

[BINGHAM TOWN COUNCIL]
COMMUNITY EMERGENCY PLAN

This Plan is next due for review on

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THE COMMUNITY EMERGENCY PLAN

1 Introduction

- 1.1 All major emergencies are dealt with by the Emergency Services, Local Authorities, Utilities and Voluntary Agencies in a combined response. In extreme conditions such as heavy snow and flooding, there is a possibility that the emergency services may not be able to reach the scene immediately.

In such circumstances, the initial response may rely entirely on local people.

A Community Emergency Plan can help a community prepare for an emergency and minimise its impact should they be affected.

- 1.2 Communities may have access to people or resources that allow them to respond to specific incidents that may affect a particular locality. Details of the role these people may play and how they will be contacted may be included in the Community Emergency Plan.
- 1.3 This plan template will aid Community Group leaders and their communities in developing an emergency plan. The template is not intended to be prescriptive and each community or group should feel free to amend the template to suit their needs as appropriate.

2 The Community Emergency Plan

- 2.1 Set out below is some useful advice to help you complete and maintain your Community Emergency Plan:

1. Keep copies of the document to a minimum. Ensure each of the nominated co-ordinators receives a copy.
2. Record the information clearly, handwritten documents are acceptable but must be legible.
3. Do not automatically assume that people will be happy to have their personal details included in the plan. You are strongly urged to consult individuals to seek their agreement to be included.
4. Treat the document as confidential and store it in a secure location.
5. Keep the plan up to date. Check and review contents at least once a year.
6. Once the plan is completed it should be issued and the community should be made aware of the plan. Individuals with a specific role highlighted in the plan should be well briefed.
- 7. If an emergency occurs your first action should always be to contact the emergency services by dialling 999.**

DISTRIBUTION

Emergency Co-ordinator / Plan Author:	BINGHAM TOWN COUNCIL BINGHAM TOWN CLERK
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Distribution List:

NAME	ADDRESS	CONTACT NUMBER	EMAIL ADDRESS
BINGHAM TOWN COUNCILLORS	AS PER ATTACHED LIST	AS PER ATTACHED LIST	AS PER ATTACHED LIST
BINGHAM LIBRARY	EATON PLACE, BINGHAM	01949 837905	bingham.library@nottsc.gov.uk
NOTTS COUNTY COUNCIL	COMMUNITY RESILIENCE TEAM	01159 773471	emergency.planning@nottsc.gov.uk
RUSHCLIFFE BOROUGH COUNCIL	CIVIC CENTRE PAVILION ROAD WEST BRIDGFORD NOTTINGHAM NG2 5FE	01159 819911	

WHAT TO DO IF AN EMERGENCY OCCURS – INITIAL ACTIONS

3 Contact the Emergency Services

- 3.1 It is vital that in the event of an emergency situation affecting all or part a community the initial action is to telephone 999.

Follow instructions given by the emergency services or local authority supported by information included in this plan.

- 3.2 If contact with Nottinghamshire Police, Nottinghamshire Fire and Rescue Service and East Midlands Ambulance Service NHS Trust is not possible or the response is likely to be substantially delayed the Community Emergency Plan should be used to assist the local response until help arrives.

4 Activate Call Out / Cascade

- 4.1 In an emergency the emergency services want **clear, concise information as soon as possible**. Try to use the time available awaiting their response to obtain further information and if there is any additional information telephone the emergency services again to update them, as this might affect the resources they deploy.
- 4.2 Until help arrives and without endangering yourself or other local people contact the appropriate members of the community listed in the plan and ask them to report to the agreed assembly point.
- 4.3 When the emergency services or local authority are on scene try to make contact with them and explain who you are and what your role is.

ACTIVATING THE COMMUNITY EMERGENCY PLAN

5 Notification of an emergency

- 5.1 Notification of an emergency may come from various routes, from the emergency services, local authority, local media or from the community itself. It is important to ensure your group has a procedure in place to record details of any incident and activate its emergency plan.

If details of an incident are received from a source other than the emergency services or local authority then those receiving the notification must contact the emergency services to ensure they are aware of the incident. This may require making a 999 call.

6 Coordinators

- 6.1 On receiving notification of an incident or major emergency affecting the community, the Emergency Coordinator should contact those people identified to help respond.

The following people have been identified to co-ordinate the local response:

NAME	TELEPHONE NUMBER	MOBILE NUMBER
TOWN CLERK	01949 831445	
TOWN MAYOR CURRENTLY CLLR. MRS. M.STOCKWOOD	01949 875778	All as per current Town Guide
DEPUTY TOWN CLERK/TOWN MAYOR	All as per current Town Guide	All as per current Town Guide

7 Assembly point

- 7.1 All members of the community willing to help should gather at:

(Location of assembly point e.g. church hall) **OLD COURT HOUSE**

- 7.2 In the event that this location is inaccessible the following will be used:

(Location of alternative assembly point) **1.BUTT FIELD SPORTS PAVILION OR TOWN PAVILION (NOTICES WILL BE PLACED ON TOWN COUNCIL NOTICE BOARDS)**

- 7.3 Anyone involved in coordinating a response should keep a log of all requests for assistance or action taken. An example incident log that can be used to record this information is included at Annex 1.

COMMUNICATION

In an emergency it is important to ensure that the community is kept informed both during and after an event. To make this effective it is suggested that a cascade system is put in place with named people taking responsibility for notifying others, who in turn notify further members of the community.

It is suggested that the maximum number that any person should be responsible for notifying is five to ensure a timely flow of information.

NAME	NOTIFYING	CONTACT DETAILS
(Initiator 1) TOWN CLERK	1. DEPUTY CLERK 2. OFFICE MEMBER 1 3. OFFICE MEMBER 2 4. CARETAKER 5. GROUNDSTAFF	1. See current details 2. attached on separate 3. sheet 4. 5.
(Initiator 2) CURRENT MAYOR	1. DEPUTY MAYOR 2. COMMITTEE CHAIRMEN 3. 4. 5.	1. See current details 2. attached on separate 3. sheet 4. 5.
(Initiator 3) COMMITTEE CHAIRMEN	1. COMMITTEE MEMBERS 2. 3. 4. 5.	1. See current details 2. attached on separate 3. sheet 4. 5.
(Initiator 4) COMMITTEE MEMBERS	1. COMMUNITY GROUPS 2. SCHOOLS 3. RELIGIOUS ESTABLISHMENTS 4. 5.	1. As per current Town 2. Guide & Buttercross 3. Magazine 4. 5.
(Initiator 5)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

RESOURCES WITHIN THE COMMUNITY

Include contact details for any person or resource within the community that may be able to assist in a response to an emergency.

It may be helpful to categorise these into groups e.g. buildings, communications, local businesses, sources of heavy lifting equipment, lighting, generators, pumps, sand, sand bags, transport, boats etc

Resource available	Contact	Contact Number	24hr?
Church House (building & catering)	Church Member	01949 839507	
Methodist Church Hall (building & catering)	Church Member	01949 876912	
Butt Field Sports Pavilion (administration)	Butt Field Sports Club	01949 837946	
Town Pavilion (administration)	Bingham Rugby Club	01949 875231	
All Schools (Accommodation & catering)	As per current Town Guide		
Leisure Centre (Accommodation & catering)	Manager	01949 838628	
Women's Institute Hut (catering)	Manager	01949 839093	
Bowling Club (building & catering)	Member	01949 838320	
Fire Station	Fire Officer	01949 839581	
Local Farmers (heavy lifting equipment, tractor, trailers)	See attached List		
Local Business Community (various)	Bingham Business Club	01949 838439	
Police	PC Beat Officer	07525 226487	
Sand/sandbags etc. Builders Merchant	Sercon	01949 869625	
Locks/nuts/screws/rope/tape/catering supplies etc.	Handicentre	01949 837201 01949 836279	

SKILLS WITHIN THE COMMUNITY

Include contact details for any person within the community that may be able to assist in a response to an emergency.

It may be helpful to categorise these into groups e.g. medical (doctors, nurses, qualified first aiders etc), chemists, clergy or other faith group leaders, voluntary organisations, vets, farmers, radio amateurs.

This section could also include details of community groups or individuals such as flood wardens, neighbourhood watch, Police Community Support Officers etc.

Name	Role	Daytime contact number	24hr contact number
Bingham Health Centre	Medical	08444 773999	All as per current Town Guide
Chemists	Medical	01949 839978	“
Clergy	Spiritual Support		“
Buttercross Veterinary Centre	Animal welfare	01949 837571 or 01159 110144	“
Neighbourhood Watch	Voluntary Group	0115940099 x 6261	“
Rotary	Voluntary Group	01949 877968	“
Inner Wheel	Voluntary Group	01949 875778	“
Scouts	Voluntary Group	01949 875057	“
Lions	Voluntary Group	01949 843034	“
Police	Community Support / Traffic Management	07525 226487	
Bingham Fire Station	Management of fire / chemical spillage / rescue	01949 839581	“
Bingham Heritage Trails Association	Voluntary Group	01949 831575	“
Guides	Voluntary Group	01158 770994	“
Girls' Brigade	Voluntary Group	01919 875116	“
A.N.Other	Voluntary Group		“

LOCAL HAZARDS AND THREATS

Local areas are prone to particular hazards and threats which are best known to the local people and best identified by them.

Record here known hazards and threats.

HAZARD	LOCATION	CONTACT TELEPHONE NUMBER
Railway/ Road Hazardous Loads	Railway through Bingham East to West	
Railway crossings	Moor Lane Chapel Lane Church Lane Cogley Lane	

VULNERABLE GROUPS IN THE COMMUNITY

Record here those vulnerable groups in the community that may require additional or specific assistance in the event of an emergency. This could include groups such as elderly people, people with a disability, schools, special schools, special homes, care in the community hostels and residential homes.

NAME	ADDRESS	CONTACT NUMBER	DETAILS OF ANY SPECIFIC REQUIREMENTS
	Moorlands, Moor Lane		
	Chestnut Avenue – sheltered accommodation		
	Wynhill Court, Wynhill		
	Local Knowledge via neighbours		
	Nursing Home, Moor Lane		
	Rosary, East Street		
	Harrison Court, Wychwood Road		

NB It is not recommended that details of individuals who might be defined as 'vulnerable' are kept in your emergency plan as it is likely that the plan will be circulated to a range of people. However, it may be worth considering identifying a person or persons to keep a secure list of individuals within the community that could be referred to during an emergency. If this is the case it is important to remember to ask the permission of the people concerned before adding them to the list.

TEMPORARY PLACES OF SAFETY

Record here details of accommodation that would be suitable for persons, including casualties, requiring temporary shelter until help arrives e.g. halls, hostels, churches etc. Local authority premises, schools, leisure/community/day centres will be opened by the local authority as appropriate.

Please refer to Appendix 2 for guidance on identifying appropriate premises that could be used as a temporary place of safety.

KEY HOLDERS NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS
Manager	Butt Field Sports Pavilion	01949 837946		
Manager	Town Pavilion	01949 875231		
Manager	Women's Institute Building	01949 839093		
Manager	Old Church House	01949 839507 or 01949 837786 or 01949 838430		
Manager	Bowling Club Premises	01949 838320 Or 01949 877102		
Manager	Bingham Leisure Centre	01949 838628		

SUPPORTING ORGANISATIONS CONTACT DETAILS

Nottinghamshire Emergency Planning Contact numbers

Name / Contact	Role	Daytime contact number	24hr contact number
Emergency Services		999	999
Local Police Station		101 07525 226487	
Local Fire Station		01949 839581	
Local GP Surgeries		08444773999	
District/Borough Council Emergency Contact Number		All as per Town Guide attached	
Nottinghamshire County Council Emergency Contact Number	24 hours / 7 days emergency contact number	0115 977 3674	0115 977 3674
Environment Agency	Floodline	0845 988 1188	
Environment Agency	Incident Hotline	0800 807060	0800 807060
NHS Direct		0845 4647	0845 4647
National Grid	Gas	0800 111 999	0800 111 999
Utility companies			

Appendix 1

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

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

Appendix 2 – Identifying Appropriate Places of Safety

Name / Location of premises	Bingham Women's Institute 7 Station Street, Bingham.
Building capacity	100

HEALTH AND SAFETY:

Hazard / Risk	Adequate
Does the site provide suitable access for pedestrian and vehicular traffic (including emergency services)	Yes
Is the site suitably heated, lit and ventilated?	Yes
Does the site have running water/suitable sanitation?	Yes
Is furniture available, appropriate and sufficient?	Yes
Are fire exits unlocked and free from obstruction and are evacuation procedures etc clearly displayed / identifiable?	Yes
Is the site suitable for Disabled Access?	Yes
Does the normal purpose of the building conflict in any way with it's purpose as a place of safety i.e are any dangerous chemicals, machinery etc accessible to evacuees or staff?	No
Is there any potential slip or trip hazards present? These could include: <ul style="list-style-type: none"> • Wet floors • Unsuitable footwear / footwear wet • Loose floorboards/tiles • Uneven surfaces or changes in surface level • Cables across walking areas • Obstructions, bumps or ridges 	No
Is there any potential falls from height present in the building?	No
Will there be a staff member / key holder present at the site?	Yes

Appendix 2 – Identifying Appropriate Places of Safety

Name / Location of premises	Bingham Bowling Club, The Dovecote, Long Acre, Bingham.
Building capacity	50

HEALTH AND SAFETY:

Hazard / Risk	Adequate
Does the site provide suitable access for pedestrian and vehicular traffic (including emergency services)	Yes
Is the site suitably heated, lit and ventilated?	Yes
Does the site have running water/suitable sanitation?	Yes
Is furniture available, appropriate and sufficient?	Yes
Are fire exits unlocked and free from obstruction and are evacuation procedures etc clearly displayed / identifiable?	Yes
Is the site suitable for Disabled Access?	Yes
Does the normal purpose of the building conflict in any way with it's purpose as a place of safety i.e are any dangerous chemicals, machinery etc accessible to evacuees or staff?	No
Is there any potential slip or trip hazards present? These could include: <ul style="list-style-type: none"> • Wet floors • Unsuitable footwear / footwear wet • Loose floorboards/tiles • Uneven surfaces or changes in surface level • Cables across walking areas • Obstructions, bumps or ridges 	No
Is there any potential falls from height present in the building?	No
Will there be a staff member / key holder present at the site?	Yes

Appendix 2 – Identifying Appropriate Places of Safety

Name / Location of premises	Butt Field Sports Pavilion
Building capacity	100

HEALTH AND SAFETY:

Hazard / Risk	Adequate
Does the site provide suitable access for pedestrian and vehicular traffic (including emergency services)	Yes
Is the site suitably heated, lit and ventilated?	Yes
Does the site have running water/suitable sanitation?	Yes
Is furniture available, appropriate and sufficient?	Yes
Are fire exits unlocked and free from obstruction and are evacuation procedures etc clearly displayed / identifiable?	Yes
Is the site suitable for Disabled Access?	Yes
Does the normal purpose of the building conflict in any way with it's purpose as a place of safety i.e are any dangerous chemicals, machinery etc accessible to evacuees or staff?	No
Is there any potential slip or trip hazards present? These could include: <ul style="list-style-type: none"> • Wet floors • Unsuitable footwear / footwear wet • Loose floorboards/tiles • Uneven surfaces or changes in surface level • Cables across walking areas • Obstructions, bumps or ridges 	No
Is there any potential falls from height present in the building?	No
Will there be a staff member / key holder present at the site?	No

Appendix 2 – Identifying Appropriate Places of Safety

Name / Location of premises	OLD CHURCH HOUSE
Building capacity	2 separate rooms 45x20ft & 24x18ft.

HEALTH AND SAFETY:

Hazard / Risk	Adequate
Does the site provide suitable access for pedestrian and vehicular traffic (including emergency services)	Yes
Is the site suitably heated, lit and ventilated?	Yes
Does the site have running water/suitable sanitation?	Yes
Is furniture available, appropriate and sufficient?	Yes
Are fire exits unlocked and free from obstruction and are evacuation procedures etc clearly displayed / identifiable?	Yes
Is the site suitable for Disabled Access?	Yes
Does the normal purpose of the building conflict in any way with it's purpose as a place of safety i.e are any dangerous chemicals, machinery etc accessible to evacuees or staff?	No
Is there any potential slip or trip hazards present? These could include: <ul style="list-style-type: none"> • Wet floors • Unsuitable footwear / footwear wet • Loose floorboards/tiles • Uneven surfaces or changes in surface level • Cables across walking areas • Obstructions, bumps or ridges 	No
Is there any potential falls from height present in the building?	No
Will there be a staff member / key holder present at the site?	No

Appendix 2 – Identifying Appropriate Places of Safety

Name / Location of premises	TOWN PAVILION
Building capacity	100 standing 60 seated

HEALTH AND SAFETY:

Hazard / Risk	Adequate
Does the site provide suitable access for pedestrian and vehicular traffic (including emergency services)	Yes
Is the site suitably heated, lit and ventilated?	Yes
Does the site have running water/suitable sanitation?	Yes
Is furniture available, appropriate and sufficient?	Yes
Are fire exits unlocked and free from obstruction and are evacuation procedures etc clearly displayed / identifiable?	Yes
Is the site suitable for Disabled Access?	Yes
Does the normal purpose of the building conflict in any way with it's purpose as a place of safety i.e are any dangerous chemicals, machinery etc accessible to evacuees or staff?	No
Is there any potential slip or trip hazards present? These could include: <ul style="list-style-type: none"> • Wet floors • Unsuitable footwear / footwear wet • Loose floorboards/tiles • Uneven surfaces or changes in surface level • Cables across walking areas • Obstructions, bumps or ridges 	No
Is there any potential falls from height present in the building?	No
Will there be a staff member / key holder present at the site?	Yes