Community Response Plan

Donisthorpe

Developing a Community Response Plan will enable your community to come together, to think about what it can do to prepare for emergencies and how it could assist the Emergency Services should an emergency occur. By completing this plan, you will:

* Identify core members of the Community Response Team
* Undertake a local risk assessment
* Identify local skills and resources
* Identify key locations that can be used as places of safety
* Identify triggers for activating the Community Response Plan
* Develop a simple set of instructions covering the first steps for plan activation
* Create an Emergency Kit
* Record emergency contact details
* Agree how the plan will be kept up to date

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| **Community Name: Donisthorpe**  |
| **Document version number: 04** | **Date:01 March 2020** |
| **Distribution list** |
| **Name** | **Email**  |  |
| **Peter Gale**  | Petergale35@gmail.com | **Team Co-Ordinator** |
| **Kelly Grove** | **kellylgrove@gmail.com** | **Team Co-Ordinator** |
| **Resilience Partnership** | **Emergency.management@leics.gov.uk** |  |

**Table 1: Community Response Team Members**

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact Details** | **Role (if allocated)** |
| **HWH KEY HOLDER** Ashley  | 07498290224 or 01530 588783 | 1st Aid – De-Fib |
| Peter Gale | Petergale35@gmail.com01530271665 or 07508594493 | Team coordinatorMultipurpose |
| Kelly Grove | kellylgrove@gmail.com07766516438 | Team coordinator1st Aid, De-FibMultipurpose |
| Steve Tattersall | stevet@tattersallisland.co.uk07969741442 | De-Fib, “WhatsApp” Controller, Multipurpose |
| Alan Ingle | abpmi@aol.com01530272111, 07738680983 | Admin Backup, Multipurpose |
| Darren Collins | Djc1575@btinternet.co.uk07793153377 | 1st Aid, De-Fib, Multipurpose |
| **Donisthorpe School**Ade Evans | i.evans771@btinternet.com07984691803 | School Caretaker, Mobile Radio Controller, 1st Aid, De-Fib, Multipurpose |
| Rupert May | rupertmay@sky.com07956639658 | Fire control, 1st Aid, De-Fib, Multipurpose |
| Roger Lander |  | Tree Surgeon, Multipurpose |
| Kev Borley | Borleycrew1@msn.comborleysminimix@btconnect.com07768525843 | Material supply, Multipurpose |
| Phillip Statham | Philstatham57@gmail.com01530 272 027 or 07971755171 | Builder, Multipurpose |
| Alex Beirne | Alex.beirne@sky.com07870297588 | 1st Aid, De-Fib, Multipurpose |
| Patricia Ingle | pmisaxon@aol.com07738680984 | Well-being, Welfare |
| Aaron Stone | aaronstone@hotmail.co.uk07495825589 | ITC Certificate in Outdoor First Aid, Multipurpose |
| Chris Sloan | Talkinghead18@googlemail.com 07973602072 | Paramedic, Multipurpose |
| Dave Churchward | davechurchward@hotmail.com07756501339 | Forest Schools and First Aid Trainer, Multipurpose |

**Table 2: Local Risk Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risks** | **Location** | **Impact on community** | **What action can be taken?** |
| Transport | A42  | Closure of A42 causing major congestion in the villages disrupting essential day to day services.  | Speedy information gathering and notification to vulnerable groups.  |
| Fire | Single location with effect on other properties  | Fire; smoke, fumes, possible evacuation.Road closures | Early identification of risk.Possible opening of Rest center.Information gathering.Traffic diversions |
| Flood Risk from, Burst pipes, and Inclement weather | Whole village | Possible flood effect to properties and Road closures. | Early information gathering.Possible opening of rest center.Deployment of sand bags and pumping |
| Ground Movement | Single location with effect on adjacent properties  | Property collapse road closures | Speedy information gathering and notification to vulnerable groups. Erection of safety barriers  |
| Power Outage | Whole village | Many areas have no gas supply, reliant on electricity or oil | Speedy information gathering and identification of vulnerable groups. |
| Water Supply | Whole village | Lack of water and effect of contaminated water | Speedy Information gathering and Identification of vulnerable groups distribution of water  |
| Gas Leak Explosions andImpacts | Whole village | Risk to surrounding area, fire and road closures. | Speedy Information gathering and identification of vulnerable groups Possible opening of Rest center. |

**Table 3: Local Resources Assessment**

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| **Resource** | **Provider contact details**  | **Limits on availability / operation e.g. special licence** |
| **4 x 4’s, Tractor etc** | **Rupert May, Halfway House, Aaron Stone** | No limit, all safety checked |
| **Chainsaws** | **Rodger Lander, Darren Collins, Kev Borley** | No limit, all safety checked |
| **Transport** | **Halfway House, Aaron Stone** | No limit |
| **Catering facilities** | **Halfway House, DM’s** | No limit |
| **Heating units** | **Halfway House** | No limit |
| **Water Pumps** | **Kev Borley** | No limit |
| **Lifting Equipment** | **Kev Borley, Halfway House, Darren Collins**  | No limit, all safety checked |
| **De-Fibulator** | **Halfway House** | No limit, CPR trained |
| **First Aiders** | **Kelly Grove, Darren Collins, Aid Evans, Rupert May, Alex Beirne, Aaron Stone, Chris Slone, 1st Responders**  | Various qualifications, When available |
| **Temporary Works** | **Philip Statham, Kev Borley, Rupert May** | No limit, all safety checked |

**Table 4: Places of Safety**

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| --- | --- | --- | --- |
| **Venue** | **Facilities** | **Key holder details / instructions for access** | **Limitation on use** |
| **DM Woodland Centre** | Large roomsHeatingCateringToilets | Paula Allen (owner) 07825 702230Sara Gallimore (Manager)07747 826824 | No Limitations  |
| **Halfway House** | RoomsHeatingCateringToilets | Ashley & Sarah – Owners01530 58878307909683181 | No Limitations |
| **Donisthorpe Primary School** | Large roomsHeatingCateringToilets | Ade Evansi.evans771@btinternet.com07984691803 | No Limitations |

**Table 5: Activation Triggers**

* Result of a call from the Emergency Services
* Result of a decision by the Response Team
* Result of a call from Resilience Partnership

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| --- | --- |
| **Description** | **How assessed / by whom** |
| Residents having to evacuate their homes  | Potential risk assessed by Emergency services |
| Prolonged loss of power anticipated  | Warning by Service providers  |
| Blocked roads and Diversions Preventing Access and Egress | Assessed by Emergency services |
| Access and Local information required by Emergency services | Request to Response Team |

**Table 6: Initial Actions**

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

Ensure all members of the are familiar with the process.

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|  | **Receipt of Notification and Action** | **Co-Ordinators** |
|  | Information received of an event from, Resilience Partnership, Emergency Services or Local Information  | Peter GaleKelly GroveSteve Tattersall |
|  | Contact all team members by **WhatsApp, Email or Mobile o**f the event and place Team on standby | Peter GaleKelly GroveSteve Tattersall |
|  | **Action to be Taken** | **Action By** |
| 1 | Establish a Team Leader for **The Event** and Inform the all the Team | Co-Ordinators |
| 2 | Make an initial appraisal of the situation, confirm requirements, time and place to meet. | Team Leader |
| 3 | Designate / delegate roles and jobs | Team Leader |
| 4 | Liaise with LLR Prepared of action needed | Team Leader |
| 5 | Agree initial priority actions | Team Leader |
| 6 | Record – Names, Contact Details etc of anyone involved in the incident | Assigned Member  |
| 7 | Agree follow up meeting | Team Leader |

**Table 7: Community Response Team Roles**

* Support for residents
* Support for the Emergency Services
* Clear up and recovery
* Non-emergency (e.g. community engagement)

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| --- | --- |
| **Team Role**  | **Suggested actions**  |
| Assisting Police/local Authority with a liaison person  | Through the Resilience Partnership Duty Officer arrange to meet with services |
| Help police/ local authority with door knocking | On request provide volunteers to assist |
| Record – Names, Contact Details etc of anyone involved in the incident | To Provide contact details to various services to help establish everyone is accounted for.  |
| Confirm requirements, time and place to meet. | Confirm requirements, time and place to meet. |
| Provide information about local conditions | Identify persons to gather information on local conditions, weather, situation report etc when asked by Resilience Partnership Duty Officer |
| Identify and start the process of opening a Rest centre  | From plan contact Rest centre key holder to open centre |
| Assisting those needing help to move to safety  | From plan contact individuals who may need to move. From plan contact transport providers and coordinate. |
| Communicate information to residents about the situation  | Set up information gathering system to get info and disseminate.  |
| Communicate information to Resilience Partnership  | Set up system for regular information exchange. |

**Table 8: Emergency Kit**

Assemble an emergency kit and complete the following table to create a list of contents.

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| **This Emergency Kit will be stored in the following location: [In Container at Halfway House] Access Code to the container given to all team members.** |
| **Description**  | **Quantity** | **Update frequency** |
| 1 | Community response plan | 1 | Yearly |
| 2 | Local OS map | 1 | Yearly |
| 3 | Road map | 1 | Yearly |
| 4 | Copy of electoral role (Not now available to Team) | 1 | Yearly |
| 5 | High visibility tabards | 8 | Twice Yearly |
| 6 | Torches and spare batteries | 2 | 3 Monthly |
| 7 | Hard hat | 2 | Yearly |
| 8 | Foil blankets | 2 pack of 6 | Yearly |
| 9 | First aid kit | 1 | Twice Yearly |
| 10 | Portable Megaphone  | 1 | 3 Monthly |
| 11 | Sandbags | 25 | Yearly |
| 12 | Metal Tool Storage Shed and lock | 1 | Twice Yearly |
| 13 | Two-way radio | 1 set | 3 Monthly |
| 14 | Hazard warning tape | 3 rolls | Yearly |
| 15 | Nylon safety rope | 1 Roll | Yearly |
| 16 | Yard brush | 2 | Yearly |
| 17 | Shovel | 1 | Yearly |
| 18 | Flashing hazard lamp | 2 | 3 Monthly |
| 19 | Road signs  | 2 | Yearly |
| 20  | Gloves | 10 pairs | Yearly |
| 21 | Road Cones | 5 | Yearly |
| 22 | Rubble Bags | 2 packs of 5 | Yearly |
| 23  | Fire Extinguisher | 1 | Yearly |

**Table 9: Emergency Contact List**

Complete the following table to create your emergency contact list.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Name and address** | **Reference** | **Contact details** |
| Police |  |  | Emergency 999Non-emergency 101 |
| Fire |  |  | Emergency 999Non-emergency0116 287 2241 |
| Ambulance  |  |  | Emergency 999 |
| Emergency Planners | Resilience Partnership1 Romulus CourtMeridian EastLeicester LE19 1YG |  | 0116 305 6101 |
| **Facebook**  | **Donisthorpe Community News & Events - Give Details of the incident & any actions required** | **Laura** **Catherine**  | **07747614758****07908774247** |
| Gas |  |  | 0800 111 999 |
| Electricity |  |  | 0800 783 8838 |
| Water | Seven Trent |  | 0800 783 4444 |
| Roads | LCC Highways |  | 0116 2323232 |
| Flooding | Environment Agency |  | 0845 988 1188 |
| GP Surgery | Measham Medical Unit High Street Measham  |  | 01530 270667 |
| Schools / colleges | Donisthorpe Primary School, Ashby RoadDonisthorpe |  | 01530 27037107984691803 |
| Radio station | Radio Leicester |  | 01162016660 |
| Newspaper publisher | Ashby TimesBurton Mail |  | 01530 81310001283 245012 |
| Facebook | Donisthorpe Community News & Events | Administrator - Laura Kendall | 07747614758laurarkendall@gmail.com |

**Table 10: Plan Review and Updating Process**

Complete this section to describe the process and frequency by which the Community Response Plan will be reviewed and updated. This should also consider the need to ensure that members of the Community Response Team and the wider community are familiar with the plan.

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| --- | --- |
| **Activity** | **Frequency** |
| Review and update | Annually  |
| Reissue | Yearly |
| Call out test | To be arranged |
| Exercise | Yearly |