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Community Emergency Plan Toolkit.

Guidance for developing Community Emergency Plans

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# May 2014

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| What is the purpose of this toolkit? 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. It is just one way of planning within your community. You may wish to tailor your approach to better suit the needs of your community.  This guide sets out how to complete your plan. Look out for the **ACTION** markers for suggestions on how to complete sections of the plan and where to find information to help you. Also look out for the **TOP TIPS**; these are little pointers to help you on your way.  If your community already has a Community Emergency Plan, you could use this document to update or validate it. Before you start, you may also want to read the general information about Preparing for Emergencies on the Essex Community Resilience website at http://www.preparedinessex.co.uk/advice/Flooding\_Advice  But for now this guidance will get you started and lead you through the process of filling out the Community Emergency Plan Template.  You are not expected to know everything; so talk to the people that can help you the most. Don’t forget you are not alone, and others are doing the same thing; don’t work in isolation, other parishes can help. It may be that you team up with another parish and work together to produce a plan.  Make notes as you go through the guidance document to help you, your plan should be a living document; it will change and evolve as your community, and its needs change.  There is a glossary at the end of this guidance to help you, along with useful links and further reading. Why do we need a Community Emergency Plan? Emergencies happen. Local emergency responders will always have to prioritise those with greatest needs 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 both in the short and long term Step 1 - Planning for an emergency - Getting started This section outlines the key stages in getting started and planning for your community. Identifying your community Begin by considering who your community is, which communities you belong to and who your plan is for. See *Village Profile* in the template page 1  A community is a group of people linked by a common bond. Usually this bond is because the people live close to one another but the bond could also 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 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.  Identifying existing local relationships and getting people involved  **Top Tip** - when you attend any workshop or meetings make sure that you make contact with neighbouring parish’s, by working together you can help each other. Use the Networking ....to build a list of contacts from other parish’s  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 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, who you already talk to, and how you could work together before, during and after an incident. 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 groups, Scout groups, residents associations, youth groups, WI etc. Your local authority emergency planning team may also be able to help you identify what community resilience initiatives are already in place.  **Top Tip -** You could hold an open meeting in which people can discuss their priorities for the plan and identify who is interested in helping to create it. Many community groups already have a network of local contacts, link in with them to get a flying start.  Plan Distribution list – (In between cover and contents pages of the template)  You will obviously be sharing the plan with your own Community but who else do you consider should have a copy?  Local Authority Emergency Planners: Contacts details.....  Environment Agency: Carol Mayston, Community Resilience Advisor,  Tel: 01473 706005. carol.mayston@environment-agency.gov.uk  **Community Police Officer/ Safer** neighbourhood teams?  **Local Fire Station** or Community Volunteer?  **Top Tip -** Sharing the plan to these people will mean they know the actions that you will be taking; all the vital information you have put together and have a named contact in your community. It will mean that they can contact you in an emergency situation, when resources are overwhelmed and you cannot contact them communication into your community is still possible.  The amendments can be communicated to those that share the plan when details need updating. Reviewing the plan should be on an annual basis, perhaps using your annual parish meeting when all groups are reporting and reviewing the year is an ideal time as everyone is together.  **Top Tip –** Version control - Date the plan and add the date for the review Local Risk Assessment - Identifying & preparing for risks more information on the Essex Risk Register can be found at [www.**essexresilience**.info](http://www.essexresilience.info)  It is important to be aware of the risks that could affect your community. Have an understanding of 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.  **Top Tip -** Use maps to mark up any local areas of risk in your Town/Parish/Community, i.e. surface water flooding, roads liable to closure problems. We can supply two maps; the second map can show the area at risk of flooding in your Parish. Even if you have no flood risk, a neighbouring parish may and this is where working together brings benefits to both.  **Top Tip**– maps.......register at Ordnance Survey as a Parish Council or Community Group Creating a new account can take a few days. You should then expect to receive your Ordnance Survey unique licence number and your login details for the members’ area the website.  **http://www.ordnancesurvey.co.uk/business-and-government/public-sector/parish-communities/index.html**  Ordnance Survey provides mapping data to town, parish and community councils through the [Public Sector Mapping Agreement](http://www.ordnancesurvey.co.uk/business-and-government/public-sector/mapping-agreements/public-sector-mapping-agreement.html). This mapping data allows communities to identify trends and spot opportunities’ to improve services to their local population.  You know your community the best, whether it be areas that are likely to flood from surface water or roads affected in severe weather. These maps will give you an overview of your community, including your vulnerable points, rest centres, schools. BackgroundYour local emergency responders meet regularly as a Local Resilience Forum. This includes Fire and Rescue, Police, Ambulance, Environment Agency and Local Authority. This forum co-ordinates the planning for emergencies affecting your local area and has a duty to publish a Community Risk Register, showing what local hazards and threats have been identified within Suffolk, and their potential impact.  1. Link to Essex Community Risk Register [www.**essexresilience**.info](http://www.essexresilience.info)   The Government regularly assesses all the natural hazards and malicious threats that could affect the UK. This is published in the National Risk Register. 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 become unusable in severe weather?  Other aspects to consider when assessing the impact of incidents on your local area could include: Social risks - Are there are any known vulnerable people/groups in the area? (Page 10 of the template plan) Examples may include: people who have recently had an operation; people without access to transport: people with limited mobility; groups that might find it difficult to understand emergency information; and transient groups such as holiday makers or travelling communities 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 affected? Do you have links in with RSPB/Natural England? 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 page 8 of the Community Emergency Plan template, you can identify: potential risks and hazards and their impact on your community; and what you can do to reduce the impacts of these risks.  You will need 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. Assessing community skills and resourcesCommunity emergency groups and co-ordinators (page 3 of the template plan)  The people in your community who want to take part could form a Community Emergency Group to champion the emergency preparedness efforts in your community. They will also play a role in your community recovery. This could be a new group or build on an existing community group.  Some villages, wards and parishes also have a Community Emergency Co-ordinator and you may wish to consider choosing one for your community. The co-ordinator 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 co-ordinator acts as a contact point between the Community Emergency Group and local emergency responders.  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 or after an emergency. You may want to assess your community’s existing skills and resources under the following categories: 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 what skills, tools or resources could be used. Potential volunteers may need to have permission from their employer to ensure that they could be released in an emergency.  You might also want to consider talking with existing local groups to see if their 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. 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 Tools/Machinery (page 6 of the template plan) 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. 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. If a written agreement is made between your community and the supplier, attach this as an appendix to your Community Emergency Plan. Transport Find out which vehicles could be used by the local community and know how access to them could be gained in an emergency. It is important to ensure that vehicle owners are properly licensed and insured to use their vehicles in this way.  Organisations such as 4x4 Response (www.4x4response.info) could be helpful in letting you know what groups may already be operating in your area.  **Top Tip -** When deciding upon roles and people who maybe able to fulfil them, make sure that it is **NEVER** assumed that people will want to help, **OR** that they will be willing to make equipment available. In this day and age many people are reluctant to offer help for fear of being sued if things go wrong. The Cabinet Office is working on guidance to explain this and are working with insurance companies to address this problem. Further information can be found on the Cabinet Office website: <http://www.cabinetoffice.gov.uk/> Insurance and Health & 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 is working with the insurance industry and community members to explore insurance and liability issues for a range of community emergency scenarios and will make the findings available publicly. You can find help on insurance issues at: <http://www.mycommunitystarter.co.uk/>, or contact the Association of British Insurers at: [www.abi.org.uk](http://www.abi.org.uk/). This will include driving as a volunteer.  **Identifying key locations**  In an emergency, your local emergency responders might need the Community Emergency Group’s assistance to help identify a safe place for people to shelter and set up a rest centre.  You should work with your local emergency responders to see what help the Community Emergency Group could provide to set up places of safety or rest centres.  Different emergencies may affect different parts of your community in different ways so you should try to identify a number of alternative sites.  It is important that you get the permission of those responsible for any buildings you might use in an emergency and ensure that they have appropriate insurance and liability cover to use the premises in this way  **ACTION:** Using page 5 of the Community Emergency Plan template, you can make a list of key locations you have identified with your local emergency responders for use as places of safety.  **Top Tip -** You may want to include a meeting place when a trigger is reached in your plan to activate a series of events. This could just be your coordinators house initially but as the emergency unfolds you may need to have a central place. Emergency 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 to contact everyone quickly and make it easier for you and the local emergency responders to identify who is part of the Community Emergency Group. It is important to remember to keep personal details safe, and only share them with those who need the information. For further information see:    **Top tip – data protection**  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 Community Emergency Plan template.  **Top Tip -** Telephone tree  You may want to consider that different people will be needed for different types of emergency; also as the emergency unfolds more people may become involved. So not everyone maybe needed on the tree at one time. Make sure that you allocate roles on the phone tree so that is clear what service people can offer.  **ACTION:** Using pages 2 & 3 of the Community Emergency Plan template, you can complete your own emergency contact list or telephone tree.  Make a telephone tree that can work for you as a call down list of people in your community, they will need to know what is happening. Communication is crucial in any emergency and the right messages need to be delivered for a successful response. Set up groups to respond to specific emergencies; or as an emergency escalates when rest centres are needed. 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 during an emergency. Organisations and individuals such as Local Authority emergency planning officers, Red Cross or 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  **Top Tip -** Vulnerable people, such as the elderly need to have more consideration during any emergency. If, for example the emergency is after dark, then door knocking to evacuate, or inform people of the situation and pass on messages seems a good idea. But, most elderly people will not answer their door after dark. This is a huge barrier if your message is important. So consider setting up a password system as part of your plan. Involve them in making the plan and ensure they understand there safety needs. If evacuation is the only answer don’t forget their needs. Medicines, mobility aids, even pets are very important to them, including the security of their home. If flooding is likely to affect their home then important documents and sentimental items are very important to make safe as they cannot be replaced. **NEVER** force someone to leave their home. The Police are responsible for all evacuations of homes and will know the place of safety  **Top Tip -** It is worthwhile checking with the utility companies if anyone in your community meets the criteria for a preferential service. If they have a medical need or a need for a constraint supply of electricity or water, than they can sign up for this service. Booklets are available to register for this service. What makes a person vulnerable? Emergencies can make anyone vulnerable and they make life more difficult for those people who are already vulnerable. Your local emergency responders will give priority to help those in most need first. 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 local emergency responders 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.  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; and vulnerabilities can vary in their duration and may last through the recovery from an emergency.  **ACTION:** Using page 10 of the Community Emergency Plan template, you can record and maintain a list of organisations active in your local area that may be able to help you to identify vulnerable people in an emergency  **Top Tip -** There may be some local partnership projects working in your area that have arrangements in place and that are already working with the vulnerable or elderly. The Environment Agency work with the Red Cross, and other voluntary agencies. What to do in an emergencyActivation of your plan In any emergency, having an emergency plan is not a substitute for calling 999 if there is a risk to life. When an emergency happens, you will need to know how to activate your plan and contact your volunteers.  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 local emergency responders. You should work with them to identify how they will contact you, and how you should contact them, to activate your plan in an emergency.  In certain circumstances, local emergency responders 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 you been able to contact our local emergency responders?  What messages are being put out in the media?  What can you do safely without the help of the local emergency responders?  Using your list of skills, people and resources, you will need to decide what you can do to safely support the work of the local emergency responders.  **ACTION**: Using pages 8 and 9 of the Community Emergency Plan template, you can record your own activation triggers and first steps to take once an emergency has met the threshold for activating your plan. Top Tip – If a Flood Warning is issued this should be your trigger to activate your plan. Make sure that your community group gets signed up to receive all the flood warning messages, contact [carol.mayston@environment-agency.gov.uk](mailto:carol.mayston@environment-agency.gov.uk), Floodline may be unable to do this as you are a community group. This also helps with identifying the key people in a community should flooding occur and validating information on flooded properties when warnings are issued. Flood Warnings get sent to all Fire, Police, Emergency Planning and response teams. They would activate their plan on this trigger and so should you. Remember, if you live in a Coastal Community you may be subject to Tidal flooding. This can be predicted in advance and Flood Warnings can be sent out as much as 10 hours in advance to give you time to get prepared. Surface Water flooding is becoming much more of a problem and is not something that the Environment Agency can send a Flood Warning for. Understanding the weather and keeping an eye on the Met Office website and weather updates will help you to respond to any torrential downpours and severe weather. It be high winds, which could cause loss of power, or snow and ice which may cause problems with transport. This is especially important if you are an isolated parish with little or no public transport and have a number of elderly or vulnerable people to consider. First Community Emergency Group meeting A draft agenda for the first meeting of the Community Emergency Group can be found on page 15 of the template. This 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 co-ordinated way.  **ACTION:** Using page 15 of the Community Emergency Plan template, you can record your own draft agenda in your plan.  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 co-ordinating the response to see what role the Community Emergency Group can play in this. Make sure you identify yourself as part of the emergency group  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 17 of the Community Emergency Plan template, you can record any actions for the Community Emergency Group that you have agreed with local emergency responders in their planning for an evacuation. 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).  The Community Emergency Group could also consider door knocking as an option to communicate with the public and get the local emergency responders’ messages across if it is possible to do this safely. The Community Emergency Group should work with the local emergency responders to ensure any messages that they are delivering to the community are consistent with those issued by local or national authorities.  **ACTION:** Using page 17 of the Community Emergency Plan template, you can record alternative arrangements for communicating in your local area.  **Top Tip** – when considering using door knocking around your community your need to think about the best route. You could consider asking the postman as he will know the best and quickest route round your community and perhaps some of the pitfalls. Step 3 – Practising and reviewing your planSharing 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, who will in turn share this information with the local emergency responders 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 can contact your local emergency planning officer through your local council. You should record who has a copy of your plan and ensure that they receive a revised copy whenever it is updated.  **ACTION:** Using the page overleaf of the front cover for the Community Emergency Plan template, you can record a list of individuals and organisations that need to have a copy. Make sure that if flooding is a risk you share the plan with the Environment Agency through the local Flood Resilience team.  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 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 practised 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 the page overleaf of the front cover for the Community Emergency Plan template, you can record and maintain a list of updates to your plan. Don’t forget that after an incident in your community where the plan has been used you should update any changes that may be needed, or things that didn’t quite work as planned. 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.   * Have you established a Community Emergency Group? * Have you considered what help/support you need and how to access it? * Have you considered the risks that your community might face? * 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 Strategic National Framework on Community Resilience sets out the Government’s 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.  The Government will:   * remove the barriers which prevent participation such as concerns about liability and insurance; * provide toolkits, 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 support you to engage with local emergency responders and other communities 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; and * 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 on page 15, which signposts some examples of funding as well as mechanisms for finding the best available funding for your community. 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](file:///C:\Users\cmayston\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\T759C2WX\www.grantfinder.co.uk)  Grants and policy database with details of 6,000 funding opportunities.  Funding Central [www.fundingcentral.org.uk](file:///C:\Users\cmayston\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\T759C2WX\www.fundingcentral.org.uk)  Funding portal for all voluntary 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](file:///C:\Users\cmayston\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\T759C2WX\www.governmentfunding.org.uk)  Online portal to grants for the voluntary and community sector.  Lottery Funding [www.lotteryfunding.org.uk](file:///C:\Users\cmayston\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\T759C2WX\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](file:///C:\Users\cmayston\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\T759C2WX\www.grantsnet.co.uk)  A search directory for grants and funding programmes available within the UK.  Office of the Civil Society  [www.cabinetoffice.gov.uk/content/big-society-overview](file:///C:\Users\cmayston\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\T759C2WX\www.cabinetoffice.gov.uk\content\big-society-overview)  The Office of the Civil Society regularly has information about new and existing grants.  Where to get more information  The Strategic National Framework for Community Resilience sets out the Government’s strategic aims and objectives for the Community Resilience Programme. You are likely to find this document most useful if you who want to see how the Community Resilience Programme fits into the wider objectives of the Government.  The Preparing for Emergencies – Guide for Communities document introduces you to the first steps you could take to become better prepared to deal with emergencies. It uses case studies to explain the benefits experienced by communities who are already involved in community resilience. You are likely to find this document most useful if you are new to community resilience and want to find out more about what is involved.  The Get Prepared Now web pages are aimed at individuals, families, communities and businesses that want to find out more about how they can prepare for emergencies. The pages aim to answer questions around individual and community resilience and increase awareness of risks and vulnerability to risk. They also set out some easy steps for how you can improve your household preparedness. You are likely to find this document most useful if you would like more general information about emergency preparedness.  For further information on the Community Resilience Programme, please go to http://www.preparedinessex.co.uk  You may also contact the Cabinet Office at: <mailto:community.resilience@cabinet-office.x.gsi.gov.uk> or write to Community Resilience, Civil Contingencies Secretariat, 22 Whitehall, London, SW1A 2WH. Useful links **Preparing for Emergencies**  [www.direct.gov.uk/preparingforemergencies](file:///C:\Users\cmayston\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\T759C2WX\www.direct.gov.uk\preparingforemergencies)  The home of resources for individual and community resilience.  **Local Resilience Forum**  [http://interim.cabinetoffice.gov.uk/ukresilience/preparedness/ukgovernment/lrfs.aspx](http://interim.cabinetoffice.gov.uk/ukresilience/preparedness/ukgovernment/lrfs.aspx%20)  This web page provides contact details for Local Resilience Forums throughout England and Wales. In Suffolk, you can find more details here:<http://www.getpreparednow.co.uk/>  **National Risk Register**  [www.cabinetoffice.gov.uk/resource-library/national-risk-register](file:///C:\Users\cmayston\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\T759C2WX\www.cabinetoffice.gov.uk\resource-library\national-risk-register)  The online home of the National Risk Register.  **Environment Agency**  [www.environment-agency.gov.uk](file:///C:\Users\cmayston\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\T759C2WX\www.environment-agency.gov.uk)  08708 506 506  For information on environmental risks,  0845 988 1188 or 0345 988 1188 for flood warnings.  **British Red Cross**  [www.redcross.org.uk](file:///C:\Users\cmayston\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\T759C2WX\www.redcross.org.uk)  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.  **WRVS**  [www.wrvs.org.uk](file:///C:\Users\cmayston\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\T759C2WX\www.wrvs.org.uk)  0845 601 4670  Information about the services WRVS provide (including emergency response) across the UK.  **St John Ambulance**  [www.sja.org.uk](file:///C:\Users\cmayston\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\T759C2WX\www.sja.org.uk) 08700 104950  Information about how first aid training can make a difference to people in an emergency.  <http://www.nmc-uk.org/Search-the-register/>  - check Nurses.  <http://www.gmc-uk.org/doctors/register/LRMP.asp> - Check Doctors  <http://www.hpc-uk.org/aboutregistration/theregister> - Check paramedics and other allied health care professionals. NB: Ambulance Techs are not currently registered and technician can mean different things in different places.  **RSPCA**  [www.rspca.org.uk/in-action/international/emergencyresponse](file:///C:\Users\cmayston\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\T759C2WX\www.rspca.org.uk\in-action\international\emergencyresponse)  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](file:///C:\Users\cmayston\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\T759C2WX\www.informedprepared.eu)  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.  **Radio Amateurs’ Emergency Network (RAYNET)**  [www.raynet-uk.net](file:///C:\Users\cmayston\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\T759C2WX\www.raynet-uk.net)  The UK’s national voluntary communications service provided for the community by licensed radio amateurs. Glossary **Community Resilience**  Communities and individual harnessing local resources and expertise to help themselves during an emergency, in a way that complements the work of the emergency services.  **Community Risk Register**  An assessment of local risks that have been identified within a Local Resilience Forum area. It is written, maintained and published by the Local Resilience Forum.  **Emergency**  An event or situation which threatens serious damage to human welfare in a place in the United Kingdom; the environment of a place in the United Kingdom; or the security of the United Kingdom or of a place in the United Kingdom. Emergencies can also affect you at home, for example house fires, broken down boilers, burst pipes etc.  **Local emergency responders**  Organisations that respond to emergencies in your area. They include the fire, police and ambulance services, as well as your local authority and other organisations.  **Local Resilience Forum (LRF)**  A group formed in police area boundaries of England and Wales by key local emergency responders and specific supporting agencies for the purpose of fulfilling their duties under the Civil Contingencies Act 2004.  **National Risk Register**  A report produced by the Cabinet Office which outlines the Government’s assessment of significant potential risks to the United Kingdom.  **Rest centre**  A building designated by a local authority for the temporary accommodation of evacuees. This may include overnight accommodation.  **Risk**  A measure of the likelihood and impact of a potential emergency. | You may need to have two versions. Consider what you need to give out to your community and what you need to have with ALL contacts details in  Consider who you should share sensitive data with.  Parish Clerk  Local School  Community Groups  Village Shop  Don’t forget to update after an event or when you exercise the plan  Don’t forget to include Community Groups and Local School, Library or Shop.  Work closely with schools and Business and include them in your plan  Booklets for both of these priority services can be obtained from EA or at any workshop. |