



## **KINGS SOMBORNE PARISH COUNCIL**

### **COMMUNITY EMERGENCY PLAN**

**EMERGENCY CO-ORDINATOR - CLERK TO KING'S SOMBORNE PARISH COUNCIL**

**EFFECTIVE DATE – 1 October 2008**

**This plan gives general guidance to the local community only, outlines actions to be taken by responsible groups and organisations and recognises that it is complementary to the County, Borough and Emergency Services plans in existence**

## **Distribution**

1. **Chairman of King's Somborne Parish Council**
2. **Hampshire Constabulary – Stockbridge Police Station**
3. **Village Hall – Chairman of the Management Committee (2)**
4. **Working Men's Club – Chairman of the Management Committee**
5. **Parish Church – Secretary of the PCC**
6. **Methodist Church – Steward**
7. **The Crown Inn House**
8. **Community Responder Co-ordinator**
9. **Cross Stores**
10. **Martin's Shop**
11. **Neighbourhood Watch Co-ordinator**
12. **WI Chairman**
13. **Test Valley Borough Council Emergency Planning Liaison Officer**
14. **Hampshire County Council Emergency Planning Officer**

The Plan is also available on The Sombornes website – [www.thesombornes.org.uk](http://www.thesombornes.org.uk)

## **Aim and Objectives**

**Aim – to enable community support, self help and resilience when faced with an emergency**

### **Objectives**

- \* **Identify hazards and possible mitigation**
- \* **Identify vulnerable groups within the community**
- \* **Identify key contacts**
- \* **Identify a community emergency management team**
- \* **Identify resources available to the community in the event of an emergency**

## **Activation of the Plan**

**The Plan will be activated when a member of the Emergency Team considers it necessary to take action in response to an incident and when action cannot be taken effectively without triggering the arrangements outlined in this document.**

## **Emergency Team**

**Members of the emergency team include the following:**

- \* **Cllr Dick Dyke – Chairman of the Parish Council**
- \* **Cllr Robbie Lane – Vice-Chairman of the Parish Council**
- \* **Cllr David Bidwell**
- \* **Mr Peter Storey – Emergency Co-ordinator**
- \* **Other Councillors as required**
- \* **Other members of the community as appropriate**

## **Incident Room**

**An incident room will be established in one of the following three locations:**

- \* **Village Hall – King’s Somborne recreation ground**
- \* **Epworth Hall – Methodist Church, Winchester Road**
- \* **Working Men’s Club – Winchester Road**

## **Initial actions**

- \* **Gather as much information about the situation as possible**
- \* **Make contact with the emergency services**
- \* **Consider whether you can work safely from your current location or need to move**
- \* **Consider whether you need the Parish Council emergency team**
- \* **Arrange for contact to be made with those vulnerable members of the community**
- \* **Arrange for community resources/organisations to be made available**
- \* **Consider whether any additional members of the community need to be involved**

## **Possible hazards**

1. **Flooding**
2. **Total or partial loss of electricity**
3. **Total or partial loss of water**
4. **Total or partial loss of telephone**
5. **Major fire**
6. **Major road accident/Loss of road access**
7. **Major aircraft accident**
8. **Major storm damage**
9. **Chemical spillage**
10. **Disease**

## **Role of Emergency Co-ordinator**

- \* **To maintain the Community Emergency Plan**
- \* **To provide a link with the Borough and County Emergency Planning Officers**
- \* **To call a community meeting (if required)**
- \* **To provide the focal community response to an emergency**

## **Preparation for an emergency**

To allow yourself to be prepared for an emergency you should take time to find out:

Where and how you turn off water and electricity supplies to your home  
The emergency procedures for your children at school  
The emergency procedures for your place of work  
How you would stay in contact with your family  
If any elderly or vulnerable people might need your help  
How to tune into your local radio station  
How to contact your household insurers

Ensure you keep a stock of bottled water, ready to eat food and a bottle/tin opener

Stock up on oil, wood, bottled gas or coal if a cold Winter is predicted

Sign up to the free flood warning service offered by the Environment Agency using [www.environment.agency.gov.uk](http://www.environment.agency.gov.uk) or by calling 0845 988 1188

## **What should you do in an emergency?**

Call 999 if there are people injured or a threat to life exists

### **DO NOT PUT YOURSELF IN DANGER**

Listen to the advice of the emergency services

Stay calm and think before taking any action

Try to help others and be reassuring

If you are not involved or might be in danger – **GO IN, STAY IN, TUNE IN** to the local radio

## **What should you do if you might have to evacuate your home?**

Gather together:

A list of useful telephone numbers eg doctor and close relatives

Home and car keys

Toiletries, sanitary supplies and prescribed medication

Battery radio with spare batteries

Torch with spare batteries

First aid kit

Mobile phone

Cash and credit cards

Legal documents eg insurance policies, car registration forms, birth certificates

Spare clothes and blankets

If you have time

Turn off electricity, gas and water supplies

Unplug appliances

Lock all doors and windows

If you leave by car, take bottled water, blankets and tune in to your local radio station

## **Flood hazard and major storm damage**

If flooding is threatened you should contact the emergency floodline on 0845 988 1188. For the deaf and hard of hearing there is a Minicom service 0845 602 6340

**Sandbags.** Hampshire County Council and Test Valley Borough Council may not be in a position to supply sandbags in the event of an emergency and householders should make their own arrangements NOW. Most DIY stores stock them. Alternatively, pieces of wood 12 – 15 inches high and about an inch thick cut to cover the outside of your doors can also provide an effective watertight seal, especially if wrapped in a wet towel or newspaper and nailed to the door jams. Remember to cover up air bricks on external walls.

**Synthetic absorbent bags.** These are a modern version of sandbags and can be bought empty or filled from most DIY stores. They can be filled with either wet earth or sand and will provide an effective seal.

**Sewers and drains.** Using no-return valves, plugs, bungs and fixing drain covers can reduce flooding in these areas. Most builders' merchants will advise on this.

**Valuables and Documents.** Take anything of value upstairs or store above the likely water level at the first sign of a problem.

**Coping with a flood.** Call your insurance company; check the classified telephone directories under 'Flood Damage' for suppliers of cleaning materials and equipment to dry out your home; contact the gas, electricity and water companies to have your supplies checked before you turn them back on; open doors and windows to ventilate your home; remember to unblock your airbricks when the water has receded; restock any used supplies for the next time!

## **Loss of electricity**

In the event of a full or partial loss of the electricity supply in your property or in the Village or surrounding areas, someone should ring the emergency telephone number 0845 770 8090 and report the fact. It would be wise to have a stock of torches with batteries or candles to hand in case of a prolonged power failure.

## **Loss of main drainage**

**Main sewers.** Contact your insurance company for advice regarding the appropriate steps you should take. Someone should ring Southern Water 0845 2780845 and for general advice Test Valley Borough Council Environment and Health Services 01264 368000.

**Septic tanks.** Temporarily block the outflow, if possible, to the soakaway and use the tank as a cesspit. Arrange for the tank to be emptied as soon as possible,

**Cesspit.** If the cesspit fails due to rising water, arrange for it to be emptied. If it fills again it will be with groundwater and floodwater resulting in minimum pollution. Arrange for the pit to be emptied as soon as possible.

**External water leak.** If you find a water leak outside your home contact the emergency contact number on 0800 820999.

## **Community Resources**

### **Air Ambulance landing sites**

The Air Ambulance will land as close as possible to the scene if called out. Larger designated landing areas are the King's Somborne recreation ground at map reference SU 358308 and the Up Somborne recreation ground at map reference SU 388323

### **Medical/First Aid**

In the event of injury or illness within the community the assistance of professional medical support should be sought in the first instance ie Ambulance and/or Doctor.

**The Community Responders** will be alerted by the Ambulance Service to provide rapid response but local contact details include

Name	Address/telephone number	
Mr Colin Reeve	Shire House, Old Palace Farm, King's Somborne	01794 388895
Mr John Vanderpump	8 Nutter's Drove, King's Somborne	01794 388647

### **Voluntary Groups**

There are a number of voluntary groups in the community whose details are in *The Gauntlet* magazine.

## **Tradesmen**

The following tradesmen or members of the community with trade skills have volunteered their support in the event of an emergency

Trade/Skill	Name	Contact details	Additional information
Gates and fencing	Roy Barker	Barker & Geary, Romsey Road, King's Somborne SO20 6PW	01794 388205

Pest control	Kestel Pest Control	Unit 19, Monks Brook Industrial Estate, School Close, Chandlers Ford SO53 4RA	
Tree services	Mulberry Tree Services	88 Lovedean Lane, Kingsworthy Winchester SO23 7NS	01962 886866
Heating & plumbing	Worthy Heating & Plumbing	Spring Cottage, Woodman Lane, Sparsholt SO21 2NZ	01962 776321
Builders	John Sheldon	Heron Cottage, Lower Brook SO20 6QR	01794 389559
General repairs	Chris Johnson	3 Furzedown Cottages, King's Somborne SO20 6QJ	01794 388510
General ground work	Mike Rebbeck	9b Scott Close, King's Somborne SO20 6NS	01794 388750

### **Transport**

The following can be called upon to transport people, essential equipment or provisions in the event of an emergency

Vehicle	Name	Contact details	
Cars (Neighbourcare)	Sue Jackson	Butcher's End, Winchester Road, King's Somborne SO20 6NY	01794 388884
	Sally Wilson		01794 388675
Car hire	Bob Taylor	Chalk Stream, Winchester Road King's Somborne SO20 6NY	01794 389229 07977 186842
Light goods	Mike Rebbeck	9b Scott Close, King's Somborne	01794 388750
Tractor and truck	Ralph Lewis	19 The Gorrings, King's Somborne SO20 6NT	

### **Vulnerable Groups in the Community**

Get to know your neighbours and their strengths and where they might need help in an emergency.

### **Additional Community Resources**

<b>Cross Stores</b>	<b>Supplies</b>	<b>Pam Henley</b>	<b>01794 389658</b>
<b>Martins Shop</b>	<b>Supplies</b>	<b>Richard Martin</b>	<b>01794 388273</b>
<b>The Crown Inn</b>	<b>Drink</b>		<b>01794 388360</b>
<b>Village Hall</b>	<b>Heat, light, water, toilets, communications</b>		<b>01794 388108</b>
<b>Epworth Hall</b>	<b>Heat, light, water, toilets, communications</b>		<b>01794 388217</b>
<b>Working Men's Club</b>	<b>Heat, light, water, toilets, communications</b>		<b>01794 388108</b>

## **Communications**

<b>System</b>	<b>Contact</b>	
Community Information Boards	Clerk	01794 389688 <a href="mailto:kingssomborne.pc@btconnect.com">kingssomborne.pc@btconnect.com</a>
Parish Council	Chairman	01794 388525 <a href="mailto:richarddyke841@btinternet.com">richarddyke841@btinternet.com</a>
<i>The Gauntlet</i> magazine	Harvey Saunders	01794 388029 <a href="mailto:thegauntletmag@hotmail.com">thegauntletmag@hotmail.com</a>
Cascade telephone system – Peter Storey Richard Dyke		01794 389688 01794 388525
The Sombornes Website	Tim Long	01794 389500
Neighbourhood Watch	Bill Hartley	01794 388742
Volunteer groups:		
Womens Institute	Linda Aucock	01794 388542
Neighbourcare	Sue Jackson	01794 388884
	Sally Watson	01794 388675
Scouts	Janice Waterman	01794 388588
Community Responders	Colin Reeve	01794 388895

## **EMERGENCY ACTION CHECK LIST**

### **Activation and call out**

- Dial 999 if life or property are threatened in the community by incident or emergency
- Contact the Clerk to the Parish Council/any Councillor
- Complete the log sheet attached recording any decisions you have made and persons to whom you have spoken
- Contact other members of the community that need to be alerted eg
  - Those under threat
  - Volunteers and key holders that may be needed

Contact initially may be to inform them of the emergency or inform them of the current Emergency Service advice regarding any action to be taken

### **Community Emergency Meeting**

- Is a community emergency meeting necessary
- \* Is the venue safe to hold the meeting and can people get there safely
- Has the Parish Council been informed you are holding a community emergency meeting
- Has the community been informed there will be a meeting
- Take a copy of the first agenda to the meeting

## CONTACTS

<b>Service/Role</b>	<b>Name</b>	<b>Telephone number</b>	<b>Website/e-mail</b>
Emergency services		999	
Emergency Co-ordinator	Peter Storey	01794 389688	<a href="mailto:kingsomborne.pc@btconnect.com">kingsomborne.pc@btconnect.com</a>
Deputy Co-ordinator	Richard Dyke	01794 388525	<a href="mailto:richarddyke841@btinternet.com">richarddyke841@btinternet.com</a>
Test Valley Borough Council		01264 368000	<a href="http://www.testvalley.gov.uk">www.testvalley.gov.uk</a>
Hampshire County Council		01962 841841	<a href="http://www.hants.gov.uk">www.hants.gov.uk</a>
Emergency Planning Unit HCC		01962 846846	<a href="mailto:emergencyplanningteam@hants.gov.uk">emergencyplanningteam@hants.gov.uk</a>
Police HQ		08450 454545	<a href="http://www.hampshire.police.uk">www.hampshire.police.uk</a>
Fire Service HQ		02380 644000	<a href="http://www.hantsfire.gov.uk">www.hantsfire.gov.uk</a>
NHS Direct		0845 4647	<a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>
Environment Agency Floodline		0845 9881188	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
Hampshire Highways		0845 8504422	<a href="http://www.hants.gov.uk">www.hants.gov.uk</a>
Doctors Surgery		01264 810524	
Out of hours contact		0845 601 8803	
Parish Council Chairman	Richard Dyke	01794 388525	<a href="mailto:richarddyke841@btinternet.com">richarddyke841@btinternet.com</a>
Parish Clerk	Peter Storey	01794 389688	<a href="mailto:kingsomborne.pc@btconnect.com">kingsomborne.pc@btconnect.com</a>
Post Office/Cross Stores	Pamela Henley	01794 389658	
Village Hall keyholder	Joyce Weeks	01794 388108	
Village Hall telephone		01794 388421	
Epworth Hall keyholder	Ken Tull	01794 388217	
Working Men's Club keyholder	Carol Black	01794388027	
School		01794 388381	
The Crown Inn		01794 388360	
Parish Church	Rev Rob Stapleton	01794 388223	
Southern Water		08452 780845	
Southern Electricity		0845 7708090	
Andover War Memorial Hospital (no A & E dept)		01264 358811	
Romsey Hospital (no A & E Dept)		01794 512343	

**LOG SHEET**

<b>Date</b>	<b>Time</b>	<b>Information/Decisions/Actions</b>	<b>Initials</b>
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**COMMUNITY MAP**