

Plumtree Parish Council Emergency Plan



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Issue State

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2 (web)	31/07/2012	5 (web)	03/12/2015		
3 (web)	21/01/2014	6 (web)	11/01/2017		
This plan is next due for review on:					31/05/2019
<p>Note:</p> <p>This is an abridged version of the Emergency Plan which is intended to be viewed on the Plumtree Parish Council website (www.plumtreeparishcouncil.org.uk) for information only.</p> <p>Full contact details, information about village resources, skills, etc. are included in the full version but are omitted here.</p> <p>For a full version of the Emergency Plan, contact the <i>Emergency Co-ordinator</i>.</p>					

Purpose

All major emergencies will be dealt with by the emergency services, local authorities, utilities and voluntary agencies in a combined response. This Emergency Plan is not intended to be a substitute for these services and, on an emergency situation arising, 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) that might prevent the emergency services from reaching the scene immediately. In such cases the initial response may rely entirely on Plumtree 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 Plumtree Emergency Plan should be initiated as follows:

1. Contact the *Emergency Co-ordinator*:

Role	Contact name
Parish Council Chairman	Mike Bylina

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
Parish Council Vice-Chairman	Jonnie Richards
Clerk to the Parish Council	Mike Elliott

3. The *Initial Response Team* will co-ordinate the local response by contacting the following:

Role	Contact name
Parish Councillor	David Martin
Parish Councillor	Adrian Kerrison
Parish Councillor	Dave Sumner
Parish Councillor	Andrew Burnett
St Mary's Church, Plumtree	Revd Trevor Kirkman
The Griffin	TBA when reopened
<i>continued ...</i>	

Role	Contact name
Plumtree Cricket Club	Ken Bloor
Notts County Council	Emergency Number

Follow-up Actions

Primary Assembly Point

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

**Burnside Memorial Hall
Church Hill
Plumtree**

or, if the Burnside Memorial Hall is inaccessible, they should gather at:

**Plumtree Cricket Club
Bradmore Lane
Plumtree**

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 if skills such as those of doctors, nurses and first-aiders may be relevant to the emergency and contact the appropriate providers.

There are several medical practitioners living in the village but none of them has offered to be listed in this category. Therefore, the assembled villagers will use local knowledge to contact them should the need arise.

Vulnerable Groups

7. If appropriate (for example, if the emergency occurs during the day in term time), the assembled villagers will make contact with the following vulnerable groups:

Group
Plumtree School
Children 1 st @ Plumtree
The Wolds Day Nursery

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 coordinating a response should keep a log of all requests for assistance and action taken. See the form on page 7 of this document.

A supply of suitable forms is held by the *Emergency Co-ordinator*.

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	Address	Key holder name
Burnside Memorial Hall	Church Hill Plumtree	Mike Clark
		or Les Carruthers
Plumtree Cricket Club Clubhouse	Bradmore Lane Plumtree	Adrian Kerrison or Ken Bloor
St. Mary's Church	Church Hill Plumtree	Tony Darby

Nottinghamshire Emergency Planning Contact Numbers

Name/Role	Daytime phone no.	24-hour phone no
Emergency Services	999	999
Keyworth Primary Care Centre	0115 937 3527 0115 937 6051 (emergencies)	0115 937 3527 0115 937 6051 (emergencies)
Nottinghamshire County Council - Emergency Number	0115 977 3471	0115 977 3674
Environment Agency - Incident Hotline	0800 80 70 60	0800 80 70 60
NHS 111	111	111
Gas	0800 111 999	0800 111 999
Electricity	105	105
Water	0800 783 4444	0800 783 4444
Highways Agency	0300 123 5000	0300 123 5000

Incident Log

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

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