

Community Emergency Plan

Village of Elmore

(Unrestricted) version

{There is a 'restricted version' which has all the contact details and is on limited distribution and because of the sensitive nature of the information it will not be published on the website.}

Amendments

Date	Version	Reason for amendment	Changed by
15/05/2016		Following Village Consultation	JSF

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List of abbreviations used throughout this document:

EEC – Elmore Emergency Committee
EVH – Elmore Village Hall
EPC – Elmore Parish Council
SDC – Stroud District Council
GCC – Gloucestershire County Council
EA – Environment Agency

Elmore Community Emergency Plan

(Unrestricted version)¹

INTRODUCTION

1. This plan has been created by Elmore Parish Council (EPC) and is designed to provide a basic framework to ensure an effective approach to managing a major incident that may threaten the safety and welfare of the community.
2. Although there is no statutory responsibility for communities to plan for, respond to, or recover from emergencies, it is good practice to identify hazards and make simple plans on how to respond to them.
3. Not all situations will be the same so although this 'Plan' provides a basic framework there will inevitably need to be some imaginative improvisation exercised during any future emergency.

Definition of an Emergency

3. An emergency or major incident is defined as any event or circumstance, happening with or without warning, that causes or threatens death or injury, disruption to the community, damage to property or to the environment on such a scale that the effect cannot be dealt with by the statutory Emergency Services, local authorities and other organisations as part of their normal day-to-day activities.
4. However, the scale of any emergency may be small but widespread which could mean that Emergency Services becomes overwhelmed. Therefore, a local plan might be appropriate so that individuals, families and businesses can cope in the short term or until outside help becomes available.

Aim

5. To increase resilience within the local community by developing a robust, co-ordinated approach that complements the plans of Gloucestershire's Emergency Services and other statutory organisations and agencies. In addition, this document outlines the background to as well as the rationale for the measures to be taken in the event of an emergency.

Objectives of this Plan

- Identify what risks the community could face.
- Highlight relevant responses for each type of risk.
- Identify resources in the community that are available to assist during an emergency.
- Provide key contact details for the Elmore Emergency Committee, the Emergency Services and Local Authorities.
- Identify vulnerable groups and individuals in the community.

¹ The 'Unrestricted version of this plan does not contain sensitive or personal information. The 'Restricted' version, which has such information is on a limited distribution.

POSSIBLE EMERGENCIES

6. Types of emergencies that would have an impact on our community are shown in paragraph 13 below and are included in this plan so that future generations have an insight into the rationale for the shape of this plan. These emergencies have been placed in categories to indicate their likelihood based on past experience.
7. **Flooding.** The most likely event in the Elmore area is flooding, either from the overtopping of the River Severn or from fluvial water caused by constant heavy rain or flash flooding. The events in the UK over the last 10 years would indicate that such situations could develop with alarming speed, with minimum warning and overwhelming force. The following situations have occurred in recent years and all bear witness to the devastation and grief that can be caused:
 - The flooding in the River Severn catchment area in July of 2007.
 - The floods in Cocker mouth in 2008,
 - The flooding in Wales in 2012,
 - The tidal surge that hit the East Coast in December of 2013,
 - The flooding of the Somerset Levels in December of 2013 which continued for several months,
 - The tidal surge combined with the Severn Bore in early January 2014,
 - The constant storms and rain that battered the UK throughout January and February of 2014 causing further extensive flooding in Somerset, Gloucestershire, Worcestershire and the Home Counties.
 - The floods in Cumbria and the north of England during 2015.
8. **Climate Change.** The scientific predictions regarding climate change would indicate that we in Elmore will get hotter summers, colder winters, greater unseasonable rainfall combined with rising sea levels. The latter situations provide the ideal environment for flooding on a widespread scale. It would therefore be foolhardy to ignore such warnings and prudent to plan for such situations.
9. There are 4 kms of flood defences along the River Severn in the Parish of Elmore and we have experienced minor flooding in 1965, 1999 and 2002. The biggest flood in living memory was the one in 1947 when the whole of Elmore Back was flooded to a depth of over one metre and the flood water extending up in the main village behind Elmore court into the area of Elmore Farm². This disaster in March of 1947 followed the 'big freeze' of January '47, which brought with it huge quantities of snow countrywide and it was the snow melting that caused the eventual flooding. This meant that those living here at that time were faced with two consecutive emergencies one concerning heavy snow followed by the flooding. The forecasts of 'climate change' indicate that such weather situations may not be uncommon in the future.
10. Fluvial flooding has also affected the village in more recent times and the floods of 2007 bear witness to this. There are some low lying areas on the main road through the village that get particularly badly flooded during flash floods but this water generally subsides reasonably quickly. However, the 2007 floods caused much disruption in the environs of Gloucester when the River Severn overflowed its banks and the whole of Minsterworth Ham was flooded. At Weir Green, opposite the Minsterworth Ham salient, the water reached a

² The extent of the 1947 floods in Elmore is depicted in the current EA's Flood Maps.

point only 30 cms below the top of the flood defences; fortunately the defences weren't beached but the water lying in Minsterworth Ham then took over 10 days to subside.

11. In 1953 there was a massive tidal surge on the East Coast of England that caused widespread flooding and loss of more than 300 lives countrywide. Since both the 1947 and the 1953 floods the Environment Agency (EA) has constructed the flood defences along the River Severn which have prevented similar disasters but the predicted rise in sea levels in the future³, combined with the reluctance of the EA to improve the flood defences because of the cost, will mean that overtopping of our flood defences is likely to become more frequent in the future. We experienced a 'near miss' in early January 2014 when a west coast tidal surge occurred at the same time as a 3-star Severn Bore and the River rose to a point when it was almost level with the top of the flood banks at Elmore Back.
12. **Farm Disease.** We must not discount the possibility of the disruption that contagious farm diseases like foot and mouth and Bovine Tuberculosis (TB) can cause. The last major outbreak in the UK was in 2001 and some of the farms in this area, although not directly affected by the disease, were placed in isolation to avoid cross-contamination. There have subsequently been health scares on a national and global scale regarding 'bird flu' and 'swine flu'. We live in a rural area where there is abundant breeding of livestock (cattle, sheep, horses and pheasants). Therefore the animal related health scares that have hit the UK should be taken seriously.
13. The emphasis in this Emergency Plan has therefore been placed on situations outlined above and which appear as Category 1 Emergencies:

Category 1 – Highly likely to happen and has happened before:

- Flooding – overtopping of the flood defences along the River Severn.
- Flooding – surface water caused by heavy rain (e.g. as per the floods in July 2007)
- Farm diseases that affect movement and may isolate parts of the community. (e.g. Foot & Mouth)

Category 2 – Possible - Previous experience which has caused mild disruption: *(some of which could be caused by or happen alongside those listed above)*

- Extreme weather – heavy snow storms which overload the road clearing services.
- Extreme weather – storms/wind damage and tree blow-down which block roads.
- Power failure – widespread failure over a lengthy period especially in the winter.
- Water shortage and/or water supply failure including pollution of mains water caused by another emergency – as per the floods of 2007.
- Follow-up action locally as required after an emergency has been dealt with by the relevant Emergency Services.

Category 3 – Remote possibility:

- Major road traffic accident within the Village (although with increased traffic using the country roads as well as the speeding vehicles, this situation could get worse in the future);
- Aircraft or helicopter crash;
- Bomb threat.

FLOOD RESILIENCE

14. Bearing in mind the history of flooding in Elmore as well as the changing climatic conditions, it would be imprudent, as stressed earlier in this plan, to dismiss the idea that

³ The sea level is predicted to rise by a minimum of 0.7m over the next 100 years.

flooding will not occur again. Therefore, anyone living near the River Severn would be advised to take as many measures as possible to make their properties more flood-resilient. Sadly, this won't stop the flooding but it may limit the amount of damage that is caused if and when flooding occurs.

15. There are many products available commercially that will assist homeowners to make their properties more flood-resilient. The sort of measures that could be taken are shown below but needless to say, these measures can be expensive but every little helps as they may alleviate the eventual cost of repairs:

- Changing timber floors for concrete ones
- Laying ceramic tiles instead of lino or thermoplastic material
- Replacing wood skirting boards with flood-proof material
- Walls re-plastered up to 1-metre above floor level with Limelite Renovating plaster
- Fitting new downstairs internal doors with frames and linings fitted for easy removal.
- Installing all main electrical appliances (fridges etc) and kitchen units on plinths
- Raising electrical sockets above possible flood levels
- Double check valves fitted to waste systems to prevent backing-up of foul waste
- Fitting flood guards on front and back doors
- Maintaining a small stock of large plastic boxes, into which valuables and water vulnerable items like books can be placed during periods of flood warnings. This would also alleviate the possibility of damage to sentimental items.

KEY ROLES WITHIN THE COMMUNITY

16. There are three key individual roles within the community which are considered within this plan. These are:

- Co-ordination Officer – (Chair of the Parish Council - details in **Annex A**),
- Liaison Officer – (details in **Annex B**),
- Welfare and Follow-up Officer – (details in **Annex C**).

ACTIVATION OF THE PLAN

17. This plan may be activated when an emergency has occurred and the Emergency Services are unable to gain access to the scene, or require additional support either because they are overloaded elsewhere or need some local assistance. It may also be activated if warnings are received prior to an anticipated event, such as severe weather or flood warnings.

18. The decision-making process is as follows:

- The Chair of EPC or his deputy will establish the extent of the emergency by contacting members of the Parish Council and the co-opted members of the Elmore Emergency Committee (EEC).
- The EEC will make contact with the relevant support officer at Stroud District Council (SDC) in order to establish the extent on the emergency in the District's area of responsibility.
- In the event that the Chair is unavailable, the deputy will respond, and this will trigger the same response. See procedure below:
 - If life is being threatened, or if the emergency services are required, call 999/112 and request immediate assistance. Notify the Police Stations at Quedgeley and Gloucester of the emergency and take advice.

- Call the Emergency numbers (**Annex E**) for advice and/or assistance, and try to establish the extent and impact of the emergency, and likely timescales.
- On consideration of advice provided by the Emergency Services and Statutory Authorities, the EEC should agree the level of response and identify what equipment/manpower resources are required.
- Arrange for the Village Hall (EVH) to be opened as a temporary operation centre, and agree the manning levels.

RISK ASSESSMENT

19. **Annex D** and its **Appendices 1 to 8** outline each type of emergency (as shown in the categories listed in paragraph 13 above) and the action to be taken. These lists are not exhaustive and there will inevitably be a requirement for improvisation when unexpected situations occur.

LOCAL PLACE OF SAFETY

20. Stroud District Council (SDC) is responsible for setting up a central rest centre during a widespread 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 temporarily evacuated from their homes.

21. The first choice as a ‘Place of Safety’ is Elmore Village Hall (EVH) as this location:

- is centrally located within the Village
- is located on high ground,
- has water, cooking and toilet facilities
- has an independent heating system
- has parking facilities

22. However, before a ‘Place of Safety’ is officially nominated, authority needs to be obtained from SDC as such a facility may be needed for an extended period involving financial expenditure, not only to the Parish Council but also as a result of cancelled functions and events. However, in the current climate of financial restraint it is very unlikely that any funding will be available or expenses recoverable. Therefore, such costs may have to be met from the Parish Council’s (EPC) ‘Contingency Fund’; currently a sum of £1,500 is ring-fenced within the EPC’s budget forecast for unforeseen events.

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

- Activation of a ‘Place of Safety’ is confirmed at an early stage when implementing the Emergency Plan;
- When the decision to activate has been taken, key holders⁴ are notified to open the hall;
- Volunteers are identified to set up the hall;
- Volunteers identify what supplies might be required to give support;
- Signs are put up to direct people to the ‘place of safety’;
- A book is used to record those entering and leaving the place of safety;
- Volunteers are ready to welcome and care for people as they arrive, including a person nominated to provide basic First Aid if required;
- Volunteers are assigned tasks as necessary – e.g. caring for specific people, checking those on the ‘vulnerable residents’ list, cooking/serving refreshments;

⁴ List of EVH key holders shown in Annex E of this plan.

- Once people have left the place of safety (EVH) a volunteer will follow-up to check they are all right (people will have been informed that this is likely to happen). This is especially important if residents return to their own homes that may have been affected by flooding or are the list of ‘vulnerable residents’. Contact details are kept securely by the volunteer and are destroyed once contact is no longer needed.

RESOURCES AVAILABLE WITHIN OUR OWN COMMUNITY

24. Resources available for an emergency include both personnel and materiel as follows:

Volunteers:

- There will be a need to draw upon various skills within the community before, during and after any emergency. Therefore, the success of this emergency plan rests largely on the goodwill of volunteers.
- The list of potential volunteers needs to be regularly updated – this list should be reviewed annually and updated as necessary at the autumn Parish Council Meeting (September) - as some people will not be available at all times and although various individuals have indicated what tasks they may be prepared to carry out if an emergency occurs, a reserve list would be prudent.
- The Operations Centre, normally based at EVH, directs volunteers who should report there to be allocated tasks. Other resources may also be required in an emergency and it is important to be able to locate them quickly.
- **Annex F1** shows the current list of volunteers (Restricted version only).

Vehicles

- In an emergency 4 x 4 vehicles are likely to be the key transport resource within the Village.
- However, farm tractors and trailers will also be invaluable as they have greater ground clearance and cross-country capability, which could be particularly useful in flood conditions and deep snow.
- Some of the emergency service vehicles (e.g. ambulances) are not always capable of negotiating difficult road conditions in bad weather, such as snow and ice, so medical staff may need assistance reaching people requiring help.

Accommodation

- The Village Hall is to be the designated focal point for temporary emergency accommodation in the event of residents having to evacuate their own homes during an emergency situation.
- Once the numbers of those evacuated has been established then alternative accommodation will be sought for these people, hopefully in the homes of others within the Village. Some people may also prefer to make their own arrangements with friends and relatives outside the village.
- A list of those who might be prepared to accommodate those who have been evacuated in an emergency is shown at **Annex F2** – (Restricted version only). This list should be updated by the ‘co-ordinator’ on an annual basis and approved at the autumn parish council Meeting to ensure it remains valid.

Other Resources

- Other resources might be needed depending on the type of emergency and these could include the following; Camping gas cooking equipment; tentage; camp beds; Sleeping bags; small generators; heaters, tow ropes etc.
- **Annex G** shows the current list of ‘other resources’ available within the community. However, it cannot always be assumed that these resources will be available, so prior

contact with owners will be necessary as the owners themselves may have need of them in any given emergency. This list also needs to be reviewed on an annual basis.

MEDICAL EMERGENCIES AND FIRST AID

25. In a widespread emergency situation, the resources of the regular Emergency Services will almost certainly be stretched. Therefore, it would be prudent for a number of residents within the village to be trained to provide basic First Aid assistance if required. In order to allow for the availability of First Aid trained personnel, the number likely to be required is at least six.

26. The initial first aid training (funded by SDC) of such personnel would take place under the auspices of St John's Ambulance with refresher training provided as required to maintain currency of skills and replace those who are no longer able to carry out the function. Such training is a prudent skill to maintain will therefore be funded by the Parish Council and/or Stroud District Council if it is not freely available.

27. A list of first-aid trained personnel is shown at **Annex H1**.

28. Defibrillator: As part of this 'Emergency Plan', the Parish Council has already installed two defibrillators in Elmore village; one at Elmore Back Farm and the other in the telephone box adjacent to the Village Hall. These life-saving devices are available throughout the year and could save lives outside any large-scale emergency situation. However, although there are clear instructions available with the device, a number of people need to be trained in its use so that speedy help can be administered if required. The first stages of this training have already taken place but continuation and refresher training will be needed in the future and would be part of the First Aid training package outlined above.

VULNERABLE GROUPS WITHIN THE COMMUNITY

29. There may be some people in our community who may need assistance in an emergency situation and the EEC should firstly identify those at risk and maintain a contact list. The broad criteria for considering someone as vulnerable are:

- Over 80 years of age;
- Physically handicapped in any way;
- Those who are temporarily medically handicapped (e.g. broken leg or bedridden);
- Pensioners over 75 who are living alone;
- Older residents without their own means of transport.

30. Vulnerable Residents. **Annex H2** (Restricted version only) lists the vulnerable people who might require help and support quickly in an emergency. This list must be reviewed and updated annually and approved at the autumn Parish Council Meeting.

31. Anyone on the EEC's 'vulnerable resident's list' must be a first priority for assistance during any emergency.

ROAD CLOSURES IN ANY EMERGENCY SITUATION

32. The Police and Highways Agency are the only bodies that can officially close roads in an Emergency situation, such as flooding. In exceptional circumstances however, such as the floods in July 2007, this was not possible due to the exceptional demand on resources and it may be necessary for the EEC to position warning signs.

33. In these circumstances it would assist the police if a volunteer could monitor the Road Closure once it is in place. It must be stressed that such a person has **no power to stop any motorist**. The role would entail ensuring the closure signs and cones remained intact and to advise motorists of the flood and help by advising of alternative routes to avoid any problems.

COMMUNICATIONS

34. Communications will be vital before, during and after any emergency in order to ensure that warnings and information are received and disseminated. Therefore a village database is required to ensure that:

- up to date contact details are available;
- there is a rapid passage of information prior to any emergency;
- there is an accurate record of all personnel living in the area in case we need to account for those missing or stranded.

35. Village Database: The Parish Council currently maintains a small database which has been compiled from open-source information⁵ but only includes e-mail addresses of those individuals who have currently given their consent for their details to be included. This list is maintained by the Chair and Clerk of the Parish Council and the Clerk and is not disclosed to anyone else. The database is only contained in the copies of the Emergency Plan held by these two people. Contact details for the purposes of this Emergency Plan database should include:

- Home phone number,
- Mobile phone number,
- E-mail address,
- Names and numbers of those living at each address,
- The list should be broken down by area for ease of reference,

36. However, as inclusion on the database is voluntary, less than 50% of the houses in Elmore are currently listed. The database remains a living document and is updated as and when amendments occur; e.g. individuals offering their details for inclusion, amendments being made to the Electoral Roll or people moving in or out of the village. It is appreciated that there may well be a certain level of reluctance by individuals to disclose their contact details and some of the older residents may not have a mobile phone or a computer on which to receive e-mails. **(Any such database would only be part of the Restricted Version of this plan only and not disclosed to outside agencies)**

37. If the BT telephone lines are out of order as a result of whatever emergency is taking place (storms, floods, power failure etc) then an alternative communication system may well be required. In this scenario mobile phones will therefore become a vital asset and hence the need for a list of contact numbers.

38. The main point of contact with outside Emergency Services should, in the first instance, be via the Co-ordination Cell which has been established in EVH. It may become necessary to set up an alternative or additional communication link with volunteers within the community 'on the ground' at the site of the incident. In such a situation an one-to-one radio link may be required.

39. The processes for communicating within and outside the community before and during an emergency and details of publications and instructions, which have been made available to members of the community, are as follows:

⁵ Electoral Roll and BT Telephone Book and Yellow Pages.

- If necessary, the appropriate Emergency Services will be contacted by the first person on the scene.
- Contact with other statutory authorities (receiving warnings, discussion of the situation) or media will be through the Co-ordination Lead.
- The members of the EEC hold telephone, email and postal contact details for members of the group and volunteers but not all forms of communication may be available in an emergency. *(This contact information is restricted)*.
- In addition, the parish notice boards and the ad hoc notice boards at Farley’s End, Elmore Back and the barn on the corner of Stonebench Lane will be updated with appropriate information.
- If electrical power has not been affected by the emergency then e-mail will also be used to disseminate information using the contacts on the current Village Database that is held by the Chair and Clerk of the Parish Council.

40. Contact details for statutory authorities, emergency services and key local contacts can be found in **Annex E**. This Annex will need to be reviewed on an annual basis to ensure the information is kept up to date.

RECORDING ACTIONS AND OBTAINING FEEDBACK

41. During an emergency, volunteers will be assigned the tasks and these will be noted using the log sheet shown at **Annex J**. These log sheets will be fed back to the Coordination Lead, and will enable actions to be captured and evaluated after the event.

LIST OF PLAN HOLDERS

42. There are two versions of this Emergency Plan – an unrestricted version and a restricted version. The distribution of the restricted version is limited as it contains confidential contact details, including those of potential volunteers. The unrestricted version contains only contact details of emergency / statutory services and key Leads within the community.

43. Formal copies of the Restricted Version of the Emergency Plan are held by key personalities. The ‘unrestricted’ version is published on the Parish Council website and also held by some outside agencies like SDC, the Police and the Fire Service.

Person/Appointment	Version (U) or Restricted (R)	Form: paper/electronic
Leader	R	Both
Deputy Leader	R	Both
Co-ordinator	R	Both
Welfare Officer	R	Both
Chair Elmore Parish Council <i>(if not already holding one of the above positions)</i>	R	Both
Clerk to the Parish Council	R	Both
Parish Council website	U	Electronic
Stroud District Council Community Resilience Liaison Officer	U	Electronic
Fire Service	U	Electronic
Gloucestershire County Council	U	Electronic
Quedgeley Police Station	U	Electronic

PLAN REVIEW AND MAINTENANCE

44. In order to keep this plan up to date, contact lists should be revised annually in December or when personnel changes occur in both the volunteer lists and those holding key appointments outside the village.

45. In addition, the plan will be reviewed annually in December by the Elmore Parish Council to ensure that it adequately reflects the needs of the community. This review should be placed on the Agenda for the Parish Council meeting in December of each calendar year.

46. Any changes to the plan will be noted on the Amendments page (page 1) and new versions of the plan, or amended pages, distributed to formal holders of the plan. It is the responsibility of the plan holders to ensure that they retain and use the most up to date version of the plan.

John Field

Chair EPC

17th May 2016

{Elmore Parish Council approved first draft of this Emergency Plan on 13th December 2013. This draft copy was then circulated to 16 individuals within the community for comment and the final version was approved at the Annual Parish Council Meeting held on 17th May 2016.}

List of Annexes:

A. Role of Emergency Co-ordinator

B. Role of Emergency Liaison Officer

C. Role of Welfare & Follow-up Officer

D. Types of Emergency and Actions Required

Appendix 1. Cat 1 – Flooding – Overtopping of the River Severn flood defences

Appendix 2. Cat 1 – Flooding – surface water

Appendix 3. Flooding - Generic Information for Householders

Appendix 4. Cat 1 – Quarantine as a result of contagious farm diseases

Appendix 5. Cat 2 - Extreme weather conditions: Heavy snow

Appendix 6. Cat 2 - Extreme weather conditions: Winds and Storms

Appendix 7. Cat 2 – Widespread Power Failure

Appendix 8. Remaining Category 2 Situations

Appendix 9. Category 3 situations – *to follow*

E. List of Key Contacts

F1. List of Volunteers

F2. List of those prepared to accommodate evacuated personnel.

G. Summary of Local Resources

H1. List of First Aid Trained Personnel - *To follow*

H2. List of vulnerable people – *to follow*

J. Specimen Log Sheet

K. Map of Elmore – Designated Village Areas

ANNEX A to Elmore Emergency Plan

ROLE OF EMERGENCY CO-ORDINATOR

Leader	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><u>Name</u></td> <td style="width: 40%;"><u>Contact details</u></td> <td style="width: 30%;"><u>Address</u></td> </tr> <tr> <td>John Field</td> <td>Tel: 01452 720357 (H) Mobile: 07519 651 547 fernhay@btinternet.com</td> <td>Fernhay Elmore Glos, GL2 3NT (home)</td> </tr> </table>	<u>Name</u>	<u>Contact details</u>	<u>Address</u>	John Field	Tel: 01452 720357 (H) Mobile: 07519 651 547 fernhay@btinternet.com	Fernhay Elmore Glos, GL2 3NT (home)
<u>Name</u>	<u>Contact details</u>	<u>Address</u>					
John Field	Tel: 01452 720357 (H) Mobile: 07519 651 547 fernhay@btinternet.com	Fernhay Elmore Glos, GL2 3NT (home)					
Deputy Leader	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><u>Name</u></td> <td style="width: 30%;"><u>E-Mail:</u></td> <td style="width: 40%;"><u>Tel:</u> 01452</td> </tr> <tr> <td></td> <td><u>Mobile:</u></td> <td></td> </tr> </table>	<u>Name</u>	<u>E-Mail:</u>	<u>Tel:</u> 01452		<u>Mobile:</u>	
<u>Name</u>	<u>E-Mail:</u>	<u>Tel:</u> 01452					
	<u>Mobile:</u>						
Checklist of Key Tasks							
BEFORE	<ul style="list-style-type: none"> • Development and/or amendment of the Emergency Plan • Get people involved in its development • Try to get at least one representative from each area of the Village to provide input and act as the link to that area. The distinct Village areas are: (see also map at Annex K) <ul style="list-style-type: none"> A. Elmore Back (Lake Street Farm to Severnbank Farm) B. Weir Green (to include Hollow Farm, Brook Street and Stonebench House) C. The Green (from Elmore Farm to Elmore Court incl Court Cottages) D. Elmore Centre (From Oak End House to Partridge No. 3 incl Velthouse & Keeper's Lanes) E. Farley's End (to include Beamlow to Farley Corner) • Prioritise emergencies for the local area • Dovetail the elements of the Emergency Plan • Publicise the plan • Link with Statutory authorities to secure funding and resources • Arrange for Emergency Plan to be adopted by the Parish at an Annual Parish Meeting and subsequently to adopt any updates. • Identify training needs within the community and request training e.g. First Aid • Identify and seek assistance for community preventative measures e.g. Flood resilience measures for houses at risk. • Create a 'grab bag' containing the plan and any appropriate clothing / equipment which may be required • Carry out communications checks every 6 months • Secure a space in EVH as a 'Campaign Locker' to store radios, stationery, torches, signs and the 'Survival Kit'. • Key personnel set up internet links and text links with local authorities and agencies who issue warnings (e.g. EA for flooding and Met Office for storms) 						
DURING	<ul style="list-style-type: none"> • Consult other members of the Emergency Committee to assess the level of threat. • Call emergency services 999 and put plan into action. • Maintain communication links with local authorities (GCC, SDC, Police and Fire Services) and agencies who issue warnings (e.g. EA for flooding and Met Office for storms) • Identify what local resources may be needed and provide early warning to those who own them. • Liaise with neighbouring parishes in order to exchange information 						

	<p>(Longney and Epney, Quedgeley – for Stonebench and Minsterworth on the other side of the River Severn)</p> <ul style="list-style-type: none"> • Establish The Place of Safety (EVH) • Pass on warnings to the community using the notices, the cascade method, e-mail, mobile telephone and radio. • Maintain a contact point at the ‘centre’ of the community (EVH), to monitor the situation and co-ordinate actions. • Link with media – if necessary nominate a Press Officer • Co-ordinate with the 2 other elements (On The Ground and the Welfare Officer) and monitor what work is being done, • Keep log-sheet of incidents, actions and costs
AFTER	<ul style="list-style-type: none"> • Arrange immediate debrief following the emergency (Emergency Committee, Parish Council, those affected, emergency Services and local authorities) • Arrange any necessary support and counselling with local statutory and voluntary agencies. • Report back to Parish Council, and Emergency Services/ statutory authorities as relevant • Review the plan in light of the experience • Adjust the Emergency Plan as necessary and publicise/ distribute new versions • Report at least annually to community • Thank volunteers and celebrate resilience

ANNEX D to Elmore Emergency Plan

RISK ASSESSMENT AND ACTIONS

This Annex is broken down in five appendices, each dealing with a specific type or category of emergency;

These are:

Category 1 – Highly likely - has happened before

- Flooding – overtopping of the flood defences on the River Severn. (1947, 1965, 1999 & 2002)
- Flooding – surface water caused by heavy rain (e.g. as per the floods in July 2007)
- Farm diseases which affect movement and isolate parts of the community. (e.g. Foot & Mouth)

Category 2 – Possible - Previous experience which has caused mild disruption

- Extreme weather – heavy snow storms which overload the road clearing services.
- Extreme weather – Storms/wind damage and tree blow-down which blocks roads.
- Power failure – widespread failure over a lengthy period especially in the winter. *This could be a stand-alone emergency caused by an external problem or in conjunction with heavy snow or a storm.*
- Water shortage and/or water supply failure or pollution of mains water caused by another emergency –as per the floods of 2007.
- Follow-up action as required after an emergency has been dealt with by the relevant Emergency Service.

Category 3 – Remote possibility

- Major road traffic accident within the Village⁶
- Aircraft or helicopter crash
- Bomb threat

⁶ The increasing amount of heavy traffic, both farm tractors and delivery vehicles, as well as speeding cars may make this situation more likely in the future.

	<p>owners/ equipment holders and ask them check their equipment.</p> <ul style="list-style-type: none"> • Notify the Welfare team to report to the Place of Safety to help set it up; • If there is a power failure, consider setting up a generator for the place of safety. 	
During	<ul style="list-style-type: none"> • Maintain links in and out through Co-ordinator • Notify residents by sending e-mails, texts, phoning and placing notices at strategic points in the Village as well as placing suitable notices on the Parish Website. <p><u>Road Closures:</u></p> <ul style="list-style-type: none"> • Decide what roads require closing and contact the following: <ul style="list-style-type: none"> • Glos Highways. Request and identify road closures. • The Quedgeley Police. In the event that Glos Highways are unable to, or will be delayed in closing roads, the Police will deploy equipment stored at the Station. • In the event that the Police are unable to be there, arrange for the equipment to be deployed by committee /Working Party members/ volunteers place appropriate 'Flood –Road Closed' signs at strategic points • <u>Decide if extra sand-bags are required</u> and deploy as needed. • Contact: (tel number ?) • Glos Highways 	
After	<ul style="list-style-type: none"> • Review all log sheets • Follow-up on vulnerable individuals • Key personnel to make notes for wash-up meetings • Remove all equipment from EVH • Submit any expense claims to SDC or other appropriate authority 	

Appendix 2 to Annex D to Elmore Emergency Plan

Emergency: Flooding – surface water caused by heavy rain

<u>Actions Required</u>		<u>By Whom</u>
BEFORE	<ul style="list-style-type: none"> • If flood warnings have been received then monitor the rising water levels and issue warnings to residents of Elmore with priority to those living at Elmore Back and Weir Green • Property owners implement their own flood resilient measures for their properties. (See Appendix 3 to Annex D) • Identify the extent of possible flooding and which properties are likely to be at risk. • Identify if pumping station at Elmore Back can cope with predicted flood water (advice from IDB may be required) 	<p>Lead or nominated person</p> <p>Individuals</p> <p>Co-ord</p>
DURING	<ul style="list-style-type: none"> • Call SDC and /or Emergency Services as appropriate and request assistance. • If the emergency has resulted in people having to leave their homes (or people are stranded) there may be a need to activate the appropriate 'Place of Safety'. • The Elmore Emergency Committee • will discuss the situation and decide whether to activate the centre. • Before activation of the 'Place of Safety' consideration should be given for people to stay temporarily with friends of relatives in the village. 	<ul style="list-style-type: none"> •

<p style="text-align: center;">DURING (cont'd)</p>	<ul style="list-style-type: none"> • If the decision is to ‘activate’ they should: • Notify SDC to seek authorisation for activation of Place of Safety; • Ask SDC if they can advise the local radio station to start broadcasting appropriate bulletins if appropriate; • Notify ‘Place of Safety’ key holders so that they can start making preparations for the arrival of people • Identify if any Key resources are required and notify owners/ equipment holders and ask them check their equipment. • Notify the Welfare team to report to the Place of Safety to help set it up; • If there is a power failure, consider setting up a generator for the place of safety. • Activate on the ground/or welfare groups – as required • Call in volunteers as necessary • Maintain links in and out through Co-ordinator • Notify residents by sending e-mails, texts, phoning and placing notices at strategic points in the Village. 	
	<ul style="list-style-type: none"> • Identify which roads have been affected by the flooding and the resulting knock-on for vehicles transiting the village or for access to properties. This then may require notices to be erected on the Quedgeley and Hardwicke side of the canal in order to warn motorists of the dangers; then contact the following: <ul style="list-style-type: none"> • Glos Highways. Request and identify road closures. • The Quedgeley Police. In the event that Glos 	

	<p>Highways are unable to, or will be delayed in closing roads, the Police will deploy equipment stored at the Station.</p> <ul style="list-style-type: none"> • In the event that the Police are unable to be there, arrange for the equipment to be deployed by committee /Working Party members/ volunteers 	
If sand-bags are required	<p>Contact:</p> <ul style="list-style-type: none"> • Glos Highways • Liaison officer to deploy sand-bags 	
Road Closures	<p>Inform Emergency Services/District Community Emergency of the need to close roads. Liaison Officer Notify residents by posting notices on the web-site Erect temporary 'Road Closed' signs</p>	

Appendix 3 to Annex D to Elmore Emergency Plan

FLOODING - GENERIC INFORMATION FOR THE PUBLIC

In case of Emergency

- Identify a place where you, your family and your pets can be safe.
- Consider gathering essential items together. These include warm clothes, blankets, regular medication, a torch, food supplies, a mobile phone and a battery operated or wind-up radio.
- Know where to turn off gas, electricity and water supplies at the mains.
- If the need for evacuating your home is necessary, please cooperate with the emergency services.
- Stay tuned to local radio.

For flooding

- Call Flood-line on 0845 988 1188 for the latest information. Keep the quick dial number handy - 171071
- Floods can kill. NEVER attempt to walk or drive through any depth of floodwater.
- Consider moving electrical items and valuables to a first floor or higher position.
- Not all local authorities can supply sandbags. A full range of information on these products is available from the National Flood Forum website www.floodforum.org.uk. A selected group of product information is also available on the Environment Agency's website www.environment-agency.gov.uk

Environment Agency

What to expect them to do

1. Monitor rainfall and river levels and make forecasts and issue flood warnings on main rivers, where they have forecasting capabilities.
2. Communicate the risks of flooding at those areas at risk.
3. Provide advice on what to do before, during and after flooding.
4. Provide information on river flood level forecasts when a flood watch or warning is in force on their Flood-line service
5. Issue flood warnings to people who are registered to receive their service*.

When flood warnings are in force, local river forecast information is available on the Environment Agency's Flood-line service; callers can listen to this information by telephoning Flood-line on 0845 988 1188 and then select option (1) and enter the quick dial number 0112315.

The Environment Agency's website shows live flood watches and warnings in force; it is updated every 15 minutes. However, when a flood watch or warning is in force people should telephone Flood-line to listen to what is happening locally. This information is not available on the website.

** It is important that all properties at risk from flooding should see if they can register for the Environment Agency's free flood warning service. Flood-line Warnings Direct (FWD). You can register by telephoning 0845 988 1188 and ask to be registered. To find out if your property is at risk, you can either telephone Flood-line on 0845 988 1188 and ask the operator or by logging onto the Environment Agency's website at www.environment-agency.gov.uk and entering your postcode.*

<p>DURING: Road closures</p>	<ul style="list-style-type: none"> • Request and identify road closures from Glos Highways. • In the event that Glos Highways are unable to, or will be delayed in closing roads, the Police will deploy equipment stored at the Station. • In the event that the Police are unable to be there, arrange for the equipment to be deployed by committee /Working Party members/ volunteers • Notify residents by posting notices on the web-site 	
<p>DURING: Alternative Accommodation for stranded residents</p>	<ul style="list-style-type: none"> • It may be that one or more family members of local residents are away from home when the restrictions are put into force. • This will result in alternative accommodation being required for however long the incubation period may be. • The EEC should provide what ever assistance they can in such circumstances. 	<p>Clerk EEC</p>

Appendix 5 to Annex D to Elmore Emergency Plan

Category 2: Emergency: Heavy Storms – Snow and ice

Background		
<p><u>Plans already in place:</u></p> <p>Snow Clearance: Although Gloucestershire Highways is the lead organisation for snow clearance on the main roads, they are already under pressure and during times of heavy snow are unable to clear the roads through Elmore</p> <p>We already have in place our Snow Warden who is the first point of contact for co-ordinating snow clearance locally.</p> <p>There are two main snow plough operators who clear the village roads; these are;</p> <ul style="list-style-type: none"> - Roger Godwin (Yew Tree Farm, Longney) who clears the main routes through both Elmore and Longney. - Manager, Elmore Back Farm (who maintains Lake Street to Elmore Back in order to permit the access of milk tankers and bulk feed lorries. <p>Both operators have snow-plough attachments for their tractors.</p> <p><u>Salt/Grit:</u> There are various salt/grit bins placed strategically around the village. These are monitored by EPC and topped-up in the autumn of each year in preparation for the winter.</p> <p>A reserve of salt and grit is held at Barhouse Farm. This reserve is topped up as required by Glos Highways.</p>		
<u>Actions Required</u>		<u>By Whom</u>
Before	<ul style="list-style-type: none"> • Ensure that contact is maintained with the operations centre for Glos Highways • In the event of warnings of heavy snow, check that the snow plough operators are available and that their equipment is functioning. • Contact Glos Highways in the summer of each year to order stocks of salt and grit. • Inspect and top-up as necessary, the salt/grit bins in the village 	<p>Snow Warden</p> <p>Snow Warden</p> <p>EPC</p> <p>EPC</p>
	<ul style="list-style-type: none"> • If snowfall is so heavy that roads are closed then contact should be maintained with those stranded or affected. 	

<p style="text-align: center;">During</p>	<ul style="list-style-type: none"> • It is unlikely that we will need to activate the Place of safety but it may be necessary to set up a transport ferry service to enable residents to reach the main roads and shopping areas. • The EEC should meet to consider what course of action is necessary and call upon volunteers with 4 x 4 vehicles to assist as required. • Of particular concern are vulnerable residents who may not be able to cope in bad weather and may need assistance with their heating and shopping. • If the situation persist for any length of time then consideration should be given to clearing snow drifts and improving access on all roads. 	
<p style="text-align: center;">After</p>	<ul style="list-style-type: none"> • When snow thaws then there problem could become one of flooding! • The situation should therefore be monitored by the EEC. • Check stocks of slat/grit and re-order if required. 	

Appendix 6 to Annex D to Elmore Emergency Plan

Emergency: Storms – Wind damage and tree blow-down

Background		
<p>The sudden storms in the UK in October 1987 would indicate the sort of scenario we may face.</p> <p>In such a situation we could get large trees blown down which could not only block roads but could also disrupt power and telephone services.</p> <p>The repair of utilities is not within the gift of the EEC but helping those agencies gain access to the problem is.</p>		
<u>Actions Required</u>		<u>By Whom</u>
Before	<ul style="list-style-type: none"> • As a matter of routine, landowners should check that any large trees bordering roads are in a fair state of health. • EEC to identify residents with chainsaws and who would be willing to help remove obstacles. • Landowners who notice that large trees growing adjacent to power cables and that could damage the cables if blown over, should report the matter to the company that pays them rent for having the poles etc on their land (Wayleaves) 	
During	<ul style="list-style-type: none"> • EEC to monitor the weather reports to assess the potential threats. • It is assumed that if such and even took place then there would be widespread damage across the County resulting in over-stretched emergency services. This would mean that if we wanted to return some form of normality then we would have to carry our some self-help. • After a storm, check that routes are open, either physically or by contacting residents in the various areas. • If a blockage is discovered and it is 	

Appendix 7 to Annex D to Elmore Emergency Plan

Emergency: Widespread Power failure

Background		
<p>Power failures can be caused by a multitude of reasons, many of which may not be local or within our gift to influence.</p> <p>The first actions to establish the extent of the problem. However, power failures will result in a breakdown of fixed line telephones and broadband to home PCS.</p> <p>Therefore, mobile phones will become an essential form of communication during such a situation.</p> <p>The village database should be as up to date as possible in order to have mobile phone numbers readily accessible.</p>		
<u>Actions Required</u>		<u>By Whom</u>
BEFORE	<ul style="list-style-type: none"> • Maintain a database of who lives in which house within the village • Maintain as comprehensive a list of contacts as possible. However, it s appreciated that there will be a level of reluctance by individuals to disclose their contact details. • Make sure that the list of utility companies is up to date. • Identify which residents own a small generator that could be used to provide emergency mobile power. 	
DURING	<ul style="list-style-type: none"> • Monitor situation by maintaining contact with electricity utility companies • Set up generator at EVH to enable residents to charge mobile phones and PCS if required • If the power failure occurs during winter ensure that everyone on the ‘Vulnerable’ list have enough alternative heating facilities (logs, coal, gas fires etc) • Set up mobile cooking facilities at Place of safety (EVH) using camping gas cookers etc so that warm 	

	meals can be prepared if required	
AFTER	<ul style="list-style-type: none">• Retrieve all generators and gas cookers and return them to owners.• Check on those on the 'Vulnerable' list to ensure that they are OK.	

Appendix 8 to Annex D to Elmore Emergency Plan

Emergency: Remaining Category 2 Situations

- Water shortage and/or water supply failure or pollution of mains water caused by another emergency –as per the floods of 2007.
- Follow-up action as required after an emergency has been dealt with by the relevant Emergency Service.

Background		
<p>An emergency situation may result in a knock-on effect such as a water shortage caused by drought or flooding that has polluted water supplies (as per 2007 floods).</p> <p>A situation may also occur which is either beyond our local resources or has not been anticipated.</p>		
<u>Actions Required</u>		<u>By Whom</u>
BEFORE	<ul style="list-style-type: none"> • Maintain contact lists • Review Emergency Plans annually • Identify suitable locations for emergency water bowsers • Identify all farmers who own water tanks for either storage or delivery. Add to List of Resources list. 	
DURING	<ul style="list-style-type: none"> • Maintain contact with local authorities to arrange for delivery of emergency water if required. • Notify residents of the local of the emergency water supplies and times when water may be drawn. • Monitor the supply of emergency water to ensure that it doesn't run out or get contaminated. • Arrange for delivery of water to anyone on the 'vulnerable list' who requires assistance. 	

	<ul style="list-style-type: none"> • In unexpected situations EEC to activate any measures that are appropriate to ht situation, drawing on plans for other types of emergency. 	
AFTER	<ul style="list-style-type: none"> • Ensure that the water bowsers are returned to the local authority. • Provide any assistance to those on the vulnerable list as required. • Update the Emergency Plans to include any new lessons learned. 	

ANNEX E to Elmore Emergency Plan

LIST OF KEY CONTACTS FOR EMERGENCIES

CONTACT/ NAME	TELEPHONE	WEB ADDRESS AND/OR POSTAL ADDRESS
Emergency Services	999	Or use 101 for non-emergencies
Police: Central switchboard Quedgeley Police Station Local Officer Crimestoppers	0845 090 1234 01452 .. 0800 555 111	Crimestoppers number allows crime to be reported anonymously.
Fire & Rescue Service	01452 753333	
Stroud District Council: (Community Resilience Liaison Officer [DEPLO])	01453 766321 01453 754455 01453 222 104	(switchboard) www.stroud.gov.uk out of hours emergencies
Gloucestershire County Council (switchboard): Enquiries Emergency only/out of hours Emergency Management Team contact	0845 6677788 01452 425 000 08000 921 776 Iain Bryson	Out of hours Help line www.gloucestershire.gov.uk iain.bryson@gloucestershire.gov.uk
Gloucestershire Highways: Local Area Rep: Dan Tiffney	08000 514 514	www.gloucestershire.gov.uk/highways
NHS Glos Glos Royal Hospital	08454 221500	www.glospct.nhs.uk
Ambulance Services	01249 850500	Great Western Ambulance Service
St John's Ambulance Glos Office (daytime) Out of Hours On Call Officer	Tel: 01452 858220 Mob: 07623 921010	
Electricity - Southern Electricity - Western Power Distribution - NPower - EON	0845 770 8090 0800 0963080 0800 072 0021 0800 056 8090	(Power distribution emergency service)
Water: Severn Trent	0845 9200 800	Burst water mains or water being cut-off.
BT Faults	151	Also broadband problems BUT calls diverted to a call centre in India!

CONTACT/ NAME	TELEPHONE	WEB ADDRESS AND/OR POSTAL ADDRESS
Environment Agency General Enquiries Potential Incidents (24hrs) Floodline (for river level information and to register for the flood warning service)	08708 506 506 0800 807060 0845 988 1188 or 0345 988 1188	www.environment-agency.gov.uk http://www.gov.uk/floodsdestroy
Elmore Emergency Committee (EEC) Lead personalities Andy Nash Jenni Hobbs John Field	0145 07772 534 310 01452 724633 Tel: 01452 720357 Mob: 07519 651 547	Liaison Officer Welfare Lead Co-ordinator
Parish Clerk	01452 722034	
Snow Warden(s)	Jenni Hobbs Sophie Round	Elmore central Lake Street
Village Agent (for surrounding parishes)	01452	
(sand-bags)	01452 See Annex 3 for other numbers	
Place of Safety Key Holders (EVH) John Hardisty Graham Littleton Dorie Jones (Parish Clerk)	01452 01452 01452	Pikelett Cottage Bridgemacote Farm Rose Cottage, Weir Lane
Individuals with tractors and other heavy machinery: Michael Watts, Jerome Hobbs, Graham Littleton Sophie Round, Graham Taylor Chris Camm	01452 01452 01452 01452 01452 01452	Elm Farm Barhouse Farm Bridgemacote Farm Elmore Back Farm The Olde Shop Hockley
Local media <u>Radio Stations:</u> Radio Gloucestershire Gloucester FM <u>Local Press</u> Glos. Echo (Daily)		
	Frequency 104.7 96,6 Switchboard Newsroom "This is Glos"	Telephone 01452 308585 01452 546400 01242 271900 01242 271842 01242 271736

Note: Local phone numbers included in 'Restricted' version of this plan only.

ANNEX F1 to Elmore Emergency Plan

LIST OF VOLUNTEERS

(Restricted version of Plan only)

ANNEX F2 to Elmore Emergency Plan

LIST OF ALTERNATIVE TEMPORARY ACCOMMODATION

(Restricted version of Plan only)

ANNEX G to Elmore Emergency Plan

SUMMARY OF RESOURCES AVAILABLE (some yet to be agreed)

Local resource	Contact person(s)	Telephone/address/email	How could it be used?
Sandbags	SDC Small stock held	SDC: Stock: Barhouse Farm	
Accommodation list	EEC EPC		
Salt	Glos Highways Local stocks	Held at Barhouse Farm	Gritting of vulnerable areas
Tractors	Mike Watts Jerome Hobbs Chris Camm Simon James Graham Littleton Sophie Round Graham Lovell		Towing; Rescuing cars trapped in flood water; Delivery of supplies to stranded areas.
Trailers for tractors	Mike Watts Jerome Hobbs Graham Littleton Sophie Round Graham Lovell		Transporting people through deep flood water.
4 x 4 Vehicles	Mike Watts Kevin Jarrod Mark Turner Simon James Jerome Hobbs		Ferry service for stranded people.
Snow Ploughs for tractors	Roger Godwin		Snow clearance
Back actors			Ditch clearance
Other earth moving plant	Graham Taylor		
Buckets for tractors	Mike Watts Jerome Hobbs Graham Littleton Sophie Round Graham Lovell		
Trailers for cars	John Field Gordon Davies Mark Turner Trevor Jones		Moving personal possessions to a safe area.
Water Pumps	John Field Mark Turner		
Generators	Gordon Davis Mark Turner Graham Taylor		Emergency power to localised areas
Chainsaws	John Field Mark Turner Mike Watts		Removal of trees across roads.

	Trevor Jones		
Welding /cutting Equipment	Gordon Davis Mark Turner		Making improvised barriers.
Hi-visibility jackets, spades, saws, forks, shovels etc	EVH Locker Many individuals		
Road Closure Signs	Local Police Glos Highways		
Defibrillators		Telephone Box by EVH Elmore Back Farm Velthouse Farm	
GP Practice	St James – Quedgeley Frampton Surgery	01452 740213 frampton.surgery@nhs.net	Medical assistance in office hours
Village Agent (for surrounding parishes)	Christine Lingard		SDC's Agent
Neighbourhood Warden	Carol Novoth	Tel: 01453 754512 Mob: 07970250343 carol.novoth@stround.gov.uk	SDC's Agent

ANNEX H1 to Elmore Emergency Plan

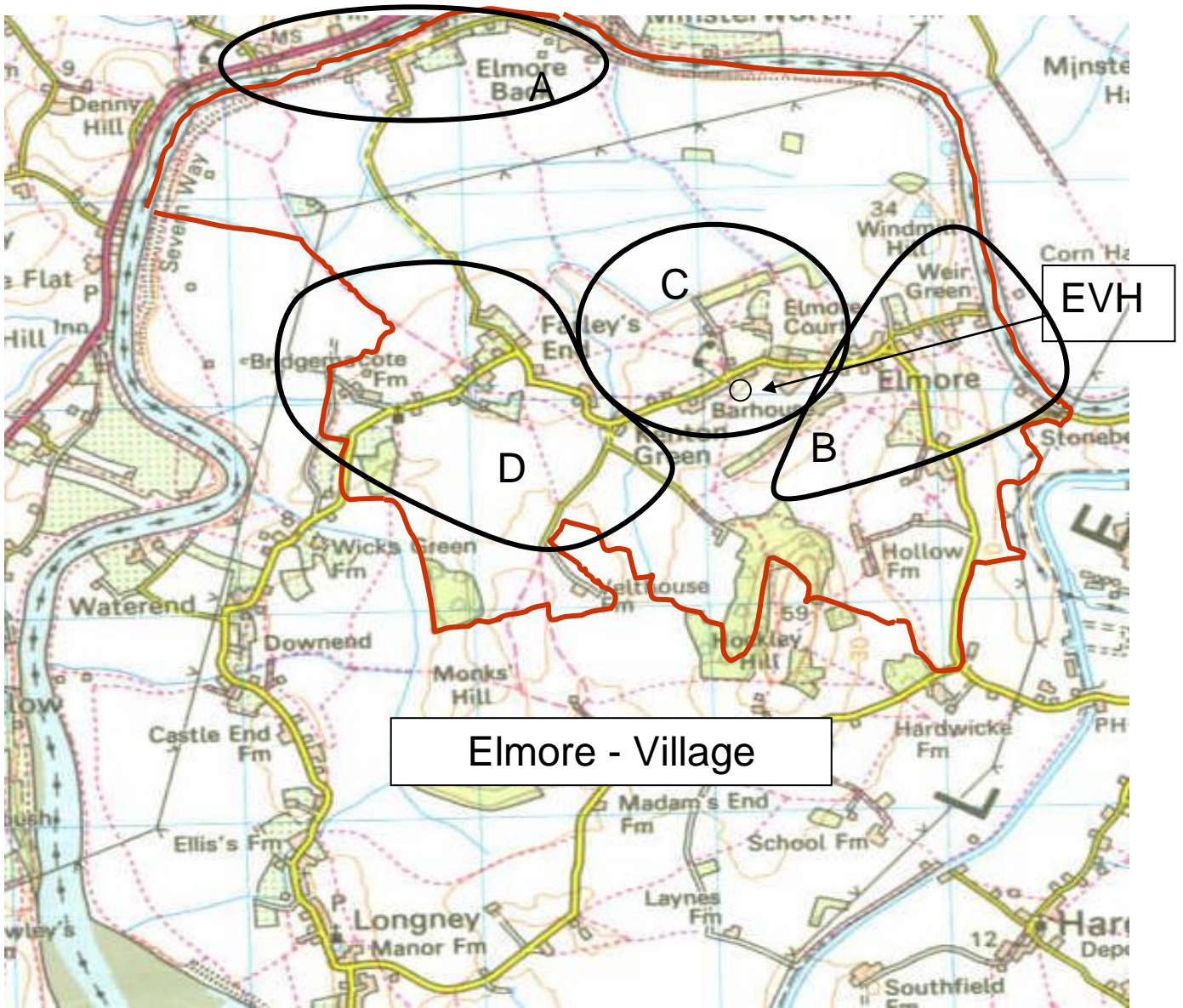
LIST OF FIRST AID TRAINED PERSONNEL

(Restricted version of Plan only)

ANNEX J to Elmore Emergency Plan

SPECIMEN LOG SHEET

During an emergency, information about incidents and actions taken by the community will be captured using the following sheet. ***After the emergency please give this to the Co-***



Area A:

Elmore Back – all houses and farms.

Area B:

Weir Green, Hollow Farm, Elm Farm, part of Stonebench Lane

Area C:

From Elm Farm to Dower house incl EVH & Elmore Court.

Area 4:

Kenton Green, Velthouse Farm, Farley’s End, Bridgmacote Farm & Beamlow (incl Church)