

## **East Boldre Parish Community Emergency Plan**

**Plan last updated on: 15/06/2023**

**If you or anyone else is in immediate danger  
dial 999 or 112 and ask for the service  
required (Fire, Police or Ambulance).**

**For additional or other assistance and  
subsequent actions please consult this  
document.**

**Authorised by**

A handwritten signature in black ink, appearing to read 'Bev Hawker', is written over a faint, light blue circular official stamp.

**Bev Hawker – Chair, East Boldre Parish Council**

**June 2023**

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## Plan distribution list

Name	Role	Issued on
Hampshire and Isle of Wight Local Resilience Forum	Community Resilience Group	05/09/2022
Mike Upton	Emergency Coordinator	05/09/2022
Howard Moore	Deputy Emergency Coordinator	05/09/2022
Bev Hawker *	<u>Parish Councillors</u> Chair	05/09/2022
Ian Moyse	Vice Chair	
Mike Husband *	Councillor	
Theresa Morrissey	Councillor	
Anna Rostand	Councillor	
Mike Urwin	Councillor	
tba	Councillor	
	* Member of EBEP Committee	
Annette Hayward	East Boldre Emergency Planning Committee Member	05/09/2022
Village Hall	Chairperson	05/09/2022
School Fields Trust	Chairperson	
Hampshire County Council	Emergency Services via Emergency Planning Unit	05/09/2022

## Plan amendment list

Version	Date of amendment	Date for next revision	Details of changes made	Authorised by
0.1	03/07/19		First Draft	Emergency Planning Committee
0.2	01/10/19		Additional Material and Relevant Listings	Emergency Planning Committee
0.3	12/11/19		Changes after review	Parish Council
0.4	27/01/2020	27/01/2021	First Published Version	Parish Council
0.5	10/03/2021	10/03/2022	First Annual Update: editorial changes plus addition of Appendix I	Parish Council
2.0	05/09/2022	05/09/2023	Changes to Parish Council	Parish Council
3.0	15/06/23	15/06/2024	Changes to Parish Council and Names	Parish Council

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## **1. EAST BOLDRE EMERGENCY PLAN SCOPE AND LIMITATIONS**

This Emergency Plan has been developed to cover the requirements of the Parish of East Boldre and is not intended to formally apply to adjoining Parishes. This will not prevent provision of support to adjoining areas if a need arises.

Whilst Hampshire County Council controls major emergencies in the County this plan has been developed to help the residents of East Boldre cope:

- With less serious emergencies;
- While the emergency services are dealing with more serious situations elsewhere or are unable to reach the incident;
- With the ongoing situation, or a longer-term incident such as the Covid pandemic by providing support to local authority agencies after the initial emergency is over.

**Nothing in this plan is intended to deter anyone from calling 999**

**No helper should place themselves or anyone else in danger**

The most likely causes of incidents in or affecting the Parish are set down in the Parish Risk Register shown as Appendix A.

The Parish will also seek to maintain formal and informal liaison with neighbouring Parish Councils in respect of providing mutual support during incidents and in further developing emergency plans.

## 2 INITIAL EMERGENCY ACTION

When an incident occurs the Emergency Services want CLEAR, CONCISE INFORMATION AS SOON AS POSSIBLE. If you are first on the scene, ascertain the precise location of the incident and a broad indication of any casualties, fire or damage that may have occurred. **Then make a 999 or 112 call to the Emergency Services.**

## 3 TELEPHONE TREE

After the Emergency Services have been notified the next step is to call the following numbers to start the East Boldre Emergency Plan. (they may also be called by the Emergency Services direct but this should not be assumed) The names are in priority order so if there is no response from the top number move down the table until you can report the incident. That person will then consider the appropriate actions and call Parish Councillors and Emergency Helpers as needed. A list of personal volunteers is maintained by each of the persons below and the list of business helpers is given in Appendix B.

In the event that the emergency services cannot be contacted it is essential to activate the local emergency plan by phoning the contacts below directly.

## 4 PARISH EMERGENCY CONTACTS LIST (start from the top)

Post	Name	Tel:	Mobile:
Emergency Plan Coordinator	Mike Upton	01590 612858	07766 522310
Deputy Emergency Plan Coordinator	Howard Moore	01590 611130	07794 290294
Parish Council Chair	Bev Hawker	01590 626533	07970 946205
Parish Council – Vice Chair	Ian Moyes	01590 626647	07957 578059
Parish Councillors	Mike Husband		07774 982963
	Theresa Morrissey	01590 381567	07873 928670
	Anna Rostand	01590 611450	07753 980069
	Mike Urwin	01590 626601	07715 322119

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## 5. PLAN ACTIVATION TRIGGERS

The Emergency Plan may be activated in a number of ways as set down below:

- On receipt of a request for assistance from the Emergency Services to one of the Emergency Contacts set down in this document;
- On receipt of call from Hampshire County Council Emergency Planning Duty Officer;
- On receipt of flood warning from the Environment Agency;
- By a call from a local resident to the Emergency Coordinator and/or the Deputy or other Emergency Contact that they then deem to merit the triggering of the Emergency Plan or when a wider scale incident e.g. a pandemic occurs.

## 6. AFTER THE INITIAL 999 CALL/PLAN ACTIVATION

Once a local emergency has been acknowledged the Emergency Coordinator or other initial contact will if appropriate set up a response centre in the Village Hall (or School Fields Hall if not available). Key members of the Emergency Plan Committee and any Volunteers required will meet at the hall. The initial checklist (Appendix G) and the Initial Assessment of the Emergency (Appendix I) will be completed in parallel with providing a prompt response to the situation.

If the emergency is sufficiently serious then further actions will be required by Emergency Helpers (either already on the spot, or having been contacted and tasked by a co-ordinator). These will include:

### **Gathering information for the Emergency Services.**

Collect and pass additional information in as much detail as possible to the Emergency Services to assist them when they arrive, e.g.:

<u>Casualties</u>	Number, age, conscious, breathing, type of injuries,
<u>Fire</u>	What is on fire, or likely, to catch fire? Are there any particular hazards, heating fuel tank, gas bottles?
<u>Vehicles</u>	Hazard Warning Number?
<u>Buildings</u>	In danger of collapse, people trapped inside?
<u>Approaches</u>	Any known to be clear or blocked?
<u>Water</u>	Alternative supplies from hydrants, ponds and streams.

## Render what help you can.

Until the Emergency Services arrive and if you are capable and **only if it is safe to do so**:

- If appropriate assist with controlling traffic and people;
- Assist with casualties and administer first aid, only if qualified to do so (Airway, Breathing & Circulation) or use Directory to call someone appropriate;
- Help with firefighting with the use of fire extinguishers if trained to do so;
- Help with rescue under the direction of the incident commander.

If you can see immediate help is needed before the emergency services will arrive, but you cannot provide that help or assistance, call someone on the list at 1.4 Parish emergency contacts (Emergency Plan Co-ordinator preferably) who will urgently obtain help for you.

## If landlines are out.

Either:

- Use a mobile;
- Use an analogue (non-corded) phone – plug into socket;
- Contact a radio user (Police, Fire, Ambulance, Utilities (Gas, Water, Electricity) or Agisters) and ask them to pass on a message;
- If necessary, knock on doors to check people are OK.

It is recognised that in the event of a longer-term crisis affecting the locality or where residents are restricted in their movement a different approach may be required.

## Defibrillator

The village has three defibrillators located as below.

On Main Road, opposite the village shop.	SO42 7WJ.
On Main Road, 50yd north of School Field Hall	SO42 7WT
On Lymington Road, adjacent to Norleywood Junc.	SO41 5SX

The code to open the box will be given by the emergency services when called and they have a list of volunteers that are trained to use it who they will call if necessary. Full instructions are also inside the device.



## **7. ONGOING SUPPORT**

After the Emergency Services have departed and if there are ongoing problems (such as a prolonged power outage or bad weather) or longer-term problems there may be a need to continue providing support for people affected. This may include:

- Provision of a portable generator;
- The provision of alternative accommodation in a village refuge or another home and or food and drink;
- Shopping deliveries;
- Collection of Prescriptions;
- Hospital Visits;

Relevant local sources of assistance are listed in Appendix B and organisations that may be able to help in Appendix F

## **8. VULNERABLE PEOPLE**

During any emergency particular attention may be needed for vulnerable people that may be affected. Early consideration should be given to:

- people who have recently had an operation;
- people without access to transport;
- people with limited mobility;
- groups that might find it difficult to understand emergency information;
- transient groups such as holiday makers or travelling communities.

It is anticipated that assistance in identifying vulnerable people may be provided from central and county government via the provision of address data under the provisions of the Civil Contingencies Act.

## **9. EMERGENCY CONTROL CENTRE**

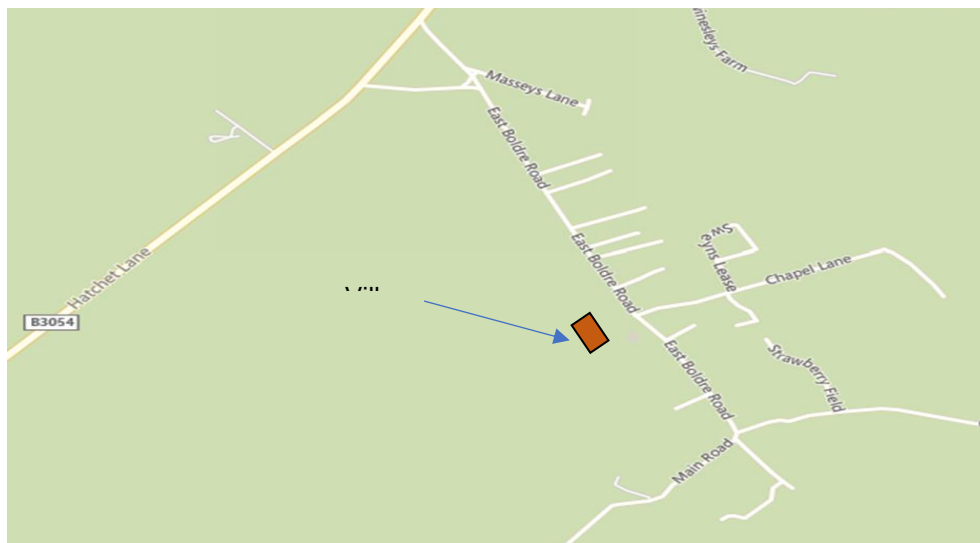
In the case of an incident, helpers will be asked to assemble at the Village Hall, near the Village Shop for briefing before attending the incident. Helpers should bring mobile phones and chargers, Hi-Viz jackets and torches (if at night). A checklist for the coordinator on site has been developed to ensure that key issues are recognised and addressed. This is shown at Appendix H.

The keyholders for the village hall are: Mike Husband 07774 982963,

Steve Antczak 01590 626368 and Mike Upton 01590 612858, 07766 522310

Access to the School Fields Hall can be gained by contacting, Hollie Scott 01590 612296, Carol Mileusnic, 07930 663637 and Jim 07477 027807.

## LOCATION OF VILLAGE HALL



## 10. HEALTH AND SAFETY AND INSURANCE

The health and safety of those affected by the incident and the volunteer helpers must be a prime consideration for all concerned at all times. In most cases volunteers will assist under the guidance of the emergency services but in any instance no unnecessary risk should be taken.

Where vehicles and power tools are being employed qualified operators should be used in all but extreme circumstances. Appropriate safety equipment should be worn.

## Appendix A - East Boldre Community Risks Register

Risks	Probability /Impact	Impact	Actions	People *	Assets
Pandemic / Disease (cholera) Outbreak	Medium/V. High	Deaths, Vulnerable people, Lack of travel, food supplies, shortage of medicines. Mental health issues if longer term.	Distribute food, medication. Provide transport	First Aid Doctors	Lists of Vulnerable People Emergency Contacts List Transport
High Winds	High/Low	Damage to Buildings Falling/Fallen Trees Injuries to people /Loss of Life Roads blocked Damage to Powerlines Disruption Diversions	Call emergency services Community First Responders / First Aiders Check neighbours Divert traffic Use 4x4s and Tractors Set up Safety Point Clear Trees	Chain Saw Users Tree Surgeons First Aiders Doctors Agisters Verderers	Hi-Vis Jackets Communications Personal Grab Bags 4x4's Lists of Vulnerable People Warm Central Location Temp Lights
Heat Wave	High/Med	Dehydration Sunburn Behaviour Fire Risk	Information/Advice Water distribution	First Aiders Doctors	Lists of Vulnerable People
Very Heavy Rain / Flooding	High/Medium	Flooding of houses roads blocked septic tanks overflowing water contamination power cuts	Visit flooded properties alternative accommodation required		Sand Bags and sand including distribution Boats Shelter 4WD
Forest Fire	Medium/Med	Smoke Inhalation Wildlife Deaths Trapped Residents Accidents from Smoke Fire spread / Buildings on fire	Evacuation Muster Point Required Contact Emergency Services Check on Neighbours, Vulnerable People	Forestry Commission Fire Brigade First Aiders Doctors Agisters Verderers	Lists of Vulnerable People Personal Grab Bags Shelter, 4x4's

Risks	Probability /Impact	Impact	Actions	People *	Assets
Power Failure Long Term Loss of Power	Medium/High	People Cold and Dark lack of hot food and hot drinks vulnerable people at risk Risk of fires from alternative lights etc. Loss of frozen food	Where can people go use buddy system supply emergency power – defined premises? share information and liaise provide hot food/drink	Volunteers First Aiders Doctors	Warm Central Location Provide phone number of Electric Co to all. Generators Lists of Vulnerable People Temp Lights Delivery vehicles
Major Accident incl. fuel spill	Medium/Med	Road Closures Casualties Watercourse contamination Destruction of Habitat Loss of Life or injuries	Contact emergency services with location and incident details Deal with casualties and spillage Emergency Services Environment Agency, NFDC Natural England, Forestry England	First Aiders Doctors	Sandbags First Aid Kit Hazard Control Equipment
Food and Fuel Shortages	Medium/Med	Residents hungry and/or cold limited transport			Lists of Vulnerable People Shared transport Shelter, Generators
Loss of Water Supply	Medium/Low	Dehydration Poor sanitation Illness	Water distribution Information first aid	Transport Volunteers	Vehicles Lists of Vulnerable People Water bottles / bulk supply
Animal Diseases - Foot and Mouth, African Fever	Medium/Low	Movement Suspended, Exclusions Zones, Isolation, Access to supplies and services may suffer.	Establish communications	Vets	
Fawley Refinery	Medium/Low	Evacuation, inhalation of fumes	Contact Emergency Services Provide transport as required.	Fist Aiders Doctors Drivers	4x4s
Heavy Snow and Ice	Low / Medium	Ice – injuries, roads impassable and crashes power lines affected. loss of comms, effect of cold on residents, shortage of food, water, fuel	Provide support, food etc. Central shelter if required.	First Aiders, Doctors	Lists of Vulnerable People Emergency Contacts List Transport 4 x 4's

## Appendix B - Local skills and Resources

### (a) Local Businesses

Examples

Who	Resource /Skill	Contact details	Location	When might be unavailable?
Adrian Harvey Motor Engineers Adrian Harvey George Harvey	Vehicle Service,	01590 612027	1 Hatchett Cottage, Hatchett Lane	
Niccolls Plant Hire Bill Niccolls	Tractors, Chainsaws, Hedge cutting and Drainage, General Plant Hire	01590 612438	2 Hatchett Cottage, Hatchett Lane	
East Boldre Garage Peter Drodge	Vehicle Service Cutting, Welding, Mechanical. Fuel Supply	01590 612259	Village Centre	
East Boldre Post Office and Stores Ian Evans	Provision of Food and Other supplies, post office services.	01590 612936	Village Centre	Transitioning to new Community Shop in Autumn 2023
New Forest Fruit  (Jackie Barr, Sandie Booth)	Tractors, 4 x 4, Personnel transport, telehandlers, chain saws. First Aiders	01590 612297	Newhouse farm Church Lane	
Turfcutters Arms (Simon Garbutt)	Refuge, Catering, Accommodation, Shelter.	01590 612331	Main Road	

### (b) Individual Volunteers.

The listing of individual householders that have volunteered and additional Covid volunteers is maintained confidentially to protect contact details.

## Appendix C - Key Locations Identified with Emergency Services for use as Places of Safety

Building	Location	Potential use in an emergency	Contact details of key holder
Village Hall	Main Road, Opposite Shop/ Garage	Control Centre, Refuge, Meetings, Some Catering	Steve and Gina Antczak 01590 626368 Mike Husband 07774 982963 Mike Upton 07766 522310
School Fields Hall	Main Road	Refuge, Storage, Catering	Hollie Scott 01590 612296 Carol Mileusnic 07930 663637 Jim 07477 027807
EB Parish Church of Saint Paul	Church Lane	Refuge, Catering	Dr Graham Sterling 01590 612378
Turfcutters Arms	Main Road	Refuge, Catering, Accommodation	Simon Garbutt 01590 612331

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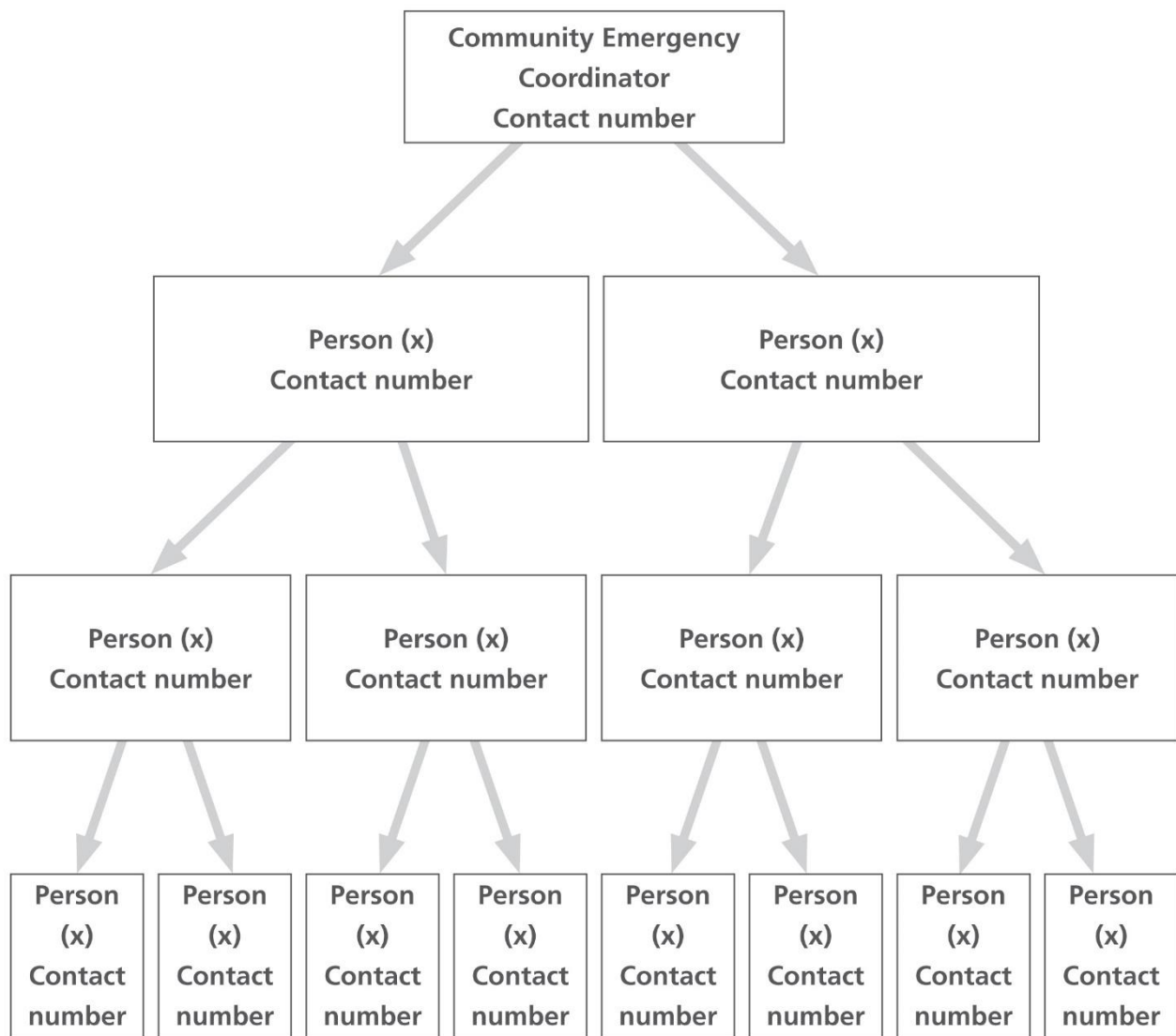
## Appendix D - Emergency Contact List

Photo	<b>Name:</b> Mike Upton
	<b>Title:</b> Emergency Coordinator
	<b>24hr telephone contact:</b> 01590 612858, 07766 522310
	<b>Email:</b> michaelupton100@btinternet.com
	<b>Address:</b> New House, Masseys Lane, East Boldre, SO42 7WE
Photo	<b>Name:</b> Howard Moore
	<b>Title:</b> Deputy Emergency Coordinator
	<b>24hr telephone contact:</b> 01590 611130, 07794 290294
	<b>Email:</b> hc.moore45@gmail.com
	<b>Address:</b> Lavender Cottage, 3 Matthews Lane, East Boldre, SO42 7WJ

In the event that the above are unavailable additional contacts are given in Section 4

## Appendix E - Telephone Tree – Example

The phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, these individuals each call an assigned set of people and so on, until the tree is complete.



**Copies of the actual phone tree are maintained securely by the Emergency Coordinators and other Emergency Contacts and in the Village Hall from where any emergency response will be coordinated.**



## Appendix F - Community Organisations that may be helpful in an Emergency

Organisation	Name and role of contact	Phone number
Emergency Planning Hampshire County Council	Duty Officer Coronavirus Support	01962 846 846 0333 370 4000.
New Forest District Council	Emergency Planning Out of Hours	02380 285000 02380 285250 or 07771 259098 if no landline.
Community Police	Local policing	<a href="mailto:vicki.pressey@hampshire.pnn.police.uk">vicki.pressey@hampshire.pnn.police.uk</a> 07785 500952 <a href="mailto:richard.williams@hampshire.police.uk">richard.williams@hampshire.police.uk</a> 07554 775469
Forestry Commission	Lyndhurst	24 hours 0300 067 4600
Verderers	Sue Westwood – General Enquiries Tina Woodley – Grazing Scheme	02380 282052 02380 283134
Agisters for animal injuries or other concerns	via Forestry Commission or Verderers above. Local Agister: Robert Maton	0300 067 4600 07836 500106
Environment Agency	General Environmental Incident Flood line 24hr	03708 506506 0800 807060 0345 988 1188
Red Cross	Lymington	01590 679529
Royal Voluntary Service	Southampton	01794 515655
St John's Ambulance	Lymington National	03030 030101 02073 244000
RSPCA	Animals in Distress	03001 234999
Bournemouth Water	-	01202 590059
Age UK		0800 678 1602
Parish Church	Graham Sterling	01590 612378
Electricity /Power Cut	-	105

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## Appendix G - First steps in an Emergency

	Instructions	Tick
1	Call 999 (unless already alerted). If no contact possible or support not available continue from item 2.	
2	Ensure you are in no immediate danger and establish what has happened.	
3	Contact the Community Emergency Group members and if necessary, summon them to the village control centre. Contact volunteers and send to incident site or control centre as appropriate. Initiate a log of those attending. Complete basic initial checklist Appendix H	
4	Establish contact with the incident site. (i.e. Team member with radio or mobile phone). Ensure that appropriate resources have been despatched.	
5	Mobilise refuge locations and or catering facilities if required. Ensure provisions are available	
6	Provide ongoing assistance as required. Moving to longer term support activities once the original incident is over.	
7	Rotate volunteers, if necessary, to maintain support.	
8	Inform all involved when incident closed.	
9	Longer term: Replace consumables used during emergency Hold lessons learned event.	

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## Appendix H - Initial Assessment of Emergency

Date:

Time:

Location:

Attendees:

### 1. What is the current situation?

#### **Are there casualties?**

#### **Location of the emergency. Is it near:**

- A school, playgroup or other vulnerable area;
- Hatchett Pond
- 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?**

- Site clearance
- Food?
- Off-road vehicles?
- Blankets?
- Shelter and Catering?

### 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?

## **Appendix I – Emergency Equipment**

A small amount of Emergency support equipment is held at both the Village Hall and School Fields Hall

A listing and details of location is provided to each person that may be required to lead the villages response in the event of an emergency