

Winfrith Newburgh & East Knighton Parish Council

EMERGENCY RESPONSE PLAN

Last Edited: Nov 01 2022

WNEK-PC EMERGENCY RESPONSE PLAN

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Why is resilience important?

Communities that spend time planning and preparing are best placed to respond to and recover more quickly from local or wider emergencies.

They can use local knowledge and expertise to identify and prioritise risks and put in place plans to mobilise local skills and resources in response to an emergency

Definition of an emergency

An emergency / 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.

What are the benefits of community resilience?

1. It identifies who in your community might need your help
2. It makes you aware in advance of local risks and mitigation measures which could reduce the likelihood of an emergency occurring
3. Preparing yourself, your family and your community makes it easier to recover from the impacts of an emergency
4. Utilising local knowledge, skills and resources can significantly reduce the impact of an emergency: Local emergency responders will always have to prioritise those in greatest need, especially where life is in danger and during those first few critical hours.

Why develop a Community Emergency Plan?

To increase resilience within the local community before, during and after emergencies and to link into the local councils' (statutory authorities) and emergency services' emergency response structures.

This Plan documents how Winfrith Newburgh & East Knighton PC would respond in an emergency situation, whilst awaiting the assistance of statutory authorities/emergency services and/or in support of them.

It is *not* the role of the community to take on the responsibilities of these agencies to save life, to take any risks to themselves, or to cope for hours without agencies' help and support.

Plan objectives:

1. Identify the risks to the community and relevant response actions
2. Identify vulnerable people / groups in the community
3. Identify resources available in the community to assist during an emergency
4. Provide contact details for the Community Response Group (CRG); key community resources; the Emergency Services; and local councils.

Community Response Team

COMMUNITY RESPONSE COORDINATOR

A **Community Response Co-ordinator** (CRT) should be established to co-ordinate the response to an incident.

- Pull together the Community Response Plan
- Ensure that the plan is regularly reviewed and updated
- Report annually to the community, detailing if the plan has been activated and highlighting any changes to the Community Response Team members
- Act as the main contact point for your local community area and the emergency services, to ensure that two-way communication is continually maintained
- Ensure that the appropriate authorities and individuals are notified
- Speak on behalf of the community as required
- Communicate important messages to the community. **Please note:** *Press enquiries should be directed to your local councillor. In some instances the Emergency Services will take the lead with media enquiries*
- Delegate specific roles to others members of the Community Response Team
- Activate resources as required

Tasks should be delegated to team members as appropriate. The Co-ordinator should ensure that all team members are engaged in the planning and response processes.

Community Response Team

All members of the Community Response Team should:

- Reside in the community.
- Have good local knowledge.
- Be able to activate the support of the community.
- Speak on behalf of the community at incident meetings during and after the emergency.
- Ensure that the vulnerable are provided with additional assurance during an emergency.
- Ensure that communications are maintained within the community and to the Local Authority Councils.
- Ensure that confidentiality is maintained where necessary.
- Maintain his/her own action log in the event of an emergency.
- Create a 'grab bag' containing the plan and any appropriate clothing/equipment that may be required.
- Have sufficient knowledge of the plan to act as designated Coordinator in their absence if required.
- The Deputy and other team members should support the Coordinator in carrying out their role

Community Response Team Contact Information

Organisation/ Person	Name	Tel	Mobile	Email
CRT Coordinator				
Lead Flood Warden	Brenda Mustoe	01305 852009		cllrbmustoe@wnek-pc.gov.uk
Area Flood Warden				
Flu Friends				

Community Response Team Activation guidance documents and response tools

ACTIVATION OF THE PLAN

This plan will be activated when an emergency has occurred, or if warnings are received prior to an anticipated event.

It will also be activated when emergency services need support or are not able to attend immediately e.g. in severe weather.

If this is the case, the Community Response Team will assess the situation, ring Emergency Services if necessary and consult with the District/Borough Council. The Community Response Team will then put all or part of the Plan into effect as appropriate.

Follow Community Response Team Triggers and Activation procedure overleaf



RECORD DETAILS *on the Log sheet Annex A7 including:*

- Any decisions made and why
- Actions taken
- Who you spoke to and what you said (including contact numbers)
- Any information received



(if necessary) **Convene a Community Response Group meeting**

- ensure venue is safe and that people can get there safely.
- See meeting Agenda Annex A8

Ensure that notes are taken and a record made of agreed actions. If a decision is reached to activate the Community Response Plan remember to follow the appropriate check sheets in the Annexes.

**Under no circumstances should you put yourself or others at risk to fulfil these tasks.
If you are unsure, please ask.**

Activation of the Plan

Having a Community Emergency Response Plan is not a substitute for calling 999 if there is risk to life. This procedure details the call-out order, communication of information to the community and logging of actions.

- When an emergency occurs, you need to know how to activate your plan and contact your volunteers.
- You will have made your Community Response Team (CRT) aware of the plan as part of your planning process, so in most circumstances you will activate your plan in response to a call from the local category 1 responders (local authority, emergency services etc). You should work with them to identify how they will contact you and how you should contact them.
- You should develop a series of triggers you can use as a community to decide whether and when to take action.
- Using your list of skills, people and resources at **Annex A9**, you will need to decide what you can do to safely support the work of the local emergency responders.

Community Response Group

First Community Response Group Meeting – (Sample draft agenda for your first meeting in an emergency situation Annex A8.) It is important to make sure that everyone is safe and working in a co-ordinated way.

Incident Co-ordination

The community has identified their Emergency Meeting Points (**EMP**) as follows:

PRIMARY EMP	Winfrith Newburgh Village Hall
SECONDARY EMP	St. Christopher’s Church, Winfrith Newburgh
EMP EQUIPMENT LOCATED AT	tbc

EMERGENCY SERVICES COORDINATION

Upon arrival of the emergency services, who may locate at a different EMP, the **Community Response Co-ordinator (CRT)** should make him/herself known to them. They should provide them with a copy of this Community Emergency Response Plan and be available to provide local knowledge.

EVACUATION

During an emergency it may be necessary for some members of your community to be evacuated from their homes to a safe place (see Annex A12 for identified locations). Speak to those co-ordinating the response to see what role the CRT can play. You may be able to assist with door knocking and the delivering of emergency messages or the running of a rest centre.

COMMUNICATIONS

Discuss how to cope if communications are disrupted in the area. You may have access to two-way radios or amateur radio groups. It may be necessary to consider door knocking as an option to communicate with the public. It is important to ensure that any messages delivered to the community are consistent with those issued by local or national authorities.

A sample Telephone Tree for cascading information can be found at A6

Key Contact Information – Statutory Authorities & Emergency Services

Organisation/ Person	Name	Availability	Tel	Website	Email
Emergency Services	Ambulance / Coast-Guard / Fire / Police	24/7	999		
Dorset Police	Routine business	24/7	101	www.dorset.police.uk	
Fire & Rescue Five Rivers Health & Wellbeing Centre, Hulse Road, Salisbury SP1 3NR	Routine business	Office hrs	01722 691000	www.dwfire.org.uk	enquiries@dwfire.org.uk
	Operational Urgency	24/7	0306 799 0019		
Dorset Council		Office hrs		https://www.dorsetcouncil.gov.uk/	
Highways Emergencies		Office hrs	01305 221020		
		Out of Hours	0845 0678999		
FLOODING	Coastal		0800 80 70 60	https://www.gov.uk/help-during-flood	
	Properties		0345 988 1188	https://www.dorsetcouncil.gov.uk/w/report-flooding	
	Roads		01305 221020		
	Sewerage		0344 346 2020	https://www.southwestwater.co.uk	

Key Contact Information – Statutory Authorities & Emergency Services

Organisation/ Person	Name	Availability	Tel	Website	Email
Environment Agency	Incident Hotline	24/7	0800 80 70 60		
	Flood Line	24/7	0345 988 1188		https://www.gov.uk/report-flood-cause
	Flood Line Type-Talk	24/7	0345 602 6340		
	General Enquiries	08:00 – 18:00	03708 506 506		enquiries@environment-agency.gov.uk
Met Office	General Enquiries	24/7	0370 900 0100	https://www.metoffice.gov.uk	enquiries@metoffice.gov.uk
POWER ISSUES					
Power Outage Help Number	Nationwide – all providers	24/7	105		
SSEN				https://www.ssen.co.uk/	https://powertrack.ssen.co.uk/powertrack/startReport
British Gas	Gas Emergency	24/7	0800 111 999		
HEALTH ISSUES					
NHS	Urgent, but non-emergency Health Issues	24/7	111	https://www.nhs.uk/	
PARISH COUNCIL CLERK	Irene Atkins	Office hours	01305 853155		clerk@wnek-pc.gov.uk
					14

CRT Meeting Agenda

Date:

Time:

Location:

Attendees:

1. Current Situation

- **LOCATION:** is it near a school, vulnerable area, main access route?
- **Type of EMERGENCY:** Threat to life? Electricity, Gas and/or Water affected?
- **VULNERABLE PEOPLE:** Are the elderly, infirm and/or children involved?
- **SKILLS/RESOURCES REQUIRED** (see Resources sheet at A): Food, off-road vehicles, blankets, shelter etc?

2. ACTIONS

- a. **Emergency services** - *establishing contact*
- b. **Emergency services** - *How to support*
- c. **Direct Action** – *what can safely be done?*
- d. **CONTROL** - *Who is going to take the lead for each of any agreed actions?*
- e. **Any other issues?**

Dorset Community Risk Register

The Dorset LRF Community Risk Working Group has considered the National Risk assessment and agreed the risks to the Dorset LRF area. These can be found on the Community Risk Register Matrix overleaf.

Local Community Risk Assessment

Many of the risks will be planned for at a National / Regional / County or District level. Therefore the risk assessments may consider how the community could respond to ensure the community's safety / wellbeing relevant to your local area by using your local knowledge.

Environment Agency Local Flood Risk Assessments

The Environment Agency Local Flood Warning Plan contains assessments and useful information of those areas at risk of flooding and can be made available to help develop the community plan

Considering the risks to your community, complete the template A10 on pages 18-21 detailing the likely impact on the community and what the Community Emergency Group can do to prepare.

Completion of the templates listed below, will also assist in recognising who has local skills, key resources available and what vulnerable people and groups require special consideration.

Templates

A11 Local Skills and Resources

A12 Community Sandbag Stores (if available)

A13 Vulnerable Groups within the community

A14 Key locations identified with the emergency services for use as places of safety

Dorset Community Risk Register

Overall Risk:	LOW	MEDIUM	HIGH	VERY HIGH
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IMPACT	Catastrophic	<ul style="list-style-type: none"> Aviation Accident Maritime Pollution Radioactive Release (Nuclear Vessel) 		<ul style="list-style-type: none"> Infectious Disease Animal Disease 	<ul style="list-style-type: none"> Pandemic Urban Flooding 		
	Significant	<ul style="list-style-type: none"> Volcanic activity Gas Explosion Maritime accident/blockade Fire/explosion Passenger Vessel Evacuation 	<ul style="list-style-type: none"> Drinking Water issues Failure of water infrastructure Influx of British nationals Reservoir collapse National power failure Hazardous Materials release 	<ul style="list-style-type: none"> Fluvial Flooding 	<ul style="list-style-type: none"> Cold/Snow Fuel Disruption Gas Explosionj Pollution-controlled Waters Tidal Flood Flash Flood 	<ul style="list-style-type: none"> Wildfire Local fuel disruption 	
	Moderate	<ul style="list-style-type: none"> Pathogen release Road Accident Bridge closure/collapse Railway incident Large-scale evacuation 	<ul style="list-style-type: none"> Local power failure Gas Fire/Explosion Notifiable Zoonotic animal disease Drought Fire/explosion at fuel site 	<ul style="list-style-type: none"> Biological substance release Industrial action by Emergency Services 	<ul style="list-style-type: none"> Contamination (food chain) Heat Wave Land Movement Storms / Gales Groundwater Flooding 	<ul style="list-style-type: none"> Loss of telecoms (fire or flood) Industrial actions Major fires Off-shore emergency 	
	Minor	<ul style="list-style-type: none"> Industrial action by key rail workers Building Collapse 		<ul style="list-style-type: none"> Telecomms failure Severe volcanic activity 	<ul style="list-style-type: none"> Prison Officers official Strike Severe Space Weather 		
	Limited						
		Low (1)	Medium Low (2)	Medium (3)	Medium High (4)	High (5)	
	Relative Likelihood						

Risk Assessment (based on the Dorset Local Resilience Forum (DLRF) Community Risk Register Matrix)

Use this section to identify which risks are most relevant for your community. Remember that many of them will be planned for at a national or local level so consider how your community could respond to them using local knowledge skills and resources.

Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
Road closures		
Local urban flooding		
Low temperatures and heavy snow		
Local tidal flooding		
Localised flash flooding		
Local fluvial flooding		
Local Fuel disruption		

Risk Assessment (based on the Dorset Local Resilience Forum (DLRF) Community Risk Register Matrix)

Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
No notice loss of significant telecommunications infrastructure in a localised incident such as a flood		
Heatwave		
Land movements		
Storms and gales		
Localised groundwater flooding		
Building collapse		
Loss of drinking water supplies due to a major accident affecting infrastructure		

Risk Assessment (based on the Dorset Local Resilience Forum (DLRF) Community Risk Register Matrix)

Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
Failure of water infrastructure or accidental contamination with a non-toxic contaminant		
Technical failure of electricity network due to bad weather causing damage to the system		
Drought		
Local accidents on major trunk road		
Bridge collapse or closure		
Large scale event evacuation (planned or unplanned)		

Risk Assessment (EXAMPLE)

Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
River through village can flood	<ul style="list-style-type: none"> • Flooding of local streets • Blocked access to Care Home • Damage to property on Rising Tide Way • Cars travelling too quickly cause waves into properties • School bus can't get into village 	<ul style="list-style-type: none"> • Sign up to receive Met Office weather warnings email alerts from www.metoffice.gov.uk/about-us/guide-to-emails for rain for your area. • Sign up to EA Flood alerts: www.environment-agency.gov.uk/ • Encourage residents to improve home flood defences • Identify and train flood wardens • Notify DCC Highways in autumn of gulleys that are blocked: www.dorsetforyou.com/drainage • Apply for 1 T of sand from Xshire Council, noting the policy for your areas: www.dorsetforyou.com/flooding/protection
Snow blocking roads	<ul style="list-style-type: none"> • Access issues • Heating of local residents 	<ul style="list-style-type: none"> • Sign up to receive Met Office weather warnings email alerts from www.metoffice.gov.uk/about-us/guide-to-emails for snow for your area • Agree places where gritting is required <ul style="list-style-type: none"> - Steep Hill at X - Tight Bend at Y • Access to be maintained to village shop • Write to Xshire Council in Oct, asking for grit bins to be refilled. • Check safety of vulnerable people. • Apply for 1T salt scheme
Pandemic Flu	<ul style="list-style-type: none"> • People being able to get to pharmacy for medication 	<ul style="list-style-type: none"> • Flu Buddies Scheme - Identify volunteers who can collect and deliver medicines for people who are vulnerable / live alone. • Put up posters

Local Skills & Resources

Local Skills & Resources

Key resources available to support the local community should be listed here. Consider who in your community has tools and machinery; there may be people who are qualified, willing and capable to operate the tools and machinery in an emergency.

Consider talking to local businesses and suppliers who might be willing to provide provisions such as food and water which may be difficult to obtain. (If a written agreement is made between your community and the supplier, attach a copy to this document as an annex).

Find out which vehicles could be used by the local community and how to access them in an emergency (i.e. 4 x 4 vehicles). It is important to ensure that the vehicle owners are properly licensed and insured to use their vehicles in this way.

Skills/Resource	Who	Contact Details	Location	When might be available

Community Sandbag Stores

Vulnerable Groups within the Community

It is important to ensure that isolated or vulnerable people are contacted to see if they need assistance during an emergency. External organisations, such as The Red Cross or WRVS volunteers, may have systems and resources to help, but these groups cannot always determine what individuals want or need, nor can they identify who in your community may be vulnerable in a crisis. This requires local knowledge and your help. Emergencies can make anyone vulnerable and make life more difficult for those who are already vulnerable. Your local emergency responders will need to help those in most need first; it will assist them if the Community Response group has an understanding of those in greatest need and where they live.

Lists are constantly changing and therefore it would not be practical for Communities to permanently hold a list. Emergencies can also make people vulnerable who are not normally, therefore any details should be collated following a major incident.

It is important to note that:

- ☐ People may become vulnerable at any point and in different circumstances
- ☐ Being vulnerable means different things to different people and groups
- ☐ Vulnerabilities vary in their duration and may last through the recovery period from an emergency

Name/Organisation	Telephone Number	Address	Additional Information

Community Sandbag Stores

If there are existing sandbag stores in your community include details of them here

Address	Property

Vulnerable Groups within the Community

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Name/Organisation	Telephone Number	Address	Additional Information

Key locations identified with the emergency services for use as places of safety

In an emergency, the emergency services may need your assistance to help identify a safe place for people to shelter and set up a rest centre. Different emergencies may affect different parts of your community in different ways, so you should try to identify a number of alternative locations. Remember to get permission of those responsible for any buildings you might wish to use in an emergency and ensure that they have the appropriate insurance and liability cover to use the premises in this way.

The Local Authority holds a list of identified establishments for Rest Centres that have agreed to assist in an emergency situation.

Building	Location	Potential use in an emergency	Contact details of key holders

Document Change History

DOCUMENT CHANGE HISTORY		
Version number	Date	Details of change
001	12/12/2022	Format of document changed to PowerPoint