

Community Emergency Engagement Form

Forrabury and Minster Parish Council is creating a **Community Emergency Plan** to help prepare for and respond to incidents such as flooding, power outages, or severe weather.

We are collecting voluntary information to identify local resources and people who may need extra help in an emergency. Your local knowledge, skills, and needs are vital in keeping our parish safe during emergencies. Please take a few minutes to help us prepare.

Even if you don't have equipment or specialist skills, you can register as a **Community Volunteer** who is willing to help check on neighbours, deliver supplies, or share updates during an emergency.

Your information will be stored securely, in compliance with GDPR, and accessed only by the Parish Clerk and designated Community Emergency Team members. You can update or withdraw your information at any time.

If you need help completing this form, please contact the Parish Clerk.

Section 1 – Consent

Please complete this form to register only if you consent to the information being stored and used for Community Emergency Planning purposes as outlined above.

Section 2 – Your contact details *(Person completing the form)*

Full Name: _____

Address (inc. postcode): _____

Phone number(s): _____

Email: _____

Section 3 – Registration type *(You can complete both sections if applicable)*

- ☐ I am registering as a volunteer (skills/resources) → Go to Section 4
- ☐ I am registering as someone who may need extra help in an emergency → Go to Section 5

Section 4 – Volunteer skills and resources

- | | |
|--|--|
| ☐ Community volunteer (general support role) | ☐ First aid trained |
| ☐ Chainsaw licence | ☐ 4×4 vehicle for transport |
| ☐ Premises available for shelter/support | ☐ Generator available |
| ☐ Radio communications (CB / VHF) | ☐ Large battery backup facility |
| ☐ Satellite communication (Starlink / Sat phone) | ☐ Tractor / heavy machinery |
| ☐ Other specialist skills (please specify): _____ | |

Section 5 – Registration for additional support in an emergency

Are you registering yourself or someone else? **Note:** You can fill this form for yourself, or for someone else *only if you are their legal advocate (formally recognised under law to act on their behalf, e.g. under the Care Act or Mental Health Act)*.

- ☐ Myself ☐ Someone else being a registered advocate for this person under statute
- ➔ Legal Basis: ☐ Care Act ☐ Mental Health Act ☐ Health & Welfare POA

Registration helps the Community Emergency Team identify potential support needs and prioritise available assistance. It does not guarantee an immediate response or any particular form of help.

Resident's name: _____

Resident's address: _____

Resident's contact number: _____

what3words (optional): /// _____ . _____ . _____

- Which applies (tick all that apply): ☐ Mobility issues ☐ Medical equipment reliant on power
- ☐ Hearing/vision impairment ☐ Lives alone ☐ Other: _____

What practical assistance or contact might be helpful during an emergency? (optional): _____

Section 6 – Consent and communication

Do **you** (and the resident if registering for them) consent to your details being shared with Emergency Services and the Community Emergency Team/Volunteers if needed? ☐ Yes ☐ No

Would **you** like to receive updates about the Community Emergency Plan and local preparedness events? ☐ Yes ☐ No

Would **you** be happy to be contacted for training/events? ☐ Yes ☐ No

Section 7 – Additional comments

Returning your forms

Please post completed forms by placing them into a sealed envelope and posting them to: **Parish Clerk Forrabury & Minster Parish Council, c/o 1 Sea View, Crackington Haven, Cornwall, EX23 0LE**

Alternatively, you can drop off your forms at a nearby Councillor. For privacy, please ensure your form is in a sealed envelope and marked for the attention of:

Cllr Peyman, Community Emergency Engagement Form, Senwood, **Potters Lane**

Cllr Edwards, Community Emergency Engagement Form, 35 **Clover Lane Close**

Cllr Yates, Community Emergency Engagement Form, The Riverside, **The Bridge**

Thank you for helping us build community resilience.

Completing this form does not commit a volunteer to being available and does not guarantee that assistance can be provided. It helps the Parish Council plan, prioritise welfare checks and coordinate the support available at the time.

Community volunteers are not emergency responders. In any situation involving immediate danger to life or serious harm, always call 999.

Be prepared – 5 simple steps to keep you safe

Emergencies can happen quickly, from power cuts and storms to flooding or road closures. By taking a few small steps now, you can make sure you, your family, and your neighbours are better protected. Follow these 5 steps to stay safe and find help when you need it most.

Stay alert – Get warnings early by signing up for alerts for your area

- GOV.UK Emergency Alerts: www.gov.uk/alerts
- Flood Warnings (Environment Agency): www.gov.uk/sign-up-for-flood-warnings
- Prepare Campaign: prepare.campaign.gov.uk

what3words – A free app to help emergency services find you

Download the free **what3words** app on your smartphone. Open it at your front door and write down your 3 words (example: ///river.safe.chair). Share this with carers, family, or keep it by the phone. This makes it much easier for responders or volunteers to get to the right place quickly – even if you live on a lane or in the countryside.

Stay connected – Make sure someone knows

Being prepared isn't just about equipment – it's about **people**. Make sure a family member, neighbour, or friend knows to check in on you if the power, phones, or roads go down. Keep a paper list of important phone numbers (doctor, carer, neighbour). Agree a simple “buddy system” with a neighbour so someone always checks you are safe. Look out for more information about the Parish's red/green leaflet system to help show you are **aware** and **engaged** during an emergency.

More help and local updates – Where to find information

The Parish Council has set up an emergency webpage where you can find local information and resources in one place. On the site you will find the full **Community Emergency Plan**, contact numbers and quick links, updates and instructions during an incident. Visit www.forraburyminsterparishcouncil.org.uk/emergency

Prepare a grab bag – Be ready to leave quickly

If you had to leave your home in a hurry because of flooding, fire, or another emergency, what would you take? Having a small grab bag ready can save stress and make sure you have what you need. Have a simple bag prepared or make a note to pack items such as a torch (with spare batteries or wind-up), phone charger or battery pack, warm clothes and blanket, medicines, copies of important documents (ID, insurance, medical information).