

Menheniot Parish Council

COMMUNITY EMERGENCY PLAN NOVEMBER 2021

CIRCULATION CONTROLLED

Published by Menheniot Parish Council Review date;

November 2022

1. INDIVIDUALS RESPONSE TO AN EMERGENCY

If you are aware of an emergency.

- 1. RING 999 to inform the Emergency Services**
- 2. Provide Clear and Concise information to the emergency services**
- 3. If necessary if the impact of the emergency affects more than one household then**

notify the Parish Clerk (01579 342437)

Remember

- **Clear**
- **Concise**
- **Actual information as soon as possible:**
When speaking to the 999 operator, try to provide the following details:
- **Exact location:** Address/Street Name/
Postcode/Approximate location/What3Words (if
available)

- **Type of Incident:** e.g. Fire/Flood/Road Accident
- **Hazard (if known):** Any toxic material/Petrol/Chemicals
- **Access Routes:** Road in the surround area in effected from the incident.
- **Number of Casualties (if known):** Number, type and severity of casualties (if applicable)
- **Emergency Services Required (if known):** The type of incident will depend on the services that are required. Police/Fire/Ambulance/Local Authority as a minimum.

If details of an incident are received from someone locally then that person being notified must contact the Emergency Services by phoning 999.

2. **ACTIVATION OF THE COMMUNITY EMERGENCY PLAN**

The Plan may only be activated by the Parish Clerk or nominated deputy based on their assessment of the situation.

Activation will usually only be where more than three households are affected.

It is better to stop the Plan should events come under control sooner than expected, than not to respond at all.

ACTION 1

On notification of an emergency situation the Emergency Coordinator (EC) will activate the plan by notifying the Incident Controller or Controllers (IC) for the zone in which the incident has occurred. The EC may instruct the IC on specific actions at that stage or request that more information is provided from the scene.

ACTION 2

Until Emergency Services help arrives and without endangering anyone, the Incident Controller attending the scene will report to the EC with an initial summary of the situation and of immediate actions

taken and give an assessment of likely impact. The Ic will remain at the scene and on arrival of emergency services, the IC will liaise and further report to the EC.

ACTION 3

The EC will notify the Chair and Vice Chair of the activation and actions taken to date and agree if further mobilization is required and the venue and time of a coordination meeting if required.

ACTION 4

The EC will notify all ICs of Coordination meeting and arrange for access to meeting venue. Outcomes of the meeting will be actioned by deployment of Support Coordinators and Controllers as required by the EC. If a Parish shelter is to be opened then contact with keyholders and volunteers to be actioned by Council Liaison Controllers.

ACTION 5

Actions agreed will be entered into the Incident log by the EC and updated as the emergency is dealt with.

ACTION 6

When the Emergency Services have arrived the Emergency Coordinator should make contact with them to explain their role and what has happened so far.

General

Sometimes full activation of the Plan will not be required, and the Plan can be used as a resource within the community.

3 EMERGENCY COORDINATORS

Emergency	Parish Clerk	Deputy
------------------	--------------	--------

Coordinator		
Deputy Emergency Coordinator	Chair MPC	
Deputy Emergency Coordinator	Deputy Chair MPC	
Coordination Centres	Menheniot The Old School House. Merrymeet St Marys Church Lower Clicker TBC	

INCIDENT CONTROLLERS WHEN DEPLOYED

Z1 Incident Coordinators	Cllr Sean Smith	
Z2 Incident Coordinators	Cllr Adrian Cole	
Z3 Incident Coordinators	Cllr Tony Ball	

Support Coordinators and Controllers:

Parish Shelter Controllers TBA (when mobilised)

Council Liaison and Link Controllers (when mobilised)

Allotments	Pat Cade
Community Safety (Police and NHW)	Tony Clarke
Poads Trust Reps	Eve Easterbrook tbc
Parochial Church Council	Sean Smith
Parish Hall	Pat Cade
Sports Association	Jerry Tucker & Lee Crocker
Playground Maintenance	Tony Clarke
Paths & Stiles	Tony Ball
Transport	Pat Cade
Old School Trust	Eve Easterbrook tbc
Highways	Jerry Tucker & Tony Ball
Emergency Plan	Sean Smith & Adrian Cole
Tree Warden	Tony Ball & Jerry Tucker
Menheniot Green	Adrian Cole

There may also be Community volunteers that cover a range of skills that could be made available to the emergency services eg 4x4 vehicles chain saws etc. These have not been listed but the plan will be reliant on local knowledge and contacts as required.

4 Roles and Responsibilities

General.

Key roles played by an individual have a nominated deputy to act in that individual's absence on work, holiday or illness. When available, the Deputy assists the main role player to carry out their role.

It is essential that accurate information is passed to the Emergency Coordinator in a timely manner otherwise a chaotic situation, where no one knows what is expected of them, is more likely to occur.

Risks to volunteers

It is required that all volunteers will not put themselves at risk in helping others, so they do not themselves become casualties that need to be catered for by Parish resources to the detriment of other people. In terms of liability, the Parish Council's insurance policy

provides Public Liability up to £10 million, Employers' Liability up to £10 million and includes Personal Accident cover for all Employees, Members and Volunteers working on behalf of the Parish Council. Certain activities such as the use of chainsaws by specified volunteers requires a formal risk assessment to be in place to ensure their personal protective clothing and equipment, has been considered and documented.

Emergency Coordinator

The Emergency Coordinator is responsible for:

1. Writing, updating and disseminating the Plan. [L] [SEP]
2. Maintaining a confidential list of those members of the Parish, who have [L] [SEP] requested that they would like particular assistance in an emergency and ensuring that the Deputy Emergency Coordinator has a copy of this list held in a sealed envelope to be opened in his absence, if needed. [L] [SEP]
3. Putting the Plan in to effect when necessary and providing his/her home as a coordination centre. [L] [SEP]
4. As needed, deploying incident controllers, volunteers and wardens and/or activating a Parish Shelter, authorizing payment for resources incurred subject to MPC Standing Orders. [L] [SEP]
5. Acting as a focal point for the collection and dissemination of information. [L] [SEP]
6. Maintaining a log of events. [L] [SEP]
7. Acting as a focal point for liaison with the Emergency Services. [L] [SEP]
8. Dealing with media enquiries. [L] [SEP]

9. Standing everyone down at the end of the Emergency. [L] [SEP]

10 Making an assessment of lessons learned when the emergency is over.

Incident Controller(s).

The Incident controller(s) is/are responsible for:

1. At the request of the Emergency Coordinator, deploying to the incident or incidents on the ground. [L] [SEP]
2. Making an assessment of what, if any, resources are needed and assessing the risks involved. [L] [SEP]
3. Reporting the situation to the Emergency Coordinator and seeking/advising on any resources needed. [L] [SEP]
4. Managing the resources/volunteers in a safe manner. [L] [SEP]
5. Reporting progress back to the Emergency Coordinator as events take place. [L] [SEP]

Parish Shelter Controller (where appointed)

The Parish Shelter Controller is responsible for:

1. On request, gaining access to the chosen Parish Shelter [L] [SEP]
2. Carrying out a quick risk assessment to ensure that the building contains no hazards. [L] [SEP]
3. Assessing the number of volunteers needed to service the Parish Shelter, if that has not been carried out already. [L] [SEP]
4. Taking charge of the Parish Shelter and briefing everyone in the Shelter every half an hour. [L] [SEP]

5. Managing everyone in the Shelter including: [L] [SEP]
6. Appointing a Volunteer to record those in the Shelter and recording any [L] [SEP] expenditure incurred on behalf of the Parish. [L] [SEP]
7. Appointing a Volunteer to manage those who will bring their domestic pets. [L] [SEP]
8. Appointing a Volunteer to manage refreshments etc. [L] [SEP]
9. Appointing a Volunteer to handle any Media Representatives who turn up.

Community wardens and Volunteers

In the event of a sudden emergency wardens and volunteers may well be first on the scene and will have to act on their own initiative, without direction initially.

Volunteers will be deployed by the Emergency Coordinator and their roles are:

1. To help in anyway as general helpers including manning the Parish Shelter. [L] [SEP]
2. To provide first aid etc as required, if recognized as a First Aid volunteer. [L] [SEP]
3. To provide transport as required, if recognized as a Transport volunteer. [L] [SEP]
4. To provide equipment and expertise as required, if recognized as such. [L] [SEP]
- 5 To provide emergency communications in the Parish and to the outside world in the event of a catastrophic failure of landline and

mobile communications infrastructure, if designated as a Community Warden or Communications volunteer. [L]
[SEP]

5 PARISH SHELTERS

The Parish Shelters could be used, as necessary, as the Coordination Centre where the Emergency Coordinator and other Volunteers can coordinate the community response to the Emergency, as an assembly point for Community Volunteers and as a temporary shelter for anyone in the community that has temporarily lost access to their home or requires a place of safety.

	Location	Key Holders
1.	Menheniot Village Hall Telephone: [L] [SEP]	TBA
2	St Marys Church	TBA

Location for Lower Clicker, Doddy Cross to be added.

Details of all centres to be completed in same format as below

Details to be added of possible additional centres for Menheniot eg Cricket club and St Lalluwly

Name	Menheniot Parish Hall
Address1	East Road
Address2	Menheniot
Address3	
Post Town	Liskeard

Postcode	PL14 3QY
Parish	Menheniot
Car access?	Yes
Bus Access?	Yes
Parking spaces	4
No of rooms	3
Max capacity	200
Potential sleeping areas	Yes
Wheelchair access	Yes
Toilets	Yes
Male	2
Female	2
Unisex	N/A
Accessible	1
Any bath or showers	No
If yes how many	0
Kitchen	Yes
Kitchen facilities	Oven, Fridge, Warmer, Crockery, Cutlery.
Kitchen powered by	Electric
Broadband/Wifi	No
Mobile phone reception (1-5)	4

6 USEFUL TELEPHONE NUMBERS

Organisation
Emergency Services: Police, Fire & Rescue, Ambulance and Coastguard
Non-Emergency Number - Police
Cornwall Council Emergency Number

Cornwall Council Emergency Centre Number When Activated and When Published b
Cornwall Council Division Member
NHS Medical Help Non-Emergency
NHS Liskeard Community Hospital
Environment Agency Floodline (for flood warning information)
Environment Agency Incident Hotline
Citizens Advice Bureau Flood Helpline
Western Power Distribution Information on power outage extent and duration
South West Water
British Telecom
DEFRA Animal Health and Veterinary Laboratories Agency, Truro
Cornwall Community Resilience Officer
BBC Radio Cornwall
Radio Heart Cornwall
Pirate FM

8 DISTRIBUTION of this EMERGENCY PLAN

	Addressee(s)
1	All those listed in the Plan by name
2	All members of the Parish listed anywhere in the Plan with email address
3	Emergency Management Cornwall Council
4	Cornwall Council Division Member
5	Chairman Village Hall Committee
6	Members of the Parish Council who do not have a hard copy plus Parish
7	Chair of PCC

Note 1. Cornwall Council will make the complete plan available to the Emergency Services as required. It will publish the version of this plan which does not contain names or personal contact details on the community resilience section of their website.

Appendicies

1 Emergency box contents .

To include x 3 a hard copy of this plan and parish maps. Torches, mobile phone, hi viz jackets, gloves, safety hats, sanitizer masks etc plastic bags, paper wipes.

2 List of Emergency plans in place by other organisations.
e.g. Menheniot School

3 Councillors contact list

4 Community Wardens List^[L]_[SEP]

5 Emergency Log^[L]_[SEP] Persons in Parish Shelter Form

6 Expenditure Incurred at Parish Shelter Form

7 Parish maps including post code areas, and zones