

# Lambourn Emergency Plan

**IF YOU ARE IN IMMEDIATE DANGER  
CALL 999**

COMMUNITIES PREPARED  
building resilient communities in Berkshire

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# 1. Plan Details

## 1.1 Version control

<b>Issue Date</b>	3 October 2018
<b>Version</b>	2
<b>Author</b>	Clerk
<b>Signed</b>	
<b>Review Date</b>	To be advised

## 1.2 Record of amendments

Record any changes made to the plan since last issue

<b>Date</b>	<b>Changes made</b>	<b>Changes by</b>

## 1.3 Plan distribution

People or places that hold copies of the plan

<b>Name/Location</b>	<b>Address</b>	<b>Contact number / email</b>	<b>Date issued</b>

## 1.4 Plan activation and/or Exercise Record

<b>Date</b>	<b>Details of Activation/Exercise</b>

## 2. Roles and Responsibilities

### 2.1 The Community Emergency Team (CET)

The Community Emergency Team is made up of a small number of volunteers from within the community and has an Emergency Team coordinator to lead the team. Details of the team are on Page 6.

The Community Emergency Team is responsible for:

- (a) Developing and maintaining this plan.
- (b) Reviewing the risks in the community.
- (c) Supporting the community in being more prepared as individuals, businesses, community groups and as a whole.
- (d) Supporting actions to prevent or reduce the risk of an emergency.
- (e) Coordinating the community's response to an emergency.
- (f) Supporting the community in an emergency or developing emergency working with the whole community until such time as other services can provide support.

### 2.2 Community Emergency Team Coordinator (CETC)

Before an emergency the community emergency team coordinator will be responsible for:

- (a) Co-ordinating the Community Emergency Team
- (b) Ensuring this plan is maintained and reviewed on at least an annual basis

During an emergency the community emergency team coordinator will be responsible for:

- (a) Acting as a focal point for the community in the response to an emergency
- (b) Working with the Community Emergency Team to ensure the following is in place:
  - (i) Someone is nominated (if not the CETC) as the main contact point for West Berkshire Council and other emergency services to ensure that two-way communication is maintained
  - (ii) Ensuring that the appropriate authorities and individuals are notified
  - (iii) Ensuring important messages are relayed to the whole community
  - (iv) Undertaking the co-ordination of effort to sustain the local community – especially if isolated
  - (v) Identifying members of the community who may have become vulnerable (e.g. in need of additional assistance) as a result of the emergency
  - (vi) Sourcing and activating resources as required
  - (vii) Ensuring a “Lessons Learned” sheet throughout the emergency and recovery phase is maintained, to allow the Community Emergency Team to update future plans.

Tasks should be delegated to team members as appropriate. The Co-ordinator should ensure that all team members are engaged in the planning and response processes.

### **2.3 Deputy Emergency Team Coordinator (s)**

The Deputy Emergency Team Coordinator will deputise for the Community Emergency Team Coordinator when required and will assist them if needed with the actions outlined above.

### **2.4 Community Emergency Team Members (may also be known as Flood Wardens)**

Before an emergency the Community Emergency Team will:

- (a) Make sure they know their community they are responsible for. Consider splitting the community down into smaller areas/streets to be looked after by allocated members of the team.
- (b) Support the promotion of the area they are responsible for being more prepared as individuals, businesses, community groups and as a whole.
- (c) Attend planning meetings.

In the event of an emergency within the community, the Community Emergency Team Members will:

- (a) Assemble and collect local information.
- (b) Help to monitor the situation e.g. monitor weather forecast and river levels.
- (c) Alert members of the community who are at risk when an incident occurs e.g. disseminating flood warning information and advice.
- (d) Give as much information as possible to emergency services attending about the incident and the local issues/concerns and/or
- (e) Help to advise on a course of action within the community and/or
- (f) Request advice from responding agencies (Situation Report – Appendix D).

The Community Emergency Team can be invoked through the contact list below.

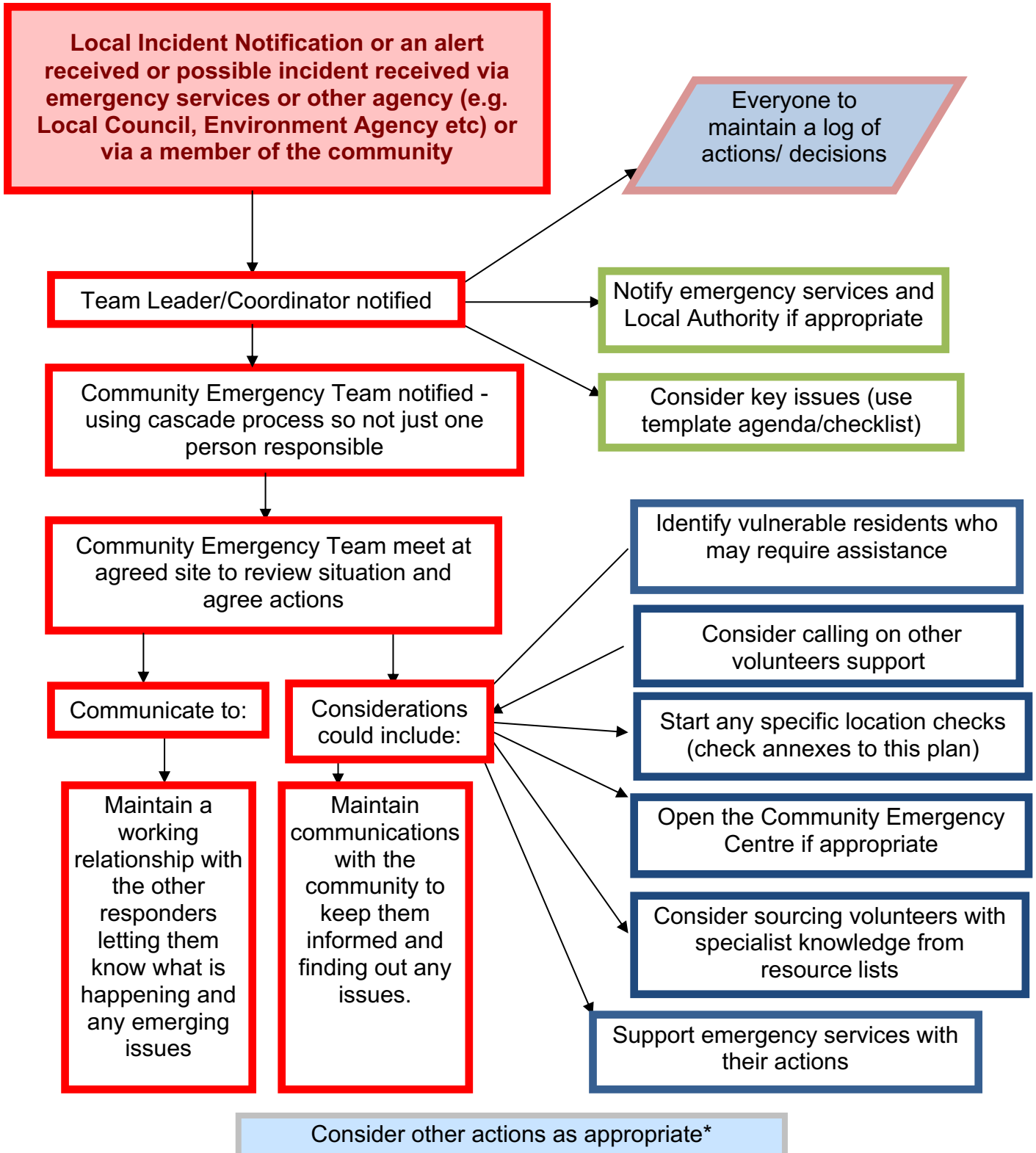
## 2.5 Community Emergency Team Contact List

<b>Community Emergency Team Coordinator</b>			
Name	Peter Penfold		
Home phone	01488 73978		
Mobile phone	07887985467		
Email address	peter@peterpenfold.org.uk		
Home address	The Muse, Oxford Street, Lambourn		
<b>Deputy Emergency Team Coordinator</b>			
Informed by	Peter	Informs	Jimmy
Name	Mike Billinge-Jones		
Home phone	01488 72386		
Mobile phone	07736243712		
Email address	Mbj000@gmail.com		
Home address	37 Baydon Road, Lambourn		
<b>Emergency Team Member (Flood Warden)</b>			
Informed by	Mike	Informs	Nick
Name	Jimmy Bracey		
Home phone			
Mobile phone	07713067264		
Email address			
Home address	Foxbury Farm. Mile End		
Area (s) of responsibility			
<b>Emergency Team Member (Flood Warden)</b>			
Informed by	Jimmy	Informs	
Name	Nick Spence		
Home phone	01488 71674		
Mobile phone	07801817243		
Email address			
Home address	Maddle Farm, Upper Lambourn		
Area (s) of responsibility			
<b>Emergency Team Member (Flood Warden)</b>			
Informed by		Informs	
Name			
Home phone			
Mobile phone			
Email address			
Home address			
Area (s) of responsibility			
<b>Emergency Team Member (Flood Warden)</b>			
Informed		Informs	
Name			
Home phone			
Mobile phone			
Email address			
Home address			
Area (s) of responsibility			

### 3. Emergency Actions

It is important that when an emergency happens or is forecast that all know how they will be activated.

#### 3.1 Actions when notified of an Emergency or the Risk of an Emergency



### 3.2 Plan Activation and Coordination of Response.

Normally this plan will be activated by:

Back up to activate the plan is:

Coordination of the response will normally be by the Emergency Team made up of:

- Community Emergency Team Coordination
- Deputy Community Emergency Team
- Minute Taker
- Emergency Team Members

If some of these people are affected by the incident or not available then other volunteers will be asked to support the coordination of the local response.

### 3.3 Other necessary actions for your community

1	Purchasing of sand and sandbags – responsibility LPC
2	
3	
4	
5	
6	
7	
8	

## 4. Communications

Communications are key in emergencies – not knowing what is happening or going to happen can cause significant anxiety to those affected.

### 4.1 Awareness raising communication methods prior to an emergency

Method of communication	Details of Location, Owners/Editors and contact	Types of information
Information boards	Village Hall	All
Community magazine	Village views	
Residents Association meetings		
Websites	Lambourn.info	

### 4.2 Communications used during an incident

Below are set out the main and alternative means of communicating with the community about what is happening.

Communication method	Primary	Secondary	Date contact details/location Checked (as appropriate)	Comments/Limitations
Door Knocking	✓			Who is responsible
Mobile phones	✓		Details held by LPC last updated XXXXX.	
Text Messages				
Landlines		✓		Office hours
Email		✓		Office hours
Shop/Business Windows			Where – name of shop, hotel etc	
Public and or Private Notice Boards			Where (e.g. Canal and River Trust Boards, Parish Notice Boards, Post Office)	
Social Media Community Groups		✓	Facebook – Cllr Marks.	
Community Website		✓	Lambourn.info	Liz Beard/Christian Nolls

### 4.3 Local TV & Radio Stations

<b>Name</b>	<b>Frequencies (if appropriate)</b>
BBC Radio Berkshire	104.1fm <a href="http://www.bbc.co.uk/radioberkshire">http://www.bbc.co.uk/radioberkshire</a>
Heart Berkshire	102.9fm <a href="http://www.heart.co.uk/berkshire/">http://www.heart.co.uk/berkshire/</a>
The Breeze Newbury	<a href="http://www.thebreeze.com/newbury/">http://www.thebreeze.com/newbury/</a>
Kennet Radio	<a href="http://kennetradio.com">http://kennetradio.com</a>
Jack FM	107fm <a href="http://www.jackfmberkshire.com/">http://www.jackfmberkshire.com/</a>
BBC South Today	<a href="http://www.bbc.co.uk/programmes/b006pfl4">http://www.bbc.co.uk/programmes/b006pfl4</a>
ITV Meridian	<a href="http://www.itv.com/news/meridian/">http://www.itv.com/news/meridian/</a>

## 5. Community Emergency Coordination Centre

The Community Emergency Centre will be used as a base to coordinate the Community Emergency Team's (and other volunteer's) response to an emergency and as a liaison point to the emergency services and other responders.

### 5.1 Community Emergency Centre Locations

	Location	Name	Phone number	Key Holder Details
Primary	Village Hall	Memorial Hall	01488 73978/07887985 467	Peter Penfold
			01488 72386/07736243 712	Mike Billinge-Jones

### 5.2 Facilities/Equipment available at each location

**This is dependent on a generator.**

Primary Location	Y/N – where stored
Telephone	
Internet/Wifi	
Photocopier	
Printer	
Stationery	
Kitchen	
Toilets	
Uninterrupted Power Supply	
Local Area Maps	
Hi-Visibility jackets	
Torches	
First aid kit	
Incident log sheets	
Plans – some laminated	

emergency when a local facility is needed first to support the local community, providing facilities in a number of different buildings including:

- Village Halls
- Leisure Centres
- Church Halls
- Community Centres
- Pubs
- Barn

They can be used in the short term as reception centres or for more formal rest centres or local information hubs.

The actual location of the building to be used will be decided during an incident by the in accordance to the conditions on the day.

The local community may be asked to support emergency shelter to those who have to leave their homes during an emergency. These are listed below:

## 6.1 Temporary Places of Safety

Location	Address	Key holder	Contact details
Lambourn Primary School	Sheepfair Way, Lambourn		01488 71479
Lambourn Leisure Centre	Close End, Lambourn		01488 73690
Lambourn Sports Club	Bockhampton Road, Lambourn		01488 72214
Eastbury Village Hall			01488 72410

The risk assessment below sets out some of the risks that may affect this community. The risk assessment enables the Community Emergency Team to think about risks that may affect this community and put in place some specific actions based on the risk. The risk register has been considered by taking into account the Thames Valley Local Resilience Form Community Risk Register <http://www.thamesvalleylrf.org.uk/> .

Hazards	Risk	Impacts
Flooding from the River Lambourn	Fluvial Flooding Blocked access Damage to property	Encourage home owner to improve flood defenses River maintenance
Heavy Snowfall	Some main routes difficult to use Disruption to public transport	Agree with volunteers to undertake snow clearance
Wide scale utility failure	Local Area	Encourage vulnerable people to register with utility companies to receive priority services.

## Appendix A – Emergency Contact List & Useful Websites

Agency	Phone Numbers	Website
<b>Emergency Services</b>		
Police/Fire/Ambulance	<ul style="list-style-type: none"> <li>999 in an Emergency</li> <li>Police non emergency Police matters dial: 101</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Thames Valley Police</a></li> <li><a href="#">Royal Berkshire Fire and Rescue Service</a></li> <li><a href="#">South Central Ambulance Service NHS Foundation Trust</a></li> </ul>
Neighbourhood policing team		
<b>Local Authorities</b>		
District Council	Office Hours 01635 551111 Out of hours Emergencies 01635 42161	<a href="#">West Berkshire Council</a>
Parish Clerk	Office hours 01488 72400	
Ward Member(s)		
Parish Councillors		
Adjacent town/parish councils		
<b>Catering Availability</b>		
Food Suppliers: Mini Markets		
Pubs & Restaurants		
Other		
<b>Medical Assistance</b>		
Local GP surgeries	01488 71715	Always answered
NHS Direct	111	<a href="#">NHS Choices</a>
<b>Met Office</b>		<a href="#">Met Office</a>
<b>Environment Agency</b>		
Flooding - Floodline Environmental Incidents	Flooding - 0345 988 1188 Environment incident hotline - 0800 80 70 60	<a href="#">Environment Agency</a>
<b>Fuel</b>		
Eg local petrol stations		
<b>Animal Welfare</b>		
Local boarding kennels		
local veterinary surgeons		
<b>Transport</b>		
Network Rail	08457 114141	<a href="#">Network Rail</a>
Highways England		<a href="#">Highways England</a> <a href="#">Traffic England</a>
<b>Utilities (Emergency Contacts)</b>		
Gas: <ul style="list-style-type: none"> <li>National Grid</li> <li>Southern Gas Networks</li> </ul>	0800 111 999	<a href="#">National Grid</a> <a href="#">Southern Gas Networks (SGN)</a>
Electricity: Scottish and Southern Energy	0800 0727 282	<a href="#">Safety and emergencies - Southern Electric</a>
Sewage/Drains & Drinking Water: (Thames Water)	0800 3169800	<a href="#">Thames Water LIVE - Latest information</a>
Telephone (BT)	08457 555999	<a href="#">BT</a>

## Appendix B – Draft Community Emergency Team Meeting: First Meeting Agenda & Minutes Template

<b>Date:</b>			
<b>Time:</b>		<b>Location</b>	
<b>Attendees</b>			
<b>1.</b>	<b>What is the current situation?</b>		
<b>1a</b>	Location and timescale of the emergency. Is it affecting: <ul style="list-style-type: none"> <li>• Houses?</li> <li>• A vulnerable area?</li> <li>• A main access route?</li> </ul>		
<b>1b</b>	Type of emergency: <ul style="list-style-type: none"> <li>• Is there a threat to life?</li> <li>• Has electricity, gas or water been affected?</li> </ul>		
<b>1c</b>	Are there any vulnerable people involved? <ul style="list-style-type: none"> <li>• Elderly/infirm/disabled</li> <li>• Families with children</li> <li>• Non-English-speaking people.</li> </ul>		
<b>1d</b>	What resources do we need? <ul style="list-style-type: none"> <li>• Food?</li> <li>• Off-road vehicles?</li> <li>• Blankets?</li> <li>• Shelter?</li> </ul>		
<b>2.</b>	<b>How do we establishing contact with the emergency services and local authority?</b>		
<b>3.</b>	<b>How can we support the emergency services and local authority?</b>		
<b>4.</b>	<b>What actions can safely be taken?</b>		
<b>5.</b>	<b>Who is going to take the lead for the agreed actions?</b>		
<b>6.</b>	<b>Any other issues?</b>		





## Appendix D – Situation Report

<b>Date</b>		<b>Time</b>	
<b>Author</b>		<b>Report Number</b>	
<b>Approximate number of people requiring emergency temporary accommodation</b>			
<b>Contact details of people in need of additional assistance</b>			
<b>Location of affected roads and properties</b>			
<b>Areas without electricity</b>			
<b>Areas without gas</b>			
<b>Areas without water</b>			
<b>Areas without telephones</b>			
<b>Current community emergency team tasks</b>			
<b>Resources available</b>		<b>Resource requests</b>	
<b>Other issues</b>		<b>Other issues</b>	

## Appendix E – Community Groups

Local community groups can potentially assist with the emergency response, such as neighbourhood watch, local flood groups, resident's association, faith groups. This may help in identifying vulnerable people or communities.

Organisation	Role	Members	Contact details
Neighbourhood Watch	<i>Help identify vulnerable people in the community</i>		



sandbags.

Name	Address	Phone number	24 hr?	Occupation	Materials

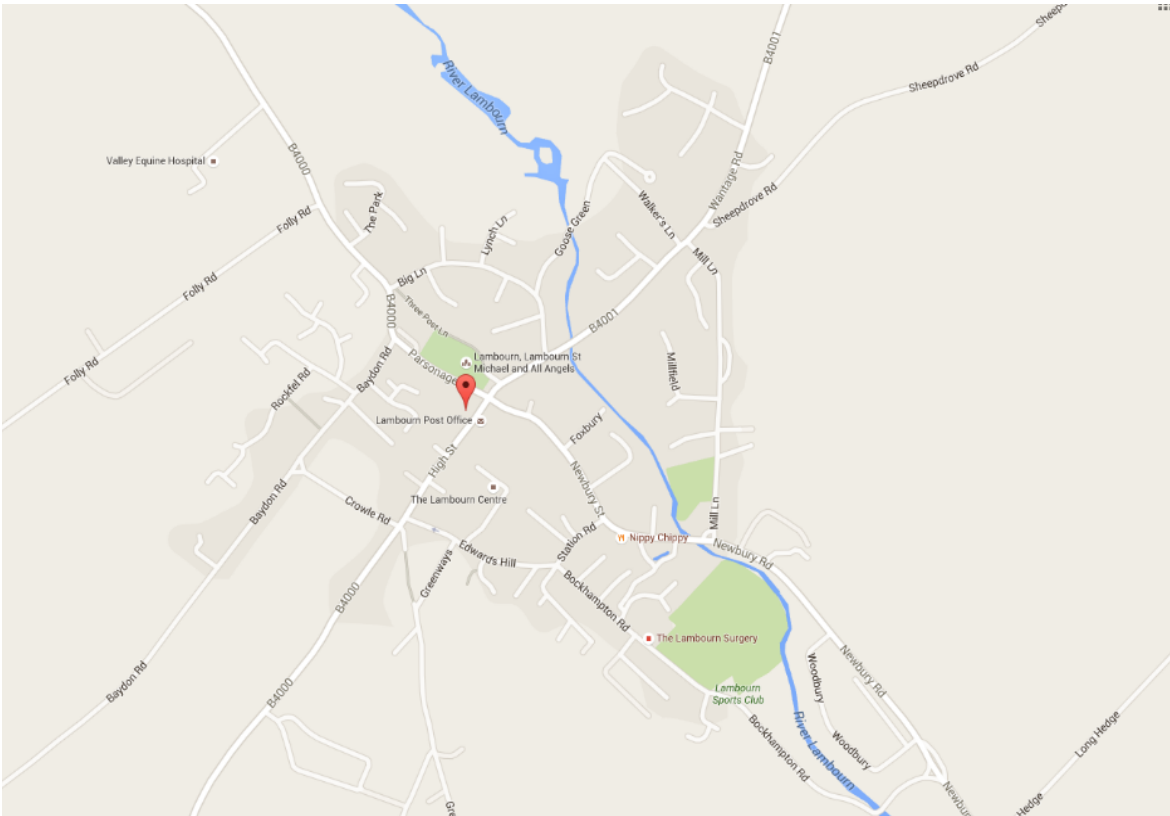
### Community Emergency Store

- Sandbags held in the Memorial Hall
- Sand to be placed at The Plough Eastbury, Universal stores carpark.

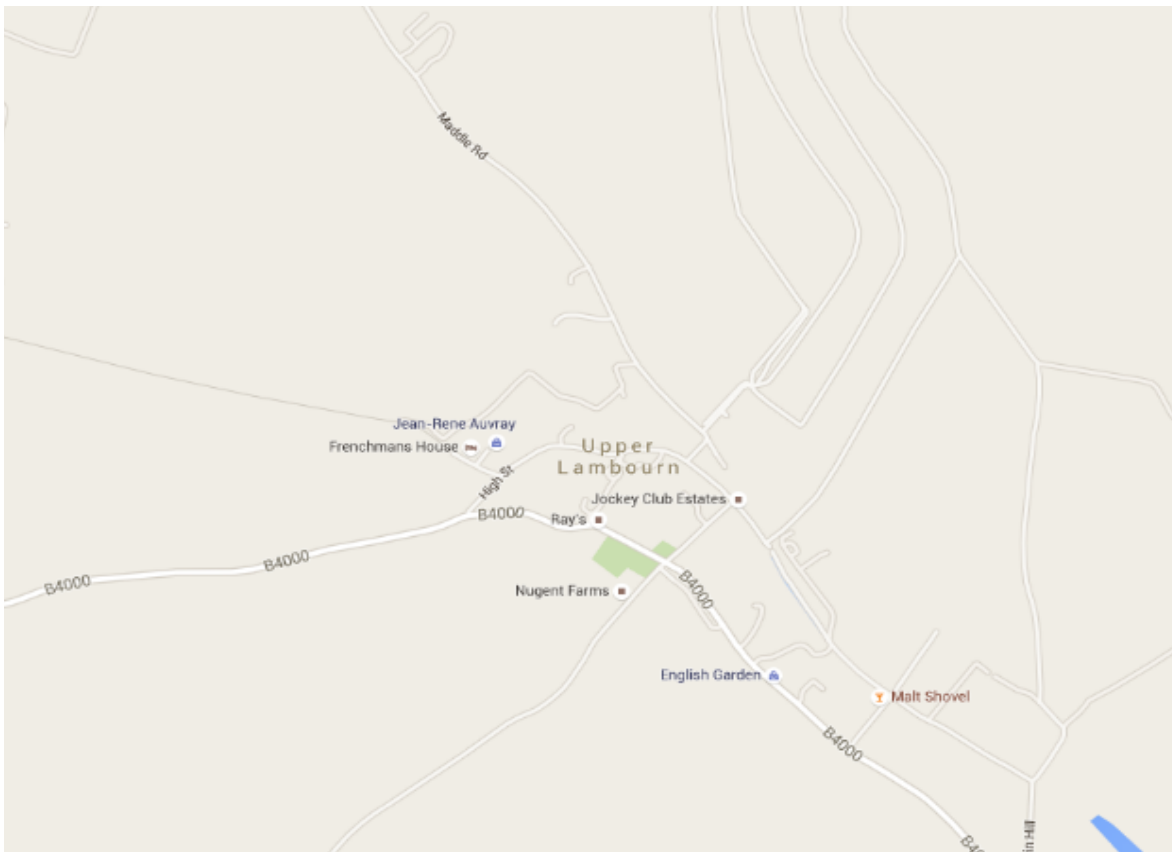
The identified issues with regards to local risks are detailed below and this should be maintained / updated as necessary by the Community Emergency Team. The issue log should be used to record details of local issues where the community group believe specific action is required e.g. drainage maintenance and riparian ownership issues.

Ref	Location	Description of Problem	Solutions Identified	Action Required
01		e.g. Ditches and drains blocked leading to road flooding	<ul style="list-style-type: none"> <li>- Identify owners responsible for maintenance of ditches and drains</li> <li>- Regular monitoring of situation by community emergency team to identify conditions that could lead to flooding</li> </ul>	<ul style="list-style-type: none"> <li>- Regular maintenance by owners</li> <li>- Contact Local Authority to make aware of issue</li> <li>- Monitor situation and contact LA if ditches become blocked and could cause flooding</li> </ul>

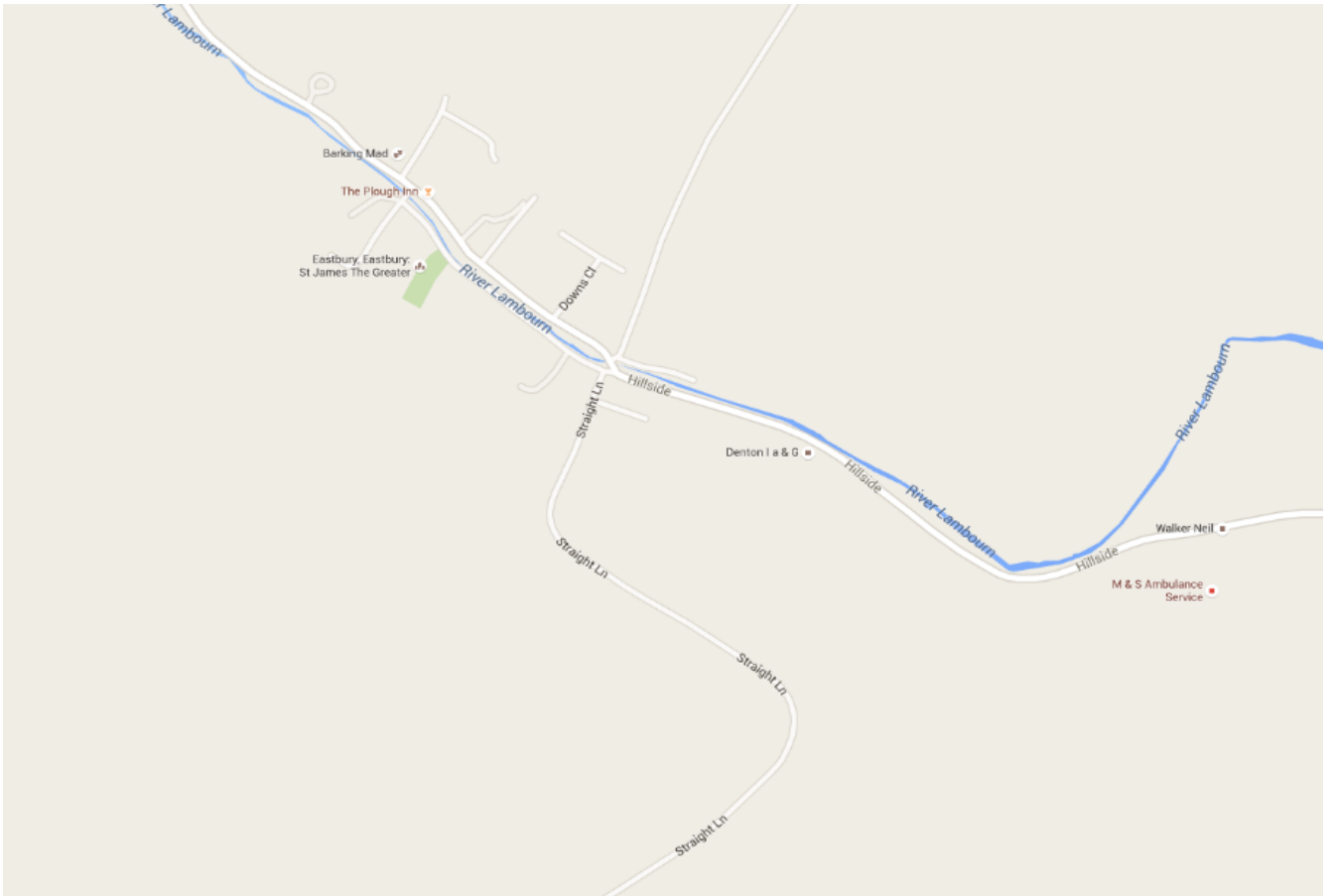
## Appendix J – Community Map(s)



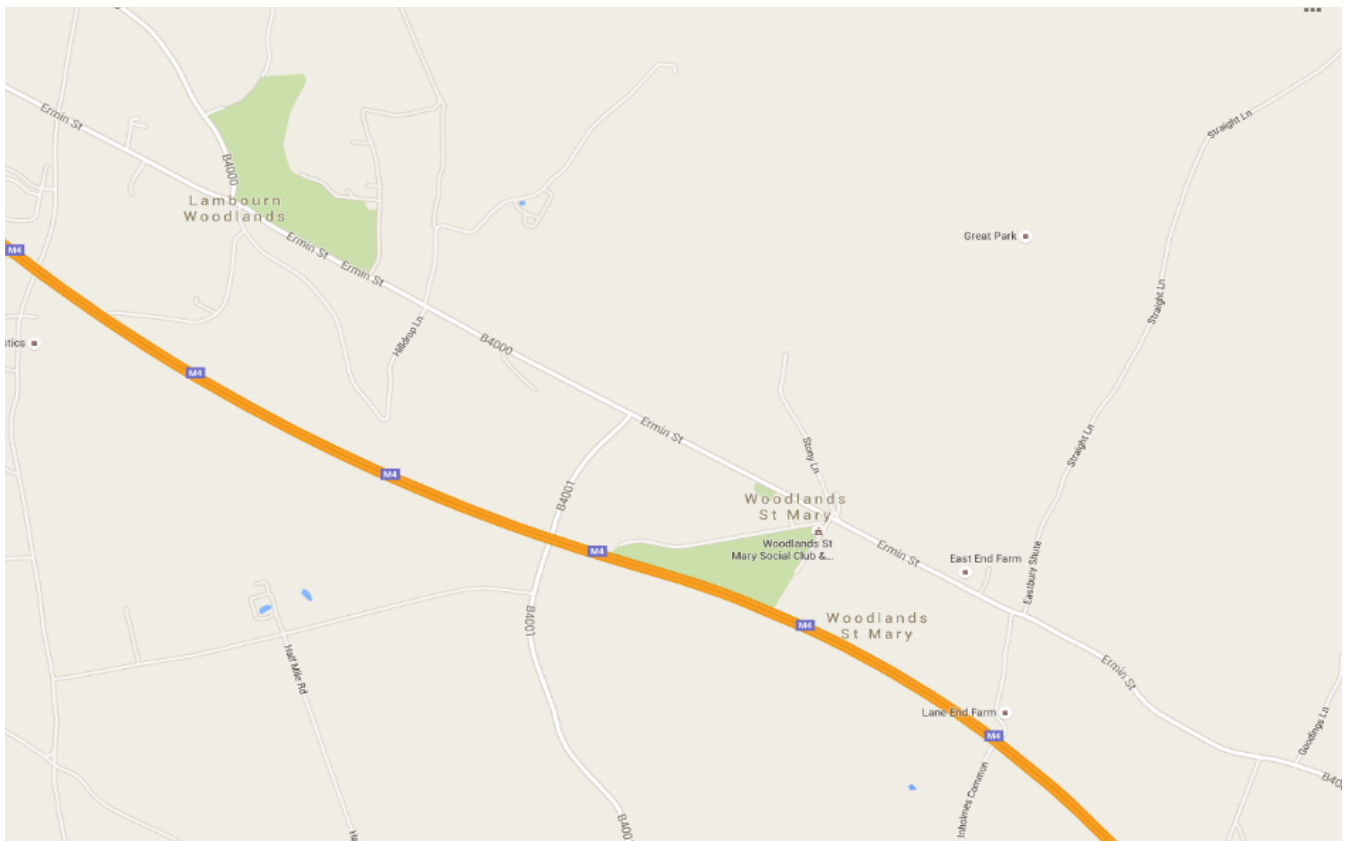
Lambourn



Upper Lambourn



Eastbury



Lambourn Woodland and St Mary.

## Appendix K – Flood Plan

The community is at risk of flooding from:




- Groundwater Flooding
- River Flooding
- Surface Water Flooding

The River Lambourn

The following Flood Alert and Flood Warning Areas cover this area (for example):

WARNING TYPE	NAME	FLOODLINE QUICKDIAL NUMBER
<b>FLOOD ALERT</b>	<b>RIVER KENNET FROM BERWICK BASSETT TO NEWBURY</b>	<b>171008</b>
<b>FLOOD WARNING</b>	<b>RIVER KENNET AT NEWBURY</b>	<b>171007</b>

To find out flooding information specific for this area call Floodline on 0345 9881 188 or and when prompted enter one of the quickdial numbers above.

 <p><b>FLOOD ALERT</b></p>	<p>This means “Flooding is possible. Be prepared”. We issue Flood Alerts for targeted specific locations that are at risk of flooding.</p> <p>It will indicate that flooding is possible and that people should make some low impact preparations (e.g. move small valuable items upstairs, check travel plans) and remain vigilant.</p>
 <p><b>FLOOD WARNING</b></p>	<p>This means that “Flooding is expected. Immediate action required”. We mainly target Flood Warnings at specific communities that are at risk from flooding. Some Flood Warnings may apply to stretches of coast and river.</p> <p>It will indicate that flooding is expected and that people should take more direct impact actions e.g. move belongings upstairs.</p>
 <p><b>SEVERE FLOOD WARNING</b></p>	<p>This means “Severe Flooding. Danger to life”. All customers who receive a Flood Warning will receive a Severe Flood Warning if conditions are met.</p> <p>It will be used in extreme circumstances to tell people that flooding is posing significant risk to life or significant disruption to communities which could also cause risk to life. Depending on the circumstances it would indicate that people should evacuate the area or take shelter within safe buildings.</p>

*N.B: please refer to the Environment Agency publication ‘What to do before, during and after a flood’ for further information on the flood warning service.*

### Community Flood Prevention Actions

- Individual actions
- Community river maintenance events
- Reporting of blockages etc

### Community Actions on issue of a Flood Alert:

- note areas likely to flood
- note any properties/local infrastructure at risk
- note any access routes at risk
- note key culverts/ditches to check
- Who to alert if there are issues

### Community Actions on issue of a Flood Warning:

- note areas likely to flood
- note any properties/local infrastructure at risk
- note any access routes at risk
- note key culverts/ditches to check
- Who to alert if there are issues
- Specific actions to do eg
  - Strategic flood defences for community
  - Make sure cars away from flood risk areas
  - Check on vulnerable (move them out?)
  - Make sure all flood gates etc in place on homes at risk etc

### Community Actions on issue of a Severe Flood Warning:

- note areas likely to flood/already flooded
- note further properties/local infrastructure at risk
- note any access routes at risk
- note key culverts/ditches to check
- Who to alert if there are issues
- Specific actions to do eg
  - Strategic flood defences for community
  - Check on vulnerable (move them out?)
  - Make sure cars away from flood risk areas
  - Make sure all flood gates etc in place on homes at risk

