

# Studley Parish Council Community Emergency Plan

## Not Protectively Marked

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**Update Schedule:**

<b>Plan Date:</b> January 2011	<b>Update Due:</b> January 2012	<b>Nominated person:</b> Parish Clerk
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# Section 1

## Introduction

This plan has been developed by Studley Parish Council in conjunction with Warwickshire Emergency Planning Unit and Stratford on Avon District Council.

Nearly all emergencies affecting the local community will be dealt with routinely by a joint response from the emergency services, local authorities and utility companies. However, in extreme conditions such as snow and flooding, there is a possibility that the emergency services and other agencies may be overwhelmed and not be able to reach us immediately. In such circumstances, the initial response will rely entirely on local people. This plan will enable the community to respond to a major incident/emergency, whilst awaiting the assistance of the Emergency Services and the County or District Council.

## Definition of an Emergency/Major Incident

Defined in the Civil Contingencies Act 2004:

“emergency” means an event or situation which threatens serious damage to

human welfare in a place in the United Kingdom

the environment of a place in the United Kingdom

the security of the United Kingdom or of a place in the United Kingdom.

## Aim of the Plan

The plan has been designed to enable the Parish Council to identify the immediate actions they should consider during an emergency. These actions may assist the community in reducing the impact an emergency can have until further assistance has been received.

The aim of the plan is to:

- Provide a framework for Parish/Town Councils to deal with the initial impact of an emergency on the local community, particularly when outside assistance from the emergency services and local authorities is delayed.

## Objectives of the Plan

The key objectives of this plan are to:

- Identify resources in the community available to assist during an emergency
- Identify local people and organisations who may be able to assist during an emergency
- Identify vulnerable people in the community and develop arrangements to assist them



- Other Severe Weather events e.g. storms and gales
- Electricity or Gas failure
- Road Accident
- Fire/Building Collapse
- Terrorist Activity
- Major Gas Leak or Explosion
- Disease

## **Parish/Town Council Role in an Emergency**

Parish and Town Councils can be a focal point within the community and could be a direct line into the community for the Emergency Planning Unit and the local District Council

In an emergency, the Emergency Planning Unit will attempt to contact the local Council as necessary to discuss ways in which the Council might assist. This 'role' could include:

- Providing "local knowledge" for the Emergency Services
- Establishing a co-ordinating link with Parish/Town Councillors and local Voluntary Groups as necessary
- Relaying information and instructions to the local community
- Providing information about persons who may have special problems during an emergency i.e. the elderly and the infirm
- Ensuring that any premises owned by the Council which may be required for emergency use are available, e.g. the village hall
- Assisting and organising local help if required to set up evacuation centres, feeding centres, information and enquiry points

This Plan will help the Parish Council to fulfil these roles and sets out useful information for both the local authorities and the Parish/Town Council for use in an emergency. The trigger for the agencies mentioned within this plan will be mainly through the Emergency Planning Unit, but could come from the Parish Council if they are the first to become aware of the emergency.

## **Contact Arrangements Before and During an Emergency**

On a day-to-day basis, the link for the Parish Council on emergency planning issues is to WCC Emergency Planning Unit. The EPU will assist the Parish Councils in the development of their emergency plan and in ensuring they are regularly updated in the following way:

- Assisting and supporting Parish Councils with advice on the production of their emergency plans
- Engagement with parishes on emergency planning issues, including presentations at Parish Council Meetings when requested
- Sharing of information within the plans
- Annual reminders for updating the plan
- Maintaining a data base of all plans produced
- Communications links with County and District in the planning process, the start of an emergency, during the emergency and during the recovery phase

Once an emergency has occurred, the local authority link for the Parish Council switches to the District Council as they will deal with the day-to-day issues affecting the local community during the emergency, whilst letting County deal with the bigger picture and support to the District Council. The recovery phase is also very much district lead.

## **The Parish Council or Parish Council Emergency Committee**

In the absence of the emergency services, the Parish Council or Parish Council's Emergency Committee will lead the community response and act as central point for information and communication for the community, emergency services, County and District Councils.

### **Activation of the Plan**

This plan will be activated when an emergency has occurred and when it is obvious that the normal emergency response by the emergency services will be overwhelmed e.g. widespread flooding. It may also be used in smaller incidents at the request of Warwickshire Emergency Planning Unit, when a lesser response may be needed from the Parish Council.

Any member of the Parish Council may activate the plan if they become aware of an emergency situation or a member of the local community contacts them about a situation. Once notified the Councillor must call 999 and inform the emergency services of the situation and give the following information:

- Your name
- Your contact number
- Details of the incident
- Location
- Estimated casualties (walking wounded or more severe)
- Hazards and road blockages

He/she will then alert the Parish Clerk or Chair who will organise an emergency meeting of the Parish Council Emergency Committee.

The venue for the meeting will usually be Studley Village Hall but if the emergency prevents access to the building, then the meeting should be held in a safe location with safe access e.g. access roads not flooded, etc.

## **Parish Council Emergency Committee Meeting Agenda**

At the Emergency Committee Meeting the following are items that may need consideration:

- If there is an immediate threat to life call “999”
- Location of the emergency – near a school, vulnerable area, main access route etc
- Type of emergency – is there a threat to health? e.g. is there a smoke cloud heading towards houses? Flood water rising? No electricity/gas during the winter (hypothermia) etc
- Are there any vulnerable people involved? e.g. elderly, or mothers with young babies with no heating, people cut-off by flood waters etc
- What actions are required?
- What resources are required?
- What information has been given out by the radio from WCC. The District Council or emergency services etc. e.g. expected time of arrival/assistance, safety advice etc.
- Organisation of the Parish Council to deal with local issues
- Temporary arrangements if outside assistance will be delayed

## **Notifying Warwickshire County Council’s Emergency Planning Unit**

As soon as the decision has been made that the Parish Council needs to provide a community response, Warwickshire County Council Emergency Planning Unit must be notified that the plan is being activated.

The Emergency Planning Unit have a 24hr, 365 day single point of contact for all agencies, including the District Council, utilities and voluntary agencies.

## Rest Centres

In the event of an emergency where people are required to leave their homes, the Emergency Planning Unit will set up rest centres in pre-identified locations. They have emergency procedures in place to do this. However, circumstances may dictate that a more local response is required, particularly in cut-off situations. In that case, the local village hall or community centre may need to be utilised. Guidelines for doing this are contained within Section 4 of this emergency plan.

## Location of Rest Centre

WCC Rest Centres located in District Council area:

Henley in Arden High School, Stratford Road, Henley  
Kineton High School, Banbury Road, Kineton  
St Benedict's RC School, Kinwarton Road, Alcester  
Southam College, Welsh Road West, Southam  
Shipston High School (former Stour Valley Community School, Darlingscote Road  
Stratford upon Avon School, Alcester Road, Stratford  
Studley High School, Crooks Lane, Studley  
Stratford Visitor & Leisure Centre, Bridgefoot, Stratford

Local premises that may be used as a rest centre:

Studley Village Hall  
Parish Centre

## Communications

The Parish Council (through the Emergency Committee) will communicate and notify the community via the following methods:

Type	Where Available
Written	Updates will be placed on the following notice boards; Village Hall Village Notice Boards Church Notice Boards Cemetery Notice Board Library Parish Council web site Local Shops and Public Houses
Verbal	Community Briefings/Meetings

Note: during emergencies the mobile phones and landline phones may become jammed and therefore should not be relied upon.

## Generic Emergency Action Check list

	<b>Action</b>	<b>Initials</b>	<b>Date &amp; Time</b>	<b>Completed</b>
1	If an emergency is reported to a member of the Parish Council by the community and it is possible that the emergency services are not aware, call 999 as soon as possible			
2	Contact and inform Warwickshire County Council Emergency Planning Unit and the District Council  Take note of any safety advice given to you and discuss at the Parish Council's Emergency Committee Meeting			
3	Keep a log and record: <ul style="list-style-type: none"> <li>- Any decisions made and actions taken</li> <li>- Who was spoken to and what was said</li> <li>- Any information received</li> </ul>			
4	Contact the other members of the Parish Council, volunteers and key holders as appropriate			
5	Organise a Parish Council Emergency Committee Meeting (via the Chair or Clerk) in a venue which is safe from the emergency with safe access routes			
6	Decide actions to undertake e.g. consider the need for: <ul style="list-style-type: none"> <li>- Shelter</li> <li>- Visiting and checking on vulnerable people</li> <li>- Warm place</li> <li>- Distributing sandbags</li> <li>- Providing blankets,</li> </ul>			
7	Decide how to inform the community of the emergency and actions being undertaken  Inform the community of any advice given to you from the County and District Councils or the emergency services  Request the community to tune in to the local radio			
8	Inform the Emergency Planning Unit and District Council of any decisions that have been made			

9	<p>Remember to liaise regularly with the County and District Councils to maintain the safety of the community.</p> <p>If at any time an immediate threat to life occurs or is likely to occur, call 999.</p> <p><b>Remember that all reasonable steps must be taken to avoid harm to yourself and the public</b></p>			
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In a major emergency or crisis formal procedures for control will be instigated by the Chief Constable or Chief Executive of WCC. This will include the establishment of a Strategic Co-ordinating Group or Gold Control.

## Section 2 - Contact Details

### Local Authority Contacts (County and District)

Organisation	Details
Warwickshire County Council:	Office hours only 01926 410410
Emergency Planning Unit:	01926 412580 (Answer phone message if out of office hours)
County Emergency Centre:	When operational 01926 412719
Emergency Planning Duty Officer: <b>For emergency use by Parish Council only</b>	
Environment & Economy Directorate: Highways Emergencies  <b>NB – to report flooding on Highways, please use these numbers, not the Duty Emergency Planning number</b>	During office hours: 01926 412515 Out of office hours via Police HQ 01926 415000
Duty Social Worker:	Emergency line out of hours 01926 886922
Trading Standards:	Advice line: 01926 414000 Animal Health issues: 01926 410410
District Council:  Emergency Planning lead  Duty Officer: <b>This number is only for the use of the Parish Council during a major emergency, and must not be passed to any other individual</b>	01789 267575  Robert Weeks
During a major emergency Stratford-on-Avon District Council's Emergency Response Centre will be opened in order to co-ordinate responses. The Emergency Response Centre can be reached on 01789 260380 or 01789 260381. (NB: These numbers are unobtainable at all times the Centre is not in operation.)	
Local Authority staff living within area:	

## Parish Council Details

Chair:	C.Rickhards
Clerk:	Mrs Dorothy Mitchell, Parish Office, Studley Village Hall, High Street, Studley, Warks B80 7HJ 01527 853204
Emergency Committee:	P. Beaman M. Redman E. Holder J. Vale J. Bacon
Other Parish Councillors: contact order in an emergency	Mrs S. Redman W. McCarthy Mrs A Wade Mrs M. Woodrow D. Somner Mrs H. Wersocki

## District and County Councillor Details

Local County Councillor:	Clive Rickhards
Local District Councillor:	Mike Weddell Paul Beaman Hazel Wright

## Parish Emergency Box and other Resources

Location:	
Contents	<p>Possible items include the following</p> <p>Emergency Plan Local street map Stationary Paper Battery or wind up radio Battery or wind up torch First aid kit Battery clock</p>
Tabards, space blankets & ID Badges:	<p>12 Tabards &amp; ID Badges, 80 Space Blankets Unfilled Sandbags</p>

## Emergency Services

To report an emergency dial 999 \*

Warwickshire Police Headquarters:	01926 415000
Warwickshire Fire and Rescue Service Headquarters:	01926 423231
West Midlands Ambulance Service Warwick Locality Headquarters:	01926 881331
Warwickshire/Northamptonshire Air Ambulance	024 7663 9043
Nearest Police Station or House:	Alcester 01789 762207 Studley 01527 853620
Nearest Fire Station:	Studley, Bell Lane
Nearest Ambulance Station:	Alexandra Hospital, Redditch. Warwick.
Emergency Services staff living within area:	

Possible Air Ambulance landing sites:  NB whilst the pre-identification of potential landing sites for the Air Ambulance is useful, circumstances on the day may mean an alternative site is selected	High School Playing Field, Crooks Lane, Studley  Studley Sports and Social Club Field, Eldorado Close, Studley.
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## Premises for Emergency Use and Key Holders

Village Halls  
Church Halls  
Schools  
Public Houses etc.

Include details of each premise e.g. gas, electric, metered, telephone facilities, capacity, number of rooms and function, generator, any resources stored on site such as blankets, etc. Also include contact number of keyholders.

Premises	Details
Studley Village Hall	P. Beaman Caretaker, S. Morris Tel: 07539310850  Metered water, gas & electricity. Toilet & Disabled Facilities. Internet and Telephone. Emergency Lighting. Total Capacity 150. Main Hall, Kitchen, 3 Function Rooms. Blankets, Sand bags, Tabards, First Aid Kits, Emergency Electrical & Telephone kit
Parish Centre	Mrs J. Green Eve Corrie  Hall, Kitchen Facilities. Toilet Facilities
Studley High School (see WCC Nominated Centres below)	Mr D. R. Townsend  Main Hall, Sports Hall, Classrooms, Kitchen and Toilet Facilities. Internet and Telephone

## WCC nominated Rest Centres (activated via the Emergency Planning Unit)

Premises	Details
Henley in Arden High School	Stratford Road, Henley
Kineton High School	Banbury Road, Kineton
St Benedict's RC School	Kinwarton Road, Alcester
Southam College	Welsh Road West, Southam
Shipston High School	Darlingscote Road, Shipston on Stour
Stratford upon Avon School	Alcester Road, Stratford
Studley High School	Crooks Lane, Studley
Stratford Visitor & Leisure Centre	Bridgefoot, Stratford on Avon

## Local Volunteer Details

Organisation	Details
WRVS:	
St John Ambulance:	P. Richardson
British Red Cross:	County Headquarters: Bradbury House, Wheeler Road, Coventry 024 7630 4200
Womens Institute Warwickshire Branch:	01926 419998 e-mail: <a href="mailto:admin@wfi.co.uk">admin@wfi.co.uk</a>
Local Scout/Guide Groups:	Mrs K. Marshall Mrs C. Ford
Lions:	N/A
Rotary:	A. Harrison

Church Groups:	Rev A Shearn Father Benedict, Studley R.C Church Peter Brooks, Baptist Church
Community Groups:	ATC, C. Webb Studley Youth & Community Centre – Eric Holder
Other agencies:	
Other people who may assist in an emergency:	Mrs Barbara Beaman Mrs D. Sollis

## Health and Medical Information

Organisation	Details
Local Doctors:	Drs Harris, Tonge & Walters, Pool Road Medical Centre. 01527 853671 Dr Buckley, High Street, Studley 01527 852133
Local Hospitals	George Eliot Hospital, Nuneaton 02476 351351 Rugby Hospital of St Cross 01788 572831 UHCW Royal Hospital, Coventry 02476 964000 Warwick Hospital 01926 495321
Bordering Hospitals	Alexandra Hospital, Redditch 01527 503030 Birmingham Children Hospital 0121 333 999 Cheltenham General Hospital 08454 222222 Horton General, Banbury 01295 275500 Good Hope, Sutton Coldfield 0121 3782211 Heartlands, Birmingham 0121 4243263 John Radcliffe, Oxford 01865 741166 Solihull Hospital 0121 4244226 Worcestershire Royal Hospital 01905 763333
Nursing staff/Midwives/Health Visitors:	Mrs Kimber (Health Visitor)
Chemists/Pharmacies:	Pool Road Medical Centre

Suppliers of medical equipment:	
First Aiders:	Mrs M. Rickhards M. Barry
Health Centre or Clinic:	Pool Road Medical Centre High Street Medical Centre
Warwickshire Primary Care Trust:	01926 493491
Veterinary Surgeons:	P. Haselor, Acorns Veterinary Centre, High Street, Studley. 01527 853304. McGettigan & McGettigan, Lissadel, The Ridgeway, Astwood Bank .01527 893016 D.D. Stretton Cox, 9 Butter Street, Alcester. 01789 762859
NHS Direct	0845 4647 <a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>

## Emergency Supplies and Specialists

Local shops and suppliers and any arrangements with shops/suppliers for providing food in an emergency

Warwickshire County Council will reimburse reasonable costs to local suppliers for items used in an emergency. It is essential that the Emergency Planning Unit is informed when arrangements are put in hand during an emergency.

Morrisons and Sainsbury Supermarket chains operate a crisis purchasing scheme and disaster assistance policy. These can only be activated via Warwickshire Emergency Planning Unit

Organisation	Details
Co-op	Alcester Road, Studley
Tesco Express	Alcester Road, Studley
Aldi	Birmingham Road, Studley
Tesco Extra	Oakenshaw, Redditch

Rutters	Bromsgrove Road, Studley
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Specialists	Details
The inclusion of the following names does not imply a recommendation nor is the list exhaustive. An instant response is not guaranteed names are included purely as a guide to the resources available within the local community	
Plumbers	N. Styler
	PTM
	Ellis
Electricians	G.S. Adams
	Simco Installation
Builders	Simco Installations
	P.A. Janes
Mechanics	T.P. Motors, Green Lane, Studley
	Hogan Brothers

## Local Resources

Local suppliers of plant and equipment, four wheel drive vehicle owners, garages, generators, blankets, etc.

Resource	Contact Details
New Park Garage	Alcester Road
Studley Plant Hire	01527 853388

## Details of Neighbouring Parish Councils

Parish	Contact Details
Mappleborough Green	Clerk: Rebecca Howes
Oldberrow, Morton Bagot and Spernall	Clerk: Mr. Patrick Southall
Sambourne	Clerk: Mrs Terry Murphy

## Utilities and other Agencies

Organisation	Contact Details
Gas: National Grid	Emergencies 0800 111999
Central Networks Customer Contact Centre (24hr)	0800 056 8090
British Telecom:	0800 800 150
Environment Agency: (Rivers)	Emergencies 24 hour public line 0800 807060  Floodline 0845 988 1188
Severn Trent Water:	Emergencies 0800 783 4444
AA Roadwatch:	0906 88 84322
Faith Agencies	
Utility and other agency staff living within area:	

## Details of any persons who may have special problems during an emergency and that the Parish Council are aware of

NB For Data Protection purposes, names should only be recorded here if approval has been given by the people concerned. In normal circumstances, a statement to the effect that the Parish Clerk has details (if that is the case) will suffice.

Person	Details

## Details of Local Radio Stations

BBC Coventry & Warwickshire (94.8, 103.7 & 104 FM)	Switchboard 02476 551000
Radio WM (95.6 FM)	0121 567 6767
Heart FM (100.7 FM)	0121 226 5700
Mercia FM (97.0 & 102.9 FM)	024 7686 8200
Heart FM Oxfordshire (97.4 & 102.6 FM)	Newsroom 01865 871000
BRMB (96.4 FM)	0121 566 5200
Touch FM (102 FM)	01926 485600
Rugby FM (107.1)	01788 541100

## Special Risks etc.

Detail of any particular risks such as Homes for Elderly People, utility sub-stations, petrol stations, hazardous sites, etc.

Parish to provide

<b>Risk</b>	<b>Contact Details</b>
Four Acres Home	Archer Close 01527 853766
Osprey House	Archer Close 01527 853153
Woodlands Nursing Home	176, Alcester Road 01527 852815



## Section 3 - Flooding

### Parish Flood Arrangements

The following reference documents may be of assistance

Subject	Source	Contact
Preparing for an Emergency	HM Government	<a href="http://www.pfe.gov.uk">www.pfe.gov.uk</a>
Flooding	Environment Agency	0845 988 1188 <a href="http://www.environment-agency.gov.uk/flood">www.environment-agency.gov.uk/flood</a>
Flood protection equipment	National Flood Forum Blue Pages	<a href="http://www.floodforum.org.uk">http://www.floodforum.org.uk</a>
Emergency Planning advice	Emergency Planning web pages	<a href="http://www.warwickshire.gov.uk/epu">http://www.warwickshire.gov.uk/epu</a>
Stratford on Avon District Council	Emergency Planning web pages	<a href="http://www.stratford.gov.uk/">http://www.stratford.gov.uk/</a>

Flooding is a complex issue involving many agencies. During any major flood event, it can be difficult to obtain an accurate picture of what is actually happening. It is therefore important that contact is maintained with both the District Council and Warwickshire Emergency Planning Unit.

Flooding can take several forms and it can be confusing as to which agency queries should be directed. As a general rule, queries on a day-to-day basis should be directed as follows:

- Flooding of drains and sewers to Severn Trent Water Ltd
- Flooding of the highway to County Highways
- Flooding from local watercourses to the relevant District Council
- Flooding from main rivers to the Environment Agency
- Flooding of council houses or District premises should be directed to the relevant District Council
- Flooding from private sewers to the householder concerned

During major flood events, these agencies will work together in responding to the impact of the flooding. **It is essential though, that people are encouraged to make their own arrangements as far as possible to deal with the impact of any flooding.** Flooding cannot

be prevented, but some local action may mitigate the effects such as local supplies of sandbags, individual household obtaining protection such as flood gates, air brick covers, etc. Details of these and many other products are obtainable from the National Flood Forum Blue Pages.

Occasionally requests may be received from the Emergency Services or members of the public for assistance. The main request will be for sandbags. The following should be noted when dealing with requests for sandbags:

- County Highways have stocks of sandbags but these are normally only used to deal with flooding problems on the highway
- At the specific request of the Manager of the Emergency Planning Unit, County Highways will make sandbags available to specific locations or individuals. This will **only** occur when major flooding is likely to lead to significant danger to property or to life and could take some time to achieve depending on the nature of the event
- All Parish Councils are regularly offered unfilled sandbags by the Emergency Planning Unit – individuals requesting sandbags will first be referred to their Parish Council if they took up the offer of sandbags
- During office hours, the Emergency Planning Unit and the District Council will pass on relevant and up to date information regarding weather and flood reports to parish councils and individuals who have provided e-mail addresses
- During a major flood event, information will be provided via the media and WCC website

The WCC website also contains a wealth of information about flooding and other emergencies. It also contains links to many other websites that may be of use to the local community.

<b>Parish Flood Information</b>	
Details of Parish Flood Group (if established)	
Details of Sandbags held within the Parish	200 unfilled sandbags located Studley Village Hall
Details of other Sandbag suppliers	Fairview Trading, Honeybourne 01386 833001 Bailey Buildbase, Nuneaton 024 7664 1641 Bailey Buildbase, Foleshill, Coventry 024 7666 8000 Bailey Buildbase, Kenilworth 01926 851155 Sapcote Site Supplies Ltd, Sapcote, Leicester 01455 274528/273099
Details of any equipment held by Parish Council	

Other Rivers/Critical Watercourses liable to flooding (main Rivers listed on next page)	
Details of any premises at risk	
Details of any local flood arrangements	

## Floodline Quick Dial Codes (QDC)– Warwickshire

Floodcall No. 0845 988 1188

Flood Watch		Flood Warning	
Flood Watch Name	QDC	Flood Warning Area Name	QDC
River Arrow & River Alne	0524617	River Arrow at Studley	05244111
		River Arrow at Spornall	05244112
		River Arrow at Coughton	05244113
		River Arrow at Alcester	05244121
		River Arrow at Wixford	05244122
		River Arrow at Broom	05244123
		River Arrow at Salford Priors	05244124
		River Alne at Bird in Hand	0524441
		River Alne at Henley-in-Arden	0524442
		River Alne at Wootton Wawen	0524443
		River Alne at Aston Cantlow	0524444

## Tree Emergency Procedure – Wind Related

### General Information

The District Council response will be prioritised based on the assessment of the information given. In severe weather this could be several hours.

Callers will be reassured that once a tree / branch is on the ground, whilst inconvenient it is normally safe.

(Response times for non-priority works are normally within the week. However some tree works depend on the seasons and so there is no standard response time. During an emergency situation the response time could be longer. Each case will be judged on merit/risk.)

If a tree has fallen on a house or car the emergency services and insurance company should also be contacted by the owner.

If a building has been damaged Building Control need to be made aware. **01789 267575. (or visit [www.stratford.gov.uk](http://www.stratford.gov.uk))**

### **The District Council will require the following information:**

- What is the exact location of the tree
  - It is critical that the District Council has the precise location of any fallen or dangerous trees.
  - Stratford District Council are responsible for trees on SDC land such as parks, recreation grounds, closed churchyards, play areas, nature areas and nature areas.
  - They also act as agents for WCC for highway trees in the Rugby urban area (above ground only – enquires about root damage on highway should be reported to WCC).
  
- How tall the tree is
  
- Is the tree on a park or Open Space
  
- Is the tree on a new development? Tree work on new developments is the responsibility of the developer until the development has been adopted by SDC or WCC.
  
- Is the tree on a road? If tree is blocking a road within the urban area, RBC will deal with.
  
- If tree is blocking road within rural area, WCC Highways Customer Service Centre on **01926 412515** should be contacted
  
- Is the tree on a footpath or roadside verge? WCC Highways Customer Service Centre on **01926 412515** should be contacted
  
- Is the tree in a private garden or business premise? If so, the owner will need to make their own arrangements. The Arboricultural Association has a complete list of approved contractors and consultants on **01794 368717** or at <http://www.trees.org.uk/consultants.php>. Local telephone directories and the local press should also list consultants. However, they are often found listed under tree surgery. Always check the consultant/contractor has Public Liability Insurance, Employers Liability Insurance and Professional Indemnity Insurance.
  - WCC operate the Home Chipping Service on **01926 738827**.

### **Other questions could include:**

- What is the problem with the tree?

- Looks dangerous
  - Fallen branches
  - Hanging branches
  - Fallen tree
  - Fallen tree on house / car
- If a tree has fallen on a house or car the emergency services and insurance company should also be contacted by the owner. If a building has been damaged Building Control need to be made aware. **01604 864768**
  - Fallen blossom/fruits/leaves/sap
    - The Borough Council cannot respond to blossom, fruits or leaves falling from trees. If they are causing a slip hazard on the footpath, this will be passed to Environmental Services.
    - Some trees secrete sap or attract aphids (mainly Lime) – unfortunately this is nature and something that cannot be helped.
  - Blocking light
    - There are no laws governing “right to light”.
  - If the tree / branch were to fall, where could it fall?
    - Road
    - House
    - School
    - Other

### Important Information

- If in doubt over who should deal with a dangerous or fallen tree contact the Environment Service.
- Contact Address:  
Elizabeth House  
Church Street  
Stratford upon Avon  
CV37 6HX
- Opening hours: Monday-Wed, 9am-5.15pm. Thursday and Friday to 5.00pm
- WCC Highways Customer Service Centre: **01926 412515**
- WCC Home Chipping Service **01926 738827**
- Arboricultural Association **01794 368717** or [www.trees.org.uk](http://www.trees.org.uk)

### Useful Contacts

- British Waterways: **01788 890666**
- BTCV: **01302 388888** or [www.btcv.org.uk](http://www.btcv.org.uk)
- Commonwealth War Graves Commission: **01628 634221**
- DEFRA: **08459 33 55 77**
- Environmental Agency: **08708 506 506**
- Greenflag Park Awards: **0151 231 6900** or [www.greenflagaward.org.uk](http://www.greenflagaward.org.uk)
- Greenspace: **01189 469 060** or [www.green-space.org.uk](http://www.green-space.org.uk)
- Highways Agency: **08547 50 40 30**

- Ofcom: **020 7981 3000**
- Warwickshire Wildlife Trust: **02476 302912** [www.warwickshire-wildlife-trust.org.uk](http://www.warwickshire-wildlife-trust.org.uk)
- The Woodland Trust: **01764 581111** or [www.woodland-trust.or.uk](http://www.woodland-trust.or.uk)

# Section 4

## Aide-memoires

### Rest Centres

Rest Centres may need to be set up for many different reasons. The prime concern is the shelter and care of those affected by an emergency. If possible an Emergency Planning Officer will be sent to manage the Rest Centre but this may not always be possible.

The following points should be considered:

#### **If possible contact the Emergency Planning Unit**

Decide which premises will be most suitable for the purpose

Contact members of the Parish Council and local community to assist

Arrange for premises to be opened

If available arrange for Parish Emergency Box and identifying tabards and badges to be taken to the Centre

Remember that you may have to operate shifts

Can you obtain additional mobile telephones to help with communications?

On arrival check the **following** –

heating – gas, electric, is it metered? etc

lighting

water – is supply turned on?

fire alarms and fire exits – what will you do in the event of a fire?

car parking

disabled access – is it possible to look after the disabled?

area for pets

Allocate areas within the Centre for different functions as space allows. Consider –

reception

registration

first aid room

nursing mothers

leisure facilities

play area

luggage and secure area

**Not Protectively Marked**

sleeping arrangements  
smoking/no smoking  
staff area  
washing/toilet facilities  
dining area

Consider what additional resources you may need such as blankets, food, drink – do you have arrangements with any local store?

## **Remember**

If possible, maintain contact with the Emergency Planning Unit – keep them informed and pass on requests for additional resources

Brief helpers as they arrive and allocate tasks

Make sure they are clearly identified – tabards and ID badges

Brief helpers at regular intervals

## **Evacuees**

Brief evacuees on arrival and on a regular basis

If the Rest Centre is open for more than 12 hours you may wish to record details of those in the Centre - a copy of the basic registration card is shown overleaf





# Severe Weather

## When Severe Weather Strikes

Heavy snow, blizzards, dense fog, gales, heavy rain and widespread ice -can greatly disrupt daily routines and, in some cases, cause loss of life. The elderly, infirm, disabled and young can be particularly vulnerable.

Warwickshire County Council has a major role to play in such situations. Together with district and parish councils, the police, the fire and rescue service and various agencies, they provide a wide range of services, to help return the situation to normal, quickly and efficiently, alleviating suffering and even saving lives in the process.

Individuals also have a vital role to play. Being a good neighbour, aware of those who are particularly vulnerable, is very important.

The following hints are designed to help reduce discomfort and save lives.

### For the car

- Ample fuel
- De-icer
- A shovel
- A radio and spare batteries
- A torch
- A blanket
- Spare warm clothing
- Water or a warm drink

### For the home

- An easily accessible supply of candles, matches, batteries and a torch
- A battery operated radio tuned to your local radio station
- A stock of food
- A list of useful telephone numbers -police, library, social services office etc.,
- Portable camping gas cooker if you rely solely on electricity.

### Remember

Heed the advice when told not to travel .  
Stowaway garden furniture and remove loose articles from outside. These might cause damage in a storm

Make sure your emergency equipment is at hand

If you have elderly, infirm or disabled neighbours, tell them to contact you if they need help - and keep an eye on them

If you rely on one source of energy for heating, lighting or are operating essential equipment - make sure you have adequate standby arrangements

## **Arrangements for Contacting Electricity Company in an Emergency**

### **Central Networks East and West Procedure**

Central Networks West monitor Met Office information and if forecasts predicts weather likely to have an impact on their systems, they have additional resources put on standby to deal with subsequent problems.

During any power failure, all callers should use the 24 hour Central Networks Customer Contact Centre telephone number – 0800 056 8090. Trained call takers are available to deal with your enquiries (100 active operators). These staff will be able to deliver updated reports. In addition, a group of trained engineers are available to answer more specific engineering queries.

The line is always staffed and has overflow arrangements and recorded messages. This information is usually the most up to date.

24 hour Central Networks Customer Contact Centre telephone number – 0800 056 8090

## **General Advice to Parish Councillors about what to do in an Emergency**

This section is intended to be a general guide to help Councillors should an emergency occur and is reproduced here to enable easy access. Some of the information is repeated in other Sections of this Plan.

The information is based on the Government document 'Preparing for Emergencies' which was circulated to all households in 2005.

The Emergency Planning Co-ordinator for the Parish Council is \*\*\*\*\*

If you find yourself in the middle of an emergency, your common sense and instincts will usually tell you what to do. However, it is important to:

**Common sense and instinct will usually tell you what to do. However, it is important to:**

Make sure '999' has been called, including a request for an ambulance if people are injured or if there is a threat to life

Re-assure bystanders and keep them away from the incident

Keep bystanders back and out of the way of the Emergency Services

Avoid putting yourself or others in danger – Rest areas may be available at Studley Village Hall

**Not Protectively Marked**

Remain calm and think before acting and try to reassure others

If you are appropriately trained, you could check for injuries, **however**, remember to help yourself first before attempting to help others and **do not** put yourself in any danger  
Always follow the advice of the emergency services

If you are not involved in the incident, but are close by or believe you may be in danger, in most cases the advice is:

- Advise people to go inside a safe building (or rest area if available)
- Stay inside until advised to do otherwise
- Tune in to local radio or TV for more information

Of course, there are always going to be particular occasions when you should not 'go in' to a building, for example, if there is a fire. Otherwise advise: **GO IN, STAY IN, TUNE IN**

## **REMEMBER**

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!

Follow instructions given by the emergency authorities supported by information included in this Plan

Take appropriate further action until the Emergency Services arrive

## **Emergency Services Role**

The emergency services are trained to cope with a wide range of emergency situations, but there is a lot that you can do to help them and yourself.

Emergency plans exist in all areas of the UK

The police, fire and ambulance services have tried and tested plans for responding to incidents, from fires to explosions, whether they are at your home, your school or affecting transport networks.

Health and Hospitals

Emergency equipment, vaccines and antibiotics are stored around the UK and are quickly available to doctors

Emergency planning exercises

Every year, many exercises are held involving the emergency services and all agencies responsible for recovery. These exercises practise the responses to a range of emergencies, including terrorism, by testing our preparedness.

In most emergencies, the experts from the emergency services will be the best people to deal with any situation. Please ensure that they have been alerted by calling '999' and asking for **Warwickshire Emergencies**. Ask bystanders to keep back and not interfere or become casualties themselves. The 'walking wounded' will be dealt with by the emergency services

Contact telephone numbers for emergency services are listed in Section 2. Although **999** will often be more appropriate. Leave the emergency to the trained professionals and help by keeping bystanders back and obeying the instructions of the emergency services

## **Coping with Specific Emergencies**

### **Fire**

If there is a fire, get out, stay out and call 999

Keep bystanders back and out of the way of the Emergency Services

Avoid putting yourself or others in danger

Try to remain calm and think before acting, and try to reassure others

### **Bombs**

If there is an explosion, get out, stay out and call 999

If a bomb goes off, stay in a safe area and tell the police what you saw.

Obey the instructions given by the Emergency Services

### **Chemical, biological, nuclear or radiological (CBRN) incident**

If there is an incident involving CBRN, in most instances the advice will be to stay indoors and shut doors and windows.

Call 999

Obey the instructions given by the Emergency Services

Remember that in a chemical incident the fire service may need to carry out decontamination.

### **Major Crash - Road Traffic or Aircraft**

If there is a crash, call 999

Move away from the immediate source of danger if appropriate

Obey the instructions given by the Emergency Services

### **Civil Unrest**

If there is a riot, call 999

Stay in a safe area and tell the police what you saw.

Obey the instructions given by the Emergency Services

### **Severe Weather**

Detailed advice is contained in Section 4 of this document

## **Flooding**

Even if you are not in a flood plain, or have no major rivers in the parish, you may still suffer the effects from surface water flooding.

## **Tornado**

Telephone the Emergency Services - dial **999** and ask for **Warwickshire Emergency Services**

**In all of these situations -keep calm, think before you act and listen to the advice of the emergency services.**

## **School**

If children are at school parents will naturally want to collect them as soon as possible in the event of a major emergency. The local authority have detailed plans for such a situation. Please listen to your local radio station for advice and for details of the arrangements the local authority has made for letting parents know when to collect their children from school.

In addition, all schools have plans to cope with local emergencies such as fire and flood, and teachers and support staff do all they can to look after the pupils in their charge. You can find out more about school emergency planning from [www.warwickshire.gov.uk](http://www.warwickshire.gov.uk) and [www.teachernet.gov.uk/emergencies](http://www.teachernet.gov.uk/emergencies)

## **Preparing for an Emergency – what you can do**

**To prepare for an emergency, it may be useful to know:**

- Where and how to turn off water, gas and electricity supplies in your home
- The emergency procedures for your children at school
- The emergency procedures at local workplaces
- How you will stay in contact in the event of an emergency
- If any elderly or vulnerable residents might need your help
- How to tune into a local Radio Station
- Where fire hydrants are in the village

If you are at home and an emergency happens, try to gather together:

- A list of useful phone numbers
- Home and car keys
- Toiletries, sanitary supplies and any regularly prescribed medication,

- A battery radio, with spare batteries
- A torch with spare batteries, candles and matches
- A First Aid kit
- Your mobile phone
- Cash and credit cards
- Spare clothes and blankets
- Luminous waistcoats

Also, it is always useful to have:

Bottled water, ready-to-eat food (e.g. tinned food) and a bottle/tin opener, in case residents have to remain in their home for several days

In certain very unlikely situations, residents may be asked to leave their home by the emergency services. If this happens, encourage them to leave as quickly and calmly as possible. And, if they have time:

- 
- Turn off electricity, gas and water supplies, unplug appliances and lock all doors and windows
- See the items listed above for what to take with them
- If they leave by car, take bottled water and blankets, and tune in to local radio for emergency advice and instructions
- When they are told that it is safe to return home, encourage them to open windows to provide fresh air before reconnecting gas, electricity and water supplies.

## Important Telephone Numbers

### Emergency Services - 999 and ask for Warwickshire Emergency Services

Police:

Warwickshire HQ  
Police Station

01926 415000

Fire:

Fire Station

01926 423231(HQ)

Ambulance:

Warwickshire Office 01926 881331

Warwickshire County Council:-  
Emergency Planning Unit 01926 412580  
Emergency Planning Duty Officer  
Do mobile

Highways Flooding During office hours: 01926 412515  
Out of office hours via Police HQ 01926 415000  
Utilities

Electricity Supplies 0800 056 8090

Gas 0800 111999

Water 0800 783 4444

**For further information on any of the organisations involved in a countywide emergency response refer to the Warwickshire County Council Emergency Planning website on <http://www.Warwickshire.gov.uk/EPU> or call the Emergency Planning Unit.**