

WINGFIELD
Community Emergency Plan
APPENDICES

Activating your plan and activation triggers

In any emergency, having an emergency plan is not a substitute for calling 999 if there is a risk to life. When an emergency happens, you will need to know how to activate your plan and contact your volunteers.

You will have made your local emergency responders aware of your Community Emergency Plan as part of your planning process, so in most circumstances you should activate your plan in response to a call from local emergency responders.

You should work with them to identify how they will contact you, and how you should contact them, to activate your plan in an emergency. In certain circumstances, local emergency responders may be unable to contact you to ask you to activate your plan. Therefore, you should develop a series of triggers you can use as a Community Emergency Group to decide whether to act.

For example:

- Have you been able to contact local emergency responders?
- What messages are being put out in the media?
- What can you do safely without the help of the local emergency responders?

Using your list of skills, people and resources, you will need to decide what you can do to safely support the work of the local emergency responders.

Sharing your plan

Once you have developed your plan, share it with your community (being mindful of any data protection considerations applicable to the version you are sharing - see the ICO guidance linked on [page 13](#) for further information) to get their views. It is important that all members of the community feel that the plan works for them.

It is also important that you share your plan with the emergency planning officer/team from your local council, the local emergency responders and your Local Resilience Forum so that, in the event of an emergency, they will know who to contact and what assistance you can provide.

You can contact your local emergency planning officer/team through your local council.

You should record who has a copy of your plan and ensure that they receive a revised copy whenever it is updated.

Reviewing and updating your plan

It is important to regularly review and update your Community Emergency Plan to ensure it meets the changing needs of your community.

It is also important to make sure that your plan will work in an emergency. You may wish to practise activating the plan to test how well it would work in an emergency and see how ready members of your team and volunteers are to carry out its actions.

You should work with your local emergency responders, using the local risk assessment you have produced, to identify scenarios that you can use to test the arrangements you have made in your plan.

Practising the arrangements in your plan will allow you to identify any problems with it. Once you have practised your plan, you should review and update it. You should also regularly update your emergency contact list to ensure it is accurate.

When you make any changes and amendments to the plan, you should record the amendments to ensure that everyone knows they are using the latest version.

First Steps

Setting up a Community Group for Wingfield

Action	Update	Completed
Complete a Community Emergency Plan	Being drafted	
Create a webpage of resilience info	Draft complete	
Create a Community Hub at The Poplars	Poplars agreed; need sign	
Decide whether the Community Hub will be run by the Parish Council in conjunction with the owners of The Poplars.		
Appoint an Overall Coordinator(s)		
Appoint Deputy Coordinator(s)		
Invite Community Volunteers – general and specific (e.g. Flood wardens, First aiders, 4x4 drivers etc.)	Request made in newsletter. Advertise via FB / website. Ask specific people.	
Establish wider communications procedures – PC FB page, website, notices		
Set up a WhatsApp Group for coordinator, volunteers etc.		
Disseminate information about the Emergency Community Hub across the parish		
Circulate details of how individuals can register as a vulnerable individual with utilities (yearly?)		
Encourage residents to sign up to Wilts Council emails.		
Encourage members of the community to sign up for emergency alerts (e.g. British Red Cross)		
Liaise with other groups (e.g. Church etc.) about helping to identify people who may need extra support in an emergency		
Run a first aid course and make note those willing to volunteer once they have undergone training.		

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Have a stock of first aid kits.	PC has two kits	
Have a stock of gel bags for flooding	In shed	Yes
Identify vulnerable properties – e.g. those that might get flooded.		
Have maps ready to provide at the Emergency Community Hub		
Encourage people to ensure they have a wind-up torch readily available.		