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# COULSTON PARISH COUNCIL

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Community Emergency Plan



ADOPTED May 2023.    REVIEWED MAY 2025

## 1. PURPOSE

### 1.1 Definition of an emergency:

An emergency / major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with as part of the emergency services, local authorities and other organisations normal day-to-day activities.

### 1.2 Aim of the Community Emergency Plan:

To increase resilience within the local community before, during and after emergencies, and to link into the county councils', and emergency services' emergency response structures, where appropriate. This Plan documents how the community in Coulston would respond in an emergency situation e.g. while awaiting the assistance of statutory authorities / emergency services, or in support of them.

**It is not the role of the community to take on the responsibilities of these agencies. For Example: to save life, to take any risks to themselves or to cope for long hours without agencies' help and support.**

It must be accepted that, whilst the Parish Council is responsible for the production of this Plan, individual Parish Councillors have no professional experience in emergency response or emergency planning, and so cannot accept liability for any missing information; we are working to support the local authorities and emergency services in their response to any major incident.

The plan may also be used when there is no emergency, but when the group feels it would be beneficial to do so, e.g. when snow or icy conditions cause problems for some residents trying to get out to shop for food and collect prescriptions.

### 1.3 Objectives:

- Identify possible emergencies, impacts on the community, and relevant actions.
- Identify communications and resources in the community available to assist in an emergency
- Consider vulnerable people / groups in the community who may need additional support.
- Provide contact details for key community resources, the Emergency Services, and County and District Councils.
- Risk assess the proposed community response.

## 2. ACTIVATION OF THE PLAN

This plan will be activated by any member of the Parish Council, or if not practical any village resident. The CPC will meet in person or communicate remotely to assess the situation, ring Emergency Services and consult with the County Council if necessary. The CPC will then put all or part of the Plan into effect as appropriate.

The Plan may be activated when:

- An emergency has occurred
- Warnings are received prior to an anticipated emergency
- Emergency services request support or are not able to attend immediately.
- No emergency / warning has occurred, but it is felt a community response would be of benefit, particularly for more vulnerable residents e.g. prolonged cold snap and icy conditions.

Volunteers may be put on stand-by prior to full activation of the plan, depending on the situation.

## 3. POSSIBLE EMERGENCIES, IMPACTS AND ACTIONS

The following table lists the possible emergencies which could affect our community, their impact and the local actions which could help.

[NOTE: All of the Actions to address the potential impacts require local people who are willing to assist in these situations. The list of local volunteers (available only to the CRG) shall be kept 'live' and added to as required.]

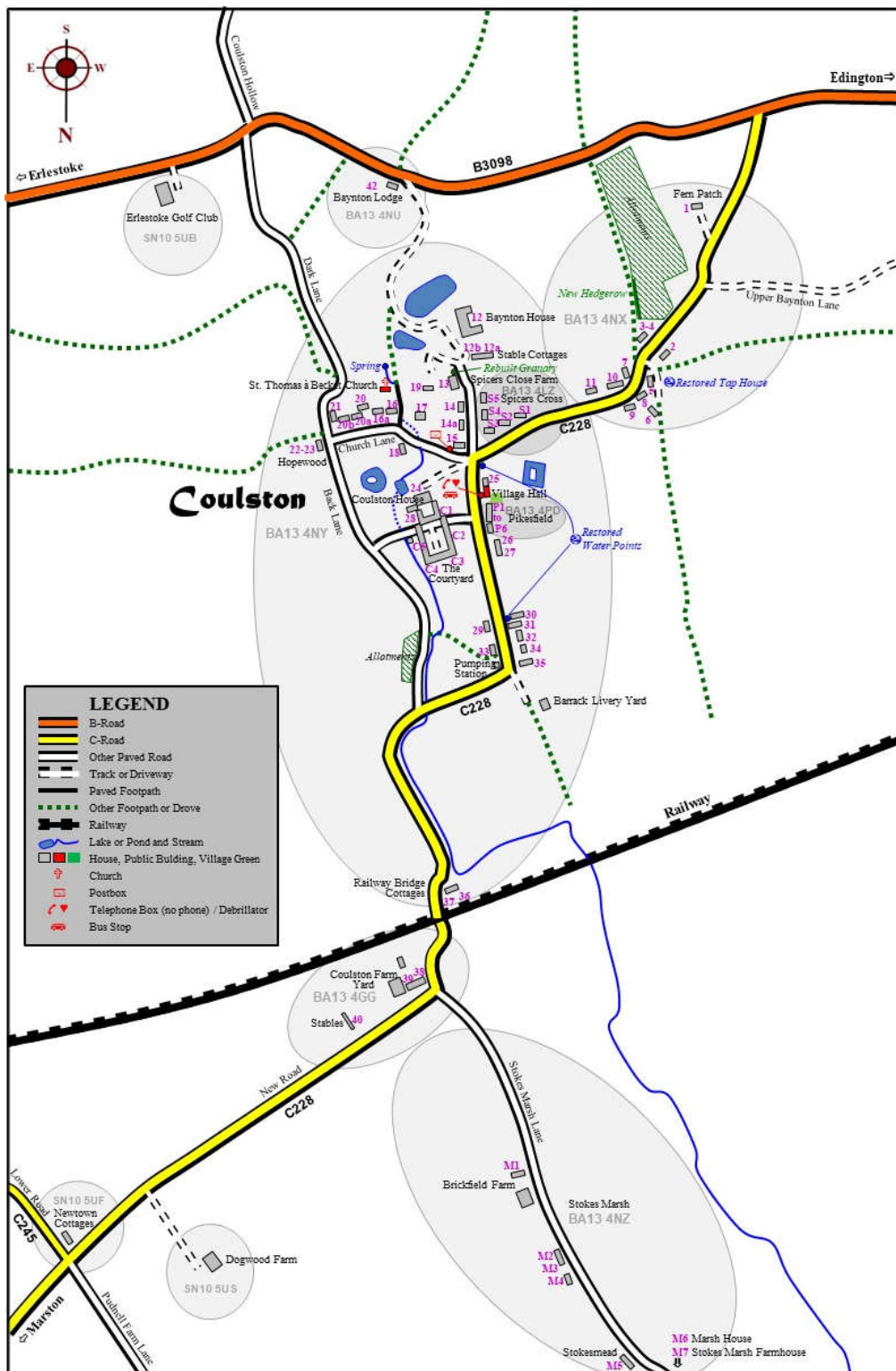
Type of Emergency	Potential impacts	Actions to address those impacts
<b>Flooding</b>  [Although Coulston is not at general risk from flooding within the Parish. Damage can occur from surface water flows, blocked gullies and culverts]	Damage to property Loss of access Loss of housing (homelessness) Loss of utilities, e.g. electricity (See below)	<ul style="list-style-type: none"><li>• Routine inspection of gullies, grates and culverts.</li><li>• Get pumps to the right area(s)</li><li>• Assist with transport</li><li>• Identify and provide shelter, with resources, if required</li><li>• Identify flood sources which require attention from Lead Flood Authority (WCC)</li></ul>
<b>Snow</b>  [Considerable falls of snow and blizzard conditions over several days, accompanied with a period of prolonged cold are rare events. In the knowledge that a couple of inches of snow can bring serious disruption, it is essential to plan for extremes of snowfall both in quantity and duration.]	Loss of access/egress	<ul style="list-style-type: none"><li>• Identify residents who need to move in/out of homes; those with infants, medical conditions, and those in need of supplies of medicines, food, etc.</li><li>• Identify tractor owners/drivers and request their assistance.</li><li>• Identify 4x4 drivers/owners and request their assistance.</li><li>• Start clearance of roads and pavements.</li></ul>

Prolonged weather extremes, e.g. excessive cold, drought, heatwave, etc.	<p>Cold: Difficult access/egress; frozen pipes; transport failures; minor injuries from slips and falls; hypothermia</p> <p>Drought: Reduced / No water supply; fire hazard</p> <p>Heatwave: heat exhaustion; heat stroke</p>	<ul style="list-style-type: none"> <li>• Identify the place of safety and shelter (for heat), cooking facility, point of distribution for bottled water.</li> <li>• Get access to food supplies.</li> <li>• Assist with transport</li> <li>• Identify vulnerable individuals who may be susceptible to the effect of cold or excessive heat.</li> </ul>
Loss of Water supply (Because of or exacerbated by prolonged extremes of environmental conditions)	Health issues	<ul style="list-style-type: none"> <li>• Identify a facility for the distribution of bottled water.</li> <li>• Identify location(s) for water bowsers provided by United Utilities</li> <li>• Transport to fetch water into the community</li> </ul>
Loss of Electricity supply (Because of or exacerbated by prolonged extremes of environmental conditions)	<p>Heating issues</p> <p>Risk of hypothermia</p> <p>Domestic cooking issues</p> <p>Communications lost (Internet outage)</p> <p>Lighting lost</p> <p>Medical equipment support</p>	<ul style="list-style-type: none"> <li>• Identify a place of shelter (for heat)</li> <li>• Identify a place for cooking and/or food supply (easy to cook food)</li> <li>• Organise transport to bring in food supplies</li> <li>• Reliance on mobile phone communication</li> <li>• Provision of generators</li> </ul>
Prolonged Medical Emergency or Pandemic	<p>Health issues</p> <p>Loss of life</p> <p>Spread of infection</p> <p>Failure to follow local or national advice and guidance</p> <p>Social isolation</p> <p>Mental health issues</p>	<ul style="list-style-type: none"> <li>• Provide the point of contact for County Council and for local Emergency Resource Groups (e.g. CERG)</li> <li>• Promote government guidelines through notice boards, distribution of leaflets and social media messaging (e.g. Parish Council Facebook and Website).</li> <li>• Provide information on the availability of shops, services and local deliveries on Parish Council Facebook and Website</li> <li>• Provide a point of contact for local residents (Parish</li> </ul>

		<p>Council email or 'phone contact number)</p> <ul style="list-style-type: none"> <li>• Identify vulnerable individuals and ensure help is provided on request.</li> <li>• Identify and communicate a location for testing and mass inoculations.</li> <li>• Organise support for medical personnel coming into the community.</li> <li>• Use of non-contact online meetings</li> <li>• Advise the authorities (e.g. Police) of serious or repeated non-compliance by individuals or groups of guidelines provided by the Government on the closure of facilities and/or social distancing during the pandemic.</li> </ul>
Unexpected and/or unpredictable event or disaster, e.g. Aircraft crash, railway accident landslide, extreme weather, lone gunman, etc.	(Dependent on event...) Loss of utilities (power lines down, mains services fractured), Damage to property; Restricted access to Parish; Injury and loss of life	<p>(Dependent on event.....)</p> <ul style="list-style-type: none"> <li>• Support for medical personnel coming in</li> <li>• Support for emergency services (Police, Fire, Ambulance)</li> <li>• Support to military personnel, if appropriate</li> <li>• Start Parish-wide communication</li> </ul> <p>Lockdown of community until danger has passed.</p>

The centre of Coulston (Village Hall) what3words is: postage.provoking.reason. The Postcode is BA13 4NY.

Map of the village of COULSTON



## 4. COMMUNITY CONTACTS AND RESOURCES

### 4.1 Volunteers

Volunteers have indicated what tasks they may be prepared to carry out if an emergency occurs and what resources they can offer.

**IF YOU FEEL YOU ARE ABLE TO OFFER ANY VOLUNTARY HELP OR RESOURCES IN THE EVENT OF AN EMERGENCY, AND HAVE NOT BEEN PREVIOUSLY CONTACTED BY THE PARISH COUNCIL, PLEASE EMAIL THE CLERK WITH DETAILS OF YOUR NAME, ADDRESS, CONTACT NUMBER, EMAIL ADDRESS AND WHAT HELP OR RESOURCES YOU WOULD BE ABLE TO OFFER. THANK YOU.**

Email: clerk-coulstonpc@outlook.com

## 5. PLACE OF SAFETY

County Councils are responsible for setting up Emergency Assistance Centres (EAC) during an emergency, which are run by council staff and may be used for a range of purposes, depending on the situation. Many schools, churches and community buildings are designated EACs.

However, it may be necessary to set up a community-run place of safety, e.g. for visitors or people evacuated from their homes. In our community, the place of safety will be **Coulston Village Hall**. The CRG will contact the key-holder and other volunteers as necessary.

## 6. COMMUNICATION AND SERVICE CONTACTS

[Updated Contact details for emergency services and statutory authorities 2020]

Organisation	Tel:	Website / Email
<b>Emergency Services</b> Police, Fire, Ambulance,	<b>999</b>	
<b>Police</b> (Non-emergency).....	<b>101</b>	Email: Website:
<b>Fire</b> (General enquiries).....	0300 303 8623	Email: Website:
<b>Ambulance</b> (General Enquiries).....	0345 112 0999	Non-urgent medical advice: <b>NHS 111</b>
<b>Wiltshire County Council</b>		
Daytime (Concern for vulnerable adults/children)	0300 456 0100	Website: Wiltshire.gov.uk
<b>Parish Council</b>		
Daytime	07427 406943	Email: clerk- coulstonpc@outlook.com Website: www.coulston.org.uk
Out-of-hours	As above	

<b>Highways (Hotline)</b>	0300 303 2992	
<b>NHS</b>	<b>111</b>	Website: <a href="http://www.nhs.uk">www.nhs.uk</a>
<b>Salisbury General Hospital</b>	07122 336262	
<b>Environment Agency</b>		
General enquiries	03708 506506	Email: <a href="mailto:enquiries@environment-agency.gov.uk">enquiries@environment-agency.gov.uk</a> Twitter: @EnvAgency
<b>Floodline (24 hrs)</b>	0345 988 1188	Website: <a href="http://www.flood-warning-information.service.gov.uk">www.flood-warning-information.service.gov.uk</a>
<b>Met Office</b> (Forecast & weather warnings)		Website: <a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a> Twitter: @metoffice
<b>United Utilities</b> (Water – 24 hrs includes sewerage flooding)	0345 672 3723	Website: <a href="http://www.unitedutilities.com">www.unitedutilities.com</a> Twitter: @Unitedutilities
<b>Electricity Power Cut</b>		Website: Twitter:
<b>Local place of safety: Coulston Village Hall, Key-holder Anne Myers</b>	07780448338	Email:
Out-of-hours	As above	
<b>Local Social Media: Facebook</b>		<a href="http://www.facebook.com">www.facebook.com</a>

## 7. PLAN REVIEW AND UPDATE

In order to keep details up to date, this plan, plus any supplementary documents, volunteer contact lists, risk assessment etc., will be reviewed and updated as needed. The plan will be reviewed bi-annually by the Parish Council.

Following review, an updated electronic copy of the plan will be made available to local authorities and emergency services.

During an emergency, volunteers will keep a record of actions taken. These will be entered into a central log, kept by the CPC, so that they can be evaluated, and the plan altered if necessary. Information can be entered at the time, or directly after the emergency.