Date Updated	xx/xx/xxxx	Annual Review Date	xx/xx/xxxx
Contact Name & Email of person completing this document			

PURPOSE

- **Definition of an emergency:** An emergency / major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with as part of the emergency services, local authorities and other organisations normal day-to-day activities.
- **This completed document will give local authorities/emergency services the emergency contacts for your area** so they can obtain vital local information to assist them.

GUIDANCE

- *** Indicates the person who will be the key point of contact for local authorities / emergency services.** If unavailable, the next person listed will be contacted.
- **Emergency Contacts should include a minimum of one member of your Town or Parish Council** as well any members of local community groups, neighbourhood groups, faith groups etc. **(all should live locally),** who agree to be listed.

DATA STORAGE, SHARING & USE

- The information you provide will be stored on Resilience Direct, the government's secure website that it used for emergency planning and response
- It might be used to contact you with information (such as severe weather warnings) in advance of a potential incident - this is likely to be by email.
- It might be used to contact you during or after an incident (for example, to gather information on how your community has been affected) - this might be by phone or email.

EMERGENCY CONTACTS

Name	Position & Group (if relevant)	Contact No.	Email:	Address and postcode
• (Key point of Contact)				

Please email this completed document to: Kate.mcgibbon@cumbria.gov.uk

PLACE OF SAFETY IN CASE OF AN EMERGENCY

- It may be necessary to set up a temporary community-run Place of Safety e.g., for stranded travellers or people evacuated from their homes.
- Please give details below if there is an agreed venue that could be used as a place of safety.
- The Key Emergency Contact will contact the keyholder in case of an emergency.

Name of Venue	
Address	
Postcode		Grid ref or W3W location	
Key Holder Name	
Key Holder Contact Phone Details (daytime/out of hours if different)		

COMMUNITY SOCIAL MEDIA GROUPS

- Please let us know about any community social media groups in your area (e.g. is there a village Facebook group we might be able to look at and find pictures/information?)
- This can be very helpful, and they're not always easy to find!

Name of Social Media Group	Link to Page

ANY OTHER USEFUL INFORMATION

- Please share any other information with us you think maybe helpful, thank you.

Please email this completed document to: Kate.mcgibbon@cumbria.gov.uk