

## Parish of East Woodhay, Hampshire



## COMMUNITY EMERGENCY PLAN

**Parish:** East Woodhay  
**Borough:** Basingstoke & Deane  
**Co-Ordinator:** PC Chair- East Woodhay Parish Council (EWPC)  
**Deputy:** PC Vice Chair - East Woodhay Parish Council (EWPC)  
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**Distribution List**

1. Hampshire County Council Emergency Planning Officer
2. Basingstoke and Deane Borough Council Emergency Planning Liaison Officer
3. Hampshire Constabulary (Operations Department)
4. Hampshire and Isle of White Fire & Rescue Service (Operations Department)
5. East Woodhay Parish Council
6. Chair of Village and Church Halls
7. Woolton Hill & Kintbury Surgeries

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**I. Key Contacts**

Role	Tel. No	Website/email
<b>Parish Emergency Co-Ordinator</b> Chair – Paul Hurst:	Tel: 01635 2554363 Mob: 07557 533100	<a href="mailto:paul.hurst@eastwoodhay.gov.uk">paul.hurst@eastwoodhay.gov.uk</a>
Vice-Chair – Karen Titcomb:	Mob: 07974 011065	<a href="mailto:karen.titcomb@eastwoodhay.gov.uk">karen.titcomb@eastwoodhay.gov.uk</a>
<b>External Services</b>		
<b>Emergency Services</b>	<b>999 / 101</b>	
Police		<a href="https://www.hampshire.police.uk">https://www.hampshire.police.uk</a> <a href="https://www.thamesvalley.police.uk">https://www.thamesvalley.police.uk</a>
Fire Service HQ	023 8064 4000	<a href="http://www.hantsfire.gov.uk">www.hantsfire.gov.uk</a>
HCC Emergency Planning Unit	01962 846846 07957 932584	<a href="mailto:epoffice@hants.gov.uk">epoffice@hants.gov.uk</a>
Hampshire County Council	01962 841841	<a href="http://www.hants.gov.uk">www.hants.gov.uk</a>
Basingstoke & Deane Borough Council	01256 844844	<a href="http://www.basingstoke.gov.uk">www.basingstoke.gov.uk</a>
NHS 111	111	
Environment Agency	0800 80 70 60	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
Hampshire Highways - Roads and Transport (e.g. reporting Fallen Trees/ Road flooding)	0300 555 1388	<a href="https://www.hants.gov.uk/transport">https://www.hants.gov.uk/transport</a>
Southern Water Emergencies Leaks	0330 303 0368 0800 820 999 0800 714 614	<a href="http://www.southernwater.co.uk/">http://www.southernwater.co.uk/</a>
Thames Water Leaks Sewer flooding or loss of supply	0800 714 614 0800 316 9800	<a href="http://www.thameswater.co.uk/">http://www.thameswater.co.uk/</a>
Scottish & Southern Power Cut Reporting	0800 072 7282	<a href="https://sse.co.uk/home">https://sse.co.uk/home</a>
Gas Leak National Gas Emergency Number Textphone (minicom) 787	0800 111 999 0800 371 787	<a href="https://www.sgn.co.uk/">https://www.sgn.co.uk/</a>

Media Services		
Newbury Weekly News	01635 886627	<a href="http://www.newburytoday.co.uk/">http://www.newburytoday.co.uk/</a>
BBC South Today	023 802 26201	<a href="http://www.bbc.co.uk/">http://www.bbc.co.uk/</a>
ITV Meridian	0808 101 0095	<a href="http://www.itv.com/meridian-west/">http://www.itv.com/meridian-west/</a>
Local Radio		
Heart Berkshire 102.9 & 103.4 FM	0118 945 4400 0118 928 8800	
Heart FM 102.6 FM	01489 587 600 01489 749 749	
BBC Radio Berkshire 94.6, 95.4, 104.1, 104.4 FM	0118 946 4200	
Newbury Sound 105.6 & 107.4 FM	01635 841600	

## II. Emergency Event – Check List

**Nature of the Emergency? :-**

.....

Date:.....

Time:.....

Location:.....

**Current situation?**

**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 may be required?**

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

**Has contact with Emergency Services been established:**

- By whom, with whom?

**How can we support the Emergency Services?**

**What actions can safely be taken?**

**Who is the designated lead for agreed actions?**

## 1 Introduction

- 1.2 Town and parish councils have no statutory responsibility to plan for, respond to, or recover from emergencies. However, it is good practice for communities to identify hazards and make simple plans to respond when faced with an emergency.
- 1.3 This document does not place formal requirements on the parish council to make emergency plans. Any participation by the Parish Council is purely voluntary.
- 1.4 It should also be recognised that the Parish Council is not an emergency service; it is not trained, equipped, empowered or resourced to carry out the functions of an emergency service. The response should generally be confined to looking after the welfare of people in the community or helping to maintain the infrastructure.
- 1.5 This Emergency Guidance is intended as general information about emergency planning. Nothing in this plan removes the requirement to have adequate insurance in place.
- 1.6 The type of risks anticipated are detailed in the risk matrix. These risks are not exhaustive, but focus on those with the greatest potential impact on the community, such as flooding, landslip, access road closures, etc., which may benefit from certain specialist resources being readily available within the community.
- 1.7 The local community should keep the plan accessible to residents. This will help ensure that they are aware of the risks, available resources, and how the community intends to activate the plan and respond to an emergency. A copy of the plan should be sent to the partner agencies, such as tier one and two responders as defined in the Civil Contingencies Act.
- 1.8 The plan should be amended when circumstances change significantly. E.g. changes in contact details, resources available, changed risks. The plan should be reviewed annually, or as necessary following an incident that has required its use.

## 2 Strategic Aims and Objectives

### 2.1 Aims:

- To enable the community to work with level one and level two responders when dealing with an emergency of major incident.
- To enable community support, self-help and resilience when faced with an emergency, or major incident.
- To facilitate an efficient return to normality after a major incident or emergency.

### 2.2 Objectives:

To provide a simple Emergency Response Plan for local community reference that will assist in the prevention, mitigation, preparedness, response and recovery from a major incident or local emergency by:

- Conducting a risk assessment, identify and assess risks, existing mitigation and local actions to be considered.
- Identifying vulnerable groups in the community
- Identifying vulnerable premises in the community

- Identifying key contacts and stakeholders
- Identifying a community emergency management and liaison team
- Identifying resources available to the community in the event of an emergency

### 3 Risk Assessment method

- 3.1 In order to provide a broadly understood risk assessment, this plan utilises a 5x5 matrix that matches that used by emergency responders and second tier responders as defined by the Civil Contingencies Act. This will allow parish councils to explain risks in language that is understood by these partner agencies.
- 3.2 The JESIP (Joint Emergency Services Interoperability Programme) principles identify the joint assessment of risk as the process by which responders achieve a common understanding of threats, hazards and the likelihood of them being realised. This informs decisions on deployments and on the required risk control measures. Using a common matrix ensures shared understanding.

### 4 Risk Assessment Matrix

- 4.1 The risk assessment matrix enables the identification of the level of risk, likelihood of occurrence and the potential resultant severity. Regular reassessment enables a real-time view of the evolving risk environment.
- 4.2 Matrix 5x5 model for assessment.

		Consequence How severe could outcomes be if the risk event occurred?				
		Insignificant 1	Minor 2	Significant 3	Major 4	Severe 5
Likelihood What's the chance of the risk occurring?	5 Almost certain	Medium 5	High 10	Very high 15	Extreme 20	Extreme 25
	4 Likely	Medium 4	Medium 8	High 12	Very high 16	Extreme 20
	3 Moderate	Low 3	Medium 6	Medium 9	High 12	Very high 15
	2 Unlikely	Very low 2	Low 4	Medium 6	Medium 8	High 10
	1 Rare	Very low 1	Very low 2	Low 3	Medium 4	Medium 5

5. Significant Risk Environment

Risk & Consequence	Score (LxC)	Existing Control Measures	Local Actions
<p><b>Loss of utility services (Electricity/Gas/Telecoms/Water)</b>  <i>Potential loss of heating and cooking capability/sanitary facilities/telecomms/lighting.</i></p>	<p><b>12</b> <b>(4x3)</b></p>	<ul style="list-style-type: none"> <li>• Existing utility response plans.</li> <li>• Civil Contingency Act responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Notify utility provider</li> <li>• Consider need for a Rest Centre</li> <li>• Local communications e.g. via Social Media/ What's App Groups</li> <li>• Consider identified vulnerable premises &amp; groups</li> <li>• Ascertain duration of outage</li> <li>• Consider rest centre sites for possible bottled water distribution sites.</li> </ul>
<p><b>Severe weather</b>  <i>Risk to life and property depending on severity and weather type. Fallen trees. Obstruction to highways. Interruption to utility services.</i></p>	<p><b>12</b> <b>(4x3)</b></p>	<ul style="list-style-type: none"> <li>• Existing utility response plans.</li> <li>• Existing utility and highway maintenance.</li> <li>• Civil Contingency Act responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor local and national weather warnings.</li> <li>• Consider transport assistance.</li> <li>• Consider vulnerable premises/groups.</li> <li>• Annual grit bin maintenance (snow).</li> <li>• Notify emergency services.</li> <li>• Notify utility providers.</li> <li>• Consider need for a Rest Centre.</li> <li>• Local comms.</li> <li>• Enlist volunteer assistance.</li> <li>• Notify appropriate local authority (HCC, B&amp;DBC).</li> <li>• Comply with emergency services and local authority advice</li> </ul>

<p><b>Rupture or catastrophic failure of main cross county gas pipe</b> Potential risk to life and property. Interruption of gas supply (ante).</p>	<p><b>10 (2x5)</b></p>	<ul style="list-style-type: none"> <li>Existing maintenance and security protocols.</li> <li>Existing utility response plans.</li> <li>Civil Contingency Act responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>Notify emergency services</li> <li>Notify utility provider (Southern Gas 0800 111999).</li> <li>Consider identified vulnerable premises &amp; groups.</li> <li>Consider need for a Rest Centre.</li> <li>Local communications.</li> </ul>
<p><b>Major fire</b> <i>Drought induced brush/field fire.</i> <i>Threat to life and property.</i> <i>Threat to wildlife.</i> <i>Interruption to utility services.</i></p>	<p><b>10 (2x5)</b></p>	<ul style="list-style-type: none"> <li>Civil Contingency Act responsibilities</li> <li>Fire Service response protocols</li> </ul>	<ul style="list-style-type: none"> <li>Notify emergency services</li> <li>Notify utility providers</li> <li>Consider need for a Rest Centre</li> <li>Local communications</li> <li>Enlist volunteer assistance</li> <li>Notify appropriate local authority (HCC, B&amp;DBC)</li> <li>Dynamic assessment of risk depending upon location.</li> </ul>
<p><b>Major road incident (A343, A34)</b> <i>Threat to life and property.</i> <i>Localised transport disruption.</i></p>	<p><b>9 (3x3)</b></p>	<ul style="list-style-type: none"> <li>Established emergency response protocols - <a href="#">Joint Emergency Services Interoperability Programme</a> (JESIP).</li> </ul>	<ul style="list-style-type: none"> <li>Notify emergency services</li> <li>Local communication support to emergency services.</li> <li>Consider need for a Rest Centre</li> </ul>
<p><b>Rapid freeze-thaw</b> <i>Sudden and widespread pipe burst occurrences.</i></p>	<p><b>6 (2x3)</b></p>	<ul style="list-style-type: none"> <li>Existing utility response plans.</li> <li>Existing utility and highway maintenance</li> <li>Civil Contingency Act responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>Assist water company in notifying residents and businesses of pipe burst likelihood</li> <li>Report bursts to Southern Water</li> <li>Local communications</li> <li>Consider vulnerable premises/groups.</li> </ul>

<p><b>Localised flooding</b>  <i>Risk to life and property depending on severity.</i>  <i>Interruption to utility services.</i></p>	<p><b>6</b>  <b>(2x3)</b></p>	<ul style="list-style-type: none"> <li>• Existing utility response plans.</li> <li>• Existing utility and highway maintenance.</li> <li>• Civil Contingency Act responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Notify emergency services</li> <li>• Notify utility providers.</li> <li>• Consider need for a Rest Centre.</li> <li>• Local communications.</li> <li>• Enlist volunteer assistance if appropriate.</li> <li>• Notify appropriate local authority (HCC, B&amp;DBC).</li> </ul>
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## 6. Extreme Events

The following events may be considered of low likelihood but of significant impact. Necessary actions will be under the instruction and guidance of the appropriate Emergency Services and/or Governmental Authorities:

- **Terrorism or Criminal Violence**
  - Threat to life and property.
  - Localised transport disruption.
  - Potential for panic and uncontrolled movement of people.
  
- **Aircraft Accident**
  - Threat to life and property.
  - Localised transport disruption.
  - Potential for panic and uncontrolled movement of people.
  
- **HAZCHEM incident (e.g., industrial, farm or workshop related)**
  - Threat to life and property.
  - Land or waterway contamination.
  - Localised transport disruption.
  - Interruption to utility services.
  
- **Pandemic or Endemic Disease**
  - Threat to life.
  - Reduced responder capability.
  - Reduction in local service provision – Drs etc.
  - Animal endemic disease with threat to livestock.
  - Localised transport disruption.

## 7. Community Resources




- 7.1 Local community resources will vary depending upon the locality, type and severity of any emergency. Consideration should be given to how a particular community can assist the emergency services in responding to and recovering from a major incident or emergency. The most sought to assistance is the identification of Rest Centres to temporarily house casualties or displaced residents and workers.
- 7.2 The locations identified as potential Rest Centres are also often suitable as sites for water companies to hold and distribute bottled water in the case of a water supply outage. Care must be taken in such circumstances, as water companies will often choose a location with little or no communication with local people and facilities.

## **8. Emergency Rest Centres**

- 8.1 The need to open a rest centre is likely to result from a wider response to an incident, such as the impact of a fire, gas leak or severe weather. The decision to evacuate is based on a judgement of risk balanced against the benefits of shelter. Evacuations tend to be either spontaneous or controlled.
- 8.2 Spontaneous evacuations may respond to a sudden overwhelming threat or a growing public movement as their perception of risk increases. Responding agencies will need to coordinate a movement that is already taking place.  
Controlled evacuation occurs when the authorities have assessed a hazard and decided to remove people from an area as a precaution or because the risk is increasing.
- 8.3 Minor incidents or those of a limited geographical area may only involve the displacement of a small number of people from an area. Larger incidents may involve the setting up a co-ordinated response in conjunction with the emergency services.
- 8.4 The request to open a rest centre will usually come from the police or fire service to the council's City Contact Officer. If the scale and impact of the incident require the mobilisation of many council services or the emergency services declare a major incident, the council will open an Emergency Response Centre. The Emergency Response Centre is the focal point for coordinating the council's response activities and liaison with external agencies.
- 8.5 In addition to rest centres, there may be a need to open Survivor Reception Centres and Family & Friends Reception Centres. Rest centre facilities identified in this plan can be communicated to emergency services as viable options should the need arise. The decision on which is most appropriate will usually be taken by the police, who are the primary service in the case of emergency or major incident response.
- 8.6 Emergency services will work with the local authority to open a rest centre within 2 hours of the point of need. These centres are temporary and will usually remain in use for 24-48 hours. Parish representatives may be asked to facilitate contact with a proposed centre.

## 8.7 Identified potential Emergency Rest Centres

**Note: A Current Directory of Local Organisations may also be found in the Spectrum Magazine issued monthly within the Parish.**

Premises	Facilities	Key Holder	Contact No
<p><b>Woolton Hill Church Hall</b>  <b>/// awakening.fearfully.dampen</b></p> 	<p>Parking, defibrillator, heating, lighting, toilets, hot/cold water, cooker, refrigerator, chairs, tables</p>	<p><b>Nick Harcourt</b>  <b>John Angle</b></p>	<p><b>01635 253546</b>  <b>01635 253889</b></p>
<p><b>East Woodhay Village Hall</b>  <b>///pounce.beakers.compares</b></p> 	<p>Parking, defibrillator, heating, lighting, toilets, hot/cold water, cookers, refrigerator, chairs, tables</p>	<p>Key Holders:            Karen Titcomb            Paul Reay</p>	<p>07974 011065            07788 186700</p>
<p><b>St Thomas' Church, Woolton Hill</b>  <b>///pepper.inventors.mulled</b></p>	<p>Heating Lighting, toilet, hot/cold water, chairs tables</p>	<p>Chris Vane            Richard Willis</p>	<p>01635 253707            07768 278251</p>
<p><b>Thorngrove School</b>  <b>///cuddling.paper.acoustics</b></p> 	<p>The Mount, Highclere RG20 9PS.             Defibrillator, large covered assembly room. Heating, lighting, cooking facilities, toilets. Small emergency generator only.</p>	<p>School office hours:            Headmaster:            Nick Graham            :</p>	<p>01635 253172            07730536394</p>

**Air Support Notes:**

1. **Thorngrove School** has a substantial playing field suitable for helicopter access with adjacent vehicle access and car parking. (///bolt.precluded.admit)
2. Woolton Hill Parish Field (///thuds.converged.trees) is a designated landing area for Thames Valley Air Ambulance.

**9 Medical / First Aid**

9.1 Medical support available in the area:

Name	Contact No
Police/Fire/Ambulance	999 / 101
Woolton Hill Surgery & Dispensary	01635 253324
National Health Service	111

9.2 Defibrillators are located:

- East Woodhay Village Hall (by main door);
- Woolton Hill Church Hall (by main door);
- The Rampant Cat public house, Broadlayings, Woolton Hill.
- St Martin's School, East End - on roadside
- Gore End - Marsh Fuels

**10 Transport**

10.1 Additional to Emergency Services, the following local transport businesses may be useful to transport people, essential equipment or provisions in the event of an Emergency.

Organisation	Contact Details	Capacity
Hampshire & Berkshire 4x4 Response Group	<a href="http://www.hampshire4x4response.co.uk">http://www.hampshire4x4response.co.uk</a> Contact via Hampshire Emergency Planning Officer: 01962 846846 or <a href="mailto:epoffice@hants.gov.uk">epoffice@hants.gov.uk</a>	N/A
Neighbourcare	01635 745600	Owner drivers

10.2 Parish Councils do not provide any insurance cover for vehicles requested to be used. Vehicles are used at the owners' own risk and discretion and should be taxed and insured.

**11 Vulnerable Groups or Properties in the Community**

Name	Address	Notes / Special Needs
<b>Woolton Hill Surgery</b>	Trade St, Woolton Hill, RG20 9UL 01635 253324	Holds list of vulnerable individuals and groups
<b>East Woodhay &amp; Highclere Neighbourcare</b>	01635 745600 <a href="http://www.ewhneighbourcare.org.uk">www.ewhneighbourcare.org.uk</a>	Holds list of vulnerable individuals and groups

<b>Enbridge House Care Home</b>	Church Road, Woolton Hill RG20 9XQ 01635 254888	Residential and respite care facility, caring for up to 17 people aged 65 and over.
<b>Broadmead Rest Home</b>	Broadlayings, Woolton Hill, RG20 9TS. 01635 253517	Residential care for up to 38 older people.
<b>Woolton Hill Junior School</b>	Woolton Hill, RG20 9XE 01635 253364	Capacity of 180 primary age pupils.
<b>St Thomas' Infant School</b>	Woolton Hill, RG20 9XF 01635 253431	Capacity of 135 infant pupils
<b>St Martin's Primary School</b>	East End, RG20 0AF 01635 597796	Capacity of 140 Primary age pupils
<b>Thorngrove School</b>	The Mount, Highclere RG20 9PS 01635 253172	Capacity of 275 pupils, age 3-13

## 12 Communications

12.1 This plan should be readily available, to enable the community to understand the plans that are in place to provide self-help and to support emergency and utilities services in the case of a major incident of emergency.

12.2 Public communication of the plan will be via the Parish Council Website:

<http://www.eastwoodhay-pc.gov.uk/>

## 13 Local Action in Event of Emergency Event

13.1 The activation of this local plan and the call out of individuals to facilitate its implementation will be governed by the type and severity of the incident and the direction of the responding Emergency, Governmental or Utilities Services. Generally, the more serious the incident, the greater the likelihood of need to implement this plan.

13.2 Initial contact may simply be to inform of the emergency or of current Emergency Services advice or any action to be taken.

13.3 Depending on the type and size of the emergency the emergency services may consider it necessary to convene a Community Emergency Meeting, with which Parish Councillors may be requested to assist.