Gretton Community Resilience Plan

Title: Gretton Community Resilience Plan

Date: April 2023

Author: Gretton Parish Council

Version: 1.0

Version	Date	Description
V0.1	March 2023	Working Draft
V0.2	March 2023	2nd Draft
V1.0	April 2023	1st Final Version

Approved by:

Title	Name	Signature	Date

Review Date:

Review	Date	Name

General Introduction

The overarching piece of legislation in relation to Resilience within England and Wales is the Civil Contingencies Act (CCA) 2004. Link: https://www.legislation.gov.uk/ukpga/2004/36/contents

The CCA sets out the responsibilities of statutory bodies, known as Category 1 responders (Police, Fire Service, NHS, Local Authority, Environment Agency, Health Security Agency etc.) and some non statutory bodies known as Category 2 responders (Utility companies, Railway companies, Highways Agency etc.) in relation to assessing risks and preparing emergency plans. This is done via Local Resilience Forums (LRF's), a partnership of Category 1 and 2 responders within an area which are based on Police Force boundaries. As such the local LRF is the one that covers the County of Northamptonshire.

It is important to note that Parish Councils are neither category 1 or category 2 responders and as such have no statutory responsibility however, due to their unique position of having local knowledge and resources and being able to act quickly they can play an important role in supporting both the community and statutory responders in the event of an emergency.

To support the CCA, the Government periodically publishes further guidance. In December 2022 the Government published the "UK Government Resilience Framework" which sets out how it intends to organise and operationalise resilience across the UK post COVID pandemic.

Link to the Resilience Framework: https://www.gov.uk/government/publications/the-uk-government-resilience-framework

The Framework recognises that in order to become a more resilient society everyone has a role to play, from the individual, communities up to the Government themselves.

To achieve this the Framework has three main Objectives:

- A developed and shared understanding of the civil contingencies risks we face
- Prevention rather than cure wherever possible
- Resilience is a 'whole of society' endeavour

These three objectives provide an opportunity for the Parish Council to assist in building resilience locally making the Village and its residents more resilient to a potential range of hazards and risks.

By preparing a Community Resilience Plan, the Parish Council is putting arrangements in place to mobilise local resources in the community to support residents during an emergency. This could be helpful as it could be some time before responding organisations are able to offer assistance, especially if other locations are also affected.

By planning, the Parish Council will be able to provide key assistance in coordinating local response activities. This plan identifies the risks within the community and draws together contact and resource information to enable support to be mobilised during an emergency.

This plan will be used during an emergency when there is a threat of disruption or a degree of risk to the safety and wellbeing of local residents. The activation of the plan will occur before, during or after the emergency services have been alerted and involved, and its operation will be aligned to and in support of the emergency services. The Community Resilience Plan is designed to support the work of the statutory emergency responders, not replace it.

Part 1 – General Information

Purpose of the plan

Aim

The aim of the community resilience plan is to increase short-term community resilience in response to an emergency occurring in the local area and to assist with the recovery from that emergency. This plan has been designed to enable the Parish Council to identify the immediate actions they should consider during an emergency. It is not to replace the emergency or statutory services but to take action prior to their arrival and to support them where necessary. These actions may assist the community in reducing the negative impacts an emergency can have until further assistance has been received.

Objectives

- To identify hazards and potential risks to the community.
- To enable the community to take action before an emergency occurs in order to mitigate its impact on the community.
- To enable the community to respond effectively to an emergency that occurs within the local area.
- To identify vulnerable people within the community and provide assistance where required and possible.
- To identify resources and key contacts within the community that can help before the arrival of any statutory services and also assist the emergency services and local authority in the response to an emergency.
- To provide, wherever possible, information to the community in relation to the emergency and provide updates where possible.
- To assist with recovery efforts after the emergency has been resolved.

Distribution

The plan will be held by:

The Chair of the Parish Council

The Deputy Chair of the Parish Council

The Clerk to the Parish Council

Roles and Responsibilities

The Parish Council and other involved local bodies are committed to delivering this plan for the benefit of residents in the parish. However, it should be borne in mind that this support is to be delivered by local volunteers. Those volunteers delivering the plan will thus endeavour, subject to their skills, abilities and availability, to take all reasonable measures to achieve the plan objectives. However, volunteers are not emergency responders and as such should not put themselves at risk in doing so.

The role of the Parish Council is initially to use reasonable endeavours to ensure that the emergency services have been alerted to a potential community emergency and to establish communication with the North Northamptonshire Duty Emergency Planning Officer (EPO). Once the emergency services have been alerted, to use reasonable endeavours within the constraints of what is possible under the individual circumstances, to provide obtained information to those bodies to help them establish the nature and scale of the emergency. The Parish Council will help the emergency services to identify

who is impacted. It is not the role of the Parish Council to provide services to resolve the emergency above those aspects covered above.

As far as the Parish Council is able and aware of the issues at the time, they will communicate information regarding the nature and implication of the emergency to those potentially impacted in the area and to pass on any instruction, information or requirements as provided/required by the emergency services.

After the event to liaise with the parties involved e.g. residents and emergency services and any other involved stakeholders to learn from the experience and determine what worked and what can be improved.

To assist the local authority in regard to recovery from the emergency to ensure that the community and residents are able to return to some kind of normality after the emergency services have departed. Note – Recovery is a Local Authority (North Northamptonshire Council) responsibility.

To maintain and update the plan based on latest requirements, learned lessons, changes of contacts etc and good practice.

Scope

This Resilience Plan has been developed to support emergency response to community wide major incidents rather than individual household issues or issues that can be characterised as "day to day" or "normal" events i.e. Snow or cold weather that lasts a couple of days. Incidents that do not fall into the category requiring the activation of the resilience plan may still require some kind of action to be taken, such as checking on neighbours etc. however this should be done under the guise of being a "good neighbour" as opposed to an emergency response.

A community wide event can be characterised as:

- An event that typically affects multiple households, associated with residents, their properties, access to them or the services they use.
- Typically requiring the engagement of multiple emergency services/statutory services such as Police, Fire Service, utilities or Local Authority emergency response.
- Being beyond the capacity of any one household to resolve.
- Been caused by an event from outside the property. E.g. flood water entering from outside the property.

It does not include:

- Individual households e.g. storm damage unless there are some extenuating circumstances, e.g. the people impacted are classed as vulnerable; the cause is by circumstances out in the wider community environment.
- Poor weather that lasts a few days.
- Health matters unless so required by the emergency services.
- General short-term operational failures to access utilities or services e.g. typical power cut.

Resources

In order to be able to provide the most effective assistance to the community in times of an emergency the Parish Council will rely on local residents, organisations and businesses to be able to provide resources in the shape of skills, vehicles or equipment that may assist in the response effort. Should anyone feel they can provide any of these they should contact the Parish Council who will endeavour to keep a register and contact details. It may be that additional support is also requested at the time of an emergency via various routes i.e. Social media etc.

Hazards and Risks

The terms "Hazard" and "Risk" can sometimes cause confusion, therefore they are defined below.

Hazard = Something with the potential to cause harm

Risk = The likelihood of the hazard occurring X The severity of the impact should it occur

The Local Resilience Forum for Northamptonshire prepare a Community Risk Register (CRR) for the County, which is derived from the Governments National Risk Assessment and is updated periodically. The CRR outlines the hazards and risks most likely to occur in the County and also has advice to the public as to what they can do to help prepare.

This can be found via the following link
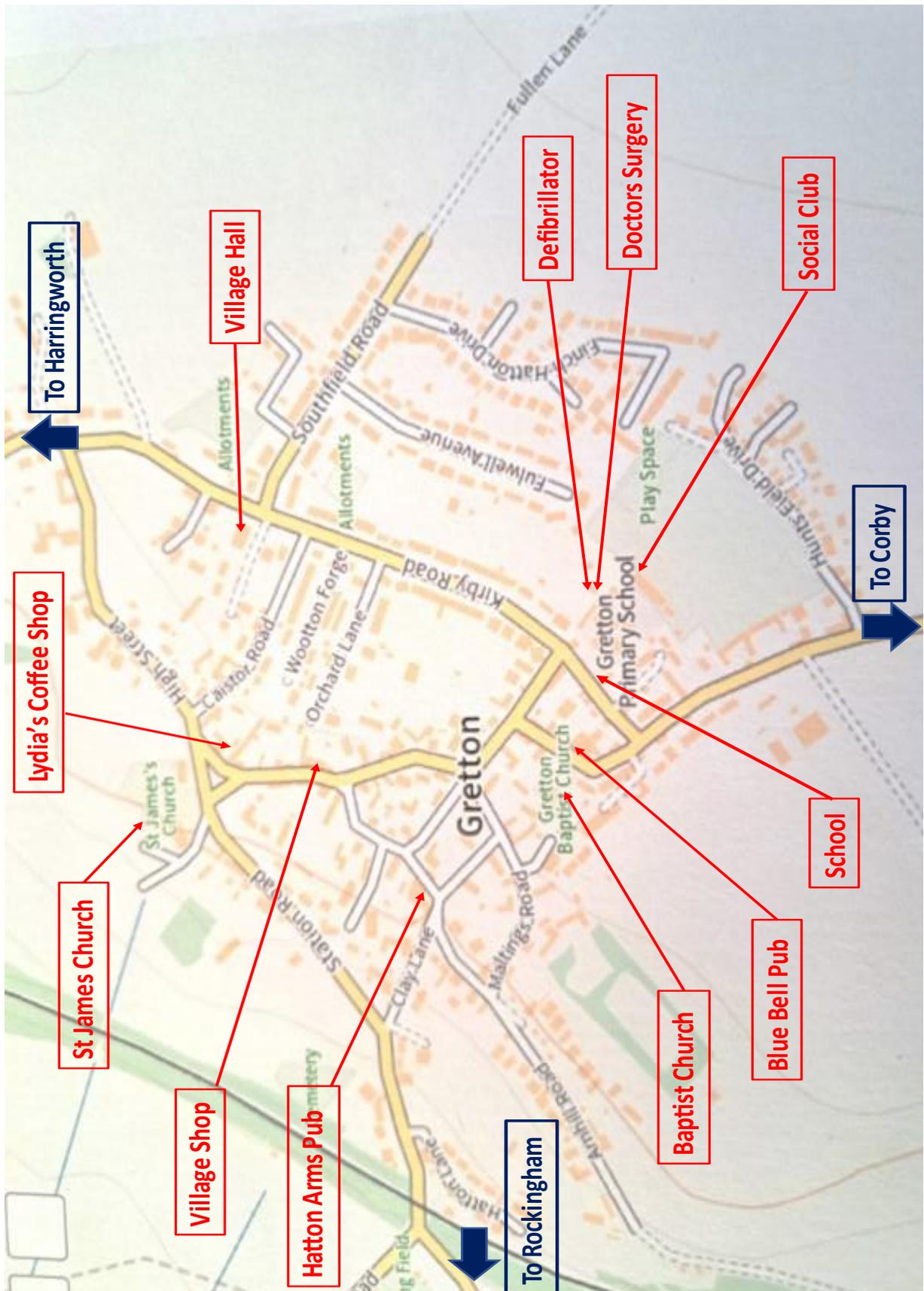https://www.northnorthants.gov.uk/emergencies/community-risk-register

Not all of these risks will be pertinent to Gretton and there may be additional hazards and risks locally that may need to be taken account of.

The table below outlines the typical hazards and associated risks and impacts that <u>could</u> occur locally to some extent or another:

Hazard	Risk - Possible Impact on the Community
Severe Snow or Ice or sustained cold weather	➢ Housebound/vulnerable residents unable to obtain essential supplies ➢ Vulnerable residents unable to receive medical/care visits ➢ Access to village via road/rail disrupted ➢ Hazardous road conditions ➢ Residents unable to get to/back from work or school
Flooding (including burst water mains, surface water flooding due to heavy rainfall, overflowing drains etc)	➢ Potential road closure ➢ Vulnerable residents unable to receive medical/care visits ➢ Displacement of local residents / Homelessness ➢ Flooding of local streets ➢ Access to the village ➢ Residents unable to get to/from work or school ➢ Flood inundation ➢ Damage to properties and infrastructure ➢ Sanitation issues ➢ Potential drowning ➢ Power failure – loss of light and/or heat ➢ Environmental damage/ habitat loss
High Winds	➢ Potential disruption to services/road closure/access to village ➢ Structural damage to buildings & properties ➢ Power/Communication lines failure and supply can be affected ➢ Urgency to make property secure and safe

	➢ Potential evacuation of residents ➢ Vulnerable residents unable to receive medical/care visits
Heatwave (Sustained hot weather)	➢ Housebound/vulnerable residents unable to cope, risk of extreme dehydration ➢ Road conditions deteriorate ➢ Numerous Fire in the open – Crops, Grass etc.
Air Pollution	➢ Requirement to keep residents indoors ➢ Environmental damage ➢ Potential to cause water pollution and contamination
Interruption of Utilities (Gas, Electricity/Water)	➢ Loss of heating/lighting/communications etc ➢ Vulnerable residents unable to heat home/cook etc ➢ Vulnerable/housebound residents unable to obtain essential supplies
Disruption of Communications including telephone, mobile signal, internet access and Wi-Fi	➢ Housebound/vulnerable people unable to contact others ➢ Lack of communications during an emergency ➢ Can cause significant disruption to businesses ➢ Can cause significant disruption to people working from home
Major Traffic disruption in wider local area	➢ Increased traffic through village creating additional traffic hazards ➢ Residents unable to get to/from work or school ➢ Residents unable to receive medical/care visits ➢ Potential damage to roads/vehicles in village
Subsidence/ Structural damage to Buildings and Residential Properties	➢ Displacement of local residents/homelessness ➢ Structural damage to buildings and residential properties ➢ Power failure/loss of utilities
Chemical Spill, Explosion, Gas, Oil, Pipeline or Fire	➢ Potential road closures ➢ Air Pollution ➢ Contamination of watercourses/air pollution ➢ Damage to property and infrastructure ➢ Evacuation/trauma ➢ Influx of media ➢ Fatality and injury
Train crash/derailment	➢ Fatalities ➢ Potential road closures ➢ Evacuation/trauma ➢ Influx of media ➢ Homelessness

Map of Village showing location of significant Buildings/Resources & main access routes

To Harringworth

Village Hall

Defibrillator

Doctors Surgery

Social Club

To Corby

Lydia's Coffee Shop

St James Church

Village Shop

Hatton Arms Pub

To Rockingham

Baptist Church

Blue Bell Pub

School

Part 2 – Operation of the Plan

Activation

National Alerts

In 2023 the Government is instigating a new National Emergency Alert System. The system will be utilised to warn people of a life-threatening event. This includes floods, wildfires or severe weather events. The alerts will only be activated by the Emergency Services or Government departments with responsibility for dealing with emergencies. The alerts will automatically cause your mobile phone or tablet to vibrate and sound a siren (even if it is on silent) for around 10 seconds, it will also read out the alert. A message will also appear with either a phone number or link to the Gov.uk website where more information can be found. More information on the Government alert system can be found here https://www.gov.uk/alerts

Local Activation

The village resilience plan will only be activated by those who have been authorised to do so. The individuals with authorisation will have been agreed by the Parish Council previously and all relevant parties made aware who they are.

Once a decision has been taken to activate a message should be conveyed to all volunteers via the WhatsApp group and the appropriate Village social media sites. The message should include information as to the emergency, the location and where Volunteers are to meet and at what time.

Once activation has taken place volunteers available should make their way to the meeting point to be briefed and have tasks allocated. This will ensure a coordinated response.

In certain circumstances it may be decided that proactive action takes place that will assist in mitigating the effects of a situation where advanced notice has been possible. This is most likely with weather related events i.e. advance warning of heavy snowfall or a prolonged cold or warm spell. In this instance it will be possible to check on those in the village who may be vulnerable in these circumstances to ensure they have what they need before the onset of the weather.

Immediate action

One activation has taken place the following immediate actions are likely to be required:

1) Pass Information to the Emergency Services (if not already taken place).
2) Ensure that volunteers have been contacted and meeting/briefing set up.
3) Establish Contact with the North Northamptonshire Council Duty Emergency Planning Officer. This may be via phone (number listed in plan in useful numbers section) if they are not on site.
4) Establish accurate information, as far as can be ascertained.
5) Brief volunteers and decide on priority actions e.g.:
   a. Assist with First Aid
   b. Assist Emergency Services – fetching/carrying etc.
   c. Open rest centre

Likely tasks

It will also be necessary to communicate with statutory responders during an event. As far as the Parish council is concerned this is best done via the Local Authority Emergency Planning Officer if on scene. If they are not on scene then one person should be designated as a point of contact for the emergency/statutory services.

Local residents will also want to be kept up to date during an emergency situation. Regular updates as far as they can be obtained will avoid residents seeking information themselves. To do this various methods should be considered including utilising social media and advising residents to tune in to local radio.

During an emergency the tasks most likely required to be a carried out by the Parish Council/Volunteers include:

1) Checking on Vulnerable residents affected
2) Assisting with first aid under the guidance of the Ambulance service
3) Assisting Emergency Services with evacuation
4) Opening of a rest centre
5) Providing assistance to residents
6) Communications – keeping residents updated
7) Liaison with Emergency Services and Local Authority
8) Sourcing Vehicles/Equipment/Skills that could be utilised by the emergency/statutory services to assist with. the emergency

Once on scene the Parish Council and Volunteers will be working under the auspices of the North Northamptonshire Duty Emergency Planning Officer who is the person with the statutory responsibility from a local authority perspective. As such it will be they who form part of any Multi-Agency Command team on the scene of any emergency. Therefore, early liaison and agreed communications channels with them will be essential in order that the actions of the Parish Council and Volunteers support the overall plan.

Rest Centres

In order to assist residents at the time of an emergency it may be necessary to set up a rest centre. This would usually be the responsibility of North Northamptonshire Council through the Emergency Planning function, however the Parish Council with their local contacts and resources are likely to be able to act more quickly even if it is to set something up on a temporary basis.

A rest centre gives residents somewhere to go to find immediate shelter and also things like food, drink, blankets, spare clothing etc. and provides a central point where additional help can be provided as required. It is important that the rest centres have appropriate facilities such as toilets, electricity, gas, water, heating and basic cooking facilities (kettles etc.).

Where a rest centre is utilised it will be important to keep a log of residents who utilise it as the emergency services may require the information in order to account for people if required.

To facilitate this suitable buildings should be sourced where a rest centre can be established in times of an emergency. This may differ depending on the location of an incident and the number of people requiring assistance.

Rest Centre Locations for Gretton are:

Gretton Village Hall – Kirby Road

Gretton Primary School – Kirby Road

Gretton Sports and Social Club – Gretton Recreation Ground

St James the Great Church – Station Road

Gretton Baptist Church – High Street

Lydia's Coffee Shop – High Street

Command Post

It may be that the Parish Council need somewhere to meet in order to coordinate its response to an emergency. This should not be in the same location as the rest centre.

Emergency Services may also require a command post to be set up in the Village. This may be a mobile unit of their own. However, it may be that they also require access to a building.

Therefore, it may be that access to more than one building is required within the Village at the time of an emergency dependent upon its scale.

Messaging

Emergency services/Responders including Local Authorities work to a set of procedures during emergencies known as the Joint Emergency Services Operating Principles, JESIP for short. While there is no expectation that the Parish Council will have detailed knowledge of this it is useful to understand how, what and in what format, information should be passed to the emergency services.

To do this, the acronym ETHANE should be used to pass information to the emergency services/Local Authority. Note there is a JESIP App that can be downloaded with useful guidance on JESIP including ETHANE.

Format of information message to responders:

E – Exact Location of Incident/Emergency

T – Type of Incident/Emergency

H – Hazards present

A – Access to the scene

N – Number and severity of casualties

E - Emergency Services required or already in attendance

Communication

During an event it will be important that those volunteering to assist can communicate with each other, as this will ensure a coordinated response and ensure that volunteers are being utilised in the most effective way. This is best done via mobile phone or messaging applications such as WhatsApp, therefore an up to date list of numbers for volunteers will need to be collated and a log of who is active at the time of an emergency kept up to date. It is also suggested that a WhatsApp group of volunteers is set up and maintained on an ongoing basis.

Stand Down

At an appropriate point a decision will need to be made as and when to stand down the local Parish Council response. This decision should be taken in consultation, usually with the lead local authority Emergency Planning Officer, by the person designated as the lead for the Parish Council for the event in question. Once taken the decision should be communicated to all those involved working under the auspices of the Parish Council response.

Once a response has been stood down a decision and arrangements will need to be made as to assisting with the recovery effort including the replenishing of parish council stocks and equipment.

Even after an emergency has been stood down, it may be that some residents still require support.

Useful Contact Numbers

Organisation	Contact Number
Emergency Services – Police/Fire/Ambulance	999
North Northants Council switchboard & out of hours number	0300 126 3000
Electricity (National Grid)	0800 6783 105
Gas (British Gas)	0800 111 999
Water (Anglian Water)	0800 771 881
BT Openreach	0800 023 2023
Doctors Surgery (Uppingham)	01572 823 531
Highways (North Northants Council)	0300 126 3000
Network Rail Emergency Number	03457 11 41 41

Appendices/Templates

1) **Sample Local Strategy**

The priorities for the Village Emergency Team/Parish Council are to:

1) Save Life
2) Prevent Injury
3) Protect and look after the Vulnerable
4) Provide Emergency Shelter & Provisions (Food, Clothing etc)
5) Communicate with Emergency Responders/Local Authority/Utilities etc
6) Provide information to Community
7) Assist statutory Agencies
8) Assist with recovery

2) <u>Sample Meeting Agenda</u>

Date:

Time:

Location:

Attendees:

1) Confirm Parish Lead for the emergency?
2) What is the current situation? Gather information using ETHANE format.
3) Have the Emergency Services been contacted, are they on scene?
4) Has contact with the Duty Emergency planning Officer from North Northamptonshire Council been established?
5) Location of the emergency. Identify if it is near:
    a. a school
    b. a vulnerable area
    c. a main access route
6) Type of emergency:
    a. is there a threat to life?
    b. Is there a threat to the welfare of residents?
    c. has utilities affected?
    d. Has access/egress to the Village been affected?
7) Are there any vulnerable people involved? e.g. - elderly, families with children
8) What resources are needed?
    a. Shelter
    b. First aid
    c. Food or Water
    d. Blankets or Clothing
    e. Off-road vehicles
    f. Specialist equipment
9) Establish contact with the emergency/statutory services
10) How can we support the emergency services?
11) What actions can safely be taken?
12) Allocation of roles - Who is going to take the lead for the agreed actions?
13) How will communication take place?
    a. With Emergency Services
    b. With residents to keep them updated
14) Are there any other issues?

3) Information Gathering

Information	Source of Information	Info passed to	Name

4) Decision Log

Date/Time	Decision	Rationale (Why)	By Whom

5) Rest Centre Register

Name(s)	Address	Contact number	Logged in by