

Brent Emergency Planning Household Emergency Procedures

This plan has been designed to help you and your family prepare for an emergency. Hopefully, it will help you to consider the potential dangers in and around your home and put actions and a plan in place to help you stay safe and resilient.

What Are The Potential Dangers

Discuss the dangers you could face. These could include fire, severe weather, floods or other possible emergencies. What action will you take in response to each situation? Put details of these actions in the plan below. If you need some help or are unaware of the risks posed around your home, please refer to the Brent Community Risk Register.

Danger	Action
Fire	Have you got a plan to evacuate the house? Do you have items to extinguish small fires? For e.g. fire blanket or extinguisher
Snow and Ice - Severe Cold Weather	Have you got an emergency grab bag in your car, have you checked your water pipes, do you have spare warm clothes in your car?

Generally - If the danger is outside – You will be asked to Go In, Stay In, Tune In

- Close all windows
- Stay there until you are contacted by the emergency services or are told that the emergency is over
- Tune in and listen to the local radio or TV news for updates on the situation
- It may not be safe to collect children from school. Don't panic, schools have emergency plans so pupils will be cared for

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

EVACUATING YOUR HOME

If you need to evacuate your home, a rest centre will be provided where you will be safe and sheltered. If you choose to make your own arrangements, please let someone know you are safe.

ALWAYS FOLLOW INSTRUCTIONS FROM THE EMERGENCY SERVICES

Emergency Grab Bag

Put together an emergency bag, it should hold vital information and items that may be useful in an emergency. The bag should be small enough to carry and be stored in a safe and secure place where it can be quickly found and taken during an emergency. The bag should be checked regularly and include:

Things to Consider	Tick
A copy of this emergency plan	
Details of regular prescription items for your family – spare items if possible.	
Paper copy of useful telephone numbers (e.g. family, friends, insurance company, utilities, doctors etc.)	
Mobile phone and charger	
Important documents (e.g. passport, insurance certificates etc)	
National Health Service numbers	
Important computer information stored on a disk or USB	
Toiletries	
First Aid Kit	
Bottles of water	
Snack bars / chocolate	
Wind up or battery powered radio including spare batteries	
Wind up or battery torch with spare batteries	
Notebook and pen / pencil	
Essential keys (e.g. house / car / work)	
Special items e.g. glasses / contact lenses, items for babies, children and disabled	
Cash / debit / credit cards	
Other items you may need – make a list (e.g. playing cards, children's toys)	

Additional Steps You Could Take

Things to Consider	Tick
Install and regularly check smoke detectors	
Consider installing a carbon monoxide detector	
Does your house flood? Consider which items would need to be moved upstairs in the event of a flood	
Know the quickest route out of your home and neighbourhood	
Put your emergency phone numbers into your mobile phone. Enter them under ICE – In Case of Emergency	
Teach children how and when to call the Emergency Services (999)	
Have sufficient food in your house for three days consider dried, tinned and preserved food stuffs	
Have a first aid kit and make sure everyone in the house knows where it is – update items regularly	
Check the insurance cover for your house and contents is up to date? Are you adequately covered for the risks you face?	
Make sure your child's school has current information about how to reach you. What are their emergency arrangements?	
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 (see below)	
Other information you think might be important	

Emergency 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	999
Non-emergency Police enquiries	101
NHS 111	111
Brent Council Customer Service Line	020 8937 1234
Environment Agency Floodline	0845 988 1188
Gas Leaks	0800 111 9999
UK Power Networks Power cuts	0800 028 0247
Affinity Water - Leaks	0800 376 5325
Thames Water Leaks	0800 714 614
Sewage Hotline	0845 9200 800
Highways Agency	08457 505 300
Met-Office	0870 9000 100
Work 1	
Work 2	
School(s)	
Local Council helplines	
Doctors	
Dentist	
Hospital	
House Insurer	
Car Insurer	

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:

Things To Consider	Tick
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	

Additional Notes

DISCLAIMER

This Household Emergency Plan template has been produced by Brent Council to assist households in preparing for an emergency incident. Brent Council will not be held responsible for any damage, loss or injury to persons or property as a result of using this template.