

# STAPLEHURST EMERGENCY HELP TEAM



## Minutes of meeting held on Thursday 5 July 2012 The Youth Centre, Staplehurst

**Present:** Rory Silkin (Chair) Peter Spearink  
Joan Buller Peter Jeffery  
Erika Lock Donna Friend  
Paul Butcher Dave Staunton-Lambert  
Bill Piper Laureen Rodwell

**Apologies:** Andy Farley, John Briffa, Brian Mundy, Ann Finlayson, Margaret Friswell, Pam Payne, Sue Bassett

### *Action*

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

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

#### 2. **SEHT Mobil – Rota**

Bill advised that he had been holding the SEHT mobile for two months and there had been no calls. Dave Staunton-Lambert was organising a rota but felt that as the mobile phone was not used, it was perhaps not fulfilling its original purpose. After discussion it was agreed that the mobile would not be the primary number for emergencies although it would continue to be topped up with credit and the battery maintained so it could be used as a secondary way of contact and during an emergency situation. Maidstone Borough Council to be updated with contact telephone numbers, including the mobile but this to be used in conjunction with other numbers. It was suggested that an automated process be put in place that would cascade messages to people on the SEHT contact list. This to be looked into further.

It was agreed that a letter be written to Spar as there was a new manager there, to advise them of the work of SEHT and that there would be nominated people from the team who would be shopping on behalf of vulnerable residents in an emergency, such as heavy snow. Photographic badges would be finalised for all regular SEHT members and those on the contact tree. Rory also agreed to visit the Medical Centre to update them on the team.

*Rory*

*Dave S-L*

*Rory*

Rory suggested that Sue be asked to add those people to the Rota who had agreed to help in an emergency, but who did not usually turn up to meetings, perhaps in a different colour. We

*Sue*

could them contact them to see if they still wished to help.

### 3. **Future Events**

#### **First Aid**

It was agreed that three Saturdays for training with the Red Cross was a huge commitment but there was still interest in this training. Laureen was asked to contact the SEHT members to ask again who was interested in this training and pass the list on to Paul Butcher, who would take it forward. It was suggested that people from Marden and Headcorn may want to be included in this. All trainees would have to go to the Red Cross Centre in College Avenue in Maidstone for an initial induction.

*Laureen*

*Paul?*

#### **Scenario/Training**

It was agreed that another community shelter scenario be prepared for the SEHT. This would be on a Saturday morning and other local villages would be asked to assist. Local clubs and groups to be asked to join in as evacuees. Dave Staunton-Lambert to write the scenario and run it past Teresa Young to see if there is anything that has been missed or that could be changed. The date of 20 October was agreed for this exercise.

#### **Documentation Training**

Laureen asked who would be interested in documentation training as this was an important aspect of the Community Shelter and Rest Centre. There were six people present who were able to attend a training session mid-week. They were Erika, Laureen, Joan, Bill, Peter Jeffery and Donna. Ann Finlayson and other members not present at the meeting also to be asked. Laureen to speak to KCC to arrange this training, which would last for approximately 2 hours.

*Laureen*

Laureen to ask Teresa if we could obtain a supply of documentation pads to use in a community shelter so that the information taken from evacuees was in line with that required for a Rest Centre, should the situation escalate to that. This would avoid asking evacuees for the same information twice.

*Laureen*

Sue Bassett to be asked for information on individuals from other local villages who expressed an interest in the SEHT when they attended the Open Evening so that they could be invited along to the community shelter exercise. We could then form a cluster of Help Teams and work together, supporting each other.

*Laureen*

*Sue*

Paul said that he might be able to obtain some high-vis jackets and there was discussion about the best way to display the

*Dave*

various designated roles that people would undertake in a shelter/centre. It was decided that Dave would prepare badges covering each of the main roles, such as Administrator, Centre Manager, Information Officer, etc.

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

Bill advised that he and Joan had attended a meeting with staff from the local care homes, the outcome of which had led to much stronger links between the various homes in the area. These links would enable the SEHT to assist the homes in a crisis and also for the team to be able to use the resources of the homes if necessary. Bill provided an up to date list of the homes, with contact details.

5. **Date of Next Meeting:**

The next meeting would be held on 20 September, 7.30 pm at the Youth Centre. (Apologies from Peter Jeffery.)