



## Treetop

## COMMUNITY

**EMERGENCY PLAN**

### AMENDMENT SHEET

Plan requires to be updated on an annual basis or after an event.

|  |  |  |
| --- | --- | --- |
| **AMENDMENT NUMBER** | DATE | AMENDED BY |
| 1 | 15/04/2014 | Joe Bloggs -  Parish Clerk |
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Plan Owner: *Treetop (Parish/Community)*

**Distribution List:**

* Treehouse District Council – Emergency Planning Manager
* Treehouse Parish Office – notice board display
* Parish Clerk (for home use)
* Parish Councillors (via email)

Document classification: OFFICIAL SENSITIVE

***NB: This type of document comes under the classification of OFFICIAL SENSITIVE, due to the fact that the plan will contain telephone numbers, names and home addresses which is classed as sensitive information, hence the need for an OFFICIAL SENSITIVE marking.***

CONTENTS

□ VILLAGE PROFILE

□ CREATE/BUILD YOUR OWN TELEPHONE TREE

□ EMERGENCY CONTACT LIST

□ EMERGENCY ACCOMODATION/INFORMATION CENTRES

□ LOCAL SKILLS AND RESOURCES ASSESSEMENT

□ EMERGENCY EQUIPMENT HELD IN PARISH/TOWN COUNCIL/COMMUNITY EMERGENCY STORE

□ COMMUNITY RISK REGISTER (CRR)

Example Risk Register template

□ CONSIDERATION OF VULNERABLE PEOPLE

Example table of Vulnerable People

□ USEFUL TELEPHONE NUMBERS

□ ACTIONS LOG SHEET

□ RECOVERY FROM INCIDENT & CHECKLIST

□ COMMUNITY SITUATION REPORT

□ FURTHER ADVICE & GUIDANCE

Village Profile

Treetop is situated in the centre of the County of Oakdale, the village is home to nearly 600 people spread out across 200 homes, and although Treetops age population is a mixture of all ages, there is a sizeable number of elderly (approx. 200).

Treetop is situated in quite a rural location, although the nearest town is only 15 miles away. Treetop is largely surrounded by dense forestry and a river that runs through the centre of the village.

In the past Treetop has experienced a few emergency incidents, which have occurred due to natural causes.

In the winter of 2011, Treetop experienced intense localised snowfall across the entire village. This caused major problems for accessing/leaving the village, as the essential travel only advice was issued. Alongside the access problems the windy weather also took out a couple of power lines across the village, cutting off electricity for over 80 homes. Vulnerable residents also had to be checked in on regularly to ensure if they were comfortable and safe without electricity.

During the spring of 2012, all of Oakdale County experienced heavy rainfall. The rainfall hit the village quite hard as it rained heavily for 24 hours solid. The excessive rainfall then caused the river that runs through the centre of the village to flood; this consequently caused 4 properties to flood that were situated next to the river. Assistance was provided to the affected families as the village hall was opened as a temporary accommodation centre until the water receded the following day.

During autumn 2013, Treetop also suffered the effects of severe wind that came along with the St Jude Storm. Notably, fence panels had become dislodged from residents gardens and were carried away into roadways and neighbouring properties. Motorists also reported some instances of objects being carried into the road and near misses occurring. Due to the winds, a tree near a transformer situated outside the village fell upon the machinery and took out the power for the entire village; the power was down for 24 hours. During this time it was difficult for the parish emergency team to provide updates on the power situation, alongside checking in on vulnerable and elderly residents in the village.

**Create/build your own telephone tree**

Parish Councillor

*Susan Smith*

Chairman

*Roger Shepard*

Parish Emergency Volunteer

*Jane Canvey*

Parish Councillor

*John Lowe*

Parish Emergency Volunteer

*David Draper*

Parish Emergency Volunteer

Ben Cosgrove

Parish Clerk

Joe Bloggs

Community Emergency

Co-ordinator

*Roger Shepard - Chairman*

Contact Treehouse District Council Emergency Planning Team.

The phone “tree” works as a pyramid with the co-ordinator at the top making the first call to two or more people, In turn they call an assigned number of people and so on until the “tree is complete”

**EMERGENCY CONTACT LIST –**

**Contact numbers from the “telephone tree”**

|  |  |
| --- | --- |
| *Photo* | **Name:** Joe Bloggs |
| **Title:** Parish Clerk |
| **24 hr telephone contact:** 07403 111112 |
| **E-mail:** [**joe@treetoppc.co.uk**](mailto:joe@treetoppc.co.uk) |
| **Address:** *1 Treetop Lane, Treetop, CP9 9WE* |
| *Photo* | **Name:** Roger Shepard |
| **Title:** PC Chairman |
| **24hr telephone contact:** 01456 789101 |
| **E-mail:** [**chairman@treetoppc.co.uk**](mailto:chairman@treetoppc.co.uk) |
| **Address:** Little Cottage, Treetop CP9 9XB |
| *Photo* | **Name:** Susan Smith |
| **Title:** Parish Councillor |
| **24hr telephone contact:** 01456 789202 |
| **E-mail:** [**ssmith@btinternet.com**](mailto:ssmith@btinternet.com) |
| **Address:** 8 Baker Street, Treetop, CP9 9EC |
| *Photo* | **Name:** John Lowe |
| **Title:** Parish Councillor |
| **24hr telephone contact:** 01456 777111 |
| **E-mail:** [johnlowe@webmail.com](mailto:johnlowe@webmail.com) |
| **Address:** 2 Lumber Road, Treetop, CP9 9OK |
| *Photo* | **Name:** Jane Canvey |
| **Title:** Parish Emergency Volunteer |
| **24hr telephone contact:** 01456 444000 |
| **E-mail:** [jane@btinternet.com](mailto:jane@btinternet.com) |
| **Address:** 7 Twig Lane, Treetop, CP9 8AF |
| *Photo* | **Name:** David Draper |
| **Title:** Parish Emergency Volunteer |
| **E-mail:** [**ddraper@o2.co.uk**](mailto:ddraper@o2.co.uk) |
| **24hr telephone contact:** 01456 333110 |
| **Address:** 10 Stick Way, Treetop, CP9 8AF |

|  |  |
| --- | --- |
| *Photo* | **Name:** Ben Cosgrove |
| **Title:** Parish Emergency Volunteer |
| **E-mail:** [**cosgrove38@hotmail.co.uk**](mailto:cosgrove38@hotmail.co.uk) |
| **24hr telephone contact:** 01456 332189 |
| **Address:** 4 Treetrunk Road, Treetop, CP9 7FG |

**Emergency Accommodation/Information Centres**

Identify a suitable building within the community which can be used in an emergency as an Information Centre/Emergency Accommodation by your local community.

Bear In mind that local groups such as schools may have marked one of the locations as their evacuation point, are you aware of who may also be using the same location?

|  |  |  |  |
| --- | --- | --- | --- |
| **LOCATION** | **CONTACT** | **TELEPHONE** | **FACILITIES** |
| Village Hall | Joe Bloggs | Office: 01456 338561  Home: 01456 383484  Mobile: 07403 111112 | Toilets  Telephone  Kitchen  Heating  Internet Access |
| Public House | Lance Abery | Office: 01456 448909  Home: 01456 448919  Mobile: 07403 222334 | Toilets  Kitchen  Telephone  Seating  Heating  Refreshments |
| Church | Joseph Langton | Office: 01456 666555  Home: 01456 666554  Mobile: 07403 333445 | Seating  Toilet |
| Parish/Town Council  Offices | Joe Bloggs | Office: 01456 338561  Home: 01456 383484  Mobile: 07403 111112 | Internet Access  Toilets  Heating  Kitchen |

Your local authority has also pre-identified some locations suitable as rest centres, and will inform the parish/town council if they are to be opened.

**Local Skills and Resources Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill/Resource** | **Who? (names)** | **Contact details** | **Location** |
| ***Water/food supplies*** | ***Corner Shop (Spar)***  ***Corner Shop (Onestop)*** |  | ***4 Twig Lane, Treetop***  ***8 Twig Lane, Treetop*** |
| ***Temporary Shelter*** | ***See Emergency Accommodation List*** |  |  |
| ***Builders***  ***(generators and sand)*** | ***Building merchants*** | ***01456 565767*** | ***Treetop Business Park*** |
| ***Electricians*** | ***Jake Morring***  ***Alistair Ingles*** | ***01456 988988***  ***01456 888555*** | ***23 Stump Road, Treetop***  ***46 Water Way, Treetop*** |
| ***Farm Equipment (General): i.e. generators/pumps*** | ***Guy Jones*** | ***01456 421421*** | ***Farm Approach, Treetop*** |
| ***Fuel***  ***Fuel (cont.)*** | ***“Texaco” Treetop*** | ***01456 024956*** | ***Treetop Road, Treetop*** |
| ***First Aid/Medical Assistance*** | ***First Aid boxes in public buildings and parish council offices*** |  |  |
| ***Drinking Water*** | ***Corner Shops & Parish Council Offices (Limited Supply)*** |  |  |
| ***Emergency Equipment*** | ***Parish Council Offices***  ***(Emergency Grab Bag)*** |  |  |

**EMERGENCY EQUIPMENT**

**HELD BY PARISH/TOWN COUNCIL**

|  |  |  |
| --- | --- | --- |
| **ITEMS** | **NUMBERS** | **LOCATION** |
| *IDENTIFIABLE HI-VIS JACKETS* | *3* | *Parish Council Offices (On coat rail)* |
| *RE-CHARGEABLE TORCHES* | *3*  k | *Emergency Grab Bag* |
| *SIGN*  *‘RECEPTION’* | *1* | *Parish Council Offices* |
| *FLOOD PREVENTION PRODUCTS* | *6 x Door Flood Guards* | *Parish Council Offices* |
| *NUMBER OF SALT BAGS PROVIDED UNDER THE SALT BAG PARTNERSHIP (ESSEX COUNTY COUNCIL)* | *4 Salt Bags* | *Outdoor Storage Container* |
| *NUMBER OF GRIT BINS WITHIN THE PARISH* | *4* | *Across Parish* |
| *CORDED TELEPHONES* | *3* | *Emergency Grab Bag* |

***Example template***

**Parishes Risk Register –**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Parish Area** | **Impact on the Community** | **What to do** | **Who to tell (during incident)** |
| *Flooding*  *(river and surface water)* | *Bridge Street, Water Lane,* | *Number of properties:*  *at risk of flooding*  *no access to resources (shop- doctor’s surgery…..)*  *Cut off from resources* | ***now*** *Raise awareness of flood protection within Community - posters, parish newsletter etc.*  ***during event*** *Stock of Flood Prevention products at set location(s)*  ***during event*** *Activate Parish Emergency Plan* | *Parish Clerk/EP contact to activate plan*  *District Emergency Planning Officer if support to residents required in case of evacuation*  *Police - roads may need closing, residents may need evacuating*  *Fire Service - properties may need pumping out* |
| *Utilities failure – gas or electric* | *Whole village* | *No gas supplied to Village - only some properties with Heating oil*  *Street lights off*  *Property lights/power off (freezers/fridges/cookers/heating etc.)*  *Security systems down*  *Shop Credit systems down* | ***now*** *Raise awareness of Grab Bags- posters parish newsletter etc.*  *Purchase wind up torches*  *Purchase wind up radios –*  *Promote National “Go In Stay In Tune In” message*  *Promote Business Continuity in local businesses*  *(during event ) Consider vulnerable people within village - heating food etc.* | *Parish Clerk/EP contact to activate plan*  *District Emergency Planning Officer if support to residents required in case of evacuation* |
| Utilities failure – water supply failure | Whole village | *No water for drinking, washing up or water based appliances*  *No water for hygiene purposes such as showers.* | ***now*** *raise awareness for residents to stock their own supply of bottled water for an emergency*  ***during event*** *alert the utility company to the water supply failure, detailing number of households, residents etc.* | *Parish Clerk/EP to contact to activate plan*  *Utility company as they may not be aware of where precisely the water is not reaching.*  *District Emergency Planning Officer if support to residents required in case of evacuation.* |
| Telephone lines cut off/down | *Whole village* | *No contact with anybody inside or outside of the village area via telephone, mobile phone masts may also be affected by this also.* | ***now*** *raise awareness of Grab Bags – posters, parish newsletter etc.*  *Promote Business Continuity to local businesses* | *Parish Clerk/EP to contact to activate plan*  *If possible, alert utility company of the issue with detail.* |
| Risk |  |  |  |  |
| Risk |  |  |  |  |
| Risk |  |  |  |  |
| Risk |  |  |  |  |

**Table of Vulnerable People**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Potential Vulnerability** | **Location** | **Address** | **Contact Details** | **Estimated Numbers** |
| **Children** | *Treetop Primary School* | *School Street* | *Mr Branch*  *01234 567890* | *250 Pupils* |
| *Treetrunk crèche* | *Treetrunk Road* | *Manager*  *07654 321987* | *12 Toddlers* |
| *Pinewood nursery* | *Pinewood Road* | *Manager*  *04321 987654* | *30 Children* |
| **Older People** | *Oak Residential Home* | *Leaves Road* | *Manager*  *09876 543210* | *100 Residents* |

**ACTION CARD**

##### checklist for community emergency coordinator

The checklist below is a prompt you can use as you go through the process of responding to an emergency.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action** |  | **Completed yes/no**  **(include Time and Date)** |
| 1 |  | Have you established a Community Emergency Group? |  |
| 2 |  | Have you considered what help/support you need and how to access it? |  |
| 3 |  | Have you considered the risks that your community might face? |  |
| 4 |  | Have you assessed the existing skills and resources in your community? |  |
| 5 |  | Have you identified key locations in the community to use in an emergency? |  |
| 6 |  | Have you considered who in your community might be vulnerable in an emergency? |  |
| 7 |  | Have you decided how and when you would activate your plan? |  |
| 8 |  | Have you shared your plan with your community and your local emergency responders? |  |
| 9 |  | *During an emergency*  Have you completed your situation report? |  |
| 10 |  | *During an emergency*  Record all of your expenditure |  |

**ACTION CARD**

##### Immediate action to be taken on notification of an emergency BY THE FIRST CALL responder

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action** |  | **Completed yes/no**  **(include Time and Date)** |
| 1 |  | On notification of an emergency, contact your Local Authority to speak to the Emergency Planning Officer and inform them of what’s happening. |  |
| 2 |  | Activate the telephone cascade to make volunteers aware of an incident. |  |
| 3 |  | Contact vulnerable persons or organisations that care for vulnerable persons, and make them aware of the emergency situation. |  |
| 4 |  | Keep action log sheet updated with developments/actions carried out. |  |
| 5 |  | Check the risk assessment, is there anything you can do to prevent/lessen the impact against these risks happening? |  |
| 6 |  | *During an emergency*  Have you completed your situation report? |  |
| 7 |  | *During an emergency*  Record all of your expenditure |  |

**ACTION CARD**

##### Telephone cascade

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action** |  | **Completed yes/no**  **(include Time and Date)** |
| 1 |  | On notification of an emergency, contact your Local Authority to speak to the Emergency Planning Officer and inform them of what’s happening. |  |
| 2 |  | Use the telephone tree or emergency contact list to get in touch with the Emergency Community Group |  |
| 3 |  | Ask each member called to go down the tree and call their allocated person, informing them of what is going on and when to meet. |  |
| 4 |  | *During an emergency*  Have you completed your situation report? |  |
| 5 |  | *During an emergency*  Record all of your expenditure |  |

**ACTION CARD**

##### Actions to take when requested to open a local rest centre

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action** |  | **Completed yes/no**  **(include Time and Date)** |
| 1 |  | Retrieve the emergency accommodation list when requested to open a local rest centre. |  |
| 2 |  | Select the most suitable rest centre that is a safe distance from the emergency. |  |
| 3 |  | Evaluate if the facilities at the rest centre are fit for purpose and there is enough space to accommodate those affected |  |
| 4 |  | Contact the known key holder on the list and organise a time to meet up and prepare the building for use. |  |
| 5 |  | Gather relevant supplies and refreshments (if possible) to take along to the rest centre. |  |
| 6 |  | *During an emergency*  Have you completed your situation report? |  |
| 7 |  | *During an emergency*  Record all of your expenditure |  |

**ACTIONS LOG SHEET**

Name……………………… Signed……………………

Date ……………………… Page…………of…………

**RECORD EVERY SIGNIFICANT EVENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TIME RECEIVED** | **SOURCE** | **EVENT OR ACTION** | **FURTHER ACTION REQUIRED** | √  **WHEN DONE** |
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**COMMUNITY SITUATION REPORT**

FROM: ……………………………… DATE AND TIME:………………

REPORT NUMBER: ……………… PERIOD COVERED:……………

1. **A**. NUMBER OF DOMESTIC PROPERTIES AFFECTED

2. NUMBER OF PERSONS PROVIDED WITH EMERGENCY ACCOMMODATON

3. LOCATION OF BLOCKED ROADS

4. AREAS WITHOUT ELECTRICITY

5. AREAS WITHOUT GAS

6. AREAS WITHOUT WATER

7. AREAS WITHOUT TELEPHONES

8. ONGOING TASKS AND SPECIFIC RESOURCE REQUIREMENTS

9. ANY OTHER RESOURCE REQUIREMENTS

1. ANY OTHER INFORMATION

*Note: It would be prudent to start the situation report as soon as an emergency is occurring, as your local authority is likely to contact you for these details during the response phase.*

**RECOVERY FROM INCIDENT & CHECKLIST**

It is important to start the recovery process as soon as possible after the incident/emergency has occurred.

It is imperative that the Community is involved in the decision making process to engage their support and local knowledge.

A checklist should include (examples could include…. see below):

* **Community -** Promote self-help (What Community initiatives are already underway?)
* **Health & Welfare -**  Consider vulnerable people/groups/establishments/ Community Care/impact on faith groups
* **Business & Economy -** How many closures or relocations of businesses?
* **Environment Infrastructure & clean up -** Environmental Health issues (decontamination/disinfestations)?
* **Communications -** Co-ordinate communications across partner agencies
* **Elected Members -** Have Elected Members disseminated appropriate information to Community?

An action plan may look something like this:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action | By whom | By when | Status  (Red  Amber  Green) | Priority rating  (E- Essential  I – Important  D–Desirable) |
|  |  |  |  |  |
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**USEFUL TELEPHONE NUMBERS**

**Suggestions include:**

**ANIMAL WELFARE**

RSPCA 0300 1234 999

**LOCAL/UNITARY AUTHORITY**

Emergency Team **(Day)** 01434 222454

Emergency Team (**Night)** 01434 222455

**BUILDERS & ELECTRICIANS**

John Doe Construction 01434 111534

**DOCTORS**

NHS Direct 111

Local Health Centre 01434 331133

**EMERGENCY SERVICES**

Police 999 (ask for Police)

Fire Brigade 999 (ask for Fire)

Ambulance 999 (ask for Ambulance)

**ENVIRONMENT AGENCY**

Environment Agency Website <http://www.gov.uk/environment-agency>

Flood Line 0845 988 1188 **OR**

0345 988 1188

General Enquiries 0870 8506 506

Incident hotline to report Pollution etc. 0800 807060

**TRANSPORT**

Oak Bus Company 01456 444333

Treetop Railway Station 01456 222999

Highways Agency Queries/Fault Reporting - 0300 123 5000 **OR**

[**http://www.highways.gov.uk/traffic-information**](http://www.highways.gov.uk/traffic-information)

**UTILITIES**

National Grid (Gas) 0800 111 999

UK Power Networks Landline Users: 0800 783 8838

Mobile Users: 01243 50 8838

Met Office 0870 900 0100

Local Water Authority 08544 111 111

Treehouse Water (Sewerage Authority) 08547 145 145

**MINISTERS**

Local MP 01456 442244

**LOCAL RADIO**

BBC Oakdale 01245 616000

95.3 & 103.5 FM 729, 765, 1530 MW

Treehouse FM

96.3 & 102.6 FM 01457 524550

**LOCAL/COMMUNITY NEWSPAPER**

Local Newspaper 01457 943210

Community Newspaper 01456 543345

**COMMUNITY GROUP CONTACTS**

Neighbourhood Watch

Walking Group

Social Group

**TWITTER FEEDS**

Oakdale County Council Emergency Planning @OakdaleEmergency

Treetop District Council Emergency Planning @TreetopResilience

Oakdale Police @OakdalePoliceUK

Oakdale Fire & Rescue @OakdaleFire&Rescue

Environment Agency @EnvAgency

**Further Advice & Guidance**

For further advice and guidance about Emergency Planning – Please visit your Local Authority’s web pages

Emergency Planning webpages

(Check your Local Authority’s website for further details on emergency planning)

Where you can find more info such as;

* District/Borough/City, Unitary and County Council Emergency Plan’s
* Information leaflets such as…
* Driving in Severe Weather
* Heat & sun
* Flooding advice
* Useful contacts list: See pages 18 and 19

Parish Councillor webpages:

(Check your local authority/parish council website for further details on Parish Councillors)

Parish / Community Emergency Plan templates

Please contact your local Emergency Planning Team if you have any queries.

Environment Agency Web site for details of river levels / flood guidance etc.:

<http://www.gov.uk/environment-agency>

EXPENSES & REIMBURSEMENT

If you require making any expenditure on ensuring the safety or comfort of those within your community, and wish to be reimbursed for this, there is a scheme in place for local authorities to access funds, and they will try to reimburse any costs made.

If so, please ensure that you receive prior permission before expenses are made with your local authority, if expenses are not logged by the local authority; it is unlikely that the funds can be reimbursed.