*[Insert Community Address]*

*[Insert Addressee Address]*

*[Insert Date]*

Dear Resident

**Re: *[Insert Community Name]* Community Emergency Plan**

We are producing a ‘Community Emergency Plan’ to be used if an emergency affects our community.

Normally, emergencies are dealt with by the “blue light” emergency services and other key responders, who have well-rehearsed plans to deal with situations. However, there may be circumstances; such as widespread flooding, heavy snow or severe storm damage, where the arrival of the emergency services and other responders could be delayed, or when essential utilities and highways access may be compromised.

In these circumstances, we are sure you will agree that it is important that our community can help itself until outside help arrives and it will do this more effectively if it has a plan already in place. As part of this plan, we are looking to set-up a ‘Community Emergency Response Team’ of volunteers who would be willing to assist should an emergency occur. We are particularly keen to hear from members of our community who have resources, equipment or skills (e.g. 4x4 vehicles, tractors, chain saws, trained medical staff), but any assistance you can offer would be gratefully received.

A crucial element of the plan will be to have a network of *Community Liaison Volunteers* covering the area, each being responsible for a road or other small area. The liaison volunteers’ role involves receiving information from, and passing it on to, residents/businesses in their “patch” – they would not be involved in rescues, but in communicating between the emergency plan co-ordinators and local residents in the event of an emergency.

If you would like to volunteer, please could you complete the reply slip on page two of this letter and return it to us at the above address. On receipt, a member of the ***[Insert Community Name]*** will contact you to discuss how best you can help. We are requesting this information on an entirely voluntary basis, so please feel free to ignore this letter if you do not wish to be involved.

Additionally, one of the priorities of the Community Emergency Response Team will be to provide what support it can to members of our community who may be more vulnerable than others and who may need extra help in an emergency. With this in mind, we want to have a list of ‘Vulnerable Persons/Groups’ in our Community Emergency Plan. For your details to be included, please complete the relevant section of the attached reply slip. There is no need for you to disclose any sensitive personal information and please be assured that, in accordance with the Data Protection Act (1998), the information will be handled in the strictest confidence and will only be used in an emergency situation by the Community Emergency Response Team, the emergency services or other key responders.

For further information, or to discuss things in more detail, please contact us using the details below.

Yours faithfully

*[Insert Name, Position Held and Contact Details]*

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***[Insert Community Name] Community Emergency Plan Reply Slip***

**Community Emergency Response Team**

I would like to volunteer to join the Community Emergency Response Team.

[Please tick box] **as a Community Liaison Volunteer for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***and / or*** please enter any particular skills, equipment and resources you may have in the tables below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills / Experience / Qualification** | **Name** | **Home Phone Contact Details** | **Mobile Phone Contact Details** | **Email address** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Equipment / Resources** | **Name** | **Home Phone Contact Details** | **Mobile Phone Contact Details** | **Email address** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Vulnerable Persons/Groups**

I would like the following details to be included in the ‘Vulnerable Persons/Groups’ section of the Community Emergency Plan.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of person /** **centre /** **accommodation** | **Address** | **Home Phone Contact Details** | **Mobile Phone Contact Details** |
|  |  |  |  |
|  |  |  |  |

**Signed declaration**

[Please ensure that each person named above signs the declaration below]

I give my consent for the above details to be made available to those responding to an emergency affecting our community. I understand that, in accordance with the Data Protection Act (1998), the information will be handled in the strictest confidence and will only be used in an emergency situation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signatures** |  |  |  |  |
| **Print Name** |  |  |  |  |
| **Date** |  |  |  |  |
| **Address** |  |  |  |  |
| **Tel (landline)** |  |  |  |  |
| **Tel (mobile)** |  |  |  |  |
| **Email** |  |  |  |  |