

Guide to Emergency Preparedness

Everybody needs an Emergency Plan

Disaster can strike without warning. It may force you to evacuate your home, work or study place or it may confine you there. Basic services such as electricity, water, gas, telephone may be cut off for extended periods of time. Transport and supply chains may be affected.

Emergency services will respond but they cannot reach everyone right away. It pays to be better prepared. Aim for being self-sufficient from 3-7 days or more. Only you know what the best level of Emergency Preparedness is for you.

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Knowing what to do and being equipped is your best protection to cope with an emergency or disaster.

Forming wider networks of skills and resources with extended family, friends and neighbours is also important. No one is ever alone in a real emergency or disaster. Only by giving and receiving help can

people cope with such events. It may at first seem daunting but preparing your emergency plan is quite straight forward and easy. You will be surprised at how much you already have, how much you already know.

Once you have completed and customised your lists, keep copies in your kit.

Remember to check and update your supplies. Set two dates approximately 6 months apart and put them in your calendar with a reminder. In addition, note expiry dates of important supplies, insurance, documents etc. and put them in your calendar, check and follow up.



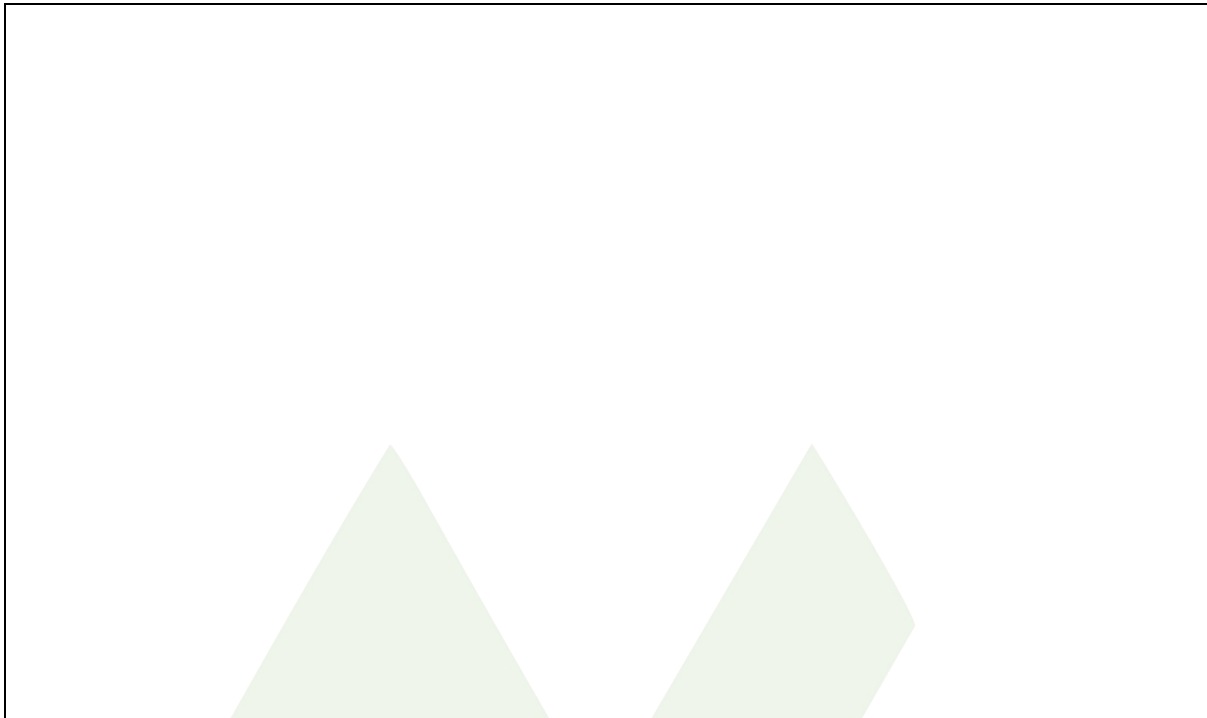
Risk Assessment – Personal Emergency Plan

How many people is this Emergency Plan for? Any animals? This is your 'immediate family' list.

Name, age, contact, special considerations (i.e. health, mobility) and skills; consider special needs, weaknesses and strengths.



Your location: for example (sub)-urban, two storey house, garden, hillside, mains road; or inner-city flat 7th floor, balcony, lift & fire escape stairs etc.

A large, empty rectangular box with a thin black border, intended for the user to provide their location details. A large, faint, light-green watermark of the Munro Medical Solutions logo is visible in the background of this box.

Nearby resources and hazards: for example, river at 1 mile, fuel storage depot 3 miles.

A large, empty rectangular box with a thin black border, intended for the user to describe nearby resources and hazards. A large, faint, light-green watermark of the Munro Medical Solutions logo is visible in the background of this box.

- Buy or simply print two copies of a map of your area (i.e. google maps)
- Mark the most relevant resources & hazards you have identified above respectively
- Add your resource map and your hazard map to your Personal Emergency Plan

A useful tool to calculate and think about logistics (walking, biking, driving) between UK postcodes can be found at freemaptools.com. Consider that speeds vary considerably according to terrain and ability. As a very rough guide, an adult averages 9-14 mph on a bike, 3 mph on foot.

Risk Assessment Scenarios

What type of disaster / emergency is most likely to happen where you are? Think about man-made and natural causes. Do a little research into your area's history and have a look at your community risk registers available from your Local Resilience Forum (local council). Common hazards are fire and flooding, but they can present very different scenarios, i.e. surface, river, inland or coastal flooding can be caused by severe weather, tides, rivers bursting their banks, a burst dam or broken water mains.

Are you close to strategic sites, important transport links or inside flight paths? Think about wider impacts in case of a disaster. Consider nearby industrial, chemical or energy related facilities. Identify and work out your scenarios. How would you deal with each type of incident? Consider different durations such as 3 – 7+ days.

Shelter-in-place or evacuate to a different location? Where? How? If you have animals consider that public shelters often do not allow them. What will you do?

Remember, keep it simple and realistic but also dare to think about relevant worst-case-scenarios and try to find solutions that may work for you. Add to this list as you see fit.



Most likely scenario:	probable duration _____ days # people/pets affected _____ <input type="checkbox"/> evacuate to _____ <input type="checkbox"/> shelter-in-place at _____
Most likely scenario:	probable duration _____ days # people/pets affected _____ <input type="checkbox"/> evacuate to _____ <input type="checkbox"/> shelter-in-place at _____
Most likely scenario:	probable duration _____ days # people/pets affected _____ <input type="checkbox"/> evacuate to _____ <input type="checkbox"/> shelter-in-place at _____
Most likely scenario:	probable duration _____ days # people/pets affected _____ <input type="checkbox"/> evacuate to _____ <input type="checkbox"/> shelter-in-place at _____



Risk Assessment – Evacuation Plan & Grab Bag

Evacuate immediately if told to do so. You may have little time (10 to 30 minutes) if given notice. The authorities do not ask people to leave unless they truly feel lives are in danger. Follow their advice and instructions; stay updated by listening to the news.

Depending on your responsibilities, location and scenarios think about how exactly you will evacuate, where you will go with what and whom. Visualize and plan this step by step. Can you simply walk out?

Where will you go and how will you get there? Choose two different meeting places that are easily accessible and safe: one nearby in case of immediate emergencies and another one outside your neighbourhood in case you cannot return home or are asked to leave your area.

Arrange for a place to stay with friends or relatives out of town and learn about public shelter locations. Note these details on your communications plan!

Escape route from
Nearby meeting place
Remote meeting place
Closest shelter / arranged shelter



DO NOT evacuate empty handed! Have an Emergency Grab Bag ready.

Wear sensible clothes and sturdy shoes. Disaster areas strewn with debris are hazardous!

Secure your home if there is time as you normally would when leaving for extended periods of time.

Your Emergency Grab Bag contains your personal emergency supplies pre-packed in an easy-to-carry solution - usually a sturdy backpack. These are the items you will need if you must leave immediately. In addition to essential survival supplies you should pack personal items, communication items, and copies of important documents, IDs, and other records.

Store your Grab Bag in a safe and secure location ready to be grabbed at a moment's notice.

Emergency Grab Bag location:

Emergency Go Bag Contents List

Water

Pack at least 1.5 litres of drinking water per person per day. You can simply pack mineral water bottles, but these will have limited shelf life, so you will need to replace these at regular intervals. [Emergency drinking water pouches](#), as used in life-raft supplies, have a five-year shelf life hence provide an elegant solution for your Go Bag. One way of reducing the amount of water you carry in your Go Bag is to pack [water purification tablets](#) - these can be used to treat almost any water, making it suitable to drink. If you do not wish to use chemicals to disinfect your water, you can choose a [purification or filtration bottle](#). These are compact bottles with integrated filter cartridges. You can fill from any water source and the filter will stop the bacteria, viruses, fungi, and other water-borne pathogens.



Food

Pack some ready to eat food in your Go Bag to keep self-sufficient in the immediate aftermath of an incident. [Emergency Food Rations](#), as used in life-rafts, provide a high calorie, long shelf- life biscuit that is both compact and easy to store. [Meals Ready to Eat \(MRE\)](#) are used by armies worldwide are an excellent choice. In addition, or as a short-term alternative pack [snack bars or trail mix](#) but make a note to replace these at regular intervals.

Masks

Human beings can survive for several days without water, several weeks without food, but only a few minutes without air. Dust and debris are often overwhelming at the site of an accident or incident. [Disposable respirator masks](#) can be worn over the mouth and nose to filter dust, particles, and aqueous mists. Fold flat type of masks are compact and easy to carry and therefore ideal for emergency purposes. FFP3 masks are the equivalent of N99 and FFP2 are the equivalent of N95, 99% and 95% nominal filtration efficiency, respectively. Typically, FFP3 respirator masks are used by healthcare workers to protect themselves when exposed to airborne viruses.

Light

A good torch is an essential component of your Go Bag. Select an emergency torch that uses LEDs as these will last for thousands of hours, negating the need for spare bulbs. Purchasing multiple types of torches makes sense. A [head torch](#) (worn on the forehead) will leave your hands free for other tasks. In addition, get two types of handheld torches. First, choose a [wind-up type of torch](#) with a built-in dynamo that charges its internal batteries so that you never run out of power. Second, for ease of use and a powerful beam select a [battery-powered torch](#). As to which spare batteries you need: [alkaline batteries](#) generally have a five-year shelf life while [lithium batteries](#) will perform well even when stored for over 10 years.



Radio

Information is crucial during any crisis. Tune in to emergency radio broadcasts via a [portable AM/FM radio](#) receiver. Like your torches, emergency radio is available with built in generators for wind-up power so they can be used anytime. Remember that mains electricity may not be available and that you may not be able to access the internet.

Clothing

Keeping warm and dry is essential. Select light and compact items as space is at a premium in your Go Bag. Layers of clothing are more versatile. [Travel ponchos](#) are a good choice to keep you dry. [Foil blankets](#) are efficient at retaining body heat, but they can only be used at rest. An [emergency foil poncho](#) is an excellent choice as it is extremely light and compact, yet it will keep you warm and dry even while moving about. Also pack a [compact survival sleeping bag](#) for overnight shelter.

First Aid

Your [first aid kit](#) contents should reflect your training and ability and must include at the very least wound cleansing and dressing supplies, eyewash and burn treatment bandages. Also include basic medications and enough personal prescription items to last you one week.

Communication

Telephone networks, including mobile networks, may become disabled or overwhelmed locally during an emergency. If you want to communicate with friends and family that are within a few kilometres of you, licence-free [2 way radios](#) (walkie talkie) are an excellent choice as they operate independently of any networks. A [satellite phone](#) does not depend on the local networks so it may be your only reliable means of voice and email communications for longer distances.



Miscellaneous

Pack an emergency [mobile phone charger](#) (to connect when service resumes) and additional spare batteries for other tools. Choose long life [lithium batteries](#), as they are light weight and can be used in extreme environmental conditions. A good quality [multi-tool](#), [waterproof tape](#), a loud [whistle](#), and a [personal flashing beacon](#) for rescue are also highly recommended as additions to our Go Bag.

Documents

Pack copies of your IDs and other important documents, [local maps](#), keys, prescriptions, some money, and essential contact information that you may not have access to if you evacuate your home. Pack these items in a [waterproof document pouch](#) or [map case](#). Packing self-adhesive labels or waterproof notepaper and tape along with a pencil will allow you to leave notes and instructions for others to follow.

The Bag

Choose a [medium sized backpack](#) that can hold all your survival gear. The bag does not need to be waterproof, however, if you wish to protect your gear, you can line your backpack with a [light-weight dry sack](#). You can make your bag easier to find in the dark by sticking [photo-luminescent \(glow in the dark\) tape](#) or attaching a photoluminescent and [reflective safety armband](#) to the handle.

DO NOT overload - keep the weight down!

You should be able to comfortably carry your Grab Bag for several hours

Now that you have planned and prepared your emergency Grab Bag your next step is to put together an Emergency Preparedness or Disaster Survival Kit and plan for Sheltering in Place.



Risk Assessment – Shelter in Place Plan & Emergency Preparedness Kit

Utility shut-off: know how and when to turn off the water, gas, and electricity at the main switches or valves.

Keep necessary tools near gas and water shut-off valves. Turn off utilities only if you suspect a leak or damaged lines, or if you are instructed to do so by authorities. If you turn the gas off, you will need a professional to turn it back on. Paint shut-off valves with white or fluorescent paint to increase visibility. Attach a shut-off valve wrench or other special tools in conspicuous places close to where you might need them in an emergency.

Insurance: check if you have adequate insurance coverage

Ask your insurance agent to review your current policies to ensure that they will cover your home and belongings adequately.

Install smoke alarms on each level of your home and especially near bedrooms.

Smoke alarms cut nearly in half your chances of dying in a home fire. Smoke alarms sense abnormal amounts of smoke or invisible combustion gases in the air. They can detect both smouldering and flaming fires. Install fire extinguishers (ABC type) and know how to use them. There is no time to read directions during an emergency. Only adults should handle and use fire extinguishers. Consider storing a fire blanket.

Conduct a home hazard hunt

During a disaster, ordinary objects in your home can cause injury or damage. Anything that can move, fall, break, or cause a fire is a home hazard. Look out especially for electrical, chemical, and fire hazards. Inspect your home at least once a year and fix potential hazards.

Plan home escape routes in case your shelter-in-place situation changes

Find two ways out of each room. Find the safest place in your home for each of the scenarios you have planned; i.e. basements may be appropriate for severe weather but could be deadly in a chemical emergency.

Make digital and paper copies of all your vital documents and keep the originals in a safe deposit box or bank vault. Keep one set in a safe place in your home and the second set with a trusted friend or relative out of town. Vital documents i.e. birth and marriage certificates, tax records, credit card numbers, financial records, will and trust documents can be irretrievably lost during disasters (see important documents checklist)

Make a complete inventory of your home and any other property, written and/or videotaped.

Include information such as serial numbers, make and model numbers, physical descriptions, price of purchase (receipt if possible). This list could help you prove the value of what you owned. Be sure to include expensive items, furniture, and built-in items. Do this for everything you value in your home and other properties. Store this record away from your home in a safe place.

Upgrade your skills, i.e. (advanced) first aid, fire safety etc.



Risk Assessment – Emergency Preparedness Kit (Shelter-in-Place)

When the authorities issue the shelter-in-place advice you may, or may not, be able to shelter in your own home. Consider the possibility of structural damage brought on by high winds, explosions, or an earthquake. This would make your home unsuitable for sheltering in. The alternative is an outdoor space close to your home, such as a park or an indoor public evacuation shelter. In any case, whether you can shelter at home, outdoors or at a public venue in the aftermath of a disaster, you will need to prepare a disaster survival kit. Also called 'Shelter-in-Place Emergency Preparedness Kit', the contents list of your kit will be similar across your different shelter location scenarios. In fact, a well-prepared emergency kit will be suitable for any survival eventuality.

Even if you can shelter in your own home, remember that you may not have electric power so you cannot depend on your existing equipment and supplies. Other utilities such as water and gas mains, telephones and the internet may also become disrupted, leaving you vulnerable if you do not have an alternative.

Your Shelter-in-Place Emergency Preparedness Kit (also known as a Disaster Kit, Earthquake Survival Kit, etc. depending on your region) should be made ready and placed in an easy-to-reach location in or near your home.

Your Emergency Preparedness Kit must cover these 5 basic areas for a minimum of 3–7+ days:

- Food & Water
- Tools & Personal Protection
- Shelter & Warmth
- Light & Communications
- First Aid & Hygiene



1. Food and Food Preparation + Water

Your mains water supply and your electricity may get cut off. You need a minimum of 1.5 litres of drinking water per person per day. That does not include water for cooking or washing. Water purification is essential. Tablets or portable filtration systems are easy, long-lasting and do not take much storage space. They will turn contaminated water into safe drinking water.

Most homes will normally have at least a two-day supply of food. Supermarkets have food stocks that will last two to three days. However, in anticipation of a severe weather event, or in the immediate aftermath of an incident, when re-supply is compromised, panic buying will deplete these stocks in a matter of hours (see food security). You should store enough long shelf-life food or Ration Packs at home to give you autonomy. We recommend a storage provision of minimum 2000 calories per adult per day of survival food. In nutritional terms, a kcal or kilocalorie, is the equivalent of one calorie (2000kcal = 2000 calories). Storing a mixture of ready-to-eat and long-life dried food is best. Survival Rations are a good addition as are self-heating foods. For food preparation, check out the survival kettles which burn sticks, twigs, cones or any other flammable debris and will supply you with boiling water in minutes which you use to prepare your food and as safe drinking water.

2. Tools & Personal Protection

Depending on your personal emergency plan, select and store the right tools and personal protection items, i.e. duct tape, work gloves, safety goggles, waterproof notebook, permanent marker, knife, multi-tool, emergency hammer, FFP face mask.

3. Shelter & Warmth

No electricity can mean no heating or cooling. Structures may be damaged and you may be exposed to the elements. Basic shelter items include tarpaulin groundsheet, emergency foil blankets, thermal survival bags, emergency rain ponchos, waterproof matches, hand warmers etc.

Hypothermia is deadly and can affect vulnerable people even inside when there is no heating available at temperature as 'high' as 15C (60F). Also keep in mind that, for example a child's body heats up 3 to 5 times faster than an adult. On the other extreme, death from heatstroke can occur when body temperature reaches 41C (107F).



4. Light & Communication

Battery operated tools can run out quickly just when you need them so store and maintain sufficient spare batteries. Choose long life lithium batteries. They are lightweight and can be used in extreme environmental conditions. Alternatively opt for wind-up tools i.e. wind- up torches and radios; a head torch will keep your hands free. Light sticks are a must have so stock up on different colours and strengths. Communication is vital – of course! A loud safety whistle will get you attention for rescue. A radio (AM/FM) will keep you informed when TV and internet are down. Depending on your circumstances, consider a set of license-free PMR radios or a satellite phone. They have become accessible and are the most reliable independent means of voice and email communications.

5. First Aid & Hygiene

Include at least a one-month spare supplies of any personal medication in addition to an adequate first aid kit that also covers burns and dental and reflects your first aid skills.

Include a first aid book or guide. Add important hygiene items, i.e. disposable examination gloves, disposable solid waste toilet bags, disposable urinal bags, antibacterial hand and surface spray and wipes, no-water bathing wipes, no-water body wash and shampoo, camp shower etc.

Use the template below to make your own kit



Personal Emergency Preparedness Kit List Storage location:	# people	# days
Food & Water		
Tools & Personal Protection		
Shelter & Warmth		
Light & Communications		
First Aid & Hygiene		

Tick purchased items:

date completed:

date checked:



Emergency Plan – Communications Plan

Separation from your loved ones is a real possibility in a major incident or disaster so you must have a plan for getting back together. Ask an out-of-town relative or friend to act as your contact base. In the aftermath of a disaster, it is often easier to make a long-distance call than a local call. All family members must know the contact's name, address, phone number and email. In case of a separation, all should call to tell him or her where they are.

Emergency outside contact

- make plans for childcare in case parents cannot get home
- make plans to care for your pets and animals
- make a list of important phone numbers and addresses
- make a list of all medications used including dosages and alternatives
- create your own list of resources that are relevant to you
- create a network of resilience:

Meet with neighbours and plan how the neighbourhood can work together in the aftermath of a disaster. Working with neighbours saves lives and property. Know everyone's special skills and consider those who have special needs and how they can be helped. Consider that you may suddenly become incapacitated and need their help. Beginning to build contacts and relationships now can prove vital.



What to tell children?

Be reassuring and positive. Do not terrify children and young people.

Tell them that disasters and emergencies are something that can happen and that it could hurt people and cause damage. Explain that nature sometimes provides 'too much of a good thing' (rain, wind, snow, fire) and talk about typical effects that children can relate to, for example the loss of electricity or water and what that means. Give some basic and not overly dramatic examples of what could happen in your area and mention early warning signs and how you are prepared for such emergencies and what the young person should do. Discussing such matters in a caring and sensitive way ahead of time reduces fear and anxiety and lets everyone know how to respond.

Teach children how and when to call for help and involve them in as many practical and pro-active ways as possible. Explain that they are not alone, that when people know what to do and practise, everyone is better able to handle emergencies – and that is why you have a personal emergency plan.

Talk about how emergency services, police and fire fighters, doctors, teachers, neighbours, and volunteers might help following a disaster. Importantly get them to memorize your outside contact and what to do if they are separated. Alternatively, have them carry a card with that information.



Emergency Communications Plan

Emergency: Gas: Electric:	Less urgent: Water:	GP:	Pharmacy:	
Local personal contact (name, address + phone, email)		Nearby meeting place (name, address + phone, email)		
Outside personal contact (name, address + phone, email)		Remote meeting place (name, address + phone, email)		
Go-Bag location Last checked date:		Emergency Preparedness Kit location Last checked date:		
Personal Details: name / DOB		phone	email	ID #
Medical Information				
Work location		Other frequent location		
Emergency escape plan (summary and route)				
Other information				



Emergency Plan - Expiry Dates Checklist

Add these dates to your calendar. Check and replace supplies as needed.

- Grab-Bag food expires on
- Emergency Kit food expires on
- Grab-Bag water expires on
- Emergency Kit water expires on
- Grab-Bag yearly check on
- Emergency Kit yearly check on

Long-life food & dry goods supplies details	expires on

- water purification expires on
- fire safety check on
- water filter expires on
- home hazard check on
- first aid training on
- other skills training on

Medical supplies / medication details	expires on



Emergency Plan – important documents checklist

Important legal documents (cross out if not applicable)

- Birth certificate(s), adoption papers, marriage license or divorce papers
- Social security card(s); National Insurance Number
- Passport; Identity card; Naturalization documents
- Last will and testament; Living will
- Power of attorney
- Property deeds and titles (home, car etc.)
- other (specify)

Important financial documents

- Tax statements (minimum previous year)
- Statements from financial accounts
- List of sources of income
- List of Financial obligations
- Insurance information
- other (specify)

Medical information

- Health insurance / NHS information
- Record of immunizations/allergies and a list of necessary medications
- other (specify)

