



Emergency Plan

The emergency services, Wakefield Council, the NHS and many other organisations all have plans in place to respond to major emergencies. Emergencies include events such as severe weather and flooding, transport accidents, major pollution incidents, loss of utility supplies, health emergencies and acts of terrorism.

A few basic actions by you in advance could help you and your family cope better with a major emergency. This leaflet outlines some of the actions you can take. Emergencies can happen at any time. You should spend a little time putting together a family or household emergency plan - see the websites section of this leaflet. This can include a list of the items you will need if you cannot leave your home or are evacuated. The plan can also include:

- Emergency telephone list
- Pre-arranged meeting point for family members (in case you are split up)
- List of what you will need if evacuated
- Locations of main switches / taps for electricity, gas and water supplies

Go in, Stay in, Tune in

The **GO IN, STAY IN, TUNE IN** advice is recognised and used around the world and is the best general advice for most emergencies.

GO IN - go indoors immediately, do not collect children from school. Schools have their own arrangements to deal with emergencies.

STAY IN - close doors and windows, switch off services as necessary, do not go outside until advised that it is safe to do so.

TUNE IN - If there is a major emergency radio and TV broadcasters will interrupt programmes to give public safety advice and information about the incident.

Ideally you should be self sufficient in your home for up to three days. Make sure you always have a torch and spare batteries, bottles of water, candles or hurricane lamp, long life food, first aid kit, battery powered radio and spare batteries, tin opener, matches and fire extinguisher. Keep listening to the radio for advice from the emergency services.

Evacuation

If the emergency services decide that an area should be evacuated and you are asked to leave your home, Wakefield Council will open an evacuation centre, usually at a local school or sports centre. It would be helpful if you could take with you to the evacuation centre:

- Medication and prescriptions
- Glasses or contact lenses
- Change of clothing and sleeping attire
- Toiletries
- Mobile phone and charger
- Car and home keys
- Contact numbers for relatives and friends
- Passport or other important documents
- Special items for babies, children, the elderly and disabled

If time permits, shut all windows and lock your property (unless advised otherwise by the emergency services).

Top Tips for Top Risks

PANDEMIC FLU

Pandemic flu happens when a new, highly infectious and dangerous strain of the flu virus appears, spreading quickly and causing widespread outbreaks around the world. The symptoms of pandemic flu are similar to those of 'ordinary' flu but are usually more severe. If it looks as if a pandemic is going to reach the UK, the Government will issue warnings via the TV, radio and newspapers to advise you on the best course of action. The virus is spread through the air when you cough and sneeze so there are some basic measures that you can take to reduce the risk of infection, including:

- Cover your mouth and nose when coughing or sneezing
- Avoid large crowds of people whenever possible.
- Good hygiene - washing hands protects against picking the virus up from surfaces and passing it on

FLOODING

- Contact the Environment Agency Floodline to find out if you can register for Floodline Warnings Direct
- If flooding is forecast, take valuables upstairs and protect doors and low level air vents with sandbags
- If flooding occurs, switch off gas and electricity supplies
- Take photographs for insurance purposes
- Don't wade through flood water (assume that it is contaminated)
- Comprehensive guidance is available from the Environment Agency (see emergency contacts and websites)

SEVERE STORMS

- Secure outdoor items and bring pets indoors
- Close windows and curtains to protect against flying glass

- Remain indoors and listen to radio / TV broadcasts

SNOW

- Remain indoors. If a car journey is essential, take with you a mobile phone, spade and a blanket and tell someone your route
- Ensure that as much of your journey as possible is on treated roads

BUSINESS CONTINUITY

If you run a business, you should put together a business continuity plan which will detail what you would do if there was an emergency which affected your normal operations. For example, what would you do if you could not access your premises or your computer system crashed? See the websites section of this leaflet for advice on how to prepare a plan.

AND FINALLY...

Check that your house building and contents insurance is up to date.

Useful Contacts

Police (non-emergencies)	0845 6060606
Wakefield Council	08458 506506
Wakefield District Housing	08458 507507
Environment Agency (floodline)	0845 988 1188
Water	0845 1242424
Electricity	0800 375675
Gas	0800 111999

Radio Frequencies

Radio Leeds - 92.4 & 95.3FM	Radio Aire - 96.3FM
Ridings FM - 106.8FM	Galaxy - 105FM

Websites

More detailed emergency advice is available on the Council's website at www.wakefield.gov.uk/emergencies. If you do not have access to the internet but would like further advice, please telephone the Emergency Planning Section on **01924 305053**.

Wakefield District NHS Primary Care Trust www.wakefielddistrict.nhs.uk

NHS Direct www.nhsdirect.nhs.uk

West Yorkshire Resilience Forum (advice on how to make your own emergency and business continuity plans) www.westyorksprepared.gov.uk

Environment Agency (flood warnings) www.environment-agency.gov.uk

Meteorological Office (weather advice) www.metoffice.gov.uk