



COMMUNITY RESILIENCE

Memorandum of Understanding

DRAFT

MAY 14, 2026

1. Purpose of This MoU

This Memorandum of Understanding sets out the shared commitment between Huntingdonshire District Council (HDC) and [_____ Town/Parish Council], acting on behalf of _____, (to be referred to as the Community Resilience Group (CRG) for the purpose of this document) to strengthen community preparedness, response, and recovery in times of emergencies and major incidents.

This MoU aims to:

- Support the development, maintenance, and sharing of Community Emergency Plans.
- Strengthen two-way communication between the community and Category 1 & 2 responders.
- Enable communities to establish and activate Emergency Liaison Points (ELPs).
- Clarify expectations for response, notification, and collaboration during incidents.

This MoU is not legally binding, but demonstrates a shared commitment to coordinated, community centred resilience.

2. Community Emergency Plan — Responsibilities

The CRG agrees to:

2.1 Develop and maintain a Community Emergency Plan

- Outline local risks, local response, safe locations, resources, contacts, and volunteer roles.
- Use templates available from HDC and Cambridgeshire and Peterborough Local Resilience Forum (CPLRF) guidance if needed.
- Review the plan annually, when situation changes or following an incident.
- Share the updated plan with HDC each time it is revised.
- Consider GDPR requirements when sharing or recording information

2.2 Designated CRG Contact

The CRG will:

- Identify and keep updated a primary CRG contact/s, including name/s, role, and a 24/7 contact number/s.
- This allows HDC to request CRG activation if a local situation emerges

3. Establishment and Requirements of Emergency Liaison Points (ELPs)

An Emergency Liaison Point (ELP) is a safe, accessible community run location activated during an incident.

An ELP should meet the following requirements:

- The location must be easily accessible to residents, including those with mobility needs.
- The location should be familiar and known to the communities and promoted within any community preparedness materials.
- The site should have essential facilities, including:
 - Access to toilet facilities
 - Kitchen or refreshment-making facilities (e.g., kettle, sink, or basic preparation area)
 - Adequate space for residents to gather safely
- The building must be safe for public use and able to operate during adverse weather or power disruption where feasible.
- The ELP should hold or have access to basic resources such as torches, printed local information, sign-in sheets, and welfare items as determined by the CRG.

The CRG agrees to:

- Identify and maintain suitable ELP location/s within the community, ensuring owner agreement.
- Ensure volunteers understand core roles and responsibilities.
- Maintain basic equipment and signage.
- Operate the ELP safely using local volunteer capacity.

4. Information sharing

The CRG:

- Agrees that the Community Emergency Plan, ELP locations, and designated activation contact details may be shared with Category 1 responders and CPLRF solely for emergency preparedness and response purposes.
- The CRG authorises HDC to upload these materials into the HDC section of Resilience Direct. Resilience Direct is a secure multiagency information sharing platform used by emergency responders.
- The CRG authorises HDC to share the plans with CPLRF
- All information will be handled in accordance with GDPR and shared only with authorised organisations.

5. Activation of CRGs and ELPs

5.1 Community Self Activation

HDC supports and encourages self-activation when the CRG believes that the situation warrants a community-led response. Activation may be appropriate in circumstances such as:

- Local impacts that pose a risk to community safety or wellbeing.
- Significant utility disruptions, including prolonged loss of power, water, heating, or communications.
- Flooding or severe weather events directly affecting residents (e.g., internal flooding, required evacuation, or unsafe access routes).
- Major incidents affecting residents where an early community response could provide essential support before or alongside statutory services.

This is a non-exhaustive list, and the CRG may identify other situations where activation is necessary.

5.2 Notification to HDC

When the CRG self-activates its Emergency Plan and/or ELP, the CRG agrees to notify HDC via:

- 01480 388388 (office hours)
- 01480 434167 (out of hours)

Once initial phone call has been made, updates can be provided by emailing Incidents@huntingdonshire.gov.uk (This inbox is activated for monitoring following the phone call)

This ensures HDC:

- Is aware of emerging incidents
- Can provide support
- Can dispatch a Local Authority Liaison Officer (LALO) to the ELP when appropriate
- Can coordinate with multiagency partners

5.3 Activation Requested

HDC or other Category 1 responders (such as Police, Fire service) may contact the CRG's designated contact (provided at the end of this document) if:

- They become aware of a local incident
- Support from the CRG would enhance community safety
- A local muster point or enhanced communication presence is needed

The CRG agrees to activate the ELP where safe and feasible to do so.

6. HDC Responsibilities

HDC agrees to:

- Provide guidance, templates, and support for developing Community Emergency Plans.
- Offer advice and training opportunities relating to ELPs and community resilience.
- Maintain open communication during incidents through phone lines and the monitored incidents inbox.
- Deploy a LALO to the ELP when needed to support communication with Category 1 responders.
- Review submitted Community Emergency Plans and provide feedback.
- Share relevant guidance from CPLRF, emergency services, and government partners.

7. Duration and Review

- This MoU becomes effective on the date of signature.
- It should be reviewed annually or following significant incidents involving community activation.
- Either party may withdraw with written notice.

8. Signatures

For Huntingdonshire District Council

Name:	Signature:
Role: Community Resilience Manager	Date:

For _____ Town/Parish Council / Community Resilience Group

Name:	Signature:
Role:	Date:

Enclosed: Community Emergency Plan ☐

ELP location/s _____

Designated CRG Contact:

Primary contact name _____ Telephone number _____

Secondary contact name _____ Telephone number _____

The End