



Westlock Ready **EMERGENCY PREPAREDNESS GUIDE**





WELCOME TO WESTLOCK

Whether you've just moved to Westlock or have lived here for years, this guide is your go-to resource for living safely, responsibly, and well-prepared in our community. Together, we are building a safe and connected town, one neighbour at a time.

Know Your Town

Essential Local Contacts

MUNICIPAL SERVICES	
Town of Westlock Office	780-349-4444 info@westlock.ca
Public Works	780-349-0178 <i>(after-hours emergencies)</i>
Westlock Municipal Enforcement Services	780-350-2107
Westlock Aquatic Centre	780-349-6677
Westlock Rotary Spirit Centre	780-349-6654
EMERGENCY SERVICES	
RCMP	780-349-4491 <i>(non-emergency)</i>
Westlock Fire Department	780-349-4444 <i>(non-emergency)</i>
Ambulance/Fire/Police Emergency	911
HEALTHCARE	
Westlock Healthcare Centre	10220 – 93 Street 780-349-3301
Health Link (24/7 Nurse Advice)	Dial 811
Mental Health Helpline (AHS)	1-877-303-2642
COMMUNITY SUPPORT	
Westlock & District FCSS www.westlockfcss.com	780-349-5900 Services include counselling referrals, seniors' supports, family services, and volunteer coordination.

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COMMUNITY EMERGENCY PREPAREDNESS

Emergencies can happen quickly. Being prepared helps protect your family, your neighbours, and your community. It involves a collective effort where residents, organizations, and local authorities work together to identify potential risks, develop emergency plans, and educate the public about safety measures. By conducting regular drills, maintaining accessible communication channels, and sharing resources, communities can build trust, reduce panic, and save lives when crisis strikes.

Emergency Types

Wildfires are a serious risk that can quickly spread and destroy homes, forests, and communities. They are fueled by dry conditions, strong winds, and rising temperatures, making certain areas especially vulnerable during hot seasons. Wildfires can move unpredictably, putting lives, property, and natural habitats in danger. The effects can be long-lasting, impacting air quality, water supplies, and local wildlife for years after the flames are extinguished. Alberta wildfire season runs from March 1 to October 31 every year.

- Monitor Alberta Emergency Alerts and local updates
- Be ready to evacuate quickly if directed
- Keep vehicles fueled during wildfire season

Flooding can cause serious damage to homes, roads, and neighbourhoods, especially when heavy rains or rising water overwhelm an area. It can wash out bridges, seep into buildings, and leave behind debris and contaminated water that are costly and challenging to clean up. Floodwaters can also create unsafe conditions by hiding hazards and making it harder for people to evacuate quickly. Understanding these risks and knowing how to respond can help protect families, properties, and communities when flooding occurs.

- Avoid driving through flooded roads
- Move valuables and important documents to higher floors
- Follow evacuation instructions from authorities

Severe weather, including **thunderstorms, strong winds, blizzards, and hail**, can pose serious risks to people, homes, and infrastructure. High winds can damage roofs, knock down trees, and bring down power lines, while blizzards can create dangerous whiteout conditions, block roads, and leave communities without heat or electricity. Hail can break windows, dent vehicles, and harm crops. Preparing

for severe weather by securing property, staying informed about warnings, and having emergency supplies ready can help keep families safe and reduce damage during these events.

- Stay indoors during severe weather warnings
- Avoid unnecessary travel during severe weather
- Secure outdoor items that could blow away

Hazardous material incidents, such as spills from trucks or trains, can happen suddenly and have serious impacts on both people and the environment. These incidents may release chemicals, gases, or flammable liquids that can contaminate air, soil, and water, forcing nearby communities to evacuate or shelter in place. Being prepared by knowing local evacuation routes, following official instructions, and understanding warning alerts can help reduce risk and keep families safe when these emergencies occur.

- Follow official instructions immediately
- Shelter in place if directed (close windows, doors, and vents)
- Avoid the affected area

Power and water disruptions can happen unexpectedly due to severe weather, equipment failures, or other emergencies affecting daily life and safety. Without electricity, homes can lose heating, cooling, and lighting, while water outages can impact drinking, cooking, and sanitation. Being prepared by storing extra water, having a backup lighting source, and knowing how to stay informed can help families and communities stay safe and comfortable until services are restored.

- Keep flashlights and backup lighting ready
- Store at least 72 hours of drinking water
- Keep refrigerators and freezers closed during outages





MAKE A PLAN

Having an emergency plan is one of the best ways to protect your family when disaster strikes. Emergencies can happen quickly, and knowing in advance how to respond can save precious time and reduce confusion. A solid plan gives everyone in the household a clear understanding of where to go, who to contact, and how to stay safe until help arrives or the situation improves.

Taking the time to create and practice your emergency plan ensures that every family member knows their role and responsibilities. It also provides peace of mind, making it easier to respond calmly and effectively when needed. By discussing and recording key details now, you can help your loved ones stay connected and safe, no matter the circumstances.

Your Household Plan Should Include:

- Primary and secondary exit routes from your home
- Meeting places: one close by, one outside of town
- Contact list of family, neighbours, and out-of-town connections
- Emergency contacts taped inside your main door
- Include pets in your emergency plan (food, carriers, vaccination records)

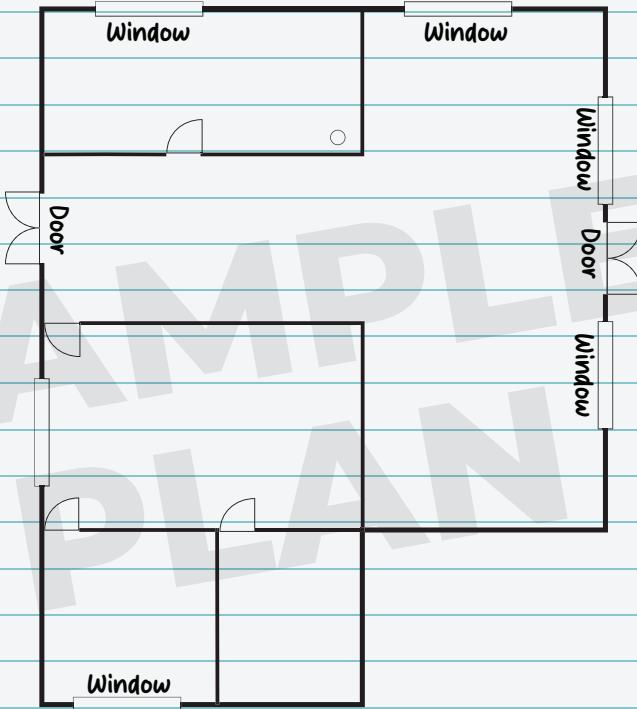




SAMPLE PLAN

Example only — create your own plan on the next page.

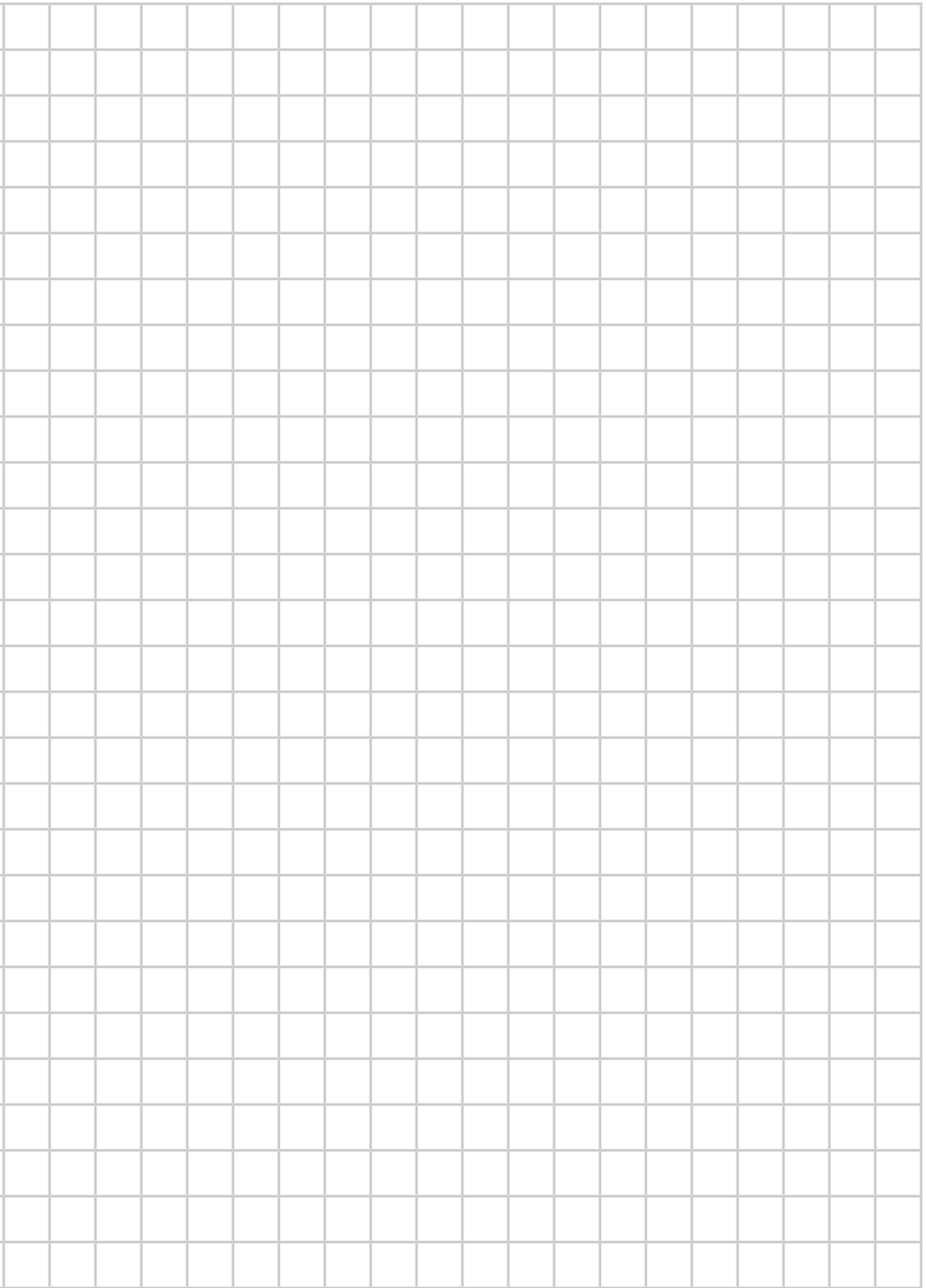
Emergency Exit Plan



In-Town Meeting Place
Westlock Rotary Spirit Centre
9603 100 St, Westlock

Out of Town Meeting Place
Clyde Fire Station
5010 56 Ave, Clyde

Draw the layout of your home and mark exits, windows, and meeting points.





STAY CONNECTED

Plan how you will contact family and loved ones if a disaster strikes. Write down key emergency contact information and include a list of immediate family members, friends, and out-of-area contacts. Choose an out-of-area contact who can help your household reconnect during an emergency, as it may be easier to make long-distance calls if local phone lines are overloaded.

Important Phone Numbers

1. Name: _____

Phone number: _____

2. Name: _____

Phone number: _____

3. Name: _____

Phone number: _____

4. Name: _____

Phone number: _____

5. Out-of-area name: _____

Out-of-area phone number: _____

6. Out-of-area name: _____

Out-of-area phone number: _____

Choose an out-of-area contact because long-distance calls often work when local lines are overloaded.

Family Reunion Plan

Designate two common meeting places for everyone in the family to meet in the event of an emergency. Choose one location near your home (Primary Address) and one location outside of your community (Secondary Address).

Primary Address: _____

Secondary Address: _____

Medical Information

Having important medical information for your family handy is critical in case you need to leave your home and access medical help.

Physician

Name: _____

Phone number: _____

Pharmacy

Name: _____

Phone number: _____

Health card information

1. Name: _____

Health Card #: _____

2. Name: _____

Health Card #: _____

3. Name: _____

Health Card #: _____

4. Name: _____

Health Card #: _____

Medications

1. Name: _____

Medication: _____ Dosage: _____

2. Name: _____

Medication: _____ Dosage: _____

3. Name: _____

Medication: _____ Dosage: _____

4. Name: _____

Medication: _____ Dosage: _____



HOW TO EVACUATE

Evacuating safely during an emergency starts with staying calm and following a clear plan. Understanding the risks in your area, knowing your evacuation routes, and having essential supplies ready can make a critical difference when every second counts. Emergencies can unfold quickly, so it's important to act decisively, listen to official guidance, and prioritize your safety and the safety of those around you. A well-prepared evacuation plan helps reduce panic and ensures you can leave swiftly and safely when it's time to go.

If You're Told to Evacuate:

- **Listen for Instructions.** Evacuation orders will be issued through Alberta Emergency Alert, local media, and official Town of Westlock channels.
- **Take Your Emergency Kit.** Ensure your kit is ready to go and includes your pets' needs.
- **Shut Off Utilities if Instructed.** Shut off water, gas, and electricity only if told to by authorities.
- **Use Designated Routes.** Do not take shortcuts—routes may be closed or dangerous.
- **Leave early if advised.** Waiting too long can make evacuation routes congested.
- **Register as an Evacuee.** Let responders know you're safe by registering online at emergencyregistration.alberta.ca.
- **Go to the Reception Centre.** Westlock's primary reception centre will be announced via official communication.





REGISTRATION AND THE RECEPTION CENTRE

Registering as an evacuee helps emergency responders know who is safe and who may still need help. It allows authorities to provide you with timely updates, connect you with essential supports such as food, lodging, and transportation, and reunite families if they become separated. Even if you don't require assistance, registering helps keep everyone accounted for and improves overall community safety during an emergency.

Take a Moment to Register

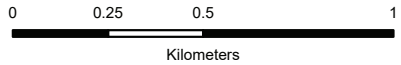
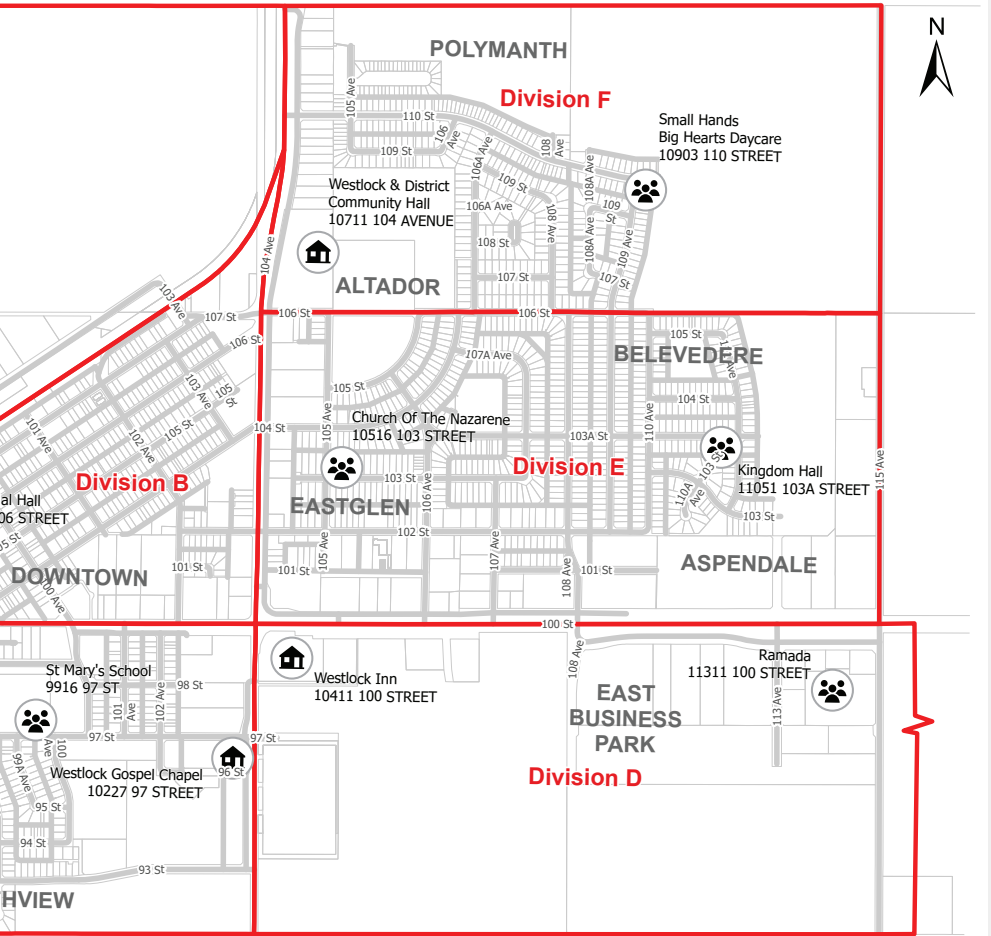
- MyAlberta Emergency Registration System (emergencyregistration.alberta.ca) lets you register online for potential emergencies or emergencies that may affect your household. You may register for yourself and any members of your household. To register online, you will need a personal email and an [Alberta.ca](https://alberta.ca) Account.

During a major incident, and under the direction of the Emergency Management Branch, a Reception Centre will be established for residents displaced from their homes. This coordinated response ensures evacuees have a safe place to go and can quickly connect with the information and supports they need. All evacuees will be asked to register so they can receive timely updates and access available services.




At the Reception Centre, Evacuees can:

- Access emergency social services such as food, lodging, transportation, and personal support
- Connect with trained staff and community volunteers who provide short-term assistance to help maintain emotional and physical well-being



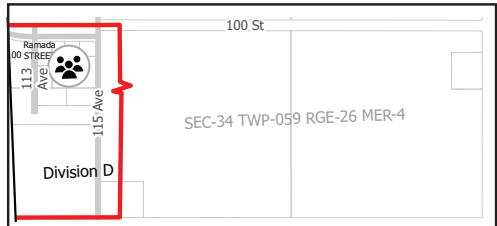


Response Divisions

-  Assembly Points
-  Reception Centres
-  Road Network

Division E
Kingdom Hall, Belevedere, Eastglen

Division F
Polymanth, Altador



BUILD YOUR EMERGENCY



Prepare to be self-sufficient for at least 72 hours. Recent emergencies have shown that some disruptions can last much longer, so consider how your household would manage for several days or even a few weeks if services or access is limited.

Your kit should be stored in a waterproof bin and easy to grab. Consider storing additional kits in your vehicle and at your workplace.

BASIC KIT

- Water: 4L per person per day (includes pets)
- Non-perishable food (canned, energy bars, dried food)
- Manual can opener
- Flashlight and extra batteries
- Battery-powered or crank radio
- First aid kit and medications
- Copies of identification and important documents
- Cell phone charger and portable power bank
- Dust masks, duct tape, and plastic sheeting (for shelter-in-place)
- Multi-tool or pocketknife
- Local map

- Garbage bags, moist towelettes, sanitation supplies

ADDITIONAL ITEMS

- Infant supplies (formula, diapers, wipes)
- Pet supplies (food, leash, carrier)
- Extra keys (car, home)
- Seasonal clothing and sturdy shoes
- Cash in small bills
- Blankets or sleeping bags
- Whistle to signal for help
- Family photos for identification purposes
- Entertainment: books, cards, comfort items



ALERT, INFORMED, AND READY

Staying informed during an emergency is crucial for your safety and decision-making. Rely on trusted sources like local authorities and official news outlets to stay ahead of potential dangers.

If you don't use smartphones, you can still receive alerts through local radio and news.

Monitor



Town of Westlock Website



Town of Westlock Facebook



Westlock Fire Department Facebook

Subscribe



Alberta Emergency Alerts

emergencyalert.alberta.ca

App available on the App Store and Google Play.

WESTLOCK REGIONAL NOTIFICATION SYSTEM

Westlock Regional Notification System

westlock.allnetconnect.ca/Pubs/register

Tune in to Local Media & News



Stingray 97.9 FM

www.newcountry979.ca



Raven Radio 89.3 FM

www.ravenradio.ca

WESTLOCK NEWS



Westlock News

www.townandcountrytoday.com/westlock-news



SUPPORTING VULNERABLE GROUPS

Emergencies affect everyone, but some members of our community may need extra help before, during, and after a crisis. Here's how we can support those most at risk.

Seniors

Preparedness Tips

- Ensure mobility aids, medications, and medical alert information are included in emergency kits.
- Keep a visible emergency contact card near the phone.
- Establish a buddy system with a neighbour or family member for check-ins during emergencies.

Schools

School Emergency Plans

- Westlock schools have their own emergency protocols (lockdown, evacuation, shelter-in-place). Parents will be contacted through official school channels.
- Do not go directly to the school during an emergency unless instructed as it may interfere with emergency response.

Parent Preparation

- Ensure your child's emergency contact info is current with the school.
- Talk to your child about staying calm and following staff instructions.

Childcare Facilities

- Licensed centres in Westlock are required to maintain emergency kits and evacuation plans.
- Confirm your childcare provider has up-to-date emergency contacts and pickup authorizations.
- Discuss alternative pickup arrangements with backup contacts in case of evacuation or road closures.

Helping Others During Emergencies

- Offer to assist neighbours with mobility issues, transportation, or childcare if safe to do so.





EMERGENCY PREPAREDNESS FOR CHILDCARE FACILITIES

Childcare providers play a vital role in protecting some of our most vulnerable residents. Licensed childcare centres and day homes in Westlock are encouraged to maintain **comprehensive emergency procedures** and coordinate with **parents and the Town** when necessary.

Requirements for Childcare Facilities

All licensed facilities must:

- Maintain an up-to-date **Emergency Response Plan (ERP)**
- Conduct regular emergency drills (evacuation, lockdown, shelter-in-place)
- Ensure all staff are trained on ERP procedures
- Keep an emergency kit accessible and portable
- Maintain emergency contact information for all children and guardians
- Have a designated off-site evacuation location with a copy of the location plan available to parents

Recommended Emergency Kit for Facilities

In addition to standard supplies, facilities should include:

- Diapers, wipes, formula (if applicable)
- Child-specific medications with written permissions
- Age-appropriate comfort items (blankets, books, toys)
- Emergency contact lists printed and accessible
- First aid supplies suitable for multiple children
- Portable records of children's medical needs and allergies

During an Emergency

- Follow your ERP and remain calm as children will often mirror adult behaviour
- Contact parents/guardians when safe to do so; prioritize safety first
- Stay informed via Town of Westlock alerts and Alberta Emergency Alert
- Avoid calling 911 for non-life-threatening situations, use designated emergency lines

After an Emergency

- Debrief with staff and parents
- Report incidents to your Child Care Licensing Officer
- Restock emergency supplies
- Provide reassurance to children and observe for trauma or distress

Town Support

Childcare providers are encouraged to engage with the Town to enhance emergency preparedness and response. Potential supports include:

- **Planning Assistance:** The Town can provide guidance, templates, and resources for developing and maintaining a comprehensive Emergency Response Plan (ERP), including evacuation procedures, lockdowns, shelter-in-place protocols, and fire safety measures.
- **Emergency Communication:** Providers can register with the Town's alert systems, ensuring timely notifications of severe weather, hazardous conditions, or other community emergencies. The Town can also serve as a point of contact for coordination with emergency services during incidents.
- **Resource Guidance:** The Town can advise on recommended emergency supplies, record-keeping, and hazard mitigation measures to support child safety.
- **Community Coordination:** Providers can collaborate with the Town to integrate their facilities into municipal emergency plans and exercises, helping strengthen overall community resilience.

Contact Stuart Koflick, Fire Chief/Deputy Director of Emergency Management at 780-350-2114 or skoflick@westlock.ca



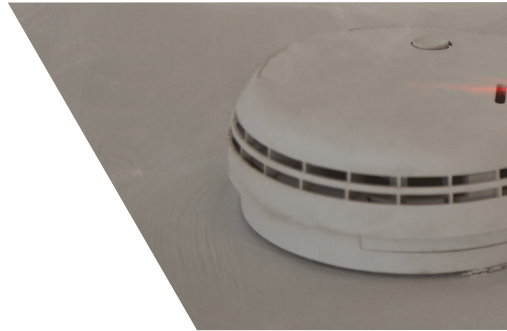


RETURNING HOME AFTER AN EMERGENCY

Returning home after an emergency can be a huge relief, but it's important to take the process slowly and safely. **Before doing anything, wait for official clearance from local authorities.** Hazards like downed power lines, flooding, or unstable structures may still be present, and entering too soon could put you or emergency workers at risk. Once you're told it's safe, proceed with caution as you assess the situation.

Before entering your home, inspect it carefully for visible signs of damage. Look for structural issues like cracks, sagging roofs, or broken windows, and be alert for any strange smells, particularly gas. Only enter if the structure appears safe, and do so slowly, watching out for hazards like debris, pests, or water damage. Once inside, be especially cautious with utilities—do not turn on electricity or gas until they've been inspected, and avoid using damaged appliances.

Water and sanitation systems may also be compromised after an emergency. Listen closely to public health announcements, and follow any boil water advisories to prevent illness. Even if your tap water looks clean, it could still be contaminated. Pay attention to updates from local officials, and take all recommended safety precautions as you begin the process of recovery and returning to daily life.





COMMUNITY SAFETY & WELLBEING

Fire Safety

- **Testing smoke and CO detectors.** Test your smoke and carbon monoxide (CO) detectors every month to ensure they're working properly. These devices are your first line of defence against fire and harmful gas exposure, and regular testing helps keep you and your household safe. A few minutes of maintenance can make a life-saving difference.
- **Clean chimneys and vents annually.** Have your chimneys and vents cleaned at least once a year to prevent dangerous build-ups of soot, creosote, or blockages will help reduce the risk of chimney fires and carbon monoxide exposure.
- **Practice home escape plans with your household.** Practice makes perfect! Familiarity with exit routes and meeting points can save precious seconds during a fire or other urgent situations. Preparation builds confidence and can make all the difference.
- **Fire pits.** Backyard fire pits and fireplaces can bring neighbours together, but they must be used safely and respectfully. A Fire Pit Permit is required under the Town of Westlock's Fire Prevention Bylaw 2015-07. Burning without a valid permit may result in fines and service fees. For more information, visit: www.westlock.ca/fire-department



Crime Prevention

Preventing crime starts with awareness and simple, everyday actions. By taking a few precautionary steps, you can reduce the risk of theft and increase the safety of your home and neighbourhood. Whether you're at home or away, being proactive makes a real difference.

Keep Vehicles Locked and Valuables out of Sight

Always lock your vehicle, even if you're just stepping away for a moment. Avoid leaving anything valuable—like bags, electronics, or loose change—where it can be seen from outside. Visible items can attract thieves and increase the chances of a break-in.



Leave Lights on Timers if Away

If you're going to be away from home, use timers to turn lights on and off at regular intervals. This gives the impression that someone is home, which can discourage potential intruders. You can also consider smart lighting systems that allow you to control lights remotely.



Know Your Neighbours and Check in Regularly

Building a relationship with your neighbours is one of the most effective crime prevention strategies. When you know who belongs in your area, it's easier to spot unusual activity. Look out for each other, share information, and consider joining or forming a neighbourhood watch group.

Wellness Support

Emergencies can be stressful. It's important to know where to find support for your mental and emotional wellbeing. Amid the chaos and uncertainty, having access to emotional, mental, and physical support can ground individuals, reduce panic, and foster resilience. Whether it's a comforting voice, a quiet space to breathe, or access to essential health resources, wellness support helps people navigate stress, make clearer decisions, and maintain a sense of stability.

Family and Community Support Services (FCSS)

780-349-5900 | fcss@westlock.ca



FCSS offers vital support to families, seniors, and individuals facing life's challenges. Whether it's connecting people with local resources, providing emotional support, or helping navigate difficult situations, FCSS is there to strengthen community well-being. Through programs that promote resilience, social connection, and independence, FCSS ensures that no one has to face hardship alone. It's about building a caring, inclusive community where everyone has the opportunity to thrive.

Alberta Mental Health Helpline – 1-877-303-2642

The Alberta Health Services Mental Health Help Line is a 24 hour, 7 day a week, 365 days a year, confidential service that provides support, information and referrals to Albertans experiencing mental health concerns.

The line is staffed by a multidisciplinary team comprised of nurses, psychiatric nurses, social workers, occupational therapists, and psychologists.

The service provides:

- crisis support
- mental health or addiction screening and assessment over the phone
- general information about a mental health or addiction topic
- information about local service options for addiction or mental health and how to access them
- strategies people can use at home to support their emotional well-being



YOUR ROLE IN A RESILIENT WESTLOCK

Preparing your household is the first step toward staying safe in an emergency. Make sure everyone in your family knows the plan, has the necessary supplies, and understands what to do in different scenarios.

Check in on neighbours who may need extra support, especially seniors, people with disabilities, or those living alone. A quick conversation can go a long way in helping others feel safe and included.

Share your knowledge and experiences—your emergency plan might inspire others to create their own!

Watch our social media pages and website for future workshops and information sessions on community emergency preparedness.





ADDITIONAL RESOURCES

Alerts

Alert Ready

www.alertready.ca/

Alberta Emergency Alert

www.alberta.ca/alberta-emergency-alert.aspx

Westlock Regional Notification System

westlock.allnetconnect.ca/Pubs/register.aspx

Weather

Weather Watches, Warnings and Statements

weather.gc.ca/index_e.html

Health Warnings

Health Advisories and Warnings

www.albertahealthservices.ca/news/Page1926.aspx

Wildfires & Flooding

Fire Advisories, Restrictions and Bans

www.alberta.ca/alberta-wildfire

albertafirebans.ca/

Flood Advisories and Warnings

rivers.alberta.ca/



Together, We're Ready

Thank you for taking the time to prepare and protect your household. When each of us takes small steps, the entire community becomes stronger. For printed guides or assistance, contact the Town Office.

www.westlock.ca/emergency-management

 **Westlock**

