

ASHTON KEYNES PARISH COUNCIL

INITIAL ACTION PLAN FOR CIVIL EMERGENCIES

March 2019

Date for next review: March 2019

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N.B. Copies of this document are held by:

NAME	CONTACT	TELEPHONE
Fiona Ryder	Ashton Keynes Parish Clerk	07394 856232
Ashley Seymour	Community Emergency Volunteer (CEV)	07759 552677 01285 869455
Michael Seymour	Deputy CEV	01285-861490
Barry Ellison	Deputy CEV	01285-861681

1 THE PURPOSE OF THIS DOCUMENT

This Action Plan has been prepared by the Emergency Planning Group of Ashton Keynes Parish Council. Its purpose is to advise the Parishioners of Ashton Keynes of the steps that they should take in the event of a local civil emergency, and also the steps that the Parish Council will take on their behalf.

The sort of emergencies that might arise could include:

- flooding
- severe weather
- disruption or loss of utilities
- accidents on industrial sites
- chemical spillages
- transport incidents
- major fires
- health epidemics
- terrorist attacks
- unexploded weapons

No plan can cover all exigencies but this document provides a list of resources and contact details for those local agencies that might be able to provide assistance alongside the professional emergency services. A list of these agencies is shown in Annex A.

2 WHAT YOU SHOULD DO IN THE EVENT OF AN EMERGENCY SITUATION

When disaster strikes the Emergency Services need clear and concise information as soon as possible. Should you be the first to arrive at the scene of an incident, do not, in the first instance, attempt to help.

QUICKLY ASSESS THE SITUATION AND THEN CALL 999 IMMEDIATELY TO SUMMON THE EMERGENCY SERVICES.

If you don't have immediate access to a telephone or mobile phone, call on a nearby property or flag down a passing vehicle and ask them to pass a message to the emergency services.

Then, without endangering your own safety, try and obtain the following additional information to assist the emergency services when they arrive:

- **Casualties.** Location, number and type of injuries.
- **Fire.** What is on fire or is a fire imminent? Are there hazardous items nearby - fuel, paint, gas bottles, explosives?

- **Vehicles.** Is a Hazard Warning Panel marking displayed on any vehicle, e.g. a tanker?
- **Buildings.** Are they in danger of collapse? Are people still inside?
- **Access to the Incident.** Is it clear for vehicles? Are there alternative routes?
- **Water.** Are there alternative supplies for hydrants? Rivers, lakes, ponds, swimming pools, farm tankers?

Finally, when satisfied the above information has been gathered, and again without endangering your own safety, assist with controlling traffic and people, casualties, fire-fighting and rescue until the emergency services arrive.

3 WHAT YOU SHOULD DO IN THE EVENT OF A NON-EMERGENCY SITUATION

In a non-emergency situation, contact the Wiltshire Emergency Planning Unit if necessary for information or advice:

- **Working Hours:** County Hall, Trowbridge

01225 713159 and speak to any member of the Unit.

- **Out of Hours:**

0300 456 0100 Please only use this number if the matter cannot wait until normal office hours.

4 REPORTING THE INCIDENT TO THE PARISH COUNCIL

If, after undertaking the above actions, the incident is likely to have village-wide repercussions, it would be appreciated if you would also advise the Parish Clerk or one of the Community Emergency Volunteers:

NAME	CONTACT	TELEPHONE
Ashley Seymour	Community Emergency Volunteer (CEV)	07759 552677 01285 869455
Michael Seymour	Deputy CEV	01285-861490
Barry Ellison	Deputy CEV	01285-861681
Fiona Ryder	Ashton Keynes Parish Clerk	07394 856232

The role of Community Emergency Volunteers (CEVs) is explained in Annex B. The initial actions that will be undertaken by Ashton Keynes Parish Council are shown in Annex C.

5 WARNING & INFORMING THE COMMUNITY: “GO IN, STAY IN, TUNE IN”

The Police may request local radio stations to issue warning and advice messages. The local frequencies that cover the county of Wiltshire are shown in Annex D.

6 WHAT TO DO IN THE EVENT OF CHEMICAL, RADIATION ACCIDENTS, TOXIC FUMES OR SMOKE

- Stay indoors, shut all doors and windows and tune to your local radio station.
- Switch off air conditioning or fans.
- If you are outside, go into the nearest building or shop.
- Listen to loudspeaker and radio announcements and be ready to move if the area is evacuated.

7 WHAT TO DO IF A SEVERE STORM IS THREATENED

- Tie down loose items outside that cannot be brought in.
- Stay indoors - preferably downstairs – and keep pets in.
- Clear windowsills and close curtains to protect against flying glass.
- If gas, electricity or water is cut off, tell the relevant service.
- As soon as it is safe, rope off or protect damaged areas to prevent injury from falling masonry, broken glass or electric cables.

8 WHAT TO DO IF FLOODING IS ANTICIPATED OR HAS OCCURRED

- See the advice shown in Annex E

ORGANISATIONS THAT MIGHT BE ABLE TO OFFER ASSISTANCE**Emergency Services and Statutory Agencies**

ORGANISATION	NON-EMERGENCY	EMERGENCY
Environment Agency	03708 506 506	0800 80 70 60
Wiltshire Council	0300 456 0100	0300 456 0100 (outside office hours select highways and ask for duty officer)
Dorset & Wiltshire F & R	0306 799 0019	999
Wiltshire Police	101	999
South West Ambulance	111	999
British Transport Police	0800 40 50 40	999
Network Rail	03457 11 41 41	03457 11 41 41
Gas (Wales & West)	0800 912 2999	0800 111 999
Water (Wessex)	0345 600 4600	0345 600 4600
Electricity (SSEPD)	0800 048 3516	105
National Flood Forum	012499 403 055	
BT	0800 800 150	
Key Holder for rest centre		

Medical

NAME	CONTACT	TELEPHONE
Cricklade Surgery		01793-750645
Green Gables Surgery		01793-752633
Phoenix Surgery		01285-652056
NHS Direct		111
Cirencester Hospital		0300 421 6200
Great Western Hospital		01793 604020
British Red Cross		01793 644461
St John's Ambulance		01380 728362
South Cerney Pharmacy		01285 861123
Cricklade Pharmacy		01793 750226
Cricklade Dental Practice		01793 750388
Cricklade Optician		01793 750415

Veterinary

NAME	CONTACT	TELEPHONE
Cricklade Vet		01793-751698
George Veterinary Group		01793-852458
Cotswold Vets		01285-861090

Utilities

	Non Emergency	Emergency
Gas (Wales & West)	0800 912 2999	0800 111 999
Water (Wessex)	0345 600 4600	0345 600 4600
Electricity	0800 404 090	0800 404 090
BT	0800 800 150	

Social Support

NAME	CONTACT	TELEPHONE
Social Services	Wiltshire County Council	0300 456 0111
Dorset & Wiltshire Royal Voluntary Service		01308 236666
Sue Ryder Shop		01285 640337
Royal British Legion		0808 802 8080
Undertaker	Rex Carter	07873 339012
Undertaker	Co-operative	01285 653525
Citizens Advice Bureau	Telephone advice	0345 404 0506

Churches

NAME	CONTACT	TELEPHONE
Holy Cross		01793 979304
Roman Catholic (Cricklade)		01285 712586

Catering Supplies

NAME	CONTACT	TELEPHONE
TESCO		0345 677 9160
The White Hart		01285 861247

Transport

NAME	CONTACT	TELEPHONE
Thamesdown Dialaride		01793 616050
Community Transport		01793 617828
Ashton Keynes Link Helpline		07512 233200

Schools

NAME	CONTACT	TELEPHONE
Village School		01285 861436
Pre-School		01285 869433

Miscellaneous

NAME	CONTACT	TELEPHONE
Duke of Gloucester Barracks South Cerney	Guard House	01285 868247
Weather Forecasts	Cirencester Code: 5002 Swindon Code: 5017	09068 500 405
Locksmiths		0800 783 1498
Health & Safety Executive	Incident Contact Centre	0345 300 9923

Boats

NAME	CONTACT	TELEPHONE
South Cerney Outdoor Education Centre		01285 860388
South Cerney Sailing Club		01285 860062
Cotswold Sailing Club		01285 641874

Farmers

NAME	CONTACT	TELEPHONE
A Glead	Wheatleys Farm, High Road	01285 861310

Temporary Accommodation for Homeless/Casualties

LOCATION	KEYHOLDER	TELEPHONE
Playing Field Pavilion	Martin Young	07816 504474
Village Hall	Dave Sheppard	01285 860158 07860 677938
	Daphne Neale	01285 861541
	David Wain	01285 861296
	Brian Kimberley	01285 861414
Village School		01285 861436
C of E Church		Awaiting call back Following meeting 29-03-19

COMMUNITY EMERGENCY VOLUNTEERS

Central Government (The Office of the Deputy Prime Minister in 2003) decided that Community Emergency Volunteers (CEV) should be sought who would be a member of the local community who can act as an emergency co-ordinator in the event of a major incident in their area.

Community Emergency Volunteers make themselves available to the Parish Council to:

- Act as a point of contact for day-to-day emergency situations.
- Provide a point of contact for the Environment Agency.
- Assist in the production, review, updating and implementation of the Parish Initial Action Plan for Civil Emergencies.
- Provide advice on any emergency matters that might not fall within the remit of the Police, Fire or Ambulance services.
- Be a channel of information and advice on such matters to members of the community.
- Maintain contact with the Wiltshire County Council Emergency Planning Unit.
- Provide a focal point in Ashton Keynes for any expansion in volunteer numbers arising from a peacetime or wartime emergency.

A CEV has no authority unless they are “activated” by the Wiltshire County Council Emergency Planning Unit.

Even then, they do not assume the authority of the Emergency Services and cannot close roads or ask any individual to do anything that may put themselves or others in danger.

They are insured by Wiltshire County Council only when they have been contacted and asked to act on its behalf. They must log the time of the initial contact and all subsequent actions.

INITIAL ACTIONS BY ASHTON KEYNES PARISH COUNCIL

When a representative of Ashton Keynes Parish Council is alerted that an incident has occurred, he/she should ensure that the following actions be initiated as soon as possible:

- Ensure that the Emergency Services know
- Open log of events*
- Notify the Ashton Keynes Community Emergency Volunteer and the Parish Clerk (if they are not already involved)
- Inform the Wiltshire County Council Emergency Planning Unit
- Notify the Parish Council Chairman
- Open the Village Hall and check the emergency pack which contains:
 - Ashton Keynes Initial Action Plan
 - Log sheets
 - Torch and batteries
 - Radio and batteries
 - Candles and matches
 - Mobile telephone and batteries
 - Current Yellow Pages telephone directory
 - Electoral Roll
 - Wiltshire County Council Householders' Guide for Emergencies
 - Ashton Keynes street map
 - White board
 - Stationery, pens, pencils, marker pens
 - Laptop/Computer terminal

* Every attempt should be made to ensure the accuracy of the entries as the log could be used as evidence in a court of law. The log of events should include:

- Time
- Information received and who from
- Information passed and who to
- Decisions made
- Actions taken

THE LOCAL RADIO FREQUENCIES THAT COVER THE COUNTY OF WILTSHIRE

BBC Radio Wiltshire FM	104.3 MHz North& West Wilts 103.6 MHz Swindon Area 104.9 MHz Marlborough Area 103.5 MHz South of the County	01793 513652
MW	1332 Khz	
Heart FM	96.5. MHz Marlborough 97.2 MHz Swindon 102.2 MHz West Wiltshire	
Swindon 105.5 FM	105.5 MHz	
Sam FM	107.7Mhz	
BBC Radio Gloucester FM	95/95.8/104.7 MHz	0800 121 7575

FLOOD ADVICE

BEFORE A FLOOD

- Get advice from:
 - **Floodline** on **0345 988 1188**
 - **Website** at <https://flood-warning-information.service.gov.uk/warnings>
 - **Local radio**
- Prepare an emergency pack containing a torch and radio with batteries, warm waterproof clothing, prescription medication, bottled water, non-perishable food and mobile phone.
- Protect doorways, low level windows and air bricks with plywood or metal sheets, sand bags or rubbish bags filled with earth. Use silicon sealant to help make doors and windows more water resistant. Sandbags and sand are available through the CEV.
- Put plugs into sinks and baths and weigh them down; disconnect the washing machine and dishwasher outlets.
- Move as much as you can upstairs: important documents, irreplaceable family mementos and photographs/videos, expensive items and furniture.
- Make sure pets are safe.
- Store chemicals like paint, cleaning products and pesticides high up.
- Put electrical equipment and as much heavy furniture as possible upstairs or if you can't do this weigh down furniture with something heavy.
- Move outdoor items and cars to higher ground.
- Weigh down manhole covers with something heavy.
- Turn off gas, electricity and water **before** floodwater enters your home.

WHEN THE FLOOD HITS

- Move upstairs but ensure there is a means of escape.
- Continue to listen to local radio for advice.
- Stay safe and comply with the Emergency Services' advice.
- Don't try to walk or drive through floodwater – it could be contaminated or contain hazards you can't see.
- Don't walk on river banks or bridges – they could collapse.

AND AFTERWARDS

- Contact your insurance company as soon as possible.
- Take photos or video footage of the damage.
- Mark the water levels for reference.
- Wear protective clothing when clearing up.
- Remove mud and disinfect with hot soapy water and detergent.
- Dispose of soft furnishings, food and clothes, which have been in contact with flood water