**Household Emergency Plan**

If a major emergency happens it may be some time before help arrives. It’s very important that you and your family get together to prepare.

**✓ Agree a plan in advance with those in your home**

**✓ Complete this template together and keep it safe in case you need to use it.**

If the emergency means it is not safe to go out, the advice is usually to:

**GO IN** (go indoors and close all windows and doors)

**STAY IN** (stay indoors)

**TUNE IN** (to local radio, TV or the internet, where public information and advice from the emergency responders will be broadcast)

**My local radio station: ……………………. Is on frequency: ………………………**

**If you have to leave your home, get out, stay out, and take others with you.**

Think of two meeting places: one near home and one further away, in case you can’t get home.

**✓ Meeting Place 1 (Near Home) ✓ Meeting place 2 (Further away)**

**Location………………………… Location …………………………….**

**……………………………………. …………………………………………**

**……………………………………. …………………………………………**

Pick a friend or a relative who lives out of the area, who you will agree to call to say you’re OK, should you need to leave home. Make sure this person knows.

**✓ Friend or relative to call to let people know that you’re OK**

**Name:…………………………………**

**Telephone number:……………………….**

If it is safe to do so, you should check on your neighbours and vulnerable people living close by. Have a think about who they are in advance.

|  |  |  |
| --- | --- | --- |
| **Name:…………………………****Address:……………………****…………………………………****…………………………………****Tel Number:…………………** | **Name:…………………………****Address:……………………….****…………………………………..****…………………………………****Tel Number:……………………** | **Name:……………………………****Address:………………………..****……………………………………****……………………………………****Tel Number:……………………** |

**Important Telephone Numbers**

* For the emergency services, dial 999
* For NHS 24, dial 08454 24 24 24
* For SEPA’s floodline, dial 0845 988 1188
* For Scottish Water, dial 0845 601 8855

You should record other important telephone numbers:

Schools/Colleagues:

Work Contact:

Doctor:

Insurance:

Gas supplier:

Carers/childminder:

Plumber:

Vet:

Local authority:

Electricity supplier:

Other:

**Pack an emergency kit**

You should keep enough food and water and other essentials at home for at least three days.

Whether you have to stay in or get out, packing a small emergency kit will help you get through. Keep it in a safe place at home where you can reach it easily. Your kit should be kept in a waterproof bag and the top ten things to include are:

 ✓ Battery radio with spare batteries, or a wind up radio

 ✓ Battery torch with spare batteries, or a wind up torch

 ✓ First aid kit

 ✓ Important documents like birth certificates and insurance policies

 ✓ Bottled water, ready-to-eat food that won’t go off and a can-opener too

 ✓ Spare keys to your home and car

 ✓ Spare glasses or contact lenses

 ✓ Toiletries and details of important medicines

 ✓ Pencil and paper, penknife, whistle

 ✓ Pet supplies

If you have to leave your home and there’s time to gather them safely, you should also think about taking:

 ✓ Essential medicines

 ✓ Mobile phone and charger

 ✓ Cash and credit cards

 ✓ Spare clothes and blankets

 ✓ Games, books, a child’s special toy

 ✓ Pets

For further advice on being prepared for emergencies see

[**www.readyscotland.org**](http://www.readyscotland.org)