



Haslingfield Parish Emergency Plan

Plan last updated on: July 2025

**If you are in immediate danger
Please ring 999**

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1. PLAN DISTRIBUTION LIST

Name	Role	Phone number/email address	Issued
All members	Haslingfield Parish Council	clerk@haslingfieldparishcouncil.gov.uk	July 2025
South Cambs	Duty Officer	01954 713070 duty.communities@scambs.gov.uk	July 2025

2. REVISIONS

Name	Date	Details of changes made	Changed by
First version	28 Sept 2014		
Version 1.0	18 January 2021	Distribution list, key locations, emergency contact list, telephone tree and first steps updated; formatting	Helen Brown
Version 2.0	14 March 2022	Key locations, resources, communication, list of community organisations, activation triggers, formatting	Diana Offord Jenny Jullien
Version 3.0	15 May 2023	Risk preparation, first aiders, resources, key locations	Diana Offord

Version 4.0	July 2024	Updated email addresses and phone numbers, what3 words locations, updated food locations	Diana Offord
Version 5.0	July 2025	Added defibrillator, updated caretaker name and phone number, updated Church and Village contact	Diana Offord

3. LOCAL RISK ASSESSMENT

Risks	Impact on community	What can Community Emergency Group do to prepare?
Disease epidemic	Impact on people's health Vulnerable need to isolate Assistance needed to access food and medical supplies	<ul style="list-style-type: none"> Document process to establish volunteer network to contact vulnerable people daily, arrange delivery of food supplies and collection and distribution of medical prescriptions
Cyber attack	Internet communication is lost Accounts are hacked Data is stolen	<ul style="list-style-type: none"> Ensure good practice for Parish data in terms of security and backup. Identify any village organisations that might need assistance with emergency planning Document process to establish a group of knowledgeable experts to assess the impact of the breach. Outline what their action would be in terms of communication, advice and guidance and information on what to do and who to contact for further assistance Establish methods of communication to use if no internet contact possible
Flooding	Access to houses near the river becomes difficult Damage to property	<ul style="list-style-type: none"> Encourage residents to improve home flood defences Work with local emergency responders to see if can help with distribution of flood warnings and any evacuation and rest centre establishment required Find out what flood defences exist or are planned in the area
Surface water flooding	Could happen anywhere in the Village Damage to property People made temporarily homeless	<ul style="list-style-type: none"> Prepare places for people to shelter
High winds blowing down large numbers of trees causing damage	Possible power disruption Road blockages People made homeless	<ul style="list-style-type: none"> Prepare places to shelter temporary homeless and those who cannot heat their homes

		<ul style="list-style-type: none"> • Use resource list, PC contacts and social media to find people with chainsaws to help remove blockages
Blocked ditches	Flooding Damage to property	<ul style="list-style-type: none"> • Use resource list, PC contacts and social media to find people who could help with emergency
Industrial accident within the village or nearby	Possible contamination of water supplies	<ul style="list-style-type: none"> • Prepare how to communicate present risk and danger • Agree how water could be supplied • Document process to establish volunteer network to contact vulnerable people daily, arrange delivery of food supplies and collection and distribution of medical prescriptions
Bad weather forcing people to leave their cars and lorries	Influx of people needing shelter	<ul style="list-style-type: none"> • Establish a contact system to ascertain whether they need any help from the village resources
Major incident on railway line	Influx of people needing shelter	<ul style="list-style-type: none"> • Establish a contact system to ascertain whether they need any help from the village resources
Airfield	Airplane crash: Fuel dispersal over properties Major fires to properties Property damage Road closures Environmental impacts	<ul style="list-style-type: none"> • Establish a contact system to ascertain whether they need any help from the village resources • Prepare how to communicate present risk and danger • Use resource list, PC contacts and social media to find people who could help with emergency • Prepare places for people to shelter
Power failures	Loss of power	<ul style="list-style-type: none"> • Prepare how to communicate present risk and danger • Use resource list, PC contacts and social media to find people who could help with emergency

4. LOCAL SKILLS AND RESOURCES ASSESSMENT

Skill / resource	Who?	Contact details	Location
Paramedic/s			Contact Village organisations, use social media
Doctors Surgery Minor surgery	Out of hours	01223 870250 03301 239131	11 Church Street, Harston CB22 7NP (what3words - ///comedy.graceful.scribble)

Defibrillators			<ol style="list-style-type: none"> 1. Telephone Box on High Street near Fountain Lane (what3words - ///campfires.sample.shine) 2. Village Hall on wall facing the rec (what3words - ///invite.improving.prank) 3. Barton Road bus shelter (what3words - ///mills.reform.lance)
Nurse/s, Retired Nurse/Midwife			Contact Village organisations, use social media
Trained First Aider/s			Contact Village organisations, use social media PC to look into a First Responder scheme
Radio Amateur	████████		████████
Electrician with Emergency situation experience			Contact builder, use social media
Builder/Engineer	Offord and Camp	01223 872249	
Vet/s	Ashcroft surgery	01954 210250	
Interpreters for people that do not have English as a main language			Use social media
Farmers	████████ ████████	████████ ████████	High Street, Harlton Lesanna Farm, Cantelupe Road, Haslingfield

5. RESOURCES

Person	Resource	Contact	Telephone number
	Parish mobile phone	The Parish Clerk	07365 223426
	4 x 4 vehicles	Use PC contacts/ social media	
	Tractors	████████ ████████	████████ ████████
	Inflatable boats, boats for flood situations	Use PC contacts/ social media	
	Pharmacy	Harston surgery	01223 871588

	Water/food supplies, local shops	Mohak Cafe The Village Shop House of Spice	01223 928456 01223 871743 01223 872020
Any Parish Councillor	Emergency Box	Village Hall	List of PCs on website
	Information Technology Skills	Use PC contacts / social media	

6. KEY LOCATIONS

Identified with local authority for use as places of safety

Building / Outdoor Space	Location	Potential usage in an emergency / capacity of building	Contact details
Village Hall	Recreation Ground	Rest Centre/safe place, Capacity 150 people	Judith Brammar (Caretaker) [REDACTED] Michaela Joycroft (Administrator) 07400 081435 Parish Clerk: 07365 223426 (PCs also have keys)
Recreation Ground	High Street	Meeting point, emergency services access point	Parish Clerk: 07365 223426 and Emergency Planning Officer have recreation ground gate keys; all PCs can access the spare key in the storage room of the Village Hall
Wellhouse Meadow	Broad Lane	Meeting point, emergency services access point	Parish Clerk: 07365 223426 and Emergency Planning Officer have Wellhouse Meadow gate (from Manor House drive) keys; all PCs can access the spare key in the storage room of the Village Hall
All Saints Church	High Street	Rest Centre/safe place, capacity 100 people	Key Holders Rev Claire Robertson [REDACTED] Jenny Gore [REDACTED] John Martin [REDACTED]
Methodist Church Hall	High Street	Rest Centre/safe place, Capacity 100 people	Key Holder [REDACTED] Minster 01223 872862
School Hall	High Street	Rest Centre/safe place, Capacity 250 people	School Office 01223 870457 Key Holder [REDACTED]

7. EMERGENCY CONTACT LIST

Name	Title	24hr telephone contact	Email
Lise Jackson	Parish Clerk	07365 223426	clerk@haslingfieldparishcouncil.gov.uk
Diana Offord	Emergency Planning Officer		diana.offord@haslingfieldparishcouncil.gov.uk
South Cambs District Council		01954 713070 (not 24 hours)	duty.communities@scambs.gov.uk

Other SCDC communications:

https://twitter.com/SouthCambs?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor

<https://www.facebook.com/SouthCambridgeshireDistrictCouncil/>

8. COMMUNICATION

The Emergency Planning Officer will use a WhatsApp group for easy, encrypted communication to contact all parish councillors and other key contacts simultaneously in the case of an emergency.

9. LIST OF COMMUNITY ORGANISATIONS

To gain the most up to date details of community organisations, refer to the latest edition of Haslingfield and Harlton Church and Village. This is available from Melissa Fu at haslingfieldharltonmagazine@hotmail.co.uk, telephone number [REDACTED], and also from the majority of residents in Haslingfield. A copy can also be found in the emergency box in the storage room of the Village Hall.

10. ACTIVATION TRIGGERS

- A call from the emergency services to the Emergency Planning Officer will trigger calling a meeting of the Parish Council.
- The community may decide to activate the plan if the emergency services are unavailable.
- Instructions from the Government that a Lockdown will take place.

The Councillors and employees of the Parish Council will meet at the Village Hall, if possible. If not, virtually, using appropriate software.

11. FIRST STEPS IN AN EMERGENCY

Follow the instructions below when the plan is activated.

	Instructions	Tick
1	Call 999 (unless already alerted)	
2	Ensure you are in no immediate danger	
3	Activate the WhatsApp group	
4	Establish a base in an appropriate location	
5	Alert the village via Websites, Facebook and other appropriate social media. Put notices up on Notice Boards. House to house leaflet drops.	

12. DRAFT COMMUNITY EMERGENCY GROUP FIRST MEETING AGENDA

Example Community Emergency Group Emergency Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Who holds the information of those who are vulnerable, and who can help?
- Elderly
- Families with children
- Non-English-speaking people
- What resources do we need?
- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

2. Establishing contact with the emergency services

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

Actions Agreed with Local Authority in the Event of an Evacuation

SCDC will review the Emergency plan once completed and will make agreements where applicable for the use of any community buildings or resources. There is no need at this time for your parish to complete this section.