

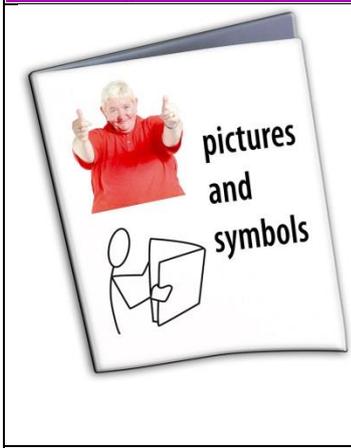
What will you do if it happens to you?

Planning for an Emergency.





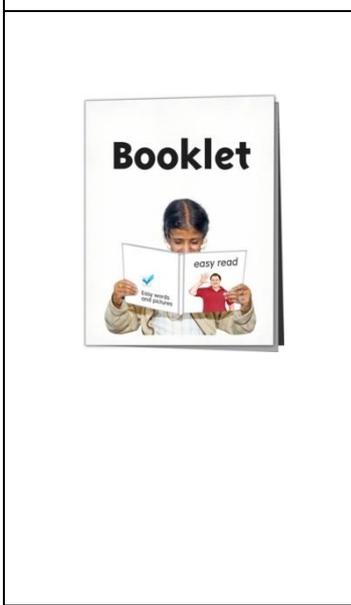
This leaflet is about what you can do to help keep you and your family safe if an emergency event happens.



This is an Easy Read version.
It is for anyone who has communication, language or learning difficulties.
Families can also use it to talk simply about emergency plans with children or elders.



If you need help understanding things you can ask a friend or support worker to go through this booklet with you.



There are 2 parts to this booklet:

- **Part 1** talks about emergency events, what they are and how you can help keep yourself and your family safe.
- **Part 2** is about making your plan - what you will do if an emergency event happens.



We have also got this information available as:

- A short film (also with subtitles)
- A British Sign Language video
- Audio
- Polish language
- Large print plain text leaflet
- Standard leaflet and home emergency plan

You can watch the film or download the other leaflets from our website
<https://www.dcisprepared.org.uk/a-clear-plan>



Please tell other people about this information.

We want everyone to know how to be prepared for an emergency.

Easy Read Booklet produced by Sally O'Donnell and Jo Hooper, Devon County Council, for Devon, Cornwall and Isles of Scilly Local Resilience Forum.

August 2015.



Emergency events that could happen:



Bad weather with lots of snow.



Bad weather with lots of rain and flooding.



Heatwave – when the weather has been really hot for a long time.



Public Safety like a big fire.



A big transport accident with cars, trains or airplanes.



Disease - when lots of people across the country are ill with the same thing at the same time like Flu.

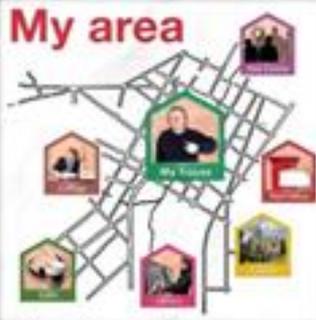


Not having important services like gas, electricity and water for a long time.



You can have a plan and make a list of the things you need to do if an emergency happens.

Part 1 – Emergency Events



If there is an emergency outside your home:



Go inside.



Stay inside.



Stay there until you are told it is safe to go outside.



Try to find out what is happening.



If there is an emergency inside your home, get outside.



If it is safe and you have time:



Collect what you need, including your emergency bag.



Lock your doors and shut your windows.



Go to a safe place.



It is helpful to have a **CLEAR** plan...

- **C**heck
- **L**ist
- **E**mergency Bag
- **A**ct
- **R**ecover



Check

Always check the radio, television and internet for weather warnings and news.



Here's how to find out if there is an emergency or bad weather warning where you live or where you are staying...



You can listen to the radio for local news in your area:

- BBC Radio Devon
- BBC Radio Cornwall
- Radio Atlantic FM
- Radio Heart
- Radio Pirate FM
- Radio Scilly



If you don't know how to get the right programme you can ask someone to show you how to do it like a family member or friend.



You can watch the local news on television for information.



You can go on the internet to find out information.
You can find out if there is going to be bad weather or floods at www.metoffice.gov.uk or www.environment-agency.gov.uk



You can ask friends or family to telephone or tell you if there is an emergency happening.



List

Make a list of:

- the medication you take
- important telephone numbers
- insurance policy numbers.



You should keep this in a wallet or purse so that you have **always** have it with you.
Don't wait for an emergency to happen!



Emergency Bag

It will help you to have an emergency bag ready, just in case you have to leave your home quickly or stay indoors with no gas, water or electricity for a few days.



You might not have time to pack all things you need in a bag when an emergency happens.



You will need to be able to carry the bag, so make sure it is not too big or heavy.



We will tell you how to make an emergency bag in Part 2 – Your Home Emergency Plan.

	<p>Act</p> <p>In an emergency you might have to do things quickly on your own.</p>
	<p>If you have to leave your home, remember to take your everyday items with you, if you can:</p>
	<p><input type="checkbox"/> Medication (tablets)</p>
	<p><input type="checkbox"/> Your keys.</p>
	<p><input type="checkbox"/> Your glasses and glasses for other people who are with you.</p>
	<p><input type="checkbox"/> Mobile phone (if you have one) and charger.</p>
	<p><input type="checkbox"/> Your debit or credit card and money.</p>
	<p><input type="checkbox"/> Warm and waterproof clothes</p>



Do you have pets?

If you have time, don't forget things your pet may need like:

- Food
- Bowls
- Lead
- Bed
- Poo bags



If you can't take them with you, move your pets to a safe place and make sure they have lots of food and water.



Stay safe when leaving your home and travelling.



In really bad weather, listen to what the emergency services say and only travel if you need to.



If you are in a car or walking, do not go in to flood water. You do not know what is under the water.



Recover and get back to normal when the emergency is over.



Taking the **CLEAR** steps in this guide will help you Recover and get back to normal much faster.



After emergencies like flooding there may be Recovery Surgeries, these are places you can go to for help and information after an emergency.



Your local council will have information about Recovery Surgeries in your area.



Part 2

Your Home Emergency Plan – how to be prepared for an emergency event



Keep your plan and other important information in a safe place that you will find again quickly in an emergency.



You can also keep important information in a **Message in a Bottle**.

Keep the Bottle in your fridge.



Bottles are available free of charge from most doctor's surgeries and chemists.

They give emergency services important information like medical conditions and repeat prescriptions.



If you have children in your household, or other people who need help with understanding what to do, you could get them to write down or draw their own plans, to help them learn about emergency events.



Your Home Emergency Plan



There are some **questions** you can answer that will be part of your plan.

You can write anything else you think is important. Use more paper if you need to.



Floods

Some homes are more likely to flood than other homes.



You can find out if your home is at risk of flooding by looking at the Environment Agency website at **www.environment-agency.gov.uk**



You can also call **Floodline** on **0845 988 1188** who will be able to let you know if your home is at risk of flooding.

You will need to tell them where you live. Write your address and postcode here:

.....

.....



Question 1: Is your home at risk of flooding?

Yes

No



If your home is at risk of flooding and you live in a house or downstairs flat, you could get some sandbags and boards to help stop water getting in to the house.



Your Parish or Town Council will let you know where you can get sandbags and boards from.



Question 2: If your home is at risk of flooding, do you have access to sandbags or boards to use to keep the water out?

Yes

No (Contact your Parish or Town Council for help).



If you do have sandbags and boards, where are they kept?

.....
.....

How do you lay them down to stop the water coming in?

.....
.....

	Space for drawing:
	<h2>Contacting the Emergency Services</h2>
	<p>Question 3: Do all the people you live with know how and when to call the emergency services?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If they don't, give them instructions on how to do this and when it is important to call them.</p>
	<p>You could write information about how and when to call emergency services in the notes box below.</p>



Write down how and when to contact the emergency services:

.....

.....

.....

.....

.....

.....

Write other important numbers here:

Doctor:

.....

NHS non-emergency number:

.....

Police non-emergency number:

.....

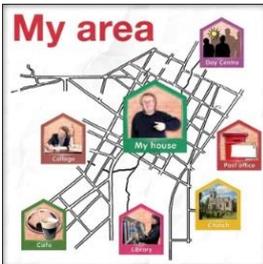
Other:

.....

You can call these numbers if you need help but it is not an emergency.



Getting away from danger



Question 4: Do you know how to get out of your house or area if you need to escape?

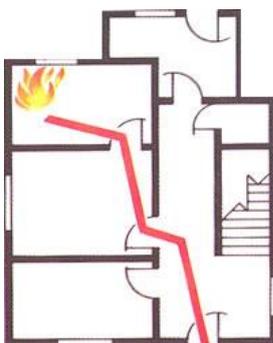
Yes No



Think about what to do if you can not get to where you need to go because the door or road is blocked off.



You may find it helpful if you draw a plan or map of how you will get away from danger. Use more paper if you need to.



Question 5: How will you get out of different rooms in your house? What will you do if the normal way out is blocked?

.....

.....

.....

.....

.....



Use this space to draw an escape plan for your house and local area:



Just in case you get separated from family and friends you could arrange to meet them at a place you all know.



Question 6: Where will you meet up if you become separated – a nearby landmark and a place further away like a friend's house?

Meeting place 1:

.....

Meeting place 2:

.....



Question 7: Do you have children in school or someone in your house who goes to a centre?

Yes

No



If you have children in school, or someone in your family goes to a centre the school or centre will have their own plan about what they do in an emergency.

You will need to find out about their plans so you know what to do about collecting them or how they will be cared for in an emergency.



Question 8: What are the plans for other people in your house? Write the answers here:

What is the telephone number of your child's school?

.....

What is the school's emergency plan?

.....

.....

.....

.....

What is the telephone number of the centre someone you care for goes to?

.....

What is the centre's emergency plan?

.....

.....

.....



If there is an emergency, and you are worried, you can always ring the school or centre.



Question 9: Is there someone you know nearby who needs extra help from the emergency services to help them keep safe?

For example, if someone is blind or can't see very well they may need more help.

Yes No



You could let people who live near you know that you or someone you know will need more help in an emergency.



Does your Parish/Town Council have a support scheme in place and are vulnerable neighbours aware of it?



You can write anything else you think is important about helping other people:



.....
.....
.....
.....

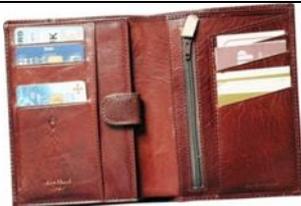


ICE contacts

ICE is short for In **C**ase of **E**mergency.

Your ICE contacts will be able to give information about you that will help emergency services.

You need to make sure that your ICE contacts have up to date information about you, like what medication you need to have.



You should write your ICE contacts on a card or piece of paper to keep in your purse or wallet.

If you have a mobile phone, make sure you add ICE contacts.



The emergency services are trained to check for a person's ICE contact number.



Question 10: Who are your ICE contacts?

.....

.....

.....

.....



Important documents



Question 11: Where do you keep your important documents?

Important documents may be:

- Passport
- Birth Certificate
- Insurance information
- Bank information
- Special photos that mean a lot to you.



.....

.....

.....



It is a good idea to keep your important documents in a safe, secure place.



Make sure your safe place is off the floor in case it floods.



You could keep them all together in one safe place, like a tin box so that if you need to leave your home quickly, you can just pick up the box and take it with you.



If you have important information on a computer, make sure it is also saved on a USB stick.

You can store your USB stick in the tin box with your documents.



Keep personal and private information safely locked away, out of sight.

Use a password if your USB stick has personal information like bank details on it.

Ask a close friend or family member if you need help.



Emergency Bag

You could keep all the things you may need in an emergency in a bag.

Make sure it is light enough for you to carry.



Question 12: Do you have an emergency bag packed with all the things you need?

Yes No

If no, make up an emergency bag.

Where will you keep your emergency bag?

.....



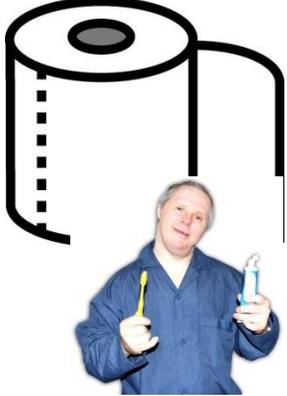
Things you could keep in your emergency bag:



Copy of your emergency plan.



Your National Health Service Number

	<p>Your GP Doctors surgery will be able to give you your National Health Service Number.</p> <p>Write it here:</p> <p>.....</p>
	<p>Spare toiletries:</p> <ul style="list-style-type: none"> <input type="checkbox"/> tooth brush <input type="checkbox"/> toothpaste <input type="checkbox"/> soap <input type="checkbox"/> tissues or toilet roll
	<p>Anti-bacterial hand gel</p>
	<p><input type="checkbox"/> First Aid Kit.</p>
	<p><input type="checkbox"/> Torch – make sure you have enough batteries and check they still work regularly.</p> <p><input type="checkbox"/> Spare batteries.</p>
	<p><input type="checkbox"/> Radio</p> <p><input type="checkbox"/> Spare batteries - make sure you have enough batteries and check they still work regularly.</p> <p>Or you could use a 'wind up' radio.</p>

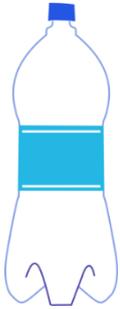


Note book or paper and pen.



Snacks like biscuits and chocolate.

Choose things that last a long time and won't 'go off' quickly.



Bottled water



Water, gas and electricity in your home

You may need to turn off your water, gas and electricity in an emergency.

It is a good idea to know how to do this. You can write a plan that will help you.



Question 13: Do you know how to turn off services in your home?

Yes No

If you don't know how, ask a friend to help.

Do you have electricity in your home?

Yes No

How will you turn off the electricity if you need to?

.....

.....

What telephone number can you call in the event of a power cut?

.....



Do you have gas in your home?

Yes No



How will you turn off the Gas in your home if you need to?

.....

What is the telephone number to report a gas problem?

.....

Do you have water in your home?

Yes

No

How will you turn off the water in your home if you need to?

.....

What is the telephone number to report a water problem?

.....



Think about what you would do if you lost all power and communications (including satellite communications such as mobile phones).

You may not have any electricity or gas – what may happen:

- It may be night time and you would not be able to see anything – you could use a torch.
- Your heating may not work – blankets and wearing extra clothes may help you keep warm.



- You may not be able to cook anything to eat – you could have some tinned food or other food in your cupboard that you don't need to cook to eat.



Question 14: What would you do if there was a power cut?

.....
.....

Question 15: What is the FM frequency of your local radio station:

.....
.....



Question 16: Do you have these things in your home?:

- Extra blankets
- Camping stove



Is there anything else you may need?

.....
.....



Only use a camping stove indoors if:

- You can open your windows and keep them open while you use it.
- You have a carbon monoxide detector.
- You can put it on a stable, hard surface.

If you are unsure whether you can use one safely, do not use one.

Dangers include: fire and carbon monoxide poisoning.



Food Supplies

When the weather is very bad you may not be able to get to the shops to buy things.



Work out how much bottled water, food and snacks you and the people in your house may need for about 3 days.



You should regularly check the sell by dates on food and water bottles to make sure they are still safe to eat.

It is useful to have a supply of tinned food, like baked beans or spaghetti in sauce.



Remember, if you do not have a water supply you may not be able to cook things like rice and pasta.



Always check your food and bottled water supply if the weather could prevent you from going out.



Question 17: Do you have enough food in your cupboard to last a few days in case you can not get to the shops?

Yes

No

When was the last time you checked the sell by dates on the food to make sure it is safe to eat?

.....

What food do you need in your cupboard?

.....

.....



Keeping your house safe and secure



Keep all your keys in one safe place, so you can find them quickly. You might have to find them in the dark!



Question 15: Do your windows have locks on them?

Yes No

If you do have locks on your windows where do you keep the key?

.....
.....

Space to draw:



Where do you keep your door keys?

.....
.....

Do you and people you live with know how to lock the doors and windows?

Yes No



If there is a fire in your house, the smoke can suffocate and kill you. It is also the first warning of a fire if you are asleep.



Carbon Monoxide is poisonous and can come from heating and cooking equipment like gas fires and boilers.



Question 16: Do you have a smoke alarm in your home?

Yes No



Do you have a carbon monoxide detector?

Yes No

Do you know how to check they are working?

Yes No

When did you last check them?

.....

How do you check they are working?

.....



If you do have smoke alarms and a carbon monoxide detector in your home you need to check them often to make sure they work ok.



If you do not have smoke alarms and a carbon monoxide detector in your home you should arrange to have them put in – they could save your life.



If you need help or advice, or to find out if you could get a **free home safety visit**, contact your local Fire and Rescue Service.



You can get **home insurance** that helps you replace things inside your home if they are damaged by fire or flood.



Insurance

You can get (buy) home insurance that helps you to repair damage to home if it is damaged by fire or flood. It is called an insurance policy.



Insurance



Question 17: What is the number of your home insurance policy?

.....

What is the name of insurance company?

.....

What is the telephone number of the insurance company?

.....

Where do you keep your insurance policy (papers)?

.....



Keep your plan in a safe place and let your family and people who live with you know to find it.



Question 18: Do you have a list of all the important information you may need including your ICE contacts?

Yes

No



Example list for your purse or wallet:

My name:

Medical and diet needs:

Language/communication needs:

I need help with:

NHS Number:

ICE Contacts:

Home insurance company and policy number:

Pet ID and insurance numbers:

Other information:

Emergency checklist

<input type="checkbox"/> Keys	<input type="checkbox"/> Mobile phone	<input type="checkbox"/> Charger	<input type="checkbox"/> Money
<input type="checkbox"/> Medication	<input type="checkbox"/> Glasses	<input type="checkbox"/> Emergency bag	<input type="checkbox"/> Debit card
<input type="checkbox"/> Warm and waterproof clothes	<input type="checkbox"/> Important Documents	<input type="checkbox"/> Turn off water, gas, electricity	<input type="checkbox"/> Lock doors and windows
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>