



# KINGSTON Parish Emergency Plan

Plan last updated on: **1 October 2024**

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

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## 1. Plan distribution list

Name	Role	Phone number/email address	Issued on
	Parish Clerk	<a href="mailto:Kingstonpc.cambridge@gmail.com">Kingstonpc.cambridge@gmail.com</a> Or <a href="mailto:clerk@kingstonvillage.org.uk">clerk@kingstonvillage.org.uk</a>	
Sue Dalglish	Chair of Parish Council	<a href="mailto:chair@kingstonvillage.org.uk">chair@kingstonvillage.org.uk</a>	
Julie Conder	Parish Councillor and Web Master	<a href="mailto:jwconder@kingstonvillage.org.uk">jwconder@kingstonvillage.org.uk</a>	
Miki Ellar	Parish Councillor	<a href="mailto:miki.ellar7@gmail.com">miki.ellar7@gmail.com</a>	
Mark Nicholls	Parish Councillor	<a href="mailto:amn1000@cam.ac.uk">amn1000@cam.ac.uk</a>	
Paul Wheeler	Parish Councillor	<a href="mailto:Paulfrederick85561@gmail.com">Paulfrederick85561@gmail.com</a>	
Paul Wright	Chair Of VHMC	<a href="mailto:paulwright8@btinternet.com">paulwright8@btinternet.com</a>	
Janet Clear	Church Secretary PCC	<a href="mailto:clearsam@btinternet.com">clearsam@btinternet.com</a>	

## 2. Revisions

Name	Date for next revision	Details of changes made	Changed by
15 Oct 2018	Before 15 Nov 18	First publication	J Conder/S Dalglish
11 March 2020	11 March 2021	Minor corrections	J Conder/S Dalglish
30 Nov 2020	30 Nov 2021	Additions	J Conder/S Dalglish
9 May 2021	9 May 2022	Contact Updates	J Conder/S Dalglish
1 October 2024	1 October 2025	Additions	S Dalglish

### 3. Local Risk Assessment

Risks	Impact on community	What can Community Emergency Group do to prepare?
Flooding	Access village becomes difficult	Use Parish email list to notify residents of issues relating to flooding if it occurs and any relevant action to be taken (additional publicity through village Facebook page and village notice boards)
Surface water flooding	Could happen anywhere in village. Damage to property. People made temporarily homeless.	Encourage residents to improve home flood defences
High winds blowing down large numbers of trees causing damage	Possible power disruption, road blockages, people made homeless.	Prepare places to shelter temporary homeless and those who cannot heat their homes. Maintain list of people with chainsaws to help remove blockages.
Bad weather forcing people to leave their cars and lorries	Influx of people needing shelter	Establish a contact system so it can be ascertained whether they need any help such as the opening of the village hall to provide shelter.
Industrial accident within the village or nearby	Possible contamination of water supplies.	Contact County Council and emergency services for instructions
Major incident on local road		Liaise with emergency services.
Power failures	Loss of heating and lighting for village residents. Loss of internet/mobile coverage for extended outages.	Post contact numbers on village webpages/village Facebook page. Use village email mailing list to notify residents of planned power works. Contact details are also published in village magazine. Physically contact vulnerable people in the village and check on neighbours in the event of power cuts.
Health emergency eg. national pandemic	Self-isolation or quarantine of vulnerable individuals	Circulate information by email, telephone and village magazine. Post on village FaceBook and website Establish network of volunteers to assist with food and prescription deliveries (see Section 7)
Firearms or Weapons Incident	Guidance in the Event of a Firearms or Weapons Incident	Document saved on Parish Council Website providing guidance to follow in event of Firearms or Weapons Incident – “Run, Hide, Tell” as advised by National Counter Terrorism Security Office.

### 3. Emergency Contact List

Skill / resource	Who?	Contact details	Location
Doctors Surgery		Comberton Surgery 01223 262500 Bourn Surgery 01954 719469 Eversden Surgery 01223 262579	Comberton  Bourn  Eversden
A & E Department		Addenbrookes Hospital & Rosie Maternity Hospital 01223 245151 NHS Helpline 111	Cambridge
Defibrillator		Kingston Village Hall (side wall of building)	Kingston
Pharmacist		Comberton Surgery 01223 262500 Bourn Surgery 01954 719469 Eversden Surgery 01223 262579	Comberton  Bourn  Eversden
Vets		Ashcroft Surgery 01954 210250 or emergency no 0845 5004247 Cromwells 01954 715161	Hardwick  Cambourne
Radio Amateur	Martin Apperly	<a href="mailto:martyn@eor.myzen.co.uk">martyn@eor.myzen.co.uk</a>	
Building Contractor	Barry Marsh  Mark Steele	07768 706359 or 01223 263817  07831 550189 or 01223 264710	
Electricity - UK Power Networks  Water- Cambridge Water		0800 316 3105  0800 316 7676 (Leaks) or 0800 316 706050 (Other Emergencies)	
Rector	Rev Stephen Day	01954 264226	Papworth Team
Water/Food Supplies		Village shops (or Petrol Stations – See next section for details)	Toft Comberton Bourn

Fuel Suppliers		Petrol Stations	Hardwick Barton Cambourne
Parish Clerk	c/o Sue Dalgleish	07799 602103	
Village web page		<a href="http://www.kingstonvillage.org.uk">www.kingstonvillage.org.uk</a> or <a href="https://www.facebook.com/kingston.village">www.facebook.com/kingston.village</a>	
Village hall management committee chair	Paul Wright	paulwright8@btinternet.com	
Red Cross Radio Cambridgeshire		01223 359255 95.7 and 96.0 FM or <a href="http://bbc.co.uk/radiocambridgeshire">bbc.co.uk/radiocambridgeshire</a>	
Heart 103 Radio		Studio telephone no 0845 481 0022 or 01733 460460	
Star FM Radio		01223 321107	
<b>Radio Amateurs Emergency Network (RAYNET) group</b>		0303 0401080	
<b>Group Controller Cambridgeshire RAYNET</b>		07753 561679 G1UAF	
St Johns Ambulance		0844 770 4800	

## 4. Resources

Person	Resources	Contact	Address
Charlie Richmond	Tractors	Tel No – 01223 263052 or 07776 143331 Tel No – 01223 263746 or 07429 115325	
Charlie Richmond	Chainsaw	Tel No – 01223 263052 or 077776 143331	
Paul Wright Janet Clear, Sarah Wright, Peter Stokes, Simon Draper  Chris Reid	Key holders for village hall	Paulwright8@btinternet.com <a href="mailto:clearsam@btinternet.com">clearsam@btinternet.com</a> Peter Stokes (Parish Clerk) - 01223 262207 or 07740 053247 Simon Draper – 01223 262842 or 07981 922365  Chris Reid - 01223 262518 or 07768 472776	

## 5. Key Locations

Identified with local authority for use as places of safety

Building	Location	Potential usage in an emergency/ capacity of building	Contact details
Village Hall CB23 2NN	Church Lane	Rest Centre/Safe Place	Key Holders – Sarah Wright, Janet Clear, Peter Stokes, Simon Draper, Rachel Hooper, Chris Reid.
Church CB23 2NG	Church Lane	Rest Centre/safe place,	Janet Clear, Torrie Smith, Peter Reynolds, Peter Stokes, Linda Rimmer
Playground CN23 2NJ	Cranes Lane	Open Evacuation Area	Gate Combination with contact details on playground notice on gate

## 6. In the event of Self Isolation

A volunteer network has been created within the village to help deliver food/medical supplies to individual houses for residents who are self-isolating. Please contact the parish clerk who will have details of who is coordinating the scheme if you would like to have help with deliveries.

## 7. Activation Triggers

A call from the emergency services to the Community Emergency Coordinator will trigger calling a meeting of the Emergency Committee

Community Emergency Coordinator – Parish Clerk

Parish Councillors will act as the Committee

## 8. 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	Call the Community Emergency Coordinator	
4	Establish a base at the Village Hall	
5	Alert the village via email/Facebook/visits Put up posters on the notice boards.	



