



Household Emergency Life-Saving Plan (H.E.L.P.)

This template 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.

What Emergencies May We Face?		
<p>Discuss the dangers you could face. These could include industrial accidents, severe weather, floods or other possible emergencies. What action will you take in response to each situation? Put details in the plan below.</p>		
Danger	Action	Comments or Notes
<p><i>Flood – all of downstairs flooded</i></p>	<ul style="list-style-type: none"> • <i>Move all the valuables upstairs if there are severe weather warnings.</i> • <i>Prepare an Emergency Grab Bag.</i> • <i>Find out if I am eligible to receive free flood warnings.</i> 	<p><i>Keep kitchen items such as cleaning products in plastic boxes so they are easy to move</i></p>
<p style="text-align: center;">In the event of an emergency you should take the following action, unless you are told otherwise by the emergency services;</p> <ul style="list-style-type: none"> • Go inside a safe building and stay away from doors and windows. • Stay inside until you are advised to do otherwise by the emergency services. • Tune into your local radio, TV and internet news channels. 		
<p style="text-align: center;">If You Are Evacuated</p> <p>If you are asked to leave your home by the emergency services, take your complete H.E.L.P. plus Emergency Grab Bag and leave as quickly as possible.</p> <p>If you do not have anywhere safe to stay, inform your local authority. They will make arrangements for those evacuees who need temporary accommodation.</p> <p style="text-align: center;">ALWAYS FOLLOW INSTRUCTIONS FROM THE EMERGENCY SERVICES</p>		

<p>Where will we meet? If you cannot get home or contact each other pick two places where you could meet. One close by, the other slightly further away in case the emergency is more widespread.</p>
<p>Nearby place: <i>Nana's (this is 5 streets away)</i></p>
<p>Outside the immediate area: <i>Aunt Sally's (this is on the other side of town)</i></p>
<p>What if we cannot get there? Choose a friend you can contact to say you are safe</p>
<p>Name: <i>Sheila Smith</i> Address: <i>1 The High Street, Chester.</i> Home Phone: <i>01234 567890</i> Mobile Phone: <i>077 123 45678</i></p>
<p>Where can we stay? If you have to evacuate could you stay with friends or family. Have two different places.</p>
<p>Name: <i>Hayley Storr</i> Address: <i>1 Beach Avenue, Manchester</i> Home Phone: <i>01234 567890</i> Mobile Phone: <i>077 123 45678</i></p>
<p>Name: <i>Peter Ralph</i> Address: <i>76 Pastures Lane, Liverpool.</i> Home Phone: <i>01234 567890</i> Mobile Phone: <i>077 123 45678</i></p>
<p>Where and how do we turn off the following? Only do this if you have time to do so.</p>
<p>Water: <i>Cupboard outside the back door</i></p>
<p>Gas: <i>Boiler Room</i></p>
<p>Electricity: <i>Boiler Room</i></p>
<p>Will any neighbours need our help?</p>
<p>Name: <i>Evie Smith</i> Address: <i>4 Breckswood Road, Chester.</i> Home Phone: <i>01234 567890</i> Mobile Phone: <i>077 123 45678</i></p>
<p>Name: <i>Mr and Mrs Jones</i> Address: <i>6 Breckswood Road, Chester.</i> Home Phone: <i>01234 567890</i> Mobile Phone: <i>077 123 45678</i></p>
<p>If you have time, secure your premises before you leave. Do not return home until you are told it is safe to do so.</p>

Emergency Grab Bag

An emergency could happen at any time. An **Emergency Grab Bag** is one simple thing you can do to make sure you and your family are ready. Make an **Emergency Grab Bag** of things you could need. It will need to be easily found by all family members, and should be checked every six months. Consider including the following items:

	Tick	Comments or Notes
Copy of this Household Emergency Life-Saving Plan	✓	<i>A spare in the kitchen</i>
First aid kit and medication	✓	
Copies of important family documents in a waterproof bag, e.g. passport, birth and insurance certificates	✓	
Mobile phone and charger	✓	
Personal hygiene items, such as soap, toothbrushes and toothpaste, towel, feminine hygiene products	✓	
Bottled water and emergency food, enough for three days	✓	
A battery radio with spare batteries or a wind up radio	✓	<i>Only 1 spare set of batteries – need another</i>
A battery torch with spare batteries or a wind up torch	✓	<i>Only 1 spare set of batteries – need another</i>
Extra set of house and car keys	✓	
Childcare supplies or other special care items	✓	
Cash and credit cards	✓	<i>£100 cash</i>
Other items you may need – make a list (e.g. local A-Z map, playing cards, colouring or puzzle book, children's toys, notebook and pen/ pencil)	✓	

Steps To Take In Advance		
	Tick	Comments or Notes
Make sure the whole family know what to do in the event of an emergency	✓	
Find out more about the risks in the area you live in	✓	<i>Check Cheshire Resilience website frequently</i>
Check you have adequate insurance cover	✓	
Consider learning first aid	✓	
Install and regularly check smoke detectors	✓	
Consider installing a carbon monoxide detector	✓	
Decide which items would need to be moved upstairs in the event of a flood	✓	<i>See additional notes</i>
Know the quickest route out of your home and neighbourhood	✓	
Put your emergency phone numbers into your mobile phone	✓	<i>Added to Sam's phone too</i>
Have sufficient food in your house for three days	✓	
Make sure your child's school has current information about how to reach you	✓	<i>Checked 15th September 2010.</i>
If you have locking windows ensure that keys are to hand as with keys for locked doors	✓	
Consider the needs of pets or other animals		<i>No pets</i>
Other steps you may need to take – make a list (e.g. swap telephone numbers with neighbours, teach children how and when to call 999)	✓	

Useful Contact Numbers

Keep this list handy and make extra copies if needed. Keep a copy by your home phone and store them in your mobile phones.

Emergency Services (inc. Coastguard)	999
NHS Direct	0845 4647
Environment Agency Floodline	0845 988 1188
Environment Agency Incident Hotline	0800 807 060
Cheshire Police (non emergencies)	0845 458 0000
Cheshire Fire and Rescue Service (non emergencies)	01606 868 700
Local Authority	<i>Cheshire West and Chester</i> <i>01234 567 890</i>
School(s)	
Work	
Doctor	
Dentist	
Other useful contact numbers – make a list (e.g. hospital, house and car insurer, electricity/ gas/ water supplies)	<i>Countess of Chester Hospital</i> <i>01234 567 890</i>
Local Radio Stations	BBC Manchester 95.1 FM BBC Merseyside 95.8 FM BBC Shropshire 96 FM BBC Stoke 94.6 & 104.1 FM BBC Wales 93-104 FM
Other useful radio stations – make a list	

Looking After Pets

Keep a separate emergency bag for pets in case they need to be evacuated. Contents will depend on the type of pet but may include:

	Tick	Comments or Notes
Water, food and bowls		
Leash / muzzle / harness		
Medication, health records, license numbers and microchips numbers		
Blanket, pet carrier or cage		
Photo of your pet in case it gets lost		
Plastic bags for waste		

More Information

For more information on preparing for emergencies in the Cheshire area;

Go to the dedicated emergency website:

www.cheshireresilience.org.uk

Or email:

lf.queries@cheshire.pnn.police.uk

Additional Notes

Items to move upstairs:

Paperwork from kitchen drawers.

Phone books and local directories.

DISCLAIMER

This **Household Emergency Life-saving Plan** template has been produced by the Cheshire Local Resilience Forum to assist households in preparing for an emergency incident at home. The Local Resilience Forum or its constituent members will not be held responsible for any damage, loss or injury to persons or property as a result of using this template.

Please note that this template has been adapted from Devon, Cornwall and Scilly Local Resilience Forum Household Emergency Plan.

Template from the Cheshire Local Resilience Forum