

**To: All Local Governments
(Municipalities, Local Service Districts and Inuit Community Governments)**

From: Department of Municipal Affairs and Environment – Fire and Emergency Services

**Re: Newfoundland and Labrador Disaster Financial Assistance Program (NL-DFAP)
Things to know when an adverse event is forecast to affect your area**

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1. Keep residents well-informed of the forecasted adverse event and encourage them to take precautions to protect their homes and property from possible damage.
 2. Remind residents that it is their responsibility to be prepared to take care of themselves and their families for a minimum of 72 hours in the event their location is affected by an adverse event.
 3. Remind all involved of the importance of putting safety first when preparing for, responding to and/or recovering from an adverse event.
 4. Ensure infrastructure such as roads, ditches and drains are clear of debris and appropriate provisions are made for the delivery of services in the event the weather has a greater impact than anticipated.
 5. Taking pictures of local government infrastructure prior to the adverse event is encouraged, as this can be useful if the adverse event triggers the NL-DFAP program and the local government submits a claim.
 6. If an adverse event occurs, take photos of the damage incurred so it can be included in your application in the event the NL-DFAP is activated/triggered.
 7. Record all actions undertaken while dealing with the adverse event such as calling a State of Emergency, opening up an Emergency Operations Centre, log incremental costs, retain invoices and receipts associated with responding to the adverse event, etc. This information/supporting documentation will be required in the event the NL-DFAP is activated.
 8. Inform all agencies/departments necessary if an adverse event affects your area. For example if a Local Service District sustains damage to road infrastructure, the Department of Transportation and Works should be advised if they own and/or maintain the infrastructure.
 9. Officials representing the Department of Municipal Affairs and Environment (MAE) and/or FES may visit your area as soon as possible after the adverse event to complete assessments to determine whether or not the adverse event will activate/trigger the NL-DFAP.
 10. If it is determined that this adverse event activates/triggers the NL-DFAP, public announcements will be made by the province. Applications will then be made available for local government infrastructure and private sector damage, on line, at local government offices and/or by mail.