

Woodborough Emergency Plan

Version 17 27th February 2018

Contents:

	Page
Distribution	2
What to do if an emergency occurs – Initial Actions	3
Activating the Emergency Plan, Procedures during floods and emergency store	4
Resources/Skills within the Community	10
Woodborough Local Hazards and Threats	11
Temporary Places of Safety	12
Supporting Organisations Contact Details	13
Appendix 1: Incident Log	14
Appendix 2: List of Items in Emergency Store	15
Appendix 3: Woodborough Main Street Drainage System	16
Appendix 4: Location of Flood Signage	17

Distribution

Version: 17	Date: 27th February 2018
--------------------	--

Emergency Plan Co-ordinator	Nick Blinston
On Site Incident Co-ordinator	Sue Walker (Laura Wardle only if Sue Walker not available)

Distribution List:

Name	Contact Number
Nick Blinston	07948984403
Richard Pannell	07860394101
Vivien Sadler	07794579620
Sue Walker	07985 218667
Charles Wardle	07973 751801
Laura Wardle	965 2219 07976 765421
Margaret Briggs	07752 028527
Malcolm Pearson	07854 265959
Elizabeth Short	07870 960969
Jane Stokes	07860 466656
Paul Hough	07849530446
Paul Berrisford	07932345865
Brian Stone	07879468789
Arthur Hancock	07799057779

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 Duty Officer 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 this 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.

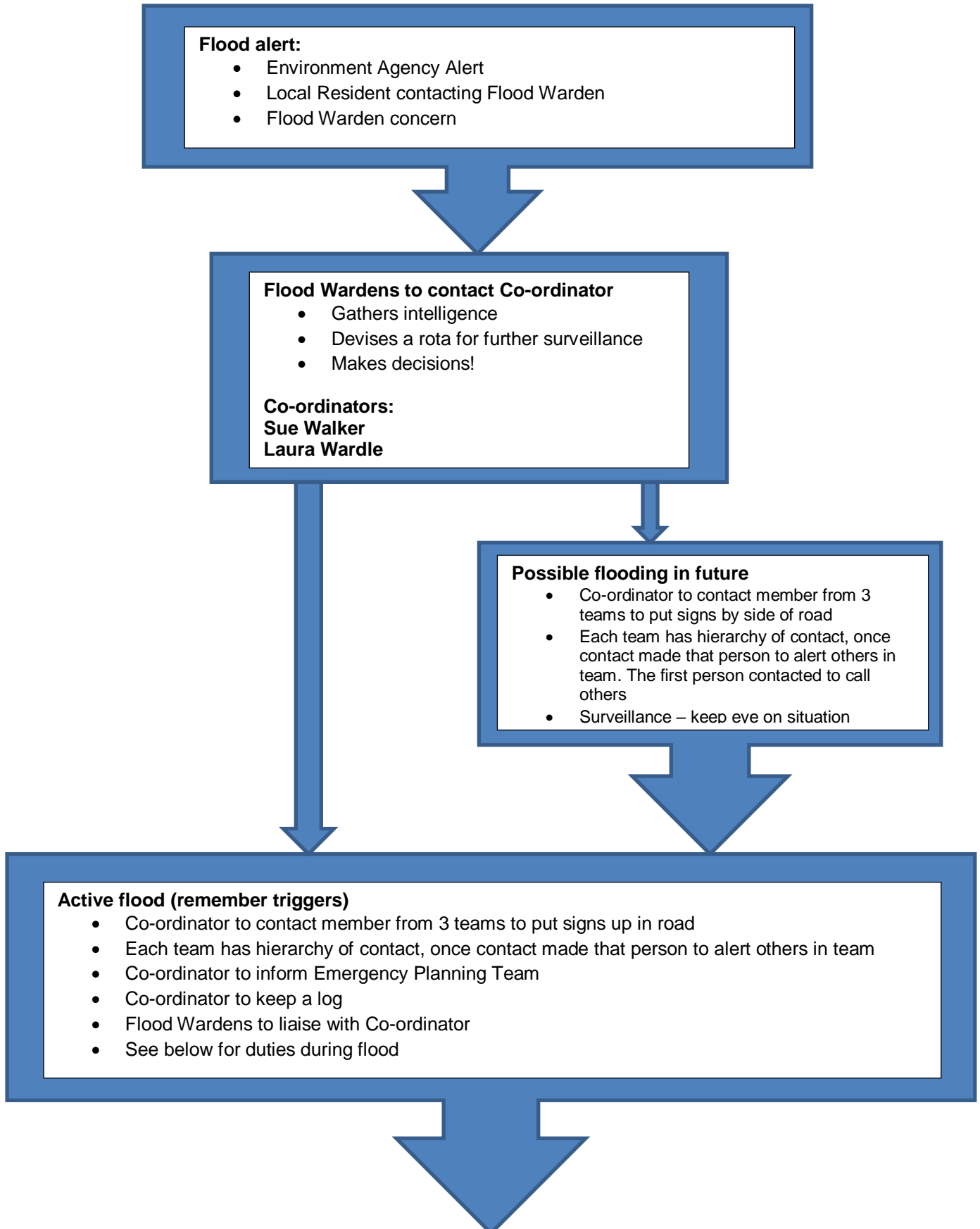
4.4 Procedures during flood

- Any flood warden to alert others to risk of flood (normally as a result of a flood alert from the Environment Agency), including the Co-ordinator
- Signs to be put out as a precaution by the side of the road
- The Co-ordinator to liaise with flood wardens and to make decision to put signs up. If Co-ordinator not available a suitable person to be given role
- Co-ordinator to phone NCC Planning Duty Officer on dedicated line to inform of decision to close roads
- Co-ordinator to act as point of contact with the NCC Emergency Planning Duty Officer and Flood Wardens and log actions
- Depending on timescales Co-ordinator to pass on role to another suitable person, having informed NCC Emergency Planning Duty Officer and active Flood Wardens
- Co-ordinator to make the decision when signs are to be removed, on advice of all active Flood Wardens and to inform NCC Emergency Planning Duty Officer

4.5 Flow diagram

Woodborough Flood Signage Scheme Processes

Flood Alerts and putting up signage



Woodborough Flood Signage Scheme Processes

Procedures during flood

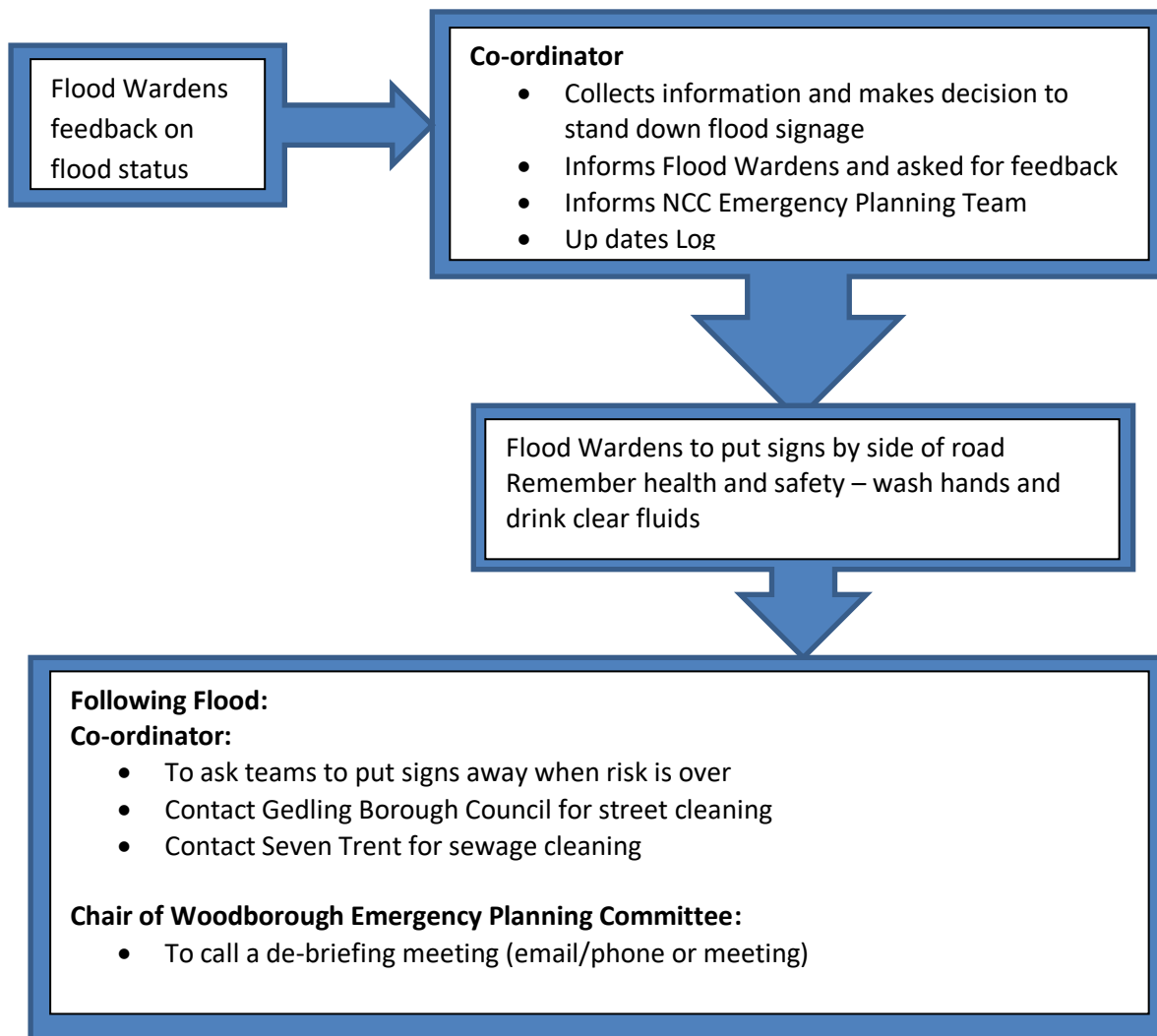
1. Co-ordinator's role

- Act as sole point of contact and decision making for Flood Wardens
- Following initial alert, make cascade phone call to one warden in each team to alert others. That alerted warden to alert rest of team
- Record action log
- Keep in contact with NCC Emergency Planning Duty Officer and other services as necessary, including other villages
- To appoint a handover if required and inform Flood Wardens and Emergency Planning Team

2. Flood Warden's role

- To erect signs
- To staff signs. Minimum of 2 people – one flood warden and another
- To be aware of weather conditions, time of day/night and length of time on duty and stand down or appoint another flood warden. Remember to inform co-ordinator of actions

Procedures at the end of a flood



4.6 Flood Signage Teams

Nags Head	Roe Lane/Lingwood Lane	Bank Hill/Main Street
1. Charles Wardle	1. Arthur Hancock	1. Richard Pannell
2. Margaret Briggs	2. Laura Wardle	2. Nick Blinston
3. Paul Hough	3. Jane Stokes	3. Malcolm Pearson
4. Paul Beresford	4. Brian Stone	4. Elizabeth Short

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
Charles Wardle
Richard Pannell
Malcolm Pearson
Elizabeth Short
Jane Stokes
Brian Stone

4.3 For contents of Emergency Store see Appendix 2

4.4 Flood Sign Locations

4.4.1 Bank Hill Farm – 2 x Road Closed Signs, 2 x Road Ahead Sign, 2 x Flood Signs, 1 x Slow sign, 8 x cones, 4 x Lights

4.4.2 Thorneywood Cottage – 1 x Road Closed sign, 1 x Road Ahead Closed sign, 1 x Flood sign, 1 x Slippery Road sign, 8 x cones, 4 Lights

4.4.3 Methodist Chapel – 1 x Road Closed sign, 1 x Road Ahead Closed sign, 1 x Flood sign, 8 x cones, 4 x Lights

4.4.4 Emergency Store - – 1 x Road Closed sign, 1 x Road Ahead Closed sign, 1 x Flood sign, 3 x Slow signs, 8 x cones, 6 x Lights

4.4.5 Nags Head - – 2 x Road Closed sign, 2 x Road Ahead Closed sign, 2 x Flood sign, 8 x cones, 4 x Lights

6 Resources/Skills within the Community

Resource/Skills Available	Contact	Details
Tractor Services, Shelt Hill	Simon Smith 0115 965 4277	Tractors, 4 x 4s, trailers, generators
4 x 4, lorry, tractor, trailer, telescopic lift.	Roger Holehouse, 35 Main Street 0115 9652810	
Farm equipment	John Charles-Jones Park Farm, Foxwood Lane (0115) 965 4748 07950 002999 07957 890640	
Woodborough Pre-school	Supervisor – Andrea Wright Deputy – Celia Robinson	Open Monday, Tuesday, Thursday, Friday during term time 09:00 to 15:30

Woodborough Local Hazards and Threats

Hazard and location	Action
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
Nags Head Main Street Woodborough NG14 6DD		9654885		
Four Bells 87 Main Street Woodborough NG14 6EA		9656670		
Woodborough Hall 1 Bank Hill Woodborough NG14 6EF		9654466		
Woodborough Village Hall	Details of code for entry to be kept in the Emergency Store			

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	XXXXXXX	XXXXXXXXX
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 (29th 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

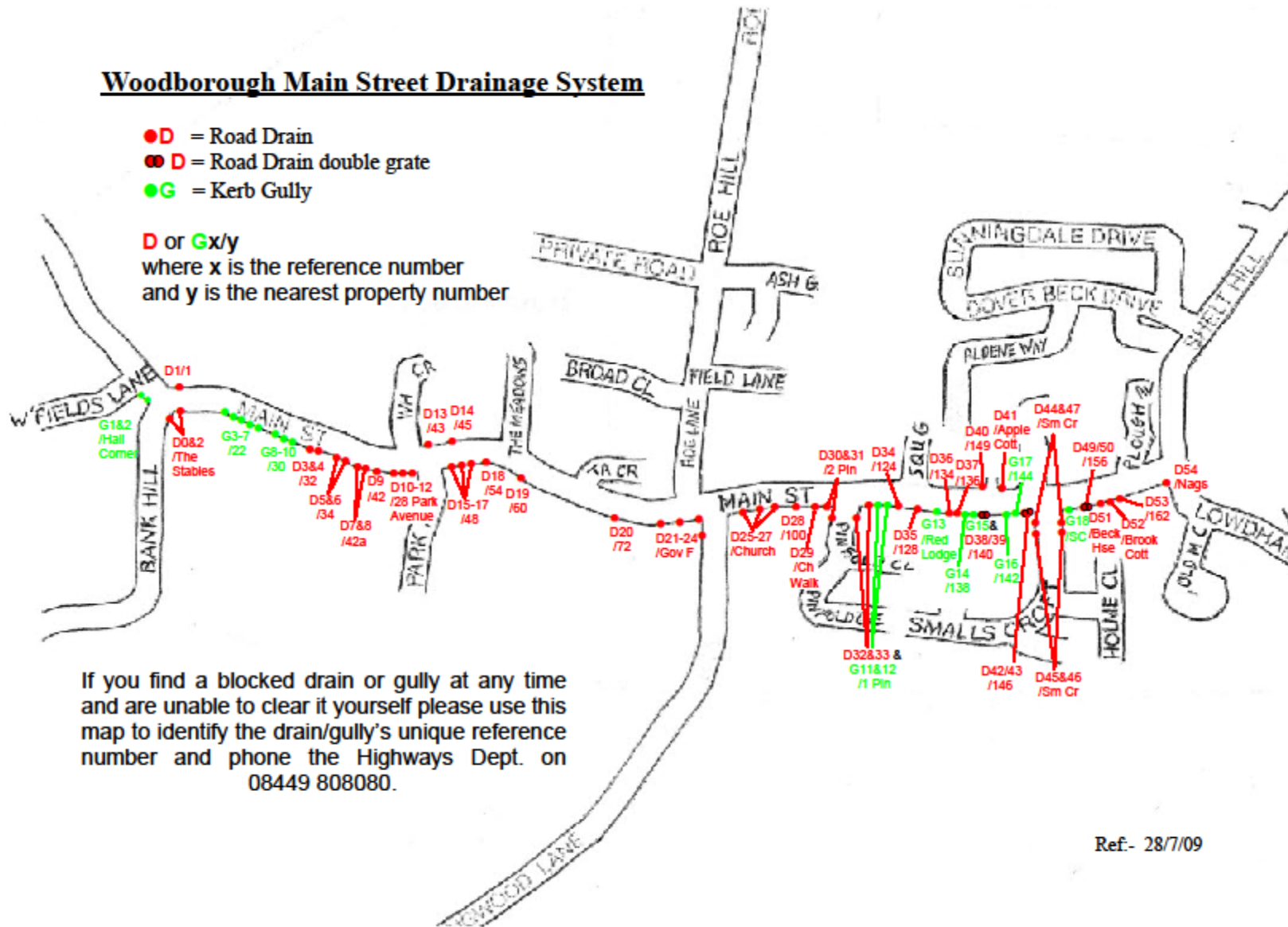
Marker paint

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

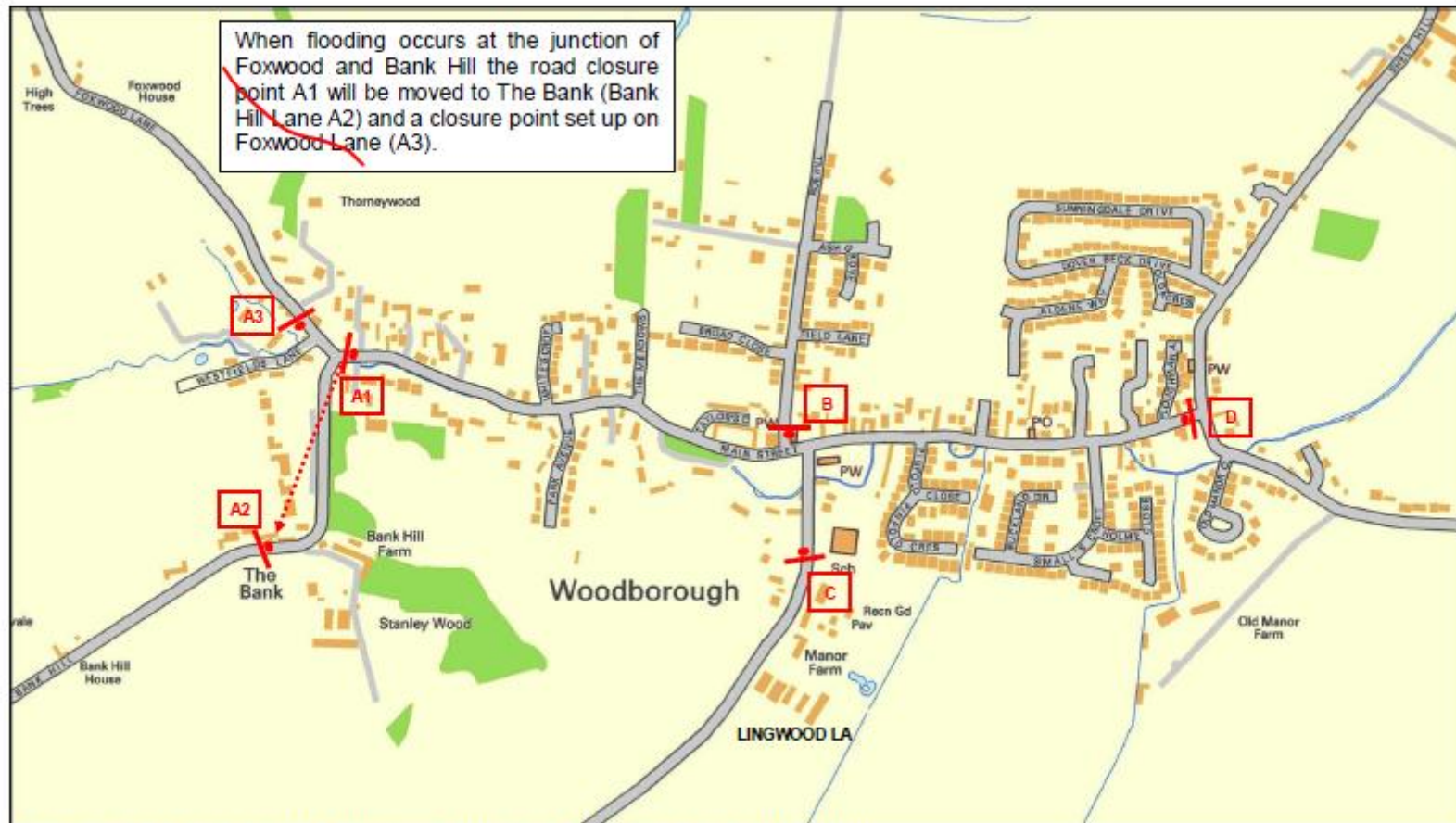


If you find a blocked drain or gully at any time and are unable to clear it yourself please use this map to identify the drain/gully's unique reference number and phone the Highways Dept. on 08449 808080.

Ref- 28/7/09

Woodborough – Overview Map of Road Closures

(See map for each of the identified closure points)



© Crown Copyright. All rights reserved (Nottinghamshire County Council). Produced using ArcGIS software (100019713)