

Community Emergency Plan



Parish: OTTERBOURNE

District: WINCHESTER

County: HAMPSHIRE

Co-ordinator: Chair, Otterbourne Parish Council

Revised: May 2024

First effective date October 2008

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To be read in conjunction with:

Emergency Planning Risk Assessment (spreadsheet)
County, District and Parish Councillors contact details
Community Groups contact details

Distribution List

1. Hampshire County Council Emergency Planning Unit
2. Winchester District Emergency Planning Officer
3. Eastleigh Borough Emergency Planning Officer
4. Otterbourne Parish Council and Parish Clerk

Forward

Although there is no statutory responsibility for Otterbourne Parish Council to plan for, respond to, or recover from emergencies, it is sensible for us to identify hazards and make simple plans on how we may respond when faced with such an emergency. Emergencies can occur due to natural occurrence, human error or criminal act and the effects upon our community may be short term or, in some cases, may last for several years.

This Community Emergency Plan is generic and can be applied to any emergency that our community may be called upon to deal with. Your Council will look to professional responders to provide help and it is intended that this Plan will provide guidance to those dealing with emergencies on our behalf and enable us, as a Parish, to contribute wherever possible in a safe, focussed and responsive manner.

This emergency plan reflects the contributions pledged by local groups, organisations and individuals to enable us to identify: potential hazards, those within the community most at risk and the resources available to allow us to respond effectively when faced with an emergency situation.

This plan is a living document, able to respond to changing circumstances both within and beyond the confines of our community. It is not exhaustive and your Parish Council welcomes any suggestions aimed at improving the Plan's content and structure so that it remains as effective as it possibly can be.

Chair, Otterbourne Parish Council

Aim and Objectives

Aim of the plan

To enable community support, self-help and resilience when faced with an emergency situation.

Objectives of the plan

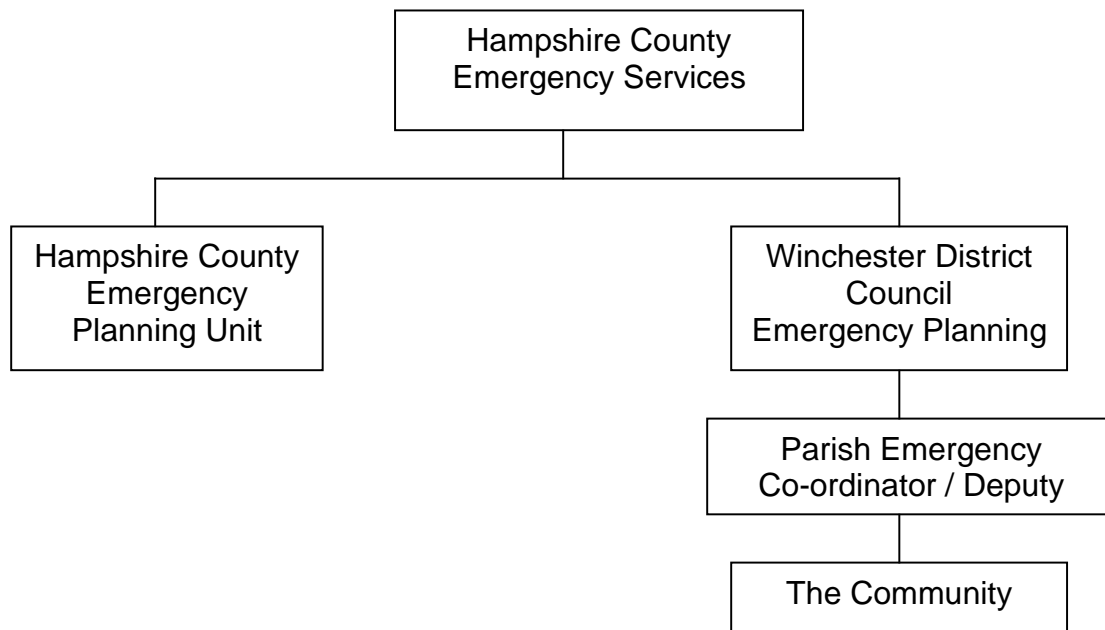
1. Conduct a risk assessment, identify hazards and mitigation.
2. Identify vulnerable groups within the community.
3. Identify key contacts.
4. Identify a community emergency management team.
5. Identify resources available to the community.

Emergency Planning Risk Assessment – see separate spreadsheet.

Community Emergency Structure

The Parish Emergency Co-ordinator is the Chairman of the Parish Council or in his/her absence the Vice-Chair of the Parish Council. If neither is available the first available councillor will take charge. The Parish Clerk provides advice and support to the Co-ordinator.

During a major response, the emergency services will lead the operational response. County & District Councils provide support to the emergency services and will undertake a number of actions specific to them. The Parish Emergency Co-ordinator provides the link from the community to the response effort with the parishioners providing self-help and support as appropriate.



Parish Emergency
Co-ordinator:

Chair, Otterbourne Parish Council

Deputy Co-ordinator:

Vice-Chair, Otterbourne Parish Council

Support:

Parish Clerk, Otterbourne Parish Council

Community Facilities

Name	Location	Additional Information
Village Hall: <ul style="list-style-type: none"> • Disabled Access • Kitchen x 3 • Tables/seating • Bar • Toilets • Extensive car parking 	Cranbourne Drive	Keys held by: NISA Shop and Parish Clerk
Sports Pavilion: <ul style="list-style-type: none"> • Bar + seating area • Kitchen • Showers, toilets and changing facilities • Disabled Access • Car parking 	Recreation Ground	Keys held by: OPC Chair/Deputy Chair Councillor for Pavilion
Church Room: <ul style="list-style-type: none"> • Large Room • Kitchen • Toilets • Disabled Access • Car Park by School 	St Matthew's Church, Main Road (rear)	Keys held by: Rector & Church Warden
Helicopter Landing Sites	Otterbourne Common, Rear of Elderfield and Otterbourne Recreation Ground	Large, flat grassed areas in central locations at top, middle and bottom of village
Vehicle Breakdown Recovery and Digger	Williams Garage, Main Road	Keys held by: Williams Garage

Vulnerable Groups in the Community

Name	Contact details	Special needs
Parsonage Court properties Brooklyn Court apartments Main Road		+/-28 older people, some of whom may require assistance
Brendoncare Nursing Home Otterbourne Hill	01962 679649	Elderly, dementia care. (66+ older people).
Otterbourne Grange Residential Care Home Pitmore Road	02380 253519	Elderly and infirm residents. (25 older people)
Otterbourne CE Primary School, Main Road	01962 712020	+/- 280 children aged 4 to 11 yrs

County, District and Parish Councillor contact details on separate list.

Community Groups contact details on separate list.

Local utility companies (e.g. Southern Water, SSEN and British Gas) keep a register of customers who may need additional support in a utility outage. This is called the Priority Services Register or PSR that would hold details of vulnerable persons who have been able to add their names to the register. Those eligible to register include persons above state pension age or who have young children, additional health, communication, access or other safety needs.

OPC relies on local utility companies to provide service support to registered vulnerable persons in our area during utility outages. However, in parallel and in the absence of having access to such register, our aim is to maintain a network of informal relationships with local organisations and personal contacts in order to identify any vulnerable persons who need help registering or are in need of assistance in emergencies. Such organisations include Cameo Group, Otterbourne Women’s Institute, Neighbourhood Watch and other groups in the community.

New vulnerable person details can be added to the PSR at the following location:

www.thepsr.co.uk

Emergency Action Check list

Activation and Call-out

- Dial **999** if Life or Property are threatened in your community by an incident or emergency
- Contact your District Council
- Use the suggested log sheet at the back of the plan to record:
 - Any decisions you have made
 - Who you spoke to, what you said and any commitments
- Contact other Community members that need to be alerted:
 - Those specifically under threat
 - The Parish Council: Clerk, Chair or Co-ordinator
 - Community Groups and key holders
 - Volunteers as may be registered

Contact initially may be to inform them of the emergency or inform them of current Emergency Service advice regarding any action to be taken. Establish need for and location of Emergency Control Centre

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 District Council been informed you are holding a Community Emergency Meeting?
- Has the community been informed there will be a meeting?
- Take a copy of the First Agenda to the meeting.

Log Sheet: It is essential that a full record is maintained of all information received and actions requested/taken, both for audit purposes after the emergency has been dealt with and as an aid to the emergency services dealing with the emergency.

Date	Time	Information / Decisions / Actions	Initials

Under no circumstance should you put yourself or others at risk to fulfil any tasks

Map of Otterbourne: Otterbourne has a population approaching 2000. The main part of the village is to either side of the main road which runs through the centre, with the M3 to the West and the Itchen Valley to the East. It comprises a core of older properties with more recent development to the rear. The smaller settlement of Otterbourne Hill lies to the South. There are six properties along the Highbridge Road in Eastleigh Borough.

