

**Resilient  
Communities  
Wiltshire**



**Berwick St John  
Community  
Emergency Plan**

**Plan Completion Date  
10 November 2023**

**Plan Updated  
Neil Mortenson**



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## Key Contacts

Community Emergency Volunteer Coordinator			
Name	Louise Hall	Contact Number	Mob: 07775 928415 Home: 01747 828272
Notes	Address: Manor Farm, Church St, Berwick St John SP7 0EX Email: louise_t_hall@yahoo.co.uk		

Community Emergency Volunteer (Deputy)			
Name	Paul Sparkes	Contact Number	Mob: 07776 305704 Home: 01747 828900
Notes	Email: paulsparkes@btinternet.com		

Community Emergency Volunteer (Deputy)			
Name	Peter Weiner	Contact Number	Mob: 07833 556923 Home: 01747 829164
Notes	Email: pweineruk@yahoo.com		

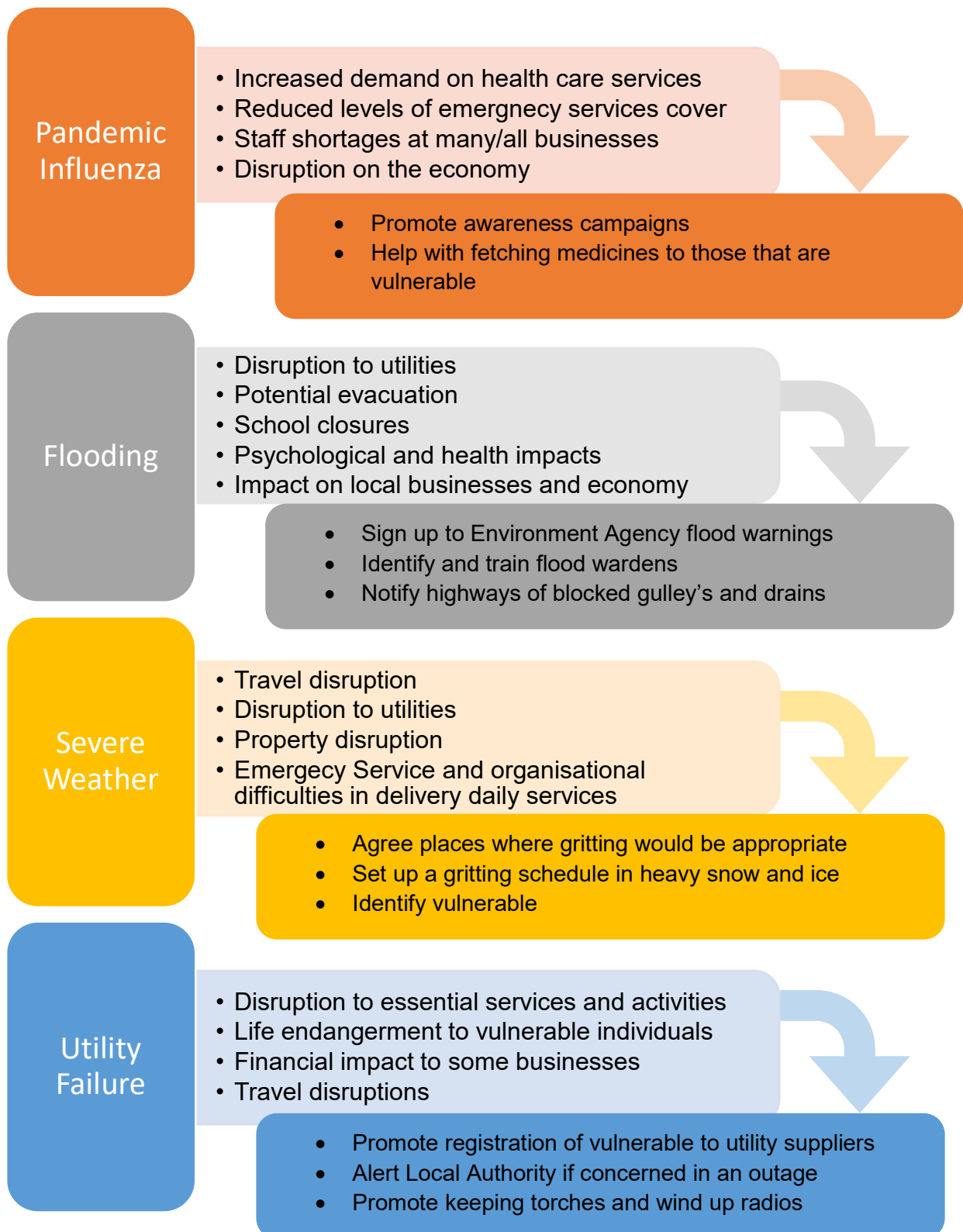
First Aider			
Name	Angela Bridges	Contact Number	Mob: 07770 753885 Home: 01747 828383
Notes			

Place of Safety Key Holders			
Location	Berwick St John Memorial Hall		
Name	Kevin Meade	Contact Number	Mob: 07774 906671 Home: 01747 828024
Name	Peter Weiner	Contact Number	Mob: 07833 556923 Home: 01747 829164
Name		Contact Number	Mob: Home:
Notes			

## 1. Be Informed

### 1.1 What's an Emergency

An Emergency, which can also be referred to as an incident is anything that affects you, your family and your community. Below we have highlighted our highest risks in Wiltshire, some of the potential consequences and how the community can help



## 1.2 Why have an Emergency Plan?



## 1.3 Legalities

The question of insurance is something that always comes up within community resilience. What are we actually allowed to do? And are we insured to do so?

### Health and Safety

It is recognised that those named or recognised in this plan are not trained or resourced to carry out any functions of the emergency services. The response will be confined to supporting the welfare of the people in the community and helping them to maintain a normal community life. No-one is obliged to carry out any function and all duties are done solely on a voluntary basis.

### Data Protection

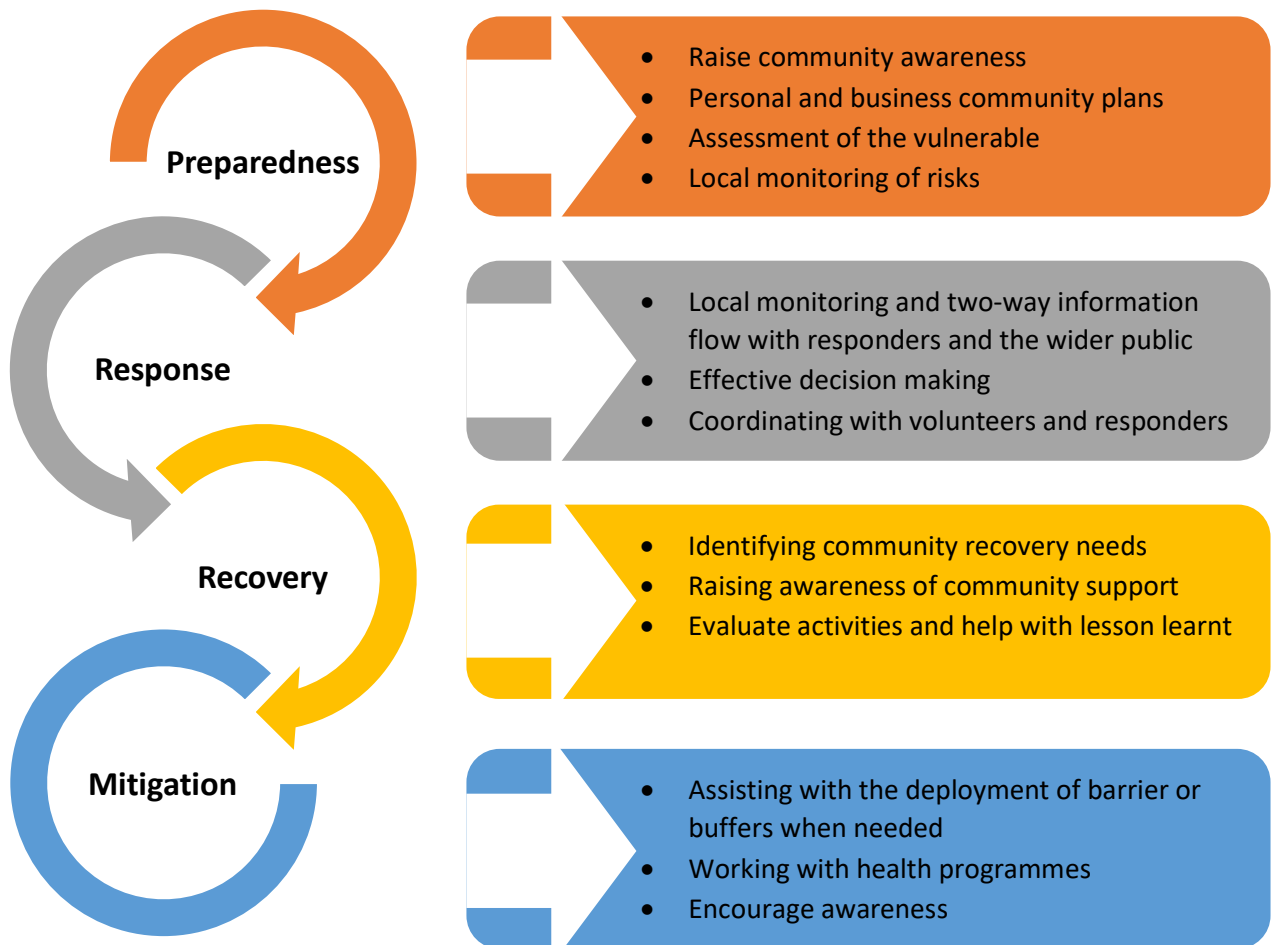
It is assumed that the plan author/co-ordinator retains the title of data controller and therefore must ensure that all persons details included are asked whether they are ok for their details to be shared with the other community members and with representatives of the emergency services or council. Any emergency plans sent to the council will be stripped of all contact details (other than that of the coordinator).

### Insurance

*Awaiting comments*

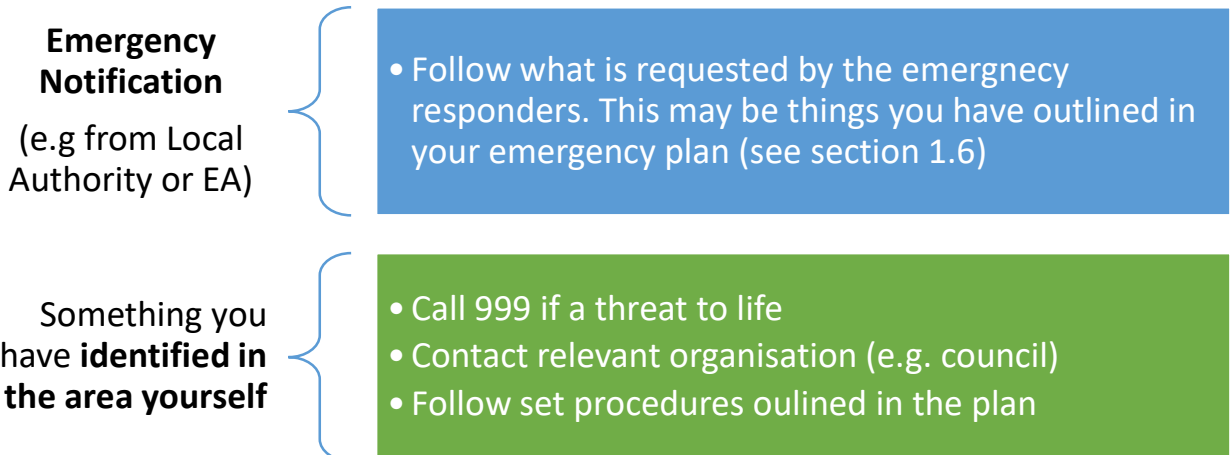
### 1.4 Communities Role in an Emergency?

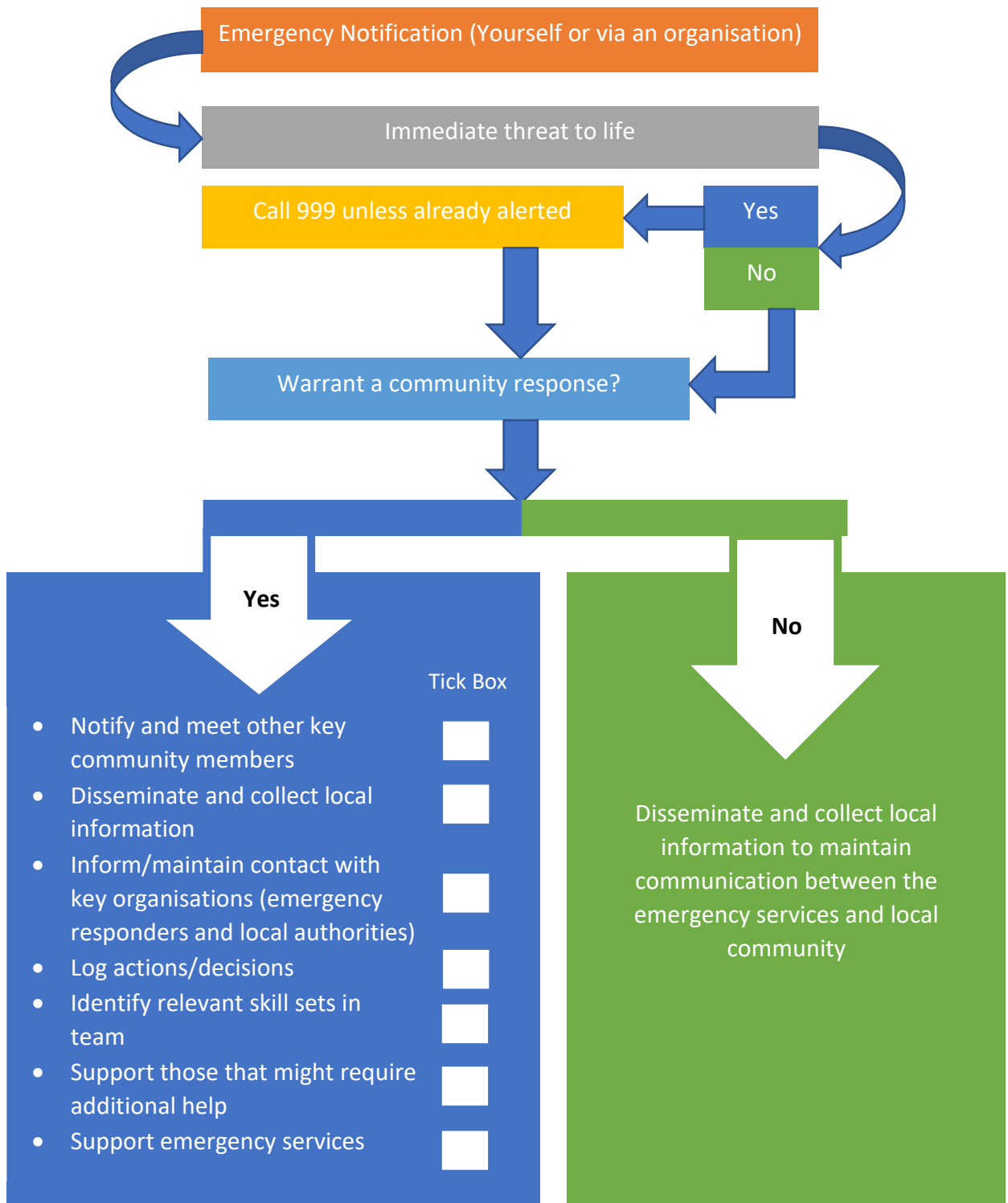
Communities have a role to play in all type of emergency and can be involved at every stage.



### 1.5 Activation

Activation may come from one of two different ways:





## 1.6 Local Emergency Responders

Who?	How to contact them?	What they do in an emergency?
Police	<ul style="list-style-type: none"> <li>Dial 999 in an emergency such as a crime in progress</li> <li>Non emergency Police reporting dial <b>101</b></li> </ul>	<ul style="list-style-type: none"> <li>Responding to incidents</li> <li>The co-ordination of the emergency services, local authorities and other organisations during an emergency</li> </ul>
Fire	<ul style="list-style-type: none"> <li>Dial 999 in an emergency</li> </ul>	<ul style="list-style-type: none"> <li>Responding to incidents</li> <li>Fire-fighting and fire prevention</li> <li>Detection, identification, monitoring and management of hazardous materials and protecting the environment</li> </ul>
Ambulance & NHS	<ul style="list-style-type: none"> <li>Dial 999 in an emergency</li> <li>NHS non-emergency number: 111</li> </ul>	<ul style="list-style-type: none"> <li>Responding to incidents</li> <li>Identify &amp; alert the receiving hospitals</li> </ul>
Wiltshire Council	<ul style="list-style-type: none"> <li>In and out of hours use: 0300 456 0100.</li> <li>In hours you may ask for the Emergency Planning Team</li> <li>You may use <a href="mailto:emergencyplanning@wiltshire.gov.uk">emergencyplanning@wiltshire.gov.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>Support the emergency services</li> <li>Help the community recover</li> <li>May take action to protect property from flooding by water from the highway where there is a failure of the highway drainage system</li> <li>Help facilitate road closures and diversions</li> <li>Identify and set-up a safe place for community to stay after being evacuated - known as rest centre</li> </ul>
Environment Agency	<ul style="list-style-type: none"> <li><b>Incident hotline</b> 0800 80 70 60 (24-hour service)</li> <li>Floodline service 0345 988 1188</li> </ul>	<ul style="list-style-type: none"> <li>Protect the environment and take reports of environmental pollution such as chemical or fuel spills, or many dead fish in rivers</li> <li>Issue flood alerts and warnings to the public and implement flood defence where appropriate</li> <li>Deal with emergency repairs and blockages on main rivers and own structures</li> </ul>
Utility Providers	<ul style="list-style-type: none"> <li>Gas (National Grid) 0800 111 999</li> <li>Power Cut - call 105</li> <li>Wessex Water: 0345 600 4600</li> <li>Thames Water 0800 3169800</li> <li>British Telecoms 08001217667</li> </ul>	<ul style="list-style-type: none"> <li>Support statutory responders</li> <li>Ensure continuity of supply</li> <li>Provide alternative means of supply during an emergency if there is a threat to life</li> </ul>

In some case the emergency services and local authorities will have to prioritise those greatest in need and therefore may not be able to reach you immediately. Communities can play a vital role in helping the emergency responders by reducing the impacts of an emergency. This can be achieved by producing community plans, followed by regular training and exercising of it.



## 2. Get Involved

### 2.1 Scope

What are you trying to achieve with your community plan? What areas are you covering (whole village/town/certain communities. Make sure your scope is Specific, Measurable, Agreed, Realistic, e.g.

#### Your Scope

This plan is aimed at restoring the village to normal functioning as quickly as possible following a local minor emergency.

The random place community plan aims to provide the village with a good level of resilience that will enable us to complement the emergency services alongside coping with small scale issues, either on our own or before the relevant services arrive.

### 2.2 Preparation and Triggers

Think about your local risks and what causes you to react to them – whether that is a flood warning to a news/weather report. Once that trigger has occurred you then need to decide on what your next actions are. For some incidents such as flooding you may choose to have a separate annex going into flooding in more detail. Remember in section 1.1 there are some preparatory actions for key incidents outlined.

Incident	Preparation	Trigger	Action
<i>Example: Ice</i>	<ul style="list-style-type: none"> <li>Identify routes to grit</li> <li>Arrange grit delivery each year</li> </ul>	<i>Local weather predicts freezing temperature</i>	<ul style="list-style-type: none"> <li>Grit local frequently used paths</li> <li>Check if vulnerable community needs help getting medication/food</li> </ul>
<b>Flood</b>	Identify historical known areas prone to flooding. The Cross	Heavy rain, with run-off from the hills surrounding the village.	Keep flood plan updated. Ensure a supply of sandbags is available.

<b>Snow</b>	Arrange grit delivery each year.	Local weather forecast predicts moderate to heavy snowfall.	Grit the main thoroughfares through the village. Enlist local manpower to assist with clearance once snow has ceased.
<b>Loss of Utilities</b>			Report incident to relevant utility provider ASAP.
<b>Animal Health</b>			
<b>Pandemic Flu</b>	Monitor national and local news for any pandemic outbreaks. Encourage annual vaccination (Berwick Bulletin).		Liaise with vulnerable or affected personnel to ensure that plans are in place to ensure that they receive essential medication and food.
<b>Animal Disease</b>			

### 2.3 Key Local Skills

This is a good way of highlighting what key skills you might need alongside those that provide them. You may add as many as you like below.

Skill/Resource	Who?	Contact Details	When might not be available
Trained First Aider	Angela Bridges	01747 828383	
	Sarah Brown	07810 307637	
4x4 Owners	Kevin Meade	01747 828024	
	Richard Pocock	01747 828272	
Water/food supplies	<i>Local Shop?</i>		
Medical Supplies			

### 2.4 Places of Safety

A place of safety can be anything from a shelter for a few hours to overnight stays (so therefore a church, pub or village hall would all be good options)

Building	Location	Contact Details (Name, phone)	Capacity	Resources (kitchen, showers?)
Berwick Memorial Hall	Water Street	Kevin Meade 01747 828024 or 07774 906671	50 people sleeping (approx.)	Kitchen, Toilets, Heating, Hot & Cold water
		Peter Weiner 07833 556923		

## 2.5 Map of Local Risks

Below you can input a map of your local risks and resources. This could include, places that suffer from flooding, known areas you want to grit, the location of your places of safety and anything you feel relevant. Remember not all risks are mappable.



The area covered by the blue circle is the area most prone to flooding and is The Cross, where Luke Street, Water Street and Church Street all meet.



## 2.6 Setting Up a Community Group

Many communities find the best way to start a resilient programme is to form a community group. Below is basis idea of how you could set one up. The roles and names of individuals can then be input into this plan.

### Parish Council/ Community Group

- Community plans often start off well through the Parish Council, this enables a good link with Wiltshire Council and ensures it also covers the whole community.
- However it is possible to have a community plan without the Parish Council involvement if that works better for your area.

### Community Emergency Volunteer Coordinator

- Each community group works best with an overall coordinator, this means that in an emergency you have a dedicated person to manage the whole situation and ensure everyone is staying on task and safe.
- You may have several coordinators as you can't guarantee that the main coordinator will be around when the incident happens


### Deputy CEV Coordinator


- Deputy coordinators are there to assist in large incidents and also over if the main coordinators are not available

### Community Volunteers

- Community Volunteers are the heartbeat of the group and can be available to help in a variety of incidents - like door knocking, spreading grit and helping the vulnerable.
- You may have as many volunteers as you feel necessary
- You might want some extra specific volunteers if your community suffers from specific events e.g. Flood Wardens - these could be considered in a separate Flood annex

## 2.7 Action Cards

Community Emergency Volunteer Coordinator/Deputy	
Activation	Key Responsibilities
 <p>A blue box labeled 'Parish Council' has a white arrow pointing to a green box labeled 'CEV Coordinator'.</p>	<ul style="list-style-type: none"> <li>• Coordinate the community response</li> <li>• Ensure Health and safety is adhered too</li> <li>• Liaise with relevant emergency services/organisation/council</li> <li>• Ensure action and decision are logged</li> </ul>
Actions	
<ol style="list-style-type: none"> <li>1. Initiate community response on receipt of a request from the emergency services or in the case of small incidents that can be dealt with without the need for emergency services</li> <li>2. Continually liaise with the emergency services/LRF members</li> <li>3. Coordinate the organisation of the community volunteers</li> <li>4. Keep an eye on Health and Safety of the volunteers</li> <li>5. Record all decisions and actions of the community</li> <li>6. Coordinate the requests for extra resources – in liaison with the council</li> </ol>	

Community Volunteers	
Activation	Key Responsibilities
 <p>A green box labeled 'CEV Coordinator' has a white arrow pointing to a yellow box labeled 'Deputy CEV/Community Volunteers'.</p>	<ul style="list-style-type: none"> <li>• Help with community tasks</li> <li>• Collect community information</li> <li>• Help disseminate information</li> <li>• Assist in incident response (sand bagging, flood monitoring etc)</li> </ul>
Actions	
<ol style="list-style-type: none"> <li>1. Only carry out tasks you are comfortable with or trained to do (entering running or deep water is not permitted)</li> <li>2. Follow the direction of the CEV Coordinator</li> <li>3. Help collect information or disseminate to the local residents/community members</li> <li>4. Help identify those vulnerable in certain incidents alongside potentially checking on them.</li> <li>5. Monitor at risk areas (particularly seasonal risks)</li> <li>6. Help with the clearing of paths in Icy or snow conditions</li> <li>7. Identify areas where gully or drain clearance needs to be done (report to Wiltshire Council via the app)</li> </ol>	

## 2.8 Telephone Tree

<b>Community Emergency Volunteer (CEV) Coordinator</b>
<b>Louise Hall</b> <b>01747 828272 or 07775 928415</b>



CEV Deputy	CEV Deputy
Paul Sparkes 01747 828900 or 07776 305704	Peter Weiner 01747 829164 or 07833 556923



Volunteer	Volunteer	Volunteer	Volunteer
Neil Mortenson 07734422428	Kevin Meade 07774 906671	Tony Bell 01747 828574	Richard Pocock 01747 828272



Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer
Johnny Dyer  01747 828529	Neil Edmonds  01747 828529	John Del' Nero  01747 828205	Daniel Bamsey  01747 828460	Peter Weiner  01747 829164			



## 2.9 Contact Details

Name			Yvonne Follett
Job Role ( <i>e.g Volunteer</i> )			Water Street Co-ordinator
Telephone Number	Mobile	Home	Email
	07885 545065		
Address			Skills

Name			Kevin Meade
Job Role ( <i>e.g Volunteer</i> )			Luke Street Co-ordinator
Telephone Number	Mobile	Home	Email
	07774 906671	01747 828024	Cannonblast360@gmail.com
Address	2 Hop Gardens Luke Street Berwick St John Shaftesbury SP7 0HJ		Skills
			Snow Warden 3 x Chainsaws, 3 x Generators, 3 x 4WD, 2 x Tractor, 2 x Water Pump, 1 x Recovery Trailer with winch

Name			Neil Mortenson
Job Role ( <i>e.g Volunteer</i> )			Assistant Luke Street Co-ordinator
Telephone Number	Mobile	Home	Email
	07734 422428	01747 829015	christina.marks330@gmail.com
Address	Huberts House Luke Street Berwick St John Shaftesbury SP7 0HQ		Skills

Name			Paul Sparkes
Job Role ( <i>e.g Volunteer</i> )			The Cross Co-ordinator
Telephone Number	Mobile	Home	Email
	07776 306704	01747 828900	paul@forgeaudio.co.uk
Address	The Forge Cottage The Cross Berwick St John Shaftesbury SP7 0HA		Skills
			Forklift Truck available Cutting equipment for metal Chainsaw

Name			Tony Bell
Job Role ( <i>e.g Volunteer</i> )			Assistant Cross Co-ordinator
Telephone Number	Mobile	Home	Email
		01747 828574	
Address	2 Dog Lane Berwick St John Shaftesbury SP7 0HA		Skills
			Flood Warden Digger Operator

Name			Angela Bridges
Job Role ( <i>e.g Volunteer</i> )			First Aider and General Volunteer
Telephone Number	Mobile	Home	Email
	07770 753 885	01747 828383	pontibus@aol.com
Address	The Old Rectory Church Street Berwick St John Shaftesbury SP7 0EY		Skills
			First Aider Co-ordination Skills Emergency Accommodation

Name			Johnny Dyer
Job Role ( <i>e.g Volunteer</i> )			General Volunteer
Telephone Number	Mobile	Home	Email
		01747 828529	
Address	Cobbler's Cottage Water Street Berwick St John Shaftesbury SP7 0HS		Skills

Name			Neil Edmonds
Job Role ( <i>e.g Volunteer</i> )			General Volunteer
Telephone Number	Mobile	Home	Email
		01747 828529	
Address	Cobbler's Cottage Water Street Berwick St John Shaftesbury SP7 0HS		Skills

Name			John Del'Nero
Job Role ( <i>e.g Volunteer</i> )			General Volunteer
Telephone Number	Mobile	Home	Email
	07973 303687	01747 828205	
Address	The Old Post Office		Skills
	Water Street Berwick St John Shaftesbury SP7 0HS		Sound Engineer

Name			Daniel Bamsey
Job Role ( <i>e.g Volunteer</i> )			General Volunteer
Telephone Number	Mobile	Home	Email
	07851 498248	01747 828460	
Address	The Bungalow		Skills
	Higher Bridmore Farm Tollard Royal SP5 5QF		Qualified Tree Surgeon Aerial Rescue First Aider Chainsaw Operator

Name			Peter Weiner
Job Role ( <i>e.g Volunteer</i> )			General Volunteer
Telephone Number	Mobile	Home	Email
	07833 556923	01747 829164	
Address	Cranborne Lodge		Skills
	Church Street Berwick St John Shaftesbury SP7 0EX		

Name			
Job Role ( <i>e.g Volunteer</i> )			
Telephone Number	Mobile	Home	Email
Address			Skills