



EMERGENCY PREPAREDNESS FAMILY EMERGENCY PLAN

Our plan was last updated on: _____ Our next update will occur on: _____

PLEASE COMPLETE THIS PLAN WITH ALL MEMBERS OF YOUR HOUSEHOLD

OUR HOUSEHOLD

HOME PHONE NUMBER: _____

INFORMATION ON EACH FAMILY MEMBER:

NAME	CELL NUMBER	DATE OF BIRTH (D/M/Y)

IMPORTANT PHONE NUMBERS

POLICE, FIRE, AMBULANCE: Dial 911

AREA / DESCRIPTION	NAME / NUMBER
POLICE NON-EMERGENCY	
POISON CONTROL	
DOCTOR	
MEDICAL INSURANCE	
HOMEOWNER / RENTAL INSURANCE	
AUTO INSURANCE	
CHILD'S SCHOOL	
REGIONAL DISASTER MANAGEMENT TEAM (RDMT) / LOCAL SAFETY AND EMERGENCY PREPAREDNESS (SEP) TEAM	
LOCAL JK SAFETY COORDINATOR	

NEIGHBOURS / IN-TOWN CONTACTS

NAME	CONTACT NUMBER	EMAIL ADDRESS	HOME ADDRESS

OUT-OF-TOWN CONTACTS

NAME	CONTACT NUMBER	EMAIL ADDRESS	HOME ADDRESS

MEDICAL CONDITIONS

NAME	MEDICATION	DOSAGE	MEDICAL/SPECIAL NEEDS	DOCTOR'S NAME & CONTACT NUMBER



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Visit www.GetPrepared.ca for additional information on how to better prepare yourself for an emergency

EVACUATION PLAN

IN THE CASE OF AN EMERGENCY, WE WILL EVACUATE OUR HOME AND MEET AT THE FOLLOWING LOCATIONS, AS NEEDED:

Meeting location WITHIN our city:	Address:
Meeting location OUTSIDE our city:	Address:
Meeting location near the house (if house fire):	Address:

- If we can't get home or contact each other, we will meet at: _____
and leave a message with: _____
Phone: _____
- The person responsible for collecting the children from school is: _____
Contact Number: _____
Name (back-up): _____
Contact Number (back-up): _____
- Safe room in our house: _____
- The person responsible for checking the emergency kit and news regularly is: _____
- In an emergency, we will remain in our home unless advised otherwise from authorities. We will be prepared to look after ourselves for up to three (3) days and nights or more. In an emergency we will:
 - Plan and discuss how to respond, keeping safety in mind
 - Get our Emergency Kits and Personal Grab-Bags
 - Listen to the news for public alerts and information
 - Reach out to our local RDMT / SEP contact for information
 - Inform our family outside the province about our whereabouts and safety
 - In the event of a mandatory evacuation, follow directives from the local authorities
- If we have to evacuate our home, we will:
 - Take our Emergency Kits and Personal Grab-Bags with essential items
 - Turn off water, electricity, and gas (please call your gas provider to get your gas re-connected) – for the gas and water valves, keep shut-off instructions close-by and read them carefully
 - Lock the doors, wear appropriate clothing and eat before evacuation, if possible
- If you own pets, identify hotels in your area that are pet-friendly. Alternatively, identify family members and friends that can care for your animals

 Hotel Name _____
 Contact Number _____
 Address _____

 Friend / Family Members Name _____
 Contact Number _____
 Address _____
- Include into the plan any dependents under your care: parents that live somewhere else in the affected area, sick or elderly neighbours

ADDITIONAL STEPS FOR PREPAREDNESS:

- Draw a floor plan of your home that shows all possible exits from each room. Plan a main exit route and an alternate exit route from each room.
- Ensure each family member has a current photo of every other family member in his/her cell phone. Post photos of each family member on the back of this plan (especially important for young children and those without cell phones).
- Ensure each family member has an updated copy of this Family Emergency Plan (i.e., snapshot in their cell phone).
- Ensure digital copies of important documents (i.e., passports, driver's license, etc.) are stored securely offsite.
- Notify emergency contacts and extended family members about your Family Emergency Plan.
- Update this plan every six (6) months or as needed, and keep a printout of the most updated plan in your Emergency Preparedness Kits.
- Practice your emergency evacuation plan frequently - run several practice rounds so that the information is ingrained into both your mental and muscle memories.

OUR HOUSE PLAN / OTHER ESSENTIAL INFORMATION: