



# Community Emergency Response Plan

Adopted **MONTH** 2021

## Outstanding actions

*Create map of local risks and hazards and key locations*

*Clerk – have the plan reviewed, contact points agreed and plan signed-off with:*

- *Wiltshire and Swindon Local Resilience Forum*
- *Wilts Council Emergency Preparedness, Resilience and Response team*
- *Relevant police/fire/ambulance service providers*
- *EnvironmentAgency*

*Emergency Co-ord:*

- *Contact 'place of safety' premise owners and obtain agreement for their use*
- *Create householder emergency plan template, distribute*
- *Contact volunteer organisations*
- *Discuss community care arrangements with Safer Community / COVID etc as having effective care arrangements in place is key for a number of incident types.*
- *Create householder skill / material survey, distribute and collate responses for vulnerable people / groups, skills and materials lists.*

*Comms Working Group:*

- *Communications section to be reviewed and updated*

*Later*

- *Create business risk survey, distribute and collate*

## Plan Holders' Contact Details

Parish Chairman tbc [Chair@downtonparishcouncil.gov.uk](mailto:Chair@downtonparishcouncil.gov.uk) phone: TBC

Emergency Co-ordinator TBC [email@tbc.com](mailto:email@tbc.com), Phone: TBC

Parish Clerk Bev Cornish [clerk@downtonparishcouncil.gov.uk](mailto:clerk@downtonparishcouncil.gov.uk) 01725 513874

Parish Councillors

Name	Email	phone

The Emergency Co-ordinator is solely empowered to declare an Emergency, and to take responsibility as Emergency Co-Ordinator, assisted by the Parish Chairman. In the absence of the Parish Chairman, the Deputy Chairman, or any one of the Parish Councillors named above can deputise for the Parish Chairman in this role.

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# COMMUNITY EMERGENCY RESPONSE PLAN

## PART ONE

# PREPARE

(Activities to be done BEFORE an incident occurs)

## 1 INTRODUCTION

This plan has been developed to provide resilience for the community in Downton Parish in the pre-event phase or early stages of an emergency. It has been developed to align with Wiltshire and Swindon Local Resilience Forum and the overall legislative framework as defined by the Civil Contingencies Act 2004.

The structure and content reflects the importance of Downton as the most southerly major village, a designated service centre and particularly its location on a major North-South Primary Priority Transport Route (A338) and also one of the few locations with East-West transport over the River Avon giving access to the northern New Forest. Also strategically important communications pass through it.

The Downton Parish Community Emergency Response Team, CERT, has been formed to assist the activation of this plan and to assist the emergency services wherever possible, prior to, during and after an emergency event.

If, in the event of an emergency, the Emergency Services or Wiltshire Council are delayed because of the scope or nature of a county-wide emergency, this plan provides a framework of incident specific action cards to enable the CERT to identify the immediate self-help actions they should consider. These actions may assist the community in reducing the negative impacts an emergency can have until further assistance has been received. The actions complement the plans of responding Emergency Services.

The emergency response plan has these main parts:

### PART ONE - PREPARE

- Define Objectives
- Identify risks
- Define Roles & Responsibilities

### PART TWO - RESPOND

- In the event of an emergency, follow the process flow chart; and
- Follow the relevant Incident Action Card / Supporting Plan (eg Flood or Snow & Ice)
- Undertake a lessons learned review

### PART THREE - RESTRICTED REFERENCE

- Appendices with personal information. Note for GDPR compliance, this part is only held by key roles.

Each part has its own annexes.

## 2 OBJECTIVES

The objectives of this emergency response plan are to:

- Identify the risks to the community and relevant preparatory actions
- Identify vulnerable people / groups / establishments in the community
- Identify steady state monitoring and alert levels
- Identify community resources available to assist during an emergency - personnel, equipment and emergency accommodation
- To give an overview of roles and responsibilities
- Identify relevant steps to mitigate and respond to emergency situations, including warning the community as required
- Provide key contact details for the CERT, Key Community Resources, the Emergency Services and Local Authorities
- To detail cascade call out arrangements [see ANNEX E]

### 3 PREPARE - ASSUMPTIONS

- The scope of this document includes the entire area of Downton Parish, where reference is made to 'community' this includes Charlton All Saints and Standlynch.
- The Emergency Services (Police, Fire & Rescue, Ambulance) have prime responsibility for all emergencies and are the first point of contact in an emergency (Tel: 999). The Police have overall responsibility for control and coordination in an emergency situation.
- Wiltshire Council has specific responsibilities, which include establishing emergency centres, providing temporary accommodation for those made homeless and managing the longer term recovery phase.
- The Social Action, Responsibility and Heroism Act 2015 (SARAH) does provide reassurance that if something goes wrong when people are acting for the benefit of society or intervening to help someone in an emergency, the courts will take into account the context of their actions in the event they are sued for negligence.
- Downton Parish Council 'DPC' will support development of Downton's capability to respond to emergencies.
- The relevant statutory authorities eg Wiltshire Council, Wiltshire & Swindon Local Resilience Forum, Environment Agency etc will review and approve this document
- Health and Safety - It is recognised that those named or recognised in this plan are not trained or resourced to carry out any functions of the Emergency Services. The response will be confined to supporting the welfare of the people in the community and helping them to maintain a normal community life. No-one is obliged to carry out any function and all duties are done solely on a voluntary basis.
- **[CLERK to UPDATE THIS SECTION ]**  
*Data Protection - It is assumed that the Emergency co-ordinator retains the title of data controller and therefore must ensure that all persons' details included are asked whether they agree to their details being shared with the other community members and with representatives of the Emergency Services or Council. Any emergency plans sent to external bodies will be stripped of all contact details (other than that of the Emergency coordinator). To help achieve this sections containing personal details have been placed in Annexes in a separate restricted access document.*
- *Insurance - Awaiting update with respect of cover on DPC insurance for volunteers actions.*

### 4 PREPARE - EMERGENCY DEFINITION

Under the Civil Contingencies Act 2004 an emergency is defined as 'An event or situation which threatens serious damage to:

- Human welfare
- The environment
- Security of the United Kingdom.'

An emergency/major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot wholly be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

### 5 PREPARE - RISKS & TYPES OF INCIDENTS

A review of the Wiltshire and Swindon Local Resilience Forum Community Risk Register has highlighted a sub set of risks that are relevant to Downton Parish (tagged with LRF prefix in table). They have been grouped into 'Incident Types' and cross checked with the Downton Parish's own Risk Registers (tagged with a DPC prefix in the table).

The table describes the impact on the community. Any pre incident preparatory mitigating actions are detailed on the relevant Action Card. Note some of these need to be taken at key

dates every year.

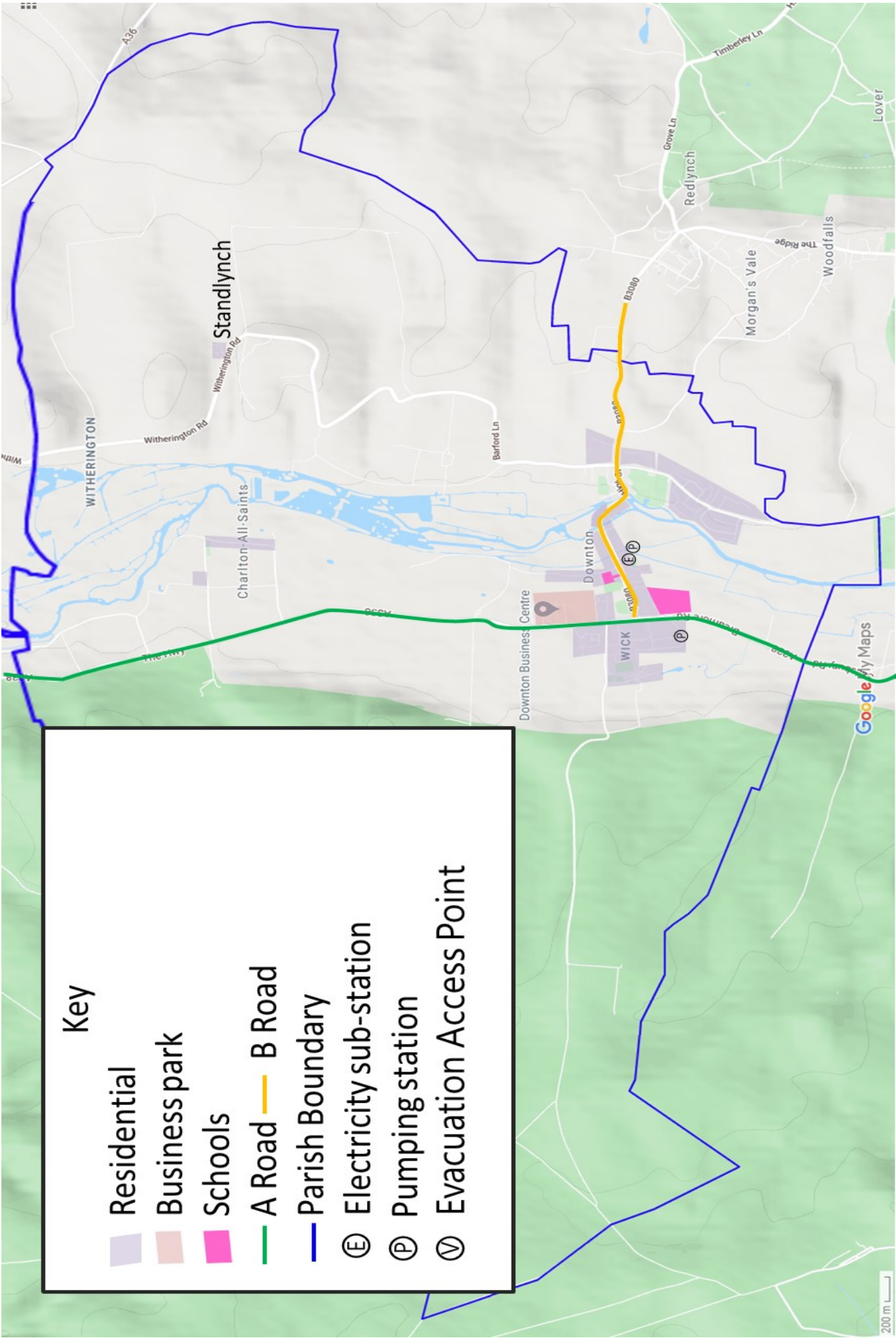
Type of Incident (plus LRF/DPC risk refs)	Impact on Community
Animal Health <b>LRF</b> AH001 AH002 <b>DPC</b> 2.3	Access Issues. Footpath closure.
Flooding  Surface Water/ Ground Water  <b>LRF</b> SW005, SW006	Disruption to utilities Potential evacuation School closures Psychological and health impacts Impact on local businesses and economy Flooding outside of The Borough, Memorial Gardens and Centre, Gravel Close
Snow / Ice  A338 cleared as Primary Priority Routes (after strategic routes) B3080 is cleared as 2 <sup>nd</sup> priority  <b>LRF</b> SW002	Priority areas: <ul style="list-style-type: none"> <li>• Primary School</li> <li>• Bridges</li> <li>• Pavement outside Co-op / The Goat</li> <li>• Lode Hill lights</li> </ul> Heating supplies for local residents.
Pandemic (including flu)  <b>LRF</b> HH001 HH003 HH002	Increased demand on health care services. Reduced levels of emergency services cover. Staff shortages at many/all businesses. Disruption to the economy. Residents require access to Surgery (or pharmacy) for medication.
Loss of Utilities Electricity Water Sewage Phone Gas  <b>LRF</b> ITF003	Residents lose heat, light, water or cooking facilities. Disruption to essential services and activities. Life endangerment to vulnerable individuals. Financial impact to some businesses. Travel disruption.
Storm / Weather  <b>LRF</b> – SW001 <b>DPC</b> 2.2.1, 3.1	Trees down Landslip Failure of Utilities
Fuel Disruption  <b>LRF</b> IA002	Reduction or loss of private transport Increased dependence on volunteer support by vulnerable residents. Reduced heating supplies.
Major Incident – fire/aircraft crash / vehicle crash / industrial fire / Pollution Incident – Air / water borne. Act of Terrorism  <b>LRF</b> IAEP001 TA005 TA002 IAEP012 TA004 LRF IAEP009 IAEP003  <b>DPC:</b> 3.4 <b>DPC:</b> 4.2.7	This is a 'catch-all' incident for all other major incidents that could occur in the parish

Flooding and Snow/Ice events are the most likely events to impact regularly on the parish and so they have their own dedicated Response Plans. These are managed as separate documents.

## 6 PREPARE - LOCAL MAP

The map below shows the extent of Downton Parish, outlines of key areas (residential, schools, business park), key roads and rivers, and key locations as identified by the Plan.





## 7 PREPARE - KEY ROLES & RESPONSIBILITIES

The Parish Council has appointed an individual to the role of Emergency Co-ordinator who leads the response to an incident. They are supported by Community Emergency Wardens and together form the Community Emergency Response Team (CERT). The Community Emergency Response Team is responsible for organising all emergency activity within the parish, under the direction of the emergency services if appropriate. The CERT will operate from the Emergency Control Centre (ECC).

As emergencies can occur at any time, it is not possible to guarantee that the Emergency Co-ordinator will be available; therefore a pool of Parish Councillors shall be familiar with the plan and can act as the temporary Emergency Co-ordinator in their absence.

A key element is the individual Community Emergency Wardens (CEW) who will be the main contact for each defined area (eg Charlton All Saints, Moot Lane etc). They will co-ordinate local needs, in communication with the Emergency Control Centre (ECC).

The tasks for key roles are as follows:

### Parish Clerk

- Ensure that the CERP is regularly reviewed and updated.
- To liaise with Wiltshire Council's Emergency Planning & Resilience Officer to identify suitable training that may be available to emergency volunteers.
- To liaise with the Emergency Services when the CERP is updated and establish contact points
- Report annually to the Community detailing if the plan has been activated and highlighting any changes to the CERT members.
- Have sufficient knowledge of the plan to act as Co-ordinator in their absence.
- Have a copy of the full Plan

### Emergency Co-ordinator

Although this role will have someone nominated (this may be done on a rota basis) to fulfil it, during an incident the role will need to be filled by several individuals, mainly Parish Councillors, working to a rota.

- To advise and help local community preparations for the response to an emergency.
- Act as the main contact point for County Council and emergency services, to ensure two-way communication is maintained.
- Ensure that CERT and CEW are aware of relevant DPC Policies eg Working Group Protocol, Volunteer Protocol, Freedom of Information etc
- Delegate specific roles to others on the CERT.
- Activate resources as required and delegate tasks to team members as appropriate.
- The Co-ordinator should ensure that all team members are engaged in the planning and response processes.
- Coordinate the community response.
- Ensure Health and safety is adhered too.
- Liaise with relevant emergency services/organisation/council.
- Ensure actions and decisions are logged [**See ANNEX B – Logging Sheet**]
- Act as a focal point for the community in the response to an emergency
- Recommended to install useful Apps and bookmark key sites.
- To maintain the Community Emergency Resource Register with the aid of the Councillors.
- To ensure that Councillors are aware of their role should an emergency occur.
- To ensure the local community is aware of the Parish Council's CERP and that residents are aware of the relevant contact details.
- To ensure that all those involved in the cascade call out [see **ANNEX E**] are aware of what action they have to take.
- Ensure that the appropriate individuals are notified.
- Have a copy of the full Plan



Community Emergency Wardens (CEW) Out & About i.e. practical action;

- Identify vulnerable local residents such as the elderly who may require assistance.
- Assess local problems which may arise in the event of abnormal circumstances such as a major incident or a natural disaster occurring.
- Review the Community Emergency Response Plan.
- Ensure the vulnerable are provided with additional assurance during an emergency.
- Reside in the community with good local knowledge.
- Have a copy of Part 2 of this Plan
- Be able to activate the support of the community and speak on behalf of the community.
- Ensure communications are maintained within the community and Wiltshire Council.
- Ensure Confidentiality is maintained where necessary.
- Maintain his / her own action log in the event of an emergency [See Annex B – Logging Sheet]
- Create a 'grab bag' containing the plan and any appropriate clothing / equipment which may be required
- To determine the capabilities of the community to care for itself during an emergency in the absence of support from the emergency services and county authorities.
- To provide local knowledge to the emergency services or other organisations, as and when they are able to respond to the incident.
- Communicate important messages to the community.
- Help with community tasks.
- Collect community information.
- Help disseminate information.
- Assist in incident response (sand bagging, flood monitoring etc).
- Recommended to install useful Apps and bookmark key sites.






Councillors



- Have sufficient knowledge of the plan to act as Co-ordinator in their absence.
- *To assist the Parish Emergency Co-ordinator in identifying other community volunteers.*
- *To take part in exercises arranged to test the cascade call out [see **ANNEX E**] and working of the register.*
- *To assist the Parish Council in dealing with any emergency which may affect the community.*
- *Recommended to install useful Apps and bookmark key sites*

Members of the parish

- Recommended to install useful Apps and bookmark key sites

## 8 PREPARE - USEFUL SMARTPHONE APPS

App icon	Name	Features
	Citizen Aid	HMG advice for major incidents including Ride/Hide/Tell, emergency medical treatment
	British Red Cross	Medical
	WhatsApp	Backup comms for key members
	What3words	Share your location
	My Wiltshire	Log service requests with County council

App icon	Name	Features
	SSE Power Track	Reporting and tracking of power outages
	RiverApp	With some setup provides an easy to use view of river gauges

## 9 PREPARE - REVIEW, UPDATE & DISTRIBUTION

The CERT will meet to discuss the community's resilience arrangements at least on a 6 monthly basis, (June and October), when new facilities or information become available which affects trigger points, e.g. installation of engineering solutions, and after any events, e.g. flooding, where the plan has been utilised. A full review of the plan by the CERT should be carried out annually to ensure that the contact numbers are still correct.

Date	Page Number	Reason for Amendment	Changed by

Copies of the entire plan are held by the Emergency Co-ordinator, Clerk, Admin Officer, Chair, and Vice Chair. Copies of Part 2 – RESPOND are held by all Community Emergency Wardens and by the wider emergency stakeholders listed below:

Copy	Role	Holder

## 10 PREPARE - APPENDICES

PREPARE ANNEX A - EMERGENCY CONTROL CENTRE - EQUIPMENT

## **PREPARE ANNEX A - EMERGENCY CONTROL CENTRE - EQUIPMENT**

The Emergency Command Centre is located in the Meeting Rooms upstairs in the Downton Memorial Centre. The downstairs hall is to be used as Rest Area for the Emergency Services.

If that is unavailable (eg flooded) then either the Leisure Centre / BWSCA rooms or the Library could be used.

The arrangements to obtain access are as follows:

1.

The following is a list of emergency equipment required:

### **Furniture**

- Tables and chairs – provided by DMC
- Map board
- Information board
- Clock – provided by DMC

### **Communications**

- Telephone
- Radio and antenna

### **Information**

- Registers
- Parish Map
- Parish Emergency Plan (copy)
- Electoral register (copy)
- Incident Log book
- Equipment list
- Resident information
- Volunteers list
- Skills list
- Physical resources list
- Evacuation Forms

### **Stationery**

- Message pads
- Drawing pins
- Logs
- A4 lined pad Paper
- Ballpoint Pens and Pencils(6 – blue/red/green)
- Chalk or marking pens

### **Sundry Items**

- Typewriter or PC
- Equipment for hot drinks and snacks
- First aid kit
- Wind up radio
- Powerful torch (rechargeable)
- High visibility waistcoats (6)
- Emergency Centre signs (2)



# COMMUNITY EMERGENCY RESPONSE PLAN

## PART TWO

# RESPOND

(Activities to be done WHEN an incident occurs)

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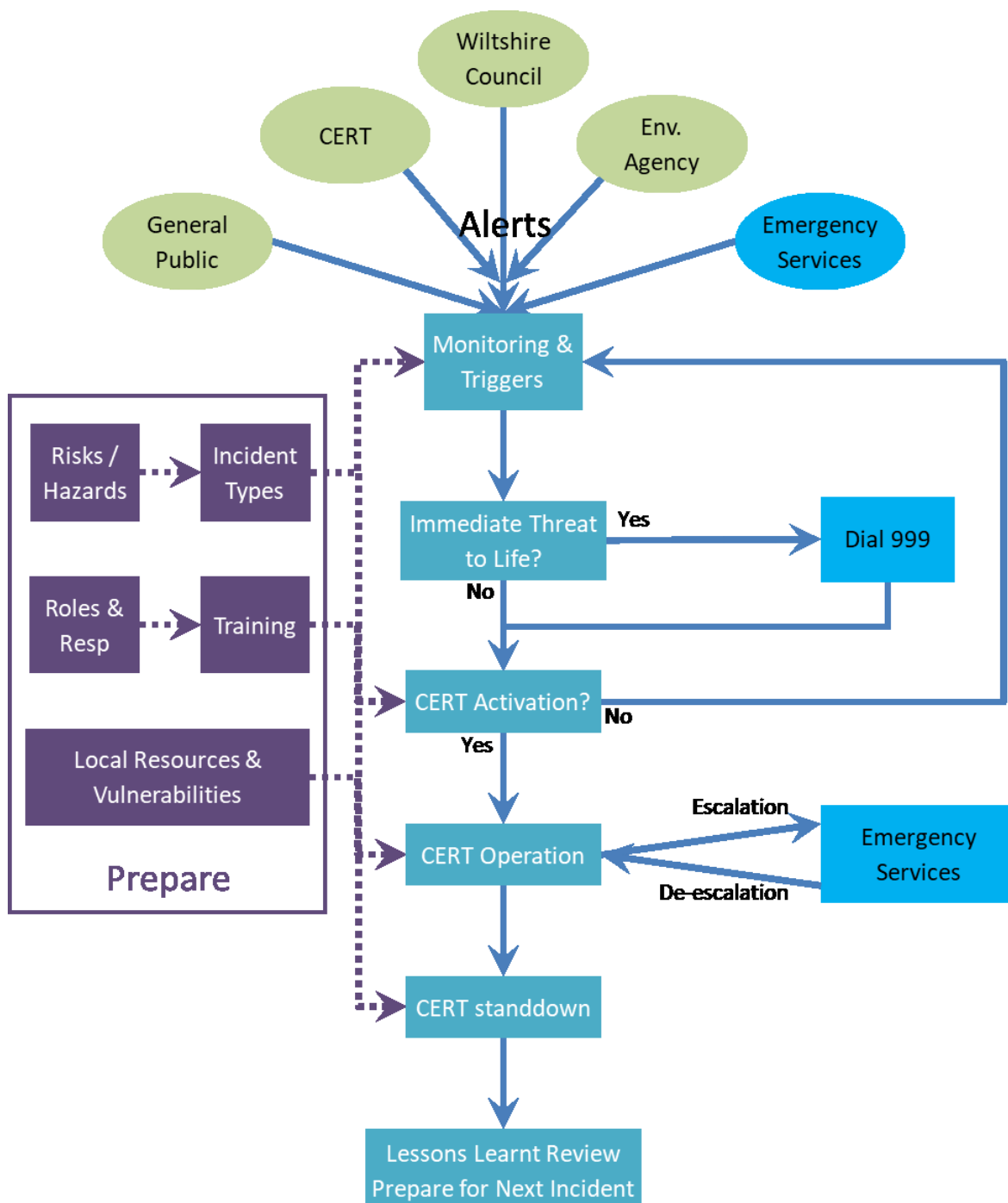
## 11 RESPOND - INTRODUCTION

This is the second part of the Emergency Response plan – it details the procedure to be followed before, during and after an incident. It also has specific details for common types of incident – Incident Action Cards. The two commonest types of incidents – Flood and Snow/Ice have their own plans.

Key roles that work together to respond to an incident are the Emergency Co-ordinator who with many Community Emergency Wardens (CEW) who are allocated to specific areas form the Community Emergency Response Team (CERT).

## 12 RESPOND - FLOW CHART

**UNDER NO CIRCUMSTANCES SHOULD YOU PUT YOURSELF OR OTHERS AT RISK TO FULFIL THESE TASKS**



## 12.1 Monitoring & Triggers

Where an emergency is possible or anticipated, CERT are to monitor the situation.

Each of the type of incident has its own arrangements for steady state monitoring of the situation (eg weather warnings / water level gauges) and means of alerting of an imminent incident. These are detailed on the Incident Action Cards.

During this phase, one or more of the following tasks are performed:

- Warn members of community as appropriate
- Be prepared to respond urgently
- Start using the relevant Incident Action Card
- If necessary, call a community meeting but ensure the venue is safe and people can get there safely
- Should you be the first to arrive at the scene of an incident, it is imperative you do not attempt to help without first assessing the scene and providing relevant information to the Emergency Co-ordinator / Emergency Services

## 12.2 Activation

The need for a village response to an emergency could be triggered by a request from Wiltshire Council or from the Emergency Services. Additionally members of the community might identify a requirement and the Parish Council might itself determine the need to take action.

The first person on the scene (eg Emergency Co-ordinator, CEW or member of the public) is to assess the incident (using the Situation Report part of the CERT Agenda – see ANNEX G) and report back to the Emergency Co-ordinator

In each case the Community Emergency Response Team is alerted and would meet to take one or more actions:

1. Discuss the situation report – follow incident agenda [see ANNEX G]
2. If required Emergency Co-ordinator to dial 999 and ensure the emergency services are aware of the emergency and follow any advice given.
3. Emergency Co-ordinator to record details on the Log Sheet [See Annex B – Logging Sheet] including:
  - Any decisions made and why
  - Actions taken
  - Who was spoken to and what was said (Including contact numbers)
  - Any information received
4. Contact other members of the community that need to be alerted by agreed method eg
  - Community Emergency Wardens;
  - Households affected;
  - The Parish Council via the Parish Clerk;
  - Volunteers and key holders as appropriate;
5. Decide whether to activate Emergency Response Plan including:
  - Call 101 and ask for the CERT Coordinators contact details to be forwarded onto Silver Command as a point of contact
  - Contact and inform Wiltshire Council and Hampshire County Council (See Key Contacts)
  - Setup Emergency Control Centre.
6. If the Plan is not to be fully invoked (possibly on the advice of the emergency services) but some level of support is required, assemble the CERT to decide how to provide the



required support. (Note: The requirement may be to provide information to the community or for the provision of an incident information centre / Rest Centre.)

**UNDER NO CIRCUMSTANCES SHOULD YOU PUT YOURSELF OR OTHERS AT RISK TO FULFIL THESE TASKS**

### 12.3 Operation

Having established the ECC as part of the Activation the following steps outline the basic method of operation:

- i. The ECC will assess the incident considering its type, severity and location and implement one or more of the following actions, using the incident action cards [see **Annex A**] as required:
  1. Decide to set up an exclusion zone / instigate road closure;
  2. Review decision on what emergency services are required eg Police, Fire, Ambulance etc. NB only ECC are to contact the emergency Services or relevant contractors/utility services.
  3. Decide on what resources to deploy where;
  4. Decide if a review of the surrounding areas will be made by the CEWs;
  5. Decide on what needs to be communicated to the community and how eg radio, social media
  6. Maintain the Incident Log [See Annex B – Logging Sheet]
  7. Consider whether it is appropriate to set up the Evacuation Assembly Point for welfare purposes. This is likely to depend on the extent of the emergency incident. The need for an Evacuation Assembly Point may occur later.
  8. Confirm whether there are any injuries to persons. Arrange for local persons with medical skills to attend, if appropriate (see Skills list).
  9. Check vulnerable persons and re-check periodically. [See Vulnerable Persons Annex]
  10. Make contact with the emergency services on site if they have already arrived or call them to check likely arrival time. Check that they are fully aware of the emergency and its extent and any injured persons. Understand how they are dealing with the emergency and check if they need information, equipment etc.
- ii. The CEW where the incident is located will manage the resources they are sent ensuring that the incident is dealt with in the correct manner. Also assisting the emergency services staff in controlling the incident.
- iii. The hazard will be regularly assessed by the relevant CEW and ECC advised. Step i. above will be repeated as required as additional information is provided.
- iv. Note: Apart from the normal 'blue light' emergency services, it may be essential for electricity and gas utilities engineers to attend to make their supply safe in the first instance and then to restore their supply to residents.
- v. Check whether local schools, pre-schools or nurseries are affected by the incident, if appropriate. If necessary, contact heads or principals and check their proposed actions.
- vi. Advise businesses (e.g. garage, pubs, farms, farm shop) as necessary.
- vii. Allocate tasks to volunteers (e.g. assistance to residents, tree clearing, road clearing).
- viii. Arrange for use of appropriate resources (e.g. vehicles, equipment).
- ix. Establish need for supplies and arrange for their acquisition.
- x. Organise refreshments for Emergency Team, emergency services, volunteers and persons directly affected by the emergency.
- xi. Listen to local radio for relevant information and announcements.
- xii. Minors unable to get home should be asked to go to the Evacuation Assembly Point where they must be documented and supervised until re-united with their parents.
- xiii. Consider if there is a requirement to consider evacuation / accommodation of Pets and or Livestock.

### 12.4 On site Emergency Services

Once emergency services are on-site they will assume overall control of the incident.

## 12.5 Stand Down

Recovery phase shall commence once the CERT are satisfied that the incident is complete and the area is safe to return to.

Return all materials into the Emergency Centre box, including any registers created during the emergency.

Emergency Co-ordinator to collate all logs, forms and other relevant paperwork for any subsequent debrief, enquiry or investigation. Collated information to be handed over to Parish Clerk.

Ensure that the Emergency Control Centre is returned to its original state and left clean and tidy with all tables, chairs etc put away.

Dispose of any surplus perishable supplies.

## 12.6 Lessons Learnt – Review and Prepare for Next Incident

With all parties hold a Lessons Learnt Review and update documents, agreements and details

Setup for Next Emergency – review level of stock/supplies and re-order as required

## 13 RESPOND - COMMUNICATION

### **SECTION TO BE REVIEWED AND UPDATED BY COMMS WG**

*Communications are vital before, during and after an emergency in order to ensure that warnings and information are received and passed on, responses co-ordinated with emergency services and actions by volunteers within the community co-ordinated 'on the ground'.*

*Note that the mobiles/telephones which rely on an electricity supply might be cut off during a power cut. This reduction in the ability to communicate is a risk for the Plan and the establishment of a means of communication will be an immediate requirement of the ECC once an emergency is declared.*

*The processes for communicating within and outside the community before and during an emergency are as follows:*

- if necessary, emergency services will be contacted by the first person on the scene;*
- other contact with other statutory authorities (receiving warnings, discussion of the situation) or media will be through the Emergency Co-ordinator; the Emergency Co-ordinator, in consultation with other members of the CERT, will establish a means of communication both within and outside the emergency area. This will depend on the local availability of telephones and mobile phone reception;*
- Emergency Services - It is important to remain in regular touch with the emergency services, particularly if they are in attendance, to ensure that they have all the information they require and all the support and resources that the parish can provide. The Emergency Services will normally provide most of the initial response. They will be supported by the local authorities (County Councils), Environment Agency, utility (Gas, water and electricity) companies and voluntary organisations. The emergency services' main role will most frequently be to save life. If there is any risk to life at all contact 999. The Fire and Rescue Service is responsible for rescuing survivors. The Ambulance service is responsible for treating casualties and taking them to hospital. The Police will co-ordinate this work*

### 13.1 Within Parish

- *the CERT holds telephone, email and address details for members of the team and volunteers as not all forms of communication may be available in an emergency. This information is in a restricted document containing the relevant Appendices.*
- *Residents - Communication with residents will be difficult. Those directly involved in the Emergency must be contacted immediately. The remainder of the residents can be told by word of mouth. People with resources of use in the Emergency can be contacted by telephone (if working) or by a 'runner'.*

### 13.2 Outside Parish

- *The timing of the incident may be important as people may be at work or on holiday and children may be at school. Their return to their homes may be problematic or their family may have been evacuated. Communication is key telephone calls to schools, announcements on local radio, notices at railway stations, roadside notices. Liaise with the ECC who have established lines of communication with broadcasters, schools etc.*
- *Neighbouring Parishes - It may be appropriate to contact the Emergency Co-ordinator or Parish Clerk of neighbouring parishes, who may or may not be involved in the same incident. If not, they may have resources which could be made available to this parish (particularly in the event of evacuation).*
- *The police may request the appropriate local radio stations to issue warning and advice messages.*

### 13.3 List of local radio & TV stations

- *BBC South television is currently not available in HD format. When tuning to BBC1, be sure to use the non-HD service, as otherwise the transmission will only refer to the London region.*
- *Digital TV and Radio is available via terrestrial and satellite broadcasts; and cable and internet service providers.*
- *The following are the radio frequencies that cover South Wiltshire:*
  - *BBC Radio Wiltshire FM Dab – Bath, West and Swindon - 103.5 MHz South of the county*
  - *BBC Radio Wiltshire MW 1332 KHz*
  - *BBC Radio Wiltshire Digital Audio Broadcasting (DAB) Block 12D frequency 229.072*
  - *Planet Radio 102 MHz Salisbury*
  - *Gold MW 936 Wiltshire*
  - *BBC Radio Solent FM 96.1/103.8 MHz*
  - *BBC Radio Solent MW 999 & 1359 KHz (221&300m)*

## 14 RESPOND - APPENDICES

RESPOND ANNEX B - CERT LOGGING SHEET

RESPOND ANNEX C - CERT MEETING AGENDA

RESPOND ANNEX D – INCIDENT ACTION CARDS

- *Flooding / Surface Water – See separate Flood Plan document*
- *Snow / Ice – See separate Snow/Ice Plan document*
- *Pandemic*
- *Loss Of Utilities*
- *Storm / Weather*
- *Animal Health*
- *Fuel Disruption*
- *Major Emergency including Pollution Incident – Air / Water Borne and Act Of Terrorism*

**RESPOND - ANNEX B - CERT LOGGING SHEET**

It is important to record all information during an emergency. It can also help support / justify any decisions made or actions taken.

Date	Time	Information / Decision / Action	Initials

**RESPOND ANNEX C - CERT MEETING AGENDA**

<b>Date:</b>
<b>Time:</b>
<b>Location:</b>
<b>Attendees:</b>
<b>1. Situation Report - CHALETS</b>
<b>C CASUALTIES</b> Numbers and severity / Potential for these
<b>H HAZARDS</b> Fire, leaks, etc
<b>A ACCESS</b> Safe route for the emergency services
<b>L LOCATION</b> Exact location required eg using What3Words
<b>E EMERGENCY SERVICES</b> Are they present or required
<b>T TYPE</b> Road crash, air crash, explosion, major fire
<b>S SAFETY</b> Of all personnel
<b>2. Assess Situation</b>
<ul style="list-style-type: none"> <li>Location of the emergency. Is it near a school / vulnerable area / main access route ?</li> </ul>
<ul style="list-style-type: none"> <li>Has electricity, gas or water been affected?</li> </ul>
<ul style="list-style-type: none"> <li>Are there any vulnerable people involved? Elderly / Families with children /</li> </ul>
<ul style="list-style-type: none"> <li>What resources do we need? Eg Food / Off-road vehicles / Blankets / shelter</li> </ul>
<b>3. Establishing contact with the emergency services</b>
<b>4. How can we support the emergency services?</b>
<b>5. What actions can safely be taken?</b>
<b>6. Who is going to take the lead for the agreed actions?</b>
<b>7. Any other issues?</b>

## RESPOND ANNEX D – INCIDENT ACTION CARDS

The following cards provide incident specific details, guidance for each of the major types of incidents:

- Flooding / Surface Water – **See separate Flood Plan document**
- Snow / Ice – **See separate Snow/Ice Plan document**
- Pandemic
- Loss Of Utilities
- Storm / Weather
- Animal Health
- Fuel Disruption
- Major Emergency including Pollution Incident – Air / Water Borne and Act Of Terrorism



## PANDEMIC INCIDENT ACTION CARD

**NB THIS NEEDS TO BE UPDATED TO REFLECT COVID-19 LESSONS**

### 1. STEADY STATE MONITORING

Indicators are likely to be in national media and in the form of an official health warning  
*??Any link to / from WC Environmental Health / Public Health / W+D LRF?*

**2. TRIGGER:** Pandemic declared by World Health Organisation / direction or advice from Wiltshire Council / HMG

### 3. DETAILS

Pandemic flu is the UK's highest risk. In a severe outbreak, up to 750,000 people in the UK could die of flu. This Incident Type also includes other forms of Pandemic eg Coronavirus.

### 4. CONTACT DETAILS

Volunteers who can collect and drop-off prescriptions, collect food, etc. Downton Link Volunteers (provide transport for those without cars).

- Local surgery: Downton Doctors Surgery
- Local pharmacy: Downton Pharmacy

### 5. PREPARATORY WORK

- Identify volunteers who can collect and deliver medicines for people who are vulnerable / self isolating
- Support any temporary vaccination scheme.
- Publicise NHS posters.
- Promote awareness campaigns
- **In Autumn**, distribute information about 'flu jabs' on website, social media and in the village Newsletters
- Share plans with the community

### 6. DURING PANDEMIC

Form a Pandemic Committee. Include health care professionals if possible. Make this committee larger than others, since during a full pandemic up to half the committee could become ill. The Pandemic Committee will:

- Seek volunteers to help people living alone/self isolating to collect and deliver prescriptions and food, look after pets etc.
- Co-ordinate with local volunteers to provide transport for residents in need.
- Co-ordinate with local volunteers to keep in touch with infected people through email / phone
- Review lists of local vulnerable people and update to reflect HMG/WC advice
- Coordinate with the Surgery/Pharmacy and any temporary vaccination scheme.
- Support the distribution of NHS posters and printed advice.

Consider cancelling public gatherings and meetings, as advised by the NHS

## LOSS OF UTILITIES INCIDENT ACTION CARD

### 1. STEADY STATE MONITORING

None undertaken, review of supplier web sites but typically the incident arises suddenly, ie without warning.

### 2. TRIGGER: Loss of supply

### 3. DETAILS

A prolonged outage is likely to require action from the CERT. The actions open to them include:

- Seeking to open a community shelter or rest centre.
- Coordinating with voluntary groups for support to vulnerable residents.
- Posting of information to the website / social media feeds.

### 4. PREPARATORY WORK

#### 1) Parish Council

- Obtain agreements with those premises suitable as a safe place and shelter for vulnerable residents.
- *Alert Wiltshire Council to vulnerable people.*
- ***Like other types of incidents this is dependent on there being an effective arrangement to identify and arrange support for vulnerable residents.***
- Promote keeping torches and wind up radios
- Encourage vulnerable people to register with their suppliers Priority Service Register – see <https://www.saveonenergy.com/uk/guides/priority-services-register/> for general details
- Apply for SSE funding of generators/ emergency resources.

#### 2) Electricity - Scottish and Southern Energy

- Download 'Power Track' App for smartphones (shows outages on a map)
- Create <http://www.ssepd.co.uk/Powertrack/> as a favourite on your web browser
- Encourage vulnerable people and community groups to join the 'Priority Services Register' 0800 294 329 <https://www.ssen.co.uk/PriorityServices/> who meet the criteria:
  - Those dependent on electricity for home medical care, eg. a kidney dialysis machine or ventilator.
  - Those with a chronic illness or short term medical condition; eg recovering from a major operation.
  - The disabled.
  - Those with special communication needs; for example blind, partially sighted, deaf or hard of hearing.
  - Those with a young baby.

#### 3) Gas

- Register with your supplier's Priority Service Register – see <https://www.saveonenergy.com/uk/guides/priority-services-register/> for general details

#### 4) Water – Bournemouth Water

- Register with their Priority Services by calling on 01202 590059 or complete the registration form via <https://www.bournemouthwater.co.uk/advice-and-services/useful-information/priority-services/>

**5) Sewage - Wessex Water**

- Wessex Water are responsible for all public pipeworks and public sewers (generally beyond the property boundary of individual houses).
- Keep <http://www.wessexwater.co.uk/> as a favourite on your web browser.
- Promote registration of vulnerable customers with Wessex Water Priority Services – 0345 600 3 600 or <https://www.wessexwater.co.uk/help-and-advice/priority-services> This can provide vulnerable residents with bottled water and, in the longer term, with access to water bowzers if disruption to the regular supply is prolonged.

**6) Phones / Broadband**

- There is no preparation!

**5. DURING OUTAGE**

All

- Contact voluntary groups and CEW to check welfare of vulnerable people during an outage

Electricity

- Call SSE 0800 072 7282 for information (0345 072 1905 from a mobile phone)

Gas

- If there is an interruption to supply call the National Grid 24 hour helpline on 0800 111 999

Water

- Report it via this web page <https://www.bournemouthwater.co.uk/report-a-leak/>
- The village level response to an enduring loss of water supply will be coordinated by Wiltshire Council

Sewage

- Sewer flooding is caused by the failure of a pumping station, a blocked sewer or exceptional weather. If the flooding is caused by a blockage in a public sewer Wessex Water will arrange for the blockage to be cleared at their cost.
- If exceptional weather has caused the public sewer to flood, Wessex Water will clean up and assess whether any remedial work can be carried out.
- If the flooding is caused by a problem in a private drain the owner will be responsible. A private drain is the section of pipe which serves just your property and is within your boundary.
- Emergencies and operational problems Telephone 0345 600 4 600
- Telephone Floodline on 0345 850 5959 (24 hours) in the event that property is flooded with sewage internally or externally.
- Wessex water aim to respond to all sewage flooding incidents within two hours of a first report of internal flooding and within four hours of a first report of external flooding. They also provide a clean up service where possible, within 12 hours where property is flooded internally and 24 hours externally

Phones / Broadband

- If you are a BT customer then 0800 800 151 (landline) or 0330 123 4151 (mobile)
- If you are a BT customer then to check the status of the services please click – [https://www.bt.com/consumerFaultTracking/public/faults/tracking.do?pagelId=31&s\\_intcid=con\\_L1:problem%20with%20service:L2:Problem%20with%20phone:fault%20check](https://www.bt.com/consumerFaultTracking/public/faults/tracking.do?pagelId=31&s_intcid=con_L1:problem%20with%20service:L2:Problem%20with%20phone:fault%20check)
- If you are a BT customer then you can logon and report your issue to them via [https://www.bt.com/consumerFaultTracking/public/faults/tracking.do?pagelId=2&s\\_cid=con\\_FURL\\_faults&utm\\_source=ATL&utm\\_medium=FURL&utm\\_content=R&utm\\_campaign=faults](https://www.bt.com/consumerFaultTracking/public/faults/tracking.do?pagelId=2&s_cid=con_FURL_faults&utm_source=ATL&utm_medium=FURL&utm_content=R&utm_campaign=faults)
- Vodaphone            0333 040191
- O2                      0344 809 0202
- EE                        0800 952 6000

## **STORM / WEATHER INCIDENT ACTION CARD**

### **1. STEADY STATE MONITORING**

Weather forecasts

Met Office operate National Severe Weather Warning Service

### **2. TRIGGER**

### **3. DETAILS**

....

### **4. CONTACT DETAILS FOR:**

Wiltshire Council Emergency contact: Nicola Mundy Tel 01225 718003  
weather.team@wiltshire.gov.uk

Meteorological Office Weather Warnings <http://www.metoffice.gov.uk/public/weather/warnings>

### **5. PREPARATORY WORK**

- Met Office operate National Severe Weather Warning Service which aims to give advance notice of severe gales
- **Wiltshire Council Weather alerts Twitter feed?**

### **6. DURING STORM / WEATHER**

**TBC**

### **7. AFTER STORM / WEATHER**

Arrange to have fallen down trees removed

CEW check for storm damage

CEW to check vulnerable people

## ANIMAL HEALTH INCIDENT ACTION CARD

### 1. STEADY STATE MONITORING

National Information / Local vets / WC vets lead?

Animal and Plant Health Agency alerting service: <https://www.gov.uk/guidance/apha-alert-subscription-service>

### 2. TRIGGER: Notification of infected premises

### 3. DETAILS

The risks of disease being spread by those seeking recreational access to the countryside are very small, and can be reduced further by avoiding direct contact with animals.

In the event of a disease outbreak, there will be a presumption in favour of access to the countryside, subject to veterinary risk assessment.

These diseases have a serious economic impact for the farmer and will cause fluctuations in price of the meat, and animal products.

There may be restrictions put on movement around the infected premises in zones.

- i. Diseases that affect only the animals eg Foot and Mouth, Blue Tongue and Classical Swine Fever, etc. Key response would be to control access to and from infected flocks/herds to isolate the disease by stop human carrying the disease between fields.
- ii. Zoonotic Diseases ie diseases that can pass from animals to humans such as Avian Influenza, E.Coli, Salmonella, etc. Key response would be to control access to the area and to animals will be restricted for infection control – ie to stop humans spreading the disease and also prevent humans from catching it.

However, restriction in the movement of animals, people and vehicles on and around infected site/premises may be put in place.

There may be disinfectants that need to be applied when entering / leaving affected premises.

### 4. PREPARATORY WORK

- Ensure map of local footpaths [See DPC website] is up to date
- Establish contact with relevant authorities

### 5. DURING ANIMAL HEALTH INCIDENT

1. Obtain up to date information from:
  - Department for Environment, Food and Rural Affairs.  
<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>
  - Animal and Plant Health Agency  
<https://www.gov.uk/government/organisations/animal-and-plant-health-agency>
2. Liaise with Wiltshire Council Animal Health Team Tel 0300 456 0100
3. Provide information to community about closed footpaths and bridleways.
4. Provide information about alternative public byeways which are suitable for exercising dogs, horses, etc
5. Check that public warning and information signage remains in place, report to Wiltshire Council if signs are tampered with or removed Tel 0300 456 0100.
6. Maintain contact with the affected farmer's family and check their welfare.

## **FUEL DISRUPTION INCIDENT ACTION CARD**

### **1. STEADY STATE MONITORING**

**2. TRIGGER:** Government Direction and Media Reporting.

### **3. DETAILS**

Fuel disruption can cause severe hardship in rural areas where we rely on vehicles to get supplies, including food and medication. Disruption of fuel supplies will be a national or at least regional emergency and, at the village level, the focus can only be on trying to mitigate the effect on the community.

### **4. CONTACT DETAILS FOR:**

Nearest filling stations, and opening hours:

- Landford Service Station (A338)
- M&S – Harnham
- Fordingbridge
- A36

### **5. PREPARATORY WORK**

Monitor local fuel stations:

- Landford Service Station
- M&S Harnham
- Fordingbridge

### **6. DURING FUEL DISRUPTION**

Use the websites and Social Media to repeat advice to the community to conserve fuel.

Reduce use of private vehicles (walk to shops, school, etc). Encourage the use of public transport

Use online shopping, where available.

If heating oil supplies are restricted consider opening (heated) community buildings.

Promote Wiltshire's car-sharing <https://wiltshire.liftshare.com>.

Identify priority workers in the community who will have preferential access to fuel. Can they offer lifts, or do shopping for neighbours.

Check on the needs of vulnerable people in the community.

Report to Wiltshire Council on that which cannot be managed locally.

Stress that to stockpiling fuel can be very dangerous.



## MAJOR EMERGENCY (Not covered elsewhere)

### 1. STEADY STATE MONITORING

?

- 2. TRIGGER:** plane crash, serious road traffic collision, explosion, chemical spill, etc. Air / water borne pollution. Act of terrorism

Locally determined when it happens

### 3. CONTACT DETAILS

- BBC Wiltshire - Salisbury area: 103.5FM.
- Spire FM
- Heart Radio - Wiltshire 102.2FM

### 4. PREPARATORY WORK

- None

### 5. RESPONSE

Set up CERT

- The CERT should keep in contact. If the emergency services need our assistance, they will contact Downton using the contact details in this plan.
- Situation Report. The CERT should prepare a Situation Report and consider opening safe places and shelters.
- The actions the community might take will depend on the nature of an incident. Reduce risk by waiting for accurate information and specific instructions.

Share message with the community

- Information on the disaster will be shared with the community. Depending on the nature and location of the disaster the ECC will be opened to provide a central point for information dissemination. Social media will be used to help provide information

GO IN

- Avoid vapour and smoke hazards. Go indoors, close doors and windows and shut down ventilation systems if it is safe to do so. Unless there is an obvious risk to the property this will give you good short-term protection against the vast majority of hazards.

STAY IN

- Stay indoors until you know more about the situation and the appropriate action you need to take to protect yourself further. The action you should take will be different depending on the nature of an incident so you could put yourself at more risk by not waiting for further instructions.

TUNE IN

- Tune in to local radio and television to find out more about what is happening. If there is a major emergency radio and TV companies will interrupt programming to give the public safety advice and information about the incident.

## EVACUATION

- Consider putting the local place of safety on standby and activating the volunteer networks
- Consider setting up the ECC to provide a Rest Centre for the members of the emergency services
- If requested set up EvAP for any survivors / householders who are required to evacuate.

# PART THREE

# RESTRICTED

# REFERENCE

Note those Annexes marked Restricted are in a separate document held by the Emergency Co-ordinator, Clerk, Admin Officer, Chair, Vice-chair.

RESTRICTED ANNEX E – CONTACT DETAILS

RESTRICTED ANNEX F – PARISH VULNERABLE PEOPLE & SITES

RESTRICTED ANNEX G – KEY LOCAL SKILLS & FACILITIES

RESTRICTED ANNEX H - CASCADE TELEPHONE TREE

## RESTRICTED PERSONAL DETAILS

### DOWNTON PARISH COUNCIL – COMMUNITY EMERGENCY RESPONSE PLAN

## RESTRICTED ANNEX E – CONTACT DETAILS

### A.1. Community Emergency Response Team

Name	Role	24hr Telephone Contact	Email & Address
	Emergency Co-ordinator		
	Parish Council Chair		
	Parish Council Vice-Chair		
	Parish Clerk		

### A.2. Community Emergency Wardens

These assigned to one or more distinct geographical areas as shown in the table below.

Name	Role	24hr Telephone Contact	Email & Address
	Charlton All Saints		
	Business Park / New Estate		
	A338 & Green Acres		
	Etc		
	etc		

### A.3. Parish Level Organisations

Organisation	Contact Point	24hr Telephone Contact	Email & Address
Downton Surgery	Moot Lane, Downton SP5 3JP	01725 510296	
Whiteparish surgery	Common Road, Whiteparish SP5 2SU	01794 884269	
Downton Library			
St Laurence Parish Church			
Baptist Church (EvAP #1)			
Leisure Centre (EvAP #2)			
Neighbourhood Watch Lead			
Neighbourhood Watch Lead			

### A.4. County Level Organisations

Organisation	Contact Point	24hr Telephone Contact	Additional Info
Highways, Social Care, Emergency Transport Community Emergency Planning.		0300 456 0100	EPRR@wiltshire.gov.uk (only during an incident)
Police Neighbourhood Team			
Wiltshire Council	Head of Public Protection	01225 716695 /	

## RESTRICTED PERSONAL DETAILS

### DOWNTON PARISH COUNCIL – COMMUNITY EMERGENCY RESPONSE PLAN

has prime responsibility for responses to environmental emergencies such as flooding, snow and medical pandemics	(Emergency Planning Resilience and Response)	07795332938	
New Forest National Park Authority		01590-646600	
Hampshire County Council			
Redlynch PC			
Hale PC			
Breamore PC			
Alderbury PC			

#### A.5. Emergency Services

ORGANISATION		TELEPHONE [OFFICE HOURS]	EMERGENCIES/ 24 HOURS	Other Information
Emergency Services				
Ambulance Service			999 Or 112	
Fire & Rescue			999 Or 112	
Police		101	999 Or 112	
Environment Agency	Main Switchboard	03708 506 506	0800 80 70 60	<a href="http://www.Environment-Agency.Gov.Uk">Www.Environment-Agency.Gov.Uk</a>
Floodline	To Report Flooding	0345 988 1188	24 Hour Line	
NHS Direct		111	24 Hour Line	<a href="http://www.Nhsdirect.Nhs.Uk">Www.Nhsdirect.Nhs.Uk</a>
National Flood Forum	Advice On Flood Defence.	01299 403 055		<a href="http://www.Floodforum.Org.Uk">Www.Floodforum.Org.Uk</a>
Utilities				
Electricity	Scottish & Southern Energy	0800-0727282	0800 072 7282 (0345 072 1905 from a mobile phone).	<a href="http://www.Ukpowernetworks.Co.Uk">Www.Ukpowernetworks.Co.Uk</a>
Power Cuts Emergency Number		105	105	<a href="http://www.Ukpowernetworks.Co.Uk">Www.Ukpowernetworks.Co.Uk</a>
Gas – National Grid Emergencies	National Grid	0800 111 999	0800 111 999	<a href="http://www.Nationalgrid.Com">Www.Nationalgrid.Com</a>
Telecommunications	BT	150		<a href="http://www.Bt.Com">Www.Bt.Com</a>
Water Supply Emergencies (not leaks)	Sembcorp Bournemouth Water	01202 590059		
Sewerage / Wastewater Leaks	Wessex Water		0345 600 4 600	

## RESTRICTED PERSONAL DETAILS

### DOWNTON PARISH COUNCIL – COMMUNITY EMERGENCY RESPONSE PLAN

## RESTRICTED ANNEX F – PARISH VULNERABLE PEOPLE & SITES

### B.1. Individuals

These individuals may require food / medicines delivered to their homes. They may also be critically dependent on having electrical / water supplies.

Individual	Criticality	Contact Details	Location	SSE Reg?

### B.2. Groups

Groups	Criticality	Contact Details	Location

### B.3. Premises

Premises	Criticality	Contact Details	Location
Electricity sub station	risk of flooding		opposite the Mem Hall



## RESTRICTED PERSONAL DETAILS

### DOWNTON PARISH COUNCIL – COMMUNITY EMERGENCY RESPONSE PLAN

## RESTRICTED ANNEX G – KEY LOCAL SKILLS & FACILITIES

These sections will be updated once the returns from the Householder survey have been assessed and collated..

### C.1. Human Skills

It is sensible for the CERT to keep a record of volunteers with special skills. Besides WRVS, St John Ambulance, British Red Cross Society and the Amateur Radio Network (RAYNET), the CERT should know where it can find doctors, nurses, veterinary surgeons, chemists, drivers, plant operators and others with clerical skills. Don't rely too heavily on members of voluntary organisations because they may be needed elsewhere.

Skill/Resource	Who?	Contact Details	When might not be available
Trained First Aider			
Trained First Aider			
4x4 Owners – rescue / towing			
4x4 Owners – food / medicines delivery			
4x4 Owners			
Wessex 4x4 Response organisation			
Water/food supplies	Local Shop?		
Medical Supplies	Downton Pharmacy	5 High Street Downton SP5 3PG 01725 510388	
	Pharmacy Direct	Lower Common Road, West Wellow SO51 6BT 01794 322554	
Tree Clearance (Chainsaw operator)			
Tractor Owners (Snow Clearance Grit Distribution)			
Flood Warden			
Electrician			
Generator Operator			
Catering			
Veterinary	Endell Veterinary Group	49 Endless Street, Salisbury, SP1 3UH 01722 333291	Large Animals
	Forest Veterinary Clinic	7 Park Road, Fordingbridge, SP6 1EQ	01425 652221 24 hr hotline

## RESTRICTED PERSONAL DETAILS

### DOWNTON PARISH COUNCIL – COMMUNITY EMERGENCY RESPONSE PLAN

Skill/Resource	Who?	Contact Details	When might not be available
	Forestry Commission	02380 283141	Wild animals and Commoners' stock
Chemist			
Amateur Radio			
South Wiltshire RAYNET			Sway.net
CB Operators			

## C.2. Materials

Another important record is a list showing owners of useful plant or equipment eg tools / vehicles / machinery / equipment / food / water / construction materials. Those who agree should be warned that their equipment might be needed in an emergency. Remember to include furniture and other items you'll need to set up the ECC..

Material	Where	Contact Details

## C.3. Places of Safety

Each place of safety will have an agreement with the CERT on the setup, and operation of the venue.

### Emergency Control Centre

The CERT will co-ordinate the Parish's response from the Emergency Control Centre (ECC). The ECC should be properly equipped and needs a telephone. *A suggested list of equipment is at **ANNEX C**.*

The ECC will be based at the Downton Memorial Centre use the upstairs meeting rooms with the downstairs hall being used as rest / recovery area for the emergency services.

The CERT has a specification for the ECC which has been agreed with the Management Committee of the Downton Memorial Centre.

The Police Bronze Command Centre will be positioned at the ECC

### Evacuation Assembly Point (EvAP)

## RESTRICTED PERSONAL DETAILS

### DOWNTON PARISH COUNCIL – COMMUNITY EMERGENCY RESPONSE PLAN

Due to the demands of an emergency it may not be possible for Wiltshire Council to provide immediate Humanitarian Assistance in the form of a Rest Centre. The Parish may need to establish an Evacuation Assembly Point. The aim of the EvAP is to provide a facility for the public to use as a short-term refuge. Later in an emergency where people are required to leave their homes Wiltshire Council may set up a Rest Centre to provide temporary shelter. The EvAPs are:

- a. Priority One: Baptist Church, South Lane, W3W - [sleepers.shield.harnessed](#)
- b. Priority Two: Downton Leisure Centre, Wick Lane, W3W - [moving.dried.thirsty](#)

For key holder contacts refer to **A.3**

#### Rest Centres (RCs)

These are premises pre-selected by Wiltshire Council. Most are halls or schools, which will be staffed by Social Services, Housing, Environmental Health Officers and Voluntary agencies. RCs provide temporary evacuee accommodation for up to 24 hours or until it is safe to go home. The Rest Centre will have facilities for sleeping, hot food/drinks and information. Wiltshire Council will find alternative, longer-term accommodation for those who cannot return home for whatever reason.

Building	Location [What3Words Ref]	Contact Details (Name, phone)	Proposed Use Capacity	Resources
Downton Memorial Centre	The Borough  [freely.tramps.warnings]	TBC	ECC Rest Area	Meeting Rooms Main Hall Kitchen
Baptist church	South Lane Downton SP5 3NA  [sleepers.shield.harnessed]	01725 512971/ 07468 491143	EvAP - #1	Kitchen
Leisure Centre	Wick Lane Downton, SP5 3NF  [moving.dried.thirsty]	01725 513668	EvAP = #2	Kitchen & Showers
St Laurence's Church	Church Hatch, Downton SP5 3PU	01725 510326/ 01725 512738		

## RESTRICTED PERSONAL DETAILS

### DOWNTON PARISH COUNCIL – COMMUNITY EMERGENCY RESPONSE PLAN

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## RESTRICTED ANNEX H - CASCADE TELEPHONE TREE

Community Emergency Volunteer (CEV) Coordinator							
Name							
Contact number							

CEV Deputy				CEV Deputy			
Name				Name			
Contact number				Contact number			

Volunteer		Volunteer		Volunteer		Volunteer	
Name		Name		Name		Name	
Contact number		Contact number		Contact number		Contact number	

Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer
Name	Name	Name	Name	Name	Name	Name	Name
Contact number	Contact number	Contact number	Contact number	Contact number	Contact number	Contact number	Contact number