



Warwickshire



COMMUNITY EMERGENCY PLAN

for

**Avon Dassett Parish
Council**

Update schedule

Plan date:	Update due:	Nominated person:
May 2022	May 2022	Clerk and Chair



C S W Resilience Team
Coventry, Solihull and Warwickshire Councils'
Planning, Preparing and Responding to Emergencies



Title	Avon Dassett Parish Council Emergency Plan
Author	Joanne Jarman (Clerk) Trevor B Gill (Parish Councillor)
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Target Audience	Parish & Town Councils
Parish / Town Council Circulation List	Avon Dassett Parish Council
Description	CSW Community Emergency Plan
Superseded Documents	Avon Dassett Emergency Plan - May 2021
Action Required	Please destroy previous copies confidentially
Contact Details	CSW Resilience Officer Coventry City Council LGF The Council House Earl Street Coventry CV1 5RR 02476 834332

To Activate the CSW Resilience Team in an incident, contact the Duty Officer (Phone number on page 11)

Note

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Section 1- Introduction & Activation - SENSITIVE

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 consider 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 their own 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.

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 coordination 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

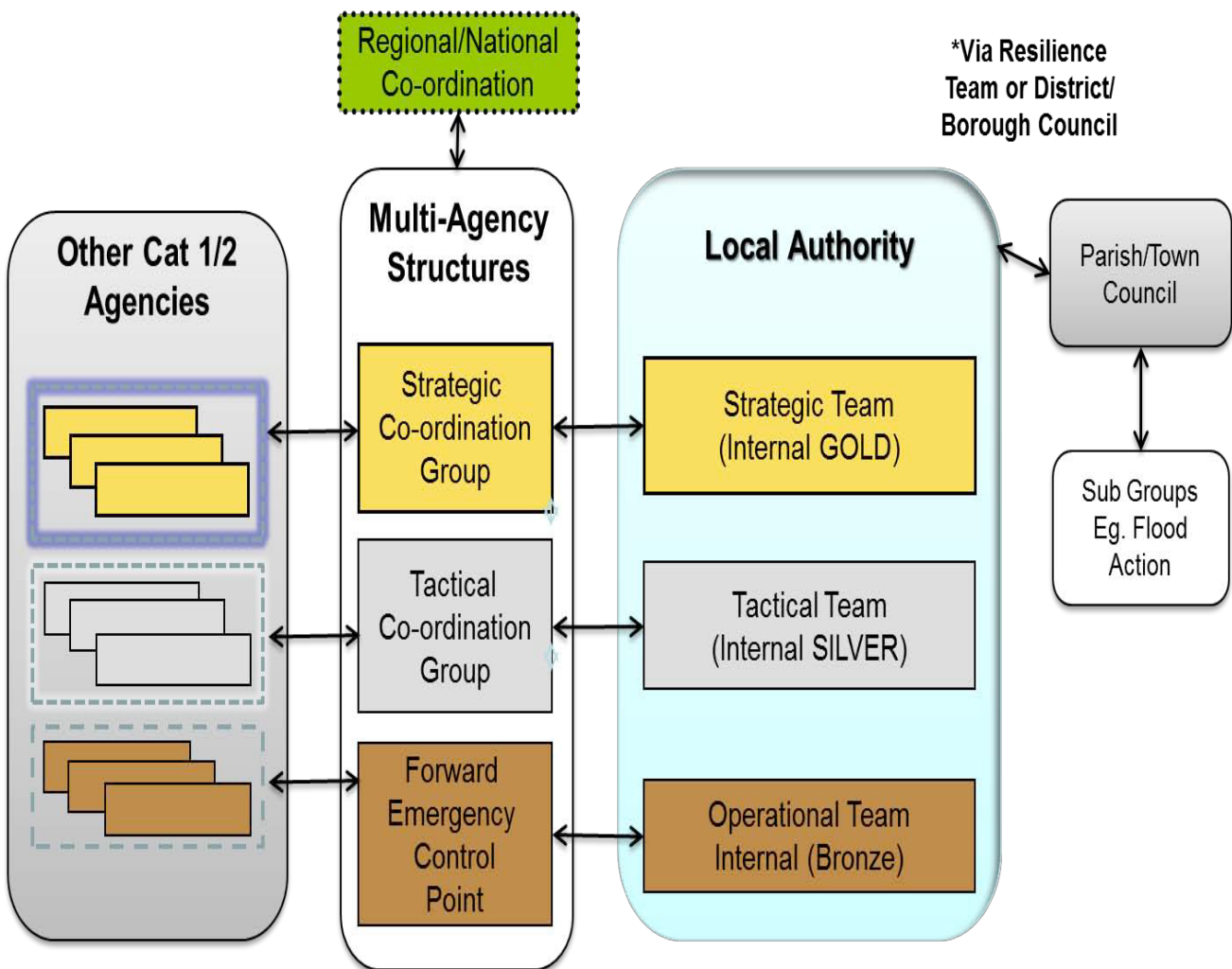
Definition of an Emergency/Major Incident

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



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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. Additionally 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 coordinating 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 e.g. 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 fulfill 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 e.g. 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!

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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

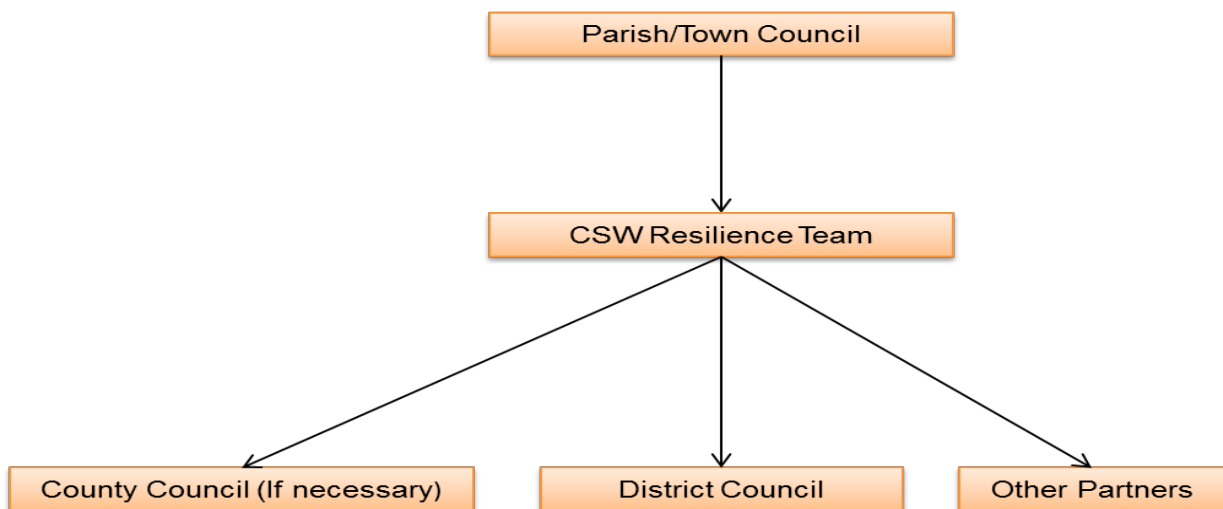
3 - Follow instructions given by the emergency authorities supported by information included in this plan

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 may need to be assembled.

Notifying Partners



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Local risk

Where applicable see supporting documents

Risks	Location Address	At risk details eg Houses affected

Local places of safety

Name	Address	Contact information/ key holder
Village Halls	The Reading Room Avon Dassett Southam Warwickshire CV47 2AL	Mrs Joanne Jarman Phone: 07809 197817
Church Halls	St John's Church Avon Dassett Southam Warwickshire CV47 2AH	Ms Lily Hope-Frost Mobile:07767 675754
Other	The Yew Tree Avon Dassett Southam Warwickshire CV47 2AT	Mr Jack McEntee Phone: 01295 690868

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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 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.

When completed this information should not be shared widely.

Person	Details

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

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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	<p>Updates will be placed on the following:</p> <p>The Reading Room Notice Board</p> <p>Avon Dasset Parish Council Notice Boards</p> <p>Avon Dasset Parish Council Website</p> <p>http://www.avondassetparishcouncil.com</p> <p>Avon Dasset Parish Council Communications Facility</p>
Verbal	Mobiles and Landlines

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

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Section 2 – Contact Details

Organisation	Details
Warwickshire Country Council	01926 410410
Highways Emergencies (Flooding of the highway)	Warwickshire 01926 412 515
NB – to report flooding on Highways, please use these numbers, not the Duty Emergency Planning num	
District/Borough Council: (Flooding from local watercourses and flooding of council houses)	Warwick District 01926 410 410
Health and Community Protection	01926 412080
Seven Trent (Flooding of drains)	0800 783 4444
Environment Agency Environment Incident Flooding	
Utilities and other agencies	
Western Power	0800 6783 105 or 0330 123 5008
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/Town Council Details

Details	Contact Information
Chair:	Trevor Gill: 01295 690987 or 07775 762927
Clerk:	Joanne Jarman: 07809 197817
Emergency Committee:	Trevor Gill: 0777 5762927 or 01295 690987 Mike Blakeman: 01295 690674 or 07860 933247 Darrell Muffitt: 07802 247275 or 01295 690232
Other Town Councillors: (Contact order in an emergency)	Phillip Baxter: 07805 061419 or 0333 050 8250 Liz Hirst: 01295 690175 or 07811343556

District/Borough and County Councillor Details

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Details	Contact Information
Local District Councillor:	John Fielding: 07718 037142
Local County Councillor:	Chris Williams: 01295 770792

Local Volunteer Details

Organisation	Details
Flood Action Group	
Women's Institute	01926-419998
Local Scout/Guide Groups:	
Lions:	
Rotary:	
Church Groups:	
Community Groups:	Avon Dassett Community Benefit Society
Other agencies:	British Red Cross: 024-7630-4200
Other people who may assist in an emergency:	

Health and medical providers

Organisation	Details
Local Doctors:	Dr Sharples and Dr Marshall
Chemists/Pharmacies:	Fenny Compton Surgery
First Aiders:	As Above
Health Centre or Clinic:	As Above
Veterinary Surgeons:	Avonvale Veterinary Centres 6 Broxell Close Warwick CV34 5QF Tel:01926 400255
NHS Direct	Tel: 111

Details of Neighbouring Parish/Town Councils

Parish	Contact details
Avon Dassett Parish Council	Clerk: Joanne Jarman 07809 197817
Bishops Itchington Parish Council	Clerk: Karen Stevens 01926-812767
Burton Dassett Parish Council	Clerk:Ms Helen Hide-Wright 07713 892835
Fenny Compton Parish Council	Clerk: Lydia Cox: 07789 822180
Chadshunt Parish Council	Clerk:c/o Cllr Christopher Mills 01926 641309
Farnborough Parish Council	Clerk:Kirsty Buttle 01295 275372
Gaydon Parish Council	Clerk:Robert Nash 07930 517811
Kineton Parish Council	Clerk:Ms Georgina Lowe 07570 269451
Radway Parish Council	Clerk:Ms Helen Hide-Wright 07713 892835
Warmington & Arlescote Parish	Clerk:Ms Chris Walker 01295 690221
Watergall Parish Council	Chairman:Mr J P Willison 01295 770275

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Section 3 – Resources

Resource e.g. sandbags, flood supply's	Location:
CSW Resilience Team	01926 412 580 or cswrt@warwickshire.gov.uk (non emergency only)
Emergency box	Situated In The Reading Room Avon Dasset
Flood action group resources? (if applicable)	

Suppliers and contractors

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.

Specialists	Details
Plumbers	
Electricians	
Builders merchant E.g. Sandbags etc.	Building and Plumbing Supplies, Southam Wynnstay Stores, Grove Farm Buildings, Banbury Road, Burton Dasset
Mechanic	Warmington Garage
Local Shop	Co-op, Fenny Compton

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Parish/Town flooding information and resources

Parish/Town flood information	Details
Details of Parish/Town flood group (if established)	
Details of sandbags held within the Parish/Town	
Details of other sandbag suppliers	
Details of any equipment held by Parish/Town council	
Other rivers/critical watercourses liable to flood (main rivers, flood plain)	
Details of any local flood arrangements	

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

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their home for several days.

In certain very unlikely situations, the emergency services may ask residents to leave their home. If this happens, encourage residents 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.

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.

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

Every year exercises are held involving the emergency services and all agencies responsible for recovery. These exercises practice 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 by becoming 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 **Dialing 999** will often be more appropriate. Leave the emergency to the trained professionals

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/Town council is...insert name here.....

If you find yourself in the middle of an emergency, your instincts and common sense will usually tell you

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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
- Avoid putting yourself or others in danger – Rest areas may be available
- 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

There are always going to be particular occasions when you should not 'go in' to a building, e.g., 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 call for 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

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

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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. Dependant upon the circumstances, CSW may well send an officer to the scene to support you.			

AVON DASSETT PARISH COUNCIL **EMERGENCY PLAN**

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	Action	Initials	Date & Time	Completed
9	<p>Remember to liaise regularly with the County and District 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>Remember that all reasonable steps must be taken to avoid harm to yourself and the public</p>			

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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

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