

An emergency plan can prevent an emergency becoming a crisis. The conversations that you have with family, friends and neighbours about the role they could play in an emergency can help them understand your role as a carer, and many carers find that their levels of doubt, worry and stress may be reduced through the actual process and completion of their plan. Identifying emergency contacts who could help in the event of an emergency also brings re-assurance and peace of mind.

An emergency plan gives you the opportunity to think about and document concise, relevant information on the person you care for. This information can then be used if you cannot care, in the short term, due to an unplanned event or accident. It means that in an emergency the practical arrangements for caring are set out, and your views and knowledge of the person you care for can be shared with others.

This form contains a lot of information, but you can save it and then return at a later date, and you can also return and edit it if anything changes. You will be emailed a link once you submit the form - keep this safe as Carers Link will not be able to issue it again.

Useful numbers	Carers Centre: XXXX-XXX-XXXX Carers Information Line: 0141 353 6504 Social Work: XXXX-XXX-XXXX Social Work Out of Hours: XXXX-XXX-XXXX
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1. Information about you

Carer name	Ms Jane Smith
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Carer email	jennifer.watt@ggc.scot.nhs.uk
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Carer address	1 Glasgow Street Glasgow G12 3AB
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Home phone number	0123 456 789
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Mobile phone number	07123456789
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Work phone number	
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Carer date of birth	01/01/1970
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Gender	Female
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Relationship to the person you care for	Mother
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Do you live with the person you care for	Yes
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Power of attorney and/or guardianship may allow you to make decisions on behalf of the person you care for. This can include care arrangements and/ or financial arrangements. If you'd like further information about this please contact Carers Link.

Is Power of Attorney in place for the person you care for?-Yes - Welfare Power of Attorney	no
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Is Power of Attorney in place for the person you care for?-Yes - Continuing Power of Attorney	no
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Is Power of Attorney in place for the person you care for?-Yes - both	yes
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Is Power of Attorney in place for the person you care for?-No	no
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If Yes, names of all who hold Power of attorney	Jane Smith, John Smith (Brother)
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Is guardianship in place for the person you care for?-Yes - Welfare guardianship	no
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Is guardianship in place for the person you care for?-Yes - Financial/property guardianship	no
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Is guardianship in place for the person you care for?-Yes - both	no
Is guardianship in place for the person you care for?-No	yes
If yes, who holds Guardianship?	
2. Information about the person you care for (cared for person)	
Name	Mrs Elizabeth Smith
Likes to be called	Betty
Address	1 Glasgow Street Glasgow G12 3AB
Email	
Phone number	0134 567 8910
Cared for date of birth	02/02/1950
Cared for gender	Female
Preferred language	English
What is the person's main condition?	Dementia
Please list any religious/ spiritual requirements that are important to them.	Church of Scotland, attends church weekly, has good relationship with minister and enjoys his visits
Do they have any favourite people they can relate to?	Enjoys spending time with family - son and daughter (she lives with her daughter). Has 3 grandchild who visit regularly (15, 12 and 8). Betty's next door neighbour (Ruth) has been her best friend for over 45 years and they see each other every day.
Do they have any personality traits that should be considered?	Betty and Ruth love to have a gossip over a cup of tea or chat about all that they have done together. Both have a great sense of humour. Betty can get anxious and angry at herself when she feels like she can't remember something.
Could the person safely remain at this address?	Yes
If Yes, how long could they remain at this address without your support?	1 day
Who holds keys for access to this property?	Jane. John has spare set.
Is the person you care for known to social work? If yes, please provide contact details	Not yet - awaiting referral.
3. Emergency contacts	
Primary Emergency Contact	
Primary contact name	John Smith
Primary contact address	1 Lanarkshire Road G23 4AB
Contact phone numbers	Home:0109 876 5432 Mobile: 079876 54321
Relationship to person/ organisation they work for	Son
Is the person a key holder?	Yes

How can this person help in an emergency?	John has agreed to temporarily move into the house if Jane cannot live there while they arrange a more permanent solution if needed.
Does this person know about the person you care for's medication?-Yes	yes
Does this person know about the person you care for's medication?-No	no
Does this person agree to be contacted in an emergency?	Yes
Date	01/03/2020
Emergency contact 2	
Second contact name	Karen Jones
Second contact address	1 Renfrew Avenue G45 6AB
Second contact phone numbers	Mobile: 078765 43210
Relationship to person/ organisation they work for	Ruth's daughter
Is the person a key holder?	No
How can this person help in an emergency?	Karen will come round and sit with Betty to reassure her if John or Jane are unaviable. She cannot stay overnight.
Does this person know about the person you care for's medication?-Yes	no
Does this person know about the person you care for's medication?-No	yes
Does this person agree to be contacted in an emergency?	Yes
Date	01/03/2020
Medical and general information	
Details of carer's GP	
Name of carer's GP	Dr Brown
Carer's GP practice name and address	Glasgow GP Practice Glasgow G11 1AA
Carer's GP telephone number	0141 222 3333
Details of the person you care for's GP	
Name of cared for person's GP	Dr Brown
Cared for person's GP practice name & address	Glasgow GP Practice Glasgow G11 1AA
Cared for person's GP telephone number	0141 222 3333
Details of the person you care for's usual pharmacy	Glasgow Pharmacy Glasgow G11 2AA
Does the person you care for have any other long term/ chronic conditions such as asthma, diabetes etc?	Diabetes (Type 2) COPD

Does the person you care for have any known allergies which might require medical attention?	Penicillin allergy
Does the person you care for have any problems with communicating?	Betty has limited hearing in her left ear
Cared for people often believe that they can cope alone. Can the person you care for's replies generally be relied on when asked if they can cope?	Betty is aware of her diagnosis and currently understands what help she requires. Betty can become anxious and may be distressed if she feels that she will be left alone for long periods of time.
Medications for the person you care for	
Is a dosset box prepared?	Yes
Where can the medication be found?	Cupboard above kettle in kitchen
Are there any specific issues about taking the medication or supporting the person to take it?	Betty's routine is to have a cup of tea and breakfast alongside her morning medication. Betty has a cup of tea and a biscuit alongside her evening medication.
Details of a typical daily plan for the cared for the person you care for.	
Does the person you care for need any help with daily living?	Yes
If they do need help, and to help the person providing replacement care, please list the things you do every day for the person you care for, starting from first thing in the morning.	
Please list the things you do every day, thinking about: What time the task is done? What the task is (what happens)? Does anyone help you do this (who could help in an emergency)? How do they get in? Is transport involved (what are the arrangements)?	Betty can find it difficult to lift heavy things so I help Betty to prepare breakfast and carry her hot tea to the table. Betty enjoys cooking but I cut and prepare anything she needs. I do the weekly shop (usually while Ruth and Betty are together). Sometimes I take Betty to the shop as well. I drive her to all appointments. Appointments are written in the calendar on the door in the kitchen. Appointment letters are in the basket by the front door.
Are there any variations to the daily plan for the person you care for?	
To help the person providing replacement care please detail any routines/ activities/ outings that the person you care for is involved in or attends.	
Please list the day, the activity, the time, and any support that is needed.	Betty goes to a lunch club at the church on Wednesdays. A bus picks her up at 11.30am (the church arranges this, you can call them on 0141 555 666).
To help the person providing replacement care, please detail all the help that you receive each day including health, social work, family & friends, voluntary and private services	
Please detail the day, time, what help they provide, how they get in, and whether transport is involved.	Ruth comes to visit everyday around 3pm and stays for a couple of hours. Ruth rings the doorbell and Betty usually answers. If Ruth can't make it she will either tell me the day before or call Betty to let her know. John comes for dinner every Thursday and usually brings the 3 grandchildren.
Likes and dislikes of the person you care for	
To help the person providing replacement care, please list the main likes and dislikes, and everyday preferences of the person you care for, or add any information that you think is important to the person you care for.	Betty always listens to the Archers at 7pm on BBC Radio 4. Betty likes to do some gardening if the weather is nice - she enjoys looking after her roses. When Betty gets anxious because she has forgotten something I usually tell her that it is okay and that we all forget things. I try and move the conversation on rather than dwelling on it.
How did you hear about Carers Link?-A friend	no

How did you hear about Carers Link?- Facebook/ Twitter	no
How did you hear about Carers Link?- Social work	no
How did you hear about Carers Link?-GP	no
How did you hear about Carers Link?- Newspaper	no
How did you hear about Carers Link?- Other:NHSGGC Website	yes, NHSGGC Website
Do you want Carers Link to store a copy of the information stored in your emergency plan? If you tick Yes, we will store the information according to our Privacy Policy. If you tick No, we will delete the information within 7 days of receipt.-Yes	no
Do you want Carers Link to store a copy of the information stored in your emergency plan? If you tick Yes, we will store the information according to our Privacy Policy. If you tick No, we will delete the information within 7 days of receipt.-No	yes

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