

CURDRIDGE PARISH COUNCIL COMMUNITY EMERGENCY PLAN

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(formally reviewed and adopted by Council 21 May 2020)

Co-ordinator – Parish Council Manager
Mrs Jennifer Whittle

Deputy Co-ordinator: Councillor Eric Bodger

Distribution List

- Hampshire County Council - Emergency Planning Officer
- Winchester City Council - Emergency Planning Liaison Officer
- Curdridge Parish Councillors
- Curdridge Luncheon Club (catering) – if appropriate and required

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COORDINATION

The people listed below act as emergency coordinators, and will maintain list of details of residents who are willing to help, with contact details.

Parish Council Manager (primary contact)

Mrs Jennifer Whittle
2 Berkley Gardens,
Hedge End,
Southampton,
SO30 0QW (01489) 786 557 e-mail: clerk@curdridge-pc.org.uk

Parish Councillors to be Contacted:

Councillor Eric Bodger Wangfield Farm House Wangfield Lane SO32 2DA 01489) 782 745 Cllr.bodger.cpc@gmail.com	
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AIMS AND OBJECTIVES OF THIS PLAN:

The aim of this Plan is to help the parishioners of Curdridge 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 –

- Terrorism
- Riot or civil disorder
- Missing person(s)/abductions
- Chemical spillage
- Building collapse or major fire
- Epidemics such as Foot and Mouth/Blue Tongue/Bird Flu/SARS
- Major flooding
- Snow – enough to cut off village

Main objectives:

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 management team
5. Identify resources available to the community in the event of an emergency

Activation of Emergency Plan

Should it be considered that a critical emergency has taken place within the village, the Parish Clerk – The people listed below act as emergency coordinators, and will maintain list of details of residents who are willing to help, with contact details.

Parish Council Manager (primary contact)

Mrs Jennifer Whittle, or in her absence Councillor Eric Bodger, must be contacted as soon as possible; it will then be up to this person to get the Emergency Plan under way. This will normally be done in the following sequence:

1. Contact emergency services and the other Councillors.
2. Delegate someone to do an assessment of the incident, identify hazards involved, estimate casualties, estimate requirements.
3. Have emergency control set up and manned.
4. Contact people who have offered to help.
5. Contact people in the village who have medical or first aid experience, if required.
6. Arrange for vulnerable people to be contacted.

Keep residents updated if possible – by putting information on the village website (The people listed below act as emergency coordinators, and will maintain list of details of residents who are willing to help, with contact details.

Parish Council Manager (primary contact)

7. Mrs Jennifer Whittle to be given updates).

Risk Assessment Analysis

		High Likelihood	Low Likelihood
High Impact		A	B
Low Impact		C	D

Hazards which may affect Curdridge have been considered, and these are some of the possibilities evaluated:

Hazard	Risk Level
Flooding	C
Total or Partial Loss of Electricity	A
Total or Partial Loss of Gas	D
Total or Partial Loss of Water supply	B
Total or Partial Loss of Telephone and Broadband	A
Severe Weather	C
Major Fire	A
Loss of Road Access	D
Pipeline Incident	B
Foot & Mouth or other stock epidemic	A
Serious Human Epidemic *	B

Epidemic Special Measures

Taking lessons from the 2020 Covid-19 pandemic, many of the standard emergency actions are inappropriate, as they involve human contact, which creates opportunities for cross-infection. In such cases, advice from Central Government or NHS England will be applied, and all support will be provided without physical contact where this can be avoided.

See Appendix: Covid-19 Special Measures on p.9.

COMMUNITY RESOURCES

Volunteer Catering Groups in village:

Vulnerable parishioners in the village

Who have requested help in an emergency:

Community buildings that may be available in an emergency:

Listed in order of choice:

1. Curdridge Reading Room Ian (07704) 208 703 ian@curdridgereadingroom.co.uk
2. St Peter's Church
3. Curdridge Primary School

Other Public Facilities Available in the Parish:

- The Cricketers Inn
- Railway Inn
- Horse and Jockey

EMERGENCY ACTION CHECK LIST

1. Dial 999 if life or property are threatened in your community by an incident or emergency.
2. Contact Winchester District Council on 01962 840222.
3. Contact other members of the community that need to be alerted:
4. These could include those under direct threat;
5. The Parish Council via the Parish Clerk. Telephone 01489 786557;
6. Volunteers and key holders that may be needed.
7. Decide if a Community Emergency Meeting is required, if time allows.

List of Useful Contacts

Emergency Services 999

Emergency Co-ordinator Parish Clerk – The people listed below act as emergency coordinators, and will maintain list of details of residents who are willing to help, with contact details.

Parish Council Manager (primary contact)

Mrs Jennifer Whittle (01489) 786 557

Deputy Emergency Co-ordinator Cllr Eric Bodger (01489) 782 745

Winchester District Council (01962) 840 222

Hampshire County Council (01962) 841 841 www.hants.gov.uk

Emergency Planning Unit HCC (01962) 846 846 www.epoffice@hants.gov.uk

Police Headquarters (08450) 45 45 45 www.hampshire.police.uk

Fire Service HQ (023) 8064 4000 www.hantsfire.gov.uk

NHS direct 111 or 0845-4647 www.nhsdirect.nhs.uk

Hedge End Medical Centre (01489) 785 722 www.hedgeendmedicalcentre.co.uk/

Botley Surgery (01489) 783 422 www.stlukesandbotleysurgery.co.uk/

Parish Council Clerk (01489) 786 557 clerk@curdridge-pc.org.uk

Parish Council Chairman (01489) 782 745 cllr.bodger.cpc@gmail.co

Caretaker of Curdridge Reading Room

Other key holder to Curdridge Reading Room Larry Burden (01489) 783 671

Curdridge Primary School 01489 860207 www.curdridgeprimaryschool.co.uk/

Environment Agency Floodline 0845-988-1188 www.environment-agency.gov.uk

Hampshire County Council (imminent risk of flooding) 0300 555 1388 during office hours (8:30-17:00 Monday - Friday), or outside these hours dial 101 and the enquiry will be passed on. In Emergency situations 999 should be called.

[Map of Curdridge and Curbridge
to be inserted when available.]

LOG SHEET:

Date	Time	Information/Decisions/Actions	Initials
18 Mar 20		Reading Room Closed because of Covid-19	
19 Mar 20	1451	All meetings cancelled	JW
23 Mar 20	2030	Government restricts all non-vital movement and assembly. Most shops to be closed.	PM

Emergency Meeting Record

DATE:

TIME:

LOCATION:

PRESENT:

Agenda

1. What is the current situation?
2. Location of the emergency. Is it near:
3. Are there any vulnerable people involved?
4. What resources do we need?
5. Establishing contact with emergency responders.
6. How can we support the emergency services?
7. What actions can safely be taken?
8. Who is going to take the lead for the agreed actions?
9. Any other issues?

APPENDIX: COVID-19 SPECIAL MEASURES

This supplementary plan covers the additional procedures in which Curdridge Parish Council and volunteers can assist vulnerable residents who have to stay at home as a result of a pandemic virus, specifically COVID-19. It does not cover individual medical procedures or advice.

Because Curdridge is a small parish, and several councillors are over 70, support to parishioners must necessarily be through coordination. The PC Manager will field calls for assistance, and forward them to volunteers.

Staying at Home

The government currently requires that everyone should stay at home except for:

- shopping for basic necessities
- one form of exercise a day
- any medical need
- unavoidable travelling for work purposes

The most vulnerable individuals will be the elderly with underlying medical issues or the infirm, especially those living on their own and without access to the Internet.

The government's current advice on "Coronavirus (COVID-19): what you need to do" is updated daily.

The Needs of Vulnerable People

The primary needs for vulnerable people given stay at home advice will be:

- Information on what to do and what not to do
- Sufficiency of medication, food, and other supplies
- Support and good neighbourliness

Volunteer Assistance

The Parish Council Manager acts as a central control of information to allocate volunteer assistance to those requiring it. The support is provided through a standard process, known individuals, transparency of support and a full audit trail should anything untoward happen.

The Plan

The Plan for meeting the needs of elderly or vulnerable people who are confined to home follows. It may require regular updates as the situation develops.

Emergency Coordination Centre

This consists of remote action by the Parish Council Manager (as first point of contact) on (01489) 786 557 and the chairman as fallback (01489) 782 745.

The primary role is to request assistance through community organizations (if available) or individual volunteers, when requested by vulnerable individuals confined to their homes. The tasks are enumerated below.

Tasks

- Advertise the plan for supporting individuals confined to home during the COVID-19 emergency.
- Arrange to drop leaflets to the homes of vulnerable people where known.

- Ensure the contact telephone is manned from 0900 to 1600 on weekdays (initially).
- Respond to requests for help (Get contact details and help required).
- If shopping is required, ask the resident to arrange for pre-payment by card if possible, or to accept that they will be phoned to give the card details to the shop.
- Obtain details of the Individual Volunteer and pass to the person requesting help.
- Record details of request, who assisted with what, and outcome.

Community Organization Coordinators

There are at present no organizations designated to coordinate support.

Individual Volunteers

Individuals who volunteer to assist must be known to the parish council or be part of a community organization recognized by the Council.

The primary goal is to assist vulnerable people confined to their homes, without volunteers entering those homes. Where physical presence is required, the coordinator will work through medical of City Council support mechanisms.

Individual Volunteers can provide support to vulnerable people only if they fulfil **all** of these conditions:

- Are well and have no symptoms (such as a cough or high temperature) and nobody in the household does
- Under 70
- Not pregnant
- No long-term health conditions giving vulnerably to coronavirus

If all the above are met, the individual Volunteer may leave their house to provide support for a vulnerable person.

The volunteer's own health and safety are paramount. The advice is:

**You are responsible for your own actions.
If you think any risk is unacceptable, you should withdraw from giving any
help and inform the Emergency Coordinator immediately.**

Request for help will be offered to you by the Coordinator. If accepted by you, then you should visit the address given and the following tasks might be appropriate:

- Deliver a paper copy of the NHS latest "Stay at Home Advice" (available from the web).
- Ask if any assistance is required, such as medications, food or other supplies.
- Alert neighbours / emergency services to the situation, if appropriate.
- Arrange for the delivery of any required supplies.
- Report back the information to the Coordinator.

Precautions

- Post any messages or advice through the letter box then, after knocking on the door or ringing the bell, stand back at least 2 metres.
- If accepting a list, cash or any goods, ask for them to be left on the door step and the resident to stand well back before you take them.
- If taking a shopping list, have it written on an envelope with the cash inside.
- If delivering supplies, leave them by the door before alerting the resident.
- Handling of cash/cards is your own responsibility.

- If government advice is that you should wear personal protective equipment before undertaking these visits, it will be provided.
- If carrying supplies indoors is necessary, ask the resident to stand well back before you enter.

Symptoms of COVID-19

You should be able to recognise the symptoms of coronavirus

- High temperature – feels hot to touch on chest or back
- New, continuous cough – started coughing repeatedly. This is usually a dry (non-productive) cough at the onset of the disease.

Patients have been infectious for about three days before the symptoms appear, and remain so for a fortnight.