

# Lyme Regis Town Council

# Emergency Planning Procedure

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Additions for 2022-23 in red

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# 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 2022

Next Review: November 2023

# 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.

The Strategic Co-ordinating Group, also known as 'Gold Command', 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 Command'. This group implements the decisions made by the Strategic Co-ordinating Group.

## **Dorset Council (DC)**

Dorset 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 Council will endeavour to provide the latest information on the front page of the [dorsetforyou](http://dorsetforyou) website.

Dorset 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.

Dorset Council also has a supply of sand bags at the Charminster depot in Dorchester.

## **National Highways**

The National Highways (Highways England changed its name to National Highways in August 2021) is responsible for motorways and major trunk roads. The A35 and the A303 are designated major trunk roads. The National Highways can be contacted on 0300 123 5000 and [info@nationalhighways.co.uk](mailto:info@nationalhighways.co.uk) The latest up-to-date information is available on their website: <https://nationalhighways.co.uk>

## **The Environment Agency**

The Environment Agency is responsible for coastal flooding and main rivers. There are two national contact numbers: Floodline, 0845 988 1188 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.

### **Other useful numbers**

Other useful numbers can be found on the Lyme Regis Town Council website under Community/Useful Information/Useful Contacts.

# 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. Other secondary points of contact, in order, are the deputy town clerk, the operations manager and the support services 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 Finance 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/support services 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/operations manager/support services 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 or deputy town clerk / operations manager / support services 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/support services manager must propose how this should be done.
- The town clerk/deputy town clerk/operations manager/support services 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 available:

- 50 x 20 kg salt bags at the works store and 850kg of loose salt at the works store. Keys are held by the external works' team and at the town council's office
- a towable gritter located in the works store and a hand gritter located at the cemetery mortuary. Keys are held by the external works' team and at the town council's office
- 100 loose sandbags and 50 made-up sandbags at the works store. 25 made up sandbags by the storm drain at Ware Cliff/Bowling Green. Keys are held by the external works' team and in the town council's office
- 72 hydrosnakes are located at the East Store. Keys are held by the external works' team and in the town council's office

# 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>Name:</b> Adrienne Mullins</p> <p><b>Title:</b> Support Services Manager</p> <p><b>24hr telephone contact:</b> (m) 07565 192874 (w) 01297 445175</p> <p><b>Email:</b> admin@lymeregistowncouncil.gov.uk</p>

	<b>Address:</b> Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS
	<b>Name:</b> Cllr Michaela Ellis
	<b>Title:</b> Mayor
	<b>24hr telephone contact:</b> 01297 443942
	<b>Email:</b> <a href="mailto:Irtccllmichaelaellis@lymeregistowncouncil.gov.uk">Irtccllmichaelaellis@lymeregistowncouncil.gov.uk</a>
	<b>Address:</b> 1 Resthaven, View Road, Lyme Regis DT7 3AA
	<b>Name:</b> Cllr Cheryl Reynolds
	<b>Title:</b> Deputy Mayor
	<b>24hr telephone contact:</b> 07796 074849
	<b>Email:</b> <a href="mailto:Irtccllrcherylreynolds@lymeregistowncouncil.gov.uk">Irtccllrcherylreynolds@lymeregistowncouncil.gov.uk</a>
	<b>Address:</b> 6 Manor Avenue, Lyme Regis DT7 3AU

## Staff Telephone Numbers

### Office staff

Naomi Cleal 01297 445175  
**Shanie Cox** 01297 445175  
Kerry Weekley 01297 445175  
**Gail Rood** 01297 445175  
**Cara Austin** 01297 445175

### Outside staff

Peter Williams 07912 387888  
Alan Legg **07935 834100**  
Jamie Grant 07557 515615  
Steve Turner 07851 222134  
Callum Taylor 07784 622557  
Daniel Kelly 07977 937684  
Steve Hossack 07912 387889  
**Anthony Grainger** **07751 697525**  
Mark Bujniewicz **07864 087038**  
Alan Jefferies 07912 387883  
Jenni West 07421 731580  
Darren Cheney **07779 247239**  
Matt Johnson 07754 425438  
Amenities' Hut 07584 176133

### Finance manager

**Finance assistant**  
Administrative assistant  
**Community engagement assistant**  
**Community engagement assistant**

### Operations supervisor/lengthsman

Gardener  
Gardener  
Gardener  
Gardener  
Gardener  
Maintenance operative  
Maintenance operative  
Lengthsman  
Enforcement officer  
Enforcement officer  
Cleansing operative  
Seafront attendant

# Organisations that can assist in emergencies

Skill/Resource	Contact details	Location	When available
St. John Ambulance (Dorset)	01305 751169 07699 76844 (out of hours) 07659 126927 (call-back)	John House Bridport Road Dorchester Dorset DT1 2NH	24hrs support
RNLI	0845 045 6999	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	01297 442137	The Cobb Lyme Regis	7.00am – 7.00pm
British Red Cross	07734734342 (call-back service)	Bradbury House, Apple Lane, Sowton, Exeter EX2 7HA	24hrs support
Food Bank Lyme Regis	07955 772314 <a href="mailto:lymeforward@gmail.com">lymeforward@gmail.com</a> <a href="http://lymeregisfoodbank.co.uk">lymeregisfoodbank.co.uk</a>	Lyme Forward, Office 2, Unit 5, Lyme Regis Business Park Uplyme Rd DT7 3LS	Wednesdays 10am-12pm

Seaside Store Lyme Regis Development Trust	01297 255002 community@lrtd.co.uk	The Hub, Church Street	Tuesdays 10am – 1pm
Community Support Group	Cllr Cheryl Reynolds 01297 443814		24hrs support

# Care and Residential Homes in Lyme Regis

<b>Organisation</b>	<b>Address</b>	<b>Phone number</b>
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 07856 630975
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		01297 445021
Marine Theatre	Church Street		01297 442394
Masonic Hall	Broad Street		01297 442746

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

\*\* Ideally outside of school hours

