



# **Bishop's Waltham Parish Council**

## **Community Emergency Plan**

## Bishop’s Waltham Parish Council

### Community Emergency Plan

Plan last updated on 11<sup>th</sup> March 2020

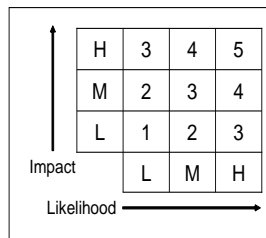
#### INTRODUCTION

The purpose of this Plan is to provide community resilience such that local communities and individuals harnessing local resources and expertise can help bishop’s Waltham in an emergency in a way that complements the response of the emergency services.

Although there is no statutory responsibility to provide community resilience, Hampshire County Council encourages parishes to write their own community emergency plans.

This Plan is based upon Cabinet Office guidance adapted by the Community Resilience Group of the Hampshire and Isle of Wight Local Resilience Forum. It has been compiled by the Bishop’s Waltham Community Emergency Planning Group, reporting to the Parish Council.

#### LOCAL RISK ASSESSMENT



Risk Levels 3 – 5 **must** have Mitigation in place  
Risk Levels 1 – 2 should have Mitigation in place if resources allow

Risk Likelihoods and Impacts below are relative, not absolute

A list of possible (even though improbable) events is below:

Event	Risk			Resources Required (Appendix B)								Notes
	L	I	RL	A	B	C	D	E	F	G	H	
Major fire or explosion	M	M	3	●			●			●	●	
Flooding, storm or blizzard	H	M	4	●	●	●	●	●	●	●	●	●
Pandemic virus	M	H	4				●	●	●	●		
Airborne pollutant or gas	M	M	3	●			●		●		●	
Major crash or collapse	L	H	3	●	●	●	●	●			●	●
Loss of electricity	M	M	3	●		●					●	●
Major oil leak	L	M	2			●						
Terrorist incident	L	H	3				●					
Missing person	M	L	2					●				●

#### Key to Resources

A	Accommodation	E	Manpower
B	Vehicles	F	Communication
C	Machinery, Plant & Tools	G	Supplies
D	Medical	H	Administration & Reception

#### ANALYSIS OF RISKS

The highest risk events are natural disasters (flooding, storm, blizzard) or a pandemic virus. The priority resources required are medical, administration & reception and accommodation.

The Community Emergency Plan must ensure, as a minimum, the above risks are covered and the above resources provided.

## HCC PREPARED REST CENTRES

The Town's Prepared Rest Centre (PRC) can only be activated by Hampshire County Council. HCC Emergency Planning and Resilience Unit has guidance and pre-positioned instructions, forms and other material in designated Prepared Rest Centres (PRC). Bishop's Waltham Jubilee Hall, Little Shore Lane, SO32 1ED, is a pre-identified PRC with a capacity for 300 people. The red emergency box is located in the store room – the key is held by the Caretaker (07435 970502), who is trained as the Building Manager to open the Hall and be ready to receive staff and evacuees. The Rest Centre Management Team, comprising HCC staff and voluntary agencies, will be as below:

Appointment	Role	Notes
Rest Centre Manager	Form the Management Team to run the centre	
Marshal	Keep routes clear and meet evacuees	
Reception Desk	Welcome evacuees and brief on the process	
Registration	Maintain records of individuals and issue badges	
Help Desk	Display information and answer queries	

HCC Emergency Planning Unit may call upon the following Voluntary Agencies

Agency	Assistance	Notes
British Red Cross	First Aid within PRC, Clothing, Bedding, Hygiene Packs,	
St John Ambulance	First Aid within PRC, Community Support, Bedding, Bathing	
RVS	Food and Drinks, Hygiene Packs	
Salvation Army	Catering, Transport, Clothing	
Raynet	Support communications with HCC Emergency Centre	

The Jubilee Hall is equipped with an emergency electricity supply for the lighting (Gold Room and PC Office) and one power socket (by doorway to Diamond Suite). The generator input is located in the Boiler Room.

## LOCAL COMMUNITY EMERGENCY COORDINATION

Emergency Coordination Centre	Parish Council Office	01489 892323	
Emergency Coordinator 1	Parish Council Clerk	See Appendix	
Emergency Coordinator 2	Parish Councillor		
Emergency Coordinator 3	Administration Officer		

The alternative ECC location is Priory Park Clubhouse.

## EMERGENCY CONTACT NUMBERS

Emergency Services	999
HCC Emergency Planning Office	01962 846846

**ACTIVATION OF PLAN**

The Plan will be activated by:

- a call from the emergency services for assistance
- a call from the WCC Emergency Planning Officer or the HCC Emergency Planning Unit
- the Bishop’s Waltham Emergency Coordinators if emergency services are unavailable

The Emergency Coordinators will:

- assess the risks and identify the resources required
- assemble all available Parish Councillors to set up the Emergency Coordination Centre
- deploy PC Liaison Officer to site of emergency to offer assistance and resources until the arrival of the HCC Incident Liaison Office (ILO), to whom they will then report

The Emergency Coordination Centre will then coordinate, as required, the following tasks:

Task	Note	✓
Establish the Coordination Centre	List of Items	
Test communications	Including alternative means	
Liaise with HCC Emergency Planning Unit	And other emergency services	
Liaise with the PRC Management Team	Resources to Jubilee Hall	
Activate resources required	Appendix	
Provide reception arrangements at site	Individual with communications	
Alert vulnerable people	List of contacts	
Distribute Emergency Grab Bags	As necessary	
Liaise with Neighbouring Parishes	As necessary	

**EMERGENCY COORDINATION CENTRE CHECK-LIST**

Item	Note	✓
Spare copies of Emergency Plan		
Land-line phone(s)	Analogue - Direct connection to socket (plug into the wall)	
Mobile phone(s)		
Event Log		
Torches		
Loud hailer		
Hi Viz Jackets	Marked with “Parish Council”	
Emergency Grab Bags		
2 sets of 2-way radios	1 for PC Liaison Officer	

**LOCATIONS OF VULNERABLE PEOPLE (See Appendix A)**

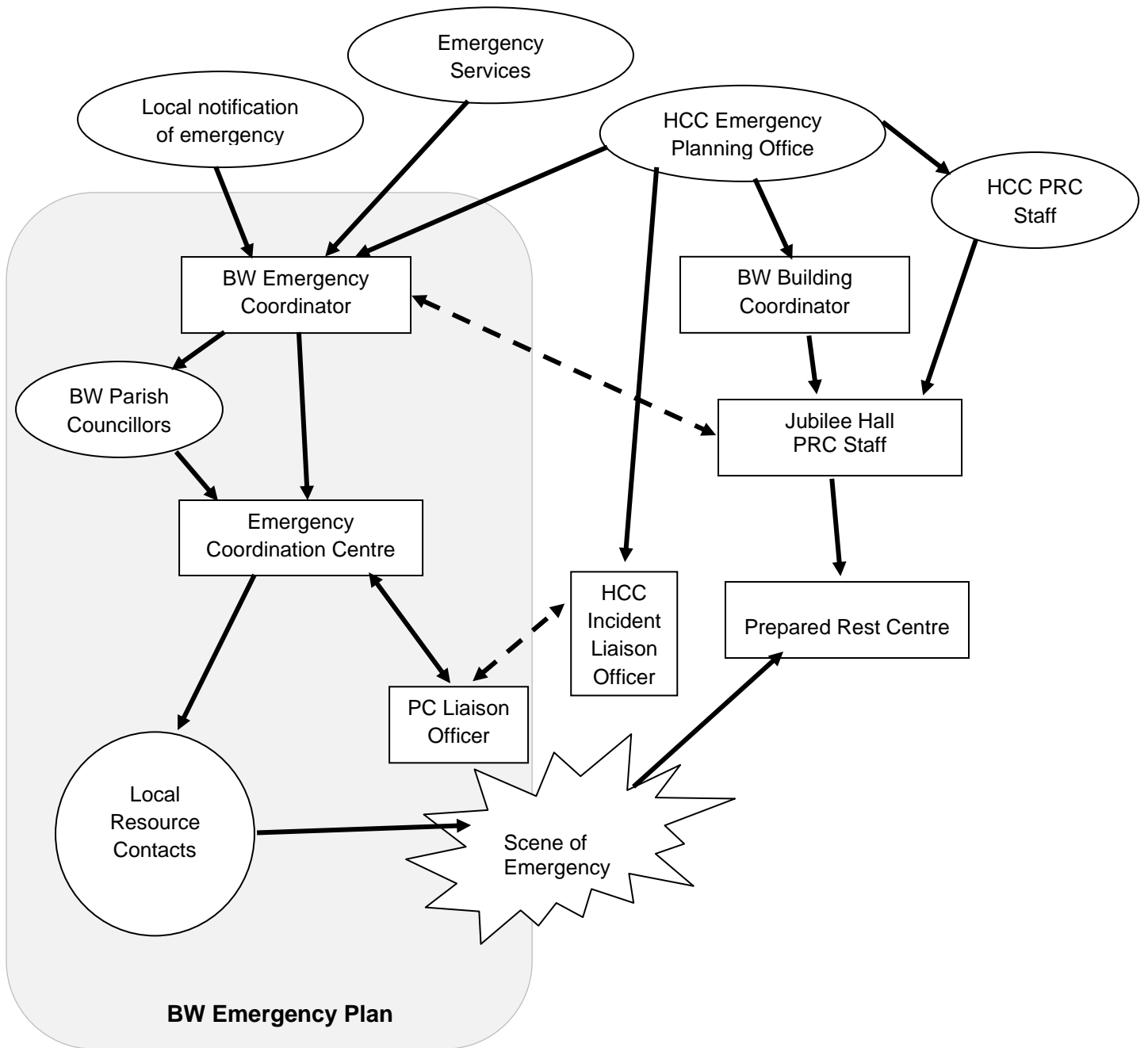
Location	Contact	✓
Bishop’s Waltham House	01489 892004	
Priory Court	01489 894563	
Ridgemean House	01489 892511	
Roman Row	01489 895006 / 01179223269	
Southbrook Mews	01489 893295	
Green’s Close	01962 855335	
Pine Road	01962 855335	

*Emergency access to the above locations via Duty Community First Responder 07880 782198*

**SPECIAL LOCATIONS**

Location	Contact Key Holder	
St Peter’s Church	See Appendix	
BW Museum		

**COORDINATION**



**FINANCIAL REIMBURSEMENT**

Some resources may have to be purchased in an emergency. Invoices can be raised by suppliers for reimbursement by the Parish Council within the normal delegated authorities.

**MAINTENANCE OF THE PLAN**

The Community Emergency Plan will be updated each year and copies sent to:

- Hampshire Emergency Planning & Resilience Team
- Hampshire & Isle of Wight Local Resilience Forum

The Plan will be tested at least once every 5 years.