**[*Community Name/Area*]**

**ADD LOGO OR PICTURE OF COMMUNITY AREA**

**Community Resilience Plan**

If your community is in immediate danger, **Call 999**

**Developed by:** **[Name]**

**[Title]**

**[Address]**

**Date: [MM/YYYY]**

**Version number: [Version]**

**Date of next review: [MM/YYYY]** *– This should have quick review annually with full review complete a maximum of every 3 years.*

**Supported by:**

 

**Full plan distribution list:**

*\* Please ensure completed plan is shared with Ashford Borough Council Emergency Planning for effective communication with you during a local emergency or major incident.*

*A redacted version (public version) should be placed on your Parish/Town Council website.*

***Please ensure all personal data and appendices are withheld in line with data protection regulations.***

*All other listed below are optional as ideas for distribution if relevant for you.*

|  |  |
| --- | --- |
| **ROLE / ORGANISATION** | **CONTACT DETAILS** |
| Ashford Borough Council Emergency Planning (Resilience Team) | [emergency.planning@ashford.gov.uk](mailto:emergency.planning@ashford.gov.uk) |
| **xxx** Parish Council Chair  **xxx** Parish Council Deputy Chair  **xxx** Parish Council Clerk/Admin |  |
| KCC Community Warden |  |
| KCC Volunteer Support Warden |  |
| PCSO XXX area |  |
| Neighbourhood Watch Commanders |  |

**Revision History:**

|  |  |  |
| --- | --- | --- |
| **SUMMARY OF CHANGES** | **ISSUE NUMBER & DATE** | **CHANGED BY** |
| New issue | V1 – **MONTH/YEAR** | **XXX** Parish Council Steering Group |
|  |  |  |

|  |  |  |
| --- | --- | --- |
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| **C** | **Record keeping**  **(1) Information Gathering Form**  **(2) Incident and Decision Log** | | |
| **D** | **Welfare Centre information sheet(s)** | | |
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| **E** | **Community Resilience Plan residents letter template** | | |
| **F** | **Community Emergency Response Team volunteer sign-up form & vulnerable list** | | |
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| **H** | **XXX Parish Council Grab Bag Contents List** | | |
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| **J** | **Insurance Liability Certificate** | | |

***\*Add any further appendices as relevant for your own community. This can include any details for other risks or site-specific plans.***

**1. INTRODUCTION**

1.1 Why do we have this plan?

1. To support Ashford Borough Council’s (ABC) Emergency Plan.
2. To mitigate risk, increase readiness and resilience within **XXX** Parish Council (**X**PC) and the local community.
3. To information gather in support of an incident.
4. To enable assistance, in support of ABC throughout the recovery phase of an incident.

This plan includes:

1. Relevant steps to mitigate risk to expected and unexpected emergency situations
2. Local Risk Assessments
3. Checklists to guide how the plan works and how we communicate with other agencies and our local community.
4. Local resources available

5) Communication within the community, volunteers and with lead authorities

6) Flood plan preparation

1.2 Geographical area covered

The civil parish of **XXX** covers **[ADD INFORMATION AS REQUIRED ON YOUR LOCAL PARISH AND COMMUNITY]\***

*\*This could include any demographics as relevant, such as rural/urban, population, vulnerabilities.*

**See Appendix A – Parish map.**

1.3 Scope

The plan is designed to prepare for an emergency or major incident affecting our local community. Our response aims to react to the initial **30 minutes only** to assist with emergency services response and to support Ashford Borough Council in setting up longer-term response plans.

This plan is not an attempt to encroach on the roles of the blue light emergency services or ABC Emergency Planning.

1.4 Flow of response

PROACTIVE:

Pre-planning to achieve mitigation of incident:

* Daily scanning of the environment to enable situational awareness by **xxx** Parish Council Staff Team.
* Communicate information on preparedness and mitigation measures to the community utilising websites and links to helpful guidance such as:
* Priority Register services (UK Power Networks and South East Water)
* Flood support and Flood Alert registrations (Environment Agency)
* Weather alerts and warnings (Met Office)
* General Emergency Planning preparedness ([ABC Emergency Planning webpages](https://www.ashford.gov.uk/your-community/emergency-planning/)) and Kent & Medway Resilience Forum (KMRF) [Kent Prepared website](https://www.kentprepared.org.uk/)
* Signposting and availability of Emergency Planning training to all Resilience Officers and Volunteer Coordinators, such as [Community Prepared](https://www.communitiesprepared.org.uk/) training and [EA Flood Wardens](https://www.gov.uk/government/news/could-you-be-a-flood-warden-in-kent).

REACTIVE:

Incident happens: Blue light agencies attend and will be lead agency for emergency according to incident (such as a fire will be led by KFRS)

* Situation Led - ABC Emergency Planning
* Support Led – **xxx** Parish Council nominated Resilience Officer / Community Resilience Lead

**If ABC and Blue light services are unable to immediately respond (such as due to access issues or widespread incident), xxx Parish Council will become the primary lead organisation for our community.**

RECOVERY:

Post-incident phase:

* Ashford Borough Council Emergency Plan – multi-agency response and recovery groups
* xxx Parish Council may be requested to form part of the Recovery Group for Community impact and actions

The above shows what the Community Resilience Plan covers, primarily to support a multi-agency response before, during and after an emergency.

# **2. DURING AN INCIDENT (RESPONSE)**

## 2.1. First steps to action in the event of a major emergency or incident

|  |  |  |
| --- | --- | --- |
|  | **Actions** | **Complete ()** |
| 1 | **Call 999** (if necessary) and follow any advice given. |  |
| 2 | **Record actions** including any decisions you made and why you made them. **(See Appendix C2 for Incident and Decision Log)** |  |
| 3 | **Contact your Community Resilience Response Team** and confirm activation of the plan and details of any coordination point **(Section 3.2)** to attend. **(See Section 2.3.1 Communication Tree & Appendix B2 contact details)** |  |
| 4 | **Collate current information** about the incident using **Section 2.2** below. |  |
| 5 | **Contact Ashford Borough Council Emergency Planning** to confirm your current actions and take advice on next steps. Provide them with any updates as the situation develops prior to them having an ILO (Incident Liaison Officer) in attendance. **(see Appendix B1 contact details)** |  |
| 6 | **Ensure each member of the Community Resilience Response Team /Volunteers know their role and duties.** Give them a copy of their checklist in **Section 3.4** |  |
| 7 | **Contact other members of the Community that need to be alerted**:  Those specifically at risk or known vulnerable residents **(Appendix B4)**  Volunteers or other assigned members of xxx Parish Council **(Appendix B3)** |  |
| 8 | **Recovery -** Once the immediate actions have been completed and the situation starts to improve, start thinking about after the incident (The recovery phase)  This is what the Community Resilience Response Team can do to help the community return to their day-to-day life. Recovery is multi-agency and Ashford Borough Council may require you to sit on a Community Action Group. |  |

## 2.2. Information gathering & M/ETHANE

## Collate current information about the incident to communicate to the responding agencies and your team. Key facts about the incident can be recorded on the Information Gathering Form **(Appendix C1)** which follows the M/ETHANE principles below:

|  |  |  |
| --- | --- | --- |
| **M/ETHANE** | | |
| **M** | **Major** Incident declared (Yes/No) | County or Local? Which organisation? |
| **E** | **Exact** Location including postcode |  |
| **T** | **Type** of incident | Fire / Flood / Accident |
| **H** | **Hazards** present or suspected | Unstable buildings / chemicals / flooding |
| **A** | **Access** to site including RVP | Any roads blocked? |
| **N** | **Number** of casualties or people/houses affected | Evacuees/Housing |
| **E** | **Emergency Services** and other organisations involved | Are Police/Fire or Ambulance on scene? |

If able to request more detailed information or further information can be gathered at the scene, the below questions can help create a fuller situational report (Sit Rep).

The below information should be completed by the Community Resilience Lead. **(Appendix C2)**

|  |  |
| --- | --- |
| **A. Details of Current Situation?** | **Notes** |
| A1. Type of emergency *(ie flooding, power outage, fire)* |  |
| A2. Is there threat to life? Have you called 999? |  |
| A3. Has Utility services been disrupted? *(electricity, gas, water)* |  |
| **B. Location of incident / access routes** | **Notes** |
| B1. What is the exact Location? *(use* [*What 3 Words*](https://what3words.com/beats.royal.bucks) *can be used and postal address)* |  |
| B2. Is it near a village asset? *(ie: school, main access route or other key location)* |  |
| **C. Vulnerable people affected?** | **Notes** |
| C1. Long term medical issues / disabilities |  |
| C2. Elderly |  |
| C3. Non-English-speaking |  |
| C4. Families with young children |  |
| C5. Other *(please state)* |  |
| **D. What resources are needed?** | **Notes** |
| D1. Food / Water *(to CRC)* |  |
| D2. Blankets *(to CRC or to aid at Rest Centre)* |  |
| D3. 4x4 vehicles |  |
| D4. Other *(please state)* |  |
| **E. Coordination Points** | **Notes** |
| E1. Where is your Community Resilience Team working from? *(CRC or other location)* |  |
| E2. Has the Community Response Centre been setup? |  |
| E3. Is Ashford Borough Council opening a Rest Centre? |  |
| **F. How else could we support the response?** | **Notes** |
|  | |
| **G. Information sharing** | **Notes** |
| G1. Has the above information been shared with lead emergency services and Ashford Borough Council Resilience Team? |  |

2.3. Activation for xxx Parish Council Response Team

This structure supports the role of the **on call** **[PARISH NAME]** Resilience Officer, to enable notification to Ashford Borough Council (ABC).

The XXX **Parish Council Resilience Lead** will be centrally based and will be the main coordinator for **[COMMUNITY NAME]** in an emergency.

They will liaise with emergency services (where appropriate) and Ashford Borough Council’s Resilience Team. They will also deploy and manage any assigned Volunteer Coordinators where required.

The volunteer coordinators will feedback information to the XXX **Parish Council Resilience Lead** who will in turn update the ABC Resilience Team during Office Hours. Out of Hours (OOH), this will be picked up via the ABC assigned Duty Officer who can be contacted via the main line of **01233 331111.**

Depending on the scale or severity of the incident will determine if a Deputy Resilience Lead is required and how many volunteer coordinators are needed to support.

It is easier to scale down than scale up so advisable to gather as many resources as possible on standby.

Information gathered by the XXX Parish Council Resilience Lead will be passed to the ABC Resilience Team and Initial Emergency Service Officer in charge. This will be in the format of the ‘M/ETHANE’ message. Please see **Appendix C1** for the Information Gathering Form.

The communication tree **(2.3.1)** works as a pyramid, with the Lead at the top making the first call and in turn, they call an assigned set of people and so on, until the tree is complete. This ensures all persons are contacted as quickly and efficiently as possible.

2.3.1 Communication Tree

|  |  |  |
| --- | --- | --- |
|  | **xPC Community Resilience Lead**  *[insert Name & Contact Number]* | **Ashford Borough Council Resilience Team (Duty Officer OOH)**  **01233 330271 / 01233 333311** |

|  |
| --- |
| **xPC Assistant/Deputy Community Resilience Lead**  *[Insert Name & Contact Number]* |

**xPC Community Volunteer Coordinator**

*[Insert Name & Contact Number]*

**xPC Community Resilience Centre (CRC) Coordinator**

*[Insert Name & Contact Number* ***]***

**Community Volunteers**

2.4. Risk Assessments – Community actions during a response

*To help identify risks for your community, please see the* [*Ashford Public Risk Register*](https://www.ashford.gov.uk/your-community/emergency-planning/) *on* [*www.ashford.gov.uk*](http://www.ashford.gov.uk)

The following table shows generic risks that could affect all communities with relevant actions that could be taken in these circumstances.

**ADD ANY FURTHER RISKS AS RELEVANT FOR YOUR COMMUNITY -** *Do not forget any risks added here should also be added to the ‘before and after an incident’ table too.*

| Potential Risk | Impact on community | Actions the Community Emergency Response Team can do **during** an incident |
| --- | --- | --- |
| Flooding  (including coastal, river or surface or ground water) | Flooding of local streets  Blocked access to local infrastructure  Damage to property  Travel disruption  Flooded properties | * Ensure all flood wardens are fully trained before they take any action on the ground. * Ensure the locations of flood wardens kits are listed and flood wardens know how to access them. * Monitor local hotpots at risk of blockage, e.g. bridges, culberts, weirs or gauge boards (as long as it is safe to do so) * Inform community of development situation, reinforcing Flood Alerts and Flood Warnings that are in force. * Call the Floodline for information on the latest situation. * Act as a point of contact between the community and authorities. * Report river/screen blockages to the Environment Agency. * Provide information to agencies of situation. * Deploy community level defences and sandbags. * Look at providing temporary shelter in CRC if residents need to leave their homes and await ABC opening of official Rest Centre.(if required) * Use the Community Flood Plan. * Contact your vulnerable residents on your list to confirm whether they need assistance. * Call KCC Highways to discuss road closures of flooded roads. Agree in advance where road closures may be required (Include locations) |

|  |  |  |
| --- | --- | --- |
| Potential Risk | Impact on community | Actions the Community Emergency Response Team can do **during** an incident |
| Fire | Damage to Property  Damage to Local Infrastructure  Residents evacuated | * Look at providing temporary shelter in CRC if residents need to leave their homes and await ABC opening of official Rest Centre.(if required) |
| High Winds & Storms | Damage to Property  Damage to Local Infrastructure  Loss of power  Vulnerable people at risk  Travel disruption | * The Community Emergency Response Team should stay indoors as much as possible; do not go outside to repair damage during a storm. * Compile a list of damage to local infrastructure to communicate to the relevant agency. * Contact your vulnerable residents on your list to confirm whether they need assistance. |
| Heavy Snow & Extreme Cold | Damage to property  Loss of business  Vulnerable people at risk  Travel disruption | * Provide a point of contact for the coordination of volunteers around clearing / salting paths * Clear essential paths * Visit vulnerable to assess any needs. |

|  |  |  |
| --- | --- | --- |
| Potential Risk | Impact on community | Actions the Community Emergency Response Team can do **during** an incident |
| Heat Wave / Drought | Vulnerable people at risk of suffering from heat exhaustion and heat stroke | * Check on your vulnerable residents to make sure they are coping with the hot weather. * Refer residents to the Home checklist for keeping cool. <https://www.gov.uk/government/publications/heatwave-plan-for-england/beat-the-heat-keep-cool-at-home-checklist> * Listen to the weather forecasts and the alerts from the Met Office <https://www.metoffice.gov.uk/public/weather/heat-health/?tab=heatHealth&season=normal> * Advise your community to stay wherever if coolest if they can, drink plenty of water and follow the guidance on the NHS website. <https://www.nhs.uk/live-well/seasonal-health/heatwave-how-to-cope-in-hot-weather/> * Share on social media / direct people to the Gov.uk guidance <https://www.gov.uk/guidance/public-health-impact-of-drought-advice-for-the-public> * Share information with vulnerable residents about signing up to the Priority Services Register for relevant water company. |
| Electricity Failure | Loss of streetlights  Loss of traffic signals  Loss of business  Unable to cook food  Vulnerable people at risk- personal medical support machinery    Limited Communications | * Check if neighbours have lost services too. If others are affected it makes a difference to what you should do * Establish from the utility company how long they think the power will be off for * Establish the extent of the power cut * If it is a prolonged power cut or in particularly cold weather look at opening a Community Shelter/Warm Hub if any have alternative fuel sources * If the power cut is for a prolonged period, take precautions to stay safe: Be wary using candles, naked flames and portable heating. Never leave lit candles in unoccupied rooms or with unsupervised children or animals. |

|  |  |  |
| --- | --- | --- |
| Potential Risk | Impact on community | Actions the Community Emergency Response Team can do **during** an incident |
| Gas Failure | Extreme cold especially vulnerable people  Unable to cook food | * Establish from the utility company how long they think the gas will be off * Establish the extent of the gas outage. * If it is a prolonged gas outage or in particularly cold weather look at opening a Community Shelter/Warm Hub if any have alternative fuel sources * Encourage vulnerable residents to sign up to the <https://www.britishgas.co.uk/Priority-Service-Register> |
| Water Supply Failure | Health hazard from untreated water  Vulnerable people at risk | * Coordinate the delivery of bottled water to residents who are unable to get out from Local Authority/Water Company organised bottled water site. * Offer to help out at a water distribution site if set up by the water company / local authority. |
| Pandemic (such as covid) | Vulnerable people at risk  Unable to leave home to access services, e.g. food/prescriptions  Closure of local services due to staff shortages  Transport to vaccine centres | * Check with vulnerable residents whether they need any assistance whilst ill or isolating. |
| **ADD IF REQUIRED** |  |  |

# 2.5 Communication with residents during an incident

## This section details how the Community Resilience Response Team will provide information and communicate with members of the community. This should also include methods for when the mobile network and landlines are unavailable.

## *Below are some examples for your group to* ***agree, add to or change*** *as necessary.*

Written and visual

|  |  |
| --- | --- |
| Type | Where |
| *Posters* | *Village Hall, Library, Local Shops and Pubs, Community Response Centre* |
| *Noticeboards* | *Village Hall, Library, Local Shops and Pubs, Community Response Centre*  **[INSERT LIST OF ALL NOTICEBOARD LOCATIONS WITHIN PARISH AREA]** |
| *Leaflets / information sheet* | *Local Shops, Pubs, leaflet drop to affected residents, give out at Community Response Centre* |
| *Social Media / Websites* | *xxx Parish Council Website* **[INSERT LINK]**  *Community Facebook page*  [**LIST OTHER PLATFORMS USED** – ie Facebook, Twitter, Instagram, Local Chat groups] |

Verbal – *places where your community can talk to someone to find out information.*

|  |  |
| --- | --- |
| Type | Where |
| *Briefing Point (s)* | *Village Hall, Library, Community Response Centre* |
| *Door Knocking* | *All residents in identified area, residents that have asked for door knocking* |
| *Two Way Radio* | *Local Raynet volunteer.* |

2.6 Communication with xxx Parish Council Community Response Team

Ensure lines of communication are maintained during incident with all responders for the community. This can take place via:

Face-to-face meetings (for Resilience Lead to get updates for ABC via a central RVP ie Town Hall/Village Hall.

Telephone and Text - landline and mobile numbers / WhatsApp group chat

Two-way radios – *{If have radios, list how many and where they are stored and kept here)*

2.7 Local Resources

The Community Response Team will encourage local residents to provide information to assist with any perceived emergency recovery.

During an emergency, community volunteers may come forward to assist, however it should be noted that they would do so at their own risk.

It is advisable for contact details of those that wish to volunteer to be held in advance so you can list their role and duties within this plan.

Spontaneous volunteers need to be managed at the time of response. This will change according to the scale and nature of the incident.

*\*This could include roles such as 4x4 owners (for snow), door-knockers (for messaging, leaflet drops or checking on the vulnerable), Flood Wardens – EA registered and trained only), local pastors, WI local group or organisers for local collections)*

**See Appendix B3.**

2.8 Insurance

Details of insurance cover should be listed below to include Public Liability Insurance and/or Employers Liability Insurance certificate(s).

However, the roles in this plan are voluntary and volunteers are not expected to put themselves in any danger.

If a responding agency deploys a volunteer (e.g. a flood warden), they may be covered by the responding agencies insurance.

|  |  |
| --- | --- |
| Policy details | |
| Insurance Policy Holder | Whose insurance policy is this? Parish Council/Community Group/Private Individual/Unitary/District/Borough |
| Insurance Policy Reference Number |  |
| When is this policy active? | When deployed by Parish Council/ Community Group/ Unitary/District/Borough Council |
| Start Date of Policy |  |
| End Date of Policy |  |
| Underwriter | Who underwrites the policy? |
| Contact | Contact name/number of underwriter |

For full insurance details, see **Appendix J – Insurance Liability Certificate.**

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# **3 BEFORE AND AFTER AN INCIDENT (PLANNING AND RECOVERY)**

3.1. Risk Assessments

*The below risk assessments should match the risk assessment defined in Section 2.4 (during an incident – response) including any specific risks added as relevant to your community.*

| Potential Risk | Impact on community | Actions the Community Emergency Response Team can do to prepare **before** an incident happens. | Actions the Community Emergency Response Team can do **after** an incident during the Recovery phase. |
| --- | --- | --- | --- |
| Flooding  (including coastal, river or surface or ground water)  Flooding cont’d  (including coastal, river or surface or ground water) | Flooding of local streets  Blocked access to town hall  Damage to property  Travel disruption  Flooded properties | * Understand your risk of flooding * Register to receive flood warning and encourage members of the community to do so. * Advertise regularly in community newsletter or other communication / noticeboards etc. * Use the Community Flood Plan in Section 4. * Test and review your flood plan yearly / after flooding. * Attend Flood Warden training. * Identify and monitor local hotpots at risk of blockage, e.g. bridges, culberts, weirs or gauge boards. [Add locations] * Report river/stream blockages to the Environment Agency. * Report ditch blockages to land owner, Kent County Council or Internal Drainage Board * Report blocked gullies to KCC Highways. * Encourage people to prepare a Home Emergency Plan / Personal Flood Plan. * Encourage people to protect their properties with personal flood protection systems. * Share on social media / direct people to the Gov guidance <https://www.gov.uk/guidance/public-health-impact-of-drought-advice-for-the-public> * Share information with vulnerable residents about signing up to the Priority Services Register for relevant water company. | * Assist people in recovering from the emergency that are listed on our vulnerable list. * Inform Community when situation starts improving. * Assist with clearing up in the community. * Collect data/photographs on who or what was flooded showing flood extents, depths etc and update the plan. * Update Ashford Borough Council with information you have collected so they can update their plans and procedures. * Encourage residents to have a Household Emergency Plan. * Dispose of Sandbags properly. * Review and update the Flood Plan Section 4. |
| Fire | Damage to Property  Damage to Local Infrastructure  Residents evacuated.  Damage to countryside and farms | * Encourage Residents to check their smoke alarms * Vulnerable residents can have Kent Fire and Rescue do a Home Safety Visit. * Encourage residents to think about the impacts of things like, Bonfires, disposing of cigarettes, BBQs and their location, disposable BBQs. Advice and guidance can be found on the Kent Fire and Rescue website. * Encourage events in your area taking place and residents not to use sky lanterns or fire works. * For countryside fires check the Met Office Fire Severity Index.   [www.metoffice.gov.uk/fire-severity-index](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.metoffice.gov.uk%2Fpublic%2Fweather%2Ffire-severity-index%2F%23%3Ftab%3Dmap%26fcTime%3D1658746800%26zoom%3D6%26lon%3D-4.00%26lat%3D53.17&data=05%7C01%7CVicky.Bond%40kent.fire-uk.org%7C53b995b97d3b440bc9be08da73c94852%7C2bd1b71251b14e0ea3b481bfa47b30c3%7C0%7C0%7C637949605593019357%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=vH9anM1J3UvVVxiZ3p258atiVXwJDbdk%2BIy97u3tV9w%3D&reserved=0)   * The National Farmers Union provide for prevent farm fires as well as tips for people out in the countryside.   <https://www.nfuonline.com/>   * Encourage residents to have a Household Emergency Plan. | * Assist people in recovering from the emergency. * Encourage residents to have a Household Emergency Plan. * After an incident update the community on the dangers again of fires and what they can do to prevent them |
| High Winds | Damage to Property  Damage to Local Infrastructure  Loss of power  Vulnerable people at risk  Travel disruption.  Trees fallen down. | * Encourage Residents to secure or store loose objects that could blow into windows * Encourage Residents to Close and fasten doors and windows securely * Encourage Residents to park vehicles in a garage or well away from trees, buildings, walls and fences. | * Assist people in recovering from the emergency. * Assist with clearing debris as required, staying safe at all time. * Assist people with insurance claims * Encourage residents to have a Household Emergency Plan. |
| Heavy Snow & Extreme Cold | Damage to property  Loss of business  Vulnerable people at risk  Travel disruption. | * Encourage Residents to stock up on essentials * Provide a point of contact for residents (particularly Vulnerable residents) * Provide advice to residents about staying warm * Encourage residents to stay in touch with the latest forecast and cold weather alerts. * Share the Met Office #WeatherReady campaign. | * Assist people in recovering from the emergency. * Encourage residents to have a Household Emergency Plan. |
| Heat Wave / Drought | Vulnerable people at risk of suffering from Heatstroke  Vulnerable people suffering with lack of water | * Refer residents to the Home checklist for keeping cool. * <https://www.gov.uk/government/publications/heatwave-plan-for-england/beat-the-heat-keep-cool-at-home-checklist> * Listen to the weather forecasts and the alerts from the Met Office <https://www.metoffice.gov.uk/public/weather/heat-health/?tab=heatHealth&season=normal> * Share on social media / direct people to the Gov guidance <https://www.gov.uk/guidance/public-health-impact-of-drought-advice-for-the-public> * Share information with vulnerable residents about signing up to the Priority Services Register for relevant water company. | * Check on vulnerable residents. |
| Electricity Failure  Electricity Failure cont’d | Loss of streetlights  Loss of traffic signals  Loss of business  Unable to cook food.  Vulnerable people at risk- personal medical support machinery  Limited Communications | * Use UK Power Networks’ 105 service to check live locations of power cuts. * Encourage Vulnerable residents to sign up to the UKPN Priority Services Register * Encourage residents not to open fridges any longer than necessary * Encourage Residents to make sure their home is well insulated.   (It could stay warm for 12 hours or more in a power cut) | * Assist people in recovering from the emergency. * Encourage residents to have a Household Emergency Plan. |
| Gas Failure | Extreme cold especially vulnerable people  Unable to cook food. | * Always have a source of alternative heating available. * Encourage vulnerable residents to sign up to the <https://www.britishgas.co.uk/Priority-Service-Register> | * Assist people in recovering from the emergency. * Encourage residents to have a Household Emergency Plan. |
| Water Supply Failure | Health hazard from untreated water  Vulnerable people at risk. | * Make sure you have an emergency water supply. Everyone’s needs differ, but the Food Standards Agency advises that the average adult should take in 1.5 to 2litres of water in a typical day (6-8 250ml glasses.) * Establish which residents would require assistance. | * Assist people in recovering from the emergency. * Encourage residents to have a Household Emergency Plan. |
| Pandemic (such as Covid) | Vulnerable people at risk  Unable to leave home to access services, e.g. food/prescriptions  Closure of local services due to staff shortages  Transport to vaccine centres | * Encourage people to sign up for supermarket and prescription deliveries. * Establish which residents would require assistance. | * Assist people in recovering from the emergency. * Encourage residents to have a Household Emergency Plan. |
| **ADD IF REQUIRED** |  |  |  |

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3.2 Community Response Centre / Temporary Community Shelter

The primary role of a Community Response Centre (CRC) is to provide a recognised point from which all matters relating to the community’s response can be managed in the initial stages. This is not a Rest Centre, which remains the responsibility of Ashford Borough Council.

This location should be planned in advance for a prompt response during an incident.

In close communication with Ashford Borough Council, a CRC can be used to quickly gather people in one safe place in the immediate aftermath of an emergency or major incident. ABC can then set up a formal Rest Centre (if relevant) and organise for any evacuees to be transported from the CRC to the Rest Centre as quickly as possible.

This can also be used as a central information point for the community to come to for updates on an incident or gain further information or support and can remain open for residents information during recovery.

**[LOCATION OF CRC]**

**[CRC ADDRESS]**

**[CRC DETAILS]**

**[USE WHAT3WORDS FOR ACCURATE LOCATION]**

*\*This could be the Town/Village Hall, Family Public House or other central known location within the community*

The main functions of the Community Response Centre is to:

1. Act as the focus for the coordination of the community’s activity in response to an emergency.
2. Receive, collate, analyse, display and distribute information.
3. Make an overall assessment of the initial situation and, as the incident develops, determine priorities.
4. Provide a central point for xxx Parish Council Resilience Lead to liaise with ABC Emergency Planning.
5. Request support from statutory agencies as required (if not provided via ABC)
6. Maintain efficient communication links with all agencies and volunteers.
7. Assess, implement and record financial transactions arising from the emergency.
8. Provide the facility within which the necessary staff (including those of other organisations) can work effectively.
9. Maintain a record of events\*

\*For recording of event actions, please use the Incident and Decision Log Form as provided in **Appendix C2.**

3.3. Welfare Centres

It might be necessary for some members of the community to be evacuated from their homes to a place of safety. This is known as a Rest Centre, which is a type of Welfare Centre that looks after displaced persons (whether residents or visitors) on a short-term basis.

A Rest Centre is the responsibility of Ashford Borough Council who will coordinate the setting up, operation, staffing and management of the centre including transportation to a Rest Centre from the affected area or CRC.

Within the Rest Centre, the evacuees needs can be assessed and assistance given by the appropriate responders.

The importance of a CRC can be helpful in the immediate aftermath of an emergency but **under no circumstances** should a CRC be run as a Rest Centre. A Rest Centre has set requirements to be able to operate safely and effectively.

xxx Parish Council volunteers should make clear to anyone attending the CRC that there might be a requirement to move them to a designated Rest Centre as soon as set up.

The current list of agreed and appropriate venues for use as a Rest Centre are:

**[LIST AGREED REST CENTRES WITHIN YOUR COMMUNITY]**

*\*If you are unsure of these, please request information from Ashford Borough Council Emergency Planning.*

For full details of each of these locations, see **Appendix D.**

### 3.4 Checklists for responding to an emergency

These checklists provide help as a useful reminder when responding of actions to take. These should be provided to parish council response team before an incident to familiarise themselves with.

Copies of the checklist can be used actively to tick when complete during activation.

|  |  |
| --- | --- |
| xxx Parish Council Resilience Lead / Deputy Resilience Lead | |
| ACTION | **COMPLETE ()** |
| Ensure you are not in immediate danger. |  |
| Call 999 and follow any advice given. |  |
| Contact ABC Emergency Planning or ABC Duty Officer if out of hours for advice, providing them with initial updates. |  |
| Contact the xxx Volunteer Coordinators (Appendix 2b) and meet to discuss the situation. |  |
| Start writing a log (Appendix 3b) containing any decisions you made and who you spoke to/what was said. |  |
| Construct a formal ‘METHANE’ message to pass to ABC and Initial Incident Commander via Information Gathering Form (Appendix 3a) |  |
| Agree actions and ensure each member of the xxx Parish Council Response Team know what they are doing. For example, liaising with ABC on the opening of the Rest Centre / communicating situation with xxx Volunteer Coordinators. |  |
| Meet regularly to discuss the developing situation, outstanding actions, community priorities and resources available/required. |  |
| Once the immediate actions are completed and the situation starts to improve, start thinking about the recovery phase and how the Community Emergency Response Team can help the community return to their day-to-day life. |  |
| Schedule a debrief and review preparedness/plan as necessary. |  |
| xxx Parish Council Community Volunteer Coordinator(s) | |
| ACTION | **COMPLETE ()** |
| Ensure you are not in immediate danger. |  |
| Meet with the xxx Parish Council Resilience Lead and discuss plan of action. |  |
| Attend the incident if safe to do so with two coordinators located at different points of the incident to enable a complete overview. |  |
| Keep lines of communication open with Resilience Lead and report back at regular intervals with a situation report (Sit Rep). |  |
| Support and handover information to emergency services / other authorities as required. |  |
| Confirm and communicate the end of the incident. |  |
| Liaise with the Resilience Lead on whether to stand down once Emergency Services/Ashford Borough Council in attendance. |  |
| Attend a debrief and review preparedness/plan as necessary. |  |

3.5 Additional information

*Here you can include any additional information about your parish or community that has not been included in the plan so far that is relevant or specific to you.*

*This could include any known access issues for emergency service vehicles, landing point for air ambulance, defibrillator locations, times of year or dates of large events that may cause additional issues if coincide with an incident.*

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**4 XXX PARISH COUNCIL FLOOD PLAN**

*See Section 5 of the guidance document when completing your flood plan.*

4.1 Community Flood Risk

*Complete detail in blank sections below. If you require help with any data, please contact Ashford Borough Council Emergency Planning or Environment Agency for information.*

The main source of flooding in XXX is [*fluvial/tidal/surface water/groundwater.]* However, flooding can also occur when *[explain if flooding occurs from another source, at a different time and list possible locations.)*

In our community, there are xxx properties at risk of flooding.

4.1.1 Historic Flooding

[Add details of any historic flooding incidents]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date MM/YY** | **Type of flooding** | **Cause of flooding (if known)**  ***(Such as storm, blocked drains)*** | **Properties / Roads affected** | **Any further details** |
|  |  |  |  |  |
|  |  |  |  |  |
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4.2 Flood Map

*You can obtain a copy of the Flood Map for your community from the Environment Agency if your risk of flooding is from a fluvial or tidal source.*

*Ashford Borough Council Emergency Planning are able to provide maps identifying areas susceptible to surface water flooding.*

*This map can include locations where blockages typically occur, flow routes of floodwater and identification of structures operated and maintained by the Environment Agency.*

*You can also mark on the map locations of vulnerable residents to match your vulnerable person’s list records.*

4.3 Flood Warning Service

In England, the Environment Agency operates a free Flood Warning service in areas at risk of flooding from rivers or the sea.

To find out if your community is covered by the Flood Warning service or to register, please call **Floodline** on **0345 988 1188** or visit[**www.gov.uk/flood**](http://www.gov.uk/flood) It is advisable for members of the community to review the contact details periodically to ensure the details held by the Environment Agency are correct.

During a flood, you can hear information on the current situation by calling Floodline. This local information can be heard by selecting option 1 and dialing a ‘quick dial code’ that is specific to your area.

4.4 Flood Warnings for our community

Enter the details below of the Flood Alerts and Warnings Areas that are applicable to the community:

|  |  |
| --- | --- |
| Flood Alert Area | Quick Dial Number |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Flood Warning Area | Quick Dial Number |
|  |  |
|  |  |
|  |  |

4.5 Alerts and Warnings - what they mean

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| What it means | Flooding is **possible**. Be prepared | Flooding is **expected**. Immediate action required | **Severe flooding. Danger to life.** | No further flooding is currently expected for your area. |
| When it is used | Two hours to two days in advance of flooding | Half an hour to one day in advance of flooding | When flooding poses a significant risk to life or significant disruption to communities | When a Flood Warning or Severe Flood Warning is no longer in force |
| Impacts likely to be seen | Flooding on fields, recreation land and car parks.  Flooding of minor roads and farmland | Flooding of homes and businesses  Flooding of rail infrastructure  Flooding of roads with major impacts  Extensive flood plain inundation (including caravan parks or campsites) | Deep and fast flowing water  Debris in the water causing danger.  Potential or observed collapse of buildings and structures  Communities isolated by flood waters  Critical infrastructure for communities disabled  Large number of evacuees | No new impacts expected from flooding, however there still may be  flooded properties  or damaged infrastructure |
| Recommended actions | Be prepared to act on your flood plan.  Prepare a flood kit of essential items.  Avoid walking, cycling or driving through floodwater.  Farmers should consider moving livestock and equipment away from areas likely to flood. | Protect yourself, your family and help others.  Move family, pets and valuables to a safe place.  Turn off gas, electricity and water supplies if safe to do so.  Put flood protection equipment in place.  If you are caught in a flash flood, get to higher ground. | Stay in a safe place with a means of escape.  Be ready should you need to evacuate from your home.  Cooperate with the emergency services.  Call 999 if you are in immediate danger  Call Floodline for up to date information. | Be careful. Floodwater may still be around for several days and be contaminated.  If you have been flooded, ring your insurance company as soon as possible. |

4.6 Flood Wardens - Patches map

During a flood, Flood Wardens will operate in specific areas in our community. The map below indicates patches that Flood Wardens have been allocated.

*[Insert map using the colour coding on the table in the patches list – Section 4.7]*

4.7 Flood Wardens - Patches list

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Road Name | House Numbers | Number of Properties | Symbol | Name of Flood Warden |
| *River Walk* | *1-45 (odds)* | *23* |  | *Mr A Smith* |
| *River Walk* | *1-45 (evens)* | *22* |  | *Mrs C Brown* |
| *High Street* | *1-10* | *10* |  | *Mr R Wilson* |
| *Lower Street* | *56-84* | *28* |  | *Mrs F Richards* |
| *Riverbank Road* | *1-32* | *32* |  | *Mr R Drew (Mon-Fri)*  *Mrs Porter (Sat-Sun)* |
|  |  |  |  |  |
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4.8 Known flood areas

*Include any known areas to flood and where water can be pumped to.*

*This information will be useful for Kent Fire and Rescue Service (KFRS).*

|  |  |  |
| --- | --- | --- |
| **Location** | **Location Details**  **(address / what3words)** | **Location where water can be pumped to (address / what3words)** |
|  |  |  |
|  |  |  |
|  |  |  |
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4.9 Flood Defence measures

Sandbags can be used before flooding occurs as soon as a flood warning is in place. For high-risk areas, it may be useful to have local stocks in storage to distribute to local residents when flooding is imminent.

Further details on flooding support and sandbag information can be found at Ashford Borough Council website at [www.ashford.gov.uk/flooding](https://www.ashford.gov.uk/your-community/emergency-planning/flooding/) and [www.ashford.gov.uk/floodsupport](https://www.ashford.gov.uk/your-community/emergency-planning/flooding/flood-support/)

[Insert details below of sandbag stocks if relevant]

4.9.1 Community Sandbag Store

|  |  |  |
| --- | --- | --- |
| Location | *Where is your sandbag store located? Do you have more than one? Is this a temporary store or a permanent one?* | |
| Sandbags | YES - *How many are in stock?* | NO |
| Sand | YES - *How much is available?* | NO |
| Contact | *Who is the main contact for the sandbag store?*  *Is the location locked?*  *Who can open it?*  *Who re-fills the store when empty?*  *What are their contact details?*  *Is there more than one person who can be contacted?* | |

4.9.2 Sandbag suppliers

*List local hardware suppliers where flood defence measures, such as sandbags could be purchased.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Supplier 1 | Supplier 2 | Supplier 3 |
| Name |  |  |  |
| Address |  |  |  |
| Opening Hours |  |  |  |
| Materials available |  |  |  |

**Appendix A:**

XXX Parish map

*Ashford Borough Council holds parish Maps.*

*Please contact ABC Emergency Planning for an A3 map of your area.*

**Appendix B: Contact Details**

***Please note that all Appendix B Contact Details must be redacted from public version of your plan.***

**{ADD DETAILS AS RELEVANT]**

B1 External Organisations

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation / Department** | **Email or website address** | **Telephone Office Hours** | **Telephone Out of Hours** |
| **If you are in immediate Danger call 999** | | | |
| Ashford Borough Council - Main Switchboard | n/a | 01233 331111 | **01233 331111** |
| Ashford Borough Council - Emergency Planning | [emergency.planning@ashford.gov.uk](mailto:emergency.planning@ashford.gov.uk) | REQUEST FROM ABC | REQUEST FROM ABC |
| Ashford Borough Council - Emergency Centre  *(This will only be activated once in response to an incident or emergency)* | [emergency.centre@ashford.gov.uk](mailto:emergency.centre@ashford.gov.uk) | REQUEST FROM ABC | REQUEST FROM ABC |
| Our area Community Warden | <https://www.kent.gov.uk/leisure-and-community/community-safety/community-wardens> | 03000 41 34 55 (Head Office) | REQUEST FROM ABC |
| Our area PCSO | <https://www.kent.police.uk/a/your-area/> | Local detail to be added | Local detail to be added |
| Our elected ward members | PLEASE ADD | PLEASE ADD | PLEASE ADD |
| Kent County Council Main Switchboard | [county.hall@kent.gov.uk](mailto:county.hall@kent.gov.uk) | 03000 41 41 41 | 03000 41 41 41 |
| Kent County Council Resilience and Emergencies Unit | [emergency.planning@kent.gov.uk](mailto:emergency.planning@kent.gov.uk) | 03000 41 41 41 | 03000 41 41 41 |
| KCC Highways & Transportation Main Switchboard | <http://www.kent.gov.uk/roads-and-travel> | 03000 41 81 81 | 03000 41 81 81 |
| Kent & Medway Resilience Forum | [KRT@kent.fire-uk.org](mailto:KRT@kent.fire-uk.org) | 01622 212409 | *Contact via ABC Emergency Planning* |
| Kent Police Force Control Room | [https://www.kent.police.uk/contact-us](https://www.kent.police.uk/contact/af/contact-us-beta/contact-us/) | 101 | 101 |
| Kent Fire & Rescue Main switchboard | [enquiries@kent.fire-uk.org](mailto:enquiries@kent.fire-uk.org?subject=Enquiry%20from%20KFRS%20public%20website) | 01622 692121 | n/a |
| **Organisation / Department** | **Email or website address** | **Telephone Office Hours** | **Telephone Out of Hours** |
| Southeast Coast Ambulance Headquarters | <https://www.secamb.nhs.uk/contact-us/> | 0300 123 0999 | n/a |
| NHS | [http://www.nhs.uk](http://www.nhs.uk/) | 111 | 111 |
| Environment Agency General enquiries | [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk) | 03708 506 506 | n/a |
| Environment Agency Incident reporting | n/a | 0800 80 70 60 | 0800 80 70 60 |
| Environment Agency Floodline | n/a | 0345 988 1188 | 0345 988 1188 |
| Electricity - Power cuts UK Power Networks | <http://www.ukpowernetworks.co.uk/internet/en/power-cuts/> | 0800 316 3105 | From mobiles: 0333 323 2105 |
| Gas Leaks (National Grid) | [https://www.nationalgas.com/safety advice](https://www.nationalgas.com/safety-and-emergencies/emergencies-and-safety-advice) | 0800 111 999 | 0800 111 999 |
| Southern Water General enquiries | <https://www.southernwater.co.uk/contact-us> | 0330 303 0368 | n/a |

B2 xxx Parish Council Community Response Team

**{ADD DETAILS AS RELEVANT]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name and Address** | **Contact No. 1**  **(Main)** | **Contact No. 2**  **(Out of Hours)** |
| Resilience Lead |  |  |  |
| Resilience Lead (Deputy 1) |  |  |  |
| Resilience Lead (Deputy 2) |  |  |  |
| Volunteer Coordinator 1 |  |  |  |
| Volunteer Coordinator 2 |  |  |  |
| Volunteer Coordinator  (Deputy 1) |  |  |  |
| Volunteer Coordinator (Deputy 2) |  |  |  |
| Flood Warden 1 |  |  |  |
| Flood Warden 2 |  |  |  |
| Flood Warden 3 |  |  |  |
| Flood Warden 4 |  |  |  |

B3 xxx Parish Council Volunteers List

**{ADD DETAILS AS RELEVANT]** *\*Example*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address** | **Role / skill volunteered** | **Contact No. 1**  **(Main)** | **Contact No. 2**  **(Out of Hours)** |
| *Mr A Example* | *4x4 owner / snow clearance* | *01xxx* | *07xxx* |
|  |  |  |  |
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Possible skills or resources to consider including

Keyholders for key sites (such as CRC)

Trained First Aider

4x4 owner/driver

Chainsaw owner

Local Food supplier

Generator supplier

Tractor owner/driver

Qualified electrician

Qualified local handyman

Welfare providers – local charitable clubs or WI

B4 xxx Parish Council Vulnerable People, Property or Locations List

**Consider data protection responsibilities – see Section 4 of guidance notes for further information**

**{ADD DETAILS AS RELEVANT]** *\*Example*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Address (including Postcode)** | **Contact number** | **Vulnerability / Risk** | **Assistance required** | **Priority**  **(High, Medium or Low)** |
| *xxx Care Home* | *High Street, TN xx* | *01xxx* | *36 Elderly Residents – various needs* | *Evacuation help needed* | *H* |
| *Mrs A Example* | *xxx* | *01xxx* | *Wheelchair user* | *Evacuation help needed* | *H* |
|  |  |  |  |  |  |
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**Appendix C: Record Keeping**

C1 Information Gathering Form (M/ETHANE)

To be completed by the Resilience Lead in communication with the Volunteer Coordinators.

|  |
| --- |
| **MAJOR INCIDENT:** |
| **EXACT LOCATION:** |
| **TYPE OF INCIDENT:** |
| **HAZARDS:** |
| **ACCESS:** |
| **NUMBER AND TYPE OF CASUALTIES:** |
| **EMERGENCY SERVICES PRESENT AND REQUIRED:** |

C2 Incident and Decision Log **\****Example*

*Copies of this log can be printed separately to be used by Community Response Team during an emergency or incident. Multiple pages needed.*

**INCIDENT & DECISION LOG**

|  |  |  |  |
| --- | --- | --- | --- |
| **INCIDENT:** *Car Crash into residential houses* | | **LOCATION:** *Top of High Street, Example town, TN xx* | |
| **DATE:** *12th January 20XX* | **COMPLETED BY:** *xx* | | **PAGE** 1 **of** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LOG No**  *(1,2)* | **TIME TO**  *(24 hr clock)* | **TIME FROM**  *(24 hr clock)* | **ENTRY**  *(Key details of information/discussion)* | **DECISION – ACTION**  *(Key details of actions/decisions)* | **RATIONALE (IF APPLICABLE)**  *(Why decision made)* |
| *1* | *23.20* | *23.30* | *Car crashed into house at top of the High Street. 6 houses affected – need to be evacuated.* | *Opened CRC for affected residents.* | *Very cold outside with vulnerable residents. Awaiting Rest Centre set up/alternative housing from ABC* |
|  |  |  |  |  |  |
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**OFFICIAL – SENSITIVE** *(Once complete*

C2 Incident and Decision Log

**INCIDENT & DECISION LOG**

|  |  |  |  |
| --- | --- | --- | --- |
| **INCIDENT:** | | **LOCATION:** | |
| **DATE:** | **COMPLETED BY:** | | **PAGE**   **of** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LOG No**  *(1,2)* | **TIME TO**  *(24 hr clock)* | **TIME FROM**  *(24 hr clock)* | **ENTRY**  *(Key details of information/discussion)* | **DECISION – ACTION**  *(Key details of actions/decisions)* | **RATIONALE (IF APPLICABLE)**  *(Why decision made)* |
|  |  |  |  |  |  |
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**OFFICIAL – SENSITIVE** *(Once complete)*

**Appendix D:**

Rest Centres within xxx Parish Council area

*The Rest Centre listed here should be those held officially within the Ashford Borough Council Rest Centre Directory.*

*Please contact ABC Emergency Planning for the details.*

*(If any additional venues within your community are suitable but not listed, please let ABC Emergency Planning know so they can be contacted for details. If assessed as suitable, they will be added to the directory*

**[Rest Centre Location(s) information sheet(s)]**

**Appendix E:**

Community Resilience Plan Residents Letter template

**[Insert xxx Parish Council Address]**

**[Insert Resident Address or leave generic] *[Insert Date]***

Dear Resident

**Re: [xxx Parish] Community Resilience Plan**

We are producing a ‘Community Resilience Plan’ to be used if an emergency affects our community.

Normally, emergencies are dealt with by the “blue light” emergency services and other key responders, who have well-rehearsed plans to deal with situations. However, there may be circumstances; such as widespread flooding, heavy snow or severe storm damage, where the arrival of the emergency services and other responders could be delayed, or when essential utilities and highways access may be compromised.

In these circumstances, we are sure you will agree that it is important that our community can help itself until outside help arrives and it will do this more effectively if it has a plan already in place. As part of this plan, we are looking to set-up a ‘Community Emergency Response Team’ of volunteers who would be willing to assist should an emergency occur. We are particularly keen to hear from members of our community who have resources, equipment or skills (e.g., 4x4 vehicles, tractors, chain saws, trained medical staff), but any assistance you can offer would be gratefully received.

A crucial element of the plan will be to have a network of *Community Liaison Volunteers* covering the area, each being responsible for a road or other small area. The liaison volunteers’ role involves receiving information from, and passing it on to, residents/businesses in their “patch” – they would not be involved in rescues, but in communicating between the emergency plan coordinators and local residents in the event of an emergency.

If you would like to volunteer, please could you complete the reply slip on page two of this letter and return it to us at the above address. On receipt, a member of **[xxx Parish Council]**will contact you to discuss how best you can help. We are requesting this information on an entirely voluntary basis, so please feel free to ignore this letter if you do not wish to be involved.

Additionally, one of the priorities of the Community Emergency Response Team will be to provide what support it can to members of our community who may be more vulnerable than others and who may need extra help in an emergency. With this in mind, we want to have a list of ‘Vulnerable Persons/Groups’ in our Community Resilience Plan. For your details to be included, please complete the relevant section of the attached reply slip. There is no need for you to disclose any sensitive personal information and please be assured that, in accordance with General Data Protection Regulations (GDPR) the information will be handled in the strictest confidence and will only be used in an emergency by the Community Emergency Response Team, the emergency services or other key responders.

For further information, or to discuss things in more detail, please contact us using the details below.

Yours faithfully

**[Name, Position Held and Contact Detail**

Appendix F:

Community Emergency Response Team Volunteer Sign-up form

**xxx Community Emergency Response Team Reply Slip**

**Community Emergency Response Team**

I/We would like to volunteer to join the Community Emergency Response Team.

[Please tick box] **as a Community Volunteer for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***and/or*** please enter any skills, equipment and resources you may have in the tables below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Primary Contact Details** | **Email address** | **Skills / Experience / Qualification** | **Equipment / Resources** |
|  |  |  |  |  |
| **Name** | **Primary Contact Details** | **Email address** | **Skills / Experience / Qualification** | **Equipment / Resources** |
|  |  |  |  |  |

**Vulnerable Persons / Groups**

I would like the following details to be included in the ‘Vulnerable Persons / Groups list’ within the Community Resilience Plan.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of person /**  **centre /**  **accommodation** | **Address** | **Primary Contact Details** | **Reason for inclusion** |
|  |  |  |  |
|  |  |  |  |

**Signed declaration**

**[Please ensure that each person named above signs the declaration below]**

I/We give my/our consent for the above details to be made available to those responding to an emergency affecting our community. I understand that, in accordance with the General Data Protection Regulations (GDPR) the information will be handled in the strictest confidence and will only be used in an emergency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signatures** |  |  |  |  |
| **Print Name** |  |  |  |  |
| **Date** |  |  |  |  |
| **Address** |  |  |  |  |
| **Contact number** |  |  |  |  |
| **Email** |  |  |  |  |

**Appendix G:**

Flood Plan & Flood Maps (Additional Information)

*If you have any additional information or maps to your Flood Plan in Section 4, please add here.*

**Appendix H:**

xxx Parish Council Grab Bag Contents List

*A grab bag can be useful to hold at your village hall or central RVP for use in an emergency by lead Volunteer Coordinator at site and scene. This is not compulsory but below is an example if choose to include.*

*If do not have a grab bag, please delete.*

|  |  |
| --- | --- |
| **Item** | **Details** |
| *Community Resilience Plan* | *x1 printed copy* |
| *Large Scale Parish Map* | *x1 A1 printed copy* |
| *Two-way Radios* | *x2* |
| *Hi-Vis Vests* | *x6* |
| *Heavy Duty Torch* | *With batteries (x2 D type)* |
| *Clipboard and Pen* | *x2* |
| *Information Gathering Forms (M/ETHANE)* | *x10 spare printed copies + x1 copy on each clipboard (12 total)* |
| *Incident and Decision Log* | *x10 spare printed copies + x1 copy on each clipboard (12 total)* |

**Appendix I:**

Defibrillator Locations within xxx Parish Council

*If your community has defibrillators located across the area, it is useful to list them here. This can be done as a list, table and/or map.*

*If do not have these, please delete.*

**Appendix J:**

Insurance Liability Insurance Certificate(s) for xxx Parish Council

*If your parish council has secured relevant insurance to cover to include any volunteering roles, please add here. This could be your Public Liability Insurance and/or Employers Liability Insurance.*

*If you do not have this, please delete.*