

Wahnapiatae First Nation



Emergency Action Plans (Community)

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Introduction

Emergency action plans are critical for ensuring the safety and well-being of the community in the event of an emergency. These plans outline the procedures and protocols for responding to various types of emergencies, such as fires, floods, hazardous material spills, and more. The Wahnapiatae First Nation Community Council (CCG) has developed comprehensive emergency action plans to ensure that we are prepared to respond effectively and efficiently to any emergency that may arise.

This document is composed of two parts: the first part is an overview of the emergency action plans that will be distributed to the public. This section provides a general understanding of the types of emergencies that may occur on the reserve and the procedures and protocols for responding to them. The second part is a high-level operational plan that will be distributed to members of the CCG. This section contains detailed information on the procedures and protocols for responding to specific emergencies, as well as the roles and responsibilities of key personnel and the resources and equipment that will be needed for the response. It is important to note that the operational plan is need to know information and is not intended for public distribution.

Overview of Emergency Action Plans

The emergency action plans of the Wahnapiatae First Nation CCG cover a wide range of emergencies that may occur on the reserve. These include fires, floods, hazardous material spills, active shooter situations, bomb threats, and more. Each plan outlines the procedures and protocols that the public should be aware of including how to respond to the specific emergency, including evacuation routes, assembly points, communication channels, and more.

Operational Plans

The CCG has developed operational plans that entail action plans and assign responsibilities to the members of the CCG. These plans are designed to ensure that the CCG is prepared to respond effectively and efficiently to any emergency that may occur on the reserve. The operational plans cover a wide range of emergencies and outline the procedures and protocols for responding to each specific emergency. The plans also identify key personnel and their roles and responsibilities, as well as the resources and equipment that will be needed for the response.

The CCG conducts regular training and exercises to ensure that all members are familiar with the procedures and protocols outlined in the emergency action plans. These exercises are designed to test the readiness and response of the CCG and identify any areas for improvement. The CCG also conducts regular reviews and updates of the emergency action plans to ensure that they are current and effective.

Communication Templates

The Wahnapiatae First Nation Emergency Management Coordinator is developing a series of communication templates that will provide the ability to alert the community and staff of emergencies.

These templates will be used in the event of an emergency to provide clear, concise, and accurate information to the public. The templates have been carefully crafted to ensure that the information provided is accurate, easy to understand, and delivers the right message at the right time. By using these templates, the community and staff can be assured that they are receiving the most up-to-date information and can make informed decisions about their safety and well-being. The Wahnapiatae First Nation is committed to the safety and security of its community and will continue to work tirelessly to ensure that these templates are effective in the event of an emergency.

General instructions for reporting emergencies

In the event of an emergency at Wahnapiatae First Nation, the following steps should be taken:

1. Summon emergency assistance by CALLING 911 or 1- 888-310-1122. As well please make every effort to alert the Emergency Management Coordinator and the Executive Director at the Band Office.
2. Be prepared to provide the following information:
 - Your name and location (e.g., Wahnapiatae First Nation & Community Fire Hall)
 - Phone number from where the call is being made.
 - Location of the emergency, including facility name, building number, suite number, and full address.
 - Type of emergency, such as medical, fire, confined space rescue, hazardous material, criminal act, or bomb threat.
3. Other important information to provide:
 - Number and condition of victims.
 - Location and extent of the situation, hazard, or fire.
 - Involvement of hazardous materials (as available, give product name and/or describe any markings, labels or placards).
 - What kind of help is needed.
4. Do not hang up first. Let emergency personnel hang up first.
5. After the call, station someone to direct emergency response personnel to the scene of the emergency.

It is important to note that everyone should be trained on how to call 911 or 1- 888-310-1122 in case of emergency and on the location of the emergency phone numbers. Additionally, emergency phone numbers should be clearly posted in the facility and be easily accessible in case of emergency.

General Evacuation Plan

1. Alert the community: Use local media, emergency notification systems, and social media to alert residents to the need to evacuate.
2. Prepare to leave: Gather important documents, medications, and emergency supplies, and make sure everyone in the household knows the evacuation routes and assembly points.
3. Evacuation routes: Use designated evacuation routes to leave the community. The routes will be clearly marked and will lead to designated assembly points or shelters.
4. Assembly points: Once you have reached the assembly point, check in with authorities to let them know you are safe.
5. Transportation: Transportation will be provided for residents who do not have their own vehicles. Special accommodations will be made for residents with disabilities or other special needs.
6. Reception and care centers: Evacuated residents will be directed to designated reception and care centers where they can receive food, shelter, and other necessities. This will most likely be in Capreol
7. Staying informed: Stay informed about the wildfire and the status of the evacuation by listening to local media or checking social media.
8. Follow instructions: Follow the instructions of local authorities and emergency management officials.

It's important to note that this is just a general plan, and the actual plan will vary depending on the specific community and the risks and hazards they face. It's also worth noting that, like any emergency plan, this should be regularly reviewed and updated to reflect the changing circumstances, new information and best practices.


Medical emergencies

Survey the scene; evaluate personal safety issues.

In the event of a medical emergency at the Wahnapiatae First Nation community, the following steps should be taken:

1. Survey the scene and evaluate personal safety issues.
2. Request assistance by SHOUTING FOR HELP
3. Call 911 or 1- 888-310-1122 and provide the following information:
 - Number and location of victim(s)
 - Nature of injury or illness
 - Hazards involved
 - Nearest entrance or emergency access point
4. Alert trained employees to respond to the victim's location and bring a first aid kit or an Automated External Defibrillator (AED) from the following locations:

Location of First Aid Kits and Automated External Defibrillator(s)

<p>First Aid Kits</p> 	<p>Band office</p> <ul style="list-style-type: none"> ○ Environmental Technicians Office ○ Band office Kitchen <p>Gazebo</p> <ul style="list-style-type: none"> ○ Kitchen <p>Public works shop</p> <ul style="list-style-type: none"> ○ Tool Shop ○ Each Tandem Truck ○ Dump Truck ○ Each Work Truck <p>Fire hall</p> <ul style="list-style-type: none"> ○ Fire truck ○ Side by Side ○ First Responder Van ○ Firehall wall <p>Health Department</p> <ul style="list-style-type: none"> ○ 190 Loonway Rd
Automated External Defibrillator	Health Department – (190 Loonway Rd) Band Office Main Hall

5. Follow procedures:

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Take "universal precautions" to prevent contact with body fluids and exposure to bloodborne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to the victim(s).

6. WFN staff with first aid training should be available on site.

It is important to note that regular training and drills should be conducted to ensure that everyone is familiar with the procedures and that all the equipment is in proper working order. Additionally, emergency phone numbers should be clearly posted in the facility and be easily accessible in case of emergency.

Building Fire Emergency Plan

In the event of a fire emergency at the Wahnapiatae First Nation community, the following steps should be taken:

1. Pull the fire alarm or alert the Band office, if available and not already activated, to warn occupants to evacuate the building/area.
2. Call 911 or 1- 888-310-1122 to alert the local Fire Chief and request assistance, if needed.

Provide the following information to the operator:

- Street address
 - Nature of fire
 - Fire location (building and floor)
 - Type of fire alarm (detector, pull station, sprinkler waterflow)
 - Location of fire alarm (building and floor)
 - Name of person reporting fire
 - Telephone number for return call
3. The Emergency Management Coordinator and Executive Director and/or Department Directors will direct the evacuation of personnel.
 4. Follow evacuation procedures:
 - Evacuate the building along designated evacuation routes to primary assembly areas outside.
 - Redirect building occupants to stairs and exits away from the fire.
 - The evacuation team will account for all employees and visitors at the Assembly Area.

It is important to note that regular fire drills should be conducted to ensure that everyone is familiar with the evacuation routes and procedures. Additionally, regular maintenance should be done to ensure that all fire safety equipment is in proper working order.

Active shooter and workplace violence

In the event of an active shooter situation at the Wahnapiitae First Nation community, the following steps should be taken:

How to respond when an Active Shooter is in your vicinity

1. Evacuate	2. Hide Out	3. Take Action
<ul style="list-style-type: none"> • Have an escape route and plan in mind • Leave your belongings behind • Keep your hands visible 	<ul style="list-style-type: none"> • Hide in an area out of the active shooters view • Block entry to your hiding place and lock doors. 	<ul style="list-style-type: none"> • As a last resort and only when your life is in imminent danger. • Attempt to incapacitate the active shooter • Act with physical aggression and throw items at the active shooter

*******CALL 911 or 1- 888-310-1122 - WHEN IT IS SAFE TO DO SO*******

How you should react when Law Enforcement Arrives	
<ul style="list-style-type: none"> • Remain calm and follow officers instructions • Immediately raise hands and spread fingers • Avoid making quick movements towards officers such as attempting to hold on to them for safety 	<ul style="list-style-type: none"> • Avoid pointing, screaming, and/or yelling • Do not stop to ask officers for help or directions when evacuating. Just proceed in the direction from which the officers entered the premises.

Information you should provide to Law Enforcement	
<ul style="list-style-type: none"> • Location of active shooter • Number of shooters, if more than one • Physical description of shooter(s) 	<ul style="list-style-type: none"> • Number and type of weapon(s) • Number of potential victims at the location

Profile of an Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Bomb threats

In the event of a phone or written bomb threat at the Wahnapiatae First Nation community, the following steps should be taken:

1. Call-in/Phone Bomb Threat:

- Stay calm and do not alarm others.
- Notify your supervisor, who will report the threat to law enforcement by CALLING 911 or 1-888-310-1122. If supervisor is not present, make the call yourself.
- Fill out the Bomb Threat Card (See Attachment 2) to assist responding agency.
- The decision to evacuate the building will be made by law enforcement personnel.
- Take the Bomb Threat Card with you if the building is evacuated.

2. Written Bomb Threat:

- Remain calm and leave the message where it is found.
- Do not handle the document any more than necessary to preserve fingerprints and other evidence.
- Do not alarm others.
- Notify your supervisor, who will report the threat to law enforcement by CALLING 911 or 1-888-310-1122 . If supervisor is not present, make the call yourself.
- Do not give information to anyone except supervisor and law enforcement personnel.

It is important to note that regular training and drills should be conducted to ensure that everyone is familiar with the procedures and that all the equipment is in proper working order. Additionally, emergency phone numbers should be clearly posted in the facility and be easily accessible in case of emergency.

BOMB THREAT CARD

1. Date and time of threat: _____
2. Caller's name (if known): _____
3. Caller's phone number (if known): _____
4. Caller's location (if known): _____
5. Threat details: _____
6. Building/location where threat was made: _____
7. Description of caller's voice (e.g., male/female, calm/agitated, accent, etc.):

8. Additional information: _____
9. Person completing this form: _____
10. Time completed: _____

This card should be kept in a safe and secure place, and should be made available to law enforcement personnel when they arrive on the scene. It is important to note that this card is a guide, and if any important information is missing, it should be added.











Hazardous Material

In the event of a hazardous material spill at the Wahnapiṭae First Nation community, the following steps should be taken:

1. Rescue:
 - Evacuate the spill area and provide assistance, including safety showers and eyewashes.
 - Seek emergency medical assistance once decontaminated.
2. Confine:
 - Confine the spill area by closing doors and isolating contaminated persons.
 - Cover drains to prevent spills from entering the environment.
3. Report:
 - Report urgent hazardous material spills to the emergency number 1-866-663-8477
 - Report immediately if you witness any of the following: pollution spilled on land, in the water or air, industrial or commercial noise pollution, waste being dumped into the natural environment, improper disposal of commercial waste.
 - Provide the following information: date and time of the incident, source and/or location of the incident, current status of the incident, type of pollutant involved, impact the pollutant is having on the environment, and weather conditions (for example, precipitation, temperature, wind direction, etc.)
4. Secure:
 - Secure the area until appropriate emergency response personnel arrive by closing doors, cordoning off the area and preventing people from entering the secured area.
 - Alert staff and community members to avoid the area.
5. Cleanup:
 - Clean-up can only be conducted by qualified personnel with appropriate training, PPE, and clean-up materials.
6. Staying safe during a chemical spill or release:
 - Indoor: Treat potentially hazardous materials with caution, evacuate the building immediately using an exit that avoids the chemical. Do not attempt to clean up hazardous materials on your own. Phone 911 or 1- 888-310-1122, follow instructions from local authorities.
 - Outdoor: Leave the area immediately, shelter-in-place in the nearest building. Close and seal all doors and windows, turn off the ventilation. Phone 911 or 1- 888-310-1122, follow instructions from local authorities using local news channels, emergency notifications or radio.

A **hazardous material** is any substance which, by reason of its properties, poses a threat to health or the environment and which is explosive, gaseous, flammable, toxic, radioactive, corrosive, combustible or leachable.

WHMIS Pictograms:

	Exploding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer*)		Environment* (may cause damage to the aquatic environment)
	Biohazardous Infectious Materials (for organisms or toxins that can cause diseases in people or animals)				

* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

Once inside, phone 911 or 1- 888-310-1122 using a cell phone or landline.

Follow instructions from local authorities using local news channels, emergency notifications or radio.

When encountering hazardous material spills or releases, it is important to stay calm and follow the appropriate procedures to ensure the safety of yourself and others. It is also important to keep all emergency phone numbers and contact information readily available and to have regular training for the staff and community members.

Here are a few additional things to consider when dealing with hazardous material spills at the Wahnapiatae First Nation community:

1. **Personal Protective Equipment:** Ensure that all employees and emergency responders have appropriate personal protective equipment (PPE) such as gloves, goggles, respirators, and protective clothing.
2. **Material Safety Data Sheets (MSDS):** Have Material Safety Data Sheets (MSDS) readily available for all hazardous materials stored on the premises. MSDS provide important information about the properties and hazards of a specific chemical, as well as emergency procedures and first aid measures.

3. Spill response kits: Keep spill response kits readily available and properly maintained in the event of a spill. These kits should include absorbent materials, protective clothing, and other equipment necessary to contain and clean up spills.
4. Decontamination Procedures: Have established procedures for decontaminating people and equipment that have come in contact with hazardous materials.
5. Communication: Establish clear communication channels between all involved parties, including employees, emergency responders, and local authorities.
6. Post-Incident Review: Review the incident and make any necessary changes to procedures to prevent similar incidents in the future.
7. Continuous improvement: Regularly review and update the emergency procedures, train the staff and community members and conduct drills to ensure that everyone is familiar with the procedures, and the equipment is in proper working order.
8. Hazardous material transportation: Have procedures in place to handle the transportation of hazardous materials and ensure that all regulations are followed.

It is important to be prepared for any type of emergency and to have a plan in place to handle hazardous material spills and releases. The safety of the community, staff, and environment should be the top priority.

Shelter in place

Shelter-in-place emergency action plan for the Wahnapiitae First Nation community:

1. Identification of Threat: The shelter-in-place order will be issued by the Emergency Management Coordinator, Executive Director, or other designated official in the event of an emergency such as a chemical spill, hazardous weather, or an active shooter incident.
2. Activation of Plan: The Emergency Management Coordinator or designated official will activate the plan by making an announcement and notifying members, sending out an emergency text/email message, or through other means of communication.
3. Secure the Building: All doors and windows will be closed and locked to prevent outside contaminants from entering the building.
4. Shelter-in-Place: All community members, staff, and visitors will be instructed to take shelter in the nearest secure room and remain there until the emergency is over.
5. Check-in: All community members will be accounted for by the Shelter-in-Place team leader, who will communicate with the Emergency Management Coordinator or designated official.
6. Communication: The Emergency Management Coordinator or designated official will communicate with local authorities, emergency responders, and other relevant parties to coordinate efforts and provide updates.
7. Decontamination: If necessary, decontamination procedures will be implemented for those who have come into contact with hazardous materials.
8. All Clear: The Emergency Management Coordinator or designated official will issue the "all clear" signal when it is safe.

Emergency	Shelter- in Place	What to do	How long to stay
Hurricane	For <u>High wind</u> go to a windowless room on the lowest level.	For <u>High Wind</u> go to a small, interior windowless room in the lowest room	Stay inside until local authorities provide other instructions
Thunderstorm	Stay inside	Pay attention to weather reports. Be ready to change plans if necessary. Unplug appliances, avoid using running water or landline phones	For the Length of the storm
Winter Storm	Stay inside. Limit time outside	Avoid carbon monoxide poisoning by using generators and grills ONLY. Outdoors. Never heat a building with a gas stove top or oven.	For the length of the storm
Flooding/Flash flooding	IF the floodwaters rise to a dangerous level, get on the roof if possible and call 9-11	Listen for current emergency information and instruction. Use a generator or other gas-powered machinery ONLY outdoors and 20 feet from the house and away from windows	Stay inside until authorities indicate it is safe to leave
Chemical Hazard	Stay inside and seal the room. Use duct tape and plastic sheeting to seal around the windows and doors	Lock all doors and windows. Drink stored water, not water from the tap. Turn off the air conditioner, furnace, and fans, Close the fireplace damper and seal off any other place where air may come in from outside	Should not last longer than a few hours. Listen to authorities to know when it is safe to leave
Earthquake	Stay where you are and DROP, COVER, and HOLD ON. Get under and hold on to sturdy furniture. Protect the head and neck with arms or pillows	DROP, COVER, and HOLD. If in a bed, turn onto stomach and cover your head and neck with a pillow	Until the shaking stops
Tornado	Go to a small interior, windowless room, in the lowest level	Protect your head and neck. Take additional cover by putting blankets around you	Stay inside until weather forecasts and local authorities say it is safe to do so. Use extreme care when leaving a building as there may be dangerous debris

Forest Fire

In the event of a forest fire emergency at the Wahnapiatae First Nation community, the following steps should be taken:

Alert the community members through the emergency alert system or other communication methods to evacuate the affected areas immediately.

Call 911 or 1- 888-310-1122 to report the fire and request assistance from local fire department. Provide the following information to the operator:

- Location and size of the fire
- Direction of the fire spread
- Any potential hazards in the area
- Any structures or infrastructure that may be affected
- Name of person reporting the fire
- Telephone number for return call

The Executive Director along with the Emergency Management Coordinator and Chief and Council will activate the evacuation plan and mobilize resources to protect the community and its infrastructure.

Evacuation: All community members, staff, and visitors will be instructed to evacuate the area immediately and head to the designated assembly point in the parking lot of the band office.

Emergency Access Routes: Two emergency access routes have been designated, the Primary is Taighwenini Trail Rd the secondary is Capreol Lake Rd. If these routes are not possible, then air or water rescue will be needed.

Flood

In the event of a flood emergency at the Wahnapiitae First Nation community, the following steps should be taken:

1. Pull the flood alarm or alert the Band office, if available and not already activated, to warn occupants to evacuate the building/area.
2. Call 911 or 1- 888-310-1122 to alert the local Emergency Management Coordinator and request assistance, if needed.

Provide the following information to the operator:

- Street address Nature of flood (flash flood, riverine, coastal)
 - Flood location (building and floor)
 - Type of flood warning (siren, phone, email)
 - Location of flood alarm (building and floor)
 - Name of person reporting flood
 - Telephone number for return call
3. The Emergency Management Coordinator and Executive Director and/or Department Directors will direct the evacuation of personnel.
 4. Follow evacuation procedures.

For severe floods:

- Evacuation will be mandatory for all community members, staff, and visitors, and the emergency access routes will be used.
- Coordination with local authorities and emergency responders will be crucial to ensure that enough resources are available.
- Sandbags will be used to protect the community from the flood.

For medium floods:

- Evacuation will be recommended for vulnerable community members, staff, and visitors, but not mandatory.
- Coordination with local authorities and emergency responders will be important to ensure that enough resources are available.
- Sandbags will be used to protect the community from the flood.

For minor floods:

- Evacuation will not be necessary, but community members, staff, and visitors will be advised to be cautious and avoid low-lying areas.
- Coordination with local authorities and emergency responders will be important to ensure that enough resources are available.
- Sandbags will be used to protect the community from the flood.

It is important to note that the plan should be regularly reviewed and updated based on the community's needs, and the staff and community members should be trained accordingly. The different levels of severity should also be clearly defined and communicated to the community.