

**Bishop’s Waltham Parish Council**

**Community Emergency Plan**

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**Plan last updated on 21st December 2018**

**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 **L**ikelihoods and **I**mpacts below are relative, not absolute

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

|  |  |  |  |
| --- | --- | --- | --- |
| Event | Risk | Resources Required (Appendix) | 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**

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

*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**

**BW Emergency Plan**

PC Liaison Officer

BW Emergency Coordinator AlertedD

BW Building Coordinator

Prepared Rest Centre

Jubilee Hall

PRC Staff

Emergency Coordination Centre

HCC Incident Liaison Officer

Scene of Emergency

**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.