

GUILDEN MORDEN PARISH COUNCIL

(South Cambridgeshire District)

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Guilden Morden Parish Council Emergency Plan

Issue 7

October 2022

Updated Sept 2024

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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	Ken Lock	31 High Street 852725

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	Michael Chapman	4 Silver Street 852548
Clerk to the Parish Council	Ben 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

Role	Contact Name	Address and Phone No.	
Parish Councillor	Ken Lock	31 High Street	852725
Parish Councillor	Ron Newman	24 Ashwell Road	852427
Parish Councillor	Michael Chapman	4 Silver Street	852548
Parish Councillor	Tony Frost	10 Pound Green	853509
Parish Councillor	Marian Chapman	4 Silver Street	852548

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 SG8 0JF (*key holders Ken Lock 01763 852725, Graham Dellar 01763 853646, who will carry out a Risk Assessment prior to making access available to ensure that the Village Hall is sufficiently safe for use given the circumstances at the time*)

If the Village Hall is inaccessible or unavailable villagers should gather at:

Guilden Morden Congregational Church, Pound Green, Guilden Morden SG8 0JZ (*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	Office Administrator	01763 852318
Guilden Morden Primary School	Anna Fettiplace (Chair of Governors)	01763 852527
Members of Mobile Warden Scheme	Geoff Harper	01763 853845

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 SG8 0JF	<i>Ken Lock</i>	<i>01763 852725</i>
		<i>Graham Dellar</i>	<i>01763 853646</i>

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Building	Address	Keyholder	Phone No.
Congregational Church	Pound Green SG8 0JZ	Sandy Watkins	01763 852869
St Marys Church	Church Street SG8 0JF	Cynthia Worboys	01763 853217

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

