

# Parish Council Community Major Emergency Plan

*Date: April 2016*

Update Schedule:

Plan Date: April 2016	Update Due: April 2017	Nominated person: Michael Luntley
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## 1. Activation of the Plan

This plan will be activated when an emergency has occurred and when it is obvious that the normal emergency response by the Emergency Services will be overwhelmed e.g. widespread flooding. It may also be used in smaller incidents at the request of CSW Resilience Team, when a lesser response may be needed from the Parish Council.

Any member of the Parish Council may activate the plan if they become aware of an emergency situation or a member of the local Community contacts them about a situation. Once notified the Councillor must call 999 and inform the Emergency Services of the situation and should try to give accurate information such as:

Your name  
Your contact number  
Details of the incident  
Location  
Estimated casualties (walking wounded or more severe)  
Hazards and road blockages

He/she will then alert the Parish Clerk or Chair who will organise an emergency meeting of the Parish Council Emergency Committee.

The venue for the meeting will usually be St Cuthbert's but if the emergency prevents access to the building, then the meeting should be held in a safe location with safe access e.g. access roads not flooded, etc.

## Parish Council Emergency Committee Meeting Agenda

At the Emergency Committee Meeting the following are items that may need consideration:

- If there is an immediate threat to life call "999";
- Location of the emergency – near a school, vulnerable area, main access route etc;
- Type of emergency – is there a threat to health? e.g. is there a smoke cloud heading towards houses? Flood water rising? No electricity/gas during the winter (hypothermia) etc;
- Are there any vulnerable people involved? e.g. elderly, or mothers with young babies with no heating, people cut-off by flood waters etc;
- What actions are required?
- What resources are required?
- What information has been given out on the radio from CSW Resilience; the Borough Council or Emergency Services etc. e.g. expected time of arrival/assistance, safety advice etc. (refer to Section 2 for local radio stations);

- Organisation of the Parish Council to deal with local issues;
- Temporary arrangements if outside assistance will be delayed.

## **Notifying CSW Resilience Team**

As soon as the decision has been made that the Parish Council needs to provide a Community response, CSW Resilience Team must be notified that the plan is being activated.

They have a 24hr, 365 day single point of contact for all agencies for emergencies in Warwickshire.

## **Rest Centres**

In the event of an emergency where people are required to leave their homes, the CSW Resilience Team will set up rest centres in pre-identified locations. They have procedures in place to do this. However, circumstances may dictate that a more local response is required, particularly in cut-off situations. In that case, the local village hall or Community centre may need to be utilised. Guidelines are contained within Section 4 of this emergency plan.

Local premises that may be used as a rest centre:

St Cuthbert's  
Three Horseshoes public house.  
Princethorpe College  
Our Lady's School, Leamington Road

## Communications

The Parish Council (through the Emergency Committee) will communicate and notify the Community via the following methods:

Type	Where Available
Written	Updates will be placed on the following notice boards; Hill Top Park Bus Shelter, Fosse Way Our Lady's School St Cuthbert's Council pages on Princethorpe website 'Primarily Princethorpe' fb page Murco Garage, Coventry Rd Three Horseshoes pub, Fosse Way
Verbal	Community Briefings/Meetings

Note: during emergencies the mobile phones and landline phones may become jammed and therefore should not be relied upon.

## Section 2

### Contact Details

#### Local Authority Contacts (County and Borough)

Organisation	Details
CSW Resilience Team:	02476 83 2673
Environment Agency: National Flood Form	Incident hotline 0800 80 70 60 01299 403055
Emergency Planning Duty Officer: For Emergency Use By Parish Council Only	02476 83 2673 monitor centre - out of hours response
Environment & Economy Directorate: Highways Emergencies	Use above number for Emergency Planning Duty Officer
Duty Social Worker:	Emergency line out of hours 01926 886922
Trading Standards:	Advice line: 08454 040506 Animal Health issues: 01926 736470
Borough Council:  to include any departmental emergency numbers	01788 533533
Local Authority staff living within area:	

## Parish Council Details

Chair:	<p><b>Michael Luntley</b>,          Bridge House, Sheep Dip Lane, Princethorpe,          Tel: 01926 633752 Mob:07811323490          Email:michael.luntley@gmail.com</p>
Clerk:	<p>Helen Stewart          23 Hill Crescent, Stretton-on-Dunsmore, CV23 9NF.          Tel: 02476 540429 Mob: 07870 314001.          Email: princethorpeclerk@gmail.com</p>
Emergency Committee:	<p>Such members of the Parish Council as are available          Parish Clerk (responsible for initiating the Emergency Action Check List)</p>
Other Parish Councillors:  contact order in an emergency	<p><b>Irene Shelton</b>          Southview Farm, Leamington Rd, CV23 9PZ.          Tel: 01926 632486 Mob: 07951 076958          Email: skidandbrian@yahoo.co.uk</p> <p><b>David McKenna</b>          26 Fosse Crescent, CV23 9PQ.          Tel: 01926 634363 Mob: 07870 683979          Email: beingfrankpt@me.com</p> <p><b>Richard Daly</b>          9 Fosse Crescent, CV23 9PQ.          Tel: 01926 633142          Email: richard130254@aol.com</p> <p><b>Frances Fraser</b>          Cromwell House, Fosse Way, CV23 9QH.          Mob: 07814 854403          Email: turtleke@yahoo.co.uk</p>

## Borough and County Councillor Details

Local County Councillor:	<p><b>Howard Roberts</b>            7 Catesby House, Guy's Common, Dunchurch,            CV22 6NQ.            Tel: 01788 519603 Mob: 07769 917913            Email: cllrroberts@warwickshire.gov.uk</p>
Local Borough Councillor:	<p><b>Deepah Roberts</b>            7 Catesby House, Guy's Common, Dunchurch,            CV22 6NQ.            Tel: 01788 519603            Email: deepah.roberts@rugby.gov.uk</p>

## Parish Emergency Grab Bag and other resources

Location:	<p>Three Horseshoes pub            Murco Garage</p>
Contents	<p>Possible items include the following – please include as appropriate:</p> <p>Emergency Plan            Local street map            Stationary            Paper            Battery or wind up radio            Battery or wind up torch            First aid kit            Battery clock</p>
Tabards, space blankets & ID Badges:	

## Emergency Services

To report an emergency dial 999 \*

Warwickshire Police:	01926 415000 or 101
Warwickshire Fire and Rescue Service Headquarters:	01926 423231
West Midlands Ambulance Service Warwick Locality Headquarters:	01785 237420
County Air Ambulance	01922 618058
Nearest Police Station or House:	Rugby Police Station, Newbold Rd, Rugby, Warwickshire CV21 2DH 01788 541111
Nearest Fire Station:	Corporation Street Rugby Warwickshire CV21 2DN 01788 572727 / 561586
Nearest Ambulance Station:	Unit 4 Avon Industrial Estate Butlers Leap Rugby
Emergency Services staff living within area:	See list of volunteers in section....
Possible Air Ambulance landing sites:  NB whilst the pre-identification of potential landing sites for the Air Ambulance is useful, circumstances on the day may mean an alternative site is selected	Princethorpe College



## Premises for Emergency Use and Key Holders

Include details of each premise e.g. gas, electric, metered, telephone facilities, capacity, number of rooms and function, generator, any resources stored on site such as blankets, sandbags, etc. Also include contact number of keyholders.

Premises	Details
St Cuthbert's	Michael Luntley (01926 633752/ 07811323490)
Three Horseshoes pub	
Princethorpe College	

See Section 4.1 (Appendices) re aide memoire on Rest Centres.

## Local Volunteer Details

Organisation	Details
WRVS:	
St John Ambulance:	
British Red Cross:	County Headquarters: Bradbury House, Wheeler Road, Coventry 024 76 304200
Womens Institute Warwickshire Branch:	01926 419998 e-mail: <a href="mailto:admin@wfi.co.uk">admin@wfi.co.uk</a>
Local Scout/Guide Groups:	
Lions:	
Rotary:	
Church Groups:	Princethorpe College Chapel
Community Groups:	
Other agencies:	

Other people who may assist in an emergency:	
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**Health and Medical Information**

Organisation	Details
Local Doctors:	Brookside Surgery Stretton on Dunsmore CV23 9NH Tel: 02476 542525
Local Hospitals	George Eliot Hospital, Nuneaton 02476 351351  Rugby Hospital of St Cross (no A&E) 01788 572831  UHCW Royal Hospital, Coventry 02476 964000  Warwick Hospital 01926 495321
Bordering Hospitals	Alexandra Hospital, Redditch 01527 503030  Gloucestershire General Hospital 01242 222222  Horton General, Banbury 01295 275500  Heartlands, Birmingham 0121 4242000  John Radcliffe, Oxford 01865 741166  Solihull Hospital (minor injuries) 0121 4242000  Worcestershire Royal Hospital 01905 763333
Nursing staff/Midwives/Health Visitors:	Brookside Surgery Stretton on Dunsmore CV23 9NH Tel: 02476 542525
Chemists/Pharmacies:	Brookside Surgery Stretton on Dunsmore CV23 9NH Tel: 02476 545181
Suppliers of medical equipment:	

First Aiders, including trained defibrillator users:	<b>Mark Nason</b> 4 Fosse Crescent, CV23 9PQ Tel: Email: mark.nason59@googlemail.com <b>Paul Durrant</b> <i>Tairua</i> , Hill Top Park, CV23 9PW Tel: 01926 633012 Email: paulus.durranticus@gmail.com
Health Centre or Clinic:	
Warwickshire Primary Care Trust:	01926 495321
Veterinary Surgeons:	

## Emergency Supplies and Specialists

Local shops and suppliers and any arrangements with shops/suppliers for providing food in an emergency

CSW Resilience Team will reimburse reasonable costs to local suppliers for items used in an emergency, please keep all receipts. It is essential that CSW Resilience is informed when arrangements are put in hand during an emergency.

Morrisons and Sainsbury Supermarket chains operate a crisis purchasing scheme and disaster assistance policy. These can only be activated via CSW Resilience

Organisation	Details
Murco Garage	Shop – basic provisions

### Specialists

Specialists	Details
The inclusion of the following names does not imply a recommendation nor is the list exhaustive. An instant response is not guaranteed names are included purely as a guide to the resources available within the local Community	
Plumbers	

Electricians	
Builders	
Mechanics	

## Local Resources

Local suppliers of plant and equipment, four wheel drive vehicle owners, garages, generators, blankets, etc.

Resource	Contact details

## Details of Neighbouring Parish Councils

Marton, Stretton, Weston (for Eauthorpe & Wappenbury)....

Parish	Contact details
Marton Parish Council	<b>Selina Turner</b> (Clerk) Tel: 01788 310113 Email:selinaturner34@gmail.com
Stretton-on-Dunsmore Parish Council	<b>Lara Simmonds</b> (Clerk) Tel: 024 7654 0068 Email: clerkstrettonondunsmore@yahoo.co.uk
Eauthorpe, Wappenbury, Offchurch and Hunningham Joint Parish Council.	<b>Alan Winterburn</b> (Clerk) Tel: Not available awinterburn@sky.com
Weston-Under- Wetherley	<b>Maria Norman</b> (Clerk) Tel: 01789 450242 Email:westonpcclerk@gmail.com

## Utilities and other agencies

Organisation	Contact details
Gas: National Grid	Emergencies 0800 111999
Western Power Distribution Customer Contact Centre (24hr)	0800 6783 105
British Telecom:	0800 800 151
Environment Agency: (Rivers)	Emergencies 24 hour public line 0800 807060  Floodline 0845 988 1188
Severn Trent Water:	Emergencies 0800 783 4444
AA Roadwatch:	84322
Faith Agencies	
Utility and other agency staff living within area:	

Details of any persons who may have special problems during an emergency and that the Parish Council are aware of

NB For Data Protection purposes, names should only be recorded here if approval has been given by the people concerned. In normal circumstances, a statement to the effect that the Parish Clerk has details (if that is the case) will suffice.

Person	Details

### Details of Local Radio Stations

BBC Coventry & Warwickshire (94.8, 103.7 & 104 FM)
Radio WM (95.6 FM)
Heart FM (96 - 107 FM)
Mercia FM (97.0 & 102.9 FM)
Fox FM (97.4 & 102.6 FM)
BRMB (96.4 FM)
Touch FM (102 FM)
Rugby FM (107.1)

## Special Risks etc.

Detail of any particular risks such as Homes for Elderly People, utility sub-stations, petrol stations, hazardous sites, etc.

Risk	Contact details
Murco Garage	
Electricity Sub-station, Fosse Way	
Our Lady's Catholic Primary School	<b>Mrs Shelia Davenport</b> (Secretary) Leamington Rd, CV23 9PU. Tel: 01926 632385 Email: admin3561@welearn365.com
Princethorpe College	<b>Mr Ed Hester</b> (Headteacher) Leamington Rd, CV23 9PU Tel: 01926 634200 Email: edhester@princethorpe.co.uk

## Section 3

### Parish Flood Arrangements

The following reference documents may be of assistance

Subject	Source	Contact
Preparing for an Emergency	HM Government	<a href="http://www.direct.gov.uk">www.direct.gov.uk</a>
Flooding	Environment Agency	0845 988 1188 Incident hotline 0800 80 70 60 <a href="http://www.environment-agency.gov.uk/flood">www.environment-agency.gov.uk/flood</a>
Flood protection equipment  When flooding is imminent:	National Flood Forum Blue Pages	<a href="http://www.floodforum.org.uk">http://www.floodforum.org.uk</a>  <a href="http://www.nationalfloodforum.org.uk/about-to-be-flooded/">http://www.nationalfloodforum.org.uk/about-to-be-flooded/</a>
Emergency Planning advice	Emergency Planning web pages	<a href="http://www.warwickshire.gov.uk/epu">http://www.warwickshire.gov.uk/epu</a>
Rugby Borough Council	Emergency Planning web pages	<a href="http://www.rugby.gov.uk">http://www.rugby.gov.uk</a>

Flooding is a complex issue involving many agencies. During any major flood event, it can be difficult to obtain an accurate picture of what is actually happening. It is therefore important that contact is maintained with both the Borough Council and CSW Resilience.

**Flooding can take several forms and it can be confusing as to which agency queries should be directed. As a general rule, queries on a day-to-day basis should be directed as follows:**

Flooding of drains and sewers to Severn Trent Water Ltd

- Flooding of the highway to County Highways;
- Flooding from local watercourses to the relevant Borough Council;
- Flooding from main rivers to the Environment Agency;
- Flooding of Council houses or Borough premises should be directed to the relevant Borough Council;
- Flooding from private sewers to the householder concerned.



During major flood events, these agencies will work together in responding to the impact of the flooding. It is essential though, that people are encouraged to make their own arrangements as far as possible to deal with the impact of any flooding. Flooding cannot be prevented, but some local action may mitigate the effects such as local supplies of sandbags, individual household obtaining protection such as flood gates, air brick covers, grab bags, moving valuables upstairs etc. Details of these and many other products are obtainable from the National Flood Forum Blue Pages.

Occasionally requests may be received from the Emergency Services or members of the public for assistance. The main request will be for sandbags. The following should be noted when dealing with requests for sandbags:

- County Highways have stocks of sandbags but these are normally only used to deal with flooding problems on the highway;
- At the specific request of the Head of the CSW Resilience, Warwickshire County Highways will make sandbags available to specific locations or individuals. This will **only** occur when major flooding is likely to lead to significant danger to property or to life and could take some time to achieve depending on the nature of the event;
- All Parish Councils are annually offered 250 unfilled sandbags by CSW Resilience. Individuals requesting sandbags will first be referred to their Parish Council if they took up the offer of sandbags;
- During a major flood event, information will be provided via the media and WCC website - <https://www.warwickshire.gov.uk/>.

### **Maintenance of the brook.**

a. Responsibility for maintenance of clear waterway along the brook rests with the adjoining landowner who bears riparian responsibilities. Where the brook has a footpath on one bank and road on the other, the responsibility lies with WCC Highways department (the brook on the western side of Leamington Road – the school side). Where the brook crosses to the eastern side of the road, the responsibility lies with the several landowners whose properties form the eastern bank plus WCC Highways department. Once the brook leaves the road side and crosses farmland, responsibility for maintenance resides with the landowner or the tenant farmer (depending on terms of the lease). Note, as a last resort and where blockage of a watercourse poses serious risk of internal flooding of properties WCC has the power to clear a watercourse and charge the bearer of the riparian responsibilities for such work. (Such enforcement action is rare, one instance in the last two years across the whole county.)

b. WCC Highways Dept are committed to clearing the brook when required to preserve a clear waterway and to manage the risk to flooding to properties in the village. Clearing is done when 'needed', not on the basis of a calendar

commitment. Need is assessed locally, and clearance will be arranged in response to local intelligence re need.

c. Frequency of clearance for adequate maintenance is dependent on environmental factors, but clearance will be undertaken in response to local assessment of need and site visit by representative of WCC Flood Risk Management to assess risk. Under normal circumstances, the expectation is that major clearance of the brook might take place once every two or three years.

d. There is a trash collector at the point where the brook passes through the culvert aside an electricity sub-station before leaving the roadside and entering farmland. There is a power cable (crossing from the sub-station to the power lines in the field below Princethorpe College) that runs through the culvert. In the past, this has acted as a blockage around which debris has collected in the culvert causing flood risk upstream on Leamington Road. The trash collector prevents debris entering the culvert and creating an unseen blockage that would be difficult to reach. Prior to installation of the trash collector RBC removed a substantial amount of large debris that had collected around the cable inside the culvert.

e. The understanding between WCC Flood Risk Management and Princethorpe Parish Council when the trash collector was installed was that clearance of the trash collector is the responsibility of the Parish Council. To this end, a robust rake has been attached by chain and padlock next to the trash collector to enable easy and frequent clearance of the trash collector. The combination code for the padlock can be supplied to any parishioner wishing to assist with such clearance.

The WCC website also contains a wealth of information about flooding and other emergencies. It also contains links to many other websites that may be of use to the local Community.

Parish Flood Information	
Details of Parish Flood Group (if established)	An initial Flood Action Group comprising Cllrs, Fraser & Luntley plus parishioners Peter & Jenny Hawkins has been established.

Details of Sandbags held within the Parish	
Details of other Sandbag suppliers	<p>Fairview Trading, Honeybourne 01386 833001</p> <p>Bailey Buildbase, Nuneaton 024 7664 1641</p> <p>Bailey Buildbase, Foleshill, Coventry 024 7663 4000</p> <p>Bailey Buildbase, Kenilworth 01926 851155</p>
Details of any equipment held by Parish Council	Parish to provide
Other Rivers/Critical Watercourses liable to flooding (main Rivers listed on next page)	
Details of any premises at risk	Most risk: houses on eastern side of Leamington Road.
Details of any local flood arrangements	<p>See above on maintenance of brook.</p> <p>And see advice at <a href="http://www.nationalfloodforum.org.uk/about-to-be-flooded/">http://www.nationalfloodforum.org.uk/about-to-be-flooded/</a></p>

## Floodline Quick Dial Codes (QDC)– Warwickshire

1. Call Floodline No. 0845 988 1188
2. Press 1 on keypad when prompted
3. Enter Relevant Quick Dial Code on keypad

Delete those that do not apply

Flood Watch		Flood Warning	
Flood Watch Name	Code	Flood Warning Area Name	Code
Upper Avon, River Swift	0524611	River Avon at Rugby & Clifton	0524321

& Clay Coton Brook		upon Dunsmore	
River Sowe Catchment & the Coventry Area	0524613	River Sowe, River Sherbourne, Finham and Canley Brook	0524613
River Leam & River Itchen	0524614	River Itchen at Long Itchington River Leam from Grandborough & Kites Hardwick River Leam at Birdingbury & Marton River Leam at Leamington Spa River Leam at Eathorpe, Wappenbury & Hunningham Leamington A Leamington B	0524342 0524341 0524345 0524344 0524343 0524344 0524344
Middle Avon, Rugby to Bidford	0524612	River Avon at Little Lawford River Avon at Wolston River Avon at Ryton River Avon at Stoneleigh & Bubbenhall River Avon at Ashow & Blackdown River Avon at Guys Cliffe & Emscote River Avon at Warwick	5243322 0524324 0524325 0524326 0524331 0524332 0524333
		River Arrow at Studley River Arrow at Supernall River Arrow at Coughton River Arrow at Alcester	05244111 05244112 05244113 05244121

Rivers Arrow & River Alne	0524617	River Arrow at Wixford	05244122
		River Arrow at Broom	05244123
		River Arrow at Salford Priors	05244124
		River Alne at Bird in Hand	0524441
		River Alne at Henley-in-Arden	0524442
		River Alne at Wootton Wawen	0524443
		River Alne at Aston Cantlow	0524444
River Dene in South East Warwickshire	0524615	River Dene at Wellesbourne	052435
River Stour in South Warwickshire	0524616	River Stour from Shipston-on-Stour to Clifford Chambers	052443
River Cherwell Catchment	0112311	The Sor and Bloxham Brooks from Edgehill to Adderbury	0112311
River Blythe in Warwickshire	052426 0521614	River Blythe Little Packington and Dukes Bridge	0524226
		River Blythe and Blythe End	052422

## Tree Emergency Procedure – Wind Related

### *General Information*

The Borough Council response will be prioritised based on the assessment of the information given. In severe weather this could be several hours.

Callers will be reassured that once a tree/branch is on the ground, whilst inconvenient it is normally safe.

Response times for non-priority works are normally within the week. During an emergency situation the response time could be longer. Each case will be judged on merit/risk.

If a tree has fallen on a house or car the Emergency Services and insurance company should also be contacted by the owner.

If a building has been damaged Building Control need to be made aware. **01788 533533 (or visit [www.rugby.gov.uk](http://www.rugby.gov.uk))**

The Borough Council will require the following information:

- What is the exact location of the tree? - It is critical that the Borough Council has the precise location of any fallen or dangerous trees. RBC are responsible for trees on RBC land such as parks, recreation grounds, cemeteries, closed churchyards, allotments, play areas, nature areas and RBC tenanted land. They also act as agents for WCC for highway trees in the Rugby urban area (above ground only – enquires about root damage on highway should be reported to WCC Highways);
- How tall the tree is;
- Is the tree on a park or open space;
- Is the tree on a new development? Tree work on new developments is the responsibility of the developer until the development has been adopted by RBC or WCC;
- Is the tree on a road? If tree is blocking a road within the urban area, RBC will deal with;
- If tree is blocking road within rural area, WCC Highways Customer Service Centre on **01926 412515** should be contacted;
- Is the tree on a footpath or roadside verge?
- Is the tree in a private garden or business premise? If so, the owner will need to make their own arrangements. The Arboricultural Association has a complete list of approved contractors and consultants on **01242 522152** or at <http://www.trees.org.uk/Directory-of-Arboricultural-Association-Registered->

Consultants. Local telephone directories and the local press should also list consultants. However, they are often found listed under tree surgery. Always check the consultant/contractor has Public Liability Insurance, Employers Liability Insurance and Professional Indemnity Insurance.

WCC operate the Home Chipping Service on **01926 738827**.

Other questions could include:

- What is the problem with the tree?
  - Looks dangerous
  - Fallen branches
  - Hanging branches
  - Fallen tree
  - Fallen tree on house / car

*Fallen blossom/fruits/leaves/sap*

- The Borough Council cannot respond to blossom, fruits or leaves falling from trees. If they are causing a slip hazard on the footpath, this will be passed to Environmental Services.

*Blocking light*

- There are no laws governing “right to light”.
- If the tree / branch were to fall, where could it fall?
  - Road
  - House
  - School
  - Other

*Important Information*

Environmental Services office.

Contact Address:

Parks and Cemeteries,  
Works Service Unit  
96 Newbold Road  
Rugby  
CV21 1DH

Opening hours: Monday-Friday, 9am-5pm

Parks & Open Spaces Manager: Chris Worman. Tel. **01788 533533**

Arboricultural Officer: David Gower. Tel. **01788 533533**

WCC Highways Customer Service Centre: **01926 412515**

WCC Home Chipping Service **01926 738827**

Arboricultural Association **01242 522152** or [www.trees.org.uk](http://www.trees.org.uk)

## **Section 4**

### **Appendices and Aide-memoires**

#### **4.1 Rest Centres**

**Rest Centres may need to be set up for many different reasons. The prime concern is the shelter and care of those affected by an emergency. If possible an Emergency Planning Officer from CSW Resilience will be sent to manage the Rest Centre but this may not always be possible.**

The following points should be considered:

**If possible contact the CSW Resilience 02476 83 2673**

Decide which premises will be most suitable for the purpose

Contact members of the Parish Council and local Community to assist

Arrange for premises to be opened

If available arrange for Parish Emergency Grab Bag and identifying tabards and badges to be taken to the Centre

Remember that you may have to operate shifts

Can you obtain additional mobile telephones to help with communications?

On arrival check the **following** –

heating – gas, electric, is it metered? etc

lighting

water – is supply turned on?

fire alarms and fire exits – what will you do in the event of a fire?

car parking

disabled access – is it possible to look after the disabled?

area for pets

general health and safety inspection

first aid facilities

toilets

Allocate areas within the Centre for different functions as space allows. Consider –

reception

registration

first aid room

nursing mothers

leisure facilities

play area

luggage and secure area



sleeping arrangements  
smoking/no smoking  
staff area  
washing/toilet facilities  
dining area

Consider what additional resources you may need such as blankets, food, drink – do you have arrangements with any local store?

### **Remember**

If possible, maintain contact with CSW Resilience – keep them informed and pass on requests for additional resources

Brief helpers as they arrive and allocate tasks

Make sure they are clearly identified – tabards and ID badges

Brief helpers at regular intervals

### **Evacuees**

Brief evacuees on arrival and on a regular basis

If the Rest Centre is open for more than 12 hours you may wish to record details of those in the Centre - a copy of the basic registration card is shown overleaf

4.2  
**Registration**

Parish	
Location of Rest Centre	

Surname	First Name	Address	Sex M/F	*Special Needs catering or welfare

**\*SPECIAL NEEDS:**  
 Catering – any special dietary need e.g. gluten free, diabetic etc.  
 Welfare – special needs e.g. medication, disabled etc.

### **4.3 Severe Weather**

#### **When Severe Weather Strikes:**

Heavy snow, blizzards, dense fog, gales, heavy rain and widespread ice -can greatly disrupt daily routines and, in some cases, cause loss of life. The elderly, infirm, disabled and young can be particularly vulnerable.

CSW Resilience has a major role to play in such situations together with Parish Councils, the Police, the Fire and Rescue Service and various agencies, they provide a wide range of services, to help return the situation to normal, quickly and efficiently, alleviating suffering and even saving lives in the process.

Individuals also have a vital role to play. Being a good neighbour, aware of those who are particularly vulnerable, is very important.

The following hints are designed to help reduce discomfort and save lives.

#### **For the car:**

- Ample fuel
- De-icer
- A shovel
- A radio and spare batteries
- A torch
- A blanket
- Spare warm clothing
- Water or a warm drink

#### **For the home:**

- An easily accessible supply of candles, matches, batteries and a torch
- A battery operated radio tuned to your local radio station
- A stock of food and fuel
- A list of useful telephone numbers -police, library, social services office etc.,
- Portable camping gas cooker if you rely solely on electricity
- Stocked oil fired heater

#### **Remember:**

- Heed the warnings when advised not to travel .
- Stowaway garden furniture and remove loose articles from outside. These might cause damage in a storm
- Make sure your emergency equipment is at hand
- If you have elderly, infirm or disabled neighbours, tell them to contact you if they need help -and keep an eye on them
- If you rely on one source of energy for heating, lighting or are operating essential equipment -make sure you have adequate standby arrangements

#### **4.4 Arrangements for Contacting Electricity Company in an Emergency**

##### Western Power Distribution

Western Power Distribution monitor Met Office information and if forecasts predicts weather likely to have an impact on their systems, they have additional resources put on standby to deal with subsequent problems.

During any power failure, all callers should use the 24 hour Western Power Distribution Customer Contact Centre telephone number – **0800 6783 105**. Trained call takers are available to deal with your enquiries (100 active operators). These staff will be able to deliver updated reports. In addition, a group of trained engineers are available to answer more specific engineering queries.

The line is always staffed and has overflow arrangements and recorded messages. This information is usually the most up to date.

24 hour Western Power Distribution Customer Contact Centre telephone number – **0800 6783 105**

## 4.5 General Advice to Parish Councillors about what to do in an Emergency

This section is intended to be a general guide to help Councillors should an emergency occur and is reproduced here to enable easy access. Some of the information is repeated in other sections of this Plan.

The information is based on the Cabinet Office document 'Preparing for Emergencies'.

The Emergency Planning Co-ordinator for the Parish Council is \*\*\*\*\*

If you find yourself in the middle of an emergency, your common sense and instincts will usually tell you what to do. However, it is important to:

### **Avoid putting yourself or others in danger**

Make sure '999' has been called, including a request for an ambulance if people are injured or if there is a threat to life

Re-assure bystanders and keep them away from the incident

Keep bystanders back and out of the way of the Emergency Services

Rest areas may be available at [Parish to identify](#)

Remain calm and think before acting and try to reassure others

If you are appropriately trained, you could check for injuries, however, remember **do not** put yourself in any danger

Always follow the advice of the Emergency Services

If you are not involved in the incident, but are close by or believe you may be in danger, in most cases the advice is:

- Advise people to go inside a safe building (or rest area if available)
- Stay inside until advised to do otherwise
- Tune in to local radio or TV for more information

### **REMEMBER**

Do not assume that somebody has already taken action – it is better that the initial response is duplicated rather than no response is given at all!

Take appropriate further action until the Emergency Services arrive

### **School**

If children are at school parents will naturally want to collect their children as soon as possible in the event of a major emergency. The Local Authority have detailed plans for such a situation. Please listen to your local radio station for advice and for details of the arrangements the Local Authority has made for letting parents know when to collect their children from school.

In addition, all schools have plans to cope with local emergencies such as fire and flood, and teachers and support staff do all they can to look after the pupils in their charge. You can find out more about school emergency planning from [www.warwickshire.gov.uk](http://www.warwickshire.gov.uk) and [www.teachernet.gov.uk/emergencies](http://www.teachernet.gov.uk/emergencies)

## Preparing for an Emergency – what you can do

To prepare for an emergency, it may be useful to know:

- Where and how to turn off water, gas and electricity supplies in your home;
- The emergency procedures for your children at school;
- The emergency procedures at local workplaces;
- How you will stay in contact in the event of an emergency;
- If any elderly or vulnerable residents might need your help;
- How to tune into a local Radio Station;
- Where fire hydrants are in the village.

If you are at home and an emergency happens, try to gather together a grab bag:

- A list of useful phone numbers, including family and friends;
- Home and car keys;
- Toiletries, sanitary supplies and any regularly prescribed medication;
- A battery radio, with spare batteries;
- A torch with spare batteries, candles and matches;
- A First Aid kit;
- Your mobile phone;
- Cash and credit cards;
- Spare clothes and blankets;
- Hi visibility waistcoats;
- Insurance documents, passport and contact details.

Also, it is always useful to have:

Bottled water, ready-to-eat food (e.g. tinned food) and a bottle/tin opener, in case residents have to remain in their home for several days

In certain, very unlikely situations, residents may be asked to leave their home by the Emergency Services. If this happens leave as quickly and calmly as possible. And, if you have time:

- Turn off electricity, gas and water supplies, unplug appliances and lock all doors and windows;
- Take your grab bag;
- If you leave by car, take bottled water and blankets, and tune in to local radio for emergency advice and instructions;
- When told that it is safe to return home, encourage them to open windows to provide fresh air before reconnecting gas, electricity and water supplies.

**Appendix 4.6  
Emergency Action Checklist**

	Action	Initials	Date & Time	Completed
1	If an emergency is reported to a member of the Parish Council by the community and it is possible that the emergency services are not aware, call 999 as soon as possible			
2	Contact and inform CSW Resilience (02476 83 2673) and the Borough Council (01788 533533)  Take note of any safety advice given to you and discuss at the Parish Council's Emergency Committee Meeting			
3	Keep a log and record: Any decisions made and actions taken Who was spoken to and what was said Any information received			
4	Contact the other members of the Parish Council, volunteers and key holders as appropriate			
5	Organise a Parish Council Emergency Committee Meeting (via the Chair or Clerk) in a venue which is safe from the emergency with safe access routes			
6	Decide actions to undertake e.g. consider the need for: Shelter Visiting and checking on vulnerable people Warm place Distributing sandbags Providing blankets Food and water Welfare facilities			

7	<p>Decide how to inform the Community of the emergency and actions being undertaken</p> <p>Inform the Community of any advice given to you from the County and Borough Councils or the Emergency Services</p> <p>Request the Community to tune in to the local radio</p>			
8	<p>Inform the CSW Resilience Team and Borough Council of any decisions that have been made</p>			
9	<p>Remember to liaise regularly with the County and Borough Councils to maintain the safety of the Community.</p> <p>If at any time an immediate threat to life occurs or is likely to occur, call 999.</p> <p><b>Remember that all reasonable steps must be taken to avoid harm to yourself and the public</b></p>			

In a major emergency or crisis formal procedures for control will be instigated by the Chief Constable or Chief Executive of WCC. This will include the establishment of a Strategic Co-ordinating Group or Gold Command.



## 4.7 Important Telephone Numbers

Emergency Services - 999 and ask for Warwickshire Emergency Services

Warwickshire Police	<b>01926 415000 or 101</b>
Fire	01926 423231
Ambulance	01785 237420
CSW Resilience	<b>02476 83 2673</b>
Highways Flooding	
During office hours:	<b>01926 412515</b>
Out of office hours:	01789 842688 (emergencies)
Electricity Supplies	<b>0800 328 1111</b>
Gas	0800 111 999 (emergencies)
Water	0800 783 4444 (emergencies)

Other useful Contacts:

DEFRA:	08459 33 55 77
Environmental Agency:	<b>08708 506 506</b>
Highways Agency:	<b>08547 50 40 30</b>

For further information on any of the organisations involved in a countywide emergency response refer to <http://www.Warwickshire.gov.uk/EPU> or call CSW Resilience