



TEWKESBURY TOWN COUNCIL

EMERGENCY PLAN

Last updated August 2023

TEWKESBURY TOWN COUNCIL EMERGENCY RESPONSE PLAN

Information:

The Tewkesbury Town Council Emergency Response Plan has been created as a result of the flooding disaster in Tewkesbury on the 20th July 2007.

This plan identifies how the Town Council will respond to a major incident. It is intended that the plan will have a general application but, given the extreme vulnerability of Tewkesbury to flooding, there will be an added emphasis to addressing this particular problem.

It is not the role of the Councillors to take upon themselves the duties of those members of the emergency and statutory services who are trained to address particular aspects of a major incident. However, the Town Council can have a significant role in working closely with those services.

It is therefore necessary that what is intended is accepted by other agencies and that this plan links with other emergency plans both statutory and voluntary.

Tewkesbury Town Council Emergency Response Plan Red Folder

Containing the following information is stored in the labelled drawer in the Town Hall Reception area – along with the portable radios:

- i. Full copy of the Tewkesbury Town Council Emergency Response Plan.
- ii. Tewkesbury Borough Council Emergency Response Plan.
- iii. Gloucestershire County Council Emergency Response Plan.
- iv. Information/enquiry log sheets.
- v. 3 x Helpdesk signs with directional arrow for display on either side of front door and inside.
- vi. 1x Helpdesk sign for information desk.
- vii. 6 x signs “Working on behalf of Tewkesbury Town Council” to allow access to areas controlled by Police for Councillors carrying out mobile duties.

This plan is to be reviewed and updated by the Environment & Amenities Committee every three years.

Method:

The Town Hall is particularly suited as a location from where the co-ordinating role of the Council in the event of a major incident can take place, therefore it is important that access to the building can be easily achieved. The following individuals have access to the building:

- a. The Town Mayor holds keys for their term of office
- b. The Town Clerk and all members of staff & caretaking team hold keys

The Town Clerk is responsible for co-ordinating the response of the Town Council to any incident and should be the main point of contact with other agencies involved. In their absence another member of staff or nominated councillor should assume this role.

All actions and information in relation to the incident should be logged.

During the evenings and at weekends, in the event of a key holder not being contactable, a key safe is located at the front of the Town Hall. The code is available from the caretaking team, members of staff will also be able to provide it.

Additional key holders are:

Role:	Name:	Tel:
Caretaker	Neil Davis	07810 122855
Caretaker	Chris Davis	07791 670889
Out of hours	Spa Security	07966 011 855

Individual Responsibilities:

The Town Clerk (or lead individual) will take responsibility for the

1. Identification of the responsibilities and role of other Councillors and Officers.
2. Opening communications with the other agencies – Police, Fire and Rescue, Tewkesbury Borough Council, Gloucestershire County Council and identifying the role of the Town Council.
3. Ensuring that in addition to the land-line contact, the Town Council IT facility is operational and make immediate contact with relevant agencies.
4. Ensuring that all actions and information received by the Town Council is logged and acted upon as necessary by tasking an individual with this responsibility.
5. Ensuring adequate information is posted on the front doors of the Town Hall so that members of the public are aware of the function the Town Hall and Council is assuming.
6. Ensuring a helpdesk is established near the front doors of the Town Hall as the first point of contact for the public.

Communications:

The following are presently available to the Town Council:

- i. **Land lines** – if power fails there is an analogue telephone in the emergency plan drawer. This can be plugged into the socket behind the Town Clerk's desk labelled 01684 291 376.
- ii. **IT** – remote access is available to all staff.
- iii. **UHF Hand held radios** – Three Motorola CP040 Portable Radios with single unit rapid chargers with a base unit clip on antenna are available from the Town Hall.

- iv. **Social Media** - The Town Council has Facebook, Instagram & Twitter accounts which can be used for disseminating information. All officers are able to access these accounts and will carry out any actions required.

Emergency Accommodation:

In the event of a major incident the provision of bedding, clothing, food etc is the responsibility of Gold Command however, within Tewkesbury Town Centre area there are a number of premises that could be used for immediate and safe provision. Tewkesbury Borough Council will advise which premises will be used but these potentially include:

Venue:
George Watson Memorial Hall, Barton Street, Tewkesbury
Scout Hut, Oldbury Road, Tewkesbury
Salvation Army Citadel, Station Road, Tewkesbury
Baptist Chapel, Station Road, Tewkesbury
Tewkesbury Abbey, Church Street, Tewkesbury

Flooding – Access to Ballast Bins

There are three ballast bins containing pea gravel in Tewkesbury Town. They are located next to Tewkesbury Borough Council, on Station Road and next to the entrance to Tewkesbury School.

The bins contain pea gravel which can be used to fill sandbags and then used with plastic sheeting to provide protection. They should not be used as a stand-alone defence.

Councillors who can safely assist at each ballast bin location:

Tewkesbury Borough Council – Cllr Brookes

Tewkesbury School – Cllrs Hayes & Robertson

Station Road – Cllrs Jones, Ash, Moran, Langdon, Sztymiak, Danter & Bowman

Useful information for the public

Organisation:	Contact details:
Police (non-emergency)	101
Fire & Rescue (non-emergency)	01452 888 777
County Council Social Care (emergency out of hours 16.45 – 08.45)	01452 614194
Gloucestershire Highways	08000 514 514
Environment Agency www.gov.uk/government/organisations/environment-agency	General: 08708 506506 Floodline: 0845 988 1188
National Flood Forum www.floodforum.org.uk	01299 403055
Association of British Insurers www.abi.org.uk/products-and-issues/topics-and-issues/flooding/	02076 003333
NHS Direct www.111.nhs.uk/	111
Gas leaks	0800 111999
Electricity faults	08457 331331
Gas Distributor – Wales & West Utilities https://www.wvutilities.co.uk/in-your-area/	0800 912 2999
Power Cuts – Western Power Distribution https://powercuts.nationalgrid.co.uk/tweets	0800 678 105
Severn Trent Water https://www.stwater.co.uk/in-my-area/incidents/	0800 783 4444

Household Emergency Kit

It is recommended that you consider preparing this kit for any emergency that may affect your home.

Use the check list below to ensure you have all the items you are likely to need if you are affected by flooding.

- Torch
- Batteries
- Portable radio (wind-up preferable)
- Mobile phone
- First aid kit with essential prescription / medication / repeat prescription form
- Bottled water (check use-by date)
- Non-perishable food items (including energy or cereal bars)
- Blankets, warm clothes
- Wash kit and essential toiletries (including toilet paper, wet wipes and antibacterial wipes)
- Children's essentials (milk, baby food, sterilised bottle and spoons, nappies, wipes, nappy bags, clothing, comforter, teddy or favourite toy)
- Insurance documents, other important documents
- Insurance emergency helpline, local council and emergency services numbers, local radio frequencies
- Camera to record damage for insurance purposes
- Emergency cash
- Additional items for flood kit; Wellington boots, waterproof clothing, rubber gloves

EMERGENCY LOG SHEET – Number

Date	Time	Event	Action	Initials