[Insert your community name here] Community Emergency Plan

Plan last updated on: DD/MM/YYYY

How to use this template: This template is designed for you to fill in the details of your community emergency preparations. There are examples given to help you fill the template. Detailed notes on how to create a plan can be found in the Community Emergency Plan Toolkit document here: <https://www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies#community-resilience>

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

# Plan distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Phone number/email address | Issued on |
| Ms Epo | Local Authority Emergency Planning Officer | 020 1234 5678 | 01/01/2011 |
| Miss Flood | Local Flood Warden | *floods@anytown.uk*  |  |
|  |  |  |  |
|  |  |  |  |

# 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 |
|  |  |  |  |
|  |  |  |  |

# Contents

[Local risk assessment 4](#_Toc286829704)

[Local skills and resources assessment 5](#_Toc286829705)

[Key locations identified with emergency services for use as places of safety 6](#_Toc286829706)

[Emergency contact list 7](#_Toc286829707)

[Sample telephone tree 8](#_Toc286829708)

[List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency 9](#_Toc286829709)

[Activation triggers 9](#_Toc286829710)

[First steps in an emergency 10](#_Toc286829711)

[Community Emergency Group first meeting agenda 11](#_Toc286829713)

[Actions agreed with emergency responders in the event of an evacuation 12](#_Toc286829720)

[Alternative arrangements for staying in contact if usual communications have been disrupted 12](#_Toc286829721)

# Local risk assessment

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill/Resource | Who? | Contact details | Location | When might be unavailable? |
| Trained first aider | Sandy Fortman | 01700 5668xx | 17 Brookvale Street | Can usually leave work within one hour |
| 4x4 owner/driver | Bob Southwold | 01700 5648xx | Garages to rear of High Street | Tuesday mornings (already volunteers) |
| Chainsaw owner (tree surgeon) | Simon Chalmers | 01700 5605xx | 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

|  |  |  |  |
| --- | --- | --- | --- |
| Building | Location | Potential use in an emergency | Contact details of key holder |
| Example: Church Hall | 1 Church Square | Rest Centre/safe place | Colin Molesworth – Warden  07749 8557xx |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Emergency contact list

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

# 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.



# 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 |
| Anytown Care | Duty contact | 07800 555xxxx |
|  |  |  |

# Activation triggers

[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 PC Rathbone rings the coordinator

# First steps in an emergency

## [Use this space to add the steps to be followed in when the plan is activated]

|  |  |  |
| --- | --- | --- |
|  | Instructions | Tick |
| 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 |  |  |
| 10 |  |  |

# Community Emergency Group first meeting agenda

|  |
| --- |
| Date: Time: Location: 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
* Families with children

What resources do we need? * Food?
* Off-road vehicles?
* Blankets?
* Shelter?

2. Establishing contact with the emergency services3. 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

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

1. Help police/local authority with door knocking
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

|  |  |  |
| --- | --- | --- |
| Communication Type | Name of contact | Location |
| Radio | Anytown RAYNET - John Springston | 22 Larch Drive |
|  |  |  |