



Be Ready for Floods

PLANNING WORKBOOK

This workbook is intended to help individuals and households develop their own flood plan.

It is a good idea to print out your filled plan and keep in a folder with any other important paperwork you will need if there is a community evacuation or damage to your property in your emergency kit(s) and/or save a digital plan on a memory stick to keep in your kit(s).

Once completed, this workbook will provide you and your household with flood-specific emergency plans for:

1. Staying safe at home until emergency workers reach you or services are up and running
2. Being ready to quickly evacuate

The workbook also provides:

- Suggested emergency kit contents (household and evacuation kits)
- Property preparation checklists
- Information on how to stay informed and updated
- A list of your personal emergency contacts

It is a good idea to save this plan in a folder with any other important paperwork you will need if there is a community evacuation or damage to your property. Keep the paper folder in your emergency kit(s) and/or save the digital folder on a memory stick to keep in your kit(s).

Not all fields may apply to your situation. Use this workbook as a tool and adapt as necessary to suit your needs.

Please review this plan with all members of your household so they are aware of roles.

Property Preparation Checklist

INDOORS

- Weather protection sealant placed around basement windows and base of ground-level doors
- Large appliances in basement (furnaces, hot water heaters, electrical panels) placed onto blocks
- Fuel tanks anchored to floor and/or protected with vents and fill-line openings above flood levels
- Furniture, valuables, and electronics stored in safe locations
- Basement renovations and/or updates made with water-resistant building materials
- Plumbing system and drains follow code requirements
- Backwater valves and/or plugs for drains, toilets, and other sewer connections installed
- Sump pump working with battery-operated backup
- Water alarm installed in basement
- Main power and water connections to property shut off (if a flood warning is in effect)

OUTDOORS

- Flood shields/barriers installed around basement windows and doors (the tops of the shields should extend above ground)
- Ground built up around property to drain water away from basement walls
- Downspouts extended to at least two metres from basement wall
- Roof/eaves checked for proper drainage
- Sidewalks, patios, decks, and driveways checked for settlement causing water to drain toward property
- Snow cleared away from building foundations (if the ground is sloped one inch per foot near the building, moving snow just three to five feet from the building will reduce problems)

- All/additional landscaping done to catch/disperse water in soil near property
- Remove hazardous materials from the risk zone and ensure fuel tanks are secured in place

REMEMBER

Look into what insurance policies are available in your community. For more information see Insurance Bureau of Canada.

Do not return to your property until your community government has notified you of an all-clear. For more information see [Be Ready for Floods - After a Flood](#).

If a flood warning is in effect, shut off main power and water connections to property.

Staying Informed

Your community government is responsible for communicating safety related instructions throughout an emergency. Find out from your community government how to best receive instructions and list communication channels here:

Example: Community radio frequency, Facebook page link, website link

Other Information Sources

NWT Alert (alerts about public safety, weather risks, major emergencies, evacuations, and other threats):

- [Website](#)
- [Alertable app for Apple](#)
- [Alertable app for Android](#)

Government of the Northwest Territories (all territory-wide emergency management information):

- [Facebook](#)
- [Public safety bulletins](#)
- [Newsroom](#)

Government of the Northwest Territories – Environment and Natural Resources (water levels, risks for flooding in areas outside communities):

- [Facebook](#)
- [Twitter](#)
- [Water monitoring bulletins](#)

GNWT Department of Infrastructure (road closures, critical infrastructure):

- [Website](#)
- [Twitter](#)

Northwest Territories Power Corporation (power outages, downed power lines):

- [Website](#)
- [Facebook](#)
- [Twitter](#)

NWT News Media:

- [CKLB](#)
- [CBC](#)
- [TrueNorth](#)
- [NNSL](#)
- [Cabin Radio](#)
- [Radio Taiga](#)

PLAN A: Safe at Home

If a flooding emergency happens in your community, it may take emergency workers some time to re-establish essential services. If your home is safe enough for you to stay at home, you should be ready to take care of yourself and your family for a minimum of 72 hours.

The following items should go in your household emergency kit:

Basic (72 hours)

- About 2L of water per person per day
- A supply of non-perishable food for all family members and pets to last at least three days
- First-aid kit
- Flashlight and extra batteries
- Wind-up or battery-powered radio and extra batteries
- Extra eyeglasses or contact lenses
- Prescriptions or special medications
- Car keys, credit cards and cash
- Garbage bags, moist towelettes and sanitation supplies
- Chargers for electronic communication devices
- Seasonal clothing and footwear for each family member

Extended (up to seven days)

- Two additional litres of water per person per day for cooking and cleaning or as situation requires
- Candles and matches or lighter (place in sturdy containers and do not burn unattended)
- Sleeping bag or warm blanket for each household member
- Toiletries and personal hygiene items

- Hand sanitizer, toilet paper and garbage bags
- Pet food and supplies
- Infant formula, baby food and supplies
- Activities for children like books, puzzles or toys
- Prescription medications, medical equipment
- Utensils, plates and cups
- Household chlorine bleach or water purifying tablets
- Basic tools (hammer, pliers, wrench, screwdrivers, work gloves, pocketknife)
- Small fuel-operated stove and fuel
- Whistle (to attract attention)
- Duct tape

REMEMBER

Be prepared to evacuate if instructed.

Consider staying elsewhere if your situation becomes worse or goes on for too long. Your community may have resources, but it is a good idea to have your own personal plan in place (such as staying with family or friends) if you can.

Essential Services

Advice about basic plans and kits might not cover everything. Consider how you can adapt and plan for the loss of any essential service.

Communications/Information: Do you have a way to get important updates about the emergency situation or get help if you need it?

Example: Car radio backup; community will post information at their offices and/or other locations; will have cash on hand if bank machines are not available; Jane Doe from Yellowknife is aware that we will run out of medication after 10 days

Power/Heat: Do you have a way to keep warm if there is no power?

Example: generator, fuel stored on high shelf in shed

Water/Sewer: How long will supplies of water last if you are without service for several days?

Example: 20 jugs of water stored upstairs for drinking/cleaning to last 10 days honey bucket in garage.

Transportation: How will you leave your home if you need to?

Example: truck fueled up and ready; stay with Joe Doe up the hill if his home has service before ours does; stay with Jane Doe from Yellowknife if no service after 6 days and no evacuation order, drive there by road; stay informed of hazardous areas in community and find new route if applicable; stay informed of possible community evacuation order and follow transportation instructions provided.

PLAN B: Ready to Go

Floods can happen fast. Follow the advice of your community government. If ordered to evacuate, do so immediately. Your household evacuation emergency plan should include the following.

What is the primary way to exit your home?

Example: front door; back door

What is a secondary way to exit your home (consider rising water levels)?

Example: first bedroom upstairs window

Where is electrical breaker shut off in your home and who is in charge of turning off main power supply before you leave?

Example: breaker box near garage door. Mike in charge.

Where is main water shutoff in your home and who is in charge of turning off water before you leave?

Example: Near hot water heater in basement. Mike in charge.

REMEMBER

Evacuation emergency kits should include any items you will need while away from home. Kits should be stored in a dry safe place and easily accessible on your way out the door - consider backpack(s) or rolling suitcase(s). The basics should include the following for each family member:

- Clothing
- Toiletries and personal hygiene items
- All important documents, identification, and banking cards
- Medications

Where is the emergency evacuation kit located in your home and who is in charge of collecting the emergency evacuation kit before you leave?

Example: Front hallway closet. Lisa is in charge.

If you must leave your home but are able to remain within your community, where will you stay?

Example: Jim/Julie house up the hill in low-risk area.

IMPORTANT

In the event of a full community evacuation to another location, transportation and evacuation shelter assistance may be provided for those who are unable to make their own arrangements. Evacuation centres are usually located in an arena or school gym, and typically include cots, blankets, and other basics. These shelter services may be reimbursed or provided by the GNWT. If you choose to stay at friends, family, or a hotel instead, it is your individual responsibility to make arrangements and pay for (if required).

Details of out-of-town contact (should be aware of any medical or special needs of household members, and your evacuation plan):

Example: Jane Doe in Yellowknife at xxx-xxxx

How will you be ready to travel outside your community during a flood?

Example: When we get put on evacuation alert the truck will be fueled up and ready to take the family to the airport or Jane Doe's house in Yellowknife.

List anyone in your home who requires transportation assistance to evacuate the community and provide details. It is a good idea to also inform your community government in case any additional assistance ends up being needed:

Example: We do not own a vehicle, so Bob has agreed to drive us to the airport. If road evacuation is required, we will rely on local government transportation to be provided.

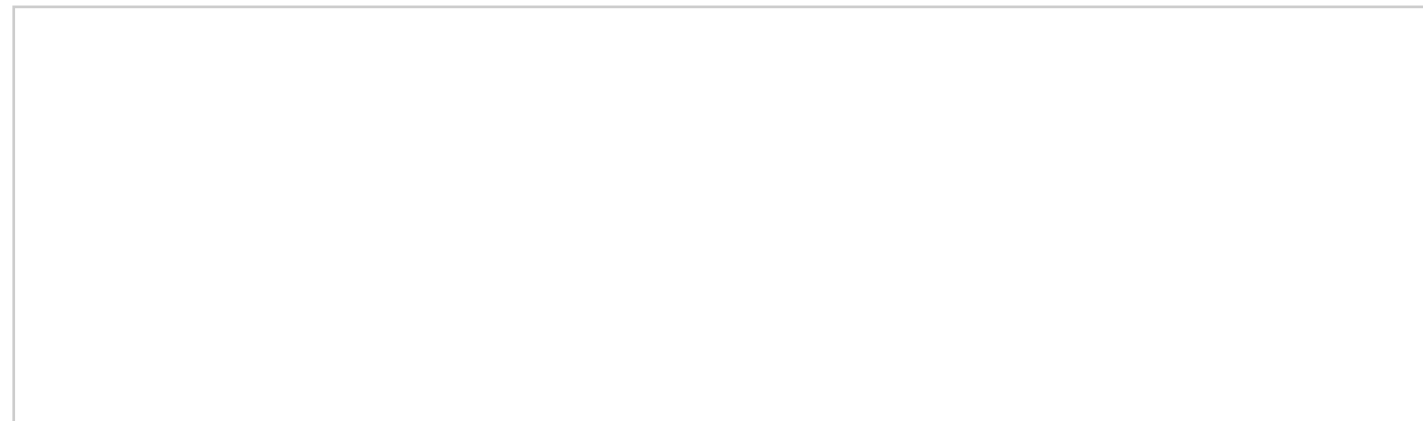
What is the best way to leave your community by road? Know where to get the latest information from your community government and stay informed of route conditions to provide an alternate in case primary route is inaccessible.



Example 1: Drive out via main road. Stay informed using community Facebook page. If main road blocked go out via ABC street.

Example 2 (no vehicle): Stay informed of updates on community Facebook page for transportation assistance.

What is the best way to leave your community by airport? Know where to get the latest information from your community government and stay informed of route conditions to the airport and have an alternate in case primary route is inaccessible.



Example 1: Drive out via main road. Stay informed using community Facebook page. If main road blocked go out via ABC street.

Example 2 (no vehicle): Stay informed of updates on community Facebook page for transportation assistance.

Where will you stay if evacuated from your community? If you need a place to stay, shelter assistance may be provided. Evacuation centres are usually located in an arena or school gym, and typically include cots, blankets, and other basics. Please reach out to your community government if you will require assistance with accommodations.

Example: Jane Doe in Yellowknife or at my cabin. Evacuation centre if I can't stay at either place.

List any medical or other special needs of household members:

Example: Jill has mobility issues, and we need to allow for some extra time or get assistance from Joe next door if Mike is busy. Jill requires medications three times per day. Her medication is XXX.

In case of separation and communications barriers, where is the best place for your family to re-connect if you become separated (keep in mind the location should be unaffected by the emergency):

Example: Meet up at gas station in Fort Providence

How will you register household members as evacuees?

Example 1: The local government has advised to register by phone at xxx-xxxx or at evacuation centre

Example 2: Follow the local governments instructions

PET PLAN

Make sure pets are microchipped or have ID tags in case of separation

Make sure your pet is allowed to stay with you (set up alternative pet accommodations if required for example if pets are not allowed to stay at evacuation centres)

Keep vaccinations up to date.

If you must leave your pet behind, make sure it is indoors in a high safe space and has plenty of food and water. Leave a note for first responders with your contact information.

Thank you for doing your part

The information in this plan is meant to help residents be prepared for flooding in NWT communities. Preparation is key to having the best emergency response. There are also some actions that can make responding to a flood emergency more difficult for emergency workers. Much-needed resources may need to be diverted away from the response if residents, visitors, or others do not follow direction of the officials.

Please do not:

- Stay behind during an evacuation order
- Return to the community early, before you are given an all-clear (do not go back to check on pets, property, or other people, make repairs, or to take a look around once you have been ordered to evacuate).
- Go to high-risk areas out of curiosity to take photos/video.
- Spread unverified information that has not been confirmed by your local government or partner emergency organizations. Rumours can easily lead to misinformation and can very quickly cause more public safety concerns.
- Volunteer your services or provide donations as emergency workers will not have time to coordinate with you. Instead, reach out to the local government or partner emergency organizations first to find out how you can assist in a way that doesn't impact emergency operations.

Contact List

First Name	Last Name	Phone

First Name	Last Name	Phone

First Name	Last Name	Phone

First Name	Last Name	Phone

First Name	Last Name	Phone

First Name	Last Name	Phone

First Name	Last Name	Phone

First Name	Last Name	Phone