

WOODCHESTER PARISH

Emergency Plan

Prepared by the authority of
Woodchester Parish Council

Date September 2022
Version Ten
Author Cllr. Dr. Gervase Hamilton
Review Date **September 2023**

Signed.....

Date.....

**If you or anyone else is in immediate danger call 999.
Do not put yourself or others at risk.**

Amendments

This Guide will be reviewed by the Parish Emergency Co-ordinator every 12 months and amended when appropriate to ensure the validity of the information contained within the plan

Record of amendments:

Date	Amendment No	Name	Initials
4.3.10	1	Gervase Hamilton	GRH
3.3.11	2	Gervase Hamilton	GRH
March 2012	3	Gervase Hamilton	GRH
7 th March, 2013	4	Gervase Hamilton	GRH
1 st May, 2014	No amendments	Gervase Hamilton	GRH
7 th May, 2015	5	Gervase Hamilton	GRH
February, 2016	6	Gervase Hamilton	GRH
March , 2017	7	Gervase Hamilton	GRH
May, 2019	8	Gervase Hamilton	GRH
May 2020	No amendments	Gervase Hamilton	GRH
May 2021	9	Gervase Hamilton	GRH
September 2022	10	Gervase Hamilton	GRH

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Plan Distribution List

Name	Role
Stroud District Council (Nikki Humphries)	Emergency Planning Department
Woodchester Parish Council	Clerk and Councillors
Nailsworth Town Council	Clerk
Rodborough Parish Council	Clerk
Leonard Stanley Parish Council	Clerk
Minchinhampton Parish Council	Clerk
Nymphsfield Parish Council	Clerk
GAPTC	CEO
Carol Novoth	SDC Neighbourhood Warden
Candice Frances	PCSO

NB: A copy of this plan, including the most recent updates should be sent to all those on the above list in particular the emergency response services (Contact details as shown in Appendix P)

1 INTRODUCTION

This plan lays down the procedures to be followed in the event of a Major Emergency affecting the Parish of Woodchester or its immediate boundaries.

Plans to respond to major emergencies are laid down, regularly reviewed and tested by the Emergency Services, County, District and Town Councils as well as by Parish Councils and major utilities. Recent experience has demonstrated the value of having a major emergency plan in place at community level designed to prepare the community for those rare emergencies when support from local government or statutory agencies is not immediately available or may be restricted in scope or capacity.

2. AIMS AND OBJECTIVES

2.1 Aims of the plan:

- a. To facilitate community support, self-help and resilience when faced with an emergency situation.
- b. To assist County & District Emergency Services with local knowledge & support where appropriate

2.2 Objectives of the plan:

- a. Identify members of the Parish Emergency Management Team.
- b. Conduct an initial risk assessment and identify hazards.
- c. Identify procedures to be followed to mitigate those hazards.
- d. Identify key contacts within the community as well as the relevant local authority and emergency services.
- e. Identify resources available to the community in the event of a major emergency
- f. Identify vulnerable people and groups within the community who may require special assistance.
- g. Ensure clear lines of communication are in place between emergency services and local residents.

3. DEFINITION & DECLARATION OF A MAJOR EMERGENCY

3.1 Definition:

A Major Emergency/ Incident is defined as any event or occurrence which causes or poses a major threat to the community in terms of death, major injury or disruption to life and/or severe damage to property or to the environment. (Types of Emergency are classified in [Appendix A](#))
The emergency is of such a scale that a co-ordinated response is required from the emergency services, local authorities and voluntary agencies over and above that expected as part of their normal day-to-day activities.

3.2 Declaration of a Major Emergency

Major Emergency may be declared by:

- (i) Any officer of the Emergency Services, Gloucestershire County Council or Stroud District Council who is authorised to declare a Major Incident. The emergency information is usually cascaded down as through the joint command centre (Bronze, Silver or Gold levels)
- (ii) Any Permanent Member of the Parish Emergency Management Team for those major emergencies primarily affecting Woodchester Parish or its immediate boundaries, consulting with Stroud District Council and/or the County Council in the first instance using the emergency action call cascade ([Appendix B](#)) as well as completing an emergency action checklist ([Appendix C](#))

4. THE EMERGENCY MANAGEMENT TEAM

4.1 Roles in Emergency Management Team

The Parish Council shall appoint an Emergency Management Team which shall consist of the following identified roles & other specialist members as appropriate:

- An Emergency Management Co-ordinator (Emergency Lead)
- A Deputy Emergency Management Co-ordinator (Deputy Lead)
- A Community Outreach Co-ordinator
- A Communications/Media Officer (this may be combined with the emergency lead or deputy lead's role)
- A Representative of **Woodchester** Parish Council who should have authority to act on behalf of the Council, including to access to emergency funds of up to **£1000** made available through the Parish Council Contingency Fund. (This will normally be the Chair of the Parish Council in conjunction with the Parish Clerk).
- Specialist members shall be activated, as appropriate, bringing expert knowledge or skills to the Team, e.g. Medical or veterinary, pastoral care, logistics, communications, etc. These specialist members will be drawn from a confidential list prepared by the permanent members.

4.2 Responsibilities of Emergency Team Members.

NB: The specific roles and responsibilities of the Emergency Team Members are laid down in [Appendices D, E, F](#).

4.3 Procedures

- (i) As part of the Plan the Emergency Management Team at its initial meeting shall set out procedures for activating the plan, following a check list – [Appendix G](#).
- (ii) If not already in place implement a call out cascade contacting appropriate authorities and persons - [Appendix B and P](#)
- (iii) Agree arrangements for contacting vulnerable persons/groups
- (iv) Initiate a Communications system with the community [Appendix H](#)

- (v) Log all actions and decisions [Appendix J](#)

4.4 Notifying Stroud District Council Civil Contingencies Team

As soon as the decision has been made that the Parish needs to provide a community response, the Parish Council Emergency Planning Team must notify the District Council Emergency Team that they plan is being activated using the contact numbers in [Appendix B](#).

4.5 Location of Parish Emergency Management Team

Once an emergency has been declared the Parish Emergency Management Team will convene. The usual meeting place will be **Woodchester Village Hall** unless otherwise advised.

5 PREPARING FOR AN EMERGENCY

Ideally before an emergency is declared or as soon as possible thereafter, the Parish Emergency Management Team (PEMT) should carry out a risk assessment and draw up a plan to mitigate the risks identified.

- 5.1 The Parish Council should conduct a risk assessment to identify specific hazards as they may affect Woodchester or its immediate environs utilising local knowledge wherever possible, e.g. flood, loss of utilities, severe weather, major fire, chemical spill or explosion, loss of road access, human or animal disease. – [Appendix A and K](#)**

- 5.2 Mitigation:** The Parish Council shall be responsible for reviewing the Risk Assessment in terms of its severity and impact on the community and for implementing reasonable steps to mitigate the risks so identified.-[Appendix K](#)

6.VULNERABLE GROUPS WITHIN THE COMMUNITY

6.1 Individuals

In any emergency situation there may be a number of residents who are at particular risk because of age, sickness, frailty, limited mobility or social isolation. Many of these will be known to family, friends, neighbours, social services, or community outreach groups. They may also be on a utility company's 'priority services register' as needing targeted assistance in an emergency.

During an emergency, the Parish Council Emergency Management Team and in particular the community outreach co-ordinator, should be prepared to rapidly identify and list (using confidential information from the sources listed above) all the vulnerable individuals who are likely to need special assistance, including evacuation to a place of safety (see section 9)

Bearing in mind the need to maintain data protection, this information should be kept confidential to PEMT members and those directly involved in providing the necessary care to the individuals concerned – [See Appendix L \[restricted circulation\]](#)

6.2 Vulnerable Establishments

The Parish Council should likewise to endeavour to prepare and keep up-to-date a confidential list of establishments whose residents/members may be especially vulnerable during an emergency: e.g. residential homes, schools, etc. This will include details of their emergency plans, if available. - [see Appendix M \[restricted circulation\]](#)

7 KEY CONTACTS

Two lists of contacts shall be prepared

7.1 Contacts, Local

This list will contain the names of organisations, officials and individuals who would be useful contacts in the event of an emergency. These details are not generally in the public domain for reasons of security or privacy. It may contain direct private line or mobile phone numbers, etc and will be available only to the members of the Emergency Management Team. [See Appendix N - Restricted circulation](#)

7.2 Contacts, Publicly Available

This list will contain the names of organisations or officials who would be useful contacts in the event of an emergency whose details are in the public domain; e.g. Emergency Services, Utility Companies, Hospitals, Doctors, Clergy, etc. - [See Appendix P](#)

8. AVAILABLE RESOURCES

8.1 Insurance and Emergency Funds

- (i) The Parish Council shall provide appropriate resources for the establishment of the Emergency Management Team
- (ii) The Parish Council shall ensure that the Emergency Management Team acting within the scope of the Emergency Plan, has adequate insurance cover, which may be required in addition to any existing standard cover
- (ii) The Parish Council shall, through the Parish Clerk acting in his/her role of 'Proper Officer' ensure that funds up to **£1000, from the Contingency Fund agreed by the Parish Council as part of its annual financial review**, are available to the Emergency Management Team for immediate use in an emergency and will authorise the release of such funds as required.

8.2 Other Resources

The Emergency Management Team shall draw up a list of resources of people, premises, equipment, etc that could be called upon in an emergency, - [\[see Appendix L, M, N – Restricted Circulation\]](#) including:

- Medical/First Aid Personnel & Equipment
- Voluntary Groups
- Tradesmen or members of the community with trade skills who have volunteered or could be called on.
- Transport – local transport businesses, or persons who can be called on to transport people, essential equipment or provisions
- 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 or Temporary Place of Safety
- Rendezvous Points
- Key Access Points to the Village (see Parish Map- [Appendix Q](#))

8.3 Equipment required – listed in [Appendix R](#)

9 PLACE OF SAFETY

In general, it is safer for residents to stay in their own homes during an emergency or with a family member, or neighbour if this is not possible. However, there may be circumstances where this is not feasible because of a danger to health or risk to life. In such circumstances, guided by advice from the District Council and combined emergency services, residents at risk will be advised via the PEMT outreach co-ordinator to be evacuated to the premises deemed suitable as places of safety ([see Appendix Q](#))

10 COMMUNICATIONS

- 10.1 The process for communication within and outside the community is the responsibility of the communication/media co-ordinator in conjunction with fellow members of PEMT and is shown in [Appendix F and G](#)
- 10.2 Communications are vital before, during and after an emergency to ensure that:
- Warnings and information are received and passed on for action
 - Responses are co-ordinated with emergency services and local authorities
 - Actions by volunteers within the community are co-ordinated 'on the ground'
 - Local and national media are kept informed (liaising with the local authority and emergency services press officers).

11 PLAN REVIEW AND MAINTENANCE

- 11.1 Once the plan has been activated and any emergency has been declared at an end, the Emergency Planning Team shall conduct a review of the action taken and the lessons learnt, incorporate any changes or amendments into revised versions of the document.
- 11.2 Any changes to the plan will be noted on the amendments page and new versions of the plan distributed to formal holders of the plan who must ensure they retain and use the most up-to-date version of the plan.

- 11.3 In order to keep this plan up to date local authority and central government guidance as well as local contact lists will be revised as changes occur. The plan will be reviewed annually by the Parish Emergency Co-ordinator and members of the Parish Council to ensure that it adequately reflects the needs of the community
- 11.4 The emergency planning team should also consider testing the efficacy of the plan from time to time using the toolkit available via www.glosprepared.co.uk

Woodchester Parish Emergency Plan

Appendices

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APPENDIX A:

TYPES OF EMERGENCY

1. NATURAL

1.1 Severe weather

- Heavy or continuous rain with potential for flooding (**see note 1 below**)
- High winds/storms/gales with potential for damage to property, fallen trees, blocked roads/access, damaged power lines etc.
- Snow/ice/freezing rain with potential for blockage of roads, access to schools, key services etc. the elderly in particular may be in danger of hypothermia (**see note 2 below**)
- Prolonged heatwave and/or water shortage with potential for risk to elderly or vulnerable persons who could be at risk of dehydration, exhaustion and heat stroke.

1.2 Infectious or communicable disease- Epidemic or Pandemic.

With potential of increased demand for GP, A+E and hospital services, additional support for care homes, the elderly and vulnerable. There will be a potential need for isolation, quarantine of known cases and isolation of contacts plus testing and immunisation more widely in the community (**see guidance in paragraph 3 below**)

2. MANMADE

2.1 Water shortage/contamination of water courses with sewage or as a result of chemical spills, with the potential for the pollution of drinking water supplies, reservoirs, rivers, streams lakes and ponds.

2.2 Chemical Spill/ industrial accident/explosion with the potential for air, earth or water contamination and severe structural damage.

2.3 Gas leak with potential for explosion

2.4 Nuclear Power/Radiation Incident with potential for widespread environmental contamination of the area and exposure of the population to toxic radiation related illness. The lead in all such incidences will primarily be taken by the County Emergency Services following the guidance laid down by Government in 'Nuclear Emergency Planning and Response Guidance (Oct 2015)'

2.5 Major power failure or outage with potential for heating, cooking and lighting of domestic properties without additional sources of power/isolated or disabled persons or those with young children are particularly at risk.

2.6 Major fire/conflagration with potential for damage to buildings woodland and forest and injury or loss of life.

2.7 Major road, rail or air crash involving multiple injuries, loss of life and property damage

2.8 Loss of road access associated with any of the above risks, delaying and making access for emergency services difficult and dangerous.

2.9 Terrorist Incidents

- In the unlikely event of a terrorist incident resulting in a number of casualties in Woodchester residents action will primarily be taken by the County Emergency Services in conjunction with the Security and Intelligence services in line with that given in HM Government Guidance 'Contest: The United Kingdoms Strategy for Countering Terrorism (June 2018)'.

3. GUIDANCE FOR ALL EMERGENCIES, NATURAL OR MANMADE

- Depending on the type of emergency local residents may be required to stay indoors or to evacuate to a place of safety ([Appendix Q](#)) as advised by the Gold, Silver and Bronze Commands of the Gloucestershire emergency Services.
- The PEMT is likely to become involved in ensuring that security exclusion zones are maintained, that local residents are kept informed of developments and relatives, neighbours and friends of any potential or actual casualties are contacted and supported (see note below)
- **Key contacts for the various services at County, District, Town and Parish Council level will be found in [Appendix P](#)**

NOTES:

Note 1: Flooding- Gloucestershire County Council is the lead local authority responsible for flood management in the area under 2010 legislation, which requires GCC to draw up and maintain a local flood risk management strategy. In the event of flooding from surface water, groundwater or ordinary water courses (ie. not main rivers) GCC will provide advice and guidance to local councils on the procedures to be followed. See www.gloucestershire.gov.uk/emergencies/flooding and contact numbers in [Appendix P](#).

Note 2 : Snow/ice etc. During winter months, roads and access routes to schools, hospitals, fire, police and ambulance stations in Gloucestershire may become blocked by ice, snow and freezing rain. In such cases, Gloucestershire County Council Highways has a clear policy for clearing, salting and gritting A and B roads (see <https://www.gloucestershire.gov.uk/media/1517507/winter-update-leaflet-a5s.pdf> and contact numbers in [Appendix P](#)).

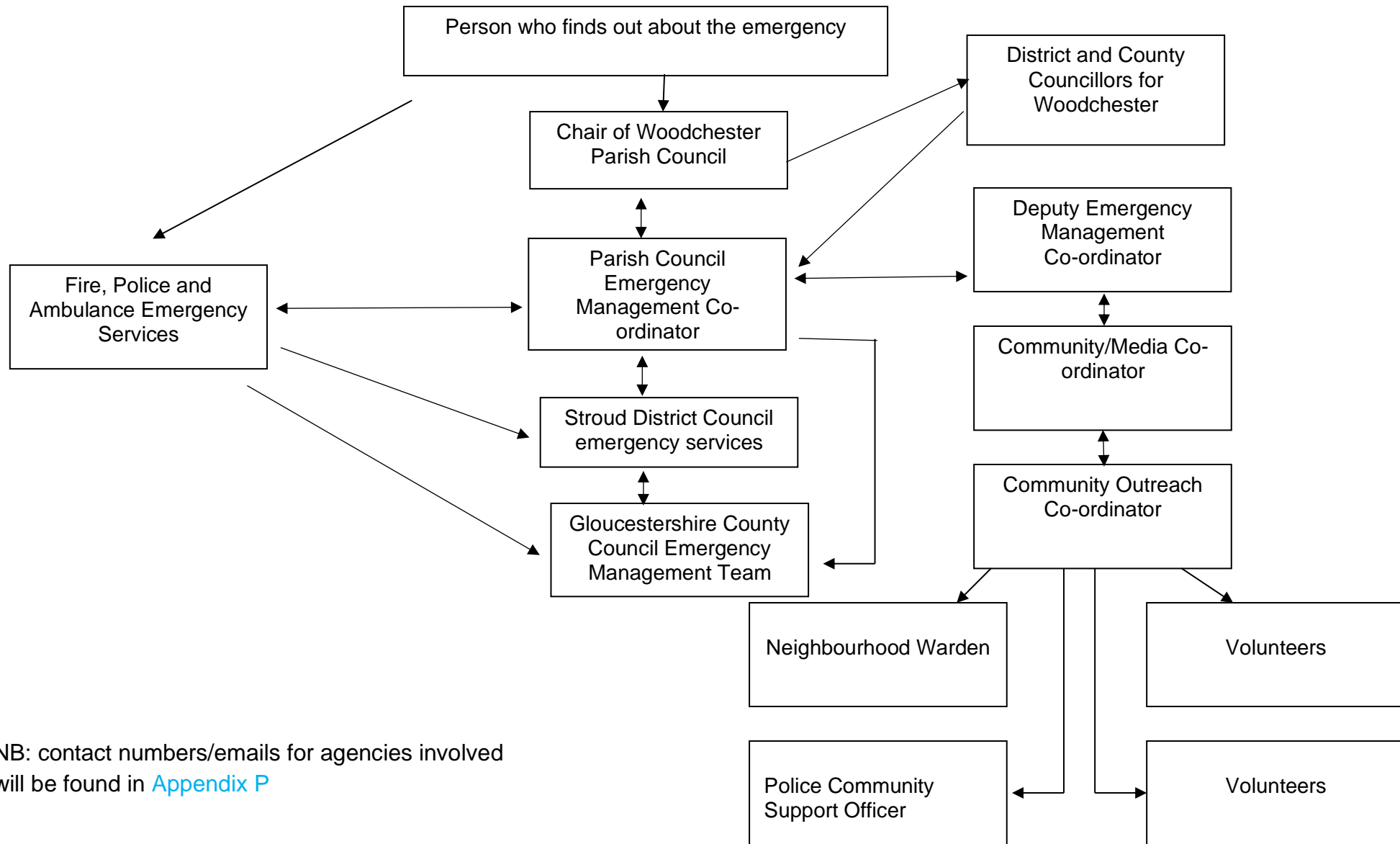
The Parish Council is responsible with local residents for keeping roads and key access points in Woodchester clear of snow and ice as far as possible balancing

the specific needs of local residents for access against the requirements of public safety.

In the event of continuing weather with falling snow, blizzards, blocked roads in the Parish, the Snow Wardens for North and South Woodchester in liaison with the Emergency co-ordinator will agree with the local Snow Plough Operator which routes/access points should be kept open wherever possible and ensure that local grit/salt bins are kept refilled and in good repair (for contact numbers of Snow Wardens, Snow Plough Operator, see [Appendix P](#)).

Note 3: Infectious or communicable disease, epidemic or pandemic. In the event of a severe outbreak of influenza or other infectious or communicable disease affecting the residents of Woodchester the Emergency Coordinator will be responsible for contacting the Health Protection Team of Public Health England (Avon, Gloucestershire and Wiltshire) and the Director of Public Health for Gloucestershire County Council to provide specialist Public Health Advice and operational support to the NHS (including Hospital, GP and Community Services) liaising as necessary with other emergency services (See [Appendix P](#) for contact numbers).

CALL CASCADE



NB: contact numbers/emails for agencies involved will be found in [Appendix P](#)

APPENDIX C

EMERGENCY ACTION CHECK LIST

	Action	Complete
1	<p>Dial 999 and ensure the emergency services are aware of the emergency and follow any advice given.</p> <p>The emergency services may want the following information</p> <ul style="list-style-type: none"> • Your name • Your contact number • Details of the incident • Location • Estimated casualties (walking wounded or more severe) • Hazards and road blockages 	
2	Contact and inform Stroud District Council Emergency Services. Take a note of any safety advice given to you and discuss at the Parish Emergency Management Team meeting	
3	<p>Begin recording details on the Log Sheet (Appendix J) including:</p> <ul style="list-style-type: none"> • Any decisions you have made and why. • Actions taken. • Who you spoke to and what you said. (Including contact numbers) • Any information received. 	
4	<p>Contact other members of the Parish Emergency Management Team and members of the community that need to be alerted;</p> <ul style="list-style-type: none"> • Households affected • People who may be considered vulnerable due to the emergency • The Parish Council / Ward via the Parish Clerk • Volunteers and key holders as appropriate. 	
5	Make arrangements for the PEMT to meet as soon as possible but ensure the venue is safe and people can get there safely. The meeting will usually take place at Woodchester Village Hall.	
7	Make sure you take notes and record actions to the meeting. If a decision is reached to activate an Emergency Plan remember to follow the appropriate check sheet.	

[Appendix D](#)

List of key roles for Emergency Planning Team Members

Checklist of key tasks for PEMT Lead, Co-ordinator and/or Deputy

CO-ORDINATION – KEY ROLES		
BEFORE	<ul style="list-style-type: none"> - - - - - - - - - - 	<ul style="list-style-type: none"> Lead development of the Emergency Plan Get people involved in its development Prioritise emergencies in 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/town Council Identify training needed and request training Identify/arrange community preventative measures
DURING	<ul style="list-style-type: none"> - - - - - - - - - - - - - - 	<ul style="list-style-type: none"> Liaise with the chair of the emergency planning team and other PEMT members 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 (Community outreach and communications co-ordinators) and monitor that the work is done Communicate with Emergency Services and statutory authorities Keep logging sheet of incidents, actions and costs Ensure that Stroud District and Gloucestershire County Councillors for Woodchester are aware of the progress of the emergency drawing on their skills as required.
AFTER	<ul style="list-style-type: none"> - - - - - 	<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/Town 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
Dr G R	HAMILTON	21 Lawns Park, North Woodchester	01453 872837	gervase@woodchesterparish.org.uk
Peter	LEAD	Friarsfield, Convent Lane, South Woodchester GL5 5HR	01453 833377	peter@woodchesterparish.org.uk

[Appendix E](#)

List of key roles for Emergency Planning

Checklist of key tasks for Community Outreach Co-ordinator

KEY ROLES	
BEFORE	<ul style="list-style-type: none"> ▪ Have knowledge of people who may need help and support in the community ▪ Draw up and maintain a list of volunteers and resources 'on the ground' ▪ Liaise with Neighbourhood Warden if deployed by Stroud District Council ▪ Equip potential community place (s) of safety ▪ Put a system in place for receiving food / drink and other resources for the places of safety ▪ 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 PEMT 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: Community Outreach

Name	Surname	Address	Tel (landline and mobile)	email
Katharine	McNealey	Arcadia, Selsley Road	01453 873814	katharine@woodchesterparish.org.uk

APPENDIX F

List of key roles for Emergency Planning

Checklist of key tasks for Communications/media Co-ordinator

KEY ROLES	
BEFORE	<ul style="list-style-type: none"> ▪ Ensure contact addresses telephone numbers, emails of key contacts (as in appendices L,M,N and P) are correct and up to date. ▪ Keep and maintain a list of press/media officers for national and local press, TV and radio channels ▪ Maintain and update regularly the Woodchester Parish website and the Parish Facebook page. ▪ Ensure there are adequate separate telephone lines/connections at the village hall/endowed school or wherever the Parish Emergency Team meets. This will include provision of extra tablets/mobile phones as required.
DURING	<ul style="list-style-type: none"> ▪ Provide advise and support on communication issues to the Parish emergency Team Lead and members of PEMT. ▪ Draft and prepare press and media briefings, releases/reports on the state and progress of the emergency as well as on the village website, Woodchester Word, social media and flyers/notices. To be issued on the authority of PEMT and Parish Council. ▪ Answer queries and concerns from the press/public/local residents on the progress of the emergency. ▪ Ensure distribution of key information from the PEMT, district, county and statutory services reaches local residents and those with a 'need to know'
AFTER	<ul style="list-style-type: none"> ▪ Review effectiveness of communications concerning the Emergency and how it was handled both locally in the Parish and at District and County level. ▪ Incorporate lessons learned into a revised communication strategy.

Leads and contact details: Communications

Name	Surname	Address	Tel (landline and mobile)	email
Iain	Dunbar	Pear Tree Cottage, Selsley Road	01453 872185/ 07484 228024	iain@woodchesterparish.org.uk

[Appendix G](#)

FIRST MEETING AGENDA FOR COMMUNITY EMERGENCY TEAM

Date:

Time:

Location:

Attendees:

1/ Current situation

- Type of emergency
- Location of emergency
- Roads affected/main access route
- Have electricity, gas or water supplies been affected

2/ Vulnerable people/vulnerable locations

- Are any vulnerable people known to be involved eg elderly, children, persons who are non-English speaking, tourists etc
- Are any vulnerable locations affected e.g. care home, school

3/ Liaison with Local Authority/ Emergency services

- Has contact been made with the local authority/emergency services
- Who is going to be the single point of contact for this
- Are there any specific requests for support e.g. place of safety info etc

4/ Action

- What actions can be safely undertaken
- Allocate actions and agree how they will be monitored/recorded

5/ Resources

- Are any resources needed e.g. place of safety, food, additional volunteers

6/ Communication

- Agree how Community Emergency Group members will keep in contact
- How will residents be kept informed ([as itemised in Appendix H](#))

7/ Any other issues

8/ Arrangements for future meetings

APPENDIX H

COMMUNICATIONS GUIDANCE

The Parish Emergency Management Team will communicate with the community via the following channels

1/ Verbal

- Door Knocking and neighbourhood contacts
- Telephone calls (Cascade)
- Personal Contact via existing social networks eg Church or Parishioner groups, WI, neighbourhood wardens/watch etc
- Community briefings/meetings

2/ Electronic

- Emails if available
- Parish website
- Parish Facebook page
- Twitter or other electronic links
- Virtual video platforms (e.g. Skype. Zoom etc)

3/ Written

- Press releases and briefings released by the Emergency Management Team
- Press releases (local and National Press)
- Local radio and TV stations, broadcasts and interviews.

4/ Local posting/Flyers

- Updates on Parish Notice Boards and local post office, pub, church halls etc.

Parish Notice Boards

1/ North Woodchester (Post Office)

4/ Frogmarsh (Bottle Green Wall)

2/ South Woodchester (High Street)

5/ Pauls Rise (cycle track)

3/ Rooksmoor (Old Fleece Pub)

6/ Convent Lane

It is the responsibility of the Parish Communications Coordinator to ensure that relevant up to date information is made available to the community from the Parish Emergency Team members through the Community Outreach Team Co-ordinator and/or the Parish Clerk.

APPENDIX J

**INCIDENT LOG SHEET AND EXPENSES RECORD– (Photocopy before use)
DATE**

This form should be used to record all decisions, actions and expenses incurred in the recovery process. This will provide information for the post recovery debrief and help to provide evidence of costs incurred for any claim under an insurance policy

Log ref.	Date/Time	Name of Contact / Telephone Number	Information Obtained	Decision / Actions Taken	Costs incurred

APPENDIX K: RISK ASSESSMENT MATRIX

RISKS TO THE COMMUNITY

Hazard (examples)	Likelihood	Impact	Risk Matrix Score (L, M, H, VH)	Mitigation in place (Action to reduce the risk)	Mitigation required (Action required to reduce the risk)

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				

N.B The matrix score table is a guide to assessing the level of severity of the emergency with particular reference to the likelihood of injury, illness, death or disability to individual residents and their families or neighbours. The risks will vary with the circumstances and will be assessed on a regular basis by a member of PEMT

[Appendix L](#)

NB: In order to comply with data protection legislation it is important to keep personal details safe and only share them with those who need to have the information.

VULNERABLE INDIVIDUALS – Restricted Access

NAME	ADDRESS	TELEPHONE NUMBER	NATURE OF DISABILITY*	NAME OF CARER/RELATIVE	CARER'S TELEPHONE NUMBER

- *
1. Walks with aids
2. Wheelchair user
3. Housebound
4. Bedbound
5. Other

[Appendix M](#)

NB: In order to comply with data protection legislation it is important to keep personal details safe and only share them with those who need to have the information.

CONFIDENTIAL

VULNERABLE ESTABLISHMENTS – Restricted Access

Name	Service provided (e.g. school etc)	Contact name	Telephone	Address

[Appendix N](#)

**SUMMARY OF RESOURCES AVAILABLE –
VOLUNTEERS, SKILLS AND OTHER RESOURCES- Confidential**

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

VOLUNTEERS

Forename	Surname	Tel	Email/Postal address	Skills/tasks willing to do	Resources available

OTHER RESOURCES

Local resource	Contact person(s)	Telephone/address/email	In an emergency, how could it be used?

Appendix P

KEY CONTACTS – Publicly Available

Service / Role	Telephone Number	Website/Email
Emergency Services	999	N/A
Police (non emergency)	101	www.gloucestershire.police.uk
Police HQ	0845 090 1234	www.gloucestershire.police.uk
Police PCSO	0845 090 1234	Candice.Francis2@gloucestershire.police.uk
Fire Service and rescue (non-emergency)	01452 888777	www.glosfire.gov.uk
Environment Agency Floodline	0845 988 1188 (24hr)	www.environment-agency.gov.uk
Emergency Agency General Enquiries	08708 506 506 (24hr)	
Environmental Incident hotline	0800 807060 (24hr)	
Water Severn Trent	0800 783 4444 (24hr)	www.stwater.co.uk Interactive map of latest incident info www.stwater.co.uk/my-supplies/live-updates/
Thames Water	?? 0800 315 1800 (24hr)	www.thameswater.co.uk Interactive map of latest incident info www.thameswater.co.uk/thamesleve/index.htm
Electricity Central Networks (Power cut)	0800 3281111	www.westernpower.co.uk
Western Power Distribution	0800 678 3105 (24hr)	
Gas (Leak)	0800 111 999 (24hr)	
Stroud District Council General	01453 766321	www.stroud.gov.uk
Stroud District Council Out of Hours (Emergencies)	01453 222104	www.stroud.gov.uk
Stroud District Council Flooding Helpline	01453 766321 and out of hours	www.stroud.gov.uk
Gloucestershire County Council Enquiries Emergency Only Out of Hours	01452 425060 01452 614194	www.gloucestershire.gov.uk
Gloucestershire County Council Flooding Emergencies	01452 396396	www.gloucestershire.gov.uk/emergencies/flooding
Gloucestershire Highways	08000 514 514 (24hr)	www.gloucestershire.gov.uk/transport
Public Health Emergencies (infectious or communicable) diseases – South Western Health Protection Team)	0300 303 8162 (option 1, then 2) – office hours 0300 303 8162 (option 2) – out of hours	swhpt@phe.gov.uk

Director Public Health Gloucestershire	01452 525000	www.gloucestershire.gov.uk
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Neighbourhood Warden Carol Novoth	Tel: 07970250343	Carol.novoth@stroud.gov.uk
Parish Clerk	07863098710	clerk@woodchesterparish.org.uk
Emergency Coordinator (Gervase Hamilton)	01453 872837	gervase@woodchesterparish.org.uk
Deputy Emergency Coordinator (Peter Lead)	01453832383	peter@woodchesterparish.org.uk
Community Outreach co-ordinator Katharine McNealey	01453 873814	katharine@woodchesterparish.org.uk
Communication/Media Co-ordinator Iain Dunbar	01453 872185	iain@woodchesterparish.org.uk
Snow Warden – North Woodchester – Katharine McNealey	01453 873814	katharine@woodchesterparish.org.uk
Snow Warden – South Woodchester – Peter Lead	01453 832383	peter@woodchesterparish.org.uk
Woodchester Endowed Woodchester Playgroup Village Hall St Mary's Church Church of the Annunciation Post Office & Shop	01453 872476 01453 873004 01453 872340 01453 882204 01453 822121 01453 872581	admin@woodchester.gloucs.sch.uk woodchesterplaygroup@eygloucestershire.co.uk Andrew.pemberton@btinternet.com

Appendix Q

PLACE OF SAFETY

Depending on the nature of the emergency it may be necessary to move vulnerable residents to a place of safety within Woodchester Parish.

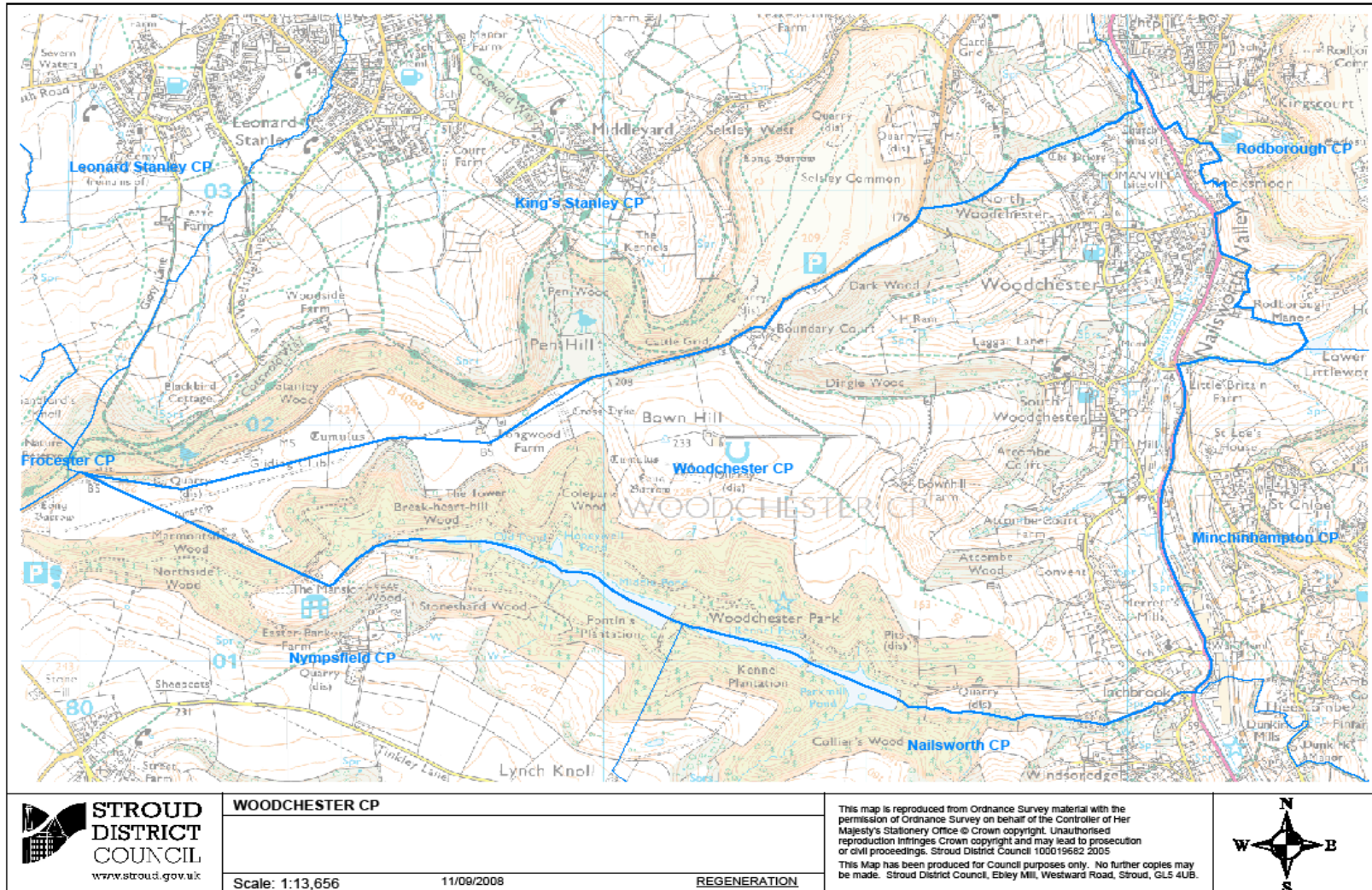
The request for support in such instances will usually come from District Council and the combined Emergency services. It may be necessary to alert at risk residents in response to such requests e.g. by door knocking and contacting neighbours to arrange safe removal of those at risk.

In Woodchester the Designated places of safety are:

1/ The Village Hall, Church Road, North Woodchester GL5 5PD Key holder: Rod Harris, phone number; 07775652379 and Kath Gay; phone number 873348

2/ Woodchester Endowed School Hall, Church Road, North Woodchester GL5 5PD Key Holder: Lynn Pennington (Headteacher) phone number; 07790 360715 or Helen Latham (lives in Woodchester) phone number; 07977 050125.

Map of the Parish



CHECKLIST OF MATERIALS FOR PEMT USE (recommended)

Item	Number	Checked
Shorthand Pad		
A4 Pad		
Pens Assorted colour		
Paper Clips		
Stapler		
Staples		
Blue Tac		
Drawing pins		
Hole punch		
Sellotape		
Bull dog Clips		
Highlighters		
Scissors		
Pinboards		
Board Markers		
Rubbers		
Ruler		
Pencils		
Badges		
Elastic Bands		
String		
A4 Folder		
Copy of plan		
Map of Parish		
Job Descriptions		
Torch		
Radio		
Batteries		
First aid box*		
Mobile phones (dedicated)*		
PPE (masks, disposable gloves, antibacterial spray)*		
Other		

* for use by PEMT only

NOTES