

Dullingham Parish Council

Emergency Plan

1.0 Purpose and scope

1.1 This Emergency Plan sets out how Dullingham Parish Council may support residents, visitors, local businesses and emergency responders during a disruptive event affecting Dullingham Village and Parish.

1.2 The plan is intended to help the community respond calmly and practically in the first stages of an emergency, particularly where normal services are disrupted, or emergency responders are managing wider priorities. It supports, but does not replace, the role of the emergency services, local authorities, NHS, utility providers or other statutory responders.

2.0 Emergency definition and guiding principles

2.1 An emergency may include any event or circumstance that threatens life, health, property, essential services, the environment or community wellbeing, and which may require coordinated action beyond normal day-to-day arrangements.

2.2 The Council's role is to support the community by providing local knowledge, practical assistance and communication links where it is safe and appropriate to do so. Volunteers and councillors must not put themselves or others at risk and should follow instructions from the emergency services and statutory responders.

2.3 In an immediate threat to life, serious injury, fire, crime in progress or another urgent incident, call 999. For non-emergency police matters call 101. For NHS medical advice where it is not a life-threatening emergency call NHS 111.

3.0 Local context

3.1 Dullingham is a rural village and parish in Cambridgeshire. Local circumstances relevant to emergency planning include rural roads, dispersed residential areas, local community facilities, access to rail transport and the potential for weather-related disruption.

3.2 Taylor Hall (Dullingham Village Hall) and the Sports Pavilion are important local community facilities and may be considered for temporary shelter, rest centre support, community coordination or emergency accommodation, subject to availability, safety, utilities, access and agreement by the relevant key holders or responsible persons.

3.3 Dullingham railway station is approximately one mile from the village and may be relevant during transport disruption, evacuation planning, stranded passenger incidents, responder access or communication with rail operators.

4.0 Key local facilities and services

Facility or service	Potential emergency use	Notes to confirm locally
Taylor Hall, Dullingham Village Hall	Temporary shelter, rest centre support, community meeting point, welfare checks, information point or emergency accommodation.	<i>Contact: Sarah Simpson, 07780 864774. Capacity 75–100, with heating, kitchen, toilets, accessibility, parking and potential suitability for overnight use. Located near the church at the top of the green.</i>
Dullingham Sports Pavilion	Temporary shelter, secondary meeting point, welfare support, storage or emergency accommodation if suitable.	<i>Contact: Any Parish Council member or the Clerk. Capacity 40, with kitchen, toilets, access, parking and potential suitability for overnight use. Located on Stetchworth Road, approximately ¼ mile on the right-hand side when travelling from King's Head</i>

Dullingham Parish Council Emergency Plan

		Crossroads, at the top of the sports field.
Dullingham railway station	Transport link, incident location, evacuation or stranded passenger consideration.	Confirm contact arrangements with the rail operator. Access is approximately one mile down Station Road towards Cambridge from King's Head Crossroads.
Addenbrooke's Hospital, Cambridge	Nearest hospital with Emergency Department.	For life-threatening emergencies call 999; do not self-present where ambulance attendance is required.

5.0 Local risks to consider

Risk	Possible local impact	Community response considerations
Severe weather, snow, ice, storms or heatwave	Blocked roads, power loss, isolation of vulnerable residents, damage to property or trees.	Share official warnings, check on vulnerable residents, identify safe routes and open community facilities if requested and safe to do so.
Flooding or surface water	Road closures, property impact, access difficulties and safety hazards.	Monitor local conditions, share official advice, avoid floodwater and support coordination with responders where appropriate.
Power, water, telecoms or utility failure	Loss of heating, lighting, communications, cooking facilities or medical equipment power.	Set up local contact points where needed, identify residents requiring support and liaise with utility providers through official channels.
Fire or major incident	Evacuation, smoke, road closures, loss of property or need for temporary shelter.	Follow emergency service instructions and support rest centre arrangements if requested and safe to do so.
Transport incident or rail disruption	Road closures, stranded passengers, access issues or increased demand for local information.	Coordinate information with authorities and consider safe temporary shelter if appropriate.
Public health incident	Reduced services, vulnerable residents needing support, restrictions on gatherings or facilities.	Follow public health guidance and support welfare communication where appropriate.

6.0 Roles and responsibilities

6.1 The Parish Council may appoint a Parish Emergency Coordinator, deputy coordinator and supporting councillors or volunteers. Contact details should be kept in a separate controlled contact list and reviewed regularly.

6.2 The Parish Emergency Coordinator should act as the main local contact, gather and share verified information, liaise with the Clerk, Chair, councillors, facility key holders and statutory responders, and keep a written record of key decisions and actions.

6.3 Councillors and volunteers may assist with local information sharing, welfare checks, opening facilities, directing residents to official advice and identifying practical local resources. They must act within their competence and avoid hazardous tasks.

7.0 Activation of the plan

7.1 The plan may be activated when an incident is likely to affect the parish, when requested by emergency responders or local authorities, or when the Parish Council considers that coordinated local support would be helpful.

7.2 Initial actions should include confirming the nature and location of the incident, checking whether anyone is in immediate danger, contacting 999 where required,

Dullingham Parish Council

Emergency Plan

informing the Chair and Clerk, considering whether local facilities may be needed, and recording all actions taken.

7.3 The Council should share only verified information and avoid speculation. Where official advice is available, residents should be directed to that advice.

8.0 Emergency accommodation and welfare support

8.1 Taylor Hall (Dullingham Village Hall) and the Sports Pavilion may be used as temporary emergency accommodation or welfare points only where they are safe, accessible, adequately staffed and suitable for the intended use.

8.2 Before opening any facility, the Council should consider building safety, heating, lighting, water, toilets, kitchen use, accessibility, safeguarding, first aid provision, fire safety, parking, waste disposal and insurance.

8.3 Overnight accommodation should only be provided if suitable arrangements can be made for supervision, welfare, safeguarding, privacy, sanitation, bedding and ongoing support, and where this is consistent with advice from the relevant authorities.

9.0 Communication arrangements

9.1 During an emergency the Council may use noticeboards, the Council website, approved social media channels, local volunteers, telephone cascade arrangements and direct contact with key community groups to share clear and verified information.

9.2 Communications should be clear, factual, calm and accessible. They should explain what has happened, what residents should do, where to find official updates and who to contact for urgent help.

9.3 If usual communications fail, the Council should consider alternative arrangements such as physical notices, door-to-door welfare checks where safe, designated local information points and contact through neighbouring parish or district council channels.

10.0 Vulnerable residents and welfare checks

10.1 The Council may help identify residents who could need additional support during an emergency, including older people, people living alone, those with disabilities or medical needs, households without transport, families with young children, and people affected by language, communication or digital access barriers.

10.2 Any information about vulnerable residents must be handled carefully and in accordance with data protection requirements. Sensitive personal information should be kept securely, shared only where necessary and reviewed regularly.

10.3 Welfare checks should only be carried out where it is safe to do so. Volunteers should work in pairs where appropriate, avoid entering hazardous areas and refer urgent welfare concerns to the emergency services or the appropriate authority.

11.0 Local resources and contact lists

11.1 The Council should maintain a separate operational annex containing key contacts, including councillors, the Clerk, facility key holders, local volunteers, neighbouring parish contacts, district and county council emergency planning contacts, utility emergency numbers and relevant community organisations.

11.2 The Council should also maintain a local resources list, which may include volunteers with relevant skills, first aiders, four-wheel-drive access, generators,

Dullingham Parish Council

Emergency Plan

torches, radios, sandbags, community buildings, local businesses, transport options and equipment that could be offered safely during an incident.

12.0 Review, training and testing

12.1 This plan should be reviewed at least annually, after any significant emergency, after major changes to local facilities or contacts, and whenever relevant guidance changes.

12.2 Contact lists, key holder details and facility information should be checked more frequently to ensure that the plan can be activated quickly.

12.3 The Council may test the plan through a desk-based exercise, contact cascade test or review with local facility representatives and community volunteers.

Formal Approval of this Parish Emergency Plan

This plan is approved by Dullingham Parish Council.

ADOPTED: November 2021

REVIEWED: 3 July 2026