

STAPLEHURST EMERGENCY HELP TEAM



Minutes of meeting held on Thursday 3 November 2011 The Youth Centre, Staplehurst

Present:

Lauren Rodwell	Bill Piper
Erika Lock	Joan Buller
Sue Bassett	Rory Silkin (Chair)
Paul Linaker	Donna Friend
Peter Spearink	Margaret Friswell
Anne Finlayson	Bob Howse
Paul Butcher	Andy Farley
Peter Jeffery	Brian Mundy

Apologies: Dave Staunton-Lambert, Chris Ralph

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 diversions around the village in event of a road blockage, Peter Spearink had halted this work temporarily as he was waiting to hear from the relevant police officer, and would report back to the group.

Paul reported that all police cars had information held centrally and downloaded regularly to computers in vehicles to divert traffic.

Bill Piper had investigated whether care homes had defibrillators but none had one. The only response was from the Medical Centre who would be thinking about purchasing one.

Media Manager role to be detailed on action card.

Ways of identifying more volunteers to join the group to be considered. There were two levels of helpers – the members of the group and others who might help out occasionally, when required. It was suggested that a special session for all volunteers and helpers to meet should be arranged once a year.

3. **Staplehurst Emergency Plan**

Sue had accepted the tracked changes but there was still some work to do on action cards – the Coordinator Role was complete. Media Manager role also complete.

- Communication and disruption in the Area (David Staunton-Lambert). This information was still outstanding and needs to be done as soon as possible.
- Action care relating to setting up a Community Shelter also needed.

Margaret to provide information requested as soon as possible.

There was a need to populate the telephone contact numbers for services and organisations. Laureen to obtain details. It was suggested that laminated copies of this information to be kept inside the emergency boxes.

Laureen

Information on insurance and health and safety to be completed on Plan.

4. **Community Shelter Exercise - Feedback**

It was agreed that the exercise went really well and it was considered to be fun and everyone was enthusiastic.

Peter kept a note of everything that was highlighted during the day by responders and evacuees. He agreed to print it off for distribution. Main points, as follows:

- Tabards to be ordered in larger sizes. The cost to be covered by funds. Roles on jackets to be marked with community shelter roles.
- Everyone should be aware of the location of the emergency suitcases. It was agreed that another suitcase be purchased to spread the load and it was suggested that one of the cases holds items specifically needed for a community shelter (over and above that which is already in the KCC cases).
- Some of the names to be removed from the contact tree as they would not be required to attend an emergency situation but these contacts to be added to the back of the tree so they are kept informed.
- More Bluetak needed.
- A white board would be useful and/or desktop flip charts.
- A procedure would be needed for evacuees leaving the centre
- Wrist tags to be handed out at reception desk.
- The documentation used to gather information on evacuees was too lengthy and some felt intrusive.
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Peter

There were other comments around a waiting area and space for the walking wounded.

It was agreed that roles would not be allocated in advance, although some members of the group would be more suited to particular roles. The roles

would be displayed on flip charts so people were aware who was carrying out the various roles on the day.

Details of helpers/responders to be taken at reception desk and kept up to date.

Care to be taken over the depth of information given to evacuees to avoid unnecessary concern.

It was agreed that the "kit" would be looked at and everyone made familiar with the contents. Bill, Rory and Peter to go through the cases.

*Bill, Rory,
Peter*

It was agreed that Community Shelter documentation be prepared with fewer details than the KCC rest centre documentation but on the same lines so that basic information can be transferred to the KCC forms without having to ask evacuees the same questions.

Peter offered to ask Iden Signs if they would sponsor the high-viz jackets.

It was decided that a wheelchair would not be necessary but one could be accessed if required.

Spare ID badges to be put in the Community Shelter box along with the tabards.

The initial contact tree worked well. A process to identify the shelter to be agreed at the next meeting. It was suggested that the Village Centre would be the main community shelter and arrangements would be put in place to ensure SEHT would be able to use the hall in the event of an emergency. Key holders to be advised and asked to support the group in an emergency situation.

5. **4 x 4 Vehicle Information for Care Homes**

An email had been received from Staplehurst Manor asking if we would be able to provide a 4x4 vehicle for their use in an emergency. Woodland Hall had also asked if we could provide a vehicle to ensure staff could get into work. It was agreed that it was the responsibility of the care home to make arrangements for their staff in adverse weather conditions.

There was a fee of £25 to join the 4x4 vehicle club. Andy agreed to speak to someone who was a member of this club. Anne to email Teresa to clarify the situation regarding use of 4x4 vehicles.

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

Regarding the training day at Littlebourne on Wednesday, 23 November, no confirmation had been received. Laureen to speak to Teresa Young about this.

7. **Date of Next Meeting: Thursday, 8 December at 7.30 pm The Youth Centre.**