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# **Risk Reduction, Resilience and Response: Emergency Checklist**

## **Instructions**

Your Emergency Checklist helps you to prepare for emergency events. Keep an updated copy where it can be easily located and share an updated copy with each member of your Emergency Support Circle.

## **About Me**

Name:

Address:

Phone:

Email:

Languages:

## **My Emergency Support Circle**

In case of emergency, I need to contact the following (include the person’s name, phone and email):

First contact:

Family member:

Friend:

Support worker:

Doctor:

Pharmacist:

Employer:

Neighbour:

## **My Disability Supports**

NDIS Plan number:

NDIS Planner (name and number):

NDIS Support Coordinator (name and number):

Centrelink number:

Disability Support Pension number:

## **My Source of Emergency Information**

For those that apply, mark the end of your choice with an ‘X’.

Family member

Friend

Neighbour

Support worker

Radio – <https://reception.abc.net.au>

State government emergency app

Other:

## **When I Will Leave the House**

Mark the end of your choice with an ‘X’.

After consulting a family member

After consulting my support worker

Upon receiving an alert from emergency officials

I will leave early to be safe

## **Where I Will Go to Evacuate (If Safe to Do So)**

Location Address:

This is the address of a (mark the end of your choice with an ‘X’):

Family member

Friend

Evacuation centre

Alternate location if unable to reach the first address:

## **My Evacuation Transport**

Mark the end of your choice with an ‘X’.

My family will drive me

My friend will drive me

My neighbour will drive me

My support worker will drive me

I need to find someone to drive me

Person who is driving me (name and number):

## **My Insurance Details**

### Home and Contents

Insurance company:

Policy number:

### Life Insurance

Insurance company:

Policy number:

### Other

Insurance company:

Policy number:

## **My Important Documents**

I store the following in my Emergency Pack (for those that apply, mark the end of your choice with an ‘X’):

Photo ID

Medicare card

Passport

Birth, marriage and change of name certificates

Legal documents

Other:

## **My Medical Conditions**

The names of my medications and the dosages and times at which I must take them.   
I store my medications and prescriptions in my Emergency Pack.

## **My Eye Care**

I store the following in my Emergency Pack (for those that apply, mark the end of your choice with an ‘X’):

A spare pair of glasses

A pair of sunglasses

A pair of safety eyewear

Eye drops and any other eye medication

A spare pair of contact lenses

Contact lens solution

Contact lens case

## **My Allergies**

I have an allergy to the following (list as appropriate):

I carry allergy medication and/or an EpiPen: Yes/No

## **My Medical Conditions**

People around me (e.g., support workers, emergency services personnel) need to know that I have the following medical conditions (list as appropriate):

## **My Dietary Requirements**

I have the following dietary needs (e.g., low sodium, lactose free – list as appropriate):

## **My Communication Needs**

The best way to help me understand things is to (mark the end of your choice with an ‘X’):

Provide me with a verbal briefing

Provide me with information in braille

Provide me with information in large print

Provide me with information in text message or email format

Use a translator as I speak English as a second language

I have hearing difficulties, so I use:

Use my preferred method of communication:

## **My Mobility Aids**

I use the following aids to help me move around (mark the end of your choice with an ‘X’):

White cane

Dog guide

Wheelchair

Walking frame

Other:

## **My Dog Guide**

My dog guide needs the following items (for those that apply, mark the end of your choice with an ‘X’):

Food

Food and water bowls

Collar, leash and/or harness

Bedding

Cleaning bags

Please note: It is important to make alternative arrangements for my pet(s) as they are typically not admitted to evacuation centres.

## **My Emergency Pack**

I keep my Emergency Pack in a sturdy, waterproof container – e.g., a suitcase with wheels or a plastic storage tub with wheels and handles. My Emergency Pack is clearly marked and stored near an escape route in my house, garage or shed.

My Emergency Pack includes (for those that apply, mark the end of your choice with an ‘X’):

An updated copy of my Emergency Checklist

Important documents – <https://prepare.apps.justiceconnect.org.au/>

A change of clothes – including something warm

Blanket

Fully enclosed shoes

Safety gloves

Face mask

Eye care products

Medications for at least a week and associated prescriptions

First aid kit

Personal care products – toothbrush, toothpaste, soap, toilet paper, etc.

Portable AM/FM radio with a new packet of batteries

Mobile phone, charging cable and portable power bank

Assistive technology – white cane, medical devices and spare batteries, etc.

Cash and credit cards

A spare set of keys

Bottled water

Snacks, long-life food and a can opener

Puzzles, books, toys and games – especially if there are children in my household  
Other:

Before leaving my home, I contact the members of my Emergency Support Circle to inform them of my departure. I also turn off my electricity and gas supplies.

## **Returning to Your Home After a Natural Disaster**

You should not return to your home until the emergency services have given the all-clear. Before returning home, you stock up on essentials like food, bottled water and fuel. You should withdraw cash where possible, as ATMs in the local area may be offline.

If you think your house has been affected, you should wear fully enclosed shoes (preferably boots), a hard-wearing shirt and trousers. You should also wear protective gloves and safety eyewear.

You should wash your hands regularly and avoid exposing any broken skin or cuts to dirty water, mud or silt. Sewerage overflow can occur during floods and so you should assume everything touched by wastewater is contaminated.

Depending on the nature of the disaster, you should be mindful of hazards like hotspots and embers, fallen power lines, sagging ceilings and electrical faults, and snakes and spiders. You should not switch anything back on if there is any sign of structural damage.

You should check that your electricity, internet, water, gas and sewerage systems are functioning. This may require official safety checks from your local council or utility companies. Do not drink any tap water until it has been declared safe by local authorities.

Remember to check on your neighbours and contact your loved ones to let them know that you are safe and contactable.

For information on how to contact insurance companies, receive disaster payments, access legal and mental health care assistance, and other useful resources, click on the link below:

<https://www.abc.net.au/emergency/helping-you-recover-after-an-emergency/12760566>

## **Reviewing and Replenishing Your Emergency Pack**

Each year on the first weekend of October, you should review your Emergency Checklist and Emergency Pack. You should replenish any perishable goods and rotate the old ones through your pantry and bathroom. You should update your Emergency Checklist and Emergency Pack to reflect changes in your life such as the addition of children or pets, changes to relationships, location changes, etc.