



# HOW TO PREPARE YOUR EMERGENCY PLAN

## DO YOUR RESEARCH



- What are the local hazards?
- What are the potential hazards that could impact you and your community?  
HINT - Check out the Disaster Management page on Council's website.
- What are the emergency and evacuation plans at your workplace, the kid's school or childcare providers? How do they affect how you respond to an emergency?
- Where will you get your information from during an event? Do you know how to tune into the local ABC Radio station? Do you and other household members subscribe to the Early Warning Network? Do you know how to access Lockyer Valley's Disaster Dashboard to keep up to date?

## HAVE A DISCUSSION



- Discuss the possible hazards with others in your household
- What will you do in an emergency? Will you stay in place or leave?
- Where might you be if there is an emergency? How will you keep in contact?
- Where will you meet if you aren't at home when an emergency happens?
- Nominate at least two places - one nearby and another outside your immediate neighbourhood. Make sure everyone knows where these meeting places are.
- Evacuation Centres aren't very comfortable! Do you have a family member or friend you can stay with if you need to evacuate?
- Who will you contact during an emergency to make sure family and friends know you are safe and be a point of contact if you can't contact others in your household? Nominate two family members or friends who don't live with you - one local, one elsewhere.
- What medical conditions or special needs do those in your household have?
- Do you have any animals or pets? How will you ensure they are kept safe? Is there somewhere they can stay, keeping in mind that if you need to go to an Evacuation Centre, pets are not usually allowed.

## WRITE IT ALL DOWN



- Make sure you have all household member contact numbers written down along with other important contacts.
- Write down your nominated contacts who don't live with you.
- Include the meeting places you have nominated.
- Remember to document the plans for your animals/pets.
- Be sure to document any medical conditions or special needs - keep in mind medications and any equipment that is needed.
- Give a copy of your Emergency Plan to members of your household as well as at least one family member or friend who doesn't live with you.

## STAY PREPARED



- Go over and practise your Emergency Plan regularly.
- Update your plan when contact details or situations change.
- Make sure everyone knows how to turn off the mains power, water and gas if you need to evacuate.
- Prepare Emergency and Evacuation Kits and store somewhere safe and easily accessible.

