

# My Emergency Plan



# Introduction - why do you need a plan?

Emergencies can happen at any time and can take any form, it may be a fire, a gas leak, a burst water main or even a terrorist incident.

This booklet is to help you prepare a plan if you are affected by an incident, like one of those described above.

- Is your home at risk from flood or fire?
- Could you survive without power or water for three days?
- Have you got alternative methods to get to work?
- Does your family know what to do in an emergency?
- Are your home and contents insured?
- Do you know how to turn off the gas, water and electricity in your home?
- Can you stay in touch with your family?
- What would you do if you had to evacuate your home? Would you know what to take?

These questions will take too long to answer in an emergency situation because emergencies may happen without warning and they can have disastrous effects.

Make sure you give yourself every chance by being prepared follow your Emergency Plan.



## Chapter 1

### Making your plan



## Chapter 2

### Packing your bag



## Chapter 3

### Staying informed



## Chapter 4

### Fire safety

# Making your plan

## Let's get started on your emergency plan

My name: \_\_\_\_\_

My address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My phone numbers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### My next of kin

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Medication I take: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**My doctor**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number: \_\_\_\_\_

My health problems: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Making your plan

In an emergency the mobile phone network may be overloaded with calls. You may need to have a plan with your family in order to stay in contact with each other.

Choose two meeting points you can go to if you are separated from your family and cannot access your home. One should be close to your home and the other a bit further away.

If you cannot phone each other you can all meet up there.

My family meeting points: .....

.....

.....

I do not speak English, the language I speak is: .....

.....

My special needs are: .....

.....

.....

.....

.....

.....

**My contacts - write their name and numbers below**

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-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
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**My pets**

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My vet: -----

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# Packing your bag

During an emergency you may need to evacuate your home, for example, if there is a gas leak, fire, burst water main or power failure.

In the event of an emergency you may have some time to pack some things, but as emergencies are unpredictable you may have no or very little time to pack for example during a fire when the advice is **Get Out** and **Stay Out**.

If you have time...	If you don't have time...
Torch	My Emergency Plan
Food	House keys
Water	Mobile phone and charger
Change of clothes	Money / bank card
Glasses	Medication
Anything useful you can see after a little think	Anything useful you can see on your way out

Have you thought about the essentials you would need if you had very little time to evacuate?

## Planning tip:

**Why not have a think about what you would take now, set aside some time and list what you would take if you had time to pack or what you would grab on the way out if you didn't have time to pack.**

**We have given you some tips on the next page**



## What you should consider packing in your Go Bag:

- a torch - if it is not a wind up torch, don't forget the batteries!
- your 'My Emergency Plan' booklet
- your medication
- bottled water
- food (an energy bar or two)
- clothes (maybe a warm jumper)
- glasses.



## What you should grab before you leave:

- a mobile phone and charger
- house keys
- money / bank card
- medication.



# Staying informed

## Useful information

This page gives you all of the useful contact numbers that may help you keep up-to-date with the situation.

Emergency Services	999
Police (non-emergency)	101
NHS (non-emergency)	111
Power cut information	105
Islington Council	020 7527 2000
Thames Water	0845 9200 800
National Grid Gas	0800 111 999
Environment Agency	0845 988 1188
Transport for London	020 7222 1234
Anti-Terrorist Hotline	0800 789 321
BBC London Radio	94.9 FM

### Organisation

Metropolitan Police  
Islington Police  
London Ambulance Service  
London Fire Brigade  
London Fire Brigade - Islington  
Islington Council  
Thames Water  
National Grid  
Environment Agency  
Transport for London

### Twitter handle

@metpoliceuk  
@MPSIslington  
@Ldn\_Ambulance  
@LondonFire  
@LFBIslington  
@IslingtonBC  
@thameswater  
@nationalgriduk  
@EnvAgency  
@Tfl

# Home fire safety guide



## KEEP YOUR HOME SAFE

### Fit a smoke alarm and test it

- Fit at least one smoke alarm on each level of your home. Test it weekly.

### Smoking

- Never smoke in bed.
- Never smoke in an armchair if you think you may fall asleep.
- Do not leave a lit cigarette, pipe or candle unattended.
- Use deep ashtrays so that cigarettes cannot roll out, and don't throw hot ash into the bin.

### Matches and candles

- Keep matches and lighters well out of the reach of children.

### Heating and electrics

- Sit at least three feet away from heaters. Never put a heater near clothes or furniture.
- Don't overload electrical sockets.

### Communal areas, stairs and balconies

- Never store anything in communal areas including balconies. Items can block your escape route and be a fire risk.

## TAKE EXTRA CARE IN THE KITCHEN

- Don't cook if you are tired or have been drinking.
- Never leave pans unattended when cooking.

### If the pan does catch fire:

- Don't try to move it or throw water on to it – it will make it worse.
- Turn off the heat if you can do so safely. If in any doubt, leave the room, close the door, shout to warn others to get out and call 999.

## STAY SAFE WHEN YOU GO TO BED

- Close all the doors as this helps to prevent fire spreading.
- Switch off and unplug electrical appliances except those that are meant to stay on, like the fridge.
- Check your cooker and heaters are turned off.
- Keep door and window keys where everyone you live with can find them.

## KNOW WHAT TO DO IN A FIRE

### Plan your escape

Fires happen when you least expect them and you will only have a short time to take action.

- Think of how you would get out if your normal way out is blocked.
- Keep the escape routes clear of rubbish, or bulky items at all times.
- Tell everyone in the house where the door and window keys are kept.

## ESCAPING FROM FIRE IN YOUR HOME

- If your smoke alarm goes off when you are asleep, follow your escape plan and get out.
- Shout 'FIRE' to warn others and don't stop to pick up valuables.
- Check closed doors with the back of your hand. Do not open the door if it feels warm – the fire may be on the other side.
- Smoke can kill, get down as low as possible where the air will be clearer.
- If your escape is blocked by fire it may be safer to stay put until the fire brigade arrives. Close the door and use soft materials to block any gaps to stop the smoke. Go to a window, call for help, dial 999 and wait to be rescued.



For further fire safety advice visit our website [london-fire.gov.uk](http://london-fire.gov.uk)

**Follow this extra advice if you live in a purpose-built block of flats or maisonettes, of any height, with shared communal corridors, external walkways, staircases or entrances.**

**If your flat or maisonette, in a purpose-built block, is directly affected by fire or smoke and your escape route is clear:**

- Get everyone out, close the door and walk as calmly as possible out of the building.
- Do not use the lift.
- Call 999, give your address including the number of your flat and state which floor the fire is on.

**If there is a fire or smoke inside your flat or maisonette but your escape route is NOT clear:**

- It may be safer to stay in your flat or maisonette until the fire brigade arrives. Close the door and use soft materials to block any gaps to stop the smoke. Go to a window, call for help, call 999, give your address including the number of your flat and state which floor the fire is on.

**If there is a fire in another part of the building but not inside your flat or maisonette:**

- Purpose-built blocks of flats or maisonettes are built to give you some protection from fire. Walls, floors and doors will hold back flames and smoke for a minimum of 30 to 60 minutes.
- You are usually safer staying in your own flat unless heat or smoke is affecting you. If you are in your flat, stay put and call 999. Tell the fire brigade where you are and the best way to reach you.
- If you are within the common parts of the building, leave and call 999.

# Home fire safety guide for purpose-built flats and maisonettes

## IF YOU HAVE A FIRE, DO YOU KNOW YOUR PLAN?

Follow this advice if you live in a purpose-built block of flats or maisonettes, of any height, with shared communal corridors, external walkways, staircases or entrances.

### If there is a fire or smoke inside your flat or maisonette:

- Get everyone out, close the door and walk as calmly as possible out of the building.
- Do not use the lift.
- Call 999, give your address including the number of your flat and state which floor the fire is on.

### If there is a fire or smoke inside your flat or maisonette but your escape route is NOT clear:

- It may be safer to stay in your flat or maisonette until the fire brigade arrives. Close the door and use soft materials to block any gaps to stop the smoke. Go to a window, call for help, call 999, give your address including the number of your flat and state which floor the fire is on.

### If there is fire in another part of the building but not inside your flat or maisonette:

- Purpose-built blocks of flats and maisonettes are built to give you some protection from fire. Walls, floors and doors will hold back flames and smoke for a minimum of 30 to 60 minutes.
- You are usually safer staying in your own flat unless heat or smoke is affecting you. If you are in your flat, stay put and call 999. Tell London Fire Brigade where you are and the best way to reach you.
- If you are within the common parts of the building, leave and call 999.



# Know what to do in a fire

## KEEP YOUR PURPOSE-BUILT FLAT OR MAISONNETTE SAFE

### Fit a smoke alarm and test it

- Fit at least one smoke alarm on each level of your home. Test it weekly.

### Smoking

- Never smoke in bed.
- Never smoke in an armchair, if you think you may fall asleep.
- Do not leave a lit cigarette, pipe or candle unattended.
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## LIFESAVER



Get one  
Test it regularly

[london-fire.gov.uk](http://london-fire.gov.uk)

For more information about knowing your fire plan as a tenant and legal requirements and responsibilities for landlords, visit [knowtheplan.co.uk](http://knowtheplan.co.uk)

## What are the unsafe behaviours?

In a purpose-built block of flats or maisonettes it is important to consider how your behaviours can impact on everyone else.

Keep escape routes and common areas clear.



Don't have a BBQ on a balcony.



It is important to know the risks in your home too:



**54%**

of all deaths in 2013 were caused by accidental fires that were started with cigarettes and smoking materials.



**60%**

of all fires start in the kitchen, mostly because of cooking.

Other common risk factors are:



Broken heating



Candles



Broken electrical devices

# What do you think of planning for an emergency?

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“It won’t ever happen to me”

“I know what to do”

“Someone will help me if I need to evacuate”

“I will think about it when the time comes”

# What do you think now?

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“Fail to prepare, prepare to fail”

For more information and to download a copy of My Emergency Plan, visit [www.islington.gov.uk/emergencyplanning](http://www.islington.gov.uk/emergencyplanning)