

CHIEF AND COUNCIL – INCIDENT/EVENT CHECKLIST

- Confirm the safety of you and your family
- Confirm with General Manager and the community Emergency Program Coordinator (EPC) that there is a threat/emergency impacting or potentially impacting the community
- Gather information on the area under potential threat
 - Consider recommendations from other agencies
 - Consider the potential for evacuation
 - Is Elder and/or Knowledge Keeper assistance needed?
- Review the **Hazard Specific Response Checklist in Annex C of COMMUNITY NAME Emergency Plan**, if applicable

Confirm with the General Manager and Emergency Program Coordinator:

- Whether or not the Community Emergency management plan needs to be activated
- Your role(s) in the event
- Whether or not the EOC needs to be activated
 - Refer to the **EOC Activation Flow Chart in Annex B of COMMUNITY NAME Emergency Plan**,
 - Confirm EOC facility will not be threatened by event
- Whether or not an EMBC task number is needed
- If an EMBC all-stakeholder coordination call is required
- Whether or not there is a need for issuing a Band Council Resolution for evacuation alert or order
 - Consider the evacuation decision triggers in the **COMMUNITY NAME Evacuation Plan**
 - Consider areas under potential threat and the time required for actual evacuation, including any community members with medical and/or transportation needs
- If there any potential impacts to the Community Continuity of Operations
 - If so, discuss activating the **COMMUNITY NAME Business Continuity Plan**
- Any known or potential issues

Review the following with the General Manager and the EPC together:

- Internal communication protocols to staff
- External communication protocols to first responders and other support agencies
- External communication protocols to the general public
- External communication protocols to media; traditional and social

Confirm with the General Manager, EPC and Community Information Officer (IO):

- Who will be the primary Community Spokesperson
- Designated spokesperson to reference the **Community Spokesperson Emergency Checklist in COMMUNITY NAME Emergency Plan**
- Participate in any emergency response and planning activities as required

Recovery Phase:

- Participate in the critical incident debriefing session for team members
- Prepare to work with the EOC Team to assess the effectiveness of this plan and revise as necessary
- Participate in town hall events to discuss recovery activities and to support community members
- Document lessons learned and share with the EPC and EOC Director
- Discuss key messaging with the Information Officer
- Share mental health support services information to Community members