



COMMUNITY EMERGENCY PLAN

for

Bishop's Itchington

Update schedule

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November 2020	November 2021	Karen Stevens



Resilience Team

Coventry, Solihull and Warwickshire Councils'
Planning, Preparing and Responding to Emergencies

Bishop's Itchington Emergency Plan
OFFICIAL - SENSITIVE

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Note

In the event of an emergency the parish clerk will activate the emergency plan and notify the councillors via the agreed telephone chain.

Information re potentially vulnerable adults or children will be sought from the local GP practice.

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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 the parish council has 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 Bishop's Itchington area immediately. In such circumstances, the initial response will rely entirely on local people within the community. This plan will assist the community to respond to a major incident/emergency, whilst awaiting the assistance of the emergency services and local authorities.

Aims of the Plan

The 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 of an emergency until further assistance is available.

The aim of the plan is to:

Provide a framework for the parish council 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 council, key community resources, the emergency services and Local Authorities
- Establish local co-ordination arrangements for dealing with the impact of the emergency at a local level
- To identify and commission places of safety for the public

Provide local intelligence to responders

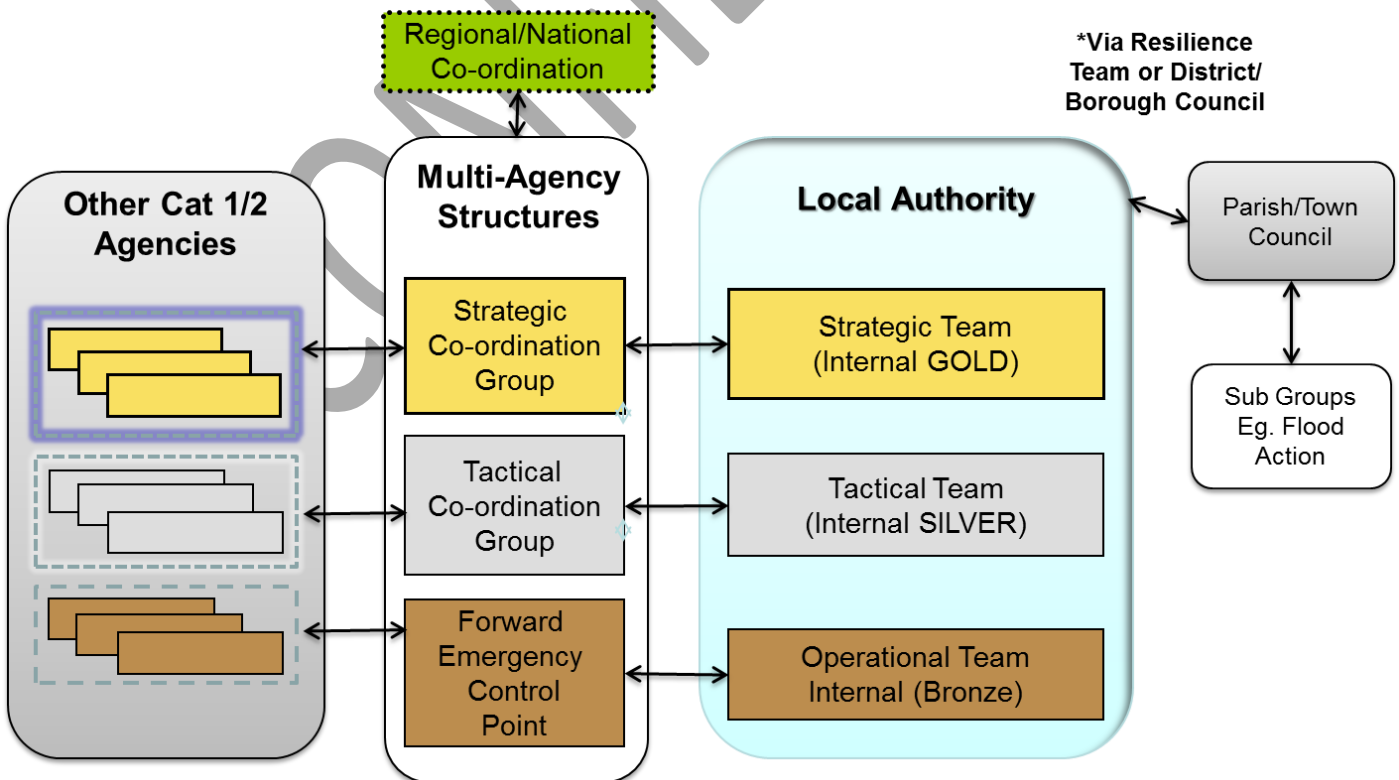
Definition of an Emergency/Major Incident

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 Council Role in an Emergency

The parish council 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 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 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 council which may be required for emergency use are available, e.g. the memorial 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 council to fulfil these roles and sets out useful information for both the local authorities and the parish 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 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 the community needs immediate help/support in response to an emergency.

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

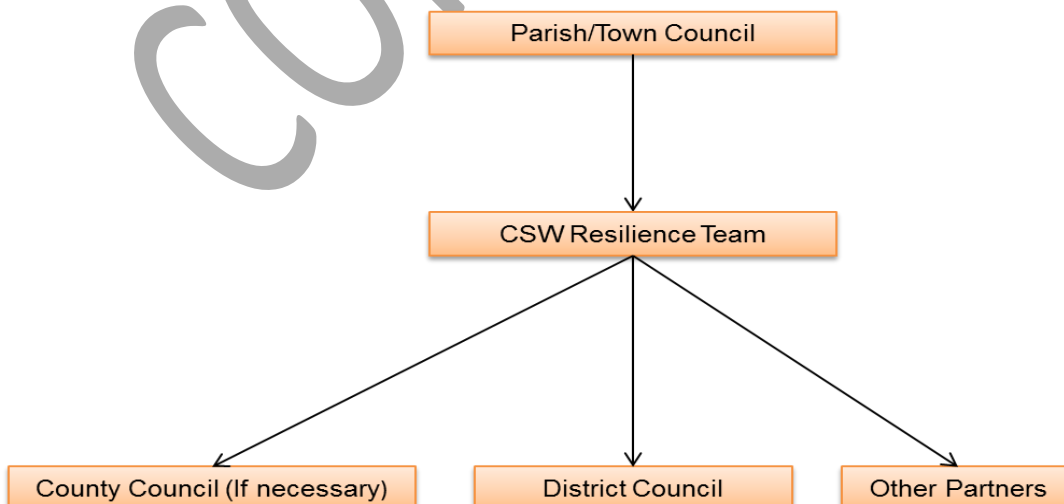
3. Follow instructions given by the emergency authorities supported by information included in this plan

4. Take appropriate further action until the emergency services arrive

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

Upon activation the parish council/emergency committee should assemble

Notifying Partners



Local risk sites

Local places of safety

Name	Address	Contact information/ key holder
Memorial Hall	Fisher Road	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px;"></div>
Community Centre	Ladbroke Road	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px;"></div>
School	Ladbroke Road	<div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px;"></div>

Greaves Club	Fisher Road	[REDACTED]
Butchers Arms	Fisher Road	[REDACTED]
St Michael's Church	Station Road/Manor Road	[REDACTED]

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 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.

When completed this information should not be shared widely.

The parish council currently has no list of vulnerable people.

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

Communications

The parish council will communicate and notify the community via the following methods:

Type	Where Available
Written	<p>Updates will be placed on the following:</p> <ul style="list-style-type: none"> Village notice boards Parish council web site Local shops and public houses Social media
Verbal	<ul style="list-style-type: none"> Community briefings/meetings Mobiles and social media Landlines

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

Section 2 – Contact Details

Organisation	Details
Warwickshire Country Council	[REDACTED]
CSW Resilience Team Duty Officer:	[REDACTED]
Highways Emergencies (flooding of the highway)	[REDACTED]
<i>NB – to report flooding on Highways, please use these numbers, not the Duty Emergency Planning number</i>	
Stratford District Council (flooding from local watercourses and flooding of social housing)	[REDACTED]
Health and Community Protection	[REDACTED]
Seven Trent (Flooding of drains)	[REDACTED]
Western Power (electricity cables, power supply)	[REDACTED]
Environment Agency Environment Incident Flooding	[REDACTED]
Gas: National Grid	[REDACTED]
British Telecom	[REDACTED]
Severn Trent Water:	[REDACTED]
Police (Leamington Spa)	[REDACTED]

Parish Council Details

Chair:	[REDACTED]
Clerk:	Karen Stevens 01926 613902 (BI office) 07450360453 (BI mobile) [REDACTED]
Councillors: (Contact order in an emergency)	[REDACTED]

District and County Councillor Details

Stratford District Councillor	[REDACTED]
Warwickshire County Councillor	[REDACTED]

Local Volunteer Details

Organisation	Details
Women's Institute	[REDACTED]
Local Scout/Guide Groups:	[REDACTED]
Lions:	[REDACTED]
Church Groups:	[REDACTED]
Other agencies:	[REDACTED]

Health and Medical Providers

Organisation	Details
Doctors	[REDACTED]
Chemists/Pharmacies:	[REDACTED]
First Aiders:	[REDACTED]
Veterinary Surgeons:	[REDACTED]
NHS Direct	111

Details of Neighbouring Parish/Town Council

Parish	Contact details
Burton Dassett	[REDACTED]
Chapel Ascote	[REDACTED]
Chesterton & Kingston	[REDACTED]
Gaydon	[REDACTED]
Harbury	[REDACTED]
Ladbroke	[REDACTED]
Watergall	[REDACTED]

Section 3 – Resources

Resource e.g. sandbags, flood supply's	Location:
Defibrillator	External wall of doctors' surgery, Fisher Road
Emergency box	Memorial Hall (office room) – contains tabards, blankets, radio, torch etc.
Flood action group resources	N/A

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	[REDACTED]
Electricians	[REDACTED]
Builders merchant e.g. sandbags etc.	[REDACTED]
Mechanic	[REDACTED]
Tree Surgeon	[REDACTED]

Parish Flooding Information and Resources

Parish flood information	Details
Details of parish/town flood group (if established)	N/A
Details of sandbags held within the parish	None
Details of other sandbag suppliers	N/A
Details of any equipment held by parish council	None
Other rivers/critical watercourses liable to flood	N/A
Details of any local flood arrangements	None

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.

In the event of an emergency the parish clerk will activate the emergency plan and notify the councillors via the agreed telephone chain.

The Emergency Planning Co-ordinator for the parish is:

Cllr Adam Dugmore [REDACTED]

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 memorial 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 **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 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 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 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 council. Take note of any safety advice given to you and discuss at the parish council's emergency 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 council, volunteers and key holders as appropriate			
5	Organise a parish council emergency 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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