

# **Yardley Gobion**

## **Emergency Plan**

**Issue 1 – January 2022**

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## **INTRODUCTION**

### **1.1 Definition of an emergency**

Under the Civil Contingencies Act 2004 the definition of an emergency is “an event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK”.

### **1.2 Context**

Local Authorities and emergency services have an emergency response structure. Although there is no statutory requirement for a local community to produce an Emergency Plan, they are encouraged to develop one. A Community Emergency Plan documents how a community would respond to an emergency, e.g., while awaiting the assistance of statutory authorities /emergency services, or in support of them. This plan has been developed by an emergency planning group facilitated by the Parish Council and covers the geographical area of Yardley Gobion Parish Council.

### **1.3 Aim**

To increase resilience within the local community through developing a robust, co-ordinated approach that complements the plans of emergency services and statutory organisations.

### **1.4 Objectives**

- Identify the risks to the community and relevant response actions
- Identify vulnerable people / groups in the community
- Identify resources in the community available to assist during an emergency
- Provide key contact details for the Parish Response Team, key community resources, the emergency services and local authorities

## **2. KEY ROLES**

There are three elements of roles considered within this plan: -

1. Co-ordination
2. Out and About
3. Welfare

The roles and leads for each area are highlighted in Appendix 1.

## **3. POSSIBLE EMERGENCIES**

Types of emergencies that could have an impact on our community are: -

- Major transport accident road or air
- Major utility failure (electricity, gas, water, telecommunications)
- Gas leak / explosion
- Major fire or building collapse
- Extreme weather conditions: heavy snow, gales
- Extreme temperatures (hot or cold)
- Hazardous vapour release
- Disease
- Terrorism
- School situation
- Oil pipeline

- Workplace hazards

Other Incidents: -

- Fallen tree(s) blocking a road
- Water pollution (river or canal)
- Flooding
- Lost person
- Abduction
- Hostage
- Violence

#### **4. ACTIVATION OF THE PLAN**

##### **1.1 Process**

This plan will be activated when an emergency affects the community, or an emergency has occurred outside the community and support can be provided. The parish response should complement that provided by the emergency services and the local authority.

It may also be activated if warnings are received, prior to an anticipated event such as severe weather. The decision-making process is as follows: -

This plan will be activated when an emergency or incident (as defined in 3 above) has occurred and where: -

- a) it is obvious that the normal response by the emergency services will be overwhelmed, or
- b) the emergency services are unable to reach the scene within a reasonable time, or
- c) the emergency services require additional support.

The plan may also be activated on the above basis on advice of the emergency services, or other appropriate organisation, of an impending emergency, (e.g., severe weather).

An emergency may only be declared by the Chair of the Parish Council (or Vice Chair), or other Councillor in their absence, and they will direct and co-ordinate emergency operations from then on, until the emergency services arrive and can assume control. Pending their arrival, the Chair (or Vice Chair) will be the Leader and responsible for the initial and on-going liaison with the police as primary incident controllers, and with the District Council and other services, as necessary.

It is anticipated that the Chair of the Parish Council, other Councillor or Clerk will be first alerted to, or warned of, a pending emergency by the police or other emergency service. If somebody other than any of the above is first alerted, they should immediately advise any Parish Councillor who will advise the Chair or other Councillor(s) as appropriate.

The Parish Council Leader will then alert other members of the Parish Response Emergency Team (PRET) to the situation and arrange a PRET meeting at the Emergency Control Centre to discuss the emergency. The PRET will undertake a detailed assessment of the emergency to establish its extent and the type of support required. If an emergency is not to be declared (possibly on the advice of the emergency services) but some level of support is required, the PRET will decide how to provide the required support outside the framework of this Emergency Plan.

The PRET, in liaison with the Emergency Services / Local Authority will assess if skills such as those of doctors, nurses and first aiders may be relevant to the emergency and contact any known providers. They will also assess the need for other resources such as four-wheel

drive vehicles, lifting equipment or chainsaws and contact appropriate providers. They will arrange appropriate liaison and ongoing communications with the management of other establishments, e.g., the care home, the village pre-school and primary school.

Once aware of an emergency, a PRET member must call 101 or 999 (if danger to life) to inform the emergency services of the situation and give the following information: -

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

#### **4.2 Other vulnerable people**

A confidential list of other vulnerable people who might need assistance in an emergency or incident can be maintained. Inclusion on this list is voluntary.

#### **4.3 Emergency Control Centre**

The Emergency Control Centre will be initially established in the Village Hall or if inaccessible, the Recreation Centre. In event that the Village Hall and Recreation Centre have sustained serious damage, or both are inaccessible, the Emergency Control Centre will be at a location decided by the PRET Leader (or deputy).

Following the declaration of an emergency any individual or group using the Emergency Control Centre premises will be expected to quickly vacate the property, or otherwise, as directed by the PRET Leader.

Upon arrival at the Emergency Control Centre, all staff should be briefed with the most up to date information. This should be done using the ETHANE report template found in table 1. This information should be provided at any team briefings throughout the running of the incident.

Table 1: ETHANE BRIEFING

<b>E</b>	<b>EXACT LOCATION</b>	What is the exact location or geographical area of the incident?	<i>Be as precise as possible, using a system that will be understood by all responders.</i>
<b>T</b>	<b>TYPE OF INCIDENT</b>	What kind of incident is it?	<i>For example, flooding, fire, utility failure or disease outbreak.</i>
<b>H</b>	<b>HAZARDS</b>	What hazards or potential hazards can be identified?	<i>Consider the likelihood of a hazard and the potential severity of any impact.</i>
<b>A</b>	<b>ACCESS</b>	What are the best routes for access and egress?	<i>Include information on inaccessible routes and rendezvous points (RVPs). Remember that services need to be able to leave the scene as well as access it.</i>
<b>N</b>	<b>NUMBER OF CASUALTIES</b>	How many casualties are there, and what condition are they in?	<i>Use an agreed classification system such as 'P1', 'P2', 'P3' and 'dead'.</i>
<b>E</b>	<b>EMERGENCY SERVICES</b>	Which, and how many, emergency responder assets and personnel are required or are already on-scene?	<i>Consider whether the assets of wider emergency responders, such as local authorities or the voluntary sector, may be required.</i>

Source: p7. Northamptonshire Community Emergency and Flood Plan Guidance

#### 4.4 Emergency and Incident Handling

During the emergency, anyone involved in the emergency response should keep an individual log of all requests for assistance and action taken (Appendix 3). A supply of logbooks is held by the PRET Leader. Completed signed logs should be handed in to the Leader at the end of the emergency.

The PRET Leader will make clear to the Team when command of the situation is handed to a member of the emergency services or civil authority.

### 5. RISK ASSESSMENT

Any emergency or incident not identified within this plan should be subject to an ad hoc assessment by PRET before any actions are undertaken. Similarly, any unidentified risk within an emergency or incident that is covered by this Plan should be subject to an ad hoc assessment by PRET before any actions are undertaken.

### 6. RESOURCES AVAILABLE WITHIN THE COMMUNITY

#### 6.1 Volunteers and other resources

There will be a need to draw upon various skills before, during and after any emergency or incident and the success of this plan rests largely on the goodwill of volunteers.

Potential volunteers have indicated what tasks they may be prepared to carry out if an emergency or incident occurs. Volunteers are co-ordinated by PRET and volunteers should report to them to be allocated tasks. Other resources will also be required in an emergency, and it is important to be able to quickly locate them.

A list of volunteers and other resources available and how they might be utilised in an emergency in our community is held by the Parish Council Clerk.

## **6.2 Local Place of Safety**

District / Unitary councils are responsible for setting up a central rest centre during an emergency, however, it may be necessary to set up a temporary place of safety/ reception centre within the village as an option, e.g., for visitors or for people evacuated from their homes.

The Village Hall and Recreation Centre have been identified as potential buildings to house the temporary reception centre. The choice of which building will depend on whether it is already being used for the Control Centre.

On declaring a Parish Shelter any individual or group using the Village Hall / Recreation Centre will be expected to vacate the property, or otherwise, as directed by the PRET Leader.

Once the Parish Shelter has been activated the evacuees should be advised, depending on the incident type, to turn off electricity, gas and water supplies at their homes and lock all doors and windows. They should gather essential items including: -

- Mobile phone
- Useful telephone numbers (close relatives, doctor)
- House and car keys
- Cash and bank cards
- Toiletries, sanitary supplies and prescribed medication
- Torch and spare batteries
- Appropriate clothing

The PRET Leader will assign a responsible officer for the management of the Parish Shelter, and they in turn will consider any catering arrangements including the organisation of initial and subsequent supplies and volunteers for kitchen duty.

In the absence of the emergency services, the PRET may recommend evacuation of residents, but this must be a voluntary action by the residents.

In the event of properties being evacuated, street patrols shall be organised using individuals identified within this plan to ensure security is maintained.

## **7. COMMUNICATIONS**

### **7.1 During**

Communications are vital before, during and after an emergency to ensure that warnings and information are received and passed on, responses co-ordinated with emergency services and actions by volunteers within the community co-ordinated 'on the ground'.

The processes for communicating within and outside the community before and during an emergency are as follows: -

If telephones are affected by the emergency, communications within the community should be considered using couriers carrying written or oral messages if safe to do so.

If it is decided that communications be carried out via a telephone cascade, then known contacts will be requested to make telephone contact with their club/society members. They

should be advised of the message to convey and asked to request their members to continue the chain by telephoning other residents generally. It is recognised that several residents will be contacted more than once under this method of operation.

PRET will notify the neighbouring Parish Councils that an emergency or incident is in progress.

#### Press Communication

If any member of the PRET is approached by the media the holding line will be to defer all enquiries to the Local Authority or Emergency Services press office. Alternatively, to the PRET Leader.

### **7.2 End of Emergency (Stand Down)**

In consultation with the emergency services, the PRET Leader (or deputy) will declare an end to the emergency, as and when appropriate and arrange for appropriate communications within and outside the community.

### **7.3 Distribution of Emergency Plan**

The Plan is available on the Parish Council website. Paper copies are provided on request.

References to the Emergency Plan will be included periodically in the Village / Parish Magazine "The Old Mail".

## **8. RECORDING ACTIONS AND OBTAINING FEEDBACK**

During an emergency, volunteers will be assigned the tasks of logging actions, using the logging sheet in Appendix 3. This enables actions to be captured and evaluated. All information to be given to the PRET leader for archiving post incident.

Records will be retained for learning purposes and disposed of when agreed at a Parish Council meeting.

## **9. LIST OF CONTACTS**

Contact details to be called upon in the event of an emergency are held by the Parish Council Clerk.

## **10. PLAN REVIEW AND MAINTENANCE**

At least on an annual basis, the Emergency Plan and List of Contacts will be reviewed to consider if any updates / amendments are appropriate.

The Parish Council will periodically consider the need for a suitable desk-top/ face-to-face scenario to exercise elements of this Emergency Plan.

Any changes to the plan will be noted on the Amendments page (page 1) and new versions of the plan distributed.

## APPENDIX 1

### List of key roles for emergency planning

#### a) Checklist of key tasks for Co-ordination leads

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

## b) Checklist of key tasks for 'Out and About' leads

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

### c) Checklist of key tasks for Welfare leads

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

**APPENDIX 2**  
**List of key contacts for emergencies**

**NAME OF COMMUNITY:** Yardley Gobion

<b>CONTACT/ NAME</b>	<b>TELEPHONE</b>	<b>NOTES</b>
<b>Emergency Services</b>	<b>999</b>	
<b>West Northamptonshire Council</b>	<b>0300 126 7000</b>	
<b>Highways England</b>	<b>0300 123 5000</b>	
<b>Anglian Water</b>	<b>03457 145 145</b>	
<b>Powercuts</b>	<b>105</b>	
<b>Environment Agency Incident Hotline</b>	<b>0800 80 70 60 (24hrs)</b>	
<b>Floodline</b>	<b>0845 988 1188</b>	
<b>Gas Leaks</b>	<b>0800 111 999</b>	
<b>Police Counter terrorism hotline</b>	<b>0800 789 321</b>	

