

MY EMERGENCY PLAN

Name:

Table of Contents

2

**Emergency
Contacts**

3

Emergency Kit

4

**Kit Maintenance
Checklist**

5

**Household
Emergency Plan**

8

**Child/Infant
Emergency Plan**

8

**Special Needs/
Disabilities
Emergency Plan**

9

**Communication
Plan**

11

Insurance Plan

12

**Pet Emergency
Plan**

13

**Evacuation
Checklist**

Emergency Contacts

Find the proper emergency contact numbers and note them here for easy reference. Remember, in an emergency or disaster your phone may die and you won't be able to access your contacts, so be sure to include them here so you can refer to them if necessary.

Type of Situation	Who to Contact	Specific Contact Name	Contact Information
Large-Scale Emergency	Alberta Emergency Alert		www.emergencyalert.alberta.ca
Criminal activity (emergency)	Police		9-1-1
Criminal activity (non-emergency)	Police (non-emergency)	Non-Emergency Line	Phone: <input type="text"/> Website: <input type="text"/>
Fire / Hazardous Material	Fire Department		9-1-1
Natural Gas Emergency	Natural Gas Provider		9-1-1 or: <input type="text"/> Website: <input type="text"/>
Electrical Emergency	Electricity Provider		Phone: <input type="text"/> Website: <input type="text"/>
Property Issue	Landlord/Property Manager		Phone: <input type="text"/> E-mail: <input type="text"/>
Water, Sewer, Other Local Emergency	Municipality		3-1-1 or: <input type="text"/> Website: <input type="text"/>
Road Conditions	5-1-1 Alberta		5-1-1 https://511.alberta.ca/
Medical Emergency	Ambulance		9-1-1
Poisoning	Poison Control Centre		Toll Free 1-800-322-1414
Medical (non-emergency)	Alberta Health Services	Health Link	8-1-1 www.MyHealth.Alberta.ca .
Mental Health	Alberta Health Services	Mental Health HelpLine	1-877-303-2642
Community and Social Services	2-1-1 Alberta or Local Contact		2-1-1 or: <input type="text"/> www.ab.211.ca/
Doctor	<input type="text"/>		Phone: <input type="text"/> Website: <input type="text"/> E-mail: <input type="text"/>
Dentist	<input type="text"/>		Phone: <input type="text"/> Website: <input type="text"/> E-mail: <input type="text"/>
Pharmacy	<input type="text"/>		Phone: <input type="text"/> Website: <input type="text"/> E-mail: <input type="text"/>
Other Health Provider:	<input type="text"/>		Phone: <input type="text"/> Website: <input type="text"/> E-mail: <input type="text"/>
Other Health Provider:	<input type="text"/>		Phone: <input type="text"/> Website: <input type="text"/> E-mail: <input type="text"/>

Emergency Kit

You need to be prepared to be self-sufficient for a minimum of 72 hours. Have an Emergency Kit packed and ready to go in case you need to evacuate or Shelter-in-Place for a period of time.

Your emergency supplies should be stored in plastic containers that are quick and easy to transport, or in backpacks or duffel bags. Check off these items after you have added them to your Emergency Kit.*

		✓
Water	4 litres per person per day: # people <input type="text"/> x 4 litres x 3 days = <input type="text"/> litres of water	<input type="checkbox"/>
Food	Non-perishable food that needs a minimal preparation	<input type="checkbox"/>
	Can opener	<input type="checkbox"/>
	Storage containers	<input type="checkbox"/>
	Plastic wrap, aluminum foil, ziplock bags	<input type="checkbox"/>
	Cooking utensils, mixing bowls, pots,	<input type="checkbox"/>
	Plates, cutlery, cups	<input type="checkbox"/>
	Garbage bags	<input type="checkbox"/>
First aid	A basic First Aid Kit	<input type="checkbox"/>
	Basic medications and prescription medications for all family members	<input type="checkbox"/>
	Copies of prescriptions	<input type="checkbox"/>
Essential supplies	Crank or battery-powered flashlight and radio	<input type="checkbox"/>
	Extra batteries for battery-powered items	<input type="checkbox"/>
Important Documents	Copy of Emergency Plan	<input type="checkbox"/>
	Copy of Insurance policies	<input type="checkbox"/>
	Copy of Home inventory	<input type="checkbox"/>
	Copy of Passports	<input type="checkbox"/>
	Copy of Birth certificates	<input type="checkbox"/>
	Photos of family members	<input type="checkbox"/>
Other useful items	An emergency supply of cash	<input type="checkbox"/>
	Alternate sources of light (i.e. camping lanterns)	<input type="checkbox"/>
	Whistle	<input type="checkbox"/>
	Disposable dust masks	<input type="checkbox"/>
	Plastic bags	<input type="checkbox"/>
	Duct tape	<input type="checkbox"/>
	Paper towel	<input type="checkbox"/>
	Personal hygiene supplies	<input type="checkbox"/>
	Extra clothing and bedding	<input type="checkbox"/>
	Cellphone/laptop charger and cable	<input type="checkbox"/>
Child/Infant kit	Formula, baby food or other age-appropriate foods	<input type="checkbox"/>
	Pedialyte and/or juice	<input type="checkbox"/>
	Toys and activities	<input type="checkbox"/>
	Diapers/baby wipes and other hygiene supplies	<input type="checkbox"/>

Pet Kit	Portable kennel or carrier	<input type="checkbox"/>
	Leash and harness	<input type="checkbox"/>
	Copies of vaccine/medical records, ID tags, veterinarian contact information, photo of pet	<input type="checkbox"/>
	Food and water for at least 72 hours and up to 14 days (4L per day per average dog)	<input type="checkbox"/>
	Pet hygiene supplies such as newspaper, training pads, litter, etc.	<input type="checkbox"/>
	Pet medications	<input type="checkbox"/>
	Bedding and toys	<input type="checkbox"/>
Vehicle Emergency Kit	Blanket or sleeping bag	<input type="checkbox"/>
	Extra clothing and shoes	<input type="checkbox"/>
	First Aid Kit	<input type="checkbox"/>
	Flashlight (crank or battery-powered)	<input type="checkbox"/>
	Food that won't spoil (i.e. energy bars)	<input type="checkbox"/>
	Water	<input type="checkbox"/>
	A copy of your Emergency Plan	<input type="checkbox"/>
	Radio (crank or battery-powered)	<input type="checkbox"/>
	Candle in a deep can and matches	<input type="checkbox"/>
	Whistle	<input type="checkbox"/>

Kit Maintenance Checklist

Check your kit contents every six months to look for expired food, water and medications, and replace as necessary. Check for expired batteries and replace those as needed, and switch out the clothing depending on the season.

In addition to your Emergency Kit, check and restock your Vehicle Kit and Pet Kit if required, based on your personal situation.

Schedule your kit maintenance twice a year in the Spring and Fall for the same time as you change your clocks for the time change. Each year, update your Emergency Plan and print new copies for your Emergency Kit, vehicle and workplace.

Year 20 <input type="text"/>		✓
Spring Time Change	Water	<input type="checkbox"/>
	Food	<input type="checkbox"/>
	First Aid	<input type="checkbox"/>
	Other	<input type="checkbox"/>
	Pet Kit	<input type="checkbox"/>
	Vehicle	<input type="checkbox"/>
Fall Time Change	Water	<input type="checkbox"/>
	Food	<input type="checkbox"/>
	First Aid	<input type="checkbox"/>
	Other	<input type="checkbox"/>
	Pet Kit	<input type="checkbox"/>
	Vehicle	<input type="checkbox"/>

Household Emergency Plan

Make sure your home has:

- A working carbon monoxide detector
- A working smoke alarm
- Fire extinguishers

Tip:

Be familiar with shut-off procedures and keep the instructions close to the gas and water valves.

You should have one fire extinguisher on every level of your home, including one in the kitchen. All older children and capable adults should know how to use a fire extinguisher, and everyone should know where they are located.

Everyone should also know how to turn off the water, electricity and gas in your home. Refer to your Contacts section for utility company contact information.

Locations of fire extinguishers:

Water valve location:

How to shut off water:

Electric Panel location:

How to shut off main power:

Gas valve location *(Shut off gas only when authorities tell you to do so):*

How to shut off gas:

Floor drain and sump pump location *(Always ensure the drain area is clear of boxes, furniture, and other items in case there is a flood):*

Instructions to test sump pump:

Emergency exits

Draw up a floor plan of your home that shows all possible exits from each room. Identify a main exit route and an alternate exit route from each room. If you live in an apartment building, identify the building exits as well, and plan to use the stairs instead of elevators.

Evacuation routes

Make sure you have identified a primary and secondary evacuation route from your neighborhood in case one is blocked.

Primary evacuation route:

Secondary evacuation route:

Roles and responsibilities

Everyone in your household should know where to find your Emergency Kits, and everyone should be aware of their roles and responsibilities in an emergency or disaster.

Household member	Roles	Responsibilities

Child/Infant Emergency Plan

Child Care Provider 1

Name:			
Address:			
Primary Phone:		Secondary Phone:	
Evacuation Procedure:			
Lockdown Procedure:			

Child Care Provider 2

Name:			
Address:			
Primary Phone:		Secondary Phone :	
Evacuation Procedure:			
Lockdown Procedure:			

Special Needs/Disabilities Emergency Plan

If you have special health or mobility needs, establish a personal support network of friends, relatives, healthcare providers, coworkers and neighbours. If you require regular attendant care, include details about how care will be provided in an emergency, and if you rely on any life-sustaining equipment, include an emergency backup plan.

Health information:

--

How care will be provided in an emergency:

--

Emergency power backup plan:

--

Communication Plan

Emergency Family Contacts

	Family Member #1	Family Member #2
Name		
Work or School Name		
Work or School Address		
Primary Phone		
Secondary Phone		
Personal Email		
Work Email		
Work or School Evacuation Procedure		
Work or School Lockdown Procedure		
	Family Member #3	Family Member #4
Name		
Work or School Name		
Work or School Address		
Primary Phone		
Secondary Phone		
Personal Email		
Work Email		
Work or School Evacuation Procedure		
Work or School Lockdown Procedure		

Neighbour Contacts

	Neighbour #1	Neighbour #2
Name		
Address		
Primary Phone		
Secondary Phone		
Email		

Block Watch/Neighbourhood Emergency Program

Contact	
Address	
Primary Phone	
Secondary Phone	
Email	

Meeting places

Identify safe places where everyone in the household should meet if you cannot go home or you need to evacuate.

Meeting place near home:

Meeting place outside neighborhood:

Meeting place outside your town or city:

Message centre

Appoint a distant or out-of-province contact to act as a central message centre for separated family members, and make sure everyone in your household knows who this is. Arrange for each person to call, email, or text the out-of-province contact if you are separated.

Out-Of-Area Contact

Location:	
Name:	
Address:	
Primary phone:	
Secondary phone:	
Email:	

Tip:

Cellular networks may be overwhelmed in a disaster or emergency. Use text messages when possible as they are more likely to go through than a voice call.

Out-Of-Province Contact

Location:	
Name:	
Address:	
Primary phone:	
Secondary phone:	
Email:	

Insurance Plan

Insurance Broker

Insurance Broker:	
Address:	
Primary phone:	
Secondary phone:	
Email:	

Insurance Company

Insurance Company Name:	
Emergency claims phone number:	
Policy number:	
Date of last home inventory:	
Location of home inventory:	
Type of home inventory (document, video, etc.):	
Coverage details:	

Pet Emergency Plan

Veterinarian Contact Information

Name:	
Address:	
Phone:	
After-Hours Emergency:	

Pets may not be allowed in some reception centres and hotels. Identify alternate locations below where your pet can be cared for in an emergency, such as a friend or relative, boarding facility or pet-friendly hotels both in your area and further away from home.

	Pet Friendly Hotel 1	Pet Friendly Hotel 2
Location		
Name		
Address		
Phone		
Email		

	Pet Care Provider 1	Pet Care Provider 2
Location		
Name		
Address		
Phone		
Email		

Evacuation Checklist

When a mandatory evacuation order is issued, you must leave immediately.

- ✓ Listen to the radio for instructions from emergency officials
- ✓ Shut off water, gas and electricity if you are instructed to do so
- ✓ Take your Emergency Kit and all pets with you
- ✓ If you have time, leave a note with the time you left and where you are heading
- ✓ Lock your home when you leave
- ✓ Be patient, drive safely and give way to emergency vehicles
- ✓ Do not return to your home until emergency officials advise it is safe to do so
- ✓ Use your Family Communication Plan to contact family members and make arrangements to go to your designated meeting place

Shelter-in-Place Checklist

Take these steps if you are instructed to Shelter-in-Place

- ✓ Immediately gather everyone including pets indoors in a safe place on the lowest floor away from exterior doors
- ✓ Close and lock all windows and exterior doors
- ✓ Leave open all interior doors
- ✓ Pay attention to local radio and television programming for updates
- ✓ Stay inside until you receive an “all clear” message from authorities

If you are Sheltering-in-Place due to a hazardous substance release or air quality issue:

- ✓ If safe to do so, seal gaps in door and window frames.
- ✓ Extinguish indoor wood-burning fires and close the fireplace damper
- ✓ Turn off all mechanical devices that exchange air with the exterior:
 - ✓ All fans, heating and air conditioning systems
 - ✓ Built-in vacuums
 - ✓ Clothes dryer
 - ✓ Gas fireplaces
 - ✓ Gas stoves
- ✓ Once the danger has passed, you may be asked to ventilate your building by opening all windows and doors.

If a Shelter-in-Place order is issued because of air quality, follow the instructions of emergency officials or contact Health Link for more information by dialing **8-1-1**.