

Plan distribution list

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

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	robgregory@gmail.com	07972003286	Richdale Over Old Road Hartpury Glos GL19 3DH
Mrs Sylvia Gibbs	sphgibbs@gmail.com	01452700364	Little Shoppers Corsend road Hartpury Glos GL19 3BP

Contents

Hartpury Parish Council Community Emergency Plan	1
Plan Agreed: September 2017	1
Plan distribution list	3
Plan amendment list	3
COMMUNITY RESPONSE GROUP (CRG)	4
Local risk assessment	7
Local skills and resources assessment	8
Key locations identified with emergency services for use as places of safety	9
Emergency contact list	10
Telephone Tree	12
Community Emergency Group Checklist	15
Alternative arrangements for staying in contact if usual communications have been disrupted	16

Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
<ul style="list-style-type: none"> • Extreme weather conditions: snow and ice 	<ul style="list-style-type: none"> • Damage to property and village cut off from outside help & resources 	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Vehicle accidents including environmental waste 	<ul style="list-style-type: none"> • Damage to property • Personal injury • Contamination 	<ul style="list-style-type: none"> • Ensure community emergency plan up to date
<ul style="list-style-type: none"> • Fire 	<ul style="list-style-type: none"> • Damage to property • Personal Injury 	<ul style="list-style-type: none"> • Ensure community emergency plan up to date

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

Building	Location	Potential use in an emergency	Contact details of key holder
Hartpury School	Over Old Road Hartpury GL19 3BJ	Shelter	Mr Tony Larnar, Headteacher 01452 700446 head@hartpury.gloucs.sch.uk admin@hartpury.gloucs.sch.uk
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 info@royalexchangehartpury.co.uk

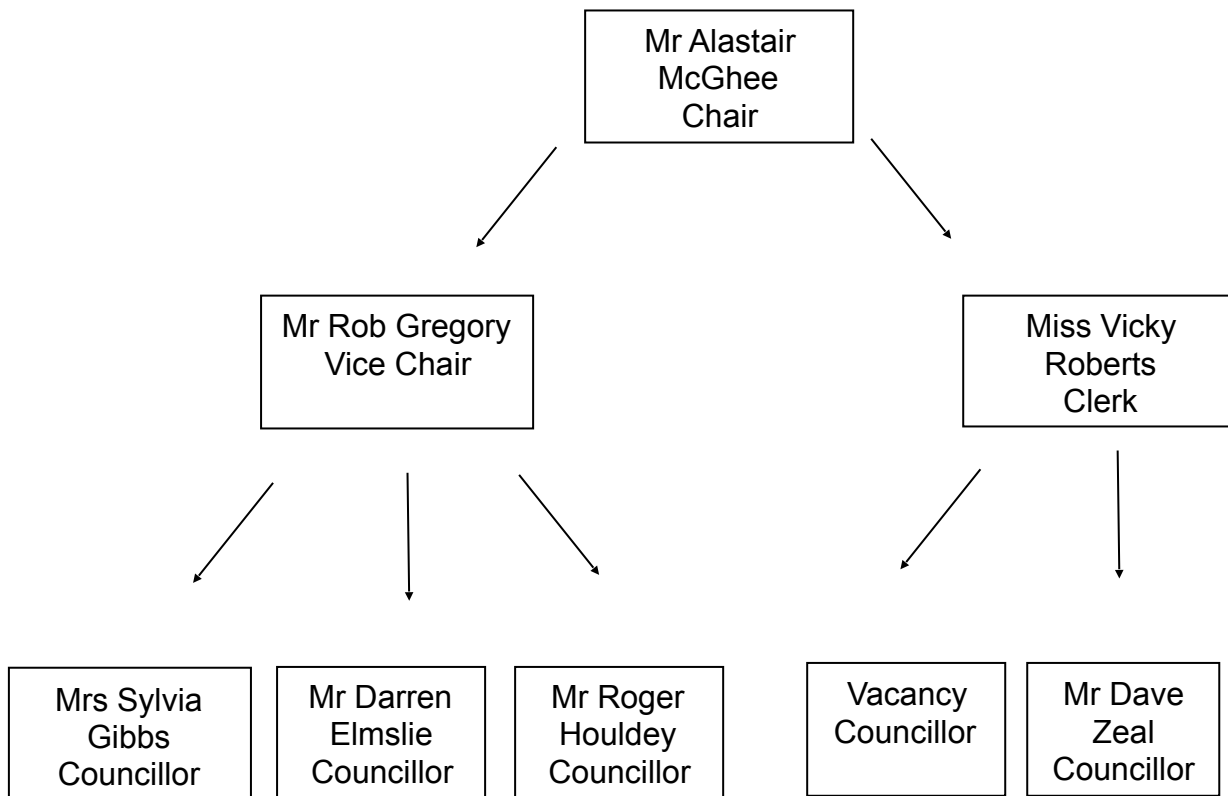
Emergency contact list

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: robgregory@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

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

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

Communication Type	Name of contact	Location
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