

PARISH

Emergency Plan

prepared by the authority of
Chalford Parish Council

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Distribution List:

Issue No	Issued to
1 Final	Emergency Management Team and Nikki Humphries - SDC

1. INTRODUCTION

While the Government has not identified a formal role for Parish Councils in the response to and recovery from emergencies, the value of local planning is well recognised. This plan is not intended to take the place of the emergency services but to provide a focus for the Parish in an emergency, so the community is able to help itself where possible and make the task of the emergency services easier.

Aim of the plan

1. To co-ordinate community support, facilitate self-help and resilience in the face of an emergency.
2. To assist County & District Emergency Services with local knowledge and support where appropriate.

In a potentially threatening situation the plan will save time, avoid us reinventing the wheel and ensure that we can make an effective and timely response

What do we mean by “An Emergency”?

An emergency is an occurrence which presents a serious threat to the well-being of the community; requiring a response beyond the resources of the individuals or families concerned.

For example, this could include villages cut-off by heavy snowfall, serious flooding, prolonged interruption of power and water supplies or a toxic chemical spillage as a result of a traffic accident. As part of the process of preparing the plan a risk assessment has been carried out to identify the potential hazards which might affect the Parish. **(see Appendix 1)**

It is important to emphasise that the handling of an emergency is the responsibility of the emergency services and the local authority (Stroud District Council). The Parish role is to support the work of these agencies, keep local people informed and lend a helping hand where appropriate.

The Emergency Planning Team

The local response to an emergency will be co-ordinated by the Emergency Management Team (EMT). This is a group of local people involving Parish Councillors and other residents operating under the guidance of the Parish Council. The current list of individuals involved and their contact details is given in **Appendix 2**. This list will be updated and checked on a regular basis.

How to use this plan

This document sets out the agreed procedures to be followed in the event of an emergency, identifies people who will take responsibility for initiating action and provides contact details of relevant organisations and local resources.

The plan will be reviewed on a regular basis to ensure the information it contains is up to date and relevant. This will be the responsibility of the EMT.

2. ACTIVATION OF THE PLAN AND PROCEDURES TO BE FOLLOWED

Activating the plan

The Emergency Plan can be activated by any member of the Parish Emergency Management Team. Depending on the severity of the threat the people involved should:

1. Notify the relevant emergency services.
2. Contact the Emergency Management Team Co-ordinator to call a meeting of the team.
3. Contact and inform Stroud District Council Civil Contingencies Team.
4. Make a note of what action has been taken.

Names and contacts of key agencies and the emergency services are listed in **Appendix 4**.

A meeting of the Emergency Management Team will be convened ASAP to consider the situation and their response. The usual meeting place will be at the Parish Centre, Gerald's Way.

Role of the Emergency Management Team

The EMT will meet to consider the situation and plan a response. A checklist of points to be covered at the meeting and action to be taken is set out in **Appendix 3**.

Close contact will be maintained with the emergency services and the local authority at all times to ensure that the response is co-ordinated and appropriate.

Local resources

A list of local resources has been drawn up by the EMT which could be called upon in an emergency. See **Appendix 5**.

This includes elements such as:

- Medical/First Aid Personnel & Equipment
- Equipment that could be useful in an emergency; e.g. Generators, Pumps, etc

- Premises that could be used for an Operations Centre or Rest centre – keyholders.
- Voluntary Groups
- Tradesmen or members of the community with trade skills who have volunteered
- Transport – local transport
- **Identifying vulnerable groups**

One of the tasks of the EMT is to identify vulnerable groups and individuals who might need special assistance eg elderly, people with disabilities etc. It is difficult to do this in advance of an emergency as the list is hard to keep up to date and will vary according to the area affected and the threat. It is recommended that the EMT prepare such a list when an emergency is declared. A list of possible contacts and third parties who might be of assistance in identifying people at risk and vulnerable establishments is provided in **Appendix 6.**

Keeping the local community informed

The EMT has an important role in keeping the local community informed and providing a conduit for information between the community and the emergency services. The response will vary according to the scale and nature of the emergency. The following actions should be considered:

- Up to date information provided via the PC website, Facebook site and use of local notice boards.
- Publicising and manning a telephone number and email address.
- Establishing an office and help desk, usually the Parish Centre but could be on site.

A helpful list of safety tips for the public is attached at **Appendix 7.**

Keeping a log

A formal record should be kept of actions taken and expenses incurred by the EMT during the emergency

After the event

When the emergency is over a debriefing meeting will be held to review the response and see what lessons can be learned for future situations.

APPENDIX 1 RISKS TO THE COMMUNITY

Hazard	Likelihood	Impact	Risk Matrix Score (L, M, H, VH)	Mitigation in place (Action by PC to reduce the risk)	Mitigation required (Action required by PC to reduce the risk)
Heavy snowfall	3	5	VH	Monitor grit bins , gritting smaller roads, snow wardens, salt supply	Call out snow plough + Parish Groundsman.
Strong winds/gale	3	4	VH	Monitor and maintain trees on Parish land, inform highways of dangerous trees	Call out tree surgeon
Flooding	4	5	VH	River cleaning by Chalford Vale residents, inform highways of blocked gullies. Water course warden appointed.	Supply Sand and sandbags (subject to agreement by PC)
Power and water supply interruption	2	5	M	Inform Gloucestershire County Council, water/sewage and electric companies about unsafe power lines	
Major road traffic accident	2	2	L	Monitor safety hazards and report to highways	
Toxic chemical spillage/explosion	1	5	L		
Landslide	2	4	H	Monitor Toadsmoor Road bank.	
Widespread flu /disease outbreak	5	5	VH	Offer support to residents.	Arrange for assistance for residents where necessary

Risk matrix score table

I M P A C T	5	MEDIUM	HIGH	VERY HIGH	VERY HIGH	VERY HIGH
	4	MEDIUM	HIGH	VERY HIGH	VERY HIGH	VERY HIGH
	3	MEDIUM	MEDIUM	HIGH	HIGH	HIGH
	2	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
	1	LOW	LOW	LOW	LOW	LOW
		1	2	3	4	5
		LIKELIHOOD				

APPENDIX 2 EMERGENCY MANAGEMENT TEAM

Role	Name	Location	Tel	Mobile	Address
Co-ordinator	Steve Beioley	Chalford Hill	01453 886344	07973 343214	Lilac Cottage, France Lynch, GL6 8LT
	Peter Ashcroft	Chalford Hill	01453 883042	07970 949628	The Elements, Randalls Green, Chalford, GL6
Parish Clerk	Christine Prince	Bussage	01453 886962	07758 853198	16 The Old Common, Chalford, GL6 8JN
Parish Groundsman	Chris Attwood	Oakridge Lynch	01285 760696	07731133854	7 The Crescent, Oakridge Lynch, Stroud, Gloucs. GL6 7NP

APPENDIX 3 EMERGENCY MANAGEMENT TEAM AGENDA

Checklist of issues to be considered at initial meeting

1. Type of emergency, areas affected, scale and threats to the community
2. Have the emergency services and relevant agencies been contacted?
3. Identification of vulnerable groups and people likely to be affected
4. What actions and response is required from the Parish EMT and who will do what?
5. Are there local resources that might be deployed.
6. Inform the emergency services and SDC what actions you propose to take
7. Consider how best to inform the local community about what is happening and provide a conduit for information.
8. Record what has been agreed and who is responsible for taking action.
9. Agree the need for further meetings of EMT.

APPENDIX 4 AGENCIES AND EMERGENCY SERVICES

Service / Role	Telephone Number	Website/Email
Emergency Services	999	N/A
Police HQ	101 or 01452 726920	www.gloucestershire.police.uk
Local PC	01453 753510	
PCSO Shelley Richards	01453 753508	
NHS Direct	111	www.nhsdirect.nhs.uk
Environment Agency Floodline	0345 988 1188	www.environment-agency.gov.uk
Water		
Severn Trent	0800 783 4444	www.stwater.co.uk
Thames Water	0845 9200 800	www.thameswater.co.uk
Bristol Water	0345 702 3797	www.bristolwater.co.uk
Electricity	105	www.westernpower.co.uk
Western Power Distribution (Power Loss)		
Gas (Leak)	0800 111 999	
Stroud District Council General	01453 766321	www.stroud.gov.uk
Civil Contingencies Team	01453 754455	
Out of hours	01453 222104	
Sandbag helpline	01453 766321	
Neighbourhood Warden	07876 405833	craig.fellowes@stroud.gov.uk
Gloucestershire Highways	08000 514 514	www.gloucestershire.gov.uk/highways
Harriett (Area Highways Representative)	08000 514514	
Paul Helbrow (Local Highways Manager)	08000 514 514	Paul.Helbrow@gloucestershire.gov.uk
Animal Welfare		
Josie Oak – SDC Animal Welfare Officer	01453 754490	josie.oak@stroud.gov.uk
First Great Western Trains	0345 700 0125	fgw.websupport@firstgroup.com
Bisley with Lypiatt P.C.		
Deborah Meredith – Clerk	01452 771 089	admin@bisley-with-lypiatt.gov.uk
Brimcombe and Thrupp Parish Council	01453 297987	clerk@brimcombeandthrupp- pc.gov.uk
Hannah Warren – Clerk		
Minchinhampton Parish Council – Jo Barber	01453 731186	clerk@minchinhampton-pc.gov.uk

APPENDIX 5 LOCAL RESOURCES

This section provides details of the following

- Medical/First Aid Personnel & Equipment
- Equipment that could be useful in an emergency; e.g. Generators, Pumps, etc
- Premises that could be used for an Operations Centre or Rest centre – keyholders.
- Voluntary Groups
- Tradesmen or members of the community with trade skills who have volunteered
- Transport – local transport businesses, or persons who can be called on to transport people, essential equipment or provisions
- Rendezvous Points and key Access Points to the village

Medical /first aid

Name	Telephone	Address	Skills /role	Other details -
Frithwood Surgery	01453 882868 111 out of hours	45, Tanglewood Way, Bussage, GL6 8DE	GP Surgery	
Bowbridge Vets	01453 762350	Butterrow Hill, Stroud, GL5 2LA	Vets surgery	

Useful equipment

Item	Location	Address	Details
Land Rover 4x4	Parish Council Shed	Cemetery	Keys from Parish Centre Christine Prince/Chris Ellis/Chris Attwood
Grit spreader (tow along)			
Massey Ferguson 1230 mini tractor			
Wheelbarrows (2)			
5.5KW Generator			
900w Honda generator			
Ladders			
Wrecking bar/ crowbar			
Loppers			
Saws			
Spades, shovels, forks			
Bolt croppers, spanners			
Sandbags (200)			
Wag-bags single-use toilets (6)			
25l water containers (8)			
Boxes and crates			
Salt/grit (2 tonne)			
Sand (0.5 tonne)			

Premises

Name	Contact	Telephone	Address	Details
Chalford Parish Council	Christine Prince Kate Arnold	01453 887204	Geralds Way, Chalford, GL6 8FJ	Ground floor – Kitchen with microwave and utensils, meeting room with tables and chairs, office with telephone, computers, internet, photocopier/printer, toilet. Small back yard. Connection for generator. Defibrillator. First floor – room with computer, telephone, table and chairs. Toilet.
Chalford Sports and Social Club	Ali and Rob Brady	01453 884214	Highfield Way, Chalford, GL6 8LZ	Main Hall (17x9m), Side Hall (10x4m), Lounge and bar. 2 changing rooms and showers. Landline 01453 884214. Wifi, Electric cooker, fridge, sink. Tables: 30 rectangular, 12 square, 4 round. 150 chairs. Ramp access to main entrance. Car park for 50 cars, large sports field.
Chalford Village Hall	Kath Leworthy	01453 882069	London Road, Chalford, GL6 8HN	Small hall with kitchen. 2 toilets. Fridge, microwave, hot plates, crockery, cutlery. 10 tables/60 chairs. Disabled access. No landline, no wifi.
France Lynch Church Rooms	Monica Ridge	01453 883271	Lynch Road, Chalford. GL6 8LL	Large and small halls, porch, kitchen, 2 toilets, upstairs – 2 small rooms. Electric cooker, fridge, crockery and cutlery for 80. 10 large tables/12 small. 80 chairs. No landline, no wifi. Disabled access – fair.
Alternative contact	Jane Calvert	01453 731054		
Chalford Hill Methodist Church Hall	Rowland South/ Jane Creed	07817 189075 07792 444696	Midway, GL6 8EN	2 Halls approx 30' x 15' and 28' x 12'. Kitchen, 2 toilets (one suitable for wheelchair use). Cooker, fridge, dishwasher, urn, saucepans. Approx. 35 place settings, utensils. No landline, no Wifi. 10 tables/40+ chairs. Disabled access via slope, baby change in accessible toilet.
Bussage Village Hall	Amanda Baber Bev Jones	07736 412017 01453 883073	The Ridge, Bussage. GL6 8HD	Village hall and garden, 4 toilets, no landline, no Wifi. Kitchen. 20+ tables and 40+ chairs. Disabled access.
Chalford Hill School Hall	Corrine Martin	01453 872725 01453 883123	Chalford Hill, GL6 8QY	Approx. 90sq metres. 1 toilet, No landline in hall. Wifi but weak. 1 kitchen, 10 tables, 14 benches. Slight step to gain access.

Eastcombe Scouts and Guide Hall	Jean Ashworth Tony Dendy David Lodwig	01453 731713 01453 882200 07968059009	The Allotments, Eastcombe GL6 7DY	1 Hall – 12 x 8m, 1 Hall 6 x 6m, kitchen, 4 toilets – 1 disabled, 2 urinals. Landline – 01452 770062, Wifi. 1 Hobs, 2 ovens, 1 fridge, 1 sink plus hand wash bowl. 17 tables and approx. 80 chairs. Ramp access from car park. Car parking for approx. 20 cars. Field area. https://eastcombe.org.uk/
Frith Youth Centre Alternative contact	Mrs Bev Roesen Liam	01453 887204	Brownhill Road, Stroud, GL6 8HD	1 large hall to accommodate up to 120. 1 smaller hall carpeted with pool table, games equipment, assorted seating. Changing rooms and shower. 1 kitchen with cooker, fridge, freezer, microwave. 5 toilets. No landline. Wifi. Approx 12 tables, over 100 chairs. Disabled access.
Bussage Primary School Alternative contact	Mrs B Cox (Caretaker) Mr A Ferguson Headmaster	07799 605750 01242 582238	The Ridgeway, Bussage, GL6 8FW	School hall. 2 adult toilets + children's. Landline – 01453 883205. Wifi. Kitchen facilities. 16 tables and 140 chairs in hall. Disabled access.

Voluntary groups

Organisation	Name	Tel	Address	Responsibility
Chalford Vale River Team	Toby Owen	01453 886204 07950 022507	Tankards spring cottage High street, Chalford. GL6 8 DN	Parish Flood Warden and Member of the River Team
The Long Table		01453 367499	Unit 1, Brimscombe Port, Stroud, GL5 2QQ	
British Red Cross, Wilts, Avon, Glos.		01173012600	Caxton Business Park, Warmley, Bristol. BS30 8XP	
Women's Institute France Lynch	Ann Allnutt	01453 882306	France Lynch	
St John the Baptist Church	Mike Kent	01453 885977-	France Lynch	Church Warden
Christchurch	Shirley Bushell	01453 883971	Chalford Vale	Church Warden
Chalford Baptist Church	Jean Downer	01453 887880-	Chalford Hill	Secretary
St Michaels Church, Bussage	Peter Freke	01453 884395	Bussage	Church Warden

People with key skills or equipment

Name	Telephone	Address	Item/Service	Other details
Len Taylor	01453 883618	St Hilarys Bussage. GL6 8BB	Mini digger and other emergency equipment	
Chalford Parish Council	01453 887204	Geralds Way, GL6 8FJ	Generator, Land Rover and other equipment	

Rendezvous Points and key access points to village

Chalford Parish Council, Geralds Way, Chalford. GL6 8FJ – opposite shops/doctor’s surgery area. Second building on the left.

APPENDIX 6 VULNERABLE GROUPS AND INDIVIDUALS

People/organisations that might help identify vulnerable people

Name	Role	Telephone	Address
Frithwood Surgery	Doctors surgery	01453 882868	45 Tanglewood Way, Bussage, GL6 8DE
Kim Hill	Community Well Being Agent, Independence Trust	07980 773391	Independence Trust 0345 8638323
Craig Fellowes	Neighbourhood Warden	07876 405833 01453 754514	Stroud District Council, Ebley Mill, Stroud, Gloucs. GL5 4UB

Vulnerable establishments eg schools, residential homes

Name	Type	Contact	Tel	Address
Newcombe Lodge	Residential home for people with complex mental health and risk taking behaviours.	Manager	01453 882020	The Ridgeway, Bussage, GL6 8HD
Bussage Primary School	Primary School	Mr A Ferguson Headmaster	01453 883205	The Ridgeway, Bussage, GL6 8FW
Chalford Hill School	Primary School	Corrine Martin Headteacher	01453 885820 01453 883123	Chalford Hill, Stroud, GL6 8LG

APPENDIX 7 SAFETY TIPS

Suggested wording for distribution to the public

- Identify a safe place where you, your family and your pets can keep away from floodwater
- Gather essential items together, including warm clothes, blankets, regular medication, a torch, food supplies, a mobile phone and battery operated or wind up radio.
- Turn off gas, electricity and water supplies at the mains.
- Move electrical items and valuables to a first floor of higher position.
- Floods can kill. NEVER attempt to walk or drive through any depth of floodwater
- WAIT for help to arrive. Follow instructions of the emergency services, who have had training. If an evacuation order is given you must comply.
- Call Floodline 0845 988 1188 and stay tuned to the radio.