

# Community Emergency Plan

*Name of Community*

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Date

Status & Version of Plan

# I. Document Control

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## Testing and Exercising Schedule

<b>Type of Event</b>	<b>Details</b>	<b>Date</b>

## II. Distribution List

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# 1. Introduction

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## a. Definitions

The terms used throughout this document are defined within the Cabinet Office Civil Protection Lexicon (see Appendix D: Glossary of Terms).

## b. Aim

The aim of this Community Emergency Plan is to provide Communities with a detailed outline of how they can aid the response to an emergency in their local areas. The plan is not intended to replace the response from the Emergency Services and the Community should not undertake any activities that will put themselves or anyone else at risk. The main response to the emergency will always be from the Emergency Services, the Communities are there to help themselves as much as they can before the Emergency Services arrive at the scene.

## c. Plan Objectives

The main objectives of the plan are:

- To minimise the impact of an emergency on the Community
- To provide a coordinated response to an emergency by looking at the resources and skills already present in the Community.
- To identify local hazards and threats where this plan might need to be activated
- To identify issues that might exacerbate the identified hazards

## d. Emergencies

**If you're in immediate danger or your community is in danger the initial action is to call 999.**

Follow the advice given by the Emergency Services or Local Authority. If contact cannot be made with them or there will be a substantial delay then this Community Emergency Plan should be activated.

Whilst waiting for the Emergency Services to arrive, try to gain more information about what has happened. They will want clear, concise and accurate information.

Contact should also be made to the Community Response Team to meet at the designated assembly point.

Upon arrival of Emergency Services, try to make contact with them and explain who you are and your role in the Community Response Team.

## 2. Local Hazards and Threats

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The Community Risk Register shows the hazards and threats that have been identified for your local area. However, for your community not all of these will apply and local knowledge might identify hazards that are specific to the area. As a community there might be actions you can take to reduce the impact of these hazards.

Hazard	Impact on Community	Preparations by Community Response Team

## 3. Roles & Structure of Response

### a. Structure

The Community Response Team is made up of members of the Community who would like to be involved in the local response to an emergency. There are 3 tiers to the structure: Community Response Coordinator is the leader of the Team who is responsible for the overall coordination of the response. The Community Response Leaders are second in command and are responsible for a group of Response Team Members. The Response Team Members are responsible for helping with the response to the emergency. All members of the Community Response Team will help out during an emergency.

The following diagram shows the suggested structure of the **Community Response Team**.



### b. Roles and Responsibilities

- **Community Response Coordinator** is responsible for:
  - Liaising with the Emergency Services and Local Authority during an emergency
  - Coordinating the overall response of the Team
  - First point of Contact for receiving information regarding an emergency
  - Disseminating information to the Team about an emergency
  - Maintaining a log of requests for assistance and action taken
  - Maintaining the Community Response Store
  - Undertaking actions to aid in the response to the emergency
- **Community Response Leaders** are responsible for:
  - Disseminating information about an emergency to designated Team Members
  - Coordinating their designated Team Members during the emergency

- Suggesting ideas to the Community Response Coordinator during initial planning phase of response
- Updating Community Response Coordinator with information about the emergency if the situation changes
- One Community Response Leader act as Deputy if the Community Response Coordinator is unable to fulfil his role.
- Undertaking actions to aid in the response to the emergency
- **Response Team Members** are responsible for:
  - Suggesting ideas to the Community Response Coordinator during the initial planning phase of response
  - Undertaking actions to aid in the response to the emergency



## 4. Notification and Activation

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a. Notification of Emergency

A member of the Community Response Team might be notified by a number of sources. Such as the Emergency Services, Local Authority, Local Media, Social Media or the Community itself. There should be a procedure to notify the Community Response Coordinator (if this person wasn't notified initially) and then the rest of the Team.

If the Emergency Services or the Local Authority did not notify you, then the first action is to make a 999 call to make sure they are aware of the situation. Give as much detail as possible at this time.

b. Activation

How will your plan be activated?

c. Actions to be taken

Please list the actions that need to be taken when the plan has been activated.

d. Cascade of Information

If the Community Response Coordinator was not the first person to be notified about the emergency, then the first point of contact should be with them. The Coordinator will then contact the following people who are the Community Response Leaders. These people shall then call their allocated Team Members. Details of the Response Team Members are outlined in Section 7 Communication along with their contact numbers.

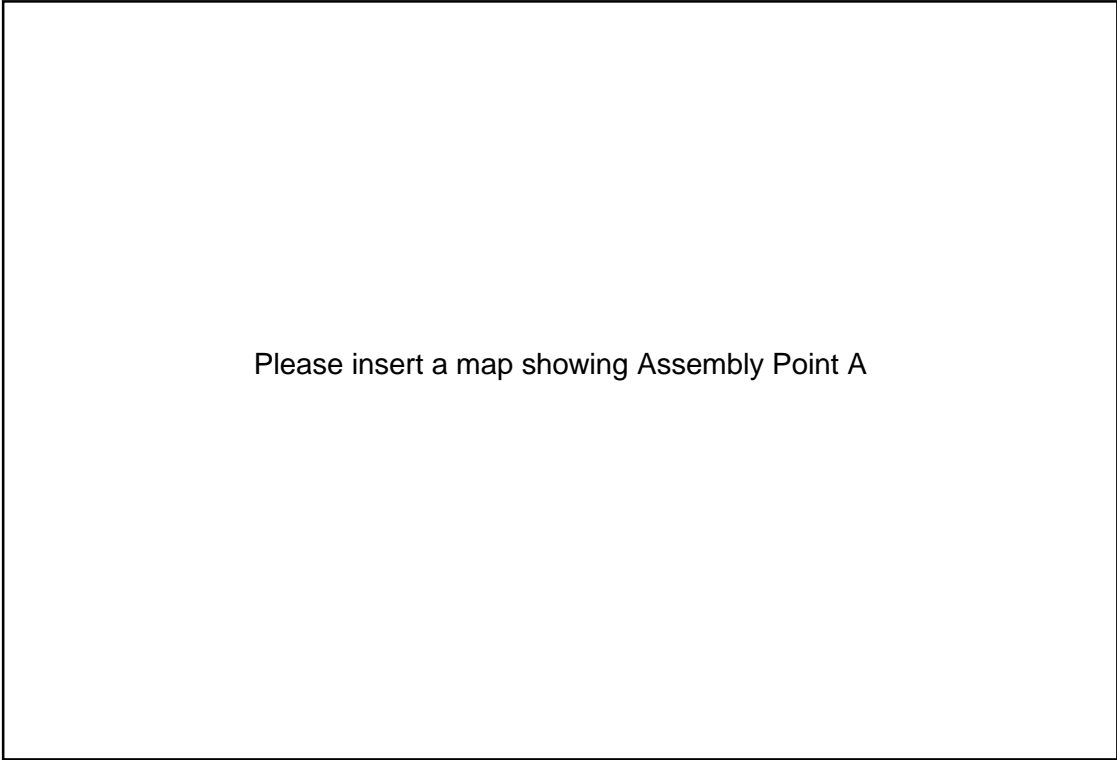
Name	Telephone Number	Mobile Number

e. Assembly Point

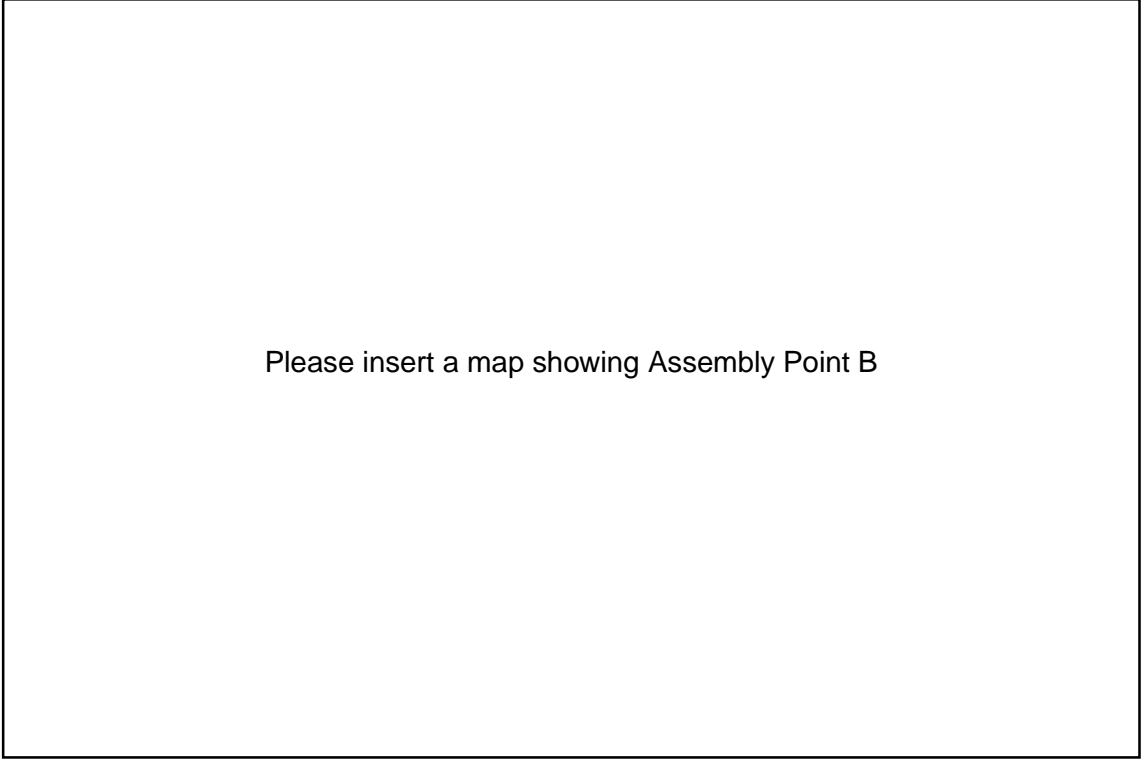
The location of the assembly point is \_\_\_\_\_.

If this location is unavailable then the assembly point will be at \_\_\_\_\_.

**Assembly Point A**



**Assembly Point B**



## 5. Resources in the Community

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Resource Available	Contact Name	Contact Number	24hr Availability

## 6. Skills in the Community

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Name	Skill/Role	Daytime Contact	24hr Contact No

## 7. Communications

The following is a list of everyone in the Community Response Team and their position in the information cascade. Please include contact numbers in this section. **Note: This section contains personal information and should be handled appropriately. Do not distribute contact details to other people without prior consent from the individual.**



## a. Alternative Communication Methods

These are the other options the Community Response Team can utilise to stay in contact if the communications become disrupted in the area.

Communication Type	Name of Contact	Location

## 8. Vulnerable People

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The following is a list of organisations and Community Leaders where the Community Response Team can get information on the vulnerable people in the Community.

Organisation	Contact Name	Contact Number

## 9. Temporary Places of Safety

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The following table outlines locations that have been identified as possible places of safety during an emergency.

<b>Key Holders Name</b>	<b>Address</b>	<b>Telephone Number</b>	<b>Mobile Number</b>	<b>Email Address</b>	<b>Building Capacity</b>



## Appendix A: Incident Log

No.	Date	Time	Location	Plan Activated? Yes/No	Information of Incident	Resources and Skills Used	Members Involved (Initials only)
1							
2							
3							
4							
5							
6							
7							

## Appendix B: Community Resilience Store Inventory

Item	Number in Store	Location	Date Checked

## Appendix C: Supporting Organisations Contact Details

<b>Organisation Name/ Contact</b>	<b>Role</b>	<b>Daytime Contact Number</b>	<b>24 hour Contact Number</b>
<b>Emergency Services</b>		999	999
<b>Local Police Station</b>			
<b>Local Fire &amp; Rescue Station</b>			
<b>Local Hospital</b>			
<b>Local GP</b>			
<b>Peterborough City Council Resilience Team</b>		01733 453451	07920 160001
<b>Environment Agency</b>			
<b>NHS Direct</b>			
<b>National Grid</b>			
<b>UK Power Network</b>			
<b>Anglian Water</b>			

## Appendix D: Glossary of Terms

**Community Resilience:** Communities and individuals harnessing local resources and expertise to help themselves in an emergency, in a way that complements the response of the emergency services

**Community Risk Register:** An assessment of the risks within a local resilience area agreed by the Local Resilience Forum as a basis for supporting the preparation of emergency plans.

**Emergency:** An event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or the security of the UK or of a place in the UK.

**Hazard:** Accidental or naturally occurring (i.e., non-malicious) event or situation with the potential to cause death or physical or psychological harm, damage or losses to property, and/or disruption to the environment and/or to economic, social and political structures

**Local Emergency Responder:** Organisation which responds to emergencies at the local level, including both category 1 and category 2 responders and other organisations not covered by the Civil Contingencies Act

**Local Resilience Forum:** Process for bringing together all the category 1 and 2 responders within a police force area for the purpose of facilitating co-operation in fulfilment of their duties under the Civil Contingencies Act

**Major Incident:** Event or situation requiring a response under one or more of the emergency services' major incident plans

**National Risk Register:** A publically available statement of the assessment of the likelihood and potential impact of a range of different risks that might directly affect the UK.

**Resilience:** Ability of the community, services, area or infrastructure to detect, prevent, and, if necessary to withstand, handle and recover from disruptive challenges

**Rest Centre:** Building, which could include overnight facilities, designated by the local authority for the temporary accommodation of evacuees

**Risk:** Measure of the significance of a potential emergency in terms of its assessed likelihood and impact

**Threat:** Intent and capacity to cause loss of life or create adverse consequences to human welfare (including property and the supply of essential services and commodities), the environment or security.

**Vulnerability:** Susceptibility of individuals or community, services or infrastructure to damage or harm arising from an emergency or other incident

**Vulnerable Person:** A person who is less able to help them self in the circumstances of an emergency

For definitions of words that aren't featured in this document please see the Civil Protection Lexicon

**Resilience Team**

Peterborough City Council  
Town Hall  
Peterborough  
PE1 1HG

**01733 453451**

**[resilienceteam@peterborough.gov.uk](mailto:resilienceteam@peterborough.gov.uk)**

