

# Emergency Communications Checklist

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Creating a Emergency Communications plan is one of the most important steps you can take on your preparedness journey. Not knowing where your loved ones are and not being able to get a hold of them can be terrifying and cause a lot of stress.

THIS IS NOT A COMPLETE LIST. DO YOUR OWN RESEARCH ON WHAT ELSE TO INCLUDE

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# EMERGENCY COMMUNICATIONS PLANNING CHECKLIST

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- Complete the “Family Communications Plan” portion of this workbook and ensure all those included in the plan are familiar with it and know where to find it (and have their own copy).
- Agree on a place in your home where you will leave emergency notes for each other (not outside, where the wind could blow them away).
- Create paper copies of the important phone numbers of family and friends and distribute.
- Store copies of the communications plan in emergency kits, the car, at work and in children’s backpacks (see template in plan).
- Designate an out-of-province/state emergency contact person. Get permission to contact them in an emergency and ensure everyone in the plan knows to get in touch with them if local communications are not working.
- Have children and family members memorize each other’s phone numbers as well as the number for your out-of-town contact (this can be turned into a fun game).
- Create a “text” group so you can message everyone in your plan in one text. Consider apps such as Zello.
- Make sure your children know who may be picking them up in an emergency. Have a “secret word” to verify the person was sent by you.
- Discuss fire escape routes from each floor of your home and set up a meeting place outside.
- Discuss with close friends and family from outside your household who will check on whom in the event of an emergency or disaster. \*Only travel to check on people if it safe and/or essential to do so.
- If you have school-aged children, learn about their school’s emergency communications and evacuation procedures.

- If you have family members in a medical facility, retirement residence etc., learn about their emergency communications and evacuation procedures.
  - Acquire a hand crank or battery-operated emergency radio with NOAA weather band presets.
  - Download and install emergency information and weather-monitoring apps on your phone.
  - Look at your local municipal and provincial/state emergency preparedness website. If they list “official” channels for emergency communications, like a Twitter handle, a Facebook page, an emergency hotline etc., list these in your plan.
  - Learn what different alerts mean and what alert systems are in place in your area. See your provincial/state emergency website for this.
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