Household Emergency Plan Template

**This document is intended to be used in conjunction with the Household Emergency Plan Toolkit which provides step by step guidance and examples.**

This template will help you prepare for emergencies and a range of situations including evacuation and loss of services to your home. By completing this plan you will:

* Identify meeting points where household members can rendezvous
* Identify family or friends who could put you up at short notice
* List the procedures for switching off utilities
* Review your storage arrangements for critical documents and records
* Think about backup measures for lighting, heating, cooking etc
* Create a directory of emergency contacts

**Complete the following details:**

|  |
| --- |
| Household details (address, phone number, residents) |
| Document version number: | Date: |
| Household Emergency Plan storage (home and offsite) |

**Table 1 Public Information Sources**

We will use the following media to find out more about an ongoing emergency situation.

|  |  |
| --- | --- |
| Local Radio Station and wavelength |  |
| Local Council website |  |
| Other |  |

**Table 2 Meeting Points**

If we can’t get to our home because it is inside a police cordon, we will meet up at the following locations (nearest if possible, furthest if not).

|  |  |  |
| --- | --- | --- |
| **Meeting point**  | **Location** | **Phone numbers (if any)** |
| Nearest home (1) |  |  |
| Further away (2) |  |  |

**Table 3 Emergency Friend**

If we are having trouble contacting each other or getting to a meeting point, we will contact our Emergency Friend to let them know we are okay and to provide or receive any messages.

|  |  |
| --- | --- |
| Contact 1Name and phone numbers |  |
| Contact 2Name and phone numbers |  |

**Table 4 Emergency Accommodation**

In case we have to be evacuated from home overnight the following people have agreed to put us up for a night or two.

|  |  |
| --- | --- |
| **Accommodation** | **Name, address, telephone number and any special considerations** |
| 1st call |  |
| Backup |  |
| Pets (if different) |  |

**Table 5 Utilities**

These are the instructions for switching off water, gas and electricity to our home in case we are advised to do so for safety reasons.

WARNING: We can turn the water and electricity back on ourselves but NOT THE GAS. This must be done by a qualified engineer.

|  |  |  |
| --- | --- | --- |
| **Item** | **Location** | **Basic instructions** |
| Water stop cock |  |  |
| Gas isolation valve |  |  |
| Electricity isolation switch |  |  |

**Table 6 Critical Documents**

This is a list or our important documents and records.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Details**  | **Location** | **Secure / fireproof?** |
| Passports |  |  |  |
| Driving licences |  |  |  |
| Birth, marriage and adoption certificates |  |  |  |
| Insurance certificates |  |  |  |
| Building society pass books |  |  |  |
| Financial instruments (stocks, bonds, etc) |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Table 7 Backup Arrangements**

These are the arrangements we will switch to if our normal household routines are disrupted.

|  |  |
| --- | --- |
| **Item** | **Backup Arrangements** |
| Lighting |  |
| Heating |  |
| Cooking |  |
| Phones |  |
| Radio |  |
| Food |  |
| Water |  |
| Medicines |  |
| Baby supplies |  |
| Pet supplies |  |
| Special needs |  |

**Table 8 Emergency Contact List**

These are the people and organisations we might need to contact in an emergency or if our home and property are damaged.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Name and address** | **Reference** | **Contact details** |
| Police |  |  | Emergency 999Non-emergency 101 |
| Fire |  |  | Emergency 999Non-emergency0116 287 2241 |
| Doctor |  |  |  |
| School / college |  |  |  |
| Carer / childminder |  |  |  |
| Employer |  |  |  |
| Local Authority |  |  |  |
| Insurer (household) |  |  |  |
| Insurer (car) |  |  |  |
| Insurer (other) |  |  |  |
| Bank |  |  |  |
| Building Society |  |  |  |
| Mortgage lender |  |  |  |
| Electricity supplier |  |  |  |
| Gas supplier |  |  |  |
| Water company |  |  |  |
| Environment Agency |  |  |  |
| Communications provider |  |  |  |
| Mobile phone provider |  |  |  |
| Plumber |  |  |  |
| Vet |  |  |  |
| Local radio station |  |  |  |
| Family contacts |  |  |  |
| Neighbour (left) |  |  |  |
| Neighbour (right) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |