

Stoke Holy Cross Parish Council Community Emergency Plan

Updated: June 2023

If you are in immediate danger, call 999

Stoke Holy Cross Community Emergency Plan

Severe weather, power failure, loss of water or gas supplies, flooding and pandemics such as flu can affect a community. Depending on the scale of the event it can be some time before outside help arrives.

This Community Emergency Plan (CEP) combines local knowledge and forward planning with the aim to:

- Help the community to help itself before outside assistance arrives
- Help the community work effectively with the emergency services

Aims and objectives

The aim of this plan is to enhance community resilience. The objectives are to:

- Identify potential risks to health and wellbeing within the community;
- Identify resources and key contacts in the community; and
- Identify vulnerable people and areas within the community

Emergency co-ordinators and their responsibilities

The main responsibilities of the emergency co-ordinators are to:

- Complete and maintain the Community Emergency Plan (this plan);
- Convene community meetings during an emergency;
- Provide a focal point for the community response to an emergency;
- Provide a link between the community and the response from other agencies, which may include the emergency services and the local council;
- Assist the local council and appropriate agencies in emergency preparedness through awareness-raising activities; and
- Plan and introduce measures which will help to reduce the likelihood of emergencies and mitigate their potential effect.

EMERGENCY CO-ORDINATORS		
	Chair of the Parish Council	
	Chair of the Playing Field Working Group	
	Chair of the Traffic Working Group	

Local emergencies could arise as a result of any of the following:

- Severe weather – snow, ice, gales, heatwave
- Total or partial loss of gas, electricity and water supplies
- Flooding
- Restriction and/or closure of local roads usually as a result of severe weather
- Pandemics including flu
- Chemical damage and/or spillages
- Heart attacks

In order to be prepared for snow and ice, grit bins are to be monitored on a regular basis during the winter months. When supplies are low, the co-ordinator is required to contact the Parish Clerk who will take steps to ensure that the grit bins are filled to capacity.

MONITORING OF GRIT BINS	
Location	
Between Mangreen & Rail Bridge (East Side)	
A140 opposite Stoke Road Junction	
Mill Green, junction Mill Road	
Cauldwell Close, junction Colman Avenue	
Gravel Hill, junction Long Lane	
Gravel Hill, junction Webster Close	
Bancroft Close, in car park near footway to Gravel Hill	
Five Acres, at entrance to footway opposite no.21	
Long Lane, entrance to Recreation Grounds adjacent to the recycling bins.	
Pettingales	

DEFIBRILLATORS	
Location	Co-ordinator
Stoke Holy Cross telephone box, 82-86 Norwich Road, Norfolk NR14 8QJ	Stewart Hull
Stoke Holy Cross telephone box, Brickle Road, Norfolk NR14 8NG	Stewart Hull
The Pavilion, Long Lane, Stoke Holy Cross, NR14 8LY.	Sandy Collins

PLAN DISTRIBUTION LIST		
Name	Role	Phone number / email address
Jenny Bloomfield	Emergency Planning Officer	jenny.bloomfield@southnorfolkandbroadland.gov.uk 01508 533607 or 07624 310439 (24 hours)
Simon Faraday-Drake	Head of Environmental Services	simon.faradaydrake@southnorfolkandbroadland.gov.uk 01603 403434 or 07624 310439 (24 hours)
Sandy Collins	Emergency Co-ordinator	Sandy.01@me.com 01508 495590
Gill Jinkerson	Deputy Emergency Co-ordinator	Gill.jinkerson@gmail.com 01508 488891
Stewart Hull	Deputy Emergency Co-Ordinator	Stewarthull@hotmail.com 07544 340247
Dan Wickham	Parish Clerk	Stokeholycross.pc@gmail.com 01603 339139

CONTACT SERVICES		
Service	Telephone Number	Website / email
South Norfolk Council	01508 533701	council@southnorfolkandbroadland.gov.uk
Norfolk County Council	0344 800 8020	www.norfolk.gov.uk
Norfolk Police (non-emergency)	101	www.norfolk.police.uk
Norfolk Fire & Rescue Service (non-emergency)	0300 123 1669 (non-emergency)	hq@fire.norfolk.gov.uk
NHS Direct	111 (non-emergency)	www.nhs.uk/111
EA Flood Line	0345 988 1188	www.environment-agency.gov.uk
DEFRA	03459 335577	
Trading Standards	0808 223 1133	
Electricity Supply – UK Power Networks	105 (non-emergency)	www.powercut105.com
Cadent Gas Network	0800 111 999	
Anglian Water	0345 791 9155	

LOCAL SKILLS AND RESOURCES ASSESSMENT			
Skill / Resource	Who?	Contact Details	Location
Medical	Heathgate Surgery	01508 494343	The Street, Poringland NR14 7JR (8am-6pm Mon-Fri)
Medical	Old Mill and Millgates Medical Practice	01508 492929	Hardley Road, Poringland NR14 7FA (8am-9pm) (Closed Sat & Sun)
Pharmacy	Wells Pharmacy	01508 495348	16-18 The Street, Poringland NR14 7JR (9am-6pm Mon- Fri) (9am-1pm Sat) (Closed Sun)

KEY LOCATIONS IDENTIFIED WITH EMERGENCY SERVICES FOR USE AS PLACES OF SAFETY		
Building	Location	Contact details of key holder
The Pavilion	Long Lane, Lower Stoke	Sandy Collins 07949 607182
Church Hall	Lower Stoke	Viv Carrington 01508 493438
Primary School	Long Lane, Lower Stoke	Mr Peter Barber 01508 493716 07553 527454
St Georges Hall	Upper Stoke	Joyce Williams 01508 492143

LIST OF COMMUNITY ORGANISATIONS (THESE MAY BE HELPFUL IN IDENTIFYING VULNERABLE PEOPLE IN AN EMERGENCY).		
Organisation	Name and role of contact	Phone number
The 5+ Good Neighbour Scheme		07934 195724
The Trussell Trust Food Bank		01603 251733
The Venta Group of Churches Stoke Holy Cross Church	Rev Rob Baker	01508 492305
Stoke Holy Cross Residents WhatsApp Group	Sandy Collins	01508 495590
Waveney Foodbank	Sandy Collins	01508 495590
	Rev Rob Baker	01508 492305

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FIRST STEPS IN AN EMERGENCY		
	Instructions	Tick
1	Ensure you are not in immediate danger.	
2	Call 999 (unless they have already been alerted) to ensure the emergency services are aware of the emergency. Follow the advice given.	
3	<p>Contact any other members of the community that need to be alerted:</p> <ul style="list-style-type: none"> • The Parish Council via the Parish Clerk; • Members of the Emergency Group; or • Those specifically under threat. <p>Contact initially may be to inform them of the emergency or inform them of current emergency advice regarding any action to be taken.</p>	
4	Determine if a Community Emergency meeting is required.	

This document will be reviewed and updated on a regular basis as necessary.