

Long Lawford Parish Council Community Major Emergency Plan

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Nominated person: Stephen Jones

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Section 1

Introduction

This plan has been developed by Long Lawford Parish Council in conjunction with Rugby Borough Council.

Long Lawford is a village and civil parish in the Rugby borough of Warwickshire, England, located just west of Rugby, in 2001 the parish had a population of 2,831. The village is one of four Lawfords in the locality, and is named long because, historically, the village ran along the road between Rugby and Coventry. The other three Lawfords are Church Lawford, Little Lawford and Lawford Heath.

The village is next to the A428 road. The Rugby to Coventry railway line (West Coast Main Line) runs through the village, but it has never had its own station. The main manor house in Long Lawford is Holbrook Grange, the ancestral home of the Caldecotts. Although the house has now changed hands, the influences of the Caldecotts remain, with one of the two village public houses being "The Caldecott Arms".



Nearly all emergencies affecting the local Community will be dealt with routinely by a joint response from the Emergency Services, Local Authorities (WCC, CSW and RBC) 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 Parishes immediately. In such circumstances, the initial response will rely entirely on the local Community. 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 Borough Council

Definition of an Emergency

An 'emergency' as defined in the Civil Contingencies Act, 2004 as:

'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.'

Aim of the Plan

The plan has been designed to enable the Parish Council to identify the immediate actions they should consider during a major 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 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:

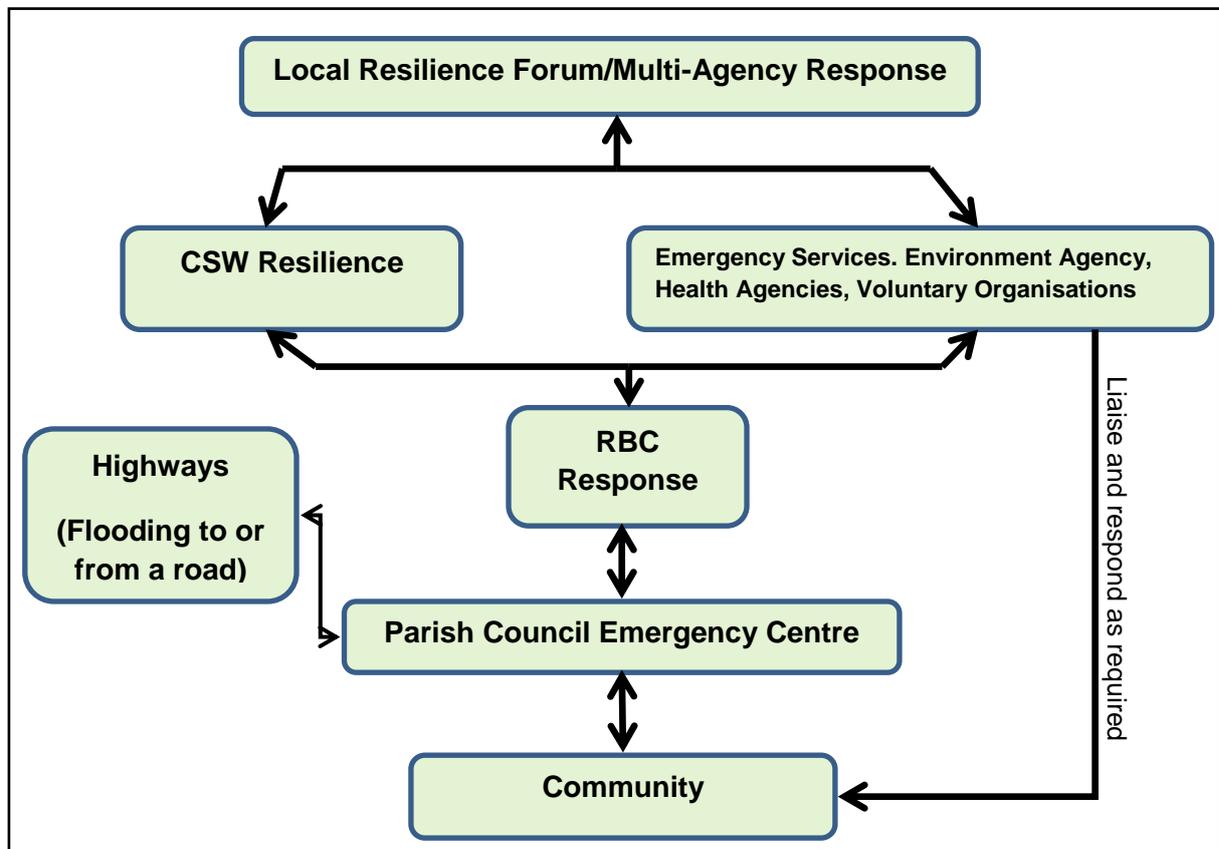
- Identify resources in the Community available to assist during an emergency;
- Identify local people and organisations who may be able to assist during an emergency;
- Identify vulnerable people in the Community and develop arrangements to assist them;
- Provide relevant and timely local information throughout the emergency;
- Provide key contact details for the Parish Council Emergency Team; key Community resources; the Emergency Services and Local Authorities;
- Establish local co-ordination arrangements for dealing with the impact of the emergency at the local level;
- Open and run local rest centres as necessitated by the circumstances of the emergency in conjunction with CSW Resilience.

This will include the provision of action sheets and aide memoires to assist members of the Parish in fulfilling these roles.

Warwickshire Countywide Emergency Planning Structure

Warwickshire County Council, Rugby Borough Council and the Emergency Services have an emergency response structure. The diagram below illustrates how the Parish Council plan fits into this structure. Remember to make note of and follow all

guidance and instructions from the Emergency Services and the District/ and County Council.



Types of Emergencies

Types of potential emergencies that may impact our Community are:

- Heavy snow;
- Flooding;
- Other Severe Weather events e.g. storms and gales;
- Electricity or Gas failure;
- Local Road Accident;
- Local Rail Incident;
- Fire/Building Collapse;
- Terrorist Activity;
- Local Industrial accident;
- Sewerage works on boundary of Parish;
- Major Gas Leak or Explosion;
- Disease.

Parish Council Role in an Emergency

Parish Councils can be a focal point within the Community and could be a direct line into the Community for CSW Resilience and the local Borough Council

In an emergency, CSW Resilience/Emergency Services will attempt to contact the RBC as necessary to discuss ways in which the Parish Council might assist. This 'role' could include:

- Providing "local knowledge" for the Emergency Services;
- Establishing a co-ordinating link with Parish 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 Council for use in an emergency. The trigger for the agencies mentioned within this plan will be mainly through CSW Resilience, but could come from the Parish Council if they are the first to become aware of an 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 with Rugby Borough Council or CSW Resilience. RBC and CSW Resilience 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;
- Maintaining a data base of all plans produced;
- Communications links with County and Borough 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 Borough 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 Borough Council. The recovery phase is also very much Borough 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 local Community response and act as central point for information and communication for the local 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 CSW Resilience Team, 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 should try to give accurate information such as:

- 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 The Memorial Hall; Railway Street; Long Lawford; Rugby; CV23 9BA 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. such as the Lawford Arms public house, 3 Main Street; Long Lawford; Rugby; CV23 9AY



Lawford Arms Public House

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 on the radio from CSW Resilience; the Borough Council or Emergency Services etc. e.g. expected time of arrival/assistance, safety advice etc. (refer to Section 2 for local radio stations);
- Organisation of the Parish Council to deal with local issues;
- Temporary arrangements if outside assistance will be delayed.

Notifying CSW Resilience Team

As soon as the decision has been made that the Parish Council needs to provide a Community response, CSW Resilience Team must be notified that the plan is being activated.

Rest Centres

In the event of an emergency where people are required to leave their homes, the CSW Resilience Team will set up rest centres in pre-identified locations. They have 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 are contained within Section 4 of this emergency plan.

Local premises that may be used as a rest centre:

The Memorial Hall; Railway Street; Long Lawford; Rugby; CV23 9BA

Communications

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

Type	Where Available
Written	<p>Updates will be placed on the following notice boards;</p> <p>Memorial Hall 3 Village Notice Boards (2 at Townsend Lane and 1 on The Green) Church Notice Board Parish Council web site www.longlawfordparishcouncil.co.uk</p> <p>Local Shops and Public Houses</p> <ul style="list-style-type: none"> • The Co-operative Food Store (Townsend Lane; Long Lawford; Rugby; CV23 9DE 01788 565066) • Lawford Arms public house (3 Main Street; Long Lawford; Rugby; CV23 9AY. 01788 571 889) • Caldecott Arms public house (15 Main St; Long Lawford; Rugby; CV23 9AY. 01788 543290)
Verbal	Community Briefings/Meetings

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

Emergency Action Checklist

	Action	Initials	Date & Time	Completed
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 CSW Resilience and the Borough Council (01788 533533) 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: Any decisions made and actions taken Who was spoken to and what was said Any information received			
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: Shelter Visiting and checking on vulnerable people Warm place Distributing sandbags Providing blankets Food and water Welfare facilities			

7	<p>Decide how to inform the Community of the emergency and actions being undertaken</p> <p>Inform the Community of any advice given to you from the County and Borough Councils or the Emergency Services</p> <p>Request the Community to tune in to the local radio</p>			
8	<p>Inform the CSW Resilience Team and Borough Council of any decisions that have been made</p>			
9	<p>Remember to liaise regularly with the County and Borough 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>Remember that all reasonable steps must be taken to avoid harm to yourself and the public</p>			

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 Command.

Section 2

Contact Details

Local Authority Contacts (County and Borough)

Organisation	Details
CSW Resilience Team:	
Emergency Planning Duty Officer: For Emergency Use By Parish Council Only	
Environment & Economy Directorate: Highways Emergencies NB – to report flooding on Highways, please use these numbers, not the Duty Emergency Planning number	During office hours: 01926 412515 Out of office hours (Emergencies only): 01789 842688
Duty Social Worker:	Emergency line out of hours 01926 886922
Trading Standards:	Advice line: 08454 040506 Animal Health issues: 01926 736470
Borough Council: to include any departmental emergency numbers	01788 533533
Local Authority staff living within area:	Cllr Sally Bragg

Parish Council Details

Chair:	Stephen Jones
Clerk:	Debbie Groves

Emergency Committee and other Parish Councillors:	Cllr Mrs June Slack Mr Darren Goodwin Mrs P Wyatt Mrs Zoe Smith Mr Simon Fletcher Mr John Steed Mr Jason Fothergill
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Borough and County Councillor Details

Local County Councillor:	Cllr Maggie O'Rourke
Local Borough Councillor:	Cllr Sally Bragg Cllr Derek Poole Cllr David Ellis

Parish Emergency Grab Bag and other resources

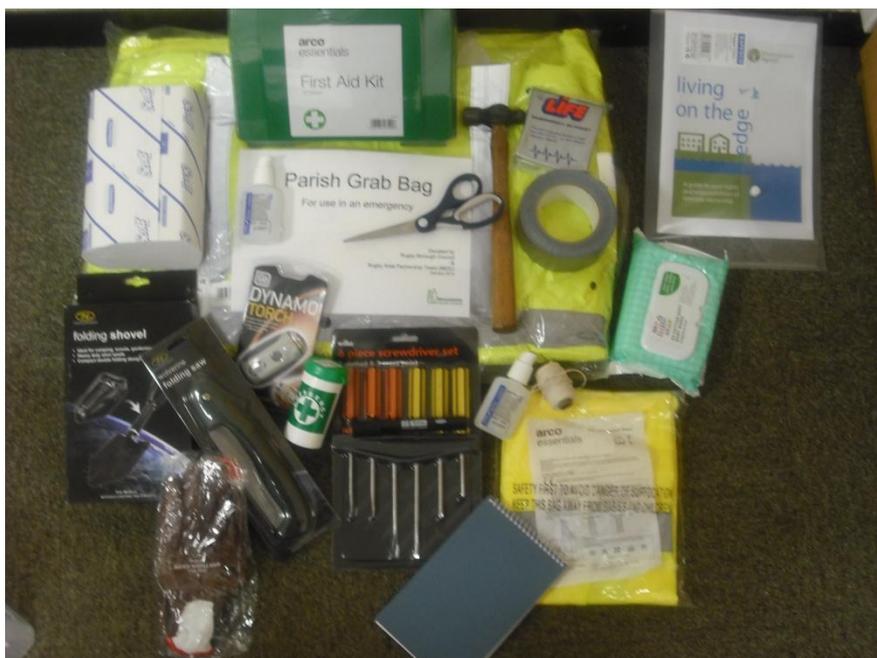
Location:	The Memorial Hall; Railway Street; Long Lawford; Rugby; CV23 9BA
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Parish Grab Bag

For use in an emergency

Contents

Foil blankets
 Medication tubs
 Hi-vis vest – Class 2
 Hi-vis coat – Class 2
 First aid kit
 Gloves
 Polycloth tape
 Whistle
 Baby wipes
 Paper towels
 Hand sanitiser
 String
 Scissors
 Paper pad
 Pencils
 Marker pens
 Plastic wallet
 Wind up torch
 Folding saw
 Shovel
 Screwdrivers x 6
 Hammer



Donated by
 Rugby Borough Council

Rugby Area Partnership
 Team (WCC)
 January 2014



Emergency Services



To report an emergency dial 999 *

Warwickshire Police:	01926 415000 or 101
Warwickshire Fire and Rescue Service Headquarters:	01926 423231

West Midlands Ambulance Service Warwick Locality Headquarters:	01785 237420
County Air Ambulance	01922 618058
Nearest Police Station or House:	Rugby Police Station, Newbold Rd, Rugby, Warwickshire CV21 2DH 01788 541111
Nearest Fire Station:	Corporation Street Rugby Warwickshire CV21 2DN 01788 572727 / 561586
Nearest Ambulance Station:	Unit 4 Avon Industrial Estate Butlers Leap Rugby
Emergency Services staff living within area:	John Steed (Police)
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	King George V park

Premises for Emergency Use and Key Holders

The Memorial Hall;
Railway Street; Long Lawford; Rugby; CV23 9BA

key holders

- Stephen Jones;
- Debbie Groves and
- Leoni Lee.

Long Lawford Primary School :
Holbrook Road, Long Lawford, Rugby, CV23 9AL – caretaker Mrs T Timms

Public Houses

- Lawford Arms public house (3 Main Street; Long Lawford; Rugby; CV23 9AY. 01788 571 889)
- Caldecott Arms public house (15 Main St; Long Lawford; Rugby; CV23 9AY. 01788 543290)

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, sandbags, etc. Also include contact number of keyholders.

Premises	Details
Memorial Hall	Gas; electric; telephone; 4 big rooms; centrally heated; fully fitted kitchen; 4 WC's; hot and cold water.
Long Lawford Primary School	Full facilities
Lawford Arms public house	Full facilities
Caldecott Arms public house	Full facilities

Local Volunteer Details

Organisation	Details
WRVS:	Not known
St John Ambulance:	Not known
British Red Cross:	County Headquarters: Bradbury House, Wheeler Road, Coventry 024 76 304200
Womens Institute Warwickshire Branch:	01926 419998 e-mail: admin@wfi.co.uk
Local Scout/Guide Groups:	Chris Beech Townsend Lane Long Lawford
Church Groups:	Methodist Church

Health and Medical Information

Organisation	Details
Local Doctors:	Central Surgery Corporation Street, Rugby, CV21 3SP 08444773358
Local Hospitals	George Eliot Hospital, Nuneaton 02476 351351 Rugby Hospital of St Cross (no A&E) 01788 572831 UHCW Royal Hospital, Coventry 02476 964000 Warwick Hospital 01926 495321
Bordering Hospitals	Alexandra Hospital, Redditch 01527 503030 Gloucestershire General Hospital 01242 222222 Horton General, Banbury 01295 275500 Heartlands, Birmingham 0121 4242000 John Radcliffe, Oxford 01865 741166 Solihull Hospital (minor injuries) 0121 4242000 Worcestershire Royal Hospital 01905 763333
Chemists/Pharmacies:	Rowlands Pharmacy Central Surgery, Corporation Street, Rugby, CV21 2DN 01788 574236
First Aiders:	Mr John Steed Mr Jason Fothergill
Health Centre or Clinic:	Central Surgery Corporation Street, Rugby, CV21 3SP 08444773358
Warwickshire Primary Care Trust:	01926 495321

Veterinary Surgeons:	Bilton Vets 259 Bilton Rd, Rugby CV22 7EQ 01788 812650
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Emergency Supplies and Specialists

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

CSW Resilience Team will reimburse reasonable costs to local suppliers for items used in an emergency, please keep all receipts. It is essential that CSW Resilience 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 CSW Resilience

Organisation	Details
The Co-operative Food	Townsend Lane, Rugby, CV23 9DE 01788 565066

Specialists

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	
<i>Plumbers</i>	
H. McGaffney	
<i>Electricians</i>	
John Lewis	
<i>Builders</i>	
A. Wardall	
<i>Mechanics</i>	
Eric Stevonson	

Local Resources

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

Resource	Contact details
Plant and equipment	Rugby Cemex Rugby Cement Plant Lawford Road Rugby CV21 2RY 0800 353 433 MJ Plant Hire 12 Paynes Lane Rugby CV21 2UH 01788 542200

Details of Neighbouring Parish Councils

Parish	Contact details
Cawston	Mr Raymond Morgan clerk@cawstonpc.org
Church Lawford	Ms Janet Wykes janetwykes@yahoo.com
King's Newnham	Mrs Nicola Bagshaw nic@jbagshaw.fsbusiness.co.uk
Little Lawford	Ms Amanda Cummings

Utilities and other agencies

Organisation	Contact details
Gas: National Grid	Emergencies 0800 111999
Western Power Distribution Customer Contact Centre (24hr)	0800 328 1111
British Telecom:	0800 800 151

Environment Agency: (Rivers)	Emergencies 24 hour public line 0800 807060 Floodline 0845 988 1188
Severn Trent Water:	Emergencies 0800 783 4444
AA Roadwatch:	84322

Details of Local Radio Stations

BBC Coventry & Warwickshire (94.8, 103.7 & 104 FM)
Radio WM (95.6 FM)
Heart FM (96 - 107 FM)
Mercia FM (97.0 & 102.9 FM)
Fox FM (97.4 & 102.6 FM)
BRMB (96.4 FM)
Touch FM (102 FM)
Rugby FM (107.1)

Special Risks

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

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.

Residents of Hirst Close and Judge Close	Warden – Tracey McNaughton
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Risk	Contact details
CEMEX	Rugby Cement Plant, Lawford Road, CV21 2RY 0800 353 433
Railway	Station Approach, CV21 3LA 08457 48 49 50
River Avon	Environment Agency Floodline: 0845 988 1188
Gas substation	Sheaf and Sickle Pub Car Park Emergency only – National Grid: 0800 111 999
Paynes Lane Industrial Estate	Paynes Lane, Rugby, CV21 2UY

Section 3

Parish Flood Arrangements

The following reference documents may be of assistance

Subject	Source	Contact
Preparing for an Emergency	HM Government	www.direct.gov.uk
Flooding	Environment Agency	0845 988 1188 www.environment-agency.gov.uk/flood
Flood protection equipment	National Flood Forum Blue Pages	http://www.floodforum.org.uk
Emergency Planning advice	Emergency Planning web pages	http://www.warwickshire.gov.uk/epu
Rugby Borough Council	Emergency Planning web pages	http://www.rugby.gov.uk

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 Borough Council and CSW Resilience.

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 Borough Council;
- Flooding from main rivers to the Environment Agency;
- Flooding of Council houses or Borough premises should be directed to the relevant Borough 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, grab bags, moving valuables upstairs 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 Head of the CSW Resilience, Warwickshire 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 annually offered 250 unfilled sandbags by CSW Resilience. Individuals requesting sandbags will first be referred to their Parish Council if they took up the offer of sandbags;
- During a major flood event, information will be provided via the media and WCC website - <https://www.warwickshire.gov.uk/>.

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.

Parish Flood Information	
Details of Sandbags held within the Parish	Ling Hall Landfield Site, Coalpit Lane, Lawford Heath, Rugby, Warwickshire, CV23 9HH Contact: Ken Yarrow 01788 522709
Details of other Sandbag suppliers	Fairview Trading, Honeybourne 01386 833001 Bailey Buildbase, Nuneaton 024 7664 1641 Bailey Buildbase, Foleshill, Coventry 024 7663 4000 Bailey Buildbase, Kenilworth 01926 851155

Floodline Quick Dial Codes (QDC)– Warwickshire

1. Call Floodline No. 0845 988 1188
2. Press 1 on keypad when prompted
3. Enter Relevant Quick Dial Code on keypad

Delete those that do not apply

Flood Watch		Flood Warning	
Flood Watch Name	Code	Flood Warning Area Name	Code
Middle Avon, Rugby to Bidford	0524612	River Avon at Little Lawford	5243322

Tree Emergency Procedure – Wind Related

General Information

The Borough 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. 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. **01788 533533 (or visit www.rugby.gov.uk)**

The Borough Council will require the following information:

- What is the exact location of the tree? - It is critical that the Borough Council has the precise location of any fallen or dangerous trees. RBC are responsible for trees on RBC land such as parks, recreation grounds, cemeteries, closed churchyards, allotments, play areas, nature areas and RBC tenanted land. 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 Highways);
- 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 RBC 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?
- 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 **01242 522152** or at <http://www.trees.org.uk/Directory-of-Arboricultural-Association-Registered->

Consultants. 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

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.

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

Environmental Services office.

Contact Address:

Parks and Cemeteries,
Works Service Unit
96 Newbold Road
Rugby
CV21 1DH

Opening hours: Monday-Friday, 9am-5pm

Parks & Open Spaces Manager: Chris Worman. Tel. **01788 533533**

Arboricultural Officer: David Gower. Tel. **01788 533533**

WCC Highways Customer Service Centre: **01926 412515**

WCC Home Chipping Service **01926 738827**

Arboricultural Association **01242 522152** or www.trees.org.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 from CSW Resilience 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 CSW Resilience 02476 83 2673

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 Grab Bag 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

general health and safety inspection

first aid facilities

toilets

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
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 CSW Resilience – 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.

CSW Resilience has a major role to play in such situations together with 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 and fuel
- A list of useful telephone numbers -police, library, social services office etc.,
- Portable camping gas cooker if you rely solely on electricity
- Stocked oil fired heater

Remember:

- Heed the warnings when advised 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

Western Power Distribution

Western Power Distribution 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 Western Power Distribution Customer Contact Centre telephone number – **0800 328 1111**. 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 Western Power Distribution Customer Contact Centre telephone number – **0800 328 1111**

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 Cabinet Office document 'Preparing for Emergencies'.

The Emergency Planning Co-ordinator for the Parish Council is Debbie Groves
17 Edinburgh Way
Long Lawford
Rugby
CV23 9AE
01788 575258

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:

Avoid putting yourself or others in danger

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

Rest areas may be available at

The Memorial Hall; Railway Street; Long Lawford; Rugby; CV23 9BA, or the Lawford Arms public house, 3 Main Street; Long Lawford; Rugby; CV23 9AY

Remain calm and think before acting and try to reassure others

If you are appropriately trained, you could check for injuries, however, remember **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

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!

Take appropriate further action until the Emergency Services arrive

School

If children are at school parents will naturally want to collect their children 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 and 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 grab bag:

- A list of useful phone numbers, including family and friends;
- 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;
- Hi visibility waistcoats;
- Insurance documents, passport and contact details.

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 leave as quickly and calmly as possible. And, if you have time:

- Turn off electricity, gas and water supplies, unplug appliances and lock all doors and windows;
- Take your grab bag;
- If you leave by car, take bottled water and blankets, and tune in to local radio for emergency advice and instructions;
- When 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

Warwickshire Police	01926 415000 or 101
Fire	01926 423231
Ambulance	01785 237420
CSW Resilience	02476 83 2673
Highways Flooding	
During office hours:	01926 412515
Out of office hours:	01789 842688 (emergencies)
Electricity Supplies	0800 328 1111
Gas	0800 111 999 (emergencies)
Water	0800 783 4444 (emergencies)
Other useful Contacts:	
DEFRA:	08459 33 55 77
Environmental Agency:	08708 506 506
Highways Agency:	08547 50 40 30

For further information on any of the organisations involved in a countywide emergency response refer to <http://www.Warwickshire.gov.uk/EPU> or call CSW Resilience