

Action Card 05: The Community Emergency Information Hub	
Action to establish and run an Emergency Information Hub (This action card is to be read in conjunction with the Emergency Contact Hub Guide)	
Equipment	• Appropriate personal clothing • Possibly generator and lighting set
Coordinator Action	• Gain entry to the appropriate location through the Parish Operations Officer or Deputy Operations Officer • Inform the Local Authority that the Hub has opened • Act as Hub Supervisor • Allocate Information Hub roles • Establish a 'shift' pattern and staffing rota • Liaise with appropriate local groups including the WI
Communications Officer Action	• Act as Hub Information Officer • Establish and maintain communications with appropriate responding agencies • Maintain the Hub's information and situation board • Brief volunteers on information produced by responding agencies
Equipment Officer	• Be prepared to deploy and maintain the emergency generator and lighting set
Volunteer Action	• Be prepared to support the Hub through one of the roles listed in the Emergency Contact Hub Guide • Record personal observations
Post Emergency Procedures	• Inform responders and Local Authority of closure • Return the Hub to the Parish Council • Record observations
Issues for Consideration	• Media Requests for information from the media should be passed to the Supervisor • Life Threatening Needs Life threatening need should be referred immediately to the emergency services