Meriden Parish Council

Emergency Plan

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1. Aims and Objectives

The aim of the plan is to enable Meriden Parish Council to provide effective support to the local community and emergency response agencies during a major incident.

This will be achieved by:

- Collating relevant local information and providing information to responders, when requested, throughout the emergency.
- Establishing local co-ordination arrangements for assisting with the impact of the emergency at the local level.
- Providing appropriate contact details for the Parish Council, key community resources, the emergency services and local authorities.
- Identifying local people and local organisations that may be able to assist during an emergency.
- Supporting the local authority by identifying vulnerable people in the community.
- Supporting the local authority by identifying and activating places of safety for the public prior to handing over to the local authority.
- Assisting responding agencies by identifying resources in the community that may be available to utilise during an emergency.

2. Activation Process

This plan should be activated when communities need immediate help or support in response to an emergency. It should be activated in relation to notification of an incident e.g. from the emergency services or the local authority. Examples of when the plan should be activated include:

- First-hand observations of an incident (e.g. flood waters rising).
- Reports of an incident within the area by a member of the community.
- Notification from the Emergency Services, CSW Resilience (Coventry, Solihull and Warwickshire), and the Local Authority.

CSW Resilience should be notified when this plan is activated. CSW Resilience will endeavour to support the Parish Council after activation.

If there is immediate risk to life, call 999.

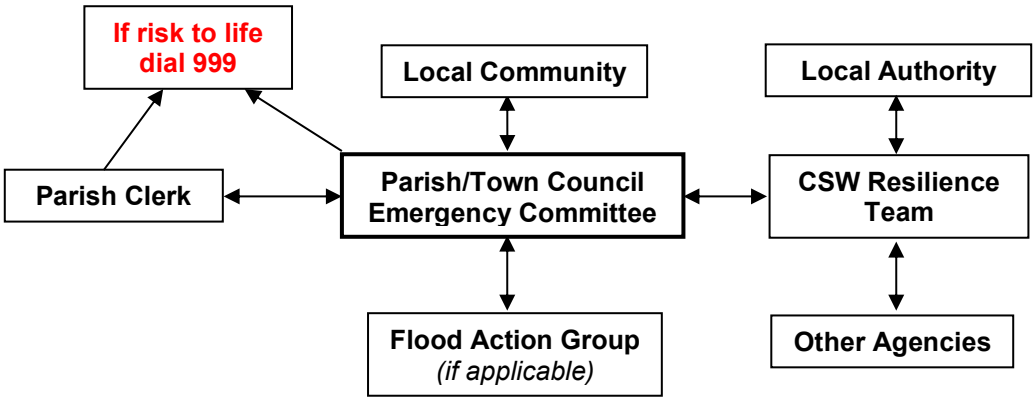
3. Emergency Action Card

	Action	Initials	Date & Time	Completed
1	If an emergency is reported to a member of Meriden Parish Council, and it is possible that the emergency services are not aware, call 999 as soon as possible.			
2	Keep a log and record: – Any decisions made and actions taken – Who was spoken to and what was said – Any information received *A log template is attached as Appendix 1*			
3	Contact and inform the CSW Resilience Team who will liaise with the Local Authority.			
4	Take note of any safety advice given to you and raise it at the Parish Council's meeting.			
5	Contact the other members of the Parish Council and organise a Parish Council Emergency Committee Meeting (via the Chair or Clerk) in a venue which is safe from the emergency with safe access routes. Ensure the key holder for the venue has been contacted for access.			
6	At the meeting follow the agenda as set out in Appendix 2 of this document. Ensure the following actions are completed: • Gather information to help with briefings to stakeholders (Appendix 3 is a community situation report template that will assist this process). • Agree community level actions to assist in the emergency e.g. visiting and checking on vulnerable members of the community, distributing sandbags. • Decide how to keep the community informed e.g. door knocking.			
7	Inform CSW Resilience and relevant emergency services of any decisions that have been made.			

Do not assume that somebody has already taken action – it is better that the initial response is duplicated rather than no response is given at all.

4. Communication

4.1 Communication Process



4.2 Meriden Parish Council Contacts

	Name	Contact
Chair:	Cllr Marie Whitehead	marie.whitehead@meridenparishcouncil.gov.uk
Clerk:	Jenny McDougall	07767 162423 clerk@meridenparishcouncil.gov.uk
Deputy Clerk:	Chloe Cooper	07596 996716 deputyclerk@meridenparishcouncil.gov.uk
Parish Council Environment Committee:	Cllr Amy Eburne	amy.eburne@meridenparishcouncil.gov.uk
Other Parish Councillors:	Cllr Malcolm Eggar Cllr Michelle Murphy Cllr Daniel Plant Cllr Jacob Marshall	malcolm.eggar@meridenparishcouncil.gov.uk michelle.murphy@meridenparishcouncil.gov.uk daniel.plant@meridenparishcouncil.gov.uk jacob.marshall@meridenparishcouncil.gov.uk

4.3 Communicating throughout the Community

The Parish Council (through the Emergency Committee) can provide support to communicate with the community. Please note that during emergencies that mobile and landline phones may become overwhelmed. Varying methods of communication could be utilised:

Type	Where Available
Written	• Noticeboards – e.g. at Sports Pavilion, churches, libraries, community areas (village greens, parks) • Meriden Parish Council website • Local shops and public houses • Social media
Verbal	• Community briefings/meetings • Mobiles • Landlines

4.4 Multi-Agency Contacts

Organisation	Details
Local Authority	Coventry City Council 02476 978237 (This number is NOT 24 hours and is for further parish planning information). Solihull Metropolitan Borough Council 0121 7046032 (This number is NOT 24 hours and is for further parish planning information).
Highways Emergencies (Flooding of the highway)	Coventry City Council 02476 832673 Solihull Metropolitan Borough Council 0121 2147283 or 0121 7048004 **Use this number to report flooding on the Highways.**
Environment Agency Environment Incident Floodline	0800 80 70 60 0345 988 1188
Western Power Power Cut Line	0800 6783 105 or 0330 123 5008 Freephone 105
Cadent Gas	0800 111 999

BT	0800 100 400
Severn Trent Water	0800 783 4444
BPA (Underground Petroleum Pipes)	0800 585 387
Foodbank	Helping Hands 0121 704 8001 North Solihull Foodbank 07902 030134

4.5 Local Radio Stations

Radio Station	Frequency	Website
BBC Coventry & Warwickshire	94.8, 103.7 & 104 FM	http://www.bbc.co.uk/news/england/coventry_and_warwickshire
BBC West Midlands	95.6 FM	https://www.bbc.co.uk/wm
Free Radio	97.0 & 102.9 FM	http://www.freeradio.co.uk/coventry/
Heart FM	100.7 FM	https://www.heart.co.uk/localise/?redirect=%2Fradio%2F
Touch FM	102 & 107.3 FM	http://www.102touchfm.co.uk/

4.6 Useful Twitter Feeds

Organisation	Twitter Handle
West Midlands Police	@WMPolice
West Midlands Fire and Rescue	@WestMidsFire
Coventry City Council	@Coventrycc
Solihull Metropolitan Borough Council	@SolihullCouncil
Environment Agency	@EnvAgency
Met Office	@metoffice

5. Local Risk Assessment

Risk	Location	Impact on Community	Action to Take
Flood	Main Road	Flooding to dwellings, uninhabitable homes.	Issue sandbags. Contact emergency services. Offer Sports Pavilion as a place of safety.
Major Road Traffic Incident	Birmingham Road/Main Road Hampton Lane Fillongley Road	Risk to life. Road Closures. Unable to access homes/land.	Contact emergency services. Inform the community. Offer Sports Pavilion as a place of safety.
Sustained Loss of Power	Properties within the Meriden Parish	Loss of heating. Loss of cooking facilities.	Liaise with Western Power/National Grid. Offer Sports Pavilion as a place of safety. Request support from the community – candles, warm food, blankets.
Sustained Loss of Water	Properties within the Meriden Parish	Risk to life. Risk to health.	Liaise with Severn Trent and Solihull Council for emergency water supplies. Offer Sports Pavilion as a place of safety.
Sustained Extreme Weather	Properties within the Meriden Parish	Risk to health.	Liaise with Solihull Council and emergency services. Advise residents to stay at home where possible. Request support from the community to assist vulnerable individuals with shopping, blankets etc.
Gas Leak / Petroleum Pipe Leak	Meriden Parish	Risk to life. Evacuate properties.	Contact Cadent/BPA. Contact emergency services. Contact Solihull Council.
Health Pandemic	Meriden Parish	Risk to health. Risk to life. Need to shield or isolate.	Liaise with local health organisations and Solihull Council. Contact emergency services. Request support from the community to assist residents with shopping, prescriptions etc.

6. People

6.1 Ward Councillor Details

Local Councillor:	Cllr Burrow – andrew.burrow@solihull.gov.uk Tel: 07860 302232 Cllr Delaney – heather.delaney@solihull.gov.uk Tel: 07968 533020 Cllr Dicicco – tony.dicicco@solihull.gov.uk Tel: 07780 438290

6.2 Details of Neighbouring Parish/Town Council

Parish	Contact details
Hampton-in-Arden	Tel: 01675 442017
Balsall	Tel: 01676 535 679
Berkswell	Tel: 07801 042623
Fillongley	Tel: 01676 549193
Bickenhill and Marston Green	Tel: 0121 7794040

6.3 Health and Medical Providers

Organisation	Details
Local Doctors:	Balsall Common and Meriden Group Practice 01676 522252
Chemists/Pharmacies:	Crest Pharmacy Meriden 01676 522722
Health Centre or Clinic:	Solihull Hospital Contact a ward or department at Solihull Hospital
Nearest Veterinary Surgeons:	Balsall Common Vets 01676 530792
Defibrillator Location:	Meriden Sports Park, Millisons Wood Telephone Box, and Meriden Library

Call 999 for emergency medical treatment.

If someone needs advice or medical treatment quickly, and it cannot wait for an appointment to see the doctor, call 111.

7. Local Places of Safety

Once places of safety have been identified, please notify CSW as this information will assist ongoing planning arrangements.

Venue	Facilities	Contact information/ Instruction for Access
Sports Pavilion	Kitchen, toilets, showers, parking, large open outdoor grounds, Wi-Fi, meeting room/hall	Meriden Parish Council – see contact details on page 5

8. Resources

8.1 Emergency Box

Location: Meriden Sports Park	
Contents:	**Update Frequency:**
Community Emergency Plan	Annually
Printed Copies of Templates (Appendices in the Community Emergency Plan)	Annually or after incident
Local Street Map	Three years or if any changes have occurred
First Aid Kit	Annually or after incident
Stationery	Replace as necessary
Wind up Torch	Annual test. Replace as appropriate
Tea, Coffee and Sugar	Check Best Before Date annually and restock after incidents

8.2 Local Flooding Information and Resources

Local Flood Information	Details
Details of any local flood arrangements	Flood emergency contact details published on Solihull Council's website, telephone 0121 704 8004 (24 hour helpline). Residents to contact the flood emergency hotline. Solihull Council will provide sandbags. The Parish Council will provide sandbags. Residents to contact their insurers.
Details of sandbags held within the Parish	Contact the Parish Council to request sandbags, located at the Sports Park.
Details of any equipment held by Parish/Town council	The Parish Council has a small supply of blankets available and the Sports Pavilion can be used as a place of safety.

Appendix 1 – Incident Log

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Date	Time	Information / Decision / Action	Initials

Appendix 2 – Example of Emergency Committee Meeting Agenda

Date:	
Time:	
Location:	
Attendees:	

1.	**Current Situation/Urgent Issues** – Complete Community Situation Report to assess the situation.
2.	**Establishing Contact with CSW Resilience/Emergency Services** – Confirm CSW Resilience have been notified of plan activation. – Agree who will brief CSW Resilience/Emergency Services - use the completed Community Situation Report as a briefing tool.
3.	**Discuss Any Safety Advice Given** – Brief Committee on what advice has been given by CSW Resilience/Emergency Services – Agree how to communicate messages to the community
4.	**Agree What Actions Can Be Safely Taken** – Establish what actions can be taken – Who will carry out agreed actions – Any resource requirements
5.	**Confirm All Actions Are Being Completed On The Emergency Action Card *(page 5 of the Community Emergency Plan)***
6.	**Any Other Issues**
7.	**Next Meeting Time and Date *(if applicable)***

Appendix 3 – Community Situation Report

These headings can be used to brief responding agencies initially or during an incident. Emergency services may ask for the information to be delivered in the ETHANE format. Due to the information required from Parish/Town Councils, this form has been adapted to deliver ETHANE messages. **IF RISK TO LIFE DIAL 999**

REPORT NUMBER	
DATE AND TIME	
REPORTED BY	

E Exact Location of Incident	
T Type of Incident	
H Hazards	
A Access – safe access into the area and any known blocked routes	
N Number of Individuals Affected, including • Number of domestic properties affected • Number of persons in emergency accommodation] • Areas with utilities issues	
E Emergency Services on the scene	
ONGOING TASKS	
RESOURCE REQUIREMENTS	
ANY OTHER INFORMATION	

INFORMATION PASSED ON (List which agency received it and when)	