

BURGHCLERE PARISH - COMMUNITY EMERGENCY PLAN v.3.1

Background

Emergencies happen, often when least expected. Local emergency responders will respond to call-outs as well as specific events as directed by government or local national resilience forums. They will prioritise those in greatest need, especially where life is in danger. Individuals and communities may need to rely on their own resources to cope with any consequences of an emergency. Although the local community has no formal role, the value of planning, its commitment to assist and the practical support it can provide is recognised.

Plan Objective

To provide a framework to enable those within the parish of Burghclere to harness local resources and expertise in order to provide assistance to local emergency services (if required), community support and self-help in an emergency.

It is designed as a template to cater for differing circumstances and to complement the response of the emergency services and other agencies, utilities and authorities.

Local Risk Assessment

- Power outages;
- Consequence of significant weather events (flooding, snow, wind, heat);
- Infectious disease outbreak;
- Major traffic accident (multiple casualties, release of HAZMAT, fire, etc);
- Fire, particularly in woodland areas;
- Terrorist incident (shooting, bomb, knifing, etc);
- Aeroplane crash (multiple casualties, fire, etc);
- Environmental contamination (radiation, radioactive materiel, polluted emissions, volcanic ash, etc);
- Shortages (food, water) potentially leading to civil unrest.

Emergency Plan

1. Response Phase. Emergency Services, supported by B&DBC/HCC will lead. Government advice will be followed. Any initiatives or action carried out by or within the community will be based on their advice and direction. Any immediate response carried out by locals should be 'handed over' to local emergency services or authorities once on the ground.

2. Recovery Phase. B&DBC/HCC will assume responsibility for any post-event action.

Emergency Action Checklist

1. Dial 999 if Life and Property are threatened by an incident or emergency.
2. Use the Emergency Contact List as appropriate.

3. Contact other members of the Community that need to be alerted.
 - a. Those specifically at risk or in danger;
 - b. The Parish Council;
 - c. Volunteers and key holders that may be needed.

The PC Chairman or any parish councillor may decide to call an emergency meeting of fellow councillors and relevant stakeholders at a safe location to assess the situation and decide the next steps.

If the Portal Hall is designated, this will become the principal Incident Control Point (ICP). An alternative ICP is Sandham Memorial Chapel.

Planning Steps

Assess the situation.

- What do I know?
- What do I need to know?
- Who can tell me?

What needs to be done, how and when.

- What's the aim/purpose of our response?
- Consider other factors such as:
 - is it near a school?
 - or a main route?
 - a threat to life, or impact on the old, young or vulnerable?
- To support this, list the actions to be taken:
 - In what order.
 - Who by.
 - With what support.
 - Establish a response-action-feedback loop.
- Review: have circumstances changed? Do you need to reconsider the aim? Does this mean changing actions or priorities?

What resources are needed.

- Determined by actions to be taken, the likely duration and practical support required (e.g. computers, medical, food, accommodation, transport, specialist equipment etc).
- Establish specific teams to manage the response as required.
- Consider legal issues with advice from the relevant authorities.
- Consider financial issues with advice from the relevant authorities.

How will this be managed.

- Confirm clear lines of responsibility (avoid duplication): who, when and with what support.
- Use existing groups wherever possible.
- Set up new group(s) if volunteers are available and provide terms of reference.

Communication and media plan.

- Maintain a written event log.
- Establish contact and liaison with the emergency services, other agencies, utilities and authorities.
- Establish a meeting routine.
- Set up a Message board.
- Communication plan: landline, mobile phone (including use of communication apps e.g. WhatsApp), internet (including use of social media such as the PC website or Burghclere Village and Area Facebook), leaflets etc. Engage stakeholders using whatever means can be set up quickly and effectively.

Key locations identified with emergency services for use as places of safety

The Portal Hall
The Church of the Ascension

Defibrillators

Portal Hall - RG20 9HX - Cardiac Science Powerheart G3

Emergency Contact List

| Organisation | Contact details |
|--|--------------------------|
| Emergency services (Police/Fire/Ambulance) | 999 (if life is at risk) |
| NHS | 111 |
| Environment Agency Floodline | 0345 988 1188 |
| National Gas Emergencies | 0800 111 999 |
| Power Cut | 105 |

Emergency Plan (EP) stakeholders

| Name | Role | Contact | Facilitating |
|-----------------------------|---------------|----------------|-----------------------------------|
| Richard Carrow | Team Leader | 07806 335527 | Overall coordination |
| Parish Council member | Team Deputy | | Action plan organiser |
| Parish Council members | Team Planners | | Coordinators |
| Parish Council members | Team support | | Support coordinators |
| Volunteers - plan dependent | | | Transport, medication & logistics |

| | | | |
|--------------------------------------|---------|--|-------------------------------|
| Volunteers - plan dependent | | | Provisions |
| Volunteers - plan dependent | | | Shelter and refreshments |
| Rev Anthony Smith and PCC | Support | | Shelter and spiritual support |
| Sports & Social Club (Andy Timbrell) | Support | | Shelter and refreshments |
| Sandham Memorial Chapel (Paul Grist) | Support | | Shelter & ICP alternative |

Other useful contacts

| Organisation | Contact details |
|---|--|
| Hampshire Emergency Planning | 01962 846846 emergency.planningteam@hants.gov.uk |
| B&DBC Emergency Planning | 01256 844844 |
| West Berkshire Council Emergency Planning | 01635 505353 / 42161 (out of hours - if requiring WBC support ask to escalate to the Emergency Duty Officer) emergencyplanning@westberks.gov.uk |
| Hampshire Constabulary | 101 (non emergency) |
| Hampshire Fire and Rescue | 02380 644000 (non emergency) |
| Woolton Hill Surgery | 01635 253324 |
| Watership Down Health (Kingsclere) | 01635 296000 |
| Falkland Surgery, Newbury | 01635 279972 |
| Manager of the Sandham Memorial Chapel | 01635 278394 |
| The Carpenters Arms | 01635 278251 |
| Chairman of the Parish Council | 07806 335527 |
| Clerk to the Parish Council | 07851 956078 |
| The Church of the Ascension | 01635 278470 |
| Herbert Plantation | 01635 278342 |

List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

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|---|--------------|
| | |
| Women's Institute | 07789 078221 |
| Neighbourcare | 01635 278485 |
| Good Neighbours Network | 01635 276050 |
| Burghclere & Newtown Horticultural Society | 01635 278844 |
| Chairman of the Sports Club | 07411 351456 |
| Age Concern | 07831 430890 |
| Community Cafe | 07833 703687 |
| The Clere School & Technology College, Earlstone Common, Burghclere RG20 9HP | 01635 278372 |
| St Michael's School, Harts Lane, Burghclere RG20 9JW | 01635 278137 |
| Burghclere Primary School, Church Lane, Burghclere RG20 9HT | 01635 278523 |
| Burghclere Pre-school | 07749 316968 |

Recuperation

Plans for recuperation will be led by the local authorities. The "Planning steps" can be used to assist this phase as required.

Stand down

Once the event is over, a meeting to draw up an after-event report and to consider the lessons identified will take place. These reports will be considered by the parish council and subsequently passed to the relevant authorities for their action/information.

Emergency planning useful links

Hampshire and IoW Local Resilience Forum: <https://www.hants.gov.uk/community/localresilienceforum>

British Red Cross: <https://www.redcross.org.uk/>

Royal Voluntary Service (RVS): <https://www.royalvoluntaryservice.org.uk/>

St John's Ambulance: <https://www.sja.org.uk/>

RSPCA: <https://www.rspca.org.uk/>

Distribution:

1. Hampshire County Council Emergency Planning Officer (Neil Jenkins/Erica Chisholm)
2. West Berkshire Council Emergency Planning Officer
3. B&DBC Emergency Planning Officer
4. Burghclere Parish Council
5. Newtown Parish Council
6. Groups/individuals listed above

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Revision History

Version Description Date Released

- 1.0 Initial Release Document 14 May 2012
- 2.0 Release Document 8 July 2020
- 3.1 Release Document 7 June 2021