



# NEIGHBOURHOOD AWARD WORKBOOK

## HOW TO BE PREPARED IN YOUR NEIGHBOURHOOD AND REACT TO EMERGENCIES

### LEADER'S GUIDE

#### **Leaders Information;**

This pack is designed to help with achieving the Neighbourhood Award in the Community Safety Award scheme. Activities can be undertaken either at home or in the meeting place.

#### **How it works:**

There are thirteen activities; the first three are compulsory (Highlighted in bold) and you must complete another five to gain the Home Award.



### *Gain the Neighbourhood Award*

- Think what you might need in a household grab bag, the items you would take with you if you had to leave your home. If you have pets, what would they need?
- Put together a list of all your local radio stations and how you would tune in into them (their radio frequency). Also, complete a list of useful contacts.
- Create a Household emergency plan using the two page template available from [www.clevelandemergencyplanning.info/info-for-residents](http://www.clevelandemergencyplanning.info/info-for-residents).
- What is an emergency, who would you contact and how for different types of emergencies.
- What steps could you take to minimise viral disease spread i.e. Flu, animal disease. (Pick one of the two)
- How could you assist members of your local community if it was cut off by snow, flood, long term power cut or any other incident agreed by your peer group?

- What is meant by "Go in, Stay in and Tune in" and "Get out and Stay out and dial 999 or 112"
- There are many different ways to reduce risk, what could you do in your home or group meeting's place to improve safety?
- Arrange a visit to an industrial site or organisation that has their own emergency plan, get them to talk about what considerations they had to take into account to formulate their plan. This could be one of the following: Police, local authority, Fire Brigade, Ambulance Service, Environment Agency, Highways Agency, event organisers, harbours/ports or any other place agreed by your peer group
- What is the most common type of emergency likely to hit your home/meeting place?  
[www.llrprepared.org.uk/be-aware/](http://www.llrprepared.org.uk/be-aware/) details the top risks in Leicester, Leicestershire and Rutland
- How does the Environment Agency let people know that there may be flooding in their area and what does each one mean?
- What Warnings does the Met Office issue, and what do they mean

## Leaders Guide – Compulsory Modules

**Think what you might need in a household grab bag, the items you would take with you if you had to leave your home. If you have pets, what would they need?**

- Details of regular prescription items for your family
- Paper copy of useful telephone numbers
- Mobile phone and charger
- Important documents
- National Health Service Number
- Important computer information stored on a memory stick
- Toiletries
- First aid kit
- Antibacterial hand gel
- Bottles of water
- Snack bars / chocolate
- Wind up or battery radio including spare batteries
- Wind up torch or torch with spare batteries
- Notebook and pen / pencil
- Essential keys (House)
- Special items (Glasses / contact lenses etc)
- Cash
- Other items you may need – make a list (playing cards, toy puzzle etc)

**Pets** (*keep a separate emergency bag for your pets in case they need to be evacuated. Contents will depend on the type of pet but may include*):

- Water, food and bowls
- Leash / muzzle / harness
- Medication, health records, licence and microchip numbers
- Blanket, pet carrier or cage
- Photo of your pet in case it gets lost
- Plastic bag for waste

**Car:**

- **Snow;** Warm clothing, flask of hot drink, bottle of water, full tank of fuel.
- **Flood;** Warm, waterproof clothing, towel, flask of hot drink, bottle of water
- **Heatwave;** loose clothing, hat, suntan cream, bottle of water

**Put together a list of all your local radio stations and how you would tune in into them (their radio frequency). Also, complete a list of useful contacts.**

- Local radio stations and their frequencies:
  - BBC Tees 95FM
  - TFM 96.6FM
- Useful numbers could include; family, relatives, doctors, work, school, NHS direct, Hospital, Floodline, House insurers, car insurers etc

**Create a Household emergency plan using the two page template available from [www.clevelandemergencyplanning.info/info-for-residents](http://www.clevelandemergencyplanning.info/info-for-residents).**

- A Household emergency plan is a document that contains essential information and instructions for what to do in an emergency.
- The page template outlines the key information that is needed in an emergency plan.

## Leaders Guide – Choose 5 modules from the following

### What is an emergency, and who would you contact and how for different types of emergencies

● An event or situation that threatens serious damage to:

- Human welfare
- The environment
- Security (effectively war or terrorism)

In order to constitute an emergency, an event or situation must additionally require the implementation of special arrangements by one or more category 1 responders (Blue Lights personnel)

● 999 or 112, tell the operator what the emergency is;

- Fire – Fire and Rescue Service
- Incident – Police, can include Mountain Rescue, Search and Rescue, RNLI
- Injuries – Ambulance Service

### What steps could you take to minimise viral disease spread i.e. Flu, animal disease. (Pick one of the two)

● Flu

- Catch it, bin it, kill it
- Washing hands
- Good personal hygiene

● Animal Disease

- Stay away from the farm that's infected
- Disinfect footwear and vehicles if entering and leaving the infected area

### How could you assist members of your local community if it was cut off by snow, flood, long term power cut or any other incident agreed by your peer group?

- Notify the Emergency Services of those who you know are vulnerable
- If circumstances allow it, ensure they are ok and if they need assistance
- Help them to notify family members that they are safe and ok
- Share resources and buddy up with someone who may not be able to look after themselves i.e., someone who receives meals on wheels, but the meals would not be able to get to your location

### What is meant by "Go in, Stay in and Tune in" and "Get out and Stay out and dial 999 or 112"

- e.g. Bunsfield, snow event, any air borne pollution or when told to by any of the emergency services
- e.g. fires, when you are at risk of flooding or when told to by any of the emergency services

**There are many different ways to reduce risk, what could you do in your home or group meeting's place to improve safety?**

- Flooding; if you live within a known flood zone, have you signed up to the Environment Agency Flood Watch service? Do you need to consider where you could get sand bags from, or have you considered any work that may be needed to be done to protect your meeting place/home
- Snow; Do you know where your nearest salt bin is, or do you have salt at home to be able to salt your path/drive. Is there plenty of food in the house if you could not get to the nearest shop, or the shop after a few days could not receive deliveries? Does your home run on an electric key meter?
- Heatwave; suntan lotion, hats

**Arrange a visit to an industrial site or organisation that has their own emergency plan, get them to talk about what considerations they had to take into account to formulate their plan. This could be one of the following: Police, local authority, Fire Brigade, Ambulance Service, Environment Agency, Highways Agency, event organisers, harbours/ports or any other place agreed by your peer group**

- Contact the Cleveland Emergency Planning Unit (Hartlepool, Middlesbrough, Redcar & Cleveland, Stockton Councils' emergency planners) for assistance with setting up visits – [community.resilience@hartlepool.gov.uk](mailto:community.resilience@hartlepool.gov.uk)

**How does the Environment Agency let people know that there may be flooding in their area and what does each one mean?**

- The Environment Agency provides the Flood Information Service that has three messages for the public. This information is available from <https://flood-warning-information.service.gov.uk/>
- Flood Alert – Flooding is possible. Be prepared.
- Flood Warning - Flooding is expected. Immediate action required.
- Severe Flood Warning – Severe flooding. Danger to Life.

**What Warnings does the Met Office issue, and what do they mean.**

- Advisories - Advisories are issued by 1100 daily as routine and indicate confidence of expected severe or extreme weather. Early and flash warnings supersede advisories when confidence levels are 60% or greater
- Early warnings - An early warning of severe weather will normally be issued up to several days in advance whenever the overall risk of widespread disruption in any UK region is 60% or greater
- Flash warnings - Flash warnings of severe weather are issued when confidence of an event reaching **specified criteria** is above 80%, and should give a minimum of two hours' notice. Warnings are issued for every affected county or unitary authority

**CONGRATULATIONS!**

Now that you've completed the workbook you can get a certificate to show that you've completed the Neighbourhood Award. Ask your teacher

or email

[community.resilience@hartlepool.gov.uk](mailto:community.resilience@hartlepool.gov.uk)

