

**YUKON GOVERNMENT**  
**Emergency Coordination Plan**  
**(YGECP)**



December 2011  
Version 2.1

The Yukon Government Emergency Coordination Plan (YGECF) is respectfully submitted to the Minister responsible for Emergency Measures Organization by the Yukon's Civil Emergency Planning Officer in accordance with the *Yukon's Civil Emergency Measures Act*.

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May 1, 2007

Glenn Hart, Minister  
Community Services  
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Dear Minister Hart:

I am pleased to submit the newly revised and updated Yukon Government Emergency Coordination Plan as per section 2(2) of the *Civil Emergency Measures Act*.

The Yukon Government Emergency Coordination Plan is an accompaniment to individual departmental and lead agency emergency plans. Yukon government departments and corporations continue to be responsible for creating and maintaining emergency plans specific to their areas of responsibility.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Hart", written over a light blue rectangular background.

Civil Emergency Planning Officer  
Yukon Emergency Measures Organization

# Amendment Record

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Amendments will be annotated with the revision date contained in the footer of any revised page.

Example: (footer)

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Revised December 2011

pg. 5

The Yukon's Emergency Measures Organization will distribute amendments to all departments and organizations affected by this plan holding numbered copies. Amendments will also be made available on the Yukon Government intranet website.

Proposed amendments, recommendations, comments, questions, and/or concerns regarding the YGECP can be submitted at any time to the Civil Emergency Planning Officer.

Please track all amendments made to this plan on the table provided.

Amendment #	Date	Pages (s)	Entered by	Date of Approval
2.1	Dec 2011	See list of amendments in Appendix J		May 29, 2012
2.1	Dec 2011	Header and Footer updated to reflect 2011 date		May 29, 2012

# Definitions



**Civil Emergency Measures Act** establishes decision-making authorities in planning for, responding to, and recovering from emergency situations. The Act establishes authority for the Government of Yukon and Yukon municipalities to declare a state of emergency and enables the appointment of a Civil Emergency Planning Officer, who among other duties is responsible to prepare an overall government emergency plan.

**Civil Emergency Planning Officer** – Under direction from the Minister, the Manager of Yukon Emergency Measures Organization is the designated Civil Emergency Planning Officer (Ministerial appointment – 2003). The Civil Emergency Planning Officer is responsible under section 2 of the Civil Emergency Measures Act to formulate and recommend to the Minister plans for dealing with any peace time disaster or war emergency. The Civil Emergency Planning Officer receives government-wide input from the appointed members of the Emergency Coordination Group.

**Disasters** are a social phenomenon that results when a hazard intersects with a vulnerable community in a way that exceeds or overwhelms the community's ability to cope and may cause serious harm to the safety, health, welfare, property or environment of people; may be triggered by a naturally occurring phenomenon which has its origins within the geophysical or biological environment or by human action or error, whether malicious or unintentional, including technological failures, accidents and terrorist acts<sup>1</sup>.

**Emergency Coordination Group (ECG)** is made up of representatives from all levels of government, response agencies, private sector, public utilities, and non-governmental organizations. Each representative has delegated authority to activate their respective emergency plans, commit resources and coordinate responses to any emergency or disaster situation. This group provides access to a Yukon-wide coordinated response for all events in Yukon or where assistance is required outside the territory.

**Emergencies** are a present or imminent event that requires prompt coordination of actions concerning persons or property to protect the health, safety or welfare of people, or to limit damage to property or the environment<sup>2</sup>.

<sup>1</sup> An Emergency Management Framework for Canada – Second Edition January 2011

<sup>2</sup> An Emergency Management Framework for Canada – Second Edition January 2011

**Emergency Management** - The ultimate purpose of emergency management is to save lives, protect property, preserve the environment and the economy. The protection of life is of paramount importance. In the broadest sense, emergency management raises the understanding of risks and contributes to a safer, prosperous, sustainable, disaster resilient society in Canada.

Emergency management in Canada is comprised of four interdependent components as follows:

- **Prevention and Mitigation** – to identify and address hazards and vulnerabilities to eliminate/reduce the risks of disasters in order to protect lives, property, the environment, and reduce economic disruption. Prevention/mitigation includes, but not limited to, structural measures (e.g. construction of floodways and dykes) and non-structural measures (e.g. building codes, and land-use planning). Prevention and mitigation may be considered independently or one may include the other. Where Mitigation is the activities and programs designed to reduce or minimize the severity of any emergency or potential emergency; and Prevention is those activities and programs designed to eliminate hazards before they become an emergency<sup>3</sup>.
- **Preparedness** – to be ready to respond to a disaster and manage its consequences through measures taken prior to an event to build the resilience of Yukon citizens and their communities – for example emergency response plans, mutual assistance agreements, resource inventories and training, equipment and exercise programs.
- **Response** – to act during or immediately before or after a disaster to manage its consequences through, for example, emergency public communication, search and rescue, emergency medical assistance and evacuation to minimize suffering and losses associated with disasters.
- **Recovery** – to repair or restore conditions to an acceptable level through measures taken either concurrently or after a disaster, for example return of evacuees, trauma counselling, reconstruction,

<sup>3</sup>

Canadian Standards Association CSA – Z731-03 (2009)

economic impact studies and financial assistance. There is a strong relationship between long-term sustainable recovery and prevention and mitigation of future disasters.

- Recovery efforts should be conducted with a view towards disaster risk reduction therefore reducing vulnerabilities and increasing resilience.

These four interdependent components may be undertaken sequentially or concurrently. Emergency management in provincial, territorial and federal governments adopts a comprehensive all-hazards approach to coordinate and integrate prevention and mitigation, preparedness, response and recovery functions to maximize the safety of Canadians. Ensuring a strong and seamless relationship across these components and with appropriate regional, national and international emergency management partners is critical to effective emergency management<sup>4</sup>.

**Emergency Operations Centre (EOC)** is a designated facility established by a community, municipality, First Nation, and/or lead agency to support emergency response and recovery. The management team in the EOC supports the incident site by coordinating and managing all non-site activities. An EOC is responsible for the strategic overview (or big picture) of the emergency and does not normally directly control field assets; rather, strategic decisions are made at an EOC and tactical decisions are made at the site.

**Hazard Risk and Vulnerability Assessments** are to help make risk-based choices to address vulnerabilities, mitigate hazards and prepare for response to and recovery from hazard events<sup>5</sup>. Where:

- **Hazard** is a potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation;
- **Risk** is the combination of the likelihood and the consequence of a specified hazard being realized; refers to the vulnerability, proximity or exposure to hazards, which affects the likelihood of adverse impact;

<sup>4</sup> An Emergency Management Framework for Canada – Second Edition January 2011

<sup>5</sup> British Columbia Emergency Management - Hazard, risk and vulnerability analysis tool kit 2004

- **Vulnerability** is the conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards. It is a measure of how well prepared and equipped a community is to minimize the impact of or cope with hazards<sup>6</sup>.

**Incident Command System (ICS)** is a standardized emergency management framework specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries<sup>7</sup>. ICS can be used to manage an emergency incident or a non- emergency event. It can be used equally for both small and large situations. ICS is a flexible, cost effective and efficient management system. ICS is built around the functions of command, operations, planning, logistics, and finance/ administration.

**Incident Management Team (IMT)** is the team that manages the event or incident at the site of the incident. Depending on the incident type and complexity this team is either supported by the lead agency emergency operations centre management team, the local government emergency operations centre management team and or the Yukon government JEOCC management team.

**Joint Emergency Operations Co-ordination Centre (JEOCC)** is the Government of Yukon's Emergency Operations Centre for managing emergency operations at the territorial level and for coordinating support to community emergencies.

**JEOCC Director** is the management team leader within the JEOCC. This person could either be the Civil Emergency Planning Officer or their delegate.

**Jurisdiction** means a geographical area within which a government has responsibility for emergency response, e.g. incorporated municipalities are responsible within municipal boundaries<sup>7</sup>.

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<sup>6</sup> An Emergency Management Framework for Canada – Second Edition January 2011

<sup>7</sup> Emergency Management British Columbia



**Lead Agencies** are responsible for emergency preparedness training, planning, equipment, organizing and exercising; emergency response (resource deployment and co-ordination, mutual aid activation, operational expenditure controls and cost-sharing, command and control, media relations, communications as well as response termination); and recovery program administration as directed by elected officials<sup>8</sup>.

**Peacetime Disasters** as defined by the Civil Emergency Measures Act are any real or apprehended disasters resulting from fire, explosion, flood, earthquake, landslide, weather, epidemic, shipping accident, mine accident, transportation accident, electrical power failure, nuclear accident or any other disaster not attributable to enemy attack, sabotage or other hostile action whereby injury or loss is or may be caused to persons or property.

**Self-Governing First Nation:** A Yukon First Nation with a self-government agreement<sup>9</sup>.

**War Emergency** means the state existing as a result of a proclamation issued by Her Majesty or under authority of the Governor in Council that war, invasion or insurrection, real or apprehended, exists<sup>10</sup>.

**Yukon Disaster Committee** is a committee that may be established by regulation by Cabinet for the purpose of planning and coordinating emergency response by the governments of Yukon and Canada. In practice, the Emergency Coordination Group (ECG) fulfils this role.

**Yukon Emergency Measures Organization (EMO)** is responsible for coordinating the Territory's preparedness for, response to, and recovery from, major emergencies and disasters.

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<sup>8</sup> Many agencies may become involved if an emergency escalates. See: An Abridged Guide to Initial Emergency Response Roles, issued by Yukon EMO (under review).

<sup>9</sup> LCIS Glossary

<sup>10</sup> Note for purpose of YGECP, "Peacetime Disaster" and "War Emergency" are collectively dealt with as emergencies in this Plan and are not further distinguished.

# Glossary of Acronyms

<b>CEPO</b>	Civil Emergency Planning Officer
<b>DFAA</b>	Disaster Financial Assistance Arrangements
<b>ECG</b>	Emergency Coordination Group
<b>EMO</b>	Emergency Measures Organization
<b>EOC</b>	Emergency Operations Centre
<b>EP Week</b>	Emergency Preparedness Week
<b>ESM</b>	Emergency Site Management
<b>GOC</b>	Federal Government Operations Centre
<b>IC</b>	Incident Commander
<b>ICS</b>	Incident Command System
<b>JECCC</b>	Joint Emergency Operations Coordination Centre
<b>JEPP</b>	Joint Emergency Preparedness Program
<b>MOU</b>	Memorandum of Understanding
<b>OIC</b>	Order-in-Council
<b>PSC</b>	Public Safety Canada
<b>YGECF</b>	Yukon Government Emergency Coordination Plan

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# 1 Overview...

## 1.1 Purpose

The purpose of the Yukon Government Emergency Coordination Plan is to provide a comprehensive framework of strategies including the roles and responsibilities across government and to help guide the preparedness of departments, corporations and personnel so that the Yukon Government is well prepared to respond to all emergencies. It is an educational tool, a planning framework, and a guide to high-level emergency management.

The emergency planning process is complex. An emergency is by nature unpredictable, unplanned, and unexpected. Government officials through the Yukon Emergency Measures Organization (Yukon EMO) need to know what to do when an emergency occurs and how to manage the event according to a set of protocols and procedures that personnel are trained to carry out and implement.

The Yukon Government Emergency Coordination Plan (YGECP) addresses the complex nature of emergency management by:

- providing readers with an explanation of the general principles of emergency management;
- providing an adaptable emergency management framework for departments to work with to develop departmental emergency plans;

- outlining governmental emergency staffing; and roles and responsibilities for emergency management; and providing a specific set of procedures and protocols on processes, roles and responsibilities and communicating for, responding to, and recovering from emergency events.
- YGECP is a companion to individual departmental and lead agency emergency plans. It is not intended to be a stand-alone plan. All departments and corporations are responsible for creating and maintaining emergency plans specific to their areas of responsibility. Departments are required to submit copies of their current emergency preparedness plans to EMO.

## ***1.2 Goal***

To ensure the Yukon Government is prepared to respond to, and recover from, emergencies within its area of responsibility for the purpose of saving lives and reducing suffering, preserving public safety, security, health and welfare; maintaining responsible government; and protecting private property and the environment.

## ***1.3 Requirement & Responsibility for the Plan***

The Civil Emergency Measures Act requires the Civil Emergency Planning Officer (CEPO) to formulate and recommend plans for dealing with emergency events and disasters.

The Emergency Coordination Group assists the CEPO with this function. In addition, the Act authorizes the Minister responsible for Yukon EMO to appoint personnel to assist the Civil Emergency Planning Officer to carry out his or her duties.

## Requirement for Review<sup>11</sup>

The Civil Emergency Planning Officer will review this Plan as is necessary or following any real emergency events or exercises.

Departments, agency representatives, or individuals may also propose amendments to the YGECP by submitting comments in writing to the Civil Emergency Planning Officer.

The YGECP may be amended from time to time by the Civil Emergency Planning Officer and will remain in effect until major amendments are required, such as the restructuring of Yukon Government or when deemed appropriate by the Civil Emergency Planning Officer or Minister responsible.

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<sup>11</sup> See section 2.4.4 "Evaluation of Response" for more information



## 2 Emergency Management: concepts, priorities, procedures & guiding principles

### 2.1 *Prevention/Mitigation*

Prevention and Mitigation refers to actions intended to eliminate or reduce the risk from hazards to the community. These actions are prompted by the potential risk of a hazard, rather than an imminent threat.

The decision to prevent or mitigate a hazard is reached through the risk management process. Therefore, these decisions will be influenced by the scope, costs, political perspectives, past experiences and other issues that contribute to risk management. Risk management<sup>12</sup> deliberation leads to four general options for dealing with a risk: elimination; reduction; transfer; or acceptance.

1. Elimination aims to remove the risk by preventing interaction between the event and the community.
2. Risk reduction focuses on decreasing the likelihood that any interaction will result in damage.
3. Transferring<sup>13</sup> or shifting the responsibility for dealing with the negative effects is often accomplished through something like an insurance policy. Insurance is only able to address the quantifiable financial costs of an impact. Insurance cannot mend the

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<sup>12</sup> National Framework for Health Emergency Management: Guideline for Development p. 28.

<sup>13</sup> Unlikely government will transfer most risks; however is mentioned here as an example of risk management

intangible losses to an individual, organization or community. The loss of lives, the loss of a sense of safety, or the loss of opportunity that a community suffers in a disaster cannot be covered by insurance.

4. The final option of accepting the risk requires a conscious acknowledgment that the consequences must be dealt with if the event occurs. This is an acceptable solution if it is arrived at as the result of a risk management process and is not the same as simply ignoring a risk. Ignorance inevitably results in either an inability to cope with the impact or the unplanned transference of the responsibility to cope to another party.

The responsibility for prevention/mitigation lies individually and collectively with the community. That is to say that everyone and every organization within the community have a role to play in mitigation and the community, as a whole, has to encourage and support mitigation activities.

The Yukon Government, for example, can make an effort to prevent or mitigate potential emergency events through planning and measures taken in building public infrastructure and carrying out program activities. This could include the addition of emergency and post-emergency requirements in the construction of large community facilities such as schools for evacuation and other emergency purposes; building “earthquake resilient” and other ‘post-disaster’ resilient buildings and critical infrastructure, building a dyke to prevent flooding, land-use policies and planning, and other such measures. The Yukon’s FireSmart Program is an example of a mitigation measure. By removing fuel from the forest in strategic areas around communities, the FireSmart Program is helping to minimize a potential community fire hazard.

Prevention and mitigation measures must be in place before an impact. One way to achieve this effectively is to consider these measures as part of normal budgeting and planning processes. It is best to consider structural mitigation as part of initial capital planning. The proceeding steps of ongoing hazard assessment and risk management will provide the information necessary to determine when mitigation is needed and help to determine what measures will be most effective.

Properly planned prevention and mitigation measures will save lives, protect people, preserve property, and limit or eliminate the direct cost of repair, prevent loss of revenue due to business interruptions, reduce long-term health care and social services costs, and mitigate environmental impacts.

Prevention and mitigation needs to be an established component of a strategic emergency management program. It will not be totally effective if it is only considered as an afterthought to normal management and planning. By integrating mitigation activities into other developments or projects, it is possible to control costs and reduce hazards.

## ***2.2 Preparedness***

Preparedness increases the community's ability to respond effectively to hazard impacts and to recover quickly from the long-term effects. It involves planning, training and education, resource management, and exercising. It builds better coordination and cooperation between agencies within the communities.

Emergency preparedness consists of the activities that take place before an incident that increase an organization's or a community's readiness to respond. The degree of readiness reflects the acknowledgement that something can happen, the assignment of a responsibility to respond and a commitment to put the plans, resources and infrastructure in place to ensure the response capability.

Preparedness will focus on two aspects of emergency response:

1. Emergency Response Planning increases the ability for a department or agency to respond effectively to meet the special demands created by an emergency event on the community and to recover quickly from the event.
2. Business continuity planning ensures services are maintained when the organization is impacted, even if the effects are limited to internal disruptions. Preparedness also extends to pre-planning activities aimed at post-event recovery.

Because an emergency event can have an overwhelming impact on a community, resources can be challenged to the point of not meeting all the demands. By preparing for an impact, an individual, organization or community raises their ability to cope and frees limited resources to be applied as needed. Therefore, an effective preparedness program must include the whole community.

Business continuity planning and emergency response planning are linked. Emergency response planning deals with how an organization will help its clients cope with the extraordinary demands a disaster creates. In contrast, business continuity planning deals with how an organization copes with the impact of the disaster on its own human and material resources and systems.

Business continuity planning aims to prepare an organization to adapt quickly and appropriately to sudden changes in its human resources; its data or information technology; and/or its physical environment. It includes issues such as: succession and delegation processes; alternative work locations; practices or technologies; intentional redirection of resources to address specific needs, possibly resulting in a loss or degradation of other services and resilient or redundant infrastructure or systems. It also incorporates the requirement for a recovery plan that considers how to return an organization to normal day to day operations, especially after a significant impact.

All Yukon Government departments are required to have in place a current business continuity plan as part of their departmental emergency plan.

Both emergency response planning and business continuity planning involve the same basic process that requires planning, training, resource management, exercising (testing) the plan, public education and awareness, and mutual aid agreements.

### **2.2.1 Planning**

Planning is the most fundamental element, as training, exercising the plan, resource management, public education, and mutual aid agreements are intended to support the implementation of the plan. The Yukon Government Emergency Coordination Plan (YGECP) is the government's planning tool outlining the organizational structure that directs and manages an emergency response. The YGECP also identifies

who has the authority and responsibility relating to different aspects of the response. The planning process will develop the procedures and guidelines that will ensure effective and coordinated action. The most important results of the planning process are the coordination and shared understanding that are generated.

Plans are only as good as the knowledge and capability of the people who are required to implement them and the clients they serve. The development of staff training and education programs to provide the knowledge and skills necessary to implement the plans is crucial. Public education on responsibilities, possible mitigation actions and what the public can expect from responding agencies is also essential.

### **2.2.2 Training**

Departments and Agencies should work together in an everyday business environment to continue to learn about crisis management, test their internal arrangements and maintain consultative links with the community. Training can include exercises to help deliver practical skills, build confidence, and strengthen the network between individuals and agencies.

The responsibility for emergency preparedness training is shared among departments, the Public Service Commission representing the employer, and the Yukon Emergency Measures Organization.

- Departments through the Deputy Ministers are responsible for ensuring that appropriate personnel are properly trained to carry out departmental duties as they relate to emergency preparedness, response, and recovery. There may be specific areas where collaboration between Yukon EMO and a specific department is necessary or warranted in order to provide more specialized training.
- Yukon Emergency Measures Organization is to ensure that specific training courses in emergency management and procedures are available to Departments and Corporations. Yukon EMO will also ensure appropriate departmental personnel are trained in the procedures and protocols outlined in this Plan.

### **2.2.3 Departmental Resource Management**

The efficient and effective management of resources is essential in times of disaster. The availability and conditions of physical resources is as essential to the response as the plan and staff. All departmental emergency plans should include essential information required to identify resource requirements, resource availability and shortfalls. Resource management ensures that existing resources are operational. Departmental plans should include maintenance of the components, and systematic purchase and upgrades to equipment as needed. Furthermore, the departments should address the need for obtaining additional resources needed to respond during an emergency event.

### **2.2.4 Exercising the Emergency Plan**

The Yukon Emergency Measures Organization is responsible for exercising and evaluating the Yukon Government Emergency Coordination Plan from time to time. Departments are responsible for exercising Departmental Emergency Plans from time to time and may call upon Yukon EMO for assistance or advice. Yukon Emergency Measures Organization may also, upon invitation and within operational requirements, assist municipalities with expertise and resources in exercising their emergency plans.

Yukon Government may, upon invitation and within operational requirements, assist Yukon First Nation Governments with emergency planning should First Nation Governments wish to have emergency plans in place. Yukon Government may also, upon invitation and within operational requirements, assist those Yukon First Nation Governments that have an emergency plan with expertise and resources in exercising their emergency plans.

Exercising a government-wide or departmental emergency plan brings the skills, knowledge, functions and systems together to apply them against event scenarios. This provides an opportunity to evaluate the state of preparedness. The type and conduct of the exercises are determined by the purpose of the exercise and participant needs.

Exercises do have limitations because real emergencies create situations that make some tasks more difficult, even too difficult to effectively simulate. Real emergencies can also create a context that makes some tasks easier which is also very hard to simulate. For example, it would be possible to close a hospital to incoming patients in a real evacuation, but an exercise must be designed around the need to maintain normal services.

Departments are responsible for exercising their departmental plans and may do so independently; or in conjunction with other departments, agencies, stakeholders or Yukon EMO. Yukon EMO is responsible for exercising the overall Yukon Government Emergency Coordination Plan in partnership with municipalities, other agencies and stakeholders.

Appendix I has additional information on exercising and evaluating emergency plans.

## **2.2.5 Public Education & Awareness**

Yukon EMO is responsible for promoting and educating the public on the importance of general individual emergency planning. Community Services communications staff will plan these activities in conjunction with other departments or agencies as appropriate.

Annual Public Awareness Activities may include:

- Emergency Preparedness Week – a campaign generally held in collaboration with Public Safety Canada.
- Presentations of emergency management workshops
- Community and school visits.
- Brochures, publications, Website, and other promotional materials.

Lead departments and agencies maintain the responsibility for communicating and promoting specific emergency preparedness and management initiatives that relate to their own areas of responsibility. For example, the FireSmart program is responsible for all communications related to homeowner wildfire prevention; Health & Social Services continues to promote water quality safety; and Wildland Fire Management will continue to promote campfire safety<sup>14</sup>.

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<sup>14</sup> See Appendix F for information about Emergency Communication Protocols.

## 2.2.6 Emergency Management Related Mutual Aid Agreements<sup>15</sup>

Mutual aid agreements allow for the provision or distribution of disaster response resources between jurisdictions. These agreements include details of resources and how they are provided. Yukon Emergency Measures Organization is generally responsible for coordinating emergency management related mutual aid agreements with other governments and jurisdictions both internal and external to Yukon<sup>16</sup>.

Specific emergency conditions are provided for under special inter-jurisdictional arrangements such as the inter-provincial/territorial agreement currently in place for wildland fire operations, agreements between neighbouring municipalities and municipal fire departments, and between departments and agencies.

## 2.3 *Emergency Response*

### 2.3.1 Initial Response

The initial response to a large emergency or disaster is a critical stage in its successful management. Emergency situations are dealt with first by individuals. If they become overwhelmed, they call upon local officials, such as emergency medical services, hospitals, fire departments, police and municipalities.

When primary responders are called upon to respond to an emergency situation, they do so as a normal course of business. When an emergency exceeds the normal capability of the primary responders or lead agency, the local government authority, such as a municipality or the Yukon Government, may be called upon for assistance. If the event

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<sup>15</sup> Section 4(b) of the Yukon's Civil Emergency Measures Act authorizes Cabinet to enter into agreements with Canada, other Provinces / Territories, Municipalities, people or agencies in order to carry out a civil emergency plan.

<sup>16</sup> Please note that Lead Agencies / Departments may have pre-existing MOUs in place that augment F/P/T agreements during an emergency.



exceeds Yukon Government's capacity, then Canada or other mutual-aid partners would be called upon for assistance.

Self-Governing First Nation authorities in an emergency situation may vary, as they are subject to formal agreement with Yukon Government through the Civil Emergency Measures Act (s.4a and s. 4b) and/or legislation implemented by the Self Governing First Nations which displaces Yukon Government legislation.

The initial assessment of the incident, the development of short and long-term action plans, the assignment of resources to priority needs, the provision of urgent care and support to the community must be coordinated. In order for effective and efficient coordinated support for any potentially escalated emergency response, the key precept is early notification for additional resources.

### **2.3.2 Local Government/Lead Agency Response**

If a municipal government is called upon to respond to an emergency situation, it may choose to activate its local Emergency Operation Centre (EOC) to help manage the emergency.

If a municipality is overwhelmed, it can request assistance from its mutual-aid partners and/or Yukon EMO. A municipality may also declare a local state of emergency.

In an emergency event, lead agencies with Yukon Government departments and corporations are to carry on with their regular responsibilities and built in response mechanisms. If the emergency situation is beyond the capacity of the lead agency, Yukon EMO can be called upon for assistance. The Civil Emergency Planning Officer may then activate the Joint Emergency Operations Coordination Centre (JEOCC) in order to pool government and community resources and personnel to provide assistance to the lead agency.

### **2.3.2.1 Self Governing First Nation Government Response**

Based upon agreements, a Self-governing First Nation's emergency coordinator (should one be in place) would manage a localized emergency event on Self Governing First Nation Settlement Lands by enacting its Emergency Plans (should a plan be in place), and would keep Yukon EMO informed regarding the emergency event. If the Self Governing First Nation does not have an Emergency Plan in place and the emergency event is beyond the local Self Governing First Nation's resources to manage, the Self Governing First Nation Government may request emergency assistance from neighbouring municipalities or other First Nations, if mutual aid agreements are established; or the Yukon Government through the Yukon Emergency Measures Organization.

If an emergency event is such that a State of Emergency is required, in the absence of First Nation civil emergency measures legislation, Cabinet may declare a State of Emergency on the First Nation Lands and may take action to manage the event even when First Nation Settlement land and citizens would be affected. The Yukon Government through Yukon EMO would continue to work with the local First Nation Emergency Coordinator when responding to or managing any emergency event to ensure that the affected First Nation is informed.

See Section 3.2.2.3 for further information on First Nation roles in an emergency

### **2.3.2.2 Non-settled First Nations**

At the time of this revision, procedures for Non-settled First Nations are currently being developed by Aboriginal Affairs and Northern Development Canada. Yukon Government is assisting AANDC in this process.

In the event of an emergency, a non-settled First Nation Government requests assistance from Aboriginal Affairs and Northern Development Canada. AANDC may then request assistance from Yukon Government through Yukon EMO. Depending on the severity and urgency of the

event, requests may come directly to Yukon Government. Requests for assistance will be directed to the Civil Emergency Planning Officer.

### **2.3.3 Yukon Government / Yukon EMO Response**

The Civil Emergency Planning Officer will determine whether to activate the Joint Emergency Operations Coordination Centre (JEOCC), either in whole or in part<sup>17</sup>.

Once the JEOCC is activated, Yukon EMO coordinates Yukon Government resources in order to manage the emergency. At this time, all Yukon Government personnel are under the direction of the JEOCC Director.

Under the general coordination of Yukon EMO, departments will implement departmental plans that provide an internal system for notification of key departmental personnel and coordination of departmental responsibilities in emergencies. Yukon EMO is responsible to notify the Emergency Coordination Group (ECG)<sup>18</sup> of the emergency situation and status.

The Civil Emergency Planning Officer advises the Minister responsible for Emergency Measures of the situation. The Minister is responsible for keeping Cabinet colleagues informed. If necessary, upon advice from the CEPO, Cabinet may declare a state of emergency<sup>19</sup> under the Civil Emergency Measures Act.

Depending on the scope or severity of the emergency, the Deputy Minister of Community Services or designate may form a Deputy Ministerial government-wide management team to address issues and circumstances beyond the immediate requirements of the emergency response, such as resumption of services or continuity of critical functions.

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<sup>17</sup> The basic organization of the JEOCC is shown in Appendix A

<sup>18</sup> See Appendix G.

<sup>19</sup> See Appendix C.

Should Yukon Government capability be exceeded, the Minister responsible for Emergency Measures, through Yukon EMO, may request assistance from the federal government or other mutual-aid partners.

Requests from the provinces and territories to the Government of Canada for emergency management support are managed through Public Safety Canada (PSC), which maintains operational links with territorial emergency authorities and maintains inventories of resources and experts in various fields throughout Canada. Yukon Health and Social Services also has a direct relationship with the Public Health Agency of Canada for health related emergencies of national significance.

Public Safety Canada also maintains the Government Operations Centre (GOC), which is located in Ottawa and operates 24 hours, seven days a week. During major events, the GOC, with the help of emergency personnel from other federal departments, serves as the focal point for federal emergency government operations.

#### **2.3.4 Emergency Response Priorities**

Priorities for emergency response:

- Protect the health and safety of responders
- Save lives
- Reduce suffering
- Protect public health
- Protect government infrastructure
- Protect property
- Protect the environment
- Reduce economic/social losses
- Resume government services
- Resume business

### **2.3.5 Incident Command System (ICS)**

The Yukon Government sectors must work closely with other public safety agencies (e.g. police, fire, and municipalities) as well as other community partners (e.g. utility companies, non-government agencies, and private sector companies) to achieve an interoperable coordinated response. It is necessary to have a common system in place to simplify this interagency management and interaction.

One such system is the Incident Command System. The value of using ICS is that it can be customized to meet the needs of the agency that is using it, without reducing its effectiveness. ICS is used to coordinate internal resources as well as to integrate with other agencies. As long as the basic structure and common terminology are maintained, the agency will be able to effectively integrate its response vertically and horizontally with other agencies using the same system. The process of customizing should consider the size of the agency, its management structure, the types of emergencies it may respond to, its emergency role, and the system(s) being used by other response agencies. Yukon has implemented use of the Incident Command System for the Joint Emergency Operations Coordination Centre. Additionally Yukon Emergency Measures recommends use of the ICS system for Yukon Government departments and agencies as part of their emergency plans and encourages its use by other Yukon public safety agencies and community partners.

### **2.3.6 Communication**

Communication is one of the most important aspects of managing an emergency situation. It is very important that accurate and timely information be distributed in a direct manner that is sensitive to the heightened fear, confusion and anxiety that may be felt by the public.

All communications and information disseminated to the public for an emergency shall be coordinated to ensure consistency and accuracy. When the emergency event is considered significant enough to staff the JEOCC, the lead communications activities will be coordinated by the

JEOCC with participation by the lead agency<sup>20</sup>. If the JEOCC is not activated, the lead agency or department is responsible for communications related to the event in addition to sharing the communications with EMO and ECO.

### **2.3.7 States of Emergency**

When an emergency due to fire, explosion, flood, earthquake, landslide, weather, epidemic, mine accident, transportation accident, electrical power failure, or any other disaster including a war-time disaster takes place, Cabinet may declare a state of emergency in order to protect people, property, and the environment.

The Yukon's Civil Emergency Measures Act authorizes Cabinet to declare that a state of emergency exists in Yukon or any part of Yukon. Similarly, the Act authorizes a mayor by resolution of the municipal council to declare a state of emergency in a municipality, though a state of emergency declared by Cabinet would supersede the municipal declaration.

When the Minister and Cabinet decide to declare an emergency under the Civil Emergency Measures Act, it is important that the Minister be able to implement the state of emergency in a timely manner and that the necessary number of Cabinet Ministers is available to approve the Order in Council.

The Minister responsible for Yukon Emergency Measures Organization cannot declare a state of emergency alone; a quorum<sup>21</sup> of Cabinet Ministers is required to approve the Order in Council. The declaration must be by an Order-In-Council (OIC)<sup>22</sup> and signed by the Commissioner in Executive Council (Cabinet). Once a declaration is in place, it is in effect for 90 days or until terminated by an additional OIC and communicated to the public<sup>23</sup>.

Where Cabinet has declared a state of emergency, the Minister responsible for the Civil Emergency Measures Act may, despite any other

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<sup>20</sup> See Appendix E.

<sup>21</sup> See Appendix C.

<sup>22</sup> See Appendix C.

<sup>23</sup> Refer to section 6 of Yukon's Civil Emergency Measures Act

act, do all things considered advisable for the purpose of responding to and controlling the emergency<sup>24</sup>.

Specifically, the Minister may do all things considered necessary to:

- protect people and property;
- maintain, clear and control the use of roads and streets;
- requisition or otherwise obtain and distribute accommodation, food, clothing and other welfare services;
- provide and maintain water supplies, electrical power and sewage disposal;
- assist in the enforcement of law;
- fight and prevent fires; and
- protect the health, safety and welfare of local inhabitants.

Cabinet may make regulations under the Act to enact civil emergency plans, and can direct a municipality to assist during the emergency. Cabinet is also enabled under the Act to authorize payment of the costs<sup>25</sup> associated to the emergency out of the revenues of the Yukon Government.

The declaration of an emergency by Cabinet empowers the Minister to exercise authority over every member of the Yukon Government public service for responding to and dealing with the emergency<sup>26</sup>. Accordingly, public servants are required to comply with the instructions and orders of the Minister in the exercise of any discretion or authority the public servant may have on behalf of the Yukon Government.

When a state of emergency is in place, there are specified limits of liability in respect to actions taken or not taken in an emergency. Specifically, a municipality, any person acting under authority or direction from Cabinet or a municipality, the Crown, the Minister, municipal council members, Emergency Coordination Group, and the Civil Emergency Planning Officer are not liable for any damage caused by interference with the rights of

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<sup>24</sup> Refer to section 9 of Yukon's Civil Emergency Measures Act

<sup>25</sup> Refer to section 9(1)(c) Civil Emergency Measures Act

<sup>26</sup> Refer to section 9(3) Civil Emergency Measures Act (Legal opinion on file at Justice and EMO)

others, and cannot be subjected to legal proceedings because of actions taken or not taken in respect to the emergency<sup>27</sup>.

## **2.3.8 Evacuation Procedures**

There are three phases of evacuation procedure used by the Yukon Government in response to an emergency event: “Event” Notification, Evacuation Alert, and Evacuation Order.

### **2.3.8.1 “Event” Notification**

An “Event” Notification is for information only and is an advisory about an emergency event that is currently in a clearly identified area that may present a risk to life and /or property. “Event” Notifications will be issued by the appropriate Lead department or agency and the term “Event” will be replaced with the type of event – i.e. Wildfire, Flood, etc. This event notification process provides an opportunity for the public to activate their family emergency plans and to engage in additional personal preparedness activities. In most cases Yukon EMO must be advised of this issuance prior to the notification being made public. These notices may be released by the lead department/agency or through ECO’s regular news release/alert process. The Chief Medical Officer of Health (CMOH) will independently issue health advisories. If the health advisory is related to an event where Health and Social Services is not the lead agency, then the lead agency should be advised of the health advisory prior to the advisory being issued.

### **2.3.8.2 Evacuation Alert**

An Evacuation Alert is issued to advise residents of the potential for loss of life or property from an emergency event. When an alert is issued, residents shall be advised to prepare for worsening conditions. People may be required to leave their home with minimal notification of an evacuation order being issued. Residents shall be asked to monitor news sources and keep their telephone free for incoming calls.

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<sup>27</sup>

Refer to section 10 Civil Emergency Measures Act



Government officials shall make every attempt to provide as much advance notice as possible; however, due to rapidly changing conditions; it may not be possible to provide much advance notice.

Residents would also be advised to consider early voluntary evacuation of the area when on Alert; although such action should not be construed as being eligible for government support and such a request would not be an enforceable order.

Government officials would serve notice to an area via media, posters, telephone calls, radio phone service, social media and/or other appropriate means.

### **2.3.8.3 Evacuation Order**

An Evacuation Order<sup>28</sup> is issued by authorities having jurisdiction in response to imminent danger to the involved area. An immediate threat to life evacuation order may be issued by responding lead agencies. A 'strategic' evacuation order will be recommended by the incident management team to the applicable jurisdiction responsible for emergency management. Any Evacuation Order can only be enforced if a State of Emergency is pre-declared by Mayor and Council (municipal or local State of Emergency), Chief and Council (Self Governing First Nations with legislation which enables an Evacuation Order<sup>29</sup>), or the Minister responsible for Emergency Measures (territorial).

These orders are issued in the interest of preventing loss of life and to keep people safe. Members of the RCMP, Wildland Fire Management, Forest Officers, Peace Officers, local Fire Departments and Yukon Emergency Measures Organization will be involved in expediting/communicating that action via the media, or if time permits through door to door contact.

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<sup>28</sup> See Appendix D.

<sup>29</sup> As of this revision no Yukon SGFN has such legislation

#### **2.3.8.4 Evacuation Orders – Delegating Authority**

Under a State of Emergency, if so required, the Minister may delegate the authority to order an evacuation. This should be done in writing and in advance of an evacuation requirement.

### ***2.3.9 Requests for Support***

When emergencies require the activation of mutual aid arrangements or the prompt access to other resources, the formal request will be initiated by the jurisdiction requiring assistance to the jurisdiction lending the assistance through either their Emergency Operations Centre or delegated authority. Mutual aid agreements should have operational plans that address items such as:

- request procedures
- jurisdictional control
- occupational health and safety
- costs and or fees associated with activation or provision of support
- if an international agreement – border crossing protocols

#### **2.3.9.1 Yukon Government Assistance**

Municipal and Lead Agency requests for assistance will be directed to the Civil Emergency Planning Officer. Requests must originate from an authorized representative of the entity making the request and is contingent on local resources being fully committed.

In the event of an emergency, First Nation Governments may request assistance from Yukon Government. Requests for assistance will be directed to the Civil Emergency Planning Officer.

#### **2.3.9.2 Assistance from Government of Canada**

Emergency assistance from federal authorities will be coordinated by the Civil Emergency Planning Officer. Requests for federal support will

be directed to Public Safety Canada through the Regional Director responsible for Yukon.

#### **2.3.9.3 Assistance from Non-governmental organizations**

Emergency preparedness plans should identify any non-governmental organizations that can provide a range of skills, resources, and equipment in support of an emergency event.

#### **2.3.9.4 Assistance from other Outside Jurisdictions**

Yukon Government has agreements with other provincial, territorial and state governments for the provision of emergency assistance; two of these agreements are:

The “Provincial/Territorial Memorandum of Understanding for Inter-jurisdictional Emergency Management Assistance”. This agreement is through the Canadian Council of Emergency Management Organizations (CCEMO) where the provinces and territories (P/T) have a memorandum of understanding (MOU) that establishes a framework for cooperation in order to access resources to make a prompt and effective response in managing emergencies.

The “Pacific Northwest Emergency Management Arrangement (PNEMA)” is an agreement between Yukon, British Columbia, Alaska, Idaho, Oregon and Washington State that provides for coordinated emergency measures activities across jurisdictional borders of the signatory jurisdictions.

### **2.3.10 Emergency Finance**

Yukon Government departments, corporations and lead agencies are expected to absorb emergency response related costs from within their existing budgets until an emergency Appropriation Bill or Special Warrant is approved to reimburse departmental costs. In cases involving significant emergency expenditures, departments may collaborate, with assistance from Yukon EMO and Finance, on a submission to Management Board seeking increased authority for justifiable expenditures. Until a decision has been made by Management Board,

all expenses will be paid by departments, and departments remain responsible for tracking all departmental expenses.

Municipal governments are responsible for paying all incremental operations costs (e.g. overtime, emergency food and accommodation, etc.) for an emergency over which it has jurisdiction. First Nation governments are responsible for the financial costs of their actions outside the Civil Emergency Measures Act. Should a Yukon disaster financial assistance program be implemented, these incremental costs may be eligible for reimbursement under that program. Detailed accounting will be required to support any reimbursement.

The Yukon Government may also require a municipality to provide assistance during an emergency, and Cabinet is enabled under the Civil Emergency Measures Act to authorize the payment of the costs of this assistance out of the revenues of the Yukon Government<sup>30</sup>.

#### **2.3.10.1 Tracking Costs**

Departments, corporations and lead agencies are responsible for tracking costs that they incur in responding to an emergency. Departments are then responsible for submitting extraordinary expenses to Yukon EMO to ensure there is a complete picture of the costs incurred.

Yukon EMO is responsible for compiling costs submitted by those involved in the emergency event and preparing a submission to the Federal Government for possible disaster financial assistance. Yukon EMO will provide guidelines to departments on allowable expenses for federal reimbursement. Yukon EMO and Finance are to ensure the Yukon Government takes full advantage of the cost- recoverable provisions of its arrangements with the federal government.

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<sup>30</sup>

Refer to section 9(1)(c) Civil Emergency Measures Act

## ***2.4 Recovery***

The recovery phase of an emergency or disaster can last for years and will affect all facets of a community. Emergencies can cause physical or psychological trauma, damage infrastructure, displace staff, disrupt external services, and affect normal business for facilities and community-based programs.

The recovery phase that will return the business of government back to normal must be managed in a way that maintains the needed level of service while assisting the community to adjust to the post-disaster realities. There needs to be an orderly transition that supports the new needs of the community and the issues facing government.

### **2.4.1 Priority for Resumption of Services**

While specific priorities for the resumption of services will be set based on circumstances and needs at the time of an emergency, as a general rule, essential services to the public have the highest priority. These include hospitals, transportation, utilities, etc. Similarly, internal government operations supporting essential public services have priority.

The Deputy Minister of Community Services is responsible for coordinating government- wide issues related to the resumption of services.

### **2.4.2 Implementing Business Continuity Plans**

Deputy Ministers are responsible for ensuring that a current business continuity plan is in place for each of their respective departments or areas of responsibility as part of their departmental emergency plans. They are also responsible to have key personnel work to implement the continuity plans in the event of an emergency or following an emergency. Continuity plans identify and plan for continuation and recovery of critical functions of an organization that need to be in place during and following an emergency. The objectives of continuity planning include:

- Safety of employees and clients;
- Identification of critical business functions that are a priority for resumption, together with human resources and material needs;
- Protection of critical information and records;
- Minimizing immediate damage and losses through appropriate emergency management measures;
- Identification of the crisis management structure and key personnel;
- Rapid resumption of time-sensitive critical business functions using work-around processes, protected or recovered records and backed up or stored data through the establishment of recovery time objectives (RTO) and recovery point objectives (data based) where the RTO is the period of time within which processes, functions or operations must be recovered following an event to a pre-determined acceptable level of service<sup>31</sup>; and
- Prompt and coordinated restoration of normal day-to-day business activity.

### **2.4.3 Compensation & Cost Recovery from Federal Government**

Yukon does not have a standing disaster financial assistance program. In the event that Yukon should suffer a disaster, the Yukon Government may consider a program specific to the disaster.

Federal disaster financial assistance is a cost sharing program for Provinces and Territories to recover eligible costs associated with responding

to and recovering from disasters when the costs of doing so are deemed to be a burden on the fiscal capacity of provincial and territorial governments. Eligible costs are determined by Public Safety Canada (PSC) through the Disaster Financial Assistance Arrangements (DFAA).

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<sup>31</sup>

Vanguard EMC Business Continuity – Best Practices and Plan Development

In situations where significant non-recoverable expenditures have been incurred, departments may collaborate, with assistance from Yukon EMO and Finance, on a submission to Management Board seeking increased authority for those expenditures.

#### **2.4.3.1 Procedures for Requesting Federal Disaster Financial Assistance**

A written request must be made by the Minister responsible for Yukon EMO to the federal Minister responsible for Emergency Preparedness either during or within six months after the completion of the event response phase.

The Regional Director (RD) of Public Safety Canada (PSC) provides initial federal liaison with territorial officials responding to the immediate effects of a disaster. Subsequently, the RD coordinates the Government of Canada participation in damage assessment and review of territorial requests for assistance if requested. Alternatively, the RD and the Government of Yukon may agree to engage third parties to appraise damage and recovery costs. The third parties' professional service costs is eligible under DFAA.

#### **2.4.3.2 Appraisal of Publicly Owned Facilities: Yukon Government and Communities**

The Regional Director (RD) of Public Safety Canada coordinates the Government of Canada's participation in damage assessment and review of territorial requests for assistance if requested. Alternatively, the RD and the Government of Yukon may agree to engage third parties for appraising damage and recovery costs. The third parties' professional service costs is eligible under DFAA.

### **2.4.4 Evaluation of Response**

It is critical to extract as much value and knowledge as possible from every disaster so that the losses and suffering caused can be better avoided in the future. The evaluation of the causes of disasters, their direct and indirect consequences and the government's ability to manage

an emergency event reinforces the need for a consistent and sustainable organizational structure.

The Yukon Government, through individual departments, is responsible to identify strengths and areas for improvement in its review of its response to a specific emergency. Departments are responsible for addressing areas for improvement specific to their mandates.

Yukon EMO and the Emergency Coordination Group will review government's overall coordinated response to an emergency, based on the departmental assessments. Recommendations on government-wide or multi-departmental issues will be forwarded to the Deputy Minister of Community Services for consideration and action as required.



# APPENDICES

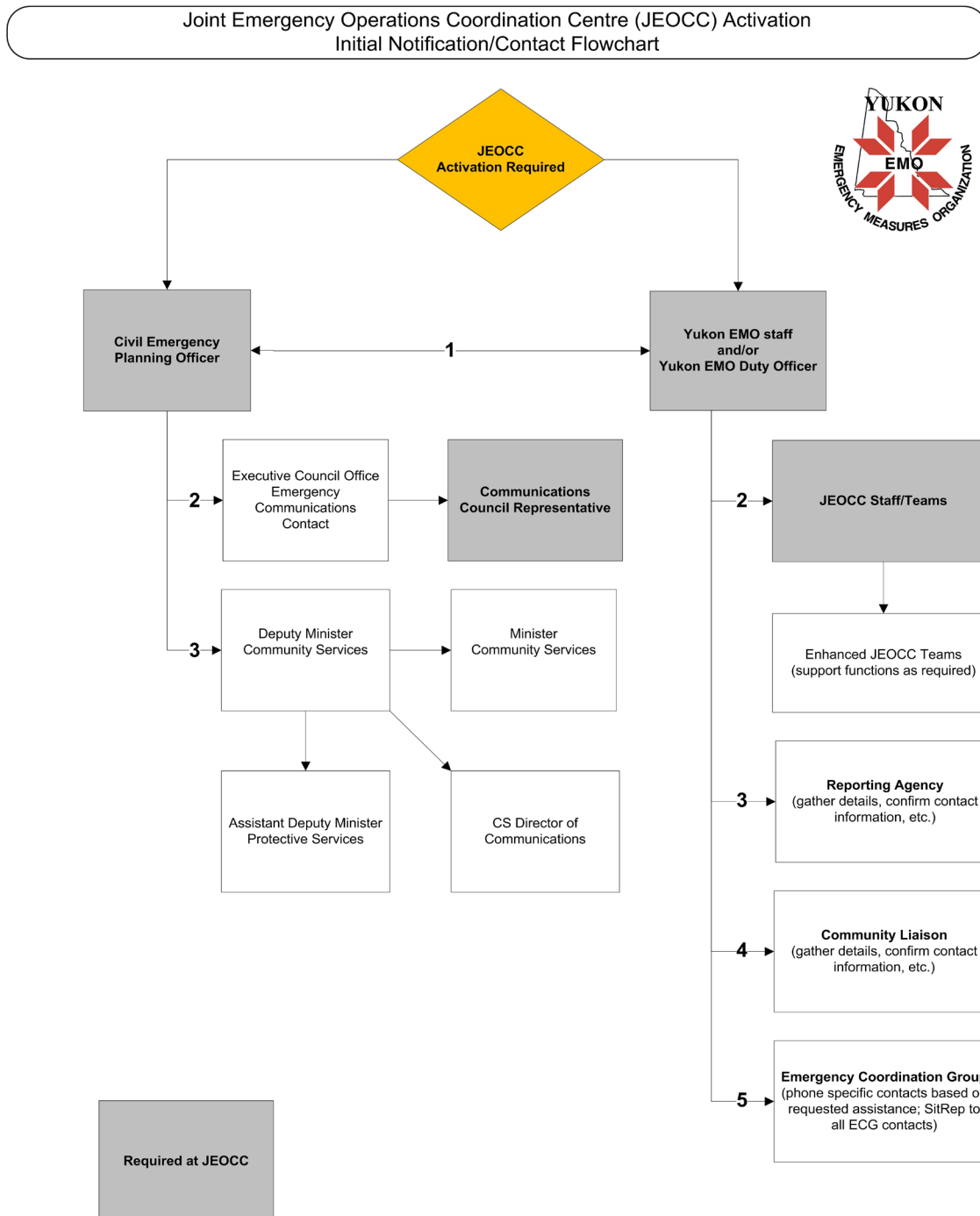
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### 3 Appendices: Roles, Responsibilities, Procedures & Protocols



<b>Appendix A :</b>	Joint Emergency Operations Coordination Centre
<b>Appendix B :</b>	Roles & Responsibilities for Emergency Management
<b>Appendix C :</b>	State of Emergency
<b>Appendix D :</b>	Evacuation Order Protocol
<b>Appendix E :</b>	Yukon Government Emergency Communication Protocol
<b>Appendix F :</b>	Departmental Emergency Planning Guide / Template
<b>Appendix G :</b>	Emergency Coordination Group (ECG) Terms of Reference
<b>Appendix H :</b>	Yukon Emergency Measures Organization Operational Relationship
<b>Appendix I :</b>	Exercising Emergency Plans
<b>Appendix J :</b>	2012 YGECP Approved Amendments

### 3.1 *Appendix A:* *Joint Emergency Operations Coordination Centre*



The above diagram illustrates the Civil Emergency Planning Officer and Yukon EMO staff and/or Duty Officer initial notifications when the JEOCC is activated to advise of a real, imminent, or potential situation.

## EMO/JEOCC Activation Levels

For the purposes of JEOCC operations, the following levels will be used as a guideline based on situational awareness; significance and complexity of the event; resource and support requirements; and the level of coordination required to respond to the threat or a potential emergency:

- |                      |   |
|----------------------|---|
| <b>Level I (EMO)</b> | <ul style="list-style-type: none"> <li>• Yukon EMO monitors situations locally and abroad to maintain situational awareness</li> <li>• Yukon EMO issues situation reports as required</li> <li>• Public communications follows normal protocols</li> <li>• Yukon EMO Duty Officer(s) coordinate and facilitate after hours requests</li> </ul>  |
| <b>Level II</b>      | <ul style="list-style-type: none"> <li>• Yukon EMO Duty Officer(s) unable to facilitate all after hours requests</li> <li>• Lead Agency, municipality, or First Nation agencies are able to respond to event with minimal support or coordination from Yukon EMO</li> <li>• Yukon Government emergency expenditures minimal</li> <li>• Event has minimal complexity or risk factors</li> <li>• JEOCC activated with core positions onsite during daytime operational periods</li> <li>• Public communications follows emergency plan protocols</li> </ul> |
| <b>Level III</b>     | <ul style="list-style-type: none"> <li>• moderate Yukon Government commitment of resources</li> <li>• Event has significant complexity or risk factors</li> <li>• Lead Agency, municipal government (local declaration possible), or First Nation government requires assistance of YG</li> <li>• JEOCC activated with core plus positions onsite for one or more shifts</li> </ul>   |

**Level IV**

- Significant Yukon Government commitment of resources
- Yukon Government capacity to cope being challenged (Yukon Government declaration possible)
- Emergency response expenditures significant and protracted
- JEOCC activated 24/7 with full complement of positions on site for an extended period

**Level V**

- Yukon resources fully committed
- External mutual aid requested
- JEOCC activated 24/7 with full complement of positions on-site for an extended period

Please note that First Nation governments do not have authority under the Civil Emergency Measures Act unless they have entered into an Agreement with Yukon Government.

### ***3.2 Appendix B: Roles & Responsibilities for Emergency Management***

#### **3.2.1 Roles & Responsibilities: Yukon Government Officials**

Emergency events demand fast and effective whole-of-government responses. It is important to establish authority early to drive this response. Clear understanding of the role and responsibility of all of those involved in the response is also critical.

Preparing for, responding to, and recovering from emergencies is the collective responsibility of lead Departments and Agencies and will normally include Yukon EMO.

This section outlines individual roles and responsibilities for planning, response, and recovery of the following:

- Deputy Ministers/Presidents
- Civil Emergency Planning Officer
- Communications
- Emergency Coordination Group
- Cabinet
- Departments
- Municipalities, First Nations, Federal Government

### 3.2.1.1 Role of Deputy Ministers/Corporation Presidents<sup>32</sup>

Deputy Ministers/Presidents are responsible for the following:

- (i) **Departmental Plans** - In order to carry out departmental responsibilities effectively during emergencies, Deputy Ministers are responsible for ensuring a current departmental emergency plan is in place<sup>33</sup>.
- (ii) **Emergency Coordination Group Members** - Deputy Ministers are responsible to appoint key departmental officials to sit as departmental representatives to the Emergency Coordination Group Standing Committee and ensure their availability as per accountabilities in appendix G.
- (iii) **Joint Emergency Operations Coordination Centre Members** – Deputy Ministers are responsible to identify appropriate and qualified personnel from their respective departments to assist the Joint Emergency Operations Coordination Centre and/or to meet other requirements of responding to an emergency.

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<sup>32</sup> Unless specified otherwise read Corporation President where Deputy Minister is written.

<sup>33</sup> See Appendix F.

- (iv) **Training** – Deputy Ministers are responsible for ensuring that employees are trained to carry out their assigned duties in an emergency.
- (v) **Departmental Resources** – Deputy Ministers are responsible for identifying key departmental officials who are able to direct and coordinate their department's resources for immediate response to an emergency.

Notwithstanding the regular Deputy Ministerial responsibilities, the Deputy Minister of Community Services as the Yukon Government Deputy Minister responsible for Yukon EMO is responsible for ensuring that departments are collectively prepared to respond to emergencies by:

- (i) Ensuring all Deputy Ministers have appropriate and qualified representatives appointed to the Emergency Coordination Group and the Joint Emergency Operations Coordination Centre; and
- (ii) Coordinating government-wide issues related to the resumption of government services and recovery efforts.

The DM of Community Services may request assistance or advice from the Deputy Ministers' Review Committee as required.

### **3.2.1.2 Role of Civil Emergency Planning Officer**

The Civil Emergency Planning Officer is responsible for:

- (i) Developing the Yukon Government Emergency Coordination Plan;
- (ii) Formulating and recommending to the Minister plans for dealing with any peacetime disaster or war emergency
- (iii) Coordinating the Yukon Government's response to an emergency;

- (iv) Activating the Joint Emergency Operations Coordination Centre, as necessary, to function as the coordination centre for the emergency response.
- (v) Reviewing, updating, and revising the Yukon Government Emergency Coordination Plan as required.
- (vi) Submitting on an annual basis a “State of Readiness” report to the Deputy Ministers’ Review Committee. This report, amongst other items, would track whether departmental emergency plans are completed and updated on an annual basis.

### **3.2.1.3 Communication Roles & Responsibilities**

- (i) Normal Response
  - When the Yukon Government JEOCC has not been activated and the lead department or agency is handling an emergency or event, it is the department’s Communications Officer or its Information Officer who is the lead communicator.
  - Requests for additional communication support must be made from within the lead department’s resources or from Deputy Minister to Deputy Minister or designates, as per regular day-to-day operations.
  - Departments that have an anticipated need for Public Information Officers on a recurring basis (i.e. Wildland Fire Management during the forest fire season) in order to carry out their normal business may want to consider recruiting additional resources to meet the anticipated need.



(ii) When the JEOCC is Activated

- When the Joint Emergency Operations Coordination Centre (JEOCC) is activated by Yukon EMO, and the scope of the event warrants it, a qualified JEOCC Communications Coordinator will be appointed<sup>34</sup> to work in the JEOCC under the overall direction of the JEOCC Director. The Communications Coordinator will be assigned based on discussion with ECO and CS communications' directors. The JEOCC Communications Coordinator becomes the lead communicator on behalf of the Yukon Government for that emergency situation.
- This person will be stationed at the JEOCC and is responsible for implementing the communications plan in order to ensure the timely and accurate dissemination of information to the public and stakeholders.
- The JEOCC Communication Coordinator will coordinate all communications on the emergency event and act as point of contact for the public and media.
- The JEOCC Communication Coordinator will share information and collaborate with each department that is affected by the event, although the JEOCC is lead. S/He will liaise with ECO and CS communications.
- If the JEOCC Communications Coordinator requires communication assistance, s/he may draw upon members of the Yukon Government's Communication Council to assist.

### **3.2.1.4 Role of Emergency Coordination Group**

In addition to the responsibilities outlined in Appendix G the Emergency Coordination Group, assists the Civil Emergency Planning Officer in the development, review and implementation of the Yukon Government Emergency Coordination Plan and any associated emergency contingency plans.

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<sup>34</sup> Communications person could be appointed from any YG department through ECO

### **3.2.1.5 Role of Cabinet Ministers**

The Civil Emergency Measures Act sets out Cabinet's authority to declare a state of emergency and the responsible Minister's power during a state of emergency<sup>35</sup>.

Ministers have a leadership role in ensuring that Yukon citizens are informed of actions being taken to respond to emergencies. Deputy Ministers take a leadership role internally by making emergency planning a departmental priority.

The Cabinet Office should have an Emergency Plan in place like all Departments. This is done in conjunction with the Executive Council Office. The Plan should identify that an Order In Council is needed in order to declare a State of Emergency, and contain provisions to ensure a quorum is available at all times in the event such a declaration is necessary<sup>36</sup>.

### **3.2.1.6 Role of Departments / Corporations / Lead Agencies**

Each Yukon Government department is responsible for its general mandate in an emergency and for executing its duties and responsibilities.

Departments and agencies participate in planning for emergency response through the Emergency Coordination Group.

All Departments are responsible for the following:

- (i) Developing, maintaining, and implementing departmental emergency plans that include business continuity plans;
- (ii) Developing and maintaining Occupational Health and Safety Programs that include building evacuation procedures to provide for employee and public safety;

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<sup>35</sup> Refer to section 6 of Yukon's Civil Emergency Measures Act

<sup>36</sup> See section 3.3.2 of Appendix C for Cabinet Protocol on Declaring States of Emergency

- (iii) Having trained staff to meet their emergency and Occupational Health and Safety requirements including public information officer(s) to handle their emergency communications needs;
- (iv) Contributing a primary contact and alternate staff members who are qualified to act on behalf of the department on the Emergency Coordination Group (ECG) Standing Committee (Appendix G);
- (v) Providing personnel, facilities and material resources in support of the Joint Emergency Operation Coordination Centre (JEOCC) for preparation and activation;
- (vi) Providing advice and assistance to local authorities;
- (vii) Tracking, recording and maintaining financial records of emergency operation expenditures;
- (viii) Providing for the security and protection of vital information resources under the department's control and custody;
- (ix) Maintaining a resource list and contact information for equipment, stores, and personnel (including commercial sources where appropriate) that may be required for response and recovery operations; and
- (x) Identifying values at risk.

Individual departments with specific responsibilities are listed below:

#### **3.2.1.6.1 Department of Community Services**

##### **Responsibilities:**

- Directing and administering the Yukon Emergency Measures Organization;
- Providing for continuity of local government authority;

- Acting as the local government during emergencies for unincorporated communities
- Providing information to identify property values at risk;
- Providing public access to government programs, services and information to assist with recovery from losses suffered as a result of emergencies or disasters;
- Delivering scripted response to the public through the Inquiry Centre. Inquiry Centre will redirect calls as required;
- Maintaining Yukon Government's EMO website and other emergency public information sources (i.e. social media, Public Alerting system, etc.)
- Coordinating foreign translation services through the Yukon Emergency Measures Organization;
- Coordinating all fire suppression (Wildland and Structural) and control equipment and personnel in areas under Yukon Government jurisdiction;
- Coordinating all emergency medical services equipment and personnel in Yukon;
- Coordinating the training and equipping of Ground and Inland Search and Rescue teams in Yukon in support of the RCMP;
- Evaluating buildings and improvements damaged by emergencies, with regard to minimum standards of safety, structural integrity, safety features, and building systems in areas under Yukon Government jurisdiction; and
- Promoting and educating the public on the importance of general individual emergency preparedness. These activities will be planned in conjunction with the communications staff of Community Services.

### **3.2.1.6.2 Department of Economic Development**

#### **Responsibilities:**

- Supporting the Yukon Emergency Measures Organization in the provision of advice and assistance to private sector enterprises in emergency planning, response and recovery activities;
- On direction from Cabinet, developing and providing advice on policies and programs for the economic renewal of enterprises irreparably damaged by emergencies; and
- On direction from Cabinet, developing and recommending exceptional business initiatives and programs to reduce the impact of emergencies on business and effected personnel.

### **3.2.1.6.3 Department of Education**

#### **Responsibilities:**

- Designing and administering student emergency preparedness programs;
- Assisting the Yukon Emergency Measures Organization with the design and delivery of emergency training and distance education programs;
- Providing schools and educational facilities for congregate shelter and other emergency social services; and
- In conjunction with emergency social services personnel, providing for student and staff registration and inquiry arrangements.

### **3.2.1.6.4 Department of Energy, Mines and Resources**

#### **Responsibilities:**

- Providing maps, aerial photographs and survey information;
- Providing lands under Yukon Government control as required in preparedness for or response to an emergency;
- Providing information related to emergency management of agriculture and animal husbandry; and

- Providing specialized expertise in responding to or mitigating oil or gas, mining, or wood fibre related hazards.
- Providing trained Forest Officers and equipment for emergency operations

### **3.2.1.6.5 Department of Environment**

#### **Responsibilities:**

- Evaluating, coordinating and making recommendations for mitigation/rehabilitation of environmental damage to critical environments associated with emergencies and disasters;
- Providing flood forecasts, assessments, planning and bulletins;
- Providing environmental inventory information to identify values at risk;
- Providing advice and direction relating to hazardous materials;
- Assessing and monitoring air quality;
- Allowing the use of campgrounds and other designated recreation sites as staging areas and for shelter and basic camping facilities;
- Monitoring toxic or environmental spills; and
- Providing trained Conservation and Parks Officers and equipment for emergency operations

### **3.2.1.6.6 Executive Council Office**

#### **Responsibilities:**

- As the corporate communication agency for Yukon Government, coordinates communication efforts across all departments through the Communications Council;
- Maintains the roster of communications personnel in order to schedule trained communications officers from across Yukon Government to staff the communications coordinator positions in the JEOCC and/or public information officers at an emergency site;

- Provides on call communications coverage for EMO in case of an emergency situation that arises after hours and before a JEOCC communications coordinator is appointed;
- During JEOCC activation, ECO works with EMO to appoint a Communications Coordinator to the JEOCC;
- Works with the JEOCC communications coordinator to involve political spokesperson through Cabinet Communications;
- Provides communications support and assistance in the dissemination of public information for the JEOCC, and Yukon Government departments;
- Establishes a rapid approval process to release emergency alerts and news releases on a timely basis; and
- Supports Cabinet in the continuation of government.

#### **3.2.1.6.7 Department of Finance**

##### **Responsibilities:**

- Developing and recommending exceptional revenue/expenditure procedures and policies to assist in the provision of emergency measures, the re-establishment of government services and the restoration of economic stability;
- Providing cash flow, financial resources, and services; and
- Assisting with federal cost-recovery submissions.

#### **3.2.1.6.8 Department of Health & Social Services**

##### **Responsibilities:**

- Providing trained personnel, assets and resources for an effective emergency response.
- Protecting vital statistics and other personal information.
- Managing and distributing supplies allocated through the National Emergency Stockpile System (NESS) (e.g. 50 bed emergency hospital, casualty collection units, and reception centre kits).

Emergency Health Services (EHS) will:

- Coordinate or provide for the immediate medical and public health needs of individuals and communities.
- Communicate information, advice and direction related to health emergencies including areas such as water quality, sanitation, safe food handling, institutional hygiene and waste disposal; and
- In consultation with the Chief Medical Officer of Health (CMOH), health officers protect the health of the public through enforcement of various acts.

Emergency Social Services (ESS) will:

- Coordinate or provide for the non-medical survival needs of persons affected by an emergency; and
- Coordinate or provide public reception centres and registration and inquiry services, emergency lodging, feeding, clothing and personal services which encompasses counseling, financial assistance, coordination of alternate shelter for domestic pets, and the care of persons with special requirements and in special care facilities.

### **3.2.1.6.9 Department of Highways & Public Works**

#### **Responsibilities:**

- Acting as the purchasing agent for assets and resources as required for an emergency response;
- Providing risk management services in respect to possible compensation and liability claims;
- Providing telecommunications systems for maintaining public information and emergency communications;
- Providing for adequate planning for the security of Yukon Government vital information resources;



- Maintaining and/or coordinating the re-establishment of Yukon Government's critical infrastructure (airports, transportation, telecommunications, energy for Yukon Government buildings and facilities that support financial systems, food and water supply, health programs etc.);
- Providing required Yukon Government building facilities, vehicles and aircraft for emergency response and the restoration and/or continuity of government (includes assisting with the identification of alternate sites for business continuity planning).

### **3.2.1.6.10 Department of Justice**

#### **Responsibilities:**

- Through the RCMP, providing search and rescue of missing persons (land and inland waters), security, investigation, surveillance, counter-terrorism and other police services pursuant to the Criminal Code;
- Providing legal advice, assistance and documents regarding the application of emergency powers and authorities;
- Providing 24/7 bilingual legislative drafting services for necessary Order-in-Council if state of emergency order is required;
- Analyzing agreements for the purpose of assessing possible liability for Yukon Government and/or municipalities;
- Providing services to victims through the Victim Services Unit;
- Providing for the safety and security of inmates and the integrity of correctional facilities; and
- Through the Coroner's Service, initiating and coordinating the investigative activities surrounding deaths that might occur as a result of any mass casualty situation.

#### **3.2.1.6.11 Public Service Commission**

**Responsibilities:**

- Providing assistance to the Civil Emergency Planning Officer, with the recruitment of emergency personnel; and
- Providing training opportunities for Yukon Government employees related to emergency management.

#### **3.2.1.6.12 Department of Tourism and Culture**

**Responsibilities:**

- Assisting with the dissemination of information to the traveling public;
- Providing the use of the Visitor Information Centres and the Beringia Centre to support emergency operations
- Undertaking impact assessments and mitigation at historic and tourism sites;
- Protecting essential archival material; and
- Protecting valued cultural historic resources.

#### **3.2.1.6.13 Yukon Liquor Corporation**

**Responsibilities:**

- Through Territorial Agents, to post notices, disseminate information within the rural communities of Dawson City, Faro, Watson Lake, Haines Junction, and Mayo.

#### **3.2.1.6.14 Yukon Housing Corporation**

**Responsibilities:**

- Assist current tenants;
- Administer any Cabinet-approved residential Yukon disaster financial assistance program including damage assessments; and

- Provide Yukon Housing Corporation residential properties which if vacant and habitable may be available for emergency accommodation.

#### **3.2.1.6.15 French Language Services Directorate**

##### **Responsibilities:**

- Providing French language translation services for news releases, emergency alerts and medical alerts
- Providing French language emergency content for Yukon Government website
- Provide informal French language interpretation services for Yukon Government during emergencies

#### **3.2.1.6.16 Legislative Assembly**

##### **Responsibilities:**

- Providing support to non-government MLAs in an emergency

### **3.2.2 Roles & Responsibilities: Federal government, Municipal governments, and First Nation governments**

#### **3.2.2.1 Federal Government roles**

The Government of Canada through the Department of Public Safety Canada works with provincial and territorial Emergency Measures Organizations, Departments and Agencies to assist in managing emergency events that are either outside of the Yukon's responsibility or beyond its capabilities. Should an emergency event warrant it, the Department of National Defence and / or RCMP could also be called upon for assistance. Both are represented on the Emergency Coordination Group.

### **3.2.2.2 Municipal government roles**

The elected councils of incorporated municipal governments are the local authority within their municipal boundaries for the purposes of the Civil Emergency Measures Act.

Municipal governments are required to have emergency plans in place. They are also responsible for implementing emergency plans and procedures that will reasonably protect the general public and minimize property and environmental damage and loss during emergencies<sup>37</sup>.

The Act authorizes a municipal council to declare a state of emergency in the municipality when required<sup>38</sup>.

For emergencies that take place on Commissioner's lands including emergencies in unincorporated communities, the Yukon Government is the local authority and may appoint a local Yukon EMO Coordinator to assist with planning and implementing emergency response.

### **3.2.2.3 Self-Governing First Nation Governmental Roles**

The Yukon Government's Civil Emergency Measures Act is a law of general application. It applies on Settlement Land and to Self-Governing First Nation Citizens, until displaced by Self-Governing First Nation legislation. The Civil Emergency Measures Act allows Yukon Government to enter into Agreements with Self-Governing First Nations regarding emergency planning<sup>39</sup>.

Self-Governing First Nation authority for emergency management may vary, as it is subject to agreements between Yukon Government and individual Self-Governing First Nations. Self-Governing First Nation authority for emergency management is also subject to legislation implemented by the Self-Governing First Nation.

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<sup>37</sup> Refer to section 5 of Yukon's Civil Emergency Measures Act

<sup>38</sup> Refer to section 7 of Yukon's Civil Emergency Measures Act

<sup>39</sup> Refer to sections 4.1(a) and 4.1(b) of Yukon's Civil Emergency Measures Act

If there are no Agreements in place or Legislation regarding or affecting emergency management implemented by a Self-Governing First Nation for Emergency Management/ affecting emergency management, Yukon Government has authority within its legislative jurisdiction for emergency management on Settlement Land and can take the necessary actions within its jurisdiction to relieve an emergency.

In keeping with emergency management best practices, Yukon Emergency Measures Organization works closely with Self-Governing First Nations. Self-Governing First Nations are encouraged to be actively engaged in emergency management, and to form agreements to be implemented where appropriate, in order to help coordinate our efforts, build capacity, and increase community resiliency. Yukon Government is mindful that each First Nation Government is unique, both as an entity and in how they choose to respond to Yukon Government initiatives.

### **3.2.3 Yukon Hospital Corporation**

Although the Yukon Hospital Corporation (YHC) is independent of Yukon Government departments<sup>40</sup>, it is the main provider of acute care services. Consequently, it plays an integral role in any Yukon Government coordinated preparedness and response to a disaster or major emergency. The YHC works collaboratively with the government on all mass casualty or HAZMAT exercises and incidents, as well as staffing the mobile hospital when healthcare professionals are required. Due to this partnership, YHC has representation on the Emergency Coordination Group.

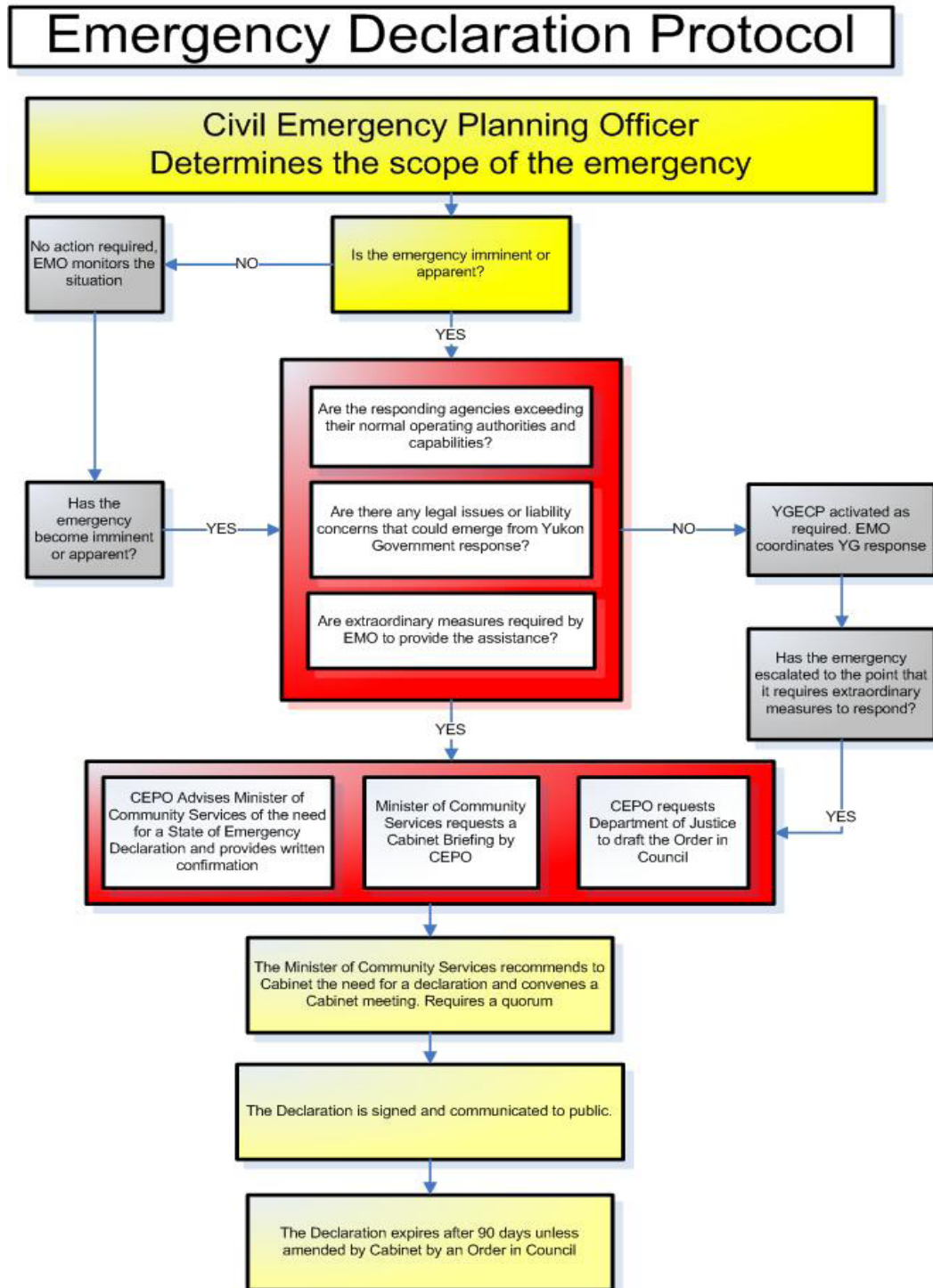
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<sup>40</sup>

Section 10(1) Hospital Act

### 3.3 Appendix C: State of Emergency

#### 3.3.1 Emergency Declaration Protocol



### **3.3.2 Cabinet's Emergency Response Protocol -- State of Emergency**

1. Yukon EMO assesses the situation along with local agencies and authorities. The Civil Emergency Planning Officer may activate the Joint Emergency Operations Coordination Centre (JEOCC), as necessary, to function as the coordination centre for Yukon Government emergency response;
2. The Civil Emergency Planning Officer or alternate informs the Minister responsible for Emergency Measures (Minister of EMO) and the Cabinet Secretary of the emergency;
3. The Minister of EMO may request the Civil Emergency Planning Officer brief the Premier and members of Cabinet about the emergency, and the possible requirement for a State of Emergency;
4. After considering the following questions and issues, the Civil Emergency Planning Officer may advise the Minister of EMO that a State of Emergency Declaration is necessary (this could also occur in conjunction with step 1):
  - Is the emergency imminent or apparent?
  - Are the agencies responding to the event doing so within their normal operating authorities and capabilities?
  - Are Yukon EMO assistance or extraordinary measures are required for:
    - Protecting persons or property;
    - Maintaining, clearing and controlling the use of roads and streets;
    - Requisitioning or otherwise obtaining and distributing accommodation, food and clothing and providing other welfare services;
    - Providing and maintaining water supplies, electrical power and sewage disposal;

- Assisting in law enforcement;
  - Fighting or preventing fire;
  - Protecting the health, safety and welfare of the inhabitants of the area; and/or
  - Any other activities considered advisable for the purpose of dealing with the emergency and/or that are not normally provided by the responsible agency.
5. The Civil Emergency Planning Officer provides written confirmation of this advice reflecting consideration of the issues and questions in Step 4. The Civil Emergency Planning Officer provides a copy to the Minister of EMO and asks the Deputy Minister of Justice to arrange for the immediate drafting of the declaration (Order-in-Council (OIC));
  6. The Minister of EMO advises the Cabinet Secretary of the need for a Cabinet Meeting;
  7. The Minister and DM of EMO sign and provide a “Recommendation for Declaration of a State of Emergency” to the Cabinet Secretary for consideration by Cabinet. The OIC declaring the State of Emergency is attached. The OIC is in both French and English;
  8. The Cabinet Secretary arranges a Cabinet meeting. If the declaration is approved, the Cabinet Secretary is responsible for ensuring the OIC is signed by the Commissioner as soon as possible;
  9. The OIC comes into effect upon signing by the Commissioner. A copy of the signed OIC is conveyed to the Civil Emergency Planning Officer immediately
  10. The State of Emergency ceases to exist 90 days from the date of the declaration, unless extended or lifted early by a Cabinet declaration.
  11. The end of the State of Emergency must be communicated to the affected community or residents in a similar manner to how it was declared.



### 3.3.3 Sample Recommendation for Declaration of a State of Emergency

#### RECOMMENDATION FOR DECLARATION OF A STATE OF EMERGENCY

As the Minister of \_\_\_\_\_ and pursuant to the Civil Emergency Measures Act, I recommend that Cabinet approve the attached Order-in-Council declaring a State of Emergency in the \_\_\_\_\_ area.  
(Specify area)

I make this recommendation for the following reasons:

1. The area is threatened by: \_\_\_\_\_  
(Nature of the threat to the area)
2. I have received the attached written advice from the Civil Emergency Planning Officer that:
  - a. The threat is imminent or apparent; and
  - b. A Declaration of a State of Emergency is necessary.

Cabinet should consider the following points in coming to its decision:  
(List any relevant information)

\_\_\_\_\_  
Deputy Minister (Community Services) Date

\_\_\_\_\_  
Minister Date

### 3.3.4 Sample State of Emergency Order in Council (OIC)

**YUKON**

**YUKON**

**CANADA**

**CANADA**

Whitehorse, Yukon

Whitehorse, Yukon

ORDER-IN-COUNCIL 2003/

DÉCRET 2003/

CIVIL EMERGENCY MEASURES ACT

LOI SUR LES MESURES  
CIVILES D'URGENCE

Whereas the Commissioner in Executive Council is informed that a \_\_\_\_\_ may immediately threaten the community of \_\_\_\_\_ and is of the opinion that a peace time disaster exists;

Attendu que le commissaire en conseil exécutif est informé qu'un risque représente un danger imminent pour l'agglomération de \_\_\_\_\_ et que cela constitue, selon lui, une catastrophe en temps de paix,

Therefore, pursuant to section 6 of the *Civil Emergency Measures Act*, the Commissioner in Executive Council declares that

Le commissaire en conseil exécutif, conformément à l'article 6 de la *Loi sur les mesures civiles d'urgence*, déclare ce qui suit :

a state of emergency exists in the \_\_\_\_\_ area.

il existe un état d'urgence dans la région de \_\_\_\_\_

Dated at Whitehorse, Yukon, this day of \_\_\_\_\_, 2003.

Fait à Whitehorse, au Yukon, le \_\_\_\_\_ 2003.

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Commissioner of Yukon/Commissaire du Yukon

### ***3.4 Appendix D: Evacuation Order Protocol***

1. For an Evacuation Order to be enforceable, a State of Emergency (municipal or territorial) must be in place.
2. The on-site Incident Commander (IC), lead agency representative, and/or local Emergency Measures Coordinator receives advice from the local emergency personnel and makes a determination as to whether or not an enforceable evacuation is required. The RCMP and the on-site IC will decide on the level and type of enforcement.
3. Dependent upon the circumstance, the on-site IC or lead notifies the local Emergency Operations Centre (if activated) or the Joint Emergency Operations Coordination Centre (JEOCC) / Yukon Emergency Measures Organization in Whitehorse.
4. Strategic evacuations are made on the advice of the on-site IC or lead agency. Along with the locally affected Emergency Operations Center (EOC), a decision is made to determine evacuation boundaries and priorities.
5. Under a State of Emergency, an enforceable evacuation order could be ordered by the Minister or delegated officials in an appropriate position to make the decision. This may be the Civil Emergency Planning Officer, ADM of Protective Services, Director of Wildland Fire Management, Regional Protection Manager, or other such officials under the Minister's department.
6. The Yukon EMO/JEOCC in conjunction with the local EMO communicates notice to residents. Evacuation advisories may also be delivered via the RCMP and/or local fire departments, search and rescue teams, wildland fire management personnel, bylaw enforcement personnel, or other appropriate means. Yukon EMO / JEOCC also notifies the media and coordinates with Health & Social Services for reception and inquiry centre services.
7. All parties will stay in regular communication with each other and change the status of the evacuation level as appropriate.

### **3.5 *Appendix E: Yukon Government Emergency Communication Protocol***

#### **Principle**

The Yukon Government recognizes that extraordinary and rapid efforts are required in times of emergency, and will adjust priorities and resources accordingly to ensure effective communications with Yukon communities, citizens, visitors, and stakeholders.

A clearly identified lead agency is essential for effective communication. The lead responder agency is determined by its expertise and mandate to deal with the crisis situation. This expertise extends to public communications concerning the situation and the advisories given to maintain safety.

#### **Objectives**

Deliver an immediate communication response, maintaining public confidence in the government and its emergency response agencies.

Rapidly develop communication channels to deliver relevant, timely, and accurate information to the public and all stakeholders, both internal and external.

Ensure that Yukon Government delivers a consistently relevant message and coordinates all communication activities.

Ensure that trained staff and appropriate resources are in place to sustain a 24- hour communications effort over a potentially extended period of time (days).

Provide Cabinet, senior officials, and key decision makers with the best possible strategic communication advice, speaking notes, and other communication tools.

## **Communications Response**

### **Response when JEOCC is not activated**

When the Yukon Government JEOCC has not been activated and the lead department or agency is handling an emergency or event, it will activate its departmental emergency plan and coordinate all communication activities.

The department will appoint a communications staff member to be the lead communicator to message directly with media and effected stakeholders.

### **Response during JEOCC Activation**

When the JEOCC is activated by Yukon EMO, and the scope of the event warrants it, a qualified JEOCC Communications Coordinator will be appointed to work in the JEOCC under the overall direction of the JEOCC Director. The JEOCC Communications Coordinator becomes the lead communicator on behalf of the Yukon Government for that emergency situation. The coordinator communicates regularly with ECO and CS communications.

Public Information Officers assigned to an emergency site report to the commander under the ICS.

FLSD will provide French translation and resources for emergency public communications when required.

### **Affected Departments and Agencies**

Affected departments and agencies work with the JEOCC to respond to the emergency as a whole.

Departments will also need to respond from their own perspective in order to meet the needs of their particular internal and external stakeholders.

## **Non-affected departments and agencies**

Departments not directly affected by the emergency will:

- Provide trained communications personnel to serve in the JEOCC, at the emergency site, and/or to backfill in other departments.
- Provide additional communications support as needed.

## **Incident Management Team (IMT)**

Depending on the nature of the emergency, this team may include a public information component. In all cases, the IMT must coordinate communications with the lead agency through the JEOCC.

## **Key Stakeholders**

### **Internal**

- Central and regional branches of the lead responding department
- Yukon Emergency Measures Organization
- Executive Council Office
- Affected Yukon Government departments
- Minister of the lead responding department
- Others as deemed necessary

### **External**

- Affected communities
- Lead responding department's key stakeholder groups
- Specific stakeholders of affected departments
- Media
- Public

### **Others as deemed necessary**

## **Communications Activities**

### **JEOCC Communications Coordinator**

- Lead in the development of all messages and communications materials.
- Liaise with ECO and CS communications
- Establish a rapid approval process to release information on a timely basis.
- Establish communication channels with the public including information lines, web sites, and public meetings.
- Draft or direct information to be posted on the EMO website and other public information applications
- Establish a media centre to manage media inquiries, coordinate news conferences, and track media requests and subsequent coverage.
- Monitor the public environment, evaluating and adjusting communications activities as required.
- Identify spokespeople who can instill public confidence, ensuring that all spokespeople have appropriate training and are properly briefed.
- Ensure that key internal stakeholders are kept informed of communications activities.

### **Affected Departments and Agencies**

- Departments and agencies affected by the emergency will<sup>41</sup>:
- Operate under the coordination and general direction of the JEOCC.
- Assign a communications officer to liaise with the JEOCC communications coordinator.
- Provide trained communications personnel to serve in the JEOCC and with the IMT.

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<sup>41</sup> See Appendix A.

- Work with ECO, CS and the JEOCC in support of communications activities described above.
- Provide all event related information to the JEOCC.
- Ensure that all front-line staff are briefed on communications protocols and know how to respond if approached by the media or public.

## **Incident Management Team**

The IMT will:

- Operate under the coordination and general direction of the lead agency.
- Ensure that the lead agency has the latest information from the emergency site.
- Ensure that front-line responders are briefed on communications protocols and know how to respond if approached by the media or public.

If the IMT includes a public information unit, in coordination with the lead agency, they may also:

- Coordinate responses to media on-site including news conferences and briefings.
- Coordinate local public information activities including posters, flyers, meetings, and responding to phone calls and walk-ins.
- Designate and brief local spokespeople for media or public events.

## **Personnel**

In sustained emergency situations where the JEOCC is not activated, the lead department or agency may not have enough trained personnel to meet the demands of the emergency, even with support from affected departments.

A large-scale or long-term response may necessitate other options including requesting trained staff from other governments or new casual or term hires. Where the JEOCC is not activated it is the responsibility of the lead agency



or department to identify these requirements and request resources through normal approval procedures.

During JEOCC activation ECO and CS (EMO) will draw upon the roster of trained communications personnel to develop a schedule to meet both the current level and any possible increase in staffing requirements<sup>42</sup>.

This roster will draw on trained personnel from all government departments through agreement between deputy ministers.

### **Training and Exercises**

Yukon EMO with support or advice from the Director of Communications, ECO is responsible for coordinating communications training.

Individual departments are responsible for assessing their level of training and identifying their training needs to Yukon EMO.

### **Communications Officers**

In order to serve in the JEOCC or on the IMT, communications personnel must have completed the basic emergency management course; incident command system courses 100/200, and ideally, will have additional training in emergency public information and/or emergency centre operations.

### **Spokespeople**

Staff who could be called upon as spokespeople during a crisis should have appropriate training or considerable experience dealing with the public and media in crisis situations.

### **Exercises**

Communications staff should participate in any emergency training exercises involving the Yukon Government. Additionally, it would be beneficial to hold periodic training exercises specifically targeted to communications staff.

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<sup>42</sup> See Appendix A or the JEOCC (Draft) Standard Operating Procedures for more information on staffing requirements.

### ***3.6 Appendix F: Departmental Emergency Planning Guide / Template***

#### **Purpose of the Plan (Sample Only)**

- Protect the health and safety of responders.
- Save lives.
- Reduce suffering of victims.
- Protect public health.
- Protect government infrastructure.
- Protect property.
- Protect the environment.
- Reduce economic/social losses.
- Resume government services.
- Resume business.

#### **Departmental Responsibilities**

- List of responsibilities for department in a lead role in a disaster and list name of other departments, governments, and volunteer agencies providing support to the lead department.
- List of responsibilities for department in a support role to another department in a lead role.
- List of responsibilities for department in a support role to municipal governments.
- List of responsibilities for department in a support role to Yukon First Nations communities.
- List of responsibilities for department in a support role to federal departments in a lead or support role.
- List of responsibilities for department identified in legislation, arrangements, agreements, Memorandum of Understanding, and list names of organizations having respective responsibilities.

### **Designated Positions and Contact Numbers**

- Identify key positions with direct authority for responsibilities identified in departmental and Yukon-wide emergency plans and maintain an up-to-date name and phone number listing.
- Provide emergency preparedness training via Yukon Emergency Measures or other training as appropriate.

### **Reporting Network**

- Identify the reporting network that is normally used including other departments, governments, and private sector (as appropriate). Any changes to this network for emergencies needs to be exercised and well identified with other users in all plans.

### **Reporting Network to Emergency Site (as appropriate)**

- Report to Site Manager.
- Establish EOC to Site Communications.
- Meet with on-site manager to obtain available information on emergency including resources committed and held in reserve.
- Identify resources available through department.
- Maintain emergency-related information in an emergency site log.
- Provide alerting to department as identified in responsibilities.
- Request support staff as required.
- Assess long range needs.

### **Emergency Log of Incident Reports**

- Maintain emergency log of incident, date, time, event/activity, name/ contacts (paper and electronic, as appropriate).
- Report to designated position according to reporting network.

## **Communications Plan**

- Confirm/establish communications plans to ensure accurate and timely information is disseminated to the public through the appropriate government department. This plan should be established with Communications Officers and the appropriate Deputy Minister.

## **Business Continuity Plan**

### **Pre-Disaster/ Emergency:**

- Listing of critical level services, defined by legislative responsibilities, departmental mandates and/or the Yukon Government Emergency Coordination Plan (YGECP), required to provide essential public services to the Yukon public and related stakeholders
- Listing and potential duplication of critical records and/or equipment required to ensure, at minimum, the re-establishment of a critical services platform for each YG department and their respective business units.
- Listing of personnel required to ensure the provision of critical services for each YG department and their respective business units
- Completion of a comprehensive Hazard Risk and Vulnerability Analysis with specific emphasis on business impact analysis for each department
- Identification and development of a Primary and Secondary Relocation Site for each YG department specifically in relation to the protection and provision of critical services to Yukon stakeholders
- Ensure comprehensive back-up and duplication of each YG department's IT records found on respective information servers located in various YG buildings
- Arrange for specialized equipment and training including drills and exercises

### **Intra-Disaster/ Emergency:**

- Follow protocols and direction of YGECP
- Advise EMO of current state of operations and, if necessary, plans for resumption of normal activities

**Post-Disaster/ Emergency:**

- Collect, track and maintain documentation/receipts for expenses incurred and for potential disaster financial assistance funding
- Conduct full assessment of resources available and replacements required to resume normal operation.

## DEPARTMENTAL EMERGENCY PLAN

### I. GENERAL

#### A. Introduction to the Plan

#### B. Departmental Management Framework for Departmental Emergency Plan

1. Committee Members
2. Roles and Objectives of Committee
3. Committee Functions
4. Preparedness Planning Tasks
5. Emergency Response Procedures
  - Requirements - general
  - Requirements – personnel
  - Requirements – equipment
6. Communication Framework
7. Recovery Activities
8. Follow-up
9. Plan Maintenance

#### C. Departmental Responsibilities

Under the Yukon Government Emergency Coordination Plan General

### II. EMERGENCY RESPONSE

#### A. Emergency Response Plans by YGECP Area of Responsibility

1. Responsibility #1
  - See ERP Template
2. Responsibility #2
  - See ERP Template
3. Responsibility #3
  - See ERP Template

## DEPARTMENTAL EMERGENCY PLAN (cont.)

### III. BUSINESS CONTINUITY

#### A. Introduction

#### B. Business Continuity Plans by Program Area

1. Program Area 1
  - 1.1. Unit 1 - See BCP Template
  - 1.2. Unit 2 - See BCP Template
  - 1.3. Unit 3 - See BCP Template
2. Program Area 2
  - 2.1. Unit 1 - See BCP Template
3. Program Area 3
  - 3.1. Unit 1 - See BCP Template .....

### IV. BUSINESS EVACUATION

#### A. Introduction

#### B. Building Evacuation Plans

1. Building/Location #1
  - 1.1. Hazards/Risks Associated With the Building
  - 1.2. Building Safety Systems
  - 1.3. Roles and Responsibilities
  - 1.4. Evacuation Procedures
  - 1.5. Post Disruption Procedures
2. Building/Location #2
  - 2.1. Hazards/Risks Associated With the Building
  - 2.2. Building Safety Systems
  - 2.3. Roles and Responsibilities
  - 2.4. Evacuation Procedures
  - 2.5. Post Disruption Procedures
3. Plan Maintenance

## Emergency Response Plan TEMPLATE

**Responsibility:**     **State responsibility under YGECP**

Work Unit:

**1. Response Role and Objective(s):** *Overview of the unit's role and objectives in responding to the emergency*

**2. Emergency Response Planning Tasks:** List planning tasks required to ensure preparedness

- 
- 
- 

**3. Minimum Resource Needs:**

- *Space:*
- *Personnel:*
- *Equipment/supplies:*
- *Records/information:*

**4. Emergency Response Actions:** *List response actions to be taken*

- 
- 
- 

**5. Key Contacts and Fan Out Information:** *Positions, names and contact information (telephone – work & home, fax, email, text, etc.) for all key people required to carry out the plan.*

Title	Name	Contact Information

**6. Recovery Actions:** *List actions to be taken to resume normal operations*



# Business Continuity Plan TEMPLATE

## BUSINESS CONTINUITY PLAN

### Program Area:

1. **Work Unit:** The work unit(s) covered by this plan

- 
- 

2. **Business/Service Functions:** All services for each work unit. List 1) all “Critical, Vital, Necessary and Desired” services as defined in the Essential Services Categorization matrix, and 2) all Non-Essential Services. Attach as an appendix if necessary

- 
- 

3. **Action Plans: For each “Critical” and “Vital” Service:** 1. Minimum resource needs (space, personnel, equipment/supplies and, records/information; 2. Continuity planning tasks and continuity actions

#### 3.1. **Service #1:**

3.1.1. **Continuity Objective(s):** Goal(s) in re-establishing/maintaining service delivery, within specific timeframes

- 
- 

#### 3.1.2. **Minimum Resource Needs:**

- Space:
- Personnel:
- Equipment/supplies:
- Records/information:

#### 3.1.3. **Continuity Planning Tasks:**

- In the event of loss of facilities:
  - 
  -
- In the event of loss of IT functions:
  - 
  -
- In the event of loss/absence of staff:

#### 3.1.4. **Continuity Actions:**

- In the event of loss of facilities:
  - 
  -
- In the event of loss of IT functions:
  - 
  -
- In the event of loss/absence of staff:
  - 
  -

### 3.2. **Service #2:**

3.2.1. Continuity Objective(s): Goal(s) in re-establishing/maintaining service delivery, within specific timeframes

- 

#### 3.2.2. Minimum Resource Needs:

- Space:
- Personnel:
- Equipment/supplies:
- Records/information:

#### 3.2.3. Continuity Planning Tasks:

- In the event of loss of facilities:
  - 
  -
- In the event of loss of IT functions:
  - 
  -
- In the event of loss/absence of staff:
  - 
  -

#### 3.2.4. Continuity Actions:

- In the event of loss of facilities:
  - 
  -
- In the event of loss of IT functions:
  - 
  -
- In the event of loss/absence of staff:

### 3.3. **Service #3:**

3.3.1. Continuity Objective(s): Goal(s) in re-establishing/maintaining service delivery, within specific timeframes

- 

3.3.2. Minimum Resource Needs:

- Space:
- Personnel:
- Equipment/supplies:
- Records/information:

3.3.3. Continuity Planning Tasks:

- In the event of loss of facilities:
  -
- In the event of loss of IT functions:
  -
- In the event of loss/absence of staff:
  -

3.3.4. Continuity Actions:

- In the event of loss of facilities:
  -
- in the event of loss of IT functions:
  -
- In the event of loss/absence of staff:
  -

**4. Key Contacts and Fan Out Information:** Positions, names and contact information (telephone – work & home, fax, email, text, etc.) for all key people required to carry out the plan.

Title	Name	Contact Information

**5. Recovery Actions:** List actions to be taken to resume normal operations

- 
- 
-

## Essential Services Matrix

**Purpose:** This guide is designed to assist the user in identifying and prioritizing essential services for business continuity. The objective is a single, unified matrix to address all priorities.

**Services Categories:** Services are categorized as Critical, Vital, Necessary and Desired. In all four cases, the disruption of operations or services is assumed.

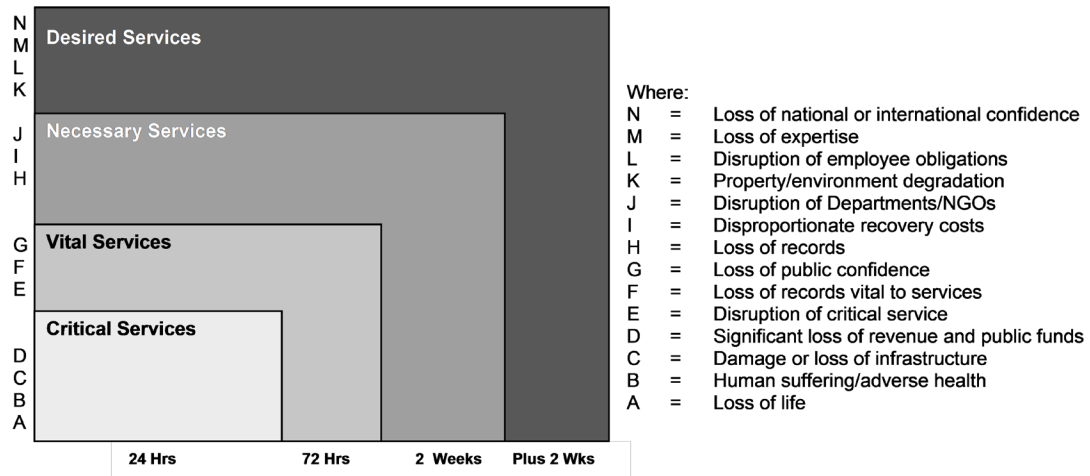
**Critical:** Services that must be provided immediately or will definitely result in or contribute to loss of life, human suffering or highly-adverse public health outcomes significant damage to or total loss of infrastructure, and/or a significant loss of revenue and public funds. These services normally require resumption within 24-48 hours of interruption.

**Vital:** Applies to services that must be provided within 72 hours or will likely result in disruption of delivery of critical services to the public, loss of records vital to critical services delivery, and/or loss of public confidence in the government.

**Necessary:** Services that must be resumed within two weeks or could result in loss of vital records, disproportionate recovery costs, and/or disruption of service to other government departments and non-government organizations.

**Desired:** Services that could be delayed for two weeks or longer, but are required in order to return to normal operating conditions and alleviate further property or environmental degradation or loss, disruption of obligations to employees, further loss of expertise, loss of national or international confidence, and/or further disruption or disturbance to normal conditions.

These service categories are illustrated in the following schematic:



Where:

■ **Critical** = services that must be provided within 24 hours, otherwise A, B, C and/or D will occur.

■ **Vital** = services that must be provided with 72 hours, otherwise E, F and/or G will occur.

■ **Necessary** = services that must resumed within two weeks, otherwise H, I, and/or J will occur.

■ **Desired** = services that could be delayed but must be resumed eventually.

### ***3.7 Appendix G: Emergency Coordination Group (ECG) Standing Committee Terms of Reference***

#### **3.7.1**

##### **Purpose**

The Emergency Coordination Group (ECG) has been convened to promote a coordinated approach to emergency management in Yukon.

##### **Scope**

The Emergency Coordination Group (ECG) will:

1. Assist the Civil Emergency Planning Officer (CEPO) and the Emergency Measures Organization (EMO) in development, review and implementation of the Yukon Government Emergency Coordination Plan (YGECP) and any associated emergency contingency plans;
2. Provide strategic and integrated emergency management advice to related policy priorities that are facing the Yukon;
3. Develop YG emergency management capacity and knowledge in order to enhance YG's resiliency to disasters that may impact Yukon;
4. Formulate and implement common processes and practises for emergency management planning and preparedness across Yukon Government
5. Access, apply and incorporate emergency management knowledge and solutions that advance government priorities and improve Yukoners' quality of life;
6. Provide continuity, awareness and knowledge transfer of national initiatives coming through the Federal/Provincial/Territorial Senior Officials Responsible for Emergency Measures (SOREM)<sup>43</sup> forum and the provincial/territorial Canadian Council of Emergency Measures Organization (CCEMO);

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<sup>43</sup> The Standing Forum of Senior Officials Responsible for Emergency Management (SOREM) is responsible for coordinating a strategy for emergency management in Canada, and for providing guidance and advice on how to enhance emergency management in Canada. The SOREM membership is the Provincial and Territorial (PT) heads of Emergency Management Organizations (EMO) and the Senior ADM of the EMNS branch of Public Safety Canada.

7. Provide continuity, awareness and knowledge transfer of international initiatives through YG EMO mutual aid partners; and
8. Consider any other matter referred to the ECG by DMRC Emergency Preparedness sub-committee.

### **Primary Membership**

Membership will consist of representatives across YG that are appointed by Deputy Ministers/Presidents/CEOs of the following departments/corporations:

- Community Services
- Economic Development
- Education
- Energy, Mines and Resources
- Environment
- Executive Council Office
- Finance
- French Languages Service Directorate
- Health and Social Services
- Highways and Public Works
- Justice
- Public Service Commission
- Tourism and Culture
- Yukon Housing Corporation/Yukon Liquor Corporation
- Yukon Hospital Corporation
- Yukon Energy Corporation
- Yukon Workers' Compensation Health and Safety Board

Some larger Departments will be required to have more than one representative appointed to the ECG. Smaller Departments may at the discretion of their Deputy Minister/CEO either appoint one representative

to the ECG or delegate their representation to a representative from a larger department.

### **Invited Membership**

Representatives for this membership category will be invited to participate on an as needed basis.

- Municipal/First Nation Governments emergency coordinators/liaisons
- Federal Government representatives from key federal departments in Yukon that may play an integral role in any emergency operation (i.e.):
  - Public Safety Canada
  - Department of National Defense
  - Canada Border Service Agency
  - Aboriginal Affairs and Northern Development
  - Department of Fisheries and Oceans
  - RCMP
  - Environment Canada
  - Other Key Contacts/Liaisons within Federal Government departments responsible for Yukon
- Critical Infrastructure Providers
  - Technical Specialists
  - Emergency Liaison/Contacts
- Mutual aid contacts
  - Immediate border
  - Mutual aid partners



## **Roles and Responsibilities**

### **Civil Emergency Planning Officer:**

- Chair the Emergency Coordination Group;
- Bring a corporate perspective to the Committee;
- Be the person that reports on the committee's progress and work to the DMRC Emergency Preparedness sub-committee at least annually.

### **Department/Corporation Representatives:**

- Have been delegated by their respective Deputy Minister/Presidents/CEOs to be the decision-making authority for their respective resources and the authority to involve or release resources while engaged in a Joint Emergency Operations Coordination Centre (JEOCC) activation during an emergency event;
- Are responsible for researching, developing, and implementing departmental<sup>44</sup> emergency plan; ensure departmental emergency plans are up to date, reflective of an all-hazards approach, and are exercised regularly; update all departmental fan-out lists and business continuity plans, inclusive of all divisions within the department's authority and consistent with the YGECP;
- Report to senior management, Assistant Deputy Ministers, Deputy Ministers and other departmental stakeholders on the status of any emergency preparedness initiatives in their departments, Yukon Government, regionally and nationally;
- Participate in all relevant training in emergency preparedness, assist in identifying educational requirements of departmental staff and assist with developing and implementing contingency plans with Yukon EMO;
- Support the Civil Emergency Planning Officer when developing territorial government readiness policy or planning;
- Provide departmental connectivity to the Yukon EMO JEOCC and other emergency operation centres within government;
- Attend the JEOCC as the departmental representative during an emergency event;

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<sup>44</sup>

Departmental also means corporate

- Participate in ECG meetings and working groups;
- Support Yukon EMO in the development of a strategic plan for emergency preparedness and response; and
- Provide briefings to respective supervisors, deputy ministers and ministers when required.

**Invited Members:**

- Should identify a primary and alternate representative on the ECG to provide a formal point of contact and liaison with their communities for emergency preparedness, response and recovery; and
- May determine the roles and accountabilities of their representatives as they deem appropriate; however, for efficiency and effectiveness during a JEOCC activation, similar accountabilities to YG ECG representatives are recommended.

**Chairperson:**

- The Committee will be chaired by the Civil Emergency Planning Officer. The Chair is responsible for:
- Organizing meetings;
- Preparing and circulating minutes and other documentation;
- Circulating an agenda prior to the meeting;
- Ensuring actions identified at meetings are captured and communicated;
- Leading ECG efforts to develop, review and implement the Yukon Government Emergency Coordination Plan and any associated emergency contingency plans;
- Presenting key priorities and annual work plan for the year to the DMRC Emergency Preparedness sub-committee;
- Establishing meeting procedures necessary for ECG operation;
- Ensuring the ECG meets as a whole (primary and invited) on an annual basis; additionally, the primary members should meet on a regular basis as determined by committee workload with the minimum recommendation being 3 times annually

- Circulating meeting minutes along with reports and findings of the Committee to the DMRC Emergency Preparedness sub-committee for information;
- Keeping the ECG on task and within scope;
- Recognizing departmental mandates and constraints as they pertain to the work of the ECG;
- Facilitating interdepartmental discussion and positions.

**Vice-Chairperson:**

There will be a vice-chair position which will be a rotating (two-year rotation) position by a Yukon Government ECG representative. The vice-chair will be the alternate Chairperson if the Civil Emergency Planning Officer is unavailable. The vice-chair's department will provide secretariat services for the ECG meetings. Secretariat responsibilities include:

- Logistics of organizing meetings for the ECG
- Drafting and finalizing the records of decisions and follow-ups to action items
- Posting the records of decisions, proceedings, etc. To the ECG committee site including those of the working groups and sub-working groups
- Liaising with working groups and sub-working groups established by the ECG

**Working Groups and Sub-Working Groups**

The ECG will have five permanent working groups consisting of representatives from the ECG and their respective Departments to carry out specific emergency management-related agendas. In addition, these working groups may form task-specific sub-groups as required.

The five permanent work groups are:

- Prevention/Mitigation
- Preparedness
- Response
- Recovery
- Communications

Other topic-specific working groups may be formed by the ECG to accomplish a priority or short-term task. The working groups will report to the ECG. The working group's membership and chairs can either be ECG members or knowledgeable departmental staff as appropriate to the task.

Sub-working groups can be chaired as appropriate by members of the respective working group and involve other knowledgeable personnel required to accomplish tasks assigned to the sub-working group.

Working groups and sub-working groups will meet as deemed necessary to accomplish the task and priorities. Working groups and sub-working groups will provide their own secretariat services.

Sub-working groups will report regularly to their respective working group on progress and accomplishments and keep the working group chairs informed on meeting schedules, agendas, records of decision, proceedings, etc. Likewise, the working group will report regularly to the ECG and keep the chair informed of anything pertinent.

### **Decision-Making**

Members of the ECG have been delegated by their respective Deputy Minister/President/CEO to be the decision-making authority for their respective departmental resources and the departmental authority to involve or release resources while engaged in JEOCC activation during an emergency event.

Yukon Emergency Coordination Group will report at least annually to the Emergency Preparedness Sub-committee of DMRC.

### **DMRC Emergency Preparedness Sub-committee**

This DMRC sub-committee will be chaired by the Deputy Minister of Community Services and the membership should consist of those departmental/corporate heads that play a crucial role in any coordinated response to an emergency and may include non-DMRC members as deemed appropriate by the Chair and membership. The responsibilities of the DMRC Emergency Preparedness sub-committee include: providing

recommendations approved by the DMRC sub-committee to the Minister responsible for Emergency Measures and providing guidance to the Yukon Emergency Coordination Group.

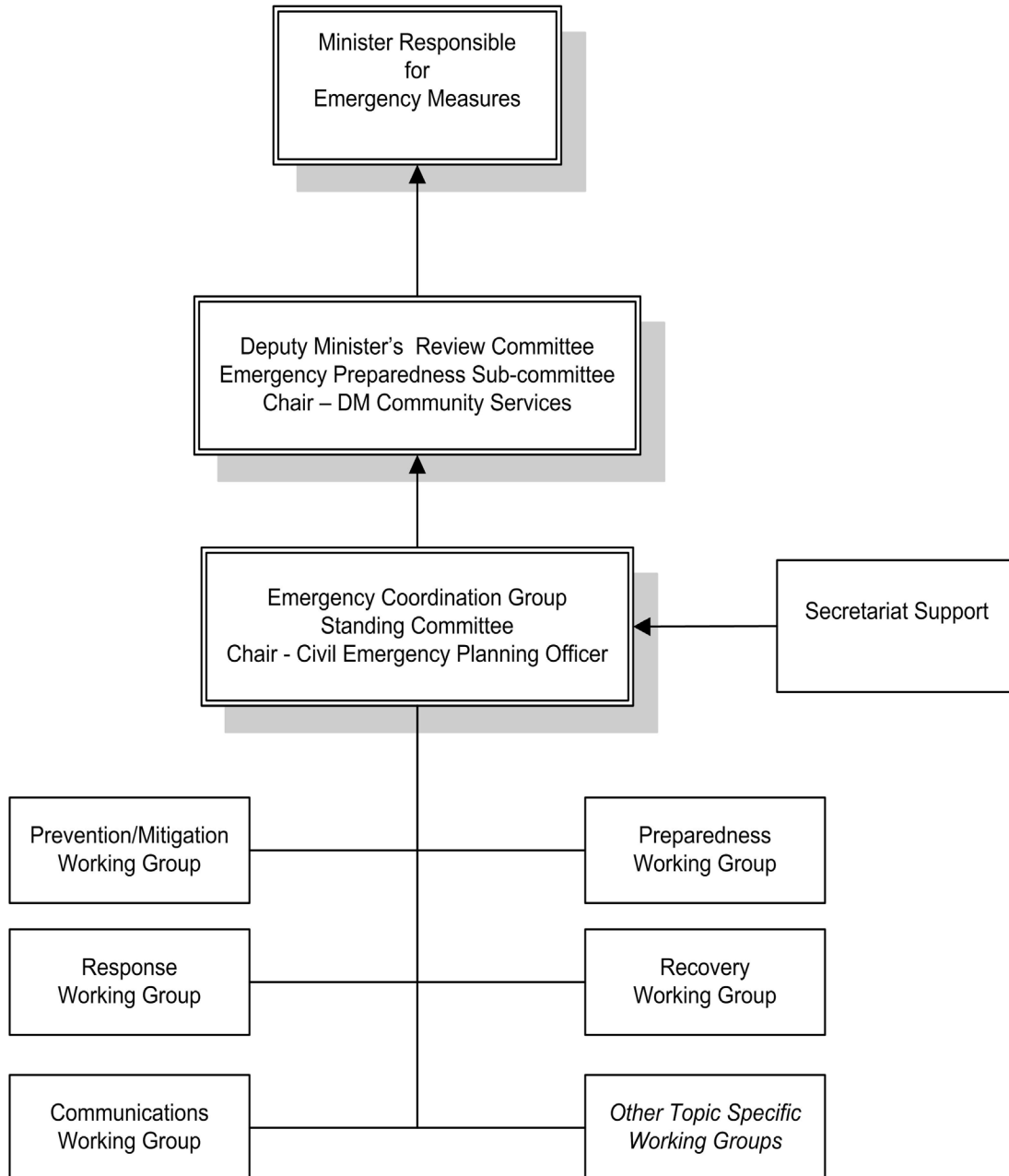
**Term**

Indeterminate. Subject to DMRC/DM Community Services changes if needed.

**Review**

Terms of reference, membership and ECG progress will be reviewed annually.

## Emergency Coordination Group Standing Committee Governance Structure



### **3.7.2 Skill Requirements**

- Decision maker, especially under pressure
- Effective communication and organizational skills
- Ability to work under stressful conditions
- Creativity and problem solving
- Knowledge and efficiency in emergency management
- Efficient and proficient in the preparation of briefing notes, logs, reporting and other written correspondence
- Excellent research and writing capabilities
- Complete understanding of respective departmental procedures and reporting structure
- Serious interest in emergency preparedness operations and management
- Leadership experience

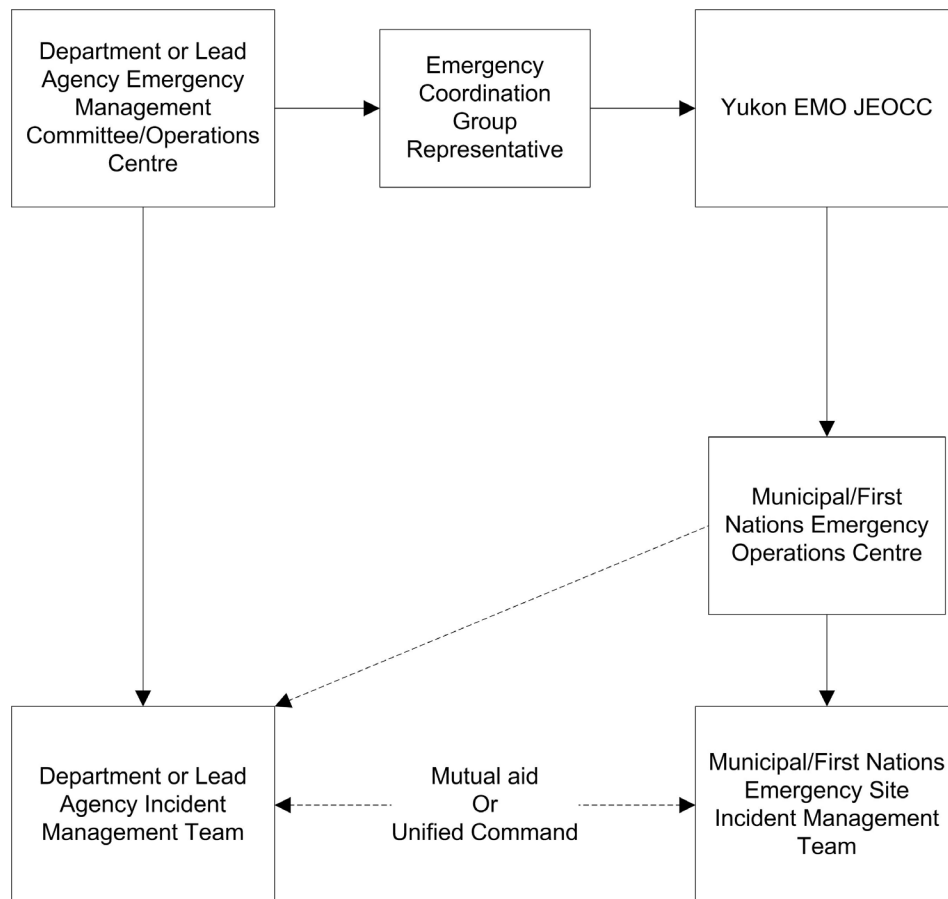
### **3.7.3 Recommended Training**

- Basic Emergency Management Course
- Emergency Operations Centre courses and training
- Incident Command System
- Other Emergency Management related training as opportunities arise

### 3.8 *Appendix H- Yukon Emergency Measures Organization Operational Relationships*

Operational relationship diagram for Yukon EMO JEOCC and the Municipal EOC; First Nation EOC (if established) and/or the Lead Agency EOC and the Incident Management Team ICP

Through the Joint Emergency Operations Coordination Centre (JEOCC), Yukon EMO provides a coordinated Yukon Government response/support role to the emergency event through either the municipal/First Nation emergency operations centres (EOC); or the lead agency emergency operations centres. To facilitate this coordination function, liaison personnel maybe exchanged between the JEOCC and applicable EOC. The municipal/First Nation/lead agency EOC provides the direct support to the Incident Management Team (IMT) at the Incident Command Post (ICP). The IMT in consultation with the applicable EOC establishes the boundaries of the incident site – essentially if the IMT is conducting operations someplace then that falls within the site boundary.





### 3.9 *Appendix I - Exercising Emergency Plans*

There are two broad categories<sup>45</sup> of exercises; they are:

1. Discussion-based exercises familiarize participants with current plans, policies, agreements and procedures, or may be used to develop new plans, policies, agreements, and procedures. Types of discussion-based exercises include:
  - Seminar. A seminar is an informal discussion, designed to orient participants to new or updated plans, policies, or procedures (e.g., to review a new Evacuation Standard Operating Procedure).
  - Workshop. A workshop resembles a seminar, but is used to build specific products, such as a draft plan or policy (e.g., to develop a Multi-year Training and Exercise Plan).
  - Tabletop Exercise (TTX). A tabletop exercise involves key personnel discussing simulated scenarios in an informal setting. TTXs can be used to assess plans, policies, and procedures.
  - Games. A game is a simulation of operations that often involves two or more competitive teams, using rules, data, and procedures designed to represent an actual or simulated real-life situation.
2. Operations-based exercises are used to validate plans, policies, agreements and procedures, clarify roles and responsibilities, and identify resource gaps in an operational environment. Types of operations-based exercises include:
  - Drill. A drill is a coordinated, supervised activity usually used to test a single, specific operation or function (e.g., a fire department conducts a decontamination drill).
  - Functional Exercise (FE). A functional exercise examines and/or validates the coordination, command, and control between various multi-agency coordination centres (e.g., an emergency operation centre). A functional exercise does not involve any “boots on the ground” (i.e., first responders or emergency officials responding to an incident in real time).

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<sup>45</sup>

Exercise Design 100 – National guidelines for emergency management exercise development and training

- Full-Scale Exercises (FSE). A full-scale exercise is a multiagency, multi-jurisdictional, multi-disciplinary exercise involving functional (e.g., emergency operation centres) and “boots on the ground” response (e.g., firefighters decontaminating mock victims).

Exercises do have limitations because real emergencies create situations that make some tasks more difficult, even too difficult to effectively simulate. Real emergencies can also create a context that makes some tasks easier which is also very hard to simulate. For example, it would be possible to close a hospital to incoming patients in a real evacuation, but an exercise must be designed around the need to maintain normal services.

Departments are responsible for exercising their departmental plans and may do so independently; or in conjunction with other departments, agencies, stakeholders or Yukon EMO. Yukon EMO is responsible for exercising the overall Yukon Government Emergency Coordination Plan in partnership with municipalities, other agencies, and stakeholders.

## 4 Appendix J – May 29, 2012 DMRC approved amendments to current version

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As Version 2.1 had numerous minor edits and amendments this appendix was built to track them versus populating the table in the front of the YGECF

Amended Section/Page	Type of edit/amendment	Comments
Front Page	Document control	Numbered copies for tracking and providing updates
Page ii	Contact information	Changed 'Manager' to Civil Emergency Planning Officer (CEPO)
Page iv	Clarity	Identify who will receive amendments
Definitions	Additions	Added definition of 'emergency management' and other definitions to enhance clarity
	Clarity	Edited the definitions of CEPO, EOC and ICS for clarity
Glossary of Acronyms	Addition	CEPO added
1.1 Purpose	Clarity	Edits for clarity
1.3 Requirement & Responsibility for the Plan	Clarity	Edits for clarity
1.4 Requirement of Review	Clarity	Edits for clarity
2.1 Prevention/Mitigation	Addition	Addition of 'Prevention' as part of section to meet recognized National EM concepts throughout section – now reads "Prevention and Mitigation"
	Clarity	Clarity on prevention and mitigation in section
2.2 Preparedness	Clarity	Clarity on BCP
2.2.1 Planning	Clarity	Edits for clarity

2.2.4 Exercising the Emergency Plan	Amendment	Revision of Exercise section to meet new national standards for EM exercises and the inclusion of additional information in Appendix I
	Clarity	Clarity on departmental exercising their emergency plans
2.2.5 Public Education & Awareness	Clarity	Edits for clarity
2.2.6 Emergency Management Related Mutual Aid Agreements	Clarity	Edits for clarity
2.3.1 Initial Response	Clarity	Edits for clarity
2.3.2 Local Government/Lead Agency Response	Clarity	Edits for clarity
2.3.2.1 SGFN Response	Addition	Addition of information regarding SGFN
2.3.2.2 Non-settle First Nations	Addition	Addition of information regarding non-settled FN
2.3.5 Incident Command System	Clarity	Edits for clarity
2.3.8.1 "Event" Notification	Revision	Change of terminology for clarity when communicating to public
2.3.8.3 Evacuation Order	Clarity	Edits for clarity
2.3.8.4 Evacuation Orders – Delegating Authority	Clarity	Edits for clarity
2.3.9 Requests for Support	Clarity	Edits for clarity
2.3.9.4 Assistance from other Outside jurisdictions	Addition	Addition of new section
2.3.10 Emergency Finance	Clarity	Edits for clarity
2.4.2 Implementing BCP	Clarity	Edits for section
2.4.3 Compensation & cost Recovery from Federal Government	Clarity	Edits for clarity
2.4.3.1 Procedures for Requesting Federal DFA	Revised	Edits based on feedback from Canada

2.4.3.2 Appraisal of Publicly Owned Facilities	Revised	Edits based feedback from Canada
3.1 Appendix A	Revision	Revised flow diagram – JEOCC Activation
	Revision	Revised JEOCC Activation levels and descriptions
3.2.1.1 Role of Deputy Minister/Corporation Presidents	Clarity	Edits for clarity
3.2.1.2 Role of CEPO	Revision	Linking CEPO responsibility to CEMA
3.2.1.3 Communication Roles & Responsibilities	Clarity	Edits for clarity
3.2.1.4 Role of ECG	Clarity	Linking section to Appendix G for clarity
3.2.1.5 Role of Cabinet Ministers	Clarity	Edits for clarity
3.2.1.6 Role of Departments/Corporations/Lead Agencies	Clarity	Edits for clarity
3.2.1.6.1 Community Services	Clarity	Edits for clarity
	Addition	Addition of recommended responsibility
	Addition	Inclusion of EMS and GSAR within section
3.2.1.6.4 Energy, Mines and Resources	Addition	Addition of recommended responsibility
3.2.1.6.5 Environment	Addition	Addition of recommended responsibility
3.2.1.6.6 Executive Council Office	Clarity	Edits for clarity
3.2.1.6.8 Health & Social Services	Clarity	Edits for clarity
3.2.1.6.9 Highways and Public Works	Removal	Responsibility for FLSD

	Addition	Additional responsibility for assisting with alternate site identification?
3.2.1.6.12 Tourism and Culture	Clarity	Edits for clarity
3.2.1.6.13 Yukon Liquor Corporation	Clarity	Edits for clarity
3.2.1.6.14 Yukon Housing Corporation	Addition	Addition of recommended responsibility
3.2.1.6.15 FLSD	Addition	Addition of section for FLSD
3.2.1.6.16 Legislative Assembly	Addition	Addition of section for the Legislative Assembly
3.2.2 Roles & Responsibilities: Federal government, municipal governments, and First Nation governments	Reorganized	Clarity
3.2.2.3 Self-government First Nation Government roles	Clarity	Edits for Clarity
3.2.3 Yukon Hospital Corporation	Addition	Addition of section for Yukon Hospital Corporation
3.3.1 Emergency Declaration Protocol	Revision/clarity	Revised flow chart for Emergency Declaration Protocol – revised for clarity
3.3.2 Cabinet's Emergency Response Protocol	Clarity	Edits for clarity
3.3.3 Sample Recommendation for Declaration of a State of Emergency	Clarity	Edits for clarity
3.4 Appendix D Evacuation Order Protocol	Clarity	Edits for clarity

3.5 Appendix E YG Emergency Communication Protocol	Clarity	Edits for clarity
3.6 Appendix F Departmen- tal Emergency Planning Guide/Template	Revision	Business Continuity Section
	Addition	Emergency Plan template added for guidance
3.7 Appendix G Emergency Coordination Group Stand- ing Committee Terms of Reference	Revision	Recommended revised ECG roles and structure of the ECG
3.8 Appendix H Yukon EMO Operational Relationship	Addition	Addition on operational rela- tionship concept
3.9 Appendix I Exercising Emergency Plans	Addition	Addition of information for exercising/evaluating emergency plans
4.0 Appendix J	Addition	Record of approved edits 2011