

EAST GARSTON

Community Emergency Plan

Plan last updated on: 01/09/2024

If you are in immediate danger call 999

Plan distribution list

A copy of this plan is also available on the PC website. This plan should be reviewed annually.

Name	Role	Phone number/email address
Dave Glover	Local Authority Emergency Planning Officer	01635 503480 dave.glover1@westberks.gov.uk
Martyn Wright	Local Flood Warden	07973 953993 martynwright345@btinternet.com
Gillian Woodward	Parish Clerk	eastgarstonpc@gmail.com
	Chairman	
Deana Carpenter	Vice-Chairman	Tel number 07768 922904 deanadanny@hotmail.com
Sue Tulloch	Councillor	Tel number 07879 421157 sue@stulloch.com
Annabelle Eyre	Parish Councillor	Tel number 07834 601134 annabelleeyre@gmail.com
Jonathan Rabbits	Parish Councillor	Tel number 07501 873806 jonathanrabbits@gmail.com
Liam Robson	Parish Councillor	Tel number 07793 696825 liamrobson1@hotmail.co.uk

Plan amendment list

Date of Amendment	Date for next revision	Details of changes made	Changed by
1/6/2024		New Community Emergency Team members added	Gillian Woodward
1/9/2024	1/10/2025	Whole document updated	Gillian Woodward

Contents

1.	Introduction	4
-	Aims and Objectives	
-	Emergency Plan Coordinator	
-	Emergency Plan Committee	
-	Control point	
2.	Local emergency contact numbers	6
3.	Local village skills and resources	6
4.	Key locations identified with emergency services for use as places of Safety	8
5.	List of Community organisations that may be helpful in identifying the vulnerable in an emergency	8
6.	Activation triggers	8
7.	First steps in an emergency	8
8.	Actions agreed with Emergency Responders in the event of an Emergency	10
Annex A	Community Telephone Tree	
Annex B	Community Emergency Committee first meeting Agenda	
Annex C	Local Risk Assessment	
Annex D	Log of information to pass on to the Emergency Services and West Berkshire Council.	

1. INTRODUCTION

The need for a community emergency plan is to help and reassure the people of East Garston that in an emergency there is help and they are not alone. If an emergency happens we want to be able to respond effectively and in a timely manner. It is the responsibility of West Berkshire Council (WBC) to make contingency plans for the central co-ordination of action required to meet any major emergency which poses a threat to people's lives or health in a peacetime situation. The purpose of this community emergency plan is to facilitate their task and this plan lists the resources available in the parish which would be of assistance as well as acting as an aide-memoire for the Emergency Committee

Aims and objectives of the plan

Aims:

- To increase short-term community resilience
- To provide self-help to the local community in the event of a major emergency
- To produce a community emergency plan operated by a community emergency team with responsibilities to deal with an emergency until such times as the responsibilities are taken over by West Berkshire Council and/or the emergency services
- To provide, through local knowledge and contacts, assistance to other agencies responding to such an emergency

Objectives:

- To identify resources and key contacts in the community
- To identify vulnerable elements of the community
- To identify hazards and possible mitigation measures
- To encourage feedback after an emergency event

Emergency Plan Co-ordinator

The emergency plan co-ordinator is a person who lives locally; who provides a vital link between the community and other organisations planning and responding to an emergency. The role includes:

- Undertake the completion and maintenance of the community emergency plan
- Arrange for the plan to be updated annually
- Provide a link to West Berkshire Council's Emergency Planning Specialist through the Community Hub initiative
- Call a community meeting during an emergency (if deemed necessary)
- Provide the focal point for the community response to an emergency
- Liaise with the other co-ordinators
- Collect feedback after an emergency event

Name: Liam Robson
Title: Community Emergency Coordinator
24hr telephone contact: 07793 696825
Email: liamrobson1@hotmail.com
Address: Cherry Tree House, Front Street, East Garston, Berkshire.
Name: Sue Tulloch
Title: Deputy Community Emergency Coordinator
24hr telephone contact: 07879 421157
Email: sue@stulloch.com
Address: The Queens PH, East Garston, Berkshire.

Emergency Plan Committee

Name	Role	Phone number/email address	Issued on
Gillian Woodward	Parish Clerk	eastgarstonpc@gmail.com	
	Chairman		
Deana Carpenter	Vice-Chairman	Tel number 07768 922904 deanadanny@hotmail.com	
Sue Tulloch	Parish Councillor	Tel number 07879 421157 sue@stulloch.com	
Annabelle Eyre	Parish Councillor	Tel number 07834 601134 annabelleeyre@gmail.com	
Jonathan Rabbitts	Parish Councillor	Tel number 07501 873806 jonathanrabbitts@gmail.com	
Liam Robson	Parish Councillor	Tel number 07793 696825 liamrobson1@hotmail.co.uk	

IControl Point

The Village Hall where villagers can seek help and support quickly whilst emergency services work to resolve the most urgent concerns. **Contact: Ed James 07800 886307**

2. LOCAL EMERGENCY NUMBERS

West Berkshire Council	01635 551111	Office hours and Out of office hours
West Berkshire Council	Joint Emergency Planning Unit (JEPU)	01635 503535 emergencyplanning@westberks.gov.uk
West Berkshire Council	Highways	01635 519105
Local Police	Newbury (local station)	999
Environment Agency	Floodline	Telephone (24 hour service) 0345 988 1188
Electricity – OVO	Electricity failures	0330 175 9669
Telecommunications – BT	Communication failures	01635 246975
Thames Water	Sewer flooding	0800 316 9800
Fire		999
Defibrillator point	Wall of the Village Hall	
Doctor Surgery	Lambourn Surgery, Bockhampton Road, Lambourn	01488 71715
Local Vet	The Veterinary Hospital, Hungerford, Berkshire	01488 683999
Plumber	TWL Plumbing & Heating	07733 261167
Electrician	Sanchez Electrical Services Or Alder Electrical Services	01635 246975 07538 837840 alderelectrical@gmail.com

3. LOCAL VILLAGE SKILLS AND RESOURCES

LOCAL SKILLS	Who?	Contact details	Location	When available?
4x4 owner/driver	Liam Robson	07793 696825	Front Street	24 hours
Chainsaw owner (tree surgeon)	Connick Tree Care	01635 897220	Newbury	24 hours
Generators	PJS Agriculture Machinery	01488 649109	College Yard, East Garston RG17 7EX	24 hours
Heavy plant/machinery	PJS Agriculture Machinery	01488 649109	College Yard, East Garston RG17 7EX	24 hours
Tractors	Jonathan Rabbits	07501 873806	Maidencourt Farm, Maidencourt, Gt Shefford RG17 7EB	24 hours
Sandbags	Jonathan Rabbits	07501 873806	Maidencourt Farm, Maidencourt, Gt Shefford RG17 7EB	24 hours
Salt/Road Grit	Jonathan Rabbits	07501 873806	Maidencourt Farm, Maidencourt, Gt Shefford RG17 7EB	24 hours
Salt/Grit hand or towed spreaders	Jonathan Rabbits	07501 873806	Maidencourt Farm, Maidencourt, Gt Shefford RG17 7EB	24 hours
Defibrillator	Jane Adamson		East Garston Social Club, Back Street, East Garston REG17 7EX	24 hours

4. KEY LOCATIONS IDENTIFIED WITH EMERGENCY SERVICES FOR USE IN PLACES OF SAFETY

Building	Potential use in an emergency	Contact details of key holder
Village Hall	Rest centre/safe place	Ed James 07800 886307
The Queens Arms	Rest Centre/safe place	Sue Tulloch 07879 421157

5. LIST OF COMMUNITY ORGANISATIONS THAT MAY BE HELPFUL IN IDENTIFYING THE VULNERABLE OR COMMUNITIES IN AN EMERGENCY

Organisation	Name and role of contact	Phone number
West Berkshire Social Services	Newbury	01635 519530
Sovereign Housing	Emergency repairs	0300 500 0926

6. ACTIVATION TRIGGERS

1. When we get a flood warning
2. When Emergency Services or WBC Emergency Planning rings the Coordinator.
3. When we become aware of a serious incident in the village affecting normal life.
4. In the event of a prolonged failure of power or water supplies.

7. FIRST STEPS IN AN EMERGENCY

When the plan is activated:

What is an emergency?

An emergency is an event or events that are likely to affect and damage East Garston Parish residents and/or businesses. Examples include severe weather, flooding, sustained power cuts, pandemic, major events or accidents affecting transport, etc. The emergency may be anticipated or unforeseen.

The East Garston Emergency Plan can be instigated by the emergency services contacting the Emergency Committee, or the Emergency Committee recognising a situation where there is a risk to residents and visitors.

	Instructions	Tick
1	Call 999 (unless already alerted)	
2	Ensure you are in no immediate danger	
3	Contact a member of the Parish Council who can: <ul style="list-style-type: none"> • alert West Berkshire Council's Emergency Planning Specialist in the first instance • contact the community Emergency Committee and if necessary, arrange an initial response meeting at the control point to discuss the situation 	
4	Chair of the Parish Council or Emergency Plan co-ordinator to activate the plan	
5	Next action depends on the emergency situation but could include: <ul style="list-style-type: none"> • contacting first aiders or appropriate persons with necessary skills • utilising the telephone tree (Annex A) to contact street wardens so that checks on local residents can be made and advice on potential dangers/ recommended actions given • opening village hall to receive people 	

Identifying vulnerable people in an emergency

The street contacts (from telephone tree) network - will have some local understanding of those residents who may need to be prioritised.

The Community Emergency Coordinator will:

	Instructions	Tick
1	Act as the main liaison point between West Berkshire Council and the community emergency team.	
2	Be the focal point for passing information about the situation on the ground – alerting to potential or emerging problems.	
3	Be the receiving point for the information from West Berkshire Council.	

Committee Members Duty on discovering a major incident:

- a. Notify the Emergency services ringing 999
- b. Notify West Berkshire Council on 01635 551111
- c. Notify key responders in the Emergency Management Committee
- d. Start a log (Annex D)

Information to pass onto the Emergency Services and WBC:

See Appendix D

Community Emergency Coordinator to make contact with West Berkshire Council giving the following details:

1. Your name
2. Your contact number
3. Details of all other relevant contact details – email, landline, mobile, fax
4. Location of any Community Emergency operations centre
5. Up-to-date information on the incident in your location.
6. Details of vulnerable people needing assistance.
7. Hazards and road blockages.
8. Update again as new issues arise or are expected.
9. Other useful contacts.

8. ACTIONS AGREED WITH EMERGENCY RESPONDERS IN EVENT OF AN EMERGENCY

1. Help police/local authority with door knocking
2. Tell emergency services who might need extra help to leave their home

Village Information Stations

In the event that information is required to be circulated manually, the Emergency Committee will arrange that information update notices to be placed in the following areas:

- Notice board at the Village Hall
- Notice board at Jubilee Meadow
- Bus shelter (Newbury road near Humphreys Lane)
- The Queens Arms PH

Door to door updates and information will be delivered to those in the local vicinity should an emergency occur.

GENERAL ADVICE TO RESIDENTS FOR PREPARING FOR AN EMERGENCY:

How to prepare for emergencies: So that you are prepared for emergencies, you may find it useful to put together the following essential items:

- copies of your home insurance documents.
- a torch with spare batteries.
- wind-up or battery radio.
- corded telephone(will function in power-cut).
- warm water-proof clothing and blankets.
- first Aid kit and prescription medication.
- bottled water and some non-perishable food.

Do think about identifying someone who knows your house and can get access to put emergency measures in place if you are not at home (e.g. flood gates) can also check for damage after an event (freezer working?) and reassure.

What to do if you receive a severe flood risk warning:

consider the following:

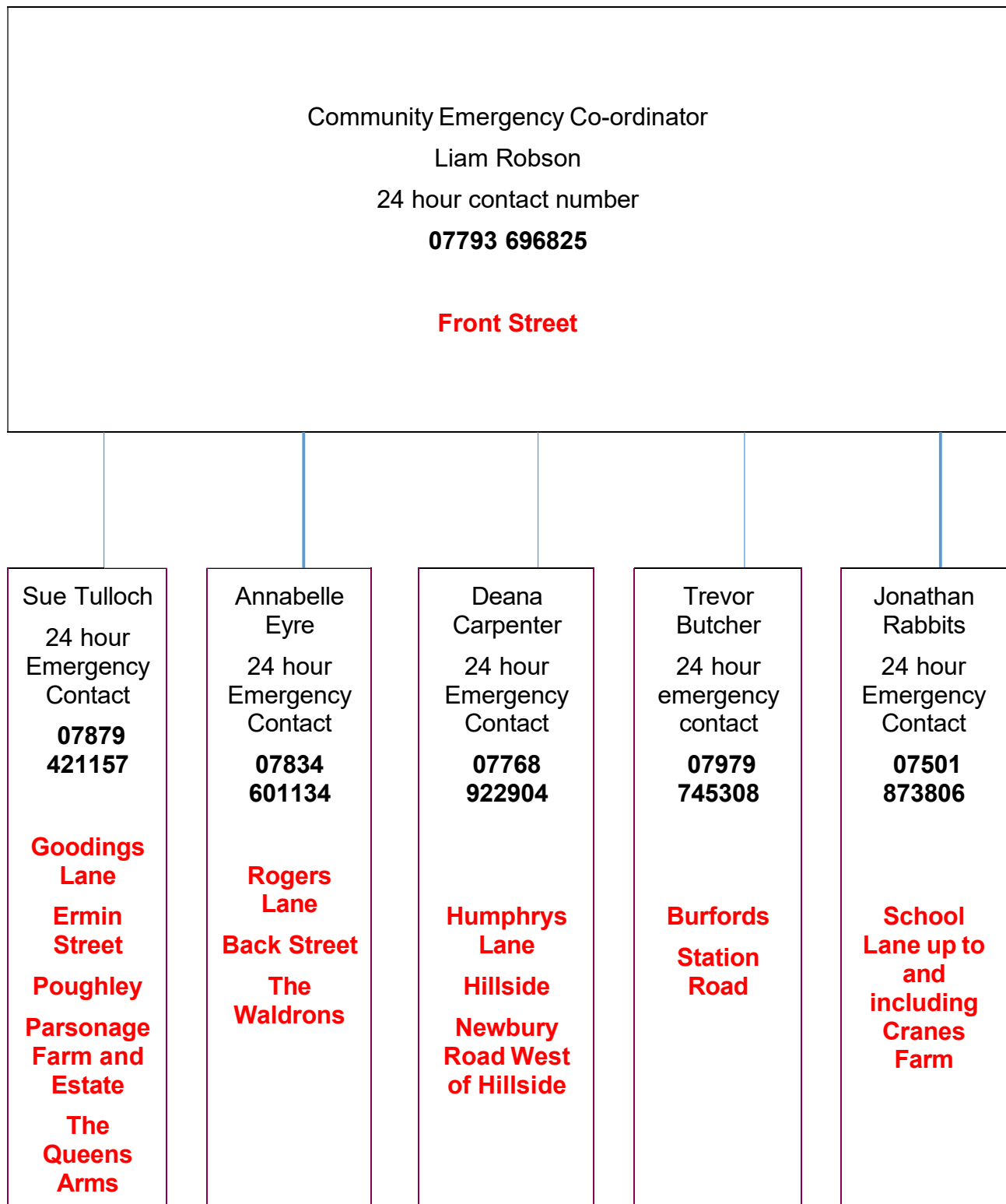
- gather essential items together, either up-stairs or in a high place.
- fill jugs and saucepans with clean water.
- move your family and pets up-stairs or to a high place with means of escape.
- move your car to higher ground.
- turn off gas, electricity, and water supplies when flood water is about to inundate your property.

What to do if a severe storm is expected:

Secure outdoor items, including dustbins, and bring as much as possible inside. Close windows, clear window sills, and pull curtains to protect against flying glass. Unplug aerials, computers, and telephones from the mains.

What to do in the event of a severe storm or lengthy power cut: Keep listening to local radio for up-dates. Check in with vulnerable neighbours and relatives. If you need help and are unable to contact anyone, hang a tea towel out of an upstairs window that can be seen by passers by.

ANNEX A COMMUNITY TELEPHONE TREE



ANNEX B 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?

ANNEX C

LOCAL RISK ASSESSMENT

Risks	Impact on community	What can the Community Emergency Group do to prepare?
<ul style="list-style-type: none"> • River and ground water flooding through village centre. • Sewage mains leak or burst. • Prolonged lack of fresh water supply. • Prolonged power failure. • Snow and ice blocking roads. • Fallen trees onto roads or buildings. 	<p>Damage to buildings and access for residents and emergency vehicles could be a problem.</p> <p>As above plus a potential health risk.</p> <p>Vulnerable residents could be at risk.</p> <p>As above</p> <p>Access to residents in the village and emergency vehicles could experience difficulties.</p> <p>As above</p>	<p>Encourage residents to improve home flood defences.</p> <p>Work with local emergency responders to see if they can help with distribution of flood warnings and any evacuation and rest centre establishment required.</p> <p>Find out what flood defences exist or are planned in the area.</p> <p>Monitor river levels (who?).</p> <p>Report blockages in river ie fallen trees or branches, etc.</p> <p>Distribution of sandbags.</p>

ANNEX D LOG OF INFORMATION TO PASS ON TO THE EMERGENCY SERVICES AND WEST BERKSHIRE COUNCIL



M/ETHANE FORM

J E S I P

Time	Date
Organisation	
Name of Caller	Tel No

M	Major incident	Has a Major Incident been declared? YES/NO <i>(If no, then complete ETHANE message)</i>	
E	Exact Location	What is the exact location or geographical area of incident	
T	Type of Incident	What kind of incident is it?	
H	Hazards	What hazards or potential hazards can be identified?	
A	Access	What are the best routes for access and egress?	
N	Number of casualties	How many casualties are there and what condition are they in?	
E	Emergency Services	Which and how many emergency responder assets/personnel are required or are already on-scene?	