

# Community Emergency and Flood Plan

(4/02/25)

**St Just in Roseland Parish Council**



# Annual Review Schedule

Date	Amendment required (Y/N)	Reason for amendment	Changed by	Review Completion date
Feb 26				

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**St Just in Roseland Parish Map**



## **1.0 Introduction**

An emergency/major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury; disruption to the community; or damage to property or to the environment on such a scale that the effect cannot be dealt immediately by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

As St Just in Roseland Parish is fortunate in having the St Mawes Fire Station on our doorstep, staffed by on-call firefighters and co-responders, this plan has been developed mainly to provide resilience for the community in the pre-event phase or early stages of an emergency, but also to provide some measure of assistance during and after the event.

The St Just in Roseland Community Response Team has been formed to assist in the activation of the plan and to assist the emergency services wherever possible, prior to, during and after an emergency event.

### **1.1 Aim**

The aim of this plan is to increase resilience within the local community through developing a robust co-ordinated approach that will compliment the plans of responding agencies.

### **1.2 Objectives**

- Identify the risks most likely to impact the community.
- Identify relevant steps to mitigate and respond to emergency situations, including warning the community as required.
- Identify vulnerable people/groups/establishments in the community.
- Identify community resources available to assist during an emergency.
- Provide key contact details for the Community Response Team, Key Community Resources, the emergency services and Local Authorities.
- Provide information and assistance to the emergency services on their arrival and as appropriate throughout the event.

## **2.0 Activation Procedure/Trigger and Escalation**

The Emergency Action Check List can be found in Appendix A. This procedure details the call out order, communicating of information to the community and logging of actions.

The specific Flood Plan starts on page 13.

### 3.0 Community Response Team

A Community Response Team (CRT) has been established to coordinate the community's response to an incident. They are also responsible for keeping the plan up to date.

Role	Name	Mobile	Address
CRT Coordinator	Helen Couch	07966 774889	11 Four Acres Road, Veryan TR2 5QN
CRT Deputy Coordinator	Rosie Fordham	07947 568764	4 Newton Park, St Mawes TR2 5BX
CRT Team Member	Emma Andrew	07814 857764	Trewillum, Polvarth Road, St Mawes TR2 5AY
CRT Team Member	Robin Giles	07971 227179	19 Polvarth Estate, St Mawes TR2 5AT
CRT Team Member	Allie Marchant	07852 345366	Penrill, St Just in Roseland TR2 5JB

The role of the Community Response Team Coordinator/Deputy Coordinator is to:

- Pull together the Community Response Plan
  - Ensure that the plan is regularly reviewed and updated
  - Report annually to the Parish Council detailing if the plan has been activated and highlighting any changes to the CRT members
  - Act as a focal point for the community in the response to an emergency
  - Act as the main contact point for Cornwall Council and the emergency services, to ensure two-way communication is maintained
  - Ensure that the appropriate authorities and individuals are notified
  - Communicate important messages to the community
  - Delegate specific roles to others on the CRT
  - Activate resources as required
- 
- All members of the Community Response Team should:
  - Reside in the community
  - Have good local knowledge
  - Be able to activate the support of the community and speak on behalf of the community
  - Ensure that the vulnerable are provided with additional support during an emergency
  - Ensure that communications are maintained within the community and with Cornwall Council
  - Ensure that confidentiality is maintained where necessary
  - Maintain his/her own action log in the event of an emergency
  - Have sufficient knowledge of the plan to act as Coordinator in their absence.

## 4.0 Incident Coordination

The Community Response Team has identified their Initial Incident Control Points (ICP) as follows:

The primary ICP will be at: **Millennium Room, The Square, St Mawes TR2 5AG**

The secondary ICP will be at: **Memorial Hall, Hillhead, St Mawes**

ICP equipment is located at:

- **Millennium Rooms, The Square, St Mawes TR2 5AG (*emergency evacuation first aid kit/fluorescent vests, traffic cones, wheelchairs*)**
- **St Just Institute, St Just in Roseland TR2 5JA (*emergency evacuation first aid kit*)**

Upon arrival of the emergency services, who may locate at a different ICP, the CRT Coordinator should make him/herself known and provide them with a copy of the CEP, and be available to provide local knowledge.

## 5.0 Plan Maintenance

The CRT should meet to discuss the community's resilience arrangements at least on a yearly basis.

A full review of the plan by the CRT should be carried out annually to ensure that the contact numbers are still correct.

## Appendix A

### Emergency Action Check List

Where an emergency is possible or anticipated, monitor the situation and warn members of the CRT and community as appropriate. Be prepared to respond urgently.

	Action	Complete
1	CRT WhatsApp Group – make contact and triage emergency	
2	Dial 999/112 and ensure the emergency services are aware of the emergency and follow any advice given	
3	<ul style="list-style-type: none"><li>• Nominate/meet at Incident Control Point(s)</li><li>• Collect ICP equipment (first aid kits/vests/cones etc)</li></ul>	
4	If emergency is flooding, contact Flood Wardens	
5	<ul style="list-style-type: none"><li>• CRT Coordinator or Deputy to warn community through post in Love St Mawes.</li><li>• Nominate evacuation assembly points if necessary</li></ul>	
6	Contact and inform Cornwall Council	
7	Begin recording details on the Log Sheet (overleaf) including: <ul style="list-style-type: none"><li>▪ Any decisions you have made and why</li><li>▪ Actions taken</li><li>▪ Who you spoke to and what you said (including contact numbers)</li><li>▪ Any information received</li></ul>	
8	When the emergency services attend, the coordinator should make him/herself and the CEP available.	

**UNDER NO CIRCUMSTANCES SHOULD YOU PUT YOURSELF OR OTHERS AT RISK TO FULFIL THESE TASKS.**



## Appendix B

### Logging Sheet

It is important to record all information during an emergency. Completing a logging sheet is an easy way to ensure information is not lost. It can also help support/justify any decisions made or actions taken.

Date	Time	Information/Decision/Action	Initials

## Appendix C

### Evacuation Assembly Points

Location	Contact Name	Address	Contact Details
Millennium Rooms	Rosie Fordham	The Square, St Mawes TR2 5AG	07947 568764
Memorial Hall	Keith Ives	Hillhead, St Mawes TR2 5AL	07791 210692
Recreation Ground Hut	Simone Kennett	Top of the main car park, St Mawes	07974 413080
St Mawes School	Dee Guest	19 Grove Hill, St Mawes TR2 5BP	07825 983680
St Mawes Church	Rev Penny Leach	Church Hill, St Mawes TR2 5DP	07778 170247
Tresanton Hotel	Karen Baxter	27 Lower Castle Road, St Mawes TR2 5DR	07740 981746
Idle Rocks Hotel	Stuart Allen	Tredenham Road, St Mawes TR2 5AN	07795 197414
St Mawes Hotel	Stuart Allen	Marine Parade, St Mawes TR2 5DN	07795 197414
St Just in Roseland Institute	Julian German Paula Rosewall	St Just Lane TR2 5JA	07737 183690 07967 000604
The Roseland Centre	Gordon Humphreys	St Just Lane TR2 5JA	07710 914810

### Community Resources

Location/Organisation/ Resource	Name	Contact Details
St Mawes Fire Station, Polvarth Road, St Mawes TR2 5AY	Steven Miles	999/112
St Mawes Surgery, Hillhead, St Mawes TR2 5AL		01872 580345
St Mawes Pharmacy, 12 King's Road, St Mawes TR2 5DH	Faisal Baig	01326 270296
Pier and Harbour Company, St Mawes Quay TR2 5DG 2 ferries - 24 people /1 patrol RIB – 3 people	Chris Turner	07966 195316
Phil Green – heavy plant	Phil Green	07815 060735
Tom Glanville – heavy plant	Tom Glanville	07971 529655

### Defibrillators

Location	what3words location
Millennium Rooms, The Square, St Mawes TR2 5AG	swaps.drip.officials
St Mawes Castle, Castle Drive, St Mawes TR2 5DE	wept.bits.clashing
St Mawes Recreation Ground TR2 5AQ	contoured.deck.trackers
St Just Institute, St Just in Roseland TR2 5JA	stopwatch.loans.century
St Mawes Quay TR2 5DG	present.deranged.height

### First Aid Kits

Millennium Rooms, The Square, St Mawes TR2 5AG (Emergency First Aid Kit)
St Mawes Fire Station, Polvarth Road, St Mawes TR2 5AY
St Mawes Surgery, Hillhead, St Mawes TR2 5AL
St Mawes Pharmacy, 12 King's Road, St Mawes TR2 5DH
St Mawes Pier and Harbour Company Office, The Quay, St Mawes TR2 5DG
The Roseland Centre, St Just Lane TR2 5JA TR2 5JW

### Lifebelts

Location	what3words location
Summers Beach	puff.impact.cupboards
The Quay, St Mawes	present.deranged.height
Tavern Beach	puff.invisible.suspends

## Appendix D

### Risks and Hazards

<b>Risk/Hazard</b>	<b>Possible Actions</b>
<b>Immediate risk to life</b>	<b>Fire, Police, Ambulance, Coastguard: 999</b>
Sustained power failure	Western Power Distribution: 105 or 0800 6783 105
Sustained water failure	South West Water: 0344 346 2020
Heavy snow	Council Highways (CORMAC): 0300 1234 222
Flooding – surface water, run off, road	Council Highways (CORMAC): 0300 1234 222
Flooding – rivers, sea	Environment Agency: 0800 80 70 60
Roads closed, trees down	Council Highways (CORMAC): 0300 1234 222
Coastal Infrastructure (harbour walls, sea defences)	Council Highways (CORMAC): 0300 1234 222
Major road traffic incident	Emergency Services 999
Airplane crash	Emergency Services 999
Pollution (land, rivers)	Environment Agency: 0800 80 70 60
Pollution (sea, beach)	Coastguard: 999/01326 317575
Local accident involving chemical material	Environment Agency: 0800 80 70 60

## Appendix E

### Emergency Evacuation Kits

Locations:

1. Millennium Room, The Square, St Mawes TR2 5AG (CRT have key)
2. St Just Institute, St Just in Roseland TR2 5JA (CRT have key box code)

#### Emergency Evacuation Kit

Comprehensive First Aid Kit (see below)	1
Hi-Vis Waistcoats	2
HypaGuard Foil Blankets	100
Mini-Microphone	1
Emergency Whistles	6
Snap Lights	10
Torches	2
Gas Horn	1

#### First Aid Kit:

First Aid Guidance Leaflet	1
First Aid Dressings, 12cm x 12cm	4
First Aid Dressings, 18cm x 18cm	3
Triangular Bandages	3
Conforming Bandages, 7.5cm	2
Eye Dressings	3
Washproof Plasters	60
Sterile Wipes	30
Microporous Tape, 2.5cm	2
Nitrile Gloves (Pair)	9
Finger Dressings	3
Face Shield	1
Foil Blankets	2
Burn Dressings, 10cm x 10cm	2
Clothing Cutters	1
Emergency Burn Gel Sachets	3
Self Seal Waste Bags	6
Eye Wash Pods, 20ml	5
Eye Wash Bottles, 500ml	2
Instant Cold Pack	1

***Kit contents to be checked annually and recorded on Annual Review Schedule***

# Community Flood Plan

## St Just in Roseland Parish Council

<b>Floodline Quickdial Number</b>		0345 988 1188
<b>Environment Agency Flood Warning Area</b>		South Cornwall coast from Lizard Point to Gribbin Head excluding Truro City
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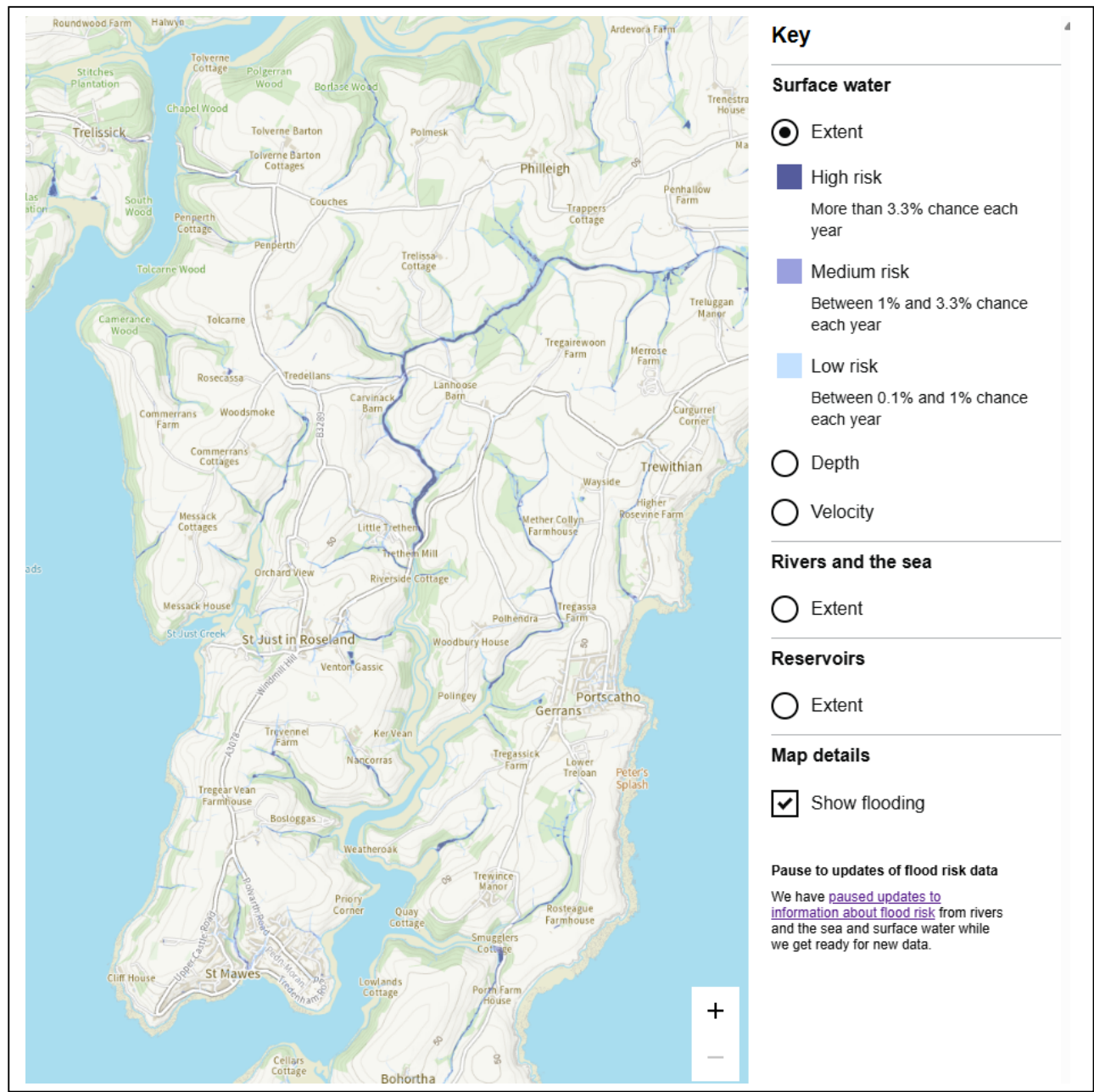
**Make home and business owners aware of where they can obtain flood prevention equipment.**

### 1.1 Risk from river and sea flooding



# Map of area covered by plan

## 1.2 Risk from surface water flooding



## 2. Locations at risk of flooding

Area number	Location of risk	Trigger level
<b>Area 1</b>	St Mawes Tredenham Road (8 The Square to Buckeys Lane)	Weather Reports Flood warning
<b>Area 2</b>	St Mawes Kings Road and The Quay (Beach Hall to Chandlers Café)	Weather Reports Flood warning
<b>Area 3</b>	St Mawes Marine Parade to Lower Castle Road	Weather Reports Flood warning
<b>Area 4</b>	St Mawes Castle Drive	Weather Reports Flood warning
<b>Area 5</b>	Trethem Mill	Weather Reports Flood warning

## 3.1 Actions to be taken during a flood

### Flood wardens

Volunteers to be registered on the Environment Agency's Floodline Warnings Direct service so they receive the flood warnings. Volunteers must not put their own life at risk.

**Flood Wardens to be aware of vulnerable people or properties in their area, and to liaise accordingly with CRT.**

Area	Name	Address	Mobile
<b>Area 1</b> <b>St Mawes</b> Tredenham Road (8 The Square to Buckeys Lane)	<b>Peter Louth</b> <b>David Blunt</b>	19 Tredenham Road TR2 5AN 22 Tredenham Road TR2 5AN	07586 346884
<b>Area 2</b> <b>St Mawes</b> Kings Road and The Quay (Beach Hall to Chandlers Café)	<b>Simon Stephens</b> <b>Sara Fisher</b>	6 King's Road TR2 5DH	07815 457268
<b>Area 3</b> <b>St Mawes</b> Marine Parade to Lower Castle Road	<b>Nick Leach</b>	17 Lower Castle Road TR2 5DR	07790 951773
<b>Area 4</b> St Mawes Castle Drive	<b>Nick Leach</b>	17 Lower Castle Road TR2 5DR	07790 951773
<b>Area 5</b> Trethem	Fire Station aware of flooding issues		



### 3.2 Actions to be taken during a flood

Area	Location at risk	Local action	Equipment required
<b>Area 1</b>	St Mawes Tredenham Road (Idle Rocks to Summers Beach)	<b>Flood warden:</b> warn residents/check on known vulnerable residents/liaise with CRT <b>CRT:</b> same as above, liaise with emergency services/assist possible evacuation	Boats and other vehicles
<b>Area 2</b>	St Mawes The Quay (Rising Sun to Chandlers Café)	<b>Flood warden:</b> warn residents/check on known vulnerable residents/liaise with CRT <b>CRT:</b> same as above, liaise with emergency services/assist possible evacuation	Boats and other vehicles
<b>Area 3</b>	St Mawes Marine Parade/Lower Castle Road (St Mawes Hotel to Tresanton)	<b>Flood warden:</b> warn residents/check on known vulnerable residents/liaise with CRT <b>CRT:</b> same as above, liaise with emergency services/assist possible evacuation	Boats and other vehicles
<b>Area 4</b>	St Mawes Castle Drive	<b>Flood warden:</b> warn residents/check on known vulnerable residents/liaise with CRT <b>CRT:</b> same as above, liaise with emergency services/assist possible evacuation	Boats and other vehicles
<b>Area 5</b>	Trethem	Fire Station Aware	Boats and other vehicles

### 3.3 Actions to be taken during a flood:

#### Important telephone numbers

Organisation	Telephone
Floodline	0345 988 1188
Environment Agency	03708 506 506
<b>Cornwall Council</b> <ul style="list-style-type: none"> <li>Coastal infrastructure problems; damage to harbour walls, sea defences, etc.</li> <li>Flooding – surface water, run off, road</li> </ul>	CORMAC 0300 1234 222
Emergency Services	999/112
Coastguard	999 or 112, ask for Coastguard
South West Water	0344 346 2020
Western Power Distribution	Emergency : 105 or 0800 6783 105
Gerrans Parish Council	01872 865427
Philleigh Parish Council	01872 501294

### 3.4 Actions to be taken during a flood:

#### Available resources

Organisation	Resource	Number	Location
Pier and Harbour	Ferries x 2 = 24 people (48 total) Rib x 1 = 3 people	07966195316 Chris Turner	St Mawes Quay TR2 5DG
Tom Glanville	Heavy Plant	07971 529655	
Phil Green	Heavy Plant	07815 060735	
St Mawes Surgery	First Aid	01872 580345	Hillhead, St Mawes TR2 5AL
Pharmacy	First Aid	01326 270296	12 King's Road, St Mawes TR2 5DH
Tresanton Hotel	Evacuation Space	07740 981746 Karen Baxter	27 Lower Castle Road, St Mawes TR2 5DR
St Mawes School	Evacuation Space	07825 983680 Nadine Guest	19 Grove Hill, St Mawes TR2 5BP
Memorial Hall	Evacuation Space	07791 210692 Keith Ives	Hillhead, St Mawes TR2 5AL
St Mawes Church	Evacuation Space	07778 170247 Penny Leach	Church Hill, St Mawes TR2 5DP
St Just Institute	Evacuation Space	07737 183690 Julian German	St Just Lane TR2 5JA

St Just Institute	Evacuation Space	07967 000604 Paula Rosewall	St Just Lane TR2 5JA
The Roseland Centre	Gordon Humphreys	07710 914810 Gordon Humphries	St Just Lane TR2 5JA