

My Emergency Management Plan



Resources for NDIS
Emergency and Disaster
Management

This Emergency Management Plan template is a quick and simple way to prepare yourself for an emergency or disaster.

It will prompt you to use existing documents you may have, like health and support information. There are also tips to help you along the way.

You can complete the template by yourself or with your NDIS Provider or other supporters. If you complete it by yourself, be sure to share a copy with the people in your Emergency Management Support Circle.

My name		My phone number	
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How will I get information about an emergency or disaster?		
	Name	Phone number
NDIS Provider		
Family or Friend		
Online/social media TIP: Add in websites you might use (e.g. the ABC Emergency website)		
Other		
My local ABC Radio frequency is		
My local Council area is		
My Council's website is		
My Go Bag is stored in this location		



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TIP: *Remember to check any documents you save with this Plan are current.*

SECTION 1

MY DETAILS

First Name	
Last Name	
Address - Street	
Suburb	
Postcode	
Home phone number	
Mobile number	
Email address	
Main language spoken	
Other languages I speak	
Preferred interpreter (name and number)	
Communication aids used	

MY EMERGENCY SUPPORT CIRCLE

In case of emergency, I need to contact:

	Name	Phone	Email	Has a copy of plan (Y/N)
First contact				
Family member				
Family member				
Legal guardian				
Carer/s				
Friend				
NDIS Support Person				
GP				
Pharmacist				
Employer				
Neighbour/s				
Other (1)				
Other (2)				
Other (3)				
Other (4)				

MY DISABILITY SUPPORTS

NDIS Number		
	Name	Phone
NDIS Planner		
NDIS Support Coordinator		
NDIS Support Provider/s	Contact Name	Phone
Organisation 1		
Organisation 2		
Organisation 3		
Centrelink Number		
Disability Pension Number		

MY IMPORTANT SERVICES

	Company	Account number	Phone
Electricity			
Gas			
Water			
Phone			
Internet			
Roadside assistance			
Other (1)			
Other (2)			
Other (3)			
Other (4)			



MY INSURANCES

	Company	Policy number	Phone/Website
Home & Contents			
Health Insurance			
Car Insurance			
Life Insurance			
Other (1)			
Other (2)			

MY IMPORTANT DOCUMENTS

TIP: Don't forget to take all important documents with you, including your photo ID.

	Document / Card number	Other details
Photo ID		
License		
Passport		
Birth certificate		
Medicare card		
Legal documents (e.g. your Will)		
NDIS Plan		
Health and Support Plans		

SECTION 2

MY SUPPORT PROFILE

HEALTH AND DISABILITY DETAILS

TIP: *If this information is already in another document, like your NDIS Support Plan or a One Page Profile, save these documents together instead of re-writing the information.*

Make a note of which plan people should refer to here:

If you don't have another document with this information, fill in the details below.

Disability and/or medical conditions	
<p style="text-align: center;">Medications</p> <p>TIP: <i>Include what condition you take them for.</i></p>	
Medical Aids	
Allergies	
Dietary needs	
<p style="text-align: center;">Covid immunisations</p> <p>TIP: <i>Add the date of your last immunisation.</i></p>	

SECTION 3

MY SUPPORT NEEDS IN AN EMERGENCY

During an emergency, how might your medical condition or disability affect your response?
 What additional support might you need?

Communication	
Mobility	
Personal care	
Sensory	
Mental Health / Stress Management	

SECTION 4

MY EVACUATION PLAN

TIP: It is a good idea to have a separate evacuation plan if you have complex needs. You can find a template and guide at the Equal Access website:

[Personal Emergency Evacuation Plans](#)

If you have a separate evacuation plan keep it with this document and make a note of the document name here:

If you don't have a separate plan, fill in the details below.

<p>Who will tell me when to evacuate?</p> <p>For example: ABC Emergency Radio, my NDIS Accommodation manager, my first contact person.</p>	
<p>Where will I go to?</p> <p>TIP: Where you evacuate to might be different depending on how severe the disaster is. For example, my neighbour's house or an Evacuation Centre.</p>	
<p>How will I get there? What transport will I use?</p> <p>For example: I will drive myself, a neighbour will pick me up, I will leave with my housemates, my NDIS Provider will organise it.</p>	
<p>Will I require support to evacuate?</p> <p>For example: I am vision impaired and will need someone to assist me to leave. I have anxiety and experience panic attacks and will need someone to be with me when I leave.</p>	

<p>Will I need support from local Emergency Services to evacuate?</p> <p>For example: I am a wheelchair user and will need Emergency Services to carry me out.</p> <p>TIP: <i>Make contact with your local Emergency Service in advance so they know you need this assistance.</i></p>	
<p>What is my back-up plan for these arrangements?</p>	



SECTION 5

MY GO BAG

TIP: To prepare your **Go Bag** we suggest using the Australian Red Cross and Ember checklists.

You can find them here:

[Red Cross go-bag checklist \(pdf\)](#)

[EMBER go-bag checklist \(pdf\)](#)

I have a Go Bag Packed	YES		NO	
My Go Bag is stored in this place				

SECTION 6

MY PET PLAN

I have the following pets:

Name	Type of Animal	Microchip Number	Vet Details	Equipment required	Emergency safe place or plan

TIP: For useful information about preparing your pets for emergencies (including what to pack), check out this NSW Government website:

[Emergency preparation for pets and livestock](#)

Or take a look at this Easy Read document on the Ember website:

[Pet essentials in an emergency](#)

SECTION 7

MY NEXT STEPS

Your plan is now ready. You have taken an important step to being prepared for an emergency or disaster.

Now you need to take action to make sure the things you have written in your plan will happen.

For example:

Do the people in your Emergency Support Circle know about your plan?

Do you need to prepare a Go-Bag?

Do you need to contact your local Emergency Service about evacuating?

Make a list of the things you need to do below.

REMINDER: Have a back-up plan.

In an emergency, if I can't get someone to help me or I can't access transport, my back up plan is to: