

Community Emergency Plan (Unrestricted version)

{There is a 'restricted version', which has all the contact details and is on limited distribution}

Village of Elmore

Amendments

Date	Version	Reason for amendment	Changed by
15/06/2016	One	Following village consultation	JSF
28/05/2021	Two	Adding Medical Emergency material	JSF

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List of abbreviations used throughout this document:

EA – Environment Agency
EEC – Elmore Emergency Committee
EVH – Elmore Village Hall
EPC – Elmore Parish Council
GCC – Gloucestershire County Council
NHS - National Health Service
SDC – Stroud District Council

Elmore Community Emergency Plan

(Unrestricted Version)

INTRODUCTION

1. This plan has been created by Elmore Parish Council (EPC) and is designed to provide a basic framework to ensure an effective approach to managing an emergency or major incident that may threaten the safety or welfare of the community.
2. Although there is no statutory responsibility for communities to plan for, respond to, or recover from emergencies, it is good practice to identify hazards and make simple plans on how to respond to them.
3. Not all situations will be the same so although this 'Plan' provides a basic framework there will inevitably need to be some imaginative improvisation exercised during any future emergency.

Definition of an Emergency

4. An emergency or major incident is defined as any event or circumstance, happening with or without warning, that causes or threatens death or injury, disruption to the community, damage to property or to the environment on such a scale that the effect cannot be dealt with by the statutory Emergency Services, local authorities and other organisations as part of their normal day-to-day activities.
5. However, the scale of any emergency may be small but widespread which could mean that Emergency Services becomes overwhelmed. Therefore, a local plan might be appropriate so that individuals, families and businesses can cope in the short term or until outside help becomes available.

Aim

6. To increase resilience within the local community by developing a robust, co-ordinated approach that complements the plans of Gloucestershire's Emergency Services and other statutory organisations and agencies.
7. This Emergency Plan provides a framework for action in the event of an emergency. It does not provide the definitive solution for action and as every emergency will be different and a considerable amount of initiative and imagination will inevitably be required from those involved in handling an emergency.
 - Identify what risks the community could face.
 - Highlight relevant responses for each type of risk.
 - Identify resources in the community that are available to assist during an emergency.
 - Provide key contact details for the Elmore Emergency Committee, the Emergency Services and Local Authorities.
 - Identify vulnerable groups and individuals in the community.

POSSIBLE EMERGENCIES

8. The types of emergencies that would have an impact on our community are shown below. These emergencies have been placed in categories in paragraph 23 to indicate their likelihood, based on past incidents and experience.

9. **Flooding.** The most likely natural emergency in the Elmore area is flooding, either from the overtopping of the River Severn or from fluvial water caused by constant heavy rain or flash flooding. The events in the UK over the last 10 years would indicate that such situations can develop with alarming speed, with minimum warning and overwhelming force. The following situations have occurred in recent years and all bear witness to the devastation and grief that can be caused:

- The flooding in the River Severn catchment area in July of 2007.
- The floods in Cockermouth in 2008,
- The flooding in Wales in 2012,
- The tidal surge that hit the East Coast in December of 2013,
- The flooding of the Somerset Levels in December of 2013 which continued for several months,
- The tidal surge combined with the Severn Bore in early January 2014,
- The constant storms and rain that battered the UK throughout January and February of 2014 causing further extensive flooding in Somerset, Gloucestershire, Worcestershire and the Home Counties.
- The flooding across the UK between November 2019 and February 2020. In our local area there was severe flooding in Worcestershire and Herefordshire and the River Severn burst its banks in Tewkesbury in November 2019.

10. **Climate Change.** The scientific predictions regarding climate change would indicate that we will get hotter summers, colder winters, greater unseasonable rainfall combined with rising sea levels. The latter situations provide the ideal environment for flooding on a widespread scale. It would therefore be foolhardy to ignore such warnings and it would be prudent to plan for such situations.

11. In 1953 there was a massive tidal surge on the East Coast of England which caused widespread flooding and loss of more than 300 lives countrywide. Since both the 1947 and the 1953 floods the EA has constructed the flood defences along the River Severn which have prevented similar disasters but the predicted rise in sea levels in the future¹, combined with the reluctance of the EA to improve the flood defences because of the cost, will mean that overtopping of our flood defences is likely to become more frequent in the future. We experienced a 'near miss' in early January 2014 when a west coast tidal surge occurred at the same time as a 3-star Severn Bore and the River rose to a point when it was almost level with the top of the flood banks at Elmore Back.

12. **Flood Defences in Elmore:** There are 4 kms of flood defences² along the River Severn in the Parish of Elmore and we have experienced minor flooding in 1965, 1999 and 2002. The biggest flood in living memory was the one in 1947 when the whole of Elmore Back was flooded to a depth of over one metre and the flood water extending up in the main village behind Elmore court into the area of Elmore Farm³. This disaster in March of 1947 followed the 'big freeze' of January 1947, which brought with it huge quantities of snow countrywide and it was the rapid melting of the snow that caused the eventual flooding. This meant that those living

¹ The sea level is predicted to rise by 0.7m over the next 100 years.

² Flood defences are maintained by the Environment Agency

³ The extent of the 1947 floods is depicted in the current EA's Flood Risk Maps.

here at that time were faced with two consecutive emergencies one concerning heavy snow followed by the flooding. The forecasts of 'climate change' indicate that such situations may not be uncommon in the future.

13. **Fluvial Flooding:** Fluvial flooding is caused by constant heavy rains which cannot drain away quickly enough and this phenomena has also affected the village in more recent times and the floods of 2007 bear witness to this. There are some low lying areas on the main road through the village that get particularly badly flooded during flash floods but this water generally subsides reasonably quickly. In July 2007 the country suffered from unseasonal heavy rains, particularly in the upper reaches of the River Severn which worked its way downstream and combined with the rains in Gloucester and other main towns caused considerable disruption and damage to properties where the drains could cope. These floods in 2007 caused much disruption in the environs of Gloucester when the River Severn overflowed its banks and the whole of the Minsterworth Ham was flooded. At Weir Green, opposite the Minsterworth Ham salient, the water reached a point only 30 cms below the top of the flood defences; fortunately the defences weren't breached but the water lying in Minsterworth Ham then took over 10 days to subside.

14. **Farm Disease.** It would be foolhardy to discount the possibility of the disruption that contagious farm diseases like BSE⁴, foot and mouth and TB⁵ can cause, especially in a rural farming area like Elmore and even more so as they have occurred previously.

15. **BSE:** The last major outbreak of BSE in the UK was in 1985 when over 4 million cattle had to be destroyed and in 1994 a variant of BSE had mutated to humans and was called CJD⁶ (the human variant of BSE) from which 177 died. *{The knock-on effects of CJD are long lasted; for instance, in Germany people who had lived in UK during the BSE crisis and not permitted to donate blood products in case they are infected.}*

16. **Foot and Mouth Disease:** In 1967 there was a minor outbreak of Foot & Mouth in Northumberland but in 2001 there were over 2,000 cases of Foot & Mouth across the UK. The result of this outbreak was that over 6 million cattle had to be destroyed. Some of the farms in Elmore, although not directly affected by the disease, were placed in isolation to avoid cross-contamination and there was widespread closure of footpaths across farmland to avoid contamination.

17. **TB:** The occurrence of TB among livestock is a continual problem throughout the UK. The South West (SW) is classified as a 'high risk' area for this disease. In 2019 there were 2,598 cases in the SW and in 2020 there were a further 2,421 cases. This was approximately 75% of the total cases throughout the UK! In 2019 32,783 cattle were slaughtered and in 2020 a further 27,360 were slaughtered. There has been much debate about the Badger link of the transmission of TB among cattle and badger culls have been instituted in various locations, as per one carried out in Gloucestershire in 2019. There is also concern that TB can be caught and spread by wild deer.

18. There have been several other health scares on a national and global scale regarding 'bird flu' (2005 to 2008) and 'swine flu' (2009 to 2010). We live in a rural area where there is abundant breeding of livestock. Protection against the 'Swine Flu' is now included in the winter flu vaccination available from the NHS. More recently, there was an outbreak of bird flu on a farm in Kent in 2020 as well as at turkey farms in Yorkshire in November 2020 and Norfolk in December 2020. However the most recent outbreaks in Europe were in Hungary in April 2021,

⁴ BSE – Bovine Spongiform Encephalopathy.

⁵ TB – Tuberculosis

⁶ CJD – Creutzfeldt Jakob Disease

where 11,800 birds were culled and also in the Netherlands in May 2021, when 13,000 turkeys and 66,000 chickens were culled. Therefore the health scares associated with animals that have hit the UK should be taken very seriously.

19. **Medical Emergencies and Pandemics.** The Corona virus Pandemic of 2020 and 2021 throughout the UK, and the rest of the world, caused untold distress to individuals and over-stretched the medical services. Emergency hospitals were constructed, testing centres established throughout the country and mass vaccination programmes were introduced in a cascade, starting with the most vulnerable people first. The UK Government classified anyone over 70 years of age as being in the 'vulnerable category'. For those people over 70 who were fit and healthy, this arbitrary limit may have seemed a little strange but the national statistics of those susceptible to Coronavirus clearly showed otherwise.

20. Similar to the Spanish Flu of 1918, which lasted 2 years, the Covid Pandemic also lasted a long time (18 months). Therefore, a similar pandemic, whatever it may be, might also last more than a year so the list of vulnerable people might increase as people get older. This is very relevant in an ageing population that has a high proportion of retired people.

21. The amount of physical help ordinary citizens can give in a pandemic is highly likely to be limited to practical day-to-day assistance. This can take the form of:

- Doing shopping for those who are either housebound or isolating;
- Running errands such as collecting prescriptions;
- Taking people to doctor's or hospital appointments;
- Keeping in contact by phone or visiting, (if permitted).

22. Role of the Parish Council in a Pandemic: The main role of the Parish Council in a pandemic should focus on ensuring that there is nobody in the village who is left without support. To do this the '*vulnerable persons list*' needs to be updated and maintained when a pandemic occurs. Individuals should be contacted, either by e-mail or phone to ascertain whether they have family members living locally or whether a neighbour has offered to help. Therefore, the list of those in the designated vulnerable category (over 70), should contain;

- Individuals' relevant contact details (home phone, mobile, e-mail);
- Addresses;
- Their age group (70+, 80+ or 90+);
- Who is their nominated helper.

23. Role of the Parish Council in a medical emergency: Medical emergencies that require medical assistance will normally be associated with another type of emergency like a bad traffic accident, a flood, a storm or similar. Therefore, the assistance that non-medically trained personnel can give will be limited. However, maintaining a base of First Aid trained individuals within the village will alleviate immediate needs if the Emergency Services are overwhelmed.

24. First Aid in the Community: In a widespread emergency situation, the resources of the regular Emergency Medical Services, including hospitals and ambulances, will almost certainly be stretched. Therefore, it would be prudent for a number of residents within the village to be trained to provide basic First Aid assistance if required. In order to allow for the availability of First Aid trained personnel in times of crisis, there should be at least six people trained in basic First Aid.

25. The initial first aid training of such personnel took place in 2015 under the auspices of St John's Ambulance with refresher training provided as required to maintain currency of skills and replace those who are no longer able to carry out the function. Such training is a prudent

skill to maintain and will therefore be funded by the Parish Council on a regular basis, if it is not available via District of County resources.

26. A list of trained personnel is shown at **Annex H1** - *(Restricted version only)*

27. Defibrillation: As part of the 'Emergency Plan', the Parish Council installed 2 heart Defibrillators within the village; one in the telephone box by the Village Hall as well as one at Elmore Back Farm. These life-saving devices would be available throughout the year and could save lives outside any large-scale emergency situation. However, although there are clear instructions available with the device, a number of people would need to be trained in their use so that speedy help can be administered if required. Such training would be part of the First Aid training package outlined above.

Categories of Emergencies

28. The emphasis in the Elmore Emergency Plan has been placed on situations that have occurred before and have been outlined above and appear below as Category 1 & 2 Emergencies:

Category 1 – Highly likely to happen and have happened before:

- Flooding – overtopping of the flood defences along the River Severn.
- Flooding – surface water caused by heavy rain (e.g. as per the floods in July 2007)
- Farm diseases - which affect movement and may isolate parts of the community. (e.g. Foot & Mouth and TB)
- Medical Pandemics – as per the world Covid crisis of 2020/21.

Category 2 – Possible - Previous experience, which has caused mild disruption: *(some of which could be caused by or happen alongside those listed above)*

- Extreme weather – heavy snow storms which overload the road clearing services.
- Extreme weather – storms/wind damage and tree blow-down which block roads.
- Power failure – widespread failure over a lengthy period especially in the winter – normally associated with extreme weather.
- Water shortage and/or water supply failure including pollution of mains water caused by another emergency – as per the floods of 2007.
- Follow-up action locally as required after an emergency has been dealt with by the relevant Emergency Services; e.g. clearance of debris from storms.

Category 3 – Remote possibility:

- Major road traffic accident within the Village
- Aircraft or helicopter crash
- Bomb threat

FLOOD RESILIENCE

29. Bearing in mind the history of flooding in Elmore, as well as the changing climatic conditions, it would be imprudent, as stressed earlier in this plan, to dismiss the idea that flooding will not occur again. Therefore, anyone living near the River Severn, or in a flood risk zone, would be advised to take as many measures as possible to make their properties more flood resilient. Sadly, this won't stop the flooding but it will limit the amount of damage that is caused if and when flooding occurs.

30. There are many products available commercially that will assist homeowners to make their properties more flood resilient. The sort of measures that could be taken are shown

below but, needless to say, these measures can be expensive but every little helps as they may alleviate the cost of repairs after the event:

- Changing downstairs timber floors for concrete ones;
- Laying ceramic tiles instead of lino or thermoplastic material;
- Replacing wood skirting boards with flood-proof material;
- Re-plastering walls up to 1-metre above floor level with Limelite Renovating plaster;
- Fitting new downstairs internal doors with frames and linings fitted for easy removal;
- Installing all main electrical appliances (fridges etc) and kitchen units on plinths;
- Raising electrical sockets above possible flood levels; (approx. 1m);
- Double check valves fitted to waste systems to prevent backing-up of foul waste;
- Fitting flood guards on front and back doors;
- Maintaining a small stock of large plastic boxes, into which valuables and water vulnerable items like books can be placed during periods of flood warnings. This would also alleviate the possibility of damage to sentimental items.

KEY ROLES WITHIN THE COMMUNITY

31. There are three key individual roles within the community, which are considered within this plan. These are:
- Co-ordination Officer – (Chair of the Parish Council - details in **Annex A**),
 - Liaison Officer – (A councillor or nominated person details in **Annex B**),
 - Welfare and Follow-up Officer –(A councillor or nominated person details in **Annex C**).

ACTIVATION OF THE PLAN

32. This Plan may be activated when an emergency has occurred and the Emergency Services are unable to gain access to the scene, or require additional support either because they are overloaded elsewhere or need some local assistance. It may also be activated if warnings are received prior to an anticipated event, such as severe weather or flood warnings.

33. The decision-making process is as follows:

- The Chair of EPC, will establish the extent of the emergency by contacting members of the Parish Council and the co-opted members of the Elmore Emergency Committee (EEC).
- The EEC will make contact with the relevant support officer at Stroud District Council (SDC) in order to establish the extent of the emergency in the District's area of responsibility.
- In the event that the Chair is unavailable, the deputy will respond, and this will trigger the same response. See procedure below:
 - If life is being threatened, or if the emergency services are required, call 999/112 and request immediate assistance. Notify the Police Stations at Quedgeley and Gloucester of the emergency and take advice.
 - Call the Emergency numbers (**Annex E**) for advice and/or assistance, and try to establish the extent and impact of the emergency, and likely timescales.
 - On consideration of advice provided by the Emergency Services and Statutory Authorities, the EEC should agree the level of response and identify what equipment/manpower resources are required.
 - Arrange for the Village Hall (EVH) to be opened as a temporary operations centre, and agree the manning levels.

RISK ASSESSMENT

34. **Annex D** and its **Appendices 1 to 8** outline each type of emergency (as shown in the categories listed in paragraph 23 above) and the necessary action to be taken. These lists are not exhaustive and there will inevitably be a requirement for improvisation when unexpected situations occur.

LOCAL PLACE OF SAFETY

35. Stroud District Council (SDC) is responsible for setting up a central rest centre during a wide-spread 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 temporarily evacuated from their homes.

36. The first choice as a 'Place of Safety' is Elmore Village Hall (EVH) as this location:

- is centrally located within the Village
- is located on high ground,
- has water, cooking and toilet facilities
- has an independent heating system
- has parking facilities

37. However, before a 'Place of Safety' is officially nominated, authority needs to be obtained from SDC as such a facility may be needed for an extended period involving financial expenditure, not only to the Parish Council but also as a result of cancelled functions and events. However, in a climate of financial restraint it is very unlikely that any funding will be available or expenses recoverable (see paragraph 34). Therefore, such costs may have to be met from the Parish Council's (EPC) 'Contingency Fund'; currently a sum of £1,500 is ring-fenced for this purpose within the EPC's financial budget forecast.

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

- Activation of a 'Place of Safety' is confirmed at an early stage when implementing the Emergency Plan;
- When the decision to activate has been taken, key holders are notified to open the hall;
- Volunteers are identified to set up the hall;
- Volunteers identify what supplies might be required to give support;
- Signs are put up to direct people to the 'place of safety';
- Update the list of vulnerable people within the village;
- A book is used to record those entering and leaving the 'place of safety';
- Volunteers are ready to welcome and care for people as they arrive, including a person nominated to provide basic First Aid if required;
- Volunteers are assigned other tasks as necessary – e.g. visiting people on the vulnerable list, caring for specific people, cooking/serving refreshments
- Once people have left the place of safety (EVH) a volunteer will follow-up to check they are all right (people will have been informed that this is likely to happen). This is especially important if residents return to their own homes, which may have been affected by flooding or they are on the list of 'vulnerable residents'. Contact details are kept securely by the volunteer and are destroyed once contact is no longer needed.

RESOURCES AVAILABLE WITHIN OUR OWN COMMUNITY

39. Resources available for an emergency include both personnel and materiel as follows:

Volunteers:

- There will be a need to draw upon various skills within the community before, during and after any emergency. Therefore, the success of this emergency plan rests largely on the goodwill of volunteers.
- The list of potential volunteers needs to be regularly updated as some people will not be available at all times and although various individuals have indicated what tasks they may be prepared to carry out if an emergency occurs, a reserve list would be prudent.
- Volunteers are directed by the Operations Centre normally based at EVH and volunteers should report there to be allocated tasks. Other resources may also be required in an emergency and it is important to be able to locate them quickly.
- **Annex F1** shows the current list of volunteers (Restricted version only).

Vehicles

- In an emergency 4 x 4 vehicles are likely to be the key transport resource within the Village.
- However, farm tractors and trailers will also be invaluable as they have greater ground clearance and cross-country capability, which could be particularly useful in flood conditions and deep snow.
- Some of the emergency service vehicles (e.g. ambulances) are not always capable of negotiating difficult road conditions in bad weather, such as snow and ice, so may need assistance in reaching people requiring help.

Accommodation

- The Village Hall is to be the designated focal point for temporary emergency accommodation in the event of residents having to evacuate their own homes during an emergency situation.
- Once the numbers of those evacuated has been established, then alternative accommodation will be sought for those affected in the homes of others within the Village. Some people may also prefer to make their own arrangements with friends and relatives outside the village. A record of where people are housed needs to be maintained.
- A list of those who might be prepared to accommodate those who have been evacuated in an emergency is shown at **Annex F2**. This list should be updated by the 'co-ordinator' on an annual basis to ensure it remains valid.

Other Resources

- Other resources might be needed depending on the type of emergency and this could include the following; Camping gas cooking equipment; tentage; camp beds; Sleeping bags; small generators; tow ropes etc.
- **Annex G** shows the current list of 'other resources' available within the community. However, it cannot always be assumed that these resources will be available, so prior contact with owners will be necessary as the owners themselves may have need of them in any given emergency.

Funding

- As far as can be determined, there is no special funding available to the Parish Council from either SDC or GCC. However, we do have a small 'contingency fund' which could be used to purchase some necessary items.

VULNERABLE GROUPS WITHIN THE COMMUNITY

40. There are some people in our community who may need assistance in an emergency situation and the EEC should firstly identify those at risk and maintain a contact list. The broad criteria for considering someone as vulnerable are:

- Anyone in Priority 2-4 who are living alone
- Priority 2: Anyone over 90 years of age
- Priority 3: Anyone over 80 years of age
- Priority 4: Anyone over 70 years of age
- Individuals who are classified as 'at risk' by virtue of a known medical condition (e.g. diabetes or a heart condition)
- Physically handicapped in any way
- Those who are temporarily medically handicapped (e.g. broken leg)
- Individuals with no means of mechanical transport

41. Vulnerable Residents. **Annex H2** lists the vulnerable people who might require help and support quickly in an emergency. (*Restricted version only*)

42. Anyone on the EEC's 'vulnerable resident's list' must be a first priority for assistance during any emergency.

ROAD CLOSURES IN ANY EMERGENCY SITUATION

43. The Police and Highways Agency are the only bodies that can officially close roads in an Emergency situation, such as flooding. It may be the case that a Police Officer mans these closures. In exceptional circumstances however, such as the floods in July 2007, this was not possible due to the exceptional demand on resources.

44. In these circumstances it would assist the police if a volunteer could monitor the Road Closure, once it has been put in place by the Police. It must be stressed that such a person has no power to stop any motorist. The role would entail ensuring the closure signs and cones remained intact and to advise motorists of the flood and help by advising of alternative routes to avoid any problems.

COMMUNICATIONS

45. Communications will be vital before, during and after any emergency in order to ensure that warnings and information are received and disseminated. Therefore a village database is required to ensure that:

- An up to date contact details available
- There is a rapid passage of information prior to any emergency
- There is an accurate record of all personnel living in the area in case we need to account for those missing or stranded.

46. Village Database: The Parish Council currently maintains a small database which has been compiled from open-source information⁷ and only includes e-mail addresses of those individuals who have currently given their consent. This list is maintained by the Chair of the Parish Council and The Clerk and is not disclosed to anyone else. Contact details on the database for the purposes of this Emergency Plan database should include:

- Physical address
- Home phone number
- Mobile phone number
- E-mail address – if applicable
- Names and numbers of those living at each address
- The list should be broken down by area for ease of reference

47. However, only approximately 60% of the houses in Elmore are listed on the current database as having e-mail contacts, it is appreciated that there may well be a certain level of reluctance by individuals to disclose their contact details and some of the older residents may not have a smart phone or a computer on which to receive e-mails.

(Any such database would only be part of the Restricted Version of this plan only and should not be disclosed to outside agencies)

48. If the telephone lines are out of order as a result of whatever emergency is taking place (storms, floods, power failure etc) then an alternative communication system may well be required. In this scenario mobile phones will become a vital asset and hence the need for a list of mobile phone contact numbers. Sadly, the mobile coverage in Elmore is patchy so this system of communication too may prove tricky.

49. The main point of contact with outside Emergency Services should, in the first instance, be via the Co-ordination Cell, which has been established in EVH. It may become necessary to set up an alternative or additional communication link with emergency services and actions by volunteers within the community ‘on the ground’ at the site of the incident. *{Consideration was given to the purchase of two-way radio sets, which could be used in an emergency but such a purchase proved to be beyond our meagre budget but may be reconsidered in the future}.*

50. The processes for communicating within and outside the community before and during an emergency and details of publications and instructions which have been made available to members of the community are as follows:

- If necessary, Emergency Services will be contacted by the first person on the scene.
- Contact with other statutory authorities (receiving warnings, discussion of the situation) or media will be through the Coordination Lead.
- The members of the EEC hold telephone, email and postal contact details for members of the group and volunteers but not all forms of communication may be available in an emergency. *(This contact information is restricted).*
- In addition, the parish notice boards and the ad hoc notice boards at Farley’s End, Elmore Back and the barn on the corner of Stonebench Lane will be updated with appropriate information.
- If electrical power has not been affected by the emergency then e-mail will also be used to disseminate information using the contacts on the current Village Data Base which is held by the Chair of the Parish Council.

⁷ Electoral Roll and BT Telephone Book and Yellow Pages.

51. Contact details for statutory authorities, emergency services and key local contacts can be found in **Annex E**. This Annex will need to be reviewed on an annual basis to ensure the information is kept up to date. Contact information can also be found on the SDC website.

RECORDING ACTIONS AND OBTAINING FEEDBACK

52. During an emergency, volunteers will be assigned the tasks of logging actions, using the log sheet shown at **Annex J**. These will be fed back to the Coordination Lead, and will enable actions to be captured and evaluated.

LIST OF PLAN HOLDERS

53. There are two versions of this Emergency Plan – an unrestricted version and a restricted version. The distribution of the restricted version is limited as it contains confidential contact details, including those of potential volunteers. The unrestricted version contains only contact details of emergency / statutory services and key Leads within the community.

54. Formal copies of the Restricted Version of the Emergency Plan are held by key personalities. The ‘unrestricted’ version has been published on the Parish website and also held by some outside agencies like SDC, the Police and the Fire Service.

Person/Appointment	Version (U) or restricted (R)	Form: paper/electronic
Leader	R	Both
Deputy Leader	R	Both
Co-ordinator	R	Both
Welfare Officer	R	Both
Chair Elmore Parish Council <i>(if not already holding one of the above positions)</i>	R	Both
<i>Stroud District Council Community Resilience Liaison Officer</i>	U	Electronic
<i>Fire Service</i>	U	Electronic
<i>Gloucestershire County Council</i>	U	Electronic
<i>Quedgeley Police Station</i>	U	Electronic

PLAN REVIEW AND MAINTENANCE

55. In order to keep this plan up to date, contact lists should be revised annually in December or when personnel changes occur in both the volunteer lists and those holding key appointments outside the village.

56. In addition, the plan will be reviewed annually in December by the Elmore Parish Council to ensure that it adequately reflects the needs of the community. This review should be placed on the Agenda for the Parish Council meeting in December of each calendar year

57. Any changes to the plan will be noted on the Amendments page (page 1) and new versions of the plan, or amended pages, 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.

John Field

**Chair, Elmore Parish Council
May 2021**

The first draft of this Community Emergency Plan, prepared for consultation, was approved by Elmore Parish Council on 13th December 2013. The consultation with key personalities in the village lasted 2 years and the first edition of the plan was published in June 2016.

List of Annexes:

- A.** Role of Emergency Co-ordinator
- B.** Role of Emergency Liaison Officer
- C.** Role of Welfare & Follow-up Officer
- D.** Types of Emergency and Actions Required
 - Appendix 1. Cat 1: Flooding – Overtopping of the River Severn flood defences
 - Appendix 2. Cat 1: Flooding – surface water
 - Appendix 3. Cat 1: Flooding - Generic Information for Householders
 - Appendix 4. Cat 1: Quarantine as a result of contagious farm diseases
 - Appendix 4a. Cat 1: Medical Emergencies and Pandemics
 - Appendix 5. Cat 2 - Extreme weather conditions: Heavy snow
 - Appendix 6. Cat 2 - Extreme weather conditions: Winds and Storms
 - Appendix 7. Cat 2 – Widespread Power Failure
 - Appendix 8. Remaining Category 2 Situations
- E.** List of Key Contacts
- F1.** List of Volunteers - *to follow*
- F2.** List of those prepared to accommodate evacuated personnel. – *to follow*
- G.** Summary of Local Resources
- H1.** List of First Aid Trained Personnel - *To follow*
- H2.** List of vulnerable people – *to follow*
- J.** Specimen Log Sheet

ANNEX A to Elmore Emergency Plan

ROLE OF EMERGENCY CO-ORDINATOR

Leader	<table><tr><td><u>Name</u></td><td><u>Contact details</u></td><td><u>Address</u></td></tr><tr><td>John Field</td><td>Tel: 01452 720357 (H) Mobile: 07519 651 547 fernhay@btinternet.com</td><td>Fernhay Elmore Glos, GL2 3NT (home)</td></tr></table>	<u>Name</u>	<u>Contact details</u>	<u>Address</u>	John Field	Tel: 01452 720357 (H) Mobile: 07519 651 547 fernhay@btinternet.com	Fernhay Elmore Glos, GL2 3NT (home)
<u>Name</u>	<u>Contact details</u>	<u>Address</u>					
John Field	Tel: 01452 720357 (H) Mobile: 07519 651 547 fernhay@btinternet.com	Fernhay Elmore Glos, GL2 3NT (home)					
Deputy Leader	E-Mail: Tel: 01452 Mobile:						
Checklist of Key Tasks							
BEFORE	<ul style="list-style-type: none">• Development and/or amendment of the Emergency Plan• Get people involved in its development• Try to get at least one representative from each area of the Village to provide input and act as the link to that area. The distinct Village areas are: (see also map at Annex K)<ul style="list-style-type: none">A. Elmore Back (Lake Street Farm to Severnbank Farm)B. Weir Green (to include Hollow Farm, Brook Street and Stonebench House)C. Step Green (from Elmore Farm to Elmore Court incl Court Cottages)D. Elmore Centre (From Oak End House to Partridge No. 3 incl Velthouse & Keeper’s Lanes)E. Farley’s End (to include Beamlow to Farley Corner)• Prioritise emergencies for the local area• Dovetail the elements of the Emergency Plan• Publicise the plan• Link with Statutory authorities to secure funding and resources• Arrange for Emergency Plan to be adopted by the Parish at an Annual Parish Meeting and subsequently to adopt any updates.• Identify training needs within the community and request training e.g. First Aid• Identify and seek assistance for community preventative measures e.g. Flood resilience measures for houses at risk.• Create a ‘grab bag’ containing the plan and any appropriate clothing / equipment which may be required• Carry out communications checks every 6 months• Secure a space in EVH as a ‘Campaign Locker’ to store radios, stationery, torches, signs and the ‘Survival Kit’.• Key personnel set up internet links and text links with local authorities and agencies who issue warnings (e.g. EA for flooding and Met Office for storms)						

DURING	<ul style="list-style-type: none"> • Consult other members of the Emergency Committee to assess the level of threat. • Call emergency services 999 and put plan into action. • Maintain communication links with local authorities (GCC, SDC, Police and Fire Services) and agencies who issue warnings (e.g. EA for flooding and Met Office for storms) • Identify what local resources may be needed and provide early warning to those who own them. • Liaise with neighbouring parishes in order to exchange information (Longney and Epney, Quedgeley – for Stonebench and Minsterworth on the other side of the River Severn) • Establish The Place of Safety (EVH) • Pass on warnings to the community using the notices, the cascade method, e-mail, mobile telephone and radio. • Maintain a contact point at the ‘centre’ of the community (EVH), to monitor the situation and co-ordinate actions. • Link with media – if necessary nominate a Press Officer • Co-ordinate with the 2 other elements (On The Ground and the Welfare Officer) and monitor what work is being done, • Keep log-sheet of incidents, actions and costs
AFTER	<ul style="list-style-type: none"> • Arrange immediate debrief following the emergency (Emergency Committee, Parish Council, those affected, emergency Services and local authorities) • Arrange any necessary support and counselling with local statutory and voluntary agencies. • Report back to Parish Council, and Emergency Services/ statutory authorities as relevant • Review the plan in light of the experience • Adjust the Emergency Plan as necessary and publicise/ distribute new versions • Report at least annually to community • Thank volunteers and celebrate resilience

ANNEX B to Elmore Emergency Plan

ROLE OF EMERGENCY LIAISON OFFICER

Lead	Tel: E-Mail: Address:
Deputy Lead:	Tel: E-Mail: Address:
Checklist of key tasks	
BEFORE	<ul style="list-style-type: none"> • Liaise with Co-ordinating Officer • Draw up and maintain list of volunteers and resources 'on the ground' • Carry out risk assessments • Organise info 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 • Check their own reporting system to other groups works, using a cascade method if appropriate.
DURING	<ul style="list-style-type: none"> • Assess, prioritise and communicate events on ground to co-ordinators and welfare groups • Monitor and prioritise protection /recovery • Liaise with and inform emergency services about any vulnerable community members. • Support emergency services if and when directed • Support, assist where needed as a priority • 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 Wellbeing Group • Remove signage etc • Maintain amenities

ANNEX C to Elmore Emergency Plan

ROLE OF WELFARE & FOLLOW-UP OFFICER

Lead	Tel: E-Mail: Address:
Deputy Lead:	Tel: E-Mail: Address:
Checklist of key tasks	
BEFORE	<ul style="list-style-type: none"> • Have knowledge of people who may need help and support in the community – maintain a draft list of vulnerable people. • To equip the 'Place of Safety - EVH • Put a system in place for receiving food / drink for the Place of Safety and other possible locations. • Make sure the Elmore contact list is up to date to ensure that people are not be 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 cell in EVH • Communicate any special needs of vulnerable people to the 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 • Inform the Neighbourhood Warden of any residents who need advice.

ANNEX D to Elmore Emergency Plan

RISK ASSESSMENT AND ACTIONS

This Annex is broken down in five appendices, each dealing with a specific type or category of emergency, these are:

Category 1 – Highly likely - i.e. has happened before

- Flooding – overtopping of the flood defences on the River Severn. (1947, 1965, 1999 & 2002) {See Appendix 1}
- Flooding – surface water caused by heavy rain (e.g. as per the floods in July 2007) {See Appendix 2}
- Farm diseases which affect movement and isolate parts of the community. (e.g. Foot & Mouth as per the outbreak in 2001) {See Appendix 3}
- Medical Emergencies and Pandemics – a highly infectious virus that affects everyone but probably the older and medically vulnerable people more than others. (e.g. Covid Pandemic of 2020/21) {See Appendix }

Category 2 – Possible - Previous experience which has caused mild disruption

- Extreme weather – heavy snow storms which overload the road clearing services.
- Extreme weather – Storms/wind damage and tree blow-down which blocks roads.
- Power failure – widespread failure over a lengthy period especially in the winter. *This could be a stand-alone emergency caused by an external problem or in conjunction with heavy snow or a storm.*
- Water shortage and/or water supply failure or pollution of mains water caused by another emergency –as per the floods of 2007.
- Follow-up action as required after an emergency has been dealt with by the relevant Emergency Service.

Category 3 – Remote possibility

- Major road traffic accident within the Village⁸
- Aircraft or helicopter crash
- Bomb threat

⁸ The increasing amount of heavy traffic, both farm tractors and delivery vehicles, as well as speeding cars may make this situation more likely in the future.

Appendix 1 to Annex D to Elmore Emergency Plan

Emergency: Flooding - Overtopping of the River Severn Flood Defences

<u>Actions Required</u>		<u>By Whom</u>
BEFORE	<ul style="list-style-type: none"> • If flood warnings have been received then monitor the rising water levels and issue warnings to residents at Elmore Back and Weir Green as appropriate 	Lead or nominated person
	<ul style="list-style-type: none"> • Property owners implement their own flood resilient measures for their properties (See Appendix 3 to Annex D) 	Individuals
	<ul style="list-style-type: none"> • Identify the extent of flooding and which properties are at risk. • Identify if pumping station at Elmore Back can cope with the flood water (advice from IDB may be required) 	Co-ord
During early stages of flooding	<ul style="list-style-type: none"> • Call in volunteers as necessary • If the emergency has resulted in people having to leave their homes (or people are stranded) there may be a need to activate the appropriate 'Place of Safety'. • The Elmore Emergency Committee will discuss the situation and decide whether to activate the centre; in which case they should: • Notify SDC to seek authorisation for activation of 'Place of Safety'; • Ask SDC if they can advise the local radio station to start broadcasting appropriate bulletins; • Notify 'Place of Safety' key holders so that they can start making preparations for the arrival of people • Identify if any Key resources are required and notify owners/ equipment holders and ask them check their 	

	<p>equipment.</p> <ul style="list-style-type: none"> • Notify the Welfare team to report to the Place of Safety to help set it up; • If there is a power failure, consider setting up a generator for the place of safety. 	
During	<ul style="list-style-type: none"> • Maintain links in and out through Co-ordinator • Notify residents by sending e-mails, texts, phoning and placing notices at strategic points in the Village as well as placing suitable notices on the Parish Website. <p><u>Road Closures:</u></p> <ul style="list-style-type: none"> • Decide what roads require closing and contact the following: <ul style="list-style-type: none"> • Glos Highways. Request and identify road closures. • The Quedgeley Police. In the event that Glos Highways are unable to, or will be delayed in closing roads, the Police will deploy equipment stored at the Station. • In the event that the Police are unable to be there, arrange for the equipment to be deployed by committee /Working Party members/ volunteers place appropriate 'Flood –Road Closed' signs at strategic points • <u>Decide if extra sand-bags are required</u> • Contact: (tel number ?) • Glos Highways • Volunteers to deploy issue sand-bags 	
After	<ul style="list-style-type: none"> • Review all log sheets • Follow-up on vulnerable individuals • Key personnel to make notes for wash-up meetings • Remove all equipment from EVH • Submit any expense claims to SDC or other appropriate authority 	

Appendix 2 to Annex D to Elmore Emergency Plan

Emergency: Flooding – surface or fluvial water caused by heavy rain

<u>Actions Required</u>		<u>By Whom</u>
BEFORE	<ul style="list-style-type: none"> • If flood warnings have been received then monitor the rising water levels and issue warnings to residents of Elmore with priority to those living at Elmore Back and Weir Green 	Lead or nominated person
	<ul style="list-style-type: none"> • Property owners implement their own flood resilient measures for their properties. (See Appendix 3 to Annex D) 	Individuals
	<ul style="list-style-type: none"> • Identify the extent of possible flooding and which properties are likely to be at risk. • Identify if pumping station at Elmore Back can cope with predicted flood water (advice from IDB may be required) 	Co-ord
DURING	<ul style="list-style-type: none"> • Call SDC and /or Emergency Services as appropriate and request assistance. • If the emergency has resulted in people having to leave their homes (or people are stranded) there may be a need to activate the appropriate 'Place of Safety'. • The Elmore Emergency Committee • will discuss the situation and decide whether to activate the centre. • Before activation of the 'Place of Safety' consideration should be given for people to stay temporarily with friends or relatives in the village. 	•

<p>DURING (cont'd)</p>	<ul style="list-style-type: none"> • If the decision is to 'activate' they should: • Notify SDC to seek authorisation for activation of Place of Safety; • Ask SDC if they can advise the local radio station to start broadcasting appropriate bulletins if appropriate; • Notify 'Place of Safety' key holders so that they can start making preparations for the arrival of people • Identify if any Key resources are required and notify owners/ equipment holders and ask them check their equipment. • Notify the Welfare team to report to the Place of Safety to help set it up; • If there is a power failure, consider setting up a generator for the place of safety. • Activate on the ground/or welfare groups – as required • Call in volunteers as necessary • Maintain links in and out through Co-ordinator • Notify residents by sending e-mails, texts, phoning and placing notices at strategic points in the Village. 	
	<ul style="list-style-type: none"> • Identify which roads have been affected by the flooding and the resulting knock-on for vehicles transiting the village or for access to properties. This then may require notices to be erected on the Quedgeley and Hardwicke side of the canal in order to warn motorists of the dangers; then contact the following: <ul style="list-style-type: none"> • Glos Highways. Request and identify road closures. • The Quedgeley Police. In the event that Glos 	

	<p>Highways are unable to, or will be delayed in closing roads, the Police will deploy equipment stored at the Station.</p> <ul style="list-style-type: none"> • In the event that the Police are unable to be there, arrange for the equipment to be deployed by committee /Working Party members/ volunteers 	
If sand-bags are required	<p>Contact:</p> <ul style="list-style-type: none"> • Glos Highways • Liaison officer to deploy sand-bags 	
Road Closures	<p>Inform Emergency Services/District Community Emergency of the need to close roads. Liaison Officer Notify residents by posting notices on the web-site Erect temporary 'Road Closed' signs</p>	

Appendix 3 to Annex D to Elmore Emergency Plan

FLOODING - GENERIC INFORMATION FOR THE PUBLIC

In case of Emergency

- Identify a place where you, your family and your pets can be safe.
- Consider gathering essential items together. These include warm clothes, blankets, regular medication, a torch, food supplies, a mobile phone and a battery operated or wind-up radio.
- Know where to turn off gas, electricity and water supplies at the mains.
- If the need for evacuating your home is necessary, please cooperate with the emergency services.
- Stay tuned to local radio.

For flooding

- Call Flood-line on 0845 988 1188 for the latest information. Keep the quick dial number handy - 171071
- Floods can kill. NEVER attempt to walk or drive through any depth of floodwater.
- Consider moving electrical items and valuables to a first floor or higher position.
- Not all local authorities can supply sandbags. A full range of information on these products is available from the National Flood Forum website www.floodforum.org.uk. A selected group of product information is also available on the Environment Agency's website www.environment-agency.gov.uk

Environment Agency

What to expect them to do

1. Monitor rainfall and river levels and make forecasts and issue flood warnings on main rivers, where they have forecasting capabilities.
2. Communicate the risks of flooding at those areas at risk.
3. Provide advice on what to do before, during and after flooding.
4. Provide information on river flood level forecasts when a flood watch or warning is in force on their Flood-line service
5. Issue flood warnings to people who are registered to receive their service*.

When flood warnings are in force, local river forecast information is available on the Environment Agency's Flood-line service; callers can listen to this information by telephoning Flood-line on 0845 988 1188 and then select option (1) and enter the quick dial number 0112315.

The Environment Agency's website shows live flood watches and warnings in force; it is updated every 15 minutes. However, when a flood watch or warning is in force people should telephone Flood-line to listen to what is happening locally. This information is not available on the website.

** It is important that all properties at risk from flooding should see if they can register for the Environment Agency's free flood warning service. Flood-line Warnings Direct (FWD). You can register by telephoning 0845 988 1188 and ask to be registered. To find out if your property is at risk, you can either telephone Flood-line on 0845 988 1188 and ask the operator or by logging onto the Environment Agency's website at www.environment-agency.gov.uk and entering your postcode.*

Appendix 4 to Annex D to Elmore Emergency Plan

Emergency: Quarantine Caused by Farm Diseases

(BSE, Foot & Mouth, TB or similar)

ACTIONS REQUIRED		BY WHOM
BEFORE	<ul style="list-style-type: none"> We have had several large scale foot and mouth scares in the UK. The last one in 2001 resulted in widespread disruption to movement of livestock as well as families being isolated in their properties to avoid spreading contamination. Such a scenario can be either wide spread i.e. County wide (or wider) or localised i.e. affecting a small number of farms and the situation may have been building up over a matter of weeks. <p>In any such situations it will be essential to establish the level of national restrictions being imposed and how these will affect the village. This should be the priority of the EEC.</p>	<p>Lead & EEC</p> <p>Liaison Officer</p>
DURING	<ul style="list-style-type: none"> The EEC will discuss the situation and decide whether to activate the centre. In such a scenario it is unlikely that a Place of Safety will be required as families are probably going to have their movements restricted rather than travel to a central point. At an early stage it will be vital to establish a reliable communications link with all those affected – it could be for example all the residents of Elmore Back because both farms in that area are affected. 	<p>EEC</p> <p>Co-ord</p>
	<ul style="list-style-type: none"> EEC to decide what roads require closing to enforce any quarantine and contact the following: 	Lead &/or Liaison Officer

<p>DURING: Road closures</p>	<ul style="list-style-type: none"> • Request and identify road closures from Glos Highways. • In the event that Glos Highways are unable to, or will be delayed in closing roads, the Police will deploy equipment stored at the Station. • In the event that the Police are unable to be there, arrange for the equipment to be deployed by committee /Working Party members/ volunteers • Notify residents by posting notices on the web-site 	
<p>DURING: Alternative Accommodation for stranded residents</p>	<ul style="list-style-type: none"> • It may be that one or more family members of local residents are away from home when the restrictions are put into force. • This will result in alternative accommodation being required for however long the incubation period may be. • The EEC should provide what ever assistance they can in such circumstances. 	<p>Clerk EEC</p>

Appendix 4a to Annex D to Elmore Emergency Plan

MEDICAL EMERGENCIES AND PANDEMIC

	ACTION RQEUIRED	By Whom
BEFORE	Review the plan on an annual basis and, in particular, update the list of vulnerable people.	EPC
At the start of a Pandemic	<p>In case of an Emergency</p> <ul style="list-style-type: none"> • It is highly likely that the Government will issue guidelines and instructions regarding isolation requirements. • If you are one of those in the Government's 'vulnerable category' (over 70, or told to isolate because of a medical condition); then you need to make provision for shopping and other day to day needs through a neighbour, family member living locally or via internet shopping. • Make sure you know the contact numbers of your GP surgery, the number to dial to get to book a test if that is what is required and the location of your nearest testing centre. • Keep up to date with the latest NHS advice and government movement restrictions. radio. 	

<p>DURING A PANDEMIC</p>	<p>Your GP Surgery</p> <p>During the Covid Crisis many GP Surgeries closed their doors to walk-in patients. However, the doctors or nurses were available for telephone or online consultations and, if necessary, an appointment could be made.</p> <p>Prescriptions</p> <p>If you are in receipt of a regular or repeat prescription then make sure you have the details of your prescription handy and also the telephone number of the Pharmacist that provides it. A delivery service may be in operation or someone else may be permitted to collect your prescription on your behalf.</p> <p>Hospital Appointments</p> <p>During the initial stages of the Covid Crisis the NHS anticipated their hospital bed capacity to be overwhelmed. Therefore many routine operations and specialist appointments were cancelled, resulting in long waiting lists for reinstatement. If you are affected by such a situation then you need to know, and make your family aware of, the contact number of your medical consultant so that if your situation deteriorates then action can be taken,</p>	
<p>AFTER</p>	<ul style="list-style-type: none"> • It is highly likely that, even when movement restrictions have been lifted, there will be some individuals, particularly those with medical issues, will still want to remain in some form of isolation for a period. • If such a situation occurs then it is likely that those people who have been looking after the vulnerable will be aware of the situation. No direct action by the EEC would therefore be required. 	

Appendix 5 to Annex D to Elmore Emergency Plan

Category 2: Emergency: Heavy Storms – Snow and ice

Background		
<p><u>Plans already in place:</u></p> <p>Snow Clearance: Although Gloucestershire Highways is the lead organisation for snow clearance on the main roads, they are already under pressure and during times of heavy snow are unable to clear the roads through Elmore</p> <p>We already have in place our Snow Warden who is the first point of contact for co-ordinating snow clearance locally.</p> <p>There are two main snow plough operators who clear the village roads; these are;</p> <ul style="list-style-type: none"> - Roger Godwin (Yew Tree Farm, Longney) who clears the main routes through both Elmore and Longney. - Manager, Elmore Back Farm (who maintains Lake Street from Farley's End to Elmore Back in order to permit the access of milk tankers and bulk feed lorries. Both operators have snow-plough attachments for their tractors. <p><u>Salt/Grit:</u> There are various salt/grit bins placed strategically around the village. These are monitored by EPC and topped-up in the autumn of each year in preparation for the winter.</p> <p>A reserve of salt and grit is held at Barhouse Farm. This reserve is topped up as required by Glos Highways when requested.</p>		
<u>Actions Required</u>		<u>By Whom</u>
Before	<ul style="list-style-type: none"> • Ensure that contact is maintained with the operations centre for Glos Highways 	Snow Warden
	<ul style="list-style-type: none"> • In the event of warnings of heavy snow, check that the snow plough operators are available and that their equipment is functioning. 	Snow Warden
	<ul style="list-style-type: none"> • Contact Glos Highways in the summer of each year to order stocks of salt and grit. 	EPC
	<ul style="list-style-type: none"> • Inspect and top-up as necessary, the salt/grit bins in the village 	EPC
	<ul style="list-style-type: none"> • If snowfall is so heavy that roads are closed then contact should be 	

<p style="text-align: center;">During</p>	<p>maintained with those stranded or affected.</p> <ul style="list-style-type: none"> • It is unlikely that we will need to activate the Place of safety but it may be necessary to set up a transport ferry service to enable residents to reach the main roads and shopping areas. • The EEC should meet to consider what course of action is necessary and call upon volunteers with 4 x 4 vehicles to assist as required. • Of particular concern are vulnerable residents who may not be able to cope in bad weather and may need assistance with their heating and shopping. • If the situation persist for any length of time then consideration should be given to clearing snow drifts and improving access on all roads. 	
<p style="text-align: center;">After</p>	<ul style="list-style-type: none"> • When snow thaws then there problem could become one of flooding! • The situation should therefore be monitored by the EEC. • Check stocks of slat/grit and re-order if required. 	

Appendix 6 to Annex D to Elmore Emergency Plan

Category 2: Storms – Wind damage and tree blow-down

Background		
<p>The sudden storms in the UK in October 1987 would indicate the sort of scenario we may face. There have been storms and high winds throughout the UK on many occasions since 1987 but none as serious in this area.</p> <p>In a storm situation we could get large trees blown down which could not only block roads but could also disrupt power and telephone services.</p> <p>The repair of utilities is not within the gift of the EEC but helping those agencies gain access to the problem is.</p>		
<u>Actions Required</u>		<u>By Whom</u>
Before	<ul style="list-style-type: none"> As a matter of routine, landowners should check that any large trees bordering roads are in a fair state of health. EEC to identify residents with chainsaws and who would be willing to help remove obstacles. Landowners who notice that large trees growing adjacent to power cables and that could damage the cables if blown over, should report the matter to the company that pays them rent for having the poles etc on their land (Wayleaves) 	
During	<ul style="list-style-type: none"> EEC to monitor the weather reports to assess the potential threats. It is assumed that if such and even took place then there would be widespread damage across the County resulting in over-stretched emergency services. This would mean that if we wanted to return some form of normality then we would have to carry out some self-help. After a storm, check that routes are open, either physically or by contacting residents in the various areas. 	

<p>During (cont'd)</p>	<ul style="list-style-type: none"> • If a blockage is discovered and it is easily removed then EEC to call upon volunteers to shift it. • If the project requires heavier lifting gear then this may require a farm tractor. • It may be that in the first instance the offending tree is removed from the road. • Power cable damage: Under no circumstances should the EEC or any resident attempt to remove fallen tree from power cables or touch any electrical installation • All power cable related problems must be referred to the commercial company that provides them. 	
<p>DURING: Road closures</p>	<ul style="list-style-type: none"> • If a temporary road closure is necessary while trees are removed then warning signs need to be placed at least 100mts from the incident. • In the case of Lake Street or Weir Lane then signs should be placed at the junction with the main road. • Notify residents by posting notices on the web-site 	<p>EEC</p> <p>Clerk</p>

Appendix 7 to Annex D to Elmore Emergency Plan

Emergency: Widespread Power failure

Background		
<p>Power failures can be caused by a multitude of reasons, many of which may not be local or within our gift to influence.</p> <p>The first actions to establish the extent of the problem. However, power failures will result in a breakdown of fixed line telephones and broadband to home PCS.</p> <p>Therefore, mobile phones will become an essential form of communication during such a situation.</p> <p>The village database should be as up to date as possible in order to have mobile phone numbers readily accessible.</p>		
<u>Actions Required</u>		<u>By Whom</u>
BEFORE	<ul style="list-style-type: none"> • Maintain a database of who lives in which house within the village • Maintain as comprehensive a list of contacts as possible. However, it is appreciated that there will be a level of reluctance by individuals to disclose their contact details. • Make sure that the list of utility companies is up to date. • Identify which residents own a small generator that could be used to provide emergency mobile power. 	
DURING	<ul style="list-style-type: none"> • Monitor situation by maintaining contact with electricity utility companies • Set up generator at EVH to enable residents to charge mobile phones and PCS if required • If the power failure occurs during winter ensure that everyone on the 'Vulnerable' list have enough alternative heating facilities (logs, coal, gas fires etc) • Set up mobile cooking facilities at Place of safety (EVH) using camping gas cookers etc so that warm 	

	meals can be prepared if required	
AFTER	<ul style="list-style-type: none"> • Retrieve all generators and gas cookers and return them to owners. • Check on those on the 'Vulnerable' list to ensure that they are OK. 	

Appendix 8 to Annex D to Elmore Emergency Plan

Emergency: Remaining Category 2 Situations

- Water shortage and/or water supply failure or pollution of mains water caused by another emergency –as per the floods of 2007.
- Follow-up action as required after an emergency has been dealt with by the relevant Emergency Service.

Background		
<p>An emergency situation may result in a knock-on effect such as a water shortage caused by drought or flooding that has polluted water supplies (as per 2007 floods).</p> <p>A situation may also occur which is either beyond our local resources or has not been anticipated.</p>		
<u>Actions Required</u>		<u>By Whom</u>
BEFORE	<ul style="list-style-type: none"> • Maintain contact lists • Review Emergency Plans annually • Identify suitable locations for emergency water bowsers • Identify all farmers who own water tanks for either storage or delivery. Add to List of Resources list. 	
DURING	<ul style="list-style-type: none"> • Maintain contact with local authorities to arrange for delivery of emergency water if required. • Notify residents of the local of the emergency water supplies and times when water may be drawn. • Monitor the supply of emergency water to ensure that it doesn't run out or get contaminated. • Arrange for delivery of water to anyone on the 'vulnerable list' who requires assistance. 	

	<ul style="list-style-type: none"> • In unexpected situations EEC to activate any measures that are appropriate to the situation, drawing on plans for other types of emergency. 	
AFTER	<ul style="list-style-type: none"> • Ensure that the water bowsers are returned to the local authority. • Provide any assistance to those on the vulnerable list as required. • Update the Emergency Plans to include any new lessons learned. 	

ANNEX E to Elmore Emergency Plan

LIST OF KEY CONTACTS FOR EMERGENCIES

CONTACT/ NAME	TELEPHONE	WEB ADDRESS AND/OR POSTAL ADDRESS
Emergency Services	999	Or use 101 for non-emergencies
Police: Central HQ switchboard Quedgeley Police Station Local Police Officer Crimestoppers	0845 090 1234 01452 .. 07816 12277 0800 555 111	PCSO Kevin Lee Crimestoppers number allows crime to be reported anonymously.
Fire & Rescue Service	01452 753333	
Stroud District council: (Community Resilience Liaison Officer Sandbags	(switchboard) (out of hours)	01453 754447 01452 532424 01453 766321
Gloucestershire County Council (switchboard): Enquiries Emergency only/out of hours Emergency Management Team contact	0845 6677788 01452 425 000 08000 921 776 Iain Bryson	www.gloucestershire.gov.uk iain.bryson@gloucestershire.gov.uk
Gloucestershire Highways: Local Area Rep:	08000 514 514	www.gloucestershire.gov.uk/highways
NHS Direct NHS Glos Glos Royal Hospital	0245 4647 08454 221500	www.glospct.nhs.uk
Ambulance Services	01249 850500	Great Western Ambulance Service
St John's Ambulance Glos Office (daytime) Out of Hours On Call Officer	Tel: 01452 858220 Mob: 07623 921010	
Electricity - Southern Electricity - Central Networks - Western Power Distribution - NPower - EON	0845 770 8090 0800 3281 111 0800 0963080 0800 072 0021 0800 056 8090	(Power distribution emergency service)

CONTACT/ NAME	TELEPHONE	WEB ADDRESS AND/OR POSTAL ADDRESS
Water: Severn Trent	0800 7834 444	
BT Faults	151	
Environment Agency General Enquiries Potential Incidents (24hrs) Floodline (for river level information and to register for the flood warning service)	08708 506 506 0800 807060 0845 988 1188 or 0345 988 1188	www.environment-agency.gov.uk http://www.gov.uk/floodsdestroy
Elmore Emergency Committee Lead personalities: Andy Nash Jenni Hobbs John Field	 07772 534 310 01452 724633 Tel: 01452 720357 Mob: 07519 651 547	 Liaison Officer Welfare Co-ordinator
Parish Clerk	01452 722034	
Snow Warden Jenni Hobbs	01452 724633	
Village Agent (for surrounding parishes)	01452	
Place of Safety Key Holders (EVH) John Hardisty Dorie Jones (Parish Clerk)	01452 721798 01452 722034	Pikelett Cottage Rose Cottage, Weir lane
Individuals with tractors and other heavy machinery: Michael Watts, Jerome Hobbs, Graham Littleton Sophie Round, Graham Taylor Chris Camm	01452 720554 01452 724633 01452 720206 01452 750221 01452 728709 01452 720286	Elm Farm Barhouse Farm Bridgemacote Farm Elmore Back Farm The Olde Shop Hockley
Local media <u>Radio Stations:</u> Radio Gloucestershire Heart FM <u>Local Press</u> Glos. Echo (Daily)	Frequency 95 FM 103 FM or 102.4 Switchboard Newsroom “This is Glos”	Telephone 01452 308585 01452 546400 01242 271900 01242 271842 01242 271736

ANNEX F1 to Elmore Emergency Plan

LIST OF VOLUNTEERS

To Follow

Will need to be compiled when an emergency occurs

If you are prepared to act as a volunteer during an emergency then please enter your name below.

ANNEX F2 to Elmore Emergency Plan

LIST OF ALTERNATIVE TEMPORARY ACCOMMODATION

To Follow

If you are prepared to offer temporary accommodation to those people who have been unfortunate enough to be evacuated from their homes during an emergency then please enter your name below and specify how many you can take.

YOU WILL ALWAYS BE CONTACTED PRIOR TO ANY DECISION BEING MADE

ANNEX G to Elmore Emergency Plan

SUMMARY OF RESOURCES AVAILABLE (some yet to be agreed)

Local resource	Contact person(s)	Telephone/address/email	How could it be used?
Sandbags	SDC Small stock held	SDC: 01452 766321 Barhouse Farm	Flood protection
Accommodation list	EEC EPC		
Salt	Glos Highways Local stocks	Held at Barhouse Farm	Gritting of vulnerable areas
Tractors	Mike Watts Jerome Hobbs Chris Camm Simon James Graham Littleton Sophie Round Graham Lovell		Towing; Rescuing cars trapped in flood water; Delivery of supplies to stranded areas.
Trailers for tractors	Mike Watts Jerome Hobbs Graham Littleton Sophie Round Graham Lovell		Transporting people through deep flood water.
4 x 4 Vehicles	Mike Watts Anselm Guise Mark Turner		Ferry service for stranded people.
Snow Ploughs for tractors	Roger Godwin	Yew Tree Farm, Longney	Snow clearance
Back actors	Graham Taylor		Ditch clearance
Other earth moving plant	Graham Taylor		
Buckets for tractors	Mike Watts Jerome Hobbs Graham Littleton Sophie Round Graham Lovell		
4 x 4 Vehicles	Mike Watts Mark Turner		
Trailers for cars	John Field		Moving personal possessions to a safe area.
Water Pumps	John Field		
Generators	Graham Taylor		
Chainsaws	John Field Mark Turner Mike Watts		Removal of trees across roads.

Welding /cutting Equipment	Mark Turner Nick Allen		Cutting wreckage; Making improvised barriers.
Hi-visibility jackets, spades, saws, forks, shovel etc			
Road Closure Signs	Glos Highways		
GP Practice	St James – Quedgeley Frampton Surgery		Medical assistance in office hours
Village Agent (for surrounding parishes)			

ANNEX H1 to Elmore Emergency Plan

LIST OF FIRST AID TRAINED PERSONNEL

This list needs to be updated as each first aid course is completed.

Not for publication **Restricted Version of the plan only**

ANNEX H2 to Elmore Emergency Plan

LIST OF VULNERABLE PEOPLE IN THE VILLAGE

By it's very nature this list will need updating regularly as people get older. Refer to paragraphs 40-42 in the main plan for the categories and list of priorities.

The updating of this list should be the priority in any emergency.

Our previous age category was 75 year of age but following the Covid 19 Crisis we have adjusted this category to 70 years of age

To Follow – Restricted Version of the Plan Only and not for publication

ANNEX J to Elmore Emergency Plan

SPECIMEN LOG SHEET

During an emergency, information about incidents and actions taken by the community will be captured using the following sheet. ***After the emergency please give this to the Co-ordinator. The information contained in this log may be of use by agencies and local authorities following an incident to establish what actually happened - do not destroy.***

Date	Time	Information / Decision / Action	Initials