



READY? SET? GOOD.

Emergency Preparedness Begins With You

[Insert Community name here]

Community Emergency Plan

Template

Draft document

Plan last updated on: xx/xx/xxxx



IF YOU ARE IN IMMEDIATE DANGER CALL 911

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Local Hazard and Vulnerability Assessment

The Hazard and Vulnerability Assessment (HVA) is a tool that estimates risk to focus attention on the hazards that are most likely to have a large impact on your community. Risk is defined as the probability of an event times the severity of the event. Completing and updating the HVA helps communities plan for events that are likely to happen and can help identify areas of improvement.

Scores for each category can be scored by consensus, or the average can be taken from a group.

Hazards are anything that can cause harm to people, property, or the environment. Hazards can be natural or man-made. Local knowledge and historical data should be used to identify hazards to the community.

The **probability** that each hazard will occur should be estimated based on local expertise, historical data, and reliable forecasts. A hazard has the probability of 3 if it is a likely event that happens multiple times a year. A probability of 1 indicates that this hazard will almost never happen in your community.

Impact is the potential harm caused by each hazard. This should include harm to human life (injuries or death), damage to property, and other damage to the community such as the disruption of businesses or services. A hazard has an impact of 3 if there is the possibility of death and severe damage to the environment. A hazard score of 1 indicates that the hazard is unlikely to cause injuries or damage.

Preparedness includes the status of current plans and the response capabilities of internal (community) and external (professional) resources. For example, if each household has a smoke detector, families exercise their escape plans regularly, and the closest firehouse is within the community, then the preparedness score for the hazard “fire” may be a 1. A score of 3 indicates that a community has done nothing to prepare for a hazard and cannot rely on any help if that hazard were to occur.

A high risk score indicates areas that preparedness measures and planning should be targeted.

HAZARD	PROBABILITY	IMPACT	PREPAREDNESS	RISK
Event	Likelihood this will occur	Possibility of death or injury, physical damage, and interruption of services	Planning and available resources	Threat
	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	1 = High 2 = Moderate 3 = Low	0 - 100%
				0%
				0%
				0%
				0%
				0%
				0%
				0%
				0%
				0%
				0%
				0%
				0%
Average Score	#DIV/0!	#DIV/0!	#DIV/0!	0%

RISK = PROBABILITY * (IMPACT - PREPAREDNESS)

Note: Please use whole numbers only within the range indicated.

Emergency Contact List

Name: Isabel	Title: Community Emergency Coordinator
Email: aa@bb.cc	Phone: 443-111-1111
Address: 10 Hurricane Alley	

Name:	Title: Neighborhood Association President
Email:	Phone:
Address:	

Name:	Title: CERT Team Leader
Email:	Phone:
Address:	

Name:	Title:
Email:	Phone:
Address:	

Name:	Title:
Email:	Phone:
Address:	

Alternative Communications Plan

Use this space to record details of alternative communications within your community in case phone and internet are disrupted. This can include amateur radios, walkie-talkies, bulletin boards, or posting information at street corners.

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 Mayor's Office of Emergency Management and also how your community will decide to activate the plan independently or as a result of an emergency declaration, etc.

First Steps in an Emergency

Follow the instructions below when the plan is activated.

	Instructions	Completed
1	Call 911 (unless already alerted)	Agnes, June 14 at 1200
2	Ensure you are in no immediate danger	
3	Contact the Community Emergency Group by using the phone tree, appendix A	
4	Establish safe meeting location	
5	Assess situation: consider any hazards that may affect life safety and property.	
6	Determine needs	
7	Conduct well-checks on the vulnerable	
8		
9		
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18		

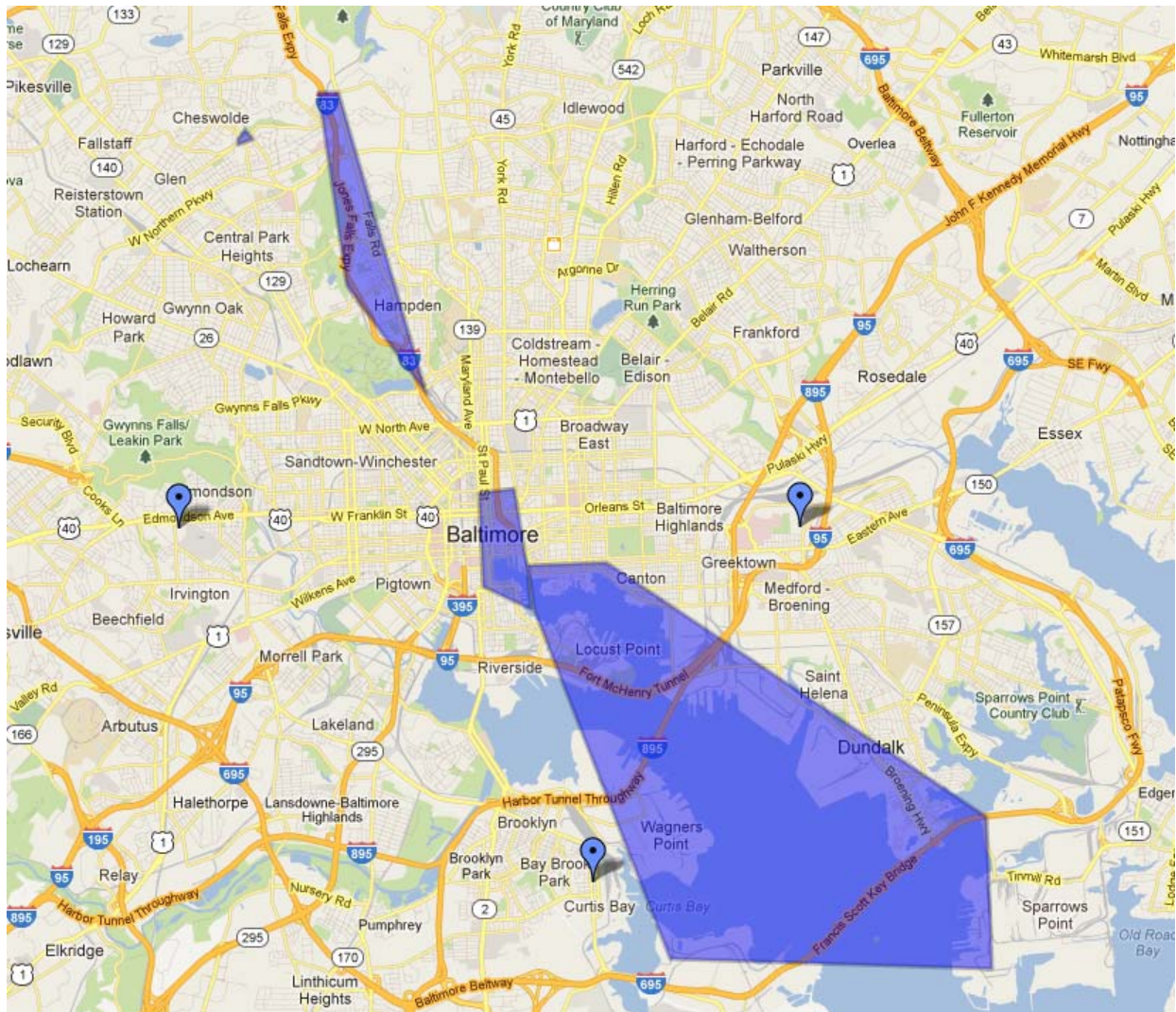
Awareness and Training

Use this space to record any emergency preparedness awareness outreach conducted or trainings attended such as CPR, first aid, and CERT. Trainings can be organized through the Baltimore City Citizen Corps Council, the Mayor's Office of Emergency Management, or other organizations such as the Red Cross.

Maps

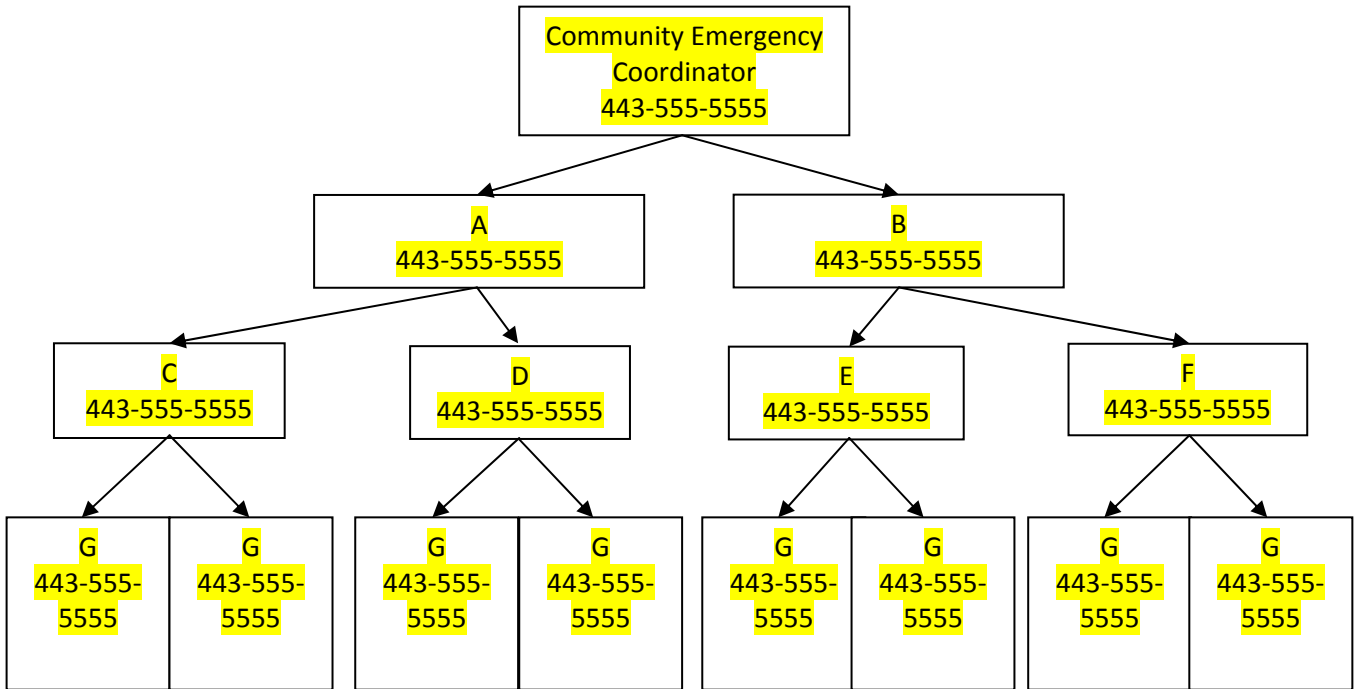
Use this space to include a map of your community which shows major facilities and key locations. You can also choose to map out your vulnerable residents to help with planning and outreach. Google Maps has a powerful, easy-to-use Mapmaker: <https://www.google.com/mapmaker>

Example: <http://goo.gl/maps/YPYR4>



Appendix A – Phone Tree

The phone tree works as a pyramid with the coordinator at the top making the first phone calls to a limited number of people, who in turn call their assigned contacts, etc. until the notifications are finished.



Appendix B – Copies of MOUs