

Sheet

Community Emergency Plan

Plan last updated on: 30/03/2017

If you are in immediate danger call 999

March 2017



CabinetOffice



Plan distribution list

Name	Role	Phone number/email address	Issued on
Hampshire and Isle of Wight Local Resilience Forum	Community Resilience Group	Emergency.planningteam@hants.gov.uk	Insert date issued
EHDC		Rebecca Mundy Rebecca.mundy@easthants.gov.uk 07703 807082	
Sheet P.C	Clerk	Jenny Hollington Clerk.sheet@parish.hants.gov.uk 01730 267784	
Hampshire Police	Police Community Support	Philip Shore Philip.shore@hampshire.pnn.police.uk 07775 544062	

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?
Flooding	<ul style="list-style-type: none"> • Loss of access • Loss of utilities • Water damage 	<ul style="list-style-type: none"> • Monitor flood warnings issued by Environment Agency • Liaise via Flood Group • Check access to sandbags • Identify residents that may require shelter • Contact Police to divert traffic • Contact HCC to activate emergency rest centre
Total or partial loss of gas, electricity, water or telephone	<ul style="list-style-type: none"> • Homes without heating and/or cooking facilities • Loss of lighting • Loss of sanitary facilities • Loss of communication 	<ul style="list-style-type: none"> • Notify utility provider • Move generator to Village Hall • Identify vulnerable people • Contact HCC to activate emergency rest centre
Major rail/air/road accident	<ul style="list-style-type: none"> • Large scale medical emergencies • Emergency services require assistance • Blocked access 	<ul style="list-style-type: none"> • Contact emergency services • Contact local First Aiders/Padres/St. Johns Ambulance • Evacuate area • Contact HCC to activate emergency rest centre
Severe weather/heavy snow	<ul style="list-style-type: none"> • Access issues • Care providers unable to meet commitments • Fallen trees • HCC unable to clear roads • Building damage 	<ul style="list-style-type: none"> • Monitor weather warnings • Ensure grit bins are full • Identify roads that need clearance • Assist in identifying dangerous trees • Contact HCC to activate emergency rest centre • Identify residents that require shelter • Identify local resources to assist in clearance of tree/debris or snow.

Local skills and resources assessment

Skill/Resource	Who	Contact details	Location	When might be unavailable
First Aiders	Caroline Corkhill Kirsty Armstrong Robin Forrest	01730 263719 01730 231567 0777 0825547 01730 268659	Sheet Sheet Sheet	
Tractor driver	Peter Caines Tony Clear	0779 8614790 01730 260248	Petersfield Sheet	
4 x 4 vehicle	Will Glancy	01730 263326	Sheet	
Vicar	Richard Saunders	01730 263673	Sheet	
Tree Surgeons	Joe Jackman Matt Marriott Chris Brooker	0779 8610544 01730 260001 0771 3575398 0793 2892360	Steep Marsh Weston	
Lengthsman	Nick Rook - Blackstone	07747 603418	Liss	
Vet	Pete and Eamon	To follow	Pulens Lane	
Salt bins		www3.hants.gov.uk roads/winter- maintenance/roads alting	Countywide	N/a
Sheet P.C.	Jenny Hollington	Www.sheetparishcouncil.gov.uk * 01730 267784	Steep	

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	Village Street	Shelter/rest centre	Clare Glancy Lion House, Village Street, Sheet Phone 263326 Jenny Hollington, Clerk, 267784
Village School	School Lane	Shelter/rest centre	Headteacher, Julie Robinson 263310
Recreation Ground	Inmans Lane	Open space/place of safety	Tony Clear 260248 Robin Forrest 268659
The Queen's Head	Village Street	Shelter/food	Jonathon Berry 265489
St Mary's Church	Village Street	Shelter	Richard Saunders 263673

Emergency contact list

Photo	Name: Will Glancy
	Title: Community Emergency Co-ordinator
	Telephone contact: 01730 263326
	Email: sheetmusic1@ntlworld.com
	Address: Lion House, Village Street, Sheet
Photo	Name: Ron Dark
	Title: Chairman, Sheet Parish Council
	Telephone contact: 01730 264336
	Email: rondark@btinternet.com
	Address: D'acre House, Waterworks Road, Sheet
	Name: HCC Emergency Planning Co-ordinator and Resilience Team, Telephone contact: 01962 846846 E-mail Emergency.planningteam@hants.gov.uk

* For SSE Use 105 telephone no. to report loss of power and for info relating to power outage.

Telephone Tree

Community Emergency Coordinator
Will/Clare Glancy
01730 263326

Ron Dark
01730 264336

Gail Martin
01730 268240

Jenny Hollington
01730 267784

Brian Bird
01730 268536

Tony Clear
01730 260248

Robin Forrest
01730 268659

Vaughan Clarke
01730 268206

Alan Biddlecome
01730 2677305

St. Marys Church
01730 263673

The Queen's Head
01730 265489

Sheet School
01730 263310

Kirsty Armstrong
01730 231567

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
HCC	Emergency Planning Team	01962 846846
RVS Meals on Wheels	Catherine Hobson	07714 898534
St Mary Magdalen	Richard Saunders	01730 263673
The Little School	Lynne Mathews, Manager	01730 268764
Stepping Stones	Kim, Manager	01730 269610

Activation triggers

- Receipt of call from HCC Emergency Planning Duty Officer
- Receipt of flood warning from the Environment Agency
- Receipt of call from Emergency Services
- Receipt of call from concerned residents/person at scene of emergency

1. First steps in an emergency

	Instructions	Tick
1	Call 999	
2	Ensure there is no immediate danger to life	
3	Call Emergency Co-ordinator and activate the Community Emergency Plan	
4	Convene group meeting with appropriate members	
5	Assess who is affected by the situation and advise those likely to be affected	
6	Decide whether people should be evacuated or advised to stay indoors	
7	Monitor the situation as it develops	

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

[Use this space to record the procedure for contacting and updating local emergency responders following your Community Emergency Group meeting. These can be obtained by contacting community.resilience@hants.gov.uk]

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

Communication Type	Name of contact	Location
Drone survey	Will Glancy	Village Street
Websites/Noticeboards	Will Glancy/Lesley Hall	Village Street/Pulens Lane