



Community Emergency Plan

This plan has been authorised by the undersigned on behalf of Stoke Ferry Parish Council.

Name:

Authority/Role:

Signature:

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Community Emergency Plan

Name of Community:

The Parish of Stoke Ferry

1. Emergency Community Co-ordinator and Deputy:

2. Date:

June 2010

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

1. County/District Emergency Planning Officer
2. Emergency/Deputy Co-ordinator(Stoke Ferry)
3. James Bradfield C of E School
4. Managers of local Business - Refer to Annex A
5. Secretary – Village Hall Committee
6. Secretary – Youth Club
7. Secretary – Mardlars
8. Local Parish Council Clerk - Stoke Ferry
9. - Wareham
10. - Boughton
11. - Northold
12. Doctors Surgery(Manager)
13. Local Police
14. Rural Dean(or assigned authority)
15. Internal Drainage Board(IDB)
16. Internal Drainage Board(IDB)
- 17.
- 18.
- 19.
- 20.

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

5. Risk Analysis

Risk Matrix Score: **A** = **HIGH** Likelihood and **HIGH** Impact
B = **LOW** Likelihood and **HIGH** Impact
C = **HIGH** Likelihood and **LOW** Impact
D = **LOW** Likelihood and **LOW** Impact

Hazard	Impact	Mitigation in Place	Mitigation possible	Risk Matrix Score
Flooding	Flooding of some low areas around river.	Yes. Flood Control system	Yes	D (refer to Annex D)
Total or partial loss of gas				N/A
Total or partial loss of electricity	Vulnerable members of community	Primary School has separate electricity supply.	Partial.	B
Total or partial loss of water	Whole community	No	Yes. Obtain from other community	B
Total or partial loss of telephone	Whole community, contact with emergency services	Yes	Yes. Use mobile phones.	D (refer to Annex B)
Severe Weather				B
Major Fire	Road Access	No	Yes. Understand alternative routes.	B
Loss of road access				D

5. Risk Analysis (cont.)

Risk Matrix Score: **A** = **HIGH** Likelihood and **HIGH** Impact
 B = **LOW** Likelihood and **HIGH** Impact
 C = **HIGH** Likelihood and **LOW** Impact
 D = **LOW** Likelihood and **LOW** Impact

Hazard	Impact	Mitigation in Place	Mitigation possible	Risk Matrix Score
Major Event at Mill	Road closure	No	Yes Reroute traffic away from Stoke Ferry Centre	B

6. Community Resources

Resource (including details)	Contact	Capacity (No of.)
James Bradfield C of E Primary School	Secretary, Head Teacher or School Janitor	150
Village Hall	Secretary	150

7. Communications

Communication System	Contact / Responsibility	Comments
Information Boards (including location)	Parish Council-Clerk Bonnetts - ?? Post Office-Post Mistress	Centre of Village Lynn Rd Furlong Rd
Parish Council Meeting	Monthly - Clerk	Second Tuesday in each month
Parish Magazine	Pump- Editor(Ray Thompson)	Monthly
Cascade phone system	N/A	
Email	Parish Clerk	

Emergency Action Check list

In the event of an emergency it is important the procedure identified in sections 8 and 9 is followed and a record of all actions taken is recorded on the log sheet for the incident (section 10).

8. Activation and Call out

☒

- Dial **999** ensure the emergency services are aware of the emergency follow any advice given. ☐
- Contact your 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 other members of the Community that need to be alerted:
 - Those specifically under threat ☐
 - The Parish Council via the Parish Clerk
 - 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. ☐

9. 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 First Agenda to the meeting. ☐

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

10. Log Sheet

Date	Time	Information / Decisions / Actions	Initials

11. Important Contacts

Service / Role	Telephone Number	Website/email
Emergency Services	999	N/A
..... Emergency Co-ordinator		
Deputy Emergency Co-ordinator		
..... District Council		
Norfolk County Council	0844-800-8020	www.norfolk.gov.uk
Police HQ	01953-424242	www.norfolk.police.uk
Fire Service HQ	01603-810351	www.norfolkfireservice.gov.uk
NHS direct	0845-4647	www.nhsdirect.nhs.uk
EA Floodline	0845-988-1188	www.environment-agency.gov.uk
Parish Clerk		
Doctors Emergency Service		
Post Office		
Religious Building	N/A	
School		
Village Hall		

12. Geographical Map of Community

An outline map of the Stoke Ferry Parish is contained at Annex C.

Annex A

Local Business

Contact Details

Business	Address	Telephone Number	Contact
Vion UK			
K. Plant			
Stoke Ferry Timber			
Bonnetts			
Post Office			
? Arena			

Annex B

Mobile Phone Coverage

1. Mobile Phone Coverage – Stoke Ferry

Coverage maps for several Mobile Phone operators suggest that coverage around Stoke Ferry may be sporadic and poor in places.

It is important that this is recognised by Emergency Services who should be equipped with SIM cards enabling Mobile Phone use via a choice of operating companies.

2. Inter Parish Communications.

Consideration could be given to the use of “low cost” PMR hand helds. This has the advantage of being free of any licence requirements and providing a possibly resilient communications and instantly available network within the parish.

However an RF Survey would need to be conducted prior to implementation to assure that required coverage can be assured.

3. Ham Radio

Often used by emergency service via the RAYNET voluntary service.

Equipment can be expensive and a licence to operate is required.

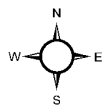
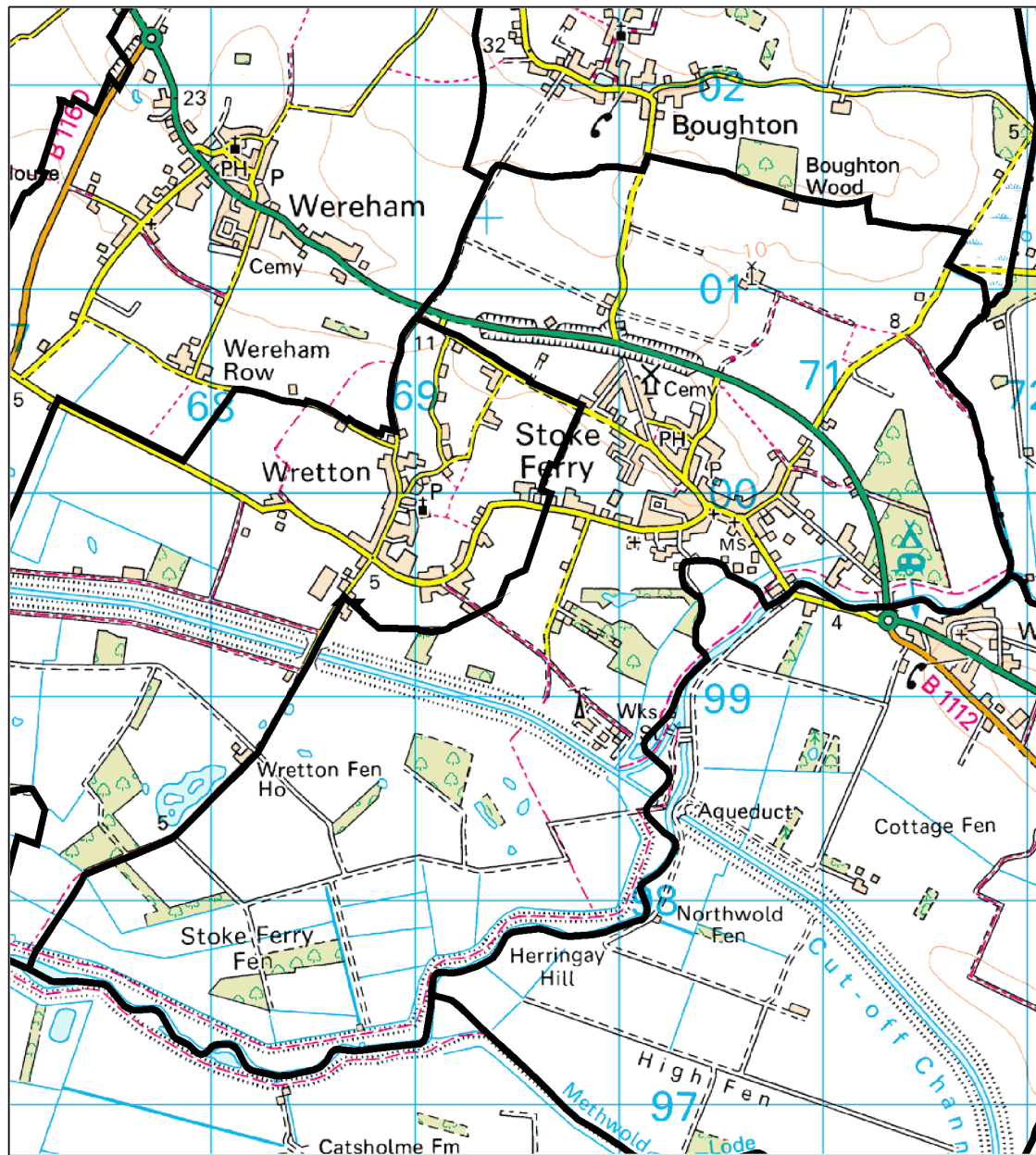
A starter licence is all that is required which can be obtained through practical and simple theoretical examination.

Registered training and examination resource exists within parish to enable licence requirements to be satisfied.

Annex C

Geographical Map of Stoke Ferry

Stoke Ferry Area



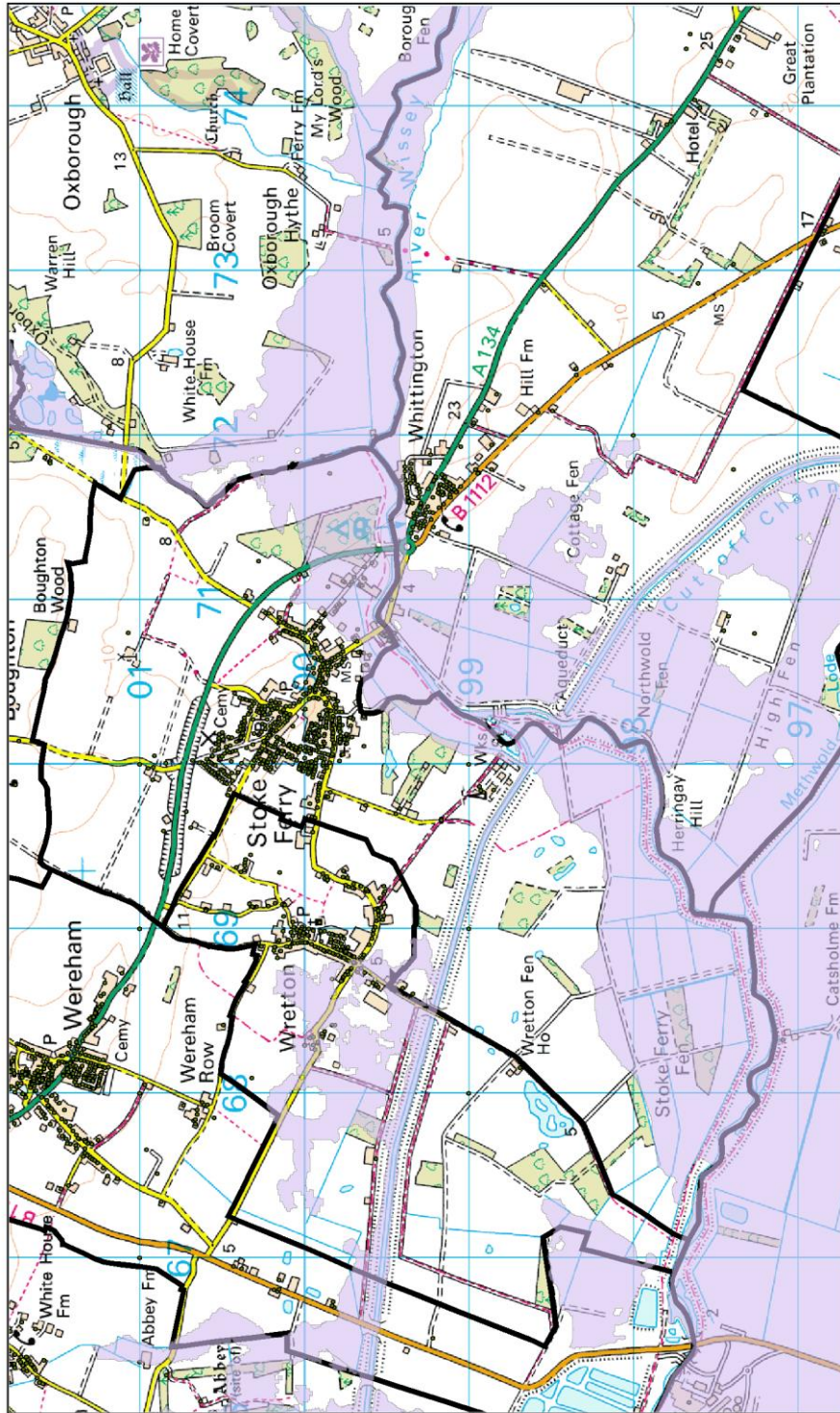
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Miles

Annex D

Flood Risk Areas

Stoke Ferry Area EA Floodzone 2 - Medium Risk



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