

If you are in immediate danger, call 999



**Great Snoring
Community Emergency Plan**

**Preparing for and responding to emergencies
and community challenges**

Plan last updated on: 24/01/2023

**Data detailed within this plan is held in accordance
with the General Data Protection Regulation 2018**

Plan distribution list

	Issued on
Stronger Resilient Communities Project Officer or P.O.C.	
North Norfolk Emergency Planning Officer or P.O.C.	
Emergency Community Coordinator	
Deputy Emergency Community Coordinator	
All Parish Councillors & Parish Clerk	
County Councillor	
District Councillor	
Parish Council Website	

Contents

Plan distribution list

Aim, Objectives and Activation Triggers.....	1
Emergency Coordinator Roles & Responsibilities	1
Community Emergency Volunteer Roles. and Designated Areas.....	2
Local Hazard Assessment.....	3/5
Key Locations Identified as Places of Safety.....	5
Communications in Times of Emergency.....	5
First Steps in an Emergency.....	6
ETHANE Mnemonic.....	7
External Contacts List.....	8/9

Appendix List

Log Sheet.....	A1
Emergency Contact List.....	A2/3
Community Emergency Group First Meeting Agenda.....	A4
Maps of Great Snoring.....	A5/6

Aim and Objectives

Plan Aim

During a major emergency the Emergency Services will lead the operational response.

The County Council and North Norfolk District Council Emergency Planning will provide support to the Emergency Services. They also undertake a number of actions which are designated their responsibility.

The aim of this Plan therefore is to increase the short-term community resilience in the event of an emergency before the arrival of the Emergency Services and/or local council.

Plan Objectives:

- Identify vulnerable elements of the community
- Identify hazards within the community and possible mitigation measures
- Identify resources and key contacts in the community
- Provide an action plan for key emergencies

Activation Triggers

1. When there is an actual emergency as detailed in the Hazard Assessment of this plan and there are no methods of communication outside the village with the Emergency Services or Emergency Planning Team.
2. When contacted by the Emergency Services or the Emergency Planning Team.
3. When there is a Red Alert Weather warning for the immediate area.

Emergency Coordinator Roles & Responsibilities

- Facilitate the completion and maintenance of the Community Emergency Plan (this plan)
- Provide the focal point for the community response to an emergency
- Call a community meeting during an emergency (if deemed necessary)
- 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 Coordinator for Great Snoring is Chair of the Parish Council.

The Deputy Emergency Coordinator for Great Snoring is the Vice Chair of the Parish Council

Community Emergency Volunteer (CEV) roles

Community Emergency Volunteers provide a link between the Emergency Co-ordinator (or Deputy) and residents in their designated locality, i.e. one street or a cluster of streets.

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

Designated Localities

In order to ascertain those elements of the village that may require special attention and to ensure CEVs have a manageable area of responsibility, the village has been divided into 5 areas.

	Area	CEV	Deputy
1	The Street (Allotments side)	Peter Robins 01328 820111	Jan Lockhart 01328 821329
2	The Street (Church side), Barsham Road, Walsingham Road	Gill/Geoff Evison 01328 821033	Jan Lockhart 01328 821329
3	Thursford Road	Dawn Spiteri 01328 820612	Mick Judge 01328 820103
4	Dilldash	Joyce Tibbitts 01328 821023	Averil Cooper 01328 820305
5	Fakenham Road including The Loke	Keith Thompson 01328 821187	Mary Edmunds 01328 821631

Local Hazard Assessment

Hazard	Impact on community/probability of occurrence	What can the Community Emergency Group do to prepare / assist?
Severe Weather - Heavy Snow / Freezing Conditions	<ul style="list-style-type: none"> • HIGH/HIGH • Possible loss of road access (gritted route from Top Farm via Little Snoring to A148) • If cut off, possible food or heating fuel shortages • Increased potential for slips and falls around the village • Limits movement of some vulnerable people 	<ul style="list-style-type: none"> • Check grit bins are filled • Ensure water supplies to empty or unheated premises are adequately protected from freezing or shut off • Encourage residents to have emergency supplies of food and water. • Check and support vulnerable people • Encourage residents to clear snow when safe to do so • Report utility failures to council & relevant utility organisations.
Severe Weather - Gales	<ul style="list-style-type: none"> • MODERATE/HIGH • Can limit movement of some vulnerable people • Can affect some utilities • Damage to property • Fallen trees 	<ul style="list-style-type: none"> • Ensure items at risk of being lifted by high winds are secured. • Provide assistance to residents with mobility impairments if required • Report dangerous structures to local council Building Control • Report utility failures to relevant organisations • Report blocked roads to the County Council
Severe Weather - Heat wave	<ul style="list-style-type: none"> • MODERATE/MODERATE • Dehydration and heatstroke can affect humans, pets and livestock 	<ul style="list-style-type: none"> • Advise residents to proceed to the cooler environment of the Church • Visit, check and support vulnerable people when necessary.
Total or partial loss of electricity	<ul style="list-style-type: none"> • HIGH/HIGH • Loss of heating, lighting and cooking facilities for many households • Loss of digital telephones 	<ul style="list-style-type: none"> • Inform residents that power supply information can be obtained from UK Power Networks Fault Line • Encourage vulnerable people to register on their energy supplier's Priority Services Register. • Report trees close to power lines and damage to electrical infrastructure to UK Power Networks. • Request generator from UK Power Networks and inform residents that limited power is available at (?)

<p>Total or partial loss, or contamination, of piped water for significant period</p>	<ul style="list-style-type: none"> ● HIGH/MODERATE ● Potential harm to health of humans, pets and livestock 	<ul style="list-style-type: none"> ● Encourage vulnerable people to register with Anglian Water's WaterCare Service www.anglianwater.co.uk/household/special-assistance/watercare/ ● In consultation, identify sites for mobile water bowsers and distribution of bottled water ● Assist with the distribution of water to vulnerable residents and those with mobility problems. ● Assist with the collection and disposal of empty water bottles
<p>Total or partial loss of telephone and or internet</p>	<ul style="list-style-type: none"> ● HIGH/MODERATE ● Communications failure 	<ul style="list-style-type: none"> ● Report trees close to telephone lines and damage to telecoms infrastructure to BT Openreach.
<p>Surface Water Flooding</p>	<ul style="list-style-type: none"> ● MODERATE/MODERATE ● Flooding of local roads – Duck End ● Damage to Property 	<ul style="list-style-type: none"> ● Identify surface water flooding hotspots and bring to the attention of the Highway Authority, Anglian Water, relevant landowner etc as appropriate
<p>Fluvial (river) flooding</p>	<ul style="list-style-type: none"> ● LOW/LOW ● Damage to property ● Potential harm to human and animal health 	<ul style="list-style-type: none"> ● Find out what flood defences exist or are planned in the area ● Raise awareness of how to prepare for and respond to a flood ● Encourage residents to contact the Environment Agency Floodline ● Encourage residents to sign up to the Floodline Warnings Direct service.
<p>Infectious disease outbreak</p>	<ul style="list-style-type: none"> ● HIGH/HIGH ● Potential harm to human and/or animal health 	<ul style="list-style-type: none"> ● Follow medical advice, promote and follow appropriate health & hygiene measures ● Check and support vulnerable people and those affected to ensure they have sufficient means to survive the infection.
<p>Major Fire</p>	<ul style="list-style-type: none"> ● MODERATE/MODERATE ● Potential harm to human and/or animal life ● Damage to property 	<ul style="list-style-type: none"> ● Assist as appropriate

Chemical Spillage (oil, farming products)	<ul style="list-style-type: none"> • MODERATE/MODERATE • Potential harm to human and/or animal health 	<ul style="list-style-type: none"> • Warn residents
Aircraft Accident	<ul style="list-style-type: none"> • HIGH/LOW • Potential harm to human and/or animal health 	<ul style="list-style-type: none"> • Establish POC with Little Snoring Airfield.

Key Locations Identified For Use as Places of Safety

Building	Location	Potential use in an emergency	Contact details of key holder
Social Club	Walsingham Road NR21 0HL	Shelter/assembly point.	David Perowne 01328 820351 Dave Garner 01328 820612
St Mary's Church	The Street	Shelter/assembly point.	Joyce Tibbitts 01328 821023 Helen Perowne 01328 820351

Communications - In Times of Emergency

The Village will be warned of an impending or current emergency primarily by Community Emergency Volunteers and residents allocated on the day. Online updates as appropriate.

Communication System	Contact / Responsibility	Location
Knocking on Doors	Community Emergency Volunteers supplemented by residents allocated on the day	
Notice Boards (3)	Emergency Coordinator /Deputy Parish Councillor	Egg Shop Opposite Church Church
Telephone - landline & mobile		
Neighbour care	All	ensure safety/security of nearest neighbours
Email/website	Parish Clerk/Emergency Coordinator	

First Steps in an Emergency

	Instructions	Tick
1	<p>Call 999 (unless already alerted) to ensure the emergency services are aware of the emergency. Use the ETHANE Mnemonic (page 7) where possible. Follow any advice given.</p> <p>In a non-emergency situation dial Norfolk Police on 101</p>	
2	Notify Community Emergency Coordinator	
3	Contact the North Norfolk District Council Emergency Planning Officer	
4	Ensure you are in no immediate danger.	
5	<p>Review activation triggers and decide whether to activate this plan. Use the log sheet in the Appendix to record</p> <ul style="list-style-type: none"> • Any decisions made • Whom you spoke to and what was said • What action was agreed. 	
6	<p>Contact other members of the community that need to be alerted:</p> <ul style="list-style-type: none"> • Those specifically under threat • Volunteers and key holders that may be needed • The Parish Council via the Clerk <p>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>	
7	<p>Determine if a Community Emergency Meeting is necessary. If one is needed:</p> <ul style="list-style-type: none"> • Check the meeting venue is safe and people can get there safely • Contact the key holder for the building • Contact Community Emergency Volunteers if not already done • Tell the community there will be a meeting (if appropriate) • Advise the District Council you are holding a Community Emergency Meeting • Take a copy of the First Agenda to the meeting 	

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



JESIP

Working Together – Saving Lives

SHARED SITUATIONAL AWARENESS - M/ETHANE

In the initial stages, pass information between emergency responders and control rooms using the M/ETHANE mnemonic.

M	MAJOR INCIDENT	Has a major incident been declared? (Yes/No – If 'No', then complete ETHANE message)	Include the date and time of any declaration.
E	EXACT LOCATION	What is the exact location or geographical area of the incident?	Be as precise as possible, using a system that will be understood by all responders.
T	TYPE OF INCIDENT	What kind of incident is it?	For example, flooding, fire, utility failure or disease outbreak.
H	HAZARDS	What hazards or potential hazards can be identified?	Consider the likelihood of a hazard and the potential severity of any impact.
A	ACCESS	What are the best routes for access and egress?	Include information on inaccessible routes and rendezvous points (RVPs). Remember that services need to be able to leave the scene as well as access it.
N	NUMBER OF CASUALTIES	How many casualties are there, and what condition are they in?	Use an agreed classification system such as P1; P2; P3 and dead.
E	EMERGENCY SERVICES	Which, and how many, emergency responder assets and personnel are required or are already on-scene?	Consider whether the assets of wider emergency responders, such as local authorities or the voluntary sector, may be required.

WEBSITE: WWW.JESIP.ORG.UK | EMAIL: CONTACT@JESIP.ORG.UK | TWITTER: [@JESIP999](https://twitter.com/JESIP999)

External Contacts List

Service / Role	Additional info	Telephone number	Website / email
Emergency Services		999	
Police	Non-urgent	101	www.norfolk.police.uk
Police Connect	Register for messaging service.		https://www.norfolk.police.uk/contact-us/police-connect-sign .
Fakenham Safer Neighbourhood Team	30 Norwich Road, Fakenham NR21 8BB		sntfakenham@norfolk.police.uk
Wells Safer Neighbourhood Team			sntwells@norfolk.police.uk
	Beat Officer (Wells)	Telephone 101 ext. 2155	
Fire & Rescue Service		999 (emergency)	https://www.norfolk.gov.uk/safety/norfolk-fire-and-rescue-service
Environment Agency		Incident hotline 0800 80 70 60	https://www.gov.uk/government/organisations/environment-agency
Environment Agency	Floodline	0345 988 1188 (Textphone: 0345 6026340)	https://www.gov.uk/check-flooding
Norfolk County Council		0344 800 8020 (Text Relay 18001 0344 800 8020)	https://www.norfolk.gov.uk/
Norfolk Swift Response	24-hour service for people over 18, living at home who require physical or practical support with daily living tasks	0344 800 8020 and select option 1	https://www.norfolk.gov.uk/care-support-and-health/start-with-social-care/urgent-help/get-urgent-help-at-home-norfolk-swift-response-team
North Norfolk District Council		01263 513811	https://www.north-norfolk.gov.uk/
North Norfolk Emergency Planning	Civil Contingencies	01263 516269 Out of office hours answering service 01223 849782	emerg-planning@north-norfolk.gov.uk https://www.north-norfolk.gov.uk/section/environment-emergencies/emergency-planning/
Anglian Water		03457 145 145	https://www.anglianwater.co.uk/
Anglian Water	Priority register		https://www.anglianwater.co.uk/help-and-advice/water-care/priority-services/sign-up-for-priority-services/
Anglian Water	Extra Care Support	0800 169 3630	https://www.anglianwater.co.uk/help-and-advice/water-care/extra-care-support/extra-care-assessment-form/

Electricity	Infrastructure. 24-hour reporting of hazards on or near overhead electricity lines	105	https://www.powercut105.com/
UK Power Networks			https://www.ukpowernetworks.co.uk/
UK Power Networks	Priority register	0800 169 9970 (free to call from a mobile or landline)	https://www.ukpowernetworks.co.uk/power-cut/priority-services
Electricity Generator hire	FTC Fakenham Aggreko Yarmouth	01328 863737 0333 016 3549	
Telephone lines	Report faults to your service provider		
NHS	24hour health advice	111 (in an emergency dial 999)	https://111.nhs.uk/
Fakenham Medical Practice		01328 851321	https://www.fakenham-medical-practice.nhs.uk/
Norfolk & Norwich Hospital	Colney Lane, Norwich NR4 7UY	01603 286286	https://www.nnuh.nhs.uk/
Jenny Lind Children's Hospital		01603 286286	https://www.nnuh.nhs.uk/departments/jenny-lind-childrens-hospital-new/
Cromer Hospital		01263 513571	https://www.nnuh.nhs.uk/our-services/our-hospitals/cromer-and-district-hospital/
Queen Elizabeth Hospital	Gayton Road, Kings Lynn, PE30 4ET	01553 613613	http://www.qehkl.nhs.uk/

Appendices

- Log sheet
- Emergency contact list
- Community Emergency Group first meeting agenda
- Maps of Great Snoring

Log Sheet

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

Date	Time	Information / Decisions / Actions	Initials

--	--	--	--

--	--	--	--

--	--	--	--

Emergency Contact List

Name: Vanessa Thompson
Title: Emergency Community Coordinator
24hr telephone contact: 01328 821187
Email: vanessa.vathompson@gmail.com
Address: Ashley House, Fakenham Road, Great Snoring, NR21 0HG

Name: Jan Lockhart
Title: Deputy Emergency Community Coordinator
24hr telephone contact: 01328 821329
Email:
Address: Fairfield, Thursford Road, Great Snoring, NR21 0HN

Service / Role	Telephone number	Website / email
Parish Councillors		
Vanessa Thompson	01328 821187	
Jan Lockhart	01328 821329	
Averil Cooper	01328 820305	
Tom Norman	01328 820603	
Dawn Spiteri	01328 820612	
Joyce Tibbitts	01328 821023	
Parish Clerk		
Joanna Otte	01328 822366	greatsnoringpc@googlemail.com

Service / Role	Telephone number	Website / email
St Mary's Church Wardens Helen Perowne Joyce Tibbitts Priest in Charge Robin Stanford	01328 820351 01328 821023 01328 853226	Rev.hindringhamgroup@btinternet.com
Social Club Key Holders David Perowne Dave Garner	01328 820351 01328 820612	

Community Emergency Group First Meeting Agenda

Date & time:

Meeting venue:

Attendees: (Numbers. Identify key individuals)

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
- Access to the scene
- Condition of utilities (electricity, gas, water, sewerage, telephones)
- 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 to the emergency services / establishing contact with the emergency services if not already done
- 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

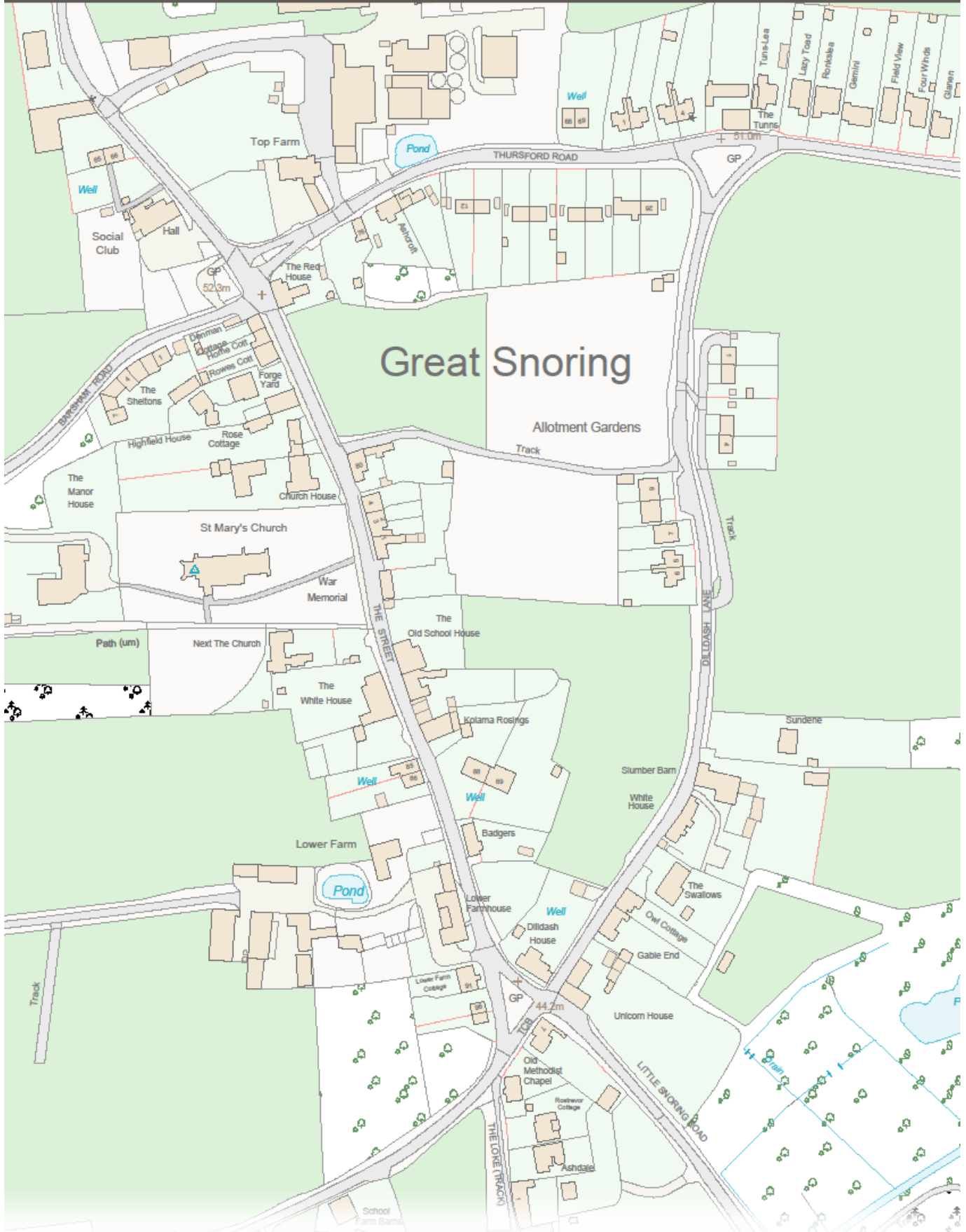
3. Actions and resources required in the longer term to aid community recovery e.g. Advice, guidance, physical assistance

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



Production Date 20 Dec 2021
Scale 1417 when printed at A3

© North Norfolk District Council. Use of this data is subject to terms and conditions.
© Crown copyright [and database rights] [2020] Ordnance Survey [100018623].

Map of Great Snoring

Map of Great Snoring

