

# COMMUNITY EMERGENCY PLAN

For the Parishes of East Woodhay, Ashmansworth, and Highclere



**Parishes:** East Woodhay, Ashmansworth, and Highclere

**Borough:** Basingstoke & Deane

**Co-ordinator:** PC Chairman (East Woodhay)  
PC Chairman (Ashmansworth)  
PC Chairman (Highclere)

**Deputy:** PC Clerk (East Woodhay)  
PC Vice Chairman (Ashmansworth)  
PC Clerk (Highclere)

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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. Ashmansworth Parish Council
7. Highclere Parish Council
8. Church Wardens for each parish

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## **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. Risk Assessment

<b>Risk &amp; Consequence</b>	<b>Score (LxC)</b>	<b>Existing Control Measures</b>	<b>Local Actions</b>
<b>Loss of utility services (Electricity/Gas/Telecoms/Water)</b> <i>Potential loss of heating and cooking capability. /sanitary facilities/telecommunications/lighting.</i>	<b>12 (4x3)</b>	<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</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>
<b>Rupture or catastrophic failure of main cross county gas pipe</b> <i>Potential risk to life and property. Interruption of gas supply (ante).</i>	<b>10 (2x5)</b>	<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>
<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>	<b>12 (4x3)</b>	<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>Maintain grit bins (snow).</li> <li>Notify emergency services.</li> <li>Notify utility providers.</li> <li>Consider need for a Rest Centre.</li> <li>Local communications.</li> </ul>

			<ul style="list-style-type: none"> <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>
<b>Localised flooding</b> <i>Risk to life and property depending on severity.</i> <i>Interruption to utility services.</i>	<b>12</b> <b>(4x3)</b>	<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.</li> <li>• Notify appropriate local authority (HCC, B&amp;DBC).</li> </ul>
<b>Rapid freeze-thaw</b> <i>Sudden and widespread pipe burst occurrences.</i>	<b>9</b> <b>(3x3)</b>	<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> <li>•</li> </ul>
<b>Major fire</b> <i>Threat to life and property.</i> <i>Threat to wildlife.</i> <i>Interruption to utility services.</i>	<b>5</b> <b>(1x5)</b>	<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> </ul>

			<ul style="list-style-type: none"> <li>Dynamic assessment of risk depending upon location</li> </ul>
<b>Major road incident (A343, A34)</b> <i>Threat to life and property.</i> <i>Localised transport disruption.</i>	<b>9</b> <b>(3x3)</b>	<ul style="list-style-type: none"> <li>Established emergency response protocols (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>
<b>Terrorism or violence</b> <i>Threat to life and property.</i> <i>Localised transport disruption.</i> <i>Potential for uncontrolled panicked movement of people.</i>	<b>5</b> <b>(1x5)</b>	<ul style="list-style-type: none"> <li>National threat assessment protocols.</li> <li>Existing police response plans.</li> <li>Established emergency response protocols (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> <li>Comply with directions of police.</li> </ul>
<b>Aircraft accident</b> <i>Threat to life and property.</i> <i>Localised transport disruption.</i> <i>Potential for uncontrolled panicked movement of people.</i>	<b>5</b> <b>(1x5)</b>	<ul style="list-style-type: none"> <li>Air safety regulations.</li> <li>Established emergency response protocols (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> <li>Comply with directions of police.</li> </ul>
<b>HAZCHEM incident (e.g., industrial, farm or workshop related)</b> <i>Threat to life and property.</i> <i>Localised transport disruption.</i> <i>Interruption to utility services.</i>	<b>9</b> <b>(3x3)</b>	<ul style="list-style-type: none"> <li>Existing Health and Safety regulations.</li> <li>Established emergency response protocols (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> <li>Comply with directions of emergency responders and</li> </ul>

<i>Land or waterway contamination.</i>			government agencies e.g., environment agency.
<b>Pandemic or endemic disease</b> <i>Threat to life.</i> <i>Reduced responder capability.</i> <i>Reduction in local service provision – Drs etc.</i>	<b>10</b> <b>(2x5)</b>	<ul style="list-style-type: none"> <li>Existing Health and Safety regulations.</li> <li>Government control and localised government direction.</li> <li>Communicable disease control processes.</li> </ul>	<ul style="list-style-type: none"> <li>Comply with government policy and directions.</li> <li>Comply with directions of emergency responders.</li> </ul>
<b>Animal endemic disease</b> <i>Threat to livestock.</i> <i>Localised transport disruption.</i>	<b>9</b> <b>(3x3)</b>	<ul style="list-style-type: none"> <li>Animal communicable disease control processes.</li> </ul>	<ul style="list-style-type: none"> <li>Comply with government policy and directions.</li> <li>Comply with directions of appropriate government departments – Environment Agency etc..</li> </ul>

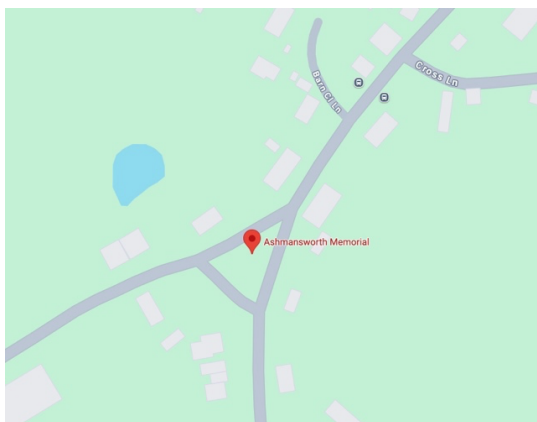
## 6 Community Resources

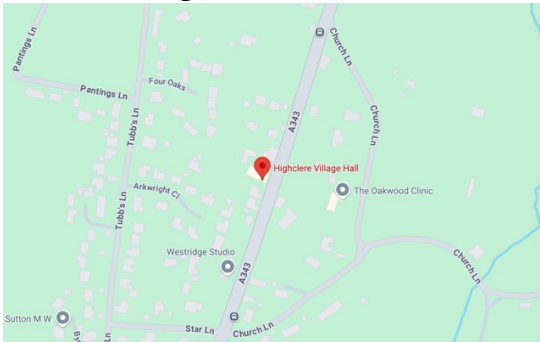
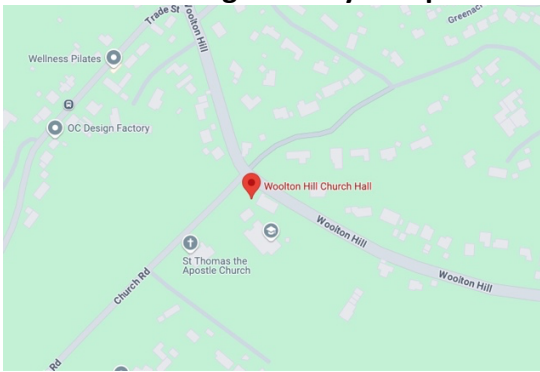
- 6.1 Local community resources will vary depending upon the locality, type and severity of any emergency. Consideration should be given to how a particular community can assist the emergency services in responding to and recovering from a major incident or emergency. The most sought to assistance is the identification of Rest Centres to temporarily house casualties or displaced residents and workers.
- 6.2 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.

## 7. Emergency Rest Centres

- 7.1 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:

- 7.2 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.
- 7.3 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.
- 7.4 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.
- 7.5 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.
- 7.6 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.
- 7.7 Identified potential Emergency Rest Centres

Premises * Limited facilities available.	Facilities	Key Holder	Contact No
<b>Village Hall, Ashmansworth</b> <b>W3W: turns.windpipe.bigger</b> 	Parking, defibrillator, heating, lighting, toilets, hot/cold water, cooker, refrigerator, chairs, tables, wifi.	Kieron Black Alan Cox Jackie Seaton Jonty Gethin	07929 256633 07785 200147 07751 806872 07557 149375

<b>Ashmansworth Church*</b>	Parking, heating, lighting, seats.	Alan Rowe John Skinner	01635 253040 01635 253552
<b>Crux Easton Church*</b>	Limited parking, heating, lighting, seats	David Wolfenden Justin O'Shaughnessy	01635 254559 01635 254314
<b>Highclere Village Hall</b> <b>W3W: realm.glades.nourished</b> 	Parking, defibrillator, heating, lighting, toilets, hot/cold water, cooker, refrigerator, chairs, tables	Mike Jenkins Mike Williams Ian Briggs	01635 253704 01635 253965 01635 253995
<b>Highclere Church</b>		Carole Grover Jo Walsh	01635 250676 01635 255013
<b>Woolton Hill Church Hall</b> <b>W3W: awakening.fearfully.dampen</b> 	Parking, defibrillator, heating, lighting, toilets, hot/cold water, cooker, refrigerator, chairs, tables	Nick Harcourt John Angle	01635 253546 01635 253889
<b>St Thomas' Church, Woolton Hill</b>	heating, lighting, toilet, hot/cold water, chairs, tables	Chris Vane	01635 253707
<b>St Martin's Church, East Woodhay</b>	heating, lighting, toilet, hot/cold water, chairs, tables	Richard Twallin Andrew Colville	01635 253354 01635 254017
<b>Woolton Hill Junior School</b>	Woolton Hill, RG20 9XE 01635 253364		
<b>St Thomas' Infant School</b>	Woolton Hill, RG20 9XF 01635 253431		

<b>St Martin's Primary School</b>	East End, RG20 OAF 01635 597796		
<b>Thorngrove School</b>	The Mount, Highclere RG20 9PS. 01635 253172		

**NB:** None of the above facilities have emergency back-up power generators.

## 8 Medical / First Aid

In the event of injury or illness within the community, the assistance of professional medical support should be sought e.g., Ambulance, Doctor, Paramedic, First Responder, Qualified First Aider.

### 8.1 Medical support available in the area:

Name	Contact No
Police/Fire/Ambulance	999 / 101
Woolton Hill Surgery & Dispensary	01635 253324
Basingstoke and North Hampshire Hospital	01256 473202
Boots the Chemist, Unit 13 Newbury Retail Park, Newbury RG14 7HU	01635 569572
Boots the Chemist, 4-5 Northbrook Street, Newbury RG14 7HU	01635 40396
St John Ambulance	01962 863366
British Red Cross	0344 871 3651
National Health Service	111

### 8.2 Defibrillators are located outside East Woodhay Village Hall (by main door); Woolton Hill Church Hall (by main door); Ashmansworth Village Hall; Lower Manor House, Ashmansworth; Westridge Studio, Star Lane, Highclere; The Rampant Cat public house, Broadlayings, Woolton Hill; and inside Highclere Village Hall.

## 9 Transport

### 9.1 The following local transport businesses may be useful to transport people, essential equipment or provisions in the event of an Emergency.

4x4s / Tractors Name	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>	Unknown

Basingstoke Community Transport	Chute House, Church Street, Basingstoke RG21 7QT 01256 320501	13 minibuses 3 cars.
Basingstoke Connect	01256 462 101 / 01256 574401	
Local Volunteers	For dynamic consideration at time of incident	

9.2 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.

## 10 Vulnerable Groups or properties in the Community

Name	Address	Notes / Special Needs
<b>Woolton Hill Surgery</b>	Trade St, Woolton Hill RG20 9UL 01635 253 324	Holds list of vulnerable individuals and groups
<b>East Woodhay and 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

## 11 Communications

11.1 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 tier 1 and 2 responders in the case of a major incident of emergency.

11.2 Communications methods:

Communication System	Contact / Responsibility	Comments
Parish Council Notice Boards	Parish Council Clerk <a href="mailto:clerk@eastwoodhay-pc.gov.uk">clerk@eastwoodhay-pc.gov.uk</a>	
Spectrum Parish Magazine, East Woodhay		<a href="https://www.wooltonhill.com/spectrum">https://www.wooltonhill.com/spectrum</a>
Highclere Parish Magazine	<a href="mailto:parishmagnwhants@gmail.com">parishmagnwhants@gmail.com</a>	01635 253634
Ashy-PC GoogleGroup (Covers all with email in parish)	Alan Cox <a href="mailto:alancoxster@gmail.com">alancoxster@gmail.com</a>	07785 200147
Parish Council Websites	<a href="http://www.eastwoodhay-pc.gov.uk/">http://www.eastwoodhay-pc.gov.uk/</a> <a href="http://www.ashmansworth-pc.gov.uk/">http://www.ashmansworth-pc.gov.uk/</a> <a href="http://www.highclerepc.uk">http://www.highclerepc.uk</a>	
East Woodhay and Highclere Neighbourcare	Chairman (Lesley Foden)	01635 745 600
Social Media	Parish Council Clerk <a href="mailto:clerk@eastwoodhay-pc.gov.uk">clerk@eastwoodhay-pc.gov.uk</a>	
Local Media	See contact list below	

## 12 Emergency Action Check List

12.1 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. Generally, the more serious the incident, the greater the likelihood of need to implement this plan.

12.2 Dial **999** if there is an immediate threat to life, risk of injury, or significant risk of to property resulting from the incident or emergency.

12.3 Consider the following:

- Contacting Basingstoke and Deane Borough Council (see contact sheet)
- Using the log sheet at appendix A of the plan to record:
  - Any decisions you have taken or considered and the rationale for taking them.
  - Who you spoke to and what was said or agreed
  - Contact other members of the community that need to be alerted, if they are at risk, or you have been asked to liaise by the emergency services. Also consider contacting local volunteers and key holders that may be required to assist or held on standby.

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

## 13 Community Emergency Meeting

13.1 Depending on the type and size of the emergency being considered. It may be necessary to convene a Community Emergency Meeting. These meetings will often be requested by either the emergency services or the lead local authority. The parish council may be requested to assist. Alternatively, the parish council may consider that a meeting is required of either the parish council itself or a wider community meeting separate from a meeting requested or otherwise by a partner agency.

13.2 Consider whether a Community Emergency Meeting necessary?

- Is the venue safe to hold a meeting and can people get there safely?
- Has the Borough Council been informed you are holding a Community Emergency Meeting?
- Has the community been informed there will be a meeting?
- Take a copy of the first Agenda to the meeting. (Appendix B)

**Do not put yourself or others at risk to fulfil these tasks.**

## Appendix A- Contacts Glossary

Service / Role	Tel. No	Website/email
Emergency Services	999 101	<a href="https://www.hampshire.police.uk">https://www.hampshire.police.uk</a> <a href="https://www.hantsfire.gov.uk">https://www.hantsfire.gov.uk</a> <a href="https://www.thamesvalley.police.uk">https://www.thamesvalley.police.uk</a>
Emergency Co-ordinator (East Woodhay)	07855 275336	<a href="mailto:clerk@eastwoodhay-pc.gov.uk">clerk@eastwoodhay-pc.gov.uk</a>
Emergency Co-ordinator (Ashmansworth)	07855 275336	<a href="mailto:clerk@ashmansworth-pc.org.uk">clerk@ashmansworth-pc.org.uk</a>
Emergency Co-ordinator (Highclere)	07855 275336	<a href="mailto:parish.clerk@highclerepc.uk">parish.clerk@highclerepc.uk</a>

<b>Deputy Emergency Co-ordinators (East Woodhay)</b> Cllr Simon Bowden	07880 707073	<a href="mailto:Simonbowden.ewpc@gmail.com">Simonbowden.ewpc@gmail.com</a>
<b>Deputy Emergency Co-ordinators (Ashmansworth)</b> Alan Cox (PC Chair)	07785 200147	<a href="mailto:alan.cox@ashmansworth-pc.org.uk">alan.cox@ashmansworth-pc.org.uk</a>
Kieron Black (Ashmansworth Vice Chair)	07929 256633	<a href="mailto:kieron.black@ashmansworth-pc.org.uk">kieron.black@ashmansworth-pc.org.uk</a>
Basingstoke & Deane Borough Council	01256 844844	<a href="http://www.basingstoke.gov.uk">www.basingstoke.gov.uk</a>
Hampshire County Council	01962 841841	<a href="http://www.hants.gov.uk">www.hants.gov.uk</a>
HCC Emergency Planning Unit	01962 846846 07957 932584	<a href="mailto:epoffice@hants.gov.uk">epoffice@hants.gov.uk</a>
Police HQ	01962 841534 OR 101	<a href="http://www.hampshire.police.uk">www.hampshire.police.uk</a>
Anti-terrorist hotline	0800 789 321	
Fire Service HQ	023 8064 4000	<a href="http://www.hantsfire.gov.uk">www.hantsfire.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)	0300 555 1388	<a href="https://www.hants.gov.uk/transport">https://www.hants.gov.uk/transport</a>
Southern Water	0330 303 0368 (Emergencies) 0800 820 999 (Leaks) 0800 714 614	<a href="http://www.southernwater.co.uk/">http://www.southernwater.co.uk/</a>
Thames Water	0800 714 614 (Leaks) 0800 316 9800 (Sewer flooding or loss of supply)	<a href="http://www.thameswater.co.uk/">http://www.thameswater.co.uk/</a>
Electricity	105 0800 072 7282	National Power Cut Reporting <a href="https://sse.co.uk/home">https://sse.co.uk/home</a>
Gas	0800 111 999	National Gas Emergency Number <a href="https://www.sgn.co.uk">https://www.sgn.co.uk</a>
Newbury Weekly News	01635 886627	<a href="http://www.newburytoday.co.uk/">http://www.newburytoday.co.uk/</a>

BBC South Today	023 80226201	<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	0118 945 4400 0118 928 8800  01489 587 600 01489 749 749  Newsroom: 0118 946 4200  01635 841600	Heart Berkshire 102.9 & 103.4 MHz. FM  Heart FM 102.6 MHz FM  BBC Radio Berkshire 94.6, 95.4, 104.1 & 104.4 Newbury Sound 105.6 & 107.4 MHz FM
Spectrum Parish Magazine		<a href="http://www.wooltonhill.com/Spectrum.nl">http://www.wooltonhill.com/Spectrum.nl</a>
Highclere Parish Magazine	01635 253634	<a href="mailto:parishmagnwhants@gmail.com">parishmagnwhants@gmail.com</a>
East Woodhay Society		<a href="http://www.wooltonhill.com/ews_news">www.wooltonhill.com/ews_news</a>
Highclere Society (Phil Wrigley, Chairman)	07711 593531	

## Appendix B: Decision and Action Log Sheet

Date	Time	Information / Decisions / Actions	Initials

## **Appendix C: Emergency Community 1<sup>st</sup> Meeting Agenda**

Date:

Time:

Location:

Attendees:

### **1. What is the current situation? Incident Type?**

**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? (Consider actions agreed with emergency services and communication methods and frequency with each other).