



# MY HOUSEHOLD EMERGENCY PLAN



ROCKY VIEW COUNTY



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## ***Introduction***

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Making a household emergency plan is quick and easy and will help you and your family know what to do, where to go, and who to contact in the event of an emergency. Use this template to create your own household emergency plan and build a 72-hour emergency kit. These basic steps will help you take care of yourself and your loved ones during an emergency.

Keep a copy of your plan in your 72-hour emergency kit and another copy in an easy to find alternate location.

For additional resources and information on what to do before, during, and after an emergency, go to the [Emergency Preparedness](#) section of our website. You can also access our Household Emergency & Resource Guide.

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## **Safe & Sound**

Rocky View County's free **SAFE & SOUND** notification service is two systems in one.

SAFE Communities is for County emergency alerts. You'll receive official, reliable information about what's happening and what you need to do about it.

SOUND Communication is for information on County activities in your area. You can receive updates on roads, development applications, fire bans, and more. You choose the topics that interest you.

To sign up, visit [www.rockyview.ca/safe](http://www.rockyview.ca/safe) to create or update your account. There's a downloadable sign-up guide that walks you through the process. If you don't have internet access, call us at 403-230-1401 and we'll set you up for phone-only emergency notifications.

# Important Contacts

Find the proper emergency contact numbers and note them on the following pages for easy reference.

**Be prepared.** In an emergency or disaster your phone may die and as a result, you won't be able to access your contacts. Be sure to include them in the table below so you can refer to them when necessary.

Type of Situation	Who to Contact	Specific Contact Name	Contact Info
Emergencies			<b>9-1-1</b>
Fire/Hazardous Material	Fire Department		
Medical	Ambulance		
Criminal activity or small scale emergency	Police		
Criminal Activity (non-emergency)	Police (non-emergency)		Phone: Website:
Doctor			Phone: Website:
Dentist			Phone: Website:
Pharmacy			Phone: Website:
Other Health Provider: <b>NAME</b>			Phone: Website:
Other Health Provider: <b>NAME</b>			Phone: Website:
Natural Gas Emergency	Natural Gas Provider		9-1-1 or Phone: Website:
Electrical Emergency	Electricity Provider		Phone: Website:
Property Issue	Landlord/Property Manager		Phone: Website:
Water, Sewer, Other Local Issue	Service Provider		Phone: Website: 403-230-1401
Road Conditions	Rocky View County		403-230-1401
	5-1-1 Alberta		5-1-1 www.511.alberta.ca
Poisoning	Poison Control Centre		1-800-332-1414
Mental Health	Alberta Health Services	Mental Health Helpline Health Link	1-877-303-2642 8-1-1 www.MyHealth.Alberta.ca
Community and Social Services	Community & Social Services Help Line		2-1-1 www.ab.211.ca

Add emergency contact information for each member of your household/family in the table below.

Family Emergency Contact Information	
Name of Family Member	
Work or School Name	
Work or School Address	
Primary Phone	
Secondary Phone	
Email	
Secondary Email	
Work or School Evacuation Procedure	

Family Emergency Contact Information	
Name of Family Member	
Work or School Name	
Work or School Address	
Primary Phone	
Secondary Phone	
Email	
Secondary Email	
Work or School Evacuation Procedure	

Family Emergency Contact Information	
Name of Family Member	
Work or School Name	
Work or School Address	
Primary Phone	
Secondary Phone	
Email	
Secondary Email	
Work or School Evacuation Procedure	

Family Emergency Contact Information	
Name of Family Member	
Work or School Name	
Work or School Address	
Primary Phone	
Secondary Phone	
Email	
Secondary Email	
Work or School Evacuation Procedure	

Family Emergency Contact Information	
Name of Family Member	
Work or School Name	
Work or School Address	
Primary Phone	
Secondary Phone	
Email	
Secondary Email	
Work or School Evacuation Procedure	

Neighbour Contacts	
Name	
Primary Phone	
Secondary Phone	
Email	
Secondary Email	

Neighbour Contacts	
Name	
Primary Phone	
Secondary Phone	
Email	
Secondary Email	

Block Watch / Neighbourhood Emergency Program	
Name	
Address	
Primary Phone	
Secondary Phone	
Email	
Secondary Email	

### Family Message Centre

Appoint a distant or out-of-province contact to act as a central message center for separated family members, and make sure everyone in your household knows who this is. Arrange for each person to call, email, or text the out-of-area/province contact if you are separated.

Out of Area Contact	
Name	
Location	
Address	
Primary Phone	
Secondary Phone	
Email	

Out of Province Contact	
Name	
Location	
Address	
Primary Phone	
Secondary Phone	
Email	

# Emergency Kit

In the event of an emergency, it is important that you and your family are prepared to take care of yourselves for a minimum of 72 hours. Have an Emergency Kit packed and ready to go in case you need to evacuate or shelter-in-place for a period of time.

Your emergency supplies should be stored in waterproof containers that are quick and easy to transport, or in backpacks or duffel bags. Check off these items after you have added them to your Emergency Kit. Ensure important documents are stored in waterproof bags or containers.

You can purchase kits from some major retailers, on line, or make your own.

<b>Water</b>	4 litres per person per day: # people x 4 litres x 3 days = _____ litres of water	<input type="checkbox"/>
<b>Food</b>	Non-perishable food that needs a minimal preparation (protein bars, canned food, or dry goods etc.)	<input type="checkbox"/>
	Manual can opener	<input type="checkbox"/>
	Garbage bags	<input type="checkbox"/>
<b>First Aid</b>	A basic first aid kit	<input type="checkbox"/>
	Basic medications and prescription medications for all family members	<input type="checkbox"/>
<b>Important Documents</b> <i>store in a waterproof pouch or container</i>	Copy of insurance policies: home, health, vehicle; healthcare cards	<input type="checkbox"/>
	Copy of home inventory	<input type="checkbox"/>
	Copy of Emergency Plan	<input type="checkbox"/>
	Copy of passport and driver's license or identification card	<input type="checkbox"/>
	Copy of birth certificates	<input type="checkbox"/>
	Photos of family members	<input type="checkbox"/>
<b>Other Essential Supplies</b>	Copies of prescriptions	<input type="checkbox"/>
	Flashlight (crank or battery-powered) – Replace batteries once a year	<input type="checkbox"/>
	Extra batteries for battery-powered items	<input type="checkbox"/>
	Radio (crank or battery-powered) – Replace batteries once a year	<input type="checkbox"/>
	An emergency supply of cash	<input type="checkbox"/>
	Long-life emergency candles and lighters or waterproof matches	<input type="checkbox"/>
	Disposable dust masks	<input type="checkbox"/>
	Whistle	<input type="checkbox"/>
	Duct tape	<input type="checkbox"/>
	Paper towel and toilet paper	<input type="checkbox"/>
	Personal hygiene supplies and toiletries including feminine products	<input type="checkbox"/>
	Cellphone/laptop charger and cable	<input type="checkbox"/>
	Household chlorine bleach and/or water purifying tablets	<input type="checkbox"/>
Alcohol based hand sanitizer (minimum 60% alcohol)	<input type="checkbox"/>	
Non-medical or disposable mask or face covering for each family member	<input type="checkbox"/>	
<b>Recommended Additional Items to Consider</b>	Extra clothing and bedding for each family member	<input type="checkbox"/>
	Alternate sources of light (i.e. camping lanterns)	<input type="checkbox"/>
	Basic tools (hammer, pliers, wrench, screwdrivers, axe, work gloves, pocket knife etc.); multi-function tool	<input type="checkbox"/>
	Plastic wrap, aluminum foil, mixing bowls, plates, cutlery and cups	<input type="checkbox"/>
	Storage containers	<input type="checkbox"/>
	Cooking utensils and a pot for cooking	<input type="checkbox"/>



<b>Special Medical Supplies / Equipment</b>  <i>Example: For diabetics: extra supply of insulin or oral agent, pump supplies, syringes, needles and insulin pens, ice packs etc.</i>	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
<b>Child / Infant Kit</b>	Formula, baby food or other age-appropriate foods <input type="checkbox"/>
	Pedialyte and/or juice <input type="checkbox"/>
	Toys and activities <input type="checkbox"/>
	Diapers/baby wipes and other hygiene supplies <input type="checkbox"/>
<b>Pet Kit</b>	Leash and harness <input type="checkbox"/>
	Food and water for at least 72 hours and up to 14 days (4L per day per average dog) <input type="checkbox"/>
	Pet medications <input type="checkbox"/>
	Bedding and toys <input type="checkbox"/>
	Pet hygiene supplies such as newspaper, training pads, litter, etc. <input type="checkbox"/>
	Copies of vaccine/medical records, ID tags, veterinarian contact information, photo of pet <input type="checkbox"/>
	Portable kennel or carrier <input type="checkbox"/>
<b>Vehicle Emergency Kit</b>	Long-life emergency candle in a deep can and waterproof matches <input type="checkbox"/>
	Blanket or sleeping bag, reflective if possible <input type="checkbox"/>
	Flashlight (crank or battery-powered) <input type="checkbox"/>
	A copy of your Emergency Plan <input type="checkbox"/>
	Extra clothing and shoes <input type="checkbox"/>
	First aid kit <input type="checkbox"/>
	Food that won't spoil (i.e. energy bars, trail mix) <input type="checkbox"/>
	Water – 4 litre supply <input type="checkbox"/>
	Radio (crank or battery-powered – Replace batteries once a year) <input type="checkbox"/>
	Whistle <input type="checkbox"/>
	Warning lights or road flares <input type="checkbox"/>
	Tow rope and jumper cables <input type="checkbox"/>
	Fire extinguisher <input type="checkbox"/>
	Ice scraper and small snow shovel <input type="checkbox"/>
	Kitty litter (non-clumping) – place under tires for traction <input type="checkbox"/>
Multi-function tool <input type="checkbox"/>	
Cell phone charging cord <input type="checkbox"/>	
Toys, games, or books <input type="checkbox"/>	

# Emergency Kit Maintenance Checklist

Check the contents of your kit every six months. Look for expired food, water and medications, and replace as necessary. Check for expired batteries and replace those as needed, and switch out the clothing depending on the season. In addition to your Emergency Kit, check and restock your Vehicle Kit and Pet Kit if required, based on your personal situation.

Schedule your kit maintenance twice a year in the spring and fall. Consider the same time as you change your clocks for the time change. Each year, update your Emergency Plan and print new copies for your Emergency Kit, vehicle and workplace.

Year: 20__		
<b>Spring Time Change</b>	Water	<input type="checkbox"/>
	Food	<input type="checkbox"/>
	First Aid	<input type="checkbox"/>
	Other	<input type="checkbox"/>
	Pet Kit	<input type="checkbox"/>
	Vehicle	<input type="checkbox"/>
<b>Fall Time Change</b>	Water	<input type="checkbox"/>
	Food	<input type="checkbox"/>
	First Aid	<input type="checkbox"/>
	Other	<input type="checkbox"/>
	Pet Kit	<input type="checkbox"/>
	Vehicle	<input type="checkbox"/>

Year: 20__		
<b>Spring Time Change</b>	Water	<input type="checkbox"/>
	Food	<input type="checkbox"/>
	First Aid	<input type="checkbox"/>
	Other	<input type="checkbox"/>
	Pet Kit	<input type="checkbox"/>
	Vehicle	<input type="checkbox"/>
<b>Fall Time Change</b>	Water	<input type="checkbox"/>
	Food	<input type="checkbox"/>
	First Aid	<input type="checkbox"/>
	Other	<input type="checkbox"/>
	Pet Kit	<input type="checkbox"/>
	Vehicle	<input type="checkbox"/>

Year: 20__		
<b>Spring Time Change</b>	Water	<input type="checkbox"/>
	Food	<input type="checkbox"/>
	First Aid	<input type="checkbox"/>
	Other	<input type="checkbox"/>
	Pet Kit	<input type="checkbox"/>
	Vehicle	<input type="checkbox"/>
<b>Fall Time Change</b>	Water	<input type="checkbox"/>
	Food	<input type="checkbox"/>
	First Aid	<input type="checkbox"/>
	Other	<input type="checkbox"/>
	Pet Kit	<input type="checkbox"/>
	Vehicle	<input type="checkbox"/>

Year: 20__		
<b>Spring Time Change</b>	Water	<input type="checkbox"/>
	Food	<input type="checkbox"/>
	First Aid	<input type="checkbox"/>
	Other	<input type="checkbox"/>
	Pet Kit	<input type="checkbox"/>
	Vehicle	<input type="checkbox"/>
<b>Fall Time Change</b>	Water	<input type="checkbox"/>
	Food	<input type="checkbox"/>
	First Aid	<input type="checkbox"/>
	Other	<input type="checkbox"/>
	Pet Kit	<input type="checkbox"/>
	Vehicle	<input type="checkbox"/>

# Household Emergency Plan

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Make sure your home has:

- A working carbon monoxide detector
- A working smoke alarm
- Fire extinguishers – one on each level of your home, including one in the kitchen

All older children and capable adults should know how to use a fire extinguisher, and everyone should know where they are located.

Everyone in your household, including older children, should also know how to turn off the water, electricity, and natural gas in your home. Keep the instructions close to the gas and water valves. Refer to the Contacts Section for your utility company contact information.

Location of fire extinguishers:

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Water valve locations / how to shut off water:

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Electric panel location / how to shut off main power:

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Gas valve location and how to shut off gas (only do so when authorities advise):

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Floor drain and sump pump location (if applicable). Always ensure the drain area is clear of boxes, furniture, and other items in case there is a flood:

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Instructions to test sump pump:

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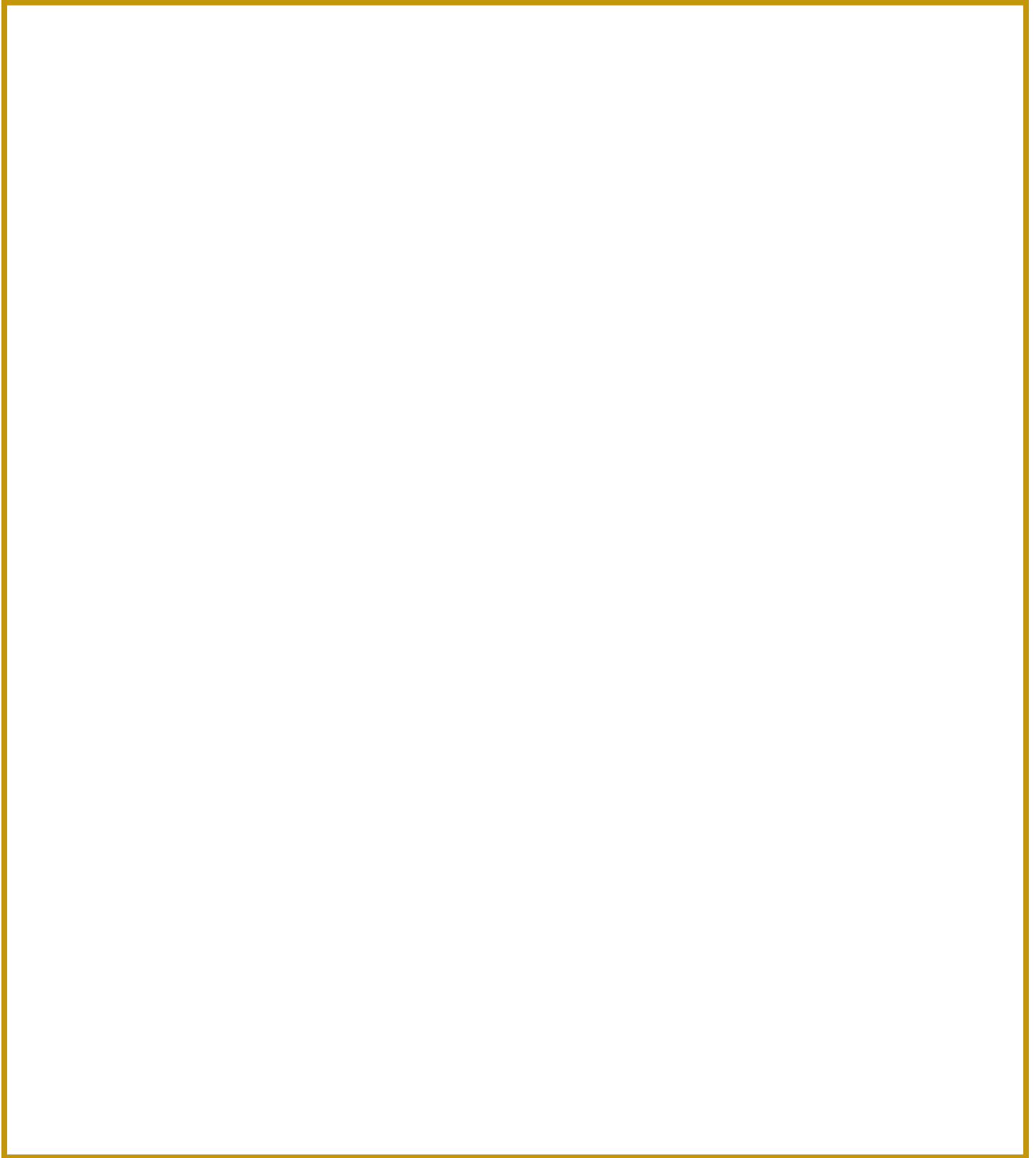
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## Emergency Exits

Use the space below to draw the floorplan of your home that shows all possible exits from each room. Identify a main exit route and an alternate exit route from each room. If you live in an apartment building, identify the building exits. Plan to use the stairs instead of elevators.



## Evacuation Routes

Make sure you have identified a primary and secondary evacuation route from your neighborhood in case one is blocked. In the event of an emergency, main evacuation routes will be announced by local authorities; remember to use only the routes provided by authorities as other routes may be unsafe. Residential routes in each neighborhood may not be announced by authorities so it is important for your family to plan these in advance.

Primary evacuation route:

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Secondary evacuation route:

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## Roles and Responsibilities

Everyone in your household should know where to find your Emergency Kits, and everyone should be aware of their roles and responsibilities in an emergency or disaster. Consider who will pick up children and who is responsible for pets etc. Know your children's school's/daycare's emergency plans and policies and how they will contact families in an emergency. Have more than one designated person pre-approved and authorized by schools/daycares to pick up children.

If you are new to Canada or have recently moved to a new area, make arrangements through friends, cultural associations or community organizations.

Household Member	Roles	Responsibilities

## Meeting Places

Identify safe places where everyone in the household should meet if you cannot go home or you need to evacuate.

Rocky View County has preapproved emergency reception centers in the county. Consider using these centers as a meeting place for your family. Refer to the section on Emergency Reception Centers in Rocky View County.

Meeting places near home:

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Meeting places outside neighbourhood:

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Meeting places outside hamlet/community:

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# Special Needs Emergency Plan

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If you have special health or mobility needs, establish a personal support network of friends, relatives, healthcare providers, coworkers, and neighbours. If you require regular attendant care, include details about how care will be provided in an emergency, and if you rely on any life-sustaining equipment, include an emergency backup plan. Include details about accommodation needs, medical conditions and history, surgeries, allergies, mobility needs etc.

Keep a copy of this information in your emergency kit, and give a copy to your personal support network.

Health and needs information:

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Medication and medical equipment

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How care will be provided in an emergency:

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## Neighbourhood Safety Plan

Work with your neighbours to identify people who may need extra help in the event of an emergency. Assign a buddy system to ensure everyone is taken care of. Write details of buddy system below.

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# Pet Emergency Plan

Pets may not be allowed in some emergency reception centers and hotels (see page 17 for list of reception centers in the County). Identify alternate locations below where your pet can be cared for in an emergency, such as a friend or relative, boarding facility or pet-friendly hotel both in your area and further away from home.

Veterinarian Contact Information	
Name	
Address	
Phone	
After-hours Phone	
Email	

Pet Friendly Hotel	
Name	
Address	
Phone	
Email	

Pet Friendly Hotel	
Name	
Address	
Phone	
Email	

Alternative Pet Care Provider	
Name	
Address	
Phone	
Email	

Alternative Pet Care Provider	
Name	
Address	
Phone	
Email	

Special needs or care information:

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# Emergency Reception Centers in Rocky View County

In the event of an emergency in your area, you may be given an evacuation alert or order. Pre-approved Emergency Reception Centers may be opened in an emergency in Rocky View County. Listen for instructions and updates through the county's **SAFE & SOUND** service, on our website, and our social media accounts. You will receive real time information on which of the below reception centers will be opened and what you should do.

Emergency Reception Centers are set up for the public to access, register their family, receive information, have a safe place to rest, eat, and meet their families. All the listed reception centers have been pre-approved by Alberta Health Services and will have first aid support, food, and a place to rest/sleep if needed.

It is important to register with the Emergency Reception Center regardless of where you are staying, so emergency personnel know you are safe. Registration may also flag your eligibility for disaster assistance funding and support your insurance claim later. Remote registration options may be broadcast through the county's **SAFE & SOUND** service, on our website, and our social media accounts during the emergency event, so you may not need to travel to the center to register in-person.

<b>Balzac Community Hall Association</b>	
Facility Location (Physical)	10075 Township Road 262, Balzac
Wheelchair Accessibility	Yes
Internet Access	No
Space for Pets	Yes
<b>Bearspaw Lifestyle Centre - Bearspaw - Glendale Community Association</b>	
Facility Location (Physical)	253220 Bearspaw Road, Calgary
Wheelchair Accessibility	Yes
Internet Access	Wi-Fi, Internet, and personal cell service are available
Space for Pets	Yes
<b>Bragg Creek Community Centre</b>	
Facility Location (Physical)	23 White Avenue, Bragg Creek
Wheelchair Accessibility	Yes
Internet Access	Wi-Fi, Internet, and personal cell service are available
Space for Pets	No
<b>Crossfield Community Centre</b>	
Facility Location (Physical)	900 Mountain Avenue, Crossfield
Wheelchair Accessibility	Yes
Internet Access	Yes, Wi-Fi
Space for Pets	No

<b>Delacour Ag Society &amp; Community Club</b>	
Facility Location (Physical)	275194 Township Road 254
Wheelchair Accessibility	Yes
Internet Access	Yes
Space for Pets	Yes, can accommodate horses (stables, 12 stalls) and cattle; no suitable area for dogs/ cats. Livestock area that is fenced in and blocked off by canal.
<b>Indus Recreation Centre</b>	
Facility Location (Physical)	Highway 791, NE-35-22-28-W4
Wheelchair Accessibility	Yes
Internet Access	Yes
Space for Pets	Yes, household and livestock area.
<b>Madden Community Hall</b>	
Facility Location (Physical)	SE-36-28-03-W05, Range Road 30
Wheelchair Accessibility	Yes
Internet Access	No Internet or Wi-Fi, but personal cell service is available/good.
Space for Pets	No, not pet friendly. But there is an area for livestock.
<b>Prince of Peace Manor</b>	
Facility Location (Physical)	285030 Luther Rose Boulevard N.E.
Wheelchair Accessibility	Yes
Internet Access	Facility Internet, Wi-Fi – password available, and personal cell service available.
Space for Pets	No
<b>Springbank Park For All Seasons – Agricultural Society</b>	
Facility Location (Physical)	32224A Springbank Road, Springbank
Wheelchair Accessibility	Yes, main level only.
Internet Access	Facility Internet, Wi-Fi – password available, and personal cell service available.
Space for Pets	Yes. Livestock can be secured in the soccer fields if needed.