



Cheshire West  
and Chester

**Tattenhall & District Parish Council**

# Community Emergency Plan

1<sup>st</sup> Review

07/09/2015

To be reviewed annually prior to June meeting of Parish Council

Signature of emergency controller ..... Date .....

Remember, it is vital that in the event  
of an EMERGENCY SITUATION

The initial action is to

# Dial 999

*'It's your problem 'til I get there'*



## Plan distribution list

Organisation	Address	No of copies
Parish Council	Library Building The Park Tattenhall	3
Clerk to the Parish Council	Hill Farm, Burwardsley	1
Tattenhall Community Association	The Barbour Institute High St Tattenhall	3
Police	Dragon Hall Office Broxton Winsford H.Q.	2
Cheshire Fire and Rescue Service	Malpas, Tarporley Winsford H.Q.	3
North West Ambulance Service	NHS Trust, Elm House, Belmont Grove, Liverpool L6 4EG	2
Joint Cheshire Emergency Planning Team	Ruth Stevens 01244 973789 <a href="mailto:Ruth.stevens@cheshiresharedservices.gov.uk">Ruth.stevens@cheshiresharedservices.gov.uk</a>	2
Tattenhall First Responders	C/o Rob Selby 2, Millbrook End Peter Radley Albany, Tattenhall Rd	2
The Rookery Surgery,	Chester Road, Tattenhall 01829 770234	1
St Alban's Church	C/o The Rectory Chester Rd 01829 770245	1
The Flacca Sports Club	Field Lane	1
The Park Primary School	Chester Road Tattenhall. 01244 981 260	1
Tattenhall Centre	High Street, Tattenhall 01829 770223	1
The Pharmacy	High Street Tattenhall	1
Home Watch	C/o Graham Marsden The Old School House Tattenhall 01829 771641	1
Cheshire West & Chester Council	HQ Building Chester.	2
Parish Council Insurance Company	Zurich Municipal	1
Your Housing	"Your Response" Team 01744 670 259	1
Sanctuary Housing	General Repairs 0808 100 7701 24 hour Repairs 0800 916 1525	1

## Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
28/09/2014	13/10/2014	To first draft of plan	Ruth Stevens
13/10/2014	1/06/2015		Bob Blackhurst
21/10/2014	1/06/2015		Bob Blackhurst
07/09/2015	June 2016	Annual Review	Carol Weaver

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

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# Introduction

Local emergency responders will always have to prioritize those in greatest needs during an emergency, especially where life is in danger. There will be times when you may be affected by an emergency but your life is not in immediate danger. During this time, individuals and communities may need to rely on their own resources to ensure they are able to cope with the consequences of the emergency. Many communities already spontaneously help each other in times of need, but previous experience has shown that those who have spent time planning and preparing for emergencies are better able to cope, and recover more quickly.

Tattenhall and District Parish Council will have an important role in both the response to and recovery from an emergency. It will be able to act faster than many of the responding organizations and have an in-depth local knowledge that will be invaluable. Tattenhall's plan will put arrangements in place to mobilize resources that are already in our community to support residents during an emergency. This plan sits below the local authority's plan. During a major emergency or incident Tattenhall's advanced planning will provide key assistance coordinating local response activities.

## Aims

The aim of this community plan is to increase the short term resilience in the event of an emergency occurring in the Tattenhall and District Area.

## Objectives

- To enable the community to respond to an emergency that occurs in, or very close to, the parish of Tattenhall and District.
- To identify resources within the community that can assist the emergency services and CW&C in the response to an emergency.
- To identify prior to the incident key contacts within and outside the community who can assist in the response to an emergency. Then compile a list of these contacts.
- To identify hazards and possible mitigation measures within the community.
- To identify the vulnerable and those made vulnerable by a major incident. To compile a plan to deal with the problem.

# Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
Rivers through village can flood	<ul style="list-style-type: none"> <li>• Flooding of local streets</li> <li>• Blocked access to village hall (Barbour Institute)</li> <li>• Damage to property</li> <li>• Potential Homelessness</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage residents to improve home flood defences</li> <li>• Work with local emergency responders to prepare for evacuation to rest centre</li> <li>• Find out what flood defences exist or are planned in the area</li> <li>• Work with Local authority and land owners on regular maintenance programme for drains and ditches</li> <li>• Identify Community Resources, Key locations and Contacts and create lists. (See 8,9,13,14,17)</li> </ul>
Extreme Weather in particular Severe Snow and Ice	<ul style="list-style-type: none"> <li>• Blocked access to village</li> <li>• Housebound and vulnerable residents unable to obtain supplies</li> <li>• Access to village via road/ rail system</li> <li>• Residents unable to get to/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> <li>• Bottled water</li> <li>• Cooling fans</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>• Fallen trees</li> <li>• Blocked access to village rural roads</li> <li>• Potential temporary evacuation of residents</li> <li>• Potential Homelessness</li> <li>• Escape of animals</li> <li>• Need urgently to secure and make safe property</li> <li>• Identify premises for forward control use by emergency services.</li> </ul>	<ul style="list-style-type: none"> <li>• Tattenhall has identified Rest Centres and have designated Rest Centre/evacuation plans; this plan identifies other premises that are available</li> <li>• Identify source of blankets/bedding/food/drink/ generator/gas bottles</li> <li>• Prepare list of local building contractors and tree fellers see page 8</li> </ul>

<b>Risks</b>	<b>Impact on community</b>	<b>What can the Community Emergency Group do to prepare?</b>
<b>Power Failure</b> <ul style="list-style-type: none"> <li>• Loss of electricity supply through another risk</li> <li>• Loss of gas supply</li> </ul>	<ul style="list-style-type: none"> <li>• No heating in houses</li> <li>• No light in houses</li> <li>• Businesses affected</li> <li>• Farms affected</li> <li>• No street lighting</li> </ul>	<ul style="list-style-type: none"> <li>• Identify Vulnerable people who may need assistance</li> <li>• Identify a rest centre with power supply</li> <li>• Provide blankets, food, drink, heat, light (torches/candles)</li> </ul>
<b>Water Failure</b>	<ul style="list-style-type: none"> <li>• Loss of drinking water</li> <li>• Medical requirements</li> <li>• Toxic pollution</li> </ul>	<ul style="list-style-type: none"> <li>• Identify sources of bottled water and wells/springs providing clean water</li> <li>• Set up network to provide drinking water to vulnerable people</li> <li>• Plan for providing grey water for toilet flushing – if problem persists</li> </ul>
<b>Rail Crash</b>	<ul style="list-style-type: none"> <li>• Potential loss of life</li> <li>• Temporary evacuation of residents</li> <li>• Potential road closures</li> <li>• Potential toxic pollution</li> <li>• Fire</li> </ul>	<ul style="list-style-type: none"> <li>• List of premises suitable for a rest centre if required by the Joint Cheshire Emergency Planning Team.</li> <li>• Identify local source of road closure signs if required</li> <li>• Identify source of blankets/bedding/food/drink/generator/gas bottles</li> </ul>
<b>Transport Crash Road/Plane</b>	<ul style="list-style-type: none"> <li>• Potential loss of life</li> <li>• Temporary evacuation of residents</li> <li>• Potential road closures</li> <li>• Damage to property</li> <li>• Escape of livestock</li> <li>• Fire</li> <li>• Toxicity</li> </ul>	<ul style="list-style-type: none"> <li>• List of premises suitable for a rest centre if required by the Joint Cheshire Emergency Planning Team.</li> <li>• Identify local source of road closure signs if required</li> <li>• Identify source of blankets/bedding/food/drink/generator/gas bottles</li> <li>• Identify first aiders</li> </ul>
<b>Disease/Epidemic</b>	<ul style="list-style-type: none"> <li>• Loss of life</li> <li>• Injury</li> <li>• Isolation</li> <li>• Care of Vulnerable residents</li> <li>• Overstretched services</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage vaccination programmes</li> <li>• Ensure clean water supply</li> <li>• Ensure Safe Sewage Disposal</li> <li>• Liaise with emergency responders and the Joint Cheshire Emergency Planning Team</li> </ul>

## Local skills and resources

	Address & Contact Details
<b>Doctors</b>	
Rookery Surgery	Chester Road, Tattenhall 01829 770234
<b>Farmers</b>	
Neil Matthews	Poplar Hall Farm, Gatesheath 01829 770289
James Harrison	Wood Lake Farm Bolesworth Rd 01829 770198
Robin Langford	Whitehead Farm, Burwardsley Road 01829 770857
Matthew Morris	Bolesworth Estate 01829 782210
<b>Builders</b>	
Tim Charmley	The Cottage High Street 01829 770891 07980 696999
James <i>Handy Hubby</i>	07950 013561
Ben Smith	Hill View Forge 01829 770082 077855 86842
Tony Crank	01829 770933 07932 039745
<b>Groundwork</b>	
Peter Stockton	01829 770923 07973 159466
Martin Chalk	01829 771215 07890102 227
Mo Moulton	01829 770980 07866 486 669
Marv Roden	The Croft, Newton Lane 01829 770761 07702 119645
Paul Grindley	
<b>Tree Surgeons</b>	
Amenity Tree Care	07957 431 879 Burwardsley <a href="mailto:simon@amenitytree.com">simon@amenitytree.com</a>
Upper Cut	07738 298890
Tree Fellers	01244 322328
<b>Electricians</b>	
Andy Williams	07815 822560 Keysbrook <a href="mailto:andywilliams470@btinternet.com">andywilliams470@btinternet.com</a>
Andrew Gosmore	Brown Knowl 01829 782558



<b>Plumbers</b>	
Dave Ackerley	Briar Rose Newton 01829 770724
Precision Plumbing,	Beech House, Gatesheath 01829 770559
<b>Glaziers</b>	
Paul Fernihough	District Glazing Milton Green 01829 770613
<b>Building Supplies</b>	
TG Builders Merchants	Newton 01829 770421
Broxton Gates	Broxton 01829 782549
<b>Bed &amp; Breakfast Accommodation</b>	
Anne Arden	Newton Hall 01829 770153
Carriages	Gatesheath 01829 770958
Mrs Charmley	Ford Farm, Newton 01829 770307
Mrs Brown	Fernlea, Chester Road 01829 770807
<b>Veterinary Surgeons</b>	
Manor Court Tarvin	01829 740216
<b>Police Wildlife Officer</b>	
Tony Owens	Dragon Hall 101
<b>Taxi</b>	
Apollo, Stuart	Tarporley 07922 442256
BillingeTravel Ian Bettley	732036 07773 119 631
King Kab	01244 343434 (a driver lives at 38 Keysbrook)
Red Fern	Clutton 01829 490999
<b>Food &amp;/or Water Supply</b>	
Budgens	High Street, Tattenhall 01829 770302
Alison's Kitchen	High Street Tattenhall 01829 771330
Peckforton Hills Water	01829 770381 07821 576367
Gerry Farrell	High Street, Tattenhall 01829 770209

## Key locations identified with local authority for use as places of safety

	Location	Emergency Use	Contact details	Key Holder
Parish Council Office	Library Building The Park Tattenhall CH3 9AH	Command Centre	Clerk to PC 01829 770379  Chairman PC 01829 770289	Clerk to PC 01829 770379  Pat Black 01829 770483
Barbour Institute	High St Tattenhall  CH3 9PX	Command Centre  Evacuation Centre  Kitchen	Graham Marsden   01829 771641	Graham Marsden   01829 771641
The Park School	The Park  CH3 9AH	Evacuation Centre  Kitchen	Lee Gibson  Site Manager  01829 771573  07940510795	Lee Gibson 01829 771573  07940510795
The Flacca Pavilion	Field Lane  CH3 9QF	Evacuation Centre  Kitchen  Toilets & Showers	Martin Cooke Lion House  Mike Hudson Brook Hall	01829 770955   01829 770939
Tattenhall Centre	High Street  CH3 9PX	Evacuation Centre  Kitchen  Toilets & Showers	Site Manager  Administrator	0800 0124284  01829 770223
St Albans Church.	Church Bank  CH3 9AH  or  CH3 9QE	Shelter & Counselling	Georgina Blackhurst 01829 770377 Dee Mason 01829 458 267 Rector 01829 770245	Georgina Blackhurst 01829 770377 Dee Mason 01829 458 267

# Emergency contact list

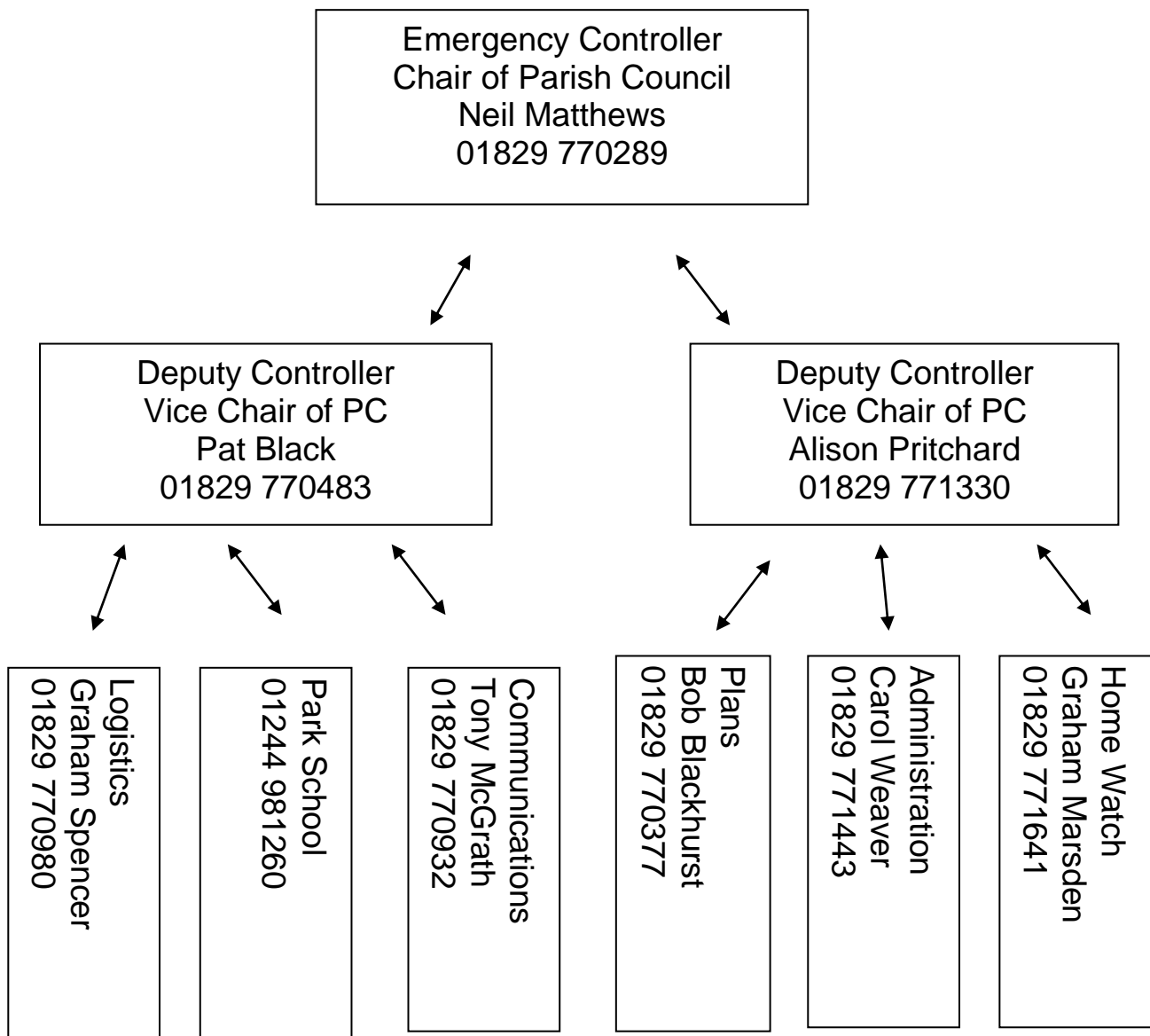
correct at 07<sup>th</sup> September 2015

Service/Role	Phone No	Website/email
Emergency Services	999	
Emergency Controller	01829 770289 Neil Matthews	<a href="mailto:neilmatthews@btinternet.com">neilmatthews@btinternet.com</a>
Deputy Emergency Controller	01829 770483 PB 01829 771330 AP	
Cheshire West and Chester Council	01244 973 789 01244 973 869	<a href="mailto:Emergencyplanningteam@cheshiresharedservices.gov.uk">Emergencyplanningteam@cheshiresharedservices.gov.uk</a>
Police HQ	0845 458 0000	
Fire Service HQ	01606 868 700	
NHS Direct	111	
Environment Agency Floodline Incident Hot Line	03708 506 506 0845 988 1188 0800 807 060	
Flood Risk Management	01925 542269	<a href="mailto:David.j.brown@environment-agency.gov.uk">David.j.brown@environment-agency.gov.uk</a>
Handley P.C. Broxton & District P.C. Burwardsley Beeston Huxley & Hargrave Tiverton/Tilston Fearnall Waverton	01829 770865 0780 3129 477 01829 770852 01829 771400 01743 742154 01606 861748 01244 332295	Barbara Spragg <a href="mailto:richard@offroading.net">richard@offroading.net</a> <a href="mailto:alison_swift@btopenworld.com">alison_swift@btopenworld.com</a> <a href="mailto:dhaynes10@timetalk.co.uk">dhaynes10@timetalk.co.uk</a> <a href="mailto:huxleyclerk@gmail.com">huxleyclerk@gmail.com</a> <a href="mailto:phil.sanders@sky.com">phil.sanders@sky.com</a> <a href="mailto:jill.windsor@btinternet.com">jill.windsor@btinternet.com</a>
Doctors Surgery	01829 770234	
Post Office	01829 770433	
Church	01829 770245	
Bolesworth Estate	01829 782210	
BT Open Reach	0800 0232023	
British Gas Transco	0800 111 999	
SP Energy Networks	0845 272 2424	

United Utilities, Water	0845 746 2200	
Welsh Water Sewerage	0800 085 3968	
CW&C Highways	0300 123 7036	<a href="mailto:engch@cheshirewestandchester.gov.uk">engch@cheshirewestandchester.gov.uk</a>
Your Housing	0345 345 0272	<a href="mailto:response@yourhousinggroup.co.uk">response@yourhousinggroup.co.uk</a>
Flacca Court Manager	01829 771410	Chris Collins
Sanctuary Housing	0808 100 7701	
Radio Dee 106.3	01244 391000	
Radio City 96.7	0151 790 0151	

## Telephone Tree

In the event of a breakdown in communication using this cascade, the Home Watch Coordinator is the nominated person assigned to ensure that all necessary information is passed on, and the cascade completed. In his absence the deputy Controller shall be the responsible officer.



# List of Organizations to provide help and support in an emergency

Community Organisations	Location	Contact Details
Police	Dragon Hall Winsford	101 0845 450000
Fire Brigade	Malpas Winsford	999 01606 868700
Ambulance Service		999
CW&C Highways	Helena Crawford	0300 1237036
Environment Agency	David Brown	01925 542269
Your Housing	Your Response	0345 345 0272
Sanctuary Housing Group		0808 100 7701
BT Open Reach		0800 0232023
British Gas Transco		0800 111999
SP Energy Networks		0845 2722424
Tattenhall Local Care	Mark &Mandy Barlow	01829 781185
Parish Councilors	Jean Dutton (clerk)	01829 770379
Scouts	David Lithgow-Smith	01948 820 800
Guides	Claire Harris	<a href="mailto:claire_harris1@btinternet.com">claire_harris1@btinternet.com</a>
W. I.	Ruth McPhillips	01829 770762
Doctor	Rookery Surgery	01829 770234
Bolesworth Estate	Matthew Morris	01829 782210
Rector	Lameck Mutete	01829 770245
Tattenhall Business Alliance	Martin Cooke	01829 770955
Sports Club	Martin Cooke Mike Hudson	01829 770955 01829 770939

## List of community organizations that may be helpful in identifying vulnerable people or communities in an emergency

Community Organisations	Contact	Phone Number
Your Housing		0345 345 0272
Bolesworth Estate	Matthew Morris	01829 782210
Tattenhall Local Care.	Mark Barlow	01829 781185
Sanctuary Housing		0808 100 7701
OPAL	Keith Tichener	01829 770716
Rookery Surgery		01829 770234
Tattenhall Over Fifties	Noel Atkinson	01829 770808
WI	Ruth McPhillips	01829 770762
Church	Lameck Mutete	01829 770245

## Activation triggers

Source	Action to be taken
<p>1 A telephone call from any of the emergency services or the Joint Cheshire Emergency Planning Team to Tattenhall Parish Council or to the 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 Parish Council Office or, if that is not safe, at the Barbour Institute</p> <p>(5) Inform emergency services and Emergency Planning Officers of the location and contact numbers of the Tattenhall command post.</p> <p>(6) Take appropriate action as requested by the Emergency Services and Joint Cheshire Emergency Planning Team Officers</p>

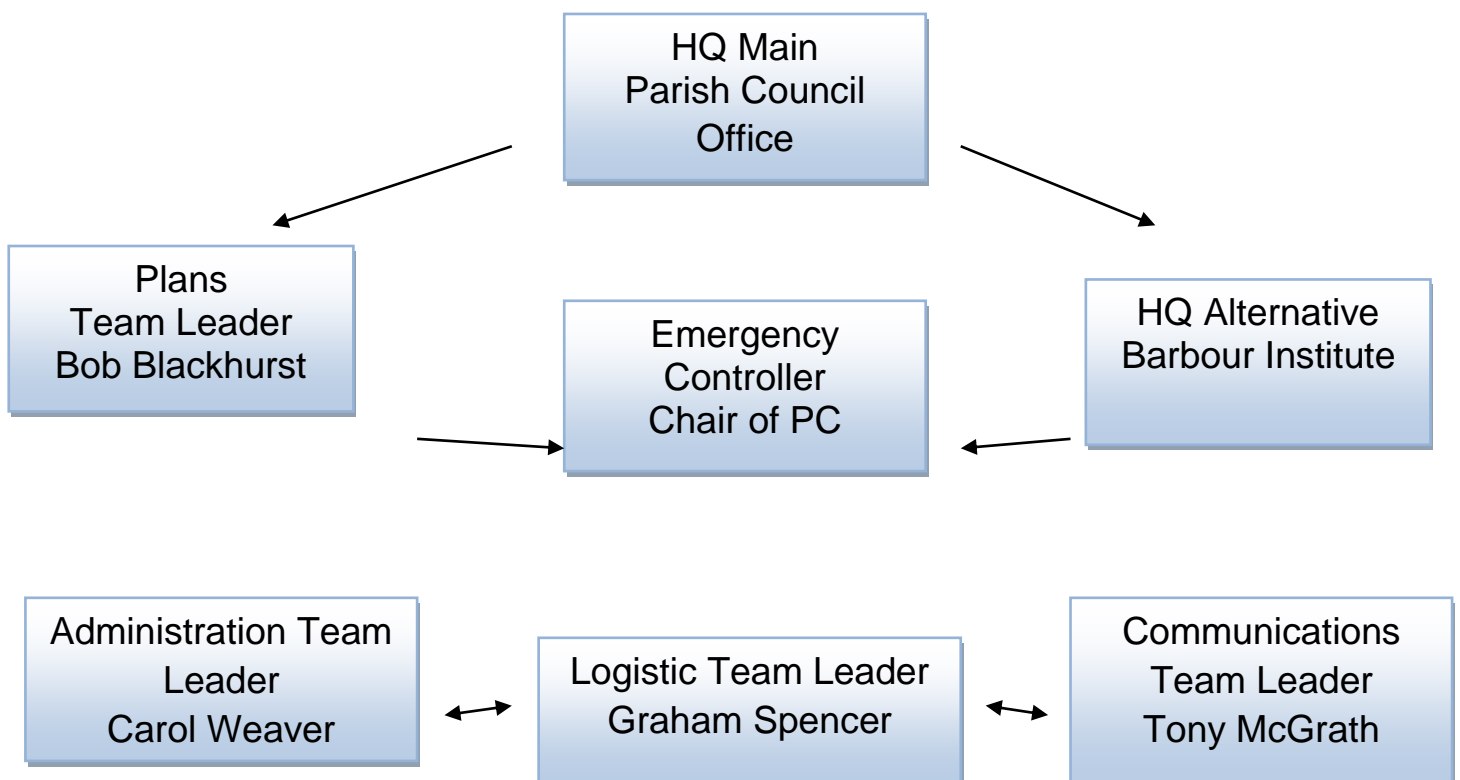
<p><b>2</b> A telephone call from a member of the public direct to Tattenhall Parish Council</p>	<p>(1) Take a detailed note of the incident and the name, telephone number and address of the caller</p> <p>(2) Dial 999 and inform the Police of as much detail as possible of the incident.</p> <p>(3) Proceed as indicated above in <b>1</b> (3) onwards.</p>
<p><b>3</b> A telephone call from a member of the public direct to Tattenhall Parish Council but no communication possible with emergency services or Joint Cheshire 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 Parish Council Office or, if that is not safe, at the Barbour Institute</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><b>4:</b> 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 Parish Council Office or, if that is not safe, at the Barbour Institute</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>

# Management Team

The following people should be appointed on an annual basis

Post	Name	Contact Details
Emergency Controller	Chair of Parish Council	01829 770289 Neil Matthews <a href="mailto:neilmatthews@btinternet.com">neilmatthews@btinternet.com</a>
Deputy Controller	Vice Chairs of Parish Council	01829 770483 Pat Black 01829 771330 Alison Pritchard
Admin Team Leader	Carol Weaver Parish Clerk Tony McGrath	01829 771443 01829 770379 01829 770932
Communications Team Leader	Tony McGrath David Thomson	01829 770932 01829 770178
Police Representative	Dragon Hall Police Station	999 or 101
Homewatch Co-ordinator	Graham Marsden Carol Weaver	01829 771641 01829 771443
Logistics Team Leader	Graham Spencer Bob Blackhurst	01829 770980 01829 770377
Plans Team Leader	Bob Blackhurst Graham Spencer	01829 770377 01829 770980

# Community Emergency Control





## Job Descriptions

- **Control Team Leader**  
Controls incident & is a SPOC. (single point of contact)
- **Communications Team Leader**  
Co-ordinates all links with Media
- **Logistic Team Leader**  
Co-ordinates all requests for logistic support
- **Administration Team Leader**  
Records who is attending or doing what actions
- **Plans Team Leader**  
Future planning for next 12-24hrs.

## List of Helpers for General Duties.

Alan Blackhurst	01829 770197
Yvonne Keeping	01829 770935
Mike Reece	01829 770413
David Thomson	01829 770301
Andrew Hull & TWiG	01829 770026
David Lithgow-Smith, Scouts	01948 820800
Sports Club Members, Mike Hudson	01829 770939
Peter Radley	01829 770386
Rob Selby	01829 770586
Jenn Armitage	01829 770365
Paul Grindley	

# Draft community emergency group first meeting agenda

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

## **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

#### **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?**

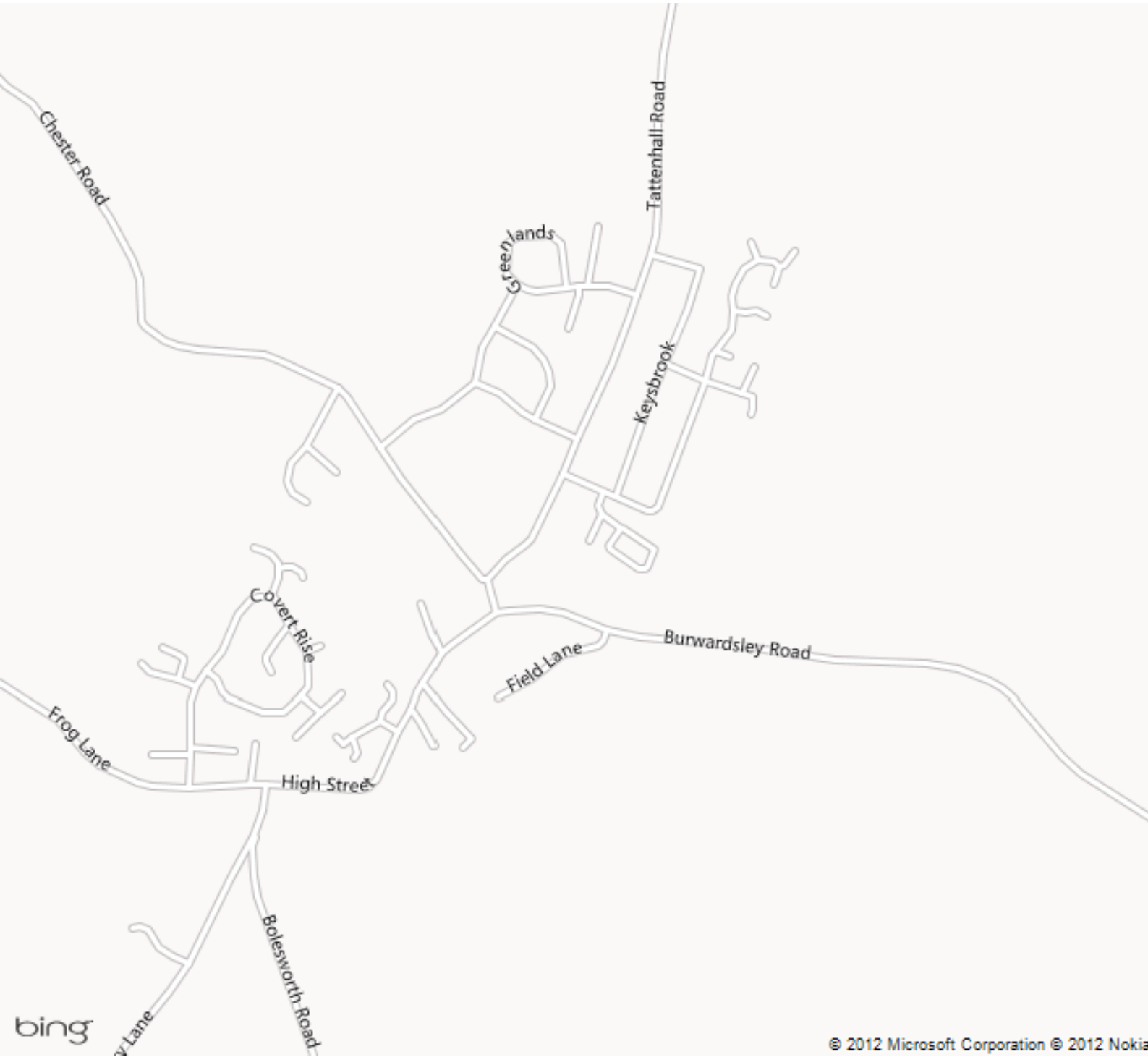
### **5. Who is going to take the lead for the agreed actions?**

### **6. Any other issues?**

# Emergency log sheet

<b>Date</b>	<b>Time</b>	<b>Information/Decisions/Actions</b>	<b>Initials of person taking action</b>

# Map of Tattenhall



Printed by

Tattenhall & District Parish Council

