

Community Emergency Plan



December 2013

1. Introduction

This Plan has been developed by South Woodham Ferrers Town Council and its Community Resilience team in conjunction with colleagues at Chelmsford City Council.

It aims to enable the Town Council and the local community to respond effectively to any local emergency that has a significant impact in the town and the surrounding areas.

Whilst such incidents are rare, they may take many forms and be associated with a local, regional or national incident. They are by their nature virtually impossible to predict.

Thus this plan does not reflect on any one scenario that may or may not befall the Town. Instead it is a plan to ensure that the roles and relationships between the community and the public service organisations are explained and maintained. It also acts as a resource to identify local key resources that may be helpful in responding locally to an incident.

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Note: Appendices are not included in the public copy of the plan

Plan Update Schedule

First Issue December 2013

Plan Distribution

Public Copies

Town Council website
City and County Councillors
Neighbouring Local Authorities
Local library

Full Plan

Town Council Staff
Town Councillors
Emergency Planning Team Chelmsford C.C.
Emergency Volunteers
Local Floodwatch Team

3. Roles and Responsibilities

A) General Overview

Rescue will most frequently be the prime function required of the emergency services.

The Ambulance and Fire Services jointly manage the rescue of survivors, whereas the extinction of fire and the rescue of casualties from hazardous substances is the responsibility of the Fire Service. The care and transportation of casualties to hospital is the responsibility of the Ambulance Service.



Police will facilitate these operations by coordinating the responses of the emergency services, local authorities for welfare of non injured survivors, and other agencies.

The principal concerns of local authorities include support for the emergency services, support and care for the local and wider community and coordination of the response by organisations other than the emergency services. As time goes on, and the emphasis switches to recovery, the local authority will take a leading role in rehabilitating the community and restoring the environment.



B) Role of the Town Council

The Town Council provides a resource nearest the local community. This will include access to staff, Councillors and local volunteers as well as valuable knowledge. The Town Council will also have some resources to provide rest centres or other facilities as required.

A key local role is to provide a local rest centre or other type of temporary reception or accommodation facility. A number of locations around the town have been assessed for possible use and the Town Council works with the City Council to maintain a pool of staff and local volunteers able to set up and run a facility as required.

The decision on whether rest centres are required and at what locations will be determined by the Emergency Planning Team at the City Council.

In many cases such provision is required for very limited periods of time or if the incident requires a Rest Centre provided over a prolonged period, staffing may be provided by the City Council.

Other forms of help or support may be requested of the Town Council and the local community. In such cases to avoid significant financial risk to the Town Council, it is essential that requests for assistance be directly from, or otherwise approved, by the Emergency Planning Team at the City Council.

C) Management for Major Emergencies

The lead organisation for most major events will be drawn from the “Blue Light” services and will more often than not be Essex Police.

A standard control structure is use by the emergency services, and supporting agencies such as utility services or local authorities are well versed in the methodology for dealing with major incidents.

GOLD COMMAND	Multi Agency Strategic Level	Normally located at Essex Police HQ
SILVER COMMAND	Multi Agency Tactical level	Located at Essex Police HQ or local to incident
BRONZE COMMAND	Local Operational Level.	located at the incident site

It is unlikely that the Town Council will be asked to contribute to the Tactical or Strategic management should a major incident occur and at an operational level requests for assistance are most likely to come to the Town Council from the City Council Emergency Planning Team rather than from the Police or Fire Service. It is possible that local information may be requested by the local Bronze Command.

The Town Council should not expect to have to provide liaison staff to support the command structure, expecting instead to receive and pass news about an incident response to the City Council in the first instance.

A general awareness of the command structure is adequate for the scope of the Town Council’s plans.

D) Being Prepared - Steps Residents Can Take

This basic guide to take some simple steps to reduce the impact of an emergency on your family.

Preparing a family emergency plan does not require any specialist knowledge, just a few minutes of your time.

This guide will help you to;

- Plan to protect your family
- Prepare an Emergency grab bag
- Find further information.

The hazards!

There are a number of incidents that have affected communities in Essex they include:

- Fire
- Flooding
- Utilities failure
- Extreme weather
- Chemical spill
- Transport accidents

The effects!

These hazards can affect your family in a number of ways :

- Loss of electricity, gas or water
- Damage to your home
- Short term evacuation
- Temporary isolation
- Injury to or death of members of your family.

Family Emergency Plan

A family emergency plan should ideally be written but it could just be an agreement reached between members of the family on how to react in an emergency.

Talk to your family about the potential emergencies that could affect you and how to respond to them. Talk about what you would need to do in an evacuation.

Plan how your household would stay in contact if you were separated.

Identify two meeting places: the first should be near your home – in case of fire, perhaps a tree or a telephone pole; the second should be away from your neighbourhood in case you cannot return home; a school, the home of a friend or relation or the Police Station for example.

Pick a friend or relative who lives out of the area for household members to call to say they are okay.

Identify two escape routes from each room in your house. Practise a fire drill.



Post emergency telephone numbers by telephones. Teach children how and when to phone 999.

Make sure all your insurance policies are current and include the risks you have identified. It is in your own interest, you may not be insured otherwise. Keep a list of key contact/reference numbers of insurance companies, banks, car registrations etc. and store them safely with a friend or relative, in case they are destroyed or inaccessible at your home.

Register of Vulnerable People for Emergencies

Chelmsford City Council's Emergency Planning Unit is keen to identify residents who might need specific help in the event of a major incident necessitating evacuation from their homes. For example, if you are hard of hearing and unlikely to hear a loud-hailer evacuation message, or are bedridden and unable to evacuate yourself without assistance. If you know of someone that needs to register as a vulnerable resident, you can do so on line at the City Council website,

www.chelmsford.gov.uk/vulnerable

or contact the Town Council Office in Champions Manor Hall, Hullbridge Road. Staff will be pleased to help you with the registration process.

Prepare an Emergency “Grab Bag”

An emergency grab bag holds important personal information and items that may be useful in an emergency. It should be small enough to carry and kept in a secure place that everyone in your family can find.

Some of the items it could contain are listed below;

Details of prescription medicines for the family.

Toiletries.

Identity documents

First Aid Kit.

Radio (battery or wind up).

Torch (battery or wind up).

Spare batteries.

Notebook and pen/pencil

Spare Glasses/contact lenses.

Mobile phone charger.

**Contact List - including phone
Numbers.**

Insurance details.

Spare set of house/car keys Etc.

During a major incident the public will normally be given advice via television, local radio and the Councils' website.

Go in - stay inside somewhere safe

Stay in - remain inside until told it is safe to leave

Tune in - tune in to your local radio station for up to date information

Local Radio Stations and Frequencies

Heart Essex
www.heartessex.co.uk
96.3FM / 102.6FM



BBC Essex
www.bbc.co.uk/england/essex
103.5FM/ 95.3FM

Saint FM
www.saintfm.org.uk
94.7FM



Make sure your family know where to meet and who to call in an emergency, complete these cards and give one to each member of the family.

FAMILY EMERGENCY PLAN

Emergency Contact name.....
Telephone.....

Out of area Contact.....
Telephone.....

Local meeting Place.....
Telephone.....

Other important information.....
.....
.....

FAMILY EMERGENCY PLAN

Emergency Contact name.....
Telephone.....

Out of area Contact.....
Telephone.....

Local meeting Place.....
Telephone.....

Other important information.....
.....
.....

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Emergency Contact name.....
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Local meeting Place.....
Telephone.....

Other important information.....
.....
.....

FAMILY EMERGENCY PLAN

Emergency Contact name.....
Telephone.....

Out of area Contact.....
Telephone.....

Local meeting Place.....
Telephone.....

Other important information.....
.....
.....

Sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency, keep a copy of this plan in your emergency pack or another safe place.

FAMILY EMERGENCY PLAN

Out of area contact.....telephone.....

Email.....

Local meeting place.....telephone.....

Alternative meeting place.....telephone.....

Fill out the following information for each member of the family

Name.....NHS No.....

Date of Birth.....Important Medical information.....

.....

Name.....NHS No.....

Date of Birth.....Important Medical information.....

.....

Name.....NHS No.....

Date of Birth.....Important Medical information.....

.....

Name.....NHS No.....

Date of Birth.....Important Medical information.....

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Important information

	Name	Tel. Number	Policy Number
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Doctors.....	/...../...../.....		
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Buildings insurance.....	/...../...../.....		
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Contents insurance.....	/...../...../.....		
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4. Tidal Flooding

A) Background

Many residents are acutely aware of the town's proximity to the sea and the tidal stretches of local rivers. The Environment Agency maintain local sea defences, the obvious appearance of which illustrates the potential threat from flooding.

The Community Emergency Plan is provided to support a local response to a major incident be it brought about by accident, is weather related or indeed is associated with tidal flooding. It is not specifically a flood plan and no such specific plan is provided locally.

Nonetheless this specific issue is worthy of particular consideration due to local perception as a potential known threat and to introduce the specific elements of planning and communication that are associated with this type of incident.



B) Flood Prediction and Warnings

A local tidal flooding incident will probably occur as a result of a number of tide and weather conditions coinciding. Whilst these are not preventable, they are likely to be forecast some time ahead, providing opportunities for some warning and close local monitoring to be put in place.

The South Woodham Ferrers Yacht Club and Eyotts Sailing Club have through a joint initiative set up a local Floodwatch volunteer group.

The object of the Floodwatch group is to respond at the request of City Council's Emergency Planning Officer, to read and relay actual tidal heights against predictions and calculate the probability of the seawalls being overtopped, well in advance of the risk occurring. This information is updated and passed back to the Emergency Planning Officer every 30 minutes, until the threat of flooding has passed. This enables him to disseminate the information to other interested parties to make informed decisions as appropriate. The group also make available a number of crewed unsinkable boats and lifejackets as a back up resource if these are required.

The Environment Agency maintains local sea defences and monitors tide and weather continuously. They issue flood warnings and information as required. The following website may be helpful for advice on dealing with flooding and to see the latest published flood warnings;




www.environment-agency.gov.uk/homeandleisure/floods/

FLOOD WARNINGS:

The Environment Agency provides automated telephone flood warnings for South Woodham Ferrers in the form of the FLOODLINE WARNING DIRECT SCHEME (0845 988 1188).

If community groups are situated outside the designated flood risk area, the telephone warning scheme will not be available to them. However, an ESSENTIAL GROUPS scheme has been established with the Environment Agency, Flood Management Team to ensure these groups receive a telephone flood warning message enabling them to put their own flood plan into operation to assist the town.

There are four flood warning codes:

Flood Warning	Symbol	Meaning	General Advice
FLOOD ALERT		Flooding is possible Be Prepared	<ul style="list-style-type: none"> • Be prepared to act on your flood plan. • Prepare a flood kit of essential items. • Monitor local water levels and the flood forecast on the Environment Agency website.
FLOOD WARNING		Flooding is expected. Immediate action required.	<ul style="list-style-type: none"> • Move family, pets and valuables to a safe place • Turn off gas, electricity and water supplies if safe to do so. • Put flood protection equipment in place.
SEVERE FLOOD WARNING		Severe flooding. Danger to life.	<ul style="list-style-type: none"> • Stay in a safe place with a means of escape. • Be ready should you need to evacuate. • Co-operate with the emergency services. • Call 999 if you are in immediate danger.
Warnings no longer in place			<ul style="list-style-type: none"> • No further flooding is currently expected in your area. • Be careful. Flood water may still be around for several days. • If you've been flooded, ring your insurance company as soon as possible.

The Town Council will work with the local community to encourage residents to be prepared for any local flooding or other emergency.

The Town Council will also work with the Environment Agency to help ensure that local sea defences are properly maintained to protect the town.

5. Available Local Resources

A) Buildings

Champions Manor Hall Community Centre in Hullbridge Road is identified as a possible location for a rest centre and may have a role in supporting a response due to the availability of facilities associated with the Town Council Offices.

Facilities on site include:

- Toilets
- Changing rooms
- Two larger halls complete with seating, audio visual equipment
- Two meetings rooms
- kitchen facilities
- office facilities including wi-fi, telephones, copiers etc.



The site also houses the emergency rest centre equipment box for use at any rest centre.

B) Volunteers and Staff

The Town Council will seek to maintain a team of around 25 to 30 community volunteers to assist in dealing with local civil emergencies.

This team will be offered regular training and exercises to develop their skills and confidence should an incident occur. The training provided will focus on skills required to set up and provide local rest centres.

The Town Council also employs staff mostly based at Champions Manor Hall to provide local services. These will be directed to assist in any local emergency as required.

The Town Council will maintain a register of local volunteers and will record training and exercises provided for volunteers, staff and Councillors.

The Town Council will be responsible for ensuring that emergency call out contact details are regularly checked and that the appropriate details are provided to the City Council's Emergency Planning Officer.

C) Information and Local Knowledge

Key local information that may be of assistance in an emergency will be maintained and appended to the Plan . This will include:

- Details of local services such as health care, utilities etc
- Information on local community support organisations
- Details of local contractors who may be able to assist with equipment or services
- A list of locations which have been identified as areas in which vulnerable people live
- Specific local information on tidal flooding

As well as maintaining information to support a local response to an emergency, the Town Council will also undertake to provide information and support for the community to encourage preparedness for the unexpected and to demonstrate our commitment to supporting the local community.

This includes supporting any initiatives to encourage residents to be prepared using Council publications, its website and public noticeboards. Events hosted by the Town Council will also provide opportunities for appropriate messages about community resilience to be delivered to the Community. Such opportunities exist with the Annual Town Meeting and the plans for Community Safety events.

D) Financial Resources

The Town Council does not hold a specific budget for a response to a major civil emergency. However the Town Council does maintain adequate financial reserves for dealing with a major incident, but would look to avoid any unnecessary or avoidable costs. In its role of working to support the City Council the Town Council would expect that costs associated with a response in an emergency would be recovered via the City Council.

It is essential that any financial implications associated with a civil emergency are properly recorded and authorised by the City Council to ensure that appropriate costs can be recovered.

E) Insurance

The Town Council provides appropriate insurance cover for all of its activities and facilities and this includes a response in the event of a major emergency. Volunteers acting on behalf of the Town Council will have their activities covered by the Town Council's insurance.

Further information on this is available from the Town Clerk

6. Plan Activation

Should a major incident occur locally, necessary arrangements for a response from the local authorities will be initiated normally from the emergency services involved. Details and the requirement for a local response will then cascade down to the County and City Councils as required.

In most cases activation of this Community Emergency Plan will be a request for assistance from Chelmsford City Council.

If circumstances dictate that a local response is initiated through some other means it is essential that contact be made immediately with the City Councils Emergency Planning Officer to ensure that they are aware of the incident and are involved in the co-ordination of the event response.

The Town Council will liaise regularly with the City Council to ensure that the appropriate call out contacts for the Town's Community Plan are accurately maintained.

The Town Council will then call out volunteers, members and staff as required to provide the required assistance.

It is likely that not all of the available resources will be called out in the first instance. The situation being dealt with may only require a limited response or may require a response to be maintained over a period of time.