

Overton Community Emergency Plan Public Version 1.4



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Why do we need a Community Emergency Plan?

The Overton Community Emergency (Initial Response) Plan will be implemented either in extreme circumstances that could prevent the emergency services from reaching Overton immediately or in such case that support be otherwise required. In either case the initial response may rely entirely on Overton residents. The plan describes how such initial responses may be co-ordinated.

It is a “hands on” working document.

The plan itself calls for Overton to have at five, or more, residents as emergency coordinators. Having several emergency coordinators should mean that Overton has at least one emergency coordinator in, or close to, the village at any one time.

The emergency coordinators will operate the plan.

There is an emergency plan secretary, who will administer the plan.

Other village groups, including volunteers, have offered to support the plan.

Anybody who would like to assist is welcome as a team member.

It is recognised that in any extreme situation people of the village working together have the best chance of a positive outcome.

The plan itself is supported by training and other documentation.

The main point of contact / information regarding the plan is the emergency plan secretary, whose contact details are mctague.michael@gmail.com or via the Emergency Plan's dedicated phone 07396 699871.

If vulnerable members of the community or people with particular needs would like their contact information to be held as high priority, and in confidence, they should contact the Emergency Plan Secretary. This information would only be seen by the Emergency Plan secretary and emergency coordinators and only be available in confidential versions of the plan held by the city council and the emergency services.

Most major emergencies will be dealt with by the emergency services, local authorities, utilities and voluntary agencies in a combined response. This Emergency Plan is not intended to be a substitute for these services; should an emergency situation arise the first action would always be to contact the emergency services by **dialling 999**.

The purpose of the plan is to cater for extreme or unusual circumstances that might prevent the emergency services from reaching the scene immediately. In such cases

the initial response may rely entirely on Overton residents; this plan describes how such an initial response could be coordinated.

The plan also covers less onerous circumstances such as flooding, extreme weather, loss of services such as electricity, water, gas or telephone, where the emergency services are not immediately required.

PLAN OWNERSHIP

Name	Overton Emergency Plan Working Group
Plan owner	Michael McTague (Secretary) 5 Chapel Lane, Overton, LA3 3HU 07396699871
Version	Confidential Version 1.4
Date	December 2020

The plan owner is responsible for ensuring the plan remains up to date and for the distribution of hard and digital copies.

At the minimum, the plan owner, Emergency Coordinators, The Memorial Hall, Overton Parish Council, St Helen's Primary School, Lancaster Council and nominated residents should keep a hard copy of this document available for use in the event of the plan being activated.

Many thanks to the members of The Overton Emergency Plan working party for their work, time and expertise: Margaret Brown, Andy Coskery, Suzanne Jones, Julie Learoyd, Danny Maddox, Lynne Molloy, Martin Robertshaw, Andrew Scarr, Tracy Wilson, Rob Brookbanks and Andrew Kenney.

We are grateful for the support of Lancaster Council, in particular to Mark Bartlett (Civil Contingencies Officer).

Distribution

1 - Name	Emergency coordinators	Date Sent	29 12 2000
Address	See details on page 17 & 18		
Tel. Contact	See details on page 17 & 18		

2 - Name	Overton Parish Council	Date Sent	29 12 2020
Address	The Overton and District Memorial Hall, Middleton Road, Overton, LA3 3HB		
Tel. Contact			

3 - Name	Memorial Hall Committee	Date Sent	29 12 2020
Address	The Overton and District Memorial Hall, Middleton Road, Overton, LA3 3HB		
Tel. Contact			

4 - Name	The Head teacher	Date Sent	29 12 2020
Address	Overton St Helen's Church of England Primary School Lancaster Rd, Overton, LA3 3EZ		
Tel. Contact	01524 858615		

5 - Name	Mark Bartlett	Date Sent	29 12 2020
Address	Civil Contingencies Officer, Morecambe Town Hall, Marine Rd East, Morecambe LA4 5AF		
Tel. Contact			


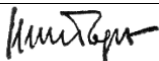
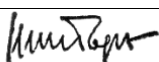
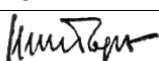
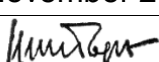
The **Civil Contingencies Officer** at Lancaster City Council will ensure that electronic versions of this plan are circulated appropriately within the council and forwarded to:

Lancashire Constabulary
 Lancashire Fire and Rescue Service
 North West Ambulance Service
 Lancashire County Council Emergency Planning
 Environment Agency
 Any other appropriate responder agencies

Record of amendments

Ensure annual reviews and amendments are recorded here.

Please notify the Civil Contingencies Officer at Lancaster City Council immediately of any changes and distribute accordingly.

Annual review			
Amended by	Signature and date	Reviewed by	Date
Michael McTague	 21 st October 2017	Danny Maddox	24 th October 2017
Michael McTague	 20 th December 2017	Danny Maddox	20 th December 2017
Michael McTague	 25 th August 2019	Danny Maddox	25 th August 2019
Michael McTague	 16 th November 2019	Danny Maddox	16 th November 2019
Michael McTague	 29 th December 2020	Danny Maddox	29 th December 2020
Note	Plan tested 10 th October 2017, Operation Moorgarth and 15 th October 2018		

Structure of this document

The scheme is separated into the following sections:

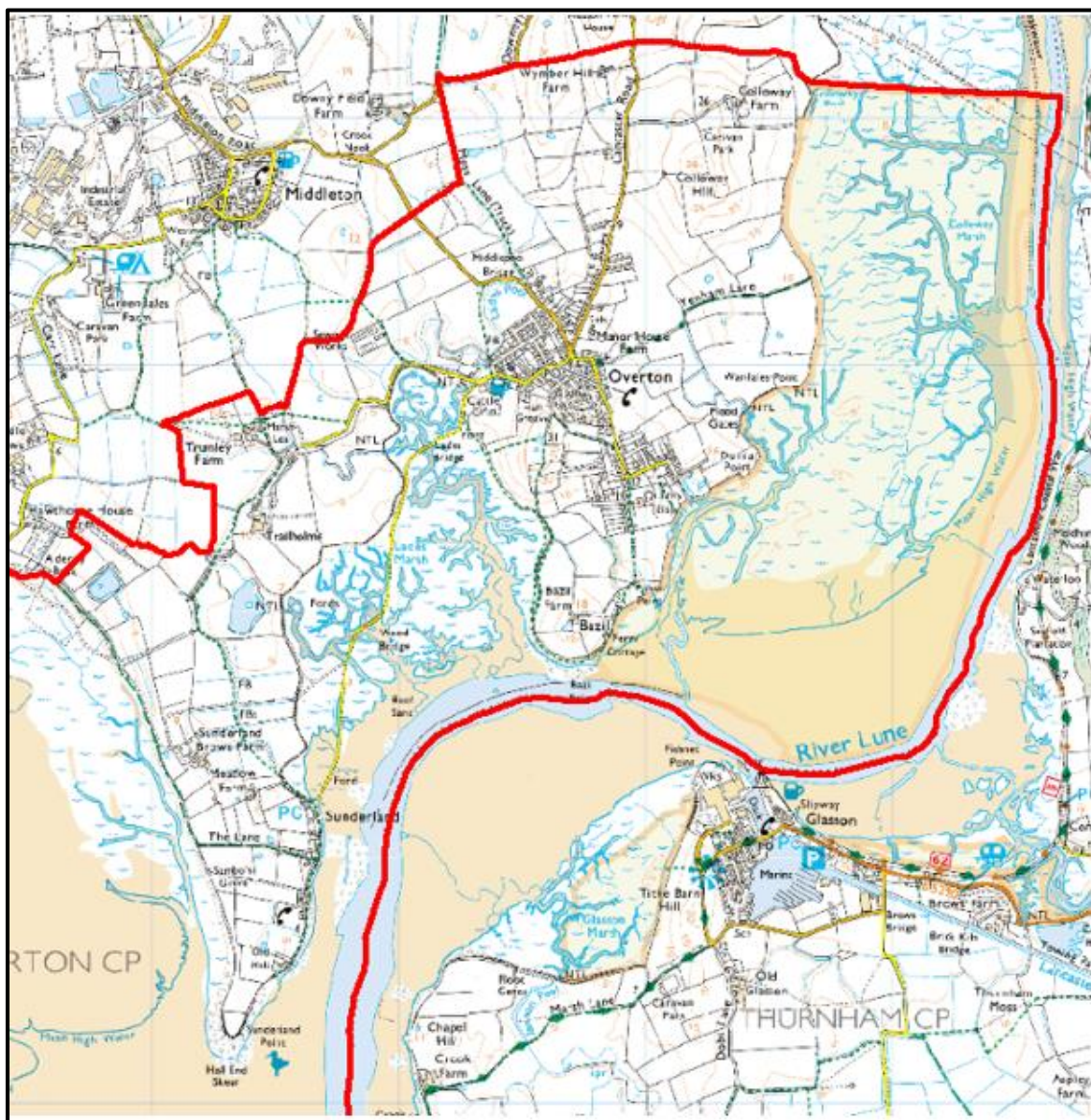
- | | |
|-------------------------|--|
| 1 Information | – general background information |
| 2 Intention | – what the plan is intended to achieve |
| 3 Method | – how the scheme's aims will be achieved |
| 4 Administration | – of the scheme |
| 5 Communications | – radio, telephone etc. |
| 6 Appendices | – more detailed information about specific matters |

Community Profile

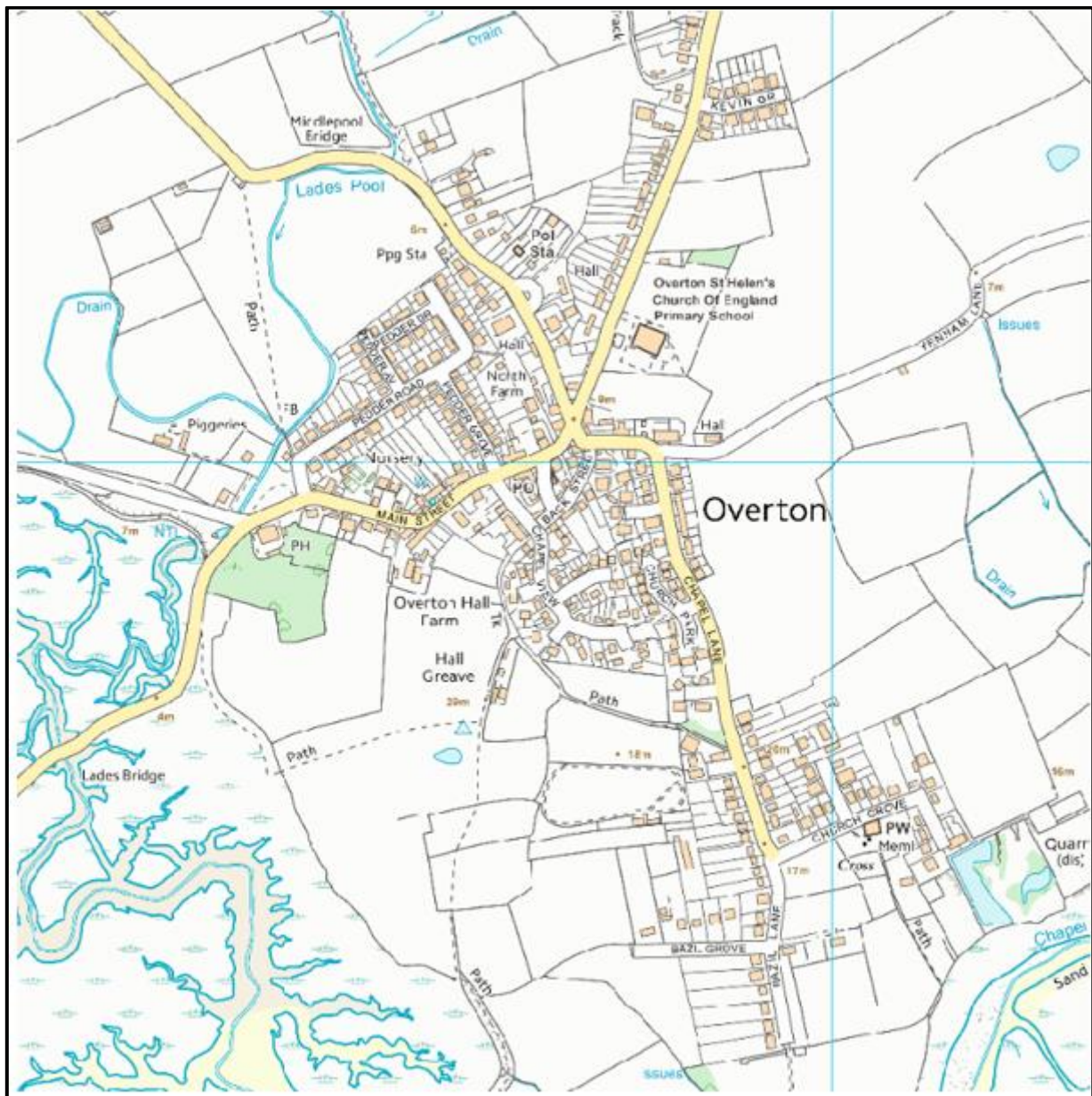
The Parish of Overton occupies the southern end of the peninsula between the river Lune and Morecambe Bay, and is itself divided into two parts by an arm of the river. The western and smaller part is called Sunderland, formerly one of the landing-places of the port of Lancaster; the eastern part is Overton proper, with Basil Point jutting into the Lune at the south and Colloway on the higher land, 100 feet above sea level, at the north. From the village of Overton, lying near the centre of the main part, roads spread out in various directions: north to Heaton, south to the St Helen's Church and the riverside, (where there was once a ferry to Glasson). South-west to Sunderland, (impassable when covered by the tide) and north-west to Middleton. The population is 1069 (2011).

The area is 1,837 acres including 43 of salt marsh.

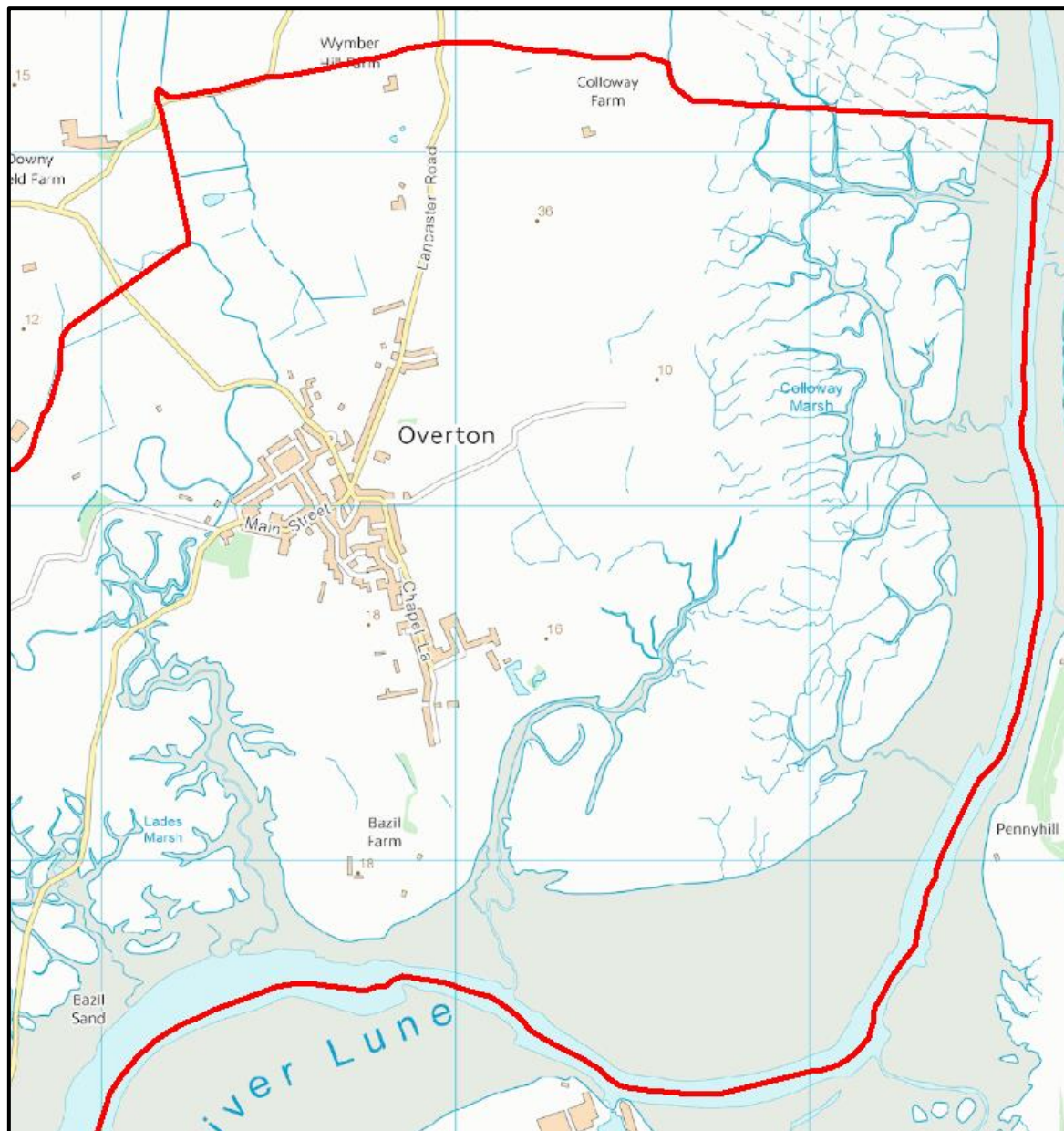
Map 1



Map 2



Map 3



Map 4



Section 2 Intention

The purpose of the plan is to cater for extreme circumstances that might prevent the emergency services from reaching the scene immediately. In such cases the initial response may rely entirely on Overton residents; this plan describes how such an initial response could be coordinated.

The plan also covers circumstances such as flooding, extreme weather, infectious disease, loss of services such as electricity, water, gas or telephone, where the emergency services are not immediately required.

Structure of the community emergency scheme

Following December 2015's flooding in the local area, resulting in a loss of power in Overton, this group was set up to develop a scheme aimed at people being supported to help each other should a similar situation ever occur. The scheme provides a framework for listing contact details, responsibilities and information about resources. It is intended to be of real help in acting at the onset of an emergency and also assist in dealing with day-to-day problems that may arise in communities such as ours.

Trained voluntary emergency coordinators will use The Overton and District Memorial Hall (The Memorial Hall), and/or other locations depending on the need, to use all the resources at their disposal to provide emergency support along with, or in the absence of, professional emergency services.

Please note that the community of Sunderland Point, due to its unique situation, has its own Emergency Plan yet will be supported by the Overton Emergency Plan wherever and whenever possible.

Subsequently, the global Covid 19 pandemic of 2020 tested the nation in an unforeseen manner. Lock-downs, shielding and social-distancing created a scenario calling for utterly different strategies.

The “H” sign

Situations happen, often beyond our control, e.g. extreme weather. Local emergency services (Fire police etc.) will always prioritise those people in greatest need, especially where life is in danger. There will be times when you may be affected but you or your family’s life is not in immediate danger.

During this time, you need to know how to help yourself and those around you. By becoming more resilient, you and your community can complement the local responders and reduce the impact of an emergency on your community.

Each Overton household will be offered an emergency “Help” sign which can be displayed *at any time* when assistance is needed. If you see one of these please try to assist, but if it is a life-threatening situation, dial 999 immediately for the emergency services.

See Appendix page 35

Section 3 Method

Emergency Coordinators will activate the plan following an activation trigger such as:

1. Local flood warning (coordinators receive MET Office updates by email and are aware of the Environment Agency's flooding plans, alerts and warnings).
2. When Emergency Services contact an Emergency Coordinator.
3. When Lancaster City Council or Lancashire County Council Emergency Planning Officer contacts an Emergency Coordinator.
4. Loss of supplies such as water, gas, electricity, telephone.
5. Major accident or disease (such as Covid 19 pandemic).
6. Declaration of a Nuclear Emergency by Heysham Power stations, requiring evacuation or directions to stay at home.

They will activate the plan following the routine outlined in the Training Manual (see appendix 1):

Initial actions for Emergency Coordinators

1	<p>If an emergency arises gather factual information.</p> <p>The emergency coordinators should firstly evaluate the emergency situation.</p> <p><i>Some emergency situations might require people to stay indoors and keep doors and windows closed.</i></p> <p>If this is the case the police, social media, news, Met. office, internet, local radio etc., will need to inform residents.</p>
2	<p>Contact other Emergency coordinators.</p> <p>Discuss situation; if safe arrange to meet.</p>
3	<p>Contact an Emergency Centre key holder.</p> <p>This would usually be for the Memorial Hall.</p> <p>Arrange to collect / meet for keys.</p>
4	<p>Proceed to Emergency Centre.</p> <p>Gather information / set up the Emergency Centre / open communications networks including Raynet, Beyond Radio and BBC Radio Lancashire.</p>

Local risk assessment

Risks	Potential Impact on community	What can the Community Emergency Group do to prepare?
Loss of electricity or gas services	Unable to prepare hot food and keep warm	Provide emergency electricity supply at Memorial Hall for warmth and hot meals
Loss of telephone service	Unable to access emergency services	Provide access via Radio Amateur Emergency Network (RAEN)
Loss and/or contamination of water supply	Vulnerable unable to access clean water	Provide assistance to bowzers or standpipes
Stream around village can flood	Flooding of local streets Blocked access to Memorial Hall Damage to property	Encourage residents to improve home flood defences Work with local emergency services to see if they can help with distribution of flood warnings and any evacuation and rest centre establishment required Find out what flood defences exist or are planned in the area.
Pandemic Other disease (Foot and Mouth etc.)	Disruption to travel and movement	Maintain communication, assist with offers of support and transport. Identify vulnerable or lonely.
Extreme weather	Damage to property	Provide temporary accommodation Assist with protection of property
Major fire	Damage to property	Provide temporary accommodation Provide assistance prior to emergency services arriving
Transport accident	Damage to property Release of hazardous substances	Provide temporary accommodation Provide assistance prior to emergency services arriving
Major incident at Heysham Power Stations	Evacuation of district	Provide assistance prior to emergency services arriving and evacuation to Salt Ayre or other advised venue

Additional information for volunteers

1. Always keep yourself safe.
2. Always put people before animals or property.
3. Always fully understand, and be comfortable with, what you are being asked to do.
4. If you are unsure raise your concerns with the Emergency coordinator.
5. Assist as required, but always think before you act.
6. Provide reassurance to those around you.
7. Always be mindful of how you give practical and emotional help.
8. Some emergency situations may require people to stay indoors and keep doors and windows closed. If this is the case keep listening to local TV and radio broadcasts.
9. Try to get to a safe place – this may not be your home.
10. Always follow the advice of **emergency services** (police, fire etc.).
11. This plan may also be used by members of the village who are not emergency coordinators.
12. Members of the village are welcome to assist as Team members/Helpers in an emergency or difficult situation. It is recognised that the village working together has the best chance of a positive outcome.
13. Always put yourself and your family's health and safety first.
14. If you would like to assist, contact the Emergency Coordinators at the Emergency Centre.
15. Hard copies of the Overton Emergency Plan will be made available at the Memorial Hall and St. Helen's School.
16. A copy of the plan is available on the parish website:
<https://overtonpc.co.uk> or search Overton Parish Lancs.
17. Further information: <https://overtonemergencyplan.wixsite.com/overtonemergencyplan>

Actions to be agreed with Emergency Services in the event of an evacuation

- Help police/local authority with door knocking
- Inform emergency services of those who may need extra help to leave their home
- Offer assistance to St Helen's School and/or Bunnies Play Group.
- Offer assistance to occupants of the Memorial Hall

Emergency Coordinators' contact details

Name: Danny Maddox
Title: Community Emergency Coordinator
24 hour telephone contact:
Email:
Address:

Name: Andrew Scarr
Title: Community Emergency Coordinator
24 hour telephone contact:
Email:
Address:

Name: Tracy Wilson
Title: Community Emergency Coordinator
24 hour telephone contact:
Email:
Address:

Name: Martin Robertshaw
Title: Community Emergency Coordinator
24 hour telephone contact:
Email:
Address:

Name: Andrew Kenney
Title: Community Emergency Coordinator
24 hour telephone contact:
Email:
Address:

Name: Michael McTague
Title: Community Emergency Coordinator
24 hour telephone contact:
Email: mctague.michael@gmail.com
Address: 5 Chapel Lane, Overton, LA3 3HU

Dedicated Overton Emergency Plan Group phone number: 07396 699871
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Information strictly confidential to coordinators
District emergency phone number, Town Hall:
District emergency phone number, Town Hall: (power black-out and normal phones inoperative)

Vulnerable/Specific needs

Volunteer Support Available

Name	Contact Details	Notes:
Evelyn Stickland		General help
Andy, Chris Capocci		4 wheel drive; door knocking etc.
Jan Scott		Door knocking etc.
Linda Wilson		General help
Samantha Huddleston		General help, driver; door knocking
Diane Mitchell		Vans, pick-up, storage unit in Middleton
Rob Brookbanks		General support
James, Nicola Illingworth		
Jeremy Anderson, Bev Skeggs		
David, Brenda Holliday		
Andrew Currant		
Paul Gallagher		
Ken Webber		
Fay Hargreaves		
Juli Scanlan		
Debbie Tierney		
Ann Lomas		
Maureen Harrison		
Jill Hellier		
Ted Levy		

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Alternative arrangements for staying in contact if usual communications have been disrupted

Communication Type	Contact	Location
Emergency services	999 (24hr)	
Lancashire Police	101 (non-urgent)	lancashire.police.uk/
Morecambe Police Station	101 (24hr) or 0845 125 3545	Morecambe
Lancaster Police Station	101 (24hr) or 0845 125 3545	Lancaster
Neighbourhood Police	01524 596985	Morecambe
Lancaster fire station	01524 60193	Lancaster
Lancashire Fire & Rescue	01772 862545	lancsfirerescue.org.uk/Pages/home
Lancashire Police HQ	01772 614444	lancashire.police.uk/
Lancaster City Council	01524 582000 or 01524 67099 (24hr)	lancaster.gov.uk/environmental-health/emergency-planning/emergency-contact-details Lancaster/Morecambe
Lancashire County Council	0330 1236701 0300 0530000	lancashire.gov.uk/ Preston
Mark Bartlett Civil Contingencies Officer		mbartlett@lancaster.gov.uk
Lancashire Environmental, health, emergency planning		http://www.lancaster.gov.uk - http://new.lancashire.gov.uk then search for emergency.
Environment Agency – Incident hotline	0800 807060 (24hr) 03708 506506	www.environment-agency.gov.uk
Royal Lancaster Infirmary	01524 65944	nhs.uk/Services/Hospitals/Overview/DefaultView.aspx?id=2122
Coastguard	999	gov.uk/government/organisations/maritime-and-coastguard-agency
National Grid - Electricity	0800 056 8090	www2.nationalgrid.com/uk/our-company/electricity/
National Grid – Gas & electric	0800 111 999 (24hr)	www2.nationalgrid.com/UK/Our-company/Gas/
Electricity Northwest	0800 195 4141	enwl.co.uk/
Electricity Information and Reporting Number	105	
British Telecom	0800 800 151 (24hr)	www.bt.com
Heysham 1 Power Station	01524 853131 (24hr) donna.diamond@edf-energy.com	Heysham edfenergy.com/energy/power-stations/heysham-1
Heysham 2 Power Station	01524 863863 (24hr) david.abbott@edf-energy.com	Heysham edfenergy.com/energy/power-stations/heysham-2

Highways Agency	0300 123 5000 (24hr)	highways.gov.uk/traffic-information/
United Utilities - water	03456 723 723	unitedutilities.com/
Coastal Medical Group	01524 511999	coastalmedicalgroup.co.uk/contact1.aspx Heysham
NHS Direct	111 (24hr)	nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/NHS-111
Beyond Radio	01524 888450	FM: 103.5, 107.5 MHz
BBC Radio Lancashire	01254 262411 / 583583	FM 95.5, 103.9, 104.5, AM 837, 1458, bbc.co.uk/radiolancashire Blackburn
RSPCA	Contact via Duty County Emergency Planning Officer 0300 123 4999 / 555	www.rspca.org.uk
Radio- RAYNET Contact via Duty County Emergency Planning Officer	North.Lancashire, Paul Woodburn, 07721 457257	www.raynet-uk.net Silverdale
Radio- RAYNET Contact via Duty County Emergency Planning Officer	RAYNET – Northwest, Roger Alexander 03030 401080 07739 370001	www.raynet-uk.net
Radio	Mike S, Morecambe Bay Amateur Radio Society	www.mbars-g1mbr.co.uk/ Morecambe
Radio	Ian M, Sands Radio Group	www.m0scg.org.uk/ Morecambe
North West 4x4 Responders		www.nw4x4responders.co.uk
British Red Cross	Contact via Duty County Emergency Planning Officer 0844 871 11 11	www.redcross.org.uk
WRVS	Contact via Duty County Emergency Planning Officer 0845 601 4670	www.wrvs.org.uk
St John Ambulance	0870 104 950	www.sja.org.uk
Emergency alerts		gov.uk/government/publications/mobile-alerting-trials-for-public-emergencies/public-emergency-alerts-mobile-alerting-trials

Floodline	0345 998 1188 (24hr) 0845 998 1188	fwd.environment-agency.gov.uk/app/olr/home
Met office	0370 900 0100	www.metoffice.gov.uk
The UK Hydrological office	01823 337900	http://www.ukho.gov.uk/helpdesk@ukho.gov.uk
"All Things Overton" facebook page		facebook.com/groups/842599392437240/
Overton Parish Council		https://overtonpc.co.uk
Overton WI		en-gb.facebook.com/pg/overtonanddistrictwi
Salvation Army	Contact via Duty County Emergency Planning Officer	www.salvationarmy.org.uk/
Bowland & Pennine Mountain Rescue	Contact via Force Incident Manager, Lancashire Police HQ	www.bowlandpenninemrt.org.uk/about.htm
Bay Search & Rescue	Contact via Force Incident Manager, Lancashire Police HQ or HM Coastguard operations Centre	
Salt Ayre Sports Centre		lancaster.gov.uk/salt-ayre-sports-centre
North West Air Ambulance	0800 587 4570	https://nwaa.net/enquiries@nwaa.net
Anti-Terrorism Hotline	0800 789 321	
Social Services	Noel Armstrong	noel.armstrong@lancashire.gov.uk
Tradebe (Kurtis Leather)	01524865408/07464531624	kurtis.leather@tradebe.com

Emergency Coordinators' Details

Dedicated mobile number 07396 699871 also see pages 16 – 18 or contact the secretary.

Community response

Many of the situations covered in this plan do not arise without warning but are predicted in Environment Agency flood warnings or Met. Office severe weather warnings and flash warnings.

Individual householders in areas known to be at risk should have well-rehearsed methods of protecting their properties when flooding is predicted, including the use of flood resilience products, and of course householders should also help their neighbours in preparing for predicted flooding.

Resources

The Overton and District Memorial Hall, Middleton Road, Overton, LA3 3HB

The Memorial Hall is the initial choice as a base for the Emergency Coordinators and as a place that it is planned will be able to function with emergency power in such a situation.

Resources available to the coordinators include:

Diesel generator, distribution board, lighting and power lines

- 1 LED torch and head torch set X 4
- 2 Corded telephone X 2
- 3 Hi-vis bag X 2
- 4 Emergency foil blanket X 10
- 5 Insulated 2.2L pump jug X 2
- 6 Steel Thermos Flask X 6
- 7 Hi-vis vest X 10
- 8 Wind-up torch X 2
- 9 Wind-up radio, flashlight, phone charger
- 10 Portable radio
- 11 First aid kits X 2
- 12 Whistle X 4
- 13 Batteries
- 14 Hazard/barrier tape
- 15 Hand sanitiser, masks and disposable gloves
- 16 Storage locker
- 17 Defibrillators sited on Memorial Hall wall, St Helen's Church and in car park facing Globe Hotel

Plus: Ten emergency packs that consist of a blanket, an insulated cup and a torch provided by the Fire Service.

With the exception of the defibrillators, generator and power equipment, resources are divided equally between two locked storage boxes; one in the Memorial Hall and one in St Helen's School (note: masks, gloves and sanitiser stored with Memorial Hall box and with generator). Combination number for boxes and generator store: 5135.

Each storage box contains a high-vis grab-bag containing:

- 1 LED torch and head torch set X 2
- 2 Emergency foil blanket X 2
- 3 Steel Thermos Flask X 2
- 4 Hi-vis vest X 2
- 5 Wind-up torch X 1
- 6 First aid kits X 2
- 7 Whistle X 2
- 8 Emergency pack X 2
- 9 Log Sheets (pack)

The provision of funds to supply these resources and the provision of emergency power supply is thanks to the work and generosity of:

[The Lancashire Flood Appeal – Strengthening Communities Fund.](#)

Key locations identified with emergency services for use as places of safety

Building	Location	Potential use in an emergency	Contact details of key holders
Memorial Hall	Middleton Road, Overton, LA3 3HB	Rest Centre/safe place	See Andrew Kenney and Suzanne Jones details
Overton St. Helen's Primary School	Lancaster Road, Overton	Rest Centre/safe place	Andy Croskery, Caretaker
Possible alternative locations if above are unavailable:			
Overton Scout Hut	Middleton Road, Overton	Rest Centre/safe place	Bridget & Mark Worsnop Scout Leaders
Globe Hotel	Main Street, Overton	As above	Closed for refurbishment at present
The Ship Inn	Main Street	As above	Closed at present
St Helen's Church	Church Grove, Overton	As above	Gill - Church Warden Vicar – Rev. Lorraine Moffatt
Middleton Social Club	Low Road, Middleton	As above	01524 854189

Local skills and resources assessment

Skill/Resource	Who?	Contact details	Location	Notes
Trained first aider/nurse				
4x4 owner/driver?				
Chainsaw owner?				
Water / food supplies / accommodation				
Water / food supplies / accommodation	Globe Hotel	Landlord	Main Street	Closed at present
Tractors and lifting equipment etc.	Tim Butler			
Heavy machinery	Jim Hancock			
Stand - alone generators	Community generator and various private individuals			
Farmer	David Birkett		North Farm, Overton	
Farmer	Colin Hargreaves		Trail Holme, Overton	
	David Edmonson		Middleton Road	

Other responsibilities:	
Martin Robertshaw	Visual checks of tidal flap, marsh end of Lades Pool
Andrew Scarr	Communications via Raynet
Mike McTague	Plan updates and distribution
All coordinators	To be aware of weather conditions, tides and City Council Flooding Plan, to receive and act on Met. office and other alerts and emails
Mike McTague (or phone-holder)	Keep phone charged and make monthly check-call

List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

Organisation	Name and role of contact	Phone number
Women's Institute (WI)	Christine Mashiter overtonanddistrictwi@gmail.com chris.mashiter@btinternet.com	
St Helens' Church	Vicar	
St Helens' School	Head-Teacher Mrs Joanne Easthope	01524 858615
Overton Scout Group	Bridget & Mark Worsnop	
Bunnies Play Group		
TOPS	Chris Mashiter Katie Korab	
Friday club	John Speake	

Section 4 Administration

The plan content has been designed and administered by the Overton Emergency Plan Working Party and has been reformatted in line with the IIMAC design thanks to the framework provided by Mark Bartlett (Civil Contingencies Officer) along with the Caton and Quernmore group.

Operating the plan will be the responsibility of the trained emergency coordinators along with other community groups and other community members.

Section 5 Communication methods

See the Training Manual in the appendix for communication methods likely to be of use in an emergency.

Detailed training and information are included; from the use of the spoken and written word to the use of runners in a total telecommunications network failure.

VHF digital transceiver.

See also the coordinators' prompt sheets and the log sheet in the appendix.

Appendix 3 Policies

The Overton Emergency Plan Risk Policy

	Section heading	Section content
1	Responsibility	The Overton Emergency Plan Working Party has overall and final responsibility for Risk Assessment.
2	What are the hazards?	
3	Who might be harmed and how?	
4	What are you already doing?	
5	Do you need to do anything else to control this risk?	
6	Action by whom?	
7	Action by when?	
8	Confirmation of reading	<p>I confirm that I have been made fully aware of, and understand the contents of, the Risk Assessment Policy and Procedures for The Overton Emergency Plan.</p> <p>Name :</p> <p>Signature:</p> <p>Date:</p>
Signature:		Date:

What are the hazards?	Risk level Low Moderate High	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Low	Volunteers may be injured if they slip on icy paths.	Reminding volunteers to use caution and ensure appropriate footwear	Clear paths if appropriate.	All staff, supervisor to monitor Manager	From now on xx/xx/xx	xx/xx/xx xx/xx/xx

The Overton Emergency Plan Health and Safety Policy

1	The Overton Emergency Plan Group has overall and final responsibility for health and safety.
2	Prevent accidents and cases of work-related ill health by managing the health and safety risks of members and volunteers.
3	Provide clear instructions and information, and adequate training, to ensure emergency coordinators and volunteers are competent to do their work
4	Engage and consult with emergency coordinators and volunteers on health and safety conditions and concerns.
5	Implement emergency procedures – evacuation in case of fire or other significant incident.
6	Maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage and use of resources.
7	This policy to be reviewed at least every year and updated as necessary.
8	<p>I confirm that I have been made fully aware of, and understand the contents of, Health and Safety Policy and Procedures for The Overton Emergency Plan.</p> <p>Name :</p> <p>Signature:</p> <p>Date:</p>
<p>Signed: _____ Date: _____</p>	

The Overton Emergency Plan Vulnerable Adult Policy

Section heading	Section content
Introduction	<p>The Overton Emergency Plan makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>The Overton Emergency Plan working group members, coordinators and other volunteers may come into contact with vulnerable adults through the offer of support in a village emergency or through the Help card being displayed hence acted upon.</p> <p>The types of contact with vulnerable adults will include emergency support in the absence of professional agencies.</p> <p>This policy seeks to ensure that The Overton Emergency Plan Group undertakes its responsibilities with regard to protection of vulnerable adults and will respond to concerns appropriately.</p>
Definitions	<p>Safeguarding is about ensuring the protection of vulnerable adults wherever possible.</p> <p>Abuse can take a number of forms, including the following:</p> <ul style="list-style-type: none"> Physical abuse Sexual abuse Emotional abuse Bullying Neglect Financial (or material) abuse <p>Definition of Vulnerable Adults</p> <p>A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.</p> <p>This may include a person who:</p> <ul style="list-style-type: none"> Is elderly and frail Has a mental illness including dementia Has a physical or sensory disability Has a learning disability Has a severe physical illness Is a substance misuser Is homeless
Responsibilities	<p>Each person has a responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.</p> <p>Additional specific responsibilities</p> <p>Overton Emergency Plan Group members will endeavour to ensure that this policy is read and followed by all involved in its work for the village.</p>

Implementation Stages	<p>The scope of this Safeguarding Policy is broad ranging and in practice it will be implemented via an implicit respect for the dignity of every individual and through putting into action the contents of this policy.</p> <p>Safe recruitment The Overton Emergency Plan Group members will ensure that volunteers are suitably selected and are equipped and trained for their roles.</p>
Communications, training and support for staff	<p>Induction will include briefing followed by reading and accepting this policy.</p> <p>Support We recognise that involvement in certain situations can be stressful for individuals concerned. It is fundamentally important that all volunteers feel that they are supported by every member of our group and feel able to report back concerns and that these concerns be appreciated, understood and acted upon.</p> <p>Volunteers should feel comfortable in what they do and should recognise the appropriate balance between supporting an individual yet ensuring the correct detachment is kept in place.</p>
Professional boundaries and Reporting	<p>The following professional boundaries must be adhered to:</p> <p>Always act in pairs or groups. Ensure that a coordinator is aware of your task and of where you are. Always report back to a coordinator and ensure that a log is made of your visit and tasks. Always report any concern or health and safety issue that you are aware of and ensure that it has been logged.</p>
Managing information	<p>Information will be gathered, recorded and stored. Relevant information will be forwarded to the Council and/or appropriate professional bodies. All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard vulnerable adults. The public interest in safeguarding vulnerable adults may override confidentiality interests. All staff must be aware that they cannot promise those they support that they will keep secrets.</p>
Reviewing the policy	<p>This policy will be reviewed, and if necessary updated, by The Overton Emergency Plan Group at least once a year.</p>
Confirmation of reading	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for The Overton Emergency Plan.</p> <p>Name :</p> <p>Signature:</p> <p>Date:</p>

*Overton is a wonderful place to live. Great people, great at caring for each other!
Planning to support each other in case of need or emergency makes sound sense.
This sign is part of the Overton Emergency Plan.*

Overton Emergency Plan - Help Needed Sign

If you need help, please put this sign, with the **H** facing outward, in a front window.

If you see this sign displayed, please offer help.
Or ask neighbours for assistance.
Or contact the emergency team on 07396 699871.

.....

The Overton Emergency Plan is intended to support the community in an emergency or difficult situation.
The Emergency Centre for the village would usually be the Memorial Hall.
.....

Life or Death / Serious Situations - ring 999.

Ask neighbours for assistance. Contact emergency team at Memorial Hall.

NOT - Life or death / serious situation.

Ask neighbours for assistance. Contact emergency team at Memorial Hall.
.....

Listen to **The Beyond Radio** on: **FM: 103.5, 107.5 MHz** or
Radio Lancashire on: **FM: 104.5 / 95.5 / 103.9 MW: 855 / 1557**
for local information.
.....

If after first looking after your own family and neighbours you would like to help the village, please contact the emergency team at the Memorial Hall.
.....

Having battery powered lights, a battery-operated radio and a corded phone can be of great assistance in a loss of power situation.

Do you know that you may be able to register yourself as a priority with gas, electric and water companies? Get in touch with your providers and find out!

Should you move to a new house, please leave this H sign for the new occupants.

The NATO Phonetic Alphabet

Letter:	Code Word:	Pronunciation:
A	Alpha	Al fah
B	Bravo	Brah Voh
C	Charlie	Char Lee
D	Delta	Dell Tah
E	Echo	Eck Oh
F	Foxtrot	Foks Trot
G	Golf	Golf
H	Hotel	Hoh Tell
I	India	In Dee Ah
J	Juliett	Jew Lee Ett
K	Kilo	Key Loh
L	Lima	Lee Mah
M	Mike	Mike
N	November	No Vem Ber
O	Oscar	Oss Car
P	Papa	Pah Pah
Q	Quebec	Keh Beck
R	Romeo	Row Me Oh
S	Sierra	See Air Ah
T	Tango	Tang Go
U	Uniform	You Nee Form
V	Victor	Vik Tah
W	Whiskey	Wiss Key
X	X Ray	Ecks Ray
Y	Yankee	Yang Key
Z	Zulu	Zoo Loo

Community Emergency Log Form

Overton Emergency Plan

Reference Number _____ *Please complete using ballpoint pen and print clearly throughout.*

Information source Name, phone number, email, media, etc.	
Information	
	Date: _____ Time: _____
	Name and signature: _____

Risk Assessment Who / what is at risk	
Action Safe and Achievable	
Team Members & Contact Details.	
Task sheet issued	Yes/No
Team Briefed & Committed	Date: _____ Time: _____ Name and signature: _____

Team(s)	Returned	Yes/No	Debriefed	Yes/No
Further Action				
	Date: _____		Time: _____	
	Name and signature: _____			

Distribution	Emergency Log (when completed)
--------------	--------------------------------

Community Emergency Task Sheet

Please complete using ballpoint pen and print clearly throughout.

Reference Number

This should be the same as the relevant community emergency log form number, with A, B, C, etc. added as required

Team members

Emergency contact details

Emergency Centre

Team

Other

All community emergency team members / volunteers / helpers should make every effort not to put themselves or others at Risk or in Danger.

Task

[illegible]

Date _____ Time _____ Name & Signature _____

Distribution:

Top copy to community emergency personnel undertaking the task.

Bottom copy to be kept with relevant emergency log form.

Community Emergency Training Element and Authorisation

_____ Emergency Plan

_____ (name) has successfully completed the community
emergency training elements below and is authorised as a

Authorising officer:

Name _____

Signature _____

Date _____

Section	Element	Completed
1	Policies / Confidentiality / Health & Safety	
2	Initial Actions	
3	Visit and familiarisation of the Emergency Centre(s)	
4	Emergency log keeping	
5	Roles in the emergency centre	
6	Communication and information gathering	
7	Planning the response using the emergency log form	
8	Liaise with & support - emergency services / professional support/ City Council	
9	Temporary shelter / evacuation	
10	Area specific information and the location of supplementary emergency plan information	
11	Questions and close	

Notes

This training record should be kept by an appropriate person / group / council,
please specify: _____

Overton and Covid 19

Our Emergency Plan Group had not anticipated any such scenario as a viral pandemic.

The Overton Emergency Plan Group began discussions as soon as the severity of the virus and its impact were acknowledged.

A need to monitor the needs of the people of the area, during the imposed lockdown, was recognised.

The village was divided into areas, each area the responsibility of one or two coordinators, supported by volunteers.

The need to provide an information flyer/letter to each household was debated. Although there was strong opinion that such a means of communication should be used (to alert anyone not able to access social media routes) the final consensus was that the possibility of carrying contamination at this time (as the public had been advised to minimise contact with other households) outweighed this. However, printing materials were purchased for future use and a flyer was produced and distributed, in July, at the end of the first lockdown (Appendix 2).

Information updates, along with offers of services, support and deliveries, were regularly updated and posted on the Parish Council website, on All Things Overton Facebook page and on the Parish noticeboard. The first was put together in March 2020 (Example: see Appendix 1).

A list of volunteers, and their contact details, was made.

A list of those, known not to use social media, was made.

Replacement “H” signs were distributed as appropriate.

Socially-distanced daily walks were arranged by coordinators and volunteers; communication was established with the Sunderland Point group and with a resident of the outlying Heaton Bottom area.

Volunteers communicated with coordinators who fed back, daily, to a dedicated WhatsApp group.

Generally, the village fared well. A few needs were met; provision of shopping, a telephone repair, a plumbing repair, dog walking, arrangements with police and ambulance to attend an elderly resident who was later admitted to hospital (non-Covid 19). Care for her pet was put in place along with subsequent support on her return home. Advice was sought for a reclusive resident.

The Lancaster City Council and Morecambe Bay Foodbank launched a partnership and volunteers from the village arranged donations for this as well as for animal welfare.

The Parish Council made a cash donation to the Foodbank fund, as did individuals from the village. Our vicar Lorraine Moffat and coordinator Danny Maddox were named as Foodbank links.

Members of the community arranged the ordering and distribution of vegetables, flour, fish and other necessities.

Individuals and groups made and distributed face coverings, scrubs and other medical items.

Regular deliverers of mail, milk and other produce offered to stay alert in case assistance or notifying the team became necessary.

Communication with Lancaster City and County Councils was regular via Mark Bartlett (Civil Contingencies) and via Community Connectors through Rural/Parish Council Microsoft Teams meetings.

Following the relaxation of first lockdown the consensus opinion was that daily walks were no longer needed; volunteers and coordinators would stay alert and feed concerns back to the team.

During the second lockdown in autumn, the same conclusion was reached; however, in addition, regular WhatsApp communication was re-established between the coordinators.

Mike McTague November 2020

Helping each other in Overton

The Overton Community Emergency Plan Group and Overton Parish Council are working together to support the village during these strange times. We are aware that not everyone has access to the Parish Council website (overtonlancs.btck.co.uk) and All Things Overton Facebook page where we have been posting updates.

Therefore, we are asking for community support to ensure that anyone, who isn't able to communicate via social media or via a friend or neighbour, is aware of what support is available and how to access it.

Please do be a "nosy" neighbour. If you are concerned about any neighbour, please get in touch with an area coordinator or with Danny or Mike (contact details below), information will be treated in strict confidence.

If anyone has any worries about themselves and their family due to circumstances beyond their control during this uncertain period **please**, in strict confidence, contact Lorraine, Danny or Mike. We will do our best to put you in touch with the appropriate support services.

Lancaster District Emergency Food Team: <https://lancasterdistrictcovid19.org.uk/>

Tel: 01524 932001 or please contact registered Overton agencies below:

Rev. Lorraine Moffat or Danny Maddox

One of the things that might affect people living on their own and having to self-isolate is loneliness. Please do speak on the phone to people and don't hesitate to call one of the coordinators. We're not experts but don't let things get on top of you.

Please also let us have ideas about what you feel are the most important ways we can help each other. Your opinions would be very helpful; please contact any of the Overton area coordinators below.

Volunteers would be appreciated to support with checking areas for "H" signs etc., please contact Danny or Mike if you feel you can help in any way. Many thanks to the many who have already come forward!

Lists of services, deliveries and suppliers, regularly updated, are available on All Things Overton Facebook and on the Parish Council website (overtonlancs.btck.co.uk).

Lancaster Council Contacts:

Residents should continue to use customerservices@lancaster.gov.uk and 01524 582000

Businesses needing help can be directed to econdev@lancaster.gov.uk and 01524 582000

The Morecambe Bay Foundation (established by Lancaster District CVS) has set up an Urgent Response Fund. Please use this web address: <http://www.totalgiving.co.uk/appeal/coronavirus>

Overton area coordinators:

Kevin Grove, Lancaster Road, Middleton Road, Back Street, Main Street,
Main Close, Chapel Close, Six Acres, Briarfield, Heaton Bottom

Mike McTague and Andrew Kenney

Chapel Lane, Stephens Grove, Church Park, Vicarage, Hall Greaves Close,
St Helens Road, Church Grove, Bazil Lane, Bazil Grove, Bazil Farm, Ferry Cottage.

Andrew Scarr and Margaret Brown

Pedder: Road, Grove, Avenue, Drive.

Martin Robertshaw and Tracy Wilson

Chapel View, The Paddock, The Orchards.

Danny Maddox and Ken Webber

Danny email: Mike email: mctague.michael@gmail.com

Organisation/Company	Community offer	Contact details
Cancer Care, Lancaster and District	Telephone Counselling for those currently in therapy, holistic therapies are to continue if the individuals have no symptoms, neither do their close family.	07473 932641 Text only to make contact
Positive Futures, White Cross, Lancaster	Remaining open for people with poor mental health and will deliver shopping to those who access their groups and need to self-isolate	07930 436764
Red Cross	Coronavirus support line	0808 196 3651
Age UK		
Rev. Lorraine Moffatt, Overton Danny Maddox	Overton Vicar Food-needs referral (see also St Helens Church website)	
Neorodropin	Delivering toiletries and non-perishables to their members and providing telephone support	01524 840762
Samaritans Lancaster and surrounding district	Not doing face-to face but doing telephone and email	116123 jo@samaritans.org
Anna Freud	Support re. young people's mental health during this disruption	www.annafreud.org/what-we-do/anna-freud-learning-network-coronavirus
Tactical Security Options Lancaster	Offering shopping service and home delivery (Note: based in White Cross)	07787 788811
Lancaster City Council Housing	Telephone enquiries	01524 582929
Citizens Advice Lancaster	Telephone triage and support	01524 400404
Narcotics Anonymous	Telephone support for those accessing groups at The Wells (10 am – midnight)	0300 999 1212
Lancashire Pharmacies	Open but busy so be patient!	
Age UK	Business as usual at present. Hospital discharge service, shopping, cleaning etc.	0300 303 1234 advice@ageuklancs.org.uk
Scott Wilkinson Chartered Accountants	See website for advice re. redundancy, sick pay, Government grants	www.scott-wilkinson.com
ACAS	Advice for employees and employers	www.acas.org.uk
Inspira	Free telephone and digital appointments re. careers advice and support	01539 730045
British Gas (Richard Braid)	Offering help with travel, collection of medication or single basket of shopping, for those with restricted mobility or travel needs	

Covid 19 Appendix 1 (Continued)

Food/Grocery support	Community offer	Contact details
Extensive general local delivery information	www.lmds.co.uk	www.lmds.co.uk
Barry Dobson, Overton	Milk, eggs, butter, cream, milk shakes, yoghurt, juice, bread (24 hours' notice needed other than milk, eggs and orange juice) email: b-dobson1@sky.com or visit Facebook.	07919 675076 01524 749774
Speights Greengrocers	Contact Wendy Butler; she will put orders (fruit, veg, milk, eggs, bacon, yoghurt) in for everyone . Please let Wendy have your order by noon each Wednesday. Speights will contact each customer by phone for payment and will deliver to the Memorial Hall each Thursday afternoon. Wendy will advise each customer as to their own collection time.	Wendy Butler
Dan's Fishop	Van at the Memorial Hall Tuesdays at 12 to 12.30 Facebook: Dan's fishop Dan will leave Bank transfer details with all orders either collected or delivered, plus takes card (contactless) All correct Virus procedures will be undertaken.	07956 148318
Preston's Butchers Heysham	Deliveries to Overton Tuesday p.m. Orders via phone or Preston's of Heysham Facebook page by Monday midday. Collected orders can be paid for via card. Delivered orders cash (e.g. via envelope on doorstep)	01524 851062
Nisa Heysham	Will deliver (isolated/vulnerable). Please contact for details	01524 855844 07398 109321
Post Office	Overton and District Memorial Hall 12.30 - 15.30 Wednesday and Friday (not bank holidays)	
Altham's Butchers	Deliveries, weekdays, anywhere. Visit Altham's Facebook page, order online or telephone before 4 p.m. for next-day delivery. Deliveries can be left in porch etc. if self-isolating	01524 388800
Chefs Catering Northwest	6 days a week, 9a.m. to 4 p.m. Meals direct to you home. Visit website for details: www.chefscatering-northwest.uk	07584 855036
Iceland Lancaster	Exclusive shopping hours for vulnerable/elderly shoppers 9.00 – 11.00 a.m. Wednesday	
Other supermarkets	Check websites	
Cornvale Fine Foods	Veg boxes, salad boxes, fruit boxes, meats Delivery: Mondays and Fridays Please email: sales@cornvalefoods.co.uk	01524 222420 (please email or request call-back)
Booths Scotforth Lancaster	Exclusive shopping hours for vulnerable/elderly shoppers 9.30 – 11.00 a.m. Monday to Friday	
Gregory Williams Butcher	Will deliver to Overton one evening a week if a group of people wish to arrange a suitable day between themselves	01524 32250
Westgate Frozen Foods	All meats delivered 01524 752776, 07737 861436 or	07880 705360
Kitchen at Kellet	Single or batch deliveries to your door	07771 652823

Overton Emergency Plan and Covid 19

July 2020

For the past three months, volunteers have covered every street in Overton, at least once a day, and have reported back (daily) to the group.

Generally, although there have been exceptions, we have fared well here so far.

People in the village are collecting for the foodbank, for animal welfare; have made scrubs and masks (and made these available), have arranged fruit, vegetable, food, fish, flour, milk and other deliveries and have made All Things Overton Facebook a wonderful forum for help and support. We thank them one and all!

The daily checks have stopped for now, but the Overton Emergency Plan Group will continue monitoring the situation and we all need to remain alert, vigilant, supportive and aware of how our friends and neighbours are. We still need to minimise travel and to maintain social distancing and thorough handwashing.

Information has been made available, updated regularly, on the parish council website <http://www.overtonlancs.btck.co.uk/> and via All Things Overton Facebook.

Local contacts include:

Danny Maddox

Mike McTague mctague.michael@gmail.com

Rev Lorraine Moffatt overton.churchinsight.com

Lancaster council has been extremely proactive and can be contacted via:

Lancaster Council: Residents should use customerservices@lancaster.gov.uk
and 01524 582000

Businesses needing help can be directed to econdev@lancaster.gov.uk
and 01524 582000

The Lancaster District Emergency Food Team can be accessed via Lorraine or Danny; or directly via:
<https://lancasterdistrictcovid19.org.uk/> Tel: 01524 932001

The Morecambe Bay Foundation (established by Lancaster District CVS) has set up an Urgent Response Fund at: <http://www.totalgiving.co.uk/appeal/coronavirus>

Some years ago, the Emergency Group delivered (via the scouts) “H” signs to all Overton households. These can be placed in a window, clearly visible from the road. Neighbours or passers-by seeing one are asked to respond by offering help or by contacting the Emergency Group via the mobile numbers above.

Should you not have an “H” sign, please let either Danny or Mike have your address and we will arrange delivery of one. Please also use these contacts for any ideas, feedback or offers of help.

Think of others....Stay alert...Stay safe!