

YOUR HOUSEHOLD EMERGENCY PLAN

This household plan template is for you to use at home. It will help you and your family prepare for an emergency. The plan will let you record potential dangers in and around your home and put into place ways of dealing with them. Get your household together and fill in the information below.

WHAT ARE THE POTENTIAL DANGERS?

Discuss the dangers of fire, severe weather, floods and other possible emergencies. What action will you take in response to each situation? Put the details in the plan below.

DANGER	ACTION

DURING AN EMERGENCY – GO IN, STAY IN, TUNE IN

If you are not involved in the emergency but are close by, or think you are in danger, you should; close all doors and windows, stay in your home, school or work place until you are told it is safe to leave, listen to local radio and TV stations for updates.

If the danger is inside, get out, stay out and call the Emergency Services

DURING AN EMERGENCY – EVACUATION

You may be asked to leave your home for your own safety. If so, you will be told where the Council Rest Centre is. If you can, you may wish to stay with friends or family who are not affected.

Always follow instructions from the Emergency Services

Who can we stay with? *Try to think of two different locations in case someone is not available during the emergency.*

Name:

Address:

Phone Number:

Name:

Address:

Phone Number:

If we are not at home and can't contact each other, where can we meet? *Try to pick two locations, one near home and another further away in case the emergency prevents you from getting to one.*

Never travel anywhere if you are told it is not safe to do so

Location 1:

Location 2:

If we can't get to the meeting place, who can we all contact to say we are all safe?

Name:

Phone Number:

If we have to leave home, how do we turn off the following?

Gas:

Electricity:

Water:

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

Do we have any neighbours that might need our help?

Name:

Address:

Phone Number:

Name:

Address:

Phone Number:

If you have time, secure your premises before you leave and don't return home until you are told it is safe to do so.

HOME EMERGENCY KIT

You should try to put an emergency kit together. If you do, ensure it is kept somewhere safe. It may useful if you have to stay in your house, or leave in a hurry. If not, at least make a note of where important items are.

What goes into your kit is a personal decision!

Medication and prescriptions.	
Tinned or dried food, water and children's essentials for three days (<i>remember to check and change water and food regularly</i>).	
Pet food.	
Basic cutlery and tin opener.	
Wind up or battery powered torch and radio (with spare batteries).	
Blankets and first aid kit.	
Copies of important documents (birth certificates, insurance papers etc).	
Extra set of house and car keys.	
Change of clothing, footwear and sleepwear.	
A small amount of cash including change.	
Important contact details.	
Your emergency plan.	

PREPARE YOUR HOUSEHOLD

Check off each suggestion when you have done the following.

Fit smoke alarms.	
Prepare escape routes; at least two from each room in the house if you can.	
Decide where you would shelter in the house in the event of an emergency (for example the upper floor in the event of a flood).	
Know the quickest route out of your home and neighbourhood.	
Make sure all members of the household know how to switch off the gas, electricity and water at the mains.	
Put your emergency phone numbers by your telephone. You may want to keep a copy in your purse or wallet too. <i>A copy of the Leeds Resilience Team business card is ideal.</i>	
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 household knows where it is.	
Do you have valid insurance cover for your house and contents?	
Does your child's school have updated information about how to reach a parent or designated adult?	
Any other information you think might be important.	

EMERGENCY CONTACT NUMBERS

Keep this list handy and make extra copies if needed. You may also want to store a copy in your emergency kit.

Emergency Services	999
Leeds City Council <i>General Switchboard (Mon-Fri, 08-18:00)</i> <i>Out of hours emergencies</i>	0113 222 44 44 0113 376 0499
Yorkshire Water	0845 124 24 24
CE Electric	0800 375 0675
National Gas Emergency Service	0800 111 999
Environment Agency Floodline	0845 988 1188
Association of British Insurers (ABI)	0207 600 3333
NHS Direct	0845 46 47
Family Contact	
Family Doctor	
Leeds General Infirmary	0113 243 2799
St. James's Hospital	0113 243 3144
Your Insurance Company (Buildings)	
Your Insurance Company (Contents)	
Your Insurance Company (Car)	

If you would like any more advice or have any questions, please contact the Emergency Planning Team at emergency.planning@leeds.gov.uk or phone 0113 24 74339.

DISCLAIMER

This template has been produced by Leeds City Council's Emergency Planning Team. The Council will not be held responsible for any damage, loss or injury to persons as a result of using this template Household Emergency Plan.