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# PEWSEY PARISH COMMUNITY RESPONSE PLAN

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6 NOVEMBER 2020  
PEWSEY PARISH COUNCIL  
Parish Office, Bouverie Hall, Goddard Road, Pewsey SN9 5EQ

## **Introduction**

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. It does not deal with normal events, such as regular snow clearance or predicted flooding; or long term events, like a national pandemic after its opening stages.

Although there is no statutory responsibility for Pewsey Parish Council (PPC) to plan for, respond to, or recover from emergencies, it is good practice to identify potential hazards and make simple plans on how it could respond to them. This Community Response Plan (CRP) is intended only to cover the immediate response to an emergency incident covering the first hours or day. It is expected that after this time tailored plans can be enabled.

This CRP has been developed to provide resilience for the community in Pewsey in the pre-event phase or early stages of an emergency. The Pewsey 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. It is expected that within a short period and as soon as events allow, the full Pewsey Parish Council (PPC) will meet to consider and enable plans tailored to events.

### **Aim**

The aim of this plan is to increase resilience within the local community through developing a robust co-ordinated approach that compliments the plans of responding agencies.

### **Objectives**

- Identify the risks most likely to impact the community.
- Identify relevant steps to mitigate and respond to emergency situations, including warning the community as required.
- Identify vulnerable people / groups / establishments in the community.
- Identify community resources available to assist during an emergency.

- Provide key contact details for the CERT, Key Community Resources, the Emergency Services and Local Authorities.
- Provide information and assistance to the Emergency Services upon their arrival and as appropriate throughout the event.

## **Types of Emergencies**

Types of potential emergencies that may impact the community are:

- Unpredicted Flooding and Severe Weather events.
- Sustained Electricity, Water, or Gas failure.
- Road / Rail / Aircraft Accidents.
- Fire and Explosions / Gas Leaks / Building Collapses.
- Hazardous Vapour Releases.
- Acts of Terrorism.
- Disease.

## **Activation Procedure/Trigger and Escalation**

A guideline activation procedure can be found in Annex A. This procedure details the call out order, communicating of information to the community and logging of actions. The CRP is to be activated by the CERT collectively and is dependent upon the emergencies demands, a discussion amongst the CERT should be held to assess this requirement.

## **Community Emergency Response Team**

The CERT has been established to coordinate the community's response to an incident. They are also responsible for keeping the plan up to date. The team is expected to be active in the first hours and possibly days of an incident. It is expected that within a short period and as soon as events allow, the full Pewsey Parish Council (PPC) will meet to consider and enable plans tailored to events. Thus, the CERT has been chosen because of their council delegations and key council roles. The team has been kept small to ensure it can be gathered quickly and is agile. However, the CERT Coordinator can add members as necessary from the PCC and community as necessary and appropriate.

### CERT (Contacts at Annex B)

Coordinator: Council Chair: Curly Haskell.

Deputy: Council Vice Chair: Ann Hogg

Team Member: Chair of Environment: John Ford.

Team Member: Vice Chair of Environment: David McGarry.

Administrative Support and Communications: Council Clerk: Alison Kent.

Other Team members can be co-opted as required and as appropriate as decided by the Coordinator or in his absence the deputy from the PPC membership and from the wider community. Efforts should be made to ensure that there are at least 3 members active during an emergency, and ideally 5 to form a quorum.

The role of the CERT Co-Ordinator is to:

- Pull together the Community Response Plan (CRP).
- Ensure that the plan is regularly reviewed and updated.
- Report annually to PPC detailing if the plan has been activated and highlighting any changes to the CERT members.
- Act as a focal point for the community in the response to an emergency.
- Act as the main contact point for Wiltshire Council and the Emergency Services, to ensure that two-way communication is maintained.
- Ensure that the appropriate authorities and individuals are notified.
- Communicate important messages to the community.
- Delegate specific roles to others on the CERT.
- Activate resources as required. Tasks should be delegated to team members as appropriate. The Co-Ordinator should ensure that all team members are engaged in the planning and response processes.
- In the case of an emergency, appoint other members of the CERT as appropriate and necessary.

All members of the CERT should:

- Reside in the community (not including Council Clerk) in order to be activated quickly.
- Have good local knowledge.
- Be able to activate the support of the community and speak on behalf of the community.

- Ensure that the vulnerable are provided with additional assurance during an emergency.
- Ensure that communications are maintained within the community and Wiltshire Council.
- Ensure that confidentiality is maintained where necessary.
- Maintain his / her own action log in the event of an emergency.
- Create a 'grab bag' containing the plan and any appropriate clothing / equipment which may be required. PPC High-Vis vests should be worn by CERT members for easy identification and safety.

The Deputy should have enough knowledge of the plan to act as Co-Ordinator in his / her absence.

The Deputy and other team members should support the Co-Ordinator in carrying out their role. Team Member Communications is responsible for updating social media interfaces to warn and inform the community.

Incident Co-Ordination. The following initial Incident Control Points (ICP) have been identified. These ICPs are deliberately positioned at different points in the village in case location is important, but otherwise are given in priority order. Another ICP may have to be identified depending on the incident and further direction by the Emergency Services.

- Parish Offices and or Bouverie Hall.
- Pewsey Vale School.
- St John the Baptist Church.

The CERT Co-Ordinator should establish the ICP as soon as possible and communicate the location to Emergency Services and other organisations. He should make him / herself known to the Emergency Services and provide them with a copy of the CRP and be available to provide local knowledge. The Emergency Services may relocate the ICP. The CERT Co-Ordinator should assist the Emergency Services at this new location.

### **Evacuation Assembly Points (EAP)**

Due to the demands of an emergency it may not be possible for the Emergency Services or Wiltshire Council to provide immediate Humanitarian Assistance. Whatever, these organisations may ask PPC to recommend an Evacuation Assembly Point (EAP).

The aim of the EAP 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 Rest Centre will have facilities for sleeping, hot food / drinks and information. This may be an expanded

EAP thus these have been recommended with this in mind. Three EAPs have been recommended to provide geographic separation depending where the emergency is.

The EAPs (contacts in Annex B) in priority order are:

- a. Priority One: Bouverie Hall.
- b. Priority Two: Pewsey Vale School.
- c. Priority Three: St John Church.
- d. Command Centre will co-locate with the EAP and in the case of Bouverie Hall in the council office.
- e. Helicopter Landing Sites (HLS) These facilities will only be used following liaison between the Emergency Services and the Marine & Coastguard Agency SAR in the Rescue Phase of an incident. The site used will be decided by the Emergency Services. A number of areas that are suitable for use as emergency HLSs for evacuation purposes have been identified as:
  - Bouverie Hall car park (space should be kept clear for this).
  - Pewsey Vale Football Club Field.
  - School Playing Fields Pewsey Vale School.

## Key Information

The Annexes of this plan provide areas to record key information to plan for and use in the event of an emergency:

Annex A: Emergency Action Check List and Logging Sheet.

Annex B: Key Contact List.

Annex C: Risks.

Annex D: Community Resources.

Annex E: Householders Self Help.

Annex F: Communications.

Annex G: Map of Pewsey.

## **Plan Maintenance**

The CERT will meet to discuss and review the community's resilience arrangements at least on an annual basis or when new facilities or information become available which affects trigger points, (e.g. installation of engineering solutions). In particular, contact numbers should be checked and revised as appropriate. A review and lessons learnt should be carried out after any events where the plan has been utilised.

When issuing updated pages of the plan it is important to ensure the removed pages are returned as this will help ensure that all the plans are correctly updated.

DR

## Annex A

### Emergency Action Check List Action Complete

1. Where an emergency is possible or anticipated CERT are to meet and monitor the situation and warn members of community as appropriate. Be prepared to respond urgently.
  
2. Dial **999** and ensure the emergency services are aware of the emergency and follow any advice given. If it's a flood, call the Flood Incident Line on **0800 80 70 60**. The Pewsey Flood Plan as at June 2014 is available in the PPC offices.
  
3. Contact and inform Wiltshire Council (See Annex B. Key Contacts)
  
4. CERT to begin recording details on the Log Sheet overleaf including:
  - Any decisions you have made and why.
  - Actions taken.
  - Who you spoke to and what you said (Including contact numbers).
  - Any information received.
  
5. Contact other members of the CERT and members of the community that need to be alerted by agreed method:
  - Households affected.
  - The Parish Council as appropriate.
  - Volunteers and key holders as appropriate.
  
6. If necessary, call a community meeting, but ensure the venue is safe and people can get there safely.
  
7. Make sure you take notes and record actions from the meeting. If a decision is reached to activate an Emergency Plan remember to follow the appropriate check sheet.
  
8. When the emergency services attend, the Co-Ordinator should make him / herself and the CEP available **UNDER NO CIRCUMSTANCES SHOULD YOU PUT YOURSELF OR OTHERS AT RISK TO FULFIL THESE TASKS.**



### **Emergency Log Sheet**

It is important to record all information during an emergency. Completing a logging sheet is an easy way to ensure information is not lost. It can also help support / justify any decisions made or actions taken. Date Time Information / Decision / Action Initials

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Decision/Information</u></b>	<b><u>Action Initials</u></b>

## Annex B

### Key Contacts List

#### Private and Confidential Not to Be Issued to General Public

Emergency Services, Health Organisations, Parish / Town / Unitary Councils, Water Company, Gas, Doctors, Highways, Environment Agency, and Schools Service /  
Name Telephone Number Additional Information Individuals CERT Contacts

<b>Role</b>	<b>Name</b>	<b>Number</b>
<b>CEPT</b>		
Pewsey PC Chairman Emergency Co-Ordinator	Curly Haskell	07770 868286
Deputy Emergency Co-Ordinator	Ann Hogg	01672 569391
Emergency Member	John Ford	01672 563083
Emergency Member	David McGarry	07545 757621
Pewsey Parish Clerk Admin Support & Comms	Alison Kent	07471 135287
<b>Evacuation</b>	<b>Assembly Points</b>	<b>( EAP )</b>
Bouverie Hall Key holder		07855 199036
St Johns Church		01672 562886
Pewsey Vale School	School Head: Neil Pritchard	01672 565000
<b>Emergency Services</b>		
Police Emergency		999
Police Non-Emergency		101
Dorset & Wiltshire Fire and Rescue Service Emergency		999
Ambulance Service		999

HM Coastguard Emergency		999
Flooding and Forecasting	Environment Agency Flood line	0345 988 1188
	Flooding Events Environment Agency	0870 850 6506
Met Office	General Enquiries	0870 900 0100
WC switchboard	<a href="mailto:customerservices@wiltshire.gov.uk">customerservices@wiltshire.gov.uk</a>	0300 456 0100
WC Emergency duty officer		01684 312066 0300 456 0100
Wiltshire Council Emergency Planner		01225 713159
Wiltshire Council Environmental Health		0300 456 0100
Environmental Agency Incident Reporting		0800 807060
Floodline		0345 988 1188
<b>Utilities</b>		
Western Power Distribution Office		0845 6012989
Non-domestic water leaks		Silent: 0800 365900
British Gas Power cuts		0800 111999
National Gas		0800 1691144
Wessex Water		0345 6004600
<b>Medical</b>		
Kennet and Avon Doctors		01672 569990
NHS non-emergency		111
GWH Swindon		01793 604020
Salisbury Hospital		01722 336262

<b>Highways</b>		
Wiltshire Council Highways		01249 445554
CLARENCE (highways)		01225 777234
RAC Breakdown		0800 828282
AA Roadwatch		0906 884322 84322
AA Breakdown		0800 88 77 66
<b>Local Schools</b>		
Pewsey Primary School	Nicola Gilbert	01672 562083
Pewsey Vale School	Neil Pritchard	01672 565000
St Francis School	David Sibson	01672 563228
Oare School	Gudrun Osborn	01672 562256
<b>Local Media Services</b>		
BBC Radio Wiltshire News		01793 513652
Gazette & Herald		01793 528144

## **Annex C**

### **Risks**

The following is a list of the major emergency risks to Pewsey. By the nature of an emergency situation the list cannot contain all risks and the plan needs to be flexible enough to cope with the unexpected. This plan is not intended to cope with normal situations such as: normal snow fall, or prolonged events like a national pandemic.

#### **Exceptional Weather Events and High Winds**

Unexpected winds fell trees causing damage and disruption.

- Spontaneous Primary Responsibility: Wiltshire Council (WC) and Emergency Services.
- Consider cascade to, and check of vulnerable persons, this may have to be completed through the volunteers.
- Identify blocked roads and communicate to WC. Consider asking community resources if WC unable to respond.
- Identify areas and extent of damage, consider the provision of shelter if WC unable to assist in clearing roads in due time.
- Identify roads requiring immediate clearance and prioritise with WC.
- Advise to shelter with relatives / friends or open Bouverie Hall.
- Consider cascade systems to inform those most at risk.

#### **Loss of Mains Services**

Power, sewerage, water or other supply failure with no immediate relief available CERT to meet and,

- Identify areas affected.
- Inform and assist, if applicable and required, utility organisation. Provide ICP etc.
- Identify if temporary shelter if required. Advise to shelter with relatives/friends or Bouverie Hall, Pewsey Vale School or St Johns Church dependent upon area effected.
- Consider cascade to, and check of vulnerable persons, this may have to be completed through volunteers Residents require temporary shelter.
- Consider opening EAP with assistance from Volunteers.
- Evacuation and shelter if there is a serious gas leak (e.g. Olympian Road Estate).

## **Air, Train or Road Accident**

Major incident near or in Pewsey involving air, train or serious traffic accident may require CERT to support Emergency Services including:

- Provide ICP.
- Consider cascade to, and check of vulnerable persons, this may have to be completed by volunteers.
- Identify if temporary shelter and / or aid station if required. Advise to shelter with relatives / friends or Bouverie Hall, Pewsey Vale School or St Johns Church dependent upon area effected.
- Liaise with Emergency Services, WC, Press etc.

## **Fire**

There may be a widespread or major fire in or near Pewsey that has an effect over an area in Pewsey. Any actions taken are under the guidance of the Emergency Services.

CERT to discuss assistance to Emergency Services. Pewsey community may be able to assist as shown in each section below:

- Provide ICP.
- Consider cascade to, and check of vulnerable persons, this may have to be completed by volunteers.
- Identify if temporary shelter and / or aid station if required. Advise to shelter with relatives / friends or Bouverie Hall, Pewsey Vale School or St Johns Church dependent upon area effected.
- Liaise with Emergency Services, WC, Press etc.

## **Flooding**

Pewsey is subject to regular predicted flooding, this is not part of this emergency plan and is considered a regular activity. The Pewsey Flood Plan as at June 2014 is available in the PPC offices. Regular areas subject to flooding are:

- North Street
- Market Place
- River Street
- Scotchel Nature Reserve
- Inlands Close
- Southcott Road
- Fordbrook

Various small-scale flood stores and equipment to cope with these regular events are held by PPC.

Prolonged rainfall may cause the River Avon to overtop its banks or may cause local flooding of houses or roads. This may be anticipated by monitoring the weather forecasts, the duration and intensity of the rainfall up-stream, and the river levels. Heavy rains leading to infiltration and overland flow, event may not be anticipated, and flooding can occur very rapidly. Also be aware that snowmelt also causes flooding by delaying the arrival of water at the soil. Once it does reach the soil, water from snowmelt behaves as it would if it had come from rain, the water either infiltrates into the soil or it runs off (or both). The response to flooding is primary the responsibility of the Emergency Services, WC, Water Companies and the Environmental Agency. However, the CERT may be able to assist by:

- Provide ICP.
- Providing local knowledge and local resources (including PPC flood equipment).
- Consider cascade to, and check of vulnerable persons, this may have to be completed by volunteers.
- Identify if temporary shelter and / or aid station if required. Advise to shelter with relatives / friends or Bouverie Hall, Pewsey Vale School or St Johns Church dependent upon area effected.
- Liaise with Emergency Services, WC, Press etc.

## **Heavy Snow**

Usual snow fall and the regular annual repose to it is not an emergency and thus is not covered in this plan. However, heavy snow is the only event that is likely to completely isolate Pewsey. It will prevent traffic movement into, out of, around and through the village. It may be forecast or not. It will have a number of effects including the disruption of traffic movement and the cause of vehicle accidents. It is only likely to last for a short time until snow ploughs can clear the A345.

Disruption of foot movement and the cause of physical injury. Care provider agencies operating in Pewsey have their own contingency plans to get their staff to those for whom they care.

CERT may wish to ask local framers on the resource list to help with transport and snow clearance. In addition, volunteers may help to clear paths and with gritting.

Mr Charles Bowerman (01672 564097 / 07768 118999) a local farmer currently has the local snow response contract from WC.

## **Terrorism/Violence**

An incident, possibly related to terrorism, violence or armed criminality, could require an area of Pewsey to be evacuated and the evacuees requiring shelter. The response will primarily be the responsibility of the Emergency Services but CERT may assist by:

- Provide ICP.
- Providing local knowledge.
- Consider cascade to, and check of vulnerable persons, this may have to be completed by volunteers.
- Identify if temporary shelter and / or aid station if required. Advise to shelter with relatives / friends or Bouverie Hall, Pewsey Vale School or St Johns Church dependent upon area effected.
- Liaise with Emergency Services, WC, Press etc.

## **Building or Structure Collapse**

A building or structural collapse in the village could occur in the village. The response will primarily be the responsibility of the Emergency Services but CERT may assist by:

- Provide ICP.
- Providing local knowledge.
- Consider cascade to, and check of vulnerable persons, this may have to be completed by volunteers.
- Identify if temporary shelter and / or aid station if required. Advise to shelter with relatives / friends or Bouverie Hall, Pewsey Vale School or St Johns Church dependent upon area effected.
- Liaise with Emergency Services, WC, Press etc.

## **Hazardous Vapour Release (Including Gas Leak)**

An incident in the village could place residents and or visitors in the downwind hazard area This could require the evacuation of a large area of the village for some considerable period. The response will primarily be the responsibility of the Emergency Services but CERT may assist by:

- Provide ICP.
- Providing local knowledge.
- Consider cascade to, and check of vulnerable persons, this may have to be completed by volunteers.



- Identify if temporary shelter and / or aid station if required. Advise to shelter with relatives / friends or Bouverie Hall, Pewsey Vale School or St Johns Church dependent upon area effected.
- Liaise with Emergency Services, WC, Press etc.

### **Disease/Pandemic**

This is not intended to cover the long-term response to a local or national pandemic, but cover the immediate response to an emergency situation. The community should be prepared to react to the outbreak of a pandemic disease, however the response would be under the guidance of the Local Health Authority. In the event of an outbreak the CERT will meet and decide how to implement this. Initial assistance could be provided by:

The response will primarily be the responsibility of the Emergency Services but CERT may assist by:

- Provide ICP.
- Providing local knowledge.
- Consider cascade to, and check of vulnerable persons, this may have to be completed by volunteers.
- Identify if temporary shelter and / or aid station if required. Advise to shelter with relatives / friends or Bouverie Hall, Pewsey Vale School or St Johns Church dependent upon area effected.
- Liaise with Emergency Services, WC, Press etc.
- Meet to decide long term response.

## **Annex D**

### **Community Resources Key**

Resources available to support the local community are listed here:

- Bouverie Hall 07855 199036  
01672 564458
- St John the Baptist Church: 01672 562886
- Pewsey Vale School: Mr Neil Pritchard 01672 565000

#### **Local Farmers**

- Stowell Farm Estates: Gavin Davies 01672 563451
- Charles Bowerman 01672 564097 / 07768 118999
- JM Strong and Partners 01672 563303
- Johnny Ponzo 07836 525091



## Annex E

### Householders Self Help

Household Emergency Plan Emergencies can affect the community with little or no notice. Being prepared can help reduce the effects on your families' lives, reduce the need for help from others and enable you to support the vulnerable in your community. Disruption to essential services such as water and electricity, to regional and national travel and telecoms are all ways an emergency can affect our busy everyday lives. Complete the following sections and keep the plan in a safe place that all members of your household can easily access: If you are not involved in an incident but are close by or believe you may be in danger, in most cases the advice is: GO IN, STAY IN, TUNE IN. Station Frequency Website BBC Radio Wiltshire 103.5FM, 103.6FM, 104.3FM, 104.9FM DAB (NOW WILTSHIRE), Free view channel 721.

Inform the rest of your Family or Housemates. Maintain contact details.

If you are evacuated is there somewhere you can go? Friends or Family?

If you can't contact each other, where should you meet / or who should you leave a message with?

Who will be responsible for picking the children up from school?

#### Key Contact Numbers Emergency Telephone Numbers:

Emergency Services: **999**

Doctor: – Kennet and Avon **01672 569990**

NHS Non-emergency: **111**

Schools: \_\_\_\_\_

Local Police Station: **101**

Home Insurance: \_\_\_\_\_

Other essential numbers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Create an Emergency Box**

Creating an emergency box will help you locate essential items quickly in an emergency.

Suggested items include:

- Torch and spare batteries
- Toiletries
- Battery powered radio and spare batteries
- List of useful contact numbers Candles / Matches
- A copy of this plan
- First Aid Kit

In case you are unable to leave the house, you should have:

- Bottled Water
- Ready to eat food (tinned)
- Bottle / Tin Opener

In case you are stuck in your car, you should have:

- Bottled Water
- Blankets
- Torch and spare batteries

How do you turn off the following? Who is responsible? Electricity, Gas, Water etc.

If you are in a position where you are able to offer help to your community, start by checking that your neighbours are safe and well.

## **Annex F**

### **Communications**

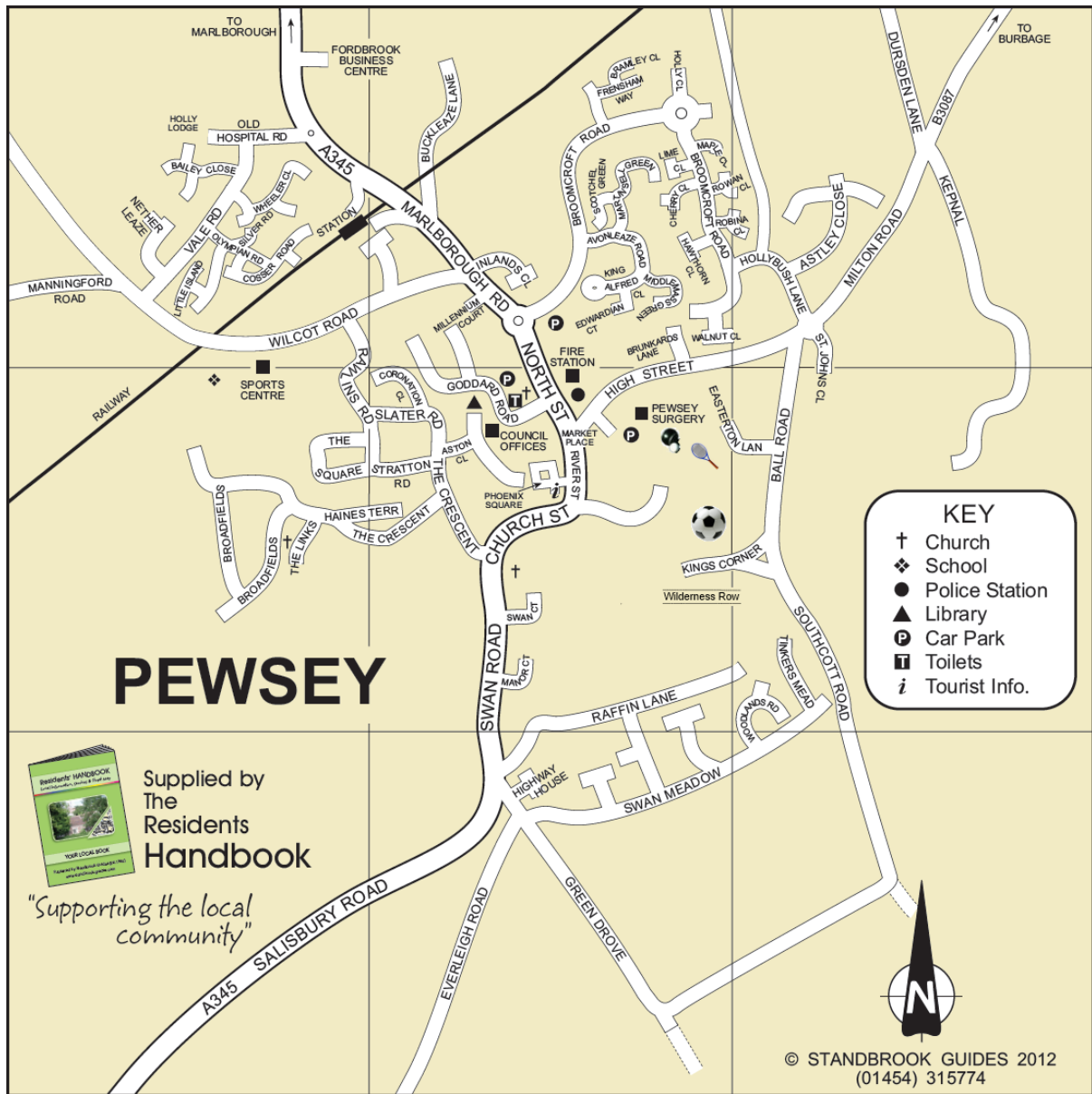
Providing accurate information is essential during an emergency. Methods available will differ depending upon the type of incident, therefore alternatives have been considered.

The primary method of communication will be my mobile phone, but if this fails the fall back is the landline to the parish office (01672 562014, Bouverie Hall, Goddard Road, SN9 5EQ). However, as a final fall back, runners and borrowing communications from the Emergency Services may have to be used.

Personal Mobiles Individuals Numbers in Annex B and Section 3.0. CERT should ensure that all members of the PPC and all the contact numbers in this plan at a minimum are in their phone directory. CERT should ensure that the contact of any volunteers is taken at the earliest opportunity and their details are taken so that they can be covered by the PPC insurance.

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# Annex G



Map of Pewsey