

Hemyock Emergency Plan (HEP)

Annex B – Work of the Emergency Control Desk (ECD)

Location

Emergency Control Desk (ECD) The HEP Team will man an Emergency Control Desk (ECD) at the Blackdown Medical Centre in Hemyock which has an emergency power plant maintaining 24 hour light, heat and comms. From here we will organise the village response. The **telephone number is 01823 680555**. Please note this is an administrative telephone line that is only to be used when the emergency plan is in operation. It should not be used for patients requiring medical, nursing or dispensary advice and must not be used in medical emergencies as it is not covered at all times throughout the day.

Emergency Control Desk (ECD) – Equipment & Stationery to be organised by Parish Clerk.

Furniture

- Table (loan by Medical centre)
- Chairs (loan by Medical centre)

Communications

- Telephone
- Maps of the area
- List of all care organisation contacts (Cameo Club, Blackdown Support Group, home nursing agencies, Churches, Social Services etc) to check on those who may be housebound and in need of care.
- CD Rom showing locations of electricity sub-stations

Stationery

- Proforma Log (see below)
- Paper
- Pens, Pencils
- Maps
- Carbon Paper

Log

A record of significant events and expenditure must be maintained throughout an emergency. The Log record will be retained and kept secure by the Parish Clerk to provide documentary evidence for any subsequent enquiry, and/or to support claims for financial reimbursement e.g. via insurance claims or as part of a claim made by the District Council.

HEP Team Contact Numbers

Name		Home	Work	Mobile
Steven Reed	Team Leader	680946	681169	07794552321
Don Atlee		680317		
Mike Eastick		681651		07875029395
Jillian Ould		681640		
Paul Steed		680787	680787	07974118203
Heather Stallard*		680237		
Anne Kingston*		680918		

* Parish Council Chair and Clerk are automatically on the HEP Team in an emergency