



HOME EMERGENCY PLAN WORKBOOK

NAME

For resources to help you create or update your emergency plan, visit

Manitoba.ca/EMO

INTRODUCTION

This workbook is designed to guide you through creating a comprehensive emergency plan for your household. Keep both digital and physical copies of this workbook.

Why do you need an emergency plan?

Emergencies happen when we don't expect them, and may occur when families are not together. Having a family emergency plan will save time and make real situations less stressful. This home emergency plan workbook will guide you through creating your own unique emergency plan that you can print and store with your emergency kits.

How to keep your emergency plan up-to-date?

Regularly review and practice your emergency plan to ensure it remains effective over time. Make sure to update your plan when life changes. This could include adjustments in family members' needs, acquiring new emergency contacts, or moving to a new home. It's important to involve the entire household in these reviews, so everyone is familiar with any changes.

How to make your emergency plan practical?

Make sure your plan is easy to understand and that emergency contacts, maps, and procedures are accessible to all household members, including children. Highlight the locations of emergency kits, exits, and shut-off valves for utilities to make sure these critical details are straightforward for everyone.



HOUSEHOLD INFORMATION

Home Address

Having a family emergency plan will save you time and make real life situations less stressful.

Home Landline

HOUSEHOLD CONTACTS

Name	Phone #1	Phone #2	Email Address
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SCHOOL - AGE CHILDREN

Name	School/Daycare	Phone #	Address
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PETS

Name	Colour/Breed	Registration/ID	Insurance #
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NOTES

EMERGENCY CONTACTS

Make a physical copy of this list and leave a copy close to your telephone. Consider arranging in alphabetical order for easy reference.

HOUSEHOLD CONTACTS

Name	Title / Relationship	Phone #	Email Address
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Consider including the following contacts:

- Out-of-area contact
- Neighbours
- Landlord
- Your Insurance agent/company
- Your Local Non-emergency Number

HEALTH INFORMATION

Print more copies of this page based on the number of people in your household.

NAME

Date of Birth

Date of Birth

Allergies

Gender

Gender

Blood Type

Blood Type

Medical Conditions

HealthCard #

HealthCard #

Medications

NAME

Date of Birth

Date of Birth

Allergies

Gender

Gender

Blood Type

Blood Type

Medical Conditions

HealthCard #

HealthCard #

Medications

IMPORTANT DOCUMENTS

Ensure digital copies are secured on a password-protected USB or cloud storage.

Physical Copy Location

Digital Copy Location

ESSENTIAL DOCUMENTS

- Birth certificates
- Driver's licenses or other government IDs
- Passports
- Marriage certificates
- Social Insurance Numbers
- Last will and testament
- Adoption papers and custody agreements
- Banking information
- All insurance documents (home, health, vehicle, property, life)
- Property deeds or land titles
- Physical copy of your Home Emergency Plan
- Pets' microchip information, proof of ownership, and current photos

MEDICAL INFORMATION

- Manitoba health cards
- Health insurance cards
- Prescription details

PROOF OF OWNERSHIP AND VALUABLES

- Current family photos
- Inventory of valuable household items (videos or photos)
- Photocopies of the front and back of all cards in your wallet
- Visa and immigration documents

Store physical copies in a waterproof, portable container within your Emergency Go Kit.

HOME EMERGENCY SUPPLIES CHECKLIST

Organize your home emergency supplies for easy access and ensure all household members know their locations.

ESSENTIAL ITEMS

- **Water:** 4 litres per person per day for drinking, cooking, washing, etc.
- **Non-perishable food:** Granola bars, dried fruit, nuts, protein bars, formula, and baby food
- **Personal hygiene items:** Toothbrush, toothpaste, hand sanitizer, feminine products, deodorant, hair comb, chap stick, non-medical mask, and resealable plastic bag

HEALTH AND SAFETY

- **Comprehensive first aid kit**
- **ERIK:** Emergency Response Information Kit
- **Important documents:** Physical and digital copies
- **Cash:** Up to \$50 a person in small bills
- **Sanitation supplies:** Toilet paper, garbage bags with ties, and baby wipes

EXTRA ITEMS

POWER AND COMMUNICATION

- **Mobile device backup:** Batteries, charging blocks, and extra cables
- **Back-up power supply:** Generator, wind, solar, natural gas, propane, gas, diesel, battery
- **Optional equipment:** Battery-powered or hand-crank flashlight (with extra batteries), battery-powered or hand-crank radio (if you do not have a smartphone)

TOOLS AND SUPPLIES

- **Manual can opener**
- **ABC Fire extinguisher**
- **Small fuel-operated stove or barbecue and fuel** (for outdoor use)
- **Candles and matches**
- **Water purification straws or sanitation tablets**

All households should have **at least 14 days** of emergency supplies on hand in the event you are unable to leave your home. Review this list every 6 months and replace any items that have been used or have expired.

EMERGENCY GO KIT CHECKLIST

Review the items in your kits every 6 months and replace any items that have been used or have expired.

ESSENTIAL ITEMS

- **Water:** 1 litre per person per day
- **Small non-perishable food:**
Granola bars, dried fruit, nuts, protein bars
- **Personal hygiene items:** Toothbrush, toothpaste, hand sanitizer, feminine products, deodorant, hair comb, chap stick, non-medical mask, and resealable plastic bag

TOOLS AND SUPPLIES

- **Manual can opener**
- **Multi-tool** (hammer, screwdriver, pliers, knife, saw)
- **Disposable utensils, plates/bowls, and paper towels**
- **Complete change of clothing** per person appropriate for the season (rotate seasonal clothing every 6 months)
- **Water purification straws or sanitation tablets**

POWER AND COMMUNICATION

- **Mobile device backup:** Batteries, charging blocks, and extra cables
- **Optional equipment:** Battery-powered or hand-crank flashlight (with extra batteries), battery-powered or hand-crank radio (if you do not have a smartphone)

HEALTH AND SAFETY

- **Comprehensive first aid kit**
- **ERIK:** Emergency Response Information Kit
- **Important documents:** Physical and digital copies
- **Cash:** Up to \$50 a person in small bills
- **Sanitation supplies:** Toilet paper, garbage bags with ties, and baby wipes
- **Extra pair of glasses** or contacts with a case and solution
- **Entertainment:** Tablet or smart phone with headset, activity books, or other items to pass the time
- **Prescription medication** and over the counter medications (have a reserve plan)

All members of your household should have an Emergency Go Kit stored in an **easily accessible location** in your home. Your Emergency Go Kit should contain essential items to sustain you and your family for up to **24 hours**.

EMERGENCY GO KIT: ADDITIONAL CONSIDERATIONS

Review the items in your kits every 6 months and replace any items that have been used or have expired.

FOR CHILDREN

- **Water:** 1 litre per child
- **Small non-perishable food items:** for toddler/children (granola bars, dried fruit, dried cereal) and babies (breastfeeding aides, formula, bottles, baby food)
- **Personal hygiene items:** Toothbrush, toothpaste, baby wipes, diapers, hair comb, chap stick, mask, and resealable plastic bag
- **Complete change of clothing** per child appropriate for the season (rotate seasonal clothing every 6 months)
- **Entertainment for kids:** Tablets, activity books, crayons, or other items
- **Mobile device backup:** Batteries, charging blocks, and extra cables

FOR PETS

- **Water:** 1 litre per animal and a **container**
- **Food and treats** for 24 hours
- **Animal waste bags**
- **Baby wipes**
- **Leash and collar**
- **Cat litter and container**
- **Toy:** Ball, stuffy
- **Medications**

FOR UNIQUE NEEDS

- **Water:** 1 litre per person (more for special conditions)
- **Small non-perishable food items:** Consider special dietary needs such as diabetic, gluten free, lactose free, nut free, vegan, kosher and low sodium
- **Medications** (have a reserve plan)
- **Equipment for activities of daily living:** Walker, cane, wheelchair, oxygen, suction, dialysis equipment, glasses, hearing aids and extra batteries, magnifying glass, computer equipment, or software and power supplies

Identify the **unique needs** of the individual, including **daily medications, special dietary foods, power for medical devices, or service animal care.**

EMERGENCY VEHICLE KIT AND FIRST AID KIT CHECKLIST

Every vehicle in your household should be equipped with emergency supplies, review and update the items every 6 months.

EMERGENCY VEHICLE KIT

- **Water:** 1-4 litres
- **Small non-perishable food items:**
Granola bars, dried fruit, nuts, or protein bars
- **Physical map** of your City/Town or Province
- **Comprehensive first aid kit**
- **Toilet paper, garbage bags with ties, and baby wipes**
- **Sleeping bag or warm blanket in a sealed container**
- **Manual can opener**
- **ABC Fire extinguisher**
- **Candle and matches** and/or glow sticks
- **Multi-tool:** hammer, screwdriver, pliers, knife, saw
- **Cat litter:** provides traction if your vehicle gets stuck in icy conditions
- **Roadside Assistance:** compass, ice scraper, shovel, jumper cables, tarp, tow strap, leather gloves, warning triangles

FIRST AID KIT

- **Adhesive bandages** (various sizes)
- **Adhesive tape**
- **Allergy medication**
- **Antacid**
- **Antiseptic ointment**
- **Antiseptic wipes or other solution**
- **CPR pocket mask**
- **Disposable gloves**
- **Medical masks**
- **Non-prescription pain relievers**
- **Other necessary medications**
- **Resealable waterproof storage bag**
- **Scissors**
- **Sterile gauze pads**
- **Sterile roller bandage**
- **Tweezers**

All households and Emergency Go Kits should contain a **comprehensive first aid kit** to be able to **immediately treat minor injuries and illnesses** during an emergency or disaster.

ROLES & ACTIONS

Print more copies of this page based on the type of emergencies that may occur in your area.

ACTIONS FOR EMERGENCIES

Name

Assigned Role

Actions

Name

Assigned Role

Actions

Name

Assigned Role

Actions

Name

Assigned Role

Actions

EXAMPLE:

1. John secures the pets.
2. Mary gathers essential documents and supplies.
3. Follow pre-planned evacuation route.
4. Meet at the designated meeting place.

Gather your family to discuss and **assign roles and responsibilities.**

Address unique needs of children, pets and others in your planning.

HOME INSTRUCTIONS

Shut-off Instructions

Draw a map or attach your floor plan, marking the locations of:

- Emergency kits
- Fire extinguisher
- Water valve
- Electrical box
- Heating source (gas valve, propane, oil)
- Meet at the designated meeting place

You can use these symbols as reference or create your own.

F Fire Extinguisher

E Electrical Box

W Water Valve



ADDITIONAL INFORMATION

Insert or write down your own notes on this page if needed.

ADDITIONAL CONSIDERATIONS

NOTES
