Community Response Plan Template

**This document is intended to be used in conjunction with the Community Response Plan Toolkit which provides step by step guidance and examples.**

Developing a Community Response Plan will enable your community to come together, to think about what it can do to prepare for emergencies and how it could assist the Emergency Services should an emergency occur. By completing this plan you will:

* Identify core members of the Community Response Team
* Undertake a local risk assessment
* Identify local skills and resources
* Identify key locations that can be used as places of safety
* Identify triggers for activating the Community Response Plan
* Develop a simple set of instructions covering the first steps for plan activation
* Create an Emergency Kit
* Record emergency contact details
* Agree how the plan will be kept up to date

**Complete the following details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Community Name: | | | |
| Document version number: | | Date: | |
| **Distribution list** | | | |
| **Name** | **Email** | | **Issued on** |
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**Table 1: Community Response Team Members**

Complete the following table with team member details.

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| **Name** | **Contact details** | **Role (if allocated)** |
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**Table 2: Local Risk Assessment**

Complete the following table with details of known risks affecting the community and actions that can be taken to reduce their impact.

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| **Risks** | **Location** | **Impact on community** | **What action can be taken?** |
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**Table 3: Local Skills and Resources Assessment**

Complete the following table with details of resources that could be called upon to facilitate the community response activities. Consider venues, items of equipment, supplies and expertise.

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| **Skill/Resource** | **Provider contact details** | **Limits on availability / operation e.g. special licence** |
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**Table 4: Places of Safety**

Complete the following table with details of any local amenities that could be used to accommodate residents requiring accommodation and care.

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| **Venue** | **Facilities** | **Key holder details / instructions for access** | **Limitation on use** |
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**Table 5: Activation Triggers**

Identify triggers for activating the Community Response Plan. Include:

* Activation as the result of a call from the Emergency Services
* Activation as the result of a decision by the community itself

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| **Description** | **How assessed / by whom** |
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**Table 6: Initial Actions**

Decide how this plan will be activated. Consider:

* How the Community Response Team will be assembled
* Assessment of the situation
* Agreement of early priorities
* Who else should be contacted

Develop a simple set of instructions covering these first steps. Ensure all members of the Community Response Team are familiar with the process.

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| **Action no** | **Description** | **Who** |
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**Table 7: Community Response Team Roles**

Create a list of the actions your Community Response Team will consider undertaking. Consider:

* Support for residents
* Support for the Emergency Services
* Clear up and recovery
* Non-emergency (e.g. community engagement)

(Note: It is important that no obligation is placed on individuals to undertake actions they do not feel confident or comfortable to perform.)

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| **Team Role** | **Suggested actions** |
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**Table 8: Emergency Kit**

Assemble an emergency kit and complete the following table to create a list of contents.

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| **This Emergency Kit will be stored in the following location:**  [Enter storage location details ……. ] | | |
| **Item no** | **Description (including quantity)** | **Update frequency** |
| 1 | Community Response Plan |  |
| 2 | Local OS map |  |
| 3 | Road map |  |
| 4 | Copy of electoral role |  |
| 5 | High visibility tabbards |  |
| 6 | Torches |  |
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**Table 9: Emergency Contact List**

Complete the following table to create your emergency contact list.

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| --- | --- | --- | --- |
| **Description** | **Name and address** | **Reference** | **Contact details** |
| Police |  |  | Emergency 999  Non-emergency 101 |
| Fire |  |  | Emergency 999  Non-emergency 0116 287 2241 |
| Emergency Planners | Resilience Partnership 1 Romulus Court Meridian East Leicester LE19 1YG |  | 0116 305 6101 |
| Local Authority |  |  |  |
| Gas |  |  |  |
| Electricity |  |  |  |
| Water |  |  |  |
| Roads |  |  |  |
| Flooding | Environment Agency |  | 0845 988 1188 |
| GP Surgery |  |  |  |
| Schools / colleges |  |  |  |
| Radio station |  |  |  |
| Newspaper publisher |  |  |  |
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**Table 10: Plan Review and Updating Process**

Complete this section to describe the process and frequency by which the Community Response Plan will be reviewed and updated. This should also consider the need to ensure that members of the Community Response Team and the wider community are familiar with the plan.

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| **Activity** | **Frequency** |
| Review and update |  |
| Reissue |  |
| Call out test |  |
| Exercise |  |
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