



CITY OF YELLOWKNIFE

PERSONAL **PREPAREDNESS** GUIDE



DO YOU KNOW WHAT TO DO WHEN AN EMERGENCY HAPPENS?

Preparing and planning ahead of time will help you and your family respond to unexpected events quicker and make it easier to recover.

This guide explains the steps you can take to build your personal preparedness skills today, so that you can be resilient in the future. Read through the steps, then use the Personal Preparedness Checklist to mark off as you complete each step.

PERSONAL PREPAREDNESS CHECKLIST

1

Get Information

- ☐ Learn what hazards and risks could impact you
- ☐ Learn where to find official emergency information

2

Create a Plan

- ☐ Create an emergency contact list
- ☐ Decide on an emergency meeting place
- ☐ Consider where all family members are during the day
- ☐ Review your insurance
- ☐ Learn how to turn off your utilities
- ☐ Meet your neighbours
- ☐ Think about how you will evacuate
- ☐ Think about how you will shelter in your home

3

Create an Emergency Kit

- ☐ Stock up on emergency supplies
- ☐ Create an emergency 'go-bag'
- ☐ Plan for any additional specialized needs

STEP 1

GET INFORMATION

Learn what hazards and risks could impact you.

The City of Yellowknife could potentially face a number of hazards, including:

- wildfire
- power failure
- telecommunications (phone lines and internet) failure
- water supply issues
- human disease (pandemics and epidemics)
- industrial emergencies
- transportation emergencies
(on the road, in the air, or on the water)
- severe weather
- winter storms

Ask yourself:

Which of these would impact you and your loved ones the most?

Will you have to respond differently to each hazard?

Are there any special circumstances in your life that might influence how you prepare for different hazards?



Learn where to find official emergency information

During an emergency, important messages will be relayed to residents via the Voyent Alert! app, media releases, the City's website, and the City's social media, as well as other methods as required. Depending on the emergency, additional information may come through local news sources (radio or TV), NWT Alert (the Alertable app), and Government of the Northwest Territories websites and social media.

In the event there is an emergency involving third party service providers, like a power outage, information will be provided by the utility company directly responsible (e.g. Naka Power, the Northwest Territories Power Corporation, or NorthwesTel). The City of Yellowknife will amplify messaging from third parties, sharing any information that is important for the safety of residents.

For health-related emergencies, either the Chief Public Health Officer or another representative from the territorial government's Department of Health and Social Services will be the responsible party for distributing information. In this case, the City and other government departments will provide assistance.

Look up these sources ahead of an emergency so that you can find them easily when needed. **Consider downloading the Voyent Alert! app and connecting on social media.** Bookmark the GNWT road closures page (www.drivenwt.ca) on your phone.

Social Media to follow:



X (Twitter):
@OurYellowknife; @NWTFire; @GNWT_ECC; @GNWT_INF;
@NTPC_News



Facebook:
City of Yellowknife; Government of the Northwest Territories;
NWT Fire; Environment and Climate Change;
NTPC – Northwest Territories Power Corporation;
Naka Power NWT



Instagram:
@ouryellowknife

STEP 2

CREATE A PLAN

Now it's time to create your emergency plan. Use the City of Yellowknife Home Emergency Plan Workbook as you go through the next steps.

Create an emergency contact list

Make a list of all the phone numbers and email addresses you might need in an emergency. Include emergency services (police, fire, and ambulance), your utility companies, landlord, doctor's office, vet's office, schools, family members, friends, and neighbours. It is also helpful to include the contact information for a trusted check-in-person (a friend or family member who does not live in Yellowknife) that everyone in your home knows. In the event of an emergency where you are separated from the people you live with and there are issues with the telecommunications network, everyone can reach out to the trusted check-in-person to provide updates when they are able, helping to keep everyone connected. Make sure everyone in your house has a copy of the emergency contact list.

Decide on an emergency meeting place

It's possible that an emergency can happen when not everyone is at home. Emergencies can also impact your ability to get back home, for example if a road is closed. Decide with your family on a location where you will meet each other during an emergency if you cannot meet at home. This could be at a different friend or family members home, at a park, a facility, a business, or other well-known location. You can also use a landmark that is meaningful to your family, such as 'the big rock at the end of the road.'

Consider where all family members are during the day

If you have children who may be at school or daycare during the day, think about who will pick them up if an emergency occurs and you are unable to collect them. If possible, choose someone who is home during the day or has flexibility with work, and lives close to the school. Put this person’s contact information on your emergency contact list. Make sure to update the school or daycare so they know this person is authorized to pick up your child. Talk to your children about this plan in advance, so that they know what to expect. This also applies to disabled or elderly family members who may attend care or support programs or classes throughout the day.

Review your insurance

Home insurance or tenant insurance can help support you during an emergency that impacts your property. If you do not have insurance, consider getting a quote to see what options may be available to you. If you do have insurance, review your policy on an annual basis to ensure you’re adequately protected and that you understand your options and policy limits. It can also be helpful to regularly take pictures and videos of your property and belongings to aid in any claims.

Learn how to turn off your utilities

Identify how to turn off the utilities in your home. Make sure everyone in your home knows where the main water valve, circulation pump, and main electrical panel are located. Consider taking pictures, writing down instructions, and incorporating them into your emergency plan. In an emergency situation, you may be asked to turn your utilities off for safety reasons.



Think about how you will evacuate

There are different types of evacuations depending on what emergency is happening. A full evacuation involves everyone in the City leaving. The City does not decide where residents will go when they leave the City. The territorial government works with other provinces to make those arrangements. In a partial evacuation, one neighbourhood or area might be evacuated to a safer neighbourhood or area within the City.

Consider what an evacuation might look like for you and your family. Where will you stay once you have left your home?

Do you know anyone in a different neighbourhood that you could stay with if there was a partial (neighbourhood) evacuation? Will you stay in a Reception Centre (if available)?

If you have pets, consider whether special arrangements need to be made when it comes to transportation, accommodations, and securing pet supplies.

In the event of a full evacuation, are you familiar with the route? Will your household evacuate alone, or with other friends, neighbours, or family? Consider downloading an offline map for times when there is no network and to save on data. Identify key stops along the way, like rest stops, Reception Centres, and other communities. **Bookmark the GNWT's road closures page (www.drivenwt.ca) on your phone.**

Are there any specific health needs that should be taken into account if you need to leave your home? Will you need to fill any prescription medications? Do you have dietary restrictions that should be considered when packing (do you need any special substitute ingredients or country foods that can be harder to find or that your friends and family may not have on hand)?

Business owners should come up with a plan for their staff members in the event of an evacuation. If the business is in a partial evacuation zone, will your business shut down or will it continue to run in a modified manner from a different location? In a full evacuation, owners of businesses that are registered as critical should make a plan for maintaining operations during the evacuation and discuss these details with their staff.

Meet your neighbours

Having connections to others can help increase your ability to recover from unexpected situations. Communities that have strong relationships will often recover faster than those that do not. The people in your community, such as your neighbours, may be the first people available to help you in an emergency. You might also be able to help them in return. Since it is easier to ask for or offer help to someone you already know, consider reaching out and introducing yourself. Do you have any neighbours that are certified in first-aid? Is there someone who would be willing to check on your pets for you in an emergency? Maybe you have an neighbour that will need extra assistance in an emergency but doesn't have anyone to ask? Building a friendly community helps to build a resilient community.

Think about how you will shelter in your home

An evacuation is when you are asked to leave your home for safety reasons. The opposite is being asked to stay (or shelter) in your home. Some situations which may require you to shelter in place could include a chemical leak or bad air quality from wildfire smoke.

If you are asked to shelter in place, you and your family will need to stay inside, with all doors, windows, vents (stove, bathroom, dryer), and dampers (fireplace, woodstove) closed. Avoid leaving your home until emergency personnel say it is safe to do so.

For added protection, you can place a damp, rolled-up towel at the base of doors. You can also seal your windows, vents, and doors with plastic sheeting and duct tape. If doing so, consider pre-cutting your plastic to the correct size ahead of time.

STEP 3

CREATE AN EMERGENCY KIT

Now that you have information on emergencies and have started creating your emergency plan, consider what items and supplies you should have on hand to be prepared.

Stock up on emergency supplies

In case of emergency, try to keep enough emergency supplies in your home to support you and your family for up to two weeks. If you are asked to shelter-in-place (for example, due to heavy smoke), it may not be advisable to leave your home.

The recommended amount of non-perishable food to have on hand is enough for everyone in your home for at least three days, and ideally up to two weeks. This includes food for those with special dietary requirements, babies, and pets. Some ideas of non-perishable foods include canned goods, dry goods (beans, pasta, rice, grains), and snack items such as granola bars, crackers, dried fruit, or trail mix.

If you are sheltering at home and the power is on, frozen fruits, vegetables, and meats are also good to have on hand. Your emergency food supply should be checked every six months to ensure nothing has expired.

The recommended amount of emergency water to have on hand is two litres per person, per day. Keep enough water on hand for at least three days, and ideally up to two weeks. Don't forget to account for your pets as well! Your emergency water supply should be checked every six months.



Here are some emergency supplies recommended to keep on hand. Make sure everyone in your household knows where to find them:

- First aid kit supplies, such as gauze, bandages, tape, or antibacterial ointment
- Medications such as pain relievers, anti-nausea medications, or cold medications
- Emergency contact list
- Copies of important documents, such as lease or mortgage documents, insurance information, personal identification, birth certificates, passports, and critical medical records. If possible, keep in a protective bag or on a USB stick
- “Help/OK” sign to put in window
- Back-up pair of glasses, contact lenses, or other essential medical equipment or prescription medications
- Phone charger

Consider keeping extra supplies on hand. They could come in handy during an emergency where you are sheltering in your home:

- Light source: flashlight (battery-powered or hand-cranked) or headlamp or candle with matches / lighter
- Radio (battery-powered or hand-cranked)
- Extra batteries or battery pack / power bank
- Can opener or multi-tool
- Dust masks
- Hand sanitizer, sanitizer wipes, or moist towelettes
- Toilet paper, hand soap, and other essential personal toiletries
- Garbage bags
- Dish soap
- Extra blankets
- Whistle
- Things to do for fun, such as board games, a deck of cards, books, toys, a sketchbook, or movies
- Supplies for pets, such as food and comfort items
- Small amount of cash

Create an emergency 'go-bag'

In a situation where you may have to evacuate your home on short notice, having a go-bag prepared will help ease the stress of packing and remembering what you need. In an evacuation, you should be ready to take care of yourself and your family for a minimum of 72 hours.

Some of the emergency items you already stocked can be kept in your go-bag. That way you'll always know where they are. Consider packing your items in clear plastic bags inside a plastic tote, duffle bag, rolling suitcase, or backpack to help organize and protect your items while making them easy to transport.

Check your go-bag every six months to ensure that food, medications, and toiletries are not expired, water is still fresh, personal documents are up-to-date, batteries are charged, and clothing is seasonally appropriate.

It is also recommended that, when possible, you regularly top up your vehicle fuel or battery charge, and try to maintain at least a half a tank of fuel or half-charged battery at all times.

Here are the recommended emergency supplies to keep in your go-bag:

- Non-perishable snacks such as granola bars, crackers, dried fruit, or trail mix
- Water (two litres per person, per day, is recommended)
- First-aid kit supplies such as gauze, bandages, tape, or antibacterial ointment
- Medications such as pain relievers, anti-nausea medications, or cold medications
- Copies of important documents, such as lease or mortgage documents, insurance information, personal identification, birth certificates, passports, and critical medical records. If possible, keep in a protective bag or on a USB stick
- Back-up pair of glasses, contact lenses, or other essential medical equipment or prescriptions
- Phone charger

If you are able, consider packing these extra supplies in your go-bag:

- Light source: flashlight (battery-powered or hand-cranked) or headlamp or candle with matches / lighter
- Radio (battery-powered or hand-cranked)
- Extra batteries or battery pack / power bank
- Dust masks
- Hand sanitizer, sanitizer wipes, or moist towelettes
- Travel sized personal toiletries
- Blanket or sleeping bag for each person
- Whistle
- Things to do for fun, such as a deck of cards, books, small toys, or small car games
- Supplies for pets, such as a crate, leash, bowls, food, litter box, poop bags, or comfort items
- Paper map (or download offline maps on your phone)
- Pen and notepad
- Small amount of cash
- Important keepsakes and photos
- Bug spray and sunscreen
- Seasonal clothing, shoes, and outerwear



Plan for any additional specialized needs

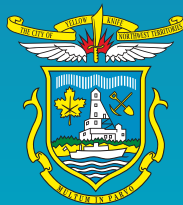
Are there any additional special items you should pack in advance based on the needs of your family?

If a family member relies on a prescription medication, are you able to keep an extra supply or valid prescription on hand? Based on individual medical conditions, are additional supplies needed such as syringes, blood glucose testing supplies, communication aides, or extra batteries for medical devices including hearing aid batteries?

For wheelchair users, additional items to add your emergency supply list could include a tire patch kit and a pair of heavy gloves to protect the user's hands if wheeling over sharp debris. If a family member relies on a motorized wheelchair, do you have a spare battery or will a manual chair work as a back-up?

If there is an infant in your family, don't forget to add diapers, wipes, extra clothes, breastfeeding aides, formula, bottles, baby food, and appropriate medications to your emergency supply list.





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www.yellowknife.ca | 867 920 5600

