EAST GOSCOTE PARISH COUNCIL

COMMUNITY RESPONSE PLAN

Approved by:	Full Council	**Date:**	21.9.26
Next review:	September 2027		

East Goscote Community Response Plan

This document is intended to be used in conjunction with the Community Response Plan Toolkit which provides step by step guidance and examples.

Developing a Community Response Plan enables the 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 EGPC 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

Name	Distribution list Email	Issued on
All Group Members	See details in Table 1	Sept 2026
Liz Pizer – Parish Clerk	clerk@eastgoscote-pc.gov.uk Hard Copy in Office and Flood Store	Sept 2026
Naheem Tarmohamed – Resilience Partnership	naheem.tarmohamed@leics.gov.uk	Sept 2026
Community Library	Hard Copy in Library	Sept 2026
St Hilda's Church	Hard Copy in Church	Sept 2026

Table 1: Community Response Team Members

Name	Contact details	Role (if allocated)
Richard Peberdy	[redacted]	Co-ordinator Resources Co-Ordinator Tree Warden Flood Warden (key for store)
David Cannon	[redacted]	

Barbara Liversage	[redacted]	
Carren Tate	[redacted]	
Nick Shivers	[redacted]	Deputy Co-ordinator Volunteer Co-ordinator Flood Warden (key for store)
Charlotte Turlington	[redacted] admin@eastgoscote-pc.gov.uk (work)	Parish Council Deputy Clerk Venue Co-ordinator Communications Co-ordinator Volunteer Co-ordinator

Table 2: Local Risk Assessment

The following table includes details of known risks affecting the community and actions that can be taken to reduce their impact.

Risks	**Impact on community**	**What action can be taken?**
Flooding – especially note Zones 2 and 3 of the Flood Map (a copy of which can be found in the Parish Office and Flood Store)	Traffic congestion; lack of access to businesses and schools; flooding to properties; risk to health & safety	• Place road warning signs, • Redirect traffic • Evacuate affected properties • Open a Rest Centre for evacuated residents and stranded motorists • Deploy sandbags to divert path of water • Check local and national media for forecasts and advice
Severe weather, particularly snow and storms	Access / egress routes blocked by snow, flood or fallen trees; help at home services unable to attend their clients; businesses and schools affected if staff unable to attend; homes affected by loss of water supply if pipes freeze; loss of heating, lighting and cooking capabilities in power cuts	• Deploy local resources to assist with road clearance and emergency transport • Identify and assist vulnerable residents • Open a Rest Centre to supply shelter and catering to residents affected by power cuts and to stranded motorists • Contact/visit isolated properties to check needs • Liaise with Local Authority to provide situation reports and details of vulnerable people • Check local and national media for forecasts and guidance

Widespread power outage	Homes affected by loss of heating, lighting, refrigeration, cooking capabilities and phones; businesses similarly affected plus loss of card payment services; no traffic lights and street lighting	• Open a Rest Centre to supply shelter and catering to residents • Identify and assist vulnerable residents • Contact/visit isolated properties to check needs • Liaise with Local Authority to provide situation reports and details of vulnerable people
Burst water main / sewage problems	Possible flooding and loss of water supply	• Place road warning signs, • Redirect traffic • Assist with distribution of bottled water to those affected (water company will supply) • Check water company website and local media for advice
Extreme Ice	Hazard to pedestrians and vehicles; possible congestion if accidents occur	• Deploy local resources to grit roads and pavements • Assist in moving vehicles that become stuck
Hot Weather and Heatwaves	Increased risk of heat exhaustion and heatstroke, particularly for older adults, young children, and those with existing health conditions; disruption to daily activities, including school attendance and outdoor work; strain on local healthcare services; increased risk of dehydration and related illness; potential failure of infrastructure (e.g., road surface damage, overheating of electrical equipment)	• Identify and assist vulnerable residents • Open a Rest Centre to provide shelter, drinking water, and support • Disseminate public health advice via social media, local groups, and door knocking • Encourage residents to check national weather warnings (Met Office) and follow guidance • Promote hydration, shade, and reduced outdoor activity during peak heat • Raise awareness of water safety • Liaise with Local Authority for situation reports and additional support • Monitor local and national media for heat alerts and health advice
Wildfires (including grass and woodland fires)	Smoke and poor air quality affecting residents with respiratory or cardiac conditions; risk to life and property if fire spreads towards residential areas; disruption to local roads and access routes; damage to local green spaces and wildlife habitats	• Open Rest Centres for evacuated residents • Monitor Environment Agency and Local Authority updates • Encourage residents to report fires promptly and avoid activities that increase risk (e.g., disposable BBQs, littering glass) • Liaise with Local Authority to provide situation reports and details of vulnerable people

Acts of Terrorism (including attacks on crowded places, critical infrastructure, or public gatherings)	Risk to life and serious injury; psychological impact including fear, distress, and disruption to daily routines; damage to property, local amenities, or essential services; traffic disruption; evacuation of homes, schools, or businesses; potential long-term disruption to local infrastructure and community confidence	• Open Rest Centres to provide safe shelter, information, and support to affected residents • Deploy volunteers for door knocking to check on vulnerable residents and provide reassurance • Disseminate verified information only, using approved templates and official sources (e.g., Local Authority, Police) • Monitor local and national media for updates and guidance • Liaise with Local Authority to provide situation reports and details of vulnerable people

Table 3: Local Skills and Resources Assessment

The following table includes details of resources that could be called upon to facilitate the community response activities e.g., venues, items of equipment, supplies and expertise.

Skill/Resource	**Provider contact details**	**Limits on availability / operation e.g. special licence**
Volunteers	Response team will have a list of volunteers who have offered to help in emergencies	
Emergency kit	Richard Peberdy / Liz Pizer (PC Clerk)	All equipment to be stored in a storage container at the Village Hall. Full details of the kit included in Table 8.

Table 4: Places of Safety

The following table includes details of any local amenities that could be used to accommodate residents requiring accommodation and care.

Venue	**Facilities**	**Key holder details / instructions for access**	**Limitation on use**
Village Hall	Toilets, kitchen, shelter	[redacted]	Facilities for 75 people

St Hilda's Church	Toilets, kitchen, shelter	[redacted]	
Library	Toilets, water, shelter	[redacted]	
Scout Hut	Toilets, kitchen, shelter	[redacted]	

Table 5: Activation Triggers

The following table includes triggers for activating the Community Response Plan, including:

- 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**
Widespread loss of power leaving homes without heating, lighting, and cooking facilities	Local reports / advice from Local Authority / information disseminated via Parish Office
Residents having to evacuate their homes for whatever reason	Local reports and / or on instruction by Emergency Services Local Authority / information disseminated via Parish Office
Loss of water supply	Local reports / advice from provider / information disseminated via Parish Office
Anticipation of severe weather	Broadcast of Severe Weather Warnings affecting the area / advice from Local Authority / information disseminated via Parish Office
Major incident in local area	Request for assistance from the Emergency Services or Local Authority

Table 6: Initial Actions

The following table includes simple set of instructions covering the first steps of how this plan will be activated, including:

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

All members of the Community Response Team are familiar with the process.

Action no	Description	Who
1	Whoever receives first notice of a potential emergency should contact the Co-ordinator or Deputy, providing them with as much information as they have, **with a phone call in the first instance, following up with a text message if there is no response**.	Any
2	Decide whether the Community Response Plan should be activated immediately, or the core team placed on Standby. Decide on the location and timing for an initial meeting (if required). Notify all members of the Core Team of these decisions – utilising the WhatsApp Group as a means of communicating with all members. Ensure the Parish Clerk is kept informed of any decisions.	Co-ordinator / Deputy / Parish Office
3	On any decision to activate the Community Response Plan, meet as instructed to consider the following: • Review of known details • Is there danger to life? If yes, contact 999 immediately • Does a Rest Centre need to be set up? • Do roads need to be closed or cleared? • How many volunteers will be required and in what capacity? • Individual roles for Core Team members	Core Team
4	Contact venues keyholders to request they are opened, if required.	Venue Co-ordinator
5	Contact volunteer points of contact to cascade the callout, if required.	Volunteer Co-ordinator
6	Call on specialist resources, if required.	Resources Co-Ordinator
7	Decide what messages will be disseminated to the community and how this will be done.	Community Communications Co-Ordinator
8	Notify the Local Authority that the Community Response Plan has been activated.	Community Communications Co-Ordinator

Table 7: Community Response Team Roles

The following table includes a list of the actions the 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**
Community Response Co-ordinator Deputy Community Response Co-Ordinator Parish Council Clerk **Richard Peberdy / Nick Shivers / Liz Pizer**	• Take decision regarding activation of the plan • Call out Core Team • Chair initial meeting • Co-ordinate ongoing activities
Volunteer Coordinators **Charlotte Turlington / Nick Shivers**	• Agree what volunteers are required considering a) Rest Centres b) Door knocking c) Clear up d) Traffic control • Place calls for assistance with appropriate groups • Disseminate instructions • Compile a list of the volunteers • Make arrangements for their welfare
Resources Coordinator **Richard Peberdy**	• Agree what resources are required considering o Equipment o Supplies – clear up and recovery o Supplies – catering o Clothing and personal needs • Place procurement calls • Confirm arrangements for fulfilment and replenishment
Rest Centre (Venue) Coordinator **Charlotte Turlington**	• Agree which venue(s) will be used • Contact the keyholder(s) to arrange access • Deploy volunteers for o Room set up o Registering the details of those using the centre o Catering o Providing support to those requiring assistance • Co-ordinate ongoing arrangements at the centre(s)

Community Communications Coordinator **Charlotte Turlington**	• Agree what messages should be disseminated to members of the community - use approved templates • Prepare and disseminate messages considering o Social media (Parish Council Facebook Page) o Local media o Local groups and networks o Door knocking • Provide "How to contact us" details and monitor incoming messages • Monitor media and internet channels for information • Notify Local Authority of plan activation and local sitrep • Continue to liaise with the Local Authority

Table 8: Emergency Kit

KIT CHECKED AND UPDATED 25TH AUGUST 2026

Any replacements to the kit must be authorised by the Clerk / Parish Council.

Paperwork to be kept in the office / digitally	
Description	Update frequency
Electoral Roll	Annually
List of Vulnerable People	Annually

This Emergency Kit will be stored in the following location: Resilience Container, Village Hall Car Park, Long Furrow, LE7 3ZL, 0116 260 2202 **KEY HOLDERS:** R Peberdy N Shivers Parish Office	
Description (including quantity)	**Update frequency**
Community Response Plan	Annually
Equipment List	Annually
Flood Zone map	Annually

Road map	Annually
Rivers map	Annually
Survival blankets foil – 4 basic, 2 large quilted	Annually
Whistles - 4	Annually
Poncho/groundsheet - 4	Annually
Survival bivvy bag - 2	Annually
Duct tape waterproof - 1	Annually
Drinking water bottle 1000ml - 1	Annually
Hand sanitizer – 12 X 50ml	Annually
First aid kit – 1 (contents updated Jan 26)	Annually
Box of face masks	Annually
Disposable gloves – 3 x 100 (XL)	Annually
Orange high visibility jackets thin - 5 (4M; 1XL)	Annually
EGPC Body Warmers – 6 (2XXL; 2XL; 2L)	Annually
EGPC Vests – 10 (3XXL; 3XL; 2L; 2M)	Annually
Waterproof Gloves – 6 pairs (XL)	Annually
Power bank 6 way + charger – 3	Annually
BCB Multi Tool – 1	Annually
Flashing hazard lamp and batteries – 2 (1 not working)	Annually
Rechargeable flashing triangle warning signs – 2	Annually
Litter Picking Signs - 2	Annually
Head torch - 4	Annually
Portable megaphone and batteries – 1 (new batteries Jan 26)	Annually
Radio - 1	Annually
Waterproof LED flashlight - 4	Annually
Box of light sticks – 1 box	Annually
Walkie-talkie set - 2 x 2 (currently with the Flood Wardens)	Annually

Hyrdo Snakes – 32 Full Boxes (320) and 9 Packets	Annually
Floodsax – 100	Annually

EGPC POLICY WORDING FOR HYDROSNAKE / FLOODSAX DISTRIBUTION:
It is agreed that the flood defence measures would only be issued in an emergency which is triggered when water is about to enter properties (for example the brook bursts its banks and is entering Watergate/Long Furrow, or a pipe bursts). The trigger and distribution will be actioned by the Clerk and Flood Wardens.

Table 9: Emergency Contact List

Description	Name and address	Contact details
Police	Lesley Harrison: PCSO 6098 NL61 Beat, Charnwood NPA	[redacted] Emergency 999 Non-emergency 101
Fire	12 Geoff Monk Way Birstall Leicester LE4 3BU	0116 210 5555 Emergency 999 Non-emergency 0116 287 2241
Emergency Planners	Resilience Partnership 1 Romulus Court Meridian East Leicester LE19 1YG	0116 305 6101 (in hours) 0116 331 0135 (emergency)
Local Authority	Leicestershire County Council Charnwood Borough Council	0116 305 4556 01509 263151
Gas	Cadent	0800 111 999
Electricity	Western Power Distribution	0800 056 8090
Water	Severn Trent Anglian Water	0800 783 4444 0845 714 5145
Roads	LCC Highways	0116 505 0001 (non-emergency) 07860 569137 (duty officer out of hours)
Flooding	Floodline Environment Agency	0345 899 1188 0800 80 70 60
GP Surgery	Jubilee Medical Practice The County Practice	0116 295 0600 0116 295 0500
Schools / colleges	Broomfield Primary School Wreake Valley Academy	0116 260 6704 0116 264 1080

Radio station	BBC Radio Leicester	0808 100 1049 (main switchboard) 0116 201 6660 (news desk)
Newspaper publisher	Leicester Mercury	0116 251 2512

Table 10: Useful Guidance

Organisation	Website
Met Office Weather Alerts	https://weather.metoffice.gov.uk/warnings-and-advice/uk-warnings#?date=2025-01-16
Check for Flooding	https://check-for-flooding.service.gov.uk/
Sign Up for Flood Warnings	https://www.gov.uk/sign-up-for-flood-warnings
Personal Flood Plan	https://www.gov.uk/government/publications/personal-flood-plan/personal-flood-plan
Environment Agency	https://www.gov.uk/government/organisations/environment-agency
Association of British Insurers	https://www.abi.org.uk/
NHS Choices	https://www.nhs.uk/using-the-nhs/about-the-nhs/your-choices-in-the-nhs/
Communities Prepared	https://www.communitiesprepared.org.uk/
The Flood Hub	https://thefloodhub.co.uk/
National Flood Forum	https://nationalfloodforum.org.uk/
Risk Ready Communities	https://llrresilienceforum.org.uk/risk-ready-communities

Table 11: Plan Review and Updating Process

Activity	Frequency
Review and update	Annually or if any changes
Reissue	Annually or if any changes
Tabletop Exercise	As necessary