



Meriden
PARISH COUNCIL
the historic centre of England

Community Emergency Plan for the Parish of Meriden

If a resident or family in Meriden are self isolating or social distancing and need help with shopping or pick up prescriptions this number is on a rota 8am to 8pm – 07483371204 where a volunteer will be assigned to you.

Updated: March 2020

SECTION I: PLAN ACTIVATION

Activating the Plan

This plan should be activated when an incident happens that requires a co-ordinated community response.

Any member of Meriden Parish Council / Meriden Support Group may be notified of such an incident, often by the local authority or residents. They should contact one of the following people who have been authorised to activate the community emergency plan and lead the initial incident response who will in turn call each one on the list:

- Cllr Rosie Weaver Chair Meriden Parish Council
- Cllr Jon Barber Vice Chair Meriden Parish Council
- Barbara Bland Parish Clerk
- Rev Lynda Lilley St Laurence Church
- Cllr Marie Woollard
- Cllr James Hughes
- Carmen Smith

Emergency Management Team

In the event of the plan being triggered, the following Parish Councillors and members of the community have agreed to form part of the Emergency Team:

- Cllr Rosie Weaver Chair Meriden Parish Council
- Cllr Jon Barber Vice Chair Meriden Parish Council
- Barbara Bland Parish Clerk
- Rev Lynda Lilley St Laurence Church
- Cllr Marie Woollard
- Cllr James Hughes
- Carmen Smith
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SECTION 2: EMERGENCY TEAM ACTION CHECKLIST, STANDARD MEETING AGENDA & AIM AND OBJECTIVES

IN AN EMERGENCY DIAL 999. Follow the Emergency Services advice at all times, and always be aware of your own safety and the safety of those around you.

- There are specific initial actions to follow for incidents involving flooding and severe weather and COVID-19 (Coronavirus).
 - Gather as much information about the situation as possible - eg:
 - The location of the emergency.
 - Type of incident.
 - Number of people and/or properties involved.
 - The type of support that might be needed (eg moving items upstairs, providing immediate shelter, basic household tasks).
 - Tune into your local radio station for updates.
 - Make contact with the representatives of any responding organisations at the scene.
 - Consider whether you can work effectively from your current location, or whether you need to move to an alternate location (see section 3). Arrange for the Incident Room at Meriden Sports Park Pavilion to be opened as appropriate. For COVID-19 people to work from home.
 - Notify the emergency team and request they meet at the nominated location (see section 1) and instigate the call cascade as above as necessary. For COVID-19 to use the WHATS APP group.
 - Use the standard agenda to run the meeting. Circulate the Response Aim and Objectives so people know what you are trying to achieve.
 - Decide which local resources should be mobilised initially to support the community.
 - Notify the following:
 - SMBC Community Coordinators / Area Wardens
 - Flood Wardens
 - Neighbourhood Watch Groups
 - Any other Groups ie Churches
 - Arrange for the community resources/organisations identified in Section 3 to be made available as necessary. You might want to give this task to one person within the emergency team to co-ordinate.
 - If there is a representative from the Emergency Services, Council or other responder working in your community, please go and introduce yourself and tell them you have activated your community emergency plan.

- Consider asking for additional members of the community (volunteers) to help with the response, We may give this task to one person within the emergency team to co-ordinate. The type of support that would be welcomed changes from emergency to emergency but might include:
 - Helping people move valuable and sentimental items upstairs.
 - Helping deploy any flood protection products they might have.
 - Providing some immediate shelter if people have had to leave their homes.
 - Looking after pets.
 - Providing lifts to family and friends.
 - Doing basic household tasks such as shopping.
 - Collecting prescriptions
- SMBC may be sending update emails to the Emergency Team members. The Emergency Team will agree who is going to keep checking their email account and keep monitoring the Council's website.
- Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected. For COVID-19 this will be done on social media and notice boards
- Help communicate any warning information messages, and recommend that people tune into the local radio station.
- Residents will be offered a key number to contact during the emergency. SMBC will let the Meriden Emergency Team know updates and actions as agreed.
- Establish contact with neighbouring Parish/Town Councils and ask for/offer support if appropriate
- Ensure that any members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully (eg not speeding), carefully and are not carrying out tasks and activities that they are not qualified to do.
- When the immediate risk of the emergency has passed consider what role the Parish Council can play in helping the community recovery. Continue the meetings of the Community Emergency Team, using the Recovery Aim and Objective.
- The Parish Council will set up a shared drive for people on the list of named Councillors and Emergency Team to share information.
- The Parish Council will set up a WHATS APP group for the emergency team and named councillors. A map will be made available on line to show where people are affected and can be added to by all Councillors and Emergency Team.

Emergency Management Team

Initial Meeting Agenda

**MEETINGS NOT TO BE USED FOR COVID-19 (CORONAVIRUS)
Use WHATS APP OR PHONE/EMAIL AND KEEP A RECORD.**

- 1) Introduction of Attendees
- 2) Nominate Lead <>
- 3) Situation Report
- 4) Aim and Objectives of Response
- 4) Actions Required
- 5) Time of Next Meeting

Emergency Management Team

Subsequent Meeting Agenda

- 1) Any Items Requiring Urgent Attention

BREAK OUT TIME TO ACTION URGENT ITEMS AS AGREED ABOVE

- 2) Update on Situation
- 3) Review Aim and Objectives
- 4) Review Outstanding Actions
- 5) Actions Required
- 6) Time of Next Meeting

Aim and Objectives of the Community's Emergency Response

Aim

To lessen the effects of the emergency

Objectives

- To work effectively with multi agency responders
- To use community resources to limit the impact of the emergency on
 - People
 - Property
 - Local Businesses
 - Environment
 - Heritage
- To help vulnerable members of the community
- To engage the resources available from our delivery partners, town and parish councils, the community and voluntary sector and businesses
- To provide residents with warnings and messages throughout the emergency
- To communicate effectively with all Parish Councillors and Ward Councillors during the emergency
- To ensure health and safety of Parish Council personnel and community responders
- To keep records of the actions taken and decisions made during the emergency
- To support residents and businesses to recovery from the emergency

Aim and Objectives of the Community's Recovery Response

Aim

- To help people help themselves to recover from an emergency

Objectives

- People:
 - are protected from immediate risks to health and safety and have access to appropriate shelter, basic resources and essential services.
 - feel that their home and property are safe and secure during recovery
 - have access to the information they need to make their own decisions about how they react to the situation
 - know how to access the services that are available to them.
- Essential services, infrastructure and transport networks are brought back into use as soon as practicable.
- Communities are fully involved in the recovery process and are able to take decisions on issues that affect them.
- Businesses have access to their premises and know how to access support available to them.
- Community resources and organisations are providing practical support as appropriate.
- Recovery is well co-ordinated between all responding organisations.

SECTION 3: PARISH RESOURCES

Meeting Venue(s)

The Emergency Management Team will usually need to meet during an emergency and agree what is to be done. The following meeting locations have been identified:

Venue	How to access
Meriden Sports Park	
Meriden Library	
Meriden Village Hall if above not available	

Emergency Box location and contents

The Parish Council has prepared an emergency box to help the Emergency Management Team function in an emergency.

Location	Contents	How to Access
	<p>Useful things for your box might include:</p> <ul style="list-style-type: none">• a copy of this plan.• a street map of the area.• Paper and pens.• the register of electors.• windup/battery operated radio.• windup/battery operated torch• wind up/ mobile phone charger.	

Emergency Equipment

The Parish Council has purchased equipment that may be of use during the response to an emergency.

Location	Summary of Contents	How to access

Emergency Shelter(s)

Sometimes people will need to evacuate their homes in an emergency. The following facilities have been identified where people can shelter for a few hours until they can return home or make alternative arrangements. <Consider a mutual aid agreement with a neighbouring parish if you have no suitable facilities>

Location	How to Access
Meriden Sports Park	
Meriden Library	
Meriden Village Hall	
Meriden C of E School	
Discussion to be had with Manor Hotel for an upstairs room if flooding	

Emergency transport pick-up point(s)

If the local authority arranges transport to move people to a larger emergency shelter, the following locations have been identified as particularly pick up points:

Location	Address, 6 figure grid reference or location description that can be provided to the Local Authority
Meriden Library	The Green CV7 7
Meriden Village Hall	CV7 7NG
Millisons Wood – Business Park	CV5
Meriden Sports Park	CV7 7SP

Public Information

The Parish Council will provide regular updates to the public during an emergency, including passing on messages received by other organisations. The following information channels can be used.

Information Source	Who can access / update?
Parish Council Website www.meridenparishcouncil.org.uk	Cllr Rosie Weaver Cllr Jon Barber Cllr James Hughes
Parish Council Facebook Page	Cllr Rosie Weaver Cllr Jon Barber Cllr James Hughes Cllr Marie Woollard
Parish Council Twitter	Cllr Rosie Weaver Cllr Jon Barber Cllr James Hughes
Parish Council Noticeboards: Notice Board 1) outside library Notice Board 2) on Meriden Sports Park Pavilion wall Noticeboard 3) by the Duckpond Noticeboard 4) by Doctors/Village Hall car park entrance Noticeboard 5) By Millisons Wood red phonebox Noticeboard 6) On Eaves Green Lane outside the Mobile Home Park	Barbara Bland -Clerk Any Parish Councillor
<Other>	

Defibrillator locations

The community's defibrillators can be found at these locations. Access to the defibrillator is usually given by the 999 operator following a 999 call, rather than being mobilised by the Community Emergency Team.

Location	Access Code
Meriden Sports Park on storage building wall	Via 999
On right hand wall of outside of Meriden Library	Via 999

Hard Standing / Car Parks etc

The following locations have been identified for the emergency services and other should they need to arrange for plant, vehicles or other resources to be delivered.

Location	Address, 6 figure grid reference or location description that can be provided to the Local Authority
Meriden Sports Park	Hampton Lane CV7 7SP

SECTION 4: COMMUNITY RESOURCES

Community Groups / Church Groups / Local businesses that have offered to help in an emergency

Group / organisation / business	Support Offered
St Laurence Church	Link volunteers to tasks

**Residents that have offered to help in an emergency
To be completed by Rev Lynda Lilley**

Name	Support Offered
Names and Numbers with Rev Lynda Lilley	Pick up prescription, shopping or a phone chat to those self isolating or those social distancing

SECTION 5: VULNERABLE PEOPLE

ALL CONCERNS TO BE COLOURED IN ON MAP BY STREET OR HOUSE

Residents that might require assistance in an Emergency

The following people have asked if the Parish Council can contact them during an emergency to see if they need any particular assistance.

Name	Location	Contact details

Buildings / Businesses likely to shelter Vulnerable People in an Emergency

The following buildings / buildings shelter are known to shelter vulnerable people. They have their own emergency plan but the Parish Council may wish to check whether they need any assistance in an emergency.

Name	Location	Contact details
Meriden C Of E Primary School	Fillongley Rd CV7 7LW	Lucy Anderton (Head) 01676 522488

Community Coordinators / Area Wardens

Often a person is not vulnerable until they are affected by an emergency and it may be necessary to send people into an area to door knock, or simply to have a visible presence so that people can ask them for help. If this was required, members of the emergency team or other volunteers would act as Area Wardens and be asked to visit the areas below.

Area to be Covered	Name of Warden (leave blank if to be allocated at the time of the emergency)

SECTION 6: CONTACT DIRECTORY

(to be reviewed annually)

Community Emergency Team

Name	Address	Telephone	e-mail
Cllr Rosie Weaver	GDPR LEAVE BLANK	07816157117	rosie.weaver@meridenparishcouncil.org.uk
Cllr Jon Barber			jon.barber@meridenparishcouncil.org.uk
Cllr James Hughes			james.hughes@meridenparishcouncil.org.uk
Cllr Marie Woollard			Marie.woollard@meridenparishcouncil.org.uk
Rev Lynda Lilley		01676 522825	rev.lynda.lilley@talktalk.net
Barbara Bland		07767 162423	barbarablandmpc@btconnect.com

Member of Parish Council not on Community Emergency Team

Name	Address	Telephone	e-mail
Cllr Matt Nunn	GDPR LEAVE BLANK		matt.nunn@meridenparishcouncil.org.uk
Cllr Frances Lynch- Smith			frances.lynch-smith@meridenparishcouncil.org.uk
Cllr Bob Kipling			bob.kipling@meridenparishcouncil.org.uk

Ward Councillors

Name	Address	Telephone	e-mail
Cllr Tony Diccio	GDPR LEAVE BLANK		tony.diccio@solihull.gov.uk
Cllr Ken Allsop			
Cllr Diane Howell			diane.howell@solihull.gov.uk

Neighbouring Town and Parish Councils

Name	Address	Telephone	e-mail
Hampton in Arden PC		01675 442017	clerk@hamptoninarden.org.uk
Balsall PC		07801 042623	clerk@berkswellparishcouncil.org.uk
Berkswell PC		01676 535679	clerk@balsallparishcouncil.gov.uk

Parish Resources

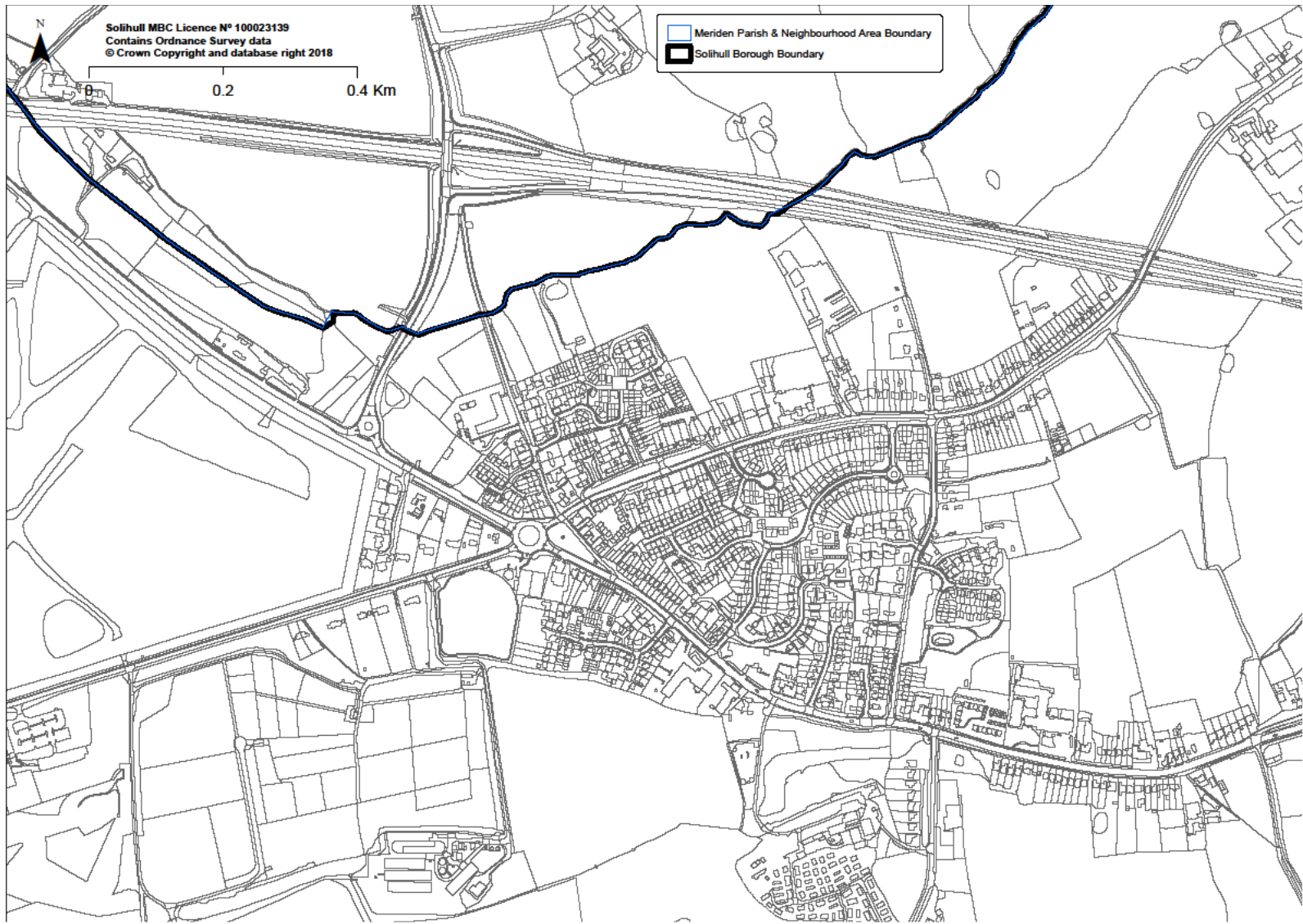
Name	Address	Telephone	e-mail

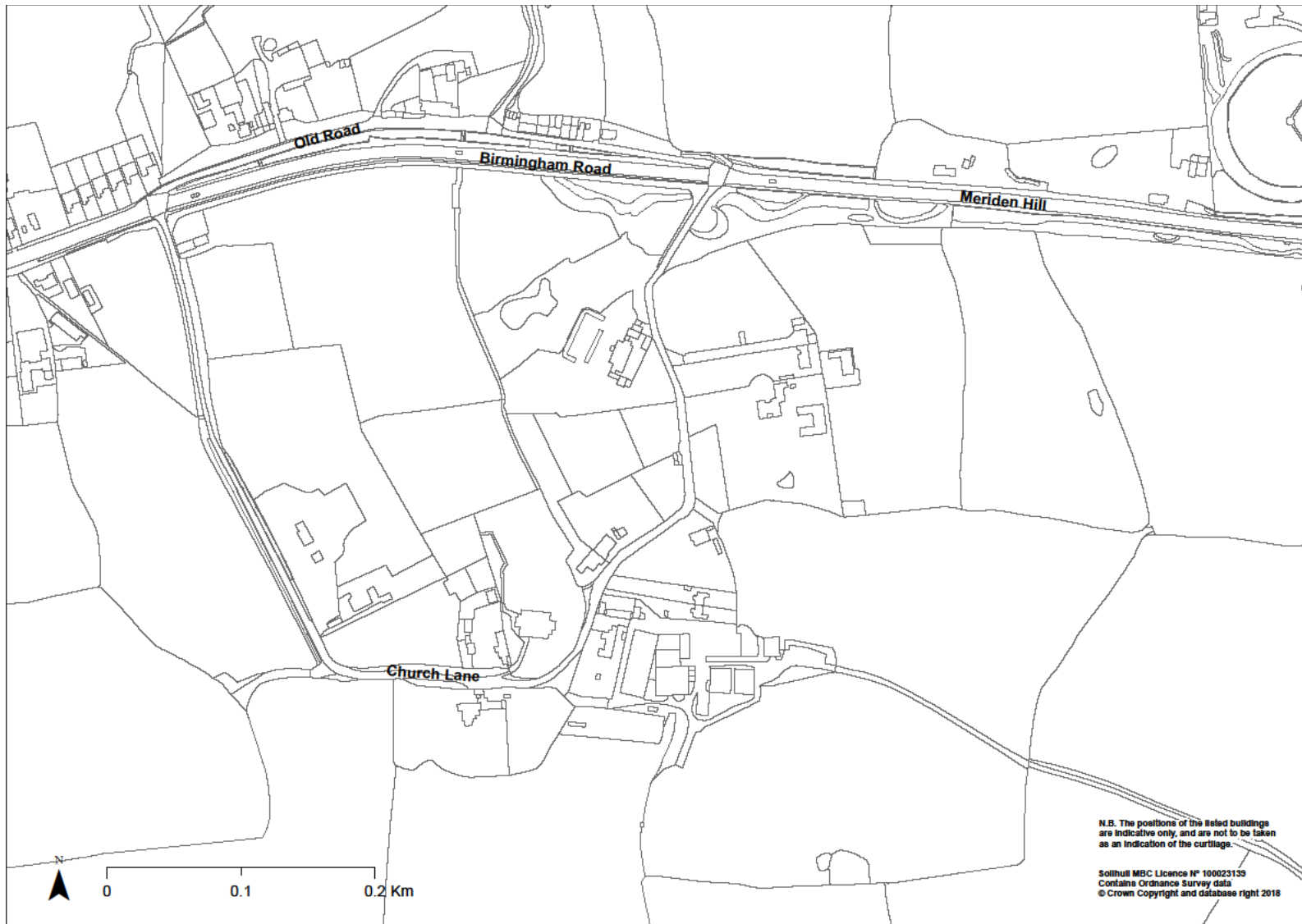
Community Resources

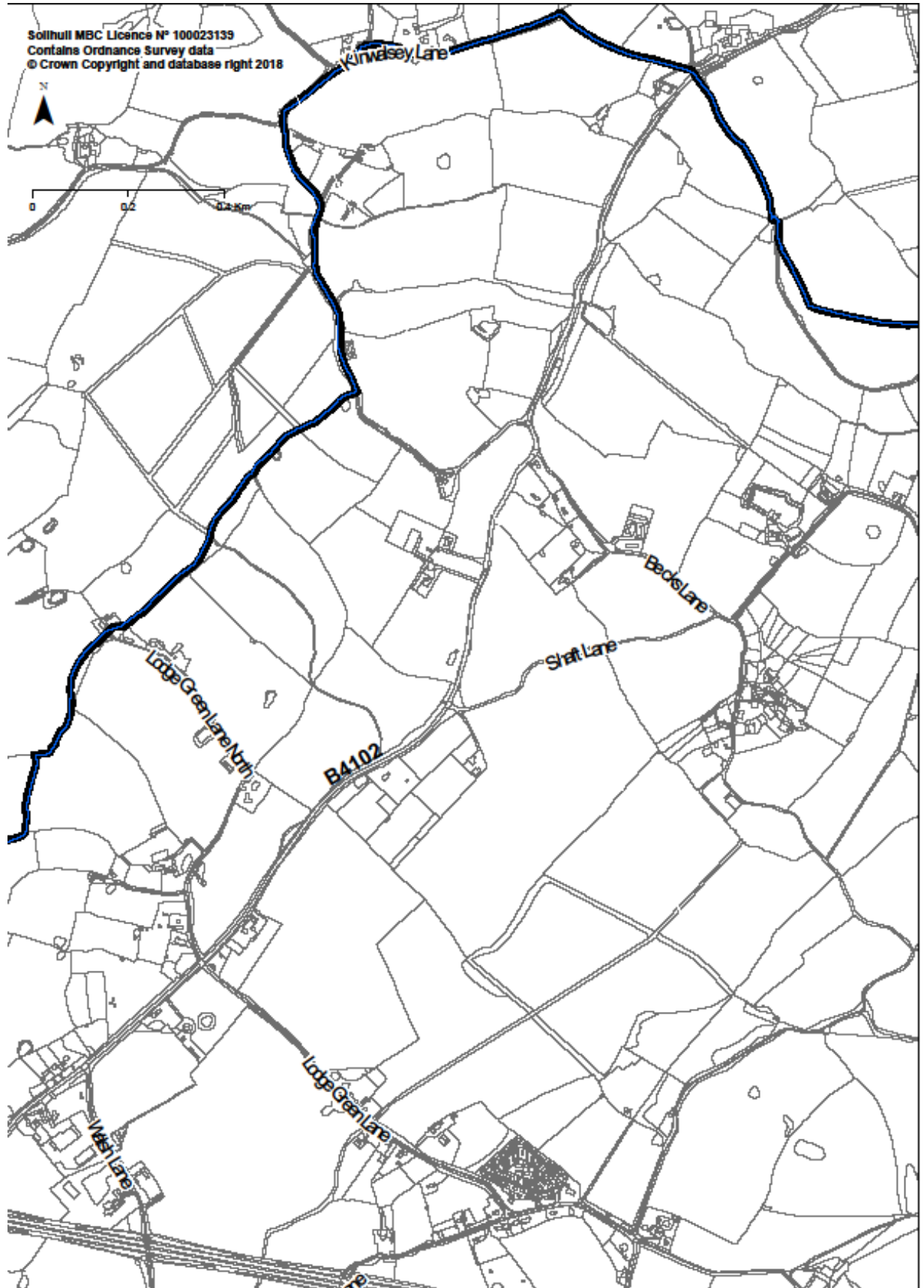
Name	Address	Telephone	e-mail
Age UK Solihull		0121 704 7840	info@ageuksolihull.org.uk

Updated: March 2020

Appendix X - Map of Parish







Meriden Parish Council Emergency Information

COVID-19 (CORONAVIRUS)ADVICE

www.nhs.uk

or NHS 111 online coronavirus service

If a resident or family in Meriden are self isolating or social distancing and need help with shopping or pick up prescriptions this number is on a rota 8am to 8pm - 07483371204

Defibrillator location: Meriden Library
and Meriden Sports Park on Storage Unit

**Your community emergency
shelter:** Meriden Sports Park

**Your evacuation (transport pick up)
point:** Meriden Sports Park and Meriden
Village Hall, Meriden Business Park

Fire Service, Police, Ambulance & Coastguard	999
Solihull Metropolitan Borough Council	0121 704 8007 day 0121 717 1515 out of hours
Electricity Emergency Service & Supply Failure	105
Environment Agency Floodline	0345 988 1188
Gas Emergency Service & Gas Escapes	0800 111 999
NHS – non emergency	111
Fire Service Safe and Well Checks	0800 389 5525
Police – non emergency	101
Severn Trent Water	0800 783 4444
Request for sandbags for flooding	0121 704 8000

If you are advised to evacuate your home by the emergency services:

- Turn off electricity, gas and water supplies and unplug appliances.
- Take your mobile phone and charger.
- Take some spare clothes.

- Take prescribed medication with them.
- Take cash and credit cards.
- Lock all doors and windows.
- If possible take your pets with you. Otherwise, make sure they are somewhere safe with food & water.

If you leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.

Meriden Parish Clerk mobile:
07767162423

Meriden Parish Council Website:
www.meridenparishcouncil.org.uk

Meriden Parish Council Facebook Page

BBC Coventry and Warwickshire
Local Radio Station– 103.70FM