

# ***PAYHEMBURY PARISH COUNCIL***



## ***EMERGENCY PLAN***

## **LIST OF CONTENTS**

	Page
Cover Page	1
List of Contents	2
Amendment Record	3
Forward by the Chairman of the Parish Council	4
Emergency Incidents and Planning	5
The Parish Council Role	7
Other Organisations Key Roles	8
The Parish Council Response	9
Organisation	11
Annexes	
Payhembury Parish Council Boundaries	13
Multi Agency Management	14



# SECTION 1

## **FORWARD BY THE CHAIRMAN OF THE PAYHEMBURY PARISH COUNCIL**

1.1 Disasters can strike suddenly, unexpectedly and anywhere. Many agencies have a part in dealing with the disaster and its aftermath. The effectiveness of the total response will depend on how well the emergency services, local authorities and other emergency response organisations have prepared their arrangements and emergency procedures.

1.2 The purpose of this plan is to provide a framework to achieve a timely and efficient response by the Parish Council in assisting the multi-agency response to a major incident. Major incidents are characterised by causing widespread disruption, injury to people and damage to property. The aim of any emergency plan must be to alleviate the effects of a major incident on the public, community and environment.

1.3 Emergencies can be divided into four broad categories:

- a. **Natural** such as flooding, storms and snow.
- b. **Accidental** where human error or technical failure causes the emergency such as an aircraft crash.
- c. **Planned** where the emergency occurs as a result of terrorist or criminal action.
- d. **Disruption** where, for some reason, essential services are not available for a significant length of time e.g. gas and electricity.

1.4 This plan provides a framework whereby local actions, within the Parish boundaries (shown at Annex A), can be set into motion to deal with any of the emergencies set out above. It must be remembered that the Emergency Services will, generally and in the first instance, deal with the immediate aftermath of such an emergency. As such the Parish response will most probably be in a supporting role. Nevertheless, the Parish Emergency Response Team will be a vital part of the overall effort required to ensure a speedy resolution of any emergency.

1.5 Because of the complexity of many emergencies, it is not possible to cover all aspects of such an emergency within this plan. However, it will suggest response(s) to these unexpected incidents and, perhaps most important of all, it will detail the those organisations and personnel that can help resolve such situations. This is a “living” document that will need amendment as personnel and emergency procedures change and evolve.

## SECTION 2

### EMERGENCY INCIDENTS & PLANNING

2.1 A major incident can be defined as any emergency that requires the implementation of special arrangements by one or all of the emergency services for: the rescue and transport of a large number of casualties; the handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police; any incident that requires the large scale combined resources of the three emergency services; the mobilisation and organisation of the emergency services and supporting organisations, such as the local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.”

2.2. Disasters vary in their effects on society and the environment. They demand a combined response, which links the expertise and resources of the emergency services, local authorities and, if necessary, other agencies and voluntary organisations. All services and agencies involved in a combined response will work to a set of common objectives which will help to:

- a. Prevent escalation of the disaster.
- b. Save life.
- c. Relieve suffering.
- d. Restore normality as soon as possible.
- e. Protect property.
- f. Facilitate criminal investigation and judicial, public, technical or other inquiries as appropriate.

2.3. The Police, Fire & Rescue and Ambulance Service will normally handle the immediate aftermath of any disaster. Their tasks will include life saving, rescue, body recovery, investigation, the preservation of evidence and the maintenance of public order. Local authorities will be called upon to support them making available their services and resources.

2.4 Major incidents that have taken place in the United Kingdom over the last 15 years, have shown the vital contribution of a wider range of agencies, which are also called upon to support and supplement the work of the emergency services. The Payhembury Parish Emergency Response Team will be a vital part of this organisation.

2.5 A command and control system is a vital element of any multi-agency emergency response. Most organisations involved in the emergency response will adopt the following management structure at one or more of the following three levels:

- a. Strategic (Gold) – based at Police Headquarters.
- b. Tactical (Silver) – based in the vicinity of the incident, most probably the Payhembury Village Hall.
- c. Operational ( Bronze) – based at the incident site.

2.6. The requirement to implement one or more of these levels will be very dependent on the size and nature of the incident. The Multi-Agency Management Structure for a Major Incident is shown in Annex B.

## **SECTION 3**

### **THE PARISH COUNCIL ROLE**

3.1. The Parish Council has an important role in supporting and contributing to the emergency response to an incident as follows:

- a. Consider deploying resources held by the Parish Council, its residents or other organisations within the Village to assist the response to a major incident.
- b. Assist the compilation and distribution of agreed information to the local population.
- c. If required, assist in the provision of local labour volunteers to help with tasks identified by the police and under the supervision of appropriate agencies.
- d. Provide local information and knowledge to the emergency services and other organisations to assist the response to the incident.
- e. If requested, assist the District Council in the identification of premises suitable to be used as a local rest/reception centre(s); for example the Village Hall, the Church and the School.
- f. Assist in the setting up, operation and participation of public meetings, which will be chaired by the Chairman of the Payhembury Parish Council and record proceedings, as appropriate.
- g. Assist the local authorities, as appropriate, in the rehabilitation of the local community when the incident moves into the recovery phase.
- h. Attend and contribute to the incident debriefing process, as appropriate.

## SECTION 4

### OTHER ORGANISATIONS' KEY ROLES

- 4.1. The Police. The Police assume the management and overall co-ordination of all the activities of those responding at and around the scene. (During the recovery stage, the local authority may undertake co-ordination at the strategic level).
- 4.2. The Fire Service. The Fire Service's first concern is to rescue people and to prevent further escalation of the disaster. They also assist the ambulance service with casualty handling and the police with the recovery of bodies.
- 4.3. The Ambulance Service. The Ambulance Service is responsible for co-ordinating effective emergency treatment at the scene and transporting the injured, in order of priority, to nominated hospitals.
- 4.4. Health Services The Health Services ensure an effective medical response including requests from the ambulance service to accept casualties and provide trained staff to act as mobile medical teams.
- 4.5. Local Authorities. Local Authorities provide support for the emergency services, support and care for the local and wider community and the co-ordination of the response by organisations other than the emergency services. When the emphasis of the incident switches to recovery, the local authority will lead the coordination of response in rehabilitating the local community and restoring the environment.
- 4.6. Utility Companies, Utility Companies including industrial and commercial organisations, may provide support and professional expertise to assist the overall emergency response to the incident.
- 4.7. The Voluntary Sector. The Voluntary Sector can provide support when the resources of the emergency and local authorities are over-stretched. They can also assist local authorities in providing social and psychological care. (Organisations include WRVS, St. John Ambulance, British Red Cross, Radio Amateurs Emergency Network, Salvation Army, the Samaritans and the clergy).



## **SECTION 5**

### **THE PARISH COUNCIL RESPONSE**

#### **PARISH COUNCIL LIAISON OFFICER (PARISH CLERK)**

- 5.1 On receipt of an alert from the Emergency Services, activate the call out arrangements as follows:
- a. Advise the Chairman of the Parish Council that an incident has taken place and confirm that they, or a nominated deputy, will be acting as Head of the Parish Council Emergency response.
  - b. Arrange for the key holder to open up the Parish Hall, or suitable local venue, so that it is available to the emergency services as a possible location for the Joint Tactical (Silver) Command, if suitable.
  - c. Establish the need for, and if necessary call-out suitable volunteers to assist in the emergency response.
- 5.2 Inform other key local contacts that an incident has occurred. Key personalities will include, but will not be limited to: the local clergy, Neighbourhood Watch and the Head Teacher of Payhembury CofE Primary School.
- 5.3 Once the call-out phase is completed, move to the Parish Hall and assist in the response to the incident. If requested, attend Joint Tactical (Silver) Command meetings to: offer support to the emergency services and other responding agencies and to represent the Parish Council's interests, in relation to any other tasks, which the Police (Silver) Commander requests the Parish Council to undertake.
- 5.4 Attend post-incident multi-agency debriefing sessions.

#### ***LOG ALL ACTIONS TAKEN IN THE PAYHEMBURY PARISH EMERGENCY LOG BOOK***

#### **HEAD OF THE PARISH COUNCIL EMERGENCY RESPONSE (CHAIRMAN OF THE PARISH COUNCIL OR NOMINATED DEPUTY)**

- 5.5 Exercise powers on behalf of the role of Chairman of the Parish Council and take overall responsibility for the Parish Council's response. Form a Parish Council Sub-Committee to consider and approve funding for specific items required in response to the incident.
- 5.6 Ensure that all Parish Council resources and services have been activated or placed on standby and liaise with the District Council and other response organisations, as appropriate.
- 5.7 Deploy Parish Council manpower/resources and obtain additional resources as appropriate, in liaison with the District Council.

5.8 If requested, provide information to the Police Press Officer to help ensure a coherent, multi-agency response to the media. The presence of the media at any incident should not be underestimated and special arrangements may need to be put in place to help reporting to the local and maybe national level.

5.9 If requested, attend Joint Tactical (Silver) Command meetings to:

- a. Offer support to the emergency services and other responding agencies.
- b. Represent the Parish Council's interests to any other tasks, which the Police (Silver) Commander requests the Parish Council to undertake.
- c. In consultation with the Parish Council Emergency Planning Officer decide who will attend the Joint Tactical (Silver) Command meetings and consider who will take over this role should the incident be a protracted one.
- d. Provide regular briefings for Parish Councillors.
- e. In liaison with the Parish Council Sub Committee, ensure that all monies spent by the Parish Council in response to the incident are accurately identified and carefully recorded. Note: The recovery of costs incurred by the Parish Council should be actively pursued. However, it should be recognised that this could be a protracted process involving extensive consultation and liaison with a wide range of organisations.
- f. Attend post-incident multi-agency debriefing sessions.

***LOG ALL ACTIONS TAKEN IN THE PAYHEMBURY PARISH EMERGENCY LOG BOOK***

## SECTION 6

### ORGANISATION CHART

<u>POSITION</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>TEL</u>	<u>TEL/EMAIL</u>
<b>PARISH COUNCIL</b>				
<b>Chairman of the Payhembury Parish Council is the Head of the Emergency Response</b>				
Chairman:	Cllr Keith Williams	Fairlea, Barrow Rd	01404 841772	Keithandlucy77@gmail.com
Vice Chair:	Cllr Rob Leach	Slade Barton	01404 841408	Rob-nicki@hotmail.co.uk
Councillors:	Cllr Mark Disney	Hillcrest, Upton	01404 841353	dhplant@outlook.com
	Cllr Tim Cox	Moneyglass Cottage	01404 850005	Timcox999@gmail.com
	Cllr Mary Lorimer	Manor Farm, Tale	01884 277226	Thelorimerfamily@btinternet.com
	Cllr Bill Eaton	5 Church Lane	01404 841522	williameaton@hotmail.com
	Cllr			
Parish Clerk:	Louise Scott	Cider Barn, Tale	01884 277280	payhemburypc@googlemail.com
<b>PARISH EMERGENCY PLANNING OFFICER</b>				
	<b>Wg Cdr Ian Derbyshire</b>	Yeomans Cottage	01404 841103	ianandsued@hotmail.com
<b>LOCAL RESOURCES</b>				
<b>Local Policeman:</b>	PC	Honiton Police Station		
Community Policeman:	PCSO Darren England	Honiton Police Station		Darren.england@devonandcornwall.pnn.police.uk
Team Vicar:	Rev Steve Weston	OSM Church Office	01404 812062	churchoffice@otterystmary.co.uk
Local Pub:	The Six Bells <b>(Jamie Mould)</b>	Payhembury	01404 841261	thesixbells.payhembury@virgin.net
Payhembury Provisions		Payhembury	01404 841856	

<u>POSITION</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>TEL</u>	<u>TEL/EMAIL</u>
Payhembury Garage	Stephen Elford	Payhembury	01404 841220 07890 731681	

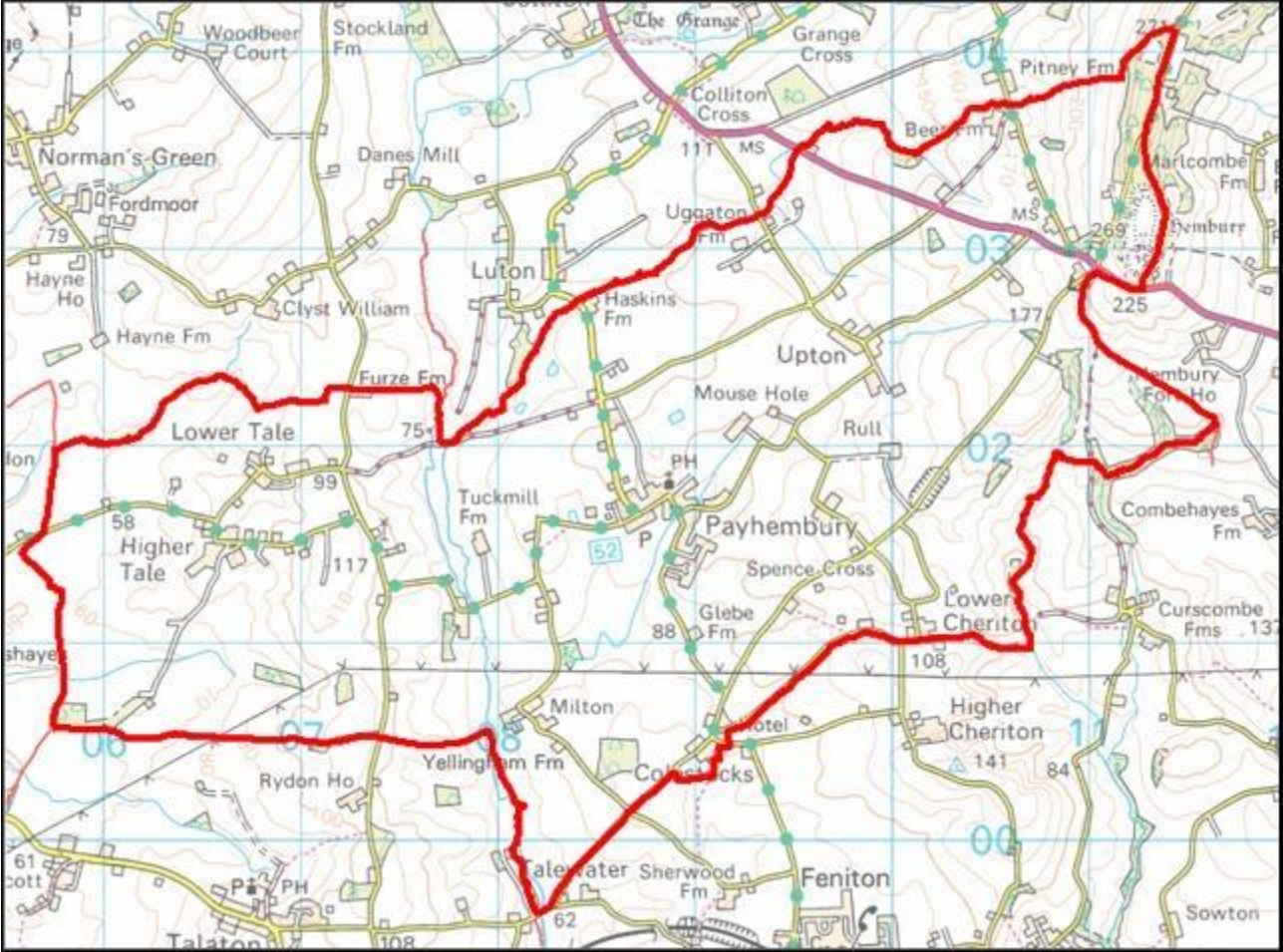
**LOCAL COMMUNITY VOLUNTEERS**

**DISTRICT COUNCIL**

Local Councillor: DC Phil Skinner	East Devon District Council	01404 822281	Pskinner:members.eastdevon.gov.uk
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**JOINT TACTICAL (SILVER) COMMAND**

**ANNEX A – PAYHEMBURY PARISH COUNCIL BOUNDARIES**



# **ANNEX B – MULTI-AGENCY MANAGEMENT STRUCTURE**

## **INITIAL RESPONSE**

Police Commander  
Ambulance Commander  
Fire Commander  
Operational Commanders  
Other Agencies  
Liaison Officer Function Based  
Parish Councillors  
Parish Emergency Planning Officer

## **STRATEGIC COMMAND MEETINGS** (Usually held at Police HQ)

County Council  
District Council Liaison Officer  
Police Commander  
Fire & Rescue Commander  
Operational/Incident Commander (Sector Based)  
Other Agencies, for example environment and utility companies  
Joint Media Centre (Police HQ)

## **TACTICAL COMMAND MEETINGS** (District Council Offices)

District Council Emergency Centre  
Fire & Rescue Operations Room  
Police Operations Room  
Ambulance Operations Room

## **INNER CORDON** [*Hazard area*]

## **FORWARD FIRE COMMAND**

Safety  
Rescue  
Fire Fighting  
Risk Reduction  
Staff and Equipment for Emergency Services  
Body Handling Area

## **FORWARD MEDICAL COMMAND**

Ambulances  
Loading Area

Casualty Receiving Station and First Aid  
Temporary Mortuary  
Evacuee and Survivor Reception Centre  
Friends and relatives Reception Centre

**OUTER CORDON** (*Operational Area*)

Usually located in the Parish Hall