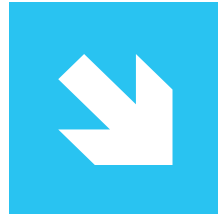
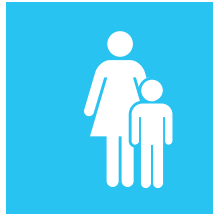




Are you prepared?

Home Emergency Plan

A guide to preparing your family and home for emergencies



What to do in an emergency...

Unless you have been told not to by the emergency services, in most cases you should follow the following guidelines:

Emergency First Steps

If you find yourself in an emergency, there are a few important things you should always do:

- If people are injured or in danger, contact the emergency services by dialling **999** – provide them all the details.
- Follow the advice of the emergency services.
- If the danger is inside, get out and stay out.
- If the danger is outside, get in.
- Remain calm and reassure others.
- You should always ensure that you and your household are safe first. However, helping friends and neighbours who could potentially be vulnerable is also important and can save lives.
- Stay informed by listening to local radio and watching local television stations.



Home Emergency Plan

Having a Home Emergency Plan can help you deal with a stressful situation quickly and effectively.

Emergencies are very rare but can happen with no warning and can have disastrous effects on individuals, families and communities. Make sure you give yourself every chance by being prepared, by thinking ahead and writing a Home Emergency Plan. Involving your whole household in writing the Plan can help them to be prepared too.

What type of emergency incidents could impact you and your family?

- Fire
- Flooding – from the sea, rivers, ground water due to heavy rainfall or a burst water main
- Extreme weather
- Utilities failure – a problem with supply of water, power, gas or telecoms
- Industrial incidents or chemical spills
- Road or rail accident

There may be other types of incidents that you can think of; while you should not worry as these incidents are very rare, it is worth thinking about what the impact could be on your family.





Things to Consider

At the end of this booklet we have provided a Home Emergency Plan template for you to complete and cut out. But before you complete the template please read through the following two pages, which will provide you with guidance on the issues you need to consider.

Prepare

- Carry out a risk assessment by thinking about what types of emergencies could impact on your home and lifestyle.
- Can you function without power or water for three days?
- Have you got alternative methods to get to work?
- Does your family know what to do in an emergency?
- Are your home and contents insured?
- Do you know how to turn off the gas, water and electricity to your home?
- Can you stay in touch with the other members of your household?
- Sign up to warning service providers such as the Environment Agency for flooding and the Met Office for Severe Weather.
- If someone in your household has special needs and is medically reliant on utilities such as electricity and water, speak to your provider about schemes to help you should there be utility service failure.

Communicate

- In an emergency, the mobile phone network can be inundated with calls. You will need to have a plan in place to prepare how you will stay in contact with your family.
- Choose two meeting points you can go to if you cannot access your home and have been separated from the other residents of your home.
- Choose an “emergency friend” or relative who lives outside the immediate area who you can phone to tell them you are okay. You can leave a message with them to pass onto your family members. Keep their number in your contact list in your Home Emergency Plan.
- Make sure you tune into the local radio station to receive updated information on the emergency.

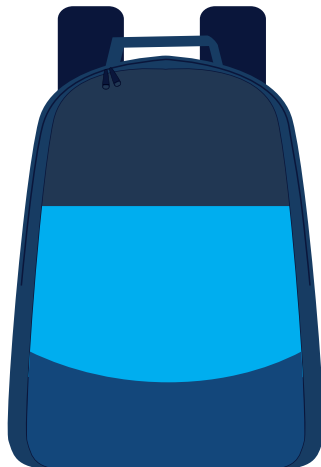
Things to Consider cont.

Accommodation

- You may not be able to access your home in an emergency. Make sure you have an alternative place to stay.
- Arrange with friends and family where you can stay, if you cannot stay at home.
- The Council may provide basic shelter for those affected by an emergency at an Emergency Rest Centre. The emergency services will be able to tell you where to find the nearest one to you.

Essential Kit

- Make sure you have the essential kit to survive in or out of your home in an emergency.
- Keep an emergency supply of tinned food and bottled water at home in case you need to stay indoors.
- Prepare a Home Emergency Kit – checklist provided on page six.
- Prepare a grab bag with the equipment listed on page seven, so that if you have to leave your home in a rush you have all essentials you need.

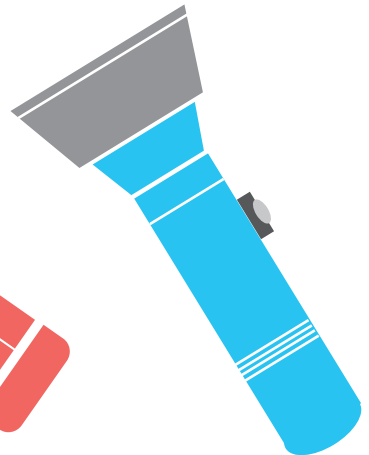
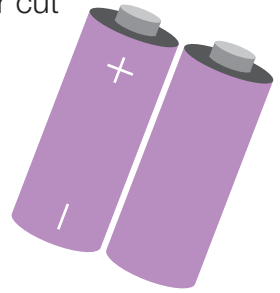


Emergency Home Kit

If you have to stay indoors because the emergency services have advised that it is unsafe to leave, or severe weather impacts your ability to leave, you should consider putting together a Emergency Home Kit.

Checklist

- Torch (wind-up or with batteries)
- Radio (wind-up or with batteries)
- A telephone that works when there is a power cut
- First aid kit
- Bottles of water
- Toiletries
- Tinned or packed food
- Camping stove
- Antibacterial hand gel and wipes
- Notebook and pen/pencil
- Spare batteries
- Insurance documents
- Prescription medicines



Grab Bag

If you have to leave your home because of an emergency you should consider putting together a Grab Bag, so that you are ready to leave quickly and have all the things you will need.

Checklist

- Home and cars keys
- Money and bank cards
- Mobile Phone (with charger)
- Identification
- Insurance documents
- Essential Medicine or Prescription details
- Bottled water
- Basic toiletries
- Emergency phone numbers
- Antibacterial hand gel
- Important computer files and photos on USB memory stick
- Home Emergency Plan
- Glasses and contact lenses



Warnings and Information

Flood Warnings – Environment Agency

Flood Warnings Direct is a free service operated by the Environment Agency which sends a direct message when coastal or river flooding is expected and could affect your property. Flood warnings can give you time to prepare for flooding which could save you time, money and heartache.

You can receive warnings by telephone, mobile, email, SMS text message or fax whichever you prefer. Call Floodline on 0345 988 188 to register or visit the Environment Agency website www.environment-agency.gov.uk

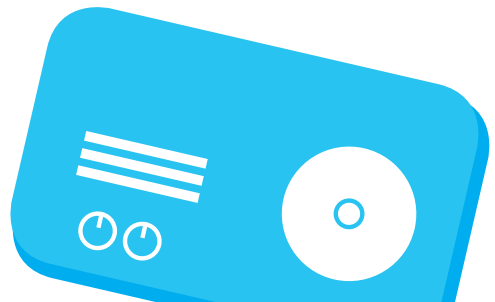
Severe Weather Warnings – Met Office

The weather can impact on your everyday life in many ways – from what to wear to whether to travel. The Met Office provides severe weather warnings to the public and emergency responders. For further information on Severe Weather Warnings visit the Met Office website www.metoffice.gov.uk

Local Radio Stations

In an emergency situation tune in to your local radio station for information, so make sure you have details of their frequencies.

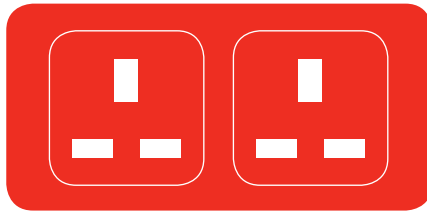
BBC Radio Essex	95.3 FM, 103.5FM
BBC Radio Cambridgeshire	95.7FM, 96.6FM
BBC Radio Suffolk	95.5FM, 95.9FM, 103.9FM, 104.6FM
Heart Essex	96.3FM, 102.6FM



UK Power Networks and ICE

UK Power Networks Priority Services

If you, or a member of your household, are reliant on electricity for medical equipment or for other special needs, please register with UK Power Networks' Priority Service Scheme so that UK Power Networks can offer you additional support in an emergency. **Call 0800 169 9970.**



In Case of Emergencies (ICE)

ICE in your phone – it's a precaution, not a problem. It means 'In Case of Emergency' – so you put a friend or family phone number into your mobile and call it ICE. So that if you're in a situation where you are unable to make a call the emergency services can use your phone and contact someone who knows you, by looking for 'ICE' in your phone.

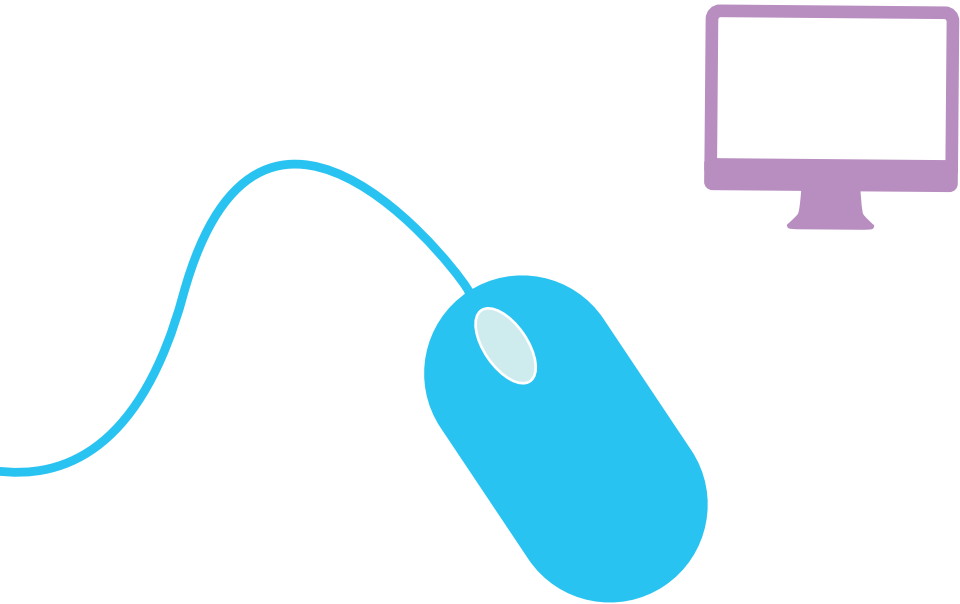


Where can I find out more about becoming prepared...

There's lots more advice and information on the website www.essexprepared.co.uk. This website also provides links to emergency services, local authorities and other organisations in Essex that provide emergency planning, response and recovery.

The Essex Resilience Forum is a multi-agency partnership of emergency services, local authorities, the NHS, Public Health England, Environment Agency and many more organisations working together to plan and prepare for a multi-agency response to any major emergency.

You may also be interested in reading the HM Government guide Preparing for Emergencies – What You Need to Know which can be found on the following website www.direct.gov.uk



Home Emergency Plan Template

Emergency Contact Numbers



Emergency services	999 or 112
Police non-emergency	101
NHS Advice non-emergency	111
Flood Line	0845 988 1188
Essex County Council	08457 430 430
Electricity Loss	0800 783 8838
Gas Emergency Service (National Grid)	0800 111 999
Met Office	0870 990 0100

Numbers for you to add

Work

Doctor

Schools

Emergency Friends

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Neighbours

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Local Authority



How to turn off the Utilities:



Utility	Notes
Gas
Water
Electricity

Grab Bag Location

Emergency Friends *(people who will take a message to ensure we are safe)*

Name

Contact Details

Alternative Meeting Place *(if we can't go home)*

Place 1

Address 1

Place 2

Address 2

Alternative Place to Stay *(if we can't stay at home)*

Place 1

Address & Contact details 1

.....

Place 2

Address & Contact details 2

.....