

# Emergency Evacuation Plan

## Emergency Preparedness

APPENDIX "C"



### The Community

Fort Liard is a hamlet in the Dehcho Region of the Northwest Territories, Canada. The community is just off the Liard Trail, approximately 37 kilometres north of the British Columbia border.

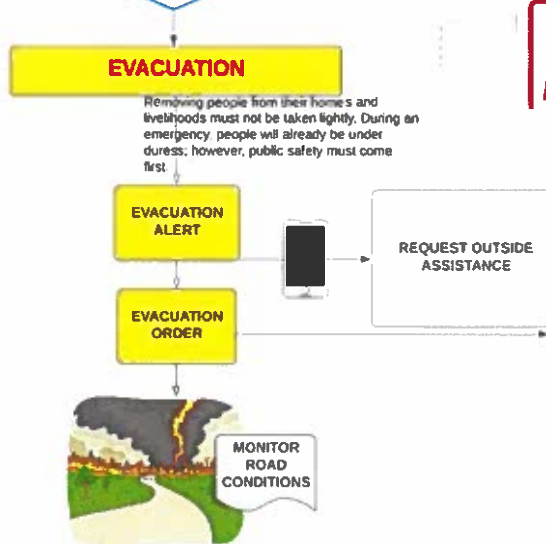
The Liard Highway (Northwest Territories Highway 7 and British Columbia Highway 77) was completed in 1984, making it accessible by road.

The community land area is 67.61 km<sup>2</sup> (26.10 sq mi).

The 2021 Census of Population conducted by Statistics Canada lists 468 living in 170 of its 209 total private dwellings. This is a change of -6.4% from its 2016 population of 500. It had a population density of 6.9/km<sup>2</sup> (17.9/sq mi) in 2021.

Fort Liard has a borderline subarctic climate, just short of a humid continental climate. The weather is characterized by extreme temperature variation between seasons, with temperatures that can be warm in the summer and cold in the winter.

The highest temperature ever recorded in Fort Liard was 35.2 °C (95.4 °F) on 13 July 2014 and 27 June 2021. The coldest temperature recorded was -46.7 °C (-52.1 °F) on 15 January 1974.



Removing people from their homes and livelihoods must not be taken lightly. During an emergency people will already be under duress; however, public safety must come first.

## IMPORTANT ANNOUNCEMENT!

- Level 1** Get **READY** to leave!
  - You should prepare to leave your current location
  - Conditions could get worse due to the (incident type) in your area
- Level 2** Get **SET** to leave!
  - You should be prepared to leave at a moment's notice
  - Dangerous conditions threaten your current location
  - The incident may be limiting the emergency services ability to protect the area
  - If you or anyone at your location needs extra time, have pets or livestock, you are strongly encouraged to evacuate now
- Level 3** **GO**, Leave immediately!
  - There is an immediate threat to your safety at this time
  - Emergency services may not be able to assist you
  - You will not be allowed to return until conditions are safe

## **Evacuation Operations**

When an evacuation is required, the Fort Liard Hamlet Council [Council] must take the lead and assume total responsibility for warning, preparing, evacuating the at-risk, acting hosting plans and ensuring the safe return residents.

NWT Emergency Plan Updated April 2024

## **The objective of the Fort Liard Emergency Evacuation Plan**

The objective of an Evacuation Plan is to plan for an evacuation of the Community of Fort Liard and care for community members during the emergency. An Evacuation Plan assists in streamlining the evacuation process, particularly in little or no-warning emergencies, by providing an organized framework for the activities involved in coordinating and conducting an evacuation.

Effective evacuation plans and coordination are crucial for community safety during floods or wildfires.

Everyone in Fort Liard has a vital role in ensuring that residents can safely leave an area threatened by a wildfire. Planning, preparing and practicing simple actions as a community can help make leaving quicker, easier and safer for residents and first responders, reducing the possibility of injury or worse.

Remember, timely evacuation saves lives. It's essential to follow official instructions and stay informed during wildfire events.

## **Declaration of Emergency and Evacuation**

In consultation with Acho Dene Koe First Nation, the Fort Liard Hamlet Council is responsible for declaring a state of emergency and requesting assistance evacuating the community.

The Council completes a Council Motion and submits a signed copy to the Regional Emergency Operations Center (MACA Regional Office Fort Simpson).

In determining whether an evacuation is necessary, the council depends on real-time threat assessments from ECC, MACA and the local EOC, along with the most current and accurate information.

## **Triggers For An Evacuation**

The council will decide whether to conduct a complete or partial evacuation by assessing community members' current and future threats.

The decision to evacuate could also be prompted by advice based on the real-time threat assessment issued by the Government of the Northwest Territories Environment and Climate Change [ECC] and Municipal and Community Affairs [MACA].

Evacuations may occur before (pre-emptive), during, or after an incident.

The trigger for a forest fire evacuation is when the fire reaches or is anticipated to reach an established geographical boundary, not the municipal bounty around the community. This is done through consultation with ECC fire management staff, who access real-time fire data.

The trigger for a flood evacuation would be when the water level reaches an established level within the gauges and riverbanks.

Factors that may also result in the need for an evacuation include persistent heavy smoke conditions affecting those with health conditions or no visibility to permit safe flight conditions at the airport for fly-in access to Fort Liard.

Consideration must also be given to the time it would take to evacuate the community. In ideal conditions, communities can be evacuated by approximately 500 people daily; weather, smoke conditions, and aircraft availability could cause this to be slower.

**Staffing:**

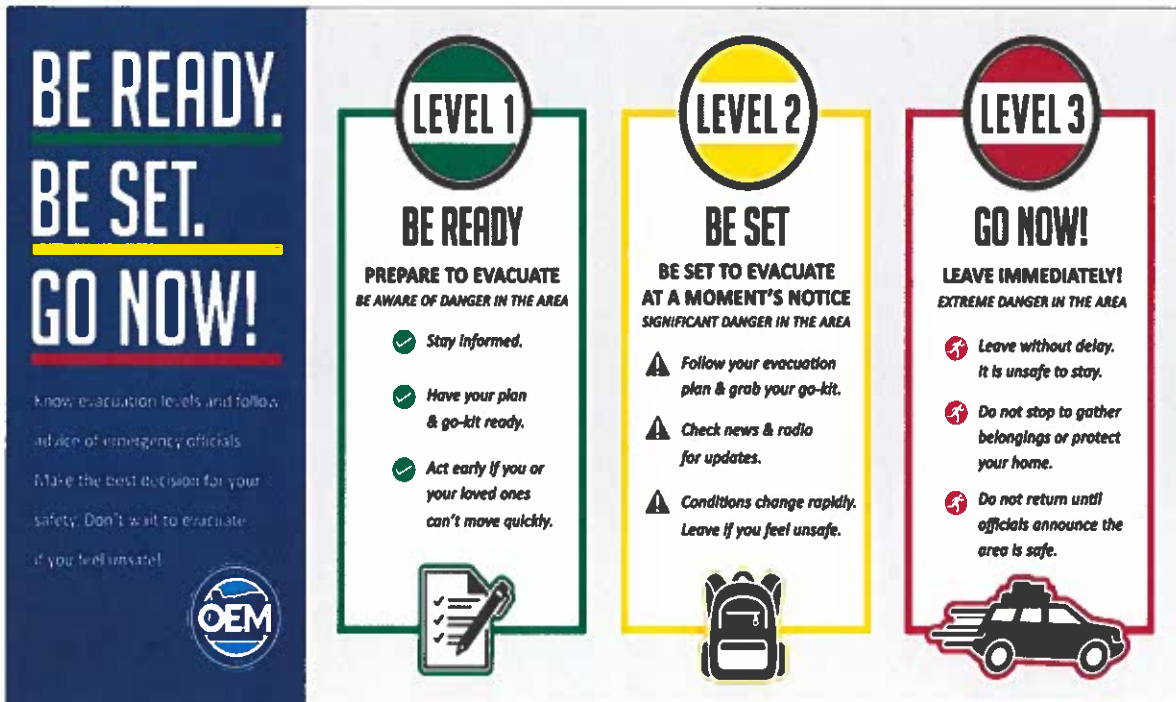
**Evacuation Coordinator:**

He will ensure residents are taken to safety or sheltered with minimum delay and confusion in an emergency. He will also make air and ground transportation passenger lists.

**Emergency Information Officer:**

I will contact the Information Officer directly and ensure the community receives the most current and accurate fire/flood information.

**Notifications**



The notification will include a warning that an emergency exists, followed by instructions on the appropriate actions that residents must take.

The initial notification Alerting of the Emergency should also advise the community when and where additional information can be obtained.

Notifications, fact sheets and pre-prepared media releases are essential to ensure all community members receive notification and information on emergency procedures.

**Regarding community evacuation, several crucial steps must be followed to ensure safety.**

**Early Warning Systems and Preparedness:**

**MONITORING:** The EOC will continuously monitor fire conditions, weather forecasts, water levels, and fire behaviour with the mayor. They use early warning systems to alert residents.

**PREPARNESS:** The EOC will inform residents of evacuation routes, emergency contacts, and assembly points. Education programs help prepare the community.

**Evacuation Alerts and Orders:**

**EVACUATION ALERT:** This alert is issued when there's a potential threat. Residents should be ready to leave if the situation worsens.

**EVACUATION ORDER:** This order is issued when immediate evacuation is necessary. Residents must leave the area promptly, and only those responsible for controlling the event may stay.

**Communication and Coordination:**

**Local Authorities:** The council will communicate evacuation orders through official channels (e.g., emergency services, websites, mail flyers, and door hangers).

**Emergency Services:** Police, safety officers, and other responders will coordinate evacuation efforts.

## **Evacuation Routes and Assembly Points:**

**Designated Routes:** Keep informed of north and south highway access routes so evacuees can plan evacuation routes.



**Check-In:** To accommodate everyone, pre-registered residents must check in at the Fort Liard Recreation Center (Registration Center).

**Registration Center:** Residents not pre-registered must complete the Fort Liard Recreation Center registration process before leaving the Community.

**Assembly Points:** If you require transportation from the community, gather at predetermined safe locations away from the danger zone.

## **Assistance for Vulnerable Populations:**

**Special Needs:** Plans are in place for elderly, disabled, and medically vulnerable residents.

## **Transportation and Shelters:**

**Transport:** Buses, vehicles, aircraft or other means transport residents to evacuation centers and host sites (and return).

**Shelters:** Evacuation centers provide food, water, medical aid, and shelter.

## **Accountability and Reunification:**

**Reunification:** Authorities reunite families separated during evacuation.

## **Population Profile:**

Population Profile The population profile is a breakdown of the different demographics within the community.

The ERC will prepare a list of their community members that details names, ages, family members and the following categories:

Elderly	Non-English-speaking
Chronic illness	Transient populations (e.g., tourists, seasonal workers, homeless)
Mental health conditions (anxiety)	Breathing problems (asthma, COPD)
Mobility limitations (wheelchair/walking aid)	Pregnancy
Impaired senses – sight, hearing or speech impaired	Children under 5

The list needs to identify who will travel with the vulnerable persons for support and their relation to each other.

In the case of young children, it's the primary caregiver and an additional support person such as a father or grandparent.

If possible, vulnerable persons should bring their own assistive devices, but if not, the list should identify what assistance they will need when they arrive at the Host Site. (strollers, wheelchairs, walkers etc.0



## **Evacuation Priorities:**

### **First Priority:**

#### Medical Evacuation (Medevac)

Medevac is used for those individuals receiving home care or residing in a health-care facility in the evacuating community who qualify for medical transfer. This stage will be coordinated through the Government of the Northwest Territories Health and Social Services [HSS]

### **Second Priority:**

Stage 1 evacuees are defined as vulnerable populations. This includes persons with disabilities, seniors, children, pregnant women, and those with medical conditions. Some require support; the support person and the Stage 1 evacuee they care for should be on the Stage 1 evacuation list.

Stage 2 Evacuees are all remaining community residents. When determining where individuals will be hosted, it is essential to keep family members together as much as possible, including those identified as more vulnerable.

## **Host Site Selection:**

The community will select a Host Site based on options provided by the EOC. The selection of Host Sites will be coordinated in advance through consultations with other partners, including host community contacts.

### **Aircraft Evacuations:**

- ✓ Reassess evacuee numbers – numbers requiring transportation will be larger as there will be no drive-outs.
- ✓ Gather people at another location (school or community centre) and then transport them to the airport for their flight time.
- ✓ If there will be drinks and snacks at the airport
- ✓ If there are accessible bathrooms available.
- ✓ Patrols to ensure people, especially children, wait in the correct locations and board the planes safely and efficiently.
- ✓ Hiring extra persons to assist with loading and unloading of aircraft.
- ✓ All these things should be prepared in advance before the evacuation begins.
- ✓ Inform community members that everyone two years or older can bring a maximum of 40 pounds [depending on aircraft type] of baggage each.
- ✓ Passenger lists should be posted as early as possible before the evacuation so that community members can be prepared for their scheduled leave.
- ✓ Preparation of Manifests for the airline.
- ✓ A copy of the passenger list must also be given to the pilot or driver before they leave the community with evacuees.

### **Road Evacuations:**

- ✓ Road conditions must be monitored to provide evacuees planning to drive out of road conditions and closures.
- ✓ Vehicles must be kept always fuelled.
- ✓ The gas pumps need to be staffed to provide efficient fuelling.
- ✓ If necessary, highway fuelling points and supplies must be established.
- ✓ Evacuees must register, providing information as to their destination.
- ✓ Bussing will be required for those without vehicles. Determine numbers to plan for vehicles required.

## **Returning Evacuees (Repatriation) Before Re-Entry to Community:**

Recovery is the phase of emergency management which aims to:

- Repair communities affected by a disaster;
- Restore conditions to an acceptable level or, when possible, improve them;
- Restore self-sufficiency and increase resilience in individuals, families, organizations, and communities.

The decision to re-enter an evacuated area is based on numerous public safety factors and the removal of a threat to the community.

Once the emergency is over and evacuees are safe to return home, a re-entry plan must be prepared, and the following tasks must be completed. The impacted area must be secure for residents to return.

- ✓ Environmental monitoring/decontamination protocols. Inspection of the affected area
- ✓ Perform an initial assessment of damage to homes and businesses.
- ✓ Restoring utilities and essential services to the area.
- ✓ Notify evacuees that the emergency is terminated and that they will return home.
- ✓ Determine if any work must be done before residents can return home, i.e. switch utilities back on, test drinking water, check for the extent of damage, etc.
- ✓ Determine if basic food and clothing are required, i.e. if power has been off or houses have been damaged and arrange for supplies to be sent to the community with the returning evacuees.
- ✓ Make transportation arrangements for those requiring assistance to return home and prepare a list of people to be transported.
- ✓ Assisting any victims who did not evacuate.
- ✓ Removing debris hindering access throughout the community.

## Appendix "A"

### **EMERGENCY RESPONSE COORDINATOR**

An Emergency Management Coordinator ensures the community is well-prepared to respond to disasters or emergencies. They develop and implement emergency management plans and coordinate activities between agencies and departments. In this critical role, they work with emergency responders, community leaders, and government officials to create effective emergency management strategies that protect public safety and minimize harm.

Reporting to the Senior Administrative Officer, you will support the Local Emergency Management Organization in developing and implementing the Hamlet Emergency Response Plan. The position will be instrumental in delivering emergency management activities, including prevention/mitigation, preparedness, response, and recovery programming, ensuring the obligations and responsibilities under the NWT Emergency Management Act are fully met.

Specific Duties will include:

- Plan, prepare, and coordinate emergency response activities to ensure public safety during disasters or crises.
- Develop and manage emergency response plans, policies, and procedures.
- Train and educate emergency response teams and the public on preparedness and response strategies.
- Coordinate and communicate with local, state, and federal agencies to ensure adequate emergency response efforts.
- Coordinate resources, such as personnel, equipment, and supplies, to respond to emergencies.
- Monitor and assess the effectiveness of emergency response efforts to identify areas for improvement.
- Conduct drills and exercises to test emergency response capabilities and identify areas for improvement.
- Document and report on emergency response activities and provide recommendations for improving future responses.

## Evacuation Action Plan

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"> <li>• LEMO to distribute evacuation/ reception forms.</li> <li>• Residents to prepare emergency kits and prepare in case an evacuation is needed, and</li> <li>• Radio program broadcast featuring evacuation</li> </ul>	LEMO and residents.
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> <li>• Call LEMO meeting if required.</li> <li>• Notify MACA Region of necessity to evacuate</li> <li>• Make a declaration of a state of local emergency if there is time; and</li> <li>• If a declaration is made, forward the declaration to MACA Region.</li> </ul>	Local Coordinator
Assessment of Situation	<ul style="list-style-type: none"> <li>• Define areas to be evacuated</li> <li>• Determine evacuation method</li> <li>• Determine evacuation timeline.</li> <li>• Coordinate all resources</li> <li>• Decide if other support is required and communicate with partner agencies.</li> <li>• Determine priority evacuee groups; and</li> <li>• Determine the need to instruct residents regarding power/water shut offs, luggage restrictions, pet care and evacuee</li> </ul>	LEMO, MACA Region
Inform Public and Put Residents on Evacuation Alert	<ul style="list-style-type: none"> <li>• Notify residents of evacuation timeline, evacuation method, priority evacuee groups, any luggage restrictions, and the need to register at the muster point or the evacuation center, or the alternate evacuation centre.</li> <li>• Registration forms should be made available and/or distributed – see Appendix K.</li> </ul>	Communications Coordinator
	<ul style="list-style-type: none"> <li>• If the evacuees be hosted in the community, activate Reception Action</li> </ul>	
MACA Regional Office notification	<ul style="list-style-type: none"> <li>• Confirm MACA Region of evacuation timeline, method, and priority groups.</li> <li>• MACA Region to identify host community and arrange for evacuation transportation as requested by the community.</li> </ul>	LEMO

Communications	<ul style="list-style-type: none"> <li>Up to date information flow amongst parties involved in the evacuation.</li> </ul>	LEMO, MACA Region, Communications Coordinator, Public Works Foreman, Volunteers
Evacuation Order	<ul style="list-style-type: none"> <li>Notify residents of evacuation order and instructions.</li> <li>Assist with evacuation as required; and</li> <li>Coordinate with MACA Region on method of transport and reception community.</li> </ul>	LEMO and MACA Region
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> <li>Provision of consistent, complete, and accurate information; and</li> <li>Maintain ongoing sessions with displaced residents to keep them informed</li> </ul>	Communications Coordinator
Security Control	<ul style="list-style-type: none"> <li>Coordinate resources to protect property and relocate resources where necessary to secure hazardous areas; and</li> <li>Plan for security of the community, when evacuated.</li> </ul>	LEMO and RCMP
Documentation/Registration	<ul style="list-style-type: none"> <li>A record of all decisions, financial records, and evacuation details should be kept; and</li> <li>All evacuees should be registered prior to evacuation and again when the reception community receives evacuees. Provide list of all evacuees to MACA Region</li> </ul>	A designated LEMO member, volunteer, Host community, Volunteers
Care for the ill/infirm	<ul style="list-style-type: none"> <li>Those residents requiring special consideration for evacuating must be considered, and</li> <li>An escort may be required to accompany priority residents or priority groups to offer care and to bring prescription drugs, medical supplies, or information for</li> </ul>	LEMO, Volunteers and healthcare workers

## Reception Action Plan

The following chart outlines actions that may be taken to facilitate the reception of evacuees.

**MAJOR CONCERNS:** Care and safety of displaced residents

RESPONSE	RATIONALE	ACTION BY
Assessment of Situation	<ul style="list-style-type: none"> <li>• Determine how many residents are being displaced</li> <li>• Determine modes of transportation.</li> <li>• Determine evacuation timeline and expected time of arrival in host community, and</li> <li>• Determine special needs of</li> </ul>	Local Coordinator, MACA Region
Activation of Emergency Plan	<ul style="list-style-type: none"> <li>• Determine the need to activate the Emergency Plan.</li> </ul>	Local Coordinator, LEMO
Reassessment of Situation	<ul style="list-style-type: none"> <li>• Determine need to open reception center(s).</li> <li>• Determine need/capacity for billets.</li> <li>• Determine need for food, blankets, and other supplies, and</li> <li>• Assign an individual to arrange for each of the above-mentioned tasks</li> </ul>	LEMO, Assigned Coordinators
Call for Volunteers	<ul style="list-style-type: none"> <li>• Notify residents of situation.</li> <li>• Request volunteers as needed to register evacuees, host billets, cook or bring supplies.</li> <li>• Register volunteers when they are assigned to duties</li> </ul>	LEMO, Volunteers
Evacuee Registration	<ul style="list-style-type: none"> <li>• Register evacuees upon their arrival at the reception center (all evacuees must check in at the reception center before going to their billet location)</li> <li>• Data required includes names, ages, any special needs, billeting assignments, dates of arrival and departure, telephone number of billeted location (See Appendix K, Evacuation and Registration Form), and</li> <li>• Once registration is complete the information must be sent to the MACA Region.</li> </ul>	LEMO, Volunteers

Communications	<ul style="list-style-type: none"> <li>• Establish communications for maintaining up-to-date information flow amongst parties involved in reception efforts, and</li> <li>• Establish contact with community spokesperson (Mayor or SAO)</li> </ul>	LEMO, MACA Region, Communications Coordinator, Public Works Foreman, Volunteers, Fire Department, CSO, RCMP
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> <li>• Provision of consistent information to the media, residents, and partner agencies.</li> </ul>	Communications Coordinator
Security Control	<ul style="list-style-type: none"> <li>• Coordinate the safety of people hosted and the protection of property in the reception center.</li> </ul>	LEMO, RCMP, CSO, upon arrival if required



## Evacuation and Registration

*Personal Information collected on this form is protected in accordance with the Northwest Territories' Access to Information and Protection of Privacy Act*

		1. Name of Emergency Contact		2. Emergency Contact Telephone ( ) -	
3. Arrival Date / /		4. Arrival Time : (24 Hr)		5. Method (include flight, boat registration or vehicle number) <input type="checkbox"/> Aircraft <input type="checkbox"/> Road <input type="checkbox"/> Boat <input type="checkbox"/> ATV or Snowmobile	
6. Departure Date / /		7. Departure Time : (24 Hr)		8. Method (include flight, boat registration or vehicle number) <input type="checkbox"/> Aircraft <input type="checkbox"/> Road <input type="checkbox"/> Boat <input type="checkbox"/> ATV or Snowmobile	
9. Family Name			10. First Name and Initials		
11. Sex	12. Age	13. Also Known As / Nickname		14. Emergency Contact Telephone ( ) -	
15. Mailing Address		16. Originating Community		17. Prov/Ter	18. Postal Code /
19. E-Mail Address			20. Language(s) Spoken		
21. Special Needs <input type="checkbox"/> Medical <input type="checkbox"/> Dietary <input type="checkbox"/> Clothing <input type="checkbox"/> Lodging <input type="checkbox"/> Translation <input type="checkbox"/> Child Care <input type="checkbox"/> Other					
22. Comments					
23. Dependents					
No	First Name (include last name if different)	Age	Sex	Relationship	Special Needs
1					
2					
3					
4					
5					
<i>Lodging Please Inform Registration if you Move Accommodations</i>					
24. Assigned Lodging Address				25. Telephone ( ) -	
26. Changes in Lodging Address				Telephone ( ) -	
28. Private Accommodation Address				Telephone ( ) -	
30. Interviewer	31. Receiving Community		32. Location of Reception Centre		Telephone ( ) -

## Evacuation Notice

### EVACUATION NOTICE

From: \_\_\_\_\_ Emergency Management Organization

Issued:

**Area:** Community of Fort Liard

**Description:**

This notice is to advise the residents of the community of Fort Liard 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.

**Instructions:**

The community of Fort Liard 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.

## Evacuation Alert

### Evacuation Alert

From: \_\_\_\_\_ Emergency Management Organization

Issued:

**Area: Community of Fort Liard**

**Description:**

A \_\_\_\_\_ is affecting Fort Liard 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 Hamlet Office 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.

**Instructions:**

Residents of Fort Liard must be prepared to evacuate on short notice. In the event an evacuation order is issued, those needing assistance to leave should go to the designated location where transportation will be arranged.

# Evacuation Order

## Community of Fort Liard

From: Fort Liard Emergency Management Organization

Issued: Friday, June 03 9:44 AM 2019

### Area:

### Description:

A \_\_\_\_\_ is occurring in/near \_\_\_\_\_ and everyone in the area must evacuate immediately. Anyone needing transportation to leave the area should go to the Hamlet Office and transportation will be provided.

Person's evacuating must attend the Community Centre to register and receive further information.

\_\_\_\_\_ Facebook page can be found at:

### Instructions:

The community of Fort Liard must evacuate immediately. Those needing assistance to leave should go to the Hamlet Office to arrange transportation. Evacuees need to register at the \_\_\_\_\_. Go to the \_\_\_\_\_ Facebook page for more information.

## Evacuation All Clear

### Evacuation All Clear

From: Fort Liard Emergency Management Organization

Issued: Friday, June 03 9:44 AM 2019

**Area:** \_\_\_\_\_

**Description:**

The \_\_\_\_\_ event in \_\_\_\_\_ 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.

Residents can also check the community's website or Facebook page for updates.

\_\_\_\_\_ Facebook page can be found at:

**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.