

Hardwick Parish Council Emergency Plan

Issue 1

FEBRUARY 2020

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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 Hardwick 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 Hardwick Emergency Plan should be initiated as follows:

1. *Contact the Emergency Coordinator:*

Role	Contact Name	Address and Phone No.
Parish Council Chairman	Tony Gill	53 Egremont Road 211108

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	Pauline Joslin	39 St Neots Road 07801 577014
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	Ackbar Joolia	57 St Neots Road 07968 099072
Parish Councillor	Stephen Rose	6 Sadlers Close 01223 200501

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Role	Contact Name	Address and Phone No.	
Parish Councillor	Ian Giddings	134 Limes Road	211397
Parish Councillor	Dean Wellbelove	120 Limes Road	211388
Parish Councillor	Alan Everitt	2 Sadlers Close	212322

Follow-up Actions

Primary Assembly Point

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

RECREATION GROUND SPORTS AND SOCIAL CLUB (*key holders* Lindsey Haynes - 07477 859222 and Lisa Montique - 07810372393 *who will carry out a Risk Assessment prior to making access available to ensure that the Sports and Social Club is sufficiently safe for use given the circumstances at the time*)

If the Recreation Ground Sports and Social Club is inaccessible or unavailable villagers should gather at:

HARDWICK COMMUNITY PRIMARY SCHOOL *Limes Road* 01954 210070

Out of hours key holder Alison Turner 01954 211591

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.

The Initial Response team may hold a list of resources which is not openly published.

Hardwick Village Shop and the Women's Institute have prior agreed to provide/ serve refreshments where needed and may be contacted on the below:

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Londis Village Shop: 01954 210437

Women's Institute: Anne Jones XXX

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.

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.
Hardwick Primary School	Ms Kate Thompson (Headteacher)	01954 210095
Hardwick Pre School	Sharon Griffiths	01954 212823

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.

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.
Sports and Social Club, The Pavilion, Egremont Rd, CB23 7XN		Lindsey Haynes Lisa Montique -	07477 859222 07810372393
Hardwick Primary School	Limes Rd, Hardwick, Cambridge CB23 7RE		01954 210070

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Building	Address	Keyholder	Phone No.
St Marys Church	Main Street, Hardwick	Rev Alison Myers	01954 212815
		Thelma Westbury (Warden) 4 Sudeley Grove	
		Janet Hayman (Warden) 145 Bramley Way	

Pandemic volunteer group

Hardwick Network

is a group of local volunteers offering support to the village community during the COVID-19 crisis

Hardwick Network supports all members of the village, especially those self-isolating or shielding.

Volunteers can provide help with

- collecting and delivering shopping
- collecting prescription medications
- keeping in contact on the phone

You can contact the Network to ask for help in the following ways:

- Call the volunteer listed on the #HardwickViralKindness postcard delivered through your front door
- Email Hardwick.Network@gmail.com
- Call Ruth Enge (coordinator) on 07814 358181

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	0345 988 1188

South Cambridgeshire District Council 03450 450 500

Website address: <https://www.scambs.gov.uk/>

All initial contact should be made with South Cambridgeshire District Council.

Emergency Planning manager for South Cambridgeshire District Council:

Paul Parry paul.parry@cambridge.gov.uk or via the phone number above.

County Council Emergency Web Site www.cambridgeshire.gov.uk

If contact is required with Cambridgeshire County Council the Contact Centre can be contacted (Office Hours) on 0345 045 5200 or the Website:

www.cambridgeshire.gov.uk (24/7) giving details of services