# EMERGENCY PLANNING POLICY

## 1. Introduction

This Policy for Emergency Planning has been developed following a review by Urchfont Parish Council (UPC) in 2003, various Emergency Planning Exercises and a real Emergency in December 2009 when properties in the Parish were flooded.

## 2. Scope

There are at least two types of event that this Policy is designed to cover. Firstly, a widespread incident or scenario that has, for whatever reason, prevented emergency services from reaching the Parish or parts of the Parish. Secondly, in the case of a longer term incident where the Emergency Services have carried out their function, but there is still need to look after people and property affected within the Parish.

The Plan which underpins this Policy is not intended to take precedence over the professional Emergency and Care Services.

## 3. The Plan

A separate document entitled 'Management of Local Issues In the Event of an Emergency' has been produced which will be used by UPC and other members of the community. This document is referred to below as the Plan. The key objective of the Plan is to set up a response team to monitor the situation and optimise the use of resources. The Plan comprises:

1. Introduction
2. Roles and Responsibilities of Response Team Members
3. First at the Scene Checklist
4. Initial Guide to dealing with an emergency
Appendix 1 - Local contacts and resources
Appendix 2 - Wiltshire Council's 'Householders Guide to Emergencies'

## 4. Response Team Roles

Depending on the nature of the incident or scenario, the actual make up of the response team will vary, but the key roles envisaged are:

1. Overall Lead Co-ordinator
2. Communications Co-ordinator
3. Logistics Co-ordinator
4. Traffic and Access Co-ordinator
5. Medical Co-ordinator
6. Welfare Co-ordinator

A more detailed description of these roles is contained in the Plan.

## 5.    Plan Holders

Hard Copies of the Plan are held by the following in case access to website or electronic copies are not available for whatever reason in an emergency:

The Chairman of UPC
The Vice-Chairman of UPC
The Clerk of UPC
The Head Teacher, Urchfont School
Chairman Urchfont Village Hall committee
The Rector of Redhorn Team Ministry
The Emergency Planning Officer of Wiltshire Council

Copies of this Policy and the Plan are held on the Parish Council and Community Website at www.urchfont-pc.gov.uk > Parish Council > Emergency Planning.


## 6.    Maintenance of the Plan

1.    The Plan should be reviewed and re-issued annually.
2.    The latest version of Wiltshire Council's 'Householder's Guide to Emergencies' is attached to the Plan.
3.    All named people on the Local Contacts and Resources List should be contacted annually to confirm or reconfirm their willingness to be on the List, and to update their contact details where necessary. Extra names can be added as appropriate.


## 7.    Role of Urchfont Parish Council

Urchfont Parish Council is responsible for keeping both this Policy Document and the Plan up to date. In the event of an emergency Members of UPC will take on some of the Response Team's co-ordination roles if appropriate. The Chairman or Vice Chairman are obvious candidates for the overall co-ordination role, but may well feel that there are more appropriately qualified people available and request them to take on the task. It should be remembered that in a community such as the Parish of Urchfont, there will be no shortage of volunteers, hence the emphasis in co-ordinating rather than managing the activities required to look after the needs of the parishioners and their property. Whenever the Emergency Services become involved, they will take on the overall co-ordination activity if they request to do so. The Local Contacts and Resources List and other local resources can be made available to the Emergency Services to assist them with their duties. UPC and other key members of the community will always take part in and learn from emergency planning exercises organised by Wiltshire Council.


## 8.    Document Management

This Policy Document is held by the Clerk to UPC, along with all other Policy Documents. It should be reviewed annually alongside the Plan, and re-issued when changes to it are deemed necessary.