# [Parish/Town Name] Emergency Plan

## Document Control Information

Title:        [Parish/Town Name] Emergency Plan

Date:

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Author(s):        [Name]

Reviewed By:        [Name]

| Version | Date | Description |
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| *1.0* | *01/01/2024* | *First draft* |
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Approvals

| Position | Name | Signature | Date |
|---|---|---|---|
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Review Date:

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# Introduction

*This section should include-*

- *Why the plan has been written (consider local impacts such as flooding)*
- *Any other key information for the purpose of the plan*

# Aim & Objectives of the Plan

*Keep this section short.*

*Write a small paragraph to explain the aim,*

*Bullet points for the objectives.*

# Distribution

*Provide a list of individuals/organisations that this plan has been/will be shared with,*

# Local Risk

*Paragraph to define the local risk.*

# Roles & Responsibilities

*Your role and responsibilities*

*Any specific roles allocated to an individual*

*Responsibilities of partners or emergency services.*

# Trigger

*Who can activate the plan?*

*What will trigger this plan?*

## Notification Process

*Add a flow chart or brief description of who will be notified when this plan is activated.*

## Other Key Contact Information

*Contact details for other services in and out of working hours. Include internal emergency contacts.*

## Health & Safety

*Consider outlining any health and safety issues to mention.*

## Facilities Owned

*Create a list of facilities that you own. If there are floor plans, they can be added as an appendix (please include key holder contact information).*

## Facilities Not Owned

*Create a list of facilities that you do not own but could provide useful resources. These could be facilities such as GP surgeries or shops etcv ((please include key holder contact information if known).*

## Key Local Infrastructure

*This could be important sites (for example, National Grid) or a key road network (for example, A329M).*

## Record Keeping

*A paragraph on how information will be collected, stored and destroyed.*

## Equipment

*Create a list of equipment such as tables, chairs, boards that can be used to show information and large equipment like plant.*

## Actions Checklist

*Create a list of actions that should be considered if this plan is activated.*

## Utilities Outage Checklist

*Create a list of actions that should be considered if this plan is activated.*

## Appendix

*Add additional information which could be valuable to the reader but not necessary for activation of the plan.*