

# Westhorpe Village

## Emergency Plan

### Version 1.1

**Signed for and on behalf of Westhorpe Parish Council**

**David Barker :**

*D. Barker*

**Date:**

*4.7.2017.*

## FOREWORD

Westhorpe Parish Council has produced a plan to enable the village to respond to certain types of emergency incidents that will need to be dealt with locally.

The village is not required to represent or replace any of the normal Emergency Services (Police, Fire, Ambulance) who will continue to respond to and deal with local emergencies.

The plan, however, is intended to put formal and organised arrangements in place to make it possible for residents of Westhorpe to support and supplement the Emergency Services and Local Council, as and when necessary.

This version of the plan has been specifically prepared for the general public. A more detailed plan, outlining information on resources and administrative procedures in the event of a major incident, is held in a separate document for use by the Emergency Management Committee appointed by the Parish Council.

The Parish Council encourage residents to read this Plan and will be pleased to receive any comments, suggestions and feedback that anyone may have.

## INTRODUCTION

The purpose of this plan is:

- To provide a list of emergency contacts (Appendix A)
- To provide a course of action to be taken by anybody involved in an emergency incident in Westhorpe that may put people, property or animals at risk.
- Ensure everything is in place to deal with the incident
- Ensure everything is done to maintain the safety, health and general well being of local residents, particularly those who are most vulnerable
- To ensure there is a good liaison with the emergency services, local council and other agencies
- To ensure people are kept protected, well informed, and reassured with minimum disruption to their everyday lives.

In general, if an emergency occurs in the village, the normal Emergency Services (Fire, Police, Ambulance) will respond and then deal with the incident(s).

There may, however, be some occasions when the Emergency Services may not be able to respond straightaway and residents may need to help themselves.

## EMERGENCIES

If anyone is involved in an emergency incident in the village or in someone's home, then they should in **ALL Cases** immediately **RING 999 (Police, Fire Brigade, Ambulance)**.

For the same response, people can also **RING 112** from a mobile phone.

Do not assume that someone has taken action, it is better that the initial response is duplicated than not given at all.

## **NON-EMERGENCIES**

In cases where help is required, but it is not an emergency, then people should **RING 101** (Police) and **RING 111** (NHS)

## **DEALING WITH INCIDENTS**

When an incident occurs, it is important to assess the level of emergency, i.e.:

1. **MINOR:** A more localised incident where normal procedures are likely to be adequate.
2. **MAJOR:** The nature and extent of the emergency is such that the number and type of casualties/persons involved requires more than a normal level of response.

In **ALL** instances immediately **RING 999** and describe the level of emergency and follow the instructions given by the emergency service.<sup>1</sup> If necessary, take further appropriate action until the emergency services arrive.

*NOTE: In the event of a medical emergency involving a suspected heart attack, a defibrillator is located exterior to the Village Hall. It is advisable to inform the emergency services that this unit is available for use. Voice activated instructions on the unit itself will guide users through its application.*

In the event of severe weather conditions, i.e. extreme heat, cold, wind damage, fallen trees, snow blockage or where you require local assistance, please contact a **Central Emergency Co-ordinator** via the following:

- |                   |              |  |
|-------------------|--------------|--|
| a) David Barker   | 07876 496064 | <a href="mailto:david@ejbarker.co.uk">david@ejbarker.co.uk</a>                 |
| b) Roy Barker     | 07876 496063 | <a href="mailto:roy.barker@midsuffolk.gov.uk">roy.barker@midsuffolk.gov.uk</a> |
| c) Patrick Barker | 07876 496067 | <a href="mailto:patrick@ejbarker.co.uk">patrick@ejbarker.co.uk</a>             |

*NOTE: A detailed list of additional emergency contacts, e.g. GP surgeries, vets, hospitals etc. can be found on the village website: [westhorpe.onesuffolk.net](http://westhorpe.onesuffolk.net).*

As Westhorpe is a small village with a fairly tight knit community, we do not require an elaborately publicised emergency plan. It is not required by law but, when implemented, can prove to be of great assistance to the emergency services and locals alike.

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<sup>1</sup> In the event of a loss to public utility supply, residents should first contact their local supplier, i.e. telephone, internet, electricity, water, fuel (vehicle and heating) etc.

The Emergency Management Committee will activate its detailed emergency plan when contacted by one of the Emergency Services or Mid Suffolk District council Emergency Planning Department.

Should there be a need to evacuate people for a length of time, the Village Hall will be utilised with assistance given by available volunteers nominated by the Emergency Committee. If you do have to be evacuated you may need to bring with you warm clothing, a blanket, medication, etc. Remember to turn off the water; anything cooking or electric fires etc and to lock the house.

In all circumstances, the elderly, young and vulnerable take priority. By good neighbourly care and attention and with the assistance of the Emergency Management Committee and individual volunteers, most situations can be dealt with.

NOTE: Anyone reliant on electricity for their medical equipment or health should check with their carer, nurse or doctor that they are on the EDF list as a priority reconnection.

#### **SHARING INFORMATION**

For most incidents, the Village Hall, Westhorpe Hall and St Margaret's Church will be used as a general focal point for updates from the Emergency Management Team. Various other methods of communicating important information, such as the Village Web Site, Neighbourhood Watch, Farm Watch and the different forms of social media will also be considered.