



SHERE PARISH COUNCIL

EMERGENCY PLAN

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| Note: Alternative Shelter Locations if required | Available from Emergency Planning Co-ordinator/Co-Leaders |

SHERE PARISH COUNCIL

EMERGENCY PLAN

References:

- a. Section 137 of the Local Government Act 1972
- b. B. Civil Contingencies Act 2004

Introduction

This plan has been designed to enable the Parish Council to identify the immediate actions it should consider during, and in the immediate aftermath, of an emergency. These actions may assist the community and those affected in reducing the negative impacts an emergency can have until further assistance has been received.

Although there is no statutory requirement for Shere Parish Council to produce an emergency plan, both Surrey County Council (SCC) and Guildford Borough Council (GBC) encourages parishes to consider how they would respond to an emergency situation and to document the results in a Community Emergency Plan.

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
- Enact the plan when activation criteria are met.

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

Definition of an Emergency/Major Incident

An emergency or major incident is defined as any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment.

Emergencies have no boundaries and could affect the whole District or part/whole of Surrey. Due to the unknown nature of emergencies the emergency services, County, Borough Councils and other agencies may be overwhelmed resulting in a delayed response to specific areas.

Types of potential emergencies that may impact on our community are:

- Flooding
- Heavy Snow or other Severe weather
- Electricity, Water or Gas failure
- Rail accident
- Road Accident

- Road Accident or other incident causing local roads to grid lock
- Fire/Building Collapse
- Gas Leak/Explosion
- Terrorism
- Aircraft Accident
- Hazardous vapour release
- Disease

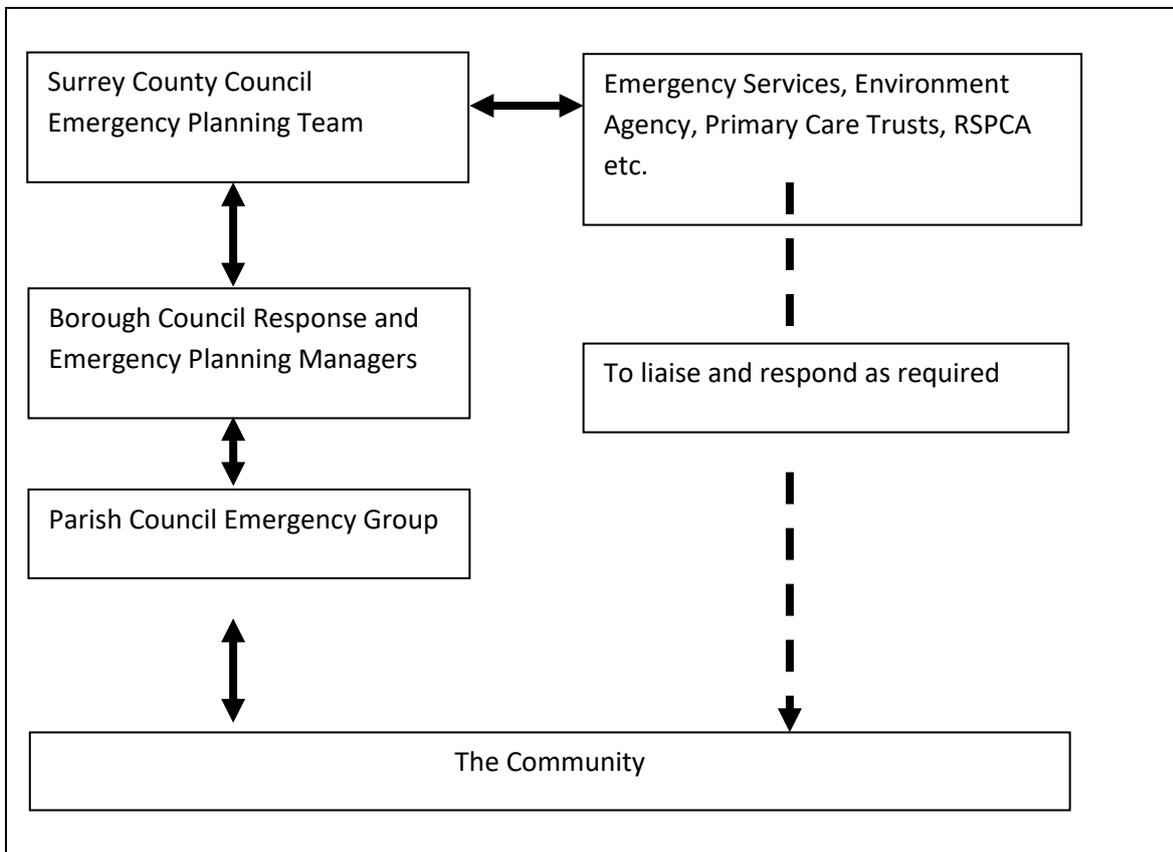
Aims and objectives of the Plan

The aim of the Plan is to increase the short-term resilience of the community to an emergency by the identification of community procedures and to work with the emergency services and other agencies, as appropriate. In addition, it will provide warnings and information to the public.

The objectives of the Plan are to:

- Identify the risks to the community and relevant response actions
- Identify where to access information on vulnerable people in the community
- Identify resources in the community available to assist during an emergency
- Provide key contact details for the Parish Council Emergency Group, Key Community Resources, the Emergency Services and Local Authorities

Surrey County Council and the emergency services have an emergency response structure. The diagram below illustrates how the Parish Council plans would fit into this structure.



Actions in the Event of an Emergency

In the event of an emergency the emergency services and Surrey County Council/Guildford Borough Council Emergency Officers should be contacted immediately.

The Emergency Planning Co-ordinator will have a 24 hour, 365 day single point of contact for Surrey County Council.

The Parish Council Emergency Group (PCEG)

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

Activation of the Plan

This plan will be activated when an emergency has occurred in conjunction with the emergency services and outside agencies involved.

The PCEG will monitor events that may be anticipated, namely flooding, severe weather or heavy snow, and in that event will act accordingly.

The Parish Emergency Co-ordinator will then alert other Members to the situation. This will be carried out using a cascade system as detailed on page 10. The PCEG Leader for the relevant village and the Parish Co-ordinator will make a detailed assessment of the emergency to try and establish its extent and the type of support required and be prepared to report to, or convene, the PCEG.

The PCEG will meet and discuss the emergency using the Agenda supplied at that time. The meeting will be held in Tanyard Hall, 30 Station Road, Gomshall if practical. If the Plan is not to be fully invoked (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.

Command, Control, Co-ordination and Communications

When it becomes necessary to activate this plan, command, control and co-ordination, along with good communications (4Cs) will be essential.

An Emergency Incident Room will be established at an appropriate location – to be decided by the Emergency Planning Co-ordinator. The emergency response will be run by the PCEG and those Emergency Services (ES) able to assist.

PCEG Chain of Command. The chain of command of the PCEG is as follows:

| Post | Name | Responsibilities |
|---|--------------------------------------|---|
| Emergency Planning Co-ordinator | Parish Clerk | Alert Members Commence cascade system Establish support required |
| Co-Leader | Chair & Vice Chair of Parish Council | Provide Parish authority and decisions for actions. Focal Point for all reports. |
| Co-Leader | | Run the Incident Control Point (ICP) Direct operations. Co-ordinate acquisition & provision of resources. |
| Emergency Services Liaison Officer (LO) | | Liaison with the Emergency Services |
| Community Liaison Officer | 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 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. The PCEG will use its initiative to utilise other forms of communication.

Community notification/updates. The PCEG will notify the community via the following methods:

| Type | Where Available |
|-------------|---|
| Digital | Website and social media – Facebook, Instagram, Twitter and Nextdoor Emails to local residents |
| Written | Updates will be placed on the following notice boards where applicable: Parish Council notice boards: <ol style="list-style-type: none">1. Outside Tanyard Hall, 30 Station Road, Gomshall2. Village Green, Holmbury St. Mary3. Peaslake village centre bus shelter4. Shere Old Fire Station garden5. Outside Shere Village Hall Other areas: Post Offices Churches/Church Rooms School - if applicable Doctors' surgeries |
| Verbal | Community Briefings/Meetings Tannoy messages |

Situation Reports. In order to maintain up to date information and to be able to inform Surrey County Council and Guildford Borough Council, the PCEG will produce updates as necessary.

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

- a. The emergency services (or other agencies) will confirm that the emergency is closed.

- b. If a Parish Shelter is activated, advise the return to home of evacuees if it is safe for them to do so.

Parish Shelters

In the event of an emergency where people are required to leave their homes Surrey 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 Surrey 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:

Gomshall – Tanyard Hall, 30 Station Road, Gomshall GU5 9LF (grid ref: TQ50851479)

Holmbury St. Mary – Village Hall, Felday Glade, Holmbury St. Mary RH5 6PG (grid ref: TQ51061441)

Peaslake – Village Hall, Walking Bottom, Peaslake GU5 9RR (grid ref: TQ50841447)

Shere – Village Hall, Gomshall Lane, Shere GU5 9PG (grid ref: TQ50731479)

A list of Parish Shelter key holder contacts is available from the Emergency Planning Co-ordinator, the Parish Clerk and Parish Councillors together with details of other possible shelter locations should these be required.

Once it has been established that evacuation is necessary the Parish Shelter(s) will be activated and the Evacuees will be advised to gather together certain items which 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 this must be voluntary.

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:

1. Registering names and addresses of all evacuees and passing this information to the PCEG.
2. Identifying any urgent medical requirements and passing this information to the PCEG.
3. 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.
4. 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.

Logistics

Activation of the plan will require significant logistics support, the amount depending upon the nature of the emergency. Annexes E and F details the requirement for equipping the Parish Shelters, the PCEG HQ, and Emergency Incident Rooms

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 output from this plan.

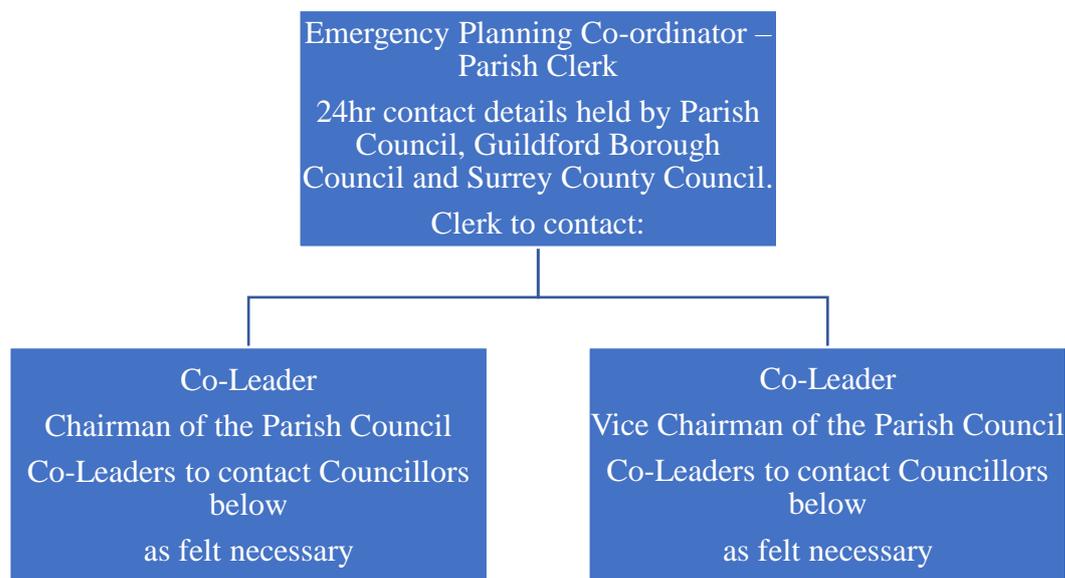
Reviewing the Plan

The Plan will be discussed and checked annually. In consultation with the Parish Council, the PCEG will devise and implement a suitable table top scenario to exercise all elements of the Plan.

A copy of the Plan, less individual contact details, is available on the Parish website.

Annex A: Cascade System and Contact List

Parish Council Emergency Group



| Councillor's Name | Telephone number |
|-------------------------------|--|
| <i>North Ward</i> | |
| C. Brooke | 01483 203267 |
| Vacancy | Vacancy |
| J. Cross | 01483 203443 |
| R. Davey | 01483 202443 |
| B. Grover | 01483 283026 |
| J. Hutton | 01483 203800 |
| <i>South East Ward</i> | |
| B. Andrews | 01306 730693 |
| C. Carlisle | 01306 621209 |
| R. Smith | raymond.smith@shereparishcouncil.gov.uk |
| <i>South West Ward</i> | |
| P. Carter | 01306 731616 |
| B. Harrap | 01306 731009 |
| G. Reffo | 01306 775023 |
| M. Taylor-Cotter | 0780 3893648 |

COUNCIL DETAILS

SHERE PARISH COUNCIL OFFICES – TANYARD HALL, 30 STATION ROAD, GOMSHALL GU5 9LF

Clerk – Suzanne Hoyland 01483 203431 Mobile 07493 434651

clerk@shereparishcouncil.gov.uk

Out of hours emergency contact 01306 730620

PARISH COUNCILLORS

North Ward (Shere & Gomshall)

Candace Brooke, The Old Netley Mill, Shere Road, Gomshall, GU5 9HA

(01483 203267, candace.brooke@shereparishcouncil.gov.uk)

Vacancy

Jonathan Cross, 1 Shere Court, Hook Lane, Shere, GU5 9QH

(01483 203443, jonathan.cross@shereparishcouncil.gov.uk)

Roy Davey (Chairman), Fernside, Upper Street, Shere, GU5 9JE

(01483 202443, roy.davey@shereparishcouncil.gov.uk)

Brian Grover, Apartment 5, Ranmore Place, Ranmore Common, Dorking, RH5 6SX

(01483 283026 brian.grover@shereparishcouncil.gov.uk)

James Hutton, Netley House, Shere Road, Gomshall GU5 9QA

(01483 203800, james.hutton@shereparishcouncil.gov.uk)

South East Ward (Holmbury St. Mary)

Bob Andrews, Ansell's Cottage, Pitland Street, Holmbury St. Mary, RH5 6NP

(01306 730693, bob.andrews@shereparishcouncil.gov.uk)

Christopher Carlisle (Vice-Chairman), Upfolds house, Holmbury Lane, Holmbury St. Mary, RH5 6ND

(01306 621209, chris.carlisle@shereparishcouncil.gov.uk)

Raymond Smith, 7 Felday Houses, Holmbury St. Mary, RH5 6NJ

raymond.smith@shereparishcouncil.gov.uk)

South West Ward (Peaslake)

Paul Carter, 3 Rose Cottages, Ewhurst Road, Peaslake, GU5 9RP

(01306 731616, paul.carter@shereparishcouncil.gov.uk)

Beverley Harrap, Little Orchard, Wonham Way, Peaslake, GU5 9PA

(01306 731009, beverley.harrap@shereparishcouncil.gov.uk)

Geraldine Reffo, 1 Rose Cottages, Ewhurst Road, Peaslake, GU5 9RP

(01306 775023, gerry.reffo@shereparishcouncil.gov.uk)

Marion Taylor-Cotter, 9 Fulvens Cottages, Peaslake, GU5 9PG

(07803 893648, marion.taylor-cotter@shereparishcouncil.gov.uk)