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Emergency Event Writing Workshop

04 March 2025

Emergency Event Writing Workshop Report

A brief summary of the workshop held at Stoke St Michael follows.

Host

Dr Bel Deering, Nicola Wheeler & Paul Elliston, Community Engagement Officers – Somerset Council

Agenda

- EVAG group Presentation
- Overview of the emergency planning system
- Practical exercise concerning writing event plans.

EVAG group presentation

Volunteers from the Emergency Voluntary Action Group, formed following the Somerset Levels flooding in 2014 by the Rotary Club, presented their activities and flood resilience equipment offerings. They offer services from household emergency plans, home and parish council visits on request and sales of resilience equipment. A YouTube video “Introducing EVAG Rotary” provides an overview.

Overview of the emergency planning system

The EPS concepts were presented [Attachment 1].

The presentation provides insight into the Response Team, consisting of 7 members that liaise with parish councils and coordinate emergency response activities in such an event.

The presentation covered risk assessments, preparedness for emergencies and case studies. Subjects such as safe places, forming an emergency response team and Community Emergency contacts are included.

In addition to the above, the talk included details of small grants available.

Workshop

Using the Community Prepared template [Attachment 4] the attendees worked through the concepts of what to include when forming the emergency plan.


The main takeaway from the exercise was that it should cover various eventualities ranging from severe road traffic collisions, sealing off areas/whole of the village and evacuation to places of safety such as village halls or under extreme circumstances evacuation to remote, larger places of safety.

In addition to this, all types of resources needed for various emergencies as well as volunteers were highlighted along with a register of volunteers to be contacted with specific roles allocated and kept up to date. Resources could range from PPE to tractors, 4x4's, handling equipment, first aid kits etc.


In summary, the template provided is considered very useful to formulate a potential EPS


Attachments

 1 - Stoke St Michael EP workshop slides.pdf

 2 - PP-Plan-on-a-Page 1.pdf

 3a - Small Grant Fund Application Form Feb 24.docx

 3b - Small Grants Fund - Advice & Guidance Feb 2...

 3c - Small Grants Fund - Terms & Conditions Feb 2...

 4 - Community Emergency Plan Template_ V2.0 2...

 5 - PP Home Emergency Plan.docx