

In Case of Emergency...

HOW TO PREPARE FOR AN EMERGENCY

How to protect:

- Yourself
- Your family
- Your pets

Name of Family:



Before an emergency

It's important to plan ahead so that during an emergency you know what to do and how to get in touch with other family members. Discuss and agree what you would do. This booklet is designed for you to write down the important information and will prompt you on some important points In Case of Emergency... but even discussing it can make a huge difference with how you will cope, whether it is a minor emergency or something worse.

Have you got two escape routes from your home?

This booklet is all you need to complete your plan, further information can also be found at: www.northamptonshire.gov.uk/emergencies.

Discuss the dangers you could face. These could include fire, severe weather, floods or other possible emergencies. What action will you take in response to each situation? Enter details in the plan below.

DANGER	ACTION
<i>ie. Flooding</i>	<i>Move to a place of safety, go upstairs. Stay where you are unless you are in imminent danger. Dial 999 if you are in danger.</i>

How can you prepare for flooding?

- Find out if you live or work in an area at risk of flooding.
- Sign up with the Environment Agency (EA) FREE Floodline Warning service.
- Download and complete a personal flood plan from their website.
- Buy and install flood products in advance.

Where to find out more:

Call the EA – Floodline 0845 988 1188

Visit the EA website – www.environment-agency.gov.uk/floodanglian

Email the EA – enquiries@environment-agency.gov.uk

In an emergency

Depending on your circumstances and the nature of the emergency, the first important decision might be whether you evacuate or stay where you are. You should understand and plan for both possibilities. Use common sense and available information, including what you are learning here, to determine if there is any immediate danger. In any emergency, local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should watch local TV, listen to the radio or check the Internet often for information or official instruction as it becomes available.

Generally - If the danger is outside – Go In, Stay In, Tune In

- Close all windows and doors.
- Stay there until you are contacted by the emergency services or are told that the emergency is over.
- Listen to local radio or TV news for updates. (BBC Radio Northampton 103.6FM, Heart FM 96.6FM)
- It may not be safe to collect children from school. Schools have their own emergency plans so pupils will be cared for.

If the danger is inside, Get Out, Stay Out and Call the Emergency Services 999

- If it is safe to do so secure your home and collect your “In Case of Emergency Bag”.

Evacuating Your Home

In some cases you may be advised to evacuate your home. Reception Centres will be provided in a local school, leisure centre or other suitable building where you will be safe, sheltered and looked after by trained volunteers. If you choose to make your own arrangements, such as staying with friends, please let someone know that you are safe.

Don't forget to take your "In Case of Emergency Bag"

ALWAYS FOLLOW INSTRUCTIONS FROM THE EMERGENCY SERVICES

Where will we meet?

If you cannot get home or contact each other pick two places where you could meet. One close by, the other slightly further away in case the emergency is more widespread.

Nearby place:

Outside the immediate area:

What if we cannot get there or cannot contact each other?

Choose a friend you can contact to say you are safe

Name:

Address:

Home Phone:

Mobile Phone:

Where can we stay?

If you have to evacuate could you stay with friends or family. Have two different places.

Name:

Address:

Home Phone:

Mobile Phone:

Name:

Address:

Home Phone:

Mobile Phone:

Where and how do we turn off the following?

Only do this if it is safe and you have time to do so.

Water:

Gas:

Electricity:

Will any neighbours need our help?

Name:

Address:

Home Phone:

Mobile Phone:

Name:

Address:

Home Phone:

Mobile Phone:

**IF YOU HAVE TIME, SECURE YOUR
PREMISES BEFORE YOU LEAVE.
DO NOT RETURN HOME UNTIL
YOU ARE TOLD IT IS SAFE
TO DO SO.**

In Case of Emergency...

Home Emergency Kit

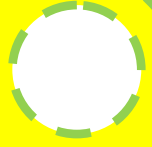
You may need to survive on your own after an emergency. This means having your own food, water, and other supplies in sufficient quantity to last for at least three days. Local officials and relief workers will be on the scene after an emergency, but they cannot reach everyone immediately. You could get help in hours, or it might take days. In addition, basic services such as electricity, gas, water, sewage treatment and telephones may be cut off for days, or longer.

Recommended Items to Include in a Home Emergency Kit:

- Water, for drinking and sanitation, 4 litres of water per person per day for at least three days
- Food, at least a three-day supply of non-perishable food
- Battery-powered or wind up radio and extra batteries
- Torch and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Wet wipes, bin bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Local maps
- Mobile phones with chargers
- Grab Bag (see below)

Grab Bag

You should also try to put together an emergency bag that you can quickly “grab” if you are evacuated from your home. You may already have the beginnings of one at home, somewhere containing a first aid kit or torch should the power fail. An emergency bag holds vital information and items that may be useful in an emergency. The bag should be small enough to carry and be stored in a safe and secure place where family members can find it. The label on the opposite page can be completed and attached to your Grab Bag, the label gives guidance on what should be included in the bag. The bag should be checked regularly.



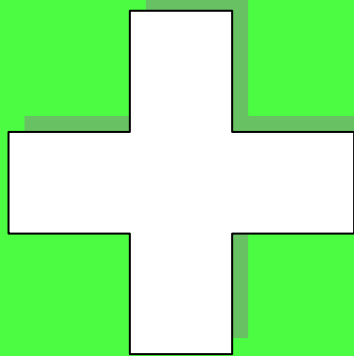
Name:.....

Address:

.....

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In Case of Emergency... Grab Bag



Out of area contact

Name:

Telephone:

In Case of Emergency... Grab Bag checklist:

Prescription medicines details – for the family

Toiletries

Identity documents (passport, driving licence)

First Aid Kit

Radio (battery or wind up)

Torch (battery or wind up)

Spare batteries

Notebook, pen/pencil

Spare glasses/contact lenses

Mobile phone charger and other chargers as necessary

Emergency Plan with contact list

Insurance details

Spare keys for house/car

Special items for babies/children

Items for your pets

Important computer information backed up onto a USB

What else? (Chocolate is always useful!)

Personal Information Cards

These wallet size cards have been designed to cut out and keep on each member of the family so that they are able to have information to hand In Case of Emergency...

In Case of Emergency...

Name

NHS Number:

Date of Birth:

Important Medical Information:
.....
.....
.....

Where is my family meeting place?
.....

Who is my family contact to say that I am safe?

Name:

Address:

Home Phone:

Mobile Phone:

In Case of Emergency...

Name

NHS Number:

Date of Birth:

Important Medical Information:
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Other Steps you could take?

- Install and regularly check smoke detectors
- Consider installing a carbon monoxide detector
- Decide which items would need to be moved upstairs in the event of a flood
- Know the quickest route out of your home and neighbourhood
- Put your emergency phone numbers into your mobile phone
- Teach children how and when to call the Emergency Services (999)
- Have sufficient food in your house for three days
- Have a first aid kit and make sure everyone in the house knows where it is
- Check the insurance cover for your house and contents is up to date?
- Make sure your child's school has current information about how to reach you.
- If you have locking windows ensure that keys are to hand, as with keys for locked doors
- Consider an emergency kit for your car, remember Don't Just Drive Prepare! <http://www.highways.gov.uk/knowledge/29387.aspx>
- Make sure you back up photographs and important information onto a USB.
- Consider the needs of pets or other animals (see below)

Looking after your pets

	Tick
Water, food and bowls	
Leash / muzzle / harness	
Medication, health records, insurance details and microchips numbers	
Blanket, pet carrier or cage	
Photo of your pet in case it gets lost	
Plastic bags for waste	
Name of Pet: Type of Pet: Date of Birth: Microchip Number: Any other info:	Name of Pet: Type of Pet: Date of Birth: Microchip Number: Any other info:

999 – the right number at the right time?

It's the right number in an emergency – so ask yourself – is there a risk to life or limb?

- Before you dial 999, think about which service you need to call. Don't worry if you're not sure – the emergency operator will help you and all calls are recorded.
- Try to find out as much as you can about where the emergency is – the house number or name, the road name, the neighbourhood or town. This will help the operator to pin-point the place.
- When you get through, the operator will ask which emergency service you need: fire, police or ambulance.
- Listen carefully and be patient. You'll be put through to the control room operator for the service you need. They'll ask some questions, so don't put down the phone until they say.
- If you can, wait in a safe place until the emergency service arrives. Then you can show them to the incident and you'll save vital time.

There's so much more information about how to evacuate your property, what to do, who to trust – whether it's an incident, severe weather or fire - what to do about pets, wildlife and where to go afterwards, for support and help. Your health and recovery after an emergency can be just as challenging.

Go to www.northamptonshire.gov.uk/emergencies for further advice and information.

Do you have I.C.E. 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 phone and call it ICE. If you're in a situation where you are unable to make a call, the emergency services can use your phone to contact someone who knows you, by looking for ICE.

Important Information

Name:	Telephone:
Doctor:	
Dentist:	
Building Insurance:	
Contents Insurance:	
Car Insurance:	

- Emergency Services: 999
Non-Emergency line to Northants Police: 03000 111222
NHS Direct: 0845 4647
Environment Agency Floodline: 0845 988 1188
Gas Leaks: 0800 111 999
Power cuts: 0800 056 8090
Water Leaks: 08457 145 145
Highways Agency Information Line: 0300 123 5000
Police counter-terrorism hotline: 0800 789 321
Crime Stoppers: 0800 555 111

**KEEP THIS LIST
HANDY AND
MAKE EXTRA
COPIES IF
NEEDED.
(INCLUDE THE
MAIN ONES ON
THE CREDIT CARD
CONTACT SHEET
IN THIS PLAN).
KEEP A COPY BY
YOUR HOME
PHONE AND
STORE THEM IN
YOUR MOBILE.**

Family Details

Name:

NHS Number:

(your doctor's receptionist can tell you this)

Date of Birth:

Important Medical Information:

.....

Other information:

.....

.....

.....

.....

Name:

NHS Number:

(your doctor's receptionist can tell you this)

Date of Birth:

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Other information:

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Notes Page

REMEMBER

In Case of Emergency... Steps to Safety

If the emergency is happening now -

If the danger is outside – **GO IN, STAY IN, TUNE IN**

If the danger is inside, **GET OUT, STAY OUT** and call the **Emergency Services 999**

Always follow instructions from the Emergency Services

Are you ready In Case of Emergency...

- Have you agreed where you will meet your family/friends?
- Have you got a friend to contact to say that you are safe?
- Have you got two places where you could stay in case of an emergency?
- Do you know how to turn off your utilities?
- Have sufficient food and water in your house, enough for three days?
- Have you made you “Grab Bag” and completed the tear out page?
- Have you looked after you pets?
- Have you put I.C.E. in your mobile phone?
- Have you talked to your children about using 999 correctly?
- Have you completed all your personal information and useful contacts numbers and also completed the personal information cards?

DISCLAIMER

This Household Emergency Plan template has been produced by Northamptonshire County Council to assist households in preparing for an emergency incident at home. The County Council will not be held responsible for any damage, loss or injury to persons or property as a result of using this template.

In Case of Emergency... has been developed in partnership with
the Northamptonshire Local Resilience Forum

LRF
Northamptonshire
Local Resilience Forum

www.northamptonshire.gov.uk/emergencies