Emergency Management Plan

This page intentionally left blank.

Index

Section I

Introduction

Introduction

The Emergency Management Plan (EMP) is an overarching framework for the City of Whitehorse to rely upon during emergency events. Its central purpose is to protect residents of Whitehorse through coordinated efforts with partners in the community, in the event of an emergency. The EMP identifies the structures and responsibilities of City elected representatives and staff in addressing emergency situations.

There are five strategic objectives of the Emergency Management Plan:

i. To protect and save human lives
ii. To protect property and the environment
iii. To maintain public confidence
iv. To reduce economic losses
v. To enable a rapid and systematic recovery.

1.1   Authority

In the Yukon, municipalities are obligated to establish emergency plans in accordance with *The Civil Emergency Measures Act*, *2002*. This legislation requires that municipalities:

- Establish an Emergency Management Committee
- Appoint an Emergency Coordinator, and
- Prepare an emergency plan.

The City's Emergency Measures Bylaw (2013-36 or successor) establishes the Emergency Measures Commission, setting out its responsibility to prepare an EMP.

1.2   Definitions

Appendix A contains the definitions of relevant terms for this document.

2.0   Purpose

The purpose of the City's EMP is to provide the framework for actions by the City to ensure the health, safety, and welfare of residents, businesses, and visitors when the City is faced with an emergency situation. The aim of the EMP is to provide the earliest possible coordinated response in order that the following be assured:

- The protection and preservation of life, health, property and the environment;
- Minimization of the effects of an emergency or disaster on the City and its inhabitants;
- The maintenance and/or restoration of essential services;
- Business continuity and recovery from the effects of an emergency or disaster.

2.1 Scope and Approach

The City's emergency planning will employ a comprehensive approach to ensure development of policies and procedures for risk reduction, community resilience, emergency response and recovery capabilities in unison.

The EMP will provide an overarching framework for disaster management and disaster response by identifying and planning for four phases:

- Prevention and mitigation;
- Emergency preparedness;
- Emergency response; and
- Community recovery and resiliency.

Prevention and Mitigation: This includes hazard identification, risk assessment, and implementation of policies and programs to avoid or mitigate hazards in order to reduce the potential loss of life or damage to property and to protect the environment.

Examples of instruments available to the City to implement prevention and mitigation initiatives include public education, land-use and zoning management, building and maintenance of protective structures, FireSmart fire prevention measures, modifications to building codes and economic incentives.

Emergency Preparedness: The City prepares for emergency events by developing, reviewing and updating a variety of hazard specific emergency response plans. This includes policies and plans to ensure that first responders are able to respond quickly and efficiently and provide relief during an emergency event. It requires well developed organizational structures, trained personnel, and thorough plans and procedures.

As part of its emergency preparedness measures, the City may enter into agreements for the provision of certain goods and services from suppliers, prepare inventories of necessary equipment, and conduct ongoing training programs. The City may also enter into mutual aid agreements with emergency response partners.

Response: This is the process by which the City provides immediate assistance to residents and affected sections of the community in an emergency event. Response operations address immediate threats and issues related to the incident, aim to save lives of residents, ensure the safety of first responders, protect property, and render affected areas safe.

Fire, ambulance and internal municipal stakeholders respond to small-scale emergencies in the City on a daily basis. However, large-scale emergencies may require a response from the territorial or federal government, and non-government organizations. Municipal responses to higher level emergencies may include activation of the Emergency Operations Centre (EOC), linkage and coordination with the Yukon government's Emergency Measures Organization (EMO) including potential activation of Emergency Social Services (ESS), and/or evacuations.

Recovery and Resiliency: These are the measures intended to be put in place through which the affected areas of the community are assisted in restoring a proper level of function following the conclusion of the emergency event. Creating a plan early for the recovery of the community can assist in shortening the period of disruption to essential services. There are generally three recognized phases of community recovery:

- <u>Immediate Short-term.</u> To support and meet the immediate needs of residents, businesses and community infrastructure affected by the event, including restoration of essential services to the level where response agencies are no longer required to maintain them.
- <u>Medium Term.</u> To continue the coordinated support response to affected areas of the community in the reconstruction of physical infrastructure, restoration of the economy and/or environment, and support for the emotional, social and physical state of affected residents. This phase of the recovery may persist for weeks and months following the conclusion of the emergency event.
- <u>Long-term.</u> To continue the established coordinated processes from the medium-term phase for as long as necessary following the emergency event.

2.2   Risk Comprehension

The success of any emergency management plan and associated programs depends on the comprehension of the risks and hazards confronting the City of Whitehorse. The City's ability to respond to and recover from emergency events is contingent on the planning and training that City staff put into mitigation, preparedness, response and recovery.

2.3   Hazard Identification and Risk Analysis

A Hazard Identification and Risk Analysis (HIRA) is a crucial component in the construction of an emergency management plan. By identifying the frequency and severity of possible hazards, the City can better develop plans to reduce the likelihood and impact of the occurrence of an emergency event, as well as increase the community's resiliency.

In 2017 Calian Emergency Management Solutions conducted a Hazard Identification and Risk Analysis for the City. Calian developed matrices for natural and man-made/technological hazards where the severity of their consequences were mapped against their likelihood of occurring.

2.4   Summary of Natural Risk Events

Natural Hazard Landscape
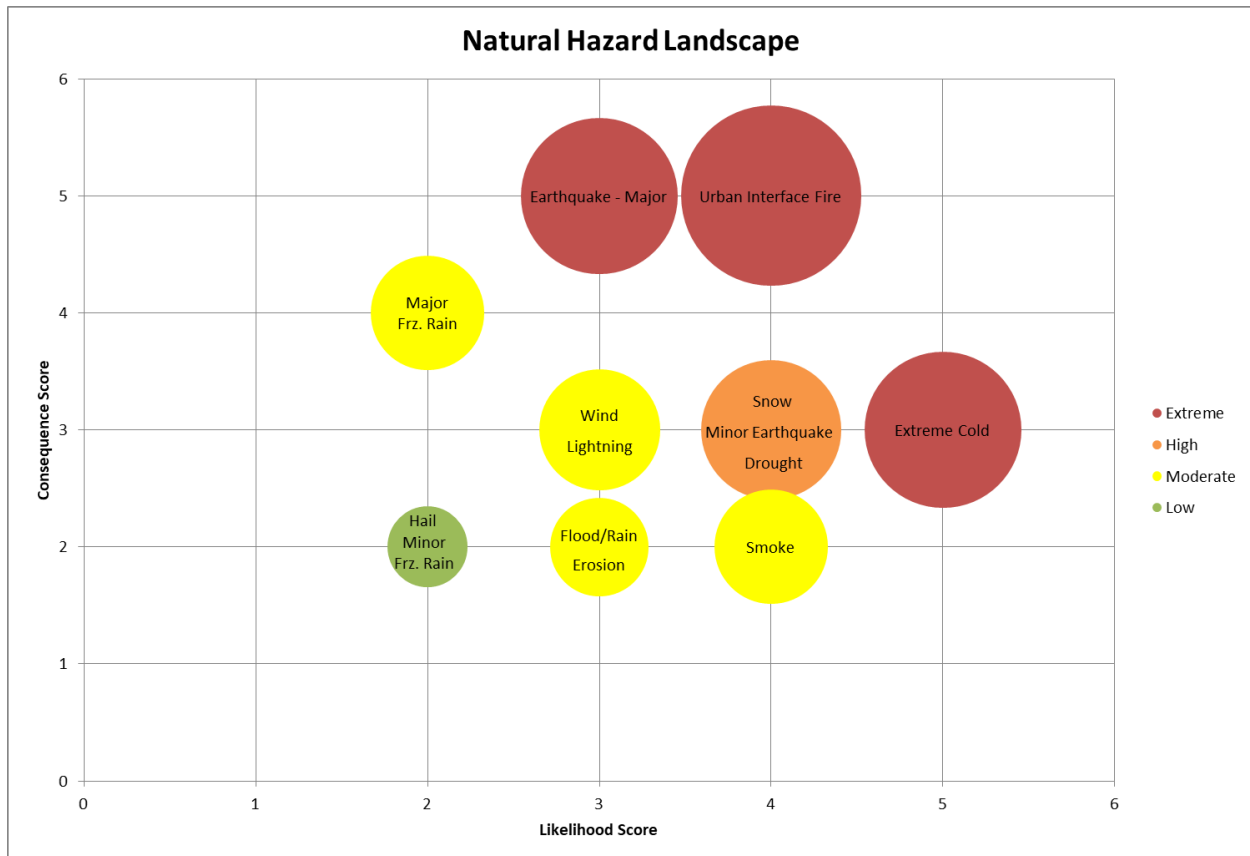
Fig. 1: From Calian's HIRA showing the predicted likelihood of a natural hazard occurring on the x-axis, and the severity of the consequence from a hazard plotted on the y-axis. The risk scores are indicated by the colour of the hazard.

2.4-a Urban Interface Fire

Due to the location of the City within the boreal forest, wildfire is a continuous hazard facing the community. The prevalence of yearly wildfires in the Yukon is greatly influenced by climatic conditions. Snowfall, rainfall, and warm, spring winds all contribute to the extent and duration of the Yukon's wildfire season. Anthropogenic activities – such as building within the urban-wildland interface/intermix, dense stands of conifers in close proximity to City neighbourhoods, and suppression of the natural fire regime – have increased the risk and the possible consequences of wildfire.

Lightning strikes are responsible for the majority of wildfires in the Yukon, with the remainder starting as a result of human actions related to recreational or industrial activities. In times of drought or low precipitation Yukon Department of Environment will enact fire bans and may restrict recreational and industrial activities in forested areas in close proximity to the City of Whitehorse.

2.4-b Earthquake – Major

Whitehorse is located within relatively close proximity to the Denali Fault, the Queen Charlotte – Fairweather Fault, the Transition Fault, as well as the tectonic junction of the Pacific and North American plates. Seismic activity along the junction of these two plates results in numerous earthquakes each year.

A major earthquake would pose a serious threat to structural failures of buildings and critical infrastructure in the City. These structural failures could then act as a trigger for other hazard incidents to occur – for example fires from downed electrical lines, water supply disruption, power failure, or telecommunications failure.

2.4-c Extreme Cold

Given the City's location north of the 60th parallel it is expected that Whitehorse experiences below freezing temperatures over the course of the winter. Whitehorse experiences average daily temperatures of -15.2° C during the month of January, and an average year round temperature of -0.2° C. The coldest temperature recorded in the City of Whitehorse was on Jan. 21st, 1906 with a low of -56.1° C (Environment Canada, 2010).

In the event of an extreme cold event, the City could experience disruption of essential services in some neighbourhoods through incidents such as water line breaks or downed electrical lines.

2.4-d Snow/Blizzard

Whitehorse receives on average 142 cm of snowfall each year (Environment Canada, 2010). A blizzard or heavy snowfall event is a relatively frequent occurrence in the City. A blizzard event constituting an emergency situation would be one which would disrupt access of emergency vehicles and create access issues for vulnerable sectors of the population.

2.4-e Drought

Annual average precipitation for the City is approximately 262 mm, with 161 mm of this being rainfall (Environment Canada, 2010). Drought conditions in the Whitehorse area would substantially increase the wildfire risk. Long periods of deficit rainfall and drought conditions can lead to substantial declines in ground water levels. In turn, this can result in a decrease in the base-flows of streams, decrease the available supply of local small-yield wells, and lower water levels in area lakes.

2.4-f Earthquake – Minor

A minor earthquake would threaten critical infrastructure within the City of Whitehorse. It could result in water supply disruptions, or power outages.

2.4-g Wind Events

Wind events are a result of high energy, straight-line winds or microburst gusts that possess wind speeds in excess of 80 km/hr. Winds of this velocity pose a threat to elevated electrical lines, and may damage structures.

2.4-h Lightning

Lightning can be responsible for the ignition of wildfires in close proximity to the City. Lightning strikes may also result in power outages if a transmission line or transformer station sustains a direct strike.

2.4-i Freezing Rain

When winter precipitation falls as freezing rain or drizzle, heavy ice accumulations may result in significant damage to critical infrastructure, structures, and vehicles. The resulting damage may be magnified if freezing rain is accompanied by high winds.

2.4-j Smoke

As witnessed in Yellowknife in 2014, smoke from nearby fires can result in an emergency event within a community. Dense smoke can pose a threat to the health of elderly and immunocompromised residents, requiring them to shelter-in-place or to seek medical care. Heavy smoke can also cause access issues if air and ground traffic become restricted due to lack of visibility.

2.4-k Flood/Rain

The Yukon River drainage basin above the City encompasses approximately 33,670 km^2 (USGS, 2000). However, floods due to spring runoff are largely mitigated by the presence of the Whitehorse Rapids Hydroelectric Dam. Winter flooding events that develop as a result of ice jamming during freeze up have occurred in Whitehorse (Environment Canada, 2020), and threaten to restrict traffic in neighbourhoods in close proximity to the river, and possibly disrupt essential utility services.

As climate change alters weather patterns, Whitehorse may experience more severe summer storms. Incidents of heavy rainfall may result in flash flooding events.

2.4-l Erosion

The clay cliffs above the downtown area of Whitehorse may potentially erode and slump, leading to landslides. This could result from heavy rains, spring snow melt, or seismic activity.

2.4-m Hail

Damage from hail can be rather extensive. It has the potential to flatten crops and gardens, strip trees of foliage, damage roofs and siding, and can result in treacherous driving conditions.

2.5   Summary of Human/Technological Hazards
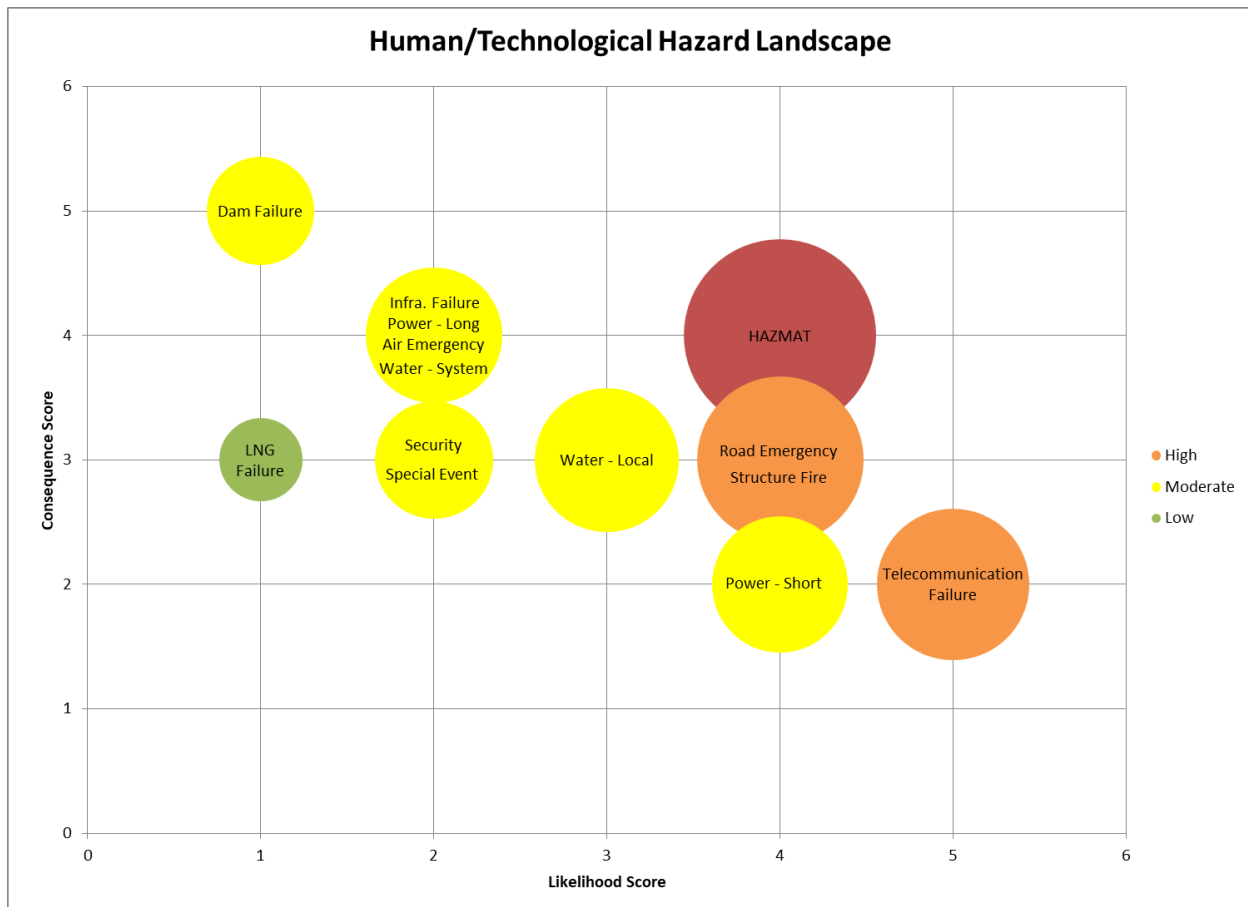
Fig. 2: Calian's matrix of likelihood of a human/technological hazard incident occurring plotted on the x-axis, and the severity of the consequence plotted on the y-axis. The colour of the hazard incident indicates the risk score.

2.5-a   Hazardous Material Release

The transportation of dangerous goods in the Yukon is governed by the *Dangerous Goods Transportation Act, 2002* and the associated regulations. Section 7 of the Act mandates that all dangerous goods transporters prepare an emergency plan for a "possible discharge, emission, or escape of dangerous goods from any container, packaging or vehicle."

A dangerous goods spill is an accidental discharge, emission or release of a biological, chemical or radiological substance that is hazardous to public health and safety during the act of transporting the good(s) or during handling at a dangerous goods storage site. Accidents or even leakage of dangerous goods can pose a threat to public health and safety, and contamination of the local environment.

2.5-b Structure Fire

A major structural fire is an uncontrolled fire in a populated area beyond the City's normal response capabilities.

The threat of a major structural fire in Whitehorse is not as prominent as it is in other municipalities. The City's unique planning has resulted in neighbourhoods that are separated by large portions of green space, and would discourage a runaway urban fire. However, there would be the threat of a structural fire developing into an urban interface fire which could have devastating consequences.

2.5-c Road Transportation Emergency

A major traffic accident on the portion of the Alaska Highway that travels through Whitehorse could result in a mass casualty event, hazardous material release, in addition to creating access issues if the highway had to be closed to traffic for an extended period of time.

2.5-d Telecommunications Failure

A telecommunications failure is the widespread breakdown or disruption of normal communication capabilities in the municipality. These failures include telephone outages, loss of local government radio facilities, and long-term interruption of electronic broadcast services.

2.5-e Localized Water Emergency

A water emergency constitutes a compromise of the water treatment and delivery systems. This can result in potability issues, the inability to distribute drinking water, or the inability to distribute water for fire fighting purposes. Another consequence of such a compromise may be public health issues resulting from water sanitation issues that have gone unnoticed or have not been communicated to the public.

2.5-f Power Failure

A loss of electrical power generating capabilities as a result of a natural or human hazard event would result in some heating and cooling issues within the City, a loss of communications, and the possible loss of critical services and infrastructure.

2.5-g Infrastructure Failure

An infrastructure failure is comprised of a loss of infrastructure that is critical to the daily functioning of the City. Examples of this would be the loss of the bridge, failure of communications towers, and loss of access to roads. These events would most likely be the result of another hazard affecting the City.

2.5-h Air Transportation Emergency

The flight path for aircraft utilizing the Erik Nielsen International Airport travels over significant sections of the City, including residential areas and City infrastructure such

as the Operations Building, Public Safety Building, and Takhini Arena. A crash on this flight path could substantially reduce the City's capacity to respond to an emergency event. In addition, the topography around the airport can make it hazardous for first responders to effectively respond to runway overshoot incidents.

2.5-i National Security Incident

A threat to national security could result in an influx of travellers that have been rerouted to ensure their safety. A national security event could also entail some form of terrorist activity targeting residents or infrastructure of the City.

2.5-j Special Events

Large gatherings may require some level of activation of the EMP due to their size and the potential to create an emergency event. In instances where there are VIP visits, large sporting events, or national celebrations it may necessitate that the City undertake some form of emergency preparation.

2.5-k Dam Failure

A breach of the Whitehorse Rapids Hydroelectric Dam would cause a catastrophic flood of the Downtown and Riverdale neighbourhoods. However, the probability of such an event is extremely low, and is only likely to occur in the event of a major earthquake or due to a deliberate human action.

2.5-l LNG Plant Failure

Yukon Energy possesses a liquified natural gas generation (LNG) system for use as a backup electrical generation system. There exists the potential threat that the fuel containment system fails and the natural gas is released into the surrounding environment. The likelihood of such an event occurring is quite low due to the fact that the LNG system was recently constructed and is maintained to a high quality of care.

Section II

Implementation of the Emergency Management Plan and Emergency Operations Centre

3.0   EMP Implementation

When an emergency exists but has not been officially declared, department heads are authorized to take control as required to protect lives, property, infrastructure, and environment in the City. The procedure for municipal emergency services to initiate the EMP will follow as closely as possible the following initiation sequence.

1. If the size, potential hazard, or seriousness of the emergency or disaster appears beyond the capability or responsibility of the primary agency responsible for responding to it, then the responding agency may alert the City Manager, who may initiate the activation of the EMP in whole or in part. If the first responder is not an internal City department, then the agency will contact the City through 911 to the Whitehorse Fire Department.

2. The responsibility for the whole or partial activation of the EMP will belong to the City Manager. If the City Manager is not readily available, then the following City officials, in order of priority, are authorized to activate the EMP:
    i. Any member of the Emergency Control Team (Outlined in Section 3.2).
    ii. Any member of the Emergency Measures Commission (Outlined in Section 3.1).

3. Upon activation of the EMP, the Operations Section Chief will immediately contact the Incident Commander (IC) in charge of the City's response to the incident.

4. If the magnitude of the emergency or disaster requires actions beyond the normal procedures and authorities of the City, the City Manager may request the Emergency Measures Commission to declare a State of Local Emergency in accordance with Emergency Measures Bylaw 2013-36 (or successor).

5. If the implementation of all actions contained in the City's EMP and/or Emergency Measures Bylaw 2013-36 (or successor) are insufficient to control the emergency event or disaster, a request for assistance is to be made to the Yukon government EMO.

3.1   Emergency Measures Commission (Policy Group)

Pursuant to the Emergency Measures Bylaw 2013-36 (or successor), the Emergency Measures Commission is responsible for issuing a declaration of a Municipal State of Emergency, represents the City at press conferences, and addresses issues that may have political implications.

Mayor
    a. Chairs the Emergency Measures Commission;
    b. Declares a State of Local Emergency; and

c. Acts as the senior spokesperson for the Emergency Measures Commission and the City's emergency organization.

3.2 Emergency Control Team

The City's Emergency Control Team shall be responsible for the implementation of the EMP, supporting field-level emergency and/or disaster operations, and managing corporate interests. Members of the Emergency Control Team will be the primary staff contacted in an emergency event, though not all members may be required depending on the nature of the event. The Emergency Control Team should be composed of:

- City Manager
- Director of Infrastructure and Operations
- Director of Community and Recreation Services
- Director of Development Services
- Director of Corporate Services
- Fire Chief
- Manager of Strategic Communications

The Emergency Control Team may also include any City staff relevant to the emergency response.

Members of the Emergency Control Team shall be responsible for ensuring a department emergency plan dealing with the service that the member represents has been developed.

3.3 Emergency Response Goals

In an emergency response situation there are some generally accepted goals that the Emergency Control Team will seek to achieve. In order of priority these are:

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

3.4 Declaration of an Emergency

Where extensive measures are required to protect property and the health, safety, and welfare of the public, the mayor may declare a local emergency in accordance with Section 7(1) of the *Civil Emergency Measures Act, 2002*, which states:

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

> *(a) the mayor has reasonable grounds to believe and does believe that a substantial danger to public safety or to property in the municipality exists or is imminent as the result of fire, explosion, flood, earthquake, landslide, weather, epidemic, transportation accident, electrical power failure, nuclear accident or any similar disaster; and*

> *(b) the mayor is authorized to declare the state of emergency by resolution of the council passed after its consideration of the occurrence of events that reasonably may be expected to lead to the need to declare the state of emergency.*

In consultation with the EOC Director (City Manager or designate), the Mayor will exercise a conscientious effort to obtain consent from the other Council members before declaring a municipal state of emergency.

The emergency declaration will be made in writing and signed by the Mayor or designate. The declaration <u>must</u> include:

- Nature of the emergency or disaster;
- Geographic boundaries within which the declaration will apply;
- Date of the declaration; and
- Signature of the Mayor.

If possible, it is also recommended that the emergency declaration include:

- A map showing the geographic area affected by the emergency or disaster.

The declaration of a state of emergency by the Mayor must be published before it becomes effective. Upon such a declaration being made, the Emergency Control Team will undertake all reasonable efforts to notify the public.

A draft copy of the Declaration of Municipal State of Emergency Form is available in Appendix B.

3.5   Cancellation of a State of Emergency

A municipal state of emergency declaration expires at the end of 48 hours from the time the declaration was made. Sections 7(3) and (4) of the *Civil Emergency Measures Act, 2002* state that cancellation of the local declaration can occur when:

- *the Minister or Lieutenant Governor in Council cancels the Municipal State of Emergency;*

- *the local authority declares the Municipal State of Emergency to be cancelled; or*

- *the Municipal State of Emergency is superseded by a state of emergency issued by the Minister or Lieutenant Governor in Council.*

A declared Municipal State of Emergency will be cancelled when an emergency or disaster is considered to no longer exist. The Mayor may issue a cancellation order or the Council may execute the cancellation by resolution or bylaw. How a declaration is cancelled is not dependent on how it was initialized.

Cancellation may apply to part or all of the affected areas covered by the previously made declaration.

For the same reason cited above, either a Mayor order or Council resolution is recommended to expedite the process.

Once declared, the cancellation must be submitted to the Minister responsible for the *Civil Emergency Measures Act, 2002* through the regional EMO office. The declaration shall then be published and released to the public.

A sample form for a Cancellation of a Local State of Emergency is available in Appendix C.

3.6   Plan Review and Maintenance

The Fire Chief and Deputy Fire Chief will be responsible for reviewing the EMP on an annual basis, following staff training exercises, and any actual emergency events. If any modifications are necessary, they are to be submitted to the City Manager for approval.

3.7   Emergency Management Plan Training Exercises

City staff will require opportunities to practice the actions necessary to respond to an emergency situation. This will allow managers to assess the abilities of City personnel to perform the required duties outside of an actual emergency event. City staff should undertake training exercises on an annual basis, which should include but are not limited to:

- Table top simulation exercises;
- Phone call-out exercises; and
- A review of the EMP by department heads.

3.8   Emergency Operations Centre (EOC)

The Emergency Operations Centre is the headquarters from where City management will operate during an emergency.

Primary EOC Site: Public Safety Building

305 Range Rd.
Main Floor

Secondary EOC Site: City Hall
2121 2nd Ave.

Tertiary EOC Site: To be determined in the event a tertiary site is needed.

Primary members of the EOC will include the Emergency Control Team members (as required).

EOC support staff may include:

- Communications assistants
- Alternates to Department Heads
- Other city staff as necessary (i.e. to respond to inquiries via the Public Inquiry Line, etc.)

Each member of the EOC must have a designated alternate who can carry on in the event that a department head is not available. In the event of a prolonged emergency or disaster the EOC Control Team should give consideration to utilizing these department alternates as it will give members of the EOC time to rest and recuperate.

The primary EOC possesses an operations centre, communications room, and a meeting room. It also has cooking facilities and rest areas for staff. The building is equipped with a black start generator capable of providing continuous power for the entire building.

The primary EOC should also possess (at a minimum):

- A map of the City of Whitehorse
- Dry erase boards
- Telephones for each member of the EOC Control Team
- Briefing packages for each department head
- Backup electrical generator

3.9   Closure of the EOC

The decision to close the EOC is based or made by the EOC Director, who is typically the City Manager.

An emergency event is considered to be over when there is no longer a threat to people, property or environment. It may be necessary to continue staffing levels in the EOC if:

- Evacuated citizens have not returned to their homes; and/or
- Restoration of essential services (e.g., water, sewer, electricity) has not been completed.

Following the conclusion of the emergency event, all departments and agencies involved in the response will be required to provide a report describing their actions, problems encountered over the course of the event, and any other pertinent information.

4.0   Incident Command System

The Incident Command System (ICS) is a standardized system that provides for a coordinated, efficient and effective system for handling the demands of emergency events and disasters. The ICS also provides standardized language for use during emergency events, which serves to reduce incidences of miscommunication among staff responding to an emergency event. It is the standard for emergency management programs across Canada and is currently utilized by the Yukon Government EMO. The following diagram uses ICS principles in the design of the management structure of many emergency management organizations.
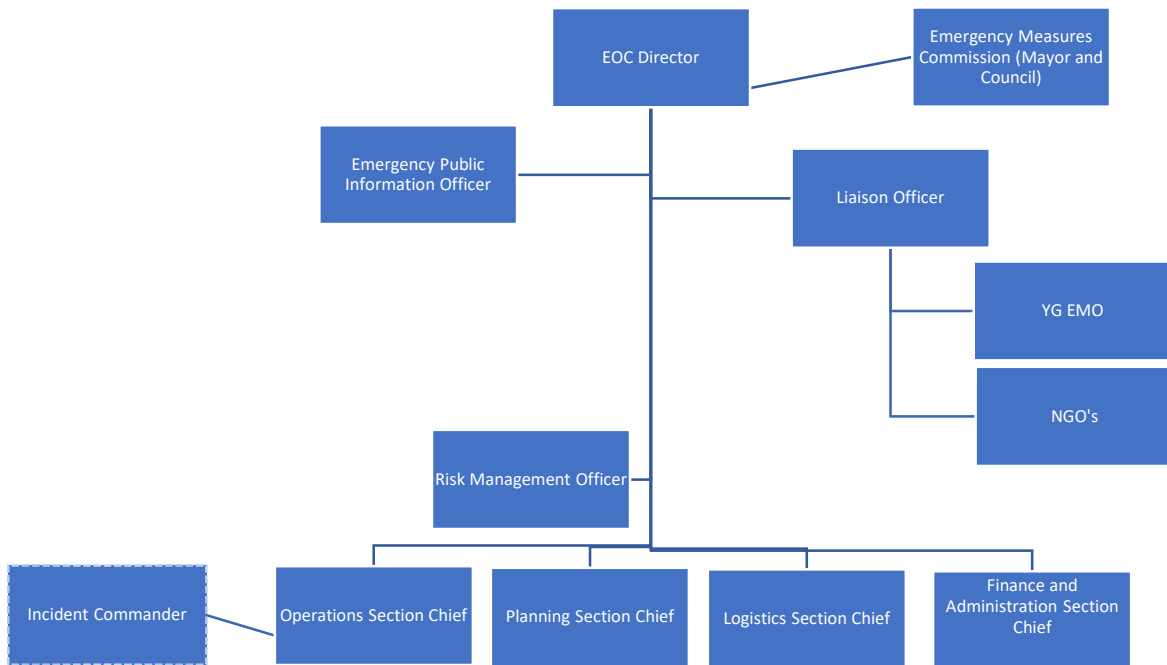

Figure 1 Chart depicting the Incident Command Structure hierarchy of command in the EOC. Mayor and Council are kept apprised of developments within the EOC, but do not physically enter the EOC. The Public Information Officer, Liaison Officer and Risk Management Officer serve as command staff reporting directly to the EOC Director.

4.1   Incident Management by Objectives

Major emergency events and disasters typically require additional resources, policy decisions, and undertaking extraordinary measures to resolve the incident. The EOC is the facility within which City staff coordinate with each other and outside agencies in developing an effective response and recovery. The EOC possesses the primary role in setting objectives and priorities which will likely have an impact on resource allocations and incident level planning. The EOC is responsible for supporting the coordination and deployment of emergency resources and on-scene operations.

Incident Command will be employed to direct and control the emergency response regarding on-scene activities. The Incident Commander (IC) is the ranking official on-scene from the department or agency that would have primary responsibility and/or authority over on-scene operations. An Incident Command Post (ICP) will be established at or near the incident site for the IC and the command staff to direct the on-scene tactical operations. The EOC will set and approve the objectives to be accomplished by the response efforts and the IC determines how best to achieve these objectives through appropriate strategies and tactics at the incident site. The IC is also responsible for ensuring that all pertinent information regarding the incident flows back to the EOC, thus ensuring that the EOC is able to supply the public and media with valuable information, as well as ensuring that the EOC allocates the necessary resources for the IC to carry out their responsibilities.

During a major emergency event, it may become necessary to establish a unified command structure on-scene for the coordination of activities between multiple levels of government and outside agencies. This team approach facilitates achieving the objectives of each organization and provides the necessary tactical coordination on-scene to facilitate response and recovery efforts.

When utilizing the ICS, management by objectives involves four essential steps which are applied to all emergency events, regardless of size or complexity:

- An understanding of agency policy and direction;
- EOC Managers establishing incident objectives;
- Selecting appropriate strategies for addressing the incident; and
- Perform tactical direction that aligns with the strategy, ensuring appropriate resources for the response and assessing performance.

4.2   EOC Organization

The functions performed from the EOC are divided into five sections as outlined in the ICS organizational structure:

- Management/Command
- Operations Section
- Planning Section

- Logistics Section
- Finance and Administration Section

4.3   EOC Section Descriptions

Operations Section (DOERS)

- Communicates operational needs to appropriate EOC personnel;
- Assists EOC Director in developing support objectives and strategies for the current and future Operational Periods;
- Supports field level tactical operations;
- Gathers situational information from the incident site, responds to the evolving needs of groups working in the field, and recommends adjustments to action plans through the EOC Director; and
- Determines appropriate organization and staffing levels for the Operations Section.

Planning Section (THINKERS)

- Leads operational planning process;
- Organizes specialized planning teams, including (but not limited to) incident response planning, durational forecasting and incident scope prediction modeling, business resumption, and recovery planning;
- Conducts advanced planning, ensuring foresight in the development of plans to address potential issues likely to occur in subsequent operational periods;
- Manages and assesses the collection of incident related documentation, maintains an archive of Status Reports and EOC Action Plans associated with an emergency event;
- Development of Incident Action Plans, Operational Period Briefings, Situation Reports and all other formal incident specific documents;
- Responsible for the formulation of an After Action Report and Debrief upon incident conclusion; and
- Determines appropriate organization and staffing levels for the Planning Section.

Logistics Section (GETTERS)

- Provides telecommunication services, human resource services, information technology services, as well as organizing food services, lodging, and any other necessary support services for first responders;
- Coordinates closely with the Operations Section Chief to determine priorities for resource allocation within the operational area;
- Ensure that transportation requirements for response operations are adequately met;
- Ensures resource requests are approved, procured through authorized processes, tracked through Finance and monitored throughout the incident;

- Assists with the control and tracking of acquired resources through demobilization, and proper reporting of such to the Finance and Administration Section; and
- Determine appropriate organization and staffing levels for the Logistics Section.

Finance and Administration Section (PAYERS)

- Ensure that accurate financial records are maintained and documented throughout the emergency event;
- Establishes spending limits;
- Monitors section activities continuously and modifies emergency financial procedures as needed;
- Collects and maintains documentation of incident information for possible reimbursement, prepares and coordinates disaster financial assistance documents and claims if necessary;
- Tracks, documents, and reports on-duty time for personnel – including hired and contracted employees – working during the incident;
- Tracks any injury or WCB claims in addition to providing Human Resources assistance where required; and
- Determine appropriate organization and staffing levels for the Finance and Administration Section.

4.4   EOC Member Responsibilities

EOC Director: City Manager

Alternate 1: As assigned

Alternate 2: As assigned

The City Manager may act as the EOC Director or may delegate another person into that role depending on the nature of the event; and/or another agency that may have legal or legislative authority concerning the event. The EOC Director and the Operations Section Chief positions will always be activated in an emergency event.

Responsibilities

The responsibilities of the City Manager or Alternate during an emergency event are to:

a. Activate the Emergency Control Team in whole or in part;
b. Coordinate and direct the municipal response as per the EMP;
c. Provide or request mutual aid when required;
d. Determine if municipal resources are adequate or if additional resources are needed;
e. Secure additional resources as required;
f. Advise the Emergency Measures Commission of any necessary actions that should be taken which are not covered in the EMP;
g. MAINTAIN A WRITTEN LOG OF ALL ACTIONS TAKEN; and

h. Make a full report to Council after the completion of the emergency event.

Liaison Officer: As Assigned

Alternate 1: As assigned

Alternate 2: As assigned

Responsibilities

The primary responsibilities of the Liaison Officer or Alternate during an emergency event are to:

a. Act as liaison with the Yukon government EMO;
b. Act as the main contact for external agencies, government and mutual agreement partners and link to other activated Emergency Operations Centres;
c. Coordinate any requests for tours with Public Information Officer;
d. Work with Planning to ensure an EOC organization chart is posted and updated;
e. Coordinate with Logistics to ensure adequate security measures are in place for EOC; and
f. MAINTAIN A WRITTEN LOG OF ALL ACTIONS TAKEN.

Emergency Public Information Officer: Manager of Strategic Communications

Alternate 1: As assigned

Alternate 2: As assigned

Responsibilities

The responsibilities of the Public Information Officer (PIO) or alternate during an emergency event are to:

a. Prepare self-help information for rapid distribution;
b. Keep the public informed of significant developments occurring during the emergency;
c. Arrange for media facilities at the EOC and at the site(s);
d. Provide public information support and media control at the emergency site(s);
e. Gather, process and disseminate information from emergency services; and
f. MAINTAIN A WRITTEN LOG OF ALL ACTIONS TAKEN.

Risk Management Officer: To be chosen by the EOC Director depending on the nature of the event. Choices may include: Finance Services staff, Corporate Services staff, legal advisor, OHS staff.

Responsibilities

The responsibilities of the Risk Management Officer during an emergency are to:

a. Evaluates risk to the Corporation in terms of the action plan and consults with the EOC Director in all matters of actual or perceived risk;

b. Assists in ensuring the safety and wellness of EOC members, and if requested – field level responders through the Operations Section Chief; and

c. MAINTAIN A WRITTEN LOG OF ALL ACTIONS TAKEN.

Operations Section Chief: As assigned based on the nature of the incident.

Alternate 1: As assigned

Alternate 2: As assigned

The Operations Section Chief may be delegated to another internal position, or an outside agency depending on the nature of the event, highly recommended that this position is filled with a senior department representative who can take ownership of the event. The Operations Section Chief and the EOC Director are the two positions that will always be activated in an emergency event.

Team Members: As assigned.

Responsibilities

The responsibilities of the Operations Section Chief or Alternate during an emergency are to:

a. Activate Team Members as required;
b. Maintain direct communications with Incident Commander;
c. Receive and provide regular status updates with the Incident Commander;
d. Receive and forward requests for equipment and personnel;
e. Ensure that corporate priorities are met;
f. Monitor the incident to determine future equipment and personnel needs;
g. Coordinate agency responses off site (evacuations, etc.); and
h. MAINTAIN A WRITTEN LOG OF ALL ACTIONS TAKEN.

Planning Section Chief: As assigned

Alternate 1: As assigned

Alternate 2: As assigned

Planning Section Chief may be delegated to another internal position, or an outside agency depending on the nature of the event.

Team Members: As assigned.

Responsibilities

The responsibilities of the Planning Section Chief or Alternate during an emergency are to:

a. Activate Team Members as required;
b. Collect, evaluate and display information about the incident;
c. Develop long range plans including demobilization;

d. Maintain resource status information on all equipment and personnel;
e. Incident documentation;
f. Prepare plans for recovery;
g. Coordinate plans with technical specialists; and
h. MAINTAIN A WRITTEN LOG OF ALL ACTIONS TAKEN.

Logistics Section Chief: As assigned

Alternate: As assigned.

Team Members: As assigned, but may include: Purchasing staff, and B&TS Staff.

Responsibilities

The responsibilities of the Logistics Section Chief or alternate in an emergency are to:

a. Activate the Team Members as required;
b. Be responsible for all services and support needs for the emergency responders;
c. Work with vendors and suppliers to meet supply requests from Incident Commander and Operations Section Chief;
d. Track and manage resource requests and communicate with Finance Section Chief to ensure cost tracking is accurate;
e. Work with Finance Section Chief to code all resource requests appropriately and issue Purchase Orders and Service Agreements as required;
f. Work with operations section chief during demobilization to ensure external resources are released in a timely manner and cost tracking is maintained; and
g. MAINTAIN A WRITTEN LOG OF ALL ACTIONS TAKEN.

Finance and Administration Section Chief: Manager of Finance

Alternate 1: As assigned

Alternate 2: As assigned

Team Members: As assigned, but may include: Financial Reporting Supervisor, and Human Resources Manager.

Responsibilities

The responsibilities of the Finance and Administration Chief in an emergency event are to:

a. Coordinate the procurement tracking costs of equipment and personnel;
b. Monitor the costs of equipment and personnel;
c. Coordinate any compensation and claims; and
d. MAINTAIN A WRITTEN LOG OF ALL ACTIONS TAKEN.

4.5   EOC Set-up Checklist – All Positions

Activation Phase

- Establish security measures outside of EOC location, permitting only authorized staff into the EOC;

- Check in with the Personnel Unit (in Logistics Section) upon arrival at the EOC. Obtain an identification card and vest, if available;

- Complete EOC Check-In List (EOC 511);

- If you are a representative from an outside (non-jurisdictional) agency register with the Liaison Officer;

- Report to EOC Director, Section Chief, or other assigned supervisor, to obtain current situation status and specific job responsibilities expected of you;

- Set up your workstation and review your Position Checklist, forms and flowcharts;

- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift;

- Determine your resource needs, such as a computer, phone, fax, stationary, plan copies, and other reference documents; and

- Participate in any facility/safety orientations as required.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director or designate;

- Complete all required forms, reports, and other documentation. All forms and paperwork should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure;

- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation;

- Clean up your work area before you leave. Return any communications equipment or other materials specifically issued for your use;

- Leave a forwarding phone number where you can be reached;

- Follow EOC checkout procedures. Return to Personnel Unit (in Logistics Section) to sign out;

- Be prepared to provide input to the After Action Report;

- Upon request, participate in formal post-operational debriefs; and

- Access critical incident stress debriefings, as needed.

5.0   Emergency Call-Out Procedure

City management is encouraged to organize an emergency call-out in one of two ways:

- Designate one position and it's alternate to call required employees; or
- Institute a "call-out tree" – whereby each staff member is required to call a predetermined number of people

Ideally, one person within each department shall be tasked with the emergency call-out. This person will be responsible for maintaining an up-to-date call-out list for their department. Employees who are listed as department heads or alternates will be required to keep a copy of the EOC call-out list at their office and at their homes.

5.1   Emergency Call-Out List

The Emergency Call-Out List should include the following:

- Staff member's name, and position held with the City;
- Home, cellular and recreational property (if applicable) phone numbers;
- Home address;
- Email address; and
- Alternate contacts and their contact information.

5.2   Emergency Call-Out Activation

In the event of an emergency or disaster, the City Manager or acting EOC Director will initiate the emergency call-out. They will be responsible for notifying all department heads upon activation of the EOC. The Deputy Fire Chief must be made aware of any alterations to the primary EOC staffing personnel.

Department heads should identify employees in their department that will be involved in the EOC during an emergency event. These employees should be aware of their role(s) and responsibilities in the EOC, and be aware that they will potentially be contacted regarding an emergency event.

When City staff are contacted during an Emergency Call-Out it is important that they are provided with the following types of information:

- Nature of the incident;
- What location the employee should report to;
- Important route information (e.g., chemical spill or wildfire could result in some routes from their home being blocked); and
- Inquire as to their estimated time of arrival, which will allow one to follow-up with the employee if they have not arrived.

Section III

Crisis Communication Plan

6.0   Crisis Communication Plan

Purpose

The City's Crisis Communications Plan is intended to provide guidelines for quick communication from the incident site to the EOC, Mayor and Council, media, and ultimately Whitehorse residents and visitors during an emergency. This plan will assist the EOC management team in providing timely, effective and coordinated communication to internal and external stakeholders.

6.1   Crisis Communications Team

The Crisis Communications Team is responsible for the coordination, generation and dissemination of information to the public and relevant stakeholders. This team will work closely with the communications staff from connected assisting or cooperating agencies to ensure the messaging is appropriate, relevant, coordinated, and consistent.

This team will be led by the Public Information Officer and will ensure that the EOC Director approves all information releases as well as coordinating briefings and participation of the Policy Group team.

6.2   Crisis Communications Objectives

- To assess an emergency or possible emergency incident and determine the appropriate communication response from the City;
- Communicate factual information concerning the incident;
- Maintain the confidence of residents in the City's ability to manage the incident; and
- Coordination of information flow through EOC management, Policy Group and the public.

6.3   Information Flow During an Emergency Incident

It is imperative that information about the incident is quickly and accurately conveyed from the Incident Commander to the EOC, on to Mayor and Council, media, and the public. This ensures that the media and the public are provided with timely and factually accurate information regarding the incident.

7.0   Hazard Identification and Assessment

The threat of an emergency event may necessitate extraordinary action to prepare for the possibility of the event affecting the City (e.g., wildfire, flooding). Necessary precautionary measures for an incident may also require activation of the City's Emergency Communications Team.

When assessing the communication requirements of the City when faced with a prospective emergency event, managers should determine the potential of the incident becoming an emergency event and estimating the impact on the City. The recent Hazard Identification and Risk Analysis (HIRA) performed by Calian Emergency Management Solutions for the City of Whitehorse used a matrix in assessing the probability and consequence level of hazards that could potentially affect the City.

7.1 Incident Probability

- Rare – This will probably never happen or occur.
- Unlikely – Do not expect it to happen or occur but it is possible it may do so.
- Possible – Might happen or recur occasionally.
- Likely – Will probably happen or recur, but it is not a persisting issue or circumstance.
- Almost Certain – Will undoubtedly happen or recur, possibly frequently.

7.2 Incident Consequence

- Negligible – Minor first aid incidents; no appreciable infrastructure impacts; negligible systems issues; resolved in day-to-day management; minimal financial loss.
- Minor – Medical treatments and minor injury; minor damages only; inconvenient system interruptions; some financial implications; other quickly resolved impacts.
- Moderate – Hospitalizations or injuries; localized damage to infrastructure; short term system disruption; moderate financial impacts; other localized impacts.
- Major – Some loss of life and/or illness reported; infrastructure impacted; critical systems interrupted; significant financial impact; other major impact(s).
- Catastrophic – Wide-spread death and/or illness; facilities permanently destroyed or disabled; critical systems unavailable for extended periods; overwhelming financial implications; other disastrous impact(s).

8.0 Public Information Officer

The Public Information Officer (PIO) will be the main contact person for the media and will be responsible for preparing press releases in coordination with officials from other affected emergency response agencies. The PIO will also be responsible for the format and scheduling of all press conferences.

The PIO will be tasked with ensuring that residents within the area affected by the incident receive complete, accurate, and consistent information about life safety procedures, public health advisories, relief programs, assistance programs, and any other information deemed vital. The PIO will also be responsible in establishing a Toll-Free Public Information Service (either a hotline or call centre) that allows residents to access information and advice via telephone. In order to ensure that personnel staffing the hotline or call centre are able to provide timely and accurate information they will

require messaging sheets that contain confirmed and approved information from the PIO.

The PIO may require an Assistant during various stages of the emergency event.

It will be the duty of the PIO to ensure that EOC staff have access to messaging sheets and/or frequently asked questions (FAQ) sheets that enable consistent and accurate messaging within the EOC. The PIO will also cooperate with the EOC Director and Liaison Officer in coordinating VIP and visitor tours of the EOC facility when warranted. Ideally the PIO will also attend all incident Planning Meetings to ensure that the communications systems available for the incident can support the tactical operations being planned for the next operational period.

8.1   Media Relations Responsibilities

The PIO is to be the point person on all media relations and media releases for the EOC. The PIO will coordinate media releases with officials from other departments of the EOC or other affected emergency response agencies. In addition, the PIO will maintain good relations with the media, and ensure that the Communications Team monitors media broadcasts and articles verifying their accuracy.

8.2   City of Whitehorse Website and Social Media Accounts

The PIO will designate a staff member to maintain and update the City's website and social media accounts (Facebook, Instagram, Twitter). By keeping the City's online accounts current, it should reduce demand from the public for information via the City's hotline. This will also enable the PIO to supply a large number of residents and visitors with updated information using fewer resources.

8.3   Public Information Hotline

The PIO will be responsible for the establishment of a hotline that will provide the public with a venue to provide the communications team with information from residents about public concerns. Personnel from the hotline will be able to provide valuable information to the communications team regarding questions that are being brought forward by residents and visitors. Using the feedback from hotline personnel the PIO can tailor information sheets for hotline operators to better answer residents' questions.

8.4   Council Liaison

In most instances the PIO and EOC Director will be responsible for briefing Mayor and Council. At times it may be expedient for the Mayor to relay their briefing to the members of Council. There may be instances where the PIO will deem it necessary to

select a staff member to act as a Council Liaison, with the responsibility to relay information about the incident from the EOC to Mayor and Council.

8.5   Staff Liaison

Keeping City staff informed with accurate and timely information during an emergency event prevents the spread of misinformation. The Director of Corporate Services may be tasked with serving as the staff liaison during an emergency event.   This will necessitate collaborating with the communications team on the development of accurate and appropriate information to be shared with City staff during scheduled briefing sessions. This will prevent the proliferation of rumours, and ensure that City staff are kept abreast of the activities undertaken in responding to the emergency event.

8.6   Assessment and Review of Crisis Communications Plan

The overarching purpose of a **_Crisis Communications Plan_** is to create a framework where the PIO or any alternate can enter the EOC and quickly gain an understanding of their responsibilities. This will assist in enabling the PIO and the Emergency Communications Team to confidently carry out the tasks and activities that they will be expected to conduct over the course of an emergency event using the Crisis Communications Plan and associated checklists and worksheets.

After the conclusion of an emergency event or training exercise, EOC managers will evaluate what aspects of the Crisis Communications Plan need improvement, and what aspects met performance objectives.

Section IV

Extraordinary Measures

9.0   Evacuation

Most emergency events in the City will be adequately handled by local first responders without the necessity of evacuation or requiring residents to shelter-in-place. However, there are certain types of emergency events that will pose enough of a threat to public safety (e.g., urban interface wildfire, chemical spill, flooding) that the evacuation of neighbourhoods or the entire City will be necessary to prevent loss of life. Upon the EOC issuing an Evacuation Alert, residents of the City will be notified through social media (Facebook, Twitter, and Instagram), traditional media (television, radio), mass notification services, mobile public address and door-to-door notification.

Evacuations will be considered when other response measures are insufficient to ensure public safety. Factors influencing the decision to evacuate include:

- The level of threat to the lives and well-being of residents and visitors;
- Urgency of the evacuation;
- Whether the environment poses a threat to the safety, health and welfare of residents;
- Meteorological conditions;
- Scale of the incident;
- The time frame required to move the population;
- The capacity of the City to address the threat or its impact;
- Damage to City infrastructure that results in:
  - Water, food resources are not available;
  - Shelter is no longer habitable or may become inhabitable;
  - Electricity is or will be unavailable for an extended period of time;
  - Health services, medical facilities, and medical transport are or will be unavailable to residents and visitors; and/or
  - Local emergency and/or public communication systems are inoperable.

The City has developed the *__Public Safety Protection Plan__* (PSPP) to provide guidance to the Mayor, Council, and EOC Directors during an emergency event requiring extraordinary measures such as evacuation or shelter-in-place. The PSPP provides the City with a detailed plan in the event that evacuation of residents becomes necessary to protect residents of Whitehorse.

10.0   Shelter-In-Place

Shelter-in-place orders will be given in instances where the emergency event poses a threat to the health and safety of residents if they were out of doors. Shelter-in-place may also be used in conjunction with an evacuation order, where certain neighbourhoods will require evacuation but for other neighbourhoods the safest option will be for residents to remain in their homes. Some of the instances where residents of a building or area may be required to shelter-in-place include:

- A release of hazardous materials that may affect the building or area;

- There is not enough time or warning to safely evacuate residents from the building or area;
- The release of hazardous materials is expected to pass over the area quickly;
- The source and nature of the hazardous materials release has not yet been identified;
- The incident involves an active shooter;
- The incident can be controlled before an evacuation would be completed;
- A safe evacuation route has yet to be verified; and/or
- Assistance is required by residents to safely evacuate.

During an emergency event the requirement for residents to shelter-in-place will be decided by the Incident Commander in consultation with the EOC. Residents and visitors will be notified of the requirement utilizing all appropriate methods of communication at the City's disposal. The City's ***Public Safety Protection Plan*** provides detailed guiding documents for City officials in the event that a shelter-in-place order is issued.

Section V

Hazard Specific Plans

Hazard specific plans are currently being developed as resources permit. Once completed, they will be filed separately from the EMP. As these plans speak to specific vulnerabilities in a community, they will not be shared publicly for security reasons.

Examples of Hazard Specific Plans include, but are not limited to:

12.0 Major Risk Hazards

12.1 Wildfire

12.2 Hazardous Material Release

12.3 Earthquake - Major

12.4 Extreme Cold

13.0 Moderate Risk Hazards

13.1 Snow/Blizzard

13.2 Drought

13.3 Earthquake – Minor

13.4 Structure Fire

13.5 Road Transportation Emergency

13.6 Telecommunications Failure

14.0 Minor Risk Hazards

14.1 Localized Water Emergency

14.2 Wind Events

14.3 Power Failure – Short Duration

14.4 Lightning

14.5 Infrastructure Failure

14.6 Freezing Rain – Major

14.7 Power Failure – Long Duration

14.8 Smoke

14.9 Air Transportation Emergency

14.10 Flood/Heavy Rain

14.11 System Wide Water Emergency

14.12 Erosion

14.13 National Security Incident

14.14 Special Events

14.15 Dam Failure

15.0 Negligible Risk Events

15.1 Hail

15.2 Dam Failure

15.3 Freezing Rain – Minor

Appendices

Appendix A: Definitions

Business Continuity: an ongoing process supported by senior management that seeks to ensure the necessary planning has been conducted and measures put in place to identify the impact of potential losses and maintain viable recovery strategies and recovery plans for the ongoing provision of vital services and operations following a disruptive event.

Command Staff: the command staff consists of the Emergency Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander when at the incident site and to the EOC Director when the EOC is activated.

Council: the municipal Council of the City of Whitehorse.

Critical Infrastructure: interdependent, interactive, interconnected networks or institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government. Examples include utilities, hospitals, transportation, banks, and protective services.

Emergency Management: the overarching management activities concerning an all hazards approach, which includes risk management measures related to prevention and mitigation, preparedness, response and recovery.

Emergency Management: the overarching management activities concerning an all-hazards approach, which includes risk management measures related to prevention and mitigation, preparedness, response and recovery.

Interface Fire: a fire in an area where combustible wildland fuels are found adjacent to houses, apartments, commercial and industrial buildings, and any other structures.

Resources: includes food, animals, vehicles, vessels, aircrafts, implements, earthmoving equipment, personnel, and any other means of supplying a want or need related to the incident.

Shelter-in-Place: to remain in or seek shelter in a safe, indoor place or building during an emergency event.

Technical Specialists: personnel with special identifiable skills that can be utilized where required.

Appendix B: Sample Declaration of Local State of Emergency Form

DECLARATION OF MUNICIPAL STATE OF EMERGENCY

ORDER

WHEREAS *[type of hazard or emergency event]* in the City of Whitehorse;

AND WHEREAS *[explanation of ongoing or imminent threat to life or property]*;

AND WHEREAS this *[type of hazard]* emergency requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

AND WHEREAS section 265.02 of the *Municipal Act* (RSY 2002, c. 154) empowers the Council of the City of Whitehorse to take any temporary measure necessary to respond to and deal with an emergency;

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to Section 7(1) of the *Civil Emergency Measures Act* (RSY, 2002, C.34) that a Municipal State of Emergency exists in *[specific geographic boundaries of designated area]* due to *[short hazard description]* and *[short consequence statement]*;

IT IS FURTHER ORDERED THAT the City of Whitehorse, its employees, servants and agents are empowered pursuant to Section 9 (2) of the *Civil Emergency Measures Act* to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency.

ORDERED by the Mayor of the City of Whitehorse this date *[date]* to remain in force for forty-eight (48) hours until *[date]* at *[time]* unless cancelled by order of *[name of local authority]* or the Minister responsible.

_____

Mayor

_____

Date

Appendix C: Sample Extension Request for Municipal State of Emergency

EXTENSION REQUEST

FOR

MUNICIPAL STATE OF EMERGENCY

WHEREAS life and property remain at risk due to *[short hazard description]* in the City of Whitehorse;

AND WHEREAS the Mayor of the City of Whitehorse has implemented and exhausted the Declaration of Municipal State of Emergency ending at *[date]* at *[time]*;

IT IS HEREBY REQUESTED pursuant to Section 7(3) of the *Civil Emergency Measures Act* (RSY, 2002, C.34) that the Yukon Commissioner in Executive Council make a Declaration of a State of Emergency pursuant to Section 6 (1) of the *Civil Emergency Measures Act* (RSY, 2002, C.34).

_____

Mayor

_____

Date Signed

Appendix D: Sample Cancellation of a Municipal State of Emergency

MUNICIPAL STATE OF EMERGENCY

CANCELLATION ORDER

Date: *[date]*

WHEREAS *[description of hazard and emergency]* in the City of Whitehorse;

AND WHEREAS this *[hazard type]* emergency no longer requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

IT IS HEREBY ORDERED pursuant to Section 7 (4) of the *Civil Emergency Measures Act* (RSY, 2002, C.34) that a Municipal State of Emergency no longer exists in *[specific geographic boundaries of designated area]* and is therefore cancelled effective this date at *[time]*.

_____

Mayor

_____

Date