**COMMUNITY EMERGENCY PLAN**

**FIFETOWN COMMUNITY COUNCIL**

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1. **INTRODUCTION**

**Resilient Communities**

The Resilient Communities initiative follows the principle of communities and individuals harnessing and developing local response and expertise to help themselves during an emergency in a way that complements the response of emergency services and other emergency responders.

This initiative is supported by local, Scottish and UK Government.

Emergencies happen, and can include severe weather, floods, fires and major transport accidents. Preparing your community and your family for these types of events will make it easier to recover following the impact of an emergency.

Being aware of the risks that you as a community or family may encounter, and who within your community might be able to assist, could make your community better prepared to cope with an emergency.

Local emergency responders will always have to prioritise those in greatest of need during an emergency, especially where life is in danger. During these times you, as a community, need to know how to help yourself and those around you until assistance arrives.

A resilient community tends to be achieved by using a Community Emergency Plan framework. The ethos of such a Community Emergency Plan is to formulate and co-ordinate voluntary support and assistance and direct this to those that require it within a community, in a non-mechanised manner of response.

This document is an example of a Community Emergency Plan that can be used as the basis for your own Community Emergency Plan, or to promote discussion around Community Resilience and associated arrangements within your community.

Community Emergency Plans are specific to your area and can be split into a risk assessment, register of available resources, maps, information regarding insurance and general guidance for individuals or the community.

**It should be noted that a Community Emergency Plan is not there to reduce or replace a response from the emergency services or the local authority but should complement and support the overall response.**

1. **YOUR COMMUNITY EMERGENCY PLAN**
   1. **Aim of the Community Emergency Plan**

The aim of this plan is to help the communities and individuals of Fifetown to prepare for, respond to and recover from emergencies in a way that complements the work of the local emergency responders.

* 1. **Objectives of the Community Emergency Plan**

The objectives of this plan are to:

* Provide a framework to support a community response to an emergency
* Raise awareness and understanding of the local risks and emergency response capability in order to motivate and support self-resilience
* Increase individual, family and community resilience against all threats and hazards
* Support and encourage effective dialogue between the community and the practitioners supporting them
  1. **Communication of the Community Emergency Plan**

The Community Emergency Committee (see section 4.2) can use a number of methods to communicate this plan and its purpose to the communities of Fifetown. These include:

* Word of mouth
* Advertising in local public buildings
* Local media
* Local community meetings
* Relevant social media sites

These methods can also be utilised to inform the community that the Community Emergency Plan has been activated in response to an incident.

* 1. **Maintenance of the Community Emergency Plan**

This plan will be regularly reviewed by the Community Emergency Committee, and updated as necessary. Reviews can be recorded here:

|  |  |
| --- | --- |
| **Review Date** | **Reviewed By** |
|  |  |
|  |  |
|  |  |
|  |  |

1. **OVERVIEW OF FIFETOWN**
   1. **Fifetown Geography**

Consider:

* Inserting a map of your community, highlighting key locations
* Main routes into and out of the community, and any associated concerns
  1. **Historical Incidents Affecting Communities**

For example:

* Previous flooding events
* Incidents requiring evacuation of residents
* Industrial or transport accidents
* Loss of utilities over a prolonged period (>12hrs)
* Times when the community has been cut off for a period of time
  1. **Concerns for Today’s Communities**

Identify the risks that your community experiences today. These will depend on the characteristics of your area but may include:

**Severe Weather** (flooding, snow, heat, etc.)

**Transport Incident** (road, rail, sea, air)

**Industrial Accident**

**Other Incidents** (such as missing persons, criminal activity etc.)

1. **RESPONDING TO AN EMERGENCY**
   1. **Activating the Plan**

Any activation of this plan will be dependent on the impacts of an incident on the communities and individuals of Fifetown.

On becoming aware of an incident affecting the community, the Community Emergency Committee will make a decision on the requirement to activate the Community Emergency Plan.

**Fife Council’s Emergency Resilience Team can be contacted 24/7 to discuss and/or seek advise concerning the activation of your plan.**

* 1. **Key Actions**

Community Emergency Committee:

Membership of the Community Emergency Committee for Fifetown is as below:

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Contact Details** |
| Emergency Co-ordinator |  | Contact details can be noted here or held by Community Emergency Committee members |
| Deputy Emergency Co-ordinator |  | Contact details can be noted here or held by Community Emergency Committee members |
| Emergency Committee Member |  | Contact details can be noted here or held by Community Emergency Committee members |
| Emergency Committee Member |  | Contact details can be noted here or held by Community Emergency Committee members |

If the plan is not activated, the Community Emergency Committee should:

* Agree monitoring requirements and contingency arrangements should conditions change

If the plan is activated, the Community Emergency Committee should:

* Inform Fife Council’s Emergency Resilience Team of activation and advise of issue(s), identify support required and any actions to be taken by Community Emergency Committee
* Determine the most appropriate level of response and develop a plan of action (an example agenda for discussion by the Community Emergency Committee is noted in Appendix A)
* Activate community resources, as required
* **Continue** **to liaise with Emergency Resilience Team as multi agency point of contact throughout the response**

Emergency Response Group

The Emergency Response Group will be composed of those community members assisting in the response. Membership of this group will be dependent on the type of emergency, its impacts and the resources available to the community.

The resources available in Fifetown are recorded in the Resource Register in Section 5.

Once established and activated, members of the Emergency Response Group should:

* Take direction from the Community Emergency Committee as to how they can support the emergency response in the community
* Maintain contact with the Community Emergency Committee and inform them of any issues which arise
* Ensure they wear hi-vis tabards to identify them as community responders
* Take a common sense approach to Health and Safety and not take unnecessary risks (request support or advice if in doubt)
  1. **Activating Resources**

An example phone tree which could be used to reach key contacts within the community timeously is provided overleaf.

Emergency Co-Ordinator/ Deputy Emergency Co-ordinator

Community Emergency Committee Member

Community Emergency Committee Member

Community Volunteer

Community Volunteer

Community Volunteer

Community Volunteer

Community Volunteer

Community Volunteer

etc.

1. **RESOURCE REGISTER**

Community Volunteer

*This section will be completed as resources/ volunteers are identified by the community. This section should be one which is held confidentially by the CEC and not shared with the public.*

* 1. **Key Community Contacts/Volunteers:**

Record contact details for those who are willing and able to support an emergency response, and the assistance they can offer (e.g. provision of care/welfare, physical labour, etc.) here:

* 1. **Community Facilities**

Consider:

* Community halls/ spaces that could be used to provide places of safety for anyone displaced in the community
* Equipment available to Emergency Response Group (hi-vis jackets, hard hats, shovels, etc.)

1. **GENERAL INFORMATION**
   1. **Insurance**

The Scottish Government has produced guidance on insurance specifically for Community Resilience Groups, available [here.](https://ready.scot/get-involved/community-groups/guide-emergency-planning-community-groups/annexes)

Fife Community Councils can check their insurance arrangements by contacting Fife Council’s Risk Management team on [risk.management@fife.gov.uk](mailto:risk.management@fife.gov.uk). Other community organisations can check their cover by contacting their insurance companies.

* 1. **Data Protection**

See the [Information Commissioner’s Office](https://ico.org.uk/for-organisations/) webpage for guidance on data protection.

* 1. **Disclosure Checks**

The duties that a volunteer is likely to undertake whilst supporting their community is unlikely to require a disclosure check. If a volunteer is required to enter a house it will be at the discretion of the householder and it is suggested that if volunteers have to enter a house, they do so in pairs.

Volunteers may be asked to carry out tasks to support community members, such as collect prescriptions. This is at the discretion of the person making the request and all personal information shared with the volunteer should be treated as confidential.

* 1. **Health & Safety**

***The health and safety issue has to be taken cognisance of, but should not overwhelm the task; hence a common sense approach is stressed.***

The Scottish Government has produced guidance on Health and Safety specifically for Community Resilience Groups, available [here.](https://ready.scot/get-involved/community-groups/guide-emergency-planning-community-groups/annexes)

* 1. **Legal Disclaimer Regarding Community Responsibilities**

Fife Council wishes to make it clear that it is not the employing body for the volunteers referred to in this plan. They are volunteers, acting on behalf of the Community Council, or other community organisation.

Fife Council accepts no responsibility for any loss, injury, claim, liability, costs or damages caused by the actions and/or negligence of the volunteers or anyone acting for or on behalf of them.

1. **USEFUL LINKS AND CONTACTS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **SERVICE** | **MAIN CONTACT** | **ADDITIONAL INFORMATION** |
| **FIFE COUNCIL** | Duty Emergency Resilience Officer | 01592 583 544 (24/7) | <https://www.fife.gov.uk/kb/readyfife> |
| Contact Centre | 03451 550 000 (8am to 5pm Monday to Friday)  03451 550 099 (out of hours) |  |
| Ready for Winter | [https://www.fife.gov.uk/ready-for-winter](https://www.fife.gov.uk/kb/docs/articles/community-life2/ready-for-winter) | Useful information and updates over the winter months |
| Closures and Disruptions | 03451 551 199 | [https://www.fife.gov.uk/closures](https://www.fife.gov.uk/closures?SQ_VARIATION_12305=0) |
| **UTILITIES** | Gas Emergency | 0800 111 999 | <http://www.nationalgrid.com/uk/gas/> |
| Power Outage 24hr emergency helpline | 105 | This number will take you through to your local electricity provider who will be able to advise you.  For more information visit: <http://www.powercut105.com/> |
| Scottish Water Customer Helpline | 0800 0778 778 | <https://www.scottishwater.co.uk/en/Help-and-Resources/Contact-Us> |
| **OTHER** | SEPA Floodline | 0345 988 1188 | [www.floodlinescotland.org.uk](http://www.floodlinescotland.org.uk) |
| Pollution Hotline | 0800 807 060 |  |
| NHS 24 | 111 | <https://www.nhs24.scot/> |
| Met Office Weather | [www.metoffice.gov.uk](http://www.metoffice.gov.uk) |  |
| Traffic Updates - Scotland | [www.trafficscotland.org](http://www.trafficscotland.org) |  |
| BBC News – Edinburgh, Fife and East Scotland (including travel news) |  | <http://www.bbc.co.uk/news/scotland/edinburgh_east_and_fife> |
| Kingdom FM | News desk  01592 750 728 | [www.kingdomfm.co.uk](http://www.kingdomfm.co.uk) |
| Forth 1 | Reception  0131 556 9255 | [www.forth1.com](http://www.forth1.com) |

APPENDIX A

Community Emergency Committee Meeting

Example Agenda

1. Updates on current situation
2. Priorities for the response
3. Resources requirements
4. Communications (see section 2.3 of Community Emergency Plan for guidance)
5. Stand down of Community Emergency Committee and Emergency Response Group
6. Any other issues
7. Time of next meeting