



Community Emergency Plan

Parish/Ward/Town:

Last Review Date:

Lead Contact:





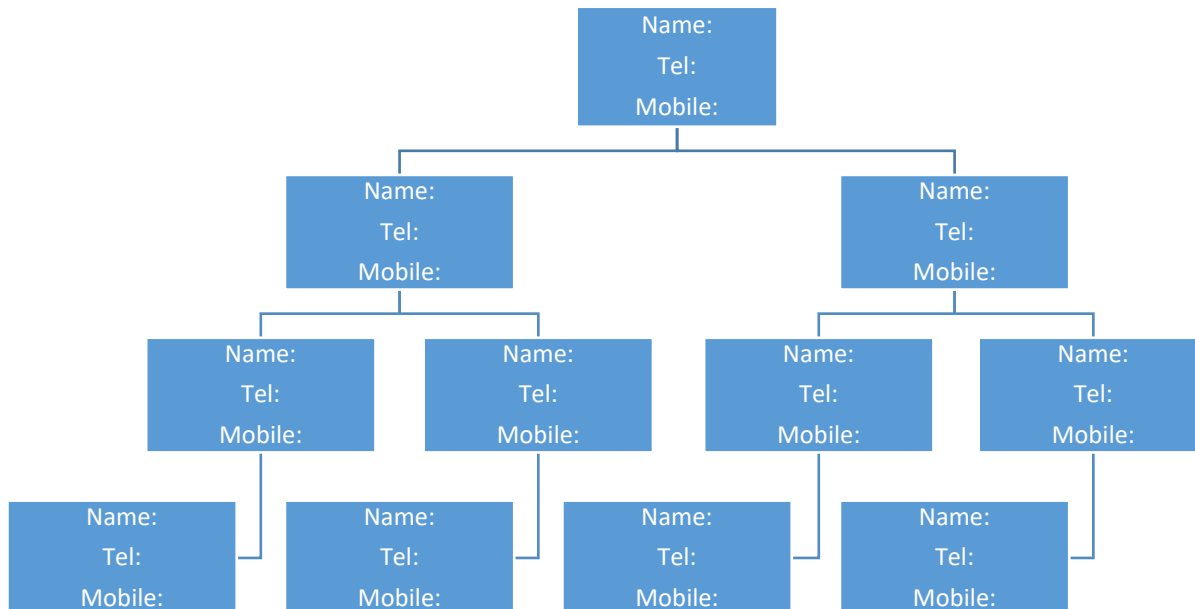
Section 1 - Activation

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.



Initial meeting location
Address and contact numbers
Backup meeting location
Address and contact numbers



Section 2 – Welfare

Rest/Welfare Centre The following building has been earmarked as an appropriate Rest/Welfare Centre in an emergency:
Premises:
Address
Contact details:
Key holders:
Primary
Alternative
Other Information: Information about the building – e.g. parking, facilities, if it has a generator etc.

Emergency kit location
Address and Contact Information

Sandbag store location
Address and contact information

Community Map



Section 3 – Vulnerabilities & assets

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)

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



Section 4 – Communication

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

Section 5 – Flooding




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	<p>FLOOD ALERT</p> <p>Flooding is possible – Be Prepared</p> <p>###</p>
 FLOOD WARNING	<p>FLOOD WARNING</p> <p>Flooding expected – Immediate Action Required</p> <p>###</p>
 SEVERE FLOOD WARNING	<p>SEVERE FLOOD WARNING</p> <p>Severe flooding – Danger to life</p>

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

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
Green	NO SEVERE WARNING
Yellow	BE AWARE
Orange	BE PREPARED
Red	TAKE ACTION

Section 6 – Contact Details

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.	<u>North Yorkshire County Council:</u> Switchboard: 08458 72 73 74 Resilience and Emergencies Team: 01609 532246 <u>City of York:</u> Switchboard: 01904 551550 Emergency Planning: 01904 551003/1039	@NYorksPrepared @Yorkprepared 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/warnings @MetOfficeYorks

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

Neighbouring Communities			
Parish / Town / ward	Contact details	Community Emergency Plan?	Online Information
Other useful numbers			

Section 7 – Useful Documents:
7.1 Action card

Normal Conditions	
Monitor local situation	
Report any issues to relevant organisation	

STANDBY / ALERT	
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Triggers: <ul style="list-style-type: none"> • 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	
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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	

PLAN ACTICATION / WARNING / SUDDEN IMPACT EVENT	
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Triggers <ul style="list-style-type: none"> • 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	
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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 <ul style="list-style-type: none"> • 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

Name:	Role:
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Role on the Day

In what capacity were you involved?

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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- *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.*