

**The Church in Hertfordshire  
Hertfordshire Emergency Co-ordinating Group.  
(HEMCOG)**

**CIVIL EMERGENCY & DISASTER PLAN**

**PLEASE DISPLAY THIS DOCUMENT IN A PROMINENT POSITION IN YOUR HOME OR OFFICE  
ENSURE THAT IF YOU MOVE ON YOUR SUCCESSOR IS AWARE OF ITS CONTENTS**

A comprehensive plan involving a call-out procedure for nominated Clergy/Ministers is in place and is the recognised basis on which Clergy and Accredited Lay Ministers of all denominations and faith communities might be called to minister at a major Civil Emergency or Disaster in Hertfordshire.

**WITH THE EXCEPTION OF HOSPITAL, POLICE, FIRE, AMBULANCE, AIRPORT AND INDUSTRIAL CHAPLAINS WHO MAY BE SUBJECT TO SEPARATE INSTRUCTIONS THE FOLLOWING APPLIES TO ALL CLERGY WHO ARE NOT OTHERWISE DESIGNATED:**

1. Wait at your normal place of residence until you are called by your Anglican Rural Dean or their representative and asked to join a Response Team (unless a major incident is very close to you and circumstances over-ride the following instructions). The police will not allow you onto the scene of a major incident without authority from the Clergy Convenor (see below) and without displaying the authorised photo ID.
2. Assemble items appropriate for the type of ministry you could be asked to perform at the scene of an incident, at a mortuary or when at a reception area for relatives. This may include: a bible, prayer cards, communion set, oils etc. (according to the tradition of your church). A charged up mobile phone, refreshments and any personal medication (in case of a long shift), your Clergy/Accredited Ministers Photo ID, note book, pen and a reflective tabard should also be to hand.
3. On receiving a call out request carefully write down all appropriate details including the name of the contact and the address and phone number of the place you are being deployed. Make a careful note of how to access the site along with the directions for finding it if you are not already certain of its location.
4. Report to the place instructed wearing distinctive clerical dress (if appropriate) and your photo ID. Note: Ministers without approved photo ID will be denied access! You may be issued with a Chaplain's tabard or other identifying apparel to help the Emergency Services and public know you are official, wear it if instructed to do so.
5. Ensure that you are properly briefed when you arrive and that you know the exact task you have to do and how long you are on duty. Make notes in your note book of any action you take at the scene of an incident as you may need to be accountable later.
6. At the end of your specified period of ministry report back to the Convenor/Rural Dean at the Ministry Centre/Clergy Debriefing Station (if there is one), or by telephone, to pool information and update colleagues.

**THREE IMPORTANT THINGS TO REMEMBER**

**Do not go to the site of a disaster or emergency unless you are asked to do so.**

The Police will turn away anyone unless they are front line emergency personnel or clergy with the appropriate and pre-arranged authorisation from the Clergy Convenor.

**Do not talk to the press without authority.**

All communications with the media are handled by a central co-ordinating body on behalf of all agencies involved. The St Albans Diocesan Communications Officer in conjunction with senior clergy leaders will arrange any appropriate clergy response. What you have to say might contradict or jeopardize other aspects of the situation.

**Do not feel you have been overlooked or are not required if you have not been asked to do something in the first few hours.**

It may take some time before you are needed, or you may not be required at all. At large incidents several teams may be needed over many days and so some people will be kept in reserve. This will require a spirit of mutual co-operation and flexibility.

Issued by HEMCOG Clergy Convenor.

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