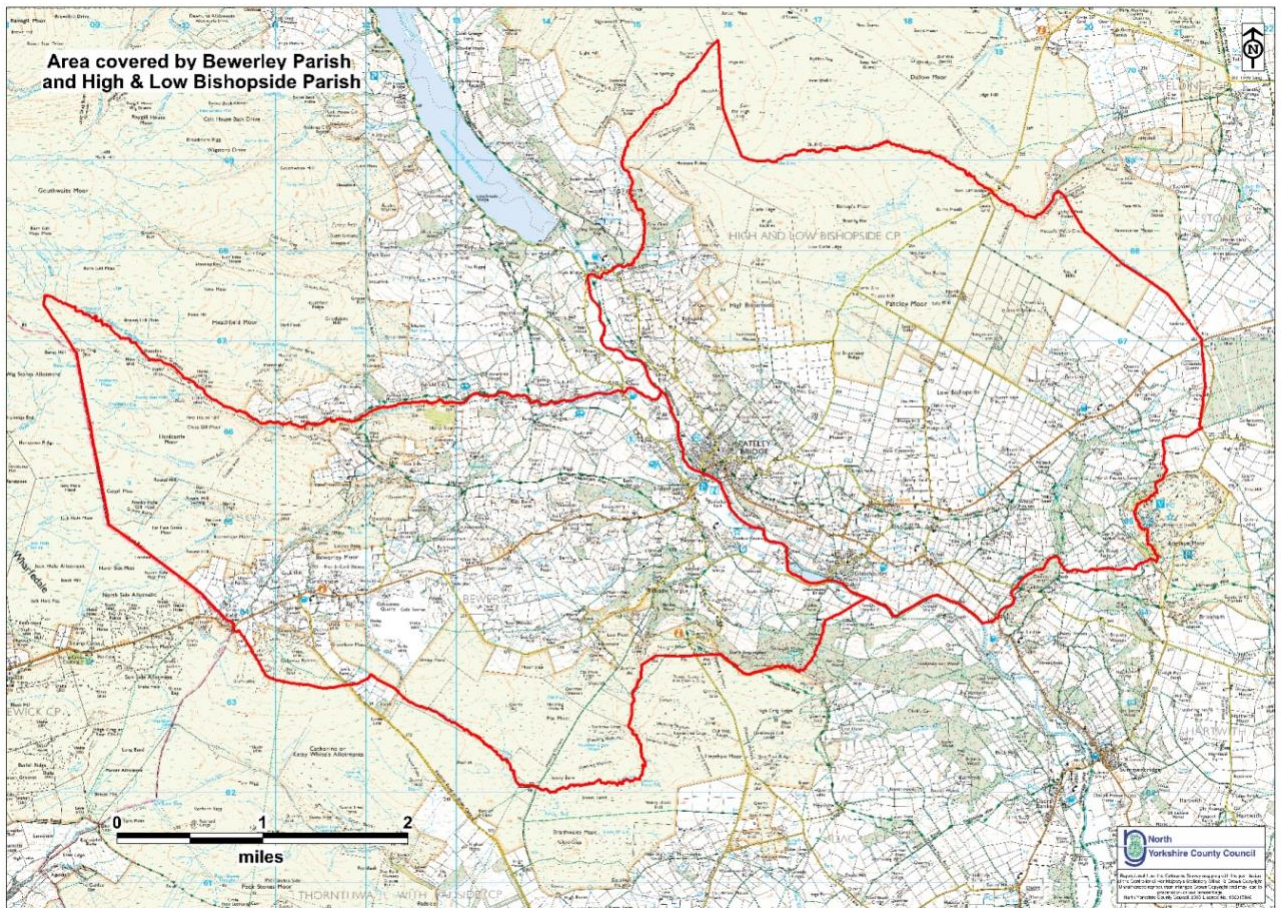


Pateley Bridge (High & Low Bishopside) & Beverley

COMMUNITY RESILIENCE PLAN



Last Review Date: December 2018

Key Contacts : Ian Skaife, Chris Hawkesworth
(see Page 25 for contact details)

Distribution

All plan owners listed below will be sent updated versions of the document:

- Emergency Committee Members + one copy in battle box at Memorial Hall
- Volunteer staff identified at 5.2.1. (one at High School and one at Beverley Park)
- Safer Neighbourhoods Group
- HBC Emergency Planning
- NYCC Emergency Planning
- North Yorkshire Police
- North Yorkshire Fire & Rescue
- Yorkshire Ambulance Service
- Environment Agency
- Feastfield Medical Centre

Record of Amendments

It is vital that you review and exercise the emergency plan regularly to ensure that it is up-to-date, fit for purpose, and remains current in the knowledge of your community (especially your Volunteer Community Response Team).

Date	Description	Initials
Mar 2016	Updates, inclusion of incident management ideas	JR
Aug 2016	Updates to activation flow chart	JR
Oct 2016	Updates to committee, volunteers and contact details	SA/AB
July/Dec 2018	Updates to committee, volunteers, and GDPR check	SA/TD

Ensure any amendments are recorded here and please notify the Emergency Planning Unit at Harrogate Borough Council immediately of any changes.

General Data Protection Regulation 2018

Pateley Bridge Town Council and Beverley Parish Council are Data Controllers for the purposes of the General Data Protection Regulation ((EU) 2016/679) (GDPR). This replaces the Data Protection Act 1998 and regulates how we obtain, use and retain information about individuals. The information supplied is being collected for the purpose of preparing and amending the Pateley Bridge and Beverley Resilience Plan and providing information to the emergency services and others.

Further information about Data protection is available on www.harrogate.gov.uk

Equalities and Diversity

During the production of this plan due regard has been paid to the different needs of the vulnerable and people with protected characteristics as defined by the Equality Act 2010: "Public Sector Equality Duty." The duty applies to nine protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage and civil partnership and sex and sexual orientation.

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1. Introduction

1.1 Background

During a widespread or extensive emergency, the Emergency Services and Local Authorities may not be able to respond immediately and may have to prioritise according to need. The North Yorkshire Local Resilience Forum <http://www.emergencynorthyorks.gov.uk/> are keen to encourage local communities to develop resilience, by creating their own Community Resilience Plan, enabling them to begin a response to the emergency until other resources can be allocated to support them.

During this time, individuals and communities may need to rely on their own resources to ensure they are able to cope with the consequences of an emergency. Many communities already help one another in times of need, but previous experience has shown that those who have spent time planning and preparing for this are better able to cope and recover more quickly.

1.2 Aim

The aim of this plan is to allow Communities to develop procedures and processes in order to allow the use of local resources and expertise to help them in an emergency, in a way that complements the response of the emergency services.

1.3 Objectives

The following objectives have been identified and will be addressed in order to support the aim of the plan:

- The identification of local risks, resources and vulnerable groups
- The identification and utilization of local resources to help in the response by providing support to emergency services
- Helping the vulnerable, by providing shelter, care, support, information or practical help
- Establishment of an Emergency Committee to provide a point of contact for emergency responders and the community, and to determine priorities
- Maintaining communications within the community and with the Borough Council
- Managing the response of local voluntary organisations
- Represent the community
- Assisting with community recovery.

1.4 Maintenance and review

This plan is owned by Pateley Bridge and Bewerley Joint Emergency Committee and is maintained on their behalf with the support of Harrogate Borough Council Emergency Planning Unit. It is the responsibility of all members of the Emergency Committee to ensure that they are familiar with the plan and that they maintain accurate contact details.

This plan should be subject to continuous review and revision, as well as formal annual reviews. The plan should be reviewed after:

- As a result of lessons identified after invocation due to a real incident
- Any major changes to the Emergency Committee structure
- As a result of lessons identified during exercising or training.

1.5 Exercise and Training

This plan will be exercised (using discussion, table-top or live formats) to varying degrees throughout the year. The objectives of exercising will be to:

- Validate plans
- Test procedures and systems
- Identify training needs.

All observations from training will be reviewed and where appropriate any changes to plans will be implemented.

1.6 Activation

The community plan will be activated by Pateley Bridge and Bewerley Joint Emergency Committee on the advice of the Emergency Services, the Harrogate Borough Council Duty Emergency Planning Officer or by a member of Pateley Bridge and Bewerley Joint Emergency Committee. Where the decision to implement the plan has been taken by Pateley Bridge and Bewerley Joint Emergency Committee, then the Borough Council should be advised that the plan has been activated. An activation flowchart can be found with the Response arrangements of this Plan at 6.1.

Set out below are the triggers which will cause the activation of your Community resilience Scheme:

- At the request of the emergency services or Borough Council
- At the request of a member of Pateley Bridge and Bewerley Joint Emergency Committee
- When any event/incident has or has the potential to have an impact across the community
 - severe flood warning issued (trigger through HBC Multi Agency Flood Plan)
 - severe weather alert
 - major accident or event.

1.7 Roles and responsibilities

1.7.1 Community Response Team

Pateley Bridge and Bewerley Joint Emergency Committee co-ordinate the community's response to ensure that any contingency arrangements are actioned, vulnerable people are cared for, liaison is established with the emergency services and the Borough Council, and to promote self-help to householders. They are also responsible for keeping the plan up to date. The Committee would meet at the Memorial Hall, Pateley Bridge – or, if flooding prevented members from Bewerley crossing the river, they would assemble at the Royal Oak, Bridgehouse Gate.

CLlr Chris Hawkeworth	Chairman and Co-ordinator, Bewerley
CLlr Ian Skaife	Co-ordinator, Pateley Bridge
CLlr Hilary Jefferson	Deputy, Pateley Bridge
CLlr Graham Spooner	Deputy, Bewerley
CLlr Dave Marshall	Bewerley
Mrs Tracey Dawson	Clerk, Bewerley Parish Council
Mrs Sarah Adamson	Clerk, Pateley Bridge Town Council

1.7.2 The Emergency Committee Chairman and Deputies should:

- Ensure that the plan is regularly reviewed and updated
- Act as a focal point for the community in the response to an emergency

- Act as the main contact point for the Borough Council and ensure that two-way communication is maintained
- Ensure that the appropriate authorities and individuals are notified
- Communicate important messages to the community
- Activate resources as required.

Tasks should be delegated to team members as appropriate. The Co-ordinator should ensure that all team members are engaged in the planning and response processes.

1.7.3 Emergency Committee members should:

- Have good local knowledge
- Be able to activate the support of and speak on behalf of the community
- Ensure that communications are maintained within the community and with HBC
- Ensure that confidentiality is maintained where necessary
- Maintain an incident log in the event of an emergency
- Create a 'grab bag' containing the plan and any appropriate clothing/equipment which may be required
- Have sufficient knowledge of the plan to act as Co-ordinator in their absence
- Responsible for activating the scheme either in part or fully
- Ensure that you have a deputy to carry out duties in your absence
- Ensure this scheme and any associated documentation is maintained
- Ensure any community resources are logged and records maintained.

The Deputy and other team members should support the Chairman in carrying out his role.

Those who have volunteered should understand their roles and responsibilities.

These individuals should have good local knowledge and contacts, and have expressed a willingness to activate this Community Response Scheme at short notice in the event of an incident occurring.

2. Community Profile

2.1 Community Profile – Pateley Bridge (High & Low Bishopside) and Beverley

Mapping:

1:50,000 OS Landranger Map, Number 99 – Northallerton, Ripon & surrounding area.

1:25,000 OS Explorer Series Number 298 – Nidderdale, Fountains Abbey, Ripon, Pateley Bridge

Resident Population:-	3,000	<i>Total:</i> 4,000
Maximum Tourist Population:-	1,000	

2.2 Infrastructure

2.2.1 Roads

The key routes for accessing the community are:

- B6265 Ripon to Grassington, passing through Pateley Bridge and Greenhow
- B6165 Harrogate to Pateley Bridge
- B6451 from Otley, crossing A59 at Blubberhouses, to join B6265 at Greenhow

2.2.2 Rivers and Becks

The following main rivers run through the community:

- River Nidd
- Foster Beck
- Rash Dyke (Bewerley).

2.2.3 Bridges

The following bridges cross the Nidd in Pateley Bridge:

- Glasshouses
- Pateley Bridge
- Wath
- Foster Beck
- Millennium Bridge (footbridge)
- Castlestead (footbridge).

2.3 Neighbouring Parishes

Below are details of neighbouring parishes that may be able to provide help during an emergency:

Dacre	
Darley and Menwith	
Kirkby Malzeard, Laverton & Dallowgill	
Thornthwaite with Padside	
Hartwith cum Winsley	
Upper Nidderdale	

3. Community Vulnerabilities (Risk Assessment)

3.1 North Yorkshire Community Risk Register

The hazards described in the North Yorkshire Community Risk Register are worst case scenarios. The assessments relate to the risk occurring over a five year period. The risk assessments included in the register only cover non-malicious events (ie. hazards) rather than threats (ie. terrorist incidents). This does not mean that we are not considering threats within our risk assessment work. The current risk register can be viewed at www.emergencynorthyorks.gov.uk.

3.2 Local Hazards

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

Hazard	Comments	Remarks
Electrical power supply	There are 3 substations: Bewerley, just north of Nidderdale Motors; Pateley to the north of The Sidings; Pateley north-east of the river bridge.	

Petrol station incident	The only petrol station is at the Dales Corner shop at Bridgehouse Gate, which is within the flood risk area. Possible loss of supply or pollution.	
Agricultural incident: foot and mouth, blue tongue, bird flu		National and local arrangements for any outbreaks
Pandemic	Risk still high nationally and locally	Multi-agency plan developed at regional level
Severe weather: flooding, winds, snow/cold, heat, earthquake etc	Known flood area within the town, including petrol station, Beverley Park Centre, Caravan Park; plus 120 houses and 10 businesses. This is the biggest threat to property and life.	
Industrial action which impacts on critical services		National plans have been developed
Bomb/terrorist threat	No high risk sites identified with the town	

3.3 Severe Weather

The National Severe Weather Warning Service provides warnings of severe or hazardous weather which could cause problems, ranging from widespread disruption of communications to conditions resulting in transport difficulties or threatening lives. Types of hazard include:

- Severe gales
- Heavy rain
- Heavy snow and icy roads
- Thunderstorms and lightning
- Heat and sun
- Dense fog.

The severe weather warnings for Yorkshire and Humberside can be found at:

<https://www.metoffice.gov.uk/public/weather/warnings>

3.4 Flooding

The following areas are at risk from **surface water flooding**:

- Millfield Street
- Recreation Ground
- Low Wath Road
- Bridgehouse Gate
- Riverside Caravan Park
- Cow Pasture Road (adjacent to Castlestead).

3.4.1 National Flood Warning Service

The Environment Agency provides a flood warning service in areas at risk of flooding from rivers or the sea. In some parts of England a flood warning service for flooding from groundwater is also provided.



Using the latest technology, rainfall, river levels and sea conditions are monitored 24 hours a day and this information is used to forecast the possibility of flooding. If flooding is forecast, warnings are issued using a set of three different warning types.

These warning are passed to residents within affected areas as well as the emergency services and the local authority.

	Severe Flood Warning Severe flooding. Danger to life.
	Flood Warning Flooding is expected. Immediate action required
	Flood Alert Flooding is possible. Be prepared.

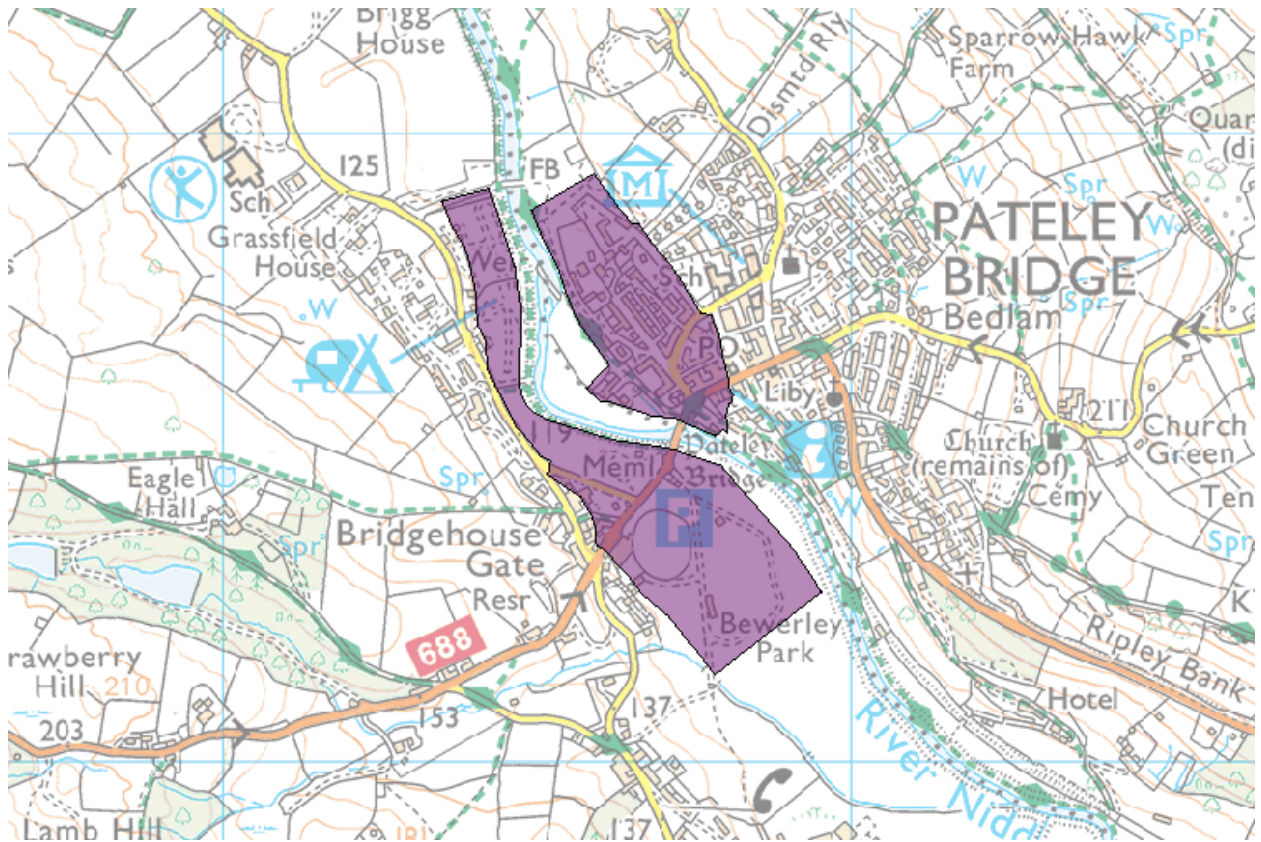
3.4.2 Flood Warnings

The following Flooding Warnings are in place for the Pateley Bridge and Beverley area:
<https://flood-warning-information.service.gov.uk/warnings>

Flood Warning Reference	Type	Description	No of Properties at risk
122WAF941		Flood Alert	122 (10 Businesses)
122FWF404		Flood Warning	122 (10 Businesses)

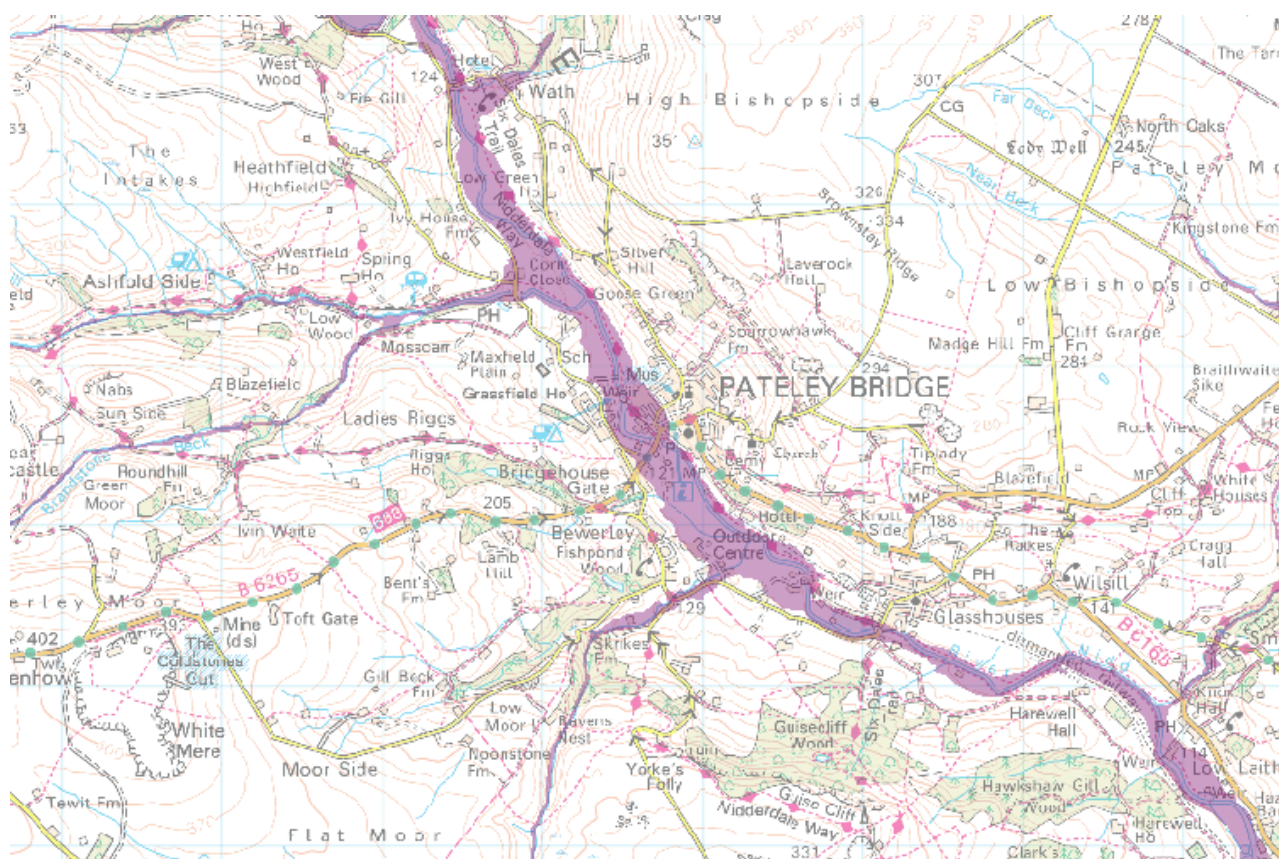
3.4.3 Flood Warning Map

In purple shaded areas, properties can receive free flood warnings when flooding is expected. **If you receive a flood warning you should take immediate action.**



3.4.4 Flood Alert Map

In pink shaded areas properties can receive free flood alerts. Flood alerts are issued when flooding is possible, from the river or from groundwater. **If you receive a flood alert you should be prepared for flooding and to take action.**



3.5 Vulnerable Places

3.5.1 Schools

Glasshouses Community Primary School, Glasshouses HG3 5QH	01423 711440
St Cuthbert's CE Primary School, King Street, Pateley Bridge HG3 5LE	01423 711407
Nidderdale High School, Low Wath Road, Pateley Bridge HG3 5HL	01423 711246

3.5.2 Residential and Respite Care Homes (including sheltered living accommodation)

Netherdale, Pateley Bridge HG3 5AX	23 flats and bungalows	Neighbourhood Housing Team 01423 841111
Southlands, Pateley Bridge HG3 5JX	17 bungalows	
Nidd Walk, Pateley Bridge HG3 5NA	23 properties	08457 089 190 (out of hours)
The Bungalows, St Mary's, Pateley Bridge HG3 5NG		Individual tenants
The Bungalows, Lupton Estate, Glasshouses HG3 5RD		Individual tenants

3.6 Vulnerable People

There are a number of groups of people, who, in a crisis, should be considered as potentially vulnerable, including:

- People with mobility limitations, both young and old
- Disabled people (including physical and learning disabilities)
- Blind and partially sighted people
- Parents on their own with children under 12
- Anyone in charge of a group of children when the incident happens e.g. playgroup staff, Guide and Scout Leaders
- Newcomers to the Parish who may not know all its facilities
- Hearing-impaired people. It should also be noted that people who are deaf or hard of hearing may not be aware of broadcast alerts, and may need a personal visit to ensure they know of any risks to which the community is being alerted.

For data protection reasons, this data is not included here. Vulnerable people are prioritised for assistance on a scale of 1 – 3.

1. Must contact (visit if it is safe to do so)
2. Should contact (or visit if safe to do so)
3. Contact if time allows.

Information for those who need special help in an emergency may also be sought from:

3.6.1 Vulnerable People Engagement Matrix

NYCC Adult Social Care (those with care plans)	01609 780780 – emergency duty team will pick up out of hours
Community First Responders	Through Yorkshire Ambulance Service <i>see Section 7.5 – Voluntary organisations</i>
Nidderdale Group Practice, Feastfield Medical Centre, Pateley Bridge HG3 5AT	01423 711369

Certain incidents/emergencies may give rise to the need for providing the community with both shelter and food, or people may be temporarily homeless.

4 Communications

During an emergency the community may need to set up improvised communication links within the local area. **Media enquiries should be directed to Harrogate Borough Council 01423 500600.**

The following means of communication currently exist within Pateley Bridge and Bewerley.

Parish Notice Boards:	Contact parish clerks
Memorial Hall	Ian Skaife
Cascade Telephone System (Section 4.7)	
Schools (see Section 3.5.1)	
Websites and social media	

4.1 Mobile Networks coverage within the Community

The following mobile telephone networks are available within the community, and all have good coverage although EE may have problems indoors.

4.2 Mobile phones of the committee

Tracey Dawson				
Chris Hawkesworth				
Ian Skaife				
Graham Spooner				
Dave Marshall				
Hilary Jefferson				


4.3 Local Radio

Local radio and TV will communicate relevant public service advice, severe weather warnings, emergency telephone numbers and other emergency information so it is important to TUNE IN! In the event of a power cut, a battery operated or car radio could be used to monitor broadcasts. Messages can be passed to the radio stations through the Duty Emergency Planning Officer.

BBC Radio York	FM - 95.5, 103.7, 104.3 MHz; MW: 666, 1260 kHz; <u>DAB</u> : 10C
Stray FM	FM – 97.2
BBC Radio Leeds	FM - 92.4, 95.3, 102.7, 103.9 MHz <u>MW</u> : 774 kHz

4.4 Community Amateur Radio

Radio Amateurs possess equipment that has a longer range than CB Radio. They could be of assistance in setting up a local communications network.

Contact Mike Higlett G6WTM, Controller, Nidderdale RAYNET Group.  National callout number: 0303 040 1080
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4.5 Citizen Band (CB) Radio

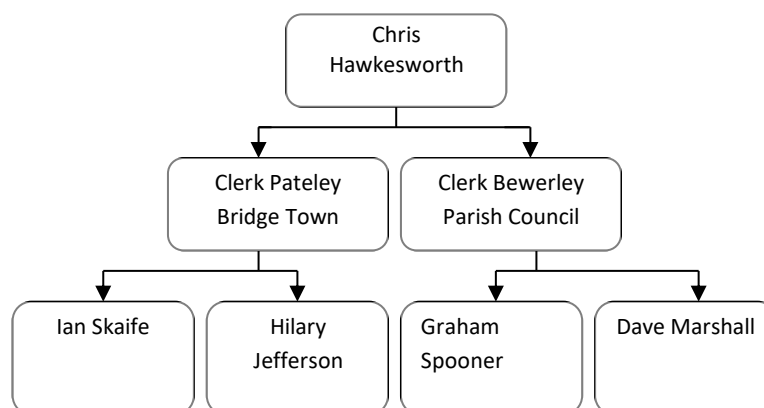
There may be a number of CB radios available with the community which can use short distance radio communications to form a localised communications network.

4.6 Two-way Radios

Many organisations use hand-held and vehicle borne radios while conducting their business. It may be possible to use such radios to pass messages for onward transmission by the base station to the local authority. Examples include taxi firms or local authorities.

4.7 Call Pyramid

The pyramid works by the person at the top of the pyramid contacting the next two people directly down the pyramid, and so on. Where a person cannot be contacted, it is essential that this is noted (so that you can try again later) and the next two people below the failed link are contacted as a back-up to ensure the cascading contact pyramid continues.



5 Resources

5.1 Local Resources

Below is a list of equipment and resources which may be used 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.

Resource	Location	Conditions of Use
Cutting Equipment Power Saws Winches Building Tools Building Materials Small generators	J Todd & Son, Summerbridge HG3 4AN 01423 780319 Snow Bros, Fellbeck HG3 5ET 01423 722928 Sam Hesselden Ltd, Wilsill HG3 5EB 01423 711352	Trained personnel only or appropriately experienced. PPE must be worn.
Petrol/Fuel	Dales Market Corner, Grid Ref SE1565 01423 712437	All relevant statutory regulations must be followed
Gas Cylinders	Riverside Caravan Park, Low Wath Road 01423 711383	
Temporary Lighting	J Todd & Son, Summerbridge HG3 4AN 01423 780319	
Transport	Beverley Park Centre HG3 5JB 01423 711287 Burtons, Fellbeck HG3 5ET 01423 711252 Motley's travel, Pateley Bridge 01423 711764	
Sandbags	Cemetery Store (key in Memorial Hall) Auction Mart, Bridgehouse Gate NYCC Pennypot depot	

5.2 Local Skills

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 up-to-date
- Be prepared to act quickly.

5.2.1 Local Skills Register

Name	Skills	Contact
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

5.3 Emergency Box (Battlebox)

The Battlebox is located in the Memorial Hall, Park Road, Pateley Bridge HG3 5JS.

Contents:

Copy of this Community Resilience Plan	✓
First Aid Kit	✓
Maps of the Area	✓
Incident Log Sheets and Welfare Centre Forms	✓
Torches + spare batteries	✓
Candles and matches	✓
Yellow pages/Thomson Local	✓
Current Property Register for Pateley Bridge and Bewerley	✓

5.4 Welfare Centres and Rest Centres

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

NB: depending on 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.

- **Remember** that evacuees may be tired, wet, distressed, sick, hungry or in shock and 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** of what is happening with non-confidential, approved information
- **Treat everyone** as an individual, having different rights, attitudes and needs

- **Keep evacuees occupied** by assisting with: special needs, tidying up, serving refreshments, walking e.g. fire watch etc
- Ensure staff remain friendly, attentive and compassionate.

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

5.4.1. Welfare and Rest Centre Locations

On the whole, rest centres will be administered by the Major Incident Response Team.

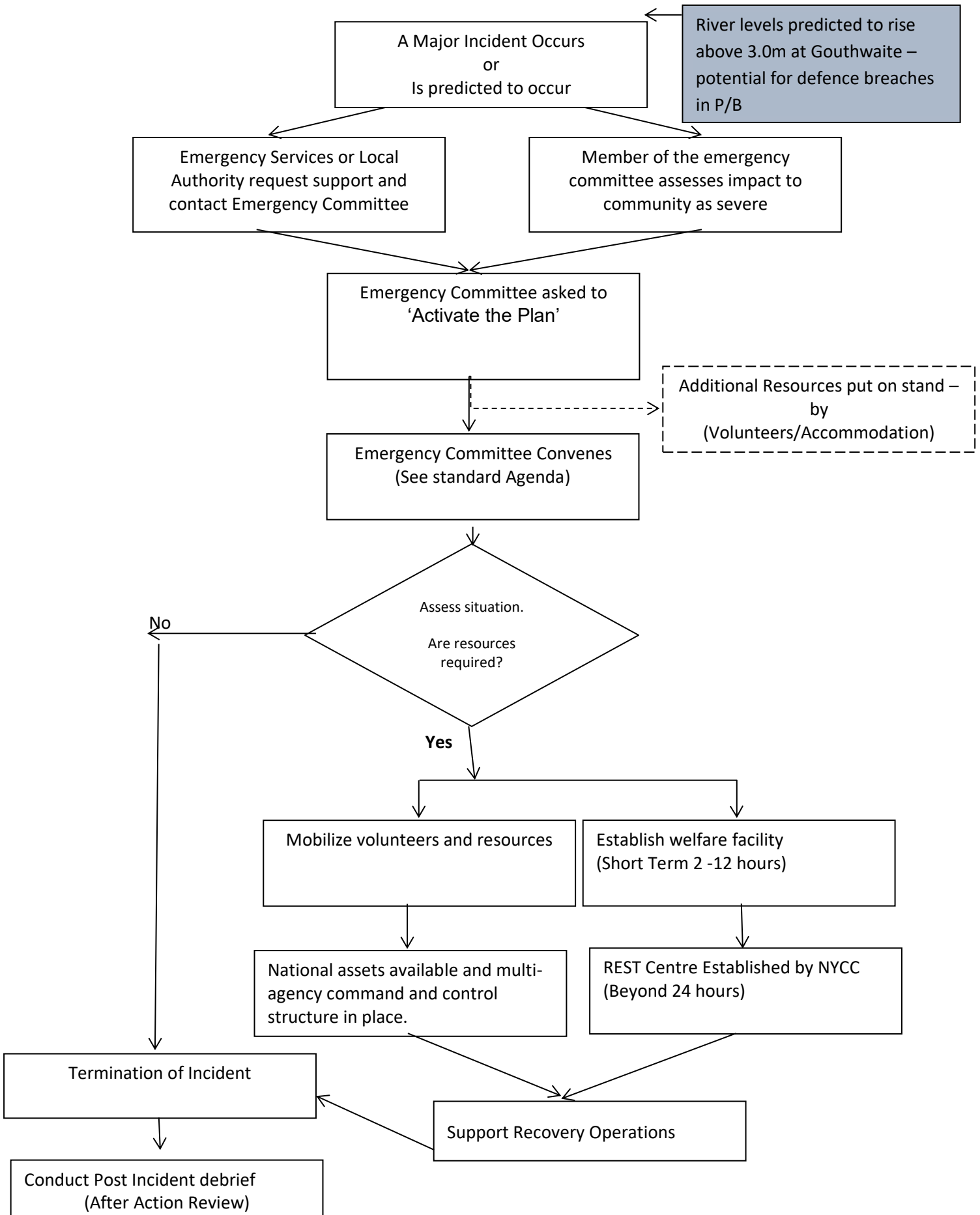
Community Asset	Address	Grid Ref	Contact Details
Memorial Hall	Park Road, Pateley Bridge HG3 5JS	SE 15790 65663	Secretary 712691 Caretaker 712235 Chairman 712157
Bewerley Park Centre	Bewerley, HG3 5JB	SE 15590 64821	01423 711287
Nidderdale High School	Low Wath Road HG3 5HS	SE15628 65009	01423 711246
Broadbelt Hall	Glasshouses HG3 5QY	SE 17341 64560	[REDACTED] [REDACTED]

5.4.2. Welfare and Rest Centre Resources

Details of the resources available can be found in the Welfare Centre Plan.
FACILITIES – MEMORIAL HALL
ESTIMATED CAPACITY: 200 seated and 50 on balcony
TYPE OF HEATING: Gas central heating
COOKING: Large kitchen which can cater for 200 people
TOILET: Male/female and disabled.
WASHING: Ladies’ and Gents’ washrooms
PARKING: None unless St Cuthbert’s School is closed
FACILITIES – BEWERLEY PARK
ESTIMATED CAPACITY: 170 beds in 10 separate blocks
TYPE OF HEATING: Electric controlled oil central heating
COOKING: Kitchen to cater for 150 people in dining room
TOILET: Male/female attached to each block.
WASHING: as above
PARKING: limited in three areas
FACILITIES – NIDDERDALE HIGH SCHOOL
ESTIMATED CAPACITY: 100 - 250
COOKING: Large school kitchen; + propane gas 4,000L
TOILET: Male/female – various around the buildings.
WASHING: various
PARKING: Yes
FACILITIES – BROADBELT HALL, GLASSHOUSES
ESTIMATED CAPACITY: 40
TYPE OF HEATING: Gas
COOKING: Kitchen
TOILET: Male/female, disabled.
WASHING: as above
PARKING: No

6 Response Arrangements

6.1 Activation Flow Chart



6.2 Initial Actions Checklist

On receipt of information that may require the Community Resilience Scheme to be activated, take time to fully assess the situation and how you are going to proceed. **Do not panic or over-react.** **If there is a potential risk to life, then dial 999 for emergency services, and if not, then call 101.**

	Suggested Considerations	(✓)	Remarks/Action taken
Initial Appraisal of the Situation			
1	Assess the situation: do you need to assemble the Committee? Where will the Committee meet?		
2	Do you need to initiate the Contact Pyramid?		
Community Resilience Team			
3	Consider what action the E C may need to take.		
4	Do you need to activate the Plan?		
5	Consider allocating jobs/roles within the E C and other local voluntary organisations.		
6	Is the incident large-scale and do you need to escalate to the Emergency Services?		
7	Agreed action plan, and inform and agree this with Police, Local Authority and other agencies if present		
8	Keep an eye on the incident's development and be flexible and adapt to changing circumstances		
Inform and Liaise			
9	Inform and liaise with: <ul style="list-style-type: none"> ➤ Emergency Services ➤ Local Authority ➤ Environment Agency etc as to what actions may be being taken by them, how they might assist and obtain any advice they can provide.		<i>See Section 7 for contact numbers</i>
10	Can neighbouring parishes assist?		
11	Consider creating frequent reciprocal updates with liaising organisations.		
Log Book			
12	Start a log book to record: <ul style="list-style-type: none"> ➤ Any decisions you make ➤ Actions taken ➤ Messages – who you speak to and what was discussed. 		<i>See Incident Log Template.</i>
Actions and Resources			
13	Consider what mitigating actions you may be able to take: e.g. sandbagging, opening assessment centre, using roadblocks etc.		
14	Consider what resources may be of use and where to acquire them.		
15	Consider contacting other community members who can help or need to be alerted: <ul style="list-style-type: none"> ➤ Volunteers/skilled people ➤ Key holders. 		

16	Is there anything you can do to help the vulnerable establishments and people in the affected area?		
Welfare Centre			
17	Consider what preparations would be required to open a Welfare Centre		
18	Would opening a Welfare Centre be required?		
19	If you decide to open a Welfare Centre, look at the checklist/guidance.		

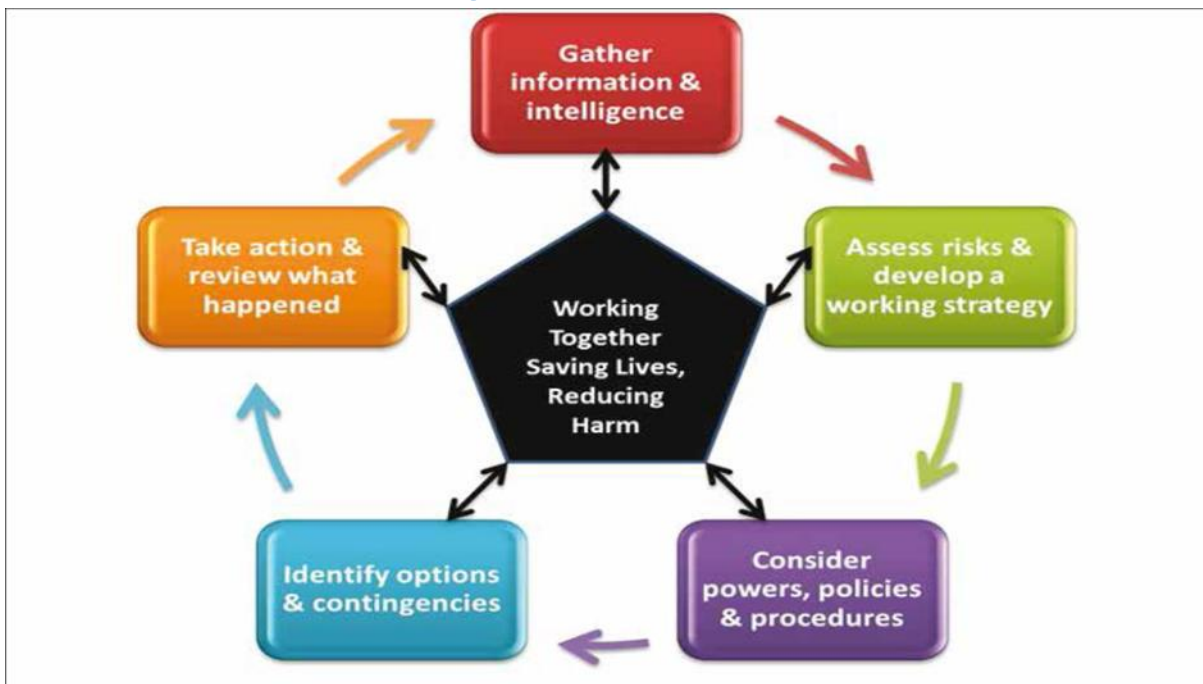
Important Notes:

- **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 on site – WORK WITH THEM – do not obstruct them.**

6.3 JESIP principles of Joint Working

Apply the JESIP Principles: Co-Location, Communication, Co-Ordination, Joint Understanding of Risk, Shared Situational Awareness			
Locate Incident Other/ Multi Agency Commander. (usually the emergency vehicle with its lights flashing)		Assess Requirements and Risk assess	
Report in to HBC ECC/Silver Commander (Provide Comms)		Request Resources What: Where: When:	
Gain Update on Situation		Provide updates to ECC/Silver Commander	
Any immediate requests for support/resources (see decision making matrix below)		Establish (Routine) Shift pattern Handover	

6.4 JESIP Joint Decision Making Model



6.5 Decision Making Matrix

What have I been asked to do and Why? (Task and Effects)	
Are there any limitations or constraints? (Time, Space, resources, costs)	
What options are available to me?	
What resources will I require?	
Which options have I chosen and why?	
Implement the option	

6.6 First Meeting Agenda

	Item	Remarks
1	Welcome and Introductions	Is anyone missing do we need to invite any other interested parties?
2	Why we have been activated	One sentence as to why
3	What has happened	SITUATION REPORT When: Where: What has happened: What Outcome:
4	What have we been asked to do?	
5	What do we need to do	Brief inventory of what we still have. Where resources have been lost / damaged, what is required in order to continue and/or recover key functions
6	Who will do it?	Identify appropriate and skilled volunteers or volunteer groups to assists.
7	Who else needs to know?	Do we need to communicate to residents if so what message, what means, and who will lead
8	What Liaison needs to be established	Has liaison / communication been established with (if appropriate)? <ul style="list-style-type: none"> • Emergency Services • Residents • Local Businesses
9	THE WAY FORWARD	Recap on actions required and any areas that still need to be addressed
10	TIMES OF FUTURE MEETINGS	

6.7 Evacuation Report

In the event that an evacuation of properties is called, then the Emergency Committee may be approached for assistance with the evacuation. This may be in the form of advice with 'local knowledge', with the cascade of information to residents and other voluntary organisations or with staffing and running of a Welfare Centre.

	Action/Consideration	✓	Remarks
1	Request for assistance with evacuation of an area within High & Low Bishopside and Bewerley parishes, received		
2	Activate the Emergency Committee		
3	Place additional resources on stand-by (Volunteers and voluntary groups)		
4	Establish Liaison with Harrogate Borough Council Duty Emergency Planning Officer		
5	Confirm area that is to be evacuated and confirm: <ul style="list-style-type: none"> ➤ Numbers being evacuated ➤ Expected time scale of evacuation ➤ Any special requirements ➤ The Point of Contact 		
6	Review Vulnerable sites and persons within evacuation area and advise accordingly		
7	Activate Welfare Centre if required		
8	If prolonged displacement of residents, expect Rest Centre to be activated		
9	Prepare to handover and support the MIRT team with the REST Centre		
10	Advise emergency responders on additional resources available within the local area.		

6.8 Opening a Welfare (Rest) Centre

1	Collect Emergency Box if not located at the centre.		
2	Open logbook to record events, actions and decisions.		
3	Nominate who is going to take charge of the 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. Eg check power, heating, structure etc.		<i>If it is not fit for purpose, consider alternative accommodation</i>
6	Establish contact with Police/ LA as necessary.		
Set up Centre			
7	Use this plan and the Emergency Box contents to organise the internal layout.		
8	Brief staff, and establish regular briefings.		
9	Ensure all staff have on means of identification (eg 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 a Welfare Centre			
14	Ensure everyone entering the location is registered. Name, age, gender, home address, place from which evacuated (if different), and destination (if known). (Forms are 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.		

6.9 Standard Registration Form

Copies are in the Battle Box

6.10 Flood Planning Support Matrix

Trigger	Action	✓
Flood Alert	Assess the situation. Do you need to assemble a Emergency Committee? Be prepared to act on your plan. Prepare a flood kit of essential items Monitor local water levels and latest weather forecasts	
Flood Warning	Move family, pets and valuables to a safe place Turn off gas, electricity and water if it is safe to do so	
Prepare your property for flooding	There are lots of things you can do to prepare your home or business premises, so that if flooding happens the damage it causes is less extensive and less costly.	
Severe Flood Warning	Call 999 Stay in a safe; place with means of escape Be ready should you need to evacuate your home	
Blockages causing flood risk	Call the Environment Agency Incident Hotline Telephone: 0800 80 70 60 (Free phone, 24 hour service)	

6.11 Loss of Utilities

Effects			
1	Power	Disruption to lighting and heating; businesses will close; specialist medical equipment; lifeline services (vulnerable people); certain types of phone will be disrupted (voice over internet protocol); loss of heating (electrically ignited boilers); loss of lighting in winter; air conditioning in summer.	
2	Gas	No mains gas in parish.	
3	Water	Drinking water and cooking; sanitary issues with toilets.	
4	Telephony	Loss of voice and data communications; mobile network disruption; command and control disruption.	
Actions			
	Action	✓	Additional Details
1	Loss of Utility across the locality takes place. Have you been asked to activate the Plan? If Yes activate the Emergency Committee and work with partners. If No , see below.		Start a Log
2	Conduct quick assessment to determine cause if possible and report to provider.		Northern Powergrid 0800 375 675 National Grid 0800 111 999 Yorkshire Water 0800 573553 BT 0800 800 154

	Action	✓	Additional Details
3	If confirmed disruption is area wide and has potential to exceed 24 hours: Establish scales of disruption – ➤ Areas affected ➤ Vulnerable sites within these areas ➤ Potential Welfare location.		See vulnerable site details in Plan See Welfare locations in Plan
4	Contact HBC Duty Emergency Planning Officer for potential escalation of the Plan (additional resources from partners)		This may include working with utilities providers – temp power, water distribution etc.
5	Confirm methods of communication with residents and prepare any messages or instructions (once HBC or other partners are involved, they will lead on communicating with the public).		
6	Identify local resources that may support the response.		See resources list within the Plan.
7	Consider activation of a Welfare Centre for distribution of resources or for information exchange.		See Welfare Centre site location in Plan and activation details.
8	Confirm vulnerable sites and people have been identified and steps taken to ensure they are safe.		Vulnerable site with Plan. Means of identifying within Plan.
9	Conduct Review of the situation.		
10	Consider shift pattern if likely to go beyond 24 hours.		
11	On completion of incident, conduct a review of actions taken and lessons learnt.		

7 Contact details

7.1 Emergency Committee Contacts

CLlr Chris Hawkesworth	Chairman	[REDACTED]	[REDACTED]
CLlr Ian Skaife	Co-ordinator	[REDACTED]	[REDACTED]
CLlr Hilary Jefferson		[REDACTED]	[REDACTED]
CLlr Dave Marshall		[REDACTED]	[REDACTED]
CLlr Graham Spooner		[REDACTED]	[REDACTED]
Mrs Tracey Dawson	Clerk Beverley	[REDACTED]	[REDACTED]
Mrs Sarah Adamson	Clerk Pateley	[REDACTED]	[REDACTED]

7.2 Emergency Services

Organisation	Role	
North Yorkshire Police	Protection of Life	Non-emergency 101 Emergency 999
North Yorkshire Fire & Rescue	Rescue of people trapped by fire, wreckage or debris and water	Non-emergency 01609 780 150 Emergency 999
Yorkshire Ambulance Service	Medical treatment, stabilisation and transport of hospital	999
Upper Wharfedale Fell Rescue Association	Task through the Police Search and Rescue, swift water / flood rescue capability	999 and ask for 'mountain rescue'

7.3 Local Authorities and Government Departments

Harrogate Borough Council	Manage recovery process – helping return the community back to normality following an incident. Services include: <ul style="list-style-type: none"> ➤ Waste/refuse collection ➤ Emergency planning ➤ Planning issues 	<i>Switchboard:</i> 01423 500600 <i>Out of Hours:</i> 08457 089 190 <i>Emergency</i> 01423 841148
North Yorkshire County Council	Manage recovery process – helping return the community back to normality following an incident. Services include: <ul style="list-style-type: none"> ➤ Education ➤ Highways ➤ Social Services ➤ Trading Standards 	08458 727374 <i>Switchboard</i> 01609 780 780
DEFRA	Problems which concern farmers, the countryside, the environment, food and rural economy	<i>Helpline</i> 08459 335577
Environment Agency	Leads on flood warning and information: <ul style="list-style-type: none"> ➤ Issues flood warnings ➤ Receives and records details of incidents ➤ Monitors the situation and advises other organisations ➤ Deals with emergency repairs and blockages on main rivers and own structures ➤ Responds to pollution incidents and advises on waste disposal issues. 	08708 506506 <i>Report an incident</i> 0800 807060 <i>Floodline</i> 08459 881188 <i>River level Info</i> 0906 619 7722

7.4 Utilities

Gas (National Grid Transco)	Maintain and ensure safe control of gas supplies	Service Calls: 0870 606 4750 Emergency: 0800 111 999
Northern Powergrid	Maintain and ensure safe supply. Disconnect cables that constitute a danger to life and property	NEDL: 0845 070 2703 Emergency: 105
Yorkshire Water	Maintenance of Water supply and sewage disposal arrangements. Repair water mains and availability of emergency water supply	Emergency: 08451 242429
British Telecom	Maintenance and operation of national telecommunications systems. Provision of increased facilities to meet emergency requirements.	Faults and Emergencies: 0800 800 151
Canal & River Trust	Staff trained in flood relief. Provision of pumping, excavating and dredging equipment; marine craft and transport on navigable waterways.	Emergencies: 999 then 0800 479 9947 for their information

7.5 Voluntary Organisations

First Responders		
Women's Institute	Food	
Scouts and Guides		
St John's Ambulance	First Aid, ambulances and additional medical supplies. Assist at rest centres.	
British Red Cross	Trained to provide a range of services during an incident, including: <ul style="list-style-type: none"> ➤ Welfare and comforting ➤ Transport of the disabled ➤ Medical loan equipment ➤ first aid centres ➤ tracing and messaging 	
RSPCA	Help farmers and livestock owners facing severe animal welfare problems due to extreme weather conditions	Tel: 01423 530628 Tel: 01765 606872
Age UK North Yorkshire	Provision of care for the elderly and specific elderly care at rest centres	01423 530628 / 01765 606872
HARCVS		01423 504074
Nidderdale Plus	Local knowledge	01423 714953

7.6 Religious Leaders

Church of England	Rev'd Darryl Hall	01423 711414
Methodist	Rev'd Mike Poole	01423 712332
Roman Catholic	Rev'd Canon Joseph Taylor	01423 711277
Judaism	Leeds Jewish Representative Council	0113 269 7520

Nidderdale High School Ground Floor Plan

Nidderdale High School First Floor Plan

Pateley Bridge & Beverley Emergency Committee

Bewerley Park Outdoor Centre - Accommodation

Dorm 2

2 STAFF BEDS	
South	
18 BEDS	
North	
14 BEDS	
1 STAFF BED	

Dorm 5

2 STAFF BEDS	
South:	
14 BEDS	
North:	
17 BEDS	
2 STAFF BEDS	

Dorm 3

2 STAFF BEDS	
South	
16 BEDS	
North	
14 BEDS	
2 STAFF BED	

Dorm 4

1 STAFF BED	1 STAFF BED
South	
18 BEDS	
North	
17 BEDS	
2 STAFF BEDS	

Block 10

Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
4 BEDS(Disabled)	4 BEDS	4 BEDS	4 BEDS	4 BEDS

BLOCK 12

	1 STAFF BED
4 Beds	
1 STAFF BED	1 STAFF BED
Dorm 1 : 6 BEDS	
Dorm 2 : 6 BEDS	

