



Committee of the Whole MEETING AGENDA

Village of Haines Junction

July 15th, 2026 – 7:00 pm

1. Call to Order
2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory
3. Adoption of Agenda
4. Declaration of Pecuniary Interest
5. Old Business
 - a. Review of the Updated Village of Haines Junction Municipal Civil Emergency Plan
6. Motion to Close Meeting to the Public
7. Adjournment

Join by Zoom: **Meeting ID: 867 634 7100** <https://us02web.zoom.us/j/8676347100>
Join by Phone: **1-780-666-0144**

****Next Regular Council Meeting:** July 22, 2026 at 7:00 pm.

*The Village of Haines Junction respectfully acknowledges that we are situated
on the Traditional Territory of the Champagne and Aishihik First Nations.*

VLLAGE OF HAINES JUNCTION

Bylaw No. 364 - 20

A Bylaw to Establish an Emergency Measures Commission

WHEREAS the Municipal Act, being Chapter 154 of the Revised Statutes of the Yukon, 2002 and amendments thereto, Section 192 provides that a council shall establish an Emergency Measures Commission.

NOW THEREFORE the Council for the Village of Haines Junction, duly assembled, hereby enacts as follows:

1.0 Short Title

- 1.1 This Bylaw may be cited as the Village of Haines Junction Emergency Measures Commission Bylaw.

~~2 Gender Neutral Language~~

- ~~2.1. The pronoun "his" is used for convenience and is deemed to be gender neutral.~~

3.0 Governing Provisions

- 3.1 This Bylaw is governed by the definitions and provisions of the Yukon Municipal Act and Yukon Civil Emergency Measures Act

4.0 Creation of Emergency Measures Commission

- 4.1. The Emergency Measurers Commission is hereby established and shall be referred to as the Village of Haines Junction Emergency Measures Commission.

5.0 Appointment of Members

- 5.1 The Mayor and the Chief Administrative Officer are the appointed members of the Village of Haines Junction Emergency Measures Commission.
- 5.2 Should either the Mayor or the Chief Administrative Office be not able or not be prepared to act as member of the Emergency Measures Commission, the Deputy Mayor is appointed to the Emergency Measures Commission.

6.0 Responsibility of Commission

6.1 The commission shall ensure that a Civil Emergency Plan is created and maintained.

- ~~6.1 The Commission shall effectively implement the Village of Haines Junction Municipal Emergency Plan Bylaw as amended from time to time.~~

- 6.2 The Commission is authorized to incur liabilities within the amounts included therefor in the annual budget.

7.0 Effective Date

7.1 This Bylaw will come into effect on the date of Adoption.

8.0. Readings

8.1 Read a first time this 25th day of March, 2020.

8.2 Read a second time this 25th day of March, 2020.

8.3 Read a third time and adopted this 8th day of April, 2020.



Thomas Eckervogt, Mayor



Dan Rodin, Chief Administrative Officer



VILLAGE OF HAINES JUNCTION

Bylaw #365 - 20

A Bylaw to Establish a Municipal Civil Emergency Plan

WHEREAS the Civil Emergency Measures Act, being Chapter 34 of the Revised Statutes of the Yukon, 2002 and amendments thereto, Section 5 provides that a council shall establish a Municipal Civil Emergency Plan.

NOW THEREFORE the Council for the Village of Haines Junction, duly assembled, hereby Enacts as follows:

1.0 Short Title

1.1 This Bylaw may be cited as the Village of Haines Junction Civil Emergency Plan.

~~2 Gender Neutral Language~~

~~2.1. The pronoun "his" is used for convenience and is deemed to be gender neutral.~~

3.0 Governing Provisions

3.1 This Bylaw is governed by the definitions and provisions of the Yukon Municipal Act and Yukon Civil Emergency Measures Act

4.0 Creation of Civil Emergency Plan

4.1. The Civil Emergency Plan is hereby established and shall be referred to as the Village of Haines Junction Civil Emergency Plan.

4.2 The Civil Emergency Plan shall include when appropriate:

4.2.1 The Champagne and Aishihik First Nations and Village of Haines Junction Emergency Plan;

4.2.2 Information, advice and direction received from various Territorial and Federal Departments; and,

4.2.3 Internal Village of Haines Junction policies and procedures.

5.1.1 The Commission shall ensure the Civil Emergency Plan is created and maintained.

5.0 Powers and Duties of Civil Emergency Commission

5.1 The powers and duties of the Civil Emergency Commission are:

5.1.1 ~~The Commission shall effectively implement the Village of Haines Junction Municipal Emergency Plan Bylaw as amended from time to time.~~

5.1.2 The Commission is authorized to incur liabilities within the amounts included therefor in the annual budget.

6.0 Municipal Officer and Employee Assignment

6.1 The Chief Administrative Officer is assigned the overall responsibility for the effective implementation of the emergency plan

6.2 The Chief Administrative Officer, shall assign such employees as necessary, the responsibilities necessary for the implementation of the emergency plan.

7.0 Bylaws Repealed

7.1 Upon adoption of this Bylaw, the following Bylaws are repealed:

7.1.1 Bylaw 46-92 Emergency Measures Bylaw

7.1.2 Bylaw 345 – 19 Emergency Measures Bylaw Suspension

8.0 Effective Date

8.1 This Bylaw will come into effect on the date of Adoption.

9.0 Readings

9.1 Read a first time this 25th day of March, 2020.

9.2 Read a second time this 25th day of March, 2020.

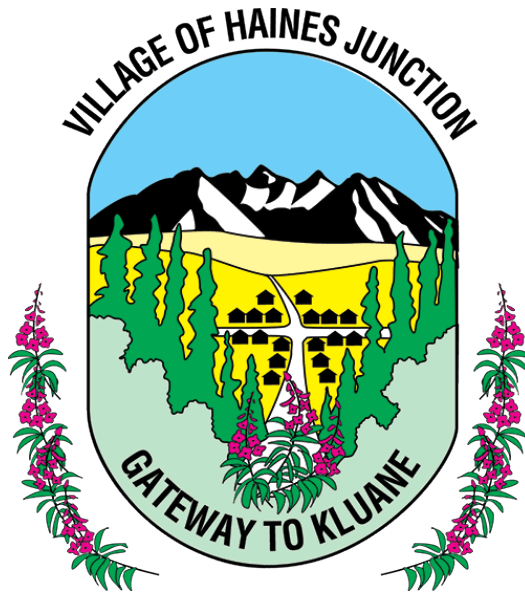
9.3 Read a third time and adopted this 8th day of April, 2020.



Thomas Eckervogt, Mayor

Dan Rodin, Chief Administrative Officer

Village of Haines Junction Municipal Civil Emergency Plan



Developed for	Developed By
Village of Haines Junction	Chris Reynolds - Reynolds Consulting
Date: February 2026	
Version # 2	
Approval Date: February 2026	Effective Date: August 2026
Next Review Date: November 2026 (Or when required)	
Document Owner: Village of Haines Junction, Chief Administrative Officer or designate	



Abstract

The Village of Haines Junction, Municipal Civil Emergency Plan (MCEP) establishes the municipal framework for coordinating response and recovery activities during emergencies and significant incidents that may affect the community. The MCEP defines governance, authority, roles, and coordination mechanisms to support timely, effective, and effective emergency response and recovery actions.

This plan is a tool used within the Emergency Response Program designed to guide municipal leadership and staff in supporting on scene emergency operations, coordinating municipal resources, communicating with partners and the public. It applies an all-hazards approach and is scalable to incidents of varying size, complexity, and duration.

The MCEP aligns with the Yukon Civil Emergency Measures Act, the Yukon Municipal Act, applicable municipal bylaws (Bylaw No. 365-20 and No. 364-20), and recognized emergency management best practices, including CSA Z1600 Emergency and Continuity Management Program. It integrates with the Incident Command System (ICS) and is intended to be implemented in coordination with the Yukon Emergency Measures Organization (EMO) to ensure alignment with responding agencies and territorial partners.

This document does not replace operational procedures or tactical response plans used by emergency services. Rather it provides the municipal coordination and governance framework within which those operations are supported. Operational response guidance is provided through the Emergency Response Guideline (ERG) the Village of Haines Junction overall Emergency Management Program and other partner response frameworks and may be supplemented with other documents where appropriate.

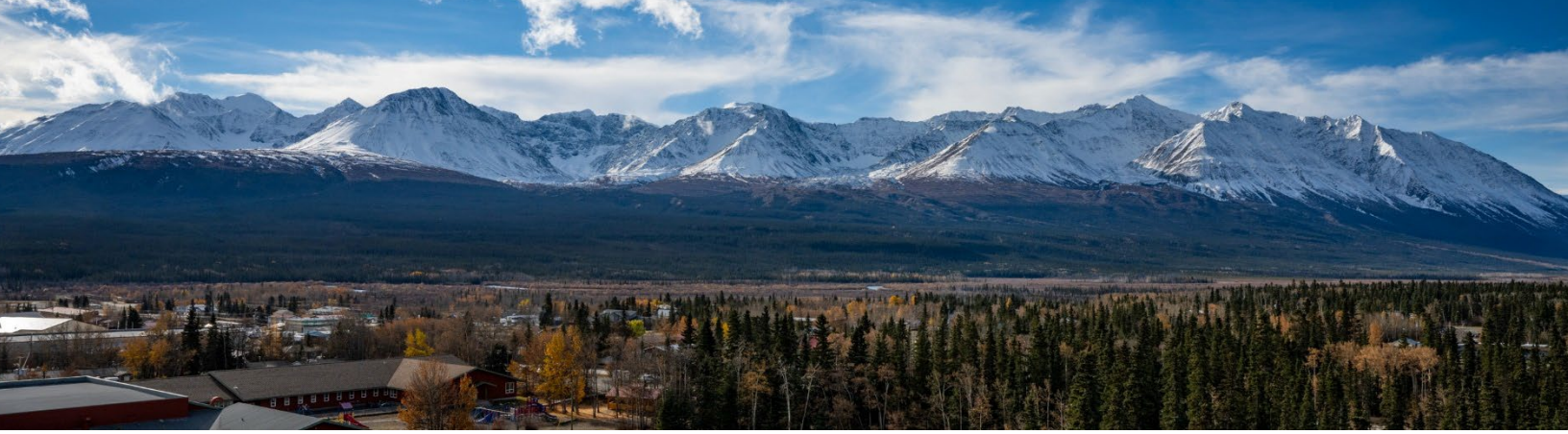
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Village of Haines Junction

Municipal Civil Emergency Plan

Section 1 – Introduction

1.1 Purpose of the Municipal Civil Emergency Plan

The purpose of the Village of Haines Junction Municipal Civil Emergency Plan (MCEP) is to provide a structured, coordinated, and scalable framework to guide municipal actions during emergencies and significant incidents that may impact the safety, health, property, environment, or essential services of the community.

The MCEP establishes how the Village of Haines Junction (VHJ) will organize, coordinate, and support emergency response activities across municipal functions, while working collaboratively with territorial authorities, emergency services, First Nations, non-governmental organizations, and other partners. The plan is intended to support timely decision-making, clarify roles and responsibilities, and ensure an effective transition between response and recovery.

The MCEP is designed to help:

- Protect life, health, and public safety;
- Reduce the impacts of emergencies on residents, visitors, infrastructure, and the environment;
- Support continuity of essential municipal services during emergencies;
- Enable coordinated response and recovery efforts with external agencies; and
- Provide a consistent and defensible framework for emergency response under a wide range of conditions.

This plan does not replace operational procedures used by first responders or external agencies. Rather it provides the municipal coordination framework within which those operations are supported.

1.2 Scope and Application

The MCEP applies to all municipal departments, employees, elected officials, and designated representatives of the VHJ who may be involved in emergency response or emergency support functions.

The MCEP applies to:

- Emergencies occurring within the municipal boundaries of the VHJ;
- Emergencies outside municipal boundaries that may have direct impacts on the community; and
- Incidents requiring coordination with the Yukon Emergency Measures Organization (EMO), neighbouring jurisdictions, or other response partners.

The plan is scalable and may be activated in whole or in part depending on the nature, size, complexity, and duration of the incident. Not all sections of the MCEP will be required for every emergency.

The MCEP focuses on municipal level coordination, decision-making, and support. It is part of the overall Emergency Management Program, and it is intended to be used in conjunction with:

- The overall Emergency Management Program;
- VHJ Emergency Response Guideline (ERG);
- Departmental and operational plans; and
- External agency response frameworks, such as the Incident Command System (ICS).

1.3 Guiding Principles

Emergency response within the VHJ will be guided by the following principles:

- **Life Safety:** The protection of life and responder safety is the highest priority in all emergency situations.
- **Unified and Coordinated Response:** Emergencies are best managed through coordination among municipal departments, emergency services, territorial authorities, and partner organizations.
- **Clear Authority and Accountability:** Roles, responsibilities, and decision-making authority must be clearly understood and consistently applied.
- **Scalability and Flexibility:** Emergency response structures and processes must be adaptable to incidents of varying scope and complexity.
- **Timely and Accurate Communication:** Effective internal and external communication is essential to public safety, situational awareness, and public confidence.
- **Integration with Territorial Systems:** Municipal response efforts should align with and support Yukon Government emergency management structures, including EMO led coordination as appropriate.

- **Continuous Improvement:** Emergency response planning, training, and response activities will be reviewed and improved based on lessons learned from exercises and real events.

1.4 All-Hazards Approach

The VHJ adopts an all-hazards approach to emergency response planning. This approach recognizes that while hazards may differ in cause, many response and coordination requirements are common across incidents.

The MCEP is designed to support response to a broad range of hazards, including but not limited to:

- Natural hazards (e.g., wildfire, flooding, extreme weather, seismic events);
- Human caused or technological hazards (e.g., hazardous materials incidents, infrastructure failures); and
- Public safety or security related incidents.

Hazard specific response considerations and initial response guidance are addressed through supporting plans, guidelines, and procedures rather than duplicating detailed response tactics within this MCEP. Refer to Appendix J and the Emergency Response Guideline for further information.

1.5 Relationship to Other Plans and Documents

The MCEP is part of the VHJ broader emergency management program framework and should be read in conjunction with related documents such as:

Emergency Response Guideline (ERG):

The Emergency Response Guideline provides practical, role-based guidance to municipal staff during the early stages of an incident. The ERG focuses on immediate actions and operational guidance, while the MCEP establishes the overarching coordination and governance framework. Hazard specific response considerations and initial response guidance are addressed through the ERG and may be supplemented by scenario specific reference material or supporting operational documents as required.

Business Continuity and Departmental Plans:

Departmental plans, procedures, and business continuity measures support the continuation or restoration of essential municipal services during and following an emergency. These may include existing operational procedures as well as future continuity plans developed as part of the future VHJ Emergency Management Program.

Mutual Aid and Interagency Agreements:

The VHJ maintains agreements and working relationships with external agencies and organizations to support emergency response and recovery. These agreements may include mutual aid, shared resources, and cooperative response arrangements and are activated as required during emergencies.

1.6 Community Profile

The VHJ is a small northern municipality with a limited, but critical, range of municipal services. It is surrounded by a geographically large and environmentally diverse region. The community's location, climate, transportation corridors, and proximity to wilderness areas present unique emergency management considerations.

Key community characteristics influencing emergency response include, but are not limited to:

- Exposure to seasonal and climate driven hazards, including wildfire, extreme cold, and severe weather;
- Reliance on regional transportation routes for access, evacuation, and supply chains;
- Limited local emergency response resources requiring coordination with territorial agencies; and
- A strong reliance on interagency cooperation and mutual aid agreements.

These factors require emergency response planning that is realistic, scalable, and well integrated with territorial emergency management systems.

1.7 Plan Authority

The MCEP is developed and maintained under the authority of the VHJ in accordance with the Yukon Civil Emergency Measures Act, the Yukon Municipal Act, Bylaw No. 365-20 (Village of Haines Junction Civil Emergency Plan), and Bylaw No. 364-20 (Village of Haines Junction Emergency Measures Commission Bylaw).

Council retains authority for emergency related policy direction and oversight. The Chief Administrative Officer (CAO) is responsible for the effective implementation and coordination of municipal emergency response activities in accordance with this MCEP and applicable bylaws.

The Emergency Measures Commission provides governance oversight and direction during emergencies, as established by bylaw.

Section 2 – Legislative, Policy, and Governance Framework

2.1 Legislative Authority

Emergency response activities undertaken by the VHJ are governed by applicable Yukon legislation and municipal bylaws that establish authority, accountability, and decision-making powers during emergencies.

Primary legislative authorities include:

Yukon Civil Emergency Measures Act (CEMA):

The Yukon Civil Emergency Measures Act establishes the legal framework for emergency

management within the Yukon. It authorizes municipalities to prepare emergency plans, declare local states of emergency, and take extraordinary measures necessary to protect life, property, and the environment during emergency events.

Yukon Municipal Act:

The Yukon Municipal Act provides statutory authority for municipal governance, including the establishment of bylaws, the delegation of authority, and the creation of emergency governance bodies such as an Emergency Measures Commission.

These statutes are supported locally through VHJ bylaws, including:

- **Bylaw No. 365-20 – Village of Haines Junction Civil Emergency Plan**, which establishes the requirement for a municipal civil emergency plan and assigns responsibility for its implementation; and
- **Bylaw No. 364-20 – Village of Haines Junction Emergency Measures Commission Bylaw**, which establishes the Emergency Measures Commission and defines its role and authority.

Together, this legislative framework provides the authority under which this MCEP is developed, maintained, activated, and implemented.

2.2 Municipal Authority and Council Role

VHJ Council retains overall authority for emergency related policy direction and governance oversight in accordance with Yukon legislation and municipal bylaws.

During emergency events, Council's role is strategic and governance focused rather than operational. Council responsibilities include:

- Providing policy direction and oversight during emergency events;
- Authorizing extraordinary measures when required by legislation;
- Supporting the declaration, extension, or cancellation of a Municipal State of Emergency, where applicable; and
- Ensuring accountability and transparency following emergency events through adequate documentation and record keeping.

Note:

Council does not direct on-scene emergency operations or day-to-day response activities. Operational command and coordination are carried out by municipal staff and responding agencies in accordance with this MCEP and the Incident Command System (ICS).

2.3 Emergency Management Governance Structure

Emergency response governance within the VHJ is structured to ensure clear authority, accountability, and coordination during emergency events.

The governance structure includes:

- **VHJ Council**, which provides policy direction and governance oversight;

- **The Emergency Measures Commission**, established by VHJ bylaw, which provides governance oversight and direction during emergencies; and
- **The Chief Administrative Officer (CAO)**, who is responsible for the effective implementation and coordination of municipal emergency response activities.

Note:

This structure ensures that decision making authority is clearly defined, appropriately delegated, and aligned with legislative requirements, municipal policy, and recognized emergency management best practices.

2.4 Roles and Responsibilities

The following roles represent the primary governance and leadership responsibilities within the VHJ emergency response framework. Detailed operational responsibilities and task level actions are addressed in subsequent sections of this MCEP and in supporting documents. Refer to Appendix E for further definitions.

Chief Administrative Officer (CAO)

The CAO is assigned overall responsibility for the administration, implementation and coordination of Emergency Management Program and emergency response activities.

Responsibilities include, but are not limited to:

- Ensures the Municipality maintains a current and effective Emergency Management Program (EMP);
- Ensures this Municipal Civil Emergency Plan (MCEP) is reviewed, updated, exercised, and maintained on a regular basis;
- Recommends emergency management policies, priorities, and resource requirements to staff and Council;
- Ensures appropriate emergency management training and exercises are conducted for municipal personnel;
- Activates this MCEP, in whole or in part, as appropriate;
- Acts as the primary municipal authority responsible for coordinating emergency response and recovery activities;
- Coordinates municipal departments, personnel, and resources during emergencies;
- Assigns municipal staff to emergency response and Emergency Coordination Centre (ECC) roles, as required;
- Liaises with Council, the VHJ Emergency Measures Commission, the Government of Yukon, neighbouring municipalities, First Nations, and external agencies; and
- Authorizes emergency expenditures and the procurement of resources within delegated authority.

Council

Council's responsibilities include, but are not limited to:

- Establishing emergency related bylaws and policies;
- Providing general support during emergency events;
- Supporting the declaration or cancellation of a Municipal State of Emergency; and
- Reviewing post-incident reports and lessons learned with VHJ staff.

Emergency Measures Commission

Based on the bylaws, the Commission is responsible for:

- Providing governance and oversight of the Municipality's emergency management program;
- Ensuring the MCEP is effectively implemented.
- Supporting decision-making during emergencies;
- Exercising the financial authority delegated through Council to incur liabilities within approved budget;
- Providing advice to the CAO on matters relating to municipal emergency management.

Note:

The bylaws do not state that the Commission manages Emergencies or directs field operations. Those are operational functions typically assigned to the CAO and Incident Management Team.

Protective Services Manager

The Protective Services Manager is responsible for the day-to-day administration and coordination of the Emergency Management Program and supports the CAO in the implementation of the Municipal Civil Emergency Plan (MCEP). Responsibilities include, but are not limited to:

- Managing and administering the Municipality's Emergency Management Program;
- Developing, maintaining, reviewing, and exercising the Municipal Civil Emergency Plan;
- Coordinating emergency preparedness, mitigation, response, and recovery activities;
- Supporting the activation and operation of the Emergency Operations Centre;
- Coordinating municipal emergency planning, training, and exercises;
- Acting as the primary liaison with the Government of Yukon Emergency Measures Organization (EMO), neighbouring municipalities, First Nations, and other response partners;
- Providing technical advice and situational awareness to the CAO and Emergency Measures Commission during emergencies;
- Coordinating emergency documentation, resource tracking, and after-action reviews; and
- Performing other emergency management duties as assigned by the CAO.

Department Heads

Department Heads responsibility include, but are not limited to:

- Supporting emergency response activities within their functional areas;
- Ensuring departmental resources and personnel are available as required;
- Implementing departmental plans and procedures that support emergency response; and
- Coordinating with the CAO and Protective Service Manager during emergencies.

2.5 Delegation of Authority During Emergencies

During emergency events, it may be necessary to delegate authority to ensure timely decision-making and effective response.

Authority may be delegated:

- When senior officials are unavailable;
- When rapid decisions are required to protect life, property, or essential services; or
- When the scale or duration of an emergency necessitates shared leadership responsibilities.

Delegation of authority is exercised in accordance with:

- Applicable Yukon legislation;
- Municipal bylaws;
- Established succession and delegation protocols; and
- The principles outlined in this MCEP.

Note:

Delegation of authority does not remove accountability. Individuals exercising delegated authority remain accountable to the VHJ and must act within the scope of their assigned authority and in accordance with applicable legislation, bylaws, and policies.

Section 3 – Risk, Hazard, and Capability Context

3.1 Hazard, Risk and Vulnerability Analysis (HRVA) Overview

Understanding the risks and hazards that may affect the VHJ is essential for effective emergency response planning and informed decision-making. A Hazard, Risk and Vulnerability Analysis previously known as Hazard Identification and Risk Assessment (HIRA) provides a structured approach to identifying potential hazards, considering their likelihood and consequences, and informing response priorities at a strategic level.

The VHJ applies a risk-informed approach to emergency response planning that considers:

- The types of hazards that may affect the community;
- The potential impacts on people, property, infrastructure, the environment, and essential services; and
- The VHJ's capacity to respond to and recover from emergency events.

Note:

This MCEP does not include detailed hazard risk scoring or scenario specific response actions. Instead, it provides contextual information to support municipal coordination and decision-making during emergencies. Initial response guidance is addressed through the ERG and may be supplemented by future annexes or supporting operational documents developed under the future VHJ Emergency Management Program.

3.2 Summary of Key Natural Hazards

The VHJ is exposed to a range of natural hazards influenced by its northern location, climate, geography, and surrounding environment. Key natural hazards that may impact the community include, but are not limited to:

Wildland Urban Interface Fire

The community's proximity to forested areas and seasonal wildfire conditions presents a risk of wildland fire, smoke impacts, and potential evacuation scenarios.

Extreme Weather

Severe winter conditions, extreme cold, heavy snowfall, high winds, and summer heat events may affect public safety, transportation networks, utilities, and municipal operations.

Flooding and Hydrological Events

Spring runoff, heavy rainfall, and ice related conditions may result in localized flooding, erosion, or impacts to infrastructure.

Seismic Events

While less frequent, seismic activity has the potential to affect buildings, utilities, transportation routes, and essential services.

Air Quality Events

Smoke from regional wildfires or other atmospheric conditions may impact air quality, particularly affecting vulnerable populations and requiring protective actions.

These hazards may occur independently or concurrently and may escalate rapidly depending on environmental conditions.

3.3 Summary of Human Caused / Technological Hazards

Human caused and technological hazards may also affect the VHJ and require coordinated response efforts. These hazards may include:

Transportation Incidents

Highway incidents, vehicle collisions, or transportation related emergencies that may involve hazardous materials, supply disruptions, or mass casualty considerations.

Infrastructure and Utility Failures

Disruptions to power, water, wastewater, telecommunications, or transportation infrastructure that may affect public safety and essential services.

Hazardous Materials Incidents

Accidental releases during the transportation, storage, or handling of dangerous goods.

Public Safety or Security Related Incidents

Events that may pose a threat to public safety or require coordinated law enforcement and municipal support.

3.4 Climate Change and Emerging Risk Considerations

Changing climate conditions are influencing the frequency, intensity, and duration of certain hazards affecting the VHJ. Climate related considerations include:

- Increased wildfire risk and longer fire seasons;
- More frequent or intense extreme weather events;
- Variability in precipitation patterns affecting flooding and infrastructure; and
- Increased stress on municipal services and response capacity.

Emerging risks, including changes in land use, infrastructure aging, and regional development, may also affect emergency response requirements over time. VHJ recognizes the need to consider evolving risks in emergency planning and to adapt response strategies through ongoing review, training, and coordination with territorial partners.

3.5 Critical Infrastructure and Essential Services Overview

The VHJ relies on a limited but critical set of infrastructure and essential services that support public safety, health, and community functioning. Disruption to these systems during emergencies may have significant impacts on the community.

Key considerations include:

- **Utilities:** Water supply, wastewater systems, electrical power, and fuel supply;
- **Transportation:** Highway access, local road networks, and access routes for emergency services;
- **Communications:** Telecommunications systems necessary for emergency coordination and public information; and
- **Municipal Facilities:** Facilities required to support emergency coordination, operations, and essential services.

Note:

The protection and restoration of critical infrastructure and essential services are priorities during both the emergency response and the recovery phases.

3.6 Vulnerable Populations and Community Considerations

Certain individuals or groups within the community may be more vulnerable during emergencies due to health, mobility, social, or economic factors. Considerations may include:

- Seniors;
- Individuals with medical or mobility needs;
- Individuals requiring access to medications or medical equipment;
- Persons experiencing social isolation or limited access to transportation; and

- Visitors or transient populations unfamiliar with the community.

Emergency response planning and coordination must consider these factors to support equitable access to information, assistance, and protective actions. Coordination with territorial agencies, community organizations, and service providers is essential to identifying needs and supporting vulnerable populations during response and recovery.

Section 4 – Emergency Management Program Structure

4.1 Emergency Management Lifecycle

The VHJ approaches emergency response planning using an emergency management lifecycle framework consistent with recognized best practices and CSA Z1600 Emergency and Continuity Management Program. While this MCEP focuses primarily on municipal response coordination, it operates within the broader context of the overall emergency management lifecycle.

The lifecycle includes prevention and mitigation, preparedness, response, and recovery. Activities across these phases support community resilience and inform emergency readiness, even where they fall outside the direct scope of this MCEP.

Prevention and Mitigation

Prevention and mitigation activities are intended to reduce the likelihood and potential impacts of emergencies before they occur. These activities may include:

- Land use planning and development controls;
- Infrastructure design, maintenance, and upgrades;
- Public education and awareness initiatives; and
- Risk reduction strategies implemented through municipal policies and territorial programs.

Preparedness

Preparedness focuses on ensuring the VHJ is ready to respond effectively when emergencies occur. Preparedness activities may include:

- Development and maintenance of emergency response plans and guidelines;
- Role appropriate training for municipal staff;
- Planning and developing VHJ overall Emergency Management Program;
- Exercises and simulations to test coordination and decision-making; and
- Establishment of relationships, agreements, and coordination mechanisms with response partners.

Preparedness activities directly support the effective implementation of this MCEP. Additional preparedness elements may be enhanced or formalized over time as part of a broader Emergency Management Program, subject to Council direction and available capacity.

Response

Response includes the actions taken to protect life, property, the environment, and essential services during an emergency. This MCEP primarily addresses the response phase by highlighting:

- Governance and authority structures;
- Municipal coordination and communication processes;
- Integration with the Incident Command System (ICS); and
- Support mechanisms for on-scene emergency operations.

Recovery

Recovery begins during the response phase. The recovery phase may extend for weeks, months, or longer depending on impacts.

- Restoration of essential services;
- Repair and rebuilding of infrastructure;
- Support to affected individuals and the community; and
- Returning municipal operations to normal or improved conditions.

4.2 Program Roles and Coordination

Effective emergency response relies on coordinated roles across municipal departments and partner organizations. The VHJ emergency response structure emphasizes collaboration, clarity of roles, and alignment with territorial emergency management systems.

Key coordination principles include:

- Clear leadership and accountability through the CAO;
- Defined governance oversight through Council and the Emergency Measures Commission;
- Close coordination with the Yukon EMO;
- Use of the Incident Command System (ICS) to support interoperability between municipal and external response agencies; and
- Flexibility to scale coordination structures based on the nature, complexity, and duration of the incident.

Note:

This MCEP establishes the municipal coordination and governance framework for emergency response. Operational roles, task level responsibilities, and procedural guidance are discussed through this document, the ERG, existing departmental practices, and partner response frameworks. Additional procedures may be developed over time as part of future program enhancements.

4.3 Training, Exercises, and Competency

Training and exercises are essential to ensuring municipal staff and leadership are effective in carrying out their responsibilities during emergencies.

The VHJ is committed to:

- Providing role appropriate training for staff and elected officials involved in emergency response;
- Supporting familiarity with the MCEP, ERG, within the overall Emergency Management Program and other related processes and documents;
- Discussion /tabletop-based exercises occur prior to specific seasons
- Conducting exercises to test coordination, communication, and decision-making; and
- Building and maintaining competency aligned with recognized emergency management practices.

Exercises may include tabletop exercises, functional simulations, and coordination drills and should reflect hazards and scenarios relevant to the community. Outcomes from training and exercises are used to strengthen preparedness, inform plan maintenance, and support future enhancements to emergency management capability.

4.4 Continuous Improvement and Program Review

Emergency response planning is a continuous process. The VHJ is committed to the ongoing improvement of its emergency response capability through regular review, evaluation, and refinement of this MCEP and related guidance.

Continuous improvement activities include:

- Regular review and updating of the MCEP and supporting documents;
- Incorporation of lessons learned from emergency events and exercises;
- Feedback from municipal staff, leadership, response partners, and stakeholders; and
- Alignment with evolving best practices, legislative requirements, and community risk conditions.

Post incident reviews (PIR) or After-action reviews (AAR) are conducted following emergency events and exercises to evaluate coordination, decision making, communication, and resource management. Findings from these reviews are documented and used to inform updates to the MCEP, ERG, training activities, and enhancements to the broader VHJ future Emergency Management Program.

Section 5 – Emergency Activation and Coordination

5.1 Emergency Levels and Triggers

Emergency events affecting the VHJ may vary in scale, complexity, and duration. To support timely and proportionate response, emergencies are assessed using a graduated approach that considers the nature of the incident, potential impacts, and municipal capacity.

Emergency levels and activation triggers may include, but are not limited to:

- Threats to life, health, or public safety;
- Actual or anticipated impacts to critical infrastructure or essential services;

- Requirement for multi-departmental or interagency coordination;
- Anticipated escalation beyond routine municipal operations; or
- Requests for support from territorial or external partners.

Activation of this MCEP may occur proactively based on forecasted or emerging conditions, or reactively in response to an incident already underway. Not all incidents will require full activation of this plan. Refer to Appendix for further examples.

An Emergency Operations Centre (EOC) activation may range from enhanced monitoring and coordination through to partial or full activation. The level of activation is based on incident complexity, anticipated duration, and municipal coordination needs, rather than hazard type. These considerations are informed by factors such as impacts to life safety, essential services, infrastructure, resource demands, interagency involvement, and the need for sustained coordination, as reflected throughout this MCEP.

EOC activation levels and associated staffing considerations are outlined within the appendices section within the VHJ Emergency Response Guideline (ERG). At the time of developing this plan no EOC has been established by the VHJ.

5.2 Plan Activation Authority

Authority to activate the EOC rests with the CAO or their designate, in accordance with municipal bylaws and this MCEP.

- Activate the EOC team in whole or in part;
- Scale activation based on incident complexity and municipal coordination needs; and
- Direct the coordination of municipal departments and resources.

Note:

The activation of the EOC does not automatically require the declaration of a Municipal State of Emergency. A declaration is a separate action and is addressed under applicable legislation and municipal bylaws.

5.3 Notification and Call Out Guidelines

Once the MCEP is activated, timely notification and call out of municipal staff and response partners is essential to support effective coordination.

Notification and call out guidelines are intended to:

- Alert required personnel and leadership;
- Provide initial situational awareness; and
- Support rapid coordination and response.

Note:

Contact information for municipal staff and key partners is maintained in controlled appendices (appendix H and I). Notification and call out processes may be supported by the ERG and may be further formalized over time as part of the VHJ Emergency Management Program.

5.4 Emergency Operations Centre (EOC) Concept

The Emergency Operations Centre (EOC) is the primary mechanism through which municipal level coordination and support activities are managed during significant incidents. The EOC does not direct on-scene tactical operations. On-scene response remains under the authority of the Incident Command operating in accordance with the Incident Command System (ICS).

The EOC:

- Supports strategic coordination and decision making;
- Provides a central point for information sharing and situational awareness;
- Coordinates municipal support to on-scene operations; and
- Facilitates communication with territorial partners, agencies, and stakeholders.

5.5 EOC Locations Concept (Primary and Alternate)

At the time of adoption of this Municipal Civil Emergency Plan, a formal primary or alternate Emergency Operations Centre (EOC) location has not been designated.

5.6 Relationship with Yukon Emergency Measures Organization (EMO)

The VHJ coordinates closely with the Yukon Government (EMO) during emergency events that exceed municipal capacity or require territorial support. Consideration should be given to contact EMO early in emergencies even when emergencies are only at the municipal level. This communication will help EMO with situational awareness and extra support prior to capacities being exceeded.

Coordination with EMO includes, but is not limited to:

- Notification and information sharing;
- Requests for resources, technical expertise, or operational support;
- Coordination of Emergency Support Services (ESS);
- Financial tracking and task number assignment; and
- Support related to declarations of emergency, when required.

5.7 Coordination with Champagne and Aishihik First Nations (CAFN)

The VHJ recognizes that Champagne and Aishihik First Nations (CAFN) owns and administers lands located within and adjacent to the municipal boundary, including Lot 30. Because of this shared geography, emergency events occurring within the VHJ may reasonably have direct or indirect impacts on CAFN lands, citizens, infrastructure, or interests.

Accordingly, VHJ is committed to early notification, structured information sharing, and coordinated response with CAFN during emergency events that may affect either jurisdiction. A liaison representative may be designated to facilitate operational coordination, communication, and shared situational awareness between governments.

Coordination with CAFN includes:

- Timely notification when an emergency within the VHJ may reasonably impact CAFN lands, members, infrastructure, or services;
- Reciprocal notification when CAFN experiences an emergency that may reasonably impact the VHJ;
- Information sharing related to incident status, protective actions, evacuations, access restrictions, or recovery considerations, as appropriate; and
- Coordination through designated points of contact, respecting the authority and jurisdiction of each government.

Emergency coordination between VHJ and CAFN is undertaken on a government-to-government basis and respects the legal authority of each government within its respective jurisdiction. VHJ's authority to manage emergencies within municipal boundaries is established under the Yukon Municipal Act and the Civil Emergency Measures Act. The Government of Yukon, through Community Services and EMO, provides coordination, support, and, where necessary, territorial level authority in accordance with legislation. Nothing in this Plan alters or supersedes those statutory authorities.

Where emergency events affect both jurisdictions or exceed local capacity, coordination will occur with EMO to support a unified, scalable, and proportionate response, while respecting the governance authorities of VHJ and CAFN in accordance with applicable legislation.

This coordination is guided by the existing Memorandum of Understanding between the VHJ and Champagne and Aishihik First Nations respecting emergency management cooperation, as amended from time to time. This MCEP does not replace or supersede that agreement but supports its practical application during emergency events.

5.8 Interagency Coordination and Mutual Aid

Effective emergency response often requires cooperation among multiple agencies and organizations. The VHJ maintains working relationships and agreements with neighbouring municipalities, emergency services, territorial agencies, non-governmental organizations, utilities, and private sector partners.

Benefits of interagency coordination and mutual aid arrangements:

- Support resource sharing and operational continuity;
- Enhance response capacity during extended or complex incidents; and
- Reduce duplication of effort.

Note:

Mutual aid and interagency support may be activated as required and coordinated either through the EOC or at times directly at the request of first responders, in accordance with established agreements, protocols, and applicable authorities. In some circumstances, certain responding agencies, such as Wildland Fire Management, may self-activate their

Memoranda of Understanding (MOUs) prior to the formal establishment of the EOC within the (VHJ).

Section 6 – Incident Command System (ICS)

6.1 Use of Incident Command System (ICS)

The VHJ uses the Incident Command System (ICS) as the standardized framework for managing emergency incidents and supporting coordinated response activities.

ICS provides:

- A common organizational structure;
- Standardized terminology;
- Clear lines of authority and accountability; and
- A scalable approach suitable for incidents of varying size and complexity.

ICS is widely used by emergency services, territorial agencies, and partner organizations across the Yukon and provides a consistent foundation for interagency coordination during emergencies.

Within the VHJ, ICS principles are applied both at the incident site and within the EOC to support alignment between on scene operations and municipal coordination and support functions.

6.2 Relationship Between on Scene Incident Command and the EOC

During emergency events, on scene operations are managed by an Incident Command (IC) operating from an Incident Command Post (ICP). The IC is responsible for tactical decision-making, responder safety, and the execution of response strategies at the incident site.

The EOC supports on-scene operations by:

- Establishing municipal priorities and objectives;
- Coordinating municipal resources and logistics;
- Managing information flow and situational awareness;
- Supporting policy, financial, and administrative functions; and
- Liaising with territorial agencies and external partners.

6.3 EOC Organizational Structure

When activated, the EOC is organized using ICS based principles to support effective coordination, scalability, and interoperability with responding agencies.

The EOC structure is flexible and may be expanded or contracted depending on the incident. Not all functions or positions will be required for every emergency.

At a minimum, EOC activation typically includes:

- An EOC Director; and
- An Operations function to support coordination with on-scene response.

Note:

Additional functions may be activated as required based on incident complexity, anticipated duration, and municipal support needs. If this is a public facing incident, establish a public information officer as quickly as possible.

6.4 Command and General Staff Functions

EOC functions are organized into Command and General Staff roles consistent with ICS principles. These functions support coordination, decision-making, and sustained response operations.

Command / Management

Command functions provide overall leadership, coordination, and oversight within the EOC.

Responsibilities include:

- Establishing municipal priorities and objectives;
- Ensuring coordination with the Incident Commander;
- Managing information flow and communications; and
- Liaising with Council, territorial agencies, and partner organizations.

Command/Management functions may include roles related to public information, liaison, or risk management, depending on incident needs.

Operations

The Operations function supports and coordinates municipal activities related to on-scene response under the direction of the IC on scene.

Responsibilities include:

- Maintaining communication with the Incident Commander;
- Coordinating municipal resources in support of field operations;
- Monitoring operational needs and emerging issues; and
- Supporting evacuation, access control, or other response activities, as required.

Planning

The Planning function supports situational awareness and forward planning.

Responsibilities include:

- Collecting, analyzing, and displaying incident information;
- Supporting the development of situation reports;
- Assisting with incident action planning;
- Documenting key decisions and actions; and
- Supporting planning for the transition to recovery.

Logistics

The Logistics function supports personnel, equipment, facilities, and services required for response operations.

Responsibilities include:

- Coordinating resource requests and deployment;
- Supporting communications and information technology needs;
- Arranging facilities, supplies, and transportation; and
- Supporting responder welfare during extended incidents.

Finance and Administration

The Finance and Administration function supports financial tracking and administrative coordination.

Responsibilities include:

- Tracking costs and expenditures related to emergency response;
- Supporting procurement and contracting, as required;
- Maintaining documentation to support cost recovery or reimbursement; and
- Supporting timekeeping and administrative records.

Note:

Financial tracking is coordinated with territorial requirements, including EMO processes, where applicable. Ensure task number is requested and received from EMO to assist with cost recovery.

6.5 Incident Action Planning and Management by Objectives

Management by objectives is a core principle of ICS and is used to guide and coordinate response activities.

Incident action planning within the ICP and EOC includes:

- Establishing clear, achievable and coordinated objectives;
- Identifying strategies and priorities to meet those objectives;
- Coordinating resources and support actions; and
- Reviewing and adjusting objectives as conditions change.

Incident Action Plans (IAPs) may be formal or informal depending on the scale, complexity, and duration of the incident. Documentation requirements increase as incidents become more complex or prolonged.

Section 7 – Emergency Communications and Public Information

7.1 Purpose of Emergency Communications

Effective emergency communications are essential to protecting public and responder safety, maintaining situational awareness, and supporting coordinated response efforts. The purpose of emergency communications within the VHJ is to ensure that accurate, timely, and consistent information is shared with internal staff, elected officials, response partners, the media, and the public during emergency events.

Emergency communications support:

- Life safety and protective actions;
- Informed decision making by municipal leadership;
- Coordination with territorial and external agencies such as EMO; and
- Public confidence in the VHJ response.

7.2 Internal Communications

Internal communications focus on ensuring that municipal staff, leadership, and elected officials receive timely and reliable information during emergencies.

Internal communication objectives include, but are not limited to:

- Providing situational awareness to decision makers;
- Ensuring staff understand assigned roles and responsibilities;
- Supporting coordination between municipal departments; and
- Reducing the risk of misinformation or inconsistent messaging.

Internal communications occur through briefings, situation reports, email, telephone, or other established communication channels, depending on the nature of the incident and available systems.

7.3 External and Public Communications

External and public communications are intended to inform residents, visitors, businesses, and stakeholders about emergency conditions, protective actions, and available supports.

Public communications will:

- Focus on clear, factual, and actionable information;
- Be coordinated to ensure consistency with partner agencies; and
- Be approved through established authority within the EOC structure; and
- Consideration be given for coordination with EMO to review communications before messaging is released.

Public messaging may be delivered through municipal communication platforms, media outlets, and public alerting mechanisms, as appropriate to the situation and available resources.

7.4 Public Information Officer (PIO) Role

The Public Information Officer (PIO) is responsible for coordinating and managing public information during emergency events.

The PIO's responsibilities may include:

- Developing and disseminating approved public information;
- Coordinating messaging with the EOC Director and, where appropriate, the Incident Commander;
- Liaising with EMO and partner agency communications staff;
- Supporting briefings for Council and senior leadership; and
- Monitoring public and media information for accuracy and emerging issues.

7.5 Media Relations

Media relations during emergency events are coordinated through the PIO to ensure information released to the media is accurate, timely, and consistent.

Media relations activities may include:

- Issuing media releases;
- Coordinating interviews or briefings;
- Providing verified updates on incident status; and
- Responding to media inquiries.

It is important to remember only authorized spokespersons may speak on behalf of the VHJ during emergency events. This approach supports clear messaging and helps prevent conflicting or unverified information from being released.

7.6 Public Alerts, Warnings, and Notifications

Public alerts and warnings are used to notify the community of emergency conditions and required protective actions.

Alerts and notifications be issued when:

- Immediate threats to life or safety exist;
- Protective actions such as evacuation or shelter-in-place are required; or
- Time-sensitive information must be communicated rapidly.

The VHJ coordinates public alerting activities with EMO and other response partners, as appropriate. Specific alerting tools, thresholds, and procedures may be documented separately and developed under the VHJ overall Emergency Management Program.

7.7 Information Sharing with Partners and Agencies

Effective emergency response relies on timely and accurate information sharing with territorial agencies, emergency services, neighbouring jurisdictions, and support organizations.

Information sharing objectives include:

- Supporting coordinated decision making;
- Aligning response actions and priorities;
- Reducing duplication of effort; and
- Maintaining situational awareness across organizations.

Information is shared through established coordination mechanisms, including the EOC, liaison roles, and direct communication with partner agencies, in a manner consistent with incident needs and available resources.

Section 8 – Extraordinary Powers and Protective Actions

8.1 Declaration of a Municipal State of Emergency

A declaration of a Municipal State of Emergency (known as State of Local Emergency) may be made when extraordinary measures are required to protect life, property, the environment, or the welfare of the community, and when existing municipal authorities and resources are insufficient to manage the situation.

A declaration is a legal mechanism, not an operational requirement, and may be considered when:

- There is an imminent or ongoing threat to public safety;
- Extraordinary powers are required to control access, movement, or use of property;
- or
- Legislative authority is needed to implement urgent protective actions.

The declaration and cancellation of a Municipal State of Emergency are carried out in accordance with applicable Yukon legislation and municipal bylaws. Refer to Appendix D for further information.

Note:

State of Emergency occurs at Territorial Declaration level and State of Local Emergency known as Municipal State of Emergency within this plan is through the VHJ Bylaws.

8.2 Emergency Powers and Limitations

During a declared Municipal State of Emergency, extraordinary powers may be exercised as authorized by legislation and municipal bylaws. These powers are intended to enable timely and effective action to address threats to public safety and community well-being.

Emergency powers may include:

- Regulating or prohibiting access to affected areas;
- Directing or coordinating the use of municipal resources;
- Supporting evacuation or shelter-in-place measures; and
- Implementing temporary controls necessary to manage the emergency.

The use of emergency powers must:

- Be proportionate to the risk;
- Be exercised only for the duration required; and
- Respect legal, ethical, and human rights considerations.

Note:

Extraordinary powers do not replace normal governance processes and remain subject to legislative limits, oversight, and review.

8.3 Evacuation Management

Evacuation is a protective action undertaken when conditions pose a significant threat to life or health and when remaining in place is unsafe.

Evacuation decisions are informed by:

- Risk to life and responder safety;
- The nature and severity of the hazard;
- The rate of incident escalation;
- The availability of safe evacuation routes and destinations;
- What areas are being evacuated;
- Timelines for how long the evacuees have to leave area for;
- Rally points for transportation assistance; and
- The capacity to support displaced individuals.

The VHJ role in evacuation management focuses on:

- Supporting decision making and coordination;
- Communicating evacuation information and instructions to the public;
- Coordinating with territorial agencies such as EMO and Emergency Support Services (ESS);
- Registering and communications at rally points; and
- Supporting access control and re-entry when conditions permit.

VHJ evacuation considerations are initially addressed through the ERG and may be supplemented by future evacuation specific additions or operational procedures developed within the future Emergency Management Program.

8.4 Shelter-in-Place

Shelter-in-place is a protective action used when it is safer for individuals to remain indoors or at times within the community rather than evacuate.

Shelter-in-place may be appropriate when:

- Hazards are short-term or localized;
- Evacuation routes are unsafe or unavailable;
- Exposure risk can be reduced by remaining indoors or within the immediate area; or
- Evacuation would place individuals at greater risk.

The VHJ supports shelter-in-place actions by:

- Communicating clear instructions and updates to the public;
- Coordinating with response partners and territorial agencies; and
- Monitoring conditions to determine when restrictions can be lifted or adjusted.

8.5 Access Control and Public Safety Measures

Access control measures may be implemented to protect public safety, responders, and critical operations during emergency events.

Access control may include:

- Restricting entry to hazardous or evacuated areas;
- Establishing checkpoints or controlled zones;
- Managing re-entry following evacuation; and
- Supporting enforcement actions led by appropriate authorities.

The VHJ supports access control through coordination, communication, and logistical support, while recognizing that enforcement authority rests with other designated agencies such as the RCMP.

8.6 Protection of Critical Infrastructure

Protection of critical infrastructure and essential services is a priority during emergency events due to their importance to public safety and community functioning.

Protective actions may include:

- Supporting access restrictions around key facilities;
- Coordinating resources to maintain or restore services;
- Prioritizing repairs and recovery efforts; and
- Supporting continuity of operations for essential municipal functions.

Note:

Protection and restoration actions are coordinated through the EOC in collaboration with infrastructure staffing, territorial agencies, and service providers.

Section 9 – Emergency Support Services and Community Support

9.1 Emergency Support Services (ESS) Overview

Emergency Support Services (ESS) provides essential support to individuals and families who are displaced or otherwise affected by emergencies. ESS may include assistance related to temporary lodging (including congregate shelters), food, clothing, personal services, and other basic needs during and following an emergency event.

Within the VHJ, ESS support is delivered through coordination with EMO. The VHJ role is to support, facilitate, and coordinate ESS activities as required, recognizing that ESS delivery often exceeds municipal capacity and requires territorial assistance.

9.2 Coordination with Yukon Emergency Support Services (ESS)

ESS operations in the Yukon are coordinated through the Yukon EMO, which is responsible for activating, managing, and overseeing ESS resources and service delivery during emergencies.

Coordination with Yukon ESS may include:

- Identification of impacted populations and community considerations;
- . ESS may help with early evacuation support for people who take longer to leave during evacuation alerts;
- Coordination related to reception centres, shelters, or evacuation facilities, as required; and
- Information sharing to support effective and timely service delivery.

Where appropriate and feasible, the VHJ supports ESS operations by assisting with the identification of suitable local facilities that may be used as reception centres or shelters and by supporting local coordination activities.

Note:

The VHJ works collaboratively with EMO and Health and Social Services to ensure ESS activities are aligned with local conditions, municipal priorities, and community needs.

9.3 Support to Evacuees and Displaced Persons

During evacuation or displacement events, the VHJ supports evacuees and displaced persons by:

- Coordinating with EMO and ESS to identify needs, priorities, and emerging issues;
- Supporting access to municipal facilities or local resources, when appropriate and available;
- Assisting with local logistics, wayfinding, and information sharing; and
- Supporting communication with affected residents, visitors, and stakeholders.

Note:

The VHJ does not independently deliver full Emergency Support Services programs, but plays a critical role in supporting situational awareness, facilitating local coordination where appropriate, and ensuring municipal considerations are reflected in ESS operations led by EMO.

9.4 Care for Vulnerable Individuals

Certain individuals or groups may require additional consideration during emergencies due to health, mobility, social, or economic factors.

Considerations may include, but are not limited to:

- Seniors and individuals with medical or mobility needs;
- Individuals dependent on medications, medical equipment, or ongoing care;
- ESS integrates with other health programming to help ensure continuity of care; and
- Persons experiencing social isolation or limited access to transportation.

Note:

When able the VHJ supports care for vulnerable individuals through coordination with ESS, health services, community organizations, and territorial agencies, all while respecting privacy, and applicable legal requirements.

9.5 Animal and Livestock Considerations

Emergencies may also affect domestic animals, livestock, and service animals. People within your community may have animal related considerations which can influence their evacuation decisions.

The VHJ supports animal and livestock considerations by:

- Supporting public communication regarding animal safety and care; and
- Considering animal needs when supporting evacuation or sheltering activities, where feasible.

Note:

Animal care considerations during emergencies are primarily addressed through coordination with the general public. The MCEP does not establish detailed animal care procedures, which may be addressed through partner protocols or future program development as part of the VHJ Emergency Management Program.

Section 10 – Resource Management and Financial Controls

10.1 Resource Coordination and Requests

Effective emergency response requires timely coordination of municipal resources and, when necessary, the ability to request additional support.

Resource coordination during emergencies is managed through the EOC and includes:

- Identifying operational and support needs;
- Prioritizing requests based on life safety and response objectives;
- Coordinating deployment of municipal personnel, equipment, and facilities; and
- Monitoring resource availability and sustainability during extended incidents.

Resource requests need to be documented and tracked to support coordination, accountability, and financial oversight.

10.2 Mutual Aid and External Resources

When municipal resources are insufficient to meet emergency response needs, external resources may be requested through established mutual aid and interagency arrangements.

External resources may include:

- Assistance from neighbouring municipalities (e.g., City of Whitehorse) or other communities or government bodies such as CAFN;
- Territorial government resources (EMO) and technical expertise;
- Emergency services or specialized response teams; and
- Support from non-governmental or volunteer organizations.

Requests for external assistance are coordinated through the EOC and, where appropriate, requested in collaboration with EMO to ensure alignment with efficient territorial response structures and support systems.

10.3 Financial Tracking and Task Numbers

Accurate financial tracking is essential during emergency events to ensure transparency, accountability, and eligibility for reimbursement or cost recovery. VHJ will request a task number from EMO to support financial tracking and coordination.

Task numbers are used to:

- Track all expenditures related to the incident using the task number;
- Support reimbursement and recovery claims;
- Align municipal financial records with territorial reporting requirements; and
- Different incidents have different task numbers

- Financial tracking responsibilities are coordinated through the Finance and Administration function in alignment with EMO guidelines when it comes to task numbers.

10.4 Procurement During Emergencies

During emergencies, it may be necessary to procure goods or services rapidly to support response and recovery operations.

Emergency procurement:

- Is conducted in accordance with applicable legislation, municipal bylaws, and financial policies;
- May involve expedited processes to meet urgent operational needs; and
- Is documented to support accountability, transparency, and post incident review.

During declared emergencies or when the EOC is activated, emergency purchasing authority may be exercised to support urgent response objectives. Such authority is delegated by the CAO, or as otherwise authorized under applicable municipal policy or bylaw. Modified approval processes or financial thresholds may be applied to enable timely procurement.

It is recommended that even when procurement processes are expedited, documentation requirements remain in effect. Records of approvals, expenditures, contracts, and the rationale for emergency purchasing decisions should be maintained. The Finance and Administration function within the EOC is responsible for capturing approvals, tracking costs, and maintaining financial documentation. This documentation is used to support oversight, audit expenditures, and apply for reimbursements or cost recovery.

10.5 Documentation for Cost Recovery and Claims

Comprehensive documentation is critical to support cost recovery, reimbursement, and audit requirements following an emergency.

Documentation include:

- Records of decisions and authorizations;
- Resource requests and deployment records;
- Financial expenditures and invoices;
- Timekeeping and personnel records; and
- Incident and situation reports.

Documentation is maintained throughout the response and recovery phases and supports financial accountability, reporting obligations, and continuous improvement.

Section 11 – Recovery and Community Resilience

11.1 Transition from Response to Recovery

Recovery begins during the response phase and continues after immediate threats to life and safety have been addressed. A deliberate and well managed transition from response to recovery supports continuity of municipal services, community stability, and long-term resilience.

The transition from response to recovery is informed by:

- Stabilization of emergency conditions;
- Reduction or elimination of immediate threats;
- Restoration of essential services; and
- Shifting priorities from urgent response actions to restoration and rebuilding.

The CAO, supported by the EOC, coordinates the transition process in collaboration with territorial partners, including the Yukon EMO, as appropriate.

To support effective recovery coordination, the CAO may designate a Recovery Lead or establish a Recovery Working Group, based on the nature, scale, and duration of the emergency. Recovery planning begins during the response phase and is coordinated alongside ongoing response activities to ensure continuity of municipal services, prioritization of recovery actions, and alignment with available resources. Recovery coordination may involve municipal departments, infrastructure and service providers, EMO, and other partners, as required.

11.2 Short-Term Recovery

Short-term recovery focuses on stabilizing the community and restoring essential functions in the immediate aftermath of an emergency.

Short-term recovery activities may include, but are not limited to:

- Re-establishing essential municipal services;
- Supporting re-entry following evacuation, where appropriate;
- Addressing immediate infrastructure repairs and safety concerns;
- Supporting ongoing Emergency Support Services needs; and
- Maintaining communication with residents, businesses, and stakeholders.

At times, short-term recovery actions may be coordinated through municipal leadership and may overlap with ongoing response activities.

11.3 Medium and Long-Term Recovery

Medium and long-term recovery address the broader impacts of emergencies and focus on restoring the community to normal or improved conditions.

These activities may include, but are not limited to:

- Repair and reconstruction of damaged infrastructure;
- Restoration of municipal operations and services;
- Coordination with territorial and federal recovery programs;
- Financial recovery, reimbursement, and cost recovery processes; and
- Planning for future risk reduction and resilience improvements.

Note:

Long-term recovery efforts often extend beyond the immediate response period and may require sustained coordination, planning, and stakeholder engagement.

11.4 Infrastructure and Service Restoration

Restoration of infrastructure and essential services is a priority throughout the recovery phase due to their importance to public safety and community functioning.

Infrastructure and service restoration considerations include:

- Prioritization of critical systems and facilities;
- Coordination with utility providers and service operators;
- Phased restoration based on community needs, safety considerations, and resource availability; and
- Integration of mitigation and resilience considerations during repair or rebuilding activities.

Restoration efforts are coordinated through municipal leadership in collaboration with infrastructure staff, EMO, and service providers.

11.5 Community Well-Being and Resilience

Community well being is a key component of recovery. Emergencies may have physical, social, economic, and psychological impacts on individuals, families, and the broader community.

The VHJ supports community well being and resilience by:

- Coordinating with Emergency Support Services (ESS), health services, and community organizations;
- Supporting access to recovery information and available resources;
- Communicating transparently about recovery progress and next steps; and
- Encouraging community engagement and collaboration during recovery efforts.

Note:

Building resilience includes learning from emergency events and integrating lessons learned into future planning, mitigation, and preparedness activities.

11.6 Post-Incident Review and Lessons Learned

Post-Incident Reviews (PIR) are conducted following emergency events and exercises to evaluate response and recovery effectiveness and to identify lessons learned. A PIR is the overarching review process and may include one or more structured review methods appropriate to the scale and complexity of the incident, including facilitated debriefs or formal After-Action Reviews (AARs). Definitions for PIR and AAR are provided in the appendices (appendix A).

PIR activities may include, but are not limited to:

- Reviewing coordination, decision-making, and resource management;
- Assessing communication and information sharing practices;
- Identifying strengths, gaps, and areas for improvement; and
- Developing practical recommendations for updates to plans, training, or procedures.

Lessons learned are documented and used to inform updates to the MCEP, Emergency Response Guideline (ERG), future elements of the Emergency Management Program, and broader emergency management activities, supporting continuous improvement.

Section 12 – Plan Maintenance and Continuous Improvement

12.1 Plan Ownership and Responsibilities

The MCEP is owned by the VHJ and is maintained under the direction of the CAO.

Responsibilities for plan maintenance include, but are not limited to:

- Ensuring the MCEP remains current, practical, and effective;
- Coordinating updates in response to legislative, organizational, or operational changes;
- Supporting appropriate distribution and accessibility of the plan; and
- Ensuring alignment with supporting documents, guidelines, and related emergency management materials.

Note:

Council should provide oversight through plan approval and periodic review. Day to day coordination, administration, and maintenance activities may be delegated to designated municipal staff.

12.2 Review and Update Cycle

The MCEP should be reviewed at least bi-annually to ensure it reflects current risks, resources, organizational structures, and best practices.

Reviews should be conducted:

- On a scheduled basis (not exceeding bi-annually);
- Following emergency events or significant exercises;
- When legislative, regulatory, or bylaw changes occur; or
- When organizational or operational changes impact emergency response arrangements.

Updates should be made as required and approved through established municipal processes. Minor administrative or editorial updates may be completed without full Council reapproval, while substantive changes affecting authority, governance, or operational coordination are subject to formal approval.

12.3 Training and Exercise Integration

Training and exercises are essential to maintaining the effectiveness of the MCEP, the overall Emergency Management Program and supporting organizational readiness.

The VHI needs to integrate training and exercises by:

- Using exercises to test MCEP concepts, roles, and coordination mechanisms;
- Incorporating lessons learned into plan updates and supporting documents;
- Discussion /tabletop-based exercises occur prior to specific seasons
- Supporting role appropriate training for staff and elected officials; and
- Promoting familiarity with emergency response guidelines, expectations, and coordination structures.

Note:

Remember training and exercise outcomes inform continuous improvement and support preparedness across the organization.

12.4 Post-Incident Review (PIR) Process

Post-Incident Reviews (PIR) are conducted following emergency events and exercises to evaluate performance, document lessons learned and identify opportunities for improvement.

A PIR is the overarching review process and may use one or more structured review methods appropriate to the scale, complexity, and impacts of the incident. These methods may include facilitated debriefs, written evaluations, or formal After-Action Reviews (AARs). An AAR is one method that may be used to support a PIR and does not represent a separate or standalone review requirement.

The post-incident review process may include, but is not limited to:

- Reviewing actions taken and decisions made;
- Assessing coordination, communication, and resource management;
- Identifying strengths, gaps, and best practices; and
- Developing practical recommendations for improvement.

PIR findings are documented and used to inform updates to the MCEP, ERG, training activities, and future enhancements to the VHJ Emergency Management Program, supporting accountability and continuous improvement.

12.5 Record Management and Version Control

Accurate record management and version control are essential to ensure the MCEP remains current, accessible, effective and efficient.

Record management includes, but is not limited to:

- Maintaining official copies of the MCEP and supporting documents;
- Tracking revisions, approval dates, and distribution;
- Ensuring controlled access to sensitive or restricted information; and
- Retaining records in accordance with municipal policies and applicable legal requirements.

Section 13 – Plan Approval

13.1 Plan Approval Authority

This MCEP is approved by the Council of the VHJ under the authority of applicable Yukon legislation and municipal bylaws.

Council approval confirms that:

- The MCEP establishes the official municipal framework for emergency response coordination;
- Roles, responsibilities, and authorities are clearly defined and understood; and
- The plan aligns with legislative requirements and recognized emergency management best practices.

Following Council approval, the CAO or their designate is responsible for the implementation, administration, and ongoing maintenance of the MCEP in accordance with this document and applicable authorities.

13.2 Effective Date

This MCEP comes into effect on the date of Council approval and remains in force until superseded by a subsequent version approved by Council.

The effective date, version number, and approval history are recorded in the document control section of the MCEP to ensure clarity regarding the current approved version.

13.3 Distribution and Accessibility

The MCEP is distributed to municipal leadership, designated staff, and relevant response partners such as EMO.

Distribution and accessibility considerations include, but are not limited to:

- Ensuring the MCEP is readily accessible during emergency events;
- Providing controlled access to sensitive or restricted information;
- Supporting staff awareness and familiarity with the plan; and
- Maintaining both electronic and physical copies, as appropriate.

Note:

Public facing emergency information may be communicated separately through approved channels to support community awareness while protecting operational and security considerations.

13.4 Municipal Civil Emergency Plan Approval and Authorization

****Municipal Civil Emergency Plan Approval and Authorization****

This Municipal Civil Emergency Plan was approved by the Council of the Village of Haines Junction on the date noted below.

Approved by:

Name / Title

Signature

Date

Name/Mayor

Name/Chief Administrative Officer

Appendix A: Definitions

For the purposes of the Village of Haines Junction Municipal Civil Emergency Plan (MCEP), the following definitions apply.

After-Action Review (AAR)

A structured review conducted following an emergency event or exercise to evaluate response effectiveness, identify lessons learned, and inform improvements to plans, training, and procedures.

Anticipated Duration

An assessment of the expected length of time an incident may require coordinated response or recovery actions, including consideration of prolonged operations, multiple operational periods, or extended impacts to municipal services and the community.

All-Hazards Approach

An approach to emergency planning and response that focuses on common coordination and management functions applicable to all types of hazards, rather than hazard-specific tactics.

Chief Administrative Officer (CAO)

The senior administrative official of the Village of Haines Junction responsible for implementing and coordinating municipal emergency response activities in accordance with this MCEP and applicable bylaws.

Critical Infrastructure

The essential assets, systems, and services, physical or digital, that a community relies on for health, safety, security, and day-to-day functioning. Disruption of critical infrastructure can significantly impact public safety and recovery.

Declaration of a Municipal State of Emergency (also known as a State of Local Emergency)

A legal declaration made under the Yukon Civil Emergency Measures Act that enables the use of extraordinary powers to protect life, property, the environment, and public welfare during emergencies.

Emergency

A present or imminent event that requires prompt coordination and action to protect life, property, the environment, or public welfare and that may exceed routine operational capacity.

Emergency Management

The discipline of preparing for, responding to, recovering from, and reducing the impacts of emergencies across four pillars: prevention/mitigation, preparedness, response, and recovery.

Emergency Management Program (EMP)

The overall framework through which an organization maintains its emergency response capability, including governance, plans and guidelines, training, coordination, and ongoing improvement. Within the Village of Haines Junction, the program is implemented through the MCEP, ERG, role appropriate training and exercises, maintained equipment and supplies, documentation, supporting processes, etc.

Emergency Measures Commission

The governance body established by VHJ municipal bylaw to provide oversight and direction related to emergency management during emergencies.

Emergency Operations Centre (EOC)

A physical or virtual location from which municipal emergency coordination, decision making, and support activities are managed during emergencies. At the time of this document creation, a physical EOC location has not been decided nor established by the Village of Haines Junction.

Emergency Response Guideline (ERG)

A supporting, high-level municipal guidance document that supports early decision making, coordination, and information flow during emergencies. The ERG does not contain detailed procedures or operational direction and is intended to be used in conjunction with the VHJ Emergency Management Program.

Emergency Support Services (ESS)

Services provided to support individuals and families affected by emergencies, including temporary shelter, food, clothing, personal services, and basic needs.

Hazard

A natural, technological, or human caused source of potential harm that may result in an emergency.

Hazard Identification and Risk Assessment (HIRA)

A structured process used to identify hazards, assess risk likelihood and consequences, and inform emergency planning and decision-making.

Hazard Risk Vulnerability Analysis (HRVA)

A structured process used to identify hazards, analyze the likelihood and consequences of those hazards, and assess vulnerabilities and capacities to support emergency management planning and risk-informed decision-making.

Incident

An occurrence or event that requires a response to protect life, property, the environment, or public safety.

Incident Action Plan (IAP)

A written or verbal plan that establishes objectives, priorities, and strategies for managing an incident during a specific operational period.

Incident Command System (ICS)

A standardized incident management framework used in Canada that is a flexible management system used to organize and coordinate the response to incidents, emergencies, and planned events. It establishes clear roles, responsibilities, and processes so that personnel from different agencies and jurisdictions can work together effectively to manage incidents safely, efficiently, and consistently, regardless of size or complexity.

Incident Command (IC)

The individual responsible for overall management of on-scene incident operations at the Incident Command Post.

Incident Command Post (ICP)

The location from which the Incident Command directs on-scene response operations.

Incident Complexity

The degree to which an incident involves multiple impacts, stakeholders, resources, jurisdictions, or operational objectives, requiring coordinated decision-making, sustained management, or specialized support beyond routine operations.

Mitigation

Actions taken in advance of emergencies to reduce their likelihood or potential impacts.

Municipal Coordination Needs

The level of internal and external coordination required to support an incident, including multi-department involvement, interagency collaboration, information management, public communications, financial tracking, or policy level decision-making.

Municipal Civil Emergency Plan (MCEP)

The official municipal plan that establishes governance, authority, coordination, and support mechanisms for responding to emergencies within the Village of Haines Junction and is part of the overall Emergency Management Program.

Municipal State of Emergency (Also known as a State of Local Emergency)

A formal declaration made by a municipality under applicable legislation when an emergency or imminent emergency requires extraordinary actions to protect life, property, critical infrastructure, or the environment. The declaration provides additional legal authorities and resources to support the municipal response

Mutual Aid

Formal or informal arrangements between municipalities, Indigenous governments, territorial authorities, or other organizations to provide assistance during emergencies when local resources are insufficient.

Non-Governmental Organization (NGO)

A non-profit organization that may provide support services during emergencies, such as sheltering, wellness support, or supplies.

Post-Incident Review (PIR)

A structured review process conducted after an emergency event or exercise to assess performance, document lessons learned and identify corrective actions. PIRs may include After-Action Reviews (AARs), debriefs, or other review formats appropriate to the incident.

Preparedness

Activities undertaken in advance of emergencies to ensure effective response, including planning, training, exercises, and coordination.

Protective Services Manager

The Protective Services Manager is responsible for the day-to-day administration and coordination of the Emergency Management Program and supports the CAO in the implementation of the MCEP.

Public Information Officer (PIO)

The individual responsible for coordinating and disseminating approved information to the public, media, and stakeholders during emergencies.

Recovery

The process of restoring and improving community conditions following an emergency, including infrastructure, services, and community well-being.

Situation Report (SitRep)

A concise update used during emergencies to communicate current conditions, actions taken, and outstanding needs sent to those supporting the incident, and other relevant agencies/organizations.

State of Emergency

A formal declaration made by the Government of Yukon under the Civil Emergency Measures Act when an emergency or imminent emergency requires territorial level authorities and resources beyond those available through normal operations. A State of Emergency provides the Government of Yukon with additional legal powers to protect life, property, critical infrastructure, and the environment, and to coordinate territorial emergency response.

State of Local Emergency

A formal declaration made by a municipality under applicable legislation when an emergency or imminent emergency requires extraordinary actions to protect life, property, critical infrastructure, or the environment. The declaration provides additional legal authorities and resources to support the municipal response

Task Number

A reference number assigned by territorial authorities (EMO) to support financial tracking, coordination, and cost recovery during emergency events.

Unified Coordination

A structured coordination arrangement used when multiple jurisdictions or agencies share responsibility for managing an emergency. In a municipal context, unified coordination may occur between VHJ, Yukon EMO, CAFN, or other authorities where shared impacts require aligned objectives, information sharing, and coordinated decision-making.

Vulnerable Populations

Individuals or groups who may require additional assistance during emergencies due to health, mobility, social, economic, or situational factors.

Yukon Civil Emergency Measures Act (CEMA)

Territorial legislation that establishes legal authority for emergency management, declarations, and extraordinary powers in the Yukon.

Yukon Emergency Measures Organization (EMO)

The Yukon Government organization responsible for coordinating emergency management activities and providing support to communities during emergencies.

Yukon Emergency Support Services (ESS)

A Yukon Government program that provides lodging, food, clothing, and other basic needs to evacuees during emergencies.

Appendix B: Acronyms

Acronyms Meaning

AAR	After-Action Review
CAFN	Champagne and Aishihik First Nations
CAO	Chief Administrative Officer
CEMA	Yukon Civil Emergency Measures Act
CSA	Canadian Standards Association (CSA Z1600 Emergency and Continuity Management Program)
EOC	Emergency Operations Centre
EM	Emergency Management
EMO	Yukon Emergency Measures Organization
EMS	Emergency Medical Services (Yukon Government)
ERG	Emergency Response Guideline
ESS	Emergency Support Services
HIRA	Hazard Identification and Risk Assessment
HRVA	Hazard Risk Vulnerability Analysis
HSS	Yukon Health and Social Services
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
MCEP	Municipal Civil Emergency Plan
MOUs	Memoranda of Understanding
NGO	Non-Governmental Organization
PIO	Public Information Officer
RCMP	Royal Canadian Mounted Police
SitRep	Situation Report
VHJ	Village of Haines Junction
WFM	Wildland Fire Management (Yukon Government)

Appendix C: Bylaws

Bylaw Number 365-20: A Bylaw to Establish a Municipal Civil Emergency Plan

VILLAGE OF HAINES JUNCTION

Bylaw #365 - 20

A Bylaw to Establish a Municipal Civil Emergency Plan

WHEREAS the Civil Emergency Measures Act, being Chapter 34 of the Revised Statutes of the Yukon, 2002 and amendments thereto, Section 5 provides that a council shall establish a Municipal Civil Emergency Plan.

NOW THEREFORE the Council for the Village of Haines Junction, duly assembled, hereby Enacts as follows:

1.0 Short Title

1.1 This Bylaw may be cited as the Village of Haines Junction Civil Emergency Plan.

2 Gender Neutral Language

2.1. The pronoun "his" is used for convenience and is deemed to be gender neutral.

3.0 Governing Provisions

3.1 This Bylaw is governed by the definitions and provisions of the Yukon Municipal Act and Yukon Civil Emergency Measures Act

4.0 Creation of Civil Emergency Plan

4.1. The Civil Emergency Plan is hereby established and shall be referred to as the Village of Haines Junction Civil Emergency Plan.

4.2 The Civil Emergency Plan shall include when appropriate:

4.2.1 The Champagne and Aishihik First Nations and Village of Haines Junction Emergency Plan;

Information, advice and direction received from various Territorial and Federal Departments; and,

4.2.3 Internal Village of Haines Junction policies and procedures.

5.0 Powers and Duties of Civil Emergency Commission

5.1 The powers and duties of the Civil Emergency Commission are:

5.1.1 The Commission shall effectively implement the Village of Haines Junction Municipal Civil Emergency Plan Bylaw as amended from time to time.

5.1.2 The Commission is authorized to incur liabilities within the amounts included therefor in the annual budget.

6.0 Municipal Officer and Employee Assignment

6.1 The Chief Administrative Officer is assigned the overall responsibility for the effective implementation of the emergency plan

6.2 The Chief Administrative Officer, shall assign such employees as necessary, the responsibilities necessary for the implementation of the emergency plan.

7.0 Bylaws Repealed

7.1 Upon adoption of this Bylaw, the following Bylaws are repealed:

7.1.1 Bylaw 46-92 Emergency Measures Bylaw

7.1.2 Bylaw 345 — 19 Emergency Measures Bylaw Suspension

8.0 Effective Date

8.1 This Bylaw will come into effect on the date of Adoption.

9.0. Readings

9.1 Read a first time this 25th day of March, 2020.

9.2 Read a second time this 25th day of March, 2020.

9.3 Read a third time and adopted this 8th day of April, 2020.


Thomas Eckervogt, Mayor


Dan Rodin, Chief Administrative Officer

Bylaw Number 365-20: A Bylaw to Establish an Emergency Measures Commission

VLLAGE OF HAINES JUNCTION

Bylaw No. 364 - 20

A Bylaw to Establish an Emergency Measures Commission

WHEREAS the Municipal Act, being Chapter 154 of the Revised Statutes of the Yukon, 2002 and amendments thereto, Section 192 provides that a council shall establish an Emergency Measures Commission.

NOW THEREFORE the Council for the Village of Haines Junction, duly assembled, hereby enacts as follows:

1.0 Short Title

1.1 This Bylaw may be cited as the Village of Haines Junction Emergency Measures Commission Bylaw.

2 Gender Neutral Language

2.1. The pronoun "his" is used for convenience and is deemed to be gender neutral.

3.0 Governing Provisions

3.1 This Bylaw is governed by the definitions and provisions of the Yukon Municipal Act and
Yukon Civil Emergency Measures Act

4.0 Creation of Emergency Measures Commission

4.1. The Emergency Measures Commission is hereby established and shall be referred to as the Village of Haines Junction Emergency Measures Commission.

5.0 Appointment of Members

5.1 The Mayor and the Chief Administrative Officer are the appointed members of the Village of Haines Junction Emergency Measures Commission.

5.2 Should either the Mayor or the Chief Administrative Office be not able or not be prepared to act as member of the Emergency Measures Commission, the Deputy Mayor is appointed to the Emergency Measures Commission.

6.0 Responsibility of Commission

6.1 The Commission shall effectively implement the Village of Haines Junction Municipal Civil Emergency Plan Bylaw as amended from time to time.

6.2 The Commission is authorized to incur liabilities within the amounts included therefor in the annual budget.

7.0 Effective Date

7.1 This Bylaw will come into effect on the date of Adoption.

8.0. Readings

8.1 Read a first time this 25th day of March, 2020.

8.2 Read a second time this 25th day of March, 2020.

8.3 Read a third time and adopted this 8th day of April, 2020.



Thomas Eckervogt, Mayor
Chief Administrative Officer

Dan Rodin,



Dan Rodin, Mayor
Chief Administrative Officer

Appendix D: Declaration of Emergency Templates

Purpose

The purpose of this appendix is to provide standardized templates to support the declaration, extension, and cancellation of a Municipal State of Emergency by the Village of Haines Junction.

These templates include:

- A Declaration of a Municipal State of Emergency; and
- A Cancellation of a Municipal State of Emergency.

These templates are intended to:

- Support timely and consistent decision-making during emergency events;
- Ensure declarations are made in accordance with applicable legislation and municipal bylaws;
- Clearly document the authority, rationale, and effective timing of emergency declarations;
- Facilitate coordination and communication with the Yukon (EMO), response partners, and the public; and
- Create a clear and auditable record to support financial tracking, cost recovery, post-incident review, and continuous improvement.

The use of following standardized templates helps reduce ambiguity during high-stress situations, promotes consistency across emergency events, and ensures that extraordinary powers are exercised in a proportionate, transparent, and defensible manner.

These templates are hazard-general and scalable, allowing them to be applied to a wide range of emergency situations without modification to the MCEP.

Note:

Municipal State of Emergency can only stay in effect for a maximum of 48 hours, and it can be cancelled prior to that time. If a longer time is required, then Government of Yukon will declare a Territory State of Emergency.

D.1 Declaration of a Municipal State of Emergency

Village of Haines Junction

Declaration of a Municipal State of Emergency

WHEREAS an emergency exists or is imminent within the Village of Haines Junction that requires prompt and coordinated action to protect life, property, the environment, and public welfare;

AND WHEREAS the emergency situation cannot be effectively dealt with under normal municipal authority;

NOW THEREFORE, pursuant to the authority granted under the Yukon Civil Emergency Measures Act and applicable municipal bylaws, the Village of Haines Junction hereby declares a Municipal State of Emergency (State of Local Emergency).

This declaration is made due to the following emergency circumstances:

(Brief description of the nature of the emergency, affected area, and primary risks)

The following extraordinary powers or measures are authorized, as required:

(e.g., evacuation, access control, resource coordination, protection of infrastructure)

This declaration comes into effect on:

Date: _____

Time: _____

Declared by:

Name / Title (Print): _____

Signature: _____

D.2 Extension of a Municipal State of Emergency

Village of Haines Junction

Extension of a Municipal State of Emergency

VHJ Municipal State of Emergency may remain in effect for a maximum of 48 hours and may be cancelled at any time prior to its expiry. VHJ Municipal State of Emergency cannot be extended and cannot be re-declared.

Only Yukon EMO has the authority to declare and implement a Territorial State of Emergency, which may remain in effect for up to 90 days, in accordance with territorial legislation.

Where emergency conditions are anticipated to exceed the 48-hour municipal timeframe, VHJ shall engage Yukon EMO as early as practicable to support consideration, coordination, and implementation of a Territorial State of Emergency, as required.

D.3 Cancellation of a Municipal State of Emergency

Village of Haines Junction

Cancellation of a Municipal State of Emergency

WHEREAS a Municipal State of Emergency (known as State of Local Emergency) was declared by the Village of Haines Junction on the date noted below;

AND WHEREAS the emergency conditions that gave rise to the declaration no longer exist or no longer require extraordinary measures;

NOW THEREFORE, pursuant to the Yukon Civil Emergency Measures Act and applicable municipal bylaws, the Municipal State of Emergency is hereby cancelled.

Original Declaration

Date: _____

Time: _____

Cancellation Effective:

Date: _____

Time: _____

Cancelled by:

Name / Title: _____

Signature: _____

D.4 Notification and Recordkeeping

Following declaration, extension, or cancellation of a Municipal State of Emergency, the Village will ensure that:

- Yukon Emergency Measures Organization (EMO) is notified as soon as practicable;
- Champagne and Aishihik First Nations (CAFN) is notified;
- Relevant municipal departments and partners are informed;
- Public communications are coordinated through approved channels; and
- All declarations and related documentation are retained in accordance with municipal record management requirements.

D.5 Use and Control of Templates

These templates are controlled documents and may be updated to reflect legislative changes or best practices. Completed declarations form part of the official emergency record and may be subject to review or audit.

Appendix E: Roles and Responsibilities Table

Purpose and Use of This Table

This Roles and Responsibilities Table is intended to clarify who is responsible for what during emergency events at a municipal coordination and governance level. It supports a shared understanding of roles across the VHJ staff, Council, municipal leadership, and response partners during emergencies.

This Table establishes role accountability, not detailed task execution. It is designed to be used alongside, and not in place of, other emergency management documents.

Relationship to other emergency management documents

This Table is applied in conjunction with the following documents, each serving a distinct and complementary function:

- **Municipal Civil Emergency Plan (MCEP)**
The MCEP defines overall authority, governance, coordination roles, and responsibilities for municipal emergency response and recovery. This Table aligns with and supports the MCEP by summarizing those responsibilities in a consolidated format.
- **Emergency Response Guideline (ERG)**
The ERG provides practical, role-based guidance, and initial response considerations that describe how responsibilities may be carried out during an incident. The ERG supports operational application of roles identified in this Table.
- **Emergency Operations Centre (EOC) (Concept)**
When activated, the EOC uses this Table to scale staffing, functions, and coordination roles based on the size, complexity, and duration of the incident. Not all roles or functions identified in this Table will be required for every emergency.

Note:

This Table is intentionally high level and does not constitute operational procedures, standard operating guidelines, or agency specific response protocols. It does not replace professional judgment, existing responder authorities, or partner agency procedures. Operational details, task level actions, and hazard specific considerations are addressed through partner agency frameworks, or future supporting documents developed as part of the overall VHJ Emergency Management Program. For an illustrative overview of EOC coordination and functional relationships, refer to the Appendix F.

Roles and Responsibilities Table

Role	Primary Responsibilities (MCEP Level)
Village Council	• Provide emergency related policy direction and oversight • Support declaration, extension, or termination of a Municipal State of Emergency when required • Ensure governance accountability following emergency events • Review post-incident reports and lessons learned
Emergency Measures Commission	• Provide governance oversight during emergencies as established by bylaw • Support direction and coordination at the governance level • Authorize expenditures within approved limits, where applicable
Chief Administrative Officer (CAO)	• Administrative authority for municipal emergency response coordination • Activate the MCEP (in whole or in part) • Assign municipal staff to response roles • Coordinate municipal departments and resources • Liaise with Council, the Emergency Measures Commission, and territorial partners
Emergency Operations Centre (EOC) Director	• Provide leadership and coordination within the EOC • Establish priorities and objectives in support of on-scene response • Ensure coordination between EOC functions and Incident Command is happening • Approve information flow and coordination actions
Protective Service Manager	• Ideally acts in the EOC Director role • Support CAO in emergency preparedness and response coordination • Assist with MCEP activation and EOC operations • Liaise with Yukon EMO and support information sharing • Support documentation, situation reporting, and after-action activities
Public Information Officer (PIO)	• Coordinate public information and communications • Develop and release approved messaging • Liaise with media and partner communications staff • Support Council and leadership briefings
Department Heads	• Support emergency response within their functional areas • Ensure availability of departmental staff, equipment, and resources • Implement departmental procedures that support

	emergency response • Coordinate with the CAO and EOC as required
Operations Function (EOC)	• Coordinate municipal support to on-scene operations • Maintain communication with Incident Command • Support evacuation, access control, and operational needs
Planning Function (EOC)	• Collect and analyze incident information • Develop situation reports (SitReps) • Support incident action planning and forward planning • Document decisions and actions
Logistics Function (EOC)	• Coordinate personnel, equipment, facilities, and services • Support communications and IT needs • Arrange supplies, transportation, and responder support
Finance & Administration Function (EOC)	• Track costs and expenditures • Coordinate procurement and contracting support • Request EMO task number as early as practicable when costs are anticipated • Support documentation for reimbursement and cost recovery
Incident Command (IC) (External or Municipal)	• Direct on-scene tactical operations • Ensure responder safety • Establish incident objectives and strategies • If activated, coordinate with the EOC for support
Yukon Emergency Measures Organization (EMO)	• Provide territorial coordination and support • Activate and manage Emergency Support Services (ESS) • Assign task numbers for financial tracking • Support resource requests and interagency coordination
Champagne and Aishihik First Nations (CAFN)	• When required coordinate emergency response activities within CAFN jurisdiction • Liaise with VHJ during shared or cross-boundary incidents • Participate in joint planning, information sharing, and coordinated public messaging when required
Emergency Support Services (ESS)	• Provide shelter, food, clothing, and basic needs to evacuees • Support displaced individuals and families • Coordinate with municipal and territorial partners
Royal Canadian Mounted Police (RCMP)	• Provide law enforcement and public safety functions • Support evacuation enforcement and access control • Coordinate with Incident Command and EOC as required
Emergency Medical Services (EMS)	• Provide medical response and patient care • Coordinate with Incident Command and health services
Non-Governmental Organizations (NGOs)	• Provide specialized support services (e.g., sheltering, wellness support) • Coordinate activities through ESS and the EOC

Appendix F: Concept Structure of Emergency Operations Centre (EOC) Activation Framework and Coordination Structure

Purpose

The Village of Haines Junction employs a scalable Emergency Operations Centre (EOC) activation model ranging from enhanced monitoring through full EOC activation. Activation levels are determined based on incident complexity, impacts, and coordination requirements. This appendix provides a structural overview only and does not constitute operational or task level guidance.

F.1 EOC Activation Levels Table

Level	Description	Typical Triggers	EOC Structure / Staffing	Key Outputs / Focus
Level 0: Routine Operations	Normal operations; no EOC activation. Incident managed through day-to-day processes.	• Minor incidents within normal capacity • No multi-department coordination required	• No EOC • Department-level response as needed	• Monitor conditions • Normal reporting/documentation
Level 1: Enhanced Monitoring / Coordination	Increased awareness and coordination; limited activation (may be virtual). Focus is early warning, readiness, and light coordination.	• Forecasted escalation (weather, wildfire smoke) • Emerging service disruption risk • Early indicators of incident growth	• EOC Director (or CAO designate) • Public Information Officer • Virtual or hybrid preferred	• Situation awareness updates • Initial partner notifications (as needed) • Early resource readiness checks • Start incident log / tracking
Level 2: Partial EOC Activation	Formal coordination function activated to support Incident Command and manage municipal impacts.	• Multi-department response required • Impacts to essential services or infrastructure • Public communications required • EMO coordination likely	• EOC Director • Operations • Planning/Documentation • Add PIO and/or Logistics as required	• Regular SitReps (e.g., scheduled updates) • Resource coordination and requests • Coordinated public messaging • Begin cost tracking; consider EMO task number
Level 3: Full EOC Activation	Full municipal coordination posture. Sustained incident requiring extended operations, broad impacts, and/or evacuation/ESS coordination.	• Evacuation or sheltering likely/underway • Significant infrastructure disruption • Prolonged incident (>1 operational period) • Multi agency response with high public concern	• EOC Director • Operations • Planning • Logistics • Finance/Admin • PIO • Risk Management • Liaison/Partner coordination as needed • Risk Management	• Incident objectives and coordinated priorities • Formal or semi-formal IAP/IAP elements • EMO task number (when required) • Comprehensive documentation for cost recovery • Transition planning toward recovery

Level 4: EOC Extended / Unified Coordination (as applicable)	Extended/complex event requiring sustained coordination and potential unified coordination arrangements with EMO/partners. Used when incident is community-wide or multi-jurisdictional.	• Major regional emergency • Multiple operational periods (days/weeks) • High resource demand and multiple partners	• Full EOC with shift planning as feasible • Scalable staffing (recognize VHJ capacity) • Strong EMO interface	• Shift/continuity planning • Deeper recovery integration during response • Enhanced stakeholder briefings • Structured PIR/AAR planning begins early
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Typical Emergency Operations Centre (EOC) coordination structure for the Village of Haines Junction

This diagram illustrates a typical EOC coordination structure for the VHJ. Actual EOC organization and staffing may be scaled, combined, or adapted based on incident complexity, duration, and resource requirements.

The EOC supports on scene Incident Command by coordinating municipal resources, information, policy direction, and interagency liaison. The EOC does not direct on scene tactical operations.

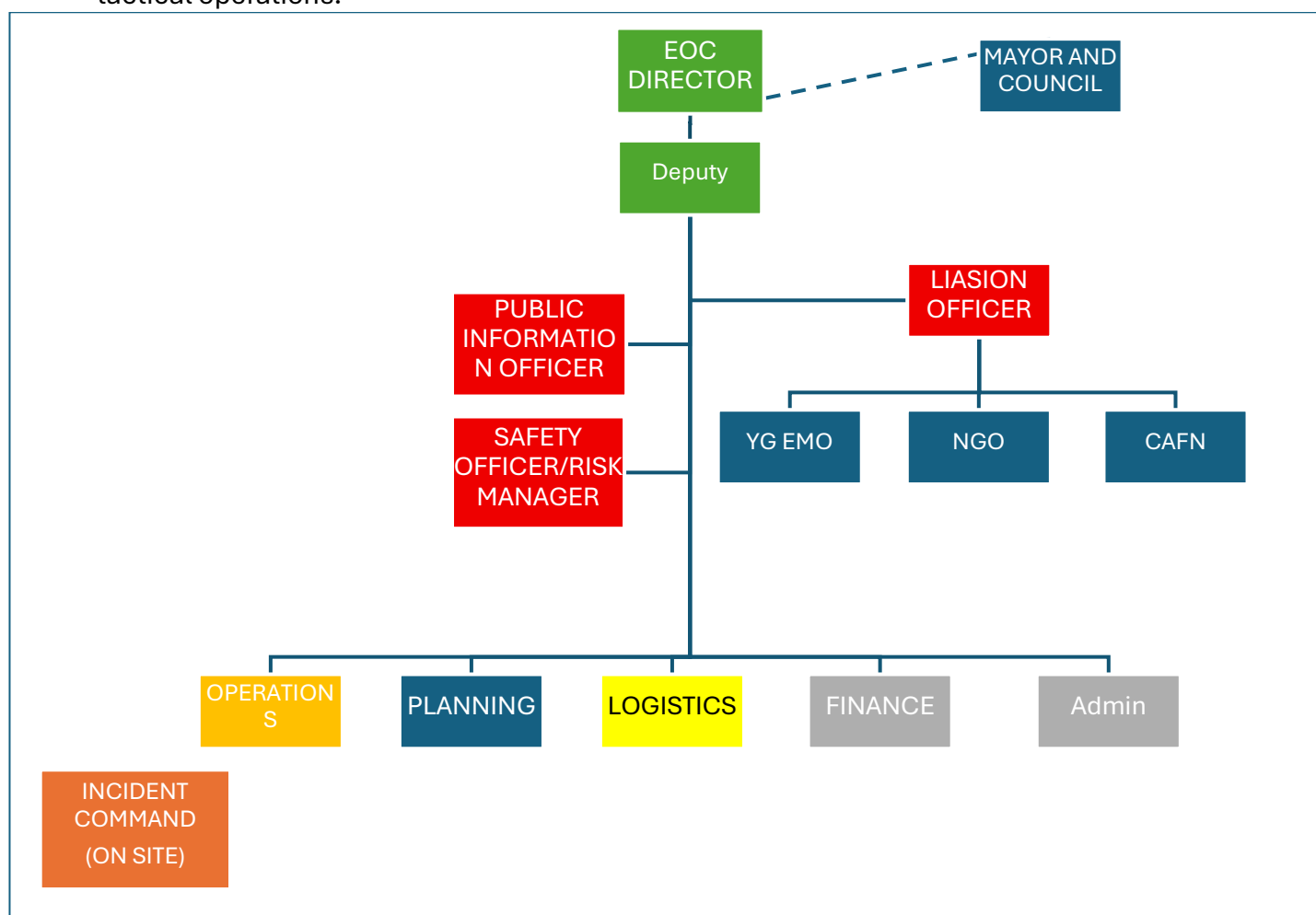


Figure 1 Typical VHJ Emergency Operations Centre (EOC) Structure

Appendix G: Mutual Aid & Interagency Agreements

Purpose

This appendix provides a high-level reference list of mutual aid and interagency relationships that may support emergency response activities affecting the VHJ. It is intended to assist municipal leadership and EOC staff in identifying potential coordination pathways and partners when emergencies exceed municipal capacity or require external support.

This appendix supports situational awareness, planning, training, and exercise activities, and reinforces the importance of coordination, interoperability, and collaboration during emergencies. It aligns with CSA Z1600 CSA Z1600 Emergency and Continuity Management Program expectations related to external relationships and interagency coordination.

This appendix does not establish new authorities, commitments, or obligations. All coordination and support activities occur under the governance, authority, and processes described elsewhere in this MCEP and applicable legislation, bylaws, and agreements.

Use and Limitations

This appendix is intentionally limited in scope and is provided for reference and guidance only.

- The organizations listed are examples of potential partners and are not intended to be exhaustive. Other agencies, organizations, contractors, or partners may be engaged as required based on the nature, scale, and location of an emergency.
- Inclusion in this appendix does not guarantee availability of resources or support during an emergency. Availability is subject to operational conditions, competing priorities, and organizational capacity at the time of the incident.
- Requests for mutual aid or interagency support are not restricted to the organizations listed and may be made through any appropriate and lawful coordination pathway.
- Mutual aid and interagency support may be provided through formal agreements, informal arrangements, or established coordination practices.
- Activation of mutual aid or interagency support is subject to existing agreements, legislative authority, and operational conditions.
- Where appropriate, coordination and requests for assistance may be facilitated through the EOC and in collaboration with EMO.
- Financial, liability, and cost recovery considerations are governed by the terms of applicable agreements, legislation, and territorial processes and are not defined by this appendix.

Mutual Aid and Interagency Reference List

The following lists some agencies and organizations that may support emergency response activities affecting the VHJ.

Municipal and Local Partners

- VHJ municipal departments
- Adjacent municipalities (e.g., City of Whitehorse) or local governments (as applicable)
- Local public works and infrastructure service providers
- Local schools, child-care facilities, and seniors' care providers (as applicable)

Territorial Government Agencies

- Yukon Emergency Measures Organization (EMO)
- Yukon Emergency Support Services (ESS)
- Yukon Government Emergency Medical Services (EMS)
- Yukon Government Health and Social Services (HSS)
- Wildland Fire Management (Yukon Government)
- Yukon Department of Highways and Public Works
- Yukon Parks or other territorial land management authorities (as applicable)

Law Enforcement and Public Safety

- Royal Canadian Mounted Police (RCMP)
- Conservation Officers
- Natural Resource Officers

Indigenous Governments and Communities

- Champagne and Aishihik First Nations
(Coordination and information sharing, as appropriate and within respective authorities)

Non-Governmental Organizations (NGOs)

- Canadian Red Cross
- Other non-governmental or volunteer organizations providing emergency support services, as applicable

Private Sector and Utilities

- Electrical, telecommunications, fuel, and water service providers
- Transportation and logistics service providers
- Local contractors and suppliers, as required

APPENDIX H: OUTSIDE CONTACTS

****For all Emergencies Call 9-1-1****

Listed in alphabetical order

- **ATCO**
 - 867-633-7000 or 1-800-661-0513 or 1-800-676-2843
- **Border Crossings**
 - Dalton Cache (USA) 1-907-767-5511
 - Pleasant Camp (Canada) 1-907-767-5540
- **Canadian Coast Guard**
 - 800-265-0237
- **Canadian Mental Health Association** (Counselling services)
 - 867-668-6429. After-hours 1-844-533-3030
- **Canadian Nuclear Safety Commission**
 - CNSC Duty Officer Emergency Line (1-613-995-0479)
- **Canadian Rangers Haines Junction Patrol**
 - *Deployed by EMO or RCMP
- **Canadian Red Cross**
 - www.redcross.ca 1-888-800-6493
- **CANUTEC** (Emergency Response Guidebook)
 - 1-888-226-8832 or 613-996-6666 or *666
- **Carrier Compliance** (Gov. of Yukon)
 - 867-667-5729
- **Champagne-Aishihik First Nation**
 - 24h duty phone – 867-634-5174
 - Executive Director - Jennifer Lee - jlee@cafn.ca - 867-456-6888 or 867-332-6862
 - Ray Gunnes - rgunness@cafn.ca - 867-335-4179
 - Special Projects - Linaya Workman - lworkman@cafn.ca – 867-634-4200/867-634-5288
- **City of Whitehorse**
 - Ursula Geisler - Emergency Management Ursula.Geisler@whitehorse.ca 867.687.4024
 - Fire and protective services non-emergency 867-668-2462
- **Conservation Officers** (Gov. of Yukon)
 - District Conservation Officer - Russel Osborne - Haines Junction - russel.osborne@yukon.ca 867-634-2247 / 867-634-5130
 - Human-wildlife conflict coservices@yukon.ca 1-800-661-0525
 - Conservation Officer District Services Offices - Whitehorse 867-667-8005 or 1-800-661-0408 ext. 8005
 - District Conservation Officer - Adam Henderson - Whitehorse - adam.henderson@yukon.ca 867-667-5988
 - TIPP line 1-800-661-0525

- **Counselling Services** (Whitehorse or in community)
 - www.yukon.ca/mental-wellness 867-456-3838 or 1-866-456-3838
- **Delta-1** (3rd Party Dispatch)
 - Non-emergency number 867-393-4354
 - Emergency number 867-633-7990
- **Department of Environment**
 - Whitehorse Office 1-800-661-0408, ext. 5652 environmentyukon@yukon.ca
 - Haines Junction Office 867-634-2247
- **Department of Fisheries**
 - 1-800-465-4336
- **Emergency Measures Organization (EMO)** (Gov. of Yukon)
 - 24h Duty phone 867-667-5220
 - VHJ Liaison - Kelly Johnston kelly.johnston@yukon.ca 867-667-5220 (Unknown after February 2026)
 - Information: www.yukon.ca/emergencies
- **Emergency Medical Services (EMS)** (Gov. of Yukon)
 - Emergency Dispatch (Direct Line) 1-888-332-0911
 - Village of Haines Junction Medical Centre 867-634-4444
- **Fire Department** (Village of Haines Junction)
 - Fire Hall Emergency 911
 - Fire Hall Emergency 867-634-2222 (Call forward to Delta 1)
 - Fire Hall non-emergency 867-634-7100 ext. 301
- **Fire Marshal's Office (FMO)** (Gov. of Yukon)
 - 24h Duty Phone 867-332-8911
 - VHJ Liaison - TBD
- **Government of Yukon Supports**
 - (Various) 2-1-1
- **Grader Stations**
 - Village of Haines Junction 867-634-2227
 - Destruction Bay 867-841-4211
 - Blanchard 867-667-8510
- **Haines Junction Airport (CYHT)**
 - Community Airports General Inquiries (regular hours) 867-634-2046, 867-667-8725
 - Whitehorse General Inquiries 867-667-8440
 - Transport Canada 888-463-0521
 - Flight Information Centre (FIC) 866-541-4101
 - Area Control Centre (ACC) Edmonton 888-358-7526
- **Health and Social Services (HSS)** (Gov. of Yukon)
 - Emergency Support Services 24h Duty Phone 867-332-4597
 - Generic questions- ESS@yukon.ca
 - VHJ Liaison Emergency Support Services - Jacqueline Mills jacqueline.mills@yukon.ca 867-332-09966
 - Haines Junction Health Center 867-634-4444
 - Whitehorse General Hospital 867-393-8700

- Destruction Bay Health Centre 867-841-4444
- Air quality - <https://aqmap.ca/aqmap/>
- **Hootalinqua Fire Department**
 - Fire Chief – Ray Gunness - Hall contact - info@hootalinqua.ca
- **Hope for Wellness** (Helpline Available to all Indigenous people across Canada)
 - hopeforwellness.ca 1-855-242-3310
- **Humane Society Yukon**
 - humanesocietyyukon.ca 867-633-6019
- **Ibex Valley Fire Department**
 - Fire Chief - Warren Zakus - Hall contact - 867-667-5602
- **Insurance Bureau of Canada's Consumer Information Centre** (Potential Insurance Provider)
 - 1-844-227-5422
- **Kids Help Phone**
 - kidshelpphone.ca 1-800-668-6868 or text 686868
- **Medical Centre** (Village of Haines Junction)
 - 867-634-4444
- **Northwestel**
 - 1-888-423-2333 (during regular hours, Call EMO after hours)
- **Natural Resources Canada**
 - 613-995-5555
- **Orica Canada** (Explosive supplier for mining)
 - 1-877-561-3636
- **Parks Canada**
 - 24h Emergency Dispatch 1-780-852-3100
- **Pet Emergency Boarding**
 - Within Whitehorse: Whitehorse Bylaw Services 867-668-8317
 - Outside Whitehorse: (Gov. of Yukon) Animal Control Officer 867-667-3597
- **Poison Control**
 - 604-682-5050
- **Property Management** (Gov. of Yukon)
 - Emergency Line 867-667-5703
 - YG VHJ PM 867-667-8721
- **Royal Canadian Mounted Police** (RCMP)
 - Emergency 9-1-1
 - Haines Junction Detachment 867-634-5555
 - Haines Junction non-emergency 867-634-2677
 - Whitehorse head office non-emergency 867-667-5551
- **Seniors Society**
 - 867-634-5204 (Patty Moore), moorepl56@gmail.com
- **Spill Line** (Yukon)
 - 867-667-7244
- **Suicide Crisis Services**
 - 988.ca call or text 988

- **Village of Haines Junction (Refer to Appendix I for further information)**
 - Public Works 24-hour 867-634-5316
 - Dave Fairbank CAO 250-619-5921
 - Animal Control admin@hainesjunction.ca 867-634-7100
 - Fire Hall Emergency 911
 - Fire Hall Emergency 867-634-2222 (Call forward to Delta 1)
 - Fire Hall non-emergency 867-634-7100 ext. 301
- **Wellness Together**
 - wellnesstogether.ca text WELLNESS to 741741
- **Wildland Fire Management** (Gov. of Yukon)
 - 24h Duty Officer: ydo.mail@yukon.ca, 867-667-3128, cell 867-332-1926, direct line 867-456-3800 (number is only from May to September)
 - VHJ Public Information Officer: Mike Fancie Mike.Fancie@yukon.ca 867-332-4817
 - Haines Junction Area Fire Center 867-634-7060, 7061, 7062, 7063
 - Haines Junction Regional Protection Manager - Ryan Nixon, 867-332-2872
- **Yukon Energy**
 - 867-393-5300 or 867-633-7000 or 1-800-661-0513
- **Yukon HealthLine**
 - 811
- **Yukon Search and Rescue**
 - (Local Contact: Brian Bakker)
 - Deployed by RCMP

APPENDIX I: CONTACTS for VHJ STAFF

****For all Emergencies Call 9-1-1****

****After-Hours Emergencies and Public Works****

Municipal Contact 867-634-5316

NAME	Position	Work Phone	Work Email	Home Phone	Home Email
Mayor and Council					
Diane Strand	Mayor	n/a	dstrand@hainesjunction.ca	867-634-5167	dstrand@northwestel.net
Debbie Busche	Councillor	n/a	dbusche@hainesjunction.ca	250-263-7990	
Sydney Mackinnon	Councillor	n/a	smackinnon@hainesjunction.ca	867-634-5197	sydney.mackinnon@yukonu.ca
Bruce Sundbo	Councillor	n/a	bsundbo@hainesjunction.ca		bsundbo@gmail.com
Administration					
David Fairbank	CAO	867-634-7100 x 102	cao@hainesjunction.ca	250-619-5921	heydavef@gmail.com
Donna Istchenko	Treasurer	867-634-7100 x 103	finance@hainesjunction.ca	867-634-5201	donuts@yknet.ca
Jerry Tracy	Public Works Manager	867-634-7100 x 104	pwmanager@hainesjunction.ca	867-336-4422	jerryth2o@gmail.com
Lianna Grice	Project/Asset Manager	867-634-5378	projects@hainesjunction.ca	613-530-7977	liannagrice@hotmail.com
Ellen Stutz	Office Administrator	867-634-7100 x 101	admin@hainesjunction.ca	867-336-1171	stelansa56@hotmail.com
Public Works					
Billy Rondeau	UMO2	n/a		867-336-5595	billieh.goat@hotmail.com
Josh Dion	UMO 1	n/a		236-998-8777	josh_dion@hotmail.com
John Lewicki	UMO	n/a		867-634-5290	johnrcarllewicki@yahoo.ca
Brendan Mackinnon	UMO	n/a		867-634-5101	brendonmack03@yahoo.com
Angela Gavigan	Gardener (Seasonal)	n/a		867-336-0889	
Solid Waste Facility					
Joseph Kizhakethil	Solid Waste Facility Attendant	867-333-4422		519-996-6065	joetomsy@gmail.com
Jesse Evans	Solid Waste Facility Floater	n/a		867-334-5288	jesseevans08@icloud.com
Larry Old	Solid Waste Facility Operator	n/a		780-832-2000	larry.alber@gmail.com
Mark Long	Recycle Centre Attendant	867-634-7112		587-335-9009	longmark823@gmail.com
Recreation					
Taryn Istchenko	Seasonal Arena Supervisor	867-634-7100 x 202	arena@hainesjunction.ca	867-634-5203	taryn.istchenko@gmail.com
Steve Henkel	Seasonal Arena Attendant	867-634-7100 x 202			thirteenmoons@ymail.com
Haines Junction Volunteer Fire Department					
Martin Eckervogt	Volunteer Fire Fighter			867-335-5748	meckervogt@yahoo.ca
Mike Gemmil	Volunteer Fire Fighter			613-453-9523	mike.gemmil@gmail.com
Rob Moore	Volunteer Fire Fighter			867-634-2720	robmoore56@gmail.com
Birch Howard	Volunteer Fire Fighter			867-335-3768	betulahoward@hotmail.com

William MacKellar	Volunteer Fire Fighter			867-335-6413	will.mackellar@gmail.com
Sean Pociuk	Volunteer Fire Fighter			867-689-4931	spociuk@icloud.com
Christian Mendez	Volunteer Fire Fighter			867-689-7083	chrismen1979@yahoo.com
Shawn Taylor	Volunteer Fire Fighter			867-332-1317	shawndeantaylor@gmail.com
Jeffrey Peter	Volunteer Fire Fighter			867-334-5838	jeffreypeter_@hotmail.com
Bruce Tomlin	Volunteer Fire Fighter			867-336-1884	btomlin@northwestel.net
Kevin McLaughlin	Volunteer Fire Fighter			867-333-0808	km.ju@northwestel.net
Emma Upton	Volunteer Fire Fighter			867-689-8121	hansen.emma72@gmail.com
Jake Spence	Volunteer Fire Fighter			250-939-9439	spence.jake@gmail.com
Devin Wittig	Volunteer Fire Fighter			705-274-4756	devin.wittig@gmail.com
Hollie (H) Hayes	Volunteer Fire Fighter			647-224-9811	hh.hayes@hotmail.com
Other VHJ Numbers					
Main Office		867-634-7100			
Public Works On-Call/Emergency Number		867-634-5316			
Recycling Depot		867-634-7112			
Gatehouse		867-333-4422			
Fire Hall		867-634-7100 x 301			
EMS Office		867-634-7100 x 302 and x 303			

Appendix J: Hazard-Specific Response Guidance (Reference List)

Purpose

This appendix is provided as a reference list only and does not constitute detailed response plans, annexes, or operational procedures or guidelines.

It is intended to identify where initial hazard specific response considerations are discussed and to clarify the relationship between this Municipal Civil Emergency Plan (MCEP) and the Emergency Response Guideline (ERG). Initial response guidance for the listed scenarios is provided through the ERG. Scenario specific annexes or supporting operational documents may be developed over time as part of the VHJ future Emergency Management Program.

EMERGENCY SCENARIOS:

AIR QUALITY / WILDFIRE SMOKE
AVIATION INCIDENT (Off Airport Property)
AVIATION INCIDENT (At Airport)
BOMB THREAT / SUSPICIOUS PACKAGE
CIVIL DISTURBANCE / PUBLIC UNREST
COMMUNICATION FAILURE
CONTAMINATED WATER
EARTHQUAKE
EVACUATION (Slow Moving)
EVACUATION (Immediate)
EXTREME WEATHER (Cold, Ice Storms)
EXTREME WEATHER (Heat)
FIRE RESPONSE (Structural)
FLOODS
HAZARDOUS MATERIALS / CHEMICAL INCIDENT
HOSTAGE SITUATION
LANDSLIDE
LOCKDOWN / VIOLENT INCIDENT
MASS CASUALTY INCIDENT
MISSING PERSON
POWER OUTAGE
WILDLAND FIRE