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COMMUNITY EMERGENCY HUB: ONCE A DISASTER HAPPENS

Collect the Hub Box and organise yourselves when a disruption hits. Then go help others.

Imagine a flood hits your Staffordshire community. Your **Community Emergency Hub** is a place to self-organise your friends and neighbours. It will let you all work together, safely, after a disruption.

A Community Emergency Hub can be a safe shelter, warm space, or rally-point.

Spend 3 hours organising yourselves. Take the time needed to set it up properly. Ensure it is safe, and open only when you are ready.

Hour 1: Activate the Hub

- **Choose a venue known to the community** such as a Staffordshire village hall.
- **Organise the space** so everyone can access it.
- **Set up a 'needs' and 'offers' board** to keep track of how people can help each other.
- **Tell the local community** (and local council) that the Community Emergency Hub is open and ready to help them.

Hour 2: Use the resources you have

From the Hub Box get the map of the community, stationery (e.g., sticky notes, marker pens), and tune into local radio in Staffordshire.

Re-read the Safety Briefing (see next page) and distribute the role lanyards. Have a team chat to build confidence. Remind them to ask for help.



Hour 3: Organise the volunteers

Gather local people who want to help. With them, chat through the Safety Briefing and where to target efforts. Initial activities might:

- **Check on people who may be vulnerable** such as persons with disabilities or medical conditions who have specific or additional needs.
- **Ask affected people what they need help with** and when they want that help. Remind volunteers to not take over and ask first.
- **Ask volunteers to help solve the needs** of affected people with offers of support.
- **Report life-threatening situations** immediately to the emergency services.

Everyone can help but, if you cannot do something safely, do not do it.

Don't wait for zero hour

Get ready now. Use your Community Emergency Plan before a disruption, so you can hit the ground running.

When a Staffordshire community practices before a disruption, it is even more well prepared. Don't forget that your Community Emergency Hub will work best in co-ordination with the local council and emergency services.

Safety briefing for volunteers



Safety is the number 1 priority.

If you cannot do something safely, do not do it.

If a situation is life-threatening, phone 999.



Before doing anything:

Assess the risk of an activity:

- › Decide what you can do safely.
- › Check you have the kit and ability to work safely.
- › Find others to work with to avoid working alone.

As you work:

Stay alert to life-threatening situations:

- › Do not put yourself in danger so only help if you can stay safe.
- › Tell others to stay away from the danger.
- › Report new dangers, immediately, to the Hub Coordinator.
- › Report accidents and near misses to the Hub Coordinator.

Safeguard vulnerable persons:

Safeguarding is to ensure the welfare of children and vulnerable adults and their protection from harm.

- › Ensure at least two people are with the vulnerable person, where possible, to protect their safety.
- › Ensure you understand their individual needs and act appropriately.

Always:

Take care of yourself and others:

- › Attend to your own needs first.
- › Ask others how they are feeling.
- › Consider taking a break, changing roles, or going home.

