



WORPLESDON PARISH COUNCIL

EMERGENCY PLAN

MARCH 2019

Emergency contact details as follows:

Guildford Borough Council – 01483 564821 - Flooding and sandbags 01483 455091

Guildford Borough Council – usual day time number 01483 505050

National Gas Emergency (if you smell gas) 0800 111 999

Police/Ambulance/Fire Service – 999

Thames Water - to report burst water main – 0800 714 614

Thames Water – Sewage Flooding – 0800 316 9800

Environment Agency - Flooding emergency hotline 0345 988 1188

Surrey County Council – 03456 009 009

Highway Emergencies – 0300 200 1003

Affinity Water– Leakspotters Hotline – 0800 376 5325

Electricity – UK Power Networks are responsible for high voltage overhead electricity lines - if anyone sees a potential hazard on or near an overhead electricity line they should evacuate the area, warn passers-by and contact 0800 31 63 105 or 105 from a landline or mobile phone.

However, if it is a local power cut people should contact their supplier for information.

1. INTRODUCTION

This Plan has been initiated by the Parish Council in order, that in the event of an emergency occurring in the Parish, there is a clear understanding of the roles and responsibilities of the various support agencies.

2. WHAT IS AN EMERGENCY?

The formal definition is:

‘An incident arising, with or without warning, threatening or causing death or serious disruption to significant numbers of people, property or the environment, in excess of that which can be dealt with by the public services operating under normal conditions and requiring the special mobilisation and organisation of those services and the deployment of local authority staff and resources’

Under the Civil Contingencies Act 2004 an emergency is defined as ‘An event or situation which threatens serious damage to:

- Human welfare
- The environment
- Security of the United Kingdom’

Surrey County Council has an Emergency Planning Unit that works in partnership with the emergency services, Guildford Borough Council and voluntary agencies in order to provide a coordinated response to a major incident. The Police have overall responsibility for control and coordination in an emergency situation. The County and Borough Council have specific responsibilities which include establishing emergency centres, providing temporary accommodation for those made homeless and managing the longer-term recovery phase.

3. LEVELS OF EMERGENCY

From initial research it has been established that there are three recognised levels of emergency:

1. A major catastrophic event in London, or elsewhere in the South East, requiring a large capacity for shelters and support. Such incidents would require very large premises (far larger than a village hall for instance) to accommodate and manage large numbers of temporary ‘refugees’. We need not concern ourselves too much with this category as the Parish Council would be approached as part of a measured coordinated scheme initiated by a higher tier authority.
2. A major emergency at County or Borough level, or beyond, where the management of the event would be undertaken at County or Borough level. Whilst some of our Community Centres and Church Halls could well be receiving stations for displaced persons, and selected local people involved in support, this need not be of immediate concern locally, as support services such as Surrey County Council’s Services for Families and Royal Voluntary Service would be galvanised into action.
3. A local emergency within the Parish of Worplesdon, such as localised flooding, which would involve support from the Borough or County Council with the provision of sand bags and if necessary, the provision of emergency rest centres.

This plan concentrates entirely on this third category.

4. WHAT SORT OF EMERGENCY?

We envisage three types of event which could trigger a local emergency:

- Flooding
- Lengthy loss of utilities
- Large scale evacuation due to a major event, e.g. major fire, pollution incident
- A pandemic health threat

Whilst all four would inevitably involve the emergency services and/or the major authorities the knowledge of local people will be vital in mitigating the effects on the local community. Flooding is perhaps the most likely scenario, hence the inclusion of a **Worplesdon Flood Plan** as an Appendix A to this document.

This document lists the principal actions of each organisation; however, it must be noted that it may not always be possible for all actions to be carried out during all emergencies.

5. WHO IS RESPONSIBLE, FOR WHAT, IN AN EMERGENCY?

Responding organisations have limited resources so may not be able to provide assistance in all circumstances. **In such cases the owners and occupiers need to be aware that they should make their own arrangements to protect their property from risk, especially flooding.** Many factors may influence the level of response to specific emergencies. Priority is likely to be given to those that are vulnerable when assisting people, and to property which is occupied. The classification of roads may be used in prioritising the response to road flooding; protection of commercial property may depend on the risk of environmental pollution from stored chemicals etc.

6.0 ROLES AND RESPONSIBILITIES OF OTHER AGENCIES

6.1 General

The Emergency Services will normally provide most of the initial response. They will be supported by the local authorities (Guildford Borough and Surrey County Councils), utility (gas, water and electricity) companies and voluntary organisations. The emergency services' main role will most frequently be to save life. The Fire and Rescue Service is responsible for rescuing survivors. The South East Coast Ambulance Service (SECAM) is responsible for treating casualties and taking them to hospital. The Police will help coordinate this work.

6.2 Police

The main roles of the Police are to:

- Let the other emergency services and local authorities know about the incident
- Save lives by working alongside the other emergency services
- Co-ordinate the emergency services and other organisations during the response phase
- Protect and preserve the scene

- Investigate the incident alongside other investigative organisations
- Collect and pass on information about casualties
- Identify those involved
- Restore stability with the aim of restoring normality

6.3 Fire and Rescue Service

The main roles of the Fire and Rescue Service are to:

- Let the other emergency services and local authorities know about the incident
- Save lives by working alongside the other emergency services
- Tackle fires or chemicals which have been spilt and other dangerous situations
- Rescue trapped casualties
- Make sure all personnel involved in the rescue work are safe
- Gather information and carry out hazard assessments
- Help the ambulance service get live casualties away from the scene
- Help the Police recover bodies
- Restore stability with the aim of restoring normality
- Keep local authority services going in as normal a way as possible
- Restore stability with the aim of restoring normality

6.4 Ambulance Service

The main roles of the Ambulance Service are to:

- Let the other emergency services and local authorities know about the incident
- Save lives by working alongside other emergency services
- Provide a focal point for all NHS and medical resources
- Identify and contact the appropriate receiving hospitals
- Set up a casualty clearing station
- Prioritise casualties so their injuries can be treated
- Prioritise which casualties must be evacuated using appropriate transport
- Restore stability with the aim of restoring normality

6.5 Local Authorities

The main roles of local authorities are to:

- Support the emergency services
- Help people in distress
- Co-ordinate the activities of their various departments and other agencies
- Consult with the Police and release information to the media and give advice to the public
- Keep local authority services going in as normal a way as possible
- Restore stability with the aim of restoring normality

These roles are shared between Surrey County Council and Guildford Borough Council.

7.0 ACTIVATION ARRANGEMENTS

The lead borough for this Parish is:

NAME: Guildford Borough Council

ADDRESS: Millmead House, Millmead, Guildford, GU2 4BB

PHONE NO: 01483 505050

Emergency No: 01483 564821

Borough Safety and Emergency Planning Adviser.

7.1 Parish Council

The Parish Council will:

- a. Comply, if possible, with any advice or request from Guildford Borough, Surrey County Council, Surrey Police, Defra, or COBRA.
- b. Consolidate and disseminate information to residents and local organisations.
- c. Refer to Appendix B – for the full list of names, addresses and telephone numbers of all Parish Councillors, the Parish Clerk and Administrative Assistant.

8.0 TEMPORARY ACCOMMODATION

In the event of people being made homeless or needing shelter the Borough/County Councils in Surrey have responsibility for opening and managing Rest Centres, supported by Surrey County Council's Services for Families and voluntary organisations. Each Borough Council has identified suitable premises.

The Guildford and Waverley Clinical Commissioning Group will provide medical support and access to pharmacy services.

While at the Rest Centre, the police and local authorities will gather specific information, which will be recorded on rest centre registration forms. Social Services department of Surrey County Council are responsible for making sure that this process is carried out and that an initial assessment of each individual is made to identify any extra support that may be needed. The police will either email or take the forms to the Casualty Bureau to be processed.

9.0 COMMUNICATIONS

9.1. Loss of communications

If telephones are affected by the emergency, communications within the community should be considered using written or verbal messages.

9.2 Local and National radio

Residents should tune into local and national radio and television channels for the latest information.

Local Radio Stations are

- BBC Surrey 104 – 104.6 FM
- Eagle Radio 96.4 FM