



# Finchampstead Emergency Response Plan

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

Wokingham Borough Council emergency number:  
Working Hours 0118 974 6000  
Out of hours 0800 212 111

At its most basic level, emergency planning is little more than codified common sense using effective communication in the knowledge of the role organisations, agencies and individuals can play given any anticipated emergency scenario.

While the local community has no formal role, there is widespread recognition of the value of planning from the local area upwards to help cope with potential emergencies.

This Finchampstead Emergency Response Plan provides contact information for those who have volunteered amongst the Community and who may have access to resources that may be helpful to access to assist in any way it is deemed helpful to support members of the community in advance of, or in the aftermath of the attendance of the emergency services.

## Plan distribution list

| Name            | Role   | Contact Phone number               | E mail address                          | Issued on        |
|-----------------|--|------------------------------------|---|------------------|
| Simon Weeks     | Borough & Parish Councillor                            | M 07825 402484<br>H 0118 973 0199  | Simon.weeks@finchampstead-pc.gov.uk     | To be determined |
| Sylvia McDonald | Parish Councillor                                      | M 0797 969 6739<br>H 0118 973 1850 | Sylvia.mcdonald@finchampstead-pc.gov.uk | To be determined |
| Andy Pearce     | Parish Councillor                                      | M 0791 968 6529<br>H 0118 973 2364 | Andrew.pearce@finchampstead-pc.gov.uk   | To be determined |
| Graham Jukes    | Parish Councillor                                      | M 0777 576 1580<br>H 0118 973 0947 | Graham.jukes@finchampstead-pc.gov.uk    | To be determined |
| Katy Dagnall    | Clerk – Parish Council                                 | Office hours<br>0118 908 8164      | Clerk@finchampstead-pc.gov.uk           | To be determined |
| Roland Cundy    | Chair – Parish Council                                 | M 0772 961 6677<br>H 0118 973 1056 | Roland.cundy@finchampstead-pc.gov.uk    | To be determined |
| Brett Dyson     | Wokingham Borough Council – Emergency planning officer | 0118 937 2235                      | Brett.dyson@wokingham.gov.uk            | To be determined |

|  |
|--|
| Community volunteers                                 |
| Ratepayers Hall                                      |
| St James's Church Centre                             |
| Memorial Hall  |
| FBC Centre Key holder                                |
| Wokingham Borough Council Emergency Planning Officer |
| Environment Agency                                   |
| Schools  |
| Nurseries  |
| Care Homes<br>- Wild Acres                           |

FER Volunteer copy

|                               |
|-------------------------------|
| - Warren Lodge                |
| Finchampstead Surgery Manager |

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# LOCAL RISK ASSESSMENT

| Risks   | Impact on community   | What can FER do to prepare?   |
|---|---|---|
| Flooding  | <ul style="list-style-type: none"> <li>Flooding of local streets</li> <li>Flooding of Houses, business, schools and community facilities</li> </ul>   | <ul style="list-style-type: none"> <li>Encourage residents to improve home flood defence in flood prone areas</li> <li>Work with local emergency responders to see if we can help with distribution of flood warnings and any evacuation and rest centre establishment required</li> <li>Find out what flood defences exist or are planned in the area</li> </ul> |
| Pandemic Flu  | <ul style="list-style-type: none"> <li>Loss of community capacity to function effectively on all levels.</li> <li>reduction in all services, food deliveries, medical services, transportation</li> </ul>   | <ul style="list-style-type: none"> <li>Monitor the media for warning signs, follow advice from Public Health England</li> </ul>   |
| Fuel Shortage (petrol/diesel)                         | <ul style="list-style-type: none"> <li>No transport</li> <li>Abandoned vehicles</li> <li>Diesel power generators stopping</li> </ul>  | <ul style="list-style-type: none"> <li>Follow Government advice</li> <li>System of identification of priority need required</li> </ul>  |
| Significant loss of telecommunications                | <ul style="list-style-type: none"> <li>Inability to put emergency plan into operation</li> <li>Lack of knowledge of what is happening</li> <li>Inability to access emergency services</li> </ul>  | <ul style="list-style-type: none"> <li>Access to radio communications for key responders</li> <li>Understanding the emergency services contact systems to enable contact</li> </ul>   |
| Storms and strong wind                                | <ul style="list-style-type: none"> <li>Damage to property</li> <li>Blocked roads</li> <li>Collapse of transportation services</li> </ul>  | <ul style="list-style-type: none"> <li>Activation of community plan to assist emergency services and support the vulnerable in the community</li> </ul>   |
| Loss of Gas/Water/Electricity supply                  | <ul style="list-style-type: none"> <li>Support needed to assist vulnerable depending upon duration of loss</li> </ul>   | <ul style="list-style-type: none"> <li>Identify the vulnerable in the community</li> </ul>  |
| Incidents at industrial facilities (chemical release) | <ul style="list-style-type: none"> <li>There is no significant industry in the Finchampstead area. There is a strategic oil and Gas pipeline which if damaged could cut transportation links between the North and South of the Parish</li> </ul> | <ul style="list-style-type: none"> <li>Understanding of the Borough wide emergency planning process and where the community fits in</li> </ul>  |

|  |   |  |
|--|---|--|
| Strikes by Key Workers<br>(Emergency Services or public transport staff) | <ul style="list-style-type: none"> <li>• There are limited public transport services in the Parish. Schools may be affected.</li> <li>• Alternative arrangements needed for medical services</li> <li>• May need to provide alternative refuse collection/storage facilities</li> </ul> | <ul style="list-style-type: none"> <li>• Having an understanding of the capacity and resources within the Parish to maintain temporary services.</li> </ul>  |
| Animal diseases  | <ul style="list-style-type: none"> <li>• Restrictions on access to footpaths and bridleways.</li> <li>• Restriction on the movement of animals and pets</li> </ul>  | <ul style="list-style-type: none"> <li>• Follow the advice of DEFRA, Public Health England and monitor the media</li> </ul>  |
| Snow & Ice   | <ul style="list-style-type: none"> <li>• Roads impassable</li> <li>• Vulnerable residents at risk</li> <li>• Abandoned vehicles blocking access routes</li> <li>• Burst pipes</li> </ul>  | <ul style="list-style-type: none"> <li>• Identify key road arteries and ascertain condition</li> <li>• Knowledge of vulnerable residents</li> <li>• Have access to snow clearing equipment</li> <li>• Provide advice to home-owners on snow and ice clearance strategies</li> <li>• Keep watch of weather warnings and remain alert during a weather incident</li> </ul> |
| Heathland/Woodland fire  | <ul style="list-style-type: none"> <li>• Smoke</li> <li>• Road Closure</li> <li>• Wildlife exodus</li> </ul>  | <ul style="list-style-type: none"> <li>• Open a refuge centre for those affected</li> <li>• Assisting with directing traffic</li> </ul>  |

# LOCAL SKILLS AND RESOURCES

THE EMERGENCY COMMITTEE HAS THE CONTACT AND ACCESS DETAILS FOR THE FOLLOWING RESOURCES

| Skill/resource  |
|---|
| Trained first aiders  |
| 4x4 owner/drivers   |
| Trailers  |
| Trained Chainsaw owners   |
| Water/food supplies   |
| Tractor owners  |
| Earth movers  |
| Defibrillators  |
| Radio communication facilities  |
| Dinghy or portable boats  |
| Fuel supplies   |
| Reception centres capable of temporary feeding or housing more than 25 people |

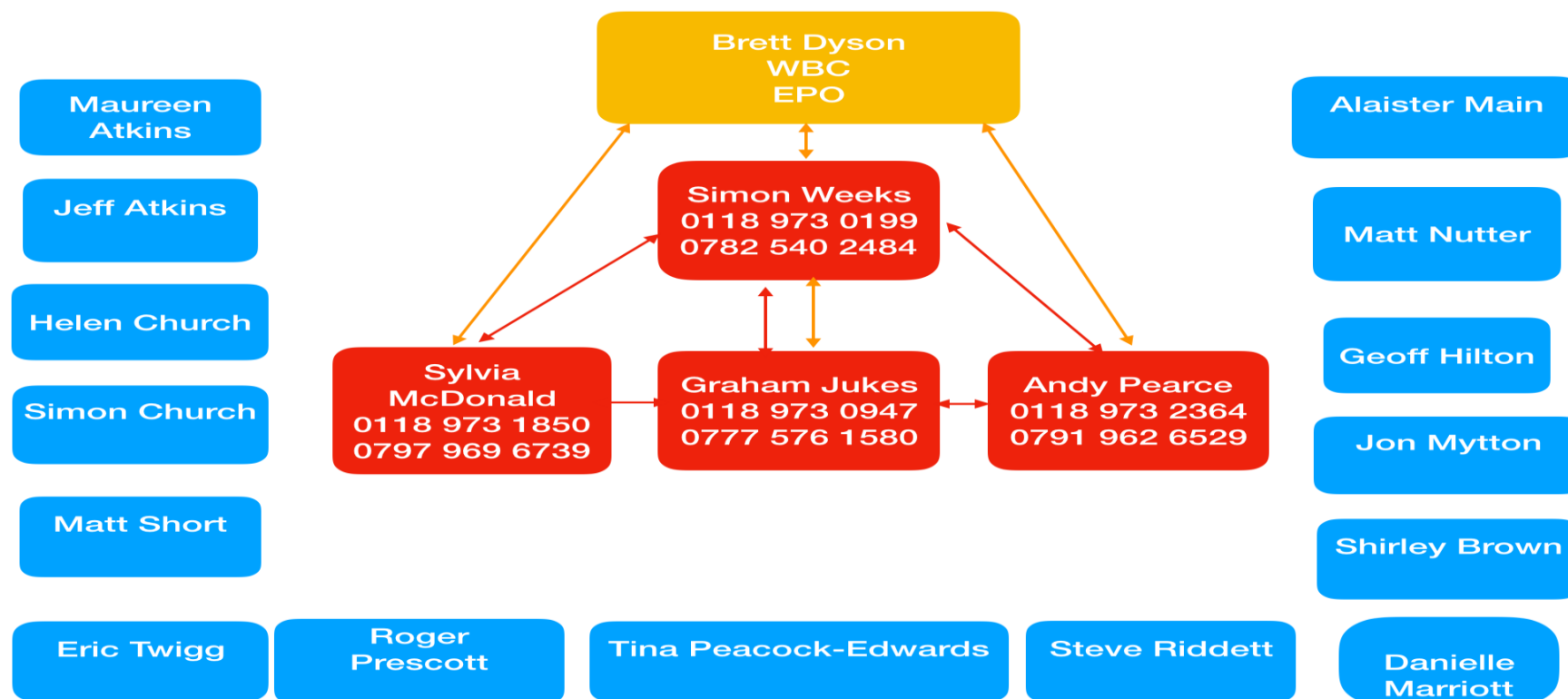
# KEY LOCATIONS

Designated by the local authority for use as places of safety and refuge

| Building  |
|---|
| California Association Ratepayers Hall<br>Finchampstead Road, Finchampstead,<br>Berkshire<br>RG40 3RL |
| St James's Church Centre<br>Vicarage Close,<br>Finchampstead,<br>Berkshire<br>RG40 4JW                |
| Finchampstead Memorial Hall,<br>The Village,<br>Finchampstead, RG40 4JU                               |
| FBC Centre<br>Gorse Ride North,<br>Finchampstead<br>RG40 4ES  |



# EMERGENCY RESPONDERS CONTACT LIST



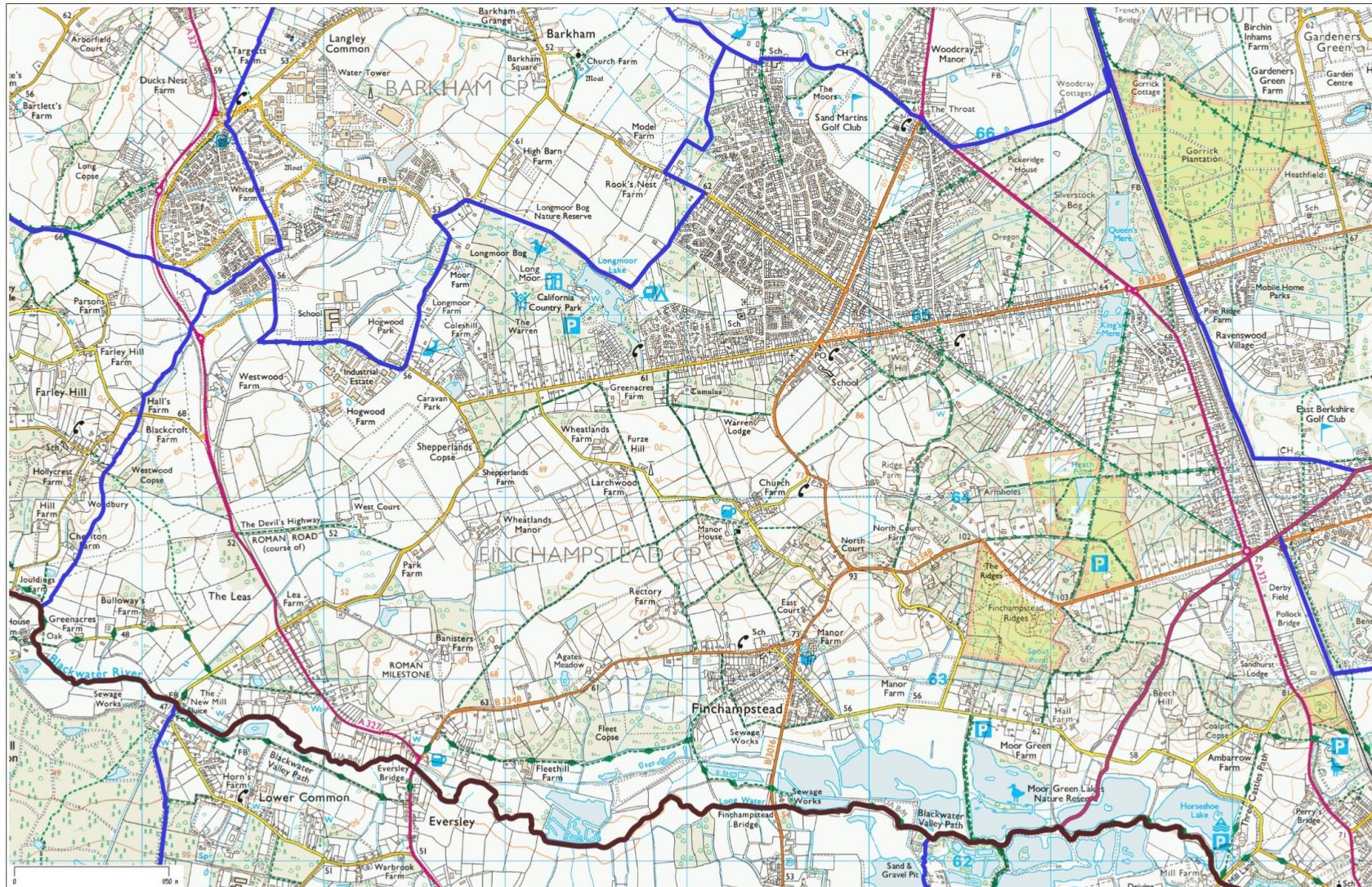
Key - Emergency committee member



Community volunteer







Date Created: 28-4-2019 | Map Centre (Easting/Northing): 479041 / 164273 | Scale: 1:27514 | © Crown copyright and database right. All rights reserved (0100053824) 2019 © Contains Ordnance Survey Data : Crown copyright and database right 2019



# LIST OF COMMUNITY ORGANISATIONS

Brett Dyson EPO will direct and advise on the organisations that can assist

## ACTIVATION TRIGGERS

In the following 2 fanciful scenarios contact to and from the Emergency Planning officer is through Simon Weeks. In his absence then those identified in red on the contact listing will be the principle contact point. That same group of people will form the emergency committee during any incident and will have access to Parish Council and community resources as appropriate.

During an emergency the emergency committee members will make contact with all community responders whose role is to receive and give information to ensure the most appropriate response is identified.

**A volunteer must not risk life or limb or operate any equipment or vehicle unless they have been trained in its use and are fit and competent to do so. Your role is primarily one of information provider while awaiting a timely response to be provided by the emergency services and in the aftermath of an event, assisting in the organising of support and services to those who have been affected.**

**Where possible please make a note of the times of action/contacts made to aid review in the aftermath of an incident**

**Scenario 1 – tornado hits Wokingham on a Tuesday at 3.00 PM**

- 1) *Emergency planning officer phones Simon Weeks and asks him to activate the emergency plan as the emergency services are fully engaged with priority calls around the borough.*
- 2) *Simon Weeks obtains as much info as he can from WBC Emergency Planning Officer (EPO) and activates the information cascade and emergency committee*
- 3) *Volunteer Cascade members assess the local impact and reports back to their emergency committee contact on damage and probable priorities*
- 4) *Emergency committee makes contact with those who have appropriate equipment and skill to mobilise suitable people to provide initial support and assistance to perceived priority areas. It assesses what we can usefully do to assist the community until such time as the emergency services can arrive. e.g. is there a need for medical services, do people need to be re located. Are there dangerous areas e.g. fallen power lines, tractors to move fallen trees from roads etc.*
- 5) *The aim being to do everything we can to preserve life and property.*
- 6) *Simon Weeks or other emergency committee member as appropriate provides an assessment of the scale of the problem and likely needs to the EPO*
- 7) *Emergency services contact Simon Weeks to receive briefing of the situation on the ground. Hand over to Bronze command*
- 8) *Utilise Cascade system to inform on the current position*
- 9) *Support to Emergency services as necessary – Provide local knowledge – open up the refuge centres as appropriate*

10) *Assess the need for on-going clean-up of the Parish and pass to Parish and Borough Council for action*

**Scenario 2 Thursday 6.00 AM - Chemical spill from Container at the War memorial - Massive Fire, road blocked, people injured.**

- 1) *Resident calls 999*
- 2) *Emergency services react immediately*
- 3) *EPO informs Simon Weeks who activates Emergency committee – EPO instructs Simon Weeks on what is needed to assist e.g. Open Refuge Centre, help with traffic re-direction.*
- 4) *Simon Weeks activates the cascade system to keep volunteers informed and how they can best assist.*
- 5) *It transpires that there is an ongoing danger to residents who need to be temporarily re located. Emergency committee calls Key holder to Memorial hall to urgently provide temporary accommodation to evacuees,*
- 6) *FER volunteer members provide whatever support is needed to support the displaced residents*
- 7) *Emergency committee monitors the situation having been informed by Bronze command that the danger is over.*
- 8) *FER volunteer members support the resident's re-location to refuge centres.*

# FIRST STEPS IN AN EMERGENCY

Follow the instructions below when the plan is activated.

|   | Instructions  | Tick |
|---|---|------|
| 1 | Call 999  |      |
| 2 | Call Wokingham EPO – 0118 974 6000<br>Or out of hours 0800 212 111  |      |
| 3 | Contact the Community Emergency lead Simon Weeks Land line 0118 973 0199<br>or mobile 07825 402484  |      |
| 4 | Simon assesses the risk by reference to the METHANE report below and as<br>appropriate activates the emergency committee and responders cascade process |      |
| 5 | As appropriate contact and open the refuge centres  |      |
|   |   |      |

## METHANE report questions

| Item           | Incident Particulars |
|----------------|----------------------|
| Major Incident |                      |

|  |  |
|--|--|
| <b>Exact location</b>                                  |  |
| <b>Type of Incident</b>                                |  |
| <b>Hazard present or suspected</b>                     |  |
| <b>Access – Routes safe to use</b>                     |  |
| <b>Number, type and severity of casualties</b>         |  |
| <b>Emergency Services present &amp; those required</b> |  |

# EMERGENCY COMMITTEE ACTIVATION CHECK LIST

## Community Emergency Committee Activation Meeting Agenda

**Date:**

**Time:**

**Location:**

**Attendees:**

### 1. What is the current situation?

**Follow the METHANE report format**

*In addition we need to consider the following:*

**Location of the emergency. Is it near:**

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

**Are there any vulnerable people involved?**

- Elderly
- Families with children
- Non-English-speaking people.
- What resources do we need?
- Food?
- Off-road vehicles?
- Blankets?
- Shelter?



**2. Establishing contact with the emergency services**

**3. How can we support the emergency services?**

**4. What actions can safely be taken?**

**5. Who is going to take the lead for the agreed actions?**

**6. Any other issues?**

## ACTIONS AGREED WITH LOCAL AUTHORITY IN THE EVENT OF AN EVACUATION

*For discussion with the Centre's identified above and with the EPO as to what current arrangements are in place and what can be provided.*

*Liaison with EPO and Bronze command*

*Open the refuge centres as appropriate*

## ALTERNATIVE ARRANGEMENTS FOR STAYING IN CONTACT IF USUAL COMMUNICATIONS HAVE BEEN DISRUPTED

*Land lines are more resilient than the mobile networks in the case of an emergency, with the exception of extension telephones. It is advised that responders have a direct connection phone available for use*