

Minstead

Community Emergency Plan

Plan last updated on: 20/05/2019

If you are in immediate danger call 999

Confidential (includes ex-directory telephone numbers)



CabinetOffice



Minstead Village Emergency Plan

Aims & Objective of the Plan

The aim of this plan is to help the parishioners of Minstead be able to support themselves when faced with an emergency situation within the village. It should also provide important information to the emergency services regarding the ongoing situation and the requirements of the village.

Examples of incidents which may result in the need to invoke the plan are as follows:

Natural or man-made disasters:

1. Terrorism
2. Riot or civil disorder
3. Missing person(s)/abductions
4. Chemical spillage
5. Building collapse or major fire
6. Foot and Mouth/Blue Tongue/Bird Flu or similar outbreak
7. Major flooding
8. Snow – enough to cut off village

The main objectives are:

1. To conduct a risk assessment, identify hazards and possible mitigation
2. Identify vulnerable groups within the community
3. Identify key contacts
4. Identify a community emergency contacts list.
5. Identify resources available to the community in the event of an emergency

Should it be considered that a critical emergency has taken place within the village, the Parish Clerk or in her absence Coordinator or Vice-Coordinator must be contacted as soon as possible. In the absence of the Coordinator or Vice-Coordinator the Parish Clerk must identify a coordinator from the council members available. It will then be up to the coordinator to get the Emergency Plan under way.

This will be provided in the following order:

1. Contact emergency services and the other Councillors.
2. Commence incident log.
3. Delegate someone to do an assessment of the incident, identify hazards involved, estimate casualties, estimate requirements.
4. Following assessment the coordinator delegates roles to councillors
5. Have emergency control set up and manned. Venue dependant on emergency.
6. Contact people who have offered to help.
7. Contact people in the village who have medical or first aid experience, if required.
8. Contact those who have equipment suitable to the emergency

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9. Arrange for vulnerable people to be contacted, if required.

Risk Assessment Analysis

- A High likelihood and High impact
- B Low likelihood and High impact
- C High likelihood and Low impact
- D Low likelihood and Low impact

Total or Partial loss of electricity	Risk A
Total or partial loss of water	Risk A
Total or partial loss of telephone	Risk A
Severe weather	Risk A
Foot & mouth	Risk A
Pandemic flu	Risk A
Major Fire	Risk B
Chemical Spills	Risk B
Loss of road access	Risk C
Flooding	Risk D

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Plan Distribution List

Name	Role	Phone number/email address	Issued on
Hampshire & Isle of Wight Local Resilience Forum	Community Resilience Group	community.resilience@hants.gov.uk	
Neil Jenkins Eve Pritchard	Emergency Planning & Resilience Officers	Tel: 01962 846184 Mob: 07957 932591 Fax: 01962 834 525 Neil_Jenkins@hants.gov.uk Eve.Pritchard@hants.gov.uk Plan to be sent to: emergency.planningteam@hants.gov.uk	
Edward Heron	County Councillor	Tel: 01425 471466 edward.heron@newforest.gov.uk	
Diane Andrews	District Councillor	Tel:023 80813349 diane.andrews@newforest.gov.uk	
Richard Williams	PSCO	Tel: 07554 775469 richard.williams@hampshire.pnn.police.uk	
Steven Norris	PC	Tel: 07554 775477 steven.norris@hmpshire.pnn.police.uk	
Polly Osborne	Parish Clerk	Tel: 023 80812375 minsteadclerk@gmail.com	

Plan Amendment List

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

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Local Risk Assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
<p>Storm damage: Minstead Parish has many trees in all parts of the Parish and is susceptible to storm damage.</p>	<ul style="list-style-type: none"> • Lanes blocked. • Property damage. • Potential danger to life. • Prolonged electricity failure. • Prolonged phone cut-outs, mobile and landlines. 	<ul style="list-style-type: none"> • Encourage Hampshire Highways and landowners to check health of trees and undertake work on a timely basis to remove dead wood. • Establish Parish Hall as control point and, if needs be, potential temporary sanctuary for those whose homes are severely damaged. • Work with local emergency responders. Forestry Commission. • Link with vulnerable people. • Provision of generators in the event of power outage.
<p>Major fire destroying parts of village. Heath fire. House fire. Forest fire.</p>	<ul style="list-style-type: none"> • Residents homeless • Risk to animals. 	<ul style="list-style-type: none"> • Establish evacuation procedure/policy. • Establish emergency housing if needed. • Work with the Verderers to establish their emergency procedure.
<p>Pandemic flu</p>	<ul style="list-style-type: none"> • Risk to vulnerable parishioners. 	<ul style="list-style-type: none"> • Identify list of be-there-people able to offer services i.e. prepared to offer care, provide transport or deliver medicine etc. • Identify vulnerable parishioners.

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<p>Prolonged electricity failure.</p>	<ul style="list-style-type: none"> • Lack of Heating • Lack of hot food. • No lights at night. • Possible phone outage. 	<ul style="list-style-type: none"> • Establish walkie talkie list. • Establish list of parishioners with generators. • Work with electricity board to establish procedures in case of an emergency. • Identify vulnerable parishioners. • Encourage households to create and keep an emergency pack.
<p>Prolonged lack of water</p>	<ul style="list-style-type: none"> • No access to clean drinking water • No water for hygienic needs. • Risk from infection. • Impact upon animals. • Impact upon elderly, infirm, babies or children under 5. 	<ul style="list-style-type: none"> • Work with Bournemouth Water to establish action plan and emergency procedures available. • Availability of bowsers. • Work with Verderers to establish action plan. • Identify vulnerable parishioners
<p>Flooding.</p>	<ul style="list-style-type: none"> • Lanes blocked; residents may require assistance with transport/supplies • Contamination through flooding of septic tanks/residents may require portable toilets/children need to be discouraged from playing flood water 	<ul style="list-style-type: none"> • Keep bunnies under the road clear. • Keep ditches clear. • Keep residents informed.

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<p>Other risks:</p> <p>Major traffic accident within Parish resulting in many injuries and blocked roads.</p> <p>Air crash on village causing damage to property and blocked roads.</p> <p>Snow</p>	<ul style="list-style-type: none">• Largely as above	<ul style="list-style-type: none">• Establish Parish Hall as control point and, if needs be, potential temporary sanctuary for those whose homes are severely damaged.• Work with local emergency responders.• Activate snow plough•
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Emergency Contact List

	Name: Cllr. Helen Bennett
	Title: Co-ordinator
	24hr telephone contact: 023 80812358/07804046122
	Email: helenbennettpc@yahoo.com
	Address: Hill Close, Minstead, SO43 7FX
	Name: Dawne Wakelin
	Title: Vice-coordinator
	24hr telephone contact: 023 80814353
	Email: dawnewakelin@gmail.com
	Address: Hightrees, Minstead, SO43 7FX

Parish Council Emergency Contacts

CLERK

Mrs Polly Osborne - 023 80812375 -minsteadclerk@gmail.com

Curtle Cottage, Minstead, SO43 7HA

CHAIRMAN

Cllr. Bill Andrews - 023 80813349 or 07751064493 - minsteadchairman@gmail.com

Castle Malwood Park, Minstead, SO43 7HA

VICE-CHAIRMAN

Cllr. Steve Cattell - 07732 306406 - stevecattellpc@outlook.com

2 Congleton Close, Minstead, SO43 7GS

COUNCILLORS

Cllr. Alan Ferguson – 023 80813838 - alanfergusonpc@btinternet.com

Hurdles, Minstead, SO43 7FX

Cllr. Georgie Hough – 023 80814652 or 07525936106 - georgiehoughpc@gmail.com

The Old Cottage, Minstead, SO43 7FY

Cllr. Richard Taylor – 023 80812451 – richardtaylorpc@gmail.com

Homefarm, London Minstead, SO43 7FT

Cllr. Nibby Saunders – 07969 993417 – nibsaunders@icloud.com

Orchard Gate, Minstead, SO43 7FX

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Key Locations Identified with Emergency Services for use as Places of Safety

Building	Location	Potential use in an emergency	Contact details of key holder
Village Hall	Minstead SO43 7FX	Rest centre/safe place	Bill Andrews 023 80813349 07751 064493 Carol Kasamale 023 80813143
Minstead Social Club	Minstead SO43 7FX	Rest centre/safe place	Peter Bennett 07940 838168 Steve Cattell 07732 306406
All Saints Church	Church Lane Minstead SO43 7EX	Rest centre/safe place	Peter Bennett 07940838168 Dr Liz Randall 023 80811115
Minstead Study Centre	School Lane Minstead SO43 7GJ	Rest centre/safe place	James Dawkins 023 80813437 Term time only
Long Hall & Conference Suite Minstead Lodge	London Minstead Minstead SO43 7FT	Rest centre/safe place	Switchboard daytime 023 80812002 Out of hours emergency 023 80817144

Local Skills and Resources

**To comply with GDPR this information is held by the
Co-ordinator and Vice Co-ordinator**

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Defibrillator

If appropriate, a defibrillator is located on the front wall of The Trusty Servant, SO43 7FY next to the village green. The instructions are on the front of the unit. Access code - C159

Minstead Lodge and Furzey Gardens both have accessible defibrillators both registered with the ambulance services.

Vulnerable Parishioners

Co-ordinator, Vice Co-ordinator and Councillors to establish those people who are vulnerable as a result of the incident.

Volunteer Database

1. Assist with teas and coffees and food in any rest centre.
2. Collect items required in the rest centre for example food drink.
3. Willing to drive their 4x 4 to move vulnerable people, obtain medication provide food to vulnerable people collect equipment and any other car related activities as required.
4. Willing to lend generators.
5. Willing to lend Walkie talkies or other communication devices.
6. Those who have first aid qualifications, medical or nursing experience, who could support the emergency services or provide first aid in the rest centre.
7. Have chain saws and the qualifications to operate them.
8. Willing to assist the emergency co ordinator to contact all of the above as directed.
9. Be willing to support vulnerable people either in their homes or in the rest centre as required.
10. Have access and ability to drive tractors and trailers to move large pieces of equipment.

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First Steps in an Emergency

	Instructions	Tick
1	Contact emergency services and the other Councillors.	
2	Commence incident log.	
3	Delegate someone to do an assessment of the incident, identify hazards involved, estimate casualties, estimate requirements.	
4	Following assessment the coordinator delegates roles to councillors.	
5	Have emergency control set up and manned. Venue dependant on emergency – contact required key-holder.	
6	Contact people who have offered to help.	
7	Contact people in the village who have medical or first aid experience, if required.	
8	Contact those who have equipment suitable to the emergency.	
9	Arrange for vulnerable people to be contacted, if required.	
10	Ensure Facebook and Twitter communication is up to date if required. Contact local radio/paper if needed.	

Requests from the Media

All councillors should make the Coordinator aware of all approaches from the media for interviews, statements or information.

Any request from the media will be discussed by the Coordinator and Chair and the decision will be made who will be the most appropriate person to make the response on behalf of the Parish Council.

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List of Useful Contacts

Emergency Services	999
Police non emergency	101
NHS non emergency	111
New Forest District Council	02380285000
Hampshire County Council	01962 841841
Emergency Planning Unit HCC	01962 846846
Police Headquarters	08450454545
Hampshire Fire & Rescue	02380 644000
Environmental Agency Incident	0800 80 70 60
EA Floodline	0845 9881188
National Flood Forum	01299 403 055
Bournemouth Water	01202 590059
SSE Powercut Emergency	105
SSE National Gas Helpline	0800 111 999
Local Radio Station:	
Wave 105	01489481052
Radio Solent – Newsroom	023 80632811
Radio Solent – Travel	0808 1003900
Lyndhurst Doctors Surgery	023 8028 2689
Forest Gate Doctors Surgery	023 8066 3839
Southampton General Hospital	023 8077 7222
Lymington New Forest Hospital	01590 663000
Forest Pharmacy, Bartley	023 80812734
Rowlands Pharmacy, Lyndhurst	023 80282630
Verderers Sue Westwood	023 8028 2052 Fax 023 80283101

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Forestry Commission/Agister	0300 067 4600	Fax 023 80283929
Midforest Veterinary	023 80282358	
New Forest National Park Authority	01590 646600	
Raynet	03030 401080	
Lyndhurst & District Neighbourcare	0845 0945 818	
Met Office	0370 900 0100	
RSPCA	0300 1234 999	