

**WITHINGTON
PARISH COUNCIL**

**COMMUNITY
EMERGENCY
PLAN**
(Version 4.1)



March 2020

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AMENDMENT SHEET

AMENDMENT NUMBER	DATE	AMENDED BY
Final re-draft	20/03/2010	Martin Timmis
Resources updated	10/11/10	Tom Taylor
Review by PC	02/10/2014	Martin Timmis
Review by PC	15/03/2020	Martin Timmis

EMERGENCY PLAN DISTRIBUTION

All Members of Parish Emergency Team	
Withington Parish Website	

Background

The Parish of Withington forms part of the West Mercia Constabulary policing area within the heart of Shropshire. Because emergencies can happen anywhere and at any time, Shropshire Council has recommended that all Parishes formulate and agree through the Parish Council, a Community Emergency Plan.

West Mercia Local Resilience Forum, comprised of senior figures within the responding agencies has published a Community Risk Register which outlines the likelihood of significantly disrupting events. This provides the Category One Responders (Police, Fire, Ambulance, Councils etc) with a basis on which to plan for major emergencies, and also generates impetus for joined up working in the event of such an emergency. The resources of these agencies are necessarily limited and consequently some communities may experience delays in the restoration of normality in times of high demand on the emergency responders.

For this reason it is important that the Parish of Withington has a Community Emergency Plan which supports self-help within the community on those occasions when the emergency services are unable to provide the normal level of service owing to “spate” conditions, or when the use of emergency resources is not appropriate to the circumstances.

This is a revision of the original Parish Emergency Plan which was prepared in April 2010.

In case of emergency where there is immediate risk to life or property DIAL 999 and ask for the appropriate emergency service. This plan is not designed to replace the need for professional assistance.

Personal responsibility

It is important to state that anyone listed within the Community Emergency Plan, or anyone who offers and provides help on activation of the plan is:

- **A volunteer**
- **They are acting as members of the public**
- **They are no more or less liable than at any other time**
- **They have no public liability insurance**

This has been confirmed by the Shropshire Council Emergency Planning Officer.

Introduction

This plan covers the procedural arrangements for the Parish of Withington for responding to a known emergency affecting, or with the potential to affect the population of the Parish.

This plan does not detail arrangements for Business Continuity for commercial entities within the Parish as this responsibility rests with business owners. The Parish Emergency Team will however, provide help, guidance and support should the need arise.

Emergencies can occur with little or no warning and could be caused by many different factors including natural disaster (landslip, severe weather) industrial accident, failure of power or water supplies, transport accidents, pandemic or terrorism.

In normal circumstances the Police are responsible for operational control at the scene of the emergency. In the majority of emergencies the Fire and Rescue Service or Police will be the first responding agency on scene and will control all access to the scene of operations. In case of pandemic the command and control arrangements will be led by Government.

Throughout the emergency the Parish Council will attempt, within the constraints of the situation, to provide information to both Shropshire Council who will co-ordinate the Local Authority response, and to the people of the Parish. They will also, if requested, provide assistance to the Emergency Services and Emergency Planners. Local knowledge will often prove invaluable in the emergency response phase and subsequently during any clear up operations. For this reason this Plan provides a Register of Resources which can be accessed by the Parish Council but that are in the ownership of members of the community.

In the event of the Parish being isolated as a consequence of an emergency, as local residents we may have to maintain and protect our own community until such time as normality can be restored. We are fortunate that the Parish is home to several serving and former emergency service personnel who are well versed in emergency situations and restoration.

The following emergency events could affect the Parish:

- Flood
- Fire
- Loss of electricity supply
- Severe weather – storm, wind, rain, snow
- Foot & Mouth disease outbreak
- Bird flu outbreak
- Fuel shortages (oil or gas supply)
- Environmental pollution (water courses)
- Pandemic

Procedure

The first action by any member of the public in the event of an emergency should normally be to dial 999 and request attendance of the appropriate emergency service.

The following procedure will apply for emergencies in Withington Parish which cannot be immediately attended by those services or where that action is not appropriate, for example pandemic:

As soon as any member of the community is aware that an emergency has occurred, or may occur in the near future (for example, heavy snowfall is expected), they should advise any member of the Withington Parish Emergency Team (see Appendix A). They should give as much information as possible regarding the event, including the location and any immediate issues this might raise.

The member of the Parish Emergency Team contacted will immediately make contact with other Team members who are available to assist with detailed incident planning. Whenever possible this should include the Chair of the Parish Council and the Parish Emergency Plan Advisor.

The **Parish Emergency Team** will:

- a. Immediately call a meeting of available Parish Emergency Team members, at which a Chairperson will be elected to lead the Parish response. This should be the person considered to have most influence or experience to successfully conclude the event.
- b. Comply with the advice or requests received from the Local Authority or Emergency Services.
- c. Establish a communications link with the Local Authority and maintain it throughout the duration of the emergency.
- d. Provide local information and provide the Resource Register to appropriate outside organisations and/or residents.
- e. In the event of the Parish becoming isolated, undertake the co-ordination of effort to sustain the local community. This will be achieved through regular meetings of the Parish Emergency Team and by eliciting support from those persons specified within the Emergency Plan deemed appropriate by the Parish Emergency Team
- f. Provide an overview of the essential requirements of the Parish to survive and recover from the emergency.

- g. Maintain a written record of significant events, the decisions made by the Parish Emergency Team, and, most importantly, the reasoning behind the decision. This “decision log” must be retained by the Parish Emergency Plan Advisor.
- h. Maintain a “Lessons Learned” log throughout the emergency and recovery phase, to allow the Parish Emergency Plan Advisor to update future plans.
- i. As soon as the emergency has been satisfactorily concluded the Parish Emergency Team should be “stood down” and the Local Authority advised that Parish Emergency Plan arrangements have ceased.
- j. The Parish Emergency Team will carry out a formal debrief of the event, consider what lessons have been learned and arrange for amendment to the Community Emergency Plan should this be necessary.

Training & Exercising

In order to ensure that all Parish Emergency Team members are familiar with the Plan, and that they have had an opportunity to practice in a “safe” learning environment, the Parish Emergency Plan Advisor will arrange occasional briefing and exercise for PET members. This will provide confidence both to PET, the Parish Council and the community.

Appendix A

Members of the Parish Emergency Team

Chair of Parish Council	Phil Heath	01743 709430 07789 915323 phil.heath@hotmail.co.uk
Vice-Chair of Parish Council & Parish Emergency Plan Advisor	Martin Timmis	01743 510236 07967 465817 mrfiresafetyltd@gmail.com
Parish Councillor	Neil Maxwell	01743 709333 07970 464530 neil@nandgmaxwell.uk
Parish Councillor	Alan Williams	01743 709282 07739 694723 williamsalan999@gmail.com
Parish Councillor	Lesley Stone	01743 709105 07801 569372 lestone1@aol.com
Parish Clerk	Denise Roscoe	01743 709603 07746 247250 clerkwithingtonpc@gmail.com

Appendix B

Locality Risk Register

The West Mercia Community Risk Register outlines the risks that are most likely to occur in the Policing Area. These have been considered in respect of their likelihood of occurring locally, and potential impact on the Parish of Withington. Those listed here could result in delayed response to Withington, which may be subject to secondary impacts.

Event	Likelihood	Impact	Comment
Storms/gales	High	Low	There is potential for some unsafe structures or fallen trees. Each can be risk assessed to determine priority of response/action.
Heavy snowfall	High	Medium	Some “high risk” residents may be unable to provide for themselves. Some supplies are available locally. 4 WD capability exists in the Parish.
Water supply failure	Low	High	STWA normally provide notice of failures and will supply bowsers. Short term there are some wells in the Parish.
Failure of electricity	Low	Medium	Facilities to provide hot food and drink can be accessed in the Parish
Accident (A5) involving hazardous materials	Medium	High	The Parish could be subject to evacuation, supported by the Parish Emergency Team
Flooding	Low	Medium	Withington is not at risk of extreme flooding but could suffer flash flooding at any time
Major Fire	Low	Low	A fire in nearby commercial premises (eg Overley) might require “close windows, stay in” policy to be enacted.
Pandemic	High	Very high	March 2020 WHO declared the spread of Covid-19 to be at pandemic proportions.

**All materials beyond this point are
restricted to be distributed only
amongst Withington Parish Emergency
Team**

USEFUL TELEPHONE NUMBERS

SHROPSHIRE COUNCIL

General enquiries	0345 678 9000
Emergency planning	0345 678 9000
Highway maintenance	0345 678 9006

EMERGENCY SERVICES (non emergency numbers)

Police	0300 333 3000 or 101
Fire	01743 260200
Ambulance	01384 215801
NHS Direct	0845 4647 or 111
British Transport Police	0800 405040

ENVIRONMENT AGENCY

Incident hotline	0800 80 70 60
Customer service line	03708 506506
Floodline	0345 988 1188

RADIO

BBC Radio Shropshire	01743 248484
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UTILITIES

National Gas Emergency service	0800 111 999
Electricity Weston Power	0800 328 1111
Severn Trent (operational)	0800 783 4444

People & properties at risk

Subject to change

Appendix D

Coronavirus (Covid-19)

Everyone in Withington Parish will be aware of the Covid-19 Virus spreading throughout the UK. This is a fast moving situation, and as a result, Withington Parish has reviewed the Parish Emergency Plan and has mobilised our Parish Emergency Team who will meet regularly to consider our response to this outbreak.

Our main advice is that everyone should follow the latest Government guidance. There is no doubt that this will change frequently over the next few months.

The current messages coming from Government, as at Tuesday 17th March are:

If you live alone and have symptoms of coronavirus infection (COVID-19), however mild, do not leave your home for 7 days from when your symptoms started (self-isolating).

If a member of your household has symptoms everyone living with you should stay at home for 14 days.

The symptoms are:

- A high temperature – you feel hot to touch on your chest or back
- A new, continuous cough – this means you've started coughing repeatedly

This action will help protect others in your community while you are infectious

You should plan ahead if possible:

Let your family and friends living locally know that you are self-isolating.

If you can, let your neighbour know so that they can keep in touch by telephone.

If you have no one nearby who can help, let the Parish Council know (via email clerkwithingtonpc@gmail.com Tel: 01743 709603 or 07746 247250) so that we can arrange for a volunteer to keep in touch.

What does self-isolating mean?

Do not have visitors (ask people to leave deliveries outside).

Do not leave your home, for example to go for a walk, to school or to public places.

Stay at least 2 metres (about 3 steps) away from other people in your home if possible.

Sleep alone.

Wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitiser.

Stay away from vulnerable individuals, such as the elderly and those with underlying health conditions, as much as possible.

Drink plenty of water and take everyday painkillers, such as paracetamol and ibuprofen, to help with your symptoms.

Do not:

Visit hospital or your GP until you have been through the NHS 111 system.

You do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days, contact [NHS 111 online](#). If you have no internet access, call NHS 111. For a medical emergency dial 999

Only call 111 if:

- You feel you cannot cope with your symptoms at home
- Your condition gets worse
- Your symptoms do not get better after 7 days