



# **STANWICK PARISH COUNCIL**

## **EMERGENCY RESPONSE PLAN**

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**Date of plan: July 2016**

## **Introduction**

All major emergencies will be dealt with by the emergency services, local authorities, utilities and voluntary agencies in a combined response. This Emergency Plan is not intended to be a substitute for these services and, on an emergency situation arising, the first action should always be to contact the emergency services by **dialling 999**.

This plan has been developed by the Stanwick Parish Council to respond to an emergency, while they await the assistance of the Emergency Services and Local Authorities.

Emergencies have no boundaries and could affect the Parish or indeed the whole district. Due to the unknown nature of emergencies, the regular emergency services and other agencies may be overwhelmed resulting in a delayed response.

## **Purpose of the Plan**

The purpose of the plan is to cater for extreme circumstances (for example heavy snowfall) that might prevent the emergency services from reaching the scene immediately. In such cases the initial response may rely entirely on Stanwick residents; this plan describes how such an initial response will be co-ordinated.

This plan has been designed to enable the Parish to identify the immediate actions they should consider during an emergency. These actions may assist the community in reducing the negative impacts an emergency can have until further assistance has been received.

## **The Parish Council's role**

In the absence of the emergency services, the Parish Council can lead the community response and act as central point for information and communication for the community, emergency services, County and District Councils.

The Parish Council is responsible for maintaining and reviewing this plan; liaising with the Emergency Planning Team and the Emergency Services as required.

## Definition of an Emergency/Major Incident

Any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities

## Types of Emergencies

Types of potential emergencies that may impact our community are:

- Flooding
- Heavy snow
- Severe Weather
- Electricity, Water or Gas failure
- Road Accident
- Fire/Building Collapse
- Gas Leak/Explosion
- Terrorism
- Aircraft Accident
- Hazardous vapour release
- Disease

## Descriptions of the emergencies

### Flooding

Stanwick is identified in the Northamptonshire Flood Risk Management Strategy as being within the top 14 parishes at risk from flooding.

The main sources of flooding that could affect Stanwick are:

**River flooding** – occurs when a watercourse cannot cope with the volume of water draining into it, and overflows its banks onto the surrounding land;

**Surface water flooding** – occurs when heavy rainfall cannot be absorbed into the ground or enter the drainage systems;

**Sewer flooding** – occurs when sewers are overwhelmed by heavy rainfall or when they become blocked, flood water can be contaminated with raw sewage;

**Ground water flooding** – occurs when water levels in the ground rise above surface levels, and can occur after of seasonal periods of prolonged rainfall.

Numerous organisations, agencies and authorities have roles and responsibilities relating to flood risk management, including the public. In Northamptonshire these are:

Northamptonshire County Council (for the brook, surface storm drains etc);  
The Environment Agency (for the River Nene);  
The borough and district councils;  
The Bedford Group of Drainage Boards (for water courses not part of the Environment Agency's jurisdiction);  
Anglian Water (for burst pipes and sewer flooding)  
The Highways Agency (for the A45)

### **Heavy snow**

A heavy fall of snow is probably the only event that is likely to completely isolate Stanwick as it will prevent traffic movement into, out of, around and through the village. It may be forecast or not. It will have a number of affects:

- a. Disruption of traffic movement and the cause of vehicle accidents.
- b. Disruption of foot movement and the cause of physical injury.

It is only likely to last for a short time until snow ploughs can clear the A45. In addition West Street, Spencer Parade and Raunds Road form a primary route that is a part of the winter gritting programme undertaken by Northamptonshire County Council

This plan aims to put in place the resources needed to enable basic movement in the village.

### **Severe Weather**

This is most likely to manifest itself as strong and destructive winds, causing damage to buildings, loss of electricity and fallen trees blocking roads for footpaths. However it may also include a heat wave or drought.

This plan aims to assist individuals directly affected by the event in the immediate aftermath.

### **Electricity, Water or Gas Failure.**

The loss of electricity, water or gas to homes could result in the requirement to provide shelter and facilities to those affected, particularly during inclement weather. Water bowzers may be required in the event that the mains supply is disrupted

This plan aims to assist individuals directly affected by the event.

## **Road Accident**

Two events could require the activation of the plan:

- a. An accident involving a laden fuel tanker 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.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

## **Fire/Building Collapse**

A major fire in a public or private building could produce a requirement to provide shelter to those evacuated.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

## **Gas Leak/Explosion**

A major fire in a public or private building could produce a requirement to provide shelter to those evacuated.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

## **Terrorism/Violence**

An incident of this nature is unlikely to occur within the parish of Stanwick. However in the event of such an incident, it could require an area of Stanwick to be evacuated and the evacuees requiring shelter.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

## **Aircraft Accident**

An aircraft crash may or may not require a local response. This would be determined by the location and severity of the crash. In the event of an aircraft impacting on buildings there will be casualties and others will need to be evacuated.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

## **Hazardous Vapour Release**

An accident involving a fuel or gas tanker in the village could place residents and or visitors in the downwind hazard area of hazardous fumes. This could require the evacuation of a large area of the village for some considerable period of time.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

## **Disease**

The community must be prepared to react to the outbreak of a pandemic disease; however this reaction would be under the guidance of the local health authority. In the event of an outbreak the Council will meet and decide how to implement this guidance.

## **Northamptonshire County Council guidance for residents**

Northamptonshire County Council provide an 'In Case of Emergency' booklet for homeowners that can be downloaded from the 'Emergencies' page of the Northamptonshire County Council website.

## **Communications**

In an emergency, landlines and mobile phones may be affected, making communicating outside of the community difficult. Tune in to the local radio, as messages about the emergency will be given from the Emergency Services and County Council.

BBC Radio Northampton	104.2/103.6 FM
Connect FM	97.2 FM & 107.4 FM
Heart FM	96.6 FM

## Activation of the Plan

### Notification of an Emergency

Notification of an emergency may come from various routes, from the emergency services, local authority, local media or from the community itself. It is important to ensure the parish council has a procedure in place to record details of any incident and activate its emergency plan.

If details of an incident are received from a source other than the emergency services or local authority then the parish council member receiving the notification must contact the emergency services to ensure they are aware of the incident. This may require making a 999 call.

### Initial Action

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

If an emergency arises and it is not possible to contact the emergency services straight away (or if their response may be delayed), the Stanwick Emergency Plan should be initiated as follows:

1. Contact the *Emergency Co-ordinator*.

Role	Name
Emergency Co-ordinator	Geoff Twell

If the *Emergency Co-ordinator* is not available, contact the *Initial Response Team* (see step 2)

2. The *Emergency Co-ordinator* will contact the *Initial Response Team*:

Role	Name
Parish Clerk	Jenny Hodgson
Parish Council Chairman	Amanda Michel

3. The *Initial Response Team* will co-ordinate the local response by contacting the following

Role	Name
Parish Councillor	Dave Munday
Parish Councillor	Mark Partrick
Parish Councillor	Nick Peck
Parish Councillor	Graham Roberts
Parish Councillor	Sue Kitchener



Parish Councillor	Sylvia Glanville Hughes
Village Hall Trust	Site Manager
Northants County Council	Emergency team
East Northants Council	Emergency Team

### **Emergency meeting**

Initiate an emergency meeting using the Emergency Meeting Agenda given in page 16

Without this meeting the community self-help response will be ad-hoc, causing confusion, duplication of resources in some areas and not enough assistance in others.

When selecting the venue of the meeting, consider if it is in a safe location and has safe access e.g. access roads not flooded.

### **Assess level of the emergency**

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 response
- Minor: a more localised incident where normal procedures are more likely to be adequate

### **Primary Assembly Point**

4. All villagers who are willing to help in the emergency should gather at the Primary Assembly Point:

Stanwick Village Hall  
Spencer Parade

Or if the village hall is inaccessible, they should gather at:

A site determined by the Emergency Co-ordinator i.e. the primary school.

### **Village Resources**

5. The assembled villagers will assess if resources such as four-wheel drive vehicles, lifting equipment or chainsaws may be relevant to the emergency and contact the appropriate providers.

### **Village Skills**

6. The assembled villagers will assess if skills such as those of doctors, nurses and first-aiders may be relevant to the emergency and contact the appropriate providers.

The Initial Response Team will register all volunteers, recording name, address, telephone number and allocated task. Volunteers should be allocated tasks appropriate to their skills and knowledge. They should be requested to return and report to the Initial Response Team when the allocated task has been completed. If willing, further tasks can be allocated and recorded in the register against their name.

Emergency situations by their very nature can be dangerous. People will take greater risks to help each other than they might in normal circumstances. Emergencies can be exciting, leading some people to lose all their common sense – which can quickly turn a responder into a casualty.

Where plant, machinery and special purpose vehicles are used it is vital to ensure, where possible, that people using them are experienced, trained and qualified and that someone is keeping an overall watch on safety issues. Think through what is being attempted, what might go wrong and what can be done to reduce the chances of something untoward happening.

### **Vulnerable Groups**

7. If appropriate (for example, if the emergency occurs during the day in term time), the assembled villagers will make contact with the following vulnerable groups:

Group	Contact Name
Stanwick Primary School	01933 623117 Judy Cartwright (office manager)
Brockfield Nursing Home	01933 622468 Lesley Turner (manager)
Acorn Day Nursery	01933 461118 Natasha (Manager)
Elderly residents of Parklands	

Stanwick Primary School has its own Business Continuity Plan for emergency situations. However ensure they are aware of the situation by contacting the school office by phone or in person.

Brockfield Nursing Home has its own Business Continuity Plan for emergency situations. However ensure they are aware of the situation by contacting the office by phone or in person.

Touch of Eden Day Nursery has its own Business Continuity Plan for emergency situations. However ensure they are aware of the situation by contacting the nursery by phone or in person.

## **Vulnerable Individuals**

8. If appropriate, and using local knowledge, the assembled villagers will make contact with vulnerable individuals in the village (for example the disabled, elderly, housebound and parents with young children).

## **Incident handling**

9. During the emergency, anyone involved in co-ordinating a response should keep a log of all requests for assistance and action taken. See the form on page 17 of this document.

A supply of suitable forms is held by the *Emergency Co-ordinator*.

## **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 local 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 are to be advised of this restriction.

## **Transport Actions**

If it is 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 (e.g. where to go, what to buy).
- Request that the volunteer reports back to the Emergency co-ordinator whether the mission was completed or not (and why).
- Record all costs and mileage incurred by the volunteer in the Incident Log.

## **Parish Shelters**

In the event of an emergency where people are required to leave their homes the Northamptonshire County Council will set up a reception centre. The reception centre is designed to provide temporary shelter for the duration of the emergency (usually no more than 3 days). The reception centre will have facilities for sleeping, hot food/drinks, information etc.

Due to the demands of an emergency it may not be possible for Northamptonshire County Council or agencies such as the Red Cross to provide assistance and the parish must establish a central shelter. The aim of the shelter is to provide a facility for members of the

public to use as a refuge; in order to avoid any problems of liability the public must not be directed to go to the shelter, rather they should to be given the option so to do.

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 gather together:

- A list of useful telephone numbers e.g. doctor and close relatives
- Home and car keys
- Toiletries, sanitary supplies and prescribed medication
- Battery radio with spare batteries
- Torch with spare batteries
- First aid kit
- Mobile phone
- Cash and credit cards
- Legal documents e.g. insurance policies, car registration forms, birth certificates
- Spare clothes and blankets

Additionally, if there is time to:

- Turn off electricity, gas and water supplies
- Unplug appliances
- Lock all doors and windows

In the absence of the emergency services, the Parish Council may recommend evacuation to residents but this must be voluntary.

**Parish Shelter locations**

Primary location – Stanwick Village Hall

Secondary location – Stanwick Primary School

**Manning the Parish Shelter**

There will be a requirement for volunteers to man and run the Parish Shelter until Northamptonshire County Council is able to take responsibility for the shelter. The minimum requirement is shown below:

Post	Responsibilities
Parish Shelter Co-ordinator	Located at Parish Shelter Manage Shelter Provide feedback to Initial Response Team
Receptionist	Man reception desk Maintain Register of those entering

(1) Register names and addresses of all evacuees, and passing this information to the Initial Response Team. (Note: Evacuees will be worried and stressed and must be treated with consideration.)

(2) Identify any Medical needs; i.e. prescriptions or injury, and passing this information to the Initial Response Team

(3) Identify any clothing needs, i.e. evacuees may be soaked; and passing this information to the Initial Response Team

(4) 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.

(5) Allocate family, or individual, sitting or sleeping areas, and, if needed blankets

(6) Provide hot drinks and food.

(7) Take names and addresses of any evacuees who subsequently leave the Shelter, and passing this information to the Initial Response Team

### **Catering/Supplies**

It will be necessary to provide simple refreshments (tea, coffee, squash, biscuits etc.) even for the shortest emergency for the following:

- Initial Response team
- Emergency Services personnel
- Electricity and gas engineers
- Parish councillors attending
- Volunteers
- Evacuees
- Unaccompanied minors

As the duration of the emergency lengthens, it may be necessary to provide more substantial food.

### **Catering Actions**

The Initial Response Team will

- 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 are required.
- Decide best approach to cooking or the provision of ready made food.

- Ensure the Incident Log is updated with decisions.

## Emergency Contact Details

**Emergency Planning Team on 0300 126 1026 or 07659 145277 (out of hours)**

## Key Premises/Emergency Accommodation

Premises	Key Holder	Contact
Stanwick Primary School, Church Street	School Office Out of hours Mr S Corstin	01933 623117 07775877697
Stanwick Village Hall, Spencer Parade	Rebecca Moody Sue Kitchener	0787 9979493 01933 460202

## Skills within the Community

Name	Experience/Qualification	Contact details
Not known	Doctor	
Not known	Nurse	

## Equipment within the Community

Equipment	Name	Contact details
Generator	Not Known	
Tractor	Pete Brown. Geoff Twell	
Land Rover 4 x 4	Not Known	
Inflatable Boat (Seats 4)	Not Known	
Boat, rowing (4 Man)	Stanwick Lakes	01933 625522 (during opening hours only)

## Other Important Numbers

Service	Telephone	Website/E-Mail
Northamptonshire County Council	0300 126 1000	<a href="http://www.northamptonshire.gov.uk">www.northamptonshire.gov.uk</a>
East Northants District Council	01832 742000	<a href="http://www.east-northamptonshire.gov.uk">www.east-northamptonshire.gov.uk</a>
Police Switchboard	999 (Emergency) 101 (Non emergency & enquiries)	<a href="http://www.northants.police.uk">www.northants.police.uk</a>
Fire & Rescue Service (Moulton)	01604 797000	

HQ)		
Gas Emergency Line	0800 111999	
Power Cut - Western Power Distribution	0800 056 8090	
Environmental Agency: Floodline Emergency	0845 9881188 or 0800 807060	<a href="http://www.environmentagency.gov.uk">www.environmentagency.gov.uk</a>
Water leaks –Anglian Water	08456 145 145	<a href="http://www.anglianwater.co.uk">www.anglianwater.co.uk</a>
Flooding from sewer – Anglian Water	0800 771 881	
Flooding on the road – Northamptonshire County Council Street Doctor	0300 126 1000	<a href="http://www.northamptonshire.gov.uk">www.northamptonshire.gov.uk</a>
Highways Agency – problems with A45	0300 123 5000	<a href="http://www.highways.gov.uk">www.highways.gov.uk</a>
Local Doctors Surgery	The Cottons, Meadow Lane, Raunds 01933 623327	
	Marshalls Road Surgery Raunds 01933 622349	
East Midlands Ambulance Service	0115 884 5000	
Stanwick Post Office	01933 622055	
Stanwick Primary School	01933 623117	
Hawkes Technical	01933 622492	
Stanwick Parish Clerk	01933 461868	

### Neighbouring Town and Parish Contacts

Parish	Contact Name	Website/E-Mail/Contact
Raunds Town Council	Mrs K Houlihan	01933 622087
Irthlingborough Town Council	Ms A Daly	01933 650866
Chelveston Parish Council	Mr M Hunter	<a href="mailto:clerk@chelveston.org.uk">clerk@chelveston.org.uk</a> 01933 626039
Hargrave Parish Council	Ms N Daft	01933 384180
Higham Ferrers Town Council	Mrs S Mitcham	01933 312075

For further information on any of the organisations involved in a countywide emergency response refer to the Northamptonshire County Council website or call the Emergency Planning Team on 0300 126 1012 or email on [EmergencyPlanning1@northamptonshire.gov.uk](mailto:EmergencyPlanning1@northamptonshire.gov.uk)

### EMERGENCY MEETING AGENDA

Keep a decision/action log and record the following:

- Any decisions you have made
- Who you spoke to and what you said
- Any information received

	Action	Tick when complete
1	<p>Has the emergency been reported to the emergency services? Contact and inform the Northamptonshire County Council</p> <p>Use <b>CHALET</b> to gather requisite information for the emergency services</p> <p><b>C</b>asualties- who are affected/number affected? <b>H</b>azards – What is causing the greatest risk to the community? <b>A</b>ccess- How to get to the Scene? <b>L</b>ocation – Where is it? <b>E</b>mergency – What Emergency Services are required? <b>T</b>ype – What type of emergency is it?</p>	
2	Location of the emergency – near a school, vulnerable area, main access route etc	
3	Type of emergency – is there a threat to life/health? e.g. is there a smoke cloud heading towards houses? Flood water rising? No electricity/gas during the winter (hypothermia) etc	
4	Decide whether the full plan should be invoked. If not, contact the senior officer of the emergency services on site to establish what level of support is required, if any, and their view of the action to be taken by the Initial Response Team	
5	What information have you been told by the radio, District Council, County Council or emergency services etc, e.g. expected time of arrival/assistance, safety advice etc	
6	Are there any vulnerable people involved? E.g. elderly, or mothers with young babies with no heating, people cut-off by flood waters etc	



7	What actions are required? Set up a Parish Shelter, soup kitchen, delivery of hot meals, blankets to vulnerable people, visiting and checking on vulnerable people, distributing sandbags, passage of information etc?	
8	What resources are required? E.g. a generator for the reception centre, 4x4 vehicles to deliver hot meals, information signs etc	
9	Decide how to inform the community of the emergency and actions being undertaken	
10	Assign roles and responsibilities for different areas i.e. communications, skills & equipment, talking to emergency services etc	
11	Agree contact frequency between group members to monitor the situation and to update each other on their areas	
12	Inform the community of any advice given to you from the County/District Councils or the emergency services.	
13	If considerable collateral damage, consider requirement for damaged vehicles and debris to be corralled in order to clear routes; decide location	

## Incident Log

Nature of incident: ..... Completed by: ..... Date: ..... Sheet No: .....

No	Time	Names involved	Request for assistance / action taken	Complete