



Are you ready? Family Emergency Plan

IN AN EMERGENCY, CALL 911

Last updated: _____

Next update: _____

Emergencies can occur suddenly, at anytime and anywhere. Prepare yourself and your family to be self-sufficient for at least 72 hours. **Prepare by staying informed, having an Emergency Kit, Go-bag, and working with your family to complete this Family Emergency Plan.**

Please complete this plan with all members of your household.

General Information

Information on each family member:

Home Phone Number: _____

Name	Cell Phone Number	Date of Birth (D/M/Y)

During certain emergencies we may need to go into a safe room OR shelter-in-place for up to 72-hours. Our family should go into any safe room, which is on the lowest, interior-most, windowless room with vents and doors, and listen to emergency broadcasts for updates. **In our home, this safe room is:** _____

Family Communications Plan

In the case of an emergency, our NEIGHBOURS/IN-TOWN contacts are:

Name	Cell Phone Number	Email Address	Complete Home Address

In the case of an emergency, our OUT-OF-TOWN contacts are:

Name	Cell Phone Number	Email Address	Complete Home Address

If our child/children are at school/daycare, we should contact:

Child's Name	Name of School/Daycare	Contact Phone Number	We've Reviewed the School's Emergency Communication Plan
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

The person responsible for collecting the children from school is:

Name	Cell Phone Number	Email Address	Complete Home Address



Family Emergency Plan

Family 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:	Complete Address:
Meeting Location OUTSIDE our city:	Complete Address:
Meeting location near the house (if house fire):	Complete Address:

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	Complete Address

Friend / Family Members Name	Contact Number	Complete Address

Additional Information

Medical conditions:

Family Member Name	Medication	Dosage	Medical/Special Needs	Doctor's Name & Phone No.

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

Important Phone Numbers

Area/Description	Name/Number
Doctor	
Medical Insurance	
Homeowner / Rental Insurance	
Auto Insurance	

If we can't get home or contact each other, we will meet at: _____

Or leave a message with (name): _____ Phone No.: _____

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.



Family Emergency Plan

Family Member responsibilities during an Emergency:

Task	Description	Responsible Family Member(s)
We have an updated 72-hour Emergency Kit Yes <input type="checkbox"/> No <input type="checkbox"/>	Keep the Emergency Kit stocked and a Go-Bag to take along if an evacuation is necessary. Make sure it includes important personal documents. Location(s) where we've stored our Emergency Kits/ Go-Bag: _____	
Family Emergency Plan	Keep our Family Emergency Plan up-to-date. Meet with household members every six (6) months or as needed to update these plans.	
Stay Informed	Sign up for local emergency weather alerts from TheWeatherNetwork.ca or listen to local radio alerts and know what is going on in your area.	

Other Essential Information: (e.g. plan for those with special needs/disabilities, out-of-town college students, etc.)

Additional Steps for Preparedness:

- ✓ Include into the Plan any dependents under your care: parents that live somewhere else in the affected area, sick, or elderly neighbours.
- ✓ 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 6 months or as needed, and keep a printout of the most updated Plan in your Emergency Kits.
- ✓ Practice your emergency evacuation plan frequently - run several practice rounds so that the information is ingrained into both your mental and muscle memories.

If we have to evacuate our home, we will:

- ✓ Take our Emergency Kits and Personal Go-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.
- ✓ Follow directives from local authorities.
- ✓ Inform our family outside the province about our whereabouts and safety.