



# HARTLEPOOL 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 Hartlepool 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 GUIDANCE

### 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 seven zones. The zones vary in size but have naturally defined boundaries.

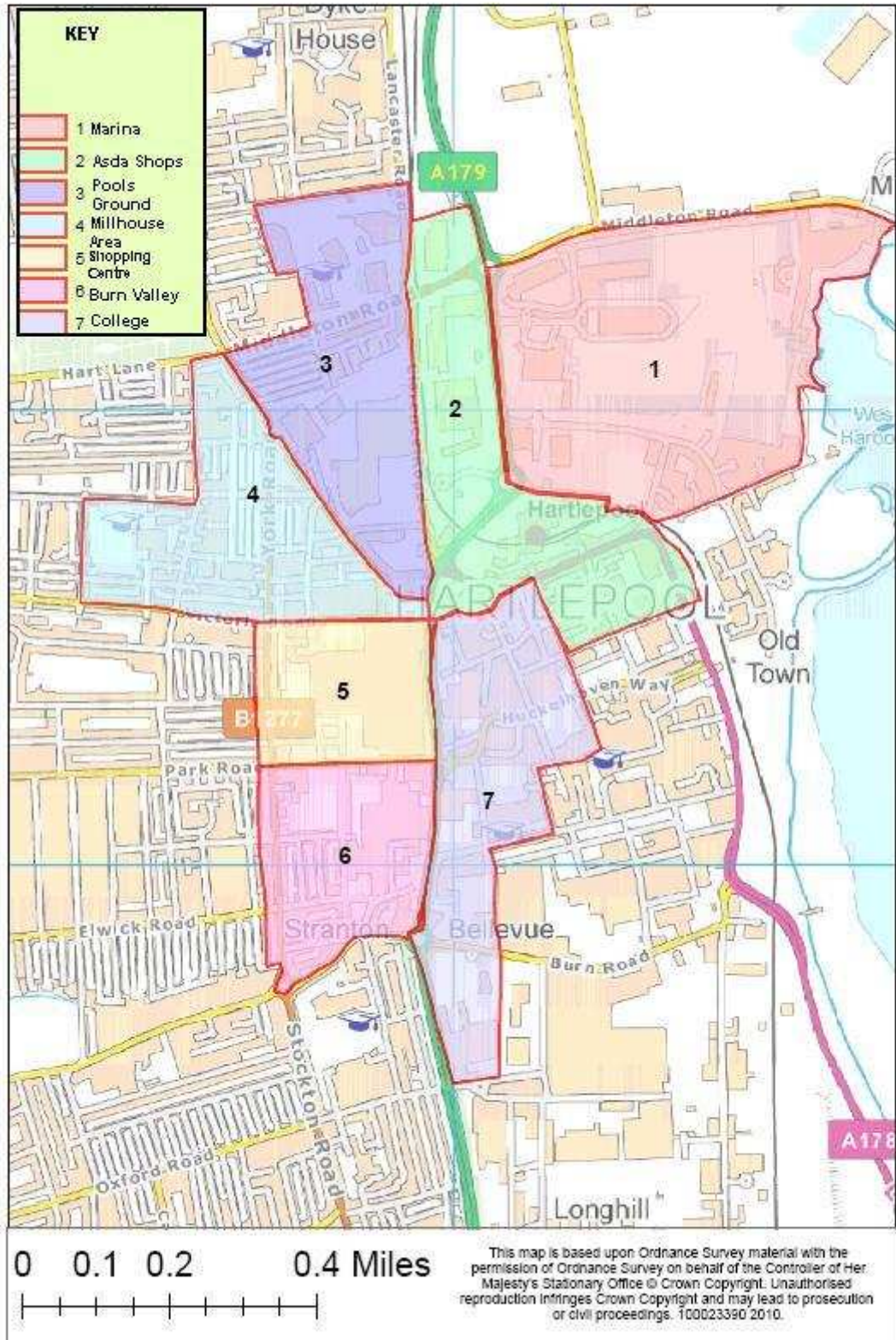
### Town Centre Zone Map

The zone map overleaf can be downloaded from the Hartlepool Borough Councils website: [www.Hartlepool.gov.uk](http://www.Hartlepool.gov.uk) and the Cleveland Local Resilience Forum website: [www.clevelandlrf.org.uk](http://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 within your bomb/fire procedures.
- 3) Raise the possibility of evacuation at any team briefings.
- 4) Periodically update this document from the websites.

Hartlepool Town Centre Evacuation zones







Zone 1/Marina	
Boundary	Landmarks
Middleton Road	Historic Quay
Slake Terrace	Navigation Point
Fleet Terrace	Old West Quay
Marina Way	Mecca Bingo
The Lanyard	Jacksons Landing




Zone 2/ASDA Shops	
Boundary	Landmarks
Marina Way	ASDA
Clarence Road	Transport Interchange
The Lanyard	Rail Station
Mainsforth street	Focus
Whitby Street	Lynn Street Depot
Church Street	Christchurch
Surtees Street	Municipal Buildings




Zone 3/Pools Ground	
Boundary	Landmarks
Clarence Road	Pools Ground
Lancaster Road	Morrisons
Brougham Terrace	Millhouse Leisure Centre
Middleton Road	Brougham Primary School
Raby Road	




Zone 4/Millhouse Area	
Boundary	Landmarks
Raby Road	Civic Centre
Murray Street	Police Station
Sherriff Street	Law Courts
Tankerville Street	Grand Hotel
Grange Road	Murray Street Shops
Victoria Road	Lynfield School



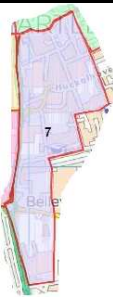
Zone 5/Shopping Centre	
Boundary	Landmarks
Victoria Road	Library
York Road	York Road Shops
Park Road	Middleton Grange Shopping Centre
Stockton Street	Banks



Zone 6/Burn Valley	
Boundary	Landmarks
Park Road	Stranton Church
York Road	The Brewery
Stockton Road	NHS One Life Centre
Burn Road	Old Co-Op Building
Stranton	



Zone 7/College	
Boundary	Landmarks
Belle Vue Way	FE College
Stranton	Art College
Oxford Street	Tescos
Baltic Street	Fire Station
Burbank Street	MacDonalds
Whitby Street	
Church Street	





## 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 Hartlepool Council will broadcast messages via 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](http://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
- Hartlepool Borough Council Staff
- NHS Hartlepool



## 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 the following website ([www.clevelandemergencyplanning.info](http://www.clevelandemergencyplanning.info)).

### **Develop an evacuation plan**

There are 5 basic steps in preparing an evacuation plan for your premises.

1. Get Management Backing
2. Know Your Business
3. Assess the Risks
4. Draft Your Evacuation Plan
5. Test Your Evacuation Plan

### **Prepare an Emergency Grab Bag**

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

Suggested items to include are (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
- portable or wind-up radio



- mobile phone and charger
- message pads, marker pens and general stationery
- money

## 7. FURTHER INFORMATION

Cleveland  
Emergency Planning  
Unit [www.clevelandemergencyplanning.info](http://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>

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

## Disclaimer

Cleveland Emergency Planning Unit has developed this guidance in association with Hartlepool 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, Hartlepool 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.

