



Datchworth Parish Council Emergency Checklist

Actions

- Call Emergency Services
- Contact the Emergency Coordinator: Clerk to Datchworth Parish Council on 07938 743424. If the clerk isn't available contact members of the Initial Response Team below:

| Contact name | Role/ Emergency Whatsapp Group | Contact Number |
|--------------|--------------------------------|----------------|
| Sara Miller | Chairman and Councillor | 07584123227 |
| Andrew Wood | Vice Chairman and Councillor | 07770611433 |

The Initial Response Team, once contacted by the Clerk or Chairman, will co-ordinate the local response by contacting the following:

| Contact name | Role/ Emergency Whatsapp Group | Contact number |
|-----------------------|---|----------------|
| Mark Light | Councillor | 07973318529 |
| Pat Perry | Councillor | 07785221279 |
| Emma Norman | Councillor | TBD |
| Julia Florence | Councillor | 07968157680 |
| Dean Goodman | Councillor | 07833608215 |
| Charles Groves | | 07552374330 |
| Viv Marshall | Councillor | 07432305150 |
| Stuart Inwood | Caretaker DVH (and electrician) | 07850 067550 |
| | Caretaker BGVH | |
| | Volunteers | |
| Nick Miller | Handyman with Van | 07971 908044 |
| Susannah Underwood | Vicar | 07535 748835 |
| Jo Sampson | | 07958726829 |
| Contact Name | Role | Contact Number |
| <u>Owen Tomlinson</u> | Emergency Planning & Community Resilience Officer | 01279 655261 |
| Glazier | Vice Chairman -Councillor Wood | 07770611433 |
| Trees | Cllr Wood | |
| Carpenter | Cllr Wood | |
| Plumber | Cllr Wood | |

| Neighbouring Parishes | Clerk | Contact details |
|-----------------------|--------------------|---|
| Welwyn | Caroline Williams | 01438 716667 |
| Watton at Stone | TBD | http://www.watton-pc.org.uk/members-activities |
| Woolmer Green | Janet Pearce | 03707 776132 |
| Tewin | Caroline Mcfarlane | 07957 980604 |

| Landowners (inc. barns) | Address | Contact details |
|-------------------------|-------------------|-----------------|
| Mr Frank Pearman | Bury Farm | 07949 274423 |
| Mrs Fizzy Chambers | Raffin Green Farm | 01438 812353 |
| Mr N Collingridge | | 07831 381404 |
| Mr Ralph White | | 01438 814177 |

- Caretakers to open the Village Halls at Datchworth and Burnham Green, to make these facilities available to emergency services if required as a reception/rest centre,
- Set up landline phones and test.
- Set up Emergency response warning signs outside Village Hall, Watton Road (and Orchard Rd Tewin if required)
- assisting in the compilation and distribution of agreed information to the local population,
- if required, assisting in the provision of local labour volunteers to help with tasks identified by the police and under the supervision of appropriate agencies,
- tools and equipment as required (generator, hand tools etc),
- providing local information and knowledge to the emergency services and other organisations to assist the response to the incident,
- if requested, assisting the district council in the identification of further premises suitable to be used as local rest/reception centre (see above),
- assisting in the setting up, operation and participation of public meetings, which may be chaired by the Chairman of the Council, and record proceedings,
- assisting the local authorities, as appropriate, in the rehabilitation of the local community during the recovery phase,
- attending and contributing to the incident debriefing process,
- in response to an emergency ensure all monies are correctly accounted for, identified and recorded, and any costs recovery should be pursued albeit this is a lengthy process and may involve many organisations.

Follow-up actions

All villagers who are willing to help in the emergency should gather at the primary assembly point - **Datchworth Village Hall car park**. If the Datchworth Village Hall is inaccessible they should gather at – **Burnham Green Village Hall car park**.

| | |
|--|---|
| Emergency Rest Centre Datchworth Village Hall, 52 Datchworth Green Datchworth | Standby Emergency Rest Centre Burnham Green Village Hall 14 Orchard Rd, Tewin AL60HW |
|--|---|

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|--|-----------------------------------|

The assembled villagers will assess if resources (i.e. four-wheel drive vehicles, lifting equipment or chainsaws) may be relevant to the emergency and contact the appropriate providers.

The assembled villagers will assess if skills (i.e. doctors, nurses and first aiders) may be relevant to the emergency and contact the appropriate providers.

If appropriate (i.e. daytime term time) assembled villagers will contact vulnerable groups listed below:

| | |
|-----------------------------|-----------------------------|
| All Saints Primary School | 01438 812381 |
| Pre school (Louisa Edwards) | 01438 814310 (07796 160302) |
| | |

If appropriate, using local knowledge the assembled villagers will make contact with vulnerable individuals in the village (i.e. disabled, elderly, housebound, parents with young children). During the emergency anyone involved in coordinating a response should keep a log of contact of all requests for assistance and action taken (see Appendix 1).

In the event of there being persons (including casualties) requiring temporary shelter, one or more of the following buildings will be made available:

| Building | Address | Keyholder contact |
|------------------------|--|-----------------------------|
| All Saints Church Hall | Bury Lane Datchworth SG3 6RG | Irene Pickering 07845032827 |
| Datchworth Sports Club | Datchworth Green, Datchworth SG3 6TF | Andrew Wood 07770611433 |
| Datchworth Bowls Club | Turkey Farm, Brookbridge Lane SG3 6SU | S Arnold 01438 812290 |
| The Tilbury | 1 Watton Rd Datchworth SG3 6TB | 01438 815550 |
| The Plough | 5 Watton Rd Datchworth SG3 6TB | 01438 813000 |
| The Horns | 82 Datchworth Rd Bulls Green SG 6RZ | 07976 700176 |
| The White Horse | 1 White Horse Lane Burnham Green AL6 0HA | 01438 798100 |
| All Saints School | 25 Hollybush Lane, Datchworth SG3 6RE | 01438 812381 |
| | | |

Other agencies responsibilities, contact details and resources.

The Police assume the management and overall co-ordination of all the activities of those responding at and around the scene.

The Fire Service's first concern is to rescue people and to prevent further escalation of the incident. They also assist the ambulance service with casualty handling and decontamination issues and assist the police with the recovery of bodies.

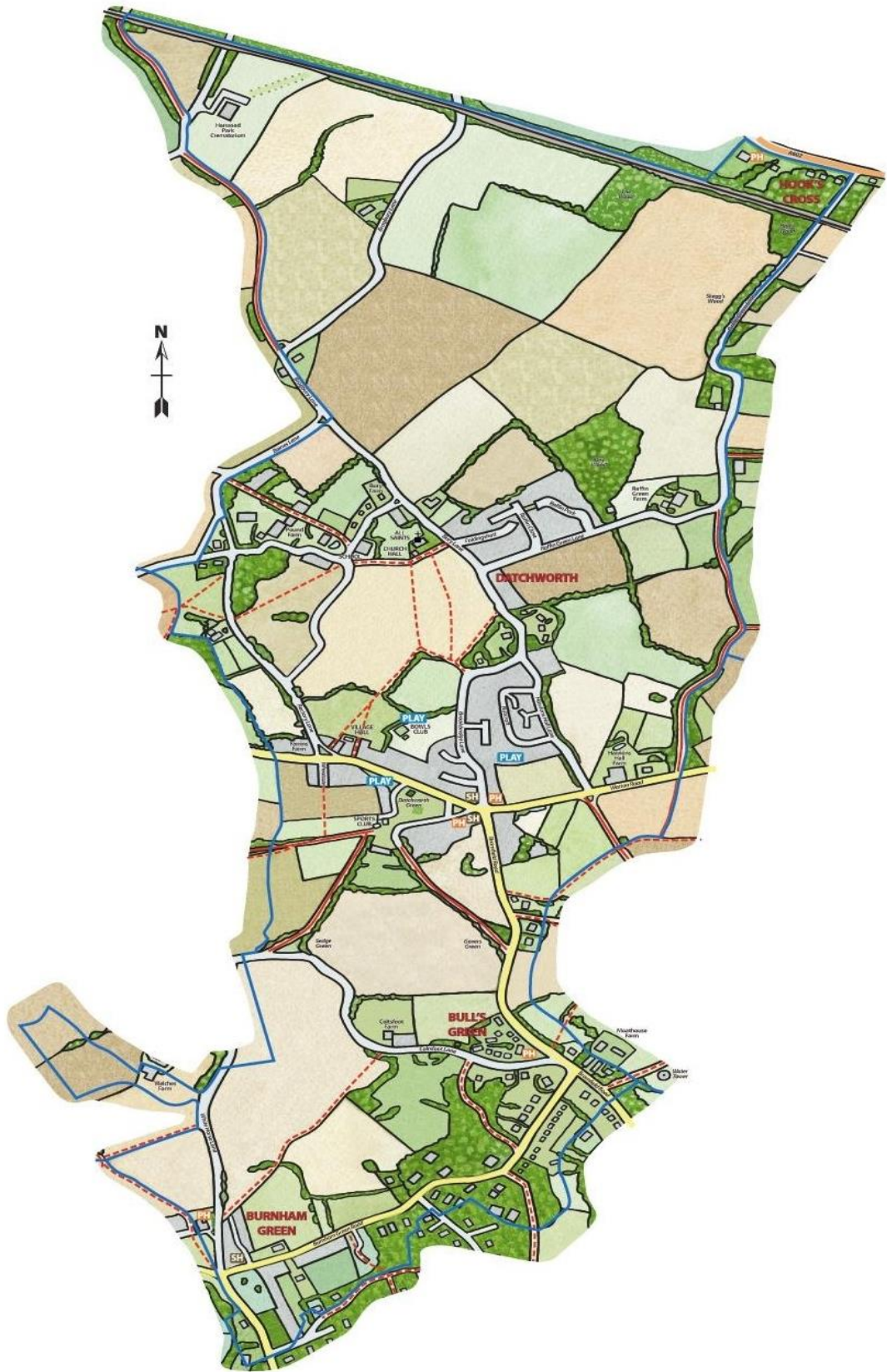
The Ambulance Service is responsible for co-ordinating effective emergency treatment at the scene and transporting the injured, in order of priority, to nominated hospitals.

Health Services ensure an effective medical response including requests from the ambulance service to accept casualties and provide trained staff to act as mobile medical teams.

Local Authorities provide support for the emergency services, and care for the local and wider community. When the emphasis of the incident switches to recovery, the local authority will lead the co-ordination of response in rehabilitating the local community and restoring the environment.

Utility Companies, including industrial and commercial organisations, may provide support and professional expertise to assist the overall emergency response to the incident.

The Voluntary Sector can provide support to the emergency and local authorities. They will assist local authorities operate reception centres and can help to provide social and psychological care. (Organisations include WRVS, St. John Ambulance, British Red Cross, Radio Amateurs Emergency Network, Salvation Army, The Samaritans and the clergy).



Parish Map

