

Roche

Community Emergency Plan

Date of Plan 11th December 2023

This Plan is next due for review on 11th December 2024

Supported by



If an emergency occurs your first action should always be to contact the emergency services by dialling 999.

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THE COMMUNITY EMERGENCY PLAN

1 Introduction

- 1.1 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.
- 1.2

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.

1.3

This plan has been developed to provide resilience for the community in the pre-event phase or early stages of an emergency.

All major emergencies are dealt with by the Emergency Services, Local Authorities, Utilities and Voluntary Agencies 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 may rely entirely on local people.

This Community Emergency Plan will help our community prepare for an emergency and minimise its impact should they be affected.

- 1.4 Communities have access to people or resources that allow them to respond to specific incidents that may affect a particular locality. Details of the role these people may play and how they will be contacted are included in our Community Emergency Plan.

2 Aim

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

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
- 2.3
- 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.

Review of the Plan

This plan will be reviewed and exercised annually.

3. Activating the Community Emergency Plan

- 3.1 When an emergency is anticipated, or occurs, the cascade call out list as at Appendix 3 is to be activated. The lead individual will identify the most appropriate location to base the emergency co-ordination point. Potential locations are identified at Appendix 2

- 3.2 Once the co-ordination centre has been identified, the statutory services will be informed in order they may establish their own command posts as required.

The Plan activation check list is attached at Appendix 4

- 3.3 All information, actions and decisions will be recorded on the incident record sheets as shown at Appendix 5. These records will be retained as required.

Emergency Incidents

- 3.5 Emergency incidents can take many forms, this plan has identified the most likely incidents to affect Roche and those are attached as appendices. The list is not exhaustive and will be reviewed as part of the annual process, particularly in the light of any developments in and around the parish.

The plan has also considered those emergency and contingency plans held by Cornwall Council. Those are referred to at Appendix 2

PLAN DISTRIBUTION

Community Emergency Plan
Co-ordinator/Plan Author:

Julie Burdon – Parish Clerk

Distribution List:

NAME	ADDRESS	CONTACT NUMBER	EMAIL ADDRESS
Dan Inch (Chairman)	3 Tregarrick Road Roche, St Austell. PL26 8FF		Dji173@hotmail.co.uk
Graham Rowe (Vice-Chairman)	Penvellyn, Tremodrett, Roche, St Austell. PL26 8LP	01726 892459 07527270735	gra1960@hotmail.co.uk
Michael Edyvean	Misha, 34 Fuller Tre Close, Roche, St Austell. PL26 8JL	07775 828815	mredyvean@outlook.com
Sharon Tippett	57 Tremodrett Road, Roche, St Austell. PL26 8JA	01726 891130 07837337026	shartippett@aol.com
Allison King	The Gatehouse, Tregoss, Roche, St Austell. PL26 8NE		alliking@hotmail.co.uk
Paul Kent	Springfield Farm, Rosemellyn, Roche, St Austell. PL26 8LB		mpkent77@googlemail.com
Bob Kretowicz	47 St. Michaels Way, Roche, St. Austell. PL26 8FG		bobkz@btinternet.com
Dave Yelland	3 Fore Street, Roche, St Austell. PL26 8EP	01726 891132 07949 920420	daveyells@gmail.com
Hannah Retallick	7 Finsbury Rise, Roche, St Austell. PL26 8FN	07864 368174	hannah.retallick@outlook.com
Matthew Taylor	The Old Rectory, Fore Street, Roche, St Austell. PL26 8EP		taylormojom@parliament.uk
Lorraine Harrison	31 St. Michaels Way, Roche, St Austell. PL26 8FG		Lozzer79@outlook.com
Julie Burdon	Rocholme, 1 Treburdon Drive, Roche, St Austell. PL26 8QB	01726 890983 07899 718000	clerk@rocheparishcouncil.gov.uk

LIST OF COMMUNITY ORGANISATIONS

To assist Community with the plan and in its response to emergencies

Name of Organisation	Address of Organisation	Contact telephone No	Email
Rock Inn	37 Fore Street, Roche, St Austell	01726 890710	
Roche Pebbles Childcare Centre	Roche Learning Village Partnership, Fore Street, Roche, St Austell. PL26 8EP	01726 891597	enquiries@gmail.com
Brannel School	Rectory Road, St. Stephen, St Austell. PL26 7RN	01726 822285	enquiries@brannel.com
Bodmin College	Lostwithiel Road, Bodmin. PL31 1DD	01208 72644	secretary@bodmincollege.co.uk
Clays Practice	Victoria Road, Roche, St Austell. PL26 8JF	01726 890370	
Coop	Central Corner, Roche, St Austell. PL26 8JF	01726 890213	
Cornwall Services	Victoria, Roche, St Austell. PL26 8UF	01726 891406	welcome@cornwall-services.com
Hollies Nursing Home	1 Tremodrett Road, Roche, St Austell. PL26 8JA	01726 870402	
Poltair School	Trevarthian Road, St Austell. PL25 4BZ	01726 870402	Secretary@poltair.cornwall.sch.uk
Roche Pharmacy	Fore Street, Roche, St Austell. PL26 8EP	01726 891639	
Roche School	Fore Street, Roche, St Austell. PL26 8EP	01726 890323	secretary@roche.cornwall.sch.uk
Victoria Inn	Victoria Road, Victoria, Roche, St Austell. PL26 8LQ	01726 890207	cornwallpub.co.uk
Bugle CP School	Fore Street, Bugle, St Austell. PL26 8PD	01726 850420	Secretary@bugleschool.org.uk
Whitemoor CP School	Crown Road, Whitemoor, St Austell. PL26 7XQ	01726 822274	secretary@whitemoor.org.uk
Doubletrees School	St Blazey Gate, St Blazey, PL24 2DS	01726 812757	enquiries@doubletrees.org.uk

ROCHE COMMUNITY EMERGENCY PLAN 2023

Mencap House Supported Living			
Travel Lodge	Victoria Inn, Victoria Road, Roche, St Austell. PL26 8LQ	871 984 8484	
W A Allen & Son	Cleegers, Roche, St Austell. PL26 8ND	01726 890337	Wa-allen@btconnect.com

Emergency Action Check List

Action		Complete
1	Where an emergency is possible or anticipated monitor the situation and warn the plan co-ordinators and community as appropriate. Be prepared to respond urgently.	
2	<p>Inform the emergency services using the pneumonic M/ETHANE</p> <p>Major incident declared?</p> <p>Exact location.</p> <p>Type of incident.</p> <p>Hazards present or suspected.</p> <p>Access – routes that are safe to use.</p> <p>Number, type and severity of casualties.</p> <p>Emergency services present and those required.</p>	
3	Inform Cornwall Council	
4	Record the information, decisions, and actions on the Incident Record Sheet.	
5	Contact all co-ordinators and resource providers as appropriate.	
6	Call a community meeting if circumstances permit.	
7	Ensure effective liaison and consultation with emergency services throughout the event/incident.	

ACTIVATING THE COMMUNITY EMERGENCY PLAN (Appendix 4)

5 Notification of an emergency

- 5.1 Notification of an emergency may come from various routes, from the emergency services, local authority, and local media or from the community itself. This plan shows the procedure in place to record details of any incident and activate this emergency plan.
- 5.2 Whenever an emergency is brought to the attention of the community, the plan will be activated by one of the plan co-ordinators, highlighted below. Full activation may not be required but the co-ordinator will record information and decisions on the Incident Record Sheet. It may be necessary to inform other agencies, contact details are as shown at Appendix 3

6 Coordinators

- 6.1 On receiving notification of an incident or major emergency affecting the community, the Emergency Coordinator should contact those people identified to help respond.

The following people have been identified to co-ordinate the local response:

NAME	TELEPHONE NUMBER	MOBILE NUMBER
John Wood	01726 891393	07817 420701
Graham Rowe	01726 892459	07527 270735
Brian Higman	01726 891887	07977 546482
Julie Burdon	01726 890983	078997 18000

7 Assembly point for Coordinators to meet at when first activated

7.1 All Coordinators will meet at:

Roche Victory Hall and Social Club

15 Victoria Road
Roche
St Austell
Cornwall
PL26 8JF

01726 890793

rochevictoryhallsocialclub@hotmail.co.uk

7.2 In the event that the above location is inaccessible the following will be used:

Roche Football Club

Trezaise Road
Roche
St. Austell
Cornwall
PL26 8HD

01726 890718

COMMUNICATION (Appendix 3)

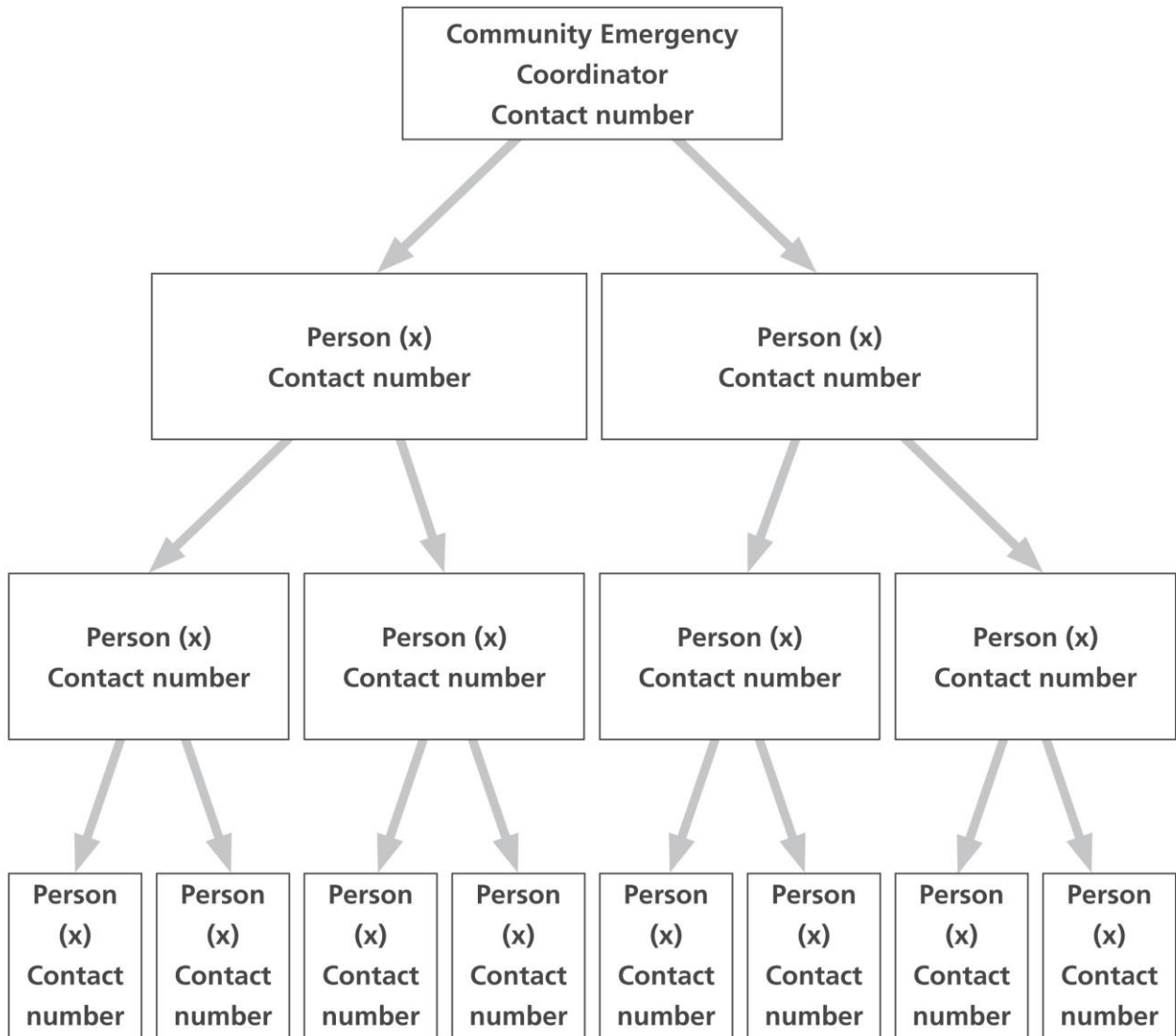
In an emergency it is important to ensure that our community is kept informed both during and after an event. To make this effective this plan uses a cascade system with named people taking responsibility for notifying others, who in turn notify further members of the community.

The cascade system is shown below.

NAME	NOTIFYING	CONTACT DETAILS
Initiator Daniel Inch	<ol style="list-style-type: none"> 1. Police – if not called 2. Clays Practice Roche 3. Roche School 4. Roche Parish Clerk 5. Roche Victory Hall 6. Rock Inn 	<ol style="list-style-type: none"> 1. 999 2. 01726 890370 3. 01726 890323 4. 01726 890983 5. 01726 890793 6. 01726 890710
Initiator 2	<ol style="list-style-type: none"> 1. Parish Council and Village Facebook pages (Clerk) 2. Coop - Roche 3. Is there a pupil's webpage? 	<ol style="list-style-type: none"> 1. 01726 890983 2. 01726 890213 3. 01726 890323
Initiator 3 Roche Parish Clerk	<ol style="list-style-type: none"> 1. Cornwall Councillor Peter Guest 2. Roche Parish Council Chairman – Daniel Inch 3. Cricket Club – Roche Sport Club 4. Victoria Inn 5. Cornwall Services x 2 	<ol style="list-style-type: none"> 1. 07947 826627 2. 07920790557 3. 01726 890718 4. 01726 890207 5. 01726 891406
Initiator 4 Daniel Inch	<ol style="list-style-type: none"> 1. Michael Edyvean 2. Graham Rowe 3. PJI Security Services 	<ol style="list-style-type: none"> 1. 01726 891188 4. 01726 891459 5. 07860 577067
Initiator 5 Ruth Frost, Kevon, Tremodrett 01726 892810	<ol style="list-style-type: none"> 1. BBC local Radio 01872 275421 2. Pirate FM 3. St. Austell Radio 4. Pebbles 5. Roche Pre-School Group 	<ol style="list-style-type: none"> 1. 01872 222222 2. 01209 315613 3. 01726 65566 4. 01726 891597 5. 01726 890793

Sample 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.



Remember should the next person on the cascade not answer carry on down the tree until enough people are informed to assist.

RESOURCES WITHIN THE COMMUNITY

A list of persons or organisation who may have access to resources or equipment to assist during an emergency is as shown below.

Resource available	Contact	Contact Number	24hr contact number
Tractors	Brian Higman	07977 546482	01726 891887
Heavy Lifting Equipment & Tractors, trailers, farm equipment	Mike Morcom Mark Allen Chris Hopper	07768 914673 07831 384756 07841 902481	
4 Wheel Drive Transport	Paul Fenton John Wood Malcolm Frost Mike Morcom	01726 890091 01726 891393 07768 914673	07840 488516 07817 420701
Generators	Andrew Thomas	01726 890930	07831 496461
Medical Clays Practice	Sarah Hearl	01726 890370 01726 892070	Not for publication
Food & Water (Coop)		01726 890213	
General Transport taxi or bus			
Accommodation	Victoria Travelodge		
Chainsaws			
Welding Equipment	Steve Udy Martyn Udy (Victoria)	07836 297891	
Ladders	SPC Roofing		
Builders	Wayne Kendall	(Ask Clerk)	
Carpenter	Justin Oxenham	(Ask Clerk)	
Pro-Lift	Martyn Udy (Victoria)	07836 297891	
Cutting Equipment	Martyn Udy (Victoria)	07836 297891	

SKILLS WITHIN THE COMMUNITY

Within the community there are individuals and groups who may be able to assist in cases of emergency. This may be through specialist knowledge or skills. Such known persons are as shown.

Name	Profession/Skill	Contact number	24hr contact number
Mr J Green	Retired Police Officer	077134 85575	Same
Miss Dale	Care For Elderly	01726 891456	Same
Fiona Rawlings	Rock View Vets	01726 890887	
Irene Northey	Over 55 Club – Refreshments	01726 891188	Same
R Bunt & Son	Funeral Directors	01726 822218	
Ken Newcombe	Funeral Directors	01726 75869	
Paul Bourton	Funeral Directors		
Nurse – Cally-Ann Nurse – Tricia Simpson Nurse – Allison King	Nurse Nurse Nurse	 07795 663661	
	Fire	999	
Doctors – 01726 890370	Sarah Hearl (Practice Manager)	01726 890370	
Nurse	Allison King (Nurse)	07795 663661	
Steve Harries	1 st Responder and Chair of Clays Patient Participation Group		

LOCAL HAZARDS

Local areas are prone to particular hazards which are best known to the local people and best identified by them.

Some of these known risks are as shown. Other risks are highlighted to assist co-ordinators in taking appropriate actions.

HAZARD	LOCATION Map reference	
Gas Bottles	Next to Chinese Takeaway	
Flats	Above Kebab Takeaway	
Electric Sub-Station	Tremodrett Road	
BT Telecom Sub-Station	Tremodrett Road	
Fish & Chip Shop	Fore Street	
Fuel Stations	Victoria	
Gas Main	Flo Gas	
Gas Tanks	Bulk tanks for properties in Finsbury Rise	

VULNERABLE GROUPS IN THE COMMUNITY

Record here those vulnerable groups in the community that may require additional or specific assistance in the event of an emergency. This could include groups such as elderly persons care homes, schools, special schools, special homes, care in the community hostels and residential homes.

NAME OF GROUP	ADDRESS	CONTACT NUMBER	DETAILS OF ANY SPECIFIC REQUIREMENTS
The Hollies	1 Tremodrett Road, Roche, St. Austell, PL26 8JA	01726 870402	Specialist care if moving residents to safe location.
Pebbles Nursery	RLVP, Fore Street, Roche, St. Austell, PL26 8EP	01726 891597	
Roche Pre-School	Roche Victory Hall Social Club, 15 Victoria Road, Roche, St. Austell, PL26 8JF	01726 890793	
Clays Practice	Victoria Road, Roche, St. Austell, PL268JF	01726 890370	
Marshall Close – Old People	Marshall Close, Roche, St. Austell	N/A	
Pentre Close – Old People	Pentre Close, Roche, St. Austell	N/A	
Roche CP School	Fore Street, Roche, St. Austell, PL26 8EP	01726 890323	
Disabled Residents		N/A	

TEMPORARY EVACUATION POINT/S

Record here details of accommodation that would be suitable for persons, including casualties, requiring temporary shelter until help arrives e.g., halls, hostels, churches etc. Local authority premises, schools, leisure/community/day centres will be opened by the local authority as appropriate.

Please refer to **Appendix 2** for guidance on identifying appropriate premises that could be used as a temporary evacuation point.

Key Holders Name	Address	Telephone Number	Mobile Number	Email Address
Clare inch	Roche Victory Hall 15 Victoria Road Roche St Austell Cornwall PL26 8JF	01726 890793	07876 405185	
Jo Dunn	Roche Football Club Trezaise Road Roche St Austell Cornwall PL26 8HD	01726 890718		
	Roche School	01726 890323		
	Roche Church	01726 822317		
	Roche Chapel	01726 61341		

SUPPORTING ORGANISATIONS CONTACT DETAILS

Community Emergency Contact numbers

Name / Contact	Role	Daytime contact number	24hr contact number
Emergency Services		999	999
Local GP Surgeries	Medical	01726 890370	
Cornwall Council	Council		
Environment Agency	Floodline	0845 988 1188	
Environment Agency	Incident Hotline	0800 807060	0800 807060
NHS Direct		0845 4647	0845 4647
Utility companies			
Roche Pharmacy	Chemist	01726 891639	

INCIDENT LOG (Appendix 5) (Nature of incident)

NAME DATE SHEET No.

No.	Time	Name	Information	Done

Appendix 2 –

TEMPORARY EVACUATION POINTS

Buildings Information

These are temporary places of safety for short periods of time until external help arrives.

Cornwall Council Emergency Management Service maintains a list of appropriate locations and will be consulted at the earliest opportunity.

Location Information			
Name of Building:	Roche Victory Hall & Social Club		
Address of Building: Including postcode (and grid reference if known)	15 Victoria Road Roche St Austell Cornwall Postcode: PL26 8JF Grid ref:		
Telephone Number:	01726 890793		
Fax Number:	No		
Is it accessible by car?	Yes		
Is it accessible by bus?	Yes		
No. of car parking spaces:	100		
Building Information			
Maximum Capacity:	350		
Number of Rooms:	1 Hall 1 Club		
Any potential sleeping areas?(if bedding were to be provided)	Yes		
Wheelchair Access:	Yes		
Number of toilets:	Male 2 Female 2 Unisex 0 Disabled 2		
Bath / Shower-rooms:	No <input type="checkbox"/>		
Kitchen:	Facilities: Oven, Fridge, Heat Lamps, Grill, Microwave		
	Is the kitchen powered by: Electric		
Water:	Yes		
Heating type:	Oil		
Key holder Information			
<i>Please provide details of 2 key holders for this building:</i>			
Key holder 1		Key holder 2	
Name:	Clare Inch	Name:	Terry Tabb
Address: (including postcode)	5 Tregarrick Road Roche St Austell Cornwall PL26 8FF	Address: (including postcode)	10 Treburdon Drive Roche St Austell Cornwall PL26 8QB
Telephone	01726 891993	Telephone	01726 890652
Mobile:	07876405185	Mobile:	07909 776244

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Risks and Hazards

Risk/Hazard	Action
Sustained power failure	Contact relevant utilities company
Sustained water shortage	Contact South West Water
Heavy snow	Contact Cornwall Council Emergency Planning Department
Flooding	Contact Cornwall Council Emergency Planning Department
Storms	Contact Cornwall Council Emergency Planning Department
Fire	Contact Emergency Services
Major Road Traffic Incident	Contact Emergency Services
Incident on railway	Contact Emergency Services
Airplane crash (military or civil)	Contact Emergency Services
Air pollution	Contact Cornwall Council Emergency Planning Department
Water pollution	Contact South West Water
Land pollution	Contact Cornwall Council
Chemical Incident	Contact Emergency Services

Buildings Information – Temporary Evacuation Points

If any Risk Assessments have been carried out for this building/area, will we be able to have access to them in the event of the building being used during an emergency? **Yes**

If **YES**, please note down in the Additional Information box below, where we can obtain copies from.

If **NO** please contact your Health and Safety expert to undertake the Risk Assessment required.

Please enter any additional details or information about the nominated Temporary Evacuation Point in the box provided below (for example: the type of rooms or accommodation the building could provide; the approximate sq footage; any additional office space or outside areas that could be used; is there somewhere that could be used as a reception area or information point; are there any additional telephone points etc).

Additional Information

Alan Murray

Murray601@btinternet.com

07881 726514

Data Protection Information for Key holders

The information entered on this form may be required to be accessed in the event of an emergency and / or in any future emergency planning. The information which you (the key holders) have provided (i.e., your name, address and telephone numbers), is classed as 'publicly available' information, and as such you **do not need to sign the Data Protection release statement below unless the telephone number you have supplied is ex-directory**. If you (the key holder) have given an ex-directory telephone number, please read the following information carefully and sign on the relevant line below.

The data requested on this form is being collected by Cornwall Council's Emergency Management Service, for use as part of the Main Community Meeting Places and Emergency Contacts database and may be disclosed to members of the Emergency Services during an emergency. The data will be held by the Emergency Management Service in compliance with the Data Protection Act 1998.

Under the Data Protection Act 1998, a data subject may request access to any personal data held by Cornwall Council. This includes personal details held on file. Should such a request be made in future by the persons named above, Cornwall Council would need to obtain your consent to disclose this information. By signing this form, you consent to it being disclosed. Please note that if you decline to give your consent, we may not be able to include

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this nominated building on the Main Community Meeting Places and Emergency Contacts database.

I, the undersigned, give permission for the information I have provided to be used in the Main Community Meeting Places and Emergency Contacts database, to be accessed and used in the event of an emergency and/or matters pertaining to emergency planning.

Key holder 1

Name: _____ Signed: _____
Date: _____

Key holder 2

Name: _____ Signed: _____
Date _____

Acknowledgement

This document is based on an original version prepared by Nottinghamshire County Council, Emergency Planning Team.

This Draft Template has been prepared by Cornwall Council
Emergency Management Service.

The information contained in this document is for guidance only.

It is acknowledged and accepted that Cornwall Council will not be liable, either under this Guidance or otherwise, for any actions or omissions of any community groups or volunteers in an emergency situation. The suitability of the application of this Guidance to the emergency situation shall be entirely for the determination of the communities themselves. This Guidance does not constitute legal advice in relation to emergency planning.