

# **Community Emergency Plan**

**(Community Name)**

Optional image / map / logo

## **1. COMMUNITY RESPONSE GROUP (CRG)**

<b>Name</b>	<b>Tel:</b>	<b>Email:</b>	<b>Address and post code</b>
*			

\* Indicates the person who will coordinate the community response, and be the point of contact for local authorities / emergency services. If unavailable, the next person listed will do this.

Copies of this Emergency Plan are restricted, and will be held by the CRG members. An electronic copy of the plan will also be made accessible to local authorities and emergency services via Resilience Direct - **contact ACTION with Communities in Cumbria for details of how to do this.**

Date Adopted: **xx/xx/xxxx**

Last Reviewed: **xx/xx/xxxx**

Review Due: **xx/xx/xxxx**

## 2. PURPOSE

### Definition of an emergency:

An emergency or major incident, can cause community disruption, has potential to challenge life, damage property takes time and resources to manage.

### Aim of the Community Emergency Plan:

To increase resilience within the local community before, during and after an emergency occurs.

### Objectives:

- To identify possible emergencies, potential impacts on the community and suggest actions.
- To agree communication routes and give Community Response Group members contact details.
- Consider vulnerable community members who may need additional support.
- Identify community resources which can be utilised in an emergency.
- Using a plan, practice it and review community response.

**It is not the role of the community to take on the responsibilities of Emergency Services and the Council e.g. to save life. Community Members are not asked to put themselves in harm's risk nor to cope for long hours alone, without external support.**

## 3. ACTIVATION OF THE PLAN

This plan will be activated by the Community Response Group (CRG). Key group members can assess the situation locally and contact Emergency Services and their local Council (numbers below) The CRG can then activate their Plan.

The Plan may be activated by the CRG when, or by:

- An emergency has occurred
- Warnings are received prior to an anticipated emergency
- Emergency services response has potential to be delayed, or when support is sought.
- The Community when they deem an action would help locally, especially for more vulnerable community members during an emergency situation. For instance, during a power outage, or experiencing a prolonged cold snap

Volunteers may be put on stand-by prior to full activation of the plan, depending on the situation.

### Local indicators / early warning signs *(optional)*

Indicator	Detail
<i>Examples:</i> <ul style="list-style-type: none"><li>- Met Office Weather Warning</li><li>- River level data from Environment Agency monitoring station</li><li>- Observation of river depth gauge board</li></ul>	

#### 4. POSSIBLE EMERGENCIES, IMPACTS & ACTIONS

A list of the possible emergencies which could affect our community, their impact and the local actions which could help. The Community Response Group will undertake a risk assessment of these actions.

Type of emergency	Potential impacts	Actions - Prepare	Actions - Response
<i>Example: Mains electricity power failure during cold weather conditions.</i>	<i>Residents with no access to power for a prolonged period of time. Most vulnerable are those with only electric power, heat, and cooking facilities. Also older residents, the sick and very young are most at risk in cold conditions.</i>	<ul style="list-style-type: none"> <li>- <i>Information in local newsletter / social media to encourage preparing for winter.</i></li> <li>- <i>Promote the free Priority Service Register (Electricity NW) for residents most at risk.</i></li> <li>- <i>Identify existing local groups and networks which may be in contact with residents most at risk.</i></li> <li>- <i>Identify volunteers and Place of Safety.</i></li> </ul>	<ul style="list-style-type: none"> <li>- <i>Contact Electricity NW for update</i></li> <li>- <i>Identify residents most at risk</i></li> <li>- <i>Activate 'telephone tree' and use local social media to check on residents.</i></li> <li>- <i>Open up Place of Safety (Village Hall) for hot refreshments and information point.</i></li> <li>- <i>Coordinate hot refreshments delivery to housebound residents</i></li> </ul>

## 5. COMMUNITY CONTACTS & RESOURCES

Volunteers have indicated that they would be prepared to help in the event of an emergency, and what they may be able to offer. The offer of help / resources / skills is intended only as a guide to assist the Community Response Group in identifying who may be most appropriate to carry out activities.

*(If a coordinated volunteer response is planned e.g. door-knocking to warn and inform of flood warning or snow clearance of key areas, further details may be needed such as maps, protective clothing provided, training undertaken etc.)*

Name	Position / Group (if relevant)	Contact (Address, Phone, Email)	Offer of help / resources / skills
	Parish Council Clerk	Daytime: Out of hours (if different):	
	Place of Safety: <i>(name)</i> Key-holder	Daytime: Out of hours (if different):	

**The information in this list is restricted to the Community Response Group. It is not for general distribution.** Unrestricted copies of the Plan may be made available by deleting this contact list before distribution. An electronic copy of the plan will also be made accessible to local authorities and emergency services via Resilience Direct.

## 6. PLACE OF SAFETY:

District councils are responsible for setting up Emergency Assistance Centres (EAC) during an emergency, which are run by council staff and may be used for a range of purposes, depending on the situation. Many schools, churches and community buildings are designated EACs.

However, it may be necessary to set up a temporary community-run Place of Safety e.g. for stranded travellers or people evacuated from their homes. In our community, the place of safety will be:

*(insert place)*

The CRG will contact the key-holder and other volunteers as necessary.

## 7. COMMUNICATION AND CONTACTS

Organisation	Phone	Website / Twitter
<b>Emergency Services</b>	<b>999</b>	
<b>Police:</b> (non-emergency)	101	<a href="http://www.cumbria.police.uk">www.cumbria.police.uk</a> @Cumbriapolice <a href="https://www.facebook.com/cumbriapolice">https://www.facebook.com/cumbriapolice</a>
<b>Cumberland Council:</b>	0300 373 3730	<a href="https://www.cumberland.gov.uk/">https://www.cumberland.gov.uk/</a>
<b>Cumberland Council:</b> (concern for vulnerable adults/children)	Adult: 0300 373 3732  Child: 0333 240 1727	Adult: <a href="https://www.cumberland.gov.uk/health-and-social-care/concerns-about-adult">https://www.cumberland.gov.uk/health-and-social-care/concerns-about-adult</a>  Child: <a href="https://www.cumberland.gov.uk/health-and-social-care/children-and-families/concerns-about-child">https://www.cumberland.gov.uk/health-and-social-care/children-and-families/concerns-about-child</a>
<b>Highways:</b> (roads, pavements, including drain / road flooding)  Out of hours call Police	<b>Highways</b> <b>0300 373 3736</b>	<a href="https://www.cumberland.gov.uk/parking-roads-and-transport">https://www.cumberland.gov.uk/parking-roads-and-transport</a>
<b>NHS:</b>		<a href="http://www.nhs.uk">www.nhs.uk</a> @NHSEngland
<b>Environment Agency / Floodline:</b>	0345 988 1188	<a href="http://flood-warning-information.service.gov.uk">flood-warning-information.service.gov.uk</a> @EnvAgencyNW
<b>Met Office:</b> (forecast & weather warnings)		<a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a> @metoffice
<b>Electricity North West:</b> (electricity)	105 (power cut) 0800 195 4141	<a href="http://www.enwl.co.uk">www.enwl.co.uk</a> @electricityNW <a href="https://www.facebook.com/ElectricityNorthWest">https://www.facebook.com/ElectricityNorthWest</a>
<b>National Grid:</b> (gas / carbon monoxide)	0800 111 999	<a href="http://www.nationalgridgas.com/safety-and-emergencies">www.nationalgridgas.com/safety-and-emergencies</a> @nationalgriduk
<b>United Utilities:</b> (water incl. sewerage flooding)	0345 672 3723	<a href="http://www.unitedutilities.com/emergencies">www.unitedutilities.com/emergencies</a> @unitedutilities
<b>Local Social Media:</b>		
<b>Facebook:</b>		
<b>Website:</b>		

## **8. PLAN REVIEW AND UPDATE**

In order to keep details up to date, this plan, plus any supplementary documents, volunteer contact lists, risk assessment to be reviewed. The Group decide when to review, suggesting annually, by whom and record date on the plan's front cover.

Forward the reviewed, updated electronic copy of the unrestricted to local authorities and emergency services via Resilience Direct using:  
Crf.secretariat@cumbria.gov.uk

Appoint a Volunteer keep a written record of actions taken during an Emergency. Next enter comments into a central log, kept by the CRG, so that they can be evaluated.