

Stockton Parish Council Community Emergency Plan

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Update Schedule:

Plan Date:	Update Due:	Nominated person:
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1. Introduction

This plan has been developed by Stockton Parish Council in conjunction with Warwickshire Emergency Planning Unit and Stratford on Avon District Council.

Nearly all emergencies affecting the local community will be dealt with routinely by a joint response from the emergency services, local authorities and utility companies. However, in extreme conditions such as snow and flooding, there is a possibility that the emergency services and other agencies may be overwhelmed and not be able to reach us immediately. In such circumstances, the initial response will rely entirely on local people. This plan will enable the community to respond to a major incident/emergency, whilst awaiting the assistance of the Emergency Services and the County or District Council.

1.1 Aim of the Plan

To provide a framework for Stockton Parish Council to deal with the initial impact of an emergency on the local community, particularly when outside assistance from the emergency services and local authorities is delayed.

1.2 Objectives of the Plan

- Identify resources in the community available to assist during an emergency
- Identify local people and organisations who may be able to assist during an emergency
- Identify vulnerable people in the community and develop arrangements to assist them
- Provide relevant and timely local information throughout the emergency
- Provide key contact details for the Parish Council Emergency Team, key community resources, the emergency services and local authorities
- Establish local co-ordination arrangements for dealing with the impact of the emergency at the local level
- Open and run local rest centres as necessitated by the circumstances of the emergency in conjunction with Warwickshire Emergency Planning Unit.

2. Types of Emergencies covered by this Plan

Types of potential emergencies that may impact our community are:

- Heavy snow
- Flooding
- Other Severe Weather events e.g. storms and gales
- Electricity or Gas failure
- Road Accident
- Fire/Building Collapse
- Terrorist Activity
- Major Gas Leak or Explosion
- Disease
- Canal breaches and other emergencies

3. What everyone in the community can do

3.1 Specific Actions

Fire

If there is a fire, get out, stay out and call 999

Keep bystanders back and out of the way of the Emergency Services

Avoid putting yourself or others in danger

Try to remain calm and think before acting, and try to reassure others

Bombs

If there is an explosion, get out, stay out and call 999

If a bomb goes off, stay in a safe area and tell the police what you saw.

Obey the instructions given by the Emergency Services

Chemical, biological, nuclear or radiological (CBRN) incident

If there is an incident involving CBRN, in most instances the advice will be to stay indoors and shut doors and windows.

Call 999

Obey the instructions given by the Emergency Services

Remember that in a chemical incident the fire service may need to carry out decontamination.

Major Crash - Road Traffic or Aircraft

If there is a crash, call 999

Move away from the immediate source of danger if appropriate

Obey the instructions given by the Emergency Services

Civil Unrest

If there is a riot, call 999

Stay in a safe area and tell the police what you saw.

Obey the instructions given by the Emergency Services

Flooding

Even if you are not in a flood plain, or have no major rivers in the parish, you may still suffer the effects from surface water flooding.

Tornado

Telephone the Emergency Services - dial **999** and ask for **Warwickshire Emergency Services**

When Severe Weather Strikes

Heavy snow, blizzards, dense fog, gales, heavy rain and widespread ice -can greatly disrupt daily routines and, in some cases, cause loss of life. The elderly, infirm, disabled and young can be particularly vulnerable.

Individuals people have a vital role to play. Being a good neighbour, aware of those who are particularly vulnerable, is very important.

3.2 The following hints are designed to help reduce discomfort and save lives.

For the car

- Ample fuel
- De-icer
- A shovel
- A radio and spare batteries
- A torch
- A blanket
- Spare warm clothing
- Water or a warm drink

For the home

- An easily accessible supply of candles, matches, batteries and a torch
- A battery operated radio tuned to your local radio station
- A stock of food
- A list of useful telephone numbers -police, library, social services office etc.,
- Portable camping gas cooker if you rely solely on electricity.

Remember

- Heed the advice when told not to travel
- Stowaway garden furniture and remove loose articles from outside. These might cause damage in a storm
- Make sure your emergency equipment is at hand
- If you have elderly, infirm or disabled neighbours, tell them to contact you if they need help -and keep an eye on them
- If you rely on one source of energy for heating, lighting or are operating essential equipment -make sure you have adequate standby arrangements

3.3 School

If children are at school parents will naturally want to collect them as soon as possible in the event of a major emergency. The Local Authority has detailed plans for such a situation. Please listen to your local radio station for advice and for details of the arrangements the Local Authority has made for letting parents know when to collect their children from school.

In addition, all schools have plans to cope with local emergencies such as fire and flood, and teachers and support staff do all they can to look after the pupils in their charge. You can find out more about school emergency planning from www.warwickshire.gov.uk and www.teachernet.gov.uk/emergencies

3.4 Preparing for an Emergency – what you can do

To prepare for an emergency, it may be useful to know:

- Where and how to turn off water, gas and electricity supplies in your home
- The emergency procedures for your children at school
- The emergency procedures at local workplaces
- How you will stay in contact in the event of an emergency
- If any elderly or vulnerable residents might need your help
- How to tune into a local Radio Station
- Where fire hydrants are in the village

If you are at home and an emergency happens, try to gather together:

- A list of useful phone numbers, appears later this booklet (page 5)
- Home and car keys
- Toiletries, sanitary supplies and any regularly prescribed medication,
- A battery radio, with spare batteries
- A torch with spare batteries, candles and matches
- A First Aid kit
- Your mobile phone
- Cash and credit cards
- Spare clothes and blankets
- Luminous waistcoats

Also, it is always useful to have: bottled water, ready-to-eat food (e.g. tinned food) and a bottle/tin opener, in case residents have to remain in their home for several days.

In certain very unlikely situations, residents may be asked to leave their home by the emergency services. If this happens, encourage them to leave as quickly and calmly as possible. And, if they have time:

- Turn off electricity, gas and water supplies, unplug appliances and lock all doors and windows
- See the items listed above for what to take with them
- If they leave by car, take bottled water and blankets, and tune in to local radio for emergency advice and instructions
- When they are told that it is safe to return home, encourage them to open windows to provide fresh air before reconnecting gas, electricity and water supplies.

3.5 Important Telephone Numbers

Emergency Services – 999 and ask for Warwickshire Emergency Services

Warwickshire County Council:-

- | | |
|-----------------------------------|--------------|
| • Emergency Planning Unit | 01926 412580 |
| • Emergency Planning Duty Officer | 01926 412745 |
| • Mobile | 07867 520802 |

Highways Flooding:-

- | | |
|-------------------------------------|--------------|
| • During office hours: | 01926 412515 |
| • Out of office hours via Police HQ | 01926 415000 |

Arrangements for Contacting Electricity Company in an Emergency

Central Networks West monitor Met Office information and if forecasts predicts weather likely to have an impact on their systems, they have additional resources put on standby to deal with subsequent problems.

During any power failure, all callers should use the 24 hour Central Networks Customer Contact Centre telephone number – 0800 328 1111. Trained call takers are available to deal with your enquiries (100 active operators). These staff will be able to deliver updated reports. In addition, a group of trained engineers are available to answer more specific engineering queries.

The line is always staffed and has overflow arrangements and recorded messages. This information is usually the most up to date.

4. The Parish Council Role in an Emergency

The Parish Council is the focal point within the community at this time and could be a direct line into the community for the Emergency Planning Unit and the local District Council

In an emergency, the Emergency Planning Unit will attempt to contact the local Council as necessary to discuss ways in which the Council might assist. This 'role' could include:

- Providing "local knowledge" for the Emergency Services
- Establishing a co-ordinating link with Parish/Town Councillors and local Voluntary Groups as necessary
- Relaying information and instructions to the local community
- Providing information about persons who may have special problems during an emergency i.e. the elderly and the infirm
- Ensuring that any premises owned by the Council which may be required for emergency use are available, e.g. the village hall
- Assisting and organising local help if required to set up evacuation centres, feeding centres, information and enquiry points.

The **Emergency Manual** will help the Parish Council to fulfil these roles and sets out useful information for both the local authorities and the Parish Council for use in an emergency. The trigger for the agencies mentioned within the Manual will be mainly through the Emergency Planning Unit, but could come from the Parish Council if they are the first to become aware of the emergency.

4.1 Contact Arrangements Before and During an Emergency

On a day-to-day basis, the link for the Parish Council on emergency planning issues is to WCC Emergency Planning Unit. The EPU will assist the Parish Councils in the development of their emergency plan and in ensuring they are regularly updated in the following way:

- Assisting and supporting Parish Councils with advice on the production of their emergency plans
- Engagement with parishes on emergency planning issues, including presentations at Parish Council Meetings when requested
- Sharing of information within the plans
- Annual reminders for updating the plan
- Maintaining a data base of all plans produced
- Communications links with County and District in the planning process, the start of an emergency, during the emergency and during the recovery phase

Once an emergency has occurred, the local authority link for the Parish Council switches to the District Council as they will deal with the day-to-day issues affecting the local community during the emergency, whilst letting County deal with the bigger picture and support to the District Council. The recovery phase is also very much District lead.

4.2 The Parish Council Emergency Committee

In the absence of the emergency services, the Parish Council will lead the community response and act as central point for information and communication for the community, emergency services, County and District Councils.

4.3 Call for Local Specialist Volunteers

In any emergency situation, it is extremely useful to know who has specialist knowledge or contacts that could assist the Parish Council in executing their responsibilities.

We would therefore wish to maintain a register of:

- Emergency Services staff living within Stockton Parish
- Utilities (Gas, Water, Electricity) or other Agencies' staff living within Stockton Parish
- Specialist trades people living or working in Stockton Parish who are prepared to help out in an emergency.

If you fit this profile, please register with the Parish Clerk so that your details can be included in the Emergency Manual.