

Mickle Trafford & District Parish Council

Community Resilience

Emergency Plan

Remember: It is vital that in the event of an emergency dial 999.

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Introduction

Mickle Trafford and District is a large Parish consisting of Mickle Trafford, Picton Village, Wimbolds Trafford, Bridge Trafford and Hoole Bank in the unitary authority of Cheshire West and Chester and the ceremonial County of Cheshire, England. The population of the Parish is around 2,200.

In the event of an emergency in the area, the Mickle Trafford & District Parish Council and community may have an important role in both the response to and recovery from the emergency.

It is possible that the Parish Council and the local community may be able to act faster than many of the responding organisations as they have an in-depth local knowledge that would provide invaluable assistance to the response.

By completing a Community Plan the Parish Council, in conjunction with other members of the community, is putting arrangements in place to mobilise resources that already exist in the Helsby community to support residents during an emergency.

During a major wide area emergency it could be some time before responding organisations are able to offer assistance. By planning in advance the Parish Council and the local community could provide key assistance co-ordinating local response activities.

Community Emergency Plan

Name of Community: The Parish of Mickle Trafford & District

Name:	Councillor John Taylor
Authority/Role:	Councillor MT Parish Council Emergency Co-ordinator
Date:	October 2014.

This document will be reviewed annually at the Annual General Meeting of the Parish Council or when significant changes have taken place that would affect its operation.

	Distribution Address	No of Copies
1.	Emergency Co-ordinator & Deputies	3
2.	MT Parish Councillors	19
3.	Cheshire West and Chester Council	1
4.	Cheshire Constabulary, Police Station, School Lane MT.	1
5.	Cheshire Fire and Rescue Service, Chester Fire Station	1
6.	North West Ambulance Service NHS Trust, Elm House, Belmont Grove, Anfield, Liverpool, L6 4EG	1
7.	MT Village Hall	1
8.	MT Village School	1
9.	Nags Head Public House. 300206.	1
10.	Women's Institute	1
11.	Shrewsbury Arms Public House	1

12.	Chesterfields Restaurant and Pub.	1
13.	Toby Inn Public House and Motel.	1
14.	Beesley & Fields. Wood yard.	1
15.	St Peters Church. MT.	1
16.	Methodist Church Hall.	1
17.	Nursing Home. Thornton Le Moors	1
18.	Trafford Hall. Ince Lane.	1

Aims and Objectives of the Community Plan

Aims: The aim of the community plan is to increase short term community resilience in response to an emergency occurring in the local area.

Objectives:

- To enable the community to respond effectively to an emergency that occurs in the local area.
- To identify resources and key contacts within the community that can assist the emergency services and local authority in the response to an emergency.
- To identify hazards and possible mitigation measures within the community.
- To identify vulnerable people within the community.

Local Risk Assessment

Risks	Impact on Community	Preparation
Major Traffic incident M56	Gridlocked traffic in and out of town. Residents unable to go to or from work/school.	Set up Rest/recovery station and command post for Parish Council. Identify areas where stranded motorists can be accommodated. (See Community Resources and Key Locations)
High winds	Structural damage to buildings and residential properties Potential temporary evacuation of residents	Set up Rest/recovery station and command post for Parish Council List of premises suitable for supplementing CW&C's rest centres and evacuation plans. (See Key Locations)
High winds, continued		List of appropriate community

	Need urgently to secure and make safe property	organisations able assist in identifying housing occupied by vulnerable residents. (See list of Community Organisations) List of local building contractors. (See Community Resources)
Severe snow and ice	Housebound vulnerable residents unable to obtain supplies	Set up Rest/recovery station and command post for Parish Council List of appropriate community organisations able assist in identifying housing occupied by vulnerable residents. (See list of Community Organisations) Parish Council's list of voluntary organisations and individuals to deliver essential services
Risks	Impact on Community	Preparation
Chemical spill/explosion/fire	Potential structural damage to houses and other buildings, atmospheric pollution	Set up Rest/recovery station and command post for Parish Council List of premises suitable for supplementing CWaC's rest centres and evacuation plans. (See Key Locations) List of premises suitable for forward control use by emergency services. (See Key Locations) List of local building contractors. (See Community Resources)
Air pollution Air pollution continued	Need to keep residents indoors	Set up Rest/recovery station and command post for Parish Council at Village Hall. List of appropriate community organisations able assist in identifying housing occupied by vulnerable residents. (See list of Community Organisations)

<p>Gas Storage Explosion</p>	<p>Structural damage to buildings and residential properties</p> <p>Potential loss of life</p> <p>Possible homelessness</p>	<p>Set up Rest/recovery station and command post for Parish Council List of local building contractors. (See Community Resources)</p> <p>List of premises suitable for supplementing CW&C's rest centres and evacuation plans. (See Key Locations)</p>
<p>Train Crash</p>	<p>Potential disruption to businesses adjoining railway line.</p> <p>Potential temporary evacuation of residents</p> <p>Potential loss of life</p>	<p>Set up Rest/recovery station and command post for Parish Council Awareness of key premises which may be affected by any road closures so that emergency services can take this into account when putting closures into effect.</p> <p>List of premises suitable for supplementing CW&C's rest centres and evacuation plans. (See Key Locations)</p>
<p>Plane Crash</p>	<p>Major disruption, loss of life.</p>	<p>Set up Rest/recovery station and command post for Parish Council List of premises suitable for supplementing CW&C's rest centres and evacuation plans. (See Key Locations)</p> <p>List of premises suitable for forward control use by emergency services. (See Key Locations)</p>
<p>Floods – rivers or canal breach Consider the marshes???</p> <p>Continued/</p>	<p>Potential road closures – Are there any known/likely????</p> <p>Potential Homelessness</p>	<p>Set up Rest/recovery station and command post for Parish Council Awareness of key premises which may be affected by any road closures so that emergency services can take this into account when putting closures into effect.</p> <p>List of premises suitable for supplementing CW&C's rest centres and evacuation plans. (See Key Locations)</p> <p>List of appropriate community organisations able assist in identifying housing occupied by vulnerable residents. (See list of Community</p>

		Organisations)
Subsidence	Structural damage to buildings and residential properties Possible homelessness	Set up Rest/recovery station and command post for Parish Council List of local building contractors. (See Community Resources) List of premises suitable for supplementing CW&C's rest centres and evacuation plans. (See Key Locations)
Riot/Civil Unrest Riot civil unrest continued	Structural damage to buildings and residential properties Possible homelessness Potential temporary evacuation of residents	Set up Rest/recovery station and command post for Parish Council List of local building contractors. (See Community Resources) List of premises suitable for supplementing CW&C's rest centres and evacuation plans. (See Key Locations) Engage local volunteers to form Clean Up Teams to help in clear-up operations

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
MT Primary School	Wendy Lyon	01244 981321
MT Parish Council	Derek Bowker	07711321455
Parish Rooms Bookings	Les Bartley	01244 300274
Community Shop	Ben and Clair	01244 301165
MT village Hall	Philip Blackman	01244 300019
Pre School	Jane Hughes	01244 301711

Guides	Kim Wilday	07838619281
Brownies	Hazel Rawson	01244 340219
Women's Register	TBA	01244 300097
Retirement Club	Barbara Harrison	01244 300822
Plemstall Fellowship	Harry Watson	TBA
Woman's Institute	Barbara Harrison	01244 300822
Ashton Allotment Association	Contact Mac	01244 301069
MT Scouts	Richard Oldfield	01244 303314
Bridge Club	Contact Mac	01244 301069
Beavers	Lorna McIntyre	01244 346714
Local St Peters Church	Reverend Mark Hart	01244 300306
Local Methodist Church	Philip Blackman	01244 300019

Vulnerable People Criteria:

- Frail elderly
- Generic
- Homeless families with support needs
- Mentally disordered offenders
- Offenders or people at risk of offending
- Older people with mental health problems/dementia
- Older people with support needs
- People with a physical or sensory disability
- People with alcohol problems
- People with drug problems
- People with HIV/AIDS
- People with Learning disabilities
- People with mental health problems
- Refugees
- Rough sleepers
- Single homeless with support needs
- Teenage parents
- Travellers
- Women at risk of domestic violence
- Young People at risk
- Young people leaving care

Activation triggers

This Plan can be activated by the following means and action taken as indicated:

Source	Action to be taken
<p>1 A telephone call from any of the emergency services or Cheshire West's Emergency Planning Team to MT Parish Council or to the MT Emergency Coordinator or their Deputies.</p>	<p>(1) Take a detailed note of the nature of the emergency and any request for immediate assistance.</p> <p>(2) Make sure you make a note of a direct telephone number of the caller.</p> <p>(3) Convey this information to the Emergency Co-ordinator who shall, at their discretion activate the "telephone tree".</p> <p>(4) Emergency Co-ordinator to set up a command post at MT Village Hall or, if that is not safe, at another appropriate building.</p> <p>(5) Inform emergency services and Emergency Planning Officers of the location and contact numbers of the Ashton Hayes command post.</p> <p>(6) Take appropriate action as requested by the Emergency Services and Emergency Planning Officers</p>
<p>2 A telephone call from a member of the public direct to the MT Parish Council</p>	<p>(1) Take a detailed note of the incident and the name, telephone number and address of the caller</p> <p>(2) Dial 999 and inform the Police of as much detail as possible of the incident.</p> <p>(3) Proceed as indicated above in 1 (3) onwards.</p>
<p>3 A telephone call from a member of the public direct to MT Council but no communication possible with emergency services or emergency planning team.</p>	<p>(1) Take a detailed note of the nature of the emergency and any request for immediate assistance.</p> <p>2) Make sure you make a note of a direct telephone number of the caller.</p> <p>(3) Convey this information to the Emergency Co-ordinator who shall activate the "telephone tree".</p> <p>(4) Emergency Co-ordinator to set up a command post at MT Village Hall or, if that is not safe, at another appropriate building.</p>

	<p>(5) Emergency Controller to take all appropriate action until communication can be made with the emergency services who will thereafter take control of the incident. This to include, if necessary, the calling of a Community Emergency Meeting.</p> <p>(6) Take appropriate action as requested by the Emergency Services and Emergency Planning Officers.</p>
<p>4: If no communication at all is possible, the Emergency Controller is to meet with the Deputies and take the decision to activate the plan.</p>	<p>(1) Emergency Co-ordinator to set up a command post at MT Village Hall or, if that is not safe, at another appropriate building.</p> <p>(2) Emergency Controller to take all appropriate action until communication can be made with the emergency services who will thereafter take control of the incident. This to include, if necessary, the calling of a Community Emergency Meeting.</p> <p>(3) Take appropriate action as requested by the Emergency Services and Emergency Planning Officers.</p>

Activation Actions

- Dial 999 ensure the emergency services are aware of the emergency, follow any advice given
- Contact your Local Council (See contacts sheet)
- Use the log sheet to the rear of the plan to record:
 - Any decisions that have been made
 - Who you spoke to and what was said
- Contact other members of the Community that need to be alerted:
 - Those specifically under threat
 - Volunteers and key holders that may be needed

	Instructions	Tick
1	Call 999 (unless already alerted)	
2	Ensure you are in no immediate danger	

3	Contact the Community Emergency Group and meet to discuss the situation	
4	Arrange where the command centre location.	
5	Assess risk at that centre.	
6	Check contact pyramid and make those calls to key personnel	
7	Ensure vulnerable people receive contact.	
8	Monitor local radio and TV news channels.	
9	Monitor progress and re evaluate plan of action.	
10	Ensure all personnel have an understanding of their roles.	

AREAS OF RISK AND HAZARD IN THE COMMUNITY.

1. **Woodyard.** Beesley & Fildes. Warrington Road. Manager Tony Carroll. Keyholder Bob Coates 07974 974551. Has sensors and auto dial to Fire Services. No toxins or explosives, but flammables on site. No need to evacuate local residents unless smoke inhalation problems.

Immediate action: If smoke across road direct oncoming traffic accordingly. Ring key holder. Await services.

2. **Gas pumping station.** Plemstall Lane. Part of National Grid.

Action: Call 999. In the event of a leak which will be immediately detected by the line company and isolated. Await emergency services. If it is safe to do so evacuate Residents living in the immediate vicinity, or keep windows and doors closed.

3. **Refinery.** Take advice as given on Television and radio. If required ensure vulnerable people are contacted if evacuation is needed to safe place.

Immediate action: Meet at Village Hall to evaluate known information and act upon it.

4. **Railway incident.** Contact local medical volunteers to Assemble at Village Hall car park. Direct emergency vehicles to best access point. Appoint observer to incident site and report back.

Action: Call 999 and report. Meet at MT Village Hall. Administer first aid on site if emergency services not arrived if judged safe for the First Aider to be on site. Await the professionals otherwise.

5. **Landfill fire or incident.**

Action: Await instructions from site management. Contact them on 01244 301886. Advise local cattle owners if smoke is a problem.

6. **Airborne strike,**

Action: Call 999. Do not approach site. Assemble medical team at Village Hall. Await instructions.

7. **Tar lagoon.** Possible incursion by children? Ensure contaminated areas of the body are washed with clean water.

Action: Ring 999. Contact medical volunteers, 4x4 vehicle owner. Supply ropes. Supply containers of clean water and washing aids.

8. **M56 Bridge incident.** Advise medical team.

Action: Call 999 and report. First Aiders to attend site but not to approach if there is evidence of chemical, fuel contaminated danger.

9. **Gowy river flooding.**

Action: Meet in Village Hall. Look to managing evacuation of vulnerable persons/families as located on the plan. Contact 4X4 and tractor owners. Contact medical team if required. It should be noted that the River Plain is designed to flood to protect the river outlet volume from the Refinery.

10. **Warehousing & workshops.** Station Lane. Various hazards And chemicals stored there.

Action: Call 999. Keep everyone clear and safe off the site. Direct emergency services. Alert medical team.

ADVERSE WEATHER CONDITIONS.

This is a risk to be assessed as a separate plan,

Snow and freezing conditions.

1. Dedicated volunteer personnel to visit targeted vulnerable residents to assess their needs of medical requirements, warmth, food, heating, and means of communication with others. Report back to Action Hub.
2. If no electrical power. Contact those owners of generators and ask for distribution of them to given locations. Village Hall etc.
3. Look to evacuate vulnerable residents to place of shelter. Contact 4&4 and tractor owners to request assistance.
4. Contact key holders of places of refuge and make premises available for

use. Have generator delivered.

Equipment register. *(This information is kept confidential and is accessible through the Co-ordinator).*

Chain saws and trained users. Tractor owners and drivers. 4X4 owners and drivers. Generator owners.

Specialist skills register.

Medical practitioners. Dr J Ford. 01244 301686.

Engineers. John Taylor. Glen Nicholas.

Plumbers for supplying power at places of refuge.

Register of volunteers to contact vulnerable people.

First Aiders. John Taylor. Philip Blackwell.

Hall Club. Mark Dalton, keyholder.

Places of refuge.

Village Hall. Contact keyholder Phil 300019, Barbara Harrison 300822, Roger 300671 and make hall ready.

Nags Head public house. Has LPG gas supply for cooking & heating.

Shrewsbury Arms. Public house. LPG supply.

Chester Fields. LPG supply. Rooms. Kitchen.

Methodist Hall. Warrington Road. Shelter. Kitchen.

The Manor Hotel. Warrington Road. Rooms. Kitchen.

Mickle Trafford Village School. Shelter. Kitchen. Computers.

Community Resources

(Note: The inclusion of private organisations in this list does not imply that MT Parish Council endorses or recommends any of the services provided by those organisations.)

Resource (Inc. details)	Contact Details	Location	Capacity (No. of)
Hotels and Bed and Breakfast Accommodation			
Toby Inn.	01244 301391	Warrington Road MT	
Manor Hotel	01244 300555	Warrington Road MT	
Trafford Hall	01244 300246	Ince Lane. Wimbolds Trafford.	
Various Hotels		Hoole Road in Chester	
Best Western Forest Hills Hotel	01928735255	Overton Drive, Frodsham	
The Courtyard	Jill and Roger Maher 01928 723222	Rake House Lower Rake Lane Helsby WA60AL	
Electrical Contractors			
Frodsham Electrical Services	01928 787883 07530 429410	Pear Tree Cottage Mill Lane, Kingsley WA68JA	
Quality Services	01928 567759	www.qualityservices.org.uk	

KDE Ltd	01928 711444 07850930935	Chester Road Sutton Weaver WA73EG	
SWP Electrics Ltd	01928 740415 01928 740237	Ashfield House Tarvin Road Manley WA6 9EW	
Woodhouse Plumb and Electrics	01928 733437	www.woodhouseLtd.co.uk	
Tree Surgeons			
Euro Tree Services Ltd	01928 740289	Pye Corner Farm Manley Road Alvanley	
Hillside Garden Centre	01928 727241 0770 3016488	Jim Gemmell	
Andy Linton	01928 722720 07887 834950	1 Station Avenue Helsby	
Plumbers			
Mark Sollars	01244 300002	19 Weaver Grove, Mickle Trafford	
Mike Pitt	01244 344180 07837 472340		
Indigo Plumbing and Heating	01928735138	marc@indigocompany.co.uk	
Plumb Direct	01928727470 07774417675	1 Crown Buildings Helsby	
Builders			

Middleton Construction	01244 301142 07816 778098	Bernard Middleton. Station Lane Mickle Trafford CH2 4EH	
BB Construction	01928789867 07809 591072	www.bbconstruction.co.uk	
Frodsham Plastering Service	01928529293 07814382487	www.frodshamplasteringservices.co.uk	
MP Building and Joinery	01928787046 07932695311	Based in Norley	
Beesley & Fildes	01244 300287	Building supplies. Warrington Road CH2 4EB	
Glaziers			
Anfields Glazing Chester	01244 312404	Station Road, Chester.	

Roofing Companies			
Almighty Roofing	01928727706 07801061532	www.almightyroofing.co.uk	
Altitude Roofing	01928725104	10 Station Ave, Helsby WA60AG	
Town Roofing	01244 303310	Applewood, Warrington Rd, Mickle Trafford	
Dee Roofing	01244 681321	18 Cross Hey, Chester.	
Chester Roofing Services	01244 659807 07810711620	9 Sycamore Dr, Chester. CH4 8NG	
Scaffolding Companies			

DTS Scaffolding Services	01244 879977	River Lane Ind Est, Chester	
County Scaffold	01244 379993	335 Parkgate Rd. Chester	
Bowmac Access Services Ltd	01244659557	Brymau Three Trading, River Lane Saltney, Chester	
Supermarkets			
Tesco	08456779860	Chester Road, Helsby	
OneStop	01928722295	Chester Road, Helsby	
Veterinary Surgeons			
Gatehouse Vets	01244 570364	Mannings Lane, Hoole Village	
Medical General Practitioners			
Helsby and Elton Practice	01928723676	Lower Robin Hood Lane Helsby	Nearest to us?
Garden Lane Medical Centre Vicars Cross	01244 346677	19 Garden Lane, Vicars cross.	
Northgate Medical Centre	01244 379906	10 Upper Northgate St Chester.	
Bus and Coach Companies			
Halton Borough Transport Ltd	01514233333	Moor Lane, Widnes	
SMC Coach Hire	01244 534880	River Lane Saltney	
Selwyns Travel Ltd	01928564515	Cavendish Farm Road, Runcorn	
Momentum Coach Hire	0800 0567848	1 Hope Road, Broughton, Chester	
RWS Travel	01244 490494	Queens Road, Chester	
Plant hire			

Brandon Ltd	01244 394900	Bumpers Lane, Chester. CH14LT	
HSS Hire	01244 373502	Sealand Road, Chester. CH1 4LS	
Chester Skips	01244561318	20 Winsford Way, Sealand Road.	
Alans Skip Hire	01244 851756	Ashfield House, By Passage Road, Dunkirk Chester	
Golden Triangle Generators	01928732266	Mill Lane Frodsham	
Farmers			
David and Huw Rowlands	01244 300655	The Grange, Warrington Road Mickle Trafford.	
R Law	01244 300586	Ince Lane, Wimbolds Trafford	
Technical / Environmental Advice			
RSK	01928-726006	Spring Lodge 172 Chester Road Helsby E-mail: communications@rsk.co.uk	
Compass Computer Consultants Limited	01928-725522	Rockcliffe Old Chester Road Helsby E-mail: compass@compasscc.com	
Utilities			
Dee Valley Water	0800 085 3968	Some properties in MT are served by bore hole wells.	
Scottish Power	0845 272 2424		
British Gas	0800 111 999		
BT	0845 600 7020		

Key Locations

Building	Location/Map Reference No.	Use in an emergency	Contact details
MT Village Hall	CH2 4DL	Command Post. Rest Centre/safe place	Mr. Philip Blackman 01244 300019
MT Primary School, School Lane.	CH2 4EF	Rest Centre/safe place	Mrs Julia Griffiths. 01244 981321
Community shop		Contact and meeting point	Ben and Clair 301165
St Peters Parish Church. Plemstall Lane.		Rest Centre/safe place	Rev Mark Hart. 01244 300306
Methodist Church Hall		Rest Centre/safe place	Needs contact info
Shrewsbury Arms		Rest Centre/safe place	same
Nags Head	01244 300759	Rest Centre/safe place	Also has LPG power
Chesterfields		Rest Centre/safe place	Info needed
		Rest Centre/safe place	

Emergency Contact List

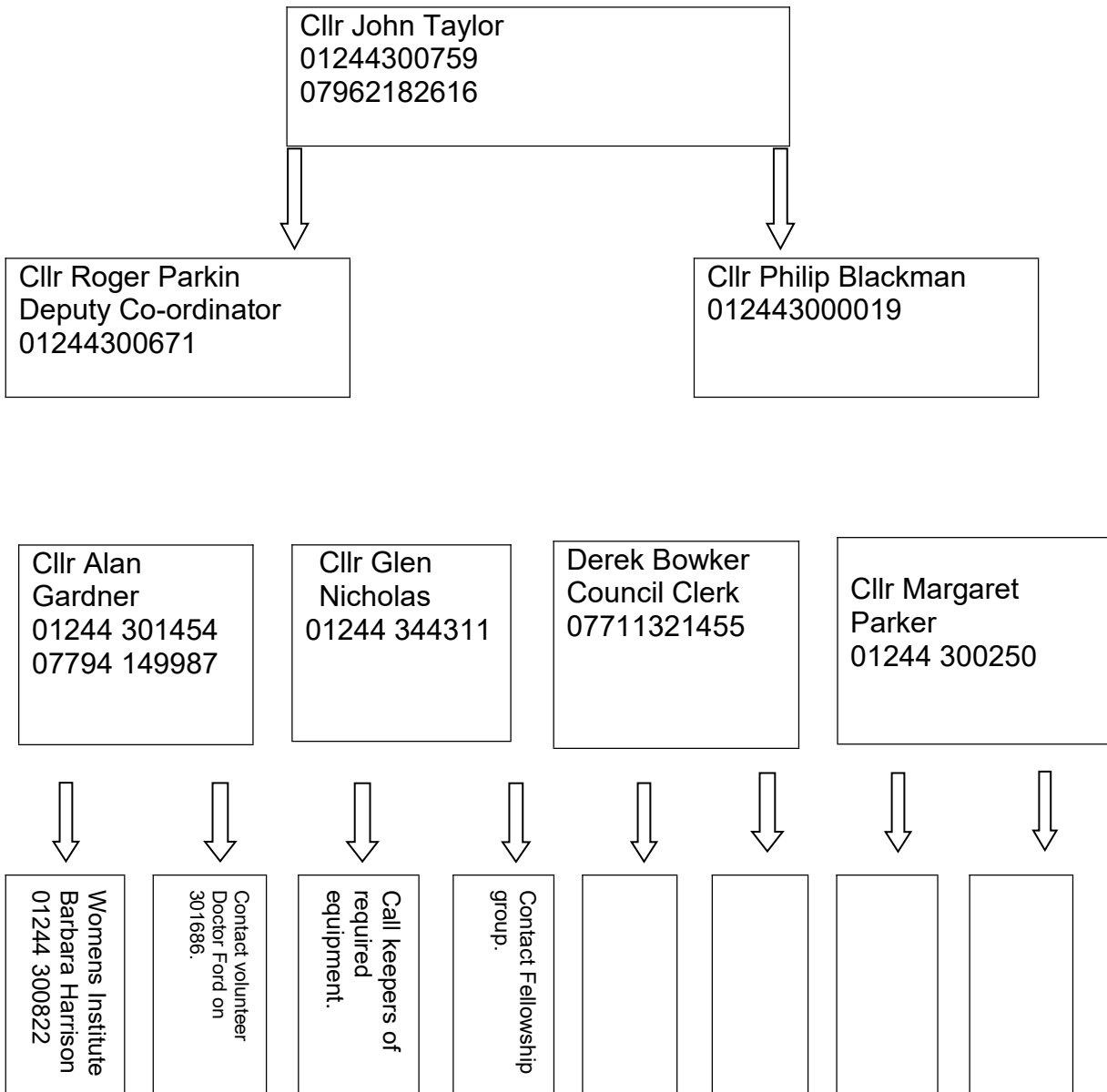
Name		Contact Details	Address
John Taylor	Co-ordinator	07962182616 01244 300759	2 Dee Road MT. johnsmail@talk21.com
Alan Gardiner	Health and Safety	01244 301454 07794149987	12 Weaver Grove MT
Roger Parkin	Planner	01244 300671	Blue Tiles. Warrington Road
Glen Nicholas	Co-ordinator	01244 344311	Mannings Lane. Hoole Bank.??
Philip Blackman	Medical	01244300019	

Emergency Telephone Tree

Emergency Co-ordinator/Deputy to contact

Telephone Tree

The Phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete. When the Community Emergency Coordinator (CEC) is alerted he should contact the two Deputy CEC's by telephone (or if there are no telecommunications visit them if it is safe to do so). The Telephone tree should then be completed by contacting the individuals below them in the tree. Should an individual be unavailable the contactor will stand in and complete the missing persons list of contacts.



Note: In the event of a breakdown in communication using the telephone tree, Derek Bowker – Parish Clerk is the nominated person assigned to ensure that all necessary information is passed on and the tree completed.

List of Community Organisations that may be helpful in identifying vulnerable people or communities in an emergency;

Activation Triggers

This Plan can be activated by the following means and action taken as indicated:

Source	Action to be taken
<p>1 A telephone call from any of the emergency services or Cheshire West and Chester Emergency Planning Team to MT Parish council or to the MT Emergency Co-ordinator or his Deputy.</p>	<p>(1) Take a detailed note of the nature of the emergency and any request for immediate assistance.</p> <p>(2) Make sure you make a note of a direct telephone number of the caller.</p> <p>(3) Convey this information to the Emergency Co-ordinator who shall, at his discretion activate the “Telephone Tree” and emergency telephone tree.</p> <p>(4) Emergency Co-ordinator to set up a command post at MT Village Hall, if that is not safe, at another appropriate building.</p> <p>(5) Inform emergency services and Emergency Planning Officers of the location and contact numbers of the MT command post.</p> <p>(6) Take appropriate action as requested by the Emergency Services and Emergency Planning Officers.</p> <p>(7) Consider if there is a need for a Community Emergency Meeting.</p>
<p>2 A telephone call from a member of the public direct to the Parish Council or Parish Councillor or resident.</p>	<p>(1) Take a detailed note of the incident and the name, telephone number and address of the caller</p> <p>(2) Dial 999 and inform the Police of as much detail as possible of the incident.</p>

	<p>(3) Proceed as indicated above in 1 (3) onwards.</p>
<p>3 A contact made from a member of the public direct to MT Parish council or Parish Councillor or resident but no communication possible with emergency services or emergency planning team.</p>	<p>(1) Take a detailed note of the nature of the emergency and any request for immediate assistance.</p> <p>2) Make sure you make a note of a direct telephone number of the caller.</p> <p>(3) Convey this information to the Emergency Co-ordinator who shall activate the “Telephone Tree” and emergency telephone tree.</p> <p>(4) Emergency Co-ordinator to set up a command post at MT Community Centre or, if that is not safe, at another appropriate building.</p> <p>(5) Emergency Co-ordinator will activate the Village Hall access for communication and take all appropriate action until communication can be made with the emergency services who will thereafter take control of the incident. This to include, if necessary, the calling of a Community Emergency Meeting.</p> <p>(6) Take appropriate action as requested by the Emergency Services and Emergency Planning Officers.</p> <p>(7) Consider if there is a need for a Community Emergency Meeting.</p>

Emergency action check list

- **Dial 999 ensure the emergency services are aware of the emergency, follow any advice given**
- **Contact your Local Council (See contacts sheet)**

- Use the log sheet to the rear of the plan to record:
 - Any decisions that have been made
 - Who you spoke to and what was said
- Contact other members of the Community that need to be alerted:
 - Those specifically under threat
 - Volunteers and key holders that may be needed.

Community Emergency Meeting

- Is a Community emergency meeting necessary?
- Is the venue safe to hold the meeting and can people get there safely?
- Has Cheshire West and Chester Council been informed you are holding a community emergency meeting?
- Has the community been informed there will be a meeting?

Contact List

Service/Role	Telephone Number	Website/email
Emergency Services	999	N/A
Emergency Coordinator John Taylor	07962182616	johnsmail@talk21.com
Deputy Emergency Coordinator (Parish Clerk- Derek Bowker)	07711321455	mickletraffordpc@hotmail.co.uk
Deputy Emergency Coordinator (Cllr Roger Parkin)	01244 300671	
Cheshire West and Chester Council	0300 123 8123	www.cheshirewestandchester.gov.uk/
Cheshire East Council	0300 123 5500	www.cheshireeast.gov.uk

Police HQ Chester Police Station	101	www.cheshire.police.uk
Fire Service HQ		www.cheshirefire.co.uk
NHS Direct	0845 4647	www.nhsdirect.nhs.uk
EA Floodline	0845 988 1188	www.environment-agency.gov.uk
<u>Doctors Surgeries</u>		
Helsby and Elton Practice	01928723676	Lower Robin Hood Lane Helsby
Numerous surgeries in Hoole area.		
St Martins clique in Chester		
<u>Churches</u>		
St Peters Church MT	01244 300306	Rest Centre/safe place Rev Mark Hart.
Methodist Church Hall		Rest Centre/safe place
Schools		
MT Primary school		Rest Centre/safe place
Village Hall (also a Church)	01244 301526	Hall Club facilities
		Rest Centre/safe place

DRAFT COMMUNITY EMERGENCY GROUP FIRST MEETING

AGENDA

Example Community Emergency Group Emergency Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

You might want to consider the following:

Location of the emergency. Is it near:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency?
- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Families with children
- Non-English-speaking people
- What resources do we need?
- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

2. Establishing contact with the emergency services

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

Actions agreed with Cheshire West and Chester Council in the event of an evacuation

(Use this space to record details of the actions you can take to help your local authority if an evacuation is necessary in your community)

Emergency log sheet

Date	Time	Information/Decisions/Actions	Initials

Scenario One

The incident:

There is a gas explosion at Number 13 Any Street, Mickle Trafford at 2pm on Friday afternoon.

Any Street is comprised of terraced housing. The Police, Ambulance Service and the Fire Brigade have attended and are dealing with the incident. Due to the number of casualties, the amount of damage and the potential danger posed by the properties adjacent to 13 Any Street, the Police have declared this occurrence a Major Incident. The Emergency Services have activated the MT Emergency Plan via the Emergency Co-ordinator.

The response by the Emergency Co-ordinator:

(1) The Emergency Co-ordinator will take a detailed note of the nature of the emergency, inform the caller that a rest/recovery station will be set up in the MT Village Hall and record any request for any further immediate assistance. An Emergency Log Sheet is commenced and the call is logged.

(2) A direct telephone number of the caller is obtained and logged.

(3) The Emergency Co-ordinator shall activate the "Emergency Contact Team Telephone Tree" and the "Parish Councillors Telephone Tree".

(4) Emergency Co-ordinator to set up a Rest/Recovery Centre and a command post at the MT Village Hall or, if that is not safe, at another appropriate building.

(5) Inform Emergency Services and Emergency Planning Officers that the MT Rest/Recovery Centre and command post is in operation and give the location and contact numbers.

(6) Take appropriate action as requested by the Emergency Services and Emergency Planning Officers.

(7) Consider if there is a need for a Community Emergency Meeting and consider a venue.

Response by the Emergency Contact Team:

MT Village Hall. Councillor Philip Blackman – 01244 300019

This will be the primary location for a Rest/Recovery Centre and command and Mr Blackman will be informed and will contact the appropriate personnel to inform them that the Emergency Plan has been activated and the Community Centre is to be used as a Rest/Recovery Centre and Command Post for the foreseeable future. It is unlikely that the Centre will be required after a 24 hour period but this will be governed by the Emergency Services and their requirements.

Helsby and Elton Medical Centre – Mr. Brian Yorke

Mr. Yorke will be informed and will immediately alert the appropriate personnel – Doctors and nurses – of the activation of the Emergency Plan. It is anticipated that any seriously injured members of the public will be conveyed to hospital or treated by the Ambulance

Service. However, the medical practice has stated that it has the medical capability to deal with any minor cuts or bruises and can give assistance to any member of the public that attends the Community Centre and develops more serious symptoms until the Ambulance Service can attend. Enquiries will be made with the Medical Centre as to any concerns they may have for particularly vulnerable residents and how the volunteers at the Community Centre can assist.

Woman's Institute (WI) – Mrs Pippa Randles

Mrs Randles will be informed and will co-ordinate the attendance of members of the WI to assist in administering (tea, coffee and biscuits) to the members of the public directed to the Community Centre by the Emergency Services.

Tesco Helsby – Mr. Khosrow Sofia – Store Manager

Mr. Sofia will be informed and has agreed to provide tea, coffee and biscuits for the members of the public directed to the Community Centre by the Emergency Services. A member of the Parish Council will be despatched to obtain the provisions and take them to the Community Centre

MT Parish Councillors

On being informed by the "Parish Councillors Telephone Tree" the councillors should make their way to the MT Village Hall to assist with setting up of the Rest/Recovery Centre and the Command Post. A Councillor will be detailed to obtain the provisions from Tesco's. Further duties by the councillors will be actioned from the Emergency Log Sheet as directed by the Emergency Services or Emergency Planning Team in relation to any further immediate assistance

Scenario Two

The incident:

There is a gas explosion at the Shell Company at 2pm on Friday afternoon. Unfortunately, all their one thousand safety protocols have failed and as well as causing damage and injury at the site, parts of Helsby Village have been affected and all communications (mobile and land line) have been knocked out.

The Police, Ambulance Service and the Fire Brigade have attended and are dealing with the incident. Due to the number of casualties, the amount of damage and the potential danger posed by the properties in the Helsby area Street, the Police have declared this occurrence a Major Incident. The Emergency Services have activated the Helsby Emergency Plan via the Emergency Co-ordinator. Mickle Trafford PC will respond in support by the emergency team meeting in the MT Village Hall. Then decide on the nature of the support we can offer.

The response by the Emergency Co-ordinator:

(1) The Emergency Co-ordinator will take a detailed note of the nature of the emergency, inform the person making contact that a rest/recovery station will be set up in the MT Village Hall. An Emergency Log Sheet is commenced and the contact is logged.

(2) The emergency services will be informed that any further request for assistance should be made through the MT Co-ordinator John Taylor or Deputy.

(3) The Emergency Co-ordinator shall activate the “Emergency Contact Team Telephone Tree” and the “Parish Councillors Telephone Tree”. In view of the communications problems personal contact will have to be made.

(4) Emergency Co-ordinator to set up a Rest/Recovery Centre and a command post at MT Village Hall or, if that is not safe, at another appropriate building, school etc.

(5) Inform Emergency Services and Emergency Planning Officers that the MT Rest/Recovery Centre (01244 301526 and command post is in operation and give the location and contact numbers.

(6) Take appropriate action as requested by the Emergency Services and Emergency Planning Officers.

(7) Consider if there is a need for a Community Emergency Meeting and consider a venue.

Response by the Emergency Contact Team:

MT Village Hall – Mr. Philip Blackman.

This will be the primary location for a Rest/Recovery Centre and command post. Mr. Blackman will be informed and will contact the appropriate personnel to inform them that the Emergency Plan has been activated and the Community Centre is to be used as a Rest/Recovery Centre and Command Post for the foreseeable future. It is unlikely that the Centre will be required after a 24 hour period but this will be governed by the Emergency Services and their requirements.

Helsby and Elton Medical Centre – Mr. Brian Yorke

Mr. Yorke will be informed and will immediately alert the appropriate personnel – Doctors and nurses – of the activation of the Emergency Plan. It is anticipated that any seriously injured members of the public will be conveyed to hospital or treated by the Ambulance Service. However, the medical practice has stated that it has the medical capability to deal with any minor cuts or bruises and can give assistance to any member of the public that attends the Community Centre and develops more serious symptoms until the Ambulance Service can attend. Enquiries will be made with the Medical Centre as to any concerns they may have for particularly vulnerable residents and how the volunteers at the Community Centre can assist.

Woman’s Institute (WI) – Mrs Barbara Harrison.

Mrs Harrison will be informed and will co-ordinate the attendance of members of the WI to assist in administering (tea, coffee and biscuits) to the members of the public directed to the Community Centre by the Emergency Services.

Tesco – Mr. Khosrow Sofia – Store Manager

Mr. Sofia will be informed and has agreed to provide tea, coffee and biscuits for the members of the public directed to the Community Centre by the Emergency Services. A member of the Parish Council will be despatched to obtain the provisions and take them to the Community Centre.

MT Parish Councillors

On being informed by the “Parish Councillors Telephone Tree” the councillors should make their way to the Helsby Community Centre to assist with setting up of the Rest/Recovery

Centre and the Command Post. A Councillor will be detailed to obtain the provisions from Tesco's. Further duties by the councillors will be actioned from the Emergency Log Sheet as directed by the Emergency Services or Emergency Planning Team in relation to any further immediate assistance

Mickle Trafford Parish Councilors.

In the event of loss of communications by mobile and land line the Councilors would become the means of communication. by way of mobile phones.

The following additions assets of the Hall should be considered during any emergency situation:

- The Village Hall can safely accommodate to 140 person's daytime and sleep approx. 100 persons.
- The defibrillator would be taken to the Village Hall for emergency use but a notice left at the current location to redirect those who may have need of it.
- The Hall has toilet facilities and a kitchen.
- Tentage ranging from large communal tents down to 2 man tents - As a quick estimate I think we could easily shelter 100 people in modern tents and if we used the traditional style tents we own at least another 50people. The school playing field could be used for tenting.
- Portable cooking facilities (Cookers, Gas Fridges, Gas Burco Boilers etc.) that could easily feed 100 people (Gas Bottles are held in Frodsham) Benches and Tables, dishes, pans etc.

A list of volunteers will be produced by the Leadership Team.