[Insert your community name here]

**Community Emergency Plan**

Plan last updated on: DD/MM/YYYY

This template is designed for you to fill in the details of your community emergency preparations. There are examples given to help you.

**If you are in immediate danger call 999**

Plan distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Phone**  **number/email**  **address** | **Issued on** |
| *Mr Planner* | *Local Authority*  *Emergency Planning Officer* | *020 1234 5678*  *07749 8557xx* | *DD/MM/YYYY* |
| *Miss Flood* | *Local Flood*  *Warden* | *floods@town.uk* | *DD/MM/YYYY* |
|  |  |  |  |
|  |  |  |  |

Plan amendment list

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of**  **amendment** | **Date for next revision** | **Details of changes made** | **Changed by** |
| *DD/MM/YY* | *DD/MM/YY* | *Annex X added* | *Community*  *Emergency*  *Coordinator* |
| *DD/MM/YY* | *DD/MM/YY* | *New Community Emergency Team members added* | *Community*  *Emergency*  *Coordinator* |
| *DD/MM/YY* | *DD/MM/YY* | *Updated volunteer details* | *Community*  *Emergency*  *Coordinator* |

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# Local risk assessment

It is important to be aware of the risks that could affect your community, and understand how you could be affected by them, in order to improve your community’s resilience. Individuals and communities should prepare for the risks they feel are relevant to their area.

Your local emergency planners plan for emergencies affecting your local area and publish a Community Risk Register, showing what emergencies could impact your area. The [Government’s Prepare website](https://prepare.campaign.gov.uk/check-the-risks-where-you-are/) can help you check the risks where you are.

You should also use local knowledge to try and identify other risks in your local area that may not be included on your Community Risk Register. For example, is there a local road that regularly floods, or a footpath that could become unusable in severe

weather?

You may find it useful to discuss this assessment with local emergency responders in your area to make sure you understand how you can complement their work in an

emergency.

|  |  |  |
| --- | --- | --- |
| **Risks** | **Impact on community** | **What can the Community Emergency Group do to prepare?** |
| *Example:*  *River through village can flood* | * *Flooding of local streets* * *Blocked access to town hall* * *Damage to property* | * *Encourage residents to improve home flood defences* * *Work with local emergency responders to see if they can help with distribution of flood warnings and any evacuation and rest centre establishment required* * *Find out what flood defences exist or are planned in the area* |
|  |  |  |
|  |  |  |

# Local skills and resources assessment

Once your community is aware of the risks it might need to prepare for, it is important to consider what skills, resources and equipment your community already has that can be used, if needed, during or after an emergency.

When thinking about how community members can help, and the assets and resources you can use, you should think about insurance and liability. Please do not put yourself or others at risk when preparing or using your plan.

You can find information about whether you will need insurance to cover the group’s activities by contacting your local council. The Health and Safety Executive has produced information about [managing the risks associated with volunteering](https://www.hse.gov.uk/voluntary/index.htm).

[Practical guidance about volunteering and insurance](https://www.ncvo.org.uk/help-and-guidance/involving-volunteers/) is also available from the National Council for Voluntary Organisations, along with [information about safeguarding](https://www.ncvo.org.uk/help-and-guidance/safeguarding/).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill/Resource** | **Who?** | **Contact details** | **Location** | **When might it/they not be available?** |
| *Trained first*  *aider* | *Tracy Bandage* | *01700 5668xx* | *17 Brookvale*  *Street* | *Can usually*  *leave work*  *within one*  *hour* |
| *4x4 owner/driver* | *Bob Range* | *01700 5648xx* | *Garages to rear of High Street* | *Tuesday*  *mornings*  *(already*  *volunteers)* |
| *Chainsaw owner*  *(tree surgeon)* | *Simon Ash 01700 5605xx* | *trees@town.uk* | *Simon’s*  *Landscaping – 4 Terrace Yard* | *Will need to travel from site* |
| *Water/food*  *supplies* | *Village Shop* | *01700 5608xx* | *2 High Street* | *Shop closed on Weds but can call owner* |
|  |  |  |  |  |

# Key locations identified with emergency services for use as places of safety

In an emergency, your local emergency responders might need the Community Emergency Group’s assistance to help identify a safe place for people to shelter and set up a rest centre.

You should work with your local emergency responders to see what help the Community Emergency Group could provide to set up places of safety or rest

centres.

Different emergencies may affect different parts of your community in different ways so you should try to identify a number of alternative sites. It is important that you get the permission of those responsible for any buildings you might use in an emergency and ensure that they have appropriate insurance and liability cover to use the premises in this way.

# 

|  |  |  |  |
| --- | --- | --- | --- |
| **Building** | **Location** | **Potential use in an emergency** | **Contact details of key holder** |
| *Example: Church Hall* | *1 Church Square* | *Rest Centre/safe place* | *Church Warden*  *07749 8557xx* |
| *Watley Central;*  *High School* | *Watley Street* | *Rest Centre/safe place* | *School Caretaker*  *07749 8655xx* |

Emergency contact list   
  
It is important to keep accurate, up-to-date records of everyone who is in the Community Emergency Group, as well as others in the community who have offered their help in an emergency. This will help you to contact everyone quickly and make it easier for you and the local emergency responders to identify who is part of the

Community Emergency Group.

It is important to remember to keep personal details safe, and only share them with those who need the information. The Information Commissioner’s Office (ICO) provides [information about data protection considerations](https://ico.org.uk/for-organisations/) for all organisations and [specific advice for small organisations](https://ico.org.uk/for-organisations/advice-for-small-organisations/), including groups and clubs.

|  |
| --- |
| Name: *Paul Ridgeway* |
| Title: *Community Emergency Coordinator* |
| 24hr telephone contact: *07700 7785xx* |
| Email: *xx@xx.xx* |
| Address: *2 Brook Road* |

You may want to record contacts in a ‘telephone tree’, which sets out a process

through which people have responsibility for ringing other contacts.

# Sample telephone tree

The phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete.

**Community Emergency Coordinator(s)**

Contact Number(s)



**Person**

Contact Number

**Person**

Contact Number



**Person**

Contact Number

**Person**

Contact Number

**Person**

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# List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Name and role of contact** | **Phone number** |
| *Care support group* | *Duty contact / group lead* | *07800 555xxxx* |
|  |  |  |
|  |  |  |
|  |  |  |
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# Activating your plan and activation triggers

In any emergency, having an emergency plan is not a substitute for calling 999 if there is a risk to life. When an emergency happens, you will need to know how to activate your plan and contact your volunteers.

You will have made your local emergency responders aware of your Community Emergency Plan as part of your planning process, so in most circumstances you should activate your plan in response to a call from local emergency responders.

You should work with them to identify how they will contact you, and how you should contact them, to activate your plan in an emergency. In certain circumstances, local emergency responders may be unable to contact you to ask you to activate your plan. Therefore, you should develop a series of triggers you can use as a Community Emergency Group to decide whether to act.

For example:

* Have you been able to contact local emergency responders?
* What messages are being put out in the media?
* What can you do safely without the help of the local emergency responders?

Using your list of skills, people and resources, you will need to decide what you can

do to safely support the work of the local emergency responders.

**Use this space** to record details of how your plan will be activated. You should include details of how the plan will be activated as a result of a call from the emergency services, and also how your community will decide to activate the plan yourselves, if the emergency services are unavailable.

*1. When we get a flood warning*

*2. When the coordinator is contacted by a local emergency responder*

# First steps in an emergency

Use this space to add the steps to be followed when the plan is activated.

|  |  |  |
| --- | --- | --- |
|  | **Instructions** | **Tick when complete** |
| 1 | *Call 999 (unless already alerted)* |  |
| 2 | *Ensure you are in no immediate danger* |  |
| 3 | *Contact the Community Emergency Group and meet to discuss the situation* |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |

# Community Emergency Group first meeting agenda

This is intended to be a guide only. You may find that your team and volunteers are already getting on with helping, but it is important to make sure everyone is safe and working in a coordinated way.

|  |
| --- |
| *Date:*  *Time:*  *Location: (online or in-person)*    *Attendees:*    ***1. What is the current situation?***    *Location of the emergency. Is it near:*  *• A school*  *• A vulnerable area*  *• A main access route*  *Type of emergency:*  *• Is there a threat to life?*  *• Has electricity, gas or water been affected?*    *Are there any vulnerable people involved?*  *• Elderly*  *• Households with children*    *What resources do we need?*  *• Food*  *• Off-road vehicles*  *• Blankets*  *• Shelter*  ***2. Establishing contact with the emergency services***    ***3. How can we support the emergency services?***    ***4. What actions can safely be taken?***    ***5. Who is going to take the lead for the agreed actions?***    ***6. Any other issues?*** |

# Actions agreed with emergency responders in the event of an evacuation

During an emergency, it might be necessary for some members of your community to be evacuated from their homes to a safe place. Speak to those coordinating the

response to see what role the Community Emergency Group can play in this.

You may be able to assist with:

* door knocking or delivery of emergency messages;
* running of a rest centre; or
* identifying those who may need extra assistance to move to safety.

**Use this space** to record details of the actions you can take to help your local responders if an evacuation is necessary in your community.

*1. Help police/local council with door knocking, if safe to do so*

*2. Tell emergency services who might need extra help to leave their home*

# Alternative arrangements for staying in contact if usual communications have been disrupted

The Community Emergency Group should discuss how it will cope if communications are disrupted in the area. You may have access to walkie-talkies or amateur radio groups (for example, the Radio Amateurs’ Emergency Network).

The Community Emergency Group should work with the local emergency responders to ensure any messages that they are delivering to the community are consistent with those issued by local or national authorities.

|  |  |  |
| --- | --- | --- |
| **Communication Type** | **Name of contact** | **Location / contact details** |
| *Radio* | *RAYNET - John Springston* | *22 Larch Drive* |
|  |  |  |
|  |  |  |
|  |  |  |

# Sharing your plan

Once you have developed your plan, share it with your community (being mindful of any data protection considerations applicable to the version you are sharing - see the ICO guidance linked on page 6 for further information) to get their views. It is important that all members of the community feel that the plan works for them.   
  
It is also important that you share your plan with the emergency planning officer/team from your local council, the local emergency responders and your Local Resilience Forum so that, in the event of an emergency, they will know who to contact and what assistance you can provide.   
  
You can contact your local emergency planning officer/team through your local council.  
  
You should record who has a copy of your plan and ensure that they receive a revised copy whenever it is updated.

Reviewing and updating your plan

It is important to regularly review and update your Community Emergency Plan to ensure it meets the changing needs of your community.  
  
It is also important to make sure that your plan will work in an emergency. You may wish to practise activating the plan to test how well it would work in an emergency and see how ready members of your team and volunteers are to carry out its actions.  
  
You should work with your local emergency responders, using the local risk assessment you have produced, to identify scenarios that you can use to test the arrangements you have made in your plan.  
  
Practising the arrangements in your plan will allow you to identify any problems with it. Once you have practised your plan, you should review and update it. You should also regularly update your emergency contact list to ensure it is accurate.  
  
When you make any changes and amendments to the plan, you should record the amendments to ensure that everyone knows they are using the latest version.