

[Insert your community name here] Community Emergency Plan

Plan last updated on: DD/MM/YYYY

How to use this template: This template is designed for you to fill in the details of your community emergency preparations. There are examples given to help you fill out the template. Detailed notes on how to create a plan by completing this template can be found in the *Community Emergency Plan Toolkit* document located in the **Participant Activities and Worksheets** folder as part of **Module 6: Disaster Planning** on the HHARP CD/USB drive.

If you are in immediate danger call 911

This document has been adapted for the Hawaii Hazards Awareness & Resilience Program from the *Community Emergency Plan Toolkit*, available at www.gov.uk.

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Plan Distribution List

The following individuals have a copy of the Community Emergency Plan:

Name	Role	Phone number/email address	Issued on
Ms. Epo	Administrator, County Civil Defense	808 123-7890	01/01/2013
Miss Flood	Dam Safety Officer	<i>floods@dlnr.gov</i>	02/02/13

Plan Amendment List

Changes and updates to the Community Emergency Plan are recorded here:

Date of amendment	Date for next revision	Details of changes made	Changed by
MM/DD/YY	MM/DD/YY	Annex X added	Community Emergency Coordinator
MM/DD/YY	MM/DD/YY	New Community Emergency Team members added	Community Emergency Coordinator
MM/DD/YY	MM/DD/YY	Updated volunteer details	Community Emergency Coordinator

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Table of Contents

Plan Distribution List	i
Plan Amendment List.....	i
Table of Contents	iii
Description of Your Community	1
Local Risk Assessment.....	2
Local Skills and Resources Assessment	3
Key Locations	4
Emergency Contact List.....	5
Sample Telephone Tree	6
List of Community Organizations	7
Activation Triggers	7
First Steps in an Emergency.....	8
Community Emergency Group First Meeting Agenda.....	9
Actions Agreed Upon with Emergency Responders in the Event of an Evacuation.....	10
Alternative Communication Arrangements.....	10

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Description of Your Community

Local Risk Assessment

Risk assessment information collected in **Module 5: Risk Assessment** is summarized below:

Risks	Impact on community	What can the Community Emergency Planning Team do to prepare?
Example: River through town can flood	<ul style="list-style-type: none"> • Flooding of local streets • Blocked access to community center • Damage to property 	<ul style="list-style-type: none"> • Encourage residents to improve home flood defenses • Work with local emergency responders to see if they can help with distribution of flood warnings and any evacuation and shelter establishment • Find out what flood defenses exist or are planned in the area

Local Skills and Resources Assessment

The community skills and resources identified in **Module 4: Community Resource Mapping** are summarized here:

Skill/Resource	Who?	Contact details	Location	When might be unavailable?
Trained in first aid	Sandy Fortman	808 789-6543	17 Brookvale Street	Can usually leave work within one hour
4x4 owner/driver	Bob Southwold	808 468-0987	Garages to rear of High Street	Tuesday mornings (already volunteers)
Chainsaw owner (tree surgeon)	Simon Chalmers	808 325-7583	Simon's Landscaping – 4 Terrace Yard	Will need to travel from site
Water/food supplies	Grocery Shop	808 345-2543	2 High Street	Shop closed on Weds but can call owner

Key Locations

Assembly Areas and Shelters Identified with Local Authority for Use as Places of Safety

Locations of safety (assembly/refuge areas or shelters) are listed here:

Building	Location	Potential use in an emergency	Contact details of key holder
Example: Church Hall	1 Church Square	Assembly/refuge area	Colin Sato – Caretaker 808 234-9876
Watley Central; High School	Watley Street	Shelter	Jane Shulman – Vice Principal 808 456-7890

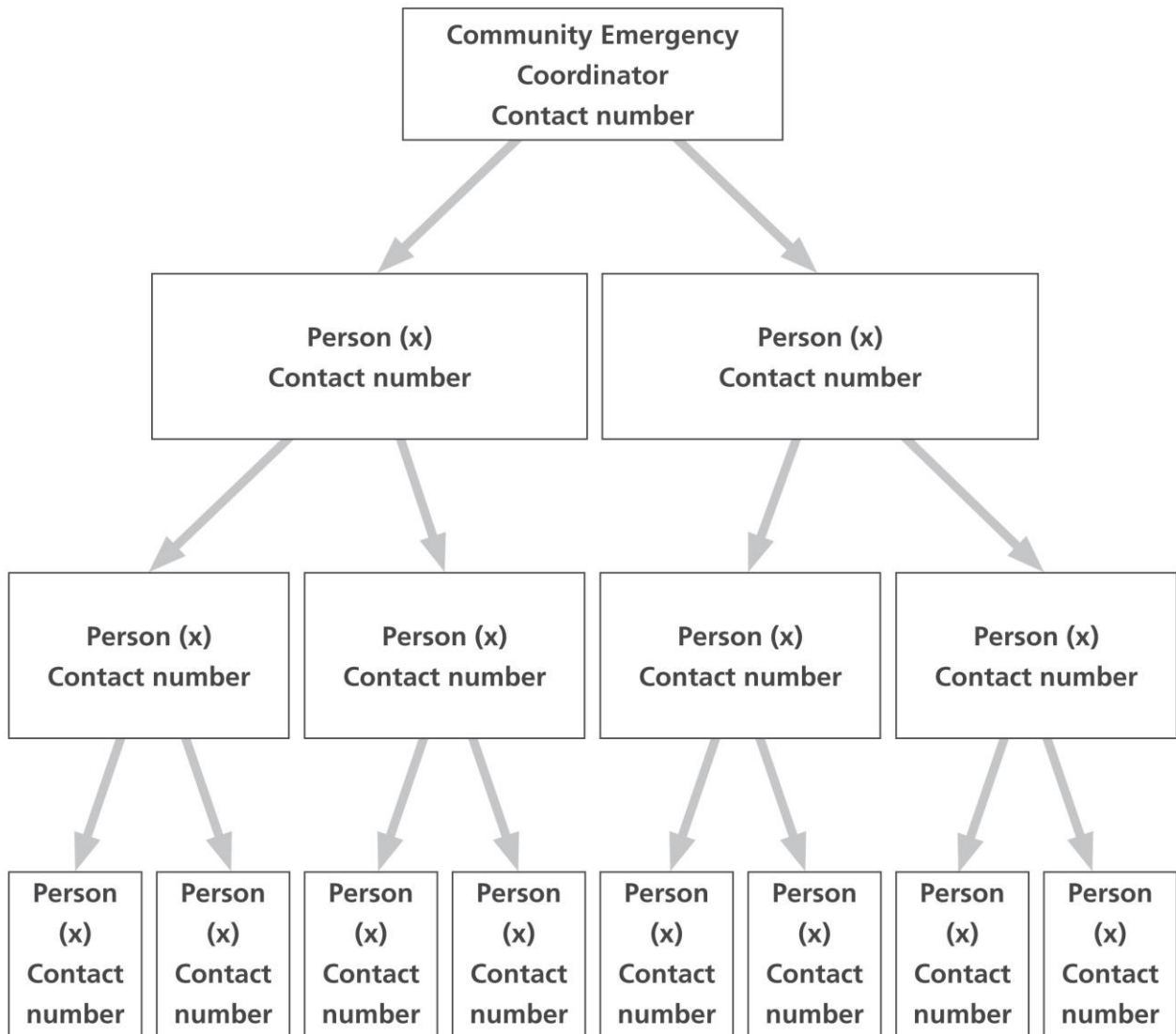
Emergency Contact List

The following individuals are contacted during an emergency:

Photo	Name: Paul Ridgeway
	Title: Community Emergency Coordinator
	24hr telephone contact: 808 321-4567
	Email: xx@xx.xx
	Address: 2 Palm Road
Photo	Name
	Title:
	24hr telephone contact:
	Email:
	Address:

Sample Telephone Tree

The phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete.



List of Community Organizations

That may be Helpful in Identifying Vulnerable People or Groups in an Emergency

Organization	Name and role of contact	Phone number
Anytown Care	Duty contact	808 963-7541

Activation Triggers

This section describes the conditions or circumstances under which the plan will be activated.

1. When a flood warning is issued.
2. When a tsunami watch is issued.
3. When County Civil Defense calls the community emergency coordinator.
- 4.

First Steps in an Emergency

The following steps are followed once the Community Emergency Plan is activated:

Step	Instructions	Done <input checked="" type="checkbox"/>
1	Call 911 (unless already alerted).	
2	Ensure you are in no immediate danger.	
3	Contact the Community Emergency Group and meet to discuss the situation.	
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Community Emergency Group First Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

A school?

A vulnerable area?

A main access route?

Type of emergency:

Is there a threat to life?

Has electricity, gas or water been affected?

Are there any vulnerable people involved?

Elderly

Families with children

Other:

What resources do we need?

Food?

Off-road vehicles?

Blankets?

Shelter?

Other?

2. Established contact with the emergency services?

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

Actions Agreed Upon with Emergency Responders in the Event of an Evacuation

Actions that you can take in your community to help your local authorities if an evacuation is necessary are listed here:

1. Help police/local authority notify residents.
2. Inform emergency responders about who might need extra help to evacuate.
- 3.

Alternative Communication Arrangements

Staying in Contact if Normal Communications are Disrupted

Communication Type	Name of contact	Location
HAM Radio	Anytown Amateur Radio - John Springston	22 Larch Drive