NORTH MARSTON

EMERGENCY PLAN

**CONTENTS Page**

Purpose 2

Initial Actions 2

Follow Up Actions 3

 Primary Assemble Point 3

 Village Resources 3

 Village Skills 3

 Vulnerable Groups 3

 Vulnerable Individuals 3

Incident Handling 3

Temporary Shelters 4

Buckinghamshire Emergency Planning Contact Numbers 4

Incident Log 5

# 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 North Marston 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 North Marston Emergency Plan should be initiated as follows:

1. Contact the *Emergency Co-ordinator*:

|  |  |  |
| --- | --- | --- |
| **Role**  | **Contact name**  | **Contact details** |
| Parish Council Chairman  | Ian Mordue  | 01296-67070707775-566500 |

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

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

|  |  |  |
| --- | --- | --- |
| **Role**  | **Contact name**  | **Contact details** |
| Parish Council Vice-Chairman  | Rob Symonds  | 01296-670293 |
| Clerk to the Parish Council  | Rachel Callander  | 01296-67039307538-363187 |

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

|  |  |  |
| --- | --- | --- |
| **Role**  | **Contact name**  | **Contact details** |
| Parish Councillor  | Jon Martin  | 01296-67042007508-272601 |
| Parish Councillor  | Diana Hogbin-Mills  | 07767-262017 |
| Parish Councillor  | Andrew Boyt  |  |
| Parish Councillor  | Katherine Du Plessis  | 01296-67042307932-060338 |
| St Mary’s Church, North Marston | Revd Petra Elsmore |  |
| The Village shop  | Alison Finnemore | 01296-67028807817-166989 |
| NM&G Sportsfield  | Trevor Lane | 01296-67010007768 - 625550 |
| The Wesley Centre | Carrie  | 01296-67019507941 - 309769 |

# Follow-up Actions

## Primary Assembly Point

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

###  North Marston Memorial Hall or if the village hall is inaccessible, they should gather at:

 The Wesley Centre and if this is inaccessible NM&G Sportsfield

## 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.

 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**  |
| North Marston C of E School  |
| North Marston Pre school  |

## 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 5 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**  |
| North Marston Memorial Hall   | Granborough Road  | Rachel Callander or  |
| Ian Mordue  |
| Wesley Centre | Schorne Lane | Carrie Smythe |
| NM&G Sportsfield  | Granborough Road  | Trevor Lane  |
| St. Mary’s Church  | Church Road  | Revd Petra Elsmore  |

# Emergency Planning Contact Numbers

|  |  |  |
| --- | --- | --- |
| **Name/Role**  | **Daytime phone no.**  | **24-hour phone no**  |
| Emergency Services  | 999  | 999  |
| Buckinghamshire County Council - Emergency Number  | 01296-395000 |  |
| 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  | **0330 303 0368** | **0330 303 0368** |
| 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**  |
|   |   |     |  |   |
|   |   |     |  |   |
|   |   |     |  |   |
|   |   |     |  |   |