***Emergency Card Application and Carers Emergency Plan***

***The first part*** *of the pack is the application form which is enclosed, the sections to complete include:*

***Section 1 – Details about you*** *– this helps the Life line service to understand your relationship with the cared for person and your contact details.*

***Section 2 – Details about the cared for person,*** *including any risks or specific details about access to the home or needs etc, this will also help the Lifeline team to understand more about the cared for person, and any specific needs they have.*

***Section 3 – Emergency Contacts*** *– these are the people you have approached to provide support in the event of an emergency and who can support or access support for the cared for person. It is important to make sure that the person has agreed to their details being provided.*

***Section 4 – Conditions of Use*** *– we ask that you read this section and* ***sign*** *to confirm that you agree them.*

***Return this form to the Carers Centre***

***The second part*** *of the pack is* ***Your*** *Carers Emergency Plan*

*This is a document for you to* ***complete and keep*** *and helps you to consider everything that might be needed in an emergency for the cared for person. This can be a vital document to help your Emergency Contacts or professionals to support the cared for person in the event you are unable to do so.*

*Once completed* ***keep it in a safe but accessible place****, perhaps letting your Emergency Contacts know about where it is and its contents.*

***You do not return this to the Carers Centre – this as above is kept by you.***

***CHECKLIST***

|  |  |
| --- | --- |
| ***Complete the application form sections 1,2,3 & 4 remembering to include your emergency contacts and sign the declaration in section 4.*** | ***□Tick √*** |
| ***Complete your emergency plan – do not return this but keep in a safe place*** | ***□Tick √*** |
| ***Return your completed application form back to Sefton Carers Centre***  | ***□Tick √*** |