

Home Emergency Action Plan

Don't Forget!

If life or property is in immediate danger or a crime is taking place
always call 999.

Then follow the plans you have made in this booklet.

Emergencies can affect anybody with little or no notice

There are many types of incidents that may require us to leave our homes or cause disruption to our everyday lives. This includes emergencies such as a fires, flooding or severe weather, a problem with essential services such as electricity or gas, or disruption on the roads or railway.

Being prepared can help reduce the impact of these events on you and your loved ones, reduce the level of support you need from other people and the emergency services, and enable you to support others, particularly more vulnerable members of your local community.

This booklet has been put together to give you some basic information on how you can help yourself and your family in emergencies. A lot of this is based on common-sense advice and may seem obvious or familiar to you, but it has saved lives in the past.

Please remember: **YOU** are responsible for preparing and protecting **YOUR** property and **YOU** will take the initial actions that could save yourself or others from harm. So, it's vital you take steps to help protect yourself, your loved ones, your home, and your possessions.





Useful telephone numbers

Dorset Police	101
Dorset & Wiltshire Fire and Rescue Service	01722 691000
NHS Choices	111
Anti-Terrorism Hotline	0800 789 321
Environment Agency Floodline	0345 988 1188
Gas emergencies	0800 111 999
Power Outages	105
Electricity emergencies	0800 40 40 90
Bournemouth, Christchurch, and Poole Council	01202 123456
Dorset Council	01305 221000
Doctors' surgery	
Dentist	
Home / building insurance	
Contents insurance	
Car insurance	
School/nursery	
Child Minder	
Flood action group	
Gas provider	
Water	
Sewerage	
Telecommunications	
Vet	
Landlord / letting agent	





Important telephone numbers

Personal emergency contacts

	Name	Telephone / Mobile
1		
2		
3		
4		

Non-emergency telephone numbers

Organisation	Telephone / Mobile

After completing this page, also make sure you have saved the details in your mobile 'phone.





For further information during an emergency

You may be asked to: **Go In, Stay In, Tune In**

Dorset Police

https://twitter.com/dorsetpolice/with_replies

Dorset & Wiltshire Fire and Rescue Service

<https://twitter.com/dwfirerescue>

The following social media pages will also help to keep you informed.

BBC Radio Solent (County)

96.1 & 103.8 FM

www.bbc.co.uk/radiosolent

BBC Radio 2 (National)

88.2, 88.3 & 88.4 FM

BBC Radio 4 (National)

92 – 95, 103-105 FM

Heart FM (County) www.heart.co.uk/dorset

102.3 FM

Fire FM (Bournemouth & Poole)

107.6 FM

www.fireradio.co.uk

Wessex FM (West Dorset) www.wessexfm.com

96 & 97.2 FM

Local council and emergency services websites will give updated information and guidance during an emergency.

www.dorset.police.uk

www.bcpccouncil.gov.uk

www.dwfire.org.uk

www.dorsetcouncil.gov.uk

www.nhs.uk

www.dorsetprepared.org.uk





Household contact details

Use this section to list all the members of your household and their contact numbers. Make sure everyone has each other's details saved in their mobile phones. Include the keyword **ICE (In Case of Emergency)** at the end of people's names to help emergency responders identify your important contacts.

Name / Relationship	Mobile Number

If you are evacuated as a household and are unable to contact each other because telephones or the internet are not working, plan where you will meet or relocate to. Use the space below to list appropriate places, for example the homes of friends or family. Discuss this with everyone in your home, so they know what the plans are.



Who will collect the children from school if you are unable to get there? Ensure you inform the school(s) of these emergency arrangements.

Name:

Contact number:

Who can be contacted to get medicine and essential supplies on your behalf if you have to stay at home?

Name:

Contact number:

Who will look after your pets if you are evacuated from home or unable to? It could be a relative, friend or a commercial kennel / cattery.

Name:

Contact number:

Can you support others in your community?

During times of emergency are you able to provide support and help to others in your street or wider local community, for example the elderly, very young or vulnerable? In the space below, list contact details of neighbours or others who have **agreed** to share their contact details with you.

Name	Mobile number	Address





Prepare an Emergency Grab Bag

- Battery operated torch (spare batteries or wind-up)
- Battery operated radio (spare batteries or wind-up)
- First aid kit
- Spare batteries
- Copies of important documents and contacts (e.g., a passport, driving licence, insurance policies)
- Medication / prescriptions
- Basic toiletries
- Money
- Notebook and pencil or a pen
- Essential keys
- This booklet **(once it is completed!)**

Leave some space for other items you may need to take at the time

Other essential items can vary according to you and your family's needs and the time of year. For example, baby supplies, glasses or contact lenses. Also, warm coats and car de-icers or hats and sun cream.

Remember if there is a fire or immediate danger in your home, don't stop to collect anything (that includes your Emergency Grab Bag), just:

Get Out, Stay Out and Call Out the Fire Service on 999.

Do NOT go back into a building until told it is safe to do so.





What to do if you need to evacuate your home

In certain situations, you may be advised to leave your home by the emergency services. If this happens, leave as quickly and calmly as possible. If you have time:

- Turn off electricity, gas, and water supplies. Unplug appliances and lock all doors and windows.
- Pick-up your **Emergency Grab Bag** and anything else you think you may need.
- If you leave by car, take bottled water and blankets, and tune into your local radio for emergency advice and instructions.
- If you take your pet with you, put them in a suitable container. If you cannot take your pet with you, leave enough pet food to last a few days

Before leaving your home consider the need to turn off the following:

Utility	Location of your isolation/turn-off point
Gas	
Electric	
Water	
Heating Oil	
Central Heating System	





What to do if you are stuck at home for a few days

Think about what you might need if you have to stay indoors for a few days. This could be without lighting, heating, or water.

Consider putting a few items in a separate box. This could include:

- Enough tinned or dried food to last at least **three** days
- Bottled water – check dates and regularly replace
- Torch – either battery powered or wind-up
- Camping stove – this should only be used in a well-ventilated room, with a carbon monoxide detector
- Books, board games or other simple entertainment to pass time
- Radio – either battery powered or wind-up



What else do I need to consider for my home?

Note down any additional considerations for you and your household.





What to do if you or a family member are not at home

Schools

In an emergency you will naturally want to collect your children from school, nurseries, or child minders. Sometimes it is not safe to do so and rushing to collect your children could put you and them at greater danger.

Don't worry! All schools and childcare providers should have plans to cope with emergencies. Contact them for more information about the arrangements they have made and how they would contact you in an emergency to arrange collection of your children.

Work

Employers have a responsibility for the safety and security of their staff. All businesses should have arrangements in place to deal with the impact of an emergency.

Make sure you understand what to do in an emergency at work.





Emergency Check List

This back page contains a check list that should be followed in the event of an incident where you are required to use this booklet.

- If there is immediate danger to life or property call 999. For all other situations where there is no immediate danger use the contacts on page 3.**
- Ensure you are not in any danger at your current location. If required, move to a safe place.
- Are you being advised to evacuate your property, or do you feel you need to evacuate? If so, advise a family member or friend where you are going to and how you can be contacted.**
- Consider contacting neighbours or others who may be affected by the situation. Check the list on page 8 and provide any help you can.
- If you need to evacuate, check your pre-planned actions on page 6 and collect the required items from your Emergency Grab Bag on page 8.**
- In case of flooding, you may wish to move valuable items, including furniture, to higher ground (upstairs) if you have time to do so safely.
- If remaining in your home, get further information about the emergency from the sources listed on page 5.**
- When you are safe, notify people on your personal contacts list to let them know where you are and what action they should take.

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

For more copies of this leaflet please visit <https://www.dorsetprepared.org.uk/> and search for 'Community Involvement' and follow the links for the HEAP

Produced on behalf of the Dorset Local Resilience Forum by the Dorset Civil Contingencies Unit.