LOCAL AUTHORITY LOGO

PARISH/TOWN COUNCIL LOGO

## COMMUNITY

**EMERGENCY PLAN**

### AMENDMENT SHEET

Plan requires to be updated on an annual basis or after an event.

|  |  |  |
| --- | --- | --- |
| **AMENDMENT NUMBER** | DATE | AMENDED BY |
|  |  |  |
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|  |  |  |

Plan Owner: *“XXXX” (Parish / Town Council / Community)*

**Distribution List:**

* Local/Unitary Authority

Document classification: OFFICIAL (OFFICIAL-SENSITIVE)

***NB: When you have collected personal details such as telephone numbers, names and addresses, the document classification then needs to be altered to OFFICIAL SENSITIVE to reflect the content.***

CONTENTS

□ VILLAGE PROFILE

□ CREATE/BUILD YOUR OWN TELEPHONE TREE

□ EMERGENCY CONTACT LIST

□ EMERGENCY ACCOMODATION/INFORMATION CENTRES

□ LOCAL SKILLS AND RESOURCES ASSESSEMENT

□ EMERGENCY EQUIPMENT HELD IN PARISH/TOWN COUNCIL/COMMUNITY EMERGENCY STORE

□ COMMUNITY RISK REGISTER (CRR)

Example Risk Register template

□ CONSIDERATION OF VULNERABLE PEOPLE

Example table of Vulnerable People

□ USEFUL TELEPHONE NUMBERS

□ ACTIONS LOG SHEET

□ RECOVERY FROM INCIDENT & CHECKLIST

□ COMMUNITY SITUATION REPORT

□ FURTHER ADVICE & GUIDANCE

Village Profile

A general overview of the village would be beneficial to have in the plan, with aspects such as:

* Number of residents
* Number of houses
* Incidents that have happened in the past
* Possible age demographic
* What type of environment the village is situated in. E.G. Hillside, Semi-Urban, Coastal etc. **Create/build your own telephone tree**

Title

Contact name

Title

Contact name

Title

Contact name

Title

Contact name

Title

Contact name

Title

Contact name

Parish Clerk

(Contact name)

Contact District, Unitary or City Emergency Planning Team

Community Emergency

Co-ordinator

(Name)

The phone “tree” works as a pyramid with the co-ordinator at the top making the first call to two or more people, In turn they call an assigned number of people and so on until the “tree is complete”

**EMERGENCY CONTACT LIST –**

**Contact numbers from the “telephone tree”**

|  |  |
| --- | --- |
| *Photo* | **Name:** |
| **Title:** |
| **24 hr telephone contact:** |
| **E-mail:** |
| **Address:** |
| *Photo* | **Name:** |
| **Title:** |
| **24hr telephone contact:** |
| **E-mail:** |
| **Address:** |
| *Photo* | **Name:** |
| **Title:** |
| **24hr telephone contact:** |
| **E-mail:** |
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| **E-mail:** |
| **24hr telephone contact:** |
| **Address:**  **Name:** |
| *Photo* | **Title:** |
| **E-mail** |
| **24hr telephone contact:** |
| **Address:** |
| *Photo* | **Name:** |
| **Title:** |
| **E-mail:** |
| **24hr telephone contact:** |
| **Address:** |

**Emergency Accommodation/Information Centres**

Identify a suitable building within the community which can be used in an emergency as an Information Centre/Emergency Accommodation by your local community.

Bear In mind that local groups such as schools may have marked one of the locations as their evacuation point, are you aware of who may also be using the same location?

|  |  |  |  |
| --- | --- | --- | --- |
| **LOCATION** | **CONTACT** | **TELEPHONE** | **FACILITIES** |
| Village Hall |  | Office:  Home:  Mobile: | Eg.  Telephone  Toilet  Kitchen |
| Public House |  | Office:  Home:  Mobile: |  |
| Church |  | Office:  Home:  Mobile: |  |
| Parish/Town Council  Offices |  | Office:  Home:  Mobile: |  |

Your local authority has also pre-identified some locations suitable as rest centres, and will inform the parish/town council if they are to be opened.

**Local Skills and Resources Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill/Resource** | **Who? (names)** | **Contact details** | **Location** |
| ***Water/food supplies*** |  |  |  |
| ***Temporary Shelter*** |  |  |  |
| ***Builders***  ***(generators and sand)*** |  |  |  |
| ***Electricians*** |  |  |  |
| ***Farm Equipment (General): i.e. generators/pumps*** |  |  |  |
| ***Fuel***  ***Fuel (cont.)*** |  |  |  |
| ***First Aid/Medical Assistance*** |  |  |  |
| ***Drinking Water*** |  |  |  |
| ***Emergency Equipment*** |  |  |  |

Useful links below for checking medical **EMERGENCY EQUIPMENT**

**HELD BY PARISH/TOWN COUNCIL**

**(This is an example from Coggeshall Parish Council’s Emergency Plan)**

|  |  |  |
| --- | --- | --- |
| **ITEMS** | **NUMBERS** | **LOCATION** |
| *IDENTIFIABLE HI-VIS JACKETS* |  |  |
| *RE-CHARGEABLE TORCHES* |  |  |
| *SIGN*  *‘RECEPTION’* |  |  |
| *FLOOD PREVENTION PRODUCTS* |  |  |
| *NUMBER OF SALT BAGS PROVIDED UNDER THE SALT BAG PARTNERSHIP (ESSEX COUNTY COUNCIL)* |  |  |
| *NUMBER OF GRIT BINS WITHIN THE PARISH* |  |  |
| *CORDED TELEPHONES* |  |  |

***Example template***

**Parishes Risk Register –**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Parish Area** | **Impact on the Community** | **What to do** | **Who to tell (during incident)** |
| *Flooding*  *(river and surface water)* | *Bridge Street, Water Lane,* | *Number of properties:*  *at risk of flooding*  *no access to resources (shop- doctor’s surgery…..)*  *Cut off from resources* | ***now*** *Raise awareness of flood protection within Community - posters, parish newsletter etc.*  ***during event*** *Stock of Flood Prevention products at set location(s)*  ***during event*** *Activate Parish Emergency Plan* | *Parish Clerk/EP contact to activate plan*  *District Emergency Planning Officer if support to residents required in case of evacuation*  *Police - roads may need closing, residents may need evacuating*  *Fire Service - properties may need pumping out* |
| *Utilities failure – gas or electric* | *Whole village* | *No gas supplied to Village - only some properties with Heating oil*  *Street lights off*  *Property lights/power off (freezers/fridges/cookers/heating etc.)*  *Security systems down*  *Shop Credit systems down* | ***now*** *Raise awareness of Grab Bags- posters parish newsletter etc.*  *Purchase wind up torches*  *Purchase wind up radios –*  *Promote National “Go In Stay In Tune In” message*  *Promote Business Continuity in local businesses*  *(during event ) Consider vulnerable people within village - heating food etc.* | *Parish Clerk/EP contact to activate plan*  *District Emergency Planning Officer if support to residents required in case of evacuation* |
| Utilities failure – water supply failure |  |  |  |  |
| Telephone lines cut off/down |  |  |  |  |
| Risk |  |  |  |  |
| Risk |  |  |  |  |
| Risk |  |  |  |  |
| Risk |  |  |  |  |

**Table of Vulnerable People**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Potential Vulnerability** | **Location** | **Address** | **Contact Details** | **Estimated Numbers** |
| **Children** | *Anywhere Primary School* | *High street* | *Mr Smith*  *Head teacher* | *250* |
| *Anywhere crèche* | *Long Road* | *Manager* | *7* |
| *Anywhere nursery* | *High Hill Road* | *Manager* | *17* |
| **Older People** | *Residential Care Home* | *Long Road* | *Manager* | *50* |
|  | *Alms Houses* | *Alms Street* | *Warden* | *10* |

**ACTION CARD**

##### checklist for community emergency coordinator

The checklist below is a prompt you can use as you go through the process of responding to an emergency.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action** |  | **Completed yes/no**  **(include Time and Date)** |
| 1 |  | Have you established a Community Emergency Group? |  |
| 2 |  | Have you considered what help/support you need and how to access it? |  |
| 3 |  | Have you considered the risks that your community might face? |  |
| 4 |  | Have you assessed the existing skills and resources in your community? |  |
| 5 |  | Have you identified key locations in the community to use in an emergency? |  |
| 6 |  | Have you considered who in your community might be vulnerable in an emergency? |  |
| 7 |  | Have you decided how and when you would activate your plan? |  |
| 8 |  | Have you shared your plan with your community and your local emergency responders? |  |
| 9 |  | *During an emergency*  Have you completed your situation report? |  |
| 10 |  | *During an emergency*  Record all of your expenditure |  |

**ACTION CARD**

##### Immediate action to be taken on notification of an emergency BY THE FIRST CALL responder

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action** |  | **Completed yes/no**  **(include Time and Date)** |
| 1 |  | On notification of an emergency, contact your Local Authority to speak to the Emergency Planning Officer and inform them of what’s happening. |  |
| 2 |  | Activate the telephone cascade to make volunteers aware of an incident. |  |
| 3 |  | Contact vulnerable persons or organisations that care for vulnerable persons, and make them aware of the emergency situation. |  |
| 4 |  | Keep action log sheet updated with developments/actions carried out. |  |
| 5 |  | Check the risk assessment, is there anything you can do to prevent/lessen the impact against these risks happening? |  |
| 6 |  | *During an emergency*  Have you completed your situation report? |  |
| 7 |  | *During an emergency*  Record all of your expenditure |  |

**ACTION CARD**

##### Telephone cascade

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action** |  | **Completed yes/no**  **(include Time and Date)** |
| 1 |  | On notification of an emergency, contact your Local Authority to speak to the Emergency Planning Officer and inform them of what’s happening. |  |
| 2 |  | Use the telephone tree or emergency contact list to get in touch with the Emergency Community Group |  |
| 3 |  | Ask each member called to go down the tree and call their allocated person, informing them of what is going on and when to meet. |  |
| 4 |  | *During an emergency*  Have you completed your situation report? |  |
| 5 |  | *During an emergency*  Record all of your expenditure |  |

**ACTION CARD**

##### Actions to take when requested to open a local rest centre

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action** |  | **Completed yes/no**  **(include Time and Date)** |
| 1 |  | Retrieve the emergency accommodation list when requested to open a local rest centre. |  |
| 2 |  | Select the most suitable rest centre that is a safe distance from the emergency. |  |
| 3 |  | Evaluate if the facilities at the rest centre are fit for purpose and there is enough space to accommodate those affected |  |
| 4 |  | Contact the known key holder on the list and organise a time to meet up and prepare the building for use. |  |
| 5 |  | Gather relevant supplies and refreshments (if possible) to take along to the rest centre. |  |
| 6 |  | *During an emergency*  Have you completed your situation report? |  |
| 7 |  | *During an emergency*  Record all of your expenditure |  |

**ACTIONS LOG SHEET**

Name……………………… Signed……………………

Date ……………………… Page…………of…………

**RECORD EVERY SIGNIFICANT EVENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TIME RECEIVED** | **SOURCE** | **EVENT OR ACTION** | **FURTHER ACTION REQUIRED** | √  **WHEN DONE** |
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**COMMUNITY SITUATION REPORT**

FROM: ……………………………… DATE AND TIME:………………

REPORT NUMBER: ……………… PERIOD COVERED:……………

1. **A**. NUMBER OF DOMESTIC PROPERTIES AFFECTED

2. NUMBER OF PERSONS PROVIDED WITH EMERGENCY ACCOMMODATON

3. LOCATION OF BLOCKED ROADS

4. AREAS WITHOUT ELECTRICITY

5. AREAS WITHOUT GAS

6. AREAS WITHOUT WATER

7. AREAS WITHOUT TELEPHONES

8. ONGOING TASKS AND SPECIFIC RESOURCE REQUIREMENTS

9. ANY OTHER RESOURCE REQUIREMENTS

1. ANY OTHER INFORMATION

*Note: It would be prudent to start the situation report as soon as an emergency is occurring, as your local authority is likely to contact you for these details during their response phase.*

**RECOVERY FROM INCIDENT & CHECKLIST**

It is important to start the recovery process as soon as possible after the incident/emergency has occurred.

It is imperative that the Community is involved in the decision making process to engage their support and local knowledge.

A checklist should include (examples could include…. see below):

* **Community -** Promote self-help (What Community initiatives are already underway?)
* **Health & Welfare -**  Consider vulnerable people/groups/establishments/ Community Care/impact on faith groups
* **Business & Economy -** How many closures or relocations of businesses?
* **Environment Infrastructure & clean up -** Environmental Health issues (decontamination/disinfestations)?
* **Communications -** Co-ordinate communications across partner agencies
* **Elected Members -** Have Elected Members disseminated appropriate information to Community?

An action plan may look something like this:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action | By whom | By when | Status  (Red  Amber  Green) | Priority rating  (E- Essential  I – Important  D–Desirable) |
|  |  |  |  |  |
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**USEFUL TELEPHONE NUMBERS**

**Suggestions include:**

**ANIMAL WELFARE**

RSPCA 0300 1234 999

**LOCAL/UNITARY AUTHORITY**

Emergency Team **(Day)**

Emergency Team (**Night)**

**BUILDERS & ELECTRICIANS**

**DOCTORS**

NHS Direct 111

Local Health Centre

**EMERGENCY SERVICES**

Police 999 (ask for Police)

Fire Brigade 999 (ask for Fire)

Ambulance 999 (ask for Ambulance)

**ENVIRONMENT AGENCY**

Environment Agency Website <http://www.gov.uk/environment-agency>

Flood Information 0845 988 1188 **OR**

0345 988 1188

General Enquiries 0870 8506 506

Incident hotline to report Pollution etc. 0800 807060

**TRANSPORT**

Local Bus Companies

Local Railway Station

Highways Agency Queries/Fault Reporting - 0300 123 5000 **OR**

[**http://www.highways.gov.uk/traffic-information**](http://www.highways.gov.uk/traffic-information)

**UTILITIES**

National Grid (Gas) 0800 111 999

UK Power Networks Landline Users: 0800 783 8838

Mobile Users: 01243 50 8838

Met Office 0870 900 0100

Local Water Authority

Anglian Water (Sewerage Authority) 08547 145 145

**MINISTERS**

Local MP

**LOCAL RADIO**

BBC Essex 01245 616000

95.3 & 103.5 FM 729, 765, 1530 MW

Essex Heart

96.3 & 102.6 FM 01245 524550

**LOCAL/COMMUNITY NEWSPAPER**

Local Newspaper

Community Newspaper

**COMMUNITY GROUP CONTACTS**

Neighbourhood Watch

Walking Group

Social Group

**TWITTER FEEDS**

Local Authority @\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Essex Civil Protection & Emergency Management @PreparedInEssex

Environment Agency @EnvAgency

Essex Police @EssexPoliceUK

Essex Fire & Rescue Service @ECFRS

**Further Advice & Guidance**

For further advice and guidance about Emergency Planning – Please visit your Local Authority’s web pages

Emergency Planning webpages

(Check your Local Authority’s website for further details on emergency planning)

Where you can find more info such as;

* District/Borough/City, Unitary and County Council Emergency Plan’s
* Information leaflets such as…
* Driving in Severe Weather
* Heat & sun
* Flooding advice
* Useful contacts list: See pages 18 and 19

Parish Councillor Webpages:

(Check your local authority/parish council website for further details on Parish Councillors)

Parish / Community Emergency Plan templates

Please contact your local Emergency Planning Team if you have any queries.

Environment Agency Web site for details of river levels / flood guidance etc.:

<http://www.gov.uk/environment-agency>

EXPENSES & REIMBURSEMENT

If you require making any expenditure on ensuring the safety or comfort of those within your community, and wish to be reimbursed for this, there is a scheme in place for local authorities to access funds, and they will try to reimburse any costs made.

If so, please ensure that you receive prior permission before expenses are made with your local authority, if expenses are not logged by the local authority; it is unlikely that the funds can be reimbursed.