



PENRYN TOWN COUNCIL

Community Emergency Plan

Penryn

1/1/2016

If you are in immediate danger call 999

Table of Contents

Activating the Community Emergency Plan	3
First Steps in an emergency	4
Key contacts	5 + 6
Call tree	7
Community Response Team – first meeting agenda	8
Local hazards	9
Key locations for use as safe places	10
Skills within the community	11
Resources within the community.....	12
Community organisations	13
Vulnerable groups within the community	14
Distribution List	15
Appendices	16-22

ACTIVATING THE COMMUNITY EMERGENCY PLAN

Notification of an Emergency

Notification of an Emergency may come from various routes, from the emergency services, local authority and local media or from the community itself. It is important to ensure your group has a procedure in place to record details of any incident and activate its emergency plan.

Activation Triggers

The Plan can be activated by the Emergency Coordinator based on that person's assessment of the situation. It is easier to stop the plan activation should events come under control sooner than expected than to not respond at all.

Sometimes full plan activation will not be required and the plan should also be seen as a resource to solve smaller issues within the community.

If details of an incident are received from a source other than the emergency services or local authority then those receiving the notification must contact the emergency services to ensure they are aware of the incident. This may require making a 999 call.

First Steps in an Emergency

	Instructions	Tick
1	CONTACT EMERGENCY SERVICES - DIAL 999 (UNLESS ALREADY ALERTED)	
2	ENSURE YOU ARE IN NO IMMEDIATE DANGER	
3	CONTACT THE COMMUNITY EMERGENCY GROUP AND MEET TO DISCUSS THE SITUATION	
4	LIST (BELOW) AND IMPLEMENT ACTIONS OF MEETING	
5	OPEN HALLS FOR REFUGE	
6		
7		
8		
9		
10		

KEY CONTACTS**EMERGENCY CONTACTS**

FIRE	999
POLICE	999
AMBULANCE	999
NHS Hotline	111
South West Ambulance Service	0845 6047 093
Devon & Cornwall Police	08452 777 444
Fire Rescue Service	0800 3581 999
RNLI	01326 210844

COMMUNICATION**Radio**

Pirate FM	01209 314 314
Heart FM	01872 554 400
BBC Radio Cornwall	01872 222 222
Source FM	01326 219 020

Television

BBC Spotlight	01872 275421
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Internet

Facebook	
Twitter	
Call chain	See appendix

REPORT INCIDENT

Floodline (Emergency flooding)	0845 9881 188
Environment Agency (Incident Hotline 24hrs)	0800 807 060
DEFRA (Veterinary Service)	03459 335 577
RSPCA (Animal Welfare)	01637 881 455 / 0300 1234 555

Cornwall Council

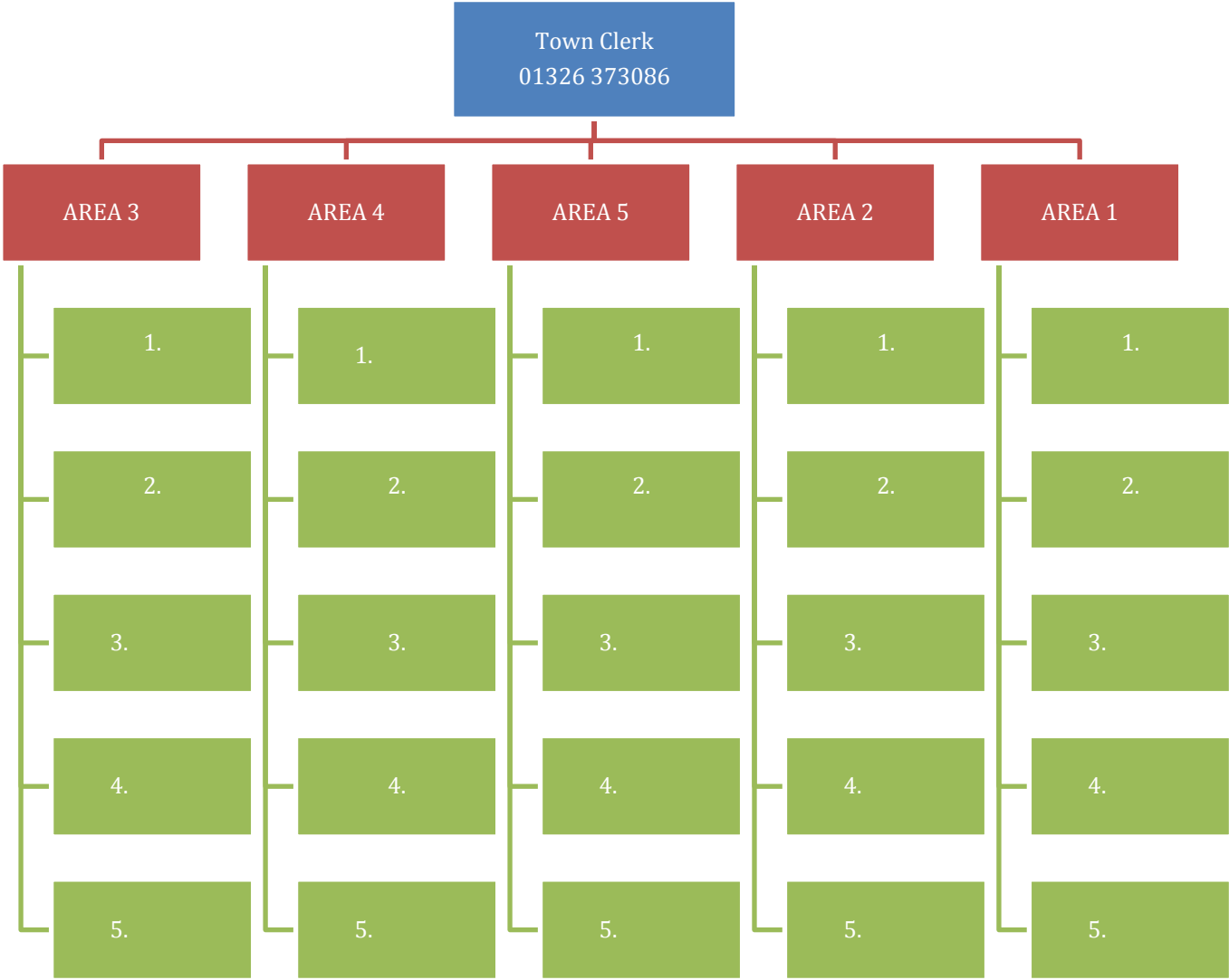
General Enquiries (24hrs)	0300 1234 100
Highways	0300 1234 222
Cornwall Housing	0300 1234 161
Waste & Environment	0300 1234 141
Harbour Master	01326 373 352
Cormac (Penryn site – Andy Hoskin)	07968 892473

UTILITY COMPANIES**Electricity**

Western Power	0800 6783 105
Western Power (Priority Services)	0845 724 0240

Gas	
National Grid Gas Smell	0800 111 999
Telecommunications	
BT	0800 800 151 / 0330 1234 151
ALFI Assisted Living Communication	01872 326 466
Water	
South West Water	03443 462020
COMMUNITY	
Schools	
Penryn College	01326 372 379
Penryn Junior School	01326 372 438
Penryn Community Infants	01326 373 290
Falmouth University (Penryn Campus)	01326 370 400
Councils	
Penryn Town Council	01326 373 086
Falmouth Town Council	01326 315 559
Elderly	
Age UK	01326 316 880
Hospitals & Doctors	
Penryn Surgery	01326 376 502
Falmouth Hospital Minor Injuries Unit	01326 430 000
Trescobeas Surgery	01326 315 615
Westover Surgery	01326 212 120
Falmouth Health Centre	01326 210 090
CCTV	
Footage Enquiries	01872 326424

CALL TREE



Community Response Team – First Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

USE INCIDENT IMPACT ASSESSMENT

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?

LOCAL HAZARDS

Hazard	Location	Risk		Actions
		Impact (1-10)	Probability (1-10)	
River & Flooding	Runs from Treluswell through The Praze, under Commercial Road at Just Delights/ Exchequer Quay (high tides), sluice gates	7/10	7/10	Contact South West Water Open sluice gates (by 'Sweet Dreamzzz' Shop)
Water works	College Hill Argal Lake, College Reservoir, South West Water Reserve	2/10	2/10	Contact South West Water and South West Lakes Trust
Road Traffic Accident	Penryn			999 Police/ Fire/Ambulance
Road blockage	Penryn			Contact Highways 999 Police/Fire/Ambulance
Fire	Timber framed buildings in town centre	9/10	3/10	999 Fire/Police/Ambulance
Storm/ Bad weather	Penryn	5/10	5/10	Use local radio stations for updates (Radio Cornwall, Pirate FM) Ensure people and property are safe
Sewerage disruption	Old sewerage pipes in town centre	9/10	5/10	Contact South West Water and Environment Agency
Land slip	Penryn	5/10	5/10	Contact Highways 999 Fire/Police/Ambulance Ensure people safe
Gas	Penryn	9/10	5/10	999 Fire/Police/Ambulance
Electricity	Penryn			

KEY LOCATIONS IDENTIFIED WITH EMERGENCY SERVICES FOR USE AS PLACES OF SAFETY

Hall (Listed in order of importance)	Location	Contact
1. Stuart Stephen Memorial Hall (REFUGE)	[REDACTED]	[REDACTED]
2. Temperance Hall (MORTUARY)	[REDACTED]	[REDACTED]
3. Town Hall & Town Council Offices (COMMAND CENTRE)	[REDACTED]	[REDACTED]
1. Penryn Primary Academy	[REDACTED]	[REDACTED]
2. Falmouth & Penryn Sea Cadets (COMMAND CENTRE)	[REDACTED]	[REDACTED]
3. Penryn Methodist Hall (REFUGE)	[REDACTED]	[REDACTED]
4. St Gluvias Church Hall	[REDACTED]	[REDACTED]
5. Penryn College	[REDACTED]	[REDACTED]
6. Falmouth University (Penryn Campus)	[REDACTED]	[REDACTED]
7. Highway Church	[REDACTED]	[REDACTED]
8. Penryn Football Club	[REDACTED]	[REDACTED]
9. Asda Superstore	[REDACTED]	[REDACTED]

SKILLS WITHIN THE COMMUNITY

Name	Profession/Skill	Contact Number	24 hr contact number
POLICE			
PCSO Chris Braddon	PCSO	[REDACTED]	
MEDICAL/FIRST AID			
[REDACTED]	First Aider	[REDACTED]	[REDACTED]
[REDACTED]	Nurse	[REDACTED]	[REDACTED]
VETS			
Rosemullion	Vetinary Practice	[REDACTED]	[REDACTED]
Vets for Pets	Vetinary Practice	[REDACTED]	[REDACTED]
ELECTRICIANS			
[REDACTED]	Electrician	[REDACTED]	[REDACTED]
[REDACTED]	Electrician	[REDACTED]	[REDACTED]
CLERGY			
[REDACTED]	Priest	[REDACTED]	[REDACTED]
[REDACTED]	Reverend	[REDACTED]	[REDACTED]
TREES			
[REDACTED]	Tree Surgeon and clearing	[REDACTED]	[REDACTED]
TRAFFIC MANAGEMENT			
[REDACTED]	Traffic Management	[REDACTED]	[REDACTED]
[REDACTED]	Traffic Management	[REDACTED]	[REDACTED]
CARPENTERS			
[REDACTED]	Boat builder and carpenter	[REDACTED]	[REDACTED]

RESOURCES WITHIN THE COMMUNITY

Resource Available	Address	Contact Number	24 hr contact number
ACCOMMODATION			
The Kings Arms	[REDACTED]	[REDACTED]	
The Bay View B&B	[REDACTED]	[REDACTED]	
Prospect House B&B	[REDACTED]	[REDACTED]	
REFRESHMENTS			
Pippins	[REDACTED]	[REDACTED]	
BOATS			
Sub/LT Richard Jorey		[REDACTED]	[REDACTED]
FARMERS/ 4X4'S			
John Langan	[REDACTED]	[REDACTED]	
Keven Green	[REDACTED]	[REDACTED]	[REDACTED]
GENERATORS			
John Langan	[REDACTED]	[REDACTED]	
Speedy Hire	[REDACTED]	[REDACTED]	
SAND BAGS			
Penryn Jewsons	44 Kernick Road, Penryn	[REDACTED]	
Penryn Travis Perkins <i>(Lighter weight gel filled flood sacks also available)</i>	Church Hill, Penryn	[REDACTED]	

COMMUNITY ORGANISATIONS

Organisation	Contact Number	24 hr contact number	Address
St Gluvias Church	[REDACTED]		[REDACTED]
Penryn Methodist Church	[REDACTED]		[REDACTED]
Penryn WI	[REDACTED]		[REDACTED]
Penryn Town Council	[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]
Penryn Rugby Club	[REDACTED]		[REDACTED]
Penryn Athletic FC	[REDACTED]		[REDACTED]
St Gluvias Cricket Club	[REDACTED]		[REDACTED]
Falmouth and Penryn Sea Cadets	[REDACTED]		[REDACTED]
Olive Branch	[REDACTED]		[REDACTED]
Penryn Fair Day Committee	[REDACTED]		[REDACTED]
Glasney Greenspace Regeneration Project	[REDACTED]		[REDACTED]
Old Folks	[REDACTED]		[REDACTED]
Penryn Federation	[REDACTED]		[REDACTED]

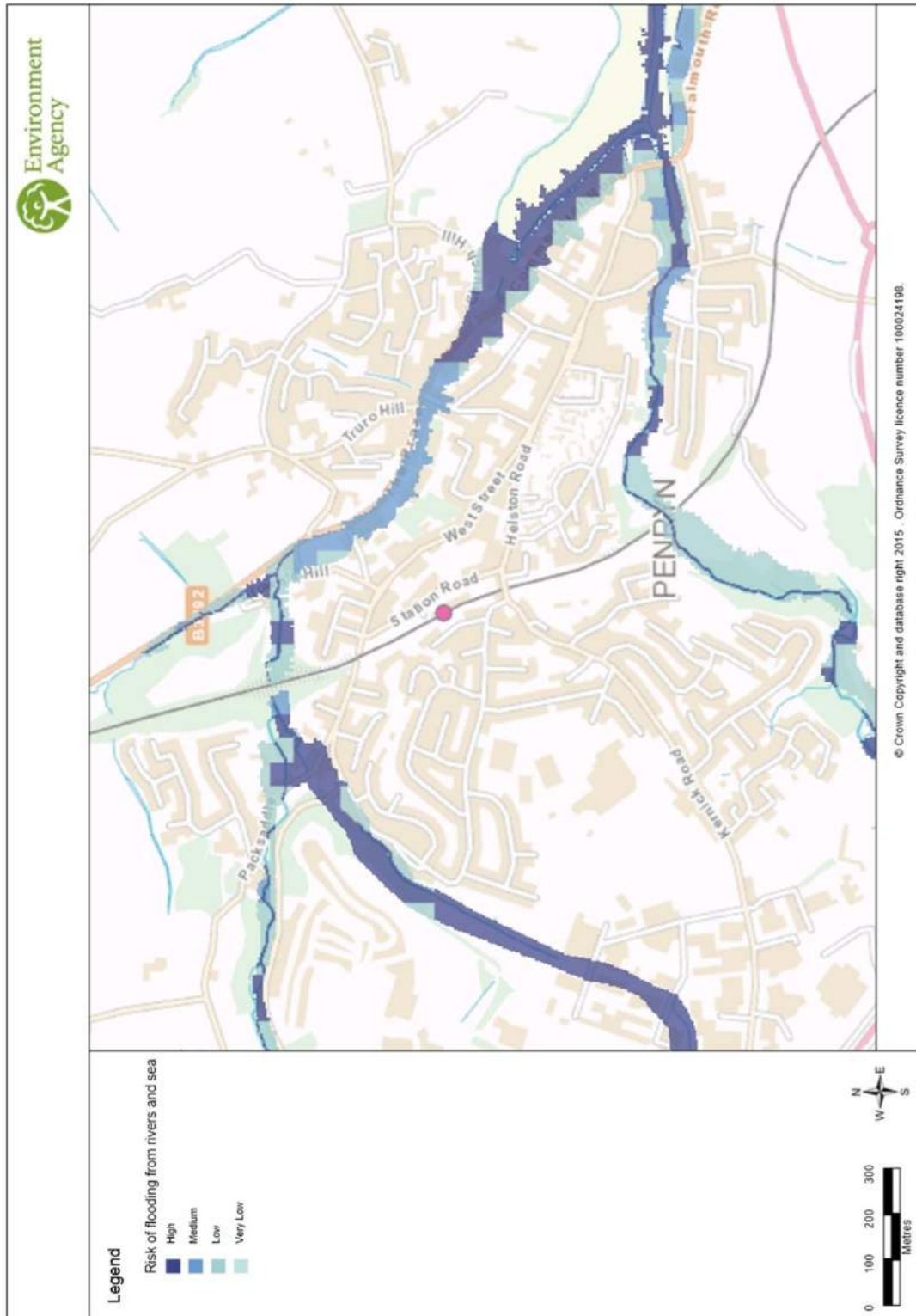
VULNERABLE GROUPS WITHIN THE COMMUNITY

	Address	Contact
Residential and Care Homes & Elderly		
Cross Keys	[REDACTED]	[REDACTED]
Audierne	[REDACTED]	[REDACTED]
The White House	[REDACTED]	[REDACTED]
Old Folks Club	[REDACTED]	
Penryn Federation	[REDACTED]	
Children's Groups		
ZedShed	[REDACTED]	[REDACTED]
Raze the Roof	[REDACTED]	[REDACTED]
Jumblies Day Nursery	[REDACTED]	[REDACTED]
Acorns Parent & Toddler Group	[REDACTED]	[REDACTED]
Schools		
Penryn College	[REDACTED]	[REDACTED]
Penryn Junior School	[REDACTED]	[REDACTED]
Penryn Community Infants	[REDACTED]	[REDACTED]
Falmouth University (Penryn Campus)	[REDACTED]	[REDACTED]
Youth Groups		
The Youth Space & Penryn Saturday Club	[REDACTED]	[REDACTED]
Penryn Rugby Club Youth Section	[REDACTED]	[REDACTED]
Penryn & Falmouth Sea Cadets	[REDACTED]	[REDACTED]
Spectrum (Autism Trust)	[REDACTED]	[REDACTED]
Penryn Athletic Football Club	[REDACTED]	[REDACTED]

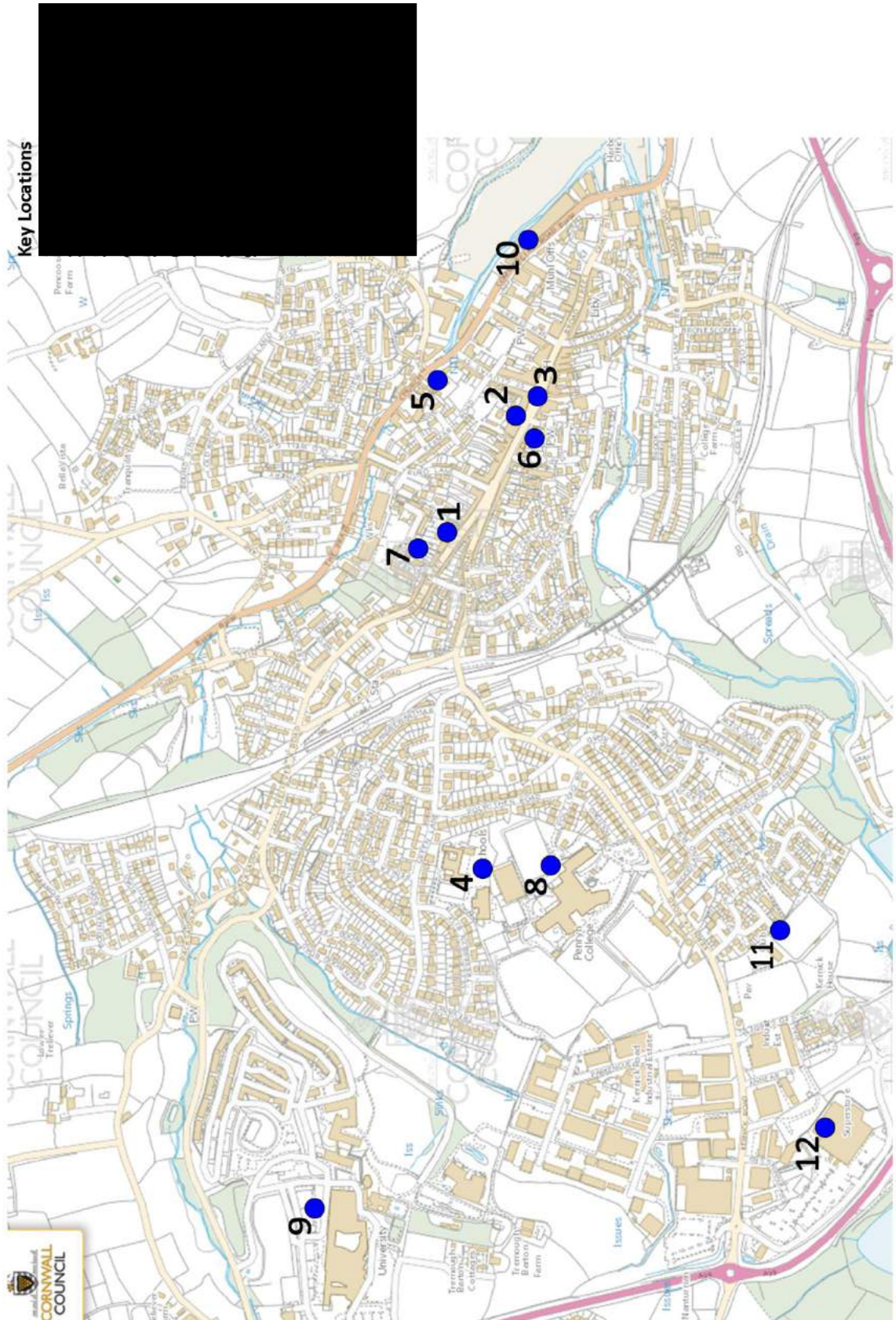
COMMUNITY EMERGENCY PLAN DISTRIBUTION LIST

Name	Address	Landline	Mobile
Coordinator Gill Grant	[REDACTED]	[REDACTED]	[REDACTED]
Sub-Coordinator Mayor	[REDACTED]	[REDACTED]	[REDACTED]
Clerk Michelle Davey	[REDACTED]	[REDACTED]	[REDACTED]
Team Member Mary May	[REDACTED]	[REDACTED]	[REDACTED]
Team Member Martin Mullins	[REDACTED]	[REDACTED]	[REDACTED]
Team Member John Langan	[REDACTED]	[REDACTED]	[REDACTED]
Cornwall Council Mark James	[REDACTED]	[REDACTED]	[REDACTED]
Highways - Cornwall Council Andy Hoskin	[REDACTED]	[REDACTED]	[REDACTED]
Cornwall Fire Brigade	[REDACTED]	[REDACTED]	[REDACTED]
Devon and Cornwall Police PC Bob Jones	[REDACTED]	[REDACTED]	[REDACTED]
Cornwall Ambulance Service	[REDACTED]	[REDACTED]	[REDACTED]
Environment Agency	[REDACTED]	[REDACTED]	[REDACTED]
Falmouth & Penryn Sea Cadets	[REDACTED]	[REDACTED]	[REDACTED]
Harbour Master Mark Killingback	[REDACTED]	[REDACTED]	[REDACTED]
RNLI Falmouth	[REDACTED]	[REDACTED]	[REDACTED]

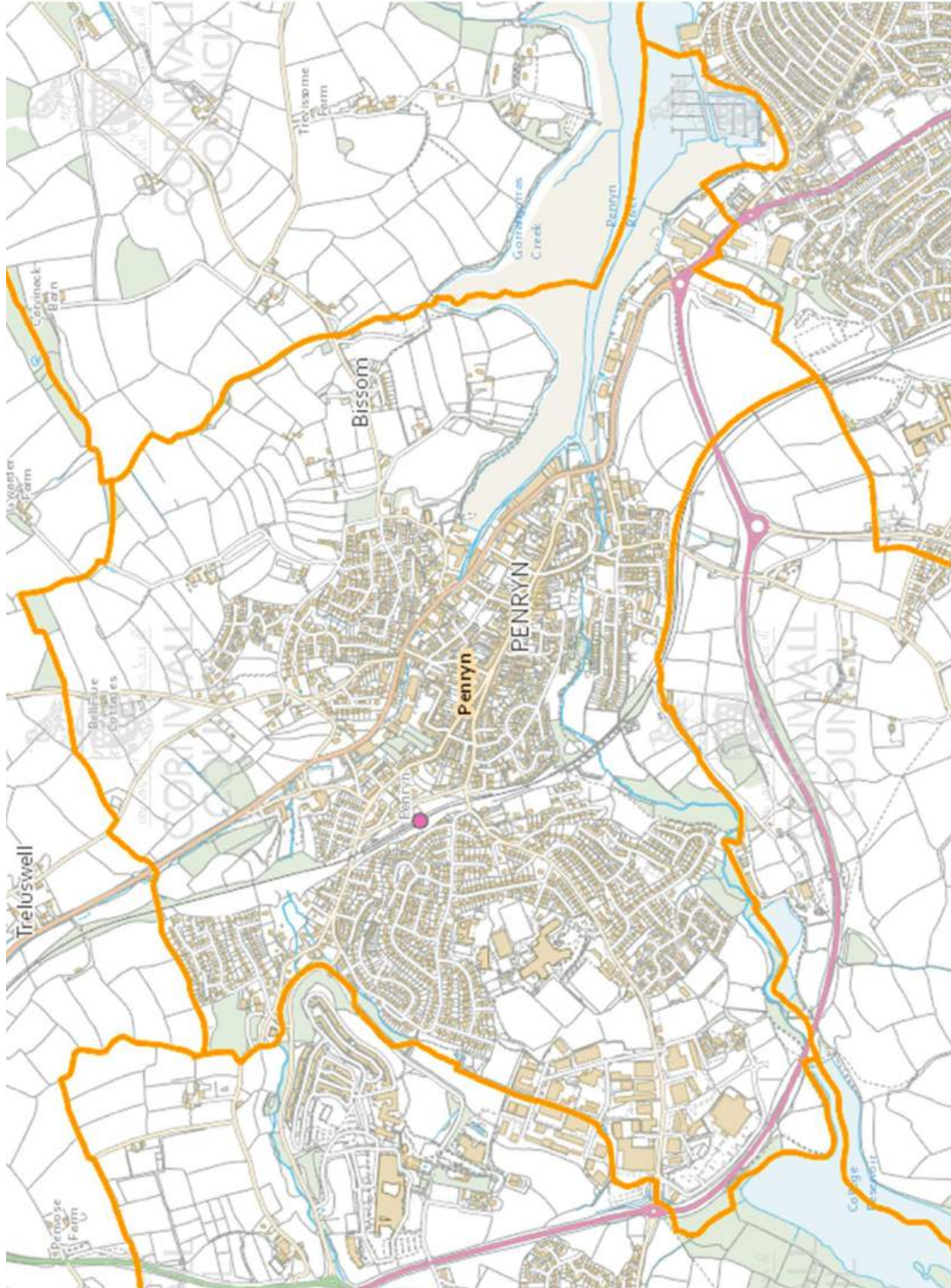
FLOODING IN PENRYN



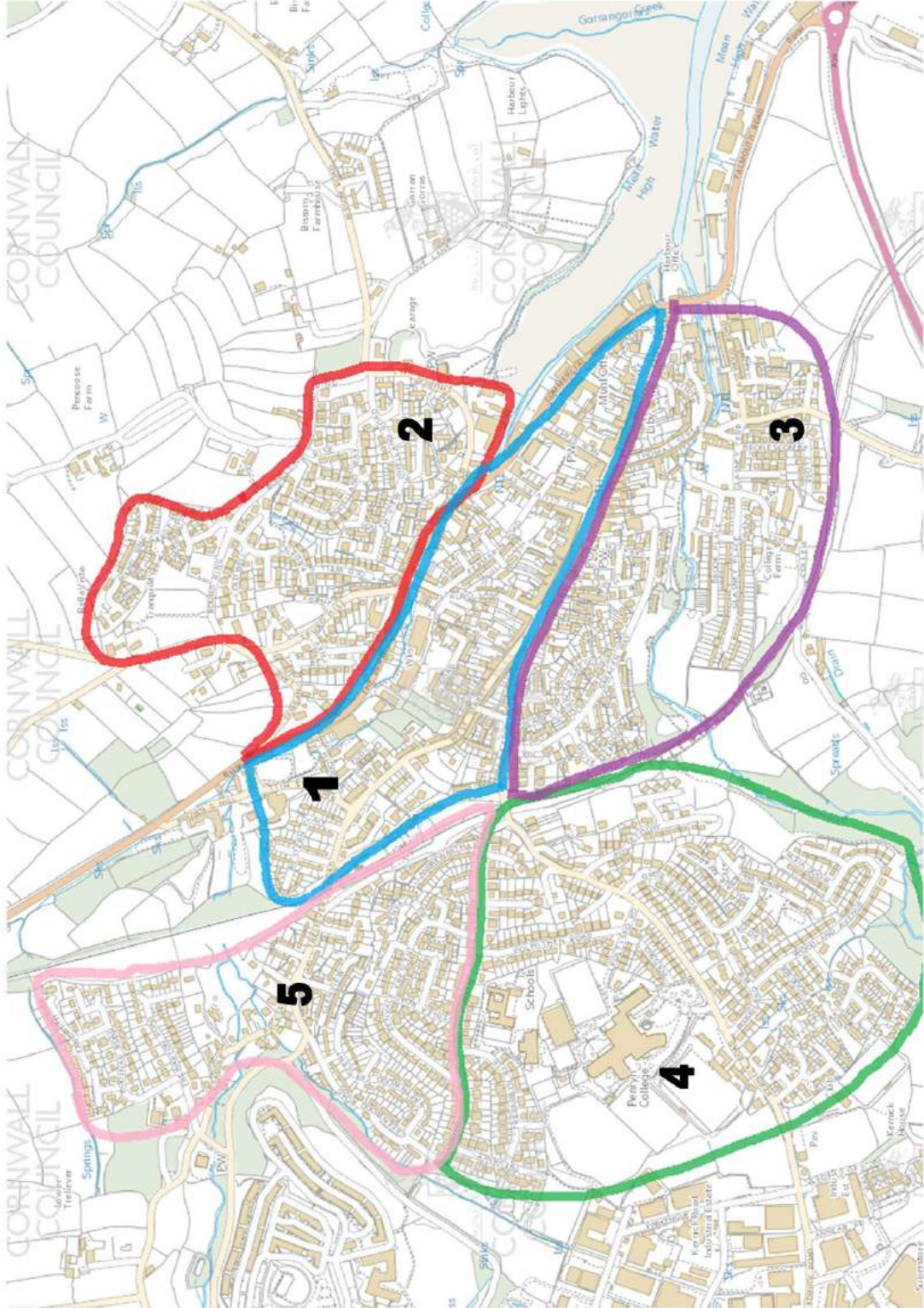
MAP OF KEY LOCATIONS



MAP OF PENRYN BOUNDARY



MAP OF PENRYN AREAS



Emergency Management – Emergency Buildings

Please enter details of the nominated building in the boxes provided below. It is very important that we have the postcode of the building itself and the contact telephone number(s) of the keyholders.

Location Information			
Name of Building:	Stuart Stephen Memorial Hall		
Address of Building: Including full postcode (and grid reference if known – or provide map if possible)	West Street, Penryn, Cornwall		
	Postcode: TR10 8EX 34375	Grid ref (if known):SW 78443	
Telephone Number:	01326373086 (council offices)		
Fax Number:			
Is it accessible by car?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is it accessible by bus?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
No. of car parking spaces:			
Building Information			
Maximum Capacity:	80 seated		
Number of Rooms:	1		
Are there any potential sleeping areas? <i>(if bedding is provided)</i>	large hall		
Wheelchair Access:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Number of toilets:	Male:1 Female:1 Unisex:0 Disabled:1		
Bath / Shower-rooms:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, how many?		
Kitchen:	Facilities:fridge, oven, kettle, sink		
	Is the kitchen powered by: Gas <input checked="" type="checkbox"/> Electric <input type="checkbox"/>		
Water:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Heating type:gas
Keyholder Information			
<i>Please provide details of 2 keyholders for this building:</i>			
Keyholder 1		Keyholder 2	
Name:	Chris Jeffrey	Name:	Michelle Davey
Address: (including postcode)		Address: (including postcode)	
Telephone:		Telephone:	
Mobile:		Mobile:	
Email:		Email:	

Emergency Management – Emergency Buildings

Please enter details of the nominated building in the boxes provided below. It is very important that we have the postcode of the building itself and the contact telephone number(s) of the keyholders.

Location Information			
Name of Building:	Temperance Hall		
Address of Building: Including full postcode (and grid reference if known – or provide map if possible)	Lower Market Street, Penryn, Cornwall Postcode: TR10 8BQ Grid ref (if known):SW 78269 34344		
Telephone Number:	01326373086 (council offices)		
Fax Number:			
Is it accessible by car?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is it accessible by bus?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
No. of car parking spaces:			
Building Information			
Maximum Capacity:	200 (seated) 20 second room		
Number of Rooms:	2		
Are there any potential sleeping areas? <i>(if bedding is provided)</i>	large hall		
Wheelchair Access:	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>		
Number of toilets:	Male:1 Female:1 Unisex:3 Disabled:1		
Bath / Shower-rooms:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, how many?		
Kitchen:	Facilities:fridge, oven, kettle, sink		
	Is the kitchen powered by: Gas <input type="checkbox"/> Electric <input checked="" type="checkbox"/>		
Water:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Heating type:gas		
Keyholder Information			
<i>Please provide details of 2 keyholders for this building:</i>			
Keyholder 1		Keyholder 2	
Name:	Chris Jeffrey	Name:	Michelle Davey
Address: (including postcode)		Address: (including postcode)	
Telephone:		Telephone:	
Mobile:		Mobile:	
Email:		Email:	

Emergency Management – Emergency Buildings

Please enter details of the nominated building in the boxes provided below. It is very important that we have the postcode of the building itself and the contact telephone number(s) of the keyholders.

Location Information			
Name of Building:	Penryn Town Hall		
Address of Building: Including full postcode (and grid reference if known – or provide map if possible)	Higher Market Street, Penryn, Cornwall		
	Postcode: TR10 8LT 34364	Grid ref (if known):SW 78405	
Telephone Number:	01326373086 (council offices)		
Fax Number:			
Is it accessible by car?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is it accessible by bus?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
No. of car parking spaces:			
Building Information			
Maximum Capacity:	102 (first room 80 second room 22)		
Number of Rooms:	2		
Are there any potential sleeping areas? <i>(if bedding is provided)</i>	large hall		
Wheelchair Access:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Number of toilets:	Male:1 Female:1 Unisex:1 Disabled:1		
Bath / Shower-rooms:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, how many?		
Kitchen:	Facilities:fridge, oven, kettle, sink		
	Is the kitchen powered by: Gas <input type="checkbox"/> Electric <input checked="" type="checkbox"/>		
Water:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Heating type:gas
Keyholder Information			
<i>Please provide details of 2 keyholders for this building:</i>			
Keyholder 1		Keyholder 2	
Name:	Chris Jeffery	Name:	Michelle Davey
Address: (including postcode)		Address: (including postcode)	
Telephone:		Telephone:	
Mobile:		Mobile:	
Email:		Email:	

