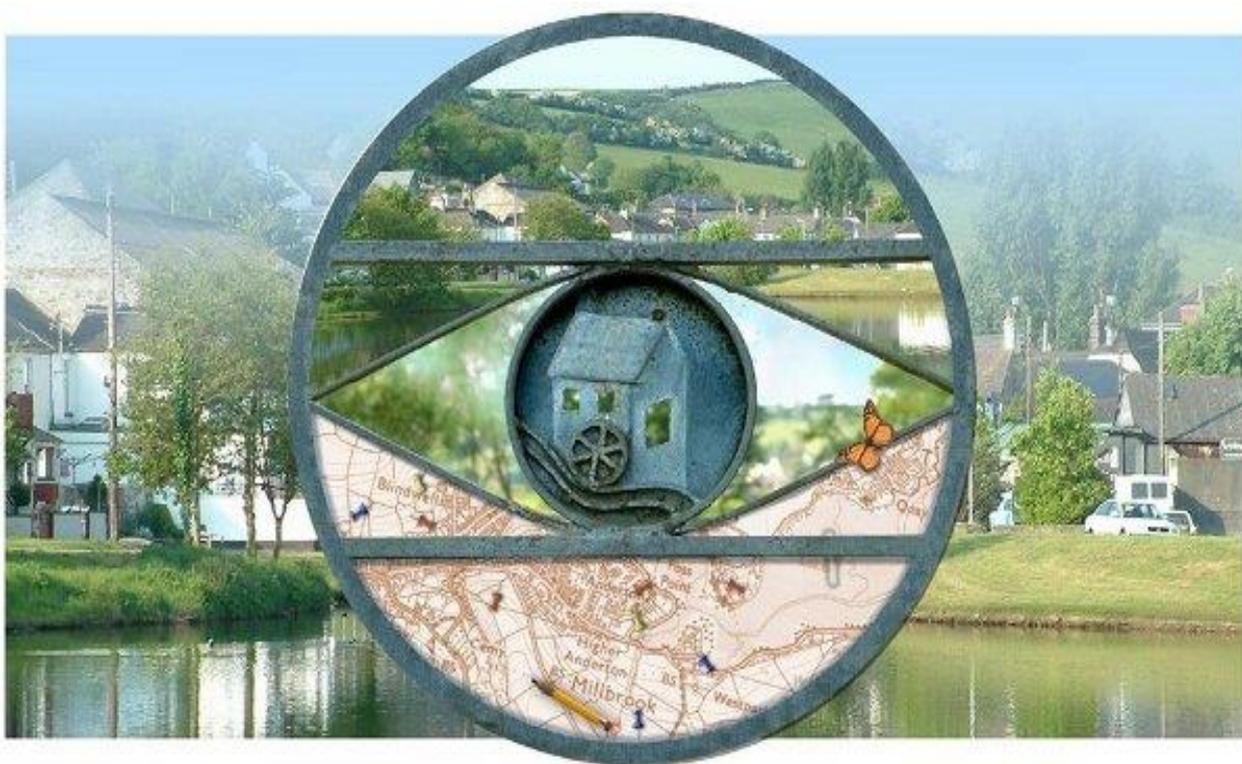


Millbrook Parish Council Community Emergency Plan

October 2014 Version 1



Contents

Section		Page
1	Introduction, Aim and Objectives	
2	What to do if an emergency occurs–initial action	
3	Activating the Emergency Plan	
4	Community Response Team	
5	Assembly points and equipment	
6	Plan Maintenance	
Annex		
A	Activation Procedure / Log Sheet	
B	Community Resources	
C	Risks	
D	Householders Emergency Plan	
E	Communications	
G	Maps	
H	Community Flood Plan	
I	Plan Distribution	
R1	Restricted Contact list	
R2	Vulnerable people list	

1.0 Introduction

All major emergencies are dealt with by the Emergency Services, Local Authorities, Utilities and Voluntary agencies in a combined response. In extreme conditions such as heavy snow and flooding, there is a possibility that the Emergency Services may not be able to reach the scene immediately.

The Clerk of Millbrook Parish Council or his deputy has delegated authority to take the appropriate action and incur expenditure up to a value of £1,000

In such circumstances, the initial response may rely entirely on local people.

1.1 Aim

The aim of this plan is to increase resilience within the local community through developing a robust co-ordinated approach that compliments the plans of responding agencies.

1.2 Objectives

- Identify the risks most likely to impact the community
- Identify relevant steps to mitigate and respond to emergency situations, including warning the community as required.
- Identify vulnerable people / groups / establishments in the community
- Identify community resources available to assist during an emergency
- Provide key contact details for the Community Response Team, Key Community Resources, the Emergency Services and Local Authorities.
- Provide information and assistance to the Emergency Services upon their arrival and as appropriate throughout the event.

2.0 What to do if an emergency occurs – initial action

Contact the Emergency Services

2.1 It is vital that in the event of an emergency situation affecting all or part of a community the initial action is to **telephone 999** and ask for the Police.

Follow the instructions given by the Emergency Services or Local authority supported by information given in this plan.

2.2 If contact with Devon and Cornwall constabulary, Cornwall fire and Rescue service and Cornwall NHS trust is not possible, or the response is likely to be substantially delayed the Community Emergency Plan should be used to assist the local response until help arrives.

3.0 Activate Call Out / Cascade

3.1 In an emergency the emergency services want clear, concise, actual information as soon as possible. * Try to use the time available awaiting their response to obtain further information and if there is any additional information telephone the emergency services again to update them, as this might affect the resources they deploy.

3.2 Until help arrives and without endangering yourself or other local people contact the appropriate members of the community listed in the plan and ask them to report to the agreed assembly point if appropriate.

3.3 when the emergency services or Local Authority are on scene try to make contact with them and explain who you are and what your role is,

* Information that should be obtained to give to the emergency services or to coordinate your own response.

Have the emergency services been informed?

What has happened?

When did it occur (time and date)?

Where is the exact location of the incident? A grid reference or postcode will help the **emergency** services. Any restrictions on access.

Who is involved (numbers, age group, conditions and details of any vulnerable people?)

Hazards Are there any hazards as a result of a flood e.g. flood water, fallen trees, debris, oil or chemical spillage.

Property Is any damaged or at risk?

3.4 **Notification of an emergency** may come from various routes, from the emergency services, Local Authority, local media or from the community itself. It is important to ensure the Community Emergency Group has a procedure in place to record details of any incident and activate its emergency plan.

3.5 Activation Triggers

The plan can be activated by the Emergency Coordinator based on that person's assessment of the situation. It is easier to stop the plan activation should events come under control sooner than expected than to not respond at all.

Sometimes full plan activation will not be required, but the plan should also be seen as a resource to solve smaller issues within the community. Do not hesitate to activate the plan after consultation with the emergency services.

If details of an incident are received from a source other than the emergency services or Local Authority, then those receiving the notification must contact the emergency services to ensure they are aware of the incident. This requires making a 999 call and asking for the Police.

4.0 Community Response Team

A Community Response Team (CRT) should be established to coordinate the community's response to an incident. They are also responsible for keeping the plan up to date.

The size of the Parish of Millbrook warrants 4 zones for the purpose of emergency planning.

4 coordinators have been nominated and 4 Wardens, whose responsibility will be to knock on doors, check that people do not have any problems and enlist further assistance if required.

The 4 zones are defined as:

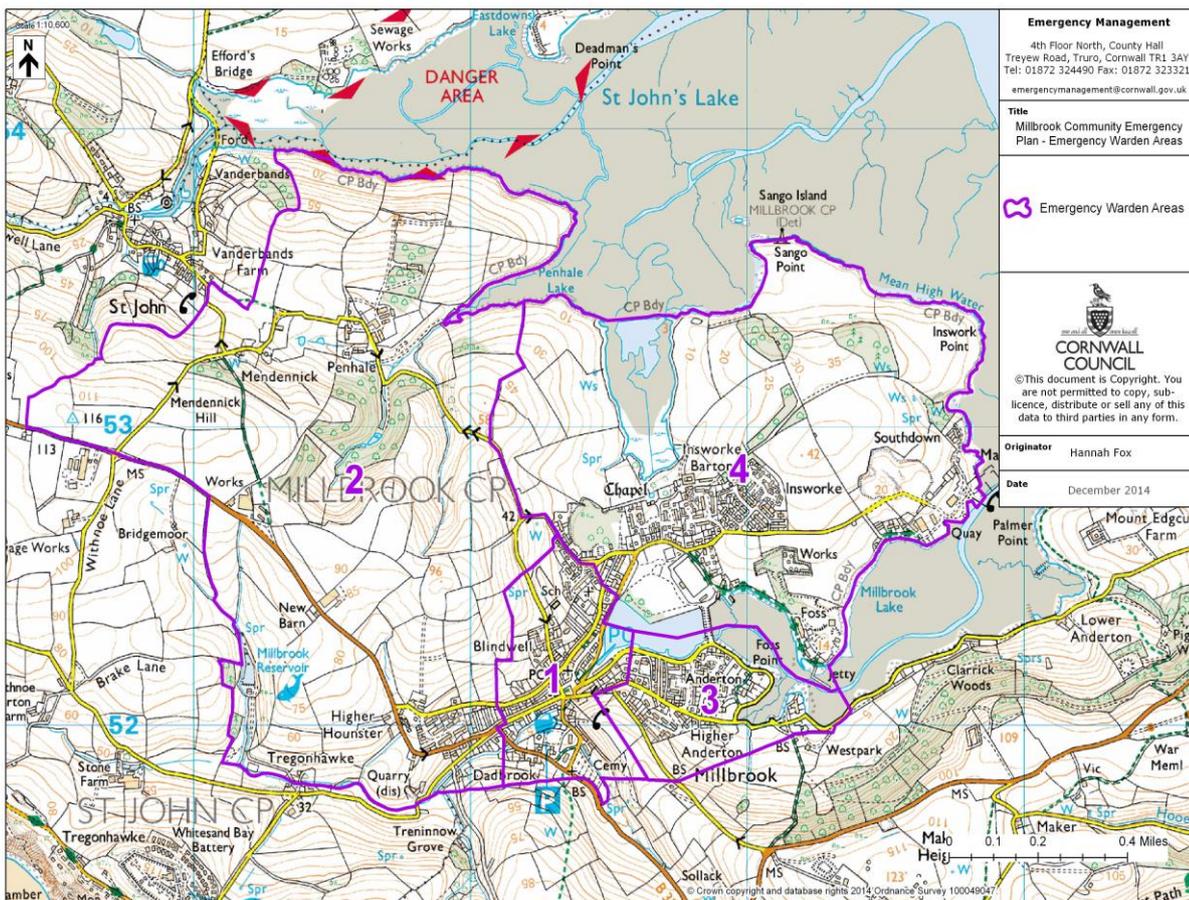
Zone 1 – The village centre/Blindwell Hill

Zone 2 – Hounster Hill from the top of West Street and including St Andrews St up to Mendennick and including Gallows Park Works & Millbrook Industrial Units.

Zone 3 – Anderton/Mill View

Zone 4 – Southdown

Map identifying zones



Role	Name	Tel.	Mobile	Address
Coordinator	George Trubody			7 Trefusis Terrace, Millbrook
Deputy	Sharon Lewis			Hilltop, Higher Anderton Road, Millbrook
Warden Zone 1	Don Wood			10 New Street, Millbrook
Team Member Zone 1 Warden	Josh Taylor			12 Molesworth Terrace, Millbrook
Warden Zone 2	Sharon Lewis			Hilltop, Higher Anderton road Millbrook
Team Member Zone 2 Warden	Bruce Taggart			Primrose Bank, Radford Lane, Millbrook
Warden Zone 3	Fiona McBain			Brookfield House, Newport Street, Millbrook
Team Member Zone 3	Nicky Roberts			The Pipers Cottage, 2 Newport Terrace, Millbrook
Warden Zone 4	Paul Brennan			1 Summerhill Terrace, Millbrook
Team Member Zone 4 Warden	Chris Galton			River View, Southdown, Millbrook

All

members of the Community Response Team should:

- Reside in the community.
- Have good local knowledge.
- Be able to activate the support of the community and speak on behalf of the community.
- Ensure that the vulnerable are provided with additional assurance during an emergency.
- Ensure that communications are maintained within the community and Cornwall Council.
- Ensure that confidentiality is maintained where necessary.
- Maintain his/her own action log in the event of an emergency.
- Create a 'grab bag' containing the plan and any appropriate clothing / equipment which may be required.
- Have sufficient knowledge of the plan to act as Co-ordinator in their absence.

Their Deputy and other team members should support the Co-ordinator in carrying out their role.

5.0 Assembly points for Coordinators to meet when first activated – in order of preference.

5.1 Coordinators should gather at:

Millbrook Village Hall, The Parade, PL10 1AX

Key holders – Don Wood

Bruce Taggart

Sharon Lewis

Karenza Heald

Claire Watkins

Nicky Roberts

In the event that the above location is inaccessible the following will be used: -

Masonic Hall, The Parade, Millbrook

Key holders – Brian Triggs

Rob Triggs

Methodist Church, New Street, Millbrook, PL10 1BY

Key holders- Sue Westwell

Millbrook Football Club, Mill Road, PL10 1EN

Key holders are Mark Pratten

Coordinators should update the emergency services on arrival and to be available to provide local knowledge.

5.1 Equipment held by Millbrook Parish Council

Held in the **Lime Kiln Store** -Keys held by Mike Tack, Don Wood, Caroline Tapsell and a set in the Clerk's Office.

- Cones
- Ladders
- Brushes
- Shovels
- Felling axe
- Pick axe
- Road pins and netting
- Rope
- Trailer
- Salt
- 2 sets of drain rods
- Wheelbarrows
- Sand bags – **Please note these are held in the Cemetery** (store is not locked)

Held in the **Hounster Hill Storage container**

Padlock code XXX -enter code from top of the lock, once entered press the button at the bottom of the lock. Free hand le and rotate to open door.

Contents (as at 12.08.2017)

2 yard brooms

2 shovels

- 1 wheelbarrow
- 12 concrete blocks
- 4 traffic cones
- 40+ filled sand bags
- 60+ empty sand bags
- 2 sand bag filling scoops
- 50+ seagull proof bags
- 4 Hi-Viz tabards

6.0 Plan Maintenance

The CRT should meet to discuss the community's resilience arrangements at least on a 6-monthly basis.

A full review of the plan by the CRT should be carried out annually to ensure that the contact numbers are still correct.

When issuing updated pages of the plan it is important to ensure the removed pages are returned as this will help ensure that all the plans are correctly updated.

Annex A

Emergency Action Check List

Action		Complete
1	Where an emergency is possible or anticipated monitor the situation and warn members of the CRT and community as appropriate. Be prepared to respond urgently.	
2	Dial 999/112 and ensure the emergency services are aware of the emergency and follow any advice given.	
3	Contact and inform the following organisations: Environment Agency Hotline 03459881188 Highways Emergencies 0300 1234 222 Electricity/Western Power 0800 365 900 Cornwall Council 0300 1234 222 <i>South West Water 0800 230 0561</i>	
4	Record details on the Log Sheet overleaf including: <ul style="list-style-type: none">• Any decisions you have made and why.• Actions taken.• Who you spoke to and what you said. (Including contact numbers)• Any information received.	
5	Contact other members of the Community Response Team and members of the community that need to be alerted by agreed method. <ul style="list-style-type: none">• Households affected.• The Town & Parish Council / Ward via the Town or Parish Clerk.• Volunteers and key holders as appropriate.	
6	If necessary, call a community meeting but ensure the venue is safe and people can get there safely	
7	Make sure you take notes and record actions from the meeting. If a decision is reached to activate an Emergency Plan remember to follow the appropriate check sheet.	
8	When the emergency services attend, the co-coordinator should make him/herself and the CEP available.	

UNDER NO CIRCUMSTANCES SHOULD YOU PUT YOURSELF OR OTHERS AT RISK TO FULFIL THESE TASKS.

Annex B

Community Resources

F= food A = accommodation

Resource	Contact Names	Contact numbers
Welfare/Refreshment/Admin	Karen Hall	
Welfare/Refreshment/Admin	Alison Negus	
Equipment/Transport	Chris Gaulton Chris Wilton	
Millbrook Lake Moorings Association	Bruce Selkirk	
Lifting Equipment Mashfords Boatyard	Richard Porter	
Generator	Daz Cats	
Communications/Facebook	Karenza Heald	
Police Liaison	Angela Crow	07885977464
Emergency Medical Supplies, Doctors & Nurses	Rame Group Practice	01752 829003
Transport	Mike Harris Martin Clarke Rick Matthews Pete Dunstone	
Plumbing	J & A Elworthy	
Electricians	Paul Brenan Josh Taylor Richard Meeson	
4-wheel drive	Mark Skinner Ian Berry Pete Dunstone	
Calor Gas	H E Goldsworthy	01759 342188
Equipment and manpower	Mount Edgcumbe Point Europa Gig Club Sailing Club Daz Cats	01752 822236 01752 822186 01752 823042 01752 822696 01752 823513
Devon & Cornwall Inn F&A Mark of Friendship Premier F Coop F Maker Heights A See also assembly points	Liz Fletcher Pete Dunstone	01752 822320 01752 82225 01752 823913 01744 20213

Annex C

Risks and Hazards

When assessing the risks in the community the likelihood and the impact of the event should be considered. Many of the risks will be planned for at a national / Regional or County level. Therefore, the risk assessments should consider how the community could respond to ensure the community's safety / wellbeing. Below are some examples.

Risk / Hazard	Possible Actions
Sustained Power Failure	
Sustained Water Failure	
Heavy Snow	
Flash Flood	
Heat Wave	

Annex D

Householders Self Help

The following Householder Emergency Plan can be copied and distributed to residents in the community

Household Emergency Plan

Emergencies can affect the County with little or no notice. Being prepared can help reduce the effects on your families' lives, reduce the need for help from others and enable you to support the vulnerable in your community.

Disruption to essential services such as water and electricity, to regional and national travel and telecoms are all ways an emergency can affect our busy everyday lives.

Complete the following sections and keep the plan in a safe place that all members of your household can easily access:

If you are not involved in an incident but are close by or believe you may be in danger, in most cases the advice is:

GO IN, STAY IN, TUNE IN, LOG IN

Station	Frequency	Website
BBC Radio Cornwall	95.2, 96, 103.9 FM	http://www.bbc.co.uk/radiocornwall
Pirate FM	102.2, 102.8 FM	http://www.piratefm.co.uk
HART	105.1, 107	http://www.heart.co.uk/cornwall

INFORM THE REST OF YOUR FAMILY / HOUSEMATES

Household Contact Details		
Name	Mobile	Work

If you are evacuated is there somewhere you can go? Friends or Family?

If you can't contact each other, where should you meet / or who should you leave a message with?

How do you turn off the following? Who is responsible?	
Electricity	
Gas	
Water	

+

KEY CONTACT NUMBERS

Emergency Telephone Numbers			
Emergency Services		Doctor	
NHS Direct		School	
Local Police Station		Home Insurance	
Cornwall Council			

Create an Emergency Box

Be prepared. Creating an emergency box will help you locate essential items quickly in an emergency.

Some suggested items are:	
Torch and spare batteries	Toiletries
Battery powered radio and spare batteries	List of useful contact numbers
Candles / Matches	A copy of this plan
First Aid Kit	

In case you are unable to leave the house, you should have:	
Bottled Water	Ready to eat food (tinned)
Bottle / Tin Opener	
In case you are stuck in your car, you should have:	
Bottled Water	Blankets
Torch and spare batteries	

If you are in a position where you are able to offer help to your community, start by checking that your neighbours are alright.

Name	Address	Home Telephone	Mobile

Useful Websites	
Cornwall Council	www.cornwall.gov.uk and search Emergency Management
Environment Agency	www.gov.uk/environment.agency
BBC Cornwall	www.bbc.co.uk/cornwall
National Flood Forum	www.floodforum.org.uk
Cornwall Community Resilience Network	http://www.cornwall.gov.uk/default.aspx?page=32004
Cornwall Community Flood Forum	http://www.cornwall.gov.uk/default.aspx?page=31852

Annex F

Communications

Providing accurate information is essential during an emergency. Methods available will differ depending upon the type of incident, therefore alternatives should be considered.

E.g. Notice boards, Local meeting, Community leaflets, telephone cascade system, Door knocking.

Method	Location (If applicable)	Contact / Responsibility	Additional Information

Key information such as road or school closures are usually reported on local radio.

Station	Frequency	Website
BBC Radio Cornwall	95.2,96,103.9FM	http://www.bbc.co.uk/radiocornwall
Pirate FM	102.2,102.8 FM	http://www.piratefm.co.uk

Annex G - Maps of the community.

Community Emergency Shelters



Emergency Management	
4th Floor North, County Hall Treyew Road, Truro, Cornwall TR1 3AY Tel: 01872 324490 Fax: 01872 323321 emergencymanagement@cornwall.gov.uk	
Title Millbrook Community Emergency Plan - Emergency Shelters	
<ul style="list-style-type: none"> ① Village Hall ② Masonic Hall ③ Methodist Church ④ Football Club 	
 CORNWALL COUNCIL <small>©This document is Copyright. You are not permitted to copy, sub-licence, distribute or sell any of this data to third parties in any form.</small>	
Originator	Hannah Fox
Date	December 2014

1A Locations at risk of flooding Flood Warnings

From the information you have available make a list of all areas liable to flood and the level of warning which would affect them.

Area number	Location at risk	Trigger level	Action
Area 1			
Area 2			
Area 3			
Area 4			

1B Actions to be taken before a flood

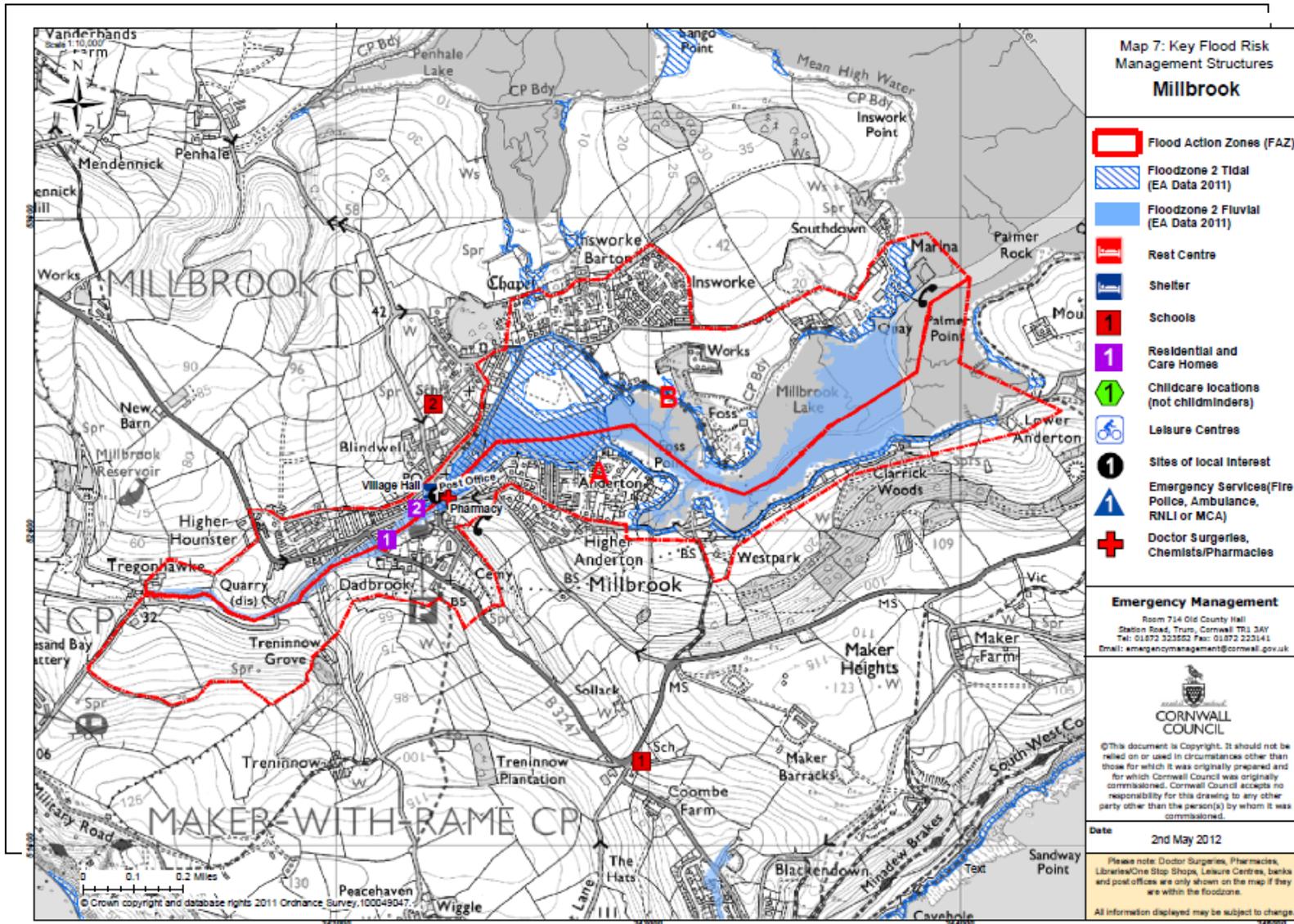
Locations at risk of flooding/source of flooding

Area number	Location at risk	Source of flooding	Direction of flooding
Area 1			
Area 2			
Area 3			
Area 4			

From the information you have available make a list of all areas liable to flood and the level of warning which would affect them.

1C Actions to be taken before a flood

Locations at risk of flooding/map showing flow route



2A Supporting Organisations Contact Details

Organisation	Role	Telephone (office hours)	Telephone (out of hours)
Floodline		0845 988 1188	0845 988 1188
Environment Agency	Incident Hotline	0800 807060	
Cornwall Council	County coordination	0300 1234 100	
Emergency Services		999	999
NHS Direct/Choices		0845 4647111	0845 4647111
South West Water		0800 169 1144	0800 1691144
Western Power	Electricity	0800 365 900 or 0292 053 5631	0800 365 900 or 0292 053 5631
Calor Gas	Emergency	0845 7444 999	0845 7444 999
A Line	Transport	01752 822740	0778 743 060
First Bus	Transport	01752 402060 or 01752 812247	
City Bus	Transport	01752 662271	
Cremyll Cabs & Coastline	Transport	01752 822322	
Community Bus	Transport	01752 823860	
Kernow Cabs	Transport	01752 822220	

Restricted

Organisation	Contact details	Number issued
		R1
		R2

Annex R1

Restricted Key Contacts

Service / Name	Telephone Number	Website	Additional Information

