

# **NAME OF PARISH**

## **Emergency Plan**

prepared by the authority of

\*\*\*\*\* **Parish Council**

**Date**

**Version**

**Author**

**Review Date**

**Contents**

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**Distribution List:**

<b>Issue No</b>	<b>Issued to</b>

## Amendments

This Guide will be reviewed by the Parish Emergency Co-ordinator every 12 months and amended when appropriate to ensure the validity of the information contained within the plan.

### Record of amendments:

Date	Amendment No	Name	Initials

## **1 INTRODUCTION**

While the Government has not identified a formal for the local communities in the response to and recovery from emergencies, the value of local planning is well recognised. This local planning can help prepare a community for occasions when support from other organisations is not immediately available or which may be limited in scope or capacity.

## **2 AIM AND OBJECTIVES**

### **2.1 Aim of the plan:**

- 2.1.1 To enable community support, self-help and resilience when faced with an emergency situation
- 2.1.2 To assist County & District Emergency Services with local knowledge & support where appropriate.

### **2.2 Objectives of the plan:**

- 2.2.1 Conduct a risk assessment, identify hazards and possible mitigation
- 2.2.2 Identify vulnerable groups within the community
- 2.2.3 Identify key contacts
- 2.2.4 Identify a community Emergency Management Team & procedures
- 2.2.5 Identify resources available to the community in the event of an emergency

## **3 DEFINITION & ACTIVATION OF THE PARISH EMERGENCY PLAN**

### **3.1 Definition:**

An emergency is an occurrence which presents a serious threat to the well-being of the community beyond the resources with which the individuals or families concerned have to respond.

### **3.2 Activation**

The Parish Emergency plan may be activated by

- Any Permanent Member of the Parish Emergency Management Team
- The Medical or Veterinary Member of the Parish Emergency Management Team
- Stroud District Council will offer advice if required

**NOTE EMERGENCY REPORTING STRUCTURE See Appendix 1**

### **3.3 Procedures**

As part of the Plan The Emergency Management Team shall set out procedures for activating the plan – **see Appendix 2a** including:

- 3.3.1 Call out **See Appendix 2b**
- 3.3.2 Contacting appropriate authorities and persons
- 3.3.3 Initiating a Communications system with the community **See Appendix 2c**
- 3.3.4 Logging all actions and decisions **See Appendix 2d**

### **3.4 Location of Parish Emergency Management Team**

Once an emergency has been declared the Parish Emergency Management Team will convene. The usual meeting place will be **XXXXXXXXXX** unless otherwise advised. **See Appendix 3** for the first meeting agenda

### **3.5 Notifying Stroud District Council Civil Contingencies Team**

As soon as the decision has been made that the Parish needs to provide a community response, they must notify the District Council Civil Contingencies Team that they plan is being activated.

### **3.6 Contact Numbers:**

#### **District Contact Numbers**

Working hours	01453 766321
Outside working hours	01452 532424

## **4 RISK ASSESSMENT**

- 4.1 A risk assessment shall be conducted to identify hazards and possible mitigation, e.g. Flood, Loss of Utilities, Severe Weather, Major Fire, Loss of Road Access, Human or Animal Disease. - **See Appendix 4**
- 4.2 Mitigation: The Parish Council shall be responsible for considering the Risk Assessment and for taking reasonable steps to mitigate the risks identified.

## **5 VULNERABLE INDIVIDUALS AND GROUPS WITHIN THE COMMUNITY**

### **5.1 Individuals**

- 5.1.1 It is difficult to maintain a completely accurate and up-to-date list of individuals who may be vulnerable in differing emergencies. The Parish Emergency Management Team will be prepared to identify, on the occurrence of an emergency, vulnerable individuals who may be at risk because of age, sickness, young families.

**This list should only be prepared at the time of the emergency**

### **5.2 Vulnerable Establishments**

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. - **see Appendix 5 [restricted circulation]**

## **6 KEY CONTACTS**

### **Two lists of contacts shall be prepared**

#### **6.1 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 **See Appendix 6**

#### **6.2 Contacts, Restricted Circulation**

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. **See Appendix 7 - Restricted circulation**

## **7 EMERGENCY MANAGEMENT TEAM**

7.1 The Parish Council shall appoint an Emergency Management Team which shall consist of the following identified roles & other specialist members as appropriate.

**See Appendix 12 for job descriptions**

7.1.1 An Emergency Management Co-ordinator

7.1.2 A Deputy Emergency Management Co-ordinator

7.1.3 A Communications/Media Officer

7.1.4 A Facilities Officer.

7.1.5 A Representative of **Enter name of the Parish** Parish Council who should have authority to act on behalf of the Council, including to access to emergency funds of up to **£XXXXXXXXXXXXXX** made available through the Parish Council.

7.1.6 Specialist members shall be activated, as appropriate, bringing expert knowledge or skills to the Team, e.g. Medical or veterinary, pastoral care, logistics, communications, etc. These specialist members will be drawn from a confidential list prepared by the permanent members.

#### **7.2 Equipment & Insurance**

7.2.1 The Parish Council shall provide appropriate resources for the establishment of the Parish Emergency Management Team

7.2.2 The Parish Council shall ensure that the Parish Emergency Management Team acting within the scope of the Emergency Plan shall have adequate insurance cover.

7.2.3 The Parish Council shall ensure that funds up to **£XXXXXXXXXXXXXX** are available to the Parish Emergency Management Team for immediate use in an emergency.

## **8 AVAILABLE RESOURCES**

The Emergency Management Team shall draw up a list of resources of people, premises, equipment, etc that could be called upon in an emergency, -[see **Appendix 9 – Restricted Circulation**] including:

- 8.1 Medical/First Aid Personnel & Equipment
- 8.2 Voluntary Groups
- 8.3 Tradesmen or members of the community with trade skills who have volunteered or could be called on.
- 8.4 Transport – local transport businesses, or persons who can be called on to transport people, essential equipment or provisions
- 8.5 Equipment that could be useful in an emergency; e.g. Generators, Pumps, etc
- 8.6 Premises that could be used for an Operations Centre or Rest centre – keyholders.
- 8.7 Rendezvous Points
- 8.8 Key Access Points to the Village

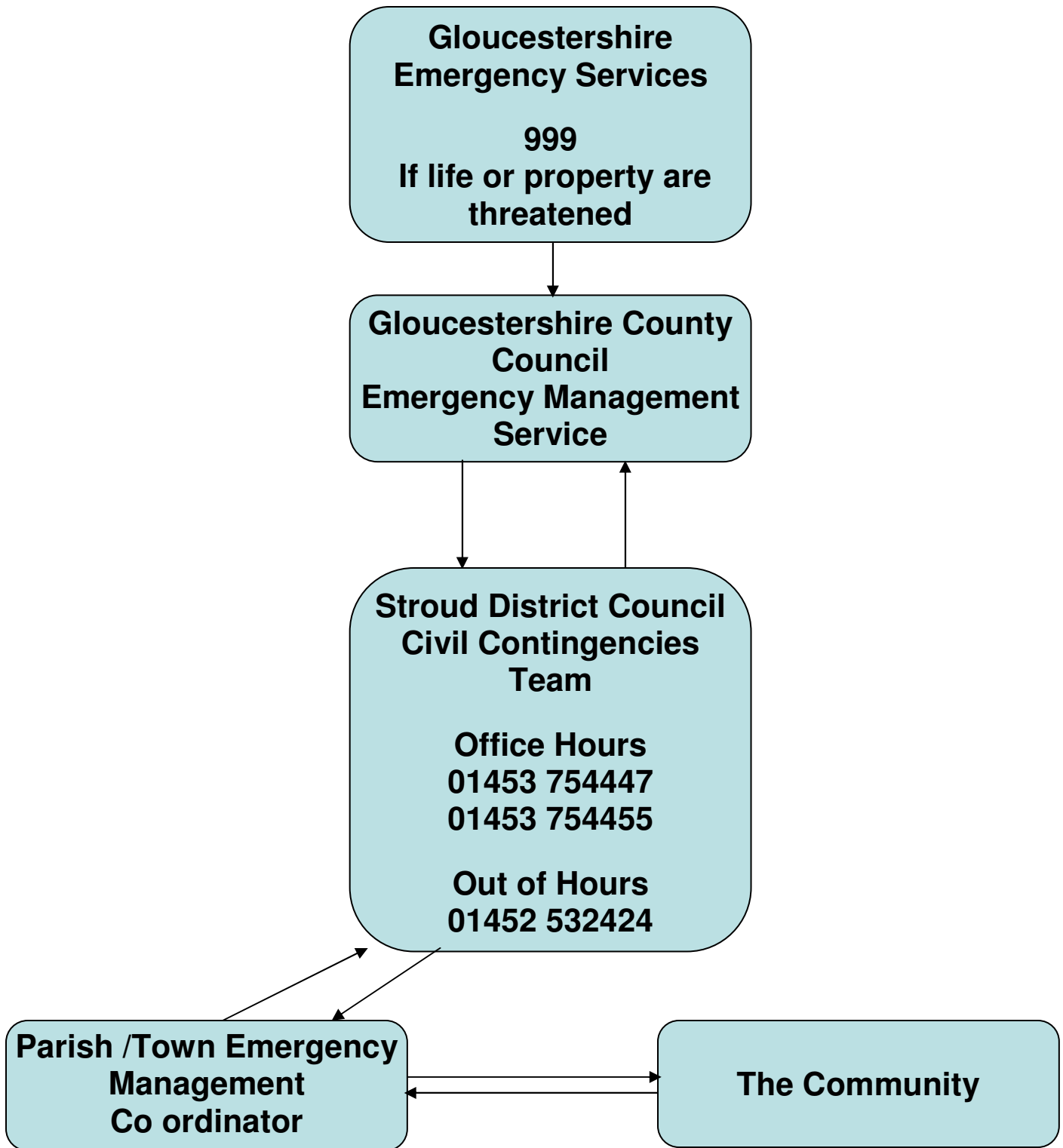
## **9 SAFETY TIPS**

The Parish Emergency Management Team will do what it can to help, but a great deal of responsibility rests with the public to take precautions for the safety of themselves and the people around them. The following might help:-

- Identify a safe place where you, your family and your pets can keep away from floodwater
- Gather essential items together, including warm clothes, blankets, regular medication, a torch, food supplies, a mobile phone and battery operated or wind up radio.
- Turn off gas, electricity and water supplies at the mains.
- Move electrical items and valuables to a first floor of higher position.
- Floods can kill. NEVER attempt to walk or drive through any depth of floodwater
- WAIT for help to arrive. Follow instructions of the emergency services, who have had training. If an evacuation order is given you must comply.
- Call Floodline 0845 988 1188 and stay tuned to the radio.



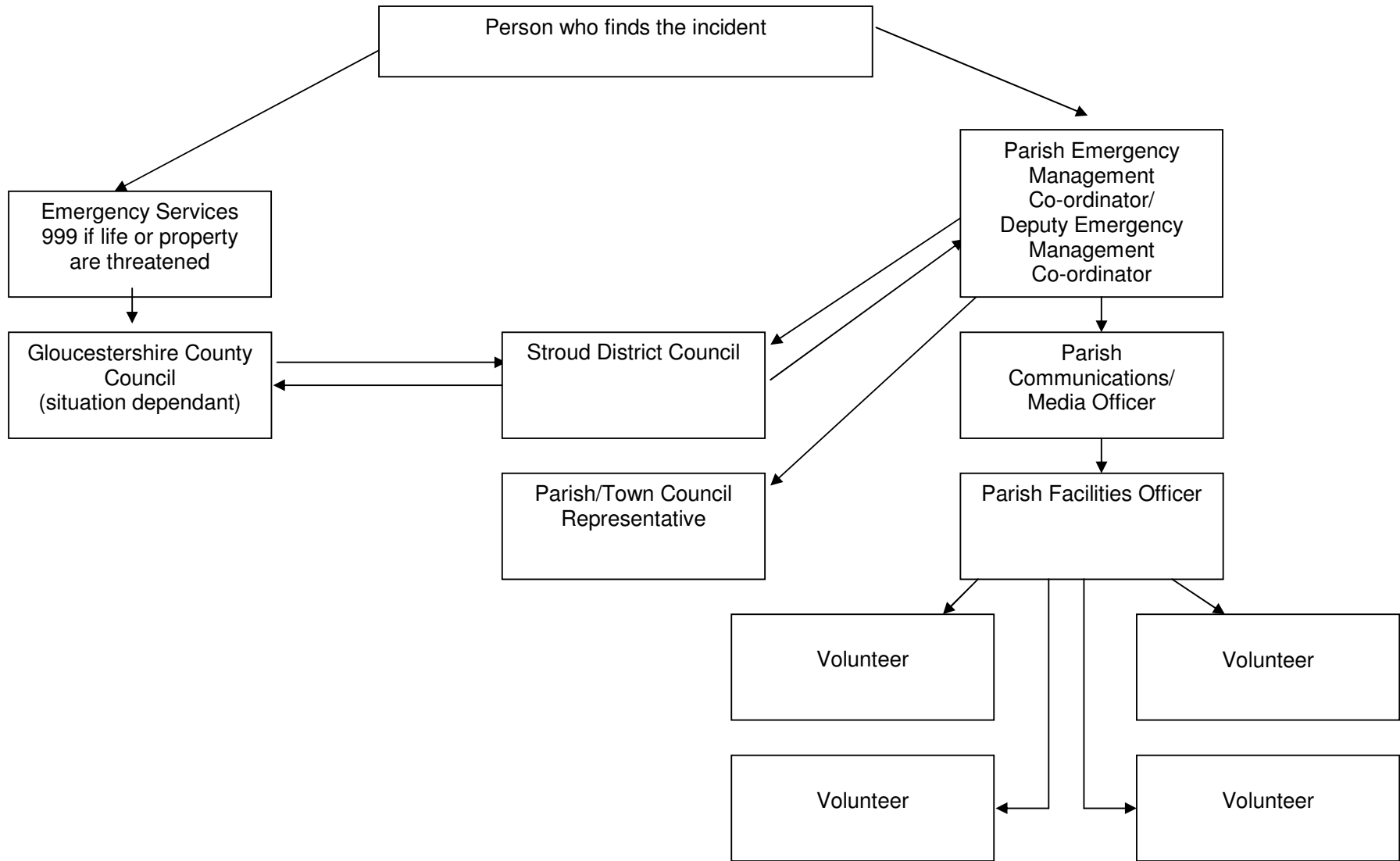
**COMMUNITY EMERGENCY REPORTING STRUCTURE**



**EMERGENCY ACTION CHECK LIST**

Action		Complete
1	<p>Dial <b>999</b> if life or property are threatened and ensure the emergency services are aware of the emergency and follow any advice given.</p> <p>The emergency services may want the following information</p> <ul style="list-style-type: none"> <li>• Your name</li> <li>• Your contact number</li> <li>• Details of the incident</li> <li>• Location</li> <li>• Estimated casualties (walking wounded or more severe)</li> <li>• Hazards and road blockages</li> </ul>	
2	<p>Contact and inform Stroud District Council.</p> <p>Take a note of any safety advice given to you and discuss at the Parish Emergency Management Team meeting</p>	
3	<p>Begin recording details on the Log Sheet overleaf including:</p> <ul style="list-style-type: none"> <li>• Any decisions you have made and why.</li> <li>• Actions taken.</li> <li>• Who you spoke to and what you said. (Including contact numbers)</li> <li>• Any information received.</li> </ul>	
4	<p>Contact other members of the Parish Emergency Management Team and members of the community that need to be alerted;</p> <ul style="list-style-type: none"> <li>• Households affected.</li> <li>• People who may be considered vulnerable due to the emergency</li> <li>• The Parish Council / Ward via the Parish Clerk.</li> <li>• Volunteers and key holders as appropriate.</li> </ul>	
5	<p>If necessary, call a community meeting but ensure the venue is safe and people can get there safely. The meeting will usually take place at*****</p>	
7	<p>Make sure you take notes and record actions from the meeting.</p> <p>If a decision is reached to activate an Emergency Plan remember to follow the appropriate check sheet.</p>	

### CALL CASCADE



## COMMUNICATIONS

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 will also be communicated via the following methods.

Type	Where available
<b>Written</b>	Updates will be placed on the following notice boards; Post Office Church Parish Hall School Parish Web site
<b>Verbal</b>	Community briefings/meetings Radio

**It is the responsibility of the Emergency Coordinator to ensure that information is made available to the community through the Communications Officer.**

### Radio Frequencies

Key information such as road or school closures are usually reported on local radio.

Station	Frequency	Website
<b>BBC Radio Gloucestershire</b>	<b>95 FM 1413 AM</b>	<b><a href="http://www.bbc.co.uk/gloucestershire/local_radio/index.shtml">www.bbc.co.uk/gloucestershire/local_radio/index.shtml</a></b>
<b>Heart FM</b>	<b>103 FM or 102.4FM</b>	<b><a href="http://www.heartfm.co.uk">www.heartfm.co.uk</a></b>

**INCIDENT LOG SHEET AND EXPENSES RECORD– (Photocopy before use)**  
**DATE**

**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**

Log ref	Date/Time	Information/ Decisions/ Actions	Items outstanding	Costs incurred

## EMERGENCY MEETING AGENDA

If the Parish Emergency Management Team (PEMT) is convened during an emergency the following areas should be considered – emergency dependant. The decisions of the team should be clearly documented.

1. Type of emergency, what is the threat to health? E.g. pandemic, flood
2. Location of the emergency – near a school, vulnerable area, main access route etc.
3. Are there any vulnerable people involved, consider making a list of those who are vulnerable due to the emergency (**NOTE** this must be kept confidential)
4. If it is considered to be a threat have the emergency services been informed?
5. What action is required from the PEMT?
6. What resources are required? If they are available to the PEMT have they been mobilised?
7. Have the emergency services been informed what you are doing?
8. Decide on how to inform the community of the emergency and actions being undertaken
  - Inform the community of any advice given to you from the County/District Council of the emergency Services.
  - Request the community tune into the local radio station
  - Update information placed on the community notice boards **See Appendix XXXX**
9. Inform the District Council of any decisions that have been made
10. Remember to regularly liaise with the District Council to maintain the safety of the community
11. Date, time and location of next meeting

**REMEMBER THE MESSAGE TO THE COMMUNITY AND THE TEAM IS TO TAKE ALL REASONABLE STEPS TO AVOID CAUSING HARM TO YOURSELF AND OTHERS**

**RISKS TO THE COMMUNITY**

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)

Risk matrix score table

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

**VULNERABLE ESTABLISHMENTS – Restricted Access**

<b>Name</b>	<b>Service provided (e.g. school etc)</b>	<b>Contact name</b>	<b>Telephone</b>	<b>Address</b>



## KEY CONTACTS - Publicly Available

Service / Role	Telephone Number	Website/Email
Emergency Services	999	N/A
Police HQ	0845 090 1234	<a href="http://www.gloucestershire.police.uk">www.gloucestershire.police.uk</a>
Police <b>(Include neighbourhood contacts and local PC or PCSO's, Neighbourhood Watch etc.)</b>		
NHS Direct	0245 4647	<a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>
Environment Agency Floodline	0845 988 1188	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
Water Severn Trent Thames Water	0800 783 4444 0845 9200 800	<a href="http://www.stwater.co.uk">www.stwater.co.uk</a> <a href="http://www.thames-water.com">www.thames-water.com</a>
Electricity Central Networks (Power Loss)	0800 3281111	
Gas (Leak)	0800 111 999	
Stroud District Council General	01453 766321	<a href="http://www.stroud.gov.uk">www.stroud.gov.uk</a>
Stroud District Council Out of Hours (Messagelink)	01452 532424	
<b>Stroud District Council During an emergency</b>	<b>Contact Nikki for number</b>	
Stroud District Council Sandbag Helpline	01453 766321 and out of hours	
Gloucestershire Highways	08000 514 514	<a href="http://www.gloucestershire.gov.uk/highways">www.gloucestershire.gov.uk/highways</a>
Parish Clerk		
Emergency Coordinator		
Deputy Emergency Coordinator		
<b>Other suggested contacts could include Parish Clergy, Doctor, School, Village Hall, Shop, Post Office</b>		

**KEY CONTACTS – Restricted Access**

<b>Service / Role</b>	<b>Telephone Number</b>	<b>Website/Email</b>

**EMERGENCY MANAGEMENT TEAM**

<b>Role</b>	<b>Name</b>	<b>Tel</b>	<b>Mobile</b>	<b>Address</b>
Coordinator				
Deputy				
Team Member				
Team Member				
Team Member				

\* note more than 1 person should be identified for each role.

**RESOURCES AVAILABLE TO THE COMMUNITY**

Name	Telephone	Address	Item/Service	Other details -

# Map of parish

**BATTLE BOX CONTENTS (suggested)**

Item	Number	Checked	Box number	
Shorthand Pad				
A4 Pad				
Pens Assorted colour				
Paper Clips				
Stapler				
Staples				
Blue Tac				
Drawing pins				
Hole punch				
Sellotape				
Bull dog Clips				
Highlighters				
Scissors				
Board Markers				
Rubbers				
Ruler				
Pencils				
Badges				
Elastic Bands				
String				
A4 Folder				
Copy of plan				
Map of Parish				
Job Descriptions				
Torch				
Radio				
Batteries				
First aid box*				

- for use by PEMT only

## **EMERGENCY MANAGEMENT TEAM – POST DETAILS**

Only authorised personnel should speak to the media

### **Emergency Management 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 Stroud District Council & other emergency services.

### **Deputy Emergency Management 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 Co-ordinator:*
- 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
- Identify appropriate places for Rest Centres for Evacuees, etc
- Identify Resources available to the Community and maintain an up-to-date register [**See Appendix 9**]
- On the declaration of an Emergency, call-out activate and co-coordinate 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.

**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 Council wherever possible.
- Ensure that confidentiality is maintained where necessary.