

Guilden Morden 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 this 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 Guilden Morden 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 Guilden Morden Emergency Plan should be initiated as follows:

1. Contact the Emergency Coordinator:

Role	Contact Name	Address and Phone No.
Parish Council Chairman	Barry Holme	Somborne Cottage, Church Street 852407

If the *Emergency Coordinator* is not available, contact the *Initial Response Team* (see step 2)

2. The Emergency Coordinator will contact the Initial Response Team:

Role	Contact Name	Address and Phone No.
Parish Council Vice-Chairman	Geoff Harper	The Chestnuts, 14 Church Street 853845
Clerk to the Parish Council	Gail Stoehr	01954 210241

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

Role	Contact Name	Address and Phone No.
Parish Councillor	Judith Davis-Roach	7 Ashwell Road 852545
Parish Councillor	Graham Dellar	7 Cannons Close 853646

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Role	Contact Name	Address and Phone No.	
Parish Councillor	Ken Lock	31 High Street	852725
Parish Councillor	Doreen Mitchell	1 New Road	852740
Parish Councillor	Ron Newman	24 Ashwell Road	852427
Parish Councillor	Denise Thorpe		853591

Follow-up Actions

Primary Assembly Point

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

Guilden Morden Village Hall, Fox Hill Road, Guilden Morden (*key holders Janet Townsend-Stojic 01763 852824 and Michael Keech 01763 853432*)

or, if the Village Hall is inaccessible, they should gather at:

Guilden Morden Congregational Church, Pound Green, Guilden Morden (*key holder Sandy Watkins 01763 852869*)

Village Resources

5. The assembled villagers 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.

Village Skills

6. The assembled villagers will assess if skills such as those of doctors, nurses and first-aiders may be relevant to the emergency and contact the appropriate providers.

The Community First Responders are Wayne Cox and Lynn Pestell and should be contacted by dialling 999

Vulnerable Groups

7. If appropriate (for example, if the emergency occurs during the day in term time), the assembled villagers will make contact with the following vulnerable groups:

Group	Contact Name	Phone No.
Guilden Morden Primary School	Fran Siddle (Office Administrator)	01763 852318
Guilden Morden Primary School	Mark Robinson (Chair of Governors)	07841 345298
Guilden Morden Pre School	Kristy Carter (Pre School Leader)	01462 743225
Members of Mobile Warden Scheme	Lynn Pestell (13 Church Lane)	01763 853461

Vulnerable Individuals

8. If appropriate and using local knowledge, the assembled villagers will make contact with vulnerable individuals in the village (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 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 Coordinator*

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	Keyholder	Phone No.
Village Hall	Fox Hill Road	Michael Keech	01763 853432

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Building	Address	Keyholder	Phone No.
Congregational Church	Pound Green	Sandy Watkins	01763 852869
St Marys Church	Church Street	Canon Shamus Williams	01763 853067

Emergency Planning Contact Numbers

Electricity	0800 783 8838
Anglian Water	0845 7145 145
Cambridge Water	0800 316 76 76
Environment Agency Emergency Number	0800 807 060
Environment Agency Floodline	0845 988 1188
County Council Flooding Helpline (NB Only activated in severe floods)	01223 718634
County Council Emergency Web Site	www.cambridgeshire.gov.uk
South Cambridgeshire District Council	03450 450 500

Incident Log

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

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