Woodmancote
PARISH COUNCIL

# EMERGENCY PLAN

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## 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:

| **Building** | **Address** | **Key holder name** |
|---|---|---|
| Blackstone Pavilion | Blackstone Lane | Mary Batchelor<br>or<br>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 |

## Incident Log

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

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