

# STAPLEHURST EMERGENCY HELP TEAM



## Minutes of meeting held on Thursday 19 January 2012 The Youth Centre, Staplehurst

**Present:**

Laureen Rodwell	Joan Buller
Rory Silkin	Paul Butcher
Donna Friend	Peter Spearink
Sue Bassett	Dave Staunton-Lambert
Andy Farley	Bill Piper
Peter Jeffery	

**Apologies:** Ann Finlayson, Chris Ralph, Ken Collins, Pam Payne, Erika Lock, Bob Howse, John Briffa, Brian Mundy

### *Action*

#### 1. **Welcome and Apologies for Absence**

Rory opened the meeting and gave apologies for absence – see above.

#### 2. **Minutes of Previous Meeting and Matters Arising**

Regarding Item 10 - Joan and Bill had planned to visit Gresham House but this did not take place. A visit was planned for the future and outcome to be fed back to the group.

*Joan/Bill*

#### 3. **4 x 4 Vehicles – Risks and Issues**

The meeting was attended by Keith Mewes, Chairman of the South East 4 x 4 Response Team and Dennis Atkins, Secretary. The 4 x 4 Response Team would assist others in time of need. Keith highlighted the few pitfalls with volunteering around towing a vehicle and 3<sup>rd</sup> party liability insurance. The Road Traffic Act had to be adhered to regarding wearing the correct clothing, identifying the vehicle correctly. There was also the risk of making any hazard worse.

The SE group are voluntary and part of a National 4 x 4 team who would turn out in all conditions and emergency situations. They are frequently called on by KCC and assist in bad weather to pick up search and rescue pilots, doctors, nurses and midwives, etc. They would also be called out to get food and prescriptions. The vehicles are well equipped and maintained.

Keith stated that the group were keen to assist SEHT and to offer advice and support. Some members of the SEHT may wish to enrol with the SE 4 x 4 group and be part of the SE4x4 forum in order to

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get other drivers to assist. The cost to join the club was £25 for year, per person, which also covered Public Liability Insurance.

The local pharmacist would be approached to see if she/he would be happy to be collected and brought in by 4 x 4 response team.

*Rory Silkin*

It was important that responders either email, text or phone the centre that they were self-responding and when standing down.

Full training would be given to members on the correct use of a 4 x 4. There would be back up for other responders, if required.

There was standard equipment - mobile phone with charger, pens, paper, shovel, shackles and strops (rated for insurance purposes) and a first aid kit (for personal use). Some members were First Aid First Responders through SECAM. They were not recovery vehicles, just emergency response. Vehicles all had orange flashing lights.

The responders were voluntary – self-funded, although, if called out by KCC they would pay cost of covering diesel – 45p a mile.

They would also offer support to outlying areas.

Andy suggested advertising the 4 x 4 group on the forum and website for volunteers to join the 4x4 responder group.

*Andy*

Paul asked whether the 4 x 4 group would be interested in attending the skate park event in Jubilee Field – Headcorn Road with their vehicles. They confirmed they would be keen to do this.

Keith advised that he would be liaising with Rob Wiles from KCC and will inform him that they may be getting involved with the SEHT.

Application forms were available and it was agreed that funding to be paid by SEHT for two people to join the Club.

Further information can be found at:  
<http://www.southeast4x4response.co.uk/>.

#### **4. Staplehurst Emergency Plan**

Laureen to re format the additional telephone information.

Joan had talked to the McCabe Centre, which could also be used as a community shelter. Contact details to be sent to Laureen.

Everyone was asked to look through the latest plan and make their amendments and suggestions.

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5. **Issues following recent fire outside village**

Following the recent fire just outside the village, it was decided to test the contact tree again to pass information around to members of SEHT and the test the effectiveness of the process.

Unfortunately Brian Mundy, the current emergency mobile phone holder, did not receive the “test” message as he was out of reach of signal. Generally the contact tree worked. A copy of tree to be sent to Kent County Council Emergency Group. Sue’s work mobile to be put back on the tree.

*Laureen*

There was an issue around traffic build up at the top of the hill outside the church as there was a funeral taking place and the hearse was parked outside causing an obstruction.

Andy offered to put details of other volunteers on a spreadsheet (not SEHT members) so that they can be recorded and contacted if necessary.

*Andy*

Phone holders to get together and decide on strategies and procedures. Laureen to put it on the agenda of next meeting.

*Laureen*

Andy to coordinate details of phone holder and procedures to be put in “red book”. This would also act as an incident log book. Procedures for adding funds to be phone to be agreed.

*Andy*

6. **Annual Plan**

This was looked at and agreed as being appropriate. Sue would also add these to the Staplehurst Parish Council website. The 15<sup>th</sup> March was agreed as being the date for the informal meeting of volunteers and emergency response groups.

*Sue*  
*\*See Post Meeting Note*

Laureen to invite Teresa Young, Rob Wiles, 4 x 4 responders and search dogs. The session would include a debrief on what had been achieved since the group’s inception. It would start at 7.00 pm for the group with others arriving at 7.30 pm. It would be held in the South Hall, which Sue agreed to book. Funding would come from the SEHT budget. Bill offered to email the care homes’ managers with details of the event. Something on the implications of the London 2012 Olympics to be included.

*Laureen*

*Sue*  
*Bill*

It was agreed that the event would be publicised in the Village Update in the March issue and under “Latest News” on the village website.

Laureen to prepare programme for agreement with Rory.

*Laureen*

7. **Suggested Script for Presentation re SEHT**

There was discussion around the script that Ann had prepared to be used by members of SEHT when speaking to groups, etc., if appropriate. Bill felt that there was a contradiction in the script about SEHT not becoming involved in support for care homes during an emergency situation. It was suggested that this paragraph be clarified. Most homes do have their own contingency arrangements which we are not part of. We would work together with them to support each other. Bill to re-write and send to Sue.

*Bill*

Rory's view was that we need to publicise ourselves and raise our profile in the village.

Bill had written a piece for the Newsletter for Staplehurst Society and has asked them for back up, if required in an emergency or incident. There was a telephone network set up which might be able to be used to spread information regarding an emergency, according to the severity of the incident. Various groups' networking to be harnessed.

Any future mock exercise to be publicised more in advance.

It was agreed that SEHT are not an information source. Running a Community Shelter was our main function during an incident, however, a member of the SEHT could be used the man the mobile phone to pass on information to callers.

8. **Emergency Boxes – check and record**

This item to be carried forward to another meeting. The new bag, kindly supplied by Ann, was currently in Parish office but would be picked up and taken to Sobel Lodge. All bags would be brought to the meeting on 15 March. The contents lists to be updated when the bag filled.

*Laureen*

9. **Information Share and Any Other Business**

Peter Spearink advised that John Perry had attended the KALC meeting and they were going to start training courses on Emergency Planning groups. He asked if we would be interested in being involved in this training.

10. **Date of Next Meeting:**

To be held on 15 \* March to coincide with the event for volunteers and groups. 7.00 pm start for SEHT group members.

*\*See Post Meeting Note*