

# Community Emergency Plan

Liskeard

September 2019





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## **Acronyms Used in this document**

CEP – Community Emergency Plan  
CRT – Community Response Team  
ICP – Incident Control Point

### **1.0 Introduction**

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

Although there is no statutory responsibility for communities to plan for, respond to, or recover from emergencies, it is good practice to identify hazards and make simple plans on how they could respond to them.

Liskeard Town Council has developed this plan to provide resilience for the community in the pre-event phase or early stages of an emergency.

The Liskeard Community Response Team has been formed to assist the activation of this plan and to assist the emergency services wherever possible, prior to, during and after an emergency event.

### **1.1 Aim**

The aim of this scheme is to provide a single source of local information to improve community resilience and provide an effective initial response in an emergency situation.

The specific emergency situations covered by the plan include:

- Flooding
- Predicted severe or extreme weather (high winds etc.)
- Rail or road incident
- Any other widespread incident
- Medical Emergency
- Fire
- Significant Utility failure (Electricity/Water)
- Other general emergency situations are also included.

## 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 Activation Procedure/Trigger and Escalation

A guideline activation procedure can be found in **Annex A**. This procedure details the call out order, communicating of information to the community and logging of actions.

Specific flood triggers and escalation procedures will be detailed in Annex H

## 3.0 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.

| Role        | Name | Tel | Mobile | Address |
|-------------|------|-----|--------|---------|
| Coordinator |      |     |        |         |
| Deputy      |      |     |        |         |
| Team Member |      |     |        |         |
| Team Member |      |     |        |         |
| Team Member |      |     |        |         |

### **The role of the Community Response Team Co-ordinator is to:**

- Pull together the Community Response Plan
- Ensure that the plan is regularly reviewed and updated.
- Report annually to the Community detailing if the plan has been activated and highlighting any changes to the CRT members.
- Act as a focal point for the community in the response to an emergency
- Act as the main contact point for the Cornwall Council and the emergency services, to ensure that two-way communication is maintained.
- Ensure that the appropriate authorities and individuals are notified.
- Communicate important messages to the community.
- Delegate specific roles to others on the CRT
- Activate resources as required.

Tasks should be delegated to team members as appropriate. The Co-ordinator should ensure that all team members are engaged in the planning and response processes.

### **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.

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

## **4.0 Incident Co-ordination**

The community have identified their initial Incident Control Points (ICP) as follows:

The primary ICP will be at: Luxstowe House

The secondary ICP will be at: Liskeard Public Hall

ICP equipment is located at: Liskeard Public Hall

Upon arrival of the emergency services, who may locate at a different ICP, the CRT Co-ordinator should make him/herself known to the emergency services and provide them with a copy of the CEP and to be available to provide local knowledge.

## **5.0 Key information**

The Annexes of this plan provide areas to record key information to plan for and use in the event of an emergency.

|         |                                                        |
|---------|--------------------------------------------------------|
| Annex A | Emergency Action Check List and Template Logging Sheet |
| Annex B | Key Contact list (Publicly available)                  |
| Annex C | Risk Assessments (Identifying risks to the Community)  |
| Annex D | Community Resources                                    |
| Annex E | Householders Emergency Plan                            |
| Annex F | Communications                                         |
| Annex G | Maps of the Community                                  |
| Annex H | Community Flood plan                                   |
| Annex I | Plan Distribution                                      |

Restricted Distribution

|          |                                            |
|----------|--------------------------------------------|
| Annex R1 | Key Contact (Not for general distribution) |
| Annex R2 | Vulnerable Groups within the Community.    |

## **6.0 Plan Maintenance**

The CRT should meet to discuss the community's resilience arrangements at least on a 12 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 <b>999/112</b> and ensure the emergency services are aware of the emergency and follow any advice given.                                                                                                                                                                                              |          |
| 3      | Contact and inform Cornwall Council.                                                                                                                                                                                                                                                                       |          |
| 4      | Begin recording details on the Log Sheet overleaf including: <ul style="list-style-type: none"> <li>• Any decisions you have made and why.</li> <li>• Actions taken.</li> <li>• Who you spoke to and what you said. (Including contact numbers)</li> <li>• Any information received.</li> </ul>            |          |
| 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"> <li>• Households affected.</li> <li>• The Town Council via the Town Clerk.</li> <li>• Volunteers and key holders as appropriate.</li> </ul> |          |
| 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

### Key Contacts list

E.g. Emergency Services, Health Organisations, Town / Parish / County Council, Water Company, Gas, Doctors, Highways, Environment Agency, Schools etc. Examples below.

| Service / Name                    | Telephone Number                                                 | Website                                                                                                    | Additional Information/Twitter |
|-----------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------|
| Cornwall Council                  | 0300 1234 100                                                    | <a href="http://www.cornwall.gov.uk">www.cornwall.gov.uk</a>                                               | @Cornwallcouncil               |
| Environment Agency SW             | 0800 807060<br>(incident hotline)<br>0845 9881188<br>(floodline) | <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>                           | @Envagencysw                   |
| Met Office                        | 0870 900 0100<br>or 01392<br>885680                              | <a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a>                                             | @metofficesw                   |
| Piratefm                          | 01209 314 314                                                    | <a href="http://www.piratefm.co.uk">www.piratefm.co.uk</a>                                                 | @piratefm                      |
| Cornwall Council Flooding         | 0300 1234 202                                                    | <a href="http://www.cornwall.gov.uk/default.aspx?page=7414">www.cornwall.gov.uk/default.aspx?page=7414</a> | @ccflood                       |
| BBC Spotlight                     | 01752 229201                                                     | <a href="http://www.bbc.co.uk/programmes/b006pfr1">www.bbc.co.uk/programmes/b006pfr1</a>                   | @BBCspotlight                  |
| Western Power                     | 0800 6783 105                                                    |                                                                                                            |                                |
| Western Power (Priority Services) | 0845 724 0240                                                    |                                                                                                            |                                |
|                                   |                                                                  |                                                                                                            |                                |
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## 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 | Provide local support until power restored.<br>Provide up to date information to media sources to inform the public.<br>Ensure that individuals are evacuated to safe powered environment or are provided with alternative power sources.<br>Ensure that environments are adequate and safe to remain.<br>Provide accommodation elsewhere if necessary.                                                           |
| Sustained Water Failure | Provide up to date information to media sources to inform the public.<br>Provide alternative clean water supply as required.<br>Evacuate to outside affected area if necessary                                                                                                                                                                                                                                    |
| Heavy Snow              | Clear routes as necessary.<br>Ensure health and safety of vulnerable individuals and residents in nursing homes.<br>Provide up to date information to media sources to inform the public.<br>Provide local support until situation stabilised.<br>Evacuate where necessary.<br>Identify suitable accommodation where required.                                                                                    |
| Flooding                | Provide filled sandbags.<br>Evacuate where necessary.<br>Provide safe environment and support.<br>Provide temporary accommodation if required.<br>Assist with post-incident support.                                                                                                                                                                                                                              |
| Heat Wave               | Provide local support and advice.<br>Provide evacuation to a cooled environment if necessary.                                                                                                                                                                                                                                                                                                                     |
| Incident on A38         | Assist emergency services as required.<br>Provide refreshment to the emergency services where required.<br>Provide local transport as required.<br>Provide safe place and support for uninjured or lightly injured individuals.<br>Provide coordination response at Minor Injury Unit and at field stations and evacuation centres.<br>Provide family support and contact.<br>Provide faith response and support. |

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Incident on the railway | <p>Assist emergency services as required.</p> <p>Provide refreshment to the emergency services where required.</p> <p>Provide local transport as required.</p> <p>Provide safe place and support for uninjured or lightly injured individuals.</p> <p>Provide coordination response at Minor Injury Unit and at field stations and evacuation centres.</p> <p>Provide family support and contact.</p> <p>Provide faith response and support.</p>                   |
| Fire/Explosion          | <p>Evacuate as required to where support can be provided.</p> <p>Provide support as required to evacuated or affected individuals.</p> <p>Contact affected local businesses to inform of situation or to contact keyholders if required.</p> <p>Provide a faith response as required.</p>                                                                                                                                                                          |
| Medical emergency       | <p>Cooperate with medical services to give support as required.</p> <p>Provide information and advice to affected people on safe contact and support in their own homes or for movement to medical centres and to support evacuation.</p> <p>Provide local support to ensure that affected individuals are adequately cared for and supported.</p> <p>Provide food and other support where necessary.</p> <p>Maintain contact with medical services to update.</p> |
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## Annex D

### Community Resources

Key resources available to support the local community should be listed here e.g. Community Halls.

| Resource                                 | Contact / Key Holder | Conditions of use | Contact Number |
|------------------------------------------|----------------------|-------------------|----------------|
| Liskeard Public Hall                     |                      |                   |                |
| Liskerrett Community Centre              |                      |                   |                |
| St Martin's Church Centre                |                      |                   |                |
| Eliot House Hotel                        |                      |                   |                |
| Lux Park Leisure Centre                  |                      |                   |                |
| Liskeard School & Community College      |                      |                   |                |
| Morley Tamblyn Lodge                     |                      |                   |                |
| Liskeard Royal British Legion Club       |                      |                   |                |
| Our Lady & St Neot Roman Catholic Church |                      |                   |                |
| Salvation Army Hall                      |                      |                   |                |
| The Albion                               |                      |                   |                |
| Liskeard Hillfort School                 |                      |                   |                |
|                                          |                      |                   |                |