Itchen Valley Parish Council

Serving the Communities of Avington, Easton, Itchen Abbas & Martyr Worthy

Itchen Valley Parish Council Emergency Plan

1. Purpose

This plan provides a framework for responding to critical incidents that affect the Parish Council, its services, assets, councillors, employees, contractors, or the local community.

The Council's primary responsibilities are to:

- Protect public safety where reasonably practicable.
- Ensure the Council can continue to make decisions.
- Coordinate with emergency services and the relevant local authorities.
- Communicate accurate information to residents.
- Restore Council services as quickly as possible.

2. Scope

This plan applies to incidents affecting:

- Council-managed play parks.
- Parish bus shelters and bus stops.
- Council staff and councillors.
- Council meetings and governance.
- Other Council-owned equipment or assets.

Examples include:

- Serious accidents or fatalities.
- Damage to play equipment or bus shelters.
- Vandalism or arson.
- Severe weather.
- Flooding.
- Fire.
- Terrorism or major security incidents.
- Public health emergencies.
- Utility failures affecting Council operations.
- Cyber incidents affecting Council records or communications.

3. Incident Priorities

1. Protect life.
2. Contact emergency services where required (999).
3. Prevent further harm where possible.
4. Inform the appropriate authorities.
5. Record actions taken.
6. Restore normal service.

4. Roles and Responsibilities

Chairman of the Council

- Coordinate the Council's response.
- Act as principal spokesperson unless delegated.
- Liaise with the Clerk.

Parish Clerk

- Maintain incident records.
- Contact councillors.
- Notify insurers where necessary.
- Liaise with the district/unitary council and contractors.
- Arrange emergency meetings if required.

Councillors

- Report incidents promptly.
- Support communication with residents.
- Avoid making speculative public statements.

5. Immediate Response

Where a serious incident occurs:

- Assess immediate risks.
- Call 999 if there is danger to life.
- Prevent access to hazardous areas if safe to do so.
- Notify the Parish Clerk immediately.
- Inform the Chair if the Clerk is unavailable.
- Record:
    - Date and time
    - Location
    - Nature of incident
    - Persons involved
    - Actions taken

6. Play Parks

Possible incidents include:

- Serious injury.
- Equipment failure.
- Vandalism.
- Fire.
- Fallen trees.
- Flooding.

Response:

- Close the play area if unsafe.
- Contact emergency services if required.
- Inform the inspection or maintenance contractor.

- Arrange emergency repairs.
- Display temporary closure notices if necessary.
- Photograph damage where appropriate.
- Notify insurers where appropriate.

7. Bus Stops and Shelters

Possible incidents:

- Vehicle collision.
- Structural damage.
- Graffiti.
- Vandalism.

Response:

- Report hazards to the relevant highway authority where applicable.
- Arrange removal of dangerous debris where appropriate.
- Contact repair contractors.
- Notify insurers if required.

8. Severe Weather

Possible impacts:

- Fallen trees.
- Flooding.
- Ice.
- Storm damage.
- Loss of power supply
- Live cables on the ground
- Telephone cables down
- Blocked Roads

Actions:

- Inspect Council assets when safe.
- Arrange emergency repairs.
- Close unsafe facilities.
- Share advice from emergency services and the principal authority through Council communication channels.

9. Communications

The Clerk should maintain contact details for:

- Chairman.
- Vice-Chairman.
- Councillors.
- Grounds maintenance contractor.
- Play equipment contractor.
- Insurer.

- Principal authority.
- Police.
- Fire and Rescue Service.
- Ambulance Service.
- Electricity Distribution Network Operator.
- Water supplier.

Public communication should:

- Be factual.
- Avoid speculation.
- Protect personal information.
- Direct residents to official emergency advice where appropriate.

10. Council Meetings

If normal meetings cannot be held:

- Rearrange meetings where legislation permits.
- Use remote communication if legally permissible.
- Delegate urgent decisions in accordance with the Council's Standing Orders and Financial Regulations.

11. Insurance

The Clerk will:

- Notify insurers as soon as practicable.
- Retain photographs and records.
- Keep copies of invoices and repair costs.
- Maintain an incident log.

12. Recovery

Following an incident the Council should:

- Inspect affected assets.
- Complete repairs.
- Review any contractor performance.
- Consider improvements to reduce future risks.
- Review this plan and update where necessary.

13. Plan Maintenance

This plan should be reviewed:

- Following any major incident.
- Following changes to Council responsibilities or assets.

The Clerk is responsible for maintaining the current version of the plan.

Emergency Contacts

Organisation	Contact Number
Emergency Services	999
Police (non-emergency)	101
Principal Authority (Winchester City Council)	01962 840222
Highway Authority (Hampshire County Council)	0300 555 1388
Play Equipment Contractor (Infinity Playgrounds)	01962 582399
Grounds Maintenance Contractor (Green Smile)	07703 395579
Insurer (Zurich)	0800 917 9531
Electricity Network Operator (SSEN)	105
Water Company (Southern Water)	0330 303 0368
Chairman	01962 779778 07909 226625
Vice-Chairman	07860 107175
Parish Clerk	07721 642971