



Emergency Planning Information Brochure

Foreword

Welcome to Leeds City Council's Emergency Planning Information Brochure.

This document has been prepared by the Peace and Emergency Planning Unit, who are responsible for ensuring Leeds City Council is ready to provide support to the Emergency Services in an emergency incident and assist the community in the recovery and return to normality.

Emergencies can happen quickly and without warning and can cause serious disruption to those directly, and indirectly, affected. Recent emergencies in Leeds include flooding, loss of utilities, evacuations, chemical fires and infectious disease.

All emergencies are different in terms of risk to the public. However there are practical and inexpensive measures that you can adopt to assist the emergency services and to help you, your family and friends cope with the situation.

In preparing for and responding to emergencies, this booklet details measures you can take. Please take the time to read the information within and help prepare yourself for the unexpected.



Tom Riordan
Chief Executive, Leeds City Council



Leeds key information



- Area covering 217 sq miles
- 750,000 residents across area
- Largest employment centre in region
- Key industries include finance, retail, business services and manufacturing
- 2 major teaching hospitals
- Leeds Bradford International Airport
- Major rail hub
- 2,600km highways
- 3 main rivers
- 575 miles of other watercourses

What is a major emergency?

A major emergency is an event that seriously affects people, buildings or the environment. Major emergencies include:

- Severe weather causing flooding, heavy snow or high winds;
- Security related incidents, including acts of terrorism;
- Health alerts such as flu pandemic or heat wave;
- Transport accidents or major fires; and
- Environmental accidents, such as pollution.

Leeds City Council works in partnership with organisations including the emergency services, health service, Government agencies, utility companies and voluntary organisations to put in place co-ordinated plans for dealing with these and other emergencies.



What does the council do in an emergency?

Leeds City Council supports the emergency services and other organisations during an emergency, and cares for the needs of the people and community affected. This can include:

- 🕒 Activating council wide response arrangements;
- 🕒 Assisting the emergency services with evacuation;
- 🕒 Providing resources and support; and
- 🕒 Communicating with the public through the media, our website and/or help lines.

It then has a responsibility to assist in the return to normality for the community as soon as possible.

It is the role of the Emergency Planning Team to ensure we are ready for these tasks and meet our obligations under the Civil Contingencies Act 2004 and other supporting legislation.



Emergencies – What can I do?

Advance preparation can help minimise the effects of a major emergency on you and your family, and there are a number of things you could do. Consider some or all of the following:

- Prepare an emergency plan. See the centre pages of this booklet or download and complete our template at www.leeds.gov.uk/prepared;
- Prepare an emergency kit containing some essential items and keep it handy. See ‘Your Household Emergency Plan’ in the centre pages of this booklet for ideas;
- Store important documents safely and make copies, for example, of birth certificates and passports;
- Learn about your home, for example, know how to turn off utilities such as electricity and water; and
- Learn some basic first aid techniques.



Go In, Stay In, Tune In

In a major emergency, if you are not involved in the incident, but are close by or believe you may be in danger, the best advice is to:

- Go inside a safe building;
- Stay inside until you are advised to do otherwise; and
- Tune in to local radio (BBC Radio Leeds (FM 92.4, 95.3, DAB) or TV for information.

Of course there are always going to be particular occasions when you should not 'go in', for example if there is a fire, or you are advised otherwise by the emergency services.

If you find yourself in the middle of an emergency it is important that you:

- Make sure 999 has been called if people are injured or if there is threat to life;
- Do not put yourself or others in danger;
- Follow the advice of the emergency services; and
- Try to remain calm and think before acting.



Evacuation

In some emergency situations you may be requested to evacuate from your place of residence by the Police. Any decision to do this will follow consultation with other emergency services and Leeds City Council.

If a decision is made to evacuate your area, this will be done by house-to-house calls and media broadcasts.

You will be advised of the reasons why you are being evacuated, where you are being evacuated to and of measures to take before leaving your property.

You will then be guided or taken to an assembly point or nearby reception/rest centre.

If you choose to stay with relatives or friends rather than a rest centre, please ensure you notify the Police or Leeds City Council.

If evacuating from large buildings such as offices or Halls of Residence, please follow relevant building procedures.



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

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

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? Try to think of two different locations in case someone is not available during the emergency.

Name:

Address:

Phone Number:

Name:

Address:

Phone Number:

If we are not at home and can't contact each other, where can we meet? Try to pick two locations, one near home and another further away in case the emergency prevents you from getting to one.

Never travel anywhere if you are told it is not safe to do so

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?

Water:

Gas:

Electricity:

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 in the space allocated below.

What goes into your kit is a personal decision!

Medication and prescriptions	
Tinned or dried food, water and children's essentials for three days (remember to check and change water and food regularly)	
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 warm clothing, footwear and sleepwear	
A small amount of cash including change	
Important contact details i.e. family, relatives, friends, doctors, banks etc	
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. A copy of our Emergency Preparedness Information Card is ideal	
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	

DISCLAIMER *This template is for guidance only. Leeds City Council will not be held responsible for any damage, loss or injury to persons as a result of using this template Household Emergency Plan.*

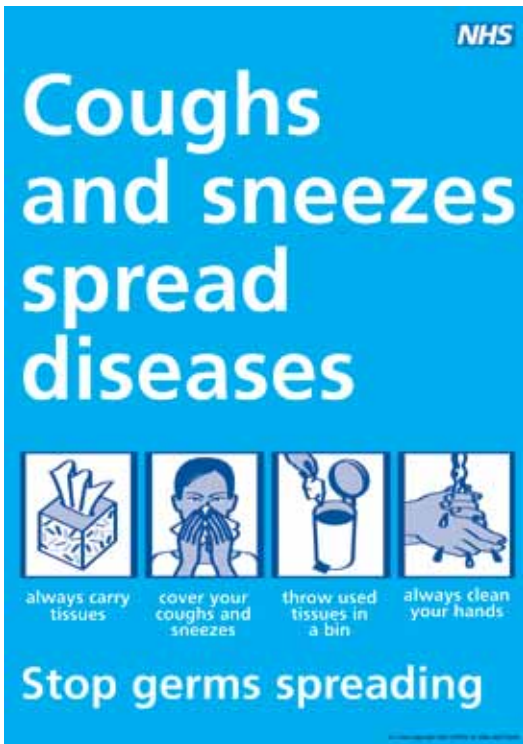
Pandemic Flu and infectious diseases

Flu pandemics and infectious diseases occur periodically and have the potential to affect communities across the world.

This was most prominent in 2009 with the spread of Swine flu, a respiratory illness caused by the type A flu (H1N1) virus. The latest outbreaks in countries around the world have been caused by a new version (strain) of the virus.

Paying close attention to basic respiratory and hand hygiene will contribute in minimising the spread of most infectious diseases. The changing nature of viruses and infectious diseases mean you should always check for the latest advice from websites including:

www.nhs.uk and www.direct.gov.uk



Flooding

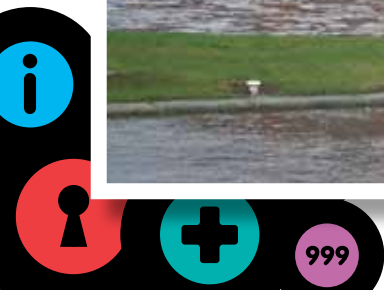
The Leeds district is at risk of flooding from a complex set of multiple sources including: rivers, sewers, highway gullies and culverts, surface water run-off from fields and open spaces.

Leeds City Council has developed a co-ordinated approach to managing flood risk by bringing together services with a role in this and by working closely with partner agencies so that there is a consistent approach to the treatment of flood risk.

If you live in an area prone to flooding, we can help in developing community flood plans.

For more information on what you can do to prepare, respond and recover from a flooding event, please visit our website.

Further information is available via the Environment Agency and Met Office websites, details of which can be found on the 'Official Websites' page of this booklet.



Severe Weather

Fortunately, severe weather incidents do not occur regularly. However, when they do strike, they can cause serious problems for individuals and the community.

Examples of severe weather are storms, high winds, snow and ice.

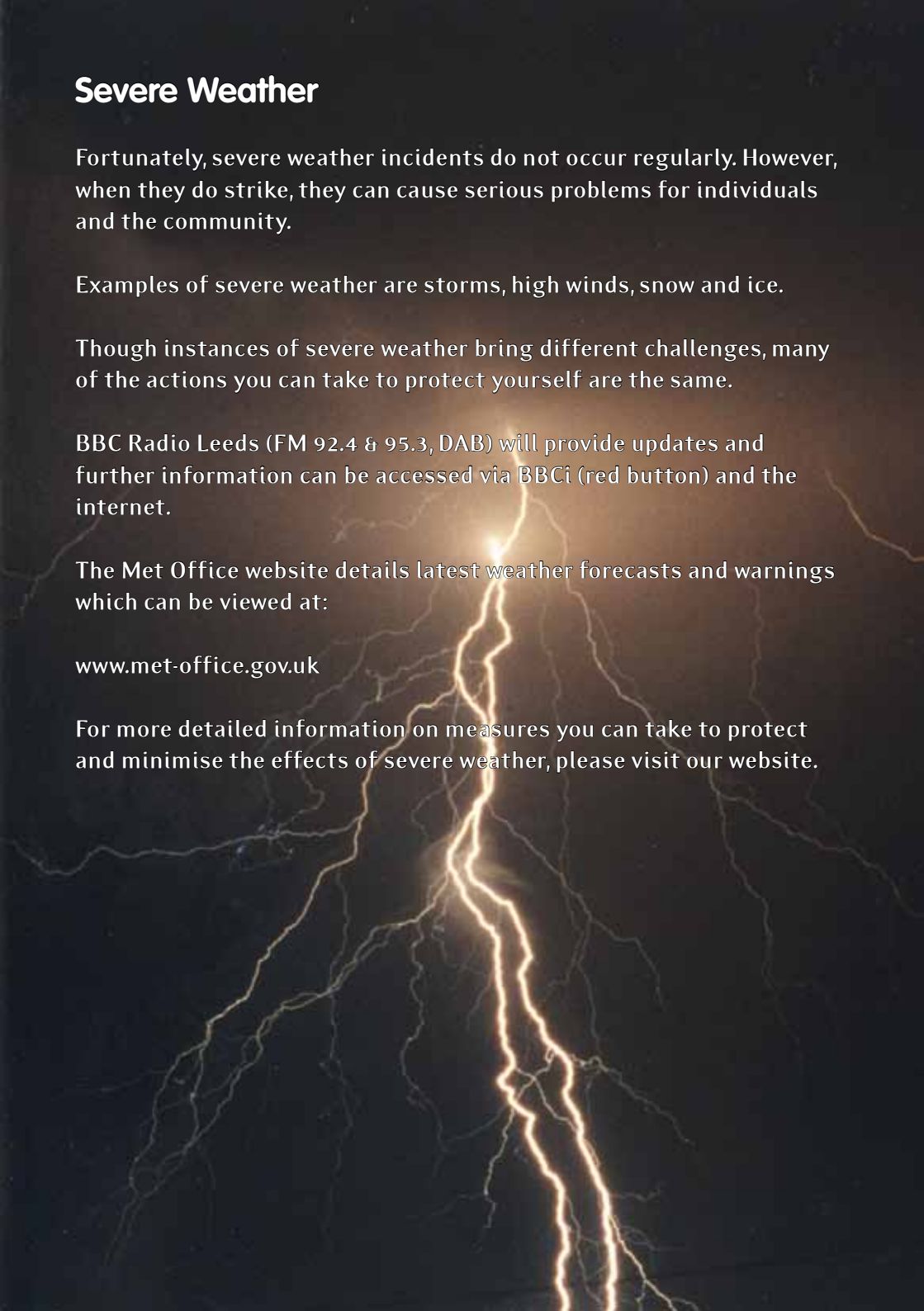
Though instances of severe weather bring different challenges, many of the actions you can take to protect yourself are the same.

BBC Radio Leeds (FM 92.4 & 95.3, DAB) will provide updates and further information can be accessed via BBCi (red button) and the internet.

The Met Office website details latest weather forecasts and warnings which can be viewed at:

www.met-office.gov.uk

For more detailed information on measures you can take to protect and minimise the effects of severe weather, please visit our website.



Terrorism

The United Kingdom has suffered terrorist attacks of varying magnitude and impact over the last twenty years. For example the Manchester City centre bomb in 1996 and the suicide bombers who attacked London on 7th July 2005.



A terrorist attack could occur anywhere, using a variety of means. Their strategy is to generate fear and prevent or disrupt us from going about our ordinary lives and business. In reality attacks are rare, but well-reported in the media.

We should not allow terrorists to change our way of life. Current police advice is to carry on with business as usual, but as always to be vigilant for anything suspicious.

If you have any information on suspicious activity, please contact the confidential Anti-Terrorist Hotline on 0800 789321. Should you find a suspicious package:

- DO NOT touch the package;
- Evacuate the area to a safe distance, notifying others of the package location;
- If you do not know your procedures at work for this, ask your H&S representative; and
- Call the emergency services on 999, making the call out of line-of-sight of the package.

Leeds City Council has produced guidance freely available to businesses. Please contact the Emergency Planning Team to receive a copy.



Community resilience and engagement

Emergencies happen. Preparing yourself and your family will make it easier to recover from the impacts.

Being aware of the risks you might face, and who in your community might need your help, could make your community more resilient.

During an emergency, responders will always have to prioritise those in greatest need, especially where life is in danger. During these times, you need to know how to help yourself and those around you.

The Leeds City Council Emergency Planning Team actively engages with communities, providing assistance in developing resilience measures. For example, partnership working and local liaison has resulted in the development of community flood plans.

We frequently run events promoting well being and safety awareness of children in schools.

We are happy to present to community groups on what we do and how we can help.

Should you have any suggestions for engaging with the council on issues of resilience, please contact the Emergency Planning Team via our website.



Official Websites

Leeds City Council

www.leeds.gov.uk

Professional Partners

West Yorkshire Police

www.westyorkshire.police.uk

West Yorkshire Fire & Rescue Service

www.westyorksfire.gov.uk

Yorkshire Ambulance Service

www.yas.nhs.uk

British Transport Police

www.btp.police.uk

Environment Agency

www.environment-agency.gov.uk

NHS Leeds

www.leeds.nhs.uk

Others

Centre for the Protection of National Infrastructure

www.cpni.gov.uk

Department for Environment, Food & Rural Affairs

www.defra.gov.uk

Department of Health

www.dh.gov.uk

Direct Gov

www.direct.gov.uk

Health & Safety Executive

www.hse.gov.uk

Met Office

www.metoffice.gov.uk

Mi5

www.mi5.gov.uk

National Counter Terrorism Security Office

www.nactso.gov.uk

NHS Direct

www.nhsdirect.nhs.uk

Voluntary Action Leeds

www.val.org.uk

West Yorkshire Resilience Forum

www.westyorksprepared.gov.uk

Utilities

Gas

www.nationalgrid.com/uk/gas

Electric

www.ceelectricuk.com

Water

www.yorkshirewater.com

Emergency & Travel Information

BBC Emergency

www.bbc.co.uk/leeds/emergency_information

Information

BBC Radio Leeds

www.bbc.co.uk/leeds/local_radio

BBC Travel Information

www.bbc.co.uk/leeds/travel

Leeds Travel Information

www.leadstravel.info



Emergency Contact and Information Numbers

Leeds City Council:

Monday - Friday, 08:00 - 18:00 _____ 0113 222 4444
Out of Hours _____ 0113 376 0499
Minicom _____ 0113 222 4410

Official:

Emergency Services (for emergencies only) _____ 999
NHS Direct _____ 0845 4647
Environment Agency Floodline _____ 0845 988 1188
Transco/Gas _____ 0800 111 999
CE Electric _____ 0800 375 675
Yorkshire Water _____ 0845 124 2424

Personal:

1) _____
2) _____
3) _____
4) _____
5) _____
Local Police Station _____
Doctor _____
Dentist _____
School/College/University _____

Others:

For translation of this document into languages other than English, please phone: (0113) 247 8092. We can also provide this document in audio or Braille on request.

For further information, please visit our website at: www.leeds.gov.uk/prepared





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Planning Unit
3rd Floor West
Civic Hall
Leeds LS1 1UR