

COTESBACH PARISH COUNCIL

Emergency Plan



YOUR FIRST ACTION

In the event of an emergency of any kind in
Cotesbach

DIAL 999

THEN TURN TO THE NEXT PAGE OF THIS PLAN

CHANGE MANAGEMENT

| | |
|--------------------|--------------------------|
| Last updated: | September 2024 |
| Reviewed: | May 2026 |
| Plan Owner: | Cotesbach Parish Council |
| Plan Co-ordinator: | Parish Council Chairman |

CONTENTS

| | |
|---------|---|
| Page 3 | What To Do In the Event of an Emergency, and Emergency Team Contact Information |
| Page 4 | Helping Vulnerable People and Areas to Cover |
| Pages 5 | Street Warden Details, Rest Centre Details and Emergency Kit Information |
| Page 6 | Useful Contact Numbers |
| Page 7 | Emergency Resources Contact Information and Information on Potential Risks |
| Page 9 | Plan Distribution |

WHAT TO DO IN THE EVENT OF AN EMERGENCY

This plan has been designed to assist in organising support and help within the local community in the event of an emergency. There are many people and organisations that can help, so it is important to contact them as soon as possible.

Make sure you are not in any danger because of where you are. Gather as much information as you can about what has happened. What you see may be frightening or shocking so please try to stay calm.

Faced with an emergency, different people react in different ways, but it is likely that they will be worried about their family and friends, frightened or shocked, and maybe concerned about their pets or about animals nearby in fields or farms

People need reassuring that the emergency is being dealt with and that professional and skilled people are responding. In this situation, what people need most is reliable, clear and concise information.

Many residents of Cotesbach work outside the village but they will also need clear information about what is happening to their family and their homes so do not forget social media, radio and local press.

Ring 999, the Emergency Services. They will ask you for details of what has happened, where, when and who is involved.

Give **YOUR** contact details to the Emergency Services so they can call you back. Ring them again if the situation changes significantly.

Contact the Cotesbach Emergency Planning Team. It is unlikely that everyone on the list below will be available when you call, so please start at the top and **keep ringing each in turn** until you get a response.

EMERGENCY TEAM CONTACT INFORMATION

| Cotesbach Emergency Team Members: | | |
|-----------------------------------|------------------|--|
| Role | Name | Contact Numbers |
| Parish Council Chairman | Ed Hunt | 07752 931026 |
| Councillor | Margaret Wild | 01455 203129 |
| Councillor -Vice Chairman | Gavin Bennett | 07871 630339 |
| Councillor | Rob Morris | 07734 106641 |
| Councillor | Annie Newton | 07522 364559 |
| Parish Clerk | Patricia Nunn | 07926 202967 |
| District Councillor | Jonathan Bateman | j.bateman@harborough.gov.uk 07866 372512 |

NB: The Cotesbach Emergency Team's role is to be a focal point locally to assist in communication, coordination and liaison, working to support the Emergency Services and,

if appropriate, the HDC Resilience Partnership. The team will follow the directions of the Emergency Services at all times.

Ways in which the team may provide support includes:

- Providing local knowledge to the Emergency Services
- Setting up links with local groups, organisations and useful individuals
- Passing on information and instructions to local people
- Providing information about people who may be particularly vulnerable such as those with disabilities or are elderly
- Making sure that buildings in the area are available for possible emergency use
- Organising local help as required, such as emergency centres, food provision and information points

This plan has information to help all the support services, but it can never be exhaustive. It must be seen as a list of people and resources that have agreed to help if needed and if they are available.

HELPING VULNERABLE PEOPLE

The most vulnerable people in Cotesbach may need specific help and support. These may include the elderly or people with disabilities. To help identify and assist those who may need this extra support, the village has established a network of street wardens. In the event of an emergency they will help make contact with and provide information to people in need. They can be contacted as follows below.

STREET WARDENS AND AREAS TO COVER



| Street Warden Contact Details | | |
|---|---------------------------|-------------|
| Name/email address | Contact Number (s) | Area |
| Aubrey Adcock | 07774 994080 | Area 1 |
| Clare Mellon | 07779 706582 | Area 2 |
| Stuart Rimmington - (Village Hall Chairman) | 07766 503489 | Area 3 |
| Julie Rimmington | 07786 5709581 | |
| Polly Hall | | Area 4 |
| Donna Hunt | 07776 920063 | Area 5 |
| Sophy Newton | 07484 898205 | Area 6 |
| Tom Newton | 07733 289506 | |
| David Prescod | 07900 692726 | Area 7 |

Note: All the street wardens will not be available at all times but contact as many as possible when it is clear, in accordance with the instructions from the Emergency Services if relevant, what information/action is needed.

EMERGENCY REST CENTRE

Cotesbach Village Hall will be used as a centre for co-ordinating the response to a local emergency. It will also be used as a temporary rest centre to provide shelter and welfare, until the authorities attend.

Village Hall Key Holders

| | |
|--|--|
| Ed and Donna Hunt Gamekeepers Cottage 07752 931026/ 07776 920063 | Margaret Wild Main Street 01455 203129 |
|--|--|

EMERGENCY KIT INFORMATION

A bag of useful equipment is located at the Village Hall storage room and marked Emergency Kit, including:

Copy of this plan

Maps of the area with key locations marked

Spare batteries AAA

4 torches – wind up/head torch/working light and small hand torch

First Aid kit , emergency foil blankets (2).

Pens, pencils, paper, gaffer tape, scissors, whistle, other stationery

High-visibility jackets x2

Heavy duty working gloves

Walkie-Talkies

Safety Knife and Multi-tool
 Folding Saw
 Folding Shovel

The defibrillator is located in the telephone box

This kit is audited and kept up to date by Cllrs. Margaret Wild/ Annie Newton

USEFUL CONTACT NUMBERS

| | | |
|---|--|--------------------------------|
| HDC EMERGENCY CONTACTS | Harborough District Council | 01858 828282 |
| | Local Resilience Duty Officer | 07786 198283 |
| | Environment Team | 07818 587931 |
| GAS | National Gas Emergency Service | 0800 111 999 |
| ELECTRICITY | WPD East Midlands | 105 |
| | WPD mobile user | 0330 123 5009 |
| | | |
| FLOOD | Environment Agency Hotline | 0345 9881188 |
| | Community Safety- HDC | 01858 821349 |
| MEDICAL NEAREST A&E NEAREST URGENT CARE CENTRE | NHS 111 | 111 |
| | George Eliot Hospital, Nuneaton | 02476 351351 |
| | Hospital of St Cross, Rugby | 01788 572831 |
| ROADS | Highways Agency | 0300 123 5000 |
| | County Council Highways | 0116 305 0001 |
| | | |
| WATER | Severn Trent | 0800 783 4444 |
| | Anglian Water -leaks | 0800 771 881 |
| | Anglian – water supply/sewerage | 03457 145 145 |
| SOCIAL CARE | Adult Social Care Emergency | 0116 305 0004 |
| | Child Social Care Emergency | 0116 305 0005 |
| | Out of Hours Care Team | 0116 255 1606 |
| | | |
| LOCAL MEDIA | Radio Leicester 104.9 FM radio.leicesternews@bbc.co.uk | 0116 251 1049 0116 251 6688 |
| | BBC East Midlands Television News emt@bbc.co.uk | 0115 955 0500 |
| | Harborough Mail newsdesk@harboroughmail.co.uk | 01858 436000 |

EMERGENCY RESOURCES CONTACT INFORMATION

These details are updated regularly. They include local people/organisations who may be able to provide some help.

Circulation is restricted, but will be made available if this plan is activated.

| Local people who can help: | | |
|--|----------------------------|------------------------|
| Who | Help Available | Contact Details |
| Local Buildings - Recovery Centre | | |
| Village Hall | Emergency Rendezvous Point | Main Road |
| Neighbouring Help | | |
| Peter Carter (Church Warden) | St Marys Church | 01455 552886 |
| GPs and Community Medical Care | | |
| Wycliffe Medical Centre | Lutterworth - GP | 01455 553531 |
| Masharani Medical Practice | Lutterworth - GP | 01455 552346 |
| Pre-packed and cooked food | | |
| The Elms | Prepared food | 01455 552301 |
| Morrisons Supermarket | Chilled food/bottled water | 01455 550223 |
| Waitrose Supermarket | Chilled food/bottled water | 01455 557925 |
| Veterinary Services | | |
| Broughton Vet Group | Lutterworth | 01455 552117 |
| Tractor/ Snow Moving Equipment | | |
| Richard Vernon | | 07971 323878 |

INFORMATION ON POTENTIAL RISKS

Some emergencies are totally unforeseen. Others can be anticipated from warning signs. Here are some possible scenarios:

FLOODING OR HEAVY SNOW Unlikely to affect many homes in Cotesbach but some roads may become impassable. The electricity supply may fail if sub-stations are flooded or lines damaged by severe weather. Residents may not be able to reach shops and services outside of the village.

AIR ACCIDENT The area is under national and local civilian flight paths and military flight paths. Potential risk and damage not easy to assess. There will be a need for emergency services to reach the location promptly

ROAD ACCIDENT Potential major incident if road traffic accident involved chemicals


(M1, A426, A5, A4303)

or gas cylinders or other hazardous materials, or high capacity vehicles such as buses. Buildings and their occupants adjacent to the road would be affected.


WEATHER WARNINGS Be ready to activate this Emergency Plan if any of the following situations occur:

- Warnings are issued by the Meteorological Office, Environment Agency, Local Radio or the local emergency services
- When the Parish Clerk, Parish Chairman or councillors have been contacted by the Resilience Partnership Duty Management Officer about a potential emergency situation
- When local people (including those in the adjacent small villages) feel there is a need to react to a local situation
- After an extended period of bad weather such as prolonged rain or snowfall
- When there has been an extensive power failure (electricity power-out) and the supplier has indicated that there will be a considerable delay in restoring the service

In the event of bad weather events, there are various places you can get information from, see below:

| | |
|---|---|
|  | Meteorological Office |
| | Weather alerts and warnings will be issued at http://www.metoffice.gov.uk/ OR sign up on the website to receive local updates direct to your phone/email. |

| | |
|---|--|
|  | Environment Agency |
| | Flood warnings will be issued here. https://www.gov.uk/government/organisations/environment-agency |

| | |
|---|---|
|  | Harborough District Council |
| | What to do in an Emergency: http://www.harborough.gov.uk/info/200039/emergencies/261/emergency_planning Follow the Council on Twitter at HarboroughDC |

| | |
|---|---|
|  | Leicestershire and Rutland Resilience Forum (LRF) |
| | Advice will be available on the website: http://www.localresilienceforum.org.uk/ |

| | |
|---|---|
|  | <p>Local Radio Harborough FM http://www.harboroughfm.co.uk/ Follow them on Twitter at HFM news</p> |
|---|---|

PLAN DISTRIBUTION

Copies of this plan are held at the following places:

| NAME AND LOCATION | TYPE | CONTACT DETAILS |
|---------------------------------|----------------------------|---|
| Local Resilience Forum | Electronic | Email llrprepared@leics.gov.uk Tel: 0116 3056101 (out of hours call 999) |
| Parish Chairman and Councillors | Electronic copies | Chair: Ed Hunt - 07752 93102 |
| Parish Clerk | Hard and electronic copies | Patricia Nunn - 07926 202976 email cotesbachpc@gmail.com |
| District & County Cllr | Electronic copies | Jonathan Bateman j.bateman@harborough.gov.uk |

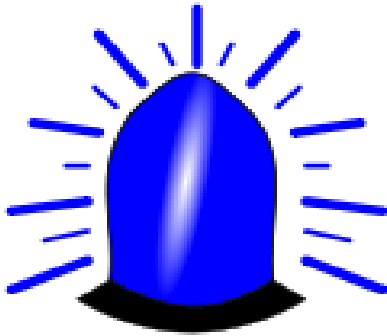
PLAN INTEGRITY CHECK

- Do all listed keyholders have keys?
- Do all on distribution list have latest version on this plan?
- Have any listed personnel changed address or phone details?
- Has any relevant individual or organisation moved in or out of area?

LAST CHECK MADE ON: September 2024

COTESBACH PARISH COUNCIL

EMERGENCY PLANNING



Cotesbach Parish Council recognises that emergency situations can happen anywhere. It is very unlikely that our village will be affected by a major incident but, to be prepared, the Parish Council has produced this Emergency Plan to identify local people and resources that may be able to help out. We have also installed a defibrillator which can be accessed 24/7 at the front of the Village Hall, and have trained more than 20 residents in life saving skills.

Difficulties and issues can arise for any of us at any time. To help residents deal with such matters, the Parish Council has compiled a list of useful contact numbers, see attached. You might want to keep this page by your phone or somewhere safe, for future reference.

REMEMBER:

IN AN EMERGENCY CALL 999 or 112, text phone 18000, for the police, ambulance or fire brigade.

Reviewed by the Parish Council at the Parish Meeting on 3rd September 2024, minute 18