

# Household Emergency Plan

Complete this plan with all members of your household

## Your household

Address: \_\_\_\_\_  
\_\_\_\_\_

Landline phone number: \_\_\_\_\_

Occupants and mobile phone numbers:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have smoke detectors fitted and checked regularly?

Are you in a flood risk area and signed up to the Flood Alert scheme?

Do you have sufficient insurance cover for your property and contents?

## Staying in touch and staying together

If you can't get home or contact each other a pre-arranged contact and meeting point will be useful. It would be useful if you could stay overnight at these places if you couldn't get home.

The meeting point may need to be away from home where access may have been restricted. Is there a friend or relative's you could use as a meeting place?

Pick two places one local and one outside your area.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

## Helping each other

Do you have any neighbours who may need your help or may be able to help you?

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

## Useful numbers & contacts

Contact	Numbers / Frequency
Emergency Services	999 - Emergencies Only
Notts Police	0115 9670999 - General purpose number
Notts Fire Service	0115 9670880 - General purpose number
Local GP Surgeries / Family Doctor	
Environment Agency Floodline	0845 988 1188
Environment Agency Incident Hotline	0800 807060
NHS Direct	0845 4647
Transco Gas Emergencies	0800 111 999 - 24 hour emergency number
Severn Trent Water	0800 783 4444 - 24 hour emergency number
Utilities Companies	
Schools	
Association of British Insurers (ABI)	0207 600 3333
Insurance (Buildings)	
Insurance (Contents)	
Insurance (Car)	
BBC Radio Nottingham	103.8 and 95.5 FM.
Trent FM	96.2-96.5 FM

Put these numbers into your mobile phones.

## Keeping this information up to date

Date of this plan: \_\_\_\_\_  
Date of next review: \_\_\_\_\_

## If an emergency occurs – Initial Actions

### If an emergency occurs dial 999

Follow instructions given by the emergency services or local authority supported by information included in this plan.

### Go in, Stay in, Tune in

In a major emergency the safest place for anyone not directly involved in the incident is usually in their own home or if not near home, in a building. People who believe they may possibly be affected by the incident should follow the standard advice "Go in, Stay in, Tune in", which means go inside a safe building, stay inside until you are advised to do otherwise, and tune in to a local radio or TV for information.

Of course, there are always going to be particular occasions when you should not "go in", for example if there is a fire, or you are advised differently by the emergency services or your own common sense.

## Staying put

In an emergency you should remain in your home unless advised otherwise. You should be prepared to look after yourselves. You should prepare the following items in advance:

### Food and water for at least three days

- Non-perishable food (canned or dried)
- Bottled water (at least 3 litres per person, per day for drinking)
- A primus or gas barbeque to cook on
- A can opener

### Other emergency items

- A wind-up or battery radio
  - Spare batteries
  - A torch or candles and matches
  - Personal first aid kit
- (Check and replace food and water every twelve months and batteries every 3 months)

## Emergency evacuation

In the event of an emergency that means you have to leave your home leave as quickly and as calmly as possible.

If there is time to do so, a responsible adult should turn off electricity, gas and water supplies, unplug appliances and lock all doors and windows.

Electricity turned off at: \_\_\_\_\_

Gas turned off at: \_\_\_\_\_

Water turned off at: \_\_\_\_\_

You might want to consider taking some of the items in your Ready Bag with you.

Once evacuated you may be out of your house for a number of hours or even days. Consider what you might need in the next 12, 24 or 48 hours, e.g. items used for job, school or university work etc.

## Ready Bag

Prepare a Ready Bag of useful items. If you prefer to keep some of your Ready Bag items in the house for everyday use, make sure everyone in your house knows where the items are kept and how find them quickly when an emergency occurs.

### Family documents

- Copy of your Household Emergency Plan
- Passports
- Driving licences
- Insurance policies
- Family photos

### Personal items

- Toiletries and sanitary supplies
- Prescribed medication
- Hearing and sight aids, batteries
- Mobility aids
- Asthma and respiratory aids
- Special food needs
- Change of clothes for all household members

### Other emergency items

- Home and car keys
- Mobile phone and charger
- Cash and Credit cards
- Personal first aid kit
- A change of clothes
- Pet supplies

### Supplies for babies and small children

- Food, formula and drink
- Change of clothing and nappies
- Toys or favourite activity