# Appendix H: Evacuations

## Evacuation Plan

The following chart provides prompting questions to support actions to facilitate an evacuation.

| **Item** | **Local EMO Activities / Assessment** | **Completed** |
| --- | --- | --- |
| **Is all or a portion of your community at risk of evacuation? What portions of the community are at risk of evacuation?** |  |  |
| **What critical infrastructure or hazardous materials fall within the potential evacuation risk area?**  For example: power plant, airport or fuel and sewage tanks or lagoon. |  |  |
| **Have appropriate activities been undertaken to protect critical infrastructure where possible and protect or move hazardous materials outside of the risk area?**  For example, can things be elevated, can fire trucks be relocated, fire breaks in place, fuel or hazardous materials be moved, fuel and sewage tanks be emptied out temporarily, etc. |  |  |
| **Have residents been advised of mitigation and preparedness activities they should be undertaking?** |  |  |
| **How will the Local EMO monitor risk?** |  |  |
| **Has the Local EMO engaged residents in the evacuation risk areas to gather the following information?**  Eg. *The Registration Form in the pages below has been developed which Local EMO can use to conduct a door-to-door information gathering exercise to collect the following information:*  How many residents reside in the area at risk of evacuation?  How many residents might require assistance with evacuation? What kind of assistance would this include?  How many residents would require assistance with hosting? What kind of assistance would this include?  *Evacuees requiring a place to stay should be provided information on the location of the nearest reception centre. Reception centres consist of a group lodging format which is usually located in an arena or school gymnasium type facility, and typically includes cots, blankets, and other basic necessities.*  *Residents who chose not to stay at the reception centre, are allowed to find alternate accommodations on their own. The resident will be expected to bear the costs of these alternate accommodations and will not qualify for reimbursement by the GNWT.* |  |  |
| **Has the Local EMO put in place the necessary plans and resources to assist residents in need with evacuation?**  Who is the lead Local EMO member who will be coordinating evacuation assistance efforts to residents?  Who is responsible for organizing transportation assistance?  Is there a community muster point where residents can fill out a registration form prior to evacuation?  Who receives information about residents being evacuated, requiring additional support or being supported by health and social services during an evacuation?  Are all necessary resources/agreements in place to facilitate evacuation of the risk area?  *Eg. Vehicles, signage, muster points, staff, volunteers etc.*  What are the gaps?  Are there resources required for the evacuation that cannot be procured locally?  If yes, have the gaps been identified to Regional EMO?  *It is critical for the Local EMO to identify any gaps and potential resource requests to the Regional EMO via the MACA Regional Superintendent as early as possible to allow for planning to take place.* |  |  |
| **Has the Local EMO put in place the necessary plans to assists residents in need with hosting?**  \*See **Appendix J** for hosting plan\* |  |  |
| **Does the Local EMO have an established communications plan?**  What is the trigger point for issuing an evacuation notice, alert or order?  How will messaging about evacuation timelines, transportation methods, priority evacuation groups and evacuee registration be shared to residents during an emergency?  *Eg. How often will updates be provided, using what public communications tools? Are residents aware?*  Are residents aware of the evacuation and hosting plans?  Should residents require assistance what is the established process to reach Local EMO for assistance? Are residents aware?  Who is the spokesperson for community government status while being hosted in another community?  How will the Local EMO ensure up to date information flow to key partners during an emergency and evacuation? |  |  |

## Evacuation Registration Form

|  |
| --- |
| **Instructions**:  The Evacuation Registration Form is an important way to capture details about your community residents/households’ needs and plans working up to an evacuation order. This template, when used in advance of an evacuation order, can identify residents/households who will require additional supports (transportation, alternate accommodations, special services) in order to evacuate safely.  Incorporating pre-registration into evacuation planning supports gathering the details needed to identify who will need assistance, and what type of assistance is needed (transportation, health care support). It also captures where residents plan to stay and how to reach them during the evacuation period.  An example of how to build registration into your evacuation plan is to organize a pre-registration space (city hall etc) where residents can fill out their forms well in advance of an evacuation order. Registration of evacuees should also be conducted during evacuation, however, this may be too late for residents who require supports evacuating safely.  See below an Evacuation Registration Form Template that Local EMOs can use in the event of an evacuation.  Please delete these instructions upon completion of this activity. |

1. **This form is a template to be used by Local EMOs in the event of a community evacuation.**
2. **Only one form per address/household is required.**
3. **This form must be completed in full. Please print clearly.**

|  |  |
| --- | --- |
| DATE | *DD/MM/YYYY* |

| PERSONAL INFORMATION | | | |
| --- | --- | --- | --- |
| Full Name |  | | |
| Physical address | *Street/Town/Postal Code* | | |
| Phone |  | | |
| Alternate phone |  | | |
| Primary language spoken |  | | |
| Household members | Name: | | Age: |
| Name: | | Age: |
| Name: | | Age: |
| Name: | | Age: |
| Name: | | Age: |
| Do any of your family members require special considerations (mobility issues, medical needs, etc.)? |  | | |
| EMERGENCY CONTACT INFORMATION (list all that apply) | | | |
| Does this person have home health / hospice care? | Yes / No | If yes, contact phone number: | |
| Does this person have a live-in caregiver? | Yes / No | If yes, contact phone number: | |
| Full Name |  | | |
| Relationship |  | | |
| Phone |  | | |
| Full Name |  | | |
| Relationship |  | | |
| Phone |  | | |
| Full Name |  | | |
| Relationship |  | | |
| Phone |  | | |
| Full Name |  | | |
| Relationship |  | | |
| Phone |  | | |

| TRANSPORTATION INFORMATION: (Check all that apply) | | |
| --- | --- | --- |
| Do you require evacuation assistance? | **YES** | **NO** |
| If YES: please specify what assistance is needed: | *Example: Transportation?* | |
| If NO: how will you be evacuating? | *Example: Road, air, other?* | |
| Do you have a designated person you will be contacting once you reach your destination? | **YES** | **NO** |

| SERVICE ANIMAL INFORMATION | | |
| --- | --- | --- |
| Do you have a service animal? | Yes / No | If yes, animal type (dog/other): |

**Note:** Except for service animals, pets are **not** permitted on GNWT coordinated transportation or at evacuation centres.

| LODGING INFORMATION | |
| --- | --- |
| Where are you staying for the duration of the evacuation? | *Example: Friends/family/other/is requesting accommodation at an evacuation centre.* |

Evacuees requiring a place to stay will be provided information on the location of the nearest evacuation centre.

Evacuation centres will consist of a group lodging format which is usually located in an arena or school gymnasium type facility, and typically includes cots, blankets, and other basic necessities.

Commercial lodging is only considered when absolutely necessary based on assessment and advice from the healthcare system.

Residents who choose not to stay at the evacuation centre, must bear any costs of making alternate accommodations and will not qualify for reimbursement by the GNWT.