

PREPARING FOR EMERGENCIES

WHAT YOU NEED TO KNOW

Draft Community Emergency Plan Guidance

Consultation document



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INTRODUCTION

Many individuals and communities already support and help each other during times of need. However, those who have spent time planning and preparing are better able to cope and recover from emergencies.

The steps below provide a guide to help you to prepare. It is just one approach to planning within your community. You may wish to tailor your approach to better suit the needs of your community.

1. What is the purpose of this guidance?

This document is a step-by-step guide to help you and your community produce a Community Emergency Plan. A Community Emergency Plan is a tool you can use to help you prepare for the emergencies that could affect your community.

This guidance is linked to a template plan which you will find on [page 21](#).

This has a suggested layout for your plan but, if you prefer, you can use another structure which meets your needs. Your local authority emergency planning officer or team may also be able to provide you with guidance on how to go about writing a community plan.

This guidance sets out how to complete your plan. Look out for the **ACTION** markers for suggestions on how to complete sections of your plan and where to find information to assist you in this process.

If your community already has a Community Emergency Plan, you might want to use this document to update or validate it.

Before you start, you may also want to read [Preparing for Emergencies: A Guide for Communities](#).

2. Why do we need a Community Emergency Plan?

Emergencies happen. The emergency services will always have to prioritise those in greatest need during an emergency, especially where life is in danger. There will be times when you may be affected by an emergency but your life is not in immediate danger. During this time you need to know how to help yourself and those around you.

By becoming more resilient, you and your community can complement the work of **local emergency responders** and reduce the impact of an emergency on your community.

What are local emergency responders?

These are organisations that respond to emergencies in your local area. They include the fire, police and ambulance services, as well as your local authority, Primary Care Trust (Health Boards in Wales) and other organisations.



999

STEP 1 – PLANNING FOR YOUR COMMUNITY

3. Getting started

This section outlines the key stages in getting started and planning for your community.

3.1 Identifying your community

Begin by considering who your community is and which communities you belong to. Who is your plan for? A community is a group of people linked by a common bond. Usually this bond is because the people live in the same geographic area, but the bond can be from shared interests or as a result of experiencing similar circumstances. In planning for emergencies, it will usually make sense to think of your community as being those people who live near to you, but you may also want to consider talking to and involving other people and communities in your planning as you may need to work together and help each other in an emergency.

3.2 Identifying existing local relationships and networks you can work with

One of the first things to consider is who can help you get started. Community resilience is something many people and communities already do. It is not about creating or identifying a whole new community network, or a one-off response to an incident, but rather an ongoing process of using and enhancing existing relationships. Consider what already exists around you, and who you already talk to, and

about how you could work together before, during and after an incident or emergency. You could look to existing local community networks and groups within your community to see if they can get involved or fit resilience into their agenda, for example parish councils, Neighbourhood Watch, Scout leaders, residents associations, youth groups and so on.

3.3 Getting people involved

To make your plan effective, as many people as possible within the community should have an opportunity to get involved. You could have an open meeting where the community can discuss their priorities for the plan and identify who is interested in helping to create it.

3.4 Community emergency groups and coordinators

One option is for the people in your community who want to take part to form (or incorporate into an existing community group) a Community Emergency Group. This is the group that will champion your emergency preparedness efforts and coordinate any community response with the emergency services. Where possible, this group should build on an existing community group rather than building a new group from scratch.

Some villages, wards and parishes also have a Community Emergency Coordinator and you may wish to consider choosing one for your

community. The coordinator takes a lead role in organising and taking forward the work of the Community Emergency Group, and helping to sustain motivation and interest in their community. The coordinator acts as a contact point between the Community Emergency Group and **local emergency responders**. The Community Emergency Coordinator could be an elected member or could work closely with elected members.

4. Collecting information

4.1 Using local knowledge and identifying vulnerable people

It is important to ensure that isolated or vulnerable people are contacted to see if they need assistance. Organisations and individuals such as Local Authority emergency planning officers, Red Cross volunteers, WRVS volunteers as well as many others, have systems and resources to help people to respond to, and recover from, emergencies. These groups cannot always determine exactly what individuals want and need, nor can they always identify who in your community may be vulnerable in a crisis, particularly those who may not previously have received support. This requires local knowledge and your help.

4.2 Vulnerable people

Emergencies can make anyone vulnerable and make life more difficult for those people who are already vulnerable. The emergency services will need to help those in most need first, and it would assist them if the Community Emergency Group had an understanding of those in their

community who might be vulnerable in an emergency and where they live. Think about how you can share this information with the emergency services if an emergency occurs.

Local organisations will also have a good idea of the people or communities who are vulnerable. You may want to consider maintaining a list of these organisations. They might include voluntary groups like the British Red Cross, WRVS, St John's Ambulance or faith communities.

It is important to note that:

- People may become vulnerable at any point in their life and we can all be vulnerable in different circumstances;
- Being vulnerable means different things to different people and groups;
- Vulnerabilities can vary in their duration.

ACTION: using the space on [page 27](#) of the Community Emergency Plan template, record and maintain a list of community organisations that may be helpful in identifying vulnerable people in an emergency.

4.3 Identifying and preparing for risks

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 responders** meet regularly as a Local Resilience Forum. This forum coordinates the planning for emergencies affecting your local area and has a duty to publish a [Community Risk Register \(CRR\)](#), showing what local hazards and threats have been identified for your area, and their potential impact.

The Government also regularly assesses all of the natural hazards and malicious threats that could affect the UK. This is published in the [National Risk Register \(NRR\)](#). You can use this information together with your local Community Risk Register to consider potential threats and hazards to your local area and their impacts.

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 get blocked in severe weather?

Other aspects to consider when assessing the impact of incidents on your local area could include:

Social Risks

- Are there any known vulnerable people/groups in the area? Examples may include:
 - » People who have recently had an operation
 - » People without access to transport
 - » People with limited mobility
- Are there any groups who might find it difficult to understand emergency information?
- Are there any transient groups such as holiday makers or travelling communities to consider?

Environmental Risks

- Are there any particular areas that flood regularly?
- Are there any sites of environmental or historic importance, such as Sites of Special Scientific Interest, which may be impacted?

Infrastructure risks

- Is there a major transport hub in the area?
- Are there any bridges or main roads?
- Are there any large industrial sites in the area?

ACTION: Using the local risk assessment template on [page 24](#) of the Community Emergency Plan template:

Identify potential risks and hazards and their impact on your community.

Identify what you can do to reduce the impacts of these risks.

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.

4.4 Assessing community skills and resources

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 an emergency.

ACTION: Using the local risk assessment template on [page 24](#) of the Community Emergency Plan template, complete your own assessment of your community's skills and resources.

You may want to assess your community's existing skills and resources under the following categories. You may want to add this information into your Community Emergency Plan:

a. Volunteers

Volunteering is often spontaneous by nature and many communities and individuals automatically help each other during times of need. However, as part of your planning, you could speak to individuals and groups in your community and ask them if they would be willing to volunteer during an emergency, and if they have skills, tools or resources that could be used.

You might also want to consider talking with other existing local groups to see if their existing volunteers or contacts would be willing to help in an emergency.

It is important to make sure that you keep volunteers up to date and engaged with your emergency planning. You may wish to involve them in the exercising of your plan (see [page 14](#)).

More information about managing groups of volunteers can be found at:

- **Volunteering England**
www.volunteering.org.uk
- **Volunteering Wales**
www.volunteering-wales.net
- **Volunteer Development Scotland**
www.vds.org.uk

b. Tools

With your Community Emergency Group, consider what tools and machinery might be needed in an emergency. There may be people in your community who are qualified, capable and willing to operate these tools and machinery in an emergency.

c. Supplies

In an emergency, your community will require supplies, such as food and water, which may be difficult to obtain. The Community Emergency Group should consider talking with local businesses and suppliers who might be willing to provide these supplies. If a written agreement is made between your community and the supplier, attach this as an annex to your Community Emergency Plan.

d. Transport

Find out which vehicles could be used by the local community and know how access could be gained to them in an emergency. It is important to ensure that vehicle owners are properly licensed and insured to use their vehicles in this way.

4.5 Insurance and health and safety

When thinking about how community members can help and the assets and resources you can use, you should think about insurance issues.

Many communities see insurance and liability as a barrier to preparing their community for emergencies. While liability is for the courts to decide, a common sense approach to helping each other is required. Please do not put yourself or others at risk when preparing or using your plan.

Communities have expressed concerns about having appropriate insurance and legal cover for their community emergency arrangements, in particular using assets like community centres and village halls as rest centres or using vehicles as part of a community response.

The Government will be working with the insurance industry and community members to explore insurance issues around a range of community emergency scenarios and will make the findings available publicly. You can find help on insurance issues at www.abi.org.uk/Publications/ABI_Publications_Living_With_Risk_Risk_Management_and_Insurance_Advice_for_the_Voluntary_Sector_903.aspx.

4.6 Identifying key locations

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

What is a rest centre?

A rest centre is a building, including overnight accommodation, which is designated by a local authority for the temporary accommodation of evacuees.

You should work with your local authority to see what help the Community Emergency Group could give to set up places of safety or rest centres.

ACTION: Using [page 25](#) of the Community Emergency Plan template, make a list of key locations you have identified with your local authority. Different emergencies may affect different parts of your community in different ways so you should try and identify a number of alternative sites.

It is important that you get the permission of those responsible for any buildings to use them in an emergency and ensure they have appropriate insurance and liability cover to use the premises in this way.

4.7 Emergency community 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 contact everyone quickly in an emergency and make it easier for you and the emergency services to identify who is part of the Community Emergency Group.

It is important to remember to keep personal details safe, and only share it with those who need the information. For further information see

www.ico.gov.uk/for_organisations/data_protection_guide.aspx.

You may want to record contacts in a 'telephone tree', which sets out a process through which people have responsibility for ringing other contacts. An example of a telephone tree is provided in the template.

ACTION: Using [page 25](#) of the Community Emergency Plan template, complete your own emergency contact list or telephone tree.



STEP 2 – WHAT TO DO IN AN EMERGENCY

5. Activation of your plan

When an emergency happens, you will need to know how to activate your plan and volunteers.

In any emergency, having an emergency plan is not a substitute for calling 999.

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 the emergency services. You should work with your **local emergency responders** to identify how they will contact you, and how you should contact them, to activate your plan in an emergency.

In certain circumstances, the emergency services 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 take action.

For example:

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

ACTION: Using [page 27](#) of the Community Emergency Plan template, record the process by which you will activate your plan.

6. What to do when you have activated your plan

Using your list of skills, people and resources, you will need to decide what you can do to safely support the work of the emergency services.

ACTION: Using [page 28](#) of the Community Emergency Plan template, record your own first steps in your Plan. The table should contain instructions on what needs to be done once an emergency has met the threshold for activating the plan.

An example is provided below:

	Actions	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	Contact your local emergency responders to offer your assistance (if they have not already contacted you) and ask if there is anything specific they want you to do. Let them know how the situation is developing on the ground.	
5	Assess the situation with the Community Emergency Group and other key personnel (including local emergency responder representatives if possible).	
6	Agree actions and ensure each member of the Community Emergency Group/ volunteer knows what they will do.	
7	Meet regularly to see how the situation is developing, actions are progressing, and whether you need to reprioritise tasks or move resources around.	
8	Once the immediate actions have been completed and the situation starts to improve, start thinking about the recovery phase and the role the Community Emergency Group can play in helping the community return back to their day-to-day life.	

7. Your first Community Emergency Group meeting

An example of a draft agenda you can use for the first meeting of the Community Emergency Group can be found on [page 29](#) of the template. The draft agenda 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.

ACTION: Using [page 29](#) of the Community Emergency Plan template, record your own draft agenda in your Plan.

8. 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.

ACTION: Using [page 30](#) of the Community Emergency Plan template, record any actions for the Community Emergency Group that you have agreed with your local authority in their planning for an evacuation.

9. Communications

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 (RAYNET)) that you can use to communicate with each other.

The Community Emergency Group could also consider door knocking as an option to communicate with the public and get the emergency services' messages across if it is possible to do this safely. The Community Emergency Group should work with the emergency services to ensure any messages they are delivering to the community are consistent with those from the authorities.

ACTION: Using [page 30](#) of the Community Emergency Plan template, record alternative arrangements for communicating in your local area.



STEP 3 – PRACTISING AND REVIEWING YOUR PLAN

10. Sharing your plan

Once you have developed your plan, share it with your community 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 from your local authority, the emergency services 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 should record who has a copy of your plan and ensure that they receive a revised copy whenever it is updated.

ACTION: Using [page 22](#) of the Community Emergency Plan template, record a list of individuals and organisations who need to have a copy.

11. 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 properly in an emergency. You may wish to practice 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 practiced your plan, you should review and update it. You should also regularly update your emergency contact lists 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.

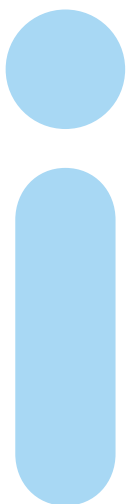
ACTION: Using [page 22](#) of the Community Emergency Plan template, record and maintain a list of updates to your plan.

11. Checklist for Community Emergency Coordinator

The checklist below is a prompt you can use as you go through the process of producing a Community Emergency Plan.

Checklist for Community Emergency Coordinator:

- Have you established a Community Emergency Group?
- Have you considered what help and support you need and how to access it?
- Have you contacted your local authority's emergency planning officer or team?
- Have you assessed the existing skills and resources in your community?
- Have you identified key locations in the community to use in an emergency?
- Have you considered who in your community might be vulnerable in an emergency?
- Have you decided how and when you would activate your plan?
- Have you shared your plan with your community and your local emergency responders?



What the Government will do

The Government's [Strategic National Framework on Community Resilience](#) sets out the Government contribution to enhancing and building individual, family and community resilience. The framework establishes a programme of work that will support and enable communities and individuals to be more prepared and resilient when facing emergencies and their consequences.

We will:

- Provide guidance, templates and checklists to help you in your planning, and share information on the things you need to know for planning and preparing, such as relevant pieces of legislation and new funding streams.
- Listen to your feedback on our products and guidance, making changes where relevant.
- Help put you in touch with the right people and provide ways for you to communicate with the UK resilience community. In particular, we will facilitate and support you to engage with **local emergency responders** through existing networks and structures.
- Let you know what is happening so that you have up-to-date, accurate information to make decisions and carry out activities at a local level.
- Set up relevant web pages to communicate and share information with you.
- Champion your work nationally and listen to,

and learn from, your good practice.

- Obtain useful advice from national bodies, promoting and sharing guidance from relevant organisations.

In some circumstances, communities may require further training and/or resources to increase the resilience of their local area to a wide range of potential incidents. Funding can be sought from a variety of organisations and charities, at national, regional and local levels. Further information on funding can be found in Annex A on [page 18](#), which signposts some examples of funding as well as mechanisms for finding the best available funding for your community.

Please contact us at community.resilience@cabinet-office.x.gsi.gov.uk. If you would like further information or to tell us about community resilience work you are involved with.

WHERE TO GET MORE INFORMATION

Below are the details of useful organisations where you can find further information on how to become more resilient.

Preparing for Emergencies

www.direct.gov.uk/preparingforemergencies

The home of resources for individual and community resilience.

Local Resilience Forum

www.cabinetoffice.gov.uk/ukresilience/preparedness/ukgovernment/lrfs.aspx

This website provides contact details for Local Resilience Forums throughout England and Wales.

National Risk Register

www.cabinetoffice.gov.uk/reports/national_risk_register.aspx

The online home of the National Risk Register.

Environment Agency

www.environment-agency.gov.uk

Telephone: 08708 506 506 (Mon–Fri, 8am–6pm)

For information on environmental risks, including Flood Warnings.

British Red Cross

www.redcross.org.uk

Telephone: 0844 871 11 11

Information on the simple precautions that can be taken to prepare for a range of emergency situations, along with advice on how to cope when they do.

RSPCA

www.rspca.org.uk/in-action/international/emergencyresponse

Telephone: 0300 1234 555

The RSPCA has put together some guidelines so that you can be prepared to get your animals to safety in the event of flooding.

Informed.Prepared.Together

www.informedprepared.eu/

Telephone: +(0032) 2 235 06 80

A gateway to resources, information and practical tools for developing the ability of individuals, communities and organisations to be better prepared to cope with emergencies and disasters.

The Radio Amateurs' Emergency Network (RAYNET)

www.raynet-uk.net/

The UK's national voluntary communications service provided for the community by licensed radio amateurs.

ANNEX A – FUNDING ARRANGEMENTS

There may be circumstances in which you need additional funding to help enhance resilience in your community. There are many organisations, government departments and charities that provide funding for community groups. Below are some examples of tools which can help you find the best available funding for your community, as well as a selection of examples of national, regional and local funding.

It is important to check the relevant websites for the most up to date information to ensure you meet the eligibility criteria or closing deadlines.

These grant finding websites and tools have been developed to find the most suitable grant for community projects. The process involves a simple checklist to see what funding is available.

Grant Finder

www.grantfinder.co.uk

Grants and policy database with details of 6,000 funding opportunities.

Funding Central

www.fundingcentral.org.uk

Government funding portal for all third sector organisations, including community groups, providing access to 4,000 funding and finance opportunities, plus tools and resources supporting organisations to develop sustainable income strategies.

Government Funding

www.governmentfunding.org.uk

Online portal to grants for the voluntary and community sector.

Lottery Funding

www.lotteryfunding.org.uk

Lottery Funding is a joint website run by all Lottery funders in the UK.

This site allows you to search information on current funding programmes across the UK.

Grantsnet

www.grantsnet.co.uk

A search directory for grants and funding programmes available within the UK.

Office of the Third Sector

www.cabinetoffice.gov.uk/third_sector.aspx

The Office for the Third Sector regularly has information about new and existing grants.

Wales

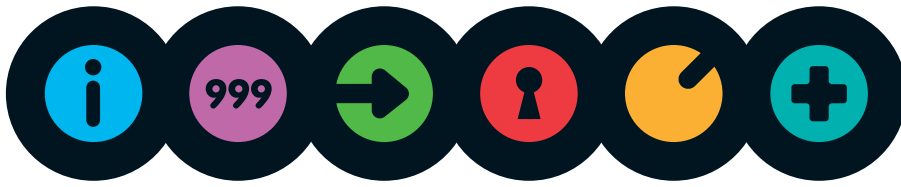
In Wales, the Welsh Assembly Government provides funding support to a wide variety of organisational structures. Details of funding available can be found on the Welsh Assembly Government website at <http://wales.gov.uk/funding/fundgrantareas/?lang=en>.

EXAMPLE FUNDING SCHEMES

National Funding

Available funding	Eligibility criteria (not all have been listed)	Who can apply?	Source
<p>Grassroots Grants Grants of between £250 and £5000 between now and March 2011</p>	<ul style="list-style-type: none"> • A not-for-profit voluntary or community group in England • Led by volunteers • Active in local community 12 months or more • Average income (over three years) of less than £30,000 per year • Works for the benefit of your local community 	<ul style="list-style-type: none"> • Any voluntary community or charitable organisation that meets the criteria 	<p>Funded by the Office for the Third Sector, grants are awarded by local grant-making bodies called Local Funders. To find your Local Funder, please visit the Community Development Foundation www.cdf.org.uk</p>

Available funding	Eligibility criteria (not all have been listed)	Who can apply?	Source
Comic Relief Grants of up to £40,000	Applicants should: <ul style="list-style-type: none"> • Be working in a disadvantaged area. • Be small, locally based groups or organisations who have a clear understanding of the needs of their community. • Have limited access to other sources of income. 	Community groups should: <ul style="list-style-type: none"> • Help people who are experiencing difficulties in their lives to regain their confidence and self-esteem • Build skills of local people • Increase community cohesion. • Respond to local economic needs. 	Comic Relief: www.comicrelief.com/apply_for_a_grant/uk
Awards for All Grants of between £300 and £10,000	Projects that meet one or more of 4 outcomes: <ul style="list-style-type: none"> • People have better chances in life – with better access to training and development to improve their life skills. • Stronger communities – with more active citizens working together to tackle their problems. • Improved rural and urban environments – which communities are better able to access and enjoy. • Healthier and more active people and communities. 	<ul style="list-style-type: none"> • Voluntary or community organisations, parish or town councils, schools or health bodies. • Must have a bank account that requires at least two unrelated people to sign each cheque or withdrawal • Project must be completed within one year 	Lottery grants scheme funding small, local community-based projects in the UK. www.awardsforall.org.uk



PREPARING FOR EMERGENCIES
WHAT YOU NEED TO KNOW

[Insert your community name here]

Draft Emergency Plan template

Consultation document

Plan last updated on: xx/xx/xxxx

How to use this template: This template is designed for you to fill in the details of your community emergency preparations. There are notes in italics to help you fill the template. Detailed notes on how to create a plan can be found in the Community Emergency Plan Guidance document at www.cabinetoffice.gov.uk/communityresilience

**IF YOU ARE IN
IMMEDIATE DANGER
CALL 999**



Plan distribution list

Name	Role	Phone number / email address	Issued on
<i>Example: Ms Epo</i>	<i>Local Authority Emergency Planning Officer</i>	<i>020 1234 5678</i>	<i>DD/MM/YYYY</i>
<i>Mr Field</i>	<i>Local Environment Agency officer</i>	<i>020 1234 5678</i>	
<i>Miss Flood</i>	<i>Local Flood Warden</i>	<i>020 1234 5678</i>	

Changes to plan

Date	Date for next revision	Details of changes made	Changed by
<i>Example: DD/MM/YYYY</i>	<i>DD/MM/YYYY</i>	<i>Annex X added.</i>	<i>Community Emergency Coordinator</i>
<i>DD/MM/YYYY</i>	<i>DD/MM/YYYY</i>	<i>New Community Emergency Group members added.</i>	<i>Community Emergency Coordinator</i>
<i>DD/MM/YYYY</i>	<i>DD/MM/YYYY</i>	<i>Updated volunteer details.</i>	<i>Community Emergency Coordinator</i>

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LOCAL RISK ASSESSMENT

Risks	Impact on community	What can the Community Emergency Group do to prepare?
<i>Example: River through village can flood</i>	<ul style="list-style-type: none"> • Flooding of local streets • Blocked access to town hall • Damage to property 	<ul style="list-style-type: none"> • Encourage residents to improve home flood defences • Work with local emergency responders to see if you 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
<i>Example: Trained first aider</i>	<i>Sandy Fortman</i>	<i>01700 5668xx</i>	<i>17 Brookvale Street</i>
<i>4 x 4 owner/driver</i>	<i>Bob Southwold</i>	<i>01700 5648xx</i>	<i>Garages to rear of High Street</i>
<i>Chainsaw owner (tree surgeon)</i>	<i>Simon Chalmers</i>	<i>01700 5605xx</i>	<i>Simon's Landscaping – 4 Terrace Yard</i>
<i>Water/food supplies</i>	<i>Village Shop</i>	<i>01700 5608xx</i>	<i>2 High Street</i>

KEY LOCATIONS

identified with local authority for use as places of safety

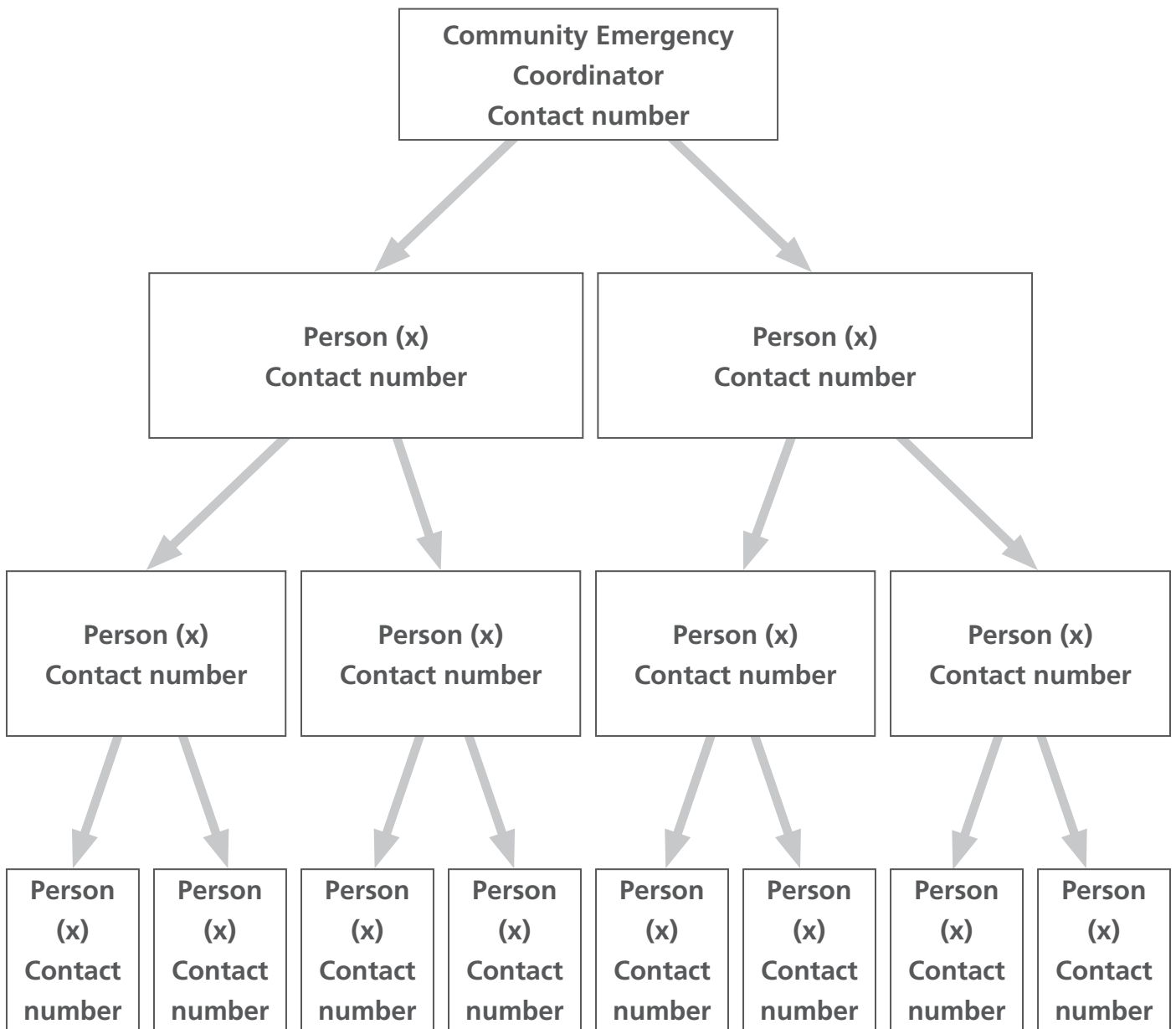
Building	Location	Potential usage in an emergency	Contact details
<i>Example: Church Hall</i>	<i>1 Church Square</i>	<i>Rest Centre/safe place</i>	<i>Colin Molesworth – Warden - 07749 8557xx</i>
<i>Watley Central High School</i>	<i>Watley Street</i>	<i>Rest Centre/safe place</i>	<i>Jane Shulman – Caretaker – 07749 8655xx</i>

EMERGENCY CONTACT LIST

<i>Photo</i>	<i>Example: Name: Paul Ridgeway</i>
	<i>Title: Community Emergency Coordinator</i>
	<i>24hr telephone contact: 07700 7785xx</i>
	<i>Email: xx@xx.xx</i>
	<i>Address: 2 Brook Road</i>
<i>Photo</i>	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

[Use this space to record details of organisations active in your local area that may be able to help you identify vulnerable people in an emergency.]

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]

FIRST STEPS IN AN EMERGENCY

Follow the instructions below when the plan is activated.

	Instructions	Tick
1	<i>Example: Call 999 (unless already alerted)</i>	√
2	<i>Ensure you are in no immediate danger</i>	
3	<i>Contact the Community Emergency Group and meet to discuss the situation</i>	
4		
5		
6		
7		
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9		
10		

DRAFT COMMUNITY EMERGENCY GROUP FIRST MEETING AGENDA

Example Community Emergency Group Emergency Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

You might want to consider the following:

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
- Non-English-speaking people.

What resources do we need?

- Food?
- Offroad 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 LOCAL AUTHORITY 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.]

ALTERNATIVE ARRANGEMENTS FOR STAYING IN CONTACT IF USUAL COMMUNICATIONS HAVE BEEN DISRUPTED

[Use this space to record details of alternative communications within your local area should usual methods communications be disrupted. This could include the owner/locations of long distance walkie-talkies or details of your local Radio Amateurs' Emergency Network (RAYNET) group]