

HILTON EMERGENCY PLAN

Sponsored by: Hilton Parish Council

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INTRODUCTION

Unexpected events are part of everyday life. An event can be dramatic, such as a fire or a flood, or it may come in a more subtle form such as a small lapse that triggers a larger event. Unexpected events rarely develop spontaneously or occur without warning. Most often, their origins are in small problems or failures that are overlooked or misunderstood. Although unexpected events may not be entirely preventable, their impacts can be mitigated by developing the alertness to spot small disturbances or changes as they occur, the awareness to recognise the potential consequences and the organisation to manage remedial measures.

Hilton Parish Council (PC) has sponsored this Emergency Plan to detail the arrangements for alertness, awareness and initial actions that will enhance the village's ability to manage unexpected events before the arrival of professional emergency services. Although the warning signs might initially be difficult to spot, the earlier that the village reacts to an unexpected event, the more options there will be to manage and mitigate the effects.

The PC has nominated an Emergency Officer (EO) who will consult Huntingdonshire District Council (HDC) and the Emergency Services, and will manage the development and upkeep of this Emergency Plan. In developing this plan, the EO has taken account of advice published on the internet by the Environment Agency, Cambridgeshire County Council and Huntingdonshire District Council, as well as learning from relevant experience including the report following the flash flood in October 2001¹. Published advice is updated regularly. The EO will keep the Emergency Plan up to date, principally by an annual review in September each year.

The EO will serve as the focal point for communications regarding any unexpected event and will coordinate the implementation of the initial response.

¹ Hilton Village, Report on Drainage by David Noble OBE dated 24 July 2002.

THE ROLE OF THE EMERGENCY OFFICER

The PC has nominated an Emergency Officer (EO) who will consult Huntingdonshire District Council (HDC) and the Emergency Services, and will manage the development and upkeep of this Emergency Plan. The EO will complete at least an annual review in September each year.

The EO will manage the implementation of the Emergency Plan, applying the arrangements for alertness, awareness and initial actions that will enhance the village's ability to limit the consequences of unexpected events, as follows:

Alertness. The primary function of the EO is to gather any indications of an unexpected event in the village, including small problems, failures or changes as soon as possible after they occur. The EO will decide when and how to scan the village for cues, discrepancies or other indications.

Awareness. Inevitably, data will be incomplete and/or confused and might easily be overlooked or misunderstood. The EO will interpret any symptoms to recognise the potential nature and consequences of any changes.

Implementation. As early as practicable, the EO will discern when an event requires local action intended to mitigate the consequences. The EO will co-ordinate the initial response, pending the arrival of the Emergency Services (Police, Fire or Ambulance) or technical specialists for water, electricity, gas or telephone services.

The Emergency Box. The EO will lodge the Emergency Box in the Relief Building and will keep its contents in good condition and ready for use. The contents of the Box are listed at Annex A. During periods of planned absence, the EO will transfer control of the Box to the DEO

The Relief Building. The designated Relief Building is the Methodist Church Hall. The EO will decide when to activate the Emergency Cell in the Relief Building.

Diary. The EO will maintain a diary of any unexpected events, including a record of decisions and a log of in- and out-bound communications.

Reporting and Feedback. Within one week after an unexpected event, the EO will provide an initial factual report to the PC, and to affected residents within 4 weeks. The report to the PC will include a list of any recommended improvements to the Emergency Plan, and an estimate of any associated resources required.

Communications

To manage effectively, the EO must be at the hub of communications relating to the unexpected event and the implementation of the Emergency Plan. There is an implicit requirement for the EO to implement an effective communications plan.

The primary means of communication for conveying voice or SMS messages will be landline or mobile telephones.

The EO will liaise with the St Ives Sector Supervisor via the police 'Silver Control'.

The EO will notify Parish Councillors of potential unexpected events as and when appropriate, and provide them with updates on developments at regular intervals.

The Neighbourhood Watch (NHW) operates a communications cascade to distribute messages, with two-way radios (PMR 446) as a back-up if telephone communications fail. This organization can be used to distribute messages for the EO. The details are at Annex B.

NOMINATED OFFICIALS

Contact details for Nominated Officials, the Emergency Team and the Parish Council are listed in the following table:

	Address	BT/ Mobile/ e-mail
Mrs Doreen Bates Parish Councillor and Emergency Officer (EO)		01480 830250
Mrs Jo Perez Clerk to the Parish Council	10 Tithe Close, Hilton	01480 831106
Mr Ken Harris NHW Village Coordinator & Deputy Emergency Officer (DEO):		01480 831658 kjharris004@btinternet.com
Parish Council		
Peter Balicki (Chairman)		01480 831787
Graham Barradell		01480 830131
Doreen Bates		01480 830250
Kieron Dunk		01480 830002
Ann Goodridge		01480 831721
Simon Perry		01480 830257
Willie Wilson		01480 830353
Justo Perez		01480 831106

Flood Plan. As part of the Emergency Plan, a specific Flood Plan has been developed to record and clarify the roles and responsibilities of national and local government bodies and agencies in the case of potential or actual flooding affecting the village. The Flood Plan provides guidance on the application of the arrangements for alertness, awareness and mitigation measures in such circumstances.

ANNEX A - CONTENTS LIST FOR EMERGENCY BOX

The Emergency Box controlled by the EO will contain:

- Master Emergency Plan
- Maps of the village
- Keys to the Relief Buildings
- Telephone numbers of BT lines in relief buildings
- Copy of the Electoral Roll
- Telephone Directory/Yellow Pages
- List of vulnerable villagers (age/location)
- Copy of "Floodline" booklet
- Pens, note paper
- Torch and spare batteries
- Three foil 'space blankets'
- One 10 litre water carrier
- How to get coffee/tea etc
- Emergency Diary

The Village NHW Co-ordinator holds six 2-way radio handsets as a fall-back communications net. These radios will be available for use by the Emergency Team, if required.

ANNEX B - HILTON NEIGHBOURHOOD WATCH COMMUNICATION CASCADE

	Mrs Doreen Bates Parish Councillor and Village Emergency Officer 01480 830250 (Note 1)	
	Ken Harris NHW Co-ordinator and Deputy Emergency Officer 01480 831658	
Chris Potter 831986	Andy Bush 830202	Ian Arnold 830501
Peter Blake 830137	Pat & Derek Porter 830477	Pat Cummings 830809
Julie Briggs 830580	Brian Radbone 830824	Roland Randall 830223
Ralph Slayter 830466	Michael Bond 830432	Graeme Gribbin 830481
	Helen Ruddy 830113	
<p>Notes:</p> <ol style="list-style-type: none"> 1. In the absence of the Emergency Officer contact the Deputy Emergency Officer. 2. The Emergency Officer/Deputy will contact the Head of each leg. 3. Each contact should call the next available contact below, and then notify the residents in their NHW patch. 4. Pass responses and information directly to the Emergency Officer / Deputy. 		

The Village NHW Co-ordinator holds six 2-way radio handsets (and battery chargers). These will be available for the Emergency Team to use if required. The radios are compliant with PMR 446 and are tuned as follows:

Channel Number	Frequency (MHz)	CTCSS Code	DCS Code
Channel 1	446.00625	01	Off
Channel 2	446.01875	01	Off

Frequencies are shared. Check that a frequency is free before speaking. If local usage is heavy, agree with other users to change to channel 2, or arrange to use another frequency.