



**BRENTWOOD
BOROUGH COUNCIL**

Emergency Planning Guide

2017



How to prepare and protect
yourself and your family

www.brentwood.gov.uk



Brentwood County High School

Aspire. Believe. Achieve. Succeed.

Headteacher: Stephen Drew

Shenfield Common, Seven Arches Road, Brentwood, Essex, CM14 4JF

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Introduction

Emergency situations are very rare, but it's never too early to start a conversation around what steps should be taken if something unexpected occurs. Whether it's a minor incident or something more serious, there are some basic procedures everyone can prepare to ensure they are ready to keep themselves and others safe whatever the emergency.

This booklet is designed as a starting point to get you and your family talking about what you can put in place, what might work best for you all in and around your home environment and community.

Your place of work and your children's schools are likely to have safety procedures in place already, so make sure you find out and understand what these are.

Getting Started

Situations to get you thinking

What would you do if the below emergency situations arose? Some questions to get you started:

Do I know my escape routes? Is there more than one?

Who do I need to contact – emergency services / family?

What is the most important thing I need to do to stay safe?

Emergency situation

Do I need to think about?

Fire

Where is my nearest escape route?

Utilities failure

Do you know how to turn off the gas, water & electricity to your home?

Power cut

Do I know who my network operator is?

Gas leak

Are all naked flames, including cigarettes, extinguished? Are all windows open?

Flooding

Do I need to phone my water supplier?

(Burst pipe, heavy rain)

Severe weather conditions
(snow, for example)

Can I get to work? Can my child/children get to school?

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Making it personal

Safety in numbers

Make sure someone always knows where you are during an emergency.

Think about who you would contact in an emergency. You should get in touch with at least one family member (or friend) to let them know where you are. In case you are unable to contact them by phone, pick two places where you could meet. One close by, the other slightly further away, in case the emergency is more widespread.

My emergency contact is: 


Name

Phone

Meeting place 1

Meeting place 2

What if I am unable to meet my emergency contact? Choose an alternative person you can get in touch with to give your location to...

My alternative emergency contact is: 

Name

Phone

Meeting place 1

Meeting place 2

If you have to leave your home, can you stay with other family or friends?

List two possible places where you could go

I could stay with: 

Name.....	Name.....
Address.....	Address.....
Phone	Phone

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Should I stay or should I go?

Assessing the situation

Depending on the nature of the emergency the most important decision might be whether you stay inside or get out.

You should understand and prepare for both possibilities with these general rules:

If the danger is outside: **Go in, Stay in, Tune in**



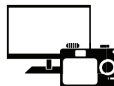
Close all windows and doors



It may not be safe to collect children from schools or nurseries – these have their own plans in place, so pupils will be cared for



Stay inside until you are contacted by the emergency services or a representative



Listen to local radio and TV and check the internet regularly for updates



Local radio stations:

BBC Essex 103.5 FM, 95.3FM	Heart Essex 96.3FM, 102.6FM	Radio Essex 107.7FM	Phoenix FM 98.0FM
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If the danger is inside: **Get out, Stay out and call 999**



If you have time, secure your home before you leave



Make your way to a safe location



Call emergency services on 999 if you are in immediate danger

What if there is an official evacuation?

If there's an official evacuation, the emergency services or your local authority will advise you of the location of your nearest rest centre, and help you to get there safely. Alternatively, you can choose to make your own arrangements, such as staying with family or friends.



Make sure you take any required medication with you. See page 8 for advice on putting together an emergency grab bag

Whether you decide to stay or go, make sure to tell your emergency contact where you are.

ALWAYS FOLLOW INSTRUCTIONS FROM THE EMERGENCY SERVICES

www.brentwood.gov.uk

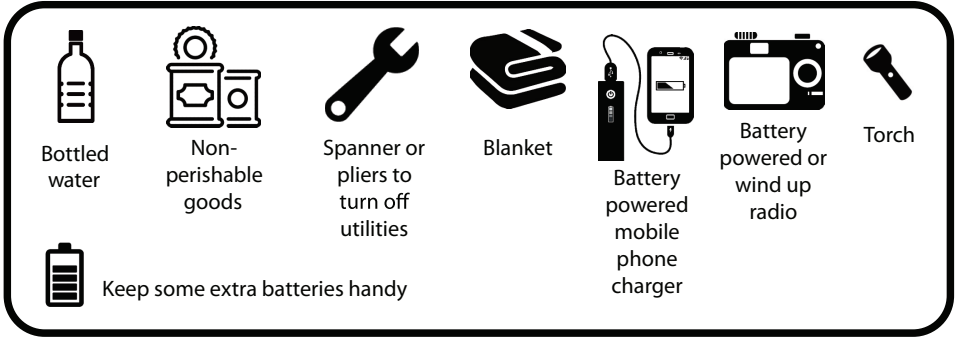
Packing

Staying at home?

Think ahead and prepare a home emergency kit

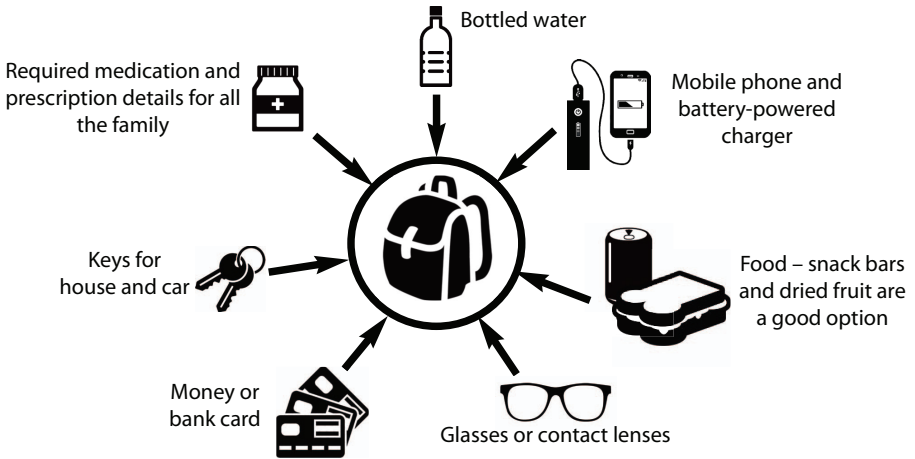
What items would be useful to have with you at home if services such as electricity, gas, water, sewage treatments and telephones were cut off for up to 72 hours?

Can you find a space for these in a cupboard or box?



Leaving home?

If you had to leave home in a hurry, what would be useful to take in a grab bag?



Making sure you are safe in an emergency should be your first priority. Only take the time to collect items if it is safe to do so.

- Don't take too much! Use a bag that's small enough to carry easily
- Keep a list on the fridge or inside your chosen bag to jog your memory

Continued overleaf



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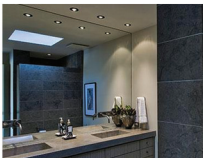
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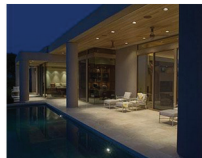
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Packing continued

If you have time:



Identity documents: passport or driving licence



Emergency plan with contact list



First aid kit



Torch



Battery-powered or wind-up radio



Warm coat

Pets

We know how important your pet's safety is to you

Here are some tips to keep them safe

Preparation

- Is your pet microchipped?
- Are their ID tags up to date and securely fastened to their collar?
- Do you have somewhere you could take your pet in an emergency, if you were unable to take them with you?

During an emergency

- Make sure your pet is calm and comfortable
- If the emergency is outside, bring them into the house with you
- If you cannot get home, ask a neighbour to check on your pet or take them to your emergency location



If you do decide to take your pet with you, consider taking

- Collar and lead
- Pet medication
- Pet snacks
- Carrier or cage
- Bed or blanket
- Pet information card and vet details

Useful contacts:

Here are some contact numbers you may find useful in an emergency

Key contacts

Emergency services	999	For urgent assistance from police, ambulance or fire brigade
Essex Police non-emergency	101	If the situation is less urgent
NHS Advice non-emergency	111	Non urgent medical advice
Brentwood Borough Council	01277 312500	Normal office hours
	01277 262728	Out-of-hours emergency number
	01277 261112	Out-of-hours housing emergency repairs

Electricity, gas and water emergencies

Electricity	105	Loss of electricity
Gas (National Grid Gas)	0800 111 999	Gas leak, or concerns regarding carbon monoxide
Essex & Suffolk Water	03457 820 999	Water & sewerage emergencies
Anglian Water	03457 145 145	Water & sewerage emergencies

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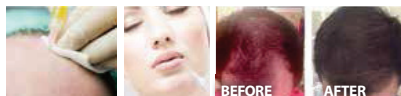
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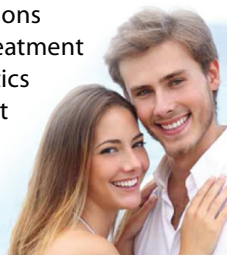
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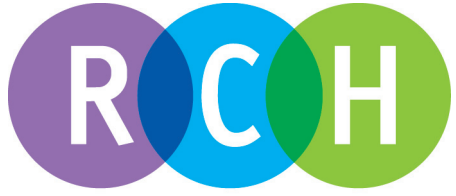


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