

STAPLEHURST EMERGENCY HELP TEAM



Minutes if the meeting held on Wednesday, 7th December 2016

Andrew Watson (Chair)
Diane Buch
Jason Bardell
Bob Howse
Peter Jeffery
Alison Lain
Sam Lain-Rose

Bill Piper
Chris Ralph
Rory Silkin
Mira Martin
Peter Spearink
Pauline Roots

Apologies for Absence: Sue Bassett, Joan Buller, Barbara Keel, Gill Smith, Pam Payne

Andrew welcomed everyone to the meeting.

He announced that Sue Bassett is soon to leave the Parish Office; this would affect the Team's access to the safe in the office.

2. Minutes of Previous Meeting were approved.

3. Matters arising:

- The Whatsapp contact group is up and running, although it was noted that Whatsapp is used by only some of the Team. It was pointed out that could have been used to send out a reminder of tonight's meeting.

3.1 We are still awaiting MBC's promised money for the second equipment bag.

3.2. The Vulnerable Residents' Policy was discussed at length.

- Andrew has designed a schedule of "walks" which would arrange the information about vulnerable residents and inform the organization of the Team in case of need.
- Peter Jeffery asked who would "walk". Andrew replied that "walks" should be allocated as people were available.
- Sam asked where information should be stored in future. It was agreed that in future this and all necessary information shall be held on memory sticks, available to the chairman and his deputies.
- This information must include a list of volunteers, their phone numbers and addresses.
- In case of power failure we must have a way of accessing the information.
- It was agreed that Sam would design a resilient way of collating information while maintaining confidentiality. **Action:** Sam Lain
- It was agreed that such a procedure is compatible with data protection and Council Insurance.
- It was agreed that in future the Team must organize itself as if to assume that there is no access to the Parish Office.

3.3 Feedback on the SEHT exercise 8 October 2016.

- Andrew apologized that some calls had not been made and Team members were omitted.
- There was concern that a significant number of people, when contacted by phone, were unwilling, uninformed or even totally unaware of SEHT.
- There was concern that the current design of the telephone tree is not clear. It was agreed that in future names that appear near the top of the tree should be of people who are well informed about SEHT's activities. The tree should be limited to active members, with a list of

other people to be activated in case of need. It is important nevertheless to keep such people having a sense of being a member of the larger organization.

- The tree should be designed such that those at the bottom should ring in to demonstrate that they had been contacted.
- It was agreed that in future every time the tree changes there should be a calling exercise to test it.
- We discussed whether the Team should be prepared for an exercise or whether surprise is more realistic. It was agreed that it is better to inform Team members of an exercise in order to enhance the number of participants. It is the actual practice that is important.
- At the Rest Centre, there should be a sign-in list for staff.
- There should be no queue; people should be moved inside as quickly as possible, getting just names and wrist bands being issued once they were seated.
- It was agreed that one person should be in charge of the Rest Centre. This would normally whoever arrived first, but the role could be transferred. (The keyholders and their addresses need to be included in the plan and thus to be contacted.)
- There must be a system to identify someone with first-aid or medical skills. If no-one is available, then ambulance services should be called. (In case of road diversions, it may be SEHT's role to suggest alternative route.)
- It was emphasized that our prime responsibility is setting up a rest centre. However members could be involved in other crisis alleviation (such as traffic management) where both safety and common sense dictate.
- There should be more emphasis on security. For instance, it is KRS policy that the press should not be admitted to a rest centre. Members of the public who are not involved should not wander in to an exercise.
- It was agreed that team members need to be kept familiar with the contents of the equipment bags. This should be on the agenda of a future meeting.
- It is primarily the Chairman's responsibility to ensure the lists, information and equipment are up to date.

3.5 Andrew reported on the recent Flood Warden Seminar. It was less well attended than expected, suggesting a seepage of interest. He feared that such a problem might well be a symptom or our own recruitment issues.

3.6 **Contact system:** Jason recommended that SEHT should have a communication officer. It was agreed that Jason and Sam should redesign the whole contact system. Action: Jason and Sam.

4. **UK Power Networks.** A document setting out UKPN's policy of providing free support in an emergency was discussed. It was agreed that this should be shared with people on the Vulnerable Residents' list. Action: Andrew.

5. **Recruitment.** This is seen as a major priority. It was agreed that we need more volunteers; training can follow. It was felt that we need to avoid making things too complicated.

- Action: To liaise with scouts, guides and any group whose first-aid training programme we might share. Andrew.
- There was a detailed item in the December Parish Magazine. A brief item should appear in the Village Update.
- Andrew also said that he plans to set up a recruitment table outside Spar offering free soup.

Next Meeting: This will be the **AGM** on Thursday 23rd March at the Free Church.

