

Community Response Plan



Developing a Community Response Plan will enable your community to come together, to think about what it can do to prepare for emergencies and how it could assist the Emergency Services should an emergency occur. By completing 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: Tur Langton		
Document version number: 4	Date: agreed at meeting 17/1/23	
Document Version number 5	Draft for meeting 11/7/23	
Distribution list		
Name	Email	Issued on
Cllr James Anderson	james@turlangton-pc.org.uk	
Cllr Tessa Bladon	tessa@turlangton-pc.org.uk	
Cllr Jan Haynes	jan.haynes56@gmail.com	
Cllr Debbie Molyneux	debbie@turlangton-pc.org.uk	
Cllr Paul Officer	paul@turlangton-pc.org.uk	
Cllr Claire Staveley	clare@turlangton-pc.org.uk	
Alison Gibson (Parish Clerk)	clerk@turlangtonparishcouncil.org.uk	
Resilience Partnership	0116 305 6101 (office hours)	

	07786198283 (Duty Officer for out of hours or if no response to landline)	
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Table 1: Community Response Team Members

Team member details.

Name	Contact details	Role (if allocated)
Enter here team members who may carry out a role in the plan, again these may be councillors but also the people who have offered practical help / resources etc	Mobile numbers	This may be `co-ordinator` `2 nd Co-ordinator` or someone who has a tractor, can offer assistance with food or shelter etc.
Cllr James Anderson	Permission to add phone number?	
Cllr Tessa Bladon	07549271986	
Cllr Jan Haynes	07973532680	
Cllr Debbie Molyneux	07854734671	
Cllr Paul Officer	07887954757	
Cllr Clare Staveley	07891 788 059	

Table 2: Local Risk Assessment

Known risks affecting the community and actions that can be taken to reduce their impact.

Risks	Location	Impact on community	What action can be taken?
Local incident involving transport	Within the village or neighbouring major roads.	road network affected - air pollution - fire hazard	Possible evacuation Information gathering Assistance to vulnerables
Localised pluvial flooding	Within the village or the surrounding road network	Possible evacuation Roads affected	Open shelter Information / advice Roads affected
Extreme weather Snow Heat Rain	Within the village or the surrounding road network	Roads affected Community cut off Resources limited	Possible evacuation Open shelter Information / advice Roads affected
Powercuts	Within the area		Information / advice Help for disabled/elderly if needed.
Water supply loss or contamination	Within the area		Distribution of water if needed. Information/advice

Fire	Within the area		Early information gathering. Possible opening of Rest Centre. Possible transport to Rest Centre. Assisting the Emergency Services.
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Table 3: Local Skills and Resources Assessment

Details of resources that could be called upon to facilitate the community response activities.

Skill/Resource	Provider contact details	Limits on availability / operation e.g. special licence
Grab Bag	In rear store cupboard in the Village Hall	Needs to be checked regularly to ensure items are in date
4x4 vehicles	Tessa and Andrew Bladon 07549271986 Chris Weston 07901961165 Katrina Briggs 0775863103 Debbie Molyneux – 07854 734671	
Chainsaws	Roger Ford – 07745 747238 Tim Briggs – 07890613567	
Catering facilities	Crown Public House, Trevor and Sharon Smith, 01858 545 264	
First Aid	Dr Fiona Sankey 01858 545797 07773 173826 Dr Joanna Warner 01858 545998 07763 057538 First Aid Box in Village Hall	
Transport	Tessa and Andrew Bladon 07549271986 Chris Weston 07901961165 Katrina Briggs 0775863103 Paul Officer 07887954757 Matthew Bills 01858 540157	
Defibrillator	In phone kiosk on Main Street, LE8 0PJ	Dial 999 before use

Table 4: Places of Safety

Local amenities that could be used to accommodate residents requiring accommodation and care.

Venue	Facilities	Key holder details / instructions for access	Limitation on use
Tur Langton Village Hall Main Street, Tur Langton. LE8 0PJ	One main hall, capacity 2 toilets plus 1 x accessible toilet Car parking available (12 cars) Disabled access yes Fully fitted kitchen / fridge / microwave / kettle	Key in key holder on wall of Village Hall Contact Tessa Bladon, Paul Officer or Clare Staveley for code Main Key holder Tessa Bladon 07549271986	
Crown Public House	Toilets including disabled – yes Car parking – yes Disabled Access - yes	Trevor and Sharon Smith 01858 545 264	

Table 5: Activation Triggers

Identify 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	By Resilience Partnership / Parish Councillors
Prolonged loss of power anticipated affecting all or parts of the community	By Resilience Partnership / Parish Councillors
Blocked roads affecting service delivery	Parish Councillors
Message received from the Resilience Partnership	Parish Councillors



Table 6: Initial Actions

The table below can be used as a checklist but is not exhaustive. Consider:

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

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

Table 7: Community Response Team Roles

List of the actions your Community Response Team will consider undertaking. Consider:

- 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 from 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 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:

Tur Langton Village Hall, Main Street, Tur Langton. LE8 0PJ

Item no	ITEM	Check on collection Feb 2018	Annual check 2022	Annual Check 2023	Annual Check 2024	Annual Check 2025
1	Emergency Grab Bag Checklist	√	√			
2	Laminated Parish Emergency Plan in A4 Plastic Wallet					
3	Local Map	√	√			
4	1 x Carry Holdall on Wheels	√	√			
5	1 x set of two Walkie Talkies	√	√			
6	1 x Wind up AM/FM Radio with torch, clock and phone charger	√	√			
7	1 x Megaphone	√	√			
8	4 x Megaphone D Batteries (if in device, spares are required)	√	√			
9	1 x COB LED Inspection Lamp	√	√			
10	1 x LED Headlight	√	√			
11 + 12	2 x LED torches	√	√			
13	batteries for torches (if in devices, spares are required)	√	√			
14	1 x LED wind up torch	√	√			
15	1 x Multi function tool (plier, knife, serrated knife, bottle opener, flathead screwdriver, small knife, nail file, cross screw driver)	√	√			
16	1 x Folding Saw	√	√			
17	1 x Snow shovel	√	√			
18	1 x pair of heavy duty gloves	√	√			
19	1 x roll of Hazard Barrier tape	√	√			
20	1 x roll of gaffer tape	√	√			
21	1 x Clipboard with paper and labels	√	√			
22	1 x Mountain Whistle (in pencil case)	√	√			
23	1 x pack of Energy Tablets	√	√			



Item no	ITEM	Check on collection Feb 2018	Annual check 2022	Annual Check 2023	Annual Check 2024	Annual Check 2025
24	1 x hand sanitizer pump spray	√	√			
25	1 x bundle of Anti-Bacterial hand wipes	√	√			
26	1 x pack of paper towels	√	√			
27	2 x High Visibility vests	√	√			
28	2 x Foil Blankets	√	√			
	Date and Sign Check					

Item no	ITEM	Check on collection Jan 2018	Annual Check 2022	Annual Check 2023	Annual Check 2024	Annual Check Jan 2025
29	1 x Pencil Case containing stationary as follows:	√	√			
30	3 x pencils	√	√			
31	3 x pens	√	√			
32	1 x roll of brown tape/cello tape	√	√			
33	1 x 30 inch ruler	√	√			
34	2 x Black Marker Pens	√	√			
35	1 x eraser	√	√			
36	1 x pencil sharpener	√	√			
37	1 x Pair of scissors	√	√			
38	1 x bundle of cable ties	√	√			
39	1 x Blue Tack	√	√			
	Date and Sign Check					

Item no	ITEM	Check on collection Jan 2018	Annual Check 2022	Annual Check 2023	Annual Check 2024	Annual Check 2025
40	1 x First Aid Kit Fabric Pouch Bag from St Johns Ambulance Containing:	√	√			
41	1 x First Aid in an Emergency Booklet	√	√			
42	2 x packs of 10 assorted waterproof plaster	√	√			
43	1 x Eye Pad	√	√			
44	2 x Triangular bandage	√	√			
45	2 x Medium dressings	√	√			
46	1 x large dressing	√	√			
47	4 x Cleansing Wipes	√	√			
48	1 x Nitrile Powder-free gloves	√	√			
49	2 x 20ml eye wash phials	√	√			
50	1 x face shield	√	√			
51	1 x microporous tape	√	√			
52	4 x sachets of Burn Blott	√	√			
53	1 x Green plastic splinter remover	√	√			
	Date and Sign Check					



Table 9: Emergency Contact List

Complete the following table to create your emergency contact list.

Description	Name and address	Reference	Contact details
Police	Leicestershire Police Headquarters, St. Johns, Enderby, Leicester, Leicestershire, LE19 2BX		Emergency 999 Non-emergency 101
Fire	Leicestershire Fire and Rescue, 12 Geoff Monk Way, Birstall		Emergency 999 Non-emergency 0116 210 5555
Ambulance Service	East Midlands Ambulance Service NHS Trust Trust Headquarters 1 Horizon Place, Mellors Way Nottingham Business Park, Nottingham. NG8 6PY		Emergency 999
Local Authority Emergency Planners	Resilience Partnership 1 Romulus Court Meridian East Leicester LE19 1YG		0116 305 6101 (office hours) 07786198283 (Duty Officer for out of hours or if no response to landline)
Local Authority	Harborough District Council Adam and Eve St Market Harborough LE16 7AG		01858 828282
Gas Supply	Cadent Gas, Brick Kiln Street - Hinckley Leicestershire LE10 0NA		Emergency - 0800 111 999 Non-emergency –0800 389 8000

Electricity	Western Power Distribution, Pegasus Business Park, Herald Way, Castle Donnington, Derby DE74 2TU		Emergency 0800 6783 105 Non-Emergency 0800 096 3080 105 www.powercut105.com/
Severn Trent Water	Severn Trent Water, Anstey Lane, Leicester LE7 7GU		Emergency 0800 783 4444 https://www.stwater.co.uk/in-my-area/check-my-area/ As last resort: Contact the Resilience Partnership Team if the outage becomes prolonged and no response or information has been received. As they are only a small team and calls are monitored by their Duty Officer if out of hours, it is requested that this advice isn't generally circulated and is restricted to members of the Emergency Response Team only.
Anglian Water	Lancaster House, Lancaster Way Ermine Business Park, Huntingdon Cambridgeshire, PE29 6XU		Emergency 0800 771 881 https://inyourarea.digdat.co.uk/AnglianWater
Roads Leicestershire County Council Highways	Leicestershire County Council, County Hall, Leicester Road, Glenfield, Leicester LE3 8RA		0116 3050001 0116 2323232 www.leicestershire.gov.uk/roads-and-travel
Flooding Environment Agency	Lady Bay Bridge, West Bridgford, Nottingham NG2 5FA		Incident Hotline 0800 80 70 60 General Enquiries 03708 506 506 Floodline 0345 988 1188
Met Office	Met Office, FitzRoy Road, Exeter, Devon EX1 3PB		0370 900 0100 https://www.metoffice.gov.uk/

			https://www.metoffice.gov.uk/weather/warnings-and-advice/uk-warnings
GP Surgery	South Leicestershire Medical Group Market Harborough Medical Centre		Kibworth Medical Centre, Smeeton Road, Kibworth. LE8 0LG. 0116 279 3308 Old School Surgery, 2a, Station Street, Kibworth, LE8 0LN. 0116 279 2422 Fleckney Medical Centre, High Street, Fleckney. LE8 8AJ. 0116 240 3139 Fleckney Duck Pond Surgery, 6a High Street, Fleckney. LE8 8AJ. 0116 240 4462 2 Shires Medical Centre, Market Harborough, Torch Way, Market Harborough. LE16 9HL. 01858 434 523 Great Glen Surgery, 24a Main Street, Great Glen. LE8 9GG. 0116 259 2353 67, Coventry Road, Market Harborough. LE16 9BX. 01858 464242
Schools / colleges	Church Langton Primary School Kibworth Mead Academy Welland Park Academy Robert Smyth Academy		01858 545237 0116 279 2238 01858 464 795 01858 440770
Radio stations	Harborough FM BBC Radio Leicester		01858 464666 0808 100 1049
Newspaper publisher	Leicester Mercury Harborough Mail		0116 2512 512 01926 457737



Table 10: Plan Review and Updating Process

Complete this section to describe the process and frequency by which the Community Response Plan will be reviewed and updated. This should also 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
Reissue	Yearly
Call out test	
Exercise	