

Willingham Parish Council

Emergency Plan

June 2017

1 **Context:**

The Emergency Plan (**EP**) will only be activated in the event of a crisis which is so widespread or so severe that normal emergency assistance is partially or totally unavailable for a period of time.

The chances that the **EP** will need to be activated for a category I or category 2 event as defined on page 3 are small. Even category 3 and category 4 events will be rare.

2 **Objectives:**

The primary objective of the **EP** is to provide some form of temporary **Control, Coordination and Communication** in the event of a **Crisis**.

It will be provided by an Emergency Committee (**EC**) which will comprise of the Chair of the Parish Council, the Vice, the Chair of Planning and two other councillors who are elected at the AGM.

The **EC** will be required:

1. To react appropriately to an emergency in the manner laid out in this document.
2. To meet at least once a year to review and update this document and consider the procurement of any training or equipment that is required.

Help, assistance and advice given under the **EP** will not be backed by statutory powers and is therefore limited in its scope. It is extremely unlikely that any measures taken will be effective for more than forty eight hours. **This plan should be seen as a short term holding measure only**, until outside authorities can take control.

It will:

1. Provide a framework for action in the unlikely event of the village being totally isolated from external assistance under a category 1 event.
2. Provide a framework for assistance in the event of the village being partially isolated from external assistance under a category 2 event.
3. Provide contact and communication channels to assist outside agencies in the event of a major disaster under a category 3 or 4 event.

3 Scenarios:

There are a huge range of possible scenarios. The following are examples:

Seriousness	Example	Situation	Action
Category 1	A total breakdown of the infrastructure	No access by land or air Power off Communications blocked	Activate the EP Assess the options Co-opt local help Delegate
Category 2	Major flooding	No access by land Power disrupted Communications disrupted	Activate the EP Take advice from outside agencies Implement as far as possible local search and rescue
Category 3	Long term power outage	All households without electricity for more than 24 hours	Activate the EP Take advice from outside agencies
Category 4	Prolonged power outage	Some residents without electricity for more than 24 hours	Activate the EP Organise a house to house check to identify those at risk Provide assistance or refuge

It is impossible to think through all the scenarios and difficult to imagine a Category 1 case so the **EP** has taken an holistic approach flexible enough to adapt to the challenging circumstances that an emergency will create.

4 **Modus Operandi:**

1. The **EC** will be called or self activate in the event of any emergency as defined within the objectives and scenarios above or the probable threat of such an emergency.
2. The **EC** will base operations from the Public Hall or if that is not available from the Octagon behind the Parish Church or if that is not available from a centre that they define as most appropriate.
3. For the period of the emergency the **EC** will take any decisions they feel necessary without reference to the Parish Council. However, decisions must be recorded and open to subsequent audit.
4. The **EC** must operate at all times in accordance with the law, the guidance given in this document and best practice.
5. The **EC** shall have powers to issue cheques or guarantee payments from Parish Funds up to a maximum of **Ten Thousand Pounds** subject to later audit.
6. The **EC** will procure as necessary additional resources or equipment for retrospective approval by the Parish Council.

5 **Responsibilities:**

1. As soon as possible after an emergency or the high risk threat of an emergency as many members of the **EC** as possible will meet.
2. The committee's first responsibility will be to assess the extent of the emergency and its category in terms of the seriousness.
3. The committee's second responsibility will be to assess the probable level of assistance that will be needed locally for rescue, medical help, shelter, water, food, heat, light and power.
4. If external communications exist then the committee **must** liaise with the appropriate officer at District level and the Emergency Services **and** follow their instructions.
5. In any event the **EC must** refer to the check lists in this document to help in coordinating assistance

Check List 1

Communications

1. Is the entire village or any part of it totally blacked out from communication of any kind including land line telephone, mobile telephone and vehicle or pedestrian access?
2. Is there any means of informing residents where the **EC** is meeting?
3. Can the affected parts of the village be accessed by four by four vehicles, tractors or boats?
4. Is it safe and possible to enlist help from village organisations or from friends and neighbours to make a house to house call of the affected areas?
5. Can those needing medical help or refuge be safely evacuated?
6. Can local farmers and businesses help with equipment which is capable of crossing rough or flooded ground?
7. As far as possible is everyone alert to the emergency and subsequent emergencies that may follow?
8. Has a clear communications centre been established by the **EC** which can receive, log and assess priorities and direct rescue actions?

Check List 2

Shelter

1. What halls or large buildings are available to offer shelter?
2. Are they open or can they be opened?
3. Do they have light, heating, power, toilets and emergency staff?
4. Possible options are:
 - The Ploughman Hall
 - The Pavilion
 - The Public Hall
 - The Baptist Church
 - The Anglican Church and the Octagon
 - The Wilford Furlong Centre
 - The Library
 - The Salvation Army Hall
 - The Surgery
 - Willingham Primary School
 - The Phoenix School/Willingham House
 - The Duke of Wellington Public House
 - The Porterhouse Public House

If none of these are available or if there is insufficient capacity or if the space is not suitable is it possible to appeal to residents to help with spare rooms or caravans or tents?

Check List 3

Food and Water

1. Is there a lack of potable water or a danger that water has been contaminated?
2. Have residents been warned or if not can they be warned?
3. Is the duration of the disruption likely to be long enough to cause residents problems with food and water?
4. Can emergency provisions be made available from food providers? If power or communications are down then traders are likely to find it impossible to operate normal bar coded transactions and it may be necessary to seek release of goods underwritten by the Parish Council. Possible sources are:
 - The Coop Store
 - The One Stop Shop
 - Highgate Farm
 - Specialist Shops such as the Bakers and Delicatessen
 - Restaurants, Public Houses and Fast Food Outlets
5. If there is a prolonged power outage, freezer contents will become surplus. Can the surplus be distributed whilst still of use?
6. Subject to energy availability is it possible to establish a central point for distribution of soup and hot drinks?

Check List 4

Medical and Other Services and Equipment

1. Is access available under supervision to the Surgery and/or Pharmacy and through this route to medicines and professional medical help? If not is there anything that can be done as a priority to open these routes?

2. What equipment is needed? Possible items are:
 - Lifting Gear
 - Tractors and Trailers
 - Ladders, Cranes, Hoists and Fork Lift Trucks
 - Fire Extinguishers and Hoses
 - All Terrain Vehicles
 - Small Boats and Inflatable Rafts
 - Cutting Equipment
 - Building Materials
 - Fuel
 - Sand Bags

3. Possible sources of equipment might be:
 - Foreman's Garage
 - Berrycroft Stores
 - Willingham Motors
 - Local Farms
 - Earith Marina

Check List 5

Skills

1. Determine the priority for skills and then concentrate efforts to find those skills in order of their priority. Some possible skills that will be needed are:
 - Medical Staff
 - Fire Fighting and Rescue Teams
 - Civil and Electrical Engineers
 - Coordinators and Communicators
 - Police and Security Guards
 - Managers and Organisers
 - Teams of Organised Helpers
 - Fixers
2. Some of these contacts will come through the emergency phone list which is attached in check list 7 others will be through local knowledge. In the event that all communications are blanked out then local physical contact will be the only route left.
3. Remember that the **EC** team is not there to find permanent or perfect solutions but to ensure that there is a positive short-term response to an emergency and not a vacuum.

Check List 6

Strategic Stocks

The Parish Council will maintain at the Public Hall the following emergency stocks and equipment:

- 2000 Bags of Sand
- 2 Tonnes of Sand
- 10 Suitably Sized Spades for Filling Bags
- 4 Mobile Transceivers
- 10 Led Torches
- 10 Led Lanterns
- Spare Batteries for the above
- 500 Night Lights
- 5 Gas Lighters
- 5 First Aid Kits
- 6 Hi-Visibility Jackets

Check List 7

Contacts

Parish Council Chairman — Cllr Cook	01954 260325
Parish Council Vice-Chairman — Cllr King	01954 260780
PC Chair of Planning — Cllr Law	01954 202188
Willingham Parish Council Office	01954 261027
Willingham Doctors Surgery	01954 260230
Police	0845 4564564
Willingham Primary School	01954 283030
Wilford Furlong Centre	01954 261445
The Anglican Church — Rev Julie Anderson	01954 231496
The Octagon	01954 260934
Baptist Church — Rev Paul Joel	01954 260538
Salvation Army — Don & Trish Hall	01223 233492
The Co-op Store	01954 260231
The One-Stop	01954 260239
Berrycroft Stores	01954 260296
Foremans Garage	01954 260516
Willingham Motors	01954 260467

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