

NEW  
LOGO

# COMMUNITY RESILIENCE AND EMERGENCY PLAN

EMERGENCY CO-ORDINATOR – CHAIR OF AWBRIDGE PARISH COUNCIL

ADOPTED ON: 3<sup>RD</sup> DECEMBER 2020

VERSION: 1

## ANNUAL REVIEW INFORMATION

Date	Version
3 <sup>RD</sup> DECEMBER 2021	

**This plan gives general guidance to the community of Awbridge only. It is meant to complement and support Hampshire County Council, Test Valley Borough Council, and Emergency Services plans.**

Amendments

Date	Page	Reason	Reviewer

## PLAN DISTRIBUTION

Members of Awbridge Parish Council (7)  
Awbridge TVBC Borough Councillors (2 )  
Hampshire County Council Emergency Planning Officer (1)  
Test Valley Borough Council Emergency Planning Liaison Officer (1)  
Hampshire Constabulary (1)  
Hampshire Fire and Rescue (1)  
Awbridge Village Hall Trust (1)  
Awbridge District Village Association (ADVA) (1)  
Awbridge Neighbourcare (1)  
All Saints Church Wardens (2)  
Awbridge Primary School Executive Head Teacher (1)  
Awbridge First Responders (1)  
Neighbourhood Watch Co-ordinator (1)  
Awbridge Evening WI Secretary (1)  
Scouts/Beavers - 6th Romsey (Lockerley) Scout Group (1)  
Guides/Brownies - First Lockerley Brownies (1)

This Plan is also available on the Awbridge Parish Council Website  
[www.awbridgepc.org.uk](http://www.awbridgepc.org.uk)

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## 1. Introduction

### Definition of an emergency

An emergency/major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their day-to-day activities.

### Context

County Councils, borough and district councils, and emergency services have an emergency response structure. Although there is no statutory requirement for a local community to produce an emergency plan, they are encouraged to do so by local government organisations and the emergency services. ***It should be noted that it is not the role of the community to take on the responsibilities of the statutory agencies e.g. to save life, to take any risks to themselves, or to cope for long periods without the help and support of the emergency services.***

This Community Resilience and Emergency Plan has been developed by Awbridge Parish Council and covers the Awbridge Parish geographical area.

### Aim

To build community resilience and to harness local resources and expertise to enable the community to help itself in a way that complements the response of the emergency services.

### Objectives

- Identify hazards
- Identify vulnerable groups within the community
- Identify key contacts
- Identify the community emergency response team
- Identify resources available to the community in the event of an emergency

## 2. Possible Emergencies

Types of emergencies that could affect the Awbridge community are:

- Flooding
- Fire
- Major weather events e.g. storm, periods of exceptionally low or extremely high temperatures
- Total or partial loss of essential services (Electricity, heating oil, water, telecommunications)
- Loss of road access

- Disease pandemic

### 3. Emergency Team

Key members of the community resilience emergency team are:

Cllr Grahame Jackson	01794
Chairman of Awbridge Parish Council	gjackson@awbridgepc.org.uk

Cllr Kelly Seymour	Telephone
Vice-Chairman of Awbridge Parish Council	kseymour@awbridgepc.org.uk

Ian Milsom	077 454 11274
Clerk to Awbridge Parish Council	clerk@awbridgepc.org.uk

If required, additional members of the emergency team may include other Awbridge Parish Councillors and members of the Awbridge community.

The role of the emergency team is to enact the Emergency Resilience Plan until emergency services arrive, and:

- Act as the central community response team and advise residents of procedures
- Follow requests made by the emergency services and local authorities
- Ensure vulnerable members of the community are identified and assisted

### 4. Plan Activation triggers

Any alert of an emergency incident from residents or from the emergency services/local authorities shall trigger the activation of this plan by the procedure described below.

#### **Scenario 1**

If the warning of an emergency comes from the emergency services or Test Valley Borough Council, Hampshire County Council the parish emergency coordinator will activate the telephone cascade system below to notify the Vice Chair of the Parish Council and the Parish Clerk.

Subject to incident, urgency and public safety, the parish co-ordinator will call a meeting with the community emergency team. If unsafe the parish emergency co-ordinator will create a Zoom online meeting.

A situation report log – see Appendix 1 - will be set up and maintained with a log of calls received, made, and timed, together with all requests, decisions and actions taken in each twenty-four hours.

## **Scenario 2**

Emergency generated by the parish emergency coordinator/parish emergency team. Inform the Emergency Services and Test Valley District Council and then continue as for Scenario 1.

When informing the Emergency Services, observe the **METHANE** protocol. **The emergency services will want to know –**

**M – is it a major or minor incident**

**E – exact location**

**T – type of incident**

**H – any hazards**

**A – how easy to access**

**N – number/type of casualties**

**E – which emergency services are/will be in attendance**

## **Cascade telephone system**

Parish Council Chairman (Primary)  
Grahame Jackson 01794 388227

Parish Council Vice-Chairman (Secondary 1)  
Kelly Seymour Telephone

Parish Council Clerk (Secondary 2)  
Ian Milsom 07745411274

## **Incident Room**

If required, an incident room should be established in one of the following locations according to availability:

1. Awbridge Village Hall SO20 6PP (Primary)
2. All Saints Church Winchester Road SO20 6NZ (Secondary 1)
3. Awbridge Primary School Winchester Road SO20 6NY (Secondary 2)

### **Evacuation centres**

The three locations above may also be used as evacuation centres if residents are unable to stay in their own homes and have no immediate alternative accommodation. The primary evacuation centre will be the Village Hall.

If none of the identified Awbridge evacuation centres are available, Hampshire County Council will transport those in need to an alternate centre away from the community.

### **Role of Emergency Co-ordinator**

1. Ensure the Community Resilience and Emergency Plan is updated annually
2. Provide a link with the Borough and County Councils Emergency Planning Officers and other external agencies
3. Call a community meeting (if required , and it is safe to do so)
4. Provide the focal point for community response to an emergency
5. Ensure contact is made with vulnerable individuals in the community
6. Arrange a debrief/lessons-learned meeting once the emergency has passed.  
This could be an agenda item for the next available meeting of the Parish Council

## **5. Incident Handling**

During the emergency, the emergency coordinator/initial response team and any volunteers involved in an emergency response should use the incident log provided at Appendix 1 to record all requests for assistance and the actions taken.

## **6. Community Resources**

### **Air Ambulance landing sites**

The Air Ambulance will land as close as possible to the scene if called out. A larger designated landing area is at the Awbridge Village Hall recreation ground.

### **Medical/First Aid**

For urgent medical help or advice which is not a life-threatening situation contact NHS 111 service.



In the event of **life-threatening** injury or illness within the community **dial 999** for the emergency ambulance service. If 999 is dialled Ambulance control will assess the call and despatch an emergency ambulance. Where appropriate, the ambulance dispatcher will alert the on-call **NHS First Responder**. The First Responder aims to arrive within minutes and is equipped and able to assist until the arrival of the emergency ambulance.

**Community defibrillator.** This is for public use and is available on the external wall by the entrance to Awbridge Village Hall. The defibrillator is registered with the Ambulance Service. In a 999 ambulance call in a case of cardiac arrest, the emergency call handler will issue the code to open the defibrillator cabinet.

Instructions on how to access the community defibrillator are also displayed on, or near the defibrillator cabinet. This also involves a 999 call to obtain the access code

**Voluntary Groups** in the community who are prepared to help in an emergency are detailed under:

Awbridge Village Hall Trust  
 Awbridge District Village Association  
 Awbridge Neighbourcare  
 Awbridge Village Support Group

## 7. Vulnerable members of the community

If appropriate, and using local knowledge, particularly that possessed by **Awbridge Neighbourcare**, and **Awbridge Village Support Group**, the parish emergency coordinator/emergency team will work with the emergency services to ensure contact with vulnerable individuals in the village (for example the disabled, elderly, housebound and parents with young children).

Members of the community can also help by identifying near neighbours who might need help in an emergency and providing simple, low-level support as long as this does not place them at risk.

## 8. Communication Networks

Parish Council

Clerk 077 454 11274  
[clerk@awbridgepc.org.uk](mailto:clerk@awbridgepc.org.uk)

Parish Council website

[www.awbridgepc.org.uk](http://www.awbridgepc.org.uk)

Community Information Boards

Clerk 07745411274

[clerk@awbridgepc.org.uk](mailto:clerk@awbridgepc.org.uk)

Awbridge Village website

[www.awbridge.info](http://www.awbridge.info)

Awbridge Village Facebook

Awbridge Village Newsletter

BBC Radio Solent

FM frequencies 96.1 &amp; 103.8

[www.bbc.co.uk/solent](http://www.bbc.co.uk/solent)

Heart FM

FM Frequencies 96.7 &amp; 97.5

[www.heart.co.uk/southcoast](http://www.heart.co.uk/southcoast)

## 9. Emergency contact numbers

Police/Fire/Ambulance	999
Awbridge First Responders Responder Managers	0800 587 0207
Electricity	Electricity emergencies 0800 40 40 90 Southern Electric 0800 072 7282
Environment Agency	Flood Line 0345 988 1188
Gas	Gas emergencies 0800 111 999
Hampshire County Council	Emergency Planning Unit 01962 846846
Highways Agency	0300 123 5000
Test Valley Borough Council	Environmental Health out of Hours Emergencies 01264 368000
Water	Southern Water Emergency 0800 072 7282

## 10. Household Emergency Plans

**Having a household emergency plan can help your community's emergency response.**

Being prepared can help reduce the effects on people's lives reduce the need for support from others and enable you to support the vulnerable members of your street and community. Use the information contained in this plan to prepare a plan for tailored for your family.

In an emergency call 999 if there are people seriously injured or a threat to life exists. **DO NOT PUT YOURSELF IN DANGER.** Listen to the advice of the emergency services or the Awbridge Emergency Team. Stay calm and think before taking any action Try to help others and be reassuring. If you are not involved or might be in danger – GO IN, STAY IN, TUNE IN to the local radio.

#### 11. De-activation of the Plan

De-activation of the Plan is likely to happen on instruction from the emergency services of the termination of the incident when the emergency resilience plan coordinator will be informed, and notice confirmed to all members of the response team.

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APPENDIX 1

INCIDENT LOG

Nature of incident: .....

Completed by: ..... Date: ..... Sheet No: .....

No.	Time	Name(s) involved	Request for assistance / action taken	Complete