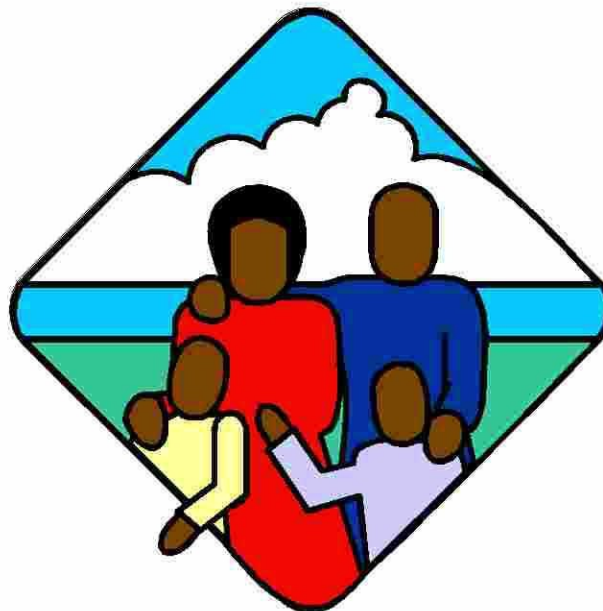


Emergency Preparedness Checklist Home & Neighbourhood



In any emergency – phone **111**

EMERGENCY PREPAREDNESS CHECKLIST HOME & NEIGHBOURHOOD

Has your family planned for an emergency? Including;

- Who will collect children from school, day care etc?
- What older children should do if parents are not home?
- An agreed message point (front of fridge or similar)?
- A meeting and contact point if family members cannot get home? (i.e. a relative's or family friend's home)
- How to leave the house in case of fire or other threat?
- Knowing where the nearest civil defence post is? (Usually a state primary school).
- What to do about looking after your pets?

Do you know where to find these items quickly?

- Torch? (with spare batteries and bulb).
- Transistor radio? (with spare batteries).
- First aid kit? Have family members learned first aid?
- Essential medicines?
- Important family documents?

Is your home safe?

- Have any alterations been done which might affect its structural safety?
- Are heavy shelves, cabinets etc fastened to walls?
- Have heavy pictures, mirrors etc been removed from above beds?
- Are petrol, sprays etc stored safely where they will not spill or leak?
- Has your chimney been checked for structural soundness?
- Are gas cylinders securely fastened?

Has the family been taught the correct order to use food after an emergency?

- Perishable first, then refrigerated, frozen, finally canned or packet food. Keep fridge and freezer doors closed as much as possible if power has failed or is switched off for safety.

Have you taken steps to ensure you will have adequate water if mains are off?

- Have you containers suitable for storing water?
- Do family members know how to turn off water mains to prevent contaminated water entering house plumbing?
- If you have tank supply, are the tanks secured from toppling?
- Are your hot water cylinder and header tank strapped to the house framing? They are a good source of clean water.
- Does the family understand the need to conserve water?

Have you considered fire safety after an emergency?

- Do you have a fire extinguisher? Do older family members know how to use it properly?
- Do family members know how to turn off electricity and gas mains to prevent the possibility of fire?
- Extinguish solid fuel heaters and fires and do not use until they have been checked for safety (flues and chimneys especially).
- Use torches or chemical light sticks in preference to candles or gas lanterns which could pose a fire or gas explosion risk.
- Does your family have a fire evacuation procedure?

Have you considered how to safely dispose of waste if the sewerage system and rubbish collection are not functioning?

- Use a bucket as a temporary toilet and bury waste deeply in the garden.
- Store other rubbish in plastic bags.

Are your weed killers and other chemicals safely stored where they cannot tip over in an earthquake or leak in a flood?

- In a locked cupboard?
- On a shelf with an edge rail on it?

Have you spoken with your neighbours and discussed how you can help each other?

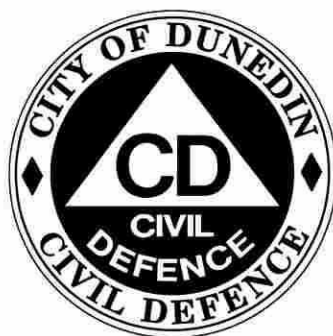
- Do you or they have special needs (disability, frailty, and young children)?
- Do you or they have tools equipment or skills that could be useful?
- Is there someone who can keep an eye on your family if you have to report for duty at work during an emergency?
- Are you involved with a neighbourhood support group (if there is one)?
- Do you and your neighbours know that a sheet or towel hung out a window is a sign that help is needed?

Have you checked the adequacy of your insurance cover?

- On your house?
- On your contents?
- Is the value of your fire & other risks policy adequate for disaster cover or would "top-up" cover for reinstatement value be wise?
- See your insurance company to check on the adequacy of your insurance for disasters.

AFTER AN EMERGENCY

- Remember your personal safety, think before you act and keep calm.
- Turn off gas, electricity & water
- Check on your family and neighbours
- Render first aid & extinguish fires
- Check and secure pets
- If going out, wear sensible clothing for the conditions (especially footwear)
- Avoid using the telephone unless essential
- Stay home if possible. Don't go sightseeing



Produced by

Dunedin City Civil Defence
Dunedin City Council
PO Box 5045
DUNEDIN

Civil Defence Headquarters
"C" Level, YMCA Complex
54 Moray Place
DUNEDIN

Phone: 03 477 4000

Fax: 03 477 7997

Email: civil.defence@dcc.govt.nz

Website: www.civildefencedunedin.govt.nz