

## Checklist: Emergency Action Plan

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Here is an easy-to-use emergency action plan template based on your step-by-step outline. Each section is designed for manual ticking or digital checkmarking, with prompts to record important details.

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**Date Completed:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

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Step	Description	Checked (✓)
<b>Locate emergency contact list</b>	Know who to call first and follow their instructions.	
<b>Prepare Hospital Bag</b>	List where bag is stored. Includes: Documents, Medications, Personal Essentials	
<b>Update family &amp; carers</b>	Share emergency info with trusted contacts. Name(s):	
<b>Program emergency numbers</b>	Enter these into all phones with clear labels	
	List programmed numbers: _____	
<b>Post emergency info</b>	Place info cards/posters near home phones and exit doors.	
	Locations: _____	
<b>Keep pet care manual</b>	Contact details and feeding instructions for any pets.	

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**Instructions:**

- Tick each “Checked” box as you complete or review each task.
- Personalise sections to suit individual needs (e.g., add extra medications, detail escape routes).
- Store the completed plan somewhere visible and share a copy with your primary contact or carer.

This template helps ensure all key emergency steps are followed and up-to-date.

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**Disclaimer:** This checklist is for informational purposes only and does not constitute professional advice. We do not guarantee the accuracy or reliability of its information or calculations.

Your use of this tool is at your own risk, and we are not responsible for any resulting loss or damage. This tool does not consider your personal situation, so you must consult a qualified professional for advice tailored to your needs.