

###### *Treeton Parish Council*

**EMERGENCY PLAN**



**Issued: 1st June 2023 Number: 3**

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## Rotherham Metropolitan Borough Council

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## PLAN ISSUE, AMENDMENT AND QUERIES

*This plan is issued by Julie James*

Amendments to this plan can only be issued by the Clerk to the Parish Council.

*Telephone numbers are to be checked at three monthly intervals.*

Any queries concerning this plan or suggested amendments or corrections should be submitted to:

Treeton Parish Council

14 Wharncliffe Close

Hoyland

BARNSLEY

S74 0HP

*Telephone No: 01226 745910*

*E-mail address: treetonpc@aol.com*

# Record of Amendments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Amendment Number** | By Whom Incorporated | Pages Amended | Date | Signature |
| 1  2  3 | Julie James Clerk to the Council – change of contact details for Clerk and addition of contact details for new parish councillors  Julie James Clerk to the Council – change of contact details for parish councillors  Julie James Clerk to the Council – change of contact details for parish councillors | Introductory pages  Section 5 Page 2  Introductory pages  Section 5 Page 2  Introductory pages  Section 5 Page 2 | 30.6.20  1.6.21  1.3.23 |  |

**SECTION 1**

**INTRODUCTION**

#### INTRODUCTION

#### Aim

1. This plan defines how *Treeton Parish Council* will respond to a Major Incident and is in line with guidance received from the Emergency and Safety Team, Rotherham Metropolitan Borough Council.

#### 2. In the event of a Major Incident occurring within or near to the border of *Treeton Parish Council* (shown on the attached map), the principal concerns of the Parish Council will be to assist Rotherham Metropolitan Borough Council in helping to:-

#### Support the Emergency Services in preserving life and property.

#### Support and care for the Community.

#### Mitigate the effects of the incident.

#### Restoration of the Community and Environment.

This plan specifies how we will respond to a Major Incident and also lists the resources available to assist.

Definition of a Major Incident

3. For the purposes of this plan, a Major Incident is defined as a situation, event or occurrence which necessitates a response that is beyond the scope of normal day to day operation.

4. It is important that all Members of the Parish/Town Council are fully familiar with the contents of this plan and in particular their Role and Responsibilities at Section 4.

**SECTION 2**

**ACTIVATION**

**HOW THIS PLAN IS ACTIVATED**

1. A Major Incident could arise in two ways:

* Firstly, an unforeseen event could necessitate the 'call-out' of the Emergency Services, who would notify Rotherham MBC. This Parish Council would be notified either through:
* one of its Ward Members
* direct from Rotherham MBC Emergency Operations Room
* direct from Chief Executives Directorate Control Room
* Council Scrutiny Team, if applicable (Watchline alert system activated).
* Alternatively, an existing situation of which the Authority is already aware could develop over a period of time.

1. The diagrams overleaf set out the activation of Rotherham Metropolitan Borough Council response, which includes the response of this Parish Council and the resulting structure for the control and co-ordination of that response.
2. Nothing in this Plan over-rides the discretion of a Parish Councillor involved in the response to an incident to take such action as he/she thinks fit in the circumstances prevailing at the time, providing always that such action and the reason(s) for it shall be properly recorded at the time.
3. Nothing in the Plan precludes the need for Parish Councillors to consider their duty of care to the Emergency Services, Officers of Rotherham MBC and members of the public.

**activation of BOROUGH EMERGENCY PLAN**

**Incident**

A Major Incident could arise in two ways:

(1)(2)

Parish/ Town Council(s) notified

Officers notified to staff Directorate Control Room

Officers notified to staff Borough Emergency Operations Room

Remainder of Strategic Leadership Team notified and Borough Emergency Plan initiated

Duty Forward Liaison Officer deployed to incident site

Duty Borough Emergency Co‑ordinator alerted

Directorate(s) require(s) corporate assistance

Duty Forward Liaison Officer alerted

An Incident develops into an emergency over a period of time

Emergency Services respond to an Incident

Scrutiny alerted (Watchline alert system activated)

Leader of the Council

Chief Executive

Appropriate Ward Member alerted

Forward Liaison Officer alerted

Emergency and Safety Team alerted

Control and Co-ordination Structure of Rotherham Metropolitan Borough Council Response to a Major Incident

**Council Leader**

**Chief Executive**

**Strategic Representative at Strategic Coordinating Group (SCG)**

**Borough Emergency Coordinator**

**Emergency Operations Room (ICT Training Rooms 1&2)**

* Emergency Operations Manager
* Emergency Liaison Officers (each Directorate)
* Communications and Marketing
* Mapping Officer
* Log keeper
* Emergency Planning Shared Service
* Emergency Services (if available & required)
* Category 2 responders (if available & required)

***Others may include:***

* Response Coordinator
* Borough Emergency Coordinator
* Report writer

*See* ***Appendix A*** *for Action Cards*

**Forward Liaison Officer**

*Control Room Requirements TBC*

**ACHPH** **Control Arrangements**

* Manager
* Public Health
* Key Officers from all Departments
* Admin Staff

**Meeting Room 5b**

**Finance and Customer Services**

Requirement to be confirmed.

Response provided will be as set out within **Section 4**

**CYPS Control Arrangements**

* Manager
* Key Officers from all Departments
* Admin Staff

**Meeting Room 5a**

**R&E Control Arrangements**

* Manager
* Key Officers from all Departments
* Admin Staff

**Meeting Room 9**

**Assistant Chief Executive**

Requirement to be confirmed.

Response provided will be as set out within **Section 4**

1. **The Borough Emergency Operations Room controls and co-ordinates the whole corporate council response.**
2. **Directorate Control Rooms instigate the deployment of the many resources or opening up of facilities.**

**SECTION 3**

**role**

**and**

**responsibilities**

**OF**

***treeton PARISH COUNCIL***

**role and responsibilitiesOF treeton Parish council**

1. As a general principal, the major incident responsibilities of *Treeton*  Parish Council will be an extension of an amplification of the normal responsibilities. However, the essence of good major incident response arrangements is flexibility. The Parish Council will have absolute discretion to re-assign roles and responsibilities throughout the response as considered appropriate.
2. involvement by *Treeton* Parish Council in the response to any Major Incident within its Parish will be crucial to the overall response.
3. Parish Councils working in partnership with the Area Assembly, where appropriate and as representatives of the community will help to convey, through Elected Members, the concerns and needs of the people in the affected area.
4. Parish Councils will be able to reflect to local people the work being undertaken by Rotherham MBC, emergency responders and reasons for any decisions which are being made.
5. The Parish Council will, following consultation with appropriate Ward Member(s):-

* Attend formal meetings
* Obtain views of appropriate local bodies and residents
* Formulate any requests for help, information or resources/ facilities
* Represent the community on organisations set up to assist with and oversee rebuilding and restoration of the affected area
* Assist in representing the community regarding the setting up of Disaster Funds
* Participating in commemorative events and other functions

**section 4**

**response bY**

**TREETON Parish councillors**

**PARISH COUNCILLORS**

**ROLE AND RESPONSIBILITIES**

In the event of a Major Incident, input from the Parish Council affected will be crucial to the Rotherham MBC’s overall response. Parish Councillors, as representatives of the community, will help provide Ward Members with a clear understanding of the concerns and needs of the people in the affected area. Equally the Parish Councillors will be able to reflect to local people the work being undertaken by the Rotherham MBC and other emergency responders and the reasons for any decisions which are taken or which may be made.

**OPERATIONAL RESPONSE**

**1. Initial Response**

On being advised that an incident has occurred within the Parish, the Parish Councillor notified is to:-

|  |  |  |
| --- | --- | --- |
| **Action Points** | **Tick when Activated** | |
| * Make careful note of the details of the incident as so far known (use Section 7 of this plan to record this information). |  | |
| * Agree with the Elected Ward Member the scope of useful involvement by the Parish Council at this early stage. |  | |
| * Contact Members of the Parish Council and arrange a meeting to: |  | |
| * Pass on details of the incident. * Formulate any requests for help, information or   resources/facilities and pass on to the respective  Elected Ward Member   * Obtain views of appropriate local bodies and residents |  | |
|  | |  | |
| **Action Points** | | **Tick when Activated** | |
|  | |  | |
| **Please note that in order to protect individual Parish Councillors, no public statements or interviews should be made without consultation/co-ordination with the Head of Communications and Marketing or a member of the Communication and MarketingTeam from Rotherham MBC. The appropriate telephone number is given in Section 5 of this plan.** | |  | |
| **2. Further Actions** | |  | |
| In the longer term, the role of local Parish Councils will be to act as community leaders in the return to normality. This may involve:- | |  | |
| * Representing the community on organisations set up to oversee reconstruction and restoration of the affected area. | |  | |
| * Representing the community with regard to the setting up of Disaster Funds. * Participating in commemorative events and other functions | |  | |
| . | |  | |

**section 5**

**local emergency telephone directory**

**Call Out Telephone Directory**

1. This section of the plan contains telephone numbers of the individuals and agencies that it is considered would be of help and assistance during a Major Incident:

**Individuals/Agency Page Number**

*Consider including the following:*

* Chairperson 2
* Ward Members 2
* Clerk to the Council 2
* All Parish Councillors 2
* Parish/Town Buildings 2
* Rotherham MBC contacts:
* Communications and Marketing Office 2
* Contact Centre 2
* Emergency and Safety Team 2
* Borough Emergency Operations Room 2
* Rotherham MBC Web Site Details 2

**COUNCILLORS**

|  |  |  |
| --- | --- | --- |
| **Name** | **Mobile Number** | **Other Number** |
| Terry Adair | 07886 520586 | 0114 269 5418 |
| Rachel Rowbottom | 0791 486 2538 |  |
| Kevin Hickey | 0776 496 1367 |  |
| Graham Scott | 0781 761 4011 |  |
| Bob Croxton | 0774 058 9805 |  |
| Wendy Parker-Foers | 0797 331 0680 |  |
| Olly Baum-Dixon | 0793 9282 632 |  |
| Victoria Beckett | 0793 2719 877 |  |
| Eve Levin | 0744 538 2861 | 0114 269 1253 |
|  |  |  |
|  |  |  |

**OTHER CONTACTS/LOCAL VOLUNTEERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Job Title** | **Daytime Number** | **Mobile**  **Number** | **Evening Number** |
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**PARISH BUILDINGS**

|  |  |
| --- | --- |
| Reading Room  25 Front Street S60 5QP |  |
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|  |  |

**VULNERABLE SITEs/BUILDINGS**

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**rotherham mbc contacts**

|  |  |
| --- | --- |
| Communications and Marketing | 01709 822735 |
| Contact Centre | 01709 822600 |
| Emergency & Safety Team Office | 01709 823876 / 01709 823877 |
| Borough Emergency Operations Room | 01709 822911 |
| Rotherham MBC Web Site Details | www.rotherham.gov.uk |
| Financial Services (Advice on disaster appeal funds) | 823272 |

**section 6**

**resources**

1. **RESOURCES**

This section of the plan lists details of resources, where located and how best they can be obtained during a major incident.

|  |  |  |  |
| --- | --- | --- | --- |
| **COMMUNITY RESOURCES** | **Where Located** | **Contact** | **Phone** |
|  |  |  |  |
| Community Centre | Pit Lane | Terry Adair | 07886 520586 |
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| **SCHOOLS** |  |  |  |
| Treeton CofE Aided Junior | Wood Lane | Office Administrator | 0114 2692677 |
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| **PUBLIC BUILDINGS** |  |  |  |
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| **PUBLIC HOUSES** |  |  |  |
|  |  |  |  |
| Treeton Miners Welfare | Arundel Street | Club Secretary | 07579 001160 |
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| **PUBLIC FIELDS** |  | **Gated Access** |  |
|  |  |  |  |
| Cow Field |  | No |  |
| War Memorial Gardens |  | No |  |
|  |  |  |  |

**SECTION 7**

**RECORDING OF**

**INCIDENT DETAILS**

**INCIDENT DETAILS**

This part of the plan is to be used to take notes and details of the incident.

The first information recorded should be details of the initial notification and then recording of information received thereafter.

* Details of caller and time call received.

* Incident details (time of incident, location, nature of incident and current situation.

* Actions taken with the above information.

Notes

Notes

C:\Work\Julie\Health & Safety\Emergency Plan June 2023.docx