

Dockenfield Parish Council

EMERGENCY PLAN

(Approved 20/02/2024)

DOCKENFIELD PARISH COUNCIL - EMERGENCY PLAN

1. Introduction:

This Plan has been initiated by the Parish Council in order that, in the event of an emergency occurring in the settlement of Dockenfield with a population currently around 400, there is a clear understanding of the roles and responsibilities of the various support agencies, and a plan to enlist local people to help others in the community.

We would like to acknowledge the work done by Churt Parish Council on their emergency plan which pre-dated this plan and which this plan is very heavily based upon.

2. Aim:

To provide a framework for the Emergency Sub-Committee and Councillors on the procedure to be followed in response to an emergency or major incident.

3. Objectives of this Plan:

- To establish a local emergency management structure
- To give an overview of roles and responsibilities
- Identify available community resources – personnel, equipment and emergency accommodation.

4. What is an Emergency/Major Incident?

Under the Civil Contingencies Act (CCA) 2004 an emergency is defined as:

An event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK.

The term 'major incident' is also commonly used by emergency services personnel and is defined under the CCA as:

An event or situation with a range of serious consequences which requires special arrangements to be implemented by one or more emergency responder agency

The Police normally have overall responsibility for control and coordination in an emergency situation and will work closely with the other Emergency Services such as the Fire and Rescue and Ambulance services

County and Borough Councils also have specific responsibilities, which include

- establishing emergency centres
- coordinating voluntary sector organisations and spontaneous volunteers
- providing temporary accommodation for those made homeless
- managing the longer-term recovery phase.

Waverley Borough Council has an Emergency Management Team that works in partnership with the Emergency services, Surrey County Council, NHS England and the Environment Agency to provide a coordinated response to a major incident. These bodies are also supported by groups such as Highways England, utility companies and other voluntary agencies.

In Surrey representatives from all these groups come together in a multi-agency partnership Local Resilience Forum (LRF), chaired by Surrey County Council.

The CCA does not define specific roles or responsibilities for Parish Councils but the purpose of this

document is to provide guidance and information about local resources that may be essential in the event of an emergency or major incident within this Parish.

5. Procedure:

a) *Where the Council (or an individual Councillor) becomes aware of an event occurring that has the potential to become an emergency or major incident (but has not been declared as such) they should:*

- Contact the appropriate emergency services and Waverley Borough Council Emergency Management Centre
- WBC EMC's contact details are:
 - Telephone: 01483 523333 (Reception 9am- 5pm, Monday-Friday)
 - Out of Hours emergency number: 01483 523200
 - 24-hour Emergency Number - 0333 011 8220 (in an emergency, press option 2)

Direct officer contacts:

- Emergency Planning & Resilience Officer – Anthony James:
 - Direct Line: 07836 786818
 - E-Mail: Anthony.james@waverley.gov.uk

If you cannot get through, escalate to:

- Executive Head of Regulatory Services – Richard Homewood:
 - Direct Line: 07712 088648
 - E-Mail: Richard.homewood@waverley.gov.uk

- Activate the call tree in Annexes A in order to pass on details of the potential event

b) *Once an emergency or major incident has been declared by the emergency services, Surrey County Council or Waverley Borough Council*

- The Council will normally be notified by the Waverley Borough Council Emergency Management Centre.
- The Waverley Borough Council Emergency Management Centre will contact only one of the persons listed at Annex A, starting with the Parish Clerk and working down the list until contact is made.
- The Centre will give as much information as possible; advise on a course of action, if appropriate, and request advice on the local situation.
- The person contacted should immediately activate the call tree in Annex A in order to pass on the message.
- Dockenfield Parish Council will convene (virtually or in person) as soon as possible.
- Dockenfield Parish Council will:
 - Liaise with and report back to Waverley Borough Council's Emergency Management Centre
 - Assess the situation that has led to the declaration of an emergency
 - Comply, if possible, with any advice or request from the Borough Council or Emergency Services
 - Maintain a log of all actions and decisions as per Annex D
 - Provide support to the emergency services as required
 - Decide whether to open a Control Room
 - Consolidate and disseminate information to residents and outside organisations
 - Determine the capacity of Dockenfield's resources to help deal with the emergency and identify potential volunteers (Annexes B, C, E, F, & G)
 - Identify individuals or property that require assistance
 - Notify Insurers as necessary

- If Dockenfield Parish Council decide to open a Control Room it will be located in the The Church of the Good Shepherd and manned by the Sub-Committee assisted by all available Councillors. Key-holders are Jill Trout (07867 566746) and Jessica Hobday (07881 932363). The Church address is: *The Church of the Good Shepherd, The Street, Dockenfield GU10 4HU.*

Annex A – Dockenfield Parish Clerk & Parish Councillor Call Tree

Start with the Parish Clerk and work downwards. Parish Councillors can also be contacted all at once using the Dockenfield PC Councillors WhatsApp group.

Jessica Hobday (Clerk to the Council)	07881 932363
Amanda Adolph (Chair)	07867 808918
Paul Wood	07880 784225
Ian McLean	07398 718813
Chris Sutton	07979 517226
Jill Trout	07867 566746

Annex B – Emergency Wardens List

Area	Name	Contact	Email
The Street (East)	Seb Fox	07930 986677	sebastianfox@hotmail.co.uk
The Street	Peter James	01252 793133	peterjames123@gmail.com
The Street	Rob Cregeen	07787 157731	robcregeen@brayfoxsmith.com
The Street	Christine Allingham	01252 795650	grahamallingham@sky.com
The Street (West)	Kari Erickson	07990 020146	kari.m.erickson@gmail.com
Lake Lane	Raf Wane	01252 790841	rafwane@hotmail.com
Green Lane	Chris Sutton	07979 517226	sutton-chris@btconnect.com
Bealeswood Lane	John Stirling	07941 308315	john@stirlingreid.com
Batts Corner	Natalie Stewart	07771 558488	nataliestewart1@gmail.com
Batts Corner	Nick Stewart	07500 605867	nick.stewart@baringa.com
Three Ways	Catherine Timson	07795 510705	catherinetimson@hotmail.com
The Old Convent Flats	Karen Hart	07833 563859	karenhart123@gmail.com
Old Lane	Janet Mulholland	07879 485417	janet.needs@btinternet.com
Old Lane	Dr Edward Wernick	07946 529298	edwardwernick@btinternet.com
Great Holt	Anne Tutt	07866 495544	tutts@me.com

Ben Poulosom, volunteer contact with a tractor, 07867 808918

The Clerk to the Dockenfield Parish Council (contact details in Annex A) has a village emergency email list (EEL).

Annex C – Emergency Equipment

Type	Location
Defibrillator #1	Telephone Box at junction of The Street and Abbots Cottages GU10 4HT
Defibrillator #2	The Bluebell, Boundary Road, Dockenfield GU10 4EX
Defibrillator #3	Great Holt, Old Lane, Dockenfield GU10 4HQ
Road closed signs x2	Activities Committee Shed, Church of the Good Shepherd, Dockenfield GU10 4HX

Annex D - Community Emergency Register

Date	Time	Information/Decision/Action	Initials

Annex E – Utilities and Services- Useful Numbers

Who?	How to contact them?	What do they mainly do?
Police	<p>Dial 999 in an emergency such as a crime in progress</p> <p>For all non-emergency Police reporting dial 101</p> <p>www.surrey.police.uk/</p>	<ul style="list-style-type: none"> • Responding to incidents together with the other emergency services • The co-ordination of the emergency services, local authorities and other organisations during an emergency
Fire	<p>Dial 999 in an emergency</p> <p>https://www.surreycc.gov.uk/people-and-community/surrey-fire-and-rescue</p>	<ul style="list-style-type: none"> • Fire-fighting and fire prevention • Detection, identification, monitoring and management of hazardous materials and protecting the environment
Ambulance & NHS	<p>Dial 999 in an emergency</p> <p>NHS non-emergency number: 111</p> <p>www.secamb.nhs.uk/</p>	<ul style="list-style-type: none"> • Responding to incidents together with the other emergency services • Identify and alert the appropriate receiving hospitals • Prioritise casualties
Surrey County Council	<p>03456 009 009 (8am-6pm weekdays) SMS: 07527 182 861</p> <p>Highways emergencies 0300 200 1003</p> <p>Adult and Children Social Care Emergency Duty Team 01483 517 898 (6pm-8am weekdays and 24 hours a day on weekends and bank holidays)</p> <p>http://www.surreycc.gov.uk/</p>	<ul style="list-style-type: none"> • support the emergency services • help the community recover • may act to protect property from flooding by water from the highway where there is a failure of the highway drainage system • help facilitate road closures and diversions
District and Borough Councils	<p>Waverley Borough Council</p> <p>01483 523 333 and out of hours 01483 523 200</p> <p>Major Incident:</p> <p>24-hour Emergency Number - 0333 011 8220 (in an emergency, press option 2)</p> <p>www.waverley.gov.uk</p>	<ul style="list-style-type: none"> • Support the emergency services • Help the community recover • Help facilitate the provision of emergency accommodation • Identify and set-up a safe place for community to stay after being evacuated - known as rest centre

<p>Environment Agency</p>	<p style="text-align: center;">Emergency:</p> <p>If the resident has an emergency where there is a threat to life or the house is likely to flood, they should call 999, or the Environment Agency Hotline 0800 80 70 60</p> <p>If the highway is flooded, they should call the highway emergency number 0300 200 1003</p> <p>If the sewers are surcharging, then they should call the utility company on their emergency number</p> <p style="text-align: center;">General:</p> <p>Where the highway has flooded or a drain blocked please report on this link. This will take the enquiry to the correct maintenance team.</p> <p>Where there are general enquiries about a flooding or they have been flooded then this can be reported to flooding.enquiries@surreycc.gov.uk . This is not monitored out of hours.</p>	<ul style="list-style-type: none"> • Protect the environment and take reports of environmental pollution such as chemical or fuel spills, or many dead fish in rivers • Issue flood alerts and warnings to the public and implement flood defence where appropriate
<p>Utility Providers Emergency Numbers</p>	<p style="text-align: center;">Gas (National Grid) 0800 111 999</p> <p style="text-align: center;">Power Cut - call 105 or visit www.powercut105.com</p> <p style="text-align: center;">UK Power Networks</p> <p style="text-align: center;">0800 316 3105 or 0333 323 2105</p> <p style="text-align: center;">Scottish and Southern Electric Networks</p> <p style="text-align: center;">0345 072 1905 or 0800 072 7282</p> <p style="text-align: center;">Thames Water 0800 316 9800</p> <p style="text-align: center;">South East Water 0333 000 0365 – Out of Hours Emergencies</p> <p style="text-align: center;">0333 000 3330 - 24 hour Leak-Line</p> <p style="text-align: center;">British Telecom's 0800 023 2023 (option 1)</p>	<ul style="list-style-type: none"> • Support statutory responders • Ensure continuity of supply • Provide alternative means of supply during an emergency if there is a threat to life • In the case of water and power, have free services to support those who would suffer more in the event of supply interruption – this is regional and so does not matter who the bills are paid to
<p>Animal Welfare</p>	<p style="text-align: center;">RSPCA</p> <p style="text-align: center;">0300 1234 999</p>	<ul style="list-style-type: none"> • Provide a twenty-four-hour emergency service for injured, trapped, or stranded animals

Annex F – Nearby Accommodation

Accommodation	Contact Details	Other
Church of the Good Shepherd	The Church of the Good Shepherd, The Street, Docketfield, Farnham GU10 4HU	Church Hall with basic cooking facilities and toilets
The Bluebell	The Bluebell, Boundary Road, Docketfield, Farnham GU10 4EX	Pub serving food and drink.
Frensham Pond Hotel	Frensham, Farnham GU10 2QD	Fifty three bedroom hotel

Annex G Community Volunteer Guidelines

The following guidelines are applicable if Community volunteers are involved in emergency support

Insurance:

- Volunteers working under the sole control of the Parish Council and using any hand tools owned by the volunteers or the Parish Council, will be covered under the Parish Council's Insurance Policy for personal injury and public liability.
- However no volunteer is allowed to do tree felling and the insurance does not extend to material damage of tools which if owned by the volunteer should be covered by their own policy.

Volunteers must be in pairs (as a minimum) for safety reasons, one will remain at the incident/danger the other will contact the Control Centre /Emergency Sub-Committee.

Volunteers must have the following personal protective equipment or they will not be dispatched to an incident;

- High visibility clothing
- Ankle protected boots
- Appropriate upper and lower body clothing for the temperature and general conditions
- Gloves and hats
- Carry or have access to water/hot drink (in flask etc)

Requesting the Emergency Services: If the emergency services are required and you have access to a working mobile please use this. If this option is not available try a house and request use of their phone if it is working if not return to the Control Room where the land line can be used and there are handsets available too.

Entry to private premises: Only those who are DBS vetted will be allocated to welfare calls to specific addresses by the Control Room/Emergency Sub-Committee. All other volunteers should not enter a private address unless approached by a villager outside their home and invited in to help. Volunteers should use their discretion as to whether to enter or not. Where the decision is not to enter, the volunteer must refer the villager on to the Control Room or contact the Control Room themselves. *In cases of emergency if a volunteer wishes to assist and enter the premises they do so at their own risk and are acting as a member of the public.*

Reporting of injury: If a volunteer sustains an injury whilst at an incident, they must report this to the Control Room who will record the details.

Specific advice in certain weather conditions

Snow

- Volunteers are requested to use their own equipment to clear snow.
- Snow should be piled no higher than 2 feet high and not on roads or foot paths in order to prevent obstruction and danger to other users.
- If clearing on private property ask the owner where they want to have snow piled, taking in to account the above.
- Do not rush clearing snow.
- Keep yourself hydrated as snowy conditions are normally very humid.
- Whilst the temperature is cold you may sweat. Ensure if you intend to remove clothes they are put in the dry and you take into account cooling down during rests and be aware of hyperthermia.
- Removing snow is strenuous. Take plenty of breaks and warm up first.
- Please resist the urge to have a snowball fight whilst clearing the snow. Injury can result!
- Remember watch out for raised kerbs and drive ways when clearing snow.

- After snow is cleared and if you need to grit a roadway or a pavement, contact the Control Room when complete and they will notify the Parish Council, who will consider if further action is required.

Flood

- Do not enter flood water that is fast flowing, part of a river or stream or is more than a foot high.
- If you have to enter water under a foot deep and stagnant, beware of hidden dangers such as uncovered manholes, drains and kerbs.
- If you have to go into water ensure you are wearing wellington boots or at least ankle protected boots, that you have a stick or prod and use this to check for submerged hazards before you move forward.
- Do not put your hands in water unless protected by gloves as the water may be contaminated by sewage. If you have no alternative but to do so; ensure you wash your hands and boots immediately afterwards.

Fallen Down Trees Obstructing Footpaths and Roads

As a general rule volunteers should not deal with these types of obstructions without clearance. When the obstruction is on public areas the volunteer should appraise the Control Room/Parish Council who will deal with this matter.

Only volunteers who have received adequate training or possess the correct qualifications/certification should be permitted to use chain saws.

Any chainsaw work should only be carried out at no more than normal ladder height. Any work above this height should be referred to the Parish Council's Insurer in accordance with their insurance policy in advance for approval.

Please Refer to the Health and Safety Executive (HSE) ['Chainsaws at Work' INDG317\(rev2\)](#), published 01/13.