



Woodmancote  
PARISH COUNCIL

# **EMERGENCY PLAN**

[www.woodmancoteparishcouncil.gov.uk](http://www.woodmancoteparishcouncil.gov.uk)  
[clerk@woodmancoteparishcouncil.gov.uk](mailto:clerk@woodmancoteparishcouncil.gov.uk)

## Contents

Purpose .....	3
Initial Actions.....	3
Follow-up Actions.....	3
Assembly Point .....	3
Parish Resources.....	4
Volunteer Skills.....	4
Vulnerable Groups.....	4
Vulnerable Individuals.....	4
Incident handling.....	4
Temporary Shelters .....	4
Emergency Planning Contact Numbers .....	6
Incident Log.....	7

## **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 Woodmancote 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 Woodmancote Emergency Plan should be initiated as follows:

1. Contact the *Emergency Co-ordinator*:

**David Lewis**

**Councillor for Woodmancote Parish Council**

**Craig Dixon**

**Chairman of Woodmancote Parish Council**

If either of the *Emergency Co-ordinators* are not available, contact the *Initial Response Team* (see step 2)

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

**Parish Council Chairman**

**Parish Council Vice Chairman**

**Clerk to Parish Council**

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

**All Parish Councillors**

**All volunteers**

**Rev Doick**

## **Follow-up Actions**

### **Assembly Point**

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

**Blackstone Playing Field**

**Blackstone Lane**

**Henfield**

**BN5 9TA**

### **Parish Resources**

5. The assembled volunteers 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.

### **Volunteer Skills**

6. The assembled volunteers 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 (for example, to find out if assistance is needed), the assembled volunteers will make contact with the identified vulnerable groups.

### **Vulnerable Individuals**

8. If appropriate, and using local knowledge, the assembled volunteers will make contact with vulnerable individuals in the Parish (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:

<b>Building</b>	<b>Address</b>	<b>Key holder name</b>
Blackstone Pavilion	Blackstone Lane	Mary Batchelor or Leanne Bannister
Woodmancote Church	Brighton Road	Rev Doick
Terrys Cross	Brighton Road	01273 492821

The Wheatsheaf	Henfield Road	01273 492077
----------------	---------------	--------------

## Emergency Planning Contact Numbers

Name/Role	Phone no.
Emergency Services	999
Henfield Medical Centre	01273 492255
West Sussex County Council - Emergency Number	033 022 22400
Environment Agency - Incident Hotline	0800 80 70 60
NHS 111	111
Gas	0800 111 999
Electricity	105
Water	0800 783 4444
Highways Agency	0300 123 5000

