

COMMUNITY EMERGENCY PLAN FOR THE PARISH OF

.....

This document contains personal information and should be stored in a secure place.

Date of Publication:

To be Revised:

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COMMUNITY EMERGENCY PLAN

EMERGENCY INFORMATION AND RESOURCES FOR: -

.....

BASIC INFORMATION

1. General

The Emergency Services, supported by Local Authorities, the Health Service, public and voluntary organisations are normally able to cope in all but the worst emergencies. However, the local community may be able to provide vital information or direct support to assist the response if the official services are sufficiently hard-pressed and may need to take initial self help action if the responding organisations are delayed.

The formation of a Parish Emergency Team (PET) would enable any such help to be provided in a co-ordinated and task-focussed manner to effect the best possible response from the resources available locally. A Parish Emergency Team would also provide a liaison point for the Local Authority and / or Emergency Services, both at the planning and response stages.

2. Aim

The aim of this document is to provide a means to record basic information which could be vital in a major emergency.

3. Objectives

The plan is designed with the following objectives:

- a. To identify the Parish Emergency Team (PET).
- b. To provide information to assist the emergency services and Local Authority when requested.
- c. To identify additional volunteers.
- d. To provide information to assist the Parish during a temporary period of isolation.
- e. To identify the following 'key' people and resources:
 - People with additional needs
 - People with specialist skills
 - A Parish 'Emergency Centre'
 - "hazards" within the Parish
 - Significant supplies of vehicles, equipment, materials
 - Emergency accommodation

4. **Parish Emergency Team**

The Parish Council has appointed the following people to act as the Parish Emergency Team (PET):

Chair

Personnel

Equipment Co-ordinator.....

Emergency Accommodation Co-ordinator.....

Note: *The size and structure of the team may vary according to local circumstances. The above is suggested as a minimum. It is recommended that Annexes A & B should be completed by the PET.*

5. **Log Keeping**

Upon notification of an incident, the Parish Emergency Team should keep a log of events, decisions made and actions taken. A sample log sheet can be found at ANNEX F.

ANNEXES

| | |
|---|----------------|
| A. <u>External Agency Emergency Telephone Numbers</u> | Page 2 |
| B. <u>Parish Contacts, Information and Resources</u> | Page 4 |
| C. <u>Parish Location Map</u> | Page 17 |
| D. <u>Emergency Accommodation – The Basic Principles</u> | Page 18 |
| E. <u>Flood Guidance</u> | Page 22 |
| F. <u>Sample Log Sheet</u> | Page 26 |

EXTERNAL AGENCY EMERGENCY TELEPHONE NUMBERS

Emergency Services

| | |
|--------------------------------|------------|
| Police | 999 |
| Fire Brigade | 999 |
| Ambulance Service | 999 |
| HM Coast Guard | 999 |
| Mountain Rescue | 999 |
| Cave Rescue | 999 |

Utilities

| | |
|--|---------------------|
| British Gas Area | |
| Electricity Company | |
| Water Company | |
| North Somerset Council (switchboard) | 01934 888888 |
| North Somerset Council (Out of Hours) | 01934 634666 |

North Somerset Council Emergency Management Unit

| | Name | Office Tel. No |
|------------------------------|-------------------------|-----------------------|
| Emergency Manager | Ian M Wilson | 01934 426706 |
| Emergency Management Officer | Kay Stabbins | 01934 426770 |
| Emergency Management Officer | Caroline Vincett | 01934 426915 |

Health

| | |
|----------------------------|--|
| Hospital (NHS Trust) | |
| Primary Care Trust | |
| Health Centre | |

Environment

| | |
|--------------------------|--|
| DEFRA | |
| Environment Agency | |
| Farmers Union | |

Voluntary Agencies

| | |
|-------------------------|--|
| RAYNET | |
| Rotary | |
| St John Ambulance | |
| Women's Institute | |
| WRVS | |

ADJACENT PARISHES:

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DATE...../...../

Note: Local numbers vary across North Somerset, so they need to be determined within each individual Parish and updated on a regular basis.

PARISH CONTACTS, INFORMATION AND RESOURCES

- Table 1** - **Parish Emergency Volunteers**
- a. Parish Emergency Team (PET)
 - b. Parish Council Emergency Contacts
 - c. CB/amateur Radio Operators
 - d. Emergency Accommodation Volunteer workers
 - e. Volunteers with special skills
 - f. Representatives of other volunteer organisations
 - g. Others willing to help
- Table 2** - **Record of Emergency Premises**
- a. Parish Emergency Centre
 - b. Premises suitable as local emergency accommodation
- Table 3** - **Record of People with Additional Needs**
- Table 4** - **Record of Special Hazards**
- Table 5** - **Record of Significant Resources**
- Table 6** - **PET Prompt List**

Note: For ease of amendment, if using hard copy, it is recommended that these tables should be completed in pencil. The information, which is confidential, after completion should be stored in a secure place.

PARISH: _____

TABLE 1 – PARISH EMERGENCY VOLUNTEERS

| Title | Name | Address | Telephone | Remarks |
|--------------------------------------|-------------|----------------|------------------|-------------------------------------|
| A. Parish Emergency Team | | | | |
| B. Parish Council Emergency Contacts | | | | <u>Clerk</u> <u>Chairman</u> |
| C. CB/Amateur Radio Operators (1) | | | | (1) Show Call-sign |

| Title | Name | Address | Telephone | Remarks |
|---|------|---------|-----------|---------|
| D. Emergency Accommodation Volunteers | | | | |
| E. Volunteers with Special Skills (Area of expertise / Organisation) | | | | |
| F. Representatives of other Volunteer Organisations (e.g. WRVS, St John, British Red Cross) | | | | |

| | | | | |
|---------------------------|--|--|--|--|
| G. Others willing to help | | | | |
|---------------------------|--|--|--|--|

PARISH: _____

TABLE 2 – RECORD OF PREMISES ⁽¹⁾

| Parish Emergency Centre ⁽²⁾ | Name | Address | Telephone | Remarks |
|---|-------------|----------------|------------------|----------------|
| | | | | |
| Emergency Accommodation ⁽³⁾ | Name | Address | Telephone | Remarks |
| | | | | |

- Notes:**
- (1) If possible, the Parish Emergency Team should visit and record separately the details of each location in terms of capacity, toilets and washing, cooking facilities, heating and parking.
 - (2) Should be available at anytime; be centrally located; have a telephone and basic services from which a small team can operate on a continuous basis (home, village hall, pub).
 - (3) Here, list premises suitable as local emergency accommodation. Under remarks show name and telephone number of key holder. Ensure premises furniture is suitable, could be located with Parish Emergency Centre.

Note that the Local Authority has already designated most Leisure Centres and Secondary Schools as Primary Rest Centres.

PARISH: _____

TABLE 3 – RECORD OF PEOPLE WITH ADDITIONAL NEEDS

| A. Individuals' Name | Address | Telephone Number | Nature of Need |
|-----------------------------|----------------|-------------------------|-----------------------|
| | | | |

Table 3 (Cont'd)

| B. Establishment ⁽¹⁾ Name of Establishment | Type | Address | Telephone Number | Numbers Involved |
|--|-------------|----------------|-------------------------|-------------------------|
| | | | | |

⁽¹⁾ e.g. Elderly Person's Homes, Special Schools.

PARISH: _____

TABLE 4 – RECORD OF SPECIAL HAZARDS ⁽¹⁾

| Address/Area | Nature of Hazard | Name & Telephone Number of Contact |
|---------------------|-------------------------|---|
| | | |

(1) Installations, factories, natural features such as rivers, which may present a hazard to the community, should be recorded

PARISH: _____

TABLE 5 – RECORD OF SIGNIFICANT RESOURCES

| Description | Location | Telephone | Remarks / Contact |
|--|-----------------|------------------|--------------------------|
| A. Cooking Equipment | | | |
| B. Heaters | | | |
| C. Water Containers | | | |
| D. Fuel including Gas Cylinders | | | |
| E. Plant with Operators | | | |
| F. Basic Building Materials | | | |
| G. Vehicles | | | |
| H. Sleeping bags, Blankets and Camp Beds | | | |

| Description | Location | Telephone | Remarks / Contact |
|--|----------|-----------|-------------------|
| I. Mobile Radio Owners, (e.g. Taxi, Public or Private Utility, Local Authority) ⁽¹⁾ | | | |
| J. Generators/Pumps | | | |
| K. Other | | | |

Notes: ⁽¹⁾ Under Remarks show frequency and call sign.

PARISH: _____

TABLE 6 – Parish Emergency Team PROMPT LIST

A. People

- PET appointed
- Additional Volunteers
- People with Special Skills
 - Medical
 - Doctors
 - Nurses
 - Dentists
 - Vets
 - Pharmacists
 - Others
 - Technical
 - Plumbers
 - Carpenters
 - Electricians
 - Mechanics
 - Fire & Rescue
 - Drivers
 - Welders
 - Scientists
 - Construction
 - Others
 - Catering
 - Cooks
 - Butchers
 - Bakers
 - Restaurants
 - Others
- People with Special Needs

B. Places

- Emergency Centre
- Rest Centres
- Churches
- Sports Halls
- Social Clubs
- Warehouses
- Tents & Marquees
- Hotels & Guest Houses
- Holiday Camps
- Caravans
- Others

C. Special Hazards

- Flooding
- Flimsy Construction
- Industrial
- Others

D. Resources

- Transport
 - Coaches
 - Trucks
 - Refrigerated
 - 4 x WD
 - Tractors
 - Others
- Plant & Equipment
 - Generators
 - Floodlighting
 - Cranes
 - Breathing Apparatus
 - Radio
 - Welding & Cutting Equipment
 - Others
- Food
 - Tinned
 - Dried
 - Cutlery
 - Equipment
 - Others
- Water
 - Private Sources
 - Containers
- Building & Rescue
 - Timber
 - Building Materials
 - Explosives
 - Tools & Ironmongery
 - Ropes
 - Sandbags
 - Sheeting
 - Scaffolding
 - Others

D. Resources Cont'd

- Chemicals

Disinfectants

Detergents

Others

- Fuel

Solid

Liquid

Gas

- Beds and Bedding

- Protective Clothing

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Parish Location Map / Plan

Could show the following: -

**Adjacent parishes
Parish Resource Locations
Hazards
Emergency Centre
Rest Centre (s)
Community Buildings**

EMERGENCY ACCOMMODATION

The Basic Principles

**A brief guide for use by
anyone needing to organise
assistance for persons made
homeless in an emergency**

PURPOSE

This brief guide will assist persons with or without previous training, by detailing the main principles for setting up Emergency Accommodation. It is based on the Rest Centre Manual, which contains detailed guidance, checklists and copies of forms which are reproducible. Where time permits, that Manual is your main source of information. It is held, primarily, by North Somerset Council and also voluntary aid societies (Red Cross, St John and WRVS).

DEFINITION OF A REST CENTRE

A place where anyone affected by a disaster can have his or her most immediate needs seen to:

- First aid
- A hot drink
- Information
- Clothing
- Essential welfare services
- Short-term rest facilities

And where they can be re-united with family and friends.

EVACUEES

ENSURE evacuees are taken inside immediately, are able to sit down, have a (hot) drink, and find out what is happening to them, their family and friends, and their homes.

REMEMBER they may be tired, wet, distressed, sick, hungry, or in shock.

BE ALERT for symptoms of delayed shock or severe stress.

IDENTIFY quickly anyone having special needs and see to those immediately; medical, welfare, disability, age, nursing mothers – anyone needing any form of additional assistance for any reason.

KEEP everyone informed frequently and regularly of what is happening.

TREAT everyone as an individual, having differing rights, attitudes and needs.

KEEP evacuees occupied by assisting with: special needs, tidying up, serving refreshments, walking e.g. fire watch, etc.

STAFF

ALLOCATE specific areas of responsibility.

DESIGNATE a supervisor for each area.

ENSURE all staff and volunteers get proper breaks, rest and refreshment away from the main areas.

ORGANISE shift working as soon as possible. The busiest areas will need shorter shifts.

ADDITIONAL staff can be obtained through North Somerset Council.

DO NOT leave anyone queuing for any reason.

DO NOT try to register people who have more obvious and urgent needs. **People are more important than administrative procedures.**

DO NOT hold on to evacuees longer than absolutely necessary. If they have somewhere to go (relatives or friends), discharge them as quickly as possible, assisting them with transport if necessary.

DO NOT allow children or pets to “run riot”. Quickly allocate closely supervised entertainment areas for children, and separate contained accommodation for pets.

REMEMBER

It would be most unusual if you were left on your own with no skilled help.

North Somerset Council is primarily responsible for setting up and staffing the centre and for providing a trained person to direct its operation. The **SOCIAL SERVICES** Department will arrange for welfare advice and support.

The **POLICE** will be available and will handle any law and order problems and media requests.

The **Primary Care Trust (PCT)**, assisted by the British Red Cross and St John Ambulance, will cover first aid commitments and medical advice.

The **WOMEN’S ROYAL VOLUNTARY SERVICE (WRVS)** can provide refreshment, registration and clothing, and are trained in Rest Centre operation.

ESSENTIAL INGREDIENTS

A building which is warm and dry, with toilets, kitchen, large main hall plus other rooms, telephones and car park.

SPACE and **STAFF** are needed to provide, in the following sequence:

- ❑ **Receiving Area** providing seating, light refreshment, information, and registration of name, age, sex, home address, place from which evacuated (if different), and destination (if known)
- ❑ **Toilets and Washing Facilities**
- ❑ **Pets Area** away from main rooms
- ❑ **First Aid facilities**
- ❑ **Clothing Store** for replacement or supplement
- ❑ **Enquiry and Advice** desks
- ❑ **Quiet, Smoking, Recreation and Rest** areas
- ❑ **Welfare Assistance**
- ❑ **Emergency Accommodation and Transport Organisers**
- ❑ Separated areas for **Public Information, communications, Staff Rest** and the **Rest Centre Manager**

FINALLY

If the circumstances in your area are such that the normal professional agencies cannot provide the facilities mentioned previously, do remember that if you can organise

- Shelter
- Warmth
- Light refreshment
- Somewhere to rest
- Rudimentary first aid
- A shoulder to cry on

You are providing a service which will reduce the distress of people removed from their normal environment because of serious danger.

FLOOD GUIDANCE

Prevention / mitigation

General

If your community is in a flood risk area, at some time, the area is likely to be flooded. It is usually not possible to prevent flooding and therefore the best steps a community can take are to ensure, as far as possible, that their premises are as resilient to flooding as possible.

There are a range of measures which can be taken to enhance flood protection on individual properties and these are available from the Environment Agency direct or on their website: www.environment-agency.gov.uk . Some ideas are included below.

It is the responsibility of the owner and/or occupier to protect their own property. It is not the responsibility of the local authority, Environment Agency or other third party.

Sandbags

Sandbags are of limited value for the protection of individual premises. North Somerset Council's policy is only to use sandbags for strategic purposes and not for the protection of individual properties. Sandbags may be purchased from some local building suppliers.

BEFORE THE EVENT

Actions for communities

Identify the source of potential flooding

This may be coastal, fluvial or pluvial (Surface Water Run-off). The Environment Agency or Local Authority should be able to help you with this. Use this information and local knowledge to identify those persons at risk and those areas that will be affected first.

Flood Wardens

Some communities may wish to set up flood warden schemes to appoint individuals to monitor flood warnings and flood risk areas and pass on advice and information to the community. For assistance with setting up such a scheme contact the Environment Agency.

Vulnerable people

Identify the vulnerable people in your community; those who would not be able to help themselves in an emergency. Make arrangements for them to be helped should the worst occur (especially those with mobility issues in the event of evacuation).

Evacuation

- Identify, if possible, the safest evacuation routes and discuss these with the Police / Local Authority.
- Identify suitable pick-up points for emergency transport (may need large turning area)

Actions for Individuals

Flood Resilience

Householders can make their houses more flood resilient by making or purchasing flood resilience products (floodboards, air-brick covers etc). Practice putting these preventative measures in place before an event.

Encourage individuals to check their Insurance

- Check your buildings and contents insurance policy
- Confirm you are covered for flooding
- Find out if the policy replaces new for old and if it has a limit on repairs
- Don't underestimate the value of your contents

Individual emergency kits

Householders should have, ready to hand, items to quickly make up an emergency kit of essentials:

- Copies of your home insurance documents
- Account numbers of credit cards and savings accounts
- A torch with spare batteries
- A wind-up or battery radio
- Warm, waterproof clothing and blankets or sleeping bags
- A first aid kit and prescription medication
- Bottled water and non-perishable foods
- Baby food and baby care items
- Washing and sanitary items
- A list of important contact numbers

Family contact arrangements

Agree, before an event, where your family will go should you be split up (friend or relatives?); and how you will get in contact again.

Utilities

Ensure that you know how to turn off your water, electricity and gas supply. Mark / label appropriate taps, switches etc. Your utility provider can help you identify the best way to do this.

Flood warning

Ensure you know where you will get flood warnings and further information.

The Environment Agency is responsible for the dissemination of flood warnings and different flood warning services are available depending on where you live, these include:

- a) Floodline Warnings Direct
This provides a warning service by telephone, text, e-mail, fax or pager. To see if you can sign up to this free service call Floodline on 0845 988 1188.
- b) Loud Hailers
Immediately prior to a major flood the Environment Agency may tour some areas in vehicles with loud hailers.
- c) Other sources of flood updates include:

- i. Teletext Page 159, BBC Ceefax Page 419 and Digital Ceefax Page 405
- ii. Local weather, news and travel bulletins (tv and radio)
- iii. The Environment website at the link below:
<http://www.environment-agency.gov.uk>

In an emergency

General points

1. Listen to and act on the advice of the emergency services
2. Put flood protection equipment in place when there is a flood warning
3. Gather essential items together either upstairs or in a high place
4. Fill jugs and saucepans with clean water
5. Move your family and pets upstairs, or to a high place with a means of escape
6. Turn off gas, electricity and water supplies when flood water is about to enter your home if safe to do so. DO NOT touch sources of electricity when standing in flood water
7. Keep listening to local radio for updates or call Floodline 0845 988 1188
8. Floodwater can rise quickly, stay calm and reassure those around you. Call 999 if you are in danger

Try to prevent floodwater entering your home/premise

1. Erect any flood resilience products you may have
2. Put plugs in sinks and baths. Weigh them down with a sandbag, a pillowcase or plastic bag filled with garden soil, or a heavy object
3. If you do not have non-return valves fitted:
 - Plug water inlet pipes with towels or cloths
 - Disconnect any equipment that uses water (like washing machines and dishwashers)

Protecting your property

1. Take items upstairs or to a high point in your property
2. Safely store important documents such as insurance papers, birth certificates, cheque books, savings books etc
3. Move items of personal value such as photos, family videos or treasured mementos
4. Move lightweight household belongings you can pick up easily and quickly
5. Move items of furniture that are expensive or harder to repair before cheaper ones
6. If possible, move your outside belongings to higher ground
9. If the flood water hasn't reached you, move your car to higher ground and move outdoor pets to safety

Floodwater

Floodwater is dangerous!

1. Avoid walking or driving through it
2. Keep children and vulnerable people away from it
3. Wash yourself thoroughly if you come in to contact with it

Evacuation

1. Always listen to the advice of the emergency services and evacuate when told to do so
2. Leave your home if the emergency services say so. Refusing to leave on their advice will put you, your family and those trying to help you at risk

3. If you have nowhere to go (friends and family for example) you will be taken to an rest centre run by your local council. Take spare clothing, essential medication and babycare items if you have an infant.
4. Some rest centres will let you bring your pets. Take their food. Put cats and small animals in a pet carrier or secure box. Label all animals and cages.
5. If you need help to evacuate ask for help as early as possible.

Plan Distribution

Parish Emergency Team
North Somerset Council - [Emergency Management Unit](#)