Community Emergency Plan

Parish of New Romney

Developed by:
NEW ROMNEY TOWN COUNCIL
Town Hall
New Romney High Street
TN28 8BT

Date: [8th October 2021]

Date of next review: [by 8th October 2022]

If you are in immediate danger call 999

Revision History

Summary of changes	Issue number & date	Changed by
New Issue	*Version 1* *August 2021*	N/A

Plan distribution list

Name/ Role	Organisation	Phone number/email address	Issued on
Emergency Planning Officer	*Folkestone & Hythe District Council*	*01303 853193* *dee.chambers@folkestone-hythe.gov.uk*	*DD/MM/YY*
Resilience Team	*Kent Resilience Forum*	*01622 212409* *KRF@kent.fire-uk.org*	
Emergency response Team Members	*New Romney Town Council Volunteers*	Restricted Access	
Chairman	*New Romney Branch Royal British Legion*	Restricted Access	
Chairman	New Romney Old School Trust	Restricted Access	

Chairman	TS Veteran new Romney Sea Cadet Corps	Restricted Access	
Head Teacher	Greatstone Primary School	01797 363916 enquiries@greatstoneschool.co.uk	
Business Manager	St Nicholas Primary Academy	01797 361906 handrews@st-nicholas-newromney.kent.sch.uk	
Director of Finance & Resources	Marsh Academy	01797 364593 rmingo@marshacademy.org.uk	
Park Manager	New Romney Caravan Park	01797 362247 info@newromneycaravanpark.co.uk	
Church Warden	St Nicholas Church	Restricted Access	
Scout Leader	New Romney Scouts	Restricted Access	
Church Office	Romney Marsh Community Church	01797 366855 office@rmcc.org.uk	

Contents

Contents continued:

Appendices

(Held as separate documents)

Appendix 1: Contact Details

      Appendix 1a: External Organisations Contact Details

      Appendix 1b: Community Organisations

      Appendix 1c: Community Emergency Response Team – Restricted Access

      Appendix 1d: Resident Skills and Resources – Restricted Access

Appendix 2: Vulnerable Residents (Restricted Access)

Appendix 3: Incident Log

Appendix 4: Community Flood Plan

1. Introduction

1.1.　Why do we have this plan?

- To increase the readiness and resilience within the local community in the event of an emergency.
- Community groups are able to provide support to statutory agencies (if needed.)
- Ability for community groups to support themselves when outside assistance from statutory agencies is delayed or overwhelmed.

1.2.　What should this plan include?

- Identify the risks most likely to impact our community
- Identify relevant steps to mitigate and respond to emergency situations
- Identify vulnerable people/groups in the community
- Identify community resources available to assist during an emergency including people, facilities and equipment
- Provide key contact details for the Community Emergency Response Team, local volunteers, the Emergency Services and local authorities
- Describe how the plan works and how information is communicated

1.3.　Area covered by this plan:

2. Legalities

2.1.   Insurance, Health and Safety.

It is recognised that those named in this plan are not trained, equipped, empowered or resourced to carry out functions of an emergency service. The response will be generally confined to supporting the welfare of the people in the community and helping to maintain normal community life.

Volunteers provide support at their own discretion and in a voluntary (not compulsory) capacity. No one is obliged to carry out duties they do not feel able to undertake and should not put themselves at any risk.

2.2.   Data Protection

The information in Appendix 1 and 2 (e.g. addresses, contact numbers) is classed as 'personal data' under the Data Protection Act (DPA, 1998). Whilst holding this data is legally justified (e.g. in order to protect interests of members of the community in an emergency) the information will be stored and handled sensitively, in accordance with the requirements of the DPA.

It is assumed that the Community Emergency Coordinator listed in Appendix 1 is the nominated 'Data Controller' and will ensure that 'reasonable steps' are taken to ensure that the information is collected, stored, handled, retrieved, shared and disposed of in an appropriate manner.

3. Where does the community fit in?

This flow chart shows where our community fits into the overall multi-agency response during an emergency.

Throughout an emergency, information may be received from a number of sources, which may require formal activation of this plan. If this occurs it is imperative that Shepway District Council is notified.

For any support or guidance before, during or after an emergency, Shepway District Council should be contacted. However where there is an immediate risk to life, you should call 999.
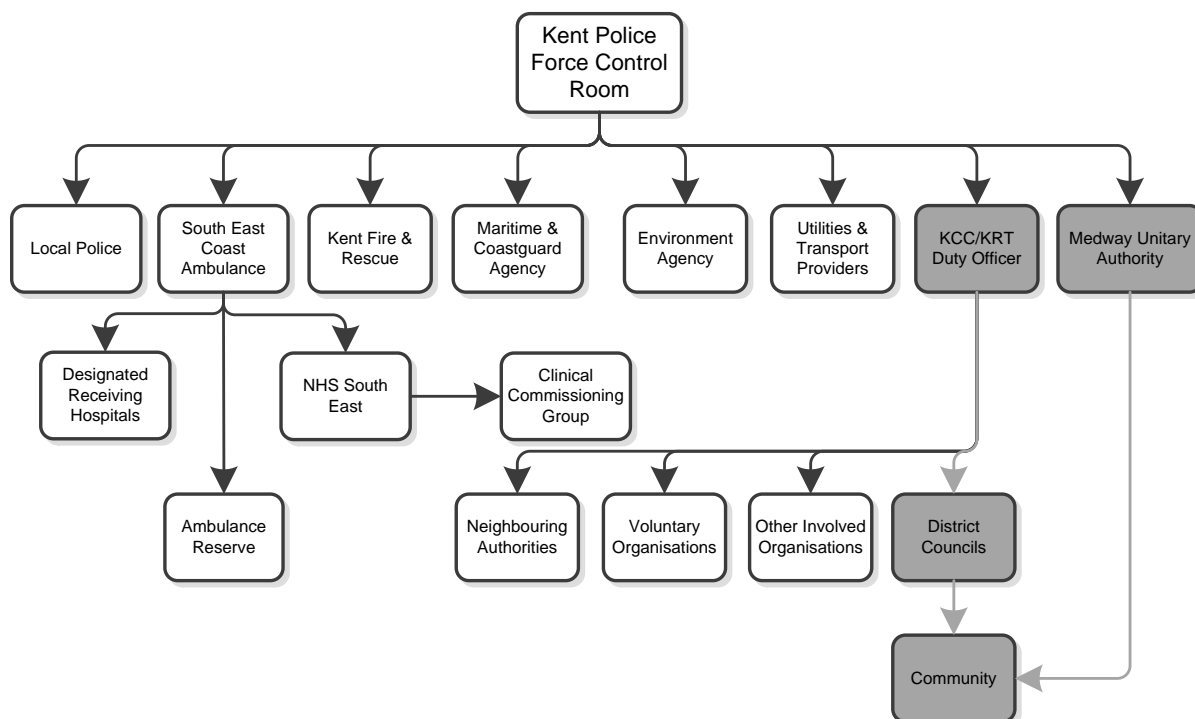
4. Hazards & Actions to take within our Community

The following table has been completed to show risks to our community and relevant actions that could be taken.

What might Happen	Impact on community	What can the Community Emergency Response Team do **before** an incident?	What can the Community Emergency Response Team do **during** an incident?	What can the Community Emergency Response Team do **after** an incident
Flooding	• *Flooding of local streets* • *Blocked access to town hall and other businesses* • *Damage to property* • *Travel disruption* • *Flooded properties* • *Stranded residents*	• *Understand New Romney and Littlestone's risk of flooding* • *Register to receive flood warning* • *Write Flood Plan* • *Report drainage ditch blockages to the Romney Marsh Area Internal Drainage Board (RMAIDB)* • *Report surface water drain blockages to KCC Highways* • *Report breaches of the sea wall to the Environment Agency*	• *Monitor local water levels* • *Communicate the risk of flooding to the community* • *Act as a point of contact between the community and authorities* • *Report drainage ditch blockages to the RMAIDB* • *Report surface water drain blockages to Kent County Council* • *Report breaches of the sea wall to the Environment Agency* • *Make available sandbags and advise public where sand can be obtained* • *Look at providing temporary shelter if required.* • *Contact vulnerable residents to check situation (vulnerable residents list)*	• *Assist people in recovering from the emergency by providing advice and information* • *Assist in clear up by providing advice and information* • *Collect data* • *Review flood plan.*
Fire / Explosion	• *Damage to Property* • *Damage to Local Infrastructure* • *Injury to residents* • *Travel disruption* • *Residents evacuated.*	• *Encourage Residents to check their smoke alarms* • *Encourage residents to report potential gas leaks* • *Encourage residents to report field / verge fires*	• *Look at providing temporary shelter if required.* • *Contact vulnerable residents to assess situation / needs (vulnerable residents list)*	• *Assist people in recovering from the emergency by providing advice and information*

High Winds	• *Damage to Property* • *Damage to Local Infrastructure* • *Loss of power* • *Vulnerable people at risk* • *Travel disruption* • *Accident or injury to local residents*	• *Encourage Residents to secure or store loose objects that could blow into windows* • *Encourage Residents to Close and fasten doors and windows securely* • *Encourage Residents to park vehicles in a garage or well away from trees, buildings, walls and fences.*	• *The Community Emergency Response Team should during an incident stay indoors as much as possible; don't go outside during a storm if at all avoidable.* • *Contact vulnerable residents to assess needs (vulnerable residents list)*	• *Assist people in recovering from the emergency by providing advice and information.*
Heavy Snow & Extreme Cold	• *Damage to property* • *Loss of business* • *Vulnerable people at risk* • *Travel disruption.*	• *Encourage Residents to stock up on essentials* • *Provide a point of contact for residents (particularly Vulnerable residents)* • *Provide advice to residents about staying warm* • *Encourage residents to stay in touch with the latest forecast and cold weather alerts.*	• *Clear essential paths to ensure access to Town Council facilities and / or community rest centre if applicable* • *Contact vulnerable to assess any needs (vulnerable residents list).*	• *Assist people in recovering from the emergency by providing advice and information.*
Electricity Failure	• *Loss of streetlights* • *Loss of traffic signals* • *Loss of business* • *Unable to cook food.* • *Vulnerable people at risk- personal medical support machinery* • *Limited Communications*	• *Encourage residents to keep at least one standard landline phone – cordless phones won't work in a power cut* • *Encourage Vulnerable residents to sign up to the UKPN Priority Services Register* • *Encourage residents not to open fridges any longer than necessary* • *Encourage Residents to make sure their home is*	• *Check the extent of power loss – this will be relevant in determining what actions may need to be taken* • *Establish from the utility company how long they think the power will be off for* • *If it is a prolonged power cut or in particularly cold weather look at opening a Community Shelter if any have alternative fuel sources*	• *Assist people in recovering from the emergency by providing advice and information.*

		well insulated. It could stay warm for 12 hours or more in a power cut.	• Contact vulnerable residents to assess needs (vulnerable residents list) • If the power cut is for a prolonged period, take precautions to stay safe: Be wary using candles, naked flames and portable heating. Never leave lit candles in unoccupied rooms or with unsupervised children or animals.	
Gas Failure	• *Extreme cold especially vulnerable people* • *Unable to cook food.*	• *Encourage residents to ensure they always have a source of alternative heating available.*	• *Establish from the utility company how long they think the gas will be off* • *Establish the extent of the gas outage* • *If it is a prolonged gas outage or in particularly cold weather look at opening a Community Shelter if any have alternative fuel sources.* • *Contact vulnerable residents to assess needs (vulnerable residents list)*	• *Assist people in recovering from the emergency by providing advice and information.*
Water Supply Failure	• *Health hazard from untreated water* • *Vulnerable people at risk.*	• *Encourage residents to make sure they have access to an emergency water supply in cases of emergency. Everyone's needs differ, but the Food Standards Agency advises that the average adult should take in 1.5 to 2litres*	• *Coordinate the delivery of bottled water to residents who are unable to get out.*	• *Assist people in recovering from the emergency by providing advice and information.*

		of water in a typical day (6-8 250ml glasses.) • *Establish which residents would require assistance (vulnerable residents list).*		
Road Traffic Collision	• *Travel disruption* • *Injury to local residents and other road users*	*N/A*	• *Establish from Emergency Services how long highways are likely to be closed* • *Establish alternative access routes* • *Act as a point of contact between the community and authorities*	*N/A*
Aviation Accident / Incident	• *Travel disruption* • *Injury to local residents* • *Damage to property / premises* • *Loss of business*	*N/A*	• *Establish from Emergency Services how long highways are likely to be closed* • *Establish alternative access routes* • *Act as a point of contact between the community and authorities* • *Consider opening community rest centre if needed* • *Contact vulnerable residents to assess situation (vulnerable residents list)*	*N/A*
Minor Nuclear Incident	• *Travel disruption*	*N/A*	• *Establish from Emergency Services how long highways are likely to be closed* • *Establish alternative access routes* • *Act as a point of contact between the community and authorities*	*N/A*

National Epidemic / Global Pandemic	• Travel disruption • Disruption to supply chain • Over-burdening of local healthcare system • Business closures and loss of business • Vulnerable people at risk • Access to food, medicines and other basic needs disrupted	• Provide a point of contact for residents (particularly Vulnerable residents) • Provide advice to residents about importance of routine vaccinations (eg flu, etc) • Provide advice to residents about importance of hand hygiene in reducing risk of spreading virus • Encourage local volunteering so that there is an established body of experienced volunteers available to call on	• Establish a central community hub where residents can be sign-posted to a wide range of advice and information and e provided with a range of practical assistance • Contact vulnerable residents to assess needs (vulnerable residents list) • Contact emergency volunteers (volunteer list) to increase existing body of local volunteers	• Assist people in recovering from the emergency by providing on-going advice and information.

5. Responding to an Emergency

5.1. First Steps in an Emergency for the Community Emergency Coordinator

Follow the instructions below when the plan is activated.

	Actions	Complete
1	Call **999** (if necessary) and follow any advice given	
2	Ensure you are not in immediate danger	
3	Consider starting to write a log (Appendix 3) containing any decisions you made and who you spoke to/what was said.	
4	Contact Shepway District Council (Emergency Planning) for advice, providing them with updates as the situation develops. (see Appendix 1a)	
5	Contact the Community Emergency Response Team (See Appendix 1c) and meet to discuss the situation, using the first meeting agenda (section 5.2.) - Consider inviting other key personnel (including members of the community who may work in the emergency services if appropriate).	
6	Agree actions and ensure each member of the Community Emergency Response Team know what they are doing. i.e. Opening Community Shelter/ communicating situation with community etc.	

7	Contact other members of the Community that need to be alerted:
	    - Those specifically at risk (including vulnerable people, Appendix 2)
	    - The Town Council via the Town Clerk (Appendix 1a)
	    - Volunteers and key holders that may be needed (Appendix 1d)
	(Contact to the community may be to initially inform them of the emergency or to provide Emergency Service advice and action to be taken)	

8	Meet regularly to discuss the developing situation, outstanding actions, community priorities and resources available/ required.	
9	Once the immediate actions have been completed and the situation starts to improve, start thinking about the recovery phase and how the Community Emergency Response Team can help the community return back to their day-to-day life. (What advice and information can be provided?)	

5.2. Draft Community Emergency Response Team First Meeting Agenda

Date:
Time:
Location:
Attendees:

1. What is the current situation?
You might want to consider the following:
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

Location of the emergency. Is it near:
- A school?
- A vulnerable area?
- A main access route?

Are there any vulnerable people involved?
- Elderly
- Families with children
- Non-English-speaking people.
- People with long term medical issues

2. What information/advice have you received from Shepway District Council Emergency Planning Officer?

3. How can we support the emergency response?

What resources do we need?
- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions and reporting updates?

6. Any other issues?

7. Provide frequent situation reports to the Shepway District Council Emergency Planning Officer.

6. Communication

6.1. Communication with Residents

This section details how the Community Emergency Response Team will provide information and communicate with members of the community during an emergency. This should also include methods for when the mobile network and landlines are unavailable.

<u>Written and visual</u>

Type:	Where:
Posters	Town Hall, Assembly Rooms, Library, Churches, Schools and nurseries, Local Shops and Pubs
Noticeboards	Town Hall, Town Council Notice Boards, Library, Local Shops and Pubs
Leaflets	Library, Local Shops, Pubs, schools and churches
Town Council Website	Notices and posters on home page and duplicated on community pages
Social Media	Notices and Posters on Town Council Facebook Page

<u>Verbal</u>

Type:	Where:
Briefing Point	- The Assembly Rooms, Church Approach, New Romney - Littlestone Golf Club
Door Knocking / Telephone Contact (if available)	All vulnerable residents in identified area (vulnerable residents list)
Two Way Radio	Emergency Response Team liaison
Mobile Telephone (if available)	Emergency Response Team liaison
Telephone Landline (if available)	Emergency Response Team liaison
Local Radio Station Updates (if available)	Emergency Response Team Liaison

7. Resources and Key Locations

7.1. Community Skills and resources

The Community Emergency Response Team will encourage local residents to provide information, voluntary help and resources to assist with any perceived emergency. The Town Council in partnership with Community Emergency Response Team will prepare and maintain such information as follows:

• **Volunteers:** Organisations and individuals who already volunteer, or who would be prepared to volunteer in an emergency.

• **Equipment:** Tools and machinery which might be needed in an emergency and people qualified, capable and willing to operate them.

• **Supplies:** Food, water and medical supplies and local suppliers and businesses who would be willing to provide them.

• **Transport:** Vehicles which could be used by the community in an emergency. Drivers willing and able to help with the distribution of supplies.

Contact details of community members who have relevant skills and resources available during an emergency can be found in the contact directory at Appendix 1d (Restricted)

7.2. Community Emergency Centre:

The main functions of the Community Emergency Centre are to:

- Act as the focus for the co-ordination of the community's activity in response to an emergency
- Receive, collate, analyse, display and distribute information
- Make an overall assessment of the initial situation and, as the incident develops, determine priorities.
- Liaise with Shepway District Council
- Request support from statutory agencies as required
- Maintain efficient communication links
- Assess, implement and record financial transactions arising from the emergency
- Provide the facility within which the necessary staff (including those of other organisations) can work effectively
- Maintain a record of events
- The primary role of the Community Emergency Centre is to provide a recognised point from which all matters relating to the community's response can be managed

7.3. Community Shelter

It might be necessary for some members of the community to be evacuated from their homes to a place of safety, such as a community shelter, where their needs can be assessed and assistance given by the appropriate responders. Immediate personal needs will be met and over-night accommodation arranged if necessary.

These locations are listed at appendix 1d

7.4. Community Organisations

The Parish of New Romney already has various voluntary and community organisations that may be able to offer support in responding to an emergency within our community.

Details of community organisations that are able to support are listed in Appendix 1b.

8. Community Emergency Response Team

The Community Emergency Response Team is a voluntary group, set up by the Town Council and supported by the District Council, which works in partnership with the emergency services. This voluntary group and Community Emergency Plan will enable the community to respond to emergency situations.

This Emergency Plan and the roles identified herein are likely to only be activated when assistance from the emergency services or responsible local authority is delayed or overwhelmed.

Every emergency is different; therefore, it may not always be necessary to activate all roles.

8.1.   Roles & Responsibilities

The following pages detail checklists for each of these roles:

Section Number	Role name
8.1.1	Community Emergency Coordinator
8.1.2	Assistant Community Emergency Coordinator
8.1.3	Community Emergency Centre Team Leader
8.1.4	Community Emergency Centre Team
8.1.7	Community Liaison Team

In the event of an evacuation and/or the need to open a community shelter, the following roles will be needed:

Section Number	Role name
8.1.5	Community Shelter Team Leader
8.1.6	Community Shelter Team

8.1.1. Community Emergency Co-ordinator Checklist

The role of Community Emergency Co-ordinator (and their deputy) is fulfilled by a Town Council appointed volunteer who provides a vital link between residents and organisations planning for and responding to an emergency.

Their role includes the following:

- Facilitate the completion and maintenance of the Community Emergency Plan (this plan)
- Call a community meeting during an emergency (if deemed necessary)
- Co-ordinate the community response to an emergency
- Act as the main contact point for the District Council and ensure that two-way communication is maintained
- Provide a link between the community and other agencies responding, which may include the Emergency Services and the Town Council
- Assist the District and Town Council and appropriate agencies in emergency preparedness through awareness-raising activities

	Action	Notes / Complete
1	Alert the Assistant Community Emergency Coordinator who will call the Community Emergency Response Team	
2	Begin a record of actions and decisions.	
3	Assign specific roles / areas of responsibility to the Community Emergency Response Team as needed; e.g. communications, loggist, resources, information, welfare provision, etc. and confirm actions.	
4	Open community shelter if required.	
5	Alert volunteers / relevant resource holders as required.	
6	Begin warning and informing activities to those under threat as appropriate	
7	Alert Shepway District Council if appropriate (see Appendix 1a contacts).	
8	Support and handover control to emergency services / other authorities if required.	
10	Provide local knowledge and frequent updates to authorities.	
11	Coordinate community response.	

12	Arrange for support of the vulnerable	
13	Meet regularly and review progress of incident; respond as appropriate.	
14	Confirm and communicate the end of the incident.	
15	Complete incident log.	
16	Support community in recovery by providing advice and information.	
17	Arrange debrief and review preparedness / plan as necessary.	

8.1.2. Assistant Community Emergency Co-ordinator Checklist

The Assistant Emergency Coordinator needs to be someone who is able to assist the Emergency Coordinator i.e. carry out some of the Community Emergency Coordinator duties as well as provide a link between the Community Emergency Coordinator and the Community Emergency Centre Team Leader.

It's their responsibility to oversee the operation of the Community Emergency Centre, ensuring the facility is properly resourced and all the teams are working together.

	Action	Notes / Complete
1	Call the Community Emergency Response Team to attend the agreed community emergency centre.	
2	Carry out and log any actions that the Community Emergency Co-ordinator needs fulfilled	
3	Provide liaison to the Community Emergency Centre Team requesting updates at regular intervals	
4	Provide liaison to the Community Shelter requesting updates at regular intervals	
5	Receive any incoming information, acting as a buffer between the Community Emergency Co-ordinator	
6	Provide a link to the Community Emergency Co-ordinator and to provide briefings.	
7	If this is a prolonged incident arrange for a shift change amongst key roles.	

8.1.3. Community Emergency Centre Team Leader Checklist

The Community Emergency Centre Team Leader is responsible for obtaining, collating, storing, producing and disseminating information needed by the Community Emergency Coordinator and Assistant Community Emergency Coordinator. The Community Emergency Centre Team Leader must keep themselves fully briefed on the situation at all times.

He/ she will be responsible for allocating specific roles to the Community Emergency Centre Team as required such as a District Liaison Officer or any other roles that they decide are required in the response to that incident. Those specific roles will ensure a constant flow of information concerning critical issues of the emergency.

	Action	Notes / Complete
1	Upon arrival at the Community Emergency Management Centre oversee and assist in the setup of the facility.	
2	Ensure staffing levels are appropriate; assign roles to members of the Community Emergency Centre Team. Request additional resource as required.	
3	Obtain initial information from the Community Emergency Co-ordinator or the Assistant Community Emergency Co-ordinator and ensure that all the information on the current situation, including request for assistance and key information is logged.	
4	Once all staff have arrived, give an initial brief which will set out how you would like the Community Emergency Centre to be run and also state the first focus points and what actions you would like to come from them.	
5	Ensure that all relevant communication links are established and maintained.	
6	Conduct regular briefings (no longer than 5 minutes).	

8.1.4. Community Emergency Centre Team Checklist

The Community Emergency Centre Team works closely with the Team Leader; they will take their instructions from them and help them out with any of their duties.

During their shift at the Community Emergency Centre they may be asked to carry out a number of other duties, or to deputise or assist the Community Emergency Centre Team Leader. The duties that they may be asked to do could include helping out with taking messages, keeping detailed logs of the unfolding incident, photocopying, dealing with faxes and emails and liaising with organisations to obtain or exchange information.

	Action	Notes / Complete
1	Attend Community Emergency Management Team meeting if required.	
2	Setup and maintain Community Emergency Centre: From here all information pertinent to the emergency should be reported directly to the District Council	
3	Maintain a record of actions and decisions.	
4	Support the Community Emergency Centre Team Leader in their role.	
5	Facilitate and coordinate the work	
6	Promote excellent communications with all those involved.	

8.1.5. Community Shelter Team Leader Checklist

The Community Shelter Team Leader is responsible for ensuring that the centre is established and managed effectively to provide for the needs of the individuals evacuated to it. Their main function will be to keep a strategic overview of the operation of the centre and to liaise with the Community Emergency Centre - ensuring two-way information flow and facilitating requests for any staff / material resources which may be required.

	Action	Notes / Complete
1	Receive call alerting to emergency situation.	
2	Attend Community Emergency Centre if instructed prior to attending the Community Shelter.	
3	Ensure that a risk assessment of the Community Shelter premises is made prior (or as near as possible) to its opening	
4	Notify the community emergency centre once the centre is set up.	
5	Ensure that a log is kept of all significant events involved in the running of the centre including any assets requested while the centre is in operation and a record of any accidents that occur.	
6	Ensure situation briefings are delivered to the team at the start of their shift and debriefs at the end of their shift.	
7	Allocation of team members– try to allocate team members to each evacuee or small group.	
8	Communication – Liaise with the Community Emergency Co-ordinator/ Assistant Community Emergency Co-ordinator and other responders as appropriate, to ensure effective management of evacuees.	
9	Ensure regular updates are given to evacuees.	
10	Ensure an ordered shut down and final inspection of the building, where possible in liaison with the building caretaker / key-holder, and ensure production of a debrief report where required;	
11	Ensure that paperwork such as attendance lists, any requirements/needs be handed to Community Emergency co-ordinator at the end of the emergency or hand over to the relevant authority.	

8.1.6. Community Shelter Team Checklist

The Community Shelter team consists of a wide range of different roles, including:

- Administration Officer – to note attendance at the centre as well as contact details
- Information Officer – To provide a link between the Community Emergency Centre and the Community Shelter. The information officer is also responsible for keeping the centre informed of general developments with regular updates using the most appropriate means available (ideally a dedicated and well sign-posted information point).
- Key Worker - To care for a group of evacuees allocated to them and to ensure that specific needs are identified and that the Community Shelter Team leader is informed;

	Action	Notes / Complete
1	Receive call alerting to emergency situation.	
2	Attend the identified Community Shelter as instructed	
3	On instruction by the Community Shelter Team Leader or deputy assume and fulfil the identified role	
4	Support of attendees at community shelter – Work with evacuees allocated by Community Shelter Team Leader/ Deputy co-ordinator to identify personal needs in relation to the emergency incident, and address these where appropriate.	
5	Communication– Maintain good communication with Community Shelter Team Leader, and allocated evacuees to ensure effective and appropriate care.	

8.1.7. Community Liaison Team Checklist

Community Liaison Volunteers are residents who provide a link between the Community Emergency Centre and residents in their immediate locality. This could be for one street or a cluster of streets.

- Their primary role is to receive information from, and pass it on to, residents in their area.
- Some Community Liaison Volunteers may have formal qualifications or training e.g. first aid, which may be of assistance until the emergency services arrive.
- Other Community Liaison Volunteers may, for example, visit and monitor vulnerable people, help with transport or pass messages on foot when communications are down.

	Action	Notes / Complete
1	Receive call alerting to emergency situation.	
2	Attend community emergency centre / community shelter as instructed.	
3	On instruction by the Community Emergency Coordinator or Community Emergency Centre Team assume and fulfil the identified role	
4	Members of the Community Liaison Team will avoid speaking to the media, this is the responsibility of the Community Emergency Co-ordinator or other Responders	
5	Liaise with the Community Emergency co-ordinator, key personnel in the community emergency team and other Responders as appropriate, to ensure effective management of evacuees	