

## **Important:**

### **Please spare a few minutes to read this letter.**

#### **Community Emergency Plan for Ovington**

Ovington Parish Council are keen to create a Community Emergency Plan so that local people can help each other if there is ever an emergency in the Parish. All major emergencies are dealt with by the Emergency Services, however if there is ever a local need for support, we are keen to look after the welfare of people in the community and help maintain the infrastructure. The recent hot spell reminds us that our weather is unpredictable and sometimes very severe. Anyone anywhere could suddenly find themselves without drinking water or electricity, or in need of a helping hand. The best way to deal with these situations and recover is good, old fashioned community spirit, local people helping neighbours and other local people.

**Please could you let us know if you are willing to help by completing the form on the reverse of this letter.**

If you cannot help, no further action is necessary and thank you for taking the time to read this letter.

**When completing the form on the reverse of this letter, please:**

1. List any equipment that you have which you could use or make available in an emergency.
2. List any special skills (e.g. medical training) or specialist knowledge you may have, or, are you able to offer general assistance? (e.g. visiting an elderly or infirm person).
3. **If you may require assistance in an emergency, please complete the last box on the form.**

Any information that you supply will be treated as **confidential** and be treated in accordance with the Data Protection Act – it will be kept secure and it will only be used in an emergency by the Parish Council, the Emergency Services and Norfolk Constabulary. Your details will not be given to any other third parties and will not used for any other purpose than stated above.

Thank you for taking the trouble to read this letter, if you have any queries or would like more information, please contact any Councillor or the Clerk.

If possible could you email your replies at [hefrary@gmail.com](mailto:hefrary@gmail.com). Alternatively please contact drop them through the letterbox of 17 The Street, or Stone House Farm, The Street in an envelope marked Emergency Plan Response.

Many thanks

Ovington Parish Council

**Do you have any equipment that you could make available?**

|   |  |  |  |
|---|--|--|--|
| The following is a list of equipment that may be useful in an emergency. Please place a tick in the box if you are able to provide any such equipment in these circumstances. |  |  |  |
| Tractor with driver   |  | Submersible pump   |  |
| Chainsaw  |  | Inflatable boat  |  |
| Portable generator  |  | Portable heater  |  |
| 4x4 vehicle   |  | Portable lighting  |  |
| Do you have off road driving experience?  |  | Is your 4x4 equipped with any rescue equipment?  |  |
| Lifting equipment e.g. JCB, heavy duty hoist / tackle   |  | Camping gas stove or LPG cooker (to make a hot drink / meal for the elderly or infirm) |  |
| Other (please specify):   |  |  |  |

**Do you have any special personal skills or knowledge that you could make available? Or could you offer general assistance?**

|   |  |   |  |
|---|--|---|--|
| The following is a list of special personal skills, knowledge and general assistance that may be needed. Please place a tick in the box if you are able to provide any useful skill, knowledge or assistance in an emergency. |  |   |  |
| Medical training  |  | Chainsaw operator   |  |
| First aid training  |  | I can help with deliveries e.g. bottled water                 |  |
| I can visit and monitor an elderly or infirm person   |  | I can make tea or cook a meal for an elderly or infirm person |  |
| I can provide emergency accommodation for people  |  | Additional details or other skills (please specify):          |  |
| I can help with lifting and carrying e.g. filling sand bags   |  |   |  |
| I can provide emergency accommodation for pets (please specify limitations)   |  |   |  |

**If you may need assistance in an emergency, for example:**

Do you have an emergency alarm call system that may not work if the telephone lines were down?

Do you require regular medication or even just someone to drop in and make sure that you are well, warm and fed?

Please detail below what help you may need and if relevant, under what circumstances.

**This information will be treated in the strictest confidence.**

Name: .....Telephone number:.....

Address:.....Mobile number:.....

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