



# **WARMINGTON COMMUNITY EMERGENCY & FLOOD PLAN GUIDANCE**

April 2019

Review Annually

# Introduction

Northamptonshire has experienced severe floods over the last few decades, the most destructive being in 1998. Floods affect most of the county and due to the widespread nature of the emergency and duration, it is difficult for the Emergency Services, Local Authorities, Voluntary Agencies and the utilities to respond rapidly to each affected community. In future circumstances like these, affected communities will benefit from having their own Community Emergency and Flood Plan.

## Community Resilience and Response Group (CRRG)

This is a group of people prepared to act as a link between the community and the local authority and the Environment Agency.

## Aims and Objectives of the Plan

**Aim** - To increase the resilience of the community to an emergency by the identification of community procedures.

### Objectives

- Identify the risks to the community and relevant response actions
- Identify resources in the community available to assist during an emergency
- Identify vulnerable people in the community
- Provide key contact details.

### Activation of the Plan

This plan should be activated when an emergency affects the community or an emergency has occurred outside the community and support can be given. It should complement any response the emergency services and the local authority offer.

### **THE ADVICE OF THE EMERGENCY SERVICES WILL BE FOLLOWED FIRST.**

Once aware of an emergency, a CRRG member will call 101 or 999 (if danger to life) to inform the emergency services of the situation and give the following information:

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

The Initial Incident Information Form can be used as a guide for this conversation– see Section A.1

The Activation Chart can be used as a guide for actions to take during an emergency - see Section A.2.

## **CRRG Emergency Briefing Agenda**

When the plan is activated the CRRG will hold a briefing.

This helps identify:

- details of the emergency
- the severity of the emergency
- who has been affected
- actions to be undertaken and priorities
- resources available

This briefing could be at a selected safe venue or over the telephone.

The agenda for this briefing should follow the acronym ETHANE.

Members should be given responsibility for different areas (such as communications, skills and equipment, talking to the emergency services etc.). Use Section M of the template.

Undertake briefings regularly, using the same ETHANE format for the agenda, to monitor the situation and to update each other on their areas. Remember time is of the

# ETHANE FORMAT

|   |                      |   |  |
|---|----------------------|---|--|
| E | Exact Location       | What is the Exact Location or geographical area of the incident                                     | Be as precise as possible using a system that will be understood by all responders   |
| T | Type of Incident     | What kind of incident is it?  | For example flooding, fire, utility failure or disease outbreak  |
| H | Hazards              | What hazards or potential hazards can be identified   | Consider the likelihood of a hazard and the potential severity of any impact.  |
| A | Access               | What are the best routes for access and egress?   | Include information on inaccessible routes and rendezvous points (RVPs). Remember that services need to be able to leave the scene as well as access it. |
| N | Number of Casualties | How many casualties are there, and what condition are they in?                                      | Use an agreed classification system such as P1, P2, P3 and dead  |
| E | Emergency Services   | Which, and how many, emergency responder assets and personnel are required or are already on-scene? | Consider whether the assets of wider emergency responders, such as local authorities or the voluntary sector may be required.                            |

## Community Shelters/Temporary Reception Centres

The local authority will provide reception centres as required to be used as places of safety the community and will be managed and run by various voluntary organisations.

However, it may be more appropriate for the community to set up Community Shelters/Temporary Reception Centres in order to:

- Prevent the community from being evacuated to reception centres, which are likely to be outside of the community
- Provide a place of warmth/safety
- Provide community information relating to the emergency
- Provide warm drinks and food (soup kitchen)

## Vulnerable Locations and Persons

Elderly person's homes, care homes, sheltered accommodation, hospices and schools are considered vulnerable and are listed in Sections H and I. Other locations such as, catteries, kennels and intensive livestock farms can also be considered.

People living alone, families with young children, elderly, disabled, pregnant, visitors, homeless, those recovering from a recent illness/ operation, and those that may become distressed in an emergency situation must also be considered vulnerable.

These people and locations are listed in Sections H and I. This part of the plan is covered by the Data Protection Act and this information should not be shared, but stored securely, such as in a sealed envelope in a locked cupboard until it is required for updating or used in an emergency. It is advisable to select a member of the team to administer these tasks

## Communications

In an emergency, landlines and mobile phones may be affected, making communicating outside of the community difficult. Local radio (BBC Radio Northampton), will broadcast messages about the emergency by the Emergency Services, District/Borough, County Council and the Environment Agency. Details of local radio stations are in Section N.

Methods of communicating with the community could include the issue of written messages on notice boards, a system of runners, door to door, loud hailer, etc. - record this in Section N.

### Social Media

The use of social media in emergencies has a very vital role, not only in delivering vital information to the community, but also in strengthening relationships between emergency services and local communities.

Accounts are recorded in Section N.

## Flooding

The Communities flood risk map is in Section D.

Rainfall data for our area can be monitored at [www.floodtoolkit.com/warnings/](http://www.floodtoolkit.com/warnings/)

The Community is signed up for river flooding warnings at Floodline Warnings Direct [www.gov.uk/sign-up-for-flood-warnings](http://www.gov.uk/sign-up-for-flood-warnings).

The Environment Agency's flood warning codes are explained below:

## **FLOOD ALERT**



### **WHAT IT MEANS**

Flooding is possible. Be prepared!

### **WHEN IS IT ISSUED**

Two days to two hours in advance of flooding

### **IMPACTS LIKELY TO BE SEEN**

Flooding on fields, recreation land and car parks Flooding of minor roads and farmland

### **RECOMMENDED ACTIONS**

Be prepared to act on your flood plan. Check Grab Bag and charge up mobile phones. Prepare a flood kit of essential items. Avoid walking, cycling or driving through floodwater. Farmers should consider moving livestock and equipment away from areas likely to flood. Keep an eye on local water levels. Monitor the current levels of many rivers here: <http://www.gaugemap.co.uk/>

## **FLOOD WARNING**



### **WHAT IT MEANS**

Flooding is expected. Immediate action required.

### **WHEN IS IT ISSUED**

Half an hour to one day in advance of flooding

### **IMPACTS LIKELY TO BE SEEN**

Flooding of homes and businesses Flooding of rail infrastructure Flooding of roads with major impacts Extensive flood plain inundation (including caravan parks or campsites) Flooding of major tourist/recreational attractions

#### RECOMMENDED ACTIONS

Protect yourself, your family and help others. Move family, pets and valuables to a safe place. Turn off gas, electricity and water supplies if safe to do so. Put flood products (e.g. air brick covers, flood gates) in place. Prepare pumps, if you have them. If you are caught in a flash flood, get to higher ground

#### SEVERE FLOOD WARNING



#### WHAT IT MEANS

Severe flooding. Danger to life.

#### WHEN IS IT ISSUED

When flooding poses a significant risk to life or significant disruption to communities

#### IMPACTS LIKELY TO BE SEEN

Deep and fast flowing water Debris in the water causing danger Potential or observed collapse of buildings and structures Communities isolated by flood waters Critical infrastructure for community's disabled large number of evacuees

#### RECOMMENDED ACTIONS

Stay in a safe place with a means of escape. Be ready should you need to evacuate from your home. Cooperate with the emergency services. Call 999 if you are in immediate danger. Call Floodline for up to date information

### **WARNING NO LONGER IN FORCE**

#### WHAT IT MEANS

No further flooding is currently expected for your area.

#### WHEN IS IT ISSUED

When a Flood Warning or Severe Flood Warning is no longer in force

## IMPACTS LIKELY TO BE SEEN

No new impacts expected from flooding, however there still may be standing water following flooding  
Flooded properties  
Flooding or damaged infrastructure

## RECOMMENDED ACTIONS

Be careful. Flood water may still be around for several days and be contaminated. If you have been flooded, ring your insurance company as soon as possible.

## Community Risk Register

The Community Risk Register contains emergency situations the community could face e.g. flooding from river, flooding from surface water, accident on A605

Details in Section D.

## What can we do?

The community's response may change in different emergencies.

## Shelter

The need may arise to find shelter for people from the community or outside the area.

- Contact the key holder and open the shelter and call out the staff
- Make the people as comfortable as they can be and address any needs
- Make contact with the NCC Emergency Planning Team

## Stranded Motorists

It would be a last resort for the Police to evacuate people from their cars and this will be done via existing channels such as the radio and if possible emergency services/ Northants 4x4 telling people to leave their cars and seek shelter.

In this scenario it may be that the community could accommodate people that may be cold, tired and just need a place to shelter until they can carry on their journey.

On becoming aware of this type of emergency:

- Open a shelter
- Identify other resources that may support these people, i.e. food, water, a friendly face and a listening ear
- Make contact with the Local Authority



## Winter Weather

Nearly all communities, regardless of where they live, are likely to face some type of severe winter weather at some point during the year. Winter storms can range from a moderate snow over a few hours to a blizzard that lasts for several days. Many winter storms are accompanied by dangerously low temperatures and sometimes by strong winds, ice, sleet and rain.

One of the biggest concerns is the winter weather's ability to knock out heat, power and communications services, sometimes for days at a time. Heavy snowfall and extreme cold can immobilize a wide area.

In a winter weather scenario:

- Check on older neighbours or relatives to make sure they're safe and well. Make sure they're warm enough, especially at night, and have stocks of food and medicines so they don't need to go out during very cold weather. Contact Wrapped Up Northants on 0845 677 2220.
- Keep up to date with road and weather conditions and severe weather alerts.
- Clear cars of any ice or snow, make sure cars are winter
- Wear suitable clothes and footwear.
- Encourage people to get the flu jab.

## The Snow Code

- There is no law stopping you from clearing snow and ice from paths pavements or public spaces outside home, shop or office.
- Regardless of what you do, pedestrians & drivers have a responsibility to be careful themselves.

## Heatwave

When it's very hot there are health risks. The very young, and the elderly are particularly at risk. Very hot weather can make heart and breathing problems worse.

The Meteorological Office has a warning system that issues alerts if a heatwave is likely. The following advice applies to everybody when it comes to keeping cool and comfortable and reducing health risks:

- Take notice of alerts on the radio, TV and [www.metoffice.gov.uk](http://www.metoffice.gov.uk) about keeping cool.
- Visit or phone people who are less able to look after themselves, such as older neighbours, relatives and friends, and people with health conditions or mobility problems.
- Shut windows and pull curtains when it is hotter outside. If it's safe, open them for ventilation when it is cooler.
- Avoid the heat: stay out of the sun and don't go out between 11am and 3pm (the hottest part of the day).

- Keep rooms cool by using shades or reflective material outside the windows. If this isn't possible, use light-coloured curtains and keep them closed (metallic blinds and dark curtains can make the room hotter).
- Have cool baths or showers, and splash yourself with cool water.
- Drink cold drinks regularly, such as water and fruit juice. Avoid tea, coffee and alcohol.
- If you go outside wear sunglasses, a hat and suitable light loose fitting clothing and apply sun cream.

IF YOU SUSPECT THAT SOMEONE HAS HEATSTROKE, CALL 999 IMMEDIATELY. HEATSTROKE CAN CAUSE IRREVERSIBLE DAMAGE TO YOUR BODY, INCLUDING THE BRAIN, OR DEATH.

## **Power Outage**

To get the latest information on power cuts local to you, and who to contact for further information go to [www.westernpower.co.uk/Power-outages/What-sHappening.aspx](http://www.westernpower.co.uk/Power-outages/What-sHappening.aspx)

- Keep a torch handy. Avoid using candles and paraffin heaters.
- Keep a wind-up/battery/solar radio ready so you can listen to local radio updates.
- Many modern telephones, especially digital or cordless ones don't work in a power cut. Keep an ordinary analogue one handy.
- Protect sensitive electrical equipment such as computers with a surge protector plug.
- If you have a mains operated stair lift, check to see if there is a manual release handle that can be used to return the stair lift safely to ground level if it stops working.

Western Power Distribution have a Priority Services Register, so they are aware of residents needs and can advise them accordingly. If anyone in the community is vulnerable they can register at [www.westernpower.co.uk/About-us/Priority-Services/PriorityServices-Register.aspx](http://www.westernpower.co.uk/About-us/Priority-Services/PriorityServices-Register.aspx)

Ring the Power Company as soon as possible. If they already know about the problem, they should be able to tell you when they expect your electricity to be restored. Please call 105.

## **Additional Actions**

To increase the usefulness of this plan the following actions should be considered:

1. Collection of Emergency Resources – e.g. blankets, campbeds, flood defences, bottled water, torches, etc.
2. Making the community aware of Emergency Planning
3. Regular Review and Updating of the Plan

## Health & Safety

Emergency situations by their very nature can be dangerous. People will take greater risks to help each other than they might in normal circumstances. Emergencies can be exciting, leading some people to lose all their common sense – which can quickly turn a responder into a casualty.

Where plant machinery and special purpose vehicles are used it is vital to ensure, where possible, that people using them are experienced, trained and qualified and that someone is keeping an overall watch on safety issues. Think through what is being attempted, what might go wrong and what can be done to reduce the chances of something untoward happening.

**DO NOT ENTER FLOODWATER.** Moving floodwater can be extremely powerful and dangerous- 15 cm of fast flowing floodwater can knock you off your feet and 30 cm can move a family car. There are often unseen hazards such as dislodged inspection covers. Floodwater will probably contain raw sewage. **YOU ARE NOT EXPECTED TO CARRY OUT THE ROLE OF THE EMERGENCY SERVICES.**

District/Borough Councils, Emergency Services and Environment Agency do not provide insurance for Parish or individual responses.

Insurance is up to the Parish Council to consider and finance.

*Volunteers involved in NCC-organised activities are covered for insurance purposes in respect of personal injury. The Council also holds public liability insurance. The Council's insurance covers the volunteer for their role within this volunteering agreement as under direction of the Council as well as supporting the other statutory organisations within the County in responding to an emergency (i.e. support to the emergency services, health or other local authorities within Northamptonshire). However, the Council's insurance will not cover unauthorised actions or actions outside of the volunteering agreement.*

# WARMINGTON COMMUNITY EMERGENCY AND FLOOD PLAN

WRITTEN BY .....

DATE WRITTEN .....

DATE OF LAST AMENDMENT .....

## A. Community Resilience and Response Group (CRRG)

| Name                                     | Position of CRRG                   | Address | 24hr Contact Number |
|--|------------------------------------|---------|---------------------|
| Parish Council<br>Chairman               | Communication and<br>Co ordination |         |                     |
| Chair to Governance<br>Committee         | Communication and<br>Co ordination |         |                     |
| Chair to Land<br>Management<br>Committee | Communication and<br>Co ordination |         |                     |
| Flood Warden                             | Communication and<br>Co ordination |         |                     |
|  |                                    |         |                     |
|  |                                    |         |                     |
|  |                                    |         |                     |

## Distribution List

Details of community members who have a **full** copy of this plan:

| <b>Name</b>                              | <b>Address</b> | <b>Contact Numbers</b> | <b>Email Address</b> |
|--|----------------|------------------------|----------------------|
| Parish Council<br>Chairman               |                |                        |                      |
| Chair to Governance<br>Committee         |                |                        |                      |
| Chair to Land<br>Management<br>Committee |                |                        |                      |
| Flood Warden                             |                |                        |                      |
| Clerk to the Parish<br>Council           |                |                        |                      |
|  |                |                        |                      |
|  |                |                        |                      |

**Copies of the plan without contacts is available on Website**

## Record of Amendments/Revisions to Plan

Date Details of amendments/revisions Amended/revised by

| <b>Date</b> | <b>Details of<br/>amendments/revisions</b> | <b>Amended/revised by</b> |
|-------------|--|---------------------------|
|             |  |                           |
|             |  |                           |
|             |  |                           |

## **A.1 Initial Incident Information Form**

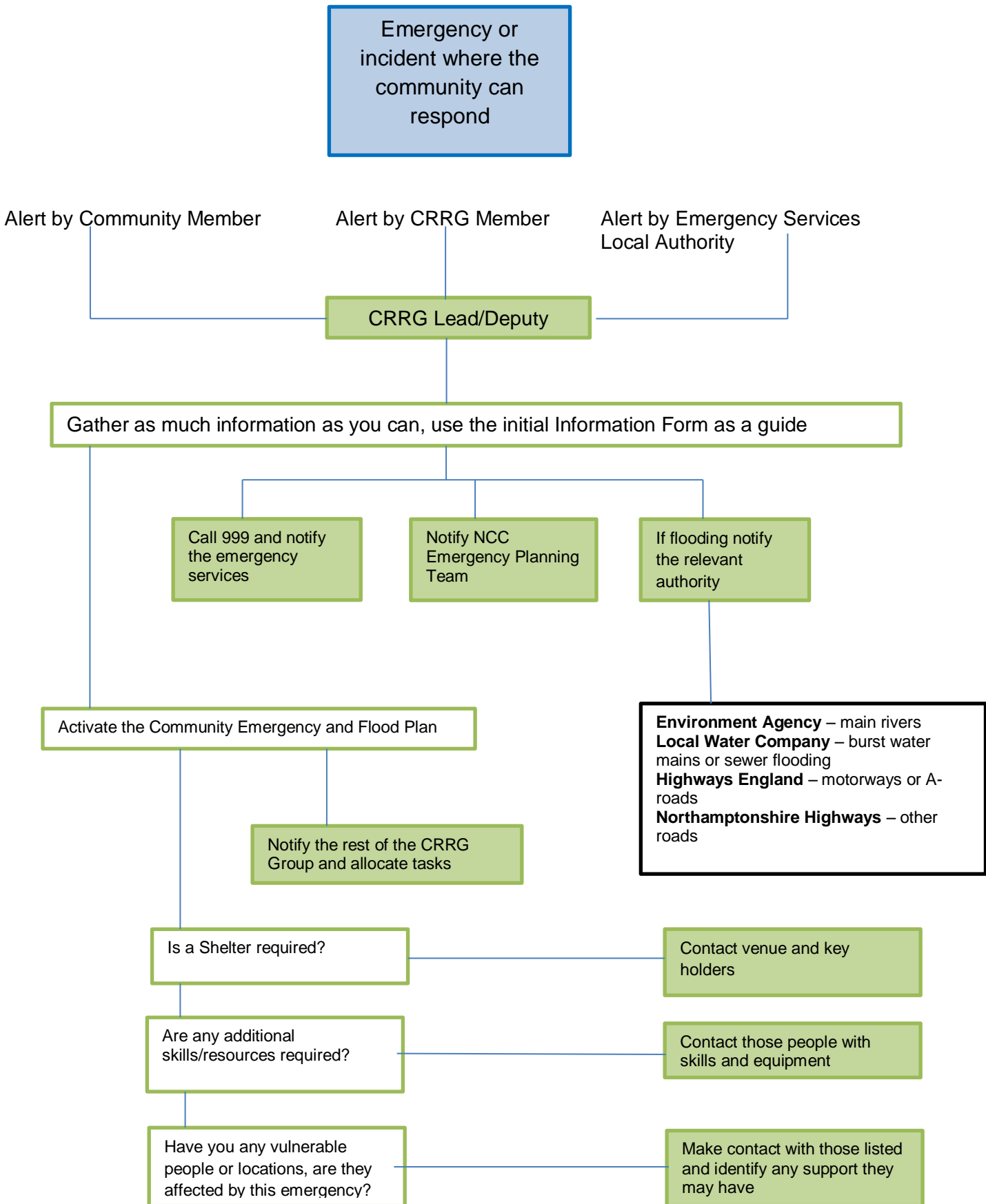
Use this form to record initial information received on the incident. Complete as many boxes as possible. Start your log as soon as possible.

### **CALL INFORMATION**

### **INCIDENT DETAILS**



## A.2 Activation Chart





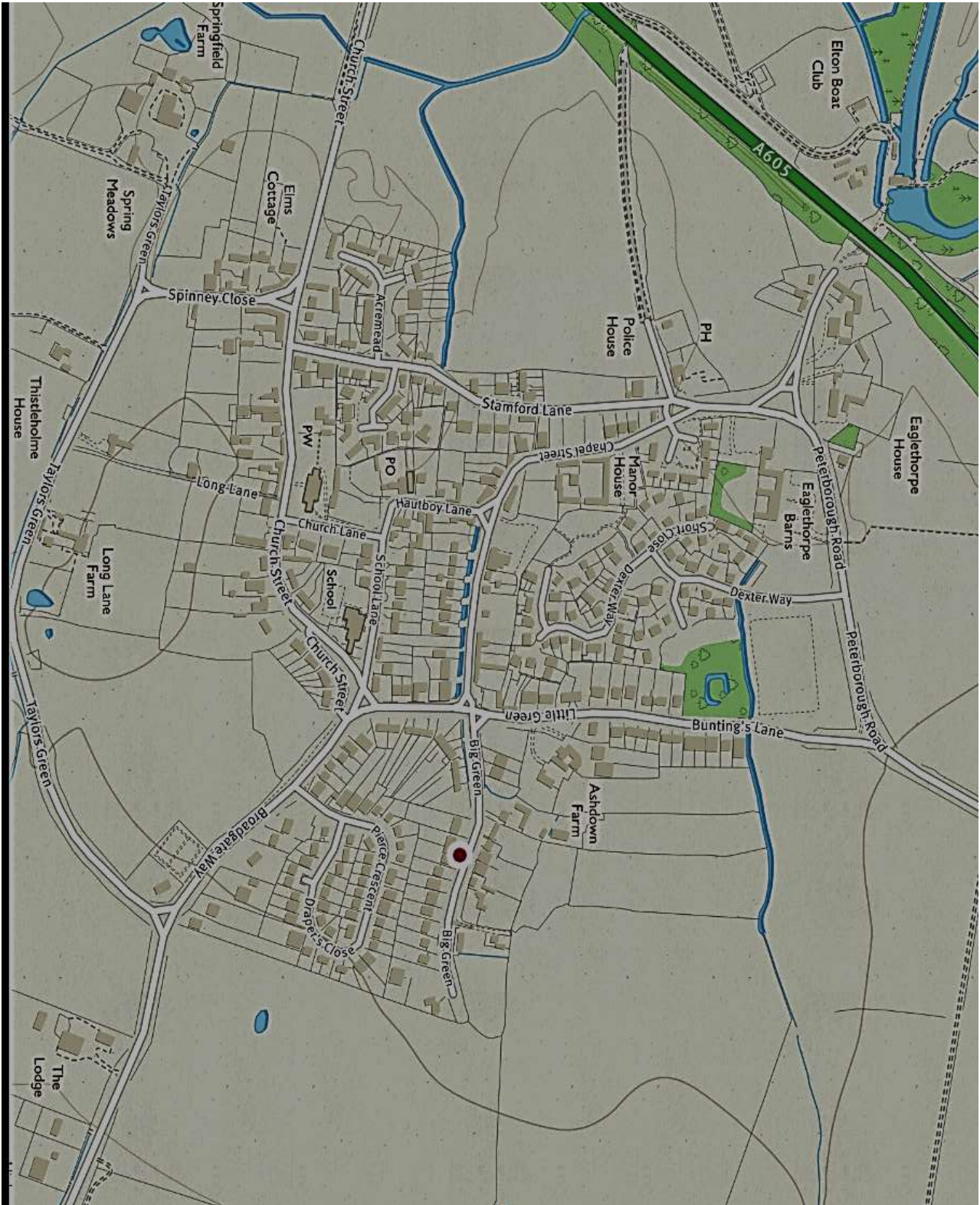


### A.3 Generic Emergency Action Check List

|    | ACTION   | TICK |
|----|--|------|
| 1  | If it is possible that the emergency services are not aware, call 999 as soon as possible (see Section A.1 above) for information to give)   |      |
| 2  | Contact and inform the NCC Emergency Planning Team and relevant authorities. Take note of any safety advice given to you and discuss at the CRRG meeting.  |      |
| 3  | Keep a decision/action log and record the following:<br><ul style="list-style-type: none"> <li>• Any decisions you have made</li> <li>• Who you spoke to and what you said</li> <li>• Any information received</li> </ul>    |      |
| 4  | Contact<br><ul style="list-style-type: none"> <li>• Other members of the CRRG (see Section A for contact details)</li> <li>• Those specifically under threat</li> <li>• Volunteers and key holders as appropriate</li> </ul> |      |
| 5  | Have CRRG briefing.  |      |
| 6  | Decide on actions. Consider the need for a Parish Shelter, checking on vulnerable people, a soup kitchen, flood defences, providing blankets   |      |
| 7  | Inform the community of the emergency and actions being undertaken.  |      |
| 8  | Inform the community of any advice given to you from the Local Authority, Environment Agency or the emergency services. Request the community to tune into the local radio.  |      |
| 9  | Inform the NCC Emergency Planning Team of any decisions made   |      |
| 10 | Remember to regularly liaise with the Local Authority and the Environment Agency to maintain the safety of the community.  |      |
|    |  |      |
|    |  |      |
|    |  |      |
|    |  |      |

## B. Map of Community –

to aid the emergency services, or a neighbouring parish, who may not be familiar with the area to use the Plan during an emergency.



C. Pictures of Landmarks within Community.



#### D. Local Risks - What could happen? What has happened in the past?

Use the Community Risk Register for Northamptonshire (found at [www.northamptonshire.gov.uk/emergencies](http://www.northamptonshire.gov.uk/emergencies)) and historic emergencies your community has experienced.

| <b>Local Risk</b>         | <b>Likelihood to occur</b> | <b>Potential impacts</b>                                      |
|---------------------------|----------------------------|---|
| Surface Water Flooding    | High                       | Flooding of property and roads. Loss of communication, power. |
| River Flooding            | High                       | Flooding of property and roads. Loss of communication, power. |
| Major Road Accident A605  | Medium                     | Traffic diversion through village                             |
| Loss of Power supply      | Medium                     | Loss of communication, heating, food                          |
| Heatwave                  | Medium                     | Fires, heatstroke   |
| Low temperatures and snow | Medium                     | Dangerous surfaces, School closure, accidents                 |
|                           |                            |   |

Flood Risk Maps

### E. Shelters/Temporary Reception Centres

|                   |              |                         |
|-------------------|--------------|-------------------------|
| Name of Facility  | Village Hall |                         |
| Key Holder Name   | Address      | 24 hour Contact Numbers |
| Hazel Turner      |              | 280365                  |
| Other Information |              |                         |

|                   |              |                         |
|-------------------|--------------|-------------------------|
| Name of Facility  | Red Lion Pub |                         |
| Key Holder Name   | Address      | 24 hour Contact Numbers |
| Tim Stubbs        |              | 01832 280362            |
| Other Information |              |                         |

|   |                          |                         |
|---|--------------------------|-------------------------|
| Name of Facility  | Fun Field Changing Rooms |                         |
| Key Holder Name   | Address                  | 24 hour Contact Numbers |
| (key safe on rear of electrical bunker has keys to both changing rooms - 9311AB)<br><br>Digital lock on each changing room door 9311) |                          |                         |
| Other Information   |                          |                         |

## **F. Skills within the Community**

Include experience/qualifications, address and 24 hour contact numbers. e.g. Doctors, nurses, plumbers, child care specialists, emergency resilience volunteers, etc.

More information will be added after Annual Village Meeting

## **G. Equipment within the Community**

Include owner, address and 24 hour contact numbers. E.g. 4x4 vehicles, chain saws, camping equipment, boats, etc.

Emergency Store at Cemetery – Flood Equipment

Further Information to be added after Annual Village Meeting

## **H. Vulnerable Locations**

(This section should be kept separate from the main document and kept in a sealed envelope in a locked location)

## **I. Vulnerable Persons**

(This section should be kept separate from the main document and kept in a sealed envelope in a locked location)



## J. Neighbouring Parish Council Contact Details

Tansor Parish Council      [tansorvillage@outlook.com](mailto:tansorvillage@outlook.com)

Barnwell Parish Council      [barnwellparishclerk@gmail.com](mailto:barnwellparishclerk@gmail.com) Mrs N Phillips 07562 372430

Lutton Parish Council      Mrs J Evans 01832 273142

Elton Parish Council

## K. Useful Local and Private Companies

Include Business Name, service type and contact details.

PFA Warmington School      01832 280420

Boat Club Secretary      [secretary@anrc.org.uk](mailto:secretary@anrc.org.uk)      07505127163

Nene Valley Tree Surgeons      [nenevalleytrees@gmail.com](mailto:nenevalleytrees@gmail.com)      01832 281 275

Jonathon Howe      [ket\\_howe9@yahoo.co.uk](mailto:ket_howe9@yahoo.co.uk)



## L. Local Council Contact Details

|                           |                      |
|---------------------------|----------------------|
| Switchboard               | 01832 742000         |
| Abandoned vehicles        | 08456 121 999        |
| Air pollution and quality | 01832 742263         |
| Dog Warden                | 01832 742043         |
| Gritting                  | NCC Street Doctor    |
| Planning enforcement      | 01832 742225         |
| Public rights of way      | NCC                  |
| Road and highway repairs  | Street Doctor online |
|                           |                      |
|                           |                      |

## **M. Emergency Contact Details**

Name Telephone number

|                                     |   |
|-------------------------------------|---|
| Crime Stoppers                      | 0800 555 111                                |
| Emergency Services                  | 999 (emergency) / 101 (non emergency)       |
| Environment Agency Incident Hotline | 0800 80 70 60 (24hrs)                       |
| Gas Leaks                           | 0800 111 999                                |
| Highways England                    | 0300 123 5000                               |
| NCC Emergency Planning Duty Officer | 07885 292851                                |
| Northamptonshire Highways           | 03001 261000 or 07000 782112 (out of hours) |
| Out of Hours medical advice         | 111   |
| Police counter- terrorism hotline   | 0800 789 321                                |
| Power cuts                          | 105   |
| RSPCA                               | 0300 123 4999                               |
| Water Leaks                         | 08457 145 145                               |
| Local water company                 | 0345 791 9155                               |

## **N. Communications**

BBC Radio Northampton 104.2/103.6 FM

### **Twitter e.g. EA, NCC, Police**

|                           |                    |
|---------------------------|--------------------|
| NCC EP Team               | @NorthantsEPTeam   |
| NCC                       | @mycountycouncil   |
| Northants Police          | @NorthantsPolice T |
| The EA                    | @EnvAgencyMids     |
| Met Office                | @MetOffice         |
| Highways England          | @HighwaysEngland   |
| Northamptonshire Highways | @NNHighways        |
| Northants Fire            | @NorthantsFire     |

### **Websites e.g. EA, NCC, Police**

[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

[www.northamptonshire.gov.uk/emergencies](http://www.northamptonshire.gov.uk/emergencies)

[www.metoffice.gov.uk](http://www.metoffice.gov.uk)

[www.northants.police.uk](http://www.northants.police.uk)

[www.northamptonshire.gov.uk/en/councilservices/fire/fireandrescue](http://www.northamptonshire.gov.uk/en/councilservices/fire/fireandrescue)

[www.highways.gov.uk](http://www.highways.gov.uk)

[www.westernpower.co.uk](http://www.westernpower.co.uk)

## **REMEMBER!**

### **In Case of Emergency... Steps to Safety**

**If the emergency is happening now:**

**If the danger is outside: GO IN, STAY IN, TUNE IN**

**If the danger is inside: GET OUT, STAY OUT and call the Emergency Services 999 Always follow instructions from the Emergency Services**

This document has been developed in partnership with the Northamptonshire Local Resilience Forum.

[www.northamptonshire.gov.uk/emergencies](http://www.northamptonshire.gov.uk/emergencies)

[@emergencyplanning1 @northamptonshire.gov.uk](https://twitter.com/emergencyplanning1)

@NorthantsEPTeam

**DISCLAIMER:** This Self Help Community Emergency and Flood Plan guidance and template has been produced by Northamptonshire County Council, alongside the Environment Agency, to assist communities in preparing for an emergency incident in their communities. The County Council and Environment Agency will not be held responsible for any damage, loss or injury to persons or property as a result of using this document.