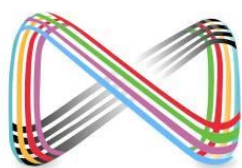


**If you are in immediate danger call 999**

# **Geldeston Community Emergency Plan Preparing for and responding to Covid19**

**Plan last updated on: 14/03/2020**



**NORFOLK  
RESILIENCE FORUM**  
  
preparing for emergencies

 **Norfolk**  
Association of  
**Local Councils**

## Plan distribution list

	<b>Issued on</b>
Ian Ansell GPC Chair	
Linda Rowntree Parish Emergency Coordinator	
Lydia Keep Parish Deputy Emergency Coordinator	
Jonathon Pyke South Norfolk Council Emergency Planning	
Tina Page Geldeston Parish Clerk <a href="mailto:geldestonclerk@hotmail.co.uk">geldestonclerk@hotmail.co.uk</a>	

## Plan amendment list

<b>Date of amendment</b>	<b>Date for next revision</b>	<b>Details of changes made</b>	<b>Changed by</b>

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# Aim and objectives

The aim of this plan is to enhance community resilience to Covid 19 (Coronavirus). The objectives are to:

- Identify hazards within the community
- Identify resources and key contacts in the community
- Assist in the identification of the vulnerable people and areas within the community

# Emergency co-ordinator roles & responsibilities

The role of Emergency Co-ordinator (and their deputy) is fulfilled by volunteer residents who provide a vital link between residents and organisations planning for and responding to an emergency. Their role is to:

- Facilitate the completion and maintenance of the Community Emergency Plan (this plan)
- Call a community meeting during an emergency (if deemed necessary)
- Provide the focal point for the community response to an emergency
- Provide a link between the community and other agencies responding, which may include the Emergency Services and the local council
- Assist the local council and appropriate agencies in emergency preparedness through awareness-raising activities

The Emergency Co-ordinator for Geldeston is Mrs Linda Rowntree

The Deputy Emergency Co-ordinator is Mrs Lydia Keep.

# Community emergency volunteer roles

Community Emergency Volunteers are residents who provide a link between the Emergency Co-ordinator (or Deputy) and residents in their immediate locality. This could be for one street or a cluster of streets.

Their primary role is to receive information from, and pass it on to, residents in their area.

Some Community Emergency Volunteers may have formal qualifications or training e.g. first aid, that may be of assistance until the emergency services arrive.

Other Community Emergency Volunteers may, for example, visit and monitor vulnerable people, help with transport or pass messages on foot when communications are down.

# Local hazard assessment

Hazard	Impact on community/Location	What can the Community Emergency Group do to prepare / assist?
<p>Transmission of Covid 19 virus into the local community.</p>	<p>Overstretched Health Care services</p> <p>Support services for vulnerable groups overstretched or not available</p> <p>Closure of schools and childcare agencies.</p> <p>Possible food or heating fuel shortages</p> <p>Quarantine and lock down Limits movement of vulnerable people.</p>	<p>Monitor local statistics and current government advice. &amp; take precautions when required</p> <p>Promote the practice of everyday preventative actions.</p> <p>Develop an emergency communication plan for distributing timely and accurate information to population.</p> <p>Take actions to temporarily postpone or cancel events especially for groups at greater risk.</p> <p>Identify space that can be used to separate sick people if needed.</p> <p>Involve Geldeston Coronavirus Community Resilience Hub (GCCRH)</p> <p>Check and support vulnerable people</p> <p>Report failures to council &amp; relevant organisations</p>

## Local skills and resources

Skill/Resource	Who?	Contact details	Location	When might be unavailable?
Health Care Experience	Linda Rowntree	[REDACTED]	[REDACTED]	
Health Care Experience	Lydia Keep	[REDACTED]	[REDACTED]	
Driver / shopper coordinator Health Care	Sarah Childs	[REDACTED]	[REDACTED]	
Meals on wheels Coordinator	Emma Ginn	[REDACTED]	[REDACTED]	
Spiritual guidance	David Smith Vicar	[REDACTED]	[REDACTED]	
Rowan Craft Ltd	Ian Ansell	[REDACTED]	[REDACTED]	

# Key locations identified for use as places of safety

Building	Location	Potential use in an emergency	Contact details of key holder
Geldeston Village Hall	Geldeston	Space that can be used to separate sick people if needed.	<div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div>
Room in wherry	Geldeston	Space that can be used to separate sick people if needed	<div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div>

# List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

Organisation	Name and role of contact	Phone number
St Michaels church Geldeston	Rev David Smith	[REDACTED]
Social services	White House Ashman Rd Beccles	[REDACTED]
Travelling family	LA Traveler services Police Liaison Officer	[REDACTED]
3 rivers caravan park	Station road Geldeston	[REDACTED]
Community nursing	St Marys Rd Beccles NR34 9NQ	[REDACTED]
Local coffee morning organisers	Val Streames & Colin Streames	[REDACTED]
The Wherry pub	Janet Carr & John Warner	[REDACTED]



# Actions agreed with emergency responders in the event of an evacuation

1. Help police/local authority with the identification of vulnerable people (who should receive the earliest possible warnings and instructions).
2. Help police/local authority warn and inform the public e.g. if requested, assist with communicating the message to evacuate or door knocking.

## Alternative arrangements for staying in contact if usual communications have been disrupted

Communication Type	Name of contact	Location	
Message runners / leaflet droppers	Emma Ginn Jackie Shave Vickie White	[REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED] [REDACTED]
Social Media Hubb	Lydia Keep	[REDACTED]	[REDACTED]
Central Geldeston email address	Lydia Keep <a href="mailto:geldestoncrisishub@gmail.com">geldestoncrisishub@gmail.com</a>	[REDACTED]	[REDACTED]
Information boards Mandys Pickles The Village Hall Station Road Kells Way St Michael Church The Wherry	Mandy Lorraine Owner of 3RCP Emma Ginn Vicar David Smith Janet Carr & John Warner	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	

# Activation triggers

1. When a Covid 19 warning is received from Broadland District Council / South Norfolk Councils' Emergency Planners
2. When coronavirus is identified in the community either as a contact or infected person
3. If the virus is identified within a 20-mile radius
4. Government imposed isolation of those over 70.

# First steps in an emergency

	Instructions	Tick
1	<p>Review activation triggers and decide whether to activate this plan. Use the log sheet in the Appendix to record decisions made, who you spoke to and what you said.</p>	
2	<p>Contact other members of the community that need to be alerted: The Parish/Town Council via the Clerk Members of the Emergency Group Those specifically under threat Contact initially may be to inform them of the emergency or inform them of current Emergency Service advice regarding any action to be taken.</p>	
4	<p>Determine if a Community Emergency Meeting is necessary. If one is needed: Check the meeting venue is safe and people can get there safely Contact the key holder for the building Contact Community Emergency Volunteers via the call cascade, if not already done Tell the community there will be a meeting (if appropriate) Advise the District / Borough / City / Town Council you are holding a Community Emergency Meeting Take a copy of the First Agenda to the meeting.</p>	

**Do not put yourself or others at risk to fulfill these tasks**

# External contacts list

Service / Role	Additional info	Telephone number	Website / email
Emergency Services		999	
Police HQ	For non-999 calls	101	<a href="http://www.norfolk.police.uk">www.norfolk.police.uk</a>
Fire Service HQ		01603 810351	<a href="http://www.norfolkfireservice.gov.uk">www.norfolkfireservice.gov.uk</a>
Coastguard (Maritime & Coastguard Agency)	Maritime Rescue Co-ordination Centre (9am-5pm) Control Room (24 hr)	01493 841300  01493 851338	<a href="http://www.dft.gov.uk/mca">www.dft.gov.uk/mca</a>
Environment Agency	Floodline and Flood Warnings Direct	0845 988 1188	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
Broads Authority		01603 610734	<a href="http://www.broads-authority.gov.uk">www.broads-authority.gov.uk</a>
Norfolk County Council	Customer Service Centre number	0344 800 8020	<a href="http://www.norfolk.gov.uk">www.norfolk.gov.uk</a>
District / Borough / Town / City Council			
Local Authority Emergency Planning			

List continues overleaf

## External contacts list - continued

<b>Service / Role</b>	<b>Additional info</b>	<b>Telephone number</b>	<b>Website / email</b>
<b>Water</b> - Anglian Water	24hr Control	08457 145 145	<a href="http://www.anglianwater.co.uk">www.anglianwater.co.uk</a>
<b>Electricity</b> - National Grid	<b>Infrastructure.</b> 24hr reporting of hazards on or near overhead electricity lines	0800 40 40 90	<a href="http://www.nationalgrid.com/uk/">www.nationalgrid.com/uk/</a>
<b>Electricity</b> - UK Power Networks	<b>Supply interruption.</b> 24hr fault line	0800 783 8838	<a href="http://www.ukpowernetworks.co.uk">www.ukpowernetworks.co.uk</a>
<b>Electricity</b> - UK Power Networks	<b>Substation issues.</b> (Vandalism or unauthorized entry)	0800 587 3243	<a href="http://www.ukpowernetworks.co.uk">www.ukpowernetworks.co.uk</a>
<b>Gas</b> - National Grid	24hr emergency number for gas safety	0800 111 999	<a href="http://www.nationalgrid.com/uk">www.nationalgrid.com/uk</a>
<b>Telephones</b> British Telecom	BT faults and all line faults	151	<a href="http://www.bt.com">www.bt.com</a> <a href="http://www.bt.com/consumerFaultTracking">www.bt.com/consumerFaultTracking</a>
Local doctors' surgery	Beccles Medical Centre	01502712662	
Local hospital	James Paget	01493452452	

# Appendix

- Log sheet
- Emergency contact list
- Cascade Telephone Tree
- Community Emergency Group first meeting agenda
- Vulnerable people and assistance they may require

# Log sheet

[It is essential to keep a log of the actions you have taken during an emergency.]

<b>Date</b>	<b>Time</b>	<b>Information / Decisions / Actions</b>	<b>Initials</b>

# Emergency contact list

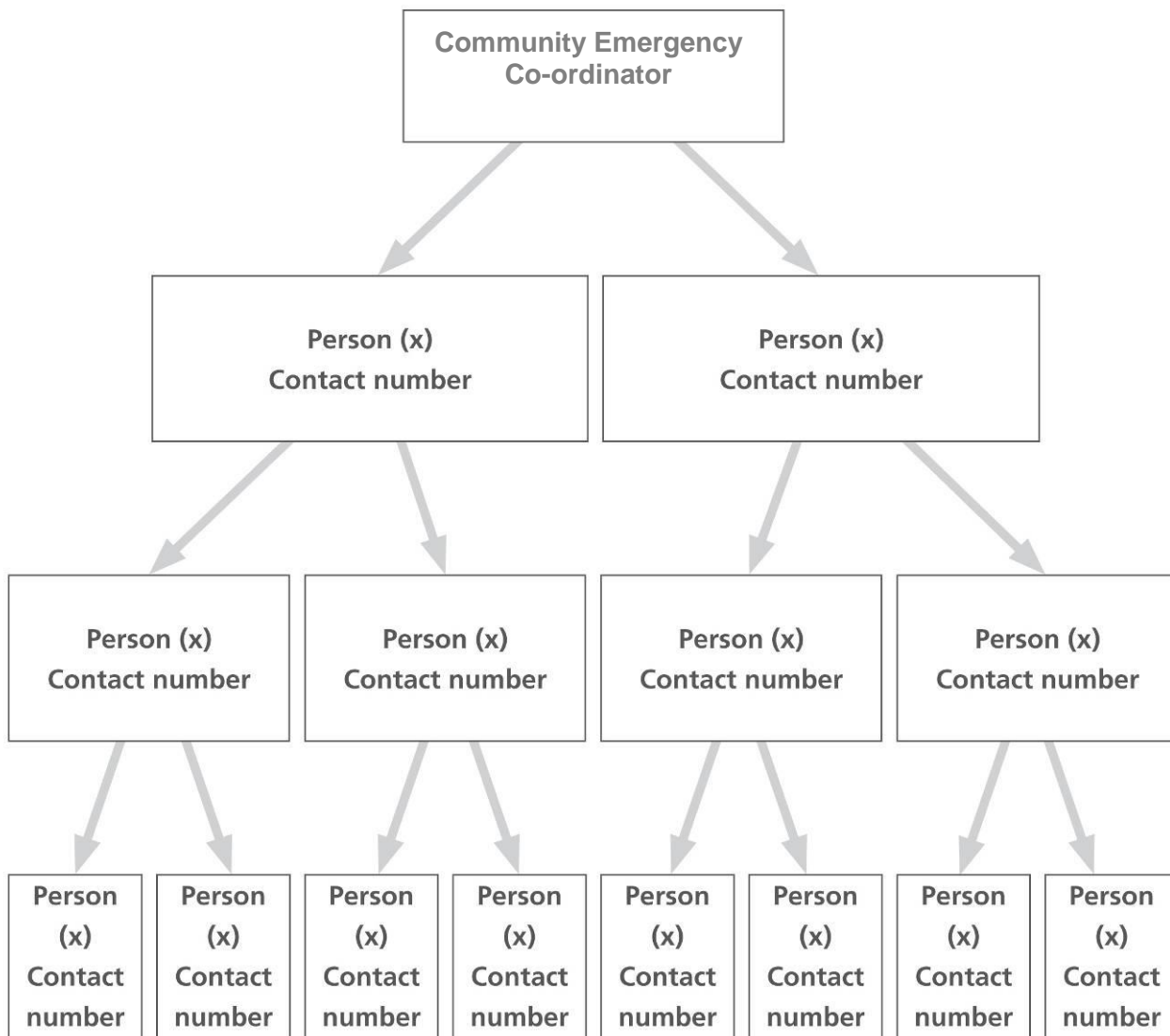
<b>Name:</b> Linda Rowntree
<b>Title:</b> Emergency Co-ordinator
<b>24hr telephone contact:</b> [REDACTED]
<b>Email:</b> <a href="mailto:larowntree@gmail.com">larowntree@gmail.com</a>
<b>Address:</b> [REDACTED] [REDACTED] [REDACTED]

<b>Name</b> Mrs Lydia Keep
<b>Title:</b> Assistant Emergency Co-ordinator
<b>24hr telephone contact:</b> [REDACTED]
<b>Email:</b> <a href="mailto:Lydia.alexandra@protonmail.com">Lydia.alexandra@protonmail.com</a>
<b>Address:</b> [REDACTED] [REDACTED] [REDACTED]



# Cascade telephone tree

In the event of an emergency, the cascade telephone system will be implemented as quickly as possible. If the landline telephone system is unavailable, mobiles will be used. If both landlines and mobiles are unavailable, local area representatives will be contacted on foot.



# Community Emergency Group first meeting agenda

Date & time:

Meeting venue:

Attendees:

## **1. Briefing on the current situation.** Issues to consider:

- Location
- Type of incident
- Numbers of people involved and their condition
- Threats to life
- Current and potential hazards
- Availability of fuel oil, coal etc
- Vulnerable people (e.g. very young/old, immobile, disabled, dementia, sensory impairment, recent operation, dependent on prescription medication, language issues, visiting the area, transient)

## **2. Immediate actions and resources to aid the response to the emergency**

Issues to consider:

- Assistance that can be given
- The actions that can safely be taken - consider health and safety of all responders
- How the actions are to be co-ordinated within the emergency group and with emergency services
- Communication with the emergency services, Community Emergency Volunteers and the community
- Vulnerable people - welfare checks, language issues

## **3. Actions and resources required in the longer term to aid community recovery**

e.g. Advice, guidance, physical assistance

## **4. Who is going to take the lead for the agreed actions?**

## **5. Any other issues?**

## **6. Time, date and venue of next meeting**

**Record key points on the log sheet**

# Vulnerable people & assistance they may require

Name	Contact details	Location	Type of assistance required

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