

NASH EMERGENCY PLAN 2018

This plan has been approved by the undersigned on behalf of Nash Council

Name	Authority/Role	Signature	Date	Holder X
The Chairman of Nash Parish Council	Emergency Team Officer			
The Parish Clerk	Emergency Planning Officer			
Other Parish Councillors as nominated by the Chairman from time to time	Emergency Team Members			

Issue	Date	Pages Revised	Comment
Issue 1	December 2007	All	First Issue
Issue 2	October 2008		
Issue 3	October 2009		
Issue 4	June 2011		
Issue 5	September 2018		

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NASH PARISH COUNCIL COMMUNITY SELF HELP PLAN

Introduction

This plan is designed to provide a framework to ensure an effective and robust approach to managing a major incident that may threaten the safety and welfare of the community, livestock and/or premises.

Definition of a Major Emergency/Incident

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 organisation as part of their normal day-to-day activities.

Types of Potential Major Emergency/Incidents that may impact our community are:

- Flooding
- Major Accidents/toxic spills
- Severe Weather (<http://www.metoffice.gov.uk/barometer/get-ready-for-winter/blog/get-ready-for-winter-launch-blog>)
- Fire/Building Collapse
- Explosion
- Total/Partial Loss of Main services (Electricity/Water/ Telephone)
- Pandemic health issues e.g. swine flu

1. Aim of the Plan

The aim of this plan is to provide a self help response during any emergency affecting the community, when the normal emergency response provided by the emergency services and local authorities has been delayed or overwhelmed due to the scope and the nature of the emergency.

2. Objectives of the Plan

Identify the risks to the community and take action to mitigate/reduce them

Identify vulnerable people in the community and develop plans to assist/protect them

Identify resources in the community available to assist during an emergency

Provide key contact details for the Emergency Management Team, Key Community Resources, the Emergency Services and Local Authorities

3. The Emergency Management Team

In the absence of the emergency services, the Emergency Management Team will lead the community response and act as central point for information and communication for the community, emergency services and local authorities.

Emergency Management Team

The Chairman of Nash Parish Council			
The Clerk to Nash Parish Council			
Such other Parish Councillors as are nominated by the Chairman from time to time			

4. Notification of an Incident

If a member of the public becomes aware of a serious incident happening or threatening to develop, as well as informing the emergency services via 999, please contact one of the Emergency Management Team members above as soon as possible. Give them the following information if it is safe to ascertain it:

- Your name
- Your contact number
- Full details of the incident
- Exact location
- Emergency Service requested
- Estimated casualties
- Hazards and road blockages

5. Activating the Plan

Depending on the circumstances the Emergency Management Team may call a community meeting to establish if there is a need to activate the community self help plan. If so, a member of the Emergency Management Team will contact Aylesbury Vale District Council and inform them that the plan is being activated. See Activation Checklist for Emergency Management Team members at Appendix 'A'.

6. Emergency Accommodation

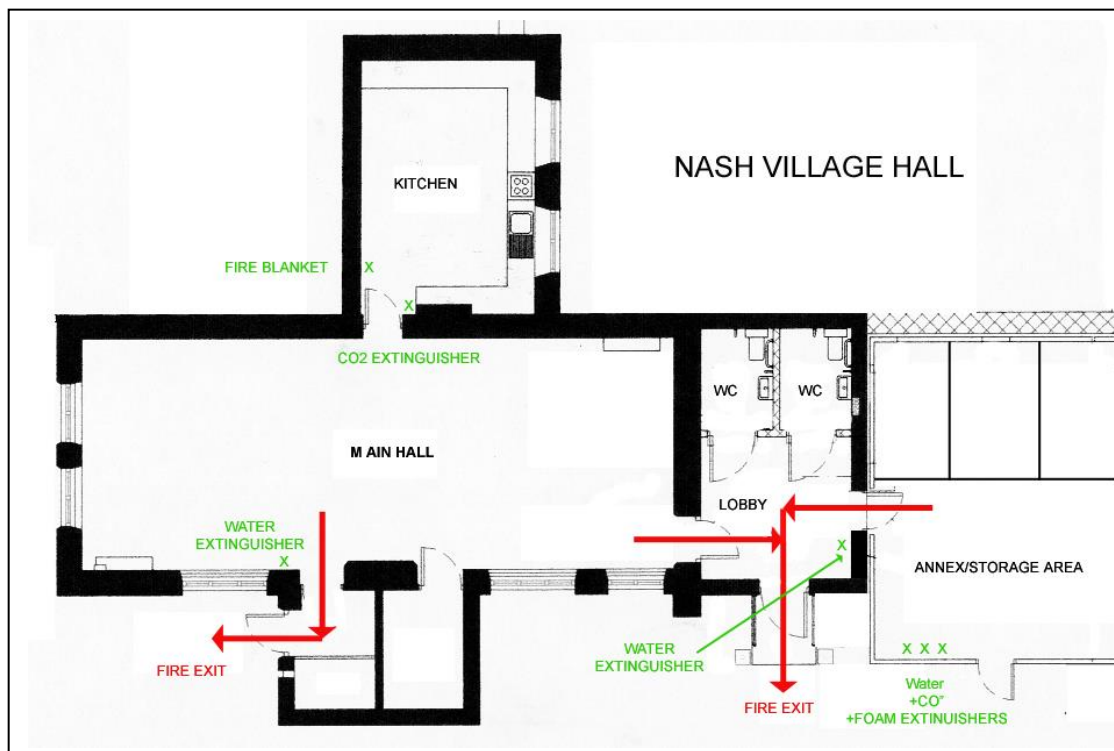
Premises	Role during a major incident	Key Holder	Contact
Village Hall	Control Centre	Village Hall Committee members	
All Saints church	Rest Centre	Members of the PCC	

7. Community Members Requiring Assistance

Vulnerable Register

Details of any residents in the village who may require assistance in the event of emergency together with details of those who may be available to assist them should be provided to Emergency Management Team.

8. Parish Hall – Control Centre Layout & Facilities



Facilities		
• Hall	• Toilets	• Tables & Chairs
• Gazebo 9 metres	• Gazebo 3 metres	• Fire Extinguishers
• Electric Heating – including storage heaters		
• Kitchen with electric cooker, fridge, dishwasher, urn, kettles, crockery, cutlery		
• Youth entertainment equipment		
• Community defibrillator (located outside main entrance)		

9. All Saints Church – Rest Centre Layout & Facilities

Facilities

Pews

Fire Extinguishers

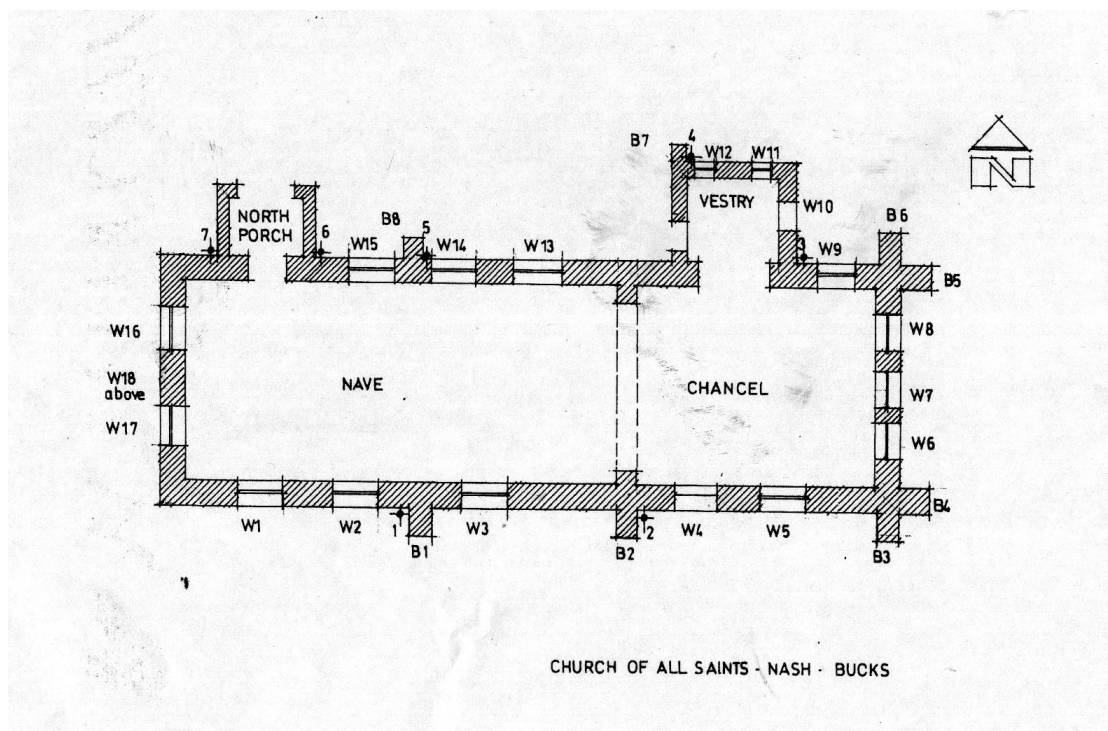
Tables

Kneelers

Electrical heating

Cups; tea urn

Piano, organ

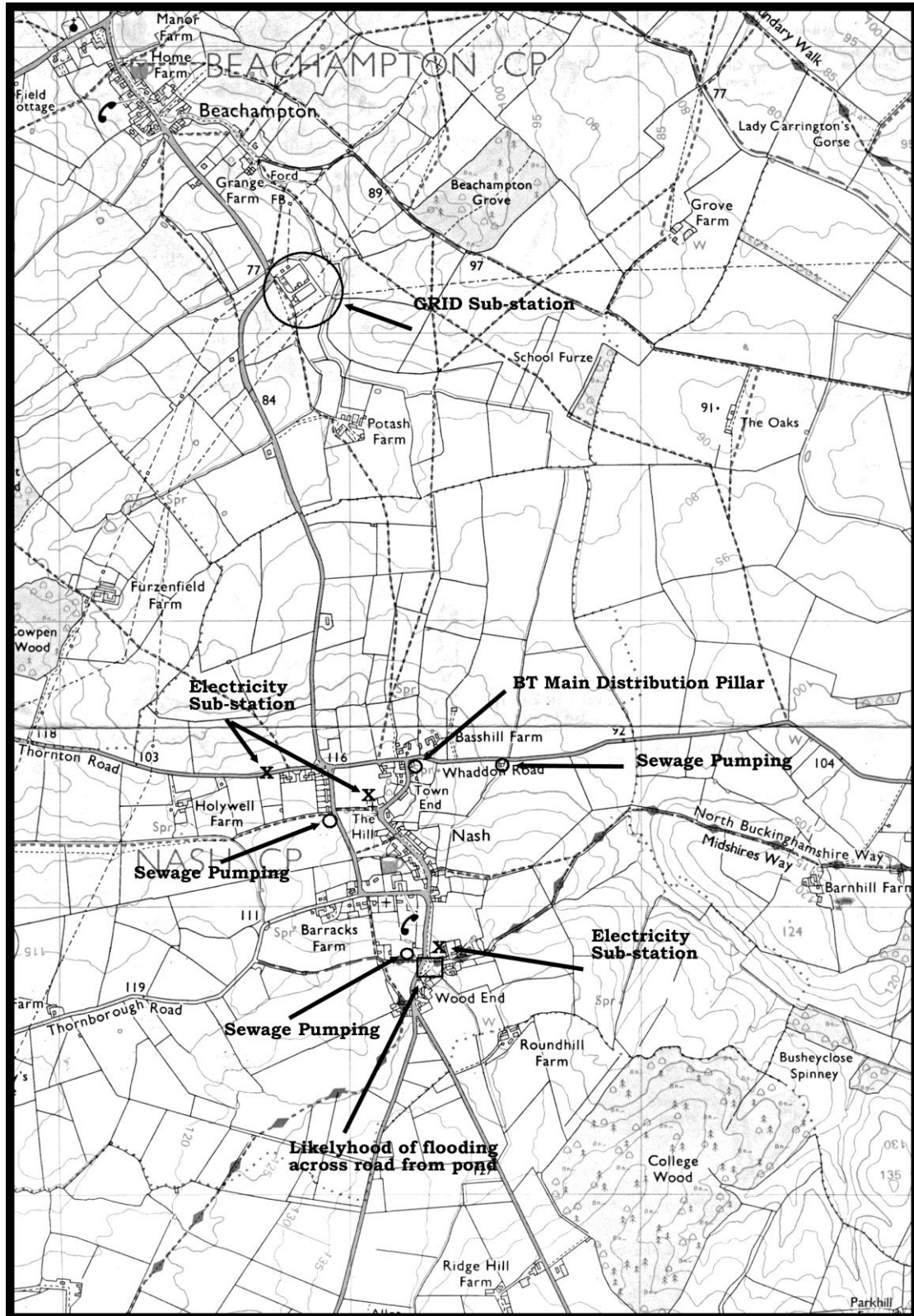


10. Communication Plan

Type	Where Available
Written	Updates will be placed on the following notice boards; - Village Hall - High Street - Winslow Road, near the village pond - Whaddon Road, by the allotments - Delivered door to door when possible
Verbal	Community Meetings/Briefings Delivered door to door when possible

11. Map Identifying Potential Local Hazards

Note in viewing the map below there are no longer public phones in either Nash or Beachampton.



Appendix 'A'

REMEMBER TO TAKE ALL REASONABLE STEPS TO AVOID CAUSING HARM TO YOURSELF AND OTHERS.

EMERGENCY ACTIVATION CHECK SHEET		
	Action	Complete
1.	Dial 999 and ensure the emergency services are aware of the emergency and follow any advice given	
2.	Contact and inform AVDC	
3.	Start keeping a log (copy attached at Appendix 'B') and record: <ul style="list-style-type: none"> • Any decisions you have made • Action taken • Who you spoke to and what you said • Any information received • Date/time 	
4.	Contact other members of the Emergency Management Team and members of the community that need to be alerted; <ul style="list-style-type: none"> • Those specifically at risk • The Parish Council via the Parish Clerk • Volunteers and key holders as appropriate 	
5.	If necessary, call a community meeting but ensure the venue is safe and people can get there easily	
6.	Make sure you take notes and record actions from the meeting. If a decision is reached to activate an Emergency Plan remember to follow the appropriate check sheet e.g. Appendix C	
	FORM COMPLETED BY:	

Appendix B

INCIDENT LOG		
Log Keeper:	Incident:	Page 1 of ...

Date	Time	Event	Action

Appendix C

Incident Check Sheet

	EMERGENCY ACTIVATION CHECK SHEET Power Cut	
	Action	Complete
1.	Establish the extent of power failure by; - calling other members of the Emergency Management Team and key resource contacts to see if they are affected and to what extent	
2.	Call Power Source to establish the cause and likely length of time that the power is likely to be off	
3.	Brief the Emergency Management Team and key resource volunteers and ask them to notify their immediate neighbours and establish if anyone needs assistance	
4.	Contact other the people on the Vulnerable register and check they are okay and do they need assistance – give them a status report and remember to stay in touch with them	
5.	<p>If the power cut is going to be an extended event, consider whether there is a need to activate the rest centre. Discuss the situation with other members of the Emergency Management Team and members of the Parish Council and consider whether or not it is safer for people to remain in the comfort of their own homes. (For example if the power cut is in the middle of winter and it is freezing, the rest centre may be a safer option if portable heating is available). If the decision is taken to activate the centre, Notify;</p> <ul style="list-style-type: none">• AVDC• Local Radio Stations• Key holders• Key resources and Equipment holders	
6.	Remember – Keep a log of all incoming/outgoing calls and any action taken and be prepared to brief the Emergency Services/Local Authority upon their arrival and work with them	