

Community Emergency Plan

Helston



This Plan is next due for review in March 2021

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Glossary and Abbreviations

Acronym/Term	Meaning
CC	Cornwall Council
CEP	Community Emergency Plan
CERT	Community Emergency Response Team
EAP	Emergency Assembly Point
HLS	Helicopter Landing Site
HTC	Helston Town Council
ICP	Incident Co-ordination Point

1.0 Introduction

The Emergency Services, Local Authorities, Utilities and Voluntary Agencies deal with all major emergencies in a combined response. In extreme conditions such as heavy snow and flooding, there is a possibility that the Emergency Services may not be able to reach the scene immediately.

In such circumstances, the initial response and continued assistance may rely partly or entirely on local people.

A CEP provides a prepared and tested response to such situations. Additionally, it can be used to ease the load on organisations when a widespread situation occurs: bad weather or the loss of essential services such as power or the resupply of food. This CEP is designed to cater for localised events within the town and those covering a broader geographical area of the town. Assistance may only be required for the short period but some may necessitate involvement for a number of days.

An emergency/major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury or disruption to the community. This will include damage to property or to the environment on such a scale that the effect cannot wholly be dealt with by the Emergency Services, Local Authorities and other organisations as part of their everyday activities.

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

This CEP has been developed to provide resilience for the community in Helston. It is designed to be flexible both in its magnitude of response and its duration. It aims to be pro-active and re-active and covers the following stages of an emergency or major incident:

- Pre-event
- Early stages of an event
- Longer-term support

Nothing in this document should prevent the reader from acting with their best judgment. Whilst a plan can assist in dealing with a situation, it is the people on scene that have the latest and most accurate information and as such should not let this document stand in the way of doing what is in the best interests of the community.

1.1 Aim

The aim of this plan is to increase resilience within the local community through developing a robust, co-ordinated approach that compliments the plans of responding agencies.

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 and establishments in the community
- Identify community resources available to assist during an emergency
- Provide key contact details for the CERT, key community resources, the Emergency Services and Local Authorities
- Provide information and assistance to the Emergency Services upon their arrival and throughout the event

1.3 Types of Emergencies

Types of potential emergencies that may impact the community include but are not limited to:

- Flooding and Severe weather events
- Sustained electricity, water or gas failure
- Road and aircraft accidents
- Fire and explosions, gas leaks and building collapses
- Hazardous vapour release
- Acts of terrorism
- Disease

2.0 How to Use this Document

The responses to most of the emergency and major incidents will be similar in nature and use many of the same assets. As such the first part of this document outlines what are considered to be generic elements of the CEP. Consider the contents of this document, a set of tools to be used as necessary for the particular emergency or major incident. The Annexes contain the fine detail such as contact lists, community resources and communications.

To give as much exposure as possible to the CEP, two distribution lists will be used. The general distribution list will receive a redacted version of the CEP document (without most Annexes). The restricted distribution list will receive the full CEP document. A copy of the redacted document will be published on the Town Council website.

3.0 Activation Procedure

Activation of the Helston CEP will normally be achieved by consultation and agreement of at least 3 members of the CERT. When a decision is made to activate the plan, CERT should muster at the ICP designated by those activating the plan. This will normally be the primary ICP. Activation of the plan will be publicised via local radio and should time allow, the local press. Whilst the plan is in operation, those requiring local assistance should call the relevant ICP number at paragraph 5. Should you need emergency assistance, always call 999.

Follow the activation guidelines at Annex A.

4.0 Community Emergency Response Team

Name	Email/Mob/Home/Address
Dave Potter	d.potter@helston-tc.gov.uk M: 07971 848442 H: 01326 562632 49 Church Street, Helston, TR13 8NJ
John Martin	j.martin@helston-tc.gov.uk john.martin@cornweallcouncillors.org.uk M: 07494 687288 H: 01326 560921 155 Pendeen Park, Helston, TR13 0SL
Mike Thomas	m.thomas@helston-tc.gov.uk mike.thomas@cornwallcouncillors.org.uk M: 07879 277343 54 Nanscober Place, Helston, TR13 0SP
Tim Grattan-Kane	t.grattan-kane@helston-tc.gov.uk M: 07747 866201
Miles Kenchington	m.kenchington@helston-tc.gov.uk M: 07903 442239 H: 01326 561056 14 Tremenheere Avenue, Helston, TR13 8SY
Gillian Geer	g.geer@helston-tc.gov.uk H: 01326 554330 4 Meneage Street, Helston, TR13 8AB
Nicola Boase	n.boase@helston-tc.gov.uk H: 01326 573200 11 Cross Street, Helston, TR13 8NQ
Chris Dawson	townclerk@helston-tc.gov.uk
Katie Best	admin@helston-tc.gov.uk
Tracey Fuller	
Richard Haycock	

5.0 Incident Co-ordination Points

- Primary ICP: Fire Station: Tel No. 07891 530156
- Secondary ICP: The Guildhall: Tel No. 01326 572063
- Tertiary ICP: Methodist Church: Tel No. 01326 572303

Upon arrival of the Emergency Services, a nominated member of CERT should act as liaison and provide a copy of the CEP. They should also be available to provide local knowledge.

6.0 Evacuation Assembly Points

The aim of all EAPs is to provide the public with a short-term refuge. They are capable of providing hot drinks, food and information. The primary EAP is also capable of serving as a Rest Centre with emergency accommodation for up to 200 people. Each EAP will have a team to run the facility and information regarding set-up and operation are at Annex G.

The following are designated as EAPs:

- Primary: Central Methodist Church
- Secondary: Culdrose Community Centre
- Tertiary: Catholic Church

7.0 Helicopter Landing Sites

These facilities will only be used following liaison between the Emergency Services and the Marine & Coastguard Agency SAR.

A number of areas that are suitable for use as emergency HLSs have been identified. These are: School fields, sports pitches, bowling green (for town centre)

HLS use is to be determined by the Emergency Services and the Marine & Coastguard Agency SAR, taking into account details of the incident.

8.0 Volunteer Network

This is an essential element of the Community Emergency Plan as it can be used to reassure and assist at many levels of an event. This might be as a result of a major incident directly affecting Helston or a weather event in the region that has put a strain on the Emergency Services. This network enables members of the community to be reached, despite adverse weather conditions. Teams located around the town will operate in their immediate area as directed by the CERT. Details of each team can be found at Annex H.

9.0 Key Information

The Annexes to this document provide procedural guidelines and contact details for individuals and organisations that may be required once the plan is activated.

Annex A:	Householders Self Help
Annex B:	Emergency Action Check List
Annex C:	Contact List
Annex D:	Community Resources
Annex E:	Communications
Annex F:	Maps of the Community
Annex G:	Establishment and Operation of the EAP
Annex H:	Volunteer Network

10.0 Plan Maintenance

The CEP will be reviewed in March. It will also be reviewed, as part of a wash-up should the plan be activated.

The CEP is only as robust as its accuracy and everyone involved is asked to inform Helston Town Council should they become aware of changes to or have suggestions relating to the CEP:

HTC Tel: 01326 572063

Email: townclerk@helston-tc.gov.uk

A full review of the CEP will be carried out in March when a check of contact numbers will be conducted.

The latest version of the redacted document (**including Annex A only**) will be published on the Helston Town Council website. This will include all amendments since the last distributed version. The plan will be re-distributed after each annual full review.

Annex A

Householders Self-Help

Emergencies can affect the community with little or no notice. Being prepared can help reduce the effects on you and your family's life. It can also reduce the need for help from others and enable you to support the vulnerable in our community.

Disruption to essential services such as water and electricity, to regional and national travel and telecoms are all ways an emergency can affect our everyday lives.

Complete the following section and keep the plan in a safe place that all members of your household can easily access.

If you are not directly involved in an incident and your home is a safe place, in most cases the advice is:

GO IN, STAY IN, TUNE IN

Station	Frequency	Website
BBC Radio Cornwall	95.2 or 103.9 FM	bbc.co.uk/radiocornwall
Pirate FM	102.2 or 102.8 FM	piratefm.co.uk
Heart Cornwall	105.1 or 107.0 FM	heart.co.uk/cornwall
Coast FM	96.5 or 97.2 FM	coastfm.co.uk
Helston Packet		falmouthpacket.co.uk/news/helston
Helston Advertiser		helstonadvertiser.co.uk
Cornwall Live		Cornwalllive.com/all-about/helston

The primary media outlet for passing information whilst the CEP is active will be Radio Cornwall. Updates will also be passed using the HTC Twitter and Facebook accounts.

Inform the rest of your family or housemates

Household Contact Details		
Name	Mobile	Work

Household Contact Details		
Name	Mobile	Work

If you are evacuated, is there somewhere you can go? Friends or family?

If you cannot contact each other, where should you meet/or who should you leave a message with?

Who will be responsible for picking up the children from school? (If applicable)

How do you turn off the following? Who is responsible?	
Electricity	
Gas	
Water	

Key Contact Numbers

Useful Telephone Numbers			
Emergency Services	999	Doctor's Surgery	
NHS Non-emergency	111	School	
Police Non-emergency	101	Home Insurance	
Cornwall Council	0300 1234 100		
Helston Town Council	01326 572063		

Create an Emergency Box

Be prepared. Creating an emergency box will help you locate essential items quickly in an emergency.

Suggested include:

- Torch and Spare Batteries
- Battery powered radio and spare batteries
- Candles and matches
- First Aid Kit
- Toiletries
- List of useful contact numbers
- A copy of this plan

If unable to leave your home, you should have:

- Bottled water
- Bottle/Tin Opener
- Ready to eat food (tinned)

Ensure your car is equipped with:

- Bottled water
- Torch and spare batteries
- Mobile phone
- Blankets and warm clothing
- Spade

If you are in a position where you are able to offer help to your community, start by checking that your neighbours are safe and well.

Name	Address	Telephone Nos.

Useful Websites	
Cornwall Council	http://www.cornwall.gov.uk
Helston Town Council	http://www.helston-tc.gov.uk/Home_1.aspx
BBC Cornwall	http://www.bbc.co.uk/news/england/cornwall
BBC Radio Cornwall	https://www.bbc.co.uk/radiocornwall
National Flood Forum	https://nationalfloodforum.org.uk
Central Government	https://www.gov.uk/prepare-for-flooding/future-flooding

Individuals and families are encouraged to have their own sand, sandbags and polythene sheets to help protect their properties from flooding. **You are also encouraged to attend Community Flood Workshops where further advice will be given.**

Notes:

