

Community Emergency Plan for Charlton Kings civil parish

Approved at Full Council meeting on
23rd August 2021 by Council Minute
103/21/22

1 PURPOSE

Our aim is to help and support people in Charlton Kings in the event of an emergency, by offering:

- safe places for people to meet
- links and information about emergency and local authority services, and support in dealing with them

We recognise that preparedness is very important, so we seek also in this document to:

- identify the risks to the community and relevant response actions
- identify vulnerable people / groups in the community
- identify resources in the community available to assist during an emergency
- provide key contact details for the Community Response Team, Key Community Resources, the Emergency Services and Local Authorities

2 COMMUNITY RESPONSE GROUP (CRG)

Name	Tel:	Email:	Postal address
Administrative Assistant (Debbie Dockree)	01242 250087 07487 253678	admin@charltonkingsparishcouncil.gov.uk	26 Church Street, Church Piece, Charlton Kings, Cheltenham, GL53 8AR
Parish Clerk (Joanna Noles)	01242 250087 07856 222107	clerk@charltonkingsparishcouncil.gov.uk	26 Church Street, Church Piece, Charlton Kings, Cheltenham, GL53 8AR
Administrative Officer (Helen Johnston)	01242 250087 07792 857620	officer@charltonkingsparishcouncil.gov.uk	26 Church Street, Church Piece, Charlton Kings, Cheltenham, GL53 8AR
Rob Williams (Chair)	07747633967	rob.williams@charltonkingsparishcouncil.gov.uk	26 Church Street, Church Piece, Charlton Kings, Cheltenham, GL53 8AR
Ian Gosling (Parish Councillor)	07711 824284	ian.gosling@charltonkingsparishcouncil.gov.uk	26 Church Street, Church Piece, Charlton Kings, Cheltenham, GL53 8AR

3 POSSIBLE EMERGENCIES AND RISK ASSESSMENT

Risk assessment of the types of emergencies that would have an impact on our community and how local emergency planning could help

Type of emergency	Potential risks	Actions to address those risks
Traffic accident at key junction – Sixways traffic lights/All Saints traffic lights/Cirencester Road-Lyefield Road traffic lights.	Travellers in the queues behind are stuck for some hours.	Inform police: identify alternative routes, including ones appropriate for HGVs, and Open up Places of Safety (Stanton Hall/Kings Hall) for tea, coffee, toilets
Road and property flooding along the R. Chelt and its streams.	Potential risk to life of cars trapped in flood waters. Residents isolated from homes.	Inform emergency services as situation develops. Open Places of Safety (Stanton Hall/Kings Hall)
Major snow event blocking London Road/Cirencester Road.	Major traffic delays including to emergency vehicles in and out of Cheltenham.	Mobilise volunteers to clear blockages. Open Places of Safety (Stanton Hall/Kings Hall) if situation persists.
Gas explosion in residential property.	Disruption to families after emergency services have closed the initial event.	Open Places of Safety (Stanton Hall/Kings Hall). Collect materials –food, bedding, etc.
Collapse of NHS emergency	All residents potentially at	Open Places of Safety (Stanton Hall/Kings Hall).

<i>services.</i>	<i>risk.</i>	<i>Mobilise local, qualified voluntary medical teams.</i>
<i>Flooding</i>	<i>Residents potentially at risk</i>	<i>Support people as needed, mobilise volunteers, offer place of safety, particularly for children</i>
<i>Water Shortage</i>		<i>Stanton Hall/Kings Hall available to STW as a place to convene for supplies of water, including bottled water</i>

4 ACTIVATION OF THE PLAN

In the event of an emergency, even an anticipated one, the Community Response Group will seek to consult with the **District Emergency Planning Liaison Officer** (DEPLO) at Cheltenham Borough Council on 01242 264177 or 07467 681059 before putting the plan into operation in the ways that are appropriate and necessary.

5 COMMUNITY RESOURCES

This table shows the volunteers who have indicated that they are prepared to help in the event of an emergency, and in what ways.

Name	Contact	Offer of help/ resources
Charlton Kings Parish Council	Parish Clerk (Joanna Noles)	<ul style="list-style-type: none"> • Places of Safety (Stanton Hall & Kings Hall). • Volunteer resources via networks • Food resources • Storage for STW emergency bottled water supplies • Equipment

The information in this list is restricted to the Community Response Group. It is not for general distribution. Unrestricted copies of the Plan may be made available by deleting this contact list before distribution. Please send an **electronic** copy of the **unrestricted emergency plan** to the **District Emergency Planning Liaison Officer** at emergencyteam@cheltenham.gov.uk

6 EMERGENCY BOX

A box or cupboard containing equipment that may be useful in an emergency (e.g. High-Viz vests, First Aid Kit, Torches, a submersible and portable pump, inflatable mattresses and sleeping bags?) is stored at the following location:

Emergency Box Location (address)	Contact Name(s) (for access to box)	Telephone No.
NOT HELD		

7 LOCAL PLACES OF SAFETY

Although it is a responsibility for district councils to provide an emergency Rest Centre, we would aim to offer temporary and initial places of safety within the community for visitors or residents evacuated from their homes. The Community Response Group will contact the keyholder / other volunteers as necessary.

Place of Safety (address)	Contact Name(s)	Telephone No.
Stanton Hall , Church Piece, Charlton Kings	Parish Clerk or other named contact.	01242 250087 (or as above).
Kings Hall , Church Piece, Charlton Kings.	Parish Clerk or other named contact.	01242 250087 (or as above).

8 ANIMAL WELFARE

In an emergency, residents who have been evacuated will want to keep their pets with them, but if circumstances don't allow for that, then the local authorities will seek to facilitate arrangements with animal welfare organisations to look after pets, or to inform them that it has not been possible to take pets from the property, so that arrangements can be made for their welfare.

9 LOG

During an emergency, volunteers will keep a record of actions taken and enter them in a central log (example Log Sheet attached) and this will provide an important resource for providing an overview, and for evaluating and planning as the situation unfolds.

10 COMMUNICATION AND CONTACTS

Contact details for statutory authorities, emergency services can be found below.

Organisation	Tel:	Website:
Emergency Services	999	
Cheltenham Borough Council	01242 262626	www.cheltenham.gov.uk
Gloucestershire County Council	01452 425 000	www.gloucestershire.gov.uk
Gloucestershire Highways	08000 514 514	www.gloucestershire.gov.uk/highways
NHS Glos	0300 421 1500	www.glospct.nhs.uk
Environment Agency General Enquiries	08708 506 506	www.environment-agency.gov.uk
Environment Agency Floodline	0845 988 1188	
Severn Trent Water	0800 783 4444	www.stwater.co.uk/
National Grid (Gas Leaks)	0800 111 999	www.nationalgrid.com
Western Power Distribution (Power cuts)	0800 365 900	www.westernpower.co.uk
Other useful numbers	01242 250087	Clerk@charltonkingsparishcouncil.gov.uk

11 PLAN REVIEW AND UPDATE

In order to keep this plan up to date, contact lists will be revised as needed, and the plan reviewed annually by the Parish Council

