

# **COBHAM PARISH COUNCIL EMERGENCY PLAN**

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## **Distribution:**

Gravesham Borough Council  
All Parish Councillors

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## **INTRODUCTION**

Although there is no statutory responsibility for the Cobham Parish Council to plan for, respond to, or recover from emergencies, the Parish Council considers that it should work with the community to identify hazards and make simple plans about how to respond to a major emergency in the Meopham area . Additionally, it must be noted that Cobham Parish Council is not the emergency service and it is not trained, equipped, empowered or resourced to carry out functions of an emergency service. This plan is confined to supporting the welfare of the people in the community or helping to maintain basic infrastructure.

### **Important Note: Data Protection and Sharing**

Once completed, some of the information in this plan will be classed as ‘personal data’ (e.g. addresses, contact numbers) under the Data Protection Act (DPA, 1998). Whilst holding this data is legally justified (e.g. in order to protect interests of members of the community in an emergency) the information will be handled sensitively, in accordance with the requirements of the DPA.

## **AIMS & OBJECTIVES**

### **Aim:**

To provide a framework that will increase the readiness and resilience within the Cobham Parish. It will both enable the community to support themselves when outside assistance from the emergency services or local authority are delayed or overwhelmed.

### **Objectives:**

- Identify the risks most likely to impact the community;
- Provide a guide to enable the community to respond to a emergency situation;
- Identify vulnerable people/groups in the community;
- Identify community resources available to assist during an emergency including people, facilities and equipment;
- Provide key contact details for the Parish Council, Community Response Team, local volunteers, the Emergency Services and local authorities;
- Describe how the plan works and how information is communicated.

## **TYPES OF EMERGENCIES:**

An Emergency for the purpose of this plan is defined as:

*“A situation arising with or without warning, causing or threatening death, injury or serious disruption to normal life, for a number of people in excess of those which can be dealt with by the public services operating under normal conditions; and requiring the special mobilisation and organisation of those services”.*

Such emergencies included in this plan would result from:-

- Severe Weather Conditions, i.e. Hurricanes / Blizzards / Floods
- Loss of power/utilities of prolonged duration;
- Water Contamination / Hazardous Waste;
- Incidents affecting Health & Safety issues on land the Parish Council is responsible for (i.e. fallen trees);
- Road / Rail/ Aircraft Accidents and Incidents;
- Acts of Terrorism / Explosions / Major unlawful activities;
- Fires;
- Chemical / Oil spillage;
- Bird Flu / Foot & Mouth / Blue Tongue;
- Any other Incident that would result in a major threat to the community.

The Parish Council does not employ staff who are trained in emergency procedure and therefore confines itself to **co-ordinating information received** and **outsourcing tasks**.

The role of Cobham Parish Council is primarily to:

- Identify the Emergency;
- Co-ordinate information received in the event of an emergency;
- Outsource tasks;
- Liaise with Emergency Services;
- Instigate appropriate emergency action on land which MPC is responsible for, and to provide:
  1. A centre for use by Parish Councillors as a Central Office for Co-Ordinating Information and Addressing Issues that arise, which can also be used by members of the public if appropriate to the Emergency;
  2. Keep a message log of all telephone calls, incoming and outgoing (Parish Clerk or Councillor);
  3. A Communication Network between Cobham Parish Council, Gravesham Borough Council (GBC) and Kent County Council (KCC) along with the Emergency Services and Kent Resilience Team;
  4. Public Information (TV / Radio / Media liaison as appropriate – see page 11 for contact details) and regular updates on Cobham Parish Website – <http://www.cobham-kent-pc.gov.uk/>
  5. Open a Community Shelter or Shelters if necessary.

## **INITIATING EMERGENCY PLAN**

### **“Information” in the context of this Plan consists of:**

1. Details of incident and location;
2. Which roads are OPEN/CLOSED;
3. What damage has occurred to Public Utilities/Facilities;
4. What injuries or loss of life have arisen;
5. Details of homelessness and damage to property;
6. Any disruption of a supply of food, water, energy/fuel;
7. Major disruption of electronic or other system of communication;
8. What disruption has occurred in the transport infrastructure;
9. What areas have been affected;
10. What action has been taken, particularly to prevent further damage/loss of life;
11. What loss in services relating to health.

## **METHOD**

- **A central control point** will be established in the Meadow Rooms/Church Room. In the event that buildings are within the area of the incident and cannot be used, the central control point will be at Cobham Parish Church.
- **Communications:** If there are power failures that affect electricity, mobile phone masts traditional home phones may be used.
- **The first person on site will notify** the Emergency Services (999) and Kent County Council’s Duty Officer Emergency Planning/Kent Resilience Team on **03000 414 999** available 24/7
- **Contact all Parish Councillors/ Parish Clerk, to form an Emergency Co-ordinating Team.**
- **Set up and maintain an emergency response and keep a log of all actions taken.**

## **EVACUATION**

In the event that it is necessary to evacuate members of the community from their homes to a safe place the Emergency Co-ordinating Team will organise teams from volunteers, Councillors and members of the Community Response Team to assist by carrying out such tasks as:-

- Door to door calling and delivering messages;
- Identifying people that require assistance;
- Organising and running the temporary care accommodation;
- Liaising with the Central Control Point.

**Key Locations for Community Shelters in an Emergency.**

The following Locations are suitable for use in the in the event of a catastrophic incident that results in homes be evacuated and people being provided with temporary accommodation.

**NB: In all instances at the following locations have kitchen facilities, running water and toilets available.**

<b>Locations and onsite telephone numbers</b>	<b>Contact and other useful information</b>	<b>Capacity and parking spaces</b>
<b>COBHAM /SOLE STREET</b>		
The Meadow Rooms		Car park W-FI and toilets/kitchen
St Mary's Church Room		Kitchen and toilet
Sports Club		Toilets /Kitchen Parking
Bowls Club		Toilets - Parking
Cobham Parish Church		Small Kitchen facility
The Railway Pub Sole Street		Toilets/Kitchen/function hall Car Park
The Darnley Arms- The Street		Toilets/Kitchen/Carpark
The Leather Bottle-The Street		Toilets/Kitchen/Car- park
The Ship – The Street		

Parish Clerk Contact details -01474 815598