

Shaw Trust Direct Payments Support Services

Information Sheet 5: Planning for Emergencies

Sheet Outline:

- 'Back up' planning
- Developing an Emergency Plan

Outcome:

- To be prepared for emergency situations

'Back Up' Planning

There may be times when, for whatever reason, you are without support: maybe your Personal Assistant has gone off sick; is on holiday; or you are having problems with recruiting new staff. It is important to think about how you will manage to receive adequate support at these times. You may wish to consider the following 'back up' measures:

1. Draw up a list of people who you may call upon in the event that your regular Personal Assistant is not available: maybe family members, friends or another Personal Assistant employer's Personal Assistant may be willing to work at short notice. Make sure you have easy access to this list in case of emergencies.
2. Think about making arrangements with a local care agency that may be able to provide cover for short periods.

Ask your Support Officer about joining your local Peer Support Group, accessing a List of Care Agencies and for Information Sheet 2 which may help you in your agency selection process, or go to:

www.shaw-trust.org.uk/dp

Developing an Emergency Plan

It may be a good idea to make an Emergency Plan so that if you are taken ill or in the event of an emergency your employees and others can find out who to contact, what medications you are using and any information which the emergency services may need. Make sure your PA(s) know where it is.

Ask your Support Officer for an Emergency Plan Template which you can adapt to suit your needs, or go to: www.shaw-trust.org.uk/dp