

SAMBOURNE PARISH COUNCIL

EMERGENCY PLAN

Adopted: 27th September 2022

Date of Next Review September 2023

Definition of an Emergency/Major Incident

- **An event or situation which threatens serious damage to human welfare, the environment, the security of the country or part of it.**

Once an emergency has occurred and been reported, the lead agency (e.g. Police, Fire Service etc) with their identified partners will deal with the affected community for the duration of the response.

Parish Council's role in an Emergency:

- The Parish Council acts as a focal point within the community and as a direct line into the community for the Local Authority and the Coventry, Solihull and Warwick Resilience Team (CSW).
- The Parish Council can provide an initial response to the community and on-going support to responders by:
 - i. Providing local knowledge to responding agencies.
 - ii. Establishing a co-ordinating link with Parish Councillors and local groups as necessary.
 - iii. Supporting information exchange and instructions to the local community.
 - iv. Providing information about vulnerable persons during an emergency.
 - v. Acting as a conduit for responders to assist and organise local help when required. This may include places of safety.

This plan will help the Parish Council to fulfil these roles and sets out useful contact information.

Activation of Community Emergency Plan:

- This plan is to be activated when the community needs immediate help/support in response to an emergency. It may be activated independently or as a result of notification of a local threat e.g. flood.
- Do not assume that somebody else has already taken action. It is better to have a duplicated response than none at all.

Procedure:

Determine the level of emergency:

- **Major:** the nature and extent of the emergency is such that the number and type of casualties/persons involved requires more than the normal level of response.
- **Minor:** a more localised incident where normal procedures are more likely to be adequate.

Contact:

- **Major:** Multi-agency response needed. Call emergency services 999 and activate Emergency Plan.
 - **Minor:** Dial 999 and relevant emergency services and key contacts.
- i. Follow instructions given by the emergency authorities supported by information included in this plan.
 - ii. Take appropriate further action until emergency services arrive.
 - iii. The Parish Council may be asked to support responders during any incident of any scale.

Notification based on the scale of the Emergency:

- Parish Council – Coventry Solihull and Warwick Resilience Team – County Council – District Council.

LOCAL PLACES OF SAFETY:

- Sambourne Parish Hall. Contact Debbie Lanz (church booking agent) 07711 834716
debs.doo@gmail.com

Communications:

- Written: Website, Parish Noticeboards.

Verbal:

- All Parish Councillors and Clerk, Community Briefings/Meetings.

SAMBOURNE PARISH COUNCIL
Sambourne - Warwickshire
www.sambourneparish.org.uk

Neighbouring Parish Councils:

Coughton Clerk: 07967 043076. Email: coughtonclerk@gmail.com
Studley Clerk: 01527 853204 Email: clerk@studleyparishcouncil.gov.uk

Other Contact Details:

- Warwickshire County Council 01926 410410
- Coventry, Solihull and Warwick Resilience Team Resilience Team (CSW) (for Councils to use in emergency only) 02476 832673
- Highways flooding 01926 412515
- Local flooding 01926 410410
- Health and Community protection 01926 412060
- Severn Trent (Flooding of Drains) 08007834444
- Western Power 0330123 5008
- Environment agency 0800807060
- Environment Incident Flooding 03459881188
- Gas National Grid 0800111999
- Customer Contact Centre 0800 6783 105
- BT 0800 100 400
- Severn Trent Water 0800783 4444

Parish Councillors:

| Name | Email | Contact Number |
|----------------------|--|----------------|
| Adam Quinney | adamq.sambournepc@gmail.com | 07836 314635 |
| Philip Jones | philj.sambournepc@gmail.com | |
| Peter Taaffe | petert.sambournepc@gmail.com | |
| Nick Moon | nickm.sambournepc@gmail.com | |
| David Shaw | shavianpcsam5@btinternet.com | |
| Clerk: Teresa Murphy | clerk.sambournepc@aol.com | 07818 634783 |

Local District Councillors: Neil Edden neil.edden@stratford-dc.gov.uk
Peter Hencher-Serafin peter.hencher-serafin@stratford-dc.gov.uk

Local County Councillor: Justin Kerridge justinkerridge@warwickshire.gov.uk

EMERGENCY ACTION LIST

1. If an emergency is reported to the Parish Council by the community and it is possible that emergency services have not been contacted dial 999.
2. Contact and inform CSW Resilience Team who will liaise with the District Council. Take note of any advice given and assemble and discuss with the chairman of the parish council.
3. Keep a log and record :-
 - i. Any decisions made and action taken.
 - ii. Who was spoken to and what was said.
 - iii. Any information received.
4. Contact the other members of the PC and key holders as appropriate.
5. Organise, if necessary, an Emergency Committee meeting in a safe venue.
6. Decide actions to undertake e.g visiting and checking on vulnerable people.
7. Decide how to inform the community of the emergency and actions being taken.
8. Inform the community of advice given by other agencies and on local radio.
9. Inform the CSW Resilience of any decisions that have been made.
10. Remember to liaise regularly with the County and District Councils to maintain the safety of the community.
11. If at any time an immediate threat to life occurs or is likely to occur call 999. Remember that all reasonable steps must be taken to avoid harm to yourself and the public.

Signed (Chairman)

Date