

Sutton Benger Parish Community Emergency Plan

Plan last updated on: 20/03/2019

If you are in immediate danger call 999

Plan distribution list

Name	Role	Phone number/email address	Issued on
Tracy Daszkiewicz (acting up)	Wiltshire Council Head of Public Protection (Emergency Planning Resilience and Response)	01225 716 695 07795 332 938 tracy.daszkiewicz@wiltshire.gov.uk	30/08/2016
Linda Roslyn	Parish Clerk, Sutton Benger Parish Council	07757 351584 parishclerk@suttonbengerparishcouncil.gov.uk	30/10/2017
Neil Roynon	Community Emergency Plan Co-ordinator	01249 721390 07557 446814 ben.carter@oldmillgroup.co.uk	20/03/2019

Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
26/06/2016	01/06/2017	Contact details of emergency volunteers to be checked & confirmed	Community Emergency Coordinator
30/08/2016	01/06/2017	Final draft	Chair, SBPC
30/10/2017	01/06/2018	Contact details	Clerk/Community Emergency Coordinator
20/03/2019	01/06/2019	Contact Details - Community Emergency Coordinator + 3	Parish Clerk

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(Individual details held seperately by Parish Clerk)	

Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
<p>The River Avon can flood</p> <p>Prolonged rainfall and rising groundwater</p>	<ul style="list-style-type: none"> • Flooding of local streets, previously Seagry Road, Sutton Lane & High Street near Barrett Lane, and near bridge at Christian Malford on the B4659 • Properties affected near Arms Farm in Lee Crescent & Gregory Close • Blocked access • Impairs safe routes out of village • Damage to property 	<ul style="list-style-type: none"> • Encourage residents to improve home flood defences • Work with local emergency responders to help with distribution of flood warnings • Action any evacuation and rest centre needs • Monitor Floodline 0345 988 1188 • Monitor Environment Agency 03708 506 506, www.environment-agency.gov.uk) • Maintain access to village • Minimise traffic through flooded areas • Support affected residents
<p>Severe weather, including snow, drought, flood and storms, and heat waves</p>	<ul style="list-style-type: none"> • Access ways in village blocked • Vulnerable village residents may need shelter, food, access in/out of home. • Identify if School affected (children, buildings, teachers, access) • Pre-school and/or Toddler Groups at Village Hall affected • Damage to properties 	<ul style="list-style-type: none"> • Contact Wessex Water re any emergencies • Leaks: call 0800 692 0692 • Sewage or no water: report to 0345 600 4600 • Monitor NHS Choices (www.nhs.uk) for information • Follow NHS Wiltshire CCG and Wiltshire Council Public Health guidance
<p>Disease (human and/or</p>	<p>Protect against spread</p>	<ul style="list-style-type: none"> • Monitor NHS Choices

<p>animal: foot & mouth, flu epidemic)</p>	<p>of disease</p> <p>Vulnerable people at risk (elderly residents and young children at school, pre-school or toddler groups)</p> <p>Access to healthcare and/or treatment</p>	<p>(www.nhs.uk) for information</p> <ul style="list-style-type: none"> • Follow NHS Wiltshire CCG and Wiltshire Council Public Health guidance • Contact medical or vet trained emergency community group volunteers
<p>Utility Failure (water, electricity, and telephones)</p>	<p>Lack of communication in emergency</p> <p>Vulnerable residents without supplies</p> <p>Power cut affecting refrigeration, lighting, heating, and communications</p>	<p>Contact BT as main telephone provider</p> <p>Contact Wessex Water</p> <ul style="list-style-type: none"> • Contact Wessex Water re any emergencies • Leaks: call 0800 6920692 • Sewage or no water: report to 0345 600 4600 <p>Contact re Power Cut: Call 105 (or powercut105.com) to get in contact with the right network operator.</p>
<p>Disasters like fire, crashes, or explosions</p>	<p>Damage to properties</p> <p>Injured residents</p> <p>Access to/from village or properties blocked</p> <p>Access to food/water/supplies impaired</p> <p>Lack of communication</p>	<p>Gain advice from Wiltshire Council Highways and Police</p> <p>Obtain medical advice</p> <p>Obtain Fire Services advice/support</p> <p>Identify vulnerable people (use church links)</p>

Key locations identified with emergency services for use as places of safety

Building	Location	Potential use in an emergency	Contact details of key holder
Sutton Benger Village Hall	Chestnut Road,	Rest Centre, meeting place, toilets, kitchen, tables & chairs, heating, & defibrillator	Val Butterfield 07872 195241
Sutton Benger Primary School	Chestnut Road	Rest centre, toilets, kitchen, tables & chairs	Executive Headteacher Louise Pitman-Jones 01249 720407
The Bell	High Street	Hotel rooms, kitchens, heating, toilets	Chris Williams 01249 720401
The Wellesley Arms	High Street	Rest centre, bar kitchen, toilets, & defibrillator	Abi Aspin & Katy Evans 01249 720664
La Flambe	Seagry Road	Rest centre, kitchen, toilets	Mark Clifford 01249 720247
Patford House Surgery @ Sutton Benger	Chestnut Road	Medical supplies, dispensary	Reception 01249 720247
All Saints Church, Sutton Benger	Seagry Road	Rest area, pastoral support, kitchen, heating, toilet,	Rev'd Alison Love 01249 720619

Emergency contact list

Role	Key Internal Contacts
Community Emergency Coordinator	Name: Ben Carter
	24hr telephone contact: 01249 720780
	Email: ben.carter@oldmillgroup.co.uk
	Address: Forge Cottage, 5 Sutton Lane Sutton Benger, Wiltshire, SN15 4RR
Chair, SB Parish Council	Name: Nicola Hayward
	24hr telephone contact: 07581 302354
	Email: nhaywardsbpc@gmail.com
	Address: 17 Queens Close, Sutton Benger, SN15 4SB
Flood Warden	Name: Rob Macklin
	Telephone: 07421 903466
	Address: The Old Byre, Willowbrook End, Sutton Benger SN15 4SW
	Email: robjmacklin@gmail.com
Churchwarden	Name: Iain Craig
	Telephone: 01249 721417
	Address: Tythe Barn House, High Street, Sutton Benger SN15 4RE
	Email: iain.craig1@gmail.com
Neighbourhood Watch Contact	Name: Phil Jones
	Telephone: 01249 758894
	Address: Cottage Ground, Draycot Cerne, SN15 5LD
	Email: philjones777@btinternet.com

Role	Key External Contacts
Highways, Social Care, Emergency Transport, Community Emergency Planning	Name: Wiltshire Council
	24hr telephone contact: 0300 456 0100
	Email: EPRR@wiltshire.gov.uk (only during an incident)
Police Neighbourhood Team	Name: Rural Crime Team: PC Hazel Anderson Tel: 101 Mob:
	24hr telephone contact: 101
	CPTNNorthWiltshire@wiltshire.pnn.police.uk

List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

Organisation	Name and role of contact	Phone number
All Saints, Sutton Benger Parish Church	Rev'd Alison Love	01249 720619
Sutton Benger Village Hall Committee (represents child and adult groups)	Catherine A'Bear Secretary	07595 354682

Activation triggers

The Emergency plan will be activated when any of the following are triggered:

1. When the Flood Warden activates a request for community support, depending on level of water at strategic point along Seagry Road (or other suitable triggers for vulnerable properties)
2. When Cllr BC activates a request
3. When the Clerk to the Parish Council makes a request
4. When Wiltshire Council makes a request

First steps in an emergency

	Instructions	Tick
1	Call 999 if there is an emergency (unless already alerted)	
2	Ensure you are in no immediate danger	
3	Contact the Community Emergency Coordinator, who will contact the relevant people on the Community Emergency Volunteer list	
4	The Co-ordinator and Emergency Volunteers will form a Community Emergency Group (CEG)	
5	The Community Emergency Group will arrange to meet to discuss the situation	
6	The CEG will use the Situation Report on page (to consider transport, furniture moving, car parking, shopping needs, cooking needs, sandbag filling & distribution, medical support, ditch clearing, bedding supply)	
7	The CEG will actively gain information & advice from the relevant and appropriate authorities, deciding if necessary to call for an Emergency Village Meeting.	
8	The CEG will identify vulnerable people and provide needed support	
9	Messages and communication will be sent to additional volunteers, as necessary.	
10	Actions, timescales, and further meetings will be agreed as appropriate	

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?

Actions agreed with emergency responders in the event of an evacuation

1. Help police/local authority with door knocking if needed
2. Tell emergency services who might need extra help to leave their home
3. Use defibrillators stored in two locations (The Wellesley Arms and Village Hall) as advised by paramedics/ambulance service

Alternative arrangements for staying in contact if usual communications (landline or mobiles) have been disrupted

Communication Type	Name of contact	Location & Contact Details
Internet Radio (ITFM)	Martin Jones	Studio 16 Bell House Hotel Sutton Benger Wiltshire SN15 4RH 01249 720401 07766 026328 (Martin) studio@itfmradio.com
BBC Radio Wiltshire		BBC Wiltshire, Broadcasting House, 56-58 Prospect Place, Swindon, Wiltshire, SN1 3RW Main switchboard: 01793 513626 Text number: 81333 - Start your message with WILTSHIRE. wiltshire@bbc.co.uk

SITUATION REPORT FOR HELPING COORDINATE EMERGENCIES

DATE

TIME

ATTENDEES:

1. WHAT IS THE INCIDENT?

2. LOCATION OF THE INCIDENT?

3. IS THERE A THREAT TO LIFE? Y / N IF YES CALL **999**

4. HOW MANY ARE AFFECTED:

ADULTS

OF THESE HOW MANY ARE VULNERABLE?

CHILDREN

OF THESE HOW MANY ARE VULNERABLE?

PETS

LIVESTOCK

5. WHAT RESOURCES ARE NEEDED

SHELTER

FOOD

4 X 4

BLANKETS

OTHER

6. HOW WILL WE COMMUNICATE TO RESIDENTS

7. ACTION TRACKER

WHAT ACTION IS REQUIRED?	WHO WILL DO IT?	TIME/DATE COMPLETED