

Braybrooke Parish Council – Emergency Planning, a scoping note

What constitutes an emergency? Not easy to characterise but covers situations where individuals are at risk and action at a community level would mitigate that risk or its consequences. Can be divided into those where some advance warning can be provided and those which are entirely unexpected. The former might include flooding and extreme weather situations, or interruptions to supply of essentials like oil and food. The latter could include major accident/fire/explosion/pollution, outbreak of disease, interruption of power communications or transport links. Consequences could include actual injury to individuals, or gradually operating effects such as exposure to extreme conditions, shortage of food, isolation etc

Why plan? So that any necessary preparation has been made, ensuring that warnings will be received and acted on, so that the community and external response is as effective as possible.

Elements of a plan.

- Identified group of individuals who will act for the community, and in particular be the link between the community and the authorities, in emergency. If necessary, facilities provided to enable them to operate effectively.
- Sources of warnings identified and notified to ensure warnings reach the right person
- Sources of external assistance identified so that they can be contacted when needed
- Sources of local expertise or facilities identified so they can be called upon if needed
- Any sources of significant risk identified and contacts established.
- (if appropriate) individuals who may need special support in an emergency identified so they can be given that support. Confidential details kept securely until needed.
- Any vulnerable locations (where anyone present may be at risk) identified.
- (if appropriate) preparatory action identified and carried out to reduce the risk or mitigate its effects
- Main points of the plan published on the website and notice boards. Details held in a central location and by key individuals.
- Routine updating to ensure the data is current.

Setting up the plan.

- Appeal to the village for 4-5 volunteers who will act as a response group in emergency, and agree the sequence in which they are to be contacted.
- In conjunction with NCC emergency planning group, draw up list of external sources of warning and of emergency support/response and record contact details
- Appeal to the village to identify individuals with skills/experience or equipment/facilities, obtain and record contact details
- Draw up lists of vulnerable locations and people.
- Notify warning sources. Test all contact arrangements to ensure they are accurate.
- Response group meets to rehearse emergency actions, identify additional facilities or other preparations needed.
- Emergency instructions and procedures recorded and published or securely stored as appropriate.
- Establish a process for annual review and updating.
- In the event that the plan is activated, review it immediately the emergency situation is over.