

Make an emergency plan

It will take you about 20 minutes to make a family emergency plan.

You can then print it out. Before starting, you will need to think about:

- Safe exits from home and neighbourhood
- Meeting places to reunite with family or roommates
- Designated person to pick up children should you be unavailable
- Contact persons close-by and out-of-town
- Health and insurance information
- Places for your pet to stay
- Risks in your region
- Location of your fire extinguisher, water valve, electrical panel, gas valve and floor drain

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Your home emergency plan

This form will help you create your home emergency plan. It should only take about 20 minutes to complete. There are eight easy steps. Even if you are uncertain about how to answer some of the sections, skip to the next section. Once finished, you will have a document that you can download to your computer to be saved, printed or updated. You can always add more information later to any sections you may have skipped. You may also check with your local government authorities for existing plans to use as a reference.

Once completed, make sure everyone in your home knows and keeps the plan in an easy-to-find, easy-to-remember place (with your emergency kit, for example). Make sure you share your emergency plan with your friends, family, and neighbors, and encourage them to do the same. You may also want to make duplicate copies to keep in your car and at work.

Enter a title for your plan (For example your family name):

1 – Escape Routes

During an emergency, these escape routes will help you get out of your home quickly and join your family or roommates at your designated meeting place. If you are asked to evacuate your neighbourhood, use the route you've identified below or follow the directions of emergency officials. We recommend that you consider, practice, and exercise alternate scenarios for your unique household situation.

Plan emergency exits from each room of your home. Try to think of two possibilities for each room. If you live in an apartment, do not plan to use the elevators. Also, identify an escape route from your neighbourhood in case you are ordered to evacuate.

Escape route from neighbourhood:

A large, empty rectangular box with a thin black border, intended for a person to draw their escape route from their neighbourhood.

Safety Tip:

Make sure everyone in your home knows how to get out quickly. Practice at least once a year with everyone.

2 – Meeting Places

Safety tip: Whenever possible, the meeting place should be on the same side of the street as your home. This way you don't need to cross the street into traffic or in front of fire trucks or ambulances during an emergency.

Meeting place near your home:

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Meeting place outside of your immediate neighbourhood:

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3 - Children

If an emergency occurs during school hours, you may need someone else to pick up your children from daycare or school. Make sure the school or daycare has up-to-date contact information for both yourself and other adults whom you have authorized on the pick-up list.

I don't have children

Designated person 1:

Designated person 2:

Phone:

Instructions for school pick-up (ex: Meeting place):

Safety Tip: Keep a copy of your children's contact information with you.

4 – Special Health Needs

Keeping an updated list of your medical information is an important part of being prepared for emergencies. You may also want to talk to your doctor about preparing a grab-and-go bag with a two-week supply of medications and medical supplies, if possible. Include prescriptions and medical documents. Remember that pharmacies may be closed for some time, even after an emergency is over.

Safety tip: Establish a support network of friends, relatives, health-care providers, co-workers and neighbours who understand your special needs. Write down details below about your medical conditions, allergies, surgeries, family medical history, medications, health screenings, recent vaccinations, emergency contacts and insurance information. Include household members' special needs as well.

I don't have special health needs

Health Information:

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Medications and medical equipment:

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Pharmacies may be closed for some time, even after an emergency is over. Consider talking to your doctor about having an extra two-week supply of medications and medical supplies on hand if possible. Include prescriptions, medical documents and the health information above that you can put into your easy to carry emergency kit.

Identify a location for your emergency kit:

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5 - Pets

Now that you have made emergency plans for your family and friends, don't forget about your pets.

I don't have pets

The most important thing you can do to protect your pets is to take them with you if you need to evacuate. This requires advance planning as pets are not allowed in some public shelters or hotels. Plan to take your pets with you to a relative or a friend's home, or identify a "pet-friendly" hotel, boarding facility or emergency shelter in advance.

Location for pet during an emergency:

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Safety Tip: Your pets should be wearing up-to-date identification and vaccination tags at all times. On their tag, include the phone number of a friend or relative outside your immediate area. If your pet is lost, you'll want to provide a number that will be answered even if you're out of your home.

6 – Specific Risks

What should you do in case of an earthquake? Flood? Power failure?

Write down instructions for the risks that are most likely to occur in your region:

Instructions:

7 – Emergency Contacts

Remember, your family may not be together when a disaster occurs. Plan how to meet or contact one another. Discuss what you would do in different situations. If you are trying to contact others, use non-voice channels like text messaging, email or social media if possible, as these use less bandwidth than voice communications and may continue to work even when phone service has been disrupted.

Learn more about staying in touch during emergencies:

www.getprepared.gc.ca/cnt/plns/styngtchmrgnccs-en.aspx

Local Emergency Numbers	
Fire:	
Police:	
Ambulance:	
Other:	

Family Contacts	
Name:	
Phone (Home):	
Phone (Work):	
Phone (Cell):	
Email:	
Home Address:	

Name:	
Phone (Home):	
Phone (Work):	
Phone (Cell):	
Email:	
Home Address:	

Name:	
Phone (Home):	
Phone (Work):	
Phone (Cell):	
Email:	
Home Address:	

Name:	
Phone (Home):	
Phone (Work):	
Phone (Cell):	
Email:	
Home Address:	

Name:	
Phone (Home):	
Phone (Work):	
Phone (Cell):	
Email:	
Home Address:	

Out-of-Town-Contact

In the event of an emergency, each family member should call or e-mail the same out-of-town contact person. Choose a contact person who lives far enough out of town that he or she will most likely not be affected by the same event. If you are new to Canada or do not have an out-of-town contact person, make arrangements through friends, cultural associations or local community organizations.

Name:	
Phone (Home):	
Phone (Work):	
Phone (Cell):	
Email:	
Home Address:	

Friends/Neighbours

Once you're safe, check on vulnerable family members, friends, neighbours or those in your community that may need additional assistance.

Name:	
Phone (Home):	
Phone (Work):	
Phone (Cell):	
Email:	
Home Address:	

Family Doctor

Patient's Name:	
Doctor's Name:	
Phone:	

Patient's Name:	
Doctor's Name:	
Phone:	

Non-Emergency Numbers

Police:	
Fire:	
Health Clinic:	
Other:	

Insurance Agency/Company

Name:	
Phone:	

8 – Home Instructions

Everyone in your home should know where to find the fire extinguisher and the emergency kit. Older children and adults should know how to turn off your home's water, electricity and gas. We recommend that you consider, practice, and exercise alternate scenarios for your unique household situation.

Make sure you have a working smoke detector and fire extinguisher. If you live in an apartment or are staying in a hotel, know where the fire alarms are located. Complete the following section so your family or roommate(s) know where these items are located in case of an emergency:

Emergency Kit

Location:

Fire Extinguisher

Location:

Water Valve

Location:

Shut-Off Instructions

Applicable Phone Number:

Electrical Box

Location:

Applicable Phone Number:

Heating Source (Gas Valve, Propane, Oil) **

**** Only shut off gas when authorities tell you to do so**

Location:

Shut-Off Instructions

Applicable Phone Number:

Additional Utility Equipment (ex: Solar Panels, Sump Pump)

Equipment:

Location:

Shut-Off Instructions

Applicable Phone Number:

Floor Drain

(Always ensure it is clear of boxes, clothes or furniture, in case there is a flood.)

Location:

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Every household needs an emergency plan. The time you've invested in creating one will ensure that you and your household know what to do in case of an emergency.

Now that you have a plan, make sure everyone in your home has read it. Review all eight sections, and take note of the safety tips.

Don't forget that your family may not be together when a disaster occurs. Practice how to meet or contact one another and discuss what you would do in different situations.

Keep this plan in an easy-to-find, easy-to-remember place (for example, with your emergency kit). You may also want to make duplicate copies to keep in your car and/or at work.

You should update your plan yearly.

Next Step...

Keep copies of birth and marriage certificates, passports, licences, wills, land deeds and insurance in a safe place both inside and outside your home. For example, you might want to put them in a safety deposit box or give them to friends and family who live out of town.

9 – Emergency Instructions

During an emergency, you may not have time to make alternative plans. You may also not be aware of who to listen to for instructions. That's why it is important to know who to call and what to do. We recommend that people consider, practice, and exercise alternate scenarios for their unique individual household situations. Practice makes perfect.

When to call 9-1-1 (where available)

- Report a fire.
- Report a crime.
- Save a life.

For non-emergency calls, use the seven-digit numbers listed in your local phone book for police, fire and paramedic services (see section 6 of this plan).

In case of major emergency

- Follow your emergency plan.
- Get your emergency kit.
- Make sure you are safe before assisting others.
- Listen to the radio or television for information from authorities. Local officials may advise you to stay where you are. Follow their instructions.
- Stay put until all is safe or until you are ordered to evacuate.

Taking shelter

If you are advised by local officials to 'shelter-in-place', you must remain inside your home or office and protect yourself there. The following steps will help maximize your protection:

- Close and lock all windows and exterior doors.
- Turn off all fans, heating and air-conditioning systems.
- Close the fireplace damper.
- Get your emergency kit and make sure the radio is working.
- Go to an interior room that's above ground level (if possible, one without windows). In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air and may seep into basements even if the windows are closed. Using duct or other wide tape, seal all cracks around the door and any vents into the room.
- Continue to monitor your radio or television or social media until you are told all is safe or are advised to evacuate.

Evacuation orders

- Authorities will not ask you to leave your home unless they have reason to believe you are in danger.
- If you are ordered to evacuate, take your emergency kit, essential medications, copies of prescriptions and a cellular phone with you, if you have one.
- If you have time, call or e-mail your out-of-town contact. Tell them where you are going and when you expect to arrive. Once you are safe, let them know. Tell them if any family members have become separated.
- If you have time, leave a note telling others when you left and where you are.
- Shut off water and electricity if officials tell you to.
- Leave natural gas service 'on' unless officials tell you to turn it off. (If you turn off the gas, the gas company has to reconnect it. In a major emergency, it could take weeks for a professional to respond. You would be without gas for heating and cooking).
- If you have a wood stove or other solid combustible heating sources, follow the proper fire safety measures if you are forced to leave your home.
- Take pets with you.
- Lock your home.