

BURGHCLERE PARISH - COMMUNITY EMERGENCY PLAN v.5.0

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
 Sports Club, Harts Lane, RG20 9JD

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
Alex Patrick-Smith	Team Deputy	07887994947	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

Organisation	Contact details
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

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

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