



EVACUATION PLANNING CHECKLIST

Personal

PACK THE FOLLOWING...

PERSONAL INFORMATION



Identification documents
(ID card, passport, driver's
licence, etc.)



Alist of emergency contact
numbers, including family
members, healthcare providers,
and support networks.

COMMUNICATIONS



A fully charged mobile phone &
charger.



A spare battery or portable
power bank.



A battery-powered AM/FM radio
for emergency updates.

IMPORTANT ITEMS



Cash (in case of unexpected
needs ATM's are exhausted).



Important personal items like
glasses, hearing aids, or assistive
devices.



Details of your home and
contents insurance.

CONTACTS



Inform your family, friends, and
healthcare providers about your
evacuation plans.



Share the evacuation centre
details and emergency contact
information with trusted
individuals.



Health and Wellbeing

PACK THE FOLLOWING...

MEDICAL DOCUMENTS



A copy of your medical records, including diagnoses, care plans allergies, and recent test results.



A list of emergency contacts, healthcare providers, & insurance information.

STRESS MANAGEMENT



Items that provide comfort and reduce stress, such as earplugs or a favourite book or music.



Use relaxation techniques or stress management strategies during the evacuation and in the evacuation centre.

MEDICINE AND SUPPLIES



A sufficient supply of prescription medications.



Over-the-counter medications regularly used.



Medical equipment, such as insulin pumps, nebulisers, or mobility aids.



A copy of your medical prescriptions and list of allergies.



An adequate supply of special dietary foods if needed.



Medical support items, such as walking aids, orthopaedic devices, or oxygen tanks.

PERSONAL CARE ITEMS



Hygiene items such menstrual items, towel, bags for disposal towel, toothbrush/ paste, soap, hand sanitiser, comb, toilet paper and shampoo.



Comfortable clothing, pillows and extra blankets for varying weather conditions.



A torch for evacuation centres.



Face masks.



A first aid kit with basic supplies like antiseptic, simple pain relief and bandages.



Water.

Remember to review this checklist periodically and update it so it

remains relevant and up to date.