



Resilience Team

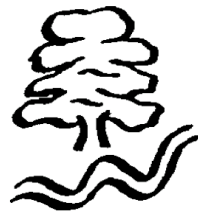
Coventry, Solihull and Warwickshire Council's
Planning, Preparing and Responding to Emergencies

COMMUNITY EMERGENCY PLAN

for

Wellesbourne & Walton Parish

-ABRIDGED VERSION-



Update schedule

Plan date:	Update due:	Nominated person:
March 2020	March 2021	Cllr Paige-Stimson



Title	Wellesbourne & Walton Parish Emergency Plan
Author	Yvonne Paige-Stimson
Publication Date	24 th March 2020
Target Audience	Parish Council
Wellesbourne & Walton Parish Council Circulation List	<i>WWPC Emergency Committee</i>
Description	CSW Resilience's Community Emergency Plan Template
Action Required	Please destroy previous copies confidentially and print this copy
CSW Contact Details (Office Hours)	cswrt@warwickshire.gov.uk [REDACTED]
Parish Contact Details	01789 841 434

CSW Resilience's 24 hour emergency number is



This number is **NOT** to be made public and is only for use in an incident.

Ask for the duty CSW Resilience Team Officer to be notified

Record of Amendments

Version Number	Details of Changes	Amended By	Date
01	New CSW template received incorporated into new issue Wellesbourne & Walton plan	Cllr Paige-Stimson	March 2020

New and amended plans to be sent to CSW Resilience –
cswrt@warwickshire.gov.uk

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1. Aims and Objectives

The aim of the plan is to enable the Parish Council to provide effective support to their local community and emergency response agencies during a major incident.

This will be achieved by:

- Collating relevant local information and providing information to responders, when requested, throughout the emergency.
- Establishing local co-ordination arrangements for assisting with the impact of the emergency at the local level.
- Providing appropriate contact details for the Parish, key community resources, the emergency services and local authorities.
- Identifying local people and local organisations that may be able to assist during an emergency.
- Supporting the local authority by identifying vulnerable people in the community.
- Supporting the local authority by identifying and activating places of safety for the public prior to handing over to the local authority.
- Assisting responding agencies by identifying resources in the community that may be available to utilise during an emergency.

The Parish Council is not an emergency service. In an emergency, its role is to provide **information** and **support** to the emergency services and to **communicate** with residents.

If a major emergency or incident occurs and the emergency services cannot get to the parish immediately, the role of the Parish Council is to **help the community respond to the situation** for up to 48 hours or until assistance arrives.

Parish Council support may include assisting with evacuation (if safe), assisting with communications, opening and running a rest centre, and providing food and drink.

2. Activation Process

This plan should be activated when communities need immediate help or support in response to an incident or emergency. It should be activated in relation to notification of an incident e.g. from the emergency services or the local authority. Examples of when the plan should be activated include:

- First-hand observations of an incident (e.g. flood waters rising, EA red warning).
- Reports of an incident within the area by a member of the community.
- Notification from the Emergency Services, CSW Resilience, District and Borough Councils or Warwickshire County Council

CSW Resilience should be notified when this plan is activated (see contact number on Page 2). CSW Resilience will endeavour to support the Wellesbourne & Walton Parish Council after activation.

See Appendix 3 for information to be collected for the Community Situation Report to confirm the incident or Emergency and justifies the Activation of the Emergency Plan.

Sections 3, 4 and 5 contain information to support the Emergency Committee coordinating the Emergency Response.

Sections 6, 7, 8 and Appendices contain information that may be useful information to the Emergency Committee depending upon the Incident or Emergency being responded to.

If there is immediate risk to life, call 999.

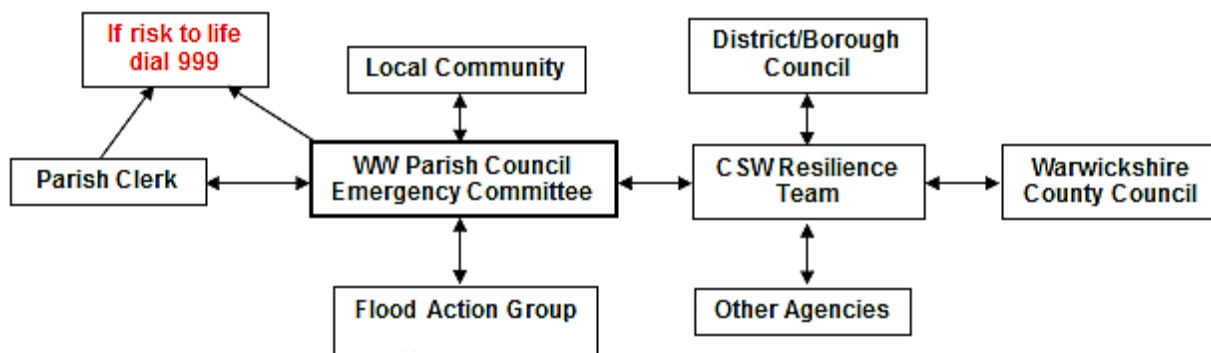
3. Emergency Action Card

	Action	Initials	Date & Time	Completed
1	If an incident or emergency is reported to a member of the Parish Council, and it is possible that the emergency services are not aware, call 999 as soon as possible.			
2	Keep a Log and record: <ul style="list-style-type: none"> - Any decisions made and actions taken - Who was spoken to and what was said - Any information received <i>Log template is attached as Appendix 1 and pre-printed copies are advised to be stored in the WWPC office</i>			
3	Contact and inform the CSW Resilience Team who will liaise with Warwickshire County Council and the District or Borough council (see contact number on Page 2).			
4	Take note of any safety advice given to you and raise it at the Parish Council's Emergency Committee Meeting.			
5	Contact the other members of the Parish/Town Council and organise a Wellesbourne & Walton Parish Council Emergency Committee Meeting (via the Chair or Clerk) in a venue which is safe from the emergency with safe access routes. Ensure the key holder for the venue has been contacted for access.			
6	At the meeting follow the agenda as set out in Appendix 2 of this document. Ensure the following actions are completed: <ul style="list-style-type: none"> • Gather information to help with briefings to stakeholders (Appendix 3 is a community situation report template that will assist this process). • Agree community level actions to assist in the emergency e.g. visiting and checking on vulnerable members of the community, communication to residents. • Decide how to keep the community informed e.g. door knocking, Facebook, noticeboards 			
7	Inform CSW Resilience and relevant emergency services of any decisions that have been made.			

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.

4. Communication

4.1 Communication Process



4.2 Parish Council Contacts

	Name	24 Hour Contact Number(s)
Chair:	Cllr Anne Prior * **	7 Wyvern Close 01789 842103 / 07891 469320
Clerk:	Lynda Scriven * +	01789 841434
Wellesbourne & Walton Parish Council Emergency Committee:	Cllr Mrs Yvonne Paige-Stimson	Holly Cottage, Moreton Paddox 07818 455486
	Cllr Mrs Alex Burnard	3 Wheelwright Way 01789 841021 /xxxxx
	Cllr James Harte	23 Frost Road 07957 990055
	Cllr Nicola Patalong (to confirm)	/xxxxx
Key Holders * Parish Office ** WSCC + Village Hall		

Other Parish Councillors: (Contact order in an emergency)	Cllr Mrs Rosalind Bolton*	19 Kineton Road 01789 840814 / 07767 897845
	Cllr Tony Dipple	Old Post Office, Walton 01789 470182
	Cllr Stuart Jackson	36 Copeland Avenue 01789 612614 / 07811 446377
	Cllr Ollie Cannon	07970 679074
	Cllr Mark Keogh-Bywater	
	Cllr Danny Kendall (Likely to be acting in his District capacity)	

4.3 Communicating throughout the Community

The Parish Council (through the Emergency Committee) can provide support to communicate with the community. Please note that during emergencies that mobile and landline phones may become overwhelmed. Varying methods of communication could be utilised:

Type	Where Available
Written	<ul style="list-style-type: none"> • PC Notice Boards Dog Close The Co-oP Dovehouse Drive x2 Frost Road Walton • Display on Community buildings Parish Office Village Hall Hastings House Library Churches Local shops and public houses • Parish Council web site • Social media
Verbal	<ul style="list-style-type: none"> • Community briefings/meetings • Mobiles • Landlines

4.4 Multi-Agency Contacts

Organisation	Details
Warwickshire Country Council	01926 410410 (This number is NOT 24 hours and is for further parish planning information) 24 hour contact is through CSW Resilience Team (see contact number on page 2).
Highways Emergencies (Flooding of the highway)	01926 412 515 Use this number to report flooding on the Highways.
Stratford upon Avon District Council	01789 267575 (This number is NOT 24 hours)
Environment Agency	0800 80 70 60
Environment Incident Floodline	0345 988 1188
Western Power	0800 6783 105 or 0330 123 5008
Power Cut Line	Freephone 105
Cadent Gas	0800 111 999
BT	0800 100 400
Severn Trent Water	0800 783 4444

4.5 Local Radio Stations

Radio Station	Frequency	Website
BBC Coventry & Warwickshire	94.8, 103.7 & 104 FM	http://www.bbc.co.uk/news/england/coventry_and_warwickshire
Free Radio	97.0 & 102.9 FM	http://www.freeradio.co.uk/coventry/
Touch FM	102 & 107.3 FM	http://www.102touchfm.co.uk/

4.6 Useful Twitter Feeds

Organisation	Twitter Handle
Warwickshire Police	@warkspolice
Warwickshire Fire and Rescue	@WarksFireRescue
Warwickshire County Council	@Warwickshire_CC
Stratford District Council	@StratfordDC
Warwick District Council	@Warwick_DC
Environment Agency	@EnvAgency
Met Office	@metoffice
Public Health England	@PHE_uk
Warwickshire Flood Alerts	@FloodAlerts_WAR
UK Government	@GOVUK
Environment Agency Midlands	@EnvAgencyMids
Exec Director of Flood Risk Management, EA	@johncurtinEA
Wellesbourne automated river level monitoring	@riverlevel_0027
BBC News	@bbcnews
West Midlands Ambulance Service	@officialwmas
Department of Health & Social Care	@DHSCgovuk
WCC School & Public transport	@WCCBusServices
Warwickshire Schools	@wcc_schools
Warwickshire school closures	@wccschoolclosed
Sky News channel	@skynews
BBC Breaking News	@bbcbreaking
BBC News	@bbcnews
UK Government services & information	@GOVUK
Wellesbourne Sports & Community Centre	@WellesbourneSCC
Wellesbourne Airfield	@egbwtwr

5 Local Risk Assessment & Potential Actions to Take in an Emergency Situation

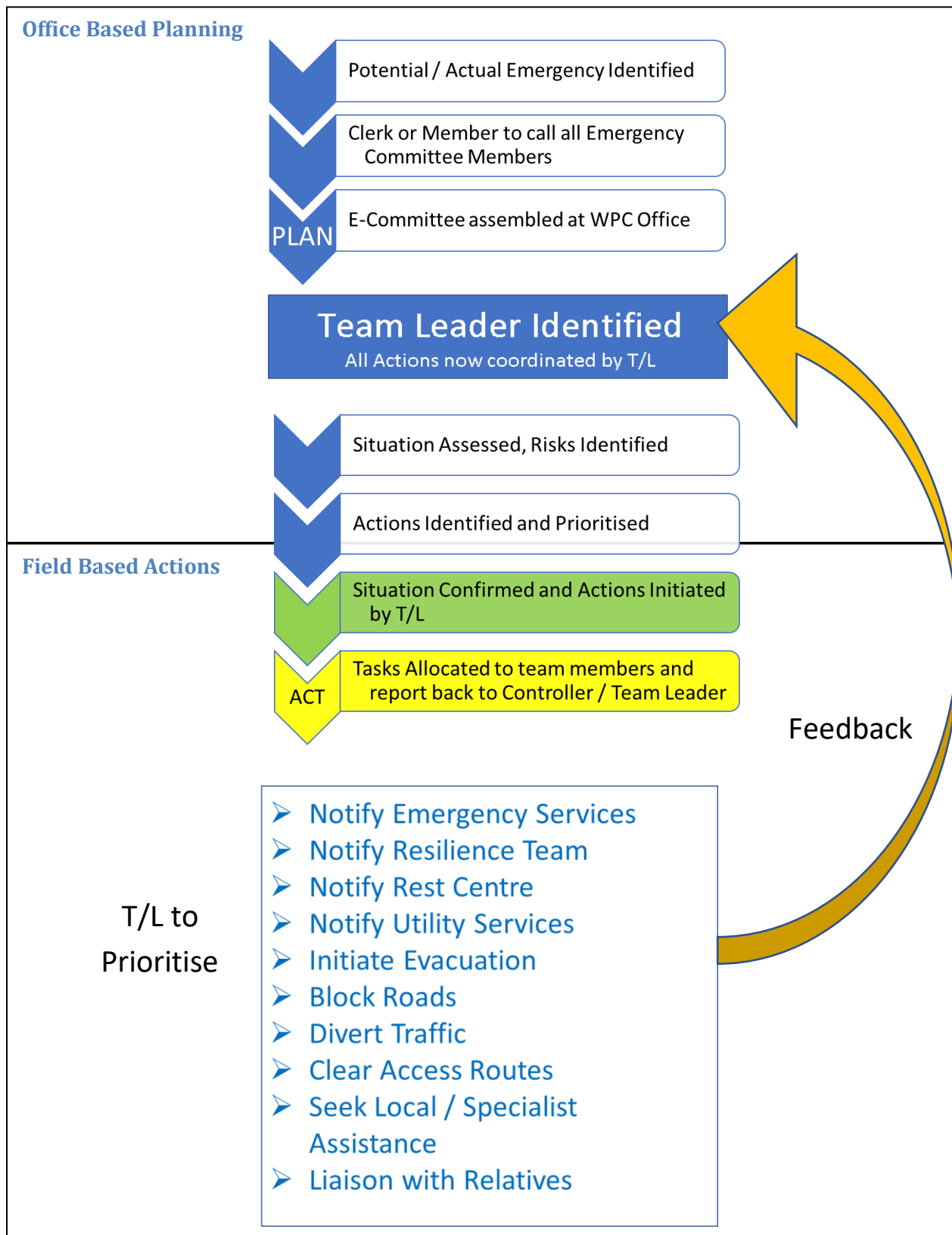
Businesses operations and locations within Wellesbourne and Walton identified below have the potential to be the local trigger an Emergency activation of the Emergency Plan.

Additionally there are identified some Emergencies (National, Regional, County) that are cascaded down from the Warwickshire Emergency Plan as defined by the Community Resilience team. These may require an Activation of the Wellesbourne Emergency plan.

Before an Emergency these Risk Assessments provide insight to ensure planning and preventative actions can be made well ahead of time and prioritised accordingly in the WWPC sub-committees.

Whether a threat is imminent or an Emergency has actually occurred, they provide guidance to an Emergency Committee on potential actions to consider in coordinating their response.

5.1 Planning and Action Guidance



5.2 Local Risks

Potential Risk	Risk Impact	Potential Location Address and Emergency Contact	Areas at Risk
FLOODING	Properties liable to flooding Road Closure Power cuts	River Dene	Bridge Street, Peacock Court, Chapel Street, Church Walk, Chestnut Square
		The Brook (passing under B4087, Newbold Pacey Road)	Mordaunt Road, Whitehead Drive, Lawrence Mackie Gardens, Lawrence Mackie House, St Peter's Road, Hastings Road, Newbold Road, Newbold Place
		Surface water flooding	Roads adjacent to fields near The Brook (as above); Oxford Way (Dovehouse Estate); Wellesbourne Airfield; Cozens Street; Tait Way; Walton Lane
AIR TRAFFIC INCIDENT	Air Accident Airfield explosion Major Fire Toxic Spill into Surface Water	Wellesbourne Mountford Airfield M.J.Littler 01789 842007 MobL 07860 816196; Frankie Stuart 07766 581301	Properties and businesses close to the airfield and within take-off and landing zone.
SERIOUS TRANSPORT DISRUPTION	Major RTA Road Closures Explosion Fire	A429 Highway / Roundabouts	Main traffic access to A429
		Wellesbourne Distribution Park, Loxley Road MAPP (agents) 0121 393 3700 OUT OF HOURS: 0800 389 0100	Business units in the Distribution Park, adjoining properties and the airfield
		Wixey	
CHEMICAL FIRE	Explosion Major Fire Incident Toxic Spill into Surface Water Toxic Fumes	Petrol station Warwick Road 01789 470123	Residential properties and businesses close to Petrol station
		Warwick University (Warwick Manufacturing Group – Electric Battery facility)	Traffic access to A429; Properties down-wind
		Warwick Distribution Park	

5.3 Additional Emergency Planning Risks

These additional events are contained within the Warwickshire Emergency Plan as defined by the Community Resilience team and may require an Activation of the Wellesbourne Emergency plan.

Risk	Risk Impact	Potential Location Address and Emergency Contact	Wellesbourne Areas at Risk
ANIMAL DISEASE	Bio-security restrictions Footpath closures	e.g. Foot & Mouth No single location	Farmers and Livestock Keepers around Wellesbourne
EPIDEMIC & PANDEMIC FLU	Bio security restrictions Cancellation of events Social Distancing	No single location	Widespread though Parish. Includes elderly people's accommodation
WATER POLLUTION	Interruption of Water Supply Contamination	No single location	Widespread though Parish. Includes elderly people's accommodation
EXTREME COLD & SNOW	Road Transport Disruption Damage to Powerlines	No single location	Widespread though Parish. Includes elderly people's accommodation
HEATWAVE & DROUGHT	Large Fires Water Supply interruptions	No single location	Widespread though Parish. Includes elderly people's accommodation
WIDESPREAD POWER CUTS	Power Cuts Interruption of communication infrastructure Loss of electric vehicle charging	No single location	Widespread though Parish. Includes elderly people's accommodation

6. People

6.1 District or Borough and County Councillor Details

Local District or Borough Councillor:	Cllr Danny Kendall 1 Honeysuckle Lane 01789 601293 Cllr Anne Parry (see below)
Local County Councillor:	Cllr Anne Parry 19 John Taylor Way, Moreton Morrell 01926 650064 / 07917 117737

6.2 Details of Neighbouring Parish/Town Council

Parish	Contact details
Charlecote	Chair: Vanessa Lewis Clerk: Debbie Busby [REDACTED]
Combroke	Chair: Mrs Brenda Rayson [REDACTED] Clerk: Mrs Georgina Lowe [REDACTED]
Compton Verney	Mr Richard Smith Mr C Duppa-Miller [REDACTED]
Ettington	Chair: David Hughes [REDACTED] [REDACTED] Clerk: Sarah Furniss [REDACTED]
Loxley	Chair: Glynn Jones [REDACTED] [REDACTED] Clark: Samantha Thomas [REDACTED]
Moreton Morrell	Chair: Elizabeth Greetham [REDACTED] Clerk: Pam Routly
Newbold Pacey and Ashorne	Clerk: Catherine (Cat) Price
Pillerton Hersey	Chair: Sian Case [REDACTED]
Kineton	Chair: David Gosling [REDACTED] Clerk: Mrs Georgina Lowe [REDACTED]

6.3 Local Volunteer Details

Organisation	Details
Scout Association: 1 st Wellesbourne	Yvonne Paige-Stimson 07818 455486 [REDACTED]
Girl Guiding	[REDACTED]
Lions: Wellesbourne & District	[REDACTED]
OSCARS (over 60s welfare)	[REDACTED]
Church Groups: St Peter's (C of E) Methodist:	Rev Greg Bartlem 01789 841359 Rev Barbara Greenwood 01926 426084
Royal Voluntary Service Warwickshire & Worcestershire	01527 879290
British Red Cross	www.redcross.org.uk Support in emergencies: Warwickshire 07515 991972
MROC Response 4 x 4 vehicles and drivers (Midland Rover Owners' Club	John Kesterton Contact via CWS Resilience Team ONLY by Parish Council 01926 412580 (office hours) OR CWS 24 hour number)

6.4 Health and Medical Providers

Organisation	Details
Hastings House Medical Centre Kineton Road CV35 9NF	01789 840245
Kineton surgery District Nurses Community nurse (Heidi Williams)	01926 640491 01926 600818 07866 518692
Wellesbourne Pharmacy Hastings House Medical Centre Kineton Road CV35 9NF	01789 840 484 out of hours 0300 130 3040
Local hospitals: UHCW Walsgrave, Coventry Warwick Hospital A & E Stratford Hospital (minor injuries)	02476 964 000 01926 495 321 01789 205831
Bordering hospitals: Horton General, Banbury Ellen Badger Hospital, Shipston Solihull Hospital Worcestershire Royal Hospital	0300 304 7777 01608 661410 0121 424 2000 01905 763 333
First Responders	
Volunteer First Aiders:	St John's Ambulance HQ Stoneleigh Park 0207 324 4000 Enquiries 0844 770 4800 / 08700 104950 Yvonne Paige-Stimson 07818 455486 1 st Wellesbourne Scouts
Duty social worker	01926 886922
Avondale Veterinary Surgery 29 Warwick Road Animal health (Warwickshire CC) Animal Welfare Emergency: SDC Dog Control (Phil Rafferty)	01789 841072 (also emergencies) 01926 410410 0300 1234 999 01789 267575

Call 999 for emergency medical treatment.

If someone needs advice or medical treatment quickly, and it cannot wait for an appointment to see the doctor, call 111.

6.5 Vulnerable and at Risk Groups

Name and address	Details	Contact information
Ettington Lodge off Ettington Road CV35 9JA	Sheltered housing for the elderly. 50+ residents in flats and bungalows.	Orbit (Housing Association) ██████████ (8am-8pm) OR ████████████████████ Mention Emergency: Wellesbourne Parish Council
Lawrence Mackie House St Peter's Road CV35 9PN	Sheltered housing for the elderly. 50+ residents in flats and bungalows.	Orbit (Housing Association) As above
Farrington Court	Sheltered housing for the elderly. 24+ residents in flats and bungalows.	Orbit (Housing Association) As above
Salmon Court Stratford Road CV35 9SF	21 retirement apartments	McCarthy & Stone House Manager: ████████████████████ ██████████ ██████████ (9.30am-2.30pm) ██████████ (out of hours)
Wellesbourne C of E Primary School & Nursery School, Mountford Close, CV35 9QG 01789 840311	C370 pupils from Nursery to year 6 and staff in main building and annexe	Executive Head Teacher: Mrs Lindsey Oscroft ██████████ Chair of Governors: L. Granelly ████████████████████

7. Places

Once places of safety and locations have been identified, please notify CSW as this information will assist ongoing planning arrangements.

7.1 Office Location for Control Centre

Venue	Facilities	Contact information/ Instruction for Access
<p>Wellesbourne & Walton Parish Council office 2 School Road CV35 9NR</p>	<p>Office Kitchen Small meeting room</p>	<p>Lynda Scriven (clerk) 01789 841434 Anne Prior (Chair) 01789 842103 [REDACTED]</p>
<p>Wellesbourne Sports & Community Centre Loxley Close CV35 9RU</p>	<p>Office Kitchen Large meetings rooms</p>	<p>Anne Prior (trustee) Dene Holloway (manager) 01789 842406</p>

7.2 Rest Centre venues (activated by Parish Council)

A rest centre is set up to provide temporary accommodation for people who have been affected by an emergency and is intended to provide basic care for a short period while the incident is dealt with. In some situations school buildings and/or community facilities may be requested to act as rest centres.

Name and address	Facilities	Contact information/ key holders
Wellesbourne Sports & Community Centre Loxley Close CV35 9RU	Capacity: 100 people Large room; Upstairs room; Water; Electricity; Kitchen; WCs & showers (inc. disabled access); Parking; Area for Pets; Office	01789 842406 (venue) Key holders: Anne Prior 01789 842103 / 07891 469320 [REDACTED]
Wellesbourne Village Hall School Road CV35 9NF	Capacity: 120 people Large room (100); Smaller room (20); Water; Electricity; Gas; WCs (inc. disabled access); Parking; Area for Pets	Keyholders: [REDACTED] [REDACTED]
St Peter's Church Rooms Church Street CV35 9LS	Capacity: 100 people (large room), 40 people (small room) Metered gas, water, electricity. Kitchen; car park; office	Church office [REDACTED] [REDACTED] [REDACTED] [REDACTED] Key holders: [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Methodist Church School Room 9 Bridge Street CV35 9QP	Capacity: approx. 100 people 2 rooms; gas; electricity; kitchen; toilets	Key holder: [REDACTED]

7.3 Defibrillator locations

Location of defibrillator	Usage notes
1. Parish Council office, 2 School Road	Office hours ONLY 01789 841434
2. Hastings House Medical Centre, Bridge Street	Office hours ONLY 01789 840235
3. WSCC, Loxley Close CV35 9RU	Accessible 24/7 Follow the Instructions
4. GWS Garage, Warwick Road	Accessible 24/7 Follow the Instructions
5. Dentist Willow Drive	Office hours ONLY
6. Fire Station	Office hours ONLY
7 Wellesbourne C of E School Mountford Close, CV35 9QG	Office hours ONLY 01789 840311

7.4 Helicopter/ Air Ambulance Landing sites

Location of landing site	Contact details if applicable
Wellesbourne Airfield	[REDACTED]
The Green, off Frost Road	01789 841434 (Parish Council)
Wellesbourne Primary School, Mountford Close	01789 840311
Dovehouse/Hammerton Way West intersection	01789 841434 (Parish Council)
Mountford Sports Field	01789 841434 (Parish Council)
Ettington Park Estate Open Space	01789 841434 (Parish Council)
Dovehouse Community Land	01789 841434 (Parish Council)
Grounds of Walton Hall	[REDACTED]

7.5 Emergency Service Local HQs

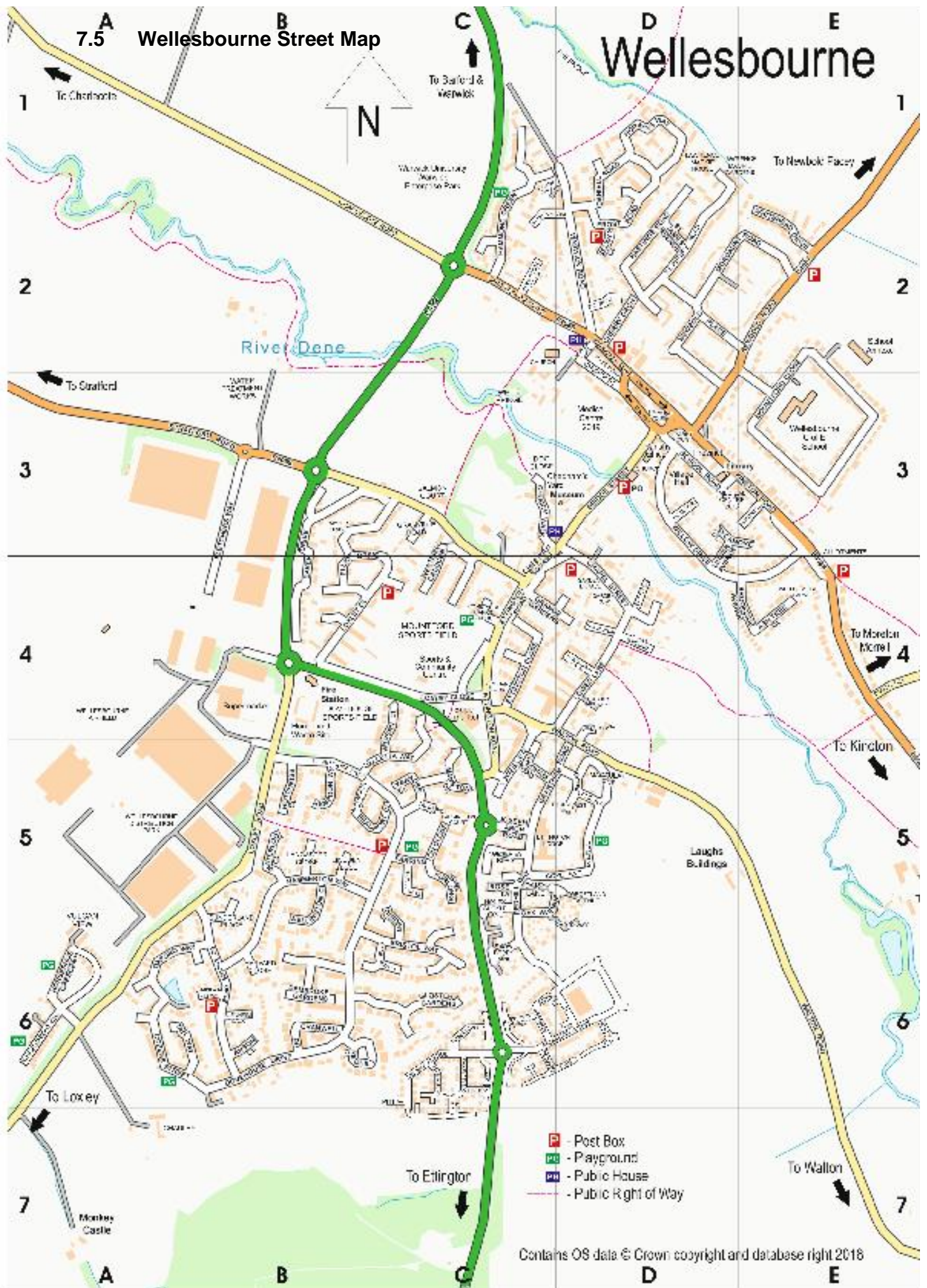
Organisation	Details
Warwickshire Police Headquarters	01926 415000
Stratford upon Avon Police Station, Rother Street	01789 414111
Wellesbourne Safer Neighbourhood Team (local police)	01789 444600
Warwickshire Fire & Rescue HQ	General enquiries: 01926 423231
Wellesbourne Fire Station Loxley Road CV35 9JL	01789 841629 Watch Commander: Andrew McKelvie
West Midlands Ambulance Service	01926 881331
Warwickshire & Northamptonshire Air Ambulance	0300 3045 999

7.5 Local food shops and catering outlets

See also the 2018 Index of Shops & Amenities for details of local food suppliers.

In the event of a rest centre being opened and people needing food and drink, CWS Resilience will aim to send trained volunteers to assist and put in place their crisis purchasing arrangements. If food/drink is purchased for use during an emergency other than through this system, do not assume the costs will be reimbursed.

Supermarkets	
Co-operative Food Centre	Loxley Close 01789 840861 <i>Stratford (Wordsworth Avenue)</i> 01789 295815
Sainsbury's	Loxley Road 01789 273 820
One Stop Shops	Bridge Street 01789 840286 Newbold Road 01789 840950
Tesco	<i>Stratford (B'ham Road)</i> 0845 6779 641 <i>Stratford (Banbury Road)</i> 0845 6757 174
Waitrose	<i>Stratford (Shipston Road)</i> 01789 263465
Morrisons	<i>Stratford (Alcester Road)</i> 01789 267675
Food shops	
Maypole Butcher	The Precinct 01789 840437
West's Bakery	Warwick Road 01789 840252 / 01789 842567 (<i>M.J. Lane</i>)
Cafés	
Coffee Stop	The Precinct 01789 470800 (<i>A Fletcher</i>)
Touchdown Café	Airfield 01789 470575 (<i>T A Timms</i>)
Garden Shed	01789 507619
Food premises with rooms	
Stag's Head	Chestnut Square 01789 840266
King's Head	Warwick Road 01789 840206



8. Resources

8.1 Emergency Box

Locations:	
1. Parish Council Office, 2 School Road CV35 9NH	
2. Wellesbourne Sports & Community Centre, Loxley Close CV35 9RU	
Contents: <i>(delete/add as appropriate)</i>	Update Frequency:
WWPC Community Emergency Plan	Annually
Pre-Printed Copies of Templates (reproduced from Appendix) <ul style="list-style-type: none"> • Emergency Centre Registration Form x20 • Incident Recording Forms x20 	Annually or after incident
Local Street Map large A2/A3	Three years or if any changes have occurred e.g. due to new housing
Index of Shops and Amenities	Bi-Annually
First Aid Kit	Annually or after incident
Stationery: <ul style="list-style-type: none"> • Pens, pencils, clipboard, paper • Plastic document wallets x5 • Notebooks A6, A5, A4 x2 • Roll of Sticky white labels 	Replace as necessary
Personal Protective Equipment: <ul style="list-style-type: none"> • Work and protective gloves • ID Badges • High Vis tabards, • Waterproof jacket/trousers 	Replace as necessary
Wind up Torch	Annual test. Replace as appropriate
Candles and lighter/matchers	Annually or after incident
“Space” blankets	Three – Five years
Loud Hailer (WWPC box only)	Annual test. Replace as appropriate
Walking/probing pole (to detect lifted manhole covers during flood)	Annually or after incident
Tea, Coffee and Sugar	Check Best Before Date annually and restock after incidents

8.2 Local Suppliers and Contractors

Suppliers and Contractors	Details
Plumbers	See Wellesbourne Index of Shops & Amenities 2018
Electricians	
Builders	
Builders Merchant	
Mechanic	
Carpenters	
Local Shops	
4x4's / Tractor Owners	

8.3 Local Flooding Information and Resources

Local Flood Warnings:	Details
River Level Wellesbourne	flood-warning-information.service.gov.uk/station/2029
River Level Walton	flood-warning-information.service.gov.uk/station/9078
River Level Stratford upon Avon (with 36 hours forecast)	flood-warning-information.service.gov.uk/station/2046#flood-warning
Register for Flood Warnings:	fws.environment-agency.gov.uk ffc-environment-agency.metoffice.gov.uk

Local Flood Information	Details
Details of local Flood Action Group (if established)	Contact via [REDACTED] Worcestershire and Warwickshire Community Flood Officer and National Flood Forum representative [REDACTED] Council representative Cllr James Harte
Details of sandbags held within the Parish	Small number held at WWP office, issued 10 per household upon request Charlecote Garden Centre will fill 300 off available annually via Stratford District Council have to be collected and stored
Details of other sandbag suppliers	[REDACTED] Wellesbourne Builder/Volunteer willing to coordinate local support to residents sand delivery and filling [REDACTED] Jewson, Wharf Road, Avon Industrial Estate, Stratford upon Avon 01789 296211 Travis Perkins, Maybrook Industrial Estate, Maybrook Road, Stratford upon Avon 01789 415243 Bailey's Buildbase, 3-5a Princes Drive, Kenilworth 01926 851155

Appendix 2 – Example of Emergency Committee Meeting Agenda

Date:	
Time:	
Location:	
Attendees:	

1.	Current Situation/Urgent Issues <ul style="list-style-type: none"> – Complete Community Situation Report to assess the situation.
2.	Establishing Contact with CSW Resilience/Emergency Services <ul style="list-style-type: none"> – Confirm CSW Resilience have been notified of plan activation. – Agree who will brief CSW Resilience/Emergency Services - use the completed Community Situation Report as a briefing tool.
3.	Discuss Any Safety Advice Given <ul style="list-style-type: none"> – Brief Committee on what advice has been given by CSW Resilience/Emergency Services – Agree how to communicate messages to the community
4.	Agree What Actions Can Be Safely Taken <ul style="list-style-type: none"> – Establish what actions can be taken – Who will carry out agreed actions – Any resource requirements – Agree Comms method for the Emergency Committee (WhatsApp?)
5.	Confirm All Actions Are Being Completed On The Emergency Action Card (<i>page 5 of the Community Emergency Plan</i>)
6.	Any Other Issues
7.	Next Meeting Time and Date (<i>if applicable</i>)

Appendix 3 – Community Situation Report

These headings can be used to brief responding agencies initially or during an incident. Emergency services may ask for the information to be delivered in the M/ETHANE format. Due to the information required from Parish/Town Councils, this form has been adapted to deliver ETHANE messages. **IF RISK TO LIFE DIAL 999**

REPORT NUMBER	
DATE AND TIME	
REPORTED BY	

E Exact Location of Incident	
T Type of Incident	
H Hazards	
A Access – safe access into the area and any known blocked routes	
N Number of Individuals Affected, including <ul style="list-style-type: none"> • Number of domestic properties affected • Number of persons in emergency accommodation] • Areas with utilities issues 	
E Emergency Services on the scene	
ONGOING TASKS	
RESOURCE REQUIREMENTS	
ANY OTHER INFORMATION	

INFORMATION PASSED ON (List which agency received it and when)	
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Appendix 4 – Information Sheet for Emergency Rest Centre Users

Please read this sheet; it contains important information to help you during your stay at the Emergency Rest Centre.

If you have any questions, please ask any of the staff. Let us know if you would like to volunteer to help while you are here.

This Emergency Rest Centre is located at

.....

Phone Number:

The Centre Co-ordinator is.....

assisted by **and**.....

Please follow any advice or instructions given to you by the team.

Registration

When you arrive, please register at the Registration table. You do not have to, but we recommend it, as it helps staff to meet your needs and to help any family or friends who are looking for you. Any information you give, including medical details, will be confidential and will only be kept for as long as it is needed.

Medication, injuries and special needs

Tell a member of staff straightaway if you:

- take medication but have not got it with you
- need help to take your medication
- are pregnant or have a medical condition that might need urgent care, such as a heart condition or recent operation
- have any special dietary requirements, allergies or mobility problems

Children

If you have children with you, we ask you to be responsible for their whereabouts and welfare. Please do not ever leave children unattended.

Pets

If you have a pet or pets with you, tell a member of staff. If we cannot accommodate them here, we will help find a temporary home for them. Your Registered

Guide/Hearing Dog can stay with you.

Belongings

You are responsible for your belongings while you are here. Please keep valuable items with you.

Situation updates

Look on the noticeboards for updates and news about the emergency.

Notifying family or friends

We recommend you call one family member or friend to let them know where you are, and ask them to notify others who may be worried about you.

Smoking and alcohol

Do not smoke or drink alcohol anywhere inside the Rest Centre.

Problems and complaints

Please direct all comments regarding the Rest Centre operation to the Co-ordinator.

News/media

Any journalists who visit the Rest Centre must ask your permission before asking questions or taking photographs of you. You do not have to agree. Please report any problems or questions regarding the media to the Rest Centre Co-ordinator.

