PRINTABLE CHECKLIST

How to write a household emergency plan

A household emergency plan is one or two sheets of paper that say who to contact, where to meet, where the kit and shut-off points are, and who is responsible for what. Write it together in about an hour, print a copy for each adult and one for the kit, and review it every six months.

- [ ] List household members, numbers and daytime locations
- [ ] Add 105, gas emergency, GP, bank and insurer numbers
- [ ] Choose an out-of-area contact
- [ ] Agree two meeting points
- [ ] Record where the kit and shut-off points are
- [ ] Give each person a job
- [ ] Write down when you would leave and where to
- [ ] Print copies and walk through it once
- [ ] Set a six-month review date