

# Parish Council - Community Emergency Plan

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## Questionnaire

**Humber Emergency Planning Service**

**V2.1 - Jan 2017**



# Community Emergency Plan for Parish Council: Questionnaire

By completing this form with the relevant information required and returning the document to the Humber Emergency Planning Team, it will enable a Community Emergency Plan to be completed on your behalf. Once completed, the emergency plan will be returned to your Parish Council for amendment or adoption.

This questionnaire should be completed with reference to the community emergency plan – guidance document, which provides further information on each section of the questionnaire.

You will need to complete all the sections marked in **BLUE** to form a basic emergency plan. However the more information you supply the more in-depth your plan will be.

**IMPORTANT:** *Information contained in this questionnaire will be stored by the council as part of their emergency plans. Information will be held on a secure database.*

# General Information

Name of Town or Parish:

Community Emergency Team – please list the members of your community emergency team						
	Name	Home Tel	Work Tel	Mobile	Home Address	Email Address
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**Activation of the Community Emergency Plan** – Please list the names of the people that can activate the emergency plan. (if different from the above)

	<b>Name</b>	<b>Position</b>	<b>Contact Details</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			

# Parish Resources

**Meeting Venue(s)** – Locations where the Community Emergency Team will meet during an emergency to agree what is to be done

<b>Venue:</b>	
<b>How to Access:</b>	

<b>Venue:</b>	
<b>How to Access:</b>	

<b>Venue:</b>	
<b>How to Access:</b>	

**Emergency Box** – a box which contains emergency supplies, i.e. Torch, Radio, Maps etc.

<b>Location of Emergency Box:</b>	
<b>How to Access:</b>	
<b>Contents:</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

**Emergency Equipment** - this is equipment / resources that the Parish Council has purchased and is the owner of

	<b>Equipment</b>	<b>Location</b>	<b>How to Access</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			

**Emergency Shelter(s)** - these are locations of safety where members of the community can go to if they need to evacuate from their own homes

	<b>Name</b>	<b>Address</b>	<b>Capacity &amp; How to Access</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			

**Emergency Transport Pick-up Point(s)** – locations within the parish where the local authority is able to transport members of the community from if they require transport to one of the authorities large rest centres

	<b>Location</b>	<b>Address</b>	<b>6 figure grid reference or location description</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			

**Public Information** – ways in which the Parish Council can provide emergency information to the community

Information Source		Who can access / update?
Parish Council Website:		
Parish Council Facebook Page:		
Parish Council Twitter:		
<b>Parish Council Noticeboards</b>		
Location of Notice Board 1:		
Location of Notice Board 2:		
Other:		

**Defibrillator Location(s)** – if there are defibrillators located in the parish

	Location	Access Code / Details
1		
2		



**Hard Standing / Car Parks etc.** – are there areas that could be used by the emergency services and others should they need to arrange for plant, vehicles or other resources to be delivered to the parish.

	<b>Location</b>	<b>Address</b>	<b>6 Figure Grid Reference or Location Description</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			

# Community Resources

**Community Groups / Church Groups / Local Businesses** – that have offered to help in an emergency

	<b>Group / Organisation / Business</b>	<b>Support Offered</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		

**Residents - that have offered to help in an emergency**

	<b>Name</b>	<b>Support Offered</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		

# Vulnerable People

**Residents that might require assistance in an Emergency** - list people who have asked if the Parish Council can contact them during an emergency to see if they need any particular assistance or support

	<b>Name</b>	<b>Location</b>	<b>Contact Details</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**Buildings / Business likely to shelter Vulnerable People in an Emergency**

	<b>Name</b>	<b>Location</b>	<b>Contact Details</b>
1			
2			
3			
4			
5			

**Community Coordinators / Area Wardens**

	<b>Area to be Covered:</b>	<b>Name of Warden:</b>
<b>7</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

# Contact Directory

Community Emergency Team - contact details				
	Name	Address	Telephone	Email
1				
2				
3				
4				
5				
6				
7				
8				
9				

Parish Clerk – contact details				
	Name	Address	Telephone	Email
1				

**Members of the Parish Council not on the Community Emergency Team**

	<b>Name</b>	<b>Address</b>	<b>Telephone</b>	<b>Email</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				

**Ward Councillors – Contact Details**

	<b>Name</b>	<b>Address</b>	<b>Telephone</b>	<b>Email</b>
<b>1</b>				
<b>2</b>				

**Neighbouring Town and Parish Councils – Clerk Contact Details**

	<b>Parish / Town</b>	<b>Name of Clerk</b>	<b>Address</b>	<b>Telephone</b>	<b>Email</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					

**Parish Resources – Contact Details**

	<b>Name</b>	<b>Address</b>	<b>Telephone</b>	<b>Email</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
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<b>9</b>				
<b>10</b>				



**Community Resources – contact details**

	<b>Name</b>	<b>Address</b>	<b>Telephone</b>	<b>Email</b>
<b>1</b>				
<b>2</b>				
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