



South  
Cambridgeshire  
District Council

# Emergency Planning Guidance Notes

[www.scambs.gov.uk](http://www.scambs.gov.uk)



# Introduction

**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 wholly be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.**

Although there is no statutory responsibility for communities to: plan for, respond to, or recover from emergencies, it is good practice to identify potential hazards and make simple plans on how they could respond to them.

The emergency plan template has been developed to provide a resilience strategy for the community in South Cambridgeshire in the pre-event phase or early stages of an emergency.

## Why create a parish emergency plan?

To help your community cope with a disruptive event, particularly if the emergency services are overloaded.

- Reassure your community and give confidence to your parish
- Organise and co-ordinate your community response to an emergency
- Provide your community and the services with a local point of contact and assistance
- Help keep your community informed so people know what to do and are able to respond, especially in the first critical hours following an incident
- Help those that are vulnerable by providing care, support, information or practical help
- Represent the community and assist with community recovery

## How to make a start on your emergency plan;

- Create an Emergency Plan Committee/ Working Group – key people in your community who will represent it in an emergency\*
- Fill out the SCDC Parish Emergency Plan Template Provided

### \* How to recruit for the committee and key components of the emergency plan:

- Via Parish meetings, local knowledge, local notice boards, word of mouth
- Advertising in local media e.g., parish publications, local newspaper etc
- Advertising on parish social media platforms
- Researching agencies and asking them directly

# Filling out the SCDC Emergency Plan Template:

## 1 Plan Distribution List

This will be the list of people organised in creating/updating and carrying out the Emergency Plan. This list will need to include South Cambridgeshire District Council Emergency Planning Officer, Paul Parry, paul.parry@scambs.gov.uk, 0844 736 8591.

## 2 Revision List

This needs to be completed each time an amendment is made to the plan.

## 3 Local Risk Assessment

This is a list of things that you might want to consider, it is by no means exhaustive and may not apply to your parish.

### Possible events include:

- Flooding\*\* and severe weather events: high winds, snow, heatwave
- Blocked Ditches, infrastructure failure, e.g. bridge collapse, building collapse
- Major Fires, explosions, gas leaks
- Hazardous Vapour release (consider nearby businesses and waste disposal sites)
- Major incident on railway line, airfield, airplane crash, major road accident
- Sustained electricity, water and/or gas failure
- Petrol explosions
- Disease epidemic: human / animal

\*\*To obtain flooding risk for your area use The Environmental Agency Website, This will give you information on the risk of flooding from rivers or the sea, flood risk of surface water, and flood risk from reservoirs. This will require a postcode, once this is submitted the site will produce a map which details flooding risks in your area. The map will also detail major road details and larger key locations, which will be helpful in your emergency planning.

<https://flood-warning-information.service.gov.uk/long-term-flood-risk>



If you are at risk from floods you can sign up to get warnings in England, this is a free service;

<https://www.gov.uk/sign-up-for-flood-warnings>



Consider what local skills and resources you have in your community to hand:

## 4 Local Skills

Paramedics  
Doctors  
Nurses  
Trained First Aiders  
Pharmacist  
Radio Amateurs  
Electricians  
Builders  
Vets  
Interpreters, for non english speaking groups  
Farmers



## 5 Resources Assessment\*\*\*

### Communication

Radios, amateur radios, Walkie talkies  
Telephones mobile and land line, including chargers

### Transport

4 x 4 wheel drives  
Cart and horse  
Minibuses  
Inflatable boats/boats for flood situations

### Services

Pharmacy – meds to elderly/vulnerable in community if roads or access blocked  
Doctors Surgery  
Water/Food Supplies, local shops  
Vets

### Equipment

Emergency Box, wind up torches, battery torches, head torches, street map, copy of the emergency plan, paper and pens  
Register of electors  
Blankets, bedding  
Industrial machinery, tractors, chainsaws  
Sandbags, shovels, snow chains, fire extinguishers  
Building materials: tarpaulins etc.  
First Aid Kit/ Defibrillators  
Generators  
Hi-Vis Jackets



\*\*\*Please note, the resources list is not a list that needs to be purchased, it is a list that you would at least need to know where to obtain from. For example, as a parish you do not need to purchase sandbags but you should have the knowledge on where to obtain them from, for example the local hardware store.



## 6 Key Locations

Are communal places of safety for evacuation\*\*\*\*

Sports Clubs, e.g. bowls club,  
Community Centres  
Church/ church hall  
Primary & Secondary Schools, Colleges  
Pavilions  
Village Hall  
Hotel, B&B's  
Large Supermarket, Business Park Buildings, Warehouses

\*\*\*\*Consider how you would gain access to building/buildings in an emergency (list the key holders and contact details) and the capacity of the building, and facilities available in the building, i.e. toilet and kitchen facilities.

## 7 Emergency Contact List

List of individuals that would be involved in the emergency, made up of your volunteers.

## 8 Telephone Tree

The phone tree works as a pyramid, with the co-ordinator at the top making the first call or two or more people. In turn, they call an assigned set of people and so on, until the tree is complete. If anyone is not answering, bypass them and carry on down the tree.

*A Telephone Tree Template has been included in appendix 1 of the emergency plan template.*

## 9 List of Community Organisations

This may be helpful in identifying vulnerable people or communities in an emergency.

St Johns Ambulance  
Salvation Army  
Neighbourhood Watch  
Youth Club  
Animal Welfare, RSPCA, DSFRS large animal rescue  
Parish Council  
Scouts  
Radio Club e.g. radio Cambridgeshire  
Red Cross  
Pubs  
Aged groups / Mobile Warden Schemes  
Community transport  
Hospitals, Local Doctors  
Utilities - Water Companies etc.  
Electricity Emergency Service and Supply Failure







## 10 Activation Triggers

A call from the emergency services to the Community Emergency Coordinator will trigger calling a meeting of the Emergency Committee.

The community may decide to activate the plan, if the emergency services are unavailable.

## 11 First Steps in an Emergency

1. Call 999 (unless already alerted).
2. Ensure you are in no immediate danger.
3. Call the telephone tree and meet to discuss the situation.
4. Establish a base at the Parish Office, if able to.
5. Put up posters on the notice boards and alert the village via all possible sources of communication including social media if available.

## 12 Draft Community Emergency Group First Meeting Agenda

This example has been included so that you as a parish can have a go at what you would do in a practice emergency event.



### Actions agreed with Local Authority in the Event of an Evacuation

There is no need for you to action this at this time. Scams will review your emergency plan once completed and will make agreements where applicable for the use of any buildings or resources.





## Other things you may want to consider:

- Consider your vulnerable groups, children, elderly, and adults with disabilities. Have a list of these. For Priority evacuation
- Links to neighbouring parishes, can you share skills and resources?
- Child minding facilities (list of nurseries, preschools that would help), if able adults with children can assist in a emergency
- Tea & Sympathy team
- Liaising with local businesses and ensuring they have all their electronic data backed up and they are covered by insurance [www.scamb.gov.uk/business-continuity](http://www.scamb.gov.uk/business-continuity)
- Volunteers team to do door to door or evacuation
- Promoting your emergency plan

To ensure the Parish Emergency plan is up to date and fit for purpose it should be reviewed on an agreed frequency (i.e. every 6 months, every 12 months).

**This is your plan; keep it simple but effective, it is the key to helping your community should an emergency arise.**

**Please ensure that you send a copy to SCDC so that we can store it and refer to in an emergency**





For further information please contact:  
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