

Community Emergency Arrangements

**CHADDESLEY CORBETT
PARISH COUNCIL**

**Version 2
Re-issued January 2026**



**Wyre Forest
District Council**

GENERAL INFORMATION

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GENERAL INFORMATION

This plan will be reviewed annually and following a major incident or exercise in which the plan is used.

Comments on this plan should be provided in writing to:

Rachel Jefferies, Clerk and RFO to the Parish Council

e-mail: clerk@chaddesleyparishcouncil.gov.uk

Record of Amendments

Date	Amendment No.	Page Number and Reason for amendment	Changed by
January	2026	Reviewed whole document	Rachel Jefferies

GENERAL INFORMATION

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 with by the emergency services, local authorities and other organisations as part of their normal day-to day activities.

Although there is no statutory responsibility for communities to plan for, respond to, or recover from emergencies, it is good practice to identify hazards and make simple plans on how they could respond to them.

Aim

To increase resilience within the local community through developing a robust co-ordinated approach that compliments the plans of responding agencies.

Objectives

Identify the risks to the community and relevant response actions

Identify resources in the community available to assist during an emergency

- Provide key contact details for the Community Response Team, Key Community Resources, the Emergency Services and Local Authorities

Ownership and Audience

This plan is owned by the Community Response Team, who will be responsible for it's publication and distribution to the Community of Chaddesley Corbett.

Plan Maintenance

The CRT should meet to discuss the community's resilience annually to ensure the numbers are correct.

When issuing updated pages of the plan it is important to ensure the removed pages are returned as this will help ensure that all the plans are correctly updated.

Every plan maintained by the Council will be exercised for the purposes of ensuring that the Plan is effective. This plan or part there of, will be exercised as follows:

GENERAL INFORMATION

1. Table top Exercise – 3 yearly
2. Live exercise – 3 yearly

Exercises do not have to be specifically organised by WCC, but where WCC Emergency response scheme is tested. This could be in a multi agency setting.

Risk Assessment

This plan has been written on the basis of the Community Risk Register and Local Risk Register. (See Annex A – Risk Assessments)

GENERAL INFORMATION

West Mercia Joint Emergency Response Arrangements

Primary Responsibilities of West Mercia Police

The Police maintain the lead role in all emergency situations, and generally lead the arrangements for establishing a Command and Control Structure (in the form of Bronze, Silver and Gold Controls).

The primary area of the Police responsibility at an emergency are the saving of life in conjunction with other Emergency Services, the preservation of the scene, the co-ordination with other Emergency Services, local authorities and other organizations.

Primary Responsibility of Hereford and Worcester Fire and Rescue Service.

The primary areas of Fire Brigade responsibility during any emergency situation is saving-life through search and rescue, fire-fighting and fire prevention, rendering humanitarian services, providing and obtaining specialist advice and assistance where hazardous materials are involved, salvage and damage control and safety management within the rescue zone.

Primary Responsibility of West Midlands Ambulance Service – Millenium Point, Dudley

The overall areas of responsibility for the Ambulance Service at an Emergency situation are to save life, to care for the injured at the scene, provide patient treatment, to provide sufficient ambulances and medical staff, to nominate and alert receiving hospitals and to arrange for the most appropriate means of transporting the injured to hospital.

Local Authority Responsibilities – County & District Council

The Local Authority response to an emergency within a single authority area will usually be co-ordinated by the Emergency Planning Officer. However, in the event of some major or significant emergencies, or a major / significant emergency involving two or more authority areas, it will be co-ordinated by the standing Silver Co-ordinating Group for Worcestershire.

Definition of an 'Emergency'

The term 'Emergency' in the CCA is defined as:

An event or situation, which threatens serious damage to human welfare in a place in the UK, the environment of place in the UK, or war or terrorism which threatens serious damage to the security of the UK.

For the purposes of this definition, an event or situation threatens damage to human welfare only if it involves, causes, or may cause:

- Loss of Life;
- Human illness or injury;
- Homelessness;
- Damage to property;
- Disruption of a supply of money, food, water, energy or fuel;
- Disruption of a system of communication
- Disruption of facilities for transport; or
- Disruption of services relating to health

An event or situation threatens damage to the environment only if it involves, causes or may cause:

- Contamination of land, water or air with biological, chemical or radiological active matter

or

- Disruption or destruction of plant life or animal life.

Operationally, emergencies will fall into 2 categories:

- a) An emergency that requires a multi-agency response, which any of the responding organisations may declare as a major emergency. Such a declaration will be communicated to the County Council's Emergency Planning Duty Officer (CC EPDO), who will forward the declaration to appropriate responding organisations.
- b) An incident that affects only the Council, which will be declared as an emergency by the Emergency Planning Officer.

Community Response Team

The Community Response Team (CRT) coordinate the community's response to ensure that vulnerable people are cared for and to promote self help to householders. They are also responsible for keeping the plan up to date.

Role	Name	Tel	Mobile
Coordinator	Steve Walker	01562 777556	07899 843228
Deputy	Sue Smith		07552322192
Team Member	Debbie Newbould	01562777404	
Chair	Mark Page	07989 338803	
Parish Councillor	David Thomas	01562 777315	
Church Wardens	Clare Stockford / Hugh Richards	01562 777746 / 01562 777136	

The Community Response Team Co-ordinator should:

- Oversee the completion and updating of the Community Response Plan.
- Ensure that the plan is regularly reviewed and updated.
- Report annually to the Community 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 District/Borough Councils and ensure that two-way communication is maintained.
- Ensure that the appropriate authorities and individuals are notified.
- Communicate important messages to the community.
- Activate resources as required.

Tasks should be delegated to team members as appropriate. The Co-ordinator should ensure that all team members are engaged in the planning and response processes.

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 assurance during an emergency.
- Ensure that communications are maintained within the community and District/Borough 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 Co-ordinator in their absence.

The Deputy and other team members should support the Co-ordinator in carrying out their role.

Key information

The Annexes of this plan provide areas to record key information to plan for and use in the event of an emergency.

- Annex A – Risk Assessments (Identifying risks to the Community)
- Annex B – Key Contact list
- Annex C – Community Resources
- Annex D – Householders Emergency Plan
- Annex E – Communications

Emergency Action Check List

Action		Complete
1	Dial 999 and ensure the emergency services are aware of the emergency and follow any advice given.	
2	Contact other members of the Community Response Team and members of the community that need to be alerted; <ul style="list-style-type: none"> • Households affected. • The Parish Council / Ward via the Parish Clerk The surgery./ The Church • Volunteers and key holders as appropriate. 	
3	Contact and inform your District Council. (Wyre Forest) Via the Hub: <ul style="list-style-type: none"> • During working Hours 9-5 the HUB on 01562 732928 • Out of Working Hours 01562 732225 	
4	Begin recording details on the Log Sheet overleaf including: <ul style="list-style-type: none"> • Any decisions you have made and why. • Actions taken. • Who you spoke to and what you said. (Including contact numbers) • Any information received. 	
6	Where deemed necessary a list of volunteers will be set up to co-ordinate activities around the Parish, ie prescription delivery, shopping, hot meal deliveries etc	
5	If necessary, call a community meeting but ensure the venue is safe and people can get there safely	
7	Make sure you take notes and record actions from the meeting. If a decision is reached to activate an Emergency Plan remember to follow the appropriate check sheet.	

Aide Memoir Cards

These action cards are for use in an emergency, to guide and support the relevant teams or individuals. These are not exhaustive in content.

- Community Response Team – Co-ordinator
- Community Response Team – Deputy
- Community Response Team – Team Member
- Activating Community Rest Centre – Village Hall
- Volunteer Lists

AIDE MEMOIR CARD 1 - Community Response Team – Co-ordinator

OUTLINE

To act as Co-ordinator for Chaddesley Corbett Parish working in liaison with District Emergency Response Team and the Emergency Services. In the event of an emergency to act as point of contact within the locality and lead on the Parish Community Response Team.

INITIAL ACTIONS

- Check if emergency services have already been notified, if not dial 999 and make them aware of the emergency
- Make contact with the District Emergency Response Team Leader **via the following:**
 - During working Hours 9-5 the HUB on 01562 732 928**
 - Out of Working Hours 01562 732225**
- Obtain Community Emergency Arrangement folder for the Parish
- Begin recording details on the Log Sheet
-
-

Next Actions:

- Alert Community Response Team Members
- Contact members of the Community that need to be alerted
- Upon the recommendation of the District Emergency Response Team call a community meeting if this is considered necessary.
- Follow instructions and directives from the District Emergency Response Team and Emergency Services.

AIDE MEMOIR CARD 1 - Community Response Team – Deputy

OUTLINE

To act as assistant to the Co-ordinator for the Chaddesley Cornett Parish working in liaison with District Emergency Response Team and Emergency Services.

In the absence of the Co-ordinator to act as Co-Ordinator.

In the event of an emergency to act as point of contact within the locality and lead on the Parish Community Response Team

INITIAL ACTIONS

- Assist the co-ordinator in the actions being taken
 - If not already done, dial 999 and ensure emergency services are aware of the emergency
- Make contact with District Emergency Response Team Leader **via the following:**
 - **During working Hours 9-5 the HUB on 01562 732 928**
 - **Out of Working Hours 01562 732225**
 - Obtain Community Emergency Arrangement folder for the Parish
 - Begin recording details on the Log Sheet

Next Actions:

- Alert Community Response Team Members
- Contact members of the Community that need to be alerted
- Upon the recommendation of the District Emergency Response Team call a community meeting if this is considered necessary
- Follow instructions and directives from the District Emergency Response Team and Emergency Services.

ADDITIONAL INFORMATION

Liaise with Co-Ordinator to ensure fully aware of all his responsibilities and assist with other duties as shown for the Co-Ordinator.

AIDE MEMOIR CARD 1 - Community Response Team – Team Member

OUTLINE

Liaise with the Co-ordinator or Deputy Co-ordinator and others as directed by them.

Act as a point of contact for residents and in the absence of the Co-ordinator or his Deputy, implement the agreed plan of action as laid down in the Emergency Arrangement folder for the Parish. In the absence of the Co-ordinator and Deputy, implement the agreed Emergency Plan.

INITIAL ACTIONS

- Ensure that the emergency services have been contacted, if not Dial 999 and make them aware of the emergency
- Liaise with Co-Ordinator or in his absence his Deputy
- Begin recording details on the Log Sheet
- Assist Co-ordinator to call a community meeting if required
- Liaise with Parish Councillors

Next Actions:

- Contact Rest Centre and volunteer groups
- Attend Rest Centre and assist as necessary
- Provide a telephone link with Community Response Team
- Provide information to residents in liaison with emergency services

ADDITIONAL INFORMATION

Provide support and assistance as instructed by Emergency Services

AIDE MEMOIR CARD 1 - Activation Community Rest Centre

OUTLINE

Following the advice of the Emergency Services, the District Emergency Response Team Leader may be instructed to set up and provide a Community Rest Centre

This will provide shelter and food to persons displaced from their homes during an emergency

This may involve multiple agencies such as The Royal voluntary service, Social Services, County Council Emergency Planning, Community Housing

INITIAL ACTIONS

- The District Emergency Response Team Leader may issue instructions to the Co-ordinator confirming details of Rest Centre Activation
- Contact the Chairman of the Village Hall Committee
- Contact village Associations such as WI
- Assist the Management of the Rest Centre operation

- Contact local Doctors' Surgery
- Obtain list of vulnerable people
-
-

Next Actions:

- Alert District Emergency Response Team to the priority groups within the Community
- Using local knowledge to advise and support the management of the situation
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ADDITIONAL INFORMATION

Possible Rest Centres would be:

Village Hall
School

Annex A

	ordinator	Parish.
Localised Flash Flood	Use local knowledge to identify anyone stranded or cut off by floods.	<p>In times of very heavy rain, A448 at its junction with Fox Lane floods preventing vehicle movement. Warning signs to be placed by Police at an early stage to stop traffic at Mustow Green.</p> <p>Flooding of brook at Drayton – supply of sandbags to be obtained and issued to properties.</p> <p>Flooding in Hillpool/Tandy's Lane. Ensure regular road sweeping to remove build up of leaves.</p> <p>Ensure regular drain clearance – contact Highways</p>
Flooding of Hockley Brook	Contact Brockencote Hotel and ask for key to Sluice Gate	Flooding of Hockley Brook can be prevent by opening sluice gates on A448. Keys available at Brockencote Hotel.
Major Incident	Be aware of vulnerable groups of the community, e.g. elderly and those with medical conditions. This information will be provided by the Surgery on a need to know basis.	<p>Provide information and advice to residents.</p> <p>Set up evacuation centres if required.</p> <p>Be aware of pollution/health risks.</p>
Pandemic	Be aware of vulnerable groups of the community, e.g. elderly and those with medical conditions. Volunteers need to be DBS Registered to deliver medicines.	Ensure access to medical supplies and essential food.

Risk / Hazard	Location
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Telephone Exchanges	Mustow Green The Village
Sub Stations Gas and Electric	Mustow Green Malvern View The Holloway Park Lane, Harvington Tanwood Lane Outside Village Hall Tandy's Lane
Pumping Stations Sewage	A450 Harvington Park Lane Junction Egg Lane, Drayton Fox Lane Treatment Works
Fresh Water Abstraction	Adjacent Rowberry's Nurseries Deansford Lane
Defibrillator	Hills Ford Garage Mustow Green DY10 4LQ
Defibrillator	The Telephone Box Harvington Morton Road DY10 4LT
Defibrillator	The Telephone Box The Village Chaddesley Corbett DY10 4SP
Defibrillator	The Robin Hood Pub Drayton Rd, Belbroughton,/ Drayton, Stourbridge DY9 0BW

Annex B Key Contacts list

Service / Name	Telephone Number	Website	Additional Information
Rachel Jefferies		clerk@chaddesleyparishcouncil.gov.uk	07405 306071
Steve Walker	01562 777556	Steve.walker@chaddesleyparishcouncil.gov.uk	07899 843228
Sue Smith		Sue.smith@chaddesleyparishcouncil.gov.uk	075523 22192
Gary Hogan	01562 777030	Gary.hogan@chaddesleyparishcouncil.gov.uk	
Lengthsman Russell Peach		russellpeach@sky.com	
Mark Page		mark.page@chaddesleyparishcouncil.gov.uk	07989 338803
Dave Thomas	01562 777315	david.thomas@chaddesleyparishcouncil.gov.uk	
Community Support Officer (Police)	0300 333 3000	Kidderminsternorth.snt@westmercia.pnn.police	
District Councillors Marcus Hart Ian Hardiman Robin Drew	01299402424 01562631139 07711536306	Marcus.hart@wyreforestdc.gov.uk ian.hardiman@wyreforestdc.gov.uk robin.drew@wyreforestdc.gov.uk	

Community Resources

Key resources available to support the local community should be listed here.
E.g. Community hall.

REFERENCE SHOULD BE MADE TO THE LATEST PARISH MAGAZINE FOR LOCAL CONTACT DETAILS

Resource	Contact / Key Holder	Conditions of use	Additional Information
Chaddesley Sports Club Rugby, Fox Lane Chaddesley Corbett	See Parish Magazine	Need Transport from most parts of the Parish	
Care Café	Diane Dolley / 01562 777 841 Yvonne Scriven 01562 777976		
Oaks Community Hall, Harvington	See Parish Magazine	Need to obtain keys before use. Best used for Harvington Area	
Chairman Village Hall Committee	See Parish Magazine	Key pad on door. Need to know combination.	
Manager – Village Hall	See Parish Magazine		
Womens' Institute Broccocote Chaddesley	See Parish Magazine		
Chairman of Governors of School	See Parish Magazine		
Chairman Education Foundation Trust	See Parish Magazine		
Chaddesley Surgery	01562 777239		
Chaddesley Dispensary	01562 777844		
St Mary's RC Church	01562 777319		
St Cassians Church	See Parish Magazine		

Sluice Gate Roaring Bridge Brockencote Hotel	01562 777876		
Chaddesley School	01562 777312	Plenty of parking.	
Swan Inn	01562 777302	In centre of village	
Talbot Inn	01562 777185		
Fox Inn Lower Chaddesley	01562 777247		
Harvington Hall	01562 777846	harvingtonhall@btconnect.com	

Household Emergency Plan

Emergencies can affect the County with little or no notice. Being prepared can reduce the effects on your family's lives, reduce need for support from and enable you to support the vulnerable in your community.

Disruption to essential services such as water and electricity, to regional national travel and telecoms are all ways an emergency can affect our lives.

Complete the following sections and keep it in a safe place your household can easily access

If you are not involved in an incident but are close by or believe you may be danger, in most cases the advice is :

GO IN, STAY IN, TUNE IN.

Station	Frequency	Website
BBC Hereford & Worcester Radio	104.6	_____
The Wyre		_____

Household Contact Details		
Name		If you are evacuated is there somewhere we can go? Friends or Family?
Mobile		
Work		
		If you can't contact each other, where should you meet / or who should you leave a message with?
Name		
Mobile		
Work		Who will be responsible for picking the children up from school? (if Applicable)
Name		
Mobile		
Work		

Emergency telephone numbers			
Emergency Services		Doctor	
NHS Direct		School	
Local Police Station		Home Insurance	
Local Authority			

How do you turn off the following? Who is responsible?

Electricity

Gas

Water

CREATING AN EMERGENCY BOX

Be prepared. Creating an emergency box will help locate essential equipment quickly in an emergency.

Some suggested items are: -

- | | |
|--|-----------------------------------|
| ...Torch and spare batteries | ...Toiletries |
| ...Battery powered radio and spare batteries | ...List of useful contact numbers |
| ...Candles / Matches | Portable light |
| ...First Aid kit | ...Copy of this plan |

In case you are unable to leave the house it is suggested you should have:

- ...Bottled Water
- ...Ready to eat food (tinned)
- ...Bottle/Tin opener

In case you are stuck in your car it is suggested you should have:

- ...Bottled Water
- ...Blankets
- ...Torch and Spare Batteries

If you are in a position where you are able to offer help to your community start by checking that your neighbours are alright.

Name	Address	Telephone number	Mobile

Useful Websites

Worcestershire County Council	www.worcestershire.gov.uk/emergencymanagement
Environment Agency	www.environment-agency.gov.uk/
BBC Gloucestershire	www.bbc.co.uk/gloucestershire/
National Flood Forum	www.floodforum.org.uk

Communications

Providing accurate information is essential during an emergency. Methods available will differ depending upon the type of incident, therefore alternatives should be considered.

E.g. Notice boards, Local meeting, Community leaflets, telephone cascade system, Door knocking.

Method	Location (If applicable)	Contact / Responsibility	Additional Information
Telephone Cascade		Community Response Team	Initially Co-Ordinator
Friends of St Cassian's WhatsApp Group		Parish Clerk / Chair	Will send any updates on the group chat group.
Notice Boards	Village, Briar Hill, Drayton, Harvington Bus Stop	Parish Clerk	Additional keys available from the Post Office
Web-Site	www.chaddesleyparishcouncil.gov.uk	Parish Clerk	
Facebook	susanrose148@icloud.com	Susan Rose	
Door Knocking	Where applicable Deliver Leaflets	Community Response Team	Initially Co-ordinator
Letter to Resident	Post to all households	Parish Council	Clerk
Leaflets - Verbal Butchers	Village	Community Response Team	
Leaflets - Verbal Hairdressers	Village	Community Response Team	
Leaflet - Verbal Florist	Village	Community Response Team	
Leaflet - Verbal The Swan	Village	Community Response Team	
Leaflet - Verbal The Talbot	Village	Community Response Team	

Leaflet Verbal The School	– Village	Community Response Team	
Leaflet	Village Hall	Co-Ordinator or Clerk	
Leaflet Verbal The Fox	– Lower Chaddesley	Co-ordinator or Clerk	
Leaflet Verbal Robin Hood	– Drayton	Co-ordinator or Clerk	
Leaflet Verbal Dog	– Harvington	Co-ordinator or Clerk	
Method	Location (If applicable)	Contact / Responsibility	
Leaflet Verbal Rowberry's	– Lower Chaddesley	Co-ordinator or Clerk	Additional Information
Leaflet Verbal The School	– The Village/ Lower Chaddesley	Co-ordinator or Clerk	
Leaflet Verbal Chaddesley Garage	– Lower Chaddesley	Co-ordinator or Clerk	
Leaflet Verbal Oaks Community Hall	- Harvington	Co-ordinator or Clerk	
St Cassian's	- Chaddesley Corbett	Co-ordinator or Clerk	
St Mary's	Harvington	Co-ordinator or Clerk	

Key information such as road or school closures are usually reported on local radio.

