

(Name of Your Community)  
**Community Emergency Plan**

**1. PURPOSE**

**Definition of an emergency:**

An emergency / major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

**Aim of the Community Emergency Plan:**

To increase resilience within the local community before, during and after emergencies, and to link into the county and district councils', and emergency services' emergency response structures. This Plan documents how *(insert name of your community)* would respond in an emergency situation e.g. while awaiting the assistance of statutory authorities / emergency services, or in support of them.

**It is not the role of the community to take on the responsibilities of these agencies e.g. to save life, to take any risks to themselves or to cope for long hours without agencies' help and support.**

**Objectives:**

- Identify the risks to the community and relevant response actions
- Identify vulnerable people / groups in the community
- Identify resources in the community available to assist during an emergency
- Provide contact details for the Community Response Group(CRG), key community resources, the Emergency Services, and County and District Councils.

**2. COMMUNITY RESPONSE GROUP (CRG)**

*Insert 3 names and contact details here. Mark with \* the person who will coordinate, and be the point of contact with local authorities / emergency services.* Copies of this Emergency Plan are restricted, and will be held by the CRG members. The Plan will also be accessible to local authorities and emergency services via the Cumbria Community Messaging System (CCMS).

| Name | Tel: | Email: | Postal address |
|------|------|--------|----------------|
| *    |      |        |                |
|      |      |        |                |
|      |      |        |                |

**3. POSSIBLE EMERGENCIES AND RISK ASSESSMENT**

Risk assessment of the types of emergencies that would have an impact on our community and how local emergency planning could help. *(Example given below, insert examples for your community)*

| Type of emergency  | Potential risks  | Actions to address those risks  |
|--|--|---|
| <i>Mains electricity power failure during cold weather conditions.</i> | <i>Residents with no access to power for a prolonged period of time. Most vulnerable are those with only electric power, heat, and cooking facilities. Also older residents, the sick, and very young are most at risk in cold conditions.</i> | <i>Identify residents most at risk.<br/>Activate 'telephone tree' to check on residents.<br/>Open up Place of Safety (Village Hall) for hot refreshments and information point.<br/>Coordinate hot refreshments delivery to housebound residents.</i> |

| Type of emergency | Potential risks | Actions to address those risks |
|-------------------|-----------------|--------------------------------|
|                   |                 |                                |
|                   |                 |                                |
|                   |                 |                                |
|                   |                 |                                |

#### 4. ACTIVATION OF THE PLAN

This plan will be activated when an emergency has occurred or if warnings are received, prior to an anticipated event. It will also be activated when emergency services need support or are not able to attend immediately e.g. in severe weather.

If this is the case, the CRG will assess the situation, ring Emergency Services if necessary, and consult with the District Council (see contact below). The CRG will then put all or part of the Plan into effect as appropriate.

#### 5. COMMUNITY RESOURCES

Volunteers have indicated what tasks they may be prepared to carry out if an emergency occurs and what resources they can offer. *(Add names etc in the table below, to be contacted by CRG as needed.)*

| Name | Contact | Offer of help / resources |
|------|---------|---------------------------|
|      |         |                           |
|      |         |                           |
|      |         |                           |
|      |         |                           |
|      |         |                           |
|      |         |                           |
|      |         |                           |
|      |         |                           |

**The information in this list is restricted to the Community Response Group. It is not for general distribution.** Unrestricted copies of the Plan may be made available by deleting this contact list before distribution.

An **electronic** copy of the **unrestricted emergency plan** will also be made accessible to local authorities and emergency services via the secure Cumbria Community Messaging System (CCMS) - contact ACTion with Communities in Cumbria for details of how to do this.

#### Place of Safety:

District councils are responsible for setting up a central rest centre during an emergency. However, it may be necessary to set up a temporary place of safety within the community e.g. for visitors or for people evacuated from their homes. In our community, the place of safety will be *(insert place)*. The CRG will contact the keyholder and other volunteers as necessary.

During an emergency, volunteers will keep a record of actions taken. These will be entered in to a central log, kept by the CRG, so that they can be evaluated, and the plan altered if necessary. Information can be entered at the time, or directly after the emergency.

## 6. COMMUNICATION AND CONTACTS

Contact details for statutory authorities, emergency services can be found below.

| Organisation   | Tel:          | Website / Email:   |
|--|---------------|--|
| <b>Emergency Services</b>  | <b>999</b>    |  |
| <b>District Council:</b> <i>(insert name)</i>  |               |  |
| Daytime  |               |  |
| Out of hours (if different)  |               |  |
| <b>Cumbria County Council:</b> (in case of concern for vulnerable adults or children)    |               |  |
| Daytime  | 01228 606060  | <a href="http://www.cumbria.gov.uk">www.cumbria.gov.uk</a>   |
| Out of hours (if different)  |               |  |
| <b>Highways Hotline:</b>   | 0845 609 6609 |  |
| <b>NHS:</b>  |               | <a href="http://www.nhs.uk">www.nhs.uk</a>   |
| <b>Environment Agency:</b>   |               |  |
| General Enquiries  | 03708 506 506 | <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>                                 |
| Floodline (24 hr)  | 0845 988 1188 |  |
| <b>United Utilities:</b> (24 hr - water)   | 0345 672 3723 | <a href="http://www.unitedutilities.com">www.unitedutilities.com</a>   |
| <b>Electricity North West:</b>   | 0800 195 4141 | <a href="http://www.enwl.co.uk">www.enwl.co.uk</a>   |
| <b>National Gas Emergency Service:</b><br>(24hr - gas leak / emergency)                  | 0800 111 999  | <a href="http://www2.nationalgrid.com/UK/Safety/Gas-emergency">www2.nationalgrid.com/UK/Safety/Gas-emergency</a> |
| <b>Parish Meeting Clerk/Chair:</b> <i>(insert name)</i>                                  |               |  |
| Daytime  |               |  |
| Out of hours (if different)  |               |  |
| <b>Local Place of Safety key holder:</b> <i>(insert name – with person’s permission)</i> |               |  |
| Daytime  |               |  |
| Out of hours (if different)  |               |  |

## 8. PLAN REVIEW AND UPDATE

In order to keep this plan up to date, contact lists will be revised as needed, and the plan reviewed *(\*how often and when)*, by *(\* name of group)*.

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Produced by ACTION with Communities in Cumbria, based on guidance from Gloucestershire Rural Community Council. Last updated 03/07/2014

For more information please contact ACTION with Communities in Cumbria on Tel: 01228 817224 or visit our website: [www.cumbriaaction.org.uk](http://www.cumbriaaction.org.uk)

