

[INSERT COMMUNITY / GROUP NAME]

COMMUNITY EMERGENCY PLAN

This Plan is next due for review on

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THE COMMUNITY EMERGENCY PLAN

1 Introduction

- 1.1 All major emergencies are dealt with by the Emergency Services, Local Authorities, Utilities and Voluntary Agencies in a combined response. In extreme conditions such as heavy snow and flooding, there is a possibility that the emergency services may not be able to reach the scene immediately.

In such circumstances, the initial response may rely entirely on local people.

A Community Emergency Plan can help a community prepare for an emergency and minimise its impact should they be affected.

- 1.2 Communities may have access to people or resources that allow them to respond to specific incidents that may affect a particular locality. Details of the role these people may play and how they will be contacted may be included in the Community Emergency Plan.
- 1.3 This plan template will aid Community Group leaders and their communities in developing an emergency plan. The template is not intended to be prescriptive and each community or group should feel free to amend the template to suit their needs as appropriate.

2 The Community Emergency Plan

- 2.1 Set out below is some useful advice to help you complete and maintain your Community Emergency Plan:

1. Keep copies of the document to a minimum. Ensure each of the nominated coordinators receives a copy.
2. Record the information clearly, handwritten documents are acceptable but must be legible.
3. Do not automatically assume that people will be happy to have their personal details included in the plan. You are strongly urged to consult individuals to seek their agreement to be included.
4. Treat the document as confidential and store it in a secure location.
5. Keep the plan up to date. Check and review contents at least once a year.
6. Once the plan is completed it should be issued and the community should be made aware of the plan. Individuals with a specific role highlighted in the plan should be well briefed.
- 7. If an emergency occurs your first action should always be to contact the emergency services by dialling 999.**

DISTRIBUTION

Emergency Co-ordinator / Plan Author:	
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Distribution List:

NAME	ADDRESS	CONTACT NUMBER	EMAIL ADDRESS

WHAT TO DO IF AN EMERGENCY OCCURS – INITIAL ACTIONS

3 Contact the Emergency Services

- 3.1 It is vital that in the event of an emergency situation affecting all or part a community the initial action is to telephone 999.

Follow instructions given by the emergency services or local authority supported by information included in this plan.

- 3.2 If contact with Nottinghamshire Police, Nottinghamshire Fire and Rescue Service and East Midlands Ambulance Service NHS Trust is not possible or the response is likely to be substantially delayed the Community Emergency Plan should be used to assist the local response until help arrives.

4 Activate Call Out / Cascade

- 4.1 In an emergency the emergency services want **clear, concise information as soon as possible**. Try to use the time available awaiting their response to obtain further information and if there is any additional information telephone the emergency services again to update them, as this might affect the resources they deploy.
- 4.2 Until help arrives and without endangering yourself or other local people contact the appropriate members of the community listed in the plan and ask them to report to the agreed assembly point.
- 4.3 When the emergency services or local authority are on scene try to make contact with them and explain who you are and what your role is.

ACTIVATING THE COMMUNITY EMERGENCY PLAN

5 Notification of an emergency

- 5.1 Notification of an emergency may come from various routes, from the emergency services, local authority, local media or from the community itself. It is important to ensure your group has a procedure in place to record details of any incident and activate its emergency plan.

If details of an incident are received from a source other than the emergency services or local authority then those receiving the notification must contact the emergency services to ensure they are aware of the incident. This may require making a 999 call.

6 Coordinators

- 6.1 On receiving notification of an incident or major emergency affecting the community, the Emergency Coordinator should contact those people identified to help respond.

The following people have been identified to co-ordinate the local response:

NAME	TELEPHONE NUMBER	MOBILE NUMBER

7 Assembly point

- 7.1 All members of the community willing to help should gather at:

(Location of assembly point e.g. church hall)

- 7.2 In the event that this location is inaccessible the following will be used:

(Location of alternative assembly point)

- 7.3 Anyone involved in coordinating a response should keep a log of all requests for assistance or action taken. An example incident log that can be used to record this information is included at Annex 1.

COMMUNICATION

In an emergency it is important to ensure that the community is kept informed both during and after an event. To make this effective it is suggested that a cascade system is put in place with named people taking responsibility for notifying others, who in turn notify further members of the community.

It is suggested that the maximum number that any person should be responsible for notifying is five to ensure a timely flow of information.

NAME	NOTIFYING	CONTACT DETAILS
(Initiator 1)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
(Initiator 2)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
(Initiator 3)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
(Initiator 4)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
(Initiator 5)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

VULNERABLE GROUPS IN THE COMMUNITY

Record here those vulnerable groups in the community that may require additional or specific assistance in the event of an emergency. This could include groups such as elderly people, people with a disability, schools, special schools, special homes, care in the community hostels and residential homes.

NAME	ADDRESS	CONTACT NUMBER	DETAILS OF ANY SPECIFIC REQUIREMENTS

NB It is not recommended that details of individuals who might be defined as 'vulnerable' are kept in your emergency plan as it is likely that the plan will be circulated to a range of people. However, it may be worth considering identifying a person or persons to keep a secure list of individuals within the community that could be referred to during an emergency. If this is the case it is important to remember to ask the permission of the people concerned before adding them to the list.

TEMPORARY PLACES OF SAFETY

Record here details of accommodation that would be suitable for persons, including casualties, requiring temporary shelter until help arrives e.g. halls, hostels, churches etc. Local authority premises, schools, leisure/community/day centres will be opened by the local authority as appropriate.

Please refer to Appendix 2 for guidance on identifying appropriate premises that could be used as a temporary place of safety.

KEY HOLDERS NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

SUPPORTING ORGANISATIONS CONTACT DETAILS

Nottinghamshire Emergency Planning Contact numbers

Name / Contact	Role	Daytime contact number	24hr contact number
Emergency Services		999	999
Local Police Station			
Local Fire Station			
Local Ambulance Station			
Local GP Surgeries			
District/Borough Council Emergency Contact Number			
Nottinghamshire County Council Emergency Contact Number	24 hours / 7 days emergency contact number	0115 977 3674	0115 977 3674
Environment Agency	Floodline	0845 988 1188	
Environment Agency	Incident Hotline	0800 807060	0800 807060
NHS Direct		0845 4647	0845 4647
National Grid	Gas	0800 111 999	0800 111 999
Utility companies			

Appendix 1

INCIDENT LOG (Nature of incident) **NAME** **DATE** **SHEET No.**

No.	Time	Name	Information	Done
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		

Appendix 2 – Identifying Appropriate Places of Safety

Name / Location of premises	
Building capacity	

HEALTH AND SAFETY:

Hazard / Risk	Adequate
Does the site provide suitable access for pedestrian and vehicular traffic (including emergency services)	Yes / No
Is the site suitably heated, lit and ventilated?	Yes / No
Does the site have running water/suitable sanitation?	Yes / No
Is furniture available, appropriate and sufficient?	Yes / No
Are fire exits unlocked and free from obstruction and are evacuation procedures etc clearly displayed / identifiable?	Yes / No
Is the site suitable for Disabled Access?	Yes / No
Does the normal purpose of the building conflict in any way with it's purpose as a place of safety i.e are any dangerous chemicals, machinery etc accessible to evacuees or staff?	Yes / No
Is there any potential slip or trip hazards present? These could include: <ul style="list-style-type: none"> • Wet floors • Unsuitable footwear / footwear wet • Loose floorboards/tiles • Uneven surfaces or changes in surface level • Cables across walking areas • Obstructions, bumps or ridges 	Yes / No
Is there any potential falls from height present in the building?	Yes / No
Will there be a staff member / key holder present at the site?	Yes / No