

St Keyne Parish

EMERGENCY PLAN

March 2020

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For review March 2021

**If an emergency occurs, the first action must
be to contact the emergency services by
dialling 999**

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IMMEDIATE RESPONSE TO A COMMUNITY EMERGENCY

- 1. RING 999 to inform the Emergency Services**
- 2. Provide CLEAR and CONCISE information to the Emergency Services**
- 3. If necessary, ACTIVATE THE COMMUNITY EMERGENCY PLAN**

ACTIVATE THE COMMUNITY EMERGENCY PLAN

The Plan can be activated by the Emergency Coordinator based on that person's assessment of the situation. It is better to stop the Plan should events come under control sooner than expected, than not to respond at all.

Until Emergency Services help arrives and without endangering anyone, the Emergency Coordinator should **contact the Community Volunteers listed in this Plan and ask them to report to the appropriate location.**

When the Emergency Services have arrived the Emergency Coordinator should make contact with them to explain to explain their role and what has happened so far.

Sometimes full activation of the Plan will not be required and the Plan can be used as a resource within the community.

If details of an incident are received from someone locally then the person being notified must contact the Emergency Services by phoning 999.

EMERGENCY COORDINATION

Emergency Coordinator	Kevin Shovelton	07471816604
Deputy Emergency Coordinator	Fran Lewis	07449606175
Deputy Emergency Coordinator	Min Toms	07801556568

Coordination Centre 1	To be confirmed whenever the Plan is instigated	
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INCIDENT CONTROLLERS WHEN DEPLOYED

Incident Controller	To be advised	
Incident Controller	To be advised	
Incident Controller	To be advised	

PARISH SHELTER CONTROLLER(S) WHEN DEPLOYED

Parish shelter Controller	To be advised	
Deputy Parish shelter Controller	To be advised	

CARE COORDINATOR(S) WHEN DEPLOYED

Care Coordinator	To be advised	
Deputy Care Coordinator	To be advised	

PARISH SHELTER

The Parish Shelter could be used, as necessary, as the Coordination Centre where the Emergency Coordinator and other Volunteers can coordinate the community response to the Emergency, as an assembly point for Community Volunteers and as a temporary shelter for anyone in the community that has temporarily lost access to their home.

	Location	Key Holders
1.	St Keyne Village Hall Telephone: OS 6-fig grid ref: SX241609	

USEFUL TELEPHONE NUMBERS

Organisation	Number
Emergency Services: Police, Fire & Rescue, Ambulance and Coastguard	999
Non-Emergency Number - Police	101
Cornwall Council Emergency Number	0300 1234 161
Cornwall Council Emergency Centre Number When Activated and When Published by Local Media	0300 1234 161
Cornwall Council Division Member	03001234 100
NHS Medical Help Non-Emergency	111
NHS Liskeard Community Hospital	01579 373500
Environment Agency Floodline (for flood warning information)	0345 988 1188
Environment Agency Incident Hotline	0800 807060
Citizens Advice Bureau Flood Helpline	03444111444
Western Power Distribution	0800 365900
South West Water	0800 1691144
British Telecom	0800 800 151
DEFRA Animal Health and Veterinary Laboratories Agency, Truro	01392 266373
Cornwall Community Resilience Officer	03001234232
BBC Radio Cornwall	01872 275421
Radio Heart Cornwall	01872 554400
Pirate FM	01209 314 400

1 Introduction

Why do we have an Emergency Plan for St Keyne?

All major emergencies are dealt with by the Emergency Services, Local Authorities, Utilities and Voluntary Agencies in a combined response. In extreme conditions, it is possible that the Emergency Services may not be able to reach the scene or react immediately. In such circumstances, the initial response may rely entirely on local people coming forward.

The sorts of emergencies which we might have to contend with as a Parish include flooding; utilities failures, particularly electrical power outages; severe weather, such as heavy snow; and human and animal disease outbreaks. This list is not exhaustive. Within recent living memory, the village has experienced heavy snow, and power outages and has had to look inwards for immediate support.

It is for this reason that the Parish Council has developed this Emergency Plan. It aims to provide local support on the ground speedily and when it is most needed, using volunteers in a structured manner.

The aim is to look after the welfare of people in the Parish and help to maintain our infrastructure. It does not replace the support provided by the Emergency Services, but supplements it, particularly at the early stages. It is designed to deal with events affecting the Parish or parts of the Parish so that we may recover from an emergency situation more quickly.

This Emergency Plan is not designed to deal with local emergencies affecting only one householder or when the Emergency Services are perfectly capable of dealing with the emergency without any formal Parish involvement.

Specific Risks

There are no specific risks to the Parish that have been identified which require advance planning in detail. The emergencies, which we as a Parish are likely to face, if they do occur, are therefore likely to come as a surprise!

Key Principles

- The Plan is based on a 'worst case scenario'.
- All key roles are well defined.
- There is a clear centre of control and coordination.
- The Plan is simple to understand, so everyone involved knows in outline what they are meant to do.
- Accurate information flow is critical

Activation

The Emergency Plan may be activated by any Member of the Parish Council, the Emergency Services or Cornwall Council.

2 Roles and Responsibilities

General.

Every key role played by an individual has a deputy to act in that individual's absence on work, holiday or illness. When available, the Deputy assists the main role player to carry out their role.

It is essential that accurate information is passed to the Emergency Coordinator in a timely manner otherwise a chaotic situation, where no one knows what is expected of them, is more likely to occur.

Risks to volunteers

It is required that all volunteers will not put themselves at risk in helping others, so they do not themselves become casualties that need to be catered for by Parish resources to the detriment of other people. In terms of liability, the Parish Council's insurance policy provides Public Liability up to £10 million, Employers' Liability up to £10 million and includes Personal Accident cover for all Employees, Members and Volunteers working on behalf of the Parish Council. The use of chainsaws by specified volunteers requires a formal risk assessment to be in place to ensure their personal protective clothing and equipment, has been considered and documented.

Emergency Coordinator

The Emergency Coordinator is responsible for:

1. Writing, updating and disseminating the Plan.
2. Maintaining a confidential list of those members of the Parish, who have requested that they would like particular assistance in an emergency and ensuring that the Deputy Emergency Coordinator has a copy of this list held in a sealed envelope to be opened in his absence, if needed.
3. Putting the Plan into effect when necessary, and providing his/her home as a coordination centre.
4. As needed, deploying incident controllers, volunteers and wardens; and/or activating a Parish Shelter.
5. Acting as a focal point for the collection and dissemination of information.
6. Maintaining a log of events.
7. Acting as a focal point for liaison with the Emergency Services.
8. Dealing with media enquiries.
9. Standing everyone down at the end of the Emergency.
10. Making an assessment of lessons learned when the emergency is over.

Incident Controller(s).

Incident control is the cornerstone of the Emergency Plan. The Incident controller(s) is/are responsible for:

1. At the request of the Emergency Coordinator, deploying to the incident or incidents on the ground.
2. Making an assessment of what, if any, resources are needed and assessing the risks involved.
3. Reporting the situation to the Emergency Coordinator and seeking any resources needed.
4. Managing the resources/volunteers in a safe manner.
5. Reporting progress back to the Emergency Coordinator as events take place.

Parish Shelter Controller

The Parish Shelter Controller is responsible for:

1. On request, gaining access to the chosen Parish Shelter: this will normally be the Village Hall
2. Carrying out a quick risk assessment to ensure that the building contains no hazards.
3. Assessing the number of volunteers needed to service the Parish Shelter, if that has not been carried out already.
4. Taking charge of the Parish Shelter and briefing everyone in the Shelter every half an hour.
5. Managing everyone in the Shelter including:
6. Appointing a Volunteer to record those in the Shelter and recording any expenditure incurred on behalf of the Parish.
7. Appointing a Volunteer to manage those who will bring their domestic pets.
8. Appointing a Volunteer to manage refreshments etc.
9. Appointing a Volunteer to handle any Media Representatives who turn up.

Volunteers

In the event of a sudden emergency volunteers may well be first on the scene and will have to act on their own initiative, without direction initially.

Volunteers will be deployed by the Emergency Coordinator and their roles are:

1. To help in any way as general helpers including manning the Parish Shelter.
2. To provide first aid etc as required, if recognised as a First Aid volunteer.
3. To provide transport as required, if recognised as a Transport volunteer.
4. To provide equipment and expertise as required, if recognised as such.
5. To provide emergency communications to the outside world in the event of a catastrophic failure of landline and mobile communications infrastructure, if designated as a Communications volunteer.

Care Coordinator

The Care Coordinator is responsible for:

1. Before an incident. Co-ordinate knowledge of people in the community who may need additional help & support, e.g. those at greater risk, harder to contact, less able to respond and act.
2. Seek out training for Care Volunteers.
3. During an incident, contact, reassure and comfort members of the community
4. Co-ordinate personal care information, via the Emergency Co-ordinator, to statutory and support agencies
5. Ensure any operational plans do not miss vulnerable or at risk individuals - direct resources/support as required
6. Keep accurate record of actions
7. Immediately after incident, make Volunteers and community aware of health & wellbeing services available and how to access them.
8. After incident, survey residents to gain feedback & check recovery

DISTRIBUTION of this EMERGENCY PLAN

	Addressee(s)	Means
1	All those listed in the Plan on Page 4	Hard Copy (6)
2	All members of the Parish listed anywhere in the Plan <u>with</u> email addresses	Electronic
3	Emergency Management Cornwall Council (See Note 1)	Electronic (both versions)
4	Cornwall Council Division Member	Hard Copy
5	Chairman Village Hall Committee	Hard Copy
6	Members of the Parish Council who do not have a hard copy plus Parish Council Clerk	Hard Copy

Note 1. Cornwall Council will make the complete plan available to the Emergency Services as required. It will publish the version of this plan which does not contain names or personal contact details on the community resilience section of their website.

APPENDICES

General Helpers and Wardens List

First Aid List

Transport List

Equipment List

Last Ditch Communications List

Emergency Log

Persons in Parish Shelter Form

Expenditure Incurred at Parish Shelter Form