

SCPC EMERGENCY RESPONSE PLAN FOR COVID 19 PANDEMIC

Initial Meeting	
WEDNESDAY 18 MARCH 2020 18:30	
1	Introduction of Attendees
	Michele Wilson, Marion Pratt, Mike Carpenter, Janet Palmer, Sue Svedang, John Friend
2	Nominate Lead
	Michele Wilson Chair of SCPC
3	Situation Report
	Formal Government Plan for Covid 19 Pandemic has moved to Delay Phase with advice to suggest (in the near future) all Over 70 year olds and members of the public with underlying health conditions undertake Social Distancing or Self Isolation to slow the spread of the Virus
4	Aim and Objectives of Response
	Aim - To lessen the effects of the emergency Pandemic
	Objectives a) To use community resources to limit the impact of the emergency on our community b) Identify and help vulnerable members of the community c) To engage the resources and community volunteers to deliver support as required d) To communicate effectively with all residents publishing advice, warnings and messages throughout the emergency and support the community to be more self resilient e) To ensure health and safety of Parish Council personnel and community Volunteers f) To keep records of the actions taken and decision made during the emergency
5	Actions Required
	5.1 Create a register of vulnerable residents (vulnerable by Age, Medical Conditions or Infection) Invite all vulnerable residents to complete a questionnaire published as part of the Pandemic plan to aide support 5.2 Create a register of Volunteers Complete Volunteer questionnaires for all those wishing to support the plan so that we can start to support those in Isolation with acts and information to help them cope with the emergency 5.3 Create a Communications Page on the Web site as a one-stop-shop for residents to head to linking directly to <u>official sites only</u> to ensure up-to-date accurate information is being viewed 5.4 Agree Communications strategy to cover Daily, weekly and dynamic emergency information. 5.5 review and update the Pandemic plan risk assessment on a regular basis and communicate any changes to the plan to all members of the EMT and Volunteers
6	Time of Next Meeting via conference call
	To be determined with dynamic meetings being called as necessary for decisions

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EMT Checklist	
X	Use the standard agenda to run meetings. Attached above
X	Circulate the Response Aim and Objectives so people know what you are trying to achieve. Recorded above.
X	Decide which local resources should be mobilised initially to support the community. Liaison already taken place with other community groups. Set up of the Community volunteers actioned
<input type="checkbox"/>	Notify as appropriate groups identified in each plan during response to the incident and for preparing for and delivering recovery from any incident
X	If there is a representative from the Emergency Services, Council or other responder working in your community, a representative of the EMT will go and introduce themselves and tell them our community action plan has been activated. Ongoing liaison the Ward and County Councillors taking place.
X	Consider need for additional members of the community (volunteers) to help with the response, you may have pre-identified community coordinators already. You might want to give this task to one person within the emergency team to co-ordinate. The type of support that would be welcomed changes from emergency to emergency but might include: <ul style="list-style-type: none"> • Helping people move valuable and sentimental items upstairs. • Helping deploy any flood protection products they might have. • Providing some immediate shelter if people have had to leave their homes. • Looking after pets • Providing lifts to family and friends. • Doing basic household tasks such as shopping
X	Nominate who is going to keep checking the email account for information and update emails from the council or other Emergency services and keep monitoring the Council's website
X	Nominate a member of the team to be the communications liaison with the Parish and tell the community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected.
X	Communicate any warning information messages, and recommend that people monitor the web page and Facebook pages (those in isolation identified as being unable to access these will have verbal updates from volunteers.
X	Decide whether you will offer residents a key number to contact during the emergency.
X	Establish contact with neighbouring Parish/Town Councils and ask for/offer support if appropriate

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EMT Checklist

X	Ensure that any members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully (eg not speeding), carefully and are not carrying out tasks and activities that they are not qualified to do. Every volunteer required to complete questionnaire and abide by the Risk assessment and briefing
<input type="checkbox"/>	When the immediate risk of the emergency has passed consider what role the Parish Council can play in helping the community recovery. Continue the meetings of the Community Emergency Team, using the Recovery Aim and Objective. TBC