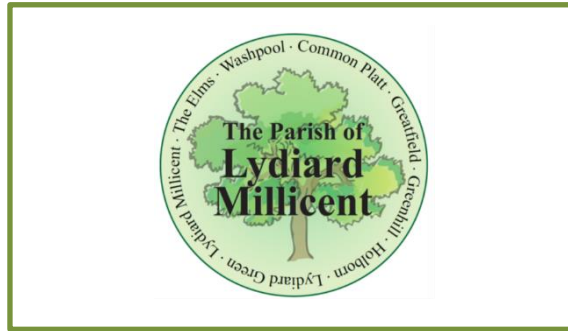




LYDIARD MILLICENT PARISH COUNCIL

COMMUNITY EMERGENCY PLAN

Adopted Parish Council meeting held on

AMENDMENT SHEET

Plan requires to be updated on an annual basis or after an event.

AMENDMENT NUMBER	DATE	AMENDED BY

Plan Owner: *“Lydiard Millicent” (Parish Council)*

Distribution List:

- Local/Unitary Authority
-
-
-
-

Document classification: OFFICIAL (OFFICIAL-SENSITIVE)

NB: When you have collected personal details such as telephone numbers, names and addresses, the document classification then needs to be altered to OFFICIAL SENSITIVE to reflect the content.

CONTENTS

VILLAGE PROFILE	Page 1
PARISH BOUNDARY MAP	Page 2
CREATE/BUILD YOUR OWN TELEPHONE TREE	Page 3
EMERGENCY CONTACT LIST	Pages 4-5
EMERGENCY ACCOMMODATION/INFORMATION CENTRES	Page 6
LOCAL SKILLS AND RESOURCES ASSESSMENT	Page 7
EMERGENCY EQUIPMENT HELD BY PARISH COUNCIL	Page 8
COMMUNITY RISK REGISTER (CRR)	Pages 9-10
TABLE OF VULNERABLE PEOPLE	Page 12
ACTION CARDS	Pages 13-16
ACTIONS LOG SHEET	Page 17
COMMUNITY SITUATION REPORT	Page 18
RECOVERY FROM INCIDENT & CHECKLIST	Page 19
USEFUL TELEPHONE NUMBERS	Pages 20-23
FURTHER ADVICE & GUIDANCE	Page 24

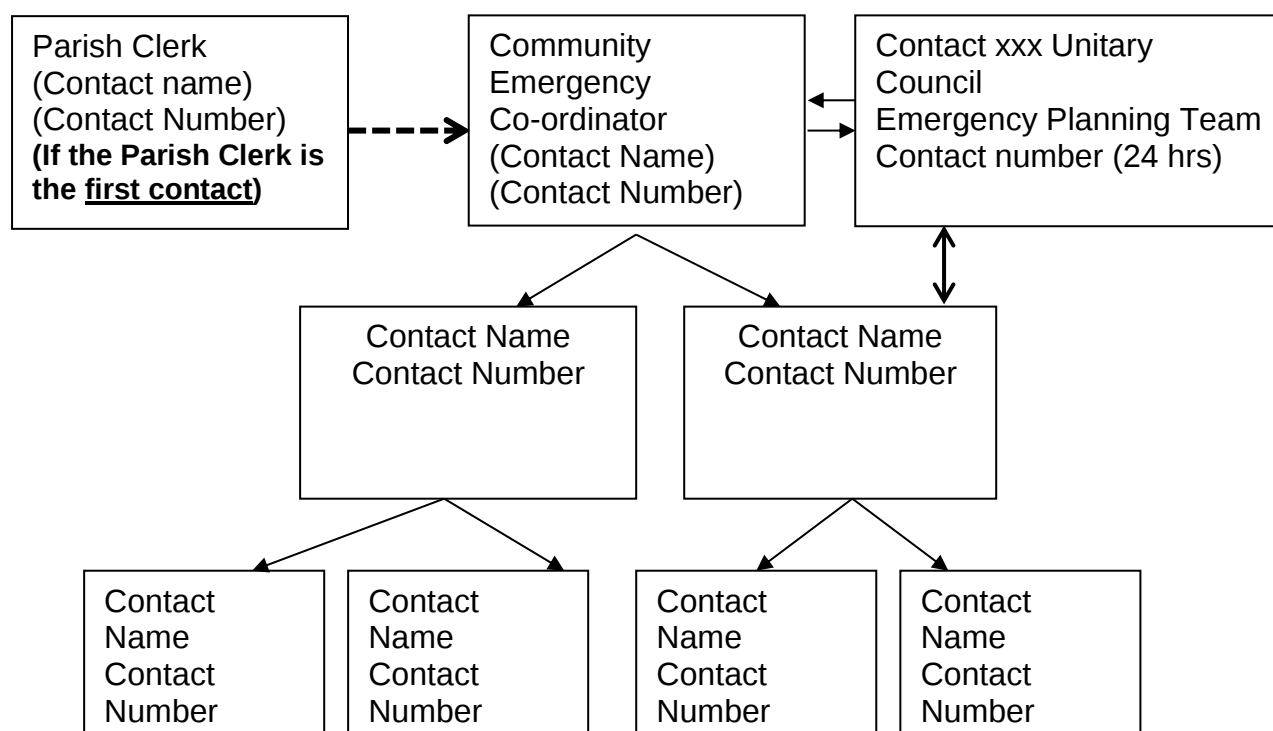
Village Profile

A general overview of the village would be beneficial to have in the plan, with aspects such as:

- Number of residents
- Number of houses
- Incidents that have happened in the past
- Possible age demographic
- What type of environment the village is situated in. E.G. Hillside, Semi-Urban, Coastal etc.

Lydiard Millicent Parish Boundary Map

Telephone Tree



The phone “tree” works as a pyramid with the co-ordinator at the top making the first call to two or more people, In turn they call an assigned number of people and so on until the “tree is complete”

EMERGENCY CONTACT LIST – Contact numbers from the “telephone tree”

Photo	Name:
	Title:
	24 hr telephone contact:
	E-mail:
	Address:
Photo	Name:
	Title:
	24hr telephone contact:
	E-mail:
	Address:
Photo	Name:
	Title:
	24hr telephone contact:
	E-mail:
	Address:
Photo	Name:
	Title:
	24hr telephone contact:
	E-mail:
	Address:
Photo	Name:
	Title:
	24hr telephone contact:
	E-mail:
	Address:
Photo	Name:
	Title:
	24hr telephone contact:
	E-mail:
	Address:
Photo	Name:
	Title:
	E-mail:
	24hr telephone contact:
	Address:
	Name:

Emergency Accommodation/Information Centres

Identify a suitable building within the community which can be used in an emergency as an Information Centre/Emergency Accommodation by your local community.

Bear in mind that local groups such as schools may have marked one of the locations as their evacuation point, are you aware of who may also be using the same location?

LOCATION	CONTACT	TELEPHONE	FACILITIES
Parish Office Jubilee Club House			Telephone Broadband Toilet Kitchen Showers Changing Rooms
Parish Hall		Office: Home: Mobile:	Telephone Broadband Toilet Kitchen
Public House		Office: Home: Mobile:	
Church		Office: Home: Mobile:	
Other		Office: Home: Mobile:	

Your local authority has also pre-identified some locations suitable as rest centres, and will inform the parish/town council if they are to be opened.

Local Skills and Resources Assessment

Below in bold are some examples of skills/resources you may have in your parish. Delete and fill in as necessary to your parish.

Skill/Resource	Who? (names)	Contact details	Location
Water/food supplies			
Temporary Shelter			
Builders (generators and sand)			
Farm Equipment (General): i.e. generators/pumps			
Fuel Fuel (cont.)			
First Aid/Medical Assistance			
Drinking Water			
Emergency Equipment			

EMERGENCY EQUIPMENT

Held By Lydiard Millicent Parish Council

In bold below are some examples to give you an idea what to stock for an emergency. Delete and fill in as relevant to your parish stock

ITEMS	NUMBERS	LOCATION
Identifiable Hi-Vis Jackets		
Re-Chargeable Torches		
Sign 'Reception'		
Flood Prevention Products		
Number Of Salt Bags Provided Under The Salt Bag Partnership?		
Number Of Grit Bins Within The Parish		
Telephones		

Community Risk Register – (Lydiard Millicent Parish Council)

Parish Council to populate with information where highlighted

Risk	Parish Area	Impact on the Community	What to do	Who to tell (during incident)
Flooding (river and surface water)	Street Name/ Road, Area etc.	Number of properties at risk of flooding: Access to amenities (Are they available or cut off?):	now Raise awareness of flood protection within Community - posters, parish newsletter etc. during event Stock of Flood Prevention products at set location(s) during event Activate Parish Emergency Plan	Parish Clerk/EP contact to activate plan District Emergency Planning Officer if support to residents required in case of evacuation Police - roads may need closing, residents may need evacuating Fire Service - properties may need pumping out
Utilities failure – gas or electric	Whole/Part Village	Is gas supplied to the village? Number of properties with Heating Oil/Calor Gas & Electricity Loss of electricity Are security systems down? Are credit/debit card systems down in shops/facilities? Are street lights affected by outage?	now Raise awareness of Grab Bags- posters parish newsletter etc. Purchase wind up torches Purchase wind up radios – Promote National “Go In Stay In Tune In” message Promote Business Continuity in local businesses Consider vulnerable people within village - heating food etc.	Parish Clerk/EP contact to activate plan District Emergency Planning Officer if support to residents required in case of evacuation

		Have you got residents who rely on electricity for emergency medical equipment? (For example, home dialysis)	<i>Ensure that vulnerable residents are registered to UK Power Networks priority register.</i>	
Utilities failure – water supply failure	Whole/Part Village	Are there any private water supplies you could utilise in an emergency? Have you got an emergency supply of bottled water? Are vulnerable people in your parish signed up to relevant priority lists with the water company?	now promote priority service for water restoration for vulnerable population (Anglian Water) during activate Parish Emergency Plan during take bottles of water to pre-identified vulnerable people.	<i>Inform xxx Water of the failure and keep track of progress with the company.</i> <i>Inform District Emergency Planning Officer of situation.</i> <i>Contact xxx Community Housing.</i>
Telephone lines cut off/down	Whole/Part Village	Do you liaise with your neighbouring parish to use their facilities to report an outage? Is your internet/landline likely to go out of service across the whole parish? Do you have mobile phones that could be utilised? These run off a different tower system.	Now/during Raise awareness of areas where telephone lines are down. Mobile phones available.	<i>Inform BT Open Reach of incident.</i> <i>Contact xxxCommunity Housing.</i> <i>Contact District Emergency Planning Officer to inform of situation.</i>
Add further risks as relevant				

Environment Agency Flood Map

(Lydiard Millicent)

Table of Vulnerable People

Parish Council to populate vacant boxes with current information

Potential Vulnerability	Location	Address	Contact Details	Estimated Numbers
<u>Children</u> Example: Nursery Schools Toddler Groups Primary School Infant/Junior School Academies/High Schools Higher Education				
<u>Older People</u> Examples: Sheltered Accommodation Alms Houses Residential Care Homes				
<u>Others</u> Example: Residents who are undergoing medical treatment at home or have recently returned from hospital				

ACTION CARD

IMMEDIATE ACTION TO BE TAKEN ON NOTIFICATION OF AN EMERGENCY BY THE FIRST CALL RESPONDER

	Action		Completed yes/no (include Time and Date)
1		On notification of an emergency, contact your Local Authority to speak to the Emergency Planning Officer and inform them of what's happening.	
2		Activate the telephone cascade to make volunteers aware of an incident.	
3		Contact vulnerable persons or organisations that care for vulnerable persons, and make them aware of the emergency situation.	
4		Keep action log sheet updated with developments/actions carried out.	
5		Check the risk assessment, is there anything you can do to prevent/lessen the impact against these risks happening?	
6		<i>During an emergency</i> Have you completed your situation report? (Page 18)	
7		<i>During an emergency</i> Record all of your expenditure	

ACTION CARD

TELEPHONE CASCADE

	Action		Completed yes/no (include Time and Date)
1		On notification of an emergency, contact your Local Authority to speak to the Emergency Planning Officer and inform them of what's happening.	
2		Use the telephone tree or emergency contact list to get in touch with the Emergency Community Group	
3		Ask each member called to go down the tree and call their allocated person, informing them of what is going on and when to meet.	
4		<i>During an emergency</i> Have you completed your situation report? (Page 18)	
5		<i>During an emergency</i> Record all of your expenditure	

ACTION CARD

CHECKLIST FOR COMMUNITY EMERGENCY COORDINATOR

The checklist below is a prompt you can use as you go through the process of responding to an emergency.

	Action		Completed yes/no (include Time and Date)
1		Have you established a Community Emergency Group?	
2		Have you considered what help/support you need and how to access it?	
3		Have you considered the risks that your community might face?	
4		Have you assessed the existing skills and resources in your community?	
5		Have you identified key locations in the community to use in an emergency?	
6		Have you considered who in your community might be vulnerable in an emergency?	
7		Have you decided how and when you would activate your plan?	
8		Have you shared your plan with your community and your local emergency responders?	
9		<i>During an emergency</i> Have you completed your situation report? (Page 18)	
10		<i>During an emergency</i> Record all of your expenditure	

ACTION CARD

ACTIONS TO TAKE WHEN REQUESTED TO OPEN A LOCAL REST CENTRE

	Action		Completed yes/no (include Time and Date)
1		Retrieve the emergency accommodation list when requested to open a local rest centre.	
2		Select the most suitable rest centre that is a safe distance from the emergency.	
3		Evaluate if the facilities at the rest centre are fit for purpose and there is enough space to accommodate those affected	
4		Contact the known key holder on the list and organise a time to meet up and prepare the building for use.	
5		Gather relevant supplies and refreshments (if possible) to take along to the rest centre.	
6		<i>During an emergency</i> Have you completed your situation report? (Page 18)	
7		<i>During an emergency</i> Record all of your expenditure	

ACTIONS LOG SHEET

Name..... Signed.....

Date Page.....of.....

RECORD EVERY SIGNIFICANT EVENT

TIME RECEIVED	SOURCE	EVENT OR ACTION	FURTHER ACTION REQUIRED	√ WHEN DONE

COMMUNITY SITUATION REPORT

FROM:

DATE AND TIME:.....

REPORT NUMBER:

PERIOD COVERED:.....

1. NUMBER OF DOMESTIC PROPERTIES AFFECTED
2. NUMBER OF PERSONS PROVIDED WITH EMERGENCY ACCOMMODATION
3. LOCATION OF BLOCKED ROADS
4. AREAS WITHOUT ELECTRICITY
5. AREAS WITHOUT GAS
6. AREAS WITHOUT WATER
7. AREAS WITHOUT TELEPHONES
8. ONGOING TASKS AND SPECIFIC RESOURCE REQUIREMENTS
9. ANY OTHER RESOURCE REQUIREMENTS
10. ANY OTHER INFORMATION

Note: It would be prudent to start the situation report as soon as an emergency is occurring, as your local authority is likely to contact you for these details during their response phase.

RECOVERY FROM INCIDENT & CHECKLIST

It is important to start the recovery process as soon as possible after the incident/emergency has occurred.

It is imperative that the Community is involved in the decision making process to engage their support and local knowledge.

A checklist should include (examples could include.... see below):

- √ **Community** - Promote self-help (What Community initiatives are already underway?)
- √ **Health & Welfare** - Consider vulnerable people/groups/establishments/Community Care/impact on faith groups
- √ **Business & Economy** - How many closures or relocations of businesses?
- √ **Environment Infrastructure & clean up** - Environmental Health issues (decontamination/disinfestations)?
- √ **Communications** - Co-ordinate communications across partner agencies
- √ **Elected Members** - Have Elected Members disseminated appropriate information to Community?

An action plan may look something like this:

Action	By whom	By when	Status (Red Amber Green)	Priority rating (E- Essential I – Important D–Desirable)

USEFUL TELEPHONE NUMBERS

Suggestions include:

ANIMAL WELFARE

RSPCA www.rspca.org.uk 0300 1234 999

LOCAL AUTHORITY

Emergency Team **(Day)**

Emergency Team **(Night)**

Local Authority Website

PLUMBERS & ELECTRICIANS

N Armstrong (Plumber)

A Dunn (Electrician)

DOCTORS

NHS 111 111

Local Health Centre

EMERGENCY SERVICES

Police www.XXX.police.uk 999 (ask for Police)

Fire Brigade www.XXX-fire.gov.uk 999 (ask for Fire)

Ambulance www.XX.nhs.uk 999 (ask for Ambulance)

ENVIRONMENT AGENCY

Environment Agency Website www.gov.uk/environment-agency

Flood Information (24 hrs) 0345 988 1188

General Enquiries Mon-Fri (8AM-6PM) 03708 506 506

Incident hotline to report Pollution etc. (24 hrs) 0800 80 70 60

TRANSPORT

Local Bus Companies

Local Railway Station

Highways Agency Queries/Fault Reporting - 0300 123 5000 **OR**

www.highways.gov.uk/traffic-information

UTILITIES

National Grid (Gas)	www.nationalgrid.com/uk/	0800 111 999
UK Power Networks		Landline Users: 0800 783 8838 Mobile Users: 01243 50 8838 www.ukpowernetworks.co.uk
Met Office	www.metoffice.gov.uk	0870 900 0100
Local Water Authority		
Water (Sewerage Authority)	XXX	

CHURCH MINISTERS

Local Religious Leader(s)

LOCAL RADIO

BBC WILTSHIRE 95.3 & 103.5 FM 729, 765, 1530 MW	01245 616000
Heart 96.3 & 102.6 FM	01245 524550

LOCAL/COMMUNITY NEWSPAPER

Local Newspaper

Community Newspaper

COMMUNITY GROUP CONTACTS (Examples Below)

Neighbourhood Watch

Speedwatch Group

Village Hall Committee etc.

FLOODING RESPONSIBILITIES

XXX Council Flood & Water Management Team	XXXX
Email: floods@xxxx.gov.uk	
http://www.xxx.gov.uk/flooding	