[Insert your community name here]

**Community Emergency Plan**

Plan last updated on: xx/xx/xxxx

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

DISTRIBUTION LIST

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Phone number/email address** | **Issued on** |
| *Enter name* | *Enter role* | *Enter details* | *Enter date* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

AMENDMENTS TO PLAN

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Details of changes made** | **Changed by** | **Date for next revision** |
| *Enter name* | *Enter details* | *Enter name* | *Enter date* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

LOCAL RISK ASSESSMENT

|  |  |  |
| --- | --- | --- |
| Risks – including likelihood | Impact on community/ vulnerability | What can Community Emergency Group do to prepare? |
| *Example: River through village can flood – every 2-3 years* | * *Example: Flooding of local streets* * *Example: Blocked access to community hall* * *Example: Damage to homes* | * *Example: Encourage residents to improve home flood defences* * *Example: Work with local emergency responders to see if group can help with distribution of flood warnings and any evacuation and rest centre establishment required* * *Example: Identify vulnerable people who live in areas likely to be flooded* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

LOCAL SKILLS AND RESOURCES ASSESSMENT

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill/Resource** | **Who?** | **Contact details** | **Location** |
| *Example: Trained First Aider* | *Example: Mr A Sample* | *Example: 0131 123 4567* | *Example: 1 Sample Street, Sampletown, SA1 2PL* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

KEY LOCATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **Building** | **Location** | **Potential use in an emergency** | **Contact details** |
| *Example: Church Hall* | *Example: Sampleton village* | *Example: Rest Centre/safe place* | *Example: Church warden’s contact number* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

EMERGENCY CONTACT LIST

|  |  |
| --- | --- |
| Photo | Name: |
| Title: |
| 24hr telephone contact: |
| Email: |
| Address: |

|  |  |
| --- | --- |
| Photo | Name: |
| Title: |
| 24hr telephone contact: |
| Email: |
| Address: |

|  |  |
| --- | --- |
| Photo | Name: |
| Title: |
| 24hr telephone contact: |
| Email: |
| Address: |

LIST OF COMMUNITY ORGANISATIONS

That may work with people or communities who may become vulnerable in an emergency

[Use this space to record details of organisations who work with people who may be vulnerable 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 responders, and also how your community will decide to activate the plan yourselves, if the emergency responders are unavailable]

FIRST STEPS IN AN EMERGENCY

Follow the instructions below when the plan is activated.

|  |  |  |
| --- | --- | --- |
|  | **Instructions** | **Tick** |
| 1 | *Example: Call 999 (unless already alerted)* | ✓ |
| 2 | *Example: Ensure you are in no immediate danger* | ✓ |
| 3 | *Example: Contact the Community Emergency Group and meet to discuss the situation* | ✓ |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 |  |  |
| 17 |  |  |
| 18 |  |  |
| 19 |  |  |
| 20 |  |  |
| 21 |  |  |

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 of communication be disrupted.]