

# **BARLEY PARISH COUNCIL**

## **COMMUNITY EMERGENCY PLAN**

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## Introduction

A major incident could have a significant impact on our community in a number of ways, including:

- Death or serious injuries
- Loss or damage to homes, businesses and community buildings
- Disruption to road, rail and air transport networks
- Disruption to electricity, water or gas supplies
- Loss of communication networks
- Supply of goods and services
- Isolation or evacuation of residents
- Large scale media focus

In extreme conditions such as heavy snow and flooding, there is a possibility that the emergency services may not be able to reach the scene immediately. In such circumstances, the initial response may rely entirely on local people. A Community Emergency Plan can help our community prepare for an emergency and reduce its impact.

We know about the particular hazards and problems that could affect our village; we know about individuals who could need extra help in an emergency; and we have access to people, resources and buildings that will allow us to respond to major incidents.

## What is an Emergency?

For the purposes of Community Emergency Planning, a major emergency can be defined as an event or situation which threatens serious damage to:

- **Human Welfare** (potential loss of life, illness or injury, homelessness, damage to property, disruption of a supply of money, food, water, energy or fuel, disruption of a communication system, disruption of facilities for transport or disruption of health services).
- **The Environment** (land, water or air contamination by harmful biological, chemical or radioactive matter, or disruption or destruction of plant or animal life).
- **Security** (war or terrorism threatening local and UK security).

## What is a Major Incident?

A major incident is any incident that requires the implementation of special arrangements by one or more of the emergency services, some elements of the National Health Service, or the local authority for:

- The initial treatment, rescue and transport of a large number of casualties;
- The involvement, either directly or indirectly, of large numbers of people;
- The handling of a large number of enquiries likely to be generated from both the public and news media usually to the police;
- The large scale combined resources of two or more of the emergency services;
- The mobilisation and organisation of the emergency services and supporting organizations (e.g. the Local Authority to cater for threat of death, serious injury or homelessness for a large number of people).

## **Roles and Responsibilities**

The Emergency Services, Local Authority, Health Agencies, Utility Companies and Voluntary Agencies would respond to most major emergencies in the Parish in a combined response. However, in the event that these groups are unable to respond, it is likely that local residents would take action to help those affected.

It is recognised that the Parish Council is not an emergency service and will not be trained, equipped, empowered or resourced to carry out the functions of an emergency service. The Parish Council may also be able to help in co-ordinating a response to a major incident, but is more likely to be involved in the recovery from an incident.

The role of the Parish Council is to have:

- Procedures in place to notify members of the Parish Council in the event of a major incident
- Contact details of other key organisations
- Details of key resources within the Parish

## **Emergency Coordinator/Team**

An Emergency Coordinator will be appointed by the Parish Council to develop the Emergency Plan. They should:

- Live locally and have a good knowledge of the geographical area and the groups and individuals that live and work in the community;
- Have the backing of the Parish Council to represent their community;
- Be willing to speak on behalf of the community.

The Emergency Coordinator should carry out the following:

- Develop, test, review and maintain the Community Emergency Plan;
- Where possible identify a small team of people from the community that can assist in developing the plan and in responding to an emergency;
- Identify a suitable location for those involved in coordinating the response to meet if necessary;
- Identify vulnerable groups or individuals that might be at more risk during an emergency;
- Provide a link between the community and Emergency Services and Local Authority;
- Activate the emergency plan on notification of an emergency incident and stand down those involved in the response when appropriate or when directed to do so by the emergency services/Local Authority;
- Coordinate the work of volunteers;
- Shortly after a response, conduct a debrief with those involved to capture any lessons from the emergency/incident that would improve a future response.

Members of the Emergency Team will include Chair of the Parish Council, Vice Chair of the Parish Council, Emergency Coordinator and Clerk.

In a response to any incident, those involved should always be aware of their own safety and the safety of others. The Emergency Team will be issued with badges and appropriate ID so that they are easily identifiable to both the public and emergency services.

## **What do we need to plan for?**

The aim of this Plan is to outline how the Parish Council can assist in the recovery from a major incident that has affected the Parish. There are numerous hazards that can have an impact on our community and these are listed in Appendix 1.

### **Initial Actions**

- Gather as much information about the situation as possible;
- Make contact with the emergency services;
- Consider whether we can work safely from our current location or need to move;
- Consider whether we need the Parish Council Emergency Team;
- Arrange for contact to be made with vulnerable members of the community;
- Arrange for community resources/organisations to be made available;
- Consider whether any additional members of the community need to be involved.

### **Who Do We Notify?**

- Contact details for all members of the Parish Council are listed in Appendix 2.
- Contact details for the emergency services are listed in Appendix 3.

#### *Alarm raised by the Parish Council*

If an incident occurs which requires the intervention and support of the Parish Council, the Chair, Vice Chair or Clerk should be contacted. If it is decided to convene the Emergency Team, the Chair, Vice Chair or Clerk will notify other Parish Councillors.

#### *Alarm raised by Hertfordshire County Council*

If an incident occurs which requires the intervention and support of the Parish Council, Hertfordshire County Council will contact the first available Councillor listed in Appendix 1 who will then notify other Parish Councillors.

### **Identifying those that are vulnerable or at most risk**

Vulnerable groups include people who are less able to help themselves in an emergency. These can include Schools, Special Schools, Care in the Community Hostels, Residential Care Homes.

Some agencies (the Emergency Services, Local Authorities, Health Agencies, Utility Companies and Voluntary Agencies) will hold information on many groups and individuals who may be defined as 'vulnerable' and will utilise this information during an emergency.

However, there may be others who, for a variety of reasons, are more difficult to identify but who may also be at greater risk during an emergency. These can include the elderly, those with disabilities and those with young children.

### **Records**

The Emergency Coordinator will keep a record of events and expenditure throughout the emergency. Records will be kept secure by the Clerk to provide evidence in the event of any subsequent enquiry or investigation (ie; insurance claims)

## APPENDIX 1 HAZARDS AND POTENTIAL CONSEQUENCES

HAZARD	LIKELIHOOD	SEVERITY	CONSEQUENCE/ COMMENTS
<b>ENVIRONMENTAL</b>			
Snow	Annual light falls. Occasional heavy falls	Usually minor. Occasionally heavy and prolonged.	Disruption to amenities and transport network. HCC deploy snow ploughs and farm vehicles. Farm contacts known to Emergency Team.
Thunderstorms/ Flooding  Flash floods Surface water	Occasional flash floods during severe storms or periods of prolonged rainfall	Majority of parish not in low-lying areas. However potential for hill landslip due to weight of water.	Disruption to transport, amenities and access to village. Emergency Team will work with Police, Fire & Rescue Service and Boat Service as required. Emergency Team will designate rendezvous points.
	Minor watercourses flood during periods of prolonged rainfall.	Relatively small number of properties affected.	Properties and roads adjacent to watercourses will be affected.
	Surface water / run off from fields frequent during periods of prolonged rainfall.	Minor impact primarily on roads.	Properties and roads adjacent to watercourses will be affected.
Wind	More frequent in winter months	Occasionally severe.	Risk of death or injury. Potential for widespread damage to property and disruption to amenities, particularly power and communications. Emergency Services stretched therefore response times increased.
Drought	Infrequent	Major disruption if service reduced or standpipes introduced.	Restrictions on usage. Use of standpipes. Greater consequences for certain groups, eg; elderly people, people on dialysis.
Thunderstorms	Periodic, especially in summer.	Can be severe.	Disruption to amenities, eg; power and communications.

<b>TECHNICAL</b>			
Industrial/Activities Fire	Minimal	Minor impact to property nearby	Possible smoke plume but likely to be quickly dispersed.
Service Station Draytons Explosion and Fire	Possible	Severe in immediate area of incident.	Major impact to life/property/environment in immediate vicinity.
Farm Vehicles Collision with other vehicles	Possible	Severe in immediate area of incident.	Possible impact to life/property/environment in immediate area of incident.  Disruption to road traffic.
<b>TRANSPORT</b>			
Road	Possible	Major impact to life/property/environment if heavy vehicle and/or hazardous substances involved.	Danger to life/property/environment.  Disruption to road traffic
Air Flights to and from/stacking for Stansted and Luton Airports Flights to and from Duxford International Airspace Stacking over Duxford during air displays Low flying during air displays Low flying military aircraft	Possible	Catastrophic	Major impact to life/property/environment.  Long term disruption and recovery issues.
<b>PROPERTY</b>			
Thatched properties Fire	Possible particularly during winter months.	Impact on property concerned and adjacent premises.	Spread of fire.  Possible need for temporary accommodation and re-housing.

## APPENDIX 2 KEY PARISH COUNCIL CONTACTS

Note: Contact details should only be used in an emergency and should not be disclosed to unauthorised persons.

<b>NAME</b>	<b>ROLE/RESOURCES</b>	<b>ADDRESS AND CONTACT NUMBERS</b>
Jerry Carlisle	Chair	The Limes, High Street, Barley, Royston, Herts. 01763 848792
Ian Turner	Vice Chair	Horseshoe Farm, London Rd, Barley, Royston, Herts. 01763 848713
Laura Childs	Clerk	Talland, Royston Road, Barkway, Royston, Herts. 01763 848800



## APPENDIX 3 EMERGENCY SERVICES AND OTHER CONTACTS

Emergency Services	999
Hertfordshire Fire and Rescue Service	Stevenage 01438 847300 Hertford 01992 507507
Hertfordshire County Council	0300 123 4040
North Hertfordshire District Council	01462 474000
Police (Non Urgent Enquiries)	Herts Police 101 or 01707 354000
Water	Veolia 0845 782 3333 Anglian Sewage 0845 7145 145
Electricity	UK Power Network 0800 783 8838
British Telecom	0800 100 400
Environment Agency	0845 988 1188
Duxford	01223 835000
Met Office	<a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a>

## APPENDIX 4 PARISH RESOURCES

RESOURCE	
<b>Town House (Temporary Shelter)</b>	Key Holders - Lettings Officer, Chair of Town House
<b>Air Ambulance Landing Sites</b>	Plaistow, Cricket Club
<b>Medical / First Aid Facilities</b>	Barley Surgery, High Street
<b>Other Halls / Pubs / Stores</b>	Chequers Fox Barley Church Barley Stores

**APPENDIX 5  
MAP OF THE LOCAL AREA**



## **APPENDIX 6 WORKING WITH VOLUNTEERS**

### **Introduction**

During an emergency in the community it is possible that volunteers may be asked by the Parish Council, Emergency Services or Local Authority to support those affected by the incident in order to bring it to a safe and successful conclusion.

The type of request will vary depending on the nature of the emergency, which in turn will have an effect on the choice of volunteer and any equipment being used.

### **Management of Requests**

It is vitally important that a request for volunteers to supply equipment or services is managed properly. Best practice includes the following:

- The activity is assessed and actions necessary to bring about safe conclusion are identified.
- Volunteers are competent and trained to carry out the task requested.
- Appropriate personal protective equipment is available and used.
- Any equipment or plant used is fit for purpose and is only used for the purpose it has been designed for.
- All reasonable precautions are taken and a process or procedure is agreed and recorded before any action takes place.
- Any alteration to the process is agreed and recorded before deviation takes place.
- Volunteers are thoroughly briefed before action takes place.
- Volunteers are supervised appropriately.

In order to meet these criteria, key people coordinating the response should meet to agree the process to ensure that the volunteer and/or members of the community affected by the emergency are not placed at additional risk.

### **Indemnity and Insurance:**

Should an accident occur whilst a volunteer is working on behalf of the Parish Council, Emergency Service or Local Authority, and depending on the circumstances, third party liability may be apportioned to the individual or the organisation involved.

Indemnity and the need to have insurance covering third party liability is a complex subject and will therefore require careful consideration at the planning and operational stages of an emergency.

Following an accident it is likely that an investigation will take place to identify the reasons behind the accident and it is possible those liable, or partially liable, will be identified which may include:

- The volunteer
- The person or organisation making the request.
- A combination of each
- Another party

Liability costs may then be apportioned to the individual or organisation responsible.

## **APPENDIX 7 PREPARING FOR AN EMERGENCY**

To allow yourself to be prepared for an emergency you should take time to find out:

- Where and how you turn off water and electricity supplies to your home.
- The emergency procedures for your children at school.
- The emergency procedures for your place of work.
- How you would stay in contact with your family
- If an elderly or vulnerable people might need your help.
- How to tune into your local radio station.
- How to contact your household insurers.

Ensure you keep a stock of bottled water, ready to eat food and a bottle / tin opener.

Stock up on oil, wood, bottled gas or coal if a cold winter is predicted.

Sign up to the free flood warning service offered by the Environment Agency.

### **What should you do in an emergency?**

Call 999 if there are people injured or there is a threat to life.

- **DO NOT PUT YOURSELF IN DANGER**
- Listen to the advice of the emergency services
- Stay calm and think before taking any action
- Try to help others and be reassuring
- If you are not involved or might be in danger – **GO IN, STAY IN, TUNE IN** to the local radio.

### **What should you do if you might have to evacuate your home?**

Gather together:

- A list of useful telephone numbers (eg doctor and close relatives)
- Home and car keys
- Toiletries, sanitary supplies and prescribed medication
- Battery radio with spare batteries or a wind up radio
- Torch with spare batteries
- First Aid kit
- Mobile Phone
- Cash and credit cards
- Legal documents (eg insurance policies, car registration forms, birth/marriagecertificates)
- Spare clothes and blankets.

### **If you have time:**

- Turn off electricity, gas and water supplies
- Unplug appliances
- Lock all doors and windows
- If you leave by car, take bottled water, blankets and tune in to your local radio station

## **Flood hazard and major storm damage**

If flooding is threatened you should contact the emergency flood line.

**Sandbags.** Hertfordshire County Council and North Hertfordshire District Council may not be in a position to supply sandbags in the event of an emergency and householders should make their own arrangements. Most DIY stores stock them. Alternatively, pieces of wood 12 – 15 inches high and about an inch thick cut to cover the outside of your doors can also provide an effective watertight seal, especially if wrapped in a wet towel or newspaper and nailed to the door jams. Remember to cover up air bricks on external walls.

**Synthetic Absorbent Bags.** These are a modern version of sandbags and can be bought empty or filled from most DIY stores. They can be filled with either wet earth or sand and will provide an effective seal.

**Sewers and Drains.** Using no-return valves, plugs, bungs, and fixing drain covers can reduce flooding in these areas. Most builders' merchants will advise on this.

**Valuables and Documents.** Take anything of value upstairs or store above the likely water level at the first sign of a problem.

**Coping with a Flood.** Call your insurance company; check the classified telephone directories under "Flood Damage" for suppliers of cleaning materials and equipment to dry out your home; contact the electricity and water companies to have your supplies checked before you turn them back on; open doors and windows to ventilate your home; remember to unblock your airbricks when the water has receded; restock any used supplies for the next time!

**Loss of Electricity.** In the event of a full or partial loss of electricity in your property or in the Village or surrounding areas, ring the emergency telephone number for your power provider and report the fact. It would be wise to have a stock of torches with batteries or candles to hand in case of a prolonged power failure.

### **Loss of Mains Drainage**

**Main Sewers.** Contact your insurance company for advice regarding the appropriate steps you should take. Ring your water provider.

**Septic Tanks.** Temporarily block the outflow, if possible, to the soakaway and use the tank as a cesspit. Arrange for the tank to be emptied as soon as possible.

**Cesspit.** If the cesspit fails due to rising water, arrange for it to be emptied. If it fills again it will be with groundwater and floodwater resulting in minimum pollution. Arrange for the pit to be emptied as soon as possible.

**External Water Leak.** If you find a water leak outside your home contact your water provider.