

Burton Bradstock Parish Council

Community Emergency Response Plan



v.1 September 2022

**FOR IMMEDIATE ACTIONS ON ACTIVATION OF THIS PLAN PLEASE GO TO
PAGE 4 – ACTIVATION OF PLAN**

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INTRODUCTION: ABOUT THE COMMUNITY EMERGENCY RESPONSE PLAN

Why is emergency response planning important?

Communities that spend time planning and preparing are best placed to respond to and recover more quickly from local or wider emergencies.

They can use local knowledge and expertise to identify and prioritise risks and put in place plans to mobilise local skills and resources in response to an emergency

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.

What are the benefits of community planning?

1. It makes you aware in advance of local risks and mitigation measures which could reduce the likelihood of an emergency occurring
2. Preparing yourself, your family and your community makes it easier to recover from the impacts of an emergency
3. Utilising local knowledge, skills and resources can significantly reduce the impact of an emergency: Local emergency responders will always have to prioritise those in greatest need, especially where life is in danger and during those first few critical hours.

Why develop a Community Emergency Response Plan?

To increase resilience within the local community (before, during and after emergencies) and to link into the local councils' (statutory authorities) and emergency services' emergency response structures.

This Plan documents how Burton Bradstock would respond in an emergency situation while awaiting the assistance of statutory authorities/emergency services, or in support of them. **It is not the role of the community to take on the responsibilities of these agencies to save life or to take any risks to themselves;**

Plan objectives:

- Identify the risks to the community and relevant response actions;
- Identify resources available in the community to assist during an emergency;
- Provide contact details for the Community Emergency Response Team (CERT); key community resources; the Emergency Services; and local councils.

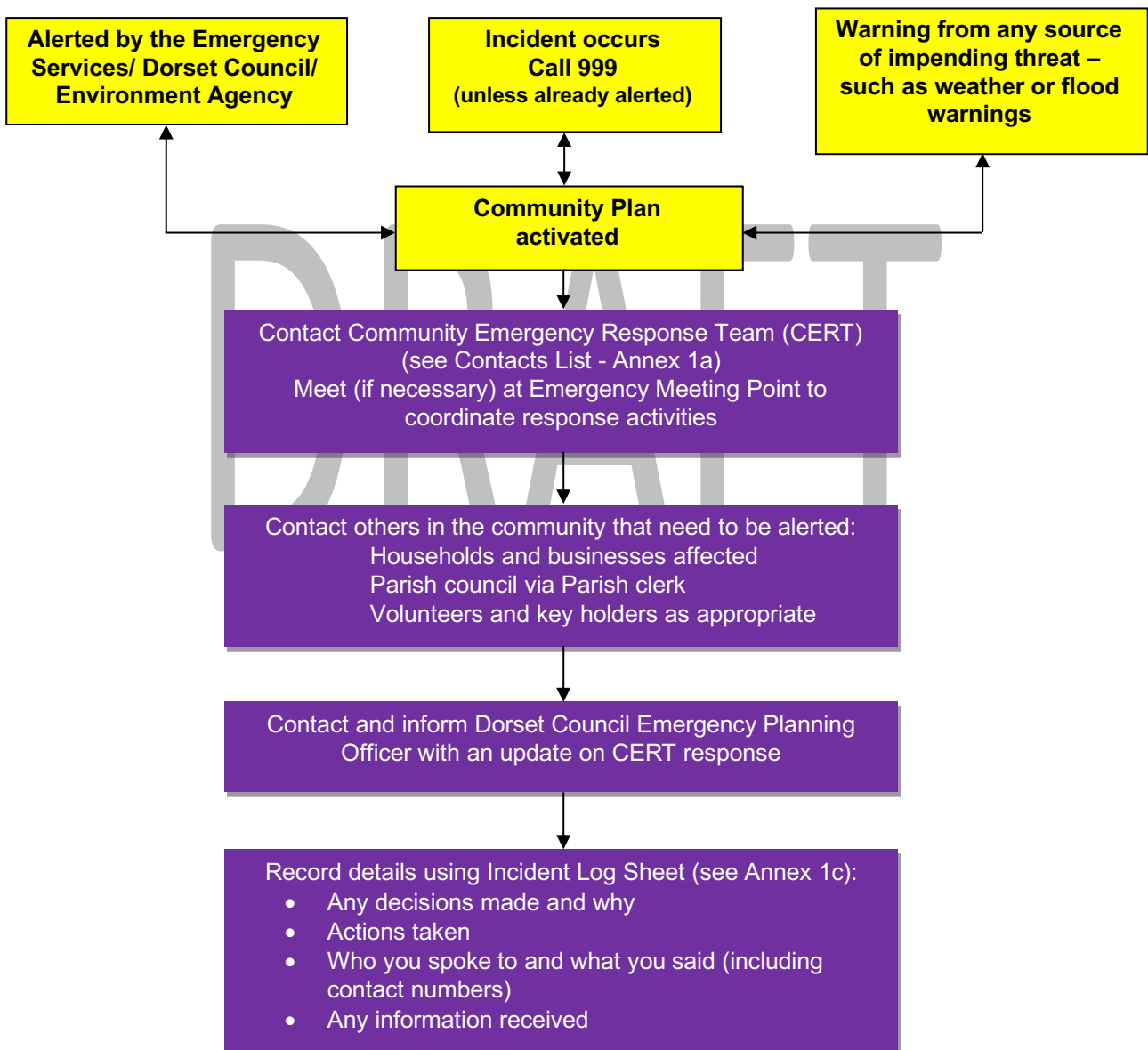
SECTION 1: Activation of the Community Emergency Response Plan (Triggers and Activation)

Activation: This community plan will be activated when an emergency has occurred, or if warnings are received prior to an anticipated event. The plan will be activated either locally by the community, or on the advice of the Dorset Council Emergency Planning Team. Where the decision to implement the plan has been taken by the community, then the Dorset Council Emergency Planning Team should be advised.

Contact details for the Dorset Council Emergency Planning Officers are:

- Working hours: 01305 838227 - Jess Rice jessica.rice@dorsetcouncil.gov.uk
- Outside working hours: 01305 251010
- Emergency: 01305 224659 emergencyplanningteama@dorsetcouncil.gov.uk

Triggers and activation procedure:



Under no circumstances should you put yourself or others at risk to fulfil these tasks

SECTION 2: Role of the Community Emergency Response Team

A Community Emergency Response Team has been established to co-ordinate the community’s response to an incident. They are also responsible for keeping the plan up to date.

The role of the Community Emergency Response Team is to:

- Pull together the Community Emergency Response Plan and ensure it is regularly updated;
- Report annually to the community, detailing if the plan has been activated and highlighting any changes to the Community Emergency Response Team *(possibly via a Council Meeting)*;
- Act as the main contact point for the local community area and the emergency services, to ensure that two-way communication is continually maintained in the event of an emergency;
- Ensure that the appropriate authorities and individuals are notified;
- Speak on behalf of the community as required;
- Communicate important messages to the community. *(Consider signage/local radio etc) Please note: Press enquiries should be directed to your local councillor. In some instances the Emergency Services will take the lead with media enquiries;*
- Activate resources as required.

Tasks should be allocated to team members, depending on skills and availability, at the time of an emergency.

Incident Co-ordination

Emergency Meeting Point	The Reading Room
Backup meeting Point	Village Green (outside the library)
Emergency equipment stored at	The Reading Room

Upon arrival of the emergency services the Community Emergency Response Team should make themselves known and they should provide emergency services with a copy of the Community Emergency Response Plan and its annexes and be available to provide local knowledge.

EVACUATION – During an emergency it may be necessary for some members of the community to be evacuated from their homes to a safe place (see Annex 2a for identified locations). The emergency services/ responders can advise on what role the Community Emergency Response Team can play in an evacuation, e.g. door knocking and the delivering of emergency messages or the running of safe space.

COMMUNICATIONS – There are two tracks for communication i) Prior to an emergency, to ensure the community is aware of the plan and is taking recommended steps to promote resilience and ii) during an emergency where it may be necessary to communicate quickly about evacuation or risk mitigation. The CERT is developing communications strategies to address both these needs. Options under discussion include:

Communications prior to an emergency	Communications during an emergency
Drop-in meetings to brief community on the plan	Door knocking
Updates in Bride Valley News	Telephone tree
Key information about the CERP will be available on the website	Mobilising of village volunteers to identify those most at risk
Updates on social media	

Please see Annex 2b: for the full Communications Plan. It is important to ensure that any messages delivered to the community are consistent with those issued by local or national authorities.

Having a community emergency response plan is not a substitute for calling 999 if there is risk to life. Please see Annex 2c for the contact list of emergency services and statutory authorities.

Section 3: Risk assessment and mitigation measures

Dorset Community Risk Register

The Dorset Local Resilience Forum (LRF) Community Risk Working Group has considered the National Risk assessment and agreed the risks to the Dorset LRF area. These can be found on the Dorset prepared website <http://www.dorsetprepared.org.uk/media/57506/dorset-lrf-public-crr-7-november-2018.pdf>.

Local Community Risk Assessment

Since many risks will be planned for at a National/ Regional/ County or District level, the risk assessments below cover only those risks to which the community could respond to ensure the community's safety/ wellbeing relevant to the local area, based on local knowledge:

Risk Assessment (based on the Dorset Local Resilience Forum (DLRF) Community Risk Register)		
Hazard	Impact on the community	What can the Community Emergency Response Team (CERT) do to prepare/respond?
Technical failure of the national electricity network/ power cut	<ul style="list-style-type: none"> Residents with no access to power for a prolonged period of time (most vulnerable are those with only electric power); Residents can't get heat, light or hot water; Unable to cook food Some landline phones will not function; Defrosting fridges 	<ul style="list-style-type: none"> Identify residents most at risk. Activate 'telephone tree' to check on residents. Open up Place of Safety (Village Hall) for hot refreshments and information point. Coordinate hot refreshments delivery to housebound residents. Promote registration with suppliers as vulnerable customers Ask volunteers to door knock
Pandemic flu/ other illness	<ul style="list-style-type: none"> Isolation, lockdown, inability to get out/ move around Challenging access to food and medical attention 	<ul style="list-style-type: none"> Mobilise community volunteer network; Make sure emergency numbers and contacts are available within the community;
Low temperatures and heavy snow	<ul style="list-style-type: none"> Residents may be unable to get around the village or get out to appointments or for groceries; Increased likelihood of slips and falls; Risk of frozen pipes 	<ul style="list-style-type: none"> CERT would ask volunteers to door knock to see if any residents need assistance; In preparation CERT will liaise with parish council to check on position and functioning of grit resources
Local tidal/ fluvial flooding	<ul style="list-style-type: none"> Damage to property/ cars; Residents unable to get around or out of the village; 	<ul style="list-style-type: none"> There is a separate, complementary flood management plan in preparation; Regular ditch cleaning carried out by community volunteers as a mitigation measure; Share flood alerts/ warnings; Make sure sandbags are readily available and households at risk of flooding are aware of how to get them; Activate Parish Council's area Points of Contact to check on residents
Storms and gales	<ul style="list-style-type: none"> Fallen trees cut off roads/ cause damage to property; Debris blocks ditches increasing risk of flooding; Risk of power cuts 	<ul style="list-style-type: none"> Most response will be dealt with by emergency services; Safe places identified (in Annex 2a) to accommodate people if necessary;

Land movements/ cliff falls	<ul style="list-style-type: none">• Unlike to have widespread impact, but risk of injury/ loss of life	<ul style="list-style-type: none">• <i>Establish if there's a notification/ early warning system so that walkers can be warned if there's an increased risk due to heavy rainfall etc</i>
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Section 4: Community resources

The following tables detail the resources available to support the local community in the event of an emergency. A more detailed list of items and the contact details for their owners are incorporated as Annex 4a. Details of local individuals or businesses who might be willing to provide equipment or support in the event of an emergency will only be shared in the event of an emergency with the Community Emergency Response Team, emergency responders and Dorset Council Emergency Planning Team. This is in line with GDPR data protection requirements.

1. Equipment and Transport

Item	Available	CERT needs to locate/ obtain
Generator		X
Water Pump		X
Tractor	Yes	
Trailer	Yes	
Telly handler	Yes	
Digger	Yes	
Dumper	Yes	
4x4 vehicles	Yes	
Chain saw	Yes	
Community sandbag store	Yes	
First aid kits/ supplies		X
Two way radios	Yes	
Electric water boilers	Yes	
Toilet block	Yes	
Space that could be used in evacuation	Yes	

2. Local organisations/ individuals

The following have been identified as potential key partners by the community emergency response team.

Skills	Available	CERT needs to locate/ train
Qualified first aider		X
Doctor		X
Burton Bradstock Volunteers	Yes	
Women’s Institute	Yes	
Village Society	Yes	
Magna Housing	Yes	
NCI Lyme Bay	Yes	
National Trust	Yes	

3. Vulnerable People

It is important to ensure that isolated or vulnerable people are contacted to see if they need assistance during an emergency. External organisations, such as The Red Cross or RVS volunteers, may have systems and resources to help, but these groups cannot always determine what individuals want or need, nor can they identify who in the community may be vulnerable in a crisis. This requires local knowledge. Emergencies can make anyone vulnerable and make life more difficult for those who are already vulnerable. Your local emergency responders will need to help those in most need first; it will

assist them if the Community Emergency Response Team has an understanding of those in greatest need and where they live.

Lists change constantly, so maintaining a list would not be practical, but should be collated as quickly as possible after the onset of an incident. Vulnerable groups in Burton Bradstock include:

- People with mobility limitations, both young and old;
- Disabled people (including physical disability and learning disability);
- Blind and partially sighted people;
- Parents who are on their own with children under 12;
- Anyone in charge of a group of children when the incident happens e.g. playgroup staff, Guide and Scout leaders;
- Newcomers to the parish who may not know all its facilities;
- Hearing impaired people. It should also be noted that people who are deaf or hard of hearing may not be aware of broadcast alerts and may need a personal visit to ensure they know of any risks to which the community is being alerted.

LAST UPDATED September 2022

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Annex 1a: Contact Details – Burton Bradstock Community Emergency Response Team

NAME	ADDRESS	LANDLINE	MOBILE	EMAIL
Cllr Anne King	19 South Annings, Burton Bradstock, DT64QQ	01308898664	07982237739	a.king@burtonbradstockparishcouncil.org
Cllr Lisanne Mealing	The Apple House 29 Annings Lane, DT6 4QN		07479 818551	l.mealing@burtonbradstockparishcouncil.org
Dave Venn	Ashburton Shipton Lane Burton Bradstock DT6 4NQ	01308897094	07831435341	davidvenn@live.com
Joanne Lockwood	Vanina, Shipton Lane, Burton Bradstock DT6 4NQ	01308 898 031	07379801444	joanne.trotter@icloud.com
Paul Stevens	18 Journeys End, Bridport, DT6 5AU	01308 458621	07566839774	p.stevo@hotmail.co.uk
Graham Skinner	Fairways 31 Annings Lane Burton Bradstock DT6 4QN	01308 897245	07485 053500	graham.q101@gmail.com
Peter Tompkins	Manor Farm, High Street, Burton Bradstock	01308 897 043	07912 888 667	peterjtompkins@hotmail.com
Lesley Windsor	Daisy Cottage, Gulliver's Orchard Shipton Gorge DT6 4LS	01308 898240	07902816009	theclerk@burtonbradstockparishcouncil.org

Annex 1b: Community Emergency Response Team Meeting Agenda

In the event of an emergency and your plan's activation, this suggested agenda can help guide your response.

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

A school?

A vulnerable area?

A main access route?

Type of emergency:

Is there a threat to life?

Has electricity, gas or water been affected?

2. Are there any vulnerable people involved?

Elderly

Families with children

3. What local skills and resources do we need?

Food?

Off-road vehicles?

Blankets?

Shelter?

4. Can we establish contact with the emergency services?

How can we support the emergency services?

What actions can safely be taken?

Who is going to take the lead for the agreed actions?

5. Any other issues?

Annex 2a: Key locations identified with the emergency services for use as places of safety

NB – contact details have been removed while at draft stage

Place	Address	Contact Details	Comment

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Annex 2c: Contact details for emergency services and statutory authorities

Individual contact details removed while at draft stage

Emergency Services	Contact Details
Dorset Police	Telephone: 999 Emergency Telephone: 101 Non emergency Website: https://www.dorset.police.uk/do-it-online/
Dorset Fire and Rescue Service	Telephone: 999 Emergency Non emergency: 0306 799 0019 website: https://www.dwfire.org.uk/contact-us/
South Western Ambulance Service	Telephone: 999 Emergency Telephone: 101 Non emergency Website: https://www.swast.nhs.uk/welcome Telephone: 01392 261500
HM Coastguard – West Bay Coastguard Rescue team	Telephone: 023 9255 2100 Website: http://www.mcga.gov.uk/c4mcga07-home

Town and Parish Councils	Contact Details

Other contacts	Contact Details
Flood line	Telephone: 0345 988 1188 Incident Hotline 24/7 telephone: 0800 807060 Report Flooding through Dorset Council: https://www.dorsetcouncil.gov.uk/emergencies-severe-weather/flooding/report-flooding.aspx Website: https://flood-warning-information.service.gov.uk/warnings?location=Dorset
Environment Agency	South West Office telephone: 0370 850 6506 Website: http://www.environment-agency.gov.uk/
Electricity	National Grid telephone: 0800 6783 105 In emergency telephone: 105 Western Power telephone: 0800 096 3080 Website Western Power: https://www.westernpower.co.uk/
Gas- National Grid	Emergency telephone: 0800 111 999 Website: https://www.energycompanynumbers.co.uk/
Wessex Water	Telephone: 0345 600 4 600 Website: https://www.wessexwater.co.uk/
DEFRA	Helpline telephone: 03459 335577 Website: http://www.defra.gov.uk/

Annex 4a: Community Resources

Contact details removed while at draft stage

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