



Community Emergency Plan for the Parish of Sampford Courtenay

Updated: March 2020

Section		Page
	Planning Preparation Preparedness	
1.0	Introduction	3
2.0	What are our Community Hazards	4
3.0	What Mitigation Measures can be taken	6
4.0	What and where are our Key Resources and Locations	8
5.0	Key Contacts Directory & communication sources	11
6.0	Aim and Objectives of Sampford Courtenay's Emergency Response	13
7.0	Aim and Objectives of Sampford Courtenay's Recovery Response	14
8.0	Sampford Courtenay Emergency Plans	15
Snow Plan	PUBLISHED - http://www.sampfordcourtenay-pc.gov.uk/sites/default/files/downloads/2019-11/snow-plan-policy-v12019-1331735280.pdf	
Fire Plan	BEING PREPARED	
Flood Plan	BEING PREPARED	
Adverse incident emergency Plan	BEING PREPARED	
Influnza - Type Disease (Pandemic)	http://www.sampfordcourtenay-pc.gov.uk/sites/default/files/downloads/2020-03/infectious-disease-pandemic-plan-1441424823.pdf?fbclid=IwAR3LQ6pE7BjKDXEDbap8SUZZRJqBe5F2WRipBddc7IFo8L8B10y5vDcmom4	
Appendix A	Map of the Community with Key Locations	16
Appendix B	Vulnerable Residents and Properties	17
Appendix C	EAP Evacuee Registration Form	19
Appendix D	Suggested Contents of Residents Grab Bag	20
Appendix E	Safety Advice for Parishioners to increase their self resilience - Summary of 30Days30Ways resilience campaign.	21
Appendix F	Emergency Management Team Procedures and Documents	22
Appendix G	Other Community Resources	25

SECTION 1: INTRODUCTION

1.1 Sampford Courtenay Parish covers a rural area of 13 square miles north east of Okehampton, which includes the hamlets of Honeychurch, Trecott, and Corscombe.

The village and surrounding area of Sampford Courtenay is protected as part of a Historic England Conservation Area and has over 103 listed buildings, many of which are thatched.

1.2 An emergency/major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot wholly be dealt with by the Emergency Services, local authorities and other organisations as part of their normal day-to-day activities.

These may include events such as flooding, heavy snowfall, severe winds, fire, electricity, gas and water failure, a major traffic or train accident or other security incident.

Although there is no statutory responsibility for communities to plan for, respond to, or recover from emergencies, it is good practice to identify potential hazards and make simple plans on how they could respond to them. This plan has been developed to provide resilience for the community in Sampford Courtenay Parish in the pre-event phase or early stages of an emergency.

1.3 This plan is designed to guide members of the Community Resilience Support Team (CRST) in preparation for, and response to, potential hazards and emergencies. It is also designed to assist Emergency Services and Devon County Council in their efforts to support the community. There are sections in the Appendices that give advice and support parishioners to be prepared and more self resilient in case of an emergency. Sampford Courtenay CRST is led by the Parish Council and the Lead for Resilience issues is Michele Wilson.

1.4 Individuals can be supportive and pre-emptive in becoming more self resilient. At Annex E you will find really great ideas on how you could be better prepared to react to, cope with and recover from an emergency incident. The 30Days30Ways Campaign runs every year in September and offers really good practical advice, so take a look at the summary on the website and sign up and follow the Parish Facebook page to ensure you are kept updated for the next one.

SECTION 2: WHAT ARE OUR COMMUNITY HAZARDS

2.1 While the Parish of Sampford Courtenay is not regularly or severely affected by major incidents/emergencies there are a number of incidents which do occasionally, or could potentially, occur and for which the Community Resilience Plan provides guidance. These events, they're likely risk, effects and impacts are briefly outlined below. Refer to the map in Appendix D for site locations.

Incident	Risks, Effects and Impacts
Heavy Snow	<p>There is an annual risk of light snow and an occasional risk of heavy snow. Heavy snow can impede traffic into and out of the village along the A3072 and prevent movement along smaller roads isolating smaller hamlets across the Parish.</p> <p>It may also cause vehicle accidents.</p> <p>There are two priority routes through the Parish that are cleared by DCC highway snow ploughs/gritters however more minor routes may remain impassible for longer periods.</p> <p>There is the potential threat of disruption of pedestrian movement and the possible cause of physical injury, especially amongst the elderly.</p>
Fire	<p>This is more likely to occur in winter when fires have been lit inside houses. With a number of thatched premises in the village there is a risk that a fire in one property could spread to adjacent properties, possibly requiring the need for temporary accommodation for displaced residents. See Appendix F for prevention advice.</p> <p>There is also risk of fire on farms and agricultural locations from stored machinery, fuel and hay.</p>
Flooding	<p>Surface water runoff from fields and built-up areas accumulates on the surface and causes flooding incidents. The key localised areas identified are in the New Inn area of Sampford Courtenay village.</p>
Other adverse emergency incidents	
Emergency Vehicle Access	<p>Blocked or width restrictions on certain roads in the Parish due to inappropriate parking of private vehicles in narrow streets preventing access to emergency vehicles.</p>
Railway or aircraft Incident	<p>The Okehampton to Exeter Branch Line, runs through the Parish during summer months.</p> <p>The airspace above the Parish is regularly used by military aviation as a training route for low level flying exercises on Dartmoor.</p>

<p>Road Traffic Accident</p>	<p>The A3072 runs through the Parish between Crediton and Hatherleigh.</p> <p>The B3215 runs through the Parish between Crediton and Okehampton</p> <p>Many other roads are single lane</p> <p>Both of these main roads have significant heavy goods traffic with potential for road traffic accidents. Such an event may result in the death or injury of people and the blockage of traffic.</p> <p>On the B3215 there is the additional hazard of a low railway bridge restricting the height of vehicles to 4m26cm</p> <p>Key locations on these roads are identified as greatest risk -</p> <ul style="list-style-type: none"> - The roundabout at the New Inn - The junction at Belstone Corner and Station Road due to poor visibility - Crossroads junction at Sampford Chapple - B3215 Appledore Hill to Beacon Cross <p>Single lane roads pose a particular hazard to traffic and accidents are likely to constrain traffic flows severely.</p> <p>This will require the provision of immediate shelter for casualties and survivors. Accidents may become more frequent during heavy rainfall and during snow.</p>
<p>Influenza-Type Disease (Pandemic)</p>	<p>With the nature of any Pandemic it could manifest at any time. Viruses can be transmitted rapidly from person to person spreading exponentially. In our globalised age, travellers often inadvertently help spread them around the region and the world. Various strains of flu are prime candidates for creating pandemics because they are easy to catch.</p>

SECTION 3: WHAT MITIGATION MEASURES CAN BE TAKEN

3.1 There are measures in place or which can be adopted which are designed to reduce the risk and/or impact of these emergencies. These can assist individuals or the wider community and are outlined below

Heavy Snow	<p>The Parish Council have a prepared a full Snow plan at section 8.</p> <p>Self preparation is important though and householders can consider the various advice in the 30Ways30Days summary at Annex E specifically being weather aware and downloading the Met Office weather App http://ui.isend-itineris.co.uk/track/click.aspx...</p> <p>Carry out complete home and vehicle checks to ensure you are winter ready.</p> <p>Have a plan and be prepared to remain in your home without support from emergency services possibly without utilities for warmth or cooking or resupply of food etc</p>
Fire	<p>Any householder but especially those that own properties with heightened risk such as thatched roofs should undertake a Free Home Safety Visit by the Devon and Somerset Fire & Rescue. This can be arranged by calling 08000502999.</p> <p>On farms and agricultural properties there are additional risks and regular risk assessments should be carried out by business owners and mitigating actions taken to minimise the dangers.</p> <p>The DSFR have advice through this link https://www.dsfire.gov.uk/YoursafetyAtWorkandotherplaces/Documents/documents/FARMSAFETY.pdf</p>
Road Traffic Accident	<p>The Parish Council have a prepared a Road Safety Action Plan.</p> <p>Be aware of the key locations highlighted as greatest risk and take necessary action to reduce speed and adhere to the road signs in order to reduce the risk of collision with either other vehicles or pedestrians.</p>
Railway or aircraft Incident	<p>Such incidents would be co-ordinated by the Emergency services who might direct an evacuation so again take a look at advice regarding Grab bags for you and your animals and get prepared in case of such an emergency.</p>

<p>Flooding</p>	<p>Householders that own properties that are sited in flood prone areas can do much to reduce the effects and impacts of floods.</p> <p>The National Flood Forum (https://nationalfloodforum.org.uk/) provides advice and guidance about how to reduce the effects of floods and delay the consequences. They also produce the Blue Pages Directory which is an independent directory of flood related goods and services (http://www.bluepages.org.uk/).</p> <p>To reduce the threat of flooding the Parish Council should be notified of blocked culverts and drains as soon as they appear.</p> <p>Householders and businesses should prepare a home emergency plan (see: https://www.westsussex.gov.uk/media/9340/household_emergency_plan.pdf)</p> <p>Also check out the advice in the 30Day30Ways summary in Annex E</p>
<p>Emergency Vehicle Access</p>	<p>For all residents and visitors it is important (as well as polite) to park only where sufficient room is provided to free access along the public highway and not across private property.</p> <p>The minimum width required for a Fire engine to pass is 2.55m + mirrors and for an Ambulance is 2.41m.</p>
<p>Influenza-Type Disease (Pandemic)</p>	<p>Upon declaration of a Pandemic there will be detailed guidance from PHE and the NHS includes Frequently Asked Questions. Following this advice can assist to prevent, contain, delay and minimise the wider spread of the outbreak in the Parish.</p> <p>Where there is a declared case in the Parish the following procedures should be followed to manage the impact. https://www.gov.uk/government/publications/wuhan-novel-coronavirus-self-isolation-for-patients-undergoing-testing</p>

SECTION 4: WHAT AND WHERE ARE OUR KEY RESOURCES AND LOCATIONS

4.1 Meeting Venue(s)

The Emergency Management Team will usually need to meet during an emergency and agree what is to be done. The following meeting locations have been identified:

Venue	How to access
Sampford Courtenay Village Hall Chapple Lane	Key pad fixed to entrance doorway
Alternative location: St Andrews Church Rooms The Square Sampford Courtenay	Key from Church Warden Malcolm Craig

4.2 Emergency Equipment

The Parish Council has purchased equipment that may be of use during the response to an emergency.

Location	Summary of Contents	How to access
Emergency Box	<ul style="list-style-type: none"> • a copy of this plan. • a street/footpath map of the area. • Paper and pens. • the register of electors. • wind up/battery operated torch • wind up/ mobile phone charger. • Plug in phone • Copy of forms required by the Emergency Management Team 	Held by the Resilience co-ordinator contact 07479775572
* Additional desirable items	<ul style="list-style-type: none"> • wind up/battery operated radio* 	
Snow clearing equipment	<ul style="list-style-type: none"> • snow shovels • mobile grit spreader • hand salt/grit spreaders • salt supplies for distribution to key locations • reflective jackets 	Currently held by the Resilience co-ordinator contact 07479775572
* Additional desirable items	<ul style="list-style-type: none"> • Vehicle mounted snow plough 	

Flood Prevention	<ul style="list-style-type: none"> Sand bags 	Currently held by the Resilience co-ordinator contact 07479775572

4.3 Emergency Shelter(s)

Sometimes people will need to evacuate their homes in an emergency. The following facilities have been identified where people can shelter for a few hours until they can return home or make alternative arrangements.

Location	How to Access
Sampford Courtenay Village Hall SS630012	Key pad fixed to entrance doorway contact Resilience co-ordinator 07479775572
Sampford Courtenay Church Rooms SS632011	Key from Church Warden Malcolm Craig
The New Inn	To Be Confirmed
The Countryman	To Be Confirmed

4.4 Emergency transport pick-up point(s)

If the local authority arranges transport to move people to a larger emergency shelter, the following locations have been identified as particular pick up points:

Location	Address, 6 figure grid reference or location description that can be provided to the Local Authority
The Square, Sampford Courtenay	SS632011
The New Inn crossroads	SS633008
Sampford Chapple crossroads	SS625010
The Countryman	SX637993
The Beeches	SX628987
Honeychurch triangle	SS630028

4.5 Hard Standing / Car Parks etc

The following locations have been identified for the **emergency services** and others should they need to arrange for plant, vehicles or other resources to be delivered.

Location	Address, 6 figure grid reference or location description that can be provided to the Local Authority
TBC	

4.6 Community Groups / Church Groups / Local businesses that have offered to help in an emergency (also see Appendix G)

Group / organisation / business	Support Offered
TBC	

4.7 Residents that have offered to help in an emergency (also see Appendix G)

Name	Support Offered
TBC	

4.8 Defibrillator location(s)

The community's defibrillators can be found at these locations. Access to the defibrillator is usually given by the 999 operator following a 999 call, rather than being mobilised by the Community Emergency Team.

Location	Access Code
The Beeches SX628987	N/A

SECTION 5: KEY CONTACT DIRECTORY & COMMUNICATION SOURCES
(to be reviewed annually)

5.1 Community Emergency Team

Name	Address	Telephone	e-mail
Michele Wilson	Hillcrest	0183782677	wilvin@hotmail.co.uk
Colin Coleman	Carpenters Barn,	183782941	colin@ischq.com
Marion Pratt	Highertown Farm	01837 82285	SCPCCLerk@aol.com
Mike Carpenter	Langdale	07973271923	mikehcs@hotmail.com
Janet Palmer	Chapple Cottage	07807011788	janetpalmer427@gmail.com

5.2 Member of Parish Council not on Community Emergency Team

Name	Address	Telephone	e-mail
John Friend			
Joy & Bob Tucker			
Sue Svedang			

5.3 Ward Councillors

Name	Address	Telephone	e-mail
Lois Samuel	WDBC		cllr.lois.samuel@westdevon.gov.uk
Barry Ratcliffe	WDBC		cllr.barry.ratcliffe@westdevon.gov.uk

5.4 Snow Wardens

NAME	CONTACT	AREA	RESPONSIBILITY
Andy & Michele Wilson	wilvin@hotmail.co.uk	Station Road	Co-ordinator / snow clearance
Colin Coleman	colin@ischq.com	Chapple Lane	Co-ordinator / snow clearance
Bob Tucker	bobandjoytucker@gmail.com	Wellsprings Lane	Salter & snow clearance
Malcolm Craig	lowertrecott@btinternet.com	Wellsprings Lane	Salter & snow clearance
Patrick Roberts	Amanda.roberts4@nhs.net	The Square	Salter & snow clearance

Roger Brentnall	01837 82206	The Countryman	Co-ordinator / snow clearance
Monica Smale	mgsmale@gmail.com	Appledore Hill	Salter & snow clearance
David Boting Page	davidbottingpage@gmail.com	Sampford Chapple	Salter & snow clearance
Bill Robertson	Lynfieldswar@gmail.com	Chapple Lane	Salter & snow clearance
Jackie Hedges	markmphedges@btinternet.com	New Inn cross roads	Salter & snow clearance
James Rogers	jamesrogers120@gmail.com	Hammetts Hill	Salter & snow clearance
Rachael Martin	rachaelmartyn18@gmail.com	Wellsprings Lane	Salter & snow clearance
Thomas Roberds	rachaelmartyn18@gmail.com	Wellsprings Lane	Salter & snow clearance

5.5 Public Information

The Parish Council will provide regular updates to the public during an emergency, including passing on messages received by other organisations. The following information channels can be used.

Information Source	Who can access / update?
Parish Council Website sampfordcourtenay-pc.gov.uk	Julie Carpenter / Marion Pratt
Parish Council Facebook Page	Marion Pratt / Michele Wilson
Parish Council Noticeboards: Notice Board 1) noticeboard Village Square Notice Board 2) at Bus shelter (New Inn crossroads Notice Board 3) at Bus shelter (Sampford Station)	Any of the Emergency Management Team

SECTION 6: AIM AND OBJECTIVES OF SAMPFORD COURTENAY'S EMERGENCY RESPONSE

Aim

To lessen the effects of the emergency

Objectives

- To work effectively with multi agency responders
- To use community resources to limit the impact of the emergency on
 - People
 - Property
 - Local Businesses
 - Environment
 - Heritage
- To help vulnerable members of the community
- To engage the resources available from our delivery partners, town and parish councils, the community and voluntary sector and businesses
- To provide residents with warnings and messages throughout the emergency
- To communicate effectively with all Parish Councillors and Ward Councillors during the emergency
- To ensure health and safety of Parish Council personnel and community responders
- To keep records of the actions taken and decision made during the emergency
- To support residents and businesses to recover from the emergency

SECTION 7: AIM AND OBJECTIVES OF SAMPFORD COURTENAY'S RECOVERY RESPONSE

Aim

- To help people help themselves to recover from an emergency

Objectives

- People:
 - are protected from immediate risks to health and safety and have access to appropriate shelter, basic resources and essential services.
 - feel that their home and property are safe and secure during recovery
 - have access to the information they need to make their own decisions about how they react to the situation
 - know how to access the services that are available to them.
- Essential services, infrastructure and transport networks are brought back into use as soon as practicable.
- Communities are fully involved in the recovery process and are able to take decisions on issues that affect them.
- Businesses have access to their premises and know how to access support available to them.
- Community resources and organisations are providing practical support as appropriate.
- Recovery is well co-ordinated between all responding organisations.

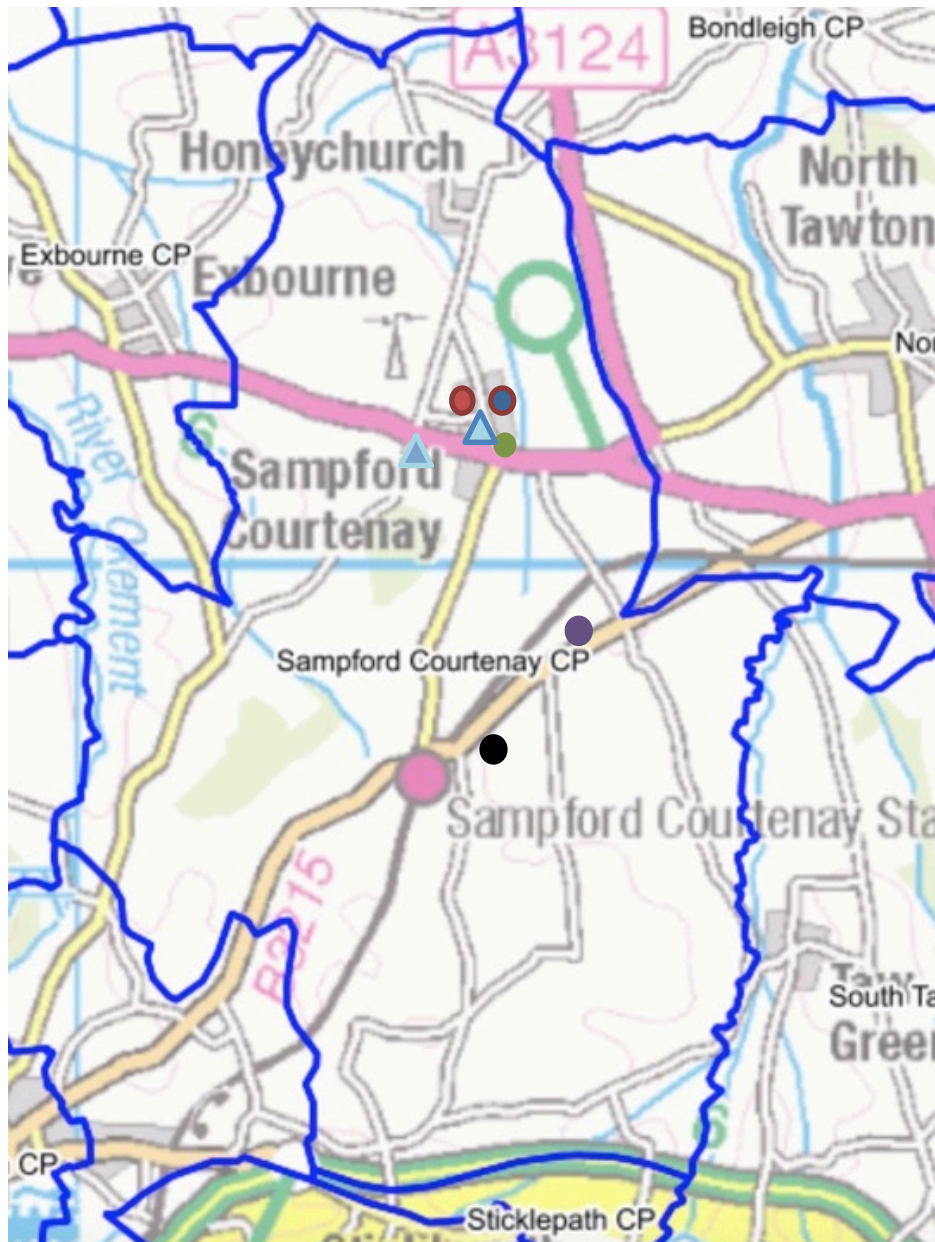
SECTION 8: SAMPFORD COURTENAY COMMUNITY RESILIENCE PLANS

Snow Plan	Published http://www.sampfordcourtenay-pc.gov.uk/sites/default/files/downloads/2019-11/snow-plan-policy-v12019-1930537502.pdf
Fire Plan	When Published add link
Flood Plan	When Published add link
Adverse Incident Emergency Plans	When Published add link
Serious Plane, Train or Road Collision	When Published add link
Influnza - Type Disease (Pandemic)	http://www.sampfordcourtenay-pc.gov.uk/sites/default/files/downloads/2020-03/infectious-disease-pandemic-plan-1441424823.pdf?fbclid=IwAR3LQ6pE7BjKDXEDbap8SUZZRJqBe5F2WRipBddc7IFo8L8B10y5vDcmom4

Pre-Emergency Actions
Emergency Actions
Plan activation
Recovery Actions
Log Sheet
Risk Assessments

There are Separate Plans for each event which reiterate the following details in each plan -

APPENDIX A: MAP OF THE COMMUNITY AND KEY LOCATIONS



KEY

- 1. Village Hall
- 2. St Andrews Church Rooms
- 3. New Inn
- 4. The Countryman
- 5. The Beeches - Defibrillator
- ▲ 6. BT kiosk Sampford Courtenay
- ▲ 7. BT kiosk Sampford Chapple

APPENDIX B: VULNERABLE PEOPLE

Residents that might require assistance in an Emergency

Any resident is able to ask if the Parish Council can contact them during an emergency to see if they need any particular assistance. If you feel that you may require assistance in an emergency then please complete the form below and send to Sampford Courtenay Parish Clerk who will hold your details securely and add you to the contact list should an emergency arise.

Name	Location	Contact details
Details held Securely by the Parish Clerk contact on 01837 82285		

Community Coordinators / Area Wardens / Area Liaisons

Often a person is not vulnerable until they are affected by an emergency and it may be necessary to send people into an area to door knock, or simply to have a visible presence so that people can ask them for help. If this was required, members of the emergency team or other volunteers would act as Area Wardens and be asked to visit the areas below.

Area to be Covered	Name of Warden (leave blank if to be allocated at the time of the emergency)
Honeychurch	TBC
Sampford Courtenay Village	
Sampford Chapple	
Trecott	
Station Road	Michele Wilson/Andy Wilson
The Beeches/B3215	
Corscombe	
Rural SC	

APPENDIX C: EAP EVACUEE REGISTRATION FORM

When an evacuation is deemed necessary and appropriate, people will need a safe place to gather to receive vital information about the emergency. This safe place is the Evacuation Assembly Point.

Name:

Address:

Contact:

Next of Kin Contact:

Important Information

Please take a few moments to read this sheet as it contains important information that you will likely need regarding the EAP. Evacuees are encouraged to help in the EAP. Please see the staff if you believe that you can help.

Registration

Please register at the Registration table; it assists if any of your relatives are trying to trace you. Registration information is considered confidential. We encourage you to notify one family member or friend as to your whereabouts and then ask them to notify others that may be concerned about you.

Personal Belongings and Children

We cannot assume responsibility for your belongings. Please keep valuable items with you. Parents are responsible for keeping track of and controlling the actions of their children. Please don't leave them unattended.

Medical and Injuries

If you have a medical condition that could require special consideration, i.e., heart condition, recent surgery, or pregnancy, please bring this to the attention of the staff. All medically related information should be noted on your registration card and will be treated with confidentiality.

News/Media

News/media representatives often visit the EAP during emergency operations. They may request interviews or photographs of you; however, they must ask your permission first. It is your right to refuse. Please report any problems or questions regarding the media to the EAP Coordinator.

APPENDIX D: SUGGESTED CONTENTS OF A RESIDENTS GRAB BAG



Devon County Council

0845 155 1020

NHS – non emergency

111

Police – non emergency

101

APPENDIX E: SAFETY ADVICE FOR PARISHIONERS

Emergency Information

Defibrillator location:	The Beeches
Your community emergency shelter:	Sampford Courtenay Village Hall Chapple Lane
Your evacuation (transport pick up) point:	The New Inn car park and Countryman Inn car park

If you are advised to evacuate your home by the emergency services:

- Turn off electricity, gas and water supplies and unplug appliances.
- Take your mobile phone and charger.
- Take some spare clothes.
- Take prescribed medication with them.
- Take cash and credit cards.
- Lock all doors and windows.
- If possible take your pets with you. Otherwise, make sure they are somewhere safe with food & water.

If you leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.

Parish Clerk Contact telephone -

01837 82285

Parish Council website

sampfordcourtenay-pc.gov.uk

Parish Face book

[https://www.facebook.com/
SampfordCourtenayParishCouncil/](https://www.facebook.com/SampfordCourtenayParishCouncil/)

Radio Devon – 103.4 FM | 95.7 FM

Be prepared - review the advice in our 30Days30Ways summary -
<http://www.sampfordcourtenay-pc.gov.uk/sites/default/files/downloads/2019-10/weekly-resume-30days-30-ways-summary-1283427867.pdf>

APPENDIX F: EMERGENCY MANAGEMENT TEAM PROCEDURES AND DOCUMENTS

PLAN ACTIVATION

Activating the Plan

This plan should be activated when an incident happens that requires a co-ordinated community response.

Any member of the Parish Council / Community Emergency Team may be notified of such an incident, often by the local authority or residents. They should contact one of the following people who have been authorised to activate the community emergency plan and lead the initial incident response:

Name	Address	Telephone	e-mail
Michele Wilson	Hillcrest	0183782677	wilvin@hotmail.co.uk
Colin Coleman	Carpenters Barn,	183782941	colin@ischq.com
Marion Pratt	Highertown Farm	01837 82285	SCPCclerk@aol.com
Mike Carpenter	Langdale	07973271923	mikehcs@hotmail.com
Janet Palmer	Chapple Cottage	07807011788	janetpalmer427@gmail.com

IN AN EMERGENCY DIAL 999. Follow the Emergency Services' advice at all times, and always be aware of your own safety and the safety of those around you.

- There are specific initial actions for each specific incident in the various plans at Section 8. Please turn to section 8 and work through the relevant plan.
- Gather as much information about the situation as possible - eg:
 - The location of the emergency.
 - Type of incident.
 - Number of people and/or properties involved.
 - The type of support that might be needed (eg moving items upstairs, providing immediate shelter, basic household tasks).
 - Tune into your local radio station for updates.
 - Make contact with the representatives of any responding organisations at the scene.

Emergency Management Team

In the event of the plan being triggered the following Parish Councillors have agreed to form part of the Emergency Team:

Name	Address	Telephone	e-mail
Michele Wilson	Hillcrest	0183782677	wilvin@hotmail.co.uk

Colin Coleman	Carpenters Barn,	183782941	colin@ischq.com
Marion Pratt	Highertown Farm	01837 82285	SCPClerk@aol.com
Mike Carpenter	Langdale	07973271923	mikehcs@hotmail.com
Janet Palmer	Chapple Cottage	07807011788	janetpalmer427@gmail.com

The following Councillors and members of the public have agreed to support the EMT

Name	Address	Telephone	e-mail
John Friend			
Joy & Bob Tucker			
Sue Svedang			

Once you have triggered the plan

- Consider whether the EMT can work effectively from your current locations, or whether you need to move to an alternative location (see section 4). Arrange for the Incident Room to be opened as appropriate.
- Notify the emergency team and request they meet at the nominated location
- Start to complete the EMT checklist

- When set up commence the Incident Log either by paper or electronic
- Appoint nominated responsibilities to EMT members/Volunteers

Initial Meeting Agenda

1	Introduction of Attendees
2	Nominate Lead
3	Situation Report
4	Aim and Objectives of Response
5	Actions Required
6	Time of Next Meeting

Subsequent Meeting Agenda

1	Any Items Requiring Urgent Attention
	Break out time to action urgent items agreed above
2	Update on Situation
3	Review Aim and Objectives
4	Aim and Objectives of Response
5	Actions Required
6	Time of Next Meeting

Copies of the Agenda's can be found in the Emergency Management Box

EMT Checklist

<input type="checkbox"/>	Use the standard agenda to run meetings.
<input type="checkbox"/>	Circulate the Response Aim and Objectives so people know what you are trying to achieve.
<input type="checkbox"/>	Decide which local resources should be mobilised initially to support the community.
<input type="checkbox"/>	Notify as appropriate groups identified in each plan during response to the incident and for preparing for and delivering recovery from any incident
<input type="checkbox"/>	If there is a representative from the Emergency Services, Council or other responder working in your community, a representative of the EMT will go and introduce themselves and tell them our community action plan has been activated.
<input type="checkbox"/>	Consider need for additional members of the community (volunteers) to help with the response, you may have pre-identified community coordinators already. You might want to give this task to one person within the emergency team to co-ordinate. The type of support that would be welcomed changes from emergency to emergency but might include: <ul style="list-style-type: none"> • Helping people move valuable and sentimental items upstairs. • Helping deploy any flood protection products they might have. • Providing some immediate shelter if people have had to leave their homes. • Looking after pets • Providing lifts to family and friends. • Doing basic household tasks such as shopping
<input type="checkbox"/>	Nominate who is going to keep checking their email account for information and update emails from the council or other Emergency services and keep monitoring the Council's website
<input type="checkbox"/>	Nominate a member of the team to be the communications liaison with the Parish and tell the community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected.
<input type="checkbox"/>	Communicate any warning information messages, and recommend that people tune into the local radio station.
<input type="checkbox"/>	Decide whether you will offer residents a key number to contact during the emergency.
<input type="checkbox"/>	Establish contact with neighbouring Parish/Town Councils and ask for/offer support if appropriate
<input type="checkbox"/>	Ensure that any members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully (eg not speeding), carefully and are not carrying out tasks and activities that they are not qualified to do.
<input type="checkbox"/>	When the immediate risk of the emergency has passed consider what role the Parish Council can play in helping the community recovery. Continue the meetings of the Community Emergency Team, using the Recovery Aim and Objective.

APPENDIX G - OTHER COMMUNITY RESOURCES

Support / Resource	Name	Contact No	e-mail
Alternative power supplies (generators)			
Portable Heaters			
Portable Cooking equipment			
Bedding, Blankets & Pillows			
Chainsaw			
4 x 4			
Tractor			
Trailer			
Emergency Camping equipment			
Radio equipment			

Support Skills	Name	Contact No	e-mail
Catering			
Administration			
Building Trades			
Medical support			
Drivers			
Specialist skills			

T/Accommodation <i>Details of nos inc pets</i>	Name	Contact No	e-mail