

Denford Emergency Plan

Date drafted :13 June 25

Date approved: 17 September 25

Date last amended: 6 January 26

Author/Owner of plan: ER Coordinator

Purpose of plan

This plan details the processes that have been put in place to enable the community of Denford to respond to emergency events, such as but not limited to, flooding, fire or loss of power. It includes details of the Parish Emergency Response Team, their role and responsibilities, as well as key contact details for use when an emergency arises.

Section 1

Parish Emergency Response (ER) Team Contact Information

Role	Name	Address	Phone Number	Email address
ER Coordinator	Heather Morton/Parish Councillor	The Old Bakehouse, High Street, Denford NN14 4EQ	07740 101587	alansoldlady@aol.com
External news POC	Peter Rolfe / Parish Council Clerk	Riverside Cottage High Street, Denford NN14 4EQ	07876 522334	clerk@denford-pc.gov.uk
Data Keeper	Jane Malt /Parish Councillor	The Old Cottage High Street, Denford NN14 4EQ	07850 271233	jane.malt@btinternet.com
ER team member	Keith Bright	The Bright House High Street Denford NN14 4EQ	07300 795482	kandjbright@gmail.com
ER team member	Pamela Dawkins	River House Riverview Gardens Denford NN14 4QY	07817 664219	thedawkins26@gmail.com
ER team member	Lee Meadows	Talbot House, Front Street, Denford NN14 4EG	07854 641973	Living.eyes81@googlemail.com
ER team member	Lisa Equi	Hill House, Pegs Lane, Denford NN14 4EJ	07970 704707	lisaequi@hotmail.com

ER team member /Safety Advisor	Gareth Williams	The Cock Inn High Street Denford NN14 4EQ	07857 700519	gwilliamsconstruction@gmail.com
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Defintion of ER team roles

ER Coordinator:

The Emergency Response Coordinator is a Denford parish councillor. They are the central point of contact for the specific emergency when it happens. They are the author and owner of the Denford Emergency Plan.

The ER Coordinator is the main point of contact for receiving emergency alerts from a community or parish member in the village. The ER Coordinator activates the Emergency Plan and will liaise with the emergency services and appropriate ER team contact.

They will lead a review of each emergency event after the situation has been resolved to ensure lessons learnt are actioned and are included in an updated version of the Emergency Plan. They will also ensure that the Emergency Plan is reviewed annually. (See more in Section 7 of plan)

In the event of an emergency they will share appropriate details from the Emergency Response contact lists with the ER team.

External news Point of Contact (POC):

The External News POC is the Denford Parish Clerk.

They are the main point of contact for alerts received from external contacts /services outside of the village, including but not limited to, Environment agency & North Northamptonshire Council. The External news POC will then alert the Coordinator of the emergency.

They will be the initial point of contact for community members' Emergency Response data/forms. They will then supply these forms to the Data Keeper.

Data Keeper:

The Data Keeper is a Denford Parish Councillor. They will create and maintain the Emergency Response contact lists from the data received by the External News POC. They will ensure all Parish Councillors have access to the Emergency Response contact lists. Only Parish Councillors and Parish Clerk will have access to these lists. These lists will be stored securely online and will be password protected.

Those lists are the following:

1. A **confidential list** of:
 - a) Vulnerable people, including what their vulnerablities are, plus next of kin details, and
 - b) Vulnerable locations in the village. Safety advisor to create map of locations and keep this map updated.
2. A **list of skills and resources** that can be used in an emergency event including offers of help from local residents.

ER team member:

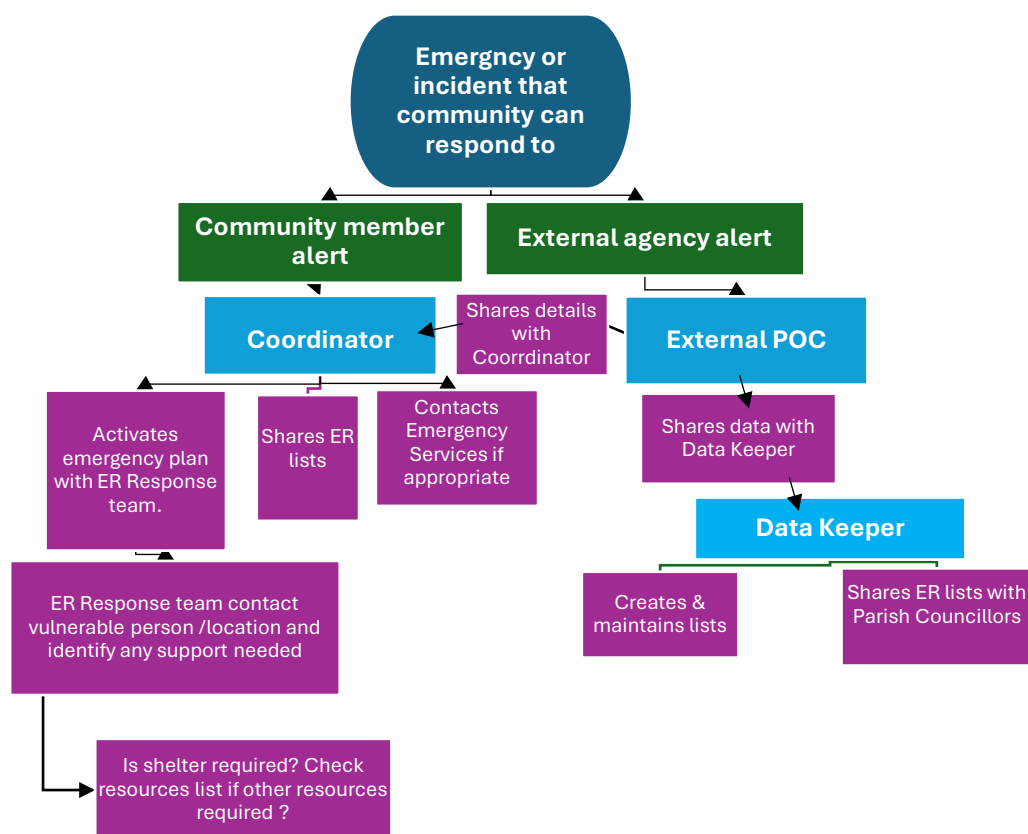
The Emergency Response team member is a resident in the village. They will each look after a specific area in the village. Once the Emergency Plan has been activated, they will contact any vulnerable people in their specific area to check they are safe and if required will contact other resources or support required for the specific residents / houses in their area.

Safety advisor:

Uses their experience of working with Search & Rescue teams to advise ER team on best practice, safety guidance and tried & tested ways of dealing with local emergencies. This unique role will be filled by Gareth Williams given his extensive experience of working with local Search & Rescue services. However, should he not be available to help in the future, the ER Coordinator will ensure all the safety advisor's knowledge and training is maintained.

Section 2

This diagram shows the Activation process in the event of an emergency.



Section 3

Communication to the community

In the event of an emergency the following communications channels will be used:

Channel	Responsibility
Face to face contact with any vulnerable persons	All members of ER Response Team

Text messages using an ER team What's App group or individually by text if no internet connectivity	All members of ER Response Team
Denford Village Facebook page (link to FB page) with emergency alert posts and updates. The comments feature for these posts will be disabled so that no additional comments will be allowed on these posts.	ER Coordinator
Parish Council noticeboard, if appropriate	ER Coordinator

Section 4

Emergency Services contact details

Crime Stoppers	0800 555 111
Emergency Services	999 (emergency) / 101 (non-emergency)
Environment Agency Hotline	0800 80 70 60 (24hrs)
Gas Leaks	0800 111 999
Highways England	0300 123 5000
NNC Emergency Planning Team	07727 139443 (Jo Maddams)
Northamptonshire Highways	03001 261000 or 07000 782112 (out of hours)
Medical advice	111
Police counter-terrorism hotline	0800 789 321
Power cuts	105 (National Grid) www.nationalgrid.co.uk
RSPCA	0300 123 4999
Water Leaks	08457 145 145
Local Water Company	03457 145 145 (Anglian Water)

Section 5

Vulnerable persons and locations

The ER Data Keeper maintains a confidential list and map of all vulnerable persons and locations. In the event of an emergency the Data Keeper will share this list with Parish Councillors and other appropriate persons e.g. agencies, Emergency Services.

Section 6

Local skills & Resources

A list of local skills and resources maintained by the ER Data Keeper. Equipment could be 4X4 vehicles, chain saws, boats, defibrillators etc. Resources could be other residents who have offered to help in an emergency, for example accommodation. In the event of an emergency the Data Keeper will share this list with Parish Councillors and other appropriate persons e.g. agencies, Emergency Services.

Shelter/ Meeting Venue

Location	Keyholders	Contact details	Additional information
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Denford Village Hall Front Street Denford NN14 4EG	Stuart Booth	07842 576553	
The Cock Inn High Street Denford NN14 4EQ	Gareth Williams	07857 700519	To be used as back up for village hall if needed

Section 7

Review

There are two elements to review, both led by the ER Coordinator:

1. After each emergency is resolved, the ER Coordinator will lead a review of the emergency event to identify what went well and what could be improved or changed. The findings from this review to be incorporated into the plan.
2. As owner of the Emergency Plan, the ER Coordinator ensures the plan is reviewed annually and that all people, locations and resources included in the plan are current.