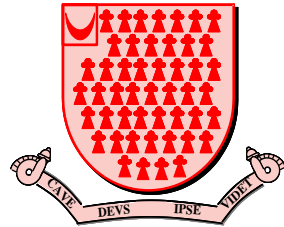
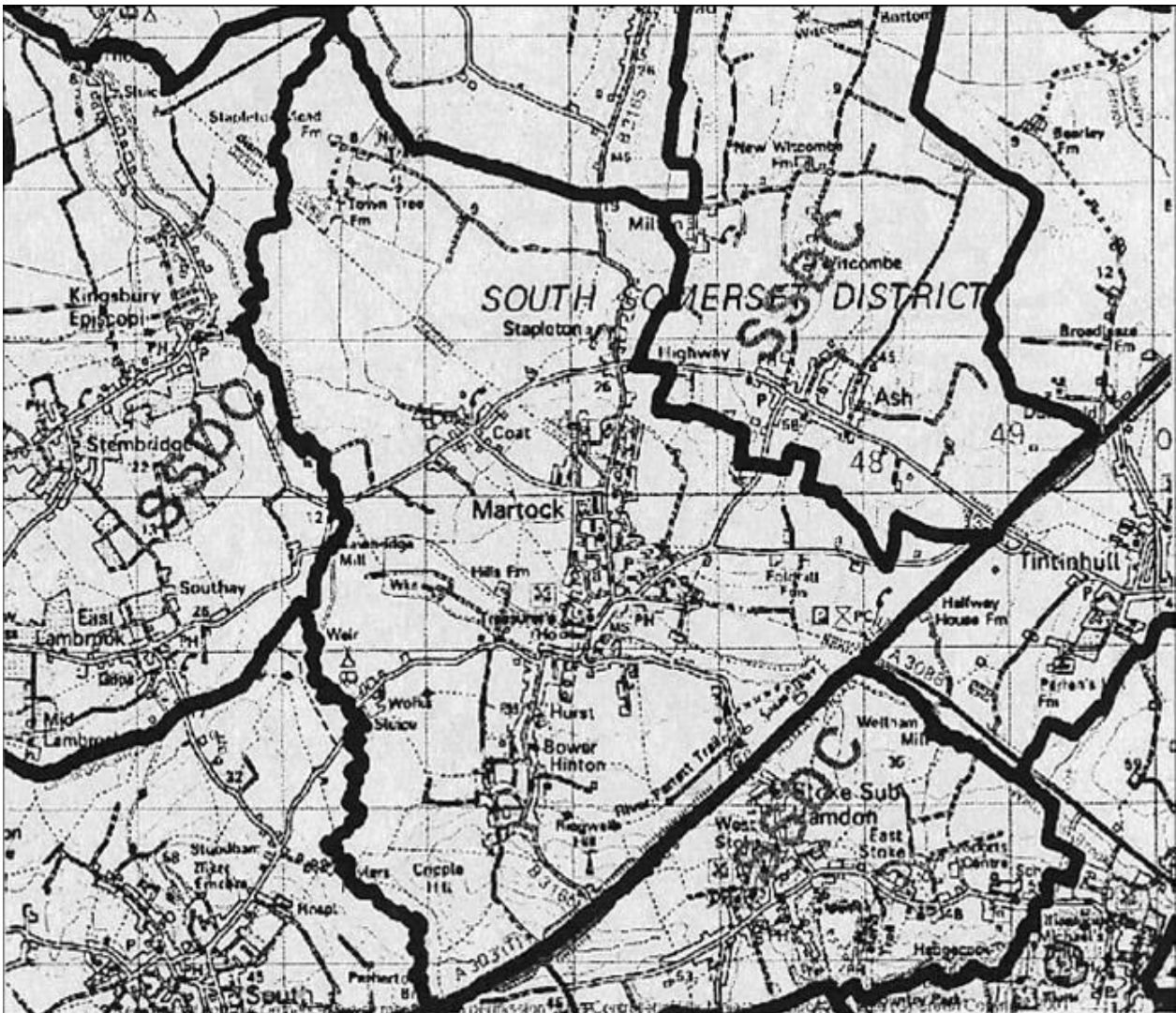


NEGLECT NOT THY OPPORTUNITIES



MARTOCK PARISH COUNCIL

COMMUNITY EMERGENCY PLAN FOR THE PARISH OF MARTOCK



This document contains personal information and should be stored in a secure place.

Emergency Plan Distribution List

Somerset County Council:

Civil Contingencies Unit
Councillor John Bailey

South Somerset District Council:

Civil Contingencies Manager
Councillor Graham Middleton
Councillor Patrick Palmer

Avon and Somerset Constabulary:

Somerton Police Station
Martock Police Community Support Officer

Somerset Fire and Rescue Service

Martock Fire and Rescue Service

Martock Parish Council:

Peter Barnard
Christopher Bell
Jenny Becker
Chris Griffiths
Stephen Hook
Jenny Hulme-Athis
Philip Jackson
Patrick Palmer (and District Councillor)
David Parris
Roger Powell
Andy Rogers
Dawn Sharp
Jackie Swabey
Richard Walsh
John Wickham

Ian Andrews (Parish Clerk)

The Reverend David Gent
Pastor Chris Spracklen
Dr James Buckle
Andrew Clarke
Sharon Clarke
Jackie Martin
Geoff Mountjoy
Christopher Price
Martock Community Group
Parish Hall Emergency Cupboard

Named individuals are invited to hand over their copy of the plan to their successor on relinquishing their appointment

Emergency Plan Amendment Sheet

Date of Amendment	Amendment No	Details of changes made	Changed by
12/05/09	1	Pages: 1,2,3,4,5,6,7,8,9,10,12,13, 14,16,19,21,22,23,25,28,2 9,30,31,33,34,37	C E Price
23/06/09	2	Pages: 2,3,31	C E Price
1/10/11	Issue 3	Amendments throughout the document and two new appendices - 14 and 15	Community Emergency Coordinator C E Price

Data Protection

The provisions of the Data Protection Act and the Civil Contingencies Act permit the sharing of data in emergencies and to that end it follows that in planning for an emergency there is a need to protect and share data.

The following is taken from HMG publication 'Data Protection and Sharing – Guidance for Emergency Planners and Responders'.¹ (Page 10)

Key Principles

- Data protection legislation does not prohibit the collection and sharing of personal data; it provides a framework where personal data can be used with confidence that individual's privacy rights are respected.
- Emergency responders' starting point should be to consider the risks and the potential harm that may arise if they do not share information.
- Emergency responders should balance the potential damage to the individual (and where appropriate the public interest of keeping the information confidential) against the public
- In emergencies, the public interest consideration will generally be more significant than during day-to-day business.
- Always check whether the objective can still be achieved by passing less personal data.
- Category 1 and 2 responders² should be robust in asserting their power to share personal data lawfully in emergency planning, response and recovery situations.
- The consent of the data subject is not always a necessary pre-condition to lawful data sharing.
- You should seek advice where you are in doubt but plan on the basis that you will need to make a decision without formal advice during an emergency.

¹ www.cabinetoffice.gov.uk/media132709/dataprotectionpdf - published Feb 2007.

² **Category 1 Responders:** County & District Councils, Police, Fire and Rescue, Ambulance, HPA, PCT, A&E, MCA, Environment Agency.

Category 2 Responders: Utilities, Railway operators, Highway authorities, Airport operators, Harbour authorities, HSE, Telecom operators.

Community Emergency Plan for the Parish of Martock

1. General

The Emergency Services (Police, Fire, Ambulance, Maritime and Coastguard Agency), supported by the Local Authorities and other public and voluntary organisations are normally able to cope with most local emergencies³. However, the local community may be able to provide vital information and even direct support if the official responders are delayed for whatever reason. Local self help action may save lives and will help to alleviate distress. Whilst there are no specific legal requirements for parishes to undertake emergency planning, Section 137 of the Local Government Act 1972 enables community councils to do anything that will benefit the community (or part of it) where there is no specific power covering the action. Indeed it has a moral obligation to help where it can.

2. Aim

The aim of this Emergency Plan, first published in 2007, is to provide advice and a framework for local assistance in the event of an emergency within or outside the Parish of Martock.

3. Wider Utilisation of the Plan

Whilst this plan is primarily aimed at assisting residents within the Parish of Martock it can also be utilised to support Somerset County Council and South Somerset District Council (SSDC) should they request assistance in accommodating a group of evacuees from within Somerset or further afield in the event of a wider emergency.

4. Objectives

The plan, which follows government and Somerset County Council civil contingencies unit guidelines:

- a. Identifies the Community Emergency Group (CEG).
- b. Identifies a primary Parish Emergency Accommodation Centre (EAC) with alternatives.
- c. Sets out the procedures for activating the emergency plan.
- d. Provides local information to assist the Emergency Services.
- e. Provides a list of useful contact numbers and addresses.
- f. Provides basic information to assist the Parish during a period of temporary isolation.

³ Eg: major transport accidents; atrocious weather conditions - snow, drought, storms, flood; Chemical, Biological, Radiological, Nuclear (CBRN) incidents; significant Hazardous Material (HAZMAT) incidents; disruption of essential services; earth tremors; animal/human diseases.

- g. Identifies the following personnel and resources:
- Individuals with special needs
 - Individuals with special skills
 - Hazards within the Parish
 - Supplies of vehicles, equipment, material

5. Community Emergency Group

The CEG is selected by the Parish Council to identify local resources and assist in implementing the Emergency Plan should it be needed. It is responsible for writing this plan, undertaking dynamic risk assessments and keeping the plan up to date. Members are not restricted to the Parish Council. In an emergency the CEG Headquarters will be established in an EAC from where all activity will be co-ordinated. The Market House Information Centre may also be utilised to support the CEG in the EAC.

The Parish Council has appointed the following to act as the Parish CEG:

Appointment	Name	Contact Number	Mobile	Remarks
Community Emergency Group Coordinator	Christopher Price	01935 825604	0774 0776 422	
Deputy	Philip Jackson	01935 823514		
Police Co-ordination	Chris Bell	01935 826147		Including Fire
Highways Coordination	Geoff Mountjoy	01935 826440		Including Transport
Medical Advice	Dr James Buckle	01935 822541		Martock Surgery
Emergency Accommodation Centre Managers	Philip Jackson Dave Parris	01935 823514 01935 823492	0771 4244 049 0790 3523 798	Co-ordination of EAC layout
Resources	Jenny Becker Sharon Clarke	01935 822144 01935 824139		Including co-ordination of refreshments
Communications and Information Desk	Andrew Clarke Steve Hook	01935 824139 01935 825576	0773 6648 300	See paragraph 4 of Annex A (page 11)
Receiving Area Coordinator	Peter Barnard Jackie Swabey	01935 825876 01935 826457	0788 7561 145	See paragraph 4 of Annex A (page 11)
Children Coordinator	Martock Community Group			
Pet Coordinator	Martock Community Group			
Vulnerable People Coordinator	Martock Community Group			
Pastoral Care	David Gent Mike McCormack Chris Spracklen	01935 826113 01935 827823 01935 826842		
Martock Community Group Volunteers	Jackie Martin	01935 824533		
Clerical Support/Enquiries	Ian Andrews	01935 468425 (Home) 01935 822891 (Market House)	07846 738036	Parish Clerk

In the event of an emergency and subject to availability, other Parish Councillors are likely to be invited to assist the CEG and volunteers within the Parish may also be requested to help.

6. Activating the Emergency Plan

Any Parish Councillor or CEG member may activate the Emergency Plan, or parts of it, if in his or her opinion it could save life or alleviate distress. For that reason it is important that all Parish Councillors are familiar with the plan and in particular the plans for the establishment of the Parish EAC. However local self help is aimed primarily at supplementing the Civil Authorities, not replacing them. It is the Local Authority's responsibility to run the EAC as soon as it is in a position to do so. Thereafter local advice and assistance will be provided as required in accordance with the guidelines set out in this plan.

7. Alerting System and Confirmation

Whoever activates the plan is responsible for informing the next three names below him/her against the CEG/Parish Council list as set out in Annex B. This process should continue until all listed have received the message. The Clerk to the Parish Council will inform the CEG Coordinator that he has informed SSDC and Somerset County Council that the plan has been activated. The activator of the plan must also ensure that the selected EAC owner's (see appendices 1-13 to Annex A) permission is sought at the earliest opportunity and that arrangements are being made to open up the centre.

8. Emergency Accommodation Centre

The Parish Hall has been designated the primary EAC site, should there be a need to provide emergency shelter to those who have to leave their homes in an emergency. If for whatever reason the Parish Hall is unavailable (damage etc), or additional EACs are required, the following have been designated alternative or additional EAC sites⁴:

- The Bakers Arms
- The Christian Fellowship Hall
- The Youth Club
- Martock Primary School
- The White Hart Hotel
- The George Inn (currently closed)
- All Saints' Church
- Recreation Ground Pavilion/Scout and Guide Centre
- The Rose and Crown
- United Reform Church
- The Hollies Hotel
- William Sparrow Ltd

Procedures and guidelines for activating and running an EAC are set out at Annex A. Details of each potential EAC are shown in Appendices 1-13 of Annex A.

9. Contact Numbers and Addressees See Annex B.

⁴ No potential EAC may be used without the owner's consent. Whilst this plan has obtained that agreement in principle consent on the day is still required.

10. **Special Needs** See Annex C.
11. **Record of Hazards** See Annex D.
12. **Key Resources** See Annex E and Appendix 14 to Annex A.
13. **Risk Assessment**

Each potential EAC requires a dynamic risk assessment to be carried out prior to its use as such. However this is simplified by the fact that each potential EAC is already used by the public in its primary role (Hotel, Church Youth Club etc) and its current owners are required to ensure that it is safe for the purpose intended. Therefore should a potential site be required as an EAC a simple on site risk assessment can be carried out by the CEG taking into account any additional factors brought about by the emergency. The Health and Safety Executive leaflet⁵ sets out the five simple steps to follow. These are summarised in paragraph 8 of Annex A (page 14).

14. **Finance**

During an emergency Local Authority Financial Services may invoke special financial arrangements (Bellwin scheme of emergency financial assistance to Local Authorities).⁶ Martock Parish Council will seek authority from SSDC, where practicable, before spending money in response to an emergency. Accurate records of expenditure are essential and advice should be taken from SSDC where possible on what expenditure can be made. In the main expenditure will be restricted to safeguarding life and property or to prevent suffering or severe inconvenience within the Parish or to its inhabitants. Claims for compensation are unlikely to be payed out immediately.

15. **Insurance**

It is unlikely that additional insurance cover will be required in the event that an EAC is opened for an emergency. The Parish Council's own insurance (public liability section), coupled with that of the owner's own insurance for the public use of the property will suffice. It is seen as part of the Parish Council's normal activities.

16. **Parish Council Emergency Stores**

In the event of an emergency, basic emergency stores are held in the Parish Hall store. A store key/combination is held by:

Philip Jackson
Christopher Price
Ian Andrews
Roger Powell

Their contact details are at Annex A.

⁵ www.hse.gov.uk/pubns/INDG163.pdf revised 06/06 – HSE Five Steps to Risk Assessment.

⁶ The Bellwin Scheme is invoked traditionally in response to bad weather incidents, although the law does not rule out other incidents. See Section 155 of the Local Government and Housing Act 1989 (Bellwin Scheme).

Emergency stores held in the Parish Hall

Item	Number	Comments
Blankets (various)	75	
Space blankets	20	
Light weight mattresses	50	On demand
Dayglo jackets	20	Issued to Community Emergency Group
Whistles	2	
Plastic sacks	50	
Torches – wind up	5	
Rubber gloves	50	
Four way radio	1 set	2 each held by Andrew Clarke and Christopher Price
Megaphone	1	
Radio (Wind up)	1	
Stationery box	1	Miscellaneous stationery equipment
Water	20 litres	Changed over as per labelling
Plastic cups	50	
Tea bags	360	
Coffee	2 tins	
Sugar	4kilos	
Sweetener	5 jars	
Milk dried powder	5 containers	
Soup	30 packets	
Soup	20 tins	Changed over as per labelling
Porridge oats	5 packets	
Purifying water tablets	5 packets	
Paper towels		
Washing up liquid		
Disinfectant		
Soap		
Drying up cloths		
Toilet rolls		
Scissors	1 pair	In stationery box
String	1 roll	
First Aid Box	1	
Wet wipes/anti bacterial gel		

Annexes:

- A. Procedures and Guidelines for Activating an Emergency Accommodation Centre.
- B. Contact Numbers and Addresses.
- C. Record of People with Special Needs.
- D. Record of Hazards.
- E. Record of Key Resources.

Procedures and Guidelines for Activating an Emergency Accommodation Centre

1. Purpose

This brief guide will assist the Parish Council, the CEG and volunteers with or without previous training, by detailing the main principles for activating and running an Emergency Accommodation Centre (EAC) within the Parish of Martock.

2. Definition of an Emergency Accommodation Centre

A place where anyone affected by an emergency or disaster can receive:

- First aid
- Warmth
- A hot drink
- Information
- Clothing
- Essential welfare services
- Short-term rest facilities

and where they can be re-united with family and friends.

3. Emergency Accommodation Centre Locations within the Parish of Martock

Thirteen potential EACs have been identified in the Parish of Martock. Some are better equipped for emergencies than others and which centre or centres will be utilised during an emergency will depend on a range of factors on the day. The facilities available in each centre are set out in Appendices 1-13 to this annex. **No EAC may be used as such without the consent of the owner, adequate insurance cover and a risk assessment.**

Serial	Location	Address	On Site Phone	Remarks
1	Bakers Arms	North Street/Coat Road	01935 823346	See Appendix 1
2	Martock Parish Hall (Primary Site)	Church Street	No phone	See Appendix 2
3	Christian Fellowship Hall	Church Street	No phone	See Appendix 3
4	Youth Club	Church Street	No phone	See Appendix 4
5	Martock Primary School	Elmleigh Road	01935 823652	See Appendix 5
6	The White Hart Hotel	East Street	01935 822005	See Appendix 6
7	The George Inn (currently closed)	Church Street	-	See Appendix 7
8	All Saints' Church	Church Street	No phone	See Appendix 8
9	Pavilion and Scout and Guide Centre	Recreation Ground	No phone	See Appendix 9
10	The Rose and Crown	Bower Hinton	01935 822393	See Appendix 10
11	United Reform Church	Bower Hinton	No phone	See Appendix 11
12	The Hollies Hotel	Bower Hinton	01935 822232	See Appendix 12
13	William Sparrow Ltd	Bower Hinton	01935 825461	See Appendix 13

4. **Essential Ingredients for an Emergency Accommodation Centre**

Ideally an EAC should be a building, which is warm and dry, with toilets, a kitchen, a large main hall with other rooms, a telephone and a car park. However all these facilities may not be available in the first instant. Whoever activates the plan should select an EAC or a combination of EACs dependant on the circumstances pertaining at the time based in particular on the nature of the specific incident.

Space and staff (24/7 coverage) are needed to provide in the following sequence:

- ❑ **A Receiving Area** to register in and out (this is important when tracing missing persons) the name, age, sex, home address, place from which evacuated (if different), and destination (if known) of evacuees.
- ❑ **An Emergency Accommodation Centre Manager Office/Area** needs to be set aside for the CEG Manager as it is he/she, who with CEG support, will co-ordinate activities within the EAC until the Local Authority takes control.
- ❑ **An Information Desk** needs to be manned by a member of the CEG with a telephone/mobile. This desk will maintain the First Steps Check List at Appendix 15 to Annex A (Page 31-32). In the event that there is no Receiving Area coordinator, this desk will take on that role.
- ❑ **Welfare Assistance** can only be provided by qualified personnel, who may not be available in the first instance.
- ❑ **Emergency Accommodation and Transport Organisers**
- ❑ **Seating and Light Refreshments**
- ❑ **Rest Area**
- ❑ **Toilets and Washing Facilities**
- ❑ **Pets' Area** away from main rooms.
- ❑ **First Aid Facilities** in the first instance this will be limited to the EAC medical box/emergency store medical box. However arrangements should be made by the EAC to link in with the Martock surgery to provide immediate cover in the EAC should it be required.
- ❑ **Clothing Store** which will not be available in the first instance. (WRVS/Salvation Army).
- ❑ **Blankets/Mattresses** a limited supply of which, are held in the Parish Hall Emergency Store.
- ❑ **Children's Play Area**
- ❑ **The CEG Prompt List** at Appendix 14 (Pages 29 and 30) acts as it says, simply as a prompt.

5. Points to note for the CEG

- **Carry out** a Risk Assessment and implement any appropriate safety measures. See paragraph 8 below for details.
- **Allocate** specific areas of responsibility to the CEG and other volunteers.
- **Designate** a supervisor for each area.
- **Ensure** all staff and volunteers get proper breaks, rest and refreshment away from the main areas.
- **Organise** shift working as soon as possible. The busiest areas will need shorter shifts.
- **Monitor** Health and Safety especially fire risks.
- **Do not** leave anyone queuing for any reason.
- **Do not** hold on to evacuees longer than absolutely necessary. If they have somewhere to go (relatives or friends), discharge them as quickly as possible, (but ensure you register their details) assisting them with transport if necessary.
- **Do not** allow children or pets to 'run riot'. Allocate as quickly as possible closely supervised entertainment areas for children, and separate contained accommodation for pets.

6. Points Concerning Evacuees

- **Ensure** evacuees are taken inside immediately, are able to sit down, have a hot drink and find out what is happening to them, their family and friends and their homes.
- **Remember** they may be tired, wet, distressed, sick, hungry, or in shock.
- **Be alert** for symptoms of delayed shock or severe stress.
- **Identify** quickly anyone having special needs and see to those immediately; medical, welfare, disability, age, nursing mothers – anyone needing any form of additional assistance for any reason.
- **Keep** everyone informed frequently and regularly of what is happening.
- **Treat** everyone as an individual, having differing rights, attitudes and needs.
- **Keep** evacuees occupied by assisting with: special needs, children, tidying up, serving refreshments, fire watch, etc.

7. Community Emergency Group First Steps Check List

To assist in ensuring all aspects are considered by the CEG, the check list at Appendix 15 should be used from the outset and the master held by the information desk team.

8. Risk Assessment

There are 5 simple common sense steps to assessing the risk of any establishment. Most of the risks at the potential EACs have already been identified and eliminated by the owners on the basis that the sites are used by the public in many cases on a daily basis. However in view of the need to cope with greater numbers (young, old, infirm, injured, pets, feeding and sleeping) coupled with potential trauma and confusion it is only sensible to ensure that every effort has or will be made to reduce the likelihood of harm by reducing additional risk as far as is reasonably practicable. The owner can help the EAC in this respect. The five steps as set out in the Health and Safety Executive leaflet (details on page 8 paragraph 12) are as follows:

- *Step 1* *What are the hazards?*
Spot hazards by walking round the EAC and discuss with the owner
- *Step 2* *Who might be harmed and how?*
Identify groups of people, particularly young and old.
Watch out for fire in particular: heaters, kitchens etc.
- *Step 3* *What are you already doing?*
Discuss this with the owner
- *Step 4* *What further action is necessary?*
Have you reduced the risk so far as is reasonably practicable?
- *Step 5* *How will you put the assessment into action?*
Prioritise. Deal with the high risk hazards with serious consequences first. Keep a note of action taken by whom and when

9. Community Emergency Group First Meeting Agenda

See Appendix 15.

Some points to note:

The Local Housing Authority is primarily responsible for setting up and staffing the EAC and for providing a trained person to direct its operation. Contact details are at Annex B.

The Police are responsible for handling any law and order problems and media requests.

The Social Services Department will arrange for welfare advice and support. Contact details are at Annex B.

The Health Authority, assisted by the British Red Cross and St John Ambulance, will cover first aid commitments and medical advice. Contact details are at Annex B.

WRVS and the Salvation Army can provide refreshments, registration and clothing and are trained in Council run rest centre operations. Contact details are at Annex B.

Finally

If the circumstances are such that the normal professional agencies cannot provide the facilities and if we can organise:

- Shelter
- Warmth
- Light refreshment
- Somewhere to rest
- Rudimentary first aid
- A shoulder to cry on

Then, we are providing a service, which will reduce the distress of people removed from their normal environment.

Appendices:

- Appendix 1. The Bakers Arms
- Appendix 2. Martock Parish Hall
- Appendix 3. Christian Fellowship Hall
- Appendix 4. Youth Club
- Appendix 5. Martock Primary School
- Appendix 6. The White Hart Hotel
- Appendix 7. The George Inn
- Appendix 8. All Saints' Church
- Appendix 9. Pavilion and Scout and Guide Hut
- Appendix 10. The Rose and Crown
- Appendix 11. United Reform Church
- Appendix 12. The Hollies Hotel
- Appendix 13. William Sparrow Ltd
- Appendix 14. CEG Prompt List
- Appendix 15. CEG First Steps Check List
- Appendix 16. Community Emergency Group First Meeting Agenda

THE BAKERS ARMS – FACILITIES

Location		Junction North Street and Coat Road Martock GR ST 463200
Seating Capacity	50	Maximum numbers, but need to take account of space for feeding etc
Sleeping Capacity (spartan)	25	
Number of Rooms	2	Main Bar: Skittle Alley:
Reception Area	Y	By Main Door
Electricity	Y	Lighting throughout
Gas	Y	
Heating	Y	Gas
Hot and Cold Running Water	Y	Kitchen and toilets
Potable Water	Y	Kitchen
Toilets	Y	
Ladies	Y	
Gentlemen	Y	
Disabled	N	
Washing Facilities	Y	But very limited. Toilets and kitchen
Kitchen and Equipment	Y	
Eating Area	Y	Main Bar or Skittle Alley
Storage Space (Clothes/blankets etc)	Y	Additional space limited and no emergency supplies of bedding etc held on site
Rubbish Disposal	Y	
Quiet Area	Y	Limited
Area for Children	Y	Limited
Area for Pets	Y	Limited
First Aid Facilities	Y	First Aid Box
Key Control	Y	See contacts below.
Contacts and Telephone Numbers	Y	Najeeb Sughayer – Owner 07801 955558 Sue Maunder 07957 630796
Parking	Y	Controlled parking behind Bakers Arms and in Fire Service/Police Station courtyard
Phone	Y	
Disabled Facilities	Y	
Miscellaneous		

MARTOCK PARISH HALL – FACILITIES

Location		Church Street, Martock GR ST 462192
Seating Capacity	170	Maximum numbers, but need to take account of space for feeding etc
Sleeping Capacity (spartan)	105	
Number of Rooms	3/4	Main Hall: seat 100+; sleep 60 Green Room: seat 20; sleep 10 Old Pre-School: seat 20; sleep 20 (children) Stage: seat 30; sleep 15
Reception Area	Y	By Main Door
Electricity	Y	Lighting throughout
Gas	Y	Hot water and kitchen cooker
Heating	Y	Electric throughout Parish Hall
Hot and Cold Running Water	Y	Kitchen and two toilets
Potable Water	Y	Kitchen
Toilets	Y	
Ladies	1	
Gentlemen	1	
Disabled	1	
Washing Facilities	Y	But very limited. Toilets and kitchen
Kitchen and Equipment	Y	6 ring gas cooker; 2 fridges; 2 sinks and one hand basin. Plates etc for 100+
Eating Area	Y	Main Hall
Storage Space (Clothes/blankets etc)	Y	Additional space limited and no emergency supplies of bedding etc held on site
Rubbish Disposal	Y	Rubbish bins outside in the courtyard
Quiet Area	Y	Either the Green room or pre-school
Area for Children	Y	Pre-school or Green room
Area for Pets	Y	But dependent on numbers and room arrangement
First Aid Facilities	Y	First Aid Box in kitchen cupboard. Surgery one minute walk away
Key Control	Y	See contacts below.
Contacts and Telephone Numbers	Y	Roger Powell 01935 825015 Philip Jackson 01935 823514 Linda Batten (Caretaker) 01935 823994 Christopher Price 01935 825604 Ian Andrews 01935 425468
Parking	N	Dependent on incident parking could be made available at the Surgery
Phone	N	
Disabled Facilities	Y	Access into and around hall relatively disabled friendly
Miscellaneous		This Hall should be linked with the Christian Fellowship Hall, which has significantly better facilities and which may in due course form part of the new Community Centre. Also links in well with the Youth Club and the George Inn.

CHRISTIAN FELLOWSHIP HALL – FACILITIES

Location		Church Street, Martock GR ST 462192
Seating Capacity Sleeping Capacity (spartan)	240 140	Maximum numbers, but need to take account of space for feeding etc
Number of Rooms	4	Main Hall: seat 120; sleep 60 Middle Room: seat 30; sleep 20 Small Room: seat 10; sleep 10 Shore Room (back of Hall): Seat 80; sleep 50
Reception Area	Y	Entrance/Foyer area
Electricity	Y	
Gas	Y	Heats hot water in kitchen
Heating	Y	Central heating throughout building. Cool fans in Main Hall
Hot and Cold Running Water	Y	Kitchen and basins in lavatories
Potable Water	Y	Kitchen and basins in lavatories
Toilets Ladies Gentlemen	Y Y Y	Three separate lavatories
Washing Facilities	Y	Very limited. Basins in lavatories and kitchen
Kitchen and Equipment	Y	Medium sized gas cooker; two sinks; electric tea urn; small fridge; microwave. Plates etc 50; cups/mugs 150. Cater regularly for 80-100 people.
Eating Area	Y	Main Hall or Shore Room
Storage Space (Clothes/blankets etc)	Y	Additional space limited and no emergency supplies of bedding etc held on site
Rubbish Disposal	Y	Space for sacks etc at back entrance by Shore Room
Quiet Area	Y	Small Room or Middle Room
Area for Children	Y	Dependent on numbers and room arrangement
Area for Pets	Y	Small Room or Middle Room
First Aid Facilities	Y	Basic in kitchen. Martock Surgery 2 minute walk
Key Control	Y	See contacts below. All have keys
Contacts and Telephone Numbers	Y	Chris Spracklen 01935 826842 Steve Maynard 01935 823319 Angela Brett 01460 242099
Parking	N	Dependent on incident parking could be made available at the Surgery
Phone	N	
Disabled Facilities	Y	Access into and around hall relatively disabled friendly
Miscellaneous		This Hall should be linked with the Parish Hall. Also links in well with Youth Club and The George Inn.

MARTOCK YOUTH CLUB – FACILITIES

Location		Church Street, Martock GR ST 462192
Seating Capacity Sleeping Capacity (spartan)	110 62	Maximum numbers, but need to take account of space for feeding etc
Number of Rooms	3	Main Hall: seat 85; sleep 50 Upstairs Room: seat 20; sleep 10 Office: Seat 5; sleep 2.
Reception Area	Y	Entrance to the hall
Electricity	Y	
Gas	Y	
Heating	Y	Gas
Hot and Cold Running Water	Y	Kitchen
Potable Water	Y	Kitchen
Toilets Ladies Gentlemen	Y 1 1	
Washing Facilities	Y	But very limited
Kitchen and Equipment	Y	Small kitchen. Fridge, electric cooker (4 rings), sink. Very few plates, cutlery, utensils
Eating Area	Y	Main Hall
Storage Space (Clothes/blankets etc)	Y	Additional space very limited and no emergency supplies of bedding etc held on site
Rubbish Disposal		Limited
Quiet Area	Y	Upstairs room potentially
Area for Children	Y	Upstairs room potentially
Area for Pets	Y	Upstairs room potentially or office
First Aid Facilities	Y	2 minutes walk from the Martock surgery
Key Control	Y	See contacts below. All have keys
Contacts and Telephone Numbers	Y	Claire Cruwys 01935 826458 07932 492954(M) Roger Powell 01935 825015 07835 378924(M)
Parking	N	One or two vehicles could park on the pavement. But link in with the George Inn – parking for approx 60 cars
Phone	Y	01935 826458 incoming calls only, But 999 available
Disabled Facilities	Y	Limited
Miscellaneous		Links in well with Youth Club, Parish Hall, Christian Fellowship Hall and the George Inn.

MARTOCK CHURCH OF ENGLAND PRIMARY SCHOOL - FACILITIES

Location		GR ST 460195 – Elmleigh Road TA12 6EF
Seating Capacity		400
Sleeping Capacity (spartan)		250
Number of Rooms	15	12 classrooms, one assembly hall and 4 offices
Reception Area	Y	Either controlled through main school entrance and office or through assembly hall door into car park
Electricity	Y	
Gas	Y	
Heating	Y	Throughout – gas/electricity/fan
Hot and Cold Running Water	Y	
Potable Water	Y	
Toilets	Y	Numerous. Girls, boys and disabled
Ladies/girls	Y	
Gentlemen/boys	Y	
Staff	Y	
Disabled	Y	
Washing Facilities	Y	Basins in all toilets, and one shower
Kitchen and Equipment	Y	Staff Kitchen only and limited cutlery and plates
Eating Area	Y	Main Hall
Storage Space (Clothes/blankets etc)	Y	But very limited
Rubbish Disposal	Y	LA rubbish collection bins
Quiet Area	Y	Any one or combination of class rooms
Area for Children	Y	Any one or collection of class rooms
Area for Pets	Y	Any class room
First Aid Facilities	Y	3 first aid boxes in school
Key Control	Y	See below
Contacts and Telephone Numbers		Mrs Liz Wilson-Chalon (Head) Mr Ian Baillie (Site Manager) Office/Reception School Hours 01935 823486 Mr Geoff Oliver (Caretaker) 01935 824334/07771816277
Parking	Y	20 cars in front of the school and approx 45 in the play area. Also on grass/playing field
Miscellaneous		<ul style="list-style-type: none"> • All classrooms have Broadband connection – currently 50 connections rising to 100 • Excellent facilities for a Command Centre

THE WHITE HART HOTEL - FACILITIES

Location		East Street Martock TA12 6JQ GR ST 463193
Seating Capacity Sleeping Capacity (spartan)	150 85	
Number of Rooms	13	10 Bedrooms: seat 50; sleep 30 Bar Area: seat 40; sleep 20 Dining Room: seat 20; sleep 10 Skittle Alley: seat 50; sleep 25
Reception Area	Y	Main entrance to Hotel
Electricity	Y	
Gas	Y	
Heating	Y	Gas
Hot and Cold Running Water	Y	
Potable Water	Y	
Toilets	Y	Numerous
Ladies	Y	
Gentlemen	Y	
Disabled	Y	Public toilet opposite Hotel (keys held by hotel)
Washing Facilities	Y	
Kitchen and Equipment	Y	Cutlery, plates etc for 100
Eating Area	Y	Dining room, bar and or Skittle Alley
Storage Space (Clothes/blankets etc)	Y	Limited and no emergency supplies of bedding etc held on site less those in bedrooms
Rubbish Disposal	Y	Standard District Council collection
Quiet Area	Y	Dependent on numbers and room arrangement
Area for Children	Y	Dependent on numbers and room arrangement
Area for Pets	Y	Dependent on numbers and room arrangement
First Aid Facilities	Y	
Key Control	NA	See contact below
Contacts and Telephone Numbers		Mr Peter Halkyard – The Owner 01935 822005
Parking	Y	15 in car park, plus further 15 cars up 'Burfield' lane area
Miscellaneous		

THE GEORGE INN – FACILITIES
(Currently Closed)

Location		Church Street Martock GR ST 463192
Seating Capacity	200	
Sleeping Capacity (spartan)	75	
Number of Rooms	3	Includes a skittle alley
Reception Area	Y	
Electricity	Y	
Gas	Y	
Heating	Y	Gas
Hot and Cold Running Water	Y	
Potable Water	Y	
Toilets	Y	
Ladies	Y	
Gentlemen	Y	
Disabled	N	
Washing Facilities	Y	Limited – toilets
Kitchen and Equipment	Y	Cutlery etc for 2-300
Eating Area	Y	Dining Room
Storage Space (Clothes/blankets etc)	N	
Rubbish Disposal	Y	
Quiet Area	Y	Dependent on numbers and layout
Area for Children	Y	Dependent on numbers and layout
Area for Pets	Y	Dependent on numbers and layout
First Aid Facilities	Y	First aid box. Martock Surgery 2 minutes walk
Key Control	NA	See below
Contacts and Telephone Numbers		Martock Christian Fellowship Angela Brett 01460 242099
Parking	Y	Approx 60 cars
Miscellaneous		Links in well with Youth Club, Parish Hall and Christian Fellowship Hall

ALL SAINTS' CHURCH – MARTOCK - FACILITIES

Location		Church Street GR ST 462193
Seating Capacity	450	Such numbers sustainable for a short period only
Sleeping Capacity (spartan)	100	Such numbers sustainable for a short period only
Number of Rooms	NA	-
Reception Area	Y	Use the Western Tower and the West door for entry
Electricity	Y	
Gas	Y	For central heating
Heating	Y	Central heating throughout
Hot and Cold Running Water	Y	Kitchen
Potable Water	Y	Kitchen only
Toilets Ladies Gentlemen	Y	One only
Washing Facilities	Y	Kitchen use only
Kitchen and Equipment	Y	Small kitchen capable of providing drinks and a handling a supply of pre-prepared food
Eating Area		Limited behind the pews in the N/S Aisle
Storage Space (Clothes/blankets etc)	N	Additional space limited and no emergency supplies held on site
Rubbish Disposal		Additional black bags needed
Quiet Area		Specific parts of the Church could be set aside depending on the size and nature of emergency.
Area for Children		Dependent on numbers and room arrangements.
Area for Pets		Very limited
First Aid Facilities	Y	First Aid box in kitchen area. Martock surgery 3 minute walk
Key Control	Y	See contacts below.
Contacts and Telephone Numbers	Y	Rev David Gent 01935 826113 Rev Mike MacCormack 01935 827823 Martin Bailey 01935 825227 Margaret Pyle 01935 826631
Parking	N	
Phone	N	
Disabled Facilities	Y	Access into Church not a problem
Miscellaneous		All Saint's Church should be seen as a back up Rest Centre and not (unless no other site is available) as the first option in view of its limited facilities.

THE PAVILION AND THE MARTOCK SCOUT AND GUIDE CENTRE - FACILITIES

Location		Recreation Ground, Martock GR ST 462189
Seating Capacity Sleeping Capacity (spartan)	100 55	Utilising both buildings
Number of Rooms	3	Main Pavilion Room: Seat 30; sleep 20 Small Pavilion Room: Seat 10; sleep 5 Scout and Guide Centre: Seat 60; sleep 30
Reception Area	Y	Could use small pavilion room
Electricity	Y	In both buildings
Gas	N	
Heating	Y	Electric wall and hot air fan (in wall); similar in Scout and Guide Hut
Hot and Cold Running Water	Y	Kitchens and toilets in both buildings
Potable Water	Y	Kitchens
Toilets Ladies Gentlemen Disabled	Y Y Y Y	Plus urinals in both buildings With shower in pavilion
Washing Facilities	Y	3 x male changing rooms with showers
Kitchen and Equipment	Y	Utensils, plates, cups etc for approx 50 Electric cooker, fridge and washing up sink
Eating Area	Y	Main Pavilion Room
Storage Space (Clothes/blankets etc)	N	Very limited space for storage and no emergency supplies held on site
Rubbish Disposal	Y	Bin in kitchen
Quiet Area	N	Very difficult, could use small pavilion room if not required for reception
Area for Children	Y	Difficult and dependent on numbers and layout
Area for Pets	Y	Difficult and dependent on numbers and room arrangement
First Aid Facilities	Y	First aid boxes in both buildings. Martock surgery 10 minute walk
Key Control	Y	See Contacts below
Contacts and Telephone Numbers		Linda Batten (Caretaker) 01935 823994 Chris Griffiths (Parish Council) Michael Pyle (Treasurer Scout Hut) 01935 826631
Parking	Y	50 cars in Rec car park. Area surrounding Pavilion and playing fields could be made available depending on weather
Phone	N	
Disabled Facilities	Y	Pavilion only
Miscellaneous		Depending on scale of emergency combining the two facilities would be the appropriate option. The Scout and Guide Hut has no facilities other than electric light and heating.

THE ROSE AND CROWN - FACILITIES

Location		Bower Hinton Martock TA12 6JY GR ST 458187
Seating Capacity	100	
Sleeping Capacity (spartan)	45	
Number of Rooms	4	Main Bar: Seat 30; sleep 15 Dining Room: Seat 15; sleep 5 Pool Table Room: Seat 15; sleep 5 Skittle Alley: Seat 40; sleep 20
Reception Area	Y	But limited Main Bar, dining room or pool table room
Electricity	Y	
Gas	Y	
Heating	Y	Gas. But no heating in the Skittle Alley
Hot and Cold Running Water	Y	
Potable Water	Y	
Toilets	Y	
Ladies	Y	
Gentlemen	Y	
Disabled	N	
Washing Facilities	Y	Limited to toilets
Kitchen and Equipment	Y	Cutlery etc for up to 50
Eating Area	Y	Small dining room
Storage Space (Clothes/blankets etc)	N	No emergency supplies of bedding etc held on site
Rubbish Disposal	Y	
Quiet Area	Y	But limited and dependent on numbers
Area for Children	Y	But limited and dependent on numbers
Area for Pets	Y	But limited and dependent on numbers
First Aid Facilities	Y	First Aid box. Martock Surgery 20 minute walk
Key Control	NA	See contact below
Contacts and Telephone Numbers		Tracy Wood and Simon Ingleton – Owners 01935 822393
Parking	Y	Approx 20 cars behind the Rose and Crown
Miscellaneous		

UNITED REFORM CHURCH – BOWER HINTON - FACILITIES

Location		Bower Hinton, Martock GR ST 458182
Seating Capacity	250	Includes seating in Church (150)
Sleeping Capacity (spartan)	100	
Number of Rooms	4	Main Hall Downstairs: seat 50; sleep 30 Main Hall Upstairs: seat 20; sleep 10 Brown Hut: seat 30; sleep 20 Church: seat 150; sleep 40 (Church balcony out of bounds – safety issue)
Reception Area	Y	Entrance to Main Hall (there are two doors) or the Brown Hut
Electricity	Y	
Gas	Y	Cookers
Heating	Y	Central heating (gas) in Hall and Church. Electric heaters in Brown Hut
Hot and Cold Running Water	Y	Kitchen. Cold water taps in lavatories
Potable Water	Y	Kitchen only
Toilets		Total of 3 lavatories, including one disabled.
Ladies	Y	
Gentlemen	Y	
Washing Facilities	Y	Limited to small basins in lavatories and sink in kitchen
Kitchen and Equipment	Y	Two gas cookers, freezer, fridge, electricity for hot water. Cups, plates etc for 50
Eating Area	Y	Main Hall
Storage Space (Clothes/blankets etc)	Y	Additional space limited and no emergency supplies held on site
Rubbish Disposal	Y	Bins outside Main Hall
Quiet Area	Y	Dependent on nature of emergency. Brown Hut would be ideal if not needed for other purposes.
Area for Children	Y	Dependent on numbers and room arrangements. Upstairs Main Hall is Acorn Play School area
Area for Pets	Y	Dependent on numbers and room arrangement
First Aid Facilities	Y	Basic First aid box on wall in kitchen. Martock surgery 20 minute walk
Key Control	Y	See contacts below.
Contacts and Telephone Numbers	Y	Karenza Pittard 01935 822935 Jean Elliot 01935 823589
Parking	Y	Behind Church for approximately 20 cars
Phone	N	
Disabled Facilities	Y	Access into Hall (downstairs) and Church. Ramps available
Miscellaneous		Good outside lighting. Good outdoor enclosed play area for children. Bower Hinton Post Office and Store is opposite

THE HOLLIES - FACILITIES

Location		Bower Hinton, Martock GR ST 458180
Seating Capacity	368	Dependent on Hotel occupancy.
Sleeping Capacity (spartan)	264	Dependent on Hotel occupancy and includes Motel accommodation of 36 en suite rooms
Number of Rooms	40+	Large Conference Room Downstairs: seat 100; sleep 50 Small Conference Room No 1 Upstairs: seat 30; sleep 20 Small Conference Room No 2 Upstairs: seat 30; sleep 20 Very small Conference Room Upstairs: Seat 8; sleep 4 Bedrooms en suite: seat 150; sleep 100 -150 Miscellaneous rooms, corridor space etc: seat 50: sleep 20
Reception Area	Y	Entrance to Hotel Reception
Electricity	Y	
Gas	Y	
Heating	Y	Central heating throughout
Hot and Cold Running Water	Y	Throughout
Potable Water	Y	Throughout
Toilets		Numerous
Ladies	Y	
Gentlemen	Y	
Washing Facilities	Y	Numerous
Kitchen and Equipment	Y	Able to support Hotel occupancy and significantly more in an emergency
Eating Area	Y	Main Building – Dining Room
Storage Space (Clothes/blankets etc)	Y	Ample. Bedding etc restricted to 36 en suite rooms
Rubbish Disposal	Y	Ample
Quiet Area	Y	Dependent on nature of emergency. Space easily allocated
Area for Children	Y	Dependent on numbers and room arrangements. But space easily allocated
Area for Pets	Y	Dependent on numbers and room arrangement
First Aid Facilities	Y	Martock surgery 25 minute walk
Key Control	Y	Not applicable.
Contacts and Telephone Numbers	Y	Richard Walsh - Owner 01935 822232
Parking	Y	80 cars
Phone	Y	Throughout Hotel
Disabled Facilities	Y	
Miscellaneous		Wi-fi/Broadband wireless and cable throughout the hotel. Good facilities for a Command Centre

WILLIAM SPARROW LTD - FACILITIES

Location		Bower Hinton, Martock GR ST 458179
Seating Capacity	450+	Dependent on usage at the time
Sleeping Capacity (spartan)	200	Dependent on usage at the time
Number of Rooms	4	Show Room: seat 100; sleep 50 Store/Hangar: seat 350; sleep 150 Small Rooms: Admin etc
Reception Area	Y	Admin Room or entrance to showroom
Electricity	Y	
Gas	N	
Heating	N	But propane heaters could be installed by Sparrows
Hot and Cold Running Water	Y	Toilets
Potable Water	Y	Toilets
Toilets		Next door building
Ladies	Y	
Gentlemen	Y	
Washing Facilities	Y	Very limited – Toilets/kitchen
Kitchen and Equipment	Y	Very small kitchen in Main Hangar. Very little cutlery etc
Eating Area	Y	Main Hangar
Storage Space (Clothes/blankets etc)	Y	Ample. Bedding etc restricted to 36 en suite rooms
Rubbish Disposal	Y	Under arrangements that already exist
Quiet Area	Y	Dependent on nature of emergency. Small room could be allocated
Area for Children	Y	Dependent on numbers and room arrangements. But space could be allocated
Area for Pets	Y	Dependent on numbers and room arrangement but space or small room could be allocated
First Aid Facilities	N	Martock surgery 25 minute walk
Key Control	Y	Not applicable.
Contacts and Telephone Numbers	Y	David Sparrow 01935 825461
Parking	Y	Up to 50 cars
Phone	N	
Disabled Facilities	N	Not specifically, but can easily cope with wheel chairs etc.
Miscellaneous		The Hollies would be the preferred site, but if full/unavailable then Sparrows could cover although facilities are basic. Only a 2 minute walk to the Hollies.

Community Emergency Group Prompt List

People	Beds and Bedding
CEG Appointed	Beds (camping)
Additional Volunteers	Beds (frames)
	Blankets
Medical	Mattresses
Dentists	Stretchers
Doctors	Sleeping bags
Nurses	Pillows
Pharmacists	
Vets	Feeding
Mechanics	Containers
Builders	Cooking Utensils
	Crockery
Technical	Cutlery
Carpenters	Kettles (electric)
Drivers	Ovens
Electricians	Tables and benches
Fire and Rescue	Urns
Plumbers	Food stocks fresh/tinned
Telephone engineers	Dairies
Welders	Drinking water
Catering	Transport
Butchers	Coaches/minibuses
Shopkeepers	Flat bed Lorries
Bakers	Fork lift trucks
Restaurant owners	Landrovers/ 4x4
Cooks	Refrigerated units
	Snow ploughs
Accommodation	Tractors
EmergencyAccommodation Centres	
Caravans	Plant and Equipment
Churches	Chain Saws
Hotels and Guest Houses	Cranes
Portacabins	Floodlighting
Schools	Generators
Social Clubs	Ladders
Tents and marquees	Ropes
Warehouses	Welding and cutting equipment
	Winches
Highways Equipment	Hygiene
Fluorescent clothing	Brooms, Brushes

Lamps	Clothing
Maps	Cleaning materials
Traffic Cones	Detergent
	Dustbins
Building and Rescue	Plastic sacks
Plastic sheeting	Refuse collection
Ropes	Soap
Sandbags	Toilet requisites
Sheeting	Towels, paper and cotton
Timber	
Tools and ironmongery	

Community Emergency Group First Steps Check List

	Activity/Event	Answer/Explanation	Action in hand (tick)	Date/Time completed	Actioned by	Remarks/Plan Reference
1	Call 999 (unless already alerted)					
2	What is the emergency?					
3	Where is the emergency?					
4	Casualties, approx number and type					
5	Access to emergency and parking for emergency services					
6	Hazards					
7	Set in train the Alerting System					Paragraph 7 and Annex B
8	How many homeless/evacuees?					
9	Select an Emergency Accommodation Centre(s) (EAC)					Paragraph 8 and Appendices 1-13 of Annex A
10	Contact EAC Owner(s)					Contact numbers at Annex A
11	Carry out risk assessment of EAC(s)					Paragraph 12 and Para 7 to Annex A

12	Coordinator to brief the CEG, allocate responsibilities, organise rosters, then open up the EAC					
13	Set up a receiving area and start a register recording persons in and out					Paragraph 4 of Annex A
14	Produce a communications plan					
15	Set up and man information desk and organise regular briefings for evacuees					Maintain a log Paragraph 4 of Annex A
16	Open up Parish Hall emergency stores					Paragraph 16
17	Organise refreshments					Paragraph 4
18	Set up and manage rest area					Paragraph 4
19	Set up and manage children's play area					Paragraph 4
20	Set up and manage Pets area					Paragraph 4
21	Identify, monitor and assist vulnerable people					
22	Consider additional volunteers to assist					
23	Further develop CEG Roster					
24	Check EAC prompt list for additional facilities/stores etc					Appendix 14 to Annex A. See also Annex E.
25	Maintain a list of all expenditure (receipts etc)					To be kept at the information desk
26	Consider transport requirements and parking					
27	Monitor Health and Safety especially cleanliness and fire risks					

Note: Some of the serials may not be applicable for every emergency and some may be carried out concurrently. It is important that individuals instigating serials in isolation ensure that the CEG Coordinator and/or the information desk is informed as quickly as possible that a serial has been actioned so that an entry can be made on the master check list, which will be maintained by the person/team managing the information desk on behalf of the CEG Coordinator.

Community Emergency Group – First Meeting Agenda

Date:

Time:

Location:

Attendees:

1. Update on the current situation using 'CHALETS'
 - Casualties
 - Hazards
 - Access
 - Location
 - Emergency Services
 - Type of incident
 - Start a Log
2. Is there a threat to life and or property?
3. State of utilities
4. What immediate resources do we need?
5. First Steps Check list update
6. Agreed actions and lead
7. Any other issues
8. Date/Time of next meeting

**Martock Parish
Contact Numbers and Addresses**

Title	Name	Address	Telephone	Remarks	
Community Emergency Group	Christopher Price	Bower House, Bower Hinton, Martock	01935 825604	CEG Coordinator	
	Philip Jackson	Church Lodge Cottage, Church Street Martock	0774 0776 422	Parish Council and Deputy Coordinator	
				01935 823514	
	Jenny Becker	Court House, Church Street Martock	01935 822144	Parish Council	
	Christopher Bell	Winslow House, Water Street, Martock	01935 836147	Parish Council	
	Geoff Mountjoy	8 Water Street, Martock	01935 826440		
	Dr James Buckle	Martock Surgery	01935 822541		
	Dave Parris	No 3 Radiant House, Coat Road, Martock	01935 823492	Parish Council	
	Steve Hook	The Old Malthouse, East Street, Martock	01935 825576	Parish Council	
	Jackie Swabey	15 East Street, Martock	01935 826457	Parish Council	
	Andrew Clarke	8 Hills Orchard, Martock	01935 824139		
	Sharon Clarke	8 Hills Orchard, Martock	01935 824139		
	Graham Phimister	c/o Somerton Police Station	07827 307773	PCSO	
	Mike MacCormack	All Saints' Church, Martock	01935 824456		
	Chris Spracklen	Christian Fellowship Hall, Martock	01935 826842		
	David Gent	The Vicarage 10 Water Street, Martock	01935 826113		
Jackie Martin	Martock Community Group	01935 824533			
	Ian Andrews	8 St Michael's Close Over Compton Dorset DT9 4QR (Clerk to the Parish Council)	01935 822891 07846738036 01935 468425	Market House Home	

Parish Council (less those in CEG above)	Peter Barnard	1 East Street Drove, Martock TA12 6NL	01935 825876	Chair Parish Council
	Chris Griffiths	18 Vincent Way, Martock Somerset TA12 6DG		
	Stephen Hook	The Old Malthouse, East Street Martock TA12 6NF	01935 825576	
	Jenny Hulme-Athis	27 Beech Road, Martock TA12 6DT		
	Patrick Palmer	Bower Hinton Farm, Bower Hinton, Martock TA12 6LH	01935 822387	
	Roger Powell	The Treasurer's House, Church Street, Martock TA12 6JL	01935 825015	
	Andy Rogers	103 North Street, Martock TA12 6EJ	01935 823168	
	Dawn Sharp	3 The Acres, Martock TA12 6DD	01935 826166	
	Richard Walsh	16 Barton Close, Bower Hinton TA12 6LG	01935 822232	
John Wickham	11 Matfurlong Close, Martock TA12 6LD	01935 827759		
Somerset County Council	Civil Contingencies Unit	Environment Directorate, Floor C4, Taunton TA1 4DY	01823 355960 01823 364500	Working Hours Outside Working Hours - Ask for Civil Contingencies Duty Officer
	District Support Officer	Geoffrey Mackett	01823 356792 07920 138192(M)	
	John Bailey	Manor Farmhouse, Great Street, Norton-sub-Hamdon	01935 881227 07846 738036	County Councillor
South Somerset District Council	Head Office	Council Offices, Brympton Way, Yeovil	01935 462462	Enquiries 24/7

South Somerset District Council (Continued)	Graham Middleton	37 Hamdon Close, Stoke-sub Hamdon	07527 329489	District Councillor
	Patrick Palmer	See under Parish Council		District Councillor
	Civil Contingencies Manager	Pam Harvey	01935 462462	
Emergency Accommodation Centre Contacts	-	See Appendices 1-13 to Annex A		
Police	PCSO	Graham Phimister Somerton Police Station, 11 Kirkham Street, Somerton	07827 307773 07825 175493 0845 456 7000	999
Pastoral Care	-	See Pages 6 and 34 above for details		
Fire & Rescue Service			01823 364500	999
Ambulance				999
NHS Direct			0845 4647	24 hours
Gas	Various		0800 111 999	24 hr emergency No
Electricity	Western Power Distribution Scottish and Southern Energy		0845 601 2989 0800 365 900 0845 7444 555 0845 770 80 90	24 hr emergency No 24 hr emergency No
Water	Bristol Water South West Water Wessex Water		0845 702 3797 0800 801 011 0800 169 1144 0845 600 3 600 0845 600 4 600	24 hr emergency No Also 24 hr No 24 hr emergency No

British Telecom			0800 800 150 0800 800 151	24 hr emergency No
Environment Agency			0800 80 70 60	Flood Line: 0845 988 1188 www.environment-agency.gov.uk
RAYNET		Radio Amateurs' Emergency Network SW Region zonal coordinator: Chris Hampson (G8RXA)	24 hr number: 0303 0401080 01425 672002	www.raynet-uk.net
Met Office			0870 900 0100	
Media	BBC Somerset Sound	Broadcasting House, Park Street, Taunton TA1 4DA	01823 323 956	
Social Services			01823 346682	
Local Housing Authority	South Somerset District Council	Through the Housing Department	01935 462462	
Public Transport			0845 345 9155	
Crimestoppers			0800 555 111	
Highways			0845 3459155	
Victim Support			084530 30 900	
CRUSE Bereavement			0870 167 1677	
Samaritans			08457 90 9090	24 hours
Martock Surgery		Church Street Surgery Martock TA12 6JL	01935 822541	
Dentist		13 Church Street Martock TA12 6JL	01935 823040	
Pharmacist		Church Street Martock	01935 822554	
Vet		Kingfisher Veterinary Practice Stapleton Road Martock	01935 825199	
RSPCA		Enquiries 24 hour Advice Line	0870 3335999 0870 3335 999	9-5 Mon Fri

WRVS		Head of Emergency Services South West 46A High Street Dorchester	0771 4898526 01305 269184	Angela Currie www.wrvs.org.uk
British Red Cross		Emergency Response Somerset	0845 331 5000	www.redcross.org.uk
St John Ambulance			08700 104950	www.sja.org.uk
Salvation Army		South West Head Office 6 Marlborough Court, Manaton Close, Matford Business Park, Exeter 19 Stiby Road, Yeovil	01392 822100 01935 474637	

Martock Parish

Record of People with Special Needs

Individuals	Address	Telephone Number	Nature of Need
To be completed			

Establishments	Type	Address	Telephone Number	Numbers Involved
Hurst Manor	Nursing, Residential Home	Bower Hinton	01935 823467	36, of whom half are bed ridden. For planning purposes assume all are bed ridden.
Bearley House South Somerset Homes	Extra Care Sheltered Housing Scheme	1 Bearley House, East Street, Martock	01935 824853	27 units of accommodation for frail, older people
La Fontana Dementia Care Home	Dementia Care Home	Foldhill Lane, Martock Somerset TA12 6PQ	01935 829 900	51 units/beds

Martock Parish

Record of Hazards

Address/Area	Nature of Hazard	Name & Telephone Number of Contact
Yandles Garage – North Street	Petroleum and diesel tanks	01935 822504
Brooks and Son (Martock) Ltd, Water Street	Petroleum and diesel tanks	01935 822547 Further details to be obtained from Martock Fire and Rescue

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Martock Parish - Record of Local Key Resources – Special Skills

Serial	Description	Firm/Contact	Telephone	Address	Remarks
1	Cooking Equipment				
2	Heaters	William Sparrow Ltd (David Elliot)	01935 825461	Bower Hinton	Propane Gas Heaters
3	Water Containers	Paull and Co Ltd (Craig Paull) (Leona Drayton)	01935 822204 01460 241487 (Home number)	Coat Road, Martock	Office number Owner Deputy Manager
4	Fuel Gas Cylinders	Brooks Garage Yandles Garage Southfork Caravans,	01935 822547 01935 822504 01935 825661	Water Street Martock North Street Martock Parrett Works, Martock	Office Office
5	Plant with Operators	William Sparrow Ltd (David Elliot) Patrick Palmer	01935 825461 01935 822387	Bower Hinton Bower Hinton Farm	Tractor, JCB, Trailer Tractors, Trailers
6	Basic Building Materials	Paull and Co Ltd	01935 822204	Coat Road Martock	Office See Serial 3
7	Building Contractor/plant	Andy Rogers	01935 823168 07976 259888	21 Ashfield Park	
7	Generators	William Sparrow Ltd Patrick Palmer	01935 825461 01935 822387	Bower Hinton Bower Hinton Farm	See Serial 5
8	Pumps	Through Fire and Rescue Service			
9	Tents/Marquees	Global Marquee Hire Ian Reynolds	01458 259197 07736 878106	2 Rowley Cottages Long Sutton	
10	Electrician	John Knight	01935 823686 07817968593	74 Stapleton Close Martock	
11	Plumber	Cox Construction	01935 8829444 07734 982496	38 Moorlands Park Martock	Also general repairs, maintenance and electrical
12	Sandbags	Paull and Co Ltd (Craig Paull)	01935 822204 01460 241487	Coat Road Martock	See Serial 3