# Guide to emergency planning for community groups

## The Scottish Government, 2026

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# 1. Summary

This guide helps community groups prepare for, respond to, and recover from emergencies. The 2026 update incorporates lessons from recent events like COVID-19, storms and severe weather, ensuring alignment with Scottish Government and UK-wide resilience principles.

Key features and updates:

- revised examples, resources, and official links for accuracy
- clear guidance on insurance, volunteer safety, and accessibility improvements
- templates for Community Emergency Plans and Household Emergency Plans

Minor factual updates and accessibility improvements were made in 2026.

# 2. Why should communities plan for emergencies?

## 2.1 Emergencies happen even in relatively safe places

Scotland regularly experiences severe winter weather, flooding, fuel shortages, animal diseases, and pandemic viruses. These events disrupt daily life and can put people at risk.

## 2.2 Prepared communities cope better

When communities organise themselves and create a Community Emergency Plan, they can make a big difference in reducing harm and speeding recovery.

## 2.3 Emergency responders cannot be everywhere at once

Police, fire, ambulance, local authorities, with other public services and voluntary groups work together in Resilience Partnerships, but they must prioritize those in greatest need. A local plan helps communities manage until responders arrive.

## 2.4 Resilience saves lives and resources

A plan helps communities prepare for, respond to, and recover from emergencies using their own strengths – skills, knowledge, and resources – while complementing official efforts.

### 2.5 Past incidents show the value of community planning and response

Simple activities, like getting together to clear snow and ice from paths or offering a helping hand to neighbours who might become vulnerable in an emergency, can make all the difference.

This guide provides advice to groups that want to help their communities cope better in an emergency and become more resilient by making a Community Emergency Plan together.

Resilient communities:

- are aware of risks that may affect them and how those risks might impact local people
- use their existing skills, knowledge and resources to prepare for, and deal with, the consequences of emergencies
- work together to complement the work of the local emergency responders before, during and after an emergency

You can use or adapt the guide and templates to suit your community best.

It is important to remember that you should never do anything which puts you or anyone else in your community at risk.

## 3. Where to go for help and advice

Different communities face different issues and have different strengths and ideas about how to tackle them. So, your Community Emergency Plan will be unique to your community.

This guide includes ‘Community Emergency Plan’ templates**.** You can use or change

them in whatever way suits you and your community, including adding your own community name, logo or any other information that you think is relevant to your community.

You may find it helpful to talk to people in other community groups in your local and neighbouring areas who may have already developed emergency plans. Your local authority will have an emergency planning or resilience contact who may be able to provide help. It is a good initial contact that can put you in touch with the key people locally.

It is very important that you:

- talk with people in your community who have resources that they can use to help
- talk with your local authority to make sure that what you are planning fits in with the 'big picture' of how your local emergency responders would act in an emergency

## 3.1 Ready Scotland

The Scottish Government's Ready Scotland website is a useful source of information for communities that want to develop Community Emergency Plans. It contains this guide, planning templates, and information about how anyone can prepare for and respond to challenges. Ready Scotland also has a learning section, with information on how emergencies are managed in Scotland and who the key partners are, as well as links to trusted learning content on emergency-related topics from other providers. Find out more about Ready Scotland.

## 3.2 Scottish Flood Forum

The Scottish Flood Forum has helped many communities in Scotland to set up Community Flood Groups. These groups have helped communities threatened by flooding or severe weather to become more resilient. They have collaborated with community councils and local authorities to identify solutions that work in local communities, and contributions that local people can safely make. Find out more about the Scottish Flood Forum.

### 3.3 Third Sector Interface

You will also get advice on sources of support, learning and development from your local Third Sector Interface. They are a local starting point to find out more about volunteering; setting up and running a third sector organisation; or using social enterprise as a model to deliver social good. Find your local Third Sector Interface.

## 4. Step 1 – making your plan

### 4.1 Getting started

This guide takes you through a step by step process that will enable you to:

- decide who your Community Emergency Plan is for
- get the right advice
- think about the risks your community faces
- think about local skills, knowledge and resources
- involve all the people who can help
- write and test a plan

Remember that your local authority's emergency planning contact can give you advice and support.

### 4.2 Who is your plan for?

Most Community Emergency Plans will be made for a 'geographical community' or place. This can mean one or more neighbourhoods in a city, a town, a village, or even a street.

Communities can also be made up of people who are connected through shared interests, activities and faith. When you are thinking about who your plan is for, and who you will want to help you produce it, you should think about the different kinds of communities in your area (and neighbouring areas), that may need to work together

and help each other in an emergency. You can consider all sorts of factors, for example – race, age, gender, disability, religion, and shared interests.

It may help you to gather background information on your community, such as a map of the area covered, which includes things like:

- main roads and rail lines
- rivers, lochs and other water courses
- community facilities like schools, village halls and care homes
- grit bins
- anything else that's important to your community

## 4.3 Who can you work with?

One of the first things to think about is who can help you. In many areas there are already active community groups and businesses which help to respond to emergencies. Consider what already exists around you and whether an existing group could be built upon to include dealing with emergencies.

As well as your local authority, you may want to talk to your Community Council or local councillors, as well as local organisations like the Police, Fire and Rescue Service, Ambulance Service, and voluntary organisations active in your area such as mountain rescue teams, St Andrews First Aid, the Royal Voluntary Service or the British Red Cross.

It's important to remember that you need to have support from your community for a plan to work. People need to be prepared to sign up and offer to help if an emergency happens. Raising awareness and encouraging people to see the value of 'joining in' are an important part of building the foundations for a plan.

To make your plan more effective, everyone in your community should have a chance to get involved. Different people bring different skills and opportunities. For example, some people may not be able to clear snow, but could be willing to help look after people who have to leave their homes in an emergency. People from

different ethnic communities may have language skills and could help communicate with people in your community for whom English isn't their first language.

You could have an open meeting where the community can discuss their ideas for the plan and find out who is interested in helping to create it. There may already be a regular meeting where you can do this – such as a Community Council meeting, Neighbourhood Watch or Residents' Association. Think about groups within the community who might not find an open meeting easy to attend and look for other ways to get their views.

Remember that different methods might be needed to communicate with different people. For example, people with childcare responsibilities may not be able to attend evening meetings and some people may not use social media.

You may want to consider:

- talking about the idea at meetings of your community groups, and with other community groups in the area
- delivering leaflets to local households (to save effort, where possible, you can co-ordinate doing this at the same time as other leaflets are being distributed)
- putting leaflets in local shops, pubs or other services, and using community websites, newsletters, papers and social networking
- including information in letters sent home with school children
- making use of social contacts to spread the word

When you've got a group of people together who want to take part, you can form a Community Emergency Group. This will usually build on an existing community group such as a Community Council, Residents Association, Neighbourhood Watch or Rotary Club. But it could be a new group set up for this purpose. This group will lead your preparations and coordinate the action you take with the emergency responders in your area.

## 4.4 Who will take the lead?

It will help to identify a coordinator to take a lead role in organising and taking forward the work of this group, and helping to keep up motivation and interest from the community.

It is important that the person taking on this role has a good understanding of your community and has the backing and support of community members.

## 4.5 Identifying risks

To plan for emergencies you need to know:

- what risks you face
- how likely they are to happen
- if they happen, what their impact would be
- if any people in your community are particularly at risk

It’s important that you focus on those risks that are important to your community and that you can do something about.

Examples of the sort of risks you can consider are described below.

### 4.5.1 Environmental risk

- are there any areas that flood regularly?
- are parts of your community frequently cut off by snow?
- are there any sites of environmental or historic importance which may be impacted?

### 4.5.2 Infrastructure risks

- is there a major transport facility (like a train station) in the area?
- are there any vulnerable bridges or main roads?
- are there any large or important industrial sites in the area?

### 4.5.3 Social risks

- are there any known vulnerable people/groups in your area? Examples may include:
    - people who have recently had an operation
    - people without access to transport
    - people with limited mobility
    - people reliant on regular medication or health visits
- are there any groups who might find it difficult to understand emergency information?
- are there any groups who don't live in the area full-time, like holiday makers or travelling communities, to consider?

Emergency responders cannot always know straight away what people need, or who in your community might be vulnerable in a crisis, particularly those who haven't needed support before. Your local knowledge is important. Think about how you could share this information with the emergency responders if an emergency happens.

For each risk, think about what you can do to reduce the chance of it occurring, or to lessen its impacts. For example, if your community is affected by regular coastal or river flooding, are you and other members of your community group:

- registered with Floodline to receive flood warnings
- aware of the Scottish Flood Forum and the extensive resources they provide to help you prepare for and recover from flood
- aware of the 'Flood Risk Management Plan' held by your local authority
- aware of sandbag supplies and how to access or replenish them
- aware of key 'assets' in your community such as people who own 4x4 or 'all

terrain' vehicles who could help move people or supplies into or out of an affected area?

The emergency responders already do a lot of work to identify the risks in their areas. They meet regularly as multi-agency Resilience Partnerships in the North, West and East of Scotland with a number of local partnerships within those regions.

These groups coordinate regional emergency planning and manage the response to, and recovery from, major emergencies. They also have a duty to publish a 'Community Risk Register' showing what risks have been identified in your area, and their potential impact.

Look at these documents to help you think about the risks to your area and how they could affect local people.

Community Risk Registers

The National Risk Register (NRR) contains UK-wide information

These risk registers talk about high-level threats or hazards, and how the emergency responders can address them. Your group will have local knowledge and insight of other risks in your area that may not be included in those registers.

For example, is there a local road that regularly floods, or a footpath that could get blocked in severe weather, cutting off people from essential services?

If there are risks in your community that need action, you can have a say in how your local authority spends money. Participatory budgeting (PB) lets local people decide how some local money is used. PB is used across the world to give community more power over local decisions. Find out more at PB Scotland.

## 4.6 What can your Community Emergency Group do to prepare?

Communities around Scotland help each other through emergencies in many different ways. Here are a few examples of what your group can do:

### 4.6.1 Encourage household preparedness

Help individuals and families to think about what they would do in the event of an emergency. Ready Scotland provides a Household Emergency Plan that you can share with your community. You could post this on your online communication channels or provide printed copies at community events.

Find out how to make an emergency plan for your home on the Ready Scotland website.

### 4.6.2 Sharing information

Getting clear and accurate information to people before or during an emergency will help them to prepare for disruption and know where to get the right support.

Check how to find and share information in an emergency on the Ready Scotland website.

### 4.6.3 Hands on help

Clearing local paths of snow and ice and putting down grit if you can. Helping neighbours to set up flood protection, such as laying out sandbags or putting up flood barriers. Checking up on relatives or neighbours who might need help during a power cut.

Find out more about how to help your community on the Ready Scotland website.

## 4.7 Assessing community skills and resources

Once your community is aware of the risks and what their impacts might be, it is important to consider what skills, resources and equipment your community already has that could help during an emergency.

You might be surprised at the level of knowledge you have, and the wealth of equipment and other resources in your community. It's better to find out now what is or is not available before an emergency happens, rather than during one.

You may want to look at your community's existing skills and resources under the following headings and add this information into your plan:

### 4.7.1 Volunteers

People already help each other in emergencies. But as part of your planning, you could speak to people and groups in your community and ask them in advance if they would be willing to volunteer during an emergency, and if they have any useful skills, tools or equipment. For example, local farmers and tree surgeons may have equipment (see below) and expertise which they are willing to use and perhaps have included on the Scottish Fire and Rescue Service's Community Asset Register. Some people may be trained in first aid or food preparation. Many people can help in tasks like clearing snow. Some local authorities have contracts with farmers to assist during severe weather, you may wish to check with your own local authority if there are any arrangements like this in your area.

You might also want to talk with existing local groups to see if their volunteers or contacts would be willing to help in an emergency. Sports clubs, faith groups or school parent councils may be willing to help out if needed. It is important to make sure that you keep volunteers up to date and engaged in your emergency planning.

Find out more about managing groups of volunteers on the Volunteer Scotland website.

### 4.7.2 Tools and equipment

With your Community Emergency Group, think about what tools and machinery might be needed if an emergency occurs. There may be people in your community who are qualified, capable and willing to operate these tools and machinery in an emergency. For example, tree surgeons may have useful skills and equipment, farmers may be willing to use their tractors to help.

It's important to make sure that anyone using this kind of equipment is properly qualified and insured to do so. This is for their own protection and also to protect the people they are helping.

### 4.7.3 Supplies

In an emergency, your community may require supplies, like food and water, which may be difficult to obtain. Talk to your local authority to see what arrangements are in

place and consider talking directly with local businesses and suppliers who might be willing to provide these supplies. If a written agreement is made between your community and the supplier, attach this to your plan.

### 4.7.4 Transport

Find out which vehicles could be used by the local community and know how to access them in an emergency. It is important to make sure that vehicle owners are properly licensed and insured to use their vehicles in this way.

### 4.7.5 Insurance, health and safety

You shouldn’t see insurance and liability as a barrier to preparing your community for emergencies. Having a Community Emergency Plan does not mean that volunteers should be putting themselves in danger or endangering other people in the community.

For every-day activities that you might do to help your neighbours, in a personal capacity, your ordinary household buildings or contents insurance will generally provide personal liability cover. You must always act sensibly, avoid unnecessary risks, and check your insurance policy or speak to your insurer if you’re not sure.

If you are part of an existing group, you may have third-party liability insurance, and check with that insurer that the types of activities you want to do will be covered by your policy.

If your group is not employing anyone, health and safety legislation will not apply in the same way. However, if you are motivated to do something to help your community in an emergency, you will want to make sure that the volunteers are working safely.

Some communities have arrangements with their local authorities to enable actions taken as part of their community emergency plan to be covered under the local authority’s third-party liability insurance. You may want to discuss this possibility with your local authority.

For some Community Councils, it has been agreed that community resilience

activities that don’t involve mechanized equipment are covered under existing insurance policies. You should contact your insurance provider to confirm whether this applies to your group.

There are fuller guides to Insurance and Health and Safety for Community Groups in the annexes to this document.

### 4.7.6 Identifying and supporting places of safety

In an emergency, your local authority might need safe places or ’rest centres’ for people to shelter, or which can act as “hub” for information sharing across the region’s communities.

Your local authority is likely to have already identified a number of key locations, but your Community Emergency Group may be able to offer support in setting up additional locations in your local area or linking up with already identified places of safety.

### 4.7.7 Emergency contact list

It is important to keep an up-to-date list who is in the Community Emergency Group, as well as others in the community who have offered their help in an emergency. This will help you contact everyone quickly in an emergency and make it easier for you and the emergency responders to know who is part of the Community Emergency Group.

You could record contacts in a ’telephone tree’, which sets out a process through which people have responsibility for ringing other contacts, sharing the work.

There are a few principles for storing people’s personal data safely, for example:

- make sure the personal data you (your group) hold is accurate and kept up to date
- only collect and store the minimum amount of information needed
- make sure people know how to contact you if they want you to remove their data from your records

- tell people what data you have about them if they ask you to, and remove it if requested
- store data securely, and only share data with those who need the information

Find out more about storing personal data on the Information Commissioner's Office website.

### 4.8 Sharing your Plan – get other views

Once you have created your plan, share it with your community, your local authority and emergency responders to get their views. It is important that all members of the community feel that the plan works for them.

By sharing the plan, you may get more people interested in it, gain further support and ensure that everyone knows who to contact and what assistance you can provide.

## 5. Step 2 – Responding and recovering

### 5.1 Using your Plan

When an emergency happens, you need to know how best to use your plan and volunteers.

Your local emergency responders should be aware of your plan as part of your planning process – and agreed how they will contact you, and how you can contact them – so it may be that you will activate your plan in response to a call from the emergency responders. It is important that any actions which you carry out are coordinated with the wider emergency responders' efforts.

In some circumstances, the emergency responders may be unable to contact you. Therefore, you should develop a series of triggers you can use as a Community Emergency Group to decide whether to take action, agreed in advance with your local authority.

For example:

- have we been able to contact our local emergency responders?
- what messages are being put out in the media and social media?
- what can we do safely without the help of the emergency responders?

## 5.2 What to do when you put your plan into action

Using your list of skills, people and resources, you will need to decide what you can do to work safely with the emergency responders in the immediate response to an emergency event, and a potentially long period of recovery.

### 5.2.1 Your first Community Emergency Group meeting

It may be possible for your group to meet briefly once the plan has been activated. If so, an example of a draft agenda you can use for the first meeting can be found in the Community Emergency Plan template. The draft agenda is intended to be a guide only. You may find that your team and volunteers are already getting on with helping but it is important to make sure everyone is safe and working in a coordinated way.

### 5.2.1 Evacuation

During the initial response to an emergency, it might be necessary for some members of your community to be evacuated from their homes to a safe place. Speak to those coordinating the response (normally the police) to see what role your group can play in this.

You may be able to assist with tasks such as:

- door knocking to check people are OK and if they need help, or delivery of emergency messages; looking after people in a place of safety
- identifying those who may need extra help to move to safety

### 5.2.1 Communications

Your group should discuss how it will cope if communications are disrupted in the area, and how to do this without putting anyone at risk. For example:

#### 5.2.1.a Community information hubs

Having a central meeting place or information hub, such as a notice board, to share and gather information could be a useful addition to your communication plans.

#### 5.2.1.b Communication chain

Neighbours can form a simple communication chain to pass on messages, or your group could consider door knocking as an option to communicate with local people and get the emergency responders' messages across.

#### 5.2.1.c Radio

As well as receiving information via radio stations, you may also have access to walkie-talkies or amateur radio groups like the Radio Amateurs' Emergency Network (RAYNET), or other radio amateurs, that you can use to communicate with each other.

#### 5.2.1.d Satellite internet

This works by bouncing signals off satellites rather than relying on ground-based infrastructure. There are monthly costs for any satellite internet services and you would need back up power generation to enable the system to work in a power outage.

## 6. Step 3 – Practising 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 arrangements work in an emergency.

As a minimum, you should check regularly that it is still up to date. You may want to practise using the plan to test how well it would work in an emergency and see how ready members of your team and volunteers are to help out.

You could 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.

Your local emergency responders may be planning to practise their own emergency plans and, if so, you may be able to practise “activating” your plan as part of their exercise.

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

When you make any changes to the plan, you should record them to make sure that everyone knows they are using the latest version and ensure that everyone who needs a copy of the plan is sent a copy of the updated version.

## 7. Conclusion

Every step of this process helps make you and your community more resilient – supporting the work of emergency responders and building the sense of community in your area.

Emergency responders and the Scottish Government are very interested in hearing about local communities who are rising to this challenge.  If you are working on this process (or have completed it) you may wish to share your experience.

You will have already involved your local authority in the process, but the Scottish Government are keen to hear about your experience: ReadyScotland@gov.scot

## 8. Annex 1: Insurance for community resilience groups

Having a Community Emergency Plan means that your community will be a safer, more supportive place to live, and has the potential to result in reduced insurance claims. Community resilience activities should be very low risk and not put volunteers or the public in any danger. So, you should not see insurance or liability issues as barriers to preparing your community for emergencies. Depending on what your group wants to do, you should check that your group has the cover it needs in order to do the things it wants to with confidence.

Some groups, particularly those linked to Community Councils, may be able to extend their existing insurance cover to include non-mechanised community

resilience activities at no additional cost. Insurance providers will be able to confirm if this applies to particular groups.

Think about the following types of insurance and check your cover:

- third party liability cover – check that your group's third party liability cover includes the things you want to do
- motor insurance – drivers must make sure they are covered for the proposed use
- professional indemnity insurance – if volunteers use their professional skills by providing specialist advice or services, they should ensure they are covered

If you have existing insurance, and are in any doubt, you should always contact your insurer.

## 8.1 Third party liability insurance

This insurance covers injury to people who are not employed by your group and damage to property not owned by you. This protects the organisers of activities if something goes wrong and they are blamed or taken to court. You can buy different levels of cover, from £1m up to £10m or even higher. Don't worry – this seems a lot but costs of this insurance are relatively low.

For every-day activities that you might do to help your neighbours, in a personal capacity, your ordinary household buildings or contents insurance will generally provide personal liability cover. You will need to take reasonable care and should not take unnecessary risks.

If you are part of an existing community group, you will probably have third-party liability insurance, and you should check with your insurer that the types of activities you want to do will be covered by your policy.

Some communities have made arrangements with their local authority to enable actions taken as part of their community emergency plan to be covered under the

local authority's third-party liability insurance. You may want to discuss this possibility with your local authority.

It is important that groups remain flexible, to be able to respond to a range of different scenarios that may face them. In general, they will be covered for all non-mechanised community resilience activities. These could include, but would not be limited to:

- clearing snow from paths, drives and minor roads
- checking on the welfare of local people
- giving lifts and helping with shopping
- filling sandbags
- assisting in searches for missing people in the area

And, where previously agreed with their local authority and where appropriate training has been provided:

- opening community facilities such as village halls to provide places of refuge for people in the community
- deployment and placement of Property Level Protection (PLP) during flooding e.g. Flood Gates
- by specific agreement with the relevant authorities, erection of temporary emergency signage to protect the general public during an emergency.

In some circumstances, groups may want to use mechanised equipment such as chainsaws or mechanical earthmovers. Higher risk activities such as these, or working at heights, would not be included under existing cover. If this is the case, it is important that groups, or the individuals concerned, either arrange separate insurance cover, or contact their insurer to check whether this would be insured under existing covers, or whether it would be possible to arrange it for an additional charge.

### 8.2 Motor insurance

Motor insurers recognise that policyholders who want to help their communities through volunteer driving need clear and accurate information. Drivers should check that their insurance covers them for what they want to do, for example: helping people with their shopping, or giving people lifts.

Find out more about which insurers cover volunteers using their vehicles on the ABI website.

### 8.3 Professional indemnity insurance

This is insurance which protects businesses and professionals against claims arising from alleged negligent work done or advice given.

If, as part of a community resilience group, a volunteer does something that relates to their profession, for example if an engineer provides advice of the construction of flood defences, they should ensure that their professional indemnity insurance covers this activity.

More information on insurance is available from:

- The ABI
- Insurance - SCVO

## 9. Annex 2: Health and safety for community resilience groups

Health and safety is aimed at protecting employees and other people who may be affected by work activities. It should not be seen as a barrier to anyone getting involved in helping their community cope better in an emergency. In fact, being aware of it can give you confidence that you are taking action in the best and safest way for yourself, volunteers and the people you are helping.

Health and safety law is sometimes wrongly blamed for preventing organisations from taking action, but by taking a sensible, proportionate approach, community

resilience groups can make sure things go smoothly and safely, avoid unnecessary paperwork, and go about their business without putting themselves or others in danger.

## 9.1 Who does health and safety law apply to?

Health and safety law applies to employers. Most community resilience groups will therefore **not** have responsibilities under health and safety law (unless they have at least one employee), but they do have a legal responsibility to take reasonable care towards volunteers and the wider public. Employers and self-employed people are responsible for managing health and safety in their business and for taking the right precautions to reduce the risks of workplace dangers and to provide a safe working environment.

If yours is the kind of group that is motivated to do something to help your community in an emergency, you will want to make sure that the volunteers who are working with you do so safely. Taking account of the following advice will help you do so.

## 9.2 Understanding risks and taking sensible actions to keep safe

Community Resilience groups should never do anything that would put themselves or anyone else in any danger. They help their communities by carrying out every-day activities like fetching shopping, checking on neighbours and clearing ice and snow from paths. However, in an emergency, conditions can be challenging, so it is worth thinking about the health and safety of everyone involved at all stages of emergency planning.

### 9.2.1 At the planning stage

When making your community emergency plan, or planning other activities you should consider: who might be harmed and how; and what measures you should take to reduce risk. For example, if your group plans to clear ice and snow, you should make sure all volunteers have appropriate footwear and clothing.

### 9.2.2 When you activate your plans

When deciding how to respond to a specific emergency, you should think about the

specific risks that volunteers will need to be aware of. For example, if you receive a flood warning, what areas should volunteers avoid.

### 9.2.3 During an emergency

Volunteers should be alert at all times during an emergency to risks that face them as they happen and ensure that they do nothing that would put themselves or anyone else in any danger. For example, if volunteers are clearing snow, they should avoid areas under hanging icicles, or roofs with a heavy load of snow which might slide.

### 9.2.4 After an emergency

You should get together and discuss what was successful about your group's work during the emergency, and what lessons you can learn to help plan for future work for your group. For example, a group member may have highlighted how future work could be undertaken more safely.

More information on health and safety can be found on:

- HSE: Information about health and safety at work
- RoSPA- RoSPA Scotland | Promoting safety and preventing accidents across Scotland
- Healthy Working Lives - Public Health Scotland
- Health & safety - SCVO

## 10. Templates

The following templates are a suggestion only and should be adapted to suit your group's needs. Please feel free to use, change or add different information as you see fit

### 10.1 Community Emergency Plan

Plan last updated on: xx/xx/xxxx

**If you are in immediate danger call 999**

### 10.1.2 Plan distribution list

| Name | Role | Phone number/email | Issued on |
|---|---|---|---|
| Enter name | Enter role | Enter details | Enter date |

For example, you may wish to include resilience representatives from:

- your local authority
- community council
- Scottish Fire and Rescue community safety
- Local Resilience Forum
- key networks or groups in your local area such as a local school, parent council, church or other faith group

### 10.1.2 Amendments to Plan

| Name | Details of changes made | Changed by | Date for next revision |
|---|---|---|---|
| Enter name | Enter details | Enter details | Enter date |

### 10.1.3 Local risk assessment

| **Risks – including** | **Impact on community/** | **What can Community Emergency Group do to prepare?** |
|---|---|---|
| Example: River through village can flood – every 2-3 years. | Example: Flooding of local streets<br>Example: Blocked access to community hall<br>Example: Damage to homes | Example: Encourage residents to improve home flood defences<br>Example: Work with local emergency responders to see if you can help with distribution of flood warnings and any evacuation and rest centre establishment required |

### 10.1.4 Local skills and resources assessment

| Skill/resource | Name | Contact details | Location |
|---|---|---|---|
| Example: Trained first aider | Example: Mr A. Sample | Example: 0131 123 4567 | Example: 1 Sample Street, Sampletown, SA1 |

### 10.1.5 Key locations

Identified and agreed with local authority for use as places of safety

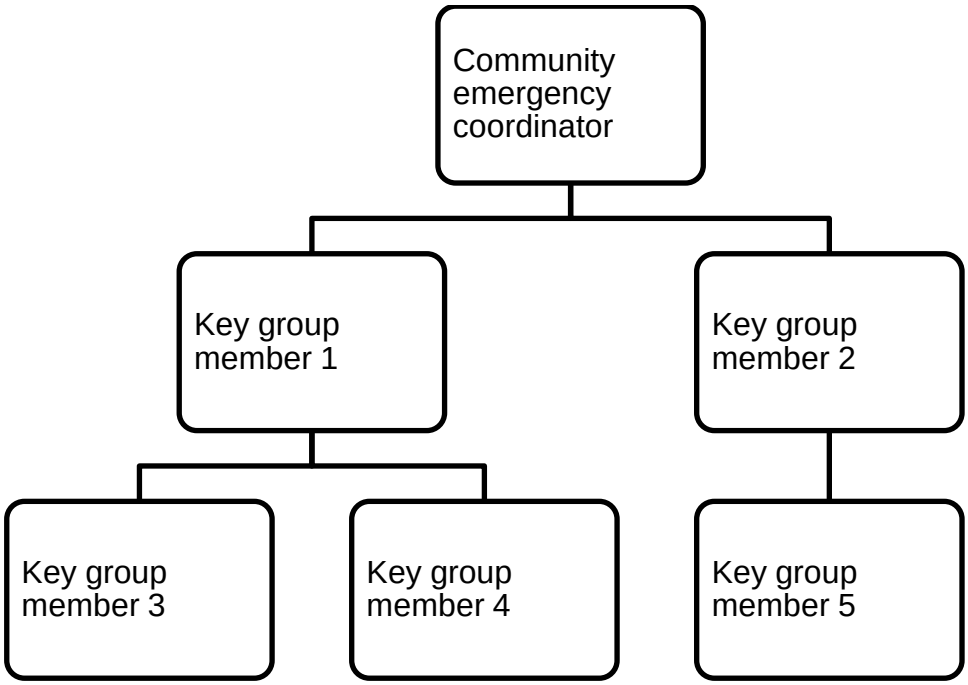
| Building | Location | Potential usage in an emergency | Contact details |
|---|---|---|---|
| Example: Church Hall | Example: Sampleton Village | Example: Rest Centre/safe place | Example: Church warden's contact |

### 10.1.6 Emergency contact list

- Name:
- Title:
- 24hr telephone contact:
- Email:
- Address:
- Photo:

### 10.1.7 Sample telephone tree

The phone tree works as a pyramid. The coordinator at the top makes 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.
This process is illustrated in the following diagram.




Remember to record both mobile and landline numbers if available.

### 10.1.8 List of community organisations

Use this space to record details of organisations who work with people who may be vulnerable in an emergency.

### 10.1.9 Activation triggers

Use this space to record details of how your plan will be activated as a result of a call from the emergency responders, and also how your community will decide to activate the plan if the emergency responders are unavailable.

### 10.1.10 First steps in an emergency

Follow the instructions below when the plan is activated. The following checklist is an example only. You should create your own version as part of your plan.

| | Instructions | Tick |
|---|---|---|
| 1 | Example: Call 999 (unless already alerted) | ✓ |
| 2 | Example: Ensure you are in no immediate danger | ✓ |
| 3 | Example: Contact the Community Emergency Group and meet to discuss the situation | ✓ |

### 10.1.12 Community emergency group meeting agenda

- Agenda Date: Enter Date
- Time: Enter Time
- Location: Enter Details
- Attendees: Enter Details

**What is the current situation?**

Enter Details. You might want to consider the following:

- 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
- Non-English-speaking people. What resources do we need? Food?
- Off-road vehicles? Blankets? Shelter?

**Establishing contact with the emergency responders**

Enter details

**How can we support the emergency responders?**

Enter details

**What actions can safely be taken?**

Enter details

**Who is going to take the lead for the agreed actions?**

Enter details

**Any other issues?**

Enter details

### 10.1.13 Actions agreed with local authority in the event of an evacuation

[Use this space to record details of the actions you can take to help your local authority if an evacuation is necessary in your community.]

### 10.1.14 Alternative arrangements for staying in contact if usual communications have been disrupted

You should have a range of communications methods to keep in touch with members of the group and members of your wider community, for example a telephone tree with both landline and mobile phone numbers and social media tools

such as a Facebook Group or Community page or a WhatsApp Group.

However, if those usual methods of communications have been disrupted, then please use this space to record details of alternative communications.

This could be anything from a community notice board, to including the owner/locations of long distance walkie-talkies or details of your local Radio Amateurs' Emergency Network (RAYNET) group, or other radio amateurs in your community.

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