



EMERGENCY KIT CHECKLIST

Prepare an emergency kit in advance with the important items you want to protect or take with you if you had to evacuate.



FAMILY AND HOUSEHOLD EMERGENCY PLAN



✓	Item	Example
	Battery or hand crank operated torch	Include extra batteries
	Battery operated radio	Include extra batteries
	First aid kit	First aid kit packs can be purchased or made including items such as band aids, bandages, pain relief, antiseptic cream, cleansing wipes, scissors, tape, icepack, gloves etc
	Drinking water	Enough water to last several days
	Non-perishable food	Dried and long-life food to last three days, including some utensils
	Medical supplies	Include their uses and dosage amounts and copies of prescriptions
	Toiletries	Soap, toilet paper, tissues, hand sanitiser, wipes, toothpaste and brush, sanitary items and face masks
	Chargers for electronics	Phones and other electronic devices
	Protective clothing and woollen blankets	Warm natural fibre clothing and blankets for all members of the family
	Protective gloves	Leather if possible
	Baby/children	Nappies, toys and entertainment
	Pet food, bowls and medical supplies	Non-perishable foods, waste disposal, carrier or lead, bedding and blankets, medications including dosage information
	Personal belongings	Passport, drivers licence, Medicare card
	Money	Bank card and small amount of cash (if card is not available)
	Family mementos	Photos, heirlooms
	Entertainment	Playing cards, books
	Copy of your emergency plan	Copy of this plan

Emergency Numbers

Police/Fire/Ambulance	000	Lifeline	13 11 14
VICSES (Flood and Storm)	132 500	Kids Helpline	1800 551 800
VicEmergency Hotline	1800 226 226	Local Radio Station	774 AM

Helpful contacts

Golden Plains Shire Council	5220 7111	Translating and Interpreting Service	131 450
NURSE-ON-CALL	1300 606 024	National Relay Service	1300 555 727

Emergency risks

What emergencies could impact my family and I?

- Earthquake
 Fire
 Flood
 Health Emergency
 Heatwave
 Landslide
 Storm

Household details

Address:					
Number of occupants:					
I have pet(s):	Yes/No	Type(s):			Assistance animal: Yes/No
I use assistive technology and/or equipment (wheelchair, walking frames, hearing devices, visual aids or power reliant medical aids):	Yes/No	Type:			

My family details

Name	Medicare number	Drivers licence	Car registration

Medical needs

Medical needs are anything you and/or your household manage daily.

This could include any medical conditions, medication, specific transport needs or power dependant equipment

Name	Medical condition/disability	Medication	Transport needs

Assistance animals or pet details

Assistance animals, household pets and companion animals are a very important part of many households and need to be included in your planning.

Name	Type and breed	Council registration number	Microchip number

Livestock and larger animals

Stock type	Amount	Identification tags/numbers (Yes/No)	Property Identification Code (PIC)

Vet details:

Vet clinic and address: _____

Phone number: _____ Contact name (if known): _____

Important contacts

Name	Name	Phone Number
Doctor		
Dentist		
Allied Health		
Pharmacy		
Specialist Practitioner		
Neighbourhood contact		
Other		

Important services

Service	Company	Phone number	Account number
Electricity Company			
Water Company			
Gas Company			
Internet provider			
Telephone provider			
Other			

Insurance details

List any insurance you have here.

- Ensure you have a copy of any policies in your emergency kit.
- Review your policy to ensure it is suitable for your situation.

	Insurer	Phone number	Policy/member number
House and property insurance			
Contents insurance			
Car insurance			
Health insurance			
Pet insurance			
Livestock insurance			
Other			

Emergency contacts

This could be family, friends, neighbours or work colleagues.

Include one contact that does not live near you.

Name	Phone number	Additional information

Alternative meeting place

Being separated from your loved ones can be stressful, plan ahead by identifying a meeting location in the event of an emergency. Choose a location that is suitable for everyone to access.

Agreed meeting place: _____

How I will get there: _____

Alternative accommodation

If you must evacuate your home to a place of safety, identify where you and your family will stay.

Alternative accommodation address	Can I take my pets/assistance animals? (Yes/No)	If I can't take my pets, where will they stay?
Option 1		
Option 2		
Option 3		