



COMMUNITY RESILIENCE EMERGENCY PLAN

Our Response to an Emergency

All major emergencies should, in the first instance, be reported to the police. Parish Council Emergency Contact Numbers are published on our notice boards and website.

Our Aim

In a major emergency Hockley Parish Council will work with the emergency services, Rochford District Council and other agencies to support those affected and to help in their recovery.

How we will achieve this

The resources of the Council will be reprioritised to meet our aim, whilst still ensuring that we maintain our essential services. This policy outlines the actions we will take to:

- Understand what is happening
- Decide on the actions we will take
- Work with other agencies
- Share information on what is happening
- Provide practical support for those affected
- Make sure we are prepared
- Provide mutual aid to other neighbouring Local Authorities

These actions apply to all types of emergencies although the support we provide will vary with the circumstances. The operational detail of these actions are contained in procedural notes maintained and kept in the parish office that are used for reference and training.

➤ Understand what is happening

Understanding the situation is key to providing the most effective response. The Parish Council will take the following actions to ensure that we have good information on which to make decisions:

➤ Emergency Information Centre

An Emergency Information Centre will be set up in the parish office for most incidents, but depending on circumstances we may choose other locations, or provide the service on a virtual basis. The Emergency Response Team will compile and manage information about the emergency and its impact, the response by other agencies and how the situation may develop. This will be reported to Rochford District Council to enable them to make decisions about the most appropriate response.

➤ Communications

In order to ensure that the Council has good information and its interests are represented, we will send personnel to work with appropriate partners and groups of partners. In particular we will seek to have regular reports from Strategic Co-ordination Group meetings.

➤ Sending Representatives to the Scene

To help with our assessment of the emergency we will send a member of the Response Team to the areas affected to report back on the situation. Any major emergency situation will be lead by the police who will advise us on our involvement.

➤ **Decide on the actions we will take**

In response to an emergency the Proper Officer or Chairman of the Council will call together the Emergency Response Team to agree the action to be taken by the Parish Council. Depending on circumstances this meeting could be held by phone conference. A strategy to meet the needs of residents will be formed to cover both the initial response and to consider our role during the recovery period. Where there is advance knowledge of a risk, for example advance warning of severe weather, the Response Team may meet in advance to co-ordinate its action with the District Council.

➤ **Work with other agencies**

All organisations responding to an incident will be prioritising their resources to meet the requirements of the emergency. It is important that we work with other agencies to ensure a coordinated and effective joint response. The Emergency Response Team will maintain a dialogue with partners and ensure that we maintain links to any co-ordinating groups that might be established.

➤ **Share information on what is happening**

The Emergency Response Team will ensure information on the emergency is available to the residents. They will work to ensure that the current situation is reflected on the Council's website and shared through social networks. We will provide updates to local radio stations.

➤ **Provide practical support for those affected**

If people are displaced from their homes the Council will open its identified emergency meeting points to act as assistance centres. They will provide information on what is happening and, if required, emergency feeding and temporary shelter. Once these basic needs are met Council will work with individuals on their specific needs. In certain circumstances schools may also be used for these functions. We will also support local assistance centres established through the Parish Council emergency plans. The Emergency Response Team will work with the community to assess any other ways in which the Council resources may be redeployed to support those affected.

➤ **Make sure we are prepared**

To ensure that we are able to meet the aims outlined above we will undertake the following actions:

- Maintain procedural documents to record the operational detail of the actions outlined in this policy.
- Identify personnel to assist in the roles of the Emergency Response Team.
- Ensure we maintain a capability to respond.
- Undertake training for both general and specific response roles.
- Hold exercises to test our capabilities.
- Work with other agencies to ensure we understand each others' response and capabilities (mainly through the Local Resilience Forum).
- Consider the main risks to the Parish and plan to meet them.
- Ensure we are able to provide an initial out of hour's response via our contact system and that the Council can take action within a reasonable time scale at any time.

➤ **Provide mutual aid to neighbouring Local Authorities**

We will be prepared to assist others when our Parish is not at risk if required.