



Household Emergency Plan



Many emergencies will affect essential services and possibly disrupt your ability to travel or communicate with each other. Get your family or household together and agree on a plan. Complete the following and keep it safe should you need to use it.

Plan somewhere to go if evacuated.
Friends? Family? Phone Numbers?

Plan where to meet if you are unable to contact each other. Who will you leave a message with?

If you are not involved in an accident but are close by or believe you may be in danger, in most cases the advice is: **GO IN** (go indoors and close all windows and doors), **STAY IN** (stay indoors), **TUNE IN** (to local radio or TV where public information from the Local Authority and Emergency Services will be broadcast)

You should prepare an emergency box of essential equipment including:-

- List of useful numbers (Doctors/relatives)
- Toiletries, sanitary supplies
- Prescribed medication
- Battery radio and spare batteries
- Torch and spare batteries
- Home/car keys
- Candles/matches
- First Aid Kit
- Mobile phone and charger
- Cash/credit cards
- Spare clothes/blankets

Should you need to stay in your house during an incident it would be useful to have:-

- Your emergency box
- Bottled water
- Ready to eat food (tinned food)
- Bottle/tin opener

Should you leave via car you should take the following things with you:-

- Your emergency box
- Bottled water
- Blankets
- And listen to local radio to find out which roads are open
- And listen to the local radio

Should you be evacuated do you know how to turn the following off? Choose a family member to do this?

Electricity: _____

Water: _____

Gas: _____

Who will be responsible for picking the children up from school (if applicable)?

First Choice _____

Second choice: _____

School Phone No. _____

You should check your neighbours – they may need your help.

NEIGHBOURS TO THE LEFT

Name: _____

Address: _____

Home No: _____

Mobile No: _____

NEIGHBOURS TO THE RIGHT

Name: _____

Address: _____

Home No: _____

Mobile No: _____

You should familiarise yourself with the following emergency contact details:-

Emergency Services: 999

NHS Direct: 0845 4647

Local Police Station: _____

Local Authority: _____

Doctor: _____

Work: _____

School: _____

Home Insurance: _____

Local Radio Station:

BBC Radio Tees 95FM

TFM 96.6FM

Century Radio 100-102FM

Pool Radio 107.5FM

Galaxy Radio 105-106FM

If you find yourself in the middle of an emergency, your common sense and instincts will usually tell you what to do. However, it is important to:

- Make sure **999** has been called if people are injured or if there is a threat to life
- Do not put yourself or others in danger
- Follow the advice of the emergency services
- Try to remain calm and think before acting, and try to reassure others
- Check for injuries – remember to help yourself before attempting to help others

Knowing what to do in an emergency is vitally important. Consider getting some First Aid training and a First Aid kit, and familiarise yourself with how to deal with some of the more common injuries. If someone is injured, the following steps will keep them as safe as possible until professional help arrives:

- If people are seriously injured call **999** immediately
- Keep calm
- Make sure you and the injured person are not in danger
- Assess the injured person carefully and act on your findings using basic First Aid steps
- Keep an eye on the injured person's condition until the emergency services arrive

When you are told that it is safe to return home, open windows to provide fresh air before reconnecting gas, electricity and water supplies.

At Cleveland Emergency Planning Unit we pride ourselves on being open and accessible to all. If you feel you require any special assistance to take full advantage of our services please do not hesitate to contact us on emergency.planning@hartlepool.gov.uk or visit our website for further information www.clevelandemergencyplanning.info