

Singleton and Charlton Emergency Plan

Introduction

The plan is to enable the community to respond to a major incident/emergency whilst they are awaiting the assistance of the Emergency Services and/or County/District Councils, or in support of them.

The Parish Council's responsibilities in responding to an emergency are as follows:

- Undertake local risk assessments
- Prepare a parish emergency plan
- Document resources and key contacts in time of emergency
- Validate and maintain the plan
- Operate the plan in an emergency

Definition of an Emergency/Major Incident

Any event or circumstance (happening with or without warning) that causes or threatens:

- Death or injury
- Disruption to the community
- Damage to property or to the environment.

Types of potential emergencies that may affect our community are:

- Flooding
- Heavy Snow or other Severe weather
- Electricity or Water Failure
- Road Accident
- Fire/Building Collapse
- Terrorism
- Aircraft Accident
- Hazardous vapour release
- Disease

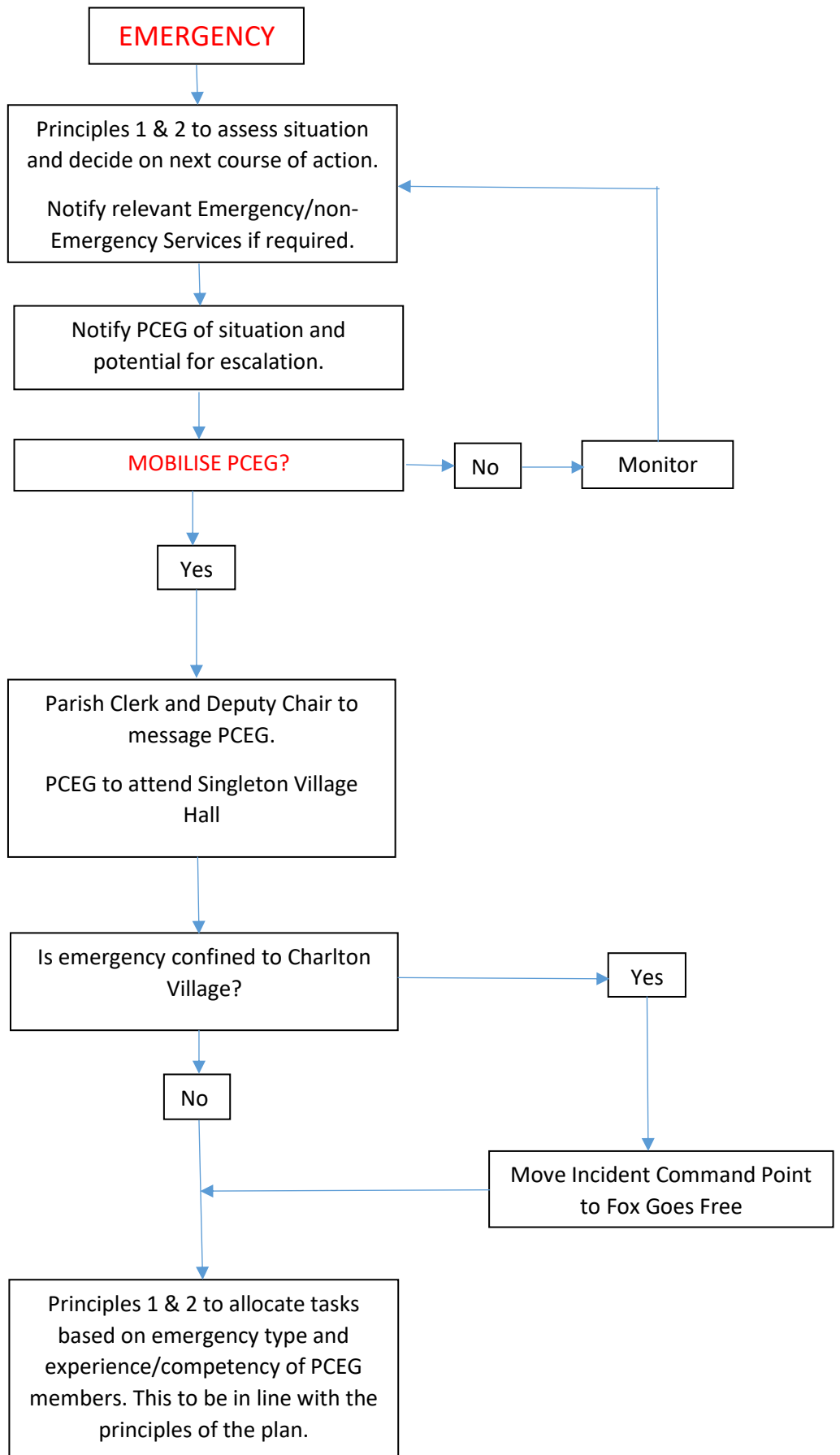
Aims and objectives of the Plan

To Identify:

- The risks to the community and relevant responses
- Where to access information on vulnerable people in the community
- Resources in the community available to assist during an emergency
- Provide key contact details for the Parish Council Emergency Group
- Community Resources, the Emergency Services and Local Authorities.

Vulnerable person: For the purposes of the Plan, a vulnerable person is someone living in the community who is frail, and/or physically or cognitively impaired, and unable to comprehend warnings and directions and/or respond in an emergency.

The Parish Council Emergency Group (PCEG) consists of all Parish Councillors and appointed volunteers from the community. Principles 1 & 2 are the appointed Parish Council contacts as notified to Chichester District Council.



PCEG will hold a list of contact numbers including:

- WSCC
- CDC
- Southern Water
- Relevant emergency contact for electrical supply
- Voluntary organisations such as St John's

In the absence of the emergency services, the PCEG will lead the community response and act as the central point for information and communication.

If the Plan partially implemented (possibly on the advice of the emergency services) but some level of support is required, the PCEG will decide how to provide the required support. For example, involving:

- Community Liaison Officer (This will be the Parish Clerk)
- Co-ordination of volunteers.
- Liaison with the community through bulletins.
- On-Site Liaison Officer Located at the scene of the emergency.
- Assess on-site resource requirements.
- Provide feedback to Incident Command Point (ICP)

Communications:

During an emergency, there will be a requirement for reliable communications. It must be recognised that landline and mobile telephones may not be operable. Personal contact will be necessary.

- Texting
- Two way Radios held at Village Hall
- Situation Reports.

In order to maintain up to date information and to be able to inform West Sussex County Council and Chichester District Council, the PCEG will produce updates as necessary.

Stand Down.

The Stand Down procedures, in chronological order, will be:

1. The emergency services (or other agencies) will confirm that the Emergency is closed.
2. If a Parish Shelter is activated, advise the return to home of evacuees when it is safe for them to do so.

Parish Shelters:

In the event of an emergency where people are required to leave their homes, West Sussex County Council will set up a reception centre. The reception centre is designed to provide temporary shelter in the first instance. Due to the demands of an emergency, it may not be possible for West Sussex County Council or agencies such as the Red Cross to provide assistance and the parish may have to

establish a shelter or shelters. The aim of the shelter is to provide a facility for members of the public to use as a refuge. In order to avoid any problems of liability the public must not be directed to go to the shelters, rather they should be given the option so to do.

The Parish Shelters are:

1. The Village Hall
2. The Partridge Inn
3. The Church.
4. The Fox Goes Free

A list of Parish Shelter key holder contacts is available from the Emergency Planning Co-ordinator, the Parish Clerk and Parish Councillors. Once it has been established that evacuation is necessary the Parish Shelter(s) will be activated and the Evacuees will be advised to collate certain items that could include:

- Useful telephone numbers e.g. doctor and close relatives.
- Home and car keys
- Torch with spare batteries
- Mobile telephone
- Cash and Credit cards
- Appropriate clothing

In the absence of the emergency services, the PCEG may recommend evacuation to residents but acceptance is at the discretion of the resident.

Manning a Parish Shelter

There will be a requirement for volunteers to man and run the Parish Shelter. Responsibilities will be allocated at the time but, if possible, the chief volunteer should be a Parish Councillor if available. The Shelter Team will be responsible for:

- Registering names and addresses of all evacuees and passing this information to the PCEG.
- Identifying any urgent medical requirements and passing this information to the PCEG.
- Establishing whether evacuees have made, or can make, alternative accommodation arrangements, and record these details, including contact details in case it is necessary to contact them.
- Providing resources to make hot drinks and supply food.

Casualty Collection Centre:

In the event of an incident involving mass casualties there may be a requirement to hold casualties centrally until they can be moved to a hospital. A Casualty Collection Centre (CCC) will be established if necessary in one of the Parish Shelters, or at an alternative location if available. Casualties will only be given the option of moving to the Casualty Collection Centre if it is felt that they are medically fit to do so.

Transport:

It may be necessary to organise a car service e.g. to the doctor's surgery, to the chemist (for essential medication), to the hospital etc. If roads are impassable for normal traffic, Volunteers with vehicles capable of coping with the road conditions will need to be called on.

Skills within the Community/Volunteers:

The success of this plan rests largely on the good will of volunteers. There will be a need to call upon various skills from within the community to assist with the implementation of this plan.

- Sand bags Salt, traffic slow down?
- Reviewing the Plan
- The Plan will be discussed and checked annually.
- A copy of the Plan will be available on the Parish website

Appendices:

- 1) Flood Action Plan (including emergency resources)
- 2) Contact List Parish Council Emergency Group/other contacts
- 3) Vulnerable Parishioners details (Confidential)

Access:

- Leaflet for distribution re Useful items to take in event of evacuation?
- Confidentiality (Data) reference to policy
- Data gathering and protection

The information we have gathered is confidential and great care will be taken to preserve the safety of the personal details contained within the plan. Electronic files are password protected

Each member of the Parish Council has access to an electronic copy of all the information. It will remain their responsibility to protect this information as best that they can. In particular, if they print a paper copy for use during an emergency they should ensure that they retain possession of the paper and electronic documents during and after the emergency.

PANDEMIC AND EPIDEMIC

The trigger of a pandemic will be declared by The World Health Organisation. The trigger of an epidemic will be triggered by the British Government. This plan covers both emergencies. Other organisations that may trigger such an emergency may also include West Sussex County Council and National Health Service.

ACTION

Once such trigger has been received by the Clerk of the PC or it is felt by the Chairman that action should be taken, then a parish councillor is to be nominated to take control of the following action.

- 1 All councillors to be asked to go house to house to make sure all parishioners are ok. Relevant PPE will be supplied (see below). Find out their needs regarding prescriptions and any other medical needs that might occur, collection and or delivery of food.
- 2 A central list will be created.
- 3 Publish flyer to be distributed to all households with list of emergency contacts.

- 4 Activate volunteers to help people living alone by dropping off food, prescriptions, anti-viral flu drugs, looking after pets and keeping in touch with infected people through email or telephone.
- 5 Put up relevant notices on all notice boards throughout the parish and keep them updated.
- 6 Provide food and baking to the vulnerable in the community as was achieved in the 2020 pandemic if grants and or funds from the PC are available.

PPE

Disposable masks and gloves. To be kept in the Village Hall.

Date adopted – 4th May 2021