

Staveley with Ings Parish Council Emergency Plan



THE COMMUNITY 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

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

Emergency Coordinators	Contact details
<u>Mark Kidd</u>	Sunny Orchard Farm, LA8 9JF 01539 821016 / 07807 612253
<u>Peter Harrison</u>	5 Rawes Garth, Staveley, LA8 9QH 01539 821076 / 07789 226550
<u>Arthur Capstick</u>	Whitber, Raven Garth, LA8 9PG 01539 821719 / 07792 875739
<u>Clive Johnson</u>	1 Bridge End, Staveley, LA8 9NB 01539 821329 / 01539 821126 / 07778 509095
<u>Paul Riley</u>	Burnthwaite, Ings, Kendal, LA8 9PY 01539 822635 07979 964880
Parish Clerk (June Lee)	31 Wattsfield Road, Kendal, Cumbria LA9 5JN 01539 729382
Gerry Wilkinson	The Hill, Ings LA8 9QQ 01539 822217
Sarah Goffe	Middle Fell, Crook Rd, Staveley, LA8 9NG 01539 821146 / 07718 498234

Additional organisations on the Distribution List

1. Staveley Primary School	Matt Foxwell
2. Ings Parish Hall	Tony Priestley
3. Staveley Village Hall	Clive Johnson
4. The Abbey	Mrs Ann Dent, Manager

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 the Village Hall.**
- 3.4 **Once our Emergency Plan has been implemented, the Emergency Co-ordinators will convene at the VILLAGE HALL. The keyholder for the village Hall is Clive Johnson (01539 821329 / 01539 821126 / 07778 509095).** 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 below).

4. Local hazards and threats

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

Hazard	Location	
1.Flooding	Dependent on circumstances but likely to be: The Banks, Gowan Terrace, Eagle & Child area, Main Street, Silver Street, 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
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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
The Abbey	Mrs Ann Dent, Manager	01539 821342
Blossom Tree Nursery	Nicholas & Lisa Jeffery	01539 822400 / 07891 481961
Staveley Primary School	Mr M Foxwell	01539 821218
Staveley St Mary's 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
Staveley Village Hall	Clive Johnson, 1 Bridge End, Staveley, LA8 9NB	01539 821329 / 01539 821126 / 07778 509095
Staveley Primary School	Brow Lane, LA8 9PH	01539 821218
Staveley Pavilion	Clive Johnson, 1 Bridge End, Staveley, LA8 9NB	01539 821329 / 01539 821126 / 07778 509095
Ings Village Hall	Mr Tony Priestley, 1 Church View, Ings, LA8 9PY	01539 822301
Churches at Ings & Staveley	Revd. Shanthi Thompson	01539 821267
Other	To be determined	

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

Location	Grid Ref	
Staveley Recreation Ground	472,981	

(Appropriate for Air Ambulance landing)		
Old Cricket field, Staveley	470,984	
Industrial Estate (Owned by R Rogers)	470,984	
Ings Field		
Cumbria Tourism	465,983	
Others	To be determined	

7. Staveley & Ings emergency planning contact numbers

Name / Contact	Role	Daytime contact number
Emergency Services		999/101
Local Police Station		Busher Walk, Kendal, Cumbria LA9 4RJ 0845 330 0247
Local GP Surgeries		01539 821341
Chemist, Main St	Non-emergency advice only	01539 821222
First Responders	Emergency medical assistance	Via 999 only
Cumbria County Council	Various numbers here e.g. highways	0845 609 6609
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
NHS Direct		111
Gas	National Grid	0800 111999
Water	United Utilities	0345 672 3723
Electricity	Electricity North West	0800 1954141

8. Communication

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

Group	Contact name	Contact Number
Lakeland Radio		Phone: 01539 737380 Studio: 01539 737370
Bay Radio		01524 848969
Westmorland Gazette		Phone: 01539 720555
BBC Radio Cumbria		Switchboard: 01228 592444
Parish website	Parish Clerk (June Lee)	Phone: 01539 729382 Email: staveleyings.parish@gmail.com

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.

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 Council Members	
Mr Anothai Chareunsky	First Responders – emergency advice	01539 821222 (For emergencies – use 999)
Others to be determined		

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 good will 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
Others to be determined		

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

Flood Action Group

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 would be included as necessary

APPENDIX 4

Actions following Parish Flood Forum Meetings

Working with Agencies etc (Ongoing & Longer Term developments)

- Add following contacts to Emergency Plan for reference: Highways, Environment Agency; SLSC; 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? eg. 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 eg. 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.
- Flood wardens keep a regular check on drains and culverts reporting blockages and problems to Parish Clerk for action by County agencies.
- 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	<p>Parish to update Parish via Twitter feed on website. Flood status; availability of sand bags etc)</p> <p>If flooding imminent, Parish Flood warnings to walk known flood areas and alert residents using an air horn.</p> <p>Known flood risk areas to have primary contact allocated to alert other residents.</p> <p>Local companies made aware of imminent flood risk where practically possible.</p> <p>Flood wardens prepare signs and resources in readiness for imminent flooding.</p>
Other actions	<p>Lead members of Parish to keep in touch with E.A. as required updating communication above as required.</p>

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

Big question - To what extent do the Parish or village store a supply of sandbags?

Flood Action (Procedures at time of flooding)

Throughout a severe flood 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.
Flood status reported to appropriate agencies by designated Flood warden(s).
- Actions Flood wardens to 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.
Flood wardens to remain alert and mobile around the village to monitor any changes in circumstances and alert key members of the Emergency Plan.
As roads become flooded and 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.
Flood wardens 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, Flood wardens to gather photographic evidence to pass on to relevant agencies.

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

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.

- 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 5:

Good Neighbour Poster

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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