



BOUGHTON MALHERBE PARISH COMMUNITY EMERGENCY PLAN

**Please keep this plan handy.
For use in the event of a Parish emergency,
and by parishioners experiencing personal
difficulty or emergency and need assistance.**

**All enquiries relating to this document should be referred to Mr Chris Hume,
Parish Clerk, from whom copies of the latest version may be obtained by Email
or hard copy. Please go to boughtonmalherbecp@gmail.com or Tel 07972 630555**

**Issue 4, circulated for use – 1st September 2019
Next scheduled review – 1st September 2020**

**Reviews will be carried out every 12 months
Updates will be issued as appropriate after reviews.**

Revision History after issue number 1 on 1st April 2015:

Summary of changes	Issue number and date	Approved by
April 2016 revision delayed	Not applicable	RG.
Tel nos, addresses & general	No 2. October 2016	RG
As above	No 3 October 2017	RG
As Above	No 4 September 2019	RG

IMPORTANT - PLEASE DESTROY ANY EARLIER ISSUES OF THIS EMERGENCY PLAN IN YOUR POSSESSION.

DATA PROTECTION

Some of the data given in response to this plan (e.g. addresses, contact details etc) is classed as “personal data” under the Data Protection Act (DPA, 1998). Whilst holding this data is legally justified (e.g. in order to protect interests of members of the community in an emergency) the information will be stored and handled sensitively, in accordance with the requirements of the DPA.

BOUGHTON MALHERBE PARISH COUNCIL is the “Data Controller” and will ensure that “reasonable steps” are taken to ensure that the information is collected, stored, retrieved, shared and disposed of in an appropriate manner.

This plan is issued in two versions:

Version 1, Edited copy for general distribution. i.e. without Appendix.

Version 2, Full copy for restricted circulation with Appendix.

INSURANCE, HEALTH AND SAFETY

The co-ordinators, volunteers and others associated with this plan are not trained, equipped, empowered or resourced to carry out the functions of an emergency service. They are not insured by the Parish and provide support at their own discretion in a voluntary (not compulsory) capacity and are not obliged to carry out any task they do not feel able to undertake.

The response to emergency calls from all concerned will be generally confined to supporting the welfare of the people in the community and helping to maintain normal community life when an emergency arises.

CONTENTS OF EDITED VERSION FOR GENERAL DISTRIBUTION

BASIC ADVICE

USEFUL EMERGENCY TELEPHONE NUMBERS

USING THIS PLAN

THINGS TO REMEMBER

PUBLIC ACCESS DEFIBRILLATOR

FURTHER INFORMATION

PART PARISH MAP SHOWING POSSIBLE EMERGENCY CENTRE LOCATIONS.

CONTENTS OF FULL VERSION

THE FULL VERSION IS THE EDITED VERSION PLUS AN APPENDIX FOR RESTRICTED DISTRIBUTION ONLY TO EMERGENCY SERVICES AND CO-ORDINATORS. THE APPENDIX IS NOT AVAILABLE TO THE PUBLIC

COPIES OF THE FULL VERSION OF THIS PLAN ARE LODGED WITH KENT RESILIENCE TEAM, MAIDSTONE BOROUGH COUNCIL, THE PARISH COUNCIL, EACH CO-ORDINATOR AND IS KEPT LOCKED IN EACH PARISH NOTICE BOARD.

NOTE :

The KENT RESILIENCE TEAM would co-ordinate all emergency services in the event of a major incident and arrange backup.

BASIC ADVICE

IF YOU ARE IN IMMEDIATE DANGER

- 1) CALL 999**
- 2) IF POSSIBLE REMOVE YOURSELF AND ANYONE ELSE FROM THE DANGER**
- 3) IF THE EMERGENCY IS A FIRE – GET OUT AND DO NOT RETURN.**
- 4) AWAIT ASSISTANCE**
- 5) IF POSSIBLE ALERT A NEIGHBOUR OR FRIEND WHO CAN CONTACT ANY EMERGENCY PLAN CO-ORDINATOR FOR BACKUP ASSISTANCE IF REQUIRED**

oo0oo

IF YOU ARE ELDERLY, DISABLED, INFIRM OR VULNERABLE IN ANY WAY AND REQUIRE HELP (E.G. POWER CUT, SNOWSTORM ETC)

- 1) STAY INDOORS**
- 2) CONTACT ANY EMERGENCY PLAN CO-ORDINATOR WHO WILL TRY TO ASSIST WITH ANY HELP NEEDED.**

Co-ordinators are listed on the next page

USEFUL EMERGENCY TELEPHONE NUMBERS

Some emergency telephone numbers have been found to change making it unwise to list them all in this Emergency Plan, which cannot be reviewed and re-issued whenever a change takes place.

In order to minimise confusion in any future emergency situation when a redundant number might waste time, and cause unnecessary upset, please refer to the emergency numbers given under the heading “Emergency and Help Contact Details” in your latest copy of the Parish magazine “Malherbe Monthly”

The numbers that will never change are:

Police, Fire and Ambulance Emergencies	999
Police, Non Emergency	101
NHS Medical Helpline	111

Please note that the booklet issued in 2014 to your household titled “What should I do in an Emergency” contains a loose sheet of emergency numbers that are different to those in Malherbe Monthly and are now out of date.

If you still have a copy of this list of emergency numbers please destroy it.

Parish Emergency Co- Ordinators for any and individual help at any time

Ron Galton	01622 850 369
Mike Hitchins	01622 858 937
Jon Thompson	01622 851 351
Steve Legon	01622 853 907
Robert Turner	01622 850 325
Annie Allum	01622 853 773

In serious emergency situations, co-ordinators should never be contacted in preference to the emergency services.

USING THIS PLAN

This plan is produced to provide awareness of what is on offer to anyone needing individual emergency help from local resources and how the Parish will respond to a major emergency by providing back up to the emergency services.

This plan is not a substitute for response by the Police, Fire and Ambulance services who should always be contacted first in any real emergency and the useful list of emergency telephone numbers in this document and the Malherbe Monthly should be kept handy in case of need. However, any Parish emergency co-ordinator may be contacted if you have a problem and they will try to assist, they are not on call at any particular time, and if there is no reply from the first number called please try another until you can talk to a co-ordinator.

You should call a co-ordinator if you want support while waiting for emergency services or have a difficult situation and are not sure what action to take. A typical situation in which help is available would be if you are flooded, unable to go for help or supplies during a snow storm, need help to clear a fallen tree or snow blocked path which presents a danger to you etc. In particular, if you or someone you know is ill, disabled or infirm and in need of help or first aid – call a co-ordinator.

You should also call a co-ordinator (after calling the emergency services) if you feel that an emergency will involve other residents or the village/parish as a whole. Remember, you may be the first to know in which case it is important to ensure others know as soon as possible. A good example is the five day power cut which affected many residents over the 2013 Christmas period.

Plans are in place to provide help as needed in any full scale major emergency but these details which may contain sensitive information are only available to the emergency services, co-ordinators and those with access to the full version of this document.

If a major emergency happens, the co-ordinators will liaise with the emergency services and provide back up as required on behalf of the residents. If necessary an emergency centre will be set up in the village hall with emergency first aid and other facilities. If the village hall is not available another venue will be provided and its location made known to the residents. Please refer to the map for alternative locations.

THINGS TO REMEMBER

The location of your water stopcock and Electricity main switch.

In an emergency, try to quickly assess your risk to decide on the best course of action.
IN CASE OF FIRE, IF THERE IS TIME - DIAL 999, GET OUT AND STAY OUT.

ELECTRICAL DANGER FROM DEATH AND FIRE:-

- 1) In the event of a power failure affecting some properties and not others, do not connect from a working house electrical system directly to another which has failed.
- 2) Do not overload generators and always ensure they are earthed. Never connect a generator direct to a house wiring system. If in doubt, seek advice.

3) Temporary extension leads should only feed extension lead sockets to which appliances can be plugged in. Do not overload the lead. If in doubt, seek advice.

PUBLIC ACCESS DEFIBRILLATOR.

If you need to assist someone suffering cardiac arrest, the response time to a 999 call by the ambulance service is unlikely to be within the useful treatment time owing to our remote location.

For this reason the Parish has a defibrillator kept in an exterior cabinet at the entrance to the undertaker AW Court, Brackleigh, Headcorn Road, ME17 2AP.(About 50 metres from the Grafty Green bus stop).

The 999 emergency operator will organise paramedic/ambulance attendance, and if appropriate will give you the necessary information so that you can access the defibrillator.

You do not need training to use the defibrillator, simply take it out of the cabinet and follow the instructions. An ambulance will attend as soon as possible after your call, but using the defibrillator before it arrives could make all the difference.

Please keep the defibrillator safe and return it to AW Court, or contact any Emergency Plan Co-ordinator as soon as possible after use. They will ensure its safe return to the cabinet.

FURTHER INFORMATION

This Plan is only intended to cover initial responses to an emergency.

THE ATTACHED PART MAP OF THE PARISH SHOWS IMPORTANT LOCATIONS THAT MAY BE OF USE IN AN EMERGENCY.

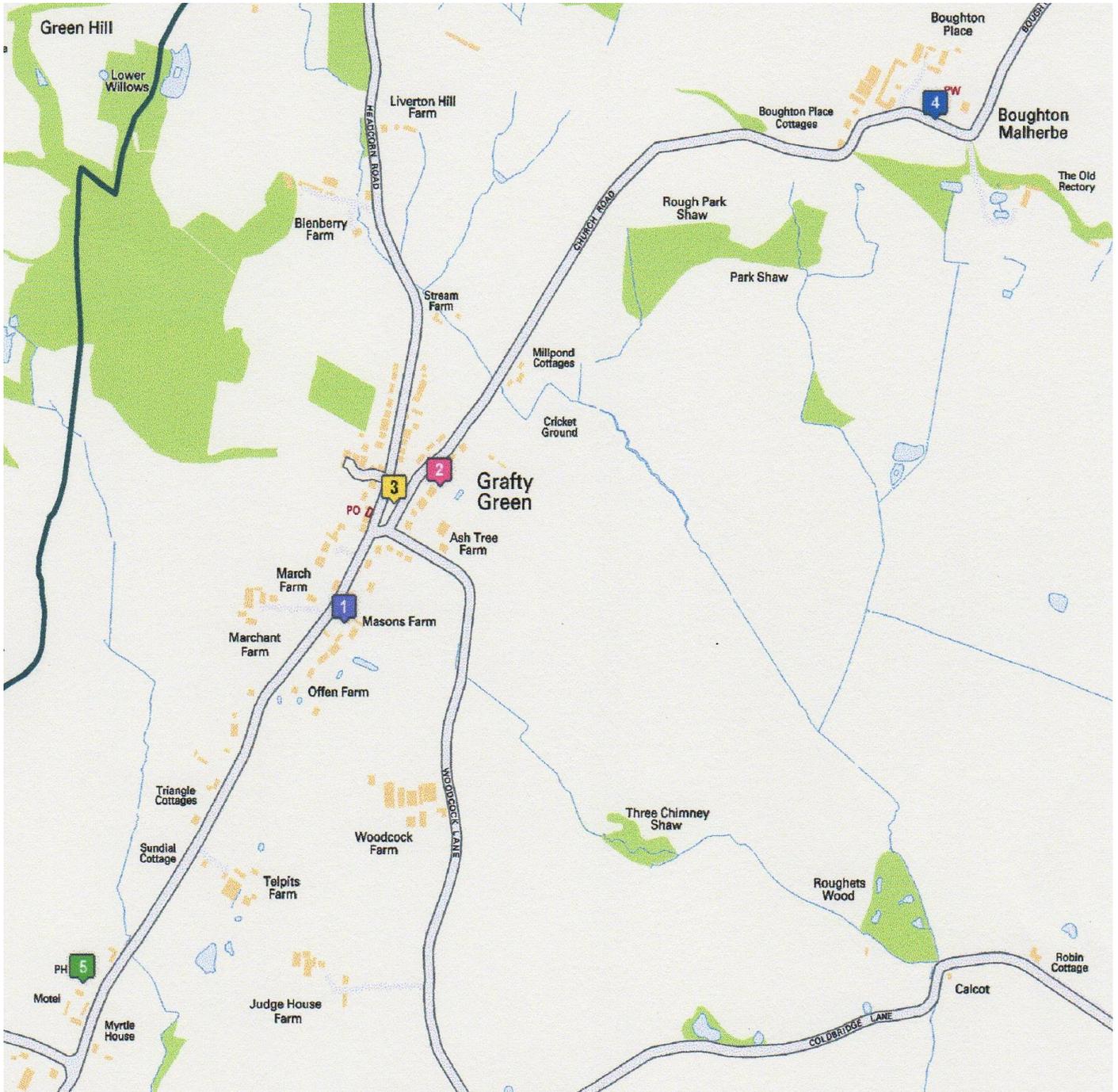
PLEASE KEEP THIS PLAN IN AN EASILY REMEMBERED SAFE PLACE TOGETHER WITH THE LATEST MALHERBE MONTHLY, and THE TWO BOOKLETS “WHAT SHOULD I DO IN AN EMERGENCY?” AND “WHAT TO DO BEFORE, DURING AND AFTER A FLOOD”. THESE BOOKLETS WERE DISTRIBUTED WITH YOUR FREE COPY OF “BOUGHTON MALHERBE – MORE JOURNEYS THROUGH TIME” AND SHOULD BE READ IN CONJUNCTION WITH THIS PLAN. Unfortunately spare copies are no longer available.

You also received a useful leaflet called “POWER CUT? CONTACT US!” issued by UK Power Networks. This contains useful information and how to contact them if there is a power cut. If you are in any way disabled, elderly, or have a young baby you can register for extra support during a power cut using the instructions in the leaflet.

Spare copies of this leaflet are available from UK Power Networks Tel 01243508866.

There is a useful six page leaflet on the Parish Council Website titled “Household Emergency Plan” published by the Kent Resilience Forum. To download just go to the Website, click on Police/Fire/Wardens, then drop down to the heading Emergency Plan to find it.

Space for your notes:



PART PLAN OF BOUGHTON MALHERBE PARISH

Key to important locations:

1. A W Court, Brackley, Headcorn Road, Grafty Green. (For Defibrillator location)
2. Grafty Green Village Hall, Church Road, Grafty Green. (For 1st choice Emergency Centre)
3. Kings Head, Headcorn Road, Grafty Green. (Alternative Emergency Centre)
4. St Nicholas Church, Church Road, Boughton Malherbe. (Alternative Emergency Centre)
5. Who'd a Thought It, Headcorn Road, Grafty Green. (Alternative Emergency Centre)