



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 Mrs Vickie Ford, 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 07791135248

Issue 5, circulated for use – 1st October 2023
Next scheduled review – 1st October 2024

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
As above	No 5 October 2023	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 make every effort 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.

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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 FORUM 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**

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

- 1) STAY INDOORS**
- 2) FIRST PHONE 999. Then if appropriate**
- 3) 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 necessarily 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 Kent Resilience Forum team number not in the Malherbe Monthly is 03000414999

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 to your household titled “What should I do in an Emergency” contains a loose sheet of emergency numbers that may be different to those in Malherbe Monthly. If different use the Malherbe Monthly Numbers.

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

Ron Galton	01622 850 369
Barry Adams	01622 850 288
Steve Legon	01622 853 907
Jon Thompson (No landline)	07932 112 730
Mark Oliver	01622 853 749

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 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 so 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 code 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

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 CONTAINING EMERGENCY TELEPHONE NUMBERS.

PLEASE ALSO KEEP HANDY THE FOLLOWING PUBLICATIONS ISSUED TO EACH HOUSEHOLD (If you still have them).

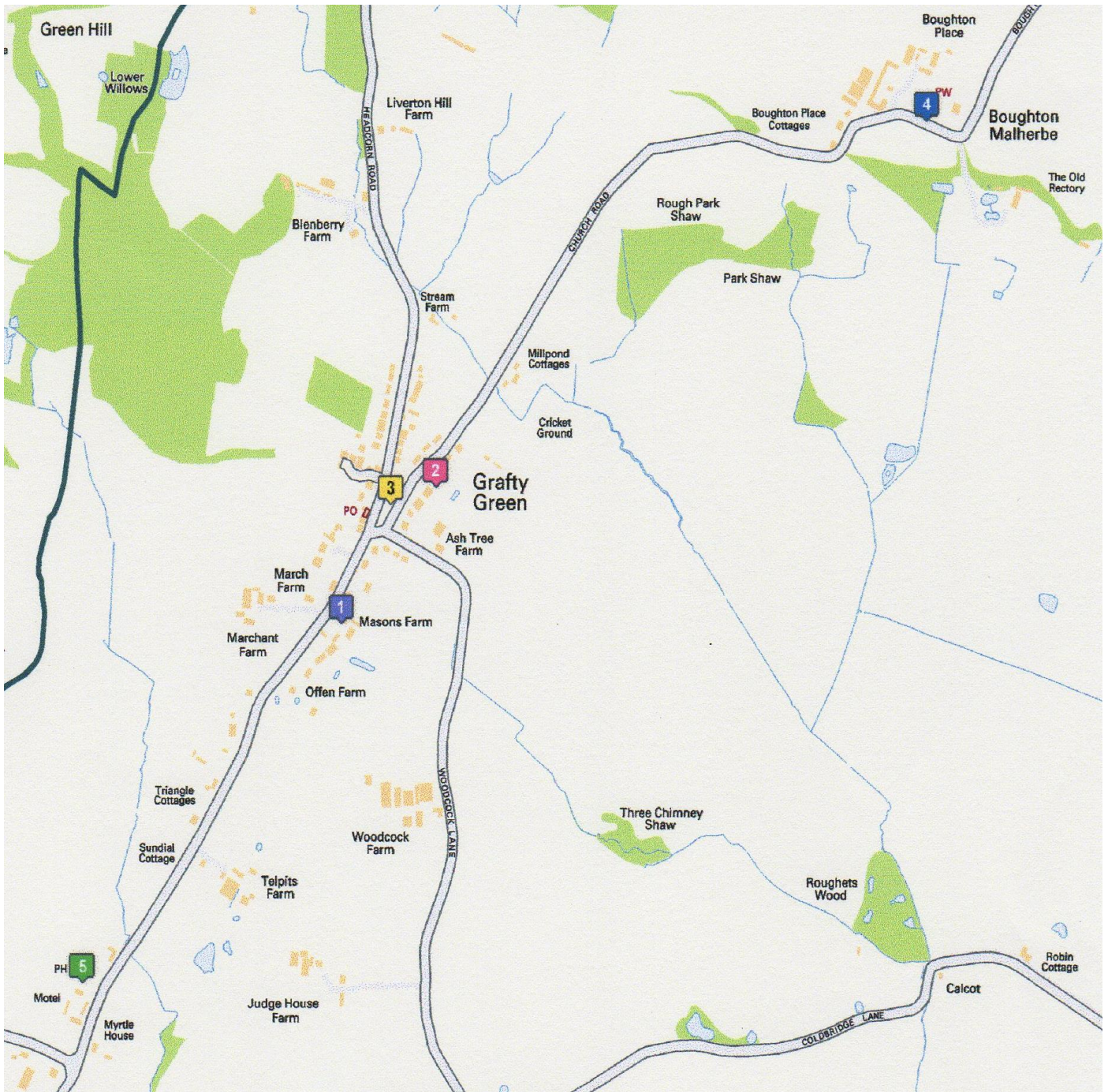
THE THREE BOOKLETS “WHAT SHOULD I DO IN AN EMERGENCY?”, “WHAT TO DO BEFORE, DURING AND AFTER A FLOOD”, and “FIRE SAFETY IN YOUR HOME”.

A useful leaflet called “POWER CUT? CONTACT US”, Issued by **UK Power Networks** to every household. This contains information on how to contact them in the event of a power cut. You can obtain a copy from UK Power Networks 01243 508866.

If you are disabled in any way, elderly, or have a young baby you qualify as a vulnerable customer and can register for extra support during a power cut using the instructions on the leaflet or by telephone.

Your water supply company operates a similar register for vulnerable customers. You can register for this service by telephoning your water supply company. You will then receive updates in an emergency and receive bottled water delivered to your door.

Please note that the Emergency plan co-ordinators cannot supply replacements for the 3 booklets but upon request Ron Galton will try to assist in obtaining them from the originators if stocks are still available.



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)