

Community Emergency Response Plan

Corfe Castle Parish

06/10/2023 / Version 01

AMENDMENTS

Date	Page No.	Amendment	Amended by

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1. INTRODUCTION

Definition of an emergency

An emergency/major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to day activities.

Context

Nearly all emergencies affecting communities will be dealt with routinely by the joint response of the emergency services, local authorities and the major utility companies with support from the voluntary sector. (Refer to **Appendix M** for more information on Dorset County Civil Resilience and roles). However, there may be occasions when circumstances (such as extensive flooding, storm damage or deep snow) delay the arrival of external assistance and the community will need to help itself until any necessary wider response can be assessed, co-ordinated and deployed. Although there is no statutory requirement for a local community to produce an emergency plan, it is encouraged that they develop one.

This Community Emergency Response Plan (ERP) documents how Corfe Castle Parish Council (CCPC) intend to respond to an emergency event while awaiting the assistance of statutory authorities /emergency services, or in support of them. This plan has been developed by CCPC and it covers the geographical area Corfe Castle Parish as shown at **Appendix A**.

Aim

To increase resilience within the parish through developing a robust co-ordinated approach that complements the plans of emergency services and statutory organisations.

By identify the following, this ERP will enable the parish to plan for, and then subsequently manage an emergency event.

- a. The structure of the Emergency Management Team (EMT) and their associated functions.
- b. Volunteers and resources in the community available to assist during an emergency.
- c. Potential risks to the community and relevant response actions.
- d. Vulnerable people/ groups in the community.
- e. Key contact details for the EMT, Key Community Resources, the Emergency Services and Local Authorities.

List of abbreviations

CCPC	Corfe Castle Parish Council
CVN	Corfe Valley News
DC	Dorset Council
EMT	Emergency Management Team
ERP	Emergency Response Plan
EMR	Emergency Management Room

2. RESPONSIBILITIES

CCPC Emergency Management Team (EMT)

When any emergency incident occurs requiring activation of this plan, the EMT shall be the focal point for any community led response. The EMT members are drawn from the CCPC, and where possible specifically identified members will take on the roles listed below.

- a. **Team Leader** – Responsible for ensuring that the ERP remains current and for leading the EMT response.
- b. **Communications** – Responsible for keeping all means of communication, both internal and external, up to date, and maintaining internal and external communications during emergency responses.
- c. **Logistics** – Responsible for identifying and keeping all logistical related response capabilities up to date and organising logistical requirements during emergency responses.
- d. **Operations** – Responsible for ensuring that infrastructure required to manage emergencies identified in this plan is in place and managing the ‘front end’ of any response as directed by the EMT Leader.

In circumstances where team members are not available, or the emergency event does not require the activation of the whole team, responsibilities shall be divided up where appropriate.

A detailed list of the roles and responsibilities of each EMT member is at **Appendix B**.

3. EMERGENCY MANAGEMENT ROOM (EMR)

To enable the EMT to effectively coordinate the emergency response, an Emergency Management Room (EMR) is required. During any emergency this will be the focal point of the parish response. When available, **ROOM TBC** in the Corfe Castle Village Hall shall become the EMR. Out of hours access can be obtained by contacting **WHO at 1234 5678**

Three white marker boards shall be stored in the hall specifically for use by the EMT to assist with the management of information during an emergency. The boards shall be marked as follows:

- a. Action required
- b. Major events
- c. People – Environment – Assets – Reputation (PEAR)

Ideally the EMR shall have a dedicated landline telephone number. However, if this is not possible then a dedicated mobile phone shall be available (provided by the CCPC) and kept specifically for use in the EMR by the EMT.

If available, handheld radios shall be provided as a backup for use if telephone communication is not possible. These shall be stored in the EMR store place and regularly checked. This means of communication is usually limited to ‘line of sight’ and as such will have limited use. However, it is useful for local area communications.

If available, two handheld loudspeakers shall be kept in the EMR store to enable information to be delivered from the ‘street’ if required. These shall be stored in the EMR store place and regularly checked.

Where possible a television set capable of showing local and national news channels shall be available in the EMR.

4. POSSIBLE EMERGENCIES

The following events have been identified as having potential to require some form of emergency response from the parish.

- a. Flood of Corfe River – blocking the A351
- b. Major Train Accident
- c. Dangerous gas/oil leak from petro chemical site
- d. Pandemic or other major health related incident
- e. Major heath or forest fire
- f. Major Police / criminal related incident
- g. Major weather-related incident
- h. Loss of Mains Services, including communications

5. RISK ASSESSMENT

Dorset Council maintains a Public Risk Register <https://www.dorsetprepared.org.uk/types-of-risk/> that shows risks that have been identified as being able to affect Dorset. It also includes an assessment of each risks impact and likelihood.

The table in **Appendix E** lists the emergency events identified at para 4 as potential emergency event and identifies the possible risks they pose to the parish, and suggests possible mitigation measures.

6. ACTIVATION OF THE PLAN

This plan shall be activated when an emergency event has occurred, and the emergency services are unable to gain access to the scene or require additional support. It may also be activated if warnings are received, prior to an anticipated event such as severe weather. The procedure for activating the plan shall be as follows:

- EMT Leader notified.
This could be from a variety of sources, dependent on the nature of the emergency.
- EMT Leader notifies the EMT and if appropriate, authorises the activation of the ERP.
- EMT contact Dorset Council Emergency Planning Team and follow any advice given.
- EMT Leader authorises the establishment of the EMR.
- EMT decide if local volunteers or resources are required and contact them accordingly.
- EMT make an initial assessment and determine the next steps to be taken.
- Using the skills people and resources in this plan, EMT decide what response can safely be actioned to support the work of the local emergency services in response to advice given.

Diagram 1 shows the activation procedure.

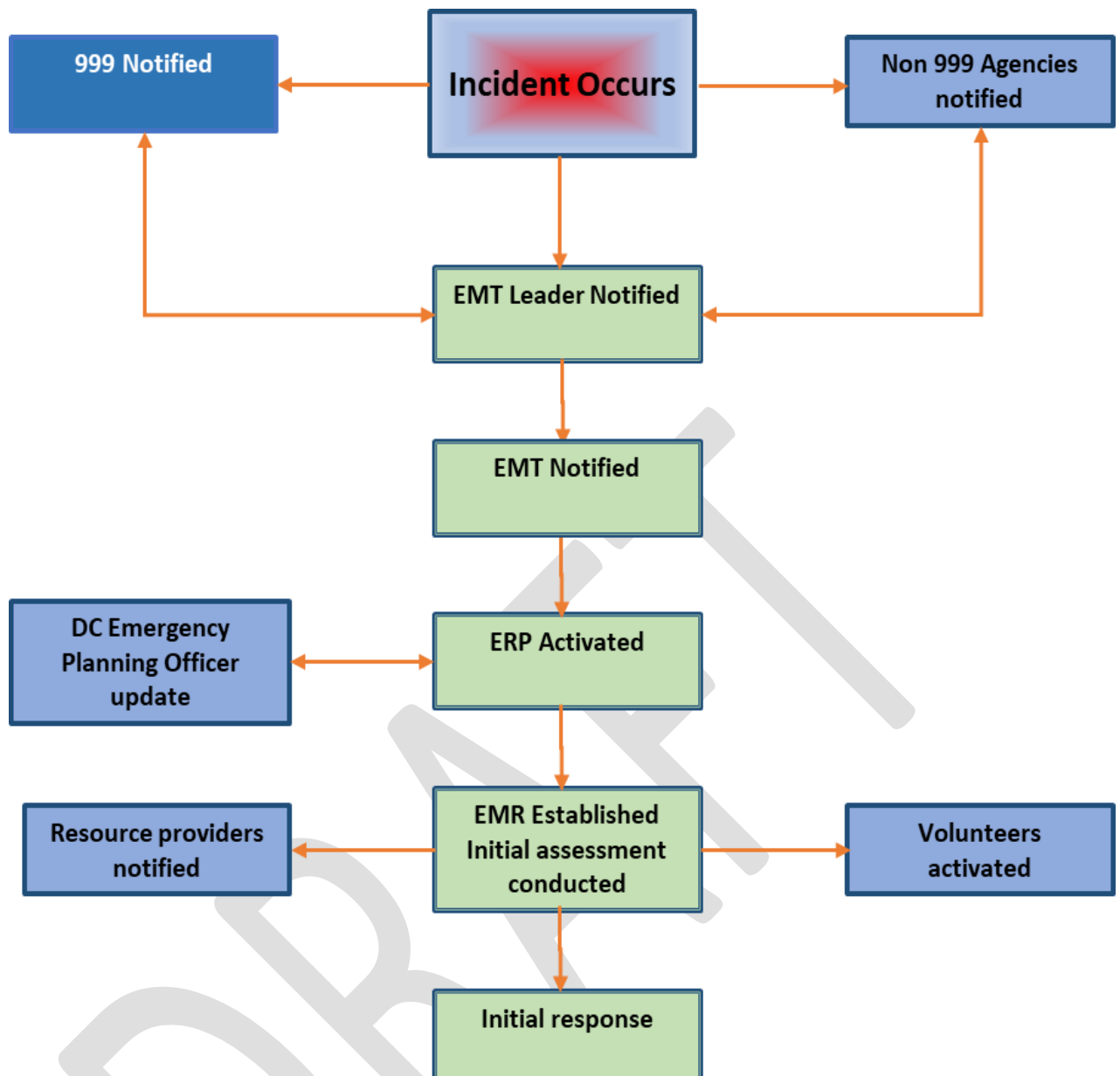


Diagram 1

*Record advice and actions from the emergency services and Dorset Council – Use Incident Log sheet.

*EMT Comms to remain in contact with emergency services and other relevant response agencies, follow any advice given. and provide local knowledge.

7. Assistance from within the Community

Whilst the EMT will provide the initial response, assistance from the local community will inevitably be required. There will be a need to draw upon various skills before, during and after any emergency and the success of this ERP rests largely on the goodwill of volunteers. The requirement will be dependent on the nature and severity of the emergency incident.

It is anticipated that the following volunteers would be required for any emergency.

Volunteers

Runners/ mobile helpers – Able to move around the parish on foot and in vehicles, to assist with communication and provision of assistance as required.

Welfare Volunteers – Able to provide static welfare care for less well able parishioners in pre-determined locations.

Appendix F list potential volunteers who have indicated what tasks they may be prepared to carry out if an emergency occurs. Volunteers are co-ordinated by EMT Operations and volunteers should be tasked from the EMR.

Specialist skills or equipment providers

Within the parish there are numerous individuals who have their own equipment and skills (chainsaws, tractors etc.), which could be used to assist with mitigating the impact of the emergency.

Appendix G is a controlled list of all parishioners who have indicated that they would be prepared to provide specialist skills or equipment for use during an emergency.

Note* The information in **Appendix F and G** is restricted i.e. the lists should only be held by EMT leads and is not for general distribution.

Medical Facilities

The primary Medical facility in the parish is the Corfe Castle Surgery. This has the capability to deal with minor injuries and minor surgery.

Corfe Castle Primary School has XXX

There are 4 defibrillators in the Parish that are regularly maintained and services.

Refer to **Appendix D** for details on the locations and facilities available at all medical facilities / defibrillator locations.

Local Place of Safety

District/ unitary councils are responsible for setting up a central rest centre during an emergency. However, it may be necessary to set up a temporary place of safety within the parish as an option e.g. for visitors or for people evacuated from their homes.

Within the Parish the following locations have been identified as possible places of safety where parishioners could go if their place of residence is made untenable due to the emergency event.

- a. Village Hall

- b. St Edwards Church
- c. Corfe Castle Club and other pubs.
- d. Sports pavilion
- e. Corfe Castle Primary School
- f. St James Church

Appendix C lists all suggested Places of Safety and the capacity/resources they have.

Emergency Accommodation

Should emergency accommodation be required, there are numerous business locations in the parish that have rooms to let. Any accommodation offered would be on a payment basis and terms and conditions would have to be agreed before any accommodation is used. Refer to **Appendix G** for a list of all local businesses able to provide accommodation.

Transport

Whilst CCPC does not own or operate any dedicated vehicles that would enable either people or supplies to be moved in the event of an emergency, there are parishioners who do. **Appendix G** contains a list of the following types of vehicle in the parish that have been offered in support of any emergency response:

- a. Mini bus
- b. MPV
- c. Tractor owners
- d. Snow plough
- e. Pharmacy / doctor shuttles vehicles

Feeding

Dependent on the type of emergency there may be a requirement for food to be prepared and distributed. **Appendix G** list locations where it may be possible to prepare food if required.

Power generators

If power is lost to all or parts of the parish for a protracted period, there may be a requirement to provide alternate power for less able parishioners. If a loss of power occurs the people listed in **Appendix G** own petrol/diesel powered generators and have volunteered their services if required.

Note* The information in **Appendix G** is restricted i.e. the list should only be held by EMT leads and is not for general distribution.

Emergency Stores Facility

Emergency response related stores (sandbags / signs etc.) are stored **WHERE** and it is the responsibility of the EMT Logistics member to ensure that they are recorded and maintained. Access to the store can be gained by contacting the number listed in **Appendix H**.

8. VULNERABLE PEOPLE

Vulnerable people within the parish are likely to be affected during any parish emergency, and as such their welfare requires particular attention. The following is a list of groups/individuals in the parish who could be vulnerable during an emergency event:

- a. People with mobility difficulties
- b. Disabled (including physical and learning).
- c. Blind and partially sighted.
- d. New people to the Parish
- e. Hearing impaired

Appendix I lists all parishioners who have identified themselves as 'vulnerable' and this list should be updated on a regular basis. **Note* The information in I is restricted i.e. the list shall only be held by EMT leads and is not for general distribution.**

9 SHELTER IN PLACE

Some emergency events may require that parishioners are advised to remain in their homes or workplace (shelter in place) until further assistance or guidance is available. Notifying parishioners of this advice during an event could be difficult.

It is important that parishioners know what action to take prior to any event occurring to enable them to effectively respond when it does. Where appropriate, this information can be provided through the Corfe Valley News, notice boards and information web sites. **Appendix J** lists proactive response actions and advice on equipment/stores to have available to enable parishioners to effectively shelter in place.

10 EMERGENCY GRAB BAG

Emergency events can occur very quickly, or there could be a lead up over a short period of time. Either way, to enable parishioners to be as prepared as possible it is advisable that each household has a 'grab bag' containing essential stores / documents that may be required in case they have to evacuate to a designated 'safe place. Ideally it should contain essential stores / clothing that will assist them whilst away from their homes. **Appendix K** is a suggested list of grab bag contents.

11. COMMUNICATIONS

Communications are vital before, during and after an emergency in order to ensure that warnings and information are received and passed on, responses co-ordinated with emergency services and actions by volunteers within the community co-ordinated 'on the ground'.

EMT internal

Internal communications between members of the EMT, and other council members shall be established during the initial phase of any emergency response via the following means.

- a. 'Telephone Tree' where each EMT member has the responsibility to inform a designated number of other councillors.
- b. EMT WhatsApp group

As a back up means of communication the use of handheld VHF radios shall be used. The range of this type of radio is restricted, but they are a useful aid when telephone and internet communications are not available.

Within community

Prior to any emergency event occurring, parishioners shall be provided with emergency response advice and guidance via appropriate websites and the CVN.

Communicating to parishioners that an emergency response is underway, and then providing subsequent updates and advice are crucial. This can be achieved using telephone, WhatsApp groups and selected websites.

Where possible, a dedicated telephone number should be available at the EMR that is only used for contact with the EMT. If required, this could have an enhanced recorded message capability.

If telephone or internet communications are not available, information can still be relayed to affected parishioners using either volunteer 'runners' and/or handheld loud speakers.

Dependent on the nature and severity of the emergency, the National Emergency App may also be used by government agencies to communicate advice and guidance.

External communication

Any emergency event will attract the attention of media. It is advisable that a short 'holding statement' is prepared, either pre-emptively as part of the overall planning process, or as soon as possible once an event has occurred, and that each member of the EMT has a copy. This will assist with preventing inappropriate information being given out accidentally.

Ideally the EMT Communications member should be the only person who speaks to the media, but it is acknowledged that this will not always be practical.

Liaison with neighbouring parishes and towns will be vital during any emergency. Any event that blocks the A351 for any period of time has the potential to impact Swanage. Consequently, awareness of how others intend to react to emergencies is important. This will involve liaison visits and, where appropriate, holding a copy of other ERPs on file.

Contact details for statutory authorities, emergency services and key local contacts and leads can be found in **Appendix H**.

12. RECORDING ACTIONS AND OBTAINING FEEDBACK

During an emergency, volunteers will be assigned the tasks of logging actions, using the logging sheet in **Appendix L**. This enables actions to be captured and evaluated.

Where possible a laptop with preloaded reporting formats shall be used to record information. If no dedicated laptop is available, reporting formats shall be stored on a disk held by the duty CCPC Councillor and then printed for use when required. .

13. LIST OF PLAN HOLDERS

There are two versions of this ERP – a restricted version and an unrestricted version. The distribution of the restricted version is limited as it contains contact details of potential volunteers. The unrestricted version contains only contact details of emergency / statutory services and key leads within the community.

Formal copies of the Emergency Plan are held by the following:

Person	Unrestricted (U) or Restricted (R) version of plan	Form – paper / electronic
Dorset Council		

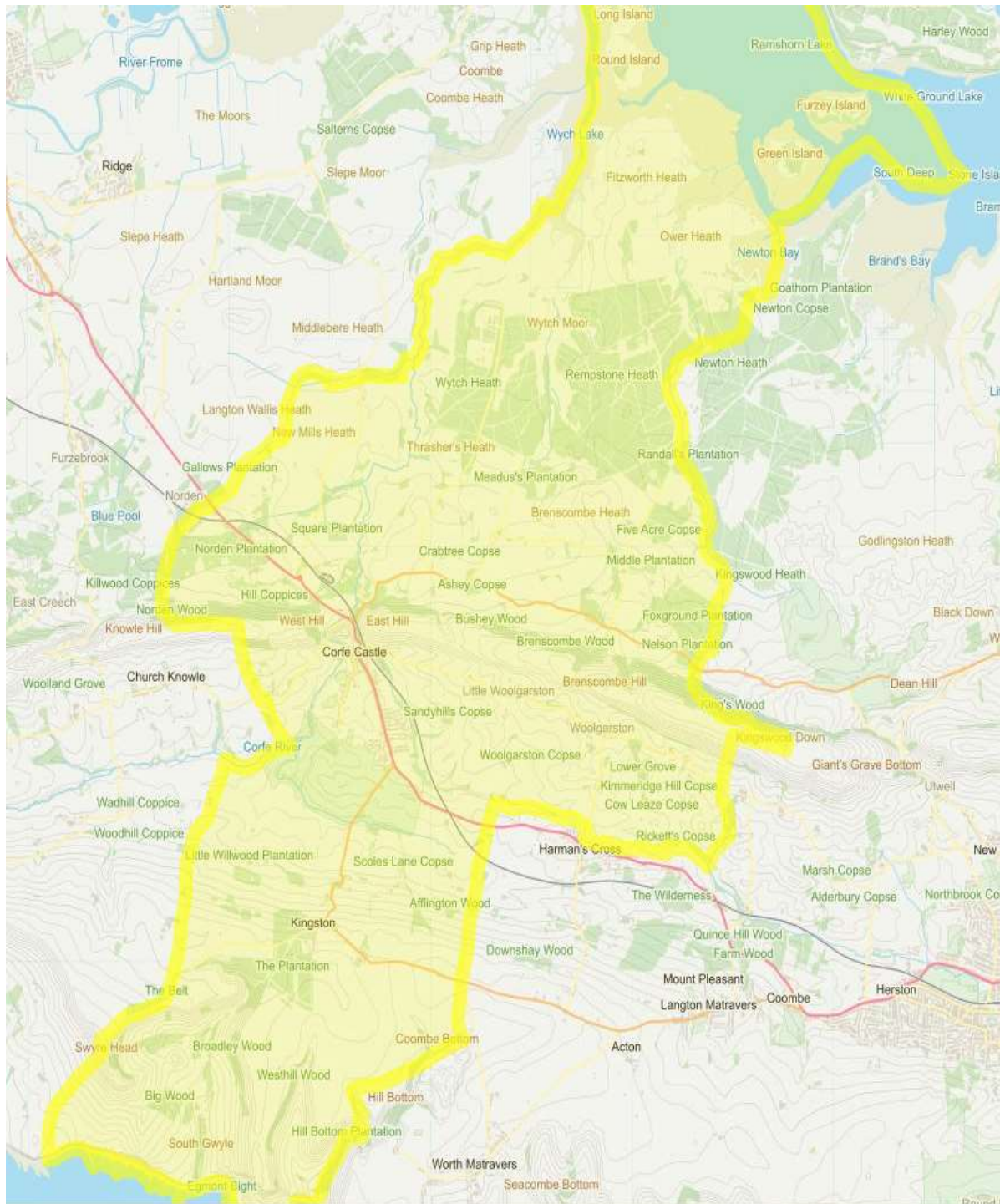
14. PLAN REVIEW AND MAINTENANCE

To keep this plan up to date, contact lists shall be revised as personnel changes occur. In addition, the plan will be reviewed every six months, by the CCPC EMT to ensure that it adequately reflects the needs of the community.

Any changes to the plan shall be noted on the Amendments page (page 1) and new versions of the plan distributed to formal holders of the plan. It is the responsibility of the plan holders to ensure that they retain and use the most up to date version of the plan.

APPENDIX A – Corfe Castle Parish Boundary

Diagram 01



APPENDIX B – List of EMT members and their tasks**

1. Checklist of key tasks for CCPC EMT Team Leader.

TEAM LEADER- KEY ROLES	
BEFORE	• Lead development of the ERP ○ Get people involved in its development. ○ Prioritise emergencies for local area. ○ Draw together the ERP ○ Let people know about the plan. • Carry out risk assessments. • Link with Statutory Authorities • Arrange for ERP to be adopted by the CCPC. • Identify training needed and request training. • Identify/arrange community preventative measures. • Create a 'grab bag' containing the plan and any appropriate clothing / equipment which may be required.
DURING	• Direct resources/ support to members of the community, as required, via EMT Operations . • Assess, prioritise and communicate events on the ground to statutory authorities. • Maintain contact points for authorities to issue warnings. • Pass on warnings to the community • Authorise call to emergency services 999 and put plan into action. • Be at the EMR to monitor the situation and co-ordinate actions. • Link with media. • Arrange communications within the community. • Co-ordinate with the other EMT members and monitor that the work is being done. • Communicate with Emergency services and statutory authorities. • Remind all concerned Do not endanger yourself
AFTER	• Arrange immediate debrief following the emergency. • Arrange any necessary support and counselling with statutory and voluntary agencies. • Report back to parish council, other statutory authorities as appropriate and to the community. • Review the plan and incorporate lessons learnt. • Adjust the ERP as necessary and publicise/ distribute new versions. • Thank volunteers .

Leads and contact details: Team Leader

Name	Surname	Address	Contact numbers	email

APPENDIX B - Continued

2. Checklist of key tasks for CCPC EMT Operations.

OPERATIONS- KEY ROLES	
BEFORE	• In the plan, check that people are not missed out when an emergency occurs. • Have knowledge of people who may need help and support in the community. • Create a 'grab bag' containing a back up copy of the plan and any appropriate clothing / equipment which may be required. • Ensure that the ERP is updated. • Organise information to be distributed to volunteers on risk assessment/ safety. • Liaise with neighbouring parishes and large commercial operations to ensure coordinated responses.
DURING	• Establish the EMR when authorised. • Update and manage all EMR information boards. • Contact and reassure members of the community during an emergency. • Direct resources/ support to members of the community, as required, via EMT Logistics. • Communicate the needs of vulnerable people to Statutory Authorities, including Emergency Services, as required. • Co-ordinate and staff a community place of safety if it is required. • Maintain records of people attending the place of safety • Support and comfort distressed members of the community at the place of safety. • Use logging sheet to keep accurate record of actions taken during the emergency. To include logging sheet of incidents, actions and costs. • Support Emergency Services if and when directed.
AFTER	• Survey residents after the event to gain feedback and check recovery. • Make people aware of health and wellbeing services available to them and how to access them. • Supervise the handback of the EMR. • Draw up lessons learned to feed into the review and adjustment of the Emergency Plan

Leads and contact details: Operations.

Name	Surname	Address	Contact numbers	email

APPENDIX B - Continued

3. Checklist of key tasks for CCPC EMT Communication.

COMMUNICATION - KEY ROLES	
BEFORE	• Manage and maintain all emergency response communications equipment. • Compile and maintain lists of emergency response volunteers and resources. Create 'Telephone Trees' for groups as required. • Organise information to be distributed to volunteers on risk assessment/ safety. • Create a 'grab bag' containing the plan and any appropriate clothing / equipment which may be required. • Consider the preparation of a 'holding' statement to be used in response to enquiries during the early stages of emergency response.
DURING	• Establish and check all means of communication available. • Contact and reassure members of the community during an emergency. • Monitor and prioritise protection /recovery. • Liaise with and inform Statutory Authorities (including Emergency Services) about any vulnerable members of the community. • Support Emergency Services if and when directed. • Record all activities (photograph, camcorder, log sheet) • Communicate the needs of vulnerable people to Statutory Authorities, including Emergency Services, as required. • Be prepared to speak to local and national media. (They will get hold of EMR numbers, and they will keep on calling) • Remind all concerned Do not endanger yourself
AFTER	• Reflection/debrief within the group using records of the emergency. • Draw up lessons learned to feed into the review and adjustment of the Emergency Plan • Care of volunteers – signpost to Welfare Group • Remove signage etc. • Re-charge and replace all communications equipment.

Leads and contact details: Communications.

Name	Surname	Address	Contact numbers	email

APPENDIX B - Continued

4. Checklist of key tasks for CCPC EMT Logistics.

LOGISTICS- KEY ROLES	
BEFORE	• Equip potential community place (s) of safety. • Put a system in place for receiving food / drink and other resources for the rest centres. • Have knowledge of people who may need help and support in the community. • In the plan, check that people are not missed out when an emergency occurs. • List, source (and store) resources in advance of emergency • Create a 'grab bag' containing the plan and any appropriate clothing / equipment which may be required.
DURING	• Manage all logistical aspects of the emergency response. • Arrange and provide basic sustenance. • Coordinate and manage any safe place requirements. • Arrange and support sleeping arrangements if necessary. • Co-ordinate and staff a community place of safety if it is required. • Maintain records of people attending the place of safety • Support and comfort distressed members of the community at the place of safety. • Use logging sheet to keep accurate record of actions taken during the emergency. • Remind all concerned Do not endanger yourself
AFTER	• Survey residents after the event to gain feedback and check recovery. • Ensure that all stores and equipment are resourced and placed back on standby. • Draw up lessons learned to feed into the review and adjustment of the Emergency Plan. • Ensure that all specialist equipment is returned as appropriate. • Manage the closure of any safe places • Manage the hand back of the EMR

Leads and contact details: Logistics.

Name	Surname	Address	Contact numbers	email

APPENDIX C -Resources available in the Parish

Places of Safety		
Name	Location	Contact details / Facilities
Village Hall	East Street	
School	East Street	
Sports Pavilion	West Street	
NT Visitors Centre	A351	
St Edwards Church		
St James Church	Kingston	
Accommodation		
Name	Location	Contact details / Facilities
Hotel 1		
Guest House 1		
Guest House 1		
Guest House 1		
Guest House 1		
Guest House 1		
Pub 1		
Pub 2		
Pub 3		
Vehicles		
Type	Location	Contact details / Facilities
Mini bus		
MPV		
Tractor owners		
Snow plough		
Pharmacy / doctor shuttle		
		Contact details / Facilities

APPENDIX D – Medical Facilities

Name	Location	Facilities
Corfe Castle Surgery		
Defibrillator	1 x Kingston (Scots Arms Outside Corridor).	CCPC owned- access code is C159X
Defibrillator	1 x National Trust Tea Rooms. – Corfe Castle Square.	CCPC owned- access code is C159X
Defibrillator	1 x On the Library external wall facing East Street.	CCPC owned- access code is C159X
Defibrillator	1 x Mead Road junction with East Street– In the telephone box on the corner	Community Heartbeat Trust Defib. access code is C123X
Large First Aid kit (school ?)		

APPENDIX E - Risk identification and mitigation

Emergency scenario	Risk to Community	Mitigation
Flood of Corfe River – blocking the A351	Flooding Main access road blocked	Sandbags. The policy for provision of sandbags and sandbagging depends on the individual district or boroughs' policies. Dorset Council will issue sandbags when an Extreme Rainfall Alert (ERA) or Flood Warning is received to protect private properties from highway and surface water flooding in an emergency. If sandbags are required for businesses, the cost of sandbags and delivery will be charged. sandbags are issued at the Duty Officer's discretion. Dorset Council do not generally collect sandbags after the event. Our local sand bag store is in Swanage https://www.dorsetcouncil.gov.uk/w/sandbags-and-local-flooding-advice? Would quarries provide material to fill sandbags?
Major Train Accident	Risk if train derails where there are people. Risk of fire on train or caused by train.	Close liaison with Swanage Railway and emergency services regarding emergency response contingency plans.
Dangerous gas/oil leak from petro chemical site	Check with Perenco what their emergency scenarios are.	Close liaison with Perenco and emergency services regarding emergency response contingency plans. Shelter in place guidance offered
Pandemic or other major health related incident	Isolated and vulnerable people may require assistance	Activate ERP and manage volunteers if required Provide coordination function for volunteer groups as required.
Major heath or forest fire	Fire spreading to houses Smoke inhalation	Sandbags- where are they located Snow ploughs – do we have any Shelter in place guidance offered

Major Police / criminal related incident	Danger from active shooter	Ensure that any Police messages are reaching the whole parish. Check on vulnerable parishioners. Shelter in place guidance offered
Major weather-related incident	Extreme cold freezing pipes Hypothermia Extreme heat related weather Snow blocking A351	Dorset Council Highways carries out emergency snow clearance. During very heavy, prolonged and county-wide snowfall it is not normally possible to keep all of the precautionary salting routes free from snow - Dorset Highways will focus resources on clearing and treating the priority ploughing network of key north-south and east-west routes. Parishioners with equipment and capability to respond identified
Loss of main line communications	The loss of normal telephone 'land line' or mobile telephones may be related to other, more significant events. The loss of the telephone system in itself may not represent a significant immediate threat other than to those classed as vulnerable within the community.	Loss of Internal Communications – If telephones are affected and road traffic is not moving freely, communications within the community may have to be undertaken through couriers carrying written or verbal messages. Loss of External Communications – Communications outside the community can be maintained by physical contact and by the use of any amateur radios within the community supplemented by any Dorset RAYNET facilities which may be available within or outside the community. Provided that mains or battery power is available these computers should be used to establish and maintain communications links. A list of computers with specific, useful facilities shall be compiled at the start of a relevant crisis. In the event of mains power loss battery-powered radios and car radios can be used for information gathering.

Loss of Other Mains Services	The loss of electricity can have a knock-on effect on all other mains services ranging from heating circuits through cooking facilities to water pumping services.	The situation will be assessed by the EMT at the time and a suitable response made using the resources contained in the ERP.
Environmental		

APPENDIX F - Summary of volunteers, skills and tasks**

This information is restricted i.e. the list should only be held by the EMT lead and is not for general distribution.

VOLUNTEERS

Forename	Surname	Tel	Email/ Postal address	Skills / tasks willing to do
				Pharmacy pick ups for elderly

APPENDIX G – Summary of additional resources **

Resource	Contact person(s)	Telephone/address/email	In an emergency, how could it be used?
Emergency Accommodation			
Vehicle Support			
Power Generation			
Emergency Food Preparation			

APPENDIX H - List of key contacts for emergencies**

CONTACT/ NAME	TELEPHONE	WEB ADDRESS AND/OR POSTAL ADDRESS
Emergency Services	999	
Dorset Police	101	
Fire and Rescue Service	01722 691000	
Dorset Council:		
Emergency only	01305 221000	
Enquiries		
Dorset Highways	01305 221020	24 hour line
Dorset NHS	111	
Water company	0345 600 4 600	Emergency line only
Gas emergency	0800 111 999	
Environment Agency	0345 988 1188	
General Enquiries	08708 506 506	www.environment-agency.gov.uk
Floodline	0845 988 1188	
Power Outage	105	
Perenco	0345 600 4 600 020 7355 9100	Perenco General number for Purbeck (office hours) Head Office (office hours)
Swanage Railway	07850 970026	Frank Roberts Chairman of the Swanage Railway Trust and Director of the Swanage Railway Company Specific station manager names and numbers can be found at https://www.srstaff.co.uk/coronavirus/Volunteer_Update_020620.pdf
Community Group leads		
Church		
Parish/Town Clerk		
Key holders of local places of safety		
EMR		
Sports Pavillion		

APPENDIX I – Vulnerable People**

Date	Time	Information / Decision / Action	Initials

This information is restricted i.e. the list should only be held by the EMT lead and is not for general distribution.

APPENDIX J – Logging sheet

During an emergency, actions taken by the EMT shall be recorded using the following sheet.

Date	Time	Information / Decision / Action	Initials

SHEET NUMBER

APPENDIX K – Suggested Contents of Household ‘Grab Bag’

Communications –

Mobile phone and charger,
Radio and batteries or windup,
Pen and paper

Health –

First aid kit,
medication and spare medication.
Baby food and pet food,
bottled water
sanitary
glasses

Extra Clothing –

waterproofs
Warm clothes

Toiletries –

toothbrush and toothpaste,
towel
sanitary products

Important documents-

passport copies,
insurance documents
bank cards,
landlords details.

Miscellaneous-

Torch and spare batteries
Warm blanket
Bottled water
Canned food / dry food
House keys

DRAFT

APPENDIX M - Civil Resilience Roles and the Dorset County-Wide Structure

1. Resilience: The term 'resilience' in the context of 'civil resilience' means the state of civil preparedness for an emergency and the community's ability to respond to, withstand and recover from the effects of an emergency.

2. Civil Contingencies Act: Significant work has been undertaken by the central Government Civil Contingencies Secretariat, working with a wide range of Governmental and nongovernmental organisations to ensure that the preparation for and the response to potential emergencies across the United Kingdom (UK) are undertaken within a common and agreed structure and to a common standard. The Civil Contingencies Act 2004 (the Act) is the legislation which covers the requirement to prepare for emergencies and places a range of duties on a number of organisations essential to effective planning and response. The Act has replaced the Civil Defence Act and related legislation.

3. Emergency: An emergency is defined under the Act as an event or situation which threatens serious damage to human welfare in a place in the UK or to the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK.

Roles of Organisations Involved in an Emergency

General: This section describes the primary roles of the organisations collectively known as the Category One or Category Two Responders (Cat 1 or Cat 2 responders). The Voluntary Sector has no formal duties placed upon it, but Cat 1 and Cat 2 responders are expected to work closely with that Sector whose various roles contribute to the overall response to a crisis, eg Women's Royal Voluntary Service (WRVS), British Red Cross Society (BRCS), St John Ambulance, Royal National Lifeboat Institution (RNLI), etc.

1. Category 1 Responders: Cat 1 responders comprise the emergency services, Dorset Council, the Environment Agency and elements of the National Health Service (NHS). They are the main organisations involved in most emergencies. They are all required to conduct risk assessments of the likely crises which could occur within their Police Force Area (ie Dorset), to produce relevant generic or specific emergency plans, to be able to warn and inform the public (without unnecessarily alarming them), to have in place plans to enable their customer focussed essential services to be delivered in a crisis, to co-operate with Cat 1, Cat 2 responders and the Voluntary Sector and to share relevant information. General responsibilities are as follows:

- a. **Police:** Normally the Police will co-ordinate all the activities of those responding to a land-based, sudden- impact, emergency. They have a responsibility for saving and protecting life as a priority. They are also required to preserve what is a potential crime scene. They are responsible for establishing and maintaining protective cordons around an incident site. They take the lead in criminal investigation and facilitate the enquiries of other organisations (eg Health & Safety Executive). They are responsible for casualty processing the identification and removal of those who have died in an incident.
- b. **Dorset Fire & Rescue Service (DFRS):** The primary role of the DFRS is the rescue of people trapped by fire, wreckage or debris. They will prevent further escalation of an incident by controlling or extinguishing fires, by rescuing people and by undertaking other protective measures. They deal with released chemicals or other contaminants to render safe an incident site or exclusion zone. They assist the ambulance service with casualty handling and the Police with the removal of bodies.
- c. **South Western Ambulance Service (SWAS):** SWAS co-ordinate the on-site National Health Service (NHS) response. They endeavour to sustain life through emergency treatment at the scene, they determine the priority of release for trapped casualties and will, in conjunction with DFRS assist in decontamination of individuals affected by a Chemical, Biological, Radiological or Nuclear incident. They transport the injured to hospital on the basis of their urgency of need.

- d. Maritime & Coastguard Agency (MCA):** The MCA comprises 2 distinct branches of direct relevance to potential crises: HM Coastguard and the Maritime Pollution Control Unit (MPCU). HM Coastguard's prime responsibility is to initiate and coordinate civil maritime search and rescue (SAR); this role may include the response to assist people in distress from inland flooding. HM Coastguard may assist other emergency services and local authorities by request. The MPCU is responsible for dealing with pollution at sea and, in conjunction with local authorities, for the shoreline clean-up of oil spill and inert or other contaminants.
- e. Local Authorities:** The principle concern of the local authorities immediately following an emergency is to provide support to people in their area. They will cooperate closely with the emergency services in the response phase of an incident and will use their own resources to help mitigate the effects of a crisis on people, property and essential infrastructure. They play a key role in co-ordinating the response from the Voluntary Sector. They also aim to continue to provide their normal support and care for the wider community throughout any disruption. As a crisis moves from response to recovery, so the local authorities will take the leading role in rehabilitation and restoration.
- f. Environment Agency (EA):** The EA has primary responsibility for environmental protection of water, land and air in England and Wales. Its key roles include maintaining flood defences, on certain rivers and coastlines; issuing warnings to those likely to be affected by flooding or environmental damage; the provision of specialist environmental advice; monitoring the effects of, and response to, an incident, to minimise the impact on the environment; and investigating the cause of an incident (if natural rather than criminal).

2. Category 2 Responders: In addition to the Cat 1 responders there are a number of Cat 2 responders; these are the organisations likely to be heavily involved and include the power and telephone companies (known as the utility companies), transport companies and elements of the NHS. Cat 2 responders are required to cooperate and share information with other responders.

3. Armed Forces (Military): The Military may provide unarmed assistance to the civil authorities when they have an urgent need for help to deal with an emergency arising from a natural disaster or a major incident. Assistance is on an 'as available' basis and there are no guarantees that assistance will be given to meet specific emergencies, thus civil plans are not to assume Military support. Any Military response may take time to generate as the Civil Contingencies Reaction Forces (CCRF) are part of the Reserve Forces and require time to mobilise. Requests for assistance will be coordinated by the Police in the response phase of an incident. This tiered method of co-operation and operation, is called 'Integrated Emergency Management' (IEM), helps ensure a co-ordinated approach to multi and single-agency emergency planning, response and crisis management across Dorset.