# Tips for Filling Out the Personal Emergency Preparedness Plan Template

## Section A - Household Members List (including yourself):

List the full legal names of every member in your household.

Include their cell phone numbers, Health Card Numbers and email addresses.

## Section B - Home Information:

This section is where you would keep all the information about the residence you live in.

List your full address, including postal code.

List contact details for your home insurance provider. Having this information will help you file a claim.

List the name of your home security system and contact info.

Check batteries and test all fire alarms and carbon monoxide detectors in your home. When your fire alarm and carbon monoxide detectors require batteries or reach their end-of-life, replace them according to manufacturer specifications.

Record the location of any fire extinguishers, their expiry dates and replace them according to manufacturer specifications.

List all of your utility companies, such as Fortis BC, BC Hydro etc. and contact info. You might also want to include your account numbers.

Fortis BC: 1-888-224-2710

BC Hydro: 1-800-224-9376

Go around your home and note the location of shutoff valves and main switches for electricity, water and gas, including heat pump/furnace and water tank. Learn how to turn these items off.

Practice emergency drills in your home – both for fire and earthquake. Make note of the dates on which you did these drills. Practice evacuating your home to commit each life-saving step to memory.

Practice drills at least twice per year. It is preferable to practice both in warm weather and cold weather. Practice at different times of the day – both during the day as well as in the evening/nighttime. You never know when a disaster might strike.

## Section C - People Willing To Help in an Emergency:

List two to four of your neighbours. Record their addresses, phone numbers and email addresses. Be sure to talk to your neighbours and give them your contact information as well.

List at least one emergency contact who lives outside where you live. This person should be located in a different city or province which would not be affected by the same natural disaster. All household members should know who this person is, have their contact information and check in with them in case of an emergency.

Guide dogs and service animals are legislated to be able to enter any public facility. However, during an emergency you may decide to house your service animal with an emergency contact. It is important to make these arrangements in advance. Be aware that animals defined as pets, including emotional support animals, may not be allowed in disaster centres. It is important to ask your disaster centre about this in advance of an emergency so that you are prepared to shelter your animal appropriately.

## Section D - Meeting Places in Case of Evacuation:

Some municipalities might not provide disaster centres on their website. Listen to the news, be aware of what’s happening so you’ll have the appropriate instructions to guide you and keep you safe. Click on the link below to find contact information for your local municipality:

[Member Directory Union of BC Municipalities ubcm.ca](https://www.ubcm.ca/about-ubcm/member-directory/local-government-member-directory)

If you live in a strata, condo, co-op or apartment building, find out if they have any emergency procedures in place.

Your household should decide on two meeting places outside the home within your city – one near your home and one further away. This second location should be somewhere that your household members can meet at such as a local hotel.

## Section E - School and Work Information:

List school and work contact information for all members of your household.

## Section F - Medical Information and Accommodation Needs:

Be sure to have your health card number handy, either from your BC Services card or on your smart phone’s health app to enable first responders to access this information in the event you are not able to relay it to them yourself. You could choose to put this information in this section if you did not already include it in section A.

## Section G - Location of Emergency Supplies, Kits and Equipment:

Store your emergency supplies as close as possible to an exit from your home. Note the locations here.

## Section H - Non-emergency Numbers:

Call your municipality / dial 411 to find your local non-emergency numbers.