

# **Barnham Broom**

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# **Community Emergency Plan**

**November 2022**

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# Community Emergency Plan

## Name of Community:

Barnham Broom

## Emergency Community Co-ordinator and Deputies:

Co-ordinator:	Justin Dennis
Deputies:	Rob and Karen Williams

## Date:

Issued – November 2022

## Distribution: *(List of people or places currently holding plan)*

1. District Emergency Planning Team
2. Parish Clerk
3. Co-ordinator: Justin Dennis
4. Deputy Co-ordinators: Rob and Karen Williams
5. Chairman – Parish Council
6. District Councillor – Richard Elliott

## DATA PROTECTION

The contents of this plan are subject to Data Protection Legislation. 'Data Protection Legislation' means the Data Protection Act 1998 as long as it is in force and thereafter the General Data Protection Regulation (EC) 2016/679 and any national implementing laws.

Please ensure that only people on the distribution list hold a copy of the Barnham Broom Community Emergency Plan and that the personal information it contains, is only used in an emergency situation for the purpose in which it was collected.

## Aim and Objectives

### Aim of the plan:

To increase the short-term community resilience.

### Objectives of the plan:

1. Identify vulnerable elements of the Community
2. Identify hazards and possible mitigation measures
3. Identify resources and key contacts in the community

### Emergency Co-ordinator:

A person living locally who provides a vital link between the community and other organisations planning and responding to an emergency.

Their role is to:

- Undertake the maintenance of the Community Emergency Plan
- Provide a link to the District Emergency Planning Team
- Call a community meeting during an emergency (if deemed necessary)
- Provide the focal point for the community response to an emergency.

## Contacts

Service / Role	Telephone Number	Website/email
<b>Emergency Services</b>	999	
Emergency Co-ordinator: Justin Dennis	07748 905417 01603 759771	<a href="mailto:justin@jdservicesnorfolk.co.uk">justin@jdservicesnorfolk.co.uk</a>
Deputy Co-ordinators: Rob and Karen Williams	01603 759479	<a href="mailto:contact@barnham-broom.com">contact@barnham-broom.com</a>
South Norfolk Council	01508 533701	<a href="mailto:council@southnorfolkandbroadland.gov.uk">council@southnorfolkandbroadland.gov.uk</a>
<b>First Point of contact in an Emergency (out of hours):</b>	<b>07771 627895</b>	<a href="mailto:emergencyplanning@southnorfolkandbroadland.gov.uk">emergencyplanning@southnorfolkandbroadland.gov.uk</a>
Emergency Planning Officer: Jenny Bloomfield	01508 533607	<a href="mailto:jenny.bloomfield@southnorfolkandbroadland.gov.uk">jenny.bloomfield@southnorfolkandbroadland.gov.uk</a>
Norfolk County Council	0344 800 8020	<a href="http://www.norfolk.gov.uk">www.norfolk.gov.uk</a>
Police HQ	101 (non-emergency)	<a href="http://www.norfolk.police.uk">www.norfolk.police.uk</a>
Fire Service HQ	0300 123 1669 (non-emergency)	<a href="mailto:hq@fire.norfolk.gov.uk">hq@fire.norfolk.gov.uk</a>
NHS direct	111 (non-emergency)	<a href="http://www.nhs.uk">www.nhs.uk</a>
Environment Agency Flood Line	0345 988 1188	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
Local Doctors Surgeries	01362 850227 01953 607607 01953 602220	Mattishall Surgery Windmill Surgery Wymondham Wymondham Medical Centre
Barnham Broom School	01603 759656	<a href="http://www.barnhambroomprimaryschool.co.uk">www.barnhambroomprimaryschool.co.uk</a>
DEFRA	03459 335577	
Trading Standards	0808 223 1133	
NCC Highways	0344 800 8020	
Electricity Supply UK Power Networks	105 or 0800 3163 105	

# Emergency Action Check list

## Activation and Call out

- Dial 999 ensure the emergency services are aware of the emergency follow any advice given.
- Contact the District Council (see contact sheet)
- Use the suggested log sheet at the back of the plan to record:
  - Any decisions you have made
  - Who you spoke to and what you said
- Contact any members of the Community who need to be alerted:
  - Those specifically under threat
  - The Parish Council
  - Volunteers and key holders that may be needed

Contact initially may be to inform them of the emergency or inform them of 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 District 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 Suggested First Agenda to the meeting (see below).

**Under no circumstance should you put yourself or others at risk to fulfil these tasks**

## Suggested First Agenda

Date & time:

Meeting venue:

Attendees:

1. Briefing on the current situation. Issues to consider:

- Location
- Type of incident
- Numbers of people involved and their condition
- Threats to life
- Current and potential hazards
- Access to the scene
- Condition of utilities (electricity, gas, water, sewerage, telephones)
- Availability of fuel oil, coal etc
- Vulnerable people (e.g. very young/old, immobile, disabled, dementia, sensory impairment, recent operation, dependent on prescription medication, language issues, visiting the area, transient)

2. Immediate actions and resources to aid the response to the emergency. Issues to consider:

- Assistance that can be given to the emergency services / establishing contact with the emergency services if not already done
- The actions that can safely be taken - consider health and safety of all responders
- How the actions are to be co-ordinated within the emergency group and with emergency services
- Communication with the emergency services, Community Emergency Volunteers and the community
- Vulnerable people - welfare checks, language issues.

3. Actions and resources required in the longer term to aid community recovery e.g. advice, guidance, physical assistance.

4. Who is going to take the lead for the agreed actions?

5. Any other issues?

6. Time, date and venue of next meeting, if needed.

Risk	Consequence	Mitigation	Probability	Impact	Action
Flooding	Road impassable and homes flooded	Keep ditches and road gullies clear	High	Medium	Contact emergency services Use of village hall for temporary accommodation
Loss of road access	Traffic diverted on to alternative routes	Inform police and get diversion signed	Low	Low	Phone Police to check alternative routes
Severe cold weather	Vulnerable people at risk	Check on vulnerable people	Medium	Low	Circulate advice in Parish magazine
Severe gales	Damage to property and infrastructure	Temporary accommodation available	Low	Medium	Contact details for Utilities. Volunteers to clear debris or fallen trees
Heat wave	Vulnerable people at risk	Check on vulnerable people	Medium	Low	Circulate advice in Parish magazine. Medical help available
Prolonged loss of power	Loss of heating and cooking facilities	Use of alternative cooking means	Medium	Low	Contact details for temporary heaters and use of village hall and outside catering
Severe snow	Blocked access roads	Use 4 x4 vehicles and tractors to access main roads	Low	Medium	Liaise with Highways on snow ploughing Check vulnerable people
Missing children	Volunteers to help in search	General assistance	Low	Low	Contact police
Major outbreak of flu or other illness	People unable to leave the home and needing medical support / aid	Identify vulnerable members of the community	High	Medium	Check medical advice and ensure the vulnerable have support



## Community Resources

<b>Resource</b>	<b>Contact</b>	<b>Telephone Number</b>	<b>Capacity</b>
Village Hall*	Jane Burns	016032 75819	Chairperson
The Bell Inn*		01603 759573	
Village Shop and Post Office	Rob and Karen Williams	01603 759479	
*A defibrillator is located at both of these locations			
<b>Communication System</b>	<b>Contact / Responsibility</b>	<b>Location</b>	<b>Comments</b>
Parish Council Notice Board	Parish Clerk	Outside Village Shop	
Information Boards	Village Shop	Outside Village Shop	
Parish Council Website	Parish Clerk	<a href="http://www.barnhambroompc.wixsite.com">www.barnhambroompc.wixsite.com</a>	
Parish Magazine	Jane Howard	<a href="mailto:editor@groupof15.org.uk">editor@groupof15.org.uk</a>	
<b>Sandbag Sites</b>		Haulage Yard 46 Chapel Street Barford  Ketteringham Depot, (just off A11)	See below for further locations

# Log Sheet

Date	Time	Information / Decisions / Actions	Initials

## Amendments

Date	Amendment	Initials

## Location of Sandbags

PARISH	LOCATION	ROAD NAME	POSTCODE
Barford	Village Hall	Chapel Street	NR9 4AB
Bramerton	Car Park of Woods End Public House,	Woods End	NR14 7ED
Chedgrave	Car Park of White Horse Public House	5 Norwich Road	NR16 6ND
Costessey	The Cemetery	Longwater Lane	NR8 5AH
Diss	At the Side of the Swim & Fitness Centre	Victoria Road	IP22 4JG
Ditchingham	Right side of village Hall	Loddon Road	NR35 2RA
Geldeston	Old Station Yard	Station Road	NR34 0HS
Harleston	Close to garage area at Fire Station	Swan Lane	IP20 9AW
Ketteringham	South Norfolk Council Depot	Station Lane	NR9 3AZ
Loddon	Loddon Garden & Seed Centre	Bridge Street	NR14 6NA
Long Stratton	South Norfolk Council (2nd right turning on main access drive).	Swan Lane	NR15 2XE
Poringland	Mr Perry - The Royal Oak PH	44 The Street	NR14 7JT
Shelfanger	Junction of Wash Lane & Rectory Road	Wash Lane/Rectory Rd	IP22 2DQ
Shelfanger	The Village Hall	Common Road	IP22 2DP
Wacton	Wacton Village Hall	Hall Lane	NR15 2UH
Wymondham	Behind the Leisure Centre	Norwich Road	NR18 0NT