

STEPS TO CREATING A COMMUNITY EMERGENCY PLAN

STEP 1: PLAN AND ORGANISE

Form a core team: Speak to people in your community to get a team together who can lead the effort and later help activate and coordinate the plan.

Define your community: Decide who the plan is for, whether it's a geographical area like a village or neighbourhood, or a group of people connected by other factors.

Seek advice: Contact your local council's emergency planning team for support and to ensure your plan aligns with wider emergency response efforts.

STEP 2: ASSESS YOUR COMMUNITY

Identify risks: Determine what risks your community faces, how likely they are, and what their potential impact would be.

Identify vulnerable people: Pinpoint those in your community who might need additional help during an emergency.

Evaluate skills and resources: Take stock of local skills, knowledge, and resources, such as people with specific expertise or equipment like vehicles or storage.

Build partnerships: Talk to local groups, businesses, and other people who have resources that could be used during an emergency.



OVERVIEW

First build a core team, then work with them to identify and assess local risks, evaluate community skills and resources, and identify vulnerable people.

Based on this, write the plan with clear actions, roles, and communication protocols, including emergency contact lists and alternative communication methods.

Finally, test the plan through practice, share it with the community, and review and update it regularly.

STEP 3: WRITE THE PLAN

Develop actions: Based on the risk assessment, determine what actions need to be taken.

Assign roles: Clearly define roles and responsibilities for the core team and other volunteers.

Establish communication: Set up a communication tree or other methods for sharing information during an emergency, including alternative plans if normal communications fail.

Identify key locations: Note key locations, such as places of safety or evacuation points.

Create an emergency contact list: Compile a list of essential contacts, including local authorities, emergency services, and community volunteers.

STEP 4: IMPLEMENT & MAINTAIN THE PLAN

Test the Plan: Conduct drills or exercises to test the effectiveness of the plan.

Share with the community: Make sure all members of the community are aware of the plan and their roles in it.

Review and update: Regularly review the plan, especially after any exercises or actual incidents, and update it as needed to keep it current.

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