

hutton & paxton community council

RESILIENT COMMUNITY PLAN

READY IN YOUR COMMUNITY



CONTENTS

HUTTON & PAXTON COMMUNITY COUNCIL

1. RESILIENT COMMUNITIES	3
2. OVERVIEW OF PROFILE	6
3. AREA	8
4. DATA ZONE	10
5. FLOOD EVENT MAPS 1 IN 200 YEARS	12
6. FIRST PRIORITY GRITTING MAP	14
7. RISK ASSESSMENT	15
CONTACTS	16
USEFUL INFORMATION	20
HOUSEHOLD EMERGENCY PLAN	23
 APPENDIX 1 - Residents' Questionnaire on the Development of a Community Council Resilient Community Plan	 25
 APPENDIX 2 - Example Community Emergency Group Emergency Meeting Agenda	 27

WORKING IN PARTNERSHIP WITH



HUTTON & PAXTON COMMUNITY COUNCIL

1. RESILIENT COMMUNITIES

1.1 WHAT IS A RESILIENT COMMUNITY?

Resilient Communities is an initiative supported by Local, Scottish, and the UK Governments, the principles of which are, communities and individuals harnessing and developing local response and expertise to help themselves during an emergency in a way that complements the response of the emergency responders.

Emergencies happen, and these can be severe weather, floods, fires, or major incidents involving transport etc. 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 you, could make your community better prepared to cope with an emergency.

Local emergency responders will always have to prioritise those in greatest 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 is achieved by using a framework, thereafter called a 'Resilient Community Plan'; this is specific to the community council area and can be split down into local areas if required. The plan will contain a community profile, community area maps, flood maps, risk assessment, asset register, insurance information, and general guidance for individuals or the community.

The ethos of the 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. There are already examples of these groups in existence within the Scottish Borders in the form of the Flooding Self Help Groups, and there are great examples of communities supporting and assisting each other during recent periods of severe weather.

It is important to note that the Resilient Communities Plan is not in anyway a method by which a local authority or an emergency service may reduce its response or service to the community, the plan is intended to support and enhance the response.

1.2 THE AIM OF A RESILIENT COMMUNITY PLAN

The aims of the Community Council, Resilient Community Plan are to:

- Raise awareness and understanding of the local risk 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.
- Provide a framework and support to enable the creation and delivery of a resilient community plan.
- Assess and develop communication systems to ensure communities are given appropriate warnings of severe weather etc.
- Evaluate the outcome and success of the plan following operation.

1.3 BENEFITS OF RESILIENT COMMUNITIES

Volunteering and helping one another does not need to be organised centrally by government or by the local authority. Local community councils and individuals who are prepared and able to respond effectively, can deal with local issues, such as,

- The clearing of snow from pathways of people who are unable to clear those themselves, to allow access etc.
- The clearing of snow from school and nursery access routes and playgrounds.
- The placing of sandbags in risk areas to prevent flooding, and placing domestic flood gates into position.
- The delivery of supplies during severe weather, for example, hot meals, water etc.
- Providing hot meals and assistance within community centres and village halls.
- Checking on neighbours to ensure their safety and well being during severe weather etc.

1.4 RESILIENT COMMUNITIES VOLUNTEERS

Your help and skills in supporting and assisting your community to prepare and recover following an event or incident are vital. There is an opportunity for all within the community to volunteer, from clearing snow from pathways to making hot drinks in the village hall.

Each volunteer is asked to complete a questionnaire which asks for basic personal contact information (see appendix one) this information is entered into the community asset register (it should be noted that these details are held by the community co-ordinator, and will not be freely available), and the basic skills or assistance that the volunteer could bring during an event or emergency, for example, 4X4 vehicle, shovels, catering, to name but a few.

Once completed the asset register will be held by the community co-ordinator and will be used by them to call upon assistance from the community, it will be reviewed on an annual basis to ensure that it is up to date and accurate.

HUTTON & PAXTON COMMUNITY COUNCIL

2. OVERVIEW OF PROFILE

The Hutton and Paxton Community Council Area is in southeast Berwickshire, with a number of large farms, a major estate (Paxton House) and the traditional country villages of Hutton and Paxton with a hamlet at Fishwick. Hutton lies 2 miles off the A6105 Chirnside to Berwick-upon-Tweed road, accessed by a network of minor roads, and is one mile west of Paxton. Paxton is reached by the B6461 and the B6460 and is around 5 miles each way from Berwick and Chirnside.

Hutton is listed in the Scottish Borders Draft Structure Plan as suitable for modest future housing development. Both villages have a current allocation for new houses within their settlement boundaries. Neither village is in a designated Conservation Area but both are limited by their sewerage and drainage capacity.

The Community Council area has a high Access Deprivation rating due to its rural location, although it does have better access to a railway station than most other parts of the Borders, to its advantage. Hutton Primary School closed in 2005 and children now travel to Chirnside Primary school. The area is within the Berwickshire High School catchment in Duns. Both villages have Church of Scotland kirks and village halls, where Community Council meetings and community activities and clubs are held. Paxton has a public house/restaurant and Hutton has a part-time Post Office. There is a range of self-catering and B&B accommodation in the area, which caters for the increased visitor numbers in the summer.

The Hutton and Paxton Community Council area straddles two “datazones”, which are the smallest units at which up-to-date community-level statistics are available. The following statistics are for the area covered by these two datazones, which takes in a wider part of East Berwickshire than the Hutton & Paxton Community Council area, so there will be a margin of error compared with population counts from the 2001 Census. A more accurate Community Council population estimate will be available when the results of the 2011 Census are released in 2013.

2.1 POPULATION OF HUTTON & PAXTON

Indicator	Hutton & Paxton datazones	Scottish Borders	Scotland
Total population 2001	836	106,950	5,064,200
Total population 2010	817	112,870	5,222,100
Average annual population change, 2001-10	0.2% decrease p.a.	0.6% increase p.a.	0.3% increase p.a.
% children 2010	14.4%	17.6%	17.7%
% working-age 2010	57.5%	58.3%	61.2%
% pensionable age 2010	28%	24.1%	21.1%
Number of dwellings 2010	1,043	56,366	2,493,838
% of dwellings which are second homes, 2010	3%	2%	1.9%

Source: GRO(S) Mid-year estimates, 2010 / Scottish Neighbourhood Statistics

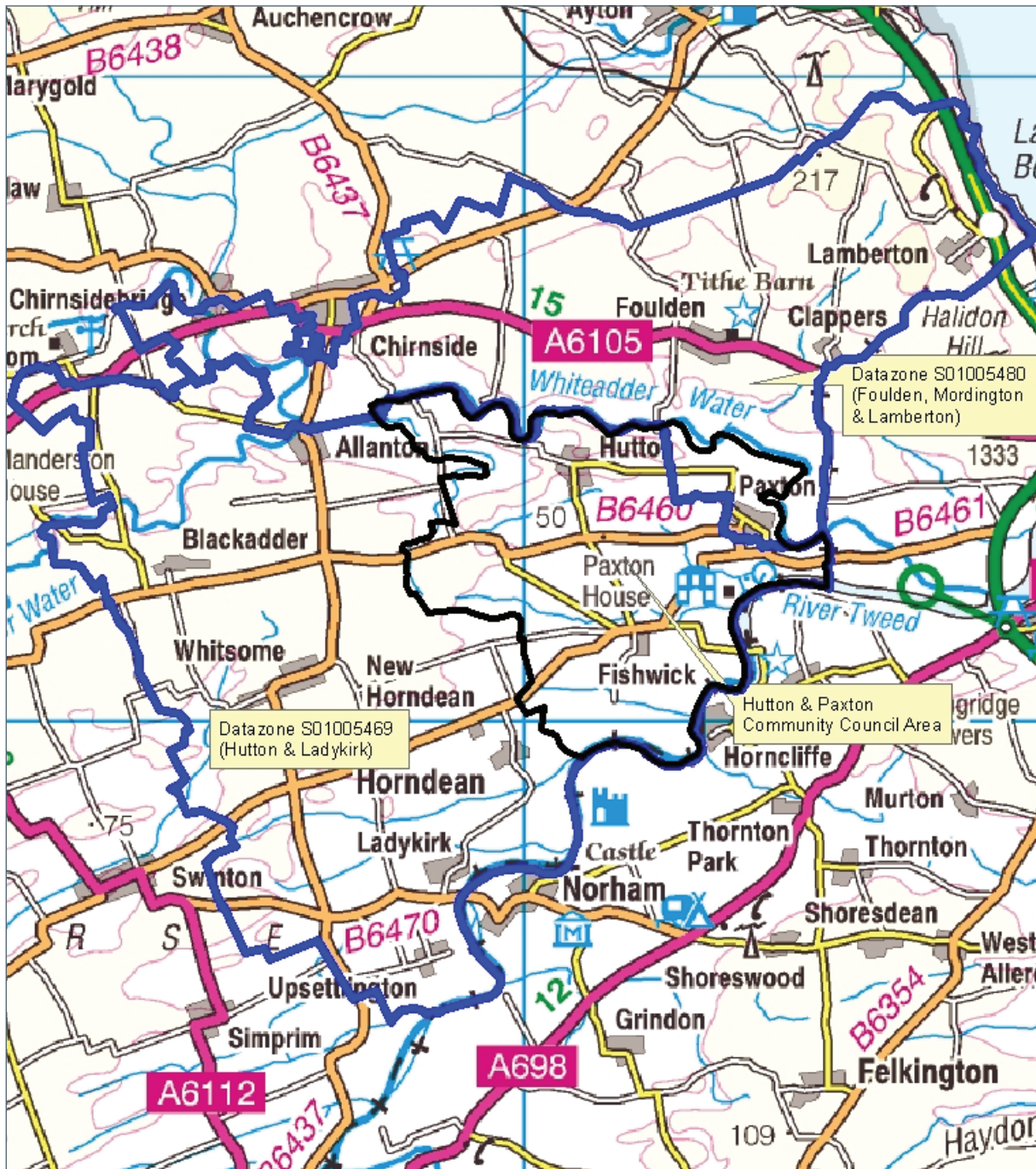
The above figures show that the two datazones covering Hutton and Paxton Community Council area, including a wider part of East Berwickshire, have experienced a stagnation of population growth since 2001, which is against the Scottish Borders trend of a gradual increase. The nearest figures we have to a population estimate of Hutton and Paxton Community Council Area are from the 2001 Census, when there were 497 people. Paxton had 195 people and Hutton had 89. Pensioners make up an above-average proportion and children and working-age people make up a lower proportion of the population than the Scottish Borders and Scottish averages, meaning that this area has a more elderly population profile and potentially higher levels of dependency and vulnerability than other Community Council areas.

Of the dwellings that are permanently occupied, there is evidence of more traditional household structures, i.e. couples with or without children, than the Scottish Borders and Scottish averages. There is a higher than average proportion of houses that are not permanently occupied, due to the higher than average proportion of second homes and vacant dwellings. This may present problems in terms of sourcing the correct contact information for absent homeowners, in the event of a winter weather-related emergency.

HUTTON & PAXTON COMMUNITY COUNCIL 3. COMMUNITY COUNCIL AREA


1:80,000 

This map has been prepared by the Business Consultancy Unit.
For further details contact: hgoodship@scotborders.gov.uk 01835 824000 x5831
© Crown Copyright. All rights reserved.
Scottish Borders Council, Licence 100023423, 2012

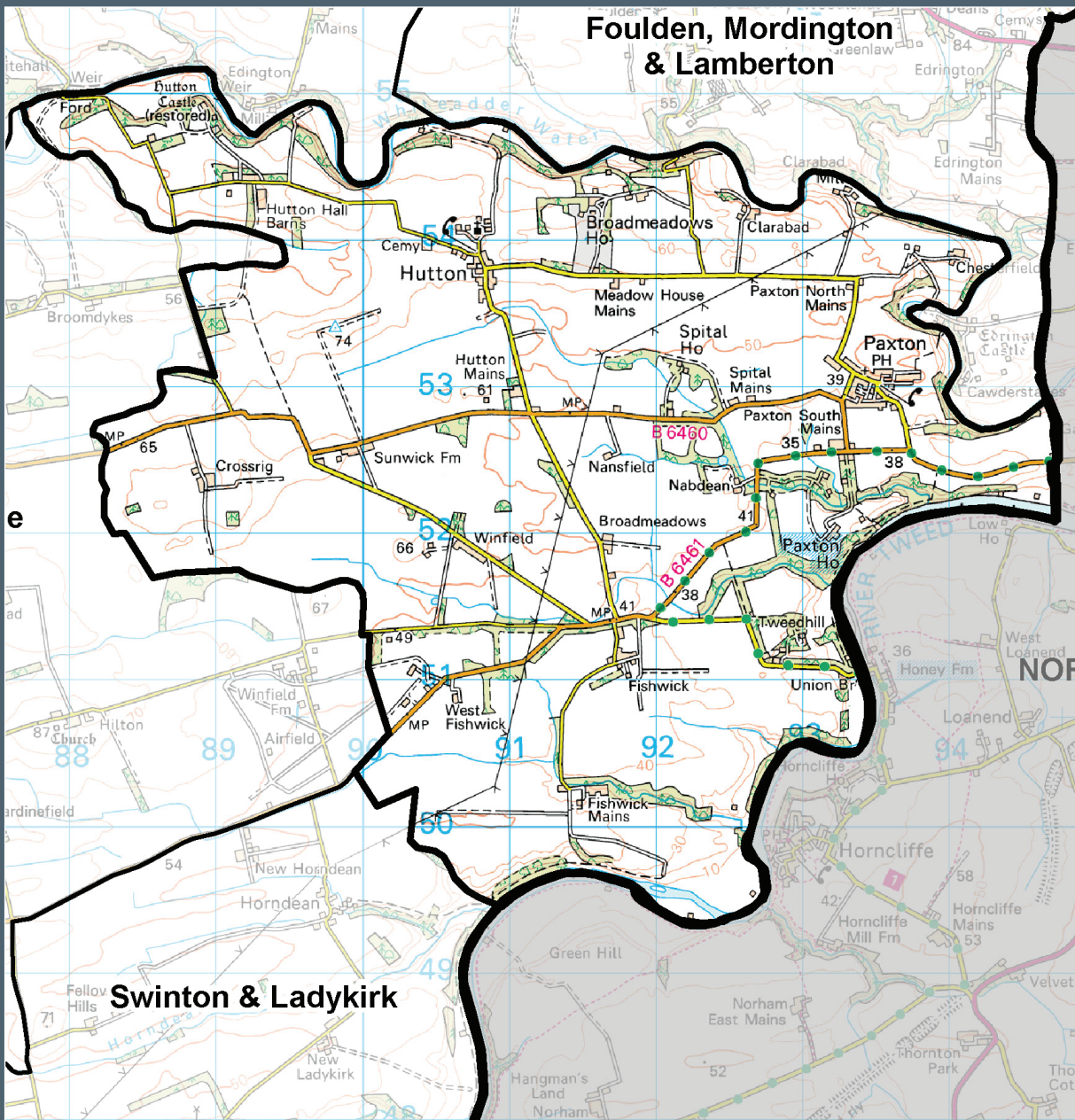


HUTTON & PAXTON COMMUNITY COUNCIL

3. COMMUNITY COUNCIL AREA

1:20,000 

This map has been prepared by the Business Consultancy Unit.
For further details contact: hgoodship@scotborders.gov.uk 01835 824000 x5831
© Crown Copyright. All rights reserved.
Scottish Borders Council, Licence 100023423, 2012

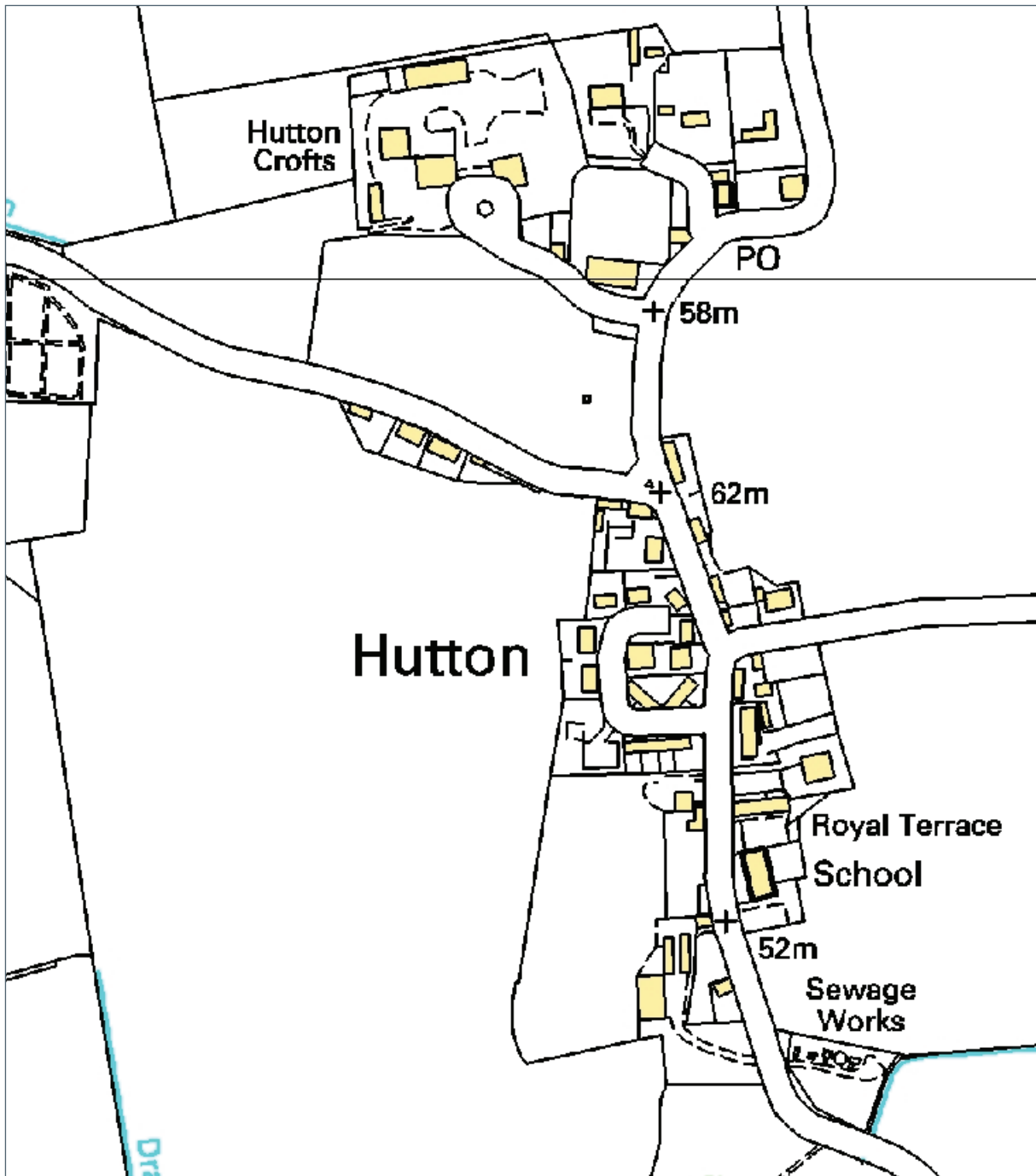


HUTTON & PAXTON COMMUNITY COUNCIL

4. HUTTON DATA ZONE

1:3,000 

This map has been prepared by the Business Consultancy Unit.
For further details contact: hgoodship@scotborders.gov.uk 01835 824000 x5831
© Crown Copyright. All rights reserved.
Scottish Borders Council, Licence 100023423, 2011

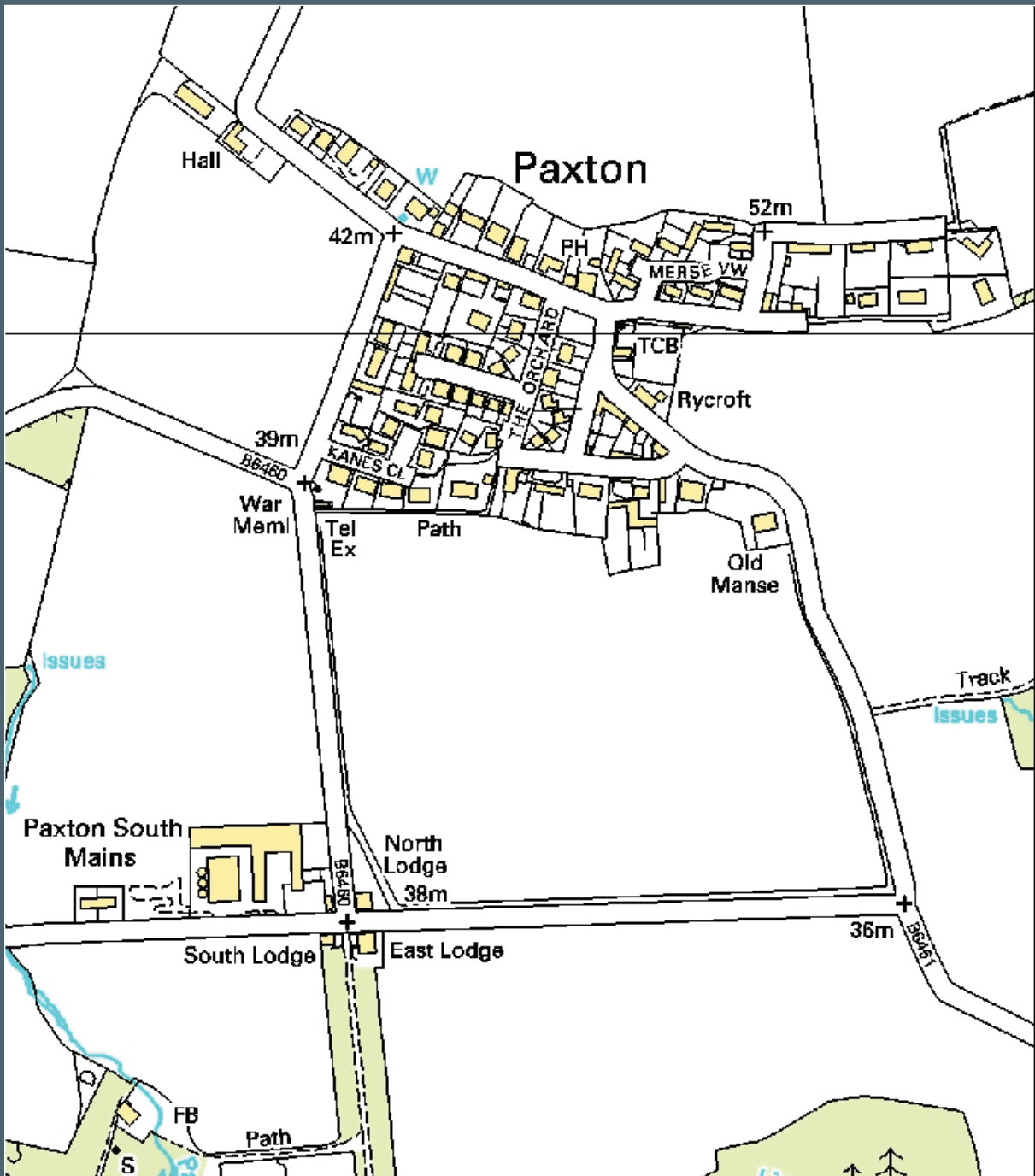


HUTTON & PAXTON COMMUNITY COUNCIL

4. PAXTON DATA ZONE

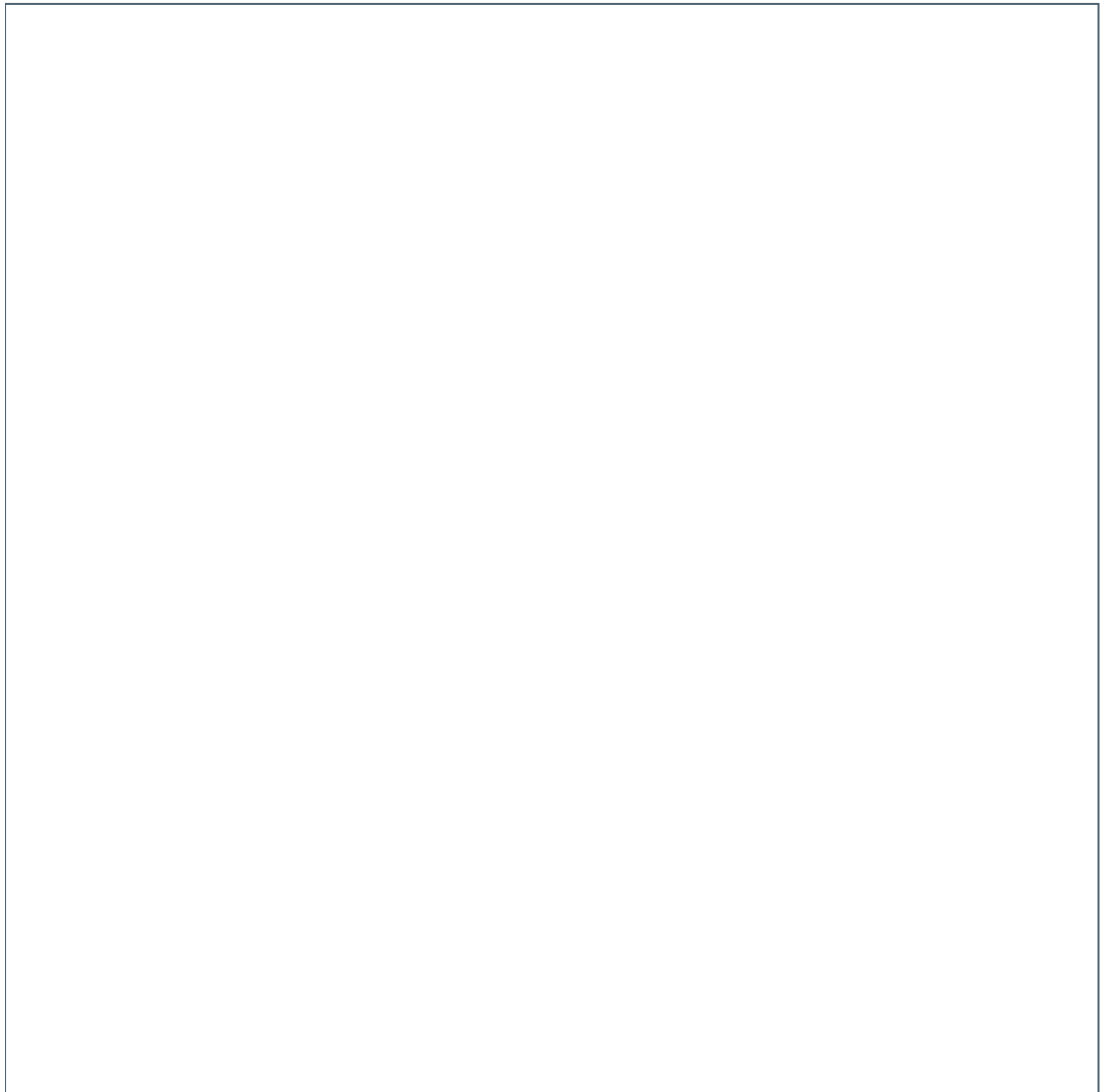
1:4,000
N

This map has been prepared by the Business Consultancy Unit.
For further details contact: hgoodship@scotborders.gov.uk 01835 824000 x5831
© Crown Copyright. All rights reserved.
Scottish Borders Council, Licence 100023423, 2011



HUTTON & PAXTON
COMMUNITY COUNCIL

5. FLOOD EVENT MAPS
1 IN 200 YEARS

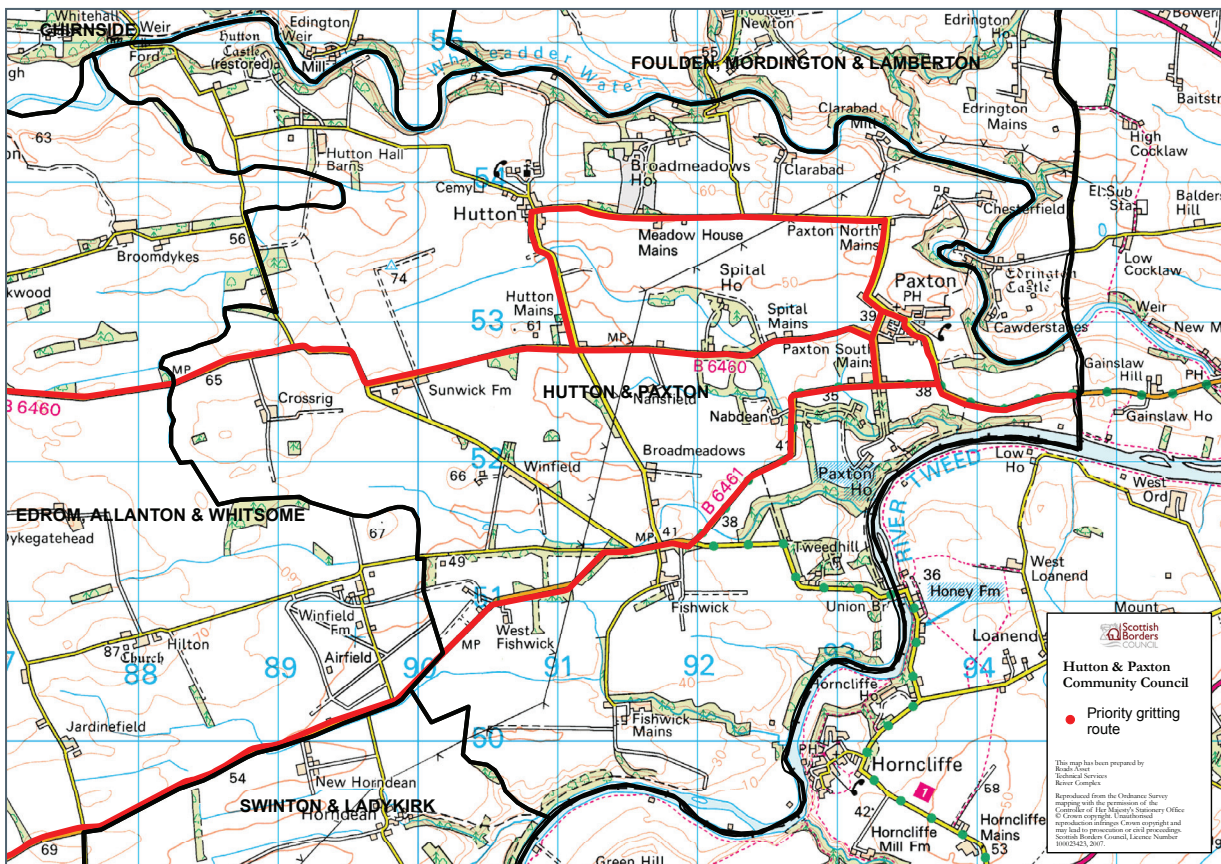


HUTTON & PAXTON COMMUNITY COUNCIL

5. FLOOD EVENT MAPS 1 IN 200 YEARS

HUTTON & PAXTON COMMUNITY COUNCIL

6. AREA, FIRST PRIORITY GRITTING MAP



When it is forecast that road surface temperatures will fall below freezing, the primary routes (those indicated on the plan in red) are the initial sections of the road network that are treated by Scottish Borders Council.

When required, these routes will be treated between 06.00 and 08.30 hours in the morning and at a time in the evening which allows the route to be treated prior to the predicted forecast time that road surface temperatures will fall below freezing.

During snow and extreme winter conditions, Scottish Borders Council will endeavour to treat all primary routes. However, the timing and level of treatment is dependent on the conditions being encountered at the time of treatment and the prevailing weather.

HUTTON & PAXTON COMMUNITY COUNCIL

7. RISK ASSESSMENT

Risks	Impact on community	What can the Resilient Communities Group do to prepare and assist?
Flooding	<ul style="list-style-type: none"> • Damage to homes & businesses • Flooding of local streets • Lack of Access & Egress to priorities 	<ul style="list-style-type: none"> • Encourage residents to improve 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 vulnerable people who live in areas likely to be flooded
Severe Weather (Snow, Rain etc)	<ul style="list-style-type: none"> • Road and Footpath inaccessibility • Loss of utilities • Rubbish Collection • School Closure 	<ul style="list-style-type: none"> • Caring for the vulnerable people affected • Clearing snow from access routes to homes, community buildings, and schools • 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 gas, electricity and water • Loss of communication 	<ul style="list-style-type: none"> • Caring for vulnerable people • Assisting with the delivery of alternative heating sources, water etc. • Making refreshments at community buildings • Staffing rest centres until SBC staff arrive
Fire	<ul style="list-style-type: none"> • Evacuation • Access to Houses and Businesses • Damage to homes & businesses 	<ul style="list-style-type: none"> • Assist with alerting the residents. • Assist with the evacuation of residents to a safe place • Maintaining access routes until the Fire Service or Police arrive
Communication	<ul style="list-style-type: none"> • Loss of communication 	<ul style="list-style-type: none"> • Caring for vulnerable people • Alerting residents and establishing contact groups
Other	<ul style="list-style-type: none"> • Missing persons • Transportation Incidents 	<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 Scottish Borders Council personnel are on route to the incident. The intention is to support and assist them in their duties.

HUTTON & PAXTON COMMUNITY COUNCIL CONTACTS

8. RESILIENT COMMUNITY PLAN CO-ORDINATOR

- NAME
Community Co-ordinator
contact details
tel:
email:

- NAME
Assistant Community Co-ordinator
contact details
tel:
email:

- NAME
Area Co-ordinator
contact details
tel:
email:

HUTTON & PAXTON COMMUNITY COUNCIL 9. LIST OF VOLUNTEERS / ASSETS

NAME	ADDRESS	CONTACT NO.	EMAIL	AVAILABILITY	RESOURCES & SKILLS
Jim Smith	11 Smith Street, Any Town			Mon - Fri only	Shovel, 4x4
Douglas Smith	12 High Street, Any Town			7 days	Builders Tools, Shovel
Ann Smith	13 High Street, Any Town			7 days	Support with catering & delivery to houses

HUTTON & PAXTON COMMUNITY COUNCIL

10. COMMUNICATION SYSTEM

In the event of an emergency, the Council will have established an Emergency Co-ordination Centre at its Headquarters in Newtown St. Boswells. The Community Co-ordinator or appointed person, should use a single point of contact for communication as all the emergency and council services will be represented within the co-ordination centre. If normal communication systems are operative, the following numbers should be utilised for support and assistance.

EMERGENCY SERVICES

Note: Any emergency should be notified to the relevant emergency service using the 999 system

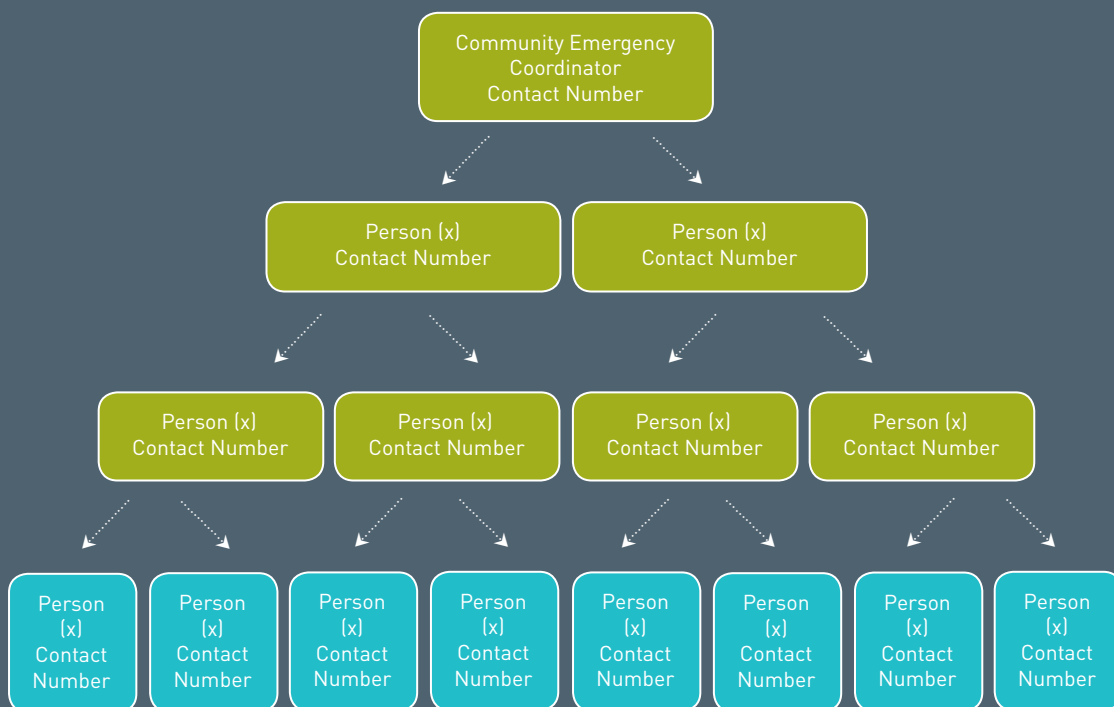
Contact	Telephone Number
SBC Out of Hours Contact	01896 752111 (Bordercare)
SBC Community Contact Team	01835 826708 01835 826545 (point of contact in an emergency situation only)
Council Helpline	0300 100 1800
Scottish Government Link	www.readyscotland.org
NHS 24 Helpline	0845 24 24 24

If normal telephone communication systems have failed, including the 999 system. Police or Mountain Rescue Teams will be deployed to the area and will operate via the Airwave or Satellite radio systems, and will alert the Community Co-ordinator to the alternative method of contacting the Emergency Services.

HUTTON & PAXTON COMMUNITY COUNCIL

11. COMMUNITY VOLUNTEERS (CALL TREE)

The call tree works as a pyramid, with the community co-ordinator 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.



12. 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 Scottish Borders Council and for the Community Council provides cover for volunteers and this will extend to the assigned volunteers identified within Section 9. of the Resilient Community Plan. To ensure that the level and value of any such claims is mitigated as far as possible, all assigned volunteers must undergo appropriate training for all foreseeable tasks that they may be required to undertake. This training should to be recorded and refreshed as appropriate with supporting documentation held on file. This will help to ensure that the volunteers have appropriate skills for the tasks assigned to them and will provide a defence to any claims that may arise as a result of the activities.

13. 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 the volunteers have to enter a house, that they do so in pairs.

Similarly, if a volunteer is asked to pick up a prescription it is at the discretion of the person requiring it, and it should be stressed to the pharmacist that there should be no evidence of medicine on the bag or container.

14. LEGAL DISCLAIMER REGARDING COMMUNITY RESPONSIBILITIES

Scottish Borders 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.

Scottish Borders Council 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.

15. HEALTH SAFETY ADVICE

Health and safety legislation doesn't generally apply to someone who is not an employer, self-employed or an employee.

The Health and Safety at Work etc Act 1974 (HSW Act) and the regulations made under it apply if any organisation (including a voluntary organisation) has at least one employee.

The HSW Act sets out the general duties that employers have towards employees. It also requires employers and the self-employed to protect people other than those at work (e.g. members of the public, volunteers, clients and customers) from risks to their health and safety arising out of, or in connection with, their work activities.

Whilst carrying out voluntary activities for the community, the co-ordinator, area co-ordinator, and the volunteer must be aware of health & safety guidance, which in this case due to the likely activities, is a common sense approach. The task should be assessed, the appropriate personal protective equipment (PPE) should be selected and worn, and the task should be re-assessed during operation.

For example, clearing snow, the area to be cleared would be checked to ensure that there are no hazards i.e. icicles that could drop onto the volunteers. The correct PPE for this task would be boots, gloves, hard hat, and a fluorescent jacket.

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

16. FURTHER ADVICE AND GUIDANCE

For further Health & Safety information in relation to volunteering, please use the links below:
<http://www.hse.gov.uk/contact/faqs/charities.htm>
<http://www.hse.gov.uk/voluntary/index.htm>

For further information on volunteer driving and insurance policies, please use the link below:
http://www.abi.org.uk/Information/Consumers/General/Volunteer_Driving.aspx

For further advice on snow clearance, please use the link below:
<http://www.readyscotland.org/at-home/tips-during-winter/clearing-paths-and-driveways/>

For further advice on Resilient Communities, please use the links below:
<http://www.readyscotland.org/are-you-ready/winter-weather/>
<http://www.communitytoolkit.co.uk/>

17. HELP FOR VULNERABLE CONSUMERS

Energy suppliers are obliged to offer a range of free services, known as the priority services register to their most vulnerable customers. These services are free to join and are available from all mains gas and electricity suppliers.

The scheme is available to all household gas and electricity consumers who are any of the following:

- of pensionable age
- have a disability
- have a hearing and/or visual impairment
- have long-term ill-health

For further information on how to register please use the link below, if you do not have electronic access please ask your Resilient Plan Co-ordinator/Area co-ordinator for assistance.

<http://www.consumerfocus.org.uk/get-advice/energy/households/help-for-vulnerable-consumers>

18. FLOODING

SCOTTISH ENVIRONMENT PROTECTION AGENCY (SEPA)

What can you do to be more informed and aware of potential flooding in your area:

- Check the Scottish Environment Protection Agency (SEPA) website to find out if there are Flood Warnings available for your area.
www.sepa.org.uk/flood/
- If there is a warning service available for your area, sign up to receive FREE flood messages direct to your mobile or home telephone.
- Encourage neighbours, friends and family within your community to sign up too.
- You can get updated information during a flood from the SEPA website www.sepa.org.uk/floodupdates and Floodline 0845 9881188.
- Find out your quick dial number and make a note of it. This will help you to get the information quicker through the Floodline recorded information service 0845 9881188, choosing Option 1 and then 2. Your quick dial can be found on the website <http://floodline.sepa.org.uk/floodupdates/quickdialcodes/> or by speaking to one of the customer service advisors on 0845 9881188, Option 4.
- Visit the Scottish Flood Forum website for advice and support on flood protection, insurance, establishing community flood groups, business continuity planning information, and for information on how you can create a household flood plan.
www.scottishfloodforum.org

SCOTTISH BORDERS COUNCIL

Provide a discounted flood product scheme to the general public and there are Sandbag Stores located at Fire Stations throughout the Scottish Borders area. This information can be accessed via the link.

<http://www.scotborders.gov.uk/info/1226/emergencies>

Your Resilient Community Co-ordinator will have a supply of the leaflets containing this information.

Please note:

Blocked grilles within watercourses can cause flooding, should you identify a blocked grille (these are marked in your local Resilient Communities Plan), please call **01896 752111**, quoting the grille number which can be found on the plaque.

Blockages of watercourses can result from dumping of Household/Garden Waste on the bank of the watercourse as this increases the flood risk. Please discourage any such activity within your community.

READY AT HOME

HOUSEHOLD EMERGENCY PLAN

In the event of a major emergency in your community it may be some time before the emergency services can help you. This makes it very important that you have made the necessary preparations to protect your family, your pets and yourself.

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

IF YOU HAVE TO LEAVE YOUR HOME

If the emergency means it is not safe to stay inside your home: get out, stay out, and take others with you.

Identify two meeting places: one near home and one further away, in case you can't get home. Near home it could be a local landmark or something as simple as a tree or lamppost. Further away it could be a school, or friend's house or a safe public building.

Meeting place 1 (Near Home)

Meeting place 2 (Further away)

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

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 door),
STAY IN (stay indoors),
TUNE IN (to local radio, TV or the internet, where public information and advice from the emergency services will be broadcast.)
The local radio station's Radio Borders on frequency **96.8 FM** (Central Borders) **102.3** (Berwick), **103.1** (Peebles), **103.4** (Eyemouth). Radio Scotland (local information is given at certain periods) on frequency **92 - 95 FM**, and **810 MW**.

If it is safe to do so you should check on your neighbours and vulnerable people living close by. **You may want to think who they are in advance:**

HUTTON & PAXTON COMMUNITY COUNCIL

PACK AN EMERGENCY KIT

You should ensure you have sufficient supplies at home to meet your household needs for at least three days.

Packing a small emergency kit and keeping it in a safe, easily accessible place at home will stand you in good stead in a wide range of emergency situations.

Your kit should be kept in a waterproof bag and include as many as possible of:

- A battery radio with spare batteries or a wind up radio (so you can hear important messages if the electricity supply is affected)
- A battery torch with spare batteries or a wind-up torch
- Candles and matches.
- A first aid kit
- Copies of important documents like birth certificates, insurance policies and your household emergency plan
- Bottled water and long-life, ready-to-eat food, plus can opener if needed
- Spare keys to your home and vehicle
- Spare spectacles or contact lenses
- Toiletries and details of prescription medication
- Pencil and paper, penknife, whistle.

If you have to leave your home, you should also consider taking:

- Prescription medication
- Mobile phone and charger
- Cash and credit cards
- Spare clothes and blankets
- Playing cards, games, books, a child's special toy
- Pets, unless gathering them causes delay or danger.

IMPORTANT TELEPHONE NUMBERS

- For the Emergency Services, dial 999
- For NHS 24, dial 0845 24 24 24
- For Scottish Borders Council, dial 0300 100 1800

You should record other important numbers:

SCHOOLS/COLLEGES	INSURANCE COMPANY
CARERS/CHILDMINDER	VET
WORK CONTACT	SEPA FLOODLINE 0845 988 1188
DOCTOR	OTHER

For further information see Ready Scotland at:
www.scotland.gov.uk/Topics/Justice/public-safety/ready-scotland

APPENDIX 1

RESIDENTS' QUESTIONNAIRE ON THE DEVELOPMENT OF A COMMUNITY COUNCIL RESILIENT COMMUNITY PLAN

SNOW AND ICE

Please note: Each householder/occupier is responsible for maintaining and 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? | <input type="checkbox"/> YES | <input type="checkbox"/> 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? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Are you able and willing to undertake clearing of snow from school and nursery access routes and playgrounds? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Would you be willing to co-ordinate part of or all of this activity within your street or area? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Are you able and willing to undertake putting bins out during severe weather for those who are unable to do so? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. Can you offer the use of a 4 X 4 for urgent errands/messages during severe weather? | <input type="checkbox"/> YES | <input type="checkbox"/> 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.? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Are you able and willing to help place out sandbags or assist with the putting up of domestic flood gates of those who are unable to do so? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Are you able and willing to assist with the preparation of catering or the provision of hot drinks at your community/village hall? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. 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? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Do you have a specific skill that the community can call upon during an emergency? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. If Yes to 5, please state what skills you can offer | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

.....
 Please note, this would not involve payment as the community council do not have any budget for this.

OTHER “REGULAR” AND POTENTIAL COMMITMENTS

- | | | |
|---|------------------------------------|-----------------------------------|
| 1. Are you willing to keep a watch on your neighbours’ property when they are away on holiday etc.? | <input type="button" value="YES"/> | <input type="button" value="NO"/> |
| 2. Provide temporary assistance if a neighbour is locked out/utility failure? | <input type="button" value="YES"/> | <input type="button" value="NO"/> |
| 3. Would you like to be a local community/area co-ordinator for any of the above? | <input type="button" value="YES"/> | <input type="button" value="NO"/> |
| 4. If Yes, please state any preferences you have | | |

.....

If your are willing to assist your community neighbourhood and have answered Yes to any of the above questions, can you please provide the following information. This information will be held by the Community/Area Co-ordinator and only used or divulged when necessary during an incident or emergency. The co-ordinator will add the information to what is termed a ‘community asset register’ and will be reviewed annually or whenever deemed necessary.

NAME	
ADDRESS	
EMAIL	
AVAILABILITY for example day & 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 Co-ordinator**

APPENDIX 2

EXAMPLE COMMUNITY EMERGENCY GROUP EMERGENCY MEETING AGENDA

DATE

TIME

LOCATION

ATTENDEES

1. WHAT IS THE CURRENT SITUATION?

You might want to consider the following:

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?

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 SAFELY BE TAKEN?

5. WHO IS GOING TO TAKE THE LEAD FOR THE AGREED ACTIONS?

6. ANY OTHER ISSUES?

Please note: Always record actions identified and carried out

You can get this document on tape, in large print, and various other formats by contacting us at the address below. In addition, contact the address below for information on language translations, additional copies, or to arrange for an officer to meet with you to explain any areas of the publication that you would like clarified.

EMERGENCY PLANNING

Scottish Borders Council | Council Headquarters | Newtown St Boswells

MELROSE | TD6 0SA

tel: 01835 825056 | email: eps@scotborders.gsx.gov.uk

