

Staveley with Ings Parish Council Emergency Plan



1 Introduction

- 1.1 All major emergencies are dealt with by the Emergency Services, Local Authorities, Utilities and Voluntary Agencies in a combined response. In extreme conditions such as heavy snow, flooding or a major accident, there is the possibility that the emergency services may not be able to reach Staveley or Ings as quickly as needed.

In such circumstances, the initial response may rely entirely on our local people.

The purpose of this Community Emergency Plan is to ensure that Staveley and Ings prepare for an emergency and minimise its impact should the community be affected.

- 1.2 Staveley with Ings Parish Council has access to people and resources that allow them to respond to specific incidents that may affect a particular locality.

2 The Community Emergency Plan

- 2.1 Each Co-ordinator and relevant organisations are to receive a copy of the plan.
- 2.2 The plan will be reviewed annually

THE COMMUNITY EMERGENCY PLAN

Co-ordinators (those underlined are our designated “first response” co-ordinators)

Coordinators will retain contact for all circumstances via text or WhatsApp messaging

Emergency Coordinators	Contact details	
<p><u>Mark Kidd</u> (Chair)(Lead)</p> <p><u>Anne Salisbury</u> vice chair to act if chair unavailable</p>	<p>Sunny Orchard Farm, LA8 9JF</p> <p>Newlands Staveley, LA8 9NG</p>	<p>01539 821016 / 07807 612253</p> <p>07713 240572</p>
<p><u>Peter Harrison</u></p>	<p>5 Rawes Garth, Staveley, LA8 9QH</p>	<p>01539 821076 / 07789 226550</p>
<p><u>Clive Johnson</u> <u>Julie Johnson</u></p>	<p>1 Bridge End, Staveley, LA8 9NB</p>	<p>01539 821329 / 01539 821126 / 07778 509095 /07967849864</p>
<p><u>Paul Riley</u> (Ings Lead)</p>	<p>Burnthwaite, Ings, Kendal, LA8 9PY</p>	<p>01539 822635 / 07979 964880</p>
<p>Parish Clerk (Lesley Postlethwaite)</p>	<p>1 The Parrock, Ings. LA8 9PY</p>	<p>07761 044392</p>
<p><u>Lesley Long</u> Ings (Lead)</p>	<p>Broadgate Farm Ings LA231JR</p>	<p>01539447507/07724240095</p>
<p><u>Henry Buxton</u> Ings (Lead)</p>	<p>6 Ings Hall, Ings LA89PZ</p>	<p>07932 741342</p>

Additional organisations on the Distribution List

<p>1. Staveley Primary School</p>	<p>Lisa Strange 01539821218</p>
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2. Ings Parish Hall	John Hiley 01539821524
3. Staveley Village Hall	Clive Johnson 07778509095
4. Ings Church	John Wood 01539821449

3. What to do if an emergency occurs

3.1 A cascade system will be put in place, with named “first response” emergency co-ordinators (see table above) taking responsibility for notifying others.

3.2 **In the event of an emergency situation affecting all or part of the Parish, the initial action is to telephone 999.** Follow instructions given by the emergency services or local authority and support using information included in this plan.

3.3 **If contact with Cumbria Police, Fire and Rescue Service, Ambulance Service or NHS Trust is not possible or the response is likely to be substantially delayed, the Emergency Plan will be implemented until help arrives. The Emergency Services will be informed that the Emergency Plan has been implemented and will be Co-ordinated from each Emergency Centre.**

3.4 **Once our Emergency Plan has been implemented, the Emergency Co-ordinators will convene at the EMERGENCY CENTRE. The keyholder for Staveley Village Hall is Clive Johnson (01539 821329 / 01539 821126 / 07778 509095); for Ings Village Hall it is John Hiley (01539821524). Full details of keyholders are shown in section 5.**

A plan will be formulated depending on the nature of the emergency which may include organising working parties/gathering equipment etc; this will then be relayed to the residents. Each Emergency Co-ordinator will be responsible for an area and endeavour to keep the residents in that area informed and if need be, cared for. They will also need to inform all the Community Groups (see section 4 below).

4. Local hazards and threats

These are our local area hazards and threats which are best known by our local people.

Hazard	Location	Action
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1.Flooding	Dependent on circumstances but likely to be: The Banks/Station Road, Gowan Terrace, Eagle & Child area, Main Street, Silver Street, Kendal Road, Ings	A Flood Action Group, consisting of local representatives will work with the Parish Council to identify flooding needs and coordinate action (see appendix 3)
2.Ice/snow	Dependent on circumstances	"First response" contacts to be contacted plus Parish Clerk
3.Major accident	Dependent on circumstances	"First response" contacts to be contacted plus Parish Clerk
4.Major and prolonged service outage	Dependent on circumstances	"First response" contacts to be contacted plus Parish Clerk

4. Community groups

These are groups that may require additional or specific assistance in an emergency or groups that have members from outside the village.

Group	Contact name	Contact Number
Blossom Tree Nursery	Nicholas & Lisa Jeffery	01539 822400 / 07891 481961
Staveley Primary School	Ms Lisa Strange	01539 821218
Staveley Surgery	The Receptionist	01539 821341

5. Temporary places of safety

Details of accommodation that would be suitable for people, including casualties, requiring temporary shelter until help arrives are shown below

Key Holders Name	Address	Telephone Number
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Staveley Village Hall (Identified Emergency Centre)	Clive Johnson, 1 Bridge End, Staveley, LA8 9NB Reserve: Jim Palmer Heather Stobbart	01539 821329 / 01539 821126 / 07778 509095 07722 026615 07891 805247
Staveley Primary School	Brow Lane, LA8 9PH	01539 821218
Staveley Pavilion	Clive Johnson, 1 Bridge End, Staveley, LA8 9NB Reserve: Jim Palmer Heather Stobbart (Key code also available from Lead Coordinator)	01539 821329 / 01539 821126 / 07778 509095 07722 026615 07891805247
Ings Village Hall (Identified Emergency Centre) Ings Church	Mr John Hiley Mr John Wood	01539 821524 01539 821449
Staveley Church	Revd. Laurence Basham	01539 821267

6. Appropriate parking locations for vehicles supporting Staveley and Ings in an emergency

Location	Grid Ref	What3words
Staveley Recreation Ground (Appropriate for Air Ambulance landing)	SD472981	tripods.drain.passion
Old Cricket field, Staveley	SD470984	narrating.unravel.roadblock

Industrial Estate (Owned by R Rogers)	SD470984	breed.behalf.removes
Ings Field	SD444986	bandwagon.green.consoles
Cumbria Tourism	SD465983	renews.butternut.sagging
Others	To be determined	

7. Staveley & Ings emergency planning contact numbers

Name / Contact	Role	Daytime contact number
Emergency Services		999/101
Westmorland and Furness WAF	Community Area Support - they liaise with all emergency teams. southlakeland.areasupport@westmorlandandfurness.gov.uk	07721 628804 - emergency 0870 4286905 - general
Local GP Surgeries		01539 821341
Chemist, Main St	Non-emergency advice only	01539 821222
First Responders	Emergency medical assistance	Via 999 only
Westmorland and Furness	Flood Line Highways Hotline Social Care (concern for vulnerable adults /children)	0345 9881188 0300 3032992 0300 3733301 0300 3733300
Environment Agency	Floodline (24 hours)	0345 988 1188
Environment Agency	Incident Hotline (ask for Penrith Incident Room or Flood Duty Officer for Cumbria)	0800 807060

Local Police Station	Busher Walk, Kendal, Cumbria LA9 4RJ	101
NHS Direct		0845 330 0247
Gas	National Grid	0800 111999
Water inc sewerage and flooding	United Utilities	0345 672 3723
Electricity	Electricity North West	0800 1954141 - option 4 Powercut 105

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8. Communication

These are services that can be called upon to inform members of the parish.

Group	Contact name	Contact Number
BBC Radio Cumbria		Switchboard: 01228 592444 Studio direct: 0800 111 4950
Heart North Lancs & Cumbria (Local Radio)		0333 200 2000 (Studio: 0345 002 1054 or text 82122 and say NORTH)
Lake District Radio		07773 035842
Bay Trust Radio (Local Radio)		0330 2230056
Smooth Lake District (Local Radio)		0333 200 2000 (Switchboard: 020 7766 6000 or text 65588 for studio)
Westmorland Gazette		Phone: 01539 720555
Parish website	Parish Clerk (Lesley Postlethwaite)	Phone: 07761 044392 Email: staveleyings.parish@gmail.com

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Staveley has had its own River Gauge monitoring system installed on the River Gowan by the EA since 2018. (Adjacent to the Recycling Area). The river levels can be seen at:

<https://flood-warning-information.service.gov.uk/station/9131>

or historical and current levels at

https://www.riverlevels.uk/staveley-village-cumbria#.W3_iguKjIU

9. Review

The Plan will be reviewed annually

Last review: November 2022

Next review proposed: October 2023. Updated after heavy snow event 2/3 Dec 2023

APPENDIX 1:

Snow conditions

The Parish Council, through a variety of means, will:

Encourage the community to rely on Good Neighbourliness to ensure that vulnerable parishioners have enough food supplies, are warm and safe and have appropriate medication etc.

Ensure that salt bins are full.

When appropriate, and through the Emergency Lead route, spread salt on the main footways used by pedestrians in the centre of the village. These include Main Street (River Gowan side and outside Spar), Abbey Square (to village hall door and both bus stops), Station Road (Beck Nook side only as far as station steps)

Be aware from the Emergency Plan where there are vehicles that could be used in an emergency for clearing pathways etc. See resources contact list below if required.

APPENDIX 2:

Resources within the community

Contact details for people within the community with resources that may be able to offer advice or assist in a response to an emergency.

Contact	Resources	Contact Number
Mr Martin Black	Farm equipment	01539 822919
Willing community drivers	Refer to Parish Emergency Leads	
Mr Anothai Chareunsy	First Responders – emergency advice	(For emergencies – use 999)

Others to be determined	Farners who could clear snow	Tbc
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People in the Community who have offered to provide immediate/short term food & drinks in an emergency situation until emergency services provide appropriate cover. (Costs to be reimbursed from our Parish Funds to support these goodwill gestures).

Contact	Resources	Contact Number
Wilfs Cafe	Food and drinks	01539 822329
Spar	Food and household goods	01539 821423
Haytons	Meat	01539 821363
Eagle & Child	Food and drinks	01539 821320
Watermill Inn	Food and Drinks	01539 821309

Contact details for people within the community that may be able to assist in a response to an emergency.

Name	Role	Daytime contact number
Jonathan Burgess	Cumbria Emergency Planning and local resident.	01539 822525

APPENDIX 3:

Resource Hubs

Two flood action 'resource hubs' have been established, one in Staveley (shed next to fire station) and the other in Ings (behind the village hall)

These include resources to support the local community during localised emergency events where localised support may be required eg. power cuts. These 'resource hubs' contain such items as:

- (Ings only – a modular flood barrier to protect a known flood risk location)
- Emergency lighting
- Petrol generators

- Water pumps
- Road closed signs
- Hi-vis and Waterproof coats, Grab bags for flood action volunteers to offer localised support.

An audit of hub equipment will be undertaken annually, pre-autumn, to ensure it is in good working order and to check any future needs. The location of these 'resource hubs' and access arrangements are known by the Parish Emergency Coordinators (pg 2)

Sandbags: It is not possible to store large quantities of sandbags; only a limited supply will be available locally for those most in need in an emergency. For the most vulnerable properties, residents and businesses are strongly encouraged to ensure they have their own supply should an emergency arise.

Up to 10 sandbags per household (residents only) can be obtained free of charge from:
CCC Canal Head Depot, Kendal, LA9 7BY (7.00 a.m. to 3.00 p.m., Monday to Fridays)
Ecclerigg Depot, Windermere, LA23 1LJ (from area open to public)

In emergencies, sandbags may at times also be available at Broad Street Car Park, Windermere

If personal situation or health prevents collection they may be able to be delivered, outside of emergencies and with prior notice. Ring: 01539 733 333

APPENDIX 4.

Staveley with Ings Parish Council Emergency Equipment list

1. Equipment Policy

An Emergency Equipment list follows the best practice guidelines from South Lakeland District Council (October 2022).

This document will list the equipment held in both Staveley and Ings, bought with money following the 2015 floods.

Both communities but especially those in the emergency front line group should be aware of what equipment would be available in an emergency and where it is kept.

All electrical equipment will be tested annually with a recorded date to ensure it was both working and safe.

All other equipment is to be checked annually with a record of who made those checks and when and to note any deterioration or damage.

At the annual review there will be the opportunity to identify any further pieces of equipment required or needing updating or replacing and/or extra equipment that would be useful to purchase for any future event. Groups from Staveley and Ings will work together on what equipment might be needed in the future and any that could be shared.

All this equipment is primarily for the use and safety of residents of Staveley with Ings and surrounds.

Should this equipment be needed in an emergency elsewhere in the county, this will only be available so long as the Staveley with Ings residents are safe and covered.

2. Equipment in the Staveley shed adjacent to fire station

Please see attached spreadsheet.

3. Equipment held in the Ings shed adjacent to the Ings Village Hall

Please see attached spreadsheet.

APPENDIX 5

Foul Water Discharge

Foul water discharge from highway manholes at times of extreme rainfall, particularly along Kendal Road, is regarded as an extremely serious issue. Monitoring and reporting incidents is essential for health and safety reasons, to avoid river pollution and for on-going attempts to secure remedial action. Each discharging manhole will be monitored by volunteers living close by, who will also take responsibility for reporting the occurrence to United Utilities (0345 672 3723). Incidents will also be recorded on a Parish Council log showing the date, time, associated river levels and incident reference number. When investigating foul water discharge, care should be taken by volunteers to ensure they are properly protected from any contamination.

Flood Action Group (Emergency Co-ordinators)

Its role will be to:

- Monitor and report flooding experience within the parish
- Collate evidence of flooding and identify preventative measures
- Advise council of possible risks and preventative action
- Prepare an action plan for local implementation
- Make representation to other agencies and funding bodies

Core membership should include:

- At least one parish councillor
- Local county/district councillor
- Parishioners from areas most at risk
- A representative from Ings
- The Environment Agency
- Local landowners

- Emergency Plan consultant

Other members such as those representing Cumbria Highways, SLDC and other interested local groups will be included as necessary

APPENDIX 6:

See separate sheet: Flow Chart for implementation of Emergency Action

APPENDIX 7:

Roles and responsibilities for Emergency Centres

In the event of a severe, emergency incident, it is anticipated that an Emergency Centre may be needed in both Staveley and Ings to ensure vulnerable residents remain safe. Centres will be temporarily staffed by volunteers until the statutory authorities are able to take over responsibility. In a prolonged emergency, it seems likely that local volunteers will continue to be needed to both assist those responsible and to offer local knowledge and experience. Volunteers might be expected to work in short shifts of 4 to 6 hours, depending on the emergency and availability.

Role	Tasks	No. Needed (per shift)
Centre Coordinator	Assume overall charge until responsibility is transferred Oversight of all Centre support Liaison with external agencies Liaison with the media	1
Reception/Admin	Maintain the welcome/reception desk Record brief details of all those in need of support (see associated attendance sheet: appendix 9) Act as door keeper if necessary to ensure security and privacy Alert others to specific needs as necessary Contact named persons (close friend/relative/neighbour) of those in attendance	2
Kitchen/Food/Drinks	Organise availability of food and drinks from local shops, volunteers, as required Provide and serve food and drinks to both volunteers and recipients Clear tables, wash up and manage kitchen facilities	2
General	Set up the hall – tables chairs etc. Assist in the hall with identified needs Manage and organise equipment, as necessary General support as the needs emerge Liaise with both kitchen and reception volunteers	2
Counsellor	Offer personal support, as required	1
Other	To be determined	

APPENDIX 8:

See separate sheet: **Monitoring Log of Serious Flood Incidents (2020 onwards)**

APPENDIX 9:

Actions following Parish Flood Forum Meetings (Green: Done; Red: Not done; Black: Probably not needed or to be decided)

Working with Agencies etc (Ongoing & Longer Term developments)

- Add following contacts to Emergency Plan for reference: Highways, Environment Agency; SLDC; CCC Social Services (including out of hours)
- Seek information from appropriate agencies under freedom of information Act.
- Identify options for accommodation and emergency housing for potential victims of floods.
- Action already taken to re-establish gauging system at Kentmere (with thanks). How can telemetry be used to alert Parish members. Approx. 1 hour pre-flood warning possible.
- Investigate flood storage at Kentmere as per previous system C200 years ago.
- Investigate other methods of flood control at source using local and technical expertise.
- Identify land for 'setting aside' that would act as flood plains
- Parish to ensure pressure is put on agencies to maintain current flood plain land and green space to act as flood reservoirs.
- Clearance of rivers and river banks as appropriate to minimise debris etc.
- Request from relevant agencies comprehensive drain and sewer surveys. (Identify vulnerable or damaged/blocked systems.)
- What actions can Parish take in an emergency situation to prevent flooding? E.g. Relieve pressures by removing walls etc.
- Make sure all advice and information is accessible easily.
- Ensure clear lines of communication in all events.
- Add hyperlinks to Parish web site to E.A flood levels for our area e.g. Kent
- Add Twitter feed to Parish Website for general Parish info but also up to date info. On flood alerts and prevention etc.
- Include on website a useful information section for flood grants etc.
- Produce a contact list of volunteers who are willing to support in a flood event. **Update needed**
- Flood wardens keep a regular check on drains and culverts reporting blockages and problems to Parish Clerk for action by County agencies. **On-going**
- **Make links with School to encourage water safety and flood education etc.**
- Myth busting – lots of hearsay/myths. Can we address these or give up to date info via Twitter.

Flood Action (Pre-flood procedures)

Communication Parish to update Parish via Twitter feed on website. **Facebook?** Flood status; availability of sand bags etc)

If flooding imminent, Parish Flood warnings to walk known flood areas and alert residents using an air horn??
Known flood risk areas to have primary contact allocated to alert other residents.
Local companies made aware of imminent flood risk where practically possible.
Flood wardens prepare signs and resources in readiness for imminent flooding.

Other actions Lead members of Parish to keep in touch with E.A. as required updating communication above as required.

Ings and Staveley Flood wardens to keep in contact to review status of flood.

Flood Action / Emergency (Procedures at time of event)

Throughout a severe flood / emergency event, all members of the Parish Council, volunteers and helpers will not put their own lives at risk but alert emergency services as required.

Communication Alert local radio of current situation.
Emergency status reported to appropriate agencies by designated
Emergency leads.

Actions Emergency volunteers support residents in difficulty.
At appropriate time, an evacuation centre will be opened. (Appropriate to needs and circumstances of the flooding).
This refuge point will become the designated 'control centre' until emergency services arrive and take control.
Emergency Action Plan will be implemented in relation to contacting agencies; establishing emergency resources for victims in the refuge point.
Emergency volunteers to remain alert and mobile around the village to monitor any changes in circumstances and alert key members of the Emergency Plan.
If roads become impassable and there is risk of damage to property, signs/cones will be used to redirect traffic. (Be aware of risk from Bow waves). Highways & Police notified that this has been done.
Emergency leads will 'tape off' dangerous footpaths; hazardous flood zones to discourage public accessing these areas. Parish will be unable to enforce restricted access but this action will be deemed necessary and responsible to minimize danger to the public.
If possible, Emergency leads to gather photographic evidence to pass on to relevant agencies.

Ings and Staveley Emergency leads to keep in contact to review status.

Flood Action (Post floods)

Lead members on Parish Council to communicate with relevant agencies for action & updates.
Important post flood information to be displayed in high profile locations.
Flood Wardens to walk the village and environs to identify potential flood damaged sites as 'lay persons'
Flood wardens to monitor road closures and liaise with Highways & Police as appropriate.
Volunteers to be contacted to help with the supervision and running of a community refuge point providing pastoral support to affected residents.

Parish Council to work with Highways and Businesses to have strategic approach to signage.

Parish Council to work with E.A. other agencies to help with disposal of any flood damaged material.

Pastoral support to be maintained using flood volunteers and agencies such as Age Concern.

Ings and Staveley Flood wardens to keep in contact to review status of flood.

Flood Action: Ings

Future actions

- Need for Flood boards to be fitted to affected properties along with covers to protect water entering through air bricks.
- **Need to ensure that Gully's are cleaned out by relevant Authorities. On-going**
- Land owners may be able to assist by the introduction of "stock proof" openings, in walls, to allow water to be channelled onto the flood plains west of the village.
- Ask the relevant Authorities to Re-Consider the introduction of a mains sewerage supply to the Village.
- Relevant Authorities to close Road through Ings village at an early stage of any storm, to reduce problems of waves entering properties.
- The need for planning Authority's to ensure Due diligence, when granting planning permission, relating to new build on "flood plains.
- **Urgent action to, meet with "Rivers Authority" to develop a Strategy urgently, for future events of this kind.**
- The need to ensure that sand bags are available in the village, the village institute

As incidents of this type may be a more common occurrences in the future, it is felt that the "Relevant Authorities" need to ensure that effective strategies, in relation to the broader effects of flooding, are developed as a matter of urgency.

APPENDIX 10:

Emergency Help Poster



If we have a local emergency
who will you be helping?

- Local people providing local solutions.
- Local people caring for neighbours.

STAVELEY WITH INGS PARISH COUNCIL

