

# Hartpury Parish Council Community Emergency Plan

Plan Agreed: September 2017

**If you are in immediate danger call 999**



## Plan distribution list

Name	Role	Phone number/email address	Issued on
Vicky Roberts	Clerk	07984528167 <a href="mailto:hartpuryparishcouncil@hotmail.com">hartpuryparishcouncil@hotmail.com</a>	
Alastair McGhee	Chair	07976 227345 <a href="mailto:alastairmcghee09@gmail.com">alastairmcghee09@gmail.com</a>	
Mr Rob Gregory	Vice-Chair	01452 700707 / 07972 003286 <a href="mailto:robagregory@gmail.com">robagregory@gmail.com</a>	
Mr David Zeal	Councillor	01452 700176 <a href="mailto:drzeal@btinternet.com">drzeal@btinternet.com</a>	
Mrs Sylvia Gibbs	Councillor	01452 700364 <a href="mailto:sphgibbs@gmail.com">sphgibbs@gmail.com</a>	
Mr Roger Houldey	Councillor	01452 700271 <a href="mailto:roger.houldey@tesco.net">roger.houldey@tesco.net</a>	
Vacancy			
Mr Darren Elmslie	Councillor	01452 700881 <a href="mailto:darrenelmslie@googlemail.com">darrenelmslie@googlemail.com</a>	

## Plan amendment list

Date of creation / amendment	Date for next revision	Details of changes made	Changed by
September 2017	September 2018		

# COMMUNITY RESPONSE GROUP (CRG)

Insert 3 names and contact details here. Mark with \* the person who will coordinate, and be the point of contact with District Council/emergency services. Copies of this Emergency Plan are restricted, and will be held by the CRG members.

Name	Email:	Telephone Numbr	Postal address
* Alastair McGhee	Alastairmcghee09@gmail.com	07976227345	18 Corsend Road Hartpury Glos GL19 3BP
Mr Rob Gregory	robagregory@gmail.com	07972003286	Richdale Over Old Road Hartpury Glos GL19 3DH
Mrs Sylvia Gibbs	<a href="mailto:sphgibbs@gmail.com">sphgibbs@gmail.com</a>	01452700364	Little Shoppers Corsend road Hartpury Glos GL19 3BP



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# Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
<ul style="list-style-type: none"> <li>• Extreme weather conditions: snow and ice</li> </ul>	<ul style="list-style-type: none"> <li>• Damage to property and village cut off from outside help &amp; resources</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure grit bins available in all areas and kept topped up. Maintain a register of parishioners to re-fill bins and keep a supply of grit.</li> </ul>
<ul style="list-style-type: none"> <li>• Vehicle accidents including environmental waste</li> </ul>	<ul style="list-style-type: none"> <li>• Damage to property</li> <li>• Personal injury</li> <li>• Contamination</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure community emergency plan up to date</li> </ul>
<ul style="list-style-type: none"> <li>• Fire</li> </ul>	<ul style="list-style-type: none"> <li>• Damage to property</li> <li>• Personal Injury</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure community emergency plan up to date</li> </ul>

# Local skills and resources assessment

Skill/Resource	Who?	Contact details	Location	When might be unavailable?
Trained First Aider	Mrs Joan Elmslie	01452 700881	Village	Various
4 x 4 Owner/Driver	Alastair McGhee	07976 227345	Village	Various
Water/Food Supplies	Victor Smith – Hartpury Post Office	01452 700416	Village	Various
Chainsaw Owner	Woodside Services	01452 700583	Village	Various

# Key locations identified with emergency services for use as places of safety

<b>Building</b>	<b>Location</b>	<b>Potential use in an emergency</b>	<b>Contact details of key holder</b>
Hartpury School	Over Old Road Hartpury GL19 3BJ	Shelter	Mr Tony Larner, Headteacher 01452 700446 <a href="mailto:head@hartpury.gloucs.sch.uk">head@hartpury.gloucs.sch.uk</a> <a href="mailto:admin@hartpury.gloucs.sch.uk">admin@hartpury.gloucs.sch.uk</a>
Hartpury Village Hall	Over Old Road Hartpury GL19 3BJ	Shelter	Greg Jones 01452 700436
Hartpury Church		Shelter	Mary McGhee or Eileen Magee (01452) 700347 (Churchwarden) or (01452) 700353 Churchwarden)
The Royal Exchange	Gloucester Road, Gloucester, Gloucestershire, GL19 3BW	Shelter	01452 700273 <a href="mailto:info@royalexchangehartpury.co.uk">info@royalexchangehartpury.co.uk</a>

# Emergency contact list

**Name:** Miss Vicky Roberts

**Title:** Clerk to the Parish Council

**24hr telephone contact:** 07807 540888

**Email:** parishclerk@littledeanparishcouncil.co.uk

**Address:** 2 Knights Way, Newent, Glos. GL18 1QL

**Name:** Mr Alastair McGhee

**Title:** Chair to the Parish Council

**24hr telephone contact:** 07976 227345

**Email:** alastairmcghee09@gmail.com

**Address:** 18 Corsend Road Hartpury Glos GL19 3BP

**Name:** Mr Rob Gregory

**Title:** Vice Chair to the Parish Council

**24hr telephone contact:** 07972 003286

**Email:** robagregory@gmail.com

**Address:** Richdale Over Old Road Hartpury GL19 3DH

**Name:** Mr David Zeal

**Title:** Parish Councillor

**24hr telephone contact:** 01452 700176

**Email:** drzeal@btinternet.com

**Address:** Beech House Broad Street Hartpury GL19 3BN

**Name:** Mrs Sylvia Gibbs

**Title:** Parish Councillor

**24hr telephone contact:** 01452 700364

**Email:** sphgibbs@gmail.com

**Address:** Little Shoppers Corsend Road Hartpury GL19 3BP

**Name:** Mr Roger Houldey

**Title:** Parish Councillor

**24hr telephone contact:** 01452 700271

**Email:** roger.houldey@tesco.net

**Address:** Four Trees Blackwells End Hartpury G19 3DB

**Name:** Vacancy

**Title:** Parish Councillor

**24hr telephone contact:**

**Email:**

**Address:**

**Name:** Mr Darren Elmslie

**Title:** Parish Councillor

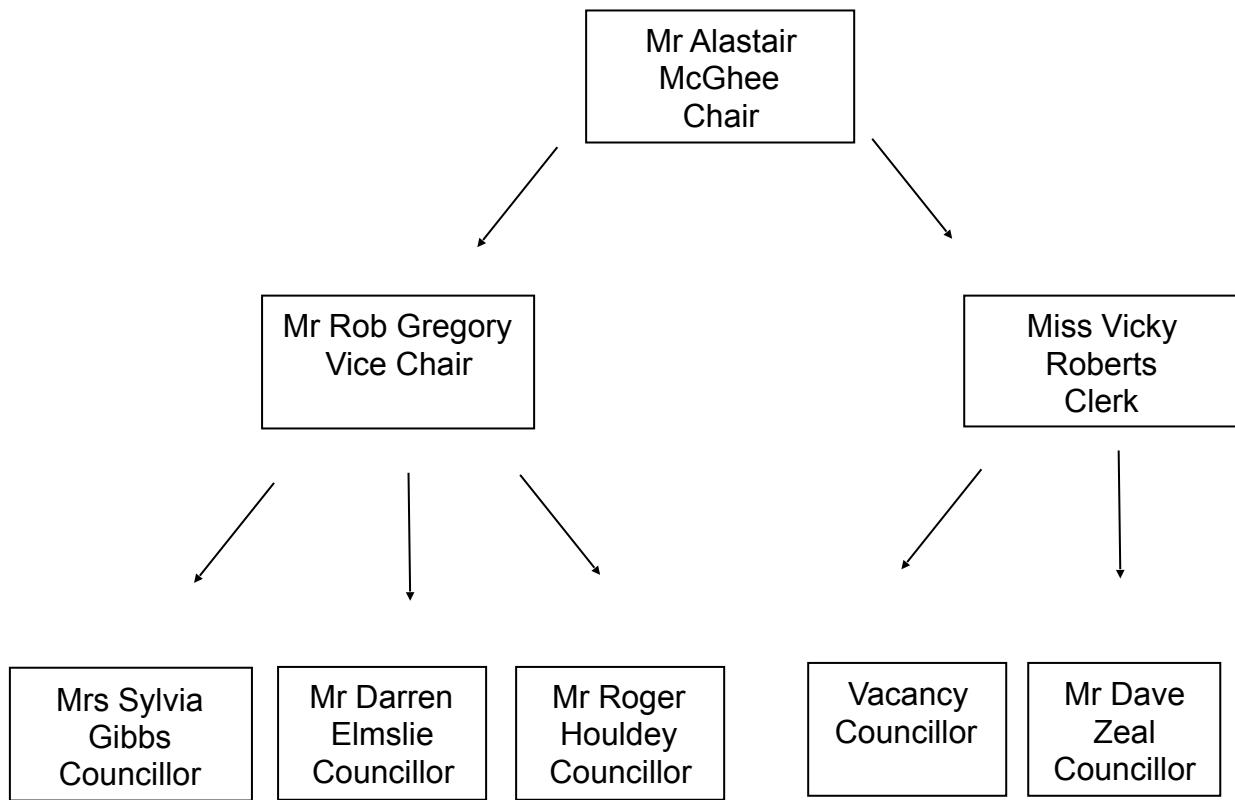
**24hr telephone contact:** 01452 700881

**Email:** darrenelmslie@googlemail.com

**Address:** Orchards, Gloucester Road, Hartpury GL19 3BG

# Telephone Tree

The phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete.



Organisation	Name and role of contact	Phone number
Village Agent	Liz Price	07810 630 224
FVAF	Not specified	01594 822073
Salvation Army	Vivienne Prescott	01594 823462

**List of community organisations that may be helpful identifying vulnerable people or communities in an emergency**

## Activation triggers

- On receipt of call from Gloucestershire
- County Council Emergency Planning Duty Officer
- On receipt of emergency warning from outside Agencies

# First steps in an emergency

	<b>Instructions</b>	<b>Tick</b>
<b>1</b>	Call 999 (unless already alerted)	
<b>2</b>	Ensure you are in no immediate danger	
<b>3</b>	Contact the Community Emergency Group and meet to discuss the situation	
<b>4</b>	Allocate tasks/roles	
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		

# Community Emergency Group Checklist

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?

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

<b>Communication Type</b>	<b>Name of contact</b>	<b>Location</b>
Mobile/Twitter/Website	Gloucester County Council	Glos
Mobile/Twitter/Website	Fire/Police/Ambulance	County Based
Mobile/Twitter/Website	Environment Agency	Tewkesbury
Mobile/Twitter/Website	Forest of Dean District Council	Coleford