

# **Helsby Parish Council**

## **Community Resilience Emergency Plan**



**Remember, it is vital that in the event of an**

**EMERGENCY SITUATION**

**the initial action is to**

**Dial 999**

# CONTENTS PAGE

Page 3:	Introduction
Page 4:	Community Information
Page 5:	Distribution List
Page 6:	Aims and Objectives
Page 7:	Local Risk Assessment
Page 11:	Community resources
Page 17:	Key locations
Page 19:	Emergency Contact List
Page 20:	Telephone Tree
Page 21:	Community Organisations
Page 22:	Activation triggers
Page 24:	Emergency Action Check List
Page 25:	Community Emergency Meeting
Page 26:	Contact List
Page 28:	Draft Community Emergency Group first meeting agenda
Page 29:	Agreed Actions with Cheshire West and Chester
Page 30:	Emergency Log Sheet
Page 31	Scenario One – Emergency Plan Activation
Page 33 to cover loss of communication	Scenario Two – Emergency Plan

# Introduction

Helsby is a large village and civil parish in the unitary authority of Cheshire West and Chester and the ceremonial County of Cheshire, England. At the 2011 Census, Helsby had a population of 4,970.

In the event of an emergency in the area, the Helsby Parish Council and community may have an important role in both the response to and recovery from the emergency.

It is possible that the Parish Council and the local community may be able to act faster than many of the responding organisations as they have an in-depth local knowledge that would provide invaluable assistance to the response.

By completing a Community Plan the Parish Council, in conjunction with other members of the community, is putting arrangements in place to mobilise resources that already exist in the Helsby community to support residents during an emergency.

During a major wide area emergency it could be some time before responding organisations are able to offer assistance. By planning in advance the Parish Council and the local community could provide key assistance co-ordinating local response activities.

# Community Emergency Plan

**Name of Community: The Parish of HELSBY**

<b>Name:</b>	Peter DUFFY
<b>Authority/Role:</b>	Councillor Helsby Parish Council Emergency Co-ordinator
<b>Date:</b>	November 2013

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

**Distribution:** *(List of People or place currently holding plan)*

	<b>Address</b>	<b>No of Copies</b>
<b>1.</b>	Emergency Co-ordinator & Deputies	3
<b>2.</b>	Helsby Parish Councillors	12
<b>3.</b>	Cheshire West and Chester Council	1
<b>4.</b>	Cheshire Constabulary, Police Station, Frodsham	1
<b>5.</b>	Cheshire Fire and Rescue Service, Frodsham Fire Station	1
<b>6.</b>	North West Ambulance Service NHS Trust, Elm House, Belmont Grove, Anfield, Liverpool, L6 4EG	1
<b>7.</b>	Helsby Community Centre	1
<b>8.</b>	Helsby Medical Centre	1
<b>9.</b>	Tesco	1
<b>10.</b>	Women's Institute	1
<b>11.</b>	1 <sup>st</sup> Helsby Scout HQ	1

# Aims and Objectives of the Community Plan

## 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.

# Local Risk Assessment

Risks	Impact on Community	Preparation
Major Traffic incident M56	Gridlocked traffic in and out of town. Residents unable to go to or from work/school.	Set up Rest/recovery station and command post for Parish Council Identify areas where stranded motorists can be accommodated. (See Community Resources and Key Locations)
High winds	Structural damage to buildings and residential properties  Potential temporary evacuation of residents  Need urgently to secure and make safe property	Set up Rest/recovery station and command post for Parish Council List of premises suitable for supplementing CW&C's rest centres and evacuation plans. (See Key Locations)  List of appropriate community organisations able assist in identifying housing occupied by vulnerable residents. (See list of Community Organisations)  List of local building contractors. (See Community Resources)
Severe snow and ice	Housebound vulnerable residents unable to obtain supplies	Set up Rest/recovery station and command post for Parish Council List of appropriate community organisations able assist in identifying housing occupied by vulnerable residents. (See list of Community Organisations)  Parish Council's list of voluntary organisations and individuals to deliver essential services

<b>Risks</b>	<b>Impact on Community</b>	<b>Preparation</b>
Chemical spill/explosion/fire	Potential structural damage to houses and other buildings, atmospheric pollution	<p>Set up Rest/recovery station and command post for Parish Council</p> <p>List of premises suitable for supplementing CWaC's rest centres and evacuation plans. (See Key Locations)</p> <p>List of premises suitable for forward control use by emergency services. (See Key Locations)</p> <p>List of local building contractors. (See Community Resources)</p>
Air pollution	Need to keep residents indoors	<p>Set up Rest/recovery station and command post for Parish Council</p> <p>List of appropriate community organisations able assist in identifying housing occupied by vulnerable residents. (See list of Community Organisations)</p>
Gas Storage Explosion	<p>Structural damage to buildings and residential properties</p> <p>Potential loss of life</p> <p>Possible homelessness</p>	<p>Set up Rest/recovery station and command post for Parish Council</p> <p>List of local building contractors. (See Community Resources)</p> <p>List of premises suitable for supplementing CW&amp;C's rest centres and evacuation plans. (See Key Locations)</p>



<p>Train Crash</p>	<p>Potential disruption to businesses adjoining railway line.</p> <p>Potential temporary evacuation of residents</p> <p>Potential loss of life</p>	<p>Set up Rest/recovery station and command post for Parish Council</p> <p>Awareness of key premises which may be affected by any road closures so that emergency services can take this into account when putting closures into effect.</p> <p>List of premises suitable for supplementing CW&amp;C's rest centres and evacuation plans. (See Key Locations)</p>
<p>Plane Crash</p>	<p>Major disruption, loss of life.</p>	<p>Set up Rest/recovery station and command post for Parish Council</p> <p>List of premises suitable for supplementing CW&amp;C's rest centres and evacuation plans. (See Key Locations)</p> <p>List of premises suitable for forward control use by emergency services. (See Key Locations)</p>
<p>Floods – rivers or canal breach Consider the marshes???</p>	<p>Potential road closures – Are there any known/likely????</p> <p>Potential Homelessness</p>	<p>Set up Rest/recovery station and command post for Parish Council</p> <p>Awareness of key premises which may be affected by any road closures so that emergency services can take this into account when putting closures into effect.</p> <p>List of premises suitable for supplementing CW&amp;C's rest centres and evacuation plans. (See Key Locations)</p> <p>List of appropriate community organisations able assist in identifying housing occupied by vulnerable residents. (See list of Community Organisations)</p>

Subsidence	<p>Structural damage to buildings and residential properties</p> <p>Possible homelessness</p>	<p>Set up Rest/recovery station and command post for Parish Council</p> <p>List of local building contractors. (See Community Resources)</p> <p>List of premises suitable for supplementing CW&amp;C's rest centres and evacuation plans. (See Key Locations)</p>
Riot/Civil Unrest	<p>Structural damage to buildings and residential properties</p> <p>Possible homelessness</p> <p>Potential temporary evacuation of residents</p>	<p>Set up Rest/recovery station and command post for Parish Council</p> <p>List of local building contractors. (See Community Resources)</p> <p>List of premises suitable for supplementing CW&amp;C's rest centres and evacuation plans. (See Key Locations)</p> <p>Engage local volunteers to form Clean Up Teams to help in clear-up operations</p>

# Community Resources

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

Resource (Inc. details)	Contact Details	Location	Capacity (No. of)
<b>Hotels and Bed and Breakfast Accommodation</b>			
Railway Inn	01928 722111	Chester Road, Helsby. WA60AN	
Days Inn Travel Lodge	01928 728500	Junction 14 M56, Elton CH2 4QZ	40
Heathercliffe Country House	01928735667	Manley Road, Frodsham	
The Old Hall Hotel	01928732052	Main Street, Frodsham	
Best Western Forest Hills Hotel	01928735255	Overton Drive, Frodsham	
The Courtyard	Jill and Roger Maher 01928 723222	Rake House Lower Rake Lane Helsby WA60AL	
Yarrangall B&B	01928740200	Yarrangall Green Farm, Simmonds Hill, Frodsham	
Belle Monte Hotel	01928732321	Bellemonte Road, Frodsham	
<b>Electrical Contractors</b>			

Frodsham Electrical Services	01928 787883 07530 429410	Pear Tree Cottage Mill Lane, Kingsley WA68JA	
Quality Services	01928 567759	www.qualityservices.org.uk	
KDE Ltd	01928 711444 07850930935	Chester Road Sutton Weaver WA73EG	
SWP Electrics Ltd	01928 740415 01928 740237	Ashfield House Tarvin Road Manley WA6 9EW	
Woodhouse Plumb and Electrics	01928 733437	www.woodhouseLtd.co.uk	
<b>Tree Surgeons</b>			
Euro Tree Services Ltd	01928 740289	Pye Corner Farm Manley Road Alvanley	
Euro Tree Services	01928 735005	25B Church St. Frodsham	
Andy Linton	01928 722720 07887 834950	1 Station Avenue Helsby	
<b>Plumbers</b>			
Ark Services	01928730292 07825 916643 07838 380748	www.arcservicescheshire.co.uk	
Gasmarc	Marc Nuttall 01928575251 07872 835547	www.gasmarc.co.uk	
Indigo Plumbing and Heating	01928735138	marc@indigoCompany.co.uk	

Plumb Direct	01928727470 07774417675	1 Crown Buildings Helsby	
<b>Builders</b>			
Anderson Construction	Stephen Warburton 01928733444	22 Church St Frodsham WA66QW	
BB Construction	01928789867 07809 591072	www.bbconstruction.co.uk	
Frodsham Plastering Service	01928529293 07814382487	www.frodshamplasteringservices.co.uk	
MP Building and Joinery	01928787046 07932695311	Based in Norley	
Tim's Plastering	01928724499 07922953407		
<b>Glaziers</b>			
Main Street Glazing	01928731005	Bridge Street Frodsham	
Runcorn Glass and Glazing	01928572253	Victoria Road Runcorn	
Glass Shop	01928500200	11 Pimlico Road Runcorn	
Runcorn Glass	01928581555	Victoria Road Runcorn	

## Roofing Companies

Almighty Roofing	01928727706 07801061532	www.almightyroofing.co.uk	
Altitude Roofing	01928725104	10 Station Ave Helsby WA60AG	
<b>Scaffolding Companies</b>			
Abbi Access	07733216036	Hope Street Chester	
TAG Scaffolding Services	01513281060	Rofthen Trading Estate Hooton Road, Ellesmere Road	
Bowmac Access Services Ltd	01244659557	Brymau Three Trading, River Lane Saltney, Chester	
<b>Supermarkets</b>			
Tesco	08456779860	Chester Road, Helsby	
OneStop	01928722295	Chester Road, Helsby	
<b>Veterinary Surgeons</b>			
Ashcroft Veterinary Surgery	01928733228	59 Main Street Frodsham	
Rose Cottage Veterinary Surgery	01928717581	Chester Road, Frodsham	
<b>Medical General Practitioners</b>			

Helsby and Elton Practice	01928723676	Lower Robin Hood Lane Helsby	
Frodsham Medical Practice	01928732110	2 Princeway, Frodsham	
The Knoll Surgery	08444773936	2 Princeway, Frodsham	
<b>Bus and Coach Companies</b>			
Halton Borough Transport Ltd	01514233333	Moor Lane, Widnes	
Anthony's Travel	01928561460	8 Cormorant Drive, Runcorn	
Selwyns Travel Ltd	01928564515	Cavendish Farm Road, Runcorn	
<b>Plant Hire Companies</b>			
Ashtead Plant Hire Co Ltd	01925281000	102 Dalton Ave Birchwood Park Warrington	
HSS Hire	01513550206	65 Chester Road, Ellesmere Port	
Northwest Skip and Plant Hire	01928580166	19 Percival Lane, Runcorn	
Ralph Avis Skip Hire	01928740770	Kingswood	



Golden Triangle Generators	01928732266	Mill Lane Frodsham	
<b>Farmers</b>			
John Faulkner	01928-722167	Meadow Farm Lower Rake Lane Helsby	
David Faulkner (John's son)	07538273552		
Euro Tree Services Ltd	01928 740289	Pye Corner Farm Manley Road Alvanley	
<b>Technical / Environmental Advice</b>			
RSK	01928-726006	Spring Lodge 172 Chester Road Helsby E-mail: <a href="mailto:communications@rsk.co.uk">communications@rsk.co.uk</a>	
Compass Computer Consultants Limited	01928-725522	Rockcliffe Old Chester Road Helsby E-mail: <a href="mailto:compass@compasscc.com">compass@compasscc.com</a>	
<b>Utilities</b>			
UU Water	0845 746 2200		
Scottish Power	0845 272 2424		
British Gas	0800 111 999		
BT	0845 600 7020		

# Key Locations

Building	Location/Map Reference No.	Use in an emergency	Contact details
Helsby Community Centre		Command Post. Rest Centre/safe place	Mr. Mike Culverhouse
Helsby High School, Chester Road, Helsby		Rest Centre/safe place	
Hillside Primary School		Rest Centre/safe place	<b>Mr Richardson Head teacher</b>  01928722991
St Pauls Church Parish Room		Rest Centre/safe place	Rev Graham Green 01928-722151
Methodist Church Hall		Rest Centre/safe place	Rev Stephen Santry 01928-722102 or 01928-727217
Hornsmill Primary School		Rest Centre/safe place	
Helsby Golf Club, Towers Lane.		Rest Centre/safe place	

# Emergency Contact List

Title	Name	Contact Details	Address
Mr. Brian Yorke	Helsby and Elton Medical Practice	01928723676	Lower Robin Hood Lane Helsby
Mike Culverhouse Bob Day Brian	Helsby Community Centre	01928-722443 01928-722546 01928-724620	Lower Robin Hood Lane Helsby
Duty Manager	Tesco	01928-520760 08456779860	Chester Road, Helsby
Mrs. Pippa Randles	Womens Institute	01928-724775 077 603 71100	Rake Lane
1 <sup>st</sup> Helsby Scout HQ			Lower Robin Hood Lane, Helsby

# Emergency Telephone Tree

**Emergency Co-ordinator/Deputy**

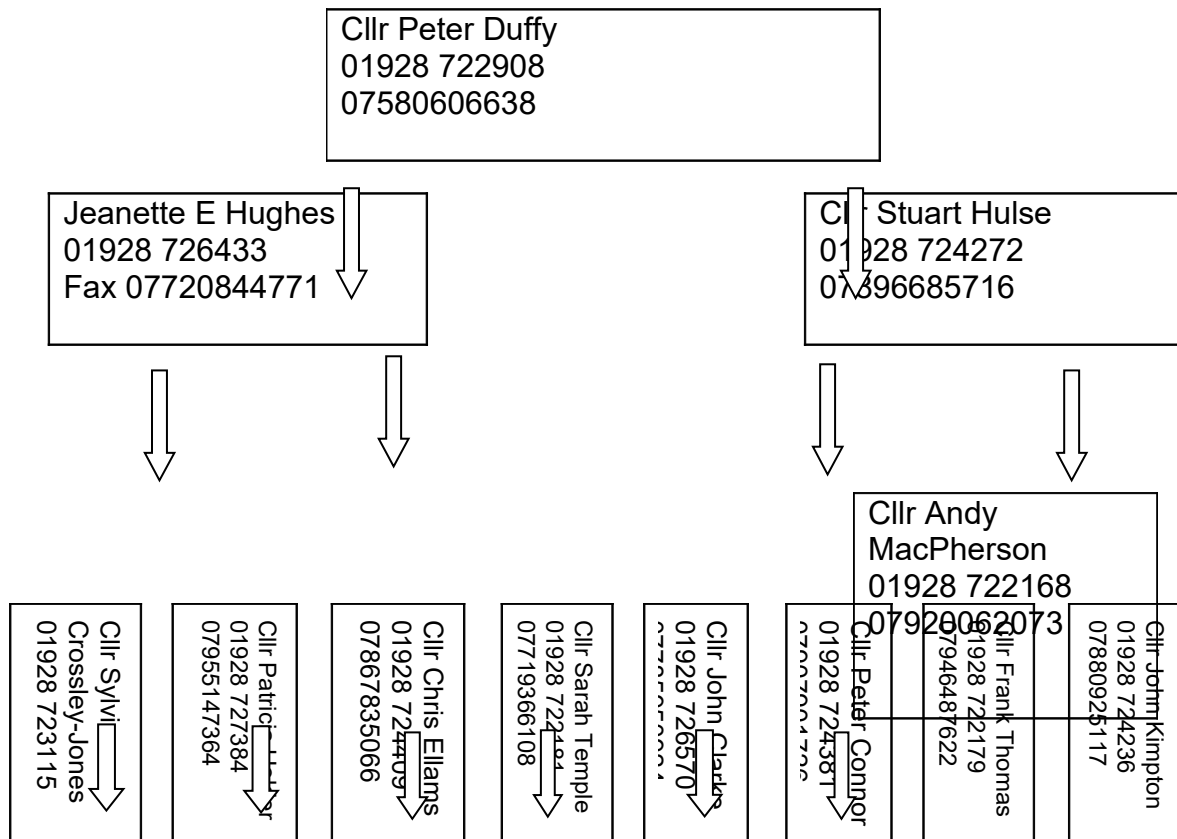
**to contact**

Mr. Brian Yorke 01928723676	Mr. Mike Culverhouse	Mr. Sofia. Store Manager Tesco 08456779860	Mrs. Pippa Randles 01928724775 07760371100
--------------------------------	-------------------------	---	---

**In the event of loss of communication  
the 1<sup>st</sup> Helsby Scouts HQ volunteers  
will also be contacted for their  
assistance**

# 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. When the Community Emergency Coordinator (CEC) is alerted he should contact the two Deputy CEC's by telephone (or if there are no telecommunications visit them if it is safe to do so). The Telephone tree should then be completed by contacting the individuals below them in the tree. Should an individual be unavailable the contactor will stand in and complete the missing persons list of contacts.



**Note:** In the event of a breakdown in communication using the telephone tree, Jeanette E Hughes – Parish Clerk is the nominated person assigned to ensure that all necessary information is passed on and the tree completed.

## List of Community Organisations

that may be helpful in identifying vulnerable people or communities in an emergency

# 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 West and Chester Emergency Planning Team to Helsby Parish council or to the Helsby Emergency Co-ordinator or his Deputy.</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 his discretion activate the "Telephone Tree" and emergency telephone tree.</p> <p>(4) Emergency Co-ordinator to set up a command post at Helsby Community Centre 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 Helsby command post.</p> <p>(6) Take appropriate action as requested by the Emergency Services and Emergency Planning Officers.</p> <p>(7) Consider if there is a need for a Community Emergency Meeting.</p>
<p><b>2</b> A telephone call from a member of the public direct to the Parish Council or Parish Councillor or resident.</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 contact made from a member of</p>	<p>(1) Take a detailed note of the nature</p>

<p>the public direct to Helsby Parish council or Parish Councillor or resident but no communication possible with emergency services or emergency planning team.</p>	<p>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” and emergency telephone tree.</p> <p>(4) Emergency Co-ordinator to set up a command post at Helsby Community Centre or, if that is not safe, at another appropriate building.</p> <p>(5) Emergency Co-ordinator will activate the 1<sup>st</sup> Helsby Scout HQ for communication and 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>(7) Consider if there is a need for a Community Emergency Meeting.</p>
--	---

# **Emergency action check list**

- **Dial 999 ensure the emergency services are aware of the emergency, follow any advice given**
- **Contact your Local Council (See contacts sheet)**
- **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**



# Community Emergency Meeting

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

## Contact List

Service/Role	Telephone Number	Website/email
--------------	------------------	---------------

<b>Emergency Services</b>	999	N/A
<b>Emergency Coordinator (Cllr Peter Duffy)</b>	01928 722908	Peter.duffy72@talktalk.net
<b>Deputy Emergency Coordinator (Parish Clerk- Jeanette E Hughes)</b>	01928 726433	helsbyparishcouncil@btconnect.com
<b>Deputy Emergency Coordinator (Cllr Stuart Hulse)</b>	01928 724272	
<b>Cheshire West and Chester Council</b>	0300 123 8123	<a href="http://www.cheshirewestandchester.gov.uk/">www.cheshirewestandchester.gov.uk/</a>
<b>Cheshire East Council</b>	0300 123 5500	<a href="http://www.cheshireeast.gov.uk">www.cheshireeast.gov.uk</a>
<b>Police HQ Frodsham Police Station</b>	101 01606 362543	<a href="http://www.cheshire.police.uk">www.cheshire.police.uk</a>
<b>Fire Service HQ</b>	01606 868700	<a href="http://www.cheshirefire.co.uk">www.cheshirefire.co.uk</a>
<b>NHS Direct</b>	0845 4647	<a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>
<b>EA Floodline</b>	0845 988 1188	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
<b><u>Doctors Surgeries</u></b>		
<b>Helsby and Elton Practice</b>	01928723676	Lower Robin Hood Lane Helsby
<b>Frodsham Medical Practice</b>	01928732110	2 Princeway, Frodsham
<b>The Knoll Surgery</b>	08444773936	2 Princeway, Frodsham
<b><u>Churches</u></b>		

<b>St Pauls Church Parish Room</b>		Rest Centre/safe place
<b>Methodist Church Hall</b>		Rest Centre/safe place
<b>Schools</b>		
<b>Helsby High School, Chester Road, Helsby</b>		Rest Centre/safe place
<b>Hillside Primary School</b>	<b>Mr Richardson Head teacher</b>  01928722991	Rest Centre/safe place
<b>Hornsmill Primary School</b>		Rest Centre/safe place

# DRAFT COMMUNITY EMERGENCY GROUP FIRST MEETING AGENDA

## *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
- Non-English-speaking people
- 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 Cheshire West and Chester Council in the event of an evacuation**

*(Use this space to record details of the actions you can take to help your local authority if an evacuation is necessary in your community)*

# Emergency log sheet

Date	Time	Information/Decisions/Actions	Initials

# **Scenario One**

## **The incident:**

There is a gas explosion at Number 13 Any Street, Helsby at 2pm on Friday afternoon.

Any Street is comprised of terraced housing. The Police, Ambulance Service and the Fire Brigade have attended and are dealing with the incident. Due to the number of casualties, the amount of damage and the potential danger posed by the properties adjacent to 13 Any Street, the Police have declared this occurrence a Major Incident. The Emergency Services have activated the Helsby Emergency Plan via the Emergency Co-ordinator.

## **The response by the Emergency Co-ordinator:**

(1) The Emergency Co-ordinator will take a detailed note of the nature of the emergency, inform the caller that a rest/recovery station will be set up in the Helsby Community Centre and record any request for any further immediate assistance. An Emergency Log Sheet is commenced and the call is logged.

(2) A direct telephone number of the caller is obtained and logged.

(3) The Emergency Co-ordinator shall activate the "Emergency Contact Team Telephone Tree" and the "Parish Councillors Telephone Tree".

(4) Emergency Co-ordinator to set up a Rest/Recovery Centre and a command post at Helsby Community Centre or, if that is not safe, at another appropriate building.

(5) Inform Emergency Services and Emergency Planning Officers that the Helsby Rest/Recovery Centre and command post is in operation and give the location and contact numbers

(6) Take appropriate action as requested by the Emergency Services and Emergency Planning Officers.

(7) Consider if there is a need for a Community Emergency Meeting and consider a venue.

## **Response by the Emergency Contact Team:**

*Helsby Community Centre – Mr. Mike Culverhouse*

This will be the primary location for a Rest/Recovery Centre and command post. Mr. Culverhouse will be informed and will contact the appropriate personnel to inform them that the Emergency Plan has been activated and the Community Centre is to be used as a Rest/Recovery Centre and Command Post for the foreseeable future. It is unlikely that the Centre will be required

after a 24 hour period but this will be governed by the Emergency Services and their requirements.

*Helsby and Elton Medical Centre – Mr. Brian Yorke*

Mr. Yorke will be informed and will immediately alert the appropriate personnel – Doctors and nurses – of the activation of the Emergency Plan. It is anticipated that any seriously injured members of the public will be conveyed to hospital or treated by the Ambulance Service. However, the medical practice has stated that it has the medical capability to deal with any minor cuts or bruises and can give assistance to any member of the public that attends the Community Centre and develops more serious symptoms until the Ambulance Service can attend. Enquiries will be made with the Medical Centre as to any concerns they may have for particularly vulnerable residents and how the volunteers at the Community Centre can assist.

*Woman's Institute (WI) – Mrs Pippa Randles*

Mrs Randles will be informed and will co-ordinate the attendance of members of the WI to assist in administering (tea, coffee and biscuits) to the members of the public directed to the Community Centre by the Emergency Services.

*Tesco – Mr. Khosrow Sofia – Store Manager*

Mr. Sofia will be informed and has agreed to provide tea, coffee and biscuits for the members of the public directed to the Community Centre by the Emergency Services. A member of the Parish Council will be despatched to obtain the provisions and take them to the Community Centre.

*Helsby Parish Councillors*

On being informed by the "Parish Councillors Telephone Tree" the councillors should make their way to the Helsby Community Centre to assist with setting up of the Rest/Recovery Centre and the Command Post. A Councillor will be detailed to obtain the provisions from Tesco's. Further duties by the councillors will be actioned from the Emergency Log Sheet as directed by the Emergency Services or Emergency Planning Team in relation to any further immediate assistance



## **Scenario Two**

### **The incident:**

There is a gas explosion at the Shell Company at 2pm on Friday afternoon. Unfortunately, all their one thousand safety protocols have failed and as well as causing damage and injury at the site, parts of Helsby Village have been affected and all communications (mobile and land line) have been knocked out.

The Police, Ambulance Service and the Fire Brigade have attended and are dealing with the incident. Due to the number of casualties, the amount of damage and the potential danger posed by the properties in the Helsby area Street, the Police have declared this occurrence a Major Incident. The Emergency Services have activated the Helsby Emergency Plan via the Emergency Co-ordinator.

### **The response by the Emergency Co-ordinator:**

- (1) The Emergency Co-ordinator will take a detailed note of the nature of the emergency, inform the person making contact that a rest/recovery station will be set up in the Helsby Community Centre. An Emergency Log Sheet is commenced and the contact is logged.
- (2) The emergency services will be informed that any further request for assistance should be made through the 1st Helsby Scout HQ, which has radio communication and the radio frequency passed to them and logged on the Emergency Log Sheet. Contact between the Helsby Community Centre and the 1<sup>st</sup> Helsby Scout HQ will be by hand held radios supplied by the Scout HQ.
- (3) The Emergency Co-ordinator shall activate the "Emergency Contact Team Telephone Tree" (including the 1<sup>st</sup> Helsby Scout HQ) and the "Parish Councillors Telephone Tree". In view of the communications problems personal contact will have to be made.
- (4) Emergency Co-ordinator to set up a Rest/Recovery Centre and a command post at Helsby Community Centre or, if that is not safe, at another appropriate building.
- (5) Inform Emergency Services and Emergency Planning Officers that the Helsby Rest/Recovery Centre and command post is in operation and give the location and contact numbers
- (6) Take appropriate action as requested by the Emergency Services and Emergency Planning Officers.
- (7) Consider if there is a need for a Community Emergency Meeting and consider a venue.

### **Response by the Emergency Contact Team:**

#### *Helsby Community Centre – Mr. Mike Culverhouse*

This will be the primary location for a Rest/Recovery Centre and command post. Mr. Culverhouse will be informed and will contact the appropriate personnel to inform them that the Emergency Plan has been activated and the Community Centre is to be used as a Rest/Recovery Centre and Command Post for the foreseeable future. It is unlikely that the Centre will be required after a 24 hour period but this will be governed by the Emergency Services and their requirements.

#### *Helsby and Elton Medical Centre – Mr. Brian Yorke*

Mr. Yorke will be informed and will immediately alert the appropriate personnel – Doctors and nurses – of the activation of the Emergency Plan. It is anticipated that any seriously injured members of the public will be conveyed to hospital or treated by the Ambulance Service. However, the medical practice has stated that it has the medical capability to deal with any minor cuts or bruises and can give assistance to any member of the public that attends the Community Centre and develops more serious symptoms until the Ambulance Service can attend. Enquiries will be made with the Medical Centre as to any concerns they may have for particularly vulnerable residents and how the volunteers at the Community Centre can assist.

#### *Woman's Institute (WI) – Mrs Pippa Randles*

Mrs Randles will be informed and will co-ordinate the attendance of members of the WI to assist in administering (tea, coffee and biscuits) to the members of the public directed to the Community Centre by the Emergency Services.

#### *Tesco – Mr. Khosrow Sofia – Store Manager*

Mr. Sofia will be informed and has agreed to provide tea, coffee and biscuits for the members of the public directed to the Community Centre by the Emergency Services. A member of the Parish Council will be despatched to obtain the provisions and take them to the Community Centre.

#### *Helsby Parish Councillors*

On being informed by the "Parish Councillors Telephone Tree" the councillors should make their way to the Helsby Community Centre to assist with setting up of the Rest/Recovery Centre and the Command Post. A Councillor will be detailed to obtain the provisions from Tesco's. Further duties by the councillors will be actioned from the Emergency Log Sheet as directed by the Emergency Services or Emergency Planning Team in relation to any further immediate assistance

The 1<sup>st</sup> Helsby Scout HQ.

In the event of loss of communications by mobile and land line the 1st Helsby Scouts HQ would become the means of communication by way of radio. The HQ has an antenna, and in the event of a major incident the radio amateur volunteers will bring their equipment to the HQ.

Within the scout group they have hand held radios that are used under the Scout Association Licence and will be available for communication with the Helsby Community Centre.

The following additions assets of the Scout HQ should be considered during any emergency situation:

- The Scout HQ that can safely accommodate 60 to 90 persons daytime and sleep approx. 50 persons.
- The HQ has toilet facilities and a kitchen.
- Tentage ranging from large communal tents down to 2 man tents - As a quick estimate I think we could easily shelter 100 people in modern tents and if we used the traditional style tents we own at least another 50people. The Scout HQ is sited on the Helsby Parish field and therefore land is available to erect the tents, if required.
- Portable cooking facilities (Cookers, Gas Fridges, Gas Burco Boilers etc.) that could easily feed 100 people (Gas Bottles are held in Frodsham) Benches and Tables, dishes, pans etc.
- The Scouts have a leadership team who are very capable a resourceful and experienced in producing large quantities of food efficiently.

A list of volunteers will be produced by the Leadership Team.