



THE PARISH COUNCIL OF DUFFIELD

COMMUNITY RESPONSE PLAN FOR CIVIL EMERGENCIES

Produced by:

Derbyshire Association of Local Councils
Derbyshire County Council
Derbyshire Constabulary
Derbyshire Fire and Rescue Service
East Midlands Ambulance Service NHS Trust

THE COMMUNITY RESPONSE PLAN

This Community Response Plan has been produced by the Derbyshire Association of Local Councils in conjunction with Derbyshire County Council's Emergency Planning Division. The three emergency services have also been consulted.

Set out below is some useful advice to help you complete and maintain the document:

1. Keep copies of the document to a minimum eg three copies, one each for the nominated co-ordinators (see page 4), one copy kept as a record by the Clerk to the Council.
2. Record the information clearly, handwritten documents are acceptable but must be legible.
3. As many people now use mobile telephones it could be advisable to include these numbers in addition to home telephone numbers.
4. Do not automatically assume that people will be happy to have their personal details included in the Plan. You are strongly urged to consult individuals to seek their agreement and ask them to sign the approval sheet on page 23.
5. Treat the document as confidential and store it in a secure location.
6. Keep the Plan up to date, check and review contents at least once a year.
7. If an emergency occurs your first action should always be to contact the emergency services by dialling 999.

DATA PROTECTION 1998

Points 1, 4, 5 and 6 of the advice above are particularly important in relation to the above Act. If you follow these points precisely you should not contravene this legislation. If you need further advice or guidance on data protection you should contact Derbyshire Association of Local Councils (DALC).

CIRCULATION LIST

NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

EMERGENCY SITUATION

In the event of an emergency situation affecting all or part of the Parish/Town area the initial action is to telephone 999. If dialling 999 from a mobile telephone the caller must ask for **DERBYSHIRE EMERGENCY SERVICES** as the call may be taken in a Call Centre elsewhere in the United Kingdom.

Emergency Services

If contact with Derbyshire Constabulary, Derbyshire Fire and Rescue Service and East Midlands Ambulance Service NHS Trust is not possible or the response is likely to be substantially delayed this Plan should be used to assist local response until help arrives.

Assembly Point

All members of the community willing to help should gather at:

(Location of assembly point eg church hall) The Weston Centre, Tamworth Street, Duffield, Derby

In the event that this location is inaccessible the following will be used:

(Location of alternative assembly point) The Committee Room, Duffield Cemetery, Hazelwood Road, Duffield, Derby.

COUNTY AND DISTRICT COUNCILS

The Local Authority Councils of Derbyshire at County and District level have resources which can be made available in response to an emergency situation. These authorities will be contacted via the emergency services who will contact the local authority's Duty Emergency Planning Officer.

Further advice on preparation of this Community Response Plan can also be obtained from:

Working hours	Derbyshire County Council's Emergency Planning Division	01629 585394
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EMERGENCY - CAN YOU COPE?

Make a 999 call to summon the emergency services.

In an emergency the emergency services want **clear, concise information as soon as possible**. Try to use the time available awaiting their response to obtain further information and if there is any additional information telephone the emergency services again to update them, as this might affect the resources they deploy:

Until help arrives and without endangering yourself or other local people contact the appropriate members of the community listed in the Plan and ask to report to the agreed assembly point.

CO-ORDINATORS

The following people have been identified to co-ordinate the local response.

NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

CASCADE OF INFORMATION

In an emergency it is important to ensure that the community is kept warned and informed both during and after. To make this effective it is suggested that a cascade system is put in place with named people taking responsibility for notifying others, who in turn notify further members of the community. Below are the initiators of the cascade system:

NAME	NOTIFYING	CONTACT DETAILS
(Initiator 1)		
(Initiator 2)		
(Initiator 3)		
(Initiator 4)		
(Initiator 5)		

Additional sheets are included at the end of this document with a suggested cascade template for completion.

It is suggested that the maximum number that any person should be responsible for notifying is five to ensure a timely flow of information.

COMMUNITY SUPPORT

MEDICAL

Doctors (including retired)

Record here qualified doctors in the community.

NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

Qualified Nurses, British Red Cross, St John Ambulance or Other Qualified First Aiders (including retired medical persons)

Record here known qualified nurses and first aiders in the community.

NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

Chemists

Record here dispensing chemists in the community.

NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

EMERGENCY SERVICES

DERBYSHIRE CONSTABULARY

NB: To alert the Police of an incident and/or to request assistance during an emergency you should dial 999. If using a mobile telephone the caller needs to ask for Derbyshire Police. There may be Police personnel available in the community who may be able to offer advice/assistance after you have dialled 999.

Police Station

Record here the nearest Police Station.

ADDRESS	TELEPHONE NUMBER	E-MAIL ADDRESS

Police Officers

Record here serving Police officers in the community.

NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

DERBYSHIRE FIRE AND RESCUE SERVICE

NB: To alert the Fire Service of an incident and/or to request assistance during an emergency you should dial 999. If using a mobile telephone the caller needs to ask for Derbyshire Fire Service. There may be Fire Service personnel available in the community who may be able to offer advice/assistance after you have dialled 999.

Fire Station

Record here the nearest Fire Station.

ADDRESS	TELEPHONE NUMBER	E-MAIL ADDRESS
Derby Road, Duffield		

Firefighting Resources and Location

Record here any local industry/company with firefighting capability.

NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

Serving Firefighters

Record here serving firefighters in the community.

NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

EAST MIDLANDS AMBULANCE SERVICES NHS TRUST

NB: To alert the Ambulance Service of an incident and/or to request assistance during an emergency you should dial 999. If using a mobile telephone the caller needs to ask for East Midlands Ambulance Service. There may be Ambulance Service personnel available in the community who may be able to offer advice/assistance after you have dialled 999. Within your community you may have a Community Responder Group and their details should be included here.

Ambulance Station

Record here the nearest Ambulance Station including industry facilities.

ADDRESS	TELEPHONE NUMBER	E-MAIL ADDRESS

Serving Paramedics/Ambulance Personnel

Record here serving paramedics/ambulance personnel in the community.

NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

MISCELLANEOUS

VOLUNTARY ORGANISATIONS

Record here local members of voluntary organisations eg WRVS.

NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

CLERGY

Record here the names, addresses and telephone numbers of the local clergy.

NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

FARMERS

Record here the names of local farmers who have resources that would be of assistance to the community in an emergency situation eg snow clearing equipment.

NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

VETERINARY

Record here the details of veterinary practitioners in the community.

NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

RADIO COMMUNICATIONS

Record here persons who live in the community and hold a radio amateur licence.

NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

BOAT OWNERS

In communities where flooding could be a hazard, record here boat owners who would give help in a flood/water rescue situation.

NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

OTHER RESOURCES

List here where other resources are located eg sandbags.

RESOURCE	LOCATION	MEANS OF ACCESS

TEMPORARY ACCOMMODATION

TEMPORARY SHELTER

Record here accommodation that would be suitable for persons, including casualties, requiring temporary shelter until help arrives eg halls, hostels, churches etc. Local authority premises, schools, leisure/community/day centres will be opened by the local authority as appropriate. Advice should be sought from the Emergency Planning Division on the criteria and suitability of premises.

KEY HOLDERS NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

INFRASTRUCTURE

WATER

If main water supplies become disrupted for any reason and the water company cannot be contacted or offer assistance it may become necessary to use alternative sources of water, record sources of water in the community. Alternative sources are:

Firefighting Water - Types of Source (Stream, Pond, Well)

LOCATION	MEANS OF ACCESS	OWNER OF LAND

Drinking Water

Your local district/borough Environmental Health Section should be contacted to advise on whether the water source is suitable for drinking water. Any water taken for use from these sources **must** be boiled before use.

LOCATION	MEANS OF ACCESS	OWNER OF LAND OR PREMISES CONTACT DETAILS

ELECTRICITY

If mains electricity supplies become disrupted it may be essential to keep some equipment and heating functioning in the community eg for dialysis, heating for the elderly or infirm, lighting for rest centres and for caring of casualties.

Mains Generators

Record here owners of mains generators.

NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS

ROAD CLEARANCE

Record here sources of heavy lifting equipment JCBs, power saws, chains, ladders, lighting.

TYPE OF EQUIPMENT	LOCATION	CONTACT	TELEPHONE NUMBER	MOBILE NUMBER/EMAIL ADDRESS

RECOVERY AFTER AN EMERGENCY

Although most activity by a community in an emergency occurs in support of the emergency services and other agencies that assist in the response the community has a role to play in the recovery phase.

It is not possible to define precisely the extent and nature of post-incident community activity, since this will vary with the severity and nature of the emergency. It is likely, however, that community activity will be in one or more of the following categories:

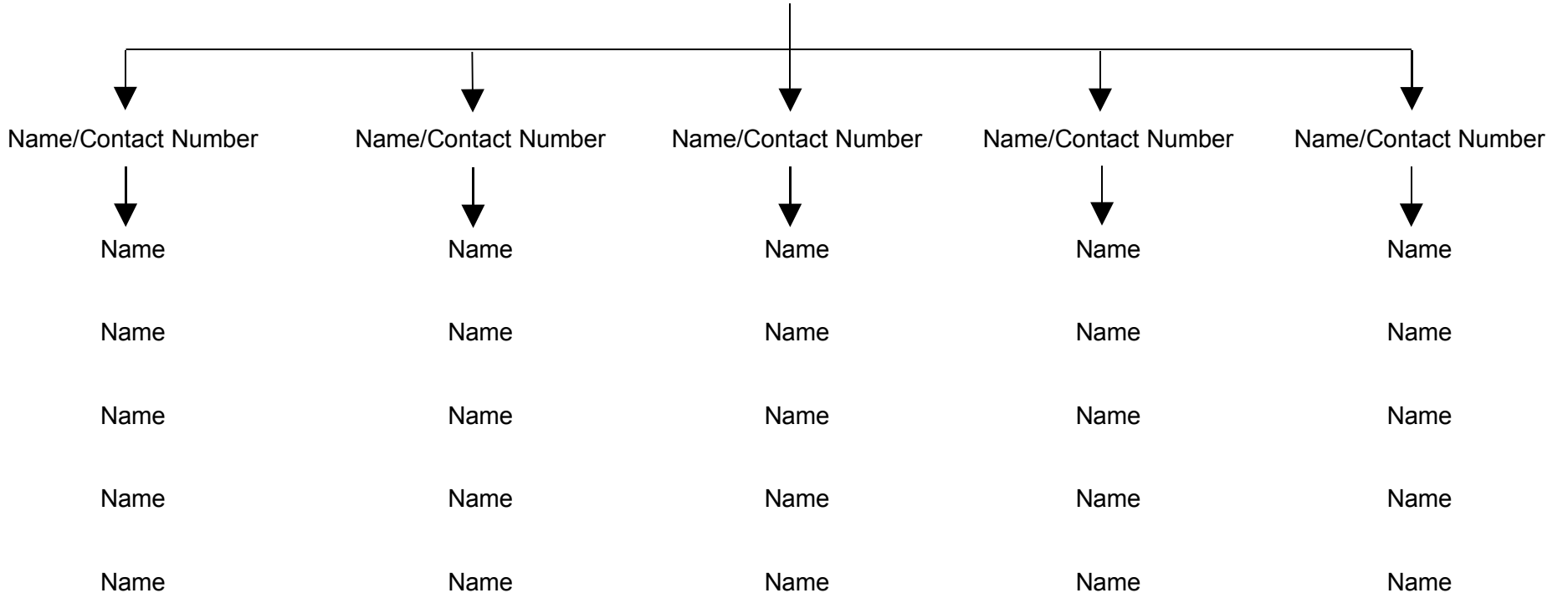
- Looking after the welfare of the emergency services and agency workers eg feeding, sleeping, laundry, rest facilities etc.
- Caring for and supporting the on-going needs of those local people affected by the emergency.
- Memorial services, memorials, gardens of remembrance.
- Newsheets, information boards, staffing information points.

The above will be co-ordinated by the local authority.

It is important that the community considers these activities in advance and decides/agrees the need for community involvement and whether a member or section of the community should be tasked with preparing and inserting guidance in this Plan.

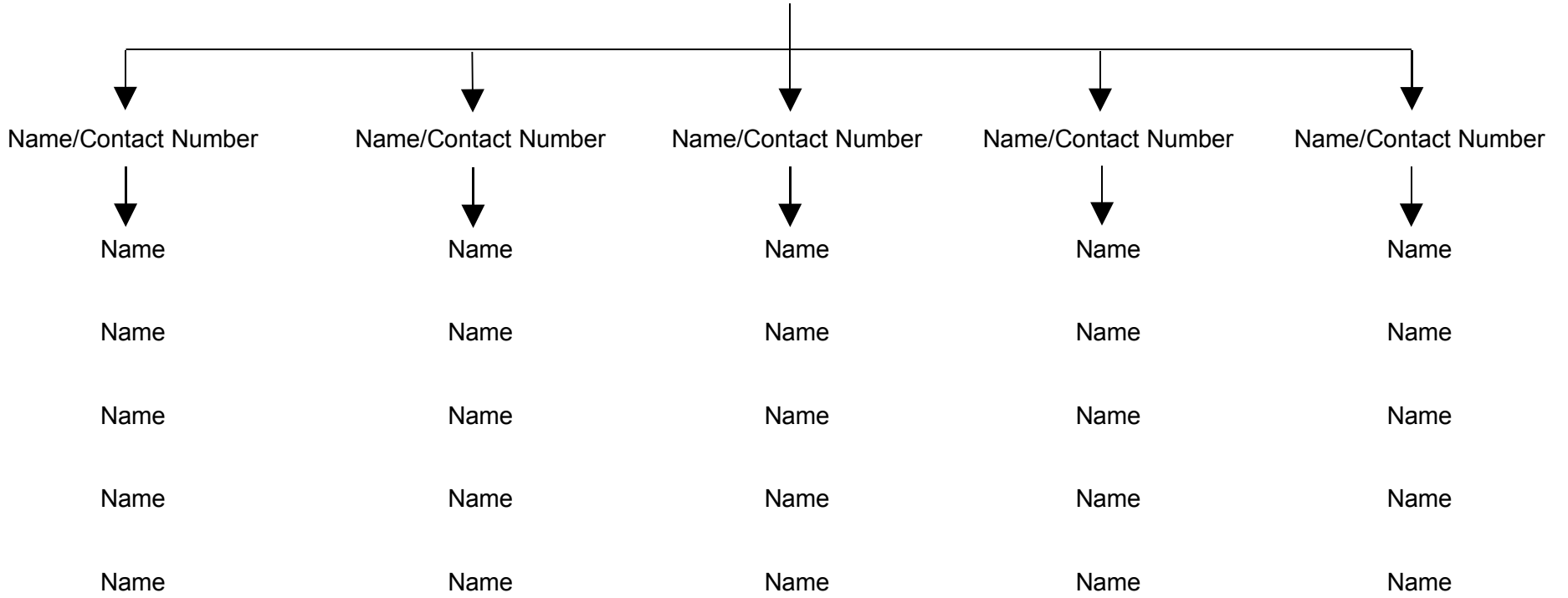
(Initiator 1)

Name/Contact Number



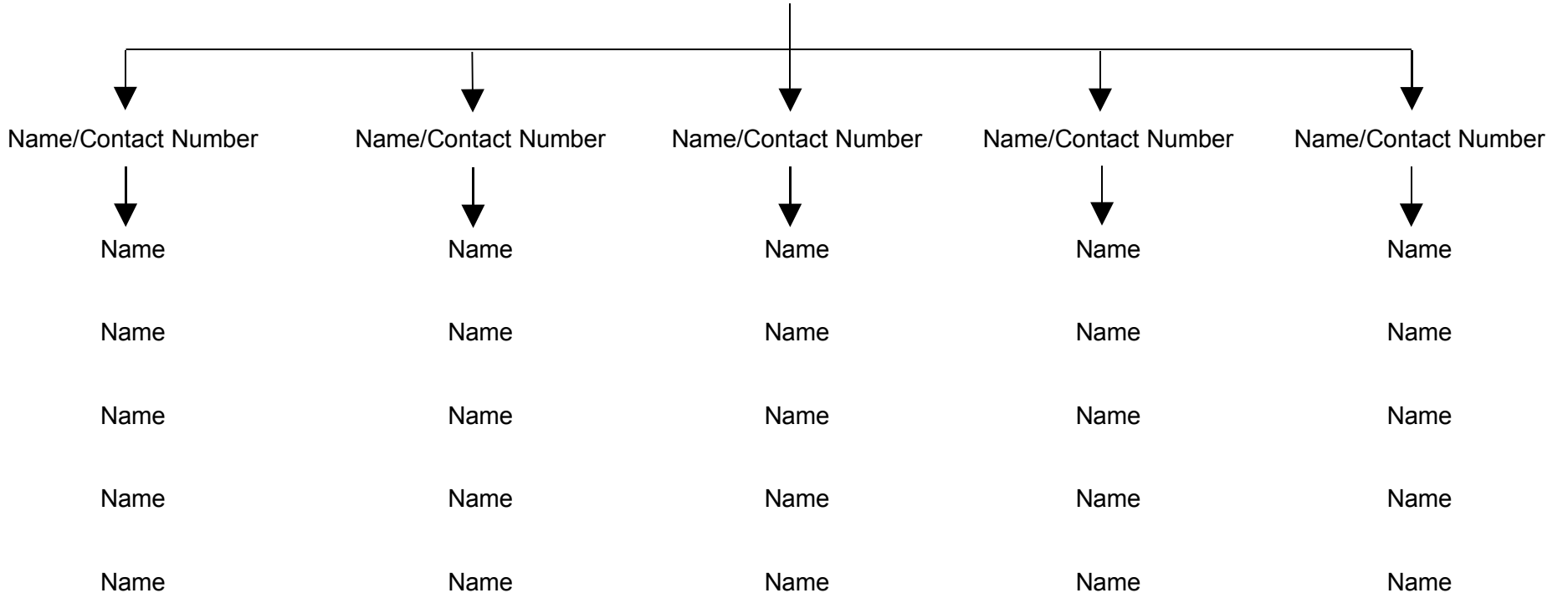
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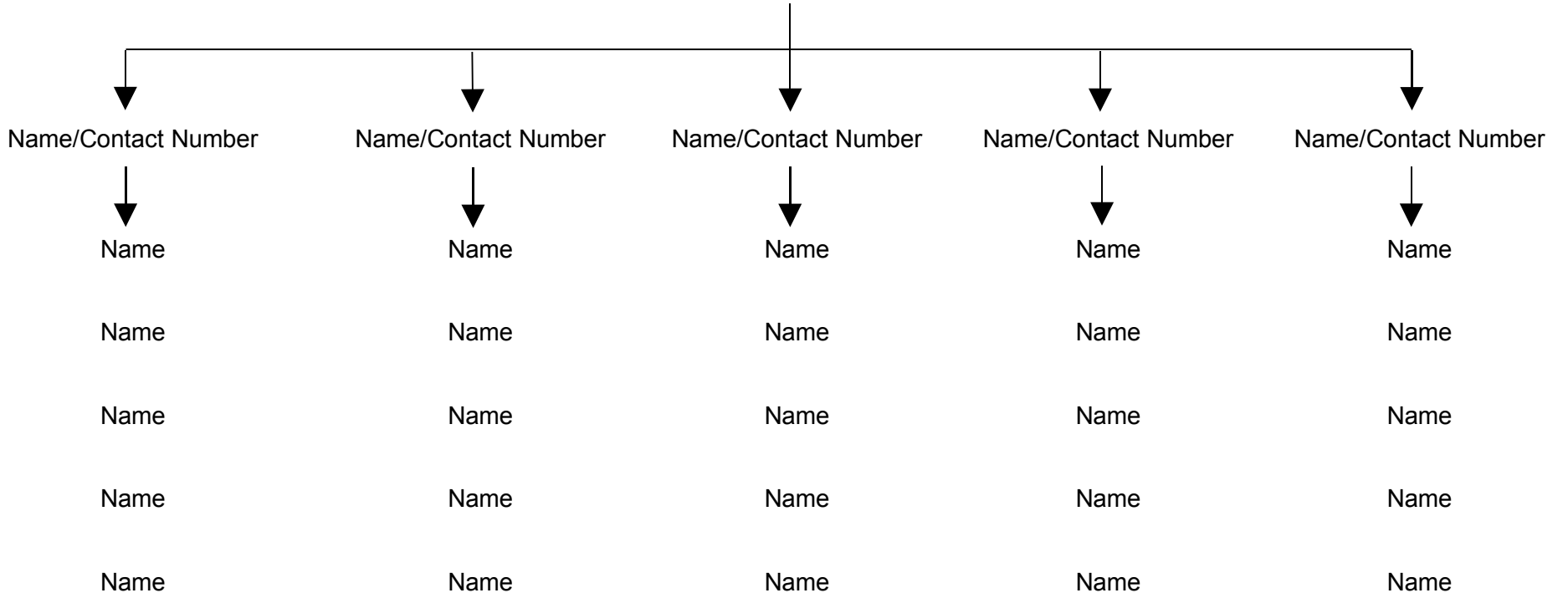
(Initiator 1)

Name/Contact Number



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