

# Emergency



# Support Plan

An emergency support plan has all the information about the person you support in one place, so you can get it quickly and easily.

An emergency support plan also makes it easy for someone to take over from you in a hurry.

Here's what to do.

## 1) Fill in your Emergency Support Plan

- You can print and complete the plan by hand. Or, download and type straight into the pdf. Save it to your computer before printing.
- If you need to add more information, you can write it on extra pages and keep them with your plan
- If you need help filling in your Emergency Support Plan, speak with one of the Hunter Community Hub Staff on 1800 848 960.

## 2) Save your Emergency Support Plan

If you have downloaded the plan and filled it in:

- Save the plan to your computer or phone
- Print out copies of the plan.

If you have completed the plan by hand:

- Take several copies of it on your home copier or using a local service.
- Keep a copy of the plan somewhere safe and easy to see in your home.

## 3) Share your Emergency Support Plan

- You can give people a printed copy or email it to them if you have saved it on your computer
- Give a copy to each of your emergency contacts
- Give a copy to your doctor and anyone else who may need to know what to do
- Take a copy with you when you leave home or travel with the person you support.

**Remember to update this plan if your information changes.**

This Emergency Support Plan and information for people who support someone with a disability is available from [www.huntercommunityhub.org.au](http://www.huntercommunityhub.org.au)



1800 848 960

# Emergency Contacts.

## Details of COS

Name

Relationship to the person I support

Address

Phone

## My emergency contacts

Name

Phone

Name

Phone

Name

Phone

## Details of me (participant)

Name

Age

Address

Phone

Languages spoken

Person's condition, illness, or disability

## If something happens to me (participant)

Actions I would like my emergency contacts to.

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# Support needs.

## Support routine

### The person I support needs

- ☐ Full time support
- ☐ Regular visits
- ☐ Other (Please specify)

### The person I support needs help with

- ☐ Getting meals
- ☐ Going to the toilet
- ☐ Showering / bathing
- ☐ Taking medicine
- ☐ Getting out of bed / moving around
- ☐ Mental health / emotional issues

### When do they need help? (What is their routine?)

### Food and diet

### Behaviours, calming strategies

## Home and community support services

Organisation and service provided

Phone

Organisation and service provided

Phone

Organisation and service provided

Phone

## Other information

Please attach extra notes if more spaces are required

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# Medical information and contacts.

## Health information

Medicare number

Ambulance fund

Health insurance fund

Medic-alert number

Safety net number

Concession card type

## Doctor

Name

Address

Phone

## Pharmacist

Name

Address

## Health professional / hospital

Organisation

Address

Phone

## Other professional services

Name and service

Phone

Name and service

Phone

Name and service

Phone

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## Medicine list.

## Medicines

**Accurate as of completion**

Completion date:     /     /

## Medicine allergies

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## Regular medicines

[illegible]

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# Our pets.

## Pets

Pet 1: Name	Pet 2: Name	Pet 3: Name
Type / breed	Type / breed	Type / breed
Other identifying information	Other identifying information	Other identifying information
Allergies	Allergies	Allergies
Food type	Food type	Food type
Feeding frequency	Feeding frequency	Feeding frequency
Temperament	Temperament	Temperament

Pet Caretaker (in the event you are unable to care for your own pets)	
Name	Address
Phone number	email

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# Evacuation plan.

## Home escape route

- A Home escape route has been developed and is attached to this plan

## Home evacuation instruction

In the even of an evacuation, all household members are to go here:

## Location evacuation instruction

If there is a need to evacuation your area / town, all household members are to go here:

## Urgent evacuation items (only if safe to collect)

In the event of an evacuation, you should take the following items

## Non-urgent evacuation items

If you have time before you need to evacuate you could also take the following items

## Evacuation emergency contact

**If you need to evacuate, contact this person to inform them that you need to leave your home or area and where you intend to go (e.g., community RSL, community hall)**

Name	Address
Phone number	email
Location where you will go	

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# Emergency Kit.

## Emergency documents

Important emergency document can be located here

## First aid kit

The first aid kit can be found here

## Fire extinguisher / blanket

Fire extinguisher and or blanket can be found here

# Basic Kit to use if requiring hospital visit

## Contents of hospital /travel bag

### The items to be packed are

- ☐ Medical items (Hardware)
- ☐ Medicines
- ☐ Pyjamas
- ☐ Underwear
- ☐ Spare set of clean clothing
- ☐ Toiletry bag containing
  - ☐ Toothbrush
  - ☐ Shampoo / conditioner
  - ☐ Soap
  - ☐ Hair brush or comb
- ☐ Phone charger
- ☐ Electronic device and charger (e.g., iPad)
- ☐ Shoes
- ☐ Other (please list)

## Location of bag

My bag can be found here

What I need to add to my bag at the last-minute  
e.g, mask, shoes etc

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# Utility hardware

## Power box

Location of power box is here

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### Provider / supplier of power

Name, address, and contact number

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## Hot water system

Location of hot water system can be found here

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### Provider / supplier of gas (if not electric)

Name, address, and contact number

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## Water main

Location of water main

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### Provider / supplier of water

Name, address, and contact number

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## Heating (fire / gas or air conditioner)

Location of unit

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### Make / type

Name, address, and contact number of supplier or relevant info (gas provider / wood supplier)

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# Emergency Kit used in case of emergency

## Contents of kit

### The items to be packed are

- ☐ Food (Canned and dry foods)
- ☐ Water (bottles of water 4L per person per day)
- ☐ Protein or energy bars
- ☐ First aid kit
- ☐ Non-prescription medication
- ☐ Prescription medication and repeats
- ☐ Toiletry bag
- ☐ Safety items
  - ☐ Torch
  - ☐ Battery operated radio
  - ☐ Spare batteries
  - ☐ Candles
  - ☐ Lighter or matches
  - ☐ Whistle
  - ☐ emergency use knife (Omit if not required)
  - ☐ Manual can opener
  - ☐ Utensils, plate and mug
  - ☐ Sewing kit
  - ☐ Duct tape
  - ☐ Twine or thin rope
- ☐ Electronic device and charger (e.g., iPad)
- ☐ Spare set of clothing and shoes
- ☐ Other (please list)

## Location of kit

My kit can be found here

What I need to add to my kit at the last minute

- ☐ Clothing
  - ☐ 1 change of clothing per family member
  - ☐ Spare shoes per family member
- ☐ Blankets / sleeping bag per family member
- ☐ Garbage bags and ties
- ☐ Wipes, hand sanitiser and masks
- ☐ Documents
  - ☐ Passport
  - ☐ Birth / adoption /marriage certificates
  - ☐ Disability information
  - ☐ Deeds / lease to property
  - ☐ registration and all Insurance policies
  - ☐ Current will or testament
- ☐ Other (please list)

- ☐ Back-up of photo's and important information on a USB device
- ☐ Emergency Plan
- ☐ Wallet or purse
- ☐ Local maps
- ☐ Cash

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# First Aid Kit packed in case of emergency

## Contents of kit

### The items to be packed are

- ☐ Burn gel
- ☐ Burn dressing (4" x 4")
- ☐ Antacid tablets
- ☐ Pain medication (Panadol, aspirin, Ibuprofen)
- ☐ Oral pain gel
- ☐ Cold and flu relief medication
- ☐ Hay fever medication
- ☐ Electrolytes
- ☐ Muscle relaxer (deep heat rub)
- ☐ Regular bandages
- ☐ Trauma pads
- ☐ Band-Aids
- ☐ Butterfly strips
- ☐ Surgical scissors
- ☐ Adhesive tape
- ☐ Tweezers
- ☐ Saline
- ☐ Thermometer
- ☐ Towel
- ☐ Eye wash
- ☐ Eye pads
- ☐ Gloves
- ☐ Emergency blanket (reflective thermal)
- ☐ Zip lock bags
- ☐ Safety pins
- ☐ Finger splint
- ☐ Flexible splint
- ☐ Elastic bandages

☐☐☐☐☐

☐ Other (please list)

## Location of first aid kit

## Pet kit

Pet kit should have enough supplies to keep pet comfortable for at least 3 days.

☐ Carrier

☐ Food

☐ Medications

☐ Feeding dishes

☐ Collar, muzzle, harness, leads

☐ Spoon (if wet food)

☐ Can opener if tinned food without pull tab

☐ ID tag or registration information

☐ Recent photo of pet(s)

☐ Other (please list)

## Location of pet kit

## Cleaning supplies

☐ Antiseptic and general wet wipes

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# Supporter Emergency Card

A supporter emergency card is a card you can carry in your wallet to let people know that you support someone. It's a good idea to carry an emergency card to make sure the person you support will be looked after if something happens to you. The person you support should also carry a card in their wallet to let people know they are being supported by you.

## Instructions.

1. Fill in the cards
2. Cut the cards out along the dotted lines
3. Fold the cards in half along the solid line
4. Put the supporter card in your wallet 5. Give the other card to the person you support, to put in their wallet or to carry with them.

 <b>I support someone with a disability</b>  My name _____  I support _____  Relationship to me _____  <small>Remember to update this card if your details change. Download a new card at: <a href="http://www.huntercommunityhub.org.au">www.huntercommunityhub.org.au</a></small>	 <b>In an emergency</b>  Please contact the person below to make sure the person I support is looked after Name _____  Relationship to person I support _____  Relationship to me _____
 <b>I have a support person</b>  My name _____  My support person _____  Their phone number _____  <small>Remember to update this card if your details change. Download a new card at: <a href="http://www.huntercommunityhub.org.au">www.huntercommunityhub.org.au</a></small>	 <b>About me</b>  My condition(s) _____  Support I require _____  Other information _____ _____ _____

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# Notes