

# Emergency Planning Workbook



**Queensland  
Horse Council**

## **Emergency Planning Worksheet**

### **What are the most common types of natural disasters in your area:**

Download specific information from websites and attach it to your plan.

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Other types of emergencies you may encounter:

House Fire

Stable or Shed Fire

Household flooding from broken pipes

### **Where are the shutoffs located for utilities?**

Main Electrical Circuit: \_\_\_\_\_

Main Water Valve: \_\_\_\_\_

Gas Valve: \_\_\_\_\_

*\*\*\*Do not shut off gas unless you suspect a leak exists.*

Location of spanner to shut off gas: \_\_\_\_\_

Location of the Manual Garage Door Override: \_\_\_\_\_

Location of other utilities: \_\_\_\_\_

*On a separate piece of paper, draw a floor plan of your house and sheds. Show the locations of exit doors and windows, utility shutoffs, fire extinguishers, emergency supplies and first aid kit.*

### **Your emergency supply kit and first aid kit are located:**

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**Fire Extinguishers are located:**

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## **Complete the Family Communications Plan**

### **Do you, a friend or family member need special assistance during an emergency?**

Check with your city or council office of emergency services to register for additional assistance.

Remember to assist others with special needs, if it is safe to do so.

### **Reunion Locations:**

Establish two places where you and your family can meet following an emergency. One immediately outside of your home, e.g. a neighbour's mailbox, for use during a home emergency and a site away from your home in case you must evacuate the area.

Home Location: \_\_\_\_\_

Away from Home Location \_\_\_\_\_

### **Evacuation Sites:**

If you must evacuate with your animals, where would you go. Places may include show grounds, equestrian centres, animal shelters, friends or family with land outside the immediate area.

1. Closest to home: \_\_\_\_\_

2. Outside your immediate area: \_\_\_\_\_

3. Another Option: \_\_\_\_\_

\_\_\_\_\_

**Out of Area Contact:**

Name and telephone number of person outside your local area for family members to call to report their location and condition.

Name: \_\_\_\_\_  
Location: \_\_\_\_\_ Phone: \_\_\_\_\_

**Buddy System:** If you are away from your home during an emergency, designate a neighbour to check on your family, animals and property.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**School Disaster Policy:**

Know what your school’s policies are in the event of an emergency. Do they have adequate supplies if children are unable to leave. Designate an authorized adult to pick up your children if you are unavailable.

**Business Disaster Policy:**

Know your business’s emergency plan and location of supplies. You may be unable to leave the facility and should have adequate supplies for 3 days. Co-workers without transportation may need assistance. Help others whenever possible.

**Training:**

Learn First Aid and CPR for you and your animals, refresher classes should be taken every 2 years. Person(s) Trained:

Name: \_\_\_\_\_ Date Training Expires: \_\_\_\_\_  
Name: \_\_\_\_\_ Date Training Expires: \_\_\_\_\_  
Name: \_\_\_\_\_ Date Training Expires: \_\_\_\_\_  
Name: \_\_\_\_\_ Date Training Expires: \_\_\_\_\_

**Before a Disaster**

1. Annually, inspect your home and property for potential hazards and correct problems.
2. Determine evacuation routes.
3. Secure water heater and tall or heavy furniture.
4. Move heavy items to lower shelves
5. Install clips, latches and other locking devices on cabinet doors.
6. Provide strong support and flexible connections on gas appliances.
7. Remove or isolate and secure flammable materials.
8. Update your emergency plans and supplies annually.
9. Update your emergency contact information annually.
10. Keep vehicles and trailers well maintained and full of fuel.
11. Keep at least a 1 week supply of food and hay on your property at all times.
12. If you have a large facility, consider purchasing a backup generator.
13. Develop a buddy system. Make arrangements to check on each other after a disaster.
14. Photograph or video tape your property and belongings. Keep a copy with your important documents and send a copy to a friend or family member outside of the area.
15. Make a list of additional items you would take with you if time and space allowed.
16. Practice your plan before disaster strikes.

Notes:

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## If a Disaster is Predicted

If you have time and it is safe, take the following actions:

1. Determine if horses should be left in the pasture or in the stables. If the pasture has good fencing and limited trees, the pasture may be safer. Safe stables may provide safety from flying debris, but may trap livestock if they collapse.
2. If you are unable to evacuate livestock during a fire, you may need to set them free and close the gates so they do not return and become trapped. Tag each animal for identification.
3. If flooding is a possibility, can the animals move to higher ground?
4. Do not leave animals in a pasture with electrical lines.
5. Do not keep horses in barbed wire fencing during a storm.
6. Turn off the power source to the barn.
7. Fill all water troughs and additional containers with enough water for 3-7 days. Horses and other livestock will need 48-60 litres of water per animal/day. Do not rely on automatic waterers.
8. Cover or move feed and hay to a secure and dry place. A 3-7 day supply is recommended.
9. Secure all moving objects.
10. Remove all items from hallways.
11. Jumps and lawn furniture should be put inside or secured.
12. Move large vehicles such as tractors and trailers in a garage or an open field where trees cannot fall on them.
13. Gather all emergency supplies and first aid kits. If you are sheltering in place, keep them in your safe room.
14. Determine if it is safe to shelter in place or if you will be evacuating. Remember it may be impossible to evacuate if you wait.

Review information on the type of disaster. Listen to the radio for specific instructions.

Notes:

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## Evacuating

1. Prominently post a message indicating where you can be found, note the date and time you left. Spray paint or permanent marker on the front door or other visible location works best.
2. Turn off the main electrical breaker and the main water source.
3. Do not turn off the gas unless instructed to do so or you smell gas.
4. Take your animals with you and go to the predetermined location.
5. Take at least 3 days worth of food and water for your family and animals.
6. Take your Emergency Prepared Kit and First Aid supplies.
7. If time and space allows, gather family photos or other sentimental items.

Notes:

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## Water Purification

1. Boil for 1 full minute, keeping in mind some water will evaporate, let water completely cool before using or
2. Use water purification tablets, follow the manufacturer's instructions.

## Additional Important Telephone Numbers:

000 or your local emergency response number \_\_\_\_\_ for life threatening emergencies.

### Non-Emergency Calls

Fire: \_\_\_\_\_

Police: \_\_\_\_\_

Animal Control: \_\_\_\_\_

Animal Emergency Team: \_\_\_\_\_

Gas Company: \_\_\_\_\_

Electric Company: \_\_\_\_\_

Water Company: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

## Important Documents:

**Keep these documents in a waterproof, portable container:**

- Will, insurance policies, contracts, deeds, stocks and bonds
- Passports, social security cards, immunization records
- Bank account numbers
- Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)
- Animal registration papers, proof of ownership, microchip information, etc.
- Animal medical history, vaccination records and test results
- Pictures of family members and animals



## Equine Medical Emergency Contacts

This information should be kept near your horse in case of an emergency.

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Postcode \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

### Attach Photos of Horses

**If the owner is not available contact:** Here with Names

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

#### **Veterinarian:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Pager: \_\_\_\_\_

Back up Veterinarian: \_\_\_\_\_

Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

<b>Horses Names</b>	<b>Colour</b>	<b>Sex</b>	<b>Age</b>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Special Medical Needs or Instructions:

Horse Name:

\_\_\_\_\_

\_\_\_\_\_

Horse Name:

\_\_\_\_\_

\_\_\_\_\_

Horse Name:

\_\_\_\_\_

\_\_\_\_\_



## EMERGENCY PREPAREDNESS CHECKLIST

DONE	Plans	NOTES
	Animal Medical Emergency Plan	
	Evacuation Plan	
	Disaster Preparedness Plan/Emergency Planning Worksheet	
DONE	Human Emergency Kit	NOTES
	Water – 2ltrs per person per day (1 week supply)	
	Water purification kit & household bleach	
	First Aid Kit	
	First Aid Book	
	Food for 1 week	
	Can Opener (non-electric)	
	Blankets, Sleeping Bags, Towels	
	Portable Radio, flashlight and spare batteries	
	Essential Prescription and Over-the Counter Medications & Eye Glasses	
	Fire Extinguisher - ABC type	
	Cash and Change	
	Baby Supplies: diapers, formula, bottles, diaper wipes, etc.	
	Large plastic trash bags, tarps & rain gear	
	Large trash can	
	Toiletries - soap, shampoo, toothpaste & tooth brushes	
	Feminine hygiene products	
	Toilet Paper & Paper towels	
	Heavy Gloves	
	Candles & matches	
	Change of clothing, sturdy boots	
	Knife or razor blades	
	Tent	
	Paper, permanent markers, pens, stamps	
	Cooking & Eating Utensils, Heavy duty aluminium foil	
	Axe, Shovel, broom	
	Adjustable wrench	
	Tool kit with screwdrivers, pliers, hammer	
	Rope	
	Duct/Heavy Duty Tape	
	Plastic tape, staple gun & plastic sheeting	
	City & Regional Map	
	Bicycles	
	Important family documents	
	Emergency Contact List	
	Safety Glasses	
	Masks	
	For children: colouring books, crayons, games	
	Garden hose	
	Bucket with lid to be used as a latrine	

