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Background & Introduction

Emergency Preparedness (E-Prep) workshop developed by Alberta Health Services and **carya** in response to the Southern Alberta 2013 floods. It was initially created for seniors in the East Village. E-Prep was successful in engaging seniors and thus was expanded to other senior communities in Calgary. E-Prep was then adapted by the Canadian Mental Health Association (CMHA) and presented to groups of seniors in High River in addition to being piloted to younger adult groups. E-Prep has been tailored to meet the needs for specific communities (e.g., local Emergency Management, social projects) as part of communities in which they were offered. E-Prep focuses on the importance of practical preparedness and psychosocial health and wellness in the event of an emergency or disaster. The objective of this workshop is to build capacity by promoting personal preparedness and cultivating psychological resilience.

E-Prep is an interactive workshop that uses a step-by-step approach to create a personalized preparedness kit while focusing on the importance of mental health and emotional wellness.

The intent of this workshop is to encourage individuals to discuss, explore, discover and develop their own personal emergency plan. The best preparedness kit is created by you to meet your own personal needs.

Personal emergency preparedness should be a priority for everyone!

Acknowledgements

Alberta Health Services and carya are grateful to the people and organizations that have provided support and input into the development of the Emergency Preparedness (E-Prep) Workshop. These efforts would not be possible without the collaboration, dedication and hard work of all of people and organizations involved in the development of E-Prep.

Canadian Mental Health Associations, Calgary

City of Calgary, Community & Neighbourhood Services

City of Calgary, Emergency Management Agency (CEMA)

East Village Neighbourhood Association (EVNA)

The East Village Community

Town of High River

Trinity Place Foundation of Alberta

Alberta Emergency Management Agency (AEMA)

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Contents	
STEP 1–Know the Risks	1
Know your community	
STEP 2–Make a Plan	2
Building Your Plan	
2a. Know Yourself	3
2b. Creating A Social Network	
STEP 3–Make a Kit	7
3a. Your Emergency Kit	
3b. Pet Emergency Preparedness	8
3c. Additional Emergency Kits	
Emergency Preparedness Tips	9
Emergency Preparedness tips for children	9
Emergency Preparedness tips for seniors	
Emergency preparedness tips for individuals with disabilities/special needs	
Emergency preparedness tips for caregivers	
Final Thoughts	12
Resources	13
E-Prep Resiliency Reminders	
Social Connections Map	
Family and Personal Contacts	
Out of Town Emergency Contacts	
Health Care Provider Information	
Medication List	
Personal Items Checklist	
E-Prep Pet Plan	
Emergency and Preparedness Websites	
Important Phone Numbers	25
References	26

• Wildfires

STEP **1**-Know the Risks

Knowing possible hazards will help you become more prepared for an emergency. These are some identified potential risks for Alberta:

- Avalanches
 Pandemic influenza
 Severe storms
 Landslides
 Tornadoes
 - Floods
 Power outages

For more information about potential hazards and emergencies got to: www.getprepared.gc.ca

When an emergency or disaster strikes it happens with little or no warning. What will your first response be? Let's test your preparedness!

- 1. Do you know where the utility shut-off valves for your house are (e.g., gas, electricity, water)?
- 2. If you live in an apartment or supportive housing do you know the building's emergency plan?
- 3. Do you have photocopies of your family's important documents?
- 4. Is your extended family (e.g., parents, siblings, etc.) aware of your family's emergency plan?
- 5. Do you know the emergency plan for your children's school or daycare?
- 6. If you are at work or away from your home when the emergency happens, do your children know what to do?
- 7. Neighbours helping neighbours can be critical in an emergency. Do you know your neighbours?
- 8. If you don't drive, what are your transportation options?
- 9. If you are evacuated, do you know what the emergency routes are to get out of your community?
- 10. Do you know how to find the nearest information or reception centre in an emergency?

What question(s), if any, surprised you?

Fast Facts

In 2007, the Prairies experienced 410 severe weather events including tornadoes, heavy rain, wind and hail, nearly double the yearly average of 221 events. (AEMA)

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STEP **2**-Make a Plan

Emergencies and disasters can affect our ability to cope and make decisions. Developing a well-organized plan is an essential part of being prepared. Your emergency plan should be tailored to your specific needs. **No one knows your situation better than you!**

Building Your Plan

Personal planning doesn't mean you have to do everything on your own. If you can, work through the checklist below with a family member, friend or supportive professional. This can be a good reminder for them to be ready for an emergency as well. You can't take away the feeling of shock after a disaster, but you can reduce the feeling that everything is out of control by being prepared and having a plan.

The building blocks to a successful plan include:

• Emergency contacts

include members of your personal support network, family members and/or friends, doctors, medical equipment providers (e.g., oxygen).

- » Family communications—include important information for each family member to communicate to rescuers what they need to know about you if you are unconscious, incoherent, or if there is a need for your evacuation. (See pages 17-21)
- » Personal contacts—include members of your personal support network, family members and/or friends, doctors, your children's school and/or daycare.
- Documents
 - » Medication list(s)—include current and up-to-date list(s) of medications, as well as pharmacist contact information for each family member. (See pages 19-21)
 - » Photocopy important documents (e.g., insurance documents, family records, wills, power of attorney, personal directive, deeds, social insurance number, bank accounts, passport, credit cards, driver's license, health care card etc.). Store your important documents in a waterproof bag or container in your emergency kit.
 - » Backup your photos regularly on a USB drive or secure online storage system (e.g., icloud, google photos).



- Emergency information
 - » Evacuation routes—contact your local municipality for emergency route information.
 - » Information and alerts—stay informed, use social media, TV and radio, sign up for email or text alerts, download the Alberta Emergency Alert app and keep a list of helpful websites in your emergency kit. (See page 25)

Fast Facts

"Using non-voice communication technology like text messaging, email, or social media instead of telephones takes up less bandwidth and helps reduce network congestion after an emergency."(AEMA)

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Other Considerations

If you or a family member has a disability or special needs, have you thought of how these needs will be addressed in an emergency?

The following are some examples to consider and include in your plan:

- Build a strong supportive network.
- Wear a medical alert bracelet.
- Tag any special needs equipment you have and include instructions on how to use it. If you have a service animal be sure to include their information and needs.
- If you have a latex allergy be sure to note it in your emergency kit and inform anyone that may be assisting you during and emergency or disaster.

NOTE: Discuss your needs with family and friends, include written instructions in your emergency kit about how to assist you in an emergency or disaster.



2a. Know Yourself

Emergencies are stressful. Managing every day stress can strengthen our resilience and help us cope in the event of an emergency or disaster. Emotional and mental preparedness is an important and often overlooked component of a successful emergency plan.

People respond to stress in different ways. Identifying your stress responses and practicing ways to alleviate stress result in healthy wellness strategies which help build resiliency.



At the end of this section is a sample *E-Prep Resiliency Reminder* card, you can find additional cut out cards on page 13. Use these cards to write down your top three stress responses and wellness strategies, post them somewhere visible to use as coping strategy reminders during stressful situations.

Below are some examples of potential stress responses and wellness strategies. You may have other responses or strategies you would like to include.

Body

Stress Responses	Wellness Strategies
• restless	• eat well
lack of energy	 drink enough water
change in appetite	exercise regularly
headaches	 create good sleep habits
sleep disturbances	 spend time outside
 stomach aches, indigestion 	 practice relaxation
 muscle aches and pains 	(e.g., deep breathing, meditation)
 chest pain and tightness 	manage any chronic illness
heart palpitations	

Feelings

Stress Responses	Wellness Strategies
 sadness, grief 	• laugh
 fearful, anxious 	practice breathing
• guilt, shame	 acknowledge accomplishments
 lack of motivation 	 release anger or resentment
 numb, overwhelmed 	 take time for self
 feeling disconnected 	 nurture positive view of self
 lonely, bored 	 maintain positive outlook on life
 resentful, anger 	 be present in the moment
 powerless, helpless 	 enhance appreciation and gratitude

Mind

Stress Responses	Wellness Strategies
difficulty concentrating	 consider a broader perspective
memory loss	make clear decisions
forgetfulness	 seek opportunities for laughter
mental fatigue	 be mindful of positive events
loss of sense of humour	try not to worry
thoughts of suicide	 check the facts about situation
	 take a news break as needed
	 break problems into small steps

Actions

Stress Responses	Wellness Strategies
self-isolation	practice self-care
 fast speech, impatient 	maintain a routine
 fingernail biting, teeth grinding 	 seek alternatives to TV / computers
 critical of others 	 engage in enjoyable activities
anger outbursts	 read, write or listen to music
• gambling	 reach out for social contact
tobacco use	 intentionally slowing down daily pace
 alcohol or drug abuse 	 enhance gratitude and appreciation
 excessive TV, computer use, gaming 	 work to accommodate new realities
• self-harm	 monitor for potential concerns
	 reach out for help when needed

Spirit

<u></u>	
Stress Responses	Wellness Strategies
hopelessness	 seek spiritual connections
 loss of meaning and purpose 	 seek fellowship with similar beliefs
 religious doubt 	maintain optimism
 spiritual discontent 	practice forgiveness
	 practice kindness and compassion
	 take time for prayer or meditation

The road to resilience begins with wellness.



2b. Creating A Social Network

Creating a positive social network helps increase resilience. People with positive social supports may recover quicker and be better prepared to face future challenges. Often, it's not until we experience an emergency or disaster that we realize that we need to increase our social connections.

Each person's social connection map will be unique and may change over time. Below is a completed example.



Each family member should fill out their own social connection map as part of preparing your family emergency plan. You may not remember all your social connections right now, but you can add more information to the map at any time. (See page 15 for a blank social connections map) The more you develop your social network and your family's, the more specific supports you will have in times of need.

When developing our social network we may want to consider what supports our friends/ neighbours give and what can we do for them.

How do we turn our assets into resources?

ivitat	l've got
What	can I give
What	I need to get
	Fast Facts
	Research shows that one way to reduce the risk of long-term health impacts from disasters and traumatic rents is by preparing ourselves emotionally. Connecting with others, taking care of yourself and preparing early are just three ways to build emotional wellness." (from AHS playing cards)

STEP **3**—Make a Kit

In the event of an emergency or disaster you may be without power or water for a period of time. Having some basic supplies ready is a fundamental part of emergency preparedness. In an emergency or disaster you may be asked to stay in your home or evacuate. An emergency kit contains the supplies you would need to stay in your home until the emergency is over or help arrives. Your emergency kit should have enough supplies for you and your family to last for several days (minimum 72-hours).

3a. Your Emergency Kit

Your kit should be in a backpack, travel bag, or plastic container that you can easily take with you. Suggested items to include in your kit for each family member should be:

- □ Water to last 3 days, the recommended minimum quantity is 6 litres per person.
- Food to last 3 days, the food should be high energy items that won't spoil and don't require cooking (e.g., dehydrated food used for camping or backpacking).
- □ Flashlight.
- □ Portable radio.
- □ Spare batteries.
- □ First aid kit.
- □ Hand operated can opener.
- Glow sticks (these are a safe, inexpensive alternative to candles).
- □ Whistle.
- □ 3 day supply of prescription medications.
- □ Cell phone, charging cord and spare battery.
- □ Cash.
 - NOTE: Your emergency contact list should be reviewed on a regular basis.
 - **NOTE:** Think about what other items you might need e.g., medical equipment your family may use, inhalers, insulin kits, mobility devices.

- Journal and pen.
- □ Extra set of keys for your vehicle and house.
- □ Emergency contact list and documents.
- Basic personal hygiene items
 (e.g., toothbrush, toilet paper, alcohol wipes, gel hand sanitizer). (See page 22)
- □ Extra pair of prescription glasses.
- □ Clothing for 3 days.
- □ Compact rain coat/jacket.
- □ Good pair of walking shoes.
- □ Blanket or sleeping bag.
- Disposable dust masks.
- □ Favourite Toys/activities for children.
- Your emergency contact list, medication(s) list and copies of important documents.
- □ Other items as needed.
 - REMEMBER: Any open flame in a post-disaster situation requires extreme caution.

REMEMBER: Keep your emergency kit in place that is easy to remember and access e.g., in a closet close to your front door.

REMEMBER: Check all your emergency kits every 6 months.

Fast Facts

Approximately 85% of Canadians agree that having an emergency kit is important ensuring their and their family safety, yet only four in ten have prepared or bought an emergency kit. (AEMA)

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3b. Pet Emergency Preparedness

Your pet should have a kit prepared and an emergency plan in place. Contact your local animal control agency for information regarding specific evacuation procedures.

Your pet preparedness kit should contain the following:



3c. Additional Emergency Kits

In addition to your basic preparedness consider having a kit(s) outside of your home where you spend time throughout the day.

1. Vehicle Emergency Kit

Your kit should be kept in your vehicle at all times.

- □ Backpack or small bag to store supplies.
- □ Water.
- □ Flashlight and extra batteries.
- □ Roadside assistance emergency kit.
- Seasonal clothing and shoes, including socks and gloves.
- □ First aid kit.

8

NOTE: Store larger items in the trunk and smaller items in the vehicle cab where they are easily accessible e.g., keep your road map, flashlight, first aid kit, and blanket in cab of the vehicle then everything else can be stored in the trunk.

- □ Blanket/sleeping bag.
- □ Light sticks/glow sticks.
- Whistle 3 short blasts in the international signal for "help".
- □ Multi-tool.
- □ Local maps.

REMEMBER: Ensure that your vehicle maintenance is up to date and if possible, keep your gas tank at least half full at all times.

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2. Work Emergency Kit

It's important to know the emergency and disaster protocols and procedures in your workplace (e.g., is there a first aid kit, where is the meeting location if you are evacuated).

If an emergency or disaster occurs while you are at work, it's important to connect with family members who may be at home in order to confirm your meeting place and plan.

What are some items you could have in a small emergency kit and keep with you at your place of work?

Emergency Preparedness Tips

Emergency Preparedness tips for children

Children can handle emergencies well if they feel that they understand what is happening and what they can do to protect themselves. Discussing and preparing an emergency plan with your children increases their ability to cope with emergency situations.

Activities to Help Children Prepare for an Emergency:

- Know 2 different ways to exit each room of your house. Draw a floor plan of your home with your children and mark the exit routes.
- Identify places where the family will meet if you cannot go home or are evacuated from school or daycare.
- Designate an out-of-town contact person that family members can call, text or email if separated during an emergency.
- Have your children help assemble your emergency kit. Your children should know where it's stored and how to use the items in it.
- Have your children together their own 'grab-n-go' bag with small toys, travel games, non-perishable snacks and comfort items such as a blanket.
- Teach your children about community risks and what to do when they occur.
- Familiarize your children with emergency personnel, the uniforms they wear and the vehicles they may drive. In an emergency, it's important for children to understand who they can go to for help.
- Teach your children how to use **911**.
- Have your children fill out a social connection worksheet. (See page 15)

Helping Children Cope with Emergencies:

- During an emergency, tell your children what is happening and that it's okay to be afraid.
- Share your thoughts and feelings with your children. This will help to normalize their thoughts and feelings.
- Try to maintain regular routines such as meal times and bedtimes.
- After an emergency, parents may find it helpful for their child to talk to a mental health professional.

NOTE: Children do best in an emergency situation when the adults remain calm and answer questions honestly.

REMEMBER: Your coping strategies will affect how well your children manage emergency situations.

Emergency Preparedness tips for seniors

- Discuss your emergency plan and kit with your family, friends or caretaker.
- Put your emergency kit in a bag with wheels.
- Make a list of any special needs you may have. In an emergency you can use this list yourself or provide it to someone who is assisting you.
- Label your medical/supportive equipment and store in a consistent location for easy access.
- Store your visual aids, hearing aids and dentures in a secure and easily accessible location. If possible, have extra visual aids, dentures and hearing aids along with batteries in your emergency kit.
- Add your name to an emergency list/database intended for special needs that emergency personnel should be aware of (if available in your community).
- Establish how you will gather emergency information.

Emergency preparedness tips for individuals with disabilities/special needs

- · Label all special needs equipment with your name and usage instructions.
- Consider wearing a medical alert bracelet to inform friends, first responders and bystanders of any disabilities/special needs that you may have.
- It may be difficult to connect with your contacts or supports in an emergency, consider developing a clear instruction list so that others may assist you.
- Consider having your contact list with you at all times.
- If you require the use of a mobility aid communicate this with your building manager and develop an emergency evacuation strategy.
- If you do have a personal care attendant or support worker, discuss and develop your plan with them and address any other specific concerns that may arise.

Emergency preparedness tips for caregivers

- Determine how the individual's needs will be addressed in an emergency.
- Discuss emergency plans with the individual under your care.
- Build or help build a kit for the person you are caring for (as well as yourself). Keep the kit in an easily accessible location.
- Make a list of any special needs the individual might have and place the list in an easily accessible location (e.g., beside the individual's bed). In an emergency or disaster this list can be used to provide information to persons assisting you.
- Label medical/supportive equipment the individual may need and store them in a consistent location for easy access.
- Add the individuals name to an emergency list/database intended for special needs that emergency personnel should be aware of (if available in your community).
- Important—Develop a consistent emergency plan with all other caregivers who may be caring for the same individual. Make sure that the individuals emergency information and plan up to date and is communicated to all new caregivers.

Final Thoughts

(12)

Now that you have completed the E-Prep workshop you can apply these steps and make your own individualized preparedness plan and kit(s). Preparedness is a process; take your time to prepare your kit(s) and to develop a well thought out detailed plan. Review your plan and supplies at least once a year or when something in your life changes. A handy way to remind yourself to review your safety plan and important information is to link it to a season or important date.

NOTE: Being an active participant in your own preparedness will better enable you to cope with the practical and emotional issues of any emergency or disaster.

) **REMEMBER**:

- Review your emergency plans with your family.
- Practice your evacuation plans with your family.
- Make sure your emergency supplies are in order.
- Ensure your emergency contact and medical information is up-to-date.
- Develop your own emotional preparedness plan.
 - » Be aware of your stressors.
- » Practice the wellness strategies that work for you.

Fast Facts

"No one knows your situation better than you. Plan in advance for what you will do in an emergency. Talk to others about your plan and focus on what you can do now to prepare." (Alberta Health Services, 2013)

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Contact #1	
Name	
Address	
Email	
Phone	Work phone
Cell phone	School phone
Contact #2	
Name	
Address	
Email	
Phone	Work phone
Cell phone	School phone
Contact #3	
Name	
Address	
Email	
Phone	Work phone
Cell phone	School phone
Contact #4	
Name	
Address	
Email	
Phone	Work phone
Cell phone	School phone
Contact #5	
Name	
Address	
Email	
Phone	Work phone
Cell phone	School phone

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Home address	
Home phone	
Parent's cell phone	Parent's work phone
Parent's Email	
Parent's cell phone	Parent's work phone
Parent's Email	
Sibling's cell phone	Sibling's email

Name	
Address	
Home phone	cell phone
Name	
Address	
Home phone	cell phone

Home phone

Out of Town Emergency Contacts In the event of a disaster and/or evacuation the people that you usually contact might be in a similar situation. Think about friends and/or family that live out of town or out of your area. They could be used as contacts not only for you but for your family and friends when trying to obtain information.

Contact #1		
Name		
Address		
Home phone	Cell phone	
Contact #2		
Name		
Address		
Home phone	Cell phone	
Contact #3		
Name		
Address		

Cell phone

Cut Here

18 E-PREP | An interactive workshop focusing on wellness and practical planning

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Health Care Provider Information

Doctor(s)	
Name	
Address	
Phone	
Name	
Address	
Phone	

Specialist(s)

1 ()	
Name	
Address	
Phone	
Name	
Address	
Phone	

Pharmacist

Name	
Address	
Phone	

Other

Name	
Address	
Phone	
Name	
Address	
Phone	

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E-Prep Participant Online Guidebook

-		
	Medications	Dosage
Medication List for:		
-	Medications	Dosage
Medication List for: _		
	Medications	Dosage

Personal Items Checklist Personal hygiene products Asthmatic supplies e.g., needles, strips, insulin etc. Asthmatic supplies e.g., inhalers, medications etc. Epi-Pen (allergies), antihistamine Bearing aids and spare battery Vision aids e.g., glasses, contacts and solution etc. Dentures and supplies e.g., cleaning supplies, adhesive etc. Mobility aids e.g., walker, cane etc. CAPP Machine (continuous positive airway pressure therapy) Oxygen tank and supplies Compression stockings Compression stockings Herms for children e.g., crayons, colouring book, small toys, books etc. Cell phone and charger Notebook and pen Entertainment items e.g., cards, books, travel size games (e.g., Travel Scrabble ⁿⁿ), portable music player (e.g., iPod ^{m,} MP3 player) and charger Other:	
 Personal hygiene products Diabetic Supplies e.g., needles, strips, insulin etc. Asthmatic supplies e.g., inhalers, medications etc. Epi-Pen (allergies), antihistamine Hearing aids and spare battery Vision aids e.g., glasses, contacts and solution etc. Dentures and supplies e.g., cleaning supplies, adhesive etc. Mobility aids e.g., walker, cane etc. CPAP Machine (continuous positive airway pressure therapy) Oxygen tank and supplies Compression stockings Items for infants e.g., diapers, bottles, formula etc. Items for children e.g., crayons, colouring book, small toys, books etc. Cell phone and charger Notebook and pen Entertainment items e.g., cards, books, travel size games (e.g., Travel Scrabble[™]), portable music player (e.g., iPod[™], MP3 player) and charger 	anal Itams Chachlist
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22 E-PREP An interactive workshop focusing on wellness and practical planning	F-PREP An interactive workshop focusing on wellness and practical planning

Owner's name						
Address						
Email						
Phone			Cell pho	one		
Pet's name	e		Age		Gender	
Breed (e.g., beagle)		Color			
Notable features	s					
License number		Tattoo			Microchip	
Spayed/Neutered	/Intact		Vaccinatio	ns up to c	late	
Veterinarian			Pho	ne		
Address						
	e.g., allergies, vision or he		-,			
Nedications						
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Phone			Cell p	hone			
Pet's name			Age		Ge	ender	
Breed (e.g., beagle)			Color				
Notable features							
License number		Tattoo			Micro	chip	
Spayed/Neutered/I	ntact		Vaccinat	ions up t	o date		
Veterinarian			Pr	none			
Address				I			
Health concerns (e.	g., allergies, vision or heari	ing problems)				
Medications							
Pet warnings (e.g. n	ot good with children etc.)) or any oth	er pertinent	informat	ion		
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Alberta Emergency Alert	www.emergencyalert.alberta.ca
Alberta Emergency Management Agency	www.aema.alberta.ca
Alberta Health Services	www.acrita.aliserta.ed
Government of Alberta	www.alberta.ca
Government of Canada Weather Forecast	www.weather.gc.ca
Government of Canada Emergency Preparedness	www.getprepared.gc.ca
Government of Canada Business Preparedness	www.getprepared.geted www.canadabusiness.ab.ca (Search term 'preparedness
Canadian Red Cross	www.redcross.ca
Social Media	
Twitter	www.twitter.com
Facebook	www.facebook.com
mportant Phone Numbers	
Emergency Calls	911
Health Link	811
Alberta Road Conditions	511
Addiction Services Helpline	1-866-332-2322
Bullying Helpline	1-888-456-2323
Child Abuse Hotline	1-800-387-5437
Family Violence Help Line	310-1818
First Nations & Inuit Hope for Wellness Help Line	1-855-242-3310
Government of Alberta	310-0000
Inform Alberta	211
Kids Help Phone	1-800-668-6868
Mental Health Helpline	1-877-303-2642
First Nations & Inuit Hope for Wellness Help Line	1-855-242-3310
Poison & Drug Information Services Medication & Herbal Advice Line	1-800-332-1414
Mental Health Helpline	1-877-303-2642
Government of Alberta	310-0000

Local Websites and Contact Information

Cut Here

(e.g., Local Emergency Management Agency, Town/City website, Community Associations)

Other People & Places that I can call for more information (e.g., church, community group)

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