



STAPLEHURST EMERGENCY HELP TEAM

Minutes of meeting held on Thursday 14 July 2011
The Youth Centre, Staplehurst

Present:

Rory Silkin (Chair)	Erika Lock
Joan Buller	Donna Friend
Anne Finlayson	Margaret Friswell
Paul Butcher	Laureen Rodwell
Bill Piper	John Briffa
Peter Spearink	Pam Payne
Peter Jeffery	Brian Mundy (part)
Sue Bassett	Steve Scully (part)
Dave Staunton-Lambert	

Apologies: Paul Linaker, Liz Mandley, Andy Farley, Chris Ralph, Chris Lomax

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**

Minutes were read and a couple of minor changes were made. Amended version to be sent to Sue Bassett for inclusion on the website.

Regarding the **carnival**, the actual day went well for the village but there was limited interest in the SEHT display, partly, it was felt, because of the position of the stand. One form, offering help was handed out to a resident, but not yet returned.

Since the last meeting a trial run of the **contact tree** had taken place. This was, on whole, successful and highlighted a couple of issues. It was stressed to the group that if the person they were expected to call (below them on the tree) was not contactable then they should phone the people/person below them. If anyone is not available and an answer phone message is left, then this should include the message (in a real emergency give as much detail as possible and in a test the coded message) and that you will be contacting the people below them on the tree.

It was suggested that people either keep the contact tree with them or ensure the numbers of the people they may be required to contact are saved in telephone list for easy access.

Sue reported that the first call was made at 09.36 and the people who received the message at the bottom of the tree were contacted at 09.55. Everyone contacted relayed the correct message back to Sue. Within 19 minutes of the first call a total of 11 people had received the message and might have made it to the rest centre in a real emergency.

It was agreed that a further trial run would take place, possibly on a Sunday. Rory agreed to start this off by calling Sue so that she could then set the test run in motion.

Rory

As a few people were not contactable during the trail run, it was agreed that the prime contact number be put at the top of their list of numbers, if there was more than one – ie a home number, mobile number and work number. As much contact information as possible should be made available.

Steve Scully, Senior Emergency Planning Officer from KCC, attended the meeting to talk about the group's training requirements. He was impressed with the enthusiasm of the group.

Paul Cole, St John Ambulance First Responder, to be asked to attend a future meeting of the group.

3. **Training:**

First Aid - At the last meeting Laureen agreed to get in touch with Maidstone Red Cross following the interest shown by group members to undertake First Aid training. Those interested in attending training were listed and Laureen would pass the information on and liaise with the Red Cross to seek possible dates and further information on the level of training being offered. The contact at Maidstone Red Cross was Liz Mandley.

Laureen

Rest Centre -The training previously delivered to the group did not have a practical element, due to time constraints, that some had hoped for but this would be the next step. Details of current and planned Rest Centre 1 and 2 training sessions were shared. These were being held mid-week and SEHT members could attend if they wished. Names to be given to Laureen to pass on to the KCC Emergency Planning Team.

Laureen

Community Shelter - Steve advised that this still being developed and being rolled out across the county. Staplehurst Parish Council would be a pilot for this training. There would be a practical element. A Community Shelter was the Parish's core business - opening one up and acting as a focal point and act as a lead for residents.

The members of the group would support the practical part of the training and other volunteers would be required to act as "evacuees". The training could also include a shift change for helpers. Peter advised that he had contact with members of the amateur dramatics group who would be ideal to act as casualties/evacuees. Further details to be passed on when available.

Peter

The training to be held on a Saturday and be rolled out to other parishes. It was suggested that people from other parishes might be asked to act as evacuees during the training. If necessary the emergency cases held currently in Sobel Lodge could be used in a Community Shelter. A Community Shelter might be upgraded to a Rest Centre if circumstances were to change.

As there had been concerns about the weight of the emergency cases which was impacting on the staff at the home, it was agreed that Rory and Bill would talk to the staff to see if a solution could be sought.

Rory/Bill

Steve thought that it would be a good idea to try and get one or two wheelchair users, senior residents and/or those with additional needs to act as volunteer evacuees during the training.

Bill/Brian

Steve advised that there was a Kent Voluntary Sector emergency training session being held on Saturday 15 October if anyone who had not attended previously, might wish to attend.

Laureen to feed back information on people interested in attended various training sessions to his colleagues in KCC Emergency Planning team.

Laureen

4. Finalising Staplehurst Emergency Plan

Rory felt it was important for a small group to get together to look at what information was still missing from the plan and to prepare a final draft. Sue offered to help with the word processing and download the document onto the website with the gaps identified. Bill Piper and Anne Finlayson offered to support this piece of work.

Bill/Anne

5. Website Data

Following on from item 4, Sue advised there was an Emergency Planning page on the Staplehurst website. There was a password to access a test page which was currently spc. This would be changed once detailed information was downloaded and only given out to group members on a need to know basis.

As publicity for the group was vital it was agreed that a person should have responsibility for putting events on the calendar and promoting details and the work of the group in local publications such as the Village Update . Dave Staunton-Lambert offered to do this as SEHT Information Officer.

Dave

6. **Information Share**

Joan advised that Sinead from Age Concern had moved away from the area and that her replacement would be contacted once she/he was established in post to pass on information about the work of the Age Concern Hub. A booklet was being produced for vulnerable people which would cover information on dealing with minor emergencies.

Rory would make an appointment with the practice nurse at the medical centre to discuss identification of vulnerable people in the vicinity.

Rory

As the group becomes more well-known in the village, it would be important to stress what constitutes the type of emergency in which the team would be able to help. There was a fear that some residents might expect help from the group for minor incidents.

7. **Any Other Business**

There was no other business to discuss.

8. **Date of Next Meeting:**

7.30 pm - 1 September 2011 –The Youth Centre