

# **UPTON MAGNA PARISH COUNCIL**

# **EMERGENCY PLAN**



**Version 1.0**  
**Adopted October 2015**

## **PLAN DISTRIBUTION LIST**

All Upton Magna Parish Councillors
Trustees of the Sundorne Estate
Upton Magna Village Hall Committee
Parish Clerk for Atcham Parish Council
Parish Clerk for Uffington Parish Council
Parish Clerk for Withington Parish Council
Shropshire Council Emergency Planning Department
Councillor Claire Wild
Councillor John Overall

## **INTRODUCTION**

This Emergency Plan has been compiled by Upton Magna Parish Council so that, in the event of an emergency occurring in the parish which affects, or has the potential to affect, the parish population, there is a clear plan of action to enlist local people to help others in the community. This includes a list of contacts should residents require help.

Emergencies can occur with little or no warning and can be caused by many different factors. These include natural disasters such as flooding and severe weather, failure of power or water supplies, transport accidents and terrorism.

This plan is intended to provide a self-help response for when the normal response by the Emergency Services and Shropshire Council is delayed or unable to provide the normal level of service because of the scope or nature of the emergency.

However, it should be remembered at all times that this plan is not designed to replace the need for professional assistance. In case of emergency, where there is immediate risk to life or property, 999 should be called and the appropriate emergency service requested. In the majority of emergencies, the police or the Fire and Rescue services will be the first on the scene and will be responsible for operational control.

As local knowledge is an invaluable resource, throughout the emergency, the Parish Council will try, as far as possible within the constraints of the situation, to provide information for the emergency services and Shropshire Council (if they are involved). It will also act as a source of information and advice for parishioners.

Finally, it is important to state that anyone listed within the Community Emergency Plan, or anyone who offers and provides help on activation of the plan is:

- A volunteer
- Acting as a member of the public
- Are no more or no less liable than at any other time
- Have no public liability insurance

## **PROCEDURE**

Any parishioner aware that an emergency has occurred should call the emergency services at once. The procedure given in this plan will apply to any emergency that cannot be immediately dealt with by those emergency services.

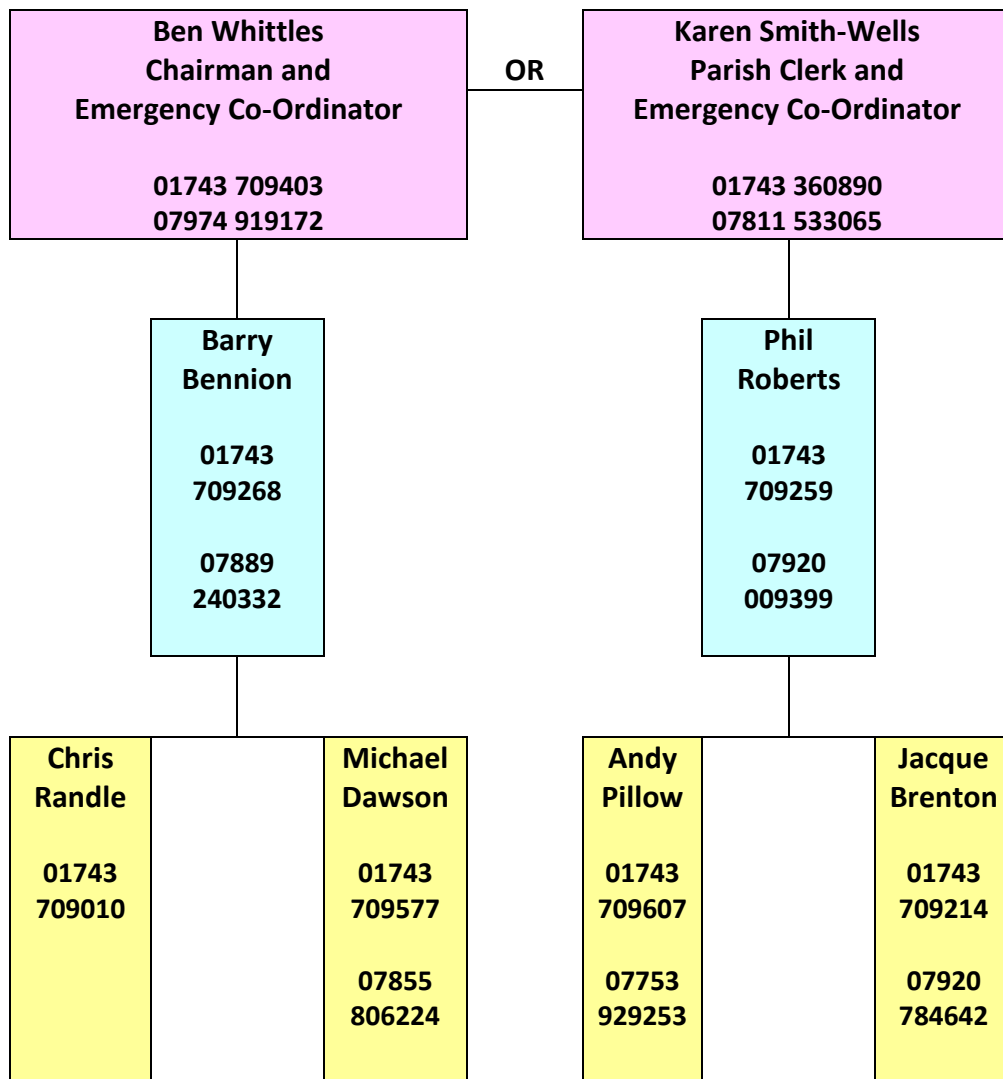
Where an emergency has occurred (or may occur in the very near future i.e. heavy snowfall, high winds), a parishioner should contact either of the Parish Council Emergency Co-ordinators shown on Appendix A ("Telephone Tree"). They should give as full an account of the emergency as they can, including the exact location.

The Parish Council Emergency Co-ordinator who has been contacted will immediately contact the other Parish Councillors using the "Telephone Tree" as a guide.

The Parish Council will:

- Immediately call a meeting at Upton Magna Village Hall of available Parish Councillors, electing a Chairperson if the current Chairperson is unavailable and using Appendix B "Agenda".
- Establish and maintain a communications link with Shropshire Council
- Comply with the advice given by Shropshire Council and respond with information where requested
- Provide information for parishioners, where available
- In the event of the parish becoming isolated, co-ordinate the effort to sustain the local community
- Maintain a written log of significant events and decisions (and the reasoning behind them) made by the Parish Council
- When the emergency has concluded, inform Shropshire Council that the Parish Council emergency arrangements have ceased and stand down
- At a later date, meet to discuss the Parish Council's handling of the event and application of the Emergency Plan Procedure and agree on any improvements or amendments

## “TELEPHONE TREE”



## **PARISH COUNCIL EMERGENCY MEETING**

### **AGENDA**

**DATE:**

**TIME:**

**LOCATION:**

**ATTENDEES:**

1. What is the current situation?

Location of the emergency. Is it near:

- The school?
- A vulnerable area?
- A main access route?

Type of emergency.

- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly?
- Families with children?

What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

2. Establishing contact with the emergency services.

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for agreed actions?

6. Any other issues?

## LOCAL RISK REGISTER

EVENT	LIKLIHOOD	IMPACT	ACTION
Storms and gales	High	Medium	For fallen trees - assess to determine level of priority and action. For fallen power lines - report to Western Power Distribution
Heavy snowfall	High	Medium	For parishioners unable to care for themselves - identify and provide for from local sources using any 4 wheel drive vehicles
Severe accident on village approach road	Medium	High	Where road is blocked to traffic - inform emergency services (if not already aware) and Shropshire Council Highways
Accident involving hazardous materials spillage	Medium	High	Where road is blocked to traffic - inform emergency services (if not already aware) and Shropshire Council Highways
Railway accident	Medium	Medium	Report to emergency services (if not already aware) and landowner if applicable
Water supply failure	Low	High	Report to Severn Trent Water
Outbreak of suspected Foot and Mouth Disease or other notifiable disease in animals or birds	Low	High	Report to Animal and Plant Health Agency
Electricity supply failure	Low	Medium	Report to Western Power Distribution
Flooding	Low	Medium	For flash flooding of roads - report to Shropshire Council Highways
Major fire	Low	Medium	Report to Fire and Rescue (if not already aware) and advise parishioners to stay indoors/close windows
Outbreak of plant disease	Low	Low	Report to Animal and Plant Health Agency

## **USEFUL TELEPHONE NUMBERS**

Police – emergencies	999
Police – non-emergencies	101
Shropshire Council Highways	0345 678 9006
Severn Trent Water	0800 783 4444
Western Power Distribution	0800 6783 105
Animal and Plant Health Agency	01743 467621