

Gullane & Dirleton Community Resilience Plan

Plan last updated: 23-Oct-19



Photo courtesy of Joyce Hunnam



Photo courtesy of www.maybole.org

**IF YOU ARE IN
IMMEDIATE
DANGER CALL 999**

Plan distribution list

Name	Role	Phone number/email address	Date Issued
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Amendments to Plan

Description	Details of changes made	Changed by	Date
<i>Initial Draft</i>	<i>Draft Version 0.1</i>	<i>Gordon McLelland & Lorna Scott</i>	<i>18-Dec-18</i>
<i>Published Version 1.0</i>	<i>Incorporated recommended changes from ELC Emergency Planning Manager</i>	<i>Gordon McLelland & Lorna Scott</i>	<i>19-Feb-19</i>
<i>Version 2.0</i>	<i>Inclusion of Dirleton Emergency Plan</i>	<i>David Tait, Gordon McLelland & Lorna Scott</i>	<i>30-Jun-19</i>
<i>Version 2.1</i>	<i>Amendments & addition of new contacts</i>	<i>Lorna Scott & Gordon McLelland</i>	<i>23-Oct-19</i>

Introduction	4
What is Community Resilience?	4
Local Risk Assessment.....	6
Local Skills & Resources	8
Gullane - Key Locations & Contacts	9
Dirleton - Key Locations & Contacts	12
Emergency Key Contact List.....	13
TELEPHONE TREE	12
ACTIVATION TRIGGERS	13
Community Emergency Group Meeting Checklist/Suggested Agenda	14
Insurance.....	15
Grit Bin Locations.....	16
Gullane Grit Bins:	16
Dirleton Grit Bins:	17
Advise for Self-Help at Home.....	18
Useful Out of Hours Numbers.....	18
Extra Help During a Power Cut	20
Useful Emergency Apps to download.....	21
Defibrillators	22
Location of Defibrillators in Gullane (see www.gaddabout.org.uk)	22
Location of Defibrillators in Dirleton (see www.Dirletonvillage.co.uk).....	22
Yellow Helping Hand	23
MET Office Weather Warnings	23
What do the coloured warnings mean?	24
Are you a Carer?.....	25
Be Prepared for Winter Months	26
Assemble an emergency kit!.....	27

INTRODUCTION

What is Community Resilience?

It isn't about doing the job of the emergency services. It's about supporting our community and those in it by making sensible preparations and using the skills and knowledge available within the community.

Strategic Aim

- ❖ To allow individuals, communities and organizations help assess and understand risk such that appropriate measures can be taken to prevent, prepare for and respond to emergencies by complementing the work of the emergency services.
- ❖ Communities, individuals and organisations harnessing resources and expertise to help themselves assess and understand risk, take appropriate measures to prevent, prepare for, respond to and recover from emergencies, in a way that complements the work of the emergency responders.

Emergency Plan

The emergency plan for both villages includes:

- ❖ Local risk assessment- including severe weather, utility failure and flooding
- ❖ Local Asset Register- this outlines the key locations, organizations, skills and resources available in the community including rest centres, transport, carers and health staff, and equipment.



Resilient Communities

Local community councils and individuals who are prepared and able to respond effectively, can deal with local issues such as:

- ❖ Clearing snow from pathways and community facilities
- ❖ Delivering supplies during periods of severe weather either by foot or by a suitable vehicle
- ❖ Provide assistance within the village
- ❖ Provide information to communities in an emergency

Prepare

Information from the Met Office or the Resilience team regarding forthcoming weather conditions e.g. yellow, amber or red alerts.

<https://www.metoffice.gov.uk/guide/weather/warnings>

Respond

Information from the East Lothian Council Resilience team to lead co-ordinators may activate this plan or by the Gullane/Dirleton co-ordinators reporting suitable criteria to the East Lothian Council Resilience team.

Action

The lead Co-ordinator or deputy would alert the other team leaders by phone to carry out their duties and alert volunteers.

The primary muster point for volunteers is:

Gullane - Gullane Village hall

Dirleton - Dirleton Primary School

Communications to the local community would be via Facebook pages, WhatsApp & radio.

- Facebook Pages: '**Gullane News**'
 '**Dirleton News & Views**'
 '**GACC**' Gullane Area Community Council
- WhatsApp,
- Radio



LOCAL RISK ASSESSMENT

Risks –	Impact on community/ Vulnerability	What can Community Emergency Group do to prepare?
Severe Weather (EG. Snow, storms & heavy rain)	Road and Footpath Inaccessibility Loss of utilities School Closure Trees down	Caring for vulnerable people affected Clearing snow from access routes to homes, community buildings, and schools Movement of residents to a safe place if required Delivery of supplies to the community Completing critical services for the vulnerable such as collecting medicine and transportation for doctor/hospital appointments; food and heating Provide response information through e.g. <ul style="list-style-type: none"> • Gullane Facebook page: ‘Gullane News’ • Dirleton Facebook page: ‘Dirleton News and views’ • Dirleton Village website – News section https://www.dirletonvillage.co.uk • Gullane Area Community Council website_ http://www.gaddabout.org.uk/ • Local radio – East Coast 107.6 FM
Utility Failure	Loss of gas, electricity and water Loss of communication	Caring for vulnerable people Assisting with the delivery of alternative heating sources, water etc. Making refreshments and food at community buildings Staffing rest centres until ELC staff arrive Provide response information when possible as above

Fire	Evacuation	Assist with alerting the residents.
	Access to Houses and Businesses	Assist with the evacuation of residents to a safe place.
Emergency Access Routes		Maintaining access routes until the Fire Service or Police arrive
Other	Missing Person	Identify a meeting point
	Transport incident	Care for affected motorists/passengers
	Oil Pollution	Work with responder agencies to keep public away from beaches and provide reassurance to public. Expect huge influx of staff from responder agencies and machinery. Expect public from other areas arriving to assist with 'clean up' and protection of wild life.

LOCAL SKILLS & RESOURCES

Skill/resource	Who?	Contact details	Location
Voluntary Groups such as local Scout groups and church organisations.	Suitably equipped & clothed with boots, gloves, hi-vis jackets, etc.		
4x4 owners – willing to drive medical staff/deliver			
Care Workers – living locally but unable to reach usual clients			
Trained First Aiders – able to assist nurses & surgery			
Nurses – able to assist pharmacy in delivery of medicines			
Hotels, Restaurants & School – source of food & milk that may otherwise go to waste / make soup			
Those willing to cook & man hall kitchen to provide for volunteers or members of community in need			
Farmers – registered with East Lothian Council to assist clear roads			
Tree Surgeon – professionally qualified to help clear fallen trees			

GULLANE - KEY LOCATIONS & CONTACTS

Building	Location	Potential usage in an emergency	24hr Contact details
Gullane Village Hall	1 Muirfield Station	Rest centre/safe place Gathering point Kitchen facilities / toilets Storage of snow shovels Location for grit delivery in car park	
Gullane Medical Practice	Hamilton Road	Access to information about vulnerable people and point of contact for GPs & nurses	
Romanes Pharmacy	7 Rosebery Place	Medical prescriptions	
Gullane Day Centre	Hamilton Road	Information and knowledge of vulnerable people. Transport & volunteers	
Gullane Nursing Home - Randolph Hill	Hall Crescent	Residential care home	
Gullane Co-op	1B Rosebery Place	Food	
Gullane mini-mart	2 Stanley Road	Food	
Gullane Library	East Links Road	Provide information to public on how to prepare for winter	
Gullane Golf Club		Snow clearing resource 4x4	
Luffness Golf Club		Snow clearing resource	

Gullane Scout groups		Snow clearing volunteers	
Gullane Primary School		Alternative Rest Centre	
Gullane Parish Church	2 Brighton Terrace	Alternative Rest Centre/safe place to Village Hall	
St Aidans Church	Sandy Loan	Alternative Rest Centre/safe place to Village Hall	
Sports Hub			
East Coast Buses		Travel	
Prentice Coaches		Travel	
Scotrail		Travel	
East Coast 107.6 FM		Info	
North Berwick Community Council		Resource	

Community organisations that may work with people who may become vulnerable in an emergency

Gullane Nursing Home Randolf Hill	Hall Crescent	Residential care home	
Hanover Housing	Muirfield House	Sheltered Housing	
Gullane Day Centre	1 East Links Road	Information and knowledge of vulnerable people Transport & volunteers	
Which Care companies operate in the village?			

DIRLETON - KEY LOCATIONS & CONTACTS

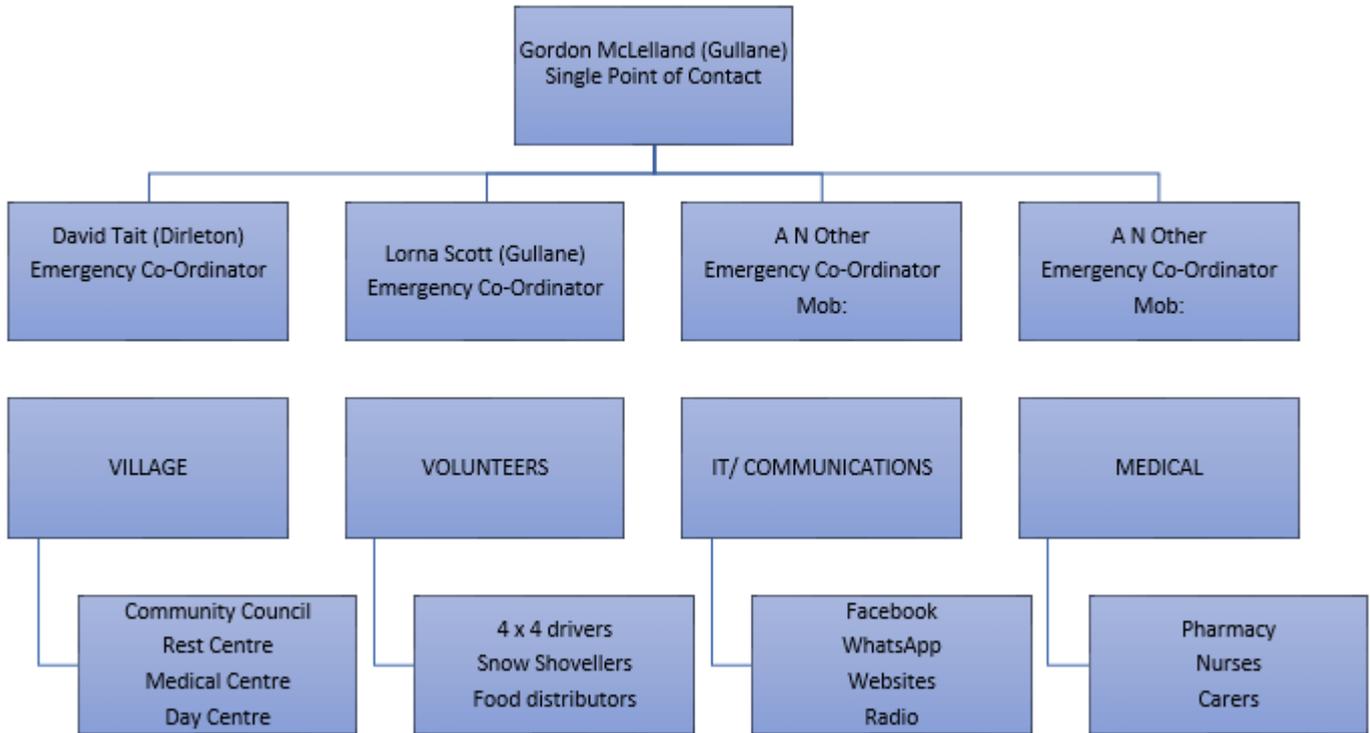
Building	Location	Potential usage in an emergency	24hr Contact details
Dirleton Primary School	Chapelhill Dirleton, EH39 5HE	Rest centre/safe place Gathering point Kitchen facilities / toilets Storage of snow shovels Location for grit delivery in car park	
Dirleton kirk hall	Dirleton Road, Dirleton EH39 5ER	Alternative Rest Centre/safe place to primary school	
Castle inn	Manse Road, Dirleton EH39 5EP	Alternative Rest Centre/safe place to Primary school	
Dirleton Parish Church	Dirleton Road, Dirleton EH39 5ER	Alternative Rest Centre/safe place to kirk Hall	
Open arms hotel	Main Street, Dirleton, EH39 5EG	Alternative Rest Centre/safe place to kirk Hall	
Amalfi cafe	Main Road, Dirleton, EH39 5DX	Alternative Rest Centre/safe place to kirk Hall	
East Coast 107.6 FM		Info	
East Coast Buses		Travel	
Prentice Coaches		Travel	
North Berwick Community Council		Resource	

EMERGENCY KEY CONTACT LIST

Sandy Baptie	Kevin Sewell
Emergency Planning, Risk and Resilience Manager. Protective Services, East Lothian Council	Events Safety & Resilience Officer Protective Services ELC
24hr mobile contact: 01620 827779	Mob: Dir: 01620 827629
sbaptie@eastlothian.gov.uk	ksewell@eastlothian.gov.uk
Penston House, Macmerry Ind. Estate	Penston House, Macmerry Ind. Estate
GULLANE	
Gordon McLelland	Lorna Scott
Emergency Co-ordinator	Emergency Co-ordinator
24hr mobile:	24hr mobile:
DIRLETON	
David Tait	
Emergency Co-ordinator	
24hr mobile:	07387185309

TELEPHONE TREE

The phone tree works as a pyramid - the coordinator at the top makes the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete. NOTE: Gordon is top of the tree. You have already mentioned how the plan will be activated by notification going to the lead coordinator/SPoC.



Co-ordinators have use of a non-electrical analogue telephone in the event of power failure -



ACTIVATION TRIGGERS

The police will normally take the co-ordinating role at a major, large or complex incident.

Once an incident moves into the recovery phase, the council will take over the co-ordinating role.

The community management of the emergency is the joint responsibility of Gullane Community Council under the direction of the Community Emergency Co-ordinator.

1. The plan will be activated if the risks outlined above are triggered, or if an unforeseen emergency/incident occurs that would benefit from community support e.g. Amber/ Red weather warning from the MET office.
2. The Community Emergency Coordinator will be the first point of contact with the East Lothian Council Emergency Planning and Risk Manager or his/her representative and the emergency services.
3. The Community Emergency Co-ordinator will alert the community council and other local organisations, local volunteers and the rest centre of the need for a community response to an incident. Individuals will take responsibility for telephoning those individuals and organisations indicated on the telephone tree in the first instance. Additional volunteers will be contacted from the asset register depending on need.
4. **Community Emergency Coordinator will co-ordinate & arrange co-ordinating meetings as required until the emergency is controlled. The will use telephone, social media & radio to communicate during the emergency.**
5. Volunteers will be asked to congregate at Gullane Village Hall / Dirleton Primary School where they will be asked to sign in through a supplied register and thereafter tasks will be allocated by a lead co-ordinator.
6. Organisations who work with vulnerable people will be asked to provide information of people who are deemed to require additional support during the emergency. **All information provided for the purpose of assisting the community in an emergency situation will be kept confidential and held in accordance with relevant data protection legislation.**
7. 'Gullane News', 'Dirleton News & Views', 'GAAC' Facebook page and a WhatsApp group will be used to communicate with the wider community. Local radio East Coast 107.6FM will be asked to transmit any relevant information. Requests for help and resources will be made through these channels.

Community Emergency Group Meeting Checklist/Suggested Agenda

Date:

Time:

Location:

Emergency Co-ordinators Present:

- 1.
- 2.
- 3.
- 4.

Description of current situation:

Location of the emergency:

Type of emergency:

Is there a threat to life?

Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Families with children

What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

Do we need to contact emergency responders?

How can we support the emergency responders?

What actions can safely be taken?

Who is going to take the lead for the agreed actions?

Any other issues?

INSURANCE



East Lothian Council has arranged:

- ❖ **3rd party insurance** with Zurich Insurance Group
- ❖ This covers local Community Councils
- ❖ There is no age limit but suggest best to aim for secondary school upwards to be involved
- ❖ As a volunteer of the Community Resilience group you are covered 3rd party
- ❖ If you take part in an Emergency planning exercise you will be covered
- ❖ **Machinery is NOT covered by the agreement**
- ❖ **If you are going to use your own vehicle** - you only need to contact your own insurance company advising them that you are volunteering as part of a Community Resilience group. Check that your insurance covers you for what you want to do, for example: helping people with their shopping, or giving people lifts.
- ❖ **Professional indemnity insurance** – if volunteers use their professional skills by providing specialist advice (e.g. tree felling), they should ensure they are covered.

How can volunteers ensure they are covered?

- ❖ By signing in at the Gullane Village Hall / Dirleton Primary School – someone will be taking your details as you arrive.
- ❖ Sending a text to Mobile: **XXXXXXXX**
- ❖ Emailing: **GullaneRTeam@gmail.com / ??????**
- ❖ Joining WhatsApp group & advising you want to volunteer
- ❖ Volunteers must wear the high visibility vest provided and suitable clothing & footwear for the conditions.

GRIT BIN LOCATIONS

GULLANE GRIT BINS:

A full review of the condition & location of grit bins has been undertaken by the Gullane Resilience team to more sensible locations & new bins requested.

Location

- 1 Entrance to Fenton Gait
- 2 West Fenton Rd -- path
- 3 Main St- At School Crossing
- 4 Muirfield House o/s 36-38
- 5 Muirfield Dr- Jnct Main St
- 6 Muirfield Dr Opp No 11
- 7 Muirfield Dr Garden No36
- 8 Garleton Crt Opp No15
- 9 Muirfield Gdn o/s No 10
- 10 Muirfield Terr O/S School
- 11 Muirfield Terr o/s School
- 12 Whim Rd O/s Sandyle Ho
- 13 Hill Road O/s Sandy Lane
- 14 Marine Terr Opp Sandy Loan
- 15 Hopetoun Park O/s No 49
- 16 Erskine Rd Opp The Loan
- 17 The Falcons Beside Garages
- 18 Hamilton Rd Opp No17
- 19 Garleton Crt No32
- 20 Hall Cres at Village Hall
- 21 Hall Cres Next to Cherish
- 22 Muirfield Dr Car Park
- 23 Muirfield House no4 Garage
- 24 Saltcoats Rd Next Smiddy
- 25 Muirfield Riding Therapy
- 26 Fenton Gait o/s No25



Grit Bins

Please direct all enquiries regarding grit bins to East Lothian Council:

Email: roadservices@eastlothian.gov.uk

DIRLETON GRIT BINS:

Locations

- 1 Manse Rd O/S Church
- 2 Gylers Road Opp Jct
- 3 Chapelhill Jct
- 4 Fidra Ave o/s No 2 Main St
- 5 The Glebe Side of No3
- 6 The Glebe Back of No3
- 7 Castle Mains Pl O/S No16
- 8 Chapelhill o/s No 14
- 9 Chapelhill O/S No7
- 10 Main Road O/S Lucas Cafe
- 11 Maxwell Rd O/S No1
- 12 Maxwell Road opp No12

Grit Bins



Please direct all enquiries regarding grit bins to East Lothian Council:

Email: roadservices@eastlothian.gov.uk

ADVISE FOR SELF-HELP AT HOME

Useful Out of Hours Numbers

Police Scotland

- 999 – Emergency
- 101 – Non-emergency

Fire and Rescue Service

- ☎ 999 - Emergency
- ☎ Non-emergency - North Berwick 0131 228 1367
- ☎ 01738 475 260

NHS 24

- 111

Gullane Medical Practice

- 01620 842171

Gullane Pharmacy

- 01620 842248

Roodlands Hospital, Hospital Road, Haddington

- 0131 536 8300

Floodline

- ☎ 0845 988 1188

Gas

- Smell gas? 0800 111 999

Electricity Power cut

- ☎ 105 / 0800 092 9290

Scottish Water

- ☎ Tel. 0845 601 8855
(24-hour emergency helpline for water supplies, mains sewers and drains)

SEPA's Pollution Hotline

- ☎ 0800 80 70 60 (24 hour service)

MET Office

- www.metoffice.gov.uk

Gullane Day Centre

- 01620 843084

East Coast FM 107.6**Radio Forth 97.6 FM**

- 0800 316 5457

ELC Road / street lighting

- 24 hour helpline 01875 824305
- Grit bins – roadservices@eastlothian.gov.uk

Extra Help During a Power Cut

In the event of a power cut, teams work around the clock to restore your electricity as quickly as possible. For some customers this may be particularly distressing and that's why SP Energy offer extra support to customers who feel they need their help.

You can join the Priority Services Register if you:

- ❖ Are over the age of 60
- ❖ Have a special communication need
- ❖ Depend on electricity for home or medical care
- ❖ Have a child under 5 years of age
- ❖ Have chronic illness
- ❖ Or just feel you need a little extra help

You can also register if you feel you need support for a short period of time e.g. if you're recovering from an operation, if you are pregnant, or if you are recently bereaved.

Being on our register won't necessarily mean we can restore your power more quickly, however they will try to proactively contact you if they know of a problem in your area.

Sign up for the Priority Services Register by using the form below or by call on **0330 10 10 167**

https://www.spenergynetworks.co.uk/pages/priority_services_registration_form.aspx

USEFUL EMERGENCY APPS TO DOWNLOAD



‘My East Lothian’ app

My East Lothian, which is now available to download on mobile phones and other handheld devices, is an easy and accessible way of contacting the council. Simply search for "My East Lothian" on your phone's app store.

The App can be used to alert the council to issues such as street lighting faults, traffic signal faults, and abandoned vehicles or any concerns in relation to public health and the environment. It gives details of, for example, Emergency/Out of hours contacts, gritter tracker & severe weather details.



Emergency situations can be stressful, dangerous and upsetting. But if you're prepared, anyone can deal with the unexpected.

British Red Cross Emergency app

can help you deal with emergencies. You'll know exactly what to do if disaster strikes.

The app is available in the [Apple App Store](#) and [Google Play](#). It allows you to:

- set up emergency alerts for your area. This includes severe weather warnings
- add the location of family and friends. You'll be able to let them know if a warning is issued for their area or when an emergency strikes, and check they're safe

In addition to alerts, the app also features:

- a personal alarm and strobe light to attract attention in emergencies
- a location finder, so you'll always know exactly where you are
- an 'I'm safe' notification that can be sent to your friends and family
- clear and practical advice on what to do in a variety of emergency situations.
-

British Red Cross First Aid app

Another free download that can help in emergencies

The app is available in the [Microsoft Store](#), [Apple App Store](#) and [Google Play](#).

It gives information on how to prepare for and help with first aid emergencies such as:

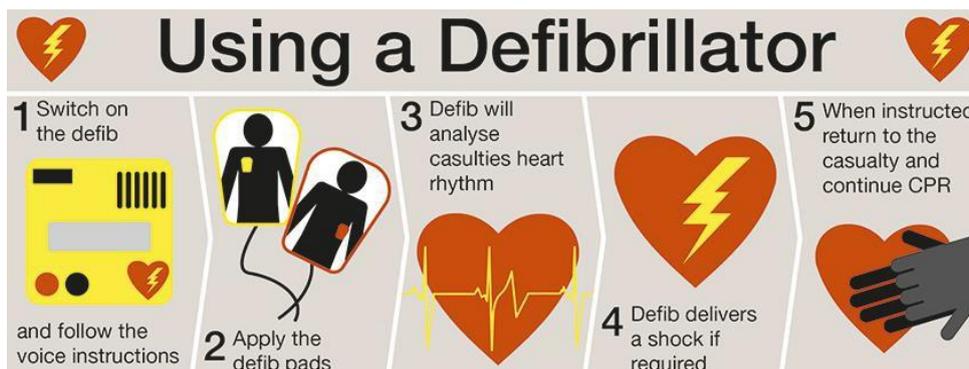
- heavy bleeding
- burns
- broken bones
- strains and sprains
- not breathing.

DEFIBRILLATORS

The Scottish Ambulance Service are encouraging businesses and communities to register their Defibrillator(s) with the Service. The Service would like as many Defibrillators to be made as publicly accessible (Eg. can be accessed by a member of the public when needed) to help save a life when a patient is in cardiac arrest. It is public perception that all Defibrillators are registered with the Scottish Ambulance Service, but this is not the case. However, they should be used if no other one is available.

The Service is committed to increasing the number of known Public Access Defibrillators (PAD) (sometimes known as Automated External Defibrillator (AEDs)) sites within Scotland and it is important that we know where these are located and that they have been registered.

This information will be used by Ambulance Control Centres when they receive a 999 call for a cardiac arrest. Using the information that you have supplied, the Call Takers will signpost the caller to the nearest defibrillator. This will help increase the chance of survival of the person who is having a cardiac arrest.



Location of Defibrillators in Gullane (see www.gaddabout.org.uk)

Location	24hr
Gullane Sports Development Astro Turf by Primary School	Yes
Gullane Golf Club x 2	No
Gullane Gym	No
Dentist	No
Doctors Surgery	No

Location of Defibrillators in Dirleton (see www.Dirletonvillage.co.uk)

Location	24hr
Castle inn	Yes
Bakersfield: behind the front garden wall of this house which is opposite the junction of Ware Road (leading to Yellowcraig) and the Main Road through the village.	Yes

YELLOW HELPING HAND

The 'Yellow Helping Hand' is a voluntary initiative which is about neighbours caring about neighbours and not an alternative to emergency services of any kind.

The aim of this initiative is to give vulnerable people a way of alerting their neighbours if they need assistance.

Work is on-going as to the best method of distribution of these 'hands'.

If you regularly visit a vulnerable member of the community & bad weather is forecast, please ensure that they have a Yellow Hand & understand when and how to use it.



In the event of an emergency please call 999 or call 101 if your situation is non-emergency

If, however, you require assistance to call emergency services; you cannot get outside to access your medication; or you've run out of essential food or heating - while you are waiting stick this hand in an easy to see window to alert your neighbours you need help.

MET OFFICE WEATHER WARNINGS

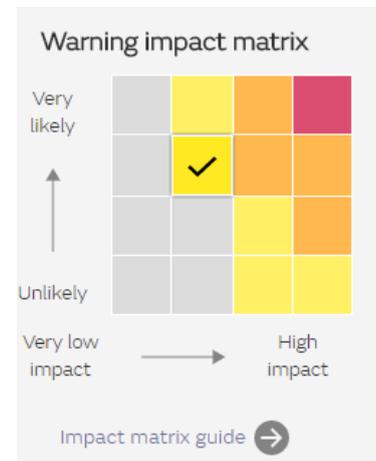
What do the coloured warnings mean?

The Met Office issues weather warnings, through the National Severe Weather Warning Service, when severe weather has the potential to bring impacts to the UK. These warnings are given a colour (yellow, amber or red) depending on a combination of both the impact the weather may have and the likelihood of those impacts occurring.

To understand how likely we think the forecast impacts are, always check the matrix to see which box has been ticked.

Yellow Warning:

Yellow warnings can be issued for a range of weather situations. Many are issued when it is likely that the weather will cause some **low-level** impacts, including some disruption to travel in a few places. Many people may be able to continue with their daily routine, but there will be some that will be directly impacted and so it is important to assess if you could be affected. Other yellow warnings are issued when the weather could bring much more severe impacts to the majority of people but the certainty of those impacts occurring is much lower. It is important to read the content of yellow warnings to determine which weather situation is being covered by the yellow warning.



Amber Warning:

There is an increased likelihood of impacts from severe weather, which could potentially disrupt your plans. This means there is the possibility of travel delays, road and rail closures, power cuts and the potential risk to life and property. You should think about changing your plans and taking action to protect yourself and your property. You may want to consider the impact of the weather on your family and your community and whether there is anything you need to do ahead of the severe weather to minimise the impact.

Red Warning:

Dangerous weather is expected and, if you haven't already done so, you should take action now to keep yourself and others safe from the impact of the severe weather. It is very likely that there will be a risk to life, with substantial disruption to travel, energy supplies and possibly widespread damage to property and infrastructure. You should avoid travelling, where possible, and follow the advice of the emergency services and local authorities.

Always keep up to date with the latest forecast from the Met Office.

<https://www.metoffice.gov.uk/guide/weather/warnings>



ARE YOU A CARER?

Who will pick up the pieces when you can't be there?

Are you a carer? Does someone rely on you? What would happen if you couldn't be there?

We all think we will always be there, but what if you were ill, had a family crisis to deal with, or you were just running late? What would you do?

That's where an emergency plan could help.

An emergency plan is a plan you set out for the care of an adult or a child in case of emergencies. It makes provisions for occasions when you are unable to fulfil your caring role, and it sets out the practical arrangements for short-term, unplanned periods.

Having a plan in place can stop an emergency becoming a crisis and can give you and the person you care for peace of mind. Emergency planning is relevant to all carers, irrespective of the age of the carer, the age of the person they care for or the health needs or disability the cared-for person has.

Emergency planning toolkit

The emergency planning toolkit will help you create an emergency plan. By answering 'Who, What Why, Where and When', you will be able to plan for any unforeseen circumstances.

This toolkit can be developed over a period of time to allow you to complete an emergency plan to support the person you care for. As you work through the toolkit, you will be asked to consider all eventualities and possible solutions. You should involve all relevant family, friends and professionals in this process.

Once you have worked through the toolkit you should have enough information to complete your emergency plan.

<https://www.enable.org.uk/get-support-information/families-carers/future-planning/emergency-planning/>

BE PREPARED FOR WINTER MONTHS

Seasonal festivities and keeping ourselves warm are top priorities at this time of year but remember to take time to ensure that you don't neglect your home and your wellbeing during the cold winter months.

Every winter, thousands of properties suffer burst pipes and their occupiers suffer the misery and inconvenience that go with them. Most of these bursts can be easily avoided with just a few simple precautions. Many people think they won't be affected or don't know what they should do to protect their home. Here are some of the things you can do to make your home less vulnerable to the cold weather and some tips to make sure that you stay warm and comfortable.

Find out where the tap is - that turns off the water supply to your house - make sure the tap works because if you do suffer a burst pipe during the winter you will need to turn it off quickly to prevent water flooding out and causing damage. (It will usually be somewhere on the ground floor of your house, maybe under the sink or stairs).



Repair any dripping taps - ensure that taps are turned off and ball valves and taps are repaired as they can cause waste pipes to freeze. If the weather is cold enough drips can freeze up before they drain away. If left for long enough pipework can block and cause pipes to burst completely.



Home Insurance - make sure that your house contents insurance policy provides cover against damage from cold weather.



The recommended temperature - for your main living room is around 70°F/21°C, and the rest of the house should be heated to at least 64°F/18°C (ideal temperature 70°F/21°C) and in your bedroom (ideal temperature 64°F/18°C) to keep you warm in winter. If you feel cold, turn the heat up regardless of what the thermometer reads. It's so important to keep warm as you are at risk of hypothermia if you're exposed to a cold environment for a long time, or to extreme cold for only a short time.



If you intend to leave your house - unoccupied (for more than a few days) - turn off the water supply. Set the heating to come on for a short period for low background heating on in the house when you are away. You can also pour salt down sinks, baths, wash-hand basin as this will help prevent freezing. Ask a friend or relative to visit your home every day while you are away to help prevent possible damage. Open your loft door to help keep the loft area, water tanks and pipes in it warm enough to prevent freezing.



If pipes freeze - you can try to thaw them out by using warm air or warm water - beware of using electrical appliances near water as this can be dangerous. If the pipes are part of the hot water system, turn off or extinguish the source of heat (immersion heater, gas boiler, coal fire etc). If a burst occurs - turn off the main water supply tap for the house. Turn on the taps in your kitchen and bathroom. Switch off the boiler and the immersion water heating system or extinguish the fire.



Close the curtains - at dusk and fit thermal linings if you can. This will keep the heat in.



Temperature check - Make sure you can check the temperature in your living room and bedroom. If possible have a simple thermometer.



Keep Warm - by covering yourself with a blanket or shawl if you are sitting for long periods, this will help keep you warm and put your feet up if you can; the air is colder near the floor.



Winter Fuel Payments - To check whether you or a relative are eligible to receive winter fuel payments, go to: <https://www.gov.uk/winter-fuel-payment>

Assemble an emergency kit!

Basic emergency kit could include:

- ❖ Water — two litres of water per person per day (include small bottles)
- ❖ Food that won't spoil, such as canned food, energy bars and dried foods
- ❖ UHT milk
- ❖ Manual can opener (if required)
- ❖ Wind-up or battery-powered torch (and extra batteries)
- ❖ Wind-up or battery-powered radio (and extra batteries)
- ❖ First aid kit
- ❖ Prescription medications, medical equipment
- ❖ Cash
- ❖ Candles and matches or lighter (place in sturdy containers and do not burn unattended)
- ❖ Change of clothing and footwear for each household member
- ❖ Sleeping bag or warm blanket for each household member
- ❖ Toiletries and personal hygiene items
- ❖ Hand sanitizer, toilet paper and garbage bags
- ❖ Mobile phone charger
- ❖ Pet food and supplies
- ❖ Infant formula, baby food and supplies
- ❖ Activities for children like books, puzzles or toys
- ❖ Whistle (to attract attention)
- ❖ Extra heating source or fuel for fire



YOUR HOUSEHOLD EMERGENCY PLAN

This household plan template is for you to use at home. It will help you and your family prepare for an emergency. The plan will let you record potential dangers in and around your home and put into place ways of dealing with them. Get your household together and fill in the information below.

WHAT ARE THE POTENTIAL DANGERS?	
Discuss the dangers of fire, severe weather, floods and other possible emergencies. What action will you take in response to each situation? Put the details in the plan below.	
DANGER	ACTION
DURING AN EMERGENCY – GO IN, STAY IN, TUNE IN	
If you are not involved in the emergency but are close by, or think you are in danger, you should; close all doors and windows, stay in your home, school or work place until you are told it is safe to leave, listen to local radio and TV stations for updates.	
If the danger is inside, get out, stay out and call the Emergency Services	
DURING AN EMERGENCY – EVACUATION	
You may be asked to leave your home for your own safety. If so, you will be told where the Council Rest Centre is. If you can, you may wish to stay with friends or family who are not affected.	
Always follow instructions from the Emergency Services	

Who can we stay with? <i>Try to think of two different locations in case someone is not available during the emergency.</i>
Name: Address: Phone Number:
Name: Address: Phone Number:
If we are not at home and can't contact each other, where can we meet? <i>Try to pick two locations, one near home and another further away in case the emergency prevents you from getting to one.</i> Never travel anywhere if you are told it is not safe to do so
Location 1:
Location 2:
If we can't get to the meeting place, who can we all contact to say we are all safe?
Name: Phone Number:
If we have to leave home, how do we turn off the following?
Gas:
Electricity:
Water:
Only do this if you have time and it is safe to do so
Do we have any neighbours that might need our help?
Name: Address: Phone Number:
Name: Address: Phone Number:
If you have time, secure your premises before you leave and don't return home until you are told it is safe to do so.

HOME EMERGENCY KIT

You should try to put an emergency kit together. If you do, ensure it is kept somewhere safe. It may be useful if you have to stay in your house, or leave in a hurry. If not, at least make a note of where important items are.

What goes into your kit is a personal decision!

Medication and prescriptions.	
Tinned or dried food, water and children's essentials for three days (<i>remember to check and change water and food regularly</i>).	
Pet food.	
Basic cutlery and tin opener.	
Wind up or battery powered torch and radio (with spare batteries).	
Blankets and first aid kit.	
Copies of important documents (birth certificates, insurance papers etc).	
Extra set of house and car keys.	
Change of clothing, footwear and sleepwear.	
A small amount of cash including change.	
Important contact details.	
Your emergency plan.	

PREPARE YOUR HOUSEHOLD

Check off each suggestion when you have done the following.

Fit smoke alarms.	
Prepare escape routes; at least two from each room in the house if you can.	
Decide where you would shelter in the house in the event of an emergency (for example the upper floor in the event of a flood).	
Know the quickest route out of your home and neighbourhood.	
Make sure all members of the household know how to switch off the gas, electricity and water at the mains.	
Put your emergency phone numbers by your telephone. You may want to keep a copy in your purse or wallet too. <i>A copy of the Leeds Resilience Team business card is ideal.</i>	
Teach children how and when to call the Emergency Services (999).	
Have sufficient food in your house for three days.	
Have a first aid kit and make sure everyone in the household knows where it is.	
Do you have valid insurance cover for your house and contents?	
Does your child's school have updated information about how to reach a parent or designated adult?	
Any other information you think might be important.	