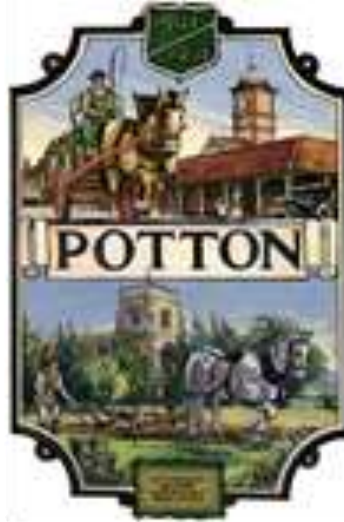


# Potton Town Council



## Community Emergency Plan

This plan has been authorised by the undersigned on behalf of Potton Town Council.

Signed: 

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Cllr Jonathan Lean  
Chairman

Jonathan Whitehurst  
Town Clerk

Adopted: September 2010

Last reviewed: 12th January 2021

# Potton Community Emergency Plan

**All telephone numbers and other contact details are strictly confidential and only to be use for the purposes of this emergency plan.**

## 1. Emergency community co-ordinators and deputies

Please see addendum.

### **Responsibility for upkeep of the Emergency Plan**

Town Clerk and Clerical Assistant

## 2. Distribution

List of people or organisations currently holding plan:

- i) Central Bedfordshire Council
- ii) Biggleswade Police Station
- iii) Potton Fire Station
- iv) Potton Town Clerk – Town Council office
- v) All Town Councillors at home address in Potton

## 3. Aim and objectives

Aim of the plan: To increase the short-term community resilience.

- i) Identify vulnerable elements of the community;
- ii) Identify hazards and possible mitigation measures;
- iii) Identify resources and key contacts in the community.

## 4. Emergency Co-ordinator

A person living locally who provides a vital link between the community and other organisations planning and responding to an emergency.

Their role is to:

- Oversee the completion and maintenance of the Community Emergency Plan;
- Provide a link to Central Bedfordshire Emergency Planning Officer;
- Call a community meeting during an emergency (if deemed necessary);
- Provide the focal point for the community response to an emergency.

## 5. Risk

<b>Risk</b>	<b>Consequence</b>	<b>Measures in place</b>	<b>Notes</b>
<b>Air crash</b>	<ul style="list-style-type: none"> <li>• Total devastation and loss of lives</li> </ul>	<ul style="list-style-type: none"> <li>• Evacuation Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Services to assist</li> </ul>
<b>Chemical spill</b>	<ul style="list-style-type: none"> <li>• Toxic contamination</li> </ul>	<ul style="list-style-type: none"> <li>• Evacuation Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Services and Local Authorities to assist.</li> </ul>
<b>Flooding</b>	<ul style="list-style-type: none"> <li>• Buildings in flood plain</li> <li>• Evacuation from homes</li> <li>• Flooding of sub-stations (loss of electricity)</li> </ul>	<ul style="list-style-type: none"> <li>• Evacuation Centre</li> <li>• Bedfordshire and Luton Multi-agency Flood Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Drainage ditches should be cleared regularly – responsibility of Ivel Drainage Board</li> <li>• Local landowners and local authorities</li> <li>• Fire and rescue services</li> <li>• Electrical Services to assist</li> </ul>
<b>Flu pandemic and other major health risk</b>	<ul style="list-style-type: none"> <li>• Increased fatalities of vulnerable residents or unknown group of victims (ie: elderly, very young, teenagers) until virus is recognised</li> </ul>	<ul style="list-style-type: none"> <li>• Currently adequate burial facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Health Authorities responsibility</li> </ul>
<b>Gas explosion accident</b>	<ul style="list-style-type: none"> <li>• Loss of life</li> <li>• Destruction of buildings</li> </ul>	<ul style="list-style-type: none"> <li>• Evacuation Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Services to assist</li> </ul>
<b>Loss of road access</b>	<ul style="list-style-type: none"> <li>• Serious inconvenience</li> </ul>	<ul style="list-style-type: none"> <li>• Highways/Police to indicate alternate routes</li> </ul>	<ul style="list-style-type: none"> <li>• Local Authorities to assist</li> </ul>
<b>Major fire</b>	<ul style="list-style-type: none"> <li>• Major disruption and severe problems</li> </ul>	<ul style="list-style-type: none"> <li>• Evacuation Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Service responsibility</li> </ul>
<b>Severe weather</b>	<ul style="list-style-type: none"> <li>• Damage to property</li> <li>• Tree damage</li> <li>• Loss of life</li> </ul>	<ul style="list-style-type: none"> <li>• Evacuation Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Local Authorities to assist</li> </ul>
<b>Sandy Petroleum Storage Depot</b> <b>Explosion</b> <b>Terrorist attack</b>	<ul style="list-style-type: none"> <li>• Smoke risk</li> <li>• Dependent upon atmospheric and wind conditions</li> </ul>	<ul style="list-style-type: none"> <li>• "Restricted Plan"</li> <li>• Central Bedfordshire Council's responsibility to inform Potton and Sandy Town Councils</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum risk to Potton</li> <li>• 3 miles away</li> <li>• Emergency Services and Local Authorities to assist</li> </ul>

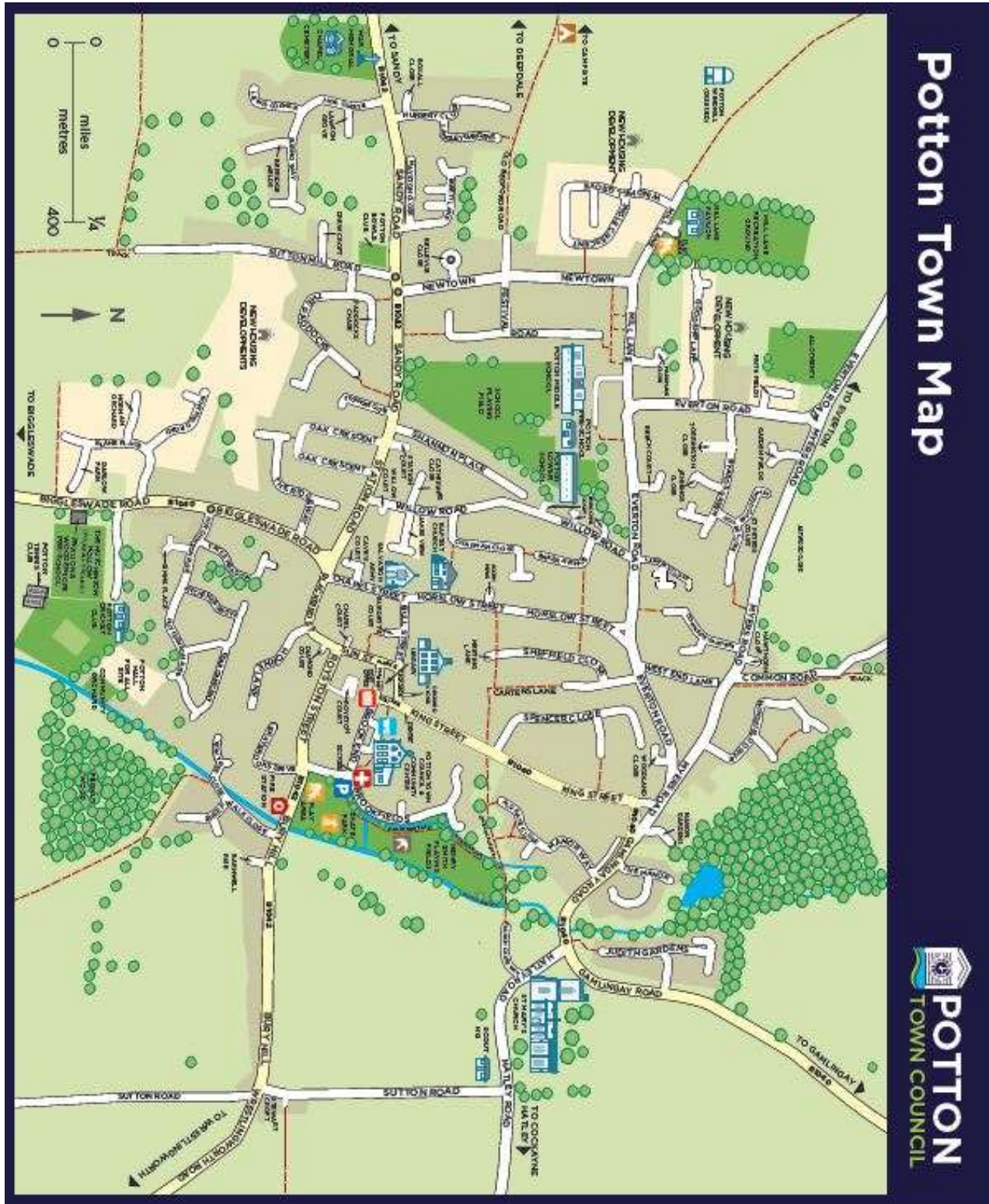
<b>Risk</b>	<b>Consequence</b>	<b>Measures in place</b>	<b>Notes</b>
<b>Sandy Petroleum Storage Depot</b> <b>Explosion</b> <b>Terrorist attack</b>	<ul style="list-style-type: none"> <li>Major emergency</li> <li>Potton in possible vicinity of consequence of missed target</li> </ul>	<ul style="list-style-type: none"> <li>"Restricted"</li> <li>Central Bedfordshire Council's responsibility to inform Potton and Sandy Town Councils</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Services and Local Authorities to assist</li> <li>Considered to be unlikely by District Authority plans</li> </ul>
<b>Sandy Petroleum Storage Depot</b> <b>Pipe rupture</b>	<ul style="list-style-type: none"> <li>Soil contamination</li> </ul>	<ul style="list-style-type: none"> <li>"Restricted Plan"</li> <li>Central Bedfordshire Council's responsibility to inform Potton and Sandy Town Councils</li> <li>Communication and reassurance to residents</li> </ul>	<ul style="list-style-type: none"> <li>Minimum risk to Potton</li> <li>3 miles away</li> <li>Emergency Services and Local Authorities to assist</li> </ul>
<b>Terrorist attack</b>	<ul style="list-style-type: none"> <li>Air crash or explosion</li> </ul>	<ul style="list-style-type: none"> <li>Evacuation Centre</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Services and Local Authorities to assist.</li> </ul>
<b>Total or partial loss of electricity</b>	<ul style="list-style-type: none"> <li>Inconvenience</li> <li>Possible threat of hypothermia for vulnerable residents in winter with no alternative heating</li> </ul>	<ul style="list-style-type: none"> <li>Alternative evacuation centre with gas heating</li> <li>Community Centre, Brook End</li> </ul>	<ul style="list-style-type: none"> <li>Ensure electric company has enough generators to plug into sub-stations to restore electricity</li> </ul>
<b>Total or partial loss of gas</b>	<ul style="list-style-type: none"> <li>Inconvenience</li> <li>Possible threat of hypothermia for vulnerable residents in winter with no alternative heating</li> </ul>	<ul style="list-style-type: none"> <li>Alternative evacuation centre with electric heating</li> <li>Pavilion, Mill Lane</li> </ul>	<ul style="list-style-type: none"> <li>Gas company responsibility</li> </ul>
<b>Total or partial loss of telephone</b>	<ul style="list-style-type: none"> <li>Inconvenience</li> <li>Inability to contact Emergency Services</li> </ul>	<ul style="list-style-type: none"> <li>Ask residents to check on elderly neighbours</li> </ul>	<ul style="list-style-type: none"> <li>Use of mobile phones and internet</li> </ul>
<b>Total or partial loss of water</b>	<ul style="list-style-type: none"> <li>Inconvenience</li> <li>Hygiene risk to Health Centre, Care Homes, Schools</li> </ul>	<ul style="list-style-type: none"> <li>Ask local shops to reserve some stock for vulnerable residents</li> </ul>	<ul style="list-style-type: none"> <li>Anglian Water to provide water tankers</li> <li>Health Authorities responsibility</li> </ul>

## 6. Evacuation Centres

Evacuation Centre	Facilities / Capacity	Contacts
<p>Potton Town Council</p> <p>The Community Centre Brook End Potton SG19 2QS</p> <p>01767 260086</p>	<p>Main hall and small kitchen Max. capacity: <b>60</b></p> <p>Upstairs hall and small kitchen Max capacity: <b>20</b></p> <p>Toilet facilities</p>	<p>Jonathan Whitehurst Town Clerk pottoncouncilclerk@btconnect.com</p> <p>Alan &amp; Carol Leggatt - 01767 260001</p> <p><u>Caretakers</u> John Ellary - 07751 366998</p> <p>David English - 07974 195280</p> <p>Rob Jacobs - 07748 306798</p> <p>David Quick - 07837 827871</p>
<p>Potton Town Council</p> <p>The Pavilion Mill Lane Potton SG19 2PQ</p>	<p>Large hall and kitchen Max capacity: <b>80</b></p> <p>Toilet facilities</p> <p>Disabled toilet facilities</p> <p>Changing rooms with sink and showers</p>	<p>Jonathan Whitehurst Town Clerk pottoncouncilclerk@btconnect.com</p> <p>Alan &amp; Carol Leggatt - 01767 260001</p> <p><u>Caretakers</u> John Ellary - 07751 366998</p> <p>David English - 07974 195280</p> <p>Rob Jacobs - 07748 306798</p> <p>David Quick - 07837 827871</p>
<p>Potton Baptist Church Horslow Street (between 11 &amp; 13) Potton SG19 2NS</p>	<p>Chapel with pews and extension Max. capacity: <b>130</b></p> <p>Kitchen</p> <p>Toilets with disabled access</p>	
<p>Potton Conservative Club 34 Brook End Potton SG19 2QS</p>	<p>Max. capacity: <b>20</b></p> <p>Toilets</p> <p>Bar and snooker room</p>	<p>Mr Fred Wilding fredwilding@aol.com</p>
<p>Potton &amp; District Club 34 Station Road Potton SG19 2PZ</p> <p>01767 262465</p>	<p>Large hall Max. capacity: <b>150</b></p> <p>Kitchen</p> <p>Toilets</p> <p>Bar and snooker room</p>	<p>pottonclub@live.co.uk</p>

Evacuation Centre	Facilities / Capacity	Contacts
Potton Federation Mill Lane Potton SG19 2PG  Potton Middle School 01767 260034	Large hall and kitchen  Toilets  Max. capacity: <b>300</b>	Executive Headteacher Mrs Cathy Smart
Potton Federation Mill Lane Potton SG19 2PG  Potton Lower School 01767 260239	Large hall, kitchen and gymnasium.  Toilets  Max. capacity: <b>100</b> adults during daytime and <b>50</b> adults overnight.  In school holidays, <b>30</b> adults during daytime and <b>15</b> adults overnight in each of 10 classrooms.	Executive Headteacher Mrs Cathy Smart
Salvation Army Hall Chapel Street Potton SG19 2PT	Chapel  Small hall and kitchen  Toilets and disabled access  Max. capacity: <b>unknown</b>	Corps Sergeant Major Robert Dunham potton@salvationarmy.org.uk
St Mary's Church Hall Hatley Road Potton SG19 2RP  01767 260782	Large hall Max. capacity: <b>50</b>  Kitchen  Toilets	Mrs S. Gravestock  Mr Paul Taylor

### 7. Town Map



## 8. Communications

<b>Communication System</b>	<b>Location / information</b>	<b>Contact/Responsibility</b>
<b>Email</b>	Councillors (who have an email address)	Co-ordinator
<b>Established groups of people</b>	Current list of Town Councillors  Contact the Town Clerk 01767 260086	Co-ordinator
<b>Facebook PottonTownCouncil</b>		Town Clerk
<b>Local Radio</b>	Biggles FM 104.8  01767 260111 Studio text 07710 457495 Email studio@bigglesfm.com	Co-ordinator
<b>Notice Boards</b>	Community Centre Brook End  Clock House Market Square	Town Clerk
<b>Potton Library</b>  Wi-Fi facility	The Clock House Market Square Potton SG19 2NP  Debbie Grinstead, Library Manager 0300 300 8063	Co-ordinator
<b>Telephone</b>	Emergency Services Local Authorities All Councillors	Co-ordinator
<b>Twitter @PottonCouncil</b>		Town Clerk
<b>Website</b>	www.pottoncouncil.co.uk	Town Clerk
<b>Whatsapp Group</b>	for Co-ordinators and Emergency Planning at Central Bedfordshire Council	



## 9. Emergency Action Check List

### 9.1 Activation and Call Out

- Dial **999** to ensure the emergency services are aware of the emergency
- Contact the Unitary Authority (see contact sheet)
- Record:
  - Any decisions you have made
  - Who you spoke to and what you said
- Contact other members of the Community that need to be alerted:
  - Those specifically under threat
  - The Town Council via the Town Clerk
  - Volunteers and key holders that may be needed

Contact initially may be to inform them of the emergency or inform them of the current Emergency Service advice regarding any action to be taken.

### 9.2 Community Emergency Meeting

- Is a Community Emergency Meeting necessary?
- Is the venue safe to hold the meeting and can people get there safely?
- Has Central Bedfordshire Council been informed you are holding a Community Emergency Meeting?
- Has the community been informed there will be a meeting?
- Take a copy of the Emergency Plan to the meeting.
- Prepare and distribute Agenda at the meeting.

**Under no circumstances should you put yourself or others at risk to fulfil these tasks.**

**10. Contact List**

<b>Service / Role</b>	<b>Name</b>	<b>Tel no.</b>	<b>Website / Email</b>
<b>Emergency Services</b>		<b>999</b>	
<b>Anglian Water</b>		03457 145145	www.anglianwater.co.uk
<b>Bedford Group of Internal Drainage Boards</b>	In an emergency to report flooding to the Drainage Board, of an activity which could lead to flooding, contact Duty Officer on <b>07764 239 891</b>	01234 767995  Emergency (flood entering building) call <b>999</b>	General enquiries: contact@idbs.org.uk  Emergency advice on flooding, contact Environment Agency on <b>Floodline 0345 988 1188</b>
<b>Bedfordshire Police</b> Woburn Road Kempston MK43 9AX	Chief Inspector Lee Haines 5691 PCSO Ann Jeeves 4763	<b>999</b> emergency or <b>101</b> non-emergency 112 from a mobile 01234 841212	www.bedfordshire.police.uk
<b>East of England Ambulance Service NHS</b> Trust Headquarters Whiting Way Melbourn Cambridgeshire SG8 6EN	<u>Local office</u> Hammond Road Bedford MK41 0RG	0345 601 3733	www.eastamb.nhs.uk  eoeasnt.feedback@nhs.net
<b>Environment Agency South East East Anglia</b> Brampton Office Bromholme Lane Brampton Huntingdon PE28 4NE		0370 850 6506	www.environment-agency.gov.uk
<b>Fire &amp; Rescue Service</b> Southlands Road Kempston Bedford MK42 7NR		<b>999</b> emergency  01234 845000	www.bedsfire.gov.uk
<b>Floodline</b>	24-hour advice	0345 988 1188	www.gov.uk/check-flood-risk
<b>Greensands Medical Practice</b> Brook End Potton SG19 2QS		<b>999</b> emergencies  01767 260340  NHS 111	www.greensands.org.uk

<b>Service / Role</b>	<b>Name</b>	<b>Tel no.</b>	<b>Website / Email</b>
<b>Potton Post Office</b> 2 Brook End Potton SG19 2QS		01767 260201	
<b>Unitary Authority</b> Central Bedfordshire Council Priory House Monks Walk Chicksands Shefford SG17 5TQ		0300 300 8301 Emergencies Out of Hours 0800 074 0263	customers@ centralbedfordshire.gov.uk

**11. Addendum**

<b>Name</b>	<b>Co-ordinators</b>	<b>Telephone no.</b>	<b>Confidential</b>
			<b>Alt. Telephone no.</b>
Cllr Charles Craig		01767 260047	
Cllr John Day		07986 124440	
Cllr Andy Gibb		01767 260067	
Cllr Vicki Gwilliam		07958 981602	
Cllr Richard Harris		01767 262596	
Cllr John Hobbs	Deputy Co-ordinator	01767 260710	
Cllr Les Ivall		01767 261559	
Cllr Lindsay Kitchener		01767 260486	
Cllr Jonathan Lean	Co-ordinator	01767 262404	
Cllr Carol Leggatt		01767 260001	
Cllr Angus Macdonald		01767 262006	
Cllr Jonathan Price Williams		07981 350359	
Cllr Vaughan Watson		01767 262800	
Cllr Mark Williams		07540 198205	
Cllr Adam Zerny	Deputy Co-ordinator	01767 261319	

<b>Name</b>	<b>Confidential</b>	<b>Confidential</b>
	<b>Address</b>	<b>Email</b>
Cllr Charles Craig		
Cllr John Day	42 Newtown Potton SG19 2QJ	
Cllr Andy Gibb	12 Bull Street Potton SG19 2NR	
Cllr Vicki Gwilliam	2 Byards Green Potton SG19 2SB	
Cllr Richard Harris	5 Sandy Road Potton SG19 2QA	
Cllr John Hobbs	21 King Street Potton SG19 2QZ	
Cllr Les Ivall	15 Everton Road Potton SG19 2PA	
Cllr Lindsay Kitchener	15 Sheepwalk Close Potton SG19 2XX	
Cllr Jonathan Lean	Westbury Lodge 22 Chapel Street Potton SG19 2PT	
Cllr Carol Leggatt	6 Spencer Close Potton SG19 2QX	
Cllr Angus Macdonald	2A Old Bedford Road Potton SG19 2QL	
Cllr Jonathan Price Williams	12 Horne Lane, Potton SG19 2LS	
Cllr Vaughan Watson	17 Sheepwalk Close Potton SG19 2XX	
Cllr Mark Williams	33 Horslow Street, Potton SG19 2NS	
Cllr Adam Zerny	26 Station Road Potton SG19 2PH	