



SHIAN HOUSING
ASSOCIATION

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

My pets

My vet: -----

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
Islington Council	0207 527 2000
Thames Water	0845 9200 800
National Grid Gas	0800 111 999
EDF Energy (electricity)	0800 028 247
Environment Agency	0845 988 1188
Transport for London	0207 222 1234
Anti-Terrorist Hotline	0800 789 321
BBC London Radio	94.9 FM



Home fire safety guide

KEEP YOUR HOME SAFE

Alarms

- Fit at least one smoke alarm on every level of your home and in any room where a fire could start.
- Remember to test all your alarms monthly.
- Fitting interlinked alarms will give everyone in your home the earliest warning of fire.

Smoking

- It is safer not to smoke.
- Try to smoke outside and make sure cigarettes are put right out.
- Never smoke in bed, or anywhere else if you think you might fall asleep.
- Do not leave a lit cigarette or pipe unattended.
- Use proper ashtrays and never throw hot ash into the bin.
- Keep matches and lighters well out of the reach of children.

Candles

- Candles, tea lights and incense burners should only be placed in stable, heat-resistant holders.
- Keep candles well away from curtains, furniture and clothes.

Heating and electrics

- Sit at least one metre away from heaters.
- Keep heaters well away from anything that can catch alight.
- Don't overload electrical sockets.

TAKE EXTRA CARE IN THE KITCHEN

- Fit a heat alarm in the kitchen, they detect the increase in temperature caused by a fire but will not be set off by cooking fumes.
- Never leave pans unattended when cooking.
- Don't cook if you are tired, have been drinking alcohol or taking medication that might make you drowsy.

If the pan does catch fire:

- Don't tackle the fire yourself or try to move the pan.
- Never throw water onto it as this can create a fireball.
- If you can do so safely – turn off the heat.
- Leave the room and close the door. Shout to warn others to get out, stay out and call 999.

STAY SAFE WHEN YOU GO TO BED

- Close all doors as this helps to prevent fire spreading.
- Switch off and unplug electrical items such as TVs and avoid charging devices like mobile phones when you sleep.
- Only leave essential appliances switched on such as the fridge or freezer, turn all others off.
- Make sure candles are out before you go to bed.
- Check your cooker and heaters are turned off.

KNOW WHAT TO DO IN A FIRE

Plan your escape

- Make an escape plan and practise it regularly to make sure everyone knows how to get out safely.
- The best route is the normal way in and out of your home.
- Plan a second route in case the first one is blocked.
- Never store anything in communal areas including balconies. Items can block your escape route and be a fire risk.
- Always keep door and window keys where everyone you live with can find them.

ESCAPING FROM A HOME FIRE

- If any of your smoke alarms go off when you are asleep, follow your escape plan, get out and call 999.
- 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. If you have a phone call 999, go to a window, shout "HELP, FIRE" and wait to be rescued.

CARBON MONOXIDE

Carbon monoxide (CO) is a poisonous gas that has no smell or taste and can kill quickly. If you have a solid fuel burner, open fire or a gas boiler get them serviced regularly and fit a CO alarm.

FOLLOW THIS EXTRA ADVICE IF YOU LIVE IN A PURPOSE BUILT MAISONETTE OR BLOCKS OF FLATS

If your flat or maisonette is being affected by fire or smoke and your escape route is clear:

- Get everyone out, close the door and walk calmly out of the building.
- Do not use the lift.
- Call 999, give your address, 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 and your escape route is NOT clear:

- It may be safer to stay in your flat or maisonette until the fire brigade arrives.
- Find a safe room close the door and use soft materials to block any gaps to stop the smoke.
- Go to a window, shout "HELP, FIRE" and call 999.
- Be ready to describe where you are and the quickest way to reach you.

If there is a fire in another part of the building:

- Purpose-built maisonettes or blocks of flats are built to give you some protection from fire. Walls, floors and doors can hold back flames and smoke for 30 to 60 minutes.
- You are usually safer staying put and calling 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.

PRODUCT RECALLS

Faulty electrical goods can cause fires. If you are concerned about the safety of a product; stop using it and let the retailer, manufacturer or your local Trading Standards office know. Take extra care with second-hand appliances, and ensure they have been safety checked. A list of recalled products is available at: www.london-fire.gov.uk/product-recalls



For more fire safety advice visit our website london-fire.gov.uk

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

LIFESAVER



Get one
Test it regularly

london-fire.gov.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?

“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?

“Fail to prepare, prepare to fail”