

NAME OF PARISH

Emergency Plan Guidance Notes

1 INTRODUCTION

- 1.1 There is no statutory responsibility for town and parish councils to plan for, respond to, or recover from emergencies. However it is good practice for communities to identify hazards and make simple plans on how they may respond when faced with an emergency.
- 1.1.1 This document does not place any formal requirement on town and parish Council to make emergency plans. Any participation by the Parish/Town Council is purely voluntary.
- 1.1.2 It should also be recognised that the Parish/Town council is not an emergency service. It is not trained, equipped, empowered or resourced to carry out the functions of an emergency service. The response should generally be confined to looking after the welfare of people in the Community or helping to maintain the infrastructure.
- 1.1.3 Stroud District Civil Contingency Officers will provide advice and assistance in preparing emergency plans, the completion and maintenance of the plan by the Town or Parish Council remains the responsibility of that Town/Parish Council.
- 1.1.4 This plan is generic and can be applied to any Town/Parish Council in Stroud District.
- 1.1.5 This Emergency Guidance is intended as general information about planning for emergencies. To the extent provided by law Stroud District Council excludes any liability arising from the use of these plans. Nothing in these plans removes the requirement to have adequate insurance in place.
- 1.1.6 **What information to record?** The template includes sections for the more obvious contact numbers and resources requirements to support the community in a board range of crises. However, the presence or absence of certain risks may require the inclusion of other important information of the removal of unnecessary sections from the template to avoid confusion. Again this must be a local decision; the bottom line is that the information recorded must help in any local response.
- 1.1.7 **Why might recorded information vary?** A rural parish may decide that holding information on who has access to 4x4 wheel-drive vehicles would be useful where a parish in a town area may decide that this information will serve no purpose in the plan. However, the Community may decide that other locally important contacts and resources should be included in the completed plan. Therefore the information contained in a particular plan will depend on:
- i. The type of risk anticipated such as flooding, landslip, access road closures etc. which may benefit from certain specialist resources being readily available within the community
 - ii. The nature of the parish, such as how close it is to one of the market towns areas which could provide support
 - iii. The community make up, which may include a significant disabled or elderly population, large numbers of unoccupied homes, a special needs facility etc.
- 1.1.8 **What happens to the plan when completed?** The local community should keep the plan accessible to residents. This will help ensure that they are aware of what the risks are, the resources which are available and how the community intends to activate the plan and respond to an emergency. A copy of the plan should be sent to the Stroud District Civil Contingencies.

- 1.1.9 **What happens if circumstances change?** The plan should be amended when circumstances change significantly. E.g. changes of contact details, resources available, changed risks etc. Significant amendments to the completed template, especially changes in contact details should be passed to Stroud District Council.

COMPLETION GUIDANCE

- Page 1 Front Page** - Insert parish logo and name in the space provided. At the foot of the page it is essential that the date and version number are included. Subsequent updates should be re dated and the version number updated. The plan should be signed off by the Parish Council. It is also good practise to have a review date.
- Page 2 Contents** – Once the plan is completed fill in the contents page to aid navigation through the plan
- Page 3 Distribution List** - All recipients of the plan should be listed. Some people may be given a copy of the plan which does not contain personal contact details. This must be noted and any further copies issued should contain the same details. When new plans are distributed the holders should be notified to destroy old copies.
- Page 4 Amendments** - Amendments to the plan should be made and noted, each copy of the plan must be updated with the amendment.
- Page 5 2. Aims and Objectives** – The aim of the plan describes precisely what it is trying to achieve and the objectives show what specific tasks need to be undertaken to meet the aim. These have been completed generically but may be altered to suit the Parish or Town.
- Page 5 3.3 Procedures** - The guideline procedures for activating the plan have been produced in order to assist the Parish /Town Emergency Management Team, this should provide a sound basis to ensure that all aspects of the emergency have been considered and the relevant authorities have been notified.
- Page 6 3.4 Location of Parish/Town Emergency Management Team** – Insert the agreed meeting place of the Parish Emergency Management Team. This where members of the team should convene if the plan is activated unless otherwise notified. The location will need to be easily accessible and be flexible in case of loss of power etc.
- 5.1 Vulnerable Individuals** – These should only be collated at the time of the emergency and will contain details of people made vulnerable by that emergency only. Care should be taken in order to comply with data protection.
- 5.2 Vulnerable Establishments** – Collate a confidential list of establishments where residents/members may be vulnerable, e.g. residential homes, schools, etc. This will include details of their emergency plans, if available. - **see Appendix 5 [restricted circulation]**
- Page 7 6.1 Contacts (publicly available)** Create a list of useful telephone numbers to act as an aid during and emergency (**see Appendix 6**)
- 6.2 Contacts (restricted circulation)** This list of contacts will include contact who do not wish to have their numbers available to people outside of the Parish/Town Emergency Management Team. (**see Appendix 7**)

7.1.5 Enter the name of the parish, enter the amount of emergency funds (if applicable) that the Emergency Management Coordinator will be authorised to spend during an emergency.

7.2.3 Enter the amount from point 7.1.5 if applicable, this is the amount of money that the parish will ensure are available in case of an emergency.

Page 8 8 Available resources – Make a list of resources that are available to the community, this does not have to include every facility or resources. Keep it relevant and concise. (see **Appendix 9**)

Appendix 1 Populate the **EMERGENCY REPORTING STRUCTURE** with the Parish Emergency Coordinators name and Contact Details

Appendix 2a The Emergency Action Check List has been formulated to ensure all aspects of the emergency are considered and the relevant authorities have been informed.

4. Populate the location of the **PARISH EMERGENCY MANAGEMENT TEAM** meeting

5. Populate the location of where **community meeting** will take place

Appendix 2b **CALL CASCADE** - Include names and telephone numbers of the Parish Emergency Management Team in the call cascade, this will speed up communications. Include the numbers of key volunteers.

Appendix 2c **COMMUNICATIONS** – Populate the table provided with key areas where notice boards will be update with information regarding the emergency. This will provide the community with access to up to date relevant information for the parish. The Parish Emergency Management Team will communicate with the community via a number of methods. It may not be practicable to contact all members of the community via telephone calls so information must be available to members of the community. List all the places in the parish where it is possible to display information that is accessible for the community in order for them to be kept up to date.

It is the responsibility of the Emergency Coordinator to ensure that information is made available to the community

Appendix 2d **INCIDENT LOG** - This form should be used to record all decisions, actions and expenses incurred in the recovery process. This will provide information for the post recovery debrief and help to provide evidence of costs incurred for any claim under an insurance policy.

Appendix 3 **EMERGENCY MEETING AGENDA** – This agenda has been proposed to give focus for the first meeting of the Parish Emergency Management Team should it be convened during an emergency. This will ensure that consideration is given to issues that are important during an emergency. This can be altered to suit the particular emergency.

Appendix 4 RISK ASSESSMENT - Risk assessment is a process which looks at the risks associated with certain events and the possible impact they will have on your community. This helps you to prioritise the risks to your community and highlights the higher risks as a priority.

There are many hazards that may disrupt your community, these could possibly include:-

- Flooding
- Utility failure (electricity, water, gas telephones)
- Fire or explosion
- Transport accident (road, rail, air)
- Extreme weather
- Disease

The risk assessment analysis lists a number of hazards that could impact on your community, you will need to consider these and add to the table any additional hazards that are identified in your community.

Hazard	In this column list the hazards that have been identified in your community. This list will need to be reviewed and updated regularly.
Likelihood	What is the probability of the hazard occurring? e.g. Flooding from streams or rivers may be more likely in low lying areas but this may not present such a high risk on higher ground. In the likelihood column insert a number between 1 to 5 (1 = negligible, 2 = rare, 3 = unlikely, 4 possible and 5 probable) according to how you perceive the likelihood of such an incident happening.
Impact	Consider the physical disruption that may be caused. You will need to think about any vulnerable members of the community i.e. Care homes, Schools etc. In the impact column to assess what the impact on your community would be, (1 = insignificant, 2 = minor, 3 = moderate, 4 = significant and 5 = catastrophic).
Mitigation In Place	List what you currently do that prevents or reduces the likelihood and or the impact of the hazard on your community e.g. Flooding <ul style="list-style-type: none"> • Monitoring Flood warnings issued by the Environment Agency
Mitigation Required	List what additional actions can be taken to prevent or reduce the likelihood or the impact of the hazard on the community e.g. Flooding <ul style="list-style-type: none"> • Floodgates / sandbags stored and ready for use by households known to be at risk.
Risk Matrix Score:	Using the Risk Matrix Score table on the same page, complete the next column with the relevant risk matrix score. When you have completed the process you will have identified what are the highest risks to your community and you can address these first.

Once the risk assessment has been completed transfer the risks in priority order in to the table in the plan, this will give the Parish Emergency Management Team a list of risks in priority order, this will enable them to provide a list to the emergency services.

Risk Assessment Table

Hazard (examples)	Likelihood	Impact	Risk Matrix Score (L, M, H, VH)	Mitigation in place (Action to reduce the risk)	Mitigation required (Action required to reduce the risk)
Flooding	2	5	H	<ul style="list-style-type: none"> Monitoring Flood warnings issued by the Environment Agency 	<ul style="list-style-type: none"> Floodgates / sandbags stored and ready for use by households know to be at risk.
Utility failure					
Fire or explosion					
Transport accident					
Extreme weather					
Disease					

Risk matrix score table

I M P A C T	5	MEDIUM	HIGH	VERY HIGH	VERY HIGH	VERY HIGH
	4	MEDIUM	HIGH	VERY HIGH	VERY HIGH	VERY HIGH
	3	MEDIUM	MEDIUM	HIGH	HIGH	HIGH
	2	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
	1	LOW	LOW	LOW	LOW	LOW
		1	2	3	4	5
		LIKELIHOOD				

Appendix 5 VULNERABLE ESTABLISHMENTS – Restricted Access

To prepare a confidential list of establishments where residents/members may be vulnerable, e.g. residential homes, schools, etc. This will include details of their emergency plans, if available.

Appendix 6 KEY CONTACTS – Publicly Available – This list will contain the names of organisations or officials who would be useful contacts in the event of an emergency whose details are in the public domain; e.g. Emergency Services, Utility Companies, Clergy, etc

Appendix 7 KEY CONTACTS – Restricted Access
This list will contain the names of organisations, officials and individuals who would be useful contacts in the event of an emergency. These details are not in the public domain for reasons of security or privacy. It may contain direct private line or mobile phone numbers, etc and will be available only to the Emergency Management Team.

Appendix 8 EMERGENCY MANAGEMENT TEAM CONTACTS – This is a quick reference guide to who is in the Emergency Management Team with their contact details.

Appendix 9 RESOURCES AVAILABLE TO THE COMMUNITY – This section should be used to make a list of resources or people with specialist skills that are available to the community in the event of an emergency for example:-

- Medical/First Personnel & Equipment
- Voluntary Groups
- Tradesmen or members of the community with trade skills who have volunteered or could be called on.
- Transport – local transport businesses, or persons who can be called on to transport people, essential equipment or provisions
- Equipment that could be useful in an emergency; eg Generators, Pumps, etc
- Premises that could be used for an Operation Centre
- Premises that could be used for an Rest Centre
- Rendezvous Points

Appendix 10 MAP OF PARISH - Include a small scale map of the parish in the plan and ensure that a larger scale map is available in the response pack.

The following information should be marked on the map (if known)

- Main routes into the parish e.g. road, rail
- Locations for the Parish Emergency Management team arranged meeting place.
- Potential locations for helicopter landing zones (clear of trees, buildings, power lines etc)
- Possible locations for community emergency accommodation/place of safety.
- Locations where the emergency services could set up an operating location in the community
- Schools, halls, sport centres and other places of gathering
- Hospitals
- Care or other residential homes
- Power line and sub stations
- Pipelines (if known)
- Telephone masts
- Water supply (if known)
- Wells holding potable water (if known)

Items should be clearly marked and given a key, this should be checked and updated as part of the review of the plan.

Appendix 11 BATTLE BOX CONTENTS –

The contents are suggested and may be added to or items removed. The items in the box should be recorded and checked on a regular basis. The boxes themselves should be stored in a safe place (at the location of the Parish Emergency Management Team, would be ideal).

EMERGENCY MANAGEMENT TEAM – POST DETAILS

Only authorised personnel should speak to the media

Emergency Coordinator shall

- Maintain his/her own personal action log
- Be responsible for the completion, maintenance, distribution and annual revision of the Community Emergency Plan.
- Report annually to the Parish Council on any activation of the Plan and the status of the Plan and Emergency Team Members
- Be responsible for ensuring that each member of the Emergency Management Team has and maintains a “grab bag” containing the Plan and appropriate equipment, etc to ensure speedy activation.
- Provide the focal point for the community in response to an emergency.
- Provide the point of contact for the Stroud District Council & other emergency services.
- Ensure that regular and correct information is available for the community.

Deputy Emergency Coordinator shall

- Maintain his/her own personal action log
- Assist the Coordinator in his/her role
- Deputise for the Coordinator as appropriate *Subject to the direction of the Coordinator:*
- Be responsible for the completion, maintenance, distribution and annual revision of the Community Emergency Plan.
- Be responsible for ensuring that each member of the Emergency Management Team has and maintains a “grab bag” containing the Plan and appropriate equipment, etc to ensure speedy activation.
- Provide the focal point for the community in response to an emergency.
- Provide the point of contact for Stroud District Council & other emergency services.

Communications/Media Officer shall

- Maintain his/her own personal action log
- Act as a point of contact for any media enquiries & link, if appropriate with the District or County media Team
- Be responsible for contacting appropriate authorities and persons
- Be responsible for servicing meetings of the Emergency Management Team and logging all its actions and decisions
- Maintain the circulation list, ensuring named officers & organisations receive updated copies when issued
- Be responsible for Communicating with the Community via:
 - Notice boards
 - Community/Church Magazines
 - Public meetings
 - Cascade Telephone system
 - Email

Facilities Officer shall

- Maintain his/her own personal action log
- Identify appropriate places for Operations Centres from which the Emergency Management Team may function
- Identifying appropriate places for Rest Centres for Evacuees, etc
- Identifying Resources available to the Community and maintaining an up-to-date register [**See Annex R5**]
- On the declaration of an Emergency calling-out activating and co-coordinating all resources required

Parish Council Representative

- Ensure that liaison is maintained with the Parish Council
- Ensure that any emergency funds drawn on by the Emergency Management Team are properly accounted for.
- Assist in identifying other community volunteers
- Take part in exercises arranged to test the call out system

All post holders should

- Reside in the community.
- Have the backing of the Parish Council to represent the community.
- Have a good understanding of the community and surrounding area
- Be able to activate the support of the community and speak on behalf the community.
- Ensure that the identification of the vulnerable is a principle aim.
- Ensure that the vulnerable are a priority.
- Ensure that communications are maintained within the Parish and with the District Liaison Officer wherever possible.
- Ensure that confidentiality is maintained where necessary.