

Community Emergency Plan

Unrestricted version

Elkstone Parish

Community Response Group

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Amendments

Date	Page No.	Reason for amendment	Changed by
10/07/24	All	Version 1	G Hopkins

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1. INTRODUCTION

Definition of an emergency

An emergency or major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

Context

County Councils, district councils 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, by county and district councils and emergency services, to develop one. A Community Emergency Plan documents how a community would respond to an emergency situation e.g. while awaiting the assistance of statutory authorities /emergency services, or in support of them. This plan has been developed by the Community Response Group and it covers the geographical area of Elkstone Parish as shown in **Appendix 6**.

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.

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 Community Response Team, Key Community Resources, the Emergency Services and Local Authorities

2. KEY ROLES WITHIN THE COMMUNITY

There are three elements of roles considered within this plan:

- **Co-ordination**
- **Out and About**
- **Welfare**

Their roles and leads for each area are highlighted in **Appendix 1**

3. POSSIBLE EMERGENCIES

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

- **Pandemic**
- **Severe weather**
- **Major road crash/blockage**
- **Power failure/power Line short or collapse**

4. ACTIVATION OF THE PLAN

This plan will be activated when an emergency has occurred, and the emergency services are unable to gain access to the scene or require additional support. It may also be activated if warnings are received, prior to an anticipated event such as severe weather and or Pandemics. The community response group will hold an extraordinary meeting to decide on activation for this type of event. This extraordinary meeting can be called by any of the response group and can be through phone/WhatsApp/teams/zoom.

5. RISK ASSESSMENT

The table in **Appendix 2** shows an analysis of each type of emergency and action to be taken by the community.

6. RESOURCES AVAILABLE WITHIN THE COMMUNITY

Volunteers and other resources

There will be a need to draw upon various skills and resources before, during and after any emergency. The parish council approved emergency budget will be available to the community response group. The success of this emergency plan rests largely on the goodwill of volunteers.

Potential volunteers have indicated what tasks they may be prepared to carry out if an emergency occurs. Volunteers are co-ordinated by the community response group 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.

The table in **Appendix 3** lists volunteers and other resources available and how they might be utilised in an emergency in our community. **The information in Appendix 3 is restricted i.e. the list should only be held by Community Response Group leads and is not for general distribution.**

Local Place of Safety

District/ unitary councils are responsible for setting up a central rest centre during an emergency. However, it may be necessary that Elkstone Village Hall will be used as a temporary place of safety. If the Community Response Group decide that the temporary place of safety is necessary, they will contact the key holder shown in **Appendix 4**. The key holder, as part of the village hall committee, will ensure the committee has a place of safety checklist and necessary equipment.

7. COMMUNICATIONS

Communications are vital before, during and after an emergency in order 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'. Contact details for statutory authorities, emergency services and key local contacts and leads can be found in **Appendix 4**

The processes for communicating within the community before and during an emergency will be through the village WhatsApp group.

8. RECORDING ACTIONS AND OBTAINING FEEDBACK

During an emergency, volunteers will be assigned the tasks of logging actions, using the logging sheet in **Appendix 5**. This enables actions to be captured and evaluated.

9. LIST OF PLAN HOLDERS

There are two versions of this Emergency Plan – a restricted version and an unrestricted version. The distribution of the restricted version is limited as it contains contact details of potential volunteers. The unrestricted version contains only contact details of emergency / statutory services and key leads within the community.

Formal copies of the Emergency Plan are held by the following:

Person	Unrestricted (U) or Restricted (R) version of plan	Form – paper / electronic
Parish Council Members	R	E
Volunteers	U	E
Parish Clerk	R	E
District/Unitary Emergency Team Officer: Julia Judd	U	E

10. PLAN REVIEW AND MAINTENANCE

In order to keep this plan up to date, contact lists will be revised as personnel changes occur. In addition, the plan and delegated budget will be reviewed annually or after an event, by the community response group to ensure that it adequately reflects the needs of the community. Any updates will be approved by the parish council at a formal PC meeting.

Any changes to the plan will be noted on the Amendments page (page 1) and new versions of the plan distributed to formal holders of the plan. It is the responsibility of the plan holders to ensure that they retain and use the most up to date version of the plan.

APPENDIX 1 List of key roles for emergency planning

a) Checklist of key tasks for Co-ordination leads

CO-ORDINATION- KEY ROLES	
BEFORE	<ul style="list-style-type: none"> ▪ Lead development of the Emergency Plan <ul style="list-style-type: none"> ○ Get people involved in its development. ○ Prioritise emergencies for local area. ○ 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 'grab bag' containing the plan and any appropriate clothing / equipment which may be required.
DURING	<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 being done. ▪ Communicate with Emergency services and statutory authorities. ▪ Keep logging sheet of incidents, actions and costs.
AFTER	<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	Mobile Number
Graham	Hopkins	Pendle House	07931124165
David	Collins	Briar Cottage	07830906321

b) 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	Mobile Number
David	Kearney	The Hawthorns	07799700000
Matt	Hobbs	High Cross Farm	07519969356

c) 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	Mobile Number
Barbara	Luck	Abbels House	07394483378

APPENDIX 2
Risk assessment and actions.
before, during and after an emergency

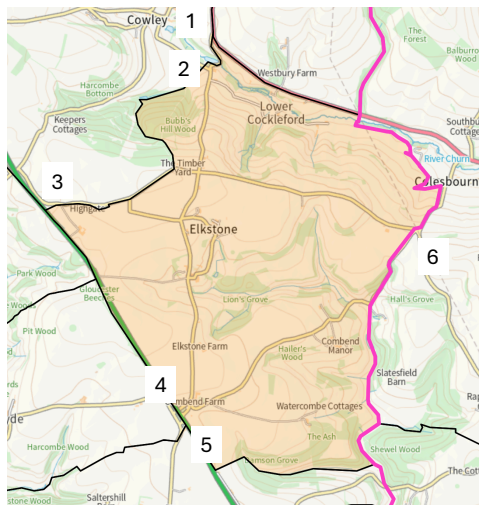
Emergency scenario	Details – where and what?	Actions
Severe weather of snow and ice	Any road within parish.	<p>Snow Warden procedure in place</p> <p>Depending on the length of the severe weather ensure vulnerable residents are looked after.</p> <p>Inform residents through village WhatsApp group.</p>
Road blockage	Any road within parish due to crash incidents or falling trees	<p>Tree Warden to inform on health of hazardous trees.</p> <p>Inform GCC highways on road condition/potholes.</p> <p>Inform residents through village WhatsApp group.</p>
Power Failure	Power line short or collapse	<p>Inform National Grid.</p> <p>Depending on the length of the outage ensure vulnerable residents are looked after.</p> <p>Cordon off area to prevent accidents.</p>
Pandemic	Lockdown requirements in force.	<p>Ensure lessons learned procedures from COVID 19 pandemic are applied.</p> <p>Village Hall lock down procedures initiated.</p> <p>Keep residents informed through the village WhatsApp group.</p>

APPENDIX 4

List of key contacts for emergencies

CONTACT/ NAME	TELEPHONE	WEB ADDRESS
Emergency Services	999	
District Council (if any)	01285 623000	www.cotswold.gov.uk
County/Unitary Council:		www.gloucestershire.gov.uk
Emergency only	01452 614914	
Enquiries	01452 425000	
Highways	01452 614914	
County NHS	111	www.ghc.nhs.uk
Water company	0800 3169800	www.thameswater.co.uk
National Grid	105	www.nationalgrid.co.uk
Environment Agency		
General Enquiries	08708 506 506	www.environment-agency.gov.uk
Floodline	0845 988 1188	
Community Response Group leads		
Graham Hopkins		
David Collins		
David Kearney		
Matt Hobbs		
Barbara Luck		
Parish/Town Clerk		
Belinda Holder		
Key holder of local places of safety		
Penny Casewell		
Barbara Luck		

APPENDIX 6 Elkstone Parish Map and Access Roads



Elkstone Parish Access Roads:

1. Green Dragon exit from A435:
(///signs.budgeted.cheaply)
2. Green Dragon road to Cowley:
(///selection.jumped.deeply)
3. High Cross Road at Highgate Farm:
(///carefully.fakes.theory)
4. A417/Beechpike Underpass:
(///raven.printers.starter)
5. A417 Southbound/Beechpike:
(///focal.proofread.stuff)
6. High Cross at Colesbourne:
(///redeemed.trader.minivans)