

ANNEXE 4

Waverley Town and Parish Council Emergency Planning Workshop Cranleigh Village Hall 16 July 2010

Workshop Facilitators

- Ana Beattie Surrey County Council Emergency Management Team
- Martin Shorten Head of Environmental Health, Waverley
- Simon Dann Waverley Borough Inspector, Surrey Police
- Paul Frame (afternoon) Head of Drainage and Engineering, Waverley
- Aaron Carter Safety & Emergency Planning Adviser, Waverley

Workshop Participants

- Cath Syndenham Farnham Town Council
- William King Haslemere Town Council
- Roger Underwood Chiddingfold Parish Council
- Tim Forrest Chiddingfold Parish Council
- Pauline Whitehead Cranleigh Parish Council
- Vivienne Dawes Cranleigh Parish Council
- Celeste Lawrence Dunsfold Parish Council
- Stewart Payne Hambledon Parish Council
- Kevin Garvey Wonersh Parish Council
- Michael Harding Wonersh Parish Council
- Lyndsey Edwards Dockenfield Parish Council
- Sue Frossard Chiddingfold Parish Council
- Nick Holder Milford & Witley Parish Council

Aim

- To further develop the role of Town and Parish Councils within the multi-agency response to a major incident

Objectives

- Understanding of Emergency Planning in Surrey
- Understanding of how Town and Parish Councils can assist emergency planning response
- Understanding of the emergency plan template
- Opportunity to practice your Town / Parish emergency planning response using a table top exercise

- Opportunity to discuss emergency planning issues

Background

Following the extreme weather event in January 2010, Waverley arranged de-brief sessions internally and with some of its partners, and on 24th March a special meeting of this Council's Joint Overview and Scrutiny Committees took place. This meeting was held to consider the impacts of snow in January 2010 together with a draft Waverley Severe Weather Policy.

One of the observations made at the meeting was;

“The Committee felt that there should be improved liaison and communication with Town and Parishes to ensure they are consulted in partnership with other organisations. Members also felt that the Council should use Town and Parishes, schools and local community groups more effectively to help deal with the affects of adverse weather but recognising that they needed to be supported in this process. “

In addition to this, at the 1 March Joint Meeting with Towns and Parishes, Waverley's Safety and Emergency Planning Advisor offered to assist Towns and Parishes with the emergency planning process.

On the 18 May, Towns and Parishes were invited to attend a meeting to discuss adverse weather and emergency planning. One of the agreed ways to develop this work was to hold an emergency planning workshop. The aim and objectives of a workshop were outlined at this meeting.

Workshop

The workshop agenda is included as Annexe A.

Cllr William King opened the workshop by addressing the importance of a local response to an emergency situation, whether it is a local, regional, or national emergency.

Emergency Planning presentations

Ana Beattie delivered part one of the presentation which focussed on the wider issues of emergency planning in Surrey and helped to provide a wider context.

Aaron Carter delivered part two of the presentation which concentrated more on the potential role Towns and Parishes could play during an emergency and also on the fundamental parts of the Town and Parish emergency plan template. This template (prepared in partnership with other Surrey Local Resilience Forum partners) is attached as Annexe B. The key presentation slides are included as Annexe C.

It was noted that without an emergency plan, a Town or Parish would find it very challenging to engage with the emergency planning response process. It is up to the Town and Parish to plan for their local risks and the emergency plan should focus on what the local community can do for itself, should emergency service and other local authority resources be stretched and / or have limited access.

Simon Dann presented on Surrey Police's operational role and the challenges they could face during a major emergency.

Champion Council

Pauline Whitehead, Clerk to Cranleigh Parish Council, presented on her experience writing the Parish's Emergency Plan. She discussed how the plan focussed on local risks, how the work was divided up within the organisation and how the plan is updated. Pauline offered potential help in the future to others who may be starting to write their plans.

“Exercise Float”

A table top emergency planning exercise, called “Exercise Float”, followed lunch (provided by the WRVS). The scenario was delivered in three stages, accompanied with questions and a time frame for completion. Attendees worked together in pre-arranged groups to record their answers. The answers were based on what they would do currently, as well as what they felt they could do in the future. As groups were represented by more than one Town or Parish, then all answers were relevant.

The scenario and questions are included as Annexe D. A summary of the answers has been produced and also included within Annexe D, as there were many good and creative ideas and it was felt this should be recorded and shared.

Issues raised

The facilitators encouraged the attendees to ask questions and raise issues as the workshop progressed. Those questions that could not be answered immediately were noted on a flip chart as issues raised. These issues were re-visited during the questions / further discussion session at the end of the day. Any issues not answered at this stage would be noted and answered at a later date if possible. The summary of issues raised and answers given (whether at the time or a later date) is included as Annexe E.

Evaluation

Every attendee was asked to complete and return a workshop evaluation form. A summary of the results of the evaluation forms are included as Annexe F.

Conclusion

The summary of the evaluation forms clearly demonstrate that the attendees found the workshop to be very beneficial and that the main objectives were achieved well.

The role of the Town and Parishes within an emergency planning response is clearly understood. Writing an emergency plan is a fundamental part of being involved in emergency planning and it is acknowledged that Towns and Parishes have varying amounts of resources to plan for emergencies. However, writing any size emergency plan is recognised as being significantly better than having no plan.

Waverley and Surrey Emergency Management Officers offered their services to assist Towns and Parishes wanting to develop emergency plans. They can be contacted through aaron.carter@waverley.gov.uk .

Agenda for Town and Parish Council Emergency Planning Workshop
Friday 16 July 2010

- | | | |
|--------------|--|---|
| 09:30 | Refreshments
Registration | |
| 10:00 | Housekeeping / welcome / introduction | Martin Shorten,
Cllr William
King
(Haslemere
Town Council) |
| | Presentation part one
Background to emergency planning and role of Town / Parish | Aaron Carter &
Ana Beattie |
| 10:45 | Break | |
| 11:00 | Presentation part two
Town / Parish emergency plan template contents and development of a plan
(including presentation from "Champion Council" Cranleigh, on development of their plan) | Aaron Carter |
| 12:00 | Lunch | |
| 12:45 | Table top emergency planning exercise scenario stage one and questions for delegates | |
| 13:25 | Stage one feedback and discussion | |
| 13:50 | Scenario stage two and questions for delegates | |
| 14:25 | Stage two feedback and discussion | |
| 14:50 | Questions / further discussion | |
| 15:15 | End workshop | |