

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		
Friend / relative 1		
Friend / relative 2		
School 1		
Employer 1		
Kennels / Cattery		
Other contact		



Household emergency plan

10 mins to complete

The UK faces a number of potential emergency situations, including adverse weather, flooding and utility failures. The impacts of an emergency will vary and may range from disruptions to communication, transport and normal living. Following some emergencies, your safety at home may be compromised and you may need to evacuate.

To make sure that you and your family are safe during an emergency, complete this 10 minute plan. You should involve all members of your family in writing this plan and should make sure that everyone knows where it is stored once completed.

Hopefully you will never need to use this plan, but if you do, having one in place will help you respond safely and quickly in an emergency.

Further information:

If you would like more information on the types of emergencies the UK faces, or would like advice on other actions you can take to stay safe visit...

www.kirklees.gov.uk/emergencyplanning



Preparation:

Use the two checklists below to start your planning. You should prepare a bag of items that you and your family may need in an emergency. If these items are stored in a bag, they are easy to access in an emergency, particularly if you need to leave your home in a hurry. Make sure everyone in your house knows where your emergency bag is kept.

Be prepared checklist:

- Do you have an emergency bag?
- Do you have smoke detectors fitted?
- Are the smoke detectors checked regularly?
- Do you have carbon monoxide detectors fitted?
- Are the carbon monoxide 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:

.....

Water turn off located:

.....

Emergency Bag (suggested contents):

Family Documents

- Copy of this plan
- Passports
- Driving licences
- Insurance policies
- Birth Certificates
- Family photos (in case of separation)

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/glowsticks
- 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:

The nature and impacts of an emergency will determine the action that you may need to take. In some situations you may be told by emergency responders to stay in your home. In other situations you may be asked 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
- Make your way to a place of safety

Notes:

Review date: Aim to review your plan every 12 months

1. DD/MM/YYYY

2. DD/MM/YYYY

3. DD/MM/YYYY