



THURGARTON PARISH COUNCIL

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THURGARTON PARISH COMMUNITY EMERGENCY PLAN

Introduction

The purpose of this Thurgarton Emergency Plan (TEP) plan is to help the community prepare for any emergency and minimise its impact should they be affected.

All major emergencies are to be dealt with by the emergency services, local authorities, utilities and voluntary agencies in a combined response.

The Parish Council is not an emergency service. It is not trained, equipped, empowered or resourced to be so. In an emergency, the response from the community should generally be confined to looking after the welfare of the people in it or helping to maintain the infrastructure.

However, in extreme conditions such as heavy snow or flooding, there is the possibility that there will not be an immediate response from emergency services. In such circumstances the initial response may rely entirely on local people. In this circumstance the TEP will be invoked, this plan is a co-ordinated and planned response depending upon local people to provide communication and suitable action depending upon need, and is ultimately in place to address the welfare of the village residents.

What to do if you identify an emergency:-

- **If an emergency occurs, the first action should always be to contact the Emergency Services by dialling 999, then, if this emergency could affect other villagers, please contact your Co-ordinator or Base, see list below.**
- **If you identify an emerging or non 999 emergency then please contact your Co-ordinator or Base, see list and contact details below.**

Co-ordination

Under the auspices of the Parish Council, and for the purposes of the TEP a number of residents have volunteered for several roles - Base and Deputy Base, and the village has been sub-divided into 6 areas, each of which has a Co-ordinator and a Deputy Co-ordinator. 10 volunteers are also available including those who can offer first aid. These Co-ordinators and volunteers can only be mobilised on the instruction of Base.

Base will act as a decision maker and a means of communication between all of the various agencies – Blue Light Services, Notts County Council, Internal Drainage Board, Newark & Sherwood District Council, Nottingham City Transport, Highways, Severn Trent water, Environment Agency, Utility companies, BT and Network rail – as well as communication with Co-ordinators, Deputy Co-ordinators and Volunteers. Base will also keep an incident log of all emergencies, and will arrange a de-brief after each emergency with all suitable people. Deputy Base will act as a deputy to Base when they are not available and may be directed by Base to undertake suitable tasks as required.

Co-ordinators will act as a means of communication between residents in their area and Base, and will be deputised by the Deputy Co-ordinators as required. Co-ordinators will provide Base with on-site situation reports as required in an emergency.

In an emergency Co-ordinators, Deputy Co-ordinators and Volunteers may be directed by Base to address particular tasks including road closure (only where properly trained to do so), the need for assistance for villagers or the need for repair to local infrastructure.

All village residents are asked to observe and report any issue to their area Co-ordinator or to Base in the event of an emergency.

Contacts	Home Tel. No.	Mobile No.
Base – Toni Smith Deputy Base – Ian Edwards	830215 830681	07798 765772 07528 700787
Area 1 – The Park Brian Oliver – Co-ordinator Steve Wilson - Deputy Co-ordinator	830233 830354	07881 095800 07837 334721
Area 2 – Main St Katie Chan – Co-ordinator Suzanne Still – Deputy Co-ordinator	830070 831202	07595 431747 07740 150100
Area 3 – The Stables incl outlying areas Ian Kirk – Co-ordinator Helen Barton – Deputy Co-ordinator	None 830082	07976 712431 07799 341742 or 07969 375584
Area 4 – Priory Park Peter King – Co-ordinator Terry Cooney – Deputy Co-ordinator	831156 830517	07725 327231 None
Area 5 – Beck St / Station Rd Tina Tsoukatos – Co-ordinator Stewart Mee – Deputy Co-ordinator	830371 830493	07850 370786 07855 608370
Area 6 – Bleasby Rd Jon Fryer – Co-ordinator Michael Bobyn – Deputy Co-ordinator	830777 830509	07787 533934 None

Assembly Points / Emergency Centres

The following places can act as assembly points or emergency centres; the actual location used will depend on the nature and location of any emergency.

THE VILLAGE HALL – BLEASBY RD
Keyholder / Contact: <ul style="list-style-type: none"> ▪ Annie Duquemin – 01636 831051 or 07971 170854 ▪ Jim Ward – 01636 830307 or 07710 082757

THURGARTON PARISH CHURCH
Keyholder / Contact: <ul style="list-style-type: none"> • Linda Morgan – 01636 830559 or 07414 829705 • Ian Edwards – 01636 830681 or 07528 700787

Communication and Process

On receiving notification of an incident or major emergency affecting the community Base will commence a telephone cascade process meaning that attempts will be made to contact all households in the village that are signed up to the Thurgarton Emergency Plan (TEP). Base, or Deputy Base on instruction by Base, will call each of the 6 Co-ordinators, and each Co-ordinator will start to call their list of households within the village.

The telephone cascade process has been set up for those residents who have provided their contact information. The system is dynamic and any households expressing an interest in the future can be added to the process. It has been emphasised that the first priority is to make sure that each resident is safe and sound in their own property before helping out in the community.

As required, Base will request assistance from a number of volunteers who have made themselves available in the event of an emergency, these tasks to include road closures, where suitable training has been provided, removal of debris, mounting flood protection (eg. flood guards / pumps / generators). Base will also have access to a variety of resources that households have offered in the event of an emergency. Signing up to the TEP simply means that each household will receive information not that they have volunteered to undertake any activities.

Resources/Skills within the Community

Residents have offered the following resources (contact details are known to Base who, with the help of the 6 co-ordinators, will request resource as required):	There is a locked Resilience Store located near to Tonic with a range of resources as below. Only designated volunteers may access these resources.
<ul style="list-style-type: none">▪ Temporary accommodation▪ Tractor▪ Lifting equipment▪ Several 4x4 vehicles▪ Pumps▪ Generators▪ Trailers▪ Chainsaws▪ Boat▪ Hydraulic Jacks▪ Doctors▪ Nurses	<ul style="list-style-type: none">▪ High visibility jackets and trousers▪ Wellington boots, gloves▪ Hard hats▪ Road cones▪ Sandbag trolley▪ Sandbag shovels▪ Aqua sacs▪ Plastic sandbags▪ Bags of Salt

In addition there is a Neighbourhood Watch Scheme, the co-ordinator is Jim Ward, tel. 01636 830307 or 07710 082757.

The Thurgarton Village Email Service is also available, the co-ordinator for this service is Darryl North, regular contact at info.thurgarton@gmail.com. However, in an emergency, Toni Smith, acting as Base, will have access to the village email distribution list and would, where appropriate, send out emails during an emergency situation.

Vulnerable People in the Community

A number of vulnerable people have been identified and details are with Base and the 6 co-ordinators who will contact them in the telephone cascade process and offer any additional assistance that may be required.

These residents fall into one or more of the following categories:

- Elderly
- Mobility / capability problems
- Impaired vision

Local Hazards/Threats

Hazard	Location	Contact
Railway Line	Outskirts of village	Network Rail
Thurgarton Beck	Beck St	TVIDB
Sewage Pumping Station	Station Rd	Severn Trent plc
Overhead Power Lines	Throughout the village	Network operator
Telephone Lines	Throughout the village	BT
Roads (2 school buses)	Throughout the village	Emergency Services
Large Trees	Corner Farm & Station Road	Newark & Sherwood DC Incident room (after 5 pm)
Drain Covers	Throughout the village	Severn Trent plc

Supporting Organisations Contact Details

Many organisations have online resources and information which may be helpful to village residents. The Environment Agency in particular has a flood notification service and downloadable resources which can be used to prepare your own household.

Organisation	Tel. No.
Emergency Services	999
Local Police – Keith Crowhurst	101
County contact for Highways, paths etc.	03005 008080
Environment Agency - Floodline	0845 988 1188
TV Internal Drainage Board (Newark)	01636 704371 (office hours)
Severn Trent (24 hours)	0800 783 4444
British Telecom	0800 800151

Network Rail	08457 114141
NHS Direct	Dial 111 (changed from 0845 4647)
National Grid (Gas)	0800 111 999
Newark & Sherwood DC	01636 650000 (will be directed to incident room)
NSDC Risk & Resilience	01636 655944
Electricity (Western Power Distribution)	0800 056 8090 – will become 0800 678 3105

For more information about how a household can become more resilient, preparing for emergencies, knowing what to do in an emergency and preparing an emergency kit please see <http://www.nottinghamshire.gov.uk/caring/emergencies/emergencyplanning/readytoreact/>. There is also a template Household Emergency plan available on the Thurgarton website (www.thurgarton.org.uk) that can be used to prepare for an emergency.

Distribution of Emergency Plan

- A copy of the TEP to be posted on the village web site.
- A copy to be provided to each of the local residents who have volunteered to be part of the Thurgarton Emergency Plan (TEP).
- A copy to be provided to Newark & Sherwood District Council and Nottinghamshire County Council Emergency Planning – to be put on their websites and made available through a password to Emergency Services

Incident Log

Base will keep a log of all requests for assistance or actions taken using the Incident Log shown in Appendix 1.

Appendix 1

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

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