

# Your Home Emergency Plan



**Being prepared and writing down some important information now, can help you be more ready for an emergency if it were to occur, and can significantly reduce the impacts experienced by you and your loved ones.**

Having a plan written down, can help you refer to a process in circumstances where you have no electricity, phone or communications.

Download this plan, fill it in and agree a plan in advance with your household. Print it out and keep it somewhere safe.

**If you or someone else's life is in danger, dial 999**



WestBerkshire  
COUNCIL

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



**Go in**

Go inside and close all doors and windows



**Stay in**

Stay indoors and take the time to check your emergency kit



**Tune in**

Monitor national and local news and follow official advice for what to do next

**If you have to leave your home - get out, stay out and take others with you, then call 999** - If you have any neighbours that may be vulnerable, check in on them to make sure they are ok.

## Household Meeting Point

In certain situations, you may need to leave your home for your own safety. Decide where you will meet others, this could be a community hub if you have one nearby. Always follow advice from emergency services about when it is safe to return home.

### Meeting Place 1 (Near):

Location:

.....

.....

### Meeting Place 2 (Near):

Location:

.....

.....

### My local radio:

Radio station:..... Frequency: .....

Website:.....

Radio station:..... Frequency: .....

Website:.....

Radio station:..... Frequency: .....

Website:.....

## Where to acquire further information:

The following website will provide you with further information and guidance in times of emergency:



West Berkshire Council [www.westberks.gov.uk](http://www.westberks.gov.uk)

The following social media pages will help to keep you informed about current situations during emergencies:

X (formerly Twitter): 

Thames Valley Police

@ThamesVP

Royal Berkshire Fire and Rescue Service

@RBFRSofficial

South Central Ambulance Service

@SCAS999

West Berkshire Council

@WestBerkshire

## Household Contact Details

Use this section to list the members of your household and their contact numbers:

Contact Name :

Mobile number:

Landline number:

.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Details of a friend/relative who lives away from the affected area that you will call to let them know you are ok.

Contact Name :

Mobile number:

Landline number:

.....

### Others you might want to check in on:

Contact Name :

Mobile number:

Landline number:

.....

.....

.....

### List of current medication

Medication name	Dose	How often	Who takes it

# Emergency Grab Bag

Whether you have to stay in or get out it is recommended that you have an emergency grab bag ready and available in case of an emergency evacuation that requires you to leave quickly. Keep it in a safe place at home which is accessible and in a waterproof bag where possible.

## In this grab bag we recommend considering the following:

### Essentials:

- Bottled water**
- Non-perishable foods**  
(inc. baby food/pet food)
- First aid kit**  
(and essential medicines)
- Radio and Torch**  
(spare batteries or wind-up equivalent)
- Important documents**  
(copies of ID and home insurance)
- Emergency Contacts**  
(written on paper)
- Mobile phone charger**  
(ideally a portable charger)
- Money and credit cards**



### To consider:

- Change of clothes**  
(inc. warm clothing and blankets)
- Toiletries**
- Spare keys for house and car**
- Notebook and pen/pencil**
- Spare glasses/contact lenses**
- Children's toys and games**

# Important Telephone Numbers

Emergency Services	<b>999</b>
Police non-emergency	<b>101</b>
NHS 24	<b>111</b>
Floodline/Flood Agency	<b>0345 988 1188</b>
Power Cuts	<b>105</b>
Gas Emergency	<b>0800 111 999</b>

## Record of other important contact numbers:

Local authority	Car insurance
.....	.....
Doctors	Water Supplier
.....	.....
Schools/colleges	Gas Supplier
.....	.....
Nursery/childminder	Electricity Supplier
.....	.....
Carers	Plumber
.....	.....
Employer contacts	Vet
.....	.....
Home insurance	Other
.....	.....

## Utility isolation

If you have time and it is safe to do so, you may need to turn off utilities in your home. **WARNING:** you can turn the water and electricity back on yourself but NOT the gas. This must be done by a qualified engineer

Utility	Location of your isolation/turn-off point	Tick when shut-off
Gas isolation valve		
Electricity isolation switch		
Water stop cock		
Heating Oil		

# Emergency Action Checklist

This section contains a checklist which should be followed in the event of an incident or emergency where you are required to action this plan.

Tick	Action to be taken
<input type="checkbox"/>	1. If life is in danger, call emergency services if not alerted already
<input type="checkbox"/>	2. Ensure you are not in danger in current location, if in danger move to a safe place
<input type="checkbox"/>	3. Are you being advised to or do you need to evacuate the property? If so, advise a family member or friend where you are going and how you can be contacted
<input type="checkbox"/>	4. Consider contacting neighbours or those who may be affected by the situation.
<input type="checkbox"/>	5. Carry out any required actions before evacuating, getting the grab bag, isolating utilities, informing contacts etc

## Are you emergency-prepared?

Addition notes/Information (e.g. places to shelter, further considerations for your household):

### More information

[www.westberks.gov.uk/emergency-planning](http://www.westberks.gov.uk/emergency-planning)