

Sherborne Town Council



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Emergency Planning Procedure Guide

Adopted - January 2014
Revised – April 2019

Introduction

In the event of a Civil Emergency occurring within Sherborne the County Wide Emergency Planning Team will be mobilised into action. They will utilise a number of agencies that operate within the County and this document provides an overview as to the organisations involved, the role that can be expected of Sherborne Town Council, the resources it has at its disposal and contact details or a range of local organisations who may be able to assist in the event of a civil emergency.

Who does what in Dorset

The Strategic Co-ordinating Group

This consists of the County's Police, Fire and Rescue, Health and Ambulance services, along with the Coast Guard, Environment Agency, and the Chief Executives of the County Council, Unitary, Borough and District Councils.

The Tactical Co-ordinating Group

Representation is as above. The tactical and Co-ordinating Group is also known as 'Silver'. This group implements the decisions made by the Strategic Co-ordinating Group.

Dorset Council

In the event of an emergency, Dorset Council will endeavour to provide the latest information on the front page of the Dorsetcouncils website. With responsibility for Highways, it has a Vulnerable People Plan, and will transport evacuees to rest and reception centres. It is responsible for flooding, except for coastal and main river flooding which is the responsibility of the Environment Agency.

The Highways Agency

The Highways Agency is responsible for motorways and major trunk roads. The A35 and the A303 are designated major trunk roads. The Highways Agency can be contacted on 0300 123 5000. Their website is kept up to date with the latest information. ha_info@highways.gsi.gov.uk.

The Environment Agency

The Environment Agency is responsible for coastal flooding and main rivers. The national contact number is: Floodline is 0345 988 1188, Incident Hotline is 0800 807060. The regional team is based in Blandford and is available on 0379 8506506

The regional team's advice is that if there is an emergency or up to date information is required, we should dial a national contact number and ask to be put through to the Blandford flood warning duty officer.

Wessex Water

Wessex Water can be contacted on 0845 600 4 600.

The Emergency Services

The Police, Fire and Rescue, and Ambulance services can be contacted on 999.

The Local Resilience Forum

The Local Resilience Forum (LRF) is the principal mechanism for multi-agency cooperation under the Civil Contingencies Act 2004. The Dorset LRF is based on the Dorset Constabulary boundary which is the same as the political County boundary.

You can contact the Dorset LRF via the Civil Contingencies Unit by email or telephone:

- ccuadmin@dwfire.org.uk
- 01202 229044

APPENDICES

- **For further information on useful contact details – please see Appendix A**
- **For locations of those contacts – please see Appendix B**
- **For details of likely flood regions within Sherborne – please see Appendix C**

The role of the Town Council

In event of an emergency, the Town Council will suspend the normal duties of its employees and direct them to assist other agencies working in the town and residents. In doing so, the Town Council will pay proper regard to the health and safety of its employees.

The Town Council's first point of contact in an emergency is the Town Clerk. The 2nd point of contact is the Grounds and Property Manager.

If an emergency event occurs, the Town Clerk or Grounds and Property Manager should work with a lead councillor, normally the Mayor or Deputy Mayor. Their contact details, along with those of other employees are attached. Further details are as follow:

- The Town Clerk/Grounds and Property Manager should consider advice from the lead councillor, but retain responsibility for operational decision making.
- The Town Clerk, or in his absence the Grounds and Property Manager, should take whatever measures are necessary to protect public health and Council property.
- As soon as an emergency has been contained or resolved, the Member and the Town Clerk/Grounds and Property Manager should decide what information needs to be communicated to whom and when this should be done. This includes an assessment of whether a press release should be issued.
- If any actions taken subsequently need to be stood-down, e.g. the removal of a cordon, the Town Clerk/Grounds and Property Manager must propose how this should be done.
- The Town Clerk/Grounds and Property Manager must complete a report on the emergency. This report must detail any further actions required and must reported to the next appropriate council meeting.
- A log of key events and actions will be maintained for the duration of the emergency.

In the event of an emergency the Town Council will aim to keep its office open to:

- Provide information and assistance to the public
- Update its website
- Liaise with other statutory and voluntary agencies working in the town
- Co-ordinate the activities of its employees

Other employees will be directed to such duties that are appropriate. Typically, these could include establishing that vulnerable residents are safe and secure, escorting residents to rest and recovery centres clearing snow, gritting, deploying sandbags, clearing blocked areas and assisting other organisations who are responding to the emergency.

The resources of the Town Council are limited. However, they could be of assistance as a first response or to deal with isolated incidents. The equipment and supplies retained by the Town Council include tractors and trailers, limited gritting and sweeping equipment, a 4x4 vehicle, generator and power tools.