



TORCH

Torphins Community Help



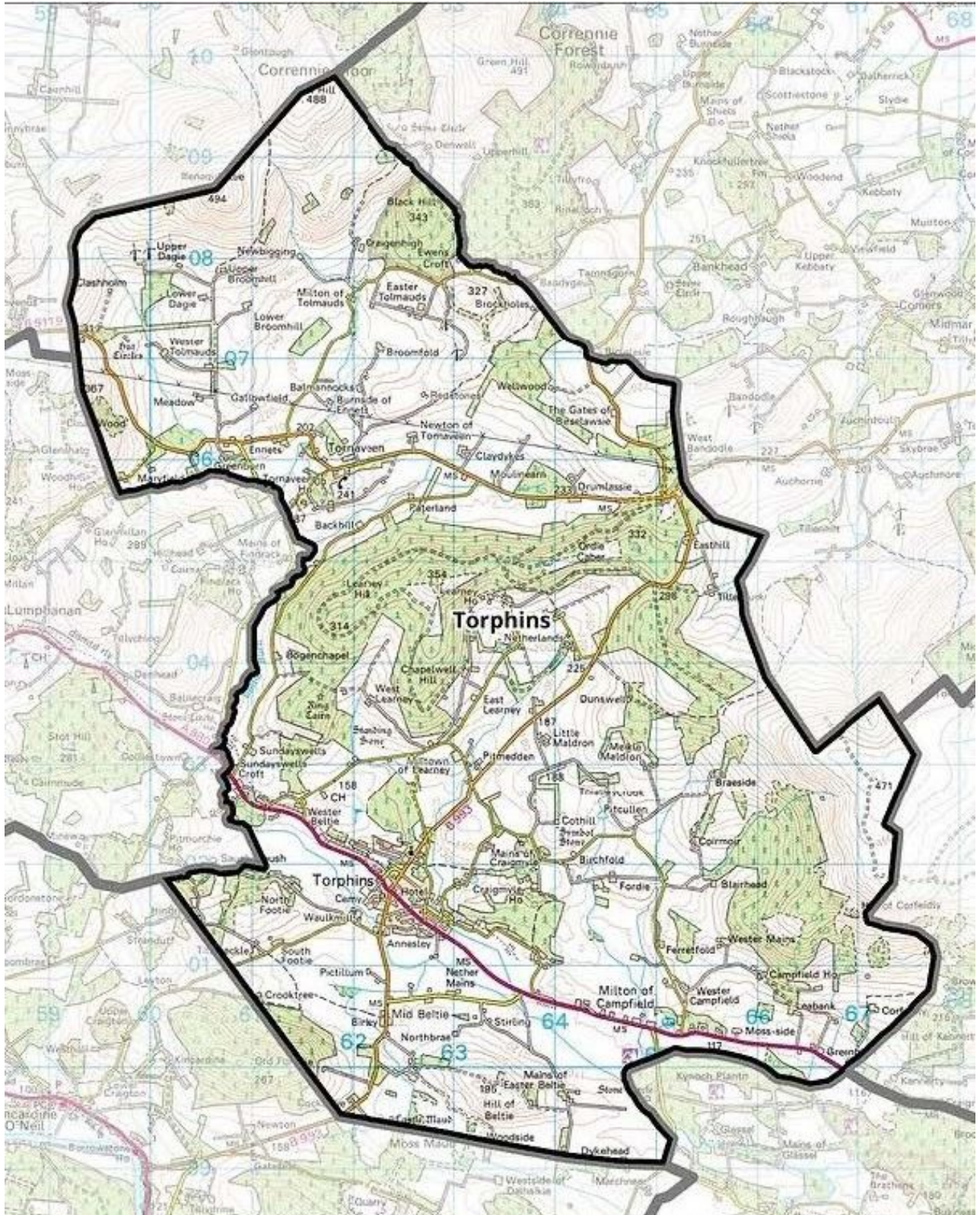
**Your guide on how to prepare for an
emergency and what to do if it happens**



www.torphins.net/torch

The Torphins Community Council area covered by this guide

(People from just outside the area will also get help)



How this guide can help you

This simple help guide has been created by TORCH (Torphins Community Help), the Torphins Community Council Resilience Sub-Group, on how to prepare for, and deal with, an emergency. It is for people living in Torphins, Campfield, Tornaveen and any neighbours who might need help.

TORCH has a small committee and a team of local volunteers who are prepared to give basic help and support to those who need it most during a community emergency.

During an emergency, such as long term power cuts caused by a storm, the TORCH volunteers will operate a welfare/resilience centre as a refuge and check on the most vulnerable people in the community.

This guide is intended to give useful advice on the following:

- How to prepare for an emergency (Pages 4 & 5)
- What to do during an emergency (Page 6)
- If you need to leave home (Page 7)
- How to let others know you need help (Page 8)
- Important telephone numbers (Page 9)

Please read through this guide and complete your important contact numbers section. Most important of all, please keep this guide safe in case you need to use it.

Be a good neighbour - There are people in our community who are vulnerable or unable to help themselves. Be a good neighbour and check if they need help during an emergency.

What can I do?

Be Prepared

The following are some suggestions to help you prepare for an emergency. Some of these may not apply to you. It is very important that you and your family prepare a Household Emergency Plan before any emergency arises and make sure they know what to do / where to go.

Long Term Preparation

- Battery radio with spare batteries, or a wind-up radio
- Battery hand or head torches with spare batteries, or a wind-up torch
- A safe form of lighting, such as light sticks
- Camper gas cooking stove with gas
- Fuel for wood burner/open fire with fireguard/generator
- Gas heater
- Hot water bottles and blankets
- Portable mobile telephone charger
- Know how to switch off your water and electricity supply
- Know where important documents like insurance policies, birth certificates and passports are kept
- A list of any medication being taken
- Flask
- Bottled water

What can I do?

Short Term Preparation

- Check you have enough fuel and working batteries for radio/torches
- Charge mobile phones, tablets, and any other items
- Have ready-to-eat food for your family for 48-hours and bottled water
- Have pet food supplies for any pets
- Have your contact details ready to display in your window in case you must leave your house
- If flooding is a threat, find out where the nearest supply of sandbags can be found

If you need to leave home

- Have a bag/suitcase/box to take items with you
- Take cash and debit/credit cards with you
- Take your important documents with you
- Have a pen, paper, whistle, and penknife
- Take toiletries and details of important medicines
- Have a sleeping bag/blanket, towel
- Take spare glasses/contact lenses, hearing aid batteries
- Have a first aid kit, wet wipes/hand gel, toilet roll, plastic gloves
- Take waterproof clothing and footwear if possible
- Take games, books, a child's special toy

What to do in an emergency

If the emergency means it is not safe to go out, the advice is usually to:

GO IN (go indoors and close all windows and doors)

STAY IN (stay indoors)

TUNE IN (to local radio, TV, or the internet, where public information and advice from the public responders will be broadcast. If power supplies are down, your battery radio will be a key link)

Local radio stations:

Northsound - frequency 96.9 FM

Original 106M - frequency 106.3 - 106.8FM

BBC Radio Scotland - 92 - 95FM and 810MW

Torphins Community Resilience Plan

In a major emergency there is a Torphins Community Resilience Plan which will be activated by TORCH (Torphins Community Help). A team of volunteers will work alongside emergency responders to check on the vulnerable and offer support to anyone who needs it.

A copy of the resilience plan can be found on the Community Council website here: <https://www.torphins.net/torphins-emergency-response-plan>

If you have to leave home

You may have to leave your home as a result of the emergency, or the emergency responders may ask you to evacuate to a nearby refuge, such as the Learney Hall, the Mid Deeside Church Hall or Tornaveen Hall.. You may be able to go and stay with family or friends outside the area until you can return home.

If you do have to leave your home, get out, stay out and take all others in the property with you. Lock up and leave. To assist the emergency services, put a note in your window with your contact details.

If Flooding is Possible

- Sandbag all doors and air vents
- Turn off electricity and water. Unplug electrical items
- Move precious mementos and electrical items upstairs or to a safe place

Always prioritise the safety of the people in your household over possessions. Always put your safety first.

Please co-operate with the emergency services and other emergency responders if you are asked to evacuate your home.

If you need help

The back cover of this guide is coloured red with a large 'HELP' sign. If you need help and cannot leave your home, please put this sign in your front window where it can be seen by emergency responders, who will assist you.

Please also use this HELP sign if you have a personal emergency at any time and need assistance. It is not just for use during a community emergency.

Welfare/Resilience Centres

If you have to leave your home, you may be asked to go to a welfare/resilience centre in the community. This refuge will provide temporary shelter and hot food until you can return to your home or get alternative accommodation.

The centre will also act as a co-ordination point for the community help response to the emergency. It will also provide information on the progress to resolving the emergency.

There are three welfare/resilience centres in the Torphins Community Council area:

- The Learney Hall in Torphins
- Mid Deeside Church in Torphins
- Tornaveen Hall (for residents in Tornaveen/Learney Hill)

The Learney Hall will be opened for a major emergency if it has power. If not, Mid Deeside Church will be opened. In some emergencies, Tornaveen Hall may also be opened.

Important telephone numbers

All emergency services	999
Police non-emergency	101
Aberdeenshire Council	0345 608 1408
NHS 24	111
SSE Networks (Emergencies & Power Cuts)	105
SEPA Floodline	0845 988 1188
Scottish Water	0845 6018855

You should record other important numbers:

- Schools/colleges:
- Carers/childminder:
- Work Contact:
- Plumber:
- Doctor:
- Vet:
- Insurance:
- Gas supplier:
- Electricity supplier:.....
- Oil supplier:
- Other:

HELP!!

Need Assistance Please