

# Normandy Parish Council

Serving Our Community through working in Partnership

## NORMANDY EMERGENCY PLAN 2022 / 2023

All major emergencies will be dealt with by the emergency services, local authorities, utilities and voluntary agencies. The Emergency Plan is not intended to be a substitute for these services and, in the event of an emergency **the first course of action should always be to contact the emergency services by dialling 999.**

### Purpose

The purpose of the Normandy Parish Council Emergency Plan is to cover extreme circumstances, (for example, heavy snowfall or flooding) that may prevent the emergency services from reaching the scene immediately. In such cases the initial response may rely on the residents of the Parish.

This Plan documents how Normandy Parish Council would respond in an emergency situation e.g. while awaiting the assistance of statutory authorities / emergency services, or in support of them. It is not the role of the community to take on the responsibilities of these agencies e.g. to save life, to take any risks to themselves or to cope for long hours without agencies' help and support.

### Objectives

To increase resilience within the local community before, during and after emergencies, and to link into the county and borough councils', and emergency services' emergency response structures. The Parish Council have:

- identified the risks to the community and relevant response actions
- identified the need of vulnerable people / groups in the community
- identified resources in the community available to assist during an emergency. Provide contact details for Normandy Parish Council, key community resources, the Emergency Services and utilities and County and Borough Councils.

Appendix A includes emergency contact numbers for use as required

### Initial Response Actions

If an emergency arises and it is not possible for the emergency services to respond straight away, or it is not possible to contact the emergency services, the Normandy Emergency Plan should be initiated:

#### 1. Contact the Emergency Co-ordinator/Deputy Co-ordinator

Contact Name	Role	Contact Number
NAME		
The <b>Emergency Co-ordinator</b> will contact the <b>Deputy Co-ordinator</b>		

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NAME		
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The Emergency Plan and Emergency Kit (appendix C) will be held within the container on Manor Fruit Farm. Cllr NAME will hold a key to the container. In the event of Cllr NAME being unavailable, a key holding Officer will be contacted from the list supplied to the Emergency Co-ordinator and the Deputy Co-ordinator.

## The Co-ordinator will contact the Response Team

If the Emergency Co-ordinator and the Deputy Co-ordinator are not available,  
contact the Response Team (step 2)

## 2. Response Team

Contact Name	Role	Contact Number
Amanda Pick	Clerk to the Council	

## Follow-up Actions

### 1. Assembly Point

All volunteers should gather at the Assembly Point, as advised by the Response Team: TBC with NVH

Normandy Village Hall

Manor Fruit Farm

Normandy

GU3 2DT

In the event of an emergency incident requiring evacuation from a given area of the Parish, the Local Response Team will advise volunteers accordingly and designate the safest area/temporary shelter for residents to be evacuated to, as at Appendix B.

(This may include venues outside of the Parish boundary).

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## 2. Village Resources and Skills

The Local Response Team and volunteers will assess if resources such as four wheel drive vehicles are relevant to the emergency and contact the appropriate provider as listed in the Volunteers Register.

The Local Response Team and volunteers will assess if medical assistance is relevant to the emergency and contact the relevant provider listed in the Volunteers Register.

In the event of loss of telephones/mobile networks /computer access it may be necessary to contact messengers as listed in the Volunteers Register.

## 3. Vulnerable Groups

If appropriate contact will be made with the following vulnerable groups:

List school, nurseries, care homes

## 4. Incident Handling

During an emergency, anyone involved in co-ordinating a response should keep a log of all requests for assistance and any action taken. A supply of log sheets will be included with the Plan when issued.

The Emergency Co-ordinator will liaise with the emergency services and will be responsible for cascading progress/news to the Response Teams, including instructions to stand-down.

## 5. Possible Emergencies and Risk Assessment

Risk assessment of the types of emergencies that would have an impact on our community and how local emergency planning could help.

Type of emergency	Potential risk	Actions to address risks	Risk
Mains electricity power failure during cold weather	Residents with no access to power for a prolonged period of time. Most vulnerable are those with only electric power, heat, and cooking facilities. Also older residents, the sick and very young are most at risk in cold conditions.	Identify residents most at risk.	HIGH

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Road Closures	Flooding Fallen trees Accidents	How to get people to hospital when safe to do so	HIGH
Train crash	Loss of life, damage to properties	Call on emergency services Help when safe to do so	MEDIUM
Drain Flooding	People getting trapped in their home by flood water	Get out dry if possible, re-enter when safe to do so	MEDIUM
Extreme weather Storm damage, high winds, drought flood or snow.	Loss of life, damage to properties	Call on emergency services Help when safe to do so	HIGH
Wildfire	Loss of life, damage to properties	Call on emergency services Help when safe to do so	HIGH
Pandemic/illness	Threat to life	Stay indoors; let emergency service do their job	HIGH
Terror Attack; gun bomb driver	Threat to life	Call 999 and obey guidance	LOW
Plane, helicopter crash (Normandy is on the Flight Path)	Threat to life	Call 999 and obey guidance	LOW
Cyber Attack	No one able to access money communications	Contact Network providers	HIGH
Sink hole	Threat to life, damage to properties	Call 999 and obey guidance	HIGH

**The Emergency Plan will be reviewed yearly at the May Annual Council Meeting**

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## Appendix A - Emergency telephone numbers

### NORMANDY PARISH COUNCILLORS

Names & contacts details (address and phone numbers)

Check all numbers up to date

Police/Ambulance/Fire 999

SURREY COUNTY COUNCIL

Office Hours 03456 009 009

Highways Emergencies 0300 200 1003

GUILDFORD BOROUGH COUNCIL

Office Hours 01483 505050

Out of Office Hours 01483 564821

Civil Emergency 01483 300249

Flooding and Sandbags 01483 455091

Environmental Health (inc stray dogs) 01483 564821

Health and Community Care 01483 444371

WATER AND FLOODING

Environment Agency

Flooding Emergency Hotline

03459881188

Thames Water – Water Leaks 0333 000 3330

Thames Water – Sewer Related Flooding 0800 316 9800

South East Water – Office Hours 0333 000 0002

South East Water – Out of Office Hours 0333 000 0365

GAS

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National Gas Emergency

Smell of Gas or Carbon Monoxide

Pipeline strike - even if no leak

0800 111 999

## ELECTRICITY

UK Power Networks – emergency line

UK Power Networks are responsible for high voltage overhead electricity lines.

Action should be taken immediately for any potential hazard on or near an overhead electricity line:

Evacuate the area and warn passers-by and contact the emergency number

0800 31 63 105

National Grid 0800 40 40 90

Power Cuts/Power Cut Queries 105

## MOD

Defence Training Estate Training Area 01483 798357

Senior Range Officer for Ash Ranges 01252 325233

HQ Aldershot Garrison Guardroom 01252 348158

## MEDICAL

Frimley Park Hospital 01276 604604

Royal Surrey County Hospital 01483 721122

Ash Vale Health Centre 01252 317551

## OTHER

FARNBOROUGH AIRPORT 01252 379000

DEFRA 03459 335577

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NAME (TREE SURGEON) 01483 000000

## Appendix B - Temporary Shelters

**Normandy Village Hall**, Manor Fruit Farm, Glaziers Lane, Normandy GU3 2DT

Initial contact

Hall Manager: Jon Pick 07836250099

Emergency contact

Chairman: Roshan Bailey 07887851047

**Wyke School**, School Lane, Normandy GU3 2HS

Office Number: 01483 811197

Emergency contact: TBA

**Normandy Cricket Club**, Hunts Hill Road, Normandy GU3 2AH

Emergency contact: TBA

### Note:

All contact details for the temporary shelters and the facilities available will be kept with the Emergency Plan.

All contact details for volunteers will be kept with the Emergency Plan

## Appendix C – Emergency kit checklist

Copy of the Emergency Plan

Whistle

Battery radio, with spare batteries

Torch with spare batteries

Candles and matches

First Aid Kit

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High vis x5