

# SHERFIELD-ON-LODDON PARISH COUNCIL

## COMMUNITY EMERGENCY PLAN

**EMERGENCY CO-ORDINATOR** – Bruce Jones

**DEPUTY EMERGENCY CO-ORDINATOR** – Bruce Batting

**EFFECTIVE DATE** – 1 May 2010

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**This plan gives general guidance to the local community only. It outlines actions to be taken by responsible groups and organisations and recognises that it is complementary to the County, Borough and Emergency Services plans in existence.**

### **DISTRIBUTION**

1. Sherfield-on-Loddon Parish Council
2. Basingstoke and Deane Borough Council Emergency Planning Liaison Officer
3. Hampshire County Council Emergency Planning Officer
4. Hampshire Constabulary – Beat Officer, Tadley Police Station (& Community Responder Co-ordinator)
5. Sherfield Village Hall – Chairman of the Management Committee and Caretaker
6. Sherfield Park Community Building – Chairman of the Management Committee
7. St Leonards Parish Church – Secretary of the PCC / Church Warden
8. Breach Lane Baptist Church – Verger
9. The White Hart Public House
10. Four Horses Public House
11. Sherfield-on-Loddon Post Office
12. Evergreens Group – Chairman
13. WI – Chairman
14. The Shop (grocery store)
15. Sherfield School – Head Teacher
16. Loddon School – Head Teacher
17. Neighbourhood Watch Co-ordinators

The Plan is also available on The Sherfield-on-Loddon website:

[www.sherfieldonloddon-pc.gov.uk](http://www.sherfieldonloddon-pc.gov.uk)

## **AIM AND OBJECTIVES**

**Aim:** To enable community support, self help and resilience when faced with an emergency

### **Objectives:**

- Identify hazards and possible mitigation
- Identify vulnerable groups within the community
- Identify key contacts
- Identify a community emergency management team
- Identify resources available to the community in the event of an emergency

## **ACTIVATION OF THE PLAN**

The Plan will be activated when a member of the Emergency Team considers it necessary to take action in response to an incident and when action cannot be taken effectively without triggering the arrangements outlined in this document.

## **EMERGENCY TEAM**

Members of the emergency team include the following:

- Cllr Bruce Jones – Emergency Co-ordinator
- Cllr Bruce Batting – Deputy Emergency Co-ordinator
- Cllr Ivan Gosden – Ex Officio Chairman of the Parish Council
- Cllr Sandy Johnston – Ex Officio Vice-Chairman of the Parish Council
- Mrs Julie Collins – Clerk to Parish Council
- Other Councillors as required
- Other members of the community as appropriate

## **INCIDENT ROOM**

An incident room will be established in one of the following locations:

- Village Hall – Reading Road, Sherfield on Loddon
- When completed Sherfield Park Community Centre will also be used

## **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

## **POSSIBLE HAZARDS**

1. Flooding
2. Total or partial loss of electricity
3. Total or partial loss of water
4. Total or partial loss of telephone
5. Major fire
6. Major road accident/Loss of road access
7. Major aircraft accident
8. Major storm damage
9. Chemical spillage
10. Disease

## **ROLE OF EMERGENCY CO-ORDINATOR**

- To maintain the Community Emergency Plan
- To provide a link with the Borough and County Emergency Planning Officers
- To call a community meeting (if required)
- To provide the focal community response to an emergency

## **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**.

## **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
- If you are not involved or might be in danger – **GO IN, STAY IN, TUNE IN** to the local radio

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

Gather together:

- A list of useful telephone numbers eg, 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 eg 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

## **FLOOD HAZARD AND MAJOR STORM DAMAGE**

If flooding is threatened you should contact the **emergency floodline** on **0845 988 1188**. For the deaf and hard of hearing there is a Minicom service; 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.

#### **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**.

**Septic tanks.** Temporarily block the outflow, if possible, to the soakaway and use the tank as a cesspit. Arrange for the tank to be emptied as soon as possible,

**Cesspit.** If the cesspit fails due to rising water, arrange for it to be emptied. If it fills again it will be with groundwater and floodwater resulting in minimum pollution. Arrange for the pit to be emptied as soon as possible.

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

## **COMMUNITY RESOURCES**

### **Air Ambulance landing sites:**

The Air Ambulance will land as close as possible to the scene if called out. Larger “designated” landing areas are the Sherfield-on-Loddon Village Green at map reference SU 678 579.

### **Medical/First Aid:**

In the event of injury or illness within the community the assistance of professional medical support should be sought in the first instance ie; Ambulance and/or Doctor.

### **Voluntary Groups:**

Sherfield Community Care Group – Doreen Tosswill 01256 882344 (this group can assist with emergency transport)

### **Tradesmen:**

The following tradesmen or members of the community with trade skills have volunteered their support in the event of an emergency:

- To be confirmed – More Tradesmen wanted please call the Clerk

### **Transport:**

The following can be called upon to transport people, essential equipment or provisions in the event of an emergency:

Ivan Gosden - (Trailer/tractor) - 01256 881007 mob: 07940 212441

Sherfield Community Care Group – Emergency transport (Doreen Tosswill – 01256 882344)

## **VULNERABLE GROUPS IN THE COMMUNITY**

Get to know your neighbours and their strengths and where they might need help in an emergency. The following have been identified as groups that could need assistance in an emergency:

Happy Faces Play Group	The Liddell Hall, Old Reading Road, RG27 0EZ. Tel: 01256 880903	Pre-school play group, children aged 2yrs 9 months to 5
The Loddon School	Wildmoor Lane, Sherfield-on-Loddon, RG27 0JD.	Home and school for 28 children with severe learning difficulties
Sherfield School	Reading Road, Sherfield-on-Loddon, RG27 0HT, Tel: 01256 884800	Children aged 2-18yrs
Bramley C of E Primary School	Bramley Lane, Bramley	Primary aged school children aged 5 – 11
Elderly Residents	Various locations off Bow Grove	

## **EMERGENCY ACTION CHECK LIST**

### **ACTIVATION AND CALL OUT**

- Dial 999 if life or property are threatened in the community by incident or emergency
- Contact the Clerk to the Parish Council/any Councillor
- Complete the log sheet attached recording any decisions you have made and persons to whom you have spoken
- Contact other members of the community that need to be alerted
  - Those under threat
  - 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.

### **COMMUNITY EMERGENCY MEETING**

- Is a community emergency meeting necessary?
- Is the venue safe to hold the meeting and can people get there safely?
- Has the Parish 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 first agenda to the meeting

## Useful Contacts

<b>Service / Role</b>	<b>Telephone Number</b>	<b>Website/email</b>
<b>Emergency Services</b>	<b>999</b>	<b>N/A</b>
Bruce Jones Sherfield-on-Loddon Emergency Co-ordinator	01256 882881	www.sherfieldonloddon-pc.gov.uk
Bruce Batting Deputy Emergency Co-ordinator	01256 882605 07884314460	www.sherfieldonloddon-pc.gov.uk
Ivan Gosden Chairman, Parish Council	01256 881007 07940212441	www.sherfieldonloddon-pc.gov.uk
Sandy Johnston ViceChairman Parish Council	01256 882507	www.sherfieldonloddon-pc.gov.uk
Julie Collins Parish Clerk	01256 473927	clerk@sherfieldonloddon-pc.gov.uk
Pauline Jones Neighbourhood Watch co-ordinator	01256 882881	Paulinejones882@hotmail.com
Sherfield Community Care Group. Doreen Tosswill	01256 882334	
Basingstoke and Deane District Council	01256 844844	info@basingstoke.gov.uk
Hampshire County Council	01962 841841	www.hants.gov.uk
Emergency Planning Unit HCC	01962 846846	epoffice@hants.gov.uk
Police HQ	08450454545	www.hampshire.police.uk
Fire Service HQ	02380 644000	www.hantsfire.gov.uk
NHS direct	0845-4647	www.nhsdirect.nhs.uk
EA Floodline	0845-988-1188	www.environment-agency.gov.uk
Hampshire Highways	0845 8504422	Hantsweb www.hants.gov.uk
Post Office	01256 882210	Breech Lane, Sherfield-on-Loddon

Religious Building	01256-882209 01276 21469	St Leonard's – Church End Baptist Chapel – Breach Lane
Key holders		Keys to Village Hall Barrier on Green - Key
Bramley CofE Primary School, Bramley Lane, Bramley	01256 881339	adminoffice@bramley.hants
Sherfield School	01256 884800	<a href="mailto:info@sherfieldschool.co.uk">info@sherfieldschool.co.uk</a> <a href="http://www.sherfieldschool.co.uk">www.sherfieldschool.co.uk</a>

Local Radio Stations:

Kestral FM – 107.6 FM, [www.kestralfm.com](http://www.kestralfm.com)

BBC Berkshire – 95.4 FM, [www.bbc.co.uk/berkshire/local\\_radio](http://www.bbc.co.uk/berkshire/local_radio)

BBC Hampshire – 96.1, [www.bbc.co.uk/hampshire/local\\_radio](http://www.bbc.co.uk/hampshire/local_radio)

Heart Radio – 96.7, 97.5, [www.heart.co.uk/hampshire](http://www.heart.co.uk/hampshire)

## APPENDIX

### (I) LOG SHEET - Date Time Information/Decisions/Actions Initials

Date	Time	Information / Decisions / Actions	Initials

**(II) Areas Prone to Flooding – Sherfield on Loddon**

- **Top of Goddards Lane**
- **Bramley Road**
- **Poplar Close (runs down concrete footpath by playground)**
- **Greenview Cottage – Sherfield Green**
- **1 The Cottage, The Green**
- **Willow Way (backs on to Bow Brook)**
- **St Antony, Church End**
- **White Hart Public House**
- **Cheshunt Cottage, Reading Road**
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(III) Map of Sherfield-on-Loddon

