

# Chilcompton Emergency Plan

**Version 1.40**

### **How to use this document**

This Emergency Plan is divided into three parts.

**Part One** contains general and background information. It gives links to further information on the internet and we hope it will be of interest to all villagers.

[Click here to go to Part One](#)

**Part Two** is aimed at members of the Parish Council Emergency Group and volunteers who may help in an emergency. It is designed to outline the tasks that may need to be actioned in an emergency and provides some more detailed guidance.

[Click here to go straight to Part Two](#)

**The Appendix** contains contact details for the cascade system and other sensitive information. This part is only for the Parish Council Emergency Group and will not be made public.

### Abbreviations used in this document

CPC = Chilcompton Parish Council

ICP = Incident Control Point (usually in the village hall)

EP = Emergency Plan

MDC = Mendip District Council

PCEG = (Chilcompton) Parish Council Emergency Group

SCC = Somerset County Council

### References:

A. Section 137 of the Local Government Act 1972

B. Civil Contingencies Act 2004

### **The Parish Council would like to thank**

**Geof Mackett of Somerset CC – Civil Contingencies Unit for his support during the drafting of this plan and to the Parish of Brauton in Devon who's Emergency Plan was the starting point for our plan.**

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CHILCOMPTON PARISH COUNCIL MAJOR INCIDENT EMERGENCY PLAN

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## **PART ONE INTRODUCTION, BACKGROUND, AIMS & OBJECTIVES**

### **1. INTRODUCTION**

1.1. Although there is no statutory requirement for Chilcompton Parish Council to produce an emergency plan, Mendip District Council (MDC) encourages parishes to consider how they would respond to an emergency situation and to document the results in a Community Emergency Plan. MDC sees Parish Council responsibilities in responding to an emergency as follows:

- Undertaking local risk assessment
- Preparing parish/community plans
- Document resources and key contacts
- Maintain the plan
- Enact plan when activation criteria met

1.2. It is also considered good practice for Parish Councils to appoint an emergency planning team to produce and manage the emergency plan. Chilcompton Parish Council has appointed a Parish Council Emergency Group (PCEG) which has developed this Plan. The plan has been designed to enable the community to respond to a major incident/ emergency while they are awaiting the assistance of the Emergency Services and/or County/District Councils, or in support of them.

1.3. This plan has been designed to enable Chilcompton to identify the immediate actions it should consider during, and in the immediate aftermath, of an emergency. These actions may assist the community in reducing the negative impacts an emergency can have until further assistance has been received.

1.4. Due to the unpredictability of any crisis this plan can only be a guide setting out best practice in general terms. While this plan hopes to identify and plan for the more obvious emergencies it can't capture all possible variations. At the same time the emergency may impact on the PCEG's ability to implement this plan. For example, certain people or other resources identified may not be available.

1.5. As a general principle, this plan assumes the worst likely scenarios on the basis that it is easier to scale down plans to suit the situation.

## **2. DEFINITION AND SCOPE**

### **2.1. Definition of an Emergency/Major Incident**

For the purposes of this plan an emergency is defined as:

*“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.”*

In normal circumstances any accident or similar event that causes or threatens death, injury or disruption would be dealt with by other organizations (such as the Emergency Services and/or MDC) and this Emergency Plan would not need to be activated.

2.2. Emergencies have no boundaries and could affect the whole District or part/whole of Somerset. Due to the unknown nature of emergencies the emergency services, County, District Councils and other agencies may be overwhelmed resulting in a delayed response to specific areas.

2.3. Wider Emergency Plans have been prepared by MDC , other county councils and national government. The details of these and any impact they may have on Chilcompton is outside the scope of this plan. However it should be noted that the MDC Emergency Plan includes provisions for requesting the use of Chilcompton’s Emergency Shelters in emergencies where people need to be moved from locations outside Chilcompton. It is anticipated that in such circumstances the relevant Emergency Planning Group would seek to liaise with the PCEG.

### **2.4. Individual/Family Emergency Planning**

It is recommended that individuals and families do some simple emergency planning, even if this is only reading the advice provided by MDC on this. This is outside the scope of this plan but further information can be found on the Government website at:

<http://www.direct.gov.uk/en/HomeAndCommunity/InYourHome/Dealingwithemergencies/index.htm>

## 2.5. Business Continuity Planning

Businesses are recommended to consider having a Business Continuity Plan setting out how the business will continue in the face of a major incident or Emergency. This is outside the scope of this plan but further advice on this is available from Somerset County Council and the following:

Business Continuity Institute tel: 0870 603 8783  
[www.thebci.org](http://www.thebci.org)

Business Continuity Magazine  
[www.kablenet.com/bc](http://www.kablenet.com/bc)

Emergency Planning Society tel: 0845 600 9587  
[www.emergplansoc.org.uk](http://www.emergplansoc.org.uk)

## 3. AIMS AND OBJECTIVES OF PLAN

3.1. The aim of this plan is to increase the short-term resilience of the community to an emergency, by the identification of community procedures.

3.2. The objectives of the plan are to:

- Identify the risks to the community and relevant response actions
- Identify vulnerable people in the community
- Identify resources in the community available to assist during an emergency
- Provide guidance to the PCEG and other volunteers in the event of implementing the Emergency Plan
- Provide key contact details for the Parish Council Emergency Group, Key Community Resources, the Emergency Services and Local Authorities.

#### 4. RISKS SPECIFIC TO CHILCOMPTON

4.1. Relative to other communities an initial risk assessment suggests that Chilcompton has a relatively low risk indices.

We do not have a main “A” road or motorway running through the village with the attendant heavy goods vehicles (although we do have a haulage firm). On the other hand the B31309 ensures we are not usually cut off, even after the heaviest of snow. Nor does the Parish we have any particular accident black spot.

We are not a remote or coastal village, under a main airplane flight path, on a flood plain or have large building of multi-occupation. We do not have any heavy industry.

4.2. The various types of potential emergencies that may impact our community have been identified as:

- Flooding
- Heavy snow
- Severe Weather
- Electricity, Water or Gas failure
- Road Accident
- Gas Leak/Explosion/Fire
- Terrorism
- Aircraft Accident
- Hazardous vapour release
- Disease

4.3. It is recognised that more than one of these risks may occurs at the same time. It is a combination of events (such as flooding or heavy snow which prevents outside aid arriving, combined with a life threatening accident or incident) that is most likely to require the CPEG to be activated.

#### 5. DESCRIPTION OF DIFFERENT TYPES OF EMERGENCIES

##### 5.1. Flooding

Flooding can result from two events:

- a. Prolonged rainfall causing the river Somer to overtop its banks.
- b. Prolonged rainfall causing water to flow over the land rather than soaking into the soil and flowing away via the normal watercourse.

Although the river Somer has not flooded in recent memory, Somerset County Council has it listed as one of the rivers with the potential to cause flooding.



The risk of flooding and the consequences of a flood would be increased by any blockage in the normal water course caused by building collapse, accident, earth movement or similar.

This plan aims to:

- provide assistance to those who have to abandon their homes
- take appropriate action to minimise damage caused

### **5.2. Heavy snow**

A heavy fall of snow is probably the only event that is likely to completely isolate Chilcompton, as it will prevent traffic movement into, out of, around and through the village. It may be forecast or not. It will have a number of affects:

- Disruption of traffic movement and the cause of vehicle accidents.
- Disruption of foot movement and the cause of physical injury.

History suggests that any isolation of the village will only last for a short time until snow ploughs can clear the B 3139. But this is not a reliable predictor of extreme weather for the future.

Care provider agencies operating in Chilcompton have their own contingency plans to get their staff to those for whom they care.

This plan aims to put in place the resources needed to enable basic movement in the village.

### **5.3. Severe Weather**

This is most likely to manifest itself as strong and destructive winds, causing damage to buildings, loss of electricity and fallen trees blocking roads.

This plan aims to assist individuals directly affected by the event in the immediate aftermath.

### **5.4. Electricity, Water or Gas Failure**

The loss of electricity, water or gas to homes could result in the requirement to provide shelter and facilities to those affected, particularly during inclement or cold weather. Water bowsers may be required in the event that the mains supply is disrupted.

This plan aims to assist individuals directly affected by the event.

### **5.5. Road Accident**

Two events could require the activation of the plan:

- 5.5.1. An accident involving a laden fuel tanker (or similar) resulting in a major spillage and therefore an evacuation of premises.
- 5.5.2. An accident such as one involving a coach or bus resulting in the need to provide immediate shelter for casualties and survivors.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

### **5.6. Gas Leak/Explosion/Large Fire**

A gas leak, explosion or large fire could result in people needing shelter.

This plan aims to put in place arrangements for evacuation and the provision of shelter

### **5.7. Terrorism/Violence**

An incident, possibly related to terrorism, violence or armed criminality, could require an area of Chilcompton to be evacuated and the evacuees requiring shelter.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

### **5.8. Aircraft Accident**

An aircraft crash may or may not require a PCEG response. This would be determined by the location and severity of the crash. In the event of an aircraft impacting on buildings there will be casualties and others might need to be evacuated.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

### **5.9. Hazardous Vapour Release**

An accident involving a fuel or gas tanker in the village could place

residents and or visitors in the downwind hazard area of hazardous fumes. This could require the evacuation of a large area of the village for some considerable period of time.

This plan aims to put in place arrangements for evacuation and the provision of shelter

#### 5.10. **Disease**

The community must be prepared to react to the outbreak of a pandemic disease, however this reaction would be under the guidance of the local health authority. In the event of an outbreak the PCEG will meet and decide how to implement this guidance.

## **PART TWO – DELIVERING THE EMERGENCY PLAN**

Part Two of this Plan provides more detailed guidance to the PCEG on the actions that may be required in the event of an Emergency.

### **6. Actions required in an Emergency**

6.1. In the event of an Emergency the most likely actions required from the PCEG are;

- 6.1.1. Coordination, Monitoring and Reporting
- 6.1.2. Provision of Emergency Shelter
- 6.1.3. Support to individuals at risk
- 6.1.4. First Aid
- 6.1.5. Minimising risk of further injury/harm to individuals and/or damage to property

### **6.2. The Parish Council Emergency Group (PCEG)**

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

### **6.3. Activation of the Plan**

This plan will be activated when an emergency has occurred, in which it is obvious that the normal response by the emergency services will be overwhelmed e.g. widespread flooding, where the emergency services are unable to gain access to the scene, or require additional support.

The plan will also act as a device to provide a monitoring and warning tool for events that may be anticipated, namely flooding, severe weather or heavy snow. It is anticipated that the PCEG will be alerted to, or warned of a pending emergency by the police.

The PCEG member will then alert other members to the situation. This will be carried out using a cascade system based on Annex B. The PCEG Leader and Co-Leader will to make a detailed assessment of the emergency

to try and establish its extent and the type of support required and be prepared to report to the PCEG.

The PCEG will meet and discuss the emergency using the Agenda at Annex C. The meeting should be held in the Village Hall if possible; if not, then the Chairperson should decide on an alternate venue.

If the Plan is not to be fully invoked (possibly on the advice of the emergency services) but some level of support is required, the PCEG will decide how to provide the required support.

More detailed advice of actions to be taken in the event of one or more of the above events occurring are contained in Annexe A Tables 1-9.

#### **6.4. Notifying the Somerset County Council Emergency Planning Team**

As soon as the decision has been made that the Parish needs to provide a community response, they must notify the Somerset County Council Emergency Planning Team that the plan is being activated.

The Emergency Planning Team have a 24hr, 365 day single point of contact for all agencies, including the District Councils, utilities and voluntary agencies (Annex D for contacts)

### **7. Parish Shelters**

7.1. In the event of an emergency where people are required to leave their homes, primary responsibility for setting up a Reception Centre lies with Somerset County Council who will set up a reception centre. In the event that SCC are not able to set up the centre then the Parish should do this. Support may be available from other agencies such as the Red Cross.

7.2. The reception centre should be designed to provide temporary shelter for the duration of the emergency (usually no more than 3 days). The reception centre should have facilities for sleeping, hot food/drinks, information, showers, toys and pet care.

7.3. The aim of the shelter is to provide a facility for members of the public to use as a refuge; in order to avoid any problems of liability the public must not be directed to go to the shelter, rather they should to be given the option so to do.

7.4. The Parish Shelters are:

- The Village Hall
- St Vigor's & St John's Primary School and Mill Children's Center
- St John's church hall
- Recreation Field Pavilion???

7.5. For a list of Parish Shelters key holder contacts refer to Annex D.

7.6. It is anticipated that (if appropriate) the first Emergency Shelter to be opened would be the Village Hall as it is the more central facility and is on the main road. The Mill Children's Centre has good resources for young children.

7.7. Once it has been established with the Emergency Services that evacuation is necessary, one or more Parish Shelter will be activated and the Evacuees should be advised to gather together the following:

- 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
- Torch with spare batteries
- First aid kit
- Mobile phone
- Cash and credit cards
- Legal documents. eg insurance policies, car registration forms, birth certificates Spare clothes and blankets

Additionally, if there is time to:

- Turn off electricity, gas and water supplies
- Unplug appliances
- Lock all doors and windows

7.8. In the absence of the emergency services, the PCEG may recommend evacuation to residents but this must be voluntary.

**7.9. Manning Parish Shelter**

There will be a requirement for volunteers to man and run the Parish Shelter. The recommended requirements are shown below:

| Post                        | Responsibilities   |
|-----------------------------|--|
| Parish Shelter Coordinator  | Located at Parish Shelter to:<br>Manage Shelter<br>Provide feedback to ICP |
| Receptionist X 2            | Man reception desk<br>Maintain Register of those entering                  |
| Nurse                       | Provide medical care as required   |
| Cook                        | Provide snacks/meals as required   |
| Social Services             | Assist evacuees as required  |
| Assist evacuees as required | Assist evacuees as required  |
| Store person                | Issue blankets   |
| Welfare Councilors (x2)     | Provide moral & psychological support                                      |

The Shelter Team will be responsible for:

- Preparing the chosen Shelter to accept evacuees.
- Advising the PCEG when the Shelter is ready.
- Welcoming the evacuees, including;
- Register names and addresses of all evacuees, and passing this information to the
- PCEG. (Note: Evacuees will be worried and stressed and must be treated with consideration.)
- Identifying any Medical needs; ie prescriptions or injury, and passing this information to the PCEG.
- Identifying any clothing needs, ie evacuees may be soaked; and

- passing this information to the PCEG
- Establish whether evacuees have made or can make alternative accommodation arrangements, and record these details, including contact details in case it is necessary to contact them.
- Allocating family, or individual, sitting or sleeping areas, and, if needed blankets
- Providing hot drinks and food.
- Taking names and addresses of any evacuees who subsequently leave the Shelter, and passing this information to the PCEG
- Closing down the Shelter at the end of the incident

### **8. Casualty Collection Centre.**

In the event of an incident involving mass casualties there may be a requirement to hold casualties centrally until they can be moved to a hospital. A Casualty Collection Centre (CCC) should be established. This may be on one part of an activated Parish Shelter or in another Parish Shelters activated for this purpose.

### **9. Temporary Body Holding Facility.**

In the event multiple deaths there may be a need to temporarily hold bodies in a central location.

### **10. Logistics**

Activation of the plan will require significant logistics support, the amount depending upon the nature of the emergency. Annex E details the requirement for equipping the Parish Shelter. This also covers the basic needs for the following emergencies which will mainly require the activation of the Shelter:

- Road Accident
- Fire/Building Collapse
- Gas Leak/Explosion
- Terrorism
- Aircraft Accident
- Hazardous vapour
- Disease



Requirements for the following are detailed separately in Annex E:

- Flooding
- Heavy snow
- Severe Weather
- Electricity or Gas failure

The provisions and resources available are set out in the appendix. This includes a First Aid kit and Space blankets.

## **11. Transport.**

It may be necessary to organise a car service to the doctor's surgery, to the chemist (for essential medication), to the hospital (possibly urgent for injuries) and to local supermarkets for provisions that cannot be obtained locally. If roads are impassable, 4x4 vehicles, tractors etc may be pressed into use. The parish council cannot provide any insurance cover for vehicles it requests to be used. These are to be used by the owner at the owners' own risk and discretion and should be appropriately taxed and insured. Volunteers to be advised of this restriction.

### **11.1. Transport Actions**

If it is necessary to enlist the help of volunteer transport:

- Identify a volunteer with an appropriate vehicle.
- Ensure that the volunteer is clear about the insurance situation.
- Enter details into the Incident Log
- Ensure the volunteer has clear instructions regarding the journey (e.g. where to go, what to buy).
- Request that the volunteer reports back to the ICP whether the mission was completed or not (and why).
- Record all costs and mileage incurred by the volunteer in the Incident Log.

## **12. Catering/Supplies**

It will be necessary to provide simple refreshments (tea, coffee, squash, biscuits etc.) even for the shortest emergency for the following:

- PCEG
- Emergency Services personnel
- Electricity and gas engineers
- Parish councillors attending
- Volunteers
- Evacuees
- Unaccompanied minors

Resources available for this are outlined in the appendix. As the duration of the emergency lengthens, it may be necessary to provide more substantial food.

### **12.1 Catering Actions**

The PCEG will aim to:

- Organise donations of supplies for initial provision.
- Organise volunteers for kitchen duty.
- If further supplies are required, find a volunteer to go and acquire supplies.
- If more substantial food is required, check the kind of food and supplies are required. Decide best approach to cooking or the provision of ready-made food.
- Ensure the Incident Log is updated with decisions.

## **13. Skills within the Community/Volunteers**

The success of this plan rests largely on the good will of volunteers. There will be need to call upon various skills from within the community to assist with the output from this plan. Listed at Annex D are a number of key skills that will be required along with names and contact details.

Volunteers will be welcome and encouraged, as the PCEG cannot do everything. Volunteers should report to the ICP where they can be allocated appropriate tasks.

The PCEG should register all volunteers, recording name, address, telephone number and allocated task. Volunteers should be allocated tasks appropriate to their skills and knowledge. They should be requested to return and report to the ICP when the allocated task has been completed. If willing, further tasks can be allocated and recorded in the register against their name.

#### **14. Command, Control, Co-ordination and Communications**

When it becomes necessary to activate this plan, command, control and co-ordination, along with good communications (4Cs) will be essential.

An Incident Control Point (ICP) will be established. In most circumstances this should be upstairs in the Village Hall. The emergency will be run from the ICP by the PCEG and those Emergency Services (ES) able to assist.

## 15. PCEG Chain of Command.

The chain of command of the PCEG is as follows:

| Post                       | Name                         | Responsibilities  |
|----------------------------|------------------------------|---|
| Co-leader                  | Chair of Parish Council      | Provide Parish authority and decisions for actions  |
| Co-leader                  | Vice Chair of Parish Council | Focal Point for all reports<br><br>They run the ICP<br>Direct operations<br>Coordinate acquisition and provision of Resources |
| Emergency Services Liaison |                              | Liaison with the Emergency Services   |
| Community Liaison          | Parish Clerk                 | Coordination of volunteers<br>Liaison with the community through bulletins  |
| On-Site Liaison Officer    |                              | Located at scene of emergency<br>Assess on-site resource requirements<br>Provide feedback to ICP                              |

## 16. Resources

This section to be developed as resources are identified

## 17. Communications

During an emergency there will be a requirement for reliable communications. In a situation where landline and mobile telephones are not operable, other systems such as CCB or runners may need to be set up.

## 18. Community notification/updates

The PCEG will notify the community via the following methods:

| Type of update | Where available   |
|----------------|---|
| Written        | Written updates will be placed on the following notice boards: <ul style="list-style-type: none"> <li>• Outside the Coop</li> <li>• On Bakers Lane</li> </ul> |
| Verbal         | Community briefings/ meetings   |

## 19. Helicopter Landing Sites (HLS)

In the event that an emergency rescue helicopter or air ambulance needs to land in the village, it is the responsibility of the helicopter pilot to select a suitable landing site.

## 20. Situation Reports

In order to maintain up to date information and to be able to inform DCC and NDCC, the PCEG should produce Situation Reports (SITREPS) at 6 hourly intervals. The format is at Annex G.

## 21. Post Incident Procedures

Once the immediate emergency/incident is closed the PCEG will initiate post incident procedures. These are:

- Stand Down
- Recovery.

### 21.1 Stand Down.

The Stand Down procedures, in chronological order, will be:

- a. Confirm with the ES that the emergency is closed.
- b. If the Parish Shelter is activated, authorise the return to home of evacuees.
- c. When the Parish Shelter is empty, assemble all equipment and arrange for its return to owners/stores.
- d. Stand down Shelter staff.

- e. Arrange for the return of any other equipment/resources.
- f. Carry out debrief on incident.

### 21.2. **Recovery.**

The Recovery Phase is defined as; “the process of rebuilding, restoring and rehabilitating the community following an emergency”. Depending upon the scale of the emergency/incident this could range from just a debrief on the response, to a prolonged period of reconstruction and ongoing support to the victims and others in the community.

The PCEG will base their recovery actions on guidance issued by the Government on the National Resilience website which can be found here:

<http://www.cabinetoffice.gov.uk/ukresilience>

### 22. **Plan Review.**

This Plan is to be reviewed by annually in June. The appendices may need to be updated if/when personnel change.

### 23. **Distribution of the Plan.**

A master copy of the Plan is held by the Author. Formal copies of the plan are held by the following:

- Each member of the PCEG (paper & electronic)
- Each Parish Councillor (electronic only)
- Parish Clerk (paper & electronic)
- NDDC Emergency Planning Officer (electronic only)
- Local Police Station (electronic only)
- Local Fire Station (electronic only)
- Avon & Somerset Constabulary Silver Command (electronic only)
- Devon & Somerset Fire and Rescue Service (electronic only)

Members of the PCEG are requested to keep a paper copy so it is available in an Emergency which could include power cuts and thus prevent electronic copies being accessed.

24. A copy of the Plan, excluding the appendix is available on the parish website. <http://www.chilcompton.org>

**GUIDANCE CHARTS**

**CHART ONE - SHOWING KEY STEPS IN ACTIVATING THE EMERGENCY PLAN**

| <b>Event</b>  | <b>Action</b>  | <b>Responsibility</b>               |
|---|--|-------------------------------------|
| <p>An emergency situation has occurred that the emergency services, local authorities and other organizations may not be able to manage.</p> <p>Or</p> <p>The PCEG is alerted or warned of a pending emergency by the police.</p> | <p>Ensure emergency services alerted and are able to respond.</p>  | <p>PC Chair &amp;/or Vice Chair</p> |
|   | <p>If emergency services unable to respond seek advice/help from SCC and/or MDC.</p>                     | <p>PC Chair &amp;/or Vice Chair</p> |
|   | <p>If implementation of Emergency Plan is required or seems likely then call PCEG Emergency Meeting.</p> | <p>PC Chair &amp;/or Vice Chair</p> |
| <p>PCEG Emergency Meeting</p>   | <p>Use Outline Agenda in Appendix XXX</p>  | <p>PCEG</p>                         |
| <p>EP Activated</p>   | <p>Volunteer appointed to post of Emergency Services Liaison (se page 19)</p>                            | <p>PCEG</p>                         |
|   | <p>Volunteer nominated to post of On-Site Liaison Officer</p>  | <p>PCEG</p>                         |
|   | <p>ICP Activated</p>   | <p>PCEG</p>                         |
|   | <p>PCEG Cascade System activated</p>   | <p>PCEG</p>                         |

**CHART TWO – GIVING GUIDANCE ON ACTION REQUIRED FOR DIFFERENT TYPES OF EMERGENCY**

|  |  |   |
|--|--|---|
| <p>PCEG decide one or more Parish Shelters required</p>  | <p>Volunteer appointed to post of Parish Shelter Co-ordinator (one for each Shelter required)</p> <p>Appointment of volunteers to other roles required to run Shelters.</p> <p>Prepare shelter and open (see page 15)</p>  | <p>PCEG</p> <p>Parish Shelter Co-ordinator</p> <p>Parish Shelter Co-ordinator</p> |
| <p>There is concern for vulnerable people who may be unable to leave their home due to flooding, snow or server weather,</p> <p>or</p> <p>Electricity or Gas supply fails in areas of village.</p> | <p>Confirm with Care Providers that they have ability to meet their commitments</p> <p>Consider contacting Neighborhood Watch Co-ordinators/Key Individuals to check on vulnerable people in their areas</p> <p>If situation continues over 48 hours consider what other action may be required in consultation with MDC, GP’s and Emergency Services.</p> | <p>PCEG or delegated volunteer</p>  |

PTO



continued

|  |  |                                       |
|--|--|---------------------------------------|
| <p>Major incident with many injured and/or killed.</p> | <p>Nominate a Casualty Collecting Centre.</p> <p>Nominate volunteer to lead the setting up and running of Casualty Collection Centre. activated</p> <p>Activate Casualty Collection Centre</p> <p>Contact First Aiders, Padres, St Johns Ambulance and Social Services to provide succor to injured/traumatised</p>  | <p><b>PCEG</b></p> <p><b>PCEG</b></p> |
| <p>Outbreak of disease</p>                             | <p><b>It should be anticipated that in the event of a pandemic disease event specific and detailed advice will be available from the Department of Health (via news bulletins an/or their website). The PCEG should follow this advice as closely as possible.</b></p> <p>If emergency services unable to respond seek advice help from SCC and/or MDC. In particular seek advice on:<br/>How to treat people who are ill and how to reduce the risk of spreading the disease.</p> <p>Ensure all volunteers are up to date advice on treatment and prevention.</p> | <p>PC Chair &amp;/or Vice Chair</p>   |

## APPENDIX

### Contents

- A.1 PCEG Contact List
- A.2 Telephone Alert Cascade System
- A.3 Emergency Shelters Contact Details
- A.4 Other Useful Contacts
- A.5 PCEG Emergency Meeting Adgenda
- A.6 Situation Report Proforma
- A.7 Log Sheet

**Please Note:** The personal contact information on this appendix is CONFIDENTIAL. It was given to us solely for the purpose of being used in an emergency. Using this as a source of information for any other purpose may be an offense under the Data Protection Act 1998.

### Parish Council Emergency Group

| <b>Name</b>            | <b>24hr Contact Numbers</b> |
|------------------------|-----------------------------|
| <b>Jonathon Pike</b>   |                             |
| <b>Martin Stanford</b> |                             |
| <b>Malcolm Ribgy</b>   |                             |
| <b>Richard Morgan</b>  |                             |
| <b>David Thwaites</b>  |                             |

## Parish Council Cascade System

In the event of an emergency it may be necessary to seek voluntary help from other villagers quickly.

In the first instance the PCEG will contact the other people in the 1<sup>st</sup> Tier of volunteers.

### 1st Tier – Other Parish Councillors

| <b>Name</b>      | <b>24hr Contact Numbers</b> |
|------------------|-----------------------------|
| David Aldridge   |                             |
| Paul Mattick     |                             |
| David Gregory    |                             |
| Christine Foster |                             |
| Martin Stanford  |                             |
| Sarah Bacik      |                             |

### 2<sup>nd</sup> Tier – Other Volunteers

| <b>Name</b> | <b>24hr Contact Numbers</b> |
|-------------|-----------------------------|
|             |                             |
|             |                             |
|             |                             |
|             |                             |
|             |                             |
|             |                             |

