

Cradley Parish Council
Planning for Emergencies
Working Group Meeting – 22 June 2016
Minutes

Attendees:

Sam Roffe (SR)
Cheryl Lambert (CL)
Anne Scarsbrook (AS)
Derek Scully (DS)
Apologies from Dr Ivan Smart (IS)
Apologies from Bruce Herriot (BH)

The team met at The Coach House, Cradley, to discuss progress and agree actions.
Next meeting date was confirmed as 7.30pm, Wednesday 20th July at The Coach House.

1. Updated Outline Content

A. Emergencies and an assessment of the risks involved

It was agreed that likely emergencies will include:

Extreme weather - Flood, Snow, Heat
Pandemics (Human & Animal)
Widespread gastroenteritis caused by water pollution
Fire
Chemical Spill
Utilities Failure
Major traffic accident
Emergency involving a local school pupil or school transport

Agreed actions:

*BH to draft a matrix of activity relating to each specific emergency.
SR sent message to Simon Davies regarding specific concerns for businesses located at the Ashvale Business Centre. Sam & Simon to agree action.*

B. Resilience Plan coordinators & contact details

It was recommended that key coordinators are likely to come from the Parish Council working group.

Key coordinators and contact details to be confirmed.

C. Local skills & resources contact list

Agreed actions:

*IS to check insurance implications with Parish Councillor Geoff Fielding.
IS to approach local 'contractors' to understand if they would be willing to offer their services in an emergency.
SR drafted newsletter article. Team to give input before it is emailed to Ken & Wynne and then put before the next full PC meeting.*

D. Helpers/volunteers contact list

Agreed actions:

SR to contact Robert Ward to discuss potential role & resources of the church.

Newsletter article including paragraph asking for volunteers willing to offer 'care & comfort' in an emergency drafted. Parish Council to be asked for approval .

E. Action Plan

Details of the clear actions that will take place in an emergency including coordination with emergency responders.

To be developed once Emergency 'Matrix' has been finalised.

F. Identification of local official Rest Centres or Places of Safety, resource needs and volunteer contacts

Agreed actions: AS to approach the British Legion as a potential rest centre/location of additional defibrillator.

SR/BH to meet Cradley school Head Teacher on Monday July 4 to discuss the potential use of the school as a rest centre – and to talk about how the school and parish council could work together to help keep local people well informed.

SR to double-check that Storridge Village Hall is an official Herefordshire rest centre and that it is appropriate for two additional locations (school and legion) to be considered.

DS to update Storridge Village Hall emergency contact list.

G. Communications Plan

Team discussed the best ways to keep our local community informed and updated during an emergency.

Agreed actions:

SR to discuss the possibility of an Emergency phone-based answering machine with Ken Nason.

If Facebook is permanently adopted as a Parish Council communications tool, SR to ask for approval to set up a 'Twitter' account linked to the Facebook page.

SR to clarify communication channels with the Police/HCC Press Office in relation to emergencies and road closures.

Phone/information 'cascade' to be created once list of Plan Coordinators and volunteers confirmed.

Additional Agreed Actions

- 1. SR to meet with the Practice Manager to discuss how Cradley surgery/dispensary could be involved in resolving an emergency within the community.*
- 2. CL to investigate the future supply and storage of sandbags.*
- 3. CL to investigate the future maintenance of salt bins.*
- 4. Appropriate risk assessments to be carried out.*
- 5. Data protection advice to be sought from HCC.*