

KING'S SOMBORNE PARISH COUNCIL

COMMUNITY RESILIENCE AND EMERGENCY PLAN

EMERGENCY CO-ORDINATOR – Councillor Richard Webb

UPDATED – September 2023

This plan gives general guidance to the local community only, outlines actions to be taken by responsible groups and organisations and recognises that it is complementary to the County, Borough and Emergency Services plans in existence

Distribution

1. King's Somborne Parish Councillors
2. Hampshire Constabulary – Stockbridge Fire/Police Station
3. Village Hall – Chairman of the Management Committee
4. Working Men's Club – Chairman of the Management Committee
5. Parish Church – Secretary to the PCC
6. Methodist Church – Steward
7. The Crown Inn
8. Community Responders Co-ordinator
9. Cross Stores
10. Neighbourhood Watch Co-ordinator
11. WI Chairman
12. Community Information Volunteers (Village Agents)
13. Test Valley Borough Council Emergency Planning Team
14. Hampshire County Council Emergency Planning Team
15. Hampshire Fire and Rescue Service (via HCC)
16. King's Somborne CofE Primary School Head Teacher
17. Mid Test Borough Councillors

The Plan is also available on The Sombornes website – www.thesombornes.org.uk and Parish Council website – www.kingssombornepc.org

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PART 1

Aim

To harness local resources and expertise to enable the community to help itself in a way that complements the response of the emergency services.

Objectives

- * Identify hazards and possible mitigation
- * Identify vulnerable groups within the community
- * Identify key contacts
- * Identify the community emergency management team
- * Identify resources available to the community in the event of an emergency

Activation of the Plan

The Plan will be activated when a member of the emergency management team considers it necessary to take action in response to an incident or flood warning and when action cannot be taken effectively without triggering the arrangements outlined in this document.

Possible hazards

1. Flooding
2. Total or partial loss of electricity
3. Total or partial loss of water
4. Total or partial loss of telephone
5. Major fire
6. Major road accident/loss of road access
7. Major aircraft accident
8. Major weather changes eg storm or drought damage
9. Chemical spillage
10. Pandemic, disease or heatwave distress

Emergency Team

Members of the emergency management team include the following:

- | | | |
|---|---|--|
| * | Cllr Graham Searle | Chairman, King's Somborne Parish Council |
| * | Cllr Richard Webb | Emergency Co-ordinator |
| * | Cllr Ian Beacham | Deputy Emergency Co-ordinator |
| * | Other Councillors as required | |
| * | Other members of the community as appropriate | |

Incident Room

An incident room will be established in one of the following three locations:

*	Village Hall	King's Somborne recreation ground SO20 6PP (Primary)
*	Epworth Hall	Methodist Church, Winchester Road SO20 6NZ (Secondary 1)
*	Working Men's Club	Winchester Road SO20 6NY (Secondary 2)

Evacuation centres

The 3 buildings above will also be used as evacuation centres in the event that residents are unable to stay in their own homes and have no immediate alternative accommodation. The primary centre will be the Village Hall which has an independent diesel generator for emergency use. Instructions for use are held in the switch box in the Village Hall store and generator ignition keys in the kitchen key cabinet. If none of these buildings are available, Hampshire County Council will make arrangements to transport those in need to an alternate centre away from the community.

Other local emergency plans

The King's Somborne Primary School has an emergency evacuation plan when, should the need arise, the staff and children will be evacuated to the Village Hall. Parents will be contacted by School staff.

Role of Emergency Co-ordinator

- To maintain the Community Resilience and Emergency Plan
- To provide a link with the Borough and County Emergency Planning Teams and other external agencies
- To call a community meeting (if required)
- To provide the focal community response to an emergency
- To ensure the battery radios and torches are fully charged in good time for use in the event of an emergency; allow 14 hours for full charge
- To warn the chosen evacuation centre of the possible use of their facility in the event of an emergency

PART 2

Community Resources

Air Ambulance landing sites

The Air Ambulance will land as close as possible to the scene if called out. Larger designated landing areas are the King's Somborne recreation ground at map reference SU 358308 and the Up Somborne recreation ground at map reference SU 388323

Medical/First Aid

In the event of injury or illness within the community, the assistance of professional medical support should be sought in the first instance ie Ambulance and/or Doctor.

The Community Responders will be alerted by the Ambulance Service and will provide a rapid response provided someone has dialled 999. Defibrillators for public use in an emergency are available on the external wall of the Village Hall and the Crown Inn and there is also one located at Rookley Farm, Up Somborne SO20 6QX.

Voluntary Groups

There are a number of voluntary groups in the community who are prepared to help and whose details are published in *The Gauntlet* magazine. (Copies available on the Village website)

Community Wardens & Vulnerable Persons in the Community

The Community Information Volunteers will co-ordinate a system of Community Wardens who will be aware of the vulnerable in their designated areas although not all of those are likely to be in need. Volunteers will make contact with those who might need help when the Plan is activated or a particular need arises. Alternately, find out who your area Warden is and make contact especially if you are vulnerable in the event of loss of electricity or water supplies, pandemic or floods.

Exercise Buddy Buddy Care - Be a good neighbour and get to know your neighbours and their strengths and where they might need help in an emergency.

Tradesmen

The following tradesmen or members of the community with trade skills have volunteered their support in the event of an emergency –

Trade/Skill	Name	Contact details
Gates and fencing	Barker & Geary	01794 388205
Pest control	Kestrel Pest Control	02380 267458
King's Somborne Tree Services		07944 833726
Worthy Heating & Plumbing		01962 776321
General ground work	Green Grass Services	01794 388750

Transport

The following can be called upon to transport people, essential equipment or provisions in the event of an emergency –

Vehicle	Name	Contact details
Cars (Neighbourcare)	Sue Jackson	07470 022396
	Mary Bradley	07470 022396
Light goods	Mike Rebbeck	01794 388750

Additional Community Resources

Cross Stores	Supplies	Michelle Qassim	01794 389658
The Crown Inn	Food/drink	Terry Minter/Jude Evans	01794 388360
Village Hall	Heat, light, water, toilets, communications		01794 388108
Epworth Hall	Heat, light, water, toilets, communications		01794 388121
Working Men's Club	Heat, light, water, toilets, communications		01794 388108

Communications

System	Contact	
Community Information Boards	Clerk	clerk@ kingssomborne-pc.gov.uk
Parish Council	Chairman	01790 582736 graham.searle@kingssomborne-pc.gov.uk
<i>The Gauntlet</i> magazine	Harvey Saunders	01794 388029 thegauntletmag@hotmail.com
Cascade telephone system – Parish Council Clerk Parish Council Chairman Parish Council Vice-Chairman		
The Sombornes community website	Tim Long	01794 389500
Parish Council website	Richard Webb	07478 276815
Neighbourhood Watch	Andrew Brock	01794 388227
Volunteer groups:		
Women's Institute	Linda Aucock	01794 388542
Neighbourcare	Sue Jackson	01794 388884
	Mary Bradley	01794 388386
Scouts	Wendy Jarvis	01794 389552
Community Responders	Lesley Everard-Evans	01794 388991
Community Information Volunteers	Sue Jackson	01794 388884
	Gill Butler	01794 388831
Parish Church Wardens	Joan Appleyard	01794 388224
	Janet Ingleson	01794 388618
Methodist Church Steward	Pam Gravenor	01794 388531

PART 3

Individual preparation for an emergency

To allow yourself to be prepared for an emergency you should take time to find out:

- Where and how you turn off water and electricity supplies to your home
- The emergency procedures for your children at school
- The emergency procedures for your place of work
- How you would stay in contact with your family
- If any elderly or vulnerable people might need your help
- How to tune into your local radio station
- How to contact your household insurers

Ensure you keep a stock of bottled water, tinned and ready to eat food and a bottle/tin opener

Stock up on oil, wood, bottled gas or coal if a cold Winter is predicted

Sign up to the free flood warning service offered by the Environment Agency using www.environment-agency.gov.uk or by calling 0845 988 1188

If eligible, register with Scottish and Southern Electricity's and Southern Water's Priority Services Register for emergency assistance in the event of loss of electricity or water. Contact details on the respective website or contact them by telephone, the number will be on your bill, or contact the Clerk.

Consider having at least one telephone in your house an analogue telephone to enable calls to be made when power is lost by the service provider.

What should you do in an emergency?

Call 999 if there are people injured or a threat to life exists.

DO NOT PUT YOURSELF IN DANGER

Listen to the advice of the emergency services

Stay calm and think before taking any action

Try to help others and be reassuring

If you are not involved or might be in danger – **GO IN, STAY IN, TUNE IN** to the local radio

Initial actions by those involved or affected by the incident

- * Gather as much information about the situation as possible
- * Make contact with the emergency services - see METHANE page 9 below
- * Consider whether you can work safely from your current location or need to move
- * Consider whether you need to contact the Parish Council emergency team
- * Arrange for contact to be made with those vulnerable members of the community
- * Arrange for community resources/organisations to be made available
- * Consider whether any additional members of the community need to be involved

What you should do if you might have to evacuate your home

Gather together:

A list of useful telephone numbers eg doctor and close relatives

Home and car keys

Toiletries, sanitary supplies and prescribed medication

Battery radio with spare batteries

Torch with spare batteries

Candles and matches/lighters

First aid kit

Mobile phone and charger

Cash and credit cards

Legal documents eg insurance policies, car registration forms, birth certificates

Spare clothes and blankets

If you have time

Turn off electricity, gas and water supplies

Unplug appliances

Lock all doors and windows

If you leave by car, take bottled water, blankets and tune in to your local radio station (BBC Radio Solent 96.1FM)

Flood hazard and major storm damage

If flooding is threatened, you should contact the emergency floodline on 0845 988 1188. For the deaf and hard of hearing there is a Minicom service 0845 602 6340.

Sandbags. Hampshire County Council and Test Valley Borough Council may not be in a position to supply sandbags in the event of an emergency and householders should make their own arrangements NOW. Most DIY stores stock them. Alternatively, pieces of wood 12 – 15 inches high and about an inch thick cut to cover the outside of your doors can also provide an effective watertight seal, especially if wrapped in a wet towel or newspaper and nailed to the door jams. You can also purchase specialist flood gates with frames to fit outside your external doors from DIY stores and builders' merchants. Remember to cover up air bricks on external walls. (*The Parish Council does not hold stocks of these*)

Synthetic absorbent bags. These are a modern version of sandbags and can be bought empty or filled from most DIY stores. They can be filled with either wet earth or sand and will provide an effective seal.

Sewers and drains. Using non-return valves, plugs, bungs and fixing drain covers can reduce flooding in these areas. Most builders' merchants can advise on this.

Valuables and Documents. Take anything of value upstairs or store above the likely water level at the first sign of a problem.

Coping with a flood. Call your insurance company; check the classified telephone directories under 'Flood Damage' for suppliers of cleaning materials and equipment to dry out your home; contact the gas, electricity and water companies to have your supplies checked before you turn them back on; open doors and windows to ventilate your home; remember to unblock your airbricks when the water has receded; restock any used supplies for the next time! **BEWARE** of contamination and wear protective clothing.

A directory of flood protection products is available from the **National Flood Forum** at www.bluepages.org.uk

Loss of electricity

In the event of a full or partial loss of the electricity supply in your property or in the Village or surrounding areas, ring the emergency telephone number 105 or 08000 727282 and report the fact. It would be wise to have a stock of torches with batteries, candles and matches/lighters to hand in case of a prolonged power failure.

Loss of main drainage

Main sewers. Contact your insurance company for advice regarding the appropriate steps you should take. Ring Southern Water 0845 2780845 and for general advice Test Valley Borough Council Environment and Health Services 01264 368000.

Septic tanks. If possible, temporarily block the outflow to the soakaway and use the tank as a cesspit. Arrange for the tank to be emptied as soon as possible thereafter.

Cesspit. If the cesspit fails due to rising water, arrange for it to be emptied. If it fills again it will be with groundwater and floodwater resulting in minimum pollution. Arrange for the pit to be emptied as soon as possible thereafter.

External water leak. If you find a water leak outside your home contact Southern Water's emergency contact number on 0800 820999.

EMERGENCY ACTION CHECK LIST

Activation and call out

- Dial 999 if life or property are threatened in the community by incident or emergency

METHANE – the emergency services will want to know –

M – is it a major or minor incident

E – exact location

T – type of incident

H – any hazards

A – how easy to access

N – number/type of casualties

E – which emergency services are/will be in attendance

- Contact the Clerk to the Parish Council/any Councillor
- Complete the log sheet attached recording any decisions you have made and persons to whom you have spoken
- Contact other members of the community that need to be alerted eg
 - Those under threat especially the elderly and vulnerable
 - Volunteers and key holders that may be needed

Initial contact is to inform them of the emergency or inform them of the current Emergency Service advice regarding any action to be taken. Follow up contact may be necessary to update the situation or to check they are coping. Contact can be word of mouth (preferable), by e-mail, by social media or by printed leaflet.

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 Parish Council been informed there is to be a community emergency meeting
- Has the community been informed there is to be a meeting
- Take a copy of the first agenda to the meeting

CONTACTS

Service/Role	Name	Telephone number	Website/e-mail
Emergency services		999	
Emergency Co-ordinator	Richard Webb	07478 276815	richard.webb@kingssomborne-pc.gov.uk
Deputy Co-ordinator	Ian Beacham	01794 388660	ian.beacham@kingssomborne-pc.gov.uk
Test Valley Borough Council		01264 368000	www.testvalley.gov.uk
Hampshire County Council		0845 6035638	www.hants.gov.uk
Hants Direct		01329 225398	
Met Office Floodline		0845 9881188	
Met Office guidance on Winter preparation			http://www.metoffice.gov.uk/learning/get-ready-for-winter
Emergency Planning Unit HCC		01962 846846	epoffice@hants.gov.uk

Police	101	www.hampshire.police.uk
Fire Service HQ	02380 644000	www.hantsfire.gov.uk
SSE for power outages	0800 0727282	https://www.ssepd.co.uk/Powertrack
SSE Priority Service contact	0800 2943259	https://www.ssen.co.uk/priorityservices
NHS Direct	0845 4647	www.nhsdirect.nhs.uk
Environment Agency Floodline	0845 9881188 0800 804060	www.environment-agency.gov.uk
Hampshire Highways	0845 8504422	www.hants.gov.uk
Doctors' Surgery Stockbridge Out of hours contact	01264 810524 01962 718697	
Parish Council Chairman	Graham Searle	07980 582736
Parish Clerk	vacant	clerk@kingssomborne-pc.gov.uk
Post Office/Cross Stores	Michelle Qassim	01794 389658
Village Hall keyholder	Robin Somerville	07939 678196
Village Hall telephone		01794 388421
Epworth Hall keyholder	Marion Downing	01794 388121
Working Men's Club keyholder	Janette Batchelor	07583 163607
Primary School Headteacher	Paul O'Brien	01794 388381
The Crown Inn	Judith Evans	01794 388360
Southern Water		08452 780845
Scottish & Southern Electricity (power cuts)		105/0800 0727282
Andover War Memorial Hospital (no A & E dept)		01264 358811
Romsey Hospital (no A & E dept)		01794 512343

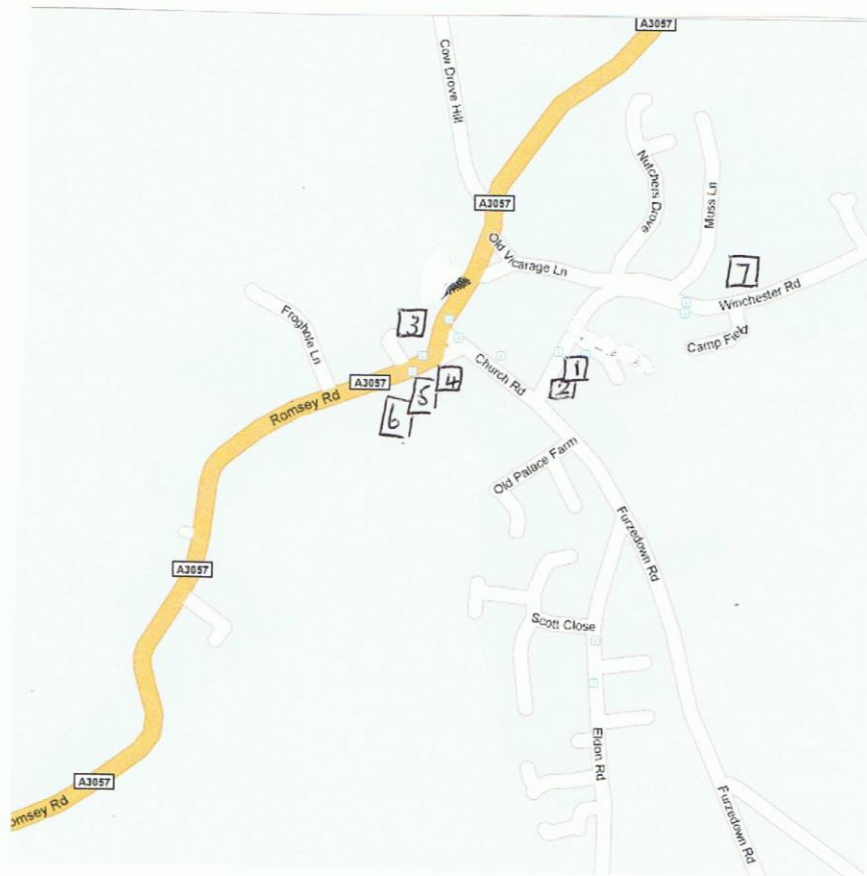
Annexes

- A. Log sheet page 11
- B. Community map page 12
- C. Flooding general page 13 - 18

LOG SHEET

Date	Time	Information/Decisions/Actions	Initials
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COMMUNITY MAP



Key

1. Working Men's Club
2. Cross Stores/post office
3. Crown Inn
4. Parish Church
5. Primary School
6. Village Hall
7. Methodist Church/Epworth Hall

FLOODING - GENERAL

The risk of flood is high along the banks of the Stream and residents should be aware of their personal responsibilities and what to do in the event of a flood. Everyone should also bear in mind the likelihood of ground water rising and mixing with sewage at surface level and the likely back pressure on house toilets and domestic water systems. Rising ground water can come up through floors as well as coming through doors.

DO NOT ALLOW CHILDREN TO PLAY IN FLOOD WATERS and beware the Stream could be deeper than it looks.

PROTECTING YOUR PROPERTY

Sandbags are a good first step but will not prevent flood waters rising through the floors. In this instance you should consider pumping and the most effective is where the inlet is installed in a sump ie a low point to which water can drain. Electric pumps may be the most convenient but diesel driven pumps will continue to work in the event of power failure. A back up generator could prove useful. **BEWARE** generators produce carbon monoxide fumes and should be positioned outside the property and only be used when the water level outside is below that inside. Seek specialist advice if you rely on a septic tank or cess pit.

Check external mortar regularly, install flood protection products eg non-return valves in sewage pipes, air brick covers, toilet seat seals, door barriers

HEALTH and SAFETY

Remember flood water can be contaminated by silt, sewage, oil or chemicals. Wear protective clothing and wash your hands after contact. Cover any cuts with waterproof plasters.

Don't let children or pets onto flooded grassed or paved areas outside until cleaned. Remove toilet waste by shovelling into black bags and sealing them. Grassed areas should become safe after cleaning, cutting and some sunlight to destroy harmful bacteria.

Don't use damp electrical items – get them checked by a professional
 Seek medical advice if diarrhoea, fever, or abdominal pains arise
 Mould can be a health hazard
 Beware petrol, diesel or gas fumes – they can kill
 If using electrical items eg a generator, run them through a circuit breaker

THE AFTERMATH

Flooding can be traumatic and it could be some time before life and you return to normal. There is no simple fix but try to lead as normal a life as possible, eat healthily, stay active and busy, accept help and don't dwell on TV and newspaper reports on the crisis.

Beware rogue traders and don't pay for anything in advance. Call the Police if in doubt and put a chain on when answering the door having made sure that all other windows and doors are secure.

INSURANCE

Ring your landlord or insurance company immediately you suffer flooding, try to remain calm and keep a log of all conversations and communications between you. A photographic record can prove very useful in the aftermath and include structure, appliances, furniture and contents, watermarks, in particular.

NATIONAL FLOOD FORUM

Make use of the advice available from the National Flood Forum, a charity established to help people prepare for and deal with the aftermath of flooding. There is advice on insurance here.

Website is www.floodforum.org.uk tel number 0207 344 1844

HOME EMERGENCY ACTION PLAN

Develop your own home emergency action plan. Example templates are available from the National Flood Forum, Hampshire County Council and below. This will help you **PREPARE, RESPOND and RECOVER**.

PARISH FLOOD ACTION PLAN

The Environment Agency in conjunction with the Parish Council has drafted a Flood Action Plan detailing the action to be taken by various external agencies before, during and after a flood alert. It has yet to be agreed by all agencies involved but a draft copy is on the Parish Council website. Among other matters, it stresses the action to be taken by riparian land owners to maintain that stretch of stream bordering their individual property and those property owners who are riparian owners should read this Plan carefully.

APPENDICES

1. Personal flood and emergency plan template
2. Building an effective sandbag wall
3. Know your flood warning signs

Personal flood and emergency plan



Are you signed up to receive flood warnings? ☐

If not call Floodline on 0845 988 1188 to see if your area receives

Name

Let us know when you've completed your flood plan by calling Floodline on 0845 988 1188. This will help us learn more about how people are preparing for flooding.

General contact list	Company name	Contact name	Telephone
Floodline	Environment Agency		0845 988 1188
Electricity provider			
Gas provider			
Water company			
Telephone provider			
Insurance company and policy number			
Local council			
Local radio station			
Travel/weather info			

Key locations

Service cut-off	Description of location
Electricity	
Gas	
Water	

Who can help/who can you help?

Relationship	Name	Contact details	How can they/you help?
Relative			
Friend or neighbour			

Figure 1: Sandbag wall across doorway (viewed from water side)

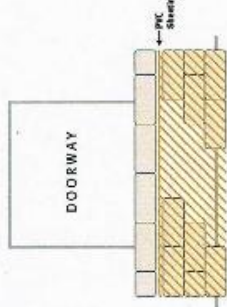


Figure 2: Header course (viewed from above)

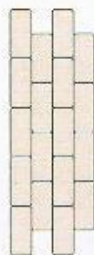


Figure 3: Stretcher course (viewed from above)



Filling the bags

- This is a two-person job: one to hold the bag open and one to fill.
- Do not fill bags more than half full.
- You don't need to tie the end of the bag.

Placing the bags

- Clear any debris from the area where the bags are to be placed.
- If you can, put a large sheet of heavy-duty plastic between the sandbags and the wall of your house.
- Place the bags lengthways, tucking the open end under the filled half of the bag and position it pointing into the direction of water flow.
- Place bags in layers. Like a brick wall, make sure that in the next layer each bag overlaps the one below by half.
- Stamp bags firmly into place to eliminate gaps and create a tight seal.
- To lay sandbags in a doorway (Figure 1), it may be necessary to empty some of the contents out or shape the sandbags to achieve a good fit without overlapping.

Building a more substantial sandbag wall

Building a sandbag wall up to 60cm high by 1 metre in length requires approximately 80 filled sandbags.

- Remove any debris from the area where the bags are to be placed and try to use firm and level ground if possible.
- There are two ways of laying sandbags – Headers (Figure 2) and Stretchers (Figure 3). Headers should be used on first, third and fifth courses. Stretchers are used on second, fourth and sixth courses.
- Lay sandbags with seams and bag mouths facing inwards, as this is where moisture enters the bags.
- Shape the sandbags into rectangles before laying them.
- Use half-filled sandbags to enable you to stagger joints.
- Have the neck of the sandbags facing the same direction.
- If the wall or dam is going to be in place over a long period of time PVC sheeting should be used to form a barrier on the wet side of the wall. Position the PVC sheet so that the leading edge falls

approximately on the centre line of where you intend to build the wall with the spare sheet showing at the front side (water side) – see Figure 4.

- If time and conditions permit, sandbags should be compacted after being laid, possibly using a vibrating plate.
- When desired height of sandbag wall is reached, pull up the PVC sheet over the top of the wall and fix in place with a final course of sandbags.

Pyramid placement method

If you need to create sandbag protection that is more than three layers high you will need to build in a pyramid style. For the structure to be stable, you should build the 'sandbag wall' three times as wide as you need it to be high. Again use the alternative Header and Stretcher method for alternative layers. Compact each bag into place and tuck the loose end firmly under the filled portion of the bag (Figure 5).

Additional waterproofing

Lay plastic sheeting across the side of the sandbag wall on the water side. Weigh down with additional sandbags (Figure 6).

Remember!

Sandbags are popular but they have disadvantages:

- During an emergency sufficient quantities may be difficult to obtain.
- They are time-consuming and require two people to fill.
- They can be difficult to handle, particularly for the elderly or infirm.
- When they come into contact with floodwater they tend to retain contaminants such as sewage.
- Sacking material is biodegradable, and will disintegrate if left in place for long periods of time.

More information on protecting yourself from flooding can be found on the Environment Agency website:

www.environment-agency.gov.uk

In certain circumstances, local authority grants may also be made available to cover some of the costs of providing resistance and resilience products for individual private dwellings. Contact your local authority to find out whether you may be eligible.



Figure 5: Pyramid placement

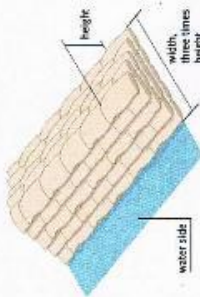
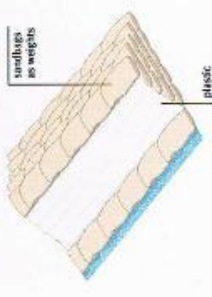


Figure 6: Additional waterproofing



Personal flood and emergency plan

What can I do NOW?



Put important documents out of risk and protect in polythene	<input type="checkbox"/>	Look at the best way of stopping floodwater entering your property	<input type="checkbox"/>	Find out where you can get sandbags	<input type="checkbox"/>	Identify what you would need to take with you if you had to leave your home	<input type="checkbox"/>
Check your insurance covers you for flooding	<input type="checkbox"/>	Make a flood and emergency plan and prepare an emergency kit	<input type="checkbox"/>	Identify who can help you/who you can help	<input type="checkbox"/>	Understand the flood warning codes	<input type="checkbox"/>

What can you do if a flood is expected in your area?

Actions	Location
Home	
1. Move furniture and electrical items to safety	
2. Put floor boards, polythene and sandbags in place	
3. Make a list now of what you can move away from the risk	
4. Turn off electricity, water and gas supplies	
5. Roll up carpets and rugs	
6. Unless you have time to remove them hang curtains over rods	
7. Move sentimental items to safety	
8. Put important documents in polythene bags and move to safety	
Garden and outside	
9. Move your car out of the flood risk area	
10. Move any large or loose items or weigh them down	
Business	
11. Move important documents, computers and stock	
12. Alert staff and request their help	
13. Farmers move animals and livestock to safety	
Evacuation – Prepare a flood kit in advance	
14. Inform family or friends that you may need to leave your home	
15. Get your flood kit together and include a torch, warm and waterproof clothing, water, food, medication, toys for children and pets, rubber gloves and Wellingtons.	

There are a range of flood protection products on the market to help you protect your property from flood damage. A directory of these is available from the **National Flood Forum** at www.bluepages.org.uk

Be prepared for flooding. Act now

