

[Community Name] Community Emergency Plan

Version:

Date Published:

Review Date:

In an emergency or if you are activating your plan please call (number to be inserted) and ask to speak to the Emergency Duty Officer for your local authority (Bedford Borough Council, Central Bedfordshire Council or Luton Borough Council – delete as appropriate).

Help completing the plan: Detailed notes on how to complete this plan can be found in the guidance document *Community Emergency Plan: A Getting Started Guide*. Training is available to help you complete this template plan. To arrange this please contact: LRF.Mailbox@centralbedfordshire.gov.uk.

Once complete this document will contain personal information and must be treated as private and confidential.



**Bedfordshire
CERT**
Community Emergency Response Team

Description and map of the area covered by this community emergency plan:

Plan Administrator (Step 1 in the guidance)

Insert Photo	Name:
	Title/Organisation:
	24/7 Emergency contact details:
	Email:
	Address:
	Skype ID / Other:

Make sure that the Plan owner and administrator has the ability to cascade the relevant information that they receive to the rest of the Community Emergency Response Team.

Community Emergency Response Team Coordinator (Step 1 in the guidance)

Insert Photo	Name:
	Title/Organisation:
	24/7 Emergency contact details:
	Email:
	Address:
	Skype ID / Other:

Deputy Community Emergency Response Team Coordinator (Step 1 in the guidance)

Insert Photo	Name:
	Title/Organisation:
	24/7 Emergency contact details:
	Email:
	Address:
	Skype ID / Other:

Community Emergency Response Team Members (Step 1 in the guidance)

Insert Photo	Name:
	Title/Organisation:
	24/7 Emergency contact details:
	Email:
	Address:
	Skype ID / Other:

Local risk assessment (Step 4 in the guidance)

Risk	Impact on the community	What can you do to prepare?

People and organisations that can help in an emergency (local skills and resources) (Step 5 in the guidance)

Skill/Resource	Who has the skill/resource	Emergency Contact details	Location	When might they be unavailable

Organisations and groups that may know vulnerable people that might need extra help in an emergency (Step 6 of the guidance)

Organisation	Emergency contact details and location	Name and role of contact

Key locations identified as places of safety - assistance centres (Step 7 of the guidance)

Building	Location	Potential use in an emergency	Emergency contact details (key holder)

Ways to communicate with the community in an emergency (Step 8 of the guidance) – Consider setting up a WhatsApp group

Target group	Communication type	Name of contact to activate this

Activation triggers (Step 9 of the guidance)

No.	Trigger
1	We become aware of an emergency situation or event affecting our community (for example: utility disruption, flooding, severe weather etc).
2	We are contacted by the local authority duty emergency planning officer.
3	We receive an alert or warning that will affect our area.
4	
5	
6	
7	

First steps in an emergency (Step 9 of the guidance)

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No.	Action	Tick
1	Call 999 in a life threatening emergency (if not already alerted) or 101 (none emergency number)	
2	Ensure you are in no immediate danger	
3	Contact the local authority duty emergency planning officer to: <ul style="list-style-type: none"> • inform them and pass on information • receive any information and instruction • establish if there is anything specific they want you to do • invite them to attend any Community Emergency Response Team meeting you may hold (although they may not be able to attend in all circumstances). 	
4	Contact the Community Emergency Response Team and if possible meet to assess and discuss the situation (if you cannot physically meet you may want to take advantage of technology such as WhatsApp, Skype or telephone conferencing e.g. www.powwownow.co.uk). Use Community Emergency Response Team (first emergency meeting agenda) below.	
5		
6		
7		

Community Emergency Response Team Meeting (first emergency meeting agenda)

Date:
Time:
Location:
Attendees:
<p>1. What is the current situation?</p> <ul style="list-style-type: none">• Location of the emergency. Is it near: a school, a vulnerable area, a main access route?• Type of emergency: Is there a threat to life? Has electricity, gas or water been affected?• Are there any vulnerable people involved? Elderly, Families with children, People with specialised health needs or equipment• What resources do we need? Food, Off-road vehicles, Blankets, Shelter <p>2. How can we support the local authority and emergency services?</p> <p>3. Do we need to use or activate any particular local skills and resources – use the assessment above?</p> <p>4. Do we need to contact any organisations to help identify or assist vulnerable people – use the assessment above?</p> <p>5. Do we need to open any of our locations as a place of safety / assistance centre – use the assessment above?</p> <p>6. Do we need to communicate any messages to the community and how – use the assessment above?</p> <p>7. What actions can safely be taken and who is going to take the lead for agreed actions?</p>

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8. Recovery considerations? Once the immediate actions have been completed and the situation starts to improve, start thinking about the recovery phase and the role the Community Emergency Response Team can play in helping the community return to their day-to-day life. You may also look on the emergency as an opportunity to regenerate your area (use the recovery issues checklist below)

9. Any other issues?

10. Agree the time of the next meeting, if necessary - If possible meet regularly to see how the situation is developing, actions are progressing and whether you need to reprioritise tasks or resources.

Recovery issues checklist

Short term considerations	Tick	Medium term considerations	Tick	Longer term considerations	Tick
Continually assess the impact and identify your communities needs and priorities		Support to affected businesses		Bereavement and trauma support services (for Children and Adults)	
Basic needs for your community are provided		Commemorations: books of condolence, testimonials and memorials		Anniversaries	
Support to vulnerable people in the community		Work and livelihood support (jobs and benefits advice)		Assist with forming support groups Legal support (short, medium and longer-term legal support such as in court cases, criminal investigations, inquests and inquiries)	
Getting the community involved: Community and business meetings, workshops, surveys etc		Community cohesion		Making the community better prepared and more resilient should an emergency happen again	
Accommodation requirements, repairs, household contents		Environmental impacts and making it better for the future			
Waste management		Education, schools and child care			
Animal/Pet health and welfare		Religious advice and support			
Financial support (in terms of access to emergency funds, insurance advice and claims, benefit packages, compensation etc)		How can this be used as an opportunity for regeneration and improve our community			
VIP visits and management		Identify lessons			
Use of the media to benefit the community		Funeral support			

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Infrastructure damage and repair – how can you make it better for the future		Disaster appeals funds			

Plan distribution list (Step 10 of the guidance)

Name	Role	Contact details	Issued on
Bedfordshire Local Resilience Forum (BLRF)	Your local emergency responders	0300 300 4145 LRF.Mailbox@centralbedfordshire.gov.uk	
Local Authority	Emergency Planning Officer		

Plan amendment list (Step 11 of the guidance)

Date of amendment	Details of changes made	Changed by

Plan review schedule (Step 11 of the guidance)

Date of last review	Date of next review	Reviewed by



Need Volunteer Assistance?

Call the BLEVEC Duty Officer on **07875 701040**

The Duty Officer will coordinate with our numerous voluntary and community groups to help support you in an emergency

Search & Rescue
4x4 Vehicles
Aircraft Support
Animal Welfare
Food & Refreshments

Door Knocking
Radio Communication
Practical & Emotional Support
Helplines
First Aid