

First steps in an emergency

Use this space to add the steps to be followed when the plan is activated.

	Instructions	Tick when complete
1	Call 999 (unless already alerted)	
2	Ensure you are in no immediate danger	
3	If possible, start keeping a log and record: • Any decisions you have made • Action taken • Who you spoke to and what you said • Any information received	
5	Contact the Parish Council Community Emergency Co-ordinators and if necessary, they will contact: • Those specifically at risk • Other members of Parish Council via agreed route • Volunteers and key holders where appropriate	
6	If necessary, contact the Resilience Team or the Community Emergency Co-ordinators to call a community meeting but ensure the venue is safe and people can get there safely.	
7	Make sure you take notes and record actions from the meeting.	