

## **Carlton In Lindrick Parish Council**

# **COMMUNITY EMERGENCY PLAN**

**January 2017**

This plan is next due for review May 2018

This template has been prepared by Nottinghamshire County Council Emergency Planning Team.

The information contained in this document is for guidance only. **Carlton in Lindrick Parish Council** acknowledges that Nottinghamshire County Council shall not have any liability, either under this guidance or otherwise, in respect of the provision of services or for any actions or omissions by **Carlton in Lindrick Parish Council** in any emergency situation. The suitability of the application of the guidance by **Carlton in Lindrick Parish Council** to perform the services shall be entirely for **Carlton in Lindrick Parish Council** to determine. This guidance does not constitute legal advice in relation to emergency planning.

Nottinghamshire County Council recommends that any **Carlton in Lindrick Parish Council** has Public Liability cover with a limit of liability of not less than £5M.

## Contents

	Page
The Community Emergency Plan	4
Distribution	5
What to do if an emergency occurs – initial actions	6
Activating the Community Emergency Plan	7
Communications	8
Resources within the community	9
Skills within the community	10
Local threats and hazards	11
Vulnerable people in the community	12
Temporary places of safety	13
Supporting Organisations Contact Details	14
Appendix 1 – Incident Log	15
Appendix 2 – Identifying Appropriate Places of Safety	16

## The Community Emergency Plan

### 1 Introduction

- 1.1 All major emergencies are dealt with by the emergency services, local authorities, utility companies and voluntary agencies in a combined response. 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 may rely entirely on local people.

A Community Emergency Plan can help a community prepare for an emergency and minimise its impact should they be affected.

- 1.2 Communities may have access to people or resources that allow them to respond to specific incidents that may affect a particular locality. Details of the role these people may play and how they will be contacted may be included in the Community Emergency Plan.
- 1.3 This plan template will aid community group leaders and their communities in developing an emergency plan. The template is not intended to be prescriptive and each community or group should feel free to amend the template to suit their needs as appropriate.

### 2 The Community Emergency Plan

- 2.1 Set out below is some useful advice to help you complete and maintain your Community Emergency Plan:

1. Keep copies of the document to a minimum. Ensure each of the nominated co-ordinators receives a copy.
2. Record the information clearly, handwritten documents are acceptable but must be legible.
3. Do not automatically assume that people will be happy to have their personal details included in the plan. You are strongly urged to consult individuals to seek their agreement to be included.
4. Treat the document as confidential and store it in a secure location.
5. Keep the plan up to date. Check and review contents at least once a year.

6. Once the plan is completed it should be issued and the community should be made aware of the plan. Individuals with a specific role highlighted in the plan should be well briefed.
- 7. If an emergency occurs your first action should always be to contact the emergency services by dialling 999.**

## Distribution

Emergency Co-ordinator / Plan Author:	Carlton in Lindrick Parish Council
--	------------------------------------

### Distribution List:

Name	Address	Contact number	Email address
Helen Brown	Ryton House, Stubbing Lane, Worksop, S80 1NF	07590990935	helenbrown@civiccentre.org.uk
Peter Goulding	53 Denbigh Avenue, Worksop, S81 7SZ	01909 481060	parishcouncil@civiccentre.org.uk
Chair of Parish Council	Chris Smith, 59 Arundel Drive, C-I-L, S81 9DL	01909 730963	Chris_smith@study.org
Vice of Parish Council	Val Bowles, 2 Chapel Gate, C-I-L, S81 9EN	01909 540664	valbowles@hotmail.co.uk
Youth Leader	Steve Scotthorne	07805791799	Steve.scotthorne@bassetlaw.gov.uk
Ramsden Primary School	High Road, C-I-L, S81 9DY	01909 730408	Ramsden.office@ramsden.notts.sch.uk
Kingston Primary School	Long Lane, S81 9AW	01909 730294	info@kingstonpa.org.uk
Ann Daniels Centre	64 Dudley Road, C-I-L	01909 732488	
James Hince Court	Windsor Road, C-I-L	01909 73821	
Granby House Nursery	Lawn Road, C-I-L	01909 733833	

Rainbows Day Centre	Parish Centre, Church Lane	07933339433	
Editor Carlton News	Sarah Hart		sarah@carlton-news.co.uk

## What to do if an emergency occurs – initial actions

### **3 Contact the Emergency Services**

- 3.1 It is vital that in the event of an emergency situation affecting all or part a community the initial action is to telephone 999.

Follow instructions given by the emergency services or local authority supported by information included in this plan.

- 3.2 If contact with Nottinghamshire Police, Nottinghamshire Fire and Rescue Service or East Midlands Ambulance Service is not possible, or the response is likely to be substantially delayed, the Community Emergency Plan should be used to assist the local response until help arrives.

### **4 Activate Call Out / Cascade**

- 4.1 In an emergency the emergency services want clear, concise information as soon as possible. Try to use the time available awaiting their response to obtain further information and if there is any additional information telephone the emergency services again to update them, as this might affect the resources they deploy.
- 4.2 Until help arrives and without endangering yourself or other local people contact the appropriate members of the community listed in the plan and ask them to report to the agreed assembly point.
- 4.3 When the emergency services or local authority are on scene try to make contact with them and explain who you are and what your role is.



## Activating the Community Emergency Plan

### 5 Notification of an emergency

- 5.1 Notification of an emergency may come from various routes, from the emergency services, local authority, local media or from the community itself. It is important to ensure your group has a procedure in place to record details of any incident and activate its emergency plan.

If details of an incident are received from a source other than the emergency services or local authority then those receiving the notification must contact the emergency services to ensure they are aware of the incident. This may require making a 999 call.

### 6 Co-ordinators

- 6.1 On receiving notification of an incident or major emergency affecting the community, the Emergency Coordinator should contact those people identified to help respond.

The following people have been identified to co-ordinate the local response:

Name	Telephone number	Mobile number
Helen Brown	01909 541127	07590990935
Peter Goulding	01909 481060	07581384033
Chairman of the Parish Council	01909 730963	
Vice Chairman of the Parish Council	01909 540664	
Steve Scotthorne		07805 791799

### 7 Assembly point

- 7.1 All members of the community willing to help should gather at:  
**Carlton in Lindrick Civic Centre, Long Lane, Carlton in Lindrick, S81 9AP**  
 (Location of assembly point e.g. church hall) **CARLTON SUITE**

- 7.2 In the event that this location is inaccessible the following will be used:  
**Carlton Youth Centre, Lawn Road, Carlton in Lindrick, S81 9RJ**  
(Location of alternative assembly point) MAIN ROOM
- 7.3 Anyone involved in coordinating a response should keep a log of all requests for assistance or action taken. An example incident log that can be used to record this information is included at Annex 1.

## Communication

In an emergency it is important to ensure that the community is kept informed both during and after an event. To make this effective it is suggested that a cascade system is put in place with named people taking responsibility for notifying others, who in turn notify further members of the community.

It is suggested that the maximum number that any person should be responsible for notifying is five to ensure a timely flow of information.

Name	Notifying	Contact details
(Initiator 1) Helen Brown	1.Graham Squire 2.Peter Goulding 3.Chris Smith 4.Val Bowles 5.Steve Scotthorne	1.07767129449 2.01909 481060 3.01909 730963 4.01909 540664 5.07805 791799
(Initiator 2) Peter Goulding	1.Police/Ambulance/Fire 2.Bassetlaw D.C 3.Notts County Council 4.Doctors 5.Bassetlaw Hospital	1.999 or 101 2.01909 533533 3.0115 9773674 4.01909 732933 5.01909 500990
(Initiator 3) Chris Smith	1.Lynn Billau 2.Christine Connolly 3.Pat Nicholson 4.A1 Housing 5.	1.07508450335 2.01909 731317 3.01909 540449 4.01909 590542 5.
(Initiator 4) Val Bowles	1.Barry Bowles 2.Warren Murdoch 3.Ramsden School 4.Kingston Park 5.	1.01909 540664 2.01909 730539 3.01909 730408 4.01909 730294 5.
(Initiator 5) Steve Scotthorne	1.DC Carrington-Wilde 2.DC Pidwell 3.Library 4. 5.	1.07803 631123 2.07415 362635 3.01909 732275 4. 5.

## Resources within the community

Include contact details for any person or resource within the community that may be able to assist in a response to an emergency.

It may be helpful to categorise these into groups e.g. buildings, communications, local businesses, sources of heavy lifting equipment, lighting, generators, pumps, sand, sand bags, transport, boats etc.

Resource available	Contact	Contact number	24hr?
Parish Flood Resilience Pack	Helen Brown	07590 990935	Yes
Generator	Helen Brown	07590 990935	Yes
Youth Centre Mini Bus	Steve Scotthorne	07805 791799	
Tractor	Kevin Wright	07976922490 01909730238	Yes



## Skills within the community

Include contact details for any person within the community that may be able to assist in a response to an emergency.

It may be helpful to categorise these into groups e.g. medical (doctors, nurses, qualified first aiders etc.), chemists, clergy or other faith group leaders, voluntary organisations, vets, farmers, radio amateurs.

This section could also include details of community groups or individuals such as flood wardens, neighbourhood watch, Police Community Support Officers etc.

Name	Role	Daytime contact number	24hr contact number
Cathy Parker	PCSO		101
Police		101	101
Village Surgery	Doctors	01909 732933	
Taylor Dudley	Chemist	01909 730340	
St Johns	Church	01909 777388	
Bassetlaw District Hospital	Hospital	01909 500990	
Library		01909 732275	
Parish Centre		01909 731324	
Kingston Park	School	01909 730294	
Ramsden	School	01909 730408	
A1 Housing		0800 590542	

## Local hazards and threats

Local areas are prone to particular hazards and threats which are best known to the local people and best identified by them.

Record here known hazards and threats.

Hazard	Location	Contact telephone number
Major Highway Incident	A60 Trunk Road	Ian Parker 0115 9773129 Mobile 07775 034605
Flooding Potential		Notts CC 0300 5008080
Notts County Council Highways	Weekdays 8am-8pm Saturday 8am to noon  8pm-8am Monday to Friday, weekends and Bank holidays	0300 5008080  01253 502776

## Vulnerable groups in the community

Record here those vulnerable groups in the community that may require additional or specific assistance in the event of an emergency. This could include groups such as elderly people, people with a disability, schools, special schools, special homes, care in the community hostels and residential homes.

Name	Address	Contact number	Details of any specific requirements
James Hince Court	Windsor Road	01909 733821	Care Home
Granby House Nursery	Lawn Road	01909 733833	Children's Nursery
Rainbow's Day Nursery	The Parish Centre, Church Walk	07933 339433	Children's Nursery
Ann Daniels Centre	64 Dadley Road	01909 732488	Elderly Luncheon Groups
Ramsden	High Road	01909 730408	Primary School
Kingston	Long Lane	01909 730294	Primary School

**Note** It is not recommended that details of individuals who might be defined as 'vulnerable' are kept in your emergency plan as it is likely that the plan will be circulated to a range of people. However, it may be worth considering identifying a person or persons to keep a secure list of individuals within the community that could be referred to during an emergency. If this is the case it is important to remember to ask the permission of the people concerned before adding them to the list.



## Temporary places of safety

Record here details of accommodation that would be suitable for persons, including casualties, requiring temporary shelter until help arrives, e.g. halls, hostels, churches etc. Local authority premises, schools, leisure/community/day centres will be opened by the local authority as appropriate.

Please refer to Appendix 2 for guidance on identifying appropriate premises that could be used as a temporary place of safety.

Location and address	Key holders name	Telephone number	Mobile number	Email address
Carlton In Lindrick Civic Centre, Long Lane, S81 9AP	Helen Brown	01909 541127	07590 990935	<a href="mailto:helenbrown@civiccentre.org.uk">helenbrown@civiccentre.org.uk</a>
Youth Centre, Lawn Road, S81 9RJ	Steve Scotthorne		07805 791799	<a href="mailto:Steve.scotthorne@bassetlaw.gov.uk">Steve.scotthorne@bassetlaw.gov.uk</a>

## Supporting organisations contact details

Nottinghamshire emergency planning contact numbers

Name / contact	Role	Daytime contact number	24hr contact number
Emergency services		999	999
Local police station		101	101
Local fire station		01909 470023	
Local ambulance station			
Local GP surgeries		01909 732933	
District / borough council	Emergency contact number	01909 533533	
Nottinghamshire County Council	Customer Services  24 hours / 7 days emergency planning duty officer	0300 500 80 80  0115 977 3674	  0115 977 3674
Environment Agency	Floodline  Incident Hotline	0345 988 1188  0800 80 70 60	0345 988 1188  0800 80 70 60
NHS 111	Health advice	111	111
National Grid	Gas emergencies	0800 111 999	0800 111 999
Western Power Distribution	Electricity emergencies	0800 6783 105	0800 6783 105
Severn Trent Water	Water supply / sewerage emergencies	0800 783 4444	0800 783 4444

## Appendix 1 – Incident Log

Nature of incident			Name (of log keeper)	Date	Sheet no.
No.	Time	Name	Information	Done	
		From / To			
		From / To			
		From / To			
		From / To			
		From / To			
		From / To			
		From / To			
		From / To			



## Appendix 2 – Identifying appropriate places of safety

<b>Name / Location of premises</b>	Carlton in Lindrick Civic Centre, Long Lane, Worksop, S81 9AP
<b>Building capacity</b>	500

### Health and safety:

<b>Hazard / risk</b>	<b>Adequate</b>
Does the site provide suitable access for pedestrian and vehicular traffic (including emergency services)?	<b>Yes / No</b>
Is the site suitably heated, lit and ventilated?	<b>Yes / No</b>
Does the site have running water/suitable sanitation?	<b>Yes / No</b>
Is furniture available, appropriate and sufficient?	<b>Yes / No</b>
Are fire exits unlocked and free from obstruction and are evacuation procedures clearly displayed / identifiable?	<b>Yes / No</b>
Is the site suitable for disabled access?	<b>Yes / No</b>
Does the normal purpose of the building conflict in any way with its purpose as a place of safety (i.e. are any dangerous chemicals, machinery etc. accessible to evacuees or staff)?	<b>Yes / No</b>
Is there any potential slip or trip hazards present? These could include: <ul style="list-style-type: none"> <li>• Wet floors</li> <li>• Loose floorboards/tiles</li> <li>• Uneven surfaces or changes in surface level</li> <li>• Cables across walking areas</li> <li>• Obstructions, bumps or ridges</li> </ul>	<b>Yes / No</b>
Are there any potential falls from height present in the building?	<b>Yes / No</b>
Will there be a staff member / key holder present at the site?	<b>Yes / No</b>