Plan last updated on: 00/00/2025

[Community Group Name Here]

Community Emergency Plan

How to use this template: This template is designed for you to fill in the details of your community emergency preparations. Detailed notes on how to create a plan can be found in the Community Emergency Plan Toolkit document here.

If you are in immediate danger call 999

Lancashire Resilience Forum
Preparing for emergencies

Plan distribution list

Name	Role	Phone number/email address	issued on

Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by

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Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?

Local skills and resources assessment

Skill/Resource	Who?	Contact details	Location	When might be unavailable?

Key locations identified with local authority for use as places of safety

Building	Location	Available facilities / resources	Contact details of key holder

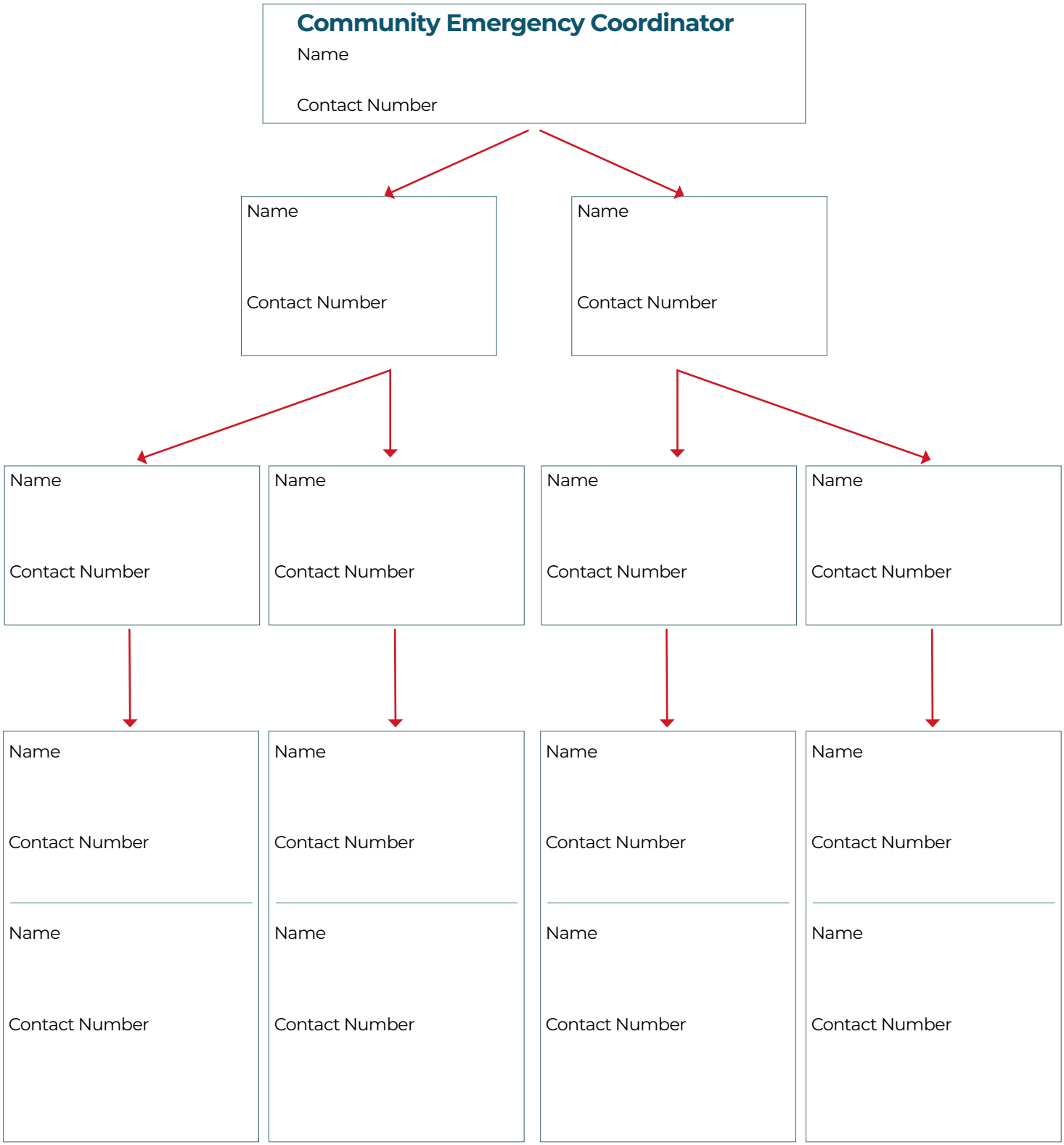
Emergency contact list

Name	
Title	
In hours contact (08:00-17:00)	
Out of hours contact	
Email	
Address	

Name	
Title	
In hours contact (08:00-17:00)	
Out of hours contact	
Email	
Address	

Sample telephone tree

The phone tree works as a pyramid, with the coordinator at the top making 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.



List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

Organisation	Name and role of contact	Phone number

Activation triggers

[Use this space to record details of how your plan will be activated. You should include details of how the plan will be activated as a result of a call from the emergency services, and also how your community will decide to activate the plan yourselves, if the emergency services are unavailable]

First steps in an emergency

[Use this space to add the steps to be followed when the plan is activated]

	Instructions	Tick
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Community Emergency Group first response meeting agenda

Date	
Time	
Location	
Attendees	
1. **What is the current situation?**	
2. **What resources do we need?**	

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.]

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

Communication Type	Name of contact	Location