

A light-hearted example to help get you started...

St Agatha's – in – the Mud

Parish Continuity Plan in the event of a Flu Pandemic or Emergency

[approved by PCC 25th September 2112]

Emergency Planners indicate that one of the highest 'threats' facing the UK is the outbreak of a Flu Pandemic. Such an outbreak would affect all communities and this plan has been drawn together using Diocesan guidelines to assist the church prepare for such an event. The intention is to enable our churches to maintain as far as possible their pattern of ministry and activities, ministry to the regular congregations and to assist in the wider parish community.

The Clergy & Churchwardens will be responsible for the main services, and maintain overall responsibility for pastoral care of the congregation and parish.

Each lead group/activity leader [as set out below] is responsible for their group/activity and is asked to prepare a short written report under the headings below. Both Churchwardens are able to give advice and guidance. Useful information can also be found via the following websites

<http://www.oxford.anglican.org/index.php>

www.stagathasinthemud.co.uk

www.nhs.uk

All information will be collated and held in the Parish Office.

A 'flu workshop' will be held on Saturday 1st November 0900 – 1130 at which each group/activity should be represented and at which each group/activity will submit it's work.

Potential Impact of Flu Pandemic

- Key people not available to run activities/groups
- Activities/meetings need to be cancelled
- Illness within congregation especially amongst the most vulnerable
- Death of individuals within congregation and parish
- Financial resources become strained

All groups are asked to consider the impact of the above on their particular circumstances and to review/amend the following

- compile an up to date contact list of key people [& their role] running the activity and nominate two reserves. Include telephone numbers and e-mail addresses
- Ensure that the contact details of group members are up to date including both telephone and e-mail contact details.
- Review procedures as to how people will be told activities are cancelled.
- Review procedures as to how contact will be maintained & people will be kept informed of the group's activities until 'normal business' resumed.
- Where appropriate what pastoral care is offered by the group.
- Nominate at least one person to take responsibility for health & hygiene in the meeting place.
- The information at Annex D & E in the Diocesan Flu Pandemic Plan will help to do the above. Not all parts may be relevant to your particular group/activity.

<u>Activities/Groups</u>	<u>Lead Person</u>
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Main Services

Sunday	
0800 BCP HC	Alf Warden
1000 Parish Eucharist	Betty Warden
1830 Evensong	Alf Warden

Creche	Ali Baba
Junior Church	Sue Smith

Wednesday	
1000 Holy Communion	Vicar

Thursday	
2000 Meditation/Prayer Group	B. Still

Home Groups

Northwood	Holly Oak
South Park	Homer Simpson
Eastgate	D. Latch
Westway	Sun Setting

Uniformed Organisations

Beavers & Cubs	A N Other
Scouts	Baden Powell
Brownies	A N Other 1
Guides	A N Other 2

Other groups

Mums & Toddlers [Wed morning]	A N Other
Men's Group	A N Other
Bellringers	A N Other
Choir	A N Other
Care in Action	A N Other

Outside groups using St Agatha's premises

Alcoholics Anon	A N Other
WRVS	A N Other
Karate Club	A N Other
Art Group	A N Other
Gardening Club	A N Other

Activities/Function

Parish Office	A N Other
Verger	A N Other
Church Cleaning	A N Other
St Agatha's Hall caretaker	A N Other

Action template For Pandemic flu Emergency Plan

Activity:	Home Group Meetings
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Flu Pandemic State Trigger	UK Alert Level 3 / Advice from Diocese
Action to be taken	Home Groups to stop meeting

Key People	Names	Contact Numbers
Vicar	Rev. E. Red	04531 236543 revered@stagatha.org
Churchwarden	Alf Warden	04531 234564 dogsbody@stagath.org
Northwood Home Group Leader	Holly Oak	04531 987654 hollyoak@bark.net
South Park Home Group	Homer Simpson	8765 54321 [m] hsimpson@tv.co.uk
Eastgate Home Group	Dee Latch	4567 89765
Westway	Sun Setting	09876 567342 [h] 08943 564321 [w] settings@btinterweb.com

Reporting Arrangements	During Normal Working Hours	Out of Hours
	- via parish office	Parish office [answerphone] Emergency – Vicar/Wardens

Resource needed to implement	e-mail/telephone circulations
	Weekly Noticesheets Parish website

Who needs to know	Vicar/Wardens	Home Group Leaders
	Home Group Members	Parish Administrator
	Parish Webmaster	Magazine editor

Plan completed by	Holly Oak
Date Plan prepared	24 th May 2010
Date Plan Reviewed	

Action template For Pandemic flu Emergency Plan

Activity:	Church Hall Users
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Flu Pandemic State Trigger	UK Alert Level 1 / 2 ; Diocesan advice
Action to be taken	Increased care with Health & Hygiene <ul style="list-style-type: none"> - all surfaces to be wiped down in kitchen - all waste bins to be emptied at close of activity - tissues provided for Hall users - posters to be displayed in hall, kitchen & toilets - draw attention to need for increased care - telephone to be wiped with antibacterial wipe - notice on weekly sheet

Key People	Names	Contact Numbers
All Hall Users	Baden Powell – Scouts Jo Smith – Alcoholics Anon Marma Lade - WRVS	09890- 765432 09890 765409 08976 564321 marma@btinterweb.com
Churchwardens		
Caretaker		
Administrator		

Key Organisations	Names	Contact Numbers
As above		
	Janitor Cleaning Supplies	09876 564321 [contract number 453/a]
Reporting Arrangements	During Normal Working Hours	Out of Hours
	Parish Office	Emergency Only: Alf Warden

Resource needed to implement	Boxes of tissues; Cleaning Materials; binbags; Posters; Anti-bacterial wipes.

Who needs to know	All people named above.	
	Administrator	

Plan completed by	Alf Warden
Date Plan prepared	45 th Aprobler 2109
Date Plan Reviewed	