

XXX Parish Council

Community Emergency Plan

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Update Schedule:

Plan Date:	Update Due:	Nominated person:
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Introduction

This plan has been developed by XXX Parish Council in conjunction with Rugby Borough Council.

Nearly all emergencies affecting the local community will be dealt with routinely by a joint response from the emergency services, local authorities and utility companies. However, in extreme conditions such as snow and flooding, there is a possibility that the emergency services and other agencies may be overwhelmed and not be able to reach us immediately. In such circumstances, the initial response will rely entirely on local people. This plan will enable the community to respond to a major incident/emergency, whilst awaiting the assistance of the Emergency Services and the County or Borough Council

Definition of an Emergency/Major Incident

Defined in the Civil Contingencies Act 2004:

An 'Emergency' means an event or situation that threatens serious damage to:

- Human welfare in a place in the United Kingdom
- The environment of a place in the United Kingdom
- The security of the United Kingdom or of a place in the United Kingdom.

Aim of the Plan

The aim of this plan is to provide a framework for Parish Councils to deal with the initial impact of an emergency on the local community, particularly when outside assistance from the emergency services and local authorities is delayed.

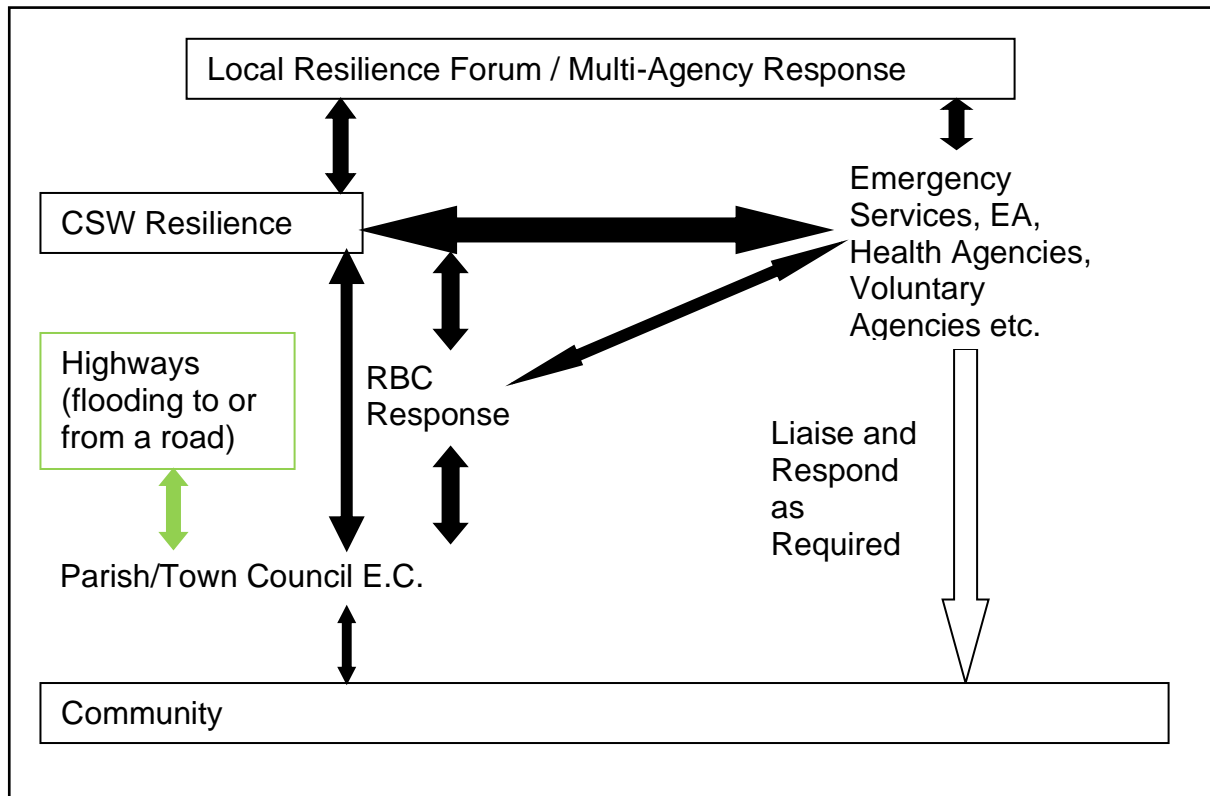
Objectives of the Plan

The key objectives of this plan are to:

Identify resources in the community available to assist during an emergency
Identify local people and organisations who may be able to assist during an emergency
Provide relevant and timely local information throughout the emergency
Provide key contact details for the Parish Council Emergency Team, key community resources, the emergency services and local authorities
Establish local co-ordination arrangements for dealing with the impact of the emergency at the local level
Open and run local rest centres as necessitated by the circumstances of the emergency in conjunction with Coventry, Solihull and Warwickshire Resilience (CSW Resilience).

Warwickshire Countywide Emergency Planning Structure

Warwickshire County Council, Rugby Borough Council and the emergency services have an emergency response structure. The diagram below illustrates how the Parish Council plan fits into this structure. Remember to make note of and follow all guidance and instructions from the emergency services and the County/Borough Council.



Parish/Town Council Role in an Emergency

Parish and Town Councils can be a focal point within the community and could be a direct line into the community for CSW Resilience and the Borough Council.

In an emergency, CSW Resilience will attempt to contact the Parish Council as necessary to discuss ways in which the Council might assist. This 'role' could include:

- Providing "local knowledge" for the Emergency Services
- Establishing a co-ordinating link with Parish Councillors and local Voluntary Groups as necessary
- Relaying information and instructions to the local community
- Providing information about persons who may have special problems during an emergency e.g. the elderly and the infirm
- Ensuring that any premises owned by the Council which may be required for emergency use are available, e.g. the village hall

Assisting and organising local help if required to set up evacuation centres, feeding centres, information and enquiry points.

This Plan will help the Parish Council to fulfil these roles and sets out useful information for both the local authorities and the Parish Council for use in an emergency. The trigger for the agencies mentioned within this plan will be mainly through CSW Resilience, but could come from the Parish Council if they are the first to become aware of the emergency.

The Parish Council or Parish Council Emergency Committee

In the absence of the emergency services, the Parish Council or Parish Council's Emergency Committee will lead the community response and act as central point for information and communication for the community, emergency services, County and Borough Council.

Activation of the Plan

This plan will be activated when an emergency has occurred and when it is obvious that the normal emergency response by the emergency services will be overwhelmed e.g. widespread flooding. It may also be used in smaller incidents at the request of CSW Resilience, when a lesser response may be needed from the Parish Council.

Any member of the Parish Council may activate the plan if they become aware of an emergency situation or a member of the local community contacts them about a situation. Once notified the Councillor must call 999 and inform the emergency services of the situation and give the following information:

Your name
Your contact number
Details of the incident
Location
Estimated casualties (walking wounded or more severe)
Hazards and road blockages

He/she will then alert the Parish Clerk or Chair who will organise an emergency meeting of the Parish Council Emergency Committee.

The venue for the meeting will usually be *** but if the emergency prevents access to the building, then the meeting should be held in a safe location with safe access e.g. access roads not flooded, etc.

Parish Council Emergency Committee Meeting Agenda

At the Emergency Committee Meeting the following are items that may need consideration:

- If there is an immediate threat to life call "999"
- Location of the emergency – near a school, vulnerable area, main access route etc.

- Type of emergency – is there a threat to health? E.g. is there a smoke cloud heading towards houses? Flood water rising? No electricity/gas during the winter (hypothermia) etc.
- Are there any vulnerable people involved? E.g. elderly, or mothers with young babies with no heating, people cut-off by flood waters etc.
- What actions are required?
- What resources are required?
- What information has been given out by the radio from CSW Resilience? The Borough Council or emergency services etc. e.g. expected time of arrival/assistance, safety advice etc.? (refer to Annex F for local radio stations)
- Organisation of the Parish Council to deal with local issues
- Temporary arrangements if outside assistance will be delayed.

Notifying CSW Resilience Team

As soon as the decision has been made that the Parish Council needs to provide a community response, CSW Resilience Team must be notified that the plan is being activated.

They have a 24hr, 365 day single point of contact for all agencies, including the Borough Council, utilities and voluntary agencies.

Communications

The Parish Council (through the Emergency Committee) will communicate and notify the community via the following methods:

Type	Where Available
Written	Updates will be placed at the following locations: Village/Church Hall Village Notice Boards Church Notice Boards Cemetery Notice Board Library Parish Council web site Local Shops and Public Houses
Verbal	Community Briefings/Meetings

Note: during emergencies the mobile phones and landline phones may become jammed and therefore should not be relied upon.

Generic Emergency Action Check list

	ACTION	INITIALS	Date & Time	Completed
1	IF AN EMERGENCY IS REPORTED TO A MEMBER OF THE PARISH COUNCIL BY THE COMMUNITY AND IT IS POSSIBLE THAT THE EMERGENCY SERVICES ARE NOT AWARE, CALL 999 AS SOON AS POSSIBLE			
2	Contact and inform Coventry, Solihull and Warwickshire Resilience Team and the Borough Council Take note of any safety advice given to you and discuss at the Parish Council's Emergency Committee Meeting			
3	Keep a log and record: Any decisions made and actions taken Who was spoken to and what was said Any information received			
4	Contact the other members of the Parish Council, volunteers and key holders as appropriate			
5	Organise a Parish Council Emergency Committee Meeting (via the Chair or Clerk) in a venue which is safe from the emergency with safe access routes			
6	Decide actions to undertake e.g. consider the need for: Shelter Visiting and checking on vulnerable people Warm place Distributing sandbags Providing blankets			
7	Decide how to inform the community of the emergency and actions being undertaken Inform the community of any advice given to you from the County and Borough Councils or the emergency services Request the community to tune in to the local radio			
8	Inform the Coventry, Solihull and Warwickshire Resilience Team and Borough Council of any decisions that have been made			
9	Remember to liaise regularly with the County and Borough Councils to maintain the safety of the community. If at any time an immediate threat to life occurs or is likely to occur, call 999. REMEMBER THAT ALL REASONABLE STEPS MUST BE TAKEN TO AVOID HARM TO YOURSELF AND THE PUBLIC			

In a major emergency or crisis formal procedures for control will be instigated by the Chief Constable or Chief Executive of WCC. This will include the establishment of a Strategic Co-ordinating Group or Gold Control.

Rest Centres

In the event of an emergency where people are required to leave their homes, the CSW Resilience Team will set up rest centres in pre-identified locations. They have emergency procedures in place to do this. However, circumstances may dictate that a more local response is required, particularly in cut-off situations. In that case, the local village hall or community centre may need to be utilised. Guidelines for doing this are contained within Section 4 of this emergency plan.

Location of Rest Centre

List any local premises that may be used as a rest centre

Premises for Emergency Use and Key Holders

Parish to provide:

Village Halls
Church Halls
Schools
Public Houses etc.

Include details of each premise e.g. gas, electric, metered, telephone facilities, capacity, number of rooms and function, generator, any resources stored on site such as blankets, etc. Also include contact number of keyholders.

Premises	Details

WCC nominated Rest Centres (activated via CSW Resilience)

Premises	Details
Lawrence Sheriff School	Clifton Road, Rugby
Bilton High School	Lawford Lane, Bilton
Benn Hall	Newbold Road, Rugby

Health and Medical Information

ORGANISATION	DETAILS
Local Doctors:	
Local Hospitals	Rugby Hospital of St Cross 01788 572831 UHCW Royal Hospital, Coventry 02476 964000 Warwick Hospital 01926 495321 George Eliot Hospital, Nuneaton 02476 351351

Details of Neighbouring Parish Councils

PARISH	CONTACT DETAILS

NB For Data Protection purposes, names should only be recorded here if approval has been given by the people concerned. In normal circumstances, a statement to the effect that the Parish Clerk has details (if that is the case) will suffice.

Details of Local Radio Stations

BBC Coventry & Warwickshire (94.8, 103.7, 194FM)	Rugby FM (107.1)
Radio WM (95.6 FM)	Fox FM (97.4 & 102.6 FM)
Touch FM (102 FM)	BRMB (96.4 FM)
Heart FM (96 - 107 FM)	Mercia FM (97.0 & 102.9 FM)

Parish Flood Arrangements

The following reference documents may be of assistance:

Subject	Source	Contact
Preparing for an Emergency	HM Government	www.direct.gov.uk
Flooding	Environment Agency	0845 988 1188 www.environment-agency.gov.uk/flood
Flood protection equipment	National Flood Forum Blue Pages	http://www.floodforum.org.uk
Emergency Planning advice	Emergency Planning web pages	http://www.warwickshire.gov.uk/epu
Rugby Borough Council	Emergency Planning web pages	http://www.rugby.gov.uk
Warwickshire County Council	Warwickshire Prepared web pages	http://www.warwickshire.gov.uk/EPU

Registration

Parish	
Location of Rest Centre	

Surname	First Name	Address	Sex M/F	*Special Needs catering or welfare

Important Telephone Numbers

Emergency Services - 999 and ask for Warwickshire Emergency Services

Warwickshire HQ Police Station	01926 415000
Warwickshire Fire and Rescue	01675 462007
West Midlands Ambulance service Locality Headquarters: Warwickshire	01926 881331
CSW Resilience	02476 83 2673
Highways Flooding: During office hours	01926 412515
Out of office hours via Police HQ	01926 415000
Utilities: Electricity Supplies	0800 328 1111
Gas	0800 111999
Water	0800 783 4444

For further information on any of the organisations involved in a countywide emergency response refer to the Warwickshire County Council Emergency Planning website on:

<http://www.Warwickshire.gov.uk/EPU> or call CSW Resilience.