

Charlton St. Peter & Wilsford Emergency Plan

Plan last updated on: 19/08/2016

If there is an emergency in your local area we will be in touch.

If you are in immediate danger call 999

LEVEL 1

Emergency Contact List – Internal

Responsibilities	Name: Mary Gillmore
	Role: Emergency Coordinator for Wilsford Community, and Chairman of (joint Charlton St. Peter & Wilsford) Parish Council
	24hr telephone contact: 07568 441148
	Email: mary@templerafting.co.uk
	Address: Not disclosed
	Name: Neil Golding
	Role: Emergency Coordinator for Charlton St. Peter Community
	24hr telephone contact: 07970 993262
	Email: Neilg@rleighfield.co.uk
	Address: Not disclosed
	Name: Dick Oldfield
	Role: Flood Warden for Wilsford
	24hr telephone contact: 07768 629830
	Email: dick@templerafting.co.uk
	Address: Not disclosed
	Name: Tim Fowle
	Role: Flood and Snow/Ice Warden for Charlton St Peter
	24hr telephone contact: 01980 630791 or 07790 009095
	Email: Timfowle@aol.com
	Address: Not disclosed

LEVEL 1

Emergency Contact List - External

Responsibilities	Name: Mary Gillmore
	Role: Community Emergency Coordinator
	24hr telephone contact: 07568 441148
	Email: mary@templerafting.co.uk
	Address: Not disclosed
Highways, Social Care, Emergency Transport Community Emergency Planning	Name: Wiltshire Council
	Role: Highways, Social Care, Emergency Transport
	24hr telephone contact: 0300 456 0100
	Email: EPRR@wiltshire.gov.uk (only during an incident)
Police Neighborhood Team	Name: David McCalmont
	Role: Community Beat Manager Pewsey West
	24hr telephone contact: 101
	Email: pewseynt@wiltshire.pnn.police.uk
Parish Emergency Officer Wiltshire Council	Name: Renate Malton
	Role: Wiltshire Council – Parish Emergency Officer
	24hr telephone contact: 07827 954856 / 01225 712514
	Email: renate.malton@wiltshire.gov.uk

LEVEL 1

First Steps in an Emergency

	Instructions	Tick
1	Call 999 if there is an emergency (unless already alerted)	
2	Ensure there is in no immediate danger and distance persons from danger.	
3	Contact the Community Emergency Group and meet to discuss the situation	
4	Use the Situation Report on page 12	
5	If the emergency is covered by one of the Annexes, use them	
6	Send messages to community volunteers	
7	Notify local authority of any issues that cannot be managed locally	
8	Assign Actions, Timescales and time of next meeting	
9	Assemble Community Emergency Group and thereafter maintain Group communications.	
10	Review situation to agreed timetable and frequency till emergency has passed.	
11	Compile post-emergency report for community and Wilshire Council including lessons learned and preventative action.	

LEVEL 2

Community Emergency Group First Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Families with children

What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

2. Establishing contact with the emergency services

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

LEVEL 2

Activation Triggers

This space records details of how the plan will be activated. It should include details of how the plan will be activated as a result of a call from the emergency services, and also how the community of Charlton St. Peter and/or Wilsford will decide to activate the plan the emergency services are unavailable.

1. **FLOOD** - When we get a flood warning from EA - Annex A
2. **SNOW** – When we receive alert from Wiltshire Council - Annex B
3. **PANDEMIC FLU** – When we receive a health warning - Annex C
4. **LOSS OF UTILITIES** – When electricity, gas, water is lost - Annex D
5. **ANIMAL HEALTH** – When disease is declared - Annex E
6. **FUEL DISRUPTION** – When there is information in the news - Annex F
7. **FIRE** – When fire breaks out in the community – Annex H
8. **CIVIL DISORDER** – On news of a major event generating a threat – Annex J

LEVEL 2

Local Risk Assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
Flooding of routes into and through village (and prospect of properties flooding)	<ul style="list-style-type: none"> • Flooding of local streets • Blocked access to or exit from village • Damage to property on rising waters • Cars travelling too quickly cause waves into properties • Emergency vehicles (ambulance and/or fire appliance cannot access village) 	<ul style="list-style-type: none"> • Sign up to EA Flood alerts • Encourage residents to improve home flood defences • Identify and train flood wardens • Notify Highways Dept in autumn of gulleys that are blocked • Apply for 1 Ton of sand from Wiltshire Council
Snow blocking roads	<ul style="list-style-type: none"> • Access issues • Heating of local residents • Risk of vehicle accidents • Risk of slips and falls • Risk of power disruption • Food supplies 	<ul style="list-style-type: none"> • Agree places where gritting is required <ul style="list-style-type: none"> - Steep Hill at Charlton - 2x Junction in Wilsford • Access to be maintained to village • Write to Wiltshire Council in Oct, asking for grit bins to be refilled. • Check safety of vulnerable people. • Apply for 1Ton salt scheme
Pandemic Flu	<ul style="list-style-type: none"> • Access to pharmacy for medication • Isolation measures 	<ul style="list-style-type: none"> • Identify volunteers who can collect and deliver medicines for people who are vulnerable • Put up posters • Conduct community briefing sessions.
Power Cut	<ul style="list-style-type: none"> • Loss of heat, light or hot water • Unable to cook food • Defrosting of fridges • Loss of communications 	<ul style="list-style-type: none"> • Promote registration with suppliers as vulnerable customers • Ask volunteers to door knock • Alert LA of vulnerable

LEVEL 3

Local Skills & Resources Assessment

Skill/Resource	Who?	Contact details	Location	When might be unavailable?
Trained first aider	Neil Golding Rosie Golding	07970 993262 07748 918378	CSP CSP	
4x4 owner/driver	Charlton St. P. Wilsford	4x4 x 4x4 x 11	Resident Resident	
Chainsaw and tractor operators	Tim Fowle Terry Chivers Richard Nutland	01980 630791 or 07790 009095 01672 851607 01672 851453	Charlton St.P Wilsford Hilcott	
Food supplies	Shop / Upavon			Out of Hours
Food supplies	Planks/Lydeway			Out of Hours
Fuel supplies	Reeders/Upavon			Out of Hours
Medical Supplies	24 hr Pharmacy			
Flood warden	Tim Fowle Dick Oldfield	01980 630791 or 07790 009095 07768 629830	Charlton St.P Wilsford	Working Hours Working Hours
Fire Warden	Robin Vickers	01672 851255	Wilsford	Working Hours
Animal husbandry	Tim Fowle Richard Lowe	01980 630791 or 07790 009095 07941 376109	Charlton St.P Wilsford	Working Hours Working Hours
Pandemic Adviser	Dr. Mark Fife	01672 852318 07941 018594	Wilsford	Working Hours

LEVEL 3

Organisations Helpful in Responding to Vulnerable Persons

Organisation	Name and role of local contact	Phone number
Parochial Church Council Charlton St. Peter	Rosie Cunningham	01980 630321
Village Hall Committee Wilsford	Julian Down	07753 617456 01672 851070
Parish Church Council Wilsford	Clarissa Reilly	07796 118615 01672 851224

LEVEL 3

Locations Identified as Places of Safety

Building	Location	Potential use in an emergency	Contact details of key holder
Village Hall	Wilsford	Rest Centre/safe place	Julian Down 07753617456
Church	CSP	Rest centre/safe place	Terence Dixon 01980 630045 Jane Dixon 07748 584394

LEVEL 3

Actions agreed with Emergency Responders in the event of Evacuation

Details of the actions to be taken to help the local authority if an evacuation is necessary.

1. Help police/local authority with door knocking
2. Tell emergency services who might need extra help to leave their home
3. Alert owner/drivers of heavy duty 4x4, or large panel vans.
4. Alert first aiders.
5. Alert guides in high visibility vests to guide emergency services to evacuees.

LEVEL 3

Alternative Communications

Communication Type	Name of contact	Location
None		
None		

LEVEL 3

Telephone Tree

A phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete.

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In the two communities of Charlton St. Peter and Wilsford, each with fewer than 35 dwellings laid out in a linear pattern, consideration should be given to messaging by word of mouth in place of a telephonic cascade.

LEVEL 3

Situation Report for Coordinating Emergencies

Date and time:	
Attendees:	
What is the Incident?	
Location of Incident?	
Is there a threat to life?	Yes/No. If yes, dial 999.
How many persons / casualties are affected?	Adults: Of whom 'vulnerable' Children: Of whom 'vulnerable' Pets: Livestock:
What resources are needed?	Shelter Food 4 x 4 Blankets Other?
How is communication being managed (to residents)?	Telephone? Cellular phone? E-mail? Word of mouth
Alternative communication means to Emergency Services?	Telephone? Cellular phone? E-mail? Word of mouth