



Household Safety Plan

A guide to assist all members of the household
during emergency situations



Burwood Council
heritage • progress • pride

(02) 9911 9911

www.burwood.nsw.gov.au

Why have a Household Safety Plan ?



CR JOHN FAKER
MAYOR OF BURWOOD

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@burwoodcouncil

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Accidents and emergencies can happen anywhere and at any time, occurring with little warning and with the capacity to have a significant impact on households and people's lives.

Being prepared will help you to better deal with an emergency and minimise the impact on yourself and on your household. This plan works best when all members of the household complete the Safety Plan together. Keep it on hand to use in the event of any emergency.

Instructions for using this plan

1. Get the members of your household **together to discuss** and complete the details within this Household Safety Plan. Sections of this plan with editable fields require you to write in your own relevant information.
2. **Store your Household Safety Plan** in a secure place and make sure everyone in the household knows where it belongs – possibly store it in the same location that you keep a Household Emergency Kit or First Aid Kit. You might consider having more than one copy but be sure to update ALL copies when a change is made. If possible, save and store an electronic copy as well.
3. It is important to keep your Household Safety Plan **current and up-to-date**. Make updates when information changes, and schedule a time at least once a year to review the document in full. An interactive PDF version is available to download at www.burwood.nsw.gov.au
4. When completed, your Household Safety Plan will include useful information to help you in an emergency. However, it will also contain important personal information. Store your completed Household Safety Plan in a secure place that is **accessible and known to household members only**.

Household Details

Address _____
_____ Phone _____

Real Estate Agent (if renting)

Name _____
Phone _____

Household Members

| Name | Date of birth | Phone | Work/school address | Medical Information (include allergies and special dietary needs) |
|------|---------------|--------------|---------------------|---|
| | | Mobile: | | |
| | | Work/school: | | |
| | | Mobile: | | |
| | | Work/school: | | |
| | | Mobile: | | |
| | | Work/school: | | |
| | | Mobile: | | |
| | | Work/school: | | |
| | | Mobile: | | |
| | | Work/school: | | |

Neighbours

| Street number | Name | Phone |
|---------------|------|-------|
| | | |
| | | |
| | | |

Emergency Procedures

- Where are your household emergency exits? The occupant of every bedroom should know a planned escape route plus a back-up route if that is blocked.
- Whose role is it to assist vulnerable household members who would need assistance?
- Where is your nearby emergency assembly point?
- Which is the strongest room in your house should you need to shelter?
- How do you turn off your household electricity supply?
- How do you shut down your household solar electricity system?
- Where is your main gas tap?
- Where is your main water tap?

In the event of emergency evacuation

| | | |
|------------------|-------------------------------|--|
| T A K E | House & Car Keys | |
| | Any Cash & Credit Cards | |
| | Critical Identity Documents | |
| | Important Financial Documents | |
| | Any Pets | |

Emergency Contacts

Listed adjacent is important contact information that you might need in times of an emergency,including some space to write details of agencies and numbers that you consider important.Consider saving some of these numbers into your mobile phone for quick reference.

Key Emergency Contacts

| | |
|---|--|
| Life Threatening Emergency Police, Fire and Ambulance | 000 112 - International 106 - (TTY) hearing |
| NSW Police Assistance Line | 131 444 |
| Poisons Information Centre | 131 126 |
| SES Emergency Calls For help with flood or storm damage emergencies | 132 500 ses.nsw.gov.au |

Other Emergency Contacts

| | |
|---|--|
| Australian Red Cross Emergency relief, recovery and planning | redcross.org.au |
| Bureau of Meteorology(BOM) Weather forecasts and warnings. River height information | 1300 659 218 bom.gov.au |
| Crime Stoppers Report a crime via phone or via the website or app | 1800 333 000 nsw.crimestoppers.com.au |
| Department of Health Information about health issues such as water quality or hygiene during disasters | health.nsw.gov.au |
| Family and Community Services | 02 9377 6000 facs.nsw.gov.au |
| Fire Information Report a crime via phone or via the website or app | fire.nsw.gov.au rfs.nsw.gov.au |
| NSW Graffiti Hotline Report a graffiti vandal online | 1800 707 125 vandaltrak.com.au |
| NSW Roads and Maritime Services For information on road closures and reporting any traffic hazards | 131 700 rms.nsw.gov.au |

Your Emergency Contacts

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |

Emergency contact information

By recording the details of key service providers in the table, you will save time and stress at the time of an emergency. You should also have copies of key emergency documents in your Home Emergency Kit.

| Service | Provider name and account information | Contact details |
|----------------------------|---------------------------------------|-----------------|
| Electricity | | |
| Gas | | |
| Water | | |
| Telephone | | |
| Internet | | |
| Doctor | | |
| Hospital | | |
| Vet | | |
| Insurance home/renters | | |
| Insurance car/boat/caravan | | |
| Insurance health | | |
| Insurance other | | |

Advice and Support

The following telephone based services can be a helpful advice and support when needed

| | |
|---|--|
| National Home Doctor Services 13 Sick (13 74 25) If life is in danger call 000 | If you or your family need urgent after hours medical care in Sydney on a week night, weekend or public holiday |
| Lifeline 13 11 14 If life is in danger call 000 | Access to crisis support, suicide prevention and mental health support services. lifeline.org.au |
| Parentline NSW 1300 1300 52 | State-wide telephone counselling, information and referral for parents and carers with children from birth to 18 years. parentline.org.au |
| Youth Support 1800 55 1800 | A confidential, free, anonymous and secure space where people aged 5 to 25 years can speak with qualified counsellors. kidshelpline.com.au |
| Beyond Blue 1300 22 4636 | Information on depression, anxiety and related disorders. beyondblue.org.au |
| Gambling Help NSW 1800 858 858 | Free, professional and confidential counselling for people experiencing an issue with their gambling. including family and friends. gamblinghelp.nsw.gov.au |
| NSW Rape Crisis 1800 424 017 | 24 hour crisis counselling service for anyone in Australia who has experienced or is at risk of sexual violence, family or domestic violence. nswrapecrisis.com.au |
| Domestic Violence 1800 656 463 | 24 Hour crisis support |
| Telephone interpreting service 13 14 50 | This 24 hour service can assist those who have limited English to contact police or domestic violence services. |

Local Services

The following services exist in your community to assist you with community safety issues

| Service | Address and contact details |
|--|--|
| Police Contact your local police station via phone or in person to report non-emergency crime incidents. In an emergency, Call 000 | Burwood Police Station 9 Belmore Street Burwood NSW 2134 (02) 9745 8499 Open 24 hours |
| Council Opening Hours : Weekdays 8.30am - 4.45pm Phone Assistance : 24 hours / 7 days per week | Burwood Council Suite 1, Level 2, 1-17 Elsie Street, Burwood NSW 2134 (02) 9911 9911 |
| Hospitals with emergency departments | Concord Repatriation General Hospital Hospital Road Concord NSW 2139 (02) 9767 5000 Royal Prince Alfred Hospital (R P A) Missenden Road, Camperdown NSW 2050 (02) 9515 6111 |

Useful Safety Information

Telecross

Red Cross Telecross provides peace of mind to people who are isolated, with a daily call to check on their wellbeing and safety. If you would like to use the Telecross service, call **1300 885 698**

Smoke Alarms

All homes should be fitted with working smoke alarms. Test the smoke alarm regularly using the 'Test' button to be sure it works. Change the battery annually when daylight savings changes over. Even a wired-in smoke alarm has a battery in case of power failure so change that battery too.

Replace smoke alarms if they are more than 10 years old. Used smoke alarms are a hazardous product - dispose of old ones in line with manufacturer's instructions.

Heatwaves

Heatwaves can effect anybody and may cause illness such as heat cramps, heat exhaustion and heat stroke which can in some cases be fatal.

For tips on how to stay cool during excessive heat, visit:

health.nsw.gov.au/environment/beattheheat

or in an emergency call an ambulance on **000**

First Aid Kits

Every household should have a first aid kit that is well stocked and readily available. Purchase a quality first aid kit and update the stock regularly.

Your local pharmacy or supermarket carry a full range of first aid supplies.

Product Safety

For advice and updates on product safety and recalls: productsafety.gov.au

Home Security tips for when you're away

Security Checklist

If you are planning to be away from home for more than a couple of days:

- Ensure that everything is secured and locked
- Stop deliveries
- Turn the phone volume down
- Let a trusted neighbour know your plans
- Have a trusted friend or neighbour clear your mailbox
- Have your neighbour or friend park their car in your driveway
- Arrange for someone to cut your lawn and keep your property tidy
- Ask a relative or friend to occasionally check your home; advise them where you can be contacted
- Pay essential service bills in advance; electricity, gas, water, telephone so that your supply continues while you're away.
- Notify your local police where you can be contacted in an emergency

If you are Robbed

Call your local police immediately. Do not touch or move anything. Let the police see your home exactly as the thief left it.

While you are waiting for the police to arrive, compile a list of what you think might be missing. Where possible include brand names, model and serial numbers, accurate descriptions and any engraving details.

Contact

For more information about home security, phone your local police command, and speak with a **Crime Prevention Officer**.

Your Home

Yes / No

- Is your house number clearly visible from the street?
- Is your front entry clearly visible from the street?
- Are your doors and windows fitted with quality deadlocks?
- Does your front door have a peephole (viewer)?
- Do your outdoor lights have motion sensors or are they fitted with a timer?
- Are lights left on when you go out at night?
- Is there adequate lighting at your main entry/exits?
- Is there a telephone extension in the main bedroom?
- Are emergency numbers programmed into your telephone's speed dial?
- Do you have an Alarm? If so, is it always used and serviced regularly?
- Are the garage, shed and side access gates securely locked?

Personal Safety

- Do you walk in well lit areas with other people when travelling home at night?
- When travelling alone, do you have a mobile phone on you with emergency numbers in it?
- Do you let someone know what time you will be home, before leaving the house?
- Do you carry your bag in front of you, close to your body and locked securely?
- Are you careful not to carry lots of valuables on you, that can be easily taken?
- At night, are you careful not to walk around wearing headphones, or talking on your phone?

If you have answered 'NO' to any of the above questions,
it may be time to review your security !!

Remember... Community Safety is everyone's responsibility!

Illegal Dumping

What is Illegal Dumping?

Illegal dumping can be as small as a few bags of rubbish or household items dumped on the footpath or as large as a truck load of waste materials in isolated areas. All kinds of waste are illegally dumped. In our area, the most common waste that is illegally dumped is household waste - old TVs, furniture, mattresses and redundant electrical goods. Illegal dumping is a highly visible form of pollution that costs your Council money.

Impacts of illegal dumping and littering on the safety of the Burwood LGA



Illegal dumping and litter pose the following health, safety and environmental threats:

Health and Safety Issues

- Injury to children playing near illegal dump sites
- Injury to individuals walking around illegal dump sites
- Disease carried by animals and insects attracted by illegal dumping and littering sites.

Negative Impact on the Natural Environment

- Contamination of waterways, soils & ground water
- Cause of injury, disease and death for local wildlife populations.
- Damage to local plant and wildlife habitats

It is also a major contributor to the decline of our local property prices.

Who is illegally dumping waste?

- Householders placing unwanted items on footpaths or back lanes in the hope that someone will take them or Council will remove them.
- Shop owners placing commercial waste beside or into public street bins.
- Commercial operators who have been paid to dispose of waste but choose to dump waste.
- Businesses and householders who transport and dump their own waste on public or private land that is not licenced to receive waste.
- Builders and contractors who dump construction and demolition waste or hazardous materials, such as asbestos and chemicals.



What is Council doing about illegal dumping?

Council encourages residents to 'Dob in a Dumper'. When residents report illegal dumping, Council Rangers investigate the dumping, if the source can be identified, the person is issued with a Penalty Infringement Notice and a Clean Up Cost Notice.

If the dumped waste poses a threat to public health and safety it is removed immediately, otherwise it remains there until the investigation is complete.

What should I do with things I can't put in the bin?

Use the Clean Up Service provided by Burwood Council. All households are offered two **FREE** Clean Ups each year (one scheduled and one phone in).

Additional Clean Ups can be booked for a fee.

To book in a Clean Up phone Council on **(02) 9911 9911**, or use the Burwood Council Waste Info App or online via Council's website.

Litter

Litter includes any waste material left in a public space common types of litter are cigarette butts, papers, chip and confectionary wrappers, fast food packaging, bottles caps, glass alcohol bottles, plastic straws, take away food packaging and soft drink and water bottles. Litter can be blown or washed into our stormwater drains by the wind or rain and may end up in our creeks and rivers or on our beaches.

What are the effects of litter?

- Removing litter from the environment costs everyone money.
- Litter attracts litter. Litter sends out a message that people do not care for the environment and that it is acceptable to litter.
- Litter is a threat to public health. Litter attracts vermin and is a breeding ground for bacteria.
- Items such as broken glass and syringes can be a health hazard in public places.
- Accumulated litter and carelessly discarded cigarette butts are potential fire hazards.
- Litter can harm or kill wildlife. Plastic litter can choke or suffocate birds and marine life. Carelessly discarded containers can trap small mammals.

Please dispose of your litter thoughtfully (in the appropriate bin) and remember the effects of discarding litter.



Contacts for Waste and Litter Pollution

Residents wishing to report or inquire about waste or litter pollution should contact the organisation responsible for its regulation, as set out below.

| Pollution type or source | Organisation responsible | Contact |
|---|---------------------------------|--|
| Fertilisers, Pesticides, Herbicides | EPA | 131 555 |
| Dumped cars | Burwood Council | 02 9911 9911 |
| | Police Assistance Line | 131 444 |
| Contaminated sites | EPA | 131 555 |
| Aviation fuel dumping | Air Services Australia | 1800 802 584 |
| Odour from landfill or waste depot | EPA | 131 555 |
| Rubbish and litter | | |
| Littering from Vehicles | EPA | Report online www.epa.nsw.gov.au/litter/from-vehicle |
| Littering falling or blown from uncovered vehicle loads | EPA | 131 555 |
| Roadside rubbish on major roads and highways | NSW Roads and Maritime Services | 131 700 |
| Roadside rubbish on local roads | Burwood Council | 02 9911 9911 |
| Illegal dumping | | |
| Illegal dumping of solid and liquid wastes | Burwood Council | 02 9911 9911 or Burwood Council Waste Info App |
| | EPA- Environment Line | 131 555 |
| Illegal dumping in National and State Parks, historic sites and nature reserves | EPA | 131 555 |
| Illegal dumping on vacant Crown land | EPA | 131 555 |
| Illegal dumping on private property | Burwood Council | 02 9911 9911 or Burwood Council Waste Info App |

LEAVE TROLLEYS IN THE SHOPS



Use home delivery



Use reusable trolleys



Use reusable bags

There has been an alarming increase in the number of shopping trolleys being left abandoned in public areas across the Burwood Local Government Area over recent months, creating public safety issues, causing a general nuisance and detracting from local amenity.

Every month Council removes over 400 shopping trolleys from our lane ways & streets. If you see an abandoned shopping trolley in the street, please contact one of the numbers below depending on the owner of the trolley.



IT IS AN OFFENCE TO LEAVE A SHOPPING TROLLEY IN A PUBLIC PLACE - PENALTIES EXCEED \$ 200

DOB IN A DUMPER

If you witness the dumping of a shopping trolley please contact Burwood Council on 02 9911 9911

TO REPORT AN ABANDONED TROLLEY:

 Coles 1800 876 553  Woolworths 1800 641 497

or download the **Coles App**
(collects Coles, Kmart, Target, 1st Choice).



We value your opinion,
Please provide us with your feedback on this Household Safety Plan Booklet by visiting
Council at our website www.burwood.nsw.gov.au or on our Social Media pages.

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Please note, the non-personalised information contained in this booklet
is up to date as of 2019



Burwood Council

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