



# COMMUNITY EMERGENCY PLAN for BUBBENHALL

Plan date: July 2018

Update due: July 2020

<b>Title</b>	Bubbenhall Emergency Plan
<b>Author</b>	Various (revised by Bob Powell)
<b>Publication Date</b>	July 2018
<b>Target Audience</b>	Parish and Town Councils
<b>Parish Council Circulation List</b>	Bubbenhall Parish Council Emergency Committee
<b>Description</b>	CSW Community Emergency Plan Template
<b>Action Required</b>	Please destroy previous copies confidentially and print this copy
<b>Contact Details</b>	CSW Resilience Officer Emergency Planning Department Warwickshire County Council P.O. Box 9 Shire Hall Warwick CV34 4RR
<b>Office Hours Tel No.</b>	01926 412 486 (This number is NOT 24 hours)
<b>Parish Contact Details</b>	Councillor Bob Powell 10 Coopers Walk Bubbenhall CV8 3JB Tel: 02476 303433

**Our 24 hour emergency number is**

**02476 832 673**

**This number is NOT to be made public and is only for use in an incident.**

**Note**

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	<b>Action</b>	<b>Initials</b>	<b>Date &amp; Time</b>	<b>Completed</b>
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	Keep a log and record: <ul style="list-style-type: none"> <li>- Any decisions made and actions taken</li> <li>- Who was spoken to and what was said</li> <li>- Any information received</li> </ul>			
3	Contact and inform CSW Resilience Team who will liaise with the District/Borough council Take note of any safety advice given to you to discuss at a Parish/Town Council's Emergency Committee Meeting			
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"> <li>- Visiting and checking on vulnerable people</li> <li>- Distributing sandbags</li> </ul>			
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 CSW Resilience of any decisions that have been made			

9 Remember to liaise regularly with the County and District Councils to maintain the safety of the community.

If at any time an immediate threat to life occurs or is likely to occur, call 999.

**Remember that all reasonable steps must be taken to avoid harm to yourself and the public.**

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# Section 1- Introduction & Activation

## Introduction

The template of 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 considered in conjunction with any local arrangements, such as flood action group plans.

Nearly all emergencies affecting the local community will be dealt with routinely by a joint response from the emergency services, local authorities and utility companies. However, in extreme conditions such as snow and flooding, there is a possibility that the emergency services and other agencies may be overwhelmed and not be able to reach the area affected immediately. In such circumstances, the initial response will rely entirely on local people within 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.

The aim of the plan is to:

*Provide a framework for Parish/Town councils to deal with the initial impact of an emergency on the local community, particularly when outside assistance from the emergency services and Local Authorities is delayed.*

## Objectives of the Plan

The key objectives of this plan are to:

- Support community resilience
- Identify resources in the community available to assist during an emergency
- Identify local people and local organisations who may be able to assist during an emergency
- Identify vulnerable people in the community and develop arrangements to assist them

- Provide relevant and timely local information to responders throughout the emergency
- Provide appropriate contact details for the Parish/Town council, key community resources, the emergency services and Local Authorities
- Establish local co-ordination arrangements for dealing with the impact of the emergency at the local level
- To identify and commission places of safety for the public

### **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.

### **Types of Emergencies**

Types of potential emergencies that may impact our community are:

- Heavy snow
- Flooding
- Other Severe Weather events e.g. storms and gales
- Electricity or Gas failure
- Transport Accident
- Fire/Building Collapse
- Terrorist Activity
- Major Gas Leak or Explosion
- Disease
- Animal Health

### **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. Also 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 co-ordinating 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 i.e. 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 fulfil 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 communities 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 i.e. 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!

### 1. Determine the level of the emergency

- Major: the nature and extent of the emergency is such that the number and type of casualties/persons involved requires more than a normal level of response
- Minor: a more localised incident where normal procedures are more likely to be adequate

2. Contact:

- Major: multi-agency response needed, call emergency services: 999 and activate emergency plan
- Minor: emergency: 999 and relevant emergency services and key contacts

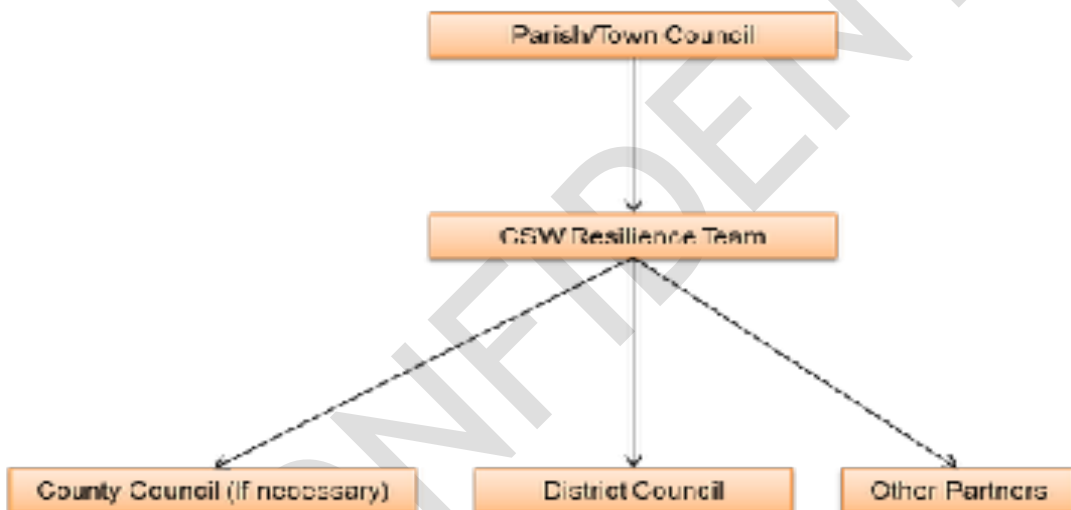
3. Follow instructions given by the emergency authorities supported by information included in this plan

4. Take appropriate further action until the emergency services arrive

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

Upon activation the parish emergency committee should assemble

**Notifying Partners**





## Local risk

For examples of risks local to the parish, look at the Community Risk Register (<https://www.warwickshire.gov.uk/communityriskregister>)

## Industrial Accidents and Environmental Pollution

Risk	Location Address	At risk details e.g. No houses affected
<b>Gas Pipelines</b>	A445 near Pagets Lane; Wappenbury Wood	<p>Some serious collisions on A445 in recent years and one vehicle crash broke gas pipes causing major leakage.</p> <p><b>Risk Profile</b> – Part of the national grid pipeline network runs underground through Wappenbury Wood. Markers clearly identify the route taken</p> <p><b>Hazard</b> - Pipeline failure</p> <p><b>Likelihood</b> - Rare</p> <p><b>Specialist Advice</b> - National Grid Gas emergency helpline 0800 111 999</p> <p><b>Impact</b> – localised threat to homes in and around Pagets Lane. Restricted access to Pagets Lane. Potential for evacuation of homes in and around Pagets Lane</p> <p><b>Key Message</b> - Get In, Stay In &amp; Tune in</p>
	Waverley Wood Landfill to Ryton Pools Gas Utilisation Facility	<p><b>Risk Profile</b> - The pipeline is buried 1.38m below the surface of the ground. The pipeline runs in a NE direction across Waverley Wood Landfill, around the northern edge of Bubbenhall wood and crosses under Pagets Lane near the junction with A445</p> <p><b>Hazard</b> – Pipeline failure, vehicle crashing into monitoring station (has occurred).</p> <p><b>Likelihood</b> - Rare but possible</p> <p><b>Impact</b> – localised threat to homes in and around Pagets Lane.</p> <p><b>Key Message</b> – Get In, Stay In &amp; Tune In</p>

<p><b>Industrial Sites</b></p>	<p>Electricity substation, Lower End No. 3144 Orchard Way</p>	<p><b>Risk Profile</b> – A substation is a part of the electrical generation, transmission and distribution system. The substation is above the surface in a fenced enclosure. <b>Hazard</b> – Fire, smoke, contaminated water run off <b>Likelihood</b> - Rare <b>Specialist Advice</b> - 0800 626555 <b>Impact</b> – Loss of power to village. Localised threat to homes &amp; business in Lower End. Potential for evacuation of homes in Lower End. Road closures isolating parts of village. Drifting smoke dependant on wind direction.</p>
	<p>Smiths Concrete Gas and Electric</p>	<p>Methane from waste site. Danger of explosion.</p>
	<p>Prologis Industrial Park.  Coventry Gateway (under construction) HS2 railway (soon to be under construction)</p>	<p><b>Risk profile</b> - low, mainly relating to possibility of HGV accidents causing road closures or warehouse fires.  The Gateway South site could present hazards associated with removal and transportation of contaminated waste and flooding plus the increased risk to public safety on the highways because of HGV movements, road closures, fire, explosions.</p>
<p><b>Wood and Parkland</b></p>	<p>Ryton Pools Country Park Ryton Rd, Bubbenhall CV8 3BH. 024 7630 5592</p>	<p><b>Risk Profile</b> - Total area of park is 99 acres with access to Ryton Wood (owned and managed by Warwickshire Wildlife Trust). The park has an information centre, cafe and toilets. <b>Hazard</b> – Methane powered electricity generator. Wildland fire. <b>Likelihood</b> - Possible <b>Specialist Advice</b> - Senior Ranger <b>Impact</b> – Localised threat to homes in and around Pagets Lane &amp; A445. Road closures would restrict access to village. Drifting smoke and gas leaks would create an unpleasant environment.</p>

<p><b>Aviation – airports, flight paths, etc.</b></p>	<p>Coventry Airport, Siskin Parkway West, CV3 4PB Co-ordinates LAT 52°22'21"N LONG 001°28'47"W</p> <p><a href="mailto:enquiries@coventryairport.co.uk">enquiries@coventryairport.co.uk</a></p>	<p><b>Risk Profile</b> - Coventry airport is located to the south east of Coventry city centre in the village of Baginton. Cargo, flight training, executive aircraft, flight experiences and the Air Ambulance all operate out of the airport.</p> <p><b>Hazard</b> – Aircraft crash in village</p> <p><b>Likelihood</b> - Unlikely</p> <p><b>Impact</b> – Loss of life and injured residents. Traumatized survivors. Road closures restricting access to village. Evacuation of homes. Building damage. Aviation fuel spillage. Primary and Secondary fires. Need to re-house affected residents. Media attention. Protracted investigations.</p>
<p><b>Motorways, major trunk roads Transport depots</b></p>	<p>A445</p>	<p><b>Risk Profile</b> – The A445 is 9.3 miles in length and provides the major link between Leamington and north east Warwickshire including Rugby and the A45/M45 roads. The stretch that runs through the village has a speed restriction of 50mph. But many vehicles appear to exceed this limit. Drivers take little account of road junctions and customary pedestrians crossing.</p> <p><b>Hazard</b> – Road traffic collisions</p> <p><b>Likelihood</b> - Possible</p> <p><b>Impact</b> – Danger to human life - pedestrians crossing road or walking along narrow pavements. Spillage and/or Fire involving Hazardous substances. Potential for temporary evacuation of homes. Road closures restricting access to village. Drifting smoke/chemical fumes affecting environment.</p>

<p><b>Severe Weather Conditions</b></p>	<p>Lower End, Stoneleigh Road</p>	<p><b>Storms:</b> causing flash floods or overflowing rivers, streams affecting, especially, Riverside Apartments.</p> <p><b>Snow storms:</b> given the rural nature of Bubbenhall village there is a risk that the village could become cut off due to abnormally heavy snow falls.</p> <p><b>Heatwave:</b> risk to health, especially among young children and vulnerable older residents.</p>
<p><b>Structural</b></p>	<p>General Housing Village Hall</p>	<p><b>Risk Profile</b> – The risk of such incidents in Bubbenhall is not particularly high because, whilst the village has an ageing building stock, it is well maintained by the residents.</p> <p><b>Hazard</b> – Unsafe structure following collapse and fractured gas mains</p> <p><b>Likelihood</b> - Rare</p> <p><b>Response</b> – A multi agency response from the emergency services is expected. Specialist agencies would respond as required.</p> <p><b>Impact</b> – Loss of life and injuries. Evacuation of affected properties. Re-housing. Gas leaks. Security of affected properties. Temporary road closures.</p>
<p><b>Pandemic influenza</b></p>	<p>Bubbenhall</p>	<p><b>Risk Profile</b> – The need for residents to leave the village in order to work and shop means that it is highly likely that and infectious disease would be brought back to the village.</p> <p><b>Hazard Likelihood</b> - Possible</p> <p><b>Response</b> – National, Regional and County-wide measures are likely to be applied.</p> <p><b>Impact</b> – Social distancing leaving vulnerable residents isolated. Psychological impact of high death rates.</p>

<b>Infectious disease</b>	Ryton Pools	<b>Risk Profile</b> – The country park has two main pools and there is the potential for public health issues associated with water e.g. Leptospirosis <b>Impact</b> – Dog walking in and around the village.
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## Local places of safety

For example, schools, churches or village halls.

Name	Address	Contact information/ key holder
Aylesford School,	Tapping Way Warwick CV34 6XR	Telephone: 01926 747100
Kenilworth School,	Leyes Lane, Kenilworth CV8 2DA	Telephone 01926 859421
North Leamington Community School,	Sandy Lane, Blackdown, Leamington Spa CV32 6RD	Telephone: 01926 338711
Campion High School,	Sydenham Drive, Leamington CV31 1QH	Telephone: 01926 743200
St Nicholas Park Leisure Centre,	Banbury Road, Warwick CV34 4QY	Telephone: 01926 6495353
Castle Farm Recreation Centre,	Fishponds Road, Kenilworth CV8 1EY	Telephone: 01926 850550
Newbold Comyn Leisure Centre,	Newbold Terrace East, Leamington CV32 4EW	Telephone: 01926 662083
Royal Spa Centre,	Newbold Terrace, Leamington CV32 4HN	Telephone: 01926 334415

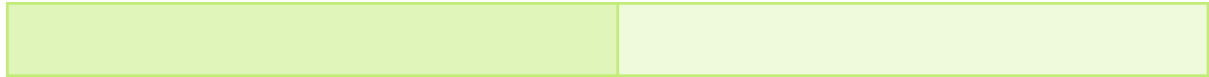
## Details of vulnerable people

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
Parish Council has knowledge and details	



## Communications

The Parish/Town council (through the Emergency Committee) will communicate and notify the community via the following methods:

Type	Where Available
Written	Updates will be placed on the following notice boards; Village hall Parish Council notice boards: Lower End and Village Hall car-park Church notice boards Bus Shelter Village website Public houses: Malt Shovel, Three Horseshoes Social media
Verbal	Community briefings/meetings Door to door visits Telephones: Mobile and Landlines

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

During an emergency, local responders will publish information and publish public safety advice via their social media and relevant websites, so it is helpful to check these places for relevant information.

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## Details of local radio stations and Websites – CSW, WCC, WCC flood

Warwickshire County Council		<a href="https://www.warwickshire.gov.uk/">https://www.warwickshire.gov.uk/</a>
BBC Coventry & Warwickshire	94.8, 103.7 & 104 FM	<a href="http://www.bbc.co.uk/news/england/coventry_and_warwickshire">http://www.bbc.co.uk/news/england/coventry_and_warwickshire</a>
Heart FM	100.7 FM	<a href="http://www.heart.co.uk/westmids/on-air/">http://www.heart.co.uk/westmids/on-air/</a>
Free Radio	97.0 & 102.9 FM	<a href="http://www.freeradio.co.uk/coventry/">http://www.freeradio.co.uk/coventry/</a>
Touch FM	102 & 107.3 FM	<a href="http://www.102touchfm.co.uk/">http://www.102touchfm.co.uk/</a>
Rugby FM	107.1	<a href="http://www.rugbyfm.co.uk/">http://www.rugbyfm.co.uk/</a>
CSW Resilience Team		<a href="https://cswprepared.org.uk/">https://cswprepared.org.uk/</a>
Warwick District		<a href="https://www.warwickdc.gov.uk/site/">https://www.warwickdc.gov.uk/site/</a>
Rugby Borough		<a href="https://www.rugby.gov.uk/">https://www.rugby.gov.uk/</a>
Stratford-on-Avon District		<a href="https://www.stratford.gov.uk/">https://www.stratford.gov.uk/</a>

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## Section 2 – Contact Details

Organisation	Details
Warwickshire Country Council	01926 410410 (This number is NOT 24 hours and is for further parish planning information)
Highways Emergencies (Flooding of the highway)  <b>NB – to report flooding on Highways, please use these numbers, not the Duty Emergency Planning number</b>	Warwickshire 01926 412 515
Warwick District Council	01926 450000
Environment Agency Environment Incident Floodline	0800 80 70 60 0345 988 1188

Utilities and other agencies	Details
Western Power Power Cut Line	0800 6783 105 or 0330 123 5008 Freephone 105
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 Council Details

<b>Chair:</b>	**Cllr Jan Lucas 02476 307988 07847015154
<b>Clerk:</b>	**Doug Evans 21 Oak Road, Tiddington, Stratford upon Avon, Warwickshire. CV37 7BU <a href="mailto:bubbenhallpclerk@gmail.com">bubbenhallpclerk@gmail.com</a> Tel: 07767 443895
<b>Emergency Committee:</b>	*Cllr Bob Powell, 10 Coopers Walk, Bubbenhall Tel: 02476 303433 Cllr Steve Haynes, 5 Home Close, Bubbenhall Tel: 02476 304176 Mobile: 07745 635687 Mr Tony Cox, 22 Coopers Walk, Bubbenhall, Tel: 02476 639045 Mobile: 07803 782713 Mr Stewart Sibley, 27 Orchard Way, Bubbenhall Tel: 02476 303019 Mobile: 07480 396750
<b>Other Parish Councillors: (Contact order in an emergency)</b>	Cllr Sam Baker (Vice-Chair), 5 Waggoners Close, Bubbenhall, CV8 3JE 02476 212966  Cllr W Nwachukwu, Wood Farm, Pagets Lane, Bubbenhall CV8 3BJ 02476 639086  Cllr Joanne Shattock Church Road 02476 305086  <b>* Key safe number holder</b> <b>** Key holders for Village Hall</b>

## District/Borough and County Councillor Details

Local District Councillors:	Cllr Pam Redford: 01926 632384 Cllr Trevor Wright: 07802 317489
Local County Councillor:	Cllr Wallace Redford: 01926 632384

## Local Volunteer Details

Organisation	Details
Village Hall <b>(N.B. Defibrillator location)</b>	** Jan Lucas: 02476 307988 07847 015154 ** Mark Holt: 02476 301226 07854 149508 ** Bob Cragg: 02476 304686 07889 619678 ** Graham Johnson: 02476 306483 07966 473520 ** Sarah Cooke: 02476 511387 07751 470318 ** Margaret Robinson: 02476 305931 07757 518861 ** Beverley Goddard: 02476 302354 07856 593143  * Cate Poolton 07769 115456 * Sharon Spencer 07834462945  <b>* Key safe number holder</b> <b>** Key holders for Village Hall</b>
Rainbows/Brownies:	Margaret Robinson: 024 7630 5931 Beverley Suffell: 01788813674
Church Groups:	Jackie Lloyd, Hill Cottage, Stoneleigh Road, Bubbenhall 024 7630 2836
Community Groups: Bubbenhall Entertainment Group	Margaret Robinson, 21 Moat Close, Bubbenhall 024 7630 5931 Judith Chettle, Halfpenny House, Church Road, Bubbenhall 024 7630 5164
Other agencies: Local Public Houses	Three Horseshoes: 024 7630 2108 Malt Shovel: 024 7630 1141 <b>(N.B. Defibrillator location)</b>

## Health and medical providers

Organisation	Details
Local Doctors:	Dr J Fullbrook – Clarendon Lodge Medical Practice, Leamington Spa 01926 422094
Chemists/Pharmacies:	Lloyds Chemist, 51 Clarendon Street, Leamington Spa 01926 336568
First Aiders:	<p><u>Bubbenhall First Responders:</u>                      Stephen Haynes 07745 635687                      Rose Cragg 07850 626279</p> <p><u>St John's Ambulance:</u>                      West Midlands Regional Office,                      National Agricultural Centre, Stoneleigh:                      02476 7669 6521</p> <p><u>British Red Cross:</u>                      Warwickshire Branch: Mr G Maynard MBE 01785 279840</p> <p><u>Bubbenhall Heart Start Group</u>                      The following people have all been trained by West Midlands Ambulance Service to respond to <b>Cardiac Arrest</b> in the village using the Public Access <b>Defibrillators:</b>                      Rose Cragg: 07850 626279                      Stephen Haynes: 02476 304176 or 07745 635687                      Jon Woodforth: 02476 302053 or 07974 181935                      Carole Stockman: 02476 305212 or 07889 753431                      David Bevan: 02476 305683 or 07545 149341                      Robert Cragg: 02476 304686 or 07889 619678                      Jackie Lindsey: 02476 511566 or 07983 455911                      Geoffrey Redfern: 02476 511566 or 07710 557442                      Navdeep Manak: 07782 329624                      Sarbjit Kalyan (Sam): 02476 518892 or 07789 918544                      Linda Kulwant Takhar: 02476 416405 or 07968 827644                      Helena Grant: 02476 302927 or 07731 419685</p>

Hospitals	<p><u>Local Hospitals:</u></p> <p>UHCW Royal Hospital, Coventry 02476 964000          Warwick Hospital (SWFT) 01926 495321          Rugby Hospital of St Cross 01788 572831          George Eliot Hospital, Nuneaton 02476 351351</p> <p><u>Hospitals Further Afield:</u></p> <p>Alexandra Hospital, Redditch 01527 503030          Birmingham Children Hospital 0121 333 999          Cheltenham General Hospital 08454 222222          Horton General, Banbury 01295 275500          Good Hope, Sutton Coldfield 0121 3782211          Heartlands, Birmingham 0121 4243263          John Radcliffe, Oxford 01865 741166          Solihull Hospital 0121 4244226          Worcestershire Royal Hospital 01905 763333</p>
Veterinary Surgeons:	<p>Bell &amp; Partners, 2-4 Norton Hill Drive, Coventry CV2 3AS Tel: 02476 602564          Feldon, 59 Station Road, Kenilworth, CV8 1JD. Tel~: 01926 859654</p>

Note: If you need advice or medical treatment quickly and you cannot wait for an appointment to see your doctor, you should call 111, which is a telephone service by the NHS. **If you need emergency medical treatment, you must call 999.**

### Details of Neighbouring Parish/Town Council

Parish	Contact details
Baginton	Clerk: Phil Clark, 45 Mill Hill CV83AH 07746521087
Eathorpe, Hunningham & Offchurch, Wappenbury & Weston	Clerk: Jane Chatterton: <a href="mailto:clerk.jpcehow@outlook.com">clerk.jpcehow@outlook.com</a>
Ryton on Dunsmore	Clerk: Lindsay Foster: 02476307336
Stoneleigh & Ashow	Clerk: Hannah Watts: <a href="mailto:stoneleighshowparishcouncilgmail.com">stoneleighshowparishcouncilgmail.com</a>
Stretton on Dunsmore	Clerk: Helen Stewart: <a href="mailto:strettonondunsmoreclerk@gmail.com">strettonondunsmoreclerk@gmail.com</a>

## Section 3 – Resources

<b>Emergency Box Location</b>	Bubbenhall Village Hall Current key-holder: Cllr Bob Powell
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### Suppliers and contractors

<b>Specialists</b>	<b>Details</b>
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	
<b>Plumbers</b>	Rheams (Plumbing and Heating) 4 Manor Farm House, Lillington, CV32 7DB 01926 428752
<b>Electricians</b>	
<b>Builders</b>	Graham Johnson: 33 Orchard Way, Bubbenhall 024 7630 6483
<b>Mechanic</b>	
<b>Local Shop</b>	Nearest shop in Ryton or Baginton

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Parish/Town flood information	Details
Details of Parish/Town flood group (if established)	Emergency Committee to contact Environmental Agency: 0845 988 1188
<b>Contents of Village Hall Emergency cupboard</b>	First Aid Kit, 6 x camping gas lights, medical emergency flag, emergency ice-packs, 24 x emergency blankets, 3 x 'Parish Emergency Team' tabards,
	Sandbag suppliers:  Fairview Trading, Honeybourne 01386 833001  Bailey Buildbase, Nuneaton 024 7664 1641  Bailey Buildbase, Foleshill, Coventry 024 7666 8000  Bailey Buildbase, Kenilworth 01926 851155  Sapcote Site Supplies Ltd, Sapcote, Leicester 01455 274528/273099
Details of any equipment held by Parish Council/Village Hall Committee	Storage heaters (Electric) Fan heaters (meter - £1 coins) Gas heaters (instructions for use are in Hall) Gas lighting (located in Emergency Cupboard) Fully equipped kitchen Capacity of main hall = 70 seated No telephone No generator No food, etc., stored on premises
Other rivers/critical watercourses liable to flood (main rivers, flood plain)	River Avon: Stoneleigh Road  Lower End can flood after heavy rain (if drains blocked)

## Floodline Quick Dial Codes (QDC) for Rivers affecting the Parish

Floodcall No. 0845 988 1188

Flood Alert		Flood Warning	
Middle Avon: Rugby to Bidford	524612	River Avon at Stoneleigh and Bubbenhall	524326

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## Section 4 – Guidance before and during an emergency

### Emergency Services Role

The emergency services are trained to cope with a wide range of emergency situations, but there is a lot that you can do to help them and yourself.

### Emergency plans exist in all areas of the UK

The police, fire and ambulance services have tried and tested plans for responding to incidents, from fires to explosions, whether they are at your home, your school or affecting transport networks.

### Health and Hospitals

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

In most emergencies, the experts from the emergency services will be the best people to deal with any situation. Please ensure that they have been alerted by calling '999'. Ask bystanders to keep back and not interfere or become casualties themselves. The 'walking wounded' will be dealt with by the emergency services

Contact telephone numbers for emergency services are listed in Section 2. Although **999** will often be more appropriate. Leave the emergency to the trained professionals and help by keeping bystanders back and obeying the instructions of the emergency services

### Advice for councillors in an emergency

This section is intended to be a general guide to help Councillors should an emergency occur and is reproduced here to enable easy access. Some of the information is repeated in other sections of this Plan.

The information is based on the government document 'Preparing for Emergencies' which was circulated to all households in 2005.

The Emergency Planning Co-ordinator for the Parish Council is...Bob Powell

If you find yourself in the middle of an emergency, your common sense and instincts will usually tell you what to do. However, it is important to:

- **Do not** put yourself in any danger
- Make sure '999' has been called, including a request for an ambulance if people are injured or if there is a threat to life

- Re-assure bystanders and keep them away from the incident
- Keep bystanders back and out of the way of the Emergency Services
- Avoid putting yourself or others in danger – Rest areas may be available at the Village Hall
- Remain calm and think before acting and try to reassure others
- Always follow the advice of the emergency services

If you are not involved in the incident, but are close by or believe you may be in danger, in most cases the advice is:

- Advise people to go inside a safe building (or rest area if available)
- Stay inside until advised to do otherwise
- Tune in to local radio or TV for more information

Of course, there are always going to be particular occasions when you should not 'go in' to a building, for example, if there is a fire. Otherwise advise: **GO IN, STAY IN, TUNE IN**

#### **REMEMBER**

Do not assume that somebody has already taken action – it is better that the initial response is duplicated rather than no response is given at all!

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

Take appropriate further action until the Emergency Services arrive.

In certain very unlikely situations, residents may be asked to leave their home by the emergency services. If this happens, encourage them to leave as quickly and calmly as possible. And, if they have time:

- Turn off electricity, gas and water supplies, unplug appliances and lock all doors and windows
  - 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
- General information

Further general information and public safety advice for the community can be found on the CSW website: [www.cswprepared.org.uk](http://www.cswprepared.org.uk)

# Appendices

## 1. 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, parents 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, local news, etc.
- Organisation of the Parish Council to deal with local issues
- Temporary arrangements if outside assistance is not available

## 2. 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. Fill in the fields below to help you keep a log of your decisions and actions. Ensure you sign and date the bottom of this document.

Page.....Of.....

Date	Time	Call Received from (name & organisation)	What do they want you to do	Your Action
