

# Community Emergency Plan




Parish/Ward/Town:

Last review date:

Lead contact(s):

For more information please visit [westyorkshireprepared.org.uk](http://westyorkshireprepared.org.uk)

 @WYRForum

 @WYPrepared

[leeds.gov.uk](http://leeds.gov.uk)  
[bradford.gov.uk](http://bradford.gov.uk)  
[kirklees.gov.uk](http://kirklees.gov.uk)  
[calderdale.gov.uk](http://calderdale.gov.uk)  
[wakefield.gov.uk](http://wakefield.gov.uk)

[nationalfloodforum.org.uk](http://nationalfloodforum.org.uk)  
[westyorksfire.gov.uk](http://westyorksfire.gov.uk)  
[westyorkshire.police.uk](http://westyorkshire.police.uk)  
[yas.nhs.uk](http://yas.nhs.uk)  
[flood-warning-information.service.gov.uk](http://flood-warning-information.service.gov.uk)

      
WEST YORKSHIRE PREPARED  
YOUR SERVICES WORKING TOGETHER

During an emergency, responders and emergency workers will always have to prioritise those in greatest need, especially where life is in danger. During this time, you may need to rely on your own or your community's resources to respond to the emergency.

This plan will enable your community to prepare for any potential hazards or threats affecting your area, and will help you start thinking about how you can prepare for an emergency. A resilient community is not only better prepared to respond to an emergency, but will be better equipped to recover in the long-term.

**IF YOU ARE IN IMMEDIATE DANGER CALL 999**



### Local risk assessment

Familiarise yourself with any potential risks your community might face (flooding, severe weather, cyber threats, etc), how they might affect your community and what you can do to prepare for them. Your Local Resilience Forum, West Yorkshire Prepared, has a community risk register which you can view at [westyorkshireprepared.org.uk](http://westyorkshireprepared.org.uk).

### Community emergency contacts

Use this section to identify those in your community who would be willing and able to help out in an emergency situation.

It is extremely important for anyone who volunteers in community emergency planning to understand the following:




- ✓ During an incident they should not endanger themselves or others
- ✓ They should assess the risk prior to any activity they undertake
- ✓ They should ensure their contact details are kept up-to-date
- ✓ During an incident they need to be prepared to act quickly



### Lead and deputy contacts

The role of the lead and deputy contacts is to instigate the community emergency plan when required, as well as ensure other details of the plan are checked regularly and kept up to date.

If the lead/deputy are both going to be away, ensure other emergency planning members know when and how long for, and identify a stand in.

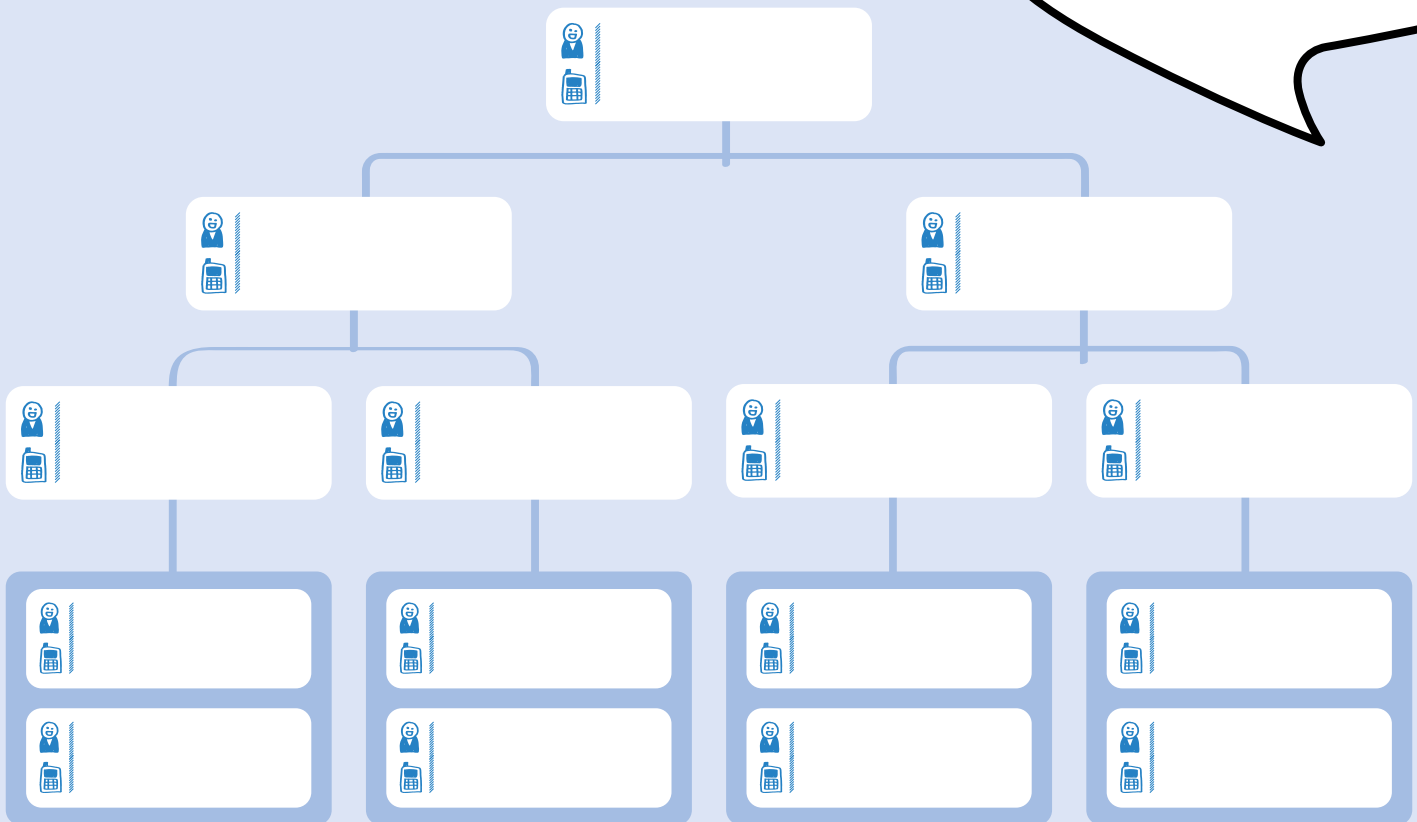
	Lead	Deputy
		
		
		

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## Contact pyramid

This is a quick and efficient way to coordinate communications and easily disseminate information throughout the community. The person at the top of the pyramid, usually the Lead/Deputy, contacts the next two people directly down the pyramid, and so on, until every person in the pyramid has been contacted.

**COORDINATE  
EFFICIENTLY!**  
UNTIL EVERYONE HAS  
BEEN CONTACTED



## Community emergency planning team meeting location

If an emergency situation arises, the community emergency planning team will need a safe venue to meet to discuss plans, assign tasks and monitor the situation. Use this space to identify a primary location to meet and also a backup location.

Venue	Address	Contact details of keyholder

## Emergency locations

Use this section to identify safe buildings/spaces that may be used as places of safety during an emergency.

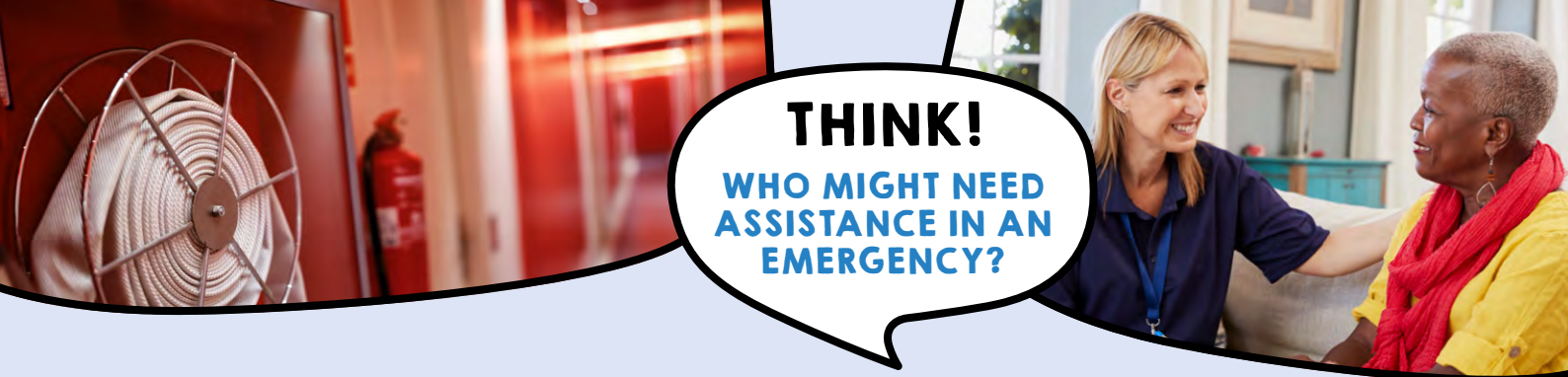
Building	Address	Use in an emergency	Key holder & contact details	Other info (facilities, carparking, etc.)
Village hall	1 High Street	Welfare/Rest centre	Mrs Smith, Caretaker, 0113 496 0000	Toilets, small carpark

## Resources

If your community holds resources, such as an emergency kit or sandbags, add the details here.



Resource	Location	Key contact details	Other info



**THINK!**

**WHO MIGHT NEED  
ASSISTANCE IN AN  
EMERGENCY?**

## Vulnerable establishments/people

Use this section to list establishments that may be particularly vulnerable to emergencies such as care homes, schools, etc. as well as those residents who may require additional assistance.

Establishment/resident name	Address	Contact numbers

## Community volunteers

List below the individuals who are willing to volunteer their time, equipment, specialist knowledge or practical skills during an emergency. E.g. First aid, transport, door knocking, etc.

Name	Contact details	Equipment/skills/knowledge

## Communication

During an emergency, it will be vital for community members to be kept informed of the progressing situation. Think about who will be responsible for updating social media and/or noticeboards, or any other communications channels you may use. Use the space below to record necessary details. Under 'local media' you may want to record key details of local radio stations, newspapers or journalists (eg. radio frequencies, contact details, social media details, etc).

### Twitter

#### Responsible person / contact



### Facebook

#### Responsible person / contact



### Website

#### Responsible person / contact



### Noticeboards

#### Responsible person / contact



### Other communication channels

### Local Media

#1

#2

#3

#4





# Useful Contacts



City of Bradford MDC

☎ 01274 431000  
🌐 [bradford.gov.uk](http://bradford.gov.uk)  
🐦 @bradfordmdc



Calderdale Council

☎ 01422 288001  
☎ 01422 288000  
(Out of hours emergency only)  
🌐 [calderdale.gov.uk](http://calderdale.gov.uk)  
🐦 @Calderdale



Kirklees Council

☎ 01484 221000  
☎ 01484 414888  
(Out of hours emergency only)  
🌐 [kirklees.gov.uk](http://kirklees.gov.uk)  
🐦 @KirkleesCouncil



Leeds City Council

☎ 0113 376 0499  
🌐 [leeds.gov.uk](http://leeds.gov.uk)  
🐦 @leedsCC\_Help



Wakefield MDC

☎ 0345 8506 506  
🌐 [wakefield.gov.uk](http://wakefield.gov.uk)  
🐦 @MyWakefield

## LOCAL AUTHORITIES

✓ SUPPORT THE EMERGENCY SERVICES AND THOSE ENGAGED IN THE RESPONSE

✓ ESTABLISH REST CENTRES FOR THOSE EVACUATED

✓ HELP IN RECOVERY FOLLOWING AN INCIDENT



For more information please visit  
[westyorkshireprepared.org.uk](http://westyorkshireprepared.org.uk)

# Useful Contacts

## Emergency Services

**REMEMBER,  
999 SHOULD  
ONLY BE USED  
IN A TRUE  
EMERGENCY!**



**Police**  
(non emergency)

- ☎ 101
- 🌐 [westyorkshire.police.uk](http://westyorkshire.police.uk)
- 🐦 @westyorkspolice



**West Yorkshire Fire & Rescue Service**

- ☎ 01274 682311 (Non-emergency)
- 🌐 [westyorkshirefire.gov.uk](http://westyorkshirefire.gov.uk)
- 🐦 @wyfrs



**NHS 111**  
(24 hours a day, 365 days a year  
confidential medical help or  
advice)

- ☎ 111
- 🌐 [nhs.uk](http://nhs.uk)
- 🐦 @NHSEngland



**Yorkshire Ambulance Service**

- ☎ [yas.nhs.uk](http://yas.nhs.uk)
- 🐦 @YorksAmbulance



## Environmental Agencies



**Environment Agency**

Deals with emergency repairs and blockages on main rivers and own structures. Responds to pollution incidents and advises on waste disposal issues.

- ☎ Incident Hotline 0800 80 70 60  
Floodline 0345 988 1188  
General enquiries  
(Mon to Fri, 8am – 6pm):  
03708 506 506
- 🌐 [environment-agency.gov.uk](http://environment-agency.gov.uk)
- 🐦 @EnvAgencyYNE



**Met Office**

Produce weather forecasts and warn people of extreme weather to mitigate its impacts.

- 🌐 [metoffice.gov.uk](http://metoffice.gov.uk)
- 🐦 @metoffice

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[westyorkshireprepared.org.uk](http://westyorkshireprepared.org.uk)**



# Useful Contacts

## Utility Companies



### Northern Gas Network

Maintain and ensure safe control of gas supplies.

- ☎ Switchboard 0800 0407766  
(24 hour emergency service and gas escapes) 0800 111999
- 🌐 [northerngasnetworks.co.uk](https://www.northerngasnetworks.co.uk)
- 🐦 @NGNgas



### Northern Power Grid Yorkshire

Maintain and ensure safe electricity supply. Disconnect cables that constitute a danger to life and property.

- ☎ Power cut 105  
General enquires 0800 375675
- 🌐 [northernpowergrid.com](https://www.northernpowergrid.com)
- 🐦 @NorthPowergrid  
@PowergridNews



### Yorkshire Water

Maintenance of water supplies and sewage disposal arrangements. Repair water mains, and availability of emergency water supply.

- ☎ 0345 124 24 24
- 🌐 [yorkshirewater.com](https://www.yorkshirewater.com)
- 🐦 @YorkshireWater  
@YWHelp



**IF YOU SMELL  
GAS CALL  
0800 111999**

## Useful emergency planning resources

### Red Cross emergency app

The free British Red Cross Emergency app can help you deal with emergencies. You'll know exactly what to do if disaster strikes.

[redcross.org.uk/get-help/prepare-for-emergencies/free-emergency-apps](https://redcross.org.uk/get-help/prepare-for-emergencies/free-emergency-apps)

### Weather warnings

Met Office UK weather warnings for rain, snow, wind, fog and ice. Choose your location to keep up to date with local weather warnings.

[metoffice.gov.uk/weather/warnings-and-advice](https://metoffice.gov.uk/weather/warnings-and-advice)

### Check flood warnings

Find out if you're at risk of flooding in England.

[gov.uk/check-flood-risk](https://gov.uk/check-flood-risk)

### Priority gritting routes

Find out which roads and pavements your council grits in icy or snowy weather.

[www.gov.uk/roads-council-will-grit](https://www.gov.uk/roads-council-will-grit)

More planning tools and resources for community emergency planning are available on the UK Government website - [gov.uk/government/publications/community-resilience-resources-and-tools](https://gov.uk/government/publications/community-resilience-resources-and-tools)

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