

Minstead Parish Council

Emergency Plan

Plan last updated on: 16/10/2022

If you are in immediate danger, call 999

Confidential (includes ex-directory telephone numbers)

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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 | HIOWLRF@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: epoffice@hants.gov.uk | |
| Edward Heron | County Councillor | Tel: 01425 471466; 07753 815855 edward.heron@hants.gov.uk | |
| Diane Andrews | District Councillor | Tel: 023 8081 3349, 07752 721521 diane.andrews@NFDC.gov.uk | |
| Richard Williams | PSCO | Tel: 07554 775469 richard.williams@hampshire.pnn.police.uk | |
| Barry Mollet | Parish Council Clerk | Tel: 07847 327162 minsteadclerk@gmail.com | |

Plan Amendment List

| Date of amendment | Date for next revision | Details of changes made | Changed by |
|--------------------------|-------------------------------|--------------------------------|-----------------------------|
| 19/05/2019 | 19/05/2020 | | Helen Bennett |
| 20/09/21 | 20/09/22 | | Helen Bennett |
| 16/10/22 | 16/10/23 | | Helen Bennett Jack Smith |
| | | | |
| | | | |

Introduction

The Minstead Parish Council Emergency plan will be activated in the event of:

- a contagious disease that requires vulnerable people to self-isolate therefore requiring support from the community to meet their daily needs.
- A critical incident categorized by WHO as “an event out of the range of normal experience – one which is sudden and unexpected, involves the perception of a threat to life and can include elements of physical and emotional loss”.

Aims & Objectives

The aim of this plan is to help the parishioners of Minstead Parish to be able to support themselves when faced with an emergency 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. Contagious diseases e.g., Covid,
2. Unplanned power outage (6 hours in the winter and 12 hours in the summer)
3. Storm damage – trees down, closing roads, building damage
4. Snow – enough to close roads.
5. Fire -Building collapse or major heath or forest fire
6. Chemical spillage on the A31
7. Missing person
8. Unplanned water supply failure
9. Major flooding

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

Activation Triggers

The parish clerk may be contacted to advise the council of a critical incident and request help, either by one or all the following individuals:

- Minstead Parishioner
- Minstead Councillor
- Representative of the emergency services
- A Utilities Company

See Appendix A for a checklist for the initial steps in the emergency

The Parish Clerk will alert the Community Resilience Co-ordinator or deputy. In the event of either not being available the parish clerk or any councillor who has been alerted will contact all the available councillors. In the absence of the Co-ordinator or deputy the Chair will allocate the following tasks:

- Ensure the emergency services have been alerted
- Commence incident log.
- Delegate a councillor to do an assessment of the incident, identify hazards involved, estimate casualties, estimate requirements.

See Appendix C for Incident Assessment Checklist

Following an incident assessment in the absence of the Community Resilience Co-ordinator, whoever is identified as the Co-ordinator by the Chair will arrange an Emergency Group meeting with all available councillors. This meeting will brief the councillors as to:

- What the emergency is and location
- What the current situation is
- Type of emergency
- If any vulnerable people are involved
- What resources are needed
- Identify who is establishing contact with the emergency services
- Set up an emergency control point & organize manning of it
- Delegate roles to available councillors including the keeping of an Incident Log

See Appendix B for an agenda for the Emergency Group meeting

A councillor will be allocated to contact:

- People who have volunteered to help
- People in the village who may have medical or first aid experience if required
- People who have equipment suitable to the emergency
- Vulnerable people if relevant to the emergency

Assessment of Potential Risks

| Risks | Impact on community | What can be done to prepare? |
|-------------------------------------|--|--|
| Pandemic / flu / Contagious disease | <ul style="list-style-type: none"> • Risk to vulnerable parishioners. • Reinforce any guidance from NHSE through website, newsletter, and Facebook | <ul style="list-style-type: none"> • Identify a Co-ordinator to co-ordinate requests for help • Confirm vulnerable parishioners • Confirm volunteers to do deliveries of medication • If required assist vulnerable people to order food online • Identify Volunteers to Collect shopping |
| Prolonged electricity failure. | <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"> • Confirm availability of walkie talkies. • Confirm list of parishioners with generators. • Work with electricity board to establish procedures in case of an emergency. • Identify vulnerable parishioners. • Encourage households with vulnerable parishioners to register with the SSE's Priority Services Register |

| | | |
|---|---|--|
| <p>Storm damage.</p> <p>Minstead Parish has many trees in all parts of the parish and is therefore susceptible to storm damage at all times of the year</p> | <ul style="list-style-type: none"> • Roads blocked • Property damage • Potential danger to life • Prolonged electricity failure • Prolonged phone cut outs, both landlines and mobile phones | <ul style="list-style-type: none"> • Council undertakes review of the safety of their trees yearly • Council to prompt landowners to check the safety of their trees yearly • Ensure permissions of suitable places of safety to undertake this role. Village Hall to be first line • Work with appropriate organization, Hampshire Highways or Forestry England as required to clear trees. • Electricity company to restore power. • Check on all vulnerable people • Access generators in the event of power outage. |
| <p>Snow</p> | <ul style="list-style-type: none"> • Roads blocked • Potential trees down • Potential power outage | <ul style="list-style-type: none"> • Parish clerk to ask for the council snow plough to go out and clear the roads • Parish clerk to organise for trees to be cut up and moved if required • Inform and work with electricity company to restore power if required. • Check on all vulnerable people • Access generators in the event of power outage. |
| <p>Major fire destroying parts of village. Heath, House, Forest fire(s).</p> | <ul style="list-style-type: none"> • Residents homeless • Risk to animals. | <ul style="list-style-type: none"> • Requirement for temporary sanctuary – Village Hall to be opened up • Work with emergency services to assist as required • Council to get the verderers emergency procedure in the event of heath or forest fire |

| | | |
|-------------------------|---|--|
| Chemical spill on A31 | <ul style="list-style-type: none"> • Large amounts of traffic being diverted through the village as A31 closed • Trees round the A31 being on fire | <ul style="list-style-type: none"> • Ensure permission of suitable places of safety to undertake this role. Village Hall to be first line • Find volunteers to provide refreshments |
| Missing person | <ul style="list-style-type: none"> • Vulnerable person at risk | <ul style="list-style-type: none"> • Co-ordinate search parties at request of emergency services |
| Prolonged lack of water | <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. • Ensure vulnerable parties have access to water |
| Flooding. | <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 in flood water | <ul style="list-style-type: none"> • Council to keep bunnies under the road clear. • Council to prompt homeowners to keep ditches clear. • Keep residents informed. |

Risk Assessment Analysis

The following table has been completed to identify the likelihood of an incident occurring and the subsequent impact to the community. This in turn enables a level of risk of it occurring to be allocated.

| Risk | Likelihood | Impact | Risk Rating |
|---------------------------------|-------------------|---------------|--------------------|
| Contagious Disease/ Pandemic | High | Medium | Medium/High |
| Unplanned power outage | High | Medium | Medium |
| Storm damage | Medium | Medium | Medium |
| Snow/ storm damage | Medium | Medium | Low |
| Major fire | Medium | High | Low |
| Chemical spill | Low | High | Low |
| Missing person | Low | Low | Low |
| Unplanned water supply failure | Medium | High | Medium |
| Major Flooding | Low | Low | Low |

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 8081 3349 07751 064493 Carol Kasamale 023 8081 3143 07580 264829 |
| 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 07940 838168 Alison McGhee 07842 502956 |
| Minstead Study Centre | School Lane Minstead SO43 7GJ | Rest centre/safe place | Office 023 8081 3437 James Dawkins 07719987398 |
| Long Hall & Conference Suite Minstead Lodge | London Minstead Minstead SO43 7FT | Rest centre/safe place | 02380 817144 24 hour emergency contact for the residential part |

Volunteer Database

A data base of names and contact details will be maintained separately by the Co-ordinator and Parish Clerk. This database will not be published as part of this document to ensure that the council complies with GDPR regulations. This will be updated formally on a yearly basis.

Volunteers assisting the council will be expected to be aware of Minstead Parish Council's volunteer policy. They will be expected to be familiar with the risk assessment identified in this policy related to the task they are being asked to undertake.

They will be expected to implement the measures identified in the parish council risk assessment to mitigate risk for the task they have been allocated to.

Volunteers are obliged to advise the volunteer supervisor if they are not able to undertake a task for medical reasons

All volunteers who agree to be on the volunteer list will be sent the volunteer policy. They will be expected to acknowledge through email they have read it and understand what the tasks and responsibilities may be when volunteering for the council.

Volunteer tasks

The following list of tasks, while not exhaustive, have been identified as likely to be needed to support Minstead Parish Council's response to the activation of the emergency plan:

- Assist with tasks associated with opening and manning of an emergency rest centre. This may include making beverages and food, collecting items that those using the rest centre may need such as bedding and clothing.
- Assist with manning a rest centre throughout a 24-hour period
- Willing to drive a vehicle to collect items required in the rest centre
- Willing to support vulnerable people in their own homes or rest centre as required.

- Willing to collect medication and food for those who are vulnerable and unable to do this themselves
- Those with first aid qualifications, medical or nursing experience to provide support to the emergency services or provide first aid in the rest centre.
- Willing to assist the Emergency Co-ordinator to contact volunteers as required.

Equipment Database

A data base of names, contact details and available equipment will be held separately by the Parish Clerk and the Emergency Co-ordinator. This database will not be published as part of this document to ensure that the council complies with GDPR regulations. This will be updated formally on a yearly basis.

Whilst not an exhaustive list this data base will include the availability of those willing to lend the following items:

- Generators
- Walkie talkies or other communication devices that do not require electrical charging
- Chain saws and the equipment and qualifications to operate them.
- Have access to and ability drive tractors and Quad's to move large items
- Have access to and ability take people in their car

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.

Management of Vulnerable Parishioners

A data base of names and contact details will be maintained separately by the Co-ordinator, Deputy and Parish Clerk. This database will not be published as part of this document to ensure that the council complies with GDPR regulations. This will be updated formally on a yearly basis.

The Volunteer database will be zoned by post code and requests for help will generally be to volunteers living in a vulnerable person's post code.

They may be asked to :

- check on a vulnerable parishioner in their postcode
- in the event of emergency in their post code asked to make an assessment by the parish council
- making requests for help to the parish council if the vulnerable person needs help.
- Collect and deliver food and prescriptions

This list of tasks, while not exhaustive, have been identified as tasks volunteers may be asked to do to support a vulnerable person living in their postcode.

Requests from the Media

All councillors should make the Co-ordinator 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 as to who will be the most appropriate person to make the response on behalf of the Parish Council.

Emergency Co-ordinator Contact Details

| | |
|--|--|
| | Name: Cllr. Helen Bennett |
| | Title: Co-ordinator |
| | 24hr telephone contact: 023 8081 2358/07804 046122 |
| | Email: helenbennettpc@yahoo.com |
| | Address: Hill Close, Minstead, SO43 7FX |
| | Name: Georgie Hough |
| | Title: Deputy co-ordinator |
| | 24hr telephone contact: 07525 936106 |
| | Email: georgiehoughpc@gmail.com |
| | Address: The Old Cottage, Minstead SO43 7FY |

Parish Council Emergency Contacts

CLERK

Barry Mollett 07847327162

minsteadclerk@gmail.com

CHAIRMAN

Cllr. Bill Andrews - 023 8081 3349 or 07751 064493

minsteadchairman@gmail.com

VICE-CHAIRMAN

Cllr. Richard Taylor – 023 8081 2451 or 07740 948295

richardtaylorpc@gmail.com

COUNCILLORS

Cllr. Georgie Hough – 023 8081 4652 or 07525 936106

georgiehoughpc@gmail.com

Cllr. Miranda Causton – 023 8081 2151

mirandacauston@gmail.com

Cllr. Jack Smith – 07825 511096

jacksmithpc@hotmail.com

Cllr. Helen Bennett – 07804 046122

helenbennettpc@yahoo.com

List of Useful Phone Contacts

| | |
|-------------------------------|---------------|
| Emergency Services | 999 |
| Police non-emergency | 101 |
| NHS non-emergency | 111 |
| New Forest District Council | 023 8028 5000 |
| Hampshire County Council | 01962 841841 |
| Emergency Planning Unit HCC | 01962 846846 |
| Police Headquarters | 08450 454545 |
| Hampshire Fire & Rescue | 023 8064 4000 |
| Environmental Agency Incident | 0800 80 70 60 |
| EA Flood line | 0845 9881188 |
| National Flood Forum | 01299 403 055 |
| Bournemouth Water | 01202 590059 |
| SSE Power cut Emergency | 105 |
| SSE National Gas Helpline | 0800 111 999 |
| Local Radio Station: | |
| Wave 105 | 01489 481052 |
| Radio Solent – Newsroom | 023 8063 2811 |
| Radio Solent – Travel | 0808 100 3900 |
| 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 8081 2734 |
| Rowlands Pharmacy, Lyndhurst | 023 8028 2630 |
| Verderers Sue Westwood | 023 8028 2052 |
| Forestry Commission Agister | 0300 067 4600 |

| | |
|---------------------------------------|---------------|
| Mid Forest Veterinary practice | 023 8028 2358 |
| New Forest National Park Authority | 01590 646600 |
| Raynet | 03030 401080 |
| Met Office | 0370 900 0100 |
| RSPCA | 0300 1234 999 |

Actions to ensure that the Emergency Plan remains valid

1. Plan to be reviewed yearly by the council along with Standing Orders and other Regulatory documents
2. Volunteers to be contacted as part of the plan review to establish their ongoing availability and equipment provision
3. As part of the risk assessment the council to prompt parishioners to check the safety of their trees and keep their ditches clear
4. Council to commit to ensure 'Bunnies' (water courses) are clear
5. Council to risk assess the trees for which they are responsible.

Appendix A. First Steps in an Emergency

| | Tasks to be done by Parish Clerk or Councillor raising the alarm | Tick |
|---|---|------|
| 1 | Alert all available councillors | |
| 2 | If available Emergency Co-ordinator will undertake an assessment of the incident otherwise the Chair or Deputy Chair will delegate a councillor to do the assessment | |
| 3 | Assessment of the incident, to identify hazards involved, estimate casualties, estimate requirements. | |
| 4 | Following assessment, a Community Emergency Group meeting of available councillors to be arranged | |
| 5 | At meeting councillors brief of the situation and are allocated tasks to undertake depending on the emergency | |
| | <p>Tasks may include:</p> <ul style="list-style-type: none"> • Set and man an emergency control centre. Venue dependent on emergency – contact required key-holder. • Set and man a rest centre • Contact people who have offered to help. • Contact people in the village who have medical or first aid experience, if required. • Contact those who have equipment suitable to the emergency. • Arrange for vulnerable people to be contacted, if required. | |
| 6 | Ensure a councillor is allocated the responsibility of keeping a log of the actions taken throughout the emergency. | |
| 7 | Ensure Facebook and Twitter communication is up to date if required. Contact local radio/paper if needed. | |

Appendix B. Community Emergency Group First Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency

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

Are there any vulnerable people involved

- Elderly
- Families with children
- Individuals with significant health needs requiring electricity

What resources are needed?

- Shelter
- Food drink
- Bedding
- Off road vehicles
- Other equipment

2. Establish contact with emergency services

3. How can we support the emergency services?

4. What actions can we safely take?

5. Who will lead on each action? Allocate areas of responsibility to councillors

6. Any Other issues

Appendix C. Incident Assessment Checklist

| | |
|--|--|
| Location | |
| Type of emergency? | |
| Is there threat to life? | |
| Are the emergency services on site? | |
| Has contact been made with the emergency services? | |
| Has gas, electricity or water been affected? | |
| Are there any vulnerable people involved? | |
| What actions do we need to take to assist? | |
| Any other information | |