**PRIVATE AND CONFIDENTIAL**



**Castle Donington**

**Community Response Plan**

By developing this Community Response Plan, it has enabled the community to work together and to think about what it can do to prepare for emergencies and how it could assist the Emergency Services should an emergency occur. This plan you will:

* Identify core members of the Community Response Team
* Undertake a local risk assessment
* Identify local skills and resources
* Identify key locations that can be used as places of safety
* Identify triggers for activating the Community Response Plan
* Develop a simple set of instructions covering the first steps for plan activation
* Create an Emergency Kit
* Record emergency contact details
* Agree how the plan will be kept up to date

|  |  |  |  |
| --- | --- | --- | --- |
| Community Name: Castle Donington Parish Council | | | |
| Document version number: V2 | | Date: 5/2/2021 | |
| **Distribution list** | | | |
| **Name** |  | | **Issued on** |
| **Shaun Ambrose-Jones** | [Shaun@ambrose-jones.co.uk](mailto:Shaun@ambrose-jones.co.uk) | |  |
| **Mark Barker-Lane** | [markbarker-lane@hotmail.co.uk](mailto:markbarker-lane@hotmail.co.uk) | |  |
| **Colin Burton** | [Colin.burton.messages@gmail.com](mailto:Colin.burton.messages@gmail.com) | |  |
| **Leo Cope** | [leonoracope0@gmail.com](mailto:leonoracope0@gmail.com) | |  |
| **Gerald Dalby** | [Dalby164@btinternet.com](mailto:Dalby164@btinternet.com) | |  |
| **Chris Hills** | [chrishills@icloud.com](mailto:chrishills@icloud.com) | |  |
| **Mark Kitchener** | [msk0110@gmail.com](mailto:msk0110@gmail.com) | |  |
| **Bernie O’Dowd** | [ber.dow007@gmail.com](mailto:ber.dow007@gmail.com) | |  |
| **Gary Roberts** | [gary@signituk.co.uk](mailto:gary@signituk.co.uk) | |  |
| **Mark Rogers** | [markrogers84@hotmail.com](mailto:markrogers84@hotmail.com) | |  |
| **Tony Saffell** | [Tony.saffell@donington.me.uk](mailto:Tony.saffell@donington.me.uk) | |  |
| **Karl Shatford** | [kshatford@gmail.com](mailto:kshatford@gmail.com) | |  |
| **Bob Sizer** | [Bobsizer50@yahoo.co.uk](mailto:Bobsizer50@yahoo.co.uk) | |  |
| **Angus Sowter** | [angussowter@gmail.com](mailto:angussowter@gmail.com) | |  |
| **Grace Thomas** | [admin@cdpc.org.uk](mailto:admin@cdpc.org.uk) | |  |
| **Jayne Mitchell** | [Deputy@cdpc.org.uk](mailto:Deputy@cdpc.org.uk) | |  |
| **Fiona Palmer** | [clerk@cdpc.org.uk](mailto:clerk@cdpc.org.uk) | |  |
| **Martyn Lee** | [martynlee62@yahoo.com](mailto:martynlee62@yahoo.com) | |  |
| **Kieron Lehrle** | [kieronlehrle75@gmail.com](mailto:kieronlehrle75@gmail.com) | |  |
| **Barbara Atkin** | [Barbaraatkin@hotmail.co.uk](mailto:Barbaraatkin@hotmail.co.uk) | |  |
| **Anna Hall-Mesney** | [bookings@cdpc.org.uk](mailto:bookings@cdpc.org.uk) | |  |
| **Resilience Partnership** | [Emergencyplanning@leics.gov.uk](mailto:Emergencyplanning@leics.gov.uk) | |  |
| **Hazel Norwell** | [hazelnorwell@gmailc.om](mailto:hazelnorwell@gmailc.om) | |  |
| **Rosie Scott** | [Rosie\_scott@hotmail.com](mailto:Rosie_scott@hotmail.com) | |  |
| **Wayne Tranmer (Volunteer Centre)** | [waynetranmer@gmail.com](mailto:waynetranmer@gmail.com) | |  |
| **Dean Tring (Cavendish Bridge)** | [T27ing@gmail.com](mailto:T27ing@gmail.com) | |  |

**Table 1: Community Response Team Members**

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact details** | **Role (if allocated)** |
| Fiona Palmer | [clerk@cdpc.org.uk](mailto:clerk@cdpc.org.uk)  **W:01332 810432 M:07805478897**  **M: 07855504567** | CDPC Co-ordinator |
| Chris Hills | [chrishills@icloud.com](mailto:chrishills@icloud.com)  **M:07794423714** | CDPC Co-ordinator |
| Shaun Ambrose-Jones | [Shaun@ambrose-jones.co.uk](mailto:Shaun@ambrose-jones.co.uk)  **M: 07771838120** | CDPC Co-ordinator |
| Colin Burton | [Colin.burton.messages@gmail.com](mailto:Colin.burton.messages@gmail.com)  **M: 07944 860990** | CDPC Co-ordinator |
| Jayne Mitchell | [Deputy@cdpc.org.uk](mailto:Deputy@cdpc.org.uk)  **H:01332 810534 M:07721 069259** | CDPC Co-ordinator |
| Martyn Lee | [martynlee62@yahoo.com](mailto:martynlee62@yahoo.com)  **M:07772 218382 M:07805 478872** | CDPC |
| Kieron Lehrle | [kieronlehrle75@gmail.com](mailto:kieronlehrle75@gmail.com)  **M: 07956184932 (text only)** | CDPC |
| Ian Beard | [CDCFR@outlook.com](mailto:CDCFR@outlook.com)  **H:01332 850471. M:07733054355** | CD First Responder |
| Kevin Bradley | [Kevin.Bradley@leicestershire.pnn.police.uk](mailto:Kevin.Bradley@leicestershire.pnn.police.uk)  **M:07966 225253 M:07484 250401** | Police |
| Steven Harrison | [Steven.Harrison@leicestershire.pnn.police.uk](mailto:Steven.Harrison@leicestershire.pnn.police.uk) | Police |
| Nick Lealand | [Nick.lealand@leicestershire.pnn.police.uk](mailto:Nick.lealand@leicestershire.pnn.police.uk) | Police |
| Police Beat Team on duty | Ring 101 | Police |
| Wayne Tranmer | [waynestranmer@gmail.com](mailto:waynestranmer@gmail.com)  **M: 07758 322029** | Volunteer Centre |

**Table 2: Local Risk Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risks** | **Location** | **Impact on community** | **What action can be taken?** |
| Flooding | Cavendish Bridge  Station Road  Kings Mills | Danger to properties and life. | Early information gathering.  Possible opening of Rest Centre.  Possible transport to Rest Centre.  Sandbags deployed to prevent local houses flooding, call 999 to pump away water if necessary. |
| Road Incidents | M1, A453, A50, A42 | Traffic congestion/diversions/impact on local Community. | Peripheral help for Emergency Services.  Speedy information gathering and notification to vulnerable groups. |
| Air incidents | East Midlands Airport |  | Early information gathering.  Possible opening of Rest Centre.  Possible transport to Rest Centre.  Assisting the emergency Services. |
| Rail incidents | Roxhill/Weston Line |  | Early information gathering.  Possible opening of Rest Centre.  Possible transport to Rest Centre.  Assisting the emergency Services. |
| Commercial Incidents | Trent Lane Trading Estate, Willow Farm, EMDC, Donington Park | Traffic congestion, fire issues, house damage. | Peripheral Help.  Possible opening of Rest Centre if evacuation required.  Possible transport to Rest Centre. |
| Gas Leaks/ Explosions | Within the area | Risk to locality of incident, access to local amenities. | Peripheral Help.  Possible opening of Rest Centre.  Possible transport to Rest Centre. |
| Petrol Station | BP, Station Road | Risk to locality of incident. | Peripheral Help. |
| Power cuts | Within the area  Plus Biggin  Montford Mews | Danger of death  Isolation of elderly residents | Help for disabled/ elderly if needed. |
| Snow | Within the area  Plus Biggin  Montford Mews | Danger of death  Isolation of elderly residents | Help for disabled/ elderly if needed. |
| Water Supply Contamination | Within the area |  | Distribution of water if needed. |
| Fire | Within the parish |  | Early information gathering.  Possible opening of Rest Centre.  Possible transport to Rest Centre.  Assisting the emergency Services. |

**Table 3: Local Skills and Resources Assessment**

|  |  |  |
| --- | --- | --- |
| **Skill/Resource** | **Provider contact details** | **Limits on availability / operation e.g. special licence** |
| **Chainsaw Trained providers** | **Martyn Lee 07805 478872**  **Mark Barker-Lane 07773 999725**  **Gary Dickenson M:07970 163424**  [**gary.groundworks5@hotmail.com**](mailto:gary.groundworks5@hotmail.com) |  |
| **4x4 Off Road**  **4x4 Off Road Experience** | **Martyn Lee 07805 478872**  **Mark Barker-Lane 07773 999725**  **Chris Hills 07794 423714**  **Gary Dickenson M:07970 163424**  [**gary.groundworks5@hotmail.com**](mailto:gary.groundworks5@hotmail.com) |  |
| **Tractor** | **Martyn Lee – 07805 478872**  **Mark Barker-Lane M:07773 999725 H:01332 812418**  **Gary Dickenson M:07970 163424**  [**gary.groundworks5@hotmail.com**](mailto:gary.groundworks5@hotmail.com) |  |
| **Community Bus / transport** | **Volunteer Centre – 01332 850526**  – [admin@cdvc.org.uk](mailto:admin@cdvc.org.uk)  **Wayne Tranmer –** [waynestranmer@gmail.com](mailto:waynestranmer@gmail.com) |  |
| **Sandbags** | **North West Leicestershire District Council - 01530 454545**  **Breedon Quarry - 01332 694000** |  |
| **First Aid – First Responders** | **Ian Beard - 07733 054355**  [**CDCFR@outlook.com**](mailto:CDCFR@outlook.com) |  |
| **Shops (provision of supplies)** | Co-Op Food, 35-37 Borough Street  **P: 01332 810219**  Co-Operative Food, Station Road  **P: 01332 853951** |  |
| **Catering / Cafe (provision of refreshments)** | The Community Hub Café  [admin@cdpc.org.uk](mailto:admin@cdpc.org.uk)  **P: 01332 810432**  Tyler’s Tearooms  [info@tylerstearooms.co.uk](mailto:info@tylerstearooms.co.uk)  **W:01332811220 M:07905209887**  Apiary Café Bar [info@theapiarybistro.com](mailto:info@theapiarybistro.com)  **W:01332 850843**  **The Castle Inn**  [info@the-castle-inn.co.uk](mailto:info@the-castle-inn.co.uk)  **W: 01332 391296**  **The Jolly Potters**  Laura Lockwood – W:01332 81192 – M:07943812344  [ltravers899@hotmail.com](mailto:ltravers899@hotmail.com)  **The Lamb Inn**  W:01332 989405  **The Sailors and soldiers**  [cdsailorssoldiers@hotmail.com](mailto:cdsailorssoldiers@hotmail.com)  W:01332 810200  **No11 Deli –** 01332 813555  **The Nags Head –** 01332 818764  **Cross Keys** W:01332 812214 M:07752 818112  [thecrosskeys@ntlworld.com](mailto:thecrosskeys@ntlworld.com)  **Donington Manor** W:01332 810253  **Park race circuit –** 01332 810048  **M&S, Arundel Way**  **Rachel Hooley – E:** [**rachel.hooley@marks-and-spencer.com**](mailto:rachel.hooley@marks-and-spencer.com)  **DL: +442087187315 M: +447585888328** |  |

**Table 4: Places of Safety**

|  |  |  |  |
| --- | --- | --- | --- |
| **Venue** | **Facilities** | **Key holder details / instructions for access** | **Limitation on use** |
| **Community Hub** | Canteen, toilets, showers, sleepover, cooking facilities | 01332 810432 - Office  07805 475597  07855504567– Fiona Palmer | None |
| **College** | Canteen, toilets,  Showers, sleepover | 01332 810528 | None |
| **Orchard Primary** | Canteen, toilets,  Showers, sleepover | 01332 810078 |  |
| **St Edwards Primary** | Canteen, toilets, sleepover | 01332 810231 |  |
| **Spital Pavilion** | Cooking facilities, toilets, Showers, sleepover | 01332 810432 – office  M: 0771267227 – Rosie  M: 07805 478897 – Fiona Palmer  M: 07805 478872 – Martyn Lee |  |
| **Village Hall** | Cooking facilities, toilets, Showers, sleepover | M: 07950 706784 – Hazel Norwell  M: 07805 478872 – Martyn Lee  M: 07855504567 – Fiona |  |
| **St Edwards Church and Hall** | Cooking facilities, toilets, sleepover |  |  |
| **Methodist Church** | Cooking facilities, toilets, sleepover | Ruth Bradburn – 01332 812297 |  |
| **Catholic Church** | Cooking facilities, toilets, sleepover | Paul Boshell – 01332 850447 |  |
| **The Sailors and Soldiers** | Toilets, Sleepover | 01332 – 810200 |  |
| **Marks and Spencers Distribution Centre** | Cooking facilities, toilets, sleepover | E: [rachel.hooley@marks-and-spencer.com](mailto:rachel.hooley@marks-and-spencer.com)  DL: +442087187315  M: +447585888328 |  |

**Table 5: Activation Triggers**

Triggers for activating the Community Response Plan include:

* Activation as the result of a call from the Emergency Services
* Activation as the result of a decision by the community itself

|  |  |
| --- | --- |
| **Description** | **How assessed / by whom** |
| Residents having to evacuate their homes with nowhere to go | CDPC |
| Prolonged loss of power, gas or water anticipated affecting all or parts of the community | Co-ordinating team |
| Blocked roads affecting service delivery | Co-ordinating team |
| On the instruction of the emergency services | Co-ordinating team |

**Table 6: Initial Actions**

This plan will be activated by considering the following:

* How the Community Response Team will be assembled
* Assessment of the situation
* Agreement of early priorities
* Who else should be contacted?

Below is a simple set of instructions covering these first steps. All members of the Community Response Team should be familiar with the process.

|  |  |  |
| --- | --- | --- |
| **Action no** | **Description** | **Who** |
| 1 | Team leader or second named to be contacted as 1st point of contact | One of the CDPC team. |
| 2 | Contact Emergency Services if required | CDPC Co-ordinator |
| 3 | Alert team members if necessary. | CDPC Co-ordinator |
| 4 | Confirm the time and place for an initial meeting | CDPC Co-ordinator |
| 5 | Call out team members | CDPC Co-ordinator |
| 6 | Make an initial appraisal of the situation | CDPC Co-ordinator |
| 7 | Liaise with Leicester Resilience Partnership | CDPC Co-ordinator |
| 8 | Designate / delegate roles and jobs | CDPC Co-ordinator |
| 9 | Agree follow up meeting | Co-ordinating Team |

**The initial meeting point for the group if required would be The Community Hub, Castle Donington, DE74 2NR**

**Table 7: Community Response Team Roles**

A list of the actions the Community Response Team will consider undertaking are:

* Support for residents
* Support for the Emergency Services
* Clear up and recovery
* Non-emergency (e.g. community engagement)

(Note: It is important that no obligation is placed on individuals to undertake actions they do not feel confident or comfortable to perform.)

|  |  |
| --- | --- |
| **Team Role** | **Suggested actions** |
| Assisting Police/local Authority with a liaison person | Through the Resilience Partnership Duty Officer arrange to meet with services |
| Help police/ local authority with door knocking | On request provide volunteers to assist |
| Provide information about the most vulnerable and those in urgent need | Identify person to assist with information when requested by Resilience Partnership Duty Officer |
| Provide information about local conditions | Identify persons to gather information on local conditions, weather, situation report etc when asked by Resilience Partnership Duty Officer |
| Identify and start the process of opening a Rest Centre | From plan contact Rest Centre key holder to open centre |
| Assisting those needing help to move to safety | From plan contact individuals who may need to be moved. From plan contact transport providers and coordinate. |
| Communicate information to residents about the situation | Set up information gathering system to get info and disseminate. |
| Communicate information to Resilience Partnership | Set up system for regular information exchange. |

**Table 8: Emergency Kit**

|  |  |  |
| --- | --- | --- |
| **This Emergency Kit will be stored in the following location:**  The Parish Council Community Hub, Spital Pavilion Store and Castle Donington Cemetery and Via Dean Triing (in Cavendish Bridge) | | |
| **Item no** | **Description (including quantity)** | **Update frequency** |
| 1 | Community Response Plan | 1 yearly |
| 2 | Local OS map | 1 yearly |
| 3 | Road map | 1 yearly |
| 4 | Copy of electoral roll | 1 yearly |
| 5 | High visibility tabards x 20+ | 1 yearly |
| 6 | Torches x9 | 1 yearly |
| 6 | Gloves (heavy duty) x 20 | 1 yearly |
| 7 | Space blankets x60 | 1 yearly |
| 8 | Warm blankets x20 | 1 yearly |
| 9 | First Aid kit x2 | 1 yearly |
| 10 | Megaphone x2 | 1 yearly |
| 11 | Quick Sand bags | 1 yearly |
| 12 | Yard Brush x 4 | 1 yearly |
| 13 | Squeegee x 2 | 1 yearly |
| 14 | Flashing Hazard Lamps x 6 | 1 yearly |
| 15 | Road Signs – Slippery Road x 3 | 1 yearly |
| 16 | Road Signs – Flood x 3 | 1 yearly |
| 17 | Red and White Tape x 6 | 1 yearly |
| 18 | 100 Clear bin bags | 1 yearly |
| 19 | Hard Hat x 6 | 1 yearly |
| 20 | Shovel x 4 | 1 yearly |
| 21 | Traffic Cones x 8 | 1 yearly |

**Table 9: Emergency Contact List**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Name and address** | **Reference** | **Contact details** |
| Police |  |  | Emergency 999  Non-emergency 101 |
| Fire |  |  | Emergency 999  Non-emergency 0116 287 2241 |
| Emergency Planners | Resilience Partnership 1 Romulus Court Meridian East Leicester LE19 1YG |  | 0116 305 6101 |
| Local Authority | Castle Donington Parish Council |  | 01332 810432 |
|  | North West Leicestershire |  | 01530 454545 |
| Gas |  |  | 0800 111 999 |
| Electricity | Western Power |  | 0800 0568090 Landline  03301235009 Mobile Users |
| Water | Severn Trent |  | 0800 783 4444 |
| Roads | LCC Highways |  | 0116 2323232 |
| Flooding | Environment Agency |  | 0845 988 1188 |
| GP Surgery | Castle Donington Surgery |  | 01332 856050 |
| Schools / colleges | St Edwards Primary  Orchard Primary  College  Hemington |  | 01332 810231  01332 810078  01332 810528  01332 810447 |
| Radio station | Radio Leicester  Radio Derby |  | 0116 201 6660  01332 375001 |
| Newspaper publisher | Leicester Mercury  Derby Telegraph  CDPC website and Facebook |  | 0116 251 2512  01332 411888 |

**Table 10: Plan Review and Updating Process**

The process and frequency by which the Community Response Plan will be reviewed and updated as detailed below: The Community Response Team should consider the need to ensure that members of the Community Response Team and the wider community are familiar with the plan.

|  |  |
| --- | --- |
| **Activity** | **Frequency** |
| Review and update | Yearly |
| Re-issue | Following review & update |
| Call out test | Once a year |
| Exercise | TBC |