

Community

Emergency Plan

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| **Parish/Ward/Town:** |

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| **Last Review Date:** |

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| **Lead Contact:** |





**Section 1 - Activation**

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| **Lead and Deputy for Community Emergency Team** | |
| **Name** | **Address and contact number(s)** |
| **LEAD:** |  |
| **DEPUTY:** |  |

**Contact pyramid**

This sets out a quick and efficient method by which to coordinate communications and easily spread information amongst your community, especially your Community Emergency Team.

The person at the top of the pyramid, usually the Lead/Deputy, contacts the next two people directly down the pyramid, and so on, until every person in the pyramid has been contacted. Where a person is absent, the person above should move down a level.

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| **Initial meeting location** |
| **Address and contact numbers** |
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| **Backup meeting location** |
| **Address and contact numbers** |
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**Section 2 – Welfare**

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| **Rest/Welfare Centre**  The following building has been earmarked as an appropriate Rest/Welfare Centre in an emergency: |
| **Premises:** |
| **Address** |
| **Contact details:** |
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| **Key holders:** |
| **Primary** |
| **Alternative** |
| **Other Information:**  Information about the building – e.g. parking, facilities, if it has a generator etc. |
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| **Emergency kit location** |
| **Address and Contact Information** |
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| **Sandbag store location** |
| **Address and contact information** |
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| **Community Map** |



**Section 3 – Vulnerabilities & assets**

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| **Vulnerable establishments/people**  This section lists establishments that may be particularly vulnerable to emergencies such as care homes, schools, caravan parks etc. As well as those residents who may require additional assistance | |
| **Establishment / resident name** | **Address and contact number(s)** |
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| **Community Volunteers**  Listed below are individuals who are willing to volunteer their time, specialist knowledge or practical skills during an emergency. E.g. First aid, transport, door knocking etc.  It is extremely important that volunteers understand that during an incident they should:-   * not endanger themselves or others * assess the risk prior to any activity they undertake * ensure their contact details are kept up-to-date * be prepared to act quickly | | |
| **Name** | **Contact details** | **Volunteer Role / Specialist Skill** |
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| **Community Resources / Assets**  Listed below are individuals who are willing to volunteer their equipment during an emergency.  It is extremely important that volunteers understand that during an incident they should:-   * not endanger themselves or others * assess the risk prior to any activity they undertake * ensure their contact details are kept up-to-date * be prepared to act quickly | | |
| **Name** | **Contact details** | **Equipment/Resources** |
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**Section 4 – Communication**

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| **Methods for warning and informing your community and sources of information** | |
| **Local warning and informing method** | **Responsible person / contact** |
| Twitter |  |
| Facebook |  |
| Website |  |
| Noticeboards |  |
| Other: |  |
| **Local Radio Stations** | **Frequency** |
| BBC Radio York | 103.7, 95.5 and 104.3 FM |
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**Section 5 – Flooding**

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| **Flood Alerts and Warnings**  Flood Warnings are issued by the Environment Agency  Website: <https://www.gov.uk/check-if-youre-at-risk-of-flooding>  5 Day Flood Forecast: <https://flood-warning-information.service.gov.uk/5-day-flood-risk>  Floodline Number: 0345 988 1188 (24 Hour Service) | |
| **SYMBOL** | **MEANING** |
|  | **FLOOD ALERT**  **Flooding is possible – Be Prepared**  ### |
|  | **FLOOD WARNING**  **Flooding expected – Immediate Action Required**  ### |
|  | **SEVERE FLOOD WARNING**  **Severe flooding – Danger to life** |

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| **Areas Subject to flooding (all types) (see location map)** | | | | |
| **Location**  [Street/Road/Estate] | **Post Code or Grid Reference** | **Extent/ Other information** | **Properties Affected** | |
| **Which Properties** | **Total** |
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| **Met Office Warnings**  Weather Warnings are issued by the Met Office  Website: <https://www.metoffice.gov.uk/>  5 Day Weather Forecast: <https://www.metoffice.gov.uk/public/weather/warnings> | |
| **SYMBOL** | **MEANING** |
|  | **NO SEVERE WARNING** |
|  | **BE AWARE** |
|  | **BE PREPARED** |
|  | **TAKE ACTION** |

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| **Flood map – location map** |



**Section 6 – Contact Details**

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| **Organisation** | **Role / responsibility** | **Contact  details** | **Online information** |
| **Local Authorities** | | | |
| # District/Borough council | Support the emergency services and those engaged in the response to an incident. Help in the recovery following an incident | Switchboard: ###  Out of hours: ### |  |
| North Yorkshire County Council  / City of York | Support the emergency services and those engaged in the response to an incident. Establish Rest Centres for those evacuated. Help in the recovery following an incident. | North Yorkshire County Council: Switchboard: 08458 72 73 74 Resilience and Emergencies Team: 01609 532246  City of York: Switchboard: 01904 551550 Emergency Planning: 01904 551003/1039 | @NYorksPrepared  @Yorkprepared  [www.emergencynorthyorks.gov.uk](http://www.emergencynorthyorks.gov.uk) |
| **Government Departments** | | | |
| Environment Agency | Flooding issues  Deals with emergency repairs and blockages on main rivers and own structures;  Responds to pollution incidents and advises on waste disposal issues. | **Report an incident on**  0800 80 70 60 (Freephone, 24 hours)  0345 988 1188 (Floodline)  **General enquiries Mon to Fri 8am – 6pm**  03708 506 506 | @EnvAgencyYNE  Flood warnings  <https://flood-warning-information.service.gov.uk/river-and-sea-levels>  River levels  <https://flood-warning-information.service.gov.uk/warnings> |
| Met Office | Produce weather and warn people of extreme weather to mitigate its impacts |  | [www.metoffice.gov.uk/public/weather/forecast](http://www.metoffice.gov.uk/public/weather/forecast)  <http://www.metoffice.gov.uk/public/weather/warnings>  @MetOfficeYorks |

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| **Utilities** | | | |
| Northern Gas Network | Maintain and ensure safe control of gas supplies. | Switchboard: 0800 0407766  Emergency: 0800 111999 | @NGNgas |
| Northern Power Grid Yorkshire | Maintain and ensure safe electricity supply. Disconnect cables that constitute a danger to life and property. | Power cut: 105  General enquires: 0800 375675 | @NorthPowergrid  @PowergridNews |
| Yorkshire Water | Maintenance of water supplies and sewage disposal arrangements. Repair water mains, and availability of emergency water supply. | Switchboard: 0345 1242424 | @YorkshireWater |
| BT | Maintenance and operation of National Telecommunications systems. Provision of increased facilities to meet emergency requirements. |  | @BT\_UK |
| **Emergency Services** | | | |
| North Yorkshire Police | | 101 | @NYorksPolice |
| Yorkshire Ambulance Service | | 111 | @YorksAmbulance |
| North Yorkshire Fire & Rescue Service | | 112 | @NorthYorksFire |

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| **Neighbouring Communities** | | | |
| **Parish / Town / ward** | **Contact details** | **Community Emergency Plan?** | **Online Information** |
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| Other useful numbers | | | |
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**Section 7 – Useful Documents:  
7.1 Action card**

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| **Normal Conditions** |
| Monitor local situation  Report any issues to relevant organisation |

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| **STANDBY / ALERT** |
| **Triggers**:   * Warning from local authority / emergency services * Local observation from team members or public * Alert from member of community emergency team / public * Flood alert issued by the Environment Agency * Yellow weather warning issued by the Met Office |

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| **Actions / things to consider** | |
| Community Emergency Team Coordinator contacted   * Collect emergency kit and start incident log |  |
| Place Community Emergency Team on standby (including key holders) |  |
| Place Rest/Welfare Centre on standby |  |
| Monitor local situation (tune in to local media & monitor local hot spots) |  |
| Liaise with responding agencies to share information and get updates |  |
| Inform vulnerable residents and establishments if necessary   * Advise those at risk to be prepared and monitor local situation, local news/media. |  |
| Place Rest/Welfare centre on standby |  |

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| **PLAN ACTICATION / WARNING / SUDDEN IMPACT EVENT** |
| **Triggers**   * Time of forecast event * Local observation from team members or public * Flood warning issued by the Environment Agency * Amber weather warning issued by the Met Office |

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| **Actions / things to consider** | |
| When action is required / predicted convene community emergency team |  |
| Convene at initial meeting location and assess potential risk from the incident and to any responding Community Team Members |  |
| Assign roles to community emergency team and volunteers   * Keep log of who is working where and contact details |  |
| Deploy resources as required |  |
| Continue to monitor local situation |  |
| Continue to liaise with responding agencies to share info and get updates   * Request emergency services’ assistance or additional resources if required |  |
| Continue to inform vulnerable residents and establishments   * Advise those at risk to follow advice given / activate personal emergency plans |  |
| Activate rest centre / info centre if required |  |
| Convene regularly to update and reassign roles |  |

**LARGE SCALE INCIDENT / SEVERE WARNING**

Potential risk to life

Look after yourself – do not put yourself at risk

Support and cooperate with emergency services if requested. Do so from safe distance.

**POST INCIDENT**

Provide support to vulnerable and action recovery / clean up

**AT NO POINT SHOULD ANY TEAM MEMBER OR VOLUNTEER PUT THEIR OWN LIVES AT RISK**

**Ensure that you regularly update the community with approved information.**

**If you have to go anywhere ensure someone knows where you are going, approx. how long and contact details.**

**Do not put yourself at risk**

**7.2 Debrief form**

**Personal details**

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| --- | --- |
| **Name:** | **Role:** |

**Role on the Day**

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| In what capacity were you involved? |

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| What aspects of the operation from your own role perspective did not go well and needs further development? | What aspects of your own role perspective went well and should be highlighted as good practice for future? |

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| What aspects from the Community Plan perspective did not go well and needs further development? | What aspects from the Community Plan perspective went well and should be highlighted as good practice for future? |

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| List plan amendments here  Any other comments. |

*Data Protection*

* *NYCC Resilience and Emergencies store two copies of your plan, one our internal server and a second on a site called Resilience Direct (Resilience Direct is a secure government website which emergency responding agencies use). Both locations can only be accessed by our team.*
* *ResilienceDirect is a secure online storage which sits outside our ICT network and therefore allows us to access the plans in the event of an incident if we had an ICT failure. This is under the legal basis within the new regulations of a “Public task”.*
* *We will store a copy of your plan until we receive an updated version with amended contact details. In this instance the original copy will be deleted.*
* *If at any time you or any member of your community would want to request their details to be deleted, then you can contact NYCC Resilience and Emergencies team and we will remove their contact details from both copies of the plan we hold.*