

Meeting	Finance & Policy Committee
Date	18 th October 2022
Report Title	Community Emergency Plan Working Party Update
Agenda Reference	14
Author	Laura Cutter, Deputy Clerk & Services Manager

Working Party Recommendations:

To note the contents of the report.

Background

The Community Emergency Plan Working Party met on Tuesday 4th October 2022 to discuss and review the Community Emergency Plan, which was last updated in 2020.

It was evident that the information needed to be updated and some lessons have been learnt when dealing with smaller community issues that could be factored in.

It was acknowledged that there should be five key contacts, which did not have to just comprise of just Parish Councillors or Officers. There is a local resident who is part of the Community Emergency Plan Working Party, and it would be good to encourage more residents to join – especially as the parish spans over several different areas i.e. Haydon Wick, Abbey Meads, Haydon End, Taw Hill and Oakhurst. The contacts will be displayed on the first page of the document. The key contacts all need to have specific duties so that in the event of a live emergency everyone knows what they are doing and knows

It was also acknowledged that a hard copy of the document needs to be accessible at the offices in case there is any power shortages and access to the website is not available.

Actions

- Find out from Swindon Borough Council who the contact is for the Community Response Team and obtain the up to date telephone numbers
- To update the key holder information and ensure there is an out of hours line, a timescale of how soon the key holders could arrive after the event and how they would get to the site i.e. walking or driving
- To identify what the venues can help with food, shelter, warm rooms
- To engage with and add other contacts for example local public houses, community halls, convenience shops
- Highlight the community engagement benefits to this plan and how the community can work together to resolve local issues
- Consideration of ad hoc checks and drills to ensure the plan is fit for purpose and live for any event
- Check that HWPC's out of hours number is correct and diverted correctly from the main Parish Council office line as it was acknowledged in the event of an emergency residents would google and use the generic office line
- Let SBC Ward Councillors know of the final Community Emergency Plan and keep them in the loop with any emergencies and vice versa in case these are reported directly to SBC's Community Response Team.

Next Steps

The document is going to be updated and circulated to members of the Community Emergency Plan Working Party on 1st November 2022 in readiness to review on 15th November 2022 and take to Finance & Policy for adoption.