

St Cuthberts Out Parish Emergency Plan

Appendix One – List of Key Roles for Emergency Planning

a) Duty Co-ordinator

Co-ordinators need to be familiar with the Parish Emergency Plan, with possible emergencies which may affect the Parish, and with any preventative measures in place.

They need to know how the Plan is to be activated, and which statutory authorities to contact.

They should be equipped with a small 'grab bag' containing the basic equipment necessary to set up an impromptu control centre, including the following:-

A copy of the Plan

Notebook to serve as log

Message pad

Pens

Clipboard

Hi-viz tabard

Torch

Hand sanitizer

Basic face masks – dust protection

– PP3 grade

Disposable gloves

Lighter

String

Chalk

Drinking water bottle

Compact umbrella

Phone charger and leads

small power pack for recharging phones

In preparation for a foreseen emergency

If the emergency plan is activated in advance, such as upon receipt of a severe weather warning, the Duty Co-ordinator will be the main point of contact for both the authorities and the parishioners.

- the event log should be started
- Warnings and advice may need to be passed to the community as described in Section 6
- Volunteers need to be contacted and/or allocated to tasks
- A rota of the three key roles should be established, with a clear hand-over procedure
- Any places of safety which may be required should be contacted but not activated by us
- A quick audit of important resources should be carried out

During an emergency

If there is a sudden unexpected incident, call 999 to inform the police.

If the Emergency Plan is activated as described in Section 4, the Duty Co-ordinator will be the main point of contact for both the authorities and the parishioners. He/she will also have to link to the media, and co-ordinate with the Roving Patrol and with the Welfare people.

The Duty Co-ordinator should be as close to the centre of the situation as is possible while still retaining clear communications with all parties.

- The event log should be started/continued; in particular record incidents, actions and costs.
- Contact with the responsible authorities should be maintained
- Warnings and advice may need to be passed to the community as described in Section 6
- Volunteers need to be contacted and/or allocated to tasks
- A rota of the three key roles should be established, with detailed communications between

roles and a clear hand-over procedure

- Places of safety should be monitored in case they are requested to open
- Key resources should be deployed as needed

After an emergency

Having made sure that the emergency is actually over, by confirmation from the relevant authorities and by checking that there is not still immediate and present danger in the Parish, sign off the log book.

The recovery period is covered by different protocols.

The Duty Co-ordinator should tidy up the grab bag and pass the responsibility to the Emergency Committee as a whole, who should attend to the following tasks:

- Arrange any necessary support and/or counselling with statutory and voluntary agencies
- Arrange an immediate debrief following the emergency
- Report back to the full Council, other statutory authorities as appropriate, and to the community
- Review the Plan as described in Section 9
- Thank volunteers and celebrate resilience!

Note – the descriptions of the three key roles here involves a lot of repetition; they are designed to be separated into briefing documents (which can be laminated)

b) Roving Patrol Co-ordinator(s)

In order to keep up to date with situations developing on the ground, and to provide feedback on actions, at least one of the Emergency Committee needs to be out and about. Roving patrol members need to be reasonably fit, familiar with the parish roads and lanes, and preferably able to drive or cycle.

Most parishes can be covered on foot, but St Cuthberts Out covers a very large geographical area. In an emergency which affected the whole parish, there may need to be a roving patrol in each ward. These should feed back information to the Duty Co-ordinator, and where possible, to each other.

If there is more than one person doing roving in a specified area, a Roving Patrol Co-ordinator should be appointed, who is responsible for communicating to the Duty Co-ordinator. There may need to be one of these in each ward.

Information should reach the co-ordinating centre as quickly as possible. From there, other groups can access it.

Advice and warnings need to be spread swiftly and accurately.

A Roving Patrol Co-ordinator may need to take charge of situations on the ground at short notice, for example organising a less wasteful use of road grit from bins.

They should be equipped with a 'grab bag', which includes the following:-

A copy of the Plan, preferably laminated

Notebook to serve as log

Pens

Clipboard with plastic bag to cover

Camera ready to use, with cover, charging leads and spare memory cards

Light waterproofs and gloves

Hi-viz tabard

Torch

Hand sanitizer

Basic face masks – dust protection

– PP3 grade

Disposable gloves

Lighter

String

Chalk

Barrier tape

Gaffer tape

Multi-tool pocket knife

Small scissors

Empty carrier bags

Drinking water bottle

Compact umbrella

Dry socks

Watch

No personal valuables or identification papers should be kept in this grab bag; on roving patrol, you may need to set it down and leave it unattended while you help someone.

In preparation for a foreseen emergency

If the emergency plan is activated in advance, such as upon receipt of a severe weather warning, the Roving Patrol Co-ordinator needs to assess the current condition of resources in the area. Great attention must be paid to personal safety.

- Liaise with the Duty Co-ordinator such that relevant information is logged
- Check the list of volunteers (Appendix 3), contacting as many as possible to find their current status
- Monitor the progress of risks, and note new potential hazards
- Prepare safety and other information to be distributed to volunteers
- Arrange for resources to be moved into place where appropriate

During an emergency

If there is a sudden unexpected incident, call 999 to inform the police.

Pay attention to personal safety.

If the Emergency Plan is activated as described in Section 4, the Roving Patrol Co-ordinator needs to

- assess, prioritise and communicate events on the ground to the Duty Co-ordinator and the Welfare groups
- Liaise with and inform Statutory Authorities (including members of the Emergency Services) about any vulnerable members of the community
- Support Emergency Services if and when directed
- Record all activities (photograph, video, notebook) and move copies of this information to a secure place as soon as possible, preferably with the Duty Co-ordinator
- Organise and direct other members of the area's roving patrol where appropriate

After an emergency

Having made sure that the emergency is actually over, by confirmation from the Duty Co-ordinator, and by checking that there is not still immediate and present danger in the Parish, stand down the volunteers and remove any signage no longer essential.

The Roving Patrol Co-ordinator should note the current status of resources, tidy up the grab bag, collect their notes into a brief report, and pass the responsibility to the Emergency Committee as a whole, who should attend to the following tasks:

- Arrange any necessary support and/or counselling with statutory and voluntary agencies
- Begin to arrange the return, repair or replacement of resources used, where relevant
- Hold an immediate debrief following the emergency
- Report back to the full Council, other statutory authorities as appropriate, and to the community
- Review the Plan as described in Section 9
- Thank volunteers and celebrate resilience!

c) Welfare Co-ordinator(s)

The Welfare Co-ordinators will need to support vulnerable people in the parish. They should have good knowledge of people who may need help in the community, and be aware of any organisations who may assist in identifying these.

The Welfare Co-ordinators will liaise with the Duty Co-ordinator to relay requests for welfare supplies from ground level, and to organise distribution with the aid of the Roving Co-ordinator. Each Welfare Co-ordinator is advised to have an assistant in charge of keeping the log and other records, including looking after the sensitive information in Appendix Three.

Most parishes can be covered on foot, but St Cuthberts Out covers a very large geographical area. In an emergency which affected the whole parish, there may need to be a welfare station in each ward, with its own Co-ordinator. These should feed back information to the Duty Co-ordinator, and where possible, to each other.

Information should reach the co-ordinating centre as quickly as possible. From there, other groups can access it.

Advice and warnings need to be spread swiftly and accurately.

A Welfare Co-ordinator may need to take charge of situations on the ground, for example organising a queue for supplies.

They should be equipped with a 'grab bag', which includes the following:-

A copy of the Plan, preferably laminated

Notebook to serve as log

Pens

Clipboard with plastic bag to cover

Camera ready to use, with cover, charging leads and spare memory cards

Light waterproofs and gloves

Hi-viz tabard

Torch

Hand sanitizer and wet wipes

Basic face masks – dust protection

– PP3 grade

Disposable gloves

Lighter

String

Small scissors

Empty carrier bags

Drinking water bottle

Compact umbrella

Dry socks

Phone charging leads and portable power pack

No personal valuables or identification papers should be kept in this grab bag; you may need to set it down and leave it unattended while you help someone.

In preparation for a foreseen emergency

If the emergency plan is activated in advance, such as upon receipt of a severe weather warning, the Welfare Co-ordinator needs to check that the places of safety are alerted and ready in case they are needed.

- Liaise with the Duty Co-ordinator, begin event log for Welfare
- Welfare supplies and important lists of people should be checked
- advice and warnings given out as described in Section 6, in liaison with the Roving Patrol Co-ordinator

During an Emergency

If there is a sudden unexpected incident, call 999 to inform the police.

Pay attention to personal safety.

In an emergency, parishioners may require water, heating, medicines, food or a place to sleep for the night.

If the Emergency Plan is activated as described in Section 4, the Welfare Co-ordinator needs to

- Contact and reassure members of the public
- Direct resources and support to members of the community as required, in liaison with the Duty Co-ordinator
- Communicate the needs of vulnerable people to Statutory Authorities, including Emergency Services, as required
- Be aware of the needs of places of safety, and co-ordinate resources required with the Duty Co-ordinator; ensure places of safety are keeping appropriate records
- Use event log to keep accurate records of actions taken and supplies received; ensure this information is copied to a safe place at regular intervals

After an emergency

Having made sure that the emergency is actually over, by confirmation from the Duty Co-ordinator, and by checking that the Welfare issues in the Parish are resolved, stand down any volunteers and advise the places of safety to close.

The Welfare Co-ordinator should note the current status of resources, tidy up the grab bag, collect their notes into a brief report, and pass the responsibility to the Emergency Committee as a whole, who should attend to the following tasks:

- Arrange any necessary support and/or counselling with statutory and voluntary agencies
- Begin to arrange the return, repair or replacement of resources used, where relevant
- Hold an immediate debrief following the emergency
- Report back to the full Council, other statutory authorities as appropriate, and to the community
- Review the Plan as described in Section 9
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- Thank volunteers and celebrate resilience!