

## PREPARING FOR EMERGENCIES CHECK SHEET

ACTION	TICK ✓
Do you know and understand the risks and potential emergencies that may occur in your community?	
Do you live or work within a flood risk area (use the Environment Agency website <a href="http://www.gov.uk/flood">www.gov.uk/flood</a> )?	
Have you compiled a Household Emergency Plan?	
The plan will contain an emergency contacts list, including useful telephone numbers for the emergency services, your utility providers, family, friends and insurers. Have you compiled this list?	
Have you put together an Emergency Grab Bag in case you are evacuated from your home?	
Do you and each family member know where and how to turn off the water, gas and electricity supplies in your home?	
Does your house have smoke alarms in suitable locations within your home? Ensure you test them on a regular basis.	
Identify escape routes in your home and keep them free from any obstructions. If they are kept locked do you and each member of your family know where the keys are?	
Do your children know how and when to call the emergency services?	
Make sure that you know the emergency procedures for your children at school and the emergency procedures in your workplace.	
Ensure your children are aware of who will collect them from school if you are unable to get there. If you are required to, tell the school who is authorised by you to collect your children.	
Discuss and agree a plan with your friends and neighbours of what you will do for each other during an emergency.	
Agree with family members how to stay in contact with each other in the event of an emergency.	
Are there any elderly or vulnerable people that may need your help, if so: <ul style="list-style-type: none"> <li>• Do you have their details?</li> <li>• Do you have contact details for their next of kin/family/friends?</li> <li>• Are you able to gain access to their property?</li> </ul>	
Find the frequencies of your local radio stations to be able to tune in during an emergency.	
Ensure you have adequate provisions at home of bottled water and tinned non-perishable foods to last at least 3 days.	
Check that your insurance cover is sufficient for your family, home and its contents. Keep brief details of your insurance company and cover provided with your contacts list.	
Make appropriate arrangements for your pets during the event of an emergency.	
Have some essential items in your car.	