

WINTERBOURNE PARISH COUNCIL

Community Resilience and Initial Response Plan

FOR CIVIL EMERGENCIES

Dated: 12th June 2022

Any questions or observations on the enclosed should be directed to any Parish Councillor or Parish Clerk:

Councillor	Address	Telephone #
Charles Penn (Chairman)	Grange Cottage, Gaters Lane, Winterbourne Dauntsey, Salisbury, Wiltshire SP4 6ER	01980 610979 07722 706926
Roy Judd (Vice- Chairman)	Old Post Office Cottage, Winterbourne Gunner, Salisbury, Wiltshire SP4 6EG	01980 611751 07970 759833
Peter Biggins	Myrtle Cottage, Winterbourne Gunner, Salisbury, Wiltshire SP4 6EE	01980 611286
Charlie Bruce-White	Bowles Barn, The Portway, Winterbourne Gunner, Salisbury, Wiltshire SP4 6JL	01980 259079 07810 620741
Adrian Burrows	Peelers, Thorneydown Road, Winterbourne Gunner, Salisbury, Wiltshire SP4 6LN	01980 611742 07967 310105
Joy Harrison	The Beeches, Winterbourne Gunner, Salisbury, Wiltshire SP4 6EQ	07828 793680
Christopher Judd	The Archway, Winterbourne Earls, Salisbury, Wiltshire SP4 6HA	07773 056354
Nicola Palmer	4 The Cottages, Main Road, Winterbourne Gunner, Salisbury, Wiltshire SP4 6EF	01980 551009 07813 856159

Parish Clerk	Melanie Thomas	Windrush, 5 Kings Paddock, Winterslow, Salisbury, Wiltshire SP5 1RZ	01980 863802 07913 972834
--------------	----------------	---	------------------------------

AIMS

The Community Resilience Plan is to increase short term community resilience in response to an emergency occurring in the local area.

The Initial Response Plan is to provide the reader with sufficient information and advice to permit civil incidents and emergencies to be dealt with for a period until relieved by the emergency services. The initial response period may range from a few hours to several days depending upon prevailing circumstances, such as weather, road access constraints and status of the emergency services.

Objectives

- To enable the community to respond effectively to an emergency that occurs in the local area.
- To identify resources and key contacts within the community that can assist the emergency services and local authority in the response to an emergency.
- To identify hazards and possible mitigation measures within the community.
- To identify vulnerable people within the community.

SCOPE

This Plan is intended, but not confined, to covering the initial period after an incident has occurred and to complement, where appropriate, the higher-level emergency plans maintained by Wiltshire Council (website details are given at the end of this document). In complementing the Council's own plans, this Community Resilience and Initial Response Plan provide local details which enable an effective village response to be mounted.

At Appendix 1, a Local Risk Assessment and Action plan is given.

At Appendix 2, Parish Community Emergency Management Team.

An **Emergency situation** is NOT caused exclusively by something extraordinary. It could include an ordinary emergency such as a gas leak, flooding and emergencies which may not lie within the remit of the civil emergency services such as power failures, heat waves, cold spells, epidemics and utility failures.

POSSIBLE INCIDENT SCENARIOS

In assessing the likely events which could generate an Initial Emergency Response, the following scenarios form the basis for preparing this plan.

The following events are considered to be most likely to occur in the village (but not limited to) and could justify a response under this Plan if the scale is significant:

- Major Road Traffic Accident
- Prolonged or severe weather effects (snow, ice, fallen trees, etc)
- Flooding

Although not considered likely, the following events are nonetheless possible, but not limited to:

- Chemical Spillage
- Incident at a public event/building in the village

Considered to be possible, but most unlikely, the following events could occur, but are not limited to:

- Aircraft Crash
 - Incident at Porton Down or Boscombe Down
- (Any incident involving the above will have their own immediate response teams)

SCENARIO ACTION REQUIRED

1. **Flooding.** Winter flooding is possible. In the event of flooding, homes should be aware of the emergency flood-line (0845 9881188). The Village Flood Warden is Councillor Roy Judd (01980 611751/07970 759833).
2. **Road Traffic Accident (RTA).** The whole stretch of the A338 through the village is a possible RTA area. Worst case assumed to be coach, Army vehicles or HGV incident leading to multiple casualties plus possibility of chemical spill/environmental hazard.
3. **Village Incident.** Potential incident could be caused at a public event or in a public building (e.g. Winterbourne Earls Glebe Hall).
4. **Severe Weather Effects.** The effects of severe weather can give rise to emergency situations, such as stranded motorists, fallen trees across roads (route clearance) or onto houses (possibly leading to several casualties), RTA's (possible multi-casualties and route clearance), prolonged road closure or elderly residents trapped in their homes for extended periods.
5. **Chemical Spillage.** A chemical spillage could affect people (poisoning, burning plus casualties from fire and/or explosion), wildlife and damage to the local environment (pollution).

ACTION PLAN (Guidance on what to do if you are faced with an emergency, any action taken should not put yourself at risk).

Principle Aims. In responding to civil emergencies or incidents, the following are the principles upon which actions are based:

- **Priority 1:** Save Life.
- **Priority 2:** Prevent further injury.
- **Priority 3:** Prevent further escalation of the emergency / damage to property (including livestock).

Activation of the Plan

This plan should be activated when an incident happens that requires a co-ordinated community response.

Any member of the Parish Council / Community Emergency Team (CET) may be notified of such an incident, often by the local authority or residents. The CET will activate the community emergency plan and lead the initial incident response. Details of the Community Emergency team are given at Appendix 2.

Guidelines for dealing with an incident.

It is not possible to pre-plan how to deal effectively with every incident and possible scenario that could affect the Winterbournes and Hurdcott or the surrounding parishes. There are, however, basic principles which can be applied to most eventualities, and these are listed below:

- **Don't panic.** Keep a clear head and try to assess what is happening.
- **Call 999.** Contact emergency services to initiate their response.
- **Get help.** Until the emergency services arrive, resident (s) will be pivotal in dealing with the incident. No single resident can control the whole incident. Get help from passers-by and call for assistance from the nearest residents.
- **Information:** Establish the type of incident, number of casualties, hazards, access and have this information ready and available for when emergency services arrive.
- **Assess danger.** Is there still danger? If so, make casualties safe and/or remove or minimise danger (do not put yourself at risk).
- **Make a Plan.** Now that the situation is clearer, make a plan of action. Keep the plan as simple as possible.
- **Secure the area with a Cordon and /or Marshalls.** Assign individuals to key points to form a cordon and guide the emergency services to the incident. Keep the public away and out of danger.

—**Evacuation and/or Rest Centre.** Should be in a secure area located as close to the emergency scene as possible.

For Winterbourne and Hurdcott the locations are:

- Winterbourne Earls Glebe Hall, point of contact is: Dr Graham Lloyd; 01980 551033
- St Michael’s Church, Winterbourne Earls, point of contact is: Rev Peter Ostli-East: 01980 611350 (alternative is the Methodist Church Hall: point of contact is: Maureen Homer: 01980 611172, if there is an incident at the Glebe Hall).
- Establish contact with local farmers in the village for potential areas suited to the landing of an air-ambulance.
 - Local Farmer Points of Contact are:
 - Charlie Bruce-White 07810620741
 - James Dean 01980 611787 or 07850 720381
 - Geoff Goddard 01980 611327 or 07879 483760
 - Philip Harvey 01980 611260 or 07778 683698

The Evacuation/ Rest centre will be used to receive those survivors who have not been injured or those that have minor injuries that need to be moved away from the danger area. Initial needs might include food, drink, first aid, washing and toilet facilities.

WHO CAN HELP & Useful Telephone Numbers

Organisation	Telephone
Ambulance Service	999
Amesbury Police Station	101
Fire Station	999
Nearest GP's Surgery (Porton) Three Chequers	01722 336441
Veterinary Practices (Stonehenge Vets)	01980 654404
(Avon Lodge)	01980 623888
Electricity Emergency – SSE (OVO)	08000 727282
Wessex Water	0845 6004600
Gas Emergency (British Gas)	0800 111999
Wiltshire Highways Dept	0800 232323
Environment Agency (EA)	0800 807060
EA – Flood Line	0845 9881188
Salisbury District Hospital	01722 336262
Woodside Tree Surgeon	07887 782375
Parish Council Chairman	01980 610979 or 07722 706926
Boscombe Down (Qinetiq)	01980 664000
Dstl Porton Down	01980 613000
Public Health England	01980 612100
Defence CBRN Centre	01722 436264 Guard Room
Wiltshire Council	0300 456 0100

GLEBE HALL

The contact details for the Glebe Hall are as follows:

Dr Graham Lloyd: 01980 551033 or 07425 166986

Maureen Atkinson: 01980 611311 or 07778 163180

Glebe Hall Booking Clerk: 07840887842

POINTS TO NOTE

Operational Co-ordination:

The overall co-ordination of operations at the emergency site lies with the senior police officer present (the Police Incident Commander), although the Fire and Rescue Service has the primary legal responsibility for operations at a fire. Until such time as the emergency services arrive at the incident location, the role of emergency co-ordinator rests with the individual citizen who has assumed command of the situation. (Note: Only the Police or Highways Department have the authority to close roads)

Police Responsibility:

For most major emergencies, the Police assume the overall co-ordinating role for operations, taking responsibility for communications, protection of the site, investigation and any criminal enquiry. They also process casualty information and act on behalf of HM Coroner in identifying and arranging for the removal of the dead. The first Police Officer(s) arriving at the scene of an emergency will maintain a radio link with their control until a comprehensive communications system can be set up. They will also control traffic so that emergency service vehicles can access the scene. They may also establish cordons as a way of achieving these tasks.

BE PREPARED

The Parish Council members should be fully briefed on the Initial Response Plan and copies of the Plan should be made available to all residents as well as being available on the village website.

The Parish Council also has at its disposal an Incident Control Equipment (ICE) kit which is kept in the Glebe Hall.

The ICE kit is located in the Storeroom at the Glebe Hall, Winterbourne Earls. Access is via the Chair, Vice Chair and Clerk to the Parish Council. The Clerk to Parish Council maintains a list of contents of the ICE kit which is checked on a regular basis.

General Data Protection Regulation (GDPR) The provisions of the GDPR of 23rd May 2018 apply to the information contained within this Plan.

Further information

Who to Contact in Wiltshire Council -Civil Emergencies

<http://www.wiltshire.gov.uk/civil-emergencies-who-to-contact>

Wiltshire Council Flood Response Operational Plan

<https://cms.wiltshire.gov.uk/documents/s83255/Appendix%201%20-%20Plan.pdf>

<http://www.wiltshire.gov.uk/flood-emergency-planning.pdf>

Wiltshire Council Heatwave Plan

<http://www.wiltshire.gov.uk/2016-heatwave-plan.pdf>

Defibrillator for Emergency Use

This is located outside the Winterbourne Arms in Winterbourne Dauntsey.

Appendix 1.

Local Risk Assessment and Action plan

Risks	Impact on community	What can the Community do to prepare?
Floods – River Bourne & Natural Springs	<p>Potential Homelessness</p> <p>Flooding of local streets</p> <p>Restricted Access to village</p> <p>Residents unable to go to/ get back from work/school.</p> <p>Damage to property</p> <p>Damage to roads (potholes, etc)</p> <p>Potential Health Hazards</p>	<p>Encourage residents to improve home flood defences</p> <p>Work with local emergency responders to see if they can help with distribution of flood warnings and any evacuation and rest centre establishment required.</p> <p>Find out what flood defences exist or are planned in the area. Flood Warden to liaise with appropriate authorities (Environment Agency and Wiltshire Council)</p> <p>The Winterbournes identified designated Rest Centre/evacuation sites, as given in the Incident Response Plan.</p> <p>Parish Flood Warden and Parish Emergency team to co-ordinate Parish response.</p>
High winds	<p>Structural damage to buildings and residential properties.</p> <p>Power lines/ supply affected.</p> <p>Access to village.</p> <p>Potential temporary evacuation of residents.</p> <p>Potential Homelessness.</p> <p>Need urgently to secure</p>	<p>The Winterbournes identified designated Rest Centre and Forward Control Centre, as given in the Incident Response Plan is the Ron Burton Room at the Glebe Hall.</p> <p>Prepare list of local building contractors.</p>

	<p>and make safe property.</p> <p>Identify premises for forward control use by emergency services if required.</p>	
Severe snow and Ice	<p>Housebound vulnerable residents unable to obtain supplies</p> <p>Access to village via road/ rail</p> <p>Residents unable to go to/ get back from work/school.</p>	<p>Identify housing occupied by vulnerable residents and liaise with the Link Scheme Co-ordinator.</p> <p>Grit Bins located in the Parish for dispensing salt/grit</p> <p>Parish Council to keep a list of voluntary agencies and individuals to deliver essential services.</p>
A338 Road issues	<p>Gridlocked traffic in and out of Parish.</p> <p>Residents unable to go to/ get back from work/school.</p>	<p>Identify areas where stranded motorists can be accommodated if needed.</p> <p>The Winterbournes identified designated Rest Centre, as given in the Incident Response Plan</p>
Subsidence Structural damage to buildings and residential properties	Possible homelessness	<p>Liaise with Wiltshire Council for temporary accommodation.</p> <p>Prepare list of local building contractors</p>
Heatwave	Housebound/ vulnerable residents unable to cope	<p>Identify housing occupied by vulnerable residents and liaise with the Link Scheme Co-ordinator.</p> <p>Prepare a list of voluntary agencies and individuals to deliver essential services</p>

Local Resources

Communications

During an incident normal means of communication (land lines, mobile phones and the use of computers systems for email etc.) would be used. However, recent power outages in the Parish have highlighted the vulnerability of these systems. In the event of significant power outage over a significant period of time the Parish Council will convey information to the community information via:

Village Noticeboards situated in the bus shelters, main Parish Noticeboard and the Glebe Hall Noticeboard.

Distribution of information sheets via the Village Link volunteer distributors.

Emergency Cooking Facilities and Shelter

Cooking Facilities & Emergency Shelter	Glebe Hall	Contact: Glebe Hall Booking Clerk
---	------------	--------------------------------------

WHO CAN HELP & Useful Telephone Numbers are given on page 7

Things to Consider at a Personal Level

Based on advice available at:

<https://wiltshireandswindonprepared.org.uk/knowledge-base/home-emergency-plan>

Emergency Grab Bag

The bag contents will vary depending on your needs but might include:

Emergency Items

Medication

Hearing Aids

Glasses

Useful Telephone numbers

Phone Chargers/ Power banks

Keys

First Aid Kit

Basic Toiletries

Toys/Books

Children Essentials (food & nappies)

Bottled Water

Food (canned or dried)

Can Opener

Clothing & Equipment

Change of clothes for children

Waterproof clothing

Strong shoes

Torch & Batteries

Battery operated Radio & Batteries

Other Items

Insurance documents

Hand wipes

Sleeping Bags

Sun cream

Toilet paper

Rubbish bags

Pet Supplies

Appendix 2.

Parish Community Emergency Management Team

Meeting Agenda

1. Situation Report
2. Aim and Objective of Response
3. Actions Required
4. Time of Next Meeting

Composition of the Community Emergency Team (CET) Members is made up of available members of the Parish Council at the time of the emergency.

Councillor	Address	Telephone #
Charles Penn (Chairman)	Grange Cottage, Gaters Lane, Winterbourne Dauntsey, Salisbury, Wiltshire SP4 6ER	01980 610979 07722 706926
Roy Judd (Vice- Chairman)	Old Post Office Cottage, Winterbourne Gunner, Salisbury, Wiltshire SP4 6EG	01980 611751 07970 759833
Peter Biggins	Myrtle Cottage, Winterbourne Gunner, Salisbury, Wiltshire SP4 6EE	01980 611286
Charlie Bruce-White	Bowles Barn, The Portway, Winterbourne Gunner, Salisbury, Wiltshire SP4 6JL	01980 259079 07810 620741
Adrian Burrows	Peelers, Thorneydown Road, Winterbourne Gunner, Salisbury, Wiltshire SP4 6LN	01980 611742 07967 310105
Joy Harrison	The Beeches, Winterbourne Gunner, Salisbury, Wiltshire SP4 6EQ	07828 793680
Christopher Judd	The Archway, Winterbourne Earls, Salisbury, Wiltshire SP4 6HA	07773 056354
Nicola Palmer	4 The Cottages, Main Road, Winterbourne Gunner, Salisbury, Wiltshire SP4 6EF	01980 551009 07813 856159

Parish Clerk	Melanie Thomas	Windrush, 5 Kings Paddock, Winterslow, Salisbury, Wiltshire SP5 1RZ	01980 863802 07913 972834
--------------	----------------	---	------------------------------