

COMMUNITY EMERGENCY PLAN
for
Radway Parish Council

Update schedule

Plan date:	Update due:	Nominated person:
January 2022	January 2023	Clerk to the Council

RADWAY PARISH COUNCIL EMERGENCY PLAN
OFFICIAL - SENSITIVE

Title	Radway Parish Council Emergency Plan
Author	Clerk
Publication Date	21 January 2022
Target Audience	Parish and Town Councils
Parish/Town Council Circulation List	<i>Radway Parish Councillors, District Councillor, County Councillor</i>
Description	Radway Emergency Plan
Action Required	Please destroy previous copies confidentially and print this copy
CSW Contact Details	cswrt@warwickshire.gov.uk
Parish Contact Details	Clerk: Helen Hide-Wright 07713 892835

Record of Amendments

Version Number	Details of Changes	Amended By	Date
1			January 2022

New and amended plans to be sent to CSW Resilience –
cswrt@warwickshire.gov.uk

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1. Aims and Objectives

The aim of the plan is to enable Parish and Town Councils to provide effective support to their local community and emergency response agencies during a major incident.

This will be achieved by:

- Collating relevant local information and providing information to responders, when requested, throughout the emergency.
- Establishing local co-ordination arrangements for assisting with the impact of the emergency at the local level.
- Providing appropriate contact details for the Parish/Town Council, key community resources, the emergency services and local authorities.
- Identifying local people and local organisations that may be able to assist during an emergency.
- Supporting the local authority by identifying vulnerable people in the community.
- Supporting the local authority by identifying and activating places of safety for the public prior to handing over to the local authority.
- Assisting responding agencies by identifying resources in the community that may be available to utilise during an emergency.

2. Activation Process

This plan should be activated when communities need immediate help or support in response to an emergency. It should be activated in relation to notification of an incident e.g. from the emergency services or the local authority. Examples of when the plan should be activated include:

- First-hand observations of an incident (e.g. flood waters rising).
- Reports of an incident within the area by a member of the community.
- Notification from the Emergency Services, CSW Resilience, District and Borough Councils or Warwickshire County Council.

CSW Resilience should be notified when this plan is activated (see contact number on Page 2). CSW Resilience will endeavour to support the Parish/Town Council after activation.

If there is immediate risk to life, call 999.

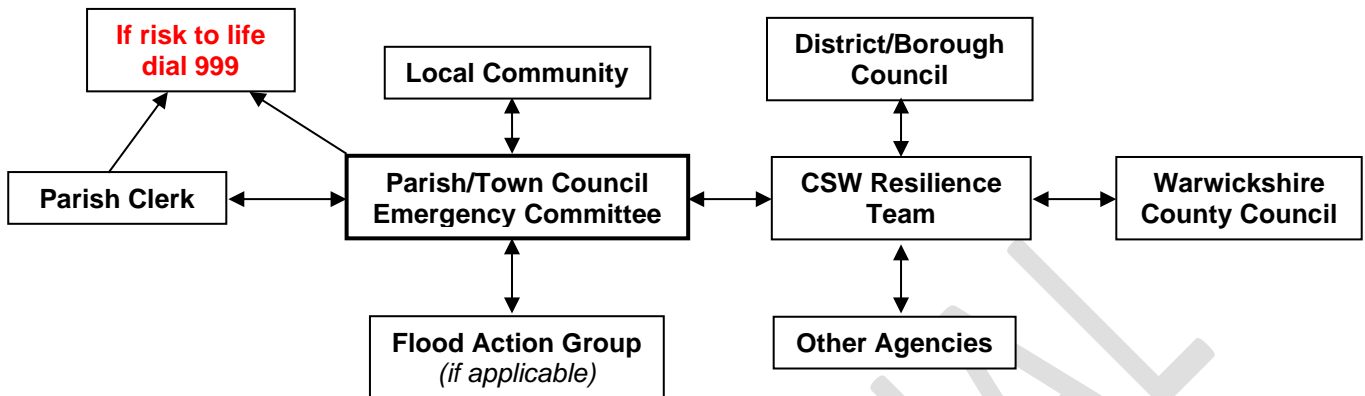
3. Emergency Action Card

	Action	Initials	Date & Time	Completed
1	If an emergency is reported to a member of the Parish/Town Council, and it is possible that the emergency services are not aware, call 999 as soon as possible.			
2	Keep a log and record: <ul style="list-style-type: none"> - Any decisions made and actions taken - Who was spoken to and what was said - Any information received <p><i>A log template is attached as Appendix 1</i></p>			
3	Contact and inform the CSW Resilience Team who will liaise with Warwickshire County Council and the District or Borough council (see contact number on Page 2).			
4	Take note of any safety advice given to you and raise it at the Parish/Town Council's Emergency Committee Meeting.			
5	Contact the other members of the Parish/Town Council and organise a Parish/Town Council Emergency Committee Meeting (via the Chair or Clerk) in a venue which is safe from the emergency with safe access routes. Ensure the key holder for the venue has been contacted for access.			
6	At the meeting follow the agenda as set out in Appendix 2 of this document. Ensure the following actions are completed: <ul style="list-style-type: none"> • Gather information to help with briefings to stakeholders (Appendix 3 is a community situation report template that will assist this process). • Agree community level actions to assist in the emergency e.g. visiting and checking on vulnerable members of the community, distributing sandbags. • Decide how to keep the community informed e.g. door knocking. 			
7	Inform CSW Resilience and relevant emergency services of any decisions that have been made.			

Do not assume that somebody has already taken action – it is better that the initial response is duplicated rather than no response is given at all.

4. Communication

4.1 Communication Process



4.2 Parish/Town Council Contacts

	Name	24 Hour Contact Number(s)
Chair:	Tim Smith-Vincent	07899 902608
Clerk:	Helen Hide-Wright	07713 892835
Parish/Town Council Emergency Committee:	Tim Smith-Vincent	07899 902608
Other Parish/Town Councillors:	Peter Wilkins	P. W: 07768 574145
	Clare Rankin	C. R: 07976286037
	Penny Gardner	P. G: 07976 179834
	Sophie Stephens	S. S: 07880 528004

4.3 Communicating throughout the Community

The Parish/Town Council (through the Emergency Committee) can provide support to communicate with the community. Please note that during emergencies that mobile and landline phones may become overwhelmed. Varying methods of communication could be utilised:

Type	Where Available
Written	<ul style="list-style-type: none"> • Notice Boards – Village Hall, Village Notice Board, Church notice board, • Parish/Town council web site • Social media
Verbal	<ul style="list-style-type: none"> • Community briefings/meetings • Mobiles • Landlines

4.4 Multi-Agency Contacts

Organisation	Details
Warwickshire Country Council	01926 410410 (This number is NOT 24 hours and is for further parish planning information) 24 hour contact is through CSW Resilience Team (see contact number on page 2).
Highways Emergencies (Flooding of the highway)	01926 412 515 Use this number to report flooding on the Highways.
District or Borough Council	Stratford District Council: 01789 267575
Environment Agency	0800 80 70 60
Environment Incident Floodline	0345 988 1188
Western Power	0800 6783 105 or 0330 123 5008
Power Cut Line	Freephone 105
Cadent Gas	0800 111 999
BT	0800 100 400
Severn Trent Water	0800 783 4444

4.5 Local Radio Stations

Radio Station	Frequency	Website
BBC Coventry & Warwickshire	94.8, 103.7 & 104 FM	http://www.bbc.co.uk/news/england/coventry_and_warwickshire
Free Radio	97.0 & 102.9 FM	http://www.freeradio.co.uk/coventry/
Touch FM	102 & 107.3 FM	http://www.102touchfm.co.uk/

4.6 Useful Twitter Feeds

Organisation	Twitter Handle
Warwickshire Police	@warkspolice
Warwickshire Fire and Rescue	@WarksFireRescue
Warwickshire County Council	@Warwickshire_CC
Nuneaton and Bedworth Borough Council	@NBBCouncil
North Warwickshire Borough Council	@North_Warks_BC
Rugby Borough Council	@rugbybc
Stratford District Council	@StratfordDC
Warwick District Council	@Warwick_DC
Environment Agency	@EnvAgency
Met Office	@metoffice

5. Local Risk Assessment

Risk	Location	Impact on Community	Action to Take
Flooding			Contact Environment Agency. Contact Highways Sandbags at Village Hall in plastic store box – help yourself. Flood alert signs in box.
Snow			Contact Environment Agency. Contact Highways. Salt bins throughout village. PC checking on vulnerable residents.
Ammunitions Depot			Contact MOD Follow emergency advice from MOD: See appendix 4.

6. People

6.1 District or Borough and County Councillor Details

Local District or Borough Councillor:	John Feilding Tel: 07718 037142
Local County Councillor:	Chris Mills Tel: 07966 133607

6.2 Details of Neighbouring Parish/Town Council

Parish	Contact details
Burton Dassett	Clerk: Helen Hide-Wright 07713 892835
Kineton	Clerk: Gina Lowe 07570 269451
Ratley & Upton	Clerk: Jeremy Obbard 01295 670314
Tysoe	Clerk: Charmaine Swift 07768 127225
Warmington & Arlescote	Clerk: Kirsty Buttle 01295 275372

6.3 Local Volunteer Details

Organisation	Details
Faith Groups:	Church of England: Edgehill Group of Parishes Tel: 01926 641401
Community Groups:	Tea, Chat and Play: Puffin Pockock Tel: 07811 783272 Clare Rankin Tel: 07976 286037 Radway Events Group: Lillian Smith-Vincent. Tel: 07786 325196
Other agencies:	

6.4 Health and Medical Providers

Organisation	Details
Local Doctors:	Redhorse Vale (Kineton & Tysoe) Surgery Tel: 01926 640471 Shennington & Fenny Compton Surgery Tel: 01926 678124
Chemists/Pharmacies:	Kineton Pharmacy 01926 641902
First Aiders:	Peter Wilkins Tel: 07768 574145
Health Centre or Clinic:	Kineton: 01926 640471 Shennington: 01295 678124 Cropredy: 01295 758372 Tysoe: 01295 680220 Fenny Compton: 01295 770855
Veterinary Surgeries	Ratley: 01295 670501 Kineton: 01926 641000 Wellesbourne: 01789 841072
Defibrillator Location and Trained Staff:	Radway Village Hall, supported by West Midlands Ambulance Service Tel: 01384 215555

Call 999 for emergency medical treatment.

If someone needs advice or medical treatment quickly, and it cannot wait for an appointment to see the doctor, call 111.

7. Local Places of Safety

Once places of safety have been identified, please notify CSW as this information will assist ongoing planning arrangements.

Venue	Facilities	Contact information/ Instruction for Access
Radway Village Hall	Heated Hall, Kitchen, Toilets	Tim Smith-Vincent Tel: 07899 902608 Peter Wilkins Tel: 07768 574145
St Peter's Church	Hall, outside toilet	Tel: 01926 641401

8. Resources

8.1 Emergency Box: First Aid Kit

Location: Radway Village Hall	
Contents:	Update Frequency:
Community Emergency Plan	Annually
Printed Copies of Templates (Appendices in the Community Emergency Plan)	Annually or after incident
Local Street Map	Three years or if any changes have occurred
First Aid Kit	Annually or after incident
Stationary	Replace as necessary
Wind up Torch	Annual test. Replace as appropriate
Blankets – storage issues – foil blankets	Three – Five years
Tea, Coffee and Sugar	Check Best Before Date annually and restock after incidents

8.2 Local Suppliers and Contractors

Suppliers and Contractors	Details
Plumbers	See District Advertiser publication
Electricians	See District Advertiser publication
Builders	See District Advertiser publication
Builders Merchant	See District Advertiser publication
Mechanic	See District Advertiser publication
Carpenters	See District Advertiser publication
Local Shops	Kineton, Gaydon, Fenny Compton.

4x4's / Tractor Owners	Andrew Douthwaite: 01295 670572 / 07853 250542. David Ridgway: 01295 670911 / 07733 353870 Peter Briscoe 01295 670892 James Dillon Godfray 01295 670628
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8.3 Local Flooding Information and Resources

Local Flood Information	Details
Details of local Flood Action Group (if established)	
Details of any local flood arrangements	Sandbags stored at village hall
Details of sandbags held within the Parish/Town	Sandbags stored at village hall
Details of other sandbag suppliers	See District Advertiser for details
Details of any equipment held by Parish/Town council	Flood signs at Village Hall
Details of Flood Action Group resources (if applicable)	

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Appendix 1 – Incident Log

Page.....of.....

Date	Time	Information / Decision / Action	Initials

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Appendix 2 – Example of Emergency Committee Meeting Agenda

Date:	
Time:	
Location:	
Attendees:	

1.	Current Situation/Urgent Issues <ul style="list-style-type: none">– Complete Community Situation Report to assess the situation.
2.	Establishing Contact with CSW Resilience/Emergency Services <ul style="list-style-type: none">– Confirm CSW Resilience have been notified of plan activation.– Agree who will brief CSW Resilience/Emergency Services - use the completed Community Situation Report as a briefing tool.
3.	Discuss Any Safety Advice Given <ul style="list-style-type: none">– Brief Committee on what advice has been given by CSW Resilience/Emergency Services– Agree how to communicate messages to the community
4.	Agree What Actions Can Be Safely Taken <ul style="list-style-type: none">– Establish what actions can be taken– Who will carry out agreed actions– Any resource requirements
5.	Confirm All Actions Are Being Completed On The Emergency Action Card (page 5 of the Community Emergency Plan)
6.	Any Other Issues
7.	Next Meeting Time and Date (if applicable)

Appendix 3 – Community Situation Report

These headings can be used to brief responding agencies initially or during an incident. Emergency services may ask for the information to be delivered in the M/ETHANE format. Due to the information required from Parish/Town Councils, this form has been adapted to deliver ETHANE messages. **IF RISK TO LIFE DIAL 999**

REPORT NUMBER	
DATE AND TIME	
REPORTED BY	

E Exact Location of Incident	
T Type of Incident	
H Hazards	
A Access – safe access into the area and any known blocked routes	
N Number of Individuals Affected, including <ul style="list-style-type: none"> • Number of domestic properties affected • Number of persons in emergency accommodation] • Areas with utilities issues 	
E Emergency Services on the scene	
ONGOING TASKS	
RESOURCE REQUIREMENTS	
ANY OTHER INFORMATION	

INFORMATION PASSED ON (List which agency received it and when)	
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Appendix 4. MOD Emergency Advice.



Emergency Instruction Leaflet

Risk: Explosives & Fuel Fire

Actions to take if you receive a warning from DM Kineton Military personnel by loudhailer and / or verbally at your door.

Further warnings and information would be issued by the Local Authorities via local radio and TV stations.

You must:

1. Go immediately into a house or building and remain indoors.



2. Close external doors and turn off ventilation systems.
3. Close windows and curtains.
4. Close internal doors and go to a room facing away from DM Kineton.
5. Tune your radio to your local radio station (FM 102 MHz Touch FM) which will be used to broadcast information or instructions.



6. Remain indoors until you receive instructions from the Police.
7. **Do not** use the telephone unless you need help – Keep lines free for Emergency use.
8. Please co-operate fully with the instructions given by the emergency services.

Visit www.warwickshire.gov.uk/eup for more information



Defence Munitions (DM) Kineton

Ministry of Defence

Major Accident Control Regulations

This leaflet is produced in accordance with the above regulations to advise you what to do in the unlikely event of a major accident within the establishment that could affect you.

Please read this carefully and follow the instructions given overleaf if the warning is implemented.

Householders are advised to ensure that all occupants understand the instructions.

Responsible persons in business or community premises should also be familiar with the actions required to enable them to instruct occupants in the event of a major accident.

This leaflet should be kept in an accessible place and passed on to subsequent occupiers. It should be prominently displayed in businesses or community premises.

Additional copies of this leaflet may be obtained by contacting
DM Kineton on 01869 257386