

Down Ampney
Emergency Plan

Contents of Down Ampney Emergency Plan

Page 3	Letter to Residents explaining the necessity for Emergency Plan
Page 4	Risk Factors
Page 5	Forward Planning
Page 6	Team Work
Page 7	Risk Assessment
Page 8	Emergency Assets Vulnerable People Health & Safety
Page 9	The Emergency Process
Page 10	Risk Assessment Sheet
Page 11	Follow Up Analysis & Assessment
Page 12	List of Volunteers
Page 13	Useful Emergency Numbers

DOWN AMPNEY EMERGENCY PLAN

To the villagers of Down Ampney

Not a great deal happens in Down Ampney, which is why most residents enjoy living here. Lulled into a sleepy torpor it is hard to believe that an event could happen, suddenly, immediately, that could change our lives forever.

In July 2007 a cataclysmic flood, unprecedented in recent history, caused such damage and distress to vast areas that the Emergency Services and Councils were overwhelmed due to the scale of the problems and it was some time before normality was restored.

We cannot live in fear of something that might happen on a similar scale, as it did then, nor should we. However, it behoves us all to understand what could happen to our parish or any part of it and we must be prepared.

In line with other parishes, we have been asked by Cotswold District Council to consider and prepare an “Emergency Plan”, tailor made to suit our village and environs and the people within the community. Whilst its preparation and execution need not necessarily involve you as a villager, you are part of the process and should, if the need ever arise, be aware and have an understanding that there is a plan, there are volunteers and they are willing to assist in any eventuality.

The following Plan outlines the potential risks, their likelihood and reaction by those organising procedures for such an incident.

The Community Place of Safety Point will be Down Ampney Village Hall

Down Ampney Parish Council

What Risks are there in our Parish?

1. We have identified the following risks that could possibly affect us all.
Flooding – we live in the Thames Valley and there is a history of minor floods in the vicinity. With the threat of climate change, sudden downpours, gravel extraction nearby and watercourses in our parish flooding has to be a prime concern.
2. **Aircraft Crash** – there are several airfields in the locality bringing with them the risk of an aircraft crash landing. With large open fields and a relatively small village, the chances of an aircraft landing within the village is low, but sufficiently high enough to warrant serious consideration.
3. **Water Pollution** – our water is drawn locally from the ground and the likelihood of local pollution is small. However, once again, a future incident could create a situation whereby running water may not be available and an alternative source should be planned for.
4. **Power Cuts** – Living in the countryside villages experience to occasional power cut and the electricity boards restore power as quickly as possible, they also have a register of vulnerable people ie people who need power for medical equipment i.e. oxygen machines
5. **Gas Leaks** – with a history of local gas leaks, thankfully away from the main conurbation, it is imperative to consider such consequences should there be a leak within the village.
6. **Chemical Spillage** – there are no chemical plants within the village environment. However, chemicals are stored at the local Thames Water pumping station. Whilst there is a weight limited ban on lorries coming through the village, there remains a minor risk that a road traffic accident could trigger such an event.
7. **Heavy Snow** – as with flooding, with a changing climate the risk of isolation caused by heavy snow has to be considered. 2009/10 brought with it the first significant snow experienced for years causing road chaos and shortages of essential items. Disruption to daily life, illness, particularly amongst the elderly and infirm and these factors should be taken into account.

Other Risk Factors to be taken into account.

- a) High winds and tornadoes
- b) Extreme Temperatures
- c) Lightning strikes
- d) Earthquakes
- e) Modified Flu forms and other transferable diseases
- f) Nuclear accidents

How are we to Plan and Organise to “Be Prepared”

What are the aims of an Emergency Plan?

- a) To identify the potential emergency and its affect on Down Ampney.
- b) Give a priority to likelihood of event.
- c) Where possible remove or minimise the impact of an emergency
- d) To identify vulnerable people, groups and areas within the community.
- e) To develop plans to support those members and areas of the community.
- f) To advise members of the community about actions they can take to minimise the impact of an emergency.
- g) To identify local people who may be prepared to help out in an emergency.
- h) To identify local resources available to use in case of emergency.
- i) To publicise availability of the plan to the community.
- j) To communicate to villagers if an emergency occurs.
- k) To communicate with Emergency Services and Local Government in an emergency.

The setting up of a Working Group

Creating and developing an Emergency Plan is not part of the normal day to day activity of a Parish Council and should not become the sole responsibility of individual councillors or the Parish Clerk.

Ideally a Working Group needs to be formed including:

- Parish Councillors
- Local Residents
- Neighbourhood Watch
- PCSO
- Village School & playgroup representatives
- Football Club representative
- Village Shop representative
- Village Hall representative
- Landowner representative - Co-operative group i.e. local workers with equipment

From the Working Group should stem the Co-ordination Group, Works Team and a Welfare Group.

The Coordination Group (The thinkers!)

- Identify and arrange activities to avoid emergency (river clearance)
- Call 999 on the onset of an emergency
- Activating plan in case of emergency
- Provide effective community with works and welfare team
- Communicate with Emergency Services and Local Authority including information regarding vulnerable individuals or groups facing medium to high levels of risk.

- Communicate with villagers
- Communicate with media
- Monitor situations and provide situation briefings
- Maintain list of volunteers/resources available
- Call in volunteers and resources as necessary
- Maintain record of actions taken and costs incurred
- Advise on financial matters relating to emergency planning
- Report to Parish Council

Works Team (The doers!)

- Undertake preventative measures as identified by Coordination Team
- Report to Coordination Team about what is happening on the ground and inform of changing events and priorities in an emergency situation.
- Identify the needs and communicate the requests for volunteers/resources as required to the Coordination Team
- Assess the risk of any activity before it is put into action (*The works teams should not undertake any activity which will place them in danger*)
- Monitor and prioritise protection/recovery activities on the ground
- Refer people to other teams as relevant
- Inform Emergency Services at ground level about any vulnerable community members
- Support emergency services as and if directed
- Provide physical support and help where needed and as appropriate e.g. delivering sandbags etc.
- Keep an accurate record of all activities undertaken during the event.

Welfare Team (The Carers)

- Have knowledge of vulnerable members and areas of the community
- Contact and reassure vulnerable villagers during an emergency
- Direct resources/support to vulnerable villagers as needed via the coordination team
- Communicate the needs of vulnerable people at risk to the emergency services
- Coordinate and staff a community rest centre if evacuation is needed
- Maintain a register of people at rest centre
- Support and comfort distressed villagers who have been evacuated to rest centre
- Arrange and provide basic sustenance if needed
- Survey residents following the event to ensure successful recovery – with particular focus on vulnerable groups and individuals
- Keep an accurate record of all activities undertaken during the event

Risk Assessment and prioritizing risk

Likelihood		Impact	
3	High	3	High
2	Significant	2	Significant
1	Low	1	Low
<p>Simply multiply the likelihood and the impact and the risk develops a score. i.e. High likelihood and high impact scores $3 \times 3 = 9$ Low likelihood with significant impact scores $1 \times 2 = 2$ <i>Note this form of risk assessment is for a guide only when identifying possible risks; until an event actually occurs the score is theoretical.</i></p>			

Likely Risks to occur in Down Ampney

Potential Emergency	Likelihood Score	Impact Score	Total
<i>Natural Disasters</i>			
Flooding			
Heavy Snow			
High Winds			
Extreme Temperature			
Lightning Strikes			
Earthquake			
Flu epidemic			
<i>Man-made Disasters</i>			
Electricity Failure			
Gas leak			
Chemical Spill			
Vehicle Crash			
Air Crash			
Contamination of Water or interrupted water supply			
Nuclear incident			

What and who may be useful?

This will depend on the type of disaster but may include:

- People with good local knowledge and respected by community
- First aiders and villagers with medical knowledge
- Villagers with 4x4's, tractors etc
- Villagers with wheelchair assessable vehicles
- People prepared to offer temporary accommodation in case of evacuation (don't forget pets)
- People with chainsaws and who can use them
- People with listening skills to calm distressed residents
- People with portable lighting
- The equipment in the resilience shed:
 - Flood bags
 - Spades
 - Waterproof clothing
 - Hard hats
 - First aid kits
 - Warning Triangles
 - Protective gloves
 - Wind up torches
 - Generator

Vulnerable People in the Community

During an emergency it is important to direct resources to where they are most needed and to help those people who most need it. There are a variety of reasons why people can be vulnerable.

- Age (both young and old)
- Permanent Impairment/Disability
- Temporary Impairment/Disability/Ill health (broken leg etc)
- Location (remote or near site of disaster/danger)
- Tourists

Health & Safety

Preventing people from being harmed by work or becoming ill, by taking the right precautions. Whether undertaking routine tasks around the village (delivering newsletters, litter picking) or supporting others during an emergency, the health and safety and well-being of volunteers, professionals and the general public is of paramount importance. Any actions taken may have repercussions on others either immediately or in the future.

Before undertaking any activity it is sensible to make a risk assessment. This may be in advance for a planned activity to may need to be a quick common sense precaution taken in the event of needing to take immediate action in an emergency.

Risk assessment is not designed to stop work taking place (unless it is too dangerous). Assessments are designed to protect people and to reduce risk to an acceptable and sensible level.

Identify Hazards

What activities are taking place and what danger does that present? Give consideration to a variety of factors including things like:

- Equipment being used – chainsaws, ladders etc.
- Working environment – fast flowing river, on or near a road or bend in road etc.
- Weather conditions – rainy, windy etc.
- Safety of structures – loose roof tiles, unstable walls etc.
- Background of volunteer – off duty firemen, member of public, medic etc.
- Health & fitness of volunteer/s
- Does the work present risk to members of the public or their property.
- Proximity of dangerous chemicals, fumes etc.
- Proximity of risk of explosion – evacuating people near to gas leak etc.
- Think of longer term risks – exposure to chemicals today may have long term health risks
- Any other identifiable risk with the activity

Who may be harmed and how

- Onlookers watching a volunteer
- Motorists swerving to avoid a volunteer
- Any other identifiable risk to bystanders/onlookers

When the work is over

Consider and plan for after completion of work.

- Make sure site is cleaned and cleared up and does not create hazard
- Whether people can continue as normal; easy safe access to their homes, no obstructions (sandbags etc)
- Any potentially dangerous areas are clearly signed, i.e. wall made unstable by flooding etc.
- Any cordons or signs are removed when no longer needed

Evaluate risks and decide upon precautions

- Too risky, don't do the work
- Wait for the Emergency Services
- Warn public in and around the area
- Make sure organisation is appropriately insured
- Provide training for volunteers
- Using equipment – properly trained people only, safety equipment and protective clothing should be used and work in pairs or teams
- Cordon off areas to protect onlookers
- Communicate and keep record of when and where work is taking place
- Good communication links – mobile phones
- Only allow fit and healthy volunteers to undertake strenuous work
- Make sure there is sufficient light – work in daylight hours or ensure sufficient lighting
- Sensible precautions to a specific event/activity. Record findings and implement them

Keeping accurate records has the following benefits

- You can mitigate or significantly reduce risk
- You can objectify the situation and make sure nothing has been missed
- You use the information to report to working and co-ordinating groups
- Use the information in grant applications to show a professional and sensible attitude and approach
- If you have to make an insurance claim these records will demonstrate that you have taken reasonable precautions
- Makes it easier to communicate the precautions you need your volunteers to take – wear protective clothing etc.
- Demonstrate the importance and value you place on volunteers and community
- Provide an accurate breakdown of actions after an emergency
- Highlight areas that need further consideration
- Help identify training needs
- Identify other needs – equipment etc.

Review your assessment and update if necessary

Things change. Your risk assessment should reflect this and should be updated whenever needed i.e.

- Different task/activity
- Different people doing the work
- Different location – by a road, in woods, by running water etc.
- Different environmental conditions – heavy rain, high winds, snow and ice etc
- Different circumstances – working in a relaxed manner on no urgent task will be very different from undertaking a task during a stressful emergency

**EMERGENCY VOLUNTEERS CONTACT LIST
(Updated February 2013)**

CHAIRMAN Peter Sillett 1st Contact	4 Chestnut Close Down Ampney GL7 5RA	01793 751593	sillettfamily@btinternet.com
VICE CHAIRMAN & PLANNING Julia Job 2nd Contact	Cranleigh House Church Lane Down Ampney GL7 5QW	01793 750532	juliagjob@btinternet.com
Ray Jenkins 3rd Contact	54 Down Ampney	01793 751894	rayjenkins@watermarkclub.co.uk
Stuart Wellman	57 Down Ampney GL7 5QW	01793 752280	stuart.wellman@gmail.com
Clerk, Gail Dillon	27 Linden Lea Down Ampney	01793 752466	downampneypc@gmail.com
Antony Matthews	Dickens House Charlham Lane GL7 5RQ	01793 750000	antony@dickenshouse.freeserve.co.uk
Derek Skinner	6 Suffolk Place	01793 750598	derekskinner1@talktalk.net
Richard Smith	The Stables, Laines Farm	01793752894	richardasmith@rocketmail.com
Les Cox	Red House, Down Ampney, GL7 5QW	01793 750648	lesncox@btopenworld.com
Oliver and Ali Nichol	9 Dukes Field	01793 751506	anichol@doctors.org.uk
Anne & Conrad Pike	Tree Stumps, Down Ampney	01793 750495	anne@conanne.co.uk

The Resilience Shed with emergency equipment is now sited in the village hall car park near the recycling bins. There is new lock following 2010/11 big freeze, Julia Job & Ray Jenkins have a key to date (Jan 2011).

The shed contains: Warning Road Signs with Stands, Shovels, tow rope, torches, 2 First Aid boxes and boxes latex gloves, work gloves, florescent tabards, waterproof suits and hard hats. Self water absorbing sand bags and a generator is also available.

For insurance purposes all items in the resilience shed are marked with permanent marker and Smartwater.

THE COMMUNITY PLACE OF SAFETY POINT IS DOWN AMPNEY VILLAGE HALL

Useful Emergency Numbers

Organisation	Website	Telephone Number
Gloucestershire County Council	www.gloucestershire.gov.uk	01452 425000 Out hours 01452 614914 Social care issues only
Cotswold District Council	www.cotswold.gov.uk	01285 623000 Out of hours 0845 303 9727 ask for Major Emergency Duty Planning Officer
Gloucestershire Highways	www.gloucestershire.gov.uk/highways	08000 514 514
Police (Non Emergency)		101
Emergency Services	If life at risk	999
Fire and Rescue	Non Emergency	01452 753 333
Police (non emergency)	www.gloucestershire.police.uk	0845 090 1234
Electricity Faults (Scottish & Southern)	www.sse.com/Home	0800 072 7282
Gas Leaks	www.nationalgric.com	0800 111 999
Thames Water	www.thameswater.co.uk	0845 9200 800
Environment Agency	www.environment-agency.org.uk	Gen Enq 03708 506 506 Floodline 0845 988 1188
NHS Direct	www.nhsdirect.nhs.uk	0845 46 47 Changing to 111 in future check website
Health Protection Agency	www.hpa.org.uk/flooding	
Glos Primary Care Trust	ww.glospct.nhs.uk	
Village Agents in Glos	www.gloucestershire.gov.uk/villageagents	01452 426 868
Down Ampney Village Agent Sue Black,	sueb@villageagent.crc.org.uk	07810 630167
Samaritans	www.samaritans.org	0845 90 90 90
Citizens Advice	www.citizensadvice.org.uk	020 7833 2181
Association of British Insurers	www.abi.org.uk/floodinfo	020 7600 3333
Financial Ombudsman Service	www.financial-ombudsman.org.uk	0845 080 1800
Furniture Recycling	www.frglos.fsnet.co.uk	01452 318 978