



Rampton & Woodbeck Parish Council

Emergency Plan

1. Introduction

Our Emergency Plan has been updated several times since it was first introduced in 1970's. Originally based on County Council advice and initially intended for a war scenario, since the end of the Cold War, this threat has largely disappeared, but we still have to consider situations where a major incident could occur. For example:

- Flooding (including River Trent burst river banks)
- A major fire
- Adverse Weather (roads blocked by snow/ice, fallen trees in highway)
- Electricity cut (as occurred in December 1990 for approximately 7 days in heavy snow)
- The result of an air crash
- Airborne pollution or explosion from an industrial source (Power Station)
- Rampton Hospital Patient Escape
- A Terrorist Incident
- Political Unrest/Rioting
- Outbreak of Epidemic Infectious Disease
- Outbreak of War

Whilst it is hoped that none of these events take place, it is best to have an up-to-date Emergency Plan, just in case.

Under normal circumstances the provision of assistance for any major incident would be provided by the emergency services via the Fire, Police and Ambulance services. The Emergency Plan does not replace their authority or need. However, when these services are not available, as was the case in the 1990 power cut, then it is most important that we are in a position to help ourselves as a community. The purpose of the plan is to cater for these extreme circumstances which may prevent the emergency services from reaching the scene immediately.

In such cases, the Emergency Plan can help our community to be prepared and minimize the impact of the incident. However, our Parish Council is **not** an emergency service. It is not trained, equipped, empowered or resourced to be so. In an emergency, **the first course of action should be to dial 999**. The response from the community should generally be confined to looking after the welfare of people in it and helping to maintain the operation of its infrastructure.

2. Definition

An emergency is described as a major disruption to electricity, water, telecommunication and highway access for the whole community lasting at least 6+ hours or causing a danger of health and safety to our community.

3. Aims

- To provide short term help whilst awaiting the arrival of the emergency services.
- To assist the emergency services and provide them with local information.
- To organize local relief operations in the longer term if outside help is not available.

4. 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 Emergency Plan should be initiated as follows:

1. **Contact the Emergency Coordinator** who has been appointed by the Parish Council to have overall control of the situation. The Emergency Coordinator will Contact the Initial Response Team. Should the Emergency Coordinator be unavailable or uncontactable, contact the Chairman of the Council.

2. **Contact the Chairman of the Council** who will Contact the Initial Response Team. Should the Chairman not be available or uncontactable, contact another member of the Initial Response team.

Notification of an emergency may come from various sources, from the emergency services, local authorities, local media or our community itself. If the details of the incident are received from a source other than the emergency services or local authorities, then the person receiving the notification must contact the emergency services to ensure they are aware. The Emergency Coordinator will act as decision maker and be the means of communication between all the various agencies, including the Initial response team, emergency services, utility companies, District and County Council and Transport/Highways.

The initial response team will then act as a communication means with the residents in the parish.

Communication between members of the public, volunteers involved with the emergency, the Emergency Coordinator and the Initial Response team will be mostly by email, mobile phone or landline.

The person coordinating shall keep an incident log of all requests for assistance or action taken.

If the Internet is operational and accessible, the Rampton & Woodbeck Community Facebook Group Page may be utilized to contact people to raise awareness of the situation.

5. **Initial Response Team**

It shall be made up of the persons listed in **Appendix A**. This includes the Emergency Coordinator and other volunteers, which may include members of the Parish Council and its employees (should they wish to be included).

6. **Primary Assembly Point**

All residents who are willing and able to help in the emergency should gather at the **primary** assembly point:

**Rampton Village Hall
Manor Grounds
Rampton**

Or, if the village hall is inaccessible, they should gather at **secondary** assembly point:

**Woodbeck Community Centre
Chadwick Walk
Woodbeck**

The chosen Assembly Point shall act as Control Headquarters for the emergency response team volunteers.

7. **Vulnerable Groups**

The vulnerable groups will be contacted by the Initial Response Team to offer additional assistance if required. The persons affected may fall into one or more of the following categories:

- Elderly
- Infirm, Disabled or Housebound
- Mobility Problems
- Capability Problems
- Impaired Hearing
- Impaired Vision
- Single Parent Families
- Families with Babies and young children under 5
- People living alone

Additionally, if the emergency occurs in the day time or in school hours the following additional vulnerable groups will be contacted:

- Rampton Primary School

8. **Resources**

A list of available resources which residents have volunteered to make available should the need arise is kept in

Appendix B. These resources may include:

- Defibrillators, located at Village Hall, Community Centre and Laneham Street.
- Vans, Lorries, Tractors, Trailers, 4x4 Vehicles & Boats
- Lifting Equipment, Ladders, Scaffolding, Hydraulic Jacks, Shovels, Spades and Axes
- Snow Plough, Salt Spreader & Snow Shovels
- Portable Lighting, Heating & Generators
- Bottled Gas and appliances
- Pumps, Sandbags, Sand, Buckets, Ponds, Streams, Wells
- Portaloos, Bedding, Tents, Tarpaulins, Camp Beds, Mattresses, Marquees & Caravans
- Petrol, solid fuel and oil
- Chainsaws, welding equipment
- First Aid Kits, Gloves, goggles, Safety Helmets and Hi-Viz Jackets
- Trolley's, Wheelbarrows & Road Cones
- Food & Drink
- People with Storage – Barns, Out-Buildings, Garages etc

9. Skills

A list of volunteers with certain skills, who are available should the need arise is kept in **Appendix C.** These skills may include:

- Builders, Plumbers, Electricians, Joiners, Mechanics, Welders, Caterers
- Doctors, Dentists, Nurses, First Aiders, Vets, Psychotherapists, Midwives, Chemists
- Serving/Retired Police, Fire Fighters, Paramedics
- Serving/Retired Armed Forces
- Radio Enthusiasts
- Rotarians, Lions, Freemasons, Guides & Scouts

10. Temporary Shelters

In the event of the need of temporary shelter for people, a 1st Aid centre for casualties or a morgue for the deceased, the one or more of the following buildings may be made available:

- Rampton Village Hall
- Woodbeck Community Centre
- All Saints Church, Rampton
- Rampton Primary School

The person coordinating the emergency response team shall advise which location is to be used as either a temporary shelter or first aid reception centre for casualties, or a mortuary, depending on the need at the time of the particular incident.

11. Distribution of Emergency Plan

The Master Copy of this Plan shall be kept and updated by the Clerk to the Parish Council in the Emergency Plan Archive folder, up-to-date copies of the plan shall be kept in the following locations:

- The Parish Defibrillator Kiosks located at:
 - Rampton Village Hall
 - Woodbeck Community Centre
 - Holme Farm, Laneham St, Rampton
- Village Noticeboard (The Wooden Unlocked one)
- **Emergency Coordinator**
- Each Member of the Parish Council
- Clerk to the Council
- Village Warden
- Village Hall Warden
- **Downloadable on the Internet** – Parish Council webpage on Bassetlaw District Council Website.

12. Rampton Hospital

Sirens are installed in the villages around Rampton High Security Hospital. On the 1st Friday of each month the sirens are tested and the sounds are the same as when an emergency condition exists:

- Intermittent Siren - On initiation of an escape
- Long Single Siren - sounding the 'All Clear' patient returned to custody

phone number Rampton Hospital 01777 248321

13. Incident Log

During the emergency, the person coordinating the response shall keep a log of all requests for action and assistance. The log will be essential to form part of a report which may be required later on. The Incident Log Template is **Appendix E**

Guidelines for the Response Team

1. Warning/Raising Awareness

In the case of a situation where the Emergency Services cannot attend for more than 6 hours. The Volunteers on the Response team shall spread awareness of the incident, priority will be given to contacting the vulnerable groups and the volunteers with the skills and resources, each person contacted should be asked to spread awareness if possible to neighbours and friends by phone. The incident will also be promoted actively on Social Media. If the internet and/or the phone lines are down, the parish noticeboards can be used in addition of word of mouth. A battery powered PA or Loud Speaker could be used.

Keep Calm and encourage others to remain calm, pass on accurate facts to minimize exaggeration or distortion. The response team should estimate/gather:

- The Nature of the Emergency and requirements
- Number of injured people
- Number of dead people
- Number of damaged properties
- Number of homeless people or those needing evacuation
- Number of properties affected by loss of power and/or water
- Notify the appropriate authorities of the gathered information at the earliest convenience

2. Warning/Raising Awareness (See Appendix F 'Maps' Coloured Zones)

The Parish may be broken down into the following zones:

- Rampton: **Green** Zone: Treswell Road from Sundown Adventureland to Greenside
- Rampton: **Purple** Zone: Greenside Avenue, Greenside, Village Centre, Shop, Pub, Laneham Street
- Rampton: **Orange** Zone: The Pastures, Torksey Street, Green Road to Laneham Street, including Church, Main Street, Pinder Park to the School
- Rampton: **Blue** Zone: Woodbeck Crossroads Retford Road, School, Mill House, Peacehaven to Gem Travel
- Woodbeck: **Purple** Zone: Estate Brick Gate Posts, Galen Ave, Simon Close, Flemming Drive, Burden Cresc
- Woodbeck: **Green** Zone: Retford Road.
- Woodbeck: **Blue** Zone: Dendy Drive, Darwin Drive, Chadwick Walk, Nightingale Way & Cavell Close

3. Road Blocks(See Appendix F 'Maps')

The Parish may be sealed off, if required, at the following locations:

- Rampton, after Sundown Adventureland on Treswell Road
- Rampton, Laneham Street at Goldenholme Lane
- Rampton, Pinder Park Entrance at Retford Road
- Rampton, Torksey Ferry Road just past East End Court
- Woodbeck/Rampton Crossroads

- Woodbeck North Beck, near Ashley Lane

4. Evacuation (See Appendix F 'Maps')

The Parish may be evacuated, dependent on conditions, via the following roads:

- Laneham Street
- Treswell Road
- Retford Road Rampton
- Retford Road Woodbeck
- By Air Ambulance from:
 - Rampton, Pinder Park
 - Rampton, Churchyard North of Rampton Village Hall
 - Woodbeck, Grass Open Space surrounding Dendy Drive
 - Woodbeck, Football Ground, St Lukes Way
 - Rampton School Playing-field
- An on-foot evacuation could be via the Torksey Viaduct over the Trent
- If necessary evacuation can be made via Torksey Ferry Road to Laneham

5. Food & Drink

Short term emergencies would not cause a problem, medium term emergencies could be catered for in either the Village Hall, Community Centre, School as these have catering facilities. Long term emergencies may need the assistance of an outside agency to assist with the supplies, such as the WRVS, Red Cross, Foodbank.

6. Annual Update

The Emergency Plan shall be kept up-to-date, reviewed no less than once a year, with the existing copies replaced whenever updates are made. The master electronic copy shall be kept by the Clerk to the Parish Council.

Document Adopted by the Parish Council on 15.01.2018, updated following Emergency Plan Meetings, master copy last updated: **20.11.2018**

NOTE APPENDIX's A, B & C Are Confidential, copies are held by the Clerk to the Council, Emergency Coordinator and the Initial Response Team Members

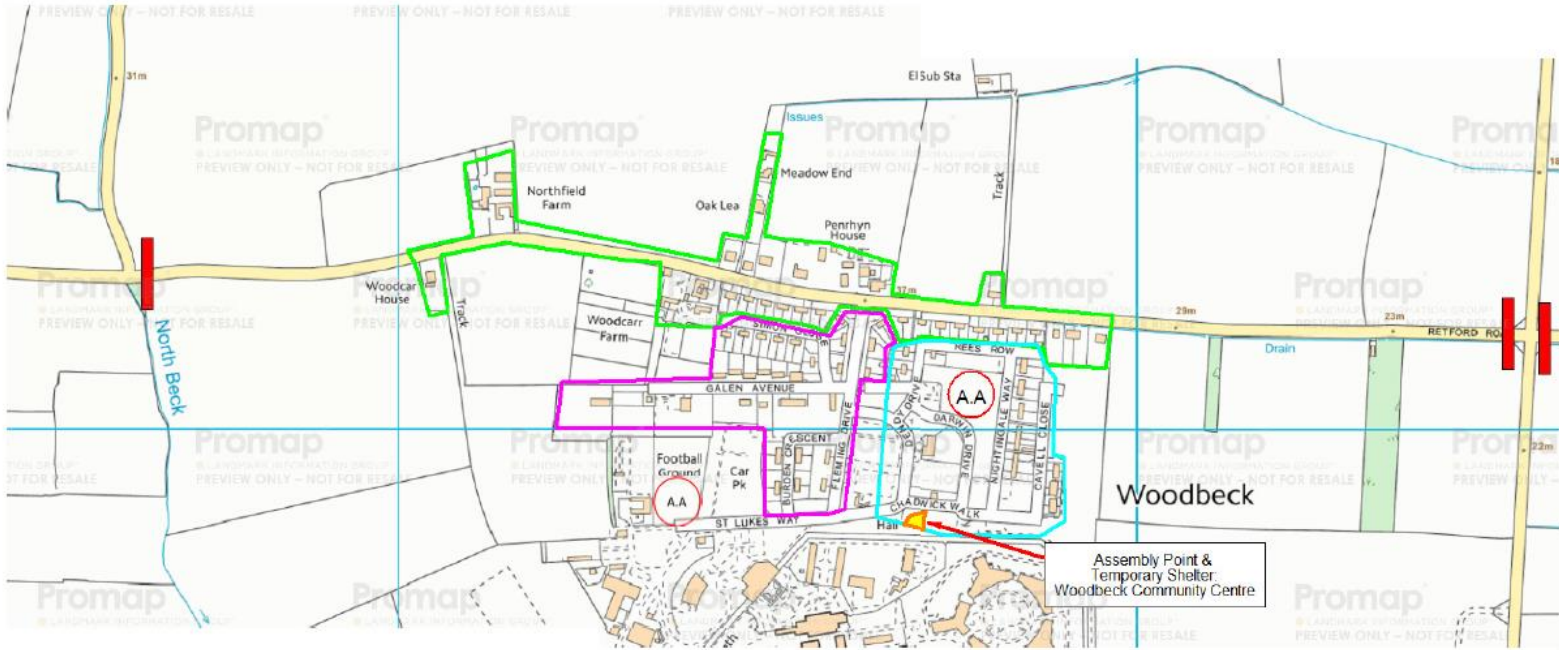
Appendix “D”

Emergency & Essential Services

Name	Role	Telephone
Emergency Services	Police, Fire, Ambulance, Coastguard, Cave & Mountain Rescue	999
Non-Emergency Service	Non-urgent Police	101
Non-Emergency Service	Non-Urgent NHS	111
Electricity	Power Cut	105
Environment Agency (EA)	Floodline	0345 988 1188
Environment Agency (EA)	Environmental Incident Hotline	0800 80 70 60
Highways Agency	24 hr	0300 123 5000
Notts County Council	Highways Emergency - Between 8pm - 8am Monday to Friday, weekends and Bank Holidays	01253 502776
Notts County Council	emergency marriage registrations only for special marriage licences (death-bed marriages) where health has suddenly deteriorated, between 8pm - 8am Monday to Friday, weekends and Bank Holidays	0115 977 3674
Notts County Council	Social Care Emergencies, you suspect a child, a vulnerable adult is being abused, someone with a mental health crisis or home carer has not arrived at bedtime - Between 5.30pm - 8am Monday to Thursdays, 4.30pm Friday to 8.30am Monday, or Bank Holidays please phone our Emergency Duty Team	0300 456 4546
Notts County Council	General Phone number – Mon to Fri 8am to 8pm and Sat 8am to 12noon	0300 500 80 80
Trent Valley Drainage Board	Flooding or Blocked Drains/Dykes owned by Trent Valley (see blue lines on Enclosed Maps)	01636 704371
Bassetlaw District Council	Emergency Line	01909 534999
A1 Housing	Emergency Line – Emergency Repairs	0800 590 542
Rampton Primary School	Main Office Number	01777 248251
Rampton Hospital	Main Office Number Stuart Lee Estates Manager – Will Change April 2018	01777 247687 01777 247687
Cottam Power Station	John Lacey EDF Estates Manger	01522 894029 07875 115504
Notts 4x4 Responders	https://www.notts4x4response.uk/about-us/ Chairman@notts4x4response.uk	
Anglian Water	Water Leak or Loss of Water Supply	0800 169 3630
Severn Trent Water	Sewage Leak/Sewer Flooding	0800 783 4444
North Leverton Surgery	Local Doctors & Nurses	01427 880223
County Councillor	John Ogle - Headon Manor, Green Spots Lane, Headon, DN22 0RQ	01777 248989 07968 091770
District Councillor	Teresa Critchley - Yew Tree Lodge, Grove, Retford, DN22 0RJ	01777 702478 07930 506270

Appendix "E" Maps

Map 1



A.A Suggested Air Ambulance Landing points

Red Bar Suggested Road Block locations

Cyan/Green/Magenta Lines Areas edged in colour – blocks of housing for door knocking to provide emergency information.

Map 2



A.A Suggested Air Ambulance Landing points

Red Bar Suggested Road Block locations

Blue/Green/Purple Edges Areas edged in colour – blocks of housing for door knocking to provide emergency information.