

Findhorn and Kinloss Community Council Resilience Plan

Plan Owner:
Findhorn and Kinloss
Community Council

Issued:
10 April 2014

Next Review Date:
June 2015

In the event of an activation go to:

Para 1.5	Activation of the Plan
Appendix 5	Volunteer Call Out Tree
Appendix 6	Activation Process

VERSION 1

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1. Resilient communities

1.1 Background and Aims

Resilient communities is an initiative supported by local, Scottish, and UK Governments. The principle is that communities help themselves during an emergency in a way that complements, but in no way replaces, the response of the emergency responders.

Emergencies can be: severe weather, floods, fires, or major incidents involving transport, lengthy loss of utilities, etc. Community awareness and pre-planning will make it easier to cope with and recover from an emergency.

This Resilience Plan assesses risks, identifies local resources and lists voluntary support and points of contact within the community. The aims of this plan are to:

- Raise awareness and understanding of the local risks and emergency response capability to motivate and support self-help.
- Increase individual, family and community resilience against emergencies.
- Provide a framework for the delivery of a resilient community plan.
- To begin self help arrangements until support from the emergency services or other agencies is in place.

1.2 Examples of community actions

- clearing snow from pathways of people who are unable to clear those themselves.
- clearing snow from community facilities.
- the delivery of essential supplies during severe weather.
- checking on neighbours to ensure their safety and well being during severe weather.
- providing hot meals and assistance within community centres and village halls.

1.3 Volunteers

Each volunteer is requested to complete the questionnaire at Appendix 1 which asks for personal contact information and resources which could be made available. This information is entered into the community asset register (held by the community coordinator) which will not be freely available. Examples of resources that the volunteer could bring during an emergency could include: 4X4 vehicle, tractor with shovel, inflatable boat, and catering. The asset register will be used by the

community coordinator to call upon assistance from the community and will be reviewed annually.

1.4 Data Protection

As part of our community resilience plan we will hold personal information about **Group members and volunteers** who sign up to help. In summary, the information collated is volunteer name, skills and contact details and as such is “personal” information. We will not hold “sensitive” information which includes information on medical conditions, ethnicity, etc.

We will adhere to the Data Protection rules and have followed the guidance from the Information Commissioner’s Office. We will only collect the information which is needed and once collated it will be updated on an annual basis. Information, both hard copy and electronically, will be held securely by the Community Co-ordinator and Depute Community Co-ordinator. Once information is no longer needed, or if requested by the volunteer details will be securely deleted and destroyed.

This resilience Plan does not contain information about people in the community who may require additional assistance due to a vulnerability (or sensitive information). However, it is recognised that another agency might share someone’s personal details with us, to enable volunteers to knock on their door and check on them. **If information of this nature is shared than it will be treated with particular care.**

1.5 Activation of the Plan

This Plan will be activated by the Community Co-ordinator or Depute after discussion with two other Community Council members.

1.6 Document Management

Copies of this plan, minus the completed Appendix 5 which will include Call Tree participants contact details, will be available at various community information points accessible by the public.

Full copies of the Plan, including Appendix 5 (Call Tree participants contact details) and completed Appendix 1 (Residents’ Questionnaires Volunteer and Asset registers), will be held by the Community Co-ordinator, the Depute, Key Volunteers and the Moray Council.

This plan will be reviewed annually.

This plan will be tested once every three years, or earlier if an opportunity arises to test it in tandem with other emergency plans in the area.

1.7 Enquiries on the Plan

Enquiries and communications on this Plan should be made to the Community Co-ordinator on 01309 676716 or the Depute Community Co-ordinator on 01309 690529.

1.8 Acknowledgement

Findhorn and Kinloss Community Council wishes to acknowledge that this plan has been adapted from the Yetholm Community Council Resilience Plan.

2. Description of Findhorn and Kinloss Community Council area.

The area can be considered as having four parts:

- Findhorn village
- Findhorn Foundation community
- Kinloss
- Kinloss Barracks

2.1 Findhorn Village

Findhorn is two miles from Kinloss which is three miles from the nearest town, Forres. Findhorn village lies on the east shore of the tidal Findhorn Bay. Part of the village is traditional stone fisherman's dwellings which are within a Conservation Area. It has two public houses (one of which is a hotel), a village shop/post-office. There are three community halls in the village: the James Milne Institute, the Findhorn Village Centre (FVC) and the Church of Scotland hall which is attached to the church. All have toilets and some cooking facilities. The FVC also contains the Findhorn Village Hostel with 30 beds. Access to Findhorn is via a single public road but in an emergency it could be possible to route through Kinloss Barracks and join the public road just south of the village.

2.2 Findhorn Foundation

The Findhorn Foundation community lies on the outskirts of the village. It is a spiritual community, ecovillage and an international centre for holistic education, helping to unfold a new human consciousness and create a positive and sustainable future. See section 3 for a map of Findhorn Foundation.

2.3 Kinloss

The heart of Kinloss is a relatively small number of houses centred around the shop/post office. The wider Kinloss area is essentially rural with a number of properties and farms throughout the area. Kinloss has a primary school, a public house, a few speciality shops, a filling station, and motor repairers.

There is also a Church of Scotland parish church with its own hall and a joint military/civilian community building, Cumming Hall, owned by the MOD.

2.4 Kinloss Barracks

Kinloss Barracks, formally RAF Kinloss, is situated on the Moray Firth adjacent to the village of Findhorn and approximately 5 miles north of the town of Forres.

The Barracks is home to 39 Engineer Regiment (Air Support), Royal Engineers and comprises a Regimental Headquarters, 60 Headquarters and Support Squadron, and 34, 48 and 53 Field Squadrons.

The Barracks is split into 2 areas with one site, containing all the single living accommodation, being unfenced and situated to the south of the B9089. The main technical site is fenced and is situated to the north of the B9089.

The airfield remains active as a Relief Landing Ground for Tornado aircraft from RAF Lossiemouth and supports light aircraft activity during daylight hours 7 days a week. Kinloss Barracks also houses the Aeronautical Rescue and Co-ordination Centre (ARCC) and the RAF Lossiemouth Mountain Rescue Team.

The Barracks has an approximate working population of 1150 consisting of 900 military personnel, the remainder being civilian staff, contractors and visitors. The Barracks also accommodates some 200 families in MOD accommodation on 3 sites within and adjacent to the Barracks.

See section 3 for a map of Kinloss Barracks.

2.5 Demographic summary

Findhorn village has a large proportion of elderly retired people and a significant number of holiday makers during the summer months.

The National Records of Scotland (NRS), (formerly GRO-S) calculate their figures over a wide area, which does not match the community council area, therefore an Areal Interpolation method was used to bring the base figures in line with the community council area.

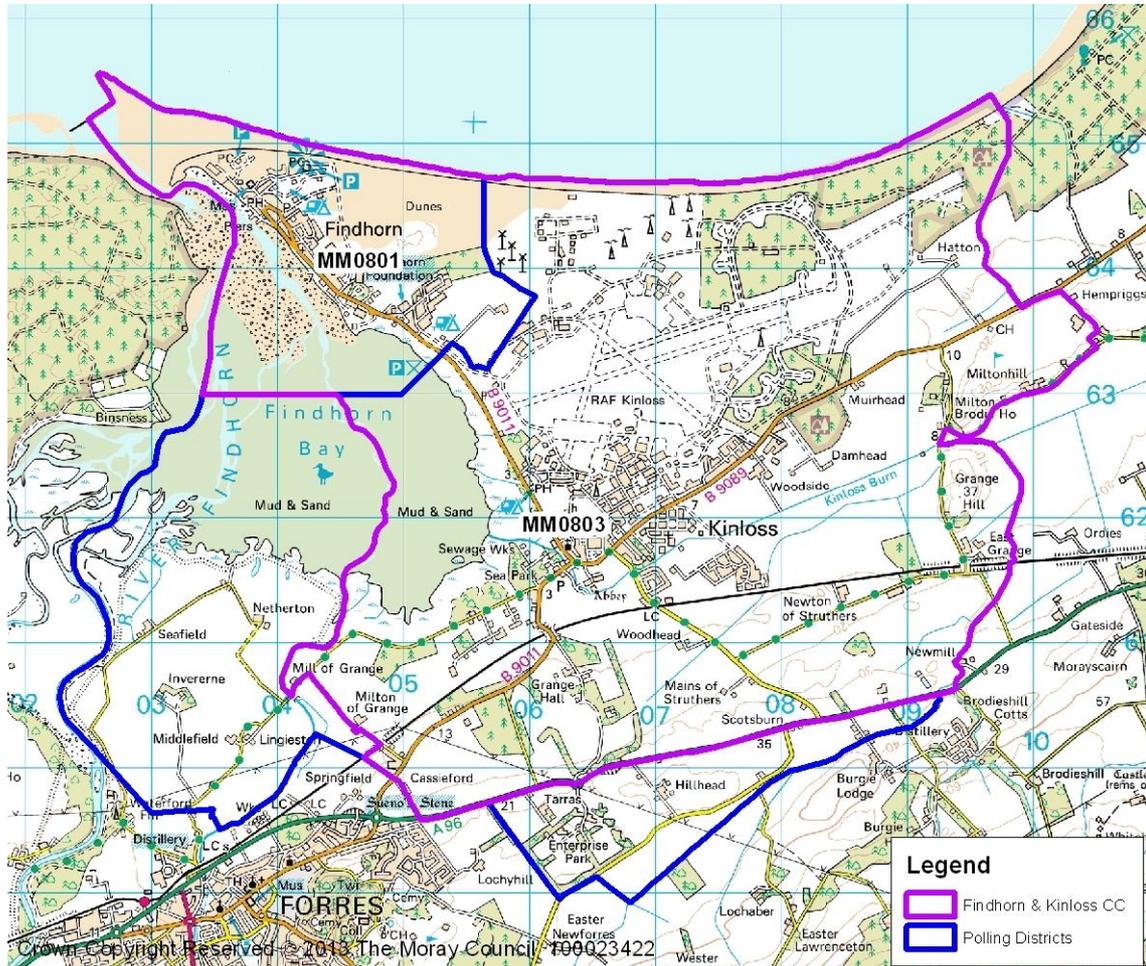
Findhorn and Kinloss area = 2772

Findhorn and Kinloss Community Council area	
Properties	
Council Tax properties	1379
Non-domestic Rates properties	149

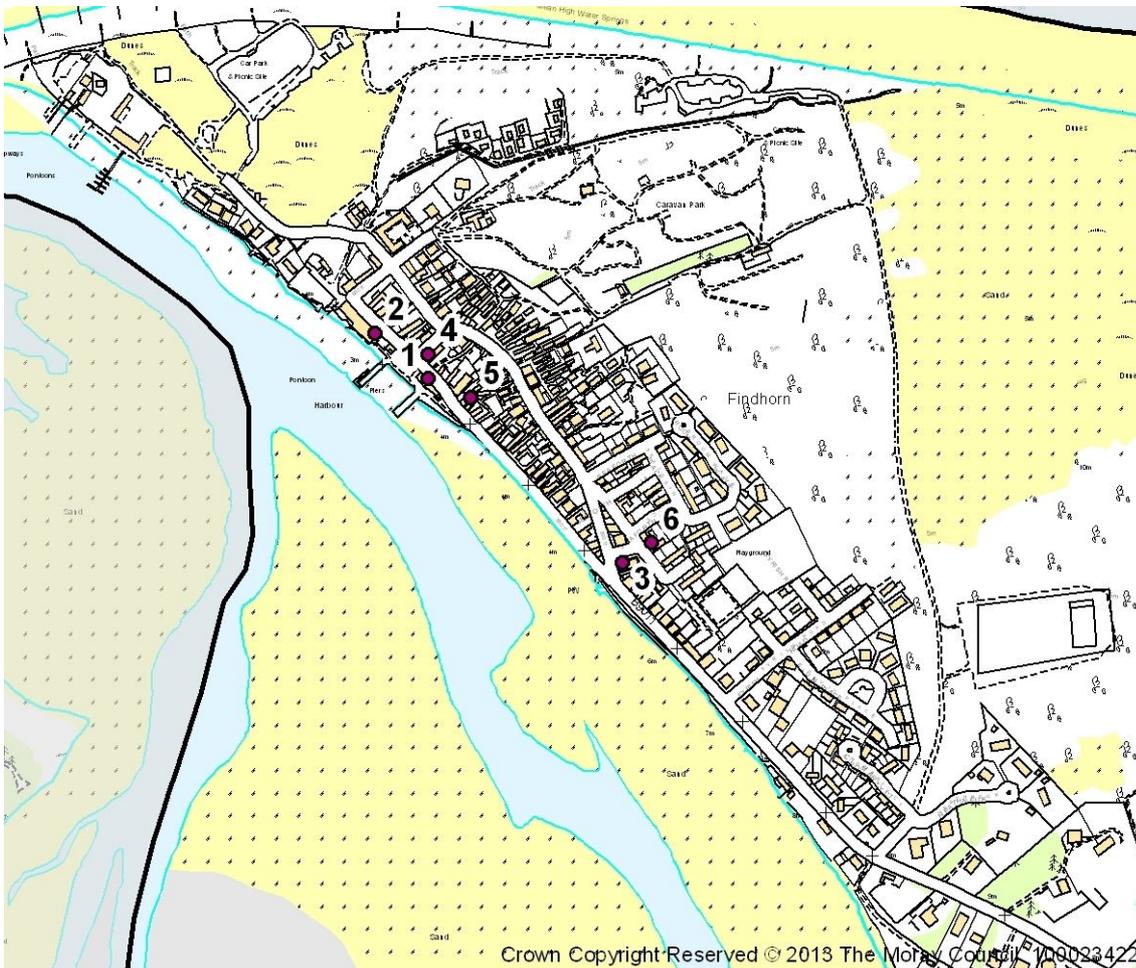
People eligible to vote at June 2013	
Polling Area (MM0803)	1273
Polling Area (MM0801)	667
calculated from the local Government Electorate June 2013 figures may be skewed due to the MOD personnel a map showing the polling areas is overleaf	

See over for map showing boundaries of polling areas

2.6 Map showing Polling Areas within Findhorn and Kinloss Community Council boundaries



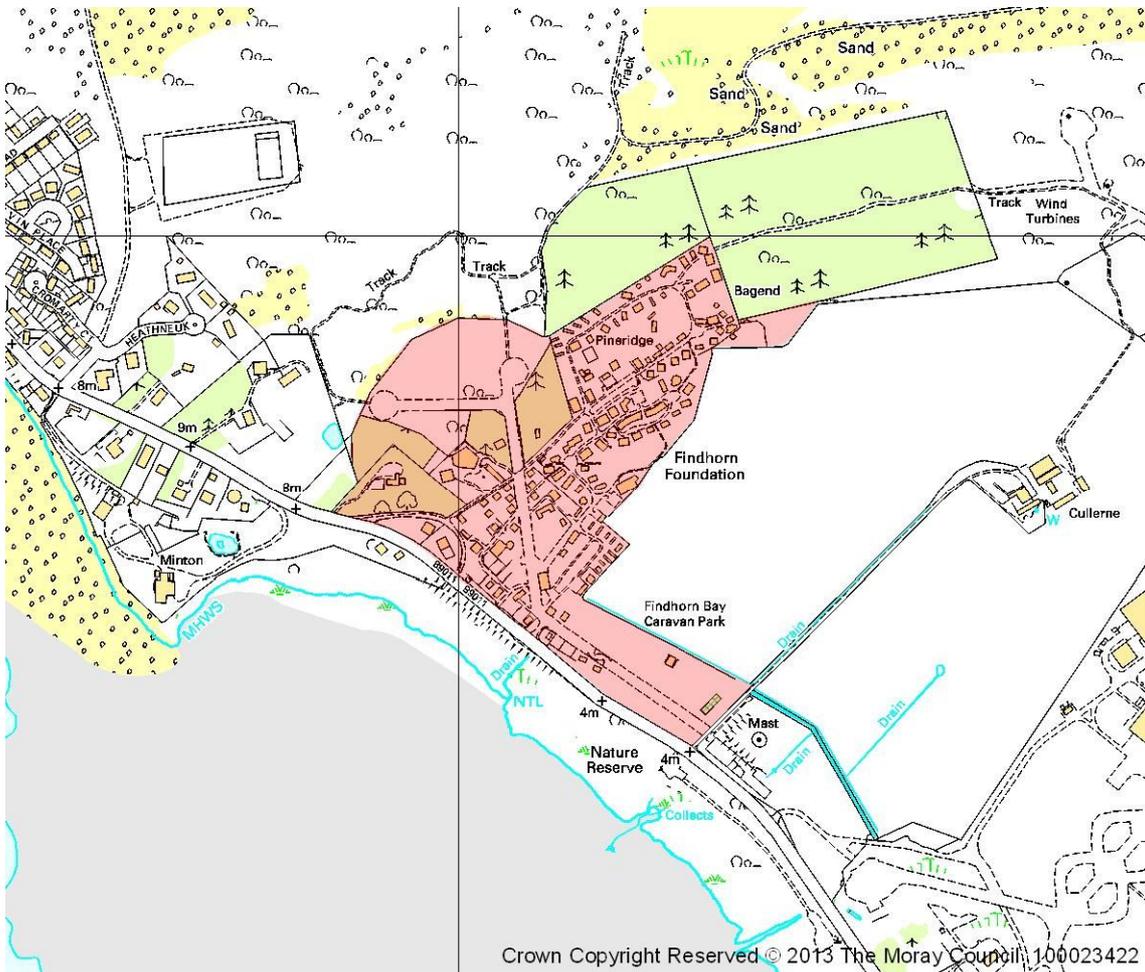
3.2 Key locations in Findhorn



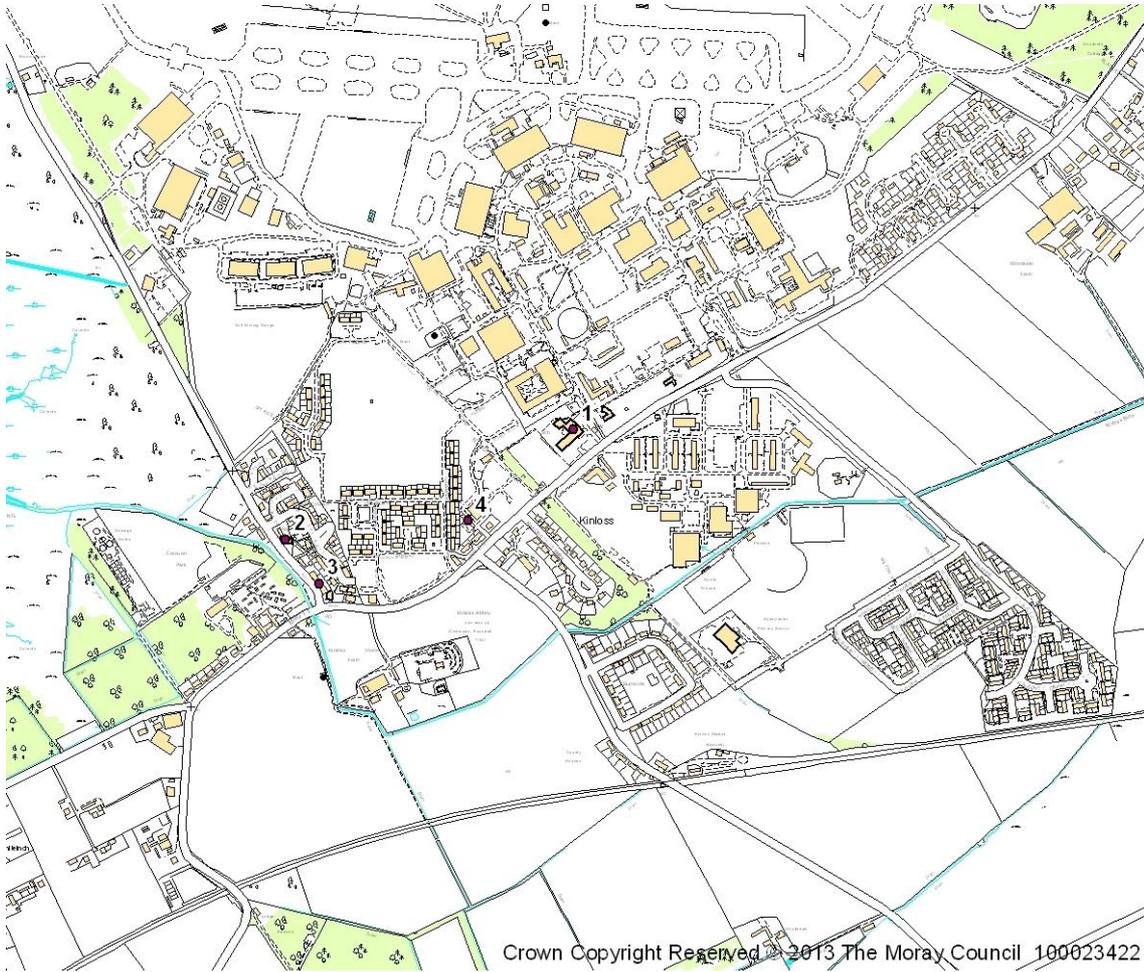
Legend

- 1 Hall 43
- 2 Findhorn House
- 3 Church Hall
- 4 Crown and Anchor Inn
- 5 The Kimberley Inn
- 6 Findhorn Village Centre (community facility), Church Place

3.3 Findhorn Foundation



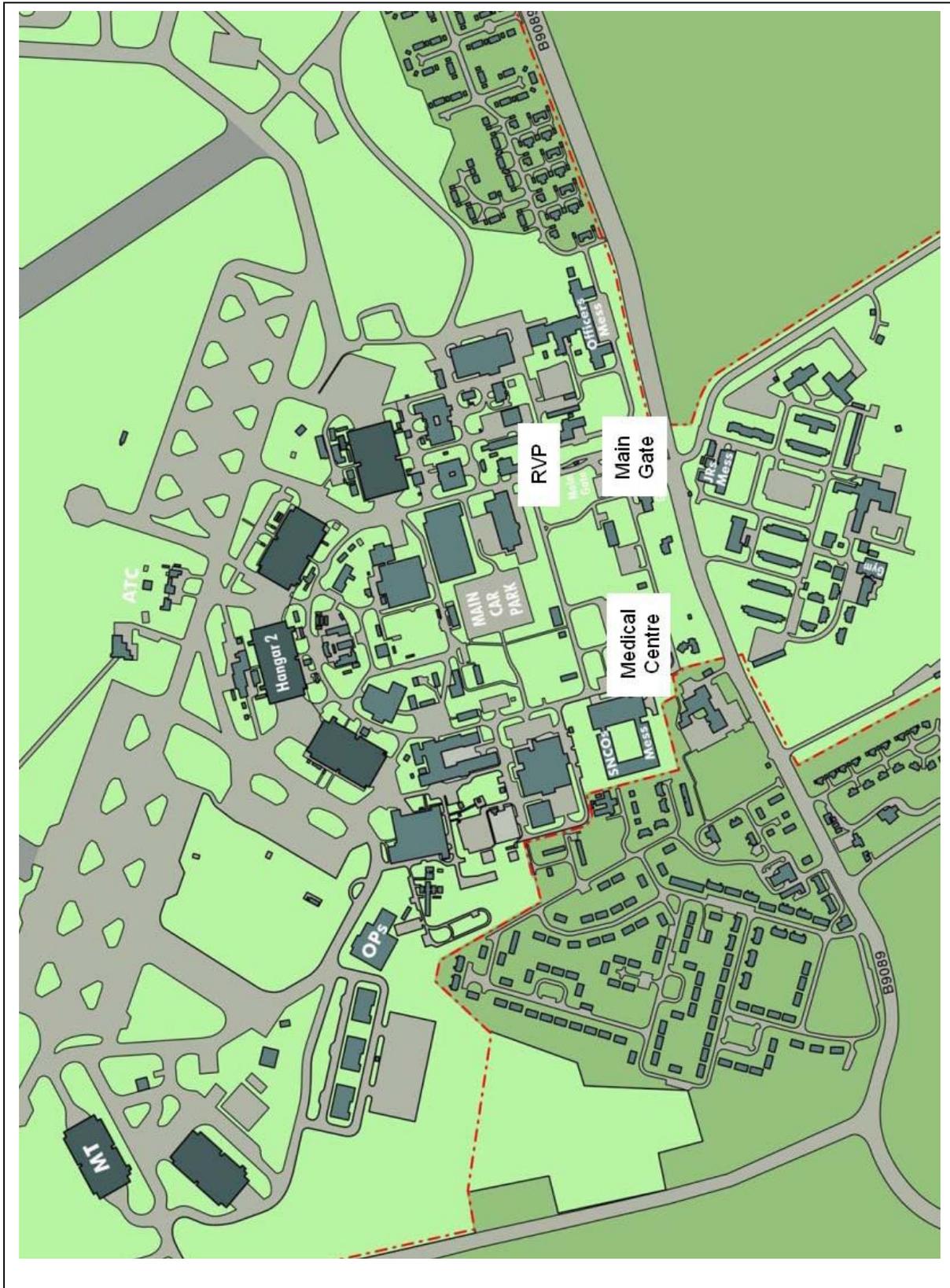
3.4 Key Locations in Kinloss



Legend

- 1 *Kinloss Primary School*
- 2 *Church Hall*
- 3 *Abbey Inn*
- 4 *Cumming Hall*

3.5 Kinloss Barracks

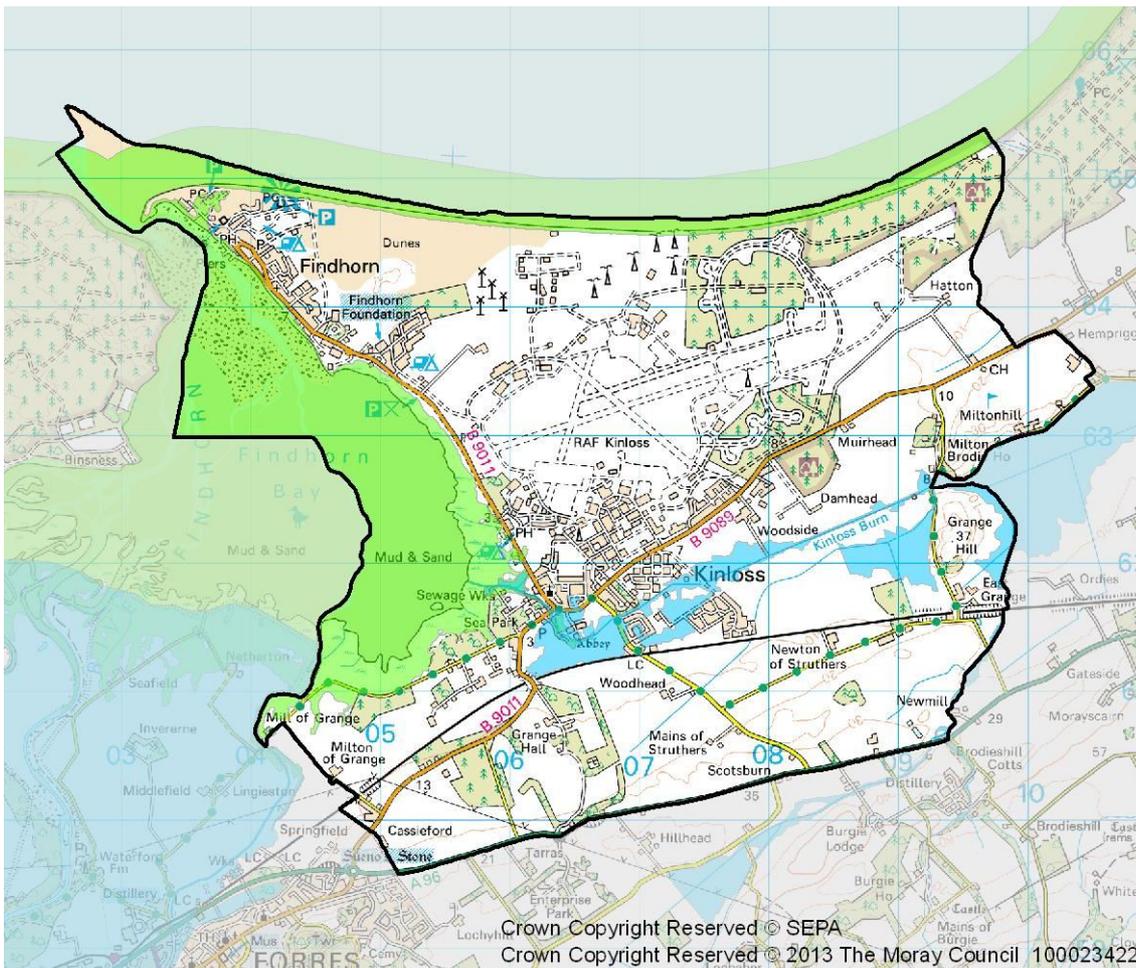


4 Flood event maps

The map below is extracted from the Scottish Environment Protection Agency (SEPA) Flood Extent Maps. SEPA flood maps show estimates of the areas of Scotland with a 0.5% or greater probability of being flooded in any given year. This is also known as areas estimated to have a 1 in 200 or greater chance of being flooded in any given year.

Areas that may be affected by flooding from rivers are shown in blue and areas with that may flood from the sea are shown in green. Areas affected by both are shown as turquoise.

The flood map does not take into account any flood defences in place. The flood map was primarily developed to provide a strategic national overview of flood risk in Scotland, to enable local authorities to take a more proactive approach to flood risk management. It does not provide enough detail to accurately estimate the flood risk associated with individual properties or specific locations.



5 Gritting Information

Consideration will be given to the pre-treating of Priority 1 routes on receipt of an adverse weather forecast, to prevent the formation of ice or to make the clearing of snow or ice from the surface of the road less difficult. It is not possible to treat every road at the same time so priority routes have been established. A and B class roads, including main public service bus routes are treated first, followed by secondary routes between small communities and then access routes to isolated communities.

All other routes will be treated subject to the resources available.

Gritting routes and their “priority” rating are shown on the following page.

Priority 1 (Main Routes)

Covered between 6.00am - 9.00pm Monday to Sunday and on public holidays.

Priority 2

Secondary routes between small communities or within larger communities. Covered between 8.00am and 6.00pm Monday to Saturday, after Priority 1 have been opened to traffic.

Priority 3

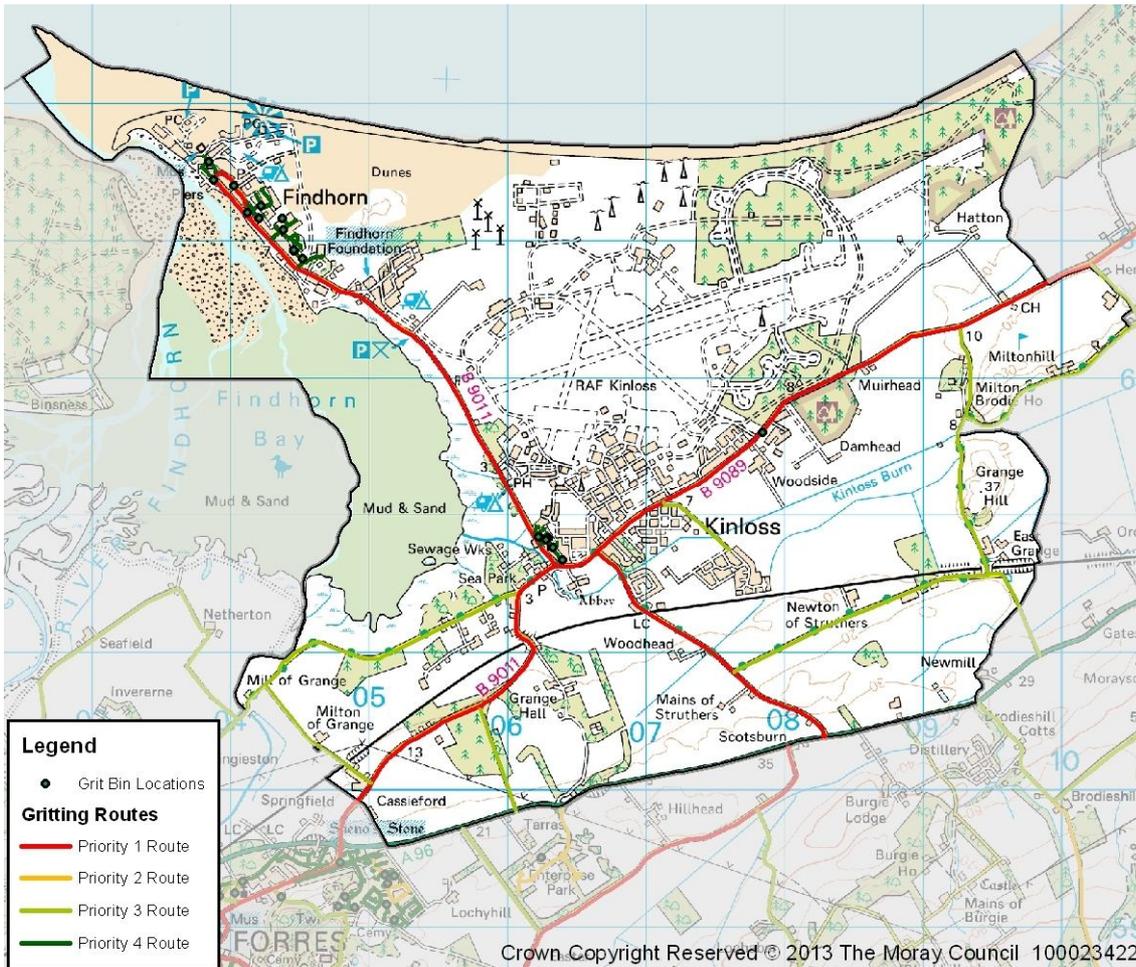
Access roads to isolated communities in rural areas or link roads in urban areas. Covered between 8.00am and 6.00pm Monday to Saturday, after Priority 1 and 2 have been opened to traffic.

Priority 4

Local access roads, service roads and minor roads in urban areas. Covered between 8.00am and 6.00pm Monday to Saturday, after all higher priority routes have been opened to traffic.

Priority 5

Private (un-adopted) and privately maintained roads are treated only in emergencies.



6. Risk Assessment

Risks	Impact on Community	What emergency responders have in place	What F&K CC can do to prepare and assist
Flooding	<ul style="list-style-type: none"> • damage to homes and businesses • flooding of local streets • disruption to transport links • lack of access to/from homes 	<ul style="list-style-type: none"> • Warnings received from SEPA and Met Office so that potential problems identified as early as possible • Flooding Response Plan identifies mitigation measures to protect areas which have flooded in the past • Flood defence schemes (at Forres) • Arrangements to open up Rest Centres • Arrangements with voluntary organisation for a range of support (water rescue; 4x4 vehicles; first aid; etc) 	<ul style="list-style-type: none"> • Encourage homeowners to have home flood defences • Place sandbags or domestic flood gates into position • Work with local emergency responders to see if they can help with distribution of flood warnings and any evacuation and rest centre establishment required • Identify and care for vulnerable people who live in areas likely to be affected
Severe weather	<ul style="list-style-type: none"> • damage to homes and businesses • flooding of local streets • disruption to transport links, including fallen trees • lack of access to/from homes • road and footpath (snow, rain etc) inaccessibility • school closure • rubbish collection 	<ul style="list-style-type: none"> • As above 	<ul style="list-style-type: none"> • identifying and caring for vulnerable people who live in areas likely to be affected • clearing snow from access routes • movement of residents to a safe place • delivery of supplies and fuel to the community • arranging rubbish to be centrally collected
Utility Failure	<ul style="list-style-type: none"> • loss of utilities to homes, community buildings, and schools • loss of gas, electricity and water • loss of communication 	<ul style="list-style-type: none"> • Arrangements in place to open Rest or other support Centres • Close working arrangements with utilities to ensure that those most vulnerable are prioritised 	<ul style="list-style-type: none"> • Encourage homeowner to have a phone which can plug into the wall (analogue phone) ie which doesn't rely on electricity • caring for vulnerable people • assisting with the delivery of alternative heating sources, water etc. • making refreshments and food at community buildings • staffing rest centres until Moray Council staff arrive

Risks	Impact on Community	What emergency responders have in place	What F&K CC can do to prepare and assist
Major Fire	<ul style="list-style-type: none"> • evacuation • access to houses and businesses • damage to homes & businesses 	<ul style="list-style-type: none"> • Arrangements are in place to open up Rest Centres • Arrangements in place with voluntary organisations to provide support (eg WRVS and Red Cross) 	<ul style="list-style-type: none"> • assist with alerting residents • assist with the evacuation of residents to a safe place. • maintaining access routes until the fire service or police arrive
Other	<ul style="list-style-type: none"> • missing persons • transportation incidents 	<ul style="list-style-type: none"> • Generic emergency response and recovery plan 	<ul style="list-style-type: none"> • identify a meeting point • care for affected motorists etc.

Note: some of the duties outlined above may be undertaken whilst the emergency services or Moray Council personnel are on route to the incident. The intention is to support and assist them in their duties.

7 Community Council communication system

7.1 Contact with Emergency Responders

Any emergency assistance required from the emergency services should be through 999. Non emergency contact with the Police is via 101. In the event of activation of this Plan, the Community Council Co-ordinator should advise the Moray Council or ideally the Council's emergency coordination centre, if established, at its headquarters in Elgin. The Community Council Co-ordinator will be the initial point of contact for the Moray Council in the event of any support being provided. If, normal communication systems are operative, the numbers in Appendix 4 should be utilised for support and assistance.

7.2 Contact with Community Volunteers

The call tree works as a pyramid, with the Community Council 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. Details are contained at Appendix 4.

7.3 Failure of the phone system

If normal telephone communication systems have failed, including the 999 system and police or mountain rescue teams will be deployed to the area, they will operate via radio systems. They should alert the Community Council Co-ordinator to the alternative method of contacting the emergency services.

8 Other Information

8.1 Insurance

The activities of the assigned volunteers will require to be covered by public liability insurance to handle any claims for loss, injury or damage brought by third parties and by employers' liability insurance for any injuries sustained by the volunteers in the execution of the tasks.

The insurance cover currently in place for both Moray Council and for the Findhorn and Kinross Community Council provides cover for volunteers and this will extend to the assigned volunteers identified within the Asset Register.

8.2 Risk Assessment for volunteers

A risk assessment will be carried out and briefing given prior to their deployment. Volunteers will be matched to tasks which are appropriate to their skills, competencies, fitness levels and their clothing and equipment.

Areas to be covered in briefing are:

- What the situation is
- What needs to be done
- How it will be done
- Safety measures in place –
 - eg Buddy system (ie no one carrying out an activity by themselves)
 - Check volunteers have the right equipment (ie dressed appropriately, have a charged mobile phone, a torch, etc)
 - Reporting structure – who do volunteers contact once they have completed the task/or if they get into difficulties.
 - Recording where volunteers have gone and a way to contact them.

8.3 Legal disclaimer regarding community responsibilities

Moray Council wishes to make it clear that it is not the employing body for the volunteers referred to in this document, they are volunteers, acting on behalf of the community council. It accepts no responsibility whatsoever 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.

APPENDIX 1

**RESIDENTS' QUESTIONNAIRE
VOLUNTEER AND ASSET REGISTER**

SNOW AND ICE

Please note: each householder/occupier is responsible for clearing snow or ice from their footpaths and driveways

1. Are you able and willing to undertake snow clearing of paths/driveways of those who are unable to do so?	Yes	No
2. Are you able and willing to undertake snow clearing of the paths/driveways that give access to the community or village hall etc?	Yes	No
3. Are you able and willing to undertake clearing of snow from school and nursery access routes and playgrounds?	Yes	No
4. Would you be willing to co-ordinate part of or all of this activity within your street or area?	Yes	No
5. Are you able and willing to undertake putting bins out during severe weather for those who are unable to do so?	Yes	No
6. Can you offer the use of a 4 X 4 for urgent errands/messages during severe weather?	Yes	No

OTHER EMERGENCIES, INCLUDING FLOODING, UTILITY FAILURE, FIRE, TRANSPORTATION

1. Can you provide transport (4X4) to people within your community that may need to get to the doctor, pick up shopping, etc.?	Yes	No
2. Are you able and willing to assist with the preparation of catering or the provision of hot drinks at your community/village hall?	Yes	No
3. Are you willing and able to check on your neighbour (if necessary) during any failure of the utilities etc. for example, power or water failure?	Yes	No
4. Do you have a specific skill that the community can call upon during an emergency?	Yes	No
5. If yes to 4, please state what skills you can offer		

Please note: this would not involve reimbursement as the community council does not have any budget for this.

OTHER POTENTIAL ASSISTANCE

1. Provide temporary assistance if a neighbour is locked out/utility failure?	Yes	No
2. Would you like to be a point of contact for your area?	Yes	No
3. Do you have any equipment which may assist in an emergency (eg generator, chainsaw, boat, etc.)	Yes	No
4. If yes, please provide information you wish included in the emergency plan.		

If you are willing to assist your community and have answered yes to any of the above questions please provide the following information. We will only use the information if we need to contact you in an emergency, to ask if you are able to take part in activities which will help in the community. If you no longer wish to participate in this initiative, please contact the Community Co-ordinator at 01309 676716 and your details will be securely deleted. This information will be held securely by those involved in implementing the Plan. Information will be reviewed annually or as necessary.

Name	
Address	
Email	
Availability (for example day and night or night time only)	
Home Tel	Mobile Tel
Please state below any additional suggestions or comments you would like us to consider.	

Please return the completed questionnaire to the Community Council Co-ordinator, C/O Emergency Planning Officer, Moray Council, HQ Annexe, High Street, Elgin, IV30 1BX.

APPENDIX TWO

Example Community Emergency Group

**Emergency Meeting Agenda
Meeting held on DATE, at TIME at LOCATION**

Attendees and Apologies

1. What is the current situation?

(you might want to consider the following)

A location of the emergency

is it near:

- a school?
- a vulnerable area?
- a main access route?
- type of emergency:
- is there a threat to life?
- has electricity, gas or water been affected?

B Are there any vulnerable people involved?

- elderly
- families with children
- non-english-speaking people.
- what resources do we need?
- food?
- off-road vehicles?
- blankets?
- shelter?

2. Establishing contact with the emergency services

3. How can we support the Emergency services?

4. What actions can be taken?

5. Who is the lead for the agreed actions?

6. Any other issues?

Note: record actions identified and carried out

APPENDIX THREE

Household Emergency Plan

If a major emergency happens it may be some time before help arrives. It's very important that you and your family get together to prepare.

- ✓ **Agree a plan in advance with those in your home.**
- ✓ **Complete this template together and keep it safe in case you need to use it.**

If the emergency means it is not safe to go out, the advice is usually to:

- GO IN** (go indoors and close all windows and doors),
- STAY IN** (stay indoors),
- TUNE IN** (to local radio, TV or the internet, where public information and advice from the emergency responders will be broadcast.)

Moray Firth Radio	on frequency 97.4; 96.6; 96.7; 102.5; 102.8
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If you have to leave your home, get out, stay out, and take others with you.

Think of two meeting places: one near home and one further away, in case you can't get home.

Meeting place 1 (Near Home)	Meeting place 2 (Further away)
Location:	Location:

Pick a friend or relative who lives out of the area, who you will agree to call to say you're OK, should you need to leave home. Make sure this person knows.

Friend or relative to call to let people know that you're OK	
Name:	Telephone Number:

If it is safe to do so you should check on your neighbours and vulnerable people living close by. Have a think about who they are in advance:

Name	Name	Name
Address	Address	Address
Tel Number	Tel Number	Tel Number

Important Telephone Numbers	
Emergency services	999
NHS 24	08454 24 24 24
SEPA's floodline	0845 988 1188
Scottish Water	0845 600 8855

Record other important numbers	
Schools/colleges:	Carers/childminder:
Work Contact:	Plumber:
Doctor:	Vet:
Insurance:	Local authority:
Gas supplier:	Electricity supplier:
Other:	Other:

Pack an Emergency Kit

You should keep enough **food and water** and other **essentials** at home for at least **three days**.

Whether you have to stay in or get out, packing a small emergency kit will help you get through. Keep it in a safe place at home where you can reach it easily. Your kit should be kept in a waterproof bag and the **top ten things to include** are:

- ✓ **Battery radio with spare batteries, or a wind up radio**
- ✓ **Battery torch with spare batteries, or a wind-up torch**
- ✓ **First aid kit**
- ✓ **Important documents like birth certificates and insurance policies**
- ✓ **Bottled water and ready-to-eat food that won't go off. Pack a can opener if needed**
- ✓ **Spare keys to your home and car**
- ✓ **Spare glasses or contact lenses**
- ✓ **Toiletries and details of important medicines**
- ✓ **Pencil and paper, penknife, whistle**
- ✓ **Pet supplies**

If you have to leave your home, and there's time to gather them safely, you should also think about taking:

- ✓ **Essential medicines**
- ✓ **Mobile phone and charger**
- ✓ **Cash and credit cards**
- ✓ **Spare clothes and blankets**
- ✓ **Games, books, a child's special toy**
- ✓ **Pets**

For further advice on being prepared for emergencies see www.readyscotland.org

Other Contacts

*In the event of an emergency
contact the relevant
emergency services on 999*

Church of Scotland, Findhorn

Hall Bookings 01309 690162

Church of Scotland, Kinloss

Hall Keeper 01309 690348

Cumming Hall

Office Hours 01309 617504

Out of Hours - Guardroom 01309 617777

Findhorn Village Centre and Hostel, near Church of Scotland

Hall Bookings (not always manned) 01309 692339

Entry by keypad (code held by Pat Carroll 01309 691001, Mo Hyde 01309 692311)

Findhorn Foundation, (Universal Hall) the Park Findhorn

Pete Finch 07584 578400 or 01309 692130

Paul Johnson 07827918225

Gas Emergencies

0800 111 999

James Milne Institute, by Findhorn Pier

Hall Bookings (not always manned) 01309 692365

Additional Keyholder 01309 691752

Kinloss Barracks

24/7 Guardroom 01309 617777

Kinloss Primary School

School Hours 01309 690376

Out of Hours (Moray Council out of hours) 08457 565656

Moray Council

Contact Centre 01343 543451

Out of Hours Emergencies 08457 565656

www.moray.gov.uk

Moray Firth Radio

(frequencies 97.4; 96.6; 96.7; 102.5; 102.8)

www.mfr.co.uk 0345 345 1974

NHS Grampian

Dr Grays (24/7 switchboard)
www.nhsgrampian.co.uk
NHS 24 helpline
www.nhs24.com

0845 456 6000

111

Police Scotland

non emergencies

101

Scottish Environment Protection Agency

Floodline
www.floodlinescotland.org.uk

0845 988 1188

Scottish Government

www.scotland.gov.uk/topics/Justice/public-safety/ready-scotland

Scottish and Southern Electricity

24/7
<http://www.sse.co.uk/>

0800 300 999

Scottish Water

24/7
www.scottishwater.org.uk

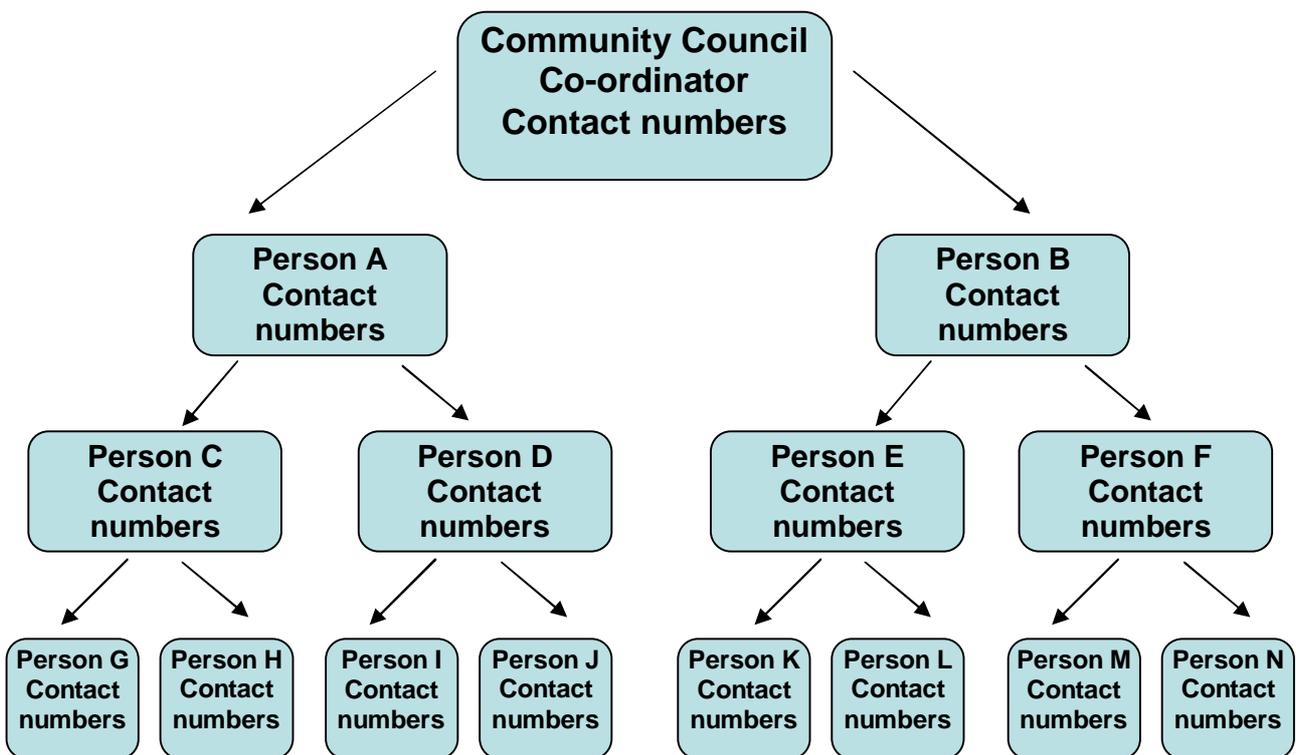
0845 601 8855

APPENDIX 5

Volunteer Call Tree

The call tree works as a pyramid. The Community Council Co-ordinator makes the first call to two people. They in turn call an assigned set of people and so on until the tree is complete.

The complete call tree with contact numbers will be issued to all those on the call tree list, and the Moray Council once volunteers have been recruited.



Sample Message

Calls to volunteers could be to put them on “standby” or could be for an activation.

If activating volunteers, message should include:

- Who you are
- Whether this is an “activation” or a “standby” message
- Which organisation has requested assistance
- Where and who they should report to.
- What has happened
- Any special requirements, ie what personal protective equipment is needed; warm clothing; roads to avoid, etc
- Reminder to take mobile phone with them and tell family member where they are going.

APPENDIX 6

ACTIVATION PROCEDURES

A Plan activation by the Emergency Services/Moray Council

1. Call from Emergency Services received by Community Council Co-ordinator, whom failing, then the Deputy Co-ordinator, whom failing Area Point of Contact.
2. On receipt of call try to determine:
 - a. What has happened
 - b. What is required of the Community Council
 - c. Any particular hazards or threats (eg if wind direction is pertinent; road closures in place, etc)
 - d. Any deadlines
 - e. Exchange contact details – single point of contact for each organisation is recommended.
3. Contact made with 2 other Community Council members to confirm that the Plan should be activated.
4. If plan to be activated, then identify meeting point for the first meeting of the Community Emergency Group. **Agenda for this meeting as per Appendix 2.** Location identified will be determined on the type of incident or location of incident.
5. Activate the Volunteer Call Tree – Appendix 5 – identifying whether it is a “standby” or “call out.”
6. NB – do not go to the scene unless specifically requested by the emergency services. If requested to go to the scene the Police Officer in charge will wear a tabard stating “Police Incident Officer, and Emergency Services Vehicle at the scene of the incident which has its blue lights flashing

B Plan activation by the Community Council

If you become aware of an incident that you believe may be worthy of consideration by the Community Resilience Team.

1. Ensure you are in no immediate danger.
2. Call 999
3. Contact the Local Authority Duty Emergency Planning Officer (24 hours) on 01224 620610 to advise that your Community has activated its Community Emergency Plan.
4. Proceed from step 2 above.