

WOODCHESTER PARISH

Emergency Plan

prepared by the authority of
Woodchester Parish Council

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1 INTRODUCTION

Plans to respond to major emergencies are laid down, regularly reviewed and tested by County, District and Town Councils as well as major utilities. Recent experience has demonstrated the value of having a major incident plan in place at community level. Local planning can help prepare a community for those, hopefully, rare emergencies when support from local government or statutory agencies is not immediately available or may be limited in scope or capacity. **This plan lays down the procedures to be followed in the event of a major emergency affecting the Parish of Woodchester.**

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 relevant responses/actions
- 2.2.2 Identify vulnerable people and groups within the community
- 2.2.3 Identify key contacts within the community as well as with the relevant local authorities and Emergency Services.
- 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 & DECLARATION OF A PARISH EMERGENCY

3.1 Definition:

An emergency/major incident is any event or occurrence that causes or threatens death or injury, disruption to the community, or damage to the property or to the environment on such a scale that the effects cannot be dealt with by the emergency services, local authority or other organisations as part of their normal day-to-day activities.

3.2 Declaration

A Parish Emergency may be declared by:

- Any officer of the Emergency Services, Gloucestershire County Council or Stroud District Council who is authorised to declare a Major Incident. **See Appendix 1.**
- Any Permanent Member of the Parish Emergency Management Team

3.3 Procedures

As part of the Plan the Emergency Management Team shall set out procedures for activating the plan, following a check list – **see Appendix 2a.**

- 3.3.1 Implement a call out cascade contacting appropriate authorities and persons - **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 **Woodchester Village Hall** 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, the Parish Council Emergency Planning Team must notify the District Council Civil Contingencies Team that they plan is being activated using the following contact numbers.

District Contact Numbers

Working hours	01453 766321
Outside working hours	01452 532424

** This line will be answered by a member of the Co ordination Team at the District Council and is for the sole use of Parish Emergency Management Team – please do not give this number to anyone who is not on the Team. This number will be redirected into Customer Services once the incident is declared over.

County Council Emergency Management Service

Working hours	01452 425000
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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 Appendices 4A and 4B.**
- 4.2 **Mitigation:** The Parish Council shall be responsible for considering the Risk Assessment and for taking reasonable steps to mitigate the risks identified.
- 4.3 Roles of Emergency Management Team Members

To facilitate the work of the Parish Emergency Management Team in assessing and managing risk the roles of the team members will be defined as follows: **(See Appendices 5A, 5B and 5C)**

- 4.3.1 Co-ordination: The Parish Emergency Co-ordinator will oversee the process of developing the plan and linking in with statutory authorities (including Emergency Services) and is responsible for communications, including with the media and residents.

4.3.2 Out and About: The Deputy Parish Emergency Co-ordinator will monitor and prioritise activities on the ground. Support statutory authorities when directed and record actions and their effect and assess the risks of activities

4.3.3 Welfare: The responsible team member will contact and reassure members of the community and assess their needs. Staff a place of safety, if needed, and support people there.

5 VULNERABLE GROUPS WITHIN THE COMMUNITY

5.1 Individuals

5.1.1 The Parish Council shall be responsible for preparing and maintaining a list of individuals who may be at risk because of age, sickness, young families, etc. Any individual may ask for his or her name to be included on a list of vulnerable people, with the reason for their vulnerability. The Parish Council shall make this list available to the Emergency Management Team immediately an emergency is declared – **See Appendix 6a [restricted circulation]**

5.1.2 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 should be prepared to identify rapidly, using confidential information from family, friends and neighbours those vulnerable individuals who may need special assistance including evacuation to a place of safety. **N.B: This list will remain confidential and restricted to the Clerk, Chairman and Parish Councillors.**

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 6B [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 7a [restricted circulation]**

6.2 Management team – See Appendix 7B [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 7B - 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 8

7.1.1 An Emergency Management Co-ordinator

7.1.2 A Deputy Emergency Management Co-ordinator

7.1.3 An 'Out and About' Lead Officer

7.1.4 A Communications/Media Officer

7.1.5 A Welfare Lead Officer

7.1.6 A Representative of **Woodchester** Parish Council who should have authority to act on behalf of the Council, including to access to emergency funds of up to **£1000** made available through the Parish Council Contingency Fund.

7.1.7 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 Emergency Management Team

7.2.2 The Parish Council shall ensure that the 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 **£1000, from the Contingency Fund agreed by the Parish Council as part of its annual financial review**, are available to the 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 or temporary Place of Safety

8.7 Rendezvous Points

8.8 Key Access Points to the Village

9 COMMUNICATIONS

9.1 Communications are vital before, during and after an emergency to ensure that:

- Warnings and information are received and passed on for action
- Responses are co-ordinated with emergency services and local authorities
- Actions by volunteers within the community are co-ordinated 'on the ground'
- Local and media are kept informed (liaising with the local authority and emergency services press officers).

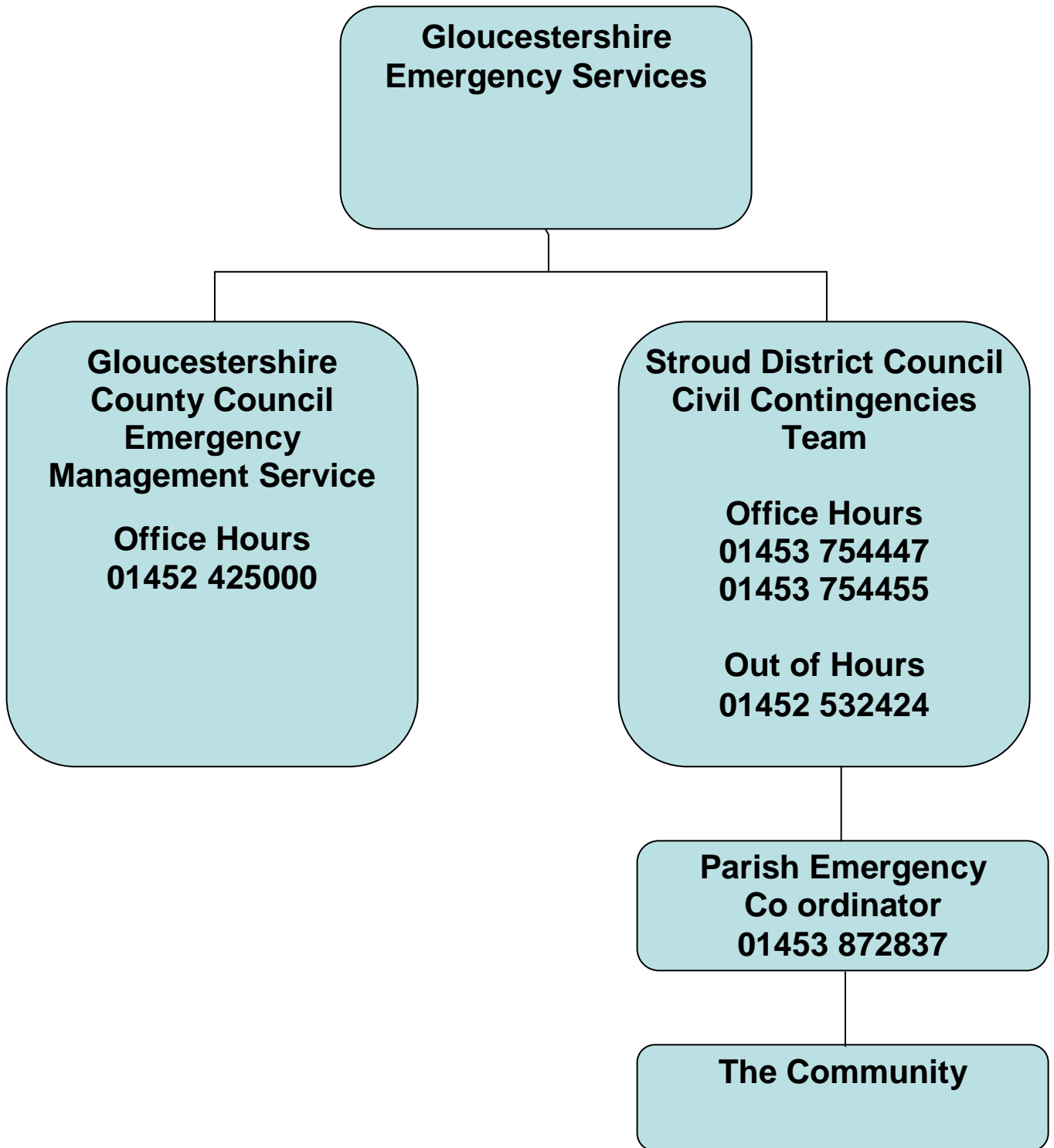
9.2 The process for communication within and outside the community is shown in Appendix 2c.

Contact details for statutory authorities, emergency services and key local contacts can be found in Appendices 7A, 7B and 8.

10 PLAN REVIEW AND MAINTENANCE

- 10.1 In order to keep this plan up to date, contact lists will be revised as personnel changes occur. The plan will be reviewed annually in March by the Parish Emergency Co-ordinator and members of the Emergency Management Team to ensure that it adequately reflects the needs of the community
- 10.2 Any changes to the plan will be noted on the amendments (page 4) and new versions of the plan distributed to formal holders of the plan who must ensure they retain and use the most up-to-date version of the plan.
- 10.3 Once the plan has been activated and any emergency has been declared at an end, the Emergency Planning Team shall conduct a review of the action taken and the lessons learnt, incorporate any changes or amendments into revised versions of the document.

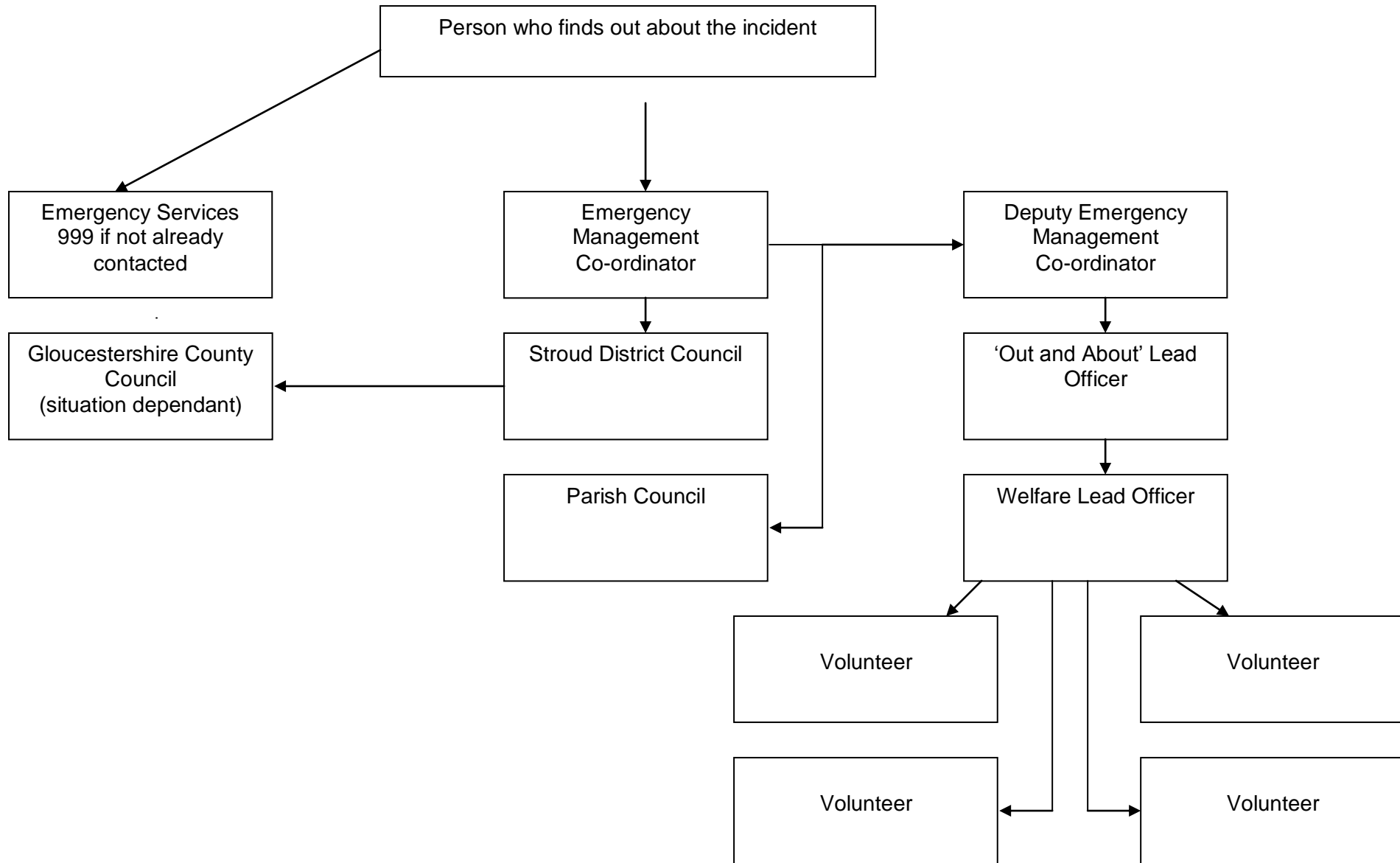
COMMUNITY EMERGENCY REPORTING STRUCTURE



EMERGENCY ACTION CHECK LIST

Action		Complete
1	<p>Dial 999 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"> • Your name • Your contact number • Details of the incident • Location • Estimated casualties (walking wounded or more severe) • Hazards and road blockages 	
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"> • Any decisions you have made and why. • Actions taken. • Who you spoke to and what you said. (Including contact numbers) • Any information received. 	
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"> • Households affected. • People who may be considered vulnerable due to the emergency • The Parish Council / Ward via the Parish Clerk. • Volunteers and key holders as appropriate. 	
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 Woodchester Village Hall.</p>	
7	<p>Make sure you take notes and record actions from the meeting. 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
Written	Updates will be placed on the following notice boards adjacent to: North Woodchester Post Office St Mary's Church Parish Hall Church Of England Endowed School South Woodchester High Street Old Fleece at Rooksmoor Parish Web site Woodchester Word
Verbal	Community briefings/meetings Radio Gloucestershire Local Press (Stroud News & Journal, The Citizen etc)

It is the responsibility of the Emergency Coordinator to ensure that information is made available to the community through the Parish Clerk.

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. chemical incident, flood etc.
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 2c. (Page 12)** and the Parish Council Website
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

TYPES OF EMERGENCY

Natural Emergencies	Man-made Emergencies
Flooding	Chemical spill/explosion
Heat wave	Major road/rail/air crash
Severe weather eg: snow/ice, rain, high winds, freezing rain	Water shortage/contamination. Sewage spill
Forest/Woodland Fire	Gas leak
Earthquake	Major power failure
Flu epidemic/ pandemic	High level industrial accident
Other major infectious disease outbreak (human or animal)	Loss of road access (associated with above emergencies)
Other	Other

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

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				

List of key roles for Emergency Planning

Checklist of key tasks for Co-ordination Leads

CO-ORDINATION – KEY ROLES		
BEFORE	<ul style="list-style-type: none"> - - - - - - - - - - 	<ul style="list-style-type: none"> Lead development of the Emergency Plan Get people involved in its development Prioritise emergencies in local area Draw together the Emergency Plan Let people know about the plan Link with Statutory Authorities Arrange for Emergency Plan to be adopted by the Parish/town Council Identify training needed and request training Identify/arrange community preventative measures Create a 'Bottle Box' containing the plan and any appropriate clothing/equipment which may be required
DURING	<ul style="list-style-type: none"> - - - - - - - - 	<ul style="list-style-type: none"> Main contact points for authorities to issue warnings Pass on warnings to the community Call emergency services 999 and put plan into action Be at the 'centre' to monitor the situation and co-ordinate actions Link with media Arrange communications within the community Co-ordinate with the 2 other elements ('Out and About' and welfare) and monitor that the work is done Communicate with Emergency Services and statutory authorities Keep logging sheet of incidents, actions and costs
AFTER	<ul style="list-style-type: none"> - - - - - 	<ul style="list-style-type: none"> Arrange immediate debrief following the emergency Arrange any necessary support and counselling with statutory and voluntary agencies Report back to Parish/Town Council, other statutory authorities as appropriate and to the community Review the plan in light of the experience Adjust the Emergency Plan as necessary and publicise/distribute new versions Thank volunteers and celebrate resilience

Leads and contact details: Co-ordination

Name	Surname	Address	Tel (landline and mobile)	email
Dr G R	HAMILTON	21 Lawns Park, North Woodchester	01453 872837 or 07798 625636	grhamilton@doctors.org.uk

List of key roles for Emergency Planning

Checklist of key tasks for Out and About Leads

OUT AND ABOUT - KEY ROLES	
BEFORE	<ul style="list-style-type: none"> ▪ Liaise with Coordinating element ▪ Draw up and maintain list of volunteers and resources 'on the ground' ▪ Carry out risk assessments ▪ Organise information to be distributed to volunteers on risk assessment/ safety ▪ List, source (and store) resources in advance of emergency ▪ Create a 'grab bag' containing the plan and any appropriate clothing / equipment which may be required
DURING	<ul style="list-style-type: none"> ▪ Assess, prioritise and communicate events on the ground to the co-ordinators and welfare groups ▪ Monitor and prioritise protection /recovery ▪ Liaise with and inform Statutory Authorities (including Emergency Services) about any vulnerable members of the community. ▪ Support Emergency Services if and when directed ▪ Record all activities (photograph, camcorder, log sheet)
AFTER	<ul style="list-style-type: none"> ▪ Reflection/debrief within the group using records of the emergency. ▪ Draw up lessons learned to feed into the review and adjustment of the Emergency Plan ▪ Care of volunteers – signpost to Welfare Group ▪ Remove signage etc ▪ Maintain amenities

Leads and contact details: 'Out and About'

Name	Surname	Address	Tel (landline and mobile)	email

List of key roles for Emergency Planning

Checklist of key tasks for Welfare Leads

WELFARE- KEY ROLES	
BEFORE	<ul style="list-style-type: none"> ▪ Have knowledge of people who may need help and support in the community ▪ Equip potential community place (s) of safety ▪ Put a system in place for receiving food / drink and other resources for the rest centres ▪ In the plan, check that people are not missed out when an emergency occurs
DURING	<ul style="list-style-type: none"> ▪ Contact and reassure members of the community during an emergency ▪ Direct resources/ support to members of the community, as required, via the co-ordination lead ▪ Communicate the needs of vulnerable people to Statutory Authorities, including Emergency Services, as required ▪ Co-ordinate and staff a community place of safety if it is required ▪ Maintain records of people attending the place of safety ▪ Support and comfort distressed members of the community at the place of safety ▪ Arrange and provide basic sustenance ▪ Arrange and support sleeping arrangements if necessary ▪ Use logging sheet to keep accurate record of actions taken during the emergency
AFTER	<ul style="list-style-type: none"> ▪ Survey residents after the event to gain feedback and check recovery ▪ Make people aware of health and wellbeing services available to them and how to access them

Leads and contact details: Welfare

Name	Surname	Address	Tel (landline and mobile)	email

VULNERABLE INDIVIDUALS – Restricted Access

NAME	ADDRESS	TELEPHONE NUMBER	NATURE OF DISABILITY*	NAME OF CARER/RELATIVE	CARER'S TELEPHONE NUMBER

- * 1. Walks with aids
 2. Wheelchair user
 3. Housebound
 4. Bedbound
 5. Other

VULNERABLE ESTABLISHMENTS – Restricted Access

Name	Service provided (e.g. school etc)	Contact name	Telephone	Address

KEY CONTACTS - Publicly Available

Service / Role	Telephone Number	Website/Email
Emergency Services	999	N/A
Police HQ	0845 090 1234	www.gloucestershire.police.uk
Police	0845 090 1234	steve.wadley@gloucestershire.police.uk
Fire Service HQ	01452 753333	www.glosfire.gov.uk
Great Western Ambulance Trust	01249 858500	www.gwas.nhs.uk enquiries@gwamb.nhs.uk
NHS Direct	0245 4647	www.nhsdirect.nhs.uk
Environment Agency Floodline Emergency Agency General Enquiries	0845 988 1188 08708 506 506	www.environment-agency.gov.uk
Water Severn Trent Thames Water	0800 783 4444 0845 9200 800	www.stwater.co.uk www.thames-water.com
Electricity Central Networks (Power Loss)	0800 3281111	
Gas (Leak)	0800 111 999	
Stroud District Council General	01453 766321	www.stroud.gov.uk
Stroud District Council Out of Hours (Messagelink)	01452 532424	www.stroud.gov.uk
Stroud District Council During an emergency	01453 754956	www.stroud.gov.uk
Stroud District Council Sandbag Helpline	01453 766321 and out of hours	www.stroud.gov.uk
Gloucestershire County Council Enquiries Emergency Only	01452 425000 08000 921 776 Pager 807943	www.gloucestershire.gov.uk
Gloucestershire Highways	08000 514 514	www.gloucestershire.gov.uk/highways
Parish Clerk	01453 872859	www.woodchestervillage.co.uk
Emergency Coordinator	01453 872837	grhamilton@doctors.org.uk
Deputy Emergency Coordinator	01453 878553	paul@syrett.name
St Dominic's School Woodchester Endowed Woodchester Playgroup Village Hall St Mary's Church Church of the Annunciation Post Office & Shop	01453 832862 01453 872476 01453 873004 01453 872340 01453 882204 01453 822121 01453 872581	head@st-dominics.gloucs.sch.uk admin@woodchester.gloucs.sch.uk woodchesterplaygroup@yahoo.co.uk Andrew.pemberton@btinternet.com

EMERGENCY MANAGEMENT TEAM

Role	Name	Tel	Mobile	Address
Coordinator	Dr Gervase Hamilton	01453 872837	07798 625626	21 Lawns Park N Woodchester Stroud Glos GL5 5PP
Deputy	Paul Syrett	01453 878553	07836 588027	Rooksmoor House Rooksmoor North Woodchester GL5 5N
Team Member	Chair- Rhiannon Wigzell	01453 872353	07932 085535	Atcombe Barn Convent Lane South Woodchester GL5 5HR
Team Member	Peter Lead	01453 832383	07768 881950	Friarsfield Convent Lane South Woodchester GL5 5HR
Team Member	George Bastin	01453 872526	07850 300196	Oakley House Church Road North Woodchester GL5 5PQ

**SUMMARY OF RESOURCES AVAILABLE –
VOLUNTEERS, SKILLS AND OTHER RESOURCES**

This information is restricted ie the list should only be held by the Community Response Group leads and is not for general distribution

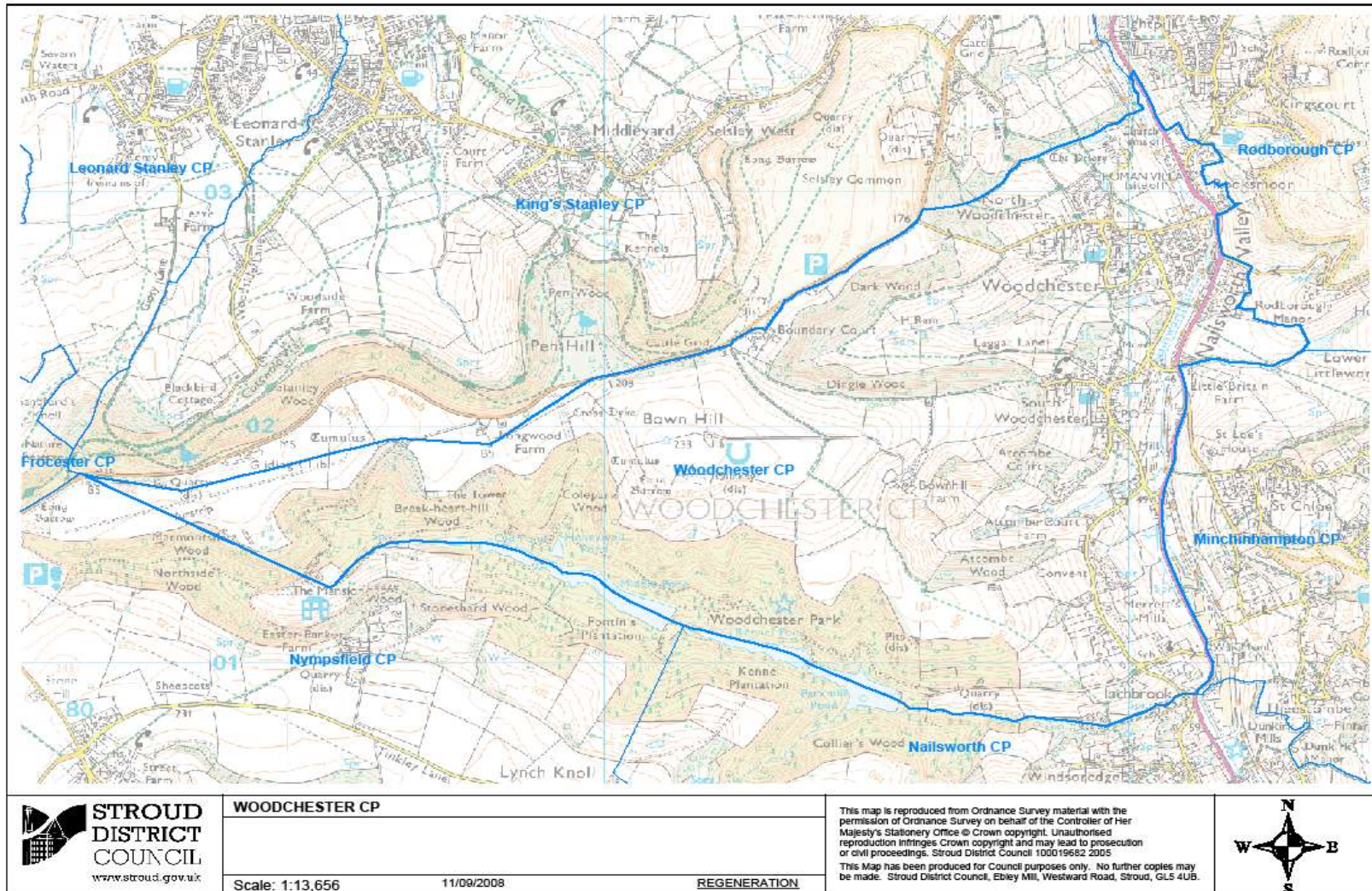
VOLUNTEERS

Forename	Surname	Tel	Email/Postal address	Skills/tasks willing to do	Resources available

OTHER RESOURCES

Local resource	Contact person(s)	Telephone/address/email	In an emergency, how could it be used?

Map of the 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