

Wistow Parish Council

Community Emergency Plan 2020

1. PURPOSE

The aim of the Community Emergency Plan (CEP) is to increase resilience within our community before, during and after emergencies. It is also aimed at linking into the emergency response structures already established by national authorities, Cambridge County Council and Huntingdon District Council.

This plan documents how Wistow would respond in an emergency situation to support residents and/or while awaiting the assistance of statutory authorities/emergency services, or in support of them. It is not the role of the community to take on the responsibilities of these agencies e.g. to save life, to take any risks to themselves or to cope for long hours without agencies' help and support.

2. DISTRIBUTION OF PLAN

The information in this emergency plan is to be posted on the village's website and other suitable media.

3. GENERAL OUTLINE

Community Response Group (CRG): At the centre of this plan is the CRG. The purpose of the CRG is to act as the focal point during an emergency. These are volunteers who have a good local knowledge of Wistow. This is important as it is this knowledge that will identify residents who may need help in an emergency and where to get resources and equipment when other services may be overstretched or not available.

Activation of the CRG: The forming of the CRG does not rely on any named individuals. As proven during the COVID-19 crisis, the village is small enough for like-minded people to come together and organise a suitable response to a situation. No one person, therefore, is in charge of the CRG. It relies on who is available at the time of a crisis to initiate the plan and take the lead.

Once activated, the CRG should inform national emergency services and alert residents using the most effective means. For example, if the power is down and mobile phone service out, it may mean knocking on doors, otherwise social media or phones should be used. To stress the point, local knowledge is key and every avenue should be explored to communicate effectively with residents.

In Annex A is a general assessment of the emergencies that may occur along with possible mitigating actions. This is simply a guide and every incident will need to be assessed at the time. In Annex B is a list of agencies and authorities who should be contacted in a crisis.

Emergency Control Points: District councils are responsible for setting up central operations during an emergency. However, it may be necessary to set up temporary places of safety or assembly within the village; for example, for visitors or for people evacuated from their homes. These are Emergency Control Points (ECP).

There are two ECPs in the village. The primary is the village hall and the secondary is the church. There are also two meeting or assembly points (RVPs) for support vehicles and personnel. The primary RVP is the village green at the end of Bridge Street. The secondary RVP is the road area by the bus stop and opposite the church.

Community Resources and Support Many villagers will offer support in an emergency. To list them in a document would be difficult and any list could easily become out of date. Therefore, it is the role of CRG to be conversant with those villagers who may have key skills or assets that would be useful in a time of crisis. The CRG should be knowledgeable of villagers who may:

- Offer 4 by 4 or tractor support.
- Have keys to access the village hall and church buildings.
- Who have chainsaw qualifications and capabilities.
- Who would set up and run refreshments for emergency services or those stranded.
- Fill sandbags or carry out snow clearing or gritting duties.
- Provide support collecting medical items or shopping for those in an imposed or self-isolation situation (national or regional pandemic lockdown).

4. POST EMERGENCY ACTIONS

After the immediate emergency has passed there may be follow on actions required; for example, residents may need help to clear property of damage, get to medical appointments or engage with insurance companies. The CRG should assess what actions are needed and draw on resources to assist where possible. This is an important part of communicating with residents.

Equally important is to evaluate how the emergency was handled and to gauge the views of the village. It is the role of CRG to consider lessons learned and update this document as appropriate.

5. PLAN REVIEW AND UPDATE

In order to keep this plan up to date, the plan is to be reviewed annually in September, by the Parish Council.

ANNEX A: EMERGENCIES AND RISK ASSESSMENT

Definition: An emergency or major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property. It is also an event that impacts on the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to day activities.

Initial Actions: The CRG should form and carry out the following:

1. Contact emergency services or utility services hotlines, if appropriate.
2. Assemble a Battle Box* from any source available.
3. Open the Primary or Secondary ECP and RVPs.
4. Assess the situation and agree actions that need to be taken in support of the emergency services and residents.
5. Alert and communicate with residents that the plan has been activated and actions being taken to alleviate the situation.

Recording: During an emergency, the CRG and volunteers should keep a record of actions taken. These will be entered into a central log so that they can be evaluated, and the plan altered if necessary. Information can be entered at the time, or directly after the emergency.

Risk Table: The following outlines the types of situations that may be encountered along with the associated risks (columns 1 and 2). The third column identifies the possible actions needed to alleviate or mitigate the risks posed. Note: this is just a guide.

Type of emergency	Potential risks	Actions to consider
Significant failure or disruption of utility services (gas, water or electricity failure.)	<p>Residents with no access to utilities for a prolonged period of time.</p> <p>Residents reliant on electricity or gas for heating and cooking will require support.</p> <p>Cold is a threat to vulnerable people.</p> <p>Residents have no drinking or washing water.</p> <p>Toilets cannot be used</p>	<p>Following Initial Actions:</p> <ul style="list-style-type: none"> ● Identify residents most at risk. ● check on residents, prioritising those most at risk. ● Consider using ECPs as centres for residents in need. ● Seek alternative methods of heating homes or ECPs - i.e. obtaining calor gas. ● Consider obtaining bottled water supplies.

		<ul style="list-style-type: none"> ● Consider obtaining portable toilet facilities. ● Consider obtaining generator units.
Significant disruption to communications infrastructure.	<p>Phones and/or broadband lost.</p> <p>Residents cannot contact emergency or services.</p>	<p>Following Initial Actions:</p> <ul style="list-style-type: none"> ● Investigate nearest places unaffected by interruption i.e. mobile phone signal strength better on higher ground. ● Identify residents who are most affected i.e. those who need to be in contact with medical services. ● Consider using volunteers to stay in touch with those in need during the crisis.
Significant disruption due to adverse weather conditions (heavy snow/storm, icy conditions and/or road closures)	<p>Roads impassable due to snow/fallen trees etc</p> <p>Access to the village is limited or denied.</p> <p>Residents unable to access emergency and other services, e.g. carers, doctors, hospitals, pharmacies.</p> <p>Residents run out of food and other necessities.</p> <p>Non-residents /trapped stranded in village</p>	<p>Following Initial Actions:</p> <ul style="list-style-type: none"> ● Identify those residents that need to make essential travel. ● Consider gathering volunteer snow clearing or gritting teams. ● Request 4 by 4 or tractor support from within the village. ● Ask for chainsaw support. ● Ask volunteers to clear roads.

		<ul style="list-style-type: none"> ● Consider opening ECPs as refuge places.
<p>Flooding of homes and/or roads etc</p>	<p>Homes flooded.</p> <p>Need to support other services</p> <p>Knock-on effect of disruption to the power supply/communication/transport infrastructure—see above</p>	<p>Following Initial Actions:</p> <ul style="list-style-type: none"> ● Identify those residents affected. ● Ask for volunteers to assist with securing homes affected by flooding. ● Ask for 4 by 4 or tractor support. ● Facilitate finding refuge and/or evacuation. ● Support emergency services e.g. shelter and refreshment.
<p>Terrorist Incident</p>	<p>Explosion or gunfire</p>	<p>Everyone should follow advice issued by the National Counter Terrorism Security Office (Nactso) to advocate a 'run, hide and tell' strategy.</p> <p>Stay indoors unless advised by professional services.</p>
<p>Accidents or incidents on travel network</p>	<p>Emergency situation arising from incidents eg road or air crash, oil spillage</p>	<p>Following Initial Actions:</p> <ul style="list-style-type: none"> ● Support emergency services e.g. refreshment, shelter. ● Consider opening ECPs as refuge centres.

<p>Emergencies such as pandemic, fire, drought/wildfire emission of smoke/ radioactive substance/ pollution/chemical/gas emission.</p>	<p>Danger to health</p> <p>Damage to buildings and infrastructure</p>	<p>Our plan is designed to be flexible and versatile and will be adapted by the CRG to respond to individual situations</p>
--	---	---

* Suggested Battle Box contents:

- Wind up torches.
- Loud hailer, with batteries.
- Emergency phone charger with batteries.
- High visibility vests.
- Hazard demarcation tape.
- Metal foil blankets.
- Log book and pencils.
- First aid kit.

ANNEX B: CONTACTS

Organisation	Contact	Website
Cambridge County Council	0345 0455200	www.cambridgeshire.gov.uk
Huntingdon District Council	01480 434 167	www.huntingdonshire.gov.uk
Ramsey Town Council	01487 814 957	www.ramseytowncouncil.gov.uk
Warboys Parish Council	01487 823562	www.warboyspc
National Gas Emergency Service	0800 111 999	www.nationalgrid.com/group/safety-and-emergencies
UK Power Network	105 or 0800 3163 105	www.ukpowernetworks.co.uk/
Anglia Water - loss of water	08457 145145	www.anglianwater.co.uk
Anglia Water - water leak	0800 771881	
Cambridge Water - report an emergency	01223 706050	www.cambridge-water.co.uk
Environment Agency	03708 506 506	www.environment-agency.gov.uk
<ul style="list-style-type: none"> • Floodline 	0345 988 1188	
<ul style="list-style-type: none"> • Incident hotline 	0800 80 70 60	
BBC Radio Cambridge	01223 259696	www.bbc.co.uk/england/radiocambridgeshire
British Telecom – report telephone line faults	0800 800 151	www.bt.com

Date of issue: 20 August 2020

Date of Review: September 2021