

## 1 – Getting Together

Call an open meeting to get more people involved.

### **Who should you involve?**

Friends; neighbours; Parish Councillors; Emergency Services (police, etc); the County Emergency Planning team.

### **What should you discuss?**

How the community would cope in an emergency; the benefits of planning ahead; who is willing to help prepare a plan.

## 2 – Organising the Work

Preparing a Plan will require some organisation and coordination.

### **How can you make sure it happens?**

Set up a Community Emergency Group (volunteers with a good range of local knowledge); appoint Community Emergency Coordinators able to guide the development of the Emergency Plan.

## 3 – Knowing the Unknowns

Thinking about possible causes of an emergency will help you to shape your plan appropriately.

### **What things in your community might trigger an emergency?**

Look at the Community Risk Register; consult the Emergency Services; use local knowledge.

## 6 – Organising Key Facilities

Effectively managing an emergency is likely to require some pre-prepared facilities.

### **What facilities might we need?**

Local Control Centre from which to coordinate activity; Rest Centre where evacuated people can be fed and / or spend the night; storage space for emergency equipment.

## 5 – Resolving Legal Issues in Advance

Temporarily using buildings or equipment and working with volunteers may require some prior preparation.

### **What issues do we need to sort out?**

Agreements with owners of buildings / equipment; insurances; health and safety issues; payment for premises hire and materials.

## 4 – Identifying Skills and Resources

Your community's skills and resources will be essential in managing an emergency.

**Who is good at what?** Identify people who traditionally help in emergencies (farmers, local contractors, etc.); people with useful and/or specialist skills (health professionals, First Responders, builders, electricians, etc.)

**What equipment do we have and where is it?** Identify equipment, machinery, and tools, that may be useful; sources of food, water and construction materials; vehicles.

**How will we communicate?** Identify locations with good telecommunications; think about the possible need for alternatives (e.g. 2-way radios).

## 7 – Keeping in Touch

Managing an emergency requires effective communication.

### **Whose comprehensive contact information will we need?**

Volunteers; owners of buildings, equipment, vehicles; Emergency Services; County Emergency Planning Team.

### **How will we mobilise our contacts?**

Prepare a telephone "tree" or cascade to quickly contact key people.

## 8 – Activating Your Emergency Plan

You now have all the main components ready for activation if an emergency occurs.

### **How will we know when to activate our arrangements?**

Agree what will trigger local action; consider Environment Agency warnings; substantial changes in local river levels; locally recognised hot spots and early indicators for flooding; warnings from the Emergency Services; media messages.

## 9 – Taking Control

When an emergency actually happens, organising an effective response means being prepared and coordinating activity.

### **How can we coordinate our action?**

Put plans in place for a first Community Emergency Meeting, think about where this should be; who should attend; what you will need to discuss.

Remember you will need to maintain regular communication with the official Emergency Services so that what you do supports and complements their action.

## 10 – Testing Your Plans

You have prepared all the key elements of an Community Emergency Plan, but this will need to be regularly tested and reviewed.

### **How will we know our plans work?**

Organise an annual 'practice' to test your arrangements and be prepared to make changes if things don't work.