



Warwickshire



COMMUNITY EMERGENCY PLAN

for

Fenny Compton PC



Update schedule

| Plan date: | Update due: | Nominated person: |
|------------|-------------|-------------------|
| 23.12.20 | 23.12.22 | Samantha Parkes |



| | |
|---|---|
| Title | <i>Fenny Compton PC Emergency Plan</i> |
| Author | Samantha Parkes |
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| Target Audience | Parish Council |
| Parish/Town Council Circulation List | <i>Fenny Compton Parish Council</i> <i>Parish Council</i> |
| Description | CSW Community Emergency Plan Template |
| Action Required | Please destroy previous copies confidentially and print this copy |
| Contact Details | CSW Resilience Officer Emergency Planning Department Warwickshire County Council P.O. Box 9 Shire Hall Warwick CV34 4RR |
| Office Hours Tel No. | 01926 412 486 (This number is NOT 24 hours) |
| Parish Contact Details | |

CSW Resilience Line.

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Note

Emergency Action card

| | Action | Initials | Date & Time | Completed |
|---|---|----------|-------------|-----------|
| 1 | If an emergency is reported to a member of the Parish/Town Council by the community and it is possible that the emergency services are not aware, call 999 as soon as possible | | | |
| 2 | Keep a log and record: <ul style="list-style-type: none"> – Any decisions made and actions taken – Who was spoken to and what was said – Any information received | | | |
| 3 | Contact and inform CSW Resilience Team who will liaise with the District/Borough council Take note of any safety advice given to you to discuss at a Parish/Town Council's Emergency Committee Meeting | | | |
| 4 | Contact the other members of the Parish/Town Council, volunteers and key holders as appropriate | | | |
| 5 | Organise a Parish/Town 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: <ul style="list-style-type: none"> – Visiting and checking on vulnerable people – Distributing sandbags | | | |
| 7 | Decide how to inform the community of the emergency and actions being undertaken Inform the community of any advice given to you from the County and District Councils or the emergency services Request the community to tune in to the local radio | | | |
| 8 | Inform CSW Resilience of any decisions that have been made | | | |
| 9 | Remember to liaise regularly with the County and District Councils to maintain the safety of the community. If at any time an immediate threat to life occurs or is likely to occur, call 999. Remember that all reasonable steps must be taken to avoid harm to yourself and the public | | | |

Section 1- Introduction & Activation

Introduction

This plan has been developed by CSW Resilience and Warwickshire County Council, to address the need that Parishes or Towns have for an emergency plan. This allows them to be prepared to respond effectively to an emergency in their area. Where applicable this plan should be considered in conjunction with any local arrangements, such as flood action group plans.

Nearly all emergencies affecting the local community will be dealt with routinely by a joint response from the emergency services, local authorities and utility companies. However, in extreme conditions such as snow and flooding, there is a possibility that the emergency services and other agencies may be overwhelmed and not be able to reach the area affected immediately. In such circumstances, the initial response will rely entirely on local people within communities. This plan will assist the community to respond to a major incident/emergency, whilst awaiting the assistance of the emergency services and the Local Authority.

Aims of the Plan

The plan has been designed to enable Parish and Town councils within the county to identify the immediate actions they should consider during an emergency. These actions may assist the community in reducing the impact of an emergency until further assistance is available.

The aim of the plan is to:

Provide a framework for Parish/Town councils to deal with the initial impact of an emergency on the local community, particularly when outside assistance from the emergency services and Local Authorities is delayed.

Objectives of the Plan

The key objectives of this plan are to:

- Support community resilience
- Identify resources in the community available to assist during an emergency
- Identify local people and local organisations who may be able to assist during an emergency

- Identify vulnerable people in the community and develop arrangements to assist them
- Provide relevant and timely local information to responders throughout the emergency
- Provide appropriate contact details for the Parish/Town council, key community resources, the emergency services and Local Authorities
- Establish local co-ordination arrangements for dealing with the impact of the emergency at the local level
- To identify and commission places of safety for the public

Definition of an Emergency/Major Incident

An emergency will mean different things to different communities. The Civil Contingencies Act 2004 defines an emergency as:

An event or situation which threatens serious damage to

- Human welfare in a place in the United Kingdom
- The environment of a place in the United Kingdom
- The security of the United Kingdom or of a place in the United Kingdom.

Parish/Town Council role in an emergency

Parish and Town councils should act as a focal point within the local community and act as a direct line into the community for the Local Authority and the CSW Resilience Team. Also the Parish/Town council can provide an initial response to the community and on-going support to responders, by:

- Providing "local knowledge" to responding agencies
- Establishing a co-ordinating link with Parish/Town councillors and local voluntary groups as necessary
- Supporting information exchange and instructions to the local community (e.g. Liaising with local groups)
- Providing information about vulnerable persons during an emergency i.e. the elderly and the infirm.

- Ensuring that any premises owned by the Parish and Town council which may be required for emergency use are available, e.g. the village hall
- Acting as a conduit for responders to assist and organise local help, when required. This may include places of safety

This plan will help the Parish/Town council to fulfil these roles and sets out useful information for both the Local Authorities and the Parish/Town council for use in an emergency.

Planning Guidance

On a day-to-day basis, the link for the parish on emergency planning issues is to the CSW Resilience Team. The Resilience Team will assist the Parish/Town council in the development of their emergency plan and in ensuring they are regularly updated in the following way:

- Supporting Parish/Town councils with advice on the production of their emergency plans
- Sharing of information within the plans
- Reminders for updating plans

Activation of community emergency plan

This plan is to be activated when communities need immediate help/support in response to an emergency. It may be activated independently or in relation as a result of a sudden impact or notification of a rising tide incident i.e. flood action group.

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!

1. Determine the level of the emergency

- Major: the nature and extent of the emergency is such that the number and type of casualties/persons involved requires more than a normal level of response
- Minor: a more localised incident where normal procedures are more likely to be adequate

2. Contact:

- Major: multi-agency response needed, call emergency services: 999 and activate emergency plan
- Minor: emergency: 999 and relevant emergency services and key contacts

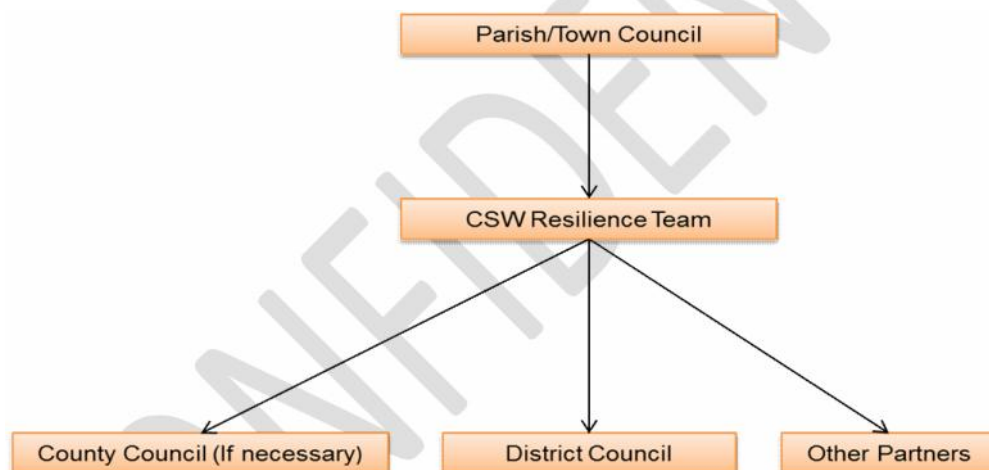
3. Follow instructions given by the emergency authorities supported by information included in this plan

4. Take appropriate further action until the emergency services arrive

The Parish/Town council may be asked to support responders during any incident of any scale.

Upon activation the parish emergency committee should assemble

Notifying Partners



Local risk

For examples of risks local to the parish, look at the Community Risk Register (<https://www.warwickshire.gov.uk/communityriskregister>)

| Risk | Location Address | At risk details e.g. No houses affected |
|----------|-------------------|---|
| Flooding | Centre of Village | 18-20 |
| | | |

Local places of safety

For example, schools, churches or village halls.

| Name | Address | Contact information/ key holder |
|----------------|------------------|---------------------------------|
| Village Hall | Memorial Road FC | Kate Carless 07973523474 |
| | | |
| Dassett School | High Street FC | Samantha Parkes 07545666338 |

Details of vulnerable people

The vulnerable person list is a guide to support the community and is not designed to be a definitive list nor are Parish/Town councils or residents required to submit details to this section of the plan.

NB for Data protection (GDPR) 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/Town Clerk has details (if that is the case) will suffice.

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Communications

The Parish/Town council (through the Emergency Committee) will communicate and notify the community via the following methods:

| Type | Where Available |
|--|--|
| Written Village Notice Boards Parish Council Web site and social media | Updates will be placed on the following notice boards; Village hall Village notice boards Church notice boards Cemetery notice board Library Parish/Town council web site Local shops and public houses Social media |
| Verbal | Community briefings/meetings Mobiles Landlines |

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

During an emergency, local responders will publish information and publish public safety advice via their social media and relevant websites, so it is helpful to check these places for relevant information.

Details of local radio stations and Websites – CSW, WCC, WCC flood

| | | |
|-------------------------------|----------------------|---|
| Warwickshire County Council | | https://www.warwickshire.gov.uk/ |
| BBC Coventry & Warwickshire | 94.8, 103.7 & 104 FM | http://www.bbc.co.uk/news/england/coventry_and_warwickshire |
| Heart FM | 100.7 FM | http://www.heart.co.uk/westmids/on-air/ |
| Free Radio | 97.0 & 102.9 FM | http://www.freeradio.co.uk/coventry/ |
| Touch FM | 102 & 107.3 FM | http://www.102touchfm.co.uk/ |
| Rugby FM | 107.1 | http://www.rugbyfm.co.uk/ |
| CSW Resilience Team | | https://cswprepared.org.uk/ |
| North Warwickshire Borough | | https://www.northwarks.gov.uk/site/ |
| Nuneaton and Bedworth Borough | | https://www.nuneatonandbedworth.gov.uk/site/ |
| Rugby Borough | | https://www.rugby.gov.uk/ |
| Stratford-on-Avon District | | https://www.stratford.gov.uk/ |
| Warwick District | | https://www.warwickdc.gov.uk/site/ |

Note: Please delete district/borough information as appropriate

Section 2 – Contact Details

| Organisation | Details |
|---|---|
| Warwickshire Country Council | 01926 410410 (This number is NOT 24 hours and is for further parish planning information) |
| Highways Emergencies (Flooding of the highway) NB – to report flooding on Highways, please use these numbers, not the Duty Emergency Planning number | Warwickshire 01926 412 515 |
| Stratford District Council | 01789267575 |
| Environment Agency Environment Incident Floodline | 0800 80 70 60 0345 988 1188 |

| Utilities and other agencies | Details |
|---------------------------------|---|
| Western Power Power Cut Line | 0800 6783 105 or 0330 123 5008 Freephone 105 |
| Gas: National Grid | 0800 111 999 |
| Customer Contact Centre (24hr) | 0800 6783 105 |
| British Telecom | 0800 100 400 |
| Severn Trent Water | 0800 783 4444 |

Parish Council Details

| | |
|---|---|
| Chair: | Jon Dutton 01295 771174 |
| Clerk: | Lydia Cox tel: 07789 822180 |
| Emergency Committee: | Samantha Parkes, Jon Dutton, Lydia Cox. |
| Other Town Councillors: (Contact order in an emergency) Kate Carless | ** Key holders for Community Hall 07973 523474 |

District/Borough and County Councillor Details

| | |
|---------------------------------------|--------------|
| Local District Councillor: Nigel Rock | 07971 343065 |
| Local County Councillor: tba | |

Local Volunteer Details

| Organisation | Details |
|---------------------------|---|
| Women's Institute | Deborah Lea 01295 770652 |
| Local Scout/Guide Groups: | Chris Revitt 01295 770871 |
| Lions: | |
| Rotary: | |
| Church Groups: | Nicki Chatterton 07769 871237 Linda Coleman 01295 770679 |
| Community Groups: | |
| Other agencies: | |

Health and medical providers

| Organisation | Details |
|--------------------------|------------------------------------|
| Local Doctors: | Fenny Compton Surgery 01295 770855 |
| Chemists/Pharmacies: | Fenny Compton Surgery |
| First Aiders: | |
| Health Centre or Clinic: | Fenny Compton Surgery |
| Veterinary Surgeons: | |

Note: If you need advice or medical treatment quickly and you cannot wait for an appointment to see your doctor, you should call 111, which is a telephone service by the NHS. **If you need emergency medical treatment, you must call 999.**

Details of Neighbouring Parish/Town Council

| Parish | Contact details |
|-----------------|---|
| Avon Dassett PC | Clerk Helen Hide-Wright 01295 697013 |
| Farnborough PC | Clerk Kirsty Buttle 01295 275372 |
| | |

Section 3 – Resources

| | |
|--------------------------------|--------------------------------------|
| Emergency Box Location: | Village Hall Post Office Room |
|--------------------------------|--------------------------------------|

Suppliers and contractors

| Specialists | Details |
|---|-------------------|
| The inclusion of the following names does not imply a recommendation nor is the list exhaustive. An instant response is not guaranteed and names are included purely as a guide to the resources available within the local community | |
| Plumbers | |
| Electricians | |
| Builders merchant | |
| Mechanic | |
| Local shop | Co-Op High Street |

Parish/Town flooding information and resources

| Parish/Town flood information | Details |
|--|---|
| Details of Parish flood group (if established) | Aqueous. Alan Payne |
| Details of sandbags held within the Parish/Town | Various locations (unfilled) |
| Details of other sandbag suppliers | |
| Details of any equipment held by Parish/Town council Key holders: Jon Dutton, Lydia Cox | Emergency Box in Village Hall Post Office. Contains: Emergency Plan, Local Street Map, Stationery, Battery Wind-up Radio, 2 Wind-up torches, First Aid Kit, Emergency Flood warning, List of volunteers to assist. 20 Tabards and ID badges, 40 space blankets, 200 empty sand bags, Flood warning notices. |
| Other rivers/critical watercourses liable to flood (main rivers, flood plain) | Main Streams through Fenny Compton |
| Details of any local flood arrangements | |
| Flood action group resources (if applicable) | |

Section 4 – Guidance before and during an emergency

Emergency Services Role

The emergency services are trained to cope with a wide range of emergency situations, but there is a lot that you can do to help them and yourself.

Emergency plans exist in all areas of the UK

The police, fire and ambulance services have tried and tested plans for responding to incidents, from fires to explosions, whether they are at your home, your school or affecting transport networks.

Health and Hospitals

Emergency equipment, vaccines and antibiotics are stored around the UK and are quickly available to doctors.

In most emergencies, the experts from the emergency services will be the best people to deal with any situation. Please ensure that they have been alerted by calling '999'. Ask bystanders to keep back and not interfere or become casualties themselves. The 'walking wounded' will be dealt with by the emergency services

Contact telephone numbers for emergency services are listed in Section 2. Although **999** will often be more appropriate. Leave the emergency to the trained professionals and help by keeping bystanders back and obeying the instructions of the emergency services

Advice for councillors 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 government document 'Preparing for Emergencies' which was circulated to all households in 2005.

The Emergency Planning Co-ordinator for the Parish Council is Samantha Parkes

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:

- **Do not** put yourself in any 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
- Avoid putting yourself or others in danger – Rest areas may be available at the Village Hall
- Remain calm and think before acting and try to reassure others
- 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

Of course, there are always going to be particular occasions when you should not 'go in' to a building, for example, if there is a fire. Otherwise advise: **GO IN, STAY IN, TUNE IN**

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!

Follow instructions given by the emergency authorities supported by information included in this Plan.

Take appropriate further action until the Emergency Services arrive.

In certain very unlikely situations, residents may be asked to leave their home by the emergency services. If this happens, encourage them to leave as quickly and calmly as possible. And, if they have time:

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

General information

Further general information and public safety advice for the community can be found on the CSW website which is as follows;

www.cswprepared.org.uk

Appendices

1. Parish/Town 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, mothers with young babies with no heating, people cut-off by flood waters etc.
- What actions are required?
- What resources are required?
- What information is available from Warwickshire County Council or emergency services etc. e.g. Twitter, the web, Local news etc.
- Organisation of the Parish/Town Council to deal with local issues
- Temporary arrangements if outside assistance is not available

2. Log of incident calls

It is of vital importance to both you and the council to keep a log of calls you receive and make in response to an incident. Fill in the fields below to help you keep a log of your decisions and actions. Ensure you sign and date the bottom of this document.

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