

Twyford Parish Council Community Emergency Plan

Plan last updated on: 29th January 2013

If you are in immediate danger call 999

January 2013



CabinetOffice



Contents

Plan last updated on: 29 th January 2013.....	1
Contents.....	2
Plan distribution list.....	3
Plan amendment list.....	4
Local Risk assessment.....	5
Local skills and resource assessment.....	6
Key locations identified with emergency services for use as places of safety.....	7
Emergency contact list.....	8
Telephone Tree in case of emergency.....	9
List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency.....	10
Activation triggers.....	10
First steps in an emergency	11
Community Emergency Group first meeting agenda.....	12
Alternative arrangements for staying in contact if usual communications have been disrupted	13

Plan distribution list

Name	Role	Phone number/email address	Issued on
Hampshire and Isle of Wight Local Resilience Forum	Community Resilience Group	community.resilience@hants.gov.uk	Jan 2013
Julie James	Senior emergency planning officer HCC	Julie.James@hants.gov.uk	Jan 2013
Neil Jenkins	Emergency Planning Officer	Neil.Jenkins@hants.gov.uk Telephone: 01962 846184 Mobile: 07957 932591	
Tom Waldron	Asst Highways Engineer (HCC)	tom.waldron@hants.gov.uk 01962 794707	Jan 2013
Twyford Parish Councillors		See Website/ phone tree	Jan 2013
David Sullivan	Volunteer Water Watch	dmsullper@hotmail.com 07980 925368	Jan 2013
Andy Roberts	Parishioner and employee of Environment Agency	Andy.Roberts@environment-agency.gov.uk or 07770 350579	Jan 2013

Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by

Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
<p>Flooding of Hazeley Road/ High Street and Finches Lane due to high rain fall natural springs, and formation of the Winterbourne. Possible flooding from the river if the volume of water from the Winterbourne is excessive.</p>	<p>Flooding of local streets Damage to property Possible contamination of water</p>	<p>Encourage residents to improve home flood defenses, and purchase or hire pumps where appropriate Work with local emergency responders to establish a plan for the distribution of flood warnings, setting up of a rest Centre Continue with monitoring the levels at Hazeley Down Farm</p>

Local skills and resources assessment

Skill/Resource	Who?	Contact details	Location	When might be unavailable?
Medical aid	Doctors and Nurses in Twyford Surgery	712202	Twyford Surgery, Hazeley Road	Saturday afternoon Sunday
Flow management of river + tractor	Peter Wood Andy Roberts	712732	Whites Farm, Hockley	
Environment Agency local contact	Andy Roberts	Andy.roberts@environment-agency.gov.uk 07770350579	Hockley Cottages	
Water/food supplies	Village Shop	01962712168	High Street	
Waterwatch	David Sullivan	dmsullper@hotmail.com 714063 or 07980 925368	Army Row Cottages High Street	
Sand Bags	Tom Waldron	Assistant Highways Engineer tom.waldron@hants.gov.uk 01962 794707	HCC	Monday to Friday working hours
Flood Defense Barriers (Buy or hire)	Simon Phelps Fluvial Innovations -	http://www.fluvial-innovations.co.uk/floodstop-hire.html Contact of David Sullivan	Poole, Dorset	01202 678850
Alton Pumps	Matthew- contact of David Sullivan	http://www.altonpumps.com Contact of David Sullivan	Alton	01420 561661

Key locations identified with emergency services for use as places of safety

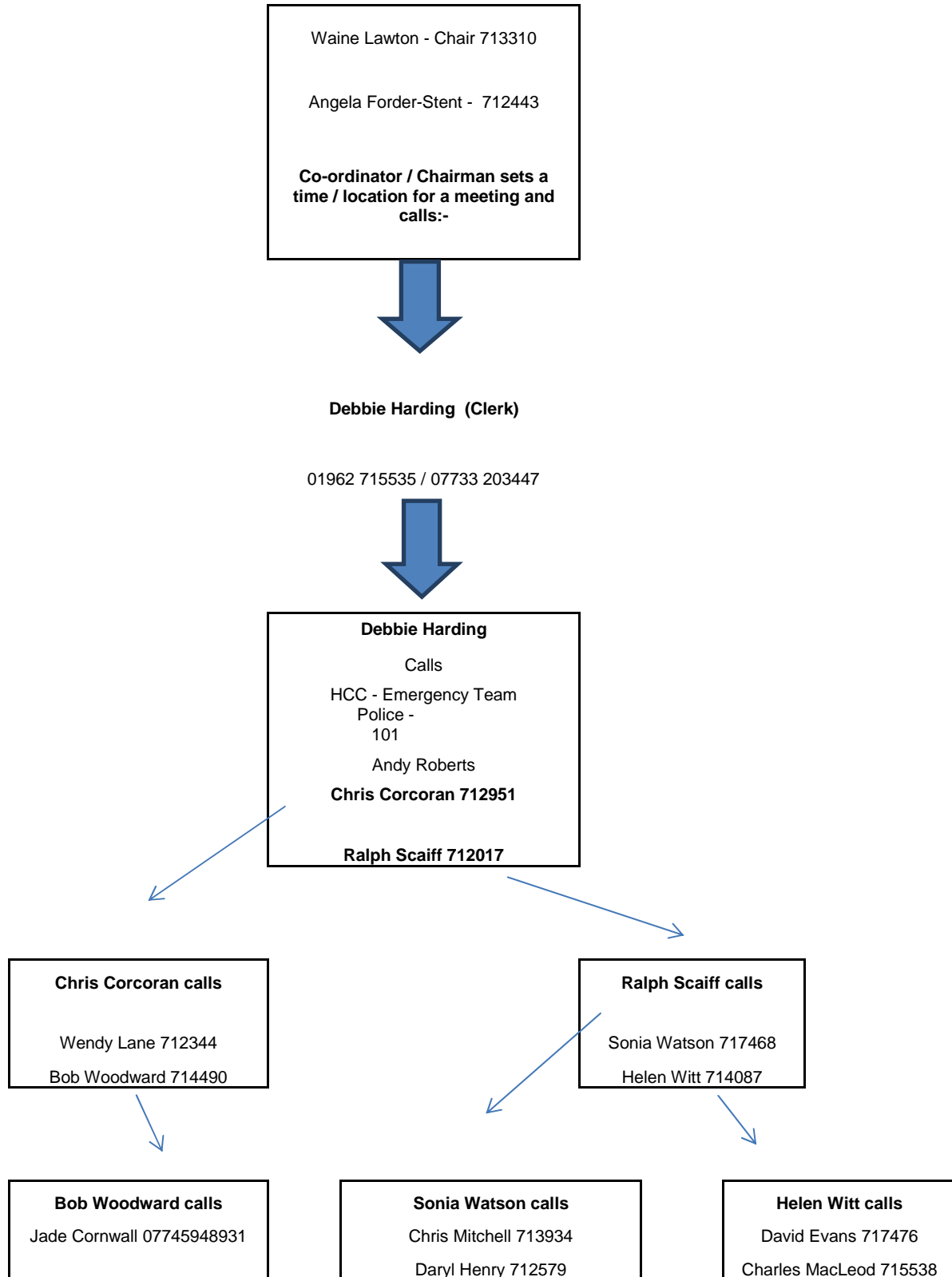
Building	Location	Potential use in an emergency	Contact details of key holder
Parish Hall	High Street	Rest Centre/safe place. Hub and meeting room	Ian Wheeler Churchfields 01962 711879
Primary School Hall	School Road	Rest Centre/safe place	Louise Chapman - Headmistress 01962 713358
Prep School	High Street	Rest centre/safe place	Dr Bailey - Headmaster 01962 712269
Church	Church Lane	Rest centre/safe place	Jonah Watts - Vicar 01962 711216 Chris Pope - church warden 715111

Emergency contact list

	Name: Angela Forder-Stent
	Title: Parish Council Emergency Coordinator
	24hr telephone contact: 01962712443 07752481362
	Email: forderstent@talktalk.net / af-stent@hotmail.co.uk
	Address: Glenview, Hazeley Road, Twyford
	Name Waine Lawton
	Title: Parish Council Chairman
	24hr telephone contact: 01962 713310
	Email: waine.lawton@talktalk.net
	Address: Hollyhill Bournefields Twyford

Telephone Tree

The phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete.



List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

Organisation	Name and role of contact	Phone number
Care Group	Jane Beljic - Chair person	01962 712720
Church	Jonah Watts - Vicar	01962 711216
Elders Club	Jean Unsworth – Leader	01962 712840
Twyford Surgery		01962712202
Churchwarden	Chris Pope	01962715111

Activation triggers

- 1) On receipt of call from Hampshire County Council Emergency Planning Duty Officer.
- 2) On receipt of flood warning from the Environment Agency. (Clerk signed up to groundwater alerts)
- 3) When the Winterbourne is forming in the fields of Hazeley Farm, the Parish Council emergency subcommittee should meet to:-
 - a) Watch the progress and speed of the formation of the Winterbourne. It may take several days to reach the village.
 - b) Alert the emergency officers of HCC that we could be approaching a critical situation and will need assistance, sand bags etc. if the Bourne progresses.
 - c) When the Bourne has reached the Bourne Lane / Hazeley Road junction or the springs in the lower end of Hazeley Road are forming pools and the ditches are flowing the progress must be carefully watched and monitored through the culvert and meadows to the river. Should the water show signs of backing up from the culvert in Finches Lane, or the river is unable to cope with the added water - the plan is to be activated immediately.

First steps in an emergency

	Instructions	Tick
1	Ensure you are in no immediate danger	
2	Call 999 if necessary (unless already alerted) Alert the emergency officers of HCC Call Environment agency to inform of groundwater flooding 0800 807060	
3	Activate the telephone tree to call out all Parish Councilors to an emergency meeting and to action the points below.	
4	Establish a place of safety, and for communication to the community	
5	Appoint a team to deal with communications	
6	Appoint a team to provide basic refreshments and support for victims and helpers	
7	Create a sign up lists in the Village shop for volunteers willing and able to help with physical tasks and clerical support	
8	Establish a wish list for helpful machinery and start to source them	
9	Establish rotas of volunteers to undertake any tasks required	

Example Community Emergency Group first meeting agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Families with children

What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

2. Establishing contact with emergency responders

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

Establishing contact with emergency responders

Alternative arrangements for staying in contact if usual communications have been disrupted

Communication Type	Name of contact	Location
Word of mouth	All Parish councilors to co-ordinate their area of the village, seeking help from Neighbourhood watch coordinators	
Posters	Communication team to organise	