



South
Cambridgeshire
District Council

Barton Parish Council Emergency Plan

Plan last updated on: 20 / 06 / 2015

**IF YOU ARE IN
IMMEDIATE DANGER
CALL 999**

Plan distribution list

Name	Role	Phone number/email address	Issued on
Paul Parry	South Cambs Emergency Planning Officer	0345 045 0500 emergencyplanning@scams.gov.uk	20/06/15
Patrick De Backer	PARISH COUNCIL Clerk	07771 923710 bartonpcclerk@btinternet.com	20/06/15
Bev Edwards	PARISH COUNCIL Chair	01223 262479 edwardsbs@btinternet.com	20/06/15
			20/06/15
website		www.barton-cambs.org.uk	20/06/15
John Boocock	ex Clerk	07523 069127 john.boocock@virgin.net	20/06/15
Anne Coulson	Local community	01223 262666 anne.coulson@onetel.com	20/06/15
Margaret Penston	Councillor	01223 262465 margaret.penston@btinternet.com	20/06/15
Hugh Greenfield	Councillor	01223 262005 thegreenfields114@gmail.com	20/06/15
Mike Radford	Councillor	07774 186486 info@burwashmanor.co.uk	20/06/15

Plan distribution list

Name	Date for next revision	Details of changes made	Changed by
<i>Review</i>	<i>20/06/16</i>	<i>Annex X added.</i>	<i>Parish Clerk</i>
<i>DD/MM/YY</i>	<i>DD/MM/YY</i>	<i>New Community Emergency Team members added.</i>	<i>Community Emergency Coordinator</i>
<i>DD/MM/YY</i>	<i>DD/MM/YY</i>	<i>Updated volunteer details.</i>	<i>Community Emergency Coordinator</i>

CONTENTS

Local Risk Assessment	4
Local Skills and Resources Assessment	5
Key locations	6
identified with local authority for use as places of safety	6
Emergency Contact List	6
Telephone tree	7
List of community organisations	7
Activation triggers	8
First steps in an emergency	8
Draft Community Emergency Group first meeting agenda	9
Actions agreed with local authority in the event of an evacuation	10
Alternative arrangements for staying in contact if usual communications have been disrupted	10

LOCAL RISK ASSESSMENT

Risks	Impact on community	What can Community Emergency Group do to prepare?
<i>Example: River through village can flood</i>	<ul style="list-style-type: none"> • <i>Flooding of local streets</i> • <i>Blocked access to town hall</i> • <i>Damage to property</i> 	<ul style="list-style-type: none"> • <i>Encourage residents to improve home flood defences</i> • <i>Work with local emergency responders to see if can help with distribution of flood warnings and any evacuation and rest centre establishment required</i> • <i>Find out what flood defences exist or are planned in the area</i>
road crash	<ul style="list-style-type: none"> • Blocked road • Casualties • Damage to property 	<ul style="list-style-type: none"> • Offer first aid • Refreshments for aid workers • Liaise with police
snow	<ul style="list-style-type: none"> • Dangerous roads • Dangerous pavements 	<ul style="list-style-type: none"> • Responsibility of Highways • 2 trained volunteer gritters for some pavements
flooding	<ul style="list-style-type: none"> • Road closed • Damage to property • Lives at risk 	<ul style="list-style-type: none"> • Offer immediate help • Liaise with Highways/police/SCDC drainage
epidemic	<ul style="list-style-type: none"> • Contagion • Fetching of medicine 	<ul style="list-style-type: none"> • Alert local nurses • Follow instructions of local surgery
plane crash	<ul style="list-style-type: none"> • Immediate aid • Location for casualties 	<ul style="list-style-type: none"> • Offer first aid • Refreshments for aid workers • Liaise with police
escaped farm animals	<ul style="list-style-type: none"> • Danger to pedestrians/cyclists/motorists 	<ul style="list-style-type: none"> • Liaise with farmers • Have phone numbers available
tree problems	<ul style="list-style-type: none"> • Tree fall 	<ul style="list-style-type: none"> • Annual inspection of verges and Leys • PC attends to dangerous trees
petrol station	<ul style="list-style-type: none"> • Explosion/ leakage • Maintenance of supply • Blocked A603 	<ul style="list-style-type: none"> • Liaise with owner • Help with diversions
terrorist threat	<ul style="list-style-type: none"> • Fear • Isolation in properties 	<ul style="list-style-type: none"> • Vigilance • Liaise with police / Neighbourhood Watch
power failure	<ul style="list-style-type: none"> • No cooking • No internet 	<ul style="list-style-type: none"> • Key villagers to check on elderly neighbours • Liaise with utilities

telecoms cut	<ul style="list-style-type: none"> No communication 	<ul style="list-style-type: none"> Key villagers to check on elderly neighbours Liaise with BT
water supply	<ul style="list-style-type: none"> No water 	<ul style="list-style-type: none"> Check elderly provision Use Village Hall as distribution centre
building collapse	<ul style="list-style-type: none"> Danger to residents and public 	<ul style="list-style-type: none"> Offer immediate help Liaise rescue services
fire	<ul style="list-style-type: none"> Danger to residents and public 	<ul style="list-style-type: none"> Offer immediate help Liaise rescue services

LOCAL SKILLS AND RESOURCES ASSESSMENT



Skill/resource	Who?	Contact details	Location
Doctor	Dr. Parker	01223 262500	Comberton Surgery
Nurse	Lesley Richards		23 High Street
Retired nurse	Barbara Tomes	01223 262692	2 Allens Close
"	Margaret Flook	01223 262658	3 Roman Hill
"	Jane Walker		28 Kings Grove
Farmer with equipment	Mike Radford	07774 186 486	Burwash Manor
"	Robin Page	01223 262999	Birds Farm
"	Tim Scott	07721 884676	Cambridge Road lay-by
Practical help	John Boocock	07523 069127	Kings Grove
"	Pip Rooke	01223 263750	Haslingfield Rd.
"	Foxcotte Fencing	01223 263702	Comberton Rd.
Water / food supplies	Abi & Tas	01223 262370	Conkers Stores
"	Wallis Garage	01223 263911	A603
"	Burwash Manor	01223 264600	Burwash Manor
"	White Horse P.H.	01223 262327	High St.

Key locations

identified with local authority for use as places of safety

Building	Location	Potential usage in an emergency	Contact details
Village Hall	School Lane	Rest Centre/safe place	Helen Newstead 01223 262543
Barton C. E. Primary School	School Lane	Rest Centre/safe place	Claire Coulson 01223 262474
Pavilion	High Street	Rest Centre/safe place	Meta Greenfield 01223 262005
St. Peter's Church	School Lane	Rest Centre/safe place	Hugh Greenfield 01223 262005
Baptist Chapel	High Street	Rest Centre/safe place	Brian West 01223 264801
White Horse P.H.	High St.	Rest Centre/safe place	Tim Deer 01223 262327
The Hoops P.H.	School Lane	Rest Centre/safe place	David Saby 01223 262230
		Control centre	Village Hall/ School/Pavilion
		Key holders	as above

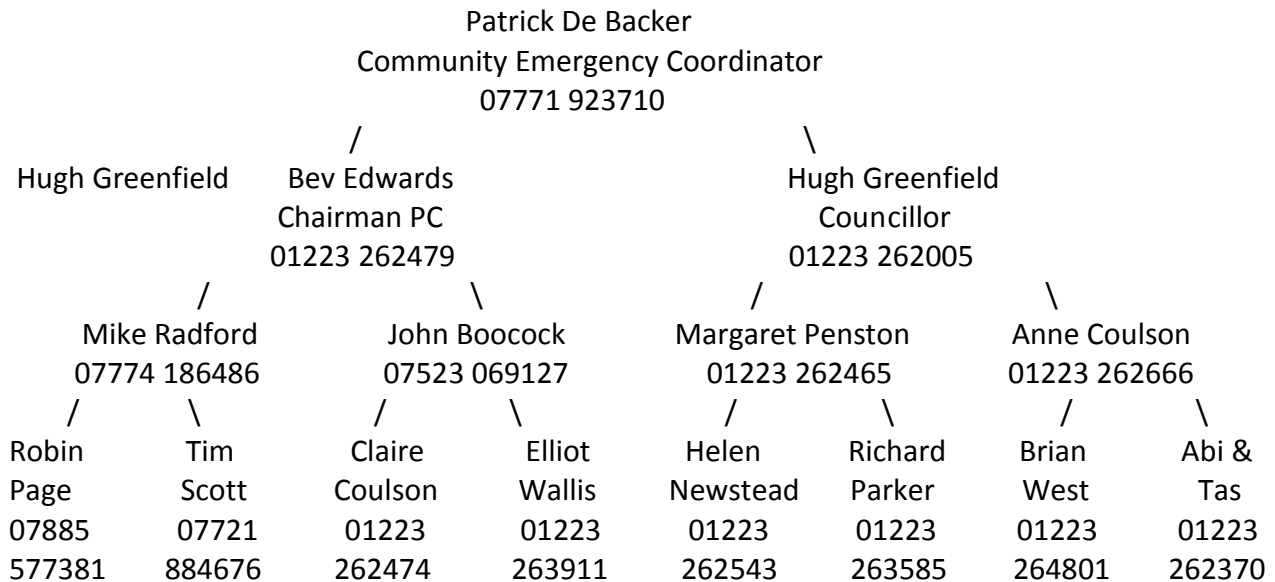
EMERGENCY CONTACT LIST

	Name: Patrick De Backer
	Title: <i>Community Emergency Coordinator</i> , PARISH COUNCIL Clerk
	24hr telephone contact: 01223-262577; 07771-923710
	Email: bartonpcclerk@btinternet.com
	Address: <i>9 Roman Hill</i>
	Name: Bev Edwards
	Title: PARISH COUNCIL Chair
	24hr telephone contact: 01223 262479
	Email: edwardsbs@btinternet.com
	Address: 21 New Road

TELEPHONE TREE

BARTON

The phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete.



LIST OF COMMUNITY ORGANISATIONS

that may be helpful in identifying vulnerable people or communities in an emergency

C. E. Church Churchwarden Hugh Greenfield 01223 262005

Parish Church Co-coordinator Anne Coulson 01223 262666

Baptist Church + elderly Brian West 01223 264801

WI Helen Newstead 01223 263889

South Cambs Housing 0345 045 0500

Sheltered Housing Val Baines 01223 263512

Perennial Housing Richard Parker 01223 263585

ACTIVATION TRIGGERS

[Use this space to record details of how your plan will be activated. You should include details of how the plan will be activated as a result of a call from the emergency services, and also how your community will decide to activate the plan yourselves, if the emergency services are unavailable]

1. Clerk or Chair uses phone tree.
2. Clerk alerts Village Hall, School, Churches, pubs or relevant farmer.

Same, if emergency services unavailable.

FIRST STEPS IN AN EMERGENCY

Follow the instructions below when the plan is activated.

	Instructions	Tick
1	Call 999 (unless already alerted)	
2	Ensure you are in no immediate danger	
3	Contact the Clerk or Chair	
4	Clerk liaises with South Cambs Emergency Officer	
5	Clerk alerts Village Hall, School or relevant farmer.	
6	Take immediate, practical steps to ensure safety.	
7	Contact the Community Emergency Group and meet to discuss the situation	
8	Act on Group decision.	
9	Establish Control Centre.	
10		

DRAFT COMMUNITY EMERGENCY GROUP FIRST MEETING AGENDA

Example Community Emergency Group Emergency Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

You might want to consider the following:

Location of the emergency. Is it near:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Families with children
- Non-English-speaking people.
- What resources do we need?
- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

2. Establishing contact with the emergency services

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

ACTIONS AGREED WITH LOCAL AUTHORITY IN THE EVENT OF AN EVACUATION

[Use this space to record details of the actions you can take to help your local authority if an evacuation is necessary in your community.]

Lists of local residents per street.),

cf. electoral register - with Clerk + help of Neighbourhood Watch coordinators

Meeting / reassurance point at Village Hall or School,
also Pavilion, St. Peter's Church, White Horse P.H., The Hoops P.H..

Community car scheme: Meta Greenfield 01223 262005 + other volunteer drivers

ALTERNATIVE ARRANGEMENTS FOR STAYING IN CONTACT IF USUAL COMMUNICATIONS HAVE BEEN DISRUPTED

[Use this space to record details of alternative communications within your local area should usual methods communications be disrupted. This could include the owner/locations of long distance walkie-talkies or details of your local Radio Amateurs' Emergency Network (RAYNET) group]

Word of mouth.