

# Sutton Benger Parish Community Emergency Plan

Plan last updated on: 25/01/2023

**If you are in immediate danger call 999**

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## Plan distribution list

Name	Role	Phone number/email address	Issued on
Emergency planning	Emergency Planning Resilience and Response	Tel: 01225 713159 <a href="mailto:emergencyplanning@wiltshire.gov.uk">emergencyplanning@wiltshire.gov.uk</a>	07/09/22
Renate Malton	Flood Resilience Officer	01225 712514 <a href="mailto:Renate.malton@wiltshire.gov.uk">Renate.malton@wiltshire.gov.uk</a> or <a href="mailto:drainage@wiltshire.gov.uk">drainage@wiltshire.gov.uk</a>	07.09.22
Linda Roslyn	Parish Clerk, Sutton Benger Parish Council	07726 472849 <a href="mailto:parishclerk@suttonbengerparishcouncil.gov.uk">parishclerk@suttonbengerparishcouncil.gov.uk</a>	30/10/2017
Neil Roynon	Community Emergency Plan Co-ordinator	07557 446814 <a href="mailto:nroynon@hotmail.com">nroynon@hotmail.com</a>	20/03/2019
Environment Agency	Community Engagement Officer	<b>Floodline</b> Telephone: 0345 988 1188 <a href="mailto:Lisa.milton@environment-agency.gov.uk">Lisa.milton@environment-agency.gov.uk</a>	07/09/22

## 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
25/01/2023	25/05/2023	Contact details	Clerk/Community Emergency Coordinator
20/03/2019	01/06/2019	Contact Details - Community Emergency Coordinator + 3	Parish Clerk

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## 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"> <li>• Flooding of local streets, previously Seagry Road, Sutton Lane &amp; High Street near Barrett Lane, and near bridge at Christian Malford on the B4659</li> <li>• Properties affected near Arms Farm in Lee Crescent &amp; Gregory Close</li> <li>• Blocked access</li> <li>• Impairs safe routes out of village</li> <li>• Damage to property</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage residents to improve home flood defences</li> <li>• Encourage residents at risk of flooding to sign up to the Environment Agency Flood Warning system</li> <li>• Encourage residents to sign up to Met Office or similar for weather warnings.</li> <li>• Work with local emergency responders to help with distribution of flood warnings</li> <li>• Action any evacuation and rest centre needs</li> <li>• Monitor Floodline 0345 988 1188</li> <li>• Monitor Environment Agency 03708 506 506, (<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>)</li> <li>• Maintain access to village</li> <li>• Minimise traffic through flooded areas</li> <li>• Support affected residents</li> <li>• Apply for funding opportunities to improve the resilience of the community. gel sacs, road closed signs, and florescent tabards can be obtained from Wilts Council <a href="mailto:Nicola.mundy@wiltshire.gov.uk">Nicola.mundy@wiltshire.gov.uk</a></li> <li>• Encourage local landowners to maintain their ditches.</li> </ul>
<p>Severe weather, including snow, drought, flood and storms, and heat waves</p>	<ul style="list-style-type: none"> <li>• Access ways in village blocked</li> <li>• Vulnerable village residents may need shelter, food, access in/out of home.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact Wessex Water re any emergencies</li> <li>• Leaks: call 0800 692 0692</li> <li>• Sewage or no water: report to 0345 600 4600</li> <li>• Monitor NHS Choices (<a href="http://www.nhs.uk">www.nhs.uk</a>) for information</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify if School affected (children, buildings, teachers, access)</li> <li>• Pre-school and/or Toddler Groups at Village Hall affected</li> <li>• Damage to properties</li> </ul>	<ul style="list-style-type: none"> <li>• Follow NHS Wiltshire CCG and Wiltshire Council Public Health guidance</li> <li>• Apply for funding opportunities to improve the resilience of the community.</li> </ul>
Disease (human and/or animal: foot & mouth, flu epidemic)	<p>Protect against spread 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>	<ul style="list-style-type: none"> <li>• Monitor NHS Choices (<a href="http://www.nhs.uk">www.nhs.uk</a>) for information</li> <li>• Follow NHS Wiltshire CCG and Wiltshire Council Public Health guidance</li> <li>• Contact medical or vet trained emergency community group volunteers</li> </ul>
Utility Failure (water, electricity, and telephones)	<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"> <li>• Contact Wessex Water re any emergencies</li> <li>• Leaks: call 0800 6920692</li> <li>• Sewage or no water: report to 0345 600 4600</li> </ul> <p>Contact re Power Cut: Call 105 (or <a href="http://powercut105.com">powercut105.com</a>) to get in contact with the right network operator. Advise vulnerable residents to sign up to the priority services register <a href="https://www.ssen.co.uk/power-cuts-emergencies/priority-services/">https://www.ssen.co.uk/power-cuts-emergencies/priority-services/</a> Apply for funding opportunities to improve the resilience of the community.</p>
Disasters like fire, crashes, or explosions	<p>Damage to properties</p> <p>Injured residents</p>	<p>Gain advice from Wiltshire Council Highways and Police</p>

	<p>Access to/from village or properties blocked</p> <p>Access to food/water/supplies impaired</p> <p>Lack of communication</p>	<p>Obtain medical advice</p> <p>Obtain Fire Services advice/support</p> <p>Identify vulnerable people (use church links)</p> <p>Be prepared to provide emergency responders with local knowledge.</p> <p>Identify comfort station for agencies involved if emergency is of long duration.</p> <p>Apply for funding opportunities to improve the resilience of the community.</p>
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## Key locations identified with emergency services for use as places of safety

<b>Building</b>	<b>Location</b>	<b>Potential use in an emergency</b>	<b>Contact details of key holder</b>
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 Mrs Becca Hines 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	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 Suzanne Grindod 01249 721445 <a href="mailto:revsgrindrod@gmail.com">revsgrindrod@gmail.com</a>

## Emergency contact list

Role	Key Internal Contacts
<b>Community Emergency Coordinator</b>	<b>Name:</b> Neil Roynon
	<b>24hr telephone contact:</b> 07557 446814
	<b>Email:</b> nroynon@hotmail.com
	<b>Address:</b> 3 Chestnut Grove. Sutton Benger, SN15 4TP
<b>Chair, SB Parish Council</b>	<b>Name:</b> Neil Roynon
	<b>24hr telephone contact:</b> 07557 446814
	<b>Email:</b> nroynon@hotmail.com
	<b>Address:</b> 3 Chestnut Grove. Sutton Benger, SN15 4TP
<b>Flood Warden</b>	<b>Name:</b> Joseph Williams
	<b>Telephone:</b> 07886 666349
	<b>Address:</b> 3 Willowbrook End, Sutton Benger SN15 4SW
	<b>Email:</b> joe.j.williams84@googlemail.com
<b>Churchwarden</b>	<b>Name:</b> Iain Craig
	<b>Telephone:</b> 01249 721417
	<b>Address:</b> Tythe Barn House, High Street, Sutton Benger SN15 4RE
	<b>Email:</b> iain.craig1@gmail.com
<b>Neighbourhood Watch Contact</b>	<b>Name:</b> Phil Jones
	<b>Telephone:</b> 01249 758894
	<b>Address:</b> Cottage Ground, Draycot Cerne, SN15 5LD
	<b>Email:</b> philjones777@btinternet.com
Role	Key External Contacts



<b>Highways, Social Care, Emergency Transport, Community Emergency Planning</b>	<b>Name:</b> Wiltshire Council
<b>Flooding</b>	<b>24/7 hr telephone contact:</b> 0300 456 0100
	<b>Email:</b> <a href="mailto:EPRR@wiltshire.gov.uk">EPRR@wiltshire.gov.uk</a> (only during an incident)
<b>Police Neighbourhood Team</b>	<b>Name:</b> Rural Crime Team: PC Hazel Anderson Tel: 101 Police Community Support Officer 8235 – Charlotte Windle – Tel: 101 Ext 38235
	<b>24hr telephone contact:</b> 101
	CPTNNorthWiltshire@wiltshire.pnn.police.uk
<b>Renate Malton Flood Resilience Officer</b>	<a href="mailto:Renate.malton@wiltshire.gov.uk">Renate.malton@wiltshire.gov.uk</a> 01225 712514
<b>Lisa Milton Environment Agency Community Engagement Officer</b>	<b>Floodline</b> Telephone: 0345 988 1188 <a href="mailto:Lisa.milton@environment-agency.gov.uk">Lisa.milton@environment-agency.gov.uk</a>

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

<b>Organisation</b>	<b>Name and role of contact</b>	<b>Phone number</b>
All Saints, Sutton Benger Parish Church	Rev'd Suzanne Grindod	01249 721445
Sutton Benger Village Hall Committee (represents child and adult groups)	Phil Llewellyn Secretary	07415 861502

## 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

	<b>Instructions</b>	<b>Tick</b>
<b>1</b>	Call 999 if there is an emergency (unless already alerted)	
<b>2</b>	Ensure you are in no immediate danger	
<b>3</b>	Contact the Community Emergency Coordinator, who will contact the relevant people on the Community Emergency Volunteer list	
<b>4</b>	The Co-ordinator and Emergency Volunteers will form a Community Emergency Group (CEG)	
<b>5</b>	The Community Emergency Group will arrange to meet to discuss the situation	
<b>6</b>	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)	
<b>7</b>	The CEG will actively gain information & advice from the relevant and appropriate authorities, deciding if necessary to call for an Emergency Village Meeting.	
<b>8</b>	The CEG will identify vulnerable people and provide needed support	
<b>9</b>	Messages and communication will be sent to additional volunteers, as necessary.	
<b>10</b>	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) <a href="mailto:studio@itfmradio.com">studio@itfmradio.com</a>
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. <a href="mailto:wiltshire@bbc.co.uk">wiltshire@bbc.co.uk</a>

# 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