

STOCKTON TOWN CENTRE EVACUATION GUIDANCE

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1. INTRODUCTION

This document provides information on what to do in the event of the emergency services requiring an evacuation/partial evacuation of Stockton Town Centre.

2. OBJECTIVES

The objectives of this document are to:

- Provide a map detailing the Town Centre evacuation zones.
- Provide advice on actions to take in the event of an evacuation.
- Outline the communication methods to be used during emergency incidents.
- Provide information on preparing Business Continuity Plans.

3. TOWN CENTRE EVACUATION PLAN

Background

To prepare for any evacuation, work has been undertaken by the emergency services and partners to develop contingency plans. As part of this work the town centre has been divided into eight zones. The zones vary in size but have naturally defined boundaries.

Town Centre Zone Map

The zone map on the next page can be downloaded from the Stockton Council website: www.Stockton.gov.uk and the Cleveland Local Resilience Forum website: www.clevelandlrf.org.uk.

We would urge business and organisations within the town centre to;

- 1) Identify which zone your premises are in.
- 2) Keep copies of this document with your bomb/fire procedures.
- 3) Ensure that staff are aware of the possibility of evacuation.
- 4) Consider the implications of any evacuation on your business/service.

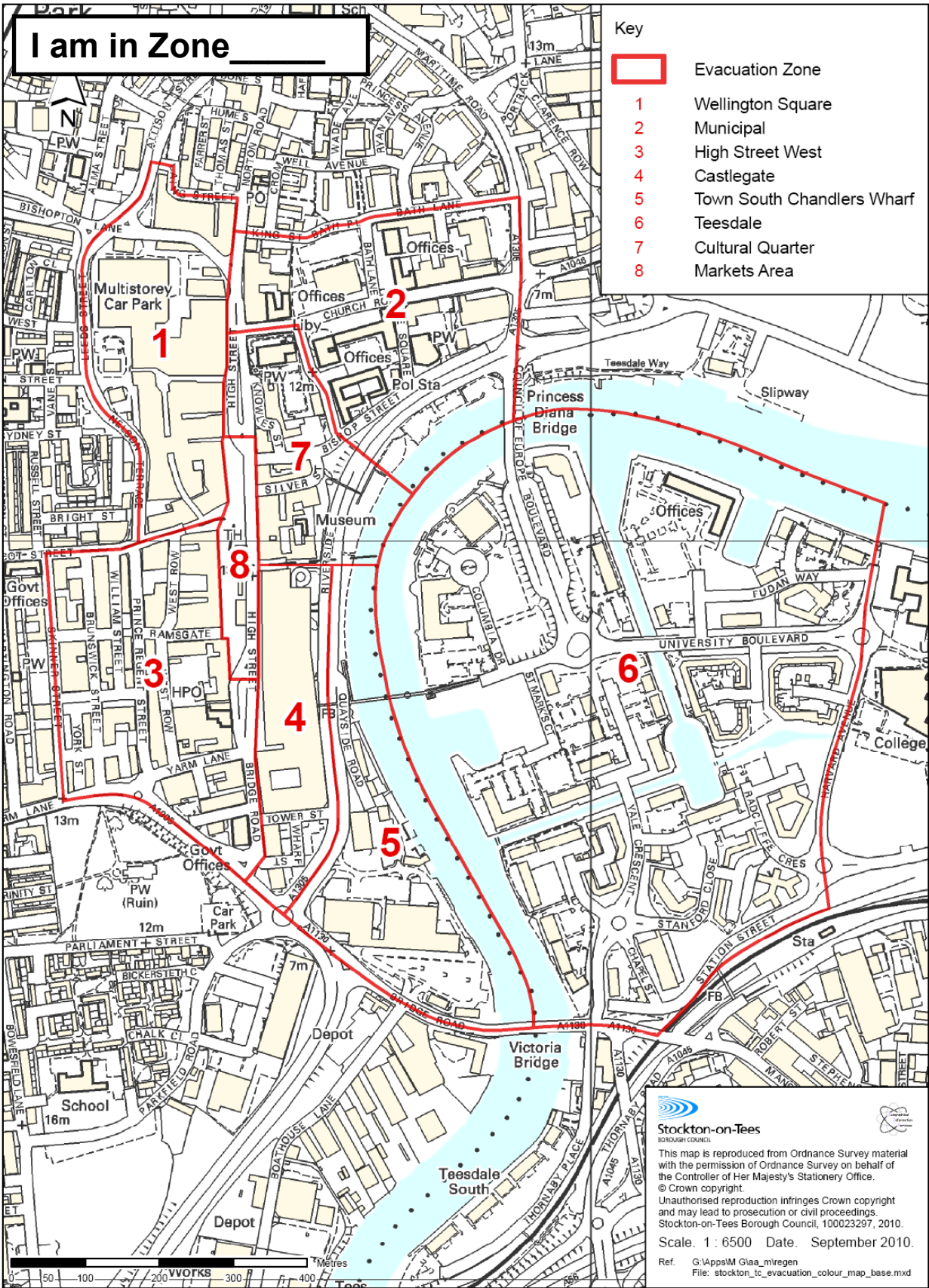


Figure 1 Stockton Town Centre Evacuation Zones

Table 1: Zoned areas Stockton Town Centre

Zone	Boundaries	Landmarks
1 Wellington Square	High Street, Dovecot Street, Nelson Terrace, Leeds Street, Bishopton Lane.	Wellington Square Shopping Centre
2 Municipal	Bishop Street, Maritime road, Bath Lane, King St Bath Place, High Street, Church Road.	Police Station, Municipal Buildings, Stockton Baptist Tabernacle, Splash, Baptist
3 High Street West	Yarm Lane, A1305, Bridge Road, High Street, Dovecot Street	Bayheath House, Community Campus, Stockton Business Centre, Corner House Youth Project
4 Castlegate	High Street, Bridge Road, A1130, A1305 Riverside.	Castlegate Shopping Centre
5 Town South Chandlers Wharf	River Tees, Bridge Road, A1305 Riverside	Bingo Hall, Castlegate Quay.
6 Teesdale	River Tees, Harvard Avenue, Station Street and the A1130.	TFM Radio Building, Pearson Court.
7 Cultural Quarter	A1305 Riverside, High Street, Church Road, Thistle Green, Finkle Street	Georgian Theatre, Green Dragon Yard.
8 Markets Area	High Street	Town Hall, The Shambles.

4. HOW AN EVACUATION WILL BE COMMUNICATED

The decision to evacuate is not undertaken lightly, so if asked to evacuate please follow instructions given by the authorities.

If an evacuation is required;

- Cleveland Police and Stockton Council will broadcast messages one or more means of communication (detailed below).
- You will be given clear and specific directions to attend a reception area.
- On arrival at the reception area you will be met by an initial reception team.

Communication Methods

In the event of an evacuation Cleveland Police will coordinate public information through a range of media including:

- Emergency services staff at the scene.
- Various town centre radio systems such as the Shopwatch radios.
- BBC Radio Tees 95 FM (www.bbc.co.uk/tees) and other radio stations such as TFM (96.6 FM) and Real Radio (100-102 FM).
- An Automatic Voice Messaging (AVM) system for flood warnings from the Environment Agency – should it be a flooding incident.
- A dedicated and advertised public information phone number may be activated later into an incident.

We would ask that residents and business within the town centre ensure that any such messages are communicated within your own organisation and neighbours.

5. EVACUATION ORGANISATION

During an evacuation the overall operation will be co-ordinated by Cleveland Police. A number of other agencies will be involved.

- Cleveland Fire Brigade
- North East Ambulance Service
- Council Staff
- National Health Service

6. WHAT YOU CAN DO

There are several things that you can do to prepare for evacuation which will also be beneficial in any incident.

Prepare a business continuity plan

Business Continuity Management is having a plan to ensure that you are prepared for the unexpected. This allows for a quick return to normality after a disruption (power cut, staff shortage, fire etc).

Cleveland Emergency Planning Unit provides basic advice on Business Continuity further information is available from (www.clevelandemergencyplanning.info).

Develop an evacuation plan

You should already have an evacuation plan in place for fire. Consider is the plan suitable for evacuation due to other risks? When was it last tested, are staff aware of their role in the plan.

Prepare a Grab Bag

For any incidents which would require evacuation of the premises it is advisable to consider having an emergency 'grab bag' containing essential information for both you and the emergency services.

Suggested items to include in a grab bag include (this list is not exhaustive):

Documents

- business continuity plan
- list of employees with contact details
- contact lists for key customers, suppliers, and maintenance contractors
- contact details for utility companies
- building floor plan
- latest stock and equipment inventory
- insurance company details
- financial and banking information

Equipment

- first aid kit
- spare keys / security codes
- torch and spare batteries
- mobile phone and charger
- message pads, marker pens and general stationery
- money

FURTHER INFORMATION

Cleveland
Emergency Planning
Unit Tel 01642 232442
www.clevelandemergencyplanning.info

Cleveland Police <http://www.cleveland.police.uk>

National Counter
Terrorism Security
Office <http://www.nactso.gov.uk/default.aspx>

Cleveland Fire
Brigade <http://www.clevelandfire.gov.uk>

The Business
Continuity Institute <http://www.thebci.org>

DISCLAIMER

Cleveland Emergency Planning Unit has developed this guidance in association with Stockton Council and Cleveland Police on behalf of Cleveland Local Resilience Forum. It is the responsibility of businesses, residents and visitors to take appropriate steps to safeguard their premises and personal health and safety by developing and implementing appropriate plans.

Whilst every care has been taken in the preparation of this publication, Cleveland Emergency Planning Unit, Cleveland Local Resilience Forum, Stockton Council or Cleveland Police will not be liable for any loss, damage or costs of any nature arising directly or indirectly from reliance placed on the material in this guidance booklet.

