

***Name of Community***

**Community Emergency Plan**

**Plan last updated:** *DD/MM/YY*

**Plan version:** *1.0*

***Unrestricted or Restricted Version***

**If you or anyone else in in immediate danger call 999**

**Do not put yourself or others at risk**

***How to use this template:*** *This template is designed for you to fill in the details of your community emergency preparations. Just parts or all of it can be used depending on how detailed you want your plan to be. More information on how to create a plan is found in the Community Emergency Plan Guidance at Gloucestershire Local Resilience Forum website* [*https://www.glosprepared.co.uk/preparing-your-community/*](https://www.glosprepared.co.uk/preparing-your-community/)

**Plan distribution list**

|  |  |
| --- | --- |
| **Name** | **Role** |
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**Please send a copy of your completed plan, and each time you update it to your local District Council (contact details are in accompanying Guidance)**

**Plan review/ amendments**

|  |  |  |
| --- | --- | --- |
| **Date of review / amendment** | **Plan Version Number** | **Details of changes made** |
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| 1. *Please add any other information that will be useful to support your community’s response to an emergency*
 |  |
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**➀ Key community contacts**

*NB Please remember to check if listed contacts are happy for their contact information to be shared before the plan is sent to the District Council or made available to the community/ public.*

**Please contact in the order listed until contact is made.**

|  |  |
| --- | --- |
| 1. **Name**
 |  |
| **Emergency role** | *e.g. Community Emergency Coordinator* |
| **24hr phone contact** |  |
| **Email** |  |
|  |
| 1. **Name**
 |  |
| **Emergency role** | *e.g. Deputy Community Emergency Coordinator* |
| **24hr phone contact** |  |
| **Email** |  |
|  |
| 1. **Name**
 |  |
| **Emergency role** | *e.g. Deputy Community Emergency Coordinator* |
| **24hr phone contact** |  |
| **Email** |  |

**➁ Place of safety**

*NB Please remember to check if listed contacts are happy for their contact information to be shared before the plan is sent to the District Council or made available to the community/ public.*

|  |  |  |
| --- | --- | --- |
| **Building** | **Address & Postcode** | **Key Holder Contacts** |
|  |  | *Name & phone number* |
| *Name & phone number* |
| *Name & phone number* |
|  |  | *Name & phone number* |
| *Name & phone number* |
| *Name & phone number* |
|  |  | *Name & phone number* |
| *Name & phone number* |
| *Name & phone number* |

**➂ Local risk assessment**

|  |  |  |
| --- | --- | --- |
| **Risk** | **Impact on community** | **What can the Community Emergency Team do to prepare?** |
| **Loss of water supply** |  | * Ensure vulnerable residents are registered on water company’s Priority Services Register
* Consider where a public bottled water site could be set up by water company
 |
| **Loss of electricity or gas supply** |  | * Ensure vulnerable residents are registered on water company’s Priority Services Register
* Find out if anyone in the community has access to a generator, heaters etc.
 |
| **Emergency requiring evacuation of residents e.g. large fire, gas leak**  |  | * Identify suitable building(s) for a ‘Place of Safety’
 |
| **Severe weather e.g. snow, heat wave** |  | * Identify volunteers who may be willing to check/ door knock vulnerable neighbours to check on them
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**➃ Plan activation**

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| **Local Triggers** |  |
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| **Responsibility for activating plan** | *e.g. this may be the decision of the Parish/Town Council or the Community Emergency Coordinator etc.* |

**➄ First steps in an emergency**

**Consider these actions once the plan has been activated.**

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|  | **Consideration** | **Tick** (once considered) |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |

**➅ Communications**

**Consider how the Community Emergency Team Members will communicate with each other and also with residents.**

|  |  |
| --- | --- |
| **Community Emergency Team Members** |  |
| **Residents** |  |

**➆ Local volunteers, skills and resources**

**This table provides details for individuals who have either volunteered to support the emergency response, or have a particular skill or resource**

|  |  |  |
| --- | --- | --- |
| **Name/ Contact Details** | **Volunteer/ Skill/ Resource** | **Notes** e.g. terms of use for equipment, availability to volunteer |
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**➇ Contacts**

|  |
| --- |
| **Community Emergency Team Members** |
| **Name** | **Address** | **Phone Number/Email** |
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| **Community Emergency Coordination Centre** |
| **Location** | **Address / Postcode** | **Key Holder Contact(s)** |
| **Primary** |  |  |
| **Backup** |  |  |
| **Other Community Volunteers/ Organisations who may be able to help** |
| **Name / Organisation** | **Phone Number** | **Email** |
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| **Other Useful Contacts/ Websites** |
| **Organisation** | **Phone Number** |
| **Emergency Services** | 999 |
| **Police (non-emergency)** | 101 |
| **Fire and Rescue (non-emergency)** | 01452 888777 |
| **NHS 111 Service** | 111 (24hr)  |
| **Local Authority** |
| District Council  | *Please see accompanying guidance and add in relevant District contacts* |
| Gloucestershire County Council Highways Team | 08000 514 514 (24hr) |
| Gloucestershire County Council **social care** (including safeguarding concerns)  | Adult Helpdesk 01452 426868Children 01425 426565 Out of Office Hours 01452 614194 (emergencies only) |
| **Environment Agency**  |
| Incident Hotline e.g. to report flooding, obstructions in rivers likely to cause flooding, pollution, dead fish/ birds in large quantities etc. | 0800 80 70 60 (24hr) |
| Floodline e.g. for latest Flood Waring info & to sign up for warnings | 0345 988 1188 (24hr)  |
| <https://www.gov.uk/check-flood-risk> for links to latest Flood Warning info, river & sea level info, 5 day flood risk  |
| **Water/ Sewerage Companies** |
| Thames Water  | 0800 316 9800 (24hr)  |
| Severn Trent Water | 0800 783 4444 (24hr)  |
| Bristol Water (**NB Water supplier only**- contact Wessex Water for sewerage). | 0345 702 3797 (24hr) |
| Wessex Water (sewerage issues) | 0345 600 4 600 (24hr) |
| Dŵr Cymru (Welsh Water) | 0800 052 0130 (24hr) |
| **Gas Leaks any supplier** | 0800 111 999 (24hr) |
| **Gas Distributor** |  |
| Wales and West Utilities | 0800 912 2999 |
| **Power Cut any supplier** | 105 |
| Western Power Distribution  | 0800 6783 105 (24hr) or 105 |
| Scottish and Southern Electricity Network | 0800 072 7282 (24hr) |

**Appendices**

**Appendix A First meeting agenda for Community Emergency Team**

**Date:**

**Time:**

**Location:**

**Attendees:**

1. **Current situation**
* Type of emergency
* Location of emergency
* Roads affected/ main access route
* Have electricity, gas or water supplies been affected
1. **Vulnerable people / vulnerable locations**
* Are any vulnerable people known to be involved e.g. elderly, children, persons who are non-English speaking, tourists etc.
* Are any vulnerable locations affected e.g. care home, school
1. **Liaison with Local Authority/ Emergency Services**
* Has contact been made with the Local Authority/ Emergency Services
* Who is going to be the single point of contact for this
* Are there any specific requests for support e.g. place of safety, info etc.
1. **Action**
* What actions can be safely undertaken
* Allocate actions and agree how they will be monitored/ recorded
1. **Resources**
* Are any resources needed e.g. place of safety, food, additional volunteers
1. **Communication**
* Agree how Community Emergency Group members will keep in contact
* How will residents be kept informed
1. **Any other issues**
2. **Arrangements for future meetings**

**Appendix B Logging sheet**

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| --- | --- | --- | --- |
| **Date** | **Time** | **Information/ Decision/ Action** | **Initials** |
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**Appendix C Maps**

Consider adding any maps to show your community and key sites of interest e.g

* Vulnerable locations e.g. care homes, schools, nurseries NB please do not indicate where individual vulnerable people may live due to Data Protection
* Potential Place of Safety location(s)
* Location for Community Emergency Coordination Centre
* Any areas prone to flooding if appropriate

***Additional Appendices***

*Please feel free to add any other information that may be useful to support your community’s response to an emergency as additional Appendices*