

**EMERGENCY PROCEDURE PLAN
2026**

**SPARKFORD PARISH COUNCIL
SPARKFORD PARISH HALL
CHURCH ROAD
SPARKFORD
BA22 7LD**



Call 999 if there is a risk to life

Phone 999 for emergency services

SPARKFORD EMERGENCY PROCEDURE PLAN 2026

Emergencies happen. There may be a time when you might be affected by an emergency but your life is not in immediate danger. During such a time, you will need to know how to help yourself and those around you. The Parish Council has drawn up this plan to help deal with a major incident which may occur in the future. 'By becoming more resilient, you and your community can complement the work of local emergency responders and reduce the impact of an emergency on your community both in the short and long term.

Objectives of this Emergency Procedure Plan:

- To establish a community emergency co-ordinators' team that will coordinate the community response and liaise with the emergency services / local authorities as appropriate.*
- To identify actions required to minimise the harm from identified hazards or threats.*
- To establish a means of identifying vulnerable people in the community with a view to supporting them in an emergency.*
- To identify resources in the community that would be available to minimise the severity of the emergency.*
- To establish key contact details for the emergency services and local authorities, the Local Community Emergency Co-ordinators and key community resources.*

In the event of a major incident in or near the parish, Sparkford's Community Emergency Co-ordinators will activate the Plan after contacting the appropriate authorities:

Your emergency co-ordinators are the members of the Sparkford Parish Council Details of Council members can be found on Village Hall notice board, Sparkford Parish Website and in the Spark Magazine

Police Fire Ambulance: 999

Useful telephone numbers

Devon and Somerset Fire and Rescue Headquarters 01392 872200

Somerset Council 03001232224

National Highways 03001235000 (Emergency problems on roads)

UK Power Networks Emergency Dial 105

National Grid 0800 6783105
(maintains electricity cables and lines)

Wessex Water 0345 6004600

Urgent sewer related flooding 03458505959

British Gas: 0800 111 999

Environment Agency 0800 80 70 60
(Damage or danger to the natural environment
Pollution to water or land Watercourses blocked)

Domestic oil leak 0800 807060 (Oil pollution of a ditch or watercourse should be reported to the Environment Agency)

Flood line: 0345 988 1188

Information on medical conditions:
NHS.uk 24-hour helpline Dial 111

Location of nearest defibrillator

1. Sparkford Parish Hall, Church Road
2. Enterprise Park Entrance, Goodwood Drive

Network Rail 24 Hour emergency line 03457 114141

NOTIFICATION OF AN INCIDENT

Instructions;

1 *Example: Call 999 (unless already alerted)*

2 *Ensure you are in no immediate danger*

3 *If possible, start keeping a log and record:*

- a) Any decisions you have made*
- b) Action taken*
- c) Who you spoke to and what you said*
- d) Any information received*

4 *Contact the Parish Council Community Emergency Co-ordinators and if necessary, they will contact:*

- a) Those specifically at risk*
- b) Other members of Parish Council via agreed route*
- c) Volunteers and key holders where appropriate*

FIRST STEPS IN AN EMERGENCY

*If you become aware of a serious incident happening or threatening to develop, call the emergency services on **999** with the following information:*

- Your name, contact telephone number, address / Location*
- Full details of the incident as far as you can ascertain without putting yourself at risk:*
 - When*
 - Where (exact location)*
 - What happened and what is happening now*
- Emergency Services requested*
- Estimated human casualties*
- Estimated animal casualties (if any)*
- Hazards and road blockages*

AIR AMBULANCE

The Somerset Air Ambulance historically has landed at Sparkford Cricket Ground, the crew of the Air Ambulance and their controller have the final say in where it will land depending on the type of casualty and the casualty location. The emergency services will clear the landing site and may request local residents to assist. Should you be requested to assist follow the instructions given by emergency service or a Village co-ordinator.

If in doubt, ask.

LOCAL RISK ANALYSIS

The village of Sparkford is a overall low risk area.

Risks to the village and the population are identified as.

- 1. FLOODING, we have the River Cam on the edge of the village this can be prone to flooding in bad weather. LOW RISK*
- 2. FIRE, historically there have been few major fires within the village. LOW RISK*
- 3. TRAFFIC, the village has the main route to the west Country A303 running to the North of the village, an accident on this road may cause the village roads to be used as a diversion causing gridlock in the village. LOW RISK*
- 4. HAYNES MOTOR MUSEUM, this venue holds monthly car meetings, LOW RISK*
- 5. AIR CRASH The village is adjacent to Yeovilton Air Station, there are regular aircraft movements in and out of the airfield, all movements are highly regulated. LOW RISK*
- 6. WATER AND POWER OUTAGE, Wessex water and the power companies will normally plan and notify households. In the event of a longer outage the relevant companies should be contacted directly. LOW RISK.*

VULNERABLE PEOPLE

'It is important to ensure that isolated or vulnerable people are contacted to see if they need assistance during an emergency.

Emergencies can make anyone vulnerable and they make life difficult for those people who are already vulnerable. Being vulnerable means different things to different people and vulnerabilities can vary in their duration.

Social vulnerability risks could include people who have recently had an operation, people without access to transport or people with limited mobility.

Sparkford is a community village and people automatically help their family, friends and neighbours during times of need. In the unlikely event that the Emergency Procedure Plan is called into force; it is hoped that people would volunteer and use what skills, tools, resources, vehicles or machinery they have available and are capable of using.

It is important that any vehicles are licensed and insured to use in an emergency.

GROUPS / INDIVIDUALS TO HELP IN AN EMERGENCY EVACUATION

'During an emergency, it might be necessary for some members of the community to be evacuated from their homes to a safe place.

You should be aware of vulnerable persons within your local area and inform Council Members of their presence

The Good Neighbour Scheme may be able to assist with:

- * Door knocking or delivery of emergency messages (particularly if phone lines are down)
- * Running of a rest centre
- * Identifying those who may need extra assistance to move to safety
- * Helping to move vulnerable residents to a place of safety
- * Using social media to communicate emergency messages

First choice reception centre

The reception centre will be run by members of Sparkford Parish Council in conjunction with emergency services,

In the event of the need to activate the Emergency Procedure Plan, Sparkford Village Hall is to be the first choice for Reception Centre.

The entrance to the hall is accessible at the front of the building.

Chairs and tables are stacked in the main hall.

The committee room within the hall can be used as a Control Room but there is no telephone installed in the hall.

The kitchen is located on the left and is well stocked with cups, cutlery and crockery stored in cupboards The toilet facilities are accessible for all.

An emergency generator is available from the Scouts to provide emergency lighting; It is kept at Weston Bampfylde.

NB. There are no telephone lines in the hall – all communication will be by mobile phones.

FURTHER POSSIBLE RECEPTION CENTRES:

1. Haynes Motor Museum
2. Sparkford Inn

Arrangements to use these locations would be made by Sparkford Parish Council and/or Emergency Services.

Your Home Emergency Plan

Keep your plan and other important information in a safe place that you will find again quickly.

Ensure that you have your Childs school and clubs location and telephone number.

Have a record of any medications you or your family require.

If you have to leave your home is it secure.

Are your insurance details in a safe place.

Are your important documents in a safe place.

Are your pets catered for.

Top 5 Tips to help you prepare for an emergency:

1. Get suitable insurance before an emergency has even occurred
Check how long your insurance lasts and what it really covers

2. Put valuable documents and treasured possessions upstairs
Check if you live in a flood risk area
Keep important documents safe
Store photos and belongings you want to keep safe upstairs

3. Back up important files and photos on your computer
Regularly make copies of important documents, music and photos onto a disc or memory stick?

4. Put together your own emergency grab bag
Be prepared to move quickly in an emergency

5. Have emergency friends
Identify one emergency friend who lives nearby and a second one who lives further away.
Think about your neighbours. Could you be an 'emergency friend' for isolated or vulnerable people in your area?