



# Middlewich Town Council Community Emergency Plan

Remember, it is vital that in the event of an  
**EMERGENCY SITUATION** the initial action is to

# Dial 999

[www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk)

[www.middlewich.org.uk](http://www.middlewich.org.uk)

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# Introduction.

Middlewich Town Council may have an important role in both the response to and recovery from an emergency.

It is possible that the Town Council may be able to act faster than many of the responding organisations as they have an in-depth local knowledge that would provide invaluable assistance to the response.

By completing a Community Plan the Town Council is putting arrangements in place to mobilise resources that already exist in the Middlewich community to support residents during an emergency.

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

# Profile.

Middlewich is strategically placed at the heart of the County of Cheshire, situated in Cheshire East but surrounded on three sides by Cheshire West. It lies in a valley on the Cheshire plain and is well connected with road links to North and South. Junction 18 of the M6 Motorway is three miles to the South.

Middlewich lies under the Flightpath 24 of Manchester Airport, for aircraft heading for Manchester from the South.

Neighbouring towns within a radius of 5-8 miles include Winsford, Northwich, Sandbach and Crewe, with a hinterland of rural parishes including Holmes Chapel.

Waterways are a key feature of the Town, with the Trent & Mersey and Shropshire Union Canals (Middlewich Branch) converging on the Town. The Rivers Croco, Wheelock and Dane also flow through the Town.

Middlewich has an Historic timeline, dating back to Celtic, Roman and Medieval times, and featuring the Norman period, English Civil War, Victorian era and a significant Industrial heritage, featuring the canal network and the salt industry.

Middlewich is a working town, with a pleasing amount of housing that is affordable, traditional and modern. It is a very pleasant place in which to live, visit or work, and has a number of Internationally important Companies operating from the significant Employment site at Midpoint 18.

The population is just under 14,000. The local Schools are excellent; sporting facilities are good and although the retail offer of the town is limited, there are a number of niche shops and eateries that make the town centre an interesting and eclectic place to visit.

A major strength of the Town is the number and variety of events and activities that are staged throughout the year. The Town Council stages, hosts or supports this great range of things to do, from Heritage Festivals, Folk & Boat Festival, Food & Drink, Literary, Classic Car & Bike and so much more.

In conclusion, Middlewich is a caring and inclusive Community; therefore its Community Emergency Plan is well prepared, considerate and practical, and will serve anyone affected by the Plan as effectively as possible.

# Community Emergency Plan

**Name of Community:** Middlewich

<b>Name:</b>	Jonathan Williams BA (Hons)
<b>Authority/Role:</b>	Town Clerk, Middlewich Town Council
<b>Date:</b>	09.09.2016

# Distribution List

	Address	No/Type of Copy
1.	Middlewich Town Council, Victoria Buildings, Lewin Street, Middlewich	3
2.	Cheshire Constabulary, Middlewich Police Station, Queen Street, Middlewich	1
3.	Cheshire Fire and Rescue Service, Middlewich Fire Station, Civic Way, Middlewich	1
4.	Cheshire East Council, Westfields, Middlewich Road, Sandbach.	1
5.	Middlewich Library, Lewin Street, Middlewich	1
6.	North West Ambulance Service NHS Trust, Elm House, Belmont Grove, Anfield, Liverpool, L6 4EG	1
7.	Middlewich Medical Centre Oaklands Medical Centre, St Ann's Walk, Middlewich	1
8.	Waters Edge Medical Centre Leadsmithy Street Middlewich	1
9	Police Head Quarters Clemonds Hey, Oakmere Road, Winsford, Cheshire CW7 2UA	1

# Aims and Objectives of the Community Plan

## Aims

The aim of the community plan is to increase short term community resilience in response to an emergency occurring in the local area.

## 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 in the response to an emergency.
- To identify hazards and possible mitigation measures within the community.
- To identify vulnerable people within the community.

# Local Risk Assessment

Risks	Impact on Community	Preparation
Floods, Rivers or Canal Breach	<ul style="list-style-type: none"> <li>• Flooding of local streets</li> <li>• Damage to Property</li> <li>• Potential Homelessness</li> <li>• Potential road Closures Croxton Lane, Chester Road, King Street, Booth Lane, Nantwich Road</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage residents to improve home flood defences and to check if they are in a flood risk area 0345 988 1188 <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a></li> <li>• Work with local emergency responders to prepare for evacuation to rest centre</li> <li>• Find out what flood defences exist or are planned in the area</li> <li>• Awareness of key premises road closures so that emergency services can take this into account when putting closure into effect.</li> <li>• List of premises suitable for supplementing CEC's rest centres and evacuation plans. (See Key Locations)</li> <li>• List of appropriate community organisations able assist in identifying housing occupied by vulnerable residents. (See list of Community Organisations)</li> </ul>
High Winds	<ul style="list-style-type: none"> <li>• Structural damage to buildings and residential properties</li> <li>• Potential temporary evacuation of residents</li> <li>• Need urgently to secure and make safe property</li> <li>• Potential Homelessness</li> <li>• Escape of animals</li> <li>• Blocked access to Town</li> <li>• Fallen Trees</li> </ul>	<ul style="list-style-type: none"> <li>• List of premises suitable for supplementing CEC's rest centres and evacuation plans. (See Key Locations)</li> <li>• List of appropriate community organisations able assist in identifying housing occupied by vulnerable residents. (See list of Community Organisations)</li> <li>• List of local building contractors. (See Community Resources)</li> <li>• Identifying source of blankets/bedding/food/drink/generator/gas bottles</li> <li>• <a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a></li> <li>• <a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a></li> </ul>
Severe snow and ice	<ul style="list-style-type: none"> <li>• Housebound vulnerable residents unable to obtain supplies</li> </ul>	<ul style="list-style-type: none"> <li>• List of appropriate community organisations able assist in identifying housing occupied by vulnerable residents. (See list of Community</li> </ul>



	<ul style="list-style-type: none"><li>• <b>Blocked access to town</b></li><li>• <b>Residents unable to get to/from work/school</b></li></ul>	<p><b>Organisations)</b></p> <ul style="list-style-type: none"><li>• <b>Town Council's list of voluntary organisations and individuals to deliver essential services</b></li></ul> <p><a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a></p>
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<p><b>Power Failure</b></p> <ul style="list-style-type: none"> <li>• <b>Loss of electricity or gas</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>No heating in houses</b></li> <li>• <b>No light in houses</b></li> <li>• <b>Business affected</b></li> <li>• <b>Farms affected</b></li> <li>• <b>No street lighting</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Identify Vulnerable people who may need assistance</b></li> <li>• <b>Identify a rest centre with power supply</b></li> <li>• <b>Provide Blankets, food, drink, heat, light (torches/Candles)</b></li> </ul>
<p><b>Transport Crash Road/Plane</b></p>	<ul style="list-style-type: none"> <li>• <b>Major disruption</b></li> <li>• <b>Loss of life</b></li> <li>• <b>Temporary evacuation of residents</b></li> <li>• <b>Potential road closures</b></li> <li>• <b>Damage to property</b></li> <li>• <b>Escape of livestock</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>List of premises suitable for a rest centre if required by the Joint Cheshire Emergency Planning Team.</b></li> <li>• <b>Identify local source of road closure signs if required</b></li> <li>• <b>Identify source of blankets/bedding/food/drink/generator/gas bottles</b></li> <li>• <b>Identify first aiders</b></li> <li>• <b>List of premises suitable for forward control use by emergency services (See key locations)</b></li> </ul>
<p><b>Rail Crash</b></p>	<ul style="list-style-type: none"> <li>• <b>Potential Disruption to businesses adjoining railway line.</b></li> <li>• <b>Potential temporary evacuation of residents</b></li> <li>• <b>Potential loss of life</b></li> <li>• <b>Potential road closures</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Awareness of key premises which may be affected by any road closures so that emergency services can take this into account when putting closures into effect.</b></li> <li>• <b>List of premises suitable for supplementing CEC's rest centres and evacuation plans. (See Key Locations)</b></li> </ul>
<p><b>Water Failure</b></p>	<ul style="list-style-type: none"> <li>• <b>Loss of drinking water</b></li> <li>• <b>Medical requirements</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Identify sources of bottled water and wells/springs providing clean water</b></li> <li>• <b>Set up network to provide drinking water to vulnerable people</b></li> <li>• <b>Plan for providing grey water for toilet flushing – if problem persists</b></li> </ul>

<p><b>Chemical spill/explosion/fire</b></p>	<ul style="list-style-type: none"> <li>• <b>Potential structural damage to houses and other buildings, atmospheric pollution</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>List of premises suitable for supplementing CEC's rest centres and evacuation plans.</b></li> <li>• <b>(See Key Locations)</b></li> <li>• <b>List of premises suitable for forward control use by emergency services.</b></li> <li>• <b>(See Key Locations)</b></li> <li>• <b>List of local building contractors.</b></li> <li>• <b>(See Community Resources)</b></li> </ul>
<p><b>Major Traffic incident M6</b></p>	<ul style="list-style-type: none"> <li>• <b>Gridlocked traffic in and out of town. Residents unable to go to or from work/school.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Identify areas where stranded motorists can be accommodated.</b></li> <li>• <b>(See Community Resources and Key Locations)</b></li> </ul>
<p><b>Subsidence</b></p>	<ul style="list-style-type: none"> <li>• <b>Structural damage to buildings and residential properties</b></li> <li>• <b>Possible homelessness</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>List of local building contractors. (See Community Resources)</b></li> <li>• <b>List of premises suitable for supplementing CEC's rest centres and evacuation plans. (See Key Locations)</b></li> </ul>
<p><b>Air pollution</b></p>	<ul style="list-style-type: none"> <li>• <b>Need to keep residents indoors</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>List of appropriate community organisations able assist in identifying housing occupied by vulnerable residents. (See list of Community Organisations)</b></li> </ul>

# Community Resources

**(Note: The inclusion of private organisations in this list does not imply that MiddlewichTown Council endorses or recommends any of the services provided by those organisations.)**

Resource (Inc. details)	Contact Details	Location	Capacity (No. of)
<b>Hotels and Bed and Breakfast Accommodation</b>			
Bed and Breakfast Accommodation	01606 833191 BH 01606 834169 KH	Boars Head and Kinderton House Hotels, Kinderton Street	19 rooms
Bed and Breakfast Accommodation	01606 834125	Sandhurst Hotel Chester Road	8 rooms
Hotel Accommodation	0871 984 6163 (Hotel) or 08719 848484	Travelodge Holmes Chapel Road	30 rooms
<b>Electrical Contractors</b>			
Neil Hopley	01606 833993	Brooks Lane Middlewich	
Mike Thompson Electricals	01606 354700	233 Middlewich Road Northwich	
Hamilton Electrical Services. Andy H	01606 737750 07944 202924		

<a href="#">Middlewich Electrical Services</a>	01606 837637	1 Whitley Close Middlewich	
Andy Hawksworth Electrical	07010 735 161	10 Whitley Close Middlewich	
<a href="#">A N Electrical</a>	01606 835126	70 Chadwick Road Middlewich	
<b>Tree Surgeons</b>			
Chartley Tree Services	01606 738622 07854 312419	3 Chartley Grove, Middlewich	
Cheshire Tree Services	01606 837 051	50 Nantwich Road, Middlewich	
Acorn 2 Oak Tree Ltd	01606 835 361	14 The Windings, Middlewich	
<b>Plumbers</b>			

Ian Mackay	0800 5422 136	38 Pennymoor Drive, Middlewich	
DP Plumbing Services	01606 832782 0797 606 2938	6 Milton Close, Middlewich	
RD Buckley	01606 833359	178 Long Lane South, Middlewich	
Paul Bebbington	01606 835187 07929 009590	8 Westbury Close, Middlewich	
<b>Builders</b>			
Pochin PLC	01606 833333	Brooks Lane, Middlewich	
Hough Construction	01606 737 715	17 Ryecroft Close, Middlewich	
Crange Construction Ltd	01606 841682	Lady Anne's Court, Wheelock Street, Middlewich	
DJ Latham	01606 832370	27 Hubert Drive, Middlewich	
Anthony A Carver	01606 833478	3 King Street, Middlewich	
<b>Glaziers</b>			

Express Middlewich Glaziers	01606 569584	Lewin Street, Middlewich	
Able Glazing Middlewich	0800 046 2633 01606 569302	Ryecroft Close Middlewich	
Advanced Glazing Ltd (24 hours)	01606 569121	Unit 12, Firsby Avenue, Bredbury, Stockport	
Orbital Windows	07970 921738	2 Lichfield St, Middlewich	
<b>Roofing Companies</b>			
DMK Building Services	07983 464251	20 Byron Close, Middlewich	
Acorn Roofing	01606 833914	Mill Cottage, Kinderton Street, Middlewich	
Colin Jones Roofing Limited	01244 535323 01244 535943	Unit 167A Castle Close Hawarden Industrial Park Manor Lane Hawarden Deeside	
<b>Scaffolding Companies</b>			

Carlaw Marcus	01606 832672	14 Darlington St, Middlewich	
P.E.T Scaffolding Limited	01270 5823	Progress Works Stewart Street Crewe	
<b>Supermarkets</b>			
Tesco Express, Warmingham Lane	0845 0269140	76 Warmingham Lane, Middlewich	
Tesco Express, Wheelock Street	0845 6757003	1/3 Wheelock Street, Middlewich	
Tesco Southway Store	01606 317 400	Southway, Middlewich	
Lidl	0870 4441234	Chester Road Middlewich	
Morrisons	Phone?	Newton Bank Middlewich	
<b>Veterinary Surgeons</b>			
Willows Veterinary Group, Middlewich Surgery	01606 833731	39 Newton Heath Middlewich	
<b>Medical General Practitioners</b>			
Waters Edge Medical Centre 10-12 Leadsmithy Street CW10 9BH	01606 544401		



Middlewich Health Centre, Oaklands	01606 836 481	St Ann's Walk, Middlewich	
<b>Bus and Coach Companies</b>			
Byley Coaches	01606 828093	Middlewich Road, Byley, Middlewich	
Rick's Taxis	07426 589150		
Arriva North West Ltd	0161 272 6565	6 St Andrew's Rd Manchester	
<b>Plant Hire Companies</b>			
Winsford Plant Hire	01606 832091	Canal Terrace, Lewin Street, Middlewich	
Jewsons	01606 833033		
Middlewich DIY	01606 832809		

# Key Locations

Building	Location/Map Reference No.	Use in an emergency	Contact details
Middlewich Civic Hall	Civic Way <b>1</b>	MAIN Evacuation centre and forward command post Capacity 300	01606 833434 01606 836375 07462 413145
Victoria Building	Lewin Street <b>2</b>	Forward command post	01606 833434 07581 343717
Wych Centre	Civic Way <b>3</b>	Evacuation centre or forward command post	01606 835043
Community Centre	Civic Way/St Ann's Walk <b>4</b>	Evacuation centre or forward command post	01606 832118
St Michael and All Angel's Church	Hightown <b>5</b> Room <b>28 Centre</b>	Evacuation centre or forward command post	01606 738005
United Reformed Church Hall	Queen Street <b>6</b>	Evacuation centre or forward command post	01606 834303
Middlewich Community Church	Brooks Lane <b>7</b>	Evacuation centre or forward command post	01606 835928
Middlewich High School and Leisure Centre	King Edward Street <b>8</b>	Evacuation centre or forward command post	01606 288170
St Mary's Catholic Primary School	Manor Road/Shropshire Close <b>9</b>	Evacuation centre or forward command post	01606 832164

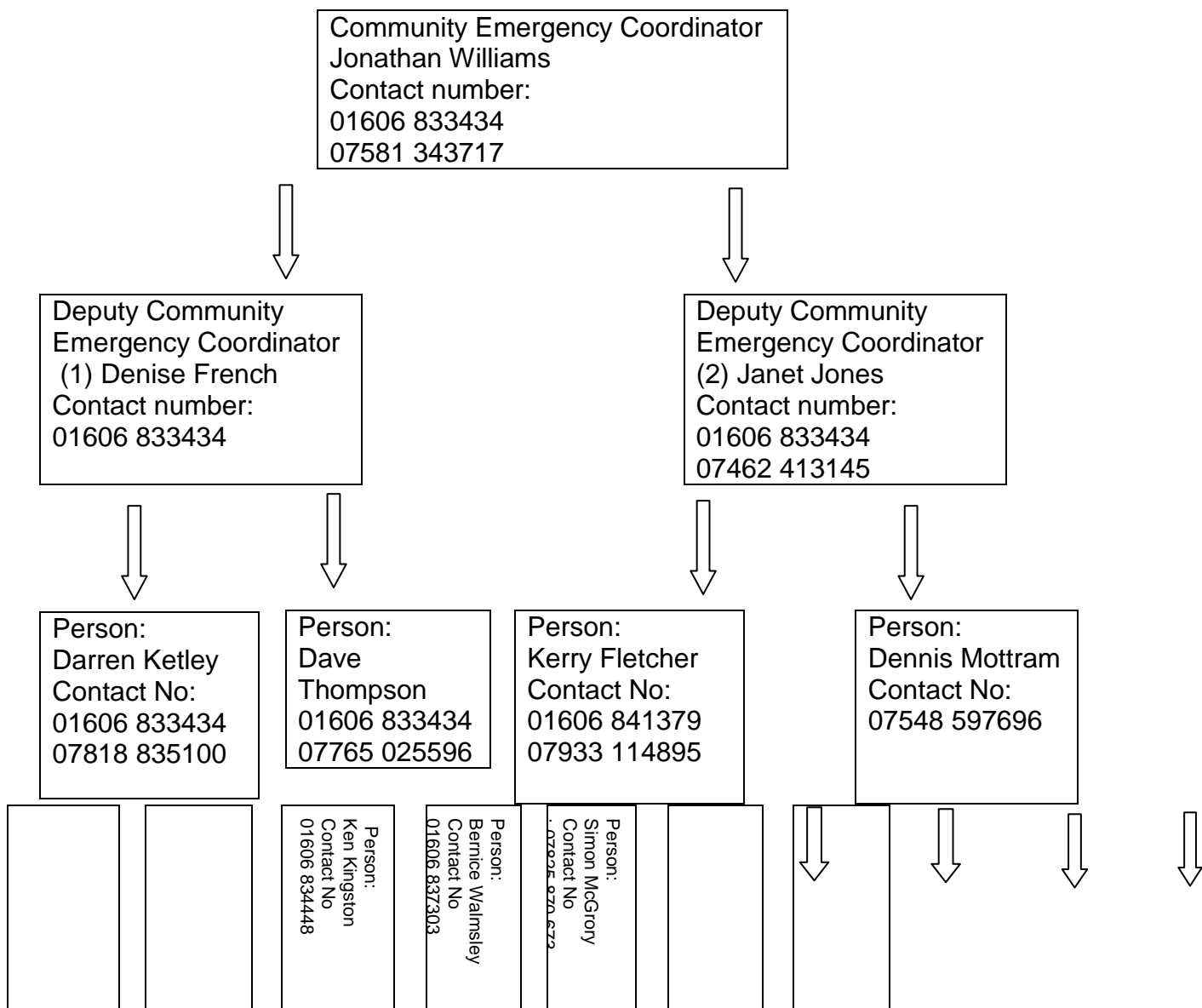
Middlewich Primary School	Park Road 10	Evacuation centre or forward command post	01606 738880
Middlewich Town Football Club	Finneys Lane 11	Evacuation centre or forward command post	07831619871
St Mary's Church Hall	King Street 12	Evacuation centre or forward command post	01606 832359
Middlewich Methodist Church Hall	Booth Lane 13	Evacuation centre or forward command post	01477 537 085
Middlewich Masonic Hall	Holmes Chapel Road 14	Evacuation centre or forward command post	0843 262 1861
Middlewich Cemetery	C/o 12 Chester Road 15	Temporary mortuary	01606 737101

## Emergency Contact List

Title	Name	Contact Details	Address
<b>Emergency Community Coordinator</b>	Jonathan Williams	01606 833434 07581 343717	Victoria Buildings Lewin Street CW10 9AS
<b>Deputy Emergency Community Coordinator (1)</b>	Denise French	01606 833434 07730 480764	Victoria Buildings Lewin Street CW10 9AS
<b>Deputy Emergency Community Coordinator (2)</b>	Nicola Antoney	01606 833434 07852 933462	Victoria Buildings Lewin Street CW10 9AS

# 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.



**Note:** In the event of a breakdown in communication using the telephone tree, Denise French is the nominated person assigned to ensure that all necessary information is passed on, and the tree completed. In Denise’s absence, Janet Jones shall be the responsible officer.

# List of Community Organisations

**that may be helpful in identifying vulnerable people or communities in an emergency**

Middlewich Foodbank tel. Debi Williams 07540 830675

Age Concern, Salinae, Lewin St, Middlewich tel. 01606 836599

Middlewich Women's Club Mrs G Hickson tel. 01606 833771

Mother's Union tel. 01606 832198

The Royal British Legion tel. 01606 833286

Anchor Housing, Bembridge Court tel. 01606 835552

Oaklands Medical Centre tel. 01606 836 481

Waters Edge Surgery tel. 01606 544401

Talking Newspaper for the Blind tel.01270 760104

Over 60's Club Mrs N Taylor tel. 01606 833883

Cheshire Regiment Old Comrades tel. 01270 767922

# Activation Triggers

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

Source	Action to be taken
<p><b>1</b> A telephone call from any of the emergency services or Cheshire East's Emergency Planning Team to Middlewich Town Council or to the Middlewich Emergency Co-ordinator or his Deputy.</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 Victoria Buildings or, 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 Middlewich command post.</p> <p>(6) Take appropriate action as requested by the Emergency Services and Emergency Planning Officers.</p> <p>(7) Consider if there is a need for a Community Emergency Meeting.</p>
<p><b>2</b> A telephone call from a member of the public direct to Middlewich Town 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 <b>1</b> onwards.</p>

<p><b>3</b> A telephone call from a member of the public direct to Middlewich Town Council but no communication 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 Victoria Buildings 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> <p>(7) Consider if there is a need for a Community Emergency Meeting.</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?**

## **Contact List**

<b>Service/Role</b>	<b>Telephone Number</b>	<b>Website/email</b>
<b>Emergency Services</b>	999	N/A
<b>Emergency Coordinator (Town Clerk – Jonathan Williams)</b>	01606 833434 07581 343717	<a href="http://www.middlewich.org.uk">www.middlewich.org.uk</a> <a href="mailto:clerk@middlewich.org.uk">clerk@middlewich.org.uk</a>
<b>Deputy Emergency Coordinator (Assistant Town Clerk-Denise French)</b>	01606 833434	<a href="http://www.middlewich.org.uk">www.middlewich.org.uk</a> <a href="mailto:assistantclerk@middlewich.org.uk">assistantclerk@middlewich.org.uk</a>
<b>Cheshire East Council</b>	0300 123 5500	<a href="http://www.cheshireeast.gov.uk">www.cheshireeast.gov.uk</a>
<b>Cheshire West and Chester Council</b>	0300 123 8 123	<a href="http://www.cheshirewestandchester.gov.uk">www.cheshirewestandchester.gov.uk</a>
<b>Police HQ</b>	0845 458 0000	<a href="http://www.cheshire.police.uk">www.cheshire.police.uk</a>
<b>Fire Service HQ</b>	01606 868700	<a href="http://www.cheshirefire.co.uk">www.cheshirefire.co.uk</a>
<b>NHS Direct</b>	0845 4647	<a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>
<b>EA Floodline</b>	0845 988 1188	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
<b><u>Doctors Surgeries</u></b>		
<b>Waters Edge</b>	01606 544401	

<b>Middlewich Medical Centre, Oaklands Surgery</b>	01606 836481	<a href="http://www.oaklands-surgery.co.uk">www.oaklands-surgery.co.uk</a>
<b>Post Office</b>	01606 837026	
<b><u>Churches</u></b>		
<b>St Michael and All Angels C of E</b>	01606 833124	<a href="http://www.middlewichparishchurch.org.uk">www.middlewichparishchurch.org.uk</a>
<b>St Mary's RC</b>	01606 832359	<a href="http://www.stmarysparishmiddlewich.org.uk">www.stmarysparishmiddlewich.org.uk</a>
<b>Middlewich Community Church</b>	01606 835928	<a href="http://www.middlewich.org">www.middlewich.org</a>
<b>Middlewich URC</b>	01606 834303	<a href="http://www.middlewichurc.org.uk">www.middlewichurc.org.uk</a>
<b>Middlewich Methodist Church</b>	01477 537 085	
<b>Schools</b>		
<b>Middlewich High School</b>	01606 288 170	<a href="http://www.middlewichhigh.cheshire.sch.uk">www.middlewichhigh.cheshire.sch.uk</a> <a href="mailto:admin@middlewichhigh.cheshire.sch.uk">admin@middlewichhigh.cheshire.sch.uk</a>
<b>Middlewich Primary School</b>	01606 738880	<a href="http://www.middlewichprimary.org/">www.middlewichprimary.org/</a> <a href="mailto:admin@middlewichpri.cheshire.sch.uk">admin@middlewichpri.cheshire.sch.uk</a>
<b>St Mary's RC Primary School</b>	01606 832164	<a href="http://www.stmarysparishmiddlewich.org.uk">www.stmarysparishmiddlewich.org.uk</a> <a href="mailto:admin@stmarysmiddlewich.cheshire.sch.uk">admin@stmarysmiddlewich.cheshire.sch.uk</a>
<b>Cledford Primary School</b>	01606 288240	<a href="http://www.cledford.cheshire.sch.uk">www.cledford.cheshire.sch.uk</a> <a href="mailto:admin@cledford.cheshire.sch.uk">admin@cledford.cheshire.sch.uk</a>

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# DRAFT COMMUNITY EMERGENCY GROUP FIRST MEETING AGENDA

## *Example Community Emergency Group Emergency Meeting Agenda*

**Date:**

**Time:**

**Location:**

**Attendees:**

### **1. What is the current situation?**

You might want to consider the following:

**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
- Non-English-speaking people
- 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?**

# **Actions agreed with Cheshire East Council in the event of an evacuation**

*(Use this space to record details of the actions you can take to help your local authority if an evacuation is necessary in your community)*

## **Emergency log sheet**

<b>Date</b>	<b>Time</b>	<b>Information/Decisions/Actions</b>	<b>Initials</b>

