



Cowes Town Council

Community Emergency Plan

If you are in immediate danger call 999

Plan adopted on: 16 July 2020 (Minute 8099.b)1.)

Review dates: 3 June 2021 (Minute 8312), 5 May 2022 (Minute 8486)
11 May 2023 (Minute 8706)

Next Review date: May 2024

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Plan distribution list

Name	Role	Phone number	Email address
Ms Debbie Faulkner	Town Clerk	01983 209022 07502 444883 (Out of hours)	townclerk@cowestowncouncil.org.uk
Mrs Kate Scragg	Deputy Town Clerk	01983 209022 07502 444883 (Out of hours)	deputytownclerk@cowestowncouncil.org.uk
Councillor John Nicholson	Town Mayor	07918 757843	cllr.john.nicholson@outlook.com
Cowes Town Council	Elected Representatives from all four ward areas	01983 209022 07502 444883 (Out of hours)	townclerk@cowestowncouncil.org.uk
Police HQ		101	https://www.hampshire.police.uk/
IW Fire & Rescue		01983 525121	https://www.iow.gov.uk/Residents/Fire-and-Rescue-Service
Darren Steed	Resilience Manager, IWC Emergency Management Team	01983 823316 Mobile: 07712 235797	emergency.management@iow.gov.uk

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Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
3 June 2021 (Minute No. 8312)	May 2022	Updated details for Mayor, IW Ward Councillors and Town Councillors.	Kate Gibbs, Assistant Town Clerk
9 August 2021 (minor updates)	May 2022	Updated details for Co-opted Town Councillors.	Kate Gibbs, Assistant Town Clerk
22 December 2021 (minor updates)	May 2022	Updated details for Town Councillors following one resignation and one appointment.	Kate Gibbs, Assistant Town Clerk
12 May 2023	May 2024	Updated details for Mayor and Town Councillors following appointments. Updated details for Deputy Town Clerk. Removal of Northwood House Community Hall as a Welfare site, as is no longer available. IW Cllr Quigley added to phone tree. Phone numbers added to phone tree.	Kate Scragg, Deputy Town Clerk

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Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
Pandemic Flu / Infectious Disease	<ul style="list-style-type: none"> • Potential high numbers admitted to hospital • Elderly/weak may have increased risk of severe illness or death 	<ul style="list-style-type: none"> • Encourage residents to keep supplies of over the counter medications for cold and flu • If restricted movement of those affected is required, self-isolating should be encouraged • Appropriate hand-washing should be encouraged to decrease the risk of spreading • Work with local emergency responders to see if they can help with distribution of medication/supplies and any evacuation and establish a temporary place of shelter, if required
Major Transport accident	<ul style="list-style-type: none"> • Potential high numbers admitted to hospital • Road closures causing people to be unable to exit / return to their homes 	<ul style="list-style-type: none"> • Work with local emergency responders to see if they can help with establish a temporary place of shelter, if required
Severe weather (cold / snow)	<ul style="list-style-type: none"> • Closure of local streets • Blocked access to residences / places of work • Damage to property • Elderly/weak unable to access supplies/medication 	<ul style="list-style-type: none"> • Encourage residents to keep supplies and remain indoors • Work with local emergency responders to see if they can help with distribution of supplies and any evacuation and establish a temporary place of shelter, if required

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Risks	Impact on community	What can the Community Emergency Group do to prepare?
Flooding	<ul style="list-style-type: none"> • Flooding of local streets • Blocked access to residences/places of work • Damage to property • Elderly/weak unable to access supplies/medication 	<ul style="list-style-type: none"> • Encourage residents to improve home flood defences • Work with local emergency responders to see if they can help with distribution of flood warnings and any evacuation and establish a temporary place of shelter, if required • Find out what flood defences exist or are planned in the area
Terrorism	<ul style="list-style-type: none"> • Risk of casualties and demands on hospital resources • Closure of local streets • Blocked access to residences / places of work • Damage to property 	<ul style="list-style-type: none"> • Encourage residents to keep supplies and remain indoors • Work with local emergency responders to see if they can help with distribution of supplies and any evacuation and establish a temporary place of shelter, if required
Animal Disease	<ul style="list-style-type: none"> • Risk of danger to public health 	<ul style="list-style-type: none"> • Encourage residents to keep supplies and remain indoors • Work with local emergency responders to see if they can help with distribution of supplies and any evacuation and establish a temporary place of shelter, if required
Gas leak	<ul style="list-style-type: none"> • Road closures causing people to be unable to exit / return to their homes • Loss of power – residents reliant on gas for heating and cooking will require support • Threat of cold for elderly/weak 	<ul style="list-style-type: none"> • Encourage residents to keep supplies and remain indoors • Work with local emergency responders to see if they can help with distribution of supplies and any evacuation and establish a temporary place of shelter, if required

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Risks	Impact on community	What can the Community Emergency Group do to prepare?
Widespread Electricity loss	<ul style="list-style-type: none"> • Loss of power – residents reliant on electric for heating and cooking will require support • Threat of cold for elderly/weak 	<ul style="list-style-type: none"> • Encourage residents to keep supplies and remain indoors • Work with local emergency responders to see if they can help with distribution of supplies and any evacuation and establish a temporary place of shelter, if required
Water loss	<ul style="list-style-type: none"> • Loss of water – residents reliant on supplies will require support • No drinking/washing water • Toilets cannot be used 	<ul style="list-style-type: none"> • Encourage residents to keep supplies • Work with local emergency responders to see if they can help with distribution of supplies and any evacuation and establish a temporary place of shelter, if required
Industrial accident (toxic)	<ul style="list-style-type: none"> • Road closures causing people to be unable to exit / return to their homes • Blocked access to residences / places of work 	<ul style="list-style-type: none"> • Encourage residents to keep supplies and remain indoors • Work with local emergency responders to see if they can help with distribution of supplies and any evacuation and establish a temporary place of shelter, if required
Major fire	<ul style="list-style-type: none"> • Closure of local streets • Blocked access to residences / places of work • Damage to property 	<ul style="list-style-type: none"> • Encourage residents to keep supplies and remain indoors with windows closed • Work with local emergency responders to see if they can help with distribution of supplies and any evacuation and establish a temporary place of shelter, if required

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Building collapse	<ul style="list-style-type: none"> • Closure of local streets • Blocked access to residences / places of work • Damage to property 	<ul style="list-style-type: none"> • Encourage residents to keep supplies and remain indoors • Work with local emergency responders to see if they can help with distribution of supplies and any evacuation and establish a temporary place of shelter, if required
Bridge collapse	<ul style="list-style-type: none"> • Closure of local streets • Blocked access to residences / places of work 	<ul style="list-style-type: none"> • Encourage residents to keep supplies and remain indoors • Work with local emergency responders to see if they can help with distribution of supplies and any evacuation and establish a temporary place of shelter, if required
Pollution	<ul style="list-style-type: none"> • Road closures causing people to be unable to exit / return to their homes 	<ul style="list-style-type: none"> • Encourage residents to keep supplies and remain indoors • Work with local emergency responders to see if they can help with distribution of supplies and any evacuation and establish a temporary place of shelter, if required
Communication infrastructure disruption	<ul style="list-style-type: none"> • Phones/Broadband lost • Mobile phone reception poor • Difficult to contact emergency services 	<ul style="list-style-type: none"> • Encourage residents to keep supplies and remain indoors • Work with local emergency responders to see if they can help with distribution of supplies and any evacuation and establish a temporary place of shelter, if required

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Local skills and resources assessment

Skill/Resource	Who?	Contact details	Location	When might be unavailable?
Medical / First Aid	Ambulance	999	Island-wide	Possible delays due to demand on service
Medical / First Aid	Cowes Medical Centre	01983 295251	Newport Road, Cowes, Isle of Wight	Operational during business hours, with out of hours telephone service

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Key locations identified with emergency services for use as places of safety

Building	Location	Potential use in an emergency	Contact details of key holder
Trinity Theatre	The Grove, Cowes, Isle of Wight PO31 7QR	Temporary place of shelter Welfare site	Dinah Nowman, President of Cowes Amateur Operatic & Dramatic Society 01983 291459 / 07876 021194
The Apex Church	St Faith's Church, St Faith's Rd, Cowes, Isle of Wight PO31 7HH	Temporary place of shelter Welfare site	Jill Groves, Emergency Contact 01983 295774 / 07941 338487 Mark Thornett, 2 nd Emergency Contact 07739 962494
IW Community Club	The Milne Memorial Ground, Park Road, Cowes, Isle of Wight PO31 7NP	Temporary place of shelter Welfare site	Keiron Kirkpatrick, Club Secretary 01983 292238 / 07971 780615
Lanesend Primary School	Love Lane, Cowes, Isle of Wight PO31 7ES	Temporary place of shelter	Caroline Sice (Headteacher) - 07967 812405 Darren Attrill (Site Manager) - 07903 507033
St Thomas of Canterbury Church	22 Terminus Rd, Cowes PO31 7TJ	Temporary place of shelter	Father Jonathan Redvers Harris, Parish Priest 01983 292739 / 07847 521717
Friends of Northwood Cemetery Heritage Resource Centre	Newport Road, Cowes PO31 7ER	Temporary place of shelter	Tony Butt, Secretary 01983 295807

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Emergency contact list

Name	Role	Phone number	Email address
Emergency Services		999	
Police HQ		101	https://www.hampshire.police.uk/
IW Fire & Rescue		01983 525121	https://www.iow.gov.uk/Residents/Fire-and-Rescue-Service
Emergency Management, Isle of Wight Council		In and out of hours contact for the Duty Officer: 01983 823316/821105	emergency.management@iow.gov.uk (Monitored 24/7)
Ms Debbie Faulkner	Town Clerk	01983 209022 / 07502 444883	townclerk@cowestowncouncil.org.uk
Mrs Kate Scragg	Deputy Town Clerk	01983 209022 / 07502 444883	deputytownclerk@cowestowncouncil.org.uk
Councillor John Nicholson	Town Mayor / IWC Ward Councillor	07918 757843	cllr.john.nicholson@btconnect.com
Councillor Stuart Ellis	Deputy Mayor	01983 246352 / 07721 606934	bigstu2006@hotmail.co.uk
Councillor Paul Fuller	IWC Ward Councillor	01983 289595 / 07935 090835	paulfulleriw@gmail.com
Councillor Lora Peacey Wilcox	IWC Ward Councillor	07970 424214	lora08@sky.com
Councillor Richard Quigley	IWC Ward Councillor	07966 076064	richard.quigley@iow.gov.uk

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Name	Role	Phone number	Email address
NHS		111	
St Mary's Hospital		01983 822099	
Environment Agency	Floodline	0345 988 1188	www.environment-agency.gov.uk
Cowes Medical Centre	Local surgery	01983 295251	
Island Roads	Highways PFI Contractor	01983 822440 / 822330	https://www.iow.gov.uk/Residents/Transport-Parking-and-Streets/Highways-PFI/Scope-of-the-Highways-PFI
Gas Emergency		0800 111 999	
Electric Emergency		0800 072 7282	Dial 105 for latest information on power cuts
Southern Water		0845 278 0845	

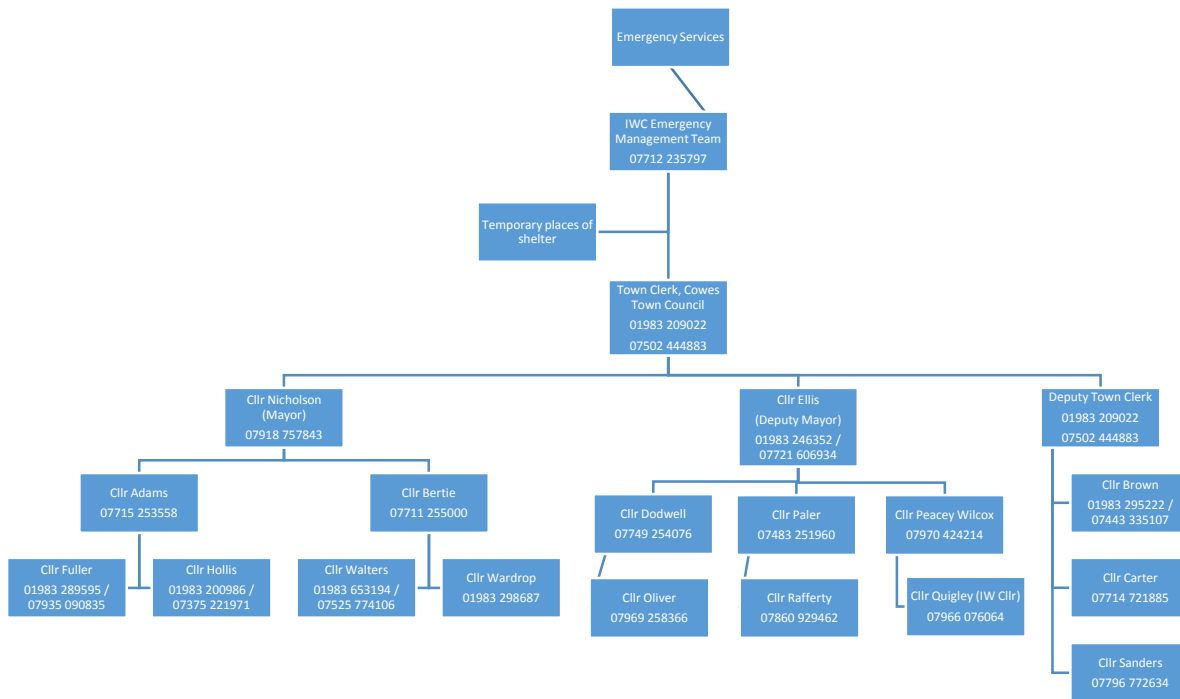
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Telephone tree

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.



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List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

Organisation	Name and role of contact	Phone number
Cowes Town Council Northwood House, Cowes, PO31 8AZ	Councillor John Nicholson, Town Mayor	07918 757843
Cowes Baptist Church 1 Moorgreen Road, Cowes, PO31 7LJ	Graham Cherry, Community Worker	01983 247579
St Mary's Church Church Road, Cowes, PO31 8HA	Rev. Elizabeth Moxley	01983 292509
Holy Trinity Church Trinity Church Lane, Cowes, PO31 7QU	Rev. Elizabeth Moxley	01983 292509
The Spiritualist Church Newport Road, Cowes, PO31 7PA	Jennifer Venables, Trustee	07585 227348
St Thomas of Canterbury Church 22 Terminus Road, Cowes, PO31 7TJ	Father Jonathan Redvers Harris, Parish Priest	01983 292739 / 07847 521717
Apex Church St Faith's Church, St Faith's Road, Cowes, PO31 7HH	Jill Groves, Emergency Contact Mark Thornett, 2 nd Emergency Contact	01983 295774 / 07941 338487 07739 962494

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Activation triggers

1. When an Emergency Service contacts the Mayor or Town Clerk
2. When the IW Council's Emergency Management Team contacts the Mayor or Town Clerk
3. When we get a flood warning
4. When the Town Council is made aware of an emergency in the community – Emergency contact list will be activated
5. When the Town Council is made aware of an emergency in the community – Members of the community under threat
6. When the Town Council is made aware of an emergency in the community – Members of the council via the Phone Tree
7. When the Town Council is made aware of an emergency in the community – Contacts for temporary places of shelter

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First steps in an emergency

	Instructions	Tick
1	Call 999 (unless already alerted)	
2	Ensure you are in no immediate danger	
3	Contact the Community Emergency Group and meet to discuss the situation	
4	Activate Telephone Tree	

Alternative arrangements for staying in contact if usual communications have been disrupted

Communication Type	Name of contact	Location
Radio	Newsroom	Isle of Wight Radio
Notice Boards	Joyce Blizzard	Cowes Library
Notice Boards	Debbie Faulkner, Town Clerk	Cowes Town Council
Email / Website	Debbie Faulkner, Town Clerk	Cowes Town Council
Email / Website	Darren Steed, Resilience Manager, IWC Emergency Management Team	Isle of Wight Council
Telephone	Phone Tree	Cowes Town Council

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Community Emergency Group first meeting agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

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

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?

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Map of Cowes Area



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Ward maps:

Cowes North:

https://www.cowestowncouncil.org.uk/wp/wp-content/uploads/2012/07/Cowes_North.jpg



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Cowes Medina:

https://www.cowestowncouncil.org.uk/wp/wp-content/uploads/2012/07/Cowes_Medina.jpg



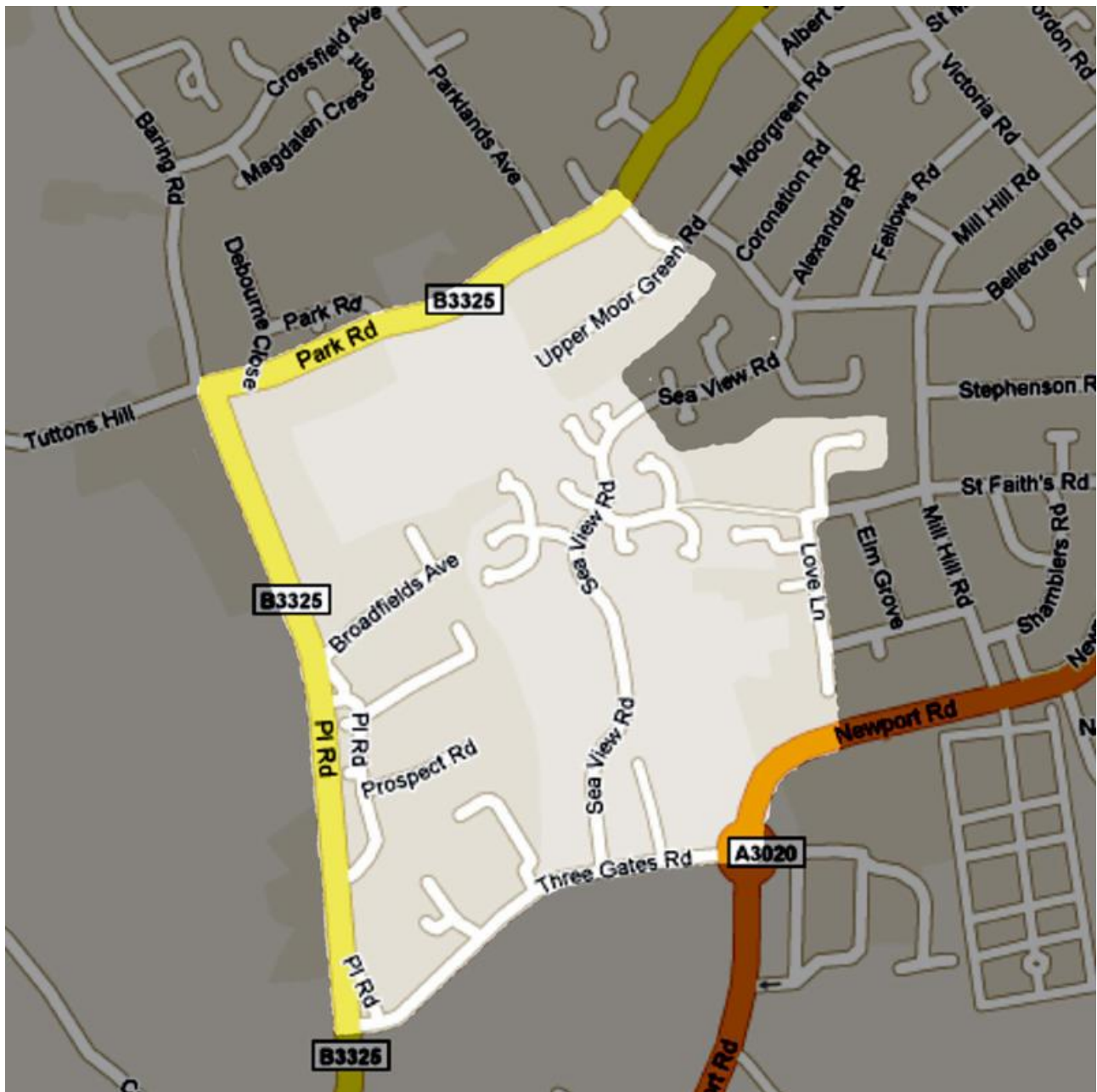
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Cowes South:

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Cowes West:

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