

**Parish Council
community-based
co-ordinated response**

HEADQUARTERS

The Trinity Hall, by kind permission of
The Mercers Company – Refuge/First
Aid assistance/Grounds/Meadow.
Parish Councillors assembly point

**OTHER BUILDINGS OFFERING
REFUGE**

All Saints Church and St Mary's Church
–Kitchens, WCs, First Aid assistance.
Fire extinguishers/blankets.

RESOURCES

Shotesham Village Association –
Marquees, trestle tables and chairs
Conservation Group –saws, loppers and
other garden equipment.

ADDITIONAL BUILDINGS

Hill Farm. 60m x 25m space with power
and water. Numerous transport vehicles
and digging equipment.

COMMUNICATIONS

Via Village Website, Contact and email
list.

**THE PARISH CLERK WILL
BECOME
CO-ORDINATOR OF THE
SHOTESHAM EMERGENCY PLAN**

**Shotesham Parish
Council**

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**Shotesham Parish
Council**

**Emergency Plan
2013**

Self-help initiative

If it becomes necessary to activate the Shotesham Emergency Plan, members of the Parish Council will act as the focal point for any co-ordinated community-based response.

However, a key element of the plan is the development of a public-awareness and self-help strategy.

The purpose of this document is to inform all villagers about these arrangements. To encourage them to consider ways, in which they might prepare for the kind of emergency that affects household services.

One of the most important things you can do, to prepare for an emergency, is to spend a few minutes putting together a Household Emergency Plan and making sure that all your family know about it.

Having a plan can help you deal quickly and effectively in a stressful situation.

It doesn't need to be complicated, just ask yourself "What if?" and then find the answers.

Think about emergency friends, important contacts and how people would know your needs in an emergency.

Checklist

- Does your home have or could you secure alternative sources of energy/cooking that could be used in the event of a loss of electricity?
- Do you have a means of communication that is not wholly reliant on mains electricity – for instance a non-digital phone? In some emergency situations the use of mobile phones may be impossible.
- Do you have a battery-operated radio for listening to local radio emergency information?
- Do you maintain a stock of non-perishable items of food and bottled water? Do you maintain a stock of candles and battery-operated lights/torches.
- Prepare an emergency First Aid kit and remember any medication you may need.

Many neighbours will already be operating in an informal system of 'safety and welfare checks' on each other.

However, The Parish Council/Volunteer led '**Shotesham Good Neighbours**', under its co-ordinator Jane Taylor 01508 558751, would be the central point of contact, under the direction of The Parish Clerk.

Response Communications Procedure

LOCAL INCIDENT/EMERGENCY
Witness to incident (local area)

NOTIFY CLERK OF PARISH COUNCIL (or any member of Parish Council if unavailable)

The Parish Clerk maintains log.

Notifies Parish Councillors

If necessary PCC/SVA/Good Neighbour Co-ordinator/The Trinity Hall.

Together with Emergency Planning Dept. SNDC (Jenny Bloomfield 01508 533607) if appropriate.

Meet at the Trinity Hall

Identify Individual Residents who require assistance. Notify/Attend. Help in situ or remove person(s) to place of safety.

If there is sufficient need –open appropriate centre. Source and acquire equipment.

Co-ordinate volunteers with specialist knowledge from Resource list (held by Clerk and Councilors).

Consider other actions as appropriate (temporary accommodation/ communication by car/bike/whatever means possible).