

Don't panic PREPARE!

WEST YORKSHIRE PREPARED

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Whilst we can't prevent emergencies happening, we can plan ahead to reduce the impact. Severe weather, health warnings, transport accidents, security risks: just some of the emergencies that can happen.

Don't panic - prepare!

Use this guide to help keep you and your family safe.

Through West Yorkshire Prepared - your Local Resilience Forum - the emergency services, health services, Local Authorities, Government agencies, utility companies and voluntary organisations work together to make sure plans are in place for dealing with, and recovering from, emergencies across West Yorkshire.

Get ready - what you can do?

Being prepared can help you and your family to deal with an emergency.

- ✓ Prepare an emergency plan
 - Prepare an emergency kit containing some essential items and keep it handy

IN SOME EMERGENCIES

YOU MAY BE ASKED

TO EVACUATE!

- Know your escape route from your house
- Learn basic first aid techniques

Make your own emergency plan

One way of getting ready for the unexpected is to prepare a simple household emergency plan. Try to involve family members/housemates in developing the plan, keep it in a safe and memorable place in your house and make sure everyone knows where it is. It is advisable to review the plan regularly. A household plan template is included in this booklet or you can download one from:

westyorkshireprepared.org.uk

In some emergencies you may be asked to evacuate

If you are required to leave your home:

- Follow your household emergency plan
- Remember to lock all doors and windows before you leave

Turn off utilities, where possible

- Take any medication and medical equipment with you
- Take your mobile phone and charger
- Take money and debit/credit cards
- Take your pets and some pet food unless advised otherwise by the emergency services
- The local authority will provide a rest centre for your initial safety and welfare (if required)

Always listen to and follow instructions from the emergency services. If you choose to make your own arrangements, please remember to let someone know you are safe.

Are you prepared? QUICK CHECK TEST...

To find out if you are ready for an emergency try our 'Don't panic, prepare' test today.

A few minutes now may make all the difference when it really matters! Tick the things you've done.

Do you have a household emergency plan?

- Have you discussed your plan with family, friends or other household members?
- Have you completed a personal emergency contact list?
- Do you have emergency contact(s) in your phone, wallet or purse?
- Do you have a contact person someone unlikely to be affected by the same emergency - who can keep family and friends informed?
- Do you have a wind-up or battery-operated portable FM/AM radio?

- Have you agreed alternative meeting points with family/friends?
- Do you have adequate contents and buildings insurance?
- Do you have copies of your most important documents stored somewhere other than at home?
- Do you have a written list of your valuables?
- Have you considered alternative accommodation arrangements, if you are asked to evacuate your home?

Scored more than 9?

If you answered YES to 9 or more questions - your preparations are going well, congratulations! Just make sure you keep all your plans and information up to date.

Scored between 5 and 8?

It's great you've started work on your emergency preparations – however there's a lot more you can do. Complete your household emergency plan to help you get ready.

Less than 4?

You need to do more to prepare, so start now. Remember, the more prepared you are, the better you will cope in an emergency.

In this booklet we have identified some of the risks and emergencies that might affect you. We hope our practical advice will help you protect and prepare your household.



Household Emergency PLAN

There are a number of emergency events that could affect the UK and would likely impact essential services, possibly disrupting your ability to travel, communicate with others or retain a normal daily routine.

To ensure you and your family are as prepared as you can be for an emergency, please spend just 10 minutes completing this plan. Involve all members of your household and keep a copy accessible. Hopefully you will never have to use this plan, but having one can help alleviate fears about potential emergencies, and can help you respond safely and quickly if an emergency happens. You should aim to review your plan regularly.

More information...

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This quick plan will give you a good start in case of an emergency. If you would like more information on the kind of emergencies the UK might face, further advice on how to be better prepared or to sign up for alerts, please keep up to date with West Yorkshire Prepared by visiting:

westyorkshireprepared.org.uk

@WYRForum

@WYPrepared

Preparation

Use the two checklists below to start your planning.

Be prepared checklist...

Do you have an emergency bag?

- Do you have smoke detectors fitted and are they checked regularly?
- Do you have carbon monoxide detectors fitted and are they checked regularly?
- Are you in a flood area? If so are you signed up to alerts for flood warnings?
- Do you have sufficient buildings and contents insurance?
- Do you know how to switch off your gas, electricity and water if needed?
- Gas turn off located:
- Electricity turn off located:
- Water turn off located:

You should prepare a bag of items that you and your family might need in an emergency. If these items are stored in a bag, they are easy to access in an emergency, particularly if you need to leave your home in a hurry. Make sure everyone in your house knows where your emergency bag is kept.

Emergency bag (suggested contents)...

Family documents

- Copy of this plan
 Passports
 Driving licences
- Insurance policies
- Birth Certificates
- Family photos (in case of separation)

Personal items

- O Toiletries
 - Medication
- Glasses
- Hearing aids/ mobility aids

Supplies for babies/ small children

- Food and drink
- Nappies/nappy bags/wipes
- Small toy

Other items

-) First aid kit
- Torch (wind up or spare batteries)
- Candles and matches/glowsticks
- Food and bottled water for 3 days (do not rely on fridge/ freezer for food)
- Radio (wind up or spare batteries)
- Foil blankets (1 per household member)
- Spare house and car keys
- Mobile phone chargers
- Cash and credit cards
- Pet supplies (if needed)
- Pack of cards/other small games



During an emergency

The nature and impacts of an emergency will determine the action that you may need to take. In some situations you may be told by emergency responders to stay in your home. In other situations you may be asked to leave. Always follow the advice of the emergency services.

Staying in your home...

Close all windows and doors if necessary

- Receive updates from local TV and radio
- Continue to follow the advice of the emergency services

STAY SAFE AND DON'T TAKE RISKS

Leaving your home...

If you have no source of transport or have no alternative accommodation, notify a member of the emergency services – either when asked to move or via the non emergency 101 number.

On leaving your home make sure you do the following:

- Lock doors and windows
-) Let family know where you will be
- Make arrangements with school/work
- Notify the emergency services of any neighbours who may need assistance
- Pick up your emergency bag (and any items you need that are not in the bag)
- Take pets with you unless you are advised otherwise by emergency services
- Turn off your gas/electricity/water if told to do so
-) Make your way to a place of safety

Emergency Contact Details

Make a copy of your key contacts below. Don't rely on your contacts directory in your phone - if you lose your phone or it runs out of charge you won't be able to access the information.

Contact	Name	Phone Number
/		/

Emergency Contacts...

Emergency Services	999
Police (non-emergency)	101
NHS 111	111
Environment Agency	0345 988 1188
Northern Gas	0800 111 999
Powercut	105
Northern Power Grid	0800 375 675
Yorkshire Water	0345 1242 424





What is influenza (flu)?

Seasonal fluis an infection which is a lot more serious. than a common cold. Symptoms include headaches, high fever, cough, sore throat and severely aching muscles and ioints. For most people flu is just a nasty experience, but for others it can lead to illnesses that are much more serious, such as bronchitis (chest infection) and pneumonia.

Get your flu jab

The single best way to prevent flu is to have a flu jab. It will give anyone who is at an increased risk good protection against serious illness. You can have the flu jab free on the NHS if you are pregnant, over 65, are living in a long-stay care facility, you're the main carer for someone whose welfare may be at risk if you fall ill, or if you have a longterm health condition. The vaccine is also free for some babies and children. Ask your GP or practice nurse for further information or visit nhs.uk/flu.

What you should do if you develop flu-like symptoms:

- If you are at work, school or college, make arrangements to go home
- Get lots of rest and drink plenty of fluids
- Stay at home until your symptoms have gone
- Take over-the-counter medicines, such as paracetamol, to relieve the symptoms and always follow the instructions on the medicines.

Basic hygiene can help to protect you and others:

CATCH IT Use a tissue to cover your nose and

BIN IT

Dispose of the tissue as soon as possible.



Clean hands frequently with soap and water especially after coughing, sneezing and using tissues. An alcohol hand rub can be used as an alternative if water is not available.

mouth when coughing or sneezing.

FOR FURTHER NHS INFORMATION AND ADVICE CONTACT III OR nhs.uk CALI when it's less urgent than 999

Severe Weather SNOW & ICE, RAIN, FLOODING & HEATWAVES

Severe weather is one of the main causes of disruption in West Yorkshire. There are various forms of severe weather including snow, ice, heavy rain, high winds, fog and heatwaves.

In the run up to and during periods of severe weather, the Met Office will issue and update weather warnings on their website. The Met Office National Severe Weather Warning Service issues yellow, amber and red warnings, which advise when to be aware, be prepared and take action. Detailed forecasts and advice can be found on their website (**metoffice.gov.uk**) and mobile app, or follow them on Facebook/Twitter.

Local news outlets will provide updates on the weather and any disruption to roads, public transport and schools.



DURING SNOWY/ ICY CONDITIONS

Avoid travel if possible

- If travel is necessary, make sure you've completed a winter driving checklist (available to download from westyorkshireprepared.org.uk)
- If you have to make a journey when snow is forecast, make sure you have warm clothes, food, water, boots, a torch and spade and let someone know your route and when you expect to arrive

Check on vulnerable neighbours

- Tune in to the local news (radio/TV) for the latest weather updates
- If you go outside, wear several layers of clothing and keep dry to prevent loss of body heat

Use salt or sand - not water - Do not use water to melt the snow, it may refreeze and turn to ice. You can prevent ice by spreading salt on the area you have cleared. Ordinary table or dishwasher salt can be used - a tablespoon for each square metre you clear should work.



THINK ABOUT WHAT YOU CAN DO IN ADVANCE TO PREPARE FOR SEVERE WINTER WEATHER

IN WINTER

Protect yourself from flu

You can have the flu jab free on the NHS if you are pregnant, over 65 or if you have a long-term health condition.

Stay informed

Check the weather forecast at **metoffice.gov.uk** or call **0370 900 0100**.

Eat well

Stock up on groceries; if you're unable to get out shopping yourself, have them delivered or ask a friend or neighbour for help.

Keep warm

Layer your clothing, wear clothes made of wool, cotton or fleecy synthetic fibres and wear a coat, hat, scarf, gloves and shoes with a good grip if you need to go outside.

Take care in icy conditions

Do you really need to go out? Make sure your heating works; check your radiators are not obstructed by curtains or furniture, draw curtains at dusk to help keep the heat generated inside the room.

Look after yourself and others

Consider who might be at particular risk from cold weather among your family, neighbours and friends. Can you provide any support?

Prescription medication

If you take medication, double-check you have enough.

Childcare

Consider how you would care for your children if their nursery or school was closed.



EXTREME HEAT CAN BE EXTREMELY DANGEROUS ESPECIALLY IF YOU'RE ELDERLY, VERY YOUNG OR HAVE AN EXISTING HEALTH PROBLEM

IN SUMMER

It is not just the cold weather that you, your family and friends need to prepare for. During a heatwave, when temperatures remain abnormally high for longer than a couple of days, it can prove fatal. There are a number of steps you can take to prevent yourself, family or friends becoming ill in hot weather.

Stay out of the heat:

- Make the local weather forecast
- ₩ Keep out of the sun between 11.00 am and 3.00 pm
- Try and avoid strenuous outdoor activity
- If you have to go out in the heat, walk in the shade, apply sunscreen and wear a hat and light, loose fitting clothes

Cool yourself down:

- Have plenty of cold drinks, and avoid excess alcohol and caffeine
- Eat cold foods, particularly salads and fruit with a high-water content
- Take a cool shower, bath or body wash
- Sprinkle water over the skin or clothing, or keep a damp cloth on the back of your neck
- Keep rooms cool by using shades or reflective material outside the windows. If this is not possible, use lightcoloured curtains and keep them closed (metallic blinds and dark curtains can make the room hotter)

Look out for others:

- Keep an eye on isolated, elderly, ill or young people and make sure they are able to keep cool
- Make sure babies, children or elderly people are not left alone in stationary cars
- Check on elderly or sick neighbours, family or friends every day during a heatwave
- Be alert and call a doctor or social services if someone is unwell or help is needed



FLOODS CAN HAPPEN QUICKLY AND WITH LITTLE OR NO WARNING

FLOODING

A few Flooding Facts

- Just 15cm of fast flowing water can knock you off your feet
- Electric currents can pass along downed power lines in flood waters
- A car can float in just 60cm of standing water or 30cm of moving water
- Flash floods can cause walls of water 10 to 20 feet high

What to do if there's a flood on the way

- Move family, pets and valuables to a safe place
- 🎺 Keep a flood kit ready
- Turn off gas, electricity and water supplies if safe to do so
- Put flood protection equipment in place

There may be very limited time to carry out these actions. Consider what things you would move first and whether to keep some things upstairs/high up as a precaution. It's also worth completing a flooding checklist, a copy of which can be found in this booklet or downloaded from westyorkshireprepared.org.uk.

To report localised flooding from ordinary watercourses, or highways, gulleys and drains, contact your local authority.

Prepare Act Survive

The Environment Agency offers the following advice, in relation to its three-tier flood warning system:

PREPARE Flood alert

- Prepare a bag that includes medicines and insurance documents
- Mark flood warnings

ACT Flood warning

- VMM Turn off gas, water and electricity
- Move things upstairs or to safety
- Move family, pets and car to safety

SURVIVE Severe flood warning

- Call 999 if in immediate danger
- Follow advice from emergency services
- Keep yourself and your family safe





Flooding Checklist ARE YOU PREPARED?

Local flood warning in place...

- С
- Move furniture and other belongings upstairs, if safe to do so.
- Create/check the contents of your grab bag ensuring you add any medication and important documents.
- Consider moving vehicles to higher ground.
- Put in place any flood defences you may have.
- Ensure you have a sufficient stock of food, water and medication.
-) Keep up to date on the latest weather forecast, flood warnings and road closures.
- Contact family and friends to arrange a warm, dry place to stay if necessary.
- Check on neighbours to see if they need any assistance.

Flooding is happening...

- \bigcirc
- Turn off the gas and electricity supply to your home.
- 0
- Evacuate your property (don't forget to lock doors and windows).
- Check on neighbours to see if they need any assistance to evacuate.



When evacuating, avoid walking or driving through flood water.

Recovering from flooding...

- Visit the Public Health England and National Flood Forum websites for advice on cleaning up and recovering after a flood.
- Contact your local council if your property is flooded. There may be assistance available to help you recover and clean up.

Flood Protection

During a flood event, some local authorities may be able to provide sandbags to properties which are most at risk of flooding. However, resources are limited and supply cannot be guaranteed. Contact your local authority for more information. If your local authority doesn't supply sandbags, you can buy unfilled sandbags and a supply of sand from most DIY stores and builders merchants.

There are other ways you may be able to protect your property, using flood protection equipment such as flood boards and doors or seals for airbricks. For more information, visit **nationalfloodforum.org.uk** or **gov.uk/prepare-for-flooding.**

TOP TIP

You may be eligible for the Environment Agency's FREE 24-hour Flood Warning Service that provides direct warnings by telephone, text or email.

Visit gov.uk/sign-up-for-flood-warnings or phone Floodline on 0345 988 1188.

More information

- For all weather updates and weather warnings check metoffice.gov.uk.
- To report flooding from water mains or public sewers, call Yorkshire Water on **0345 122 24 24**.
- To find out what flood warnings are currently in force, and for advice and information, call Floodline 0345 988 1188.

Environment Agency

You can get up-to-date information about flooding and flood warnings issued in your area by checking the Environment Agency website, flood-warning-information.service.gov.uk /warnings, or by calling Floodline on 0345 988 II88.

Remember!

ISCM OF MOVING WATER CAN KNOCK YOU OFF YOUR FEET OR DISABLE A CAR

RESERVOIR FAILURE

Reservoirs are built and maintained to very high standards and the likelihood of reservoir failure is low. There has been no loss of life due to dam failure in this country since the 1920s. Even so, we need to be prepared to ensure we can respond in case of an emergency. Reservoir failure could lead to the sudden release of deep, fast-moving water. It could be very different from most other forms of flooding and there would be little warning. Understanding where water might go could help you to stay safe.

Be prepared

- Avoid walking or driving through flood water. 15cm of moving water can knock you off your feet or disable a car
- 🖋 Keep children and vulnerable people away from flood water
- Remain calm and act quickly. Call 999 if you are in danger
- Contact the Environment Agency on 03708 506 506

Industrial Accidents GO IN, STAY IN & TUNE IN



If you live close to a large chemical site, you should regularly receive information from the site(s) in your area advising you of actions to take in the event of an accident. Generally, the advice in a chemical incident is:

- Go into a house or building straight away and stay indoors until you hear an all-clear message
- Close all external doors and windows, turn off central heating and ventilation systems
- Stay in a room away from the source of the chemical release, preferably upstairs
- Tune into local news to receive information and updates
- Do not ring the emergency services unless you have a medical emergency, as their telephone lines need to be kept clear
- General medical advice can be sought by calling 111

How would your business cope in a crisis?

Every day, businesses across Britain face a variety of potential emergencies, such as cyber-attacks, fire, flooding, severe weather, civil unrest and severe illness.

There are steps you can take to protect your business:

- To minimise the disruption to normal operations, you should develop a Business Continuity Plan. (See overleaf).
- It is impractical to develop plans for every single potential incident, so focus on those that are most likely to happen.
- In the event of fraud or a cyber crime contact Action Fraud on 0300 123 2040 or visit actionfraud.police.uk.
- Consider storing data backups in a different location to ensure the information you hold is more resilient to cyber-attacks, fire or theft.
- Sign up for flood alerts from the Environment Agency – visit gov.uk/sign-up-for-flood-warnings or phone Floodline on 0345 988 1188.
- Check you have effective insurance in place.
- Keep 'risk' on the agenda make sure you discuss it with your employees/colleagues and ensure everyone knows what to do in an emergency.

FOR MORE INFORMATION ON BUSINESS CONTINUITY, AND PREPARING AND PROTECTING YOUR BUSINESS, VISIT THE BUSINESS CONTINUITY INSTITUTE AT thebci.org

OR TAKE THE 'WOULD YOU BE READY?' TEST AT wouldyoubeready.org.uk

Business Continuity PLAN

What would you do if your business was involved in an emergency?

Don't wait for the unexpected to happen! Complete this plan and make your business more resilient. STEP I What are the IO most important things you need to keep your business running?



Can they be

replaced

easily?

How would your business cope in a crisis?

STEP 2 Could your business still operate if...

- Electricity went down for 3 days?
- 40% of your staff were absent at once?
- Schools were closed for 2 weeks unexpectedly?
- Your usual suppliers were severely disrupted?
- You were denied access to your building(s) for up to 2 weeks?
- You lost water for up to 2 weeks?
- There was widespread loss of communications between 3 and 5 days?
- Key roads, bridges, footpaths, railway lines, airports or shipping were closed?
- You were the victim of theft/ vandalism?

STEP 3 Thinking about steps I and 2, what are the I0 things you now want to do to increase the resilience of your business?

Tick when complete



STEP 4 Who are the top 10 people or organisations you would need to inform about a disruption to your business? Are their contact numbers readily to hand? Think about staff, customers, suppliers etc.



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OR TAKE THE 'WOULD YOU BE READY?' TEST AT wouldyoubeready.org.uk

Get ready for the unexpected

If your business faces disruption, communication in the early stages is key. In this plan you have identified the top IO individuals or organisations you would need to contact. The In Case of Emergency (ICE) section below identifies other organisations you may need to contact. It is also important that staff know who in the business is responsible for managing business continuity. You can include their details here:

Responsible Person... Contact Details Name **Emergency Contacts... Emergency Services** 999 Police (non-emergency) 101 NHS 111 111 **Environment Agency** 0345 988 1188 **COMMUNICATION IN** Northern Gas 0800 111 999 THE EARLY STAGES OF Powercut 105 Northern Power Grid 0800 375 675 **DISRUPTION IS KEY** Yorkshire Water 0345 1242 424

Useful Contacts

We've put together a number of other contacts that may be useful in an emergency:

REMEMBER, 999 SHOULD ONLY BE USED IN A TRUE EMERGENCY!

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Emergency Services



Police (non emergency)

101westyorkshire.police.uk

@westyorkspolice



West Yorkshire Fire & Rescue Service 01274 682311 (Non-emergency) westyorksfire.gov.uk @wyfrs



NHS 111 (24 hours a day, 365 days a year confidential medical help or advice)

Q 111

🕟 nhs.uk

@NHSEngland

Utility companies



Electricity (24 hour emergency service and supply failures only)



Gas (24 hour emergency service

and gas escapes)

C 0800 111 999



Yorkshire Water

0345 124 24 24

S yorkshirewater.com

@YorkshireWater
 @YWHelp

Local Authorities Other agencies **City of Bradford MDC Environment Agency** 01274 431000 Incident Hotline 0800 80 70 60 Environment Agency City of Bradford MDC Floodline 0345 988 1188 bradford.gov.uk environment-agency.gov.uk @bradfordmdc @EnvAgencyYNE Calderdale Council Met Office Calderdale 01422 288001 metoffice.gov.uk 01422 288000 Council (Out of hours emergency only) Cometoffice Calderdale.gov.uk Met Office Calderdale **Action Fraud Kirklees** Council 0300 123 2040 ActionFraud **Q** 01484 221000 actionfraud.police.uk actionfraud.police.uk **S**Kirklees 01484 414888 @actionfrauduk (Out of hours emergency only) kirklees.gov.uk @KirkleesCouncil Media Leeds City Council **Yorkshire Post** 0113 243 2701 0113 376 0499 Leeds b yorkshirepost.co.uk leeds.gov.uk **O** @yorkshirepost @leedsCC_Help **BBC Radio Leeds** Wakefield MDC BBC 0113 2442131 0345 8506 506 working for you RADIO @BBCLeeds wakefield.gov.uk LEEDS @MyWakefield



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