

# **Community Emergency Plan**

## **Somerford Keynes**

October 2016

## Amendments and history

Date	Page No.	Reason for amendment	Changed by
Feb 2016		First draft Plan	Peter Metz for SK Emergency Planning Group
May 2016		Amendments to 1 <sup>st</sup> Draft	K Mogridge
October 2016		2nd draft - Complete revision of full document for review before publication	K Mogridge
November 2016		Plan adopted by Parish Council	

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\*\*Restricted versions only

## 1. INTRODUCTION

### i. Definition of an emergency

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 be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

### ii. Context

Gloucestershire County Council, district councils and emergency services have an emergency response structure. Although there is no statutory requirement for a local community to produce an Emergency Plan, they are encouraged, by county and district councils and emergency services, to develop one. **A Community Emergency Plan documents how a community would respond to an emergency situation** e.g. while awaiting the assistance of statutory authorities /emergency services, or in support of them.

This Plan has been developed by the Emergency Planning Group and it covers the geographical area of the parish of Somerford Keynes.

(Neighbouring parishes may need assistance or may well help Somerford Keynes.)

### iii. Aim

To increase resilience within the local community through developing a robust co-ordinated approach that complements the plans of emergency services and statutory organisations.

### iv. Objectives

- Identify the risks to the community and relevant response actions;
- Identify vulnerable people / groups in the community;
- Identify resources in the community available to assist during an emergency;
- Provide key contact details for the Emergency Planning Group, the emergency services and Local Authorities.

## 2. KEY ROLES WITHIN THE COMMUNITY

There are three Roles considered within this Plan:

- **Co-ordination** i.e. command & control;
- **Out & About** i.e. practical action;
- **Welfare** i.e. people centric.

The tasks and leads for each area are highlighted in **Appendix 1**.

## 3. POSSIBLE EMERGENCIES

Types of emergencies that would have an impact on our community are:

- flooding;
- snow and ice;
- flu (or any other pandemics);
- utilities failure – electricity and water.

## 4. ACTIVATION OF THE PLAN

### i. Initial response

This Plan will be activated when an emergency has occurred and the emergency services are unable to gain access to the scene, or require additional support e.g. during widespread flooding. It may also be activated if warnings are received, prior to an anticipated event such as severe weather. The decision making process is as follows:

- The members of the Emergency Planning Group (EPG) who receive the warning will **alert** other members to the situation and will contact the District Council Emergency Planning Liaison Officer (DEPLO). Other statutory authorities/ emergency services will be contacted as necessary.
- The EPG Lead and Co-Leads will make a **detailed assessment** of the emergency to try and establish its extent and the type of support required. If there is time, they will report to a meeting including other EPG members and the Parish Council. If there is no time for such a meeting, the EPG Leads will make the decision in consultation with the DEPLO (or alternative if unavailable).
- **Invoke the Plan.** If the Plan does not need to be fully invoked (possibly on the advice of the emergency services) but some level of support is required, the EPG will decide which part of the Plan is appropriate to invoke and how to provide the required support.
- As soon as the decision has been made that the parish is to provide a **community response**, Gloucestershire County Council Emergency Management Service will be informed that the Plan is being activated. In most cases, this will be done by the DEPLO.

### ii. Risk assessment

The table in **Appendix 2** shows an analysis of each type of emergency and action to be taken by the community.

It is important for EPG Leads to cooperate to ensure no-one at risk will be missed, and that any actions are followed up with checks before de-activating the Plan. The EPG will call a meeting of the volunteers to complete checks on status, and to debrief post event.

Serious emergencies other than those listed in **Appendix 2** may well occur and the EPG will respond to these appropriately.

### iii. Resources available within the community

#### **Volunteers and other resources**

There will be a need to draw upon various skills before, during and after any emergency and the success of this Emergency Plan rests largely on the goodwill of volunteers.

Potential volunteers have indicated (by returning a questionnaire) what tasks they may be prepared to carry out if an emergency occurs. Volunteers have been assigned initially to a Team Leader in their respective areas of the Parish. In the event of an emergency Team Leaders (with their teams of volunteers) will be allocated specific tasks by the Co-ordination Lead. Other resources will also be required in an emergency and it is important to be able to quickly locate them.

The tables in **Appendix 3a** list volunteers and in **Appendix 3b** the resources volunteered by households for use in an emergency. Other resources available and how they might be

utilised are shown in **Appendix 3c. The information in Appendices 3a and 3b is restricted i.e. the list will only be held by Emergency Planning Group Leads and is not for general distribution.**

### **Local Place of Safety**

District councils are responsible for setting up a central rest centre during an emergency. However, it may be necessary to set up a temporary place of safety within the community as an option e.g. for visitors or for people evacuated from their homes.

The process for preparing and using the place of safety is as follows:

1. Risk assessment carried out and place of safety reviewed at same time as Emergency Plan;
2. Co-ordination Lead and Welfare Leads determine that a place of safety is required, and agree which "place" will be used;
3. Key holders are notified to open the "place";
4. Volunteers are co-ordinated to set up the "place";
5. Volunteers collect supplies from households which have offered them;
6. Information is relayed to people in the community notifying them that a place of safety has been set up;
7. Signage is put up to direct people to place of safety;
8. A book is used to record those entering and leaving the place of safety;
9. Volunteers are ready to welcome and care for people as they arrive;
10. Volunteers are assigned other tasks as necessary – eg caring for specific people, cooking/serving refreshments;
11. A short form is completed by people on arrival to include name, address, telephone number and any special needs/concerns eg if they want to check up on a relative;
12. Once people have left the place of safety a Welfare volunteer will check they are all right (people will have been informed that this is likely to happen). Contact details are kept securely by the volunteer and are destroyed once contact is no longer needed.

### **Local Homes**

Instead of a Place of Safety, it might be more practicable to use private houses within the Parish to accommodate people evacuated from their homes. This might be the case, for example, if the southern part of Somerford Keynes village (including the Village Hall, the main Place of Safety) were to be flooded but the northern part remained above water. A list of households prepared to offer shelter is given in **Appendix 3b**.

The process for allocating people to private homes is as follows:

1. Co-ordination Lead and Welfare Leads agree that evacuees will be allocated to local homes;
2. Welfare volunteers contact households prepared to offer shelter, to determine how many places can be made available;
3. Welfare Lead and volunteers allocate evacuees to individual houses;
4. A book is used to record who is allocated where;
5. Householders giving shelter are supported by Welfare volunteers (eg to make beds, cook meals etc) if necessary;
6. A short form is completed by people on arrival to include name, address, telephone number and any special needs/concerns eg if they want to check up on a relative;

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7. Once people have left the private home a Welfare volunteer will check they are all right (people will have been informed that this is likely to happen). Contact details are kept securely by the volunteer and are destroyed once contact is no longer needed.

### **Village Hall**

The Village Hall has been identified as the most appropriate Place of Safety in most circumstances. It is likely that, if the Village Hall is accessible, it will be used as a headquarters for EPG Leads during an emergency.

The advantages of the Village Hall for this purpose are:

- it is an obvious place and its position is well known;
- it has a kitchen, heating and lavatories;
- it has storage space for the small amount of equipment which the EPG might accumulate for emergencies.

The disadvantages are:

- it is not central to Somerford Keynes village, being at the southern end;
- it might be vulnerable during a flood.

A member of the Village Hall Committee, or its representative, should always be included as part of the EPG.

### **Lower Mill Estate**

This is a private estate of approximately 300 holiday lodges. The management of the estate have expressed interest in being fully involved in this Plan.

The estate has a 24hr warden presence and access to several resources (ground staff & equipment) that would be of use in an emergency situation. There is a large spa building and a restaurant that could form a useful base if the need arose. A letting service is operated onsite which may well be of use if people of the villages are displaced from their homes.

## **iv. Communications during an emergency**

Communications are vital before, during and after an emergency in order to ensure that warnings and information are received and passed on, responses co-ordinated with emergency services and actions by volunteers within the community co-ordinated 'on the ground'.

The Parish has poor mobile phone reception and this form of communication might not be available to all during an emergency. Similarly, telephones which rely on an electricity supply might be cut off during a power cut. This reduction in the ability to communicate is a risk for the Plan and the establishment of a means of communication will be an immediate requirement of the EPG once an emergency is declared.

The processes for communicating within and outside the community before and during an emergency are as follows:

- if necessary, emergency services will be contacted by the first person on the scene;
- other contact with other statutory authorities (receiving warnings, discussion of the situation) or media will be through the Co-ordination Lead;

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- the Co-ordination Lead, in consultation with other members of the EPG, will establish a means of communication both within and outside the emergency area. This will depend on the local availability of telephones and mobile phone reception;
- the EPG holds telephone, email and postal contact details for members of the Group and volunteers as not all forms of communication may be available in an emergency. This information is restricted and may be found in **Appendix 3**.

Contact details for statutory authorities, emergency services and key local contacts and leads can be found in **Appendix 4**.

**v. Recording actions and obtaining feedback**

During an emergency, volunteers will be assigned the tasks of logging actions, using the logging sheet in **Appendix 5**. These sheets will be returned to the Co-ordination Lead. This enables actions to be captured and evaluated.

**5. INFORMING THE COMMUNITY**

An important part of implementing an Emergency Plan is to keep the community informed about the existence, and contents, of the Plan itself; and also about any other resources which could be called upon in order to increase preparedness for an emergency.

The unrestricted Emergency Plan document will be published on the Parish website, alongside links to web-based resources, which will be updated as necessary. The current list of resources is shown in **Appendix 6**.

**6. LIST OF PLAN HOLDERS**

There are two versions of this Emergency Plan – an unrestricted information version and a restricted information version. The unrestricted information version contains all contact details, including those of potential volunteers. The restricted information version contains only contact details of emergency / statutory services and key leads within the community.

Formal copies of the Emergency Plan are held by the following:

<b>Person</b>	<b>Unrestricted (U) or restricted (R) version of Plan</b>	<b>Form – paper / electronic</b>
Co-ordination Leads	U	both
Out and About Leads	U	both
Welfare Leads	U	both
Team Leaders	U (partial?)	both
Parish Clerk	U	both
Chair of Parish Council	R	E

Responsible Parish Councillors	R	both
Cotswold District Council Community Emergency Liaison Officer (DEPLO)	U	E
Gloucestershire County Council Emergency Management Team ( Ian Bryson)	U	E

## 7. PLAN REVIEW AND MAINTENANCE

The Somerford Keynes Emergency Plan documentation consists essentially of this document together with a spreadsheet containing details of:

- volunteers offering help during an emergency, and the skills they can offer;
- people who might need help during an emergency;
- resources offered by households for use during an emergency (accommodation, equipment etc).

In order to keep the documentation up to date, it will be revised as personnel changes occur. In addition, the Plan will be reviewed annually by Somerford Keynes Emergency Planning Group and Somerford Keynes Parish Council to ensure that it adequately reflects the needs of the community.

The review procedure will be as follows:

1. In February or March, households listed on the spreadsheet will be contacted either by email or by letter to confirm that their details are still correct. The spreadsheet will be updated to reflect any changes which are notified.
2. At the same time a Parish Council newsletter will refer households to the Emergency Plan Questionnaire on the Parish website (or to a hard copy held by the Parish Clerk), inviting them to fill it in if they have not already done so. The details gained from returned Questionnaires will be entered on the spreadsheet.
3. In February or March the Emergency Planning Group will meet to review the Plan. They will report back to the Parish Council at the latest by the Council's April meeting.
4. At the Parish Council's Annual Meeting in May, the names of the Emergency Plan Leads will be confirmed. This document will be amended to reflect any changes.
5. Following this there will be a short meeting of the (new) Emergency Plan Leads with Welfare and Out and About Team Leaders to review the Plan and distribute (if necessary) new Plan documentation.

Any changes to this document will be noted on the Amendments page (page 1) and new versions of the Plan distributed to formal holders. It is the responsibility of the EPG to ensure that Plan holders receive the most up-to-date version, and the responsibility of Plan holders to ensure that they securely discard previous versions.

## APPENDIX 1A

### Checklist of Key tasks for Co-ordination Leads

BEFORE	<ul style="list-style-type: none"> <li>● Lead development of the Emergency Plan:             <ul style="list-style-type: none"> <li>○ get people involved in its development;</li> <li>○ prioritise emergencies for local area;</li> <li>○ draw together the Emergency Plan;</li> <li>○ let people know about the Plan.</li> </ul> </li> <li>● Link with Statutory authorities</li> <li>● Arrange for Emergency Plan to be adopted by the Parish Council</li> <li>● Identify training needed and request training</li> <li>● Create a 'grab bag' containing the Plan and any appropriate clothing / equipment which may be required</li> </ul>
DURING	<ul style="list-style-type: none"> <li>● Main contact points for authorities to issue warnings</li> <li>● Pass on warnings to the community</li> <li>● Call emergency services 999 and put Plan into action</li> <li>● Be at the 'centre' to monitor the situation and co-ordinate actions</li> <li>● Link with media</li> <li>● Arrange communications within the community</li> <li>● Co-ordinate with the 2 other elements (Out &amp; About and Welfare) and monitor that the work is being done</li> <li>● Check all completed actions against each Lead's checklist</li> <li>● Communicate with emergency services and statutory authorities</li> <li>● Keep logging sheet of incidents, actions and costs</li> </ul>
AFTER	<ul style="list-style-type: none"> <li>● Arrange immediate debrief following the emergency</li> <li>● Arrange any necessary support and counselling with statutory and voluntary agencies</li> <li>● Report back to Parish Council, and emergency services/ statutory authorities as relevant</li> <li>● Review the Plan in light of the experience</li> <li>● Adjust the Emergency Plan as necessary and publicise/ distribute new versions</li> <li>● Thank volunteers and celebrate resilience</li> </ul>

<b>Leads and contact details:</b>			
Name	Tel	Address	Email
Karen Mogridge	01285 860476 07967 227596		<a href="mailto:karen.mogridge@somerfordconsulting.co.uk">karen.mogridge@somerfordconsulting.co.uk</a>
Michele Rigby			

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Parish Council Chair			
Chair of the Village Hall Committee			

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## APPENDIX 1B

### Checklist of key tasks for 'Out & About' Leads

BEFORE	<ul style="list-style-type: none"> <li>● Attend a short annual briefing meeting during which the latest copy of this document will be handed over</li> <li>● Keep the document in a safe place, together with a 'grab bag' of other useful items</li> <li>● Be aware of the resources listed in this document, so that in an emergency they will be able to respond in a timely fashion</li> <li>● Mentally prepare how they will manage communication with their team of volunteers in the event of an emergency</li> <li>● Using their local knowledge, add to the list of both helpers and people requiring assistance if further information becomes available to them; communicate this information to the Emergency Planning Group so that it can be documented</li> </ul>
DURING	<ul style="list-style-type: none"> <li>● Liaise with the Co-ordination Lead and other Out and About Team Leaders</li> <li>● Be aware of their own safety, and that of other volunteers</li> <li>● Assess, prioritise and communicate events on the ground to Co-ordination Lead and Welfare Team Leaders</li> <li>● Assign resources – volunteers and equipment</li> <li>● With the help of their team of volunteers, and (if applicable) teams from other parts of the Parish:             <ul style="list-style-type: none"> <li>○ monitor and prioritise protection /recovery;</li> <li>○ position signage if required;</li> <li>○ support emergency services if and when directed by them;</li> <li>○ record all activities (photograph, camcorder, log sheet).</li> </ul> </li> <li>● Check back completed activities with Co-ordination Lead</li> </ul>
AFTER	<ul style="list-style-type: none"> <li>● Attend a debrief within the group using records of the emergency. Draw up lessons learned to feed into the review and adjustment of the Emergency Plan</li> <li>● Help to 'tidy up', as far as possible, any equipment, signage, debris etc left by the Emergency Plan team</li> </ul>

<b>Leads and contact details:</b>			
Name	Tel	Address	Email
Mike McKeown			

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Peter Watkins			
Lynton Mogridge			

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## APPENDIX 1C

### Checklist of key tasks for Welfare Leads

<p><b>BEFORE</b></p>	<ul style="list-style-type: none"> <li>● Attend a short annual briefing meeting during which the latest copy of this document will be handed over</li> <li>● Keep the document in a safe place, together with a 'grab bag' of other useful items</li> <li>● Be aware of the resources listed in this document, so that in an emergency they will be able to respond in a timely fashion</li> <li>● Mentally prepare how they will manage communication with their team of volunteers in the event of an emergency</li> <li>● Using their local knowledge, add to the list of both helpers and people requiring assistance if further information becomes available to them; communicate this information to the Emergency Planning Group so that it can be documented</li> </ul>
<p><b>DURING</b></p>	<ul style="list-style-type: none"> <li>● Liaise with the Co-ordination Lead and other Welfare Team Leaders</li> <li>● With the help of their team of volunteers, and (if applicable) teams from other parts of the Parish:             <ul style="list-style-type: none"> <li>○ contact and reassure members of the community;</li> <li>○ direct resources/ support to members of the community, as required;</li> <li>○ communicate the needs of vulnerable people to the emergency services, as required;</li> <li>○ co-ordinate and staff a community place of safety if it is required;</li> <li>○ assign people to accommodation in private homes, if this is required;</li> <li>○ maintain records of people attending the place of safety or private homes;</li> <li>○ arrange and provide basic sustenance;</li> <li>○ arrange and support sleeping arrangements if necessary;</li> <li>○ use logging sheet to keep accurate record of actions taken during the emergency.</li> </ul> </li> <li>● Check back completed activities with the Co-ordination Lead</li> </ul>
<p><b>AFTER</b></p>	<ul style="list-style-type: none"> <li>● Attend a debrief within the group using records of the emergency. Draw up lessons learned to feed into the review and adjustment of the Emergency Plan</li> <li>● Follow up on people who have been assisted by their team to ensure that they are 'back to normal'</li> </ul>

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<b>Leads and contact details:</b>			
<b>Name</b>	<b>Tel</b>	<b>Address</b>	<b>Email</b>
Muriel Watkins	01285 861614		

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## APPENDIX 2

### Risk assessment and actions before, during and after an emergency

Emergency scenario	Details – where and what?	Actions
Flooding	<p>The Thames and several of its tributaries run through the parish along with several excavated lakes. Heavy/persistent winter rain can increase river levels and the high water table means little can be absorbed if a river/stream breaks its banks.</p>	<p>The Parish Website should contain information, or links to information, which will enable householders to prepare for flood events. This should be publicised regularly in Parish Newsletters.</p> <p>The primary responsibility lies with the Environment Agency which should be monitoring levels and issue flood appropriate warnings. Homeowners should be encouraged to register for warnings so that potential flooding is not a surprise. However, the Environment Agency is likely to be under considerable pressure and need to cover a large geographical area.</p> <p>The Out &amp; About team to direct volunteers with suitable equipment to keep water flows clear of debris.</p> <p>Boats may be the only form of transport and volunteers with boats would need to be directed to rescue people from flooded homes.</p> <p>Possibly a need to relocate households in lower-lying areas – Welfare to co-ordinate according to Paragraph 6 of this Plan.</p>
Snow/ice	<p>Village likely to be cut off, may be accessible only by 4x4 vehicles. Shopping and/or medication needed for some people. Older, vulnerable people affected.</p>	<p>Out &amp; About will assess and organise deliveries. Welfare will set up Village Hall as a place of safety if necessary, or else simply as a rendezvous point for contacts or agencies/ supplies.</p>
Flu (or other pandemic)	<p>GPs and/or Cirencester hospital will declare an emergency situation - advice might be to stay home.</p>	<p>Welfare in the first instance, assisted by Out &amp; About for transport.</p> <p>Should Plan be activated and level of medical need demands, there are doctors and nurses who live in the village.</p> <p>Supplies might be required by sick households.</p>
Utilities failure	<p>People in need of</p>	<p>Co-ordination to establish the extent of the problem by</p>

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<p>– electricity or water</p>	<p>warmth, and access to hot food and water.</p>	<p>contacting service providers.</p> <p>Welfare to ensure that vulnerable groups are contacted to find out their immediate needs.</p> <p>Out &amp; About to provide transport to deliver supplies to those identified as in need.</p>
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**APPENDIX 3A\*\***

**Volunteers and their roles**

**APPENDIX 3B\*\***

**Resources volunteered by households**

## APPENDIX 3C

### Other resources

Resource	Contact & tel.	Address/email/ position	In an emergency, how could it be used?	Notes
Village hall			Headquarters. Place of Safety, Grab box and initial resources – food/emergency blankets etc.	Has good heaters, cooking and refrigeration facilities, lavatories. Dependent on electricity supply. Rather low-lying – might be susceptible to flood.
The Bakers Arms			Headquarters. Possible source of refreshment.	Working pub. Has lavatories, cooking facilities, heating. Slightly higher lying than Village Hall. In private hands.
Church			Headquarters. Place for shelter/meeting.	At higher lying northern end of SK village. Has electricity and heating. Only water source (drinking water) is a stand pipe sourced from the Manor next door which is supplied by a borehole. Only lavatory is a single Portaloo in the graveyard.
Defibrillators		1 Village Hall 2 Waterland (Keynes Country Park) 3 Lower Mill Estate		Can only be used by dialling 999 - the operator will tell the caller the position of the device and the code number for unlocking it.

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## APPENDIX 4

### List of key contacts for emergencies

Contact/name	Telephone	Web and/or postal address
<b>Emergency Services</b>	999	
<b>Cotswold District Council</b>	01285 623000	<a href="http://www.cotswold.gov.uk">www.cotswold.gov.uk</a>
<b>Gloucestershire County Council:</b>		
Emergency only	08000 921 776	
Enquiries	01452 425 000	<a href="http://www.gloucestershire.gov.uk">www.gloucestershire.gov.uk</a>
Gloucestershire Highways	08000 514 514	<a href="http://www.gloucestershire.gov.uk/highways">www.gloucestershire.gov.uk/highways</a>
NHS Glos	08454 221500	<a href="http://www.glospct.nhs.uk">www.glospct.nhs.uk</a>
<b>Water company</b>		
Thames Water	0845 9200800	
<b>Environment Agency</b>		
General Enquiries	08708 506 506	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
Floodline	0845 988 1188	
<b>Emergency Planning Group Leads and Parish Council</b>		
Co-ordination Karen Mogridge	01285 860476	<a href="mailto:karen.mogridge@somerfordconsulting.co.uk">karen.mogridge@somerfordconsulting.co.uk</a>
Welfare Muriel Watkins	01285 861614	
Out and about Mike McKeown		
Parish Council Chair Sarah Powell		
Parish Clerk tbc		
<b>Key holders of local places of safety</b>		
Village Hall Chris Isherwood		
Church Churchwardens?		

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## APPENDIX 6

Communications and publications for use by households - Internet links to be published on the Parish website

Document	Web address
Household Emergency Plan checklist	<a href="http://www.gloucestershire.gov.uk/CHttpHandler.ashx?id=3626&amp;p=0">http://www.gloucestershire.gov.uk/CHttpHandler.ashx?id=3626&amp;p=0</a>
Emergency kit checklist	<a href="http://www.gloucestershire.gov.uk/CHttpHandler.ashx?id=65233&amp;p=0">http://www.gloucestershire.gov.uk/CHttpHandler.ashx?id=65233&amp;p=0</a>
Flood guides	<a href="http://www.gloucestershire.gov.uk/CHttpHandler.ashx?id=21048&amp;p=0">http://www.gloucestershire.gov.uk/CHttpHandler.ashx?id=21048&amp;p=0</a> <a href="http://www.marydhonau.co.uk/">http://www.marydhonau.co.uk/</a>
Coping after an incident	<a href="http://www.gloucestershire.gov.uk/CHttpHandler.ashx?id=20936&amp;p=0">http://www.gloucestershire.gov.uk/CHttpHandler.ashx?id=20936&amp;p=0</a>

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