

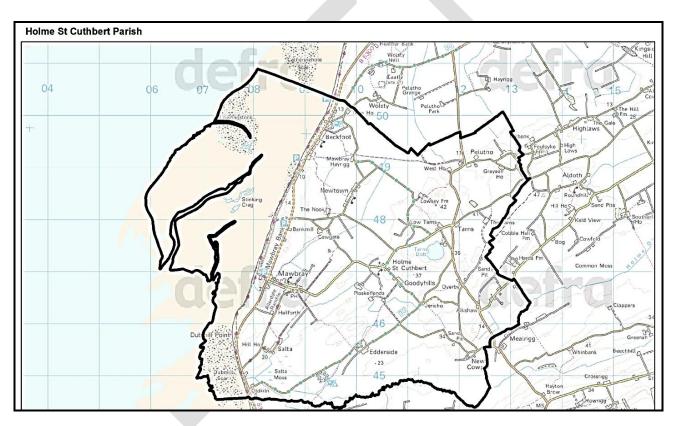




# HOLME ST CUTHBERT PARISH COUNCIL

# **COMMUNITY RESILIENCE AND EMERGENCY PLAN**

VERSION APRIL 2025 (PUBLIC)



Ordnance Survey map © Crown Copyright

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#### 1. PURPOSE

#### 1.1 DEFINITION OF AN EMERGENCY

An emergency / major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with as part of the emergency services, local authorities, and other organisations normal day-to-day activities.

#### 1.2 AIM OF THE COMMUNITY EMERGENCY PLAN

To increase resilience within the local community before, during and after emergencies, and to link into the Cumberland Council's, and emergency services' emergency response structures, where appropriate. This plan documents how the Parish of Holme St Cuthbert would respond in an emergency situation e.g., while awaiting the assistance of statutory authorities / emergency services, or in support of them.

It is not the role of the community to take on the responsibilities of theses agencies, e.g. to save life, to take any risks to themselves or to cope for long hours without agencies' help and support.

The plan may also be used when there is no emergency, but when the parish council feels it would be beneficial to do so. e.g. when snow or icy conditions cause problems for some residents trying to get out to shop for food and collect prescriptions.

This plan is the result of valuable input from both parish councillors and parishioners, whose efforts and insights have shaped its development.

Importantly, this is a living document. It will continue to evolve as more people get involved, new resources become available, and as we learn from practice exercises or real-life events.

While we've done our best to anticipate a range of scenarios, no plan can cover every possible situation. Gaps may become clear over time—but with continued collaboration, we'll keep strengthening our community's preparedness.

#### 1.3 OBJECTIVES

- Identify possible emergencies, impacts on the community, and relevant response actions.
- Identify the vulnerable properties, households/people, groups in the community who may need additional support.
- Identify communications equipment/tools and other resources (including volunteers some with specific skills) in the community that are available to assist in an emergency
- Identify how we bridge the gap (or mitigate) between the needs we identify in the community and the
  availability of official services provided, or support that we can provide in the community, for example
  during the delay in arrival of central services/support.
- Provide contact details for the Community Response Group (PRSG), key community resources, the Emergency Services, and Cumberland Council.







#### 1.4 Personal and business Responsibilities

This plan does not over ride the importance of individual households taking their own action and being prepared. Businesses within the Parish, including caravan sites, holiday accommodation have statutory obligations under the Health and Safety Act 1974 to ensure that they have their own emergency plan for their workers and customers.

Solfest has a separate and very detailed emergency plan which is to be shared with the parish council.

#### 2. CHARACTERISTICS OF HOLME ST CUTHBERT PARISH

Holme St Cuthbert is a rural parish dominated by farming and agriculture. The western boundary of the Parish is entirely coastal.

The Parish has a sparse population and is home to around 450 people; 20% are over 65 and a similar number under the age of 16.

The Parish comprises the village of Mawbray and clusters of small villages and hamlets. Within the Parish there are 3 large caravan/holiday accommodation sites and several properties that are holiday rentals.

Most households (94%) have access to a car as there is limited public transport running within the parish, and that is only on the Coast Road. There are no primary roads in the Parish. It is connected to Silloth, Wigton, Aspatria and Maryport through the B5300 running North to South along the coastal side of the parish and the B5301 running North to South on the eastern edge.

Landline telephone and broadband are widely used. Mobile phone signal and broadband strength is very poor in many households.

#### 3. Parish Resilience and Emergency Steering Group

The steering group is a sub-group of the Holme St Cuthbert Parish Council. The Council has agreed this plan, which has been drafted on their behalf by the Parish Resilience and Emergency Steering Group. Members of the

### **Parish Resilience and Emergency Steering Group Members**

Lucy Stevens \* Chair of Parish Council

Linda Houseby Parish Clerk

Deb Muscat Local resident

Ann Yarnold Local resident

Caroline Oldham Local resident

Brian Bailey Culterham Hall Chair

<sup>\*</sup> Indicates the person who will coordinate the community response or delegate appropriately and be the point of contact for local authorities / emergency services. If unavailable, the next person listed will do this.







#### 4. ACTIVATION OF THE PLAN

This plan will be activated by Holme St Cuthbert Parish Council, by the Chair and Secretary with information provided by the Parish Resilience and Emergency Steering Group. The Chair and Secretary will meet in person or communicate virtually/remotely with the Parish Resilience and Emergency Steering Group to assess the situation, with information provided by parishioners, the Emergency Services, Council, and relevant national information sources.

The Holme St Cuthbert Parish Council will then put all or part of the plan into effect as appropriate. A formal log will then be opened to keep a record of actions to coordinate any response, important communications and afterwards for lessons learned exercise.

The Plan may be activated when:

- An emergency has occurred.
- Warnings are received prior to an anticipated emergency.
- Emergency services request support or are not able to attend immediately.
- No emergency / warning has occurred but it is felt a community response would be of benefit, particularly for more vulnerable residents e.g. prolonged cold snap and icy conditions.

Volunteers may be put on stand-by prior to full activation of the plan, depending on the situation.

#### 5. DE-ACTIVATION OF THE PLAN

This plan will be stood down by Holme St Cuthbert Parish Council, by the Chair and Secretary, using the same process of activation. The group will meet in person or communicate remotely to assess the situation, using local information from volunteers, information provided by the Emergency Services, Council, and relevant national information sources.

It is anticipated that usual family, council, or national services with then pick up the outstanding community needs which may have been covered by the Emergency Plan for the duration of the emergency.

# 6. PLACE OF SAFETY, EMERGENCY HUB AND SPOKES

Local Authorities are responsible for setting up Emergency Assistance Centres (EAC) during an emergency, which are run by council staff and may be used for a range of purposes, depending on the situation. Many schools, churches and community buildings are designated EACs. However, it may be necessary to set up a temporary community-run Place of Safety, for example for people evacuated from their homes or stranded travellers.







#### **6.1 PLACE OF SAFETY**

In our community, the place of safety will be Culterham Hall (Mawbray Village Hall).

This resource will involve both the building and people as it is central to the parish and close to the main roads.



CULTERHAM HALL, MAWBRAY, MARYPORT, CUMBRIA, CA15 6QT

# WHAT THREE WORDS: ///STRONG.SCRIBBLES.PROMISES

Culterham Hall (Mawbray Village Hall) will be the Hub and therefore the focus of the emergency response. The hall has appropriate space available with a large main hall, a separate supper room and a large fully equipped kitchen containing - tables, chairs, toilets, a separate supper room, a large kitchen with two cookers, full cooking facilities a large bain marie, hot water boilers, and a large fridge There is electricity but no gas. There is pre-existing internet connectivity.

# The Hub will be a:

- Point of contact for the statutory Local Resilience Forum and Emergency Services.
- Place for the Parish Resilience and Emergency Steering Group to coordinate volunteers, resources and offers of help.
- A safe and warm building that provides electricity for heat, light and IT connectivity (See 9.1.)
- A communication hub. IT connectivity and workstations will be made available for emergency information purposes, business continuity and for parishioners to contact family and friends. Charging stations will also be available to charge mobile phones, PCs, etc.







When the emergency is declared (as in Section 4 above) the Culterham (Mawbray village) hall representative will arrange for a key holder to open up the hall.

A group of volunteers will be required to run the hall as a place of safety. People who have already agreed to be a volunteer will be alerted by the best means available at the time. As this is not an exhaustive list during an Emergency, parishioners will be asked to volunteer, particularly if they see a gap in service provision.

Details of the Place of Safety roles and volunteers are in Appendix 1. (Personal details will be restricted from general circulation to meet Data Protection requirements.)

#### **6.2 EMERGENCY SPOKES**

A number of other places have agreed to help in a parish emergency to support the Hub and these will be known as Spokes. Culterham (Mawbray village) hall will however be the Hub, and therefore the focus of the emergency response.

These places include the Lowther Arms pub, Holme St Cuthberts Church and Holme St Cuthberts School. Others are buildings associated with local businesses, local caravan and holiday sites, where their primary purpose will be to provide a place of safety for their residents and holiday makers.

If the Plan is activated, parishioners will be advised which Emergency Spokes will be open to help. This will be dependent on the nature of the emergency.

Details of the Spokes are in Appendix 2, once agreed directly with the people concerned.

#### 7. COMMUNITY LINK VOLUNTEERS

Community Link Volunteers are also valuable spokes within the community. Previously community link volunteers have aided vulnerable households and people within the community in times of emergency or untoward events. This plan will build upon this pre-existing strategy which has served the community extremely well.

The community link volunteer is asked to identify vulnerable households who are affected by the emergency and ask permission for their details to be shared with the hub so that an appropriate response and help can be given. There is no expectation for community link volunteers to provide the response themselves (unless they wish to) but rather gather information about special circumstances and households in need.

During and emergency vulnerable households/people will be part of the communication tree but personal details will not be shared generally.

Details of Community Link Volunteers are in Appendix 3. (Personal details will be restricted from general circulation to meet Data Protection requirements.)







# 8. COMMUNICATION STRATEGY

The Parish Resilience and Emergency Plan will be made available on the Holme St Cuthbert Parish Council website. The Parish Resilience and Emergency Steering Group will also provide information to local residents and business on personal and household resilience.

In an emergency a communications strategy is needed to prevent duplication and ensure there are no gaps to information or service.

#### 8.1 WITHIN THE PARISH

**FaceBook Page** - When a parish emergency is declared a focussed FaceBook page will become live for current information to be made available. This will be regarding opening of the hub and other important information. Households will be asked in the initial information leaflet if they wish to become members of this closed Facebook Page. Those parishioners who do not have FaceBook connectivity will be invited to give a mobile phone number where messages can be left.

**Telephone** - There will be a stand-alone telephone number for use during a declared emergency. The number is (to be confirmed) and this is held by a member of the parish council or Resilience Steering Group during the emergency.

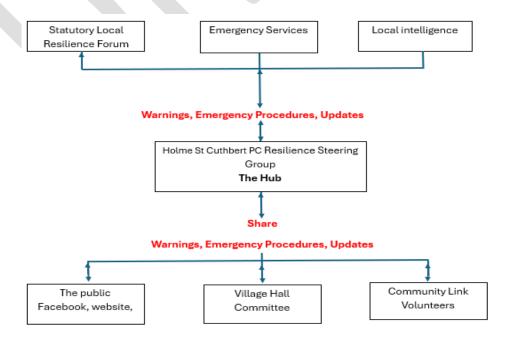
**Walkie Talkies** – At least 3 walkie talkies will also be available for extreme conditions where internet connectivity may be completely unavailable.

**Walking** – In extremis it may be necessary to walk from villages and hamlets.

The communication cascade (telephone tree) is shown below.

#### 8.2 EXTERNAL TO THE PARISH

Information from external sources such as the council and emergency services are shown below on a communications tree.









# 9. PLAN REVIEW AND UPDATE

The plan will be reviewed after an emergency and lessons will be incorporated. If the plan is not required, it will be reviewed annually by Holme St Cuthbert Parish Council. The next date for review will be October 2025.

Following review, an updated electronic copy of the unrestricted plan will be made available to local authorities and emergency services via Resilience Direct.

During an emergency, volunteers will keep a record of actions taken. These will be entered in to a central log, kept by the PRSG, so that they can be evaluated, and the plan altered if necessary. Information can be entered at the time, or directly after the emergency.

#### 9.1 FURTHER WORK PLANNED FOR SUMMER 2025

In order to keep details up to date, this plan, plus any supplementary documents, volunteer contact lists, risk assessment etc., will be reviewed every 6 months by the PRSG and updated as needed.

- Feedback recent storm issues to Local Resilience Forum and ENW.
- Progress discussions regarding the provision of heating, lighting and connectivity for when there is a total power outage.
- Share information on PC website and other media.
- Creation of local leaflet for all households and useful information uploaded to the Parish Council website.
- Identify resources required, including costings and look for funding.
- Creation of an emergency procedures file, including an issues, event and action log.
- Next public meeting October or November 2025.







# **10.** Possible Emergencies, Impacts and Actions

A list of the possible emergencies which could affect our community, their impact and the local actions which could help. The Parish Resilience and Emergency Group will undertake a risk assessment of these actions and amend the plan accordingly.

Type of emergency	POTENTIAL IMPACTS	ACTIONS - PREPARE	ACTIONS - RESPONSE
Mains electricity power failure  Worse during windy, cold and very hot weather conditions.	Residents with no access to power for a prolonged period of time will not be able to keep themselves warm or cool, cook food and keep it fresh.  Most at risk – households:  with only electric power, with older residents, the sick and very young (most at risk in cold conditions)  Who have no means of travel to place of safety	Information in local newsletter / social media to encourage preparing for winter/summer.  Promote the free Priority Service Register (Electricity NW) for residents most at risk.  Identify existing local groups and networks which may be in contact with residents most at risk.  Identify volunteers and place(s) of safety.  Monitor weather reports.	Contact Electricity NW for update.  Identify residents most at risk.  Activate 'telephone tree' and use local social media to check on residents.  Open up Place of Safety (Culterham Village Hall) for hot refreshments and information point. Or alternative venue if required.  Coordinate hot refreshments delivery to housebound residents.
Loss of telephone, mobile, broadband and internet.  (Primarily linked to	Residents have no means of communicating their safely, needs, etc.  Community Resilience and Emergency Re cannot contact them.	Information in local newsletter / social media to encourage preparing for winter.  Promote the free Priority Service Register (Electricity NW) for residents	Contact Electricity NW for update.  Identify residents most at risk.  Activate alternative 'telephone tree' to







Type of emergency	POTENTIAL IMPACTS	ACTIONS - PREPARE	ACTIONS - RESPONSE
loss of electricity)	<ul> <li>Most at risk – households:</li> <li>with older residents, sick and very young</li> <li>with no analogue telephone</li> <li>Who have no means of travel to place of safety.</li> </ul>	most at risk.  Identify existing local groups and networks which may be in contact with residents most at risk.  Identify an alternative to the "telephone tree"  Monitor weather reports.	check on residents.  Open up Place(s) of Safety for hot refreshments and information point.  Coordinate hot refreshments delivery to housebound residents.
Flooding and loss of coastal road.	Coastal residents may lose access to all facilities. Including medical support and place of safety.  Maybe also be associated with loss of power and communications	Check weather reports and tide tables.  Identify homes at risk and alert them in advance.  Identify potential alternative accommodation.	Contact Electricity NW for update.  Contact residents at risk.  Activate alternative 'telephone tree' if required.  Communicate to rest of parish re road diversion.  Open up Place(s) of Safety for hot refreshments and information point.  Identify alternative accommodation if required.  Notify parish via







Type of emergency	POTENTIAL IMPACTS	ACTIONS - PREPARE	ACTIONS - RESPONSE
Local flooding due to high rainfall	Coastal residents may lose access to all facilities. Including medical support and place of safety.  Maybe also be associated with loss of power and communications	Check weather reports and tide tables.  Identify the key routes impacted by flooding.	Contact Electricity NW for update.  Contact residents at risk.  Activate alternative 'telephone tree' if required.  Communicate to rest of parish re road diversion.  Open up Place(s) of Safety for hot refreshments and information point.  Identify alternative accommodation if required.
Pandemic/Epidemic affecting people and/or livestock.	Health of residents  Health of livestock  Full or localised lockdown	The main response will be dictated by Government departments. Any response will be specific to the outbreak.	Support community to take action as requested by the Authorities  CRERG will identify local issues and provide support to those that require it.
Habitat fires on the dunes.	Safety of residents Safety of livestock Loss of property.	Local fire service liaison who will dictate local action.	Support community to take action as requested by the Authorities  CRERG will identify local issues and provide support to those that require it.







## **APPENDIX 1**

#### **HUB AND PLACE OF SAFETY ROLES AND VOLUNTEERS**

These are Hub Volunteers who have indicated that they would be prepared to help in the event of an emergency, and what they may be able to offer. Most roles are in person during the response, others can be done remotely so including when weather/other conditions don't allow travel to Mawbray. Most roles will be on a rotating rota which [morning/afternoon/evening] shifts depending on individual preference, these are likely to be:[ 0800 – 1630, 1600 – 2200] with time for a handover between shifts.

The offer of help / resources / skills is intended only as a guide to assist the response in identifying who may be most appropriate to carry out activities.

Roles	PERSON	CONTACT
Volunteer co-ordinator (2 people)		
Preparation:		
establish and maintain list of volunteers.		
<ul> <li>prepare a draft rota in readiness for the first few days of a response.</li> </ul>		
During response:		
<ul> <li>Keep rota up to date, communicate with volunteers ensuring volunteers can do the shifts they signed up for.</li> </ul>		
<ul> <li>Idenitify a few people as reserves on each shift in case anyone can't make it/ill etc.</li> </ul>		
Volunteer welfare – checking how people are and if they need a break.		







Person	CONTACT
	PERSON







Roles	Person	Contact
<ul> <li>Welcome and support people as they arrive. Update on key information (indicating the white board etc)</li> <li>Maintain register (signing in) of all who attend.</li> <li>Settle them in and explore if they have unmet needs e.g. pet care.</li> </ul>		
Logistics/fixer		
<ul> <li>Preparation</li> <li>Gather list of equipment needed (from Hall Coordinator) such as – big</li> </ul>		
whiteboard for key messages and know how the hall will be set up.		
During response		
<ul> <li>Be available (not necessarily in person) to provide support such as moving items.</li> </ul>		
Tea, Coffee and Food - 3 people		
Preparation		
<ul> <li>Plan which provisions including perishables would be needed at outset, agree with Parish Council any budget and stock levels. What can be held in stores (and labelled appropriated so it isn't used or maintain a minimum stock level so emergencies can be catered for. Decide what should be bought when needed.</li> </ul>		
Ensure basic stock available immediately.		
Be familiar with how to claim reasonable expenses.		







Roles	Person	CONTACT
<ul> <li>Ensure people attending the hall have access to warm drinks and initially cold food such as bread, cheese, ham etc. This may extend to providing hot food if the emergency continues and work alongside external food hubs if required.</li> <li>Ensure any volunteers in the hall (or nearby) have food and drinks (eg they may not be able to come into the hall if their role is elsewhere.)</li> <li>Maintain stock levels and inventory, keep receipts.</li> </ul>		
Community Link Volunteers  Preparation		
<ul> <li>Ensure you are known to all in your allocated area.</li> <li>Ensure deputies nominated in case you are out of area/unable to help in the emergency and (with their permission) pass contact details to the Parish Resilience and Emergency Steering Group.</li> <li>Set up WhatApp group with community and test. Help people get used to using it.</li> </ul>		
<ul> <li>Message your own community, where possible/practical walk round and visit in person. Make sure those who aren't online receive important updates.</li> <li>Keep in regular contact with the Hub, updating on any issues (for utilities provision/welfare of community etc) as well as when things are going</li> </ul>		







Roles	Person	Contact
well.		
Keep a record of what happens and when.		
IT Connectivity – one person		
Preparation		
Planning – how, when, where, timescales for setting up.		
Backup plan.		
<ul> <li>Ensure Hub Co-ordinators know how it works and any quick fixes likely to be needed.</li> </ul>		
During response		
Install/set up, test.		
Share passwords with Hall co-ordinators, information lead.		
<ul> <li>Demonstrate to hall coordinators /others who need to know. Be contactable in case of an issue.</li> </ul>		
Community communications - Facebook Group		
Preparation		
<ul> <li>Set up and administer a Facebook Group which will only be extant for the course of the emergency – although group members will need to be</li> </ul>		
encouraged to join beforehand		
Plan/expect to need alternative comms if FB difficult to access eg		







Roles	Person	Contact
WhatsApp.		
<ul> <li>Agree how to respond to incoming messages (eg who needs to be informed about various types of message).</li> </ul>		
During response		
Ensure comms to community has been approved before issue.		
Check all channels regularly.		
Ensure incoming messages are acknowledged and dealt with.		
Information lead		
Preparation		
Ensure contact lists of all local services up to date.		
<ul> <li>Set up template for the log (to record who decided what, when &amp; why, who did what, when &amp; why). Also set up system for how volunteers/others send information to info lead. Need to be clear on what is needed &amp; why.</li> </ul>		
<ul> <li>Ensure flow of information to and from info lead is clear. Source of info for comms lead.</li> </ul>		
During response		
<ul> <li>Guardian of information related to the response. Provide information for comms/others.</li> </ul>		







Roles	Person	Contact
Start & maintain the log.		
<ul> <li>Regularly review comms from main suppliers (eg NW Electric) for latest updates.</li> </ul>		
Generator (if used)		
Preparation		
<ul> <li>Plan how allocated generator will be transported to hall, how installed.</li> <li>Any permissions, special equipment needed etc? Test with a dry run.</li> </ul>		
<ul> <li>Ensure generator maintained and plan for fuel. Ensure Hall Co-ordinators know how to refuel.</li> </ul>		
Back up plan in case of generator failure, can't obtain etc.		
During response		
<ul> <li>Transport generator to hall, install safely and check it is in safe working order.</li> </ul>		
<ul> <li>Guidance is needed regarding obtaining and the use of generators to add to this plan.</li> </ul>		
Show Generator volunteer where fuel is stored.		
Runner		
Preparation		







Roles	Person	CONTACT
Familiarise self with key locations in parish, and alternative routes.		
During response:		
When needed be available to do errands eg to supermarket/pick up/drop off etc		
Other Offers of Help – Parishioners may offer help and this will be welcomed.		





# **APPENDIX 2**

### PLACES OF SAFETY

THE HUB

Location Name	Location Address	Key-Holder Name	Contact Number	
Culterham Hall	Mawbray			

THE SPOKES

Alternative safe places if required.

Location	Location	Key-Holder Name	Contact Number
Name	Address		

Information will be added when agreed with the property or business owner.

Personal information redacted in public version of the plan for Data Protection purpose

# **APPENDIX 3**

# **COMMUNITY LINK VOLUNTEERS**

Name	Parish area covered	Address	Contact Number

Personal information redacted in public version of the plan for Data Protection purpose

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# **APPENDIX 4**

# **USEFUL RESILIENCE AND EMERGENCY CONTACTS**

Organisation	Phone	Website / Twitter / Facebook
Emergency Services	999	
Fire, Police, Coastguard		
Police:	101	www.cumbria.police.uk
(non-emergency)		@Cumbriapolice
		FB: cumbria police
Cumberland Council	0300 373 3730	https://www.cumberland.gov.uk/your-council/about-your-council/contact-details
NHS:		www.nhs.uk
		@NHSEngland
Environment Agency /	0345 988 1188	flood-warning-information.service.gov.uk
Floodline:		@EnvAgencyNW
Met Office:		www.metoffice.gov.uk
(forecast & weather warnings)		@metoffice
Electricity North West	105 (power cut)	www.enwl.co.uk
(electricity)	0800 195 4141	@electricityNW
National Grid	0800 111 999	www.nationalgridgas.com/safety-and-emergencies
(gas / carbon monoxide)		@nationalgriduk
United Utilities	0345 672 3723	www.unitedutilities.com/emergencies
(water incl. sewerage flooding)		@unitedutilities
Cumbria Local Resilience		crf.secretariat@westmorlandandfurness.gov.uk
Forum		https://cumbriaprepared.org.uk/homepage
Cumbria Prepared		





Local social media platfo	orms	
Facebook:	Holme St. Cuthbert Parish Council	
Website:	http://www.holmestcuthbertparish.com/	
Twitter:		

