



Emergency Planning

Get ready for the unexpected

Household emergency plan

10 mins to complete

The most likely emergency events to affect the UK include flooding, severe weather, power cuts and utility failures. Any of these events are liable to affect essential services and possibly disrupt your ability to travel, communicate with each other or safely stay in your home.

To make sure you and your family are prepared for an emergency please spend 10 minutes completing this plan. Make sure you involve all members of your household and make sure everyone has access to a copy. Hopefully you will never have to use this plan, but having one can help alleviate fears about potential emergencies, and can help you respond safely and quickly if an emergency happens.

More information:

This quick plan will give you a good start in case of an emergency. If you would like more information of what kind of emergencies the UK might face, further advice on what you can do to be prepared or to sign up for alerts, please use the following link.

www.kirklees.gov.uk/emergencyplanning

Preparation:

Use our two handy checklists to help plan in case of an emergency. You can prepare a bag of useful items you and your family could need. If they are stored in a bag they can be found easily if you have to stay in, or can be taken with you if you were asked to leave your home. Make sure everyone in your home knows where it's kept.

Be prepared checklist:

- Do you have an emergency bag?
- Do you have smoke detectors fitted?
- Are the smoke detectors checked regularly?
- Are you in a flood area? (if so are you signed up to alerts for flood warnings?)
- Do you have sufficient buildings and contents insurance?
- Do you know how to switch off your gas, electricity and water if needed?

Gas turn off located:

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Electricity turn off located:

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Water turn off located:

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Emergency Bag (suggested contents):

Family Documents

- Copy of this plan
- Passports
- Driving licences
- Insurance policies
- Birth Certificates
- Family photos

Personal Items

- Toiletries
- Medication
- Glasses
- Hearing aids
- Change of clothes
- Mobility aids

Supplies for babies / small children

- Food and drink
- Nappies / nappy bags
- Small toy

Other items

- First aid kit
- Torch (wind up or spare batteries)
- Candles and matches
- Food and bottled water for 3 days (do not rely on fridge/freezer for food)
- Radio (wind up or spare batteries)
- Foil blankets (1 per household member)
- Spare home and car keys
- Mobile phone chargers
- Cash and credit cards
- Pet supplies (if needed)
- Pack of cards

During an emergency:

Depending on the nature of the emergency you may need to stay in your home, or you may be asked by emergency responders to leave your home.

Staying in your home:

Stay safe and don't take risks.

- Close all windows and doors if necessary
- Receive updates from local TV and radio
- Follow the advice of the emergency services

Leaving your home:

If you have no source of transport or have no alternative accommodation, notify a member of the emergency services – either when asked to move or via the non emergency 101 number.

On leaving your home make sure you do the following:

- Lock doors and windows
- Let family know where you will be
- Make arrangements with school / work
- Notify the emergency services of any neighbours who may need assistance
- Pick up your emergency bag (and any items you need that are not in the bag)
- Take pets with you
- Turn off your gas / electricity / water if told to do so

Notes:

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Review date: Aim to review your plan every 12 months

1. DD/MM/YYYY

2. DD/MM/YYYY

3. DD/MM/YYYY

Emergency Contact Details:

Make a copy of your key contacts below. Don't rely on your contacts directory in your phone. If you lose your phone or it runs out of charge you won't be able to access the information.

Contact:	Name:	Phone Number:
Family member 1		
Family member 2		
Family member 3		
Family member 4		
Family member 5		
Friend / relative 1		
Friend / relative 2		
School 1		
School 2		
Employer 1		
Employer 2		
Kennels / Cattery		

Emergency Contacts

Emergency Services **999**
Police (non-emergency) ... **101**
NHS 111..... **111**
Environment Agency **0345 988 1188**
Northern Gas..... **0800 111 999**
Northern Power Grid..... **0800 375 675**
Yorkshire Water **0345 1242 424**
Kirklees Council
Switchboard..... **01484 221000**

