

Cambourne Parish Council Draft Emergency Plan

Plan last updated on: 23/03/12

How to use this template: This template is designed for you to fill in the details of your community emergency preparations. There are notes in italics to help you fill the template.

**IF YOU ARE IN
IMMEDIATE DANGER
CALL 999**

Plan distribution list

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Mervyn Loynes	District Councillor	01480 880806 cllr.loynes@scambs.gov.uk	
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Sarah Porter	Head Teacher Monkfield Park Primary School Cambourne	01954 273377 office@monkfieldpark.cambs.sch.uk	
Sarah Humphreys	Head Teacher Jeavons Wood Primary School Cambourne	01954 717180 office@jeavonswood.cambs.sch.uk	
Stephen Mundy	Principal Comberton Village College Comberton	01223 262503 thecollege@comberton.cambs.sch.uk	
Darren Alderton	Police	TBC	
Matt Wayland	Cambourne First Responders	07733268757 matt.wayland@gmail.com	
Mark Ricketts	Wildlife Trust	01954 713500	
TBC	Belfry Hotel	01954 714600	
TBC	Army Cadets	TBC	
TBC	Air Cadets	TBC	
	Anglian Water		

Plan distribution list

Name	Date for next revision	Details of changes made	Changed by
	22 nd May 2012		

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LOCAL RISK ASSESSMENT

Risks	Impact on community	What can Community Emergency Group do to prepare?
Terminal Pumping Station (TPS)	<ul style="list-style-type: none"> Flooding of adjoining streets. 	<ul style="list-style-type: none"> Ensure Anglian Water maintain TPS. Anglian Water to ensure tankerage and clean up. Temporary accommodation provided at Hotel/Hub/Sports Pavilion/Church.

LOCAL SKILLS AND RESOURCES ASSESSMENT

Skill/resource	Who?	Contact details	Location
Trained First Aiders	Cambourne First Responders	Matt Wayland 07733268757	
Lead Grounds Operative	Warren Bourne	07964652526	
Grounds Operative	Peter Dare	07817719498	
Grounds Operative	Simon Mayes	07976130362	
Buildings Caretaker	Peter Dare	07817719498	
Environment and wildlife	Wildlife Trust	01954 713500	The Manor House, Broad Street, Great Cambourne
	Army Cadets	TBC	
	Air Cadets	TBC	

KEY LOCATIONS

identified with local authority for use as places of safety

Building	Location	Potential usage in an emergency	Contact details
Belfry Hotel	Back Lane, Cambourne CB23 6BW	Rest Centre/safe place	01954 714600
Sports Pavilion	Back Lane, Cambourne CB23 6FY	Rest Centre/safe place	Warren Bourne – 07964652526 Peter Dare - 07817719498
Church	Jeavons Lane Cambourne	Rest Centre/safe place	Peter Wood – 01954 715558 Julie Whitbread – 01954 202546
Hub	High Street, Cambourne CB23 6GW	Rest Centre/safe place	01954 714403
Sports Centre	Back Lane, Cambourne CB23 6FY	Rest Centre/safe place	01954 714070
Sackville House	Sackville Way Great Cambourne Cb23 6HL	Rest Centre/safe place	Monkfield medical Practice – 01954 282153 Library – 0345 0455225

EMERGENCY CONTACT LIST

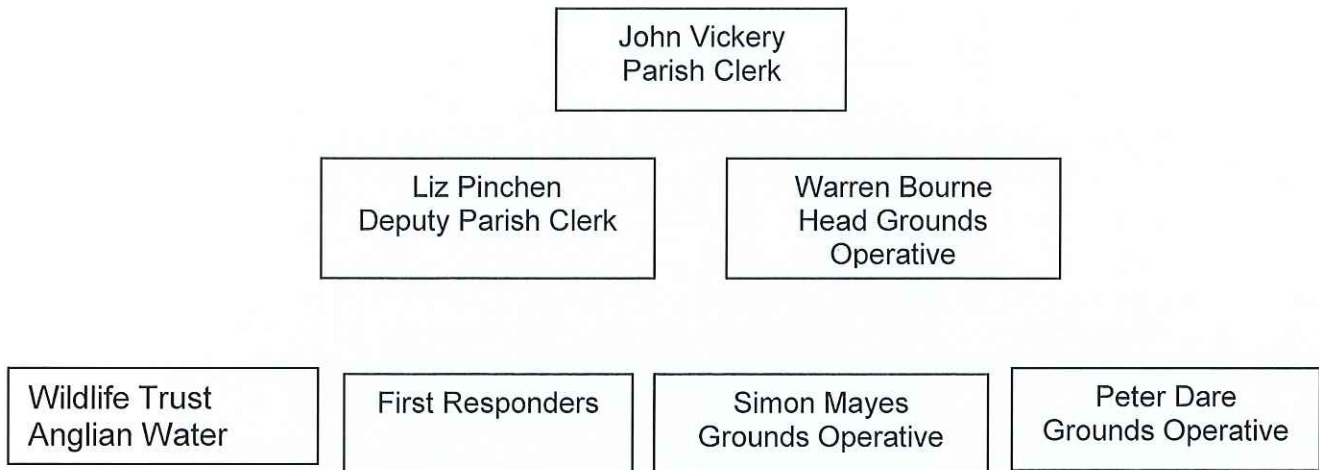
<i>Photo</i>	Name: John Vickery
	Title: Parish Clerk
	24hr telephone contact: 07772703967
	Email: clerk@cambourneparishcouncil.gov.uk
	Address: The Hub, Cambourne, CB23 6GW
	Name: Liz Pinchen
	Title: Deputy Parish Clerk

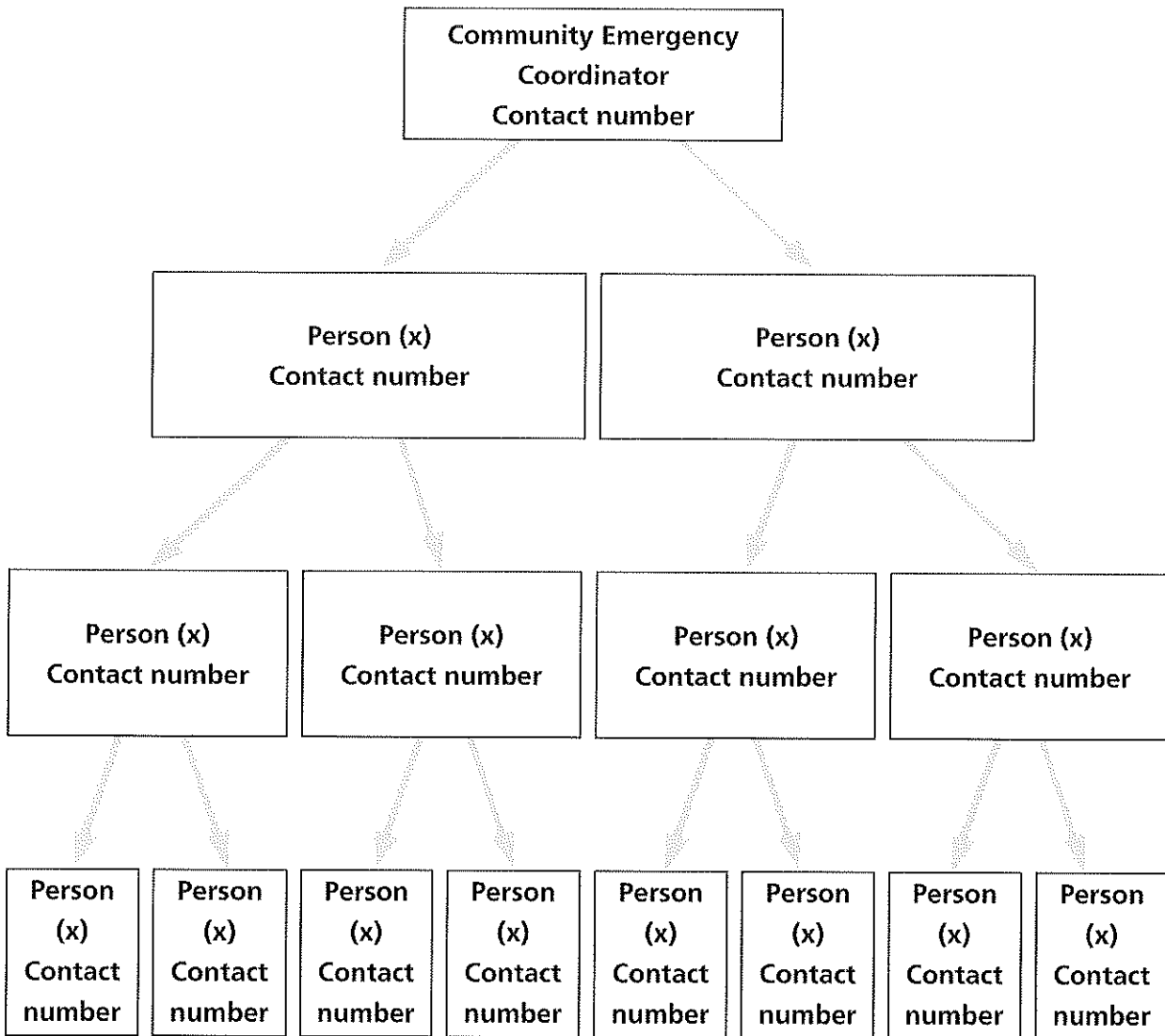
<i>Photo</i>	24hr telephone contact: TBC
	Email: liz.pinchen@cambourneparishcouncil.gov.uk
	Address: The Hub, Cambourne, CB23 6GW

	Name: Warren Bourne
	Title: Head Grounds Operative
	24hr telephone contact: 07964652526
	Email: Warren.bourne@cambourneparishcouncil.gov.uk
	Address: The Hub, Cambourne, CB23 6GW
	Name: Peter Dare
	Title: Caretaker
	24hr telephone contact: 07817719498
	Email:
	Address: The Hub, Cambourne, CB23 6GW

TELEPHONE TREE

The phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete.





LIST OF COMMUNITY ORGANISATIONS

that may be helpful in identifying vulnerable people or communities in an emergency

Darwin Manor - TBC

Cavendish Court - TBC

The Vine Inter Church Primary School - 01954 719630 office@thevine.cambs.sch.uk

Monkfield Park Primary School - 01954 273377 office@monkfieldpark.cambs.sch.uk

Jeavons Wood Primary School - 01954 717180 office@jeavonswood.cambs.sch.uk

Comberton Village College - 01223 262503 thecollege@comberton.cambs.sch.uk

Cambourne Church – 01954 715558 minister@cambournechurch.org.uk

Peacehaven Baptist Church – 01954 710510 peacehavenbc@aol.com

Cambourne 123's – 07503398344 cambourne123s@hotmail.com

Baby & Me – 01954 715372 callieperi@yahoo.co.uk

Carers & Tots – 01954 714909

ACTIVATION TRIGGERS

[Use this space to record details of how your plan will be activated. You should include details of how the plan will be activated as a result of a call from the emergency services, and also how your community will decide to activate the plan yourselves, if the emergency services are unavailable.]

Notification from emergency services

Call from McA or Anglian Water re. The TPS

Coordinator makes a judgement.

FIRST STEPS IN AN EMERGENCY

Follow the instructions below when the plan is activated.

	Instructions	Tick
1	Call 999 (unless already alerted)	<input type="checkbox"/>
2	Ensure you are in no immediate danger	<input type="checkbox"/>
3	Contact the Community Emergency Group and meet to discuss the situation	<input type="checkbox"/>
4	Keep calm	<input type="checkbox"/>
5		<input type="checkbox"/>
6		<input type="checkbox"/>
7		<input type="checkbox"/>
8		<input type="checkbox"/>
9		<input type="checkbox"/>
10		<input type="checkbox"/>

DRAFT COMMUNITY EMERGENCY GROUP FIRST MEETING AGENDA

Example Community Emergency Group Emergency Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

You might want to consider the following:

Location of the emergency. Is it near:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Families with children
- Non-English-speaking people.
- What resources do we need?
- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

2. Establishing contact with the emergency services

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

ACTIONS AGREED WITH LOCAL AUTHORITY IN THE EVENT OF AN EVACUATION

[Use this space to record details of the actions you can take to help your local authority if an evacuation is necessary in your community.]

Coordinate with Lawrence Green – South Cambs District Council Emergency Planning Office

ALTERNATIVE ARRANGEMENTS FOR STAYING IN CONTACT IF USUAL COMMUNICATIONS HAVE BEEN DISRUPTED

[Use this space to record details of alternative communications within your local area should usual methods communications be disrupted. This could include the owner/locations of long distance walkie-talkies or details of your local Radio Amateurs' Emergency Network (RAYNET) group]

Ensure relevant staff have mobiles and all necessary contact numbers.

This plan can be downloaded from the South Cambridgeshire District Council website at:

http://www.scambs.gov.uk/documents/retrieve.htm?pk_document=909798