



Community Emergency Plan

Parish/Ward/Town: Long Preston

Last Review Date: 26th April 2017

Lead Contact: Chairman Nick Tyrer



Contents

i. Record of Amendments	7
ii. Distribution List	9
iii. Key Community Contacts	11
iv. Contact pyramid	12
v. Emergency Box	14
Section 1: Community Profile	16
1.1 Map of Area covered by this CEP (incl flood zones if applicable)	16
Intentionally Blank Page	17
1.2 Population	18
1.3 Community Key Access Routes (including main bridges)	18
1.4 Main Rivers within the area	18
1.5 Becks within the area	18
1.6 Available Networks within the Community	18
1.7 Local Radio	19
1.8 Neighbouring Communities: Contacts	19
1.9 Methods for warning and informing Your Community	20
Section 2: Community Risks	21
2.1 Local Risks and Plan Triggers	21
2.2 Vulnerable Establishments	22
2.3 Vulnerable People (or people who may need additional assistance) ..	22
2.4 Areas Subject to Flooding (all types) (see location map)	24
2.5 Flood Alerts and Warnings (QUICK DIAL NUMBER ###)	24
Section 3: Rest/Welfare Centre	25
3.1 Rest/Welfare Centre	25
Section 4: Community Resources/Assets	28
4.1 Local resources	28

4.2	Emergency Volunteers	30
Section 5: Contact Details – Useful Organisations		32
Section 6: Incident Check Sheets		37
6.1	Community Emergency Team Agenda.....	39
6.2i	Generic Emergency Procedure	40
6.2ii	Flood Emergency Procedure	43
6.3	Rest/Welfare Centre Check Sheet	46
6.4	Data Protection – Consent Form.....	48
6.5	Post Incident Debrief form.....	50

YOUR COMMUNITY PLAN

i. Record of Amendments

It is vital that you review and exercise your emergency plan regularly to ensure that it is up-to-date and fit for purpose.

Ensure any amendments are recorded here and please notify the Emergency Planning Unit (EPU) at North Yorkshire County Council (NYCC) immediately of any changes.

Amendment list

Date	Details of Amendment	Name
2015	First Draft	
Sept 2016	Plan Update	Paul Morley and RD
26/4/17	Plan Update	Paul Morley

Training and Exercising

Date	Training / exercise summary	Name

Community Emergency Plan (CEP)

ii. Distribution List

NAME	ADDRESS	CONTACT INFORMATION
Long Preston Parish Council	Held in emergency kit	07950 547656
Craven District Council	Distribute via NYCC Emergency Planning	01756 700600 Out of hours: 0300 456 4594
North Yorkshire County Council Emergency Planning Unit	County Hall Northallerton DL7 8AD	Telephone: 01609 532246 Fax: 01609 780733
Environment Agency Yorkshire and North East	Coverdale House Amy Johnson Way Clifton Moor York	Telephone: 01904 692296
Settle Police Station & North Yorkshire Police Control Room	DukeStreet j/w Chapel Street, Settle BD24 9DU Fulford Road York	Telephone: 101 Telephone: 101
Settle Fire Station North Yorkshire Fire and Rescue Service Control Room.	Kingsmill Lane Settle BD24 9BS Thurston Road Northallerton DL6 2ND	01729 822261 Telephone: 01609 780150

Community Emergency Plan (CEP)

Yorkshire Ambulance Service Control Room	Springhill Brindley Way Wakefield 41 Business Park Wakefield WF2 0XQ	Telephone: general enquiries 0845 124 1241
---	---	---

NYCC to distribute plans as appropriate####

iii. Key Community Contacts

Those who have volunteered should understand their roles and responsibilities.

Lead and Deputy for Community Emergency Team

<i>Name</i>	<i>Address</i>	<i>Contact Number(s)</i>
LEAD: Nick Tyrer	Ingle House 23 Main Street Long Preston BD23 4ND	01729 840798 07968 582789
DEPUTY: Paul Morley	16 Ribblesdale Estate Long Preston BD23 4RD	01729 840065 07738 698195

Community Emergency Team

<i>Name</i>	<i>Role</i>	<i>Address</i>	<i>Contact Number(s)</i>

Initial Meeting Location / Community Control Centre

Address:	Contact Information
Long Preston Village Hall The Green Long Preston BD23 4	Stewart Robertshaw 01729 840554 Elaine Clayton (caretaker) 01729 840786

Backup Meeting Location

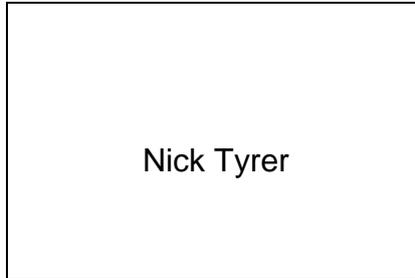
Address:	Contact Information
The Maypole Inn Main Street Long Preston	Licensee: 01729 840219

BD23 4PH Boars Head Main Street Long Preston	Licensee: 01729 840217
---	------------------------

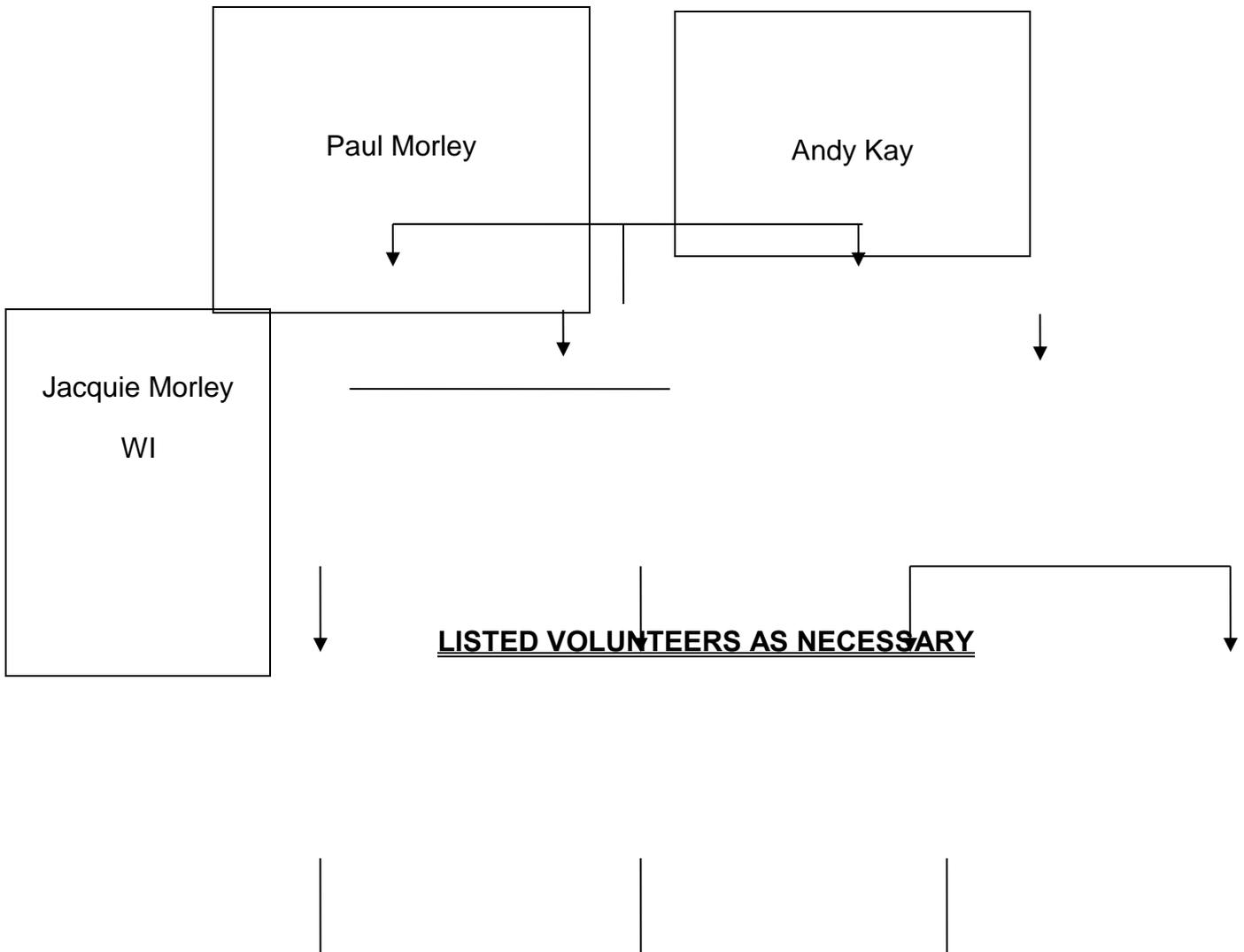
iv. Contact pyramid

A contact pyramid setting out a quick and efficient method to coordinate communications and easily spread information amongst your community, especially your Community Emergency Team (CET).

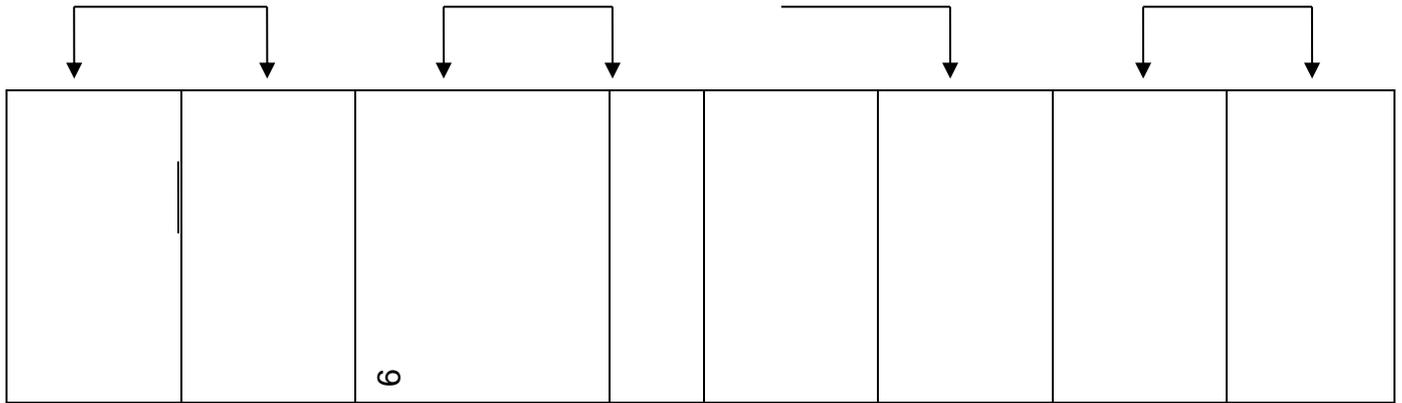
The pyramid works by the person at the top of the pyramid, usually the Lead/Deputy, contacting down the pyramid, and the next two people directly so on, until every person in the pyramid has been contacted. Where a person is absent, the person above should move down a level.



person at the top of the Lead/Deputy, contacting down the pyramid, and the next two people directly so on, until every person in the pyramid has been contacted. Where a person is absent, the person above should move down a level.



Community Emergency Plan (CEP)



Stewart
Robertshaw
Village Hall

John Goodall
↓
Dave Inglis

John Sturgess

v. Emergency Box

Communities should prepare and maintain an emergency box. It is important that the box be kept in a secure building that could be accessed by an appropriate community member during an incident.

Set out below is the location and contents of your community's emergency box:

Location	
Address:	Contact Information
Long Preston Village Hall	Nick Tyrer Stewart Robertshaw

Contents	
Items	Checklist (tick)
Up to date copy of this plan	Y
Hi Viz Vests	
First Aid Kit	Y
Maps of the area <ul style="list-style-type: none"> • 1:50,000 OS Landranger Series No ### • 1:25,000 Explorer Series no ### 	
A0 maps of community (including flood zones)	
Copies of simple forms <ul style="list-style-type: none"> • Incident Log • Registration form • Volunteer form 	Y Y Y
Torch (Wind up/Battery powered + spare batteries if req'd)	
Radio (Wind up/Battery powered + spare batteries if req'd)	

Community Emergency Plan (CEP)

Latest copy of the Yellow Pages and/or Thomson Local	
Other (<i>Please specify</i>)...	
NYCC Emergency Kit	Y

Section 1: Community Profile

1.1 Large scale maps provided by NYCCF

Intentionally Blank Page

1.2 Population

Resident Population:- 900	<i>Total:</i>
Maximum Tourist Population:-	

1.3 Community Key Access Routes (including main bridges)

A65 from Hellifield (bridge over railway and Long Preston Beck)

A65 from Settle (road goes beneath railway bridge at Cleatop)

A682 from Gisburn (bridge over railway at Knowles Cottages)

B6478 from Wigglesworth to Long Preston (roads crosses the Ribble at Cowbridge and Long Preston Beck at Mill Lane j/w Back Lane)

1.4 Main Rivers within the area

Ribble - to west of village with large flood plain

1.5 Becks within the area

- Long Preston Beck

1.6 Available Networks within the Community

Listed below are the various mobile telephone networks which are available within your community, (this is especially useful for the emergency services):

Network	Coverage (Good, Average, Poor)
O2	Average
Vodafone	

Community Emergency Plan (CEP)

Orange	
Three	Average
Other:	

1.7 Local Radio

The local radio will communicate relevant public advice so it is important to TUNE IN!

Station	Frequency
Drystone Radio	103.5 FM
BBC Radio 2	FM 88-91
Stray	AM 1431

1.8 Neighbouring Communities: Contacts

Listed below are the contact details of neighbouring communities that may be able to provide help and assistance during an emergency:

Parish	Contact person	Preferred method of contact	Community emergency plan? (yes or no)
Hellifield	Mrs Mary Blackwell - Clerk	01729 824230 hellifieldpc@gmail.com	YES

Community Emergency Plan (CEP)

Airton	Mr David Ansbro	01729 830451 david.ansbro@btinternet.com	NO
Settle	Ms R Hill - Clerk	01729 823617 clerk@settletowncouncil.org.uk	NO
Rathmell	Belinda Roos	07523 760179	NO
Wigglesworth	Mrs S Wales	01729 840673	NO

Up to date info available via

<http://northyorks.gov.uk/article/23870/Parish-clerks-information>

1.9 Methods for warning and informing Your Community

Listed below are the various local methods for distributing info to the public:

Method	Responsible person / contact
Twitter	
Facebook	
Website	www.longpreston.info Andy Kay
Noticeboards	John Goodall
Other:	

Section 2: Community Risks

2.1 Local Risks and Plan Triggers

Recorded below are various known/potential hazards and threats which could affect your geological area. - e.g. main roads, severe weather- snow etc, rail lines, aircraft, power plants.

Hazard	Location / Details	Action Sheet
Flooding		
Severe weather		
Power failure		
Industrial accident		
Transport accident		

For information on your local risks you can download your community risk register at:

<http://www.emergencynorthyorks.gov.uk/index.aspx?articleid=11778>

2.2 Vulnerable Establishments

This section lists establishments that may be particularly vulnerable to emergencies such as care homes, schools, caravan parks etc.

Establishment	Address	Contact No(s).
Knowles Cottages	By Bridge End	

2.3 Vulnerable People (or people who may need additional assistance)

Name	Address	Contact No.
------	---------	-------------

Community Emergency Plan (CEP)

2.4 Areas Subject to Flooding (all types) (see location map)

Location [Street/Road/Estate]	Post Code or Grid Reference	Extent/ Other information	Properties Affected	
			Which Properties	Total

2.5 Flood Alerts and Warnings (QUICK DIAL NUMBER ###)

SYMBOL	MEANING
 <p>FLOOD ALERT</p>	<p>Flooding is possible – be prepared</p> <p>Flood Alert:-</p>
 <p>FLOOD WARNING</p>	<p>Flooding expected – action required</p> <p>Flood Warning:-</p>

 <p>SEVERE FLOOD WARNING</p>	<p>Severe flooding – danger to life</p> <p>Severe Flood Warning:-</p> <p><i>[insert your local severe flood warning codes here]</i></p>
--	---

FLOODLINE NUMBER

(0845 988 1188)

Section 3: Rest/Welfare Centre

3.1 Rest/Welfare Centre

The following building has been earmarked as an appropriate Rest/Welfare Centre in an emergency:

PREMISES
BUILDING: Long Preston Village Hall

<p>ADDRESS: The Green Long Preston BD23 4NU</p>	<p>CONTACT NUMBERS: <i>Tel no: 01729 840554 Stewart Robertshaw</i> <i>01729 840786 Elaine Clayton caretaker</i> <i>Fax no:</i></p>
<p>GRID REFERENCE: SD 83330 58171</p>	

FACILITIES

ESTIMATED CAPACITY: 100

TYPE OF HEATING: Gas central heating

COOKING: Electric oven and microwave

TOILET: Yes

WASHING: Yes

PARKING: Around village green

OTHER (please specify):

KEY HOLDERS

PRIMARY KEY HOLDER	ALTERNATIVE KEY HOLDER
Stewart Robertshaw (Chairman) 01729 840554	

PREMISES

Backup premises - Boars Head public house

Maypole Inn public house

<p>ADDRESS: Both on Main Street</p>	<p>CONTACT NUMBERS:</p> <p><i>Tel no: Boars Head 01729 840217</i></p> <p><i>Maypole Inn 01729 840219</i></p> <p><i>Fax no:</i></p>
<p>GRID REFERENCE:</p>	
<p>FACILITIES</p>	
<p>ESTIMATED CAPACITY: 150 both premises</p>	
<p>TYPE OF HEATING: Central heating and open fires - both</p>	
<p>COOKING: yes</p> <p>TOILET: yes</p> <p>WASHING: yes</p> <p>PARKING: yes</p> <p>OTHER (<i>please specify</i>): Defibrillator at Boars Head - Wifi at both</p>	
<p>KEY HOLDERS</p>	
<p>PRIMARY KEY HOLDER</p> <p>On site</p>	<p>ALTERNATIVE KEY HOLDER</p>

'conditions of use' column.

4.2 Emergency Volunteers

Listed below are individuals who are willing to volunteer their specialist knowledge or practical skills and time during an emergency.

It is extremely important that volunteers understand that during an incident they should:-

- not endanger themselves or others
- assess the risk prior to any activity they undertake
- ensure their contact details are kept up-to-date
- be prepared to act quickly

Name	Volunteer Role / Special Skills	Contact Details (phone/email)
Roy Newhouse	See local resources (4.1)	01729 840649 07831 360569
Dominic Hewitt	Doctor	01729 840661 07970 433373
Duncan Matthew	Doctor	01729 840792 07531 181274
Helen Cressey	Nurse - Outdoor First Aid	01729 840654 07890 693755
Helen Rushton	Nursing	01729 840601 07767 351915
Sheila Grant	Nursing	01729 840007 07760 434126
Ann Jowitt	Nursing	01729 841117 07734 899366

Community Emergency Plan (CEP)

Section 5: Contact Details – Useful Organisations

ORGANISATION	ROLE	CONTACT No.
Local Authorities		
Craven District Council	Manage recovery process- helping return the community back to normality following an incident. Services include:	Switchboard: 01756 700600 Emergency: 01756 700600 Out of hours: 0300 456 4594
North Yorkshire County Council	Manage recovery process- helping return the community back to normality following an incident.	Switchboard: 08458 72 73 74 EPU 01609 532246

Governmental Departments		
Environment Agency	<ul style="list-style-type: none"> • Flooding issues • Deals with emergency repairs and blockages on main rivers and own structures; • Responds to pollution incidents and advises on waste disposal issues. 	<p>***(PARTNERS USE ONLY. DO NOT GIVE TO PUBLIC)***</p> <p>Report an incident on 0800 80 70 60 (Freephone, 24 hour service)</p> <p>General enquiries Mon to Fri 8am – 6pm 03708 506 506</p> <p>Incident Room (when activated) 01904 479465</p> <p>Or 0845 8503518 and ask for York Flood Duty Officer</p>

Utilities		
Gas	Maintain and ensure safe control of gas supplies.	Service Calls: 0870 606 4750 Emergency: 0800 111 999
Electricity	Maintain and ensure safe electricity supply. Disconnect cables that	Emergency: 08457 331 331

Community Emergency Plan (CEP)

	constitute a danger to life and property.	
Yorkshire Water	Maintenance of water supplies and sewage disposal arrangements. Repair water mains, and availability of emergency water supply.	<i>Enquiries:</i> 08451 24 24 24 <i>Leakages:</i> 0800 573 553 <i>Emergencies:</i> 08451 24 24 29
Telephones (British Telecom)	Maintenance and operation of National Telecommunications systems. Provision of increased facilities to meet emergency requirements.	<i>Faults and Emergencies:</i> 0800 800 151

Voluntary Organisations

WRVS	Trained in emergency service provision such as emergency feeding and other welfare services.	(9am-5pm): 029 2073 9000 (5pm-9pm): 07714 898 526
St John Ambulance	Provide first aid, ambulances and additional medical supplies.	08700 10 49 50
British Red Cross	Provide first aid, ambulances and additional medical supplies.	0844 871 8000
RSPCA	Help protect animals and prevent cruelty.	General Advice Line: 0300 1234 555
Age Concern	Provision of care for the elderly and specific elderly care at rest centres.	0800 00 99 66
The Samaritans	Experienced, listening/support service for people suffering emotional stress.	08457 90 90 90

Other useful number

Rev'd Stuart Stobart	Pastoral assistance	01729 851511 07545 631387

Section 6: Incident Check Sheets

**Useful Incident
Documents**

The checklists in this section are there to assist the user. They do not have to be followed or followed in any particular order- they provide helpful prompts and tips to assist during incidents.

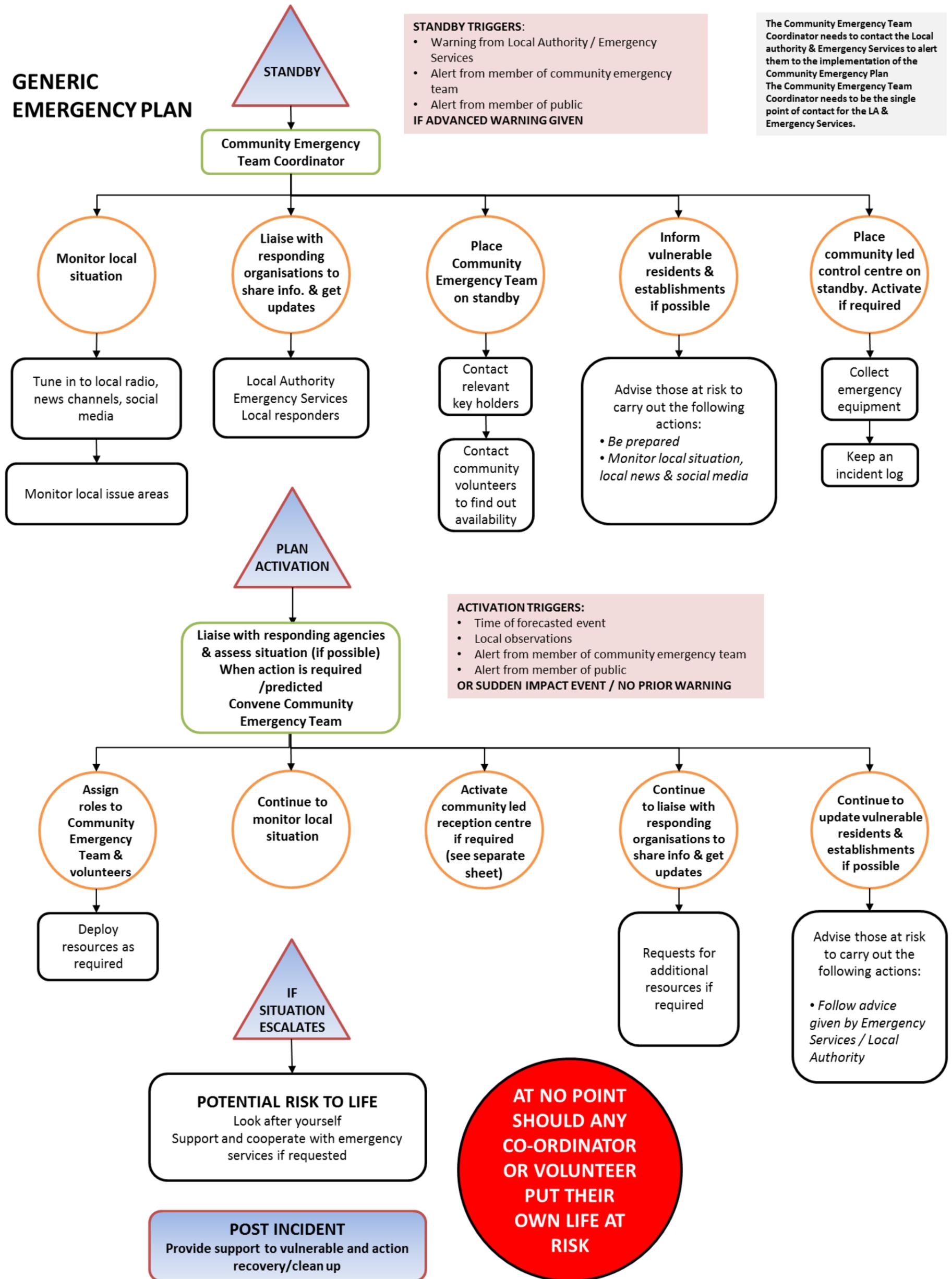
If used they should be tailored to the specific needs and circumstances of the incident actually occurring.

6.1 Community Emergency Team Agenda

1. Welcome & Introduction
2. Overview of the incident so far
3. Plan activation
4. Vulnerable people
5. Actions
6. Volunteers
7. Emergency Services
8. A.O.B

6.2i Generic Emergency Procedure

GENERIC EMERGENCY PLAN



IMPORTANT NOTES:-

Community Emergency Plan (CEP)

- ENSURE THAT YOU REGULARLY UPDATE THE COMMUNITY WITH NON-CONFIDENTIAL, APPROVED INFORMATION.

- IF YOU HAVE TO TRAVEL OR GO ANYWHERE ALWAYS ENSURE SOMEONE KNOWS WHERE YOU ARE GOING, APPROXIMATELY HOW LONG YOU WILL BE AWAY, AND HAVE A CONTACT NUMBER BY WHICH THEY CAN CONTACT YOU.

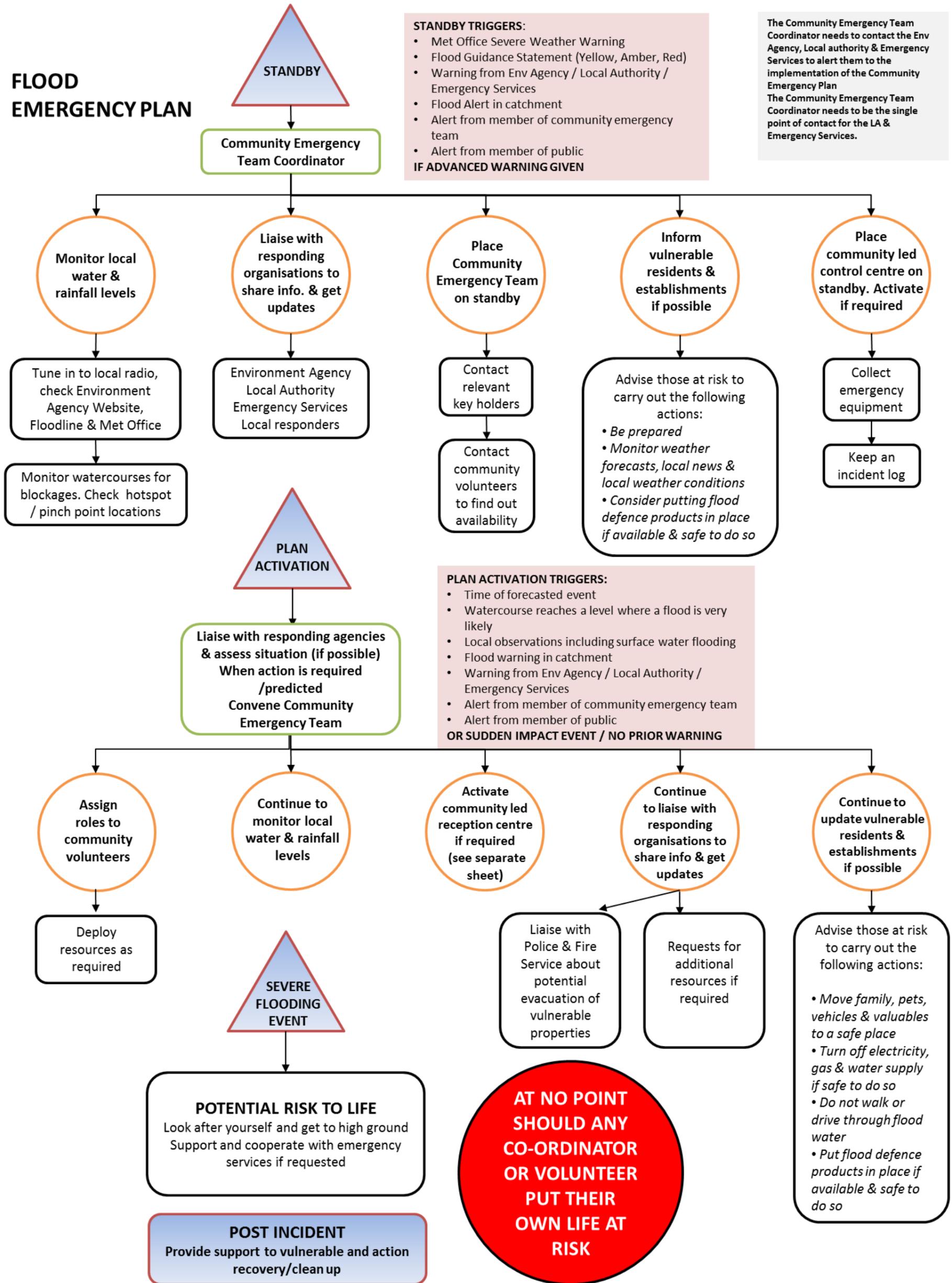
- DO NOT PUT YOURSELF OR OTHERS AT RISK.

IF EMERGENCY SERVICES ARE ON SITE- WORK WITH THEM - DO NOT OBSTRUCT THEM.

Intentionally Blank

6.2ii Flood Emergency Procedure

FLOOD EMERGENCY PLAN



IMPORTANT NOTES:-

- ENSURE THAT YOU REGULARLY UPDATE THE COMMUNITY WITH NON-CONFIDENTIAL, APPROVED INFORMATION.

Community Emergency Plan (CEP)

IF YOU HAVE TO TRAVEL OR GO ANYWHERE ALWAYS ENSURE SOMEONE KNOWS WHERE YOU ARE GOING, APPROXIMATELY HOW LONG YOU WILL BE AWAY, AND HAVE A CONTACT NUMBER BY WHICH THEY CAN CONTACT YOU.

DO NOT PUT YOURSELF OR OTHERS AT RISK.

IF EMERGENCY SERVICES ARE ON SITE- WORK WITH THEM - DO NOT OBSTRUCT THEM.

Intentionally Blank

6.3 Rest/Welfare Centre Check Sheet

You are providing a service which will reduce the distress of people removed from their normal environment because of serious danger.

Note: Depending upon the nature of the emergency evacuees may be transported to an alternative longer-term site, or found alternative accommodation for the initial duration of the emergency.

Under no circumstances should you put yourself or others at risk!

No	Suggested Considerations	Checklist (Tick)	Remarks/Action Take
INITIAL CONSIDERATIONS			
1	Collect Emergency Box if not located at the centre.		
2	Open logbook to record events, actions and decisions, engage a note-taker if possible.		
3	Nominate who is going to take charge of the Rest Centre.		
4	Consider the resources needed to manage the number of potential people/evacuees.		
5	Inspect the building to ensure it is still fit for purpose. E.g. power, heating, structure etc.		
6	Establish contact with Police/ Local Authority as necessary – get a log number.		
SET-UP CENTRE			
7	Use this plan and the Emergency Box contents to organise the RC internal layout.		
8	Brief staff, and establish regular briefings.		
9	Ensure all staff have on means of identification (e.g. tabard and ID badge)		
10	Allocate staff specific roles/ areas of responsibility.		
11	Designate a supervisor for each area.		
12	Organise shift working as soon as possible. The busiest areas will need shorter shifts.		
13	Ensure all staff and volunteers get proper breaks, rest and refreshment away from the main areas.		

RUNNING REST CENTRE			
14	Ensure everyone entering the RC is registered. Name, age, gender, home address, place from which evacuated (if different), and destination (if known). Template Registration Forms in Emergency Box		
15	Ensure Evacuees are taken inside immediately, are able to sit down and have a (hot) drink.		
16	Do not try to register people who have more obvious and urgent needs. People are more important than administrative procedures.		
17	Do not hold on to evacuees longer than absolutely necessary. If they have somewhere to go (relatives or friends), discharge them as quickly as possible, assisting them with transport if necessary.		
18	Do not allow children or pets to run riot. Quickly allocate closely supervised entertainment areas for children, and separate accommodation for pets.		

IMPORTANT NOTES:-

- ❑ **Remember** that Evacuees may be tired, wet, distressed, sick, hungry or in shock. This may cause them to display abnormal behaviour, e.g. be aggressive.
- ❑ **Identify quickly anyone having special needs** and see to those immediately; medical welfare, disability, age, nursing mothers- anyone needing any form of additional assistance for any reason.
- ❑ **Be alert** for symptoms of delayed shock or severe stress.
- ❑ **Keep everyone informed** frequently and regularly of what is happening with non-confidential, approved information.
- ❑ **Treat everyone** as an individual, having different rights, attitudes and needs.

6.4 Data Protection – Consent Form

Participation in the Community Emergency Plan

Name	
Address	
Telephone no	

I am willing to participate in this scheme and for my personal data to be included as set out below:

Community Emergency Plan (CEP)

Mobile	
Any other relevant info	

I understand that my information may be kept within copies of the plan held by members of the Community Emergency Team (some copies of which may be held by NYCC EPU, the Environment Agency and the emergency services) and that it will only be used in an emergency situation.

Signed	
Date	

6.5 Post Incident Debrief form

Debrief Form

Personal details

Name:	Role:
--------------	--------------

Role on the Day

In what capacity were you involved?

What aspects of the operation from your own role perspective did not go well and needs further development?	What aspects of your own role perspective went well and should be highlighted as good practice for future?
--	---

Community Emergency Plan (CEP)

--	--

What aspects from the Community Plan perspective did not go well and needs further development?	What aspects from the Community Plan perspective went well and should be highlighted as good practice for future?

List plan amendments here

Any other comments.