



Highland
RESILIENCE
Network

IF YOU ARE IN IMMEDIATE DANGER, CALL 999

[Insert your Organisations Name Here]

Pandemic Resilience Plan

[Insert Community/Region Name]

How to use this template: *This template is designed for you to fill in the details of your organisation/community emergency preparations. There are examples given to help you fill the template but you should also refer to the guidance pdf provided for detailed notes on how to create this plan.*

Snapshot View of your Community:

Area Characteristics:

At Risk Groups:

Previous Significant Emergency Events:

Plan distribution List:

Name	Role	Phone number/email address	Issued on
Miss Smith	Local Voluntary Action Development Officer	020 1234 5678	01/01/2021
Mr Wilson	Local Police Sergeant	01343 596 830	01/01/2021
Mr Sands	Chief Officer 3 rd Sector Organisation	Chief@organisation.org.uk	01/01/2021

Plan Amendment List:

Date of Amendment	Date for Next Revision	Details of Changes Made	Changed By
DD/MM/YY	DD/MM/YY	New Emergency Team member added	Emergency Plan Co-Ordinator
DD/MM/YY	DD/MM/YY	Annex X added	Emergency Plan Co-Ordinator
DD/MM/YY	DD/MM/YY	Updated Team member contact details	Emergency Plan Co-Ordinator

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Local Risk Assessment:

Risks	Impact on Community	What could the organisation do to prepare?
Social Isolation of the Elderly	<ul style="list-style-type: none"> • Impact on well-being • Community Anxiety • Loneliness • Decline in health (non-covid) 	<ul style="list-style-type: none"> • Distribute green/red thumb posters for displaying in windows. • Compile list of houses that might require welfare checks. • Organise a list of non-vulnerable volunteers. • Identify list of befrienders.
Major outbreak of illness	<ul style="list-style-type: none"> • Reduced key workers • Closure of schools • Immediate issues for childcare 	<ul style="list-style-type: none"> • Encourage households to create a store of masks, sanitiser and a first aid kit. • Compile list of local support/ services for key workers and disseminate information, pre-empting a new pandemic.

Local Skills and Resources Assessment:

Resource	Name/ Owner / Trained Person	Location of Asset	Contact details	When might they be unavailable?
Volunteers	Jo Ralph	Hillside Farm, Tain, IV13 2FQ What 3 Words: Cat Reverse Pop	01386 890 356	-
Community Larder	Sarah Killen	Freylands Croft Helmsdale IV24 2PW	07789 673 425	Mornings through the week
Welfare Checks	Simon Fortman	Cromarty Church Group Waterside IV10 7UJ	01500 378 020	-
Community Support Co-Ordinator	Sarah Chalmers	The Harbour Waterside IV10 9PK	01500 657 489	Can usually leave work within one hour's notice

Key Community Locations:

Building Name	Location	Potential Usage in an Emergency	Contact details
<i>Community Centre, Church Hall</i>	<i>Address, What 3 Words</i>	<i>What facilities does it have? Kitchen Toilets Heating Showers Gas/ Electric Large Floor Area</i>	<i>Key holder details?</i>
<i>Mobile Testing Site</i>	<i>Community General Practice / Primary School Car Park</i>	<i>Car park in school beside the health centre can be used for a walk in testing site.</i>	<i>Head Teacher, Jo Smith, 07980462931</i>

Organisation Emergency Co-ordinators:

[Insert ID Photo]	Name:
	Title: Community Emergency Coordinator
	24hr telephone contact: 07700 7785xx
	Email: xx@xx.xx
	Address: 2 Brook Road
[Inset ID Photo]	Name:
	Title: (Vice) Community Emergency Co-Ordinator
	24hr telephone contact:
	Email:
	Address:

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]

1. When we get news through NHS Highland or government.
2. When James Sinclair (THC) calls the plan co-ordinator.

First Steps in an Emergency:

Step	Instructions	Tick
1	Call 999 (unless already alerted), ensure you are in no immediate danger	
2	Contact the identified plan Co-Ordinator	
3		
4		
5		
6		
7		

Actions Agreed with Local Emergency Responders in the Event of an Pandemic:

1. Help with door-to-door welfare checks for the elderly.
2. Tell emergency services who might require urgent medical care.
3. Promote each household to stock provisions for 4 days in case of lockdown.

Alternative Arrangements for Staying in Contact (if usual communications have been disrupted):

Communication Type	Name of Contact	Location
Radio	Jane Smith – Community Food Larder	11 Oak Road

Organisation Emergency Contact List:

Your main contact details (Plan Leader):

Org. Chief Executive:

Telephone:

Email:

Address:

Key People (Managers/Staff/Emergency contacts):

Landline:

Mobile:

Email:

Alternative Premises:

Location Name:

Contact:

Address:

Alternative Communication Lead:

Suppliers Emergency Contacts:

Insurance company (Claims Supporting contacts):

Landline:

Mobile:

Policy number:

Supplier Contacts (Services/Stock/Equipment/Raw materials):

Landline:

Mobile:

Email:

Key Customer/ Service User Contacts:

[Capture separately by copy and pasting the below]

Name:

Landline:

Mobile:

Email:

Support Organisations for Plan:

Name:

Landline:

Mobile:

Email:

Name:

Landline:

Mobile:

Email:

Name:

Landline:

Mobile:

Email:

Emergency Services:

101 non-emergency | 999 emergencies

Local Police Station:

Telephone:

Address:

Local Fire Station:

Telephone:

Address:

Local Hospital:

Telephone:

Address:

Local GP Practice:

Telephone:

Address:

IT and Cyber Security Support:

[add website]

Landline:

Mobile:

Electricity (24hr faults):

[add website]

Landline:

Mobile:

Acct no:

Shut off location:

Gas (24hr emergency):

[add website]

Landline:

Mobile:

Acct no:

Shut off location:

Water (24hr):

[add website]

Landline:

Mobile:

Acct no:

Shut off location:

Telephone Provider:

[add website]

Landline:

Mobile:

Acct no:

Internet Provider:

[add website]

Landline:

Mobile:

Acct no:

Any Other Useful Contacts:

Disclaimer:

The following key points have been borne in mind when completing this template:

- This document neither implies nor intends any formal role for organisations, villages, towns or any part of the community (collectively called the 'community) in the response to, or recovery from, emergencies.
- There is no role implied for the organisation or community in support of the emergency services in their response to incidents.
- The completion of the document template, in part or in full, is entirely voluntary and is the responsibility of the local community.
- While the local community has no formal role, there is widespread recognition of the value of planning from the lowest practicable level upwards to help cope with potential local emergencies.
- The need to complete any part of the template, or the requirement to include other relevant information, will depend on the nature and composition of the community and the likely hazards.
- The Highland Third Sector Interface & Ward Officers can provide advice and assistance where requested, and where relevant, to support the completion of the template.
- Highland Third Sector Interface accept no responsibility for the content of the completed template.
- The organisation/ local community is encouraged to submit a copy of the completed template to the local Emergency Liaison Group & Local Resilience Partnership which can be accessed through their local TSI Officer or the Resilience Network development officer (resilience@highlandtsi.org.uk)
- Significant amendments to the completed template, especially changes in contact details, will be passed on to our local Ward Officer and/ or the Highland Third Sector Interface Resilience Network development officer (resilience@highlandtsi.org.uk)

Signed by Organisation:

Date:



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