

# EMERGENCY & LOCAL INCIDENT PLAN

## Oct 2025 - Oct 2027

### Distribution List: Final 31<sup>st</sup> October 2025

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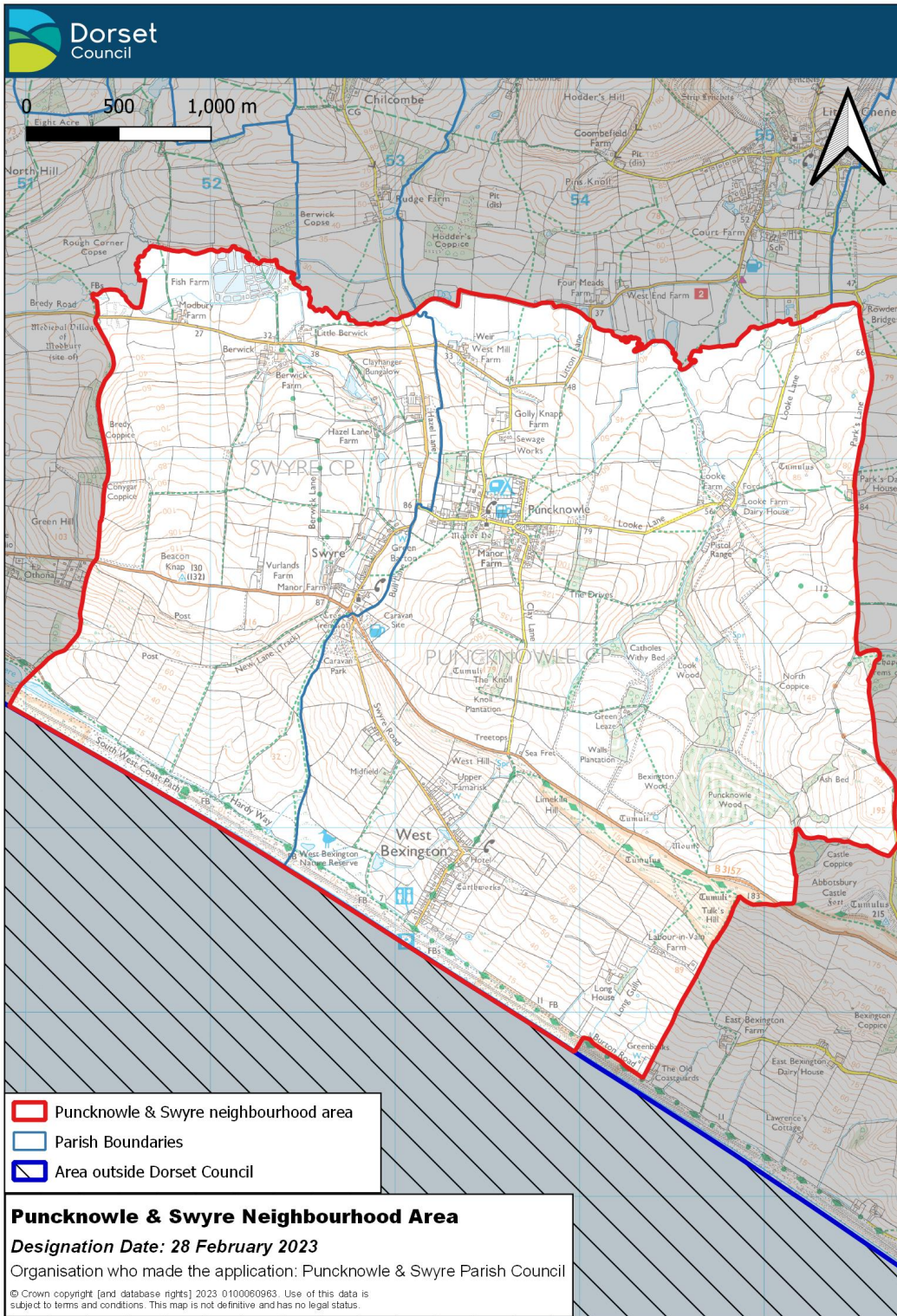
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**1. Neighbourhood Area**

# Puncknowle, Swyre & West Bexington Parish Council



## 2. Overview of the Neighbourhood Area

## Puncknowle, Swyre & West Bexington Parish Council

- 2.1 The parish is located within National Landscape and coastal world heritage site has two conservation areas and is classified as small villages in Dorset's Local Plan settlement hierarchy. The local plan states 'in terms of the spatial strategy, the 'smaller villages' will not be the focus for growth in rural areas.
- 2.2 Puncknowle, Swyre (including Berwick) and West Bexington are rural settlements about 6 miles south-east of Bridport and the parish is split between the Bride Valley the Jurassic Coast World Heritage site, and forms part of the National Landscape. The villages and outlying areas are home to about 530 people and 40 businesses, which include arable and pastoral farming land, pubs, a restaurant, café, caravan and campsites and holiday lets/homes.
- 2.3 The parish covers about 2,040 acres of farmland and 120 acres of coast and foreshore including Chesil Beach, an internationally important shingle habitat, home to several rare plant species. It also includes the West Bexington nature reserve, one of Dorset Wildlife Trust's few coastal reserves, and both Puncknowle and Swyre have conservation areas.
- 2.4 The villages are supported by minor roads, except for the Coast Road (B3157) which stretches between Weymouth and Bridport coastal towns where it joins the A35.
- 2.5 No planned major events or gatherings take place within the parish other than the Puncknowle & Swyre Village Fete held in the grounds of the Manor, Puncknowle in late July. Several sporting events do pass through along the coast road and on occasion through the villages. These are organised by management companies and subject to their own risk and mitigation measures in liaison with the Local Authority and emergency services.
- 2.6 The parish of Swyre (including Berwick) has a reported population of 100 people<sup>1</sup>, with the parish of Puncknowle (including West Bexington) having a population of 430.
- 2.7 There are a disproportionately high number of older people in the villages, with age ranged between 45 – 75 above the national average. This is consistent with the Dorset Council statistic that the proportion of people aged 65 and over in the county (29.5%) is higher than any unitary authority in England.

### **3. Document Purpose**

The purpose of this document is to define the scope of the Puncknowle and Swyre Parish Council local community before, during and after emergencies. It also details

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<sup>1</sup> ONS

the link to local council (statutory authorities) and emergency services, emergency response structures and utilities where appropriate.

#### 4. Emergency Definitions

**Major Incident:** 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, unity authority, and other organisations as part of their normal day-to-day activities.

**Local Incident:** A set of circumstances that impacts the community but doesn't present the immediate threat of death or injury to the wider community and therefore falls outside of the remit of a multi-agency response but may include a response by emergency services.

#### 5. Emergency Plan Principles

5.1 Community Emergency Planning identifies who in the community might need help; it makes residents aware of local risks and mitigation measures to reduce the likelihood of an emergency occurring and makes it easier to recover from the impacts.

5.2 The response to any emergency is the responsibility of the appropriate emergency service, local authority, or utilities, depending on the nature of the incident.

- Dorset Council
- Emergency Services
- Utilities

5.3 Community Emergency Planning identifies who in the community might need help; it makes aware of local risks and mitigation measures which could reduce the likelihood of an emergency occurring; and makes it easier to recover from the impacts.

5.4 The Parish Council (PC) for Puncknowle, Swyre and West Bexington have assessed the risks in the context of an emergency and concluded, given the size of the community, the distribution of residents and business, **formalising the provision of designated support plan would be of negligible benefit.**

5.5 Community Emergency Planning identifies who in the community might need help; it makes aware of local risks and mitigation measures which could reduce the likelihood of an emergency occurring; and makes it easier to recover from the impacts.

5.6 It is not the role of residents to take on the responsibilities of these agencies e.g., to take any risks that could cause harm to themselves or others.

## Puncknowle, Swyre & West Bexington Parish Council

- 5.7 Residents can offer support and assistance as deemed appropriate by the emergency services e.g., the supply of farming equipment.
- 5.8 The PC will act as the coordinator and disseminator of information, drawing upon available resources and provide local knowledge to the emergency services. It will not initiate an emergency response team of volunteer residents or provide additional training.
- 5.9 There may be occasions when long lasting emergencies require the parish to implement a scheme of community self-help to protect the most vulnerable.
- 5.10 In summary, this plan will:
- Identify the risks and the means to mitigate them:
  - Identify the resources and tools available in the community to support an emergency.
  - Establish community structure and contact details in the case of an emergency.
  - Identify vulnerable groups in the community and the means to assistance them.
  - Provide a framework to communicate the plan and update residents.
- 5.11 The PC will establish communications framework to monitor and assess environmental impacts, such as flood, snow, and utilities infrastructure.
- 5.12 Volunteers from each village will put a support network in place for vulnerable people during any short- or long-term emergency impact.
- 5.13 This plan will be reviewed and updated biennially.

### **6. Objectives of the Emergency and Incident Plan**

- Identify the risks to the community.
- Define the approach to emergencies in the parish.
- Identify vulnerable people / groups in the community.
- Identify resources available in the community to assist during an emergency.
- Provide community leadership contact details, key community resources, the Emergency Services, and unitary authorities and utilities.
- Put in place resources and support (scheme of self-help) for longer term incidents

### **7. Emergency Plan**

This plan does not replace the role of emergency services, and the default first action should be to

**call the emergency services using 999.**

Residents should not, under any circumstances put themselves or others at risk.

### 7.1 Triggers

- In most instances a major/local incident response from Emergency Services will be implemented faster than local resources.
- The incident might be of a scale that local resources/support is required by the Emergency Services or Local Authority.
- Severe weather conditions that require the support/facilities have been detailed in the plan in the appendices.
- Ongoing situations, such as severe weather or widespread debilitating medical condition (COVID) have also been detailed.
- Triggers have been detailed as appendices.

### 7.2 First on scene

	<b>Guidance for first on scene</b>
<b>1</b>	If emergency services are needed, call 999 (unless already alerted) and tell them what has happened. <ul style="list-style-type: none"><li>• Ensure you know the location of the incident.</li><li>• Provide clear information on the severity of the incident</li></ul>
<b>2</b>	Ensure you and others are in no immediate danger. There might be people involved in the incident, but you must wait for emergency services to provide professional assistance unless they instruct residents to do so.
<b>3</b>	Contact a member of the Parish Council (Chair) and pass on all known information on 01308 898068

### 7.3 First Steps for local resources

- The legal responsibility at County level for calling an emergency and delivering a response lies with The Emergency Services, Dorset District Council (DCC).
- Local resources are limited: in a declared emergency the Parish Council will only do what is essential to protect lives and property.

## Puncknowle, Swyre & West Bexington Parish Council

- Local resources can be classified as equipment, farming or other and members of the Parish Council.

### 7.4 Emergency Communications

- In the event of usual communications being disrupted (e.g., Landline telephones not working and road traffic not moving freely), a member of the Parish Council will be positioned with the emergency services.
- All information and actions will be reported back to the Chair of the Parish Council and the Clerk, or nominated individual, will maintain a log of actions taken.
- Communications between members of the Parish Council will be by phone (verbal or text) assuming these are functioning.
- Contacting vulnerable residents will be a priority. This will be instigated by the Parish Council who will advise the resident coordinator to contact volunteers to contact and monitor vulnerable people.
- For an extended emergency such as severe weather, the village website will be used to provide an up-to-date situation report on a regular basis.
- The WhatsApp Parish Council Alerts will be used to provide regular updates.

### 7.5 Local Skills and resources

- Under no circumstances should anyone operate machinery or equipment for which they are not fully trained.
- It is assumed that most local people and organisations will be happy to donate their time and resources freely to help in an emergency, particularly in the early stages but they must not engage in activities they have not been trained for, such as directing traffic or entering the scene of any emergency. This is the domain of the emergency services who have full responsibility.
- Where Individuals or organisations incur ongoing costs or financial loss in providing such support, these costs will need to be assessed by the responsible organisation requesting them. Any remuneration will be entirely dependent upon the circumstances and will, in all cases, assume all support is free of charge.

### 7.6 Identifying and supporting Vulnerable People

## Puncknowle, Swyre & West Bexington Parish Council

- Vulnerable people in the parish are identified and supported by a volunteer network, not the Parish Council.
- Volunteers will know the location of the people nearby and undertake a welfare visit and update on what is happening and when the issue is likely to be resolved.
- The volunteer network coordinator will be the point of contact for the Parish Council when a need to combine efforts emerges. This is likely to be in the case of a longer-term impact on individuals, such as widespread transmittable illness.
- Volunteers will be alerted through mobile messaging when an incident impacting the vulnerable occurs, such as loss of utilities, an outbreak of infection, or any instance where vulnerable people lose contact with their usual support facilities or can't manage.

**Date of Next review: Oct 2027**

## **7. Appendices**

### **Appendix A – Risk Assessment (attached)**

## **Appendix B: Flood Plan**

TRIGGER – LOCAL FLOOD ALERT FROM ENVIRONMENT AGENCY, ALONG WITH MET OFFICE NSWWS FOR ALERT/WARNING FOR HEAVY RAIN FOR YOUR AREA OR LOCAL KNOWLEDGE

## Puncknowle, Swyre & West Bexington Parish Council

The Parish of Puncknowle & Swyre has a long-standing understanding of the risks and impacts of the areas at risk of flooding and the mitigations required to manage impacts. In the main these are low level, with direct impact on several dwellings that have instituted protective measure against surface water run-off. Higher impact areas centre on the river Bride primarily agricultural land.

### 1. Map showing areas at risk of flooding.

- See Map

### 2. Identified support for flooding

- The Parish of Puncknowle and Swyre have a network of support measures and people in place who will attend to any immerging issues and manage low impact
- Farmers will be aware of the impact to their property and support with equipment where necessary.
- Local Highways, Flood and Drainage Team, Environment Agency will be contacted as a point of escalation by the Parish Council (Chair).
- Voluntary Group will support vulnerable people.

### 3. Preparatory work

- Contact Local Highways team in late summer requesting clearing of drains, etc.
- Promote Environment Agency Flood Line registration through Parish newsletter in summer edition.

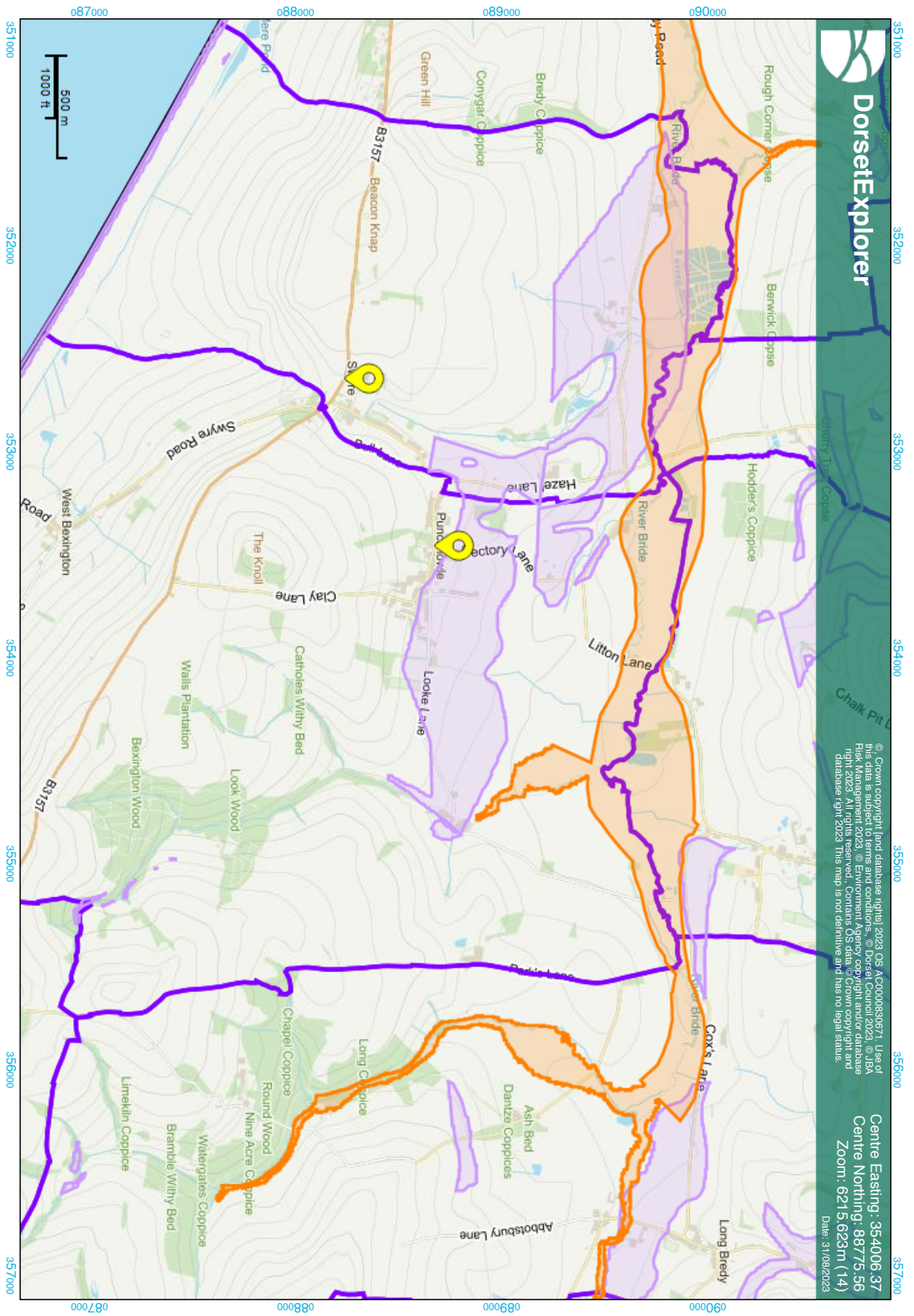
### 4. Actions when a flood warning has been issued

- Flood warning to check vulnerable properties
- Notify Local Council of number of homes and businesses at risk, and those who have been flooded.

### 5. Reporting

- All flood activity should be reported on <https://swim.geowessex.com/dorset>

# Puncknowle, Swyre & West Bexington Parish Council



## Appendix C: Pandemic Flu Plan

### TRIGGER – PANDEMIC DECLARED BY WORLD HEALTH ORGANISATION

1. Convene Emergency Team – include health care professionals if possible. Make this Team larger than others, since during a full pandemic up to half the Team could catch the flu.
2. Contact details for
  - Volunteers who can collect and drop-off prescriptions, collect food, etc.
  - Local Link Volunteers (provide transport for people without transport)
  - Organisations for identifying vulnerable people
  - Local GP surgeries
  - Local pharmacy
  - Nearest 24-hour pharmacy
3. Preparatory Work
  - In Autumn, distribute information about 'flu jabs' on local website and newsletter
  - Share plans with the community
4. During Pandemic
  - Put up NHS posters, and share with churches, village shop, etc.
  - Consider cancelling public gatherings and meetings, as advised by the NHS
  - Activate volunteers to help people living alone with:
    - Dropping off food
    - Dropping off prescriptions / anti-viral flu drugs
    - Looking after pets
    - Keeping in touch with infected people through email /phone.

## Appendix D: Snow Plan

### TRIGGER – ALERTS FROM THE MET OFFICE

#### Severe Weather Warning Service (NSWWS) Alerts/Warnings for snow for your area

##### 1. Map showing

- Roads that are gritted by the Local Authority are not available as an assessment is made against each incident. Roads that have been gritted or in the process of being can be found here: <https://www.dorsetcouncil.gov.uk/emergencies-severe-weather/gritting/gritting-updates>
- Local areas at most risk are pedestrian routes in residential areas. The areas are salted by local volunteers.
- Salt is held in Puncknowle for distribution when needed.
- Priority areas that will be gritted by Dorset Council
- Location of farmers will be able to support with equipment at the request of the Parish Council Chair.

##### 2. Contact details

- Held by the Parish Council

## Appendix E: Loss of utilities

### TRIGGER – LOSS OF ELECTRICITY AND WATER

1) Electricity – is distributed in Dorset by Scottish and Southern Energy and Western Power Distribution

i). Preparation:

- Download 'Power Track' App for smartphones (shows outages on a map)
- Create <http://www.ssepd.co.uk/Powertrack/> as a favourite on your web browser
- Encourage vulnerable people to join the 'Priority Services Register' 0800 294 329
- Contact voluntary groups to check welfare of vulnerable people during an outage.
- Consider opening a rest centre in an outage continues for a prolonged period.

ii) . In an outage:

- Call 0800 072 7282 for information (0345 072 1905 from a mobile phone)

2) Water – is supplied by:

Wessex Water

- Keep <http://www.wessexwater.co.uk/> as a favourite on your web browser
- Emergencies and operational problems Telephone 0345 600 4 600
- Encourage vulnerable people to join the Customer Care Plus 0345 600 3 600

## Appendix F: Defibrillators

### 1. Defibrillators

A defibrillator should be used when a person is in cardiac arrest. CPR should be done until a defibrillator becomes available.

Before any action is taken either alert someone that a person is having a cardiac arrest, and call, or get them to call 999, start CPR and get someone to find a defibrillator. The emergency operator can advise you if you can't find one. Once you get the defibrillator, turn it on and continue CPR until the device tells you to stop.

The parish council takes responsibility for the maintenance and training of residents, and workers in the use of defibrillators in line with guidelines.

Whilst the operation of defibrillators is intuitive, manual models should only be operated after receiving the appropriate training.

### 2. Finding a defibrillator

The parish council has 4 defibrillators at the following locations.

Defibrillator Location	OS Map Ref	Source	
Puncknowle Village Hall Post Code DT2 9BJ Through gate mounted on wall on LHS	SY 53668 88614	Parish Council	Unlocked Cabinet
Manor House Hotel, Beach Road West Bexington – outside wall of The Hotel	SY 53349 86836	Parish Council	Unlocked Cabinet
24 Swyre, DT2 9DN Mounted on outside wall		Purchased by Parish Council March 2020	Unlocked Cabinet
The Clubhouse, Beach Road, West Bexington DT2 9DE		Provided 6 Sept 2022 Donated FOC by NatWest through the BHF	Locked Cabinet – Code C159X

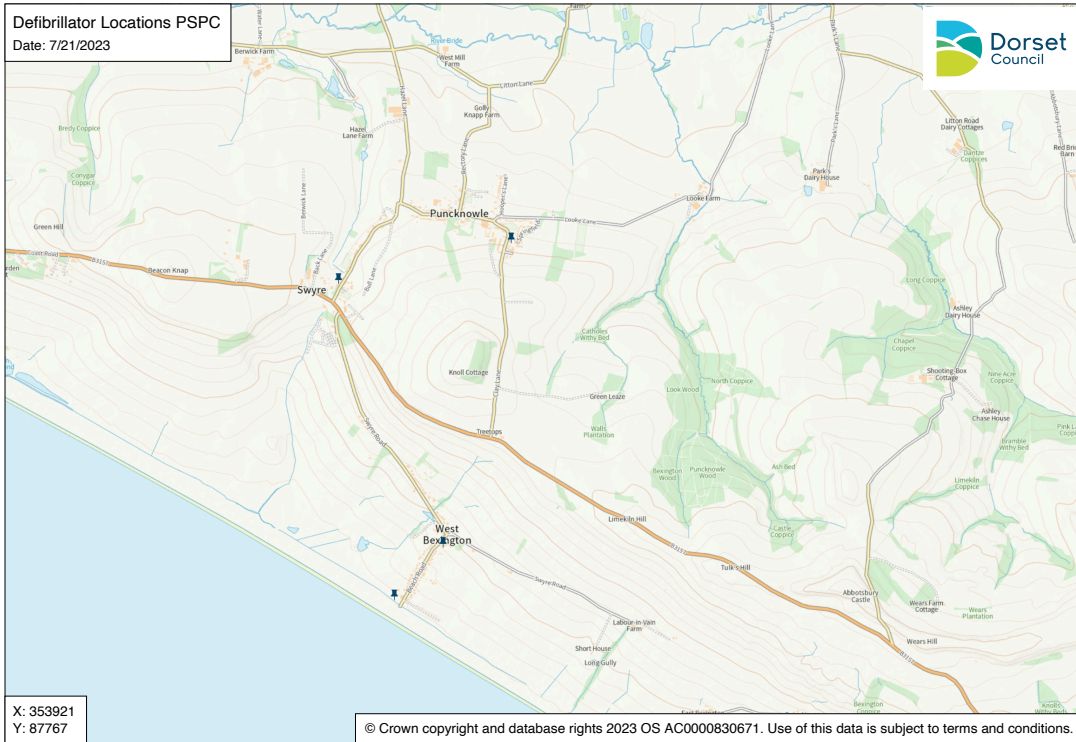
The location of defibrillators can also be found on the national register the Circuit.

<https://www.thecircuit.uk>

Also see location map below.

# Puncknowle, Swyre & West Bexington Parish Council

## 3. Defibrillator Location Map



## Appendix G: Key Contact Details

Contact details for statutory authorities and emergency services	
<b>Emergency Services</b>	<b>24 hours:</b> Tel: 999
<b>Dorset Police non-emergency number</b>	<b>24 hours:</b> Tel: 101 Website: <a href="http://www.dorset.police.uk">www.dorset.police.uk</a>
<b>Dorset &amp; Wiltshire Fire &amp; Rescue Service</b> Five Rivers Health & Wellbeing Centre, Hulse Road, Salisbury SP1 3NR	Always call 999 in an emergency. If your call is operationally urgent, or you need to contact us out of hours, please contact Fire Control on 0306 799 0019. Tel: 01722 691000 Email: <a href="mailto:enquiries@dwfire.org.uk">enquiries@dwfire.org.uk</a> Website: <a href="http://www.dwfire.org.uk/">www.dwfire.org.uk/</a>
<b>District/Borough Council</b>	<b>Office hours:</b> Tel: Website: <a href="http://www.dorsetforyou.com">www.dorsetforyou.com</a>
	<b>Out of hours:</b> Tel: Mobile:
<b>Dorset Council</b>	<b>Office hours:</b> Tel: 01305 251000 Website: <a href="http://www.dorsetforyou.com">www.dorsetforyou.com</a>
	<b>Out of hours:</b> Tel: Mobile:
<b>Dorset Council Highways Emergencies</b>	<b>Office hours:</b> Tel: 01305 221020 Email:
	<b>Out of hours:</b> Tel: 0845 0678999 Mobile:
<b>Report a sewerage flooding</b>	<b>Office hours:</b> Tel: 0345 8505959 Email:
<b>Report property flooding</b>	Website: <a href="https://apps.geowessex.com/swim/">https://apps.geowessex.com/swim/</a>
<b>Report road flooding</b>	Website: <a href="https://www.dorset/roads-and-driving/report-a-road-problem">https://www.dorset/roads-and-driving/report-a-road-problem</a>
<b>Environment Agency:</b> Incident Communications Service for public	<b>24 hours:</b> Tel: 0800 807060 Email:
	<b>Out of hours:</b> Tel: Mobile:
<b>Environment Agency Flood line (24 hr)</b>	<b>24 hours:</b> Tel: 0345 9881188
	Website: <a href="http://www.gov.uk/flood">www.gov.uk/flood</a>
<b>Environment Agency General Enquires</b>	Tel: 03708 506 506 Website: <a href="mailto:enquiries@environment-agency.gov.uk">enquiries@environment-agency.gov.uk</a>
<b>Met Office General Enquiries (24hr)</b>	<b>24 hours:</b> Tel: 0370 900 0100 Website: <a href="mailto:enquiries@metoffice.gov.uk">enquiries@metoffice.gov.uk</a>

Puncknowle, Swyre & West Bexington Parish Council

<b>Met Office Website</b> for weather forecast and warning information		Website: <a href="http://www.metoffice.gov.uk/">http://www.metoffice.gov.uk/</a>
<b>Met Office Mobile Website</b> For weather forecast and warning information		Website: <a href="http://www.metoffice.gov.uk/services/mobile-weather">http://www.metoffice.gov.uk/services/mobile-weather</a>
<b>Met Office App</b> for weather forecast and warning information		Website: <a href="http://www.metoffice.gov.uk/services/mobile-digital-services/weather-app">http://www.metoffice.gov.uk/services/mobile-digital-services/weather-app</a>
<b>Met Office Twitter (24 hr)</b> for weather forecast and warning information		Twitter: @metoffice
<b>National enquiry number for power outages</b>	<b>24 hours:</b>	Tel: 105
<b>Scottish &amp; Southern Energy Power Distribution</b>	<b>24 hours:</b>	Tel: 0800 072 7282 Email:
<b>Western Power Distribution</b>	<b>24 hours</b>	Tel: 0845 651651
<b>British Gas</b>	<b>24 hours:</b>	Tel: 0800 111999 Email:
<b>Southern Gas Networks NECC Emergency Contact (General Public)</b>	<b>24 hours:</b>	Tel: 0800 111999 Email:
	<b>Office hours:</b>	Tel: 01929 818020 Mobile:
<b>NHS Choices</b>	<b>Office hours:</b>	Tel: 111 Website: <a href="http://www.nhs.uk">www.nhs.uk</a>
<b>Defibrillators</b>		Website: <a href="https://www.thecircuit.uk">https://www.thecircuit.uk</a>
<b>Parish Meeting Chair: John Marsh</b>	<b>Office hours:</b>	Tel: Email: <a href="mailto:j.marsh@puncknowle-swyre-pc.gov.uk">j.marsh@puncknowle-swyre-pc.gov.uk</a>
	<b>Out of hours:</b>	Tel: As above Mobile:
<b>Vulnerable Volunteer Co Ordinator</b> <i>Sally Bowsher</i>	<b>Office hours:</b>	Tel: Email: <a href="mailto:s.bowsher@puncknowle-swyre-pc.gov.uk">s.bowsher@puncknowle-swyre-pc.gov.uk</a>
	<b>Out of hours:</b>	Tel: Mobile:
<b>Parish Clerk:</b> Johnathan Moore	<b>Office hours:</b>	Tel: Email: <a href="mailto:clerk@puncknowle-swyre-pc.gov.uk">clerk@puncknowle-swyre-pc.gov.uk</a>
	<b>Out of hours:</b>	Tel: As above Mobile:
<b>Parish Councillor Emergencies</b> Paul Bullen	<b>Office hours:</b>	Tel: 07527141560 Email: <a href="mailto:p.bullen@puncknowle-swyre-pc.gov.uk">p.bullen@puncknowle-swyre-pc.gov.uk</a>
	<b>Out of hours:</b>	Tel: As above Mobile:

