

Sidmouth Town Council

EMERGENCY PLAN

2019 Revision



Sidmouth Town Council
Emergency Planning Committee

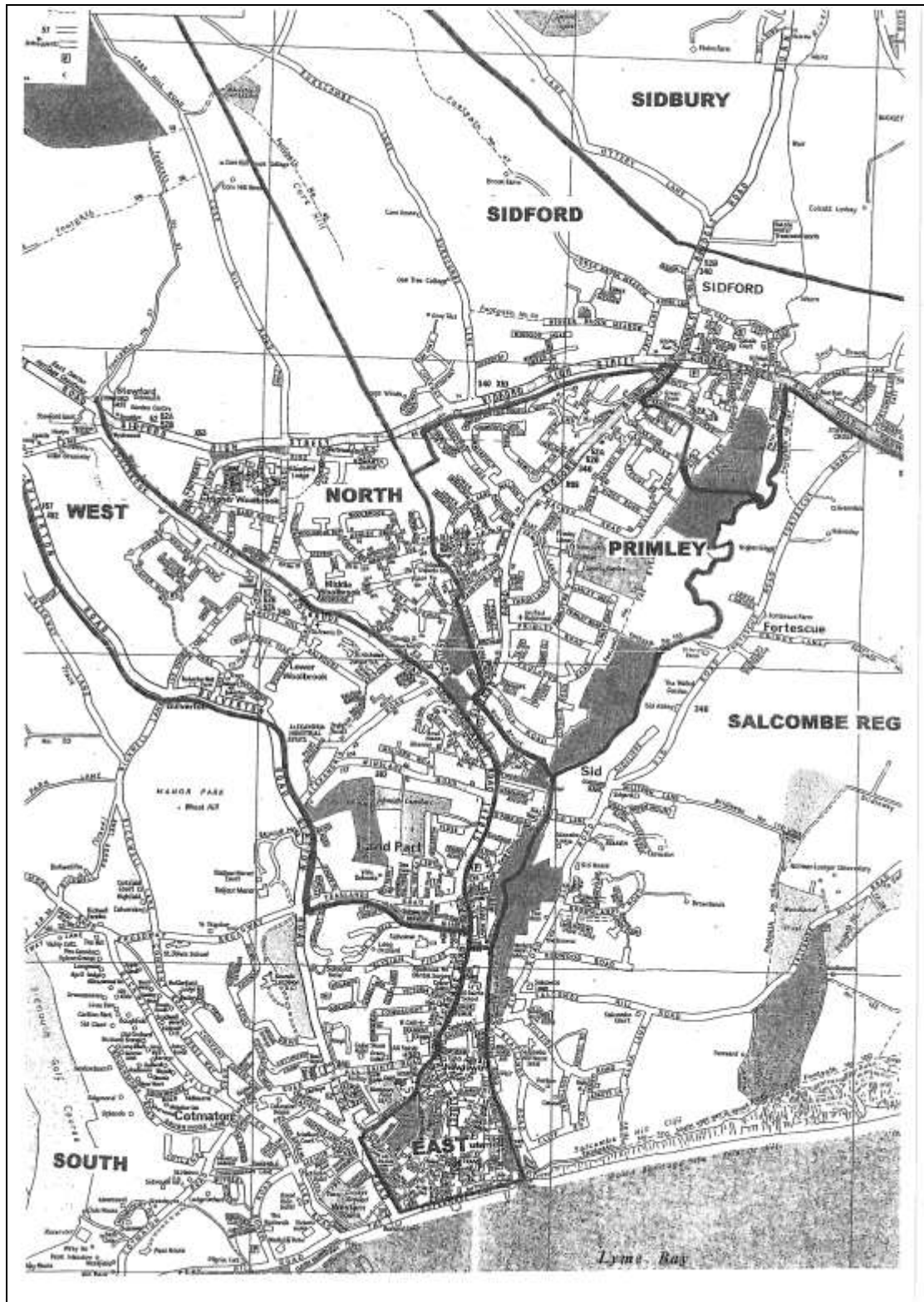
SIDMOUTH TOWN COUNCIL EMERGENCY PLAN – OUTLINE

1. Aim of the Plan. The aim of this simple plan is to allow the community to support Emergency Services and Local Authority (ES&LA) or in extreme circumstances to support itself.
2. Activation of the Plan. It is impossible to lay down the exact situation that will lead to the plan being activated. The objective is to provide co-ordinated & local information regarding prompt first response contacts to assist the LA & ES.
3. Action Of First Councillor involved. Once any Councillor is aware that it may be necessary to activate the plan he/she should contact the Chairman of the Emergency Committee or in their absence, the Vice Chairman. In the absence of both, the Chairman and/or Vice Chairman of the Council should be contacted. **Guidelines for the first Councillor involved are at Annex A.**
4. The Chairman's Response. The Chairman will review the situation with the reporting Councillor and if necessary contact the Town Clerk to discuss activation of the plan ensuring that the Town Clerk is aware of all known issues. **Guidelines for the Chairman's response are at Annex B.**
5. Action Once Activation Is Agreed. The immediate actions to be carried out once it is agreed that the plan should be activated are;
 - a. Commence the Council Emergency log, using copies of the forms at Annex C to record the situation and decisions taken. (There is a stock of additional log sheets in the emergency pack in the Council Office, see Annex J)
 - b. Arrange an immediate meeting of the Emergency Committee, to agree the policy to be followed for the Town Council's response and which human and other resources need to be used.
 - (1) Contact details the Emergency Committee are at Annex D.
 - (2) An Agenda for the emergency meeting is at Annex E.
 - c. If it is possible advise Devon County and East Devon District Councils (contact number, and other useful telephone numbers, at Annex N) that the plan is activated, and ask for authority to spend money in response to the emergency.
6. Deactivation of the Plan. Once the normal Emergency Services & Local Authority (ES&LA) response reaches the affected area the Chairman should brief them on the situation. He/she will discuss how the community response will handover to the normal ES&LA responders, and hold a final emergency meeting to arrange closing down of the emergency plan operation.
7. Model for Plan. This plan is based on the model provided by Devon County Council.

8. Sidmouth Town Council Emergency Committee is responsible for revising this Plan, arranging rehearsals and training, liaising with the emergency services/local authorities and major utilities and activating this Plan in case of an emergency.

9. Insurance. Sidmouth Town Council holds suitable insurance for Public Liability and Officials' Indemnity, in accordance with the minimum cover recommended by the National Association of Local Councils, to cover all those involved in writing this Plan, personnel involved and resources used in the response once the self-help plan is activated. The Town Council cannot provide any insurance cover for vehicles it requests to be used. These are to be used by the owner at the owners' own risk and discretion and should be appropriately taxed and insured. To ensure cover is clearly established those working for the council or on behalf of the council must wear high visibility jackets with TOWN COUNCIL printed on them.

SIDMOUTH WARD BOUNDARIES



Annexes:

A. Guidelines for the First Councillor Involved.

B Guidelines for the Chairman or Sidmouth Town Council Chairman's Response.

C. Log Page.

D. Contact Details for Town Councillors, the Clerk and Emergency Planning Advisor.

E. Agenda for First Emergency Meeting.

F. Possible Activities during Response.

Appendix 1 – Co-ordination of Response Team, Operating Instructions

Appendix 2 - Evacuation/Transport Team, Operating Instructions

Appendix 3 - Shelter Team, Operating Instructions.

G. List of Buildings Available, With Key Holder Details.

Appendix 1 Details and Layout – Council Offices

Appendix 2 Details and Layout - Institute

H. List Of Volunteers For Activities Listed At Annex F, With Contact Details.

Appendix 1 Radios Available

I. List of Volunteers with Special Skills and Equipment with Contact Details.

J. List of Emergency Response Equipment and Stationary.

K List of Parishioners Willing To Provide Short Term Accommodation, With Contact Details.

L. List of Residents Who Wish To Be Contacted/Cared For In The Event Of an Emergency.

M. Risk Assessment for Sidmouth.

N. Useful Telephone Numbers including contact details of other organisations within the Parish that have preparedness plans