

# Lyme Regis Town Council

## Emergency Planning Procedure

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# Contents

Introduction .....	3
Who does what in Dorset .....	4
The role of the town council .....	7
Town council emergency contacts .....	9
Organisations that can assist in emergencies .....	11
Care and residential homes in Lyme Regis .....	12
Locations that could be used as places of safety .....	13
Gritting route and grit bin locations .....	14

# Introduction

This procedure takes a practical approach towards what the town council can realistically do in the event of an emergency.

It starts off by giving a pen portrait of who does what in the county, along with their contact details. This is followed by details of how the town council will organise itself and the resources it has at its disposal in the event of an emergency.

It goes on to identify contact details for the relevant council employees, the voluntary organisations who may be able to assist in the event of an emergency, and the care and residential homes in the town.

John Wright  
Town Clerk  
November 2018

# Who does what in Dorset?

## **The Strategic Co-ordinating Group**

This consists of the county's police, fire and rescue, health and ambulance services, along with the Coastguard, Environment Agency, and the chief executives of the county council, unitary, borough and district councils.

The Strategic Co-ordinating Group (also known as Gold) is chaired by a senior police officer, normally an Assistant Chief Constable.

As indicated by its name, this group co-ordinates a strategic approach across services. The group is called together in the event of a significant emergency.

## **The Tactical Co-ordinating Group**

Representation is as above. The Tactical Co-ordinating Group is also known as 'Silver'. This group implements the decisions made by the Strategic Co-ordinating Group.

## **Dorset County Council (DCC)**

Dorset County Council's emergency planning officer is Simon Parker - 01305 224510. There is a duty emergency planning officer available at all times on 07623 544346.

In the event of an emergency, Dorset County Council will endeavour to provide the latest information on the front page of the dorsetforyou website.

The county council is responsible for highways, they have a Vulnerable People Plan, and will transport evacuees to rest and reception centres. The principal rest and reception centre for Lyme Regis is Woodmead Halls, 01297 443942. The purpose of the rest and reception centre is to provide a venue for people to be directed to, and from where other organisations will provide help and support. They are responsible for flooding, except for coastal and main river flooding, which is the responsibility of the Environment Agency.

The county council also has a supply of sand bags at the Charminster depot in Dorchester.

## **West Dorset District Council (WDDC)**

WDDC's emergency planning officer is Grant Armfield. The emergency contact number for WDDC is 01305 251010 (the main switchboard number) and is available at all times. Out-of-hours calls received on this number are diverted to the relevant officer or the emergency planning officer.

WDDC assists with the rest and reception service provided by DCC and emergency housing. It also has a supply of sand bags at Poundbury, Dorchester.

## **The Highways Agency**

The Highways Agency is responsible for motorways and major trunk roads. The A35 and the A303 are designated major trunk roads. The Highways Agency can be contacted on 0300 123 5000. Their website is kept up-to-date with the latest information, [ha\\_info@highways.gsi.gov.uk](mailto:ha_info@highways.gsi.gov.uk)

## **The Environment Agency**

The Environment Agency is responsible for coastal flooding and main rivers. There are two national contact numbers: Floodline, 08459 881188 and the Incident Hotline, 0800 807060. The regional team is based at Blandford, 01258 483326.

The regional team's advice is that if there is an emergency or up-to-date information is required, we should dial a national contact number and ask to be put through to the Blandford flood warning duty officer.

The town council is registered with the Environment Agency for coastal and river flood alerts.

## **South West Water**

South West Water can be contacted on 0800 169 1144.

## **The Emergency Services**

The police, fire and rescue, and ambulance services can be contacted on 999. The Maritime Coastguard Agency and the Royal National Lifeboat Institution can also be contacted on 999. In a non-emergency the police can be contacted on 101.

## **The Maritime Coastguard Agency (MCA)**

The MCA has highly trained Maritime Rescue Coordination Centre personnel who are ready to respond to emergency calls on a 24-hour, 365-days-a-year basis for the UK coast and surrounding waters. Their primary aim is to reduce incidents through prevention activity, education and improved regulations while maintaining effective enforcement. Their main emergency response is Search and Rescue, Counter Pollution & Response, Receiver of Wreck. They can be contacted on 999.

## **The Royal National Lifeboat Institution (RNLI)**

The RNLI is a charity that saves lives at sea. They provide, on call, a 24-hour, 365-days-a-year lifeboat search and rescue service and a seasonal lifeguard service. The RNLI also has a Flood Rescue Team available on a 24-hour, 365-days-a-year basis ready to deploy to flooding events in the UK, Ireland and abroad to perform search and rescue.

## **Western Power Distribution**

Western Power Distribution is the electricity distribution network operator for the Midlands, South Wales and the South West. They can be called in the event of a power cut and are available 24 hours-a-day, 365 days-a-year. They have special arrangements in place for

vulnerable people and customers who depend on electricity. In the event of an emergency they can be contacted on 0800 365900.

### **Southern Gas Networks (SGN)**

Southern Gas Networks (SGN) provide a safe and secure supply of gas to 5.8 million customers and are the second largest gas distributors in the UK. In the event of a suspected gas leak call 0800 111 999. They are available 24 hours-a-day, 365 days-a-year.

# The role of the town council

In the event of an emergency, the town council will suspend the normal duties of its employees and direct them to assist its residents and other agencies working in the town. In doing so, the town council will pay proper regard to the health and safety of its employees.

The town council's first point of contact in an emergency is the town clerk. The second point of contact is the deputy town clerk. The town council's third point of contact is the operations manager.

If an emergency event occurs, the town clerk or deputy town clerk should work with a lead councillor, normally the Mayor or chairman of the Strategy and Policy Committee or, in their absence, one of their deputies. Their contact details, along with those of other employees are attached. Further details are as follows:

- The town clerk/deputy town clerk/operations manager should consider advice from the lead councillor but retain responsibility for operational decision-making.
- The town clerk, or in his absence the deputy town clerk or operations manager, should take whatever measures are necessary to protect public health and council property.
- As soon as an emergency has been contained or resolved, the member and the town clerk/deputy town clerk and operations manager should decide what information needs to be communicated to whom and when this should be done. This includes an assessment of whether a press release should be issued.
- If any actions taken subsequently need to be stood-down, e.g., the removal of a cordon, the town clerk/deputy town clerk/operations manager must propose how this should be done.
- The town clerk/deputy town clerk/operations manager must complete a report on the emergency. This report must detail any further actions required and must be reported to the next appropriate council meeting.
- A log of key events and actions will be maintained for the duration of the emergency.

In the event of an emergency, the town council will aim to keep its office open to:

- provide information and assistance to the public
- update its website
- liaise with other statutory and voluntary agencies working in the town
- co-ordinate the activities of its employees.

Other employees will be directed to such duties that are appropriate. Typically, these could include establishing that vulnerable residents are safe and secure, escorting residents to rest and recovery centres, clearing snow, gritting, deploying sandbags, clearing blocked areas and assisting other organisations who are responding to the emergency.

The resources of the town council are limited. However, they could be of assistance as a first response or to deal with isolated incidents.

To this effect, the town council has:

- 50 x 20 kg salt bags in the cemetery store and 850kg of loose salt at the cadet hut. Keys are held by the external works' team and at the town council's office
- a hand and towable gritter located in the works store. Keys are held by the external works' team and at the town council's office
- 100 sandbags stored at the cadet hut. Keys are held by the external works' team and in the town council's office
- 72 hydrosnakes are stored at the amenities hut in the gardens.

# Town council emergency contacts

	<p><b>Name:</b> John Wright</p>
	<p><b>Title:</b> Town Clerk</p>
	<p><b>24hr telephone contact:</b> (m) 07912 387886 (w) 01297 445175 (h) 01308 427874</p>
	<p><b>Email:</b> townclerk@lymeregistowncouncil.gov.uk</p>
	<p><b>Address:</b> Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS</p>
	<p><b>Name:</b> Mark Green</p>
	<p><b>Title:</b> Deputy Town Clerk</p>
	<p><b>24hr telephone contact:</b> (m) 07843 378995 (w) 01297 445175</p>
	<p><b>Email:</b> deputytc@lymeregistowncouncil.gov.uk</p>
	<p><b>Address:</b> Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS</p>
	<p><b>Name:</b> Matt Adamson-Drage</p>
	<p><b>Title:</b> Operations Manager</p>
	<p><b>24hr telephone contact:</b> (m) 07787 520214 (w) 01297 445175</p>
	<p><b>Email:</b> operationsmanager@lymeregistowncouncil.gov.uk</p>
	<p><b>Address:</b> Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS</p>
	<p><b>Mayor:</b> Cllr Michaela Ellis</p>
	<p><b>24hr telephone contact:</b> 01297 443942</p>
	<p><b>Email:</b> m.ellis@lymeregistowncouncil.gov.uk</p>
	<p><b>Address:</b> 1 Resthaven, View Road, Lyme Regis, Dorset, DT7 3AA</p>



**Deputy Mayor:** Cllr Steve Miller

**24hr telephone contact:**

07971 955520

**Email:** stevemiller.lrtc@btinternet.com

**Address:** 6 Woodroffe Meadow, Lyme Regis, Dorset DT7 3NX

## Staff Telephone Numbers

### **Office Staff:**

Keith Wilson	01297 445175	Finance Manager
Naomi Cleal	01297 445175	Finance Assistant
Adrienne Mullins	01297 445175	Administrative Officer
Elaine Pawsey	01297 445175	Administration
Angela Hankin	01297 445175	Administration

### **Outside staff:**

Peter Williams	07912 387888	Operations Supervisor/Lengthsman
Barry Trott	07977 937684	Head Groundsman
Alan Legg	07912 387884	Gardener/Maintenance
Jamie Grant	07557 515615	Gardener/Maintenance
Steve Turner	07851 222134	Gardener/Maintenance
Callum Taylor	07784 622557	Gardener/Maintenance
Steve Hossack	07912 387889	Maintenance
Kyle Knight	07912 387885	Maintenance
Alan Jefferies	07912 387883	Enforcement Officer
Jenni West	07421 731580	Enforcement Officer
Darren Cheney	07912 387887	Cleansing Operative
Karl Sheldon	07759 997765	Seafront Attendant
Mark Bujniewicz	07397 189676	Lengthsman
Janet Doran	07503 883629	Amenities
Dave Heneghan	01297 445872	Amenities
Mick Heneghan	07766 600490	Amenities
Victoria Stocqueler	07971 143380	Amenities

# Organisations that can assist in emergencies

Skill/Resource	Who?	Contact details	Location	When available
St. John Ambulance (Dorset)		01305 751169 0769976844 (out of hours) 07659126927 (call-back)	John House Bridport Road Dorchester Dorset DT1 2NH	24hrs support
RNLI		0845 0456999	West Quay Road Poole	24hrs support
Bridport Community Hospital		01308 422371	Hospital Lane Bridport Dorset	<a href="#">Minor Injuries Unit opening times</a> November - March 09.00-18.00 7 days a week April –October 09.00-20.00 7 days a week
Lyme Regis Medical Centre		01297 445777	Uplyme Road Lyme Regis Dorset DT7 3LS	<a href="#">Minor Injuries Unit Opening Times</a> Monday – Friday 8.00am – 8.00pm Saturday & Sunday 8.00am – 1.00pm
Lyme Regis Harbour Master	Grahame Forshaw MNI MBE	01297 442137	The Cobb Lyme Regis	7.00am – 7.00pm
British Red Cross		07734734342 (call-back)	Bradbury House, Apple Lane, Sowton, Exeter EX2 7HA	24hrs support

# Care and Residential Homes in Lyme Regis

Organisation	Address	Phone number
Tree Tops Residential Care Home	Overton Timber Hill Lyme Regis Dorset DT7 3HQ	01297 443821
Fairfield House Residential Care Home	Charmouth Road Lyme Regis Dorset DT7 3HH	01297 443513
Shire House Care Home	Sidmouth Road Lyme Regis Dorset DT7 3ES	01297 442483
Lyme Regis Nursing Home	14 Pound Road Lyme Regis Dorset DT7 3HX	01297 442322
Pinhay House Residential Care Home	Lyme Regis Dorset DT7 3RQ	01297 445626

# Locations that could be used as places of safety

<b>Building</b>	<b>Location</b>	<b>Potential use in an emergency</b>	<b>Contact details of key holder</b>
Woodmead Halls*	Hill Road	Rest and reception centre	01297 443942 01297 443138 01297 442548
Baptist Church	Silver Street		01297 442302
St Michael's Primary School	King's Way		01297 442623
**The Woodroffe School	Uplyme Road		01297 442232
St Michael's Parish Church	Church Street		01297 442033
The Hub	Church Street		07967 567132
Marine Theatre	Church Street		01297 442394
Masonic Hall	Broad Street		01297 442746

\* Woodmead Halls is designated as a rest and reception centre by DCC

\*\* Ideally outside of school hours

# Gritting route and grit bin locations

