



Community Emergency Plan

Parish/Ward/Town: Bentham

Last Review Date: 16th November 2022

Lead Contact: Town Clerk 015242 62587



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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
	RECORDED ON FULL COUNCIL COPY ONLY - refer to town clerk.	

Training and Exercising

Date	Training / exercise summary	Name
12/11/2019	Lancaster flood training event for partners	Cllr Stannard

ii. Distribution List

NAME	ADDRESS	CONTACT INFO	Date distrib	Date distrib	Date distrib
Bentham Town Council	Town Hall Station Rd High Bentham LA2 7LH	015242 62587 Townclerk@benthamtowncouncil.co.uk	21/05/20	16/11/22	
Emergency Committee members	C/O Bentham Town Council	Via town clerk, as above	21/05/20	16/11/22	
Emergency box	Town Hall	Via town clerk, as above	N/A	N/A	
Bentham Doctors Surgery	Grasmere Dr High Bentham	015242 61202	21/05/20	16/11/22	
North Yorkshire County Council Emergency Planning Unit	County Hall Northallerton DL7 8AD	Telephone: 01609 532 246 Fax: 01609 780 733	21/05/20	16/11/22	

ELECTRONIC VERSIONS OF THIS PLAN ARE CIRCULATED BY NYCC EMERGENCY PLANNING UNIT TO: -

Craven District Council	Belle Vue Square 1 Broughton Road Skipton BD23 1FJ	01756 700 600
Environment Agency Yorkshire and North East	Coverdale House Amy Johnson Way Clifton Moor York YO30 4GZ	01904 692 296
North Yorkshire Police Control Room & Ingleton and Settle Police Stations	Fulford Road York YO10 4BY	01904 618 691 Or telephone 101
North Yorkshire Fire and Rescue Service Control Room & Bentham Fire Station	Thurston Road Northallerton DL6 2ND	01609 780 150
Yorkshire Ambulance Service Control Room	Springhill Brindley Way Wakefield 41 Business Park Wakefield WF2 0XQ	Telephone: general enquiries 08451 241 241
Any other appropriate responder agency	-	-

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: Chairperson of the Council		See appendix
DEPUTY: Vice Chairperson of the Council		See appendix

Community Emergency Team

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

Initial Meeting Location / Community Control Centre

Address:	Contact Information
Bentham Town Hall Station Road High Bentham LA2 7LF	Key Holders Louise Chappell Christine Downey Gareth Adams Tim Stannard Thomas Marshall

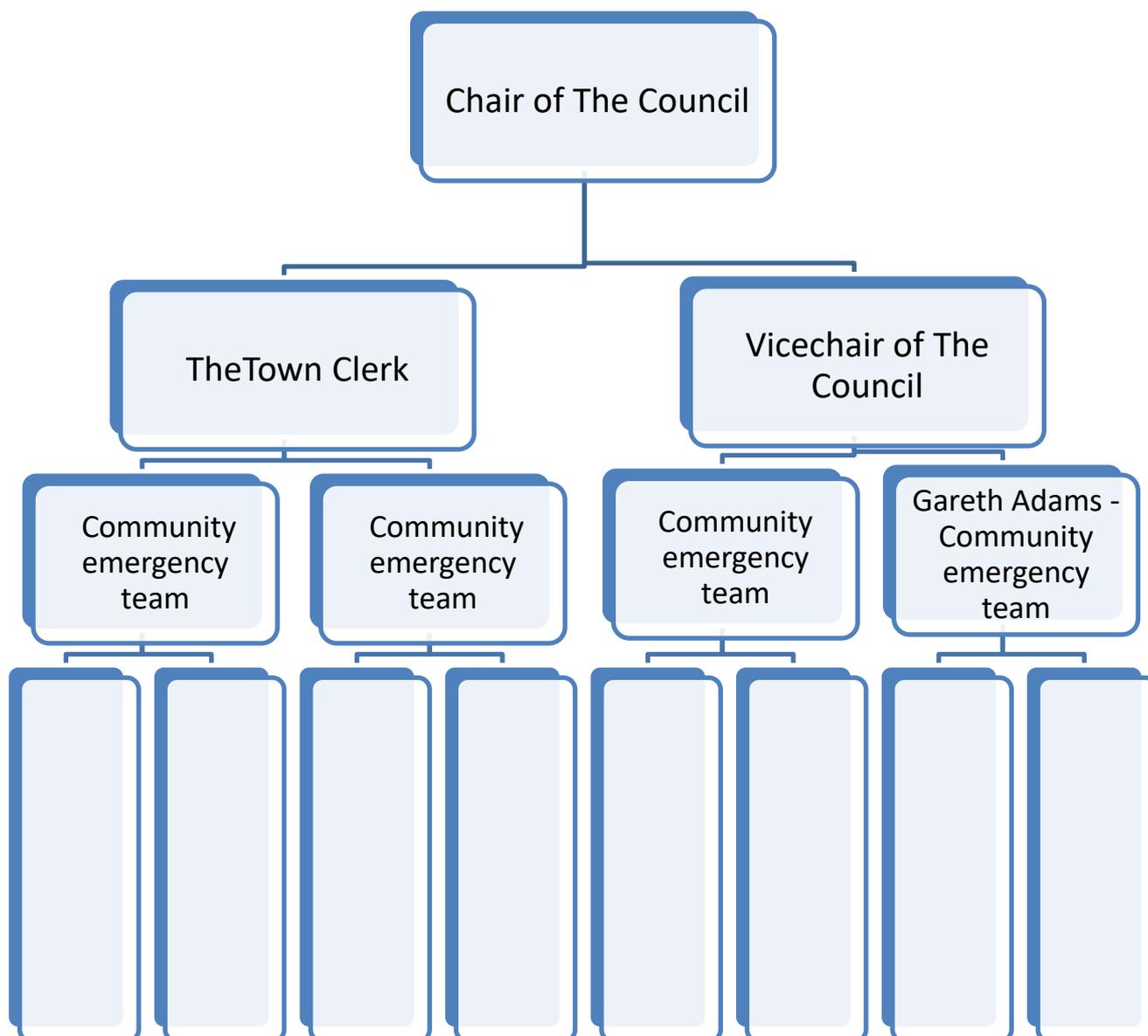
Backup Meeting Location

Address:	Contact Information
Low Bentham Victoria Institute Main Street Low Bentham LA2 7AB	Key Holders Diane Faraday Kay Piper Spare key kept at Town Hall

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 the next two people directly down the pyramid, and so on, until every person in the pyramid has been contacted. Where a person is absent, the person above should move down a level.



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:

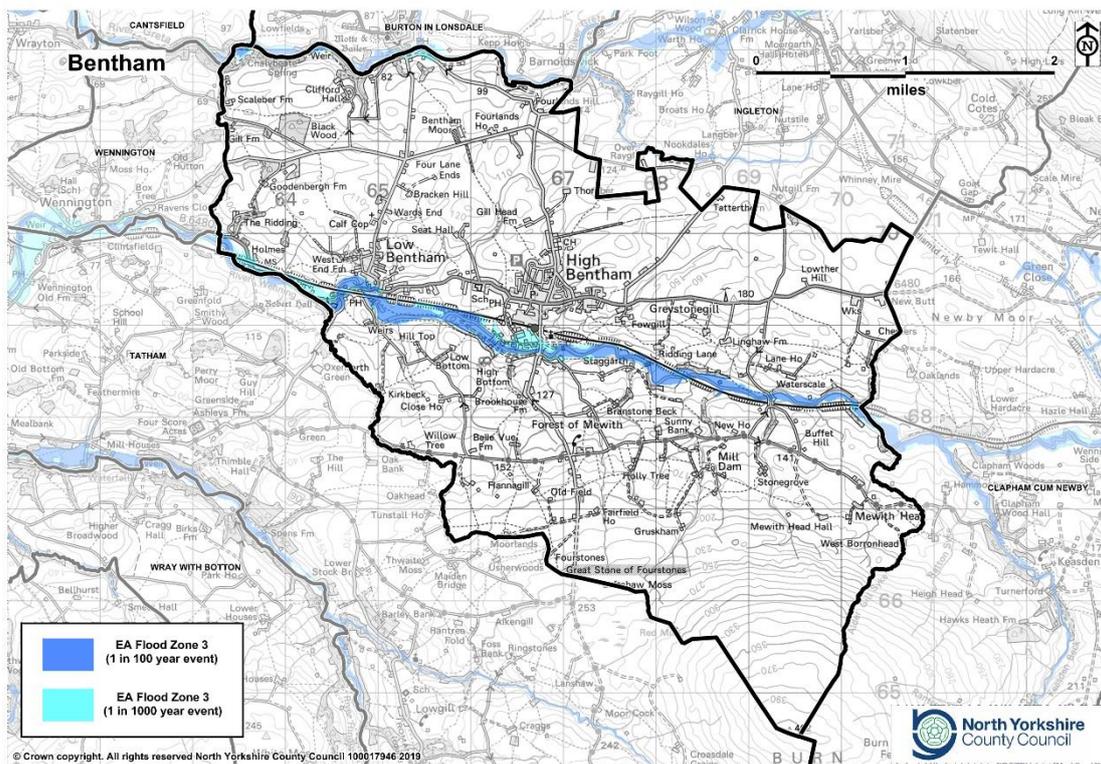
Location	
Address:	Contact Information
Bentham Town Hall	Christine Downey 015242 62587
Victoria Institute	Diane Faraday Kay Piper Spare key kept at Town Hall

Contents	
Items	Checklist (tick)
Up to date copy of this plan	
Hi Viz Vests	
First Aid Kit	
Maps of the area <ul style="list-style-type: none"> • 1:50,000 OS Land ranger Series No's 97 and 98 • 1:25,000 Explorer Series no OL41 	
A0 maps of community (including flood zones)	
Copies of simple forms <ul style="list-style-type: none"> • Incident Log • Registration form • Volunteer form 	
Torch (Wind up/Battery powered + spare batteries if req'd)	
Radio (Wind up/Battery powered + spare batteries if req'd)	
Other (<i>Please specify</i>) Paper/pens/markers/Sellotape/drawing pins Badges to ID volunteers	

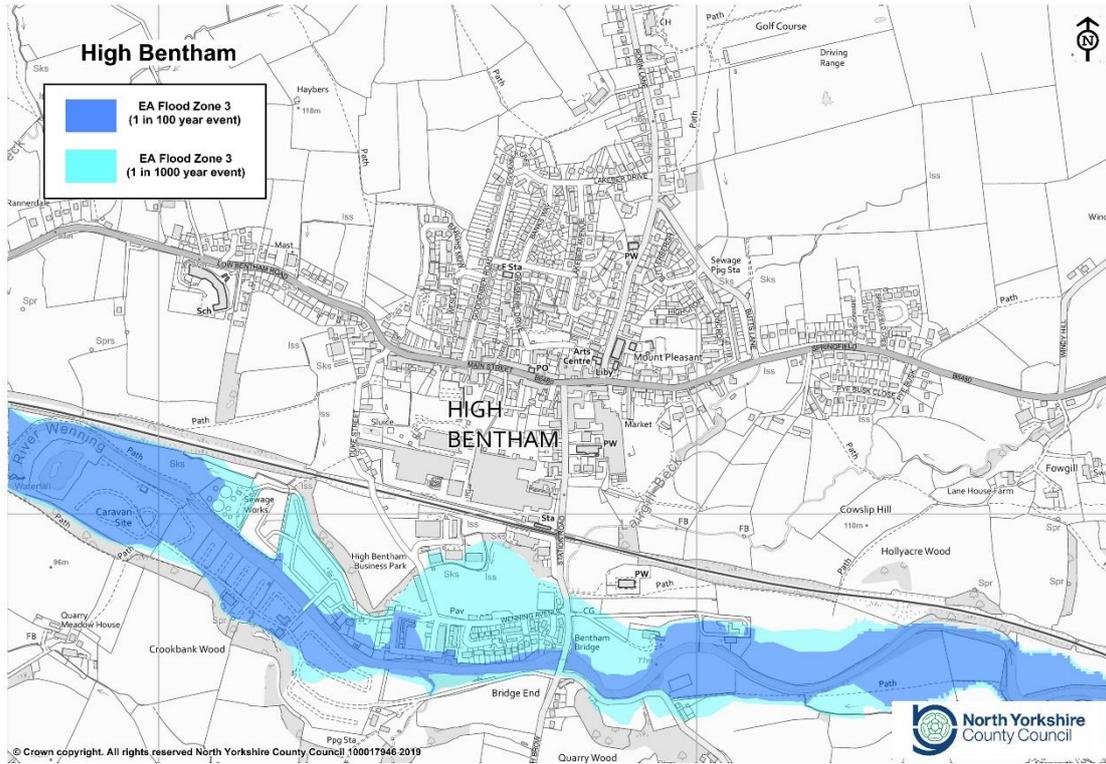
Section 1: Community Profile

1.1 Map of Area covered by this CEP (incl flood zones if applicable)

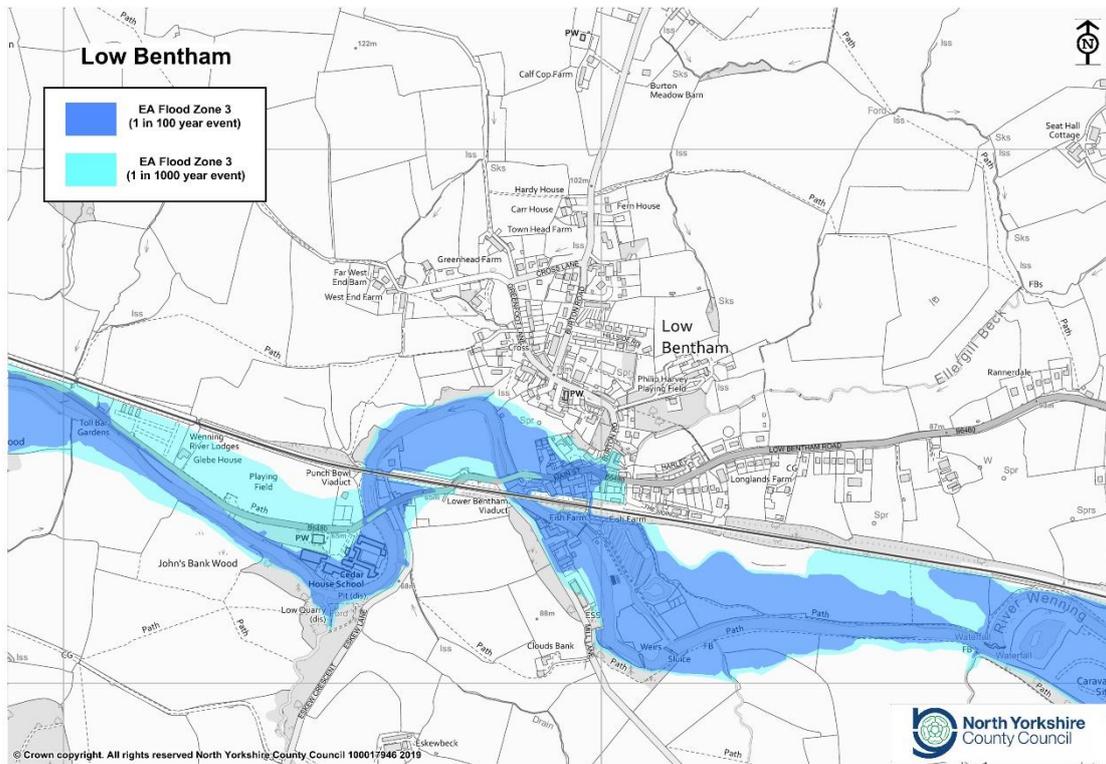
(A) Bentham Parish Flooding



(B) High Bentham Flood Zone



(C) Low Bentham Flood Zone



1.2 Population

Resident Population: - 3500 Approx.	<i>Total:</i> 5000
Maximum Tourist Population: - 1500 Approx.	

NB: - TOWN CLERK HAS ACCESS TO A COPY OF ELECTORAL ROLE

1.3 Community Key Access Routes (including main bridges)

- B6480 from East and West. Noting low bridges to the west and river crossings. Slaidburn road from south (Narrow). Bentham road from north. A65 trunk route from Yorkshire and M6 J36. A683 from M6 J34

1.4 Main Rivers within the area

- The Wenning fed from Austwick, Clapham & Keasden becks. Feeding into the River Lune at Hornby

1.5 Becks within the area

- Eskew Beck, Fowgill Beck, Church Beck, Ellergill 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	Good
Vodafone	Good
EE	Good
Three	Poor
Other:	

Some areas do have blackspots, e.g. Low Bentham Victoria Institute.

1.7 Local Radio

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

Station	Frequency (fm)
BBC Radio Lancashire	104.5
BBC Radio Cumbria	96.1
Heart Radio	96.9

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:

<i>Parish</i>	<i>Contact person</i>	<i>Preferred method of contact</i>	<i>Community emergency plan? (yes or no)</i>
Beetham	Mr J Scargill (Clerk)	Personal details removed	
Burton-in-Lonsdale		bilparishcouncil@btinternet.com	Yes
Clapham cum Newby	Nigel Harrison (Clerk)	Personal details removed	Yes
Hornby with Farleton	Sarah Towers (Clerk)	hornbypc@gmail.com	

WEBSITE VERSION WITH PERSONAL DETAILS REMOVED

Ingleton	Alison Hack (Clerk)	Personal details removed	Yes
Middleton	Mr M Roberts (Chair)	Personal details removed	
Milnthorpe	Mr J Scargill (Clerk)	Personal details removed	
Tatham	Carl Hunter (Clerk)	tathamparishcouncil@gmail.com	
Wennington		wenningtonpc@gmail.com	

Up to date info available via

<http://councilportal.cumbria.gov.uk/mgCSVMultiExplain.aspx?UID=0&All=1&PC=1&RPID=0>

<https://www.northyorks.gov.uk/parish-clerks>

<https://www.lancashire.gov.uk/parish-and-town-councils/list/>

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	Town Council – Tim Stannard
Facebook	We are Bentham High and Low Bentham past and present Mandy Booth wearebentham@gmail.com Bentham Town Council – Gareth Adams, Tim Stannard, Howard Hill
Website	Town Council / About Bentham – Tim Stannard
Noticeboards	Public – on Town hall and at Victoria Institute. Bentham station
Other:	School text messaging for parents Bentham Primary School 015242 61412

Section 2: Community Risks

2.1 Local Risks and Plan Triggers

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

Hazard	Location / Details	Action Sheet
Flooding	Wenning Avenue, Hill Croft. Punch bowl. Stonegate / Sun Dial. Localised flooding on all routes into Bentham from the west.	
Severe weather		
Power failure		
Industrial accident in locality	Angus Fire. Small industrial unit incidents	
Transport accident	Train incident / Aircraft.	
Industrial accident further afield	Heysham power stations, Heysham Gas terminal. Industrial sites at Lancaster, Morecambe & Heysham	
Major Gas pipeline transiting through the parish.		

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

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

<http://www.lancashire.gov.uk/council/strategies-policies-plans/emergency-planning/risks-in-lancashire.aspx>

<https://stayintheknow.co.uk/Documents/PreparingForEmergenciesBooklet.pdf>

<http://www.cumbria.gov.uk/emergencyplanning/planning.asp>

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).
Bentham Primary School	Low Bentham Road, LA2 7JU	015242 61412
Cedar House School / Glebe House	Low Bentham, LA2 7DD	015242 61149
West Stonegate House	Main St, Low Bentham, LA2 7BX	015242 63237
Riverside Caravan Park	High Bentham, LA2 7FJ	015242 61272
Goodenber Caravan Park	Ravenclose Road Low Bentham, LA2 7EU	015242 62022
Wenning River Lodges	Wennington Road, Low Bentham LA2 7DD	01524 532144
Riversedge (Parkfoot) (Ingleton Parish)	Parkfoot, Ingleton Road	015242 61833
Doctors Surgery	Grasmere Drive, High Bentham LA2 7JP	015242 61202
Looking Well groups	Looking Well Studios King Street, LA2 7HG	015242 62672
Collingwood Terrace residents	Collingwood Terrace Mount Pleasant	Clerk and Trustee Ian Wood
Grasmere Close bungalow residents	Grasmere Close High Bentham	Managed by Yorkshire Housing 0345 366 4404

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

Name	Address	Contact No.
Age Concern	Masonic Hall, Station Road, High Bentham	
Community Link Cafe	Victoria Institute, Low Bentham	
Community Youth		
Parent / Toddler groups Wednesday 10 – 11.30 am.	Bentham Town Hall,	
Bentham Methodist Church	Station Road, High Bentham, LA2 7LH	Rev Stephen Caddy
St John the Baptist Church	Wennington Road, Low Bentham,	
St Boniface Catholic Church	Robin Lane, High Bentham, LA2 7AB	Father Francis Smith
Masonic Hall	Station Road, Bentham, LA2 7LH	

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
Wenning Avenue	LA2 7LR	Water volume from upper part of High Bentham	Nos 1 to 15	15
Mayfield Road	LA2 7LP	Water volume from upper part of High Bentham	Nos 1 to 11	11
Hill Croft	LA2 7LL	Water overflows from church beck	Nos 1 to 12	12
Stonegate Cottages	LA2 7DX	Sits in dip		12
Albert Cottages	LA2 7DS	Sits in dip	Nos 1 to 4	4

2.5 Flood Alerts and Warnings (QUICK DIAL NUMBER 0345 988 1188)

SYMBOL	MEANING
 <p>FLOOD ALERT</p>	<p>Flooding is possible – be prepared</p> <p>Flood Alert: - 0345 988 1188</p>
 <p>FLOOD WARNING</p>	<p>Flooding expected – action required</p> <p>Flood Warning: - 0345 988 1188</p>
 <p>SEVERE FLOOD WARNING</p>	<p>Severe flooding – danger to life</p> <p>Severe Flood Warning: - <i>[insert your local severe flood warning codes here]</i></p>

FLOODLINE NUMBER (QUICK DIAL NUMBER 0345 988 1188)

River monitoring stations - <https://flood-warning-information.service.gov.uk/warning>

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 1	
BUILDING: Bentham Town Hall	
ADDRESS: Station Road High Bentham LA2 7LF	CONTACT NUMBERS: <i>Tel no: 015242 62587 (main)</i> <i>TIP Office 015242 62549</i> <i>Fax no:</i>
GRID REFERENCE: SD 6675692	
FACILITIES	
ESTIMATED CAPACITY: 300	
TYPE OF HEATING: Gas	
COOKING: Gas and Electric TOILET: Yes WASHING: Sinks PARKING: Black Bull Car Park / Cleveland Square / Grasmere Drive OTHER (<i>please specify</i>): Disabled access	
KEY HOLDERS	
PRIMARY KEY HOLDER Louise Chappell (Caretaker)	ALTERNATIVE KEY HOLDER Christine Downey (Town Clerk) 015242 62587 Gareth Adams Thomas Marshall Tim Stannard

PREMISES 2

BUILDING: Low Bentham Victoria Institute

ADDRESS:

Main Street
Low Bentham
LA2 7BX

CONTACT NUMBERS:

Tel no: 015242 63162

Fax no:

GRID REFERENCE: SD 650694

FACILITIES

ESTIMATED CAPACITY: 200

TYPE OF HEATING: Gas

COOKING: Electric

TOILET: Yes

WASHING: Sinks

PARKING: Small LB public Car Park (Harley bank)

OTHER (*please specify*): Disabled access

KEY HOLDERS

PRIMARY KEY HOLDER

Diane Faraday (Caretaker)

Spare key – contact clerk Christine Downey
on 015242 62587

ALTERNATIVE KEY HOLDER

Kay Piper

PREMISES 3**BUILDING:** Community Youth Building**ADDRESS:**Main Street
High Bentham**CONTACT NUMBERS:***Tel no: Bentham Town Clerk 015242
62587**Fax no:***GRID REFERENCE:** SD 666693**FACILITIES****ESTIMATED CAPACITY:** 150**TYPE OF HEATING:** Gas**COOKING:** Electric**TOILET:** Yes**WASHING:** Sinks**PARKING:** Cleveland Square / Grasmere Drive / on street**OTHER (*please specify*):** Disabled access to lower floor**KEY HOLDERS****PRIMARY KEY HOLDER****ALTERNATIVE KEY HOLDER**Christine Downey (Town Clerk) 015242 62587
Gareth Adams
Thomas Marshall
Tim Stannard

PREMISES 4

BUILDING: Methodist Hall

ADDRESS:

High Bentham Methodist Church
 Station Road
 High Bentham
 LA2 7LF

CONTACT NUMBERS:

Tel no: Rev S Caddy

Fax no:

GRID REFERENCE: SD 66788 69119

FACILITIES

ESTIMATED CAPACITY: 100 Hall (seated, would be less to sleep) + 100 Church

TYPE OF HEATING:

COOKING: yes

TOILET: yes

WASHING: yes

PARKING: yes

OTHER (please specify): Capacity to extend from the hall into the Church,

KEY HOLDERS

PRIMARY KEY HOLDER

The Minister
 Reverend S F Caddy

ALTERNATIVE KEY HOLDER

Mr & Mrs Speight

PREMISES 5

BUILDING: St John the Baptist Church

ADDRESS:
 Wennington Road
 Low Bentham
 Lancaster LA2 7DD

CONTACT NUMBERS:

Tel no:

Fax no:

GRID REFERENCE: SD

FACILITIES

ESTIMATED CAPACITY: 120

TYPE OF HEATING: gas

COOKING: no

TOILET: basic

WASHING: sink with cold running water

PARKING: yes for 50 cars

OTHER (please specify):

KEY HOLDERS

PRIMARY KEY HOLDER

ALTERNATIVE KEY HOLDER

David Channing
 Church Warden

PREMISES 6

BUILDING: The Masonic Hall

ADDRESS:

Station Road
High Bentham
LA2 7LH

CONTACT NUMBERS:

Tel no: 015242 61963

Fax no:

GRID REFERENCE: SD

FACILITIES

ESTIMATED CAPACITY:

TYPE OF HEATING: Electric

COOKING: Yes, full kitchen

TOILET: Yes

WASHING: No

PARKING: In conjunction with Grove Hill Garage

OTHER (*please specify*):

KEY HOLDERS

PRIMARY KEY HOLDER

Christopher Wilcock
Jeffrey Metcalfe

ALTERNATIVE KEY HOLDER

Grove Hill Garage

PREMISES 7

BUILDING: St Boniface

ADDRESS:

Robin Lane
High Bentham
LA2 7AB

CONTACT NUMBERS:

Tel no: 01729 822 525

Fax no:

GRID REFERENCE: SD

FACILITIES

ESTIMATED CAPACITY: 100

TYPE OF HEATING: Gas Central Heating

COOKING: None

TOILET: Yes / Outside

WASHING: No

PARKING: Minimal other than on the road

OTHER (*please specify*):

KEY HOLDERS

PRIMARY KEY HOLDER

Father Francis Smith

ALTERNATIVE KEY HOLDER

Mr Brian Mason

PREMISES 8

BUILDING:

1922 Bar & Kitchen at Bentham Golf Club

ADDRESS:

1922 Bar & Kitchen
 Bentham Golf Club
 Robin Lane
 High Bentham
 LA2 7AG

CONTACT NUMBERS:

Tel no:

Fax no:

GRID REFERENCE: SD 6679369809

FACILITIES

ESTIMATED CAPACITY: 120

TYPE OF HEATING: air source heat pump for air conditioning.

COOKING: Full kitchen

TOILET: disabled x 1, unisex x 1, gent x 2, ladies x 2 (6 toilets in total)

WASHING: yes – dishwasher and glasswasher

PARKING: 100 + spaces

OTHER (*please specify*): ramp and step access, free Wi-Fi

KEY HOLDERS

PRIMARY KEY HOLDER

Isabel Marshall

ALTERNATIVE KEY HOLDER

Thomas Marshall

Section 4: Community Resources/Assets

4.1 Local resources

Set out below is a list of equipment and resources which may be utilised during an emergency. Some of the equipment may require specialist skills/training and the use of appropriate safety equipment- these requirements are set out in the 'conditions of use' column.

Equipment/Resources	Location	Contact No.	Conditions of Use
SAND BAG STORE	Grasmere Drive car park – old toilet block	Craven DC 01756 700 600	
ATKINSON VOS 1) Use of Unimogs (they have a 1200mm wading depth). Possibly with driver. 2) Use of yard as parking / assembly area. 3) Use of a large generator. 4) Other (Just ask).	Wenning Avenue, Bentham, LA2 7LW.	015242 62922	
Naylor Myers (Building material supplier)	Low Bentham Rd, LA2 7BP	015242 61389	
Huws Gray (Warehouse retailer of building materials)	Low Bentham Rd, LA2 7EB	015242 61229	
Tim Wheildon (Heating and plumbing services)	Red House, Gas House Lane, High Bentham, LA2 7HQ		
Roger Wheildon (Wheildon's)	Greenhead Office, Low Bentham, LA2 7ES		
Robert Taylor (Taylor Environmental Groundworks Ltd)	18 Pye Busk Close, Bentham, LA2 7BG		
Lancashire Federation of Young Farmers Club	Ribblesdale Centre Lincoln Way Clitheroe BB7 1QD	01200 426 335	
Cumbria Federation of Young Farmers Club	Newton Rigg College Penrith Cumbria CA11 0AH	01768 866 550	
Yorkshire Federation of Young Farmers Club	Knaresborough House High Street Knaresborough North Yorkshire HG5 0HL	01423 865 870	
Settle District of Yorkshire Federation of Young Farmers Club	Settle Social Club 10 Duke Street Settle BD24 9DW	Via county no 01423 865 870	

WEBSITE VERSION WITH PERSONAL DETAILS REMOVED

Section 5: Contact Details – Useful Organisations

ORGANISATION	ROLE	CONTACT NO.
Local Authorities		
Craven District	Manage recovery process- helping return the community back to normality following an incident. Services include:	Switchboard: 01756 700 600 Out of hours: 01653 699 392
North Yorkshire County Council	Manage recovery process- helping return the community back to normality following an incident.	Switchboard: 08458 72 73 74 Out of hours: 01609 780 780 Emergency Planning Unit (EPU) 01609 532 246
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. 	0800 80 70 60 (Environment incident hotline – 24-hour service)
Utilities		
Gas	Maintain and ensure safe control of gas supplies.	0800 111 999
Electricity	Maintain and ensure safe electricity supply. Disconnect cables that constitute a danger to life and property.	0800 195 41 41
Yorkshire Water	Maintenance of water supplies and sewage disposal arrangements. Repair water mains, and availability of emergency water supply.	Leaks 0800 543 553 08451 242 424
Telephones (British Telecom)	Maintenance and operation of National Telecommunications systems. Provision of increased facilities to meet emergency requirements.	0800 023 2023
Voluntary Organisations		
WRVS	Trained in emergency service provision such as emergency feeding and other welfare services.	01200 442 513
St John Ambulance	Provide first aid, ambulances and additional medical supplies.	0844 770 4800
British Red Cross	Provide first aid, ambulances and additional medical supplies.	0113 2015 240
RSPCA	Help protect animals and prevent cruelty.	0300 1234 999
Bentham Pet Rescue		015242 63048

WEBSITE VERSION WITH PERSONAL DETAILS REMOVED

Age Concern	Provision of care for the elderly and specific elderly care at rest centres.	07523 493 240
Meal on Wheels	Run by Mandy Booth	015242 61525
The Samaritans	Experienced, listening/support service for people suffering emotional stress.	01524 61666
<i>Other useful numbers</i>		
Bentham Taxi	-	015242 62462
Bentham Doctors Surgery	Grasmere Drive, LA2 7JP	015242 61202
Dentist	Ashfield House, 66 Main Street,	015242 64813
Dalehead Vets	Main Street, LA2 7LE	01729 823 538

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.

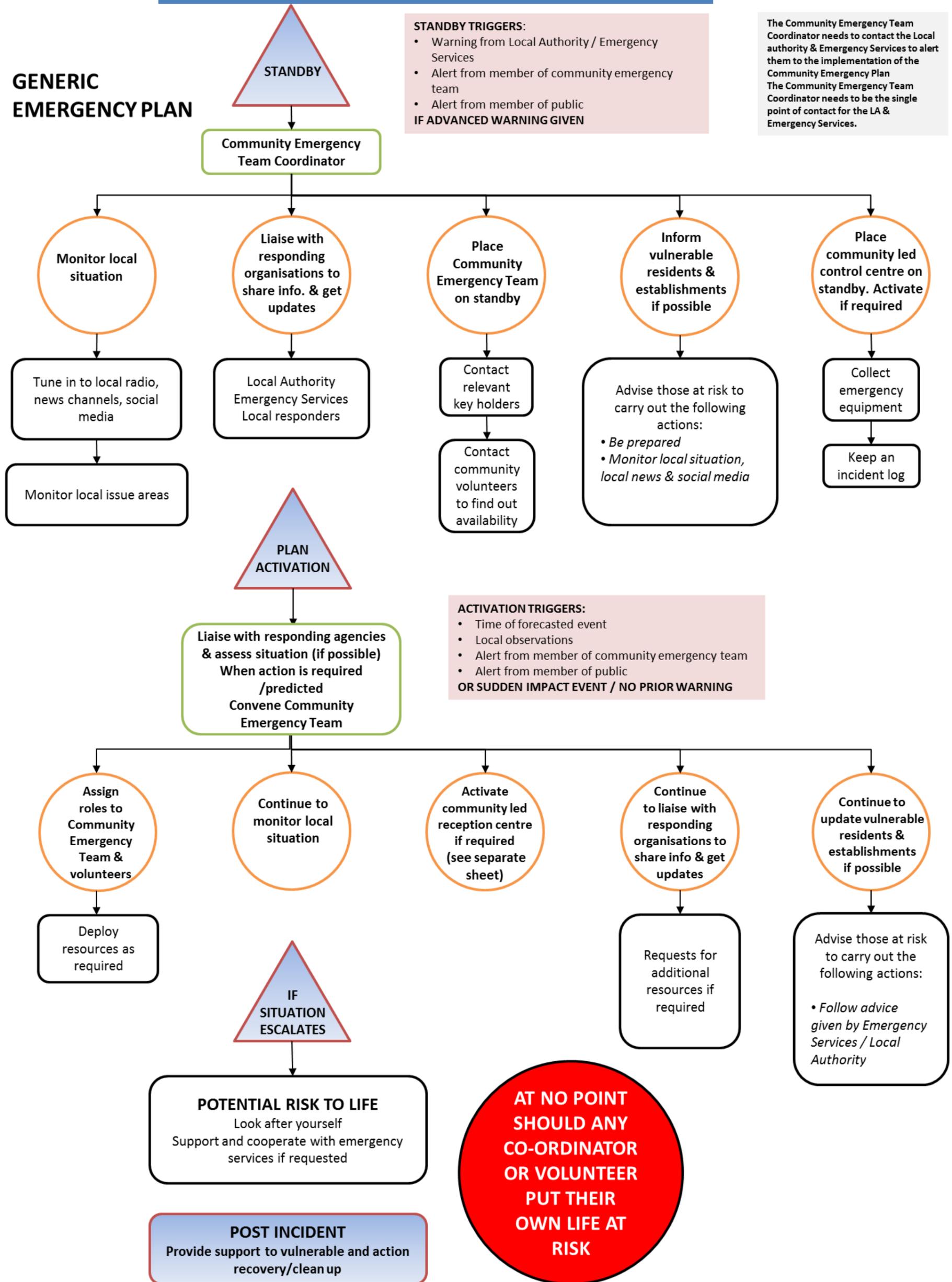
If used they should be tailored to the specific needs and circumstances of the incident actually occurring.

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

WEBSITE VERSION WITH PERSONAL DETAILS REMOVED

GENERIC EMERGENCY PLAN

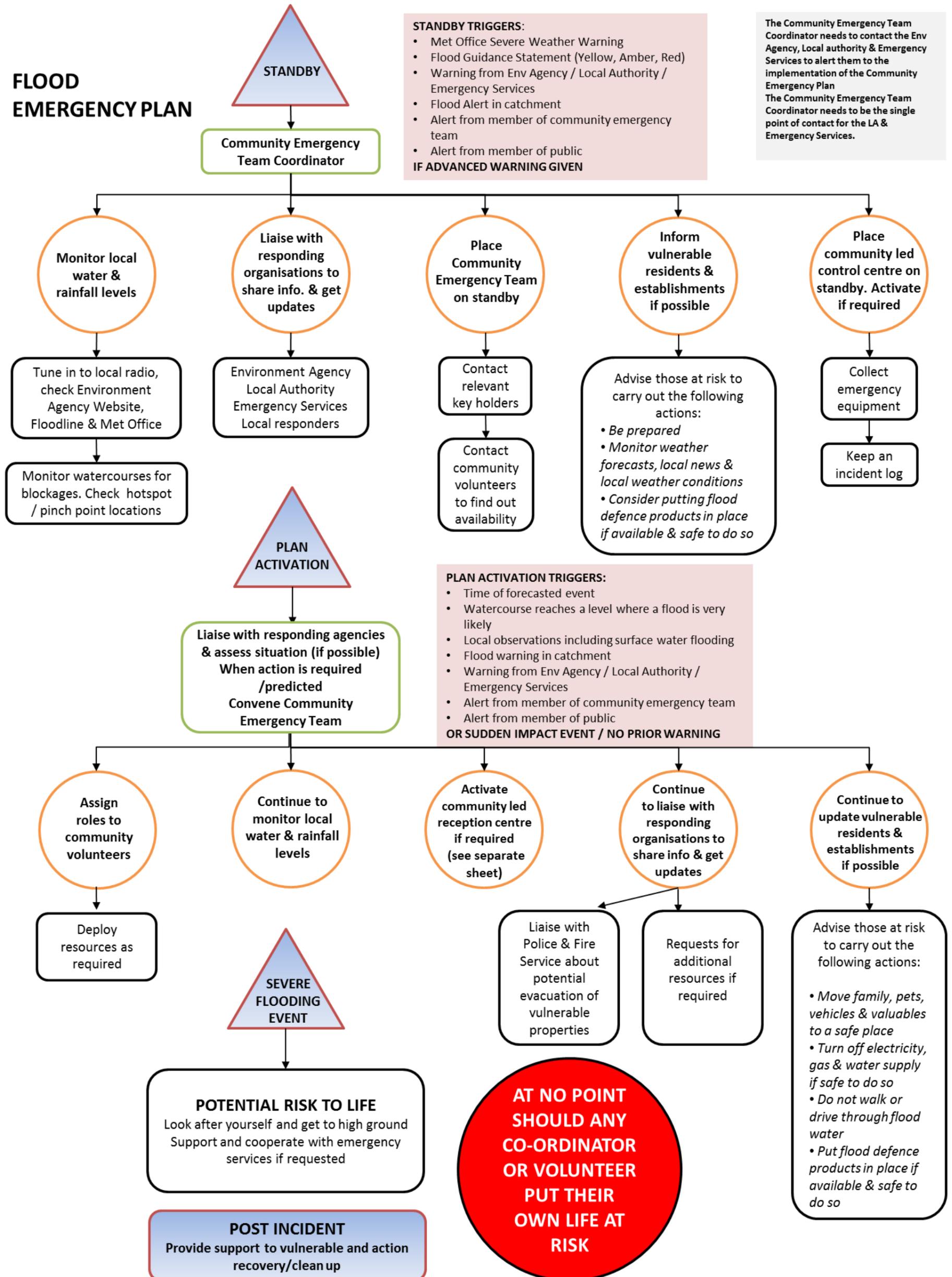


IMPORTANT NOTES: -

- ❑ 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.

Intentionally Blank

FLOOD EMERGENCY PLAN



IMPORTANT NOTES: -

- ❑ 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
NOT OBSTRUCT THEM.

WEBSITE VERSION WITH PERSONAL DETAILS REMOVED

ON SITE- WORK WITH THEM - DO

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. Template Logbook in Emergency Box Open Volunteer Register to record volunteer roles, locations, start times and end times. Template Volunteer Register in Emergency Box		
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. Fill in Volunteer Register with details.		
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

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

Name	
Address	
Telephone no	
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:
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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?
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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.

APPENDIX 1 – List of Councillors

	Adams	Gareth		
	Burton	Tony		
	Gerrie	Phil		
	Hill	Howard		
	Jones	Andy		
	Marshall	Thomas		
	Paige	Mark		
	Pearce	Leonie		
	Stannard	Tim		