Wonston Parish

Community Emergency Plan

Wonston Parish

This revised version issued

June 2018

This document contains personal information that must be treated as private and confidential

Contents

|  |  |
| --- | --- |
| **Item** | **Page** |
| In case of an Emergency… | 2 |
| Parish Emergency Team | 3 |
| Evacuation Assembly Points/Meeting Place | 3 |
| Volunteers / Local Resources | 3 |
| Parish Organisation / Establishments | 4 |
| Useful Contacts | 4 |
| Appendix 1: Emergency Contact Information for Wonston Parish | 5 |
| Appendix 2: High Risk Areas, Flooding | 6 |
| Appendix 3: Local Area Map | 7 |
| Appendix 4: Wonston Parish Emergency Plan Log Sheet | 9 |
| Appendix 5: Action Flow Diagram | 11 |

In case of a Life Threatening Emergency in the Wonston Parish **you** should…

**Call 999**

Give them the following information:

* Your name
* Your contact number
* Details of the incident
* Exact location
* Emergency services requested – Police/Fire/Ambulance
* Hazards and road blockages

**Then**

Contact one of the following members of the Parish Emergency Team

* Team Leader – John Polak – 07774 294980
* Team Member - John Holt - 07836 779 759
* Team Member – Chris Whitehouse – 07990 564169

**Make a log of what you have seen and who you have spoken to – write it down**

**The Parish ET Leader or one of the coordinators will advise you what to do next.**

**Note: - It is a criminal offence to make a false alarm.**

Parish Emergency Team

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact Number** | **Mobile** |
| Vacant position (Team Leader) |  |  |
| John Holt (Coordinator) | 01962 760 778 | 07836 779759 |
| John Polak (Coordinator) | 01962 760926 | 07774 294980 |
| Chris Whitehouse (Coordinator) |  | 07990 564169 |
| Jocelyn Jenkins (Parish Clerk) | 02380 266714 |  |

Evacuation Assembly Holding Points/Meeting Places

|  |  |  |  |
| --- | --- | --- | --- |
| **Premises** | **Function** | **Key Holder** | **24hr Contact Number** |
| Victoria Hall | Assembly Point | Alistair Black | 01962 760604/  07761 913173 |
| Coach & Horses Public House | Assembly Point | Proprietor | 01962 760 279 |
| Norton Park Hotel | Assembly Point | Duty Manager | 01962 763 000 |
| Wonston Arms | Assembly Point | Matt Todd | 01962 760 288 |
| Gratton Pavilion | Assembly Point | John Polak | 07774 294 980 |

Volunteers / Local Resources

|  |  |  |
| --- | --- | --- |
| **Name** | **Skill** | **Contact Number** |
| Gratton Surgery | Doctor | 01962 760 394 |
| TBA | Police Officer | 101 |
| Jim Herbert | Contractor, 4x4 / tractor / machinery / portaloos | 01962 760 804  07831 200 191 |
| Brian Taplin | Contractor, 4x4 / chainsaws, etc | 07778 796 794 |
| Tim Finn-Kelcey | Farmer, 4x4 / tractor / forklift | 01962 760 219 |
| Douglas Paterson | Farmer, 4x4 / tractor / forklift / JCB / Snow Scraper | 01962 760 416 |
| Exsel Pumps (large) | Pumps | 01962 885 400 |

Parish Organisation / Establishments

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Name & Role of contact** | **Contact Number** |
| Upper Dever Benefice | Rev Paul Bradish | 01962 882166 |
| Egg Day Nursery | Briony & Anthony White | 01962 760 125 |
| Sutton Manor Nursing Home/ Home Care Finder | Duty Manager/ Linda Gillum-Webb | 01962 760188/761461 |
| Norton Manor Hotel | Duty Manager | 01962 763 000 |
| Coach & Horses Public House | Proprietor | 01962 760 279 |
| Naomi House | Duty Manager | 01962 760060 |

Useful Contacts

|  |  |  |
| --- | --- | --- |
| **Service** | **Telephone** | **Website / email** |
| Hampshire County Council  Emergency Planning Unit | 01962 846 846 | [epoffice@hants.gov.uk](mailto:epoffice@hants.gov.uk) |
| Hampshire County Council | 0300 555 1375 | info@hants.gov.uk |
| Winchester City Council | 01962 840333 | Out of hours: 01962 865407 |
| Environment Agency: Floodline | 0345 988 1188  (24 hours) | [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) |
| Met Office: Weathercall | 09068 500 403 | www.metoffice.gov.uk |
| NHS 111 | 111 |  |
| Southern Water |  | Emergency 0330 303 0368 |
| Southern Electric |  | Emergency 0800 072 7282 |
| British Telecom |  | Emergency 0800 023 2023 |
| Sutton Scotney Fire & Rescue | 01962 760281 | www.hantsfire.gov.uk/aboutsite |
| Texaco garage | 01962 760240 |  |
| Wicks – Sandbags | 01962 869783 |  |
| **NEIGHBOURING PARISH COUNCIL CLERKS** | | |
| South Wonston PC  (Racheal Jones) | 01962 889072 | clerk@southwonston-parishcouncil.org.uk |
| Bullington PC (Julie Todd) | 01264 351853 | juliemtodd@hotmail.co.uk |
| Micheldever PC (J Jenkins) | 02380 266714 | [micheldeverpc@hotmail.co.uk](mailto:micheldeverpc@hotmail.co.uk) |

Appendix 2: Emergency Contact Information for Wonston Parish

**Emergency Contact Numbers**

|  |  |  |
| --- | --- | --- |
| **Name** | **Working Hours** | **24 hour** |
| Parish Clerk –  Jocelyn Jenkins | 02380 266714 | 02380 266724 or  wonstonpc@hotmail.co.uk |
| Parish Emergency Team Leader | Vacant |  |

**Emergency Assembly Points**

|  |  |  |  |
| --- | --- | --- | --- |
| **Facility** | **Address** | **Contact Numbers (24hrs)** | **Capacity**  **(Approximate)** |
| Victoria Hall | Sutton Scotney | 01962 760604/  07761 913173 | 75 |
| Coach & Horses Public House | Sutton Scotney | 01962 760 279 | 40 |
| Norton Park Hotel | Sutton Scotney | 01962 763 000 | 100 |
| Gratton Pavilion | Sutton Scotney | 07774 294 980 | 40 |
|  |  |  |  |

This information will be held by Hampshire County Council and made available to the emergency planning contacts within the District Councils.

**These numbers will NOT be made available to members of the public but may be released to emergency services during an emergency.**

This Document will be lodged : Emergency Planning Unit

With HCC and WCC Hampshire County Council

Ell Court South

The Castle, Winchester

Hampshire

SO23 8UJ

Or email an electric version of the form to:-

[epoffice@hants.gov.uk](mailto:epoffice@hants.gov.uk)

Appendix 3: High Risk Areas, Flooding

**Sutton Scotney**

* Dairy Meadow, Victoria Hall Car Park, Oxford Road in general, White Swan Square, Coach & Horses
* 1 – 6 New Cottages
* May Cottage
* No 1 and 2 Wisteria Cottages
* Westleigh Cottage
* Pear Tree Cottage
* The White House
* Texaco Garage forecourt and local A30 Junction

**Wonston**

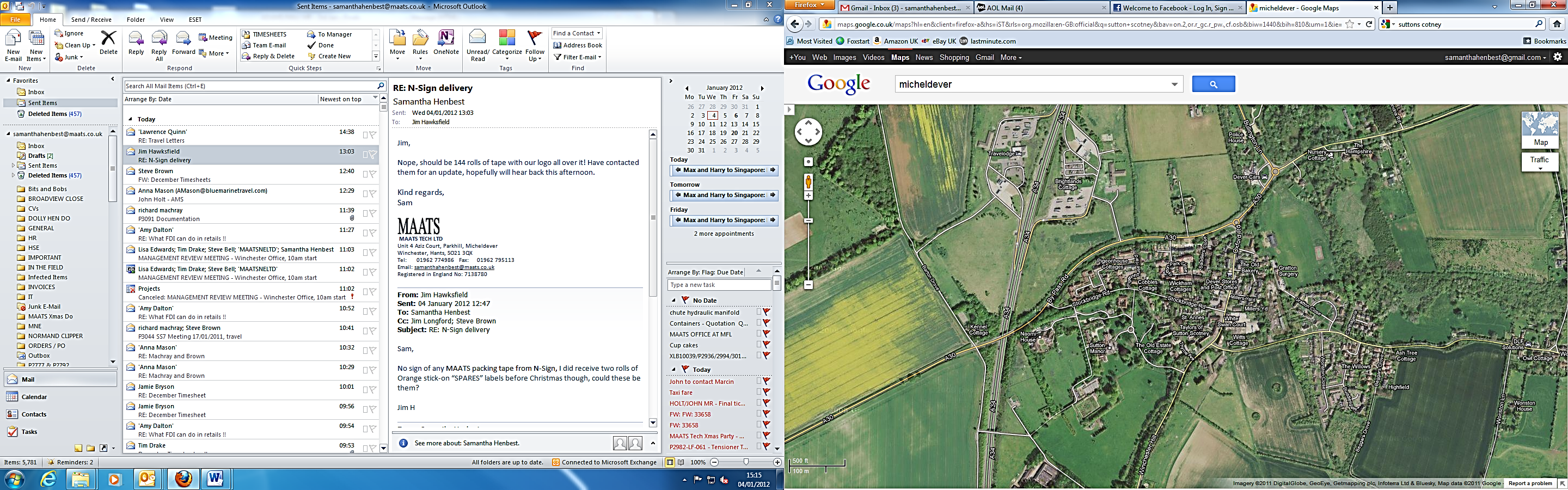
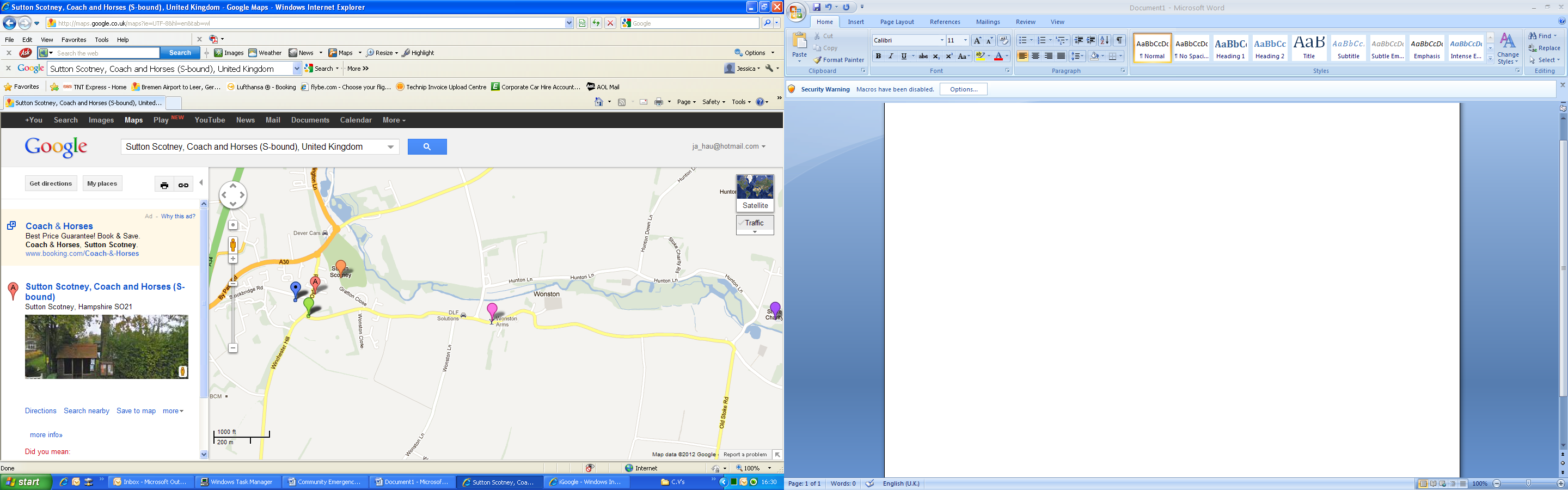
* Figsbury House (cellar)
* Old A30 between Kitelands and Hunton Down Lane. Very dangerous surface water after heavy rain.
* Old A30 between Norton Park Hotel Entrance and the Wonston/Norton Cross roads. Dangerous flooding and high speed limit

**Hunton**

* Junction between Hunton Lane and Hunton Down Lane has poor soakaway

**Stoke Charity**

* C105 at entrance to village (Six Yards House)
* Children’s Play Area



Appendix 4: Local Area Map

Appendix 5: Wonston Parish Emergency Plan

**Log Sheet – Date\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Information** | **Action** | **Initials** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Note: include several log sheets

Outline Procedures – Suggested

Parish Emergency Team on Witness or being advised of an emergency in the Parish

Parish Emergency Team Leader

* Assess the level of urgency
* Confirm blue light operators have been notified
* Call WPC Clerk and at least one more Co-ordinator
* Establish a base point of contact – Village hall
* Detail co-ordinators to mobilise local assistance or marshal
* Establish contact with blue light operators and co-ordinate activities
* Make notes, stay at contact point

Parish Emergency Team Co-ordinators

* Call ET leader advise type of event and level of urgency
* If not at site of incident join Parish Emergency Team leader at control point
* Depending on type of emergency contact your designated volunteer / local resource and co-ordinate arrival with Parish Emergency Team Leader
* Assist with marshalling and safety of personnel.

It is suggested that the Co-coordinators are given specific contacts to call, once the Parish Emergency Team Leader has assessed the situation, say two each possibly overlapping

For example co-ordinator No. 1 would be responsible for calling one of the assembly points and also one of the plant operators. Co-ordinator No.2 to call the same assembly point but a different volunteer plant operator and so on so that all points are covered by two people.

Co-ordinators should then co-ordinate their activities through the Parish emergency Team Leader and with each other keeping the Team Leader informed at every opportunity.

The activities of the Parish Emergency Team should be first in action if circumstances dictate and then a role behind the blue light operators looking after the welfare of the affected parishioners.

**Parish Emergency Team Guideline Procedures Page 1 of 2**

**Major Incident within Village?**

**Minor Incident - Go to Page 2**

**No**

**Yes**

**Is There an Immediate Threat To Life**

**Yes**

**No**

**1. Ensure your own Safety**

**2. Maintainin Visual Contact**

**3. Call 999 and remain available for direction**

**1. Call the Relevant Emergency Service/s\* 999**

**2. Call Parish Emergency Team**

**3. Wait for the Emergency Services at a safe place**

**4. If there is a Gas or Water or Electric issue ask one of the Parish Emergency Team Co-coordinators to call the relevant service**

**\*Fire Service, Ambulance, Police**

**1. Contact Parish Emergency Team members who will:-**

**2. Contact the Village Hall and / or Coach and Horses PH and / or Norton Manor Hotel to open for accommodation / shelter**

**Are there any Displaced People?**

**1. Check for any other unmet needs of affected people and assist where possible**

**2. Co-ordinate activities with Parish Emergency Team Leader**

**No**

**Yes**

**Page 2 of 2**

**From Page 1**

**Yes**

**Minor Incident within Village**

**1. Call the Relevant Emergency Service/s\* 999**

**2. Call the Parish Emergency Team Leader / Team members**

**3. Wait for the Emergency Services at a safe place**

**4. If there is a Gas or Water or Electric issue ask one of the Parish Emergency Team Co-ordinators to call the relevant service**

**\*Fire Service, Ambulance, Police**

**Are there any Displaced People?**

**No**

**Yes**

**1. Contact Parish Emergency Team members who will:-**

**2. Contact the Village Hall and / or Recreation Ground and / or Social Club Representative to open for Accommodation / shelter**

**1. Check for any other unmet needs of affected people and assist where possible**

**2. Co-ordinate Activities with Parish Emergency Team Leader**