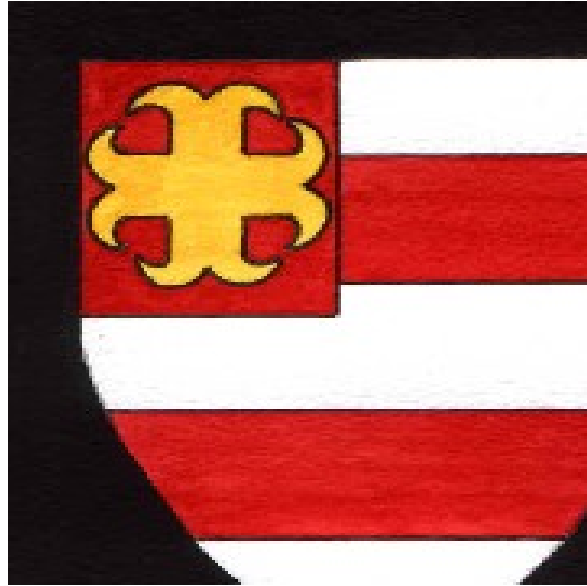


Kirkby Ireleth Parish Council

CHAIRMAN: Mr. M. A. McPherson, 1, Combe Crescent, Kirkby-in-Furness. Cumbria. LA17 7UE



Community Emergency Plan

INDEX

1)	Definitions	Page 1
2)	Aims and objectives	Page 1
3)	Planning Assumptions	Page 1
4)	Emergency Co-ordination team	Page 2
5)	Risk Analysis	Page 2
6)	Communications and records.....	Page 2
7)	Resources, Equipment and Skills.....	Page 3
8)	Key Locations and Facilities	Page 3
9)	Activation of the Plan	Page 3
10)	Testing and Validating the Plan	Page 3

APPENDICES

A.	Emergency Declaration Procedure	Page 4
B.	The Emergency Co-ordinator and Emergency Co-ordination Team	Page 5
C.	Communications	Page 6
D.	Resources	Page 7
E.	Key Locations and Facilities.....	Page 8
F.	Coastal Flooding Emergency Procedure	Page 9
G.	Local Risk Analysis	Page 11
H..	Activation Check Lists	Page 12
I.	Logging Sheet	Page 13
J.	Copies to Interested Parties	Page 14

1) Definitions

A Community Emergency is any combination of events that either:

- Endangers life
 - Severely impacts on the medium to long term habitability of our homes
 - Causes structural damage to property
- And
- Effects 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.

2) Aims and Objectives

The Aim of this plan is to increase short term community resilience.

The objectives of this plan are:

- To protect lives and property;
- To promote mutual assistance within our Community
- To sustain acceptable living conditions

This will be achieved by:

- The identification of vulnerable elements within the Community;
- The identification of hazards and possible mitigatory measures; and
- The identification of resources and key contacts within the Community.

3) Planning Assumptions

The content of this plan is based on the assumption that some utility and essential services have failed and that the emergency services will be restricted in their ability to immediately respond to ours and to neighbouring communities. Obviously where utilities remain functional, they will continue in use.

The foreseeable consequence of this situation is that for an indeterminate period there will be one or more of the following;

- No electricity;
- No gas;
- No water;
- No telephones

Consequent to the loss of these utilities, the following services may also become unavailable;

- Cash dispensers
- Food outlets
- Fuel in service stations
- Mobile telephones

4) Emergency Co-ordination Team

A team of local volunteers, who are resident within the Community, have been identified to;

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

This group has appointed an Emergency Co-ordinator whose role will be;

- To chair meetings of the Emergency Co-ordination Team
- Provide a link to the County Emergency Response Structure
- Provide a link between the community and other organisations planning and responding to an emergency.
- Call a community meeting during an emergency (if deemed necessary)

This group have also appointed a Deputy Emergency Co-ordinator who will fulfil the role of Co-ordinator in the absence of that individual.

Group members will assume the role of Local Emergency Co-ordinators to specific geographical areas within the Kirkby Ireleth Parish

The names and contact details of Co-ordinators are recorded at **Appendix B**

The group will co-ordinate its activities with the Parish Council and the Sandside Coastal Flooding Group.

Any member of the group should be prepared to declare an emergency, either singly or in consultation with others in order to ensure a prompt response to the situation.

5) Risk Analysis

Risk and hazard analysis will be considered as and when required in the preparation of the plan. A template to assist with any future requirements is included at **Appendix G.**

6) Communications and Records of actions

In preparation for and during an Emergency, communications are organised into layers to ensure that:-

- Information is distributed to everyone in the community and that no-one should be left feeling isolated;
- Individual concerns and needs are addressed by co-ordinated action
- External agencies and services are contactable and respond appropriately

It is anticipated that the Emergency Co-ordination Team will be better prepared to identify the needs of their community, will be able to communicate more focused requests for assistance.

A Communications Schedule is included for completion at **Appendix C**

Following declaration of an Emergency, it will be necessary to record the time and nature of actions taken. A template Log Sheet to assist with this is included at **Appendix H.**

7) Resources, Equipment and Skills

Pre-identification of individuals within the Community with particular skills, together with locations of resources and equipment which can be called upon is essential.

A detailed list is included at **Appendix D.**

8) Key Locations and Facilities

Pre-identification of Key locations and Facilities is essential and can be supplemented by the use of area maps.

A detailed list, together with names of 'Key-holders' is included at **Appendix E.**

9) Activation of the Plan

Any preparation prior to the event has the effect of reducing the risk in any decision making. To this end it will be useful to prepare Action "Check Lists" as an aide- memoire, to be used in any emergency.

A template to assist with this is included at **Appendix H.**

An Emergency Declaration procedure is included

10) Testing and Validating the Plan

The plan should be tested and validated on a cyclic basis.

The following is a suggested schedule for this purpose.

- a) the contact list ringing the relevant numbers should be rung every **six months** to test the contact details of each person named in the plan.
- b) the activation process the staff responsible for triggering the plan activation should be physically asked to do so in a short test. This should be **every twelve months.**

Appendix A

Emergency declaration Procedure

An emergency situation may be declared by any member of the co-ordination team, singularly, or ideally in consultation with the Lead Co-ordinator.

1. Following notification of emergency services, Lead Co-ordinator and or his deputy will immediately proceed to the Command & Communication Centre, namely Burlington School.
2. Contact with Local Government and Emergency Services should be established and maintained..
3. In the event of Coastal Flooding, communication should be established with the Sandside and Head Cragg Wardens who will liaise with external agencies. The Emergency Plan for Coastal Flooding is attached
4. Notify 'Key-holders' to all Shelter locations
5. Prior to the arrival of emergency services, and In conjunction with Local Co-ordinators, establish the severity of the situation and determine need to advise all residents, and or move to a place of safety. Particular attention should be paid to vulnerable residents who may require assistance
6. Instigate ring-round procedure and transportation arrangements as and when required.

Note:

Emergency Co-ordinators have been issued with a pack containing local maps, lists of telephone numbers and other useful information together with the contact details of vulnerable residents. This pack should be available at the appointed locations for Co-ordinators.

Appendix B

The Emergency Co-ordinator and the Emergency Co-ordination Team

Co-ordinator		
A. Curwen,	889 140	07803 518 445
Deputy:		
I. Winstanley, Fell Gate Barn, Gargeave	889 022	winstanley3729@googlemail.com
Soutergate:		
M. Jackson, Fell View, Soutergate	889 374	
Beckside:		
M. Slinger	889 696	
Chapels/Marshside/Marshgarth:		
W. Todd 1, Long Row, Marshside	889 654	williamtodd@lowghyll.co.uk
Sandside:		
J. Woodward, Railway House, Sandside	889 519	
Grizebeck:		
M. Irvine Dove Ford Farm, Grizebeck	889 632	
Wallend:		
J. Byrne	889 278	jill.byrne4@btinternet.com
Coastal Flooding Group		
J. Woodward, Railway House, Sandside	889 519	
J. Todd, Askewgate	889 106	<u>jolyontodd1@gmail.com</u>
Rick Shaw, Mid Sandside	889 624	
Brian Pickthall, Mid Sandside	889 552	
Colin Charlton, Lower Sandside	889 120	
Robin Cornah, Headcragg	889 978	
Parish Council Co-ordinator		
Sarah Rhodes	07824619486	

Appendix C

Communications

Communications System	Contact / Responsibility	Tel: Numbers	E-mail
Information Boards (inc. Location):	A. Field, Parish Clerk	889 906	Kirkbyparishcouncil@outlook.com
Cumbria Community Messaging:	A. Field, Parish Clerk	889 906	Kirkbyparishcouncil@outlook.com
Cascade Telephone System:	B. Rabone G. Burns M. Wright Stangroom Cornah G. Kelly Moorland Stores S. Wood	889 297 889 922 889 376 889 897 889 978 889 948 889 213 889 133	
Local Council Meeting:	A. Field, Parish Clerk	889 906	Kirkbyparishcouncil@outlook.com
Local Public Meeting:	A. Field, Parish Clerk	889 906	Kirkbyparishcouncil@outlook.com
Emergency Services:	Police	999 or 112	
	Cumbria Fire & Rescue Service	01900 706 231 07917 305 764	Mike Dobson – Watch Manager
	Cumbria Constabulary	101	
	Cumbria County Council	01228 606 060	Information@cumbriacc.gov.uk
	Cumbria County Council Emergency Planning Unit	01228 815 700	emergency.planning@cumbriacc.gov.uk
	Environment Agency Floods Hotline	0845 9881 188	
	Highways Hotline	0845 6096609	
	Doctor's Surgery	Kirk 889 247 Brou 716 337	
	1 st Responders	D. Grisdale 889 486	
	Social Services	01228 526 690	
Radio:	The Bay	102.3	www.thebay.co.uk
	BBC Radio Cumbria	96.1	www.bbc.co.uk/cumbria

Appendix D

Resources

Equipment	Person	Skill	Location	Contact
High Rise Access, Water Rescue, Flood Response & Decontamination	Cumbria Fire & Rescue Service		Various	Mike Dobson – Watch Manager 01900 706231 or 07917 305764
Chain saw / Portable heater / Blankets & pillows	Barbara & Barry Rabone	Administration & catering	‘Riggator’ Chapels	889297 / 07789434912
Blankets & Pillows	Gail Burns	First Aid / Catering / Counselling	8, Herschell Terrace	889 922
Blankets & Pillows	Carol Wright		4, Combe Crescent	889376
	Craig Stangroom	Doctor	‘Blue Stones’, Wallend	889 897
	Robin & Kate Cornah	Counselling	‘Jenny Cottage’, Head Cragg	889978
Electric Portable Heater	Bill McKinney	Vet	Ellermire Farm, Grizebeck	716230 / 889472
Duvet & Pillows	Sylvia Wood	Doctor	Chimes Cottage, Sandside	889133
Camping stove / Blankets & Pillows	Gay Kelly		‘Quinta’, Grizebeck	889
Chain saw	Michael Irving	Farmer	Low Dove Ford Farm	889 632
Generator	Moorland Filling Station	Administration / HGV driver / Plant Operator / Catering	School Road	889306
Varied	Grizebeck Service Station	Mr. Moore not always available		889 259
Generator Emergency lighting Sand bags	Sandside Coastal Flooding Team		Railway House, Sandside	889519

Appendix E

Key Locations and Facilities

Name and address	Key holder	Possible use	Notes
Burlington School	L. Dean 889 630	Command Hub / Communication Centre / Shelter	Telephone and broadband available.
Community Centre	D. Anderson 889 526	Shelter and food point	
Beckside Rooms	L. Dean 889 630	Shelter and food point	
Grizebeck Community Hall	Gay Kelly 889 948	Shelter and food point	Telephone and broadband available
Burlington Inn	889 039	Shelter and food point	
Ship Inn	889 995	Shelter and food point	
Greyhound Public House	889 672	Shelter and food point	

Appendix F

Coastal Flooding Emergency Plan

Objective

To co-ordinate a community response prior to, during and following coastal flooding

Framework

The at risk area of the community has been divided into 4 co-terminus sectors. These being mid Sandside, lower Sandside, Askew Gate / Westview and Headcrag.

Each sector has 2 wardens who will co-ordinate responses in their given localities and link with and support wardens in the other 3 sectors

Role of Wardens

1. To ensure residents receive up to date accurate flooding information
2. To encourage safety awareness among residents and visiting non-residents
3. To support absent residents and the less able to erect appropriate flood resilience measures (if so requested)
4. To appraise new residents of flood prevention schemes
5. To assist in the effective relocation of vehicles during at risk periods
6. To liaise with external agencies where appropriate
7. To co-ordinate any necessary clean up and / or post flooding remedial work with affected residents and outside agencies

Wardens:

Sector	Warden 1	Tel. No	Warden 2	Tel. No
Mid Sandside	Rick Shaw	889 624	Brian Pickthall	889 552
Lower Sandside	Colin Charlton	889 120	Gill Lockett	889 114
Askew Gate /Westview	John Woodward	889 519	Jolyon Todd	889 106
Headcragg	Robin Cornah	889 978		

Information Cascade

On receipt of the Environment Agency flood warning, wardens will contact colleagues in other sectors to ensure warning has reached all potentially affected residents

Further Communication

Each pair of wardens will establish walkie - talkie contact with the other 3 teams to facilitate effective communication throughout tidal surge period

Vehicles

Residents and non residents will be advised to move their vehicle from at risk areas having consideration to other residents and access for emergency vehicles. Vehicles of station users to have notices placed on windscreens apropos impending flooding (should sufficient warning be given)

Emergency Lighting

To be erected near to station gates. Each residence to be asked to leave downstairs lighting and outside lighting on during at risk periods

Flood Resilience Measures

Wardens to check individual measures are in place and (if appropriate) advise and support residents who have been able to erect their flood defences

During Flooding

Wardens to patrol at risk areas and ensure those residents and non residents in vicinity of flooding are appraised of danger

Following Flooding

1. Wardens to meet as a team and assess damage/health risk to property and surrounding area, in doing so:
2. Assist in the removal of damaged furniture carpets etc
3. Contact relevant agencies/ organisations re: damage to roads / walls/ drains etc.
4. Assist affected residents in disinfecting and installing driers in their property
5. Appraise efficiency of flood resilience measures in individual properties and subsequently liaise with the Environment Agency.

Appendix G

Local Risk Analysis

Risk Analysis is simply a structured approach to thinking through threats, which can assist you in directing your efforts in a way that can produce the most value.

To carry out risk analysis, follow these steps:-

Identify threats – Threats that are particular to your community – some likely potential threats have been listed below. Much work has already been carried out on this and it may be of assistance to refer to the Cumbria Community Risk Register, which can be viewed online through the [Cumbria Resilience Website](http://www.cumbriaresilience.info) at <http://www.cumbriaresilience.info>. Don't duplicate a risk that has already been assessed elsewhere unless you feel that there will be direct benefit in this to your community.

Estimate Risk - Risk can be defined as the likelihood of an event happening x 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.

Manage Risks - Once you have worked out and prioritised the value of risks you face, you can start to look at ways of controlling and mitigating them. This plan is obviously one controlling / mitigatory factor; other factors can be determined as appropriate to your community, your locale and the resources available to you.

Review Risks

Circumstances and situations change, so it will be essential to carry out periodic risk reviews. It is suggest quarterly for the highest risks and annually for the medium to low risks.

Hazard	Hazard Impact	Likelihood Score	Impact Score	Total Score	Controls in Place	Further Action Required

Appendix H

Activation Check Lists

In a major emergency affecting the community, the safest place for anyone not directly involved in the incident is usually in their own home or if not near home, in a building. Thus people who believe they may possibly be affected by the incident should follow the standard advice “**GO IN, STAY IN, TUNE IN**”, which means go inside a safe building, stay inside until you are advised to do otherwise, and tune in to a local radio or TV for information.

Dial 999 ensure the emergency services are aware of the emergency and follow any advice given.

Instigate Emergency Declaration Procedure (as attached)

Use the suggested log sheet at **Appendix I** to record:

Any decisions you make

Who you spoke to and what was said.

Appendix I

Logging Sheet

[illegible]

Appendix J

Master Copy

Parish Council

Copies to:

Emergency Services
Parish Councillors (eleven copies)
Environmental Agency
Burlington School
Kirkby Community Centre
Grizebeck Community Hall
St. Cuthbert's PCC
Methodist Church
Sandside Coastal Flooding Team (six copies)
M. Slinger
Dr. Wilson