



**BRENTWOOD
BOROUGH COUNCIL**

Preparing for an Emergency

Protecting yourself and your family in an emergency



Thankfully, emergencies are rare; but they can and do happen.

By preparing for an emergency, you may be able to lessen the impact it might have on you, your family and your community.

Whilst Brentwood Borough Council has plans in place to respond to an emergency, you can also help yourself by being ready too.

By preparing yourself in advance, you will significantly increase your ability to cope with an emergency and get your life back to normal once the crisis has ended.

You can prepare for:

- Flooding
- Fire
- Power or water supply cuts
- Extreme weather
- Major transport accidents
- Chemical spills

Brentwood Borough Council has designed this leaflet to help you prepare for, respond to and recover from an emergency. Keep it in a safe place and refer to it when necessary.

Before an emergency – prepare

Talk to your family, neighbours and members of your community about what you should do in an emergency.

- Think about the type of situation you may encounter
- Discuss and agree what to do
- Write down your plan

It is best to write down your plans – but even having discussed it may make a difference to how you cope in an emergency.

Things to do

- Make up a grab bag
- Think about how you would stay in touch if you were separated from your family. Identify meeting points, one near and another some distance from your home
- Pick a friend or relative who lives out of the area for you and your family to call to say everything is ok
- Plan safe escape routes (at least two) from your home and practice using them
- Make sure that you and your family are familiar with how to turn off water, gas and electricity supplies to your home
- Keep a record of family details, including date of birth, NHS number and important medical information
- Make a list of important contacts such as insurance companies and utilities suppliers
- Make copies of any important documents and store them away from home – at work, at a relative's home or even on the internet
- Make a plan for your pets (you might not be able to take them to a rest centre)
- Consider any elderly or vulnerable neighbours who might need your help
- Find out the emergency procedures in your workplace and your children's school
- ICE – enter a number of a friend or relative into your mobile phone and call it ICE (In Case of Emergency) so that if you are unable to make a call, the emergency services can contact someone who knows you

Prepare a grab bag

If an emergency occurs in your area, you and your family could be evacuated at short notice and for some time. A grab bag contains everything that you might need in an emergency. It should be small enough to carry and easily accessible.

Emergency grab bag checklist:

- Prescription medicine details for all the family
- Doctor's contact details
- Small first aid kit
- Bottles of water
- Snack bars
- Baby food (if applicable)
- Contact list with phone numbers
- Copies of important documents
- Radio (wind up or battery)
- Torch (wind up or battery)
- Spare batteries
- Notebook and pencil
- Spare glasses (if necessary)
- Mobile phone charger
- Spare house and car keys
- Entertainment – cards, reading book, puzzles

During an emergency - respond

Common sense and instinct will probably tell you what to do in an emergency.

However, try to remember:

- Call 999 if someone has been injured
- Don't put yourself or other in danger
- Try to remain calm and think before you act
- Help yourself before you attempt to help others
- Go in, stay in, tune in. The safest course of action in a major emergency is to go inside a safe building and stay there until the council or one of the emergency services advises you otherwise and tune in to your local radio station:
 - o BBC Essex 103.5 and 95.3 FM
 - o Heart FM 102.6 and 96.3 FM
 - o Phoenix FM 98.0 FM
- In some emergencies, you may be asked or decide to evacuate. Collect your grab bag and follow the Emergency Services' instructions

After an emergency – recover

Emergencies can be traumatic and overwhelming. It is normal to feel numb, helpless, angry, guilty, fearful or anxious. This is your body's way of protecting you after an emergency. These feelings will pass over time but it is important to seek medical help if they persist.

Inform your insurance company as soon as possible if your property has been damaged. Seek professional advice if you think that your home could be structurally damaged. If your property has been flooded, remember that floodwater is often contaminated so seek the advice of the Environment Agency or the Council before starting any clean up.

Useful contacts

Emergency services - 999

Gas emergencies – 0800 111 999

Electricity emergencies – 0800 783 8838

Floodline – 0845 988 1188

NHS Direct – 0845 4647

Brentwood Borough Council - 01277 312500

Out of Hours Emergency - 01277 262728

Important information

Doctor -

School/college -

Vet -

Building insurance -

Contents insurance -

Health insurance -

Motor insurance -

Plumber -

Electrician -

Local meeting point -

Alternative meeting point -

Contact us:

Brentwood Borough Council Emergency Planning
Town Hall
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