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Lydney

Community

Emergency Plan

(PUBLIC VERSION)

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LIST OF CONTENTS

Section		Page
1	Introduction	4
2	Key roles within the community	4
3	Possible Emergencies	4
4	Activation of the plan	5
5	Risk assessment	5
6	Resources available within the community	5
7	Communications	6-7
8	Recording actions and obtaining feedback	7
9	List of plan holders	7
10	Plan maintenance and review	8
Appendices		
Appendix 1	List of key roles	9-11
Appendix 2	Risk assessment and actions	12-13
Appendix 3	Summary of resources available	14-15
Appendix 4	List of key contacts for emergencies	16
Appendix 5	Logging sheet	117

1. INTRODUCTION

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.

Context

Gloucestershire County Council, district councils and emergency services have an emergency response structure. Although there is no statutory requirement for a local community to produce an emergency plan, they are encouraged, by county and district councils and emergency services, to develop one. A Community Emergency Plan documents how a community would respond to an emergency situation e.g. while awaiting the assistance of statutory authorities /emergency services, or in support of them. This plan has been developed by the Community Response Group and it covers the geographical area of Lydney.

Aim

To increase resilience within the local community through developing a robust co-ordinated approach that complements the plans of emergency services and statutory organisations.

Objectives

- Identify the risks to the community and relevant response actions
- Identify vulnerable people / groups in the community
- Identify resources in the community available to assist during an emergency
- Provide key contact details for the Community Response Team, Key Community Resources, the Emergency Services and Local Authorities

2. KEY ROLES WITHIN THE COMMUNITY

There are three elements of roles considered within this plan:

1. **Co-ordination**
2. **Out and About**
3. **Welfare**

Their roles and leads for each area are highlighted in **Appendix 1**

3. POSSIBLE EMERGENCIES

Types of emergencies that would have an impact on our community are:

Flooding (*see Flood Resilience Document*) **Major road accident**
Fire or Explosion **Biological or Chemical**
Utility failure
Extreme weather conditions

For further detail on risk assessment see Appendix 2.

4. ACTIVATION OF THE PLAN

This plan will be activated when an emergency has occurred and the emergency services are unable to gain immediate access to the scene, or require additional support e.g. during widespread flooding. It may also be activated if warnings are received, prior to an anticipated event such as severe weather.

The decision making process is as follows:

1. The members of the Community Response Group (CRG) and the Town Council who receive a warning will alert other members to the situation and will contact the District Council Emergency Planning Liaison Officer (DEPLO) and other statutory authorities/emergency services as necessary.
2. The CRG Lead and Co-Leads will make a detailed assessment of the emergency to try and establish its extent and the type of support required. They will communicate with the District Emergency Planning Liaison Officer. If there is time, they will report to a meeting including other CRG members and the Town Council. A decision will then be made about activating the plan. If there is no time for such a meeting, the CRG leads will make the decision in consultation with the DEPLO (or alternative if unavailable).
3. If the Plan is not to be fully invoked (possibly on the advice of the emergency services) but some level of support is required, the Group will decide which part of the plan is appropriate to invoke and how to provide the required support.
4. As soon as the decision has been made that the parish/town is to provide a community response, Gloucestershire County Council Emergency Management Service will be informed that the plan is being activated. In most cases, this will be done by the District Council Emergency Planning Liaison Officer.

5. RISK ASSESSMENT

The table in **Appendix 2** shows an analysis of each type of emergency and action to be taken by the community.

6. RESOURCES AVAILABLE WITHIN THE COMMUNITY

Volunteers and other resources

There will be a need to draw upon various skills before, during and after any emergency and the success of this emergency plan rests largely on the goodwill of volunteers.

Potential volunteers have indicated what tasks they may be prepared to carry out if an emergency occurs.

Volunteers will be organised into the 3 groups whose leaders will advise and support them. Volunteers should report to them to be allocated tasks.

Other resources will also be required in an emergency and this plan will enable them to be located quickly. The table in **Appendix 3** lists volunteers and other resources available and how they might be utilised.

Local Place of Safety

District councils are responsible for setting up a central rest centre during an emergency. However, it may be necessary to set up a temporary place of safety within the community as an option e.g. for visitors or for people evacuated from their homes.

Proposed locations are:

PLACES OF SAFETY	CONTACT NUMBERS
Bream Road Cof E School	(01594) 842172
Lydney Community Centre, Naas Lane	07504565153
Primrose Hill Holy Trinity Church (Rev. Fenby)	(01594) 842321
Primrose Hill C of E Primary School	01594 843453
Severnbanks County Primary School	01594 842789
St Mary's Church (Rev. Fenby)	01594 842321
The Dean Academy	01594 843202
Lydney Town Hall	01594 843113
Aylburton Village Hall	07791761755 (C/O Dave Crabbe)
Aylburton School	01594 842426

The process for preparing and using the place of safety is as follows:

- Key holders are notified to open the hall
- Volunteers are coordinated to set up the hall
- Volunteers collect supplies from the shops and from others who have volunteered supplies of food, drink and pillows (if necessary)
- If necessary, information is relayed to people in the community notifying them that a place of safety has been set up
- Signage is put up to notify people of the location of the place of safety and "open" outside the place of safety
- A book is used to keep records of those entering and leaving the place of safety.
- Volunteers are ready to welcome and care for people as they arrive
- Volunteers are assigned other tasks as necessary – e.g. caring for specific people, cooking/ serving refreshments
- A short form is completed by people entering the place of safety, to include name, address, telephone number and any special needs/concerns – e.g. if they want to check up on a relative/ property.
- Once people have left the place of safety, a volunteer will check that they are alright (people will have been informed that this is likely to happen).
- Contact details are kept secure by the volunteer and are destroyed once contact is no longer needed.

7. COMMUNICATIONS

Communications are vital before, during and after an emergency in order to ensure that warnings and information are received and passed on, responses co-ordinated with emergency services and actions by volunteers within the community co-ordinated 'on the ground'.

The processes for communicating within and outside the community before and during an emergency are as follows:

- a) If necessary, Emergency Services will be contacted by the first person on the scene

- b) Contact with other statutory authorities (receiving warnings, discussion of the situation) or media will be through the Co-ordination lead (or alternative if unavailable)
- c) The person responsible for receiving, checking and passing on warnings from statutory authorities is also the Co-ordination lead, although this task can be delegated as appropriate.
- d) The Community Response Group holds telephone, email and postal contact details for members of the group and potential volunteers as not all forms of communication may be available in an emergency.
- e) A cascade system (contact 'tree') will be used to pass on information to community members, with named people responsible for passing on the message to 10 other people.
- f) In addition, notices will be posted at: the Town Hall, Co-op, Tesco, St. Mary's and Primrose Hill Churches, Bream Road, Severnbanks and Primrose Hill Schools and Lydney Hospital.

Contact details for statutory authorities, emergency services and key local contacts and leads can be found in **Appendix 4**.

The following useful information will be made available to members of the community:

- Summary of the Community Emergency Plan, with contact information and directions to useful websites/self-help advice
- Updated appropriate information in the event of the emergency

8. RECORDING ACTIONS AND OBTAINING FEEDBACK

During an emergency, volunteers will log actions, using the logging sheet in **Appendix 5**. This enables actions to be captured and evaluated, allowing for review and improvements to the Plan.

9. LIST OF PLAN HOLDERS

There is one version of the Emergency Plan containing contact details of emergency / statutory services and key leads within the community.

Formal copies of the Emergency Plan are held by the following:

Person's	Form – paper / electronic
Mayor of Lydney	P/E
Jayne Smailes - Town Clerk (CEO)	P/E
Colin Legg	P/E
Alan Preest	P/E
DEPLO	E
Emergency Management Services GCC	E
Bob Berryman (<i>LTC Cllr/Aylburton resident</i>)	P/E
Dave Crabbe (<i>Aylburton Parish Clerk</i>)	P
Roger Quaife (<i>Aylburton resident</i>)	P
Alison Meek / Suzy Webster (<i>Nurses</i>)	P
Mark Sargent (<i>Powerlines</i>)	P

10. PLAN REVIEW AND MAINTENANCE

In order to keep this plan up to date, contact lists will be revised as personnel changes occur. In addition, the plan will be reviewed jointly by Lydney Community Response Group and Lydney Town Council just prior to the Annual Meeting, to ensure that it adequately reflects the needs of the community. **Aylburton Parish Council will also be advised of any changes made to the Lydney Emergency Plan.**

Any changes to the plan will be noted on the Amendments page (page 1) and new versions of the plan distributed to formal holders of the plan.

It is the responsibility of the plan holders to ensure that they retain and use the most up to date version of the plan.

APPENDIX 1: LYDNEY

List of key roles for emergency planning

a) Checklist of key tasks for Co-ordination leads

CO-ORDINATION- KEY ROLES	
BEFORE	<ul style="list-style-type: none"> ▪ Lead development of the Emergency Plan <ul style="list-style-type: none"> ○ Get people involved in its development ○ Prioritise emergencies for local area ○ Draw together the Emergency Plan ○ Let people know about the plan ▪ Link with Statutory Authorities ▪ Arrange for Emergency Plan to be adopted by the Town Council (<i>copy of the Lydney Plan to be given to Aylburton Parish Council</i>) ▪ Identify training needed and request training ▪ Identify/arrange community preventative measures ▪ Create a 'grab bag' containing the plan and any appropriate clothing/equipment which may be required
DURING	<ul style="list-style-type: none"> ▪ Main contact points for authorities to issue warnings ▪ Pass on warnings to the community ▪ Call emergency services 999 and put plan into action ▪ Be at the 'centre' to monitor the situation and co-ordinate actions ▪ Link with media ▪ Arrange communications within the community ▪ Co-ordinate with the 2 other elements ('Out and About' and welfare) and monitor that the work is being done ▪ Communicate with Emergency services and statutory authorities ▪ Keep logging sheet of incidents, actions and costs
AFTER	<ul style="list-style-type: none"> ▪ Arrange immediate debrief following the emergency ▪ Arrange any necessary support and counselling with statutory and voluntary agencies ▪ Report back to parish/town council, other statutory authorities as appropriate and to the community ▪ Review the plan in light of the experience ▪ Adjust the Emergency Plan as necessary and publicise/distribute new versions ▪ Thank volunteers and celebrate resilience

Leads and contact details: Co-ordination

Name	Surname	Address	Tel (landline and mobile)	email
Bob	Berryman	Stedman, 77 High Street, Aylburton, Glos, GL15 6DE	01594 842036 (m) Restricted	Restricted
Colin	Legg	115 Lakeside Avenue Lydney GL15 5QB	(m) Restricted	Restricted
Alan	Preest	7 Greenacre Bream, Lydney GL15 5LG	01594 564668 (m) Restricted	Restricted
Jayne	Smailes	Lydney Town Council Council Chambers High Street Lydney GL15 5DX	01594 842234	ceo@lydneytowncouncil.co.uk
David	Crabbe	Aylburton Parish Council	(m) 07791761755	Restricted

b) Checklist of key tasks for 'Out and About' leads

OUT AND ABOUT - KEY ROLES	
BEFORE	<ul style="list-style-type: none"> ▪ Liaise with Coordinating element ▪ Draw up and maintain list of volunteers and resources 'on the ground' ▪ Carry out risk assessments ▪ Organise information to be distributed to volunteers on risk assessment/safety ▪ List, source (and store) resources in advance of emergency ▪ Create a 'grab bag' containing the plan and any appropriate clothing/equipment which may be required
DURING	<ul style="list-style-type: none"> ▪ Assess, prioritise and communicate events on the ground to the co-ordinators and welfare groups ▪ Monitor and prioritise protection/recovery ▪ Liaise with and inform Statutory Authorities (including Emergency Services) about any vulnerable members of the community. ▪ Support Emergency Services if and when directed ▪ Record all activities (photograph, camcorder, log sheet)
AFTER	<ul style="list-style-type: none"> ▪ Reflection/debrief within the group using records of the emergency. ▪ Draw up lessons learned to feed into the review and adjustment of the Emergency Plan ▪ Care of volunteers – signpost to Welfare Group ▪ Remove signage etc ▪ Maintain amenities

Leads and contact details: 'Out and About'

Name	Surname	Address	Tel (landline and mobile)	email
Bob	Berryman	Stedman, 77 High Street, Aylburton, Glos, GL15 6DE	01594 842036 (m) Restricted	Restricted
Colin	Legg	115 Lakeside Avenue Lydney GL15 5QB	(m) Restricted	Restricted
Alan	Preest	7 Greenacre Bream, Lydney GL15 5LG	01594 564668 (m) Restricted	Restricted
Jayne	Smailes	Lydney Town Council Council Chambers High Street Lydney GL15 5DX	01594 842234	ceo@lydneytowncouncil.co.uk
David	Crabbe	Restricted	(m) 07791761755	Restricted
Roger	Quaife	Restricted	(m) Restricted	Restricted

c) Checklist of key tasks for Welfare leads

WELFARE- KEY ROLES	
BEFORE	<ul style="list-style-type: none"> ▪ Have knowledge of people who may need help and support in the community ▪ Equip potential community place (s) of safety ▪ Put a system in place for receiving food / drink and other resources for the rest centres ▪ In the plan, check that people are not missed out when an emergency occurs
DURING	<ul style="list-style-type: none"> ▪ Contact and reassure members of the community during an emergency ▪ Direct resources/ support to members of the community, as required, via the co-ordination lead ▪ Communicate the needs of vulnerable people to Statutory Authorities, including Emergency Services, as required ▪ Co-ordinate and staff a community place of safety if it is required ▪ Maintain records of people attending the place of safety ▪ Support and comfort distressed members of the community at the place of safety ▪ Arrange and provide basic sustenance ▪ Arrange and support sleeping arrangements if necessary ▪ Use logging sheet to keep accurate record of actions taken during the emergency
AFTER	<ul style="list-style-type: none"> ▪ Survey residents after the event to gain feedback and check recovery ▪ Make people aware of health and wellbeing services available to them and how to access them

Leads and contact details: Welfare

Name	Surname	Address	Tel (landline and mobile)	email
Colin	Legg	115 Lakeside Avenue Lydney GL15 5QB	(m) Restricted	Restricted
Alan	Prest	7 Greenacre, Bream, Lydney, Glos, GL15 6AP	01594 564668 (m) Restricted	Restricted
Jayne	Smailes	Lydney Town Council Council Chambers High Street Lydney GL15 5DX	01594 842234	ceo@lydneytowncouncil.co.uk
David	Crabbe	Restricted	(m) 07791761755	Restricted
Roger	Quaife	Restricted	(m) Restricted	Restricted

APPENDIX 2: LYDNEY
Risk assessment and actions
before, during and after an emergency

Emergency scenario	Details – where and what?	Actions
ALL EVENTS	IN LYDNEY	Call 999 or FODDC OUT OF HOURS <i>[Out of hours calls to the District Council offices are diverted to Worcestershire Telecare (24 hours)].</i>
Flooding <i>(See - Lydney's Flood Resilience Plan)</i>	Lower areas of town	<ul style="list-style-type: none"> • Locate and remove to a place of safety those immediately affected. • Ensure hot food, drinks and blankets are available at place of safety as required. • Monitor flooding level to feedback information on further potential for evacuation predict and identify more potential victims. • Alert volunteer boat and 4x4 owners of possible need.
Fire or Explosion	Any areas of town. Local industrial explosion or fire. Road tanker explosion. Gas main explosion.	<ul style="list-style-type: none"> • Ensure all people in proximity are evacuated to a place of safety as needed. • Ascertain location of any unaccounted personnel. • Prevent access to affected location. Warn others in vicinity. • Administer 'First-Aid (if qualified) to those requiring it.
Utility failure	Any areas of town. Major disruption or cessation of supply of gas, water, electricity or telecommunications.	<ul style="list-style-type: none"> • Arrange water collection stations. • Set up place of safety and ensure those places have adequate provision for supplying hot meals (using portable stoves etc.) • 'Out & About' teams will check residents and transport if necessary • Provide method of communication.
Extreme weather conditions	All areas of town. Severe, unusual weather conditions seriously affecting transportation, utility services, access to emergency services and necessary provision of food, fuel, water and other essential supplies.	<ul style="list-style-type: none"> • Arrange stocks of fresh water, fuel and food at designated locations. • Identify people who need support, deliver essential supplies if possible • Provide appropriate transport to places of safety
Major road accident	Potentially any area but important routes like A48. Adjacent buildings to the route affected Also risk of explosion	<ul style="list-style-type: none"> • Identify load and inform appropriately. • Help evacuate affected people to place of safety • Assist to redirect traffic as required • Assist to clear route as directed by Emergency Services
Biological or chemical event	Potentially all areas, but especially industrial areas. Link with road accident	<ul style="list-style-type: none"> • Assist to isolate/contain affected areas • Warn people as needed • Contact DEPLO for nuclear link to

	<p>above in case of road tanker</p> <p>Mains water contamination</p> <p>Airborne pollutant</p> <p>Contagious disease affecting local services</p> <p>For nuclear Berkeley/Oldbury emergency plan is in place</p>	<p>Berkeley/Oldbury</p> <ul style="list-style-type: none"> • Contact DEPLO for specialist help
Terrorism	<p>Potentially any area</p> <p>Likely to be informed of how CRG can help by DEPLO</p>	<ul style="list-style-type: none"> • Contact with DEPLO/Emergency Services for instruction

APPENDIX 3: LYDNEY
Summary of resources available –
volunteers, skills and other resources

VOLUNTEERS

Forename	Surname	Tel	Email/ Postal address	Skills / tasks willing to do	Resources available
Rev K	Wear	Restricted	Restricted	General Key Holder (LCF)	Lydney Christian Fellowship (LCF)
John	Thurston	Restricted		General Key Holder – Watney Hall (3 Hill Street Lydney)	Watney Hall (3 Hill Street Lydney)

Mark	Sargent	(m) Restricted		[Powerlines?]
Alison	Meek	(m) Restricted		Nurse
Suzy	Webster	(m) Restricted		Nurse

OTHER RESOURCES

Local resource	Contact person(s)	Telephone/address/email	In an emergency, how could it be used?
W.I.		Restricted	Welfare assistance, especially for places of safety.
A.T.C.	Flt Lt Paul Beard	Restricted	Rescue aid and messaging
Sea Cadets	Petty Officer Neil Donabie	Restricted	Flood rescue assistance
Farmers	Richard Morgan	Restricted	Specialist vehicles
4WD vehicles	Dave Rudge	Restricted	Off-road rescue and towing.
Media	Radio Glos/ Citizen	01452 308585 01452 698821	Information input/output
Doctors/nurses	Severnsbank Surgery Lydney Hospital	01594 841124 01594 842172 03004 218722	Emergency medical aid
Hauliers	Travis Perkins	01594 842471	Temporary mobile shelters

Gas stockists	Forest Gas	01594 529344	Bottled gas for heating food.
Transportation	Lydney Dial-a-Ride Plus Any Town Councillors	01594 843809/844558 (Check Cllr listing)	Transport

Qualified First Aiders

Jayne Smailes – CEO Lydney Town Council
Carol Wheeler – EO Lydney Town Council
James Young – Lydney Town Council (sited in Bathurst Park)
Peter Edwards – Lydney Town Council (sited in Bathurst Park)

Alison	Meek	(m) Restricted	Nurse
Suzy	Webster	(m) Restricted	Nurse

Defib Trained

Jayne Smailes – CEO Lydney Town Council
Carol Wheeler – EO Lydney Town Council

James Young - Lydney Town Council (sited in Bathurst Park)
Ryan Berryman- Lydney Town Council (sited in Bathurst Park)
Tommy Wales - Lydney Town Council (sited in Bathurst Park)
Peter Edwards - Lydney Town Council (sited in Bathurst Park)

Alison	Meek	(m) Restricted	Nurse
Suzy	Webster	(m) Restricted	Nurse

APPENDIX 4: LYDNEY

List of key contacts for emergencies

CONTACT/ NAME	TELEPHONE	WEB ADDRESS AND/OR POSTAL ADDRESS
Emergency Services	999	Fire, Police, Ambulance Service
Forest of Dean District Council DEPLO	01594 810000	www.fdean.gov.uk
Gloucestershire County Council:		
Emergency only	08000 921 776	
Enquiries	01452 425 000	www.gloucestershire.gov.uk
Gloucestershire Highways	08000 514 514	www.gloucestershire.gov.uk/highways
Western Power Distribution	0800 6783 105	www.westernpower.co.uk loss of supply interactive map www.westernpower.co.uk/power-outages/what-s-Happening/Power-Cut-Map.aspx
Gas Leaks – any supplier	0800 111 999 (24 hrs)	www.nationalgrid.com
NHS Glos	0300 421 1500	www.glospct.nhs.uk
Severn Trent Water	0800 783 4444	www.stwater.co.uk
Environment Agency		
General Enquiries	08708 506 506 (24 hrs)	www.environment-agency.gov.uk
Environment Incident	0800 80 70 60 (24 hrs)	
Floodline	0345 988 1188 (24 hrs)	
Community Response Group leads		
Bob Berryman	01594 842036	Restricted
Colin Legg	Restricted	Restricted
Alan Preest	01594 564668	Restricted
Parish/Town Clerk (CEO)		
Jayne Smailes	01594 842234	ceo@lydneytowncouncil.co.uk
Carol Wheeler	01594 842234	exec.officer@lydneytowncouncil.co.uk
Local Village Agent		
Mike Morgan	07776245712	
Key holders of local places of safety		
Rev K Wear <i>Lydney Christian Fellowship</i>	Restricted	
John Thurston Watney Hall	Restricted	Restricted
Derek Biddle Lydney Community Centre	01594 842180	Restricted
Colin Knight Lydney Town Hall	Restricted	
Aylburton Village Hall	07810 507752	

