

Netherhampton Parish Council

EMERGENCY PLAN



IF YOU ARE IN IMMEDIATE DANGER CALL 999

Revised September 2023

Parish Emergency Co-ordinators

Community Emergency Coordinator	Name: Paul Cunningham
	24hr Tel. Contact: 07990 976840
	Email: pecunningham1@gmail.com
	Address: Langlands, SP28PU
Parish Councillor & Flood Warden	Name: Tara House
	Tel Contact: 07725569006
	Email: tara@taraocallaghan.co.uk
	Address: Netherhampton House, SP28PU
Chairman Netherhampton PC	Name: James Cradock
	Tel Contact: 07947883035
	Email: james@avengineering.uk
	Address: Primrose Cottage, SP28PX
Parish Councillor	Name: Flora Bowers
	Tel Contact: 07823 348380
	Email: florabowers@googlemail.com
	Address: 1, Netherhampton Cottages, SP2 8PX
Parish Councillor	Name: Gill Rattue
	Tel Contact: 07740 855915
	Email: grattue@btinternet.com
	Address: Oakfield, SP2 8PU
Medical (emergencies only)	Name: [REDACTED]
	[REDACTED]
Medical (emergencies only)	Name: [REDACTED]
	Tel Contact: [REDACTED]
Overseeing church as a place of emergency refuge	Name: [REDACTED]
	Tel no: [REDACTED]

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SECTION 1 - INTRODUCTION

1. This Plan has been initiated by the Parish Council in order so that, in the event of an emergency occurring in the village of Netherhampton, there is a clear understanding of the roles and responsibilities of the Parish Emergency Response Team (PERT), the various support agencies, and a plan to enlist local people to help others in the community - including a list of contacts should residents require help in the event of an emergency.
2. The plan is intended to provide a self-help response, during any emergency affecting the parish community when the normal emergency response by the Emergency Services and/or County Council is delayed because of the scope or nature of the emergency.

Disclaimer

The Parish Council accepts no liability for any loss or damage arising directly or indirectly from action taken or not taken in reliance on material or information contained within this Emergency Plan, or for any failure to activate the plan or to carry out any planned activities in response to a flood / emergency alert or warning issued to or by the Emergency Plan Working Group and Flood Wardens

SECTION 2 - AIM OF THIS PLAN

3. To provide a self-help framework that will assist in the local response to an emergency when assistance from the Emergency Services and other responders is delayed.

SECTION 3 - OBJECTIVES OF THIS PLAN

4. The objectives of this plan are to:
 - a. To establish a local emergency management structure.
 - b. To give an overview of roles and responsibilities.
 - c. To detail cascade call-out arrangements.
 - d. Identify available community resources – personnel, equipment and emergency accommodation.

SECTION 4 - WHAT IS AN EMERGENCY?

5. The formal definition of an emergency is “An incident arising, with or without warning, threatening or causing death or serious disruption to significant numbers of people, property or the environment, in excess of that which can be dealt with by the public services operating under normal conditions and requiring the special mobilisation and organisation of those services and the deployment of local authority staff and resources”.
6. Under the Civil Contingencies Act 2004 an emergency is defined as ‘An event or situation which threatens serious damage to:
 - a. Human welfare
 - b. The environment
 - c. Security of the United Kingdom.’
7. Wiltshire County Council has an Emergency Management Team that works in partnership with the Emergency services and voluntary agencies in order to provide a coordinated response to a major incident. The Police have overall responsibility for control and co-ordination in an emergency situation. The county council have specific responsibilities, which include establishing emergency

centres, providing temporary accommodation for those made homeless and managing the longer-term recovery phase.

8. This local emergency plan has been drawn up under the auspices of the Parish Council, with help from representatives in the community who could be called upon for assistance. A key element is individual Councillors/community emergency wardens who would be the main contact for each limited geographical area, who would co-ordinate local needs, in communication with an Operations Room at the Parish Council Emergency Control Centre office.

The address of the Parish Emergency Control Centre (PECC) is:

**St Catherine's Church
Netherhampton
GR: 10372993**

Keyholders :

(Other Emergency Contacts as above)

SECTION 5 - LEVELS OF EMERGENCY

9. There are three recognised levels of emergency:
 - a. A major catastrophic event in a large city or town in the south west, requiring large capacity shelters and support. Such incidents would require very large premises (far larger than St Catherine's Church, for instance) to accommodate and manage large numbers of temporary "refugees". We need not concern ourselves too much with this category as the Parish Council would be approached as part of a measured, coordinated scheme initiated by a higher tier authority.
 - b. A major emergency at County level, or beyond, where the management of the event would be undertaken at County level. Whilst St Catherine's Church could well be a receiving station for dispersed persons, and selected local people involved in support, this need not be of immediate concern locally, as support services would be mobilised to aid.
 - c. A local emergency within the Parish of Netherhampton which, though inevitably involving the higher levels of Government for support (such as the supply of sandbags due to flooding), needs a high level of local involvement by local people as it is they who are most likely to know who is likely to be at risk and/or in need.

This Plan concentrates entirely on this third category.

SECTION 6 - WHAT SORT OF EMERGENCY?

10. For the purpose of this plan, Netherhampton Parish Council (NPC) recognises four levels of emergency:-
 - a. Flooding.
 - b. Large scale evacuation due to a major event, e.g. major fire, pollution incident.
 - c. A pandemic health threat.
 - d. Prolonged power outage.
11. Whilst all would inevitably involve the emergency services and/or the major authorities, the knowledge of local people will be vital in mitigating the effects on the local community. Flooding is perhaps the most likely scenario, hence the inclusion of a **Flood Plan** as at Annex F to this document.

SECTION 7 - WHO IS RESPONSIBLE, FOR WHAT, IN AN EMERGENCY?

12. This document lists the principal actions of each organisation. However, it must be noted that it may not always be possible for all actions to be carried out during all emergencies.
13. Responding organisations have limited resources so may not be able to provide assistance in all circumstances. Owners and occupiers need to be aware that they should make their own arrangements to protect their property from risk, especially flooding. Many factors may influence the level of response to specific emergencies. Priority is likely to be given to those that are vulnerable when assisting people, and to property which is occupied. The classification of roads may be used in prioritising the response to road flooding; protection of commercial property may depend on the risk of environmental pollution from stored chemicals etc.

SECTION 8 - PARISH ROLES AND RESPONSIBILITIES

ROLE OF THE PARISH EMERGENCY CO-ORDINATOR

14. The Parish Emergency Co-Ordinator is the lead for the Parish and will take overall control of any Parish input to an emergency situation. The role of the Parish emergency co-ordinator is:
 - a. To advise and help local community preparations for the response to an emergency.
 - b. Assess local problems that may arise in the event of abnormal circumstances such as a major incident or a natural disaster occurring.
 - c. Identify vulnerable local residents such as the elderly who may require assistance.(this will be dealt with by local groups W.I, Meals on Wheels, WRVS, British Legion)
 - d. 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/borough authorities.
 - e. To prepare and maintain the Community Emergency Resources Register.
15. Role of the Parish emergency co-ordinator *during* a major incident.
 - a. Assess the situation within the community.
 - b. If isolated, co-ordinate some immediate self-help recovery.
 - c. To organise such local resources as are available within the community.
 - d. To provide local knowledge to the emergency services or other organisations, as and when they are able to respond to the incident.

RESPONSIBILITIES OF THE PARISH EMERGENCY CO-ORDINATOR

16. The Parish Emergency Co-ordinator is to:
 - a. To ensure that Councillors/ Community Emergency Wardens are aware of their role should an emergency occur.
 - b. To ensure that the local community is aware of the Parish Council's Emergency Plan and that residents are aware of Councillor's/ Community Emergency Warden's contact details.
 - c. To ensure that all those involved in the cascade call out system are aware of what action they have to take.
 - d. To maintain the Community Emergency Resource Register with the aid of the Councillors/ Community Emergency Wardens.
 - e. To liaise with the Wiltshire Council's Safety and Emergency Planning Adviser to identify suitable training that may be available to emergency volunteers.

RESPONSIBILITIES OF COUNCILLORS / COMMUNITY EMERGENCY WARDENS

17. Nominated Parish Councillors will also have a role to play in supporting the Emergency Co-ordinator. They are to:
- To assist the Parish Emergency Co-ordinator in identifying other community volunteers.
 - To take part in exercises arranged to test the cascade call out system and working of the register. (desk top test the plan)
 - To assist the Parish Council in dealing with any emergency which may affect the community.
 - Review the plan/actions following an emergency and amend as appropriate

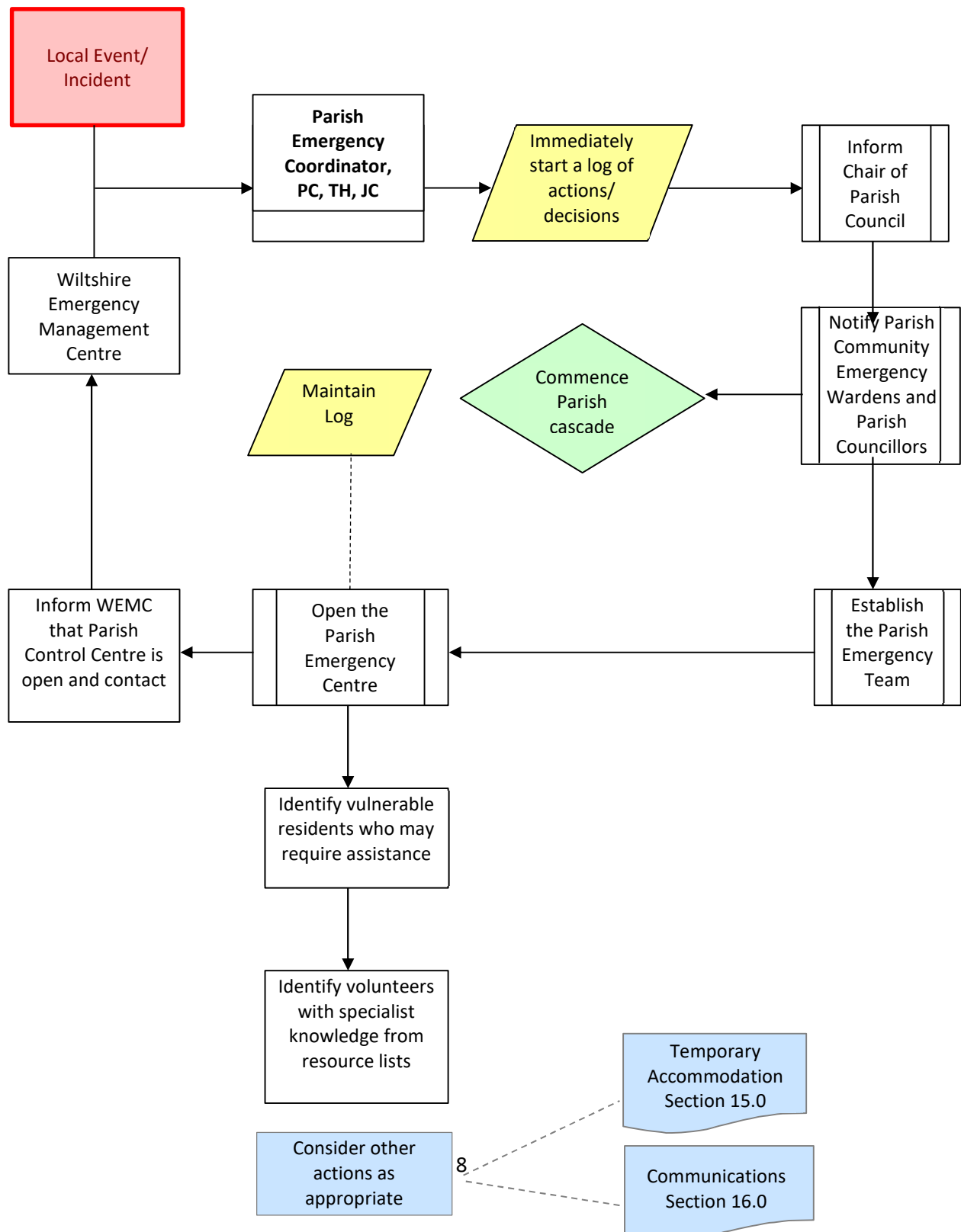
SECTION 9 - ROLES AND RESPONSIBILITIES OF OTHER AGENCIES

18. The Emergency Services will normally provide most of the initial response. They will be supported by the local authorities, 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 help co-ordinate this work.
19. Certain roles are:
- Police:**
 - Inform other emergency services about the incident.
 - Co-ordinate the emergency services and other organisations during the response phase.
 - Protect and preserve the scene.
 - Investigate the incident alongside other investigative organisations.
 - Collect and pass on information about casualties
 - Identify those involved.
 - Restore stability with the aim of restoring normality.
 - Fire and Rescue Service:**
 - Inform other emergency services about the incident.
 - Rescue.
 - Respond to all emergency incidents as required.
 - Assist the populace where a need is identified and the use of Fire Service personnel and equipment is relevant.
 - Tackle fires or chemicals which have been spilt and other dangerous situations.
 - Make sure all personnel involved in the rescue work are safe
 - Gather information and carry out hazard assessments.
 - Help ambulance service get live casualties away from the scene
 - Help Police recover bodies
 - Restore stability with the aim of restoring normality.
 - Ambulance Service:**
 - Inform other emergency services about the incident.
 - Provide a focal point for all medical resources.
 - Identify and contact the appropriate receiving hospitals.
 - Set up a casualty clearing station.
 - Prioritise casualties so that their injuries can be treated.
 - Prioritise which casualties must be evacuated using appropriate transport
 - Restore stability with the aim of restoring normality.

- d. **Environment Agency:**
- (1) Issue Flood Warnings
 - (2) Receive and record details of flooding incidents
 - (3) Monitor the situation and advise other organisations
 - (4) Deal with emergency repairs and blockages on main rivers, adopted critical watercourses and own structures
 - (5) Respond to pollution incidents
 - (5) Advise on waste disposal issues

SECTION 10 - COMMUNICATIONS

20. The flowchart below shows the contact points necessary in the event of an emergency.



SECTION 11 - PARISH EMERGENCY CONTROL CENTRE

21. A building should be identified that is capable of being used as a 24-hour parish emergency centre. It should preferably have a central location and be well known to local residents. Consideration should be given to communications e.g. telephone, fax, and computer links. The accommodation should include cooking, washing and toilet facilities.

The address of the Parish Emergency Control Centre (PECC) is:

St Catherine's Church
Netherhampton
Salisbury
Wiltshire
GR: 10372993

Keyholders: [REDACTED]

An incident box will be held at the church containing Ordnance Survey maps, torch and batteries, copies of the electoral role, and other items useful to the Emergency services.

22. In the event of St Catherine's Church being within the vicinity of or affected by the emergency, then the alternative PECC is:

Southern Counties Auctioneers
Salisbury Auction Centre
Netherhampton
Salisbury
SP28RH
01722 321215
GR: SU 11709 29214
Keyholders: [REDACTED]

SECTION 12 – ACTIVATION TRIGGERS

1. FLOOD - When we get a flood warning from the Environment Agency turn to Annex H.
2. SNOW – When we receive alert from Wiltshire Council, turn to Annexe I.
3. PANDEMIC FLU – When we receive a health warning, turn to Annexe J.
4. LOSS OF UTILITIES – When electricity, gas, water is lost, turn to Annexe K.

Annex A

NPC Emergency Plan

11th September 2023**EMERGENCY LOCATIONS/CONTROL CENTRE**

Building	Location	Potential use in an emergency	Contact details of key holder
St Catherines Church	Netherhampton, SP28PU SU 10804 29805	Rest Centre / safe place	[REDACTED] [REDACTED]
Southern Counties Auctioneers (cattle mkt)	Netherhampton Road SP28RH GR: SU 11709 29214	Rest Centre / safe place	[REDACTED] [REDACTED]
Manor Farm Nursery	Netherhampton SP28PU SU 10760 29810	Rest Centre / safe place	Cherida - 01722 743978
HLS 1	Netherhampton Field SU 11041 29709	Location for Helicopter landing.	

Annex B

NPC Emergency Plan

Dated 11th September 2023**EMERGENCY CONTACT LIST**

Community Emergency Coordinator	Name: Paul Cunningham (Vice Chairman Netherhampton PC)
	24hr Tel. Contact: 07990 976840
	Email: pecunningham1@gmail.com
	Address: Langlands, SP2 8PU
Flood Warden	Name: Tara House
	Tel Contact: 07725 569006
	Email: tara@taraocallaghan.co.uk
	Address: Netherhampton House, SP2 8PU
Volunteer	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
Volunteer	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
Volunteer	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
Volunteer - Medical	[REDACTED]
	[REDACTED]
	[REDACTED]
Volunteer - Logistics	[REDACTED]
	[REDACTED]
	[REDACTED]
Volunteer - Logistics	[REDACTED]
	[REDACTED]
	[REDACTED]

Annex C

NPC Emergency Plan

Dated 11th September 2023**Community Organisations**

Organisation	Name and role of local contact	Phone number
Neighborhood Watch	Paul Sunners	07900 384491
Church	Katy Ray, Church Warden	01722 335701
Age UK		01722 335425
Dementia Friends		00300 2225855
Emergency Services		999 / 111 non-emergency

Annex D

NPC Emergency Plan

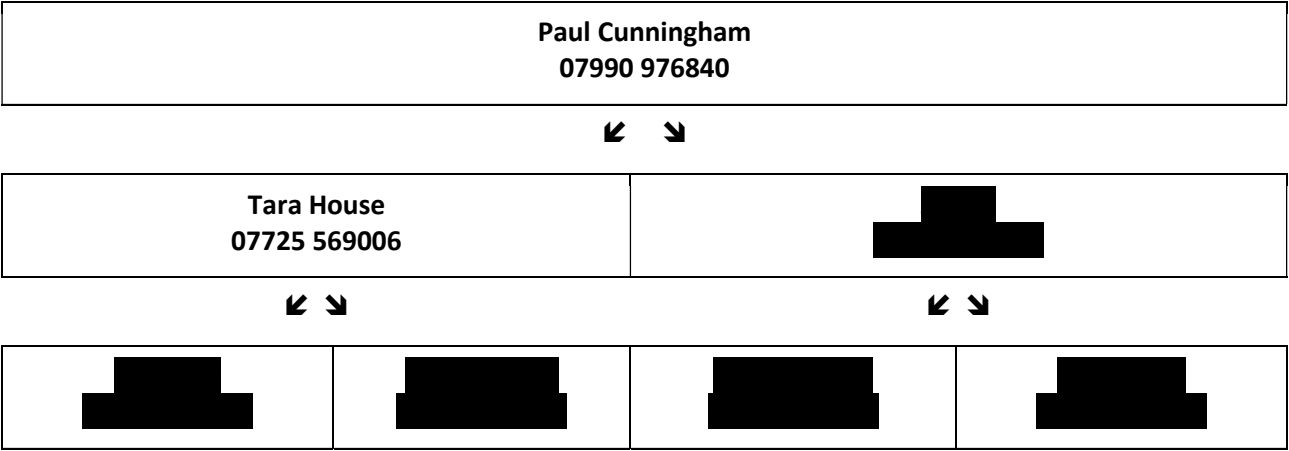
Dated 11th September 2023**EQUIPMENT STORES**

Equipment	Name	Tel.	Location	When available
Salt container	Paul Cunningham	07990 976840	Langlands	24 hours
Snow shovels & brushes	Paul Cunningham	07990 976840	Langlands	24 hours
Salt container	██████████	██████████	██████████	██████████
Snow shovels & brushes	██████████	██████████	██████████	██████████
Salt container	Tara House	07725 569006	Netherhampton House	24 hours
Snow shovels & brushes	Tara House	07725 569006	Netherhampton House	24 hours

Items required by adverse weather control team / emergency coordinators

Item	Location	Held by	Contact	Comment
List of Elderly and Vulnerable Residents				

EMERGENCY CALL OUT PROCEDURE



Annex F

NPC Emergency Plan

Dated 11th September 2023**FIRST STEPS IN AN EMERGENCY**

[Use the table to add the steps to be followed in when the plan is activated]

	Instructions	Tick v
1	Call 999 (unless already alerted)	
2	Ensure there is in no immediate danger	
3	Contact the Community Emergency Group and meet to discuss the situation	
4	Use the Agenda (Annex G)	
5	If the emergency is covered by one of the Annexes, use them	
6	Assign Actions, Timescales and time of next meeting	
7		
8		

Annex G

NPC Emergency Plan

Dated 11th September 2023

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. Actions agreed with emergency responders in the event of an evacuation

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

7. Any other issues?

Annex H

NPC Emergency Plan

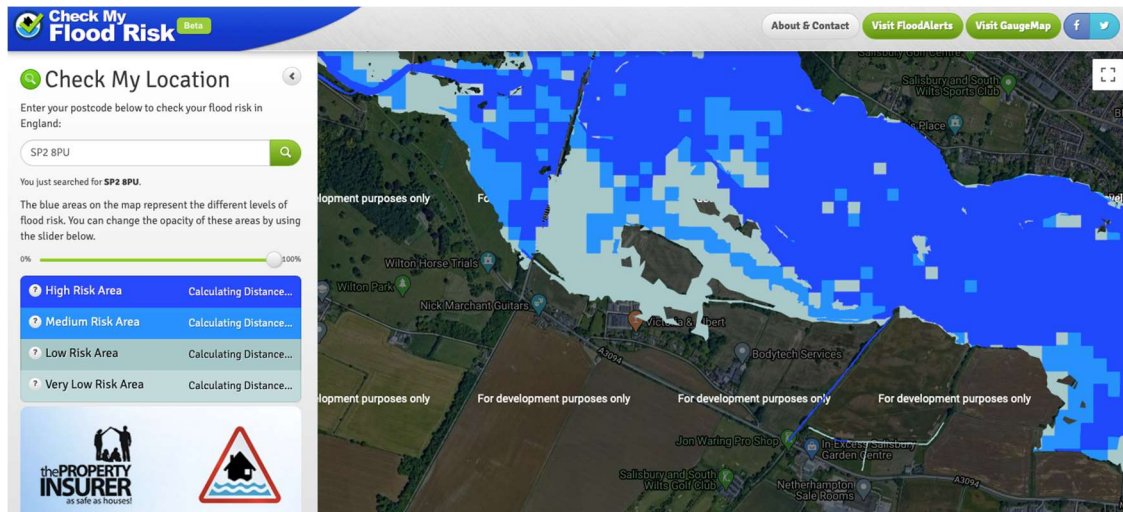
Dated 11th September 2023

FLOOD PLAN

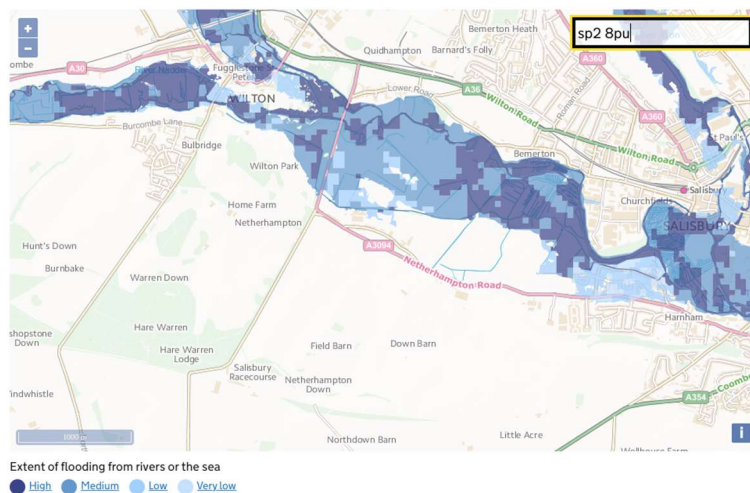
TRIGGER – LOCAL FLOOD ALERT FROM ENVIRONMENT AGENCY, OR LOCAL KNOWLEDGE

The following Maps show: -

1. Areas at risk of flooding
2. Drains and gully's – *TBC*
3. Roads, bridges and crossing points that are at risk of closing



1. Areas at risk of flooding



2. Drains and Gully's
(insert map/location of gullies that if blocked would cause internal property flooding or standing water on high speed road (60mph) and only these. These should be entered into your flood plan and the area highways engineer notified of them and that they are in the plan - so they can be entered on the priority gullies list).
3. Roads, bridges and crossing points that are at risk of closing
(If these need closing advise Wiltshire Council)

USEFUL CONTACT DETAILS

Name	Contact name	Contact details
Wiltshire Council Snow Clearance	Andy Cole	03004560100
Flood and Drainage Team (Wiltshire Council)	Drainage Team	03004560100 Email: drainage@wiltshire.gov.uk
Environment Agency		24hr Floodline 0345 988 1188 (Type talk - 0345 602 6340)
Local Highways Engineer (Wiltshire Council)		01722 434529
St Catherines Church		
Netherhampton Cattle Market		
Netherhampton Nursery		
Voluntary Groups who are in touch with vulnerable people.		
Wilton Estate	Chris Rolfe	01722 746700
Wessex Water		0345 600 4 600
Southern and Scottish Electric		0800 072 7282
British Telecom		0800 023 2023
Emergency Fire, Police, Ambulance		999
Non Emergency Police		101
Non Emergency NHS		111
Non Emergency Fire and Rescue		01380 723601

NOTES re. PREPARATORY WORK

- Contact Local Highways team in late summer requesting clearing of drains, etc.
 - should have your priority list
 - Parish councils can currently email wiltshiresewers@wiltshire.gov.uk
- Promote Environment Agency Flood Line
- Apply for sand, bags, salt, etc.

Actions when a flood warning has been issued

- Specify WHO is responsible for each action, and when they need to do it.
- Flood Warden to check vulnerable properties
- Notify Wiltshire Council of number of homes and businesses at risk, and those that have been flooded.

Annex I

NPC Emergency Plan

Dated 11th September 2023

SNOW PLAN

TRIGGER – ALERT FROM WILTSHIRE COUNCIL SEVERE WEATHER OFFICER

1. Map showing:

Roads that are gritted by Wiltshire Council

Local areas at most risk (West end of village = priority area that Parish Council will endeavour to grit)

Location of grit bags; Langlands, Netherhampton House, and Primrose Cottage



Where Salt and Shovels will be stored.

2. Contact details

Snow warden volunteers

Farmers with gritting equipment and snow ploughs

Wiltshire Council Severe Weather Team

4 x 4 drivers; Cunninghams, Maquires, Moore's

Voluntary groups that are in contact with vulnerable people

Snow Warden Volunteers

Name	Role	Tel.	
Paul Cunningham	Community Emergency Coordinator	07990 976840	
Tara House	Deputy Community Emergency Coordinator/flood warden	07725 569006	
██████████	Volunteer Coordinator	██████████	
██████████	Volunteer Coordinator	██████████	

4 x 4 drivers

Skill/Resource	Who	Tel.	Location	When unavailable?
4x4 owner/driver	██████████	██████████	██████	
4x4 owner/driver	██████████	██████████	██████	
4x4 owner/driver	██████████	██████████	██████████	
Tractor	██████████	██████████		

Voluntary groups that are in contact with vulnerable people

Organisations	Name and role of local contact	Phone number
Church	██████████	██████████
Age UK		01722 335425
Dementia Friends		0300 222 5855

EQUIPMENT STORES

Equipment	Name	Tel.	Location	When available
Salt container	Paul Cunningham	07990 976840	Langlands	24 hours
Snow shovels & brushes	Paul Cunningham	07990 976840	Langlands	24 hours
Salt container	██████████	██████████	██████████	██████████
Snow shovels & brushes	██████████	██████████	██████████	██████████
Salt container	Tara House	07725 569006	Netherhampton House	24 hours
Snow shovels & brushes	Tara House	07725 569006	Netherhampton House	24 hours

USEFUL CONTACT DETAILS

Name	Contact name	Contact details
Wiltshire Council Snow Clearance	Andy Cole	0300 4560100
Flood and Drainage Team (Wiltshire Council)	Drainage Team	0300 4560100 Email: drainage@wiltshire.gov.uk
Environment Agency		24hr Floodline 0345 988 1188 (Type talk - 0345 602 6340)
Wiltshire Highways		01722 434529
St Catherines Church	██████████	██
Netherhampton Cattle Market	██████████	██████████
Netherhampton Nursery	██████████	██████████
Wilton Estate	██████████	██████████
Wessex Water		0345 600 4 600
Southern and Scottish Electric		0800 072 7282
British Telecom		0800 023 2023
Non Emergency Police		101
Non Emergency NHS		111
Non Emergency Fire and Rescue		01380 723601

Annex J

NPC Emergency Plan

Dated 11th September 2023

HEALTH PANDEMIC

TRIGGER – PANDEMIC DECLARED BY WORLD HEALTH ORGANISATION

- 1. Form emergency committee**
 - include health care professionals if possible. Make this committee larger than others, since during a full pandemic up to half the committee could catch the flu.
- 2. Contact details for**
 - Volunteers who can collect and drop-off prescriptions, collect food, etc.
 - Local Link Volunteers (provide transport for people without transport)
 - Organisations for identifying vulnerable people
 - Local 24-hour surgery dial 111
 - Nearest 24-hour pharmacy - Tesco extra, Bourne centre, Southampton Rd, 0345 677 9592
- 3. Preparatory Work**
 - In Autumn, distribute information about 'flu jabs' on website
 - Share plans with the community (updated plans will be communicated through website and on the village board)
- 4. During Pandemic**
 - Put up NHS posters, and share with churches, village shop, etc.
 - Consider cancelling public gatherings and meetings, as advised by the NHS
 - Activate volunteers to help people living alone with:
 - Dropping off food
 - Dropping off prescriptions / anti-viral flu drugs
 - Looking after pets
 - Keeping in touch with infected people through email / phone.

Annex K

NPC Emergency Plan

Dated 11th September 2023

LOSS OF UTILITIES

TRIGGER – LOSS OF WATER AND ELECTRICITY

1. **Electricity.** Distributed in Wiltshire by Scottish and Southern Energy
 - i) Preparation: 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 to join the 'Priority Services Register'
0800 294 329
Contact voluntary groups to check welfare of vulnerable people during an outage.
Consider opening a rest centre in an outage, if prolonged period.
 - ii) In an outage: Call 0800 072 7282 for information (0345 072 1905 from a mobile phone)
2. **Water.** Is supplied by Wessex Water
 - Keep <http://www.wessexwater.co.uk/> as a favourite on your web browser
 - Emergencies and operational problems Telephone 0345 600 4 600
 - Encourage vulnerable people to join the 'Customer Care Plus 0345 600 3 600

Annex L
NPC Emergency Plan
Dated 11th September 2023