

TWEMLOW

Emergency Plan [TEP]

Twemlow Parish Council
Community Resilience Emergency Plan
for Coordinators

in the event of an
EMERGENCY SITUATION
DIAL: 999

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PLEASE NOTE:- If you are a Twemlow resident your individual coordinator can be found on the Parish Council website and the Twemlow Notice Board.

Your individual coordinator will have been given your contact details.

By completing a Community Resilience Emergency Plan the Parish Council is putting arrangements in place to mobilise resources that already exist in the Twemlow Community to Support residents during an emergency.

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

Introduction to Twemlow:

Twemlow has approximately 80 dwellings centered at the small Village green that is at the highest point of the village.

On the Green, at the junction of the main **A535** Holmes Chapel to Chelford Road, an old finger post sits beside a BT phone box and a Royal Mail letter box both of which are still in use. The development of 13 new houses was completed in December 2013 and this has brought in new residents, many with young families.

The main route through the village is the A535 which is extremely busy and has a good proportion of heavy good vehicles. Twemlow Lane is narrow and larger vehicles are unable to pass on the narrow railway bridge and bends. When they do pass they travel along the grass verge. During winter months the minor lanes of Twemlow Lane and Goostrey Lane are gritted and almost always passable, Forty Acre Lane, however, is not gritted

From the Green facing **west** along **Twemlow Lane** lies a cluster of 31 houses including the new development.

Once over the railway bridge the lane is a mile long to the boundary of the parish but the first bend, by Blue Slate Farm, often floods and there is a further farm and 3 more properties beyond.

From this same junction to the A535 Twemlow Lane splits to **Goostrey Lane** with 6 properties following the Lane to the **north** in the direction of Goostrey and the **railway station**.

On the other side of the busy A535 is a larger green with some trees and ample parking; this is on the junction with **Forty Acre Lane** which travels **east**. Here sits the only amenity - The Yellow Broom Restaurant which has been chosen as the reserve control centre.

By The Yellow Broom sits Twemlow Lodge, and to the rear is a small lane with no name. This was the 'old road' and has a line of 5 detached houses. Further along Forty Acre lane are 2 more properties and a farm.

Opposite the 'old road' off Forty Acre Lane are a further 5 properties that lie within the original grounds of Twemlow Hall. Alongside this track over a cattle grid is the drive to Twemlow Hall.

Traveling **east** along the **A535** towards Chelford there are various properties and farms on either side of the road until you reach the parish boundary at Terra Nova School.

Traveling **south** from Twemlow Green, on the **A535** towards Holmes Chapel, there are 4 detached houses on the main road and then a cluster of 5 properties at Bank Farm. The road then twists and drops down hill passing a few properties and a farm on either side until it reaches the River Dane. Here the road narrows over the river bridge and the railway viaduct can clearly be seen to the west

Aims:


The aim of the emergency plan is to increase short term
Community resilience in response to an emergency affecting all or part of Twemlow

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 response team
- To identify hazards and possible mitigation measures within the community
- To identify vulnerable people in the community
- To identify those in the community who may need help with transport, telecommunications, water and food supplies,

Community Emergency Plan

Name of Community: Twemlow Parish Council

Name	Andrew Ashmore
Authority/Role	Parish Councilor
Name	Julie Mason
Authority/Role	Clerk to Twemlow Parish Council
Signature – please complete	
Issue Status	No warning
Date	16.11.2014

This document will be reviewed at each Annual General Meeting of the Parish Council, or when significant changes occur that would affect its operation

Distribution List

	Name	Address	Issued
1.	Parish Council Clerk	Clerk: Julie Mason 2 Field Close, Somerford, Congleton, Cheshire CW12 4UG	
2.	Emergency coordinator and deputies	Coordinator: Andrew Ashmore, 13 Twemlow Lane CW4 8DT Deputies: Glynis Hulley, Hyverley Cottage, Twemlow Green CW4 8BP Anne Clare Greenwood, Fairholme, Macclesfield Rd CW4 8BJ	
3	Contact coordinators	David & Fiona Brigg, The Shippon, Goostrey Lane Russel & Natalie Burns, The Yellow Broom, Forty Acre Lane Kit & Marianne Tomkinson, Croft House, Twemlow Lane Terry Price, 15 Twemlow Lane Julie Tudor 24 Twemlow Manor Fields ? Twemlow Lane: from Blue Slate Farm to Hermitage Stephen & Gill Smith, New Farm, Chelford Road Elwin & Maria Wakelam, Macclesfield Road	
4	Cheshire Constabulary, Police Station	Middlewich & Holmes Chapel Congleton Police Station Market Square, Congleton, CW12 1EU T: 0845 458 6382 E: congleton.npu@cheshire.pnn.police.uk Congleton is part of the Eastern BCU	
5	Cheshire Fire and Rescue	Holmes Chapel Fire Station London Road, Holmes Chapel, Cheshire CW4 7AP Tel: 01477 533571 or telephone Headquarters on: 01606 868700	
6	Joint Cheshire Emergency Planning Team	Ruth Stevens: ruth.stevens@cheshireservices.gov.uk 01244 973869	
7	Cheshire East Council,	Westfield's Middlewich Road, Sandbach, Cheshire CW11 1HZ Tel: 0300 123 55 00	
8	Cheshire Police Headquarters	Cheshire Constabulary HQ Clemonds Hey, Oakmere Road, Winsford, Cheshire CW7 2UA Tel: 08454 580 000	

Local Risk Assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
<p>Excessive Rain</p> <p>Twemlow only has two properties near the River Dane should it burst its banks</p> <p>Surface flooding on Roads</p>	<ul style="list-style-type: none"> • Flooding of local streets • Blocked access to main arterial routes • Houses 1-16 on Twemlow Lane are lower than road 	<ul style="list-style-type: none"> • Encourage residents and authorities to improve surface water drainage particularly continual blockages at the Eastern end of Twemlow lane by Willow trees • Work with local emergency responders to see if they can help with transport and/or support for vulnerable residents who may be affected • Find out what drainage improvements are planned in the area • Monitor Twemlow Lane that frequently floods - OS street Atlas, Cheshire; Page 131; Map Ref D3 • OS 118; Gird Ref 687 777 • CEC has identified Rest Centres and has designated Rest Centre/Evacuation Plans. If the identified Rest Centre cannot be used see alternative.
<p>Extreme Cold</p> <p>Snow</p> <p>Ice</p>	<ul style="list-style-type: none"> • Vulnerable residents unable to obtain supplies, or with no transport 	<ul style="list-style-type: none"> • Identify vulnerable residents without access to heating, cooking essentials or transport • List voluntary agencies and individuals with access to 4x4 vehicles to deliver essential services • Suppliers of meals - suitable containers for providing hot water/soup • CEC has identified Rest Centres and has designated Rest Centre/Evacuation Plans. If the identified Rest Centre cannot be used see alternative.
<p>Excessive Heat</p>	<ul style="list-style-type: none"> • Housebound or vulnerable residents unable to cope 	<ul style="list-style-type: none"> • Identify households with very young or the elderly whose systems cannot cope with extreme heat • List suppliers of electrical fans • List voluntary agencies and individuals to support vulnerable residents
<p>High Winds</p>	<ul style="list-style-type: none"> • Power lines and disruption of electrical supply • Structural damage to buildings and residential properties • Potential homelessness • Need to make homes secure and safe 	<ul style="list-style-type: none"> • Access to Emergency power contact numbers • Locate designated places for immediate shelter • Locate designated Rest centre for evacuated families, list of B&B's • Prepare list of building contractors • CEC has identified Rest Centres and has designated Rest Centre/Evacuation Plans. If the identified Rest Centre cannot be used see alternative.
<p>Cancellation of public transport</p>	<ul style="list-style-type: none"> • Access to shops for those without transport 	<ul style="list-style-type: none"> • Identify those residents without transport

Road Accident - A535 known as Macclesfield Rd to the south west and Chelford Rd to the east.	<ul style="list-style-type: none"> • Proximity to residential properties, farms etc. • Road gridlock A535; Twemlow Lane; Goostrey Lane; Forty Acre Lane; 	<ul style="list-style-type: none"> • Prepare to mobilize quickly to assist emergency services in the event of a major accident or incident • Prepare for damage to containers carrying hazardous materials on A353 known as Macclesfield Rd and Chelford Rd • CEC have identified Rest Centres and have designated Rest Centre/Evacuation Plans. If the identified Rest Centre cannot be used see alternative.
Rail West Coast mainline, bridge failure and viaduct	<ul style="list-style-type: none"> • Access to place of work • Access to shops • Close proximity to residents 	<ul style="list-style-type: none"> • Prepare to mobilize quickly to assist emergency services in the event of a major accident or derailment • Prepare for damage to containers carrying hazardous materials on West Cost mainline • CEC have identified Rest Centres and have designated Rest Centre/Evacuation Plans. If the identified Rest Centre cannot be used see alternative.
Vulnerable residents	Identify those who may need extra support from the community	<ul style="list-style-type: none"> • Mobilise to assist promptly and efficiently in the event of any emergency.

Key locations identified for use as temporary places of safety if identified rest centre cannot be used

Different emergencies may affect different parts of the community. We have identified a number of alternative sites. It is important that permission is granted by the owners of any buildings used in an emergency and ensure they have appropriate insurance and liability cover to use the premises in this way.

Out Buildings/ Barns	Location	Contact details
These outbuildings are generously offered as places of immediate shelter to get residents out of extreme weather conditions. Vacancy of the Barns is dependable on the time of year		
The Acres Farm closed and open Barns	From Twemlow Green turn down Forty Acre Lane - the farm is on the right outside of the 30 speed limit	James & Ruth Pierpoint 01477 532147 07803 759388
Bank Farm Shed & Open Barn	From Twemlow Green head towards Holmes Chapel on the A535 on Macclesfield Road - the farm is on the right before you go down the hill	Marshall & Patsy Barnett 01477 533261
New Farm Open sided barn and outbuildings	From Twemlow Green head towards Chelford along Chelford Road. There is a cluster of 3 farms on the left, Nufarm is the last one	Stephen & Gill Smith 01477 571872 07801 621142 07850 403836
Saltersford Farm Open Barn	Macclesfield Road	John & Son Paul Basford 01477 532396 01477 533051

Control Centre and Alternative Rest Center's

A specific Local Control Centre [to be agreed] – most important in the event of communications infrastructure breakdown.

Control Centre	Location	Contact details
CEC Control Centre	? to be arranged by CEC	?
Alternative: Yellow Broom	At Twemlow Green on the corner of Forty Acre Lane with the main A535	Russell & Nathalie Burns 01477 534048
Local Community buildings	Location	Contact details
Goostrey Village Hall CW4 8PE	Primary school off Main Road near to Goostrey Church	01477 533007 Kit Tomkinson 07740 947 500
Goostrey Church CW4 8PE	On the corner off Main Road and Church Bank	
Methodist Church and Hall CW4 8PA	In the centre of the Village by Bank View	John Penny 01477 532867
VHPFF; Booth Bed Lane facilities & Hall Goostrey CW4 8NT	From Goostrey traveling west, turn right at the cross roads onto Booth Bed Lane	Martin Leake 01477 537864 Sally Ball 01477 534160
Cranage Village Hall CW4 8EQ	Traveling west along Twemlow Lane, turn left onto the A50 towards Holmes Chapel. The hall is on the right	Katie on 07879 736 085
Cranage Hall Hotel CW4 8EW	Byley Lane at Cranage off A50 Knutsford to Holmes Chapel rd	Duty Manager 01477 536666
Lower Withington Village Hall Salters Lane, SK11 9LL	From the A535 traveling towards Chelford exit the Parish boundary and take the next right Farm Lane. The Hall is on the right at the next junction	John Ryder 01477 571413 John Venables 01477 571273

Local skills and resources assessment

Skill/ Resource	Who	Contact details	Location
Qualified First Aiders			
	Paul Basford	01477 533051 07789 418419	Danefield, Bottom of Macclesfield Road
	Russell Burns	01477 534048 07753 613828	Yellow Broom Twemlow Green
	John Handford		The Smithy Twemlow Green
	David Cummings May be leaving area	01477 549157 07557 018155	Garden Cottage [Twemlow Hall complex] Forty Acre Lane
	Chris Hulley	01477 549129 Glynis-07816293739	Hiverley Cottage Twemlow Green (Chelford Rd)
Farmers with Tractors			
	* James & Ruth Pierpoint	01477 532147 07803 759388	The Acres Farm Forty Acre Lane
	* John & Valerie Basford	01477 532396	Saltersford Turnppike Also Saltersford Fm bottom Macc Rd
Heavy Duty 4x4 owners			
Pick up	James Pierpoint	01477 532147 07803 759388	The Acres Farm Forty Acre Lane
Pick up	Ricky Torney	01477 534708 07713 353734	Twemlow Lane
Pick up + Tractor	Glynis Hulley		Hiverley Cottage, Twemlow Green Chelford Road
4 x 4 Car owners - for bad weather - snow /ice			

Car	Graham Holborow	01477 534317	11 Twemlow Lane
Car	Anne & Simon Greenwood	01477 522371 07905 135197	Fairholme, Chelford Road
Car	Paul Basford	01477 533051 07789 418419	Macclesfield Road
Car	Russell Burns	01477 534048 07753 613828	Yellow Broom
Car	Stephen & Gill Smith	01477 571872 07801 621142	New Farm Chelford Road On straight stretch
Car	Neil and Tracey Tipton	01477 535714 07502 379033	The Barns, Macclesfield Road 07584 676150
Resident Chainsaw owners			
	Simon Greenwood	01477 522371 07905 135197	Fairholme, Chelford Road
	James Pierpoint	01477 532147 07803 759388	Acres Farm Forty Acre Lane
	John Basford	01477 532396	Saltersford Turnpike Bottom of Macclesfield Road
	Chris Hulley	01477 549129 07816293739	Hiverley Cottage, Chelford Road
	Marshall Barnet	01477 533261	Bank Farm, top of Macclesfield Road
	Elwin Wakelam	01477 537074	Saltersford Cottage Bottom Macclesfield Road
Generator			
	Simon Greenwood	01477 522371 07905 135197	Fairholme, Chelford Road

Priority Services for Customers with Special Needs During a Power Loss

If you rely on electricity for medical equipment, or have other special needs, there is a [Priority Services Register](#) make sure you are registered so that the company can contact their most vulnerable customers if they experience a power loss. You can be included in their register if you are:

- Dependent on medical equipment
- Chronically sick
- Disabled, or
- or have some other special needs you would like us to consider.

If you are suffering from serious health problems please call **NHS Direct** on **0845 46 47** In an emergency please contact your local hospital.

During a Flood

- If water is about to enter your property, turn off your electricity supply via your isolator switch or fuse unit **but only if safe to do so**.
- If you are at all unsure please contact your insurer or a qualified electrician for advice.
- Do not touch any electrical appliances, cables or equipment whilst you are standing in flood water.
- Do not touch any electrical appliances, cables or equipment that has been immersed in flood water.

After a flood

- If water has entered your property and your electricity supply is off (or partly off), check your fuses and trip switches **but only if safe to do so**.
- If they have operated you must get professional advice from a qualified electrician. Your insurance company may be able to provide you with the names and contact details of suitable companies.
- If your fuses or trip switches have not operated and your electricity supply is off please contact us on the emergency number above.
- If your electricity meter has been under water, please keep away from the equipment and contact us on the emergency number above. We will then arrange a safety visit to your property.

Emergency Plan - Agency Contact List

Name	Role	Phone number/email address
www.cheshireresilience.org.uk		
Ruth Stevens	Emergency Planning and Exercising Officer Joint Cheshire Emergency Planning Team	ruth.stevens@cheshireservices.gov.uk 01244 973869
Emergency Contact	Environment Agency Incident Hotline	0800 807060
Environment Agency	www.environment-agency.gov.uk For information on environmental risks, including Flood Warnings.	08708 506 506 (Mon–Fri, 8am–6pm)
Emergency contact	Environment Agency Floodline Flood Risk Team	0845 9881188 0300 1235020
Paul M Reeves	Flood Risk Manager	flood.investigation@cheshireeast.gov.uk 01260 371041 07816 592956
Matt Tandy	Flood Risk Management Officer	01270 371175 07767 256883
Cheshire Police	Non emergencies <u>Neighbourhood Team</u>	0845 4580000 101 0845 458 6382
Fire & Rescue Service	Cheshire	01606 868700
Ambulance		999
St. John Ambulance	www.sja.org.uk	08700 104950
Health Centre	Holmes Chapel Health Centre London Road, Holmes Chapel	01477 533100
	Chelford Surgery	01625 861316
NHS Direct	Also carbon monoxide (CO) poisoning	0845 4647
Network Rail Emergency	Speak to them directly about any emergency situation on the railway 24 hours a day.	08457 11 41 41
British Transport Police	To report a crime or for general enquiries, please contact the British Transport Police.	0800 40 50 40
Highways Emergencies	9.00am - 5.00pm (Mon - Fri) - please contact the Highways Service by either using the online fault reporting form . The	0300 123 5020 The Highways Service has 2 offices in

	<p>response times to these emergencies are: emergency electrical defect (eg: door missing from lighting column) - 1 hour; other defects - during working hours (ie: 8.00am - 5.00pm) - 1 hour; and other defects - outside normal working hours - 2 hours.</p> <p>http://maps.cheshire.gov.uk/cheshirecc.interactivemapping.web.internet</p>	<p>Cheshire East. The North office covers Macclesfield, Knutsford, Wilmslow, Poynton, Sandbach, Congleton, Middlewich, Holmes Chapel and surrounding areas.</p> <p>Cheshire East Highways Brunswick Wharf Depot Brook Street Congleton CW12 1RG</p>
Out of Hours Emergencies	Highways Council staff are on call outside of normal office hours to respond to serious highway related problems and emergencies.	0300 123 5025
Veterinary services	Cheshire Pet, Holmes Chapel Clinic Manor Lane, Holmes Chapel	enquiries@cheshirepet.co.uk 01477 544554
Veterinary services	James Ede Congleton Veterinary Centre West Heath Sandbach Rd Congleton	james@congletonvets.com 01260 272131
RSPCA	Veterinary guidance www.rspca.org.uk/in-action/international/emergencyresponse	0300 1234 555
Electricity	SP Energy Networks Cheshire, Merseyside, North Wales & North Shropshire	0845 272 2424
Special needs during power loss	If you are registered and meet the criteria	0845 273 4444.
Nearest Defibrillator <i>Automated External Defibrillator [AED]</i>	<p>AED sites near Twemlow</p> <p>Goostrey Phone Box Cranage Hall Hotel : Open 24/7 Trading post: Mon to Sat 7:30am - 10pm Sundays 8am - 2pm & 7pm - 10pm.</p> <p>Goostrey Village Hall Restricted times Woodside Golf Restricted times 8am - 8pm</p>	<p>Access at all times - External Byley Ln, Cranage, CW4 8EW 01477 536666 Boothbed Lane, Goostrey CW4 8LP 01477 532354</p> <p>Main Rd Goostrey CW4 8PE 01477535825 [contact 533007] Knutsford Rd, Holmes Chapel, CW4 8HJ 01477 532388</p>
Arborist & Tree Surgeons		
Oakwood	166 Main Rd, Goostrey CW4 8JP	01477 518054
Forest Stump	83 Macclesfield Rd Holmes Chapel	01477 500166
John Oliver	The Bungalow Carter Lane Macclesfield	01625 861663

Places of residence where a neighbour may require support in case of emergency

Address	Heating	Cooking/ boiling water	Transport	Comm- unication	Elderly/ Mobility/ Disability	Young families
16 Twemlow Lane		x				x
15 Twemlow Lane		x	x	x		
13 Twemlow Lane				x		x
11 Twemlow Lane				x		
10 Twemlow Lane				x		
9 Twemlow Lane		x				
8 Twemlow Lane		x	x		x	
2 Twemlow Lane				x		x
22 Twemlow Manor Fields		x	x			
26 Twemlow Manor Fields	x			x		
New House, Twemlow Ln		x	x	x	x	
The Smithy, Twemlow Gn		x				
The Forge, Twemlow Gn				x		
Bryn Glas, Twemlow Gn		x				
Hiverley Cottage Chelford Rd T.Gn		x				
Garden Cottage, Forty Acre Twemlow		x		x		
The Acres Farm, Forty acre Ln		x				x
Garden House, Twemlow Gn					x	
Holly Cottage top Macc Rd	x	x			x	
Sunnyside Barn top Macc Rd Bank Fm	x	x		x		
Danefield bottom Macc Rd		x				
Saltersford Turnpike bottom Macc Rd				x		

List of helpful contacts

This list is not a recommendation of any specific service or business

Social Services 0300 123 5010

Out of Hours - Emergency Social Care Support

Out of Hours Team on 0300 123 5022 This operates between 17:00 and 08:30, and 24 hours at the weekends and bank holidays. An experienced social

Bed & Breakfast's

www.goostreybedbreakfast.co.uk

Church Cottage Station Road, Goostrey, Crewe 01477 534314

Bridge Farm Blackden CW4 8BX Tel: 01477 571202

The Grange Self Catering & B&B 21b Station Road, Goostrey, CW4 8PJ 01477 533249

The English Dining Room, Kermincham, Holmes Chapel, CW4 8DY 01477 571224

Bus Services Cheshireeast.gov.uk/travel 0871 200 22 33

Rail Service 0800 528 0200

Taxi Firms

? 12 The Old Paddock, Goostrey, Crewe, Cheshire CW4 8QZ Tel: 07836 264795

Goostrey Taxi 8 Booth Bed Lane, Goostrey, Crewe, CW4 8LP Tel: 07836 264795

Kenkar 3 Sycamore Close, Holmes Chapel, Crewe, CW4 7BT Tel: 01477 544449

Cranage Cars 1 Cranage Manor, Knutsford Rd, Cranage, Crewe, CW4 8EQ Tel: 07895 805941

S & J Car Higher House Farm, Knutsford Rd, Cranage, Crewe, CW4 8EF Tel: 01477 532087

MIB cars 65 West Way, Holmes Chapel, Crewe, CW4 7DG Tel: 01477 544041

Local Radio Stations

BBC Manchester 95.1 FM

BBC Merseyside 95.8FM

BBC Stoke 94.6 & 104.1 FM

Hardware supplies - flasks / fans / calor gas fires

Morreys of Holmes Chapel 01477 533 125 email: info@morreys.co.uk

7A Holmes Chapel Business Park, Manor Lane, Holmes Chapel CW4 8AB Monday to Friday - 9.00am to 5.30pm Saturday - 9.00am to 5.00pm

Mrs Kettle 168 Main Rd Goostrey Crewe CW4 8JP

01477 533270

Citizens Advice Bureau 08444 111 444

Plumbers

Miceli Plumbing & Heating 110 Ollershaw Lane Marston Northwich Tel: 01606 351903 07795085811

AHP Heating & Plumbing Unit 3 Newman Close Greenfield Trading Est Back Lane Congleton 01260 272 096

Electrical Contractors

Lynks Electrical Broom Croft Bomish Lane Goostrey 01477 571086

S3 Security 12 Lawrence Avenue Cranage 01477 459119	
Builders Knutsford Construction Magnolia House, Harrison Drive, Goostrey, Crewe, CW4 8NP Tel: 01477 533757 Dave Carbutt Bank View Goostrey Tel: 07977266620 01477535648	
Building Supplies – Sandbags, grit etc Travis Perkins Unit 1 Back Lane, Radnor Park Industrial Estate , Congleton , CW12 01260 289433 4XJ Jewson Ltd West Heath , Congleton , CW12 4HD 01260 272272 Dutton Aggregates Brooks Lane , Middlewich , CW10 0JH 01606 738491	
Marquee Action Marquee Grange Brook Farm Sandfield Lane Northwich 01606 854566 www.actionmarquees.co.uk Melody Corporation 27 Redwood Dr Crewe 01270 251317 www.melodycorporation.co.uk	
Generator Hire Redwood Hire Unit 2, Knutsford, Cheshire WA16 8DX 01565 650134	
Government paper Civil Contingencies Secretariat 3rd Floor, 35 Great Smith Street London SW1P 3BQ Email: Communities.Prepared@cabinet-office.x.gsi.gov.uk http://www.epcollege.com/community-hub/get-involved/how-you-can-make-a-difference/your-village-street/	
Local Resilience Forum https://www.gov.uk/government/publications/the-role-of-local-resilience-forums-a-reference-document	
National Risk Register https://www.gov.uk/government/publications/national-risk-register-of-civil-emergencies	
British Red Cross www.redcross.org.uk Telephone: 0844 871 11 11	
RVS www.wrvs.org.uk Telephone: 0845 6014670 Information about the services WRVS provide (including emergency response)	
MET Office http://www.metoffice.gov.uk/	
Informed.Prepared.Together A gateway to resources, information and practical tools for developing the ability of individuals, communities and organisations to be better prepared to cope with emergencies and disasters. www.informedprepared.eu/ (0032) 2 235 06 80	
The Radio Amateurs' Emergency Network (RAYNET) www.raynet-uk.net/ The UK's national voluntary communications service provided for the community by licensed radio amateurs.	

Activation triggers

This Plan can be activated by the following means and action taken as indicated:

Source	Action to be taken
--------	--------------------

<p>1 A telephone call from any of the emergency services or the Joint Cheshire Emergency Planning Team to Twemlow Parish Council or to the Twemlow Emergency Co-ordinator or Deputies.</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”.</p> <p>(4) Emergency Co-ordinator to set up a command post at The Yellow Broom, Forty Acre Lane 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 Twemlow command post.</p> <p>(6) Take appropriate action as requested by the Emergency Services and Emergency Planning Officers.</p>
<p>2 A telephone call from a member of the public direct to Twemlow Parish Council</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 1 (3) onwards.</p>
<p>3 A telephone call from a member of the public direct to Twemlow Parish Council but where no communication is possible with emergency services or emergency planning team.</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 activate the “telephone tree”.</p> <p>(4) Emergency Co-ordinator to set up a command post at The Yellow Broom, Forty Acre Lane or, if that is not safe, at another appropriate building.</p> <p>(5) Emergency Controller to 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>

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 East Borough Council been informed you are holding a community emergency meeting?**

Has the community been informed there will be a meeting?

Emergency Meeting - Agenda

Date:

Time:

Location:

Attendees:

1. 1. What is the current situation?

Location of the emergency.

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity or water been affected?

Are there any vulnerable people involved?

- Elderly
- Disabled
- 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?

Emergency log sheet

Date	Time	Information/Decisions/Actions	Name

Plan amendment list

Date of amendment	Details of changes made	Changed by
01.07.2014	Version 1 draft prepared	Barbara Torney Twemlow Emergency Coordinator
09.09.2014	Review and amended Version 1	Ruth Stevens: Emergency Planning and Exercising Officer Joint Cheshire Emergency Planning Team
27.09.2014	Reviewed and expanded	Barbara Torney
May 2015	Annual Update	Barbara Torney and TEP Team