

# Maker with Rame Parish Council

## Community Emergency Plan

Date of Plan June 2011

This Plan is next due for review on 15<sup>th</sup> May annually.

**Supported by**



**If an emergency occurs your first action should always be to contact the emergency services by dialling 999 and ask for the Police.**

**Community Emergency Coordinator  
01503 230 810  
07721891 279  
At coordination centre 01503 232 996**

## Contents

	<u>Page</u>
The Community Emergency Plan	3
Distribution	4
List of Community Groups / Organisations	7
What to do if an emergency occurs – initial actions	9
Activating the Community Emergency Plan	10
Coordinators	11
Communications	13
Resources within the community	14
Skills within the community	15
Vulnerable people in the community	16
Temporary evacuation points	17
Supporting Organisations Contact Details	18
Annex 1 – Guidance for coordinators	20
Annex 2 – Incident Log	21
Annex 3 – Temporary Evacuation Points	22
Annex 4 – Local Hazards	26

# THE COMMUNITY EMERGENCY PLAN

## 1 Introduction

- 1.1 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.

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

A Community Emergency Plan can help a community prepare for an emergency and minimise its impact should they be affected.

- 1.2 Communities may have access to people or resources that allow them to respond to specific incidents that may affect a particular locality. Details of the role these people may play and how they will be contacted may be included in the Community Emergency Plan.
- 1.3 This plan template will aid Town and Parish Councils and Community Group leaders and their communities in developing an emergency plan. The template is not intended to be prescriptive and each community or group should feel free to amend the template to suit their needs as appropriate.

## 2 The Community Emergency Plan

### 2.1

1. Treat this document as confidential and store it in a secure location.
2. The Community network manager has a copy of this plan.

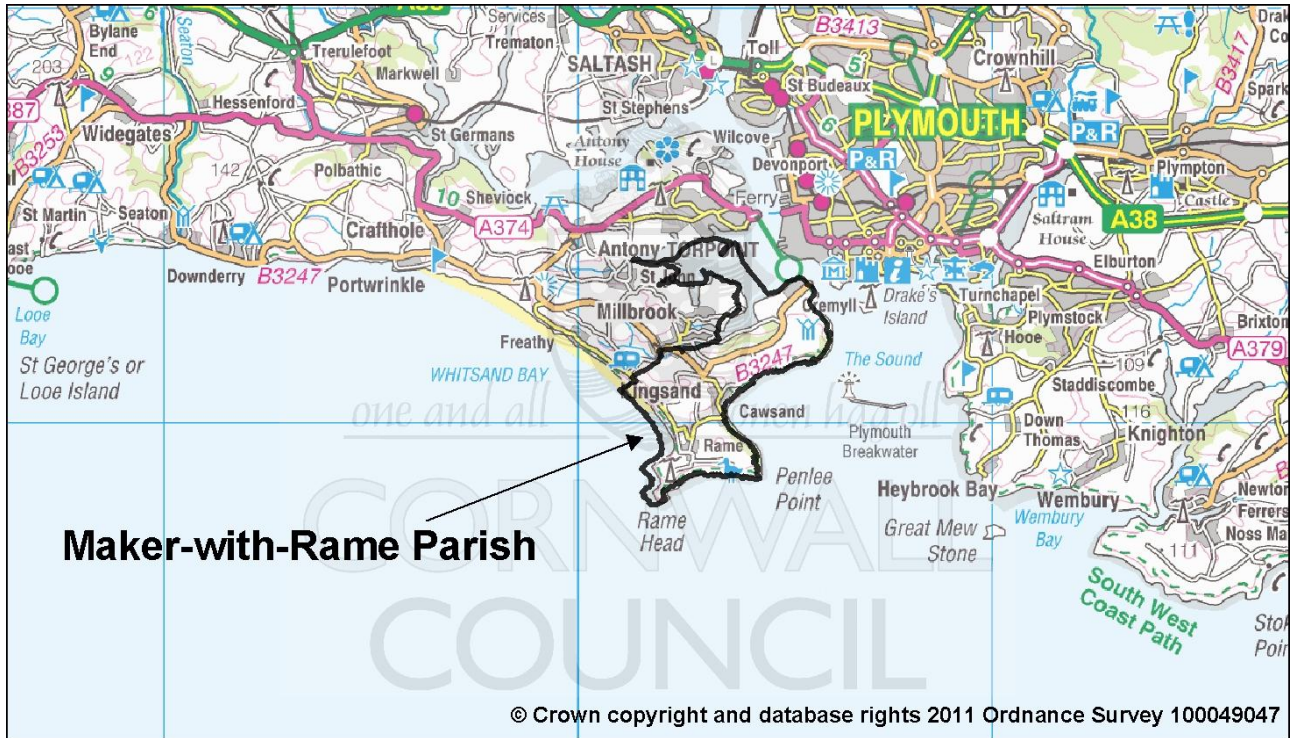
**3. If an emergency occurs your first action should always be to contact the emergency services by dialling 999.**

## PLAN DISTRIBUTION

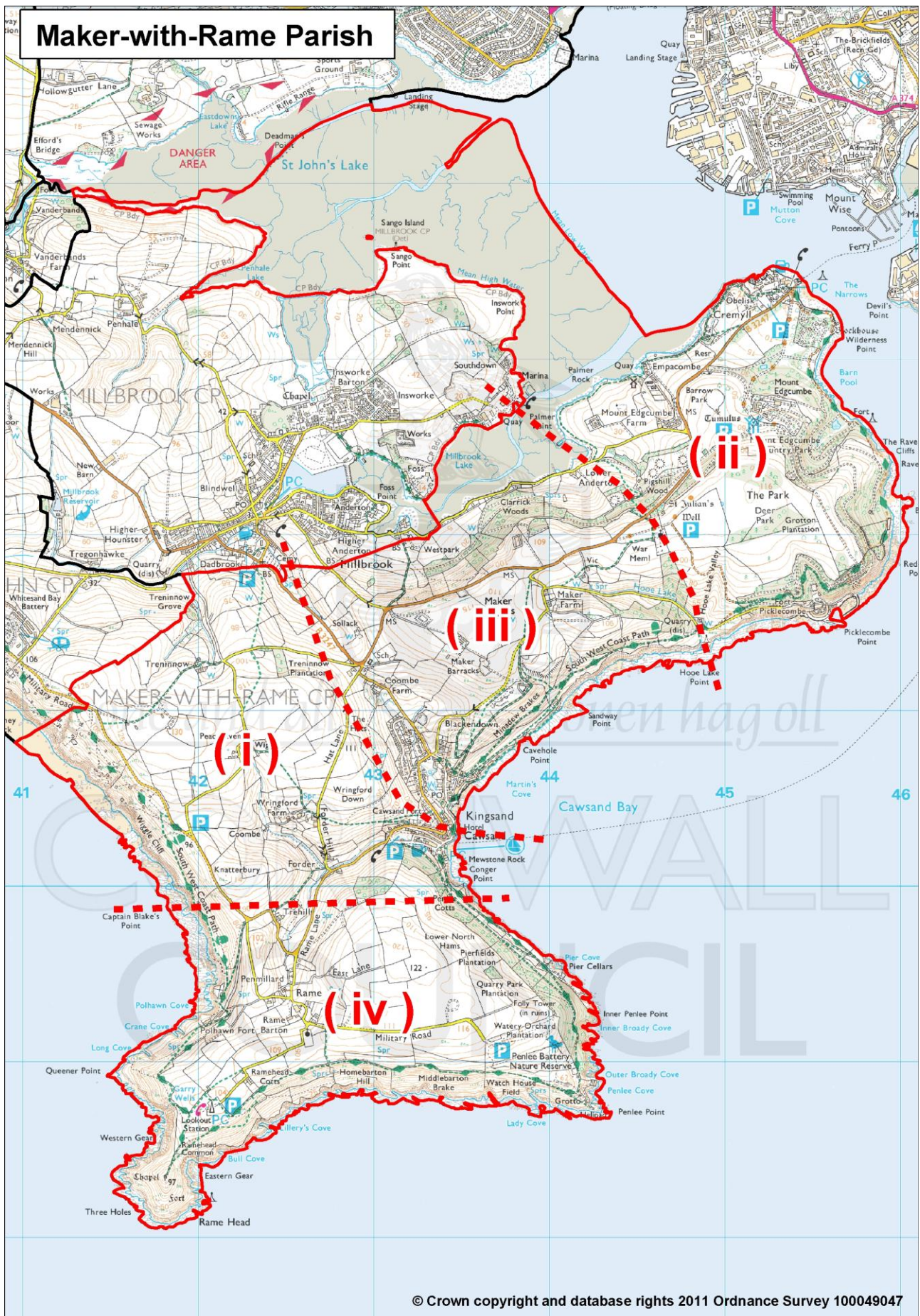
Community Emergency Plan Co-ordinator	Maker with Rame Parish Council (MRPC) Chairman: Clive Davies  First alternative – MRPC Vice Chair: Tony Carne  Second alternative – MRPC Clerk: Tony Hutchings
Community Emergency Plan Author	Maker with Rame Parish Council
Cornwall Council Emergency Management Officer	Andrew Slater Old County Hall Station Road Truro TR1 3AY Tel 07966 770072
Community Organisations	See pages 7 & 8

## Map of area covered by plan

Maker with Rame Parish in context of S E Cornwall.



Areas of report within the parish



**Review date****This plan is to be reviewed on 15<sup>th</sup> May annually****LIST OF COMMUNITY ORGANISATIONS**

To assist Community with the plan and in its response to emergencies

<b>Name of Organisation</b>	<b>Address of Organisation</b>	<b>Contact</b>	
Maker with Rame Community Hall	Coombe End Fore Street Kingsand PL10 1NB	Sue Benfell Sunnyside St Andrews St Cawsand PL10 1PE	01752 822603
Congregational Church	Garrett Street Cawsand PL10 1PD	Margaret Buet Bywater House Garrett Street Cawsand PL10 1PD	01752 823773
Maker with Rame Institute	Market Street Kingsand PL10 1ND	Dawn Western Meo Voto New Road Cawsand PL10 1PA	01752 822969
Neighbourhood Watch Scheme	West Rock The Cleave Kingsand PL10 1NF	Brian Williams West Rock The Cleave Kingsand PL10 1NF	01752 822638
Point Europa	The Manse Garrett Street Cawsand PL10 1PD	Simon Ryan The Manse Garrett Street Cawsand PL10 1PD	01752 822186
Parish Church	St Andrews Road Cawsand PL10 1PH	Church Warden Peter Lavers Karenza Cremyll PL10 1HX	01752 822796
		Church Warden John Evans Meryton House The Green Kingsand PL10 1NH	01752 823066
Mt Edgcumbe Youth Centre	Watergate New Road Kingsand	Graham Butler Avon House Garrett Street Cawsand PL10 1PD	01752 823330

Community Organisations  
who may provide response support

**Prefix 01752**

Cawsand Bay Sailing Club	822696
Torpoint & Rame Peninsula Lions	822470
Maker with Rame Community Bus	823860
Maker with Rame Parish Council	823393
Maker with Rame WI	823605
Mt Edgcumbe Youth Centre	823330
Mission to Deep Sea Fishermen	822806
Neighbourhood Watch Scheme	822638
Point Europa	822186
Rame Commercial Fishermen's Association	823348
Rame Gig Club	823042
RNLI	823245



## WHAT TO DO IF AN EMERGENCY OCCURS – INITIAL ACTIONS

### 3 Contact the Emergency Services

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

Follow instructions given by the emergency services or local authority supported by information included in this plan.

- 3.2 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.

### 4 Activate Call Out / Cascade

- 4.1 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.
- 4.2 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.
- 4.3 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 emergency services or to coordinate your own response.**

**Have** emergency services been informed?

**What** has happened?

**When** did it occur (time and date)?

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

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

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

**Property** Is any damaged or at risk?

## **ACTIVATING THE COMMUNITY EMERGENCY PLAN**

### **5 Notification of an emergency**

- 5.1 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.

#### **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 Police.

## 6 Coordinators

### ***Coordinating with emergency services and providers***

- 6.1 On receiving notification of an incident or emergency affecting the community, the Emergency Coordinator should contact those people identified to help respond.

Guidance notes for coordinators are included as Annex 1.

The following people have been identified to co-ordinate the local response:

<b>AREA Ref page 6</b>	<b>NAME</b>	<b>TELEPHONE NUMBER / Email</b>
(i) Cawsand  Alternative contact	John Shepherd  Alan Westlake	01752 822532 <i>mail@cawsand.com</i> 01752 823996 <i>doreen@westlake6.orangehome.co.uk</i>
(ii) Cremyll & Empacombe  Alternative contact	Peter Lavers  Tony Hutchings	01752 822796 <i>ronaldpeter@btinternet.com</i>  01752 823393 07770 554699 <i>tonyhutch577@btinternet.com</i>
(iii) Kingsand  Alternative contact	David Mutch  Clive Davies	01752 823243 <i>djmutch@btinternet.com</i> 01752 822967 <i>clive@thewoodlands-cawsand.com</i>
(iv) Penlee, Rame, Polhawn  Alternate contact	Tony Carne  Tony Hutchings	01752 823691 <i>Anne.carne@sky.com</i>  01752 823393 07770 554699 <i>tonyhutch577@btinternet.com</i>

## **7 Assembly point for Coordinators to meet at when first activated**

7.1 Coordinators should gather at:,

### **Kingsand Community Hall, Fore Street, Kingsand**

Key holders: D Mutch, S Michael, R Cann, MACS Store

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

#### **Location**

Kingsand Institute

Key holders: R Gaskin, I Turpitt

#### **Location**

Maker Heights

Key Holders: S Ryan, P Dunstone

#### **Location**

Congregational Hall

Key Holders: M Buet, A Helliwell

7.3 **Anyone involved in coordinating a response should keep a log of all requests for assistance or action taken. An example incident log is included at Annex 2 and A4 equivalents are issued to all coordinators.**

## COMMUNICATION

### ***Communicating between emergency services and the community***

In an emergency it is important to ensure that the community is kept informed both during and after an event. The cascade system put in place is detailed below. Neighbourhood watch coordinators have generally been identified to keep the community informed and to feedback requirements for assistance. The areas covered by each Neighbourhood watch or equivalent coordinator.

<b>NAME</b>	<b>NOTIFYING</b>	<b>CONTACT DETAILS Tel Prefix 01752</b>
Kingsand	David Mutch  Stephen Michael  Brain Williams  Tony Hutchings	823243 <i>djmutch@btinternet.com</i> 822002 <i>Pams.place@virgin.net</i> 822638 <i>Brianwilliams13@btinternet.com</i> 823393 <i>tonyhutch577@btinternet.com</i>
Cremyll & Empacombe	Peter Lavers  Ian Berry  Tony Hutchings	822796 <i>ronaldpeter@btinternet.com</i> 822236 <i>Ian.Berry@plymouth.gov.uk</i> 823393 <i>tonyhutch577@btinternet.com</i>
Cawsand	John Shepherd  Alan Westlake  Alex Huke  Tony Hutchings	822532 <i>mail@cawsand.com</i> 823996 <i>Doreen@westlake6.orangehome.co.uk</i> 822753 <i>Alex.huke@talktalk.net</i> 823393 <i>tonyhutch577@btinternet.com</i>
Penlee, Rame & Polhawn	Tony Carne  Tony Hutchings	823691 <i>Anne.carne@sky.com</i> 823393 <i>tonyhutch577@btinternet.com</i>

## RESOURCES WITHIN THE COMMUNITY

<b>Resource available</b>	<b>Contact</b>	<b>Contact Number</b>
Food (F) Accommodation (A)		
Macs, Kingsand F The Shop, Cawsand F Cawsand Bay Hotel F/A Cross Keys Inn F/A Halfway House Inn F/A Devonport Inn F/A Rising Sun F/A Friary Manor F/A Maker Heights A Community Buildings A		01752 822222 01752 822505 01752 822425 01752 822706 01752 822279 01752 822840 01752 822112
Lifting Equipment – Mashford’s Boatyard Mount Edgcumbe	Richard Porter Ian Berry	01752 822232 01752 822236
Generators	Charles Martin (farmer)	01752 822691
Calor Gas	David Clarke	01752 822523
Electricians:	R Meeson	01752 823046
Plumbing	J & A Elworthy	01752 823381
4 wheel drive –	Mark Skinner  Pete Dunstone Ian Berry Charles Martin	01752 822213 01752 823700 01751 822834 01752 822236 01752 822691
Equipment and manpower	Mount Edgcumbe Point Europa Gig Club Sailing Club WI	01752 822236 01752 822186 01752 823042 01752 822696 01752 823605
Inshore boats – RNLI Caradon Lifeguard supervisor.		999
Emergency Medical Supply	Rame Group Practice	01752 829003
Mashford’s Boatyard	Richard Porter	01752 822232
See also <i>THE COURIER &amp; RAME DIRECTORY</i>		

## SKILLS WITHIN THE COMMUNITY

<b>Name</b>	<b>Profession/Skill</b>	<b>Contact number</b>	<b>24hr contact number</b>
	<b>Medical</b>		
Rame Group Practice	Doctors	01752 829003	
Rame Group Practice	Nurse	01752 829003	
First Responders	SWAT Volunteers		999
	<b>Translators</b>		
	Point Europa	01752 822186	
	<b>Community support</b>		
	WI for teas etc -	01752 823605	

## VULNERABLE GROUPS IN THE COMMUNITY

<b>NAME OF GROUP</b>	<b>LOCATION</b>	<b>CONTACT NUMBER</b>	<b>DETAILS OF ANY SPECIFIC REQUIREMENTS</b>
Mount Edgcumbe Youth Group	Mount Edgcumbe Youth Centre Watergate New Road	01752 823330	Young people
Kingfisher Playgroup	Mount Edgcumbe Youth Centre Watergate New Road		Young people
Pensioners Voice	Community Hall	01752 822002	Elderly/infirm people
Individuals (from neighbourhood watch to catch those not on official lists)	Various locations as advised by neighbourhood watch coordinators		
Fourlanesend School	Fourlanesend	01752 822502	Young people

**NB It is not recommended that details of individuals who might be defined as 'vulnerable' are kept in the emergency plan as it is likely that the plan will be circulated to a range of people.**

**However, Neighbourhood Coordinators or their equivalent will keep a secure list of individuals within their area that should be checked during an emergency.**



## TEMPORARY EVACUATION POINTS

Please refer to **ANNEX 3** for guidance on identifying appropriate premises that could be used as a temporary evacuation point.

<b>Name of Organisation</b>	<b>Address of Organisation</b>	<b>Contact</b>	<b>Telephone No Email</b>
Maker with Rame Community Hall	Sunnyside St Andrews Street Cawsand PL10 1PE	Sue Benfell	01752 822603 <i>benfell@torpoint.cornwall.sch.uk</i>
Congregational Church	Bywater House Garrett Street Cawsand PL10 1PD	Margaret Buet	01752 823773 <i>pbuet@talktalk.net</i>
Maker with Rame Institute	Meo Voto New Road Cawsand PL10 1PA	Dawn Western	01752 822969
Neighbourhood Watch Scheme	West Rock The Cleave Kingsand PL10 1NF	Brian Williams	01752 822638 <i>brian.williams13@btinternet.com</i>
Point Europa	The Manse Garrett Street Cawsand PL10 1PD	Simon Ryan	01752 822186 <i>Simon.ryan@pointeuropa.org</i>

## SUPPORTING ORGANISATIONS CONTACT DETAILS

### Community Emergency Contact numbers

<b>Name / Contact</b>	<b>Role</b>	<b>Daytime contact number</b>	<b>24hr contact number</b>
<b>Emergency Services</b>		999	999
<b>Local GP Surgeries</b>	Rame Group Practice: Antony Road Coombe End St James Road  Lodge House Surgery Millbrook Surgery (Drs Scaglioni & Sneyd)  Torpoint Community Health Clinic	01752 813277 01752 829003 01752 812404  01752 812152 01752 822576  01752 812 850	
<b>Cornwall Council</b>	County coordination	0300 1234 100	07721891 279
<b>Environment Agency</b>	Floodline	0845 988 1188	
<b>Environment Agency</b>	Incident Hotline	0800 807060	0800 807060
<b>NHS Direct</b>		0845 4647	0845 4647
<b>Utility companies</b>			
South West Water	South West Water	24 hour emergency	0800 169 1144
Western Power	Western Power (Electricity)	0800 365 900 or 0292 053 5631	0800 365 900 or 0292 053 5631
Calor Gas	Calor Gas - Emergency	0845 7444 999	0845 7444 999
<b>Bus Companies</b>			
A line	Transport	01752 822740	0778 743 060
First Devon & Cornwall	Transport	Plymouth 01752 402060 Torpoint 01752 812247	

Western Greyhound	Transport	01637 871871	
Cremyll Cabs	Transport	01752 822196	
Community Bus	Transport	01752 823860	

## Annex 1

### Guidance for Coordinators

- 1.** The primary purpose of the coordinators is to gather information quickly and pass it through the communication matrix and IT IS NOT to cover the role of the Emergency Services unless specifically directed by a member of the Emergency Services to carry out a specific task.
- 2.** In the event of an incident requiring additional support to mitigate the impact to the coordinator contacted is in the first place to ensure that the emergency services on **Tel 999** have been contacted providing as much detail as possible (see earlier).
- 3.** The coordinator is to put him/herself at the disposal of and under the direction of the emergency services but calling for local support until responsibility for addressing the incident has been handed over to the authorities so minimizing the risk of escalation.
- 4.** The coordinator is to maintain an incident log and make this available for any subsequent reports or investigation
- 5.** Before withdrawing from the scene of an incident the coordinator is to close down with the local authority in attendance

## Annex 2

**INCIDENT LOG** (Nature of incident) ..... **NAME** ..... **DATE** ..... **SHEET No.**  
.....

No.	Time	Name	Information	Done

## **ANNEX 3**

### **TEMPORARY EVACUATION POINTS**

#### **Buildings Information**

**These are temporary places of safety for hopefully short periods of time until external help arrives.**

**Cornwall Council Emergency Management Service maintains a list of appropriate locations and should be consulted ASAP.**

**Community Emergency Coordinator  
01503 230 810  
07721891 279  
At coordination centre 01503 232 996**

<b>Location Information</b>			
<b>Name of Building:</b>			
<b>Address of Building:</b> Including postcode (and grid reference if known)	<b>Postcode:</b> _____ <b>Grid ref:</b> _____		
<b>Telephone Number:</b>			
<b>Fax Number:</b>			
<b>Is it accessible by car?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Is it accessible by bus?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>No. of car parking spaces:</b>			
<b>Building Information</b>			
<b>Maximum Capacity:</b>			
<b>Number of Rooms:</b>			
<b>Any potential sleeping areas?</b> <i>(if bedding were to be provided)</i>			
<b>Wheelchair Access:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Number of toilets:</b>	Male <input type="checkbox"/> Female <input type="checkbox"/> Unisex <input type="checkbox"/> Disabled <input type="checkbox"/>		
<b>Bath / Shower-rooms:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, how many? <input type="text"/>		
<b>Kitchen:</b>	Facilities:		
	Is the kitchen powered by: Gas <input type="checkbox"/> Electric <input type="checkbox"/>		
<b>Water:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Heating type:</b>			
<b>Is there Mobile phone / Broadband service available</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> State provider		
<b>Key holder Information</b>			
<i>Please provide details of 2 key holders for this building:</i>			
<b>Key holder 1</b>		<b>Key holder 2</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Address:</b> (including postcode)		<b>Address:</b> (including postcode)	
<b>Telephone</b>		<b>Telephone</b>	
<b>Mobile:</b>		<b>Mobile:</b>	

If any Risk Assessments have been carried out for this building/area, will we be able to have access to them in the event of the building being used during an emergency? Yes  No

If YES, please note down in the Additional Information box below, where we can obtain copies from.

If NO please contact your Health and Safety expert to undertake the Risk Assessment required.

Please enter any additional details or information about the nominated Temporary Evacuation Point in the box provided below (for example: the type of rooms or accommodation the building could provide; the approximate sq footage; any additional office space or outside areas that could be used; is there somewhere that could be used as a reception area or information point; are there any additional telephone points etc).

<b>Additional Information</b>

### **Data Protection Information for Key holders**

The information entered on this form may be required to be accessed in the event of an emergency and / or in any future emergency planning. The information which you (the key holders) have provided (i.e. your name, address and telephone numbers), is classed as 'publicly available' information, and as such you **do not need to sign the Data Protection release statement below unless the telephone number you have supplied is ex-directory**. If you (the key holder) have given an ex-directory telephone number, please read the following information carefully and sign on the relevant line below.

The data requested on this form is being collected by Cornwall Council's Emergency Management Service, for use as part of the Main Community Meeting Places and Emergency Contacts database, and may be disclosed to members of the Emergency Services during an emergency. The data will be held by the Emergency Management Service in compliance with the Data Protection Act 1998.

*Under the Data Protection Act 1998, a data subject may request access to any personal data held by Cornwall Council. This includes personal*



*details held on file. Should such a request be made in future by the persons named above, Cornwall Council would need to obtain your consent to disclose this information. By signing this form you consent to it being disclosed. Please note that if you decline to give your consent, we may not be able to include this nominated building on the Main Community Meeting Places and Emergency Contacts database.*

**I, the undersigned, give permission for the information I have provided to be used in the Main Community Meeting Places and Emergency Contacts database, to be accessed and used in the event of an emergency and/or matters pertaining to emergency planning.**

**Key holder 1**

Name: \_\_\_\_\_ Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

**Key holder 2**

Name: \_\_\_\_\_ Signed: \_\_\_\_\_  
Date \_\_\_\_\_

## ANNEX 4

### LOCAL HAZARDS – ALL PARISHES

HAZARD	LOCATION	RISK		SEVERITY SCORE
		IMPACT	PROBA-BILITY	
Parish Beaches and foreshore with release of hazardous chemicals		4	2	8
Other beaches - Shipwreck	Whole of coastline	3	2	6
Methane explosion at Waste Water Treatment Works		3	2	6
Calor gas explosion	Portwrinkle	3	2	6
Parish beaches and foreshore – oil pollution		2	2	4
Other beaches – oil pollution	Whole of coastline	2	2	4
Road Traffic Accident (RTA) involving <ul style="list-style-type: none"> <li>• Petrol/Diesel tanker</li> <li>• Gas tanker</li> <li>• Chemical tanker</li> </ul> (Note: the above can involve both fire & pollution)	Whole of highway network, but in particular A374 and B3247	5	3	15
		4	3	12
		4	2	8
<ul style="list-style-type: none"> <li>• School Bus</li> <li>• Bus</li> </ul>		5	3	15
		5	3	15
Fire: <ul style="list-style-type: none"> <li>• In centre of population requiring evacuation</li> <li>• Wildcat fire on coast or in woods during prolonged drought</li> <li>• Potential for fire spreading through adjacent terraced properties</li> </ul>	Cawsand, Kingsand, Cremyll	4	3	12
	Whole area	4	2	8
	Cawsand, Kingsand, Cremyll, Rame	3	2	6
Extended period of bad weather <ul style="list-style-type: none"> <li>• Snow &amp; Ice</li> <li>• Rain</li> </ul>	Whole area	5	4	20
		4	3	12

Sewerage disruption from sewerage plant and pumping stations	Kingsand, Cawsand	4	5	20
Flooding (Kingsand & Cawsand streams) culverts blocked	Kingsand, Cawsand	3	4	12
Storm at foreshore	Coastline	3	3	9
High winds producing structural damage and disruption of power/highways	Whole area	3	4	12

Impact of Risk Score out of 5 X Probability score out of 5 = Severity of outcome

Acknowledgement

The suitability of the application of this Guidance to the emergency situation shall be entirely for the determination of the communities themselves. This Guidance does not constitute legal advice in relation to emergency planning.