

Community Resilience Plan Advice Note



Community Resilience Plan

Advice Note

Introduction

Emergencies happen. The Emergency Services will always have to prioritise those in greatest need during an emergency, especially where life is in danger. There will be times when you may be affected by an emergency, but your life is not in immediate danger. During this time, you need to know how to help yourself and those around you. By becoming more resilient, you and your community can complement the work of the local emergency responders and reduce the impact of an emergency on you both in the short and long term.

Aberdeenshire Council is not imposing the need for you to develop a Community Resilience Plan but if you decide to develop one, then we will assist you with advice and guidance.

Before you begin to write a Community Resilience Plan you need to ask yourself several questions to help you write your plan.

- What will we do?
- Why are we doing it?
- How are we doing it?
- Who is doing it?
- What do we need to do it?
- How we do it safely?

By answering these questions you'll start to work out what it is that your group wants to achieve.

What will we do?

When setting out on the development of a Community Resilience Plan it is easy to be overwhelmed, especially when you compare your situation to long established mature groups who appear very well organised and able to deliver a range of services. Remember these groups were in your position at one time as well.

To help you identify what you want to do, you should start by having a conversation within your group. It is important that all members of the group are on the same page in respect of ambition and are all working to an agreed common goal. To help you identify what you want to achieve you can consult the Community Risk Register [Scottish Fire & Rescue Service: Community Risk Register \(firescotland.gov.uk\)](https://www.firescotland.gov.uk) as well as your own local knowledge of what risks there may be in your area. This will help identify the potential hazards in your area.

The purpose of your Community Resilience Plan is about what is right for your group and your community; no two plans are likely to be the same and there are no compulsory requirements.

It may be that you simply share resilience information with the community on a regular basis or you might want to establish a Community Resilience Hub in the village hall. If you are establishing a Community Resilience Hub, then further conversation with your group is needed to identify how and when it might operate.

Why are we doing it?

Having discussed and decided on what it is you want to do you need to be clear on why you want to do it. Having clear outcomes for your activities will ensure that you can then consider what resources, equipment, and people you need to deliver the Community Resilience Plan you have decided upon.

For example, if you have decided to establish a Community Resilience Hub, what is its purpose? Is it to provide residents with somewhere they can obtain heat and power or is it simply to have an identified location in a community where residents can obtain information?

How are we doing it?

As part of your discussions and plan you should detail how the plan will be implemented. Who will be responsible for which elements of the plan and any interdependencies that exist. How is the plan activated and who is responsible for making any decisions to do so. You shouldn't wait for the council or emergency services to tell you to activate the plan, so how will you self-assess the situation? Is there a need to act? Is it safe to respond. How will you contact those who have roles in your plan?

Does your Community Resilience Hub operate for 24 hours or just a limited time? You need to be clear on what you can deliver and for how long.

Who is doing it?

Your plan will only work if you have the people to resource it, so how will you recruit, train, and deploy people to execute the plan? How many are you likely to need and for how long? Communities could think about existing skills, groups, networks, resources that might already be in the community and how to bring those people into the plan etc.

The people in your community who want to take part could form a Community Resilience Group to champion the emergency preparedness efforts in your community. They can also play a role in your community recovery. This could be a new group or build in an existing group such as a Community Council.

You will need to identify someone to lead the group.

What do we need to do it?

You may need equipment to deliver your plan. Consider making a list of the equipment you have and the equipment you require, where it is located and how it is accessed and by whom. If you have a gap in equipment provision, how will you fill that?

Some grants and funding pots ask for a group to be constituted and have a bank account; if your group does not have this you can work in collaboration with another group who is, such as a Community Council, with their agreement. Advice on funding sources can be accessed through organisations like AVA [Funding \(avashire.org.uk\)](http://avashire.org.uk)

You may need to ensure that for any equipment an early call to your insurance provider is recommended to see what they will cover and at what cost. If you plan to use a building not owned by your group, then we recommend early discussion with the building owners or trustees to confirm where liabilities sit *before* the purchase of complex equipment such as generators etc.

Your plan should consider the long term maintenance of any equipment purchased and the people trained to operate it.

How do we do it safely?

Safety is at the heart of any Community Resilience Plan. Neither Aberdeenshire Council nor the Emergency Services expect anyone to put themselves in danger but depending on the nature of your plan you may be operating unusual equipment in an unfamiliar location. You should carry out a risk assessment to identify the potential hazards and carry out some basic training for those undertaking a role within the plan.

The following five steps, as suggested by The Health & Safety Executive, is a good framework to consider when creating your risk assessment.

- Identify the hazards
- Assess the risk of those hazards
- Control and mitigate the risk
- Record and document the findings into a risk assessment
- Review the risk assessment

More information can be found on the HSE [website](#), including a template risk assessment that would work well for Community Resilience Planning.

Community Resilience Plan – Template

[Insert your community’s name here]
Community Resilience Plan

[Name] Community Resilience Plan	
Date of Issue:	
Date of Review:	

If you are in immediate danger call 999

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
DD/MM/YY	DD/MM/YYYY	Annex X added	Community Emergency Coordinator
DD/MM/YY	DD/MM/YYYY	New Community Emergency Team members added	Community Emergency Coordinator
DD/MM/YY	DD/MM/YYYY	Updated volunteer details	Community Emergency Coordinator

<p>Introduction</p>
<p><i>In this section set out brief details of what the plan is about, its purpose, aims and objectives.</i></p> <p><i>You can say a little about the community the plan applies to, the main risks or issues in that area and what you hope to address with this plan.</i></p>
Empty space for user input

What will we do?

Use this section to detail what it is your Community Resilience Plan does. Set out what it is you are going to do in an emergency.

Why are we doing it?

Use this section to set out the outcomes that your resilience activities will deliver when the plan is enacted.



How are we doing it?

Use this section to set out how you will deliver your plan. The different elements of the plan and how is it activated (e.g. following a severe weather warning, flood alert etc.)

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Who is doing it?

In this section you should detail who is responsible for what parts of the plan, allocate roles and responsibilities.

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What do we need to do it?

In this section set out what equipment or resources are needed, where it is located, how is it accessed etc.

How do we do it safely?

Safety is at the heart of any Community Resilience Plan. Neither Aberdeenshire Council nor the Emergency Services expect anyone to put themselves in danger, but depending on the nature of your plan you may be operating unusual equipment in an unfamiliar location for example. You should carry out a risk assessment to identify the potential hazards associated with your plan and carry out some basic training for those undertaking a role within the plan.

Use the Risk Assessment template below to detail the risks you've identified and how you will overcome them.

Risk assessment template

Group name:

Assessment carried out by:

Date of next review:

Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

Contacts
Use this section to add any contacts that may be helpful to your plan.

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

Sample telephone tree

When activating your plan, it is important you can reach everyone on your group. A phone tree is a useful way to do this. It 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.

