

PADWORTH PARISH COUNCIL COMMUNITY EMERGENCY PLAN



1. Document Control

1.1 Version control

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Author	Christine Heath
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Review Date	October 2021

1.2 Record of amendments

Record any changes made to the plan since last issue

Date	Changes made	Changes by
24.08.20	Change of Vice Chairman, removal of Clr Andy Roberts	Clerk
24.08.20	Amendment to Brimpton Airfield Contact details	Clerk
24.08.20	Review and update of all website links and contact details	Clerk

1.3 Plan distribution

People or places that hold copies of the plan

Name/Location	Contact Details	Date issued
Mike Warner Chairman	mike.warner@padworthparishcouncil.gov.uk	
Clr John Miller Vice Chairman	john.miller@padworthparishcouncil.gov.uk	
Clr Tom Tucker	tom.tucker@padworthparishcouncil.gov.uk	
Clr Andy Roberts	andy.roberts@padworthparishcouncil.gov.uk	
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Clr Max Joseph	max.joseph@padworthparishcouncil.gov.uk	
Notice Boards (4)	Village Hall (2), The Fallows, Mill Lane	
Parish Website	www.padworthparishcouncil.gov.uk	
West Berkshire Council	Civil Contingencies Department	

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2. Introduction

This document has been developed by the joint Padworth Parish Council (PPC). It is designed to enable Padworth residents to be prepared for the perceived emergencies that might affect them.

Emergencies know no boundaries and therefore could affect the whole of the Parish, our neighbouring Parishes or a small area within the Parish. They also might occur at anytime, or there may be some warning e.g weather forecasts.

3. Emergencies

A risk assessment of probable emergencies that might affect residents has been undertaken. The conclusions identified that the effects of the weather (snow: storms; flooding: temperature) on individuals (cold: heat: damage to property: isolation) and the loss of utilities were the perceived emergencies.

All other emergencies would be handled by the local statutory agencies.

Preparations made by individuals before any emergency can greatly reduce its impact.

4. Purpose of the Document

The purpose of this document is to provide timely guidance to individuals to prepare for an emergency.

This document will be under constant review and will be updated as necessary as guidance/information changes or if it is deemed appropriate to do so.

5. Objective of the Document

The objective of this document is to identify the hazards to individuals and issue specific and timely guidance.

6. Risk Assessment

Hazard	Impact	Mitigation/Guidance	Actions Parish Council	Further Work
Severe/Extreme Weather				
Extreme Cold Snow & Ice	• Ice on roads - movement restrictions • Ice on Pathways - slips and injuries • Risk of Hypothermia in vulnerable in community • School Closure - children unable to get home • Loss of utilities (overhead power lines brought down) • Animal welfare on local farms	West Berks Council Adverse Weather Plan in place. Contact Civil Contingency Teams (01635 519695 during office hours, 01635 42161 24-hour Emergency line) Aldermaston CE Primary School Office 0118 971 3362 (Head Teacher Mrs Melanie Higgs, Office Manager Barbara Boyden) Emergency Plan (contact Cathy Jones, Governor, on 07853 065387)	Community Grit/Salt Bins in place - checked by Padworth Parish Council Emergency Coordinator and reported to WBC when needing replenished Checks on vulnerable groups (listed below) by Padworth Parish Council Local Councillors	Consider Jubilee School Closure in this plan Develop Community resource database Encourage vulnerable

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Hazard	Impact	Mitigation/Guidance	Actions Parish Council	Further Work
		West Berks Severe Winter Weather Guidance for Schools Winter Guidance for Schools General School Closure Information Aldermaston School Emergency Closure Plan	Issue Guidance on snow and ice clearance. See Met Office - Ready for Winter Consider call-out of 4x4 Drivers on contact list to assist transport	residents to register as such with utility companies
Storms	Fallen Trees - blocking roads - public and private Damage to buildings loss of utilities (overhead power lines brought down) Animal welfare on local farms	Report problems to West Berkshire via their webpage or WBC customer Services on 01635 551111 Report to Utility Companies - see emergency contact list below	Padworth Parish Council Emergency Coordinator who can prioritise and report to WBC in large- scale emergency. Consider call-out of 4x4 Drivers / chain-saw owners on contact list to assist.	
Heatwave (Greater than 31°C daytime temperature, or greater than 16°C at night)	Risk to vulnerable from overheating	See WBC Heatwave Guidance See WBC website for Heatwave Guidance also NHS heatwave advice	Checks on vulnerable by Padworth Parish Council Local Councillors Parish Councillors to monitor Met Office heatwave alerts Met office heatwave alerts	
Flooding Canal AWE sluices open	Loss of access. Draining on A4 at Oakend Way, Mill Lane Environmental Hazard (AWE overflow)	Flood warnings issued by Environment Agency. See below section on flooding list for subscriptions Flood wardens in place to issue advance warning Aldermaston CE Primary School has a bespoke flood plan available via the School Office (contact office manager 0118 971 3362)	Ensure all residents at risk of flooding are signed up to Floodline Community flood defences in place and stored in suitable locations away from known flood risk areas Liaise with AWE regarding overflow sluices AWE Water Control Centre 0118 982 5091 or AWE community concerns line 0118 985 0897	Consider Sandbag storage? Consider a programme of Drain and culvert clearing?
Utilities Failure				

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Hazard	Impact	Mitigation/Guidance	Actions Parish Council	Further Work
Electricity	Loss of heating of cooking facilities Loss of lighting Loss of sanitary facilities Loss of communications Risk to vulnerable reliant on power for medical reasons plus additional issues if in extreme weather conditions	Utilities Failure Electricity Utility Company Plans WBC Vulnerable People Plan Ensure emergency contacts in place with utility suppliers	Checks on vulnerable by Padworth Parish Council Local Councillors (see section on council geographic areas of responsibility and vulnerable communities) Ensure location identified to post information for the community to read Identify locations where people may be taken to in order to provide support	Encourage vulnerable residents to register as such with utility companies
Gas	Gas Loss of heating or cooking facilities Safety risk when resupply in place Building damage due Gas leak or explosion	As above	As Above Support residents evacuate to a place of heating (Parish Hall?) Checks on vulnerable by Padworth Parish Council)	
Telecoms	Loss of communications Difficult to communicate with emergency services and community	As above Thames Valley LRF Plan	As above	
Water including drought	Loss of sanitary facilities Public Health risk Risk to vulnerable re washing Risk to vulnerable due to lack of drinking water or dehydration Risk of fire – especially in rural communities – field fire, home fires and woodland Damage to buildings	As above	As above	
Transport Incident				
Road Incident	Many people injured in an accident Many vehicles trapped due to accident/snow etc Emergency Services needing support Damage to buildings	Emergency services led response, assist as required Rest Centre support working with WBC	Making buildings available for survivors and families affected working with WBC Provision of refreshments	

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Hazard	Impact	Mitigation/Guidance	Actions Parish Council	Further Work
Rail Incident	Passengers injured Passengers stuck on a train Passengers stuck at local railway stations	Emergency services led response. Assist as required Rest Centre support working with WBC	Making buildings available for survivors and families affected working with WBC Provision of refreshments	
Air Incident	Light aircraft crash at Brimpton Airfield or within Parish boundary. Crash close to Aldermaston Primary. Fire and Fuel Spill	Contact Police / Fire Service who will in turn contact the Civil Aviation Authority Brimpton Airfield operated by Mr Robin Greatrex. Contact numbers: Mob: 07882471000 Clubhouse: 0118 3246888 Air to Ground Radio: 135.135Mhz Brimpton Airfield Primary Evacuation Plan – coordinated by School Staff. Likely evacuation point the Parish Hall.	If possible, establish traffic marshals to direct emergency services Assist access to Parish Hall	
Animal Disease Incident				
e.g. Foot & Mouth/Avian Flu	Animals being killed Farmers being affected Tourism & Business being affected	WBC Animal Disease Outbreak advice: WBC Animal Welfare webpage DEFRA advice: Government Animal Welfare Advice	Support any footpath/road closures – inform the community. Publish footpath closures via email and leaflets in Village Hall The Butt Inn and Parish website	
Additional Hazard Incident				
AWE	Fire Radiological leak Civil Unrest during demonstration	Consult Radiation Emergency Preparedness and Public Information Regulations (REPPPIR) at AWE REPPPIR Information http://www.awe.co.uk/document-category/safety-and-environment/ Listen to Local Radio for broadcasts	Communicate via Parish emails, notice boards website and The Butt Inn Pub	On-going work with AWE Liaison committee
Human Health				
Flu, Measles, Avian Flu etc.	Medical issues amongst community Schools Closures Tourism & Business being affected	Guidance would be provided by West Berkshire Council or Public Health England	Communicate via Parish emails, notice boards website and The Butt Inn Pub	

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Guidance Notes in relation to preparedness and the hazards identified above are shown at the Annexes A to G below.

7. Issuance of Guidance Notes

The Parish Council will publish the appropriate Guidance Notes throughout the year, as appropriate, via the current communication systems used to inform parishioners, namely:

- Parish web site www.padworthparishcouncil.gov.uk
- Parish Newsletter Monthly magazine - Contact editor: sheila.pusinelli@hotmail.com
- All PPC notice boards Mill Lane, Village Hall, The Fallows

Additionally, Guidance Notes can be downloaded from the Parish web site or printed (free) copies can be obtained from clerk@padworthparishcouncil.gov.uk

8. Parish Council Contact Details

Name	Tel No	Email	Responsibility
Chairman Mike Warner	0118 970 0391	mike.warner@padworthparishcouncil.gov.uk	Countryside Footpaths
Vice Chair Clr John Miller	0118 983 2013	john.miller@padworthparishcouncil.gov.uk	Footpaths
Clr Jonathan Johnson	-	jonathan.johnson@padworthparishcouncil.gov.uk	
Clr Tom Tucker	0118 971 2180	tom.tucker@padworthparishcouncil.gov.uk	Village Hall
Clr Andy Tucker	07538 008707	andy.tucker@padworthparishcouncil.gov.uk	Broadband
Clr Max Joseph	07908 498447	max.joseph@padworthparishcouncil.gov.uk	AWE
Parish Clerk Christine Heath	0118 348 5840	clerk@padworthparishcouncil.gov.uk	Website

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GUIDANCE NOTE (A) BE PREPARED

Taking precautions beforehand can reduce the impact of emergencies

Identify any of your neighbours who may be disabled or elderly who would benefit from your assistance.

PERSONAL

- Do maintain your Emergency Contact List (see example below) summarising important phone numbers
- Ensure you have a telephone connected directly to the Openreach (BT) socket (Remote, cordless, portable phones will not operate during power cuts, alternatively, have a mobile phone and an emergency battery operated charger
- During failure of electricity supply access to the internet via Wi-Fi will be interrupted. If necessary use a smart phone or similar on a mobile phone network
- Have a battery operated radio for listening to local radio stations
- Have a reliable torch and supply of spare batteries. Candles and oil filled lamps should only be used under adult supervision and away from animals and young children
- Keep a limited supply of bottled drinking water

HOME

- Know the location of water supply isolating valves (hot & cold).
- Know the locations of electricity mains trip switch, isolating switch and consumer units (circuit-breakers or fuses).
- Know the location of mains gas isolating valve. (Placing labels on valves, switches, taps that may need to be turned off makes them easier to find in an emergency).
- Consider having camp cooking equipment available. Barbeques or gas stoves should only be used outdoors.
- To conserve heat during emergencies (and otherwise) install insulation, draft proofing and double glazing.

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GUIDANCE NOTE (B) EMERGENCY CONTACT LIST

**REMEMBER YOUR CORDLESS TELEPHONE WILL NOT WORK
IN THE EVENT OF A POWER FAILURE ENSURE YOU HAVE AT LEAST ONE
CORDED LANDLINE PHONE CONNECTED**

NATIONAL / LOCAL

Emergency Services	999
Electricity Emergency / Power Cuts	0800 072 7282
Gas Emergency	0800 111 999
Thames Water	0845 9200 800
Floodline	0345 988 1188

Non Emergency	101
NHS24 Non Emergency	111
(also access to out of office GP service [WestCall])	

Police	0845 8505 505
West Berkshire Council	Office Hours 01635 55111

HOME

Telephone Supplier	
Home Insurance Company	
Home Breakdown Services	

PERSONAL SAFETY

Doctor	
Work	
School(s)	
	
Emergency Friend(s)	
	

USEFUL WEBSITES

Electricity	www.ssepd.co.uk
Gas	www.sgn.co.uk
Water	www.thameswater.co.uk
Padworth PC	www.padworthparishcouncil.gov.uk

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GUIDANCE NOTE (C) LOSS of ELECTRICITY, GAS & WATER

Disruptions to utility supplies are often unexpected. Check if your neighbours have also lost services – this will make a difference to what you should do.

ELECTRICITY FAILURE

- If you and your neighbours are without power. Phone your supplier's Emergency number - 0800 072 7282 - to report supply fault.
- If ONLY YOU have an electricity failure in your area then check your trip switch. If this is still ON - phone your supplier's emergency line to report supply fault.

If this is OFF, switch back ON. If it switches itself back OFF then one of your appliances/circuits may be faulty. Contact a qualified electrician or get help from a competent neighbour/ friend.

- If electricity is lost for a prolonged period over a wide area being prepared can ease the situation. Do not open fridges/freezers for longer than necessary. Only use candles, naked flames and even portable heating under adult supervision.

GAS FAILURE

- If you lose your supply call the FREE 24 hrs national Gas Emergency number - 0800 111 999
- If you smell gas inside your property – open all your windows - turn off gas at meter unless in the basement. Do not use electrical switches or naked flames.
- You will be asked a series of questions designed to build a picture of the gas escape / emergency. The operator can then identify the right gas safety advice for you. An engineer will be sent to make the property safe.
- If you use gas central heating - conserve heat by using just one or two adjacent rooms. Keep these areas isolated by closing doors. The kitchen and an adjoining room are usually good choices.
- If advised that the outage could be for several days consider sharing accommodation with a friend/neighbour.

WATER FAILURE

- If you lose your supply. Contact Thames Water number - 0845 9200 800 to report fault / seek information.
- Loss of drinking water is a health emergency. (An adult should drink 6 to 8, 250ml glasses in a day)
- If your supply is likely to be interrupted for an extended period your water supplier has a duty to supply an alternative source (bottled / stand pipe or tanker). If you are unable to collect this supply seek assistance from either a friend /neighbour.

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GUIDANCE NOTE (D) STORMS & PROPERTY DAMAGE

Identify any of your neighbours who may be disabled or elderly who would benefit from your assistance.

HOME

In anticipation

- Secure / store loose objects outside to prevent flying hazards
- Close / fasten doors and windows securely
- Park vehicles in a garage or well away from trees, walls, buildings, and fences

PERSONAL SAFETY

- Stay indoors as much as possible – do NOT go outside to repair damage whilst storm in progress.
- Do not approach electrical or phone cables that have been blown down or are still hanging.
- Be careful where trees and shrubs have either fallen or been uprooted.

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GUIDANCE NOTE (E) FLOODING

Flooding can come from several sources: rivers / streams / ditches, surface water, groundwater and drainage systems (e.g. drains / inspection chambers / highway drains & gullies & grips / sewers / manholes / culverts / balancing ponds) which could affect your property.

Known flood areas are Oakend Way off A4 and Mill Lane

REMEMBER

YOU are responsible for protecting your property from flooding.

(No agency has that responsibility)

If you are living in a flood risk area you should always put in place ways to protect your home).

- If your home is prone to flooding you may need to buy flood protection equipment. There are a variety of products that can be purchased. A comprehensive list can be found in 'The Blue Pages' directory on the National Flood Forum's website.
www.bluepages.org.uk

SPECIFIC PREPARATIONS

- Check your buildings and contents insurance policy covers flooding
- Know how to turn off your gas, electricity and water supplies.
(Labels on valves, switches, taps you need to turn off makes it easier to remember and quicker to do).
- Think about what you will do with cars, furniture, electrical equipment, garden furniture and pets should you be affected by flooding.

RESPONDING DURING A FLOOD

- Fill receptacles with drinking water.
- Collect food, blankets, first aid kit, personal & pet medications and important documents.
- Move items to higher levels / upstairs with personnel and pets.
- Switch off utilities – disconnect equipment that uses water.
- Stay out of flood water - Evacuate when told.

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GUIDANCE NOTE (F) SNOW & EXTREME COLD

Identify any of your neighbours who may be disabled or elderly who would benefit from your assistance.

HOME

- Ensure water tank(s), loft & external water pipes insulated.
- Have de-icer, salt/grit & tools to keep home safe and path(s) clear of snow.
- If safe to do so - knock down icicles to prevent falling on someone.
- Check gutters if affected by weight of snow.
- Wear warm clothing – plenty of hot drinks and eat hot meals.

WALKING

- If going outside wear several layers of clothing and cover your head.
- Keep moving arms & legs to help circulation.
- Wear practical footwear for good grip. Consider using a walking stick.

TRAVEL

- Is your journey necessary?
- If by car - have warm clothes, food, water, mobile phone, torch, spade, screen wash.
(Advise someone when expected to arrive and route plan used).

PARISH COUNCIL GRIT BINS

Grit bins are available throughout the Parish. These are for use on the **Public Highway only**. If a grit bin is empty please advise the clerk@padworthparishcouncil.gov.uk a refill will then be organised.

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GUIDANCE NOTE (G) EXTREME HEAT

During extended periods of hot weather people - particularly the elderly and very young, are at risk from the effects of heat.

Identify any of your neighbours who may be disabled or elderly who would benefit from your assistance.

To reduce the risks the following should be considered:-

PERSONAL

- Drink plenty of cold fluids, but not alcohol or caffeine [coffee/tea] - which dehydrate the body.
- Avoid going out during the hottest part of the day (11am – 3.00pm).
- Avoid being in the sun for long periods.
- Wear lightweight, loose, light coloured clothing and if outside a wide brimmed hat.
- Apply high-factor sun screen regularly during the day.
- Take cool (not cold) showers or baths or sprinkle yourself with water throughout the day.
- Avoid excessive physical activity (can cause heat stroke or heat exhaustion)

Be alert and call the health services if someone is unwell

Ensure that babies and children are monitored

HOME

- Keep house cool, closing blinds and curtains can help
- At night keep your sleeping area well ventilated

GUIDANCE NOTE (H) ISOLATION

In many emergencies some members of the community may be more vulnerable than others

For example, the elderly, very young or disabled are more vulnerable to extreme heat and cold

**Identify any of your neighbours who may be disabled or elderly
who would benefit from your assistance**

PERSONAL

- If you live alone or live in an isolated location any emergency that occurs could be distressing and make you feel vulnerable.
- One of the easiest ways of preparing for emergencies is to identify ‘emergency friends’
- ‘Emergency friends’ should be family / people you can trust who visit on a regular basis and who will come to help you in an emergency.

Choose one friend who lives nearby and another who lives further away.

- Have a telephone connected directly to the Openreach (BT) socket. (Remote, cordless, portable phones will not operate during an electricity outage).
- Do maintain your Emergency Contact List (see example below) summarising important phone numbers for use in an emergency.
- Use your telephone to call for assistance when hurt, unwell or feeling frightened.
- Have some food and bottled drinking water available.