

Devon County Council’s MODEL PLAN

Parish Emergency Plan for

Insert Parish name

- 1. Aim of the Plan – To allow the community to support itself in an emergency.** Specifically, shelter during any emergency affecting the community when the normal emergency response by emergency services and local authorities is delayed or overwhelmed due to the scope and nature of an incident.

2. Parish Councillors

Name	Address	Home No	Work No	Mobile

- 3. Community Emergency Management Team – This should include some representation from the Parish Council.** Your local Member may well be interested in becoming part of this team.

Role	Name	Address	Home No	Work No	Mobile
Chair					
Vice Chair					
3 rd member					
4 th member					
<i>Other</i>					
<i>Other</i>					
District Emergency Planning Officer					

4. **Responsibilities of the Community Management Team** - It will be helpful if you have an individual team member in charge of several areas of responsibility, *e.g. accommodation, personnel, equipment, welfare and morale, and liaison*. This list is not exhaustive.

Area of Responsibility	Responsible person	Planning signed off
Updating Plan		
Training		
Liaison		
Finance		
Building Repairs		
Labour provision		
Welfare and morale		
Parish Volunteers/ Personnel		
Transport		
Fuel		
Sandbags		
Mechanical services		
Information provision		
Communications		
Medical		
Hygiene and sanitation		
Water supply		
Storage of water and location of bowsers		
Accommodation		
Feeding		
Food procurement		
Blankets and pillows		
Other		

5. **Distribution of the Plan** – Copies of the Plan should be held by each member of the Community Emergency Management Team, and any relevant others.

6. **Properties, Standing Services, Utility Companies, Medical/ First Aiders** – Have contact numbers ready for use if needed.

PROPERTIES - List all the properties you intend planning for but remember that if privately owned, you will need the owner's permission. There may be insurance implications so it is better to check in advance.

Building	Address	Keyholder	Telephone
<i>e.g. Community shelter, First Aid Post, Village Hall</i>	<i>Main Street</i>	<i>Mr Smith</i>	<i>00000 000000</i>

STANDING SERVICES

Organisation	Address	Name	Telephone
Police			
Fire & Rescue			
Ambulance			
Coastguard			
<i>Other</i>			

UTILITY COMPANIES

Function	Provider	Telephone	24 Hr. Emer. No.
Gas			
Electricity			
Water			
Telephone			
<i>Other</i>			
<i>Other</i>			

MEDICAL/ FIRST AIDERS

Function	Address	Name	Telephone
Doctors			
Nurses			
St John Ambulance			

British Red Cross			
Chemists			
Veterinary			
First Aid Trained			
<i>Other</i>			

7. **Emergency Equipment – A Community Shelter will need to have access to essential equipment, heat, light, toilets and basic communications (such as telephone).** It would be ideal to find a building that can offer kitchen facilities as well. The amount of equipment that needs to be available will depend on the size of the community and the type of emergency. This list is not exhaustive.

Furniture	Communications	Stationary	Sundry Items
<ul style="list-style-type: none"> ➤ Tables ➤ Chairs ➤ Map board ➤ Information board/ flip chart ➤ Clock ➤ Camp beds 	<ul style="list-style-type: none"> ➤ Battery operated radio with antenna ➤ Telephone ➤ Mobile telephone ➤ Amateur Radio 	<ul style="list-style-type: none"> ➤ Registers ➤ Record keeping ➤ Paper ➤ Pens ➤ Pencils ➤ Chalk/markers ➤ Map(s) 	<ul style="list-style-type: none"> ➤ Equipment for hot drinks and snacks ➤ First aid kit ➤ Generator ➤ Torches ➤ Blankets

8. **Risk Assessment** – It is important that you complete a risk assessment to attach to your plan (see Risk Assessment in the pack). This should form part of the planning process.

When you complete your plan you may feel that you have an example of good practice within it that you would like to offer to share with other communities to help them prepare plans, if so, please send it to Judith Hardiman, Emergency Planning Officer (Welfare), County Emergency Planning Service, County Hall Annexe, Room A221, Topsham Road, Exeter, EX2 4QD for consideration and distribution in/ with the newsletter. Thank you for taking the time to prepare your plan.