

**EAST FARN DON PARISH COUNCIL
BUSINESS CONTINUITY AND EMERGENCY PLANNING**

BUSINESS CONTINUITY

The 'Nominated Councillor' will be the Councillor best-placed to act at the appropriate time.

<u>Timeline</u>	<u>Mitigation</u>	<u>24 Hours</u>	<u>Within 7 Days</u>	<u>Within 1 Month</u>	<u>Within 3 Months</u>
Recovery Steps → Event ↓	Plan to minimise impact	Immediate Response & Actions	Further Actions	BUSINESS CONTINUITY Rebuild Confidence	
Temporary Loss of Clerk due to sudden/long term illness or incapacity OR Permanent Loss of Clerk due to sudden resignation, dismissal or death	Nominated Councillor to take over key tasks Contact NALC for provision of support staff	Nominated Councillor to use Clerk's passwords to access Council records Clerk to inform Staffing Committee	Nominated Councillor to provide cover in short term. Full Council to decide on temporary cover strategy	Staffing Committee to arrange temporary cover seeking advice from NALC	As appropriate, Staffing Committee to consider performance management procedures and/or begin recruitment procedures
Loss of Council membership due to multiple resignations (causing Council to be inquorate)	Co-option of Councillors	Clerk to inform all remaining members of Council. Clerk to Inform Monitoring Officer	West Northants Council (WNC) to decide on temporary working strategy for immediate Council business	WNC to instigate by-election/co- option procedure	New Councillors appointed
Loss of Council electronic data due to fire, flood, breakdown or theft	Cloud storage	Clerk to inform Chair	Access Cloud files on temporary equipment	Report incident to Full Council Provide replacement equipment	
Loss of Council equipment due to theft or breakdown	Cloud storage	Clerk to inform Chair Contact Insurance company	Access Cloud files on temporary equipment	Report incident to Full Council Provide replacement equipment	

EMERGENCY PLAN

Purpose

It is difficult to predict the type of emergency that might occur in the parish; incidents might include:

- Fire, e.g. significant areas of vegetation
- Extreme weather event
- Serious road collision
- Air crash
- Significant crime event

All major emergencies will be dealt with by the emergency services, local authorities, utilities and voluntary agencies. The Emergency Plan is not intended to be a substitute for these services and, in the event of an emergency the first course of action should always be to contact the emergency services by dialling 999.

The purpose of the East Farndon Parish Council Emergency Plan is to cover extreme circumstances, (for example, heavy snowfall or flooding) that may prevent the emergency services from reaching the scene immediately. In such cases the initial response may rely on the residents of the Parish. The Emergency Plan sets out how an initial response will be co-ordinated. Appendix A includes emergency contact numbers for use as required.

A copy of this Emergency Plan will be held by all Parish Councillors and the Clerk. In the event of an emergency, every available Councillor would be expected to provide visible guidance and support to those affected in the Parish.

Initial Response Actions

If an emergency arises and it is not possible for the emergency services to respond straight away, or it is not possible to contact the emergency services, the East Farndon Emergency Plan should be initiated:

1. Contact the Emergency Co-ordinator/Deputy Co-ordinator

Bernie Fallon	Chair	07980 553094
Tom Knott	Vice Chair	07931 648008

The Co-ordinator/Deputy Co-ordinator will contact the Response Team.

If the Emergency Co-ordinator and the Deputy Co-ordinator are not available, contact a member of the Response Team (Step 2).

2. The Response Team

Mervyn Curtis	Councillor	07730 718532
Paul Hodgetts	Councillor	07766 902808
Melanie Duke	Councillor	07702 545884
Sam Beesley	Councillor	07800 541685
Caroline Burton	Parish Clerk	07752269421

After evaluating the emergency and determining the most suitable venue, the Response Team will contact the keyholder for the identified assembly point and will cascade information to volunteers listed in the Volunteers Register (keyholder and volunteer contact details are not for general publication).

All volunteers should gather at the assembly point, as advised by the Response Team.

In the event of an emergency incident requiring evacuation from a given area of the Parish, the Response Team will advise volunteers accordingly and designate the safest area/temporary shelter for residents to be evacuated to (which may also be the assembly point), which include the Village Hall and the Church. The Response Team will contact the keyholder for the identified shelter.

3. Village Resources and Skills

The Response Team and volunteers will assess:

- if resources such as four wheel drive vehicles are relevant to the emergency and contact the appropriate provider as listed in the Volunteers Register
- if medical assistance is relevant to the emergency and contact the relevant provider listed in the Volunteers Register
- In the event of loss of telephones/mobile networks /computer access it is necessary to use volunteers as messengers, as listed in the Volunteers Register.

4. Vulnerable Groups

If appropriate contact will be made with any known vulnerable villagers.

5. Incident Handling

During an emergency, anyone involved in co-ordinating a response should keep a log of all requests for assistance and any action taken. The Emergency Co-ordinator will liaise with the emergency services and will be responsible for cascading progress/news to the Response Teams, including instructions to stand-down.

Appendix A

EMERGENCY/USEFUL CONTACTS	
EMERGENCY SERVICES	999
NORTHANTS POLICE NON-EMERGENCY	101
NHS NON-EMERGENCY	111
ENVIRONMENT AGENCY FLOODLINE	0345 988 1188
GAS LEAKS	0800 111 999
POWER CUTS	105
WATER LEAKS	03457 145 145
HIGHWAYS ENGLAND INFORMATION LINE	0300 123 5000
POLICE COUNTER-TERRORISM HOTLINE	0800 789 321
CRIME STOPPERS	0800 555 111
RSPCA	0300 123 4999

COMMUNICATION	
BBC RADIO NORTHAMPTON	104.2 FM
	103.6 FM
X / TWITTER	
WNC EMERGENCY PLANNING TEAM	@WNCEPTeam
WEST NORTHANTS COUNCIL	@WestNorthants
NORTHANTS POLICE	@NorthantsPolice
THE ENVIRONMENT AGENCY	@EnvAgencyMids
THE MET OFFICE	@MetOffice
HIGHWAYS ENGLAND	@HighwaysEngland
NORTHAMPTONSHIRE HIGHWAYS	@NNHighways
NORTHAMPTONSHIRE FIRE	@NorthantsFire