

the STAYING SAFE CHECKLIST



1. Keep an **emergency pack** in a safe place and know where to find it – even in the dark.

In it you should have the following:

A torch, radio, batteries for both of these, candles, matches and a camping cooker. (Remember that when using the cookers that they are placed on a non-combustible surface and there is adequate ventilation.)



2. **If you do use candles for light then make sure they are not a fire risk.**
3. Do not open your fridge or freezer during power cuts.
4. You may need to switch off the supplies at the mains switch – if you don't know how then check with your electricity supplier.
5. Emergency generators must be correctly connected. You can seek advice on this from Scottish Hydro Electric.

Remember...
DON'T PANIC



6. Tune into **BBC Radio Orkney (FM 93.7)** for regular information bulletins.

7. Keep washing to a minimum in an emergency. Use hygiene wipes if possible.

8. Keep toilet flushing to a minimum. Use rain water if you have a water butt or alternatively use washing up water.

9. Fill up empty soft drink bottles when water is available.

10. **Ensure you DO NOT use water from your heating system header tank.**

11. Extra stocks of food with an extended shelf life (i.e. tinned food) should be purchased well before any holiday period. It may also be useful to keep a reserve stock of tinned food throughout the year.

12. Ensure household fuel is ordered early and sufficient stock held to last over the holiday period.

13. If you use Gas, make sure you refill any empties you may have well before the holiday period.

14. Oil and Gas stockists are encouraged to hold maximum stocks and vehicle owners should ensure that their tanks are full.

PLEASE REMEMBER: DO NOT STOCK EXTRA CANS OF VEHICLE FUEL IN YOUR GARAGE AS IT ADDS TO THE FIRE RISK

the STAYING SAFE

A householder's guide

Orkney leaflet



INTRODUCTION

Orkney Islands Emergency Forum is actively working with national and local organisations to ensure that people living in Orkney are as prepared as they can be in the unlikely event of a medium to long term disruption to normal services.

The Forum's aim is to share appropriate information related to contingency plans designed to deal with any emergency situation which may arise.

In general, the people of Orkney are well prepared to cope over the winter period with disruptions to normal service caused by adverse weather, but it is our aim to broaden that level of preparedness to ensure that residents are ready to cope all year round.

Emergency situations are, by their very nature, unexpected and can strike with little warning. This leaflet explains some simple steps, which can be taken to ensure you are ready if an emergency situation arises.

The aim of this leaflet is both to help people cope with an emergency and to enable them to assist the emergency services and local authority in dealing with major emergencies as they arise.

For further information about what to do, contact 01856 873535 and ask to speak to the Emergency Planning Unit or alternatively visit the Orkney Islands Emergency Forum at:

www.orkney.gov.uk/emergencyforum

If severe storms threaten...

Key Contacts



If a severe storm is threatening, remember and:

1. Tie down loose items that cannot be brought indoors.
2. Bring in extra fuel if required.
3. Stay indoors and keep pets inside.
4. Clear windowsills and close curtains to protect against flying glass.
5. If electricity or water is cut off, inform the relevant service (see contact list).
6. As soon as it is safe, rope off or protect damaged areas to prevent injury from falling masonry, broken glass or electric cables.

If there is a risk of flooding...

1. Protect doorways and low level air vents with sandbags or rubbish bags filled with earth.
2. Turn off the electricity.
3. Move as much as you can, including food, to a higher level.
4. If you are trapped by flooding, remain near a window in order to attract attention.

Only use 999 in a genuine emergency

When you dial 999 the first person to answer will be an operator who will ask what emergency service you require. They will ask for your telephone number because, if your line is cut, or you are unable to continue the call, the operator can trace where you are and will send assistance.

REMEMBER
YOU SHOULD NOT DIAL 999 UNLESS IT IS ABSOLUTELY NECESSARY

A sudden emergency may mean you need to contact relatives, health, emergency and repair services quickly. Write down important telephone numbers here and keep this list in a prominent place or with your Emergency Pack. Only make calls that are absolutely necessary as the telephone system could become overloaded in a major emergency.

RADIO ORKNEY	01856 873939 (FM 93.7)
BALFOUR HOSPITAL	01856 888000
POLICE Kirkwall	01856 872241
COASTGUARD Kirkwall	01856 873704
ORKNEY ISLANDS COUNCIL	01856 873535

Family Contacts:

Name: _____ Number: _____

Essential Services:

Electricity	Number: 0800 300 999
Water	
Emergency No.	0845 600 8855
Customer Helpline	0845 601 8855

Special Help:

Doctor	No.
Social Worker	No.
Health Visitor	No.
Home Carer	No.

Other Useful Numbers:

Builder	No.
Plumber	No.
Electrician	No.
Council/ Housing Association	No.
Emergency Repairs No.	
Insurance Company	
/Broker	No.
Policy Number	No.
Type of Cover	No.

Further points to remember

In the event of a failure of the 999 system there is a contingency plan in place, led by the police to provide alternative cover by placing radio fitted vehicles in the area. In addition it would be useful for people to note who are radio holders in their area. That is, who in your area are members of the Auxiliary Coastguard, Marine Radio Holders, Doctors and Raynet members.

This leaflet was designed and published by the Orkney Islands Emergency Forum. The Forum is made up of the following bodies:

Northern Constabulary, Highlands and Islands Fire Brigade, The Scottish Ambulance Service, Orkney Health Board, HM Coastguard, Hydro Electric, Scottish Water, Orkney Chamber of Commerce, transport providers, food and fuel suppliers, communication providers and Orkney Islands Council