

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.

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:

Fire Extinguishers are located:

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:

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:

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:

During the Emergency

1. Go to the safest location. Stay away from windows and furniture that may fall.
2. Follow the recommendations for your specific event: tornado, earthquake, flood, etc.
3. Do not use the phone except in emergencies. Only call 000 for life threatening emergencies.

Notes:

After the Emergency

1. Put on heavy shoes to avoid injury from glass and other debris. Wear protective gear such as safety glasses, dust masks and heavy gloves when cleaning up after the disaster.
2. Check family members for injuries and provide first aid.
3. Carefully inspect each animal for injury.
4. Check for fires and fire hazards.
5. Sniff for gas leaks starting at the hot water heater. If you smell gas or hear a hissing sound or suspect a leak, turn off the main gas valve. Turn off electrical system at the main circuit breaker or fuse box. Do not turn on lights or use matches or lighters. Do not turn the gas back on until the gas company or a plumber has checked the system.
6. Listen for advisories using a battery powered radio.
7. Inspect the house, roof, stables, sheds and fences for damage.
8. Check on your neighbours.
9. Take photos of your property.
10. Clean up potentially harmful material.
11. Remove debris around your house, stables and pastures.
12. Do not touch downed power lines.
13. Make one phone call to your out-of-area contact, keep the conversation very brief. Do not use the phone except in emergencies. Only call 000 for life threatening emergencies.
14. If your animals are missing contact local animal control, RSPCA and the Qld Horse Council.
15. Cooperate with public safety officials.
16. Be prepared to evacuate when/if necessary.

Notes:

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

Family Emergency Cards

Make sure your family has a plan in case of an emergency. Fill out these cards and give one to each member of your family to make sure they know who to call and where to meet in case of an emergency.

Additional Information

 **Family Emergency Plan** 

Emergency Contact Name _____
Telephone _____
Out-Of-Town Contact Name _____
Telephone _____
Neighbourhood Meeting Place _____
Telephone _____
Other Important Information _____

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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: _____

Horses Names	Colour	Sex	Age
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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	

