

Emergency Action Check List

Action		Complete
1	Where an emergency is possible or anticipated monitor the situation and warn members of the CRT and community as appropriate. Capture initial incident information. Be prepared to respond urgently.	
2	Dial 101 or 999 and ensure the emergency services are aware of the emergency and follow any advice given by Silver Control.	
3	Contact and inform your District/Borough Council. SHDC Tel 01803 861234	
4	Begin recording details on the Log Sheet overleaf including: • Any decisions you have made and why. • Actions taken. • Who you spoke to and what you said. (Including contact numbers) • Any information received.	
5	Contact other members of the Community Response Team and members of the community that need to be alerted by agreed method. • Households affected. • The Parish Council / Ward via the Parish Clerk. • Volunteers and key holders as appropriate.	
6	If necessary, call a community meeting but ensure the venue is safe and people can get there safely	
7	Make sure you take notes and record actions from the meeting. If a decision is reached to activate an Emergency Plan remember to follow the appropriate check sheet.	
8	When the emergency services attend, the co-coordinator should make him/herself and the CEP available.	

UNDER NO CIRCUMSTANCES SHOULD YOU PUT YOURSELF OR OTHERS AT RISK TO FULFIL THESE TASKS.