

**Resilient
Communities
Wiltshire**



**Upton
Scudamore
Parish Council
Community
Emergency Plan**

Plan Completion Date
November 2023

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Data Control, Privacy Notice & GDPR

This document is managed under the guidance given in the USPC GDPR policy

Key Contacts

Community Emergency Volunteer Coordinator			
Name	Lesley Welch	Contact Number	Mob: 07766 404429 Home: 01985 212413
Notes	Chairman of USPC		

Community Emergency Volunteer (Deputy)			
Name	Malcom Pryor	Contact Number	Mob: 07938 837838 Home: 01985 988178
Notes	Vice Chairman of USPC		

Community Emergency Volunteer (Deputy)			
Name		Contact Number	Mob: Home:
Notes			

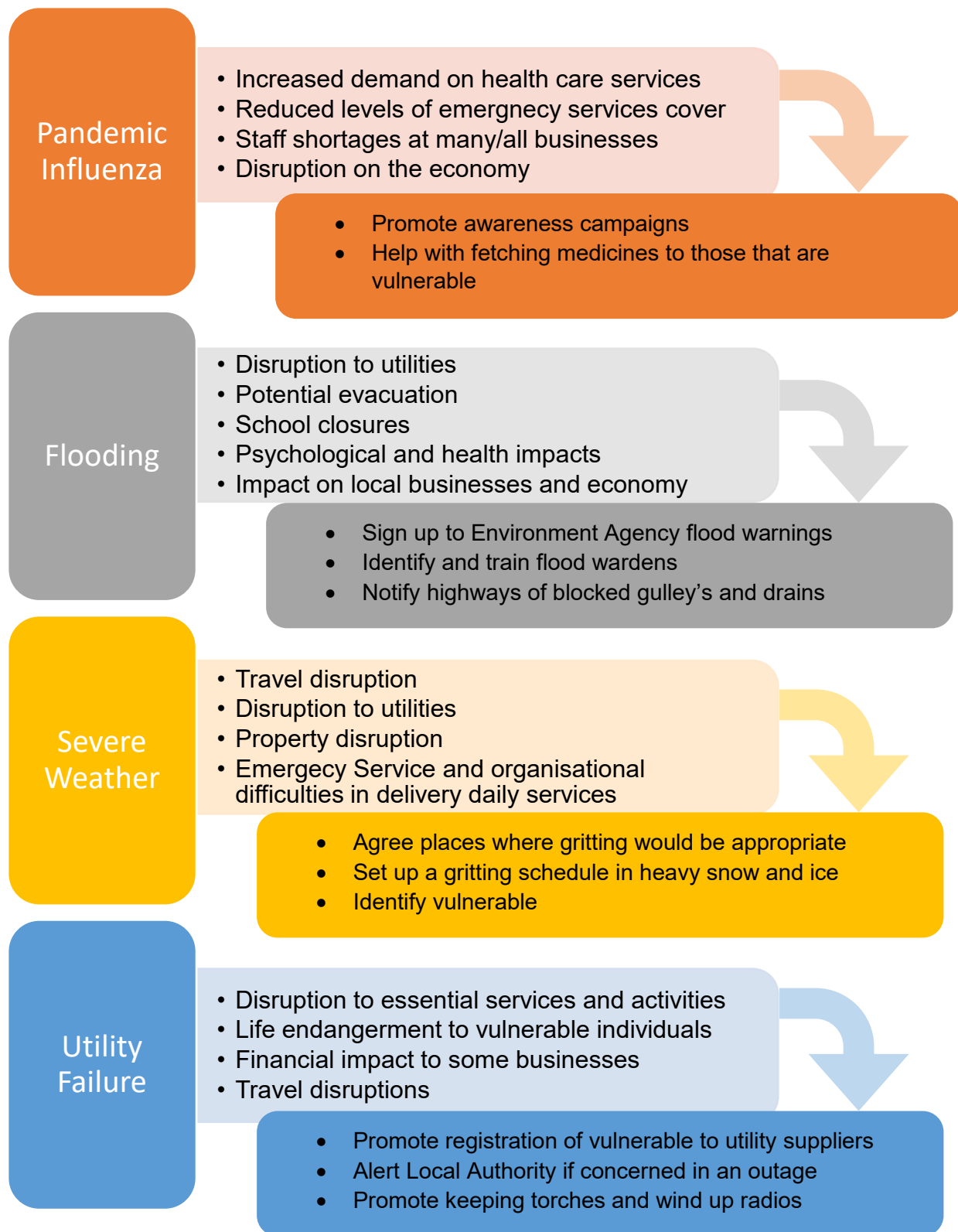
First Aider			
Name		Contact Number	Mob: Home:
Notes			

Place of Safety Key Holders			
Location	St Mary's Church		
Name	Lesley Welch	Contact Number	Mob: 07766 404429 Home: 01985 212413
Name	Malcolm Pryor	Contact Number	Mob: 07938 837838 Home: 01985 988178
Name	Chris Allison	Contact Number	Mob: Home:
Notes			

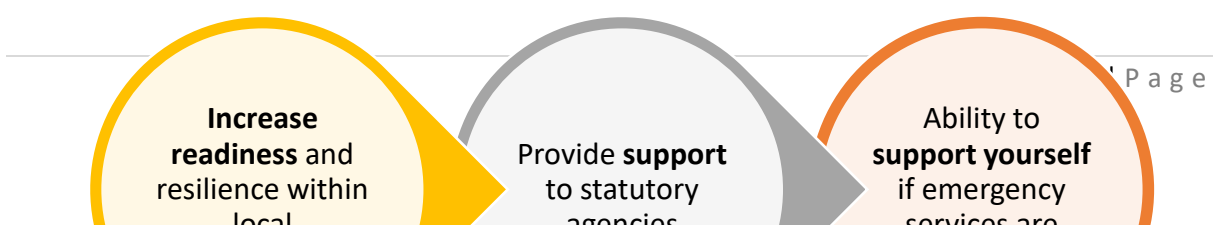
1. Be Informed

1.1 What's an Emergency?

An Emergency, which can also be referred to as an incident, is anything that affects you, your family and your community. Below we have highlighted our highest risks in Wiltshire, some of the potential consequences and how the community can help



1.2 Why have an Emergency Plan?



1.3 Legalities

The question of insurance is something which always comes up within community resilience. What are we actually allowed to do? And are we insured to do so?

Health and Safety

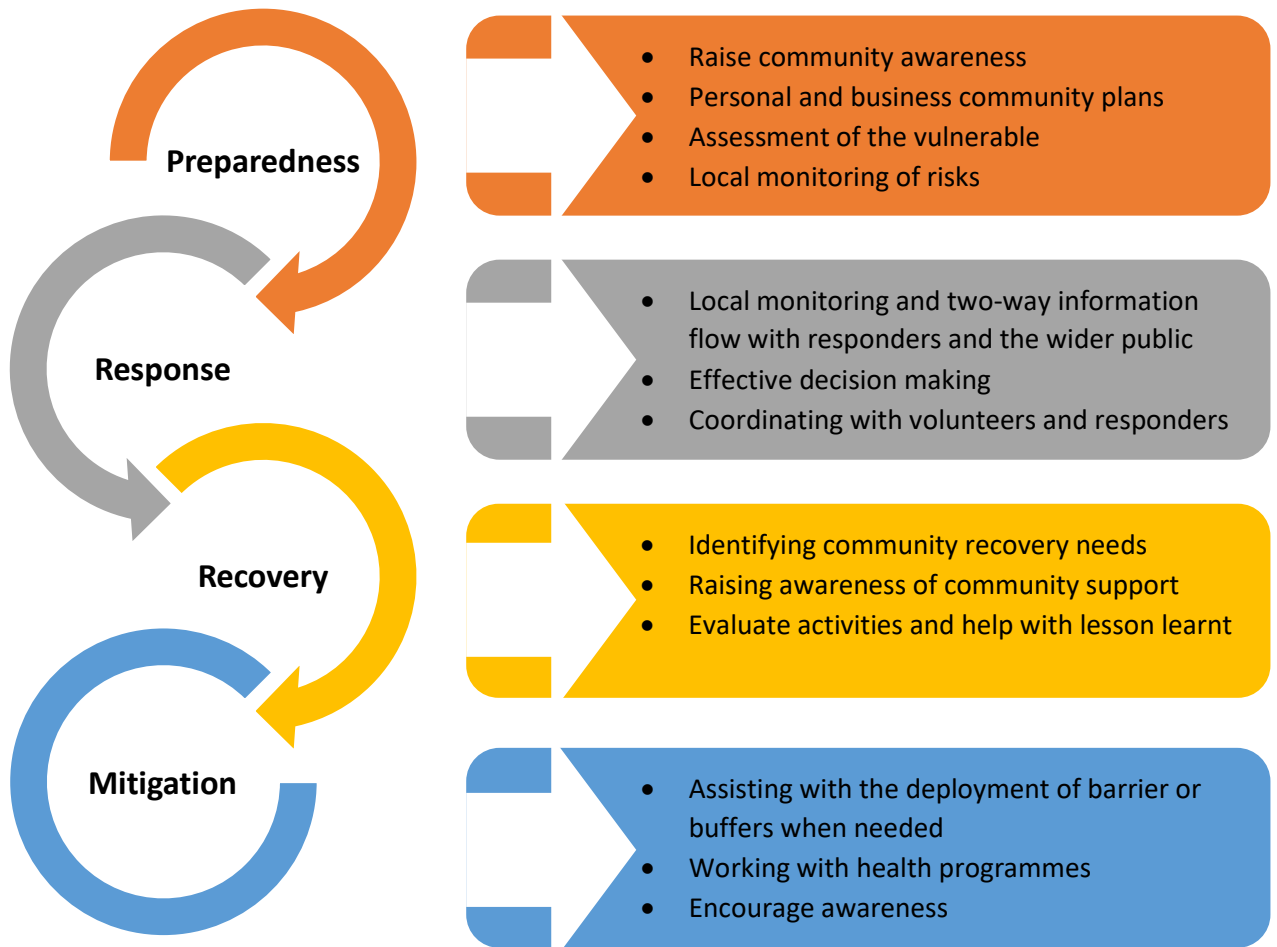
It is recognised that those named or recognised in this plan are not trained or resourced to carry out any functions of the emergency services. The response will be confined to supporting the welfare of the people in the community and helping them to maintain a normal community life. No-one is obliged to carry out any function and all duties are done solely on a voluntary basis.

Insurance

Wiltshire and Swindon Borough Councils do **not** cover volunteers with any insurance unless specifically tasked by the Emergency Planning Team to carry out a function in a set incident. However local parish councils may provide their own insurance, the details of which should be added below.

1.4 Community Role in an Emergency

Communities have a role to play in all types of emergencies and can be involved at every stage.



1.5 Activation

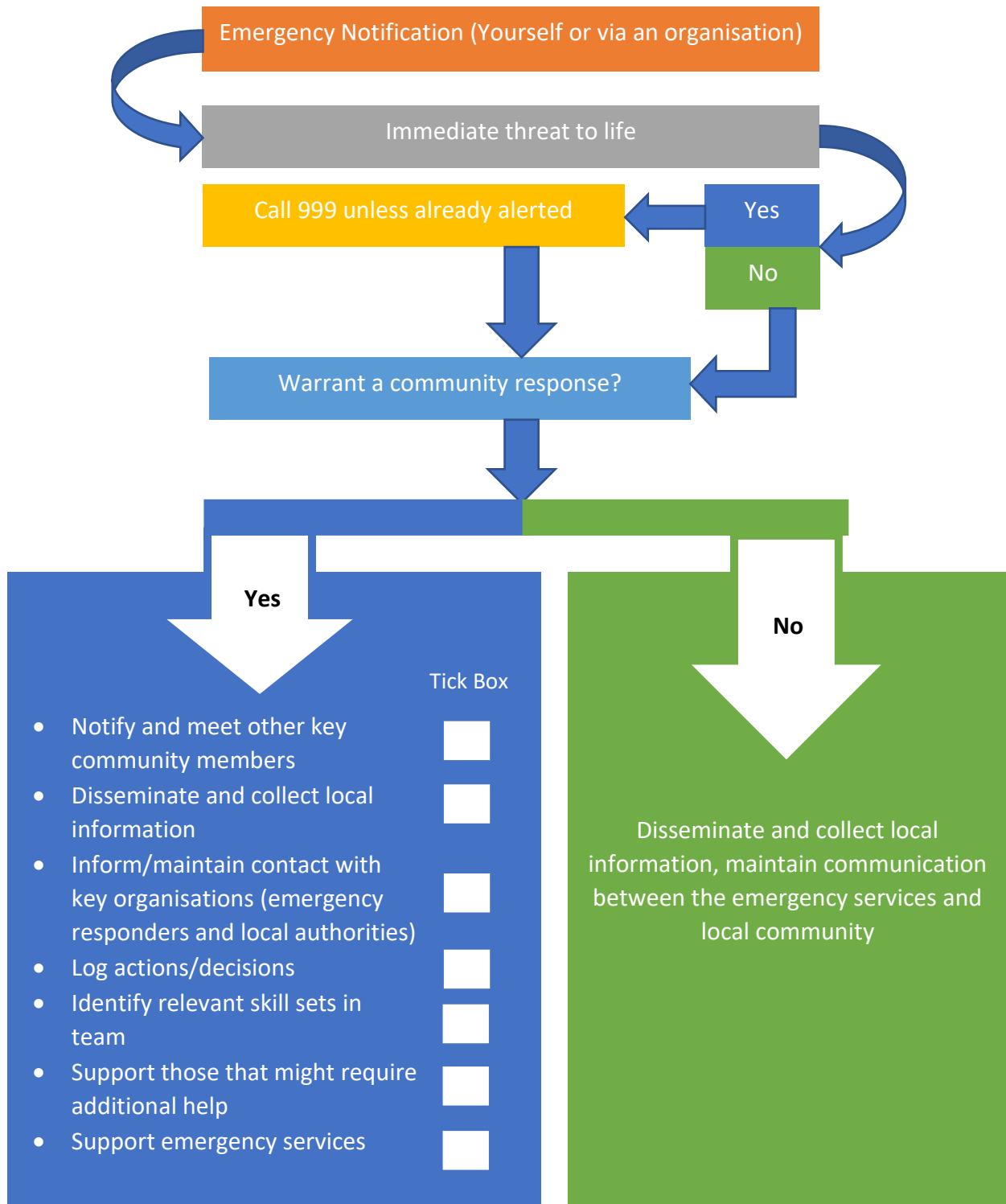
Activation of your volunteers may come from one of two different ways:

Emergency Notification
(e.g from Local Authority or EA)

- Follow what is requested by the emergency responders. This may be actions you have outlined in your emergency plan (see section 1.6).

Something you have **identified in the area yourself**

- Call 999 if there is a threat to life
- Contact relevant organisation (e.g. council)
- Follow set procedures outlined in the plan



1.6 Local Emergency Responders

Who?	How to contact them?	What they do in an emergency?
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Police	<ul style="list-style-type: none"> • Dial 999 in an emergency such as a crime in progress • Non-emergency Police reporting dial 101 	<ul style="list-style-type: none"> • Responding to incidents • Often take command of an incident, if appropriate.
Fire	<ul style="list-style-type: none"> • Dial 999 in an emergency 	<ul style="list-style-type: none"> • Responding to incidents • Fire-fighting and fire prevention • Detection, identification, monitoring and management of hazardous materials and protecting the environment. • Will take command of an incident if fire-related.
Ambulance & NHS	<ul style="list-style-type: none"> • Dial 999 in an emergency • NHS non-emergency number: 111 	<ul style="list-style-type: none"> • Responding to incidents • Identify & alert the receiving hospitals
Wiltshire Council	<ul style="list-style-type: none"> • In and out of hours use: 0300 456 0100, ask for the Emergency Planning Team or Emergency Planning On-Call • You may use emergencyplanning@wiltshire.gov.uk for non-emergency enquiries. 	<ul style="list-style-type: none"> • Support the emergency services • Help the community recover • May take action to protect property from flooding by water from the highway where there is a failure of the highway drainage system • Help facilitate road closures and diversions • Identify and set-up a safe place for community to stay after being evacuated - known as rest centre
Environment Agency	<ul style="list-style-type: none"> • Incident hotline 0800 80 70 60 (24-hour service) • Floodline service 0345 988 1188 	<ul style="list-style-type: none"> • Protect the environment and take reports of environmental pollution such as chemical or fuel spills, or many dead fish in rivers • Issue flood alerts and warnings to the public and implement flood defence where appropriate • Deal with emergency repairs and blockages on main rivers and own structures
Utility Providers	<ul style="list-style-type: none"> • Gas (National Grid) 0800 111 999 • Power Cut - call 105 • Wessex Water: 0345 600 4600 • Thames Water 0800 3169800 • British Telecoms 0800 1217667 	<ul style="list-style-type: none"> • Support statutory responders • Ensure continuity of supply • Provide alternative means of supply during an emergency if there is a threat to life

In some cases, the emergency services and local authorities will have to prioritise those greatest in need and therefore may not be able to reach you immediately. Communities can play a vital role in helping the emergency responders by reducing the impacts of an emergency by producing community plans, followed by regular training and exercising of it.

2. Get Involved

2.1 Scope

The USPC community plan aims to provide the village with a good level of resilience that will enable us to complement the emergency services alongside coping with small scale issues either on our own or before the relevant services arrive.

2.2 Preparation and Triggers

Think about your local risks and what your triggers would be – whether that is a flood warning or a news/weather report. Once that trigger has occurred you then need to decide on what your next actions are. For some incidents such as flooding you may choose to have a separate annex going into flooding in more detail. Remember in section 1.1 there are some preparatory actions for key incidents outlined.

Incident	Preparation	Trigger	Action
<i>Example: Ice</i>	<ul style="list-style-type: none"> Identify routes to grit Arrange grit delivery each year 	Local weather predicts freezing temperature	<ul style="list-style-type: none"> Grit local frequently used paths Check if vulnerable community needs help getting medication/food
Flood	Ensure supply of sandbags	Local weather predicts flooding	Provide sandbags
Snow	Ensure grit boxes are full	Local weather predicts snow/freezing conditions	Check grit boxes
Loss of Utilities	Ensure emergency numbers are known	Loss of utilities	Contact the utility companies

<p>Animal Health</p>	<p>Ensure details of all local farmers/small holders are known</p>	<p>Animal health emergency announced</p>	<p>Contact affected areas to ensure they are following the guidance</p>
<p>Pandemic Flu</p>	<p>Ensure details of all residents is up to date</p>	<p>Health emergency announced</p>	<p>Contact vulnerable residents</p>
<p>[Additional space for local risks]</p>			
<p>[Additional space for local risks]</p>			
<p>[Additional space for local risks]</p>			

2.3 Key Local Skills

This is a good way of highlighting what key skills you might need alongside those that provide them. You may add as many as you like below.

Skill/Resource	Who?	Contact Details	When might not be available
Trained First Aider			
4x4 Owners			
Water/food supplies	La Campagna	01985 213225	
Medical Supplies	Boots the Chemist Warminster	01985 212303	
Defibrillator located in old telephone box on the Green opposite La Campagna	Accessible 24/7 (Property of South Western Ambulance Trust)		

2.4 Places of Safety

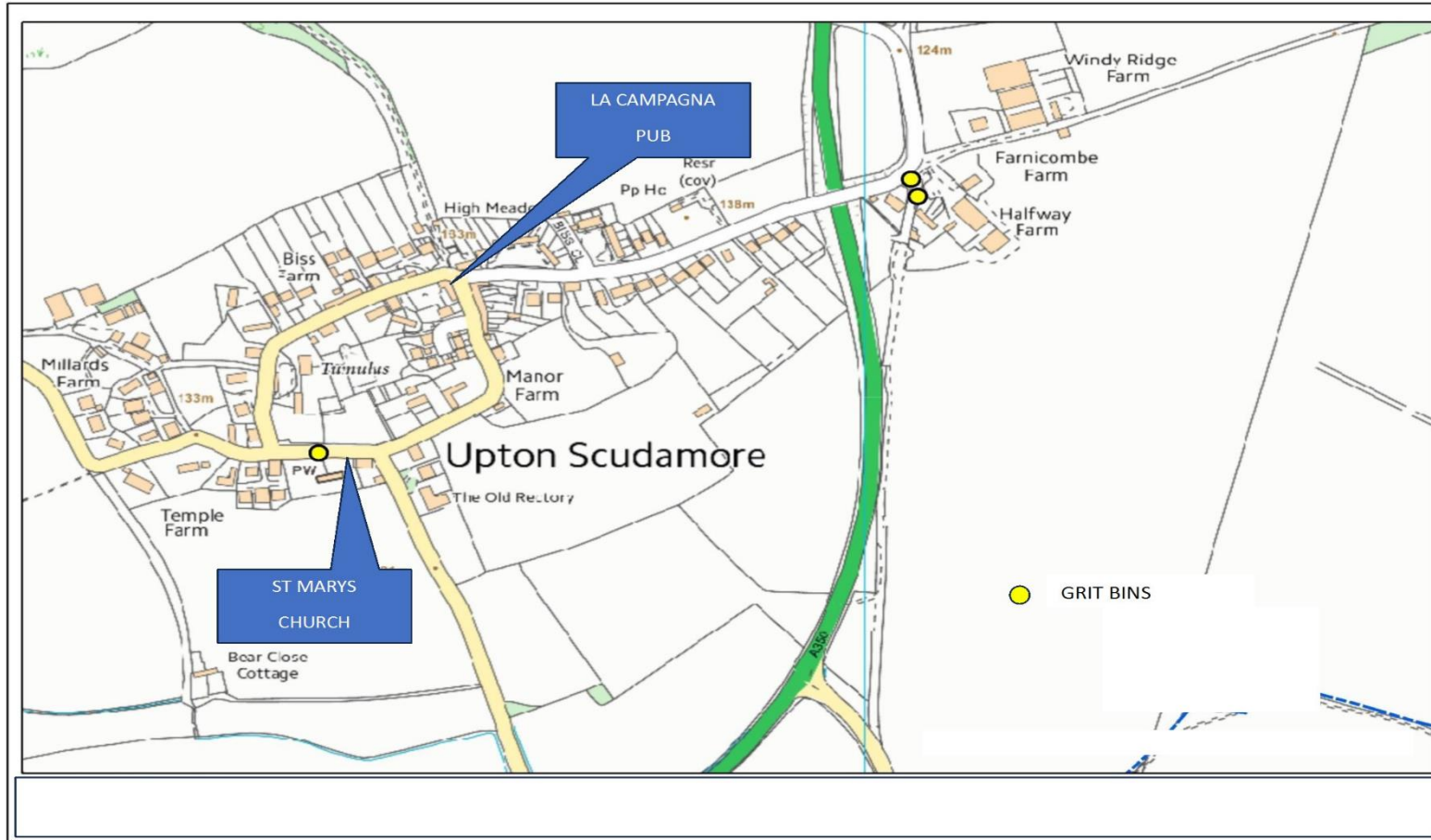
A place of safety can be anything from a shelter for a few hours to overnight stays (so therefore a church, pub or village hall would all be good options).

Wiltshire Council can support these places of safety when an official evacuation has begun. They also have a number of pre-identified Rest Centres across the County.

Building	Location	Contact Details (Name, phone)	Capacity	Resources (kitchen, showers?)
St Mary's Church	Upton Scudamore	Lesley Welch – 07766 404429 Malcolm Pryor – 07938 837838 Chris Allison -	100	Kitchen Warm areas
La Campagna Restaurant	Upton Scudamore	01985 213225	50	Kitchen Warm areas

2.5 Local Map

Below you can input a map of your local risks and resources. This could include, places that suffer from flooding, known areas you want to grit, the location of your places of safety and anything you feel relevant. Remember not all risks are mappable. Many communities choose to use screen shots from Google to get these maps, but please choose the option best for your area.



2.6 Setting Up a Community Group

Many communities find the best way to start a resilient programme is to form a community group. Below is the starter for ten for of how you could set one up. The roles and names of individuals can then be added to this plan.

Parish Council/ Community Group

- The Parish Council is often an appropriate lead for Community Resilience planning, this enables a good link with Wiltshire Council and ensures it also covers the whole community.
- However it is possible to have a community plan without the Parish Council involvement if that works better for your area.

Community Emergency Volunteer Coordinator

- Community groups work best with an overall coordinator or leader, this means that in an emergency you have a dedicated person to manage the volunteers and ensure everyone is staying safe and on task.
- You may need several coordinators as you can't guarantee that the main coordinator will be around when the incident happens

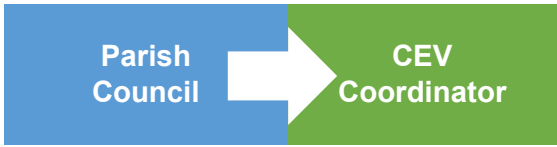
Deputy Coordinator


- Deputy coordinators are there to assist in large incidents and also cover if the main coordinators are not available

Community Volunteers

- Community Volunteers are the heartbeat of the group and can be available to help in a variety of incidents - like door knocking, spreading grit and helping the vulnerable.
- You may have as many volunteers as you feel necessary or who are available
- You might want some extra specific volunteers if your community suffers from specific events e.g. Flood Wardens - these could be considered in a separate Flood annex to this plan.

2.7 Action Cards

Community Emergency Volunteer (CEV) Coordinator/Deputy	
Activation	Key Responsibilities
 <p>A diagram consisting of two rectangular boxes. The left box is blue and contains the text 'Parish Council'. A white arrow points from the right side of the blue box to the left side of a green box on the right, which contains the text 'CEV Coordinator'.</p>	<ul style="list-style-type: none"> • Coordinate the community response • Ensure Health and safety is adhered too • Liaise with relevant emergency services/organisation/council • Ensure actions and decisions are logged or recorded
Actions	
<ol style="list-style-type: none"> 1. Initiate community response on receipt of a request from the emergency services or in the case of small incidents that can be dealt with without the need for emergency services 2. Continually liaise with the emergency services/LRF members 3. Coordinate the organisation of the community volunteers 4. Keep an eye on Health and Safety of the volunteers 5. Record all decisions and actions of the community 6. Coordinate the requests for extra resources – in liaison with the council 	

Community Volunteers	
Activation	Key Responsibilities
 <p>A diagram consisting of two rectangular boxes. The left box is green and contains the text 'CEV Coordinator'. A white arrow points from the right side of the green box to the left side of a yellow box on the right, which contains the text 'Deputy CEV/Community Volunteers'.</p>	<ul style="list-style-type: none"> • Help with community tasks • Collect community information • Help disseminate information • Assist in incident response (sand bagging, flood monitoring etc)
Actions	
<ol style="list-style-type: none"> 1. Only carry out tasks you are comfortable with or trained to do (entering running or deep water is not permitted unless you are specifically trained to the correct standards). 2. Follow the direction of the CEV Coordinator 3. Help collect information or disseminate to the local residents/community members 4. Help identify those vulnerable in certain incidents alongside potentially checking on them. 5. Monitor most at-risk areas (particularly seasonal risks) 6. Help with the clearing of paths in icy or snow conditions 7. Identify areas where gully or drain clearance needs to be done (report to Wiltshire Council via the app or website) 	

2.8 Telephone Tree

<i>Community Emergency Volunteer (CEV) Coordinator</i>
<p>Lesley Welch</p> <p>Mob: 07766 404429</p> <p>Home: 01985 212413</p>



CEV Deputy	CEV Deputy
<p>Malcolm Pryor</p> <p>Mob: 01985 988178</p> <p>Home: 01985 988178</p>	<p>Contact number</p>



Volunteer	Volunteer	Volunteer	Volunteer
<p>Contact number</p>	<p>Contact number</p>	<p>Name</p> <p>Contact number</p>	<p>Name</p> <p>Contact number</p>



Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer
<p>Name</p> <p>Contact number</p>	<p>Name</p> <p>Contact number</p>	<p>Name</p> <p>Contact number</p>	<p>Name</p> <p>Contact number</p>	<p>Name</p> <p>Contact number</p>	<p>Name</p> <p>Contact number</p>	<p>Name</p> <p>Contact number</p>	<p>Name</p> <p>Contact number</p>

2.9 Contact Details

Name			
Job Role (<i>e.g Volunteer</i>)			
Telephone Number	Mobile	Home	Email
Address			Skills

Name			
Job Role (<i>e.g Volunteer</i>)			
Telephone Number	Mobile	Home	Email
Address			Skills

Name			
Job Role (<i>e.g Volunteer</i>)			
Telephone Number	Mobile	Home	Email
Address			Skills

Name			
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Address			Skills

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Address			Skills

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Address			Skills

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Address			Skills

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Telephone Number	Mobile	Home	Email
Address			Skills

Name			
Job Role (<i>e.g Volunteer</i>)			
Telephone Number	Mobile	Home	Email
Address			Skills