

EMERGENCY PLANNING GUIDE



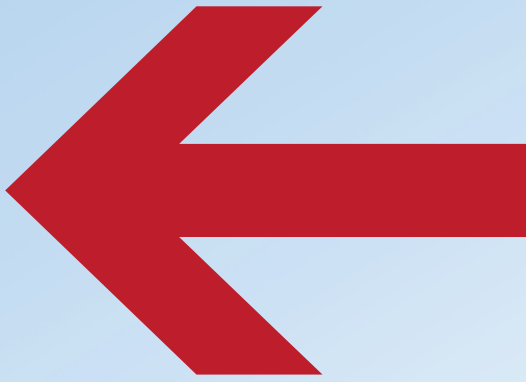
STOCKPORT
METROPOLITAN BOROUGH COUNCIL



PREPARING FOR EMERGENCIES



Working together for a safer Stockport



Preparing for **emergencies**

General advice about what to do in an emergency

i Know where and how to turn off your water, gas and electricity if needed.

Keep up to date with the emergency plans in place at your work and for your children at school.

Check that children know their full address, can say and dial their own number and know who they should contact in an emergency.

999 Make sure 999 has been called if people are injured or if there is a threat to life.

Try to remain calm, think before acting and try to reassure others.

If you are not involved in the incident but you are close by, or believe you may be in danger:

- 🏠** Go inside a safe building
- 🚫** Stay inside until you are advised to do otherwise
- 📻** Tune in to local radio or TV for more information (eg. BBC Radio Manchester 95.1 FM)

👤 In preparation consider getting some First Aid training

Preparing For Emergencies Useful Contact Numbers

Stockport Council Emergency 24hr Control Centre 474 5555 (out of hours)
Stockport Council Civil Resilience Unit 474 3466 (office hours)

www.stockport.gov.uk/emergencyplanning



In Case of Emergencies

flooding

To report flooding incidents on the highway, call Stockport Streetscene on **0845 833 4444**

To find out about the latest flood warnings, phone the Environment Agency Floodline on **0845 988 1188** or visit their website at **www.environment-agency.gov.uk**

Listen out for warnings on local radio and TV

What to do when you hear a Flood Warning

- Protect yourself, your family and help others.
- Move animals, pets, vehicles, valuables and other items to safety.
- Get flood protection equipment in place. Follow manufacturers' instructions.
- Be prepared to turn off your gas, electricity and water mains supplies. Unplug portable electrical items and move them upstairs if safe to do so.
- Do not touch sources of electricity when standing in flood water.
- Co-operate with emergency services and local authorities - you may be evacuated to a rest centre.
- Do as much as you can in daylight. Doing anything in the dark will be a lot harder, especially if the electricity fails.

Stay Safe in a Flood

Floods can kill. Don't try to walk or drive through floodwater - six inches of fast flowing water can knock you over and two feet of water will float your car. Manhole covers may have come off and there may be other underwater hazards you can't see.

Be prepared for flooding

There are lots of ways that you can prepare for flooding. These include:

- Find out if you are eligible for free warnings by calling the Environment Agency Floodline on **0845 988 1188**
- Check your insurance cover
- Prepare a grab bag (*see page 9*)

Keep your valuable and sentimental items on the first floor or on the top shelf of a cupboard

To find out more, phone the Environment Agency's Floodline on **0845 988 1188** or go to their website at **www.environment-agency.gov.uk**

Hot Weather Cool Ideas

In a severe heat wave you may get dehydrated and your body may overheat leading to heat exhaustion or heatstroke, which need urgent treatment (symptoms include headaches and nausea).

Keep cool:

Have plenty of cold drinks, but avoid caffeine and alcohol.

Take a cool shower, bath or body wash. Keep a damp cloth on the back of your neck.

Keep indoor plants in the house as evaporation helps cool the air, particularly in the room you are sleeping in.

Avoid extreme physical exertion.

Keep curtains that are exposed to the sun closed during the day and open windows at night when the temperature has dropped.

Cold Weather Hot Tips

Wear several layers of warm clothes rather than one chunky layer.

Have regular hot drinks and at least one hot meal a day. Eating regularly helps keep your energy up.

Keep your home at the recommended temperature of 18°C to 21°C.

**In both hot and cold weather,
be aware of your vulnerable
neighbours and families and
make sure they are safe and well**



Emergency grab bag

An emergency grab bag holds vital information and items that may be useful to your family in an emergency. The bag should be small enough to carry, be stored in a safe and secure place and all family members should know where to find it.

The bag should be maintained and checked regularly. Consider these suggestions in order of importance for your family.

Details of regular prescription items for all your family

Useful telephone numbers (e.g. family, friends, insurance company, utilities, doctors, etc.)

First Aid Kit

Put a note in the bag to remind you to add important documents e.g. passport, bank account details, insurance certificates and a computer back up disc.

Battery or windup radio and torch, as well as spare batteries, if appropriate.

Bottles of water, baby food, energy food (don't forget your pet)

Notebook and Pen

Toiletries - nappies



Business Continuity - How prepared are you?

Business Continuity Management will help you plan and prepare for the unexpected. Advice for commercial and voluntary organisations.

Be prepared

Business Continuity Management (BCM) is about identifying those parts of your business that you can't afford to lose – such as information, stock, premises, staff – and planning how to maintain these, if an incident occurs.

Any incident, large or small, whether it is natural, accidental or deliberate, can cause major disruption to your organisation. But if you plan now, rather than waiting for it to happen, you will be able to get back to business in the quickest possible time. Delays could mean you lose valuable business to your competitors, or that your customers lose confidence in you.

This affects you

Whether you are a market trader, voluntary organisation or a global institution you need to be able to continue with your critical activities, whatever happens. You also need to make sure that your key suppliers and partners have effective BCM arrangements in place.

Visit the business continuity institute www.thebci.org

Or download further advice and literature from the Council's website
www.stockport.gov.uk/businesscontinuity



May 2010							June 2010							July 2010							August 2010							September 2010																																									
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3rd: May Bank Holiday
31st: Spring Bank Holiday

30th: Summer Bank Holiday

October 2010							November 2010							December 2010							January 2011							February 2011																																																																																			
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31st: Clocks go back

25th: Christmas Day
26th: Boxing Day
27th: Bank Holiday

1st: New Year's Day

March 2011							April 2011						
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27th: Clocks go forward

22nd: Good Friday
25th: Easter Monday

■ Secondary School Holidays (school holidays are shown only as a guide, individual school holidays may vary)

Calendar 2010/11