

#LOCAL RESILIENCE FORUM



BOURNEMOUTH • DORSET • POOLE

Community
Sturminster
Marshall
EMERGENCY
RESPONSE
PLAN

Your priority is to stay safe
If you are in immediate danger call 999

September 2017

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Risk Assessment (based on the BD&P LRF Community Risk Register Matrix)

When assessing the risks in the community the likelihood and the impact of the event should be considered. Many of the risks will be planned for at a National / Regional / County or District level. Therefore the risk assessments should consider how the community could respond to ensure the community's safety / wellbeing relevant to your local area by using your local knowledge. (For guidance refer to the Cabinet Office Community Emergency Plan Toolkit) <https://www.gov.uk/government/publications/community-resilience-resources-and-tools>

Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
Forest or Moorland Fires	Loss of homes, businesses, risk to life	Set up communications network in case of an event (laminated card), identify vulnerable people, identify and prepare for risks locally, assess community skills and resources, identify key locations for shelter, set up and maintain an emergency contact list.
Local/urban flooding (fluvial/surface run-off)	Loss of homes, businesses, risk to life	See Flood Plan for specific actions
Low temperatures and heavy snow	Loss of homes, businesses, risk to life	<p>Set up communications network in case of an event, identify vulnerable people, identify and prepare for risks locally, assess community skills and resources (ie. Two Way Radio Systems, Snow ploughs), identify key locations for shelter, set up and maintain an emergency contact list.</p> <p>Prepare map showing: roads that are gritted by the local authority, local areas most at risk, priority areas that will be gritted by the Parish Council, location of grit bins, location of 1 tonne sale, location of farmers that can help</p> <p>Obtain contact details of: snow warden volunteers, farmers with gritting equipment and snow ploughs, Local Authority Response Teams, 4 x 4 drivers, vulnerable people</p> <p>Preparatory work: apply for 1 tonne of salt, ask farmer to confirm their equipment can be used, put article in Winter edition of the Bridge.</p>
Local coastal/tidal flooding	Not applicable	Not applicable

Localised extremely hazardous flash flooding	Loss of homes, businesses, risk to life	Parish Emergency Committee coordinates activities of flood wardens and supports emergency services in any evacuation Flood Wardens assist emergency services and local authority in identifying for evacuation Parish Emergency Committee provide local feedback on conditions to Environment Agency / East Dorset District Council / Dorset County Council Sturminster Marshall Memorial Hall opened as a rest centre Parish volunteers to support DCC staff in looking after people
Localised flooding caused by groundwater emergence/spring activity	Loss of homes, businesses, risk to life	See Flood Plan for specific actions
Local Fluvial flooding	Loss of homes, businesses, risk to life	See Flood Plan for specific actions
Major Accident (eg plane crash)	Loss of homes, businesses, risk to life	Set up communications network in case of an event (laminated card), identify vulnerable people, identify and prepare for risks locally, assess community skills and resources, identify key locations for shelter, set up and maintain an emergency contact list.
Chemical Spill	Loss of homes, businesses, risk to life	Set up communications network in case of an event (laminated card), identify vulnerable people, identify and prepare for risks locally, assess community skills and resources, identify key locations for shelter, set up and maintain an emergency contact list.

Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
No notice loss of significant telecommunications infrastructure in a localised incident such as a flood	Risk to health of vulnerable people	Set up communications network in case of an event, identify vulnerable people, identify and prepare for risks locally, assess community skills and resources, identify key locations for shelter, set up and maintain an emergency contact list.
Heatwave	Risk to health of vulnerable people	Set up communications network in case of an event, identify vulnerable people, identify and prepare for risks locally, assess community skills and resources, identify key locations for shelter, set up and maintain an emergency contact list.
Land movements	Risk to homes and businesses. Risk to life, Risk of injuries.	Set up communications network in case of an event, identify vulnerable people, identify and prepare for risks locally, assess community skills and resources, identify key locations for shelter, set up and maintain an emergency contact list.

Storms and gales	Risk to homes and businesses. Risk to life, Risk of injuries.	Set up communications network in case of an event, identify vulnerable people, identify and prepare for risks locally, assess community skills and resources, identify key locations for shelter, set up and maintain an emergency contact list.
Building collapse	Risk to homes and businesses. Risk to life, Risk of injuries.	Set up communications network in case of an event, identify vulnerable people, identify and prepare for risks locally, assess community skills and resources, identify key locations for shelter, set up and maintain an emergency contact list.
Loss of drinking water supplies due to a major accident affecting infrastructure	Risk to health of vulnerable people	Encourage vulnerable people to join the 'Priority Services Register', contact voluntary groups to check welfare of vulnerable people during the incident
Failure of water infrastructure or accidental contamination with a non-toxic contaminant	Risk to health of vulnerable people	Download 'power track' app (shows outages on a map). Encourage vulnerable people to join the 'Priority Services Register, promote awareness of '105' number, consider opening a rest centre in an outage, if prolonged period.
Technical failure of the national electricity network	Risk to health of vulnerable people	Download 'power track' app (shows outages on a map). Encourage vulnerable people to join the 'Priority Services Register, promote awareness of '105' number, consider opening a rest centre in an outage, if prolonged period.

Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
Technical failure of electricity network due to bad weather causing damage to the system	Risk to health of vulnerable people	Download 'power track' app (shows outages on a map). Encourage vulnerable people to join the 'Priority Services Register, promote awareness of '105' number, consider opening a rest centre in an outage, if prolonged period.
Drought	Risk to health of vulnerable people	Download 'power track' app (shows outages on a map). Encourage vulnerable people to join the 'Priority Services Register, promote awareness of '105' number, consider opening a rest centre in an outage, if prolonged period.
Local accidents on major trunk road	Local community may be first responders	Maintain list of local skills to ensure that the Community Emergency Groups knows who will be able to assist with first aid
Bridge collapse or closure	Risk to homes and businesses. Risk to life, Risk of injuries.	Set up communications network in case of an event, identify vulnerable people, identify and prepare for risks locally, assess community skills and resources, identify key locations for shelter, set up and maintain an emergency contact list.

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Community Response Team

Activation Guidance Documents and Response Tools

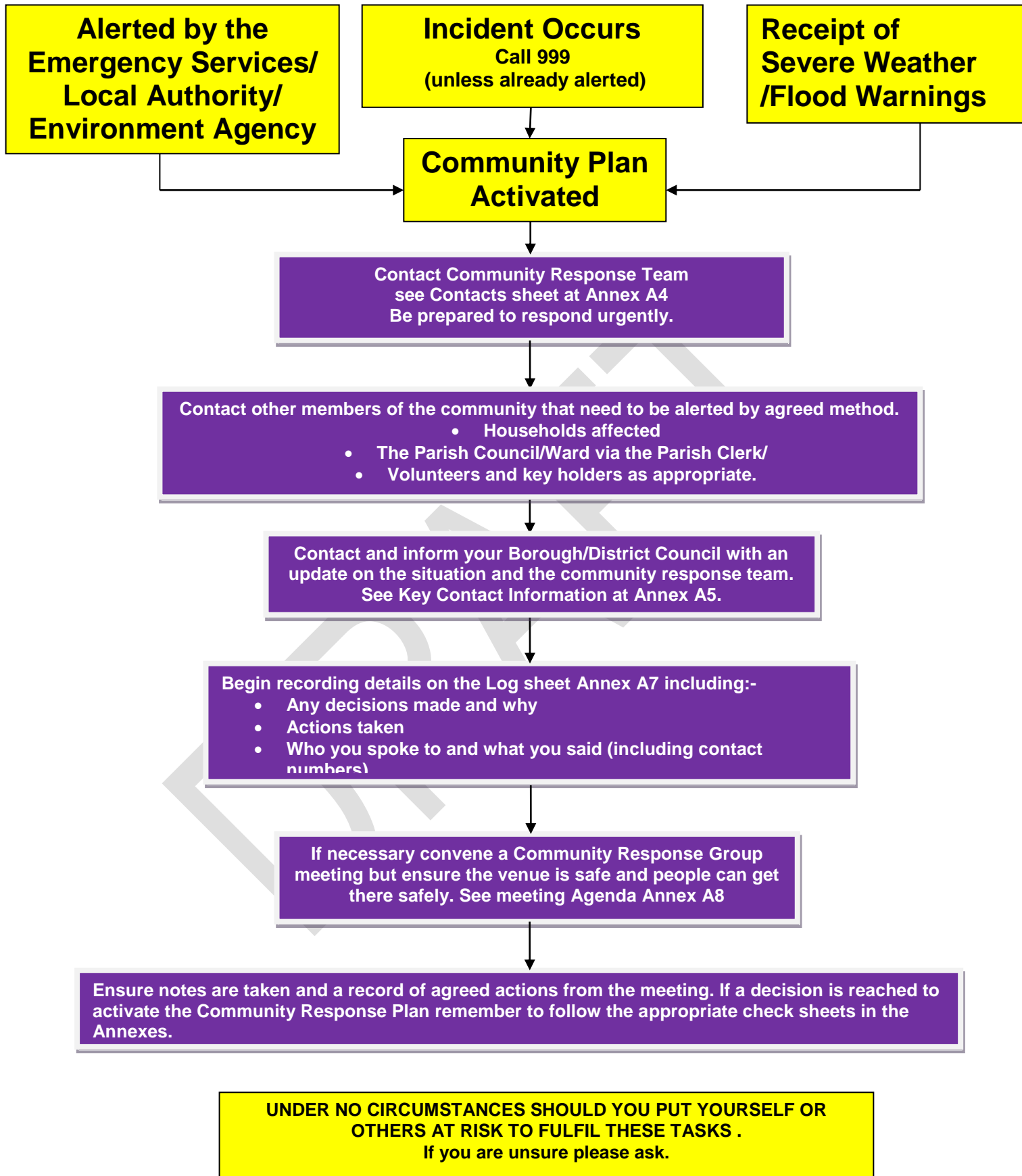
ACTIVATION OF THE PLAN

This plan will be activated when an emergency has occurred or if warnings are received, prior to an anticipated event. It will also be activated when emergency services need support or are not able to attend immediately e.g. in severe weather.

If this is the case, the Community Response Team will assess the situation, ring Emergency Services if necessary, and consult with the District Council. The Community Response Team will then put all or part of the Plan into effect as appropriate.

Follow Community Response Team Triggers and Activation procedure overleaf

Community Response Group Triggers and Activation



Activation of the Plan

Having a Community Emergency Response Plan is not a substitute for calling 999 if there is risk to life. This procedure details the call out order, communicating of information to the community and logging of actions. When an emergency happens you will need to know how to activate your plan and contact your volunteers. You will have made your community response team aware of the plan as part of your planning process, so in most circumstances you will activate your plan in response to a call from the local category 1 responders (eg Local Authority, Emergency Services etc). You should work with them to identify how they will contact you and how you should contact them. You should develop a series of triggers you can use as a community to decide whether and when to take action. Using your list of skills, people and resources at Annex A9 you will need to decide what you can do to safely support the work of the local emergency responders.

Community Response Group

First Community Response Group Meeting – (Sample draft Agenda for your first meeting in an emergency situation **Annex A8**) It is important to make sure that everyone is safe and working in a co-ordinated way.

Incident Co-ordination

The community have identified their emergency meeting points (EMP) as follows:

The primary EMP will be at:

Sturminster Marshall Memorial Hall

The secondary EMP will be at:

Mackrell Hall

EMP equipment is located at:

Sturminster Marshall Memorial Hall

Upon arrival of the emergency services, who may locate at a different EMP, the Community Response Co-ordinator should make him/ herself known to the emergency services and provide them with a copy of this Community Emergency Response Plan and be available to provide local knowledge.

A Community Response Team (CRT) should be established to co-ordinate the community's response to an incident. They are also responsible for keeping the plan up to date.

EVACUATION – During an emergency it may be necessary for some members of your community to be evacuated from their homes to a safe place. (see Annex A12 for identified locations). Speak to those co-ordinating the response to see what role the Community Response Team can play: You may be able to assist with door knocking and the delivering of emergency messages or the running of a rest centre.

COMMUNICATIONS – Discuss how to cope if communications are disrupted in the area. You may have access to two way radios or amateur radio groups. It may be necessary to consider door knocking as an option to communicate with the public. It is important to ensure that any messages delivered to the community are consistent with those issued by local or national authorities.

Use of the sample Telephone Tree for cascading information is at Annex A6

The role of the Community Response Team Co-ordinator is to:

- Pull together the Community Response Plan
- Ensure that the plan is regularly reviewed and updated.
- Report annually to the community detailing if the plan has been activated and highlighting any changes to the Community Response Team members.
(Possibly via a Council Meeting)
- Act as the main contact point for your Local Authority Area and the emergency services, to ensure that two-way communication is continually maintained.
- Ensure that the appropriate authorities and individuals are notified.
- Speak on behalf of the community as required
- Communicate important messages to the community. *(Consider signage/Local Radio etc) Please Note: Press enquiries should be directed to your local Councillor. In some instances the Emergency Services will take the lead with media enquiries*
- Delegate specific roles to other members of the Community Response Team.
- Activate resources as required.

Tasks should be delegated to team members as appropriate. The Co-ordinator should ensure that all team members are engaged in the planning and response processes.

All members of the Community Response Team should:

- Reside in the community.
- Have good local knowledge.
- Be able to activate the support of the community.
- Speak on behalf of the community at incident meetings during and after the emergency.
- Ensure that the vulnerable are provided with additional assurance during an emergency.
- Ensure that communications are maintained within the community and to the Local Authority Councils.
- Ensure that confidentiality is maintained where necessary.
- Maintain his / her own action log in the event of an emergency.
- Create a 'grab bag' containing the plan and any appropriate clothing/equipment that may be required.
- Have sufficient knowledge of the plan to act as designated Co-ordinator in their absence if required.
- The Deputy and other team members should support the Co-ordinator in carrying out their role.

Community Response Team contact information			
Parish Clerk Alison Clothier	Office hours:	Tel: 07469780548 Email: sturminstermarshall@dorset-aptc.gov.uk	
	Out of hours:	Tel: As above Mobile:	
Parish Council Chair Hilary Palmer	Office hours:	Tel: Email: hilary.palmer@gmail.com	
	Out of hours:	Tel: 01258 857588 Mobile:	
Parish Council Vice Chair Sonia Cade	Office hours:	Tel: 01258 858213 Email: skcade@btinternet.com	
	Out of hours:	Tel: Mobile:	
Flood Wardens Barry Johnson	Office hours:	Tel: 01258 857814 Email:	
	Out of hours:	Tel: As above Mobile:	
Flood Wardens Geoff Thomas	Office hours:	Tel: 01258 858878 Email:	
	Out of hours:	Tel: As above Mobile:	
Flood Wardens Adrian Holden	Office hours:	Tel: 01258 858884 Email:	
	Out of hours:	Tel: As above Mobile:	
Cllr Andy Godfrey	Office hours:	Tel: 01258 857938 Fax:	
	Out of hours:	Tel: Mobile:	
Cllr Lynne Seare	Office hours:	Tel: 07759 892965 Email:	
	Out of hours:	Tel: Mobile:	
Cllr Howell Knock	Office hours:	Tel: 07867 500226 Email:	
	Out of hours:	Tel: Mobile:	
Cllr Brian Parratt	Office hours:	Tel: 01258 857282 Email:	
	Out of hours:	Tel: Mobile:	
Cllr Maureen Steel	Office hours:	Tel: 01258 858200 Email:	
	Out of hours:	Tel: 07920 875655 Mobile:	
	Office hours:	Tel: Email:	
	Out of hours:	Tel: Mobile:	

Community Response Team contact information

	Office hours:	Tel: Email:
	Out of hours:	Tel: Mobile:
	Office hours:	Tel: Email:
	Out of hours:	Tel: Mobile:
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Key contact information			
Contact details for statutory authorities and emergency services			
Emergency Services	24 hours:	Tel:	999
Dorset Police non-emergency number	24 hours:	Tel: Website:	101 www.dorset.police.uk
Dorset fire & Rescue Service Non-emergency number	24 hours	Tel: Website:	01305 252600 www.dorsetfire.gov.uk
District Council <i>East Dorset District Council</i>	Office hours:	Tel: Website:	 www.dorsetforyou.com
	Out of hours:	Tel: Mobile:	
Dorset County Council	Office hours:	Tel: Website	01305 251000 www.dorsetforyou.com
	Out of hours:	Tel: Mobile:	
Dorset County Highways Emergencies	Office hours:	Tel: Email:	01305 221020
	Out of hours:	Tel: Mobile:	0845 0678999
Report a sewerage flooding	Office hours:	Tel: Email:	0345 8505959
Report property flooding	Office hours:	Tel: Email: Website:	 https://apps.geowessex.com/swim/
Report road flooding	Office hours:	Tel: Email: Website:	 https://www.dorset/roads-and-driving/report-a-road-problem
Environment Agency: Incident Communications Service for public	24 hours:	Tel: Email:	0800 807060
	Out of hours:	Tel: Mobile:	
Environment Agency Flood line (24 hr)	24 hours:	Tel: Website:	0345 9881188 www.gov.uk/flood
		Tel: Website:	03708 506 506 enquiries@environment-agency.gov.uk
Scottish & Southern Energy Power Distribution	24 hours:	Tel: Email:	0800 072 7282
Western Power Distribution	24 hours	Tel:	0845 651651

Key contact information (continued)			
British Gas	24 hours:	Tel: 0800 111999 Email:	
Southern Gas Networks NECC Emergency Contact (General Public)	24 hours:	Tel: 0800 111999 Email:	
	Office hours:	Tel: 01929 818020 Mobile:	
NHS Choices	Office hours:	Tel: 111 Website: www.nhs.uk	
Wessex Water	Office hours:	Tel: 0845 600 4 600 Email:	
	Out of hours:	Tel: Mobile:	
Memorial Hall	Office hours:	Tel: 01258 858447 Email:	
	Out of hours:	Tel: Mobile:	
	Office hours:	Tel: Email:	
	Out of hours:	Tel: Mobile:	
Parish Meeting Clerk/Chair: <i>Alison Clothier</i>	Office hours:	Tel: 07469780548 Email:	
	Out of hours:	Tel: Mobile:	
Local Place of Safety key holder: <i>(Derek Rees)</i>	Office hours:	Tel: 01258 857252 Fax:	
	Out of hours:	Tel: Mobile:	
	Office hours:	Tel: Email:	
	Out of hours:	Tel: Mobile:	
	Office hours:	Tel: Email:	
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	Out of hours:	Tel: Mobile:	

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Local Skills & Resources

Key resources available to support the local community should be listed here. Consider who in your community has tools and machinery; there may be people who are qualified, willing and capable to operate the tools and machinery in an emergency.

Consider talking to local businesses and suppliers who might be willing to provide provisions such as food and water which may be difficult to obtain. (If a written agreement is made between your community and the supplier, attach a copy to this document as an annex).

Find out which vehicles could be used by the local community and how to access them in an emergency (i.e. 4 x 4 vehicles). It is important to ensure that the vehicle owners are properly licensed and insured to use their vehicles in this way.

Skills/Resource	Who	Contact Details	Location	When might be available
This is a confidential list to be kept by the Parish Clerk.				

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Community Sandbag Stores

Please find below all the current sandbag stores where residents can collect sandbags for their properties.

Please note: Sandbags will only be supplied in an emergency and are for the protection of habitable property only.

Address	Property
3 Kings Street, Sturminster Marshall	Adjacent to fence

Vulnerable Groups within the Community

It is important to ensure that isolated or vulnerable people are contacted to see if they need assistance during an emergency. Assistance from external organisations such as The Red Cross or WRVS volunteers have systems and resources to help, but these groups cannot always determine what individuals want or need, nor can they identify who in your community may be vulnerable in a crisis. This requires local knowledge and your help. Emergencies can make anyone vulnerable and make life more difficult for those who are already vulnerable. Your local emergency responders will need to help those in most need first; it will assist them if the Community Response group has an understanding of those in greatest need and where they live.

Lists are constantly changing and therefore it would not be viable for Communities to permanently hold a list. Emergencies can also make people vulnerable who are not normally and therefore any details should be collated following a major incident.

It is important to note that:

- People may become vulnerable at any point and in different circumstances
- Being vulnerable means different things to different people and groups
- Vulnerabilities vary in their duration and may last through the recovery period from an emergency

Name/Organisation	Telephone Number	Address	Additional Information
This is a confidential list to be kept by the Parish Clerk.			

Name/Organisation	Telephone Number	Address	Additional Information

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Key Locations identified with the emergency services for use as places of safety

In an emergency the emergency services may need your assistance to help identify a safe place for people to shelter and set up a rest centre. Different emergencies may affect different parts of your community in different ways so you should try and identify a number of alternative locations. Remember to get permission of those responsible for any buildings you might wish to use in an emergency and ensure that they have the appropriate insurance and liability cover to use the premises in this way.

The Local Authority holds a list of buildings that have agreed to assist in an emergency situation.

Building	Location	Potential use in an emergency	Contact Details of key Holders
Memorial Hall	Churchill Close, Sturminster Marshall	Rest Centre, handing out supplies	Alison Clothier, Derek Rees
Mackrell Hall	Church Street, Sturminster Marshall	Rest Centre, handing out supplies	Terry Standing
St Mary's Church	Church Street, Sturminster Marshall	Rest Centre, handing out supplies	Rev. Joe Edwards
Sturminster Marshall First School	High Street, Sturminster Marshall	Rest Centre, handing out supplies	Andrew Joyce
Almer Church	Almer	Rest Centre, handing out supplies	Lynne Seare

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DOCUMENT DETAILS	
Document title	<i>INSERT NAME</i> Community Emergency Response Plan
Version	Version 1
Date version published	<i>September 2017</i>
Review process	<p>This document should be reviewed annually or as incidents and exercises reports require.</p> <p>The next routine review date September 2018</p>
Circulation list	<p>Emergency Planning leads of the Local Authority in the Bournemouth, Dorset and Poole Local Resilience Forum area. Community Response Group. Parish & Town Council. Add Partners as appropriate</p>
Document ownership	<i>INSERT NAME</i> Community Response Group
Acknowledgments	<p>Insert the name of individuals contributing to the development of the most recent version of the document.</p> <p>Emergency Planning representatives of West Dorset District Council Civil Contingencies Officer, Dorset Civil Contingencies Unit</p>
Equality and diversity impact assessment	Refer to the supporting guidance on equality and diversity. (work in progress)
Data protection statement	The lawful basis of sharing personal information in support of emergency response is detailed in the BDP LRF Personal Data Exchange Agreement. This policy document makes reference to statutory duties in both the Civil Contingencies Act 2004 and the Data Protection act 1998.
Freedom of information statement	This document is disclosable under the Freedom of Information Act 2000 subject to any exemptions under the Act either for security or commercial reasons. All Responders must be contacted before disclosure to ensure that no compromise either tactical or commercial will be brought about by its disclosure as a whole or in part. This document has been classified under Her Majesty's Government's Protective Marking Scheme as 'Sensitive'.

DOCUMENT CHANGE HISTORY

Version number	Date	Details of change

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