NORTH LUFFENHAM PARISH COUNCIL

COMMUNITY RESPONSE PLAN

JANUARY 2019

Emergency Coordinator: Mr John Willoughby

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| *Community Name: Parish of North Luffenham, Rutland* |
| *Document version number: Initial Draft V1.1* | *Date: JAN 19* |
| ***Distribution list*** |
| ***Name*** | ***Email***  | ***Issued on*** |
| ***Andrew Murr*** |  |  |
| ***Response Team Members*** | ***See Table 1*** |  |
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***Table 1: Community Response Team Members***

*Complete the following table with team member details.*

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| ***Name***  | ***Contact details*** | ***Role (if allocated)*** |
| *MrTim Smith* | *01780 360083 07789356429* *timwestonsmith@gmail.com**6a Church St.* | *Project Leader / Coordinator* |
| *Mr Bob Sewell* | ***bobmanorfarm@hotmail.co.uk******01780 721346******Manor Farm, Lyndon Road*** | *Heavy Lift / Engineering lead**Individual financial support through Village Trust Fund* |
| *Mr Jason Allen* | *jasonrutland@hotmail.com**The Fox, Pinfold Lane* | *Catering management, Shelter* |
| *Mr Charles Cade* | *charles.cade51@gmail.com**Glebe Road,* | *Community Engagement /*  |
| *Mr Jason Ellis* | *1jjellis@gmail.com**Digby Farm, Digby Drive* | *Heavy Lift / Engineering* |
| *Rev Dr Pippa Madgwick* | *pippa.madgwick1@btinternet.com**Southwinds, Digby Drive* | *Pastoral Support* |
| *Mr Graham Madgwick* |  | *IT Support* |
| *Mr Wayne Bishop* | *waynebbishop@gmail.com**Kings Road* | *IT Coordination – Web Communication* |
| *Mrs Evelyn Pickard* | *Evelyn.pickard@btinternet.com**Oval Close* | *Support to the Elderly* |
| *Dr Tim Smith & Dr Hilary Smith* | *timwestonsmith@gmail.com**hilary.daintith@gmail.com* | *Medical Policy / Good Neighbour Scheme coordination* |
| *Mr John Willoughby* | *nlparishclerk@outlook.com**Rosewood Close* | *LA / Parish Council co-ordination* |
| *Mrs Fiona Wilce* | *head@northluffenham.rutland.sch.uk* | *School* |
| *Mrs Janet Whittaker* | *rutlandwhittakers@icloud.com**Church Lane* | *Community Support Coordinator* |

***Table 2: Local Risk Assessment***

*Complete the following table with details of known risks affecting the community and actions that can be taken to reduce their impact.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Risks*** | ***Location*** | ***Impact on community*** | ***What action can be taken?*** |
| *Fire to home (s)* | *Anywhere* | *Negligible significant to home owner/occupant* | *Shelter / Clothing / Feeding / Pastoral Support* |
| *Pandemic (Flu etc)* | *Community* | *Potentially significant over time esp to Elderly and families with young children* | *Individual support / assistance to medical services / food / drink**Support line established through GNS* |
| *Extended Heat Wave* | *Community* | *Potentially significant over time esp to Elderly and families with young children* | *Open Church during day as Respite / Community Centre.*  |
| *Extended Cold Spell incl significant fall of snow* | *Community* *In heavy snow village is liable to be cut off* | *Potentially significant over time esp to Elderly and families with young children**Resupply of oil may be disrupted* | *Individual support / assistance to medical services / food / drink. Arrange visits to vulnerable Residents**Support line established through GNS**Seek LA support to clear roads in particular Station Road / Ketton Road.* *Maintain 13 x Grit Bins in the village**Identify individuals holding vehs with 4 x 4 capability**Clear pavements with hand gritter (Held by Cllr Cade)* |
| *Power cuts* | *Community* | *Feeding**Heating* | *Communal Feeding by individuals with Gas cookers**Shelter offered to those relying solely on electrical heating* |
| *Fuel Shortages* | *Community* | *Establish car sharing schemes to minimize usage*  | *Coordinated through GNS* |
| *Industrial Accident* | *2 x Farms within Village**Haulage Contractor & Line side at Station Road in South Luffenham*  | *Not likely to be significant to whole community but clearly disruptive.* | *Provide assistance as requested by emergency services utilizing village resources* |
| *Criminal / Terrorist Activity* | *School**Anywhere* | *Highly disruptive but low likelihood* | *Provide support as requested by emergency services social services utilizing GNS*  |
| *Major Accident – Road / Rail / Air* | *Rail Crossing / Roads around Village*  | *Likelihood low.* | *Provide support as requested by emergency services utilizing GNS*  |
| *Building Collapse* | *Anywhere* |  | *Provide support as requested by emergency services utilizing GNS. Identify specialist equipment that might be available.* |
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***Table 3: Local Skills and Resources Assessment***

*Complete the following table with details of resources that could be called upon to facilitate the community response activities. Consider venues, items of equipment, supplies and expertise.*

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| ***Skill/Resource*** | ***Provider contact details***  | ***Limits on availability / operation e.g. special licence*** |
| ***Engineering / Heavy Lift Equipment – JCB/Fork Lift******Individual radios*** | ***Bob Sewell*** |  |
| ***Engineering / Heavy Lift Equipment – JCB with Bucket*** | ***Paul / Jason Ellis*** |  |
| ***NLGNS (Good Neighbour Scheme)*** | ***Tim Smith and network of Volunteers*** |  |
| ***St Mary and St John Primary School Staff*** | ***Fiona Wiice – All teachers First Aid and Paediatric First Aid Trained***  | ***School Hours only*** |
| ***IT Support*** | ***Wayne Bishop / Graham Madgwick and NLPC Web Group for Web Site information*** |  |
| ***Defibrillator*** | ***On The Fox Wall – Volunteer call out scheme established and rehearsed*** |  |
| ***Generators*** | ***Mike Barnes******Bob Sewell ???******Jason Ellis ???*** | ***If available*** |
| ***Financial Support – Individual Grants*** | ***NL Village Trust – Kate Dexter, 13 Digby Drive*** | ***Limited scope to immediate grants usually paid by BACS*** |
| ***Communications*** | ***NLPC Contact Scheme******NLGNS Scheme*** |  |
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***Table 4: Places of Safety***

*Complete the following table with details of any local amenities that could be used to accommodate residents requiring accommodation and care.*

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| --- | --- | --- | --- |
| ***Venue*** | ***Facilities*** | ***Key holder details / instructions for access*** | ***Limitation on use*** |
| *St John the Baptist Church* | *Shelter*  | *Janet Whittaker / Rev Pippa Madgwick* |  |
| *NL Community Centre* | *Shelter / Catering Facilities / Hall / Internet access* | *Janet Whittaker / Charles Cade / Linda Ellis* |  |
| *NL School / Playgroup* | *Shelter / Catering facilities / Childcare capacity / Telephone* | *Fiona Wilce* |  |
| *The Fox* | *Shelter / Catering facilities / Community Hub / Telephone / Wi Fi* | ***Jason Allan & Team*** |  |
| *Cricket Club / Bowls Club* | *Shelter / Limited Catering facilities* | ***Charles Cade******The Secretary ??*** |  |

***Table 5: Activation Triggers***

*Identify triggers for activating the Community Response Plan. Iinclude:*

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| ***Description*** | ***How assessed / by whom*** |
| *Activation as the result of a call from the Emergency Services / RCC* | *Initial requirement assessed by Parish Council Resilience Team: Chair / Clerk / Vice Chair / GNS Coordinator* |
| *Activation as the result of a decision by the community itself - eg Pandemic / Cut Off by snow* | *Initial requirement assessed by Parish Council Resilience Team: Chair / Clerk / Vice Chair / GNS Coordinator* |
| *Request for help from Social Services*  | *Assessed by GNS Coordinator* |
| *Request for help to NLGNS* | *GNS Coordinator / Phone Holder* |
| *Request from neighbouring Parish for support* | *Assessed by Resilience Team and support available identified* |
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***Table 6: Initial Actions***

*Decide how this plan will be activated. Consider:*

* *How the Community Response Team will be assembled*
* *Assessment of the situation*
* *Agreement of early priorities*
* *Who else should be contacted*

*Develop a simple set of instructions covering these first steps. Ensure all members of the Community Response Team are familiar with the process.*

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| ***Action no*** | ***Description*** | ***Who*** |
| *1* | *Resilience management team assembly – Team activated by Phone using cascade system identify initial Ops Cell location* | ***Will depend on availability of key players*** |
| *2* | *Open Operations Log - recording all calls received, calls made, actions taken, individuals tasked* | ***Resilience Team*** |
| *3* | *Ops Cell established – Centre to be nominated by event coordinator.* *Requirements:**In a safe area – away from potential risk but close to centre of activity**Communications – Telephone (Landline & Mobile) and Internet access established and published through NL Info Web Site**Ops Cell Location easily accessible to all* | ***Resilience Team*** |
| *4* | *In case of a significant crisis situation (Accident / Fire etc)**Take control – nominated Individuals to:**Move to affected area – Take control pending arrival of emergency services**Clear the area if appropriate**Establish Cordon and restrict access* |  |
| *5* | *For all incidents, including those anticipated such as pandemic, snow, fuel shortages. Actions will depend on circumstances may include:**Assess situation: Nominated event coordinator to assess situation and allocate primary tasks.* *Identify immediate and consequent risks.* |  |
| *6* | *Establish Communications:**Deputy Coordinator – to liaise with Emergency Services**Parish Clerk – To establish contact with RCC* |  |
| *7* | *Event Coordinator to prepare a quick Situation Report and undertake an Initial Appreciation –* *Aim / Factors / Courses Open / Plan* |  |
| *8* | *Team Briefing – Called by Resilience Team Coordinator to cover:**Outline Situation**Action Taken so Far**Priorities for action**Allocation of tasks including:** *Individuals to Task*
* *Equipment requirement*
* *Primary place of safety*
* *Tel No / email address of Resilience Cell*

*Confirm Communications Plan**Location of Ops Team* |  |
| *9* | *Identify 2nd Phase (Support) requirements: Shelter / Clothing / Feeding of affected individuals through Good Neighbour Scheme* |  |
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***Table 7: Community Response Team Roles***

*Create a list of the actions your Community Response Team will consider undertaking. Consider:*

* *Support for residents*
* *Support for the Emergency Services*
* *Clear up and recovery*
* *Non-emergency (e.g. community engagement)*

*(Note: It is important that no obligation is placed on individuals to undertake actions they do not feel confident or comfortable to perform.)*

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| ***Team Role***  | ***Suggested actions***  |
| *Support for Emergency Services* | *Establish point of contact / liaison / comms* |
|  | *Identify support that might be required:* * *Specialist equipment*
* *Welfare support*
 |
| *Brief residents* | *Maintain web site activity - provide a centralised briefing if appropriate (Location – Church)* |
| *Support for Residents* | *Identify requirement – seek volunteers with appropriate Assets / Skills / Contacts* |
| *Establish shelter if appropriate* | *Identify and notify location**Gather additional assets – Food / Drink /*  |
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***Table 8: Emergency Kit***

*Assemble an emergency kit and complete the following table to create a list of contents.*

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| ***This Emergency Kit will be stored in the following location:****[Enter storage location details ……. ]* |
| ***Item no*** | ***Description (including quantity)*** | ***Update frequency*** |
| *1* | *Community Response Plan / Log / Telephone List* |  |
| *2* | *Local OS map* |  |
| *3* | *Road map* |  |
| *4* | *Copy of electoral roll – Restricted access (Held by Parish Clerk)* |  |
| *5* | *High visibility tabards* |  |
| *6* | *Torches* |  |
| *7* | *Safety Tape – 2 Rolls* |  |
| *8* | *Generator* |  |
| *9* | *List of holders of key specialist equipment* |  |
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***Table 9: Emergency Contact List***

*Complete the following table to create your emergency contact list.*

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| ***Description*** | ***Name and address*** | ***Reference*** | ***Contact details*** |
| *Police* |  |  | *Emergency 999**Non-emergency 101* |
| *Fire* |  |  | *Emergency 999**Non-emergency0116 287 2241* |
| *Emergency Planners* | *Resilience Partnership1 Romulus CourtMeridian EastLeicester LE19 1YG* |  | *0116 305 6101* |
| *Local Authority* |  |  |  |
| *Gas* |  |  | *0800111998* |
| *Electricity* |  |  | *105* |
| *Water* |  |  | *Severn Trent**08007834444**Anglia* *0800771881* |
| *Roads* |  |  |  |
| *Flooding* | *Environment Agency* |  | *0845 988 1188* |
| *GP Surgery* |  |  |  |
| *Schools / colleges* |  |  |  |
| *Radio station* |  |  |  |
| *Newspaper publisher* |  |  |  |
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***Table 10: Plan Review and Updating Process***

*Complete this section to describe the process and frequency by which the Community Response Plan will be reviewed and updated. This should also consider the need to ensure that members of the Community Response Team and the wider community are familiar with the plan.*

|  |  |
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| ***Activity*** | ***Frequency*** |
| *Review and update* |  |
| *Reissue* |  |
| *Call out test* |  |
| *Exercise* |  |
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