



Your Home Emergency Plan

Keep your plan and other important information in a safe place that you will find again quickly.

You could keep your plan in a 'message in a bottle' in your fridge. Bottles are available free of charge from most doctor's surgeries and chemists and give emergency services vital information such as medical conditions and repeat prescriptions.

If you have children in your household, or others who need help with understanding what to do, you could get them to write and draw their own plans, to help them learn about emergency events.

Q1)

What are the risks to your home and the surrounding area? Are you at risk of flooding?

To find out if you live in an area at risk from flooding, visit **www.environment-agency.gov.uk** where you can find out if your home is at risk and sign-up to Flood Warnings Direct (a free service which sends you a message when there is a flood risk by telephone, mobile, email, SMS text message, fax, or via a relative/friend).

You can also sign up by calling Floodline on **0845 988 1188** or Tynetalk **0845 602 6340**.

If you are in an area that may flood, have sandbags and boards ready to help stop water entering through doors or air bricks. Where do you get these from? If you do not know, contact your Parish / Town Council.

Notes:

Q2)

Do all household members know how and when to call the emergency services? If they don't, give them instructions on how to do this.

Notes:

Q3)

How will you get out of the house / area if you need to escape? Think about what to do if a route is blocked. If it is helpful, draw a plan of escape routes.

Notes:

Q4)

What are the emergency procedures at your children's schools?

During an incident, it may not be safe to collect children from school. Schools have emergency plans so pupils will be cared for. If you are still worried during an incident, contact the school first.

Notes:

Q5)

Are there any elderly, disabled or vulnerable family members, friends and neighbours who might need your help, or additional help from the emergency services? Information may not reach some people as quickly. For example, Deaf and blind people and people who do not speak English or have other communication difficulties.

How will you help them?

Does your Parish/Town Council have a support scheme in place and are vulnerable neighbours aware of it?

Notes:

Q6)

Where will you meet if you become separated – a nearby landmark or a friend's house? Also agree an alternative meeting place further away from your home.

Notes:

Q7)

ICE Contact Number

The emergency services are trained to check for a person's ICE contact number which stands for 'In **C**ase of **E**mergency'.

Think carefully about who you choose as an ICE contact because that person may need to give consent for medical treatment. If you want more than one ICE contact, mark them as ICE1, ICE2 etc.

Put ICE contacts in all mobile phones, or on a card in wallets / purses. If your phone is password protected then use the card method or make it visible on the 'start up' screen.

Notes:

Q8)

Where is your safe, secure place for important documents (passport, birth and insurance certificates etc.) and items of high sentimental value such as old family photos? Are these raised above potential flood levels and easy to grab (in one box) if you need to take them with you? Is the box fire-proof? Have you stored important computer records on a USB / disk?

Notes:**Q9)**

Do you have emergency supplies (ideally in an 'emergency bag') that you can grab quickly? Where are they kept?

Notes:

Q10)

How do you switch off water, gas and electric supplies in your home? Draw a plan if helpful.

Notes:

Q11)

Think about what you would do if you lost all power and communications (including satellite communications such as mobile phones). Do you have a battery or wind-up FM Radio and camping stove with fuel, for example? Make a note of the FM frequency of your local radio station.

Notes:

Q12)

Does everyone in the household know how to make the home secure – locking doors and windows? Do you keep keys in the same places so they can be found easily if it is dark; where are keys kept?

Notes:

Q13)

Have you installed smoke detectors and a carbon monoxide detector?
When did you last check them?

If not, don't delay installing or checking them! They could save your life. If you need help or advice, or to find out if you qualify for a free home safety visit, contact your local Fire and Rescue Service.

Notes:

Q14)

Have you got adequate home insurance? Who is your insurance provider and what is your insurance policy number?

Notes:**Q15)**

Do you keep in your kitchen cupboard enough bottled water, snacks, tinned or dried/packet food to last three days? (*how much do you need per person?*). This will reduce the tendency for “panic buying” during bad weather or strikes, which can be very disruptive. Check sell by dates every six to twelve months.

Notes:

Q16)

Have you made a list of medication, insurance policy numbers and important phone numbers such as your doctor, insurance provider, Floodline, NHS Direct*, non-emergency number, gas and electric supplier, vet, school, work and close friends/relatives? Make sure you carry this list at all times, for example on a card in your purse or wallet, or mobile phone.

*If you have a 'smart' mobile phone, you could download the NHS Direct App from **www.nhsdirect.nhs.uk**.

Notes:

Your emergency supplies

It helps if you can grab these things quickly. Ideally make up an 'emergency bag'. **Do not stop to collect things if it puts you in danger!**

These are things you probably carry at all times:

- Essential keys (house / car).
- Special daily items (for example, glasses / contact lenses / medication / aids).
- List of medication. *This is essential, please make a list!*
- Cash / debit / credit cards.
- Essential items for babies, children and people you care for.
- Mobile phone and charger.
- Antibacterial hand gel and mini first aid kit.
- Water and snacks.
- Warm layers and waterproof clothing, suitable hats and footwear.

If you have to remain in your home or become isolated, make sure you have the following items:

- First Aid Kit including flu and cold medication.
- Wind up or battery radio including spare batteries.
- Wind up or battery torch with spare batteries/candles and matches.
- Enough toiletries such as soap, sanitary items and tissues or toilet roll.
- A three day food and water supply. Tinned and dried food such as beans and rice is good.
- Camping stove and fuel. Only use indoors in an emergency. Always place on a stable surface and use in a well ventilated area with a carbon monoxide detector.

You may find it helpful to take these with you if you have to leave your home:

Important identity and insurance documents (for example NHS number, birth/marriage certificates, passports and insurance certificates).

- Important computer information stored on disk / USB.
- Sun-cream in the summer.
- Notebook and pen / pencil.
- Other items you may need – make a list (for example, playing cards, colouring or puzzle book, children's toys, things for pets, items of sentimental value).

Keep important documents and computer information in ONE safe place and make sure you can grab these items quickly if you need to.

Don't forget does a friend or family member have spare keys should you lose yours?

Items for pets and assistance animals

Contents will depend on the type of pet, but you may need to grab:

- Water, food and bowls.
- Leash / muzzle / harness.
- Blanket, bed, pet carrier or cage.
- Photo of your pet in case it gets lost and is not 'identity chipped'.
- Plastic bags for waste.
- Medication and health records.
- Identity chip number (keep a record in your phone or wallet/purse).

Items in the car

In case of an emergency always carry in your car (in addition to the things you probably carry at all times):

- Blankets.
- Torch.
- Map.
- First Aid Kit.
- Shovel and de-icer in winter conditions.
- Warning triangle and fire extinguisher (recommended).

Notes: