

# **Holcombe Parish Council**

## Emergency Plan

(Abridged Version)

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## 1. Issue Statement

Issue No.	Date	Author	Notes
Issue 0.1	01/12/2017	S Robinson	Abridged Document
Issue 0.1	02/03/18	S.Robinson	Abridged Document Updated

This Abridged Plan is next due for review on: November **2018**

Note:

This is the abridged version of the Emergency Plan and is intended to be viewed on the Holcombe Parish Council website. For full version of the Emergency Plan contact the Emergency Co-ordinator.

## 2. Purpose

All major emergencies will be dealt with by the emergency services, local authorities, utilities and voluntary agencies in a combined response. The full Emergency Plan is not intended to be a substitute for these services and on an emergency situation arising, the first response should always be to contact the emergency services by dialling 999.

## 3. Local Risk Assessment

The Holcombe Parish Council Emergency Plan has been drafted to respond to the risks outlined in the table below:

Ref.	Risks	Impact on Community	What can the Parish Emergency Group do to prepare?
1.	Severe Weather incl. flooding	<ul style="list-style-type: none"><li>Flooding of local streets,</li><li>Damage to property</li><li>Blocked roads.</li></ul>	Provision of shelters if required.
2.	Power Failure	<ul style="list-style-type: none"><li>Loss/partial loss to the village of electricity or gas.</li></ul>	Information supplied via Parish website, social media, Local TV and Radio and Notice Boards. Shelters available for prolonged period
3.	Communication Failure	<ul style="list-style-type: none"><li>Loss/partial loss to the village telephone communications.</li></ul>	To provide Communications for residents to contact Emergency Services only. General Information provided via Social Media, Local TV Radio. Parish website, Notice Board
4.	Major Fire	<ul style="list-style-type: none"><li>Evacuation of homes / businesses</li><li>Blockage of roads</li><li>Loss of services</li></ul>	Provision of shelter in case of evacuation. Information provided via Social Media, Local Radio/TV, Parish Notice Board

5.	Loss of Road Access	<ul style="list-style-type: none"> <li>Charlton Road,</li> <li>Brewery Lane,</li> <li>Common Lane,</li> <li>Stratton Road,</li> <li>Holcombe Hill</li> </ul>	Information provided via Social Media, Local Radio/TV, Parish Notice Board
6.	Hazardous Material Incident	<ul style="list-style-type: none"> <li>Evacuation of homes / businesses</li> <li>Blockage of roads</li> <li>Loss of services</li> </ul>	Provision of Shelter should evacuation be required when responding to Emergency Service request. Information provided via Social Media, Local Radio/TV, Parish Notice Board
7.	Pollution including: Food, Land and Air	<ul style="list-style-type: none"> <li>Evacuation of homes / businesses</li> <li>Blockage of roads</li> <li>Loss of services</li> </ul>	Assistance provided to Emergency Services as required. Information provided via Social Media, Local Radio/TV, Parish Notice Board
8.	Police Incident	<ul style="list-style-type: none"> <li>All types of Police Incidents. Criminal, Missing Person, Security, Terrorism</li> </ul>	Assistance provided to Emergency Services as required. Information provided via Social Media, Local Radio/TV, Parish Notice Board

#### 4. Key locations identified with Emergency Services as places of safety

Ref.	Building	Location	Potential Emergency Use	Contact details of key holder
1.	<b>Village Hall</b> Parish Council (Trustee) Approx 120 people Registered as a Place of Safety with Somerset Civil Contingencies Unit	Charlton Road, BA3 5EW	This is suitable for use as a Shelter with cooking facilities. It is likely to be very cold in inclement weather if electricity fails.	Steve or Margaret Blount Tel: 01761 232038
2.	<b>St. Andrews Church</b> Church owned Approx 120 people	Holcombe Hill BA3 5FR	This is suitable for use as a Shelter. No toilets available.	Revd. Clarissa Cridland Tel: 01373 812705 Gay Curtis 01761 232140

## 5. Incident Identification and Emergency Plan Initiation

If an incident arises, the following steps should be taken:

1. If an emergency arises and it is not possible to contact the emergency services straight away (or if their response may be delayed), the Holcombe Emergency Plan should be initiated by any member of the public or Parish Emergency team first Contacting the Emergency Co-ordinator.

Role	Name	Telephone	Mobile
Parish Clerk	Vickie Watts	01749 880428	07971 516916

If the Emergency Co-ordinator is not available, contact the Parish Emergency Team Commander or their deputy.

2. The Emergency Co-ordinator will contact Parish Emergency Team ‘Commander’ who will then determine if the Emergency Plan needs to be activated.

Role	Name	Telephone	Mobile
Parish Council - Chairman (Commander)	Graham Crowe	01761 233182	07880 498376
Parish Council – Vice Chairman	Stephenie Chorley	01761 233327	07532 411658

3. If the Commander decides that the Emergency Plan needs to be activated they will advise the Emergency Co-ordinator to contact the members of the Parish Emergency Team to initiate the local response. When contacting the team members consider the following contact methods in order:

- Landline telephone
- Mobile
- Group text message

Ref.	Role	Name	Telephone	Mobile
1.	Parish Councillor - Chairman	Graham Crowe	01761 568739	07880498376
2.	Parish Councillor – Vice Chairman	Stephenie Chorley	01761 233327	07532411658
3.	Parish Councillor	Sue Robinson	01761 232886	
4.	Parish Councillor	Russell Stokes	01761 233453	07903653656
5.	Parish Councillor	Terry Dumbrell	01761 233257	

6.	<b>Parish Councillor</b>				
7.	<b>Parish Councillor</b>	Trisha Jordan	01761	233132	
8.	<b>Parish Councillor</b>	Simon Brand	01761	232624	07766 598817
9.	<b>Parish Councillor</b>	Phil Gait	01761	232125	07812441223
10.	<b>Somerset Civil Contingencies Unit</b>	0300 123 2224			
11.	<b>St. Andrews Church, Holcombe</b>	Rev. Clarissa Cridland	01373	812706	

## 6. Emergency Team Actions upon Activation

1. All members of the Parish Emergency Team should gather at the Primary Assembly Point:

### **Village Hall**

Charlton lane  
Holcombe, BA3 5EW#

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

### **St. Andrews Church**

Holcombe Hill  
Holcombe, BA3 5FR

2. The Parish Emergency Team will assess the situation and an appointed member of the team will contact the appropriate emergency services

3. The Parish Emergency Team will assess prior to the emergency services arrival whether such local resources are required (and should be contacted).

4. If appropriate, and using local knowledge, members of the Parish Emergency Team will make contact with vulnerable individuals in the village (for example the disabled, elderly, housebound and parents with young children).

5. During the emergency, anyone involved in coordinating a response should keep a log of all requests for assistance and action taken, each log item being signed and dated.

## 7. Emergency Contact Numbers

Ref.	Name / Role	Daytime Contact Telephone Number	24 Hour Contact Telephone Number
1.	Emergency Services		999
2.	Police Station - Radstock		101
3.	Police Station – Shepton Mallet		101
4.	Police Station - Frome		101
5.	Primary Care Centre - Bath RUH		01225 824391 or 01225 824007
6.	Minor Injury Unit - Paulton	01761 408114	08:00 – 21:30
7.	Minor Injury Unit - Shepton Mallet	01749 341101	08:00 – 20:00

8.	Minor Injury Unit - Frome	01373 454770	08:00 – 23:00
9.	Somerset Civil Contingencies Unit		0300 123 2224
10.	Environment Agency		0870 858 6506
11.	National Grid - Gas		105
12.	National Grid – Electricity		105
13.	Wessex Water		0345 6004600
14.	Bristol Water		0345 7023797
15.	Highways Agency		0300 1235000

## 8. Snow & Ice Advice

You can clear snow and ice from pavements yourself. It's unlikely that you'll be sued or held responsible if someone is injured on a path or pavement if you've cleared it carefully.

### How to clear snow and ice


When you clear snow and ice: -

- do it early in the day - it's easier to move fresh, loose snow
- don't use water - it might freeze and turn to black ice
- use salt if possible - it will melt the ice or snow and stop it from refreezing overnight
- (but don't use the salt from salting bins as this is used to keep roads clear)
- You can use ash and sand if you don't have enough salt - it will provide grip underfoot
- pay extra attention when clearing steps and steep pathways - using more salt may help

## 9. Household Emergency Checklist

# HOUSEHOLD EMERGENCY CHECKLIST

## WHAT YOU WILL NEED TO GET BY



### Your Household

Address: .....

.....

.....

Names and phone numbers: .....

.....

.....

Important phone numbers: .....

.....

.....

**Police, Fire, Ambulance: dial 999**

District Council: .....

Other: .....

### Your Getaway Kit

Everybody in your house should have a small bag for a getaway kit, ready for evacuation. In addition to essential emergency items, this kit should include:

**Family Documents**

- Birth and marriage certificates
- Driver's licenses and passports
- Insurance certificates
- Family photographs

**Personal Items**

- Towels, soap, toothbrush and sanitary items
- A change of clothes

### Emergency Survival Items

If you prefer to keep your emergency kit items in the house for everyday use, make sure you know where to find them, if an emergency occurs.

**Food and Water - enough for 3 days or more**

- Bottled water (at least 3 litres per person per day)
- Water for washing and cooking
- Non perishable food (canned or dried)
- Can opener
- An alternative source of cooking

Check and replace food regularly

**Other Emergency Items**

- Essential medicines
- Waterproof torches and batteries
- AM/FM radio – wind up or with spare batteries
- First aid kit essential medicines
- Toilet paper
- Pet supplies
- Blankets or sleeping bags
- Wind and rainproof clothing
- Strong shoes for outdoors
- Sun protection

**Supplies for babies and small children**

- Food, formula and drink
- Change of clothing and nappies
- Favourite toy or activity

**Other supplies**


- Hearing and sight aids
- Mobility aids
- Asthma and respiratory aids
- Special food needs

**For more information visit [www.somerset.gov.uk/](http://www.somerset.gov.uk/)**

## GO IN, STAY IN, TUNE IN



## 10. Household Emergency Plan



### HOUSEHOLD EMERGENCY PLAN

COMPLETE THIS PLAN WITH ALL MEMBERS OF YOUR HOUSEHOLD

<p>1. If we cannot get home or contact each other, we will meet or leave a message at: .....</p> <p>2. The person responsible for collecting the children from school is: Name:..... Contact details:..... Name (back up):..... Contact details:.....</p> <p>3. The person responsible for checking the emergency items is: .....</p> <p>4. The radio station to tune to for information is: .....</p> <p>5. In an emergency we will, <b>GO IN, STAY IN, TUNE IN</b>, unless advised otherwise. We will need to be prepared to look after ourselves for up to 3 days or more. In an emergency we will: <b>Stop, Think and Respond</b> <b>Get our Emergency Survival items</b> <b>Listen to the radio for advice and information</b></p>	<p>6. If we have to evacuate our home we will: <b>Take our Getaway Kit and Essential Emergency items</b> <b>Turn off water, electricity and gas</b></p> <p>7. Neighbours that may need our help or can help us: Name:..... Address:..... Phone:.....  Name:..... Address:..... Phone:.....  Name:..... Address:..... Phone:.....</p> <p>8. A plan of our house showing places to shelter e.g. flooding, exits, assembly area and where to turn off water, electricity and gas:</p>
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**PLAN OF OUR HOUSE**

