



## Flood Emergencies

### Resilience Job and Role List

#### Preparedness and Planning:

##### Coordinator

- Identify flood-prone areas in Diss.
- Conduct a vulnerability assessment to identify and support at-risk residents.
- Develop and maintain a comprehensive communication plan for flood warnings and alerts.
- Create and update emergency contact lists for volunteers, Town Emergency Group (TEG) members, and key stakeholders.
- Compile and manage a detailed inventory of necessary resources and equipment for flood response.
- Ensure timely and accurate dissemination of flood warnings and alerts to the community.
- Encourage residents to sign up to Floodline for alerts & warnings.
- Monitor incoming information and updates from relevant authorities.
- Maintain and test communication systems regularly.

##### Facilities & Buildings/ Health & Safety Manager:

- Oversee the procurement and management of resources and equipment needed for flood response.
- Regularly update the inventory of available resources.
- Collaborate with suppliers and ensure the availability of essential supplies.

#### Response:

##### Town Emergency Group (TEG) Coordinator, Clerical Support Officer and Deputy Emergency Coordinators

- Activate the TEG in response to flood warnings.
- Establish a unified command structure and coordinate with emergency services and SNC emergency planning officers.
- Deploy available response teams to various flood-affected areas.
- Establish and manage **Diss Football Club** as the primary location for emergency operations.
- Ensure the facility is fully equipped and ready to support response efforts.:
- Deploy and manage teams responsible for implementing flood response actions.
- Coordinate with relevant agencies to ensure efficient and effective response efforts.

- Activate the Emergency Box, overseeing the distribution of essential supplies and equipment.
- Implement evacuation plans for vulnerable residents, ensuring their safety.
- Coordinate with local transportation services and emergency shelters to facilitate evacuations.

**Public Information Officer:**

- Provide real-time updates to the public through social media, local radio, and official websites.
- Ensure that accurate and timely information is disseminated to keep residents informed and safe.

**Recovery:**

This work will require the input of the relevant agencies

- Assess flood damage and prioritise recovery efforts based on the severity of the impact. – Environment Agency
- Collaborate with relevant agencies to collect and analyse data on flood-affected areas.
- Provide support and resources to affected residents, including shelter, and basic necessities.
- SNC – Emergency Planning will coordinate, Housing Team, Community Connectors, Environmental Health Team as required.
- Work with local agencies and organisations to ensure residents' needs are met.

**After-Action Review and Improvement Coordinator:**

This work should be completed by the Emergency Coordinators and SNC Emergency Planning Officers.

- Conduct a comprehensive review of the emergency response to identify areas for improvement.
- Develop recommendations and strategies to enhance future flood response capabilities



## **Power Outages: Resilience Job and Role List**

### **Preparedness and Planning:**

#### **Coordinator:**

- Develop and maintain a comprehensive communication plan for power outage notifications and alerts.
- Encourage residents to sign up to UK PowerNetworks priority register
- Create and update emergency contact lists for volunteers, key stakeholders, and Town Emergency Group (TEG) members.
- Compile and manage a detailed inventory of necessary resources and equipment for power outage response.
- Ensure timely and accurate dissemination of power outage notifications to the community.
- Monitor incoming information and updates from relevant authorities.
- Maintain and test communication systems regularly.
- Locate any resilient venues within the area, businesses, schools? that may have generators

#### **Facilities & Buildings/Health & Safety Manager:**

- Oversee the procurement and management of resources and equipment needed for power outage response.
- Regularly update the inventory of available resources.
- Collaborate with suppliers and ensure the availability of essential supplies.

#### **Response:**

Town Emergency Group (TEG) Coordinator, Clerical Support Officer, and Deputy Emergency Coordinators:

- Activate the TEG in response to power outage notifications.
- Establish a unified command structure and coordinate with utility companies and emergency services.
- Deploy available response teams to various affected areas.
- Establish and manage a designated location as the primary operations centre for power outage response. Ideally with generator
- Ensure the facility is fully equipped and ready to support response efforts.
- Deploy and manage teams responsible for implementing power outage response actions.

- Coordinate with utility companies to restore power efficiently and safely.
- Activate the Emergency Box, overseeing the distribution of essential supplies and equipment.
- Implement contingency plans for individuals relying on powered medical equipment or vulnerable populations.
- Coordinate with local transportation services and emergency shelters to facilitate assistance to those in need.

#### **Public Information Officer:**

- Provide real-time updates to the public through social media, local radio, and official websites.
- Ensure that accurate and timely information is disseminated to keep residents informed and safe.

#### **Recovery:**

##### UK PowerNetworks

- Assess the impact of the power outage and prioritize recovery efforts based on the severity of the impact.
- Collaborate with utility companies and relevant agencies to collect and analyze data on affected areas.
- Provide support and resources to affected residents, including information on power restoration timelines and available assistance.- could be part of your communications during the incident
- Work with local agencies and organizations to ensure residents' needs are met.- part of rest centre support

#### **Cleanup and Restoration Manager:**

This work should be completed by the SNC Emergency Planning Officers:

- Collaborate with utility companies and local agencies for the cleanup and restoration of affected areas.
- Oversee the allocation of resources and manpower for these efforts.

#### **After-Action Review and Improvement Coordinator:**

This work should be completed by the Emergency Coordinators and SNC Emergency Planning Officers:

- Conduct a comprehensive review of the emergency response to identify areas for improvement.
- Develop recommendations and strategies to enhance future power outage response capabilities



## List for Pandemic Emergencies: Resilience Job and Role

### Preparedness and Planning:

#### Coordinator:

- Identify potential pandemic risk factors and vulnerable populations in Diss in conjunction with SNC Emergency Planning Officer.
- Conduct a vulnerability assessment to identify and support at-risk residents, including the elderly and individuals with underlying health conditions. **(SNC)**
- Develop and maintain a comprehensive communication plan for pandemic warnings and alerts, including guidelines for social distancing and hygiene.
- Create and update emergency contact lists for volunteers, Town Emergency Group (TEG) members, and key stakeholders.
- Compile and manage a detailed inventory of necessary resources and medical supplies for pandemic response.
- Ensure timely and accurate dissemination of pandemic warnings and alerts to the community.
- Monitor incoming information and updates from public health authorities.
- Maintain and test communication systems regularly.

#### Facilities & Buildings/Health & Safety Manager:

- Oversee the procurement and management of resources and medical supplies needed for pandemic response.
- Regularly update the inventory of available resources, including personal protective equipment (PPE).
- Collaborate with suppliers and ensure the availability of essential medical and hygiene supplies.

#### Response:

- Town Emergency Group (TEG) Coordinator, Clerical Support Officer, and Deputy Emergency Coordinators:
- Activate the TEG in response to pandemic warnings and public health guidance.
- Establish a unified command structure and coordinate with local healthcare facilities, public health officials, and emergency services.
- Deploy available response teams to various pandemic-affected areas or critical facilities.
- Establish and manage designated locations for medical triage, testing, and isolation.
- Ensure these facilities are fully equipped and ready to support response efforts.

- Deploy and manage teams responsible for implementing pandemic response actions, including contact tracing and testing.
- Coordinate with healthcare providers and public health agencies to ensure efficient and effective response efforts.
- Activate the Emergency Box, overseeing the distribution of essential medical supplies and equipment, including PPE.
- Implement public health measures such as quarantine and isolation protocols as needed.
- Coordinate with local transportation services and medical facilities to facilitate the transport of affected individuals.

**Public Information Officer:**

- Provide real-time updates to the public through various communication channels, including social media, local radio, and official websites.
- Ensure that accurate and timely information is disseminated to keep residents informed and promote public health guidelines.

**Recovery:**

**This will all be lead through a national/regional framework as during the Covid response and recovery**

- Assess the impact of the pandemic and prioritize recovery efforts based on the severity of the impact, including healthcare and economic recovery.
- Collaborate with public health agencies and relevant organizations to collect and analyse data on pandemic-affected areas.
- Provide support and resources to affected residents, including information on healthcare resources and economic recovery assistance.
- Work with local healthcare providers and organizations to ensure residents' health needs are met and facilitate the reopening of businesses.

**Cleanup and Restoration Manager: (As above)**

**This work should be completed by the SNC Emergency Planning Officers:**

- Collaborate with local healthcare providers and organizations for the cleanup and recovery of affected areas.
- Oversee the allocation of resources and personnel for these efforts.

**After-Action Review and Improvement Coordinator:**

- This work should be completed by the Emergency Coordinators and SNC Emergency Planning Officers:
- Conduct a comprehensive review of the emergency response to identify areas for improvement in pandemic preparedness and response.
- Develop recommendations and strategies to enhance future pandemic response capabilities and public health initiatives.