

COTESBACH PARISH COUNCIL

Emergency Plan



YOUR FIRST ACTION

In the event of an emergency of any kind in
Cotesbach

DIAL 999

THEN TURN TO THE NEXT PAGE OF THIS PLAN

CHANGE MANAGEMENT

Last updated:

March 2020

To be reviewed:

May 2021

Plan Owner:

Cotesbach Parish Council

Plan Co-ordinator:

Parish Council Chairman

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WHAT TO DO IN THE EVENT OF AN EMERGENCY

This plan has been designed to assist in organising support and help within the local community in the event of an emergency. There are many people and organisations that can help, so it is important to contact them as soon as possible.

Make sure you are not in any danger because of where you are. Gather as much information as you can about what has happened. What you see may be frightening or shocking so please try to stay calm.

Faced with an emergency, different people react in different ways, but it is likely that they will be worried about their family and friends, frightened or shocked, and maybe concerned about their pets or about animals nearby in fields or farms

People need reassuring that the emergency is being dealt with and that professional and skilled people are responding. In this situation, what people need most is reliable, clear and concise information.

Many residents of Cotesbach work outside the village but they will also need clear information about what is happening to their family and their homes so do not forget social media, radio and local press.

Ring 999, the Emergency Services. They will ask you for details of what has happened, where, when and who is involved.

Give **YOUR** contact details to the Emergency Services so they can call you back. Ring them again if the situation changes significantly.

Contact the Cotesbach Primary Emergency Planning Team if you cannot get hold of your Street Warden. It is unlikely that everyone on the list below will be available when you call, so please start at the top and **keep ringing each in turn** until you get a response.

PRIMARY EMERGENCY TEAM CONTACT INFORMATION

Primary Cotesbach Emergency Team Members:		
Role	Name	Contact Numbers
Parish Council Chairman	Ed Hunt	07752 931026
Councillor	Margaret Wild	01455 203129
Councillor	Charlie Farley	01455 642640
Parish Clerk	Patricia Nunn	07926 202967
District/County Councillor	Jonathan Bateman	j.bateman@harborough.gov.uk 07866 372512

NB: The Cotesbach Emergency Team's role is to be a focal point locally to assist in communication, coordination and liaison, working to support the Street Wardens, Emergency Services and, if appropriate, the HDC Resilience Partnership. The team will follow the directions of the Emergency Services at all times.

Ways in which the team may provide support includes:

- Providing local knowledge to the Emergency Services
- Setting up links with local groups, organisations and useful individuals
- Passing on information and instructions to local people
- Providing information about people who may be particularly vulnerable such as those with disabilities or are elderly
- Making sure that buildings in the area are available for possible emergency use
- Organising local help as required, such as emergency centres, food provision and information points

This plan has information to help all the support services, but it can never be exhaustive. It must be seen as a list of people and resources that have agreed to help if needed and if they are available.

HELPING VULNERABLE PEOPLE

The most vulnerable people in Cotesbach may need specific help and support. These may include the elderly or people with disabilities. To help identify and assist those who may need this extra support, the village has established a network of street wardens. In the event of an emergency they will help make contact with and provide information to people in need. They can be contacted as follows below (contact details have been redacted for public versions of this document).

STREET WARDENS AND AREAS TO COVER



Name	Area
Aubrey Adcock <i>Backup:</i> <i>Claire Farley</i>	1
Clare Mellon Neil Mellon <i>Backup:</i> <i>Mel Fenson</i>	2
Stuart Rimmington Julie Rimmington <i>Backups:</i> <i>Ami Gamble</i> <i>Molly Witham</i>	3
Polly Hall	4
Donna Hunt	5
Annie Newton Letty Newton	6
David Prescod <i>Backups:</i> <i>Mick and Michelle Barrett</i>	7

Note: All the street wardens will not be available at all times but contact as many as possible when it is clear, in accordance with the instructions from the Emergency Services if relevant, what information/action is needed.

EMERGENCY REST CENTRE

Cotesbach Village Hall will be used as a centre for co-ordinating the response to a local emergency. It will also be used as a temporary rest centre to provide shelter and welfare, until the authorities attend.

Village Hall Key Holders

Ed and Donna Hunt Gamekeepers Cottage 07752 931026	Margaret Wild Ty Sammy 01455 203129
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EMERGENCY KIT INFORMATION

A bag of useful equipment is located at the Village Hall storage room and marked Emergency Kit, including:

Copy of this plan
Maps of the area with key locations marked

2 wind up torches
First Aid kit

Pens, pencils, writing pads
 High-visibility jackets
 Defibrillator located in telephone box

This kit is audited and kept up to date by Cllr. Charlie Farley

USEFUL CONTACT NUMBERS

LOCAL GOVERNMENT LOCAL GOVT EMERGENCY PLANNERS	Harborough District Council	01858 828282
	Local Resilience Duty Officer	07786 198283
GAS	National Gas Emergency Service	0800 111 999
ELECTRICITY	WPD East Midlands	105
	WPD mobile user	0330 123 5009
FLOOD	Environment Agency Hotline	0345 9881188
MEDICAL NEAREST A&E NEAREST URGENT CARE CENTRE	NHS 111	111
	George Eliot Hospital, Nuneaton	02476 351351
	Hospital of St Cross, Rugby	01788 572831
ROADS	Highways Agency	0300 123 5000
	County Council Highways	0116 305 0001
WATER	Severn Trent	0800 783 4444
	Anglian Water -leaks	0800 771 881
	Anglian – water supply/sewerage	03457 145 145
SOCIAL CARE	Adult Social Care Emergency	0116 305 0004
	Child Social Care Emergency	0116 305 0005
	Out of Hours Care Team	0116 255 1606
LOCAL MEDIA	Radio Leicester 104.9 FM radio.leicesternews@bbc.co.uk	0116 251 1049 0116 251 6688
	BBC East Midlands Television News emt@bbc.co.uk	0115 955 0500
	Harborough Mail newsdesk@harboroughmail.co.uk	01858 436000

EMERGENCY RESOURCES CONTACT INFORMATION

These details are updated regularly. They include local people/organisations who may be able to provide some help.

Circulation is restricted, but will be made available if this plan is activated.

Local people who can help:		
Who	Help Available	Contact Details
Local Buildings - Recovery Centre		
Village Hall	Emergency Rendezvous Point	Main Road
GPs and Community Medical Care		
Wycliffe Medical Centre	Lutterworth - GP	01455 553531
Masharani Medical Practice	Lutterworth - GP	01455 552346
Pre-packed and cooked food		
The Elms	Prepared food	01455 552301
Morrisons Supermarket	Chilled food/bottled water	01455 550223
Waitrose Supermarket	Chilled food/bottled water	01455 557925
Veterinary Services		
Broughton Vet Group	Lutterworth	01455 552117
Tractor/ Snow Moving Equipment		
Richard Vernon		07971 323878

INFORMATION ON POTENTIAL RISKS

Some emergencies are totally unforeseen. Others can be anticipated from warning signs. Here are some possible scenarios:

FLOODING OR HEAVY SNOW

Unlikely to affect many homes in Cotesbach but some roads may become impassable. The electricity supply may fail if sub-stations are flooded or lines damaged by severe weather. Residents may not be able to reach shops and services outside of the village.

AIR ACCIDENT

The area is under national and local civilian flight paths and military flight paths. Potential risk and damage not easy to assess. There will be a need for emergency services to reach the location promptly.

**ROAD ACCIDENT
(M1, A426, A5,
A4303)**


Potential major incident if road traffic accident involved chemicals or gas cylinders or other hazardous materials, or high capacity vehicles such as buses. Buildings and their occupants adjacent to the road would be affected.

WEATHER WARNINGS


Be ready to activate this Emergency Plan if any of the following situations occur:


- Warnings are issued by the Meteorological Office, Environment Agency, Local Radio or the local emergency services
- When the Parish Clerk, Parish Chairman or councillors have been contacted by the Resilience Partnership Duty Management Officer about a potential emergency situation
- When local people (including those in the adjacent small villages) feel there is a need to react to a local situation
- After an extended period of bad weather such as prolonged rain or snowfall
- When there has been an extensive power failure (electricity power-out) and the supplier has indicated that there will be a considerable delay in restoring the service

In the event of bad weather events, there are various places you can get information from, see below:

	<p>Meteorological Office</p>
	<p>Weather alerts and warnings will be issued at http://www.metoffice.gov.uk/ OR sign up on the website to receive local updates direct to your phone/email.</p>

 <p>ENVIRONMENT AGENCY</p>	<p>Environment Agency</p>
	<p>Flood warnings will be issued here. https://www.gov.uk/government/organisations/environment-agency</p>

	<p>Harborough District Council</p>
	<p>What to do in an Emergency: http://www.harborough.gov.uk/info/200039/emergencies/261/emergency_planning Follow the Council on Twitter at HarboroughDC</p>

 <p>LLR Prepare4</p>	<p>Leicestershire and Rutland Resilience Forum (LRF)</p>
	<p>Advice will be available on the website: http://www.localresilienceforum.org.uk/</p>

	<p>Local Radio Harborough FM http://www.harboroughfm.co.uk/ Follow them on Twitter at HFM news</p>
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PLAN DISTRIBUTION

Copies of this plan are held at the following places:

NAME AND LOCATION	TYPE	CONTACT DETAILS
Resilience Partnership Team	Electronic	Email John.Brown@leics.gov.uk Tel: 0116 3056106/Mob: 07730583254
Parish Chairman and Councillors	Electronic copies	Chair: Ed Hunt - 07752 93102
Parish Clerk	Hard and electronic copies	Patricia Nunn - 07926 202976 email cotesbachpc@gmail.com
District & County Cllr	Electronic copies	Jonathan Bateman 07866 372512 j.bateman@harborough.gov.uk

PLAN INTEGRITY CHECK

Do all listed keyholders have keys?

Do all on distribution list have latest version on this plan?

Have any listed personnel changed address or phone details?

Has any relevant individual or organisation moved in or out of area?

LAST CHECK MADE ON:

March 2020