



WILLINGHAM PARISH COUNCIL

EMERGENCY PLAN

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1. Context

The Emergency Plan (**EP**) will only be activated in the event of a crisis which is so widespread or so severe that normal emergency assistance is partially or totally unavailable for a period of time.

The chances that the **EP** will need to be activated for a category 1 or category 2 event as defined on page 3 are small. Even category 3 and category 4 events will be rare. The COVID-19 outbreak has shown that a pandemic is a different category of emergency which demands long term activity rather than short term crisis management.

2. Objectives

The primary objective of the **EP** is to provide some form of temporary **Control, Coordination** and **Communication** in the event of a **Crisis**.

It will be provided by an Emergency Committee (**EC**) which will comprise of the Chair of the Parish Council, the Vice Chair, the Chair of Planning and the Parish Clerk.

The **EC** will be required:

1. To react appropriately to an emergency in the manner laid out in this document.
2. Once a year to review and update this document, consider the procurement of any training or equipment and to test and audit as required.
- 3.

Help, assistance and advice given under the **EP** may not be backed by statutory powers and is therefore limited in its scope. Except for a pandemic emergency, it is extremely unlikely that any measures taken will be effective for more than forty eight hours. **This plan should be seen as a short term holding measure only**, until outside authorities can take control. The EC is NOT an emergency service. The first line of response must be from the professional rescue services if available.

It will:

1. Provide a framework for action in the unlikely event of the village being totally isolated from external assistance under a category 1 event.
2. Provide a framework for assistance in the event of the village being partially isolated from external assistance under a category 2 event.
3. Provide contact and communication channels to assist outside agencies in the event of a major disaster under a category 3 or 4 event.
4. Provide a co-ordination and information channel between authorities and local volunteers and residents.

3. Scenarios:

There are a huge range of possible scenarios. The following are examples:

<u>Seriousness</u>	<u>Example</u>	<u>Situation</u>	<u>Action</u>
Category 1	A total breakdown of the infrastructure	• No access by land or air • Power off • Communications blocked	• Activate the EP • Assess the options • Co-opt local help • Delegate

Category 2	Major flooding	• No access by land • Power disrupted • Communications disrupted	• Activate the EP • Take advice from outside agencies • Implement as far as possible local search and rescue
Category 3	Long term power outage	All households without electricity for more than 24 hours	• Activate the EP • Take advice from outside agencies
Category 4	Prolonged power outage	Some residents without electricity for more than 24 hours	• Activate the EP • Organise a house to house check to identify those at risk • Provide assistance or refuge
Pandemic	Isolation of residents and shutdown of facilities.	Isolated residents require medicine or food deliveries	• Activate the EP • Identify those at risk and co-ordinate assistance and volunteers

It is impossible to think through all the scenarios and difficult to imagine a Category 1 case so the **EP** has taken an holistic approach flexible enough to adapt to the challenging circumstances that an emergency will create.

4. **Modus Operandi**

1. The **EC** will be called in the event of any emergency as defined within the objectives and scenarios above or the probable threat of such an or a situation which presents the potential of being an emergency.
2. The **EC** will base operations from the Ploughman Hall or if that is not available from the Octagon behind the Parish Church or if that is not available from a centre that they define as most appropriate. For pandemics, meetings must if possible be virtual and arranged via video conference or telephone.
3. For the period of the emergency the **EC** will take any decisions they feel necessary without reference to the Parish Council. However, decisions must be recorded and open to subsequent audit.
4. The **EC** must operate at all times in accordance with the law, the guidance given in this document and best practice.
5. The **EC** shall have powers to make payments from Parish Funds up to a maximum of **twenty five thousand pounds** excluding VAT subject to later audit.
6. The **EC** will procure as necessary additional resources or equipment for retrospective approval by the Parish Council.

5. Responsibilities

1. As soon as possible after an emergency or the high risk threat of an emergency as many members of the EC as possible will meet, virtually if necessary.
2. The committee's first responsibility will be to assess the extent of the emergency and its category in terms of the seriousness.
3. The committee's second responsibility will be to assess the probable level of assistance that will be needed locally for rescue, medical help, shelter, water, food, heat, light and power.
4. If external communications exist then the committee must liaise with the appropriate officer at District level and the Emergency Services and follow their instructions.
5. In any event the EC must refer to the check lists in this document to help in coordinating assistance.

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Check List 1 - Communications

1. Is the entire village or any part of it totally blacked out from communication of any kind including land line telephone, mobile telephone and vehicle or pedestrian access?
2. Is there any means of informing residents where the **EC** is meeting?
3. Can the affected parts of the village be accessed by four by four vehicles, tractors or boats?
4. Is it safe and possible to enlist help from village organisations or from friends and neighbours to make a house to house call of the affected areas?
5. Can those needing medical help or refuge be safely evacuated?
6. Can local farmers and businesses help with equipment which is capable of crossing rough or flooded ground?
7. As far as possible is everyone alert to the emergency and subsequent emergencies that may follow?
8. Has a clear communications centre been established by the **EC** which can receive, log and assess priorities and direct rescue actions?
9. Can informational posters be put up, or a leaflet drop organised, to inform residents of contacts and means to request assistance?

Check List 2 - Shelter

1. What halls or large buildings are available to offer shelter?
2. Are they open or can they be opened?
3. Do they have light, heating, power, toilets and emergency staff?
4. Possible options are:
 - The Ploughman Hall
 - The Pavilion
 - The Baptist Church
 - The Anglican Church and the Octagon
 - The Wilford Furlong Centre
 - The Library
 - The Surgery
 - Willingham Primary School
 - Willingham House
 - Willingham Social Club
 - The Duke of Wellington Public House
 - The Porterhouse Public House

If none of these are available or if there is insufficient capacity or if the space is not suitable is it possible to appeal to residents to help with spare rooms or caravans or tents?

Check List 3 - Food and Water

1. Is there a lack of potable water or a danger that water has been contaminated?
2. Have residents been warned or if not can they be warned?
3. Is the duration of the disruption likely to be long enough to cause residents problems with food and water?
4. Can emergency provisions be made available from food providers? If power or communications are down then traders are likely to find it impossible to operate normal bar coded transactions and it may be necessary to seek release of goods underwritten by the Parish Council. Possible sources are:
 - The Coop Store
 - The One Stop Shop
 - Highgate Farm
 - Specialist Shops such as the Bakers and Delicatessen
 - Restaurants, Public Houses and Fast Food Outlets
5. If there is a prolonged power outage, freezer contents will become surplus. Can the surplus be distributed whilst still of use?
6. Subject to energy availability is it possible to establish a central point for distribution of soup and hot drinks?

Check List 4 - Medical and Other Services and Equipment

1. Is access available under supervision to the Surgery and/or Pharmacy and through this route to medicines and professional medical help? If not is there anything that can be done as a priority to open these routes?
2. What equipment is needed? Possible items are:
 - Lifting Gear
 - Tractors and Trailers
 - Ladders, Cranes, Hoists and Fork Lift Trucks
 - Fire Extinguishers and Hoses
 - All Terrain Vehicles
 - Small Boats and Inflatable Rafts
 - Cutting Equipment
 - Building Materials
 - Fuel
 - Sand Bags
3. Possible sources of equipment might be:
 - Berrycroft Stores
 - Willingham Motors
 - Local Farms
 - Earith Marina
 - Aspinall & Sons, Over

Check List 5 - Skills

1. Determine the priority for skills and then concentrate efforts to find those skills in order of their priority. Some possible skills that will be needed are:
 - Medical Staff
 - Fire Fighting and Rescue Teams
 - Civil and Electrical Engineers
 - Coordinators and Communicators
 - Police and Security Guards
 - Managers and Organisers
 - Teams of Organised Helpers
 - Fixers
2. Some of these contacts will come through the emergency phone list which is attached in check list 7 others will be through local knowledge. In the event that all communications are blanked out then local physical contact will be the only route left.
3. Remember that the **EC** team is not there to find permanent or perfect solutions but to ensure that there is a positive short-term response to an emergency and not a vacuum.

Check List 6 - Strategic Stocks

The Parish Council will maintain at the Ploughman Hall the following emergency stocks and equipment (see also appendix 1)

- 2000 sand bags
- 2 Tonnes of Sand (minimum)
- 10 Suitably Sized Spades for Filling Bags
- 6 x shovels
- 4 Mobile Transceivers
- 10 Led Torches
- 6 Led Lanterns
- Spare Batteries for the above (enough to replace each torches and lanterns)
- 500 Night Lights
- Gas Lighters x 10
- First Aid Kits x 5
- Hi-Visibility Jackets x6
- Thermal Blankets x 20

Check List 7 – Contacts

Parish Council Chairman	Derek Law	
Parish Council Vice Chairman	James Hutchcraft	07305 435771
Parish Council Planning Chair	Neil Harris	
Parish Council Clerk	Amy Rudderham	01954 261027
Doctors Surgery		01954 260230
Police		101 or 999
Willingham Primary School Site Manager	John Thorley-Wright	07905 880458
Wilford Furlong Centre		01954 261445
The Anglican Church and The Octagon	Colin Smith James Watt	01954 203459 01954 200542
Baptist Church	Minister Kwaku Efah	07427 321884
The Co-Op Store		01954 260239
Berrycroft Stores		01954 260296
Willingham Motors		01954 206566
Willingham Scouts	Tim Mead	tim.mead@1stwillinghamscoutgroup.org.uk
Willingham Action Group	Paul Knighton	07787 530394
South Cambridgeshire District Council	James Hutchcraft Aisha Rashid	
Cambridgeshire County Council	Yasmin Deter	07511 163169
Aspinall & Sons Ltd		01954 234966

Appendix 1

Willingham Parish Council Emergency Plan – located at the Ploughman Hall

4 boxes with the storage room, containing the following:

- 1 x high-viz Vest
- 1 x First Aid box
- 2 x torches
- 2 x Outdoor LED lanterns
- 1 x refillable lighter
- 100 nightlights
- 6 x DD batteries (lamps)
- 12 x AAA batteries (torches)

1 box within the storage room, containing the following:

- 2 x high-viz Vest
- 1 x First Aid box
- 2 x torches
- 2 x Outdoor LED lanterns
- 2 x refillable lighter
- 100 nightlights
- 12 x DD batteries (lamps)
- 24 x AAA batteries (torches)

In addition:

- 10 spades and 6 shovels in the storage room
- 1000 x sandbags in the storage room
- 2 x sand storage bins with sand in the yard
- 12 x foil blankets
- 20 flood sacks

Version	Date	Author	Description of amendment
1	August 2021	Clerk	
2	January 2024	Clerk	
3	May 2025	Clerk	
4	2 nd September 2026	Clerk	1. Removed references to the Public Hall and changed to the Ploughman Hall. 2. Added inclusive of VAT at 4.5 3. Checklist 2, updated the wording to show 'Willingham House' only.