



CAMBOURNE PARISH COUNCIL
District of South Cambridgeshire

Cambourne Parish Council Emergency Plan

Plan last updated on: **6th November 2018**

**If you are in immediate danger
Please ring 999**

1. Plan distribution list

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Shrobona Bhattacharya	District Councilor	cllr.bhattacharya@scams.gov.uk	
Gavin Clayton	District Councilor	cllr.clayton@scams.gov.uk	
Mark Howell	County Councilor	01480 831848 / 07816925843 cllr.howell@scams.gov.uk	
Claire Coates	Principle Cambourne Village College	01954 284 000 cocoates@cambournevc.org	
Mr Andy Matthews	Head Teacher Hardwick	01954 210070 office@hardwick.cambs.sch.uk	
Sue Wright	Head Teacher Jeavons Wood Primary School	01954 717180 office@jeavonswood.org	
Sarah Jarman	Head Teacher Monkfield Primary School	01954 273377 office@monkfieldpark.cambs.sch.uk	
Lee Faris	Head Teacher Vine Inter Church Primary School	01954 719630 office@thevine.cambs.sch.uk	

Donna O'Shea	Cambourne Pre-School	01954 715150 Cam.preeschool@btinternet.com	
	South Cambridgeshire District Council Emergency Planning Officer	Unknown	
PCSO John Copard PCSO Lindsay Gardiner PCSO James Lynch	Cambourne Policing Team	101 / cambourne.npt@cambs.pnn.police.uk	
Matt Wayland	Cambourne First Responders	07733 268757 matt.wayland@gmail.com	
Mark Taylor	Cambourne First Responders	07858394719 Mark.taylor@inheritancewills.co.uk	
Jenny Mackay	Wildlife Trust	01954 713516 www.wildlifebcn.org	
Darren Townsend	DoubleTree by Hilton Cambridge Belfry	01954 714 600	
Ben Rotheron	Army Cadets	dc.cambourne@gmail.com	
Adam Kelly	Air Cadets	2484df@aircadets.org	
Iain Amis	Anglian Water Head of Department	07885 135174 /03457 145 145 iamis@anglianwater.co.uk	

2. Revisions

Name	Date for next revision	Details of changes made	Changed by
27/02/12	Before 27/02/13	First publication	
23/03/12		Minor corrections	
06/11/18	06/11/2018	Revised	John Vickery Parish Clerk

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Alternative arrangements for staying in contact if usual communications have been disrupted	Error!
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3. Local Risk Assessment

Risks	Impact on community	What can Community Emergency Group do to prepare?
Flooding	Access to houses near the river becomes difficult Damage to property	<ul style="list-style-type: none"> Encourage residents to improve home flood defences Work with local emergency responders to see if can help with distribution of flood warnings and any evacuation and rest centre establishment required Find out what flood defences exist or are planned in the area
Surface water flooding	Could happen anywhere in Damage to property People made temporarily homeless.	<ul style="list-style-type: none"> Prepare places for people to shelter.
High winds blowing down large numbers of trees causing damage	Possible power disruption, road blockages, people made homeless.	<ul style="list-style-type: none"> Prepare places to shelter temporary homeless and those who cannot heat their homes. Maintain list of people with chainsaws to help remove blockages.
Blocked Ditches	Flooding, damage to property	<ul style="list-style-type: none"> Find out what flood defences exist or are planned in the area Clear ditches regularly to ensure no blockages
Industrial accident within the village or nearby	Possible contamination of water supplies.	
Bad weather forcing people to leave their cars and lorries	Influx of people needing shelter	<ul style="list-style-type: none"> Establish a contact system so it can be ascertained whether they need any help from the village resources.
Major incident on railway line	N/A	N/A
Airfield	Airplane crash, Fuel dispersal over properties, major fires to properties, property damage, road closures, environmental impacts	N/A
Power failures	Elderly and vulnerable would be at risk due to no heating. No lighting in areas would cause major risks to drivers and pedestrian.	<ul style="list-style-type: none"> Prepare places for people to shelter. Establish a contact system so it can be ascertained whether they need any help from the village resources.
Disease Epidemic	Influx of people needing emergency care. Strain on the local GP surgery and emergency services.	<ul style="list-style-type: none"> Prepare extra emergency places for people to have help and care if necessary.

4. Local Skills and Resources Assessment

Skill / resource	Who?	Contact details	Location
Paramedic/s	Emergency Services / East of England Ambulance Service	999	East of England Ambulance Headquarters Whiting Way Melbourn Cambridgeshire SG8 6EN
Doctors Surgery Defibrillator Minor surgery	Monkfield Medical Practice	01954 282153	Sackville House, Sackville Way, Cambourne, Cambridge CB23 6HL
Nurse/s, Retired Nurse/Midwife	Catherine Price /Jeremy Blakeborough / Sue Colquhoun	01954 282 153 nurse@cambournechurch.org.uk	Sackville House, Sackville Way, Cambourne, Cambridge CB23 6HL
Trained First Aider/s	Cambourne First Responders	07858394719 / 07733 268757	Cambourne, Cambridge CB23
Pharmacist	Lloyds Pharmacy	01954 718296	9 High St, Cambourne, Cambridge CB23 6JX
Radio Amateur	Cambridge & District Amateur Radio Club	http://www.cdarc.co.uk/	Coleridge Community College Radegund Road Cambridge CB1 3RJ
Electrician with Emergency situation experience	Anthony	07971 786 980	AH Electrical, 91 Greenhaze Lane, Cambridge, CB23 5EF
Electrician	Alex Collins Electrical	07595 256 531	N/A
Builder/Engineer	TBC		
Vet/s	Cromwell Veterinary Group	01954 715161	4 High St, Cambourne, Cambridge CB23 6BJ
Interpreters for people that do not have English as a main language	TBC		
Farmers	Peter Cox Farms Ltd.	01954 719404	Vine Farm Gransden Rd, Caxton, Cambridge, CB23 3PL
Parish Clerk	John Vickery	07772703967	Cambourne Parish Council
Deputy Parish Clerk	Heather Nigbur-Day	07539024190	Cambourne Parish Council

Lead Grounds Operative	Warren Bourne	07964652526	Cambourne Parish Council
Grounds Operative	David Lawrence	07875713625	Cambourne Parish Council
Grounds Operative	Kevin Taylor	07837967896	Cambourne Parish Council
Grounds Operative	Chris Smith	07854624500	Cambourne Parish Council
Grounds Operative	John Smith	07536079930	Cambourne Parish Council
Grounds Operative	Karl Summers	07976130362	Cambourne Parish Council
Grounds Operative	Liam Jordan	07539024177	Cambourne Parish Council
Buildings Caretaker	Phil Lacey	07817719498	Cambourne Parish Council
Trailer Park Contact	Ellie Lydon	07875999028	Cambourne Parish Council
Community Development Officer	Jessica Lydon	07875569200	Cambourne Parish Council
Locksmith	Redlocks Locksmith	01954 202818	Cambridge and surrounding areas
Vehicle Maintenance	Cambourne Vehicle Services	01954 719039	The Drift, Bourn, Cambridge, CB23 2TB
Plumber	Cambourne Plumbing and Heating	07968959208	Local Cambourne Resident

5. Resources

Person	Resources	Contact	Address
John Vickery	Radios, walkie talkies	07772703967	The Hub, Parish Office, High Street, Cambourne
John Vickery	Internet and telephone line	07772703967	The Hub, Parish Office, High Street, Cambourne
Warren Bourne	4 x 4 wheel drives, tractor and trailer.	07964652526	The Hub, Parish Office, High Street, Cambourne
Jessica Lydon	Gazebos / BBQ	07875569200	The Hub, Parish Office, High Street, Cambourne
Emergency Services	Police Station	999 / 101	Cambourne Police Station Sackville Way, Great Cambourne, Cambridge CB23 6EG
N/A	Inflatable boats, boats for flood situations	N/A	N/A
Lloyds	Pharmacy	01954 718296	9 High St, Cambourne, Cambridge CB23 6JX
Morrisons	Water/Food supplies, local shops	01954 715607	1 Back Ln, Cambourne, Cambridge CB23 6FY
CO-OP	Water/Food supplies, local shops	01954 269376	35 School Ln, Cambourne, Cambridge CB23 5DZ
CO-OP	Water/Food supplies, local shops	01954 264982	29 Mosquito Road, Upper Cambourne, Cambridge, CB23 6FY
Morrisons	Defibrillator	01954 715607	1 Back Ln, Cambourne, Cambridge CB23 6FY
Everyone Active Sports Centre	Defibrillator	01954 714070	Back Ln, Cambourne, Cambridge CB23 6FY
Cambourne First Response Team	Defibrillator	07858394719 / 07733 268757	N/A

6. Key Locations

Identified with local authority for use as places of safety

Building	Location	Potential usage in an emergency/ capacity of building	Contact details
The Hub Main Hall & Meeting Room	High Street, Cambourne CB23 6GW	Rest Centre/safe place, kitchen and toilet facilities Capacity 350	John Vickery 07772703967
New Cricket Pavilion	Back Lane Great Cambourne CB23 6FY	Rest Centre/safe place, kitchen toilet and shower facilities Capacity 60	John Vickery 07772703967
Church Hall	East Gate Cambourne CB23 6DZ	Rest Centre/safe place, Capacity 40 people	Fleur Kerrecoe & Jacqui Huckle 01954 710644
Blue School Main Hall and Classrooms	East Gate Cambourne Cambridgeshire CB23 6DZ	Rest Centre/safe place, kitchen and toilet facilities Capacity 220	John Vickery 07772703967
Bowls Pavilion	Back Lane Great Cambourne CB23 6FY	Rest Centre/safe place, some kitchen and toilet facilities Capacity 10-20	John Vickery 07772703967
Lower Cricket Pavilion	Woodfield Lane Lower Cambourne CB23 6FD	Rest Centre/safe place, some kitchen, toilet, and shower facilities Capacity 20-30	John Vickery 07772703967
Cambourne Library	Sackville House, Sackville Way, Cambridge CB23 6HD	Rest Centre/safe place, some kitchen and bathroom facilities	0345 045 5225
Sports Centre	Back Ln, Cambourne, Cambridge CB23 6FY	Rest Centre/safe place, toilet, and shower facilities. Capacity unknown	Simon 01954 714070
Sports Pavilion	Back Ln, Cambourne, Cambridge CB23 6FY	Rest Centre/safe place, kitchen toilet and shower facilities Capacity 60	John Vickery 07772703967
Secondary School	Sheepfold Ln, Cambourne, Cambridge CB23 6FR	Rest Centre/safe place, some kitchen, toilet, and shower facilities Capacity unknown	Claire Coates 01954 284 000 ccoates@cambournevc.org

Emergency Contact List

<i>Photo to come</i>	Name: John Vickery
	Title: Parish Clerk
	24hr telephone contact: 07772703967
	Email: clerk@cambourneparishcouncil.gov.uk
	Address: The Hub, Great Cambourne, Cambridgeshire, CB23 6GW
<i>Photo to come</i>	Name: Heather Nigbur-Day
	Title: Deputy Parish Clerk
	24hr telephone contact: 07539024190
	Email: heather.nigbur-day@cambourneparishcouncil.gov.uk
	Address: The Hub, Great Cambourne, Cambridgeshire, CB23 6GW
<i>Photo to come</i>	Name: Warren Bourne
	Title: Head Grounds Operative
	24hr telephone contact: 07964652526
	Email: warren.bourne@cambourneparishcouncil.gov.uk
	Address: The Hub, Great Cambourne, Cambridgeshire, CB23 6GW
<i>Photo to come</i>	Name: Phil Lacey
	Title: Caretaker
	24hr telephone contact: 07817719498
	Email: warren.bourne@cambourneparishcouncil.gov.uk
	Address: The Hub, Great Cambourne, Cambridgeshire, CB23 6GW

7. 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. If anyone is not answering, bypass them and carry on down the tree.

See **Appendix 1** for an amendable telephone tree

8. List of Community Organisations

That may be helpful in identifying vulnerable people or communities in an emergency.

St Johns Ambulance	St Neots, 01480 880257
Salvation Army	3 Tenison Rd Cambridge CB1 2EF United Kingdom Email address: officers@camsa.org.uk Phone: 01223 367633
Neighbourhood Watch	PC Help 01223 Phone: 0116 402 6111 Email: enquiries@ourwatch.org.uk
Cambourne First Response	Mark Taylor - 07858394719
Youth Club	Cambridge Soul, Great Cambourne Cambridgeshire, CB23 6FY
Animal Welfare	RSPCA - 0300 123 4999 Fenland Animal Rescue - 07902 167 296 Wildlife trust – 01954 713516
Parish Council	01954 714403
Radio Amateurs Emergency Network (RAYNET) group	24 hour emergency contact number 0303 0401080
Group Controller Cambridgeshire RAYNET	G1UAF (M) 07753 561679

9. Activation Triggers

A call from the emergency services to the Community Emergency Coordinator will trigger calling a meeting of the Emergency Committee

The community may decide to activate the plan, if the emergency services are unavailable.

Emergency Committee or members or employees of Parish Council, will meet at ????

10. First Steps in an Emergency

Follow the instructions below when the plan is activated.

	Instructions	Tick
1	Call 999 (unless already alerted)	
2	Ensure you are in no immediate danger	
3	Call the telephone tree (Community Emergency Group) and meet to discuss the situation	
4	Establish a base at the Parish Office	
5	Put up posters on the notice boards and alert the village via	

11. 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?

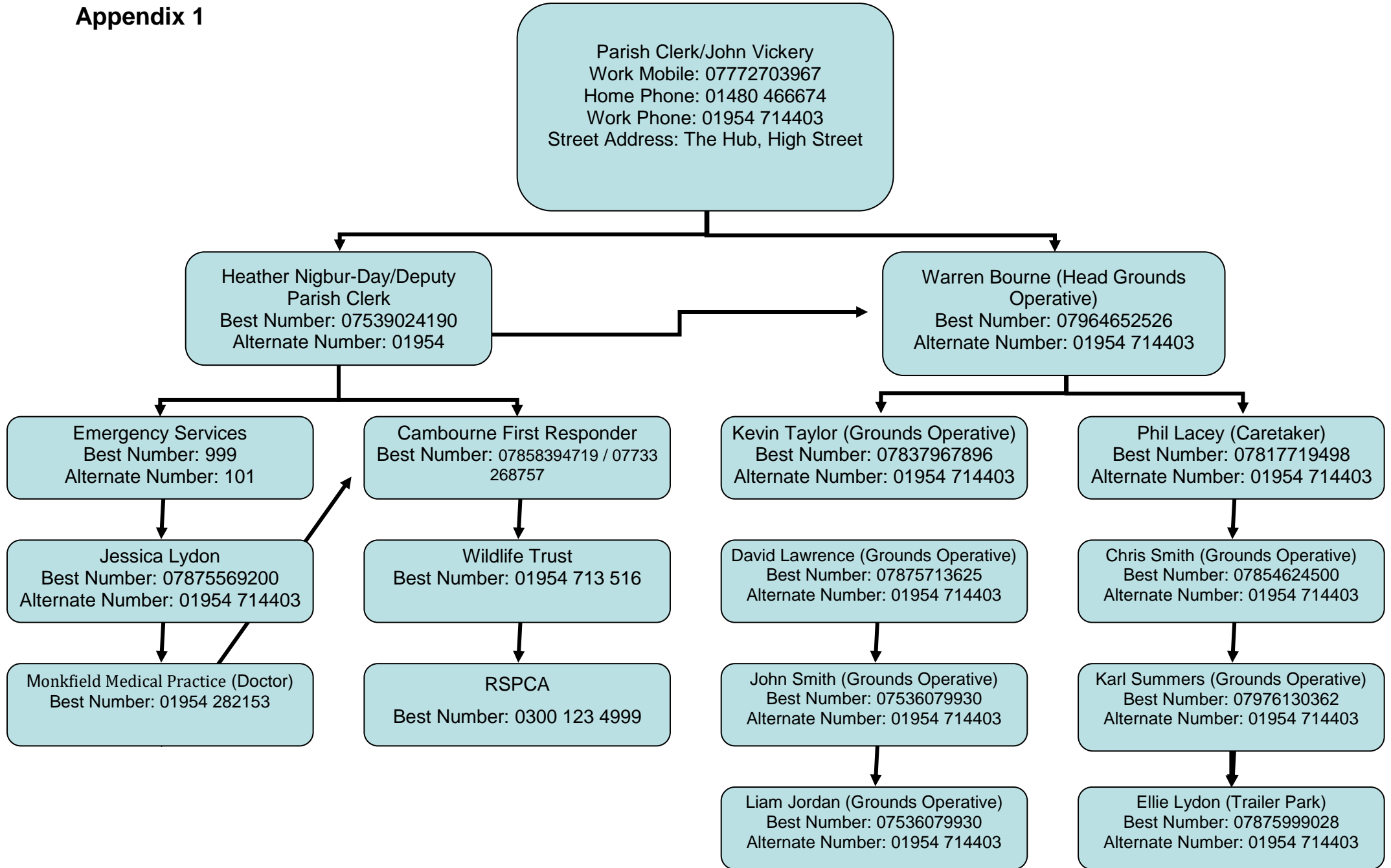
6. Any other issues?

Actions Agreed with Local Authority in the Event of an Evacuation

SCDC will review the Emergency plan once completed and will make agreements where applicable for the use of any community buildings or resources. There is no need at this time for your parish to complete this section.

Appendix 1

PHONE TREE



What is a Call Down Procedure and Why Is It Useful?

A call down is a series of telephone calls from one person to the next used to relay specific information. An established and exercised call down protocol can be used during emergency situations, such as a natural disaster, to deliver urgent information to and for communication among staff and volunteers. This sample call-down procedure is intended to be adapted for use by individual churches based on their own organizational structure.

- Using the phone tree system can spread a message quickly and efficiently to a large number of people
- You can assign several people calling their branches.
- Hold message drills regularly to test your phone tree for effectiveness and identify areas for improvement. The drill also helps to update phone numbers.

When Calling:

- The person at the top will start the tree and it may be helpful to have a brief script complete with the specific action
- Ask the person to get paper and pencil to write specifics
- Give facts about the event
- Please be sure that you have alternative phone numbers, so you can reach a person if he/she is not available at the first number.
- If nobody is answering, leave a message and call the next person. This should ensure that everyone gets the information in a timely fashion.
- Confirm they will be making the next call on the list.
- Prearrange with staff and volunteers at the end of the list to contact the person at the top once they receive the message. The *LAST* person on the phone tree should *CALL THE FIRST* person to ensure that the tree is completed and that the message was accurate.

Message Drill

Phone numbers listed on the call-down protocol should be updated regularly. Call-downs should also be exercised regularly. The following table is a sample of documentation of call down drills.

Sample Call-Down Drill

Testing date	
Person initiating call down procedure	
Time call down initiated	
Time notification of staff completed	
Percentage of staff and volunteers contacted	
Time in minutes for response	
Notes	

