

# Dunnington Emergency Plan – Community Volunteer Responsibilities and Roles

## Responsibilities

You should never put yourself at any risk - that is why the Emergency Services will be called

Until they arrive you will be responsible to one of the Parish Council Lead Contacts in the Emergency Plan – found on the [Parish Council Website Publications Section](#)

You will not be expected to do anything which is the job of the police, fire or ambulance service

Roles - under the direction of a Parish Council Lead Contact then the Major Incident Team

Initially - if Major Incident Team have not arrived

- Opening rest centres if required
- Collect Emergency Boxes, from Reading Room and Sports Club
- Encourage residents to move to rest centres
- Setting up areas for residents within rest centres
- Logging all volunteers on duty
- Logging people in and out of the building
- Logging any medical issues to pass on to paramedics
- Logging out anyone who leaves the rest centre
- Providing reassurance and refreshments
- Offer support to anyone who is distressed
- Provide practical support e.g. contacting family members
- Advise primary school, medical practice and local businesses.
- Message on Parish Council website
- Message on This is Dunnington Facebook Page
- Poster on Parish Council notice board plus Reading Room and Cherry Tree Court and Derwent Estate boards
- Working with other volunteers

When Major Incident Team Arrive

- Continue all of above **under direction** of Major Incident Team
- Provide local information to the Major Incident Team

What other roles could you be involved in?

- Door knocking in the recovery phase, **under direction** of Major Incident Team, to provide information to residents and businesses