

Community Emergency Plan

Kirkby Ireleth Parish

Record of amendment

No.	Date	Nature of amendment
1.		

Date of this plan

17th February 2014

This plan will be reviewed annually

Distribution

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1.	Master Copy – Parish Council
2.	SLDC Kendal
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15.	Ditto
16.	Ditto
17.	Ditto
18.	Environmental Agency
19.	Burlington School
20.	Kirkby Community Centre
21	Kirkby Village Hall – Beckside Rooms
22	Grizebeck Community Hall
23	Sandside Coastal Flooding Team (2)
24	Ditto

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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;
or
- 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; and
- 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 "A"](#).

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 "B"](#).

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; and
- 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 "D"](#).

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 "E"](#).

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 "F"](#).

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 "G"](#). 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.

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- | | |
|----------------------------|---|
| a) the contact list; | Ringling 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" The Emergency Co-ordinator and the Emergency Co-ordination Team

Name and Post	Address	Telephone Numbers	E-MAIL
<u>Emergency Co-ordinator</u>			
M. McPherson	1 Combe Crescent	889382	mcpherson@combecrescent.freemove.co.uk
<u>Deputy Emergency Co-ordinator</u>			
R. Morrish	Swallows, Askewgate Brow	889780	bobmorrish@dsl.pipex.com
<u>Soutergate Co-ordinator</u>			
M. Jackson	'Fell View' Soutergate	889374	denisemichael@dsl.pipex.com
<u>Beckside Co-ordinator</u>			
D. Greenway	2 Mill View, Beckside	889703	Rjsteele09@btinternet.com
<u>Chapels/Marshside/Marshgarth Co-ordinator</u>			
W. Todd	1, Long Row, Marshside	889654	williamtodd@lowghyll.co.uk

<u>Sandside Co-ordinator in cooperation with Coastal Flooding Group</u>			
B. Copley	'Tethers End' Sandside	889328	nil
<u>Grizebeck Co-ordinator</u>			
M. Irving	Dove Ford Farm, Grizebeck	889632	nil
<u>Coastal Flooding Group</u>			
J. Woodward	Railway House, Sandside	889519	Coastal Flooding Group have an organisation to assist when in danger of residential flooding. They have emergency equipment and radios for communication
Jolyon Todd	Askewgate	889106	
Rick Shaw	Mid Sandside	889624	
Brian Pickthall	Mid Sandside	889552	
Colin Charlton	Lower Sandside	889120	
Jill Lockett	Lower Sandside	889114	
John Hall	Headcrag	889736	
Robin Cornah	Headcrag	889978	

Appendix “B” 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:-

1. Identify 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 on-line 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.
2. 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.
3. 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.
4. Review Risks – Circumstances and situations change, so it will be essential to carry out periodic risk reviews. We would 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 "C" Communications

Means and methods of Communication, together with relevant numbers and electronic addresses can be recorded on this sheet.

Communications System	Contact / Responsibility	Numbers / Frequencies	E-mail	Comments
Information Boards (inc. Location)	R. Morrish Parish Clerk	889780	bobmorrish@dsl.pipex.com	
Cumbria Community Messaging	R. Morrish Parish Clerk	889780		
Cascade Telephone System	Rabone Burns Wright Stangroom Broadley Cornah Kelly Moorland Stores Wood	889297 889922 889376 889897 889458 889978 889948 889213 889133		
Local Council Meeting	R. Morrish Parish Clerk	889780		
Local Public Meeting	R. Morrish Parish Clerk	889780		
	Emergency	999 or 112		Emergencies Only

	Services			
	Cumbria Fire & Rescue Service	01900 706231 or 07917 305764	Mike Dobson – Watch Manager	
	Cumbria Constabulary	101		Non emergency number
	Cumbria County Council	01228 606060 01228 606327 (fax)	information@cumbriacc.gov.uk	
	Cumbria County Council Emergency Planning Unit	01228 815700	emergency.planning@cumbriacc.gov.uk	24 hour answering service
	Environment Agency Floods Hotline	0845 9881188		
	Highways Hotline	0845 6096609		
	Doctor's Surgery	Kirkby 889247 Broughton 716337		
	1 st Responders	D. Grisdale 889486		
	Social Services	01228 526690		Out of hours and emergencies
Radio	The Bay	102.3	www.thebay.co.uk	Windermere
Radio	BBC Radio Cumbria	96.1	www.bbc.co.uk/cumbria	S Cumbria

Appendix "E" 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 / barry.rabone1@btinternet.com
Blankets & Pillows	Gail Burns	First Aid / Catering / Counselling	8 Herschell Terrace	889922 / rg.burnside@talktalk.net
Blankets & Pillows	Carol Wright		'Bracken' Combe Crescent	889376
Z Bed / Portable Heater / Blankets & Pillows	Peter & Brenda Lee	Builder	7 Burlington Close	889143 / blee51@hotmail.co.uk
	Craig Stangroom	Doctor	'Bluestones' Wallend	889897 / craigs@doctors.org.uk
	Broadley		47 Burlington Close	889458 / pdbroadley@btinternet.com
	Robin & Kate Cornah	Engineer / Counselling / Citizens Advice Burea	'Jenny Cottage', Head Cragg	889978 / robin.cornah@btinternet.com
Camping stove / Blankets & Pillows	Gay Kelly		'Quinta' Grizebeck	889948 / 07791638513 / mgk58@live.com
Electric Portable	Bill McKinney	Vet	Ellermire Farm,	716230 / 889472 /

Heater			Grizebeck	mckinneybll@ad.com
Chain saw	Paul Armstrong	First Aid / Plumber / HGV driver	'Bankend' Grizebeck	07881686922 / www.pandeservices.co.uk
Generator	Moorland Stores	Administration / HGV driver / Plant Operator / Catering	Four Lane Ends, School road	889213 / moorland stores@daisybroadband.co.uk
Blankets & Pillows	Sylvia Wood	Doctor & 'goffar'	Chimes Cottage, Sandside	889133 tillygrenelefe@hotmail.com
Mini Bus	Grizebeck Service Station			889259
Generator Emergency lighting Comms Sand bags	Sandside Coastal Flooding Team		Railway House, Sandside	889519

Appendix "F" Key Locations and Facilities

Name and address	Key holder	Possible use	Notes
Burlington School	J. Fallows 889641	Command Hub / Communication Centre / Shelter	School is only public building in area with telephone. Broadband available.
Community Centre	F. Wayles 889329	Shelter and food point	
Beckside Rooms	E. Morrison 889474	Shelter and food point	
Grizebeck Community Hall	Gay Kelly 889948	Shelter and food point	Broadband available Telephone available
Ship Inn	T. Barton 889700	Shelter and food point	
Burlington Inn	N. Meneagh 889039	Shelter and food point	
Greyhound Public House	TBA 889224	Shelter and food point	TBA CLOSED AT PRESENT

Appendix "G" Activation Check Lists

Emergency Activation Check List

In a major emergency affecting your 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.	
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Instigate Emergency Declaration Procedure (as attached)	
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Use the suggested log sheet at Appendix "D" to record: <ul style="list-style-type: none">• Any decisions you have made• Who you spoke to and what was said	
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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 liase 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.

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

- To ensure residents receive up to date accurate flooding information
- To encourage safety awareness among residents and visiting non-residents
- To support absent residents and the less able to erect appropriate flood resilience measures (if so requested)
- To appraise new residents of flood prevention schemes
- To assist in the effective relocation of vehicles during at risk periods
- To liaise with external agencies where appropriate
- 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
Headcrag	John Hall	889 736	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

Wardens to meet as a team and assess damage / health risk to property and surrounding area, in doing so to:

- Assist in the removal of damaged furniture carpets etc
- Contact relevant agencies/ organisations re: damage to roads / walls/ drains etc.
- Assist affected residents in disinfecting and installing driers in their property
- Appraise efficiency of flood resilience measures in individual properties and subsequently liaise with the Environment Agency

Continuation Sheet