

**MOTTRAM ST. ANDREW PARISH  
COUNCIL**

**Community Emergency Plan**

**Remember**

**It is vital that in the event of an**

**EMERGENCY SITUATION**

**The initial action is to**

**Dial 999**

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## **Introduction**

The Parish Council wish to co-ordinate the Community response in the event of a serious emergency and therefore assist recovery. This plan aims to mobilise resources that already exist in Mottram St. Andrew to support residents should a catastrophe occur.

During an emergency it could be some time before responding organisations are able to offer assistance and by planning in advance your Parish Council wishes to provide key assistance in organising local response activities. We have identified the threats and hazards and have itemised the possible mitigation measures within the Community. We also wish to promote a network of communication within the area which will aim to keep residents informed.

## **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.

**Name of Community: Mottram St. Andrew**

<b>Name:</b>	
<b>Authority/Role:</b>	Mottram St. Andrew Parish Council
<b>Signature:</b>	
<b>Issue Status</b>	First update
<b>Date:</b>	07.03.2016

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

## Plan distribution list

Name	Role	Copy No.	PDF
Bill Pilkington	Chairman of the Parish Council		
Steve Hatton	Chairman of the Village Hall Committee		
Ron Taylor	Parish Clerk		
Chris Bowen	Head Teacher Village School		
Ben Clowes	The Minister Village Chapel		
Michelle Blakeborough	Emergency Co-ordinator		
Angela Philpott	Deputy Emergency Co-ordinator		
Bill Pilkington	Deputy Emergency Co-ordinator		
Claire Hatch	Deputy Emergency Co-ordinator		

Organisation	Copy No.	PDF
Cheshire Police		
Cheshire Fire and Rescue Service.		
North West Ambulance Service		
Joint Cheshire Emergency Planning Team		

## Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
07.03.2016		Updated telephone contact details and telephone tree.	Bill Pilkington

## Hazards and Threats

- Air Crash
- Major Road accident/ Solvent Spillage
- Terrorism / Criminal Activity
- Extended Utility Failure
- Gas Explosion
- Nuclear Attack
- Extreme Weather Conditions (High Winds, Severe Snow & Ice and Heat Wave).
- Major Fire
- Contagious Diseases
- Subsidence
- Unforeseen Occurrence

## Local risk assessment and action plan

Risks	Impact on community	What can the Community do to prepare?
Flooding	<ul style="list-style-type: none"> <li>• Potential Homelessness</li> <li>• Flooding of local streets</li> <li>• Access to village</li> <li>• Residents unable to go to / get back from work / school.</li> <li>• Damage to property</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage residents to improve home flood defences</li> <li>• Work with local emergency responders to see if they can help with distribution of flood warnings and arrange temporary shelter if required.</li> <li>• Find out what flood defences exist or are planned in the area</li> <li>• Organise sand bags.</li> </ul>

High winds	<ul style="list-style-type: none"> <li>• Structural damage to buildings and residential properties</li> <li>• Power lines/ supply affected</li> <li>• Access to village</li> <li>• Potential temporary evacuation of residents</li> <li>• Possible Homelessness</li> <li>• Need to secure and make property safe.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify temporary accommodation</li> <li>• Prepare list of local building contractors</li> </ul>
Severe snow and ice	<ul style="list-style-type: none"> <li>• Housebound vulnerable residents unable to obtain supplies</li> <li>• Access to / and from the village.</li> <li>• Residents unable to go to / get back from work / school.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify housing occupied by vulnerable residents</li> <li>• Prepare a list of voluntary agencies and individuals to deliver essential services</li> </ul>
Major Road Accident / Solvent Spillage.	<ul style="list-style-type: none"> <li>• Blocked Roads.</li> <li>• Residents unable to go to / get back from work /school.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify areas where stranded motorists can be accommodated if necessary</li> <li>• Know diversionary routes.</li> </ul>
Subsidence Structural damage to buildings and residential properties	<ul style="list-style-type: none"> <li>• Possible homelessness</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare list of local building contractors</li> <li>• Arrange temporary accommodation if necessary.</li> </ul>
Heat wave	<ul style="list-style-type: none"> <li>• Housebound/ vulnerable residents unable to cope</li> </ul>	<ul style="list-style-type: none"> <li>• Identify housing occupied by vulnerable residents</li> <li>• Prepare a list of voluntary agencies and individuals to deliver essential services</li> </ul>
Extensive Utility Failure.	<ul style="list-style-type: none"> <li>• Loss of heating,</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage residents to</li> </ul>

	cooking and lighting for prolonged period.	make alternative arrangements.
House Fire	<ul style="list-style-type: none"> <li>• Possible homelessness</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange temporary accommodation if necessary.</li> </ul>
Farm Fire	<ul style="list-style-type: none"> <li>• Loss of animal feed.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange to move animals.</li> </ul>
Animal diseases	<ul style="list-style-type: none"> <li>• Unable to move livestock.</li> </ul>	<ul style="list-style-type: none"> <li>• Close footpaths and public access.</li> <li>• Erect signs.</li> <li>• Provide disinfectant foot baths.</li> </ul>
Major incident - air crash, gas explosion, nuclear attack	<ul style="list-style-type: none"> <li>• Blocked roads.</li> <li>• Injured people.</li> <li>• Power failure.</li> <li>• Structural damage.</li> <li>• Possible homelessness.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange temporary accommodation.</li> <li>• Set up command centre</li> </ul>

## Key locations identified for use as places of safety

Building	Location	Potential use in an emergency	Contact details of key holder
Mottram St. Andrew Village Hall	Wilmslow Old Road	Evacuation centre or forward command post Toilet Car Park	Steve Hatton 01625 590879
Mottram St. Andrew Chapel	Priest Lane	Shelter Toilet	Ben Clowes 01625 583337 Ian Wright 01625 583704
The Bulls Head Public House	Wilmslow Road	Car parking/ shelter	01625 828111



Mottram Hall Hotel	Wilmslow Road	Rest Centre/safe place	01625 828135
Mottram St. Andrew Primary School	Priest Lane	Rest Centre/safe place	Chris Bowen 01625 383000

## Local skills and resources assessment

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

Resource	Name	Location	Telephone Number
<b>Architects</b>	Kimble Roden	Newton	01625 583005
<b>Builders</b>	J W Brocklehurst	Prestbury	01625 829232
	M Davenport	Macclesfield	0161 439 4051
	Goodwin	Hazel Grove	0161 483 1683
<b>Chain Saw Operators</b>	Mark or Steve Hatch	Mottram St. Andrew	01625 828814
<b>Drainage Contractors</b>	Leigh		
<b>Electricians</b>	Keith Holland	Mottram St. Andrew	01625 584615
	Peter Preston		01625 421763
<b>Farmers</b>	Don Hatch	Goose Green Farm	01625 828814
	Roger Taylor Jackson	Higher House farm	01625 582305
	Richard Sidebottom	Turner House Farm	07711642819
	Malcolm Eley	Clock House farm	01625 582484
<b>First Aiders</b>	Claire Barber	Mottram St. Andrew	07787365568
	Katy Hatton	Mottram St. Andrew	01625 590879
<b>Plant Hire Companies</b>	Jackson	Prestbury	01625 829248
<b>Plumbers</b>	Tomkinson	Macclesfield	01625 422173
<b>Roofing Companies</b>	Macclesfield Roofing	Macclesfield	01625 427581
<b>Scaffolding Companies</b>	Carglen Scaffold	Adlington Industrial Estate	01625 462117
<b>Tree Surgeons</b>	Hatch	Mottram St. Andrew	01625 828814

**List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency**

<b>Organisation</b>	<b>Name and role of contact</b>	<b>Phone number</b>
Mottram St. Andrew School	Christine Bowen	01625 383000
Mottram St. Andrew Parish Council	Bill Pilkington	01625 599270
Mottram St. Andrew Village Hall Committee	Steve Hatton	01625 590879
Mottram St. Andrew Chapel	Rev Ben Clowes	01625 583337
Mottram St. Andrew Wednesday Club	Margaret Potts Joan Williams	01625 582154 01625 590711
Mottram St. Andrew Woman's Institute	Gwynneth Littleton	01625 528256
Mottram St. Andrew Bowling Club	Malcolm Eley	01625 582484
Mercury Magazine Distribution Coordinator	Julie Potts	01625 584615

## **Vulnerable People Criteria:**

- People requiring regular medication or medical assistance and support.
- People receiving Social or Psychiatric Support.
- People with mobility issues.
- People with day to day dependences.
- Visitors to and people travelling through the area.

## Activation triggers:

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

Source	Action to be taken
<p><b>1</b> A telephone call from any of the emergency services or Cheshire East's Emergency Planning Team to Mottram St. Andrew Parish Council or to the Mottram St. Andrew 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 The 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 Mottram St. Andrew command post.</p> <p>(6) Take appropriate action as requested by the Emergency Services and Emergency Planning Officers</p>
<p><b>2</b> A telephone call from a member of the public direct to the Mottram St. Andrew 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><b>3</b> A telephone call from a member of the public direct to Mottram St. Andrew Parish 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 The 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 The 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
- Record details of actions taken and decisions made
- Contact other members of the Community that need to be alerted:

	<b>Instructions</b>	<b>Tick</b>
<b>1</b>	Call 999 (unless already alerted)	
<b>2</b>	Ensure you are in no immediate danger	
<b>3</b>	Contact the Community Emergency Group and meet to discuss the situation	

## Community Meeting:

- Is a Community meeting necessary?
- Is the venue safe to hold the meeting and can people get there safely?
- Has Cheshire East Council been informed of a community meeting?
- Has the community been informed there will be a meeting?

Date:

Time:

Location:

Attendees:

1. What is the current situation?

**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

**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 emergency responders in the event of an evacuation**

1. Help police/local authority with door knocking
2. Tell emergency services who might need extra help to leave their home

## Communication 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.

Community Emergency Coordinator  
 Contact number:  
 Michelle Blakeborough  
 01625 532557

<b>Deputy Community Emergency Coordinator</b> Claire Hatch Contact number 01625 827042	<b>Deputy Community Emergency Coordinator</b> Bill Pilkington Contact number 01625 599270	<b>Deputy Community Emergency Coordinator</b> Angela Philpott Contact number 01625 827180	<b>Mercury Coordinator</b> Julie Potts Contact number 01625 584615
<b>Mercury Distributers</b>	<b>Mercury Distributers</b>	<b>Mercury Distributers</b>	<b>Mercury Distributers</b>
Mick Shaw	Ruth Holland	Phyllis Kennerley	Janet Higson
Alma Fletcher	Val Slater	Lesley Rowbotham	Shelly Brown
Don Hatch	Maureen Steele	Syd Blakeborough	Carol Sherin
	Bill Pilkington		

In the event of a breakdown in communication using the telephone tree, it is advised that a nominated person(s) be assigned to ensure that all necessary information is passed on, and the tree completed.

## Alternative arrangements for staying in contact if usual communications have been disrupted

Communication Type	Name of contact
Canalside Radio	01625 576689



Cheshire Radio 92.5 FM	
BBC Radio GMR 95.1 FM	
Silk Macclesfield 106.7 FM	01625 268000
Neighbourhood Watch	

## Emergency Contact List

Name	Role	Phone number/email address
Bill Pilkington	Chairman of the Parish Council	01625 599270
Ron Taylor	Parish Clerk	01625 585039
Chris Bowen	Academy School Head Teacher	01625 383000
Steve Hatton	Village Hall Committee	01625 590879
Michelle Blakeborough	Emergency Co-ordinator	01625 532557
Claire Hatch	Deputy Emergency Co-ordinator	01625 827042
Bill Pilkington	Deputy Emergency Co-ordinator	01625 599270
Angela Philpott	Deputy Emergency Co-ordinator	01625 827180
Ben Clowes	Methodist Minister	01625 583337

Organisation	Telephone Number	Contact Details
Emergency Services	999	
Cheshire Police	101	<a href="http://www.cheshire.police.uk">www.cheshire.police.uk</a>
Macclesfield Hospital	01625 421000	
Doctor's Surgery	01625 584545	
Cedric's Chemist	01625 583145 or 583104	

Cheshire Fire and Rescue	01625 524066 01606 868700	<a href="http://www.cheshirefire.gov.uk">www.cheshirefire.gov.uk</a>
NW Ambulance Service	999 0845 112 0999	<a href="http://www.nwas.nhs.uk">www.nwas.nhs.uk</a>
Cheshire East Council	0300 123 5500	<a href="http://www.cheshireeast.gov.uk">www.cheshireeast.gov.uk</a>
Joint Cheshire Emergency Planning Team 09.00 – 17.00	01244 973869 01244 973789	<a href="mailto:emergencyplanning@cheshireshredservices.gov.uk">emergencyplanning@cheshireshredservices.gov.uk</a>
NHS Direct	0845 4647	<a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>
EA Flood Line	0845 988 1188	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
EA Incident Hotline (Pollution)	0800 80 70 60	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
National Grid (Gas)	0800 111 999	<a href="http://www.nationalgrid.com/uk/gas">www.nationalgrid.com/uk/gas</a>
National Grid (Electricity)	0800 40 40 90	<a href="http://www.nationalgrid.com/uk/electricity">www.nationalgrid.com/uk/electricity</a>
Electricity Power Cut	0800 195 4141	
United Utilities (Water Leaks)	0800 33 00 33	
United Utilities (Water Supply)	0845 746 2200	<a href="http://www.unitedutilities.com/emergencies.aspx">www.unitedutilities.com/emergencies.aspx</a>
St Johns Ambulance	01244 383407	
Red Cross	01625 501759	
Salvation Army	01625 425343	

## Emergency action check list

- Dial 999 ensure the emergency services are aware of the emergency, follow any advice given
- Contact your Local Council
- 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

	<b>Instructions</b>	<b>Tick</b>
<b>1</b>	Call 999 (unless already alerted)	
<b>2</b>	Ensure you are in no immediate danger	
<b>3</b>	Contact the Community Emergency Group and meet to discuss the situation	
<b>4</b>	Do not put yourself in danger	