

10 Steps - Your Route Map

1 – Getting Together

Call an open meeting to get more people involved.

Who should you involve?

Friends; neighbours; Parish Councillors; Emergency Services (police, etc); the County Emergency Planning team.

What should you discuss?

How the community would cope in an emergency; the benefits of planning ahead; who is willing to help prepare a plan.

2 – Organising the Work

Preparing a Plan will require some organisation and coordination.

How can you make sure it happens?

Set up a Community Emergency Group (volunteers with a good range of local knowledge); appoint Community Emergency Coordinators able to guide the development of the Emergency Plan.

3 – Knowing the Unknowns

Thinking about possible causes of an emergency will help you to shape your plan appropriately.

What things in your community might trigger an emergency?

Look at the Community Risk Register; consult the Emergency Services; use local knowledge.

4 – Identifying Skills and Resources

Your community's skills and resources will be essential in managing an emergency.

Who is good at what? Identify people who traditionally help in emergencies (farmers, local contractors, etc.); people with useful and/or specialist skills (health professionals, First Responders, builders, electricians, etc.)

What equipment do we have and where is it? Identify equipment, machinery, and tools, that may be useful; sources of food, water and construction materials; vehicles.

How will we communicate? Identify locations with good telecommunications; think about the possible need for alternatives (e.g. 2-way radios).

5 – Resolving Legal Issues in Advance

Temporarily using buildings or equipment and working with volunteers may require some prior preparation.

What issues do we need to sort out?

Agreements with owners of buildings / equipment; insurances; health and safety issues; payment for premises hire and materials.

6 – Organising Key Facilities

Effectively managing an emergency is likely to require some pre-prepared facilities.

What facilities might we need?

Local Control Centre from which to coordinate activity; Rest Centre where evacuated people can be fed and / or spend the night; storage space for emergency equipment.

7 – Keeping in Touch

Managing an emergency requires effective communication.

Whose comprehensive contact information will we need?

Volunteers; owners of buildings, equipment, vehicles; Emergency Services; County Emergency Planning Team.

How will we mobilise our contacts?

Prepare a telephone "tree" or cascade to quickly contact key people.

8 – Activating Your Emergency Plan

You now have all the main components ready for activation if an emergency occurs.

How will we know when to activate our arrangements?

Agree what will trigger local action; consider Environment Agency warnings; substantial changes in local river levels; locally recognised hot spots and early indicators for flooding; warnings from the Emergency Services; media messages.

9 – Taking Control

When an emergency actually happens, organising an effective response means being prepared and coordinating activity.

How can we coordinate our action?

Put plans in place for a first Community Emergency Meeting, think about where this should be; who should attend; what you will need to discuss.

Remember you will need to maintain regular communication with the official Emergency Services so that what you do supports and complements their action.

10 – Testing Your Plans

You have prepared all the key elements of an Community Emergency Plan, but this will need to be regularly tested and reviewed.

How will we know our plans work?

Organise an annual 'practice' to test your arrangements and be prepared to make changes if things don't work.