

Household emergency plan and checklist

Work through the checklist with all members of your household. Keep this plan handy, perhaps in your handbag, wallet, in your desk drawer at work, your school bag or next to the emergency advice page in your Yellow Pages at home or work.



WELLINGTON REGION
EMERGENCY MANAGEMENT

GROUP

www.wrcdemg.govt.nz

Name:

Address:

Home phone: Work phone:

Mobile phone:

In case of emergency, I must contact (name):

Phone number:

1. If there's an emergency and we can't get home or contact each other, we will meet or leave a message at:

(eg. a friend/family member's house)

2. The person responsible for collecting the children from school in an emergency is: (name and contact numbers)

Alternative person/people:

3. The person responsible for checking the emergency survival kit items is:

4. In a civil defence emergency we will stay in our home unless advised otherwise. We will need to be prepared to look after ourselves for at least 3 days, maybe more. In an emergency we will:

- Stop, think and respond
- Find our emergency survival kit – water, food, battery operated radio, torch, spare batteries*, etc
- Listen to the radio for advice and information.

5. If we have to evacuate our home we will:

- Take our emergency survival kit
- Turn off our water and electricity. If we smell gas we will turn it off as well. (We will ask professional advice before we reconnect the gas supply)
- Secure our home.

6. Make contact with our neighbours:

Name:

Also known as: (eg. Aunty Wiki)

Address:

Home phone/mobile:

Name:

Also known as:

Address:

Home phone/mobile:

Name:

Also known as:

Address:

Home phone/mobile:

Neighbours that need our help are:

Name:

Address:

Home phone/mobile:

7. A plan of our home showing places to shelter (eg. in an earthquake), exits, assembly areas and where to turn off water, electricity and gas. We are all responsible for knowing this information.

Water and food – enough for at least three days

- Bottled water (at least 3 litres per person per day)
- Canned or dried food
- Can opener
- Camping stove or BBQ to cook on

Check and replace your water and food every 12 months.

Your emergency survival kit

If you prefer to keep your emergency survival kit items in the house for everyday use, make sure you know where to find them when there's an emergency.

- First aid kit and essential medicines
- Spare toilet paper and plastic rubbish bags for your emergency toilet
- Waterproof torches and spare batteries*
- Radio and spare batteries*
- Pet supplies

* Check all batteries every three months

Emergency clothing

- Wind proof and rain proof
- Sun hats
- Strong shoes for outdoors
- Blankets or sleeping bags

Special supplies for babies and small children

- Food and drink
- A change of clothes and spare nappies
- Favourite toy or activity

Special supplies for those with disabilities

- Glasses
- Hearing aids and batteries*
- Mobility aids
- Prescriptions

Your getaway kit

Make sure you have a small bag for a getaway kit, ready for evacuation. Most of the items are part of your emergency survival kit. Other items should include:

Family documents

- Birth/marriage certificates
- Family photos
- Drivers' licences/passports
- Insurance policies

Personal hygiene items

- Towels/soap and toothbrushes
- A change of clothes

For more information contact your local council:

Carterton District Council	06 379 6626	www.cartertondc.co.nz
Hutt City Council	04 570 6666	www.huttcity.govt.nz
Kapiti Coast District Council	04 904 5700	www.kapiticoast.govt.nz
Masterton District Council	06 378 9666	www.mstn.govt.nz
Porirua City Council	04 237 5089	www.pcc.govt.nz
South Wairarapa District Council	06 306 9611	www.swdc.govt.nz
Upper Hutt City Council	04 527 2169	www.upperhuttcity.com
Wellington City Council	04 499 4444	www.wellington.govt.nz
Greater Wellington Regional Council	04 384 5708	www.gw.govt.nz

Look at the emergency management information online at www.wrcdemg.govt.nz or www.civildefence.govt.nz or contact your local council.