

FLAUNDEN PARISH COUNCIL

Severe Weather & Extreme Heat Policy

Adopted: 20 July 2026

Next Review: 2028

1. Purpose & Scope

This policy establishes the procedure for **Flaunden Parish Council** to respond to Met Office Level 3/Level 4 heatwave alerts or extreme, sustained temperatures in the UK. The goal is to protect residents, especially the elderly, the very young, and those with underlying health conditions, by providing a designated, temperature-controlled safe space.

2. Activation & Operation

- **Trigger:** When the UK Met Office issues an Amber or Red Extreme Heat warning that impacts the **Flaunden** area.
- **Authority:** The Parish Clerk, in consultation with the Chair (or Vice-Chair), has delegated authority to activate this policy and incur necessary emergency expenditure
- **Designated Facility:** The Flaunden Village Hall will be opened as a Community Cool Space Flaunden Parish Council.
- **Notification:** Notices will be circulated to residents via the Flaunden Village Email Notice Board and local WhatsApp/social media groups.

3. Provision of Supplies

Once the facility is activated, the Parish Council is authorized to immediately purchase and supply:

- Bottled water and basic, non-perishable refreshments.
- Operating costs for the Village Hall's air conditioning units or portable fans

4. Financial Authorization

Under Section 137 of the Local Government Act 1972, the Parish Council authorizes the Clerk to spend up to **£500 per emergency event** without waiting for formal Full Council approval. All expenditures must be recorded, receipts retained, and reported at the next ordinary Parish Council meeting.

5. Volunteer & Community Support

The Council will coordinate with local volunteers to:

- Check on known vulnerable residents or those living in poorly ventilated homes
- Assist with transportation to and from the Village Hall if required.

6. First Aid & Medical Escalation Guidelines

Volunteers and staff on-site must monitor visitors for signs of heat-related illnesses (heat exhaustion and heatstroke).

- **Heat Exhaustion Signs:** Heavy sweating, dizziness, rapid pulse, headache, nausea, or muscle cramps.
 - *Action:* Move the person to the coolest part of the hall, loosen clothing, apply cool damp cloths, and provide water.

- **Heatstroke Signs (Medical Emergency):** High body temperature (above 40°C), confusion, altered mental state, hot/dry skin, or loss of consciousness.
 - *Action:* **Call 999 immediately** Move the person to a cool area and cool them down with water or ice packs while waiting for an ambulance.
- **Non-Emergency Medical Concerns:** For deteriorating health or symptoms that do not improve after 30 minutes of cooling down, call **NHS 111** What to do in an Emergency - Stansfield Parish Council.

7. Emergency Contacts & Communication Directory

Role / Facility	Contact Name / Details	Number / Email
Parish Clerk & Emergency Coordinator	Flaunden Parish Council Clerk -	01442 834425 / 07771 766222 clerk@flaundenparish.gov.uk
Village Hall Bookings / Access	Bookings Secretary	annwit@hotmail.com
Alternative Booking Contact	Flaunden Parish Council Chair	01442 833166 / 07747 791108 david.imroth@flaundenparish.gov.uk
Emergency Services	Ambulance / Fire / Police	999
NHS Health Advice	Non-emergency medical advice	111

DRAFT EMAIL /WHATSAPP TO RESIDENTS

Subject: Important Notice: Community Cool Space Open at Flaunden Village Hall

Dear Residents,

As a result of the current Met Office extreme heat warning affecting our area, Flaunden Parish Council has activated its Severe Weather Emergency Policy.

To help our community stay safe, **Flaunden Village Hall is now open as a designated Community Cool Space.**

What is available at the Village Hall?

- **Air Conditioning:** The hall is fully cooled to provide immediate relief from the outdoor temperatures.
- **Free Supplies:** Complimentary chilled bottled water and refreshments are available for everyone.
- **Rest Area:** A quiet, comfortable space to sit and cool down.

Who should use it?

The hall is open to all residents, but we especially encourage anyone living in poorly ventilated homes, the elderly, families with young children, and those with underlying health conditions to come down and utilize the facility.

Need help or transport?

If you or a neighbour are unable to travel to the hall independently, or if you need assistance checking on a vulnerable resident, please reach out immediately:

- **Parish Clerk & Emergency Coordinator:** Jack Debnam T 01442 834425 / M 07771 766222
- **Parish Council Community Councillor Chair:** Simon Duncan M 07702 071272
- **Village Hall Team:** annwit@hotmail.com

Medical Emergencies

If you or someone you are with shows signs of severe heatstroke (such as confusion, a dangerously high temperature, or loss of consciousness), call **999** immediately. For non-urgent health advice, please call **111**.

Please stay indoors during the hottest parts of the day, keep your curtains drawn, and look out for your neighbours.

Kind regards,

Flaunden Parish Council

clerk@flaundenparish.gov.uk