
BRINSWORTH PARISH COUNCIL

EMERGENCY PLAN

This document contains home and emergency telephone numbers which have been supplied in confidence and which should not be released to the Press or Public.

Issued: 9th September 2021

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PLAN ISSUE, AMENDMENT AND QUERIES

This plan is issued by: **Brinsworth Parish Council**

Amendments to this plan can only be issued by the Clerk to the 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:

Brinsworth Parish Council
The Pavilion
Field View
Brinsworth
S60 5DG

Telephone No: **01709 916890 (option 1)**

E-mail address: ***brinsworthpc@hotmail.co.uk***

Record of Amendments

Amendment Number	<i>By Whom Incorporated</i>	<i>Pages Amended</i>	<i>Date</i>	<i>Signature</i>

SECTION 1

INTRODUCTION

INTRODUCTION

Aim

1. This plan defines how Brinsworth 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 Brinsworth 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 an event or situation, with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responders agencies. (Emergency responder agencies' describes all Category one and two responders as defined in the Civil Contingencies Act (2004).
4. It is important that all Members of the Parish Council are fully familiar with the contents of this plan and in particular their Role and Responsibilities at Section 4.

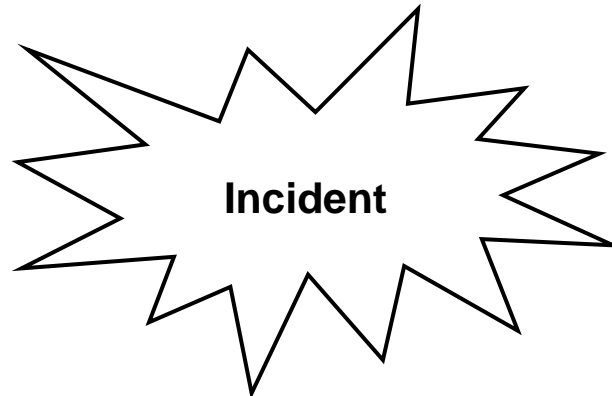
SECTION 2

ACTIVATION

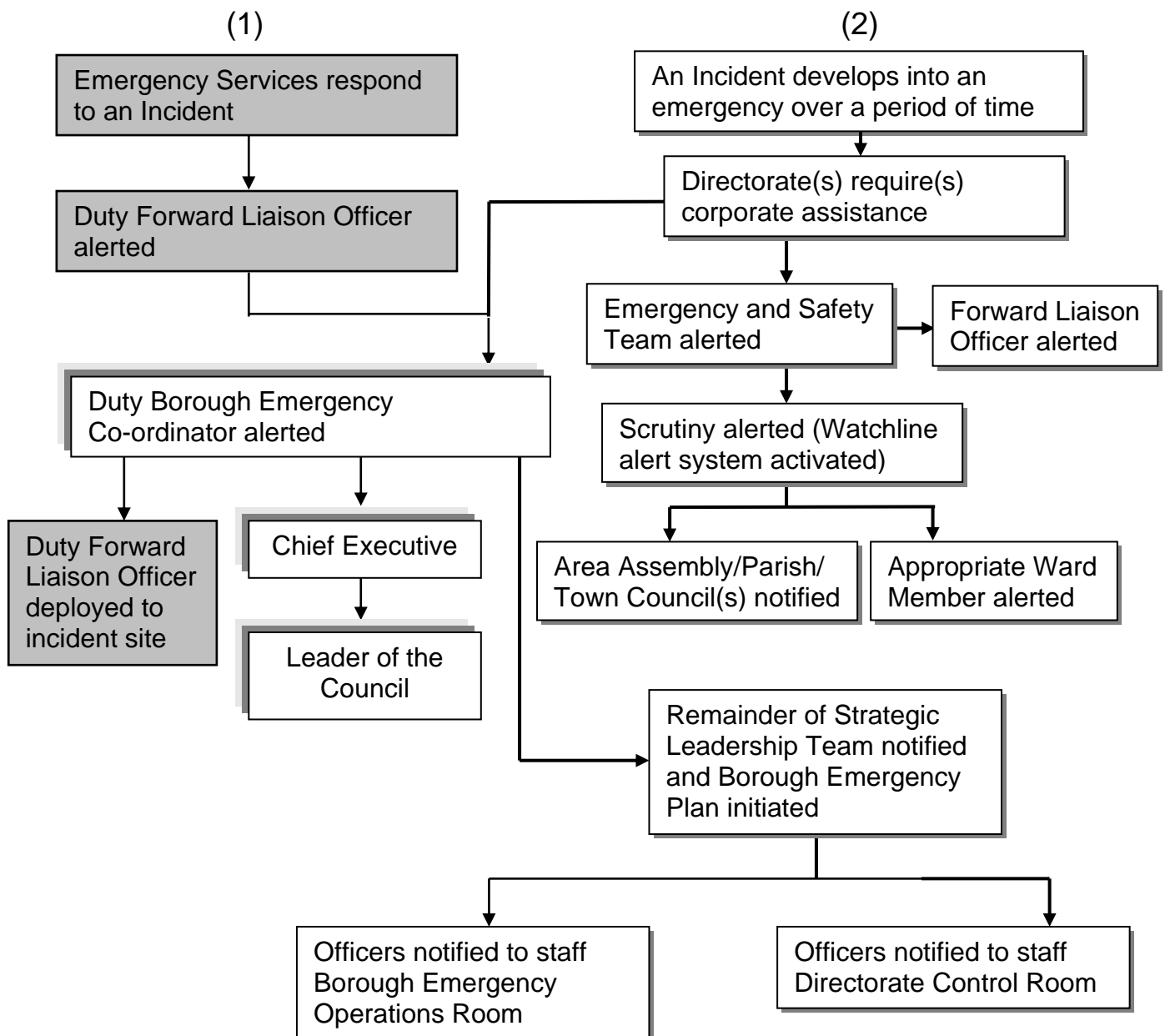
HOW THIS PLAN IS ACTIVATED

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.
2. 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.
3. 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.
4. 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.

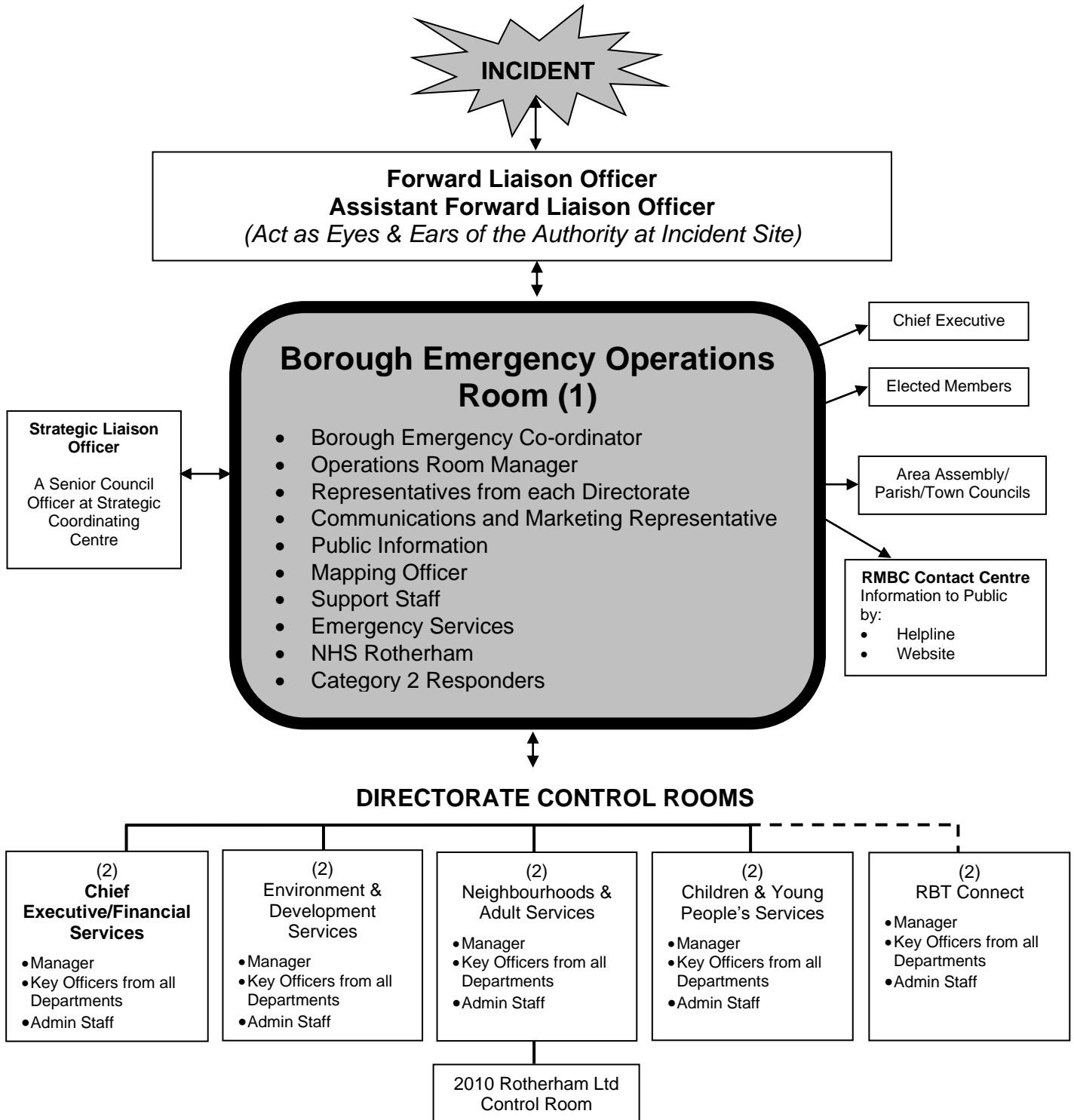
ACTIVATION OF BOROUGH EMERGENCY PLAN



A Major Incident could arise in two ways:



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



- (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
BRINSWORTH
PARISH COUNCIL**

ROLE AND RESPONSIBILITIES OF BRINSWORTH PARISH COUNCIL

1. As a general principal, the Major Incident responsibilities of Brinsworth Parish Council will be an extension or 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 Brinsworth Parish Council in the response to any Major Incident within its Parish will be crucial to the overall response.
3. Parish/Town 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/Town 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 BRINSWORTH 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:-

<u>Action Points</u>	<u>Tick when Activated</u>
<ul style="list-style-type: none"> • Make careful note of the details of the incident as so far known (use Section 7 of this plan to record this information). 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Agree with the Elected Ward Member the scope of useful involvement by the Parish Council at this early stage. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Contact Members of the Parish Council and arrange a meeting to: <ul style="list-style-type: none"> ◆ Pass on details of the incident. ◆ Formulate any requests for help, information or resources/facilities and pass on to the respective Elected Ward Member 	<input type="checkbox"/>

<u>Action Points</u>	<u>Tick when Activated</u>
◆ Obtain views of appropriate local bodies and residents.	<input type="checkbox"/>
<ul style="list-style-type: none"> ● 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 Marketing Team 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:-

- | | |
|--|--------------------------|
| <ul style="list-style-type: none"> ● Representing the community on organisations set up to oversee reconstruction and restoration of the affected area. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ● Representing the community with regard to the setting up of Disaster Funds. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ● Participating in commemorative events and other functions. | <input type="checkbox"/> |

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
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Consider including the following:

- | | |
|---------------------------------------|---|
| • Chairperson | 2 |
| • Ward Members | 2 |
| • Clerk to the Council | 2 |
| • All Parish Councillors | 2 |
| • 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	Daytime Number	Mobile Number	Evening Number
Cheryl Jones, Chairwoman		07580 041424	
Kay Hollis, Vice Chairwoman		07789 956111	
Alan Buckley		07896 158996	
Julia Chatwyn		07776 184858	
John Gelder		07748 654442	
Pam Gregory		07814 589583	
Tony Hannan		07747 084835	
Alex Nocton		07753 640383	
Simon Ridge		07903 699926	
Margaret Rollinson	01709 373447		
Jane Watson		07840 558327	

OTHER CONTACTS

Name	Job Title	Daytime Number	Mobile Number	Evening Number
Mrs Gail Blank	Clerk to Brinsworth Parish Council	01709 916890	07963 397839	
Adam Carter	Ward Councillor		07490 921955	
Charlotte Carter	Ward Councillor	01709 807942		
Sarah Champion MP	Member of Parliament	01709 331035		

PARISH/TOWN BUILDINGS

Brinsworth Parish Council	01709 916890 (Option 1)
The Centre	01709 916890 (Option 2)
Brinsworth Community Library	01709 255050

ROTHERHAM MBC CONTACTS

Communications and Marketing	822735
Contact Centre	822600
Emergency & Safety Team Office	823876 / 823877
Borough Emergency Operations Room	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	Telephone
Atlas Garage	Brinsworth Lane	01709 365526
Brinsworth Glass Merchants	Brinsworth Road	01709 371427
Brinsworth Library	Field View	01709 255050
Brinsworth Medical Centre	Bawtry Road	01709 828806
Brinsworth Pavilion	Field View	01709 916890
Brinsworth Post Office	Brinsworth Lane	01709 364798
Esso Service Station	Bawtry Road	01709 376964
St Andrews Church	Bonet Lane	01709 361630
The Centre	Brinsworth Lane	01709 916890

SCHOOLS

Brinsworth Academy	Brinsworth Road	01709 828383
Brinsworth Howarth Primary School	Whitehill Lane	01709 828613
Brinsworth Manor Infant School	Brinsworth Lane	01709 828187
Brinsworth Manor Junior School	Brinsworth Lane	01709 828505
Brinsworth Whitehill Primary School	Howlett Drive	01709 828242

PUBLIC HOUSES

Brinsworth Social Club	Brinsworth Lane	01709 364435
Fairways	Bawtry Road	01709 838111
Phoenix Sports & Social Club	Pavilion Lane	01709 363788
Thirsty Flame	Whitehill Lane	01709 821055
Three Magpies	Bonet Lane	01709 838476
Yorkshire Terrier	Whitehill Road	01709 377271

PUBLIC FIELDS

GATED ACCESS

Brinsworth	Off Field View	07982 784558
Howarth	Off Whitehill Lane	07982 784558
Millennium Park	Off Orchard Way	07982 784558

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.

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

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- Actions taken with the above information.

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Notes

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