

# **Town of Carleton Place**

## **Emergency Planning for Your Family**

In order to assist local residents and to help you prepare your family for an emergency or an evacuation, should one occur within Carleton Place, the following five steps may be used.

### **STEP 1 IDENTIFY THE RISKS**

Knowing the risks will help you prepare and plan for an emergency. In Carleton Place, in 2004 the municipality identified the following six subjects as priority emergency situations that could potentially occur within Carleton Place.

- ❖ severe weather including freezing rain, wind, lightning and sleet storms
- ❖ extreme weather including severe cold or prolonged heat
- ❖ water-related emergencies including flooding
- ❖ human health associated emergencies
- ❖ critical infrastructure including power outages
- ❖ transportation accidents including hazardous materials

### **STEP 2 PREPARE YOUR FAMILY EMERGENCY PLAN**

Having an emergency plan in place for your family is very important in the event of an emergency. Some of the things that you can do to prepare for this are:

- ❖ Identify an out-of-town contact. This person can assist you and stay in touch with you and your family during the emergency.
- ❖ Plan ahead for temporary accommodation in case you are required to evacuate the neighborhood or community. While the municipality can set up an Emergency Shelter, often families prefer to live temporarily with out-of-town relatives until the local emergency is over. If you do decide to seek shelter with relatives or a friend, be sure local authorities are aware of this should they need to reach you or your family.
- ❖ Make sure all members of your family have and carry appropriate telephone and contact information in case a child is accidentally separated from the rest of your family.

### **STEP 3 ASSEMBLE YOUR EMERGENCY KITS**

When a local emergency is declared, you simply may not have time to try to locate all of the items that you and your family will need. Be sure to have an emergency kit for your home, car and place of work.

A complete list of recommended items can be obtained on the following web site:  
[www.emergencymanagementontario.ca](http://www.emergencymanagementontario.ca)

#### **STEP 4 CHECK EMERGENCY PLANS**

Be sure that you are familiar with the emergency plan at both your place of work and also with emergency procedures at your child's school. If a loved one resides at a nursing or rest care home, be sure to know and understand the policies at those facilities as well.

In the event of a local emergency, the Town of Carleton Place will use the local media (television and radio stations) to keep the public informed. Also, media releases may be distributed as deemed appropriate by the municipality.

Please remember that the 911 number is only for use should you require the services of police, fire or ambulance personnel.

#### **STEP 5 PRACTICE AS A FAMILY AT LEAST ONCE A YEAR**

Be sure that members of your family understand and know emergency procedures for your home. Adults should know how to turn off the water, electricity and natural gas. Also be sure that members of your family can use a fire extinguisher. All members of the family should know the escape plan and where the emergency kit is located.

Don't forget to update your plan and kit on a regular basis. Replenish your kit with fresh batteries, bandages and medicines as required.