



The Bill Warren Room, Sheviock Memorial Hall, Crafhole, Torpoint, Cornwall, PL11 3DG  
Clerk: Mrs Nancy Gray Telephone: 01503 232996 Email: [sheviockpc@btinternet.com](mailto:sheviockpc@btinternet.com)

## Community Emergency Plan

Date of Plan 2<sup>nd</sup> January 2020  
This Plan is next due for review on 15<sup>th</sup> May annually.

### **IN AN EMERGENCY THE LOCAL COORDINATORS ARE:**

Steve Medway 01503 230 661, 07709 092226  
Andrew Lockett  
Warren Evans 07990 518219

### **Supported by**



**If an emergency occurs your first action should always be to contact the emergency services by dialling 999 and ask for the Police.**

## Contents

	<u>Page</u>
The Community Emergency Plan	3
Distribution	4
List of Community Organisations	7
What to do if an emergency occurs – initial actions	9
Activating the Community Emergency Plan	10
Communications	13
Resources within the community	16
Skills within the community	17
Local hazards	18
Vulnerable people in the community	20
Temporary evacuation points	21
Supporting Organisations Contact Details	22
Annex 1 – Guidance for coordinators	24
Annex 2 – Incident Log	25
Annex 3 – Identifying Appropriate Places of Safety Building Information	26

# THE COMMUNITY EMERGENCY PLAN

## 1 Introduction

- 1.1 All major emergencies are dealt with by the Emergency Services, Local Authorities, Utilities and Voluntary Agencies in a combined response. In extreme conditions such as heavy snow and flooding, there is a possibility that the emergency services may not be able to reach the scene immediately.

**In such circumstances, the initial response may rely entirely on local people.**

A Community Emergency Plan can help a community prepare for an emergency and minimise its impact should they be affected.

- 1.2 Communities have access to people or resources that allow them to respond to specific incidents that may affect a particular locality. Details of the role these people may play and how they will be contacted is included in this Community Emergency Plan.
- 1.3 The Sheviock Parish Council Community Emergency Plan has been developed from the template supplied by Cornwall Council.

## 2 The Community Emergency Plan

- 2.1
1. Treat the document as confidential and store it in a secure location.
  2. The Community Network Manager has a copy of this plan.
  - 3. If an emergency occurs your first action should always be to contact the emergency services by dialling 999.**

## PLAN DISTRIBUTION

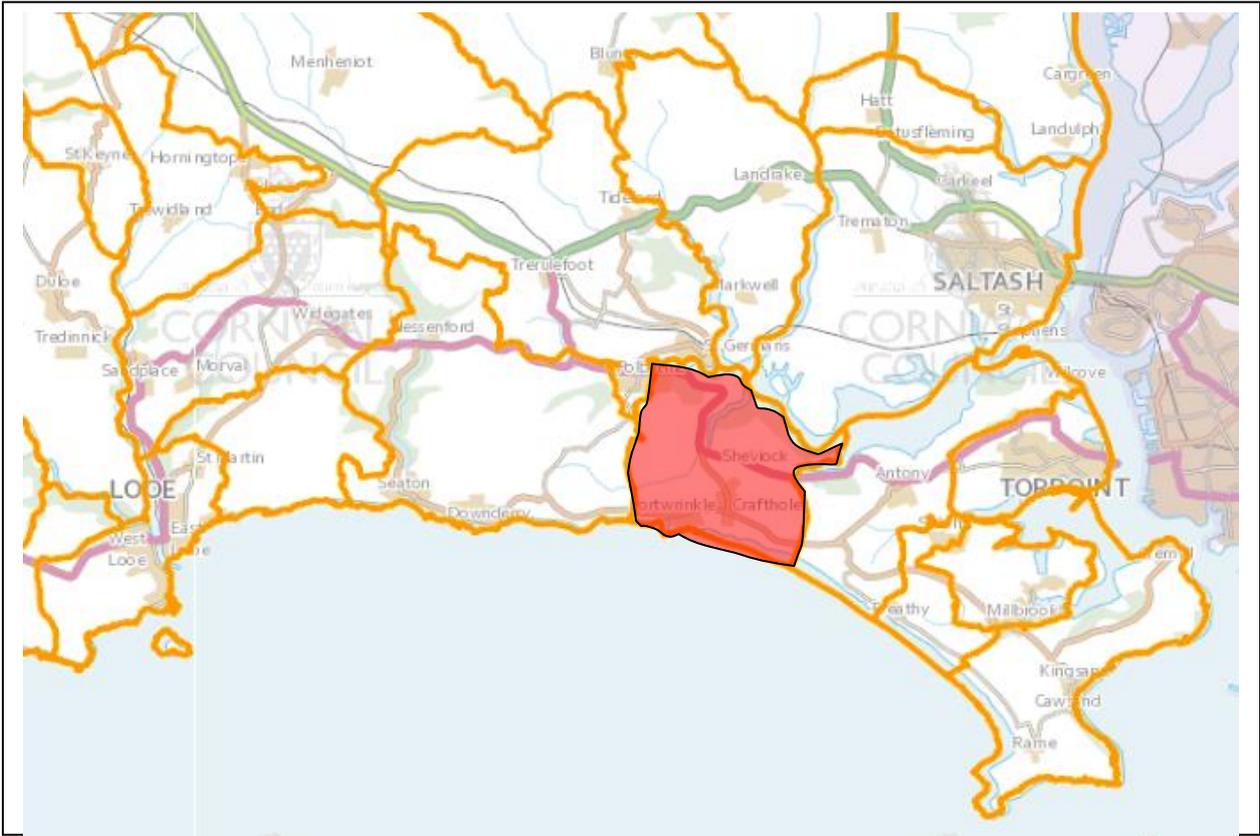
Community Emergency Plan Co-ordinator	Sheviock Parish Council Chairman, currently Steve Medway, First alternative : Vacancy..... Second alternate Andrew Lockett.
Community Emergency Plan Author	Sheviock Parish Council Clerk, currently Nancy Gray

**Distribution List:** Co-ordinators, Parish Councillors and all on Cascade system.

NAME	ADDRESS	CONTACT NUMBER	EMAIL ADDRESS
Steve Medway	11 Burns View Crafthole, Torpoint Cornwall, PL11 3BW	01503 230661	s.medway@btinternet.com
Nancy Gray	Clerk's Office Bill Warren Room Sheviock Memorial Hall Crafthole, Cornwall PL11 3DG	01503 232996	sheviockpc@btinternet.com
Paula Brooks	Torpoint	07900 553116	paulabrooksspc@gmail.com
Diana Lester	The Rectory, Sheviock, Torpoint, PL11 3EH	01503 230317	dilester59@gmail.com
Peter Cade	Homeleigh, Sheviock, Torpoint, PL11 3DZ	01503 232927 M 07801372479	petercadephotography@gmail.com
Warren Evans	Cross House, Crafthole, PL113BJ	07990 518219	crosshouse.garden@btinternet.com
Lizzie Jenkins	3 Tredis Court, Sheviock, Torpoint, PL11 3ER	01503 232927	lizzie.jenkins@icloud.com
Andrew Lockett	17 Carew Close, Crafthole, Torpoint, Cornwall, PL11 3EB		

## Map of area covered by plan

Shevioc Parish in context of S E Cornwall.



Shevioc in relation to adjacent parishes



## Sheviock Parish and boundaries



### Review date

This plan is to be reviewed on 15<sup>th</sup> May annually

## LIST OF COMMUNITY ORGANISATIONS

To assist Community with the plan and in its response to emergencies.

<b>Name of Organisation</b>	<b>Address of Organisation</b>	<b>Contact telephone No</b>	<b>Email</b>
St Mary's Church	St Mary's Church Sheviock, Torpoint Cornwall, PL11 3EH Map Ref 370 553	Judy & Ian Scott  Jenny Bushrod	
Methodist Church Barbara Snowling	Methodist Church Crafthole, Torpoint Cornwall, PL11 3BQ Map Ref 367 543		
Sheviock Memorial Hall  Mike Snowling Lynn Vickery	Memorial Hall, Crafthole, Torpoint Cornwall, PL11 3DG Map Ref 365 545	M Snowling Lyn Vickery:	
<del>Whitsand Bay Hotel</del>  Paul, John, or Chris Phillips	<del>Whitsand Bay Hotel</del> Portwrinkle Torpoint, Cornwall PL11 3BU Map Ref 358 539	<del>01503 230276</del>	On the Market at time of writing.
Finnygook Inn	Finnygook Inn Crafthole, Torpoint Cornwall, PL11 3BQ Map Ref 365 542	01503 230338	
The Little Fox	The Little Fox Inn Crafthole, Torpoint Cornwall, PL11 3BD Map Ref 370 542	01503 230863	
The Jolly Roger Café	The Jolly Roger, Finnygook Lane, Portwrinkle Cornwall PL11 3BU. Map Ref 358 538	01503 230655	

Location of Community Organisations



## WHAT TO DO IF AN EMERGENCY OCCURS – INITIAL ACTIONS

### 3 Contact the Emergency Services

- 3.1 It is vital that, in the event of an emergency situation affecting all or part a community, the initial action is to telephone 999 and ask for Police.

Follow instructions given by the emergency services or local authority supported by information included in this plan.

- 3.2 If contact with Devon and Cornwall Constabulary, Cornwall Fire and Rescue Service and Cornwall NHS Trust is not possible, or the response is likely to be substantially delayed the Community Emergency Plan should be used to assist the local response until help arrives.

### 4 Activate Call Out / Cascade

- 4.1 In an emergency the emergency services want **clear, concise, actual information as soon as possible**. \* Try to use the time available awaiting their response to obtain further information and if there is any additional information telephone the emergency services again to update them, as this might affect the resources they deploy.
- 4.2 Until help arrives and without endangering yourself or other local people contact the appropriate members of the community listed in the plan and ask them to report to the agreed assembly point.
- 4.3 When the emergency services or local authority are on scene try to contact them and explain who you are and what your role is.

**\*Information that should be obtained to give to emergency services or to coordinate your own response.**

**Have:** emergency services been informed?

**What:** has happened?

**When:** did it occur (time and date)?

**Where:** exact location of incident? A grid reference or postcode will help emergency services. Details of any restrictions on access.

**Who:** is involved (numbers, age group, condition and details of any vulnerable people).

**Hazards:** are there any hazards as a result of event e.g. flood water, fallen trees, debris, oil or chemical spillage.

**Property:** is any damaged or at risk?

## ACTIVATING THE COMMUNITY EMERGENCY PLAN

### 5 Notification of an emergency

- 5.1 Notification of an emergency may come from various routes, from the emergency services, local authority, and local media or from the community itself.

#### ACTIVATION TRIGGERS

The Plan can be activated by any of the Emergency coordinators based on their assessment of the situation. It is easier to stop the plan activation should events come under control sooner than expected, than to not respond at all.

Sometimes full plan activation will not be required. The plan should also be seen as a resource to solve smaller issues within the community

If details of an incident are received from a source other than the emergency services or local authority, then those receiving the notification must contact the emergency services to ensure they are aware of the incident. This will require making a 999 call and Asking for Police.

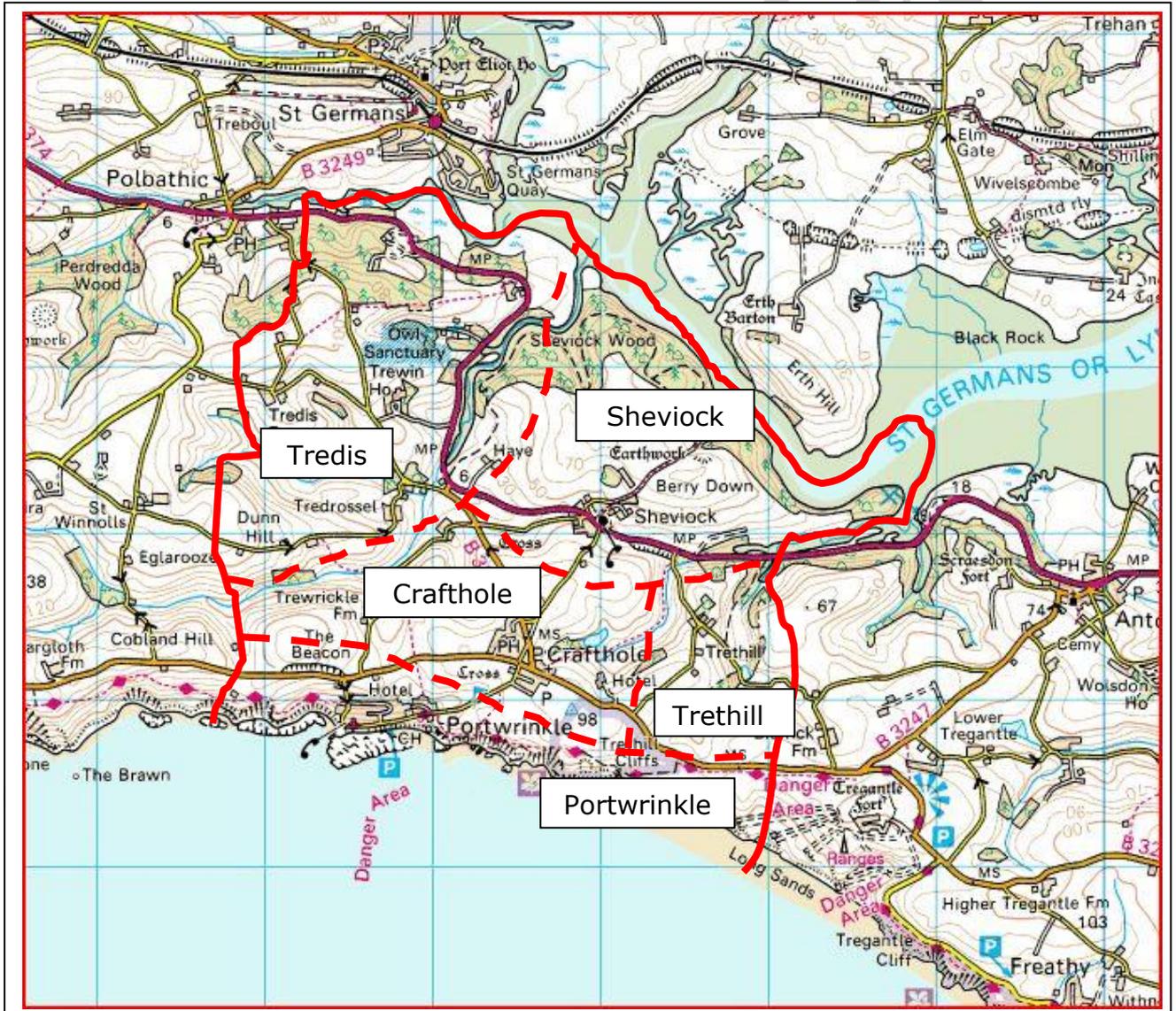
### 6 Coordinators

- 6.1 On receiving notification of an incident or major emergency affecting the community, the Emergency Coordinator should contact those people identified to help respond.  
Guidance notes for coordinators are included as Annex 1.  
The following people have been identified to co-ordinate the local response:

NAME	TELEPHONE NUMBER	MOBILE NUMBER
Portwrinkle Jenny Bushrod, Alternative contact Peter Davies		
Sheviock Diana Lester, Alternative contact Mr Ian Court		
Crafthole Mr Ian Scott Alternative contact Malcolm Sanders		

NAME	TELEPHONE NUMBER	MOBILE NUMBER
Tredis Rick Colver, Alternate contact Jeff McGuiness		
Trethill Harry Cridland Alternate contact Sarah Rundle		

Map showing areas covered by each coordinator



## **7 Assembly point for Coordinators to meet at when first activated**

7.1 All Coordinators should gather at: **Bill Warren Room,**

### **Location**

**Sheviock Memorial Hall, Crafhole, Cornwall PL11 3DG**

**Map Ref: 365 545**

If the above location is inaccessible, the following will be used:

### **Location**

~~Whitsand Bay Hotel, Portwrinkle, PL11 3BU (currently on the market/closed~~

~~Map Ref: 358 539~~

~~In the event both the above locations are inaccessible the following will be used:~~

### **Location**

**Antony Village Hall**

**Map Ref:400 548**

7.3 Anyone involved in coordinating a response should keep a log of all requests for assistance or action taken. An example incident log is included at Annex 2 and A4 equivalents are issued to all coordinators.

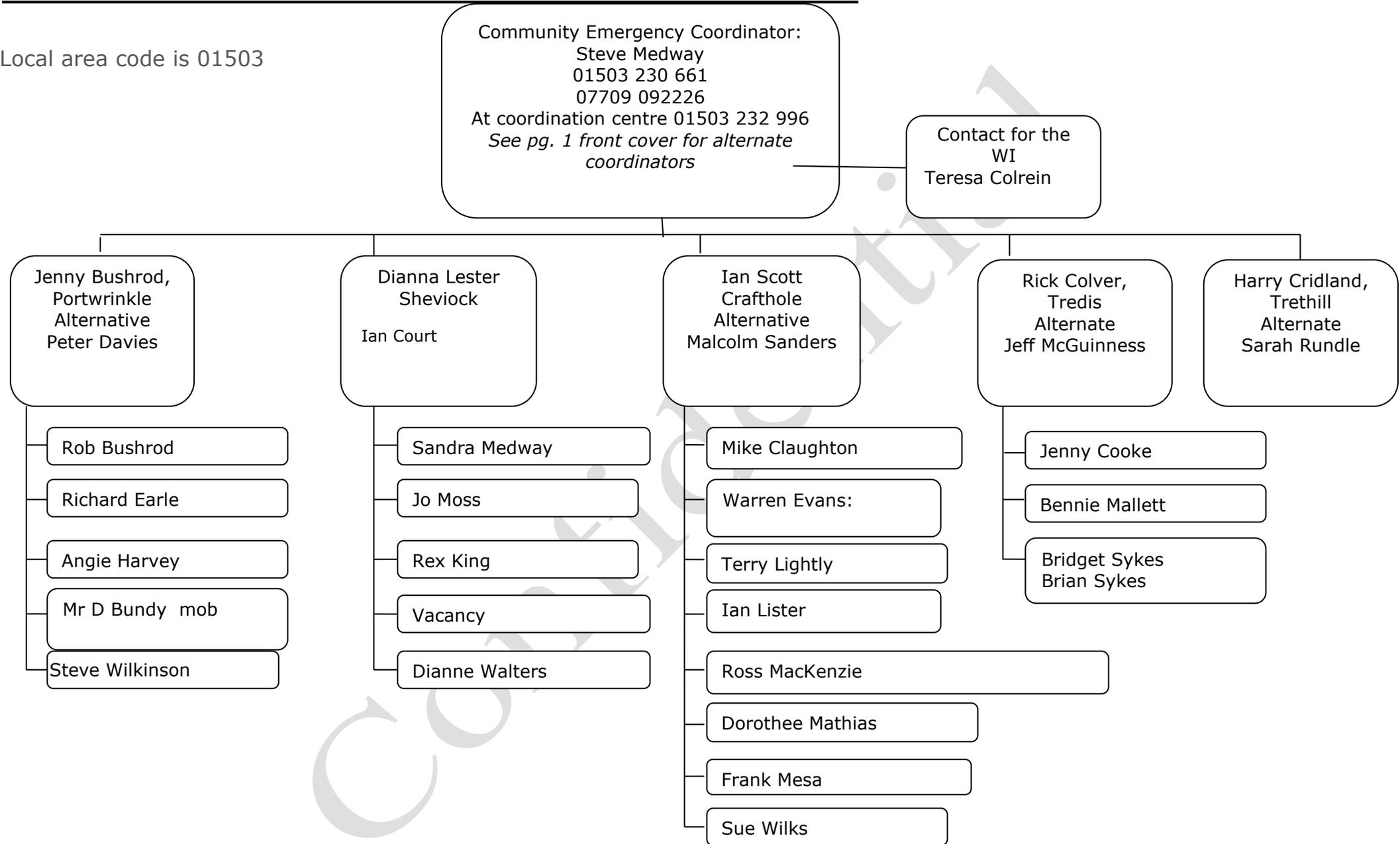
## COMMUNICATION

In an emergency it is important to ensure that the community is kept informed both during and after an event. It is important also to ensure that any vulnerable individuals or groups are identified and reported to the emergency services. The cascade system put in place is detailed below. Local street or area coordinators have been identified to keep the community informed and to feedback requirements for assistance. The areas covered by each coordinator are detailed in the following table.

<b>NAME</b>	<b>NOTIFYING</b>	<b>CONTACT DETAILS</b>
Ian Scott Crafthole Alternate Malcolm Sanders	1.Ross MacKenzie, Carew Close 2.Frank Mesa, Burns View 3.Terry Lightly, Burns View/Dawney Terr. 4.Warren Evans, North old village  5.Dorothee Mathias, East Old Village 6.Ian Lister, Cross Park 7. Mike Cloughton, Shevioc Lane 8. Sue Wilks, West Lane	
Jenny Bushrod, Portwrinkle Alternate Peter Davis	1.Steve Wilkinson, lower Whitsand Bay View. 2.Robert Bushrod, Donkey Lane. 3.Angie Harvey, upper Whitsand Bay View 4. Richard Earle, Finnygook Lane conservation area 5.East End Portwrinkle. Mr Bundy	

<b>NAME</b>	<b>NOTIFYING</b>	<b>CONTACT DETAILS</b>
Diana Lester, Sheviock Alternate Ian Court Sheviock	1. Rex King, Rectory Drive 2. Sandra Medway, Georges Lane Upper 3. <b>Vacancy</b> , Georges Lane Lower 4. Dianne Walter, Main Road plus Clicker Bungalow 5. Jo Moss, Horsepool Road/Lane	1.
Rick Colver, Tredis Alternate Jeff McGuinness	1. Benny Mallett, Upper Tredis 2. Bridget and Brian Sykes, Tredis 3. Jenny Cooke, Tredossel	1.
Harry Cridland Trethill Alternate Sarah Rundle		

Local area code is 01503



Remember should the next person on the cascade not answer, carry on down the tree until enough people are informed to assist.

## RESOURCES WITHIN THE COMMUNITY

Resource available	Contact	Contact Number	24hr contact number
<b>Food –</b>	Community Shop Whitsand Bay Hotel, Finnygook Inn, Little Fox Hotel Jolly Roger café Dovecote café (Whitsand Bay Golf Club House)	01503 230361 <del>01503 230276</del> 01503 230338 01503 230863 01503 230655 01503 230778	
Lifting Equipment	Kevin Andrew		
<b>Generators</b>			
4-wheel drive –	Kevin Andrew Tom Cox  Steve Medway  Lizzie Jenkins		
AED Defibrillator (external) Location:  1. Outside Sheviock Memorial Hall, Crafhole, 2. Outside Jolly Roger café Portwrinkle, 3. Outside SWW pump station Portwrinkle, 4. Old telephone box Sheviock village next to bus stop on A374, 5. Treidis outside, between lower Treidis farm and Treidis Barn, Treidis Sheviock. 6. Outside front Door Finnygook Inn Crafhole (to be fitted at time of writing)			24-hour instant portable access ( <b>no</b> key/code required)

## SKILLS WITHIN THE COMMUNITY

Name	Profession/Skill	Contact number	24hr contact number
	<b>Medical</b>		
Bennie Mallett	Doctors (retired)		
Kate Smale Jan Bootland	Nurses		
	St John's Ambulance		
Benny Mallett Jeff McGuinness  Gerald Dover Barbara Snowling Richard Ballard Gill Kennedy Baz Gibbs Eric Bootland	First Aiders (trained in emergency first aid by St John Ambulance)		
	<b>Hydraulic equipment operators</b>		
	Lifting equipment etc operators – farmers		
Kevin Andrew	Tractor/Trailer		
	<b>Translators</b>		
Dorothee Mathias	German		
Frank Mesa	Spanish		
Margaret Bass	French		
Anna Carter	Italian and French		
	<b>Community support</b>		
Teresa Colrein Rosalie Dunn	WI for teas etc -		

## LOCAL HAZARDS

HAZARD	LOCATION Map ref.	SEVERITY and PROBABILITY	Risk Score
Portwrinkle Beach – Shipwreck with release of hazardous chemicals	355 538	Critical severity – remote probability	6
Other beaches - Shipwreck	Whole of coastline	Medium severity – remote probability	2
Methane Explosion at Wastewater Treatment Works	358 542	Medium severity – Low probability	2
Calor Gas Explosion - Tanks at Portwrinkle	357 538	Medium severity – Low Probability	2
Portwrinkle Beach – Oil Pollution	355 538	Medium severity – Low Probability	2
Other Beaches - Oil Pollution	Whole of coastline	Minor severity – Low Probability	1
Road Traffic Accident (RTA) involving: <ul style="list-style-type: none"> <li>• Petrol/Diesel Tanker</li> <li>• Gas Tanker</li> <li>• Chemical Tanker</li> </ul> (Note: The above can involve both fire and pollution) <ul style="list-style-type: none"> <li>• School Bus</li> <li>• Bus/coach</li> </ul>	Whole of highway network, but in particular A374 and B3247,	Critical severity – remote probability Critical severity – Low probability Critical severity – Low Probability  Critical severity – remote probability Critical severity – likely probability	6 3 3  6 9
Air Crash	Whole of Parish	Catastrophic severity – low probability	4
Fire: <ul style="list-style-type: none"> <li>• In centre of population requiring evacuation</li> <li>• Wildcat fire on coast or in woods during prolonged drought</li> </ul>	Centre of populations - Craffhole, Portwrinkle or Sheviock  Wildcat fire – whole area	Critical severity – Likely Probability  Medium severity – Likely Probability	9  6
Extended Period of Bad weather: <ul style="list-style-type: none"> <li>• Snow and Ice</li> <li>• Rain</li> </ul> Intense rainfall causes wash-out of Finnygook Lane	Whole area  Portwrinkle	Medium severity – Likely Probability Low severity – Likely Probability High severity - likely probability	6 4 6
Gale force winds	Whole area	Medium severity – Likely Probability	6

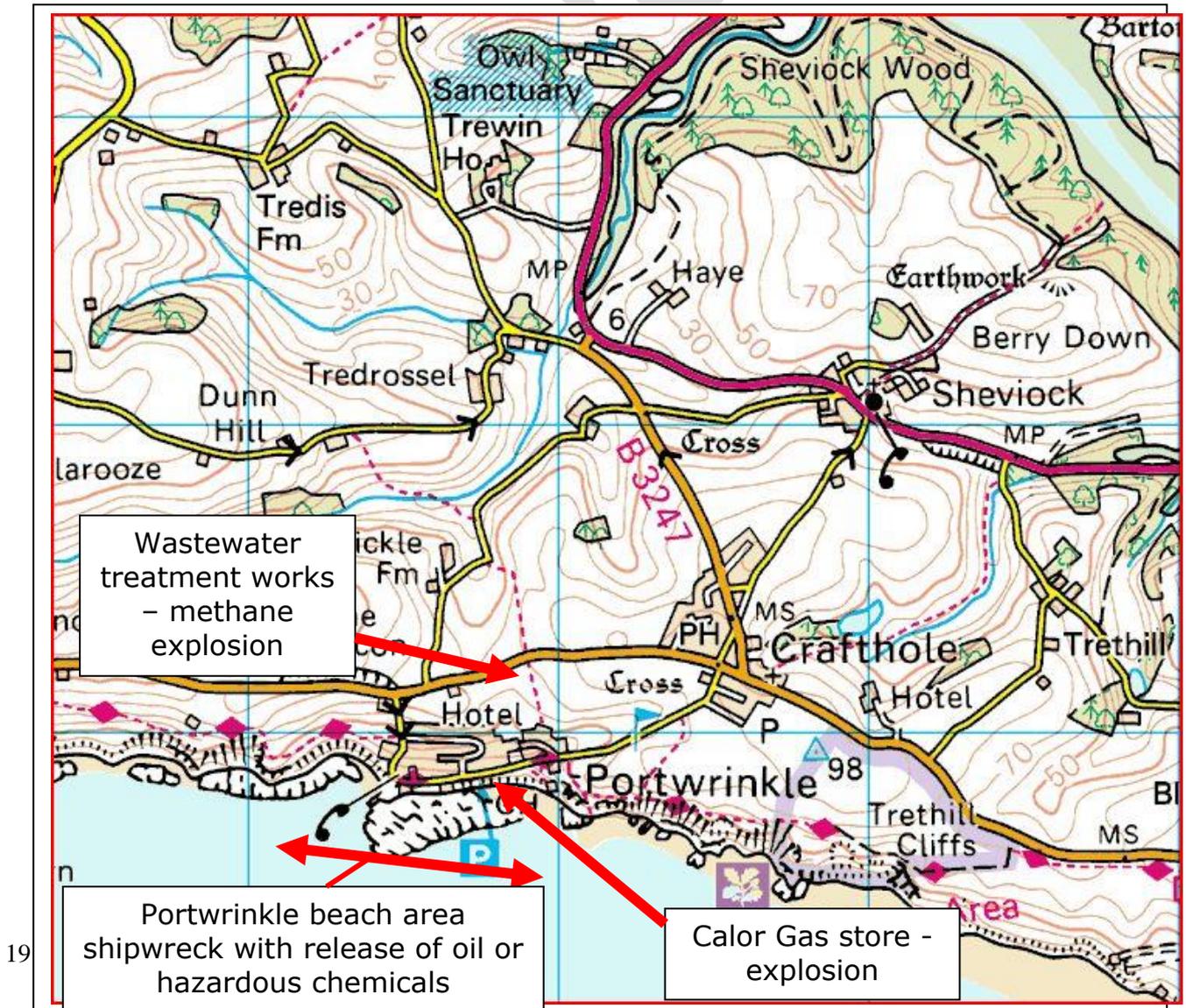
producing structural damage and disruption of power/highways			
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Risk score is a measure of the severity, or consequence, of a risk occurring and the probability, or frequency, with it might occur. The score represents the product of using:

1 for minor severity (minor first aid required), 2 for medium severity (injury beyond first aid, 3 for critical severity (severe injury or death) and 4 for catastrophic severity (multiple deaths) multiplied by 1 for low probability (of occurring), 2 for remote probability, 3 for likely probability in medium term and 4 when it is almost certain the event will occur.

The maximum score is therefore  $4 \times 4 = 16$ . In the table the higher the score the more likely that an emergency with serious consequences will occur; the highest score is 9.

MAP SHOWING SPECIFIC HAZARD LOCATIONS



## VULNERABLE GROUPS IN THE COMMUNITY

NAME OF GROUP	LOCATION	CONTACT NUMBER	DETAILS OF ANY SPECIFIC REQUIREMENTS
Pre school/ toddler group	Sheviock Memorial Hall, Crafthole.	07900 553 116 (Paula Brooks)	
Individuals (from local road/area coordinators to identify those not on official lists)	Various locations as advised by neighbourhood local coordinators		

**NB: Details of individuals who might be defined as 'vulnerable' are not kept in the emergency plan as it is likely that the plan will be circulated to a range of people.**

**However, Neighbourhood Coordinators or their equivalent will keep a secure list of individuals within their area that should be checked during an emergency.**

## TEMPORARY EVACUATION POINT/S

Please refer to **ANNEX 5** for guidance on identifying appropriate premises that could be used as a temporary evacuation point.

<b>Key Holders Name</b>	<b>Address</b>	<b>Telephone Number</b>	<b>Mobile Number</b>	<b>Email Address</b>
<b>Memorial Hall,</b> Mike Snowling,  Lynn Vickery	Sheviock Memorial Hall, Crafhole, PL11 3DG			
<b>Whitsand Bay Hotel</b>  24 hr contact	Whitsand Bay Hotel, Portwrinkle, Torpoint, Cornwall, PL11 3BU	01503 230276	Currently on the Market	
<b>St Mary's, Sheviock</b>	Judy & Ian Scott Pauline Kemp			
<b>Methodist Chapel</b> Barbara Snowling Community Shop has Key.	Methodist Church Crafhole, Torpoint Cornwall, PL11 3BQ			
<b>Finnygook Inn, Crafhole</b> 24 hr contact	Finnygook Inn Crafhole Torpoint Cornwall PL11 3BQ	01503 230338		
<b>Little Fox Inn Crafhole</b> 24 hr contact	The Little Fox, Crafhole, Torpoint, Cornwall, PL11 3BD	01503 230863		reception@littl efoxhotel.co.uk
<b>Antony Village Hall.</b> <b>Pete Bulmer</b> <b>Mike Molyneaux</b>	Antony Village Hall Antony, Torpoint Cornwall Map Ref 400 548			

## SUPPORTING ORGANISATIONS CONTACT DETAILS

**Community Emergency Contact numbers**

<b>Name / Contact</b>	<b>Role</b>	<b>Daytime contact number</b>	<b>24hr contact number</b>
<b>Emergency Services</b>		999	999
<b>Local GP Surgeries</b>	<p>Quay Lane Surgery, <b>St Germans</b></p> <p>Rame Group Practice: Penntorr Health, Trevol Road, <b>Torpoint</b> PL11 2TB</p> <p>Rame Group practice, <b>Millbrook Surgery</b> 10 Greenland, Millbrook PL10 1DE</p>	<p>01503 230088</p> <p>01752 813277</p> <p>01752 829003</p>	
<b>Cornwall Council</b>	Fire & Cornwall Safety – Emergency Planning/Fire Safety	0300 1234232	0300 1234100 out of office hours emergency contact
<b>Environment Agency</b>	Floodline		<b>03459881188</b>
<b>Environment Agency</b>	Incident Hotline	0800 807060	0800 807060
<b>NHS Direct</b>			111
<b>Utility companies</b>			
South West Water	South West Water	24-hour emergency	0344 3462020
Western Power	Western Power (Electricity)	0800 6783105	0800 6783105
Calor Gas	Calor Gas - Emergency	03457 444 999	

<b>Bus Companies</b> A line	A Line	01752 822740	07989010747
City Bus	City Bus	01752 667721	

Confidential

## **Annex 1**

### **Guidance for Coordinators**

- 1.** As soon as an emergency situation has been identified, coordinators should gather information quickly on the emergency situation and ensure this information has been passed onto the Emergency Services as soon as possible. They should then contact the Sheviock Parish Community Emergency Plan coordinator who will set up the Emergency Centre and contact and update other coordinators. This may be in advance of any member of the Emergency Services arriving in the Parish.
- 2.** Sheviock Parish Community Emergency Plan coordinator will then act as the focal point for further communication between the Parish and the Emergency Services and also between Coordinators.
- 3.** Once information has been gathered and the Emergency Services briefed, the next task is to pass the information on through the communication matrix to all parishioners.
- 4.** The above roles are the primary purpose of the Coordinators and IT IS NOT to cover the role of the Emergency Services unless specifically directed by a member of the Emergency Services to carry out a specific task.
- 5.** As soon as an emergency situation has been identified all coordinators should put on their high visibility tabards and wear them throughout the emergency, so they can be identified by the emergency service personnel.
- 6.** The Coordinators should be prepared to assist the Emergency Services with supplementary information and provide local information.
- 7.** The Coordinators should be prepared to pass on information from the Emergency Services to parishioners as when requested.
- 8.** Should the incident be assessed by the Emergency Services as being serious, it is probable that Cornwall Council's emergency resources will be requested e.g. if there is to be an evacuation of a significant number of people out of the Parish.
- 9.** Local contact points have been identified throughout the parish to provide information to coordinators and from coordinators to residents. These local contacts have a very important role in sending information on their area up through their coordinator to the Parish Emergency Plan Coordinator, keeping residents abreast of developments and also of identifying vulnerable residents who will need special support from the emergency services.
- 10.** The role of the Coordinators is also in the immediate aftermath of an emergency either in the Parish or in another Parish but which is affecting Sheviock Parish. In the recovery phase, Cornwall Council will take the lead and may request assistance. The principal role for the Coordinators then will be to understand who needs help and identify those who can provide help ideally via the Parish Office in the Memorial Hall, which will continue to be manned by a Parish Emergency Plan coordinator.

## Annex 2

**INCIDENT LOG** (Nature of incident) ..... **NAME** ..... **DATE** ..... **SHEET No.**  
.....

No.	Time	Name	Information	Done

## **ANNEX 3 –**

### **TEMPORARY EVACUATION POINTS**

#### **Buildings Information**

**These are temporary places of safety for hopefully short periods of time until external help arrives.**

**Cornwall Council Emergency Management Service maintains a list of appropriate locations and should be consulted ASAP.**

<b>Location Information</b>			
<b>Name of Building:</b>	Sheviock Memorial Hall		
<b>Address of Building:</b>	Crafthole, Cornwall. <b>Postcode: PL11 3DG                      Grid ref: 365 545</b>		
<b>Telephone Number:</b>	01503 232 996 ( Parish Council Clerk's office)		
<b>Fax Number:</b>			
<b>Is it accessible by car?</b>	Yes		
<b>Is it accessible by bus?</b>	Yes		
<b>No. of car parking spaces:</b>	20		
<b>Building Information</b>			
<b>Maximum Capacity:</b>	120 PERSONS		
<b>Number of Rooms:</b>	4/5		
<b>Any potential sleeping areas? (if bedding were to be provided)</b>	Yes. For about 60.		
<b>Wheelchair Access:</b>	Yes		
<b>Number of toilets:</b>	Male 2      Female 2      Unisex 1 Accessible (unisex) x 1		
<b>Bath / Shower-rooms:</b>	Yes - 1 shower connected in accessible toilet		
<b>Kitchen:</b>	Facilities: oven, fridge. kettles x 2  The kitchen powered by: Electricity, oven, fridge/kettles x 2		
<b>Water:</b>	Yes - mains		
<b>Heating type:</b>	Electricity through radiators (night storage)		
<b>Is there Mobile phone / Broadband service available</b>	Yes. BT internet Wi-Fi BTWhole home -93M admin password =9b9h97ym. Wireless key bk6EMbpmrxHM		
<b>Key holder Information</b>			
<i>Please provide details of 2 key holders for this building:</i>			
<b>Key holder 1</b>		<b>Key holder 2</b>	
<b>Name:</b>	Mike Snowling	<b>Name:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Telephone</b>		<b>Telephone</b>	
<b>Mobile:</b>		<b>Mobile:</b>	

Location Information			
<b>Name of Building:</b>	Whitsand Bay Hotel—ON THE MARKET		
<b>Address of Building:</b>	Finnygook Lane, Portwrinkle, Cornwall <b>Postcode: PL11 3BU</b> —— <b>Grid ref: 358 539</b>		
<b>Telephone Number:</b>	01503 230 276		
<b>Fax Number:</b>			
<b>Is it accessible by car?</b>	Yes		
<b>Is it accessible by bus?</b>	Yes		
<b>No. of car parking spaces:</b>	-20		
Building Information			
<b>Maximum Capacity:</b>	200 in public areas		
<b>Number of Rooms:</b>	5 public rooms		
<b>Any potential sleeping areas? (if bedding were to be provided)</b>	Yes for about 60 in public rooms		
<b>Wheelchair Access:</b>	Yes <input type="checkbox"/> ——No <input type="checkbox"/>		
<b>Number of toilets:</b>	Male 4——Female 4——Unisex——Disabled		
<b>Bath / Shower rooms:</b>	No not in public rooms		
<b>Kitchen:</b>	Facilities: Kitchen powered by: Gas <input type="checkbox"/> ——Electric <input type="checkbox"/>		
<b>Water:</b>	Yes——Mains		
<b>Heating type:</b>	<b>Oil</b>		
<b>Is there Mobile phone /Broadband service available</b>	Yes via reception		
Key holder Information			
<i>Please provide details of 2 key holders for this building:</i>			
Key holder 1		Key holder 2	
<b>Name:</b>	Reception	<b>Name:</b>	
<b>Address:</b>	Finnygook Lane, Portwrinkle, Cornwall, PL11 3BU	<b>Address:</b>	
<b>Telephone</b>	01503 230 276	<b>Telephone</b>	
<b>Mobile:</b>		<b>Mobile:</b>	

<b>Location Information</b>			
<b>Name of Building:</b>	St Mary's Church		
<b>Address of Building:</b>	Sheviock. Cornwall. <b>Postcode: PL11 3EH</b> <b>Grid ref: 370 553</b>		
<b>Telephone Number:</b>			
<b>Fax Number:</b>			
<b>Is it accessible by car?</b>	Yes		
<b>Is it accessible by bus?</b>	Yes		
<b>No. of car parking spaces:</b>	20 (200 meters from church off Georges Lane)		
<b>Building Information</b>			
<b>Maximum Capacity:</b>	200		
<b>Number of Rooms:</b>	1		
<b>Any potential sleeping areas? (if bedding were to be provided)</b>	Possible but not straightforward. 20		
<b>Wheelchair Access:</b>	Yes		
<b>Number of toilets:</b>	Male 0                      Female 0                      Unisex x1 plus baby changing (outside toilet)                      Disabled 0		
<b>Bath / Shower-rooms:</b>	No		
<b>Kitchen:</b>	Facilities: Very Limited, hot water and sockets (to bring slow cookers -no cooking facilities on site)		
	Kitchen powered by:    Electric		
<b>Water:</b>	Yes		
<b>Heating type:</b>	<b>Electricity</b>		
<b>Is there Mobile phone / Broadband service available</b>	No		
<b>Key holder Information</b>			
<i>Please provide details of 2 key holders for this building:</i>			
<b>Key holder 1</b>		<b>Key holder 2</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Telephone</b>		<b>Telephone</b>	
<b>Mobile:</b>		<b>Mobile:</b>	

<b>Location Information</b>			
<b>Name of Building:</b>	Crafthole Methodist Chapel		
<b>Address of Building:</b>	Crafthole, Cornwall. <b>Postcode: PL11 3BQ                      Grid ref: 367 543</b>		
<b>Telephone Number:</b>			
<b>Fax Number:</b>			
<b>Is it accessible by car?</b>	Yes		
<b>Is it accessible by bus?</b>	Yes		
<b>No. of car parking spaces:</b>	Nil		
<b>Building Information</b>			
<b>Maximum Capacity:</b>	150		
<b>Number of Rooms:</b>	2		
<b>Any potential sleeping areas? (if bedding were to be provided)</b>	Yes. 25		
<b>Wheelchair Access:</b>	Yes		
<b>Number of toilets:</b>	Male                  Female                  Unisex    1                  Disabled		
<b>Bath / Shower-rooms:</b>	No		
<b>Kitchen:</b>	Facilities: Kitchen powered by:    Electric		
<b>Water:</b>	Yes		
<b>Heating type:</b>	<b>Electricity</b>		
<b>Is there Mobile phone /Broadband service available</b>	No		
<b>Key holder Information</b>			
<i>Please provide details of 2 key holders for this building:</i>			
<b>Key holder 1</b>		<b>Key holder 2</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Telephone</b>		<b>Telephone</b>	
<b>Mobile:</b>		<b>Mobile:</b>	

<b>Location Information</b>			
<b>Name of Building:</b>	Finnygook Inn		
<b>Address of Building:</b>	Crafthole, Cornwall,  <b>Postcode: PL11 3BQ                      Grid ref: 365 542</b>		
<b>Telephone Number:</b>	01503 230 338		
<b>Fax Number:</b>			
<b>Is it accessible by car?</b>	Yes		
<b>Is it accessible by bus?</b>	Yes		
<b>No. of car parking spaces:</b>	15		
<b>Building Information</b>			
<b>Maximum Capacity:</b>	200		
<b>Number of Rooms:</b>	2 public rooms		
<b>Any potential sleeping areas? (if bedding were to be provided)</b>	Yes in public rooms. Maximum 30. (8x payable guest room accommodation)		
<b>Wheelchair Access:</b>	Yes		
<b>Number of toilets:</b>	Male 3      Female 3      Unisex Disabled x1 (has baby changing)		
<b>Bath / Shower-rooms:</b>	No (separate in paid accommodation rooms)		
<b>Kitchen:</b>	Facilities:  Kitchen powered by: Electric/gas		
<b>Water:</b>	Yes		
<b>Heating type:</b>	<b>Oil, plus fire- place</b>		
<b>Is there Mobile phone /Broadband service available</b>	Yes, via reception		
<b>Key holder Information</b>			
<i>Please provide details of 2 key holders for this building:</i>			
<b>Key holder 1</b>		<b>Key holder 2</b>	
<b>Name:</b>	Reception 24	<b>Name:</b>	
<b>Address:</b>	Finnygook Inn, Crafthole, Cornwall PL11 3BQ	<b>Address:</b>	
<b>Telephone</b>	01503 230 338	<b>Telephone</b>	
<b>Mobile:</b>		<b>Mobile:</b>	

<b>Location Information</b>			
<b>Name of Building:</b>	Little Fox		
<b>Address of Building:</b>	Crafthole, Cornwall <b>Postcode: PL11 3BD</b> <b>Grid ref: 370 542</b>		
<b>Telephone Number:</b>	01503 230 863		
<b>Fax Number:</b>			
<b>Is it accessible by car?</b>	Yes		
<b>Is it accessible by bus?</b>	No		
<b>No. of car parking spaces:</b>	25		
<b>Building Information</b>			
<b>Maximum Capacity:</b>	150		
<b>Number of Rooms:</b>	2 public rooms		
<b>Any potential sleeping areas? (if bedding were to be provided)</b>	Yes in public rooms. Maximum 35		
<b>Wheelchair Access:</b>	Yes		
<b>Number of toilets:</b>	Male 3      Female 3      Unisex Disabled x1 with baby change		
<b>Bath / Shower-rooms:</b>	No		
<b>Kitchen:</b>	Facilities:		
	Kitchen powered by: Electric /Gas		
<b>Water:</b>	Yes		
<b>Heating type:</b>	<b>Oil</b>		
<b>Is there Mobile phone /Broadband service available</b>	Yes, via reception		
<b>Key holder Information</b>			
<i>Please provide details of 2 key holders for this building:</i>			
<b>Key holder 1</b>		<b>Key holder 2</b>	
<b>Name:</b>	Reception	<b>Name:</b>	
<b>Address:</b>	Little Fox, Crafthole, Cornwall. PL11 3BD	<b>Address:</b>	
<b>Telephone</b>	01503 230863	<b>Telephone</b>	
<b>Mobile:</b>		<b>Mobile:</b>	

<b>Location Information</b>			
<b>Name of Building:</b>	Antony Village Hall		
<b>Address of Building:</b>	Antony, Torpoint, Cornwall. <b>Postcode: PL11 AF                      Grid ref:</b>		
<b>Telephone Number:</b>			
<b>Fax Number:</b>			
<b>Is it accessible by car?</b>	Yes		
<b>Is it accessible by bus?</b>	Yes		
<b>No. of car parking spaces:</b>	Nil		
<b>Building Information</b>			
<b>Maximum Capacity:</b>	150		
<b>Number of Rooms:</b>	3		
<b>Any potential sleeping areas? (if bedding were to be provided)</b>	Yes 70 maximum		
<b>Wheelchair Access:</b>	Yes		
<b>Number of toilets:</b>	Male 1      Female 1                      Unisex                      Disabled 0		
<b>Bath / Shower-rooms:</b>	No		
<b>Kitchen:</b>	Facilities: oven and microwave Kitchen powered by: Electric		
<b>Water:</b>	Yes		
<b>Heating type:</b>	Oil		
<b>Is there Mobile phone / Broadband service available</b>	No broadband or landline. Mobile phones can pick up 4G signal so may be able to use personal mobiles.		
<b>Key holder Information</b>			
<i>Please provide details of 2 key holders for this building:</i>			
<b>Key holder 1</b>		<b>Key holder 2</b>	
<b>Name:</b>	Peter Bulmer	<b>Name:</b>	Mike Molyneaux
<b>Address:</b>		<b>Address:</b>	
<b>Telephone</b>		<b>Telephone</b>	
<b>Mobile:</b>		<b>Mobile:</b>	

<b>Location Information</b>			
<b>Name of Building:</b>	South East Cornwall Rural Business centre		
<b>Address of Building:</b>	West Antony Barns, Abbotscourt Ln, Torpoint PL11 3AB Torpoint, Cornwall. <b>Grid ref:</b>		
<b>Telephone Number:</b>	01752 814700		
<b>Fax Number:</b>			
<b>Is it accessible by car?</b>	Yes		
<b>Is it accessible by bus?</b>	Yes		
<b>No. of car parking spaces:</b>	2		
<b>Building Information</b>			
<b>Maximum Capacity:</b>	140 (2 meeting rooms 40 pax 1 x conference hall of		
<b>Number of Rooms:</b>	3		
<b>Any potential sleeping areas? (if bedding were to be provided)</b>	poss conference hall and meeting rooms 50		
<b>Wheelchair Access:</b>	Yes		
<b>Number of toilets:</b>	Male 1	Female 1	Unisex Disabled 1
<b>Bath / Shower-rooms:</b>	No		
<b>Kitchen:</b>	Sink and microwave/kettle		
	Kitchen powered by: Electric		
<b>Water:</b>	Yes		
<b>Heating type:</b>			
<b>Is there Mobile phone / Broadband service available</b>	Yes. Good technology on site plus 2 way radio coverage.		
<b>Key holder Information</b>			
<i>Please provide details of 2 key holders for this building:</i>			
<b>Key holder 1</b>		<b>Key holder 2</b>	
<b>Name:</b>	Graham Keeble (centre manager)	<b>Name:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Telephone</b>		<b>Telephone</b>	01752 814700
<b>Mobile:</b>		<b>Mobile:</b>	

Acknowledgement

This document is based on an original version prepared by Nottinghamshire County Council, Emergency Planning Team.

**This Draft Template has been prepared by Cornwall Council Emergency Management Service with the support of the Chief Executive's Localism Team under the Active Partnering scheme.**

The information contained in this document is for guidance only.

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