

SHERFIELD-ON-LODDON PARISH COUNCIL

COMMUNITY EMERGENCY PLAN

EMERGENCY CO-ORDINATOR – Lucy Marshall

DEPUTY EMERGENCY CO-ORDINATOR – Bruce Batting

EFFECTIVE DATE – 1 May 2010

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

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 Lucy Marshall – 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 Jayne Hawkins – 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 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

| Service / Role | Telephone Number | Website/email |
|--|-----------------------------|-----------------------------------|
| Emergency Services | 999 | N/A |
| Lucy Marshall Sherfield-on-Loddon Emergency Co-ordinator | 01256 881742 | 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 |
| Jayne Hawkins Parish Clerk | 01252 673172 07833098752 | 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 | info@sherfieldschool.co.uk www.sherfieldschool.co.uk |

Local Radio Stations:

Kestral FM – 107.6 FM, www.kestralfm.com

BBC Berkshire – 95.4 FM, www.bbc.co.uk/berkshire/local_radio

BBC Hampshire – 96.1, www.bbc.co.uk/hampshire/local_radio

Heart Radio – 96.7, 97.5, 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

