gather information from Power Corporation	<ul style="list-style-type: none"> • If power will be out for a long period proceed with the plan 	EMC
Gather information from Public Works	<ul style="list-style-type: none"> • If water or sewage services will be out for a long period of time proceed with the plan 	EMC
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources; • Select appropriate EOC; and • Inform the Region through the MACA Superintendent. 	EMC
Assessment of the Situation	<ul style="list-style-type: none"> • Determine the extent of the problem; • Define the affected area; • Decide if additional resources are required; • Determine the potential risk of secondary hazards (i.e., fire); and • Determine the need to declare a state of local emergency. 	LEMO, RCMP, facility owners/ operators, and MACA Regional Superintendent.
Inform Residents	<ul style="list-style-type: none"> • Coordinate door-to-door resident notification; • Mitigate by draining water from houses without power; and • Mitigate by informing residents to conserve water should water and sewer services be interrupted. 	LEMO, Volunteer Coordinator, Volunteers

Relocation/Evacuation	<ul style="list-style-type: none"> • Refer to Evacuation Plan – Appendix C 	LEMO and MACA Regional Superintendent.
Repairs and Restoration of the Service	<ul style="list-style-type: none"> • Contract available equipment as needed; and • Coordinate with utility services restoration of essential services. 	LEMO, facility owners/operators, and External Agencies
Communications	<ul style="list-style-type: none"> • Provide liaison amongst parties involved in Emergency Response 	Facility owners/operators, LEMO, and MACA Regional Superintendent.
Traffic Control	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles 	RCMP, Bylaw, and volunteers.
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Ensure consistent messages, including instructions to the public 	Communications Coordinator
Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return. 	LEMO
Damage Assessment	<ul style="list-style-type: none"> • Determine the extent of damage. 	LEMO, MACA Regional Superintendent

APPENDIX C: EVACUATION ACTION PLAN

Evacuation

The following chart outlines actions that may be taken to facilitate an evacuation.

MAJOR CONCERNS: Movement, care, and safety of displaced residents.

PREPAREDNESS	RATIONALE	ACTION BY
Personal Preparedness	<ul style="list-style-type: none">• LEMO to educate and publicize the location of online forms and• Residents to prepare emergency kits and prepare in case of evacuations.	LEMO and residents.
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none">• Call LEMO meeting if required;• Notify MACA Regional Superintendent of the necessity to evacuate;• Make a declaration of a state of local emergency if there is time; and• If a declaration is made forward the declaration to MACA Regional Superintendent.	EMC
Assessment of Situation	<ul style="list-style-type: none">• Define areas to be evacuated;• Determine evacuation method.• Determine evacuation timeline;• Determine evacuation routes;• Coordinate all resources;• Decide if other support is required;• Determine priority evacuee groups; and• Determine the need to instruct residents regarding power/water shut-offs, luggage restrictions, pet care, and evacuee registration.	LEMO, MACA Regional Superintendent
Inform Public and Put Residents on Evacuation Alert	<ul style="list-style-type: none">• Notify residents of the evacuation timeline, evacuation method, priority evacuee groups, any luggage restrictions, and the need to register at the Community and Recreation Center.• The registration process should be communicated; and• Should the evacuees be hosted in the community, activate the Reception Action Plan- Appendix D.	Communications Coordinator
MACA Regional Office notification	<ul style="list-style-type: none">• Inform the MACA Regional Superintendent of the evacuation timeline, method, and priority groups.• MACA Regional Superintendent to identify the host community and arrange for evacuation transportation as requested by the community.	EMC, LEMO

Communications	<ul style="list-style-type: none"> • Up-to-date information flow amongst parties involved in the evacuation. • Strike a JIC as soon as possible. • Ensure unified messaging with all agencies involved. • Ensure unified messaging from all Town of Fort Smith representatives through a single Communications Coordinator. • Utilize the same style, colour, infographic, and notification styles throughout to maintain a clear consistent messaging 	LEMO, MACA Regional Superintendent, Communications Coordinator, Volunteers
Evacuation Order	<ul style="list-style-type: none"> • Notify residents of evacuation orders and instructions; • Assist with evacuation as required; and • Coordinate with MACA Regional Superintendent on method and reception community. 	LEMO and MACA Regional Superintendent.
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Provision of consistent information; and • Maintain ongoing sessions with displaced residents to keep them informed. • Assign a staff or political member at the evacuation reception community to update bulletin boards and communicate with residents. Ensure that the person is clear in giving accurate and consistent messaging. 	Communications Coordinator
Security Control	<ul style="list-style-type: none"> • Coordinate the protection of property and relocation of resources where necessary; and • Make arrangements for the security of the community when fully evacuated. 	LEMO, Bylaw, and RCMP
Shelter in Place	<ul style="list-style-type: none"> • If evacuation is no longer an option consider shelter in place for remaining citizens. • Use a modified reception plan Appendix D to register and accommodate those sheltering in place. 	LEMO, EMC, Fire Department
Documentation/Registration	<ul style="list-style-type: none"> • A record of all decisions, financial and evacuation details should be kept; and • All evacuees should be registered prior to evacuation and again with the reception community once they arrive in the host community. A list will be generated by the online registration portal. 	A designated LEMO member, volunteer, Host community, Volunteers.
Care for the ill/infirm	<ul style="list-style-type: none"> • Those residents requiring special assistance for evacuating must be considered; and • An escort may need to accompany priority residents to offer care and bring prescription drugs, medical supplies, or information for evacuees as appropriate. 	LEMO, Volunteers, and healthcare workers

Evacuation Overview

The decision to evacuate will be made by the Mayor and Council with guidance from the Emergency Management Coordinator and LEMO. The LEMO will continuously monitor any situation that may result in the partial or complete evacuation of the Town of Fort Smith.

Keeping the public informed will be a priority and every effort will be made to pass new information on as it becomes available. Consistent information provided promptly across all mediums must be accomplished through coordination with all response agencies.

Vulnerable populations

All patients/elders under medical care will travel with their medical records, prescription medication, support staff, and any other resources deemed necessary by NTHSSA staff. Registration of all residents, patients, and support staff will be completed in these facilities. A copy should be submitted annually to assist in planning for special considerations.

Pets

No pets will be evacuated unless by personal vehicle. When deciding to take your pet, remember that reception centers will not accept pets. You must have a place to house your pet once you leave the community. Provisions for pets left in the community will be made where possible. If you decide to leave your pet in your home, alert the evacuation center before leaving town. Efforts will be made to check on and water your pet by volunteers if possible. If an evacuation reception community allows for pets every effort will be made to transport them.

Evacuation Center

The Fort Smith Community and Recreation Center will be utilized as the Evacuation Center. The building will have areas identified for various functions and usage. These areas are clearly marked on the building plans attached to and forming part of this Plan. All evacuation personnel will be clearly identified. Evacuation personnel and volunteer staff supplies are located at the fire hall in EMO backpacks. Clipboards, paper, pens, first aid kits, flashlights, and visi-vests are provided.

Registration

An online registration portal will be used to register evacuees. The online registration process should be commenced as soon as an emergency event becomes possible. Pre-registration each spring should be considered.

The Town of Fort Smith has been divided into various zones. These zones are clearly marked on the Town plan attached to and forming part of this Plan. The EMC may decide the order and sequence of evacuation of some or all zones based on the location and scale of the emergency.

Evacuation by Road

Online Registration forms must be filled out in advance by all households. The need to register should be publicly communicated immediately following an Evacuation Notice and throughout the evacuation effort.

Residents evacuating in personal vehicles will be responsible for all personal items. Pets may be taken if it is safe to do so and they have a place to be housed in the reception community. If pets are left behind, then go to the Evacuation Center at the Community and Recreation Center for animal shelter options.

Residents requiring transportation will proceed to the Evacuation Center at the Community and Recreation Center. These evacuees will be limited in the amount of luggage that they can take with them. All luggage must be clearly identified and may be transported separately. Pets must be left behind. Pet shelter-in-place options will be given whenever possible. If the reception community can receive pets this will be communicated at the time of evacuation.

Evacuation by Water

People evacuating by personal watercraft will do so at their own risk. The same process of pre-registering is followed. If an evacuation to the South occurs, evacuation by boat may be coordinated.

Evacuation by Air

Evacuation by air will only be possible with sufficient advance notice. Evacuation of this nature will likely be for vulnerable populations or people requiring special care and accommodations. This form of evacuation will likely happen earlier than an order and be pre-planned. Individual Institutions including the Health Center, Special Care Home, or Correctional Facilities may elect for an evacuation by air regardless of highway conditions. Those decisions will be made by the Emergency Management Coordinator in conjunction with the authority overseeing the institution.

APPENDIX D: Re-entry plan

The following chart outlines actions that may be taken to facilitate returning to the community.

MAJOR CONCERNS: Movement, care, and safety of returning residents.

PREPAREDNESS	RATIONALE	ACTION BY
Personal Preparedness	<ul style="list-style-type: none"> • LEMO to distribute information packages. • Residents to review information packages. 	LEMO and residents.
RESPONSE	RATIONALE	ACTION BY
Re-entry trigger	<ul style="list-style-type: none"> • A trigger point will be determined to activate the re-entry plan. 	EMC, Incident Commander(s), Agencies having authority
Re-entry assessment	<ul style="list-style-type: none"> • Conduct Hazard Assessment of all affected areas; • Define areas or services to be returned first; • Determine the re-entry method; • Determine re-entry timeline; • Determine re-entry routes; • Coordinate all resources; • Decide if other support is required; and 	LEMO, MACA Regional Superintendent

Activate Re-entry plan	<ul style="list-style-type: none"> • Call LEMO meeting if required; • Notify MACA Regional Superintendent of re-entry; • End state of local emergency if appropriate; and • If a state of local emergency is ended notify MACA Regional Superintendent. 	EMC
Inform the public of the timeline	<ul style="list-style-type: none"> • Notify residents of the re-entry timeline, re-entry method, priority re-entry groups, and any luggage restrictions. 	Communications Coordinator
MACA Regional Office notification	<ul style="list-style-type: none"> • Inform the MACA Regional Superintendent of the re-entry timeline, method, and priority. • MACA Regional Superintendent to identify and arrange for re-entry transportation as requested by the community. 	EMC, LEMO
Communications	<ul style="list-style-type: none"> • Up-to-date information flow amongst parties involved in the re-entry. • Welcome center set up at the recreation center to provide information sharing and mental health support. • Social services and counseling support at rec. 	LEMO, MACA Regional Superintendent, Communications Coordinator, Volunteers
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Provision of consistent information before, during, and after the event. • Provide direct communication to community members who lost homes/infrastructure. 	Communications Coordinator
Security Control	<ul style="list-style-type: none"> • Coordinate the protection of property and relocation of resources where necessary; and • Plan for the security of the community during re-entry. 	LEMO and RCMP
Documentation/Registration	<ul style="list-style-type: none"> • A record of all decisions, financial and re-entry details should be kept; and • All returning essential services personnel should be documented as they return. 	A designated LEMO member, volunteer, community, Volunteers.
Care for the ill/infirm	<ul style="list-style-type: none"> • Those residents requiring special assistance for re-entry must be considered; and • An escort may need to accompany priority residents to offer care and bring prescription drugs, medical supplies, or information for re-entry as appropriate. 	LEMO, Volunteers, and healthcare workers

APPENDIX E: RECEPTION ACTION PLAN

Reception Plan

Immediately upon official notification that the Town of Fort Smith is to receive and accommodate evacuees from an affected area of Fort Smith or another community the EMC and LEMO will enact the Reception Plan. This plan should be modified and used to accommodate shelter in place.

The following chart outlines actions that may be taken to facilitate the reception of evacuees from areas of Fort Smith or surrounding communities. Additional information for shelter-in-place considerations is included.

MAJOR CONCERNS: Care and safety of displaced residents.

PREPAREDNESS	RATIONALE	ACTION BY
Reception Center Preparedness	<ul style="list-style-type: none">• Annual Fire Marshal Safety Inspection Required.• Occupancy Load Certificate must be in place.	SAO or Designate - OFM
RESPONSE	RATIONALE	ACTION BY
Activation of Emergency Plan	<ul style="list-style-type: none">• Determine the need to activate the Town of Fort Smith Emergency Plan.	LEMO
Reassessment of Situation	<ul style="list-style-type: none">• Determine the need to open a reception center;• Determine the need for accommodations; and• Determine the need for food, blankets, and other supplies.	LEMO, EMC
Call for Volunteers	<ul style="list-style-type: none">• Notify residents of the situation.• Request volunteers as needed to assist evacuees; and• Register volunteers when they are assigned to duties.	LEMO, EMC/Mayor
Evacuee Registration	<ul style="list-style-type: none">• Register evacuees upon their arrival at the reception center; and• Once registration is complete the information must be sent to MACA's Regional EMO.	LEMO, Volunteers.
Communications	<ul style="list-style-type: none">• Up-to-date information flow amongst parties involved in reception efforts and to evacuees and residents.	LEMO, MACA Regional EMO, Volunteers, Communications Coordinator
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none">• Provision of consistent information to evacuees, residents, and reception staff.	Communications Coordinator
Security Control	<ul style="list-style-type: none">• Coordinate the safety of people hosted and the protection of property in the reception center.	LEMO, Volunteers

Reception Registration

The Fort Smith Community and Recreation Center will become the Reception and Registration Center.

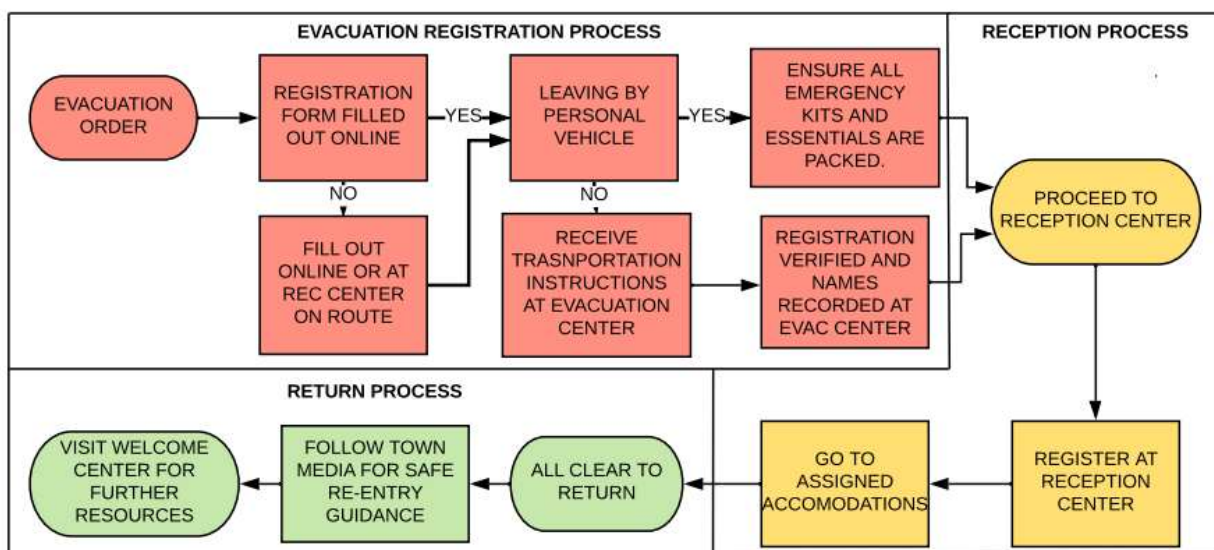
Accommodations may include:

- Thebacha College facilities
- Rec Center and school gymnasiums
- Commercial facilities
- Private homes if requested
- Any other suitable location as required

Shelter-in-place modifications

If the reception plan is being implemented for a shelter-in-place the following considerations must be made:

- Consider a building capable of withstanding fire in a wildfire scenario – A steel structure free of combustibles in the surrounding area
- Consider a building with a backup power source and alternate heating in a winter storm/loss of power situation
- Engage the Fire Department and ECC to establish sprinkler and fire department protection. Consider the need to increase town water production and start the water tower fire pump.
- Engage third-party structure protection contractors as required
- Close all windows and doors
- Turn off all building air handling exhaust and intake systems



APPENDIX F: RESOURCE INVENTORY

This section outlines the possible roles, responsibilities, and resources of various groups and organizations within the community and surrounding area.

FORT SMITH PROTECTIVE SERVICES – 872-2222/872-3111	
Responsibility <ol style="list-style-type: none">1) Alert the EMC of Fort Smith of an emergency.2) Conducting all firefighting operations and, if necessary, activating mutual aid agreements.3) Make arrangements to procure any additional equipment or supplies required in conjunction with firefighting duties.4) Provide emergency communications between the EOC and the emergency area.5) Provide equipment and personnel to assist in special operations as and when identified.6) To provide ambulance service as directed and required.7) To assist at the emergency site or Fort Smith health as required by persons or agencies in charge.8) To provide security as directed.9) To provide and or assist in traffic control as directed.10) To assist at the emergency site or aid in other areas as directed. <p>The fire department must respond to a “call for help” for any emergency. Depending on the type of emergency the department’s role will vary. All fire ground operations will be carried out as per the Department’s established SOGs.</p>	
Priorities <p>Depending on the type of disaster the department’s priorities will vary. Normally the following are applied:</p> <ol style="list-style-type: none">1. Rescue2. Medical care prioritized by the START triage system3. Protection of exposures4. Firefighting5. Salvage6. Support of other essential services	
Resources	
<ul style="list-style-type: none">- Two triple combination pumpers- One rescue truck- One F150 Chief truck- One Bylaw SUV- Forestry hose and nozzles- One 3500 Gal Porta tank- Chainsaws, generators, fans, handtools	<ul style="list-style-type: none">- Two Ambulances- Multiple backboards and basket stretchers- 3 AEDs- Rescue truck outfitted as a third ambulance

Fort Smith Public Works DEPT.

Responsibility

1. To provide barricades at the site of the emergency as required.
2. To obtain and provide technical information concerning the emergency
3. To provide access to municipal infrastructure as required.
4. To provide equipment support as required.

Priorities

As assigned by the LEMO

Resources

- | | |
|---|---|
| - 2019 FORD F150 4X4 RC SS – PUBLIC WORKS | - 2019 BOBCAT – S570 T4 SKID STEER LOADER |
| - 2000 FORD F150 – FLOWER TRUCK | - 2019 BOBCAT – S740 T4 SKID STEER LOADER |
| - 2019 FORD F150 4X4 RC SS – REC DEPT | - 2016 CAN AM DEFENDER XT H010 IR ATV |
| - 2019 FORD F150 4X4 RC SS – WATER PLANT | - 2019 CATERPILLAR 938K INTEGRATED TOOL CARRIER |
| - 2019 FORD F150 4X4 RC SS – PUBLIC WORKS | - 2000 CATERPILLAR 140H GRADER |
| - 2009 FORD F150 – DIRECTOR PUBLIC WORKS | - 2019 HUSQVARNA P525D FRONT MOUNT MOWER |
| - 2011 FORD F150 – PUBLIC WORKS | - 2019 HUSQVARNA MZT 52 ZERO TURN MOWER |
| - 2016 FORD F150 4X4 – FACILITIES | - 2015 JOHN DEER Z920R MOWER W/BAGGER |
| - 2016 FORD F150 4X4 – WATER PLANT | - 2004 JOHN DEER MODEL 4410 UTILITY TRACTOR /BUCKET |
| - 2016 FORD FIESTA | - 2000 LEROI PORTABLE COMPRESSOR |
| - 2002 CHEV C3500 1TON FLAT DECK | - 1980 4" GORMAN PUMP MOBILE |
| - 2011 FORD F550 FLAT DECK | - 2003 GORMAN PUMP |
| - 2004 STERLING ACTERRA WATER TRUCK | - 1983 TANDEM TRAILER |
| - 2014 FREIGHTLINER M2106 GARBAGE COMPACTOR | - 1992 PUMP C/W HOMEMADE TRAILER F0428T920001 |
| - 2002 STERLING TANDEM DUMP TRUCK SANDER | - 1993 WILSON 82-165CR TANDEM TRAILER |
| - 2004 STERLING GARBAGE TRUCK | - 1995 BANDIT 90 WOOD CHIPPER |
| - 2004 STERLING ACTERRA VACUUM TRUCK | - 2000 AMIDA AL5080D LIGHT TOWER TRAILER |
| - 2009 STERLING LT7500 DUMP TRUCK | - 2002 PORTABLE SEWER FLUSHER |
| - 1979 FORD VACUUM TRUCK | - 1984 MILLER TI H TRAILER |
| - 2000 KOHLER 60 KW PORTABLE GENERATOR & LIGHT STANDARD | - 1998 WILSON TRAILER |
| - 2007/11 SPRINKLER WATER REEL | - 2003 GTRAIL BIG TEX TRAILER |
| - 2002 TENCO TCD-10-A3 SAND SPREADER | - 2011 Miska BOXER TRA_REM |
| - 2005 HOTSY PRESSURE WASHER WITH STEAM KIT | - 2011 MARATHON KERA TRAILER |
| | - 2007 JLG SCISSOR LIFT |

Municipal & Community Affairs (MACA) South Slave Region

Responsibility

Under the Act, the South Slave EMO shall:

1. Lead the GNWT in the coordination of emergency management activities
2. Support the emergency management activities of local authorities;
3. Coordinate or assist in the coordination of the response of the GNWT and public agencies to an emergency; and
4. Exercise any other powers and perform any other duties as directed by the Minister for the Act.

Priorities

As requested by the LEMO

Resources

Starlinks?	2 vehicles?
Radios?	

RCMP

Responsibility

1. Evacuation of those buildings within the emergency area which are considered to be in danger.
2. Disbursement of groups of people not directly connected with the emergency response operation.
3. Provide crowd and traffic control to facilitate the movement of emergency vehicles between the emergency area, hospital, and/or other vital points.
4. Assist in conducting the evacuation of people, as advised by the mayor or as directed by the minister responsible for civil emergency measures.
5. Protect property against looting or vandalism within the emergency area.
6. Advise the coroner in the event of fatal casualties.
7. Investigation of any criminal code offences.

Priorities

As requested by the LEMO

Resources

2 – PICKUPS	2 – ATV
2 – SNOWMOBILES	1 – AIRCRAFT IN YELLOWKNIFE

Fort Smith Health Center

Responsibility

1. To ensure that the hospital staff are prepared for a possible influx of emergency patients.
2. To maintain a list of vehicles to provide transportation during an emergency.

Priorities

As requested by the LEMO

Resources

- 1 Wheelchair accessible van

- 16 other vehicles

Northwest Territories Power Corporation

Responsibility

1. To provide for the securing of power sources.
2. To provide specialized manpower for the provision and maintenance of Emergency Power.
3. To provide advice and assistance for the procurement of alternate power-generating equipment.

Priorities

As requested by the LEMO

Resources

- 1 – 2013 Bucket Truck (55ft. Arial Device)
- 1 – 2001 F550 – Versa lift Bucket
- 1 – 2011 Dodge Ram 5500
- 1 – 2018 Ford Explorer
- 1 – 2018 Ford F350
- 1 – 2011 Ford Escape
- 1 – 2011 International Digger Truck
- 1 – 2022 Ford F150
- 1 – 2023 Ford F150

- 3 - Chainsaws
- 2 - Brushers
- 1 - Portable hydraulic generator
- 1 - Oxy-acetylene set
- 1 - Portable quartz light stands
- Rope blocks, hand lines, chain jacks, bolt cutters, and various ladders.

Community and Social Services

Responsibility

1. To staff an emergency reception center at Fort Smith Community and Recreation Center and PWK High School for those persons affected by the emergency.
2. To follow arrangements for emergency shelter(s), to make arrangements for emergency clothing, and feeding of persons affected
3. To coordinate local volunteers to provide assistance where necessary
4. To coordinate the registration of persons affected by the emergency.
5. To maintain a social services kit to assist social services in handling emergencies.

Priorities

As requested by the LEMO

Resources

-

-

Northern Lights Special Care Home

Responsibility

1. Aid in the registration of all NLSCH residents.
2. When required aid in the evacuation of all Northern Lights special care home residents.
3. Ensure that medical records, medication, equipment, and special needs are fully addressed during the evacuation and registration process.
4. When required prepare the Northern Lights special care home, facilities, and staff to receive evacuees.

Priorities

As requested by the LEMO

Resources

- See FSHC

Environment and Climate Change

Responsibility

1. To advise the town of any impending forest fires that may affect, in any manner, the community of Fort Smith.
2. To provide equipment, materials, human resources, and other identified resources on an as-required basis during an emergency.
3. To provide advice on land clearing and remediation.

Priorities

1. Forest fire fighting

Resources

- | | |
|--|--|
| <ul style="list-style-type: none">- 5 Wall Tents- 2 Trash Pumps (waiting for repair)- Kitchen Supplies (40 per)- 7 Propane Stoves (2 Burner)- 2 First Aid Kits (10-20 Man)- 20 Tarp Fly- 5 Chainsaws- 20 Air Mattresses- 1 Stretcher Basket- 1 Generator- 6 Lanterns- 2 Wash Tubs- 10 Gas Cans- 5 Sleeping Bags | <ul style="list-style-type: none">- 16ft, 18ft, or 20ft boat w/motor- ATV 4 X 4- ATV Trailers- Satellite Phone- Flat Deck Trailers- ½ Ton Pick-ups- 2 – 3/4 ton 4x4 supercab truck- 2 – 1/2 ton 4x4 supercab truck- Snowmobiles- Portable Water Tanks w/pump- GPS- Chainsaws- 2 Storage Freezers (may already be in use) |
|--|--|

GNWT Infrastructure – Airports and Highways

Responsibility

1. To provide equipment, materials, personnel, and other resources on an as-required basis during an emergency.

Priorities

As requested by the LEMO

Resources

-

-

GNWT Infrastructure

Responsibility 2. To provide equipment, materials, personnel, and other resources on an as-required basis during an emergency.	
Priorities As requested by the LEMO	
Resources	
-	-
Parks Canada	
Responsibility 3. To provide equipment, materials, personnel, and other resources on an as-required basis during an emergency.	
Priorities As requested by the LEMO	
Resources	
-	-
Salt River First Nation	
Responsibility 1. To provide equipment, materials, personnel, and other resources on an as-required basis during an emergency.	
Priorities As requested by the LEMO	
Resources	
- 5 - CHAINSAWS - 6 - BRUSHERS - 2 - BOATS - (21-footer with full canopy and 18-footer without canopy) - 2 - SNOWMOBILES - 1 - SELF-CONTAINED AMBULANCE ON SKIS WITH SNOWMOBILE HITCH	- 1 - LOADER (621E case) - 1 - WATER PUMPS - 1 - 1 TON PICKUP (flat deck with tidy tank) - 2 - 3/4 TON CREW CAB
Smiths Landing First Nation	
Responsibility	

1. To provide equipment, materials, personnel, and other resources on an as-required basis during an emergency.
2. To support incident command as required.

Priorities

As requested by the LEMO

Resources

- | | |
|--|--|
| <ul style="list-style-type: none"> - Main office and fenced compound at Thebacha nare (border town) - Hall and large grassed area at Fitzgerald, - 2-truck, half-ton 4x4 - Generator, 4000 watt - 1-truck, one ton 4x4 with canopy - 6-chainsaws, with ppe - 1-van, 12 passenger - 2-brush saws - 1-van, 6 passenger - 5-tents, canvas 14x16 ft. - 1-SUV, 6 passenger - 20 life jackets (pfd style) - 2-atvs, 500cc - 3-floater coats - 5-skidoos, 550cc - 2-satellite phones, iridium - 1-skidoo, 600cc - 2 canoes, 15.5 ft. With paddles - 1-boat, 20 ft. With 150 hp motor (trailer) | <ul style="list-style-type: none"> - 1-gps, handheld (garmin etrex) - 1-boat, 18 ft. With 50 hp (trailer) - 1-GPS/depth finder mounted in 20' boat) - 4 small first aid kits - 1-cargo trailer, 18 ft, 2 axle - 24-picnic tables - 1 dump trailer, 2 axle - 1-cargo trailer 10 ft, 2 axel - 1-boat, 16 ft. With 25 hp motor (trailer) - 6-airtight stoves - 4-toboggans, plastic - 12-tarps, various sizes - 1-toboggan, wooden - Camping equipment (misc.) - 1-atv trailer, single axel - Firefighting equipment - (1 mark-3 pump kit) - Fire hose, hand tools, water packs) - 4-1,000 gallon water tanks - 2-trash pumps c/w fitting - 4-toboggans, plastic |
|--|--|

Northwestern Air Lease/Air Tindi

Responsibility

1. To provide equipment, materials, personnel, and other resources on an as-required basis during an emergency.
2. To assist in an emergency evacuation on company aircraft.
3. To provide ground support and logistics at the airport in an emergency evacuation by air.

Priorities

As requested by the LEMO

Resources

- | | |
|--|--|
| <ul style="list-style-type: none"> - 1 finance and storage hangar with office space - 1 maintenance and parts hangar with office space | <ul style="list-style-type: none"> - 4 Jetstream aircraft – 19 seats - 6 Cessna aircraft – Various seat configurations - 1 Forklift |
|--|--|

<ul style="list-style-type: none"> - 1 maintenance and operations hangar with office space - Cargo facilities at the main terminal building 	
Other Resources	
Resources	
<p>Contractors and heavy equipment</p> <ol style="list-style-type: none"> 1) Aurora College heavy equipment program <ul style="list-style-type: none"> • Full line of heavy equipment and trucks 2) WBNP <ul style="list-style-type: none"> • Backhoe • Dump truck • Sewer vac unit • Trailers 3) Fort Smith Construction <ul style="list-style-type: none"> • Loader • Dump trucks • Small cat • Excavators • H2O tanker truck • Tractor trailer unit wheel • Various trucks • Gravel handling equipment • Hand tools. 4) Freund Building Supplies <ul style="list-style-type: none"> • Forklifts • Tractors 6) TDC Contracting <ul style="list-style-type: none"> • Forklifts • Excavators • Dozers • Tractors • Cement and misc. Trucks • Water Tenders and Firefighting apparatus 6) Blades Construction <ul style="list-style-type: none"> • On road water tender • Off road water tender <p>Tow Trucks</p> <ol style="list-style-type: none"> 1) TDC Contracting <p>Animal Shelters</p> <ol style="list-style-type: none"> 1) Northern Hound Supply 	<p>Kitchen And Dining Facilities</p> <ol style="list-style-type: none"> 1) Breynat Hall 2) Community and Recreation Center 3) Fort Smith Curling Club 4) PWK High School 5) Northern Lights Special Care Home 6) Corrections 7) Salt River First Nation <p>Restaurants</p> <ol style="list-style-type: none"> 1) Berro's Pizzeria 2) Pelican Restaurant 3) Northern Quick Stop 4) Anna's Home Cooking 5) Tim Hortons 6) Nsixty <p>Hotels And Motels</p> <ol style="list-style-type: none"> 1) The Pelican Rapids Inn 2) Wood Buffalo Inn <p>Bed And Breakfasts</p> <ol style="list-style-type: none"> 1) Whispering Pines Cottages 2) The Whooping Crane Guest House <p>Charter Air Carriers</p> <ol style="list-style-type: none"> 1) Northwestern Air Lease 2) Air Tindi 3) Loon Air Inc. <p>Gas/Diesel Sales And Bulk Fuel Distributors</p> <ol style="list-style-type: none"> 1) TDC Contracting 2) Petro Canada Gas Bar <p>Propane Sales</p> <ol style="list-style-type: none"> 1) Lou's Small Engines <p>Garages & Mechanics</p> <ol style="list-style-type: none"> 1) TDC Contracting 2) RDV Mechanical <p>Small Engine Services</p> <ol style="list-style-type: none"> 1) Lou's Small Engines <p>Churches And Religious Services</p>

<p>2) Fort Smith Animal Shelter</p> <p>Temporary Morgues</p> <p>3) Centennial Arena</p> <p>4) Fort Smith Curling Club</p> <p>5) GNWT INF Garage</p> <p>6) Town Public Works Shop</p> <p>7) Armouries</p> <p>Gymnasiums And Halls</p> <p>1) Community and Recreation Center</p> <p>2) PWK High School</p> <p>3) JBT Elementary School</p> <p>4) Uncle Gabe's Friendship Center</p> <p>5) Roaring Rapids Hall</p> <p>6) Anglican Hall</p> <p>7) Thebacha College</p> <p>8) Armouries</p> <p>9) Salt River First Nation</p> <p>Buildings With Generators</p> <p>1) River Ridge</p> <p>1) Fort Smith Health Centre</p> <p>2) Federal Building</p> <p>3) NTPC</p> <p>4) Northwestel</p> <p>Portable Generators</p> <p>1) College Heo</p> <ul style="list-style-type: none"> • 1 - 10 Kw Diesel Generators • 2 - 2500w Gas Generators <p>2) GNWT Infrastructure</p> <ul style="list-style-type: none"> • 3 - 3000w Gas Generator <p>3) Fort Smith Fire Department</p> <ul style="list-style-type: none"> • 4 - Generators <p>4) Town Public Works</p> <ul style="list-style-type: none"> • 1 – 2000kw Gas Generator 	<p>1) Saint Joseph Cathedral</p> <p>2) Anglican Church</p> <p>3) Pentecostal Church</p> <p>Groceries, Food Services, And Clothing</p> <p>1) Kaeser's Stores</p> <p>2) Northern Stores</p> <p>3) Fields Store</p> <p>5) Petro Canada Gas Bar</p> <p>Taxi</p> <p>1) Portage Cabs</p> <p>2) Border Cabs</p> <p>3) Duck Soup Cabs</p> <p>Security Services</p> <p>1) RCMP</p> <p>2) Fort Smith Rangers</p> <p>3) Wood Buffalo Park Wardens</p> <p>4) Fort Smith Corrections</p> <p>Buses</p> <p>1) 2 – 50 Passenger Busses</p>
--	--

COMMUNICATION SYSTEM – RADIO FREQUENCIES			
CHANNEL	NAME	RECEIVE	TRANSMIT
1.	FIRE REPEATER	166.32 PL107.2	169.80
2.	FIRE TACTICAL	166.32 PL107.2	166.32
3.	AMBULANCE REPEATER	165.65 PL100.0	170.64
4.	AMBULANCE TAC	168.30 PL123.0	168.30
5.	LADD 1	154.10	154.10
6.	LADD 2	158.94	158.94
7.	LADD 3	154.325	154.325
8.	LADD 4	173.37	173.37
9.	WBNP 4-MILE OPS	152.525 PL203.5	157.785
10.	WBNP 4 MILE FIRE	164.94 PL203.5	169.92
11.	ENR	153.11	153.11
12.	EMO REPEATER	148.685	143.685
13.	WORKS REPEATER	169.110 PL141.3	163.77
14.	FIRE PAGER	166.32 PL107.2	

APPENDIX G: DECLARATION OF A STATE OF LOCAL EMERGENCY

Declaration of a State of Local Emergency:

Declaration of a State of Local Emergency

Whereas the Town of Fort Smith is threatened due to _____(insert the nature and condition of the emergency)

Therefore the Council declares that a State of Local Emergency exists in Fort Smith.

Time:

Date:

Signatures:

Community residents must be immediately notified once a declaration has been made. This public notice must be given by a means that is commonly acceptable to the community.

Public Announcement:

Public Announcement of a State of Local Emergency

The Council of the Town of Fort Smith declares a state of local emergency for the Town of Fort Smith due to _____(insert the nature and condition of the emergency).

The public is advised that for the duration of the emergency, the local authority may take any action deemed necessary as authorized by the Emergency Management Act.

APPENDIX H: FORMS

All forms are available in the Emergency Management Resource Folder in their complete and original form.

Volunteer Registration Form

NAME	CONTACT INFO	TASK	EXPERIENCE	AVAILABILITY

CS 214 – FIRE/EMS SIGN IN SHEET

Date: _____ Operational Period: _____

Call #	Signature	Call #	Signature
FD1		FD19	
FD2		FD20	
FD3		FD21	
FD4		FD22	
FD5		FD23	
FD6		FD24	
FD7		FD25	
FD8		FD26	
FD9		FD27	
FD10		FD28	
FD11		FD29	
FD12		FD30	
FD13		FD31	
FD14		FD32	
FD15		FD33	
FD16		FD34	
FD17		FD35	
FD18		FD36	

Notes: _____

Supervisor Signature: _____ Date Submitted: _____

ICS 214 – VOLUNTEER SIGN IN SHEET

Date: _____ Operational Period: _____

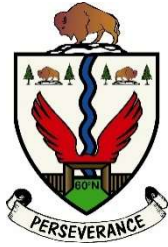
[illegible]

EVACUATION REGISTRATION FORM



[illegible]

APPENDIX I: EVACUATION NOTICES AND ALERTS



SHELTER IN PLACE

From: Fort Smith Emergency Management Organization

Issued: _____

Area: Community of FORT SMITH NT.

Description:

This notice is to advise the residents of the community of Fort Smith of a _____ currently in the area which may present an increased risk to the community endangering life and/or property. Residents and visitors are advised to shelter in place until advised of an all-clear or further instructions.

For ongoing updates visit the Community's website at www.Fortsmith.ca or the town's Facebook page.

Instructions:

The community of Fort Smith is advised to shelter in place. Residents are asked to monitor news sources and keep aware of the situation. Updates including further instructions or an all-clear will be communicated as the situation develops or resolves.



EVACUATION NOTICE

From: Fort Smith Emergency Management Organization

Issued: _____

Area: Community of FORT SMITH NT.

Description:

This notice is to advise the residents of the community of Fort Smith of a _____ currently in the area which may present an increased risk to the community endangering life and/or property. Residents and visitors are advised to prepare for the emergency and/or evacuation if necessary.

For ongoing updates visit the Community's website at www.Fortsmith.ca or the town's Facebook page.

Instructions:

The community of Fort Smith is advised to prepare for the emergency and/or evacuation if necessary. Residents are asked to monitor news sources and keep aware of the situation. Ensure that an emergency registration form is filled out for your household. Prepare any important documents, medication, personal belongings, and preparedness kits in case of an evacuation. Keep your vehicle fueled above $\frac{3}{4}$ of a tank.



EVACUATION ALERT

From: Fort Smith Emergency Management Organization

Issued: _____

Area: Community of FORT SMITH NT.

Description:

A _____ is affecting the community of Fort Smith and everyone in the area must be prepared to evacuate immediately. In the event an evacuation order is given, anyone needing transportation to leave the area should go to the Community and Recreation Center and arrangements will be made to transport people from the area.

Residents and visitors are requested to monitor news sources and keep aware of the threatening situation.

For ongoing updates visit the Community's website at www.Fortsmith.ca or the town's Facebook page.

Instructions:

The community of Fort Smith must be prepared to evacuate on short notice. In the event an evacuation order is issued, everyone is asked to have their pre-registration forms with them. If you do not have one it will be provided to you at a check stop. If you require transportation accommodations, please proceed to the Community and Recreation Center once an order has been issued. Please ensure that you have any important documents, medication, personal belongings, and preparedness kits and that your vehicle is fueled above $\frac{3}{4}$ of a tank.



EVACUATION ORDER

From: Fort Smith Emergency Management Organization

Issued: _____

Area: Community of FORT SMITH NT.

Description:

A _____ is occurring in/near Fort Smith and everyone in the area MUST evacuate immediately. Anyone needing transportation to leave the area should go to the Community and Recreation Center and transportation will be provided.

For ongoing updates visit the Community's website at www.Fortsmith.ca or the town's Facebook page.

Instructions:

The community of Fort Smith must evacuate immediately. Those needing assistance to leave should go to the Community and Recreation Center to arrange transportation. Evacuees traveling by personal vehicle are asked to take their pre-registration forms and calmly evacuate towards _____. If you do not have a form it will be provided to you at the _____ Check Point. If you require travel accommodations please proceed calmly to the Community and Recreation Center. Please ensure that you have any important documents, medication, personal belongings, and preparedness kits and that your vehicle is fueled above $\frac{3}{4}$ of a tank.



EVACUATION ALL CLEAR

From: Fort Smith Emergency Management Organization

Issued: _____

Area: Community of FORT SMITH NT.

Description:

The _____ event in Fort Smith is now under control and the hazard area has been declared safe. The Evacuation Order is no longer in effect. Residents are advised to report to the reception centre for information on the community re-entry plan and transport arrangements. Residents will also be advised of services available and precautions and instructions on dealing with the impacts of the emergency.

For ongoing updates visit the Community's website at www.Fortsmith.ca or the town's Facebook page.

Instructions:

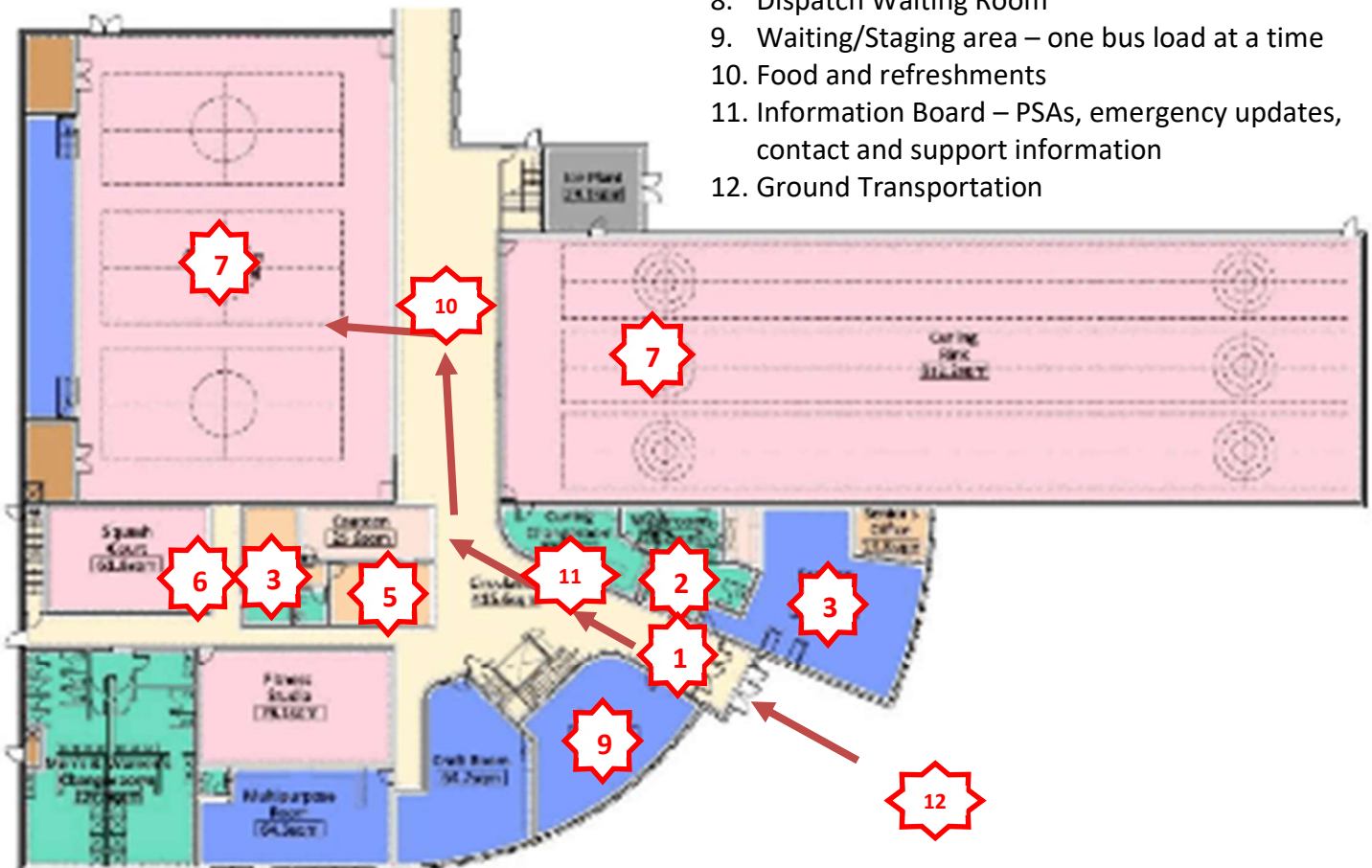
Residents are advised to report to the reception centre for information on the community re-entry plan and transport arrangements. Residents will also be advised of services available and precautions and instructions on dealing with the impacts of the emergency.

APPENDIX J: MAPS

Registration and Reception Facility

LEGEND:

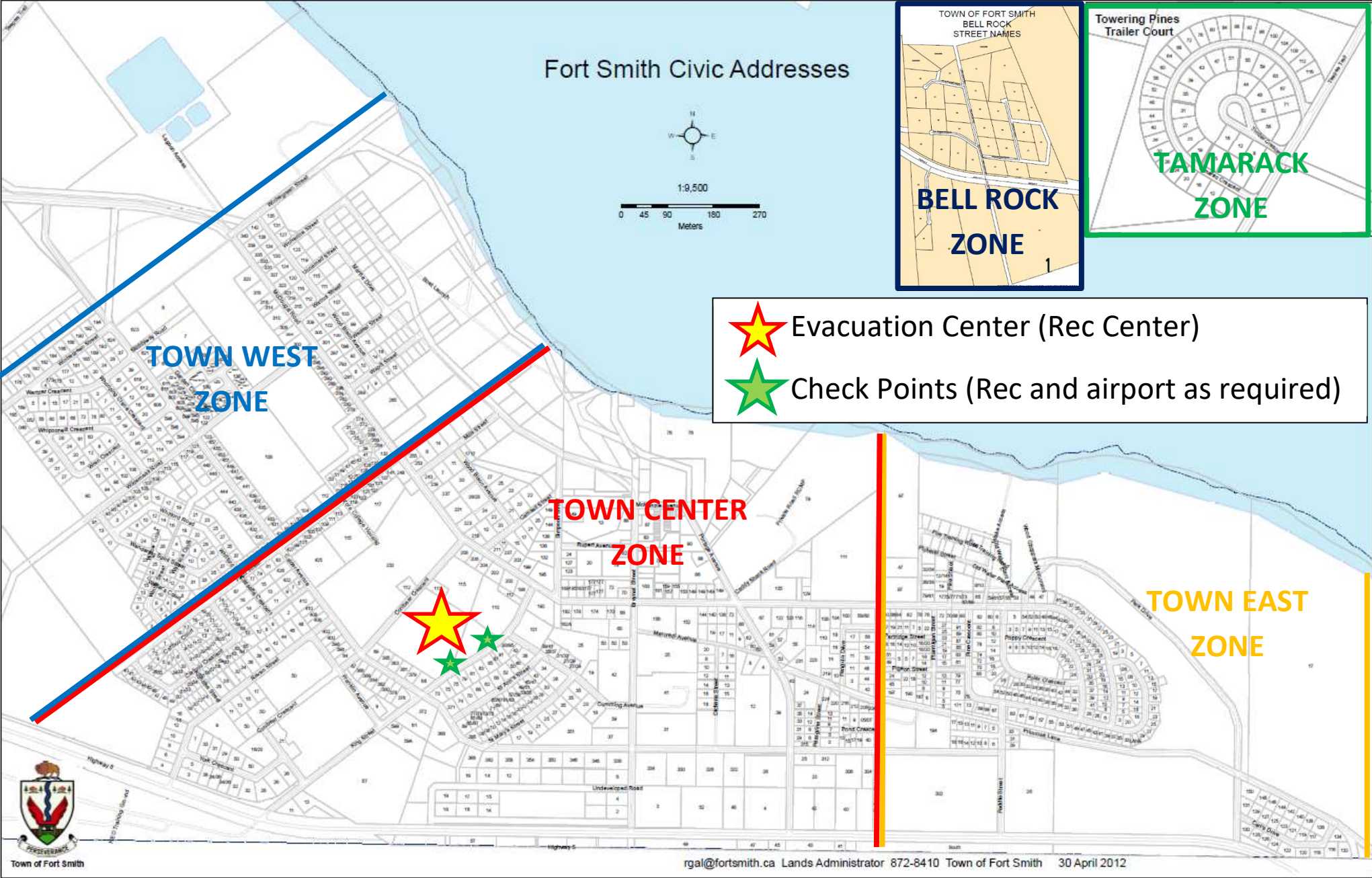
1. Reception Area – Registration desk
2. Washrooms
3. LEMO office – Evacuation and municipal operations
4. Food Prep area – shelter in place dining area
5. Information Desk
6. First Aid Area
7. Rest Area/Shelter in place
8. Dispatch Waiting Room
9. Waiting/Staging area – one bus load at a time
10. Food and refreshments
11. Information Board – PSAs, emergency updates, contact and support information
12. Ground Transportation



Community and Recreation Center

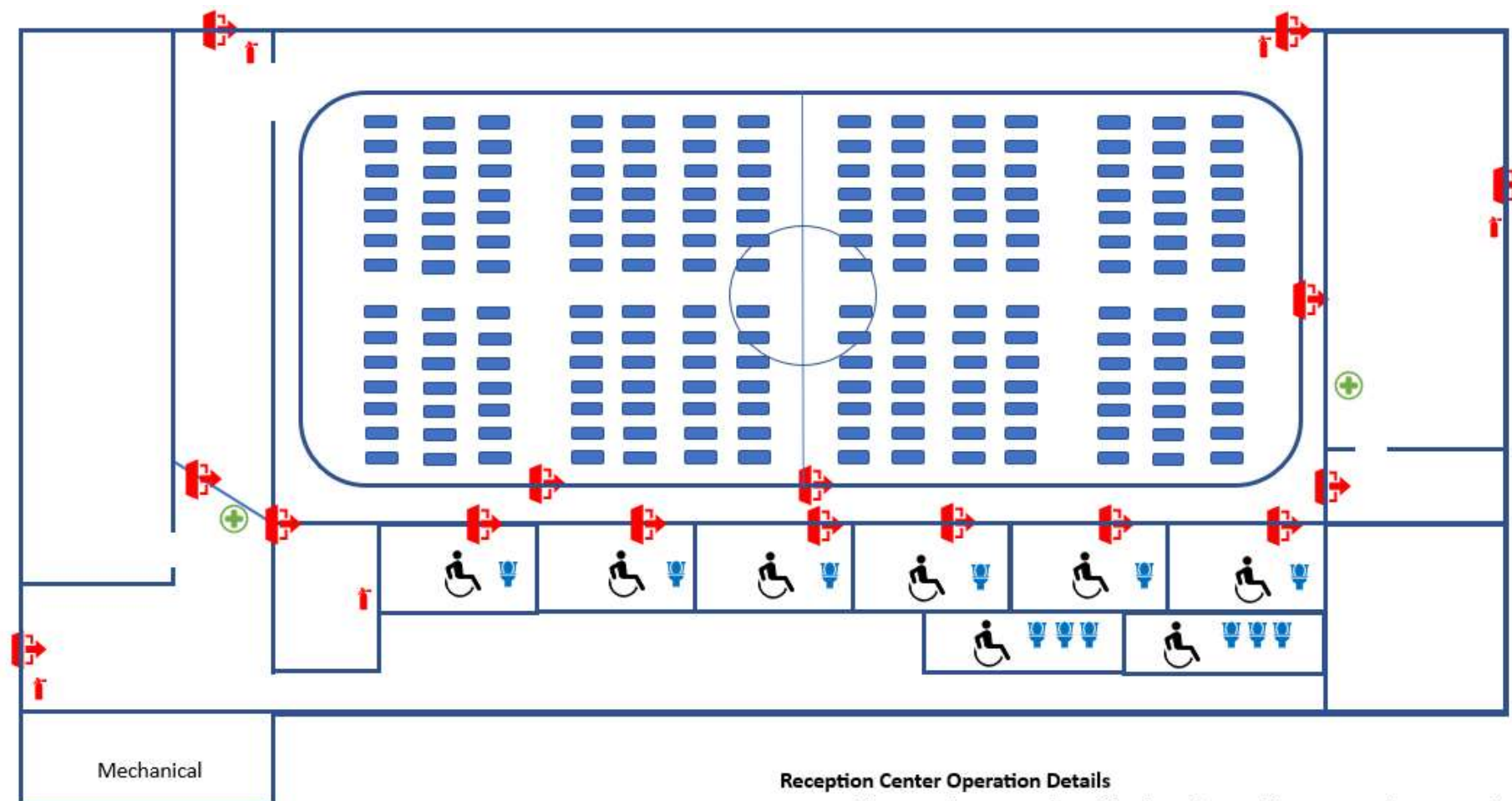
Figure 3 Registration and Reception Facility Layout

Town Check Points and Evacuation Zones



APPENDIX K: EVACUATION CENTERS

All identified evacuation centers must be reviewed and approved annually by the Office of the Fire Marshal. Each drawing will need to be reviewed against the buildings at that time to ensure layout, equipment, and other safety items are still in place and as illustrated. This work will be incorporated into the annual review of the Emergency Management Plan.



Town of Fort Smith Reception Center – Arena

- 196 - 6ft x 2.5ft cots arranged in rows. Three 10ft aisles down the middle.
- All cots will be arranged with at least 6ft between head and toe and 3.6 feet side to side.
- Aisles around the perimeter will be at least 10ft wide.

Reception Center Operation Details

- The reception center has a fire detection and fire suppression system in place, tested, and certified.
- The Arena has been inspected as of April 2023 by AFM TJ Moore.
- Washrooms including accessibility are indicated.
- First Aid and AED equipment are available as indicated.
- The emergency exits and fire extinguishers are indicated on the map.
- The reception center will be staffed 24 hours a day when occupied.



- The reception center has a fire detection and fire suppression system in place, tested, and certified.
- The Arena has been inspected as of April 2023 by AFM TJ Moore.
- Washrooms including accessibility are indicated.
- First Aid and AED equipment are available as indicated.
- The emergency exits and fire extinguishers are indicated on the map.
- The reception center will be staffed 24 hours a day when occupied.

- 77 - 6ft x 2.5ft cots arranged in rows. One 6ft aisle lengthwise down the middle. One 12 ft aisle across the middle.
- All cots will be arranged with 6ft between head and toe and 3.6 feet side to side.
- Aisles around the perimeter will be at least 5ft wide.



- The reception center has a fire detection and fire suppression system in place, tested, and certified.
- The Arena has been inspected as of April 2023 by AFM TJ Moore.
- Washrooms including accessibility are indicated.
- First Aid and AED equipment are available as indicated.
- The emergency exits and fire extinguishers are indicated on the map.
- The reception center will be staffed 24 hours a day when occupied.

- Page 65 of 65