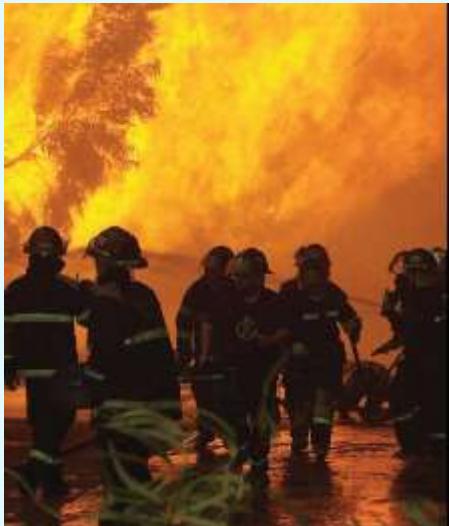




Plan Today, Be Prepared Tomorrow What To Do In A Emergency



This booklet has been designed to accompany our new Community Risk Register and provide residents with information about what they should do to stay safe should an emergency event occur.

Brentwood Council plays a key role in Essex-wide Emergency Planning and works closely with the Emergency Services, Local and County Councils and other support agencies to prepare plans and procedures for a wide range of emergency situations.

Luke Lambert Joint Emergency Planning Officer

Essex County Fire & Rescue Service and Brentwood Borough Council

For any questions, please contact us on:

Telephone – 01277 312500

or email: Emergency.Planning@brentwood.gov.uk

Preparing for an Emergency

Think about staying in contact with your family and friends if you become separated. Consider pre-planned meeting places or pick a relative who lives away from the area as a contact for you and your family to call and assure you are okay.

1. **Think** about the types of situation you may encounter – being stuck in extreme weather or being evacuated from your home or place of work
2. **Discuss** with your family and agree what you would do and how you would achieve this
3. **Write** down your plan of action as a simple list

Discussing what you plan to do in the event of an emergency, this will make you and your family more prepared should an emergency occur.

Emergency Grab Bag

In an emergency if you had to evacuate your home, what would you take? It is easy to forget vital items in the panic of an evacuation, which is why it is good practice to maintain a small emergency grab bag of essential items.

These can include:

Prescription medicines

- Toiletries
- Essential contact list including: Doctors/ Carers/ close relatives
- Copies of identity documents
- Small first aid kit
- Radio and Torch
- Spare batteries
- Notebook, pencil
- Spare glasses (if necessary)
- Insurance details
- Spare house/ car/ work keys
- Cash and/or bank card
- Any other resources specific to your needs

In an Emergency

Do not be alarmed by the instruction in this booklet, most emergencies situations are dealt with discretely by the emergency services without alerting the public.

In most cases should an emergency occur within your locality you will be advised to stay indoors, if so then you should:

Go In

- Go indoors
- Close window and outside doors, shut down ventilation systems
- If you are away from home go into a close shop or other public building

Stay In

- Extinguish any naked flames
- Remain inside and await further instruction
- If you have missing pets do not go out to find them
- The Police, Local Authorities and Education establishments will ensure that children attending school will be safe and looked after
- If you are in immediate danger only dial 999 but only if there is a risk to life or limb

Tune In

- To local, television or radio stations or look at local news websites
- Follow any instructions given to you

Our local radio stations:

BBC Essex – 103.5 & 95.3 FM

Heart FM 102.6 & 96.3 FM

Phoenix FM – 98 FM

Other things you can do to be prepared

- Plan safe escape routes from your home encase of fire
- Think, what will I do with my pets?
- How might I be able to help other people in my area to safety?
- Put an **ICE (In Case of Emergency) number** in your phone so the emergency services know who to make contact with, if you are unable to make a call.

What to do in case of;

Snow and Ice

- Only drive if it is essential
- If you must make a trip, take extra care and adjust your driving to fit the conditions
- Carry a blanket, warm clothes and an emergency grab-bag in case you get stranded

Flood

- Do not drive through flood water, you never know how deep it is
- If you are evacuated turn off all utilities before you leave
- Assume any floodwater is contaminated and never let children play in it.

Evacuation

- Leave your home if the emergency services say so. Refusing to leave on their advice will put you, your family at risk
- Remember your emergency grab bag
- Consider neighbours who may have difficulties evacuating and make the Emergency Services Aware.
- If you are in a car, do not lock it and leave the keys inside.

For further information please see the How to Prepare for an Emergency booklet which accompanies this document