

## Emergency Response Plan

Revision 3  
17/06/2022

1. **Parish Council Liability**
2. **Aims & Objectives**
3. **Organisation**
4. **Vulnerable Groups**

### **NOTE: EMERGENCY MANAGEMENT**

- I. The legal responsibility at County level for calling an emergency and delivering a response lies with The Emergency Services, Cumbria County Council, and South Lakeland District Council. If a serious incident is District or County wide, Emergency Services may be delayed.
- II. In the absence of the regular emergency services, the Burneside Emergency Plan will be activated by the relevant member/s of the Response Team.
- III. The Plan will be the framework for a self-help response as far as parish resources allow until the proper services arrive.

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## **1. Parish Council Liability:**

1.1 This plan has been produced in good faith by the Burneside Parish Council; however no liability can be accepted for any inaccurate information or for circumstances arising from the use of this plan.

1.2 The Parish Council insurance covers volunteers working on behalf of the community. However it is the responsibility of all volunteers to only undertake tasks that they feel competent to do and to avoid at all times putting themselves or others into danger.

1.3 Under no circumstances should any volunteer use machinery or equipment for which they are not fully trained.

## **2. Aims & Objectives:**

2.1 The objectives of this plan are:

- a. To protect lives & property
- b. To promote mutual assistance within our community; and
- c. To sustain acceptable living conditions

This will be achieved by:

- d. The identification of vulnerable elements within the community;
- e. The identification of hazards & possible self help measures;
- f. The identification of resources & key contacts within the community

2.2 It should be recognised that the Parish council is not an emergency service. It is not trained, equipped, empowered or resourced to carry out the functions of an emergency service. The response should generally be confined to looking after the welfare of people in the community or helping to maintain the infrastructure.

- a. By establishing a community "refuge" in a local Community Centre
- b. Managing the response of Parish voluntary organisations
- c. Representing the community
- e. Assisting with community recovery
- f. Assisting with managing emergency funds

2.3 Parish Council Emergency Responsibilities:

- a. Advise local residents what the emergency organisations plan to do.
- b. Follow the requests made by the emergency services and the local authorities.
- c. Maintain a contingency plan to cope with a serious situation until the Emergency Services arrive.
- d. Keep people informed so that they can help themselves.
- e. Ensure as many vulnerable people as possible are contacted and assisted.

### 3. Risk Analysis

Burneside is not a dangerous place to live. However, we need to be prepared for any emergencies that could arise even if these events are highly unlikely to occur.

The Cumbria Community Risk Register has been put together by representatives from the Cumbria Resilience Forum (CRF). This risk register helps prioritise work in planning for emergencies and exercising emergency plans.

Risk is defined as the likelihood of an event happening + the impact of the event, where both likelihood and impact are measured on a scale of:

1 = Very Low, 2 = Low, 3 = Medium, 4 = High, 5 = Very High

The following table shows examples from the register of risks that could possibly affect Burneside.

Hazard	Likelihood score	Impact Score	Risk Rating
Influenza type disease (pandemic)	4	5	Very high
Flooding	3	4	Very high
Technical failure of electricity network	3	4	Very high
Biological substance release (e.g. legionella)	5	3	High
Major pollution of controlled waters	4	3	High
Emerging infectious diseases	3	3	High
Building collapse	3	3	High
Non-zoonotic notifiable animal disease (e.g. foot & mouth disease)	3	3	High
Drought	3	3	High
Local accident involving transport of fuel or explosives	2	4	High
Localised, extremely hazardous flash flooding	2	3	High
Heat wave	2	3	High
Major contamination incident with widespread implications for food chain, arising from industrial accident or containment of animal feed.	5	2	Medium
Significant or perceived significant constraint on the supply of fuel e.g. industrial action by contract drivers for fuel, or by effective fuel blockades	5	2	Medium
No notice loss of significant telecommunications infrastructure in a localised fire, flood or gas incident	5	2	Medium
Loss of cover due to industrial action by workers providing a service critical to the preservation of life (such as emergency service workers)	4	2	Medium
Emergency Services: loss of emergency fire and rescue cover because of industrial action	4	2	Medium
Telecommunication infrastructure – human error	3	2	Medium
International disruption to oil supply	3	2	Medium
Low temperatures and heavy snow	3	2	Medium
Storms and gales	3	2	Medium
Technical failure of electricity network	3	2	Medium

Land movement (caused by tremors or landslides)	2	3	Medium
Zoonotic Notifiable Animal Diseases (e.g. Highly Pathogenic Avian Influenza (HPAI), Rabies and West Nile Virus)	2	2	Medium

#### **4. Vulnerable Groups:**

4.1 There are a number of groups who, in a crisis, should be considered as potentially vulnerable and a priority for support and the deployment of resources:

- a. The elderly who may not be very mobile.
- b. Those who may be physically disabled.
- c. Those with learning difficulties.
- d. Parents and others looking after very young children.
- e. Those who are unable to see or have severe sight impairment.
- f. Those who are unable to hear or have a severe hearing impairment.

4.2 It may not be appropriate or practical to identify vulnerable individuals in advance as this will be constantly changing and there is a need to be discrete in some cases. It should be possible to identify vulnerable groups in advance e.g. sheltered housing, accommodation for those with learning difficulties etc.

4.3 It would be good practice to make an offer to help in a crisis to vulnerable groups and to identify individuals who may need help as a priority.

## 5. Organisation:

5.1 Burneside Parish Council will identify a team of local volunteers who are resident within the Community. The role of this **Volunteer Response Team** role is to:

- a. Undertake the completion and maintenance of the Community Emergency Plan;
- b. Provide the focal point and management of the community response to an emergency.

5.2 This group should appoint a **Response Co-ordinator** whose role will be to:

- a. Chair meetings of the **Volunteer Response Team**;
- b. Provide a link to the County Emergency Response Structure;
- c. Provide a link between the community and other organisations;
- d. Plan and respond to an emergency;
- e. Call a community meeting during an emergency (if deemed necessary).

5.3 This group should also appoint a Deputy Co-ordinator who will fulfil the role of Co-ordinator in the absence of that individual.

5.4 Team members will assume the role of Local Response Co-ordinators to specific geographical areas within their parish.

5.5 The Parish will consider buying some **specific emergency equipment** which can be stored within or close to this facility. Equipment may include:

- Battery powered/ wind up radio -torches
- Hi-Viz clothing
- Weather proof clothing
- Gloves -Signage
- Traffic cones -Catering supplies
- Shovels

5.6 If necessary, the Parish will identify a location with suitable facilities (such as telephone/ internet connection and where possible not be affected by a known risk e.g. flooding.) for those involved in coordinating the response.

5.7 The names and contact details of volunteers are recorded along with more information on the needs and requirements of the role, in the **Emergency Response Handbook**.

5.8 It is vitally important that this team co-ordinates its activities with any existing parish or village group that is endeavouring to fulfil an emergency planning function so as to avoid duplication of effort.

5.9 Any member of this team should be prepared to declare an emergency, in consultation with others, in order to ensure a prompt response to the situation.

5.10 The Volunteer Response Team is formed to assist villagers/visitors and the emergency services if and when an emergency happens within the bounds of the Parish. The Volunteer Response Team has been set up with the authority of the Parish Council in response to the wishes of Central Government.

5.11 Some Volunteers may not wish to undertake any specific role but are willing to be trained to undertake assigned tasks if the need should arise, such as:

- manning an evacuation centre;
- escorting evacuees to the centre;
- maintaining a log of the persons using the centre;
- manning a canteen if required also persons will be needed for the erection; and
- manning of any road closures/diversions that may be needed.

5.12 Some volunteers may have special skills and equipment that they are willing to use to undertake tasks if the need arises, such as:

- tractor
- chainsaw
- minibus
- excavation equipment
- lifting equipment
- water pump
- hand tools such as crowbars, mattocks, shovels, etc

# Burnside Parish Council

(with Strickland Roger & Strickland Ketel)  
Web Site: <http://www.burnside-pc.org.uk/>

## Emergency Response Handbook

**1. Immediate Action following an emergency**

**2. Initiating the Burnside Emergency Plan**

**3. Actions by the Volunteer Response Team**

**4. Managing an incident**

**The A to Z**

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## **1 IMMEDIATE ACTION FOLLOWING AN EMERGENCY**

NOTE: remember to take all reasonable steps to avoid causing harm to yourself and others.

### **Call 999**

Give the following information:

- a. Your name
- b. Your contact number
- c. Details of the incident
- d. Exact location
- e. Emergency Services requested
- f. Estimated casualties
- g. Hazards & road blockages

## **2 INITIATING THE BURNESIDE EMERGENCY PLAN:-**

2.1 The Burnside Emergency Plan may be initiated at any time either to mitigate a foreseeable emergency or in the event of an emergency requiring a community response.

2.2 The Burnside Emergency Plan can be initiated by:

- Emergency Services
- Environment Agency
- Response Team member

2.3 To initiate the plan phone the first available member of the Volunteer Response Team shown on the table below.

Give the following information:

- a. Your name
- b. Your contact number
- c. Details of the emergency including details of:
  - a. Its location
  - b. Area affected
  - c. Action taken so far
  - d. Emergency services and other agencies involvement

<b>Burneside Volunteer Response Team</b>		
<b>Name</b>	<b>Contact details</b>	<b>Notes</b>
William Huck	Tel 01539 732201 Mob 07557 148411 Email chair@burneside-pc.org.uk	Parish Council Chairman
Kevin Price	Tel 01539 821596 Mob 07712 430932 Email kevtherev7@hotmail.com	Clerk to the Council
Julie Huck	Tel Mob Email	Parish Councillor
Judith Notley	Tel Mob Email	Parish Councillor
Tonia Armer	Tel Mob Email	Parish Councillor
Derrick Wade	Tel Mob Email	Parish Councillor
Keith Tondeur	Tel Mob Email	Parish Councillor

### **3. Actions by the Volunteer Response Team:**

3.1 The Volunteer Response Team member first contacted will contact other response team members as appropriate, explaining the details of the emergency.

3.2 The Emergency Response team shall:

- a. Start a log
- b. Contact the District Council Emergency Centre
- c. Contact Key Holders
- d. If decision is made, open a Reception Centre:
- e. Contact appropriate Volunteers
- f. Contact schools and those at risk
- g. Assist Emergency Services as required with the resources at its disposal
- h. If Emergency Services cannot offer immediate help, coordinate efforts to mitigate the impact of the threat.
- i. Activate a communication and coordination centre at an appropriate location

3.3 When Emergency Services (ES) arrive:-

- a. Report to and support ES;
- b. Provide help with local knowledge and resources;
- c. Support ES with refreshments.

3.4 The Response Volunteer Team should:

- a. Be vigilant to any potential emergency in the community e.g. awareness of potential flood through local knowledge.
- b. Be responsible for an area of the village where they have a knowledge of the vicinity, and keep area data up to date with a review at least annually.
- c. Where new people move into area ensure that they have copies of Emergency leaflets.

3.5 During the emergency, the RT Team will:

- a. Check and help the vulnerable or those with special needs, or request help via the Co-ordinators network.
- b. Maintain communication with the community in their area.
- c. Deploy appropriate skills/equipment they may have, and help generally.

3.6 The Response Co-ordinator & Deputy form the key focal point in the community for planning and responding to an emergency.

3.7 The Response Co-ordinators will:

- a. Be responsible for the completion and maintenance of the Community Emergency Plan.
- b. Provide the focal point for the community in response to an emergency.
- c. Provide the point of contact for the County / District Councils
- d. Reside in the community.
- e. Have the backing of the Parish Council to represent the community.
- f. Have a good understanding of the community and surrounding area.

- g. Be able to activate the support of the community and speak on behalf the community.
- h. Ensure that the identification of the vulnerable is a principle aim.
  - i. Ensure that communications are maintained within the Town/Parish and with the County / District Council Liaison Officer wherever possible.
  - j. Ensure that confidentiality is maintained where necessary.
  - k. Consider the assembly of an Emergency Co-ordination Team.

#### **4. Managing an incident:**

4.1 An **Incident Control Point** will be established in a suitable location.

Information is to be distributed to everyone in the community so that no-one should be left feeling isolated.

4.2 Following declaration of an Emergency, a record of the time and nature of actions taken should be kept.

4.3 A member of the RT team will be asked to listen to local and national radio stations and will enable the community to assess the general situation and also to hear messages from the emergency services.

4.4 All information and actions will be reported back to the Incident Control for cascading and decisions.

4.5 Communications between the Volunteer Response Team will be by mobile phone assuming these are functioning, otherwise by written messages using the volunteers as couriers.

4.6 Contacting Vulnerable Residents is a Priority. Contact will be made either by phone or personal visits using the volunteers.

4.7 For an extended emergency such as severe weather, the village website will be used to provide an up to date situation report on a daily basis.

#### **4.8 Emergency Management levels of operation:**

Control of the emergency would normally be by the police, although for emergencies such as a major fire this would normally pass to the Fire and Rescue Service.

- a. **Gold–Strategic Level.** Gold control for this area would probably be at the Police Headquarters.
- b. **Silver-Tactical Level.** This would normally be at a local police station.
- c. **Bronze-Operation Level.** This would normally be at the scene.

## Local Contacts

The following table lists people who may be able to provide services and/or equipment during an emergency.

Name	Contact details	Notes
Burneside Residents Association	Parish Councillor Derrick Wade.	To collaborate response etc.
Croppers PLC	Reception or employees.	Paper Mill, may have equipment, human resource etc.
Church	Vicar / Wardens.	Meeting room, facilities etc.
Bryce Institute	Sue Cook, Gordon Lawson.	Hall, facilities etc.
Ellergreen Estate	Office/ Mark Cropper.	Local land owner.
Local Farmers	Various.	Machinery, human resource etc.



## Key Locations & Facilities

Key locations and facilities that may benefit the community in an emergency. These may include telephone boxes, public rooms, shops and filling stations and could include such information as capacity and whether the location has independent utility supply, heating, water and conveniences. It is useful to include mapping information.

Name & Address	Possible Use	Notes/Key Holder
St Oswald's Church Meeting Room.	Emergency Shelter/ Operations/ Parish WiFi site.	Vicar/ Wardens, Parish Council Clerk.
The Bryce Institute.	Emergency Shelter/ Operations.	Sue Cook, Gordon Lawson.
Croppers PLC	Machinery, supplies, staff.	
Burneside Shop.	Supplies.	
Burneside Bakery.	Supplies.	
Local Farmers.	Machinery, staff.	Various e.g. Huck's.
Other businesses.	Supplies, staff.	
St Oswald's Primary School.	Shelter, child-care.	
The Beacon Team.	Faith services, spiritual guidance.	Vicar.
Millennium Green	Meeting place.	



## Neighbouring Parish Councils

Parish	Contact Name	Contact No
Staveley with Ings	See website	
Crook and Winstar	See website	
Skelsmergh and Scalthwaiterigg	See website	

## Emergency Services

Service	Phone No.	Email	Note
Emergency Services	999 or 112		Emergencies Only
British Gas	0800 111 999, 105 if it is an electrical emergency		Emergencies
British Telecom	0800 023 2023		Emergencies
Cumbria Constabulary	0300 124 0111		Non emergency number
Cumbria County Council	01228 606060	information@cumbria.gov.uk	
Cumbria County Council Emergency Planning Unit	01228 815700	emergency.planning@cumbria.gov.uk	24 hour answering service
Cumbria Health on Call	01228 514830, 111 if out of hours	Office@choc.nhs.uk	
Environment Agency Floods Hotline	0800 80 70 60		24 hours
E.on	0800 111 999, 105 if electrical		Emergencies
Highways Hotline	0300 303 2992		
United Utilities	0345 672 3723		Emergencies
Westmorland General Hospital	01539 732288		
Scottish Power	0800 111 4686		Emergencies
Social Services	01228 526690		Out of hours and emergencies

## Radio & TV

Media	Name	Frequency	Web site	Location
Radio	BBC Radio Cumbria	95.6 96.1 95.2 104.2 104.1 AM756 AM837 AM1458	<a href="http://www.bbc.co.uk/cumbria">www.bbc.co.uk/cumbria</a>	
BBC TV	Look North North West			
ITV 1	Borders Granada			



### **Aircraft or Rail Accident**

An aircraft crash or rail crash may require a Parish response. This would be determined by the location and severity of the crash. In the event of an aircraft impacting on buildings there may be casualties and others will need to be evacuated.

### **Animals**

#### **a. Domestic Pets.**

With the exception of guide and hearing dogs no provisions will be made for domestic pets. The owners are encouraged to make their own emergency plans. Owners should be advised to secure their family pets at home, as appropriate.

Advice could be sought from RSPCA. Advice Tel: 0300 1234 999

#### **b. Farm Animals.**

Farmers should make their own arrangements for the safeguard of their animals.

Advice could be sought from: National Farmers Union. Call first Tel: 0870 845 8458

### **Blocked Roads/High Winds**

Unexpected winds fell trees causing damage and disruption,

- A. Identify blocked roads
- B. Identify areas and extend of damage
- C. Identify roads that need immediate clearance
- D. Tell Highways at CCC

### **Building Collapse**

A major building collapse could produce a requirement to provide shelter to those evacuated. Refer to "**Parish Shelters**", below.

### **Casualty Collection Centre**

In the event of an incident involving mass casualties there will be a requirement to hold casualties centrally until they can be moved to a hospital. A Casualty Collection Centre (CCC) will be established in one of the Parish Shelters.

#### **Temporary Body Holding facility**

In the event that there is a need to temporarily hold bodies, they will be taken to St Oswald's Church under arrangements with the Beacon Team.

### **Catering/Supplies**

It may be necessary to provide simple refreshments (tea, coffee, squash, biscuits etc) even for the shortest emergency. As the duration of the emergency lengthens, it may be necessary to provide more substantial food.

Catering Actions:

- Organise donations of supplies for initial provision
- Organise volunteers for kitchen duty
- If further supplies are required, find a volunteer to go and acquire supplies • If more substantial food is required, check the kind of food and supplies that are required
- Decide best approach to cooking or the provision of readymade food
- Ensure the Incident Log is updated with decisions

**Community Emergency** is any combination of events that

Either:

- Endangers life; or
- Severely impacts on the medium to long term habitability of homes; or
- Causes structural damage to property

And

- Affects a significant proportion of the community

An “**Alert**” may be given when there is heightened risk of such events occurring e.g. a flood warning.

An “**Emergency**” may be declared when there is a heightened risk of such events occurring, or when there is no obvious cause, e.g. environmental contamination.

In general, a community emergency situation is obvious due to the associated disruption. e.g. the situation is such that individuals have stayed at home rather than travel to work.

## **Explosion**

A major incident could produce a requirement to provide shelter to those evacuated. Refer to "Parish Shelters", below.

## **Fire/Building Collapse**

A major fire in a public or private building could produce a requirement to provide shelter to those evacuated. Refer to "Parish Shelters", below.

## **Flood**

### **ADVANCE WARNINGS**

Advance warning systems for river flooding comes from gauges which measure the increasing height of the river. This provides at best about two hours notice of a flood event from a river. Flooding from surface water from fields, roads and streams comes with no advance warning other than the weather forecast for heavy rain or the recognised fact that snow-melt causes flooding. It is therefore important that residents ensure that they do not wait until their property is at risk of flooding before ensuring that they have sandbags or other more permanent flood defence measures. The following advice will help people to ensure

that they make the most of available information and take advantage of available services to protect their properties from flooding.

## ADVICE TO RESIDENTS AT RISK OF FLOODING

a. Flooding can arise from main rivers, streams, ditches or flow across fields and roads. Try to find out where the source of likely flooding may come from as this will help you to prepare to defend your property from flooding.

b. Remember that it does not need to be raining heavily in your area for the rivers or streams to overflow since often the flooding is a result of heavy rain further up the river or stream.

c. Do not wait until flooding is imminent before taking action to protect your property. Your Fire and Rescue service or local authority will take time to deliver sandbags to you once you contact them, since it takes them time to get staff from home to work to collect and deliver sandbags. Once you recognise that flood waters are threatening your home it is likely that there will not be adequate time to deliver sandbags. Remember that you may recognise the risk of flooding long before your local authority or Fire and Rescue Service realise that there is a problem. Do not assume that someone can deliver sandbags in time to protect you from flooding.

d. Sandbags: Make sure that you keep a stock of sandbags on your property at all times, so that you can place them out as soon as you receive warnings of rising river levels or heavy rainfall in the region. Sandbags can be kept in a pile in a corner of your garden and can be placed to minimise their unsightly appearance if kept under a tarpaulin or similar covering. Sandbags should be checked regularly and the new poly propylene sandbags, rather than jute, will last for a while in the open, but will become frail in time. Check them at least every six months and throw away any that split when you move them. Your local authority will supply sandbags to properties at risk of flooding. You will normally have to collect them yourself. Only in an emergency, or when people do not possess a vehicle, will they be delivered.

e. Flood Protection Equipment: There are proprietary flood defence products available that will enable you with little time or effort to erect flood defences to doors, French windows, vents, sinks and drainage outlet pipes that will protect you from a sudden flood. The Environment Agency website provides details of proprietary products that can be fitted to doors, air vents, toilets, sinks and windows to resist flooding. If your property is subject to repeated floods then more permanent flood defence measures should be considered. Flood protection installed on your property if it is at risk should be considered in the same way as central heating, double glazing and alarm systems. They are all expensive measures designed to protect your property and need to be installed and then replaced every 20 years or so.

f. ACT NOW by ensuring that you organise a supply of sandbags, while the local authority is not responding to flood requests. Consider whether the risk is great enough or regular enough that you need to install flood protection to your doors, windows, vents and drains. For a supply of sandbags contact the SLDC/CCC who will advise you on how and where to collect sandbags.

g. **Emergency Flood Kits** are available for homes where there is a foreseeable need to evacuate the property in the event of flood.

Contents of Emergency Flood Kit:

- 1 x instruction leaflet

- 1 x compact wind up torch and radio
- 1 x emergency mobile phone charger
- 4 x solar blankets
- 4 x emergency ponchos
- 2 x high visibility vests
- 1 x Perry whistle
- 1 x expandable water carrier
- 1 x pair of rubber gloves
- 1 x 3m duct tape pack
- 1 x 50ml non alcohol hand wash gel
- 1 x fragrance free soft wipes
- 4 x clinical waste bags
- 4 x light sticks
- 1 x waterproof document wallet
- 1 x basic first aid kit
- 1 x waterproof paper/notebook
- 1 x permanent marker
- 1 x pencil
- 1 x disposable camera
- 1 x wash bag containing:
  - 4 x toothbrushes
  - 1 x toothbrush
  - 1 x soap
  - 1 x flannel
  - 1 x comb
  - 1 x pack of tissues
  - 2 x individually wrapped sanitary towels
  - 1 x alcohol hand rub

The Emergency Flood Kit is a gift from the Cumbria Flood Recovery Group. The bag and its contents must be looked after so that it is ready if needed. Several items have limited storage lives so the bag must be checked at least yearly and items replaced as necessary. The bag must only be opened if there is a risk of flooding, or for checking its contents.

If you think you are likely to be flooded open the bag and read the instruction leaflet that tells you what preparations you need to make.

### **Flood Action:**

1. Register of vulnerable people
2. Remove selected curb bricks (to help flood water to find best route)
3. Prepare people to co-operate in time of flood
4. List of experts and tradesmen who could help with aftermath
5. Service the Brook regularly (in hand)
6. Reduce the increase in hard non-porous landscape.
7. Store selected road signs and have a trained warden (e.g. ROAD CLOSED)
8. Make manhole covers safe from blowing
9. Contact details of local groups & people who would help
10. Local emergency store of sand and sand bags
11. Large hosepipe for drainage and barrier
12. Visible & audible warning alarm in Burneside
13. Identify threatened zones.
14. Consider Emergency centre (s)





## **Gas Leak/Explosion**

A major incident could produce a requirement to provide shelter to those evacuated. Refer to "Parish Shelters", below.

## **H Sign**

This is a Help sign provided for you by the Parish Council. It is intended to be used as a last resort to enable you to seek help from your neighbours.

You will normally be able to use the telephone to seek help should you need to do so. In addition you may have a mobile you can use and possibly a red 'emergency call button'. You may have good neighbours who you see every day.

If all else fails and you feel you need help please place this sign in a window visible to passers-by with the red H facing out. Your neighbours or someone from the village will hopefully see and call on you to ask what your need is.

PLEASE BE AWARE that you should not open the door to anyone you don't know and who has no identification.

Neither the Parish Council nor the Parish Emergency Management Team can guarantee to see or respond to the H sign but we will do our best to take action.

Whether you choose to display this sign or not is up to you.

What to do if you see an H sign in someone's window

Knock at front and back doors and ring the bell. If there is no answer at either door try looking through the ground floor windows and listening at the letter box. If you have reason to believe that someone is in serious trouble, (cries of 'help' or someone obviously collapsed on the floor) this should be treated as an emergency and if possible dial 999 and ask for the Police. They will advise you on what action you should take.

DO NOT break into a property alone. Ideally wait for the Police or other emergency services. If you feel it is essential that you gain access to the property do so with someone known to you.

## **Hazardous Vapour Release**

An accident involving a vehicle laden with a hazardous substance in the village could place residents and or visitors in the downwind hazard area of dangerous fumes. Emergency services could require the evacuation of a large area of the village for some considerable period of time.

## **Helicopter landing Sites**

There are various possible landing sites around the village which will be identified as and when needed by the Emergency Services.

The map reference for the playing field is SD 502 959.

## **Ice**

See "Severe Weather" below

## **Medical Needs**

Local residents who have kindly volunteered to provide medical skills in the event of an emergency, can be found in Volunteers List.

## **Parish Shelters**

a. In the event of an emergency where large numbers of people (above 30) are required to leave their homes the County/District Council may set up an Emergency Shelter. The Emergency Shelter is designed to provide temporary shelter for the duration of the emergency (usually no more than 3 days).

b. Emergency Shelter will have facilities for sleeping, hot food/drinks, information, showers, toys and pet care.

c. Due to the demands of an emergency it may not be possible for County/District Council or agencies such as the Red Cross to provide assistance and the parish may establish a shelter. The aim of the shelter is to provide a facility for members of the public to use as a refuge.

d. In order to avoid any problems of liability the public must not be directed to go to the shelter; rather they should be given the option so to do. The Parish Shelter is:

### **-St. Oswald's Church Room**

e. For Shelter key holder contact refer to the Locations List.

f. Once it has been established with the Emergency Services that evacuation is necessary the Parish Shelter will be activated and the Evacuees will be advised to collect together:

- Home and car keys
- Prescribed medicine
- Cash and credit cards
- Spare clothes and blankets
- Lock all doors and windows
- Unplug appliances
- Turn off electricity, gas and water supplies

## **Parish Shelter Team**

There will be a requirement for volunteers to man and run the Parish Shelter.

The minimum requirement is shown below.

- Shelter Manager
- Receptionist (Maintain Register of those entering)
- Nurse Provide (if possible)
- Cook
- Vicar

- Store person

The Shelter Team will be responsible for:

- Preparing the chosen Shelter to accept evacuees, including identification of any hazards
- Advising the **Parish Council Emergency Group** when the Shelter is ready
- Welcoming the evacuees, including: Register names and addresses of all evacuees, and passing on this information. (Note: Evacuees will be worried and stressed and must be treated with consideration, but also evacuees themselves can be a good source for help at the centres, co-opt willing volunteers to help, this will help relieve stress and boredom as well).
- Identifying any Medical needs; ie prescriptions or injury, and passing this information to the Response Team (RT).
- Identifying any clothing needs, ie evacuees may be soaked; and passing this information to the RT
- Establish whether evacuees have made or can make alternative accommodation arrangements,
- and record these details, including contact details in case it is necessary to contact them.
- Allocating family, or individual, sitting or sleeping areas, and, if needed blankets.
- Providing hot drinks and food and activities for children.
- Providing information on the status of the emergency situation to the evacuees and where possible providing communication facilities for them to contact their families etc. This is important for reassurance.
- Taking names and addresses of any evacuees who subsequently leave
- Closing down the Shelter at the end of the incident.

### **Severe Weather -Ice and Snow**

#### Roads

- The main problem areas are inclines. Grit bin positions need to be examined and suggestions made to put in new bins.
- Pavements & pathways (e.g. keeping the school open)
- identify footways which should be gritted.
- Volunteers should be able to clear pathways without fear of being sued
- Consider advising villagers to obtain salt
- Confirm with Care Providers that they have ability to meet their commitments
- Consider contacting volunteers to check on vulnerable people in their areas

#### **Rail Accident**

See "Aircraft Accident", above.

#### **Road Accident**

Two events could require the activation of the plan:

- a. an accident involving a vehicle laden with a hazardous substance resulting in a major spillage and therefore an evacuation of premises.
- b. an accident involving a coach or bus resulting in the need to provide immediate shelter for casualties and survivors.

Probably only a short term problem before the Emergency Services took over but hot drinks could be available in all areas by local household volunteers.  
Refer to **Volunteers List**.

## **Shelters**

See "**Parish Shelters**" above.

## **Snow**

See "**Severe Weather**" above.

## **Terrorism/Violence**

An incident, possibly related to terrorism, violence or armed criminality, could require an area to be evacuated and the evacuees requiring shelter. The incident may require notification to residents to stay indoors and out of sight. This will be carried out by the emergency services.

## **Traffic Accident**

See "**Road Accident**" above.

## **Transport**

It may be necessary to organise a car service to the doctor's surgery, to the chemist (for essential medication), to the hospital (possibly urgent for injuries) and to supermarkets for provisions that cannot be obtained locally. If roads are impassable, 4x4 vehicles, tractors etc may be pressed into use. The parish council cannot provide any insurance cover for vehicles it requests to be used. These are to be used by the owner at the owners' own risk and discretion and should be appropriately taxed and insured. Volunteers to be advised of this restriction.

## **Transport Action:**

It may be necessary to enlist the help of volunteer transport:

- Identify a volunteer with an appropriate vehicle
- Ensure that the volunteer is clear about the insurance situation
- Enter details into the Incident Log
- Ensure the volunteer has clear instructions regarding the journey (eg where to go, what to buy)
- Request that the volunteer reports back to the requester whether the mission was completed or not (and why).
- Record all costs and mileage incurred by the volunteer in the Incident Log.