

# Community Emergency Plan for Newent Town REDACTED

Date plan last updated: 29<sup>th</sup> November 2022

## 1. PURPOSE

**Aim of the Community Emergency Plan** is to increase resilience within the local community before, during and after emergencies, and to link into the Local Authorities and emergency services' emergency response structures. This Plan documents how Newent Town and surrounding area would respond in an emergency situation e.g. while awaiting the assistance of statutory authorities/emergency services, or in support of them. **It is not the role of the community to take on the responsibilities of these agencies e.g. to save life, to take any risks to themselves or to cope for long hours without agencies' help and support.**

### Objectives

- Identify the risks to the community and relevant response actions
- Identify vulnerable people / groups in the community
- Identify resources in the community available to assist during an emergency
- Provide key contact details for the Community Response Team, Key Community Resources, the Emergency Services and Local Authorities

## 2. COMMUNITY RESPONSE GROUP (CRG)

The names and contact details are below. \*Denotes the person who will coordinate and be the point of contact with District Council/Emergency services:-

Name	Tel:	Email:	Postal address
Kay Selwyn* Councillor (Lead Councillor)	01531 820 638	<a href="mailto:Kay.selwyn@newenttowncouncil.gov.uk">Kay.selwyn@newenttowncouncil.gov.uk</a>	Council Office, Rear of Community Centre, Ross Road, Newent, GL18 1BD
Karen Draper Councillor	01531 820 638	<a href="mailto:Karen.draper@newenttowncouncil.gov.uk">Karen.draper@newenttowncouncil.gov.uk</a>	Council Office, Rear of Community Centre, Ross Road, Newent, GL18 1BD
Ruth Wadley	01531 820 638	<a href="mailto:Ruth.wadley@newenttowncouncil.gov.uk">Ruth.wadley@newenttowncouncil.gov.uk</a>	Council Office, Rear of Community Centre, Ross Road, Newent, GL18 1BD
Michael Greenfield Town Clerk	01531 820 638	<a href="mailto:townclerk@newenttowncouncil.gov.uk">townclerk@newenttowncouncil.gov.uk</a>	Council Office, Rear of Community Centre, Ross Road, Newent, GL18 1BD
Neil Sapsed Estate Supervisor	01531 820 638	<a href="mailto:foreman@newenttowncouncil.gov.uk">foreman@newenttowncouncil.gov.uk</a>	Council Office, Rear of Community Centre, Ross Road, Newent, GL18 1BD

Cllr Selwyn  
Coordinator/Lead Contact

Town Clerk  
Communications/Log Keeping

Estate Supervisor  
Operations Coordinator

### 3. POSSIBLE EMERGENCIES AND RISK ASSESSMENT

Risk assessment of the types of emergencies that would have an impact on our community and how local emergency planning could help.

Type of emergency	Potential risks	Actions to address those risks
Sustained power or water failure	Loss of home heating and cooking. Lack of water for vulnerable people, blocked toilets.	Contact National Grid, District Council, check on vulnerable people. Contact Severn Trent.
Persistent heavy snow	Loss of energy supplies. People trapped, no transport	Contact the Town Clerk (see above). Ensure grit bins are filled, share weather forecast warnings
Flash flooding, storms, gales, heatwave or drought	Homes flooded, people trapped, blocked roads	Contact the Town Clerk (see above), liaise with Highways and Police to maintain road safety, open place of safety if required
Major incident on minor or major roads	People at further risk. Dangerous liquids	Liaise with Police, Highways, Ambulance. Identify alternative routes, open place of Safety for tea, coffee, toilets etc
Large Fire/Chemical Spillage	People at risk, unless move to place of safety. Dangerous liquids	Open place of safety for tea, coffee, toilets and provide first aid facilities.

### 4. ACTIVATION OF THE PLAN

This plan will be activated when an emergency has occurred or if warnings are received, prior to an anticipated event. It will also be activated when emergency services need support or are not able to attend immediately e.g. in severe weather. If this is the case, the CRG in 2 above will assess the situation, and consult with the **District Emergency Planning Liaison Officer (DEPLO)** at Forest of Dean District Council on **01594 812524** or (out of hours) **01594 810000**. The Community Response Group will then put all or part of the Plan into effect as appropriate.

### 5. COMMUNITY RESOURCES

Volunteers have indicated what tasks they may be prepared to carry out if an emergency occurs and what resources they can offer.

Name	Contact	Offer of help/ resources
<b>Cllr Kay Selwyn</b>	01531 820 638	To be Co-ordinator/ Lead Contact for external agencies – DEPLO Contact etc
<b>Cllr Karen Draper</b>	01531 820 638	Role to be confirmed
<b>Cllr Ruth Wadley</b>	01531 820 638	Role to be confirmed
<b>Town Clerk</b>	01531 820 638	To support the Lead Co-ordinator in Communications and actions
<b>Estate Supervisor</b>	01531 820 638	To support the Town Clerk in operations

**The information in this list is restricted to the Community Response Group. It is not for general distribution.** Unrestricted copies of the Plan may be made available by deleting this contact list before distribution. Please send an **electronic** copy of the **unrestricted emergency plan** to the **District Emergency Planning Liaison Officer** at [corporatesupport@fdean.gov.uk](mailto:corporatesupport@fdean.gov.uk).

**6. EMERGENCY BOX** - A box containing equipment that may be useful in an emergency (e.g. High-Viz vests, First Aid Kit, Torch) is stored at the following location:

Emergency Box Location (address)	Contact Name(s) (for access to box)	Telephone No.
Council Office, rear of Newent Community Centre Newent, GL18 1BD	Michael Greenfield - Town Clerk	01531 820 638

#### Current location of defibrillators

Community Centre, Ross Road – on the wall outside next to the Kings Arm Pub
Newent Community School, Watery Lane, front entrance, inside the building
Newent Sport Centre, Watery Lane, main entrance inside the building
Big Co-op, behind Market Square, on wall outside the building
Two Rivers, Cleeve Mill Estate, main entrance inside the building
MKM, Newent Business Park, inside the building
Library Wall, High Street, on the wall outside

#### 7. LOCAL PLACE OF SAFETY

District councils are responsible for setting up a Rest Centre during an emergency. However, it may be necessary to set up a temporary place of safety within the community e.g. for visitors or for people evacuated from their homes. The Community Response Group will contact the keyholder/other volunteers as necessary.

*Ensure Pandemic procedures are followed inline with government guidelines*

Place of Safety (address)	Contact Name(s)	Telephone No.
1. Memorial Hall, Market Square, Newent GL18 1PS	Names redacted	Telephone numbers redacted
2. Community Centre, Ross Road, Newent GL18 1BD <b>(DEFIB)</b>	Please do not proceed to places of safety until notified to do so by either: <ul style="list-style-type: none"> <li>• Emergency Services</li> <li>• Newent Town Council</li> <li>• The organisations offering places of safety</li> </ul>	
3. The George Hotel, Church Street Newent GL18 1PU		
4. St Mary's Church, Church Street Newent, GL18 1AB		
5. Newent Community School, Watery Lane GL18 1QF <b>(DEFIB)</b>		
6. The Federation of Newent Schools Ross Road, Newent, GL18 1BG		

Place of Safety (address)	Contact Name(s)	Telephone No.
Emergency Services		999
<b>Forest of Dean District Council</b>	<a href="http://www.fdean.gov.uk">www.fdean.gov.uk</a>	01594 810000

**8. ANIMAL WELFARE** In an emergency situation, if residents have to evacuate they should, where possible, take their pets with them. The local authorities will make arrangements with animal welfare organisations to look after pets. If pets do have to be left in a property, the local authorities/emergency services should where possible be made aware of this, so that alternative welfare arrangements can be made. Further information can be found at

[www.redcross.org/get-help/how-to-prepare-for-emergencies/pet-disaster-preparedness.html](http://www.redcross.org/get-help/how-to-prepare-for-emergencies/pet-disaster-preparedness.html)

or similar sites

**9. LOG** During an emergency, volunteers will keep a record of actions taken and enter them in a central log (example Log Sheet attached) as a record and so that they can be evaluated, and the plan altered if necessary.

## 10. COMMUNICATION AND CONTACTS

Contact details for statutory authorities, emergency services can be found below.

Organisation	Tel:	Website:
<b>Emergency Services</b>	<b>999</b>	
<b>Forest of Dean District Council</b>	01594 810000	<a href="http://www.fdean.gov.uk">www.fdean.gov.uk</a>
<b>Gloucestershire County Council</b>	01452 425000	<a href="http://www.gloucestershire.gov.uk">www.gloucestershire.gov.uk</a>
<b>Gloucestershire Highways</b>	08000 514 514	<a href="http://www.gloucestershire.gov.uk/transport">http://www.gloucestershire.gov.uk/transport</a>
<b>NHS 111 Glos</b>	0300 421 8100	<a href="http://www.glos-care.nhs.uk">www.glos-care.nhs.uk</a>
<b>Environment Agency</b> <ul style="list-style-type: none"><li>• General Enquiries</li><li>• Environment Incident</li><li>• Floodline</li></ul>	03708 506 506 0800 80 70 60 0345 988 1188	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
<b>Severn Trent Water</b>	0800 783 4444	<a href="http://www.stwater.co.uk/">www.stwater.co.uk/</a>
<b>National Grid (Gas Leaks)</b>	0800 111 999	<a href="http://www.nationalgrid.com">www.nationalgrid.com</a>
<b>Western Power Distribution (Power cuts)</b>	0800 6783 105	<a href="http://www.westernpower.co.uk">www.westernpower.co.uk</a>
<b>Gas Leaks any supplier</b>	0800 111 999	<a href="http://www.nationalgrid.com">www.nationalgrid.com</a>
<b>Newent Town Council website</b>		<a href="http://www.newenttowncouncil.org.uk">www.newenttowncouncil.org.uk</a>
<b>Newent Town Council Newsletter</b>		
<b>Newent Town Council Facebook page</b>		

The Emergency Response Team will hold 'debriefs' after any emergency, as part of a learning process, with new learning to be considered for implementation into the council.

Example:

- What worked well?
- What could be improved?
- Is there anything to be altered within the plan?
  
- Are You Ready booklet: <https://www.glosprepared.co.uk/preparing-your-family/>
- Flood Risk <https://www.gov.uk/check-long-term-flood-risk>
- Sign up for Flood Warnings <https://www.gov.uk/sign-up-for-flood-warnings>

## 11. PLAN REVIEW AND UPDATE

In order to keep this plan up to date, contact lists will be revised as needed, and the plan reviewed bi-annually by the Newent Community Emergency Response Team.

## LOG SHEET

### NAME OF COMMUNITY: NEWENT TOWN AND SURROUNDING AREAS

During an emergency, information about actions taken by the community will be captured using the following sheet.

Date	Time	Information / Decision / Action	Initials

## APPENDIX 1 (1)

### 5. Community Resources

Forename	Surname	Tel	Email/Postal Address	Skills/tasks Willing to do	Resources Available
<b>Confidential &amp; Redacted</b>					

Rest Centre Helpers – Councillors

Forename	Surname	Tel	Email	Sites to be covered
<b>Confidential &amp; Redacted</b>				

## APPENDIX 1 (2)

### 5. OTHER RESOURCES

Local resource	Contact person(s)	Telephone/address/email	In an emergency, how could it be used?
Confidential			

## APPENDIX 1 (3)

### 5. Community Flood Assistance

Forename	Surname	Tel	Email/Postal Address	Skills/tasks Willing to do	Resources Available
<b>Confidential &amp; Redacted</b>					

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Forename	Surname	Tel	Email/Postal Address	Skills/tasks Willing to do	Resources Available
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Redacted