

Community Emergency Plan



Baunton Parish Council



Version V7.0

Amendments

Date	Page No.	Reason for amendment	Changed by
14/05/12	All	First Issue	Baunton PC
17/04/13	11-15	Minor updates and corrections to contact details	PMM
19/05/13	4, 8, 10, 15	Minor updates and corrections to details following review	PMM
15/09/13	14,15	Changes to contact details received from GCC	PMM
08/05/15	6, 8,10,14, 15	Changes to contact details	PMM
19/05/15 (V 4.0)	15	Checked latest contact details (Appendix 4) against input from Glos. Emergency Planning details	PMM
14/02/16 (V 5.0)	14, 15	Latest contact details updated: Snow Warden & Appendix 4 input from Glos. Emergency Planning	PMM
15/06/18 (V6.0)	6, 11,15	Updates to defibrillator paragraph and emergency contact details	PMM
13/08/18 (V7.0)	8, 10, 14	Remove contact P Todd (no longer resident in parish)	PMM



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**Restricted section – to be removed or adjusted prior to distribution as appropriate



1. INTRODUCTION

Definition of an emergency

An emergency/major incident is 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 on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

Context

Gloucestershire County Council, district councils and emergency services have an emergency response structure. Although there is no statutory requirement for a local community to produce an emergency plan, they are encouraged, by county and district councils and emergency services, to develop one. A Community Emergency Plan documents how a community would respond to an emergency situation e.g. while awaiting the assistance of statutory authorities /emergency services, or in support of them. This plan has been developed by the Community Response Group (CRG) and it covers the geographical area of Baunton civil parish in Gloucestershire.

Aim

To increase resilience within the local community through developing a robust co-ordinated approach that complements the plans of emergency services and statutory organisations.

Objectives

- Identify the risks to the community and relevant response actions
- Identify vulnerable people / groups in the community
- Identify resources in the community available to assist during an emergency
- Provide key contact details for the CRG, key community resources, the emergency services and local authorities

Parish Description

Baunton lies approximately 3km to the north of Cirencester. The parish is bounded on the west by the old Gloucester Road (formerly the A417) and to the east by the Fosse Way (A429). The Cirencester to Cheltenham Road (A435) runs roughly north-south through the centre of the parish and is the main commuter and bus route for residents.

The main centre of population is Baunton village (population appx 200), which lies just to the east of the A435 in the valley of the River Churn. An additional 100 or so residents live in the area around the village, either on the north side of Baunton Lane, between the A435 and the old Gloucester Road, or in outlying farms and private houses.

The main physical characteristics of the parish that affect the risk analysis are as follows:

- The Churn valley floor has been maintained as pasture and rough woodland throughout its course within the parish boundary. Although the river regularly bursts its banks during periods of high rainfall, almost all buildings in the parish are constructed above normal flood levels.
- There are three motor vehicle routes out of the village – one to the A435 and two to the Whiteway. All three involve negotiating short, but steep hills.
- West of the village, Baunton Lane rises steeply up from the A435. Otherwise, there are a number of easy routes between the Lane and Stratton village.
- Baunton village is served by mains gas, electricity and water. Outlying residences have mains electricity and water only. Much of the domestic electricity supply is supplied by overhead cable throughout.
- Cirencester, which has a full range of facilities, is the nearest major town. Stratton village has two public houses and a village shop and post office.

- The majority of residents in the parish are car owners and access to Cirencester is generally easy (about 5-10 minutes). The town is within 30 minutes walking distance by a footpath alongside the A435. In addition, there is an unsurfaced but well-used bridlepath/byway between the village and the town.

2. KEY ROLES WITHIN THE COMMUNITY

There are three elements of roles considered within this plan:

1. **Co-ordination**
2. **Out and About**
3. **Welfare**

Their roles and leads for each area are highlighted in **Appendix 1**

3. POSSIBLE EMERGENCIES

- a. Types of emergencies that may impact our community and which could require a degree of action within the parish are:

- Flooding
- Heavy snow or storm
- Mains electricity, water or gas failure
- Major gas leak
- Major outbreak of human or animal disease

- b. Types of emergencies that may impact our community, but which would be managed almost entirely at district or higher level are:

- Major aircraft or road accident
- Major fire or other severe damage to buildings

The scope of this plan only covers emergencies of type a above.

4. ACTIVATION OF THE PLAN

This plan will be activated when an emergency has occurred and the emergency services are unable to gain access to the scene, or require additional support e.g. during widespread flooding. It may also be activated if warnings are received, prior to an anticipated event such as severe weather.

Members of the CRG will take the lead in co-ordinating actions by the parish.

The decision making process is as follows:

The members of the CRG who receive the warning will alert other members to the situation and will contact the District Emergency Planning Liaison Officer (DEPLO) and other statutory authorities/ emergency services as necessary.



The CRG Lead and Co-Leads will make a detailed assessment of the emergency to try and establish its extent and the type of support required. If there is time, they will report to a meeting including other CRG members and adjoining parish/town council representatives. A decision will then be made about activating the plan.

If there is no time for such a meeting, the CRG leads will make the decision in consultation with the DEPLO (or alternative if unavailable).

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 Group will decide which part of the plan is appropriate to invoke and how to provide the required support.

As soon as the decision has been made that the parish/town is to provide a community response, Gloucestershire County Council Emergency Management Service will be informed that the plan is being activated. In most cases, this will be done by the DEPLO.

5. RISK ASSESSMENT

The table in **Appendix 2** shows an analysis of each type of emergency and action to be taken by the community.

6. RESOURCES AVAILABLE WITHIN THE COMMUNITY

Volunteers and other resources

There will be a need to draw upon various skills before, during and after any emergency and the success of this emergency plan rests largely on the goodwill of volunteers.

Potential volunteers have indicated what tasks they may be prepared to carry out if an emergency occurs. Volunteers are co-ordinated by the CRG (see Appendix 1 for details) and volunteers should report to them to be allocated tasks. Other resources will also be required in an emergency and it is important to be able to quickly locate them.

The table in **Appendix 3** lists volunteers and other resources available and how they might be utilised in an emergency in our community. **The information in Appendix 3 is restricted i.e. the list should only be held by CRG leads and is not for general distribution.**

Defibrillator

A defibrillator has been installed in the old telephone box in the centre of the village. The box is painted in its traditional 'post office red' colour, but the illuminated signs at the top of the box now read 'DEFIBRILLATOR'. In an emergency a code is required to unlock the device – this will be given out to members of the public if and when they call the emergency services.

Local Place of Safety

District councils are responsible for setting up a central rest centre during an emergency. However, it may be necessary to set up a temporary place of safety within the community as an option, e.g. for visitors or for people evacuated from their homes. In general, this is most likely to be in the homes of friends and neighbours. If additional accommodation is needed, the village church (St Mary Magdalene) could be used as a temporary refuge.

The process for preparing and using the village church place of safety is as follows:

- Key holders are notified to open the church
- Volunteers are coordinated to set up the church/switch on heating, etc

- Volunteers collect supplies (if necessary) from the Stratton village shop and from others who have volunteered supplies of food, drink and pillows
- If necessary, information is relayed to people in the community notifying them that a place of safety has been set up
- Signage is put up to notify people of the location of the place of safety
- A book is used to keep records of those entering and leaving the place of safety.
- Volunteers are ready to welcome and care for people as they arrive
- Volunteers are assigned other tasks as necessary – e.g. caring for specific people, cooking/ serving refreshments
- A short form is completed by people entering the place of safety, to include name, address, telephone number and any special needs/concerns – e.g. if they want to check up on a relative/ property.
- Once people have left the place of safety, a volunteer will check that they are alright (people will have been informed that this is likely to happen).
- Contact details are kept secure by the volunteer and are destroyed once contact is no longer needed

7. COMMUNICATIONS

Communications are vital before, during and after an emergency in order to ensure that warnings and information are received and passed on, responses co-ordinated with emergency services and actions by volunteers within the community co-ordinated 'on the ground'.

The processes for communicating within and outside the community before and during an emergency are as follows:

1. Initial contact will be between members of the CRG (telephone or face-to-face contact).
2. A member of the CRG will notify the DEPLO and the emergency services.
3. If appropriate, the CRG will activate a 'telephone tree', starting with the 'Out and About' leads (see Appendix 1b), who will contact members of the community as necessary.
4. If time and telecommunications allow information will be posted on the village green and church notice boards, and on the village website (www.baunton.org.uk).

It is recognised that in an emergency situation mobile phones and/or telephone landlines may be out of action. In this situation, Baunton is small enough for face-to-face contact to be the fall-back option.

Contact details for statutory authorities, emergency services and key local contacts and leads can be found in **Appendix 4**.

8. RECORDING ACTIONS AND OBTAINING FEEDBACK

During an emergency, volunteers will be assigned the tasks of logging actions, using the logging sheet in **Appendix 5**. This enables actions to be captured and evaluated.

9. LIST OF PLAN HOLDERS

There are two versions of this Emergency Plan – a restricted version and an unrestricted version. The distribution of the restricted version is limited as it contains contact details of potential volunteers. The unrestricted version contains only contact details of emergency / statutory services and key leads within the community.

Formal copies of the Emergency Plan are held by the following:

Person	Unrestricted (U) or Restricted (R) version of plan	Form – electronic/ paper
Elaine Drayton (CRG & BPC Chair)	U	E/P
John Milner (CRG Vice Chair)	U	E/P
Peter Moran	U	E/P
Adrian Potter	U	E/P

10. PLAN REVIEW AND MAINTENANCE

In order to keep this plan up to date, contact lists will be revised as personnel changes occur. In addition, the plan will be reviewed annually by Baunton Parish Council to ensure that it reflects adequately the needs of the community.

Any changes to the plan will be noted on the Amendments page at the beginning of this document and new versions of the plan distributed to formal holders of the plan. It is the responsibility of the plan holders to ensure that they retain and use the most up to date version.

APPENDIX 1

List of key roles for emergency planning

a) Checklist of key tasks for Co-ordination leads

BAUNTON PARISH

CO-ORDINATION- KEY ROLES	
BEFORE	<ul style="list-style-type: none"> ▪ Lead development of the Emergency Plan <ul style="list-style-type: none"> ○ Get people involved in its development ○ Prioritise emergencies for local area ○ Draw together the Emergency Plan ○ Let people know about the plan ▪ Link with Statutory Authorities ▪ Arrange for Emergency Plan to be adopted by the Parish Council ▪ Identify training needed and request training ▪ Identify/arrange community preventative measures ▪ Create a 'grab bag' containing the plan and any appropriate clothing / equipment which may be required
DURING	<ul style="list-style-type: none"> ▪ Main contact points for authorities to issue warnings ▪ Pass on warnings to the community ▪ Call emergency services 999 and put plan into action ▪ Be at the 'centre' to monitor the situation and co-ordinate actions ▪ Link with media ▪ Arrange communications within the community ▪ Co-ordinate with the 2 other elements ('Out and About' and welfare) and monitor that the work is being done ▪ Communicate with Emergency services and statutory authorities ▪ Keep logging sheet of incidents, actions and costs
AFTER	<ul style="list-style-type: none"> ▪ Arrange immediate debrief following the emergency ▪ Arrange any necessary support and counselling with statutory and voluntary agencies ▪ Report back to parish council, other statutory authorities as appropriate and to the community ▪ Review the plan in light of the experience ▪ Adjust the Emergency Plan as necessary and publicise/distribute new versions ▪ Thank volunteers and celebrate resilience



Leads and contact details: Co-ordination

Name	Surname	Address	Tel (landline and mobile)	email
Elaine	Drayton	Feltwell, Baunton, Cirencester GL7 7BB	See Appendix 3	chair@baunton.org.uk
John	Milner	Meadow House, Baunton, Cirencester, GL7 7BB	See Appendix 3	john.milner@baunton.org.uk
Peter	Moran	1 Meadow View Baunton, Cirencester GL7 7DJ	See Appendix 3	peter@baunton.org.uk
Adrian	Potter	Westwinds, Baunton Cirencester GL7 7BB	See Appendix 3	treasurer@baunton.org.uk

Note that in the event of an emergency, phone systems may be disrupted. Be prepared to switch from landline to mobile or vice versa.



b) Checklist of key tasks for ‘Out and About’ leads

OUT AND ABOUT - KEY ROLES	
BEFORE	<ul style="list-style-type: none"> ▪ Liaise with Coordinating element ▪ Draw up and maintain list of volunteers and resources ‘on the ground’ ▪ Carry out risk assessments ▪ Organise information to be distributed to volunteers on risk assessment/ safety ▪ List, source (and store) resources in advance of emergency ▪ Create a ‘grab bag’ containing the plan and any appropriate clothing / equipment which may be required
DURING	<ul style="list-style-type: none"> ▪ Assess, prioritise and communicate events on the ground to the co-ordinators and welfare groups ▪ Monitor and prioritise protection /recovery ▪ Liaise with and inform Statutory Authorities (including Emergency Services) about any vulnerable members of the community. ▪ Support Emergency Services if and when directed ▪ Record all activities (photograph, camcorder, log sheet)
AFTER	<ul style="list-style-type: none"> ▪ Reflection/debrief within the group using records of the emergency. ▪ Draw up lessons learned to feed into the review and adjustment of the Emergency Plan ▪ Care of volunteers – signpost to Welfare Group ▪ Remove signage etc ▪ Maintain amenities ▪ Dispose of information and personal information records in accordance with BPC GDPR Privacy Notice

Leads and contact details: ‘Out and About’:

The CRG members hold contact details for lead members of a “telephone tree” who can act to pass on information around the area if required.

See table of contacts under Appendix 1(a) above

c) Checklist of key tasks for Welfare leads

NAME OF COMMUNITY: ...BAUNTON PARISH.....

WELFARE- KEY ROLES	
BEFORE	<ul style="list-style-type: none"> ▪ Have knowledge of people who may need help and support in the community ▪ Equip potential community place (s) of safety ▪ Put a system in place for receiving food / drink and other resources for the rest centres ▪ In the plan, check that people are not missed out when an emergency occurs
DURING	<ul style="list-style-type: none"> ▪ Contact and reassure members of the community during an emergency ▪ Direct resources/ support to members of the community, as required, via the co-ordination lead ▪ Communicate the needs of vulnerable people to Statutory Authorities, including Emergency Services, as required ▪ Co-ordinate and staff a community place of safety if it is required ▪ Maintain records of people attending the place of safety ▪ Support and comfort distressed members of the community at the place of safety ▪ Arrange and provide basic sustenance ▪ Arrange and support sleeping arrangements if necessary ▪ Use logging sheet to keep accurate record of actions taken during the emergency
AFTER	<ul style="list-style-type: none"> ▪ Survey residents after the event to gain feedback and check recovery ▪ Make people aware of health and wellbeing services available to them and how to access them

Leads and contact details: Welfare

See table of contacts under Appendix 1(a) above



APPENDIX 2

Risk assessment and actions before, during and after an emergency

NAME OF COMMUNITY: Baunton

Emergency scenario	Details – where and what?	Actions
Heavy snow	<p>Area in general – main A roads closed</p> <p>Vehicles unable to climb hills out of village</p>	<p>Call Highways. Check residents ok in short term, heating, medication, shopping. Offer help to clear driveways.</p> <p>Snow warden assesses situation and calls volunteers to help clear snow. Reports regularly status of salt bins to Highways.</p> <p>List of volunteer AWD vehicle owners available in an emergency to be held by the CRG (see Appendix 3)</p>
Flood	<p>River Churn floods above normal levels. Ground water levels extremely high. Houses closest to river in danger of flooding</p>	<p>Ensure drainage channels in wall to south of Baunton Lane kept clear. If lane is completely covered, consider alerting householders and Environment Agency. If necessary, request GCC to provide sandbag distribution.</p> <p>Liaise with the established Riparian Owners Group to help co-ordinate good maintenance river management practice</p>
Significant unexpected loss of power or other utilities	<p>(a) Loss of overhead electrical supply for periods of less than 12 hours during normal weather conditions is fairly routine.</p> <p>(b) Loss of overhead electrical supply for periods during abnormal weather conditions be more serious – especially for vulnerable individuals.</p> <p>(c) Loss of other utilities is an extremely rare event (no record within last 15 years).</p> <p>(b) Loss of utilities at an individual residence has occurred, e.g. loss of heating during extreme cold.</p>	<p>Call utility supply helpline (see contacts).</p> <p>Check residents ok in short term, heating, medication, shopping.</p> <p>Offer help as necessary.</p>

This information is restricted i.e. the list should only be held by Community Response Group leads and is not for general distribution.

APPENDIX 3

Summary of resources available – volunteers, skills and other resources

NAME OF COMMUNITY: BAUNTON PARISH.....

VOLUNTEERS

Note: details removed from general distribution



APPENDIX 4**List of key contacts for emergencies: Baunton, Cirencester Gloucestershire**

CONTACT/ NAME	TELEPHONE	WEB ADDRESS AND/OR POSTAL ADDRESS
Emergency Services	999	
Police (non emergency)	101	www.gloucestershire.police.uk
Gloucestershire County Council	01452 425 000 (Mon-Fri 8.30am-5pm)	www.gloucestershire.gov.uk
GCC Highways Team	08000 514 514 (24hr)	www.gloucestershire.gov.uk/transport
NHS 111 Service	111 (24hr) When medical help required but not 999 emergency	(NHS Choices) www.nhs.uk
Environment Agency		
General Enquiries	03708 506 506 (Mon-Fri 8am- 6pm)	www.environment-agency.gov.uk
Environment Incident	0800 80 70 60 (24hr)	
Floodline	0345 988 1188 (24hr)	
Water / Sewerage Companies		
Thames Water	0800 316 9800 (24hr) 0800 714614 (water leaks - non sewer)	www.thameswater.co.uk Interactive map of latest incident info www.thameswater.co.uk/thameswater/live/index.htm
Gas Leaks all supplier	0800 111 999 (24hr)	www.nationalgrid.com
Electricity Distribution	Phone: 105 (power cuts) or 0800 072 7282 Phone: 0800 40 40 90 (dangerous situations)	www.nationalgrid.com
Community Wellbeing Service (GRCC)	01452 528491	http://www.grcc.org.uk/individuals-and-families/community-wellbeing-service Info@grcc.org.uk
Gigaclear (fibre network)	01865 591 131	Lines open 24/7



APPENDIX 5 Logging sheet

NAME OF COMMUNITY: ...BAUNTON PARISH.....

During an emergency, information about actions taken by the community will be captured using the following sheet.

Date	Time	Information / Decision / Action	Initials

