



BRAMLEY PARISH COUNCIL

EMERGENCY PLAN

Version 10 – Jan 2023

Parish Emergency Coordinator:

Parish Clerk

Mobile: 07795 684 192

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Office: 01483 894138

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This Plan has been initiated by the Parish Council so that, in the event of an emergency occurring in the parish of Bramley, there is a clear understanding of the roles and responsibilities of the various support agencies, and a plan to enlist local people to help others in the community – including a list of contacts should residents require help in the event of an emergency.

1. WHAT IS AN EMERGENCY?

The formal definition is “An incident arising, with or without warning, threatening or causing death or serious disruption to significant numbers of people, property or the environment, in excess of that which can be dealt with by the public services operating under normal conditions and requiring the special mobilisation and organisation of those services and the deployment of local authority staff and resources”.

This local plan has been drawn up under the auspices of the Parish Council, with help from representatives in the community who could be called upon for assistance. A key element is the appointment of “street wardens” who would be the main contact for each limited geographical area, who would coordinate local needs, in communication with a “control centre” at the Village Hall. A list is attached at Appendix B.

2. LEVELS OF EMERGENCY

From initial research it has been established that there are three recognised levels of emergency:

- 2.1. A major catastrophic** event in London, or elsewhere in the South East, requiring large capacity shelters and support. Such incidents would require very large premises (far larger than the Village Hall, for instance) to accommodate and manage large numbers of temporary “refugees”. We need not, therefore, concern ourselves with this category.
- 2.2. A major emergency** at County or Borough level, or beyond, where the management of the event would be undertaken at County or Borough level. Whilst the Village Hall could well be a receiving station for dispersed persons, and selected local people involved in support, this need not be of immediate concern locally, as support services such as Adults and Community Care Services and WRVS would be galvanised into action.
- 2.3. A local emergency** within the Parish of Bramley which, though inevitably involving the higher levels of Government for support (such as the supply of sandbags due to flooding), needs a high level of local involvement by local people – as it is they who are most likely to know who is likely to be at risk and/or in need.

This Plan concentrates on this third category, a local emergency.

3. WHAT SORT OF EMERGENCY?

We envisage six types of event which could trigger a local emergency:

- Flooding
- Extreme cold weather (snow and ice)
- Extreme hot weather leading to water shortages or fires
- Extreme wind, with trees brought down and potential power outages
- Large scale evacuation due to a major utility or serious spillage even
- A pandemic health threat leading to shortage of food or medical service

Whilst all six would inevitably involve the central and county emergency services and/or the major authorities, the knowledge of local people will be vital in mitigating the effects on the local community. Flooding and snow & ice are perhaps the most likely scenarios, hence the inclusion of a Bramley Flood Plan and Extreme Snow & Ice Plan as annexes to this document.

4.0 WHO IS RESPONSIBLE, FOR WHAT, IN AN EMERGENCY?

This document lists the principal actions of each organisation. However, it must be noted that it may not always be possible for all actions to be carried out during an emergency situation, particularly in the case of extreme weather.

Responding organisations have limited resources so may not be able to provide assistance in all circumstances. In such cases the owners and occupiers need to be aware that they should make their own arrangements to protect their property from flooding or extreme cold weather.

Many factors may influence the level of response. Priority is likely to be given to those that are vulnerable when assisting people, and to property which is occupied. The classification of roads may be used in prioritising the response to road flooding; protection of commercial property may depend on the risk of environmental pollution from stored chemicals, etc.

We will conduct an annual Emergency Response preparedness review in Sep-Oct each year to ensure phone numbers are correct and culverts and grit bins are inspected and in good order. We currently have 2 installed and one to be installed Grit Bin, the locations of Grit Bins are as follows:

- **Bramley Library**
- **End of Bitley Rise**
- **Chestnut Way - To be installed**

5. WHO DOES WHAT?

5.1. Role of the Parish Emergency Coordinator

- To advise and help local community preparations for the response to an emergency
- Assess local problems that may arise in the event of abnormal circumstances such as a major incident or a natural disaster occurring
- Identify vulnerable local residents such as the elderly who may require assistance
- To determine the capabilities of the community to care for itself during an emergency in the absence of support from the emergency services and county/borough authorities
- To prepare and maintain the Parish Emergency Plan with emergency resources / contacts and flood plan / snow & ice annexes and organise periodic Emergency Exercises
- To appoint “street wardens” for each local area.
- Coordinate the annual preparedness review annually during Sept-Oct.

5.2. Role of the Parish Emergency Coordinator during a major incident

- Assess the Emergency
- Establish and maintain a link with the Waverley Borough Council
During office hours 8.45am - 5.15pm
Emergency Planning Officer 07836 786818
or if no response try - Head of Service - 07712 088648
or if no response try - Strategic Director - 07973 757144 Out of Office hours - Duty Officer 01483 523200
If no response or the incident is getting worse escalate by calling back on 01483 523200
Or escalate to Emergency Red Phone Number - 01483 523 122 for the duration of the incident
- Open the Parish Emergency Control Centre
- Activate the Parish Contact Cascade
- Call a meeting of the Parish Emergency Committee
- Co-opt any volunteer specialist help if required
- Assign duties as required
- Organise additional help and equipment if required
- Provide local knowledge and assistance to the Emergency Services as required
- Assist with distribution of sandbags from District Council stockpiles
- Assign a member of the Parish Emergency Committee to act as press liaison
- Post event, convene a meeting of the Parish Emergency Committee to review the handling of the incident.

5.3. Role of the Parish Emergency Committee

5.4. Members:

- Parish Emergency Coordinator or appointed deputy-
- Designated Parish Councillors

- If available a representative of the Bramley Village Society
- If available a represent of the Bramley Business Association

Roles: To assess the immediate and ongoing impact of the emergency.
 To discuss and agree methods to mitigate any potential threats to safety or the wellbeing of the community.
 To alert the Parish Emergency Coordinator as required.
 To assist the Parish Emergency Coordinator as required.

5.5. Responsibilities of Street Wardens

To assist the Parish Emergency Coordinator in dealing with any emergency affecting the community.

5.6. Environment Agency (03708 506506 (24-hour emergency hotline) or 0800 80 70 60)

- Responds to environmental incidents including flooding, and air, land and water pollution incidents
- Informs and liaises with professional partner organisations and the public
- Receives and records details of incidents
- Provides a 24-hour flood warning service which includes detection, monitoring and forecasting of river conditions, and issuing of Flood Warnings to professional partners, the media and the public
- Deals with emergency repairs and blockages on main rivers and Environment Agency structures
- Further advice provided on a wide range of environmental issues such as waste disposal, fishing licences etc.

5.7. Surrey County Council (0300 200 1003)

- Coordinates emergency arrangements
- Maintains safe conditions on the roads
- Puts flood warning signs on the highway
- Organises road closures and traffic diversions
- Clears blockages on highway drainage systems / clears roadside gullies
- May take action to protect property from flooding by water from the highway where there is a failure of the highway drainage system

5.8. Waverley Borough Council (01483 523333 / Out of hours 01483 523 200) ...

- Coordinating role for emergencies in their own area as a Category 1 responder under the Civil Contingencies Act 2004.
- Emergency assistance — e.g. provision of sandbags, emergency accommodation, food
- Clears blocked ordinary watercourses
- Environmental health issues — pollution and public health issues
- Blocked road channels and gullies due to litter and leaf fall
- Emergency planning support

5.9. Bramley Parish Council (01483 894138 in village hall, or 07795 684 192) ...

Authorises necessary resources required by the Parish Emergency Coordinator to prepare for and during an emergency.

5.10. Fire and Rescue Service (tel 01737 242444 or 999 in an emergency)

- Rescue
- Responds to all emergency incidents as required
- Assists the populace where a need is identified and the use of Fire Service personnel and equipment is relevant

5.11. Thames Water (tel 0800 316 9800)

- Emergency over pumping or tankering at pumping stations
- Clearing blockages in public sewers
- May take action to protect property from flooding by water from the public water mains or discharges from the public sewerage systems

5.12. Electricity, Gas and Telecommunication Companies

- Gas – Transco (tel 0800 111999). A major gas pipeline runs on the edge of the Bramley Parish boundary under the A281 south of Grafham Church, before heading off towards Shamley Green.
- UK Power Networks (tel 0800 316 31056)
 - Attend to emergencies relating to their service at properties putting life at risk as a result of flooding
 - Attend to flooding emergencies at their own serviced installations
- BT (tel 0800 121 7667)

5.13. Bramley local businesses

- Protect own premises and installations
- Source of resources which could support local community in the event of an emergency

5.14. Property Owners

- Contact the emergency coordinator if help is needed.
- Move to a safe area if life at risk
- Prevent water from entering property if possible
- Switch off electricity and gas supplies at mains
- Move valuable possessions above areas liable to be flooded

6. ROLES AND RESPONSIBILITIES OF OTHER AGENCIES

6.1. General

The Emergency Services will normally provide most of the initial response. They will be supported by the local authorities (Borough/District and County Councils), utility (gas, water and electricity) companies and voluntary organisations. The emergency services' main role will most frequently be to save life. If there is risk to life, the parish must dial 999. The Fire and Rescue Service is responsible for rescuing survivors. The Ambulance Service is responsible for treating casualties and taking them to hospital.

The Police will help coordinate this work.

6.2. Police

The main roles of the Police are to:

- Let the other emergency services and local authorities know about the incident
- Save lives by working alongside the other emergency services
- Co-ordinate the emergency services and other organisations during the response phase
- Protect and preserve the scene
- Investigate the incident alongside other investigative organisations
- Collect and pass on information about casualties
- Identify those involved
- Restore stability with the aim of restoring normality.

6.3. Fire and Rescue Service

The main roles of the Fire and Rescue Service are to:

- Let the other emergency services and local authorities know about the incident
- Save lives by working alongside the other emergency services
- Tackle fires or chemicals which have been spilt and other dangerous situations
- Rescue trapped casualties
- Make sure all personnel involved in the rescue work are safe
- Gather information and carry out hazard assessments
- Help the ambulance service get live casualties away from the scene
- Help the Police recover bodies
- Restore stability with the aim of restoring normality.

6.4. Ambulance Service

The main roles of the Ambulance Service are to:

- Let the other emergency services and local authorities know about the incident
- Save lives by working alongside other emergency services
- Provide a focal point for all NHS and medical resources
- Identify and contact the appropriate receiving hospitals
- Set up a casualty clearing station
- Prioritise casualties so their injuries can be treated
- Prioritise which casualties must be evacuated using appropriate transport
- Restore stability with the aim of restoring normality.

6.5. Local Authorities

The main roles of local authorities are:

Surrey County Council (tel 0300 200 1003)

- Coordinate emergency arrangements
- Support the emergency services
- Help people in distress
- Maintain safe conditions on the roads
- Put flood warning signs on the highway
- Organise road closures and traffic diversions
- Clear blockages on highway drainage systems

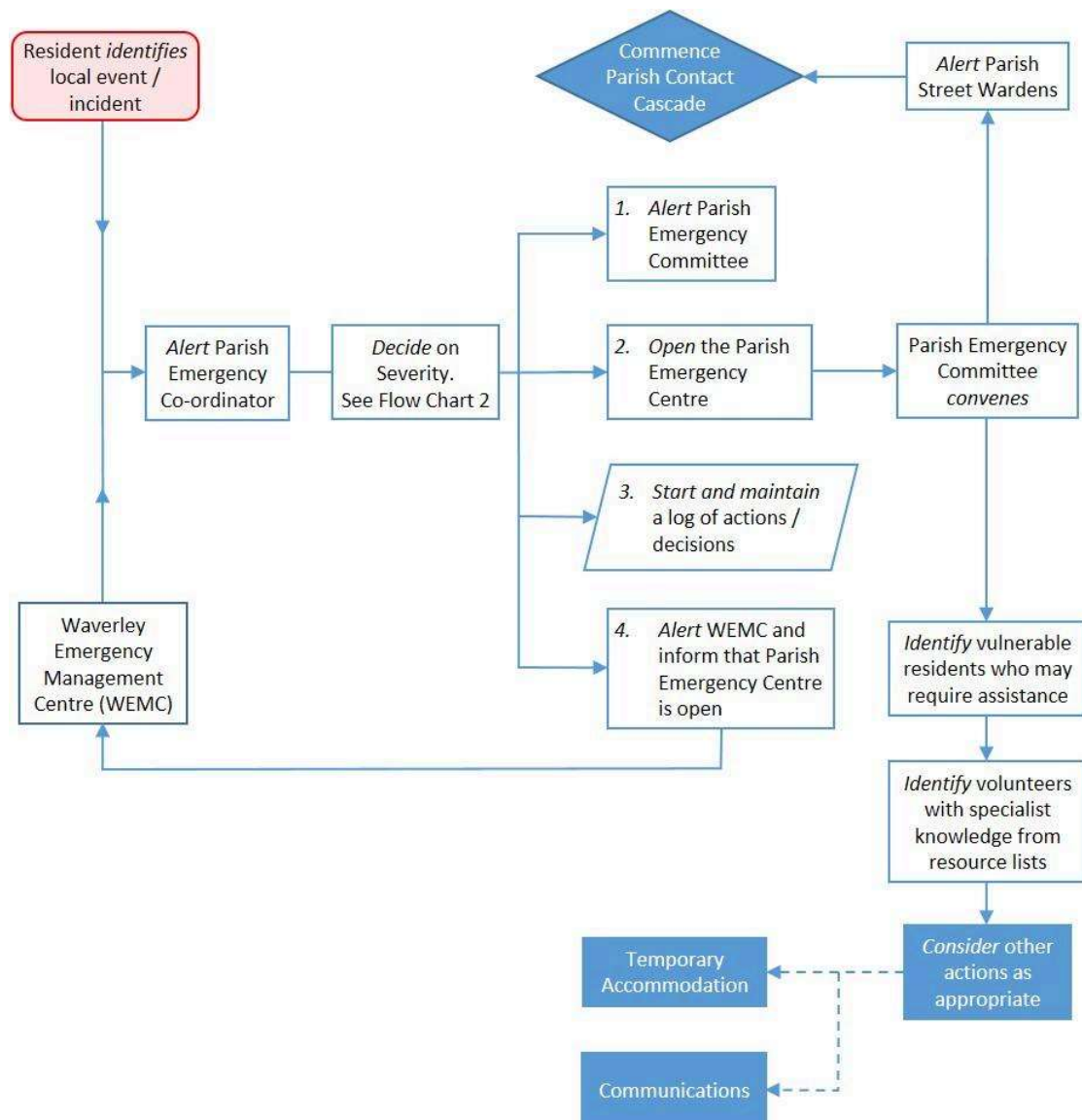
- Clear road side gullies
- May take action to protect property from flooding by water from the highway where there is a failure of the highway drainage system
- Coordinate Voluntary Agency support

Waverley Borough Council (tel 01483 523333)

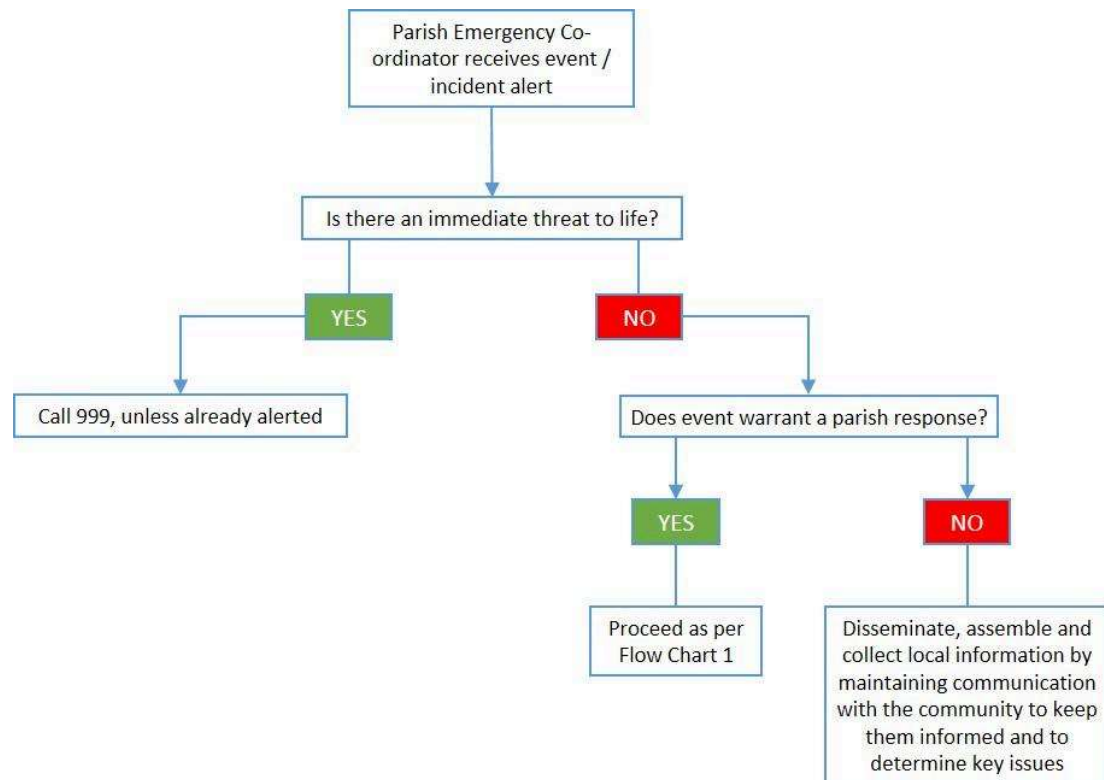
- Coordinating role for emergencies in own area as a Category 1 responder under the Civil Contingencies Act 2004
- Support the emergency services
- Initiate Emergency accommodation plan
- Emergency assistance, e.g. provision of sandbags, emergency accommodation, food
- Clear blocked ordinary watercourses
- Provide environmental advice, street cleaning etc.
- Environmental health issues — pollution and public health issues
- Blocked road channels and gullies due to litter and leaf fall
- Help people in distress
- Restore stability with the aim of restoring normality
- Warn and inform the public regarding emergencies
- Emergency planning support to the Parish Council
- Support the emergency services.

7. ACTIVATION ARRANGEMENTS

7.1. Emergency Response Flow Chart 1



7.2. Emergency Response Flow Chart 2



The lead borough for this parish is:

NAME Waverley Borough Council

ADDRESS The Burys, Godalming, Surrey, GU7 1HR

TEL 01483 523333

Out of hours 01483 523 200

Borough Safety and Emergency Planning Adviser: Anthony James (team leader)
Direct line: 07836 786 818

Email: Anthony.james@waverley.gov.uk

Depending on the situation, the following procedure will be followed:

7.3. Initial Contact

The Borough Council (Emergency Centre) will contact ONE named person on the Parish Contact Cascade about the incident, ideally starting with the Parish Emergency Coordinator.

They will:

- Give as much information as possible.
- Advise on a course of action, if appropriate.
- Request advice on the local situation, if appropriate.

7.4. **Parish Contact Cascade**

The person contacted will:

- Activate the Parish Contact Cascade and parish emergency committee by calling the Emergency Coordinator backup, who will then contact the street wardens on the list.
- The backup will convene, if necessary, a meeting of the parish emergency committee.

7.5. **Parish Emergency Coordinator**

The Parish Emergency Coordinator will:

- Comply, if possible, with any advice or request from the Borough Council
- Establish a communication link with the Borough Emergency Management Centre and maintain it for the duration of the emergency. This link will normally be established at the parish emergency centre.
- Consolidate and disseminate information to residents and outside organisations.
- In the event of the village becoming isolated, undertake coordination of effort to sustain the local community.

8. **PARISH CONTROL CENTRE**

A building should be identified that is capable of being used as a 24-hour parish emergency centre. It should preferably have a central location and be well known to local residents. Consideration should be given to communications, e.g. telephone and computer links. The accommodation should include cooking, washing and toilet facilities.

The address of the Parish Emergency Centre (PEC) is:

Bramley Village Hall, Hall Road, Bramley, GU5 0AX

Tel: 01483 894138

Keyholders: Parish Clerk(07795 684 192)
Mr D Lordan (01483 898682).

It will be necessary to prepare an incident box containing Ordnance Survey maps and other useful items to the emergency services. Remember the role of the Parish Council is to be available to assist the emergency services as required but not impede their operations.

9. **TEMPORARY ACCOMMODATION**

(in the event of people being made homeless or needing shelter).

The borough / district councils in Surrey have responsibility for opening and managing rest centres, supported by Surrey County Council's Services for Families, and where children are at risk Children's Services and voluntary organisations. Each borough / district council has identified suitable premises.

However, in the event that normal arrangements are delayed, the Parish has a village hall which can be used to give emergency shelter to those who have to leave their homes during an emergency.

10. **COMMUNICATIONS**

10.1. **Loss of communications**

If telephones are affected by the emergency, communications within the community should be considered using couriers carrying written or verbal messages.

10.2. **Local and national radio**

Consider maintaining a listening watch on local and national radio and television channels for information. A roster may be instigated as necessary.

11. **RECOVERY ACTION**

A central register of sources of voluntary assistance, for example the street wardens and Bramley dads, is held by the Parish Emergency Coordinators who will call upon them if required.

Volunteers would be working under the sole control of the Parish Council and the volunteers or the Parish Council would be covered under the Council's Insurance Policy.

All calls upon the voluntary sector must be made via the Parish Emergency Co-ordinators.

APPENDIX A

BRAMLEY PARISH – EMERGENCY PLAN CONTACT CHART

In the first instance, contact one of the Bramley Parish Emergency Coordinators.

- Bramley Parish Emergency Coordinators:

| | | |
|------------------|---------------------|---|
| Principal | Parish Clerk | Mobile 07795 684 192 Office 01483 894138 |
|------------------|---------------------|---|

| | | |
|--------------------|-----------------------|----------------------|
| Alternate 1 | Patrick Leung | Mobile 07712 530 688 |
| Alternate 2 | Colin Marshall | Mobile 07515 658 471 |

- **Waverley Borough Council Emergency Hotline** 01483 523333/out of hours 01483 523200
- **Surrey County Council** 03456 009 009
(Emergencies must be reported to the Waverley Borough Council Emergency Hotline and they will alert the Surrey Emergency Management Team as appropriate).
- **Surrey County Council**
 - Highway emergency 0300 200 1003
- **Environment Agency Emergency Hotline** 0800 80 70 60
 - To report river flooding
- **Flooding information / advice** 0345 988 1188
 - Cranleigh Waters at Bramley Quick dial code 173321
 - Cranleigh Waters near Cranleigh and Shamley Green Quick dial code 173323
 - Littlemead Brook at Cranleigh Quick dial code 173322
- **Thames Water** 0800 316 9800
(select Option 1 or 2)
- **Electricity (UK Power Networks)** 0800 783 8866
 - Emergency Select Option 1
 - Loss of Power Select Option 2
- **Gas (National Grid) Emergency Hotline** 0800 111999
- **Fire Service** 01737 242444 / 999
- **Police** 101 / 999
- **Ambulance** 0300 123 0999 / 111 / 999

- **BT** 0800 121 7667
- **Open Reach**
 - Customer Service 0800 023 2023
 - Faults 0800 023 2023

LOCAL SERVICES/ORGANISATIONS

| | |
|------------------------|--------------|
| Bramley Wheels | 07599 430763 |
| Bramley Parish Council | 01483 894138 |
| Bramley WI | 01483 893708 |

Holy Trinity Bramley
 Rev'd Andy Davis 01483 892109 / 07709 919 602
 (to open up Parish Room for support for local residents)

Bramley Helping Hands 07810 451 208

Animal Welfare (RSPCA) 0300 123 4999

APPENDIX B

LIST OF STREET WARDENS

Flood Coordinators

| | |
|-----------------------|--|
| Fisher Rowe Close | 01483 898440 Eddie Richardson, No.1 |
| Mill Lane | 01483 892645 Stuart White, Bramley Mill |
| Park Drive | 01483 893928 Eric Hill, 1 Bramley Park Court |
| | 07831 576 925 |
| High Street | 01483 893888 Patrick Leung, Jade Inn |
| Windrush Close | 01483 894710 Monica Snelling, No 2 |
| Brambles Park | 01483 892849 Martin Welford, No. 7 |
| Barton Road (s. side) | TBD |
| Firs Avenue | 01483 891740 Steve Sherwood, No. 4 |
| | (07862 704410) |
| Linersh Drive | 01483 495336 Stuart Bourne, No. 1 |
| | (07977 463740) |
| Linersh Wood (top) | 01483 893836 Maurice Byham, No. 6 |
| | (07710 411817) |
| Eastwood Road | 07768 876981 Tony Still No 30 |
| Riverside Drive | 01483 892763 John Robertson No. 4 |
| | (07855 401878) |

Roles of the Street Wardens

- Generally observe their area in times of extreme weather / crisis and report any concerns as below.
- Report to the Emergency coordinator either via email or preferably by phone in the event they note an emergency situation in their area / road
- In the event of a serious Flood / crisis act as a point of contact for the Emergency coordinator to identify any vulnerable residents or properties.
- Act as a guide to the Emergency coordinator to pinpoint area of emergency

Resources held by Parish Council

Torches, high vis jackets – in Village Hall shed

Lightweight sandbags – in Village Hall shed