



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.

You can complete an electronic version of your Community Response Plan from the LLR Prepared website Communities page using the Make a Plan button.

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

Complete the following details:

Community Name: East Goscote Parish		
Document version number: 4	Date: February 2024	
Name	Distribution list Email	Issued on



Table 1: Community Response Team Members

Complete the following table with team member details.

Name	Contact details	Role (if allocated)
Richard Peberdy	██████████ ████████████████████	Co-ordinator Tree Warden
Laurie Needham	██████████ ████████████████████	
John Malpus	██████████ ████████████████████	
David Cannon	██████████ ████████████████████	Resources Co-ordinator
Barbara Liversage	██████████ ████████████████████	
Carren Tate	██████████	
Nick Shivers	████████████████████ ████████████████████	Flood Warden

Table 2: Local Risk Assessment

Complete the following table with 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 (note Long Furrow, Watergate, Ploughman’s Lea)	Traffic congestion; lack of access to businesses and schools; flooding to properties; risk to health & safety	<ul style="list-style-type: none"> • Place road warning signs, • Redirect traffic • Evacuate affected properties • Open a Rest Centre for evacuated residents and stranded motorists

		<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Open a Rest Centre to supply shelter and catering to residents • Deploy generators and gas appliances to assist • 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
Traffic incident on nearby major route	Severe traffic congestion due to diversions affecting village	Assist with diversions and traffic flow
Burst water main / sewage problems	Possible flooding and loss of water supply	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Place hazard signs • Deploy local resources to grit roads and pavements • Assist in moving vehicles that become stuck



Table 3: Local Skills and Resources Assessment

Complete the following table with details of resources that could be called upon to facilitate the community response activities. Consider venues, items of equipment, supplies and expertise.

Skill/Resource	Provider contact details	Limits on availability / operation e.g. special licence
The Plough Pub – Catering Equipment	[REDACTED]	No one living on premises 24 hours.
Volunteers	Response team will have a list of volunteers who have offered to help in emergencies	
Emergency kit	David Cannon/Liz Pizer	Held in Community Library – John Malpus, David Cannon, Liz Pizer and volunteers know the code and key location

Table 4: Places of Safety

Complete the following table with 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] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Facilities for 75 people A set of keys have been issued to Co-ordinator
St Hilda’s Church	Toilets, kitchen, shelter	[REDACTED] [REDACTED]	



Library	Toilets, water, shelter	██████████ ██████████	
Scout Hut	Toilets, kitchen, shelter	██████████ ██████████ ████████████████████	
The Plough	Toilets, water, shelter, first floor availability	██████████ ██████████	Use facilities as a last resort

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

Table 6: Initial Actions

Decide how this plan will be activated. Consider:

- How the Community Response Team will be assembled



- Assessment of the situation
- Agreement of early priorities
- Who else should be contacted

Develop a simple set of instructions covering these first steps. Ensure 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 Coordinator or deputy, providing them with as much information as they have.	Any
2	<ul style="list-style-type: none"> • 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. 	Co-ordinator / Deputy
3	<p>On any decision to activate the Community Response Plan, meet as instructed to consider the following:</p> <ul style="list-style-type: none"> • 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.	Resource 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.	Co-ordinator / Deputy



Table 7: Community Response Team Roles

Create a 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
Community Response Co-ordinator / Deputy Community Response Co-ordinator Richard Peberdy	<ul style="list-style-type: none"> • Take decision regarding activation of the plan • Call out Core Team • Chair initial meeting • Notify Local Authority of plan activation and local sitrep • Co-ordinate ongoing activities • Continue to liaise with the Local Authority
Volunteer Coordinator Richard Peberdy	<ul style="list-style-type: none"> • Agree what volunteers are required considering <ul style="list-style-type: none"> o Rest Centres o Door knocking o Clear up o Traffic control • Place calls for assistance with appropriate groups • Disseminate instructions • Compile a list of the volunteers • Make arrangements for their welfare
Resources Coordinator David Cannon	<ul style="list-style-type: none"> • Agree what resources are required considering <ul style="list-style-type: none"> 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 Coordinator	<ul style="list-style-type: none"> • Agree which venue(s) will be used



Richard Peberdy	<ul style="list-style-type: none"> • Contact the keyholder(s) to arrange access • Deploy volunteers for <ul style="list-style-type: none"> 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 Richard Peberdy	<ul style="list-style-type: none"> • Agree what messages should be disseminated to members of the community • Prepare and disseminate messages considering <ul style="list-style-type: none"> o Social media 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

Table 8: Emergency Kit

Assemble an emergency kit and complete the following table to create a list of contents.

KIT CHECKED AND UPDATED FEBRUARY 2024.

This Emergency Kit will be stored in the following location:		
East Goscote Community Library, 20 Lingdale, East Goscote, Leicester LE7 3XW, 0116 305 3510		
Item no	Description (including quantity)	Update frequency
1	Community Response Plan	Annually
2	Local OS map	Annually
3	Road map	Annually
4	Copy of electoral role	Annually

5	High visibility tabards thin - 5 (4M; 1XL)	Annually
6	Wind-up torches - 2	Annually
7	Survival blankets foil - 4	Annually
8	Whistles - 4	Annually
9	Poncho/groundsheet - 4	Annually
10	Survival bivi bag - 2	Annually
11	Waterproof blankets - 2	Annually
12	Muliti-function hand tool - 1	Annually
13	Duct tape waterproof - 1	Annually
14	Drinking water bottle 1000ml - 1	Annually
15	Water purification tablets – 100 (07/24)	Annually
16	Mobile phone power bank 6 way + charger	Annually
17	Walkie-talkie set - 2 x 2	Annually
18	Hand sanitizer	Annually
19	Quick sandbags - 50	Annually
20	Door packs - 5	Annually
21	Flashing hazard lamp and batteries - 2	Annually
22	Head torch - 4	Annually
23	Portable megaphone and batteries - 1	Annually
24	Radio - 1	Annually
25	Waterproof LED flashlight - 4	Annually
26	First aid kit - 1	Annually
27	Storage boxes - 2	Annually
28	Hydro-snakes - 17	



Table 9: Emergency Contact List

Complete the following table to create your emergency contact list.

Description	Name and address	Reference	Contact details
Police	Lesley Harrison: PCSO 6098 NL61 Beat, Charnwood NPA		Lesley.Harrison@leics.police.uk [Redacted] [Redacted]
Fire	12 Geoff Monk Way Birstall Leicester LE4 3BU		116 210 555 [Redacted] [Redacted]
Emergency Planners	Resilience Partnership 1 Romulus Court Meridian East Leicester LE19 1YG		[Redacted] [Redacted]
Local Authority	Leicestershire County Council		[Redacted]
Gas	National Grid		[Redacted]
Electricity	Western Power Distribution		[Redacted]
Water	Severn Trent Anglian Water		[Redacted] [Redacted]
Roads	LCC Highways		[Redacted] [Redacted]
Flooding	Floodline Environment Agency		[Redacted] [Redacted]
GP Surgery	Jubilee Medical Practice The County Practice		[Redacted] [Redacted]
Schools / colleges	Broomfield Primary School Wreake Valley Academy		[Redacted] [Redacted]
Radio station	BBC Radio Leicester		[Redacted] [Redacted]
Newspaper publisher	Leicester Mercury		[Redacted]



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	Annually or if any changes
Reissue	Annually or if any changes
Call out test	
Exercise	