

## Community Emergency Plan for the Parish of Bourton-on-the-Water

On any revision of this plan please send a full version to [emergency.planning@cotswold.gov.uk](mailto:emergency.planning@cotswold.gov.uk)

### **1. PURPOSE**

**Aim of the Community Emergency Plan** - is to increase resilience within the local community before, during and after emergencies, and to link into the local authorities and emergency services' emergency response structures. This Plan documents how the Parish of Bourton-on-the-Water would respond in an emergency situation e.g. 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 e.g. to save life, to take any risks to themselves or to cope for long hours without agencies' help and support.**

#### **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.

#### **Objectives**

- Provide details for key community contacts with whom authorities can liaise with in an emergency
- Identify the risks to the community and relevant response actions
- Identify vulnerable groups and properties in the community
- Identify resources (including local 'Place of Safety policy' – Appendix 1) in the community available to assist during an emergency

### **2. KEY POINTS OF CONTACT FOR THE COMMUNITY**

The following persons will coordinate the community's support to an emergency and be the points of contact for Cotswold District Council/ Emergency Services.

<b>Name</b>	<b>Tel:</b>	<b>Email:</b>	<b>Postal address</b>
1) <b>Parish Council</b> <b>Chairman:</b> Andy Roberts	01451 822230 07973 721665	<a href="mailto:andy.roberts@bourtononthewater-pc.gov.uk">andy.roberts@bourtononthewater-pc.gov.uk</a>	Romany Cottage High Street Bourton-on-the-Water Glos GL54 2AP
2) <b>Parish Council</b> <b>Vice-Chairman:</b> Lynda Hicks	01451 798947 07867 121122	<a href="mailto:lynda.hicks@bourtononthewater-pc.gov.uk">lynda.hicks@bourtononthewater-pc.gov.uk</a>	Brie Cottage Mousetrap Lane Bourton-on-the-Water Glos. GL54 2AU
3) <b>Parish Council</b> <b>Clerk:</b> Sharon Henley	01451 820712 (w) 07554 374766 (m)	<a href="mailto:clerk@bourtononthewater-pc.gov.uk">clerk@bourtononthewater-pc.gov.uk</a>	The George Moore Community Centre Moore Rd Bourton on the Water Glos GL54 2AZ  Or  19 Bleriot Road Upper Rissington Glos GL54 2NN

### **3. POSSIBLE EMERGENCIES AND RISK ASSESSMENT**

Risk assessment of the types of emergencies that would have an impact on our community and how local emergency planning could help.

In all instances, the Key Contacts will liaise and establish the scale and extent of the emergency, consider the Emergency Plan and relevant policies, obtain approval of a budget for costs, and instigate appropriate action.

The Key Contacts will allocate personnel to the roles of Co-Ordinator, Welfare and Out and About, as appropriate, once the nature and scale of the Emergency has been established. The type of tasks that may fall within the respective roles is set out as Appendix 2.

<b>Type of emergency</b>	<b>Potential risks</b>	<b>Actions to address those risks</b>
<b>Extreme weather/ Snow</b>	<ol style="list-style-type: none"> <li>1. Roads blocked - snow/ice</li> <li>2. Providing temporary shelter to stranded motorists</li> <li>3. Power outages</li> </ol>	<ol style="list-style-type: none"> <li>1. <ul style="list-style-type: none"> <li>- Liaise with GCC to request clearance of major roads;</li> <li>- Liaise with local snow plough operator to request clearance of minor roads;</li> <li>- Communicate information via website and social media;</li> <li>- Liaise with Hacklings depot re transfer of grit, as necessary;</li> <li>- Arrange to supervise the loan of PC grit/equipment stocks and consider whether gritting is required within the village;</li> <li>- Liaise with Volunteers and allocate tasks;</li> <li>- Contact CDC's Emergency Planning Officer /Emergency Services and request assistance, if necessary eg including activating Place of Safety/Rest Centre in line with the Place of Safety policy</li> </ul> </li> <li>2. <ul style="list-style-type: none"> <li>- Liaise with GCC Highways to obtain information on extent of blockages and length of time emergency is likely to last;</li> <li>- Liaise with Police and seek assistance;</li> <li>- Deploy Volunteers to liaise with motorists and provide information on route diversions/road clearance, and provide temporary assistance, if required eg refreshments, assistance to families with young children etc;</li> <li>- Communicate information via website and social media;</li> <li>- deploy Volunteers to liaise with and transfer motorists;</li> <li>- Contact CDC's Emergency Planning Officer /Emergency Services and request assistance with set up of Place of Safety/Rest Centre, if necessary;</li> </ul> </li> <li>3. <ul style="list-style-type: none"> <li>- Liaise with power companies to assess likely duration of outage;</li> <li>- Liaise with Emergency Services;</li> <li>- Make arrangements to bring in supplies eg water;</li> <li>- Communicate information via web-site and social media;</li> <li>- Contact CDC's Emergency Planning Officer /Emergency Services and request assistance, if necessary eg including activating a Rest Centre/Place of Safety</li> </ul> </li> </ol>
<b>Flooding</b>	<ol style="list-style-type: none"> <li>1. Homes flooded</li> <li>2. Danger to life</li> <li>3. Danger to livestock</li> </ol>	<ol style="list-style-type: none"> <li>1. <ul style="list-style-type: none"> <li>- Contact the Environment Agency to seek guidance on likely duration and extent of flooding</li> <li>- Communicate information via website and social media;</li> </ul> </li> </ol>

	<p>4. Power outages</p> <p>5. Providing temporary shelter to residents</p>	<ul style="list-style-type: none"> <li>- Decide what roads require closing and contact the following: <ul style="list-style-type: none"> <li>● Glos Highways (08000 514514): Request road closures to be implemented.</li> <li>● The Police (999/101). In the event that Glos Highways are unable to, or will be delayed, in closing roads the Police will be asked to implement road closures</li> <li>● Community Resources, working under Police instruction. In the event that both Police and Highways authorities are unable to attend, the Council will seek Police authorisation for road closures to be staffed by community resources. The Police will confirm appropriate procedure to be followed in this instance. The road closures will be effected using signage and traffic cones stored at the Community Centre.</li> </ul> </li> <li>- Arrange to supervise checking and the loan of PC flood equipment stocks;</li> <li>- Liaise with Hacklings depot re transfer of sandbags, as necessary</li> <li>- Liaise with Volunteers and allocate tasks, including the identification of those persons in need of assistance;</li> <li>- Contact CDC's Emergency Planning Officer /Emergency Services and request assistance, if necessary eg including activating a Rest Centre/Place of Safety</li> </ul> <p>2. - Contact Emergency Services and the Police and seek assistance - Contact Moore Rd Health Centre and seek assistance</p> <p>3. Contact RSPCA, Bourton Vale Equestrian Centre, and the Police and seek assistance</p> <p>4. - Liaise with power companies to assess likely duration of outage; - Liaise with Emergency Services; - Make arrangements to bring in supplies eg water; - Communicate information via website and social media; - Contact CDC's Emergency Planning Officer /Emergency Services and request assistance, if necessary eg including activating a Rest Centre/Place of Safety</p> <p>5. - Contact CDC's Emergency Planning Officer /Emergency Services and request assistance, if necessary eg including activating a Rest Centre/Place of Safety</p>
<b>General Emergency (eg Major Traffic/Air Accident, chemical/gas leak)</b>	<p>1. Evacuation of residents/visitors to temporary place of safety</p> <p>2. Clearance/staffing of blocked roads</p> <p>3. Provision of first aid assistance</p>	<p>1. - Contact Emergency Services and request assistance; - Contact CDC's Emergency Planning Officer /Emergency Services and request assistance, if necessary eg including activating a Rest Centre/Place of Safety - Assist with transfer of residents/visitors to Place of Safety; - Communicate information via website and social media;</p> <p>2. - Contact Glos Highways/Emergency Services and request assistance;</p>

		<ul style="list-style-type: none"> <li>- Contact the Police and arrange for Volunteers to deploy PC equipment and staff road blocks under Police Supervision/advice, if necessary, to provide information to motorists re blockages, including recommended diversions;</li> <li>- Communicate information via website and social media posts;</li> </ul> <p>3.</p> <ul style="list-style-type: none"> <li>- Contact Emergency Services and request assistance;</li> <li>- Contact Cotswold Medical Practice and request assistance;</li> <li>- Consider whether to set up temporary place of safety</li> <li>- Communicate information via website and social media;</li> </ul>
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<b>Health Epidemic or Pandemic</b>	<ol style="list-style-type: none"> <li>1. Ill health</li> <li>2. Isolation</li> <li>3. Social Panic</li> <li>4. Antisocial/Dangerous Public Behaviour</li> <li>5. Mental Health; Dementia: Wandering/Confused; Suicidal / Dependency withdrawal / Domestic Violence; etc</li> <li>6. Homeless</li> <li>7. Deaths</li> <li>8. Livestock / pets / wild animals</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow advice of Public Health England <ul style="list-style-type: none"> <li>- Contact 111 website and if necessary, phone 111/999</li> <li>- Contact Cotswold Medical Practice as necessary</li> </ul> </li> <li>2. Community networking system to be established <ul style="list-style-type: none"> <li>- Within BotW community, including churches, and via social media groups; identify known vulnerable members of community; offer help eg shopping;</li> <li>- Keep public informed by updating electronic messageboards, websites, etc</li> </ul> </li> <li>3. Keep people informed via social media, website and other methods <ul style="list-style-type: none"> <li>- Communicate with supermarkets, fuel stations, banks, post office and similar community resources to discuss measures to calm, eg limiting sales per person, and ensuring supplies for vulnerable</li> </ul> </li> <li>4. Liaise with police if available, and while ensuring safety of volunteers, attempt to move others away to a place of safety while awaiting the assistance of police and/or other emergency services.</li> <li>5. Liaise with existing voluntary sector organisations eg Cotswold Friends, specialist services eg GDAS, police, and any specialist provisions established eg Glocs HelpHub (GCC)</li> <li>6. Contact relevant services eg Emergency Housing at CDC</li> <li>7. Immediate 999, subsequently Funeral Directors, Church leaders, Possible support to family, friends and community</li> <li>8. Establish an animal care group eg Bourton Vale Equestrian, Vets, Farms, volunteer pet carers and request community donations or loans of equipment, tanks, cages, leads, and food and water.</li> </ol>
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#### **4. ACTIVATION OF THE PLAN**

This plan will be activated when an emergency has occurred or if warnings are received, prior to an anticipated event. It may also be activated when local authorities/emergency services need support or are not able to attend immediately e.g. in severe weather. In this case the nominated Key Contacts for the community (section 2) will put all or part of this plan in to effect as appropriate. **If the plan is activated Cotswold District Council should be made aware (see section 8 for contact details).**

## 5. COMMUNITY RESOURCES

Volunteers have indicated what tasks they may be prepared to carry out if an emergency occurs and what resources they can offer.

Name	Contact	Offer of help/ resources
Bourton Parish Council: Councillors and staff – see Appendix 3	01451 820712	Ditch clearance equipment Generator Hi-viz jackets Road closure signage Water pumps & hoses Snow blower Emergency box (plastic tub with lid and handles) to contain local maps (detailed and large enough to read easily), torches, pens, pencils, ziplock bags, paper notebooks, "PARISH COUNCIL" lanyard badges for 20 people, 2 small flasks, marker pens, sellotape.
Cotswold Trailers	01451 851007	Trailers (50ml hitch)
Volunteer Coordinator: Parish Clerk, Sharon Henley	07554 374766	Mobilisation of Volunteers (Appendix 4)
Village Warden, Stephen Cotton	07729 114833 <a href="mailto:stephen.cotton@publicagroup.uk">stephen.cotton@publicagroup.uk</a>	General
Dale Hackling, Hackling Depot Ken Hackling	07739 255706 (inc. out of hours) 01451 820379 (depot) 07739 255700 (mobile)	Provision of sandbags Snow plough clearance Transfer of PC grit stocks
Moore Rd Health Centre	01451 820242	Medical help
The Cotswold School	01452 820554	Large hall space Sports fields eg helipad
Visitor Information Centre: Contact: Bob Hadley	01451 822061 (Home) 07904 114152 (Mobile) 01451 820211 (Centre)	Accommodation list
Midcounties Co-operative: Adam Withers, Store Manager	01451 821265 (Store)	Emergency food supplies, toiletries
Leanne Launchbury, Bourton Vale Equestrian Centre		Emergency Animal Care
<b>Churches</b>		
Church of England Rev'd Rowena King	<a href="mailto:revrowena@gmail.com">revrowena@gmail.com</a> 01451 821282	Pastoral support
Catholic Church Fr Stephen Lambert	01608 674354 (Home) 07836 384932 (Mobile) <a href="mailto:sulharcomb@aol.com">sulharcomb@aol.com</a>	Pastoral support
Baptist Church Minister Rev'd Sue Woodley	01451 824225 (church office) <a href="mailto:ssn_woodley@yahoo.co.uk">ssn_woodley@yahoo.co.uk</a>	Pastoral support, Food Bank

**Please note that the information/ contacts in the above list are confidential and should only be held by those persons listed in section 2. A 'public' version of this plan can be made available by deleting the above contact list before distribution.**

## **6. LOCAL TEMPORARY PLACE OF SAFETY**

If required 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.

<b>Place of Safety</b> (full address)	<b>Contact Name</b> (key holders)	<b>Telephone No.</b>
The George Moore Community Centre, Moore Road, Bourton on the Water, Glos. GL54 2AZ Tel. 01451 820712	Andy Roberts	01451 822230 (h) 07973 721665 (m)
	Lynda Hicks	07867 121122 (m)
	Bob Hadley	01451 822061 (h) 07904 114152 (m)
	Sharon Henley	01451 820712 (w) 07554 374766 (m)

## **7. LOG**

During an emergency, ideally, a record should be maintained of actions taken by volunteers. Information can be entered at the time, or directly after the emergency. This will be fed back to the Key Contacts and will enable actions to be captured and evaluated.

## **8. COMMUNICATION AND CONTACTS**

Contact details for statutory authorities, emergency services can be found below.

Organisation	Telephone	Website
<b>Emergency Services</b>	999	
<b>Police (non-emergency)</b> Cirencester Police Station Frontdesk	101 01452 907200	<a href="http://www.gloucestershire.police.uk">www.gloucestershire.police.uk</a>
<b>Cotswold District Council</b>  Community Resilience Liaison Officer [DEPLO] – Publica Karen Rushworth  Claire Hughes	01285 623000 0900 – 1700 hrs switchboard and contractor out of hours who can contact the Duty Officer  (w) 01594 812524  (w) 01594 812515	<a href="http://www.cotswold.gov.uk">http://www.cotswold.gov.uk</a>
<b>Gloucestershire County Council</b>	01452 425 000 (Mon-Fri 8.30am-5pm)	<a href="http://www.gloucestershire.gov.uk">www.gloucestershire.gov.uk</a>
<b>GCC Highways Team</b>	08000 514 514 (24hr)	<a href="http://www.gloucestershire.gov.uk/transport">www.gloucestershire.gov.uk/transport</a>
<b>NHS 111 Service</b>	111 (24hr) When medical help required but not 999 emergency	<a href="https://111.nhs.uk/">https://111.nhs.uk/</a>
<b>Environment Agency</b>		
General Enquiries	03708 506 506 (Mon-Fri 8am-6pm)	<a href="http://www.gov.uk/government/organisations/environment-agency">www.gov.uk/government/organisations/environment-agency</a>
Incident Hotline	0800 80 70 60 (24hr)	
Floodline	0345 988 1188 (24hr)  Quick dial number for Bourton area is 171071	

<b>Water / Sewerage Companies</b>		
Thames Water	0800 316 9800 (24hr)	<a href="http://www.thameswater.co.uk">www.thameswater.co.uk</a> Interactive map of latest incident info <a href="http://www.thameswater.co.uk/help-and-advice/work-in-your-area">www.thameswater.co.uk/help-and-advice/work-in-your-area</a>
<b>Gas Distributors</b>		
Wales and West Utilities	General Enquiries: 0800 912 2999	<a href="http://www.wwutilities.co.uk">www.wwutilities.co.uk</a>
<b>Electricity Distributors</b>		
Power Cut – any supplier	105	
Western Power Distribution	0800 6783 105 (24hr) or 105	<a href="http://www.westernpower.co.uk">www.westernpower.co.uk</a> Loss of supply interactive map <a href="http://www.westernpower.co.uk/Power-outages/Power-cuts-in-your-area.aspx">http://www.westernpower.co.uk/Power-outages/Power-cuts-in-your-area.aspx</a>
Scottish and Southern Electricity Network	0800 072 7282 (24hr)	<a href="https://www.ssen.co.uk/home">https://www.ssen.co.uk/home</a> Loss of supply interactive map <a href="https://www.ssen.co.uk/PowerTrack/">https://www.ssen.co.uk/PowerTrack/</a>
<b>Health and Housing</b>		
GRCC (Glos Rural Community Council) <b>Social Prescribing</b>	01452 528491 <a href="mailto:info@grcc.org.uk">info@grcc.org.uk</a>	<a href="https://www.grcc.org.uk/what-we-do/community-wellbeing-service">https://www.grcc.org.uk/what-we-do/community-wellbeing-service</a>
<b>NHS Glos</b>	0300 421 1500	<a href="https://www.gloshospitals.nhs.uk/">https://www.gloshospitals.nhs.uk/</a>
<b>Bromford Housing Association</b>	03301 234034	<a href="https://www.bromford.co.uk/contact-us/">https://www.bromford.co.uk/contact-us/</a>
<b>Cottsway Housing Association</b>	01993 890000	<a href="http://www.cottsway.co.uk">www.cottsway.co.uk</a> <a href="mailto:contact@cottsway.co.uk">contact@cottsway.co.uk</a>
<b>Sovereign Housing Association</b>	0800 587 2325	<a href="https://www.sovereign.org.uk/">https://www.sovereign.org.uk/</a>
<b>Cotswold Friends</b> Befriending, Shopping, Pharmacy collections, advice, transport	01608 651415 (office)	<a href="http://www.cotswoldfriends.org">www.cotswoldfriends.org</a> <a href="mailto:info@cotswoldfriends.org">info@cotswoldfriends.org</a>
<b>GCC Highways and Public Transport</b>		
Daniel Tiffney (Stakeholder Manager)	08000 514514	<a href="https://www.gloucestershire.gov.uk/highways/">https://www.gloucestershire.gov.uk/highways/</a>
Pulhams & Sons (Coaches) Ltd	01451 820369	<a href="mailto:info@pulhamscoaches.com">info@pulhamscoaches.com</a>



## **9. PLAN REVIEW AND UPDATE**

In order to keep this plan up to date, contact lists will be revised as soon as changes occur. In addition, equipment will be checked and the plan fully reviewed by the Parish Council at **least annually** to ensure that it adequately reflects the needs of the community.

<b>Date of last full plan review:</b>	<b>12.01.2016</b>	<b>Date of last full contacts review:</b>	<b>12.01.2016</b>
<b>Date of last full plan review:</b>	<b>28.6.2017</b>	<b>Date of last full contacts review:</b>	<b>28.6.2017</b>
<b>Date of last full plan review:</b>	<b>10.10.2018</b>	<b>Date of last full contacts review:</b>	<b>10.10.2018</b>
<b>Date of last full plan review:</b>	<b>27.5.2020</b>	<b>Date of last full contacts review:</b>	<b>27.5.2020</b>
<b>Date of last full plan review:</b>	<b>04.11.2021</b>	<b>Date of last full contacts review:</b>	<b>04.11.2021</b>
<b>Date of last full plan review:</b>	<b>01.02.2023</b>	<b>Date of last full contacts review:</b>	<b>01.02.2023</b>
<b>Date of last full plan review:</b>		<b>Date of last full contacts review:</b>	<b>16.05.2023</b>

# **APPENDIX 1**

## **PLACE OF SAFETY POLICY**

### **INTRODUCTION**

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.

### **TRIGGER**

The setting up of the Place of Safety will only be implemented following a decision made by the Key Contacts as set out in the Emergency Plan, namely the Chairman and Vice-Chairman of Council at the time, and following notification to all councillors. A budget for costs will be considered and recommended by the Chairman for approval by Council, via e-mail correspondence / telephone contact, if necessary, as soon as possible following the decision to set up the Place of Safety.

### **LOCATION**

The temporary Place of Safety will be the George Moore Community Centre (unless the nature or location of the emergency prevents this).

### **IMPLEMENTATION**

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

- When the decision to activate has been taken, one of the Key Contacts is allocated to informing and liaising with CDC's Emergency Planning Officer;
- A budget is approved for costs;
- The Council will liaise with the local churches to seek assistance with resources and provisions;
- A key holder is notified to open the Centre and Council office;
- Resources are allocated to the following tasks:
  - cashing cheques to ensure provisions/equipment can be purchased;
  - purchasing/collecting supplies (expenses to be logged and supported by receipts for later processing);
  - staffing the kitchen to provide refreshments;
  - setting up seating accommodation and food stations within the Centre, as required;
  - setting up sleeping accommodation within the Windrush Room, as required;
  - directing people to refreshments, sleeping areas etc;
  - relaying information to the community via the website and social media notifying them that a place of safety has been established;
  - displaying signage to direct people to the place of safety;
  - recording those entering and leaving the place of safety, to include name, address, telephone number and any special needs/concerns eg if they want to check up on a relative, have any medical conditions or needs etc;
  - liaising with the emergency services/doctor's surgery in respect of people with medical conditions, and maintain records of action taken in this respect;
- On leaving the place of safety, checking residents once they are back in their homes to ensure they are safe (people will have been informed that this is likely to happen, on arrival at the place of safety). Contact details are kept securely by the Council and are destroyed once contact is no longer needed.

### **POST-EMERGENCY**

- All costs are reported to Council;
- The Council will review the policy, assess whether amendments are required, and make recommendations for adoption;
- Thank volunteers, staff and agencies.

## APPENDIX 2

### COORDINATOR, WELFARE AND OUT & ABOUT ROLES – SAMPLE TASKS

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

<b>OUT &amp; ABOUT</b>	
BEFORE	<ul style="list-style-type: none"> <li>• Liaise with Coordinating element</li> <li>• Draw up and maintain list of volunteers and resources 'on the ground'</li> <li>• Carry out risk assessments</li> <li>• Organise info to be distributed to volunteers on risk assessment/ safety</li> <li>• List, source (and store) resources in advance of emergency.</li> <li>• Create a 'grab bag' containing the plan and any appropriate clothing / equipment which may be required</li> <li>• Check their own reporting system to other groups works</li> </ul>
DURING	<ul style="list-style-type: none"> <li>• Assess, prioritise and communicate events on ground to co-ordinators and welfare groups</li> <li>• Monitor and prioritise protection /recovery</li> <li>• Liaise with and inform emergency services about any vulnerable community members.</li> <li>• Support emergency services if and when directed</li> <li>• Support, assist where needed as a priority</li> <li>• Record all activities (photograph, camcorder, log sheet)</li> </ul>

AFTER	<ul style="list-style-type: none"> <li>• Reflection/debrief within the group using records of the emergency.</li> <li>• Draw up lessons learned to feed into the review and adjustment of the Emergency Plan</li> <li>• Care of volunteers – signpost to any relevant wellbeing groups within the village</li> <li>• Remove signage etc</li> <li>• Maintain amenities</li> </ul>
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WELFARE	
BEFORE	<p>Have knowledge of people who may need help and support in the community</p> <p>To equip potential community place (s) of safety</p> <p>Put a system in place for receiving food / drink for the rest centres</p> <p>In the plan check that people are not being missed out when an emergency occurs</p>
DURING	<p>Contact and reassure members of the community during an emergency</p> <p>Direct resources/ support to members of the community, as required, via the co-ordination Lead</p> <p>Communicate the needs of vulnerable people to the emergency services, as required</p> <p>Co-ordinate and staff a community place of safety if it is required</p> <p>Maintain records of people attending the place of safety</p> <p>Support and comfort distressed members of the community at the place of safety</p> <p>Arrange and provide basic sustenance</p> <p>Arrange and support sleeping arrangements if necessary</p> <p>Use logging sheet to keep accurate record of actions taken during the emergency</p>
AFTER	<p>Survey residents after the event to gain feedback and check recovery</p> <p>Make people aware of health and wellbeing services available to them and how to access them</p>

**APPENDIX 3**  
**COUNCILLOR AND STAFF CONTACT DETAILS**

## APPENDIX 4 LOCAL VOLUNTEERS

Jim Cowen	Tel: 01451 821948 Mobile: 07921 761763 Email: <a href="mailto:jim24337671@btinternet.com">jim24337671@btinternet.com</a>	
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