

# Dry Drayton Parish Council

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## EMERGENCY PLAN

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Approved and adopted by Dry Drayton Parish Council on 21 June 2016

To be reviewed: June 2017

### 1.0 Background

- 1.1 South Cambridgeshire District Council recommends that each Parish Council has an Emergency Plan so that the parish can offer support to the Emergency Services in the event of a local incident threatening lives and wellbeing of residents.
- 1.2 This Plan is based on the South Cambridgeshire District Council Parish Emergency Plan Document.
- 1.3 There is a need for two plans for Dry Drayton:

#### **Plan One**

Plan one addresses the village response to a major incident where the Emergency Services may need to evacuate a number of people to a rest/evacuation/treatment centre.

In addition, these services may require lifting and transport of heavy objects and we have a source of such equipment in the Village.

***For information on how to activate Plan One, please go to Para 5.0***

#### **Plan Two**

There may be circumstances where there is a widespread disruption of normal activities e.g. as a result of severe weather, flooding, interruption of power and/or water supplies when the Emergency Services are too stretched and where we have to fend for ourselves.

***For information on how to activate Plan Two please go to Para 6.0***

### 2.0 Risks

#### 2.1 Outside the Village

Major incident such as road traffic collision with multiple casualties; adverse weather, traffic jams due to road closures; chemical release or terrorist incident.

## **2.2 Within the Village**

Anything that leads to loss of power, shelter, food or drinking water for example:

- Flooding leading to inundation of property and/or closure of roads; need for clearing of properties and possible shelter for displaced residents
- Fire involving a number of properties and leading to homelessness; as above
- High winds and/or snow resulting in power disruption, road blockages, homeless residents, stranded vehicles; need for shelter, heating and food, clearance of roads, collection of supplies.
- Water supply disruption resulting in loss of drinking water; collection of emergency water supplies
- Infectious disease outbreak – many people ill at home needing care

## **3.0 Local Skills and Resources**

3.1 Shelter: Village Hall has toilets and well equipped kitchen

Parish Church of St Peter and St Paul has one toilet and some catering facilities

3.2 Heavy agricultural equipment available from Scotland Farm (James Peck)

3.3 Defibrillator in Village Hall

3.4 Neighbourhood Watch Network – ideally placed for information gathering and deliveries

3.5 School and Village Association, the umbrella for village organisations

3.5 First Aiders

3.6 Nurses and Doctors

3.7 Footpath Working Group

3.7 Marquee erecting team

3.8 People with chain saws

3.9 People with gardening equipment

3.10 People with four-wheel drive vehicles

3.11 People with free-standing gas cookers and heaters

3.12 Tradesmen e.g. electricians, mechanics, builders

## 4.0 Emergency Contact List

The initial contact should be to the Chair of the Parish Council. If not available, then go down the list below:

Howard Russell (Chair)	6 Cottons Field	01954 780897
Fred Northrop	28 Pettitts Lane	01954 789525
Richard Stamford	39 High Street	01954 780187
David Wyatt	11 Cottons Field	01954 780735
Catherine Jenkinson-Dix	42 Oakington Road	01954 781484
Sylvia Pryer	44 Pettitts Lane	01954 781680
Anita Cullum (Parish Clerk)	46 High Street	01954 780645

Each Parish Councillor (and the Clerk) will have a list of Village Emergency Contacts.

## 5.0 Plan One

- 5.1 In the event of contact from South Cambs Emergency Planning Officer (EPO) requesting the setting up of an **Emergency Evacuation and Rest Centre** the Parish Councillor should contact the first available Village Hall key holder using the attached Village Emergency Contact List (See Appendix below) and ask for the Hall to be opened up.
- 5.2 If the Village Hall is not available the Councillor should contact the Church Warden and ask for the Church to be opened up (See Appendix below for contacts list).
- 5.3 Once the Centre is open the Councillor should report the fact to the EPO.
- 5.4 The Emergency Planning Officer is responsible for the manning and organisation of the Evacuation Centre.
- 5.5 If the request is for **Heavy Agricultural Equipment** then Scotland Farm should be contacted and EPO informed.
- 5.6 The initial contact Parish Councillor should contact the Village Emergency Response Group for the purpose of informing the village of the situation and seeing if any further assistance is required and to consider activating Plan Two.

## 6.0 Plan Two

6.1 A call from the EPO to the first available Parish Councillor will trigger a calling of a meeting of the Village Emergency Response Group.

6.2 This Group may decide to activate Plan Two independently in the following circumstances:

1. If the number of people lacking shelter, food, water and/or power for cooking or heating exceeds the capacity of friends and neighbours to cope and
2. The Emergency Services are able to offer limited help only.

**If in doubt call a meeting anyway to assess the situation. It is easier to stand down the Group than to try to play catch up.**

### 6.3 First steps:

- Ensure you are not in immediate danger
- Call 999 and EPO (01223 458033) to alert the Emergency Services
- Call the Emergency Response Group Members
- Establish place (e.g. Village Hall or member's house) and time of meeting
- Start a log

### 6.4 Core Members

- Parish Councillors - All available
- Parish Clerk
- Neighbourhood Watch Coordinator
- Chair Village Hall Committee
- Parochial Church Council Clerk / Church Warden
- Chair of S&VA representing Village Associations
- Webmaster

## 6.5 **Agenda First Emergency Response Group Meeting**

Date

Time

Location

Attendees

### 1. Current Situation:

Type of emergency

Threat to life?

Gas, electricity, water affected?

Consider Location:

Is it near?

School?

Vulnerable area?

Main access route?

Vulnerable People involved?

E.g. Elderly

Families with children

Non-English speakers

### 2. What resources do we need?

E.g. Food;

Shelter;

Blankets;

Tools and people to use them;

Off-road vehicles

### 3. Establish contact with Emergency Services and South Cambs District Council

### 4. How can Emergency Services be supported?

### 5. What action can be safely taken?

### 6. Who will lead agreed actions?

### 7. Any other issues

### 8. Date and time of next meeting