

Community Emergency Plan



Parish/Town: OTTERBOURNE

Borough/District: WINCHESTER

**Co-ordinator: Chairman
Otterbourne Parish Council**

Revised: May 2023
(First effective date October 2008)

Contents

	Page
Distribution.....	3
Foreword.....	4
Aim & Objectives.....	5
Risk Assessment Matrix.....	5
Community Emergency Structure.....	8
Community Facilities.....	9
Vulnerable Groups in the Community	10
Emergency Action Check List	11
Example Log Sheet.....	12
Map of Otterbourne.....	13

Distribution List

1. Hampshire County Council Emergency Planning Unit
2. Winchester District Emergency Planning Officer
3. Eastleigh Borough Emergency Planning Officer
4. Otterbourne Parish Council and Parish Clerk

Forward

Although there is no statutory responsibility for Otterbourne Parish Council to plan for, respond to, or recover from emergencies, it is sensible for us to identify hazards and make simple plans on how we may respond when faced with such an emergency. Emergencies can occur due to natural occurrence, human error or criminal act and the effects upon our community may be short term or, in some cases, may last for several years.

This Community Emergency Plan is generic and can be applied to any emergency that our community may be called upon to deal with. Your Council will look to professional responders to provide help and it is intended that this Plan will provide guidance to those dealing with emergencies on our behalf and enable us, as a Parish, to contribute wherever possible in a safe, focussed and responsive manner.

This emergency plan reflects the contributions pledged by local groups, organisations and individuals to enable us to identify: potential hazards, those within the community most at risk and the resources available to allow us to respond effectively when faced with an emergency situation.

This plan is a living document, able to respond to changing circumstances both within and beyond the confines of our community. It is not exhaustive and your Parish Council welcomes any suggestions aimed at improving the Plan's content and structure so that it remains as effective as it possibly can be.

Chairman

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 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.

Risk Assessment Analysis

Risk Matrix Score: **A** = HIGH Likelihood and HIGH Impact
 B = LOW Likelihood and HIGH Impact
 C = HIGH Likelihood and LOW Impact
 D = LOW Likelihood and LOW Impact

Hazard	Impact	Mitigation in Place	Mitigation possible	Risk
Major Flooding (river, groundwater, drains, sewers etc)	<ul style="list-style-type: none"> • Water damage to homes and buildings • Kiln Lane, Poles Lane and Main Rd prone to flooding • Health hazard • Traffic disruption • Loss of utilities 	<ul style="list-style-type: none"> • Monitoring of EA warnings • Monitoring of TV/Radio weather warnings • Monitoring and report of drains to clear blockages • Collection of leaves along Main Road • Clearance of ditches along Poles Lane 	<ul style="list-style-type: none"> • Sandbags from WCC/HCC. • Visual check and report of riverbank if clearance required by EA or under riparian responsibility to improve flow. • Liaise with WCC re special collections of flood waste, accommodation provision, welfare support etc. • Use of Village Hall. • Transfer of vulnerable. 	C

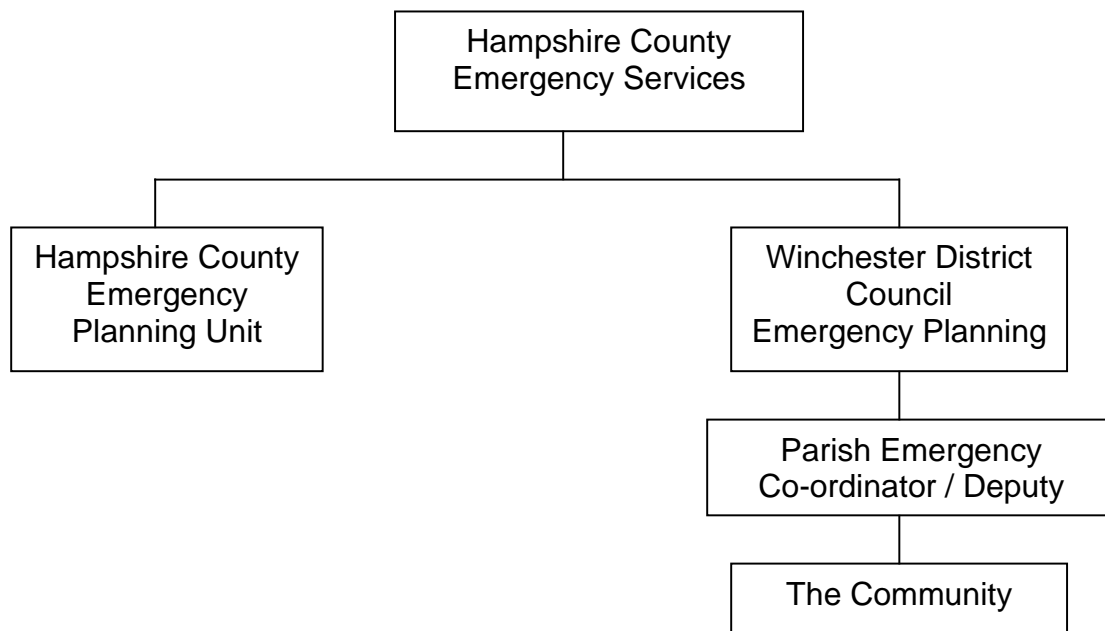
Hazard	Impact	Mitigation in Place	Mitigation possible	Risk
Total/partial loss of gas	<ul style="list-style-type: none"> Loss of cooking & heating 	None	<ul style="list-style-type: none"> Use of Village Hall 	C
Total/partial loss of electricity	<ul style="list-style-type: none"> Loss of cooking & heating 	<ul style="list-style-type: none"> Vulnerable persons register. 	<ul style="list-style-type: none"> Use of Village Hall 	C
Total/partial loss of water	<ul style="list-style-type: none"> Loss of cooking & heating 	<ul style="list-style-type: none"> Vulnerable persons register. Liaise with SW for bottled water stations. 	<ul style="list-style-type: none"> Use of Village Hall Village bottled water station 	C
Total/partial loss of telephone and internet	<ul style="list-style-type: none"> Disrupted comms 	None	<ul style="list-style-type: none"> Use of mobile phones 	D
Severe Weather	<p>'Downed' power & telephone cables</p> <ul style="list-style-type: none"> Fallen trees Traffic disruption from debris Damage to homes & buildings 	<ul style="list-style-type: none"> Suspect trees attended to by HCC as necessary 	<ul style="list-style-type: none"> Use of Village Hall Liaise with WCC on welfare, route clearance. Transfer of most affected/vulnerable to alternate locations 	C
Major Fire	<ul style="list-style-type: none"> Damage to homes and buildings Smoke hazard Temporary loss of road access 	<ul style="list-style-type: none"> Monitoring of TV/Radio weather warnings. 	<ul style="list-style-type: none"> Use of Village Hall See Loss of road access below: 	D
Loss of road access	<ul style="list-style-type: none"> Disruption to businesses, schools, normal life Loss of access to emergency services Temporary loss of waste removal 	None	<ul style="list-style-type: none"> Establish access & egress routes as a priority Establish Helicopter Landing Site (HLS) at Elderfield or Oakwood Park Recreation Ground Arrange alternate means for getting goods etc into/from the village 	B
Air Crash	<ul style="list-style-type: none"> Potential for significant loss of life Damage to homes and buildings 	None	<ul style="list-style-type: none"> Use of Village Hall Establish HLS at Elderfield or Oakwood Park Recreation Ground for emergency services use 	B

Hazard	Impact	Mitigation in Place	Mitigation possible	Risk
Rail Accident	<ul style="list-style-type: none"> • Potential for significant loss of life • Potential for passengers to seek aid & assistance from village 	None	<ul style="list-style-type: none"> • Use of Southern Water Site (SWS) for reception of passengers • Use of SWS as focus for and access by emergency services 	D
Major Vehicle Accident including Aircraft	<ul style="list-style-type: none"> • Potential for significant loss of life • Damage to homes and buildings • Loss of road access 	None	<ul style="list-style-type: none"> • Use of Village Hall • Establish HLS at Elderfield and Oakwood Park Recreation Ground for emergency services 	B
Chemical Hazard	<ul style="list-style-type: none"> • Potential for significant loss of life • Damage to homes and buildings 	None	<ul style="list-style-type: none"> • Inform residents to remain indoors, close windows • Liaise with Health professionals on impact of hazard • Communicate containment measures to Parishioners • Arrange transfer of most vulnerable 	B
Animal Disease	<ul style="list-style-type: none"> • Loss of countryside access • Cross-infection • Quarantine 	None	<ul style="list-style-type: none"> • Liaise with Health professionals on impact of hazard • Communicate containment measures to Parishioners. • Identify safe routes for vital supplies & goods, etc 	D
Human Disease (Including Covid-19)	<ul style="list-style-type: none"> • Cross-infection • Quarantine and self-isolation 	<ul style="list-style-type: none"> • Monitoring of Govt advice through national media • Monitoring of local authority advice and guidance cascaded to local level <ul style="list-style-type: none"> • Distribute information via Parish Website and leaflet drop to all households 	<ul style="list-style-type: none"> • Liaise with Health professionals on impact of hazard • Communicate containment measures to Parishioners • Identify safe routes in/out for vital supplies & goods, etc • Establish a village "HUB" to coordinate assistance and match to identified need 	B

Community Emergency Structure

The Parish Emergency Co-ordinator is the Chairman of the Parish Council or in his/her absence the Vice-Chair of the Parish Council. If neither is available the first available councillor will take charge. The Parish Clerk provides advice and support to the Co-ordinator.

During a major response, the emergency services will lead the operational response. County & District Councils provide support to the emergency services and will undertake a number of actions specific to them. The Parish Emergency Co-ordinator provides the link from the community to the response effort with the parishioners providing self-help and support as appropriate.



Parish Emergency
Co-ordinator:

Chairman, Otterbourne Parish Council

Deputy Co-ordinator:

Vice-Chairman, Otterbourne Parish Council

Support:

Parish Clerk, Otterbourne Parish Council

Community Facilities

Name	Location	Additional Information
Village Hall: <ul style="list-style-type: none"> • Disabled Access • Kitchen x 3 • Tables/seating • Bar • Toilets • Extensive car parking 	Cranbourne Drive	Keys held by: NISA Shop and Parish Clerk
Sports Pavilion: <ul style="list-style-type: none"> • Bar + seating area • Kitchen • Showers, toilets and changing facilities • Disabled Access • Car parking 	Recreation Ground	Keys held by: OPC Deputy
Church Room: <ul style="list-style-type: none"> • Large Room • Kitchen • Toilets • Disabled Access • Car Park by School 	St Matthew's Church, Main Road (rear)	Keys held by: Rector & Church Warden
Helicopter Landing Sites	Otterbourne Common, Rear of Elderfield and Otterbourne Recreation Ground	Large, flat grassed areas in central locations at top, middle and bottom of village
Vehicle Breakdown Recovery and Digger	Williams Garage, Main Road	Keys held by: Williams Garage

Vulnerable Groups in the Community

Name	Contact details	Special needs
Parsonage Court properties and Brooklyn Court Appts Main Road		+/-28 older people, some of whom may require assistance
Brendoncare Nursing Home Otterbourne Hill	01962 679649	Elderly, dementia care. (66+ older people).
Otterbourne CE Primary School, Main Road	01962 712020	+/- 280 children aged 4 to 11yrs
Otterbourne Grange Care Home, Pitmore Road	02380 253519	>25 elderly and infirm residents

Community Facilities Contact Details recorded on enclosed list.

Parish Councillor Contact Details recorded on enclosed list.

Volunteer Contact Details recorded on restricted publication list.

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 your District Council (see contacts)
- Use the suggested log sheet at the back of the plan to record:
 - Any decisions you have made
 - Who you spoke to, what you said and any commitments received.
- Contact other Community members that need to be alerted:
 - Those specifically under threat
 - The Parish Council via the Parish Clerk, Chairman or Emergency Co-ordinator
 - 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. Establish need for and location of Emergency Control Centre

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 District 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.

Log Sheet: It is essential that a full record is maintained of all information received and actions requested/taken, both for audit purposes after the emergency has been dealt with and as an aid to the emergency services dealing with the emergency.

Date	Time	Information / Decisions / Actions	Initials

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

Map of Otterbourne: Otterbourne has a population approaching 2000. The main part of the village straddles the main road through the centre, with the M3 to the West and the Ichen Valley to the East. It comprises a main core of older properties with more recent development to the rear. The smaller settlement of Otterbourne Hill lies to the South, adjoining the area of Allbrook which is in Eastleigh Borough.

