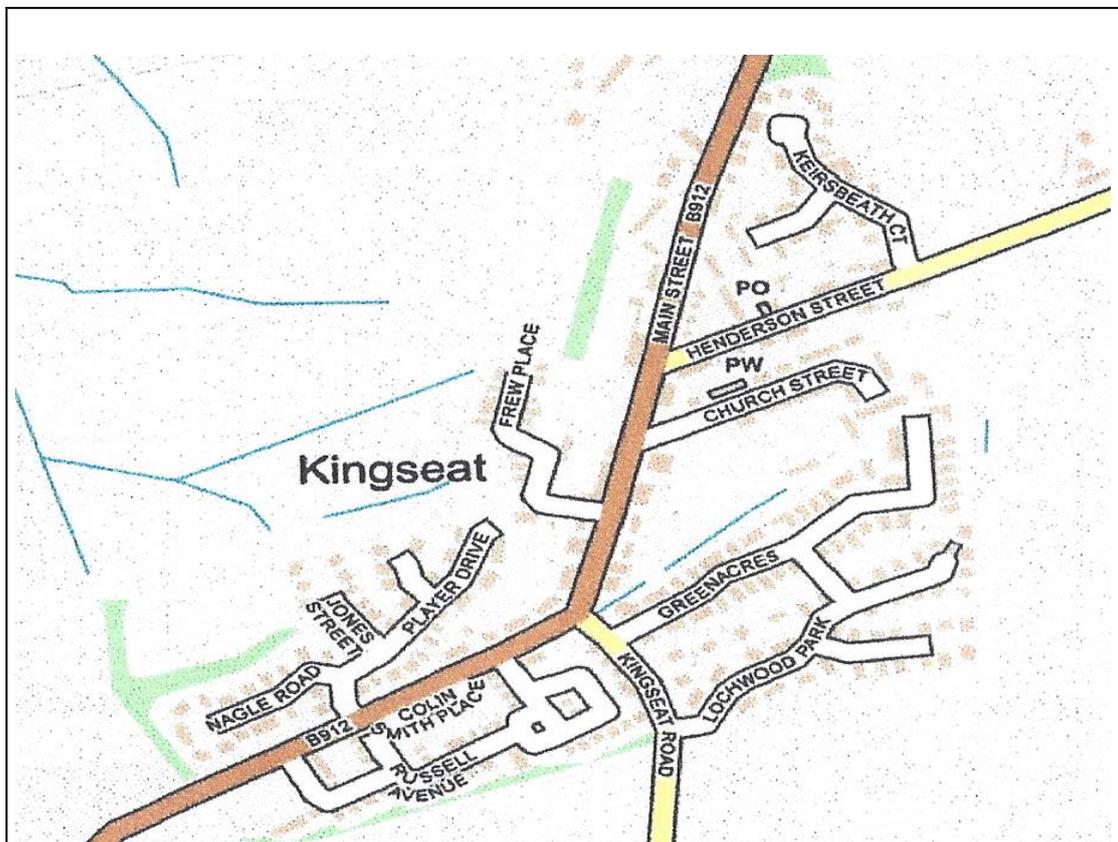


COMMUNITY EMERGENCY PLAN

KINGSEAT COMMUNITY COUNCIL



Website/ Social Media Information
www.kingseat.info

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1. INTRODUCTION

Resilient Communities

The Resilient Communities initiative follows the principle of communities and individuals harnessing and developing local response and expertise to help themselves during an emergency in a way that complements the response of emergency services and other emergency responders.

This initiative is supported by local, Scottish and UK Government.

Emergencies happen, and can include severe weather, floods, fires and major transport accidents. Preparing your community and your family for these types of events will make it easier to recover following the impact of an emergency.

Being aware of the risks that you as a community or family may encounter, and who within your community might be able to assist, could make your community better prepared to cope with an emergency.

Local emergency responders will always have to prioritise those in greatest of need during an emergency, especially where life is in danger. During these times you, as a community, need to know how to help yourself and those around you until assistance arrives.

A resilient community tends to be achieved by using a Community Emergency Plan framework. The ethos of such a Community Emergency Plan is to formulate and co-ordinate voluntary support and assistance and direct this to those that require it within a community, in a non-mechanised manner of response.

This document is an example of a Community Emergency Plan that can be used as the basis for your own Community Emergency Plan, or to promote discussion around Community Resilience and associated arrangements within your community.

Community Emergency Plans are specific to your area and can be split into a risk assessment, register of available resources, maps, information regarding insurance and general guidance for individuals or the community.

It should be noted that a Community Emergency Plan is not there to reduce or replace a response from the emergency services or the local authority but should complement and support the overall response.

2. YOUR COMMUNITY EMERGENCY PLAN

2.1. Aim of the Community Emergency Plan

The aim of this plan is to help the communities and individuals of Kingseat to prepare for, respond to and recover from emergencies in a way that complements the work of the local emergency responders.

2.2. Objectives of the Community Emergency Plan

The objectives of this plan are to:

- Provide a framework to support a community response to an emergency
- Raise awareness and understanding of the local risks and emergency response capability in order to motivate and support self-resilience
- Increase individual, family and community resilience against all threats and hazards
- Support and encourage effective dialogue between the community and the practitioners supporting them

2.3. Communication of the Community Emergency Plan

The Community Emergency Committee (see section 4.2) can use a number of methods to communicate this plan and its purpose to the communities of Kingseat. These include:

- Word of mouth
- Advertising on the Community Council Noticeboard at the Community Centre
- Advertising on the Community Garden Noticeboard in Frew Place
- Website www.kingseat.info
- Local community meetings
- Relevant social media sites

These methods can also be utilised to inform the community that the Community Emergency Plan has been activated in response to an incident.

2.4. Maintenance of the Community Emergency Plan

This plan will be regularly reviewed by the Community Emergency Committee, and updated as necessary. Reviews can be recorded here:

Review Date	Reviewed By

3. OVERVIEW OF KINGSEAT

3.1. Kingseat Geography

The village of Kingseat is situated on the B912 being 1.5 miles north east of Dunfermline and lying between Dunfermline and Kelty. The Community Centre is situated on the Main Street at the corner of Church Street. Behind it lies the park and the old Bowling Club.

3.2. Historical Incidents Affecting Communities

Winter weather – the village has been cut off by snow on several occasions.
Water Pressure Issues have occasionally needed bottled water deliveries
Electricity supply issues have occurred but usually been short lived.

3.3. Concerns for Today's Communities

Identify the risks that your community experiences today. These will depend on the characteristics of your area but may include:

Severe Weather – snow and wind has the potential to make access to and out of the village difficult, as well as making it difficult to get around the village

Power – can be down temporarily especially with strong winds and tree falls

Water

Distance from Medical Services especially if weather issues arise

Other Incidents (such as missing persons, criminal activity etc.)

4. RESPONDING TO AN EMERGENCY

4.1. Activating the Plan

Any activation of this plan will be dependent on the impacts of an incident on the communities and individuals of Kingseat.

On becoming aware of an incident affecting the community, the Community Emergency Committee will make a decision on the requirement to activate the Community Emergency Plan.

Fife Council's Emergency Resilience Team can be contacted 24/7 to discuss and/or seek advise concerning the activation of your plan.

4.2. Key Actions

Community Emergency Committee:

Membership of the Community Emergency Committee for Kingseat is as below:

Role	Name	Contact Details
Emergency Co-ordinator	Forbes M Stuart	07799143266
Deputy Emergency Co-ordinator	Les Smith	07512805951
Emergency Committee Member	Norman Woolley	07777650684
Emergency Committee Member	Sheila Colville	07900556226

If the plan is not activated, the Community Emergency Committee should:

- Agree monitoring requirements and contingency arrangements should conditions change

If the plan is activated, the Community Emergency Committee should:

- Inform Fife Council's Emergency Resilience Team of activation and advise of issue(s), identify support required and any actions to be taken by Community Emergency Committee
- Determine the most appropriate level of response and develop a plan of action (an example agenda for discussion by the Community Emergency Committee is noted in Appendix A)
- Activate community resources, as required

- **Continue to liaise with Emergency Resilience Team as multi agency point of contact throughout the response**

Emergency Response Group

The Emergency Response Group will be composed of those community members assisting in the response. Membership of this group will be dependent on the type of emergency, its impacts and the resources available to the community.

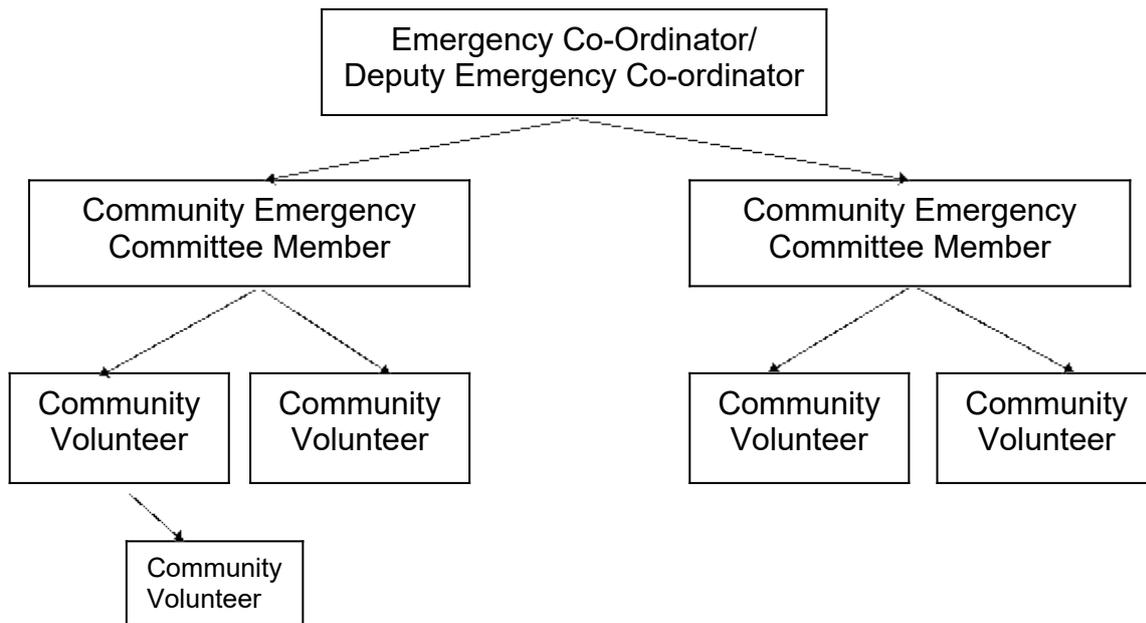
The resources available in Kingseat are recorded in the Resource Register in Section 5.

Once established and activated, members of the Emergency Response Group should:

- Take direction from the Community Emergency Committee as to how they can support the emergency response in the community
- Maintain contact with the Community Emergency Committee and inform them of any issues which arise
- Ensure they wear hi-vis tabards to identify them as community responders
- Take a common sense approach to Health and Safety and not take unnecessary risks (request support or advice if in doubt)

4.3. Activating Resources

An example phone tree which could be used to reach key contacts within the community timeously is provided overleaf.



etc.

5. RESOURCE REGISTER

This section will be completed as resources/ volunteers are identified by the community. This section should be one which is held confidentially by the CEC and not shared with the public.

5.1. Key Community Contacts/Volunteers:

Record contact details for those who are willing and able to support an emergency response, and the assistance they can offer (e.g. provision of care/welfare, physical labour, etc.) here:

5.2. Community Facilities

The Community Centre will act as the hub for most severe emergencies.

Distribution of water bottles in the case of a shut down.

A defibrillator is being purchased, to be placed securely on the Community Centre wall, and for use if needed by members of the community.

For shelter should an emergency require it – the Community Council is now a key holder.

The list of volunteers – already used as our Winter Watch Team – will help individuals in the village without food etc if difficulties arise with snow or other weather related issues.

Each member of the Emergency Committee will have a list of volunteers with contact details and particular skills.

6. GENERAL INFORMATION

6.1. **Insurance**

The Scottish Government has produced guidance on insurance specifically for Community Resilience Groups, available [here](#).

Fife Community Councils can check their insurance arrangements by contacting Fife Council's Risk Management team on risk.management@fife.gov.uk. Other community organisations can check their cover by contacting their insurance companies.

6.2. **Data Protection**

See the [Information Commissioner's Office](#) webpage for guidance on data protection.

6.3. **Disclosure Checks**

The duties that a volunteer is likely to undertake whilst supporting their community is unlikely to require a disclosure check. If a volunteer is required to enter a house it will be at the discretion of the householder and it is suggested that if volunteers have to enter a house, they do so in pairs.

Volunteers may be asked to carry out tasks to support community members, such as collect prescriptions. This is at the discretion of the person making the request and all personal information shared with the volunteer should be treated as confidential.

6.4. **Health & Safety**

The health and safety issue has to be taken cognisance of, but should not overwhelm the task; hence a common sense approach is stressed.

The Scottish Government has produced guidance on Health and Safety specifically for Community Resilience Groups, available [here](#).

6.5. **Legal Disclaimer Regarding Community Responsibilities**

Fife Council wishes to make it clear that it is not the employing body for the volunteers referred to in this plan. They are volunteers, acting on behalf of the Community Council, or other community organisation.

Fife Council accepts no responsibility for any loss, injury, claim, liability, costs or damages caused by the actions and/or negligence of the volunteers or anyone acting for or on behalf of them.

7. USEFUL LINKS AND CONTACTS

	SERVICE	MAIN CONTACT	ADDITIONAL INFORMATION
FIFE COUNCIL	Duty Emergency Resilience Officer	01592 583 544 (24/7)	https://www.fife.gov.uk/kb/readyfife
	Contact Centre	03451 550 000 (8am to 5pm Monday to Friday) 03451 550 099 (out of hours)	
	Ready for Winter	https://www.fife.gov.uk/ready-for-winter	Useful information and updates over the winter months
	Closures and Disruptions	03451 551 199	https://www.fife.gov.uk/closures
UTILITIES	Gas Emergency	0800 111 999	http://www.nationalgrid.com/uk/gas/
	Power Outage 24hr emergency helpline	105	This number will take you through to your local electricity provider who will be able to advise you. For more information visit: http://www.powercut105.com/
	Scottish Water Customer Helpline	0800 0778 778	https://www.scottishwater.co.uk/en/Help-and-Resources/Contact-Us
OTHER	SEPA Floodline	0345 988 1188	www.floodlinescotland.org.uk
	Pollution Hotline	0800 807 060	
	NHS 24	111	https://www.nhs24.scot/
	Met Office Weather	www.metoffice.gov.uk	
	Traffic Updates - Scotland	www.trafficscotland.org	
	BBC News – Edinburgh, Fife and East Scotland (including travel news)		http://www.bbc.co.uk/news/scotland/edinburgh_east_and_fife
	Kingdom FM	News desk 01592 750 728	www.kingdomfm.co.uk
Forth 1	Reception 0131 556 9255	www.forth1.com	

APPENDIX A

Community Emergency Committee Meeting
Example Agenda

1. Updates on current situation
2. Priorities for the response
3. Resources requirements
4. Communications (see section 2.3 of Community Emergency Plan for guidance)
5. Stand down of Community Emergency Committee and Emergency Response Group
6. Any other issues
7. Time of next meeting