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MY COMMUNITY, OUR EMERGENCY PLAN

Start with 3 chats with 3 friends on how to make your community ready for a flood.

Don't delay, chat today.

Floods and other disruptions are becoming more frequent, affecting more people than ever before in Staffordshire. When the next disruption hits, outside help may not arrive for days. That disruption may have hard and long-lasting impacts.

A community that has prepared together is better able to respond and recover quicker and stronger. So, develop your community emergency plan. It's easy – just chat over the disruptions your community will face, your actions to solve local problems, and your resources to aid those actions.

Start simple. Chat with 3 friends over coffee – your group. Take things at your group's own pace. Your group can always grow with volunteers when the disruption hits.

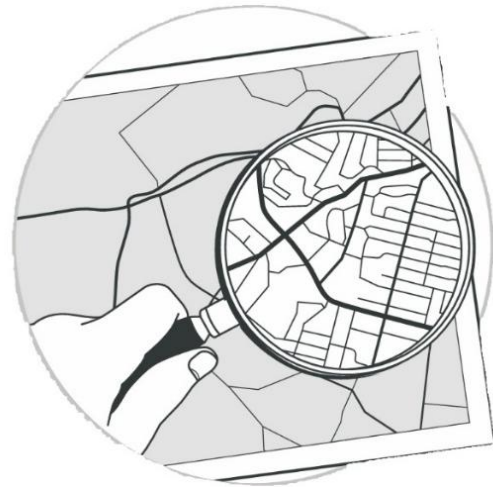
You could spend ages talking about the following questions. That won't always help. So, limit your group to 10 minutes on each question. Don't try to consider everything – just start the chat.

Chat 1: About your community

40-minute chat. 10 minutes on each question:

- **What does your group like about the community** and want to protect in a disruption?
- **What disruptions have you faced before** and what did people do to help each other?
- **What disruptions are your group concerned about** and how would working together help?
- **What can the community do safely** before, during, and after a disruption in Staffordshire?

Your group does not have to do this alone, so involve the local council or emergency services.



Chat 2: About community assets

40-minute chat. 10 minutes on each question:

- **What other groups** can help spread the word about self-help and helping others?
- **Who has specialist skills** or would 'muck in'?
- **What local businesses, community groups, and other organisations** could help?
- **What outside help may be needed?**

Your group may plan to run a Community Emergency Hub if a disruption hits Staffordshire.

Chat 3: Write it down

Before the third 40-minute chat, someone could use information from Chats 1&2 to complete the template over the page, covering:

- **Key contacts** who your group will get in touch with when a disruption hits.
- **Likely disruptions** your group thinks about.
- **First actions in a disruption** and when/how your group will act.
- **Important principles** for your group when a disruption hits.

Chat 3 can review the completed template.

Take the plan for a workout

Tell everyone about the plan.

Spread the word locally through every channel into the community. Chats on this makes sense. Don't delay, chat today.

MY COMMUNITY, OUR EMERGENCY PLAN

Our community's name

NewTown Community Resilience Group, Staffordshire

Our key contacts who could help our community
(from Staffordshire and beyond)

Group members & their skills	Agencies
<i>Person 1 – knows everyone</i>	<i>Local Council - 0800 1111 1111</i>
<i>Person 2 – great organiser</i>	<i>Stone Village Hall - 0800 1111 111</i>
<i>Person 3 – health and safety</i>	<i>Café - 0800 1111 1111</i>
<i>Person 4 – a good guy</i>	<i>Charity Shop - 0800 1111 1111</i>
<i>Person 5 – owns Construction Ltd</i>	<i>Utility company - 0800 111 1111</i>
	<i>Local council - 0800 111 1111</i>
	<i>Doctor's surgery - 0800 111 1111</i>
	<i>Local radio frequency - FM91.1</i>

Disruptions likely to affect our community in Staffordshire? (tick all that apply)

Flooding	☐	Wildfire	☐	Terrorist attack	☐
Snow and ice	☐	Power outage	☐	Public disorder	☐
Heatwave	☐	Water outage	☐	Industrial accident	☐
Storms and wind	☐	Rail accident	☐	Other:	

Where to meet to activate our Community Emergency Plan

The Village Hall

First actions in a disruption

- 1. Check on neighbours and ask if they need help. Record their needs*
- 2. Meet at village hall to organise our Community Emergency Hub*
- 3. Collect the Community Emergency Hub in a box*
- 4. Ask the Facebook group if anyone can volunteer to help others*
- 5. Record offers of help*
- 6. Tell the local council that the Community Emergency Hub is open*
- 7*
- 8.*

When and how will we act on our plan

When will we act on our plan	How we will know to act
<i>When a Met Office alert is issued</i>	<i>Updating WhatsApp group</i>
<i>If we hear of need in a disruption</i>	<i>Knocking on doors</i>
<i>The local council tells us</i>	

Important things for us to remember

- Be kind to ourselves and each other*
- Volunteers want to help – but they also need help – don't struggle*
- Ensure all volunteers read the Safety Briefing*
- Don't rely on one person - share duties across the group*
- Start small, don't take on too much, and grow if you have volunteers*
- There is a detailed Community Emergency Hubs Manual*
- Tell homeowners to take photos for insurance. Don't throw items out*

My community's emergency plan was last updated on

14 January 2026