# Ford
# Parish Council

# Community
# Emergency Plan

## AMENDMENTS

| Date | Page No. | Reason for amendment | Amended by |
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## LIST OF PLAN HOLDERS

| Name | Unrestricted (no contact details) or Restricted (contains contact details) version of plan | Form – paper / electronic |
|---|---|---|
| Richard Baker (V. Chair) | Restricted | Paper and Electronic |
| Shaun Beattie ( Chair) | Restricted | Paper and Electronic |
| Marie Brown | Restricted | Paper and Electronic |
| Nicky Clark | Restricted | Paper and Electronic |
| Graham Hopper | Restricted | Paper and Electronic |
| Brian Watson | Restricted | Paper and Electronic |
| Keith Webster | Restricted | Paper and Electronic |
| Doug Hill | Restricted | Paper and Electronic |
| Stephen Cozens (Clerk) | Restricted | Paper and Electronic |
| Etal Village Hall<br>Chair Helen Moffit | Restricted | Paper and Electronic |
| Crookham Village Hall<br>Chair Shaun Beattie | Restricted | Paper and Electronic |
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# CONTENTS

## 1. INTRODUCTION

This plan has been developed by Ford Parish Council in conjunction with Northumberland County Council's (NCC) Civil Contingencies Team (CCT) and covers the geographical area of Ford Parish.

On a day-to-day basis, the link for Ford Parish Council on civil contingency issues is to NCC's CCT. The CCT will assist Ford Parish Council by:

- Assisting and supporting with advice on the production of emergency plan(s)
- Engagement with the Town Council on civil contingency issues
- Sharing of information within the plans
- Maintain communications in the planning process, during an emergency and during the recovery phase

Normally, emergencies affecting the local community will be dealt with by a joint response from the emergency services, local authorities and other responding agencies. However, in extreme conditions such as snow and flooding, there is a possibility that the emergency services and other agencies may be overwhelmed and/or not be able to reach everyone immediately. In such circumstances, the initial response may have to rely on local people.

This plan will enable the community to respond to an emergency/major incident whilst awaiting the assistance from the emergency services and the County Council and has been developed in a format that takes account of the Civil Contingencies Act 2004.and advice contained in "Emergency Preparedness" Guidance and the "Emergency Response and Recovery" Guidance.

## 2. DEFINITION OF AN EMERGENCY

- An event or situation which threatens serious damage to human welfare.
- An event or situation which threatens serious damage to the environment.
- War or terrorism which threatens serious damage to security.

## 3. AIM and OBJECTIVES

### Aim

To increase resilience within the local community through developing a robust coordinated 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 Ford Parish Council, the Emergency Service, Northumberland County Council and other responding agencies

## 4. ACTIVATION OF THE PLAN

Types of emergencies that could have an impact on our community could include:

- Severe Weather/Flooding
- Large Scale Fire/Building Collapse
- Utility Failure

This plan may be activated by any member of Ford Parish Council when an emergency has occurred and the emergency services are unable to gain access to the scene, or require additional support, e.g. during widespread flooding. It may also be activated if warnings are received, prior to an anticipated event such as severe weather.

As soon as the decision has been made that the Parish Council needs to provide a community response, NCC's CCT will be notified that the Ford Parish Plan is being activated.

The CCT operates a 24hr, 365 day single point of contact for all agencies.
(See Appendix 2, page 9 for contact arrangements).

The Ford Parish Council Clerk or Chair will be contacted and will organise an emergency meeting of the Parish Council. The venue for the meeting will usually be one of the regular venues (Etal, Crookham or Lady Waterford Halls) whichever has safe access e.g. access roads not flooded, etc. but if the emergency prevents access, then the meeting may be held by Zoom or Teams.

At the meeting the following items that may need consideration:

- Is there is an immediate threat to life?
- Location of the emergency – near a school, vulnerable area, main access route
- Type of emergency – is there a threat to health (e.g. is there a smoke cloud heading towards houses, flood water, electricity/gas outage etc.
- Are there any vulnerable people involved?
- What initial actions/resources are required?
- What information (so far/if any) has been given to members of the public?
- Emergency Services, NCC etc. expected time of arrival/assistance
- The Parish Council will be a focal point within the community and could be a direct line into the community for Northumberland County Council (NCC) and the Civil Contingencies Team (CCT).

This role could include:

- Providing "local knowledge" for the Emergency Services
- Establishing a coordinating link with Parish Councillors
- Establishing a link with local Voluntary Groups, if required
- Relaying information and instructions to the local community
- Providing information about persons who may have special problems during an emergency i.e. the elderly
- Ensuring that any premises used by Ford Parish Council which may be required for emergency use are available, (e.g. village halls)
- Assisting and organising local help if required to set up an initial reception centre
- Act as an information and enquiry point

There may be a need to draw upon various skills from voluntary agencies (i.e. British Red Cross, St John Ambulance etc.) before, during and after an emergency.

This Plan will help the Parish Council to fulfil these roles and sets out useful information for use in an emergency.

## 5. COMMUNITY COMMUNICATIONS

The Parish Council may communicate and notify the community of the ongoing incident via the following methods:

- Written updates can be placed on the following noticeboards:-
    - Church Notice Boards
    - Village Notice Boards
    - Council web site
    - Local Shops and Public Houses.
- Community Briefings/Meetings may be established
- Social Media e.g. Ford and Etal Facebook, Village Hall Facebook

Communications are vital before, during and after an emergency in order to ensure that warnings and information are received and passed on, responses coordinated with emergency services and actions by volunteers within the community coordinated.

## 6. REST CENTRES/PLACE OF SAFETY

In the event of an emergency where people are required to leave their homes, the NCC CCT has arrangements in place to set up emergency rest centres in pre-identified locations. However, circumstances may dictate that a more local response is required, particularly in cut-off situations. In that case, local knowledge of suitable premises may need to be utilised as an initial place of safety.

## 7. KEY ROLES OF FORD PARISH COUNCIL

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| **BEFORE** | ▪ Lead the development of the Community Emergency Plan (CEP)<br>▪ Link with Statutory Authorities<br>▪ Arrange for CEP to be adopted by the Parish Council<br>▪ Identify training needed and request training<br>▪ Identify/arrange community preventative measures<br>▪ Create a 'grab bag' containing the plan and any appropriate equipment which may be required<br>▪ Have knowledge of people who may need help and support in the community<br>▪ Put a system in place for receiving food / drink and other resources for a potential rest centre |
| **DURING** | ▪ Main contact points for authority to issue warnings<br>▪ Pass on warnings to the community<br>▪ Contact CCT / emergency services 999 and put plan into action<br>▪ Be at the 'centre' to monitor the situation and coordinate actions<br>▪ Link with media<br>▪ Arrange communications within the community (e.g. WhatsApp group. Social media, door to door.)<br>▪ Communicate with Emergency Services and NCC<br>▪ Keep log sheets of incidents, actions and costs<br>▪ Contact and reassure members of the community during an emergency<br>▪ Communicate the needs of vulnerable people to Statutory Authorities, including Emergency Services, as required<br>▪ Coordinate and staff a community place of safety if it is required<br>▪ Maintain records of people attending the place of safety<br>▪ Support and comfort distressed members of the community at the place of safety<br>▪ Arrange and provide basic sustenance<br>▪ Arrange and support sleeping arrangements if necessary<br>▪ Use logging sheet to keep accurate record of actions taken during the emergency |
| **AFTER** | ▪ Arrange immediate debrief following the emergency<br>▪ Report back to Parish Council, other statutory authorities as appropriate and to the community<br>▪ Review the plan in light of the experience<br>▪ Adjust the CEP as necessary and publicise/ distribute new versions<br>▪ Survey residents after the event to gain feedback and check recovery<br>▪ Make people aware of health and wellbeing services available to them and how to access them |

## 8. RECORDING ACTIONS

During an emergency, log sheets are available in **Appendix 2**. This enables actions to be captured and evaluated.

## 9. PLAN REVIEW AND MAINTENANCE

In order to keep this plan up to date, contact lists will be revised as changes occur. In addition, the plan should be reviewed on a yearly basis by the Parish Clerk /CCT to ensure that it adequately reflects the needs of the community.

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**

## Emergency Action Check list

| Action | Initials | Date & Time | Completed |
|---|---|---|---|
| If an emergency is reported to a member of the Parish Council by the community and it is possible that the Emergency Services are not aware, call 999 as soon as possible | | | |
| Contact and inform NCC's CCT. Take note of any safety advice given to you and discuss at Parish Council's Meeting (if arranged) | | | |
| Keep a log and record:-<br>Decisions made and actions taken<br><br>Who was spoken to and what was said<br><br>Any information received | | | |
| Contact members of the Parish Council, volunteers and key holders as appropriate | | | |
| Organise a Parish Council Meeting (via the Clerk or chair) in a venue which is safe from the emergency with safe access routes or online meeting.<br>Decide actions to undertake, i.e. Emergency shelter, visiting and checking on vulnerable people, circulating information to the public | | | |
| Decide how to best inform the community of the emergency and actions being undertaken.<br>Inform the community of any advice given to you from the Emergency Services and NCC<br>Request the community to tune in to the local radio | | | |
| Inform NCC's CCT of any decisions that have been made | | | |
| Liaise regularly with the NCC | | | |

**APPENDIX 2**

# Log Sheet

During an emergency, information about actions taken by the community will be captured using the following sheet.

| Date | Time | Information / Decision / Action | Initials |
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**APPENDIX 3**

## Confidential Telephone Directory (not for general circulation)

| Organisation | Contact Details |
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## Confidential Telephone Directory (not for general circulation)

| Parish Councillors | Contact Details |
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| Volunteer Organisations | Contact Details |
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| Other Key Volunteers | Contact Details |
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