# [Insert your community name here]

# Community Emergency Plan

**If you are in immediate danger, call 999**

This template is designed to help you identify your top risks, useful people, and what to do during an emergency.

Plan last updated on: [Insert date: DD/MM/YYYY]

## **Main contacts**

List the contact details of your Community Emergency Group members, including your plan co-ordinator and deputy plan co-ordinator:

| **Name** | **Home address** | **Telephone number** | **Email address** |
| --- | --- | --- | --- |
| *[Insert Emergency Plan Co-ordinator]* | *[Insert home address]* | *[Insert telephone number]* | *[Insert email address]* |
| *[Insert Deputy Emergency Plan Co-ordinator]* | *[Insert home address]* | *[Insert telephone number]* | *[Insert email address]* |
| *[Insert Community Emergency Group member]* | *[Insert home address]* | *[Insert telephone number]* | *[Insert email address]* |
| *[Insert Community Emergency Group member]* | *[Insert home address]* | *[Insert telephone number]* | *[Insert email address]* |

## **Local Risk Assessment**

To improve your community’s resilience, you need to:

* Be aware of the risks that could affect your community, and
* Understand how you could be affected by them.

You and your community should prepare for the risks you feel are relevant to your area.

The Norfolk Resilience Forum and its partners plan for emergencies that could affect Norfolk. They publish a Community Risk Register which shows what emergencies could impact the county. Visit the [Norfolk Resilience Forum website](https://www.norfolkprepared.gov.uk/) to check the risks where you are.

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?

You may find it useful 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.

Use the table to detail the risks specific to your community.

| **Risks** | **Impact on community** | **What can the Community Emergency Group do to prepare?** |
| --- | --- | --- |
| *Example risk:*  *River through village can flood* | *Example impact:*   * *Flooding of local streets* * *Blocked access to town hall* * *Damage to property* | *Example actions:*   * *Encourage residents to improve home flood defences* * *Work with local emergency responders to see if they can help with distribution of flood warnings and any evacuation and rest centre establishment required* * *Find out what flood defences exist or are planned in the area* |
| *[Insert risk]* | *[Insert impacts on community]* | *[Insert what the Community Emergency Group can do to prepare]* |
| *[Insert risk]* | *[Insert impacts on community]* | *[Insert what the Community Emergency Group can do to prepare]* |

## Volunteers and resources

Understanding the skills and resources available in your community before an emergency happens can help you respond quickly and effectively.

Document the contact details and types of skills and resources volunteers in your community can provide in an emergency in the table below\_.   
  
**You must get permission from each person to include their information in this plan and keep them informed of any updates.**

Some examples have been listed below:

1. First Aid Skills
2. Transport
3. Emotional Support
4. Languages
5. Tools and equipment e.g. generators, lighting
6. Catering/food

| **Skills and resources** | **Name** | **Address** | **Telephone/email address** |
| --- | --- | --- | --- |
| *[Insert skills and resources]* | *[Insert name]* | *[Insert address]* | *[Insert telephone number and email address]* |
| *[Insert skills and resources]* | *[Insert name]* | *[Insert address]* | *[Insert telephone number and email address]* |
| *[Insert skills and resources]* | *[Insert name]* | *[Insert address]* | *[Insert telephone number and email address]* |
| *[Insert skills and resources]* | *[Insert name]* | *[Insert address]* | *[Insert telephone number and email address]* |
| *[Insert skills and resources]* | *[Insert name]* | *[Insert address]* | *[Insert telephone number and email address]* |
| *[Insert skills and resources]* | *[Insert name]* | *[Insert address]* | *[Insert telephone number and email address]* |

## **Key locations**

In an emergency, your local emergency responders might need the Community Emergency Group’s help to identify a safe place for people to shelter and set up a rest centre.

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. You must get the permission of those responsible for any buildings you might use in an emergency. Make sure they have appropriate insurance and liability cover to use the premises in this way.

Some examples have been listed below:

1. Village Hall
2. Doctors Surgery
3. School
4. Pub
5. Shop
6. Church

Complete the details in the table below.

| **Building** | **Address** | **Potential use in an emergency** | **Contact details for key holder** |
| --- | --- | --- | --- |
| *[Insert building]* | *[Insert address of location]* | *[Insert use]* | *[Insert contact details]* |
| *[Insert building]* | *[Insert address of location]* | *[Insert use]* | *[Insert contact details for key holder]* |
| *[Insert building]* | *[Insert address of location]* | *[Insert use]* | *[Insert contact details for key holder]* |
| *[Insert building]* | *[Insert address of location]* | *[Insert use]* | *[Insert contact details for key holder]* |
| *[Insert building]* | *[Insert address of location]* | *[Insert use]* | *[Insert contact details for key holder]* |
| *[Insert building]* | *[Insert address of location]* | *[Insert use]* | *[Insert contact details for key holder]* |

## **Activating your plan**

When an emergency happens, you will need to know how to activate your plan and contact your volunteers. **If there is a risk to life, call 999.**

You will have made your local emergency responders aware of your Community Emergency Plan as part of your planning process.  
  
 In most circumstances, you will activate your plan in response to a call from local emergency responders. 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. For that reason, you should agree a series of triggers you can use as a Community Emergency Group to decide whether to act.

For example:

* Have you been able to contact 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.

**Use this space** to record details of how your plan will be activated. You should include details of how the plan will be activated as a result of a call from the emergency services, and how your community will decide to activate the plan yourselves, if the emergency services are unavailable.

Some examples have been listed below:

1. When we get a flood warning or Met Office severe weather warning
2. When the coordinator is contacted by a local emergency responder
3. Call from Local Authority
4. Call or message from member of the community

| **Community Emergency Plan triggers** |
| --- |
| *[Insert Community Emergency Plan trigger]* |
| *[Insert Community Emergency Plan trigger]* |
| *[Insert Community Emergency Plan trigger]* |
| *[Insert Community Emergency Plan trigger]* |

## **First steps in an emergency**

Having some pre-arranged plan actions in place can help your community better respond to emergencies when they happen.

* Consider incident and activate plan/response if required
* Brief emergency plan members and volunteers (Phone/Teams/Zoom/Physical Meeting)
* Carry out actions (e.g. check on vulnerable neighbours)
* Report back to plan co-ordinator
* Liaise with Local Authority Emergency Planner if assistance required (i.e. help from voluntary sector such as 4x4 Response)

Use the table to record details of the actions you can take during an emergency.

Some examples have been listed below:

1. Call 999 (unless already alerted)
2. Ensure you are in no immediate danger
3. Contact the Community Emergency Group and meet to discuss the situation
4. Check on vulnerable members of your community
5. Report back to plan co-ordinator
6. Liaise with Local Authority Emergency Planner if assistance required (i.e. help from voluntary sector such as 4x4 Response)

| **Action** | **Contact name** | **When** | **Completed** |
| --- | --- | --- | --- |
| *[Insert action]* | *[Insert contact name]* | *[Insert when the action should be taken]* | *[Insert when the action should be completed by]* |
| *[Insert action]* | *[Insert contact name]* | *[Insert when the action should be taken]* | *[Insert when the action should be completed by]* |
| *[Insert action]* | *[Insert contact name]* | *[Insert when the action should be taken]* | *[Insert when the action should be completed by]* |
| *[Insert action]* | *[Insert contact name]* | *[Insert when the action should be taken]* | *[Insert when the action should be completed by]* |
| *[Insert action]* | *[Insert contact name]* | *[Insert when the action should be taken]* | *[Insert when the action should be completed by]* |
| *[Insert action]* | *[Insert contact name]* | *[Insert when the action should be taken]* | *[Insert when the action should be completed by]* |

## **Local clubs, societies and groups**

Members of local clubs, societies, and groups may be able to help during an emergency.

Use the table to record their details. **You must get permission from each person to include their name and contact details in this plan.**

Some examples have been listed below:

1. Rotary/Lions
2. Women’s Institute
3. Sports teams
4. Religious groups
5. Social media e.g. Facebook community groups, Nextdoor
6. Pub teams

| **Organisation** | **Contact name** | **Contact number** | **Additional information** |
| --- | --- | --- | --- |
| *[Insert organisation]* | *[Insert contact name]* | *[Insert contact number]* | *[Insert additional information e.g. resources offered]* |
| *[Insert organisation]* | *[Insert contact name]* | *[Insert contact number]* | *[Insert additional information e.g. resources offered]* |
| *[Insert organisation]* | *[Insert contact name]* | *[Insert contact number]* | *[Insert additional information e.g. resources offered]* |
| *[Insert organisation]* | *[Insert contact name]* | *[Insert contact number]* | *[Insert additional information e.g. resources offered]* |
| *[Insert organisation]* | *[Insert contact name]* | *[Insert contact number]* | *[Insert additional information e.g. resources offered]* |
| *[Insert organisation]* | *[Insert contact name]* | *[Insert contact number]* | *[Insert additional information e.g. resources offered]* |
| *[Insert organisation]* | *[Insert contact name]* | *[Insert contact number]* | *[Insert additional information e.g. resources offered]* |

## **Useful contacts**

Knowing who to contact when an emergency occurs can really help your community to respond quickly and effectively.

Use the table to record contact details.

You can find a list of useful contacts on the [Norfolk Resilience Forum website](https://www.norfolkprepared.gov.uk), including who to contact to report flooding, a power outage, and your local authority.

| **Name of organisation** | **Telephone number** | **Website/email address** | **Additional information** |
| --- | --- | --- | --- |
| *[Insert name of organisation]* | *[Insert telephone number]* | *[Insert website/email address]* | *[Insert additional information]* |
| *[Insert name of organisation]* | *[Insert telephone number]* | *[Insert website/email address]* | *[Insert additional information]* |
| *[Insert name of organisation]* | *[Insert telephone number]* | *[Insert website/email address]* | *[Insert additional information]* |
| *[Insert name of organisation]* | *[Insert telephone number]* | *[Insert website/email address]* | *[Insert additional information]* |
| *[Insert name of organisation]* | *[Insert telephone number]* | *[Insert website/email address]* | *[Insert additional information]* |