

Prepare your household with all nine fact sheets:

- 1 Prepare your emergency plan
- 2 Prepare for evacuation
- 3 Prepare your emergency kit
- 4 Prepare your home
- 5 Tune into warnings
- 6 Check your neighbours
- 7 Pet emergency plan
- 8 Prepare your car
- 9 Prepare your business

Available in more than 20 languages online at: [disaster.qld.gov.au](http://disaster.qld.gov.au)

## Fact sheet

# 1

**Always remember:**  
Having an Emergency Plan is an important step to prepare for, survive and cope with emergencies.

**Know:** All householders need to know where your emergency plan is kept.

**Involve:** all householders in your disaster preparations so all understand risks and appropriate actions required in an emergency.

**Practice:** your emergency plan with all householders every few months to make sure everyone knows what to do if an emergency occurs.

**On this fact sheet here are four simple steps to help you, your family and household.**

**The emergency plan is on the other side of this page for you to complete for your household.**

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# Prepare your emergency plan

## 1. Research hazards and disaster management arrangements in your community.

- What potential hazards could impact your community? Is there any information on disaster management plans for these hazards?
  - Check with your local library and local council for information and plans.
  - Check with your local council about local warning systems, evacuation process and nominated evacuation routes.
- Ask about emergency and evacuation plans at your workplace, school, and childcare providers. Check if they need details of your household emergency contacts.
- What local support is available?
  - Ask for contact details of local support agencies and record these on your emergency plan.
  - If your household will need support to evacuate, find out what assistance is available from local council and support agencies.
- Become familiar with weather warnings issued by the Bureau of Meteorology ([www.bom.gov.au](http://www.bom.gov.au) and phone services).

## 2. Discuss possible scenarios and responses with your household.

- Discuss each hazard and potential scenarios.
  - What would you do in the event of each emergency?
  - Where might you be when such an emergency occurs?
3. Depending on the type of emergency, decide how you would keep in touch and where you would meet.
  4. Does everyone know the **Standard Emergency Warning Signal (SEWS)** and what to do when this warning is issued? *To learn more about SEWS visit [www.disaster.qld.gov.au](http://www.disaster.qld.gov.au)*
  5. Does everyone know to tune into the local ABC radio station to hear updates and warnings?
  6. You may also need to prepare for evacuation. Discuss where to go if you were unable to return home or if you have to leave your home.
  7. **Nominate two meeting places** in case of an emergency, **one nearby, another outside your neighbourhood**, everyone can easily get to.
  8. **Nominate two family members** or friends who do not live with you (**one local, one interstate**) to be household emergency contacts in case you and your family become separated. Ensure everyone know how to contact these people.
  9. Discuss medical conditions of household members. Include essential medications and dosages in your Emergency Kit.
  10. Discuss what preparations are needed for your pets (*also see Fact Sheet 7*).

## 3. Record important details on your emergency plan (over the page), such as:

- emergency and related phone numbers
- Triple Zero (000);
- 132 500 (SES)
- medical services
- local council
- electricity and other service providers
- insurance providers
- relatives and friends.
- All householder mobile phones, other numbers such as work, school, childcare providers, friends, neighbours and your household emergency contacts.
- Details of the two meeting places you have nominated.
- Any specific medical conditions, essential medications and dosage.
- Details for your pets - description, photo, veterinarian contact details, medication.
- Radio frequency of your local radio station, Bureau of Meteorology website ([www.bom.gov.au](http://www.bom.gov.au)) and telephone weather services for local warnings.

## 4. Ensure everyone in your household is prepared.

- Prepare an emergency kit and store in a safe, accessible place (*also see Fact Sheet 3*).
- Review and practise your emergency plan regularly (three times per year).
- Teach children how and when to call Triple Zero (000) in an emergency (use 112 from mobile phones). **Only call Triple Zero (000) if you believe the emergency is life threatening, critical or serious.**
- Ensure householders have current First Aid certification. Include a fully stocked First Aid Kit in your emergency kit. First aid training and equipment is provided by the Queensland Ambulance Service – visit [www.ambulance.qld.gov.au](http://www.ambulance.qld.gov.au)
- **Tune into warnings. See Fact Sheet 5.**
- Create wallet emergency cards for all household members to refer to when activating your emergency plan.
- Ensure everyone knows where, how and when to turn off the main power, water and gas supply in case of evacuation.
- Display your emergency plan on the fridge or household notice board, provide copies to household members, relevant friends, family and neighbours and keep a copy in your emergency kit.
- Consider joining a community emergency service organisation such as the State Emergency Service (SES) to learn more and help your community prepare for and respond to natural disasters – visit [www.emergency.qld.gov.au/ses](http://www.emergency.qld.gov.au/ses)

### Practice dates

(Three times per year):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Shelter

Where we will shelter if we are staying in the house?  
Where will our pets shelter?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Mains services

Locations in house, and how to switch off supply:

#### Electricity

\_\_\_\_\_

\_\_\_\_\_

#### Gas

\_\_\_\_\_

\_\_\_\_\_

#### Water

\_\_\_\_\_

\_\_\_\_\_

### Emergency

#### Police, Fire and Ambulance

Phone **000 Triple Zero**  
(112 from mobile)

#### State Emergency Service (SES)

Phone **132 500**

### Local radio station

\_\_\_\_\_

# Household emergency plan

## Household contacts

Name	Mobile number	Email address

## Emergency contacts

Nearby contact name	
Address	
Home / work phone numbers	
Mobile phone number	
Email address	
Out-of-town contact name	
Address	
Home / work phone numbers	
Mobile phone number	
Email address	

## Meeting places

Nearby meeting place	
Address	
Phone number	
Email address	
Further away meeting place	
Address	
Phone number	
Email address	

## Phone numbers

Local Council	
Electricity provider	
Local GP or doctors' surgery	
Hospital	
Veterinary practice	
Insurance provider	
Childcare provider	
Local primary school	
Local high school	
Workplace	
Workplace	
Bureau of Meteorology	
Friends	
Friends	
Neighbours	
Neighbours	

## Medical information

Medication	Who needs it and at what dosage?