

FERRING PARISH COUNCIL

EMERGENCY PLAN

UPDATED 2017

1 INTRODUCTION

This generic plan is intended to enable the Parish to cope with an emergency. It is designed to provide the community with a framework on which to base its emergency preparedness.

An emergency within the context of this plan may be as a result of:-

- i. A naturally occurring incident such as flooding, heavy snow, severe gales
- ii. A manmade incident such as major disaster, traffic accident, prolonged power failure
- iii. Although very unlikely, a terrorist act against the UK infrastructure or airways.

2 EMERGENCY ORGANISATION WITHIN THE COMMUNITY

2.1 Responsibilities

The Parish Council may be called upon by Arun District Council, West Sussex County Council or directly by the Emergency Services to assist them in an emergency. The Parish Council should elect an individual to act as the **Emergency Co-ordinator** who will be responsible for producing a Parish Council approved **Community Emergency Resource Register**. The Parish should also consider seeking volunteers to act as **Emergency Planning Assistants** to advise and help the Emergency Co-ordinator.

2.2 The Role of the Emergency Co-ordinator

The Emergency Co-ordinator can support the Parish in the following ways:-

- i. Advise and help with local community preparations in response to an emergency
- ii. Assess local problems that may arise in the event of a natural disaster or manmade incident occurring within the parish.
- iii. Determine the capabilities of the community to care for itself during an emergency in the absence of support from the Emergency Services/Local Authorities.
- iv. Prepare and regularly maintain the Community Resources Register

2.3 The Role of the Emergency Co-ordinator during an emergency

The Emergency Co-ordinator has a vital role in the organisation and planning of a response to an emergency in order to mitigate the effects on the community. During and after an emergency the Emergency Co-ordinator may be called upon to take the following roles:-

- i. Assess the situation within the community
- ii. Organise and co-ordinate some immediate self-help recovery if the community has been isolated by the emergency.
- iii. Report on the local situation to the District or County Emergency Planning Officer, as appropriate
- iv. To organise such local resources as are available within the Parish
- v. To provide the emergency services or other responders with local knowledge.

2.4 The Responsibilities of the Emergency Co-ordinator

The responsibilities may include any or all of the following:-

- i. To find suitable volunteers from the community to be trained as Emergency Planning Assistants
- ii. To draw up a Community Emergency Resource Register
- iii. To ensure that other key volunteers needed to operate the Emergency Resource Register are nominated and their details recorded in the register.
- iv. To ensure that the Co-ordination and Emergency Planning Assistants are well known the residents and can be easily contacted in an emergency.
- v. To submit the completed register to the Parish Council for the approval and, once approved, forwarding the register to the district Council and local Police.

2.5 Emergency Planning Assistants

Volunteers from the community can be recruited by the Emergency Co-ordinator to assist with Emergency Planning matters and emergency response on behalf of the Parish Council.

Their responsibilities may include any or all of the following:-

- i. Advising the Co-ordinator on all aspects of emergency planning tasks and, in particular, on drawing up the Community Resource Register.

- ii. Assisting the Co-ordinator to compile and regularly update the special needs register
- iii. Assisting the Co-ordinator in finding other volunteers within the community as deemed necessary
- iv. To take part in emergency response exercises to test the working of the Parish plan.
- v. To assist the Parish Council in responding to any emergency that may affect the community.

3 ACTIVATION OF THE PLAN

- i. **Primary Assistance-** the Emergency Services co-ordinated by the Police may request direct assistance at the scene of an emergency. This would require the Emergency Co-ordinator to consult the Community Resource Register and put the Police in contact with the required resource provider.
- ii. **Secondary Assistance-** this will normally result from a major emergency nearby when the Police may request assistance and back up resources such as assistance with evacuation, provision of a Rest Centre or Casualty Reception, or access to specialist manpower/equipment.
- iii. **Direct Assistance-** if a major emergency occurs within the community and the Emergency Services are delayed or prevented from attending, the Emergency Co-ordinator can, when authorised by the Parish Chairman, commence direct relief operations.

4 EMERGENCY CENTRE

A suitable Parish Emergency Centre from which to operate during an incident should be identified. The following parameters should be considered when selecting a suitable venue:-

- i. Central location well known to residents
- ii. Sufficient space for managing the emergency response
- iii. Good access by road
- iv. Good communications
- v. Power for computers
- vi. Storage space for maps, files
- vii. Outside the floodplain

An alternative site should be nominated at a suitable distance in the event of an incident making the nominated centre unavailable.