

Risk Management & Business Continuity

EVACUATION GUIDANCE

Emergencies usually strike without warning and in different ways. It can mean the loss of basic services including water, power, gas and telephones. It could mean damage or threat of damage to your property, by, for example, flooding, fire or blast. It could mean evacuation from your home or from your whole neighbourhood. In emergency situations, you can cope best by preparing in advance and then by following instructions if you do have to evacuate your home.

1 PREPARING IN ADVANCE

If you have to evacuate your home, it will make things a lot easier if you have prepared a 'Grab Bag' in advance containing a packing list to follow should you need to use it. Your list should include the following:

- Any medication that may be required by family members.
- Glasses or contact lenses.
- Essential keys including house and car.
- Cash, credit and debit cards.
- A change of clothing, footwear, and sleeping attire.
- Washing, shaving and sanitary supplies.
- Any special items for babies, children, elderly and disabled people.

2 IN CASE OF EMERGENCY (ICE)

Storing next-of-kin details in your mobile phone, or carrying it in your wallet or purse, will help the emergency services if you are unable to tell them who to contact:

- ICE stands for 'In Case of Emergency': it's what the emergency services will look for if you're involved in an accident.
- If you use the memory of your mobile phone to store names and numbers, simply add the letters ICE in front of a person who should be contacted in emergency.
- Make sure the person whose name and number you are giving has agreed to be your 'ICE partner'. You should also make sure your ICE partner has a list of people to contact on your behalf.

3 IF YOU HAVE TO EVACUATE YOUR HOME

You will be advised of an evacuation by all means available such as radio, TV, telephone, loudhailer, knock at the door etc.:

- Listen closely to or read instructions.
- You will be advised of where to go to get transport to a friend or relative or to a designated Rest Centre if needed.
- Take your grab bag with you.
- Do not take your car unless advised otherwise.
- Make sure your pets are safe and secure if you are not taking them with you.
- Do not delay your departure unnecessarily.

4 WHAT TO DO NEXT

The council and its partners will make arrangements to look after your health and welfare if the need arises. It will assist greatly if you comply with the following guidance:

- You will be advised of where to go to get transport to a friend or relative or to a designated Rest Centre.
- Follow Police advice.
- Be patient and stay calm.
- Walk, don't run.
- If you need assistance look for someone in uniform wearing a high visibility jacket.
- Don't worry about children at school or nursery as arrangements will be made to look after them.

DURING AN EVACUATION IF YOU CANNOT EVACUATE YOURSELF BECAUSE YOU ARE ELDERLY OR INFIRM AND HAVE NO ONE TO HELP DIAL 999. ARRANGEMENTS WILL BE MADE TO HELP YOU.

If you have any queries or have any comments about this evacuation guidance, please contact our Risk & Business Continuity Team
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