

ENVIRONMENT & CLIMATE CHANGE DEPARTMENT

HOUSEHOLD EMERGENCY PLANNER



Otipemisiwak
Métis Government

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Introduction

Get prepared for emergencies today!

The Environment and Climate Change Department has created this guide to simplify the process of creating an emergency plan for your household, a crucial component of your overall emergency preparedness. Throughout the booklet, you'll find templates designed to help you collect the information needed to navigate an emergency.

Every step towards improved emergency preparedness counts, so we've designed this document to be completed in one sitting or over multiple sessions. As you complete each template, you can check its corresponding checkbox to track your progress.

Important: Store this plan in a waterproof folder, along with photocopies of important documents, in an easily accessible place above ground where you can locate it quickly during an emergency. To ensure your plan remains effective, remember to update it regularly and to practice household evacuation drills on a yearly basis.

For additional information on emergency readiness, please visit albertametis.com/emergency-preparedness or email wildfires@metis.org

Disclaimer: The information presented in this document is for informational purposes only and should not be relied upon as professional advice.

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□ Section 1: Our Emergency Plan

After you've completed the rest of the document, **revisit this page** to create a customized, step-by-step plan for what you'll do during an evacuation alert or order.

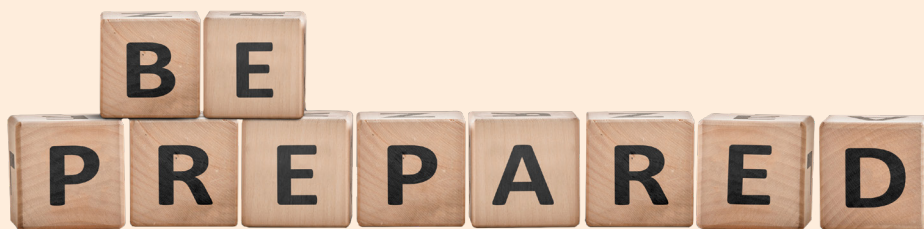
Sample plans

Sample evacuation alert plan:

- Pick up our kids from school (if applicable).
- Review this emergency plan and keep it close by.
- Collect important documents (e.g., passports, driver's licenses, etc.) and add them to a waterproof folder with their photocopies.
- Pack our 72-hour vehicle, household, and pet emergency kits.
- Bring our pets indoors and keep their carriers close by.
- Monitor official sources for an evacuation order.

Sample evacuation order plan:

- Follow local authorities' directions and ensure everyone, including pets, gets into the car. Bring this guide.
- If it is safe to do so, check if vulnerable neighbours are able to evacuate, and notify those around you of the response plan and evacuation route. If someone is out in the community when the order is issued, share their name and location with local authorities.
- Close and lock your home's doors and windows, turn off and unplug all electronics, and turn off the utilities specified by local authorities.
- Drive safely while travelling down the official evacuation route. Ask one of your passengers to monitor official websites or social channels for updates.



Plan Template

During an evacuation alert, we'll take the following steps:

1. _____

2. _____

3. _____

4. _____

5. _____

During an evacuation order, we'll take the following steps:

1. _____

2. _____

3. _____

4. _____

5. _____

□ Section 2: Household Preparation

After you've completed this section, photocopy any important documents (e.g., provincial health cards, private or group insurance, prescriptions) and add them to a waterproof folder with the Household Emergency Plan.

□ Personal Information

Name	
Email	
Phone number	
Driver's license number	
Passport number/permanent resident card	
Medical information (medications, allergies, blood type, medical aids, etc.)	
Insurance information (insurer, contact details, policy number)	Home: Car: Life: Third-party/other:
Attending medical professionals (name, phone, address)	Doctor: Pharmacy: Optometrist: Dentist:

Name	
Email	
Phone number	
Driver's license number	
Passport number/permanent resident card	
Medical information (medications, allergies, blood type, medical aids, etc.)	
Insurance information (insurer, contact details, policy number)	Home: Car: Life: Third-party/other:
Attending medical professionals (name, phone, address)	Doctor: Pharmacy: Optometrist: Dentist:

Name	
Email	
Phone number	
Driver's license number	
Passport number/permanent resident card	
Medical information (medications, allergies, blood type, medical aids, etc.)	
Insurance information (insurer, contact details, policy number)	Home: Car: Life: Third-party/other:
Attending medical professionals (name, phone, address)	Doctor: Pharmacy: Optometrist: Dentist:

Name	
Email	
Phone number	
Driver's license number	
Passport number/permanent resident card	
Medical information (medications, allergies, blood type, medical aids, etc.)	
Insurance information (insurer, contact details, policy number)	Home: Car: Life: Third-party/other:
Attending medical professionals (name, phone, address)	Doctor: Pharmacy: Optometrist: Dentist:

☐ Pet Information

Name	
Species & breed	
License number	
Insurance information	
Medical conditions and allergies	
Medications	
Vet contact information (name, address, phone number)	

Name	
Species & breed	
License number	
Insurance information	
Medical conditions and allergies	
Medications	
Vet contact information (name, address, phone number)	

Emergency Contacts

Write down the contact information of friends and family who could provide you with shelter, food, or other support during an emergency.

Name	
Relationship	
Email	
Phone number	
Address	

Name	
Relationship	
Email	
Phone number	
Address	

Name	
Relationship	
Email	
Phone number	
Address	

□ Section 3: Evacuation Preparation

Write down your household's muster points and the contact details of emergency relief organizations, including shelters.

□ Meeting Point

Decide ahead of time where you and your household will meet in case you're not together at the start of an emergency or end up being separated.

Select a few possible locations, such as a landmark that's close to your home or a shelter that's farther away. This will help you pivot if your first-choice muster point is unavailable.

Name (if applicable)	
Address and/or landmark	
Phone number (if applicable)	

Name (if applicable)	
Address and/or landmark	
Phone number (if applicable)	

Name (if applicable)	
Address and/or landmark	
Phone number (if applicable)	

Shelter Options

Potential places where you could stay during an emergency include a relative's or friend's place, a hotel, or an emergency shelter. If you have a pet, make sure that the shelters you list below are pet-friendly.

For more information about emergency shelters, visit alberta.ca/find-shelters

Name	
Phone number	
Email	
Address	

Name	
Phone number	
Email	
Address	

Name	
Phone number	
Email	
Address	

☐ Emergency Relief Organizations

Write down the contact details of organizations that can assist you during a natural disaster.

Name	
Phone number	
Email	
Address	
Services provided	

Name	
Phone number	
Email	
Address	
Services provided	

Name	
Phone number	
Email	
Address	
Services provided	

❑ Section 4: Emergency Kit Checklists

First Aid Kit List

<input type="checkbox"/> Bandages (various sizes and types)	<input type="checkbox"/> Gauze/pads and adhesive tape	<input type="checkbox"/> Antihistamines	<input type="checkbox"/> Pain relievers
<input type="checkbox"/> Cold compress	<input type="checkbox"/> CPR mask	<input type="checkbox"/> Scissors and tweezers	<input type="checkbox"/> Gloves
<input type="checkbox"/> Cotton-tip applicator	<input type="checkbox"/> Tongue depressor and thermometer	<input type="checkbox"/> Nylon bag	<input type="checkbox"/> Alcohol wipes/antibiotic ointment



Household Emergency Kit List

Ensure that the kit has 72 hours' worth of supplies for each person in your household.

<input type="checkbox"/> Light sticks	<input type="checkbox"/> Radio	<input type="checkbox"/> Flashlight	<input type="checkbox"/> Whistle	<input type="checkbox"/> Multi-purpose tool
<input type="checkbox"/> Chargers/ batteries/ power bank	<input type="checkbox"/> First aid kit	<input type="checkbox"/> Gloves/ goggles/ dust mask	<input type="checkbox"/> Garbage bags	<input type="checkbox"/> Personal hygiene products
<input type="checkbox"/> Blankets	<input type="checkbox"/> Emergency plan/important documents (in a waterproof folder)	<input type="checkbox"/> Medication/ prescriptions (in a waterproof bag)	<input type="checkbox"/> Small tent	<input type="checkbox"/> Hand/foot warmers
<input type="checkbox"/> Extra cash	<input type="checkbox"/> Food and water	<input type="checkbox"/> Pet supplies	<input type="checkbox"/> Entertainment (cards, notebooks, books)	<input type="checkbox"/> Extra clothes/ shoes
<input type="checkbox"/> Baby formula/ supplies	<input type="checkbox"/> Waterproof matches	<input type="checkbox"/> Aqua tabs	<input type="checkbox"/> Can opener	<input type="checkbox"/> Toilet paper



Vehicle Emergency Kit List

Ensure that the kit has 72 hours' worth of supplies for each person in your household.

<input type="checkbox"/> Food	<input type="checkbox"/> Water	<input type="checkbox"/> Blankets	<input type="checkbox"/> Batteries and flashlight	<input type="checkbox"/> Map and compass/ navigational device
<input type="checkbox"/> Fire extinguisher	<input type="checkbox"/> Gloves	<input type="checkbox"/> Jumper cables and tow strap	<input type="checkbox"/> Car jack and wrench	<input type="checkbox"/> Shovel and snow brush
<input type="checkbox"/> Sand or cat litter	<input type="checkbox"/> De-icer	<input type="checkbox"/> Multi-purpose tools	<input type="checkbox"/> Reflective vest and orange pylons	<input type="checkbox"/> Phone charger/ power bank
<input type="checkbox"/> Extra clothes and a rain poncho	<input type="checkbox"/> Radio	<input type="checkbox"/> First aid kit	<input type="checkbox"/> Duct tape	

Pet Emergency Kit List

Ensure that the kit has 72 hours' worth of supplies for each pet in your household. The following kit list is based on the Government of Alberta's foundational pet emergency kit only. Please tailor its contents based on your pet's species and individual needs.

For more pet emergency preparedness information, visit alberta.ca/pet-preparedness

<input type="checkbox"/> Sturdy pet carrier or crate	<input type="checkbox"/> Pet first aid kit, guidebook, and 14 days of medications in a waterproof container	<input type="checkbox"/> 7-14 day supply of food and water	<input type="checkbox"/> Food and water bowls	<input type="checkbox"/> Liquid dish soap, disinfectant, and paper towels
<input type="checkbox"/> Garbage and waste bags for clean-up	<input type="checkbox"/> Extra collar or harness, and leash	<input type="checkbox"/> Blankets, towels, toys, and comfort items	<input type="checkbox"/> Manual can opener	<input type="checkbox"/> A recent photo of you and your pet together to prove ownership

For more emergency preparedness resources, please visit albertametis.com/emergency-preparedness

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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CONTACT US!

For more information,
call us at **780-455-2200**
or email **wildfires@metis.org**

OTIPEMISIWAK MÉTIS GOVERNMENT

Delia Gray Building
11738 Kingsway Avenue, Edmonton
P: 780-455-2200 · TF: 1-800-252-7553
albertametis.com



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