



## **Community Resilience Plan**

A local information file

**In the event of this resilience plan being activated and you have not yet read this document, DO NOT ATTEMPT TO READ IT NOW!**

**Follow the document map on page 2 to select the appropriate Appendix providing supporting information**

### **DOCUMENT SECURITY: PROTECT (PRIVATE)**

This document had been marked as Protect (Private) and may be referred to as Confidential. It contains personal contact details for a number of emergency response agencies and members of your community.

This document is intended for the recipient only. It must be labelled, numbered and accounted for. It should never be copied without the originators permission, must be kept in securely and shredded when replaced/discarded.

Based on a template prepared by Herefordshire Public Services' Resilience Team

**Phone 999 and answer the questions from the Operator.**

- Start recording events
- *Refer to Appendix 17.2 (log template)*



**Use Community 'Telephone Tree':**  
**Contact the Community Resilience Working Group**

- nominate a location to assemble,
- *Refer to Appendix 10 (key contacts in an emergency)*
- *then refer to Appendix 11 ('telephone tree')*

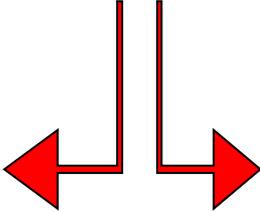


**Assemble at nominated Centre of Operations:**

- Use Resilience Coordinator Action Cards
- *refer to Appendix 18*



**Activate the local Centre of Operations**



<b>Flooding</b>	<b>General Incident</b>
<ul style="list-style-type: none"> <li>• <i>Refer to Appendix 7.2 (Flood Warning Action Plan)</i></li> <li>• Establish community property and people at risk; <i>check Appendix 13 (vulnerable groups)</i></li> <li>• <i>Refer to Appendix 12 to establish Community Volunteers and Resources</i></li> </ul>	<ul style="list-style-type: none"> <li>• Establish the Community Resilience Working Group by meeting; <i>refer to Appendix 18.4</i></li> <li>• Decide what Community Volunteers and Resources can be used; <i>refer to Appendix 12</i></li> <li>• Establish community property and people at risk; <i>check Appendix 13 (vulnerable groups)</i></li> <li>• Prepare a Situation Report (SITREP); <i>refer to Appendix 17.1</i></li> </ul>

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This provides a record of changes made to the document and offers an evidence of continuous review.				
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# 1 Introduction

## 1.1 Background

Our community may face many types of emergency or major incidents. Each could have a significant effect on the individuals and infrastructure within it. Typical examples of such emergencies include:

- Flooding
- Extreme weather events such as wind, snow, extreme cold or heat
- Transport collisions, road
- Fire in commercial premises or domestic buildings
- Industrial accidents such as chemical spills
- Utilities failure, and
- Pandemic Influenza.

Major incidents will be dealt with by the 'Blue Light' Emergency Services (Professional Responders) - Police, Fire & Rescue and Ambulance. The nature and scale of the incident may also require the inclusion of Herefordshire Public Services, utility companies and voluntary agencies in a combined 'multi-agency response'.

- **In circumstances such as these the simple reality is that any initial response may rely entirely on our community supporting and caring for ourselves.**
- **Being prepared does not mean the community is a replacement for the professional emergency responding agencies.**

Despite their professionalism and dedication, under extreme conditions (such as heavy snow and flooding), the emergency services may be severely stretched resulting in the possibility that they may not be able to reach the scene immediately. Factors such as number of victims, communication failures, and road blockages may prevent our community accessing the emergency services immediately.

Although initially developed to assist communities to take care of themselves in the aftermath of a major incident (when professional responders may be overwhelmed, or have restricted access or communications), this Community Resilience Plan is intended as a vehicle for:

- preparing the community to remain resilient so that we can assist with requests from any of the Emergency Services should they be unable to immediately attend;
- promote community awareness of potential risks and support the development of suitable control measures;
- educate people on how they can manage the risks they face personally;
- identifying and supporting vulnerable members of our community;
- forming links with volunteer groups, community resources and skills thereby forming a community web of intelligence, and;
- establishing communication links within the community, to neighbouring communities and the statutory authorities.

## 1.2 Definition of a Major Incident

Although the Civil Contingencies Act does define a 'Major Incident' legally, for our community a major incident is an event or circumstance that has the potential to cause one or more of the following:

- threaten human, animal and wild life;
- cause injuries to community members, visitors to our community or animals;
- cause disruption to community infrastructure, or damage to property, and;
- result in damage to the environment.

A major incident requires the Emergency Services to apply special measures to deal with it, beyond their normal daily activities, e.g.:

- the rescue and transport of a large number of casualties;
- to support and direct (either directly or indirectly) a large number of people;

- the handling of a large number of enquiries generated by the public and media and;
- a large scale multi-agency mobilisation of resources including the Police, Fire & Rescue, Ambulance, NHS, Herefordshire Public Services and the Voluntary Sector.

The relationships built from developing this plan will also serve the community if it needs to assist in localised incidents such as displaced people following a building fire or working with the Police to establish a local search party for missing a person(s).

### 1.3 Aims and Objectives

The aim of this Community Resilience Plan (CRP) is to provide a framework to support our community to prepare for and support the response to an incident and to minimise its impact.

**Communities which are prepared and have clear communication links within the community and with emergency services, assist more effectively to a local incident and are likely to recover more quickly.**

It should also provide a vehicle for local assistance when dealing with local incidents.

Key objectives of this plan shall include:

- identify the hazards likely to have an impact on the community;
- consider the risk rating for each of those hazards identified;
- develop suitable control measures for each of the significant risks;
- provide a vehicle to identify people who would require assistance within our community;
- identify the range of resources and skills that might be available within our community and develop a clear understanding of how those resources and skills might be used to assist in an incident;
- to identify nominated 'Parish Resilience Coordinator(s)' who will oversee the development and maintenance of this plan;
- to develop a 'Telephone Tree' contact list for the 'Community Resilience Working Group' and share this list with the statutory emergency responders.

### 1.4 Bosbury and Coddington response

The most likely event in our Parish is flooding and the focus of this document is, therefore, for when it occurs.

This directly affects the lives and homes of a number of residents – predominantly in the centre of Bosbury – and indirectly many other residents whose day-to-day activities are disrupted.

However, it is intended that the response 'tree' for flooding is also the primary route for other incidents that require a co-ordinated response.

## 2 Distribution and Ownership

### 2.1 Managing the Plan Distribution

The distribution list identifies who has a copy of the plan. This provides an important record of who has a copy of the plan and those who may have a role within it. When new plans are distributed the copy holders **MUST** be instructed to securely destroy old copies.

*Go to Appendix 9 to find the plan distribution list.*

### 2.2 Ownership

This plan is owned by the Parish Council who shall be responsible for its development, publication and distribution within the community and to appropriate Professional Responders.

### 3 Activation of the Plan - initial actions

#### 3.1 Contacting the Emergency Services

**It is vital that in the event of an emergency affecting the community, the initial action MUST be to telephone 999 (or 112 from a mobile) to request the Emergency Services.**

In a Major Incident that has the potential to affect the community, the safest place for anyone not directly involved is usually in their own home. If not near their home, then in a safe building. People who believe they may be possibly affected by the incident should follow the standard advice “GO IN, STAY IN, TUNE IN”. Those affected should stay inside until advised to do otherwise; tune into a local radio or TV for information.

Key initial actions shall include:

- follow instructions given by the emergency services or Herefordshire Public Services (HPS) and use the information included in this plan to support your assistance;
- if you are experiencing difficulty when contacting the Emergency Services, or their response is overwhelmed due to the scale of the incident, plan for substantial delays and activate the Community Resilience Plan to assist the local response until help arrives, and;
- use the provided **ACTION CARDS** as a checklist to support the initial coordination.

*Go to Appendix 18 to find Parish Resilience Coordinators ACTION CARDS.*

#### 3.2 Activation of the Plan

A major incident may be declared by an appropriate Officer of one or more of the Category 1 Responders, who considers that the definition in Section 1.2 has been satisfied by the circumstances. Despite the fact that what is an emergency to one responder may not be so to another, each of the other agencies will prepare to attend with an appropriate response should this be required.

**In an emergency, this plan is not a substitution for calling 999**

The Parish Council shall ensure that the HPS Resilience Team will hold a copy of this plan. Consequently, this plan shall be activated in response to a call from either the emergency services or the HPS Resilience Team.

The HPS Resilience Team will inform the affected Parish Community Resilience Coordinator that a decision to declare a major incident has been made.

Activation of this plan will be communicated by the Resilience Team’s Emergency Planning Duty Officer (EPDO) who will disseminate amongst the emergency services.

Key considerations shall include the following:

- during a major incident the Emergency Services will lead the operational response;
- this plan provides a framework to support the Emergency Services during local based emergencies, e.g. assembly of a search party to find a member of the community;
- HPS Resilience Team will provide coordination support to the Emergency Services and, through the nominated Parish Resilience Coordinator, to the Community Resilience Working Group;
- the HPS Resilience Team will ensure that an appropriate multi-agency Command & Control structure of all the Professional responders is formed. The Parish Council Resilience Coordinator will enhance this from a community perspective by feeding local information through to the HPS Resilience Team;
- the role of the Parish Council Resilience Coordinator is to oversee local self-help – **this may be for local non-major incident issues (e.g. lost child or missing vulnerable adult) as well as assistance during a major incident**, and
- community resilience is provided by ensuring key local stakeholders are alerted and appropriate skills are deployed.

### 3.3 Communications – Local Warning and Informing

Local community alerts may be raised through the following:

- Those who raise the alarm from the community will use the time available awaiting emergency services to obtain further information. Any additional information should be telephoned through to the emergency services to update them.
- The Community Resilience Coordinator shall ensure the community is informed both during and after an incident. A community 'Telephone Tree' shall be used with named people taking responsibility for notifying others, who in turn notify other members of the community. Should the Community Resilience Coordinator not be available, anyone from the Community Resilience Working Group shall assume responsibility for this task.
- *Go to Appendix 11 for the Community 'Telephone Tree'.*
- The Community Resilience Coordinator will call together the 'Community Resilience Working Group'. This group shall form in a predetermined location to coordinate local assistance if required.
- *Go to Appendix 18.4 for the Draft Community Resilience Working Group First Meeting Agenda.*
- Until emergency services arrive the Parish Council Resilience Coordinator shall, with support from the Community Resilience Working Group, contact the appropriate members of the community listed in Appendix 6 who can offer skills and resources.

**PERSONAL AND COMMUNITY SAFETY FIRST: Any community assistance MUST be conducted without placing members of the Community Resilience Working Group, or other local people, at risk.**

*Go to Appendix 12 for the Community volunteers and resources list.*

### 3.4 Recording Actions

The Community Resilience Coordinator shall ensure a log sheet is started from the first alert of an incident. A log of all actions shall be used for the purposes of:

- serving as an aide memoire to provide information to professional responders and act as a briefing note when updating others; and
- provide evidence of events and actions taken in any subsequent inquiry or legal proceedings.

**It is essential to keep an accurate log of actions including the date and time undertaken.**

*Go to Appendix 17.2 for a log template.*

### 3.5 Community Geographical Map

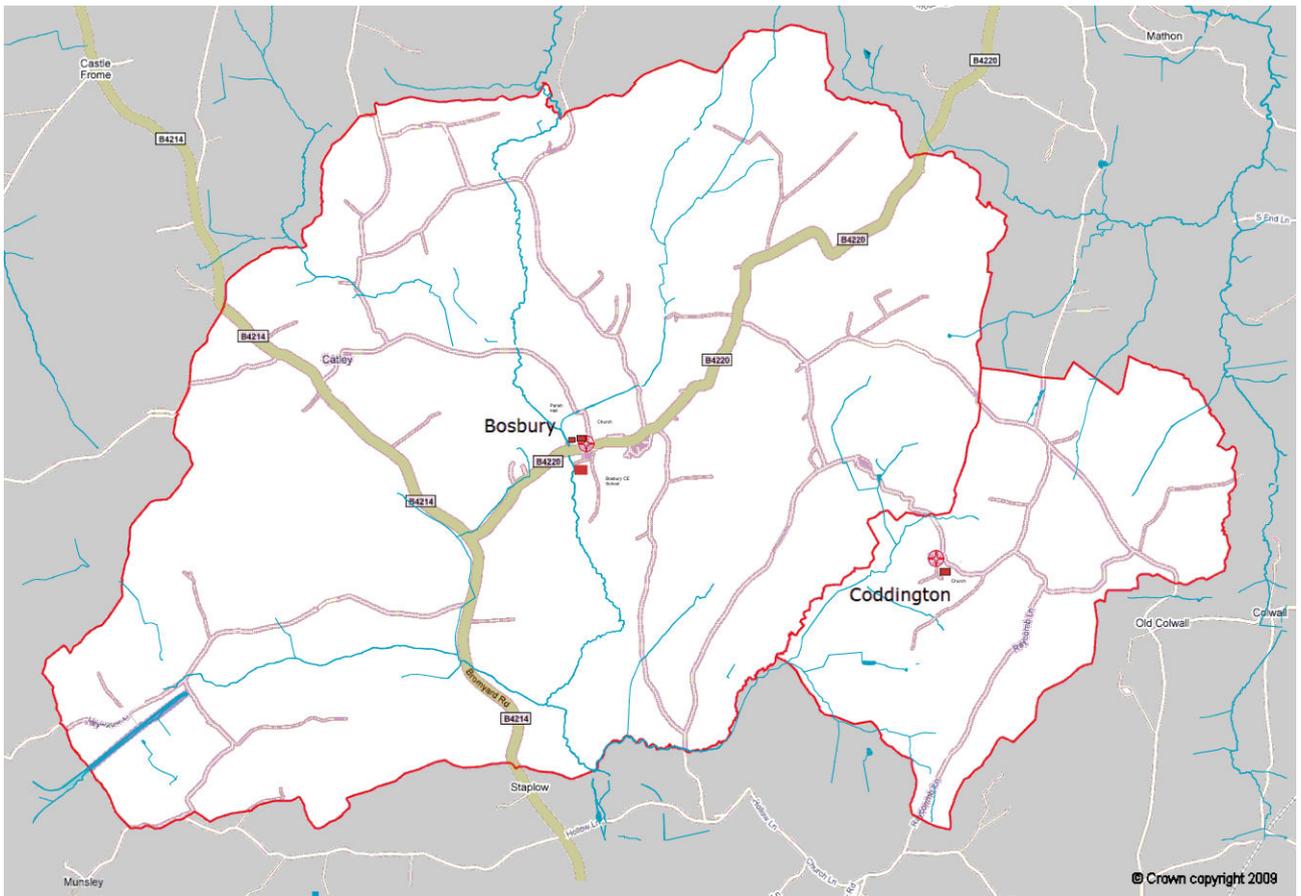
A scale map of the community can be found below showing key areas such as the centre of operations, areas vulnerable to flooding, main access points, potential assembly or rendezvous points, as well as Schools, Nursing/Residential care homes etc and potential areas of shelter.

Larger Ordnance Survey or similar maps shall be held in nominated locations in the event of an incident.

Centre of Operations: Bosbury Parish Hall

Additional Community Maps will be held at:

*Go to Section 3.5 for specific scale maps.*



## 4 Key Roles in the Community

### 4.1 Community skills and resources available

Our community has a wealth of skills and resources. These skills and resources could be deployed to assist the work of the professional responders.

The plan shall take account of skills and resources held by the Community Resilience Working Group which may include:

- local knowledge;
- individuals with strong organisational and communications skills;
- resilient individuals who have the ability to lead;
- willing to assist other stakeholders, including professional responders and the voluntary sector;
- individuals with specialist skills, e.g.:
  - local business representatives
  - tractor drivers
  - engineering & construction skills
  - Doctors, Nurses, SR Paramedics and qualified first aiders
  - School teachers and members of the Clergy
  - A member of a recognised and relevant voluntary group
  - Linguistic skills

*Go to Appendix 12 for a list of skills and resources.*

### 4.2 Roles of Specific Groups and Agencies

#### 4.2.1 Multi-agency Command and Control

The Police, Fire & Rescue and Ambulance Service will normally handle the immediate aftermath of an incident. Their tasks will include saving of life, rescue, body recovery, investigation, the preservation of evidence and the maintenance of public order.

Historically, emergencies in the UK have shown the vital importance of involving a wide range of agencies, all of which have specific contributions to make to the combined response.

Locally, the co-ordination is handled through the West Mercia SCG (Strategic Coordinating Group) and the Herefordshire Multi-agency Silver group. This group, initially chaired by the Police, will consider Herefordshire specific issues, assess risks and be responsible for arranging local inter-agency training and exercises.

An effective command and control system is vital in any multi-agency response. All professional responders will organise themselves into the following management structure:

- Strategic (Gold) – usually based at Police Headquarters, Hindlip Hall
- Tactical (Silver) – decided at the time of the incident
- Operational (Bronze) – based at the incident scene

Small local emergencies are unlikely to require more than a Bronze (Operational) level co-ordination, but as the scale increases, so does the need for command and control.

#### 4.2.2 HPS Resilience Team

Although every incident has a unique set of circumstances, all have many elements in common. Each demands a combined response, linking the expertise and resources of the Professional Responders and voluntary organisations.

All services and agencies involved in a combined response will work to a set of common objectives which will help to:

- prevent escalation of the situation;
- save life and relieve suffering;
- protect property and the environment;
- restore normality as soon as possible, and

- facilitate criminal investigation and judicial, public, technical or other inquiries as appropriate.

#### 4.2.3 *The Parish Council's Role*

The Parish Council has an important role in assisting to the response of the incident. This includes:

- nominate a Parish Council Community Resilience Coordinator(s) and a Community Resilience Working Group to oversee local planning, assistance and recovery;
- deploying resources held by the Parish Council;
- assisting with the compilation and distribution of agreed information to the local population;
- identifying and coordinating local volunteers to help with tasks identified by the Professional Responders and under the strict supervision of the appropriate agencies;
- providing correct and up-to-date local information and knowledge to the Professional Responders;
- assisting the HPS Resilience Team in the identification of premises suitable to be used as a Rest/Reception Centre(s);
- resource a Rest Centre in the event that the HPS Resilience Team is unable to do so (e.g. severe weather, etc.);
- assisting with the setting up of public meetings concerning the incident;
- assisting, as appropriate, in the rehabilitation of the community during the recovery phase;
- through its nominated officer, *i.e.* Community Resilience Coordinator, attend the incident debrief.

#### 4.2.4 *Parish Council Community Resilience Coordinator*

On receipt of an alert from either the HPS Resilience Team's Emergency Planning Duty Officer (EPDO), the Community Resilience Coordinator will activate call out arrangements as follows:

- advise the Chairman of the Parish Council that an incident has taken place and confirm that they, or a nominated deputy, will be acting as Head of the Community Resilience Working Group;
- arrange for a keyholder to open and make available a suitable local venue to the Professional Responders as a possible location for an 'Incident Command Team' or the Community Resilience Working Group if required;
- establish the need for and call-in suitable volunteers to assist, e.g. formation of the Community Resilience Working Group and its identified skills holders;
- inform other key local contacts that an incident has occurred;
- maintain a point of contact with the EPDO at all times;
- once the call-out phase is completed, move to the Parish Council Operations Centre and assist as requested;
- provide assistance to the emergency services and other responding agencies;
- to represent the Parish Council's interests in relation to any other requested tasks; and
- attend Herefordshire Public Services post-incident debriefing sessions.

#### 4.2.5 *Chair of the Parish Council*

Shall be expected to:

- consider forming a Parish Council Resilience Working Group to approve funding for specific items required for the Recovery Phase;
- ensure that all local resources and services have been activated or placed on standby;
- ensure that the Community Resilience Coordinator is in contact with the HPS Resilience Team's EPDO;
- support the Community Resilience Coordinator to deploy local assistance and obtain additional resources if appropriate and in liaison with professional responders;
- if requested, provide information to the lead authority's Communications Team to ensure a coherent, multi-agency response to the media;
- provide regular briefings for local Councillors; and
- in liaison with the appropriate Parish Council committee, ensure that any expenditure incurred by the Parish Council is accurately identified and accurately recorded. (NOTE: Costs incurred by the Parish Council must have been previously approved and logged with the Resilience Team. Recovery of these costs should be actively pursued. However, it should be recognised that this could be a protracted process).

#### 4.2.6 Professional Responders Roles and Responsibilities

- **West Mercia Police** - will normally assume the management and overall co-ordination of the activities of those responding at and around the scene. (During the recovery stage, Herefordshire Council will lead).
- **Hereford & Worcester Fire and Rescue Service** - first concern is to rescue people and to prevent further escalation of the incident. The Service will fight fires, deal with hazardous materials, provide boats for water-borne operations and mass decontamination facilities when required.
- **West Midlands Ambulance Service** is responsible for emergency treatment at the scene and transporting the injured (in order of priority) to nominated hospitals. It also provides a limited decontamination facility.
- **NHS Herefordshire and Wye Valley NHS Trust** ensures an effective medical response including requests from the ambulance service to accept casualties and provide trained staff to act as mobile medical teams.
- **Herefordshire Public Services** will provide support for the emergency services, support and care for the local and wider community and the co-ordination of the response of the voluntary sector. When the emphasis of the incident switches to recovery, Herefordshire Council will take the lead in rehabilitating the local community and restoring the environment.
- The **Environment Agency** is responsible for flood defence building and maintenance, issuing flood warnings and dealing with pollution of land, water and air.
- **Utility Companies**, including industrial and commercial organisations, may provide support and professional expertise to assist the overall emergency response to the incident and deal with matters for which they have specific responsibility.
- **Voluntary Agencies** provide support when the resources of the emergency services and HPS are over-stretched by providing social and spiritual care. (Organisations include WRVS, St John Ambulance, British Red Cross, Cruse Bereavement, Salvation Army, Clergy and 4x4 Response Network to name a few). The voluntary agencies **MUST** be activated through the HPS Resilience Team.

## 5 Groups or Individuals requiring assistance

The community has a number of people who, during an incident, may be considered as 'vulnerable' and therefore should be considered a priority for support.

These will include, but are not limited to:

- the elderly;
- those with special needs;
- parents and others looking after very young children;
- those who have requested assistance
- those whose first language is not English
- those with temporary mobility issues (*e.g.* a broken leg).

For many reasons it is not practical to identify all vulnerable individuals within the community as part of the planning process, *e.g.* simply not known to the community, constantly changing with individual circumstance and movement of people in and out of the community.

However, this plan will attempt to identify as many vulnerable people as possible, they will include:

- nursing and residential care homes;
- those in receipt of domiciliary care;
- sheltered housing complexes;
- boarding schools;
- closed communities (*i.e.* agricultural settlements); and
- residential accommodation for those with learning difficulties.

Good practice suggests that community resilience planning shall take consideration of and offer support to such groups and make reasonable effort to identify those who may need assistance.

*Go to Appendix 13 for a list of identified vulnerable groups within the community.*

## 6 Hazard Identification and Risk Assessment

### 6.1 Hazard Identification and Community Risk Assessment Approach

Chief Officers of the Professional responders meet regularly as the West Mercia Local Resilience Forum (WMLRF). The work of this group is published on the Community Risk Register (CRR). The Government also regularly assesses all of the natural and malicious threats that could affect the UK; this is published in the National Risk Register.

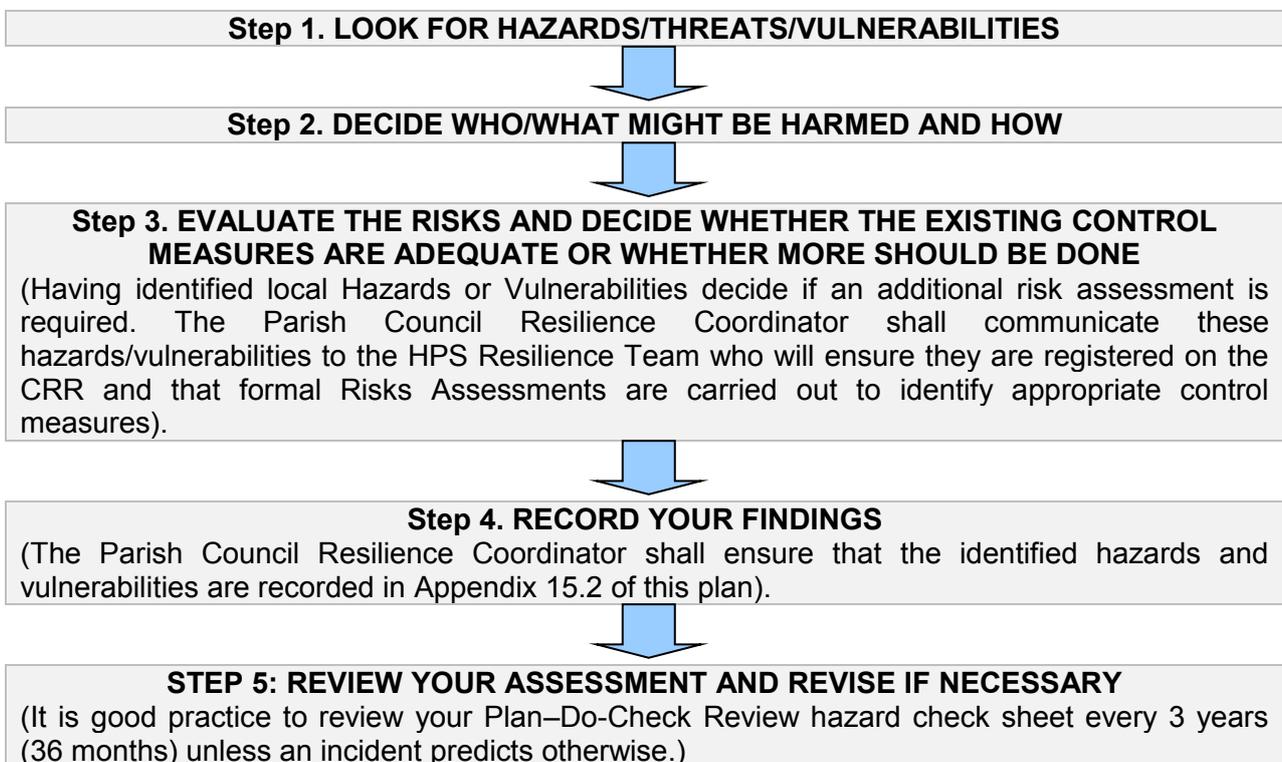
During any risk assessment process, the Community Resilience Coordinator shall form a Community Resilience Working Group who will bring their local knowledge into identifying the local hazards. This process will be a basic review of the hazards/threats and or vulnerabilities within the community. The simple Plan/Do/Check/Review sheet shall be used to carry out this process.

*Go to Appendix 15 for a community Hazard/Risk Assessment Check sheet*

Depending on the hazards/vulnerabilities faced by the community, it may not be necessary to go beyond “Part 2” of this Check Sheet.

However, if significant flooding threats are faced by the community it may be necessary to conduct a further risk assessment using Part 3.

The following steps shall be included during this Hazard identification/risk assessment procedure:



## **7 Flood Planning and Response**

### **7.1 Establishing Vulnerability**

Bosbury & Coddington is regularly affected by high levels in the River Leadon after heavy rainfall or snow melting.

Individuals should register with the Environment Agency to receive flood warnings from the measurement station in the centre of Bosbury. You can elect to receive alerts by telephone (to a landline), by text or by email.

If you cannot access the Environment Agency website, please contact the Community Resilience Coordinator, who will register on your behalf.

The plan shall be activated as described under Section 3.2 and may be triggered on receipt of a flood warning from the Environment Agency, other emergency responding agency or from information received from residents.

The nominated Flood Warden identified in Appendix 10, shall have the following responsibilities in supporting the Community Resilience Coordinator and Community Resilience Working Group in:

- the development and maintenance of this plan;
- acting as an information point during a flood;
- ensure the appropriate authorities and individuals are kept informed;
- communicate important messages are delivered to the community – Warn & Inform, and;
- activate local resources as appropriate following consultation with HPS Resilience Team.

### **7.2 Flood Warning Action Plan**

If the community has a nominated Flood Warden they shall be responsible for the completion of Appendix 7.2 and shall document the following based on flood codes used for flood warnings:

- local observations for each code
- the locations/roads/properties affected for each flood code, and;
- actions to be taken at community level for each flood code issued.

Go to Appendix 7.2 for the Flood Warning Action Plan

## **8 Plan Maintenance and Exercise**

It shall be the responsibility of the Community Resilience Coordinator to ensure the plan is revised annually and contact details are regularly updated.

Methods of plan review shall include:

- A 'table top' exercise - at least one every three years; and
- A test of the Community Telephone Tree at least once every 6 months.

## 9 Appendix: Distribution List

Position	Name	Contact number(s)	Email address
Resilience Coordinator	Mark Watson	01531 64 01 26 0 77 71 67 60 55	<a href="mailto:Tmark.watson@btinternet.com">Tmark.watson@btinternet.com</a>
Parish Council Chairman	Sven Bosley	01531 64 06 29	<a href="mailto:sven.bosley@virgin.net">sven.bosley@virgin.net</a>
Parish Council Clerk	Janet Chester	01531 67 00 36	<a href="mailto:bosburyclerk@btinternet.com">bosburyclerk@btinternet.com</a>

## 10 Appendix: key contacts in an emergency

Contact name	Telephone	Email address and/or postal address
Emergency Services (Police, Fire, Ambulance)	999	
HPS Resilience Team Emergency Planning Duty Officer	01432 26 00 00	<a href="mailto:resilienceteam@herefordshire.gov.uk">resilienceteam@herefordshire.gov.uk</a>
Amey Highways (Council's Partner Agency)	Office Hours: 01432 84 59 00	
Wye Valley NHS Trust	01432 35 54 44	
NHS Herefordshire	01432 34 43 44	
Water company(s)	Severn Trent: 0800 783 4444 Welsh Water: 0800 052 0130	
Environment Agency	Floodline: 0845 988 1188	
Parish Clerk	01531 67 00 36	
Key holders of community buildings:		
Flood Warden		

## 11 Appendix: emergency communications ‘telephone tree’

Name	Will notify the following 5 people	Contact details
(Cascade Initiator)	1 2 3 4 5	1 2 3 4 5
(Cascade 1)	6 7 8 9 10	6 7 8 9 10
(Cascade 2)	11 12 13 14 15	11 12 13 14 15
(Cascade 3)	16 17 18 19 20	16 17 18 19 20
(Cascade 4)	21 22 23 24 25	21 22 23 24 25
(Cascade 5)	26 27 28 29 30	26 27 28 29 30

## 12 Appendix: community volunteers and resources

**This information is Confidential: it is not for public distribution or general release.**

### 12.1 Volunteers

Name	Tel	Email/postal address	Skill/task willing to do	Resources available



## 15 Appendix: Parish hazard identification check sheet (Plan – Do – Check – Review)

### 15.1 Part 1: Plan

Item	Status
Area	Bosbury & Coddington Parish
Date	
Version	
Parish Resilience Coordinator	
Has this assessment been compiled by the Community Resilience Working Group?	YES <input type="checkbox"/> NO <input type="checkbox"/> (If YES record the list of members below)
Has this assessment considered the Hazards and Risks identified within the West Mercia LRF ( <a href="http://www.westmerciaprepared.org/">http://www.westmerciaprepared.org/</a> )?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has this assessment been supported by specialist knowledge holders (e.g. Police, Fire & Rescue, Ambulance, HPS Resilience Team)?	YES <input type="checkbox"/> NO <input type="checkbox"/> (If YES record the list of members below)

### 15.2 Part 2: Identify and assess Parish Hazards/Vulnerabilities

Hazards/Vulnerabilities / Vulnerable Groups	Awareness	Additional Assessment (If YES, go to Part 3)	Notes/who might be harmed
River Flooding	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Flooding of the River Leadon impacts all village residents and requires action for those with property close to the river or in low-lying areas. The Parish Hall and School are also affected. A separate flood plan is available.
Surface Water Flooding	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Mainly associated with river flooding, but can also occur when drainage culverts are blocked. The Parish Council takes action with the linksman and county council.
Houses/flats - Fire Risk	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Industrial Sites - Fire Risks	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Industrial Sites – Chemicals/Biological Risk	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Agriculture Site – Fire Risk	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Road Traffic Collisions (Heightened Risk Only)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

<b>Hazards/Vulnerabilities / Vulnerable Groups</b>	<b>Awareness</b>	<b>Additional Assessment (If YES, go to Part 3)</b>	<b>Notes/who might be harmed</b>
Water Pumping Station	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Sewage Treatment works	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Telephone exchanges/junction box	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Live stock farming unit – animal disease	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Electrical sub station	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Rail track/road crossing	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Pipeline (Water/Gas/Oil)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Bridges/Fords	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Residential Care/Nursing Home	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Primary School	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Secondary School	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Special Needs Education Establishment	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Early Years Nursery	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
After School Clubs/Youth Clubs	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Further Education College	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Community Hospital	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Power Cables (above ground high voltage lines)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Fuel stations	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Garages/workshops	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
closed Communities (e.g. travelling communities)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Seasonal Worker accommodation	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Other:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

### 15.3 Part 3: Additional Assessment

Hazard/ vulnerability	Community impact		Likelihood		Overall Rating	Control measures/ precautions
	location at risk	rating	descripti on	rating		

### 15.4 Part 4: Review

Item	Status
Area	Bosbury & Coddington Parish
Date of review	
Version	
Parish Resilience Coordinator	
Comments and/or further actions	YES <input type="checkbox"/> NO <input type="checkbox"/> (If YES record the comments/actions below)

## 16 Appendix: Flood Warning Action Plan

Level Warning	of	Observations	Location at risk	Actions
 FLOOD ALERT		Gauge at Reaches          Meters Local observations		
 FLOOD WARNING		Gauge at Reaches          Meters Local observations		
 SEVERE FLOOD WARNING		Gauge at Reaches          Meters Local observations		
<b>Warning no longer in force</b>		Gauge at Reaches          Meters Local observations		

## 17 Appendix: Templates

### 17.1 Situation Report (SITREP) Template

Item	Status
Area	Bosbury & Coddington Parish
From (author)	
To (recipient)	
Date	
Time	
Report number	
Period covered	
People (Number affected):	
Domestic Property <ul style="list-style-type: none"> <li>• number damaged</li> <li>• number uninhabitable</li> </ul>	
Commercial Property <ul style="list-style-type: none"> <li>• number damaged</li> <li>• number unusable)</li> </ul>	
Critical Infrastructure damaged (Schools, hospitals etc)	
Roads & bridges damaged/blocked:	
Rest centres/temporary accommodation activated <ul style="list-style-type: none"> <li>• location</li> <li>• numbers of people</li> </ul>	
No. Of properties without electricity:	
No. Of properties without gas:	
No. Of properties without water:	
No. Of properties without telephones:	
Environmental impacts:	
Tasks & resources used:	
Resources needed:	
Additional information	

### 17.2 log sheet template

From (author)	To (recipient)	Time	How sent	Event/Action	Remarks

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## 18 Appendix: parish resilience plan action cards

### 18.1 Action card: creating and updating the resilience plan

Item	Actioned?
1. Lead on the development of the Parish Council Resilience Plan: <ul style="list-style-type: none"> <li>• Coordinate the formation of the Community Resilience Working Group;</li> <li>• Get people involved in its development;</li> <li>• Prioritise emergencies for local area;</li> <li>• Draw together the Community Resilience Plan, and</li> <li>• Let people know about the plan.</li> </ul>	Y
2. Link with Statutory Authorities.	
3. Arrange for the Community Resilience Plan to be adopted by the Parish Council.	Y
4. Identify relevant training needs and request training.	
5. Identify/arrange community preventative measures.	
6. Create a 'grab bag' containing the plan and any appropriate clothing/equipment which may be required.	
7. Liaise with the HPS Resilience Team.	
8. Work with the voluntary sector to draw up and maintain a list of volunteers and resources 'on the ground'.	
9. Carry out local hazard/vulnerability assessments.	
10. Support the distribution of relevant information to volunteers.	
11. List, source (and store) relevant resources in advance.	
12. Liaise with the HPS Resilience Team <ul style="list-style-type: none"> <li>• on the development of key Local maps.</li> <li>• regarding information about any vulnerable members of the community - knowledge of people who may need help and support in the community</li> <li>• for suitability of potential Rest Centres and places of safety, ensuring a system is in place for receiving essential items and other resources.</li> </ul>	
13. In the plan, check that people are not missed out when an emergency occurs.	

### 18.2 Action card: assistance during an incident

Item	Actioned?
1. Ensure there is an effective communications link between the Parish Council and the HPS Resilience Team.	Y
2. Pass on warnings and relevant information to the community.	
3. Put the Community Plan into action.	
4. Be at the Operations Centre to monitor the situation and co-ordinate actions.	
5. DO NOT SPEAK TO THE MEDIA - seek advice from the HPS Resilience Team.	
6. Support the Police to arrange communications within the community.	
7. Consider if deploying "Out and About" workers that welfare support is available. Monitor that the work is being done by those tasked.	
8. Communicate with the HPS Resilience Team. Support Professional Responders if and when requested.	
9. Keep a log sheet of actions and costs - (photographs, camcorder evidence).	
10. Support the Communication process on the ground as requested.	

Item	Actioned?
11. Provide feedback to the HPS Resilience Team as the incident progresses	
12. Contact and reassure members of the community during an incident.	
13. Direct resources/support to members of the community if required.	
14. Communicate the needs of vulnerable people to the HPS Resilience Team.	
15. Support the HPS Resilience Team in the staffing of a Rest Centre/place of safety, if requested.	
16. Support and comfort distressed members of the community at the place of safety.	
17. Arrange and support sleeping arrangements if necessary.	

### 18.3 Action card: during the recovery phase

Item	Actioned?
1. Support a local debrief if requested.	Y
2. Liaise with the HPS Resilience Team if any support and/or counselling is required.	
3. Act as an Information Conduit between HPS and the Parish Council regarding the Recovery Phase process.	
4. Identify lessons learned to feed into the review of the Community Resilience Plan	
5. Thank volunteers and celebrate resilience - liaise with the HPS Communications Team.	
6. Care of members of the community and volunteers – liaise with the HPS Resilience Team to enable signposting for psychological support.	
7. Remove signage and any temporary structures as requested.	
8. Return buildings used to their original state.	
9. Survey residents after the event to gain feedback.	

### 18.4 draft community resilience working group - First meeting agenda

Date:	
Time:	
Location:	
Attendees:	

10. Current Situation
11. Nature of the incident
12. Location of the incident, is it near <ul style="list-style-type: none"> <li>a. a school?</li> <li>b. a vulnerable area?</li> <li>c. a main access route?</li> <li>d. is there a threat to human or animal life?</li> <li>e. have electricity, gas, water, telephones or sewage systems been affected?</li> </ul>
13. Are there any vulnerable people involved? <ul style="list-style-type: none"> <li>a. Elderly?</li> <li>b. Families with children?</li> <li>c. People whose first language is not English?</li> </ul>

14. What resources do we need? a. Food? b. Off-road/4x4 vehicles? c. Blankets? d. Anything else? e. Linguistic skills?
15. Establishing contact with the HPS Resilience Team
16. How can we assist the HPS Resilience Team?
17. What actions can safely be taken?
18. Who is going to take the lead for the agreed actions?
19. Any other issues?
20. Date and time of next meeting?