

# Community Emergency Plan

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Version 1.5

## Amendments

Date	Reason for Amendment	Change By	Page No.
04 May 2018	Initial Draft	William Rouse	
13 June 2018	Updates to User plan	Quintin Alvares	
22 June 2018	Update to tables	Quintin Alvares	
5 July 2018	Persons affected	William Rouse	
13 August 2018	Actions to be taken	William Rouse	
22 August 2018	Emergency Contacts and advise	William Rouse	
8 October 2018	Formatting and Parish map	Quintin Alvares	
10 October 2018	Updated Salt bin locations and appendix references	Quintin Alvares	12

### Abbreviations

<b>CERT</b>	Community Emergency Response Team
<b>CET</b>	Community Emergency Plan
<b>ICP</b>	Incident Control Points
<b>EAP</b>	Emergency Assembly Point

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## 1. Introduction

An emergency incident is any event or circumstance, occurring with or without warning, which causes or threatens death or injury, disruption to the community, damage to property or the environment on such a scale that the effect cannot wholly be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

Although there is no statutory responsibility for communities to plan for, respond to, or recover from emergencies, it is good practice to identify potential hazards and make simple plans on how they could respond to them.

This plan has been developed to provide resilience for the community in Sherfield Park in the pre-event phase or early stages of an emergency.

The Sherfield Park Community Emergency Response Team has been formed to assist the activation of this plan and to assist the emergency services wherever possible, prior to, during and after an emergency event.

## 2. Aim

The aim of this plan is to increase resilience within the local community through developing a robust coordinated approach that compliments the plans of responding agencies.

## 3. Objectives

- Identify the risks most likely to impact the community
- Identify relevant steps to mitigate and respond to emergency situations, including warning the community as required
- Identify vulnerable people / groups / establishments in the community
- Identify community resources available to assist during an emergency
- Provide key contact details for the CERT, Key Community Resources, Emergency Services and Local Authorities
- Provide information and assistance to the Emergency Services upon their arrival and as appropriate throughout the event.

## 4. Types of Emergencies

Types of potential emergencies that may impact the community are:

- Flooding
- Total or partial loss of electricity
- Total or partial loss of water
- Total or partial loss of telephone
- Major fire
- Major road accident/loss of road access
- Major aircraft accident
- Major storm damage

- Chemical spillage
- Disease

## 5. Community Emergency Response Team

The CERT has been established to coordinate the community's response to an incident. They are also responsible for keeping the plan up to date.

Role	Name	Contact	Address
<b>Coordinator</b>	William Rouse	07780606624	
<b>Deputy</b>	Quintin Alvares	07702792133	
<b>Team Member</b>	TBC		
<b>Team Member</b>	TBC		
<b>Team Member</b>	TBC		

### 5.1 The role of the CERT Coordinator is to:

- Pull together the Community Emergency Plan
- Ensure that the plan is regularly reviewed and updated
- Report annually to the Community detailing if the plan has been activated and highlighting any changes to the CERT members
- Act as a focal point for the community in the response to an emergency
- Act as the main contact point for District and County Councils and the emergency services, to ensure that two-way communication is maintained
- Ensure that the appropriate authorities and individuals are notified
- Communicate important messages to the community
- Delegate specific roles to others on the CERT
- Activate resources as required

Tasks should be delegated to team members as appropriate. The Coordinator should ensure that all team members are engaged in the planning and response processes.

### 5.2 All members of the CERT should:

- Reside in the community
- Have good local knowledge
- Be able to activate the support of the community and speak on behalf of the community
- Ensure that the vulnerable are provided with additional assurance during an emergency
- Ensure that communications are maintained within the community and District Council
- Ensure that Confidentiality is maintained where necessary
- Maintain his / her own action log in the event of an emergency
- Create a 'grab bag' containing the plan and any appropriate clothing /

- equipment which may be required
- Have sufficient knowledge of the plan to act as Coordinator in their absence

The Deputy and other team members should support the Coordinator in carrying out their role.

### **Team Member Communications**

Responsible for updating social media interfaces to warn and inform the community.

## **6. Incident Co-ordination**

The community has identified their initial Incident Control Points (ICP) as follows: The temporary ICP will be held at the Sherfield Park Community Centre. ICP equipment is located at the Sherfield Park Community Centre which contains the following:

- Defibrillator
- Hiperthermia blankets
- Dried food provision
- Comprehensive First Aid kit
- Bottled water
- Communication facilities
- Shower/Ablution facilities
- Grab bag (Emergency response bag)

Upon arrival of the emergency services, the CERT Coordinator should make him/herself known to the emergency services and provide them with a copy of the CEP, and be available to provide local knowledge.

The Emergency Services may relocate the ICP to the Sherfield Park Community Centre, Sunwood Dr, Sherfield on Loddon, Hook, RG27 0FP

The Police Commission will be located at the Sherfield Park Parish Council office.

## **7. Evacuation Assembly Points**

Due to the demands of an emergency it may not be possible for Basingstoke & Deane Borough Council to provide immediate Humanitarian Assistance, the Parish may need to establish an Evacuation Assembly Point. The aim of the EAP is to provide a facility for the public to use as a short-term refuge.

Later in an emergency where people are required to leave their homes Basingstoke & Deane Borough Council may set up a Rest Centre to provide temporary shelter. The Rest Centre will have facilities for sleeping, hot food/drinks, information and is located at:

Sherfield Park Community Centre, Sunwood Dr, Sherfield-on-Loddon, Hook, RG27 0FP

## **8. Helicopter Landing Sites (HLS)**

These facilities will only be used following liaison between the Emergency Services and the Marine & Coastguard Agency SAR in the Rescue Phase of an incident.

A number of areas that are suitable for use as emergency HLSs for evacuation purposes have been identified. These are:

- Sherfield Park Community Centre playing fields
- Amport Road communal grass area

## **9. Plan Maintenance**

The CERT will meet to discuss the community's resilience arrangements at least on a 6 monthly basis, (June and October), when new facilities or information become available which affects trigger points, e.g. installation of engineering solutions, and after any events, e.g. flooding, where the plan has been utilised.

A full review of the plan by the CERT should be carried out annually to ensure that the contact numbers are still correct. When issuing updated pages of the plan it is important to ensure the removed pages are returned as this will help ensure that all the plans are correctly updated.

## **10. Initial Actions**

- Gather as much information about the situation as possible
- Make contact with the emergency services
- Consider whether you can work safely from your current location or need to move
- Consider whether you need the Parish Council emergency team
- Arrange for contact to be made with those vulnerable members of the community
- Arrange for community resources/organisations to be made available
- Consider whether any additional members of the community need to be involved

## **11. PREPARATION FOR AN EMERGENCY**

To allow yourself to be prepared for an emergency you should take time to find out:

- Where and how you turn off water and electricity supplies to your home
- The emergency procedures for your children at school
- The emergency procedures for your place of work
- How you would stay in contact with your family
- If any elderly or vulnerable people might need your help
- How to tune into your local radio station
- How to contact your household insurers

Also, you should:

- Ensure you keep a stock of bottled water, ready to eat food and a bottle/tin opener. Stock up on oil, wood, bottled gas or coal if a cold winter is predicted

- Sign up to the free flood warning service offered by the Environment Agency using [www.environment.agency.gov.uk](http://www.environment.agency.gov.uk) or by calling 0845 988 1188

## 12.Steps to follow during an Emergency:

### 12.1 WHAT SHOULD YOU DO IN AN EMERGENCY?

- Call 999 if there are people injured or a threat to life exists
- DO NOT PUT YOURSELF IN DANGER
- Listen to the advice of the emergency services Stay calm and think before taking any action.
- Try to help others and be reassuring

### 12.2 WHAT SHOULD YOU DO IF YOU MIGHT HAVE TO EVACUATE YOUR HOME?

Gather together:

- A list of useful telephone numbers e.g. doctor, close relatives (also see page 7 & 9)
- Home and car keys
- Toiletries, sanitary supplies and prescribed medication
- Battery radio with spare batteries
- Torch with spare batteries
- First aid kit
- Mobile phone
- Cash and credit cards
- Legal documents e.g. insurance policies, car registration forms, birth certificates.
- Spare clothes and blankets

If you have time:

- Turn off electricity, gas and water supplies
- Unplug appliances
  
- Lock all doors and windows
- If you leave by car, take bottled water, blankets and tune in to your local radio station

## 13.Flood hazard and major storm damage

**FLOODING:** If flooding is threatened you should contact:

**Emergency floodline: 0845 988 1188**

**Minicom service** (for the deaf and hard of hearing): **0845 602 6340**

**SANDBAGS:** Hampshire County Council and Basingstoke and Deane Borough Council may not be in a position to supply sandbags in the event of an emergency and householders should make their own arrangements. Most DIY stores stock them. Alternatively, pieces of wood 12 – 15 inches high and about an inch thick cut to cover the outside of your doors can also provide an effective watertight seal, especially if wrapped in a wet towel or newspaper and nailed to the door jams. Remember to cover up air bricks on external walls.

**SYNTHETIC ABSORBENT BAGS:** These are a modern version of sandbags and can be

bought empty or filled from most DIY stores. They can be filled with either wet earth or sand and will provide an effective seal.

**SEWERS AND DRAINS:** Using no-return valves, plugs, bungs and fixing drain covers can reduce flooding in these areas. Most builders' merchants will advise on this.

**VALUABLES AND DOCUMENTS:** Take anything of value upstairs or store above the likely water.

**COPING WITH A FLOOD:** Call your insurance company; check the classified telephone directories under 'Flood Damage' for suppliers of cleaning materials and equipment to dry out your home; contact the gas, electricity and water companies to have your supplies checked before you turn them back on; open doors and windows to ventilate your home; remember to unblock your airbricks when the water has receded; restock any used supplies for the next time.

**LOSS OF ELECTRICITY:** In the event of a full or partial loss of the electricity supply in your property or in the Village or surrounding areas, someone should ring the emergency telephone number **0845 770 8090** and report the fact. It would be wise to have a stock of torches with batteries or candles to hand in case of a prolonged power failure.

### 13.1 LOSS OF MAIN DRAINAGE:

**Main sewers.** Contact your insurance company for advice regarding the appropriate steps you should take. Someone should ring Southern Water **0845 2780845** and for general advice Basingstoke and Deane Borough Council Environment and Health Services **01264 368000**.

**Balancing ponds.** In the unlikely event of the balancing ponds bursting its banks, please contact Basingstoke and Deane Environmental Flood Line: 0345 988 1188

**External water leak.** If you find a water leak outside your home contact the emergency contact number on **0800 820999**

**UNDER NO CIRCUMSTANCES SHOULD YOU PUT YOURSELF OR OTHERS AT RISK TO FULFIL THESE TASKS.**

## Appendix A: Useful emergency contact list:

<b>Emergency services</b>	<b>999</b>
<b>NHS direct</b>	<b>0845 46 47</b>
<b>Hampshire Constabulary (non emergency)</b>	<b>101</b>
<b>Hampshire Fire and Rescue (non emergency)</b>	<b>02380 644 000</b>
<b>North Hampshire Hospital (accident and emergency department)</b>	<b>01256 473202</b>
<b>Basingstoke and Deane Borough Council (24 hours a day)</b>	<b>01256 844844</b>
<b>Hampshire County Council, Hants Direct (Monday to Friday, 8am to 8pm, Saturday, 9am to 4pm)</b>	<b>0845 603 5638</b>
<b>Environment Agency Floodline</b>	<b>0345 988 1188</b>
<b>National Flood Forum (for flood defence advice)</b>	<b>01299 403 055</b>
<b>Gas leaks</b>	<b>0800 111 999</b>
<b>Electricity</b>	<b>105</b>
<b>South East Water</b>	<b>0845 301 0845</b>
<b>South East Water out of hours</b>	<b>0845 602 1724</b>
<b>Southern Water – Drainage problems</b>	<b>0845 278 0845</b>



## Appendix C: Map of the Parish including Salt bins and Defibrillator location



- Salt Bins
- Defibrillator



## Appendix E: **Evacuee Information Sheet**

### **Important Information**

Please take a few moments to read this sheet as it contains important information that you will likely need regarding the EAP. This Information Sheet may not answer all your questions. If you require further information please ask any of the staff.

### **Registration**

Please register at the Registration table. Registration is not mandatory, but it is strongly recommended, as it assists the staff to meet your needs and assists if any of your relatives are trying to trace you. Registration information is considered confidential.

### **Smoking and Alcohol**

Smoking and the consumption of alcohol is not permitted anywhere inside the EAP.

### **Personal Belongings and Children**

We cannot assume responsibility for your belongings. Please keep valuable items with you. Parents are responsible for keeping track of and controlling the actions of their children. Please don't leave them unattended.

### **Medical and Injuries**

If you have a medical condition that could require special consideration, i.e., heart condition, recent surgery, or pregnancy, please bring this to the attention of the staff. All medically related information should be noted on your registration card and will be treated with confidentiality.

### **Pets**

We understand your pets are part of your family; unfortunately, our facilities may not be suitable for them. Let us know about your pets and we can help in locating a temporary location of safety for them where they will be well looked after. Registered Guide/Hearing Dogs are allowed within the EAP.

### **Bulletin Boards**

Updates and bulletins will be posted for your information.

### **Volunteering and Help**

Evacuees are encouraged to help in the EAP. Please see the staff if you believe that you can help.

### **Telephones**

We encourage you to notify one family member or friend as to your whereabouts and then ask them to notify others that may be concerned about you. Please be considerate of others when using a mobile phone by speaking quietly.

### **EAP Coordinator**

Please follow the instruction of the Coordinator and staff; they are the designated authorities in the EAP.

### **Problems and Complaints**

Please direct all comments regarding the EAP operation to the Coordinator.

### **News/Media**

News/media representatives often visit the EAP during emergency operations. They may request interviews or photographs of you; however, they must ask your permission first. It is your right to refuse. Please report any problems or questions regarding the media to the EAP Coordinator.

**Special Needs/Requirements**

If you have any special needs, i.e., required diet, health etc., please let the staff know.



**Appendix G: Plan Distribution**

Name/Organisation	Contact Details	Number issued

**Appendix H: Restricted Contacts**

Name	Contact Details	Number Issued