LITTLE MUNDEN PARISH COUNCIL

MAJOR INCIDENT EMERGENCY PLAN

March 2025
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1. INTRODUCTION

1.1. Major incidents or emergencies can strike suddenly, unexpectedly and anywhere. Many agencies have a part in dealing with the response to the incident and its aftermath. The effectiveness of the total response will depend on how well the emergency services, local authorities and other emergency response organisations have prepared their arrangements and emergency procedures.

2. PURPOSE OF THE PLAN

2.1. To provide a framework to achieve a timely and efficient response by the Parish Council in assisting the multi-agency response to a major incident.

3. WHAT IS AN EMERGENCY/MAJOR INCIDENT?

3.1. An emergency can be defined as:

- An event or situation which threatens serious damage to human welfare
- An event or situation which threatens serious damage to the environment
- War, or terrorism, which threatens serious damage to security
  Source: Civil Contingencies Act 2004

3.2. Major incidents are characterised by causing widespread disruption, injury to people and damage to property on a scale beyond the capacity of the emergency services, local authorities or the NHS operating under normal circumstances and requiring the special mobilisation and organisation of those services.

3.3. The aim of any emergency plan is to alleviate the effects of a major incident on the public, community and environment.

3.4. Major incidents/emergencies can be divided into four broad categories:

- **Natural** such as flooding, storms and snow
- **Accidental** where human error or technical failure causes the emergency such as an aircraft crash
- **Planned** where the emergency occurs as a result of terrorist or criminal Action
- **Disruption** where, for some reason, essential services are not available for a significant length of time e.g. gas and electricity.

4. EMERGENCY PLANNING IN HERTFORDSHIRE

4.1. Disasters vary in their effects on society and the environment. They demand a combined response, which links the expertise and resources of the emergency services, local authorities and, if necessary, other agencies and voluntary organisations.

4.2. All services and agencies involved in a combined response will work to a set of common objectives which will help to:

- prevent escalation of the disaster
- save life
- relieve suffering
- restore normality as soon as possible
- protect property
- facilitate criminal investigation and judicial, public, technical or other
- inquiries as appropriate

4.3 The Police, Fire and Rescue and Ambulance Service will normally handle the immediate aftermath of any disaster. Their tasks will include life saving, rescue, body recovery, investigation, the preservation of evidence and the maintenance of public order. Local authorities will be called upon to support them, making available their services and resources.

4.4. Hertfordshire Resilience partnership was formed in 2006, following the introduction of the Civil Contingencies Act 2004, to facilitate the combined response to emergencies/major incidents in Hertfordshire.

4.5. The role and structure of Hertfordshire Resilience reflects the value which is attached to co-ordinated, multi-agency planning and the importance of organisations being able to deliver a combined response.

4.6. Locally, the co-ordination of such arrangements is handled through the Local Emergency Planning Forum, which considers specific local issues and assesses risks. The Forum is made up of local representatives from the main Hertfordshire Resilience partners.

4.7. A command and control system is a vital element of any multi-agency emergency response. Most organisations involved in the emergency response will adopt the following management structure at one or more of the following three levels:

- Strategic (Gold) – based at Police headquarters
- Tactical (Silver) – based in the vicinity of the incident
- Operational (Bronze) – based at the incident site

4.8. The requirement to implement one or more of these levels will be very dependent on the size and nature of the incident.

5. THE PARISH COUNCIL'S ROLE

5.1 The Parish Council has an important role in supporting and contributing to the emergency response to the incident as follows:

5.2 Deploying resources held by the Parish Council, to assist the response to the major incident.

5.3 Assisting the compilation and distribution of agreed information to the local population.

5.4. If required, assisting in the provision of local labour volunteers to help with tasks identified by the police and under the supervision of appropriate agencies.

5.5. Providing local information and knowledge to the emergency services and other organisations to assist the response to the incident.

5.6 If requested, assisting the District Council in the identification of premises suitable to be used as a local rest/reception centre(s).

5.7 Assisting in the setting up, operation and participation of public meetings, which may be chaired by the Chairman of the Parish Council, and record proceedings, as appropriate.

5.8 Assisting the local authorities, as appropriate, in the rehabilitation of the local community during the recovery phase.

5.9. Attending and contributing to the incident debriefing process, as appropriate.

6. OTHER ORGANISATIONS' KEY ROLES

6.1. ***The Police*** assume the management and overall co-ordination of all the activities of those responding at and around the scene. (During the recovery stage, the local authority may undertake co-ordination at the strategic level).

6.2. ***The Fire Service's*** first concern is to rescue people and to prevent further escalation of the incident. They also assist the ambulance service with casualty handling and decontamination issues and assist the police with the recovery of bodies.

6.3. ***The Ambulance Service*** is responsible for co-ordinating effective emergency treatment at the scene and transporting the injured, in order of priority, to nominated hospitals.

6.4. ***Health Services*** ensure an effective medical response including requests from the ambulance service to accept casualties and provide trained staff to act as mobile medical teams.

6.5. ***Local Authorities*** provide support for the emergency services, and care for the local and wider community. When the emphasis of the incident switches to recovery, the local authority will lead the co-ordination of response in rehabilitating the local community and restoring the environment.

6.6. ***Utility Companies***, including industrial and commercial organisations, may provide support and professional expertise to assist the overall emergency response to the incident.

6.7. ***The Voluntary Sector*** can provide support to the emergency and local authorities. They will assist local authorities operate reception centres and can help to provide social and psychological care. (Organisations include WRVS, St. John Ambulance, British Red Cross, Radio Amateurs Emergency Network, Salvation Army, The Samaritans and the clergy)

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THE PARISH COUNCIL RESPONSE

7. PARISH COUNCIL LIAISON OFFICER (PARISH CLERK)

7.1. On receipt of an alert from the District Council, activate call out arrangements as follows:

- Advise the Chairman of the Parish Council that an incident has taken place and confirm that they, or a nominated deputy, will be acting as Head of the Parish Council emergency response.

- Arrange for the keyholder to open up Parish Council property, or suitable local venue, so that it is available to the emergency services as a possible location for the Joint Tactical (Silver) Command, if required.

- Establish the need for, and if necessary call-out suitable volunteers to assist in the emergency response.

7.2. Inform other key local contacts that an incident has occurred. (Key personalities may include the local clergy, Neighbourhood Watch and the Headteacher of the local school).

7.3. Maintain a point of contact at all times.

7.4. Once the call-out phase is completed, move to the Parish Council Office and assist in the response to the incident.

7.5. If requested, attend Joint Tactical (Silver) Command meetings to:

- Offer support to the emergency services and other responding agencies.

- To represent the Parish Council's interests, in consultation with the Head of the Parish Council Emergency Team in relation to any other tasks, which the Police (Silver) Commander requests the Parish Council to undertake.

NOTE: In consultation with the Head of the Parish emergency response, decide who will attend the Joint Tactical (Silver) Command meetings and consider who will take over this role should the incident be a protracted one.

Attend post-incident multi-agency debriefing sessions.

LOG ALL ACTIONS TAKEN

HEAD OF THE PARISH COUNCIL EMERGENCY RESPONSE (CHAIRMAN OF THE PARISH COUNCIL OR NOMINATED DEPUTY)

8.1. Exercise powers on behalf of the role of Chairman of the Parish Council and take overall responsibility for the Parish Council's response.

8.2. Form a Parish Council Sub-Committee to consider and approve funding for specific items required in response to the incident.

8.3. Ensure that all Parish Council resources and services have been activated or placed on standby.

8.4. Liaise with the District Council and other response organisations, as appropriate.

8.5. Deploy Parish Council manpower/resources and obtain additional resources as appropriate, in liaison with the District Council.

8.6. If requested, provide information to the Police Press Officer to help ensure a coherent, multi-agency response to the media.

8.7. If requested, attend Joint Tactical (Silver) Command meetings to:

- Offer support to the emergency services and other responding agencies.
- To represent the Parish Council's interests, in consultation with the Head of the Parish Council Emergency Team in relation to any other tasks, which the Police (Silver) Commander requests the Parish Council to undertake.

NOTE: In consultation with the Parish Council Liaison Officer, decide who will attend the Joint Tactical (Silver) Command meetings and consider who will take over this role should the incident be a protracted one.

8.8. Provide regular briefings for Parish Councillors.

8.9. In liaison with the Parish Council Sub Committee, ensure that all monies spent by the Parish Council in response to the incident are accurately identified and carefully recorded.

NOTE: Recovery of costs incurred by the Parish Council should be actively pursued. However, it should be recognised that this could be a protracted process involving extensive consultation and liaison with a wide range of organisations.

8.10. Attend post-incident multi-agency debriefing sessions.

9. RESOURCES

Resource	Contact	Contact Number
Buildings		
All Saints Church	Church Wardens:	
	Jeremy White	01920 438575
	Colin Jenkinson	01920 438379
Police	**Leon De Bruyn** **PCSO Supervisor** East Herts Rural **Mobile:** 07590459448 **Non Emergency Number:** 101	
Memorial Hall	Tracey Harding	07568 347526
	Jackie Morris	07870 817060
	Michelle Galvin	07974 927488
Little Munden School	Head:	
	Laura Hale	01920 438271
	Caretaker:	
	Mr Brown	01920 438271
Retail		
Dane End Stores		01920 739483
Other		
Whitehill Golf / Farm	Keith Smith	01920 438495

10. CONTACT DIRECTORY

Name	Organisation	Contact Number
Emergency		
Emergency Services	Police	**Leon De Bruyn** **PCSO Supervisor** East Herts Rural **Mobile**: 07590459448 **Non Emergency Number:** 101
Non emergency	Police	101
Ambulance		999
East Herts District Council	Aubrey Holt District Councillor	01279 655261
Herts County Council	Ken Crofton County Councillor	01992 555555
Hertfordshire Highways	Ken Crofton	01438 737320
Parish Council		
Tracey Harding	Chair Parish Council (Head of Parish Response)	01920 438665 07367880571
Geraldine Ward	Parish Clerk (Parish Council Liaison Officer)	01920 438145
Paul Armstrong	Vice Chair Parish Council	07557 238286
Vicky Thompson	Parish Councilor	07957 632661
Julie Hursey	Parish Councillor	01920 438291

Billy Summerson	Parish Councillor	01920 438675
Michelle Galvin	Parish Councillor	01920 438573
Jessica Harding	Parish Councillor	01920 438665

11. PARISH COUNCIL LOGSHEET

Incident……

Date	Time	From / To	Message / Action	Initial
