



**COMMUNITY EMERGENCY
PLAN
for
Beaudesert & Henley in
Arden**



Beaudesert &
Henley-in-Arden

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Author	
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Note

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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 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

Provide local intelligence to responders

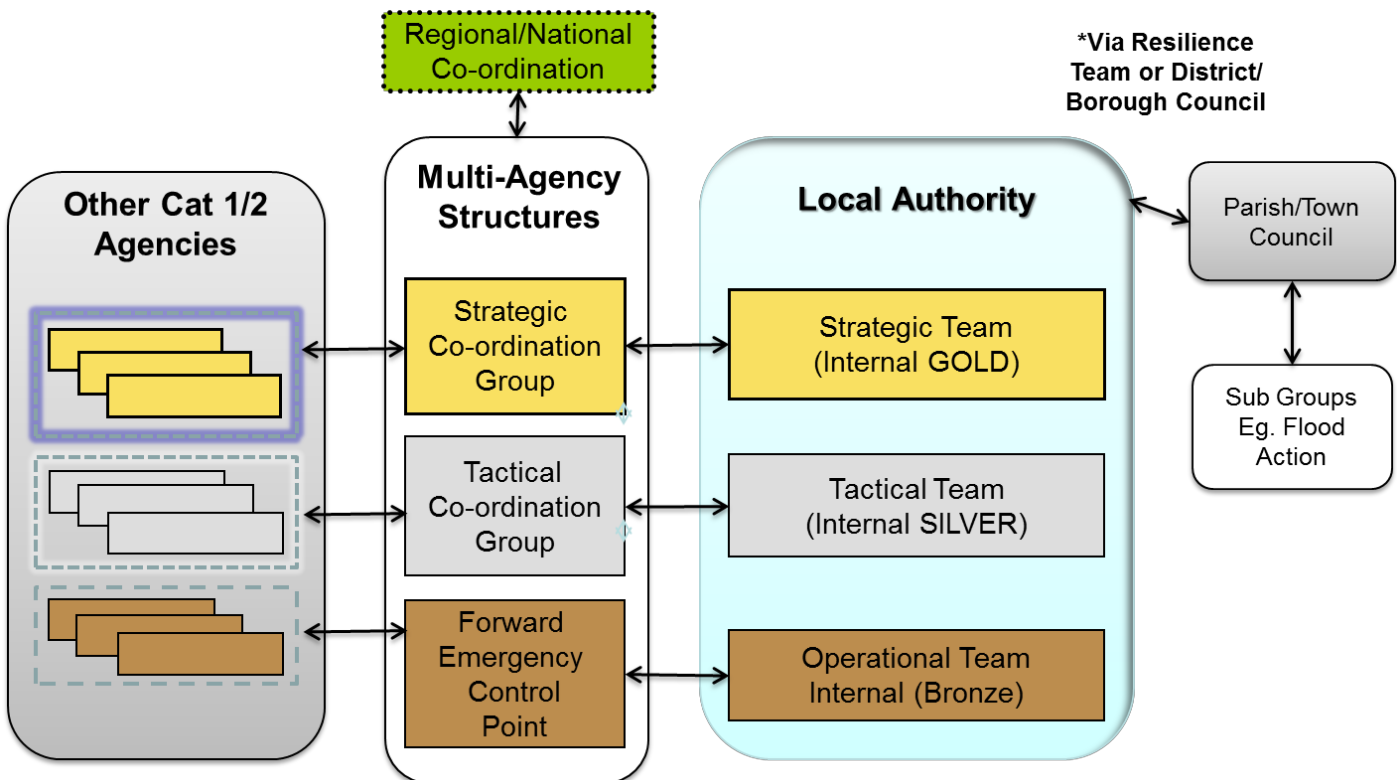
Definition of an Emergency/Major Incident

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.

Response Structure



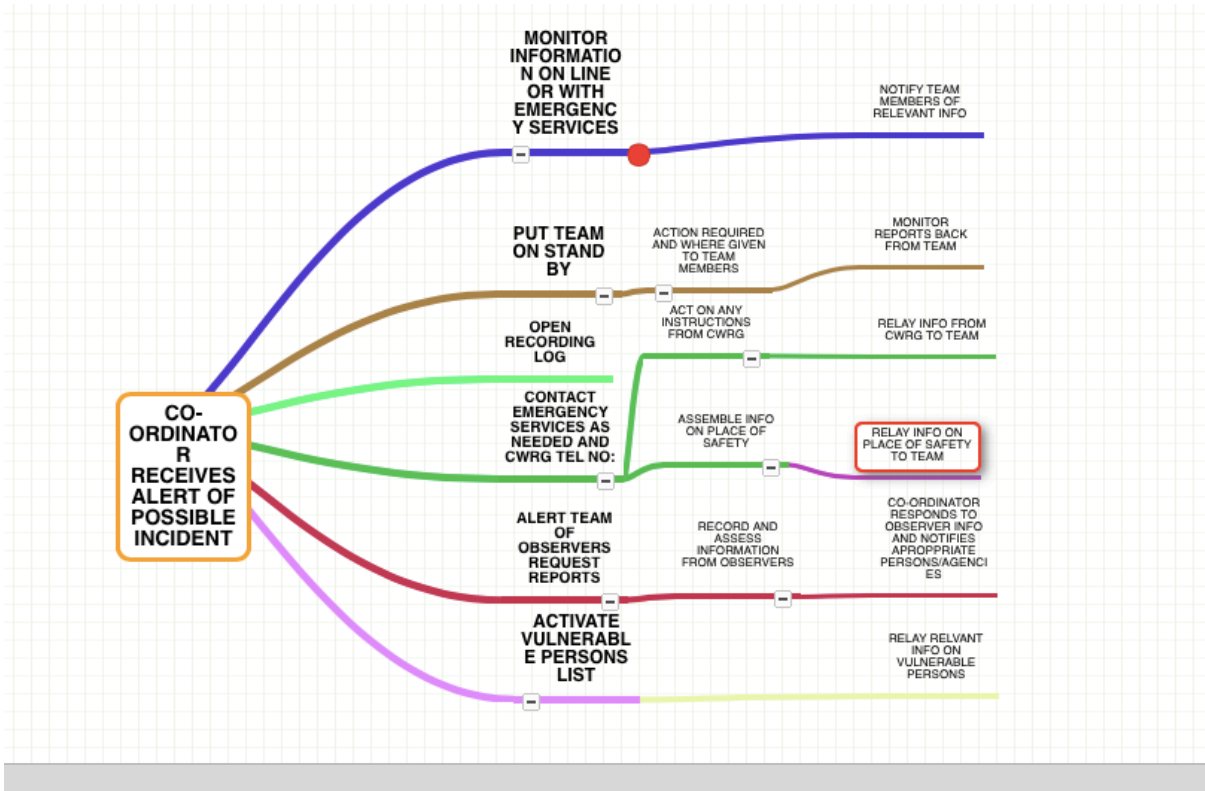
Once an emergency has occurred, the lead agency (e.g. Police, Fire and Local Authority etc.) with partners will deal with the affected local community, for the duration of response

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. Parish/Town councils 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 community's 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

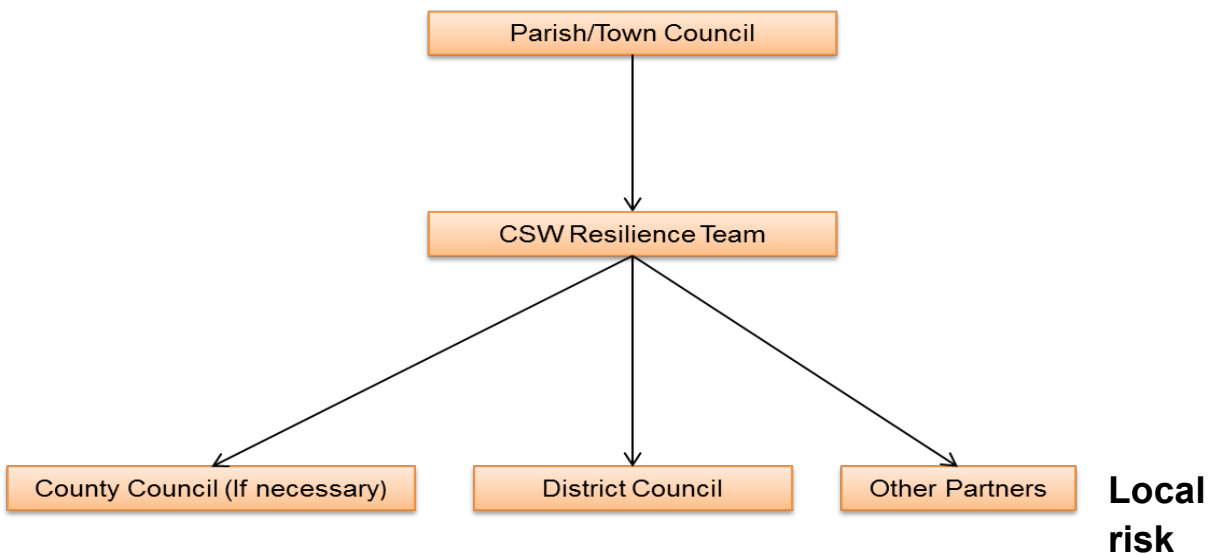
3. Follow instructions given by the emergency authorities supported by information included in this plan

4. Take appropriate further action until the emergency services arrive

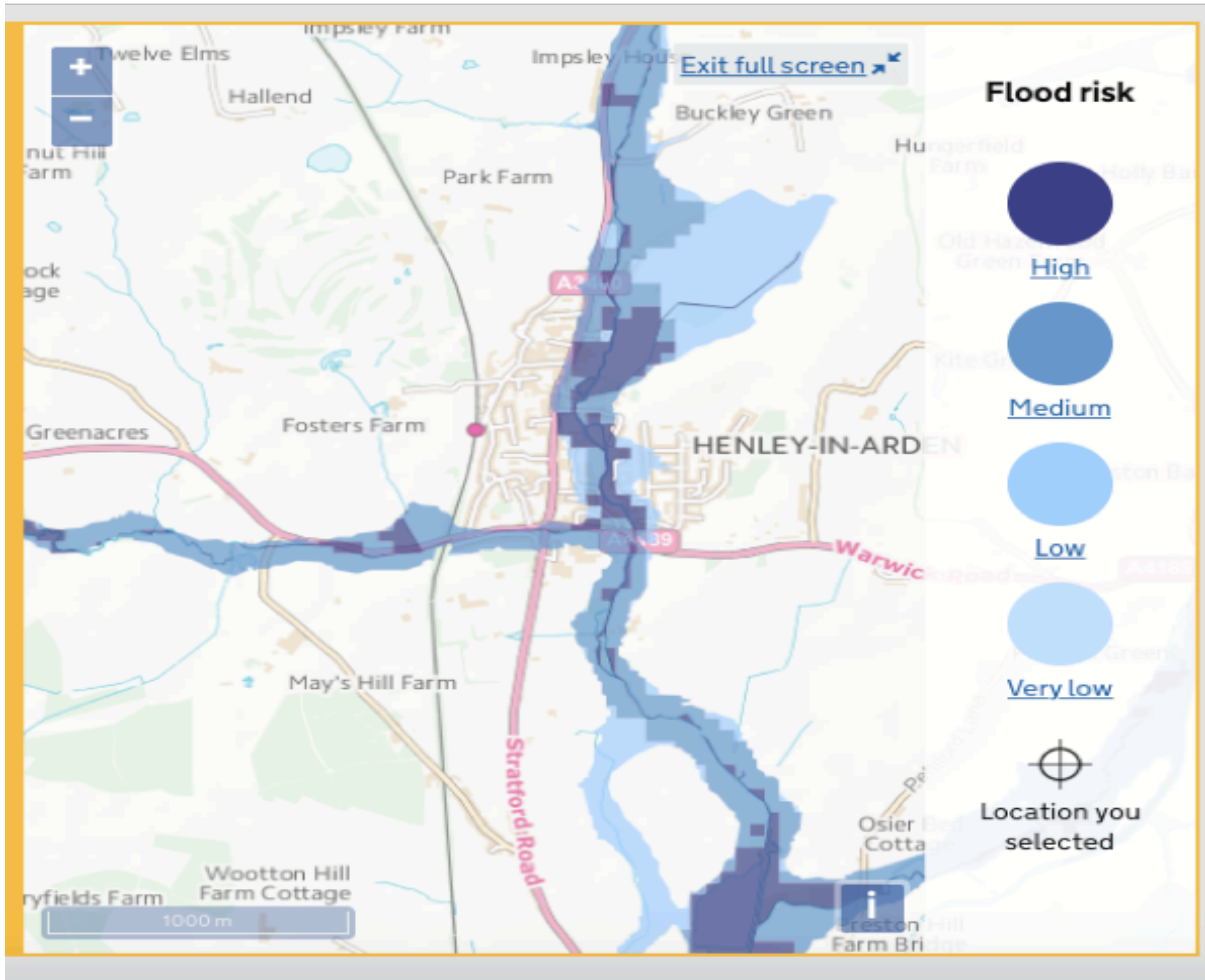
The Parish/Town council may be asked to support responders during any incident of any scale.

Upon activation the parish emergency committee should assemble

Notifying Partners



PLAN SHOWING AREAS OF FLOOD RISK



Local places of safety

Memorial Hall	Station Road	Key Holder: Cllr Peter Crathorne
Henley in Arden C of E		

Primary School	Arden Road	Key Holder: Cllr Elaine Field
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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 purposes, names are not recorded here.

Person	Details
Confidential list - LIST HELD BY CLERK AND CLLR CRATHORNE	Available in the passworded Cloud, Hard list held by Cllr Crathorne

You may wish to keep this information separate from this plan to enable wider distribution

Communications

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

Type	Where Available
Written	The Heritage Centre 150, High Street Updates will be placed on the following notice boards; Village notice boards, Library, Heritage Centre, Council web site, Henley Focus, Henley Matters and Henley News

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Tel Nos: Clerk: Cllr. Peter Crathorne	01926 814491:0776 586 4588 07974 573 582
Verbal: Emergency Officer will assess communications using Emergency team if there are any breakdown of phone systems	Community briefings/meetings Mobiles and social media

Note: during emergencies the mobile phones and landline phones may become overwhelmed and therefore should not be relied upon. An emergency team of residents who live across the town has been established so face to face communications will be possible.

Section 2 – Contact Details

Organisation	Details
Warwickshire Country Council	01926 410410
CSW Resilience Team Duty Officer: For emergency use by Parish/Town Council only	024 7683 4333
Highways Emergencies NB – to report flooding on Highways, please use these numbers, not the Duty Emergency Planning number	0121 704 8001/6000
District/Borough Council: (Flooding from local watercourses and flooding of council houses)	02476832673
Health and Community Protection	01926 412 515
Seven Trent emergency line (Flooding of drains)	0800 783 4444
Western Power	0800 6783 105 or 0330 123 5008
Environment Agency: Incident Report Line Floodline	0800 80 70 60 0345 988 1188
National Grid Gas Emergencies -Use this line to report suspected gas or Carbon monoxide incidents or gas explosions	0800 111 999
British Telecom: From a landline From a mobile	0800 100 400 0330 123 4151

Parish/Town Council Details

Chair:	CLLR. PETER CRATHORNE (3)
Clerk:	MRS GILL PEACOCK (1)
Emergency Committee:	FULL PARISH COUNCIL
Other Town Councillors: (Contact order in an emergency)	CLLR. PETER CRATHORNE (2) ALSO Key holder for MEMORIAL HALL

District/Borough and County Councillor Details

Local District Councillor:	Cllr Stephen Thirlwell
Local County Councillor:	Cllr. Cllr. John Horner

Local Volunteer Details

Organisation	Details
Emergency Team	LIST KEPT BY CLERK AND CLLR AND CHAIRMAN
Other agencies:	
Other people who may assist in an emergency:	AS ABOVE

Health and medical providers

Organisation	Details
Local Doctors:	USE ASSOCIATED TOWN GUIDE
Chemists/Pharmacies:	USE ASSOCIATED TOWN GUIDE
First Aiders:	USE ASSOCIATED TOWN GUIDE
Health Centre or Clinic:	USE ASSOCIATED TOWN GUIDE
Veterinary Surgeons:	USE ASSOCIATED TOWN GUIDE
NHS Direct	111

Details of Neighbouring Parish/Town Council

Parish	Contact details
Ullenhall Parish Council	Alison Pigdon, Clerk – 01564 793197 alison@pigdon.com
Claverdon Parish Council	Margo Key, Clerk – 01926 842089 ClaverdonPC@gmail.com
Preston Bagot Parish Meeting	Ann Perrin, Clerk – anneperrin@aol.com
Hockley Heath Parish Council	Jenny McDougal, Clerk – 07591 954002 hhpc2009@hotmail.com

Section 3 – Resources

Resource e.g. sandbags, flood supply's	Location:
	Garage 13 Whitley Road
Emergency box	Garage 13 Whitley Road

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	USE TOWN GUIDE
Electricians	
Builders merchant E.g. Sandbags etc.	
Mechanic	
Local shop	

Parish/Town flooding information and resources

Parish/Town flood information	Details
Details of Parish/Town flood group (if established)	N/A
Details of sandbags held within the Parish/Town	SUPPLIES AT JPC GARAGE 13 WHITLEY ROAD
Details of other sandbag suppliers	ADAMS
Details of any equipment held by Parish/Town council	
Other rivers/critical watercourses liable to flood (main rivers, flood plain)	ALNE AND ULLENHALL BROOK

Details of any local flood arrangements	NONE
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Details of local radio stations and Websites – CSW, WCC, WCC flood

BBC Coventry & Warwickshire	94.8, 103.7 & 104 FM	http://www.bbc.co.uk/news/uk-england-coventry-warwickshire-12582939
Radio WM	95.6 FM	http://www.bbc.co.uk/news/uk-england-birmingham-12808700
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/
Heart FM Oxfordshire	97.4 & 102.6 FM	http://www.heart.co.uk/oxfordshire/
BRMB	96.4 FM	http://www.freeradio.co.uk/birmingham/
Touch FM	102 & 107.3 FM	http://www.102touchfm.co.uk/
Rugby FM	107.1	http://www.rugbyfm.co.uk/

Section 4 – Guidance before and during an emergency

Preparing for an Emergency- What can you do

Visit www.cswprepared.org.uk for further advice.

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, appears earlier in this plan (page 7)
- 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
- High visibility jackets

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

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'. 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-ordinators for the Parish/Town council are **CLLR PETER CRATHORNE AND THE CLERK**

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 Village 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

General information

Further general information 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 The District 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. 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	Contact and inform CSW Resilience Team who will liaise with the District/Borough council Take note of any safety advice given to you and discuss at the Parish/Town Council's Emergency Committee Meeting			
3	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 			
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 the 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			

3. 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. 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

Page.....Of.....

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

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