



**St. John Ambulance**

**SAVING LIVES**  
at work, home and play



## HOUSEHOLD EMERGENCY PREPAREDNESS (EP) PLAN

<b>Family Name:</b>		<b>Date Prepared:</b>	
<b>Address:</b>			

### MAKE A PLAN

- I am committed to preparing an emergency plan and will complete the following steps to emergency preparedness.

#### Step 1: Identify the risks

- Make a list of all the types of disasters that are most likely to affect your home and community
- Locate potential hazards in and outside your home.

Risks in my community:

- |   |   |
|---|---|
| <input type="checkbox"/> Earthquake             | <input type="checkbox"/> Flood                    |
| <input type="checkbox"/> Landslide or Avalanche | <input type="checkbox"/> Hurricane                |
| <input type="checkbox"/> Wildfire               | <input type="checkbox"/> Industrial Spill/Release |
| <input type="checkbox"/> Severe Winter Storm    | <input type="checkbox"/> Tsunami or Storm Surge   |

#### Step 2: Protect your home and family

- Teach your family how to prepare for an emergency.
- Reduce hazards in and around the home.
- Locate gas, electrical, and water shut-offs and make sure all able-bodied adults and older children know how to turn them off. Attach instructions to each utility in your home that details the proper method for shutting off.
- Gas meter – ensure each family member knows how and when to turn off the gas. Keep a wrench in your home kit or near your gas meter. Keep the area around your gas meter clear.
  - Hot water tank – ensure your hot water tank is secured with steel strapping and studs.
  - Electrical breaker panel – ensure each family member knows where the electrical panel is located and how and when to turn it off.
  - Water shut-off – ensure each family member knows how and when to turn off your home’s water supply.



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UTILITIES	ACCOUNT #	CONTACT #
Gas		
Water		
Electricity		
Phone		

**Step 3: Protect your assets**

- Safeguard important documents and other assets.
- Assign one or more family members to collect and copy your family’s records.
- Store family records in at least two locations – one in a fire retardant and waterproof safe or container; the other in a safety deposit box or with an out-of-town relative.
- Purchase disaster insurance for your home. Find out what types of insurance are available, and weigh the costs and benefits.

**List of family records:**

- |  |  |
|--|--|
| <input type="checkbox"/> Full names of all household members | <input type="checkbox"/> Deeds/loans                       |
| <input type="checkbox"/> Photos of family members            | <input type="checkbox"/> Life insurance                    |
| <input type="checkbox"/> Photos of pet(s)                    | <input type="checkbox"/> House insurance                   |
| <input type="checkbox"/> Birth certificates                  | <input type="checkbox"/> Car insurance                     |
| <input type="checkbox"/> Social insurance numbers            | <input type="checkbox"/> Vehicle registration, license, ID |
| <input type="checkbox"/> Passports                           | <input type="checkbox"/> Personal will                     |
| <input type="checkbox"/> Bank accounts                       | <input type="checkbox"/> Photos of valuables               |
| <input type="checkbox"/> Bank and credit cards               | <input type="checkbox"/> Tax records (5 years)             |
| <input type="checkbox"/> Marriage certificates               |  |



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**Step 4: Prepare emergency plans**

- Plan the steps you will take in the event of a disaster.
- Share your plan with your household.
- Designate an out-of-area emergency contact.
- Determine alternative exits.
- Designate at least two family meeting places – one right outside your home, and a second one depending on your family’s needs (near work, etc.).
- Prepare an evacuation plan.
- Teach children how and when to dial 9-1-1
- Plan for children, pets, and people with special needs.
- Learn about emergency plans at work and school.

OUT-OF-AREA CONTACT		
<b>Name:</b>		
<b>Address:</b>		
<b>Phone: (h)</b>	<b>(w)</b>	<b>(c)</b>
<b>Email:</b>		

HOME EXITS			
	ROOM	EXIT 1	EXIT 2
1			
2			
3			
4			
5			
6			
7			
8			

FAMILY MEETING PLACES	
<b>Close To Home</b>	
<b>Within Walking Distance</b>	
<b>Near Work</b>	



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### Plan for special needs

Your emergency plan should address the special needs of seniors and those with disabilities.

- If you have special needs and live alone, you will need to establish a personal support network. Select a neighbour or a friend who can assist you during an evacuation and include them in your emergency drills.
- Prepare a list of instructions describing any special assistance that you require.
- Keep important equipment and mobility aids in a convenient location close to an exit.
- Include disability-related items, such as batteries for hearing aids, in your emergency kit.
- Keep your emergency grab-and-go kit close by at all times.
- Prepare a detailed list of medical conditions and medications – why you need them, when you need them, and how much should be taken and how often. Include contact information for your doctor and pharmacist.
- Make sure your emergency food supplies address any special dietary needs.
- Get to know your neighbours and co-workers, and let them know how they can help you in an emergency. Find someone in the neighbourhood who can help you turn off utilities and evacuate when necessary.

<b>MEDICAL INFORMATION</b>			
<b>NAME</b>			
<b>Medical Condition(s)</b>			
<b>Medication(s)</b>			
<b>Allergies</b>			
<b>Eye Prescription</b>			
<b>Special Needs</b>			
<b>Doctor</b>		<b>Doctor Phone</b>	
<b>Pharmacist</b>		<b>Pharmacist Phone</b>	



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### Plan for Pets

Be aware that pets are not allowed in emergency shelters, so it's advised that you make plans in advance for alternate temporary housing. Use the following guidelines:

- Have a current ID tag, license, or identifying tattoo.
- Authorize a neighbour to care for your pet in your absence (in case you are unable to make it home during an emergency).
- Assemble or purchase an emergency grab-and-go kit for your pet with enough supplies to last at least 72 hours. Include a leash, carrier, and a food dish.

<b>Vet Name</b>	
<b>Vet Address</b>	
<b>Vet Phone</b>	
<b>Pet Buddy</b>	
<b>Pet-Friendly Accomodation</b>	

### Step 5: Prepare emergency kits\*

- Prepare emergency grab-and-go kits for each member of your household with supplies to sustain each person for at least 72 hours. Store your kits somewhere dry and accessible and make sure everyone knows where they're located.
- Assemble or purchase an emergency kit for your vehicle.
- Assemble or purchase an emergency kit for your work.

*\*Refer to Week 2's emergency kit checklists*

### Step 6: Stockpile and store emergency supplies\* – enough to last at least 72 hours.

- |   |   |
|---|---|
| <input type="checkbox"/> Food and water | <input type="checkbox"/> First aid supplies               |
| <input type="checkbox"/> Heat           | <input type="checkbox"/> Medications and medical supplies |
| <input type="checkbox"/> Light          | <input type="checkbox"/> Personal items                   |
| <input type="checkbox"/> Power          |   |

*\*Refer to Week 2's food list checklist*

### Step 7: Review and update your household plan regularly.