



Burley Model Allotments

Emergency Action Plan

DATE PREPARED: 13/09/18

PREPARED BY:



Burley Model Allotments

EMERGENCY CONTACT DETAILS

DESIGNATED RESPONSIBLE OFFICIALS AT

BURLEY MODEL ALLOTMENTS

Name	Position	Home Phone	Mobile Phone
Iain Smith	Secretary		
Helen White	Treasurer		
Frank Turpin	Membership Secretary		
Keith Barrett	Publicity Officer		
Tony Handby	Trustee		
Barry Raw	Trustee		

EMERGENCY PHONE NUMBER 999

Only use the numbers below if it is not an emergency e.g. to follow up after an emergency

Organisation	Address	Phone
Fire	88 Kirkstall Rd, Leeds LS3 1NF	0113 290 4830
Ambulance	8-9 Flax Pl, Leeds LS9 8HF	999
Police	300 Otley Rd, Leeds LS16 6RG	0113 241 3459
Yorkshire Water	Western House, Western Way, Bradford BD6 2SZ	0345 124 2424
NPower	Limewood Approach, Leeds LS14 1NG	0800 073 3000



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EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported are:

- **MEDICAL**
 - **FIRE**
 - **SEVERE WEATHER**
 - **CHEMICAL SPILL**
 - **STRUCTURAL PROBLEMS TO THE MARQUEE OR TRADING HUT**
 - **EXTENDED POWER LOSS**
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MEDICAL EMERGENCY

When a medical emergency is discovered:

- **Call the Yorkshire Ambulance Service 999:**
 - Ambulance
 - Fire Department

Provide the following information:

- Nature of medical emergency,
- Location of the emergency address access details
Burley Model Allotments, 2 Lumbley Place, LS4 2NL
- Your name and the phone number from which you are calling.

Do not move injured parties unless absolutely necessary.

Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name	Position	Phone
Helen White	Treasurer	

- Attempt first aid **ONLY** if trained and qualified.
 - If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (avoiding contact with blood or other bodily fluids).
 2. Clear the air passages using the Heimlich Maneuver in case of choking.
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FIRE EMERGENCY

When fire is discovered:

- Notify the local Fire Department by calling 999
- Notify the Committee Officers (see page 2) about the fire emergency by the following means (check applicable):

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- | | | | |
|--------------------------|---------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | Voice Communication | <input type="checkbox"/> | Text |
| <input type="checkbox"/> | Phone | <input type="checkbox"/> | Other (specify)e.g. Email |
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Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants of the Trading Hut must:

- Assist people with disabilities in finding a safe place.
- Leave the building using the designated escape routes.
- Assemble in the designated area: At the front of the Trading Hut
- Remain outside until told by a member of the committee that it is safe to re-enter.

Officers or Members of the Committee must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
 - Coordinate an orderly evacuation of personnel.
 - Perform an accurate head count of people reporting to the designated area.
 - Determine a rescue method to locate missing members of the Association.
 - Provide the Fire Department personnel with the necessary information about the site and the building/structure.
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EXTENDED POWER LOSS

In the event of extended power loss

Where there is an extended power loss to the Trading Hut certain precautionary measures should be taken depending on the timing and environmental conditions:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting equipment.
- Where freezing temperatures may occur turn off and drain the following lines in the event of a long term power loss.
 - Standpipes
 - Water supply
 - Toilets

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Water pipes should be checked for leaks from freeze damage after the heat has been restored and the water turned back on.

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CHEMICAL SPILL

The following are the locations of Burley Model Allotments where a chemical spill may occur:

- Trading Hut
- Container

When a Large Chemical Spill has occurred:

- Immediately notify an Officer of the Committee (see page 2).
- Contain the spill with available equipment (e.g., pads, booms, cloths, absorbent powder, etc.).
- Secure the area and alert other members of the Committee where appropriate.
- Do not attempt to clean the spill unless trained to do so.
- Attend to the injured and call 999, if required.
- Call a local specialist cleanup company or the Fire Department (if required and where prior arrangement has been made) to perform a large chemical spill cleanup.
- Evacuate the building as necessary

When a Small Chemical Spill has occurred:

- Notify an Officer of the Committee (see page 2).
 - If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other members of the Association from entering.
 - Small spills must be handled in a safe manner, while wearing the appropriate safety equipment.
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STRUCTURE EMERGENCIES

The structures at the Allotment Site include the following:

- Trading Hut
- Container
- Locker Blocks

Temporary Structures include:

- Marquees
- Marquee Frames

Upon being notified about the emergency, occupants of the Trading Hut or temporary structure must:

- Assist people with disabilities in finding a safe place.
- Leave the building using the designated escape routes.
- Assemble in the designated area: At the front of the Trading Hut
- Remain outside until told by a member of the committee that it is safe to re-enter.

Officers or Members of the Committee must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of people reporting to the designated area.
- Determine a rescue method to locate missing members of the allotment.
- Provide the relevant rescue personnel with the necessary information about the site and the building/structure.

Officers and members of the Committee will make sure that a plan is put in place and enacted to ensure the safety of all structures prior to leaving the site.



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SEVERE WEATHER AND NATURAL DISASTERS

Flood:

If indoors:

- Be ready to evacuate as directed by the members of the Committee.
- Follow the recommended primary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

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TRAINING

The following have been trained to ensure a safe and orderly emergency evacuation of other members of the Association and the public.

Name	Position	Home Phone	Mobile Phone
Iain Smith	Secretary		
Helen White	Treasurer		
Frank Turpin	Membership Secretary		
Keith Barrett	Publicity Officer		
Tony Handby	Trustee		
Barry Raw	Trustee		
