

# Community Emergency Plan for the Parishes of East Woodhay, Ashmansworth and Highclere

**Parishes:** East Woodhay, Ashmansworth and Highclere

**Borough:** Basingstoke & Deane

**Co-ordinator:** PC Chairman (East Woodhay)  
PC Chairman (Ashmansworth)  
PC Chairman (Highclere)

**Deputy:** PC Clerk (East Woodhay)  
PC Vice-chairman (Ashmansworth)  
PC Clerk (Highclere)

**Effective date:** 31 January 2019

**Version:** Version 1.5

## Revision History

Version	Description	Date Released
1.0	Initial Release document	31/12/2011
1.1	Annual update to initial release document	31/12/2012
1.2	Annual update to initial release document	31/12/2013
1.3	Annual update to initial release document	10/1/2016
1.4	Annual update to initial release document	12/3/2017
1.5	Biennial update to initial release document	31/1/2019

## Distribution List

1. Hampshire County Emergency Planning Officer
2. Borough Emergency Planning Liaison Officer
3. Whitchurch Police Station
4. Whitchurch Fire Station
5. East Woodhay Parish Council
6. Ashmansworth Parish Council
7. Highclere Parish Council
8. Church Wardens (for all three Parishes)

## Aim and Objectives

### Aim of the plan:

To enable community support, self-help and resilience when faced with an emergency situation.

## Objectives of the plan:

1. Conduct a risk assessment, identify hazards and possible mitigation
2. Identify vulnerable groups within the community
3. Identify key contacts
4. Identify a community emergency management team
5. Identify resources available to the community in the event of an emergency
6. Ensure that the plan is up to date, by implementing an annual review, implemented on the anniversary after finalisation.

## Risk Assessment Analysis

RISK MATRIX SCORE		IMPACT		
		HIGH	MEDIUM	LOW
LIKELIHOOD	HIGH	<b>A</b>		<b>D</b>
	MEDIUM		<b>C</b>	
	LOW	<b>B</b>		<b>E</b>

Hazard	Impact	Mitigation in Place	Mitigation possible	Risk Matrix Score
<b>Total or partial loss of electricity, water or telephone</b>	<ul style="list-style-type: none"> <li>• Loss of heating and or cooking facilities</li> <li>• Loss of in-house lighting</li> <li>• Loss of sanitary facilities</li> <li>• Loss of communication</li> </ul>	<ul style="list-style-type: none"> <li>• Notify relevant utility provider</li> </ul>	<ul style="list-style-type: none"> <li>• Identify any residents that require rest centre</li> <li>• Emergency rest centre activated</li> <li>• If loss of water, identify location of possible stand pipes</li> </ul>	<b>C</b>
<b>Damage to Main Cross Country Gas Pipe</b>	<ul style="list-style-type: none"> <li>• Risk of Building Damage</li> <li>• Potential threat to life</li> </ul>	<ul style="list-style-type: none"> <li>• Notify Southern Gas</li> </ul> <p>All gas leaks: <b>0800 111 999</b></p>	<ul style="list-style-type: none"> <li>• Evacuate local area</li> <li>• Emergency rest centre activated</li> </ul>	<b>B</b>
<b>Severe Weather</b>	<ul style="list-style-type: none"> <li>• Fallen trees</li> <li>• HCC unable to clear roads</li> <li>• Building damage</li> </ul>	<ul style="list-style-type: none"> <li>• Identify roads that need immediate clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Enlist volunteers with chainsaws or tractors with chains</li> </ul>	<b>C</b>

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		<ul style="list-style-type: none"> <li>Identify dangerous trees</li> </ul>	<ul style="list-style-type: none"> <li>Identify any residents that require shelter</li> <li>Emergency rest centre activated</li> <li>Contact Hampshire Highways in case of road blocks (e.g. fallen trees)</li> </ul>	
<b>Heavy snow</b>	<ul style="list-style-type: none"> <li>Access in &amp; out and within villages difficult</li> <li>Loss of Utilities</li> <li>Care Providers unable to meet their commitments</li> <li>Disruption for pedestrians and possible physical injury</li> </ul>	<ul style="list-style-type: none"> <li>Monitor weather warnings from Met Office</li> <li>Ensure all grit bins are full</li> </ul>	<ul style="list-style-type: none"> <li>Contact Hampshire and Berkshire 4x4 Responders and any local 4 x 4 Responders</li> <li>Contact Care Providers to ensure they can meet their commitments</li> <li>Contact Neighbourcare co-ordinators and local GP surgeries to check on vulnerable local people</li> <li>Emergency rest centre activated</li> </ul>	<b>C</b>
<b>Major Fire</b>	<ul style="list-style-type: none"> <li>Building damage</li> <li>Threat to life</li> </ul>		<ul style="list-style-type: none"> <li>Evacuate area</li> <li>Emergency rest centre activated</li> <li>Check if gas cylinders are present in proximity and implement an exclusion zone of <b>200-250m</b> if known to be present.</li> </ul>	<b>B</b>
<b>Major road Accident (A343, A34)</b>	<ul style="list-style-type: none"> <li>Possibly many people injured</li> <li>Assistance to emergency services</li> </ul>		<ul style="list-style-type: none"> <li>Contact First Aiders, St John Ambulance, Community Responders</li> </ul>	<b>B</b>

			<ul style="list-style-type: none"> <li>• Determine need to activate emergency rest centres</li> </ul>	
<b>Terrorism or Violence</b>	<ul style="list-style-type: none"> <li>• Building damage</li> <li>• Threat to life</li> <li>• Many people injured</li> <li>• Emergency services require assistance</li> </ul>		<ul style="list-style-type: none"> <li>• Evacuate area</li> <li>• Emergency rest centre activated</li> <li>• Contact First Aiders, St John Ambulance, Community Responders</li> </ul>	<b>B</b>
<b>Aircraft Accident</b>	<ul style="list-style-type: none"> <li>• Building damage</li> <li>• Threat to life</li> <li>• Many people injured</li> <li>• Emergency Services require assistance</li> </ul>		<ul style="list-style-type: none"> <li>• Evacuate area</li> <li>• Emergency rest centre activated</li> <li>• Contact First Aiders, St John Ambulance, Community Responders</li> </ul>	<b>B</b>
<b>Hazardous Vapour</b> (eg from a farm or workshop)	<ul style="list-style-type: none"> <li>• Threat to life</li> </ul>		<ul style="list-style-type: none"> <li>• Evacuation area downwind</li> </ul>	<b>B</b>
<b>Flooding</b>				<b>E</b>

## Community Resources

### Contact Details:

#### Emergency Rest Centres

Premises	Key Holder	Contact No
<b>Village Hall, Ashmansworth</b> (Free wi-fi)	Mike Sarson Alan Cox Jackie Seaton Jonty Gethin	01635 250533 07785 200147 01635 254585 07557 149375
<b>Ashmansworth Church*</b>	Alan Rowe John Skinner	01635 253040 01635 253552
<b>Crux Easton Church*</b>	Keith Draper	01635 253189
<b>Village Hall, Highclere</b>	Mike Jenkins Ian Briggs Barry Wall	01635 253704 01635 253995 01635 254406
<b>Highclere Church</b>	Carole Grover Jo Walsh Canon Marvin Bamforth Rev Christine Dale	01635 250676 01635 255013 01635 254718 01635 253189
<b>Woolton Hill Church Hall</b>	Nick Harcourt John Angle Rev Christine Dale	01635 253546 01635 253889 01635 253323
<b>St Thomas' Church, Woolton Hill</b>	Chris Vane Bridget Wheeler Rev Christine Dale	01635 253707 01635 250729 01635 253323
<b>St Martin's Church, East Woodhay</b>	Richard Twallin Andrew Colville Rev Christine Dale	01635 253354 01635 254017 01635 253323

\*: Lower priority rest centres, due to limited facilities.

**NB:** None of the above facilities have emergency back-up power generators.

## Medical / First Aid

In the event of injury or illness within the community, the assistance of professional medical support should be sought e.g. Ambulance, Doctor, Paramedic, First Responder, Qualified First Aiders. List details of the medical support available in this area:

Name	Contact No
Police/Ambulance/Fire	999
Woolton Hill Surgery	01635 253324
St John Ambulance	01962 863366
Basingstoke Hospital	01256 473202
Boots Chemist, Newbury Retail Park	01635 552570

\*\*Defibrillators located **outside** of East Woodhay Village Hall (by main door), East Woodhay Community Hall, Ashmansworth Village Hall and **inside** Highclere Village Hall.

## Transport

The following local transport businesses can be called upon to transport people, essential equipment or provisions in the event of an Emergency.

4x4s / Tractors Name	Contact Details	Capacity
Hampshire & Berkshire 4x4 Response Group	<a href="http://www.hampshire4x4response.co.uk/">http://www.hampshire4x4response.co.uk/</a> Contact via Hampshire Emergency Planning Officer: 01962 846846 or <a href="mailto:epoffice@hants.gov.uk">epoffice@hants.gov.uk</a>	

Note the Parish Councils cannot provide any insurance cover for vehicles it requests to be used. Vehicles are used at the owners' own risk and discretion and should be taxed and insured.

## Vulnerable Groups or properties in the Community

Including lone elderly or disabled residents

Name	Address	Special needs
<b>Woolton Hill Surgery</b>	Trade St, Woolton Hill	Holds list of potentially vulnerable groups
<b>East Woodhay and Highclere Neighbourcare</b>	Contact numbers: Chairman's (Lesley Foden) 07789 446217 Enquiries (Keith Nunn) 01635 253888	Holds list of potentially vulnerable groups
<b>Enbridge House Care Home</b>	Church Road, Woolton Hill, RG20 9XQ (01635 254888 )	
<b>Broadmead Rest Home</b>	Broadlayings, Woolton Hill, RG20 9TS (01635 253517)	

<b>Woolton Hill Junior School</b>	Woolton Hill, RG20 9XE (01635 253364)	
<b>St Thomas' Infant School</b>	Woolton Hill, RG20 9XF (01635 253431)	
<b>St Martin's Primary School</b>	East End, RG20 0AF (01635 253489)	
<b>Thorngrove School</b>	Woolton Hill, RG20 9PS (01635 253172)	

## Additional Community Resources

Organisation	Name	Contact No.

## Communications

Communication System	Contact / Responsibility	Comments
Parish Council Notice Boards (East Woodhay, Ashmansworth, Highclere)	Parish Council	
Spectrum Parish Magazine	Chairman Bob King (01635 253378)	<a href="http://www.wooltonhill.com/Spectrum.html">http://www.wooltonhill.com/Spectrum.html</a>
Highclere Parish Magazine	<a href="mailto:parishmagwhants@gmail.com">parishmagwhants@gmail.com</a>	01635 253634
"Calendar" Newsletter	Mike Sarson  Alan Cox also maintains a list of e-mail contacts for Ashmansworth and Crux Easton	01635 250533
Parish Council Websites	<a href="http://www.eastwoodhay-pc.gov.uk">www.eastwoodhay-pc.gov.uk</a> <a href="http://www.ashmansworth-pc.gov.uk/">www.ashmansworth-pc.gov.uk/</a> <a href="http://www.highclerepc.uk">www.highclerepc.uk</a>	
East Woodhay and Highclere Neighbourcare	Chairman (Lesley Foden)	07789 446217 (Chairman) 01635 253378 01635 253666 01635 255582
Neighbourhood Watch	John Bentham (Woolton Hill) Jack Castle (North End) Ron Snipp (Highclere) Sally Burch (Ashmansworth) Angela Harris (Crux Easton) Bob Hills ( <a href="mailto:bob@foxgloves.me.uk">bob@foxgloves.me.uk</a> )	01635 253412 01635 253537 01635 254026 01635 253243 01635 226276
Local Media	See contact list below	



# Emergency Action Check List

## Activation and Call out

- Dial **999** if Life or Property are threatened in your community by an incident or emergency
- Contact Borough Council (see contact sheet)
- Use the suggested log sheet at the back of the plan to record:
  - Any decisions you have made
  - Who you spoke to and what you said
- Contact other members of the Community that need to be alerted:
  - Those specifically under threat
  - The Town Council via the Town Clerk
  - Volunteers and key holders that may be needed

Contact initially may be to inform them of the emergency or inform them of current Emergency Service advice regarding any action to be taken.

## Community Emergency Meeting

- Is a Community Emergency Meeting necessary?
- Is the venue safe to hold the meeting and can people get there safely?
- Has the Borough Council been informed you are holding a Community Emergency Meeting?
- Has the community been informed there will be a meeting?
- Take a copy of the first Agenda to the meeting.

**Under no circumstance should you put yourself or others at risk to fulfil these tasks**

## Contacts

Service / Role	Telephone Number	Website/email
<b>Emergency Services</b>	<b>999</b>	<b>N/A</b>
Emergency Co-ordinator (EW)	07855 275 336	<a href="mailto:clerk@eastwoodhay-pc.gov.uk">clerk@eastwoodhay-pc.gov.uk</a>
Emergency Co-ordinator (A)	01635 254492	<a href="mailto:clerk@ashmansworth-pc.gov.uk">clerk@ashmansworth-pc.gov.uk</a>
Emergency Co-ordinator (H)	01635 255082 (07765 653758)	<a href="mailto:brad.norton@sky.com">brad.norton@sky.com</a>
<b>Deputy Emergency Co-ordinators (EW)</b> James Mitchell (PC Chair)	01635 254747 (07785 380307)	<a href="mailto:james.mitchell@eastwoodhay-pc.gov.uk">james.mitchell@eastwoodhay-pc.gov.uk</a>
<b>Deputy Emergency Co-ordinators (A)</b> Alan Cox (PC Chair) Kieron Black (PC Vice Chair)	07785 200147 07929 256633	<a href="mailto:alancoxster@gmail.com">alancoxster@gmail.com</a> <a href="mailto:kieron.kb@gmail.com">kieron.kb@gmail.com</a>
<b>Deputy Emergency Co-ordinators (H)</b> Sue Edwards	01635 253802	<a href="mailto:parish.clerk@highclerepc.uk">parish.clerk@highclerepc.uk</a>
<b>Ashmansworth PC Clerk</b>	01635 254492	<a href="mailto:clerk@ashmansworth-pc.gov.uk">clerk@ashmansworth-pc.gov.uk</a>
Basingstoke & Deane Borough Council	01256 844844	<a href="http://www.basingstoke.gov.uk">www.basingstoke.gov.uk</a>
Hampshire County Council	01962 841841	<a href="http://www.hants.gov.uk">www.hants.gov.uk</a>
Emergency Planning Unit HCC	01962 846846 07957 932584	<a href="mailto:epoffice@hants.gov.uk">epoffice@hants.gov.uk</a>
Police HQ	01962 841534 OR 101	<a href="http://www.hampshire.police.uk">www.hampshire.police.uk</a>
Anti-terrorist hotline	0800 789 321	
Fire Service HQ	023 8064 4000	<a href="http://www.hantsfire.gov.uk">www.hantsfire.gov.uk</a>
NHS 111	111	
Environment Agency	0800 80 70 60	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
Hampshire Highways - Roads and Transport (e.g. reporting Fallen Trees)	0300 555 1388	<a href="http://www3.hants.gov.uk/index/transport.htm">http://www3.hants.gov.uk/index/transport.htm</a>
Southern Water	0330 303 0368 (Emergencies) 0800 820999 (Leaks)	<a href="http://www.southernwater.co.uk/">http://www.southernwater.co.uk/</a>
Thames Water	0800 714 614 (Leaks) 0800 316 9800 (Sewer flooding or loss of supply)	<a href="http://www.thameswater.co.uk/">http://www.thameswater.co.uk/</a>

Electricity	105 0800 072 7282	National Power Cut Reporting <a href="https://sse.co.uk/home">https://sse.co.uk/home</a>
Gas	0800 111 999	National Gas Emergency Number <a href="https://www.sgn.co.uk">https://www.sgn.co.uk</a>
Newbury Weekly News	01635 886627	<a href="http://www.newburytoday.co.uk/">http://www.newburytoday.co.uk/</a>
BBC South Today	023 80226201	<a href="http://www.bbc.co.uk/">http://www.bbc.co.uk/</a>
ITV Meridian	0808 101 0095	<a href="http://www.itv.com/meridian-west/">http://www.itv.com/meridian-west/</a>
Local Radio	0118 945 4400 0118 928 8800  01489 587 600 01489 749 749  Newsroom: 0118 946 4200  01635 841600  01635 780282 <a href="mailto:news@kennetradio.com">news@kennetradio.com</a>	Heart Berkshire 102.9 & 103.4 MHz. FM  Heart FM 102.6 MHz FM  BBC Radio Berkshire 94.6, 95.4, 104.1 & 104.4  Newbury Sound 105.6 & 107.4 MHz FM  Kennett Radio
<b>Tree Surgery</b>		
Spectrum Parish Magazine	Chairman Bob King (01635 253378)	<a href="http://www.wooltonhill.com/Spectrum.html">http://www.wooltonhill.com/Spectrum.html</a>
Highclere Parish Magazine	01635 253634	<a href="mailto:parishmagnwhants@gmail.com">parishmagnwhants@gmail.com</a>
"Calendar"	01635 250533	
East Woodhay Society	01635 250898 07974 451721	Mark Rand, Chairman  <a href="http://www.wooltonhill.com/ews_news/">www.wooltonhill.com/ews_news/</a>
Highclere Society (Patrick Hedgeland, Chairman)	01635 255377	<a href="http://www.highcleresociety.org.uk/info/contacts.htm">http://www.highcleresociety.org.uk/info/contacts.htm</a>

# Log Sheet

Date	Time	Information / Decisions / Actions	Initials