



ALLITHWAITE AND CARTMEL PARISH COUNCIL



COMMUNITY EMERGENCY PLAN (PART 1)

MCLver.4
Oct 24

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Note:

This is an abridged version of the Community Emergency Plan (Part 1) which is intended to be viewed on the Allithwaite and Cartmel Parish Council website (www.allithwaiteandcartmel-pc.gov.uk/publications).

Full contact details, information about village resources, skills, etc. are included in the full version but are omitted here. A full version of the Community Emergency Plan (Part 2) is available, on request, from the Parish Clerk: clerk@allithwaiteandcartmel-pc.gov.uk.

PURPOSE

Disaster or emergencies can strike suddenly, unexpectedly, and anywhere. Deciding a plan for the Parish will reduce the impact of any emergency on our community and ensure our response is effective and proportionate.

The purpose of this Community Emergency plan is to help prepare the community to be ready for an emergency and until the emergency services are able to attend. Our aim is to provide expertise and voluntary support that is safe within Allithwaite and Cartmel parish boundaries until the emergency services are present.

Definition of an emergency:

An emergency / major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with as part of the emergency services, local authorities and other organisations normal day-to-day activities.

Aim of the Community Emergency Plan:

To increase resilience within the local community before, during and after emergencies, and to link into the county and district councils', and emergency services' emergency response structures, where appropriate. This Plan documents how Allithwaite and Cartmel would respond in an emergency situation eg: while awaiting the assistance of statutory authorities / emergency services, or in support of them.

It is not the role of the community to take on the responsibilities of these agencies eg: to save life, to take any risks to themselves or to cope for long hours without agencies' help and support.

The plan may also be used when there is no emergency, but when the group feels it would be beneficial to do so. eg: when snow or icy conditions cause problems for some residents trying to get out to shop for food and collect prescriptions.

1. INTRODUCTION

This Plan has been initiated by the Parish Council in order so that, in the event of an emergency occurring in the Parish of Allithwaite and Cartmel, there is a clear understanding of the roles and responsibilities of the various support agencies, and a plan to enlist local people to help others in the community - including a list of contacts should residents require help in the event of an emergency.

The plan is intended to provide a self-help response, during any emergency affecting the parish when the normal emergency response by the Emergency Services and Westmorland and Furness Councils is delayed because of the scope or nature of the emergency.

2. AIM OF THIS PLAN

To provide a framework plan that will assist in the local response to an emergency when assistance from the Emergency Services and other responders is delayed.

3. OBJECTIVES OF THIS PLAN

1. To establish a local emergency management structure
2. To give an overview of roles and responsibilities
3. To detail cascade call out arrangements
4. Identify available community resources – personnel, equipment and emergency accommodation.
5. Risk assess the community response.

4. WHAT IS AN EMERGENCY?

The formal definition is “An incident arising, with or without warning, threatening or causing death or serious disruption to significant numbers of people, property or the environment, in excess of that which can be dealt with by the public services operating under normal conditions and requiring the special mobilisation and organisation of those services and the deployment of local authority staff and resources”.

Under the Civil Contingencies Act 2004 an emergency is defined as an event or situation which threatens serious damage to:

- Human welfare
- The environment
- Security of the United Kingdom

Westmorland and Furness Council has an Emergency Management Team that works in partnership with the Emergency services and voluntary agencies in order to provide a co-ordinated response to a major incident.

The Police have overall responsibility for control and coordination in an emergency situation. The county and district councils have specific responsibilities, which include establishing emergency centres, providing temporary accommodation for those made homeless and managing the longer term recovery phase.

The purpose of this document is to provide guidance and information about local resources that may be essential in the event of an emergency within this parish.

5. WHAT SORT OF EMERGENCY?

For the purpose of this plan, Allithwaite and Cartmel Parish Council recognises five categories of emergency: -

1. Flooding/Heavy Snow/Ice
2. Large scale evacuation due to a major event, eg: major fire, pollution incident
3. A pandemic health threat.
4. Electrical outages following severe gales? Power cuts are very common during winter storms but are usually fixed within good time?
5. This plan has flexibility to provide a reasonable response to other types of emergencies.

6. PURPOSE

The purpose of the plan is to cater for extreme circumstances (for example heavy snowfall, flooding, ice, etc) that might prevent the emergency services from reaching the scene immediately. In such cases the initial response may rely entirely on Allithwaite and Cartmel residents; this plan describes how such an initial response will be coordinated.

7. ACTIVATION OF THE PLAN

This plan will be activated by Councillors from Allithwaite and Cartmel Parish Council. They will meet in person or communicate remotely to assess the situation, ring Emergency Services, and consult with the Westmorland and Furness Council if necessary. The A&CPC Councillors will then put all or part of the Plan into effect as appropriate.

The Plan may be activated when:

- An emergency has occurred.
- Warnings are received prior to an anticipated emergency.

- Emergency services request support or are not able to attend immediately.
- No emergency / warning has occurred, but it is felt a community response would be of benefit, particularly for more vulnerable residents e.g. prolonged cold snap and icy conditions.

1. Contact the *Emergency Co-ordinator*:

| Role | Contact name |
|----------------------|---------------------|
| Parish Council Chair | Barry Dean |

2. The *Emergency Co-ordinator* will contact the *Initial Response Team*:

| Role | Contact name |
|-----------------------------|---------------------|
| Parish Council Vice-Chair | Ruth Donally |
| Clerk to the Parish Council | Christine Downey |

3. The *Initial Response Team* will co-ordinate the local response by contacting the following:

| Role | Contact name |
|-------------------------------|------------------------------|
| Parish Councillor | Caroline Johnson |
| Parish Councillor | Mark Pendlebury |
| Parish Councillor | Mark Simpson |
| Parish Councillor | Mike Lamb |
| Parish Councillor | David Huggett |
| Parish Councillor | Kath James |
| Parish Councillor | Rachel Gill |
| Parish Councillor | Steve Sim |
| Priory Church, Cartmel | Rev'd Nick Devenish |
| St Mary's Church, Allithwaite | Mike Jackson (Church Warden) |
| W&FC | Tel: 0333 2407 287 |

8. ACTIVATION

This plan will be activated when at least two Councillors of the A&CPC consider it necessary to take action in response to an incident.

9. LOCAL HAZARDS AND THREATS

| | |
|---------------------------------|---|
| Covid-19 | Assessed Nationally and Regionally as our highest risk |
| Flu | Assessed Nationally and Regionally as our highest risk |
| Flooding | Flooding from the River Eea is a frequent problem. A likely scenario is for surface water flooding to occur as a result of heavy and prolonged rainfall, this is likely to increase in frequency due to the effects of global warming on our climate. |
| Severe weather | In recent time heavy rain, strong winds, snow and ice have become more frequent, possible due to global warming. An effective snow and ice clearance plan is required. |
| Road traffic accidents | Serious vehicle accidents can lead to major disruption on the road through Allithwaite and Cartmel. There is also the railway line passing through both communities. |
| Industrial accidents | Major fires have in the past caused disruption to both communities. A major fire may result in significant detours being put in place disrupting residents and commuters. |
| Loss of critical infrastructure | Damage caused by fire, flood, storms or accidents may have a potential impact on energy supplies, water and/or, deprive the community of its important facilities, including the schools. |

10. PARISH ROLES AND RESPONSIBILITIES

10 (a) ROLE OF THE PARISH EMERGENCY CO-ORDINATOR

The role of the Parish emergency co-ordinator is:

1. To advise and help local community preparations for the response to an emergency.
2. Assess local problems that may arise in the event of abnormal circumstances such as a major incident or a natural disaster occurring.
3. Identify vulnerable local residents such as the elderly who may require assistance. This will be dealt with by local groups WI, Meals on Wheels.
4. To determine the capabilities of the community to care for itself during an emergency in the absence of support from the emergency services and county/borough authorities.
5. To prepare and maintain the Community Emergency Resources Register

The role of the Parish emergency co-ordinator *during* a major incident:

6. Assess the situation within the community.
7. If isolated, co-ordinate some immediate self-help recovery.

8. To report the local situation to Westmorland and Furness Council on **01539 733333** or out of hours on **0870 428 6905 or 0870 428 6906** and/or the Councils Emergency Management Centre - **0333 2407 287**.
9. To organise such local resources as are available within the community.
10. To provide local knowledge to the emergency services or other organisations, as and when they are able to respond to the incident.

10 (b) RESPONSIBILITIES OF THE PARISH EMERGENCY CO-ORDINATOR

The Parish Emergency Co-ordinator will be the Parish Clerk or Council appointee.

11. To ensure that Councillors are aware of their role should an emergency occur.
12. To ensure that the local community is aware of the Parish Council's Emergency Plan and that residents are aware of Councillor's contact details.
13. To ensure that all those involved in the cascade call out system are aware of what action they have to take.
14. To maintain the Community Emergency Resource Register with the aid of the Councillors.
15. To maintain contact lists within this plan
16. To liaise with Westmorland and Furness Safety and Emergency Planning Adviser to identify suitable training that may be available to emergency volunteers.
17. To protect any personal data contained within this plan

11. RESPONSIBILITIES OF COUNCILLORS

- 1 To assist the Parish Emergency Co-ordinator in identifying community volunteers.
- 2 To take part in exercises arranged to test the cascade call out system and working of the register.
- 3 To assist the Parish Council in dealing with any emergency which may affect the community?

12. ROLES AND RESPONSIBILITIES OF OTHER AGENCIES

The Emergency Services will normally provide most of the initial response. They will be supported by Westmorland and Furness Council, Environment Agency, utility (Gas, water and electricity) companies and voluntary organisations. The emergency services' main role will most frequently be to save life.

IF THERE IS ANY RISK TO LIFE AT ALL CONTACT 999.

13. COMMUNITY INCIDENT ROOMS

If the Emergency Planning Group is brought together to discuss the community response, then it has been agreed that they will meet at:

Cartmel Village Hall

If this location cannot be used, the alterative meeting point is:

Allithwaite Community Centre

14. PARISH EMERGENCY CONTROL CENTRE

A building should be identified that is capable of being used as a 24-hour parish emergency centre. It should preferably have a central location and be well known to local residents.

Consideration should be given to communications eg: telephone, fax, and computer links. The accommodation should include cooking, washing and toilet facilities.

The address of the Parish Emergency Control Centre (PECC) is: *Allithwaite Primary School or Cartmel Priory School closest or safest regards incident.*

Tel: (Name) Allithwaite School Tel No: 015395 32144 Cartmel Priory School 015395 36202

Allithwaite School Keyholders: **Name:** *Andrew Purvin, Rowanside, Holme Lane*

Tel No: **0781 432 2661**

Name: *Sian Lambert, Heathfield, Church Road*

Tel No: **0786 661 3320**

Cartmel Priory School Key Holder: Names: **Mr T Carlos (Site Manager)**

Tel No: **015395 36202 (School)**

(Mobile)

It will be necessary to prepare an incident box containing Ordnance Survey maps, copies of the electoral role, other useful items to the Emergency services.

There is a Community Emergency Kit Bag supplied by W&FC available at each Control Centre, this should be checked annually.

15. TEMPORARY ACCOMMODATION

In the event of people being made homeless or needing shelter the county/district councils in Cumbria have responsibility for opening and managing rest centres, supported by Westmorland and Furness Services for Families and voluntary organisations. Each council has identified suitable premises.

16. COMMUNICATIONS

16.1 Loss of communications

If telephones are affected by the emergency, communications within the community should be considered using couriers carrying written or verbal messages if safe to do so.

17. WHO DOES WHAT DURING A FLOOD

17.1 Parish Council

1. Flood warning dissemination (by local agreement with Environment Agency)

17.2 Property Owners

1. Move to a safe area if life at risk.
2. Prevent water from entering property if possible.
3. Switch off electricity and gas supplies at mains.
4. Move valuable possessions above areas liable to be flooded.
5. Consider developing flood plans, moving their vehicles to a higher level.
6. Call 999 if there is a need to be evacuated.
7. Only switch off gas and electricity if the property is not flooded and it is safe to do so

8. Collect together essential items such as medication, blankets, baby food, nappies, torch and batteries, bottled water and food when there is a risk of flooding.
9. Take your pet with you (this is part of emergency arrangements within Reception Centres)

LIST OF CONTACTS

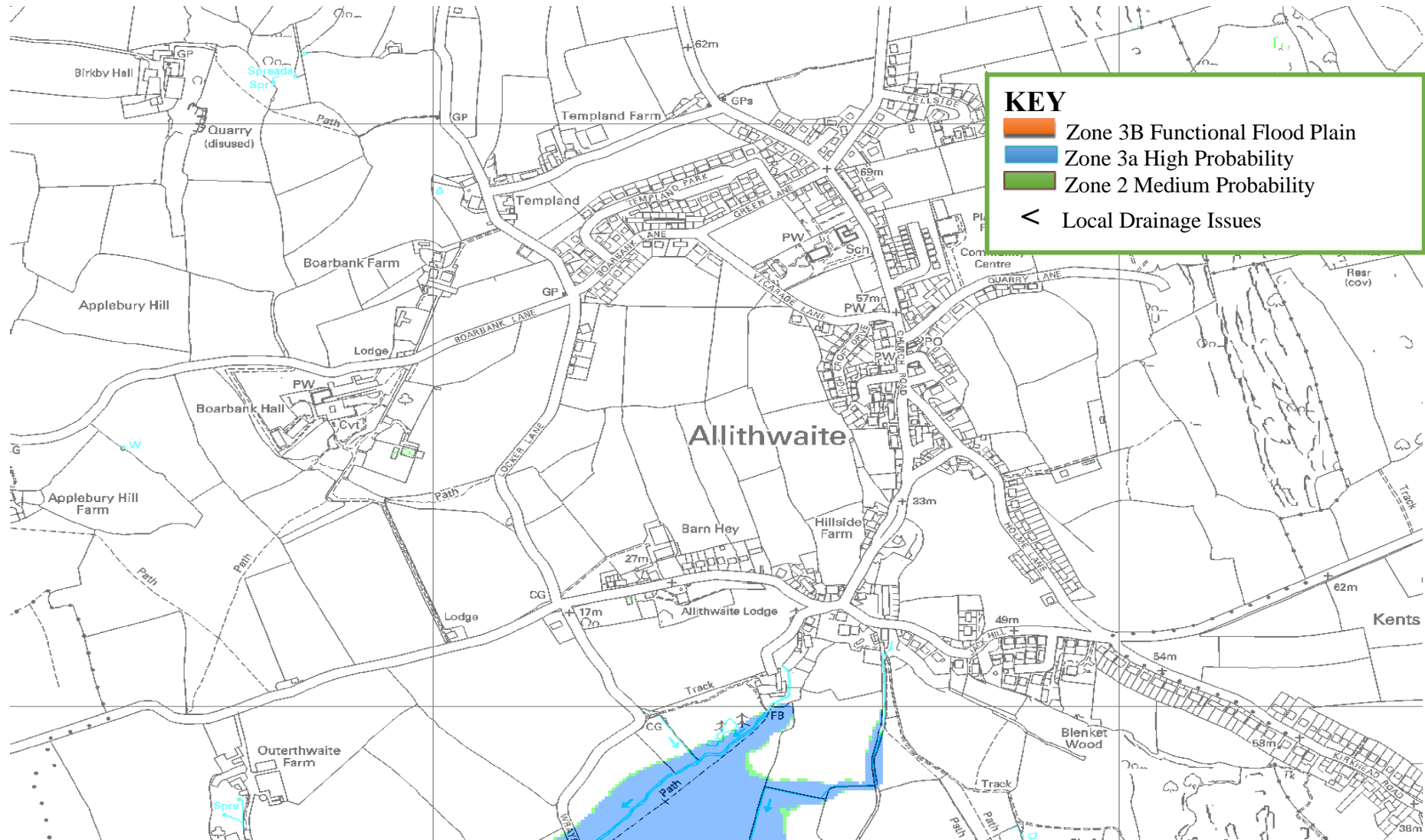
APPENDIX 1

| ORGANISATION | CONTACT | TELEPHONE (Office Hours) | TELEPHONE (Emergencies 24/7) | WEBSITE / E-MAIL |
|---------------------------|--------------------------|----------------------------------|---------------------------------|---|
| EMERGENCY SERVICES | | | | |
| AMBULANCE SERVICE | | 01772 867761 | 999 | www.nwas.nhs.uk |
| FIRE & RESCUE | | 999 | 999 | www.cumbriafire.gov.uk |
| POLICE | | 101 | 999 | www.cumbria.police.uk |
| ENVIRONMENT AGENCY | | | | |
| ENVIRONMENT AGENCY | Main switchboard | 0870 850 6506 | 0800 807 060 | www.gov.uk/flood |
| FLOODLINE | To report flooding | 0345 988 1188 | 0345 988 1188 | |
| NHS DIRECT | Cumbria Health – On-call | 0845 464 0300 | 0845 464 0300 | www.chocltd.co.uk |
| NATIONAL FLOOD FORUM | – Co-ordinator | 01229 403055 | 07754 592534 | www.floodforum.org.uk |
| UTILITIES | | | | |
| ELECTRICITY | Electricity North West | 0800 195 4141 105 (power cut) | 0800 195 4141 | enquiries@enwl.co.uk X@ElectricityNW |
| GAS | Transco | 0800 111 999 | 0800 111 999 | www.transco.co.uk X@nationalgriduk |
| TELECOMMUNICATIONS | BT | 0800 800 150 | 0843 504 3130 | |
| WATER | United Utilities | 0845 746 2200 | 0845 746 2200 | www.unitedutilities.com X@unitedutilities |
| Social Media | | | | |
| Facebook (Meta) | | | | |
| X (formerly Twitter) | | | | |

| ORGANISATION | CONTACT | TELEPHONE (Office Hours) | TELEPHONE (Emergencies 24/7) | WEBSITE / E-MAIL |
|--------------------------------------|---|------------------------------------|---|--|
| AUTHORITIES | | | | |
| WESTMORLAND AND FURNESS COUNCIL | Duty Officer | 01768 812 2500 | 0333 2407 287 | |
| W&FC CONTINGENCY PLANNING | Duty Officer | 01768 812 2500 | 0333 2407 287 | |
| WESTMORLAND AND FUNRESS COUNCIL | Safety and Emergency Adviser | 0845 050 4434 | 0870 428 6905/6906 (After 18.00 hours) | publicprotection@southlakeland.gov.uk |
| | | | | |
| | | | | |
| ADJACENT PARISH/TOWN COUNCILS | | | | |
| BROUGHTON EAST PC | Clerk Lesley Smyth | | | |
| LOWER HOLKER PC | Clerk Ms Lyn Prescott | 015395 58224 | | www.lowerholkerparishcouncil.org.uk |
| GRANGE TOWN COUNCIL | Clerk Ms V Tunnadine | 015395 32375 | | www.grangeoversandstowncouncil.gov.uk www.grangeoversands.net |
| RIVER/COASTAL FLOODING | ENVIRONMENT AGENCY Cumbria Flood Warning Officer | 0800 807 060 | 0800 807 060 | X@EnvAgencyNW www.environment-agency.gov.uk/flood |
| WEATHER UPDATES | MET OFFICE | 01392 885 680 Fax: 01393 885681 | 01392 885 680 Fax: 01393 885681 | X@metofficeNWEng www.metoffice.gov.uk |
| | BBC WEATHER | | | X@bbcweather www.bbcweather.co.uk/weather |

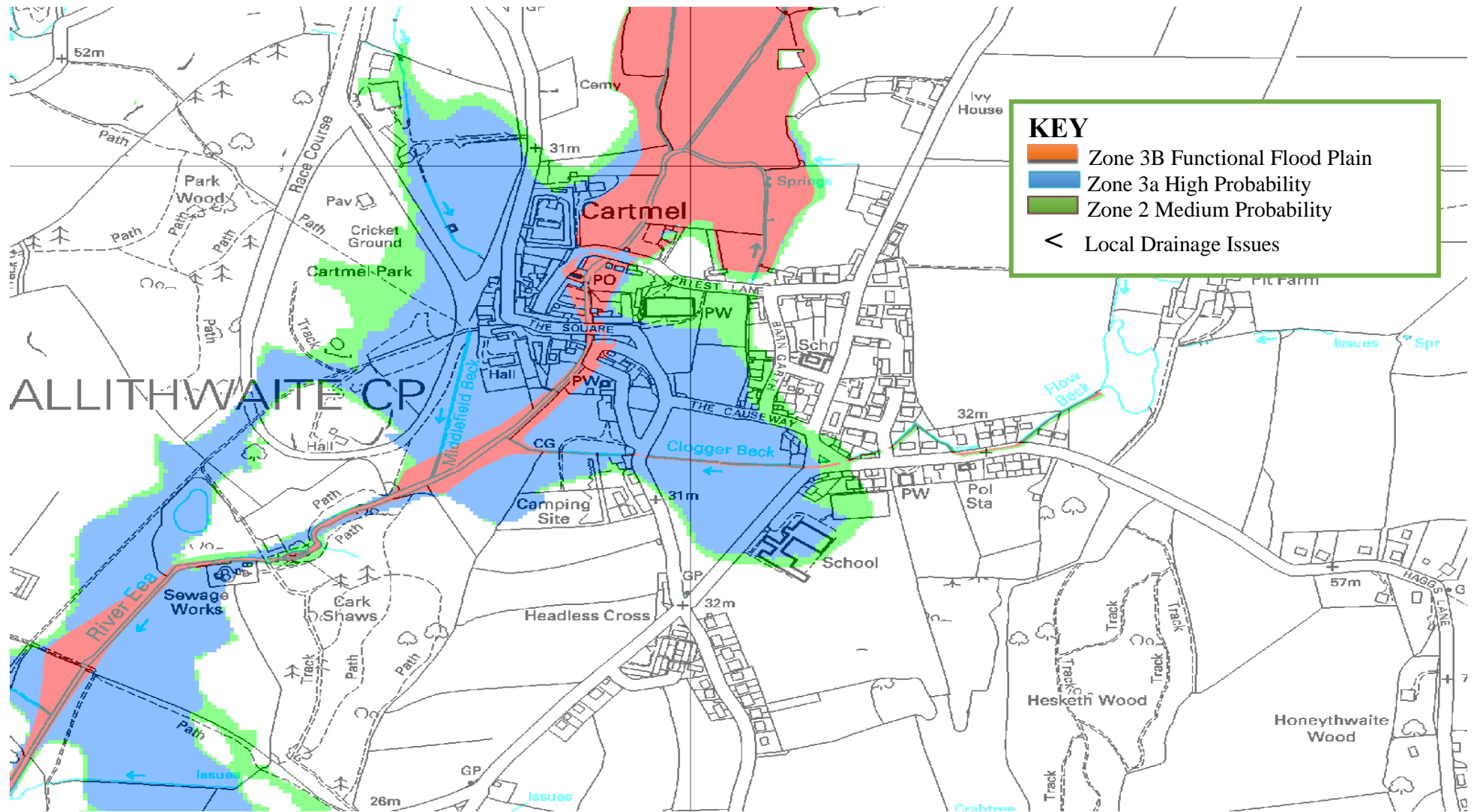
ALLITHWAITE FLOOD PLAIN MAP

APPENDIX 2



CARTMEL FLOOD PLAIN MAP

APPENDIX 3



COMMUNICATIONS / INFORMATION LOG

APPENDIX 4

| DATE/TIME | CONTACT NAME | LOCATION | MESSAGE | PHONE NUMBER | COMMENTS |
|------------------|---------------------|-----------------|----------------|---------------------|-----------------|
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RISK ASSESSMENT

Community Emergency Plan (Part 1)

Date: 10th August 2023

This risk assessment is based on the community response role which is to warn and inform and pass on information about people that may need help. The role is not about duplicating the role of the emergency services or undertaking any physical activities such as: moving furniture; sandbagging; clearing snow etc. This risk assessment is used to update a safety checklist for Councillors.

| What are the hazards? | Who might be harmed and how? | What can we do to prepare? |
|--|--|--|
| Harm from environmental conditions brought about by the emergency eg: chemical or radioactive leaks, flooding, power outage, fallen trees. | Public Community Volunteers Agency staff Risk of serious harm or death. | Do not use volunteers – only the agencies can respond. If already on site then withdraw all volunteers whilst giving them up to date public safety advice from the responding agencies. |
| Vehicles | Volunteers may be hit by vehicles. Risk of serious injury or death. | Follow the green cross code. Wear a high visibility tabard or jacket. Carry torch. |
| Flood water | Shallow water can sweep people off their feet if moving quickly – risk of drowning. Manhole covers may be open but hidden – risk of drowning. Cold water immersion can bring about hyperthermia. | Do not enter any flood water for any reason. |
| The risk of severe and high winds | Blown over or hit by debris from buildings or trees. Risk of severe injury or death. Risk of injury or damage to persons, structures and property. | Take shelter indoors when necessary or advised to do so. Work with public, agencies and voluntary bodies to join services with those at need. Designate Village Hall as Emergency Centre and have it at a state of readiness |
| Injuries to back | Manual handling activity can damage the spine and soft tissue for the long term | Avoid manual handling activity such as lifting, lowering, carrying, pushing and pulling. |
| Cold / Freezing weather | Inadequate clothing can bring about hyperthermia. | Wear warm and waterproof clothing suitable for the conditions. |

| What are the hazards? | Who might be harmed and how? | What can we do to prepare? |
|-----------------------------------|---|--|
| Accident whilst working on own | Accident is not noticed and therefore no one helps – risk of hyperthermia or death. | Check with volunteers that they have returned safely. Always work in pairs. Tell someone where you are going and when you will return. Provide a contact number for yourself. Follow above safety advice and carry a fully charged phone and high vis safety tabard and a whistle for getting help. |
| Accident needing minor first aid | Cuts and grazes can lead to blood loss and infection | Carry small first aid pack containing plasters, alcohol wipes and a small bandage. |
| Tiredness | Long hours, insufficient breaks or nutrition or fluid intake can result in tiredness. This can result in poor decisions, errors, and accidents. | Take regular breaks as an when needed. Take easy snack food – eg: chocolate bar and sandwich. Take a bottle of water / small flask. Take enough money to buy extra food and drink. |
| Slips, trips and falls | Uneven surfaces, surfaces at different heights, drops. Risk of broken bones. | Avoid heights or drops, poorly lit conditions, uneven surfaces. Wear robust footwear with good grip. |
| Injury from dogs or farm animals. | Bites, trampling, infection, trauma, death. | <p>Do not visit properties where you suspect that animals are not adequately controlled. If there is a chance of being harmed do not visit the property. Common causes of dog aggression are protection of territory, fear, and where dogs have been trained to be aggressive.</p> <p>Anyone who sees a dog exhibiting the following behaviours shove move to a safe distance:</p> <ul style="list-style-type: none"> • Pulled back head and/or ears; • Tense body; • Stiff tail; Wrinkled brow; Yawning; Rolled eyes so the whites show; • Flicking tongue; Intense stare; Backing away to move away face the dog and back off slowly as well as the following: • Never run; • Never wear headphones; • Use a bag/backpack as a barrier; |

| What are the hazards? | Who might be harmed and how? | What can we do to prepare? |
|---------------------------------|---|---|
| Dark / Night | Floodwaters may be concealed if hard to see. Uneven or steep surfaces may be difficult to notice in poor light. Risk of drowning and broken bones. | Carry a charged and bright torch and a spare torch. Do not enter flood water. Avoid poorly lit areas where possible. |
| Verbal / Physical Abuse | Verbal abuse or physical assault by people in crisis – risk of mental trauma or physical injury. | Remain calm and sympathetic or back away. |
| The risk of severe Snow and Ice | Inadequate footwear leads to slips and falls – risk of broken bones, head injuries. Isolation of vulnerable persons eg: elderly, infirm, pregnant etc. School closure. Restrictions to delivery of core services. Burst pipes | Wear stout footwear with good grip on soles. Avoid icy areas. Work with public, agencies and voluntary bodies to join services with those at need. Designate Village Hall as Emergency Centre and have it at a state of readiness (in terms of call-out arrangements) |
| The risk of severe rain | Local flooding. Hazardous road conditions. Drainage systems overwhelmed | Put in an effective notification and cascade system in place to alert on severe weather. Assess what factors are contributing to the local flood conditions eg: poor drainage. Engage agencies and public to mitigate risk |
| The risk of fire/ gas explosion | Risk of injury or damage to persons, structures and property. | Locate vulnerable persons. Encourage supervision and welfare monitoring of those at risk. Designate Village Hall as Emergency Centre and have it at a state of readiness |

Risk Assessment completed by Mike Lamb of Allithwaite and Cartmel Parish Council on 1st September 2023.

Last reviewed by Mike Lamb
12 Oct 24
Allithwaite and Cartmel Parish Council.

This risk assessment will be reviewed once a year or more frequently if changes to response arrangements mean that an intermediate review is necessary.

Next review due: 14th November 2025