

HAMSTEAD MARSHALL PARISH COUNCIL

COMMUNITY EMERGENCY PLAN

Issued Version: 02.03 – 1st July 2025

**Presented to Hamstead Marshall Parish Council and
Approved, July 17, 2025
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In the event of an emergency, dial 999

Why Have an Emergency Plan

So, Hamstead Marshall residents can be prepared, in cases of emergencies, and help is available from the volunteers of the Community Emergency Group. Please read this page which explains the different roles and responsibilities.

Role of West Berkshire Council in Emergency Planning

'The responsibility for preparing for emergencies is the role of Category One and Two responders as set out in the Civil Contingencies Act 2004. As a Category One responder, the Local Authority prepares, respond and support the recovery of an emergency, including risk assessment planning, informing, training, exercising and promoting business continuity. The Local Authority hold plans outlining their response to incidents which includes the command-and-control arrangements for any emergency as well as risk specific plans.'

Role of Hamstead Marshall Parish Council in Emergency Planning

Community Groups, more specifically Parish Councils are closer to the community and with localized knowledge and expertise , can provide valuable insights and support Parish Councils or in preparing the community in responding to emergencies. The Local Authority do not state that that Parish Councils or community groups undertake response activities of the emergency services such as entering flood waters or fighting fires, but to activate supporting systems pre-identified in the Community Emergency Plan. Whether this be volunteers checking in and identifying vulnerable people or whether it is necessary to open a facility such as a village hall to provide information, or a place of warmth.

Role of Community Emergency Group

Communities vary from one to another and are dependent upon a group of volunteers. There is no-one-size-fits-all when it comes to the role of the group. The role of the Community Emergency Group should be defined by the group themselves, determined by their resources and capabilities.

To re-iterate, the Community Emergency Group is not a group to take the role of the Emergency Services, but to support and appropriately undertake tasks to support residents as highlighted in the Emergency Plan'.

Source: West Berkshire Council, Joint Emergency Planning

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Distribution List

Name	Role	Phone Number/Email Address	Issued on
Camilla West	Hamstead Marshall Parish Clerk	07747 754978 hmpcclerk@gmail.com	
Anne Budd	Parish Councillor and Chairperson, member of the Community Emergency Group	07865 668201 anne.budd_pc@btinternet.com	
Steve Masters	Parish Councillor I	07476 810230 Steve.masters753@gmail.com	
David Hadnutt	Parish Councillor and Vice Chairman	07828 904367 dhadnutt@btconnect.com	
Susan Watts	Chairperson, Hamstead Marshall Village Hall, member of the Community Emergency Group	07884004418 soosy.watts@gmail.com	
Chris Moss	Member of the Community Emergency Group	07775 666660 Chris.Moss@mac.com	
Jane Arnold-Round	Member of the Community Emergency Group		
Geoff Watts	Secretary, Hamstead Marshall Village Hall and member of the Community Emergency Group	01488 658932	

Dave Glover	Emergency Planning Officer, West Berkshire Council	01635 551111 emergencyplanning@westberks.gov.uk	
Bryan Puszkar	SSEN	Emergency number 105	
Thames Valley Police		Non-Emergency number 101 Emergency number 999	
Thames Water		0800 316 9800 Alternatively use WhatsApp or Facebook to open a chat with Thames Water	
Dr Heather Howells	Head of Practice, Dr Heather Howells, Kintbury and Woolton Hill GP Practice	01488 658294 In case of emergency, please contact the surgery number and hold. The telephone system will automatically switch to the emergency number.	
Denise Gaines	District Councillor, West Berkshire Council	07827 898871	
Tony Vickers	District Councillor, West Berkshire Council	07827 898845	
Dennis Bennyworth	District Councillor, West Berkshire Council	07890 268631	

Plan Amendment List

This document will be reviewed annually at the Annual General Meeting of the Hamstead Marshall Parish Council or when significant changes have taken place that would affect its operation.

Issue	Date of amendment	Details of changes made	Changed by
V1	05/03/2025	Original draft document based on templates provided by WBC.	Anne Budd
V2	14/03/2025	New layout introduced following a review of other Parish Councils Emergency Plans.	Geoff Watts
V2.1	29/04/2025	Included overview text from WBC document. Populated contact lists, risk assessment and emergency first steps.	Anne Budd
V2.2	01/05/2025	Corrections to document formatting, populated Community Resource list.	Geoff Watts
V2.3	01/07/2025	Included new defibrillator details and changed page 1 to italics.	Geoff Watts

Introduction

Hamstead Marshall Parish Council would like to be able to provide support to the community when major disruptions impact the village, such as electrical blackouts or heavy snow. It believes it may have an important role in both the response to, and recovery from, an emergency.

It is possible that the Parish Council may be able to act faster than some responding agencies and the local knowledge possessed by the Parish Council may prove invaluable.

By completing a Community Emergency Plan, the Parish Council is putting in place arrangements to mobilise resources that exist in our community to support residents, businesses, visitors and outside agencies in the event of an emergency.

During a major, wide area incident, it could be some time before responding agencies are able to offer assistance and by planning in advance, the Parish Council could provide key assistance coordinating local response activities.

Purpose of the Plan

Aims

The aim of the Community Emergency Plan is to increase short term Community Resilience in response to an Emergency occurring in the local area

Definition of Community Resilience:

'Communities and individuals harnessing local resource and expertise to help themselves in an emergency, in a way that complements the response of the emergency services'

Objectives

- To enable the Community to respond effectively to an Emergency that occurs in the local area.
- To identify resources and key contacts within the Community that can assist the emergency services and Local Authority in the response to an Emergency.
- To identify hazards and possible mitigation measures within the community.
- To identify vulnerable people within the community

Scope

This Resilience Plan has been developed to support the Emergency response to Community wide major incidents rather than individual household issues.

A Community wide event can be characterised as:

- An event that affects typically multiple households, be it associated with people, their properties, access to them or the services they use.
- Requiring the engagement of multiple Emergency Services such as Police, Fire or Utilities.
- Beyond the capacity of any one household to resolve.
- Caused by an event from outside the property, such as flood water entering from outside the property.

It does not include:

- Individual households, unless there are some extenuating circumstances, such as the people impacted are classed as vulnerable; the cause is by circumstances out in the wider Community environment.
- Health matters, unless required by West Berkshire Council or the Emergency Services.
- General short-term operational failures to access utilities or services such as typical power outage

Local Risk Assessment

Risk	Impact on community	Preparation
Severe storm with power outages for more than four to five hours.	Possible difficulties for residents particularly the elderly, infants and residents with underlying medical conditions.	<p>Curate a list of vulnerable residents and hold the information as confidential to those organisations who need to know.</p> <p>Is there a need for safeguarding?</p> <p>Is there a need to evacuate the infirm and/or vulnerable residents.</p> <p>Co-ordinate our local actions with the emergency services.</p> <p>Alert residents via WhatsApp and telephoning (if mobile phones are working) and door knocking if needed.</p> <p>Check for storm damage such as trees down, road blockages, flooding.</p> <p>Update entire Community Emergency Group, Parish/ district councillors and volunteers.</p>

<p>In cases where there is deep snow</p>		<p>Check for any messages and reports on social media e.g. WhatsApp and forward to the appropriate organization.</p> <p>Contact West Berkshire Council to ascertain if gritter trucks are on the way to spread grit and/or clear the main access.</p> <p>Contact vulnerable residents by telephone or hand knocking on doors to check on their health and if they are urgently in need of food etc.</p>
<p>Flooding along main roads, no access to Newbury/Kintbury/M4</p>	<p>Access routes impassable. Possible hazards caused by deep potholes covered with ground water.</p>	<p>Advise those residents who do not have access to WhatsApp.</p> <p>Maintain vigilance using WhatsApp and messages from neighbours/friends who have an update. Keep the information flowing across the community.</p>

<p>Field fires causing dense smoke</p>	<p>Poor visibility on the main access roads and possible smoke inhalation by people nearby and grazing animals.</p>	<p>The Community Emergency Group, if advised, or directly know of the fire, contact the Fire Service (dialing 999 and asking for the fire service) and report the incident.</p> <p>Contact as many people as possible, making them aware of location of the potential difficulties of air pollution and the impact of any driving hazards.</p> <p>Contact residents who are listed as infirm/vulnerable to remain indoors until the smoke has cleared and the situation has returned to 'normal'.</p>
<p>House/Farm Outbuildings</p>		<p>Dial 999. Post a message on WhatsApp, alerting the community of the incident and identifying what services have been contacted. This may avoid numerous repeat telephone calls to the same services.</p> <p>Alert volunteers and request them on standby, if necessary.</p>

<p>Severe road traffic accident(s) involving deaths/serious life-threatening injuries</p>		<p>As soon as the Community Emergency Group has been notified, singularly or collectively, update residents with the location of the accident, and advise drivers to make alternative driving plans if needed.</p> <p>Check that Emergency Services been contacted on 101.</p> <p>Await any instructions/advice from emergency services (if required).</p>
<p>Civil Emergency situations</p>		<p>On notification from West Berkshire Council, Emergency Officer and the Emergency Services, Hamstead Marshall Parish Council and the Community Emergency Group, will await instructions.</p> <p>On receipt of instructions, these will be carried out and report completed actions to the West Berkshire Council, Emergency Planning Officer.</p>

Activation Triggers

This plan can be activated by the following means and action taken as indicated:

Source	Action to be taken
A telephone call from any of the Emergency Services or West Berkshire Emergency Planning Team to Hamstead Marshall Parish Council and the Community Emergency Group Co-coordinators	<ul style="list-style-type: none">• Take a detailed note of the nature of the emergency and any request for immediate assistance.• Make a note of the organization, name, address, and telephone number of the caller.• Activate the “WhatsApp Group for Emergency Coordinators” if appropriate.• Emergency Community Group Coordinator(s) to set up a central location at the Village Hall or, if that is not safe, at another appropriate Key Location.• Inform Emergency Services and West Berkshire Emergency Planning Officers of the location and contact numbers of the agreed Hamstead Marshall Central Location.• Take appropriate action as requested by the Emergency Services and or West Berkshire Emergency Planning Officers.

<p>A telephone call from a member of the public direct to Hamstead Marshall Parish Council</p> <p>but</p> <p>No communication possible with Emergency Services or Emergency Planning Team.</p>	<ul style="list-style-type: none"> • Take a detailed note of the nature of the emergency and any request for immediate assistance. Include exact location, type of incident, any hazards, access issues and any casualties. • Make a note of the name, address, and direct telephone number of the caller. • Convey this information to the Emergency Community Group Coordinator(s) who will activate the “WhatsApp Group for Emergency Coordinators” if appropriate. Emergency Community Coordinator to set up a central location at the Hamstead Marshall Village Hall or, if that is not safe, at another appropriate Key Location. • Emergency Community Coordinator(s) to take all appropriate action until communication can be made with the Emergency Services who will thereafter take control of the incident. This to include, if necessary, the calling of a Community Emergency Meeting (appendix B) <p>Take appropriate action as requested by the Emergency Services and West Berkshire Emergency Planning Officer</p>
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Emergency Coordinators Contact List

Title	Name	Contact Details	Address
Community Emergency Group Co-Ordinator	Geoff Watts	01488 658932	Woodside, RG20 0HW
Community Emergency Group Co-Ordinator	Chris Moss	07775 666660	Oak Tree Barn RG20 0JH
Community Emergency Group Co-Ordinator	Jane Arnold-Round		

WhatsApp Group for Emergency Coordinators

A WhatsApp group has been set up which includes the coordinator's listed in part 5. In the event of an emergency, the WhatsApp group will be used to pass information between the coordinators and volunteers.

Emergency Hub

Building	Address	Purpose	Contact Details
Hamstead Marshall Village Hall	Park Lane Hamstead Marshall RG20 0HL	Emergency gathering place for the village	Susan Watts 07884004418

Emergency Defibrillator

Building	Address	Purpose	Contact Details
Village Bus Shelter	Ash Tree Corner, RG20 0HH What3Words: cadet.took.cooks	The community Defibrillator located at the bus shelter for medical emergencies.	Parish Council

Emergency Organisations Contact List

Service/Role	Contact Number	Website / Email
National Emergency Services contact numbers	999 or 112	
Parish Council Emergency Coordinator Anne Budd	07865 668201	anne.budd_pc@btinternet.com
West Berkshire Council, Joint Emergency Planning Unit	01635 551111	emergencyplanning@westberks.gov.uk
Thames Valley Police	Emergency Dial 999 Non-emergency Dial 101	https://www.thamesvalley.police.uk
Royal Berkshire Fire and Rescue	Dial 999	
SSEN	Emergency dial 105	
Kintbury and Woolton Hill Surgery	01488 658294	
Calor Gas Emergency	0345 7444999	https://www.calor.co.yk/help-and-support/emergency

Communications

Communication Type	Name of contact	Contact Details
Social media		
Local Radio Station	Kennet Radio	Tel: 01635 762111
Local Radio Station	BBC Radio Berkshire	Tel: 0808 100 5 100 Text: 81333

Community Resources

Note: The inclusion of private organizations in this list does not imply that Hamstead Marshall Parish Council endorses or recommends any of the services provided by those organizations.

Resource (Inc. details)	Contact Details	Location	Capability
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Hotels and Bed & Breakfast Accommodation			
Premier Inn	0333 2346614	Newbury	
Travelodge	0871 9846475	Newbury	
The Hare & Hounds	01635 521152	Newbury	
The Dundas Arms	01488 658263	Kintbury	
Crown & Garter	01488 668325	Inkpen	
The Furze Bush Inn	01635 253228	Ball Hill	

Taxi Companies			
Cabco	01635 33333	Newbury	
Go Green Taxis	01635 800990	Newbury	

Doctor Surgeries

Kintbury Surgery
Dr Howells & Partners

01488 658294

Kintbury

Woolton Hill Surgery

01635 253324

Woolton Hill

Veterinary Surgeries

Coach House Vets

01635 254544

Ball Hill

Donnington Grove
Veterinary Group

01635 471170

Newbury

The Veterinary Hospital

01488 683999

Hungerford

Trained First Aiders

4x4 Owner/Driver

Qualified Chainsaw Owners

Rollo Gwyn-Jones		Hamstead Marshall	
G A Butler & Sons Ltd	01635 254771	East Woodhay	Pay
Evolution Tree Surgery	07917 195806	Ball Hill	Pay

Mobile Generator Owners

Locations Of Vulnerable Residents

Location
<p>The Community Emergency Group have curated a confidential list of vulnerable people which is not publicized. Only emergency services will have access to the information via a Community Emergency Group Coordinator.</p>