

# Woodborough Emergency Plan

Version 8.1: 29<sup>th</sup> October 2012

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## Distribution

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<b>Emergency Plan Co-ordinator</b>	<b>Nick Blinston</b>
<b>On Site Incident Co-ordinator</b>	<b>Sue Walker</b>

### Distribution List:

<b>Name</b>	<b>Address</b>	<b>Contact Number</b>	<b>Email address</b>	<b>Flood Warden</b>
Nick Blinston	18 Bank Hill	953 2197 07948984403	<a href="mailto:nickblinston@btinternet.com">nickblinston@btinternet.com</a>	Yes
Richard Pannell	34 Bank Hill	965 3849 07860394101	richardjpannell@yahoo.co.uk	Yes
Vivien Sadler	6 Westfield Lane	965 4729 07794579620	v.sadler@btopenworld.com	
Sue Walker	5 The Meadows	965 3912 07985 218667	sue@inkraft.co.uk	Yes
Anne Rose	1 Pinfold Close	965 2866 07729 169136	donrose@doctors.org.uk	
Charles Wardle	The Old Forge 119 Main Street	965 2219 07973 751801	cw@freshopps.co.uk	Yes
Bob Steel	Ploughmans Avenue	965 3321 07974 291210	steellucy@hotmail.com,	
Margaret Briggs	6 Holme Close	965 4433 07752 028527	marbri1955@hotmail.com	Yes

## What to do if an emergency occurs – Initial Actions

### 1. Contact the Emergency Services

- 1.1 It is vital that in the event of any emergency situation affecting all or part of Woodborough the initial action is to telephone 999

Follow instructions given by the emergency services supported by information contained in this plan

- 1.2 If contact is not possible or the response is likely to be substantially delayed the Woodborough Emergency Plan should be used to assist the local response until help arrives

### 2. Activate Call Out/Cascade

- 2.1 In an emergency the emergency services want clear and concise information as soon as possible. Try and use the time available awaiting for their response to obtain further information. If there is additional information telephone the emergency services to update them, as this might affect the resources they deploy
- 2.2 Until help arrives and without endangering yourself or other people, contact the appropriate members of the community listed in the plan and ask them to report to the **emergency store at the village hall or other appropriate place depending on emergency**
- 2.3 When the emergency services are on the scene try and make contact with them and explain who you are and your role

## Activating the Emergency Plan

### 3. Notification of an Emergency

- 3.1 It is important to record details of any incident, follow up action and activation of emergency plan.

### 4. Co-ordination

- 4.1 On receiving notification of an incident or major emergency affecting Woodborough members of the Emergency Planning Committee should contact those people identified to help respond
- 4.2 An individual will be identified as designated co-ordinator during an emergency, who would be the central point of contact and if possible freed up to maintain this role. The co-ordinator to make contact with Nottinghamshire County Council's Emergency Planning team to ensure all contact is made via them.
- 4.3 The co-ordinator's role is time limited, especially at night or over a long period. In these case the co-ordinator should identify somebody to pass the role onto and ensure that the Emergency Planning Team and others involved are made aware of the handover.

The following people have been identified as either members of the Woodborough Emergency Planning Committee or key people able to respond:

Name	Address	Contact Number	Email address
Nick Blinston	18 Bank Hill	953 2197 07948984403	<a href="mailto:nickblinston@btinternet.com">nickblinston@btinternet.com</a>
Richard Pannell	34 Bank Hill	965 3849 07860394101	<a href="mailto:richardjpannell@yahoo.co.uk">richardjpannell@yahoo.co.uk</a>
Vivien Sadler	6 Westfield Lane	965 4729 07794579620	<a href="mailto:v.sadler@btopenworld.com">v.sadler@btopenworld.com</a>
Sue Walker	5 The Meadows	965 3912 07985 218667	<a href="mailto:sue@inkraft.co.uk">sue@inkraft.co.uk</a>
Anne Rose	1 Pinfold Close	965 2866 07729 169136	<a href="mailto:donrose@doctors.org.uk">donrose@doctors.org.uk</a>
Charles Wardle	The Old Forge 119 Main Street	965 2219 07973 751801	<a href="mailto:cw@freshopps.co.uk">cw@freshopps.co.uk</a>
Bob Steel	Ploughmans Avenue	965 3321 07974 291210	steellucy@hotmail.com,

Margaret Briggs	6 Holme Close	965 4433 07752 028527	<a href="mailto:marbri1955@hotmail.com">marbri1955@hotmail.com</a>
Geoff Baggaley	1 Roe Hill	07976 792116	
David Hallam	Fergus Lea Bonner Hill	07779 178988	
Mike Batt	Welcombe Lingwood Lane	965 4623 07791 072677	<i>Awaiting confirmation regarding involvement</i>

## 5. **Emergency Store**

5.1 All members of the community willing to help should gather at the Emergency Store, Village Hall or other venue decided on the day

5.2 Key Holders for the Emergency Store are as follows:

Nick Blinston  
Margaret Briggs  
Viv Sadler  
Sue Walker  
Charles Wardle  
Anne Rose  
Richard Pannell

5.3 For contents of Emergency Store see Appendix 2

## 6 Resources/Skills within the Community

<b>Resource/Skills Available</b>	<b>Contact</b>	<b>Details</b>
<b>Tractor Services, Shelt Hill</b>	Simon Smith 0115) 965 4277	Tractors, 4 x 4s, trailers, generators
<b>4 x 4, lorry, tractor, trailer, telescopic lift.</b>	Roger Holehouse, 35 Main Street (0115) 965 2810	
<b>Farm equipment</b>	John Charles-Jones Park Farm, Foxwood Lane (0115) 965 4748  07950 002999 07957 890640	

## Woodborough Local Hazards and Threats

<b>Hazard and location</b>	<b>Action</b>
Drains, dyke, manhole covers and culverts on Main Street	To keep public out of water. Note any hazards in the water, such as vortexes and report to emergency services  Flood wardens to activate the setting up road signs as agreed in protocols and risk assessment
TSW Gas Bottles etc	To keep public out of area

### Temporary Places of Safety

Location address	Key holders name	Telephone number	Mobile number	Email address
<b>Nags Head Main Street Woodborough NG14 6DD</b>		<b>9654885</b>		
<b>Four Bells 87 Main Street Woodborough NG14 6EA</b>		<b>9656670</b>		
<b>Woodborough Hall 1 Bank Hill Woodborough NG14 6EF</b>		<b>9654466</b>		
<b>Woodborough Village Hall</b>	<b>Details of code for entry to be kept in the Emergency Store</b>			



## Supporting Organisations Contact Details

Name/Contact	Role	Daytime contact number	24hr contact number
Emergency services	Police, fire and ambulance	999	999
Local Police Station (Arnold)		0300 300999	0300 300999
Calverton Medical Centre		0115 9657 801	0115 9652 294
Gedling Borough Council		0115 9013 901 Mon-Thurs 08:00 to 17:15 Fri 08:00 to 16:45	0800 096 0306 Mon-Thurs 17:15 to 08:45 Weekends and Bank Holidays 16:45 to 08:45 (Fri to Mon)
Nottinghamshire County Council Emergency Contact Number	24 hours/7 days emergency contact number	0115 977 3471	0115 977 3471
Environment Agency	Floodline	0845 988 1188	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
National Grid – Electricity	High voltage tower, overhead electric lines, substation	0800 40 40 90	0800 40 40 90
National Grid – Electric (Western Power Distribution)	Other electrical emergency	0800 056 8090	0800 056 8090
Severn Trent	24 hour emergency only	0800 783 4444	0800 783 4444
Highways Agency	Urgent road safety	0300 500 8080	0300 500 8080
Woodborough Wood School		0115 9652136	

# Appendix 1

Incident Log Nature of Incident \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_ Sheet No. \_\_\_\_\_

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

## **Appendix 2 List of items in Emergency Store (29<sup>th</sup> October 2012)**

**4 x wheelbarrows**

**12 x cones plus lights and batteries**

**6 x spades**

**14 x pairs of gloves**

**3 x large windup torches**

**2 x small windup torches**

**3 x hard hat**

**6 x Hi Visibility Jackets**

**2 x strips of barrier tape**

**Knife**

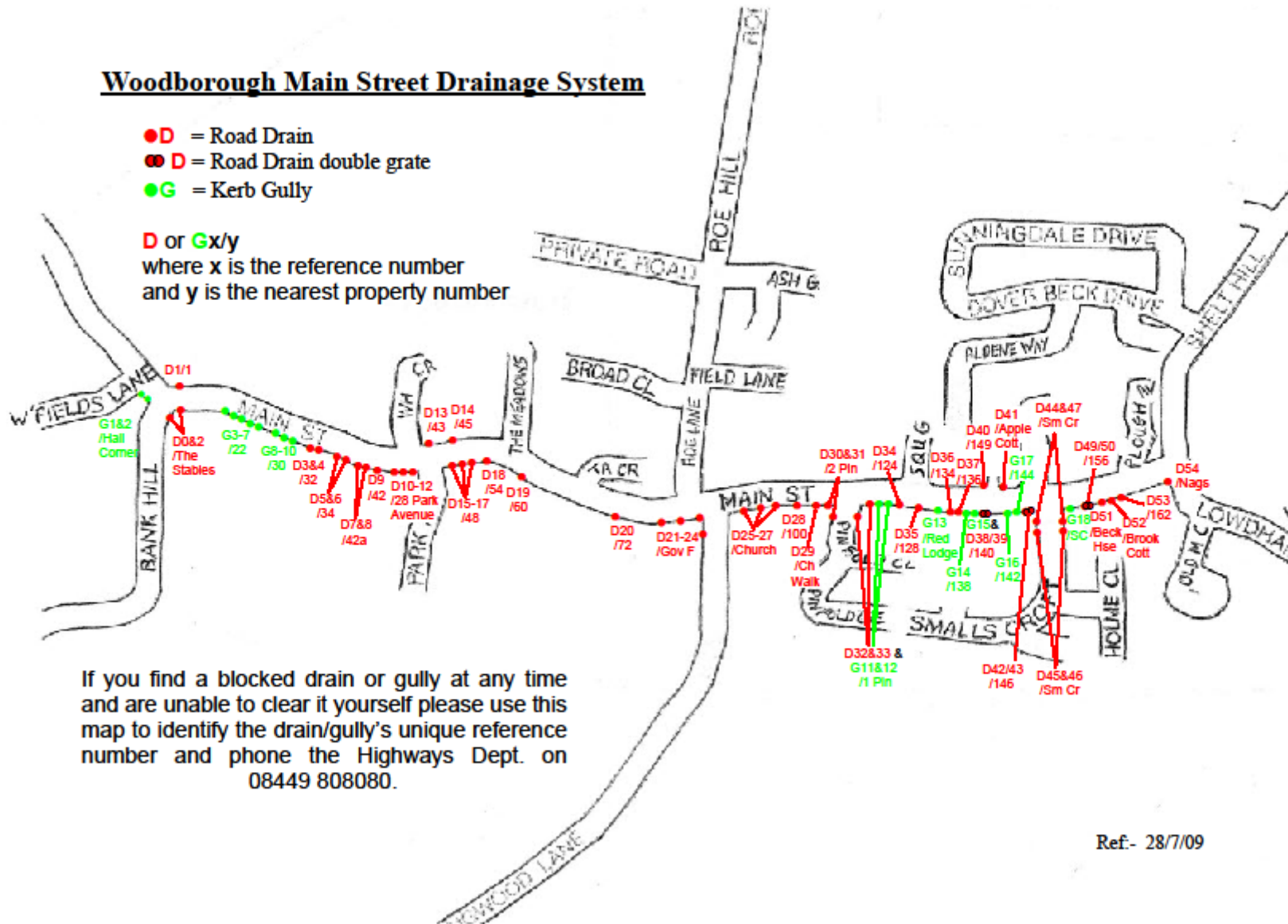
**Marker paint**

**Flood Signage – see agreement**

## Woodborough Main Street Drainage System

- D = Road Drain
- D = Road Drain double grate
- G = Kerb Gully

D or Gx/y  
 where x is the reference number  
 and y is the nearest property number



If you find a blocked drain or gully at any time and are unable to clear it yourself please use this map to identify the drain/gully's unique reference number and phone the Highways Dept. on 08449 808080.

Ref:- 28/7/09

