

CHECKLIST

— COMMUNITY FLOOD PREPAREDNESS —

Be Ready

for Emergencies

MONITORING

Status / Local EMO activities and assessment notes

Find out the flood risk in your community

Is all or a portion of your community at risk of flooding? What portions of the community would be in the flood zone? Consult the [GNWT ATLAS interactive flood map](#) (click on layers-hydrology-flood risk mapping) or request a flood map from your MACA Regional Office.

Find out and list what critical infrastructure or hazardous materials fall within the flood zone

Example: power plants; airports; fuel storage; and, sewage tanks or lagoon.

List the measures needed to protect critical infrastructure and/or hazardous material sites

Example: Elevation of structures/equipment; relocation of vehicles and hazardous materials; concrete barriers placed, sewage tanks emptied, etc.

Ensure residents are aware of what they need to do to be prepared for flooding

See Be Ready for Floods for guidance and resources.

Set up a way to monitor flood risk

Establish a local flood watch to monitor changes in water levels and ice movement. Careful observation by people in your community is the best way to monitor for changes during high-risk season. Please send photos to Environment and Natural Resources at: nwtwaters@gov.nt.ca and include:

- Name of community
- Date/time
- Where exactly was photo taken? (e.g., looking upstream/downstream; kms from community, etc.)
- What was the condition of ice? (e.g., was ice moving or stationary?)

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EVACUATIONS

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Gather potential evacuation information from people in your community?

How many residents reside in the flood zone/may need to evacuate? How many of these residents would require assistance?

What kinds of assistance would be needed? (Examples: Transportation, lodging)

What kind of assistance can the community provide? (Examples: Transportation, lodging)

Make an evacuation plan

Who is the lead Local EMO member coordinating evacuation assistance for residents? (Provide contact name/information)

Are all measures actioned/resources in place? (Examples: Vehicles moved, muster points established, signage placed, staff/volunteers on standby)

Are there any gaps in this plan? Does the community have all the resources required for the evacuation?

Has Regional EMO been notified of gaps/required resources? (It is critical for Local EMO to identify gaps and potential resource requests to Regional EMO via the MACA Regional Office as early as possible to allow for planning to take place.)

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HOSTING

Evacuees requiring a place to stay should be provided information on the location of the nearest reception centre. Reception centres are usually located in arenas or school gymnasiums. They need to be supplied with cots, blankets, and other basic necessities. If residents chose not to stay at the reception centre, they will not qualify for reimbursement by the GNWT.

Status / Local EMO activities and assessment notes

Make a resident hosting plan (evacuation centre)

Who is lead Local EMO member coordinating evacuation centre assistance for residents? (Provide contact name and information)

Has the REMO been engaged regarding a potential host community/ location if your entire community is at risk of evacuation?

Are all logistics in place to host of evacuees? (Examples: staff/volunteers, facility/shelter, bedding, shower/washroom facilities, feeding, garbage, etc. Is there a storage area to keep all evacuation centre supplies safe, dry, and easily accessible)?

Has an evacuation centre been identified? (Evacuation centres are where staff/volunteers account for evacuees. Please use registration form at your reception centre. Determine at what point a reception centre will be needed (at which point is it necessary to keep track of all evacuees; more than 3 households for example).

Has the Regional EMO been notified of any gaps or required resources? It is critical for the LEMO to identify any gaps and potential resource requests to the Regional EMO via the MACA Regional Office as early as possible to allow for planning to take place.

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COMMUNICATIONS

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Develop a communications plan

Have briefing meetings been scheduled? (The following should be briefed on a regular basis: media (designate a spokesperson); public (website/social media, radio announcements, etc.); elected officials).

How often will updates be provided?

Are residents aware of evacuation and hosting plans? How will community officials update evacuees? (It is crucial that residents know what to expect and actions needed, such as where to go and who to contact if needed, and how to access assistance).

RESPONSE

Status / Local EMO activities and assessment notes

Ensure all Local EMO members are aware of the plans and prepared to manage a flood response.

Where will Local EMO meetings take place during a flood situation? This should be outside of the flood risk area, in a secure location. A backup location may be required.

When will Local EMO meetings happen during a flood situation? Daily meeting schedule can be very helpful to maintain smooth operations during an event (e.g., morning meeting to obtain a status update from each section and confirm the plan for the day).

Is there a regular agenda for Local EMO meetings? Agendas allow for smooth and time effective meetings by establishing a routine.

Is there a regular check-in established to touch base with the Regional EMO?