

Community Emergency Plan

For Town/Parish Council's and Communities in Hampshire

Parish/Town_____

Borough/District_____

Co-ordinator_____

Deputy_____

Effective date_____

Distribution List

1. County Emergency Planning Officer
2. District/Borough Emergency Planning Liaison Officer
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Aim and Objectives

Aim of the plan:

To enable community support, self-help and resilience when faced with an emergency situation.

Objectives of the plan:

1. Conduct a risk assessment, identify hazards and possible mitigation
2. Identify vulnerable groups within the community
3. Identify key contacts
4. Identify a community emergency management team
5. Identify resources available to the community in the event of an emergency

Risk Assessment Analysis

Risk Matrix Score: A = HIGH Likelihood and HIGH Impact
 B = LOW Likelihood and HIGH Impact
 C = HIGH Likelihood and LOW Impact
 D = LOW Likelihood and LOW Impact

Hazard	Impact	Mitigation in Place	Mitigation possible	Risk Matrix Score
Flooding	• • • •	• • • •	• • • •	
Total or partial loss of gas	• • • •	• • • •	• • • •	
Total or partial loss of electricity	• • • •	• • • •	• • • •	
Total or partial loss of water	• • • •	• • • •	• • • •	
Total or partial loss of telephone	• • • •	• • • •	• • • •	
Severe Weather	• • • •	• • • •	• • • •	
Major Fire	• • • •	• • • •	• • • •	
Loss of road access	• • • •	• • • •	• • • •	

Risk Assessment Analysis (cont.)

Risk Matrix Score: A = HIGH Likelihood and HIGH Impact
 B = LOW Likelihood and HIGH Impact
 C = HIGH Likelihood and LOW Impact
 D = LOW Likelihood and LOW Impact

Hazard	Impact	Mitigation in Place	Mitigation possible	Risk Matrix Score
	• • • •	• • • •	• • • •	
	• • • •	• • • •	• • • •	
	• • • •	• • • •	• • • •	
	• • • •	• • • •	• • • •	
	• • • •	• • • •	• • • •	
	• • • •	• • • •	• • • •	
	• • • •	• • • •	• • • •	

Community Resources

Medical / First Aid

In the event of injury or illness within the community the assistance of professional medical support should be sought e.g. Ambulance, Doctor, Paramedic, First Responder, Qualified First Aiders. List details of the medical support available in your area.

Name	Address / Tel no.	Additional Info

Voluntary Groups

The following local voluntary groups have pledged voluntary support in an Emergency

Name	Address / Contact details	Additional Info

Tradesmen

The following tradesmen or members of the community with trade skills, have volunteered their support or can be called upon in the event of an Emergency. They are known by the Parish Council to be bona fide tradesmen.

Trade	Name / Contact details	Additional Info

Transport

The following local transport businesses can be called upon to transport people , essential equipment or provisions in the event of an Emergency.

Buses / Taxis Name	Contact Details	Capacity

Communications

Communication System	Contact / Responsibility	Comments
Information Boards (including location)		
Parish Council Meeting		
Parish Magazine		
Cascade phone system		
Email / Website		

Emergency Action Check list

Activation and Call out

- Dial **999** if Life or Property are threatened in your community by an incident or emergency
- Contact your District Council (see contact sheet)
- Use the suggested log sheet at the back of the plan to record:
 - Any decisions you have made
 - Who you spoke to and what you said
- Contact other members of the Community that need to be alerted:
 - Those specifically under threat
 - The Parish Council via the Parish Clerk
 - Volunteers and key holders that may be needed

Contact initially may be to inform them of the emergency or inform them of current Emergency Service advice regarding any action to be taken.

Community Emergency Meeting

- Is a Community Emergency Meeting necessary?
- Is the venue safe to hold the meeting and can people get there safely?
- Has the District Council been informed you are holding a Community Emergency Meeting?
- Has the community been informed there will be a meeting?
- Take a copy of the First Agenda to the meeting.

Under no circumstance should you put yourself or others at risk to fulfil these tasks

Contacts

Service / Role	Telephone Number	Website/email
Emergency Services	999	N/A
..... Emergency Co-ordinator		
Deputy Emergency Co-ordinator		
..... District Council		
Hampshire County Council	01962 841841	www.hants.gov.uk
Emergency Planning Unit HCC	01962 846846	www.epoffice@hants.gov.uk
Police HQ	08450454545	www.hampshire.police.uk
Fire Service HQ	02380 644000	www.hantsfire.gov.uk
NHS direct	0845-4647	www.nhsdirect.nhs.uk
EA Floodline	0845-988-1188	www.environment-agency.gov.uk
Hampshire Highways	0845 8504422	Hantsweb www.hants.gov.uk
Local Doctors Surgery		
..... Parish Clerk		
Post Office		
Religious Building		
Key holders		
School		
School		

Log Sheet

Date	Time	Information / Decisions / Actions	Initials

Map of your Community