



CITY OF YELLOWKNIFE

HOME EMERGENCY PLAN WORKBOOK



A home emergency plan focuses on you and the people who live in your home. It helps you to organize what you will do in an emergency. Use this workbook as a starting point to build your own emergency plan. Read through the workbook and fill in the blanks.

The City of Yellowknife Personal Preparedness Guide has information on steps to take to become prepared. Read through it while you are filling out this workbook.

Once your plan is finished, keep a copy with your home emergency supplies and in your emergency go-bag. Make sure to read through your plan once a year and update any information that has changed. It's also a good idea to talk about emergencies with your family and practice what you might do if one happens.

The City of Yellowknife could potentially face a number of hazards, including:

- wildfire
- power failure
- telecommunications (phone lines and internet) failure
- human disease (pandemics and epidemics)
- industrial emergencies
- transportation emergencies (on the road, in the air, or on the water)
- severe weather
- winter storms

Ask yourself:

Which of these would impact you and your loved ones the most?

Will you have to respond differently to each hazard?

Are there any special circumstances in your life that might influence how you prepare for different hazards?

THE HOUSEHOLD EMERGENCY PLAN

The last time we updated this plan was_____

The people who live here are:

Name	Phone number	Email address

Our health information is:

Name	Personal health number	Regular prescriptions and other medical needs

The pets who live here are:

Name	Type/breed	Colours/ marking	Tag or tattoo or microchip number

EMERGENCY CONTACT LIST

Make a list of all the phone numbers and email addresses you might need in an emergency. Include emergency services (police, fire, and ambulance available at 911 or alternate emergency numbers), your utility companies, landlord, doctor’s office, vet’s office, schools, family members, friends, and neighbours.

It is also helpful to include the contact information for a trusted check-in-person (a friend or family member who does not live in Yellowknife) that everyone in your home knows.

Name	Role	Phone number	Email or website

EMERGENCY MEETING PLACE

It's possible that an emergency can happen when not everyone is at home. Emergencies can also impact your ability to get back home, for example if a road is closed. Decide with your family on a location where you will meet each other during an emergency if you cannot meet at home. This could be at a different friend or family members home, at a park, a facility, a business, or other well-known location. You can also use a landmark that is meaningful to your family, such as 'the big rock at the end of the road.'

Our emergency meeting place is _____

Our back-up emergency meeting place is _____

HOW WE WILL STAY IN TOUCH DURING AN EMERGENCY

Sometimes emergencies can disrupt phone lines, but email, text messages, or social media might still work. Before an emergency, create a group text message thread, a group chat on social media such as Facebook Messenger or WhatsApp, or a shared email list.

On your emergency contact list include a trusted check-in-person (a friend or family member who does not live in Yellowknife) that everyone in your home knows. In the event of an emergency where you are separated from the people you live with and there are telephone or internet issues, everyone can reach out to the trusted check-in-person to provide updates when they are able. Since the trusted check-in person will likely not be having telephone or internet issues, they can keep track of everyone and take messages to pass on to other family members, helping to keep everyone connected. Make sure everyone in your house has a copy of the emergency contact list.

In an emergency, we will stay in touch using:

- ☐ Phone calls
- ☐ Text messages
- ☐ Emails
- ☐ Social media
- ☐ Trusted check-in person to pass information to others: _____
- ☐ Other: _____

WHERE WE ARE DURING THE DAY

Family members might be regularly away from home for work, school, volunteering, or other hobbies and activities. Make a list of where each family member might be during the day.

Family member	Work, regular volunteer program, activity, or school name	Days/times	Phone number	Address

DO ANY PETS GO TO A KENNEL OR DAYCARE DURING THE DAY?

Name	Facility	Days/times	Phone number	Address

WHO CAN PICK UP FAMILY MEMBERS

If you have children who may be at school or daycare during the day, think about who will pick them up if an emergency occurs and you are unable to collect them. Make sure to update the school or daycare so they know this person is authorized to pick up your child.

Talk to your children about this plan in advance, so that they know what to expect. This also applies to disabled or elderly family members who may attend care or support programs or classes throughout the day.

Name	Phone number	Address	Email	Who can they pick up?

OUR INSURANCE INFORMATION

Home or tenant insurance provider	Policy number	Phone number	Email

Vehicle insurance provider	Policy number	Phone number	Email

Life insurance provider	Policy number	Phone number	Email

The last time we took pictures or videos of our property and belongings for insurance purposes was _____.

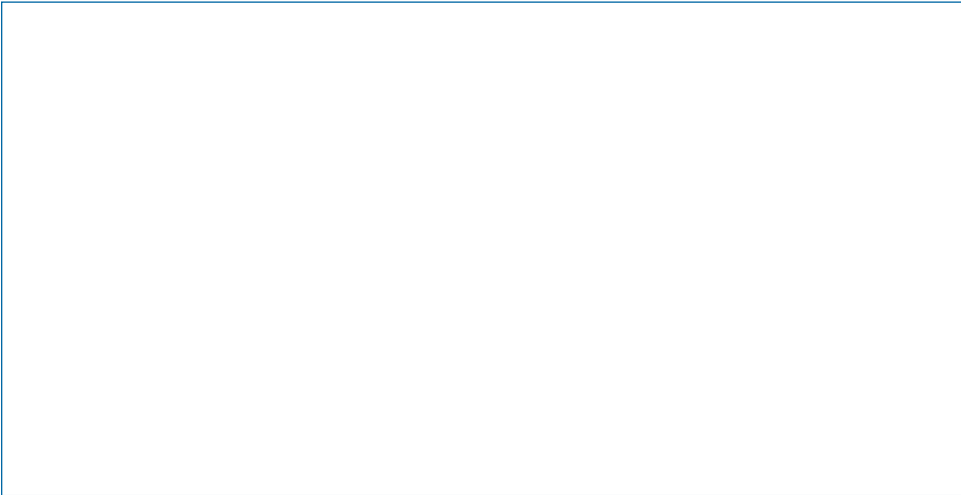
The pictures or videos are saved _____.

OUR UTILITY INFORMATION

The main electrical breaker is located _____.

The instructions to turn it on and off are _____.

Draw a picture or map if needed:



The main water valve and circulation pump are located_____

_____.

The instructions to turn them on and off are_____.

Draw a picture or map if needed:



HELP/OK

WINDOW SIGNS

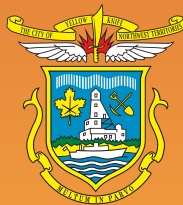
During a community emergency, phone lines and the internet may not always work. If they are not working, and you can't go outside, you can use the signs on the next page to signal to people outside your house.

Stick the green **OK** sign in your window if everything is ok, and the red **HELP** sign in your window if you need help.

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