



Resilience Team

Coventry, Solihull and Warwickshire Council's
Planning, Preparing and Responding to Emergencies

COMMUNITY EMERGENCY PLAN

for

Insert Parish/Town Name

[\(Insert parish logo here\)](#)

Update schedule

Plan date:	Update due:	Nominated person:



Title	Insert Parish/Town name Emergency Plan
Author	
Publication Date	TBC
Target Audience	Parish and Town Councils
Parish/Town Council Circulation List	To be inserted by Parish/Town Council
Description	CSW Resilience's Community Emergency Plan Template
Action Required	Please destroy previous copies confidentially and print this copy
CSW Contact Details (Office Hours)	cswrt@warwickshire.gov.uk 01926 412 486
Parish Contact Details	

CSW Resilience's 24 hour emergency number is

02476 832 673

This number is **NOT** to be made public and is only for use in an incident.

Ask for the duty CSW Resilience Team Officer to be notified

Record of Amendments

Version Number	Details of Changes	Amended By	Date

New and amended plans to be sent to CSW Resilience –
cswrt@warwickshire.gov.uk

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1. Aims and Objectives

The aim of the plan is to enable Parish and Town Councils to provide effective support to their local community and emergency response agencies during a major incident.

This will be achieved by:

- Collating relevant local information and providing information to responders, when requested, throughout the emergency.
- Establishing local co-ordination arrangements for assisting with the impact of the emergency at the local level.
- Providing appropriate contact details for the Parish/Town Council, key community resources, the emergency services and local authorities.
- Identifying local people and local organisations that may be able to assist during an emergency.
- Supporting the local authority by identifying vulnerable people in the community.
- Supporting the local authority by identifying and activating places of safety for the public prior to handing over to the local authority.
- Assisting responding agencies by identifying resources in the community that may be available to utilise during an emergency.

2. Activation Process

This plan should be activated when communities need immediate help or support in response to an emergency. It should be activated in relation to notification of an incident e.g. from the emergency services or the local authority. Examples of when the plan should be activated include:

- First-hand observations of an incident (e.g. flood waters rising).
- Reports of an incident within the area by a member of the community.
- Notification from the Emergency Services, CSW Resilience, District and Borough Councils or Warwickshire County Council.

CSW Resilience should be notified when this plan is activated (see contact number on Page 2). CSW Resilience will endeavour to support the Parish/Town Council after activation.

If there is immediate risk to life, call 999.

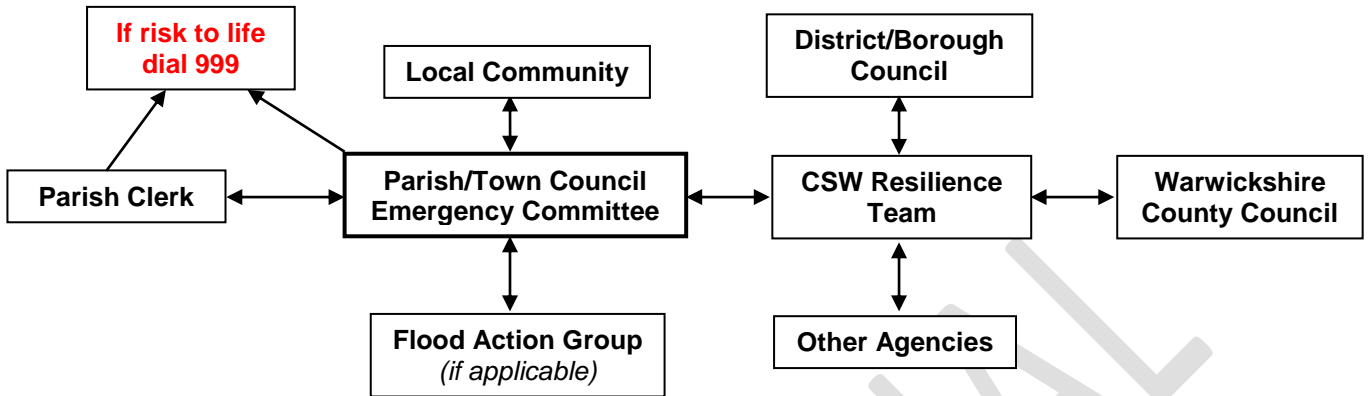
3. Emergency Action Card

	Action	Initials	Date & Time	Completed
1	If an emergency is reported to a member of the Parish/Town Council, and it is possible that the emergency services are not aware, call 999 as soon as possible.			
2	Keep a log and record: <ul style="list-style-type: none"> – Any decisions made and actions taken – Who was spoken to and what was said – Any information received <p><i>A log template is attached as Appendix 1</i></p>			
3	Contact and inform the CSW Resilience Team who will liaise with Warwickshire County Council and the District or Borough council (see contact number on Page 2).			
4	Take note of any safety advice given to you and raise it at the Parish/Town Council's Emergency Committee Meeting.			
5	Contact the other members of the Parish/Town Council and organise a Parish/Town Council Emergency Committee Meeting (via the Chair or Clerk) in a venue which is safe from the emergency with safe access routes. Ensure the key holder for the venue has been contacted for access.			
6	At the meeting follow the agenda as set out in Appendix 2 of this document. Ensure the following actions are completed: <ul style="list-style-type: none"> • Gather information to help with briefings to stakeholders (Appendix 3 is a community situation report template that will assist this process). • Agree community level actions to assist in the emergency e.g. visiting and checking on vulnerable members of the community, distributing sandbags. • Decide how to keep the community informed e.g. door knocking. 			
7	Inform CSW Resilience and relevant emergency services of any decisions that have been made.			

Do not assume that somebody has already taken action – it is better that the initial response is duplicated rather than no response is given at all.

4. Communication

4.1 Communication Process



4.2 Parish/Town Council Contacts

	Name	24 Hour Contact Number(s)
Chair:		
Clerk:		
Parish/Town Council Emergency Committee:		
Other Parish/Town Councillors:		

4.3 Communicating throughout the Community

The Parish/Town Council (through the Emergency Committee) can provide support to communicate with the community. Please note that during emergencies that mobile and landline phones may become overwhelmed. Varying methods of communication could be utilised:

Type	Where Available
Written	<ul style="list-style-type: none"> • Notice Boards – e.g. at village hall, churches, cemeteries, libraries, community areas (village greens, parks) • Parish/Town council web site • Local shops and public houses • Social media
Verbal	<ul style="list-style-type: none"> • Community briefings/meetings • Mobiles • Landlines

4.4 Multi-Agency Contacts

Organisation	Details
Warwickshire Country Council	01926 410410 (This number is NOT 24 hours and is for further parish planning information) 24 hour contact is through CSW Resilience Team (see contact number on page 2).
Highways Emergencies (Flooding of the highway)	01926 412 515 Use this number to report flooding on the Highways.
District or Borough Council	<i>Please insert relevant District or Borough Council phone number here</i>
Environment Agency	0800 80 70 60
Environment Incident Floodline	0345 988 1188
Western Power	0800 6783 105 or 0330 123 5008
Power Cut Line	Freephone 105
Cadent Gas	0800 111 999
BT	0800 100 400
Severn Trent Water	0800 783 4444

4.5 Local Radio Stations

Radio Station	Frequency	Website
BBC Coventry & Warwickshire	94.8, 103.7 & 104 FM	http://www.bbc.co.uk/news/england/coventry_and_warwickshire
Free Radio	97.0 & 102.9 FM	http://www.freeradio.co.uk/coventry/
Touch FM	102 & 107.3 FM	http://www.102touchfm.co.uk/

4.6 Useful Twitter Feeds

Organisation	Twitter Handle
Warwickshire Police	@warkspolice
Warwickshire Fire and Rescue	@WarksFireRescue
Warwickshire County Council	@Warwickshire_CC
Nuneaton and Bedworth Borough Council	@NBBCouncil
North Warwickshire Borough Council	@North_Warks_BC
Rugby Borough Council	@rugbybc
Stratford District Council	@StratfordDC
Warwick District Council	@Warwick_DC
Environment Agency	@EnvAgency
Met Office	@metoffice

5. Local Risk Assessment

Risk	Location	Impact on Community	Action to Take

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6. People

6.1 District or Borough and County Councillor Details

Local District or Borough Councillor:	
Local County Councillor:	

6.2 Details of Neighbouring Parish/Town Council

Parish	Contact details

6.3 Local Volunteer Details

Organisation	Details
Women's Institute	
Local Scout/Guide Groups:	
Lions:	
Rotary:	
Faith Groups:	
Community Groups:	
Other agencies:	

6.4 Health and Medical Providers

Organisation	Details
Local Doctors:	
Chemists/Pharmacies:	
First Aiders:	
Health Centre or Clinic:	
Veterinary Surgeons:	
Defibrillator Location and Trained Staff:	

Call 999 for emergency medical treatment.

If someone needs advice or medical treatment quickly, and it cannot wait for an appointment to see the doctor, call 111.

7. Local Places of Safety

Once places of safety have been identified, please notify CSW as this information will assist ongoing planning arrangements.

Venue	Facilities	Contact information/ Instruction for Access

8. Resources

8.1 Emergency Box

Location:	
Contents: <i>(delete/add as appropriate)</i>	Update Frequency:
Community Emergency Plan	Annually
Printed Copies of Templates (Appendices in the Community Emergency Plan)	Annually or after incident
Local Street Map	Three years or if any changes have occurred
First Aid Kit	Annually or after incident
Stationary	Replace as necessary
Wind up Torch	Annual test. Replace as appropriate
Blankets	Three – Five years
Tea, Coffee and Sugar	Check Best Before Date annually and restock after incidents

8.2 Local Suppliers and Contractors

Suppliers and Contractors	Details
Plumbers	
Electricians	
Builders	
Builders Merchant	
Mechanic	
Carpenters	
Local Shops	
4x4's / Tractor Owners	

8.3 Local Flooding Information and Resources

Local Flood Information	Details
Details of local Flood Action Group (if established)	
Details of any local flood arrangements	
Details of sandbags held within the Parish/Town	
Details of other sandbag suppliers	
Details of any equipment held by Parish/Town council	
Details of Flood Action Group resources (if applicable)	

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Appendix 1 – Incident Log

Page.....of.....

Date	Time	Information / Decision / Action	Initials

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Appendix 2 – Example of Emergency Committee Meeting Agenda

Date:	
Time:	
Location:	
Attendees:	

1.	Current Situation/Urgent Issues <ul style="list-style-type: none">– Complete Community Situation Report to assess the situation.
2.	Establishing Contact with CSW Resilience/Emergency Services <ul style="list-style-type: none">– Confirm CSW Resilience have been notified of plan activation.– Agree who will brief CSW Resilience/Emergency Services - use the completed Community Situation Report as a briefing tool.
3.	Discuss Any Safety Advice Given <ul style="list-style-type: none">– Brief Committee on what advice has been given by CSW Resilience/Emergency Services– Agree how to communicate messages to the community
4.	Agree What Actions Can Be Safely Taken <ul style="list-style-type: none">– Establish what actions can be taken– Who will carry out agreed actions– Any resource requirements
5.	Confirm All Actions Are Being Completed On The Emergency Action Card (<i>page 5 of the Community Emergency Plan</i>)
6.	Any Other Issues
7.	Next Meeting Time and Date (<i>if applicable</i>)

Appendix 3 – Community Situation Report

These headings can be used to brief responding agencies initially or during an incident. Emergency services may ask for the information to be delivered in the M/ETHANE format. Due to the information required from Parish/Town Councils, this form has been adapted to deliver ETHANE messages. **IF RISK TO LIFE DIAL 999**

REPORT NUMBER	
DATE AND TIME	
REPORTED BY	

E Exact Location of Incident	
T Type of Incident	
H Hazards	
A Access – safe access into the area and any known blocked routes	
N Number of Individuals Affected, including <ul style="list-style-type: none"> • Number of domestic properties affected • Number of persons in emergency accommodation] • Areas with utilities issues 	
E Emergency Services on the scene	
ONGOING TASKS	
RESOURCE REQUIREMENTS	
ANY OTHER INFORMATION	

INFORMATION PASSED ON (List which agency received it and when)	
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