

In Case of Emergency...

Community Emergency and Flood Plan: Template

Name of Community:

Cogenhoe & Whiston



Environment
Agency



Northamptonshire
County Council

Distribution List:

Insert the details of community members who have a copy of this plan:

Name	Address	Contact Number(s)	Email Address
Jon Bailey	Chairman Parish Council 31 Church St	01604 891502 07832 792864	
Roger Brown	21 Church St	01604 890925 07775 825801	
Rev Eddie Smith	Rector – Cogenhoe The Rectory, Church Street, Cogenhoe	01604 891166	
Rev Paula York	Rector – Whiston 14 The Leys, Denton	01604 891885	
Ms C Oldham	Acting Head Cogenhoe school York Avenue, Cogenhoe	01604 890380	
Cogenhoe Pre-School	Village Hall, York Avenue, Cogenhoe		

Record of Amendments/Revisions to Plan

Date	Details of amendments/revisions	Amended/revised by

Cogenhoe & Whiston COMMUNITY EMERGENCY AND FLOOD PLAN



WRITTEN BY Deborah Rush

DATE WRITTEN Jan 2016

DATE OF LAST AMENDMENT [insert date]

A. Community Emergency Planning and Response Group

Name	Position on CEPR e.g. Flood Warden/Community Volunteer	Address	24 hr Contact Number(s)
Jon Bailey	Chairman Parish Council	31 Church St	01604 891502 07832 792864
Roger Brown	Councillor	21 Church St	01604 890925 07775 825801
Jean Grubb	Councillor	114 Station Rd	01604 890120
Malcolm Scott	Councillor	12 Whalley Grove	01604 890725
Elizabeth Packer	Village Hall key holder	6 Orchard Way	01604 890636 07748 626681

A.1 Initial Incident Information Form

Initial Incident Information Form

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

CALL INFORMATION

Date: → Time: → Your Name:

Callers Name: → Callers Telephone Number(s):

Callers position (role): → Callers email address:

Name of Community: → Callers Location:

INCIDENT DETAILS

Police Incident Number: → Fire Incident Number:

Location:

Estimated casualties (if any):

Hazards and road blockages:

Description of incident:

Lead Organisation: → Contact Name & Number:

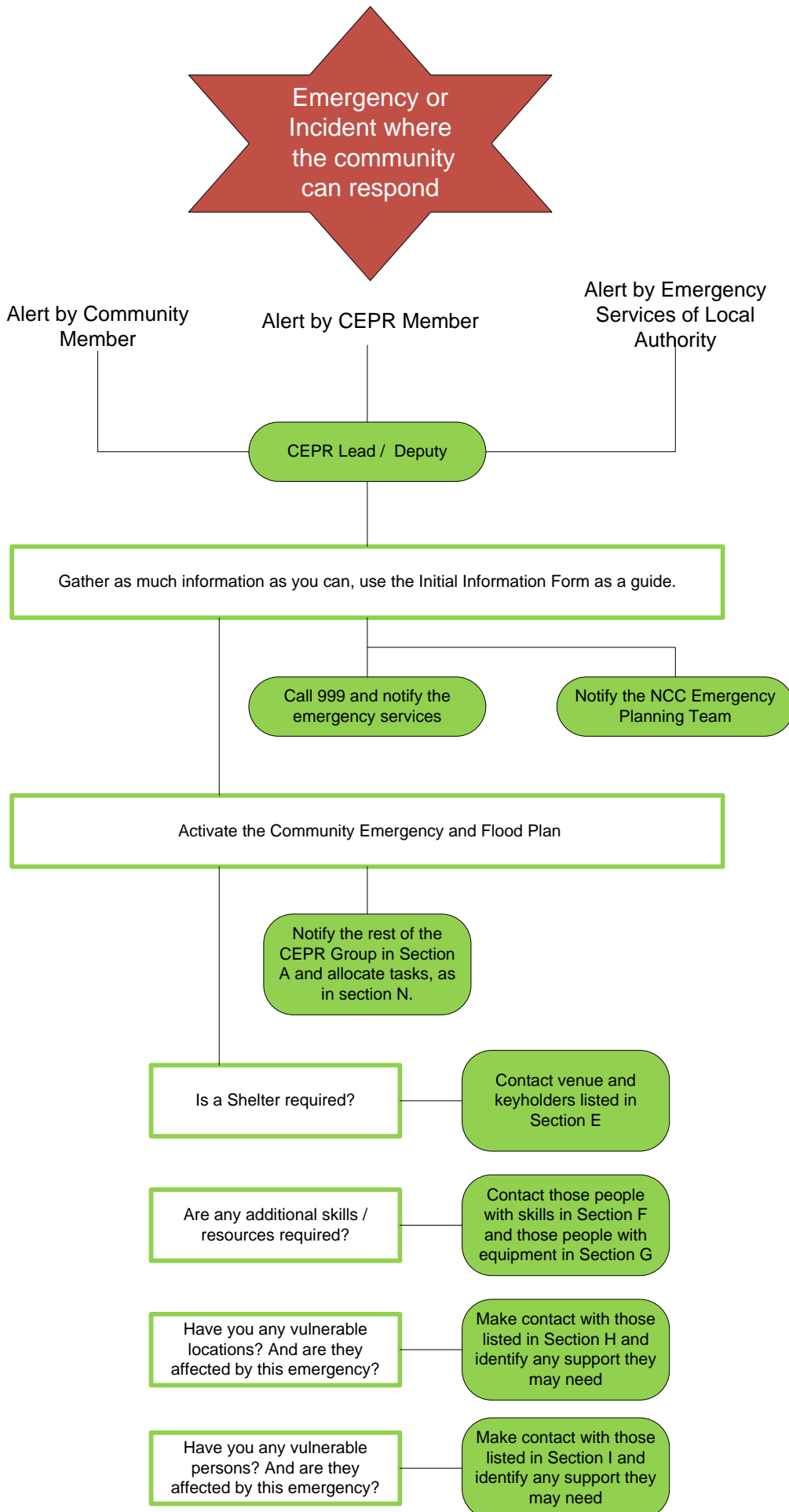
Other Responding Organisations:

Initial Actions/Requests:

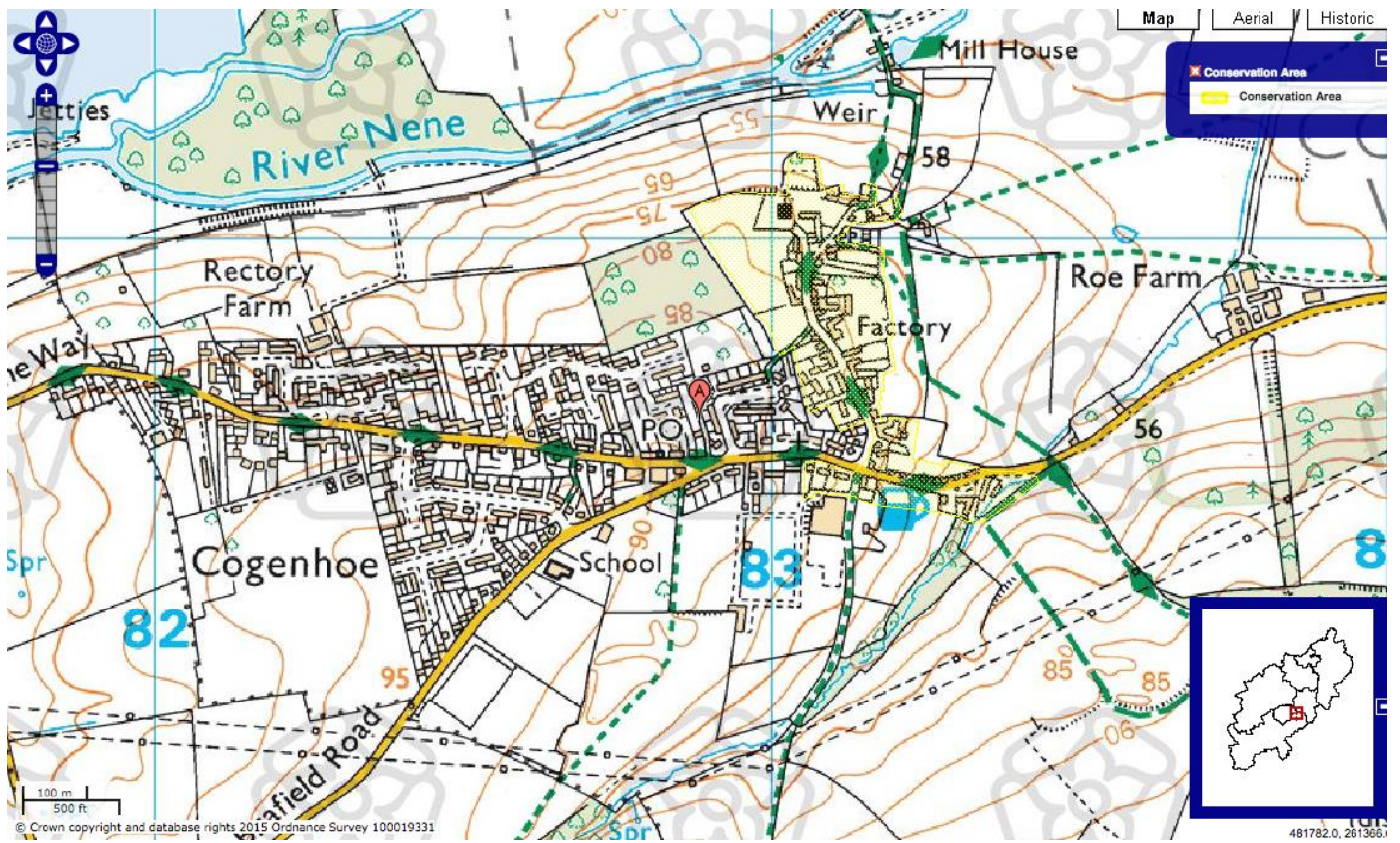
INCIDENT LOG

Date	Time	Action

A.2 Activation Chart



B. Map of Community



Whiston

C. Pictures of Landmarks within Community e.g. Church



D. Local Risks

Local Risk (amend as appropriate)	Historic date	Location/example
Flooding	2016	Caravans near river
Fire		
Loss of Electricity	Occasional interruptions	Due to overhead power lines
Loss of Water supply/contamination/sewerage		
Plane Crash		
Tanker Explosion/Crash		

Flood Alerts	Quick Dial Codes	Areas covered by Flood Alert	Actions this will trigger
River Nene		Cogenhoe Caravan site	Homelessness

Flood Warnings	Quick Dial Codes	Areas covered by Flood Warnings	Actions this will trigger

E. Shelters/Temporary Reception Centres

Premises	Village Hall	
Key Holder Name	Address	24hr Contact Number(s)
Jon Bailey Elizabeth Packer	31 Church Street 6 Orchard Way	01604 891502 07832792864 01604 890636 07748 626681
Other Information:		

Premises	St Peter's Church / St. Peter's Centre	
Key Holder Name	Address	24hr Contact Number(s)
Rev Eddie Smith	The Rectory, Church Street, Cogenhoe	01604 891166
Other Information:		
Mr Rod Goldswain 116 Station Rd, Cogenhoe 01604 890278		

Premises	St Mary the Virgin, Whiston & Parish Hall, Whiston	
Key Holder Name	Address	24hr Contact Number(s)
Rev Paula York	14 The Leys, Denton	01604 891885
Other Information:		
Mrs C Pitts Stoneleigh, Whiston 01604 891854 Mrs J Graves Church View, Whiston 01604 891186		

Premises	Cogenhoe Primary School	
Key Holder Name	Address	24hr Contact Number(s)
Ms C Oldham Acting head	York Avenue, Cogenhoe	01604 890380

Other Information:

Mr John Archer Site Supervisor Contact number 07939 409234

F. Skills within the Community e.g. Doctors, Nurses, WI

Name	Experience/Qualification	Address	24hr Contact Number(s)
Dr R Savage	Retired GP	44 Station Road	01604 890703.
Jean Grubb	Retired Health Visitor & first aid lecturer.	114 Station Rd	01604 890120
Chris Blundred	Paramedic	17 York Avenue	01604 891097
Sean Foster	Police Dog handler	19 York Avenue	0797 9511438
Robert Monk	Policeman First Aid trained	11 Watts Close	07734 352168 01604 890503

G. Equipment within the Community

Equipment	Name	Address	24 hr Contact Number(s)
Robert Monk	RIB dinghy and a 4x4 vehicle	11 Watts Close	07734 352168 01604 890503

H. Vulnerable Locations

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

Location	Address

I. Vulnerable Persons

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

Name	Address	Support Required	24 hr Contact Number(s)

J. Neighbouring Parish Council Contacts

Parish	Contact Name	Telephone	Website / Email Address
Billing	Sue Harris	01604 402756	clerk@billingparish.co.uk
Brafield	V Hartley	01604 858360	
Grendon	Deborah Rush	07985 956600	Clerk@grendon-pc.org.uk
Little Houghton	Jim Cudmore	01604 899119	jimcudmore@littlehoughtonparishcouncil.gov.uk

K. Useful Local and Private Companies

Service Type	Business Name	Telephone	Website / Email Address

L. Local Council Contact Details

Switchboard	01327 322322
Abandoned vehicles	Street Doctor (emergency 0300 1261000)
Air pollution & quality	01327 322322
Dog warden	Animal & Pest control 01327 322326
Gritting	NCC
Planning enforcement	01327 322237
Public rights of way	Terry Coles 01604 890158 / 07742 858314
Road and highway repairs	Street Doctor (emergency 0300 1261000)

M. Emergency Contact Details

Name	Telephone Number	Name	Telephone Number
Emergency Services	999 / 101	Water Leaks	0800 771 881
Environment Agency Incident Hotline	0800 80 70 60 (24hrs)	Highways Agency Information Line	0300 123 5000
Environment Agency Assistant Flood Warning Duty Officer	07733 308424 (24hrs)	Police counter-terrorism hotline	0800 729 381
Non-Emergency line to Northants Police	191	Crime Stoppers	0800 555 111
Gas Leaks	0800 111 999	NHS	111
Power cuts	105	RSPCA	0300 123 4999

Northamptonshire County Council Emergency Planning Duty Officer

Pager	07659 145277
Mobile Phone	07885 292851

N. Communications

BBC Radio Northampton	104.2/103.6 FM
Connect FM	97.2 FM and 107.4 FM
Heart FM	96.6 FM
Twitter e.g. EA, NCC, Police	NCC EP Team @NorthantsEPTeam Northants Police @NorthantsPolice The EA @EnvAgency Met Office @MetOffice Highways Agency @HAAgency Northants Fire @NorthantsFire

Websites e.g. EA, NCC, Police	www.environment-agency.gov.uk www.northamptonshire.gov.uk/emergencies www.metoffice.gov.uk www.northants.police.uk www.northamptonshire.gov.uk/en/councilservices/fire/fireandrescue www.highways.gov.uk
Our communications channels	

Action	CEPR Person Responsible
<ul style="list-style-type: none"> • Call NCC 	Jon Bailey / Roger Brown
<ul style="list-style-type: none"> • Call Environment Agency 	Jon Bailey / Roger Brown
<ul style="list-style-type: none"> • Listening to radio 	Elizabeth Packer
<ul style="list-style-type: none"> • Checking websites 	Jeremy Cunnington
<ul style="list-style-type: none"> • Monitoring social media 	Jeremy Cunnington
<ul style="list-style-type: none"> • Door-knocking (list streets/areas as appropriate) 	As councillor responsibility list
<ul style="list-style-type: none"> • Using loud-hailer(list streets/areas as appropriate) 	
<ul style="list-style-type: none"> • Contacting vulnerable people/locations 	PC areas of responsibility list
<ul style="list-style-type: none"> • Keeping notice boards updated 	PC representatives as applicable
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	

O. Generic Emergency Action Check List

Action	Tick when Complete	
1	If an emergency is reported to a member of the CEPR by the community and it is possible that the emergency services are not aware, call 999 as soon as possible (see Section A.1 above) for additional information to give)	
2	Contact and inform the Northamptonshire County Council and the Environment Agency. Take note of any safety advice given to you and discuss at the CEPR meeting.	
3	Keep a decision/action log and record the following: <ul style="list-style-type: none"> • Any decisions you have made • Who you spoke to and what you said • Any information received 	
4	Contact the other members of the CEPR (see Section A for contact details) <ul style="list-style-type: none"> • Those specifically under threat • The Parish Council via the Parish Clerk • Volunteers and key holders as appropriate 	
5	Organise a CEPR meeting in a venue, which is safe from the emergency with safe access routes. Refer to the agenda on page 6 of the guidance , before undertaking any actions.	
6	Decide actions to undertake e.g. consider the need for: Setting up a Parish Shelter, visiting and checking on vulnerable people, providing a soup kitchen, a warm place, distributing sandbags, providing blankets.	
7	Decide how to inform the community of the emergency and actions being undertaken. Inform the community of any advice given to you from the County/District/Borough Councils, Environment Agency or the emergency services. Request the community to tune into the local radio.	
8	Inform the County Council of any decisions that have been made.	
9	Remember to regularly liaise with the County/District/Borough Council and the Environment Agency to maintain the safety of the community.	

Other information

Other information

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

If you require any further information please contact the
Northamptonshire Emergency Planning Team:

www.northamptonshire.gov.uk/emergencies

emergencyplanning1@northamptonshire.gov.uk

0300 126 1012

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.

In Case of Emergency... has been developed in partnership with the
Northamptonshire Local Resilience Forum

LRF
Northamptonshire
Local Resilience Forum

www.northamptonshire.gov.uk/emergencies