

Emergency Plan

- 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. **Your next review date** _____, 2011.

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.

Emergency exits from home

Escape route from neighbourhood

Meeting place

2. Children

Ask your children's school or daycare about their emergency policies. Find out how they will communicate with families during an emergency. Also find out what type of authorization they require to release your children to a designated person, if you can't pick them up yourself. Make sure your children's school or daycare has updated contact information for parents, caregivers and designated people.

Contact person 1

Contact person 2

3. 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.

Health information

Medications and medical equipment

Grab-and-go bag location

4. Pets

The most important thing you can do to protect your pets is to take them with you if you need to evacuate. Since pets are not allowed in some public shelters or hotels, it's important to identify in advance where your pet will stay.

Pet location

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.

5. Regional risks and what to do if they occur

Tornadoes -in the house: Stay away from windows, go to:

If at work - go in to the inner building, away from windows.

If in a car- either drive to a shelter, if it's close, get out of the car, and lie in the closes ditch possible, protect our heads.

Floods- Immediate flooding, turn off electricity. If the area around the fuse box or circuit breaker is wet, stand on a dry board and shut off the power with a dry wooden stick. Try to move food storage upstairs and any thing of importance upstairs. Remove toilet bowls and plug basement sewer drains and toilet connections with a wooden stopper. During a flood, keep radio (from 72 kit) on to find out what areas are affected, as well as what roads are safe, where to go and what to do if the local emergency team asks you to leave your home.

6. Emergency contacts

Having all your important contact information in one place can be very helpful during an emergency. Make a photocopy of this list and leave a copy close to your telephone. If possible, program these numbers into your home phone and cell phone.

Safety tip

Plan for each family member to call or e-mail the same out-of-town contact person in the event of an emergency. Teach children how to make this call, as well as how and when to dial 9-1-1

Local emergency numbers

Fire: 911

Police: 911

Ambulance: 911

Other:

Non-emergency numbers

Police: 266-1234

Fire:

Health clinic:

Other contact numbers: Children's Hospital 403- 229-7211

Out-of-town contact

Home
Work
Cell

Family contacts

Home
Work
Cell

Home
School

Friend/Neighbour

Home
Work
Cell

Family doctors

For:
For:
For:
For:

Dentist:

Eye Doctor:

7. 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.

Safety tip -Make large, easy-to-see signs for water and gas shut-offs as well as for the breaker panel or fuse box.

Location of:

Emergency kit

Fire extinguisher

Water valve

Shut-off instructions

Utility company phone number Water/Sewer City of Calgary 403- 310-2010

Electrical box

Utility company phone number Enmax 403 514-6100,

Gas valve

Shut-off instructions (Only shut-off gas when authorities tell you to do so):

Utility company phone number Direct Energy Emergency #1-800-511-3447

Location of Floor drain:

8. 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. Practice makes perfect.

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

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

In case of a 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

- 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 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).
- Take pets with you.
- Lock your home.

"In the event of an emergency, listen to authorities and follow their directions. Your cooperation will make it easier to help those in need."