CRP Highland

Community Resilience Emergency Response Plan Template

Developing a Community Response Plan will enable your community to come together, to think about what it can do to prepare for emergencies and how it could assist the Emergency Services should an emergency occur.

By completing this plan you will:

- Identify core members of the Community Response Team
- Undertake a local risk assessment
- Identify local skills and resources
- Identify key locations that can be used as places of safety
- Identify triggers for activating the Community Response Plan
- Develop a simple set of instructions covering the first steps for plan activation
- Create an Emergency Kit
- Record emergency contact details
- Agree how the plan will be kept up to date

Complete the following details:

Community Name:	
Document version number:	Date:
Distribution list	

Name	Email	Issued on

Table 1: Community Response Team Members

Complete the following table with team member details.

Name	Contact details	Role (if allocated)

Table 2: Local Risk Assessment

Complete the following table with details of known risks affecting the community and actions that can be taken to reduce their impact.

Risks	Location	Impact on community	What action can be taken?

Table 3: Local Skills and Resources Assessment

Complete the following table with details of resources that could be called upon to facilitate the community response activities. Consider venues, items of equipment, supplies and expertise.

Skill/Resource	Provider contact details	Limits on availability / operation e.g. special licence

Table 4: Places of Safety

Complete the following table with details of any local amenities that could be used to accommodate residents requiring accommodation and care.

Venue	Facilities	Key holder details / instructions for access	Limitation on use

Table 5: Activation Triggers

Identify triggers for activating the Community Response Plan. Include:

- Activation as the result of a call from the Emergency Services
- Activation as the result of a decision by the community itself

Description	How assessed / by whom

Table 6: Initial Actions

Decide how this plan will be activated. Consider:

- How the Community Response Team will be assembled
- Assessment of the situation
- Agreement of early priorities
- Who else should be contacted

Develop a simple set of instructions covering these first steps. Ensure all members of the Community Response Team are familiar with the process.

Action no	Description	Who

Table 7: Community Response Team Roles

Create a list of the actions your Community Response Team will consider undertaking. Consider:

- Support for residents
- Support for the Emergency Services
- Clear up and recovery
- Non-emergency (e.g. community engagement)

(Note: It is important that no obligation is placed on individuals to undertake actions they do not feel confident or comfortable to perform.)

Team Role	Suggested actions

Table 8: Emergency Kit

Assemble an emergency kit and complete the following table to create a list of contents.

This Emergency Kit will be stored in the following location: [Enter storage location details .....]		
Item no	Description (including quantity)	Update frequency
1	Community Response Plan	
2	Local OS map	
3	Road map	
4	Copy of electoral role	
5	High visibility tabbards	
6	Torches	

Table 9: Emergency Contact List

Complete the following table to create your emergency contact list.

Description	Name and address	Reference	Contact details
Police Scotland			Emergency 999 Non-emergency 101
Fire - SFRS			Emergency 999 Non-emergency 01463 240999
Highland Council Emergency Planners			
The Highland Council			
Gas			
SSEN			
Water			
Roads			
Flooding			
GP Surgery			
Schools / colleges			
Radio station			

Table 10: Plan Review and Updating Process

Complete this section to describe the process and frequency by which the Community Response Plan will be reviewed and updated. This should also consider the need to ensure that members of the Community Response Team and the wider community are familiar with the plan.

Activity	Frequency
Review and update	
Reissue	
Call out test	
Exercise	