

# Beausale, Haseley, Honiley and Wroxall Parish Council Community Emergency Plan

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**This Document is available for general public information**

# Section 1

## Introduction

This plan has been developed by Beausale, Haseley, Honiley and Wroxall Parish Council in conjunction Warwick District Council.

Nearly all emergencies affecting the local community will be dealt with routinely by a joint response from the emergency services, local authorities, health agencies 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 us immediately. In such circumstances, the initial response will rely entirely on local people. This plan will enable the community to respond to a major incident/emergency, whilst awaiting the assistance of the Emergency Services and the County or District Council.

## Definition of an Emergency/Major Incident

Defined in the Civil Contingencies Act 2004:

“emergency” means 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.

## Aim of the Plan

This Emergency Plan has been designed to enable the Parish Council to identify the immediate actions they should consider during an emergency. These actions may assist the community in reducing the impact an emergency can have, until further assistance has been received, or 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:

- Identify resources in the community available to assist during an emergency
- Identify local people and 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 throughout the duration of the emergency
- Provide key contact details for the Parish Council Emergency Team, 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
- Open and run local rest centres as necessitated by the circumstances of the emergency in conjunction with Coventry, Solihull and Warwickshire (CSW) Resilience Team (formerly known as Warwickshire Emergency Planning Unit).

This will include the provision of action sheets and aide memoires to assist members of the Council in fulfilling these roles.

## Warwickshire Countywide Emergency Planning Structure

Warwick District Council, Warwickshire County Council, and the emergency services have an emergency response structure. The diagram below illustrates how the Parish Council plan fits into this structure. Remember to make note of and follow all guidance and instructions from the emergency services and the District and County Council.

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## Types of Emergencies

Types of potential emergencies that may impact our community are:

- Heavy snow
- Flooding
- Other Severe Weather events e.g. storms and gales
- Electricity or Gas failure
- Road Accident
- Fire/Building Collapse
- Terrorist Activity
- Major Gas Leak or Explosion
- Disease

- Animal Health

## **Parish/Town Council Role in an Emergency**

Parish and Town Councils can be a focal point within the community and could be a direct line into the community for Warwick District Council and Coventry, CSW Resilience Team

In an emergency, Warwick District Council will attempt to contact the local Council as necessary to discuss ways in which the Council might assist. This 'role' could include:

- Providing "local knowledge" for the Emergency Services
- Establishing a co-ordinating link with Parish/Town Councillors and local Voluntary Groups as necessary
- Relaying information and instructions to the local community
- Providing information about persons who may have special problems during an emergency i.e. the elderly and the infirm
- Ensuring that any premises owned by the Council which may be required for emergency use are available, e.g. the village hall
- Acting as a conduit for assisting and organising local help if required to set up evacuation or rest centres, feeding centres, information and enquiry points

This Plan will help the Parish 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. The trigger to activate this plan, for the agencies mentioned within it, will be mainly through Warwick District Council or CSW Resilience Team, but could come from the Parish Council if they are the first to become aware of the emergency.

## **Contact Arrangements Before and During an Emergency**

On a day-to-day basis, the link for the Parish Council on emergency planning issues is to Warwick District Council. They will assist the Parish Councils as far as possible in the development of their emergency plan and in ensuring they are regularly updated in the following way:

- Assisting and supporting Parish Councils with advice on the production of their emergency plans
- Engagement with parishes on emergency planning issues, including presentations at Parish Council Meetings when requested
- Sharing of information within the plans

- Annual reminders for updating the plan
- Maintaining a data base of all plans produced
- Communications links with County in the planning process, the start of an emergency, during the emergency and during the recovery phase

Once an emergency has occurred, the District Council will deal with the day-to-day issues affecting the local community, for its duration, whilst letting County deal with the bigger picture and to support the District Council. The recovery phase will also be led by the District-

## **The Parish Council or Parish Council Emergency Committee**

In the absence of the emergency services, the Parish Council or Parish Council's Emergency Committee will lead the community response and act as central point for information and communication for the community, emergency services, County and District Councils.

### **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 Warwick District Council or CSW Resilience Team, when a lesser response may be needed from the Parish Council. The District Council will normally provide the link to CSW Resilience Team.

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 give the following information:

- 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 Wren Hall, Wroxall, 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 by the radio from WCC, the District Council or emergency services etc. e.g. expected time of arrival/assistance, safety advice etc.
- Organisation of the Parish Council to deal with local issues
- Temporary arrangements if outside assistance will be delayed

### **Notifying Warwick District**

As soon as the decision has been made by the Parish Council that they need to provide a community response, Warwick District Council must be notified that the plan is being activated, using the out of hours contact number contained under ‘Local Authority Contacts’ in Section 1. They have a 24hr, 365 day single point of contact for all agencies, including CSW Resilience Team, the County Council, Health Agencies, utilities and voluntary agencies.

### **Rest Centres**

In the event of an emergency where people are required to leave their homes, CSW Resilience Team will set up rest centres in pre-identified locations. They have emergency procedures in place to do this. However, circumstances may dictate that 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 for doing this are contained within Section 4 of this emergency plan. Warwick District Council should be informed that that is happening on the ‘out of hours’ number. They will arrange with CSW Resilience Team to provide a rest centre manager if appropriate or possible.

### **Location of Rest Centre**

WCC Rest Centres located in District Council area:

Aylesford School, Shelly Avenue, Warwick  
 Kenilworth School, Leyes Lane, Kenilworth  
 North Leamington Community School, Lower School, Cloister Way, Leamington Spa  
 Champion High School, Sydenham Drive, Leamington  
 St Nicholas Park Leisure Centre, Banbury Road, Warwick  
 Castle Farm Recreation Centre, Fishponds Road, Kenilworth  
 Newbold Comyn Leisure Centre, Newbold Terrace East, Leamington  
 Royal Spa Centre, Newbold Terrace, Leamington

Local premises that may be used as a rest centre:

Wren Hall

## 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; Village Hall Village Notice Boards Church Notice Boards Cemetery Notice Board Library Local Shops and Public Houses
Verbal	Community Briefings/Meetings

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

## Generic Emergency Action Check List for Parish Councils

	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	<p>Contact and inform Warwick District Council (they will liaise with CSW Resilience Team)</p> <p>Take note of any safety advice given to you and discuss at the Parish Council's Emergency Committee Meeting</p>			
3	<p>Keep a log and record:</p> <ul style="list-style-type: none"> <li>- Any decisions made and actions taken</li> <li>- Who was spoken to and what was said</li> <li>- Any information received</li> </ul>			
4	<p>Contact the other members of the Parish Council, volunteers and key holders as appropriate</p>			
5	<p>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</p>			
6	<p>Decide actions to undertake e.g. consider the need for:</p> <ul style="list-style-type: none"> <li>- Shelter</li> <li>- Visiting and checking on vulnerable people</li> <li>- Warm place</li> <li>- Distributing sandbags</li> <li>- Providing blankets,</li> </ul>			
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 District and Councils or the emergency services</p> <p>Request the community to tune in to the local radio</p>			
8	<p>Inform the District Council of any decisions that have been made</p>			
9	<p>Remember to liaise regularly with the District and County and 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 Warwick District Council or WCC. This will include the establishment of a Strategic Co-ordinating Group or Gold Control.

## Section 2 - Contact Details

### Local Authority Contacts (County and District)

Organisation	Details
Warwickshire County Council:	Office hours only 01926 410410
CSW Resilience Team (formerly Warwickshire Emergency Planning Unit):	Office no. 01926 412580
County Emergency Centre:	When operational 01926 412719
CSW Resilience Team Duty Officer: <b>For emergency use by Parish Council only</b>	Numbers withheld
Highways Emergencies:  Including flooding on highways	During office hours: 01926 412515 Out of office hours via Police HQ 01926 415000
Duty Social Worker:	Emergency line out of hours 01926 886922
Trading Standards:	Advice line: 01926 414000 Animal Health issues: 01926 410410
District Council:  Community Protection	Head of Service: Roger Jewsbury 01926 456320  Sam Collins, Civil Contingencies Officer 01926 456346
Local Authority staff living within area:	

## Parish Council Details

Chair:	Janet Gee
Clerk:	Mrs Jean Lewis
Emergency Committee:	Mrs A Beaumont Mr David Clapp Mr Richard Slatem Nicola Overall
Other Parish Councillors: contact order in an emergency	<b>First contact:</b> Anne Beaumont or if unavailable other members of the Emergency Committee  Ms Janet Gee (Chairman) Mr Don Silvester  Mrs Leanne Holdsworth  Helen Jordan Mr S Large

## District and County Councillor Details

Local District Councillor:	Susan Gallagher
Local County Councillor:	John Cooke

## Parish Emergency Box and other Resources

Location:	Wren Hall, Wroxall
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Contents	Possible items include:  Emergency Plan Local street map Stationary Paper Battery or wind up radio Battery or wind up torch First aid kit Battery clock
Tabards, space blankets & ID Badges:	6 of each tabards and ID badges  40 space blankets

## Emergency Services

To report an emergency dial 999 \*

Warwickshire Police Headquarters:	01926 415000
Warwickshire Fire and Rescue Service Headquarters:	01926 423231
West Midlands Ambulance Service Warwick Locality Headquarters:	01926 881331
Warwickshire/Northamptonshire Air Ambulance	024 7663 9043
Nearest Police Station or House:	Newbold Terrace, Leamington Spa 01926 451111
Nearest Fire Station:	Warwick Street, Leamington Spa 01926 423231
Nearest Ambulance Station:	Warwick Street, Leamington Spa 01926 423231  Montague Road, Warwick

Fire Hydrants:	<p>Beausale Crossroads of School Lane and Honiley Road Crossroads of Barracks Lane and Butlers End</p> <p>Wroxall School Lane, Warwick Road</p> <p>Honiley Opposite Church Driveway</p> <p>Haseley Knob Drum Lane</p>
Emergency Services staff living within area:	Not known
<p>Possible Air Ambulance landing sites:</p> <p>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</p>	<p>Field next to Wren Hall. Other local fields depending on site of accident</p> <p>Prodrive, Honiley Airfield Prodrive have a registered Helipad</p>

## Premises for Emergency Use and Key Holders

Premises	Details
Honiley Youth Room	Mr Stuart and Mrs Caroline Ingall-Tombs
Hatton Village Hall	01926 484692/484419
Wren Hall	<p>Anne Beaumont</p> <p>Mr R Slatem</p> <p>Nicola Everall</p> <p>Tom Truelove</p> <p>David Clapp</p>
Honiley Court Hotel	01926 484234
The Falcoln Inn, Birmingham Road, Haseley	01926 484281

## WCC nominated Rest Centres (activated via CSW Resilience Team)

Premises	Details
AylesfordSchool	Shelly Avenue, Warwick
KenilworthSchool	Leyes Lane, Kenilworth
NorthLeamingtonCommunitySchool	LowerSchool, Cloister Way, Leamington Spa
CampionHigh School	Sydenham Drive, Leamington Spa
St Nicholas Park Leisure Centre	Banbury Road, Warwick
Castle Farm Recreation Centre	Fishponds Road, Kenilworth
Newbold Comyn Leisure Centre	Newbold Terrace East, Leamington Spa
Royal Spa Centre	Newbold Terrace, Leamington Spa

## Local Volunteer Details

Organisation	Details
WRVS (Warwickshire):	0845 601 4670 (Volunteering) 029 2073 9000 (Available services) 0845 607 6524 (Donation or support) 029 2023 2668 (Services welfare)
St John Ambulance:	West Midlands Regional Office, National Agricultural Centre, Stoneleigh: 02476 76696521
British Red Cross:	Warwickshire Branch: Mr G Maynard MBE 01785 279840
Womens Institute Warwickshire Branch:	01926 419998 e-mail: <a href="mailto:admin@wfi.co.uk">admin@wfi.co.uk</a>  Leamington Spa 01926 424397

Local Scout/Guide Groups:  <b>Telephone</b>	Brownies: Val Whittaker
Lions:	
Rotary:	
Church Groups:	Secretary: Mrs C Butler  Rector: Rev K Mobberley
Community Groups:	Honiley Women's Club: Mrs B Smith
Other agencies:	National Canine Defence League Kennels, Honiley 01926 484398
Other people who may assist in an emergency:	Prodrive, Honiley  General 01676 536006

## Health and Medical Information

Organisation	Details
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Local Doctors:	Local residents attend various doctors:  Dr Popplewell & partners, Claverdon 01926 842205 Cape Road Surgery, Warwick 01926 499988 Dr Busby, Castle Street, Warwick 01926 494137 Drs Lea Matthews, Balsall Common 01676 32736 Drs Dickson, Harvey, Curley, Rapley & Spraggett Bertie Road, Kenilworth 01926 857331 Dr H White, Budbrooke Medical Centre 01926 403800
Local Hospitals	George Eliot Hospital, Nuneaton 02476 351351 Rugby Hospital of St Cross 01788 572831 UHCW Royal Hospital, Coventry 02476 964000 Warwick Hospital (SWFT) 01926 495321
Bordering Hospitals	Alexandra Hospital, Redditch 01527 503030 Birmingham Children Hospital 0121 333 999 Cheltenham General Hospital 08454 222222 Horton General, Banbury 01295 275500 Good Hope, Sutton Coldfield 0121 3782211
	Heartlands, Birmingham 0121 4243263 John Radcliffe, Oxford 01865 741166 Solihull Hospital 0121 4244226 Worcestershire Royal Hospital 01905 763333
Nursing staff/Midwives/Health Visitors:	
Chemists/Pharmacies:	
Suppliers of medical equipment:	
First Aiders:	
Health Centre or Clinic:	Cape Road, Warwick 01926 400001 or Kenilworth Clinic 01926 52087
Warwickshire Primary Care Trust NHS Warwickshire:	01926 493491
NHS Direct	0845 4647 <a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>



Veterinary Surgeons:	'608', Solihull 0121 705 3044 Avonvale, Warwick 01926 400255 Avonvale, Kenilworth 01926 8541
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## Emergency Supplies and Specialists

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

Warwickshire County Council may reimburse reasonable costs to local suppliers for items used in an emergency. It is essential that Warwick District Council are contacted on their Duty Number when arrangements are put in hand during an emergency so that they can liaise with CSW Resilience Team.

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

Organisation	Details

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	
Electricians	G Riman
Builders	S Whitehead, Beausale
Mechanics	R Slatem, Fuelwood, Beausale (chainsaws, large timber trailers, generators)
Plumbers	

## Local Resources

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

<b>Resource</b>	<b>Contact Details</b>
Plant & Machinery Equipment	Enterprise Plant Hire, Greystone Cottage, Fiveways Road, Warwick
Mechanical & Farming Machinery Supplies	Eltrac Warwick Ltd, Case Lane, Fiveways
Heavy Lifting Equipment	J Baskerville & Son, Firs Farm, Firs Lane, Haseley Pat Askew (Warwickshire Plant) The Mobile Home. Fiveways Nurseries, CV35 7NJ
Lifting gear/tractors	Evans, Abbey Farm, Birmingham Road, Wroxall
Lifting gear/tractors	T Maynard, Home Farm, Hatton

## **Details of Neighbouring Parish Councils**

<b>Parish</b>	<b>Contact Details</b>
Baddesley Clinton	Clerk: Ms Lorraine Mathers
Budbrooke	Clerk: Mrs Alex Davis
Hatton	Clerk: Mrs Katherine Skudra
Kenilworth	Clerk: Miss Maggie Field
Leek Wootten & Guy's Cliffe	Clerk; Ms Helen Eldridge
Rowington	Clerk: Nicola Everall
Shrewley	Clerk: Elenor Choudry

## Utilities and other Agencies

Organisation	Contact Details
Gas: National Grid	Emergencies 0800 111999
Central Networks Customer Contact Centre (24hr)	0800 056 8090
British Telecom:	0800 800 150
Environment Agency: (Rivers)	Emergencies 24 hour public line 0800 807060 Floodline 0845 988 1188
Severn Trent Water:	Emergencies 0800 783 4444
AA Roadwatch:	0906 88 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)	Switchboard 02476 551000
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Radio WM (95.6 FM)	0121 567 6767
Heart FM (100.7 FM)	0121 226 5700
Mercia FM (97.0 & 102.9 FM)	024 7686 8200
Heart FM Oxfordshire (97.4 & 102.6 FM)	Newsroom 01865 871000
BRMB (96.4 FM)	0121 566 5200
Touch FM (102 FM)	01926 485600
Rugby FM (107.1)	01788 541100

## **Special Risks that could affect the Community**

Risk assessment is the first step in the emergency planning process and aims to identify those risks which could result in a major emergency in Warwickshire. In identifying the risks, they can then be quantified on the likelihood of it occurring and the probable adverse conditions/impacts which could result. This in turn will enable the responding agencies (local authority, emergency services, health, etc.) to take preventative action where appropriate.

To assist with this process, it is helpful for parish councils, using local knowledge, to identify potential risk within their community. This will give parishes a better understanding of the types of risk they could potentially face.

## Section 3 - Flooding

### Parish Flood Arrangements

The following reference documents may be of assistance

Subject	Source	Contact
Preparing for an Emergency	HM Government	<a href="http://www.pfe.gov.uk">www.pfe.gov.uk</a>
Flooding	Environment Agency	0845 988 1188 <a href="http://www.environment-agency.gov.uk/flood">www.environment-agency.gov.uk/flood</a>
Flood protection equipment	National Flood Forum Blue Pages	<a href="http://www.floodforum.org.uk">http://www.floodforum.org.uk</a>
Warwick District Council	Emergency Planning web pages	<a href="http://www.warwickdc.gov.uk">http://www.warwickdc.gov.uk</a>
Emergency Planning advice	Emergency Planning web pages	<a href="http://www.warwickshire.gov.uk/epu">http://www.warwickshire.gov.uk/epu</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 District Council and CSW Resilience Team.

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 District Council
- Flooding from main rivers to the Environment Agency
- Flooding of council houses or District premises should be directed to the relevant District 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, or individual households obtaining protection such as flood gates, air brick covers, etc. Details of these and many other products are obtainable from the National Flood Forum Blue Pages or on the Environment Agency Website.

## Sandbags and Flood Protection

Sandbags are a useful temporary measure to keep out or divert flood water, but if your property is under repeated threat from flooding, then it may be advisable to look for a more permanent method of protection.

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 Manager of CSW Resilience Team, 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
- CSW Resilience Team has a limited supply of unfilled sandbags which are available to Parish Councils on request. Individuals requesting sandbags will first be referred to their Parish Council if they took up the offer of sandbags
- During office hours, the District Council and CSW Resilience Team will pass on relevant and up to date information regarding weather and flood reports to parish councils and individuals who have provided e-mail addresses
- During a major flood event, information will be provided via the media and WCC website

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.

<b>Parish Flood Information</b>	
Details of Parish Flood Group (if established)	
Details of Sandbags held within the Parish	Wren Hall, Wroxall

<p>Details of other Sandbag suppliers</p>	<p>Fairview Trading, Honeybourne 01386 833001  Bailey Buildbase, Nuneaton 024 7664 1641  Bailey Buildbase, Foleshill, Coventry  024 7666 8000  Bailey Buildbase, Kenilworth 01926 851155  Sapcote Site Supplies Ltd, Sapcote, Leicester  01455 274528/273099</p>
<p>Details of any equipment held by Parish Council</p>	
<p>Other Rivers/Critical Watercourses liable to flooding (main Rivers listed on next page)</p>	<p>None</p>
<p>Details of any premises at risk</p>	
<p>Details of any local flood arrangements</p>	

## Section 4

### Aide-memoires

#### 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 or Rest Centre Manager will be sent to manage the Rest Centre but this may not always be possible.

The following points should be considered:

- **If possible contact Warwick District Council No. 01926 410410 – they will liaise with CSW Resilience Team**
  - 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 Box 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



- 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 Warwick District Council/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



# Personal/Household Emergency Plan Template

The following template for a Household or Personal Emergency Plan is included. Parishes may find this useful in encouraging awareness of emergency planning issues within their community.

Many emergencies will affect essential services and may on occasions disrupt your ability to travel or communicate with each other. Get your family or household together and agree on what you will do in these circumstances. To help you with this, complete the following document and keep it in a safe place to refer to when you need it.

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:

- ✓ Make sure 999 has been called if people are injured
- ✓ Not put yourself or others in danger
- ✓ Follow the advice of the emergency services
- ✓ Remain calm, think before acting and try to reassure others
- ✓ Check for injuries – remember to help yourself first before attempting to help others

If you are not involved in the emergency but are close by, or believe that you may be in danger, in most cases the advice that you will receive will be to go inside a safe building, stay inside until you are advised to do otherwise, and to tune in to local radio for information. – GO IN – STAY IN – TUNE IN

Your Household	Your Address :
<b>Members of household</b>	
Name:	Phone Number
Name:	Phone Number
Name:	Phone Number
Name:	Phone Number
Name:	Phone Number

1. If we can't get home or contact each other we will meet or leave a message at:	
Name:	Phone Number
Name:	Phone Number
Name:	Phone Number
Name:	Phone Number
Name:	Phone Number

**2. Where can we go if we have to leave home or are unable to get home in the event of an evacuation:**

Name:	Phone Number
Name:	Phone Number
Name:	Phone Number
Name:	Phone Number
Name:	Phone Number

**3. The person responsible for collecting the children from school is:**

Name:	Contact Details
Name:	Contact Details:

**4. The Local Radio Station frequency we will tune to are:**

Radio Station:	Frequency:
Radio Station:	Frequency:
Radio Station	Frequency:

**5. Would I be able to find urgently the following? You may want to consider preparing a box of essential equipment:**

- |   |  |
|---|--|
| <input type="checkbox"/> List of useful telephone numbers       | <input type="checkbox"/> Battery radio and spare batteries |
| <input type="checkbox"/> Toiletries, sanitary supplies          | <input type="checkbox"/> Spare clothes/blankets            |
| <input type="checkbox"/> Prescribed medication                  | <input type="checkbox"/> First aid kit                     |
| <input type="checkbox"/> Torch and spare batteries (or wind up) | <input type="checkbox"/> Candles/matches                   |
| <input type="checkbox"/> Home/car keys                          | <input type="checkbox"/> Cash/credit cards                 |
|   | <input type="checkbox"/> Poly bags and tape                |

**6. Should you need to stay indoors for a number of days it would be useful to have:**

- |  |  |
|--|--|
| <input type="checkbox"/> Ready to eat food (tinned food) | <input type="checkbox"/> Bottled water |
| <input type="checkbox"/> Bottle/tin opener               | <input type="checkbox"/> Toilet paper  |

**7. Should you need to leave by car, it would be helpful to take all of the above with you and also:**

- |  |   |
|--|---|
| <input type="checkbox"/> Important documents                     | <input type="checkbox"/> Maps                   |
| <input type="checkbox"/> Outdoor clothing                        | <input type="checkbox"/> In-car phone charger   |
| <input type="checkbox"/> Sweets, long life snacks, thermos flask | <input type="checkbox"/> Tune in to local radio |

**8. If you have to leave the house, do you know how to turn the following off? And who would be responsible?**

**Electricity:**

(a main switch will be positioned close to the electric meter)

**Water:**

(Comes into the house through a pipe called a 'rising main'. There will be a tap on this pipe close to where the pipe enters through the floor or wall)

**Gas:**

(a gas tap will be positioned close to the gas meter)

**9. Friends and Neighbours who may need our help or who can help us:**

Name: Address and Phone:

Name: Address and Phone:

Name: Address and Phone:

**10. Important Phone Numbers (for police, fire or ambulance call 999)**

Local Police station: Water Supplier::

Doctor: Gas supplier:

Insurance Company: Electrician:

Vet/Kennel/Cattery: Plumber:

Electricity Supplier: Builder:



## Personal Flood Recovery Template

Personal flood plan for:

Name:

**Error! Reference source not found.**

Be prepared for flooding. Act now.

**Error! Reference source not found.**



# 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.

Warwickshire County Council has a major role to play in such situations. Together with district and 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
- A list of useful telephone numbers -police, library, social services office etc.,
- Portable camping gas cooker if you rely solely on electricity.

### Remember

- Heed the advice when told 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

## Arrangements for Contacting Electricity Company in an Emergency

### Central Networks East and West Procedure

Central Networks West 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 Central Networks Customer Contact Centre telephone number – 0800 056 8090. 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 Central Networks Customer Contact Centre telephone number – 0800 056 8090

## 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 Government document 'Preparing for Emergencies' which was circulated to all households in 2005.

The Emergency Planning Co-ordinator for the Parish Council are Anne Beaumont and Jenny Wilford

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:**

- 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 Wren Hall
- Remain calm and think before acting and try to reassure others
- If you are appropriately trained, you could check for injuries, **however**, remember to help yourself first before attempting to help others and **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

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

## **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

Emergency planning exercises

Every year, many exercises are held involving the emergency services and all agencies responsible for recovery. These exercises practise the responses to a range of emergencies, including terrorism, by testing our preparedness.

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' – ensure that they are aware that the emergency is in Warwickshire. 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

## **Coping with Specific Emergencies**

### **Fire**

If there is a fire, get out, stay out and call 999  
Keep bystanders back and out of the way of the Emergency Services  
Avoid putting yourself or others in danger  
Try to remain calm and think before acting, and try to reassure others

### **Bombs**

If there is an explosion, get out, stay out and call 999  
If a bomb goes off, stay in a safe area and tell the police what you saw.  
Obey the instructions given by the Emergency Services

### **Chemical, biological, nuclear or radiological (CBRN) incident**

If there is an incident involving CBRN, in most instances the advice will be to stay indoors and shut doors and windows.  
Call 999  
Obey the instructions given by the Emergency Services  
Remember that in a chemical incident the fire service may need to carry out decontamination.

### **Major Crash - Road Traffic or Aircraft**

If there is a crash, call 999  
Move away from the immediate source of danger if appropriate  
Obey the instructions given by the Emergency Services

### **Civil Unrest**

If there is a riot, call 999  
Stay in a safe area and tell the police what you saw.  
Obey the instructions given by the Emergency Services

### **Severe Weather**

Detailed advice is contained in Section 4 of this document

### **Flooding**

Even if you are not in a flood plain, or have no major rivers in the parish, you may still suffer the effects from surface water flooding.

### **Tornado**

Telephone the Emergency Services - dial **999**

In all of these situations -keep calm, think before you act and listen to the advice of the emergency services.

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

- a list of useful phone numbers, such as your doctor's and close relatives'
- 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

## **School**

If children are at school parents will naturally want to collect them 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 list of useful phone numbers
- 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
- Luminous waistcoats

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, 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
- See the items listed above for what to take with them
- 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.

## **Important Telephone Numbers**

### **Emergency Services - 999 and ask for Warwickshire Emergency Services**

Police:  
Warwickshire HQ

01926 415000

Police Station

Fire:

Fire Station 01926 423231(HQ)

Ambulance:

Warwickshire Office 01926 881331

Warwick District Council:-

Community Protection 01926 456346

Warwickshire County Council:-

01926 410410

Highways Flooding

During office hours: 01926 412515  
Out of office hours via Police HQ 01926  
415000

Utilities

Electricity Supplies

0800 056 8090

Gas

0800 111999

Water

0800 783 4444

**For further information on any of the organisations involved in a countywide emergency response refer to the Warwick District Council or Warwickshire County Council websites on <http://www.warwickdc.gov.uk/emergency> or [www.Warwickshire.gov.uk/EPU](http://www.Warwickshire.gov.uk/EPU)**





## Log of Incident Calls

Page \_\_\_ of \_\_\_

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. After completing the 'receipt of initial call' fill in the details below to help you keep a log of your decisions and actions. Ensure you sign and date the bottom of this document.

Date	Time	Call received from (name & organisation)	What do they want you to do	Your action



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