HADLOW DOWN PARISH COUNCIL

EMERGENCY PLAN

In some emergencies there is a possibility that the normal services may not be able to reach the scene, and the initial response may rely entirely on local people.

Although there is no statutory requirement for a Parish Council plan, it is good practice. As a small village, our Emergency Plan is a simple document: we are not aware of any special hazards in the area and we are nearly all safe from flooding.

However, in the event of extreme snow, a prolonged loss of water or power, a serious traffic incident, or other emergency, some prior planning will assist the co-ordination of help. Members of our community 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.

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Purpose

All major emergencies will be dealt with by the emergency services, district and county authorities, utilities and voluntary agencies in a combined response. This Emergency Plan is not intended to be a substitute and the first action should always be to contact those services.

The purpose of the plan is to cater for circumstances that might prevent the normal services from acting immediately. In such cases the initial response may rely on residents; this plan describes how such an initial response will be coordinated.

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 HD Emergency Plan should be initiated as follows:

THIS PAGE SHOULD BE READ IN CONJUNCTION WITH THE PARISH MAGAZINE FOR UP-TO-DATE PARISH COUNCIL CONTACT DETAILS

1. CONTACT the Initial Response Contact:

Role: The Parish Council Chairman. Contact name: Michael Lunn

If the Initial Response Contact is not available, contact the

Emergency Co-ordinator Team as below.

2. The Initial Response Contact will contact appropriate members of

The Emergency Co-ordinator Team:

Role: Parish Councillors and Clerk, who hold further contact details given in an addendum to this document

3. The Emergency Co-ordinator Team will co-ordinate the local response by contacting the following as appropriate:

The Village Volunteer Co-ordinator, other Villagers with known skills, Village Hall contacts, Playing-field Committee, New Inn, St Marks's Church contacts etc.

Follow-up Actions

Primary Assembly Point

4. If appropriate, all villagers who are willing to help in the emergency should gather at the Primary Assembly Point:

The Village Hall, Hut Lane or, if inaccessible, they should gather at:

The New Inn car park near the flagpole

Village Resources

5. The assembled villagers will assess if resources such as four-wheel drive vehicles, lifting equipment or chainsaws may be relevant to the emergency and contact the appropriate providers.

Village Skills

6. The assembled villagers will assess which skills may be relevant to the emergency and contact the appropriate providers.

There are many people with practical skills living in or near the village and local knowledge will be used to contact them should the need arise.

Vulnerable Groups and Individuals

7. A list of vulnerable individuals in the village is maintained by the co-ordinators for the use of the Village Volunteers, who will contact them as appropriate, and if the emergency occurs during the day, in term-time, contact will be made with St Mark's School.

Incident handling

8. During the emergency, anyone involved in coordinating a response should keep a log of all requests for assistance and action taken. See the form below.

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

Log

Nature of incident: .....

Completed by: .....

Date: ..... Sheet No:.....

Time Name(s) involved

Request for assistance / action taken

Action Complete Y/N

Temporary Shelters

9. In the event of there being persons (including casualties) requiring temporary shelter, one or more of the following buildings may be made available with the agreement of the appropriate key-holders:

The Village Hall, The New Inn, St Mark's Church