

# URCHFONT PARISH COUNCIL



## **Management & Co-ordination of Local Issues In the Event of an Emergency**

February 2020

# **1 - INTRODUCTION**

This document describes how Urchfont Parish Council can assist in the management and co-ordination of the support required by the local community in the event of an extreme emergency where the Emergency Services are overstretched and will be severely delayed in providing their normal level of response to the area, such as severe storms, floods or heavy snow fall.

When the need arises and as soon as practically possible the Parish Council will invoke the following Plan.

The Urchfont Village Hall will be the initial meeting place for the Parish Council / volunteers and the Primary Location for co-ordination activities in any emergency situation.

A Response Team will be established whose primary role is to co-ordinate the deployment of resources to address the problems which have arisen. The Plan is developed where overall Parish co-ordination and assistance can be given, where individual Villages (Urchfont, Lydeway, Wedhampton) are completely isolated for whatever reason it may be necessary to replicate all or some of the following co-ordination roles in that particular Village(s).

## **2 – ROLES AND RESPONSIBILITIES**

A list of typical roles and responsibilities is laid out below but the Response Team will be set up according to the requirements of the particular incident or emergency. Volunteers will be asked to fill the roles appropriate to their skills and abilities

### **Lead Emergency Co-ordinator**

- Assess the impact of the situation
- Prioritise deployment of resources
- Log key details of incident for later reporting to Emergency Services
- Establish the rest of the Response Team
- Allocate available resources to Teams
- Set up communications as required

### **Communications Co-ordinator**

- Gather and disseminate information to and from the relevant parties
- Co-ordinate the production and distribution of specific situation contact information, emergency procedures in a leaflet to be distributed to all households in the Parish (or specific Village) utilising the 'Redhorn News' distribution lists and distributors where possible.

### **Logistics Co-ordinator**

- Getting available supplies to where they are needed
- Recruitment of people, equipment, vehicles etc.

### **Traffic and Access Co-ordinator**

- Traffic management especially keeping access roads clear for Emergency Services
- Keeping traffic flowing around the Parish

### **Medical Co-ordinator**

- Gather information on the medical requirements of any persons that are in need of help
- Allocate resource to provide medical first aid or medical support
- Alert Emergency Services when available to specific medical needs and emergency situations

### **Welfare Co-ordinator**

- Co-ordinate the provision of shelter and refreshments to the public affected by the incident

A 'Parish Contacts List' details all available resources in an Emergency, a copy of this limited distribution document is held by the 'Plan Holders' as detailed in the Emergency Planning Policy document Section 5.

The Parish Council will refer to the 'Householders Guide to Emergencies' document produced by Wiltshire Council in 2010, as a guide to dealing with an emergency. 'Plan Holders' have a copy of this document which can also be seen on the website [www.urchfont-pc.gov.uk](http://www.urchfont-pc.gov.uk) > Urchfont Parish Council > Planning for an Emergency.

This can also be distributed to the householders of the parish either whole or in part as is needed. The Wiltshire Council Web Site Address for this Emergency Plan is:

[www.wiltshire.gov.uk/communityandliving/civilemergencies/emergencyplanning.htm](http://www.wiltshire.gov.uk/communityandliving/civilemergencies/emergencyplanning.htm)

### **3 - FIRST AT SCENE**

Should you be the first to arrive at the scene of an incident, it is imperative that you do not attempt to help without first assessing the scene and providing relevant information to the Emergency Services.

The following guide is used by the Emergency Services and is designed to ensure all necessary information is obtained.

On arrival obtain details of '**CHALETS**':

<b>C</b>	<b>CASUALTIES</b>	Numbers and severity
<b>H</b>	<b>HAZARDS</b>	Fire, leaks, etc
<b>A</b>	<b>ACCESS</b>	Safe route for the Emergency Services
<b>L</b>	<b>LOCATION</b>	Exact location required
<b>E</b>	<b>EMERGENCY SERVICES</b>	Are they present or required?
<b>T</b>	<b>TYPE</b>	Train crash, air crash, explosion, major fire etc.
<b>S</b>	<b>SAFETY</b>	Of all personnel

## **4 – INITIAL GUIDE TO DEALING WITH AN EMERGENCY**

When disaster strikes the Emergency Services want **CLEAR, CONCISE INFORMATION AS SOON AS POSSIBLE**. If you are first on the scene, ascertain the precise location of the incident and a broad indication of any casualties, fire and damage that may have occurred.

### **THEN**

**MAKE a 999 CALL** to summon the Emergency Services. If there is any difficulty in doing this try and contact the individual services as follows:

- |    |                            |                           |
|----|----------------------------|---------------------------|
| 1. | County Police Headquarters | Devizes 0845 408 7000     |
| 2. | Fire Station               | Trowbridge (01225) 756530 |
| 3. | Ambulance Control Point    | Devizes (01380) 733417    |

If the telephones are out of order check if someone has a mobile telephone or flag down a mobile radio user (fire/police/ambulance/gas/water/electricity/taxi etc) and ask them to pass a message via their control room. Alternatively try to get a message passed by a local radio amateur.

### **THEN**

If possible, collect the following additional information to assist the emergency services when they arrive:

1. Casualties - Location, number and type of injuries.
2. Fire - What is on fire? Alternatively is a fire imminent? Are there hazardous items nearby - fuel, paint, gas bottles and/or explosives?
3. Vehicles - Is a Hazard Warning Panel marking displayed on the vehicle, e.g. a tanker? If so details of markings should be passed.
4. Buildings - Are they in danger of collapse? Are people still inside?
5. Approach to Incident Area - Is it clear for vehicles? Are there alternatives?
6. Water - Alternative supplies for hydrants? Rivers, lakes, ponds, swimming pools, farm tankers?

### **THEN**

When satisfied the above information has been gathered, assist with controlling traffic and people, casualties, fire fighting and rescue until emergency services arrive.

### **EMERGENCY CONTACT**

In the event of an emergency the Emergency Services should be contacted as normal on the **999** system.

### **NON-EMERGENCY CONTACT**

In a non-emergency situation, should contact be required with the Emergency Planning Unit for information or advice, contact:

**Working Hours:** Trowbridge **(01225) 713159, 153, 157, 158 or 108** to speak to any member of the Department.

**Out of Hours:** County Police Control Room, Devizes 0845 4087000 and request the Duty EPO be paged. Please only use this number if the matter cannot wait until office hours.

### **ROAD CLOSURES**

Only the Police or County Highways Department have the authority to close roads. It must not be attempted by CEVs or members of the community.