

Evenwood & Barony Parish Council Community Emergency Plan

Redacted Version

Evenwood & Ramshaw Wards

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Evenwood & Barony Parish Council Community Emergency Plan

Authorisation: Evenwood and Barony Parish Council

Name: Bob Bolden

Version	Date	Prepared By	Checked By	Issue/Changes
Draft	August 2022	R Bolden E Pettit	N/A	First Draft
Draft ii	September 2022	R Bolden E Pettit	N/A	Second Draft
Draft iii	February 2023	R Bolden E Pettit	N/A	Third Draft
Version 1.0	01/03/2023	R Bolden E Pettit	Parish Councillors	First Version
Version 1.1	01/06/2023	R Bolden E Pettit	R C Bolden	Changes made as a result of the training exercise.

The Evenwood and Barony Council Parish Clerk will act as the designated data controller for the sensitive information contained within this document.

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Background

This plan was developed by Evenwood & Barony Parish Council, the Civil Contingencies Unit (CCU) and supporting organizations. It has been developed to support members of the recognized volunteer groups with knowledge and information to support the communities within Evenwood and Ramshaw, in the event of an incident.

The area covered by Evenwood and Barony Parish Council Community Plan has been split into two parts to recognize the different challenges faced by the respective areas of the parish. As a result, the following two plans exist to cover the whole of the Evenwood and Barony Parish Council area:

Evenwood (including Evenwood Gate) and Ramshaw Wards Community Emergency Plan.

Lands Village Hall Emergency Planning Policy. Resources may be called upon, by Evenwood and Ramshaw, from this plan if required and vice versa.

Information on local area

Evenwood (Including Evenwood Gate) and Ramshaw are former mining villages in the Durham coalfields. The villages, which are, located in the Gaunless valley, around 6.5 miles Southwest of Bishop Auckland. Housing stock in the village is made-up predominantly of Victorian style terraced housing. There are also three large former local authority housing estates, built in the 1950's and a further estate, which was, constructed in the 1970's. A small amount of new-build housing is also available.

Social amenities include - two primary schools, a thriving community centre, a church hall and a large sports/welfare ground.

Commercially the area is served by two large factories, plus several smaller units, which are located on a purpose-built industrial estate, a number of shops, that include a Post Office, a garage, public house, a Workmens' Club and several farms.

It is recognised that during the response phase of an incident, the resources of the emergency responders may be limited or take time to mobilize. This is where the initial response can come from the community by activating this plan, ensuring people are made aware of the incident and possibly opening a place of safety for people to seek refuge, prior to the emergency services arriving and taking over control.

A further element of this plan is to explore additional local resources that can be used to supplement those of the responding agencies, for example, additional places of safety or additional 4x4 vehicle support.

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1. Aim, Objectives and Scope

1.1. Aim of the Plan

The aim of this plan is to provide members of the recognized volunteer groups with the knowledge and information in order to support communities in Evenwood & Barony Parish Council during emergencies.

1.2. Objectives

- To support the communities in Evenwood and Ramshaw to increase their resilience to emergencies through prevention and mitigation.
- To support the response of the authorities to emergencies.
- To detail the roles and responsibilities of identified individuals.
- To help minimise the impact of an incident.
- To contribute to the overall co-ordination of the response to the incident, by the appropriate authorities.

1.3. In Scope

This plan details the information needed to guide communities in responding to emergencies and increase their community resilience. It is not intended to subvert or provide an alternative to the existing emergency response arrangements maintained by the Category 1 responders under the Civil Contingencies Act (primarily but not exclusive to: Durham County Council, Durham Constabulary, the County Durham & Darlington Fire & Rescue Service as well as the North East Ambulance Service and NHS England).

The area covered by this plan is Evenwood and Ramshaw as identified in the maps held in Appendix E of this plan. Any incidents or requests for assistance from outside this area will be considered as appropriate.

1.4. Out of Scope

This plan does not include in scope the response by the emergency services and local authority, the points of contact with these however will be included as necessary.

1.5. Links to Other Plans

1.5.1. Lands Village Hall Emergency Planning Policy

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2. Local Risks

Risks		Impact on community
Severe Weather	– Heavy rain/ flooding	<ul style="list-style-type: none"> – Flooding of local streets – Blocked access to shops and other buildings/ areas – Disruption to traffic routes (road erosion, landslides etc) – Particular risk to children and elderly people – Disruption to access to key community resources such as health services – Damage/ threat to property and or land – Loss of utilities – Impact on local water supplies – Threat to health from sewerage/ contamination
	– Heavy snow	<ul style="list-style-type: none"> – Blocked access to shops and other buildings/ areas – Disruption to traffic routes – Disruption to access to key community resources such as health services – Impact on elderly and vulnerable people – Loss of utilities and impact on local water supplies? – Threat to livestock – Farmers risking life to get to/ save livestock
	– Strong winds	<ul style="list-style-type: none"> – Blocked access to shops and other buildings/ areas – Disruption to traffic routes – Loss of utilities (impact on local water supplies, power etc.) – Damage to property – Loss of comms (internet, phone signal)

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	<ul style="list-style-type: none"> - Heatwave/ wildfire 	<ul style="list-style-type: none"> - Disruption to traffic routes - Impact on elderly and vulnerable - Air pollution quality - Loss of / damage to farmland - Damage/ threat to property and or land - Threat to livestock - Threat to water supplies
Animal disease	<ul style="list-style-type: none"> - Disruption to traffic routes - Changes to trading arrangements - Emotional impact - Animal welfare - Environmental impacts 	
Flu & other Endemic Virus	<ul style="list-style-type: none"> - Impact on old and vulnerable - Disruption to businesses/ shops due to staff absences 	
Road collapse	<ul style="list-style-type: none"> - Interruption to services - Blocked access to premises - Disruption to traffic routes 	
Gas leak	<ul style="list-style-type: none"> - Blocked access to premises - Disruption to traffic routes 	
Loss of utilities	<ul style="list-style-type: none"> - Impact on old and vulnerable - Disruption to access to key community resources such as health services - Impact on local businesses including farms - Length of time without utilities may be prolonged 	

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3. Local Skills and Resources

3.1. Local skills and resources

Skill/Resource	Who?	Contact details	Location	When might be available?
	Details of the Local Skills and Resources are held in a separate register / appendix, which is controlled by the Parish Clerk			

3.2. Key locations identified with emergency services for use as places of safety

Building	Location	Potential use in an emergency	Contact details of key holder
Randolph Community Centre	Evenwood	Place of safety / shelter and focal point of contact for rescue services	
Randolph Community Centre	Evenwood	EMERGENCY DEFIBRILATOR	To access equipment follow directions given on the protective covers
Cornerstones Chapel	Evenwood	Place of safety / shelter	
Workingmen's Club	Evenwood	Place of safety / shelter	
Evenwood CE Controlled School	Evenwood	Place of safety / shelter	
Ramshaw School	Evenwood	Place of safety / shelter	

3.3. Pre-identified Community Coordination Point

List of pre-identified community venues that can be opened for use as a Community Coordination Point.

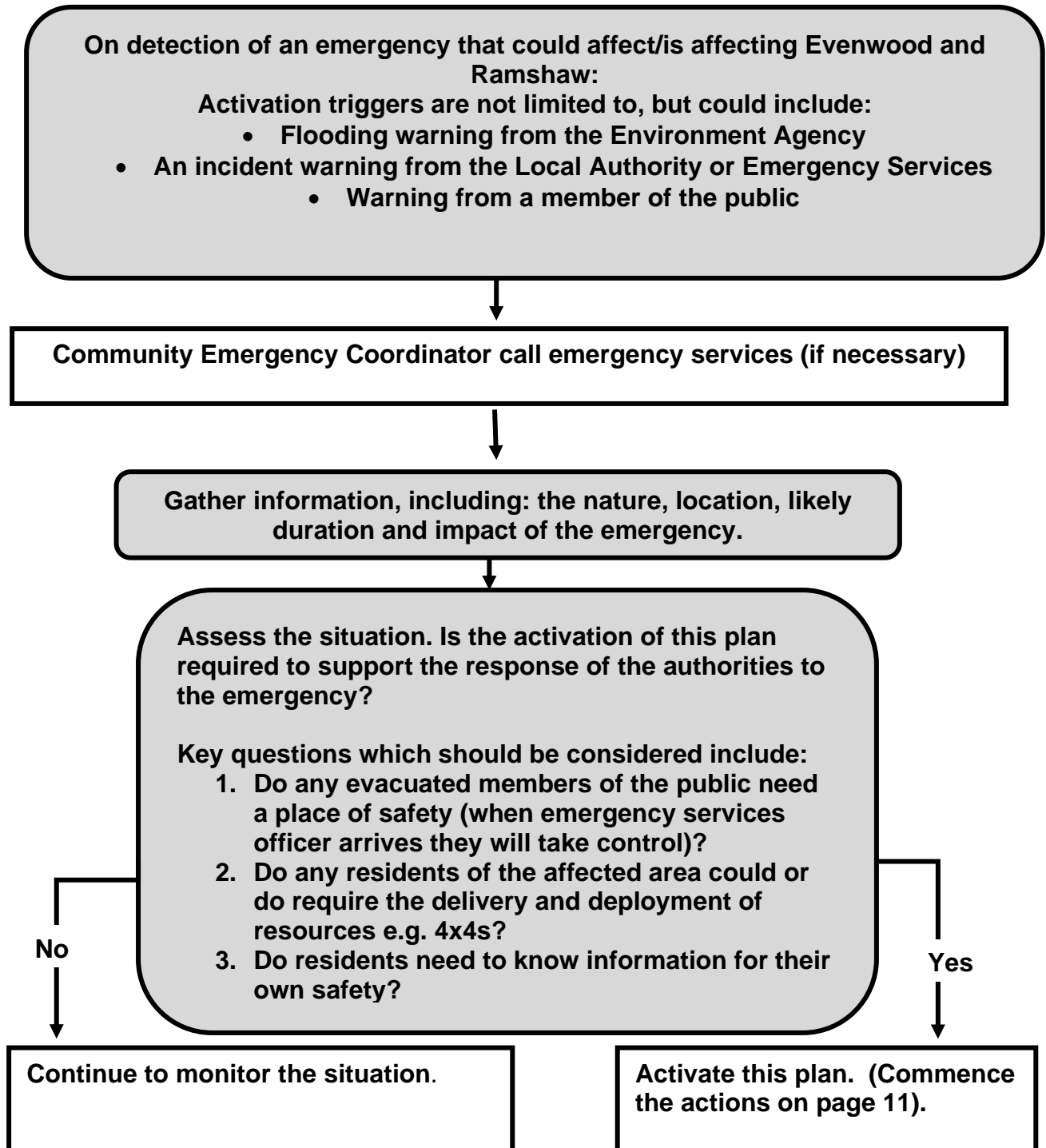
Building	Location	Potential use in an emergency	Contact details of key holder
Randolph Community Centre	Evenwood	Place of safety / shelter	

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4. Plan Activation

The decision to activate this plan should ideally be taken by the Chair of Evenwood and Barony Parish Council (or their nominated deputy/deputies), Community Volunteer groups will be notified by community members of any issues.

4.1. Activation flow chart



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5. Roles and responsibilities

5.1. Community Emergency Group

The Community Emergency Group is responsible for the maintenance, update, reviews and activation of this plan (ideally in conjunction with the DCC Civil Contingencies Unit).

The Community Emergency Group is the local point of contact for members of the community regarding resilience issues. For any appropriate queries they should signpost to the CCU.

5.2. Community Emergency Coordinator

The Community Emergency Coordinator is the person in charge of the Community Emergency Group. The Coordinator will act as the link between the Community Group, the CCU and the emergency services and will task other volunteers. They are also responsible for ensuring volunteers are paired up or “buddied” so that no one is working alone- see [Appendix D](#) on assessing risk for volunteers.

5.3. Civil Contingencies Unit

There is always one member of the CCU on call as CCU Duty Officer at any time (24 hours a day, 365 days a year). They are the on-call officer for Durham County Council for civil emergencies within County Durham.

Activation of this plan will be in conjunction with the CCU Duty Officer via email.

The CCU also provide advice and can answer any queries relating to this plan in office hours.

5.4. Other responding agencies

Emergency services and other responding agencies are aware of this plan and should consult with the Community Emergency Coordinator when arriving at the scene of the incident.

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6. Actions for Roles

6.1. Community Emergency Coordinator

Community Emergency Coordinator Actions		
•	Ensure you are in no immediate danger.	<input type="checkbox"/>
•	Commence personal log. See Appendix A for template.	<input type="checkbox"/>
•	Gather any information available to assess the situation, such as weather reports and details of the affected area. What/ Where/ When/ Who/ Why (i.e. ETHANE) E – Exact Location (postcode/ address etc. would be helpful T – Type of Incident (flooding/ severe weather etc.) H – Hazards present or suspected (have any man-hole covers been dislodged/ tree been blown down/ power cables exposed etc.) A – Access- routes that are safe to use N – Number, type, severity of casualties (if known) E – Emergency services present and those required (if appropriate)	
•	Contact the Community Emergency Group and discuss the need for a local Community Coordination Point.	<input type="checkbox"/>
•	If deemed necessary, open a Community Coordination Point such as a Church Hall, Community Centre to work from. Location of this is listed in Section 3.3 . This may be the same location as the place of safety.	<input type="checkbox"/>
•	Email the CCU Duty Officer ccuenquiries@durham.gov.uk to make them aware of plan activation. They will endeavour to respond but this is not always guaranteed.	<input type="checkbox"/>
•	Inform appropriate contacts within this plan, including those within the telephone tree.	<input type="checkbox"/>
•	Arrange for any people who have requested help to be contacted.	<input type="checkbox"/>
•	If required, confirm with the CCU Duty Officer whether an evacuation is in progress, and if so, whether places of safety in addition to those being confirmed by the CCU are required.	<input type="checkbox"/>
•	Monitor the development of incident response and maintain regular reports and contact with the CCU Duty Officer if required.	<input type="checkbox"/>
•	If required, use your knowledge of the local area to work with the emergency services to help identify any vulnerable people, vulnerable areas in the community etc.	<input type="checkbox"/>

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Considerations	
<ul style="list-style-type: none"> • Personal domestic arrangements throughout the incident. • The welfare of any volunteers who may have become involved in the incident response. 	

6.2. Civil Contingencies Unit Duty Officer

Civil Contingencies Unit (Duty Officer) Actions		
•	Start personal log if plan activation email is received and have capacity to respond.	<input type="checkbox"/>
•	Establish/ maintain contact with the Community Emergency Coordinator if required.	<input type="checkbox"/>
•	Gather as much information as possible and assess the situation. Reassess whether the incident requires the (part/full) implementation of this plan.	<input type="checkbox"/>
•	Agree with the Community Emergency Coordinator an aim, and a plan of action. Confirm how this will be completed and a timetable for updates.	<input type="checkbox"/>
•	Ensure the appropriate communications links are established between the Community Emergency Coordinator and any relevant agencies.	<input type="checkbox"/>
•	Ensure that the other agencies involved in the incident are aware of the implementation of (part/all) of this plan, and how it will support the incident response.	<input type="checkbox"/>
•	Continue to monitor the incident and liaise with the Community Emergency Coordinator to share the most current information available. Continually reassess the measures that have been taken.	<input type="checkbox"/>
•	Ensure that any volunteers/ organisations mobilized upon activation of this plan, are supported and have the resources they require to operate effectively.	<input type="checkbox"/>
Considerations		
<ul style="list-style-type: none"> • Conduct risk assessments as appropriate. • Personal domestic arrangements throughout the incident. 		

7. Actions for Specific Incidents

The following action cards contain suggestions of specific actions (in addition to those in the action card above) that you may want to consider taking during specific incidents. Note that every incident is different, so the following actions are just suggestions and not inclusive. Other incidents may occur that are not listed below but may also require community action.

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7.1. Heavy Rain/ flooding

Heavy Rain/ Flooding		Tick
Preparing for flooding		
<ul style="list-style-type: none"> • Encourage residents, businesses & community organisations to improve home flood defences: <ul style="list-style-type: none"> ○ The Blue Pages is a directory of property flood products and services to advise and inform you of what’s available to help reduce the risk of flooding to your home or business. www.bluepages.org.uk 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Liaise with Local Authority/Northumbrian Water on planned works to alleviate flooding: <ul style="list-style-type: none"> ○ Contact the Durham County Council Civil Contingencies Unit at ccuenquiries@durham.gov.uk for further information. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Monitor weather and flood warnings: <ul style="list-style-type: none"> • Flood warnings- flood-warning-information.service.gov.uk/warnings • Weather warnings- www.metoffice.gov.uk/weather/warnings-and-advice/uk-warnings 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Direct interested parties to sources of information (contact CCU for most up-to-date information if unsure) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Access any community flood protection resources 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Ensure communications are in place 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Inform appropriate contacts within this plan, including those within the Telephone Tree of possible flood. 	<input type="checkbox"/>	
Responding to flooding		
<ul style="list-style-type: none"> • Ensure you are in no immediate danger. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Commence personal log. See Appendix A for template. 	<input type="checkbox"/>	

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<ul style="list-style-type: none"> Gather any information available to assess the situation, such as weather reports and details of the affected area. <p>What / Where / When / Who / Why (i.e. ETHANE)</p> <p>E - Exact Location (postcode/address etc. would be helpful) T - Type of Incident (Flooding/Severe Weather (i.e. snow) etc.) H - Hazards present or suspected (have any man-hole covers been dislodged/trees been blown-down/power cables exposed etc.) A - Access-routes that are safe to use (avoiding Front Street) N - Number, Type, Severity of casualties (if known) E - Emergency Services present and those required (if appropriate)</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> Inform appropriate contacts within this plan, including those within the Telephone Tree and WhatsApp. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Arrange for any people who have requested help to be contacted. 	<input type="checkbox"/>
<ul style="list-style-type: none"> If required due to the nature of the incident, confirm with CCU Duty Officer or emergency services whether an evacuation is in progress, and if so whether places of safety in addition to those being confirmed by the CCU are required. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Monitor the development of incident response and maintain regular reports and contact with the CCU Duty Officer. 	<input type="checkbox"/>
After flooding	
<ul style="list-style-type: none"> Ensure residents are okay and tidy up after flood (disposal of items contaminated by flood water etc.). 	<input type="checkbox"/>
<ul style="list-style-type: none"> Re-stock supplies of sandbags and other equipment used. 	<input type="checkbox"/>

7.2. Heavy Snow

Heavy Snow		Tick
<ul style="list-style-type: none"> Monitor weather conditions and warnings regularly: <ul style="list-style-type: none"> Weather warnings- www.metoffice.gov.uk/weather/warnings-and-advice/uk-warnings 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Monitor any road closures on the Durham County Council website: https://www.durham.gov.uk/article/1946/Emergency-road-closures 	<input type="checkbox"/>	

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•	Arrange for any people who have requested help to be contacted.	<input type="checkbox"/>
•	Use Section 3 to see if any 4x4s are available for people that need them.	<input type="checkbox"/>
•	Distribute any useful information or updates to communities by using the telephone tree.	<input type="checkbox"/>
•	If communications are down, door knock on residents and use the checklist in Appendix B	<input type="checkbox"/>

7.3. Strong Winds

Strong Winds		
•	Monitor weather conditions and warnings regularly: <ul style="list-style-type: none"> Weather warnings- www.metoffice.gov.uk/weather/warnings-and-advice/uk-warnings 	<input type="checkbox"/>
•	Monitor any road closures on the Durham County Council website: https://www.durham.gov.uk/article/1946/Emergency-road-closures	<input type="checkbox"/>
•	Check for any utility issues in the area on their websites or report them here: <ul style="list-style-type: none"> Electric- Northern Powergrid- www.northernpowergrid.com/ - 105 to report a powercut Gas- Northern Gas Networks- www.northerngasnetworks.co.uk/ - 0800 040 7766 Water- Northumbrian Water- www.nwl.co.uk/ - 0345 717 1100 	<input type="checkbox"/>
•	Arrange for any people who have requested help to be contacted.	<input type="checkbox"/>
•	Distribute any useful information or updates to communities by using the telephone tree or WhatsApp.	<input type="checkbox"/>
•	If communications are down, door knock on residents and use the checklist in Appendix B	<input type="checkbox"/>

7.4. Heatwave/ wildfire

Heatwave		
•	Monitor weather conditions.	<input type="checkbox"/>
•	Check the Fire Severity Index regularly here: www.metoffice.gov.uk/public/weather/fire-severity-index/	<input type="checkbox"/>
•	Monitor any road closures on the Durham County Council website: https://www.durham.gov.uk/article/1946/Emergency-road-closures	<input type="checkbox"/>
•	Check for any utility issues in the area on their websites or report them here:	<input type="checkbox"/>

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<ul style="list-style-type: none"> • Electric- Northern PowerGrid- www.northernpowergrid.com/ - 0800 66 88 77 • Gas- Northern Gas Networks- www.northerngasnetworks.co.uk/ - 0800 040 7766 • Water- Northumbrian Water- www.nwl.co.uk/ - 0345 717 1100 	
<ul style="list-style-type: none"> • Arrange for any people who have requested help to be contacted. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Distribute any useful information or updates to communities by using the telephone tree or WhatsApp. 	<input type="checkbox"/>

7.5. Animal Disease

Animal Disease		
<ul style="list-style-type: none"> • Monitor any road closures on the Durham County Council website: https://www.durham.gov.uk/article/1946/Emergency-road-closures 		<input type="checkbox"/>
<ul style="list-style-type: none"> • Monitor the APHA website for any updates: www.gov.uk/government/latest?departments%5B%5D=animal-and-plant-health-agency 		<input type="checkbox"/>
<ul style="list-style-type: none"> • Distribute any useful information or updates to communities by using the telephone tree or WhatsApp. 		<input type="checkbox"/>

7.6. Flu & Other Endemic Virus

Flu & Other Endemic Virus		
<ul style="list-style-type: none"> • Arrange for any people who have requested help to be contacted. 		<input type="checkbox"/>
<ul style="list-style-type: none"> • Check the UK Health Security Agency website: https://www.gov.uk/government/organisations/uk-health-security-agency 		<input type="checkbox"/>

7.7. Road Collapse

Road Collapse		Tick
<ul style="list-style-type: none"> • Monitor any road closures on the Durham County Council website: https://www.durham.gov.uk/article/1946/Emergency-road-closures 		<input type="checkbox"/>
<ul style="list-style-type: none"> • Distribute any useful information such as road closures, instructions from the emergency services or any other updates to communities by using the telephone tree or WhatsApp. 		<input type="checkbox"/>

7.8. Gas Leak

Gas Leak		Tick
<ul style="list-style-type: none"> • Monitor any road closures on the Durham County Council website: https://www.durham.gov.uk/article/1946/Emergency-road-closures 		<input type="checkbox"/>
<ul style="list-style-type: none"> • Contact Northern Gas networks for the latest information- www.northerngasnetworks.co.uk/ - 0800 040 7766 		<input type="checkbox"/>

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<ul style="list-style-type: none"> Distribute any useful information such as road closures, instructions from the emergency services or any other updates to communities by using the telephone tree or WhatsApp. 	<input type="checkbox"/>
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7.9. Loss of Utilities

Loss of Utilities	Tick
Preparing for loss of utilities	
Encourage residents to be personally prepared: <ul style="list-style-type: none"> Put together a grab bag full of important items you may need in an emergency. Have a stock of torches (wind up would be preferred to avoid need for batteries) Have food in the house that does not need heating up using gas and or electric. Have a power pack charger in case of power outages. Have a list of contacts printed out- personal contacts and emergency services/ utilities contact numbers. 	<input type="checkbox"/>
Check utility websites as they will have useful tips on how to prepare: <ul style="list-style-type: none"> www.northernpowergrid.com/what-to-do-in-a-power-cut https://www.nwl.co.uk/services/water/winter-weather-advice/ 	<input type="checkbox"/>
Responding to loss of utilities	
<ul style="list-style-type: none"> Make contact with the utility company for any updates: <ul style="list-style-type: none"> Electric- Northern PowerGrid- www.northernpowergrid.com/ - 0800 66 88 77 Gas- Northern Gas Networks- www.northerngasnetworks.co.uk/ - 0800 040 7766 Water- Northumbrian Water- www.nwl.co.uk/ - 0345 717 1100 	<input type="checkbox"/>
<ul style="list-style-type: none"> Arrange for any people who have requested help to be contacted. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Distribute any useful information such as road closures, instructions from the emergency services or any other updates to communities by using the telephone tree or WhatsApp. 	<input type="checkbox"/>
<ul style="list-style-type: none"> If there is a widespread power outage, consider opening a pre-identified community venue to act as a “hub” for residents to get information, hot food etc. Ensure residents are notified that this is open either by social media, phone call, door knocking or any other means of communication. 	<input type="checkbox"/>

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7.10. Daily Briefing

In the event that an emergency event lasts for more than two consecutive days, **Emergency Briefing Meetings**, for **Community Volunteers**, will take place each day. The meetings will commence on day three and continue each day until the 'Stand Down' has been declared. Meetings will take place at the "**Randolph Community Centre**". In the event the Randolph Community Centre is not available an alternative venue will be nominated by the Emergency Coordinator.

7.11. Stand down

Any incident will normally be stood down (the response concluded) by the incident commander of the attending emergency services. Every service, organisation, individual etc. who was notified of the incident should now be notified that it is resolved.

7.12. Debrief and Review

After any incident or activation of this plan, a debrief should take place. This would be held by Evenwood and Barony Parish Council at The Evenwood and Ramshaw Community Centre in conjunction with the CCU, to discuss what worked well and what did not work well within the plan.

A documented review of the plan should then take place, taking into account any learning from the debrief.

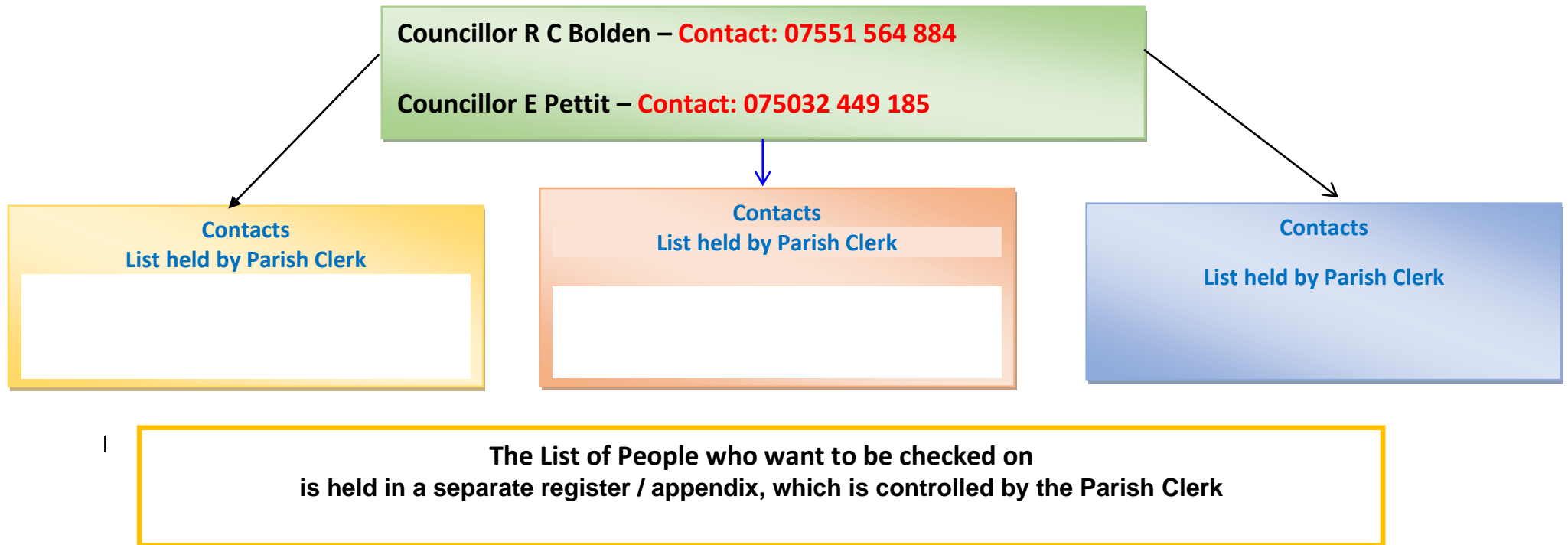
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8. Emergency Contacts and Communications

This section contains the contact details of relevant individuals who may need to be notified of an emergency and the contact details of responding organisations. **Remember to comply with GDPR.**

8.1. Telephone Tree

The phone tree works, with Chair of Evenwood and Barony Parish Council (or their nominated deputy/deputies) at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete.



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8.2. WhatsApp

A WhatsApp group will be set up in addition to a telephone tree to enable community members to distribute messages.

8.3. Community members who may like to be ‘checked on’ in an emergency

Lists held by Parish Council

Remember to abide by GDPR regulations when collecting, storing, sharing and deleting this information. The Evenwood and Barony Parish Council Clerk will act as the designated data controller for the information.

8.4. Communications

Some emergencies may lead to communications being hampered such as loss of mobile phone signal, online network coverage or charge and landlines being cut off. For these reasons you should not rely solely on mobile phones or landlines as primary sources of communication.

If it is not possible to contact **Community Volunteers** by mobile and/or landline telephone, during an emergency, then the **Community Volunteers** should report in person to the ‘**he Randolph Community Centre**, at regular intervals, during the emergency. In the event the **Randolph Community Centre** is not available an alternative venue will be nominated by the Emergency Coordinator.

Other ways of communication could include:

- Always maintaining visual contact with other volunteers or emergency services where possible (wearing a high vis vest will make this easier)
- Inform someone else where you are and what you will be doing at all times
- Provide whistles to volunteers.
- Door knock residents if phones are out of use (see [Appendix B](#) for door knocking checklist)

8.5. Key Responder Contacts

Name/Organisation	Telephone:
Emergency Services	999
Police non-emergency enquiries Anti-terrorism hotline Crime stoppers	101 0800 789 321 0800 555 111
Fire and Rescue Service - non-emergency enquiries	0345 305 8383
Civil Contingencies Unit email for activation notification Civil Contingencies Unit telephone number for office hours enquiries	ccuenquiries@durham.gov.uk 03000 264654

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Health - non-emergency enquiries	111
Gas emergencies	0800 111 999
Electricity emergencies	0800 66 88 77
Emergency water leaks and sewerage	0345 717 1100
Social Care Direct - for concerns about someone's welfare	03000 267 979
Durham County Council Customer Services	03000 26 0000
Northern Powergrid general enquiries: For power cuts, 24 hour emergency number:	0800 011 3332 0800 66 88 77
Northern Gas Networks	0800 040 7766
Durham County Council Environment, Health and Consumer Protection	03000 261 016

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9. Plan Administration

9.1. Document Control and Amendment Procedure

It is essential that information in this plan is kept up to date. This plan will be reviewed annually, in light of changing circumstances, **as a result of deficiencies identified during training exercises** or after any incident.

This document is controlled by the person (or persons), hereinafter referred to as the Document Controller, as named in the '*Document Controlled By*' section of this document. The Document Controller will be responsible for updating / amending the plan as required. Each time the plan is changed or amended the 'Version Number will be updated. All amendments will be identified using red text and highlighted by a vertical black line in the margin, to aid easy identification of the amended script. Photocopies of this document must not be made and/or distributed without the express authority, in writing, of the Document Controller.

If any amendments are made to this plan, the reviewed, controlled copies of this document should be forwarded, by the Document Controller, to Evenwood and Barony Parish Council and the CCU.

9.2. Document Distribution and Control

Access to this plan is available to all individuals/organisations named in the plan.

Electronic copies of this plan are held in the following places:

- Evenwood and Barony Parish Council system
- Civil Contingencies Unit (CCU) system
- Lands Village Hall Planning Policy

A redacted electronic copy of the plan can be found on Resilience Direct and will be available to emergency services.

Other organisations / people who need to be aware of the plan are listed below.

Role	Issued on	Contact Details
Lands Village Hall Committee	01/03/2023	

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9.3. Training & Exercising

It is essential that this plan is routinely tested and reviewed to ensure it is fit for purpose. Details of training and exercising will be documented in the table below.

Date	Event	Event Type	Outcome
18/05/2023	Training Event	Desk top review	Minor changes to plan identified, see review version 1.1

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11. APPENDIX B: Door Knocking Checklist

Volunteers must always work in pairs when door knocking, and health and safety/ risk assessments need to be considered before doing so. The following table should be used when door knocking residents to gather information about their wellbeing. Remember to abide by GDPR regulations when collecting, storing, sharing and deleting this information. Evenwood and Barony Parish Council Clerk will act as the designated data controller for the information.

Date and time:								
House No	Street	Any response	Full Name	Mobile No	Email	Phone / internet	Access to food	Able to stay Warm

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12. APPENDIX C: Personal Preparedness

Grab Bag

It's a good idea to have a grab bag prepared and ready in your home. This could be a backpack which is full of useful and important items that you may need if you were evacuated from your home due to an emergency. Suggested items to include are as follows:

- Important documents (insurance, ID etc.)
- Medication
- Contact numbers
- Non-perishable snacks
- Wind up torch
- Power bank
- Phone charger
- Toiletries
- Money
- Games for children
- Pet items

Personal and emergency contact list

It is a good idea to have a list of personal contact numbers written down and stored in your grab bag. This is in case your mobile phone runs out of battery. It is also useful to have a list of emergency contacts.

Household emergency plan

Every household should have a household emergency plan. A template can be found on the Durham County Council website: <https://www.durham.gov.uk/emergencysafety>

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13. APPENDIX D: Assessing Risk as Volunteers

It's not always easy to assess the level of risk you may face in advance of an emergency. During an incident sudden changes to the weather, the time of the day, the behavior of others, and other factors can potentially make certain tasks riskier.

Continually assess the risk as you carry out your role using a dynamic risk assessment.

If you consider a task too risky, firstly consider if there is an alternative way of doing it. You might want to put control measures in place to reduce the risk. This could be using certain equipment or asking for assistance from others.

If you are still concerned it is important that you DO NOT do the task. Instead, report back to the Community Emergency Coordinator with your concerns and await their instruction.

Remember that you are not part of the paid emergency services and you should not place yourself in danger in any way. Your safety is paramount at all times.

Your responsibility to others:

Despite your best intentions as a community emergency volunteer always bear in mind that in certain situations, you may not be the right person to provide assistance or advice to others. In some situations, the most responsible course of action may be to defer providing assistance directly and seek support from a trained professional. Above all do not put the safety and wellbeing of others at risk through your own actions.

Working in pairs:

Volunteers must always work in pairs to:

- Assess risk and decide actions together
- Swap tasks
- Provide safeguarding
- Remind each other of training
- Alert their partner to danger

Remember to listen and act on your partners concerns about danger and risk. Never go out of sight of each other and always speak up if you are concerned about your partners actions and decisions.

Safety equipment:

Your health and safety should always remain priority. As a community volunteer you should always wear a high vis jacket or vest when outdoors, day or night.

Remember to always be visible to others and always use a torch when working in low light conditions or the dark.

You may want to consider using other equipment such as gloves, boots and hand sanitiser for example. Always keep equipment clean and ready for use.

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14. APPENDIX E:

This Section Contains Maps of the Area Covered by the Plan

1. Evenwood and Barony Parish Council Boundary.
2. Evenwood, Evenwood Gate and Ramshaw.

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