

## BURLEY PARISH COUNCIL

### Emergency Plan

<b>Present</b>	Tony Bracey (Emergency Plan co-ordinator), Cllr P Daubeney (Chairman), Cllr N Martin, Cllr V Thorpe, Cllr R Clarke, Cllr P Russell.
<b>In attendance</b>	The Clerk; Gavin Elson and Aiden Rudd from SSE distribution; Neil Jenkins - Emergency Planning Officer (HCC)
<b>Also present</b>	13 members of the public,
<b>Date</b>	Wednesday 4th December 2014
<b>Opened at</b>	7.30pm Closed at 8.46pm
<b>Subject</b>	Burley Parish Council Emergency Plan meeting

**1. Why do we need a local emergency plan?** Mr Bracey said there had been an emergency plan in Burley for 20 years and that he was now updating this plan. Representatives from SSE said an emergency plan will help the emergency services to assist Burley, particularly with prioritising and identifying vulnerable people. Neil Jenkins reported that there are 70 emergency plans in Hampshire and that with a plan Burley becomes a trusted partner meaning information can be shared between services. Tony Bracey said he has a list of emergency and useful contacts as part of the plan and that there are 30 organisations involved in the Hampshire & Isle of Wight Local Resilience Forum (LRF), which is a valuable resource. He went on to say that research shows that villages with an emergency plan cope better in the event of an emergency and recover more quickly. The emergency plan will be lodged with the emergency services. SSE representatives said it would be useful to have list of people and addresses so they know where people are as this is not always obvious. Neil Jenkins reported that HCC have the "Swift" system for vulnerable people. However local people will know of other vulnerable people that have not been registered on this system. Tony Bracey said that in the event of gales or bad weather the emergency services are stretched across the County and cannot necessarily put Burley as a priority; however a plan means the village will be better prepared to cope until emergency services arrive.

A member of the public asked if it would be possible to remove trees that may fall on overhead lines to reduce the risk of damage to overhead cables. SSE representatives said that they have a maintenance plan and look at areas most likely to have problems. However there can be problems with permissions for tree works. SSE agreed they could speak to the Forestry Commission (FC) on behalf of members of the public. Neil Jenkins cited Hambledon as an example of a village with an effective emergency plan where at risk trees were removed and portable power was available for water pumps. Cllr Daubeney said that BPC could facilitate a meeting between the new Deputy Surveyor of the FC and SSE (PD). Cllr Thorpe asked if mobile generators could access narrow country roads and Cllr Russell commented that perhaps the village could consider purchasing its own portable generators. SSE representatives said they hold a list of vulnerable customers who have medical equipment requiring power and that some generators could be provided by them in these circumstances, however only a limited number are available. Tony Bracey said that some local people already have generators and that they are in a directory in the emergency plan.

### 2. What are Burley's biggest threats?

Tony Bracey listed these as:

- Gales: fallen trees, road blocks, loss of electricity and phones, property damage.
- Extreme cold and snow: isolation of vulnerable people in their homes and burst pipes.
- Smaller risks include: flooding and resulting road blockages. A special plan for areas affected by flooding e.g. Burley lawn, is included in the emergency plan. Neil Jenkins enquired whether there had ever been ground water flooding in Burley as one of the worst areas in Hampshire affected last winter was Basingstoke; the area is not near a river.
- Other threats include flights landing short of the runway from/to Bournemouth and Southampton airports. Plans are in place through the LRF in these emergencies. 14 prepared rest centres are available for evacuees in the New Forest area as part of this plan e.g. schools and leisure centres.
- Forest fires

**3. What is an emergency?** Tony Bracey said an event resulting in inconvenience would not constitute an emergency. An emergency would be an event involving many people for a long period of time. Neil Jenkins said the emergency services categorise events as either an incident or a major incident.

**4. What will happen in an emergency?** Tony Bracey said the first response should always be to dial 999 first and that an emergency plan does not replace the emergency services. A second phone call should be to either the Emergency Plan coordinator (Tony Bracey) or a Parish Councillor. Mr Bracey will then contact the helpers for the 18 areas of the village. He said ideally 2 helpers are needed for each area. The main responsibility of helpers is to support the emergency services when they arrive and secondly to look after the vulnerable. Each area helper will have a list of vulnerable people in that area. In a serious emergency the village school will be used as an emergency centre. Neil Jenkins agreed to provide Tony Bracey with details of local radio operators for communication purposes during a power outage. Tony Bracey said that he will reformat the current emergency plan in line with LRF guidance as there is a standard format for the emergency services. It was discussed that keeping an analogue phone for use during power outages was a good idea to promote.

**5. Forms for volunteers and the vulnerable.** SSE representatives said they give priority updates of information during power outages to people registered with them who need power for medical reasons. It was agreed that the volunteer helpers will know their area and therefore vulnerable people who do not come forward to be placed on emergency plan lists will still be checked on. Neil Jenkins agreed to investigate whether Careline emergency buttons work during a power cut (NJ) Neil Jenkins reported that phone numbers are confidentially shared between the emergency services as part of "Resilience Direct" and that contact details are securely stored.

**6. Next steps and any remaining questions** A meeting will be set up to discuss what happens next once a list of volunteers is formed. A copy of the Emergency Plan will be given to the volunteers, this will also be held by the Parish Council and is confidential. A member of the public raised that some areas of village have more vulnerable people than others and that helpers may need to cross over areas. It was also discussed that helpers in each area may want to cold call houses to introduce themselves and become more familiar with local people who may potentially be in need in the event of an emergency.

SSE said that their communication has improved since last year and that they have trained 300 more people in call centres. They reported that 80% of staff will be available over Christmas; Community & Customer Advisors are now also available to come out to communities, improving communication. "Haste", an SSE initiative can provide hot meals and battery charging in an emergency but there are limited resources available; this is accessed via the SSE call centre telephone number. Neil Jenkins said that welfare facilities are available for the displaced via the emergency services and that to access any of these services Tony Bracey as emergency plan coordinator can ring and this will move Burley up the priority list. Mr Jenkins went on to say that under the Housing Act a displaced person should be looked after by the local authority. There is also a NFDC telephone number that is manned 24 hours a day, 7 days a week.

Tony Bracey thanked all who attended and requested that volunteers complete a form or contact him at a later date.