

Ashendon Parish Council Contingency Plan

Ashendon Emergency Check List

Actions

Activation and call-out by 'first response' individual

1. Identify nature of incident & notify services required

Dial 999 for Police/Fire/Ambulance

(Anti-Terrorism should be contacted via the Police).

2. Be prepared to give:

- a) Name, telephone number, address and/or location
- b) Full details of the incident (as far as ascertained without incurring risk) including when occurred, where and the current situation
- c) What emergency services are being requested
- d) Estimation of number of any casualties (either human, animal or both) including injuries and/or fatalities
- e) Any perceived hazards such as road blockages, fire, etc.

3. Contact Ashendon Emergency Co-ordinator, Deputy Emergency Co-ordinator or any member of the Crisis Management Team:

Emergency Co-ordinator / Crisis Management Team members:

- a) Ascertain nature of emergency and Initial Response per 2a – 2e above
- b) Confirm as appropriate that Emergency Co-ordinator/Deputy / Media Liaison Officer / Crisis Management Team members have been notified and briefed
- c) Contact any individuals under immediate threat and/or vulnerable members of the community
- d) Initiate Communication Tree (contact initially may be to inform residents of the nature of the emergency or inform them of current Emergency Service advice regarding any action to be taken).
- e) Notify Health, Safety & Resilience Officer - Aylesbury Vale District Council
- f) Contact key-holders of buildings identified as village refuge/assembly/treatment centres:

- Village Hall
- Playing Field Pavilion
- Gatehangers (Red Lion) Public House
- St. Mary's Church

- Residential Property
- g) Contact qualified medical staff amongst village residents – Doctors, Nurses, First-Aiders
- h) Contact other organisations as appropriate or necessary (*liaise with emergency services to avoid duplication*)
- Utility companies
 - Environment Agency
 - Social Services
 - Church Leaders
- i) Establish whether or not a Community Emergency Meeting is necessary. If YES then:
- Identify venue in which to hold meeting
 - Establish if people can get there safely
 - Re-take Action 5a
 - Compile agenda and appoint Chairman (usually Emergency Co-ordinator)
- j) Ensure that people's well-being is provided for:
- Administration of first aid is available (see 8 above)
 - Water or hot drinks can be provided
 - Toilet facilities are available
 - Information about family and friends can be co-ordinated
 - Advice about what is being done to help people is available
 - Clothing/blankets can be provided if required
 - Short-term rest facilities are available
 - Meeting point for family and friends is identified and promulgated
- k) Ensure that all decisions, actions and contacts are time recorded and logged

Contacts:

- Emergency Services: Fire/Police/Ambulance: **999**
- Anti-Terrorism Hotline: **0800 789 321**
- Community Police Officer: Matt Spacerley - **08458 505505**
- Aylesbury Police: **01296 396000** and **08458 505505**
- Fire Service HQ: **01296 744400**
- Bucks Search & Rescue: (contact via Police)
- Bucks & Oxon 4x4 Response Group: **07765 426595**

Crisis Management Team

- Emergency Co-ordinator: David Crwys-Williams: **01296 651158**
- Deputy Emergency Co-ordinator: Geoffrey Pimm: **01296 651990**
- Media Liaison Officer: Sian Miller : **01296 651181**
- Utility Vehicle & Generator Liaison: Chris Rand: **07970 275208**
- CMT: Chris Rand: **07970 275208**
Peter Smettem: **01296 651598**
Kevin Nash: **01296 658810**

Aylesbury Vale District Council

Health, Safety & Resilience Officer: David Thomas: **01296 585158**

Keyholders

- Village Hall: Rita Tomlinson: **01296 658119**
Kevin Nash: **01296 658810**
Richard Bates: **01296 651350**
Ruth Pimm: **01296 651990**
- Playing Field Pavilion/Car Park:
Tans Theobald: **01296 651869**
Vicky Blue: **01296 651419**
- The Hundred Public House:
Matt Gill: **01296 651296**
- St. Mary's Church:
Peter Smettem: **01296 651598**
Imogen Holbrook: **01296 651453**

Qualified Medical staff:

Doctors:

Andy Theobald: **01296 651869**
Roger Gundle: **01296 655632**
Jo Gundle: **01296 655632**

Nurses and First-Aiders:

Sarah Chester: **01296 709682**
Liz Johnson: **01296 655137**
Liz Follows: **01296 658062**

Local Surgeries:

Waddesdon: **01296 658585**
Brill: **01844 238284**

NHS Direct: 08454647

Other Organisations and Utility Companies:

St. Mary's Church:

Revd Priscilla Slusar: **01844 238 325**

Revd Jenny Edmans: **01844 237855**

Aylesbury Vale Social Services: 0845 3708090 and 01494 675802 (out of hours)

Bucks WI Voluntary Resilience Scheme: Ruth Pimm 01296 651990

Environment Agency/Floodline: 0845 9881188

Electricity: DF 08007 838838: East Midlands 08000 568090

Sewage: Thames Water: 0845 9200 800

Water Supply: Thames Water 0800 714614

Water/Sewage: Anglian Water Services 08457 145145

Water/Sewage: Three Valleys Water 08457 823333