

Emergency Action Plan

Emergency Preparedness Mentor Project

This project is the initiative of Mount Alexander Shire Disability Advocacy Group (MASDAG) and Castlemaine Community House to assist individuals prepare an emergency action plan.



**Mount Alexander Shire
Disability Advocacy
Group**



**CASTLEMAINE
COMMUNITY
HOUSE**

My Personal Emergency Action Plan

Name	
Home Address	
Phone number	
Language spoken	
Transport	
Mobility	
Support persons contact number	

My important contacts

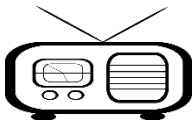
Advocate	
Power of Attorney/ Guardian	
Solicitor	
Insurance	
Vet	
Electricity	
Childcare/School contact	
Workplace/Volunteer Contact	
Doctor, Specialist	
Private Health Cover	
Gas	
Water	

Know where to get information, in an emergency.

An emergency can change, and the best up to date information is needed to help make decisions

You can get current information from emergency services and the **media**

The media might be



Your local ABC radio station. Your local Community radio station.



TV – select the station you prefer.



Social media
for example, Police and CFA Twitter



Write where you will get your information in an emergency.

Be Aware!

In life threatening emergencies

POLICE/FIRE/AMBULANCE



Hearing/Speech Impaired SMS relay number



Voice Relay number



TTY number



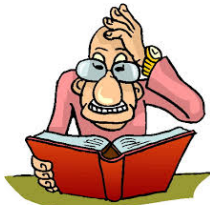
National Telephone Interpreter Service



State Emergency Services - floods and storms	 132 500
Bushfire Information Line – fires near me	
Police Assistance – non-emergency	 131 444
Life Line – 24 hour Free Crisis Counselling	 13 11 44
My Local Radio Station	
My Local council	

Know your abilities and who can help

You might need **more** help in an emergency if you find it hard to



Read and understand information.



Do everyday activities.

- For example, walk or see



Write things you might need help with, in an emergency

Key Emergency Contacts

Name	Phone	Email address	Relationship

Other people I can rely on in an emergency

Name	Phone	Address	Relationship

Emergency supplies to take with you or support you at home

Home Emergency Kit Contents

- A portable radio with spare batteries
- A torch or lantern with spare batteries
- A first aid kit
- Non-perishable food – e.g., powdered milk, canned foods, potable water, a gas burner for cooking if available
- Important documents including emergency contact numbers
- Copies of your emergency plan
- I will add the following items to my home emergency kit

Evacuation Emergency Kit Contents

- 3-day supply of bottled water
- Dietary requirements and supplies
- 3-14 days' supply of medications – including prescriptions
- 3-day supply of appropriate clothing and footwear
- Personal care items
- Blankets
- Spare home and car keys
- Cash and credit/debit cards
- Food and medications for your pets
- I will add the following items to my go emergency kit

Tips

Scan important documents and store on a USB or in the Cloud

Keep important hard copy documents together in a waterproof bag or container

Put documents in an easy to access location so you can “grab and go”

Management of Mental Health -taking care of your health

The medical management of your condition which may include medicines, vitamins, exercise, health or other treatments or therapies that help you to maintain your wellbeing. This also includes how you look after your mental health.

Medical management includes management of wounds, catheters or ostomies, access to medical supplies, equipment, or their maintenance; operating power-dependent equipment to sustain life.

Consider

Where do I keep my health information? – e.g.,
identification, Medicare, health records

What are my health conditions/exercise/nutrition needs?

How do I manage and monitor my health/medical
treatment?

What power sources are needed to operate my medical equipment? E.g., battery electricity

Who helps me?

Where do I get my supplies?

How do I manage my supplies?

What treatments/therapies are important for my physical health, my mental health and well-being?

Do I have private health insurance? What services are covered by my insurance?

Who is my doctor? What other health professionals or services do I rely on?

Who is my local chemist?

Plan for somewhere to go in an emergency

In an emergency it might **not** be safe to

- Stay in your home
- Go back to your home

It is important to have 3 places to go in an emergency

You might go to a place

- Outside your house
For example, by a letterbox
- Outside your neighbourhood
For example, a sports field
- You can stay for a longer time
For example, with your friend

You should

- Agree on these places with the people in your house and people in your support network

- Think about how you will get to each place
- Talk about these plans with your family, carers, and any other you rely on in your support network



Write the places you can go to in an emergency

How to manage Stress

In and after an emergency you might feel **stress**
Stress can make you feel

- Sick



- Out of breath



- Angry



- Worried



- Tired



To feel less stress in an emergency

- Take deep breaths
- Talk to yourself on a positive way
For example, **I can do this**

- Help other people to stay calm

- Have your emergency plan close by



Write things you can do to have less stress in an emergency

Plan for your animals

It is important to think about how to care for your animals in an emergency

For example

- How to move your animals
- Where your animals might stay
- What food your animals might need
- What medicine your animals might need
- How to contact the vet
- The special needs of assistance animals



Write information about your animals, how to care for them in an emergency and how to take them with you if they are assistance animals



Write the name and contact details of your vet

Acknowledgement

The Emergency Preparedness Mentor Project is a community initiative led by the Mount Alexander Shire Disability Advocacy Group (MASDAG) and Castlemaine Community House.

Preparing people with disability for emergency project is supported by the Mount Alexander Shire Council. This project received financial support from the Shire.

The planning and document development of this project included representatives from MASDAG, Castlemaine Community House, Mount Alexander Shire, and the Australian Red Cross (Victorian Division). The Australian Red Cross “Easy English RediPlan” document was used as a guide for this project.

We are grateful for the availability of support from the following organisations as required: Castlemaine and District Community Health (CHIRP), Windarrang, Victorian Police, CFA, and Castlemaine Health.