
North & South Wheatley Parish Council

INTERIM COMMUNITY EMERGENCY PLAN

This plan is next due for review on January 31st 2025 following a review of resources in the village

This Draft Template has been prepared by Nottinghamshire County Council Emergency Planning Team.

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THE COMMUNITY EMERGENCY PLAN

1 Introduction

- 1.1 All major emergencies are dealt with by the Emergency Services, Local Authorities, Utilities and Voluntary Agencies in a combined response. In extreme conditions such as heavy snow and flooding, there is a possibility that the emergency services may not be able to reach the scene immediately.

In such circumstances, the initial response may rely entirely on local people.

A Community Emergency Plan can help a community prepare for an emergency and minimise its impact should they be affected.

- 1.2 Communities may have access to people or resources that allow them to respond to specific incidents that may affect a particular locality. Details of the role these people may play and how they will be contacted may be included in the Community Emergency Plan.
- 1.3 This plan template will aid Community Group leaders and their communities in developing an emergency plan. The template is not intended to be prescriptive and each community or group should feel free to amend the template to suit their needs as appropriate.

2 The Community Emergency Plan

- 2.1 Set out below is some useful advice to help you complete and maintain your Community Emergency Plan:

1. Keep copies of the document to a minimum. Ensure each of the nominated co-ordinators receive a copy.
2. Record the information clearly, handwritten documents are acceptable but must be legible.
3. Do not automatically assume that people will be happy to have their personal details included in the plan. You are strongly urged to consult individuals to seek their agreement to be included.
4. Treat the document as confidential and store it in a secure location.
5. Keep the plan up to date. Check and review contents at least once a year.
6. Once the plan is completed it should be issued and the community should be made aware of the plan. Individuals with a specific role highlighted in the plan should be well briefed.
- 7. If an emergency occurs your first action should always be to contact the emergency services by dialling 999.**

DISTRIBUTION

Emergency Co-ordinator	Vicki Wilson
Plan Author	Sue Hayden

Distribution List:

	Address	Telephone	Email address
Dawn Cartwright			
David Cooke			
Judith Goacher			
Sue Hayden			
Sean Mendelson			
Robert Naish			
Jamie Nixon			
Clare Page			
Adrian Parker			
Sara Stilliard (Parish Clerk)	The Old Milking Parlour, Cottam Road, South Leverton. DN22 0BU	01427 881582 07768444480	clerk@northandsouthwheatley parishcouncil.gov.uk
Victoria Wilson			chair@northandsouthwheatley parishcouncil.gov.uk
Bassetlaw District Council	Queen's Buildings Worksop. S80 2AH	07967807037 01909 533533	

Notts Emergency Planning Team;
County Hall, Nottingham, NG2 7QP
Tel: 0115 9773471
e-mail emergency.planning@nottsc.gov.uk

WHAT TO DO IF AN EMERGENCY OCCURS – INITIAL ACTIONS

3 Contact the Emergency Services

- 3.1 It is vital that in the event of an emergency situation affecting all or part a community the initial action is to telephone 999.

Follow instructions given by the emergency services or local authority supported by information included in this plan.

- 3.2 If contact with Nottinghamshire Police, Nottinghamshire Fire and Rescue Service and East Midlands Ambulance Service NHS Trust is not possible or the response is likely to be substantially delayed the Community Emergency Plan should be used to assist the local response until help arrives.

4 Activate Call Out / Cascade

- 4.1 In an emergency the emergency services want **clear, concise information as soon as possible**. Try to use the time available awaiting their response to obtain further information and if there is any additional information telephone the emergency services again to update them, as this might affect the resources, that they deploy.

- 4.2 Until help arrives and without endangering yourself or other local people contact the appropriate members of the community listed in the plan and ask them to report to the agreed assembly point.

- 4.3 When the emergency services or local authority are on scene try to make contact with them and explain who you are and what your role is.

**VICTIM SUPPORT OFFICE FOR ALL YOUR SECURITY NEEDS- 01909 500455
EXTENSION 7153**

ACTIVATING THE COMMUNITY EMERGENCY PLAN

5 Notification of an emergency

- 5.1 Notification of an emergency may come from various routes, from the emergency services, local authority, local media or from the community itself. It is important to ensure your group has a procedure in place to record details of any incident and activate its emergency plan.

If details of an incident are received from a source other than the emergency services or local authority then those receiving the notification must contact the emergency services to ensure they are aware of the incident. This may require making a 999 call.

6 Coordinators

- 6.1 On receiving notification of an incident or major emergency affecting the community, the Emergency Coordinator should contact those people identified to help respond.

The following people have been identified to co-ordinate the local response:

AREA	NAME	ADDRESS	CONTACT NUMBER
Top Street, Stone Lane, Callow Grove	Adrian Parker	Wellbank, Stone Lane	07736691974
Retford Road Low Street West (to Stone Lane)	Rob Naish	Cherry Tree Barn, Low Street	07831 881550
A620 Wood Lane	Vicki Wilson		07855 751689
Low Street East (from Stone Lane) Camb's Lane	Dawn Cartwright	Jasmine Cottage, Low Street	07555 310442
Church Hill, Gibbons Court, Church Street, Middlefield Road, Glebe Close	Clare Page	The Stables, Low Street.	07442808441
Top Pasture Lane Eastfields Church Close, Eastfields Meadow	Sue Hayden	Crew Yard, Low Street	07940709048
Low Pasture Lane	Sean Mendelson	The Ferns, Low Pasture Lane	07800 507954
South Wheatley	Jamie Nixon	1. St Helen's Rise, Sturton Road	07557 851870
	Dave Cooke	The Beeches Sturton Road	07956171662

7 Assembly point

7.1 All members of the community willing to help should gather at:

The Village Hall, Sturton Road, S. Wheatley.

7.2 In the event that this location is inaccessible the following will be used:

The Parish Church, North Wheatley

7.3 Anyone involved in coordinating a response should keep a log of all requests for assistance or action taken. An example incident log that can be used to record this information is included at Annex 1.

COMMUNICATION

In an emergency it is important to ensure that the community is kept informed both during and after an event. To make this effective it is suggested that a cascade system is put in place with named people taking responsibility for notifying others, who in turn notify further members of the community.

It is suggested that the maximum number that any person should be responsible for notifying is five to ensure a timely flow of information.

The cascade system will be prepared with up-to-date contacts as soon as possible. It will be published on the secure Emergency Plan but not made available to the general public on this website.

The Parish Council will also be setting up a Village Emergency WhatsApp Group to notify residents of emergencies, issues with utilities and road closures that they are aware of. This group will be send only and have minimal traff

CASCADE INITIATORS	
NAME	AREA
(Initiator 1) Adrian Parker:	Top Street Stone Lane Callow Grove
(Initiator 2) Rob Naish:	Retford Road Low Street West (to Stone Lane)
(Initiator 3) Vicki Wilson:	A620 Wood Lane
(Initiator 4) Dawn Cartwright:	Low Street East (from Stone Lane) Camm's Lane
(Initiator 5) Clare Page:	Church Hill Gibbons Court Church Street Middlefield Road Glebe Close
(Initiator 6) Sue Hayden:	Top Pasture Lane Eastfields Church Close Eastfields Meadow
(Initiator 7) Sean Mendelson:	Low Pasture Lane
(Initiator 8) Jamie Nixon Dave Cooke	South Wheatley

RESOURCES WITHIN THE COMMUNITY

Include contact details for any person or resource within the community that may be able to assist in a response to an emergency.

It may be helpful to categorise these into groups e.g. buildings, communications, local businesses, sources of heavy lifting equipment, lighting, generators, pumps, sand, sand bags, transport, boats etc.

A list of resources will be available to Emergency Coordinators and a printed list will be kept in the Post Office.

SKILLS WITHIN THE COMMUNITY

Include contact details for any person within the community that may be able to assist in a response to an emergency.

It may be helpful to categorise these into groups e.g. medical (doctors, nurses, qualified first aiders etc), chemists, clergy or other faith group leaders, voluntary organisations, vets, farmers, radio amateurs.

This section could also include details of community groups or individuals such as flood wardens, neighbourhood watch, Police Community Support Officers etc.

NAME	ROLE	DAYTIME CONTACT NUMBER	24HR CONTACT NUMBER and other information
Police	Emergency	999	999
Police	Non-emergency Report and Incident	101	101
PC2479 James Pickersgill	Beat Manager	07525 226479	James.Pickersgill@Notts.Police.uk
PCSO4280 John Dale	Police Community Support Officer	07971784181	John.Dale@Notts.Police.uk
Flood Wardens	Rob Naish Clare Page	07831 881550 07442 808441	
Snow Wardens	Rob Naish James Nixon	07831 881550	
Rev. Mark Cantrill	Vicar	01777 711530	Mob.07985160694
Village Hall Keyholder	Kerry Driver	01427 884599 07748 556002	
Church Keyholder	Andrew Walster	01427 884310	
Lengthsman	c/o Rob Naish	07831 881550	
M.P.	Rt.Hon. Robert Jenrick Constituency Office	01636 612837	

LOCAL HAZARDS AND THREATS

Local areas are prone to particular hazards and threats which are best known to the local people and best identified by them.

Record here known hazards and threats.

HAZARD	LOCATION	CONTACT TELEPHONE NUMBER
Flooding	Village Beck Low Street, Sturton Road, Low Pasture Lane	Floodline: 0845 988 1188 area reps. P.8

VULNERABLE GROUPS IN THE COMMUNITY

Record here those vulnerable groups in the community that may require additional or specific assistance in the event of an emergency. This could include groups such as elderly people, people with a disability, schools, special schools, special homes, care in the community hostels and residential homes.

Name	Address	Phone number	Details of specific requirements

NB It is not recommended that details of individuals who might be defined as ‘vulnerable’ are kept in your emergency plan as it is likely that the plan will be circulated to a range of people. However, it may be worth considering identifying a person or persons to keep a secure list of individuals within the community that could be referred to during an emergency. If this is the case it is important to remember to ask the permission of the people concerned before adding them to the list.

TEMPORARY PLACES OF SAFETY

Record here details of accommodation that would be suitable for persons, including casualties, requiring temporary shelter until help arrives e.g. halls, hostels, churches etc. Local authority premises, schools, leisure/community/day centres will be opened by the local authority as appropriate.

Please refer to Appendix 2 for guidance on identifying appropriate premises that could be used as a temporary place of safety.

KEY HOLDERS NAME	ADDRESS	TELEPHONE NUMBER	FACILITIES
The Parish Church, Church Hill, North Wheatley			
Andrew Walster; Hilary Bennett, Janice Sykes,	The Parish Church,	01427 884310 01427 880596 07795 035260 01427 884877 07817 774950	Weather tight Warm after a few hours Mains electricity and water One WC Can make warm drinks No telephone No internet
The Village Hall, Sturton Road, South Wheatley			
Kerry Driver	The Village Hall S. Wheatley	01427 884599 07748556002	

SUPPORTING ORGANISATIONS CONTACT DETAILS

Nottinghamshire Emergency Planning Contact numbers

Name / Contact	Role	Daytime contact number	24hr contact number
Police	Urgent	999	999
	Non urgent	101	
Local Police	PC2479 James Pickersgill (Beat Manager)	07525 226479	
	PCSO4280 John Dale (Community Support Officer)	07971784181	
Local Fire Station		999	
Local Ambulance Station		999	
Local GP Surgeries	Leverton Surgery	01427 880223	
	Primary Health, Retford Hospital	01777 274400	
	Riverside Surgery	01777 713 330	
Bassetlaw District Council	Worksop	01909 534 999	0800 590 452
	Retford		
Nottinghamshire County Council	Customer Services	0300 500 8080	Customer services during normal office hours.
	Emergency Contact Number	0300 456 4546	Emergency Duty Team 4.30pm to 8.30am and weekends
	Highways		Emergency Duty Team 4.30pm to 8.30am and weekends 01253 502776
John Ogle	County Councillor	07770832469 01777248989	
Environment Agency	National Floodline	0345 988 1188 03708506506	
	National Hotline	0800 807060	0800 807060
NHS Direct		111	111
National Gas Emergency Service	Gas	0800 111 999	0800 111 999
National Grid	Emergencies with overhead electricity lines	0800 40 40 90	
Severn Trent Water	Sewage/burst water mains	0845 988 1188	
Environmental Health	Retford	01777 713764	
	Worksop	01909 533219	

Appendix 1

INCIDENT LOG (Nature of incident) **NAME** **DATE** **SHEET No.**

No.	Time	Name	Information	Done
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		

Appendix 2 – Identifying Appropriate Places of Safety

Name / Location of premises	
Building capacity	

HEALTH AND SAFETY:

Hazard / Risk	Adequate
Does the site provide suitable access for pedestrian and vehicular traffic (including emergency services)	Yes / No
Is the site suitably heated, lit and ventilated?	Yes / No
Does the site have running water/suitable sanitation?	Yes / No
Is furniture available, appropriate and sufficient?	Yes / No
Are fire exits unlocked and free from obstruction and are evacuation procedures etc clearly displayed / identifiable?	Yes / No
Is the site suitable for Disabled Access?	Yes / No
Does the normal purpose of the building conflict in any way with its purpose as a place of safety i.e. are any dangerous chemicals, machinery etc accessible to evacuees or staff?	Yes / No
Is there any potential slip or trip hazards present? These could include: <ul style="list-style-type: none"> • Wet floors • Unsuitable footwear / footwear wet • Loose floorboards/tiles • Uneven surfaces or changes in surface level • Cables across walking areas • Obstructions, bumps or ridges 	Yes / No
Is there any potential falls from height present in the building?	Yes / No
Will there be a staff member / key holder present at the site?	Yes / No