

This document is to be distributed to and maintained by the Community Emergency Team.

(Refer to page 15 of the guide)

Section B

***[Insert community name]*Community Emergency Team**

For privacy reasons this information is not shared with the wider community. It is important that permission is sought and granted for any names and contact information referenced in this plan. (e.g., information of people with specialist skills etc should not be included in the plan unless those people have attended a meeting/confirmed this is ok, or the person has been specifically checked with that they are ok to be included/referenced in the plan.)

Team members	Name	Contact details
Primary information point of contact		
Secondary information point of contact if primary contact is unavailable		
Other Community Emergency Team Members		

Our community resources

Businesses

What / Who	Contact details

Kit and equipment

What / Who	Contact details

Community members with specialised skills

What / Who	Contact details

Potential community gathering places

Facility	Primary contact name and contact details	Secondary contact name and contact details

Our initial tasks during an emergency

	Task	Who	Alternative person	Task completed
1				
2				
3				
4				
5				
6				

Community Emergency Team meeting place

Hazard	Meeting place

Community Led Centre emergency box stored

Additional information

Media:

Media enquiries can be directed to Nelson Tasman Emergency Management (NTEM) through the 24/7 Council phone lines. It is important to protect the privacy of all impacted people.

Costs:

Unless approved by NTEM, any costs incurred during an emergency remain with the individuals. If approved purchases are made, full GST receipts must be provided when requesting reimbursement.

Activation and escalation of an emergency event:

You can choose to activate your Community Preparedness Plan when you wish. If you choose to activate this plan, NTEM would appreciate being informed as soon as practical.

Health and Safety:

Ensuring personal safety is the priority for all members of the community. Nominating a person to oversee health and safety at the onset of undertaking a community-led response should be a priority. All actions undertaken are voluntary and at the discretion and risk of those involved. In the event of the community leading a community response to an emergency, as the 'work' is for a community purpose and everyone is volunteering, volunteers are not considered workers therefore there is no liability for any individual under the Health and Safety at Work Act 2015.

Powers:

Please note being a member of the Community Emergency Team provides no additional power or authority beyond that of any other community member.

Disclaimer

A completed Community Emergency Preparedness Plan will contain information that has been inserted by your community. NTEM therefore cannot guarantee the completeness, accuracy, or currency of that information, nor its usefulness in any emergency event.

NTEM provides general guidance with respect to the completion of a Community Emergency Preparedness Plan, however NTEM will not assess the appropriateness or otherwise of any community-stated actions proposed within the plan. NTEM therefore assumes no liability in connection with such actions, and it is your community's responsibility in completing the Community Emergency Preparedness Plan to consider any risks which might be related to such actions.

Privacy statement

In completing this Plan, the community members confirm they are aware that any personal information provided in its preparation has been collected and may be used and disclosed for the response to and the management of an emergency event, in accordance with the Privacy Act 2002 and the Civil Defence National Emergencies (Information Sharing) Code 2020. This includes that the personal information provided may be disclosed for these purposes to other members of their community, NTEM and any public sector agency and/or any agency that is, or is likely to be, involved in managing, or assisting in the management of, the emergency.

In the event of an emergency NTEM endeavours to establish contact and support communities as soon as possible. The nature of an event may prove to make this difficult.

Where life or significant property is at risk, call 111.