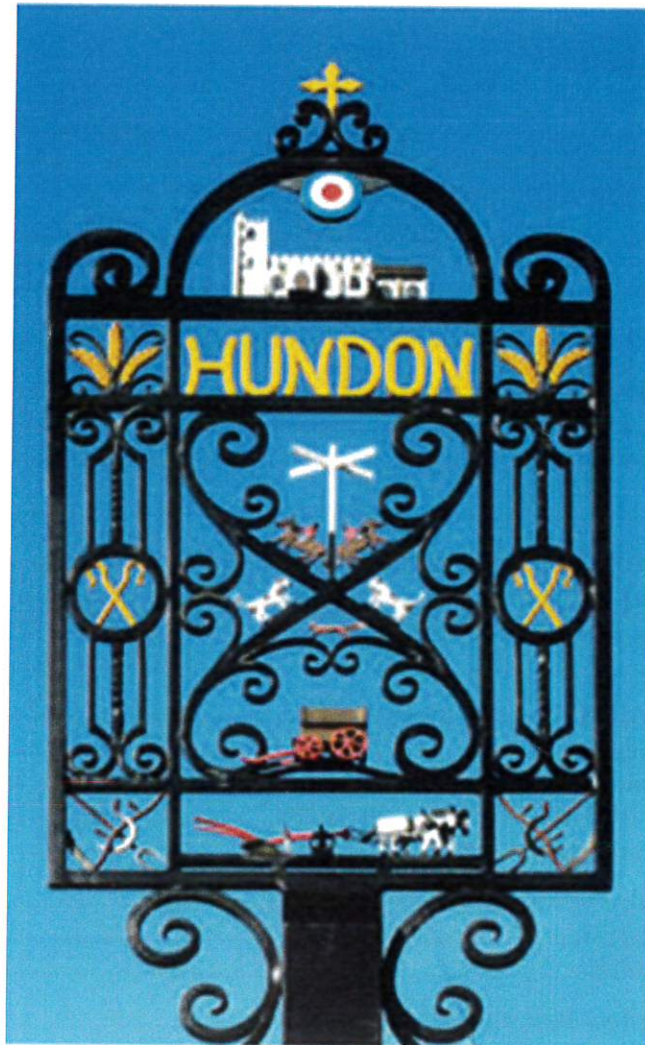


Hundon Parish Emergency Plan



This plan will be distributed to all the Parish Councillors.

A copy will be published on the Hundon Village Website.

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Purpose

The plan is created by Hundon Parish Council with assistance from District and County Emergency Planning Officers and is intended to assist with the basic framework for the management of any incident which may require emergency support to and from the community. It is designed as a Self Help Response if, in extreme circumstances, Emergency Services are delayed in reaching the parish.

Introduction

Most emergencies are dealt with routinely by the joint response of the emergency services, local authorities and the major utilities companies. However, there may be times when the emergency services are unable to provide their normal swift assistance because deep snow, flooding or storm damage might delay their attendance, or they might already be involved in an emergency elsewhere, and the community will need to start helping itself. If the community already has a plan in place they may be able to cope better with the situation.

This plan has been specifically designed for the parish of Hundon.

In ALL cases of emergency, major or minor, call the emergency services(999).

Do not assume that somebody has taken action, it is better that the initial response is duplicated than not given at all.

The purpose of this plan is to provide a course of action to be taken by anybody involved in a major/minor emergency in Hundon that may put people, property or animals at risk.

This plan will provide a list of local contacts and essential service numbers that will provide the appropriate assistance.

In any emergency situation Hundon Parish Council will activate the Emergency Response Team (EMT) and lead the community

response. The EMT will act as a central point for information and communication for the community emergency services and local authorities.

Responsibilities

In an emergency the Emergency Services are responsible for saving and protecting life and for containing the emergency. Local Authorities are responsible for welfare and the co-ordination of voluntary agencies.

The main aim of community response is to assist with short-term welfare needs. The Parish Council will be helping to deal with the consequences of the emergency rather than the emergency itself.

For example, displaced people and/or lack of immediate access to professional medical assistance

Objectives

- ☒ Identify the risks to the community and related response actions that might be taken
- ☒ Identify how to contact vulnerable people in the community who might be affected by the emergency and provide appropriate support to them
- ☒ Identify the resources in the community available to assist during an emergency
- ☒ Provide speedy communication routes
- ☒ Minimise the level of panic in the community

Activation of the Plan

This plan will be activated by the Chair or, in his absence, the Vice Chair, Clerk, or any other member of the Parish Council.

The person activating the plan should either take the role of

Emergency Co-ordinator (EC) or designate someone else to take on this role. The EC will pull together a small team to help coordinate the emergency response. They will normally be other Parish Councillors plus any specialist resource that may be needed. This team will be called the Emergency Management Team (EMT).

The EC should consider allocating specific responsibilities to members of the team e.g. deputy, communications, logging of information and actions.

Emergency Communication Plan

All information and actions should be reported to the Emergency Management Team for cascading and decision. The EMT should stay in close contact with the Emergency Services and the District/County Councils.

Use telephone, personal contact or email for communication with team members, parish councilors and emergency volunteers.

Information Cascade

The EMT will initiate a cascade of information to the community if appropriate. They should consider the following methods of communication:

- ☒ Use of the Neighborhood watch communications cascade mechanisms
- ☒ Update of the Parish Council website
- ☒ Hundon Village news distribution network
- ☒ Posting information in the village shops/pub/halls

Vulnerable Residents

Contacting vulnerable residents is a priority. Emergencies can make anyone vulnerable and they make life more difficult for those people who are already vulnerable. The local emergency

responders will need to help those in most need first, and it would assist them if the Emergency Management Team had an understanding of those in their community who might be vulnerable in an emergency and where they live.

Contact details for some groups of vulnerable residents are included in Appendix 2 . A list of other residents who feel they would benefit from priority assistance in an emergency situation will be held by the Parish Council Clerk to maintain confidentiality. Names of residents will not be added to this list without their express permission.

Place of Safety

Place of Safety is a facility where people who have been displaced from their homes or businesses can be sheltered for a short time until the District Council can make longer-term arrangements.

The chosen venues for Hundon Parish are;

Hundon Village Hall

<additional places>

Information regarding Key Holders is available in Appendix 2

Actions required in advance of activation of the Plan

Publication of Plan

This plan will be published on the Hundon Village Website. Any sensitive or personal information will be kept separately. The website should contain brief information about the actions to be taken by the public in the event of the emergency, i.e. how to initiate the plan, who to contact.

Grab Bag

Hundon Parish Councillors need to have a small bag, easily accessible, which contains a few useful items i.e., copy of the Parish

Emergency Plan (including useful contact details), high-vis vest pen, notebook, torch, map and a note to remember your mobile phone.

Parishioners

It is recommended that every parishioner should have their own, wind-up torch or source of light, phone, essential clothing and essential food with long shelf life, all easily available for the emergency. This will be promoted via the Hundon Herald News and the Hundon Village website.

Actions for any sudden onset emergency

This section suggests actions to be taken by the Parish Council Emergency Coordinator in the event of a sudden onset emergency such as fire, explosion, road traffic accident or chemical release. As every emergency is different, these actions should not be thought of as definitive but rather suggestions of things to consider.

Call Emergency Services

Check that the Emergency Services have been called. If not, call 999 and ask for appropriate Emergency services. Be prepared to give them the following information:

- Your name
- Your contact number
- Details of the incident
- Exact location
- Emergency Services requested
- Estimated casualties
- Hazards & road blockages

Evaluate the Situation

Quickly evaluate effects of the incident, e.g. is the whole village without power, what is at risk downwind if there is smoke drifting from an incident site?

If people have been hurt by the incident, call the ambulance service (999), help deliver first aid or contact someone close with the appropriate skills or equipment.

Assemble the Emergency Management Team

Pull together an Emergency Management Team. Contact other Parish Council members and arrange to meet at the Village Hall

Check in Appendix 2 Resources and Contact Details for resources and volunteers who can help.

Contact them and ask them to assist.

Check whether there are any vulnerable people or groups who might be affected by the emergency and arrange to alert / evacuate or support them as necessary.

Start a log. Record decisions and actions in a notebook, together with times. It will be important to make a note of any decisions/actions taken during an emergency (or as soon after as possible).

Consider whether to open up a Place of Safety. Inform Emergency Services of the chosen location if doing this.

Establish communications

Liaise with the emergency services when they arrive and advise them of actions taken. Follow further directions from the emergency services.

Consider what information to cascade (see section on Communication Plan).

Actions for a slow onset emergency

This section details the actions to be taken by the Parish Council Emergency Coordinator in the event of a slow onset emergency such as flu pandemic, extensive flooding, storm damage or deep snow. In most instances these events will be preceded by warnings from relevant authorities (Met Office, Environment Agency, NHS).

Evaluate the situation and make plans

When the risk becomes likely, e.g. heavy rainfall leading to rises in local streams or national and local news advises of an imminent risk, contact other Parish Council members and arrange to meet at the Village Hall.

If necessary, arrange for monitoring of the situation so that response measures can be implemented without delay.

Record all decisions and actions, together with times, in a notebook.

Identify suitable resources and volunteers available to support the response to the emergency when it affects the community.

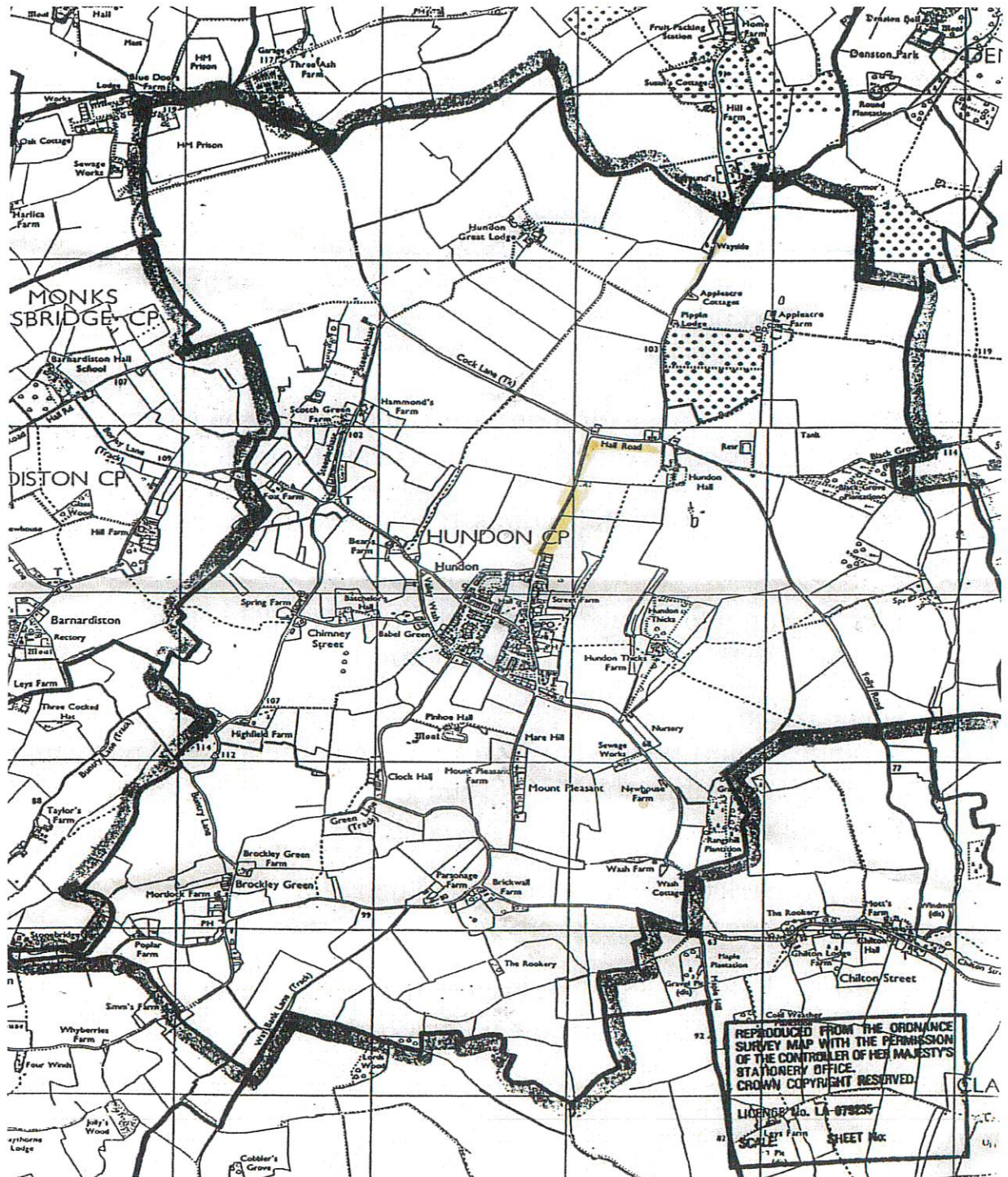
Communication Plan

Arrange to alert people at risk from the emergency with particular emphasis on vulnerable people and groups. (See section on Communication Plan.)

Inform District and County Council Emergency Planning Departments and request assistance

Liaise with the emergency services when they arrive and advise them of actions taken. Follow further directions from the emergency services.

Appendix 1 - Hundon Parish Details



Number of residence 1070. Approximate number of domestic dwellings 890.

Appendix 2 - Resources and Contact Details

Hundon Parish Council

Position	Name	Contact Details
Chairperson (Emergency Coordinator)	Cllr Geoff Spooner	
Vice-Chair	Cllr Jan McLardy	
Parish Clerk	Karen Melville-Ross	
Councillor	Phil Impey	
Councillor	Phil Daniels	
Councillor	Sharon Mott	07919408742

Places of Safety

Service	Contact	Contact Details
Hundon Village Hall		

Vulnerable Residence

Service	Contact	Contact Details

Local Resources

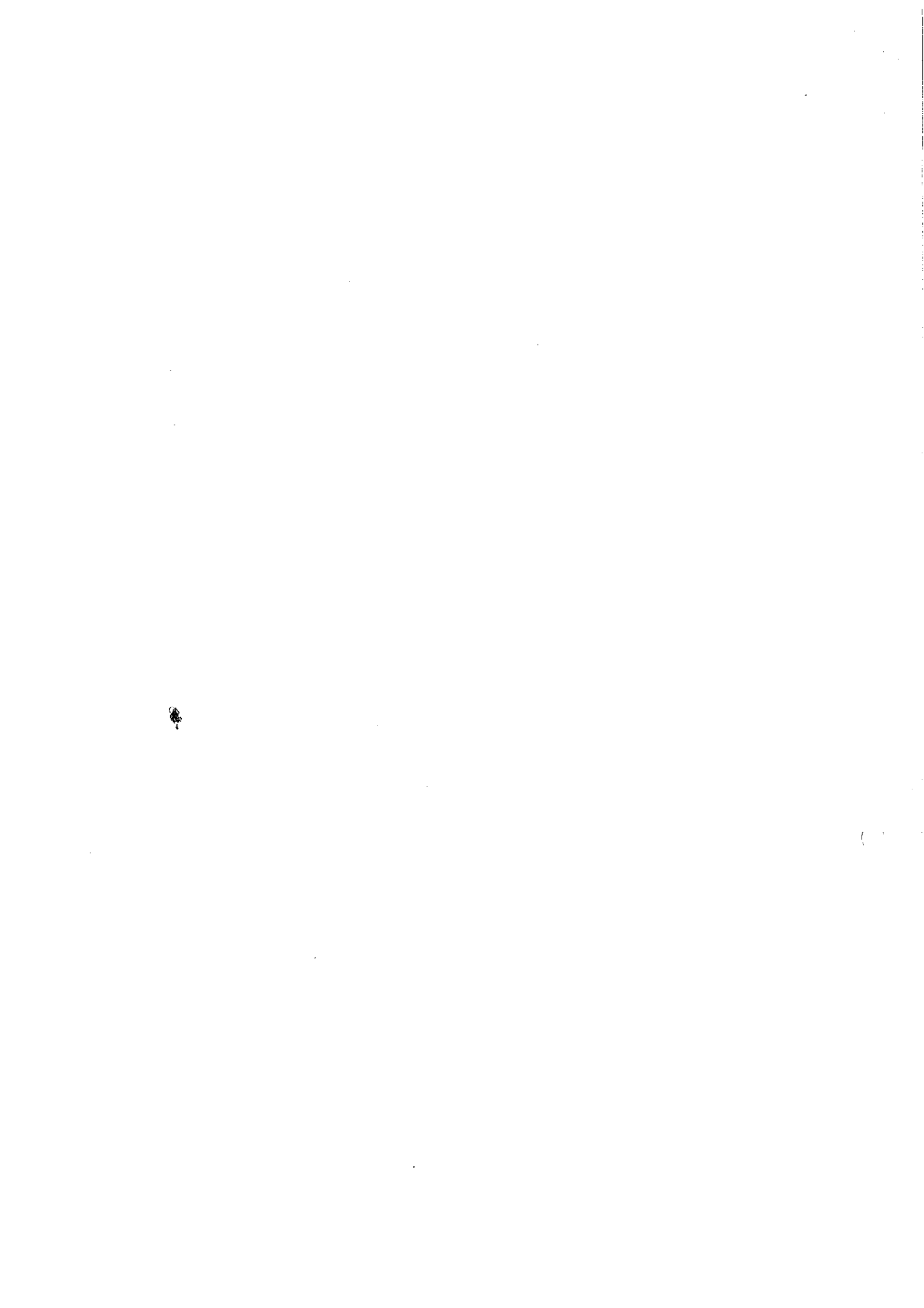
Service	Telephone	Website/ Email

Other Agencies

Service	Telephone	Website/ Email

Appendix 3 - Example Log Sheet

Time	Information	Action	Date.....	Initials



Community PAD (Public Access Defibrillator)



PAD is fitted to an external wall in a central location, in a vandal proof box, with a PIN access code.

They are simple and safe. The machine gives clear spoken instructions. You don't need training to use one.

Once in position, the defibrillator detects the heart's rhythm. It won't deliver a shock unless one is needed.



Funding

Part-funding is available to community organisations such as sports clubs, village halls, community centres and leisure centres. We ask for a contribution of £400 towards the cost of the PAD in each community package

In April 2014, the Department for Education announced plans for schools to be able to purchase defibrillators at reduced cost. Further details are expected to be announced later in the autumn term.



Hundon and our Community Emergency Plan

Over the past year we have received national news coverage of significant isolation and disruption to communities all over the UK as a result of severe flooding and snowfalls.

Fortunately Hundon has escaped the worst effects of these events, but the continuing news stories remind us of our need to be prepared in case it happens here as well!

Generally, the emergency services, supported by the Local Authority and other agencies, manage and control the response, but clearly there will be times when their resources are stretched and unable to provide immediate support and local self-help may be required.

Community Emergency Plans are intended to help local communities prepare for emergencies in a way that complements and supports the emergency services and other agencies in their responses and, more locally, to enable our own community, if isolated, to think about how we can pull together.

The objective is to identify potential problems, for example not only flooding and heavy snow falls, but also extended power cuts, other extreme weather effects or other events that may leave us isolated and temporarily vulnerable, and to see what resources, skills and equipment could be made available locally to help in emergency situations. We are also keen to identify people or areas particularly at risk so that we can focus help where it is most needed.

Concept

We have an Emergency Co-ordinator (someone on the Parish Council) and we divide the village into areas, each of which has its own Area Emergency Co-ordinator who will act as a link between the community and the Co-ordinator. This is due to the spread of the village.

We could identify a number of people who have particular skills, which could be helpful in an emergency situation. These could be trade or voluntary work skills, ownership and proficient users of off roaders / 4x4s, chain saws, lifting gear or generators, first aiders, doctors and so on, or simply those who are prepared to look out for their more vulnerable neighbours.

