

## Emergencies Policy

### **Policy**

An emergency plan addressing the key risks facing Nipissing First Nation will be documented, updated on an annual basis and communicated to all affected persons.

### **Purpose**

The purpose of this policy is to provide guidance on preparing for emergencies through a documented emergency plan designed to meet the size, risk and impact of potential emergencies that could affect Nipissing First Nation and its finances.

### **Scope**

This policy applies to Nipissing First Nation Council, committee members, staff and First Nation members.

### **Definitions**

[To be added as necessary]

### **Responsibilities**

Council is responsible for:

- Approving the emergency response plan.

The Chief Executive Officer is responsible for:

- Appointing an Emergency Response Coordinator;
- Creating an Emergency Control Group ;
- Ensuring that an emergency response plan is prepared and approved;
- Ensuring that the emergency response plan is communicated to the affected Nipissing First Nation staff and members as part of its implementation along with any necessary training.

The Emergency Response Coordinator is responsible for:

- To coordinate Emergency Control Group meetings;
- To conduct exercises at least once per year to test the emergency response plan;
- Updating the emergency response plan on an annual basis.

The Emergency Control Group members are responsible for:

- Attending the Emergency Control Group meetings;
- Assisting with preparing and updating the emergency plan;

## **Procedures**

### **Analyze the current situation**

The Chief Executive Officer will create an Emergency Control Group which will consist of the Chief Executive Officer, Chief Financial Officer, Facilities Manager, Director of Administration, Health Manager, Communications Officer, Emergency Services Manager and other key staff across all areas of Nipissing First Nation as deemed appropriate. External groups, such as representatives from the local fire or police services, will be invited to participate as required.

The Emergency Control Group will conduct a risk assessment to identify all risks that could have an impact on the operations and finances of Nipissing First Nation, including potential threats such as fires, natural disasters, and environmental risks.

For each of the risks identified, the Emergency Control Group should determine the likelihood of the threat occurring and the potential impact on Nipissing First Nation's operations.

### **Develop the Emergency Plan**

Based on the likelihood and impact, the Chief Executive Officer, with input from outside expertise as required, and the Emergency Control Group will determine which risks will be addressed in the business continuity plan. The plan should identify critical systems or operations and how these will be managed in the event of an emergency to minimize effects on Nipissing First Nation's overall operations and finances.

Areas which should be examined and examples of issues to address for each risk include the following:

#### Buildings and sites

- How will operations continue if the site is inaccessible or destroyed?
- What safety precautions need to be taken in the event of damage to the building?

#### Critical equipment

- Are there backups in place for critical equipment (i.e. an extra item in storage)?
- How quickly can repairs be made and by whom?
- Are there outside vendors that can be used to replace an unavailable piece of equipment?

#### Information Technology

- Can the computer network be accessed from offsite (e.g. virtual private network)?
- Are there adequate numbers of laptops, cell/satellite phones, etc. to maintain communication remotely during an emergency?
- Are critical systems and databases regularly backed up? Is the backup stored offsite?

#### People

- How will Nipissing First Nation communicate with staff/members during the emergency?

- Do the critical finance and operations staff members have designated and trained back-ups?
- Is there an offsite location where limited but critical operations can continue during an emergency?
- Are there any potential health and safety issues associated with a particular risk? How would these be dealt with?

Responsibilities for each component of the emergency plan will be clearly identified and communicated with the assigned individuals. Alternates for key individuals will be identified and provided with information on their duties.

The Emergency Control Group will develop an emergency notification procedure to explain how to enact the plan should an emergency occur.

Documented approval of the plan will be obtained from council.

### **Implement the Emergency Plan**

- The Chief Executive Officer will develop a communication strategy to ensure all affected staff and First Nation members have access to the emergency plan.
- All staff who have been assigned responsibilities within the emergency plan will be provided training to carry out their role in the event of an emergency.
- The emergency plan will be tested by the Emergency Control Group. Testing could include mock disaster exercises, communication and off site computing tests, fire drills, etc.
- Emergency plan documentation will be maintained at all Nipissing First Nation site locations and key staff members will keep a copy at home. It should include all required information to enact the plan (i.e. Emergency contact & responsibilities lists, vendor lists, fire drill routes, etc.).

### **Annual Review**

- On an annual basis, the Emergency Control Group and key operational managers will review the plan and associated documentation to ensure it remains relevant and up to date. Updates will be performed and new versions of the plan and associated documentation distributed to the sites and individuals noted above.
- Significant changes to the plan will be approved by Council.

*Approved by C&C this 19<sup>th</sup> day of June, 2017,  
Amended and approved by C&C this 18<sup>th</sup> day of December, 2018.*