Emergency Plan

1. Introduction

1.1 An emergency or major incident is an event or circumstances that causes or threatens death or injury, disruption to the community, or damage to property or to 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 the day-to-day activities.

1.2 The emergency services will always prioritise people and areas greatest in need during an emergency, especially where life is in danger. When people are affected by an emergency, but life is not in immediate danger the community needs to know how to help themselves, support the work of local emergency responders and reduce the impact of the emergency.

2. Aims and objectives

2.1 All major emergencies will be dealt with by the emergency services, local authority, utilities and voluntary organisations in a combined response. This emergency plan is not intended to be a substitute for these services and, if an emergency situation arising, the first action should always to be to contact the emergency services by **dialling 999**.

2.2 An emergency is defined (under the Civil Contingencies Act 2004) as an event or situation which threatens serious damage to human welfare; an event or situation which threatens serious damage to the environment; war or terrorism which threatens serious damage to security.

2.3 Major incidents/emergencies can be divided into four broad categories: natural such as flooding; storms and snow; accidental where human error or technical failure causes the emergency such as an aircraft crash, ad planned where the emergency occurs because of terrorist or criminal action disruption where, for some reason, essential services are not available for a significant length of time (e.g. gas and electricity).

2.4 The purpose of this plan and checklist is to provide a framework to achieve a timely and efficient response by Datchworth Parish Council (Council) in assisting the multi-agency response to a major incident and increase resilience within the local community by: Council to take direction from strategic command; developing a coordinated approach that complements the plans of the responding agencies (emergency services, local authorities and voluntary services); enabling the community to support itself when outside assistance is delayed or overwhelmed; providing a single point of contact for requests made by the emergency services and local authorities; keeping people informed so they can help themselves, and ensuring as many vulnerable people as possible are contacted and assisted.

2.5 Council will work with the Hertfordshire Resilience Partnership to facilitate the combined response to emergencies/major incidents in Hertfordshire (see Appendix 2). Council will

provide local information and knowledge to emergency services and other organisations to help with response. Council will attend and contribute to incident debriefing as appropriate.

3. <u>Other agencies responsibilities, contact details and resources.</u>

3.1 The Police assume the management and overall co-ordination of all the activities of those responding at and around the scene.

3.2 The Fire Service's first concern is to rescue people and to prevent further escalation of the incident. They also assist the ambulance service with casualty handling and decontamination issues and assist the police with the recovery of bodies.

3.3 The Ambulance Service is responsible for co-ordinating effective emergency treatment at the scene and transporting the injured, in order of priority, to nominated hospitals.

3.4 Health Services ensure an effective medical response including requests from the ambulance service to accept casualties and provide trained staff to act as mobile medical teams.

3.5 Local Authorities provide support for the emergency services, and care for the local and wider community. When the emphasis of the incident switches to recovery, the local authority will lead the co-ordination of response in rehabilitating the local community and restoring the environment.

3.6 Utility Companies, including industrial and commercial organisations, may provide support and professional expertise to assist the overall emergency response to the incident.

3.7 The Voluntary Sector can provide support to the emergency and local authorities. They will assist local authorities operate reception centres and can help to provide social and psychological care. (Organisations include WRVS, St. John Ambulance, British Red Cross, Radio Amateurs Emergency Network, Salvation Army, The Samaritans and the clergy).

3.8 For a list of contact details and information sources see Appendix 3.

4. <u>Miscellaneous</u>

4.1 For insurance, health and safety purposes, those named in this plan and other volunteers from the community are not trained, equipped, empowered or resourced to carry out functions of an emergency service.

4.2 Volunteers and Response Team Members provide support at their own discretion and in a voluntary (not compulsory) capacity. No one is expected to carry out duties they do not feel able to undertake.

4.3 This plan covers the civil parish of Datchworth which comprises a village centre, surrounding settlements of Burnham Green, Bulls Green and Hooks Cross.

Appendix 1 - LOG

Date	Time of call	Via phone etc.	Call to/received from	Message	Action	Initial

Appendix 2 - Hertfordshire Resilience Partnership

Hertfordshire Resilience Partnership was formed in 2006, following the introduction of the Civil Contingencies Act 2004, to facilitate the combined response to emergencies/major incidents in Hertfordshire.

The role and structure of Hertfordshire Resilience reflects the value which is attached to co-ordinated, multi-agency planning and the importance of organisations being able to deliver a combined response.

Locally, the co-ordination of such arrangements is handled through the Local Resilience Forum (standing groups and task and finish groups), which considers specific local issues and assesses risks. The Forum is made up of local representatives from the main Hertfordshire Resilience partners. A command-and-control system is a vital element of any multi-agency emergency response. Most organisations involved in the emergency response will adopt the following management structure at one or more of the following three levels:

- Strategic (Gold) – based at Police headquarters
- Tactical (Silver) – based in the vicinity of the incident
- Operational (Bronze) – based at the incident site

The requirement to implement one or more of these levels will be very dependent on the size and nature of the incident.

Hertfordshire Resilience Multi-Agency Management Structure for a Major Incident:

12.   APPENDIX 2 – MULTI-AGENCY MANAGEMENT STRUCTURE
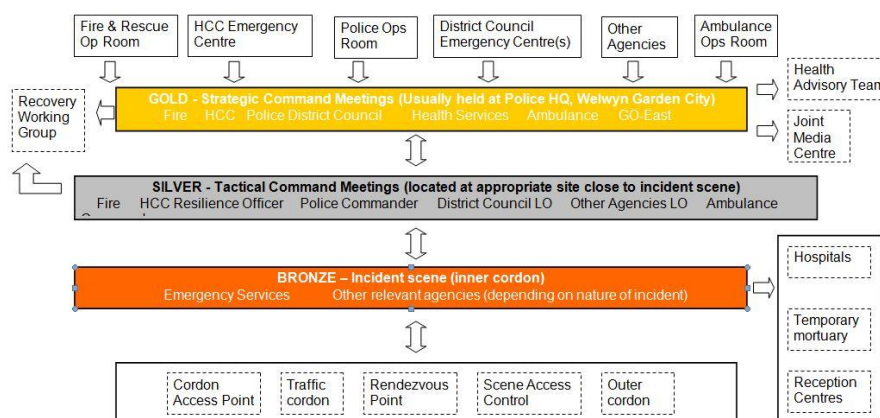
Appendix 3 – Agency contact and information details

Emergency Services	999
DPC emergency coordinator (Clerk)	07938743424
DPC Initial response Team	As above (Monday to Friday 9am to 5pm)
BBC Three Counties Radio	90.4FM / Digital
BBC Beds, Herts and Bucks Radio	59.5FM / Digital
BBC News	http://www.bbc.co.uk/news
Environment Agency	0800 807060
Met Office	http://www.metoffice.gov.uk/
Highways England	https://www.gov.uk/government/organisations/highways-england
Knebworth Surgery	01438 812494
Hertfordshire County Council	0300 1234040
NHS Service	111
National Grid	0800 111999
Affinity Water	0345 357 2407
Thames Water	0800 714 614
National Gas Emergency	0800 111 999
UK Power Networks	0800 783 8838

Appendix 4 – DPC emergency response (Chairman or Vice Chairman)

1. Exercise powers as Chairman and take overall responsibility for DPCs response.
2. Form a Working Group to consider a volunteer's database and approve once agreed funding for specific items required in response to the incident.
3. Ensure that all DPC resources and services have been activated or placed on standby.
4. Liaise with and other response organisations as appropriate.
5. Deploy Parish resources and obtain additional resources as appropriate, in liaison with WHBC.
6. If requested, provide information to the Police Press Officer to help ensure a coherent, multi-agency response to the media.
7. If requested, attend Joint Tactical (Silver) Command meetings (to offer support to the emergency services and other responding agencies and representatives from DPC).
8. Provide regular briefings for Parish Councillors.

9. Ensure that all monies spent by DPC in response to the incident are accurately identified and carefully recorded. Recovery of costs incurred by the DPC should be actively pursued. However, it should be recognised that this could be a protracted process involving extensive consultation and liaison with a wide range of organisations.
10. Attend post-incident multi-agency debriefing sessions.

References

I. Datchworth Parish Council Emergency Checklist

II. Link to Hertfordshire resilience

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