

Checklist/Worksheet: “My Household Emergency Plan”

Use this as a fillable worksheet

Section A: Household information

Field	Details/Notes
Address	
Local council	
Household members (name, age, medical needs)	
Emergency contact (name, phone, relation)	
Out-of-area contact (name, phone)	

Section B: Emergency Services & Key Contacts

Field	Details/Notes
Triple Zero (000)	
SES/local emergency agency	
Local council – disaster unit	
Doctor/pharmacy	
Support worker/carers (if applicable)	
Neighbour or friend contact	
Other important contacts	

Section C: Hazard Awareness & Warning Systems

List the natural hazards in your region (e.g. flood, bushfire, storm)

Note how you will receive alerts (apps, SMS, radio, websites, council)

Method (govt website, radio)	Details/notes (ie. web address, radio frequency)

Note local evacuation zone or safe areas

Sign up for official alert services (e.g. VicEmergency app, NSW warnings)

Section D: Emergency Kit Inventory

Notes (checklist over page)

Item	Quantity/Notes	Checked (✓)
Water (litres)		
Non-perishable food		
First aid kit + medications		
Copies of documents (ID, insurance)		
Torch / spare batteries		
Radio (battery or hand crank)		
Phone charger/power bank		
Hygiene/sanitation items		

Extra items for disability/special needs		
Pet supplies		
Cash		
Tools/multi-tool		
Emergency blanket/clothing		

Section E: Evacuation & Shelter Plan

Primary evacuation route and destination

Alternate evacuation route

Designated safe meeting place near home

Designated meeting place away from neighbourhood

Plan for pets during evacuation

Arrangements for those needing assistance

Section F: Home Protection Measures

- ☐ Trim vegetation / remove combustibles (for bushfire risk)
- ☐ Clean gutters / maintain drainage (flood risk)
- ☐ Secure furniture / heavy objects
- ☐ Know how to turn off gas / electricity / water
- ☐ Store important items in safe, accessible locations

Section G: Communication & Practice

- ☐ Share the plan with all household members
- ☐ Share relevant parts with neighbours, carers, support workers
- ☐ Decide on fallback communication (SMS, meeting point)
- ☐ Practice drills (evacuation / safe shelter)
- ☐ Review and update plan regularly (pre-season, life changes)

Section H: During an Emergency

- ☐ Monitor official alerts (app, radio, websites)
- ☐ Move to safe location or evacuate as directed
- ☐ Carry your emergency kit
- ☐ Check on neighbours, especially those who may need help
- ☐ Use your prearranged communication plan
- ☐ After immediate danger passes, assess and respond