

[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 www.cabinetoffice.gov.uk/communityresilience.

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	<i>floods@anytown.uk</i>	

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
Local skills and resources assessment.....	5
Key locations identified with emergency services for use as places of safety.....	6
Emergency contact list.....	7
Sample telephone tree.....	8
List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency	9
Activation triggers	9
First steps in an emergency.....	10
Community Emergency Group first meeting agenda	11
Actions agreed with emergency responders in the event of an evacuation	12
Alternative arrangements for staying in contact if usual communications have been disrupted.....	12

Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
<p>Example:</p> <p>River through village can flood</p>	<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 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
Watley Central; High School	Watley Street	Rest Centre/safe place	Jane Shulman – Caretaker 07749 8655xx

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:

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 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

[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