Community Emergency Plan for the Parish of Chenies

Version No: 2.2
Updated: 31st March 2022
(Amendment history is at the end of the document)

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CONTEXT

H M Government under the Civil Contingencies Act (CCA) defines an Emergency as:

"An event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK".

In the context of this Chenies Parish Emergency Plan, an Emergency can be defined as:

"Any event (happening with or without warning) causing or threatening death or injury, damage to property or the environment or disruption to the community which, because of the scale of its effects, cannot be dealt with by the emergency services and local authorities as part of their day-to-day activities".

The objective of this Plan is therefore:

- To provide the framework for a coordinated Parish response to an emergency situation
- To enable elected members to understand and perform their designated roles in the event of an emergency
- To activate and coordinate the Parish response under the overall aegis of the Buckinghamshire Council Emergency Plan attached attached Buckinghamshire Council – Chiltern Area - Emergency Plan and thereby familiarise the elected members with the actions they may have to take to:

    - Activate and coordinate local response with that of Buckinghamshire and other organisations
    - To establish and maintain lines of communication including the provision of public information and advice
    - To match and deploy resources according to needs
    - To help and care for those in distress
    - To provide follow-up welfare
    - To lead the recovery

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CHENIES PARISH COUNCIL - EMERGENCY INFORMATION

Defibrillator location:	Bedford Arms Hotel
Your community emergency shelter:	Baptist Church
Your evacuation (transport pick up) point:	Baptist Church / Bedford Arms Hotel

Fire Service, Police & Ambulance	999
Affinity Water – Clean Water emergency	0345 357 2407
Affinity Water – Waste Water emergency	0800 316 9800
Buckinghamshire Council	0300 131 6000
UK Power Networks - Electrical Emergency & Supply Failure	105 or 0800 316 3105
Environment Agency Floodline	03459 88 11 88
Gas Emergency & Gas Escapes	0800 111 999
NHS – non emergency	111
Police – non emergency	101

If you are advised to evacuate your home by the emergency services:

- Turn off electricity, gas and water supplies and unplug appliances.
- Take your mobile phone and charger.
- Take some spare clothes.
- Take prescribed medication.
- Take cash and credit cards.
- Lock all doors and windows.
- If possible take your pets with you. Otherwise, make sure they are somewhere safe with food & water.

If you leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.

Parish Clerk: clerk@cheniesparishcouncil.gov.uk or cheniesparishcouncil@hotmail.co.uk

Parish Council: https://cheniesparishcouncil.gov.uk

Village Society Email: Marcus.chenies@gmail.com

BBC 3 Counties Radio – 92.1 FM

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SECTION 1: PLAN ACTIVATION

Activating the Plan

This plan should be activated when an incident happens that requires a co-ordinated community response.

Any member of the Parish Council / Community Emergency Team may be notified of such an incident, often by the local authority or residents. They should contact one of the following people who have been authorised to activate the community emergency plan and lead the initial incident response:

- David Le Neve Foster
- Molly Newton
- Martin Walker
- Charles Macleod Matthews
- Paul Messenger

Emergency Management Team

In the event of the plan being triggered the following Parish Councillors and members of the community have agreed to form part of the Emergency Team:

- David Le Neve Foster
- Molly Newton
- Gill Leaper
- Martin Walker
- Charles Macleod Matthews
- Paul Messenger – Parish Clerk

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SECTION 2: EMERGENCY TEAM ACTION CHECKLIST, STANDARD MEETING AGENDA & AIM AND OBJECTIVES

IN AN EMERGENCY DIAL 999. Follow the Emergency Services advice at all times, and always be aware of your own safety and the safety of those around you.

- Gather as much information about the situation as possible:
  - The location of the emergency.
  - Type of incident.
  - Number of people and/or properties involved.
  - The type of support that might be needed (e.g. moving items upstairs, providing immediate shelter, basic household tasks).
  - Tune into your local radio station for updates.
  - Make contact with the representatives of any responding organisations at the scene.

- Consider whether you can work effectively from your current location, or whether you need to move to an alternate location (see section 3). Arrange for the Incident Room to be opened as appropriate.

- Notify the emergency team and request they meet at the nominated location (see section 1)

- Use the standard agenda to run the meeting. Circulate the Response Aim and Objectives so people know what you are trying to achieve.

- Decide which local resources should be mobilised initially to support the community.

- Arrange for the community resources/organisations identified in Section 3 to be made available as necessary. You might want to give this task to one person within the emergency team to co-ordinate.

- If there is a representative from the Emergency Services, Council or other responder working in your community, please go and introduce yourself and tell them you have activated your community emergency plan.

- Consider asking for additional members of the community (volunteers) to help with the response, you may have pre-identified community coordinators already. You might want to give this task to one person within the emergency team to co-ordinate. The type of support that would be welcomed changes from emergency to emergency but might include:

  - Helping people move valuable and sentimental items upstairs.
  - Helping deploy any flood protection products they might have.
  - Providing some immediate shelter if people have had to leave their homes.

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- Looking after pets.
- Providing lifts to family and friends.
- Doing basic household tasks such as shopping.

- The Council may be sending update emails to the Emergency Team members. Agree who is going to keep checking their email account and keep monitoring the Council's website.

- Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected.

- Help communicate any warning information messages, and recommend that people tune into the local radio station.

- Decide whether you will offer residents a key number to contact during the emergency.

- Establish contact with neighbouring Parish/Town Councils and ask for/offer support if appropriate

- Ensure that any members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully (e.g. not speeding), carefully and are not carrying out tasks and activities that they are not qualified to do.

- When the immediate risk of the emergency has passed consider what role the Parish Council can play in helping the community recovery. Continue the meetings of the Community Emergency Team, using the Recovery Aim and Objective.

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Emergency Management Team - Initial Meeting Agenda

1) Introduction of Attendees
2) Nominate Lead
3) Situation Report
4) Aim and Objectives of Response
4) Actions Required
5) Time of Next Meeting

.

Emergency Management Team - Subsequent Meeting Agenda

1) Any Items Requiring Urgent Attention

BREAK OUT TIME TO ACTION URGENT ITEMS AS AGREED ABOVE

2) Update on Situation

3) Review Aim and Objectives

4) Review Outstanding Actions

5) Actions Required

6) Time of Next Meeting

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Aim and Objectives of the Community's Emergency Response

Aim

To lessen the effects of the emergency

Objectives

- To work effectively with multi agency responders
- To use community resources to limit the impact of the emergency on
    - People
    - Property
    - Local Businesses
    - Environment
    - Heritage
- To help vulnerable members of the community
- To engage the resources available from our delivery partners, town and parish councils, the community and voluntary sector and businesses
- To provide residents with warnings and messages throughout the emergency
- To communicate effectively with all Parish Councillors and County Councillors during the emergency
- To ensure health and safety of Parish Council personnel and community responders
- To keep records of the actions taken and decision made during the emergency
- To support residents and businesses to recovery from the emergency

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Aim and Objectives of the Community's Recovery Response

Aim

- To help people help themselves to recover from an emergency

Objectives

- People:
    - are protected from immediate risks to health and safety and have access to appropriate shelter, basic resources and essential services.
    - feel that their home and property are safe and secure during recovery
    - have access to the information they need to make their own decisions about how they react to the situation
    - know how to access the services that are available to them.
- Essential services, infrastructure and transport networks are brought back into use as soon as practicable.
- Communities are fully involved in the recovery process and are able to take decisions on issues that affect them.
- Businesses have access to their premises and know how to access support available to them.
- Community resources and organisations are providing practical support as appropriate.
- Recovery is well co-ordinated between all responding organisations.

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SECTION 3: PARISH RESOURCES

Meeting Venue(s)

The Emergency Management Team will usually need to meet during an emergency and agree what is to be done. The following meeting locations have been identified:

Venue	How to access
Baptist Church	Keys held by ??????
Bedford Arms Hotel	24hr access with night porter
Chenies Manor Garden Room	Keys held by Charles Macleod Matthews

Emergency Shelter(s)

Sometimes people will need to evacuate their homes in an emergency. The following facilities have been identified where people can shelter for a few hours until they can return home or make alternative arrangements.

Location	How to Access
Bedford Arms Hotel	24hr access with night porter
Baptist Church	Keys held by ???
Chenies Manor Garden Room	Keys held by Charles Macleod Matthews
Chenies School	Keys held by caretaker. Contact details ???

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Emergency transport pick-up point(s)

If the local authority arranges transport to move people to a larger emergency shelter, the following locations have been identified as potential pick up points:

Location	Address, 6 figure grid reference or location description that can be provided to the Local Authority
Bedford Arms Hotel	WD3 6EQ
Baptist Church	WD3 6ED
Chenies School	WD3 6ER

Public Information

The Parish Council will provide regular updates to the public during an emergency, including passing on messages received by other organisations. The following information channels can be used.

Information Source	Location
Parish Council Website	www.chenies.org
Parish Council Noticeboard	Chenies Village Green
Village Society Email	marcus.chenies@gmail.com

Defibrillator location(s)

The community's defibrillators can be found at these locations. Access to the defibrillator is usually given by the 999 operator following a 999 call, rather than being mobilised by the Community Emergency Team.

Location	Access Code
Bedford Arms Hotel	Available 24hrs

Hard Standing / Car Parks etc

The following locations have been identified for the emergency services and other should they need to arrange for plant, vehicles or other resources to be delivered.

Location	Address, 6 figure grid reference or location description that can be provided to the Local Authority
Bedford Arms Hotel	WD3 6EQ
Baptist Church	WD3 6ED
Chenies School	WD3 6ER
Chenies Manor	WD3 6ER

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