

EMERGENCY PLAN FOR THE VILLAGES OF HAMBRIDGE & WESTPORT (UNDER REVISION)

Overview

In extreme conditions such as heavy snow and flooding, there is a possibility that the emergency services may not be able to reach the scene immediately. In such circumstances, the initial response to an emergency may rely entirely on local people. An emergency may also include any situation that will have a severe negative effect on the residents of the villages.

To co-ordinate such activity, some councils have formulated a Community Emergency Plan to help their community to prepare for an emergency and reduce its impact.

The idea is that local communities may know about particular hazards and problems that affect an area, be aware of individuals who might need assistance in an emergency, and have access to people, resources or buildings that allow them to respond more effectively to specific incidents.

There is no statutory requirement for such a plan; however, it is good practice and so we have created the Hambridge & Westport Parish Council Emergency Plan.

As we are two small villages, our Emergency Plan is a simple document.

In the event of flooding, extreme snow, a prolonged loss of power, a serious traffic incident or other emergency, local people may be required to provide an initial level of support.

For the most part, it is envisaged that members of the Parish Council will provide this support and will engage with other village residents with relevant skills and resources..

Issue 2	22nd March 2020
----------------	-----------------------------------

Hambridge & Westport Parish Council Emergency Plan

Purpose

The emergency services, local authorities, utilities and voluntary agencies, will deal with all major emergencies in a combined response. This Emergency Plan is not intended to be a substitute for these services and, in the event of an emergency situation, the first action should always be to contact the emergency services by dialling 999.

The purpose of the plan is to cater for extreme circumstances (for example heavy snowfall or flooding) that might prevent the emergency services from reacting immediately. In such cases the initial response may rely entirely on Hambridge & Westport residents; this plan describes how such an initial response will be coordinated. It has been updated to include any extraordinary crisis that does not require immediate emergency action, in which case the Parish Council will support the appropriate response agencies if required.

Initial Actions

If an emergency arises and it is not possible to contact the emergency services straight away (or if their response may be delayed), the Plan should be initiated as follows:

1 Contact the Emergency Co-ordinator

Role	Contact Name	Contact No.
Parish Council Chairman	Simon Denley	01460 281340 07766 250656 (Mob)

If the Emergency Co-ordinator is not available, contact the *Initial Response Team* (see step 2)

2 The Emergency Co-ordinator will contact the *Initial Response Team*:

Role	Contact Name	Contact No.
Parish Council Vice-Chairman	Paul Masters	01460 281207 07769 900298 (Mob)
Clerk to the Parish Council	Jenny Ludgate	01458 251432 07762 179657 (Mob)

3 The Initial Response Team will Co-ordinate the local response by contacting the following:

Role	Contact Name	Contact No.
Parish Councillor	Jon Lock	
Parish Councillor	Richard Meecham	01460 281775 07809 426089 (Mob)
Recreational Trust Village Hall Contact	Luci Knight Mandy Brister	01460 281738 07789 735646 (Mob) 01458 253591

Follow-up Actions

Primary Assembly Point

4. All villagers who are willing to help in the emergency should gather at the Primary Assembly Point:

Hambridge & Westport Village Hall

Or, if the Village Hall is inaccessible, they should gather at:

The church - St James the Less

Village Resources

5. The assembled villagers will assess with resources relevant to the emergency and contact the appropriate providers.

Village Skills

6. The assembled villagers will assess if skills such as those of doctors, nurses and first aiders may be relevant to the emergency and contact the appropriate providers.

Vulnerable Groups

7. If appropriate the assembled villagers will make contact with the following vulnerable groups:

Group	Contact Name	Contact No.
Hambridge Primary School		01460 281370
Vicarage House Nursing Home		01460 281670

Vulnerable Individuals

8. If appropriate, and using local knowledge, the assembled villagers will make contact with vulnerable individuals in the village (for example the disabled, elderly, housebound and parents with young children).

Incident Handling

9. During the emergency, anyone involved in co-ordinating a response should keep a log of all requests for assistance and action taken. See the form on page 6 of this document.

A supply of suitable forms is held by the *Initial Response Team*.

Temporary Shelters

10. In the event of there being persons (including casualties) requiring temporary shelter, one or more of the following buildings will be made available:

Building	Key Holder	Contact No.
Hambridge & Westport Village Hall	Luci Knight (Key safe) Mandy Brister	01460 281738 07789 735646 (Mob) Code xxxx 01458 253591
St James the Less	Gill Dunster (Church Warden)	01460 281256

EMERGENCY SERVICES TELEPHONE NUMBERS

Service	Emergency No.	Non-Emergency No.
POLICE	999	101
FIRE & RESCUE		01823 364500
AMBULANCE		111 (NHS Direct)

USEFUL UTILITY TELEPHONE NUMBERS (Emergency)

	Provider/Agency	Tel No.
Electricity Supply	Western Power Distribution	0800 6783 105*
	Scottish & Southern Energy	0800 072 7282*
*In the event of broken or damaged overhead power cables, please call the police on 999		
Water	Wessex Water	0345 600 4 600

OTHER USEFUL TELEPHONE NUMBERS

Agency/Organisation		Tel No.
Environment Agency	Floodline Information	0345 988 1188
	To report an incident	0800 80 70 60
Langport Surgery		01458 250464

INCIDENT LOG

Nature of incident: Completed by: Date: Sheet No.

No.	Time	Name(s) involved	Request for assistance / action taken	Complete