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**XXXXXXX**

**Community Response Plan - DRAFT**

**Version 1**

**XX XXX 2024**

**Introduction**

This Community Response Plan enables our community to make best use of resources to prepare and respond to emergencies within the wider emergency services and responder agency actions. It includes:

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1. **Plan details**

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| --- | --- | --- | --- | --- | --- | --- |
| **Community Name:** |  | | | | | |
| **Document version number:** | | 1.0 | | **Date:** | 06/11/2024 | |
| **Distribution list:** | | | | | | |
| **Name** | | | **Email** | | | |
| Local Resilience Forum Emergency Planning Mailbox | | | [communityengagement@leics.gov.uk](mailto:communityengagement@leics.gov.uk) | | | |
| Rutland County Council Emergency Planning Officer | | | [gino.harris@leics.gov.uk](mailto:gino.harris@leics.gov.uk) | | | |
| XXXX Parish Council | | |  | | | |
| Neighbouring Parish Councils | | |  | | | |
| Parish Resilience Team members | | | See Section 2 | | | |
|  | | |  | | |  |
| **Plan prepared by:** | | |  | | | |
| **Date of Next Review:** | | |  | | | |

1. **Community Response Team Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Tel:** | **email** | **Role (if allocated)** |
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1. **Local Risk Assessment**

The following table details known risks affecting the community and actions that can be taken to reduce their impact.

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| --- | --- | --- | --- |
| **Risks** | **Location** | **Impact on community** | **What action can be taken?** |
| Severe weather or  heavy snow | Anywhere in village?  Sheltered accommodation?  On access roads? | Limited or difficult access in and out and within village.  Loss of utilities.  Care providers unable to meet their commitments  Disruption for pedestrians and possible physical injury | Ensure grit bins are full.  Monitor weather warnings.  Contact/deploy Snow Wardens.  Ensure grit bins are full (RCC on request).  View Gritting routes on RCC website.  Contact volunteer groups (maybe Neighbourhood Watch Group) to check on vulnerable people in the area.  Consider contacting community First Aid responders.  Consider activation of Emergency Rest Centre.  Create warm communal areas |
| Storms and Strong winds | Anywhere in village | Fallen trees.  Blocked roads.  Loss of power/utilities  Building and vehicle damage. | Identify roads that need clearing and report to RCC Highways.  Identify dangerous trees  Identify residents that require shelter  Consider emergency rest centre activation  Contact utility companies if necessary.  Consider requirement for qualified contractors with chainsaws  Consider volunteer farmers with tractors and telehandlers  Contact utility companies if necessary. |
| Heatwave | Anywhere in Village | Reduced mobility for vulnerable people | Identify vulnerable residents and consider welfare checks.  Consider contacting community First Responders.  Create cool community areas. |
| Flooding | Anywhere in village  (identify known flood risk areas) | Loss of access  Water damage  Loss of utilities  Stranded livestock | **Do not enter flood water**  Monitor weather warnings and flood warnings  Flood Wardens monitor water levels or flooding areas.  Sandbags stored?  Deploy sandbags?  Contact volunteer groups to warn vulnerable residents  Consider emergency Rest Centre Activation  Inform Highways of flooded roads  Report flooded properties to Rutland CC  Contact RCC for bulk waste removal (do not remove waste without evidence for insurers) |
| Major Road Incident | Anywhere in village | Many injured and displaced people  Building damage  Access impaired | Injured people will need immediate medical attention whilst waiting for emergency services  Contact Community First Responders and first aiders  Consider the requirement to activate Emergency Rest Centre |
| Industrial Accident or Gas Leak/ explosion | Anywhere in village | Threat to safety  Building damage  Access impaired | Inform Fire service (threat to life)  Inform Cadent (gas leak)  Identify individual risks and vulnerable communities  Assist in evacuating area  Activate Emergency Centre  Contact Rutland Building Control if buildings unsafe |
| Major Fire | Anywhere in Village | Building damage  Threat to life | Evacuate area Emergency rest centre activated  Contact Rutland Building Control if buildings unsafe |
| Total or partial loss of utilities/ infrastructure | Anywhere in the Village | Loss of heating  Loss of cooking  Loss of sanitation facilities  Loss of communications | Welfare checks and information passing to vulnerable people  Consider activation of Emergency Rest Centre  Use alternative methods of communication such as noticeboards |
| Long term strikes/labour withdrawal | Anywhere in the Village | Fuel shortages  Food shortages  Power cuts | Volunteer drivers for vulnerable residents  Contact care providers to check provision  Welfare checks on vulnerable people |
| Aircraft Accident | Anywhere in Village | Flight path of East Midlands. Also, sole fliers such as helicopters, para gliders | Inform emergency services  Evacuate area  Activate Emergency Rest Centre Command and Control facility  Contact Community First Responders and first aiders  Be aware of secondary hazards |
| Terrorism or Violence | Anywhere in the Village | Building damage  Many injured or displaced people | Inform emergency services  Evacuate area or follow Police Action Counter Terrorism advice:  RUN-HIDE-TELL.  Consider pros and cons of activating Emergency Rest Centre  Temporary traffic management  Clean up operation in conjunction with Police |
| Pandemic and Epidemic Illness | Anywhere in the village | Health issues for all.  Restricted ability to travel/go out.  Mental Health challenges | Mobilise/create volunteer groups to ensure vulnerable people have food and provisions |

**4. Local Skills and Resources.**

The following table contains details of resources that could be called upon to facilitate the community response activities, including venues, items of equipment, supplies and expertise.

|  |  |  |
| --- | --- | --- |
| **Skill/Resource** | **Provider contact details** | **Limits on availability / operation e.g. special licence** |
| Local Community First Aid Responder |  | Volunteer group, limited numbers |
| Local Flood Wardens |  | Volunteers and not necessarily in village during work hours |
| Local Snow Wardens |  | Volunteers and not necessarily in village during work hours |
| Handyman |  |  |
| 4x4 Response | 01164785444  info@lr4x4response.org.uk | Four-wheel drive charity |
| Neighbourhood Watch coordinator |  |  |
| Local Businesses |  | (Lorries/4x4 tractors)  Tractors and livestock handling facilities  Chainsaw Operatives (licensed) |

1. **Key Locations and Places of Safety**

The following table contains details of any local amenities that could be used to accommodate residents requiring accommodation and care.

**Before opening an Emergency Centre, please contact the Resilience Partnership Duty Officer, as arrangements to open a centre may already be underway.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Venue** | **Facilities** | **Key holder details / instructions for access** | **Limitation on use** |
| Village Hall | Shelter and refreshment |  |  |
| Local Pub | Warm Space |  |  |
| Cricket Club | Alternative location |  |  |
| St Zoe’s Church | Alternative location |  |  |

1. **Potential Triggers for plan activation.**

The following triggers could result in the activation of the Community Response Plan.

|  |  |
| --- | --- |
| **Description** | **How assessed / by whom** |
| First-hand observations, *e.g., someone sees the river or flood waters rising or a property on fire.* | Assess by visual contact and by the first member of the team at the site |
| News report of a live issue in the local area on the news, Facebook, etc. *It might be floods rising, fire, traffic incident or pollution.* | Impact assessed by a member of the resilience team or the Council or Resilience team. |
| Notification from a member of the team at the Council/Resilience Partnership | Rutland Incident Response team responding |
| Emergency services alerted but may need support. | Rutland Incident Response team working with the emergency services operational incident commander |

1. **Potential Initial Considerations and Actions.**

The table below outlines how this plan will be activated. The table contains a simple set of instructions covering the first steps. Ensure all members of the Community Response Team are familiar with the process.

Consider:

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

|  |  |  |
| --- | --- | --- |
| **Action No** | **Description** | **Who** |
| 1 | Call 999 if there is an immediate threat to life | Anyone |
| 2 | **Initial actions and considerations**  a. Consider what hazards are present and where safe to do so remove people from danger.  b. Consider whether other agencies are required and ensure that they are informed.  c. Identify any casualties and prioritise treatment if possible.  d. Cascade information within community resilience team.  If the incident is likely to have a wide or long-term impact then the community resilience team may need to consider how best to surge and then sustain response support. | Initial Responder |
| 3 | **Support to other responding agencies**  The emergency services and other responders may benefit from a brief on arrival – this should include the following:  **E** – Exact location of Incident/Incidents  **T** – Type of Incident  **H** – Hazards present  **A** - Access routes  **N** – Number and Type of Casualties  **E** – Emergency services requested and present  In addition a brief summary of actions taken and where affected properties and people are.  They may be overstretched and benefit from support such as temporary traffic management, assistance in door-knocking, assisting in treatment of minor injuries, keeping the public safe, and informing other residents.  The Emergency Service Incident Commander may benefit from a single community resilience team member to act as a focal point for coordination. |  |
| 4 | **Warning and Informing**. The community resilience team will be key to communicating with the local residents. They are known faces and trusted. If possible, they will work together to provide the community with a fixed message. They may involve members of other community groups to offer reassurance and advice. |  |
| 5 | **Vulnerable People.** Residents who receive care in the community may require non-emergency assistance. As many as possible should be contacted or visited to ensure they are ok. A record of visits should be made and Rutland County Council informed or contacted for support. |  |
| 6 | **Evacuation and Emergency Centres**  If residents are advised to or wish to evacuate their homes, depending on the likely duration of the evacuation/safety of return:  a. Ensure they are giving consent to evacuate.  b. Inform Rutland County Council if emergency housing is required.  c. Consider setting up a community emergency centre (inform RCC if doing so) or requesting Rutland County Council to set up an emergency centre.  d. Consider the security of any vacated property.  e. Consider informing health/social services if applicable  f. Consider a plan for evacuated pets  g. Advise on what documents may be useful to possess (identification, addresses, laptops, insurance details etc)  h. Record contact details for all evacuees so that access can be organised if required. |  |
| 7 | **Emergency Response resources. See Section 9** |  |

1. **Community Response Team Roles**

The following table contains a list of the actions the Community Response Team will undertake. 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.)*

|  |  |
| --- | --- |
| **Team Role** | **Suggested actions** |
| Incident Lead – First person at scene or on the list | Contact 999 if necessary, then next person on the List or /WhatsApp group  Be clear about what assistance may be requested  Engage with relevant responder if not emergency services |
| Next person on the list becomes the Communication person | Contact all members of the Community Response Team, who will make their way to the nearest safe point to await instructions from the Duty Resilience Officer or Emergency Services Incident Commander. Team members will also gather as much information as possible. |
| Councillors? | To ensure that those at risk are made safe |
| Community Response Team – after the incident | Help volunteers with clearing up and help with distribution of food/drinks etc, |

1. **Emergency Resources.**

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| --- | --- | --- |
| **This Emergency Kit will be stored in the following location:**  *Location and access details:* | | |
| **Item** | **Description (including quantity)** | **Update frequency** |
| 1 | Community Response Plan | Annually |
| 2 | Local OS map – with sites marked | 5 years |
| 3 | Road map | 5 years |
| 4 | High visibility tabards | 5 years |
| 5 | Torches and chargeable equipment | Check quarterly and replace as necessary (3 – 5 years) |
| 6 | First Aid Kits – use existing building kits? | Annually |
| 7 | Grit/salt | Refill at the beginning of winter and then monthly until Spring |
| 4 | Walkie Talkies |  |
| 5 | Hi Vis vests |  |
| 1 | Megaphone |  |
| 1 | Radio (battery Powered) |  |
| 5 | Torches (incl head torches?) |  |
| 20 | Emergency Foil Blankets |  |
| 1 | Power Chargers/Power Bank |  |
| 2 rolls | Barrier Tape |  |
| 1 roll | Duct Tape |  |
| 50 | Sandbags |  |
| 10 | Rubble Bags |  |
| 2 | Brooms |  |
| 2 | Shovels |  |

1. **Other Emergency Responders Contact Details.**

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| --- | --- | --- |
| **Description** | **Name and address** | **Contact details** |
| Police | Oakham Police Station  15-17 Station Rd, Oakham, LE15 6QT  Mon-Fri 10am-4pm | Emergency 999  Non-emergency 101  Crimestoppers – 0800 555 111 |
| Police: Anti-Terrorism Team | Police Anti-Terrorism  Hotline on 0800 789 321 or 999 for other forms of violence | |
| Fire | Leicestershire Fire and Rescue,  South Street, Oakham, LE15 6BQ | Emergency 999  Non-emergency 0116 210 5555 (Fire HQ, Leicester) |
| Ambulance  or Accident and Emergency | Nearest Accident + Emergency:  Peterborough Hospital, Peterborough, Cambridgeshire, PE3 9GZ | Emergency 999  NHS Advice: 111 |
| Combined Local Authority Emergency Planners | Resilience Partnership 1 Romulus Court Meridian East Leicester LE19 1YG | 0116 305 6101 |
| Rutland County Council - | General Enquiries –  <https://www.rutland.gov.uk/council-councillors/contact-us> shows individual departments or customer services on  [enquiries@rutland.gov.uk](mailto:enquiries@rutland.gov.uk) | Customer Services: 01572 722 577 |
| Rutland County Council Highways | Highways - <https://www.rutland.gov.uk/roads-transport-parking/highways> | Report issue online or call general customer services on 01572 722 577 |
| Gas Emergency | Cadent | 0800 11 999 |
| Electricity | National Grid | Emergency No: 0800 6783 105  Or dial 105 [www.powercut105.com/](http://www.powercut105.com/) |
| Severn Trent Water | Anglian Water | 0800 771881 |
| Flooding and Environmental Incidents | Environment Agency | National Customer Contact Centre  Mon-Fri 8am-6pm - 03708 506 506  Environment Incident hotline - 0800 807060 |
| RSPCA |  | 0300 1234 999 |
| Openreach |  | 0800 023 2023 |