10-Step Family Emergency Plan

Step 1: Identify potential hazards where you live and work

1. _____________________________ 2. _____________________________
3. _____________________________ 4. _____________________________
5. _____________________________ 6. _____________________________
7. _____________________________ 8. _____________________________

Step 2: Identify your family meeting place

Meeting Place No. 1:
(Close to home. eg: Across the street)

Meeting Place No. 2:
(Away from home but within walking distance)

Step 3: Identify your out-of-area contact

Remember to update your out-of-province contact if it changes.

Out-of-province contact:
Name: _______________________
Phone #: _____________________
Cell #: _______________________
E-mail: _______________________

Choose an out-of-province contact that each family member can call to give and receive information about the rest of your family. Complete the out-of-area magnet and wallet card. Ensure this number is stored in your phone and each family member carries a card with them.

Step 4: Prepare emergency kits
(Refer to the emergency kit handout)

**Grab-and-Go Kit**
1. _____________________________
2. _____________________________
3. _____________________________
4. _____________________________
5. _____________________________

**Home Kit**
1. _____________________________
2. _____________________________
3. _____________________________
4. _____________________________
5. _____________________________

**Office/Car Kit**
1. _____________________________
2. _____________________________
3. _____________________________
4. _____________________________
5. _____________________________

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Step 5: Store Water

Water storage for 3 days (4 litres per person per day):

4 litres (L) x _______ x 3 days = _______________

(# in family)  (Amount to store)

Step 6: Home Preparedness
(Refer to the home hazard handout)

Identify the hazards in your home:

1. ___________________________ 2. ___________________________
3. ___________________________ 4. ___________________________
5. ___________________________ 6. ___________________________

Step 7: Review utilities and fire protection
(Refer to the home hazard handout)

Location of smoke detector(s):

_____________________________  ______________________
_____________________________
_____________________________

Location of fire extinguisher(s):

_____________________________
_____________________________
_____________________________

Remember to check smoke detector batteries when you change your clocks!

Step 8: Kids, seniors and special needs

Family members who may need additional help with emergency planning:

1. ___________________________ 2. ___________________________
3. ___________________________ 4. ___________________________
5. ___________________________ 6. ___________________________

Consider:
❖ Medical conditions and requirements
❖ Checking your school/daycare emergency plans

Step 9: List pet’s Grab-and-Go Kit
(Refer to Emergency Kits handout)

Some items you will need for your pet kit:

1. ___________________________ 2. ___________________________
3. ___________________________ 4. ___________________________
5. ___________________________ 6. ___________________________

Go over your plans at least twice a year, such as when the clocks change for Daylight Savings Time.

Step 10: Practice and update your plan

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