

**** GUIDANCE ****

Your logo

Add Community Name

Community Emergency Plan

Version: xx

Date of Plan: **xx**

This Plan is next due for review on: **xx**

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If an emergency occurs, your first action should ALWAYS be to contact the emergency services by dialling 999

Map of area covered by plan is on Page **XX**

THE COMMUNITY EMERGENCY PLAN

What is a Community Emergency Plan?

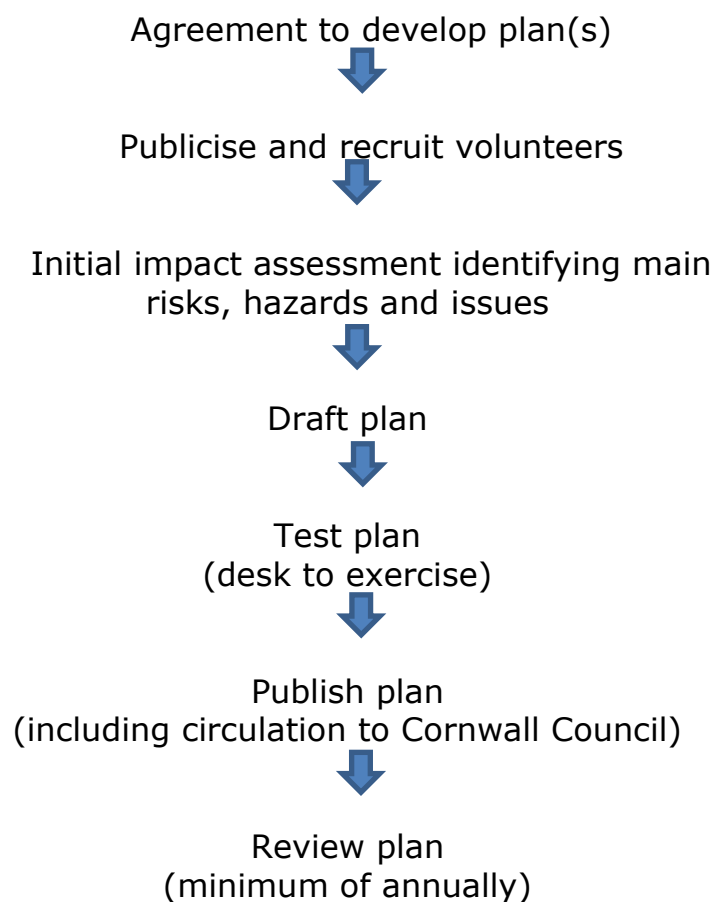
All major emergencies are dealt with by the Emergency Services, Local Authorities, Utilities and Voluntary Agencies in a combined response. In extreme conditions such as heavy snow and flooding, there is a possibility that the emergency services may not be able to reach the scene immediately.

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.

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.

The main process for producing your plan is as follows:



The Community Emergency Plan

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

1. Restrict the numbers of copies of this document so that any future changes will not be missed. Each of the nominated coordinators will receive a copy.
2. Record the information clearly; handwritten documents must be legible.
3. The plan will be kept up to date and the contents reviewed at least once a year.
4. 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.
5. When the plan is completed please ensure your Community Link Officer is informed and is given an electronic copy (.pdf file format preferred.)
6. Please ensure that an electronic copy is published on the Parish/Town Council website (note that sensitive material may need to be excluded).
7. Electronic copies should also be sent to (Emergency Management Contact). This should include a **FULL** plan which will be put on the secure Resilience Direct site and also a **REDACTED** version which will go on the Cornwall Community Resilience Network webpage.

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Section 1: First things to do in the event of an Emergency

Contact the Emergency Services

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

In an emergency the emergency services want **clear, concise, actual 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.

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

If contact with Emergency Services is not possible or the response is likely to be substantially delayed this Community Emergency Plan should be used to assist the local response until help arrives.

1. Ring 999 to inform the Emergency Services and provide

- Clear
- Concise
- Actual information as soon as possible

2. Contact the plan volunteers

3. Meet at the Coordinators Assembly Point

Primary Coordinator Assembly Point

Name of Venue: **INSERT NAME**

Address of Venue: **INSERT LOCATION**

In the event that the above location is inaccessible the following will be used:

Backup Coordinator Assembly Point

Name of Venue: **INSERT NAME**

Address of Venue: **INSERT LOCATION**

The coordinator and Plan Group may then decide to:

- Agree locations and open Evacuation Assembly Point/s [If required]
- Contact plan volunteers with specific skills, equipment or resources who may be able to help with the emergency situation
- Contact other plan volunteers using the other Communications Tree

Section 2: Activating the Community Emergency Plan

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.**

When the emergency services or other responders have arrived try to make contact with them, explain who you are and what your role is.

The Plan can be activated by the Emergency coordinator based on that person's assessment of the situation. It is easier to stop the plan activation should events come under control sooner than expected than to not respond at all.

Sometimes full plan activation will not be required and the plan should also be seen as a resource to solve smaller issues within the community

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.

Community Emergency Plan Co-ordinator: It is essential that there are local people who can take the lead in compiling the Community Emergency Plan and then co-ordinating the initial community response to an incident. Ideally these will be a local Parish/Town Councillor, your local Cornwall Councillor, or other prominent community leader.

A deputy Community Emergency Plan Co-ordinator should also be appointed to take the lead should the usual co-ordinator be unavailable

Role	Name	Tel	Mobile	Address
Coordinator				
Deputy				
Team Member 1				
Team Member 2				

Add more team members to suit your plan needs or available volunteers

The role of the Community Response Team (CRT) Co-ordinator is to:

- Pull together the Community Response Plan
- Ensure that the plan is regularly reviewed and updated.
- Report annually to the Community detailing if the plan has been activated and highlighting any changes to the CRT members.
- Act as a focal point for the community in the response to an emergency
- Act as the main contact point for the Cornwall Council and the emergency services, to ensure that two-way communication is maintained.
- Ensure that the appropriate authorities and individuals are notified.
- Communicate important messages to the community.
- Delegate specific roles to others on the CRT
- Activate resources as required.

Tasks should be delegated to team members as appropriate. The Co-ordinator should ensure that all team members are engaged in the planning and response processes.

All members of the Community Response Team should:

- Reside in the community.
- Have good local knowledge.
- Be able to activate the support of the community and speak on behalf of the community.
- Ensure that the vulnerable are provided with additional assurance during an emergency.
- Ensure that communications are maintained within the community and Cornwall Council.
- Ensure that confidentiality is maintained where necessary.
- Maintain his/her own action log in the event of an emergency.
- Create a 'grab bag' containing the plan and any appropriate clothing / equipment which may be required.
- Have sufficient knowledge of the plan to act as Co-ordinator in their absence.

The Deputy and other team members should support the Co-ordinator in carrying out their role.

- The Plan can be activated by the Emergency coordinator based on that person's assessment of the situation. It is easier to stop the plan should events come under control sooner than expected than to not respond at all.
- Sometimes full plan activation will not be required and the plan should also be seen as a resource to solve smaller issues within the community
- 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.

3: Communication Tree

The Emergency Coordinator should contact the coordinators below who will notify the people identified.

- At least one of the coordinators should be the key holder to the nominated assembly point

NAME	NOTIFYING	CONTACT DETAILS
(Coordinator 1)	1. 2. 3. 4.	1. 2. 3. 4.
(Coordinator 2)	1. 2. 3. 4.	1. 2. 3. 4.
(Coordinator 3)	1. 2. 3. 4.	1. 2. 3. 4.
(Coordinator 4)	1. 2. 3. 4.	1. 2. 3. 4.

Add more if required

Section 4: Community Resources and Skills

4.1 – Evacuation Assembly Points

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 centers will be opened by the local authority as appropriate.

Key Holders Name	Facility Address	OS Grid Ref	Telephone No.	Mobile No.	Email Address

Ensure that the managers of these buildings are aware of their inclusion in this Plan, and that they are briefed as to what might be expected of them in an emergency i.e. to open the building, provide shelter (including heating if appropriate) and refreshments to evacuees.

4.2 - Skills

Include contact details for any person within the community with skills or knowledge that may be able to assist in a response to an emergency.

It may be helpful to categorise these into groups e.g. medical (doctors, nurses, qualified first aiders etc), chemists, clergy or other faith group leaders, voluntary organisations, vets, farmers, radio amateurs, language experts etc.

This section could also include details of community groups or individuals such as flood wardens, neighbourhood watch, Police Community Support Officers voluntary/community groups, first aiders etc.

Name	Profession/Skill	Contact number	24hr contact number

4.3 Resources

Include contact details for any person or resource within the community that may be able to assist in a response to an emergency.

It may be helpful to categorise these into groups e.g. buildings, communications, local businesses, sources of heavy lifting equipment, lighting, generators, pumps, sand, sand bags, transport, boats etc

Resource available	Contact	Contact Number	24hr contact number

4.4 – Supporting Organisations

Emergency Contact numbers

Name / Contact	Role	Daytime contact number	24hr contact number
Emergency Services		999	999
Local GP Surgeries			
Cornwall Council			
Environment Agency	Floodline	0845 988 1188	
Environment Agency	Incident Hotline	0800 807060	0800 807060
NHS Direct		0845 4647	0845 4647
Utility companies			

Section 5: Local Hazards and Vulnerable groups

5.1 – Vulnerable Groups

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 persons care homes, schools, special schools, special homes, care in the community hostels and residential homes.

NAME OF GROUP	ADDRESS	OS GRID REF	CONTACT NUMBER	DETAILS OF ANY SPECIFIC REQUIREMENTS

N.B. 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.

5.2 Main local risks or hazards most likely to result in plan activation

When completing the plan groups should consider what are the main risks or hazards that are most likely to occur resulting in the activation of the plan.

This is not meant to be an exhaustive list however it does provide a list that will be helpful both the group and other reading the plan who may not know the area in as much detail.

It is therefore expected that if present, risks or hazards such as the following would be recorded here

- Main sources of flooding
- Petrol stations
- Airports
- Places where significant quantities of chemicals or accelerants are stored

Each community is different and it is for each group to consider what should be put in this section.

Risk or Hazard	LOCATION OS Grid Reference	Other Info

DISCLAIMER – This is not designed to be an exhaustive list but is provided in this plan to identify risks or hazards that the community feels are most likely to occur resulting in the plan being activated.

5.3 – Other Local Hazards

Areas prone to particular hazards are best known to the local people and best identified by them.

Also see link to Devon, Cornwall and Isles of Scilly Local Emergency Forum community risk register
<https://www.dcisprepared.org.uk/what-we-do/local-risks/>

Examples of hazards would be. Rivers, Petrol Stations, Electrical Sub Stations and industrial premises etc.

HAZARD	LOCATION OS Grid Reference	Other Info

Section 6: Flood planning



community flood plan

Floodline quickdial number	
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Which Environment Agency Flood Warnings are you registered to receive?	<p>(You can sign up for flood warnings at https://www.gov.uk/sign-up-for-flood-warnings).</p> <p>You'll need to provide:</p> <ul style="list-style-type: none"> • the address you're registering • a phone number you can be contacted on day or night • an email address <p>The service is free. You can get warnings by phone, email or text message.</p>
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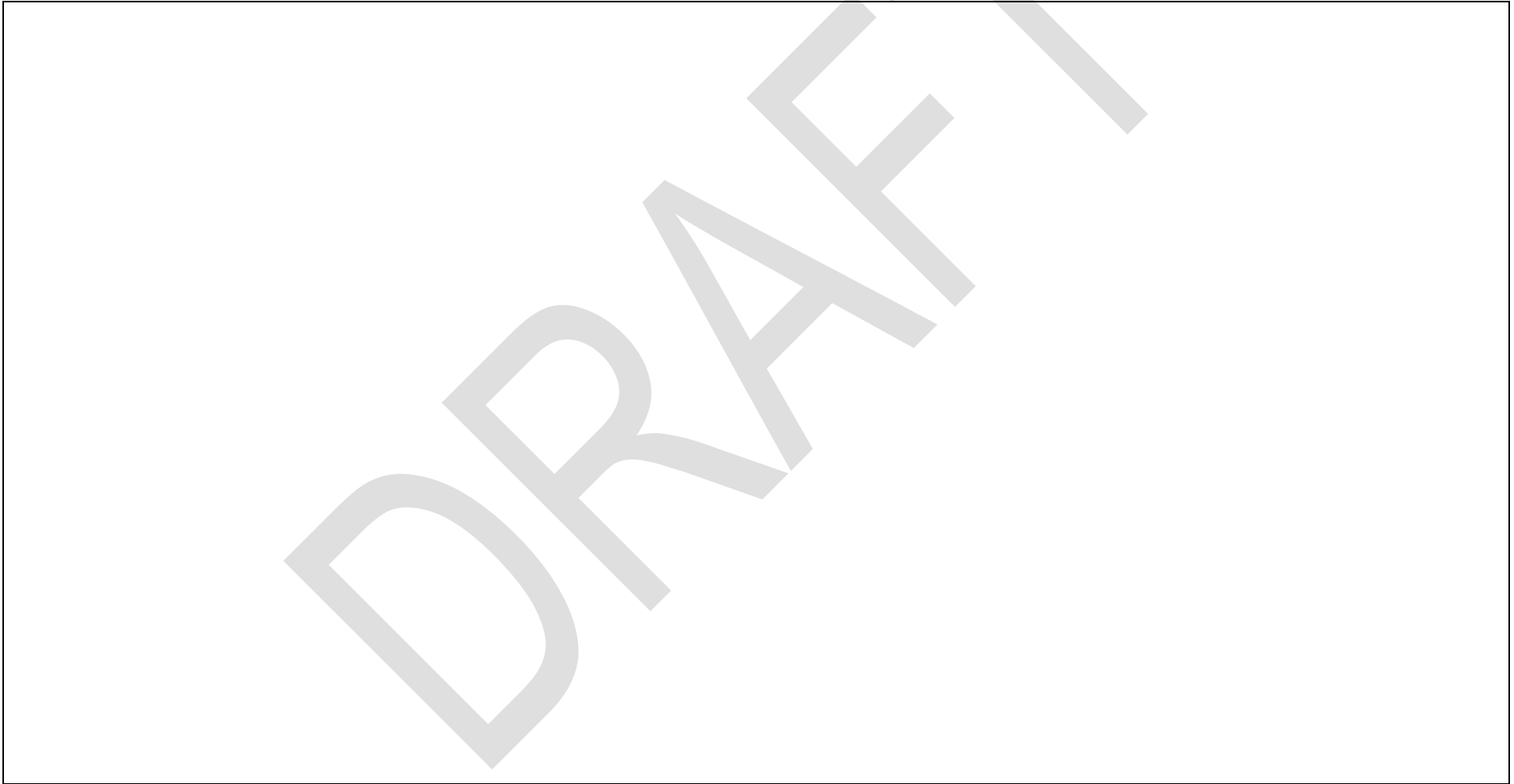
Local Flood Warning Triggers	i.e. when flood water reaches bottom of the bridge, sound siren or other action

Contents of Community Flood Plan Annex:

- 6.4 Map showing flood risk areas and direction of flooding
- 6.5 Actions to be taken before, during and after a flood
- 6.6 After a flood: reputable contractors

6.1: Map showing direction of flooding

Include a map in the flood plan showing the flood risk area and direction of flooding.



6.2: Actions to be taken before and during a flood

Area number	Before a flood				During a flood		
	Location at risk	Source and direction of potential flooding	Triggers e.g. Met Office weather warnings or Environment Agency flood warnings	Local actions	Actions	Equipment required	Time required
Area 1							
Area 2							
Area 3							
Area 4							
Area 5							

6.3: After a flood – local contractors

List of local companies/contractors whose help you may need after a flood. Encourage residents and businesses to
 1) take photos before the clean up as they may need to rely on them for insurance claims, and
 2) ask their insurer before discarding items that can't be cleaned, as they may want to make a claim for the items.

Get contracts in place, or know who to call for assistance. If help is not needed, you can leave this section blank.

Point affected residents and businesses to this information:

- Get help after a flood (Environment Agency): <https://www.gov.uk/after-flood>
- Support for flood victims (British Disaster Management Association)

Company name	Business type	Telephone	Fax/other

Only add details of contractors not already contained within Section 4.4

Section 7: Toolbox

7.1 Incident Log

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

N o.	Time	Name	Information	Done

7.2 Evacuation Assembly Points

Buildings Information

Please enter details of the nominated Evacuation Assembly Points in the boxes provided below, paying particular attention to providing the postcode of the building itself, and the contact telephone number(s) of the Key holders.

Please ensure that the location you identify know they are nominated and have agreed to be used

Please remember these are temporary places of safety for short periods of time until external help arrives

DRAFT

Location Information			
Name of Building:			
Address of Building: Including postcode (and grid reference if known)	Postcode: Grid ref:		
Telephone Number:			
Fax Number:			
Is it accessible by	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is it accessible by	Yes <input type="checkbox"/> No <input type="checkbox"/>		
No. of car parking spaces:			
Building Information			
Maximum Capacity:			
Number of Rooms:			
Any potential sleeping areas? <i>(if bedding were to be provided)</i>			
Wheelchair Access:	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Number of toilets:	Male Female Unisex Disabled		
Bath / Shower-rooms:	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, how many? <input style="width: 50px;" type="text"/>		
Kitchen:	Facilities:		
	Is the kitchen powered by: Gas <input type="checkbox"/> Electric <input type="checkbox"/>		
Water:	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Heating type:			
Is there Mobile phone / Broadband service available	Yes <input type="checkbox"/> No <input type="checkbox"/> State provider		
Key holder Information			
<i>Please provide details of 2 key holders for this building:</i>			
Key holder 1		Key holder 2	
Name:		Name:	
Address:		Address:	
Telephone:		Telephone:	
Mobile:		Mobile:	

Buildings Information – Evacuation Assembly Points

If any Risk Assessments have been carried out for this building/area, will we be able to have access to them in the event of the building being used during an emergency? Yes No

If YES, please note down in the Additional Information box below, where we can obtain copies from.

If NO please contact your Health and Safety expert to undertake the Risk Assessment required.

Please enter any additional details or information about the nominated Evacuation Assembly Point in the box provided below (for example: the type of rooms or accommodation the building could provide; the approximate sq. footage; any additional office space or outside areas that could be used; is there somewhere that could be used as a reception area or information point; are there any additional telephone points etc).

Additional Information

Data Protection Information for Key holders

The information entered on this form may be required to be accessed in the event of an emergency and / or in any future emergency planning. The information which you (the key holders) have provided (i.e. your name, address and telephone numbers), is classed as 'publicly available' information, and as such you **do not need to sign the Data Protection release statement below unless the telephone number you have supplied is ex-directory.** If you (the key holder) have given an ex-directory telephone number, please read the following information carefully and sign on the relevant line below.

I, the undersigned, give permission for the information I have provided to be used in the Community Emergency Plan, to be accessed and used in the event of an emergency and/or matters pertaining to emergency planning

Key holder 1

Name: _____ Signed: _____

Date: _____

Section 8: Map of area covered by plan

Map of area covered by Plan

INSERT MAP

DRAFT

Section 9: Distribution List & Review Date:

Distribution List:

NAME	LOCATION	CONTACT NUMBER	EMAIL ADDRESS

Plan Review date:

This plan is to be reviewed on: **INSERT DATE**

NOT LATER THAN 12 MONTHS AFTER DATE AGREED OF PLAN

Section 10: Acknowledgements and Disclaimer

Acknowledgement

This document is based on an original version prepared by Nottinghamshire County Council, Emergency Planning Team.

This Draft Template has been prepared by Cornwall Council Emergency Management.

The information contained in this document is for guidance only.

It is acknowledged and accepted that Cornwall Council will not be liable, either under this Guidance or otherwise, for any actions or omissions of any community groups or volunteers in an emergency situation. The suitability of the application of this Guidance to the emergency situation shall be entirely for the determination of the communities themselves. This Guidance does not constitute legal advice in relation to emergency planning.

Endorsed by Community Emergency Planning Management Group on **INSERT DATE**

