

# Appendix C

## Guide to Emergency Planning for Communities: Community Emergency Plan Template



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## Template Instructions

The Community Emergency Plan Template is meant to serve as a framework for community members to build or refine an emergency plan for their community. This helpful resource provides instructions [*in brackets*] where you can add community specific information.

This template is a simple tool which may be utilized in conjunction with Anne Arundel County's *Citizen's Guide to Emergencies*, a robust resource containing detailed information regarding the type of information to consider including in a Community Emergency Plan.

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[*Name of Community*]

# Community Emergency Plan

[*Community Logo*]

Plan last updated on: [MM/DD/YYYY]

**If you are in immediate danger, call 9-1-1**





## Acknowledgements

*[Include information regarding the people, agencies, and organizations involved in the development of your Community Emergency Plan.]*

This plan was developed by members of the *[Name of Community]*:

The following people participated in development of the plan:

Name	Organization

The plan was completed on:

*[Month, Year]*

*[Signature of Chair or Leader of Plan Development Team]*

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# **1. Introduction**

## **1.1 Background**

As community members, we recognize preparing for emergencies or disasters and catastrophic events is not a luxury, it is imperative. It is often said emergencies or disasters are not a matter of if, but when.

*[Insert information about the community covered by the plan and the locations of the nearest fire station, police station, and hospital.]*

## **1.2 Purpose**

The primary purpose of the plan is to outline strategies our community members can take to support ourselves in the event of an emergency or disaster. It is meant to cover small and large-scale emergencies or disasters. The plan is based on the recognition the first priorities in an emergency or disaster are (1) self, (2) family, and (3) neighbors. It is built on the concept of “neighbor helping neighbor” until outside help arrives. We hope this plan will provide a mechanism for our community to sustain itself until Anne Arundel County first responder services and outside support can be obtained.

## **1.3 How the Plan was Developed**

*[Discuss how the plan was developed (e.g. through a series of meetings), when it was developed, who it was developed by (general descriptions of those who worked on it, or specific names), and who led the project. See Step 1 – Develop a Community Emergency Group for a Community Emergency Group First Meeting Agenda sample.]*

## **1.4 About Our Community**

*[Insert specific descriptive information about your community, to include its location within Anne Arundel County, the general addresses or blocks of the area, square mileage, the date the community was founded, the number of homes covered by the plan, the number of people residing in the community, its ethnic and cultural makeup, languages commonly spoken, and any community centers or significant landmarks.]*

## 2. 12 Steps to Community Emergency Planning

### Step 1 – Organize a Community Emergency Group

Gather community members to form a Community Emergency Group and host meetings to discuss the process of creating a Community Emergency Plan.

Date:

Time:

Location:

Attendees:

#### 1. What is the current situation?

##### Location of the emergency:

- A vulnerable area?
- A main access route?
- Type of emergency?
- Is there a threat to life?
- Has electricity, gas, or water been affected?

##### Are there any vulnerable populations involved?

- Older Adults?
- Families with children?
- Individuals with disabilities, chronic illness, or language barriers?

##### What resources do we need?

- Water?
- Food?
- Vehicles to help evacuate neighbors?
- Blankets?

#### 2 Did anyone establish contact with emergency services?

#### 3 How can we support emergency services?

#### 4 What actions can safely be taken?

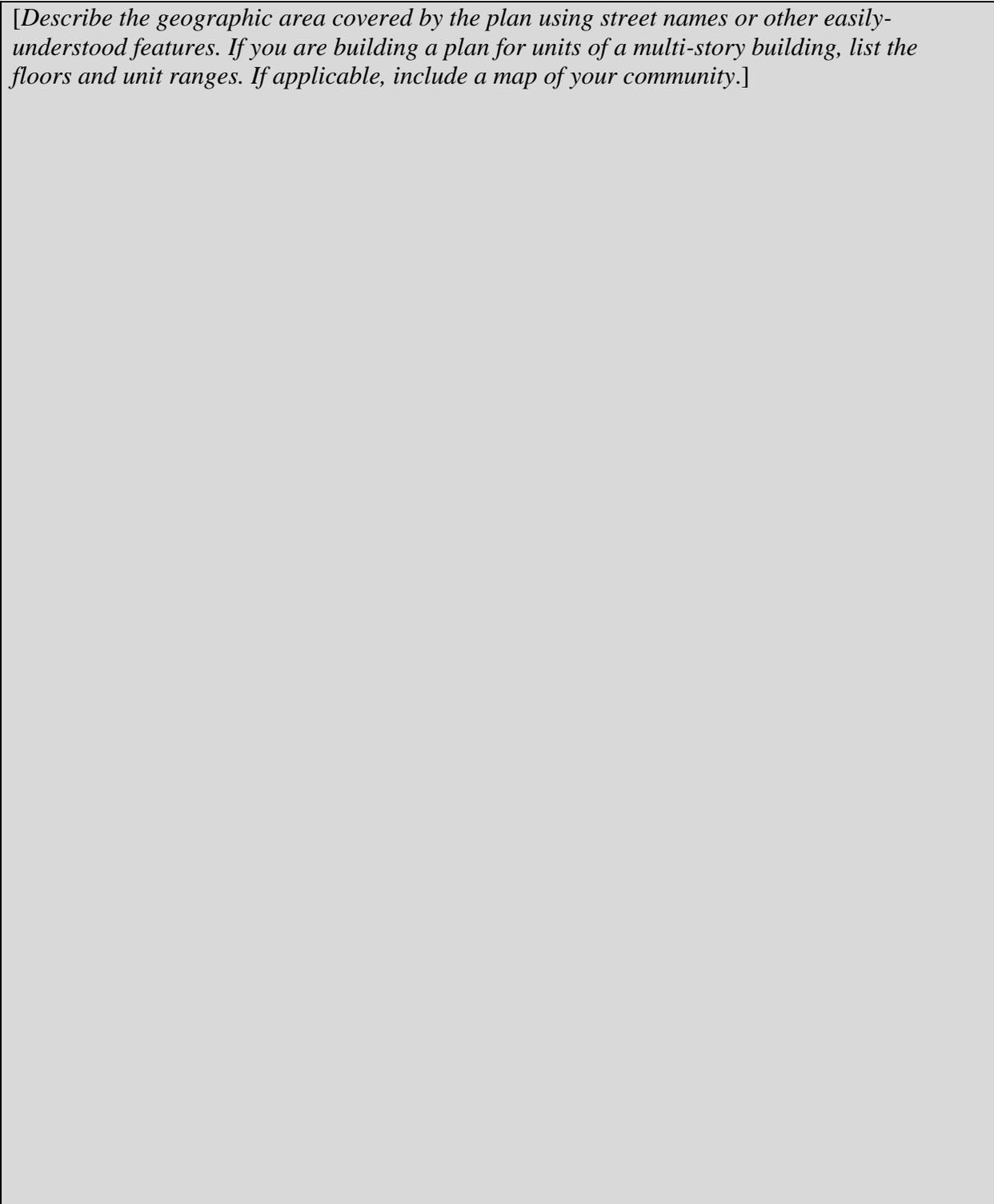
#### 5 Who is going to take the lead for the agreed actions?

#### 6 Any other issues?

## Step 2 – Define Your Area

The scope of our plan includes:

*[Describe the geographic area covered by the plan using street names or other easily-understood features. If you are building a plan for units of a multi-story building, list the floors and unit ranges. If applicable, include a map of your community.]*



### Step 3 – Local Risk Assessment

Identify risks commonly associated with your community, the impact these risks have, and what the Community Emergency Group can do to reduce these risks from severely impacting your community.

Risk	Impact on Community	What can the Community Emergency Group do to prepare?
Example: River through community can flood	1) Flooding of local streets 2) Blocked access to community playground 3) Damage to property	<ul style="list-style-type: none"> <li>- Encourage residents to improve home flood defenses</li> <li>- Be prepared to shelter-in-place or evacuate, if necessary</li> <li>- Encourage community members to ‘Turn around, don’t drown!’</li> </ul>



## Step 5 – Identify Emergency Contacts

Create a contact list of individuals who you can reach out to during an emergency or disaster.

<b>{Photo}</b>	<b>Name:</b>
	<b>Title:</b>
	<b>24hr telephone contact:</b>
	<b>Email:</b>
	<b>Address:</b>
<b>{Photo}</b>	<b>Name:</b>
	<b>Title:</b>
	<b>24hr telephone contact:</b>
	<b>Email:</b>
	<b>Address:</b>
<b>{Photo}</b>	<b>Name:</b>
	<b>Title:</b>
	<b>24hr telephone contact:</b>
	<b>Email:</b>
	<b>Address:</b>
<b>{Photo}</b>	<b>Name:</b>
	<b>Title:</b>
	<b>24hr telephone contact:</b>
	<b>Email:</b>
	<b>Address:</b>

## Step 6 – Plan Your Approach

*[Detail how your community members will respond. Write it down.]*

**Individual and Family Emergency or Disaster Response Actions.** Discuss the responsibilities of individuals and families in emergency or disaster response. Emphasize the first priority is to ensure the safety of yourself, families, community members, pets, and property, *see Appendix A: Guide to Emergency Planning for Communities: Household & Pet Emergency Plan Template*. After ensuring one's safety, regardless of the incident type, families should lock their doors, secure their belongings.

## Step 7 – Notification Process and Telephone Tree

[Detail who is responsible for contacting who, and the method and alternate method(s) of contact, such as phone, radio, and/or door-to-door contact.]

Consider the following:

1. The community member at the top will start the notification process. It may be helpful to have a brief script complete with the specific action.
2. Ask the community member to get paper and pencil to write specifics.
3. Give facts about the event:
  - a. **WHAT** is happening and/or required;
  - b. **WHO** is involved or needed to assist;
  - c. **WHEN** did the incident happen or date/time the group will meet;
  - d. **WHERE** did the incident happen or location the group will meet; and provide
  - e. **SPECIFIC INSTRUCTIONS** such as resource needs, tools, personal protective equipment (PPE), etc.
4. Ensure you have alternative phone numbers and radio frequencies, so you can reach a community member if he/she is out of home/office.
5. If nobody is answering, leave a message and then try using the alternate method of contact. If contact is still not made, contact the next community member. This should ensure everyone gets the information in a timely fashion.
6. Confirm they will be making contact with the next community member(s) on the chart.
7. Prearrange with staff at the end of the list to contact the community member at the top once they receive the message. The **LAST** community member on the notification chart should **CONTACT THE FIRST** community member to ensure the chart is completed and the message was accurate.





## Step 9 – Activation Triggers

Use the space below 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 emergency services, and also how your community will decide to activate the plan yourselves, if emergency services are unavailable.

1. When we receive a flood warning.
2. When we receive a mass notification message from the County to evacuate.

# Step 10 – First Steps in an Emergency

Use the space below to add steps to be followed when the plan is activated.

	<b>Instructions</b>	<b>Completed</b>
<b>1</b>	Call 9-1-1 (unless already alerted).	
<b>2</b>	Ensure you are in no immediate danger.	
<b>3</b>	Contact the Community Emergency Group and meet to discuss the situation.	
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		

## Step 11 – Actions Agreed with First Responders

Use this space to record details of the actions you can take to help your local first responders, if an emergency or disaster occurs in your community.

1. Tell emergency services who might need extra help to leave their home.
2. Aid those in need without transportation.

