

## Trelawnyd and Gwaenysgor Community Resilience Emergency Plan

At the request of NWC-reps, the Trelawnyd and Gwaenysgor Community Council volunteered to take part in a pilot Community Resilience initiative. This plan is the result of that initiative and has been produced by local residents with knowledge of our communities. The plan is supported by NWC-reps as one example of how communities can take ownership of resilience and provide a viable first response to deal with emergencies, thereby making us safer and more resilient

### Purpose

All major emergencies will be dealt with by the emergency services, local authorities, utilities and voluntary agencies in a combined response. The actions set out in this Emergency Plan are not intended to be a substitute for the emergency services and, on an emergency situation arising, the first action should always be to contact the emergency services by dialling 999.

The purpose of the plan is to cater for extreme circumstances (for example heavy snowfall) that might prevent the emergency services from reaching the scene immediately. In such cases the initial response may rely entirely on local residents; this plan describes how such an initial response will be coordinated. This plan has been devised to help in cases of specific issues – (see risks identified) and it is also a flexible generic plan that it can be implemented to deal with unforeseen events and disasters where the Emergency Services cannot reach our communities.

### Initial Actions

If an emergency arises and it is not possible to contact the emergency services straight away (or if their response may be delayed), this Emergency Plan should be initiated as follows:

1. Contact the Emergency Co-ordinator:

Community Council Chair Helen Papworth **01745 571823** or Councillor Ed Lloyd Ellis - Vice Chair. **01745 570740** (These individuals have the power to authorise an emergency spend if one is required.)

The designated Emergency Coordinator will assess the situation from the information available and will establish contact with the appropriate authorities, seeking advice where possible from the Emergency Services or County Council on the appropriate initial response. The Emergency Coordinator will then contact the initial response team who should attend at an appropriate meeting point to be briefed.

*(If one or both of the Emergency Co-ordinators cannot be reached, contact should be made with a member of the Initial Response Team (see step 2)*

2. The Emergency Co-ordinator will contact the following Initial Response Team (IRT -details below). The IRT will then co-ordinate the local response of volunteers and any locally sourced specialists for equipment:

Clerk to the Council – Linda Evans **Tel: 07771571396**

Councillor Dave Smith – **01745 571085 (Trelawnyd)**

Councillor David Ellis - **01745571910 (M) 07786117174 (Trelawnyd)**

Councillor Dave Allen – **01745 853408 (Gwaenysgor)**

Councillor John Whiteway - **01745 886108 (Gwaenysgor)**

Hall Caretaker Trelawnyd – **Monika Sutcliffe (M) 07572219382. Care Taker for the Memorial Hall**

Hall Caretaker Gwaenysgor – **Lynwen Parry 01745 854083 (second keyholder Kaye Allen 07809045408)**

### **Community Council Emergency Plan**

FCC liaison – **01352 702124** (out of hours there will be an answerphone with emergency contacts)

*(The two villages should help each other but the IRT should have at least two Councillors available in each village)*

### **Follow up Actions**

#### **Primary Assembly Points**

4. All village volunteers who have been contacted by the Initial Response Team, and are willing to help in the declared emergency, should gather at the nominated Primary Assembly Point (depending on the location of the incident):

Trelawnyd Memorial Hall or Gwaenysgor Village Hall (also known as Temporary Shelters TS)

#### **Village resources and skills (*Details are attached below of contact numbers for local volunteers who have specialist equipment or skills*)**

5. The assembled Initial Response Team (IRT), together with the Emergency Coordinator, will assess if specialist resources, such as four-wheel drive vehicles; lifting equipment or chainsaws, may be relevant to the emergency. The coordinator (Council Chair or Vice Chair) should (where possible) make contact with the emergency service for advice before contacting or deploying specialist equipment from appropriate providers – *only trained individuals should use specialist equipment with any relevant Health and Safety Protection.*

Each village call out coordinator should identify local residents who are prepared to assist in an emergency situation. A telephone contact list should be produced and regularly updated for each village. Volunteer roles may be varied from helping in a Temporary Shelter; physical work; or answering telephones and logging actions. – This list is not exhaustive but volunteers should not be asked to undertake any role that they are unprepared for, ill equipped for (including clothing), or feel uncomfortable doing.

6. The assembled IRT will assess if skills such as those of doctors, nurses and first-aiders may be relevant to the emergency and contact any appropriate providers known to them in the community.

Where there are local residents who are medical professionals, retired medical professionals, or first aiders living in the locality they should be asked whether they would be prepared to attend or advise at the incident or at the Temporary Shelter.

Each village should identify any locals that have access to Amateur Radio or CB radio as an alternative form of communications to the Emergency Services

#### **Vulnerable Groups**

7. If appropriate (for example, if the emergency occurs during the day in term time), the assembled volunteers will make contact with any vulnerable groups if they are believed to be at risk, for example:

Trelawnyd School

Any nursery or Child Minder Identified

Any Sheltered housing known in their village

8. If appropriate, and using local knowledge (contact Fellowship Club Representative for assistance), the IRT will make contact with vulnerable individuals in the village (for example the disabled, elderly, housebound and parents with young children). This should be done by using local volunteers who are known in the community to reduce concerns. Be aware of opportunist “Bogus Officials” and if residents chose to be evacuated ensure houses are secured and where possible switch off services where there is a risk of fire etc.

### **Incident handling**

9. During the emergency, anyone involved in coordinating a response should keep a log of all decisions and requests for assistance and any action taken. (See the form attached to this document.) The log may be used in any de brief or subsequent inquiry) .

A supply of suitable forms for recording events, decisions and evacuations etc will be held in each Hall (Temporary Shelter) and an electronic copy by the Emergency Coordinators. (Chair and Vice Chair, plus Call out coordinators in each village)

### **Temporary Shelters**

10. In the event of there being persons (including casualties) requiring temporary shelter, one or more of the following buildings will be made available – *authorised by the Emergency Coordinator or the Emergency Services:*

Building Address **(Keyholder contact details are shown above at 2 above)**

Trelawnyd Memorial Hall :- High Street, Trelawnyd. LL18 6DN (Grid ref SJ 091798)

Gwaenysgor Village Hall:- ( Grid ref SJ 075813)

Each Temporary Centre should be equipped with:-

Comprehensive First Aid Kit and Defib (or available nearby);

Emergency Torches or aux lighting

Emergency Plan with Contact numbers

4X High Viz Jackets to identify Coordinators

Rubbish Bags.

Temporary Shelter documents

A vehicle with DB or FM radio should be parked at the TS if a radio cannot be accessed inside the TS

**If deemed needed, Regional Emergency Planners will arrange for an Emergency Box to be transported to the TS from Prestatyn. This box contains all the relevant stationary to deal with recording the actions at an incident.**

**Where possible additional resources such as blankets, hot drinks, shovels etc. should be organised through attending volunteers – briefed on callout by each Call Out Coordinator.**

**Contact Numbers:-**

**Volunteers willing to help in Gwaenysgor** (\* indicate a specific volunteer willing to circulate information to Community by social media)

**John Whiteway 01745 886108** (\*call out contact and social media)

**David Allen – 01745 853408 – (4x4 owner access to Tractor with loader, chainsaw, generator, tanker to remove water.)**

**Mr A Whiteside 07787973149 (4x4 vehicle)**

**Mr J Thomas 07903165341 (4x4 vehicle, tractor with loader)**

**Mr R Parry 0791231843 (4x4 vehicle)**

**Mr Chris and Dave Kerns 07928641344 (Chainsaw and generator)**

**Volunteers willing to help in Trelawnyd** (\*indicates volunteer willing to circulate information to Community by social media)

**Mrs HS Papworth Tyr Felin Cwm Road Trelawnyd 01745 571823 \* Social Media information**

**Mr D Ellis, [14 Byron Street, Trelawnyd](#). 01745571910 (M) 07786117174 (call out coordinator)**

**Mr I Evans, No 7 Erw Wen, Trelawnyd. (M) 07555593890**

**Mrs S. Cameron, Hill View, Trelawnyd. (M) 07810562496.**

**Mr I Adams, Mrs C Thomas, London Road. (M)07392398166)**

**Mr D Smith, 16 Byron Street. 01745 571085.**

**Ms L Evans, Well View, Well St, Trelawnyd. 07771571396**

**Mr E Lloyd Ellis 01745 570740 (M) 07771728066 – additional 4X4 or Tractors and trailers also contact for equipment in Trelawnyd area.**

Flintshire Emergency Planning 24 hr Contact Numbers 01352 702120 Or 01352 702124

Police Team (non urgent number 101)

PCSO – Gareth Price 07854332538 – use control room number if not available

Primary Care Centre - Bodelwyddan Hospital Glan Clwyd 01745 583910

National Resources Wales (incident reporting) 03000653000

National Grid - Gas - 0800111999

National Grid - Electricity – 0800 404090

Welsh Water - 08000520145

Street Scene Flintshire 01344786590

Flintshire Social Services out of hours 0345 0533116

Radio Stations for Local information:-

BBC Radio Wales	93.9 - 95.9, 103.7 – 103.9 FM
Radio Cymru	92.4 -94.6, 96.8, 103.5- 104.9 FM
Heart FM	105.7, 107.2 FM
Capital Cymru	103.0FM
Capital North West and Wales	96.3, 97.1, 103.4 FM

## **Risks Identified.**

Trelawnyd and Gwaenysgor are fairly small isolated communities on the Northern end of the Clwydian range of hills (height above sea level approx. 180m). These communities are situated within Flintshire but are on the border with Denbighshire County which has the nearest large towns and services – such as doctors, dentists and hospitals.

Gwaenysgor has under 120 houses and approximately 250 inhabitants. The village has no shop and one public house (Eagle and Child) situated in the village centre. The narrow main road to the village connects it to the main A5151 and to Prestatyn (using a steep narrow hill virtually unusable in bad weather.) The road has a weight limit because of its nature. The main economy is farming and home workers. Gwaenysgor benefits from reasonable mobile coverage.

There is a small estate of bungalows for OAPs.

Trelawnyd is situated on the main A5151. This is a feeder road from the A55, through Dyserth, to Rhyl and Prestatyn. The village has no shop within its boundaries but a convenience store/garage exists 800m east of the village on the A5151. The village has one pub (The Crown) situated on the main road

The village has approx. 242 houses – (2014 Housing Land Study) a settlement population of approx. 584 (2011 Census)

Mobile coverage is patchy in Trelawnyd

Public transport is virtually non existent in both villages - residents are reliant on cars or taxis.

A risk assessment of the two communities identified only one minor water course – Ffyddion which feeds to the water works at Cwm Marion and Dyserth Waterfalls. There is no threat of widespread flooding.

There is no mains gas in either village.

The two main threats that could significantly impact on the two villages were assessed as weather related – heavy snowfall or loss of electric due to weather or service problems. This flexible plan deals with those two issues by using volunteers and local resources to protect the vulnerable.

## **Actions to consider:-**

Contact those considered vulnerable – ensure heat, light, food and drink are available ( long term this will be arranged by FCC. Consider moving to Temporary Shelter those people that are in need. Make sure there are sufficient volunteers with appropriate vehicles to assist. Document each person moved and where they are moved to, contact relatives if required. Be mindful of pets and their welfare particularly in incidents of extended duration. Where pets are left in situ record the fact with the date and time they were left. Such information should be passed to FCC and RSPCA (RSPCA via police).

Make sure those needing medical assistance are given priority – this will include those needing regular medication or treatment.

Any houses left unoccupied may be at risk – ensure they are secured and that water is turned off in freezing conditions. List unoccupied houses for Police.

Consider snow clearing to allow access to community, or parts of the community that are cut off. Use volunteers with appropriate equipment but ensure approval has been obtained from County Council. Any volunteers clearing snow should use their own equipment and safety equipment.

When considering what areas to clear consider access and egress to Temporary Shelters and a vehicle marshalling area where vehicles can turn around.

Where there is a power outage or loss of water service do not interfere with the mains services unless under the instruction of a qualified representative of the supplies. Do not remove trees or branches in contact with power lines or cut off mains water without authority and qualified supervision.

Identify a flat area with good access in each village (or on the outskirts) which is clear of power lines and trees which could be used by the Air Ambulance or Police. The approach should have clear all round sightlines. Access should be cleared of snow as a priority.

## **Appendix 1**

### **Post Emergency advice to give to residents**

#### **Health and safety**

- Be aware of new hazards created by the disaster. Watch for washed out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged wires, slippery floors and similar situations.
- Be aware of exhaustion. Don't try to do too much at once. Set priorities and pace yourself.
- Drink plenty of clean water. Eat well and get enough rest.
- Wear sturdy boots and work gloves when working with debris. Wash your hands thoroughly with soap and clean water often, especially when in contact with floodwater.
- Inform emergency services about health and safety hazards, such as chemical releases, downed power lines, washed out roads, smouldering insulation, and gas leaks or dead animals. (gas leaks includes LPG)

#### **Returning home**

Returning to a damaged home can be both physically and mentally challenging. Above all, use caution.

- Before going into your house, walk carefully around the outside of your home and check for loose power lines, gas leaks and structural damage. If you smell gas, do not enter your home.
- If your home was damaged by fire, do not enter until authorities say it is safe.
- Check for cracks in the roof, walls and chimneys. If it looks like the building may collapse, leave immediately.
- A torch is the best source of light for inspecting a damaged home. CAUTION: Switch it on outside. It may produce sparks that could set leaking gas alight, if present. Don't use open fire inside your house or switch on electric lights or appliances if you suspect leaking gas.
- If you cut off your gas supply before you left, it needs to be switched on by a professional and gas systems tested before you can safely use it.
- If you enter a house and smell gas or hear a hissing sound, leave immediately.
- Check electrical appliances. If they are wet, they need to be checked by a professional before use.

- Open windows and doors to get the air moving again. Especially if you have been sheltering in your house, you need to get a draught going to vent your property of any gases that may have built up.
- Throw out food, cosmetics and medicines that have been in contact with floodwater.
- Do not let your children play with toys that have been in contact with floodwater, before you have disinfected them.
- Check with your local authority or Water Supply Company before using the water; it may be contaminated.

### **Insurance**

Call your insurance provider as soon as possible. Take pictures of damages and keep good records of any repair work and cleaning costs. Be aware of bogus traders who will show up after every disaster. Always get a written quotation; your insurer will require this. Make sure that it is on letter headed paper with landline contact numbers and an address you have verified. Never pay in advance and only pay up when the work is done to your satisfaction and obtain a receipt for the payment.





## Standard Contents of a NWC-REPS Rest Centre Box

Survivor/Evacuee Registration Forms / buff brown folders	Rest Centre Signs (+ extra card)
30 x Information sheets + Easy read version –	Green paper wristbands
Mobile phone charger unit	Rubber gloves
Luggage brown labels	Shorthand notebook / A4 lined pad
Pets brown labels	Refuse sacks
A0 Map of Flintshire	
Stationery: Scissors; 1 box paper clips; Blotack; Pens; Marker Pens; Pencils; Sellotape; Stapler	
British Red Cross Multilingual Phrasebook National Interpreting Service Information, Working Welsh Badge	
<b>Roles Action Check lists:</b>	
Regional Emergency Planning Officer, Humanitarian Response Coordinator, Humanitarian Response Manager, Rest Centre Manager, Administrator, Befriender. Site Supervisor, Housing, Clothing, Information/Communications, Feeding and Refreshments, First Aid, Registration, Welcome Reception/Departure, Sanitation, Marshalling, Recreation, Pets, Left Luggage.	
<b>Assorted forms and Guides:</b>	
Laminated Quick Guide to Opening a Centre, Registration Prompts, Health and Safety Checklists, Forms: Staff Roster, Evacuee Comments and Suggestions Form, Pet Registration, Animal Location, Code of Conduct, Medication, Evacuee Location, Information Request, Left Luggage.	

## **APPENDIX 3**

### **COVID 19 Resilience Plan**

The present COVID 19 outbreak has clearly called into place an activation of the Resilience Plan to ensure any affected members of the community, either infected, or quarantined, are monitored, and can access necessary services

### **Risk Analysis**

#### **Community**

Members of the community who are infected and quarantined at home, or simply quarantined due to possible exposure or age, are quarantined within their homes, and they may be isolated and unable to access shopping or information

#### **Volunteers**

Volunteers who are dealing with infected or quarantined members of the public run a high risk of infection if they have direct personal contact with them, and this must at all times be avoided

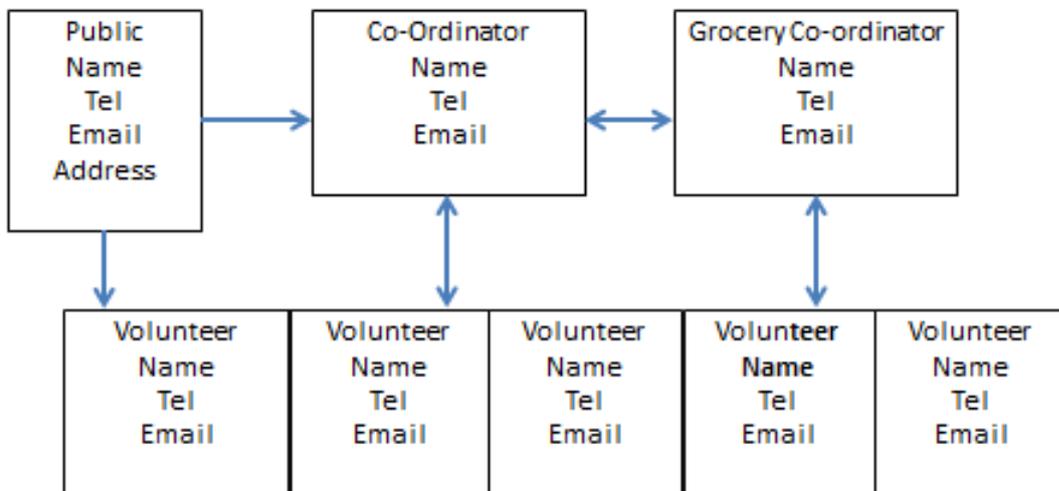
#### **Structure**

It is intended to align with the standard resilience plan with an emergency co-ordinator, and response team members. Additionally as the main task apart from speaking to and checking upon residents, will be the provision of shopping, a Shopping co-ordinator will be appointed. The Resilience plan and contacts will be advertised around the village, and at the Friendship club, and initial contact can be by any members of the team, but in all cases contact will be communicated to the Emergency Co-ordinator. If shopping is required, the shopping co-ordinator will arrange co-ordinated online shopping and multiple drop offs at the village hall for distribution by the response teams. Payment can be by means of cheque, or arrangement in Trelawnyd with the Community Association.

## Organisation Charts

### Trelawnyd

Trelawnyd and Gwaenysgor COVID 19 Resilience Plan Organisation Chart, Trelawnyd



# Gwaenysgor

Trelawnyd and Gwaenysgor COVID 19 Resilience Plan Organisation Chart, Gwaenysgor

