

***Longford Parish Council***

**Community Emergency Plan**

**Plan last updated: 7/10/2024**

**Plan version: 2.2 03/09/25**

***Unrestricted Version***

**If you or anyone else is in immediate danger call 999**

**Do not put yourself or others at risk**

## Plan distribution list

Name	Role
Tewkesbury District Council	Awareness
Flood wardens Longford	Review / Use
Longford Parish Council	Review / Use
Longford Village Hall committee	Review / Use
Fire & Rescue	Awareness
Longford PC website	Awareness
Village Hall Committee website	Awareness

## Plan review/ amendments

Date of review / amendment	Plan Version Number	Details of changes made
20/02/2024	1.0	Initial Plan drafted
17/10/2024	2.0	Meeting with Flood & Community Resilience Officer, plan updated
17/10/24	2.01	Version reviewed-unchanged
03/09/25	2.2	Meeting with Flood & Community Resilience Officers, plan updated

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# 1 Key community contacts

*NB Please remember to check if listed contacts are happy for their contact information to be shared before the plan is sent to the District Council or made available to the community/ public.*

**Please contact in the order listed until contact is made.**

<b>1) Name</b>	Chris Byers
<b>Emergency role</b>	Community Emergency Coordinator
<b>24hr phone contact</b>	07908 127 440
<b>Email</b>	Chris.byers@longford-pc.gov.uk
<b>2) Name</b>	
<b>Emergency role</b>	Deputy Community Emergency Coordinator
<b>24hr phone contact</b>	REDACTED FROM PUBLIC DOCUMENT
<b>Email</b>	N/A
<b>3) Name</b>	
<b>Emergency role</b>	Community Emergency Communications Lead
<b>24hr phone contact</b>	N/A
<b>Email</b>	Christina.young@longford-pc.gov.uk

## 2 Place of safety

*NB Please remember to check if listed contacts are happy for their contact information to be shared before the plan is sent to the District Council or made available to the community/ public.*

Building	Address & Postcode	Key Holder Contacts
Longford Village Hall	Longford Lane, Longford, GL2 9EL	<i>Phil Leach – Chair of Village Hall Committee</i>
		<i>Chris Byers – Longford Parish Council – vice-chair 07908 127440</i>
Innsworth?		<i>Graham? &amp; phone number</i>
		<i>Name &amp; phone number</i>
		<i>Name &amp; phone number</i>

### How do we / others confirm places of safety?

Confirmation is done by the Community Emergency Co-Ordinator either socially or by email

### 3.1 Local risk assessment - General

Risk	Impact on community	Actions to prepare	Action during an event
<p><b>Loss of water supply i.e. loss of access to main supply or contamination of mains supply</b></p>	<p>Disruption to families for everyday life.</p> <p>Risk of dehydration, especially for vulnerable residents.</p> <p>Risk of widespread illness due to contamination.</p>	<p>Spread awareness of vulnerable residents' eligibility to be registered with their water company's Priority Services Register.</p>	<p>Longford Village Hall is available to STW as a place to convene for supplies of water, including bottled water.</p> <p>Ensure car park kept clear and barrier opened to allow access for water drop off.</p>
<p><b>Loss of electricity or gas supply for a prolonged period of over 12hours</b></p>	<p>Disruption to families for everyday life.</p> <p>Cold weather during winter could lead to hypothermia.</p>	<p>Spread awareness to vulnerable residents' eligibility to be registered with their utilities company's Priority Services Register.</p> <p>Find out if anyone in the community has access to a generator, heaters etc.</p>	<p>Tewkesbury BC and Central Networks for updates using contact information</p> <p>If generators are available, set up village hall as safe space. Remit of Central Networks.</p>
<p><b>Emergency requiring evacuation of residents e.g. large fire, gas leak, major local road traffic accident or aircraft</b></p>	<p>Disruption to families after emergency services have closed the initial event. Major traffic delays along Tewkesbury Road and Longford Lane to include emergency vehicles in / out of the area.</p>		<p>Open Longford Village Hall as a 'Place of Safety' for tea, coffee, toilets.</p> <p>Liaise with Gloucestershire County Council for the provision of rest centres.</p> <p>Liaise with Tewkesbury Borough Council to ensure disrupted families are assisted.</p>
<p><b>Severe weather e.g. snow, heat waves, strong winds (Not including flooding)</b></p>	<p>Injury from falling tree branches.</p> <p>Isolation due to travel disruption.</p>	<p>Monitor &amp; maintain trees on parish council land, inform Gloucestershire Highways of any dangerous trees.</p>	<p>Request volunteers who may be willing to check/door knock vulnerable neighbours to check on them.</p>

## 3.2 Local risk assessment - Flooding

<b>Flash Flooding and or flooding from nearby rivers or tributaries affecting rural Longford</b>	<p>Potential risk to life where vehicles are trapped in floodwater.</p> <p>Residents are isolated from homes or in their homes.</p>	<p>Sand and sandbags to be made available from collection points, eg Longford Village Hall</p>	<p>Utilise contacts from Emergency list</p>
<b>Flash Flooding and or flooding from nearby rivers or tributaries affecting Longford</b>	<p>River Severn, local tributaries, brooks and possible field flooding. Possible back flow from drainage infrastructure</p>	<p>Reference sandbag guidance from Tewkesbury BC</p>	<p>Open VH Flooding WhatsApp group?</p>

## 4 Plan activation

<b>Local Triggers</b>	<ul style="list-style-type: none"> <li>• <b>Requests from Borough or County Councils, i.e. to open the Place of Safety</b></li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Environment Agency Flood Warnings, or residents' local knowledge on substantial changes in local river levels</b></li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Warnings or requests from emergency services, e.g. knocking doors to ask residents to evacuate</b></li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Severe weather warnings from the Met Office</b></li> </ul>

	<ul style="list-style-type: none"> <li>Media messages, eg local social media sources about an emergency or TV and radio announcements including central government guidance.</li> </ul>
<b>Responsibility for activating plan</b>	<p>Message to be sent in the preset up WhatsApp group or land lines from any member of group (parish councilors and village hall committee members), highlighting the local trigger. Community Emergency Coordinator and Deputy to confirm if criteria for activating the plan have been met and agree which actions will be taken and by who.</p> <p>If no response is received from the Community Emergency Coordinator and/or deputy after a period of?? The Parish council chair can provide the second approval.</p>

## 5 First steps in an emergency

Consider these actions once the plan has been activated.

	<b>Consideration</b>	<b>Tick</b> (once considered)
1	Phone 999 in case of immediate threat to life.	
2	Contact with emergency co-ordination team (as identified in section 1 above).	
3	Carry out any actions as required as identified in section 3. Ensure all actions and decisions are logged to share with Clerk at a later point.	
4	Inform District/Borough Council to ensure they activate their necessary plans and procedures.	
5	Offer volunteer resources via local networks (WhatsApp emergency group)	
6	Wider communication of any risks or actions/updates to the public via social media.	
7	Create a longer-term plan for support required if the situation is likely to be enduring over a longer time period.	
8	Stand down any actions when emergency is over.	
9	Recovery, evaluation and rehabilitation. On the advice of Tewkesbury BC or as directed by professionals.	

## 6 Communications

Consider how the Community Emergency Team Members will communicate with each other and also with residents.

<b>Community Emergency Team Members</b>	<ul style="list-style-type: none"> <li>• WhatsApp group, already set up with Parish Council and Village Hall Committee Members</li> <li>• Phone tree if WhatsApp is unavailable:</li> <li>• Refer to emergency contact list Item 1</li> </ul>
<b>Residents</b>	<p>Depending on the scenario:</p> <ul style="list-style-type: none"> <li>• Flood WhatsApp group (note not all residents part of this) or contacts as part of at risk list drawn up by Longford PC</li> <li>• Facebook groups – Longford PC own page and share to wider Longford group or Persimmon Homes group IF relevant</li> <li>• Ask any volunteers to contact neighbors or vulnerable individuals they are aware of in person</li> </ul>

## 7 Local volunteers, skills and resources

This table provides details for individuals who have either volunteered to support the emergency response, or have a particular skill or resource.

Name/ Contact Details	Volunteer/ Skill/ Resource	Notes e.g. terms of use for equipment, availability to volunteer
Chris Byers	Transport facility	Longford Councillor
Rick Harris 07818604561	Engineering	Longford Councillor


**Note: other resources or individuals unknown at this time, consider a Facebook post and send out a questionnaire from GRCC.**

## 8 Contacts

<b>Other Community Volunteers/ Organizations who may be able to help</b>		
<b>Name / Organization</b>	<b>Phone Number</b>	<b>Email</b>
Longlevens Dr's surgery	01452 522695	none
Guides / Brownies		
Sarah Hands Gloucestershire County Council & Tewkesbury Borough Council		Sarah.Hands@gloucestersire.gov.uk
Richard Stanley Tewkesbury Council		Richard.Stanley@tewkesbury.gov.uk
Michelle Prudence-Women's Institute	07818 461845	
Samaritans-listed contact Jo@samaritans.org	Any phone 116 123	www.samaritans.org

British Red Cross	0344 871 11 11	redcross.org.uk
Salvation Army	020 7367 4500	info@salvationarmy.or.uk
Veterinary Service that is closest to Longford. Wood Veterinary Group	01452 543990	<a href="mailto:manager@woodvet.co.uk">manager@woodvet.co.uk</a> 83 Windermere Road, Longlevens, GL2 0LZ

<b>Other Useful Contacts/ Websites</b>	
<b>Organization</b>	<b>Phone Number</b>
<b>Emergency Services</b>	999
<b>Police (non-emergency)</b>	101
<b>Fire and Rescue (non-emergency)</b>	01452 888777
<b>NHS 111 Service</b>	111 (24hr)
<b>Local Authority</b>	
Tewkesbury Borough Council	01684 295010 (office hours) Housing Team 01684 272212 Out of Office Hours 01684 293445 (emergencies only)
Gloucestershire County Council Highways Team	08000 514 514 (24hr)
Gloucestershire County Council <b><u>social care</u></b> (including safeguarding concerns)	Adult Helpdesk 01452 426868 Children 01425 426565 Out of Office Hours 01452 614194 (emergencies only)
<b>Environment Agency</b>	
Incident Hotline e.g. to report flooding, obstructions in rivers likely to cause flooding, pollution, dead fish/ birds in large quantities etc.	0800 80 70 60 (24hr)
Floodline e.g. for latest Flood Warning info & to sign up for warnings	0345 988 1188 (24hr)
<a href="https://www.gov.uk/check-flood-risk">https://www.gov.uk/check-flood-risk</a> for links to latest Flood Warning info, river & sea level info, 5 day flood risk	
<b>Water/ Sewerage Companies</b>	
Severn Trent Water	0800 783 4444 (24hr)
Wessex Water (sewerage issues)	0345 600 4 600 (24hr)
Lower Severn internal drainage board	01454 413 340
<b>Gas Distributor</b>	
Wales and West Utilities	0800 912 2999
Gas Leak? Call National Grid	0800 111 999 (24hr) 02920 278 707 for Hearing impaired
<b>Power Cut any supplier</b>	
Western Power Distribution	0800 6783 105 (24hr) or 105
Scottish and Southern Electricity Network	0800 072 7282 (24hr)

# Appendices

## Appendix A First meeting agenda for Community Emergency Team

1. Finalize plan
2. Maps, agree which need to be printed
3. Information from Sarah Hands about which properties flooded, review if and how this can be shared and stored
4. Purchase of some high vis jackets
5. Purchase of a first aid kit
6. Questionnaire to residents
7. Consider next meeting, and using scenarios to test plan

## Appendix B Logging sheet

Date	Time	Information/ Decision/ Action	Initials
20/02/24		Initial plan drafted Version 1.0	
17/10/24		Meeting with Flood and Community Resilience Officers plan updated Version 2.0	
17/10/25		Meeting with Flood and Community Resilience Officers plan reviewed Version 2.01	
03/09/25		Meeting with Flood and Community Resilience Officers plan updated Version 2.2	

## Appendix C Maps

Consider adding any maps to show your community and key sites of interest e.g.

- Vulnerable locations e.g. care homes, schools, nurseries NB please do not indicate where individual vulnerable people may live due to Data Protection
- Potential Place of Safety location(s)
- Location for Community Emergency Coordination Centre
- Any areas prone to flooding if appropriate from plans provided by Tewkesbury Borough Council to be provided from meeting of 03/09/24

### ***Additional Appendices***

*Please feel free to add any other information that may be useful to support your community's response to an emergency as additional Appendices*