



# Wendover Parish Council

## Community Emergency Plan

### Plan Ownership & Maintenance Details:

All enquires relating to this document should be sent to:

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## Plan Distribution List and Publication:

Electronic copies of this plan have been e-mailed to:

- All Parish Councillors and the Clerk to the Parish Council
- Buckingham County Council Resilience Team
- Aylesbury Vale Emergency Planning Officer

Paper Copies of this plan are kept at:

- Wendover Parish Council, The Clock Tower, High Street, Wendover, HP22 6DU

A web version of the plan with the confidential information removed is available on the WPC website [www.wendover-pc.gov.uk](http://www.wendover-pc.gov.uk) for public information.

## Plan Amendments:

Date of change	Date for next update	Details of changes made	Changed by
07/06/2019	08/01/2021	Cllrs Haywood and Morgan removed	A Massingham

# EMERGENCY MANAGEMENT TEAM CONTACTS

IF YOU ARE IN IMMEDIATE DANGER CALL 999

AYLESBURY VALE DISTRICT COUNCIL EMERGENCY PLANNING 01296 585858

BUCKS COUNTY COUNCIL RESILIENCE TEAM 01296 383228

Wendover Parish Council			
Name	Title	24 / 7 contact information	Home Address / Email address
Keith Shelley	Clerk & RFO. <b>Emergency Management Team Leader</b>	[REDACTED] [REDACTED]	[REDACTED] <a href="mailto:clerk@wendover-pc.gov.uk">clerk@wendover-pc.gov.uk</a>
Tom Walsh	Chairman, Parish Council. <b>Emergency Management Team Leader</b>	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]
Stephen Worth	Councillor (Amenities Chairman)	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]
Robert Duggan	Councillor (Planning Chairman)	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]
Shelia Bulpett	Councillor (Finance Chairman)	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]
Alan Myers	Councillor (Staffing Chairman)	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]
Jennifer Ballantine	Councillor	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]
Marion Clayton	Councillor	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]
Rosamund Green	Councillor	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]
Nicolette Gregory	Councillor	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]
Karen Clare	Councillor	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]

# AIM & OBJECTIVES

## **Aim:**

This plan sets out a framework for action in an emergency by the community in Wendover. It gives key facts and contact information to enable the community to react quickly. It is not possible to predict and plan in detail for every emergency, the plan will need to be adapted to the needs of the emergency when it occurs.

## **Objectives:**

- To establish a Community Emergency Management Team that will coordinate the community response and liaise with the Emergency Services / Local Authorities as appropriate.
- To identify actions required to minimise the harm from identified hazards or threats.
- To establish a means of identifying vulnerable people in the community with a view to supporting them in an emergency.
- To identify resources in the community that would be available to minimise the severity of the emergency.
- To establish key contact details for the Emergency Management Team, Key Community Resources, the Emergency Services and Local Authorities.

**Disclaimer:** Whilst Wendover Parish Council has made every attempt to ensure the accuracy and reliability of the information contained in this document, it should not be relied upon as a substitute for formal advice from professional bodies. Wendover Parish Council will not be responsible for any loss, however arising from the use of, or reliance on, this information.

# NOTIFICATION OF AN INCIDENT

If you become aware of a serious incident happening or threatening to develop, call the Emergency Services, if appropriate. Then contact the Emergency Management Team Leader with the following information:

- Your name, contact telephone number, address / location
- Full details of the incident as far as you can ascertain without putting yourself at risk:
  - When
  - Where (exact location)
  - What happened and what is happening now
- Emergency Services requested
- Estimated human casualties (if any)
- Estimated animal casualties (if any)
- Hazards and road blockages

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

## ACTIVATION TRIGGERS

This plan will be activated when a designated member of the Community Emergency Management Team considers it necessary to act in response to an incident, and when action cannot be taken effectively without triggering the arrangements outlined in this document. The Community Emergency Team will often be notified by the Local Authority, Emergency Services, residents, or dedicated roles such as Flood Wardens, of a potential emergency.

Any of the following people can activate the plan:

- The Chair of the Parish Council
- The Vice-Chair of the Parish Council
- The Clerk to the Parish Council
- or any member of the Emergency Team nominated by them

# EMERGENCY MANAGEMENT TEAM CONTROL ROOM

The location of the Emergency Management Team control room is:

## The Clock Tower

Clock Tower Key holders:

- Cllr Tom Walsh (Chairman)
- Cllr Sheila Bulpett (Councillor)
- Keith Shelley (Clerk)
- Amanda Massingham (Deputy Clerk)
- Jane Ellis (Assistant Clerk)
- Cheryl Marley (Assistant Clerk)
- Andy Dunn (Groundsman)
- Stefan Ziolkowski (Groundman)

The alternative locations are:

Wendover Library, High Street Wendover

Library contact details: [REDACTED]  
[REDACTED]

Or

St Anne's Hall, Aylesbury Road

St Anne's Hall contact details: [REDACTED]  
[REDACTED]

Keys for the Library and St Anne's Hall are also available at the Clock Tower.  
(Attached to green meeting bag)

# FIRST STEPS IN AN EMERGENCY

	Instructions	Tick
1	<b>Call 999 (unless already alerted)</b> Follow the Emergency Services Advice at all times.	
2	<b>Ensure you are in no immediate danger</b> Always be aware of your own safety and the safety of those around you.	
3	<b>Start keeping a log and record key information:</b> <ul style="list-style-type: none"> <li>• Location of the emergency</li> <li>• Type of incident</li> <li>• Number of people and or properties involved</li> <li>• Any decisions you have made</li> <li>• Action taken</li> <li>• Who you spoke to and what you said</li> <li>• Any information received – and from who</li> </ul>	
4	<b>Contact other members of the Emergency Management Team and members of the community that need to be alerted:</b> <ul style="list-style-type: none"> <li>• Those specifically at risk</li> <li>• Other members of Parish Council/Emergency Management Team</li> <li>• Volunteers and key holders where appropriate</li> <li>• AVDC and BCC Resilience/Emergency Planning Teams.</li> </ul>	
6	<b>Communicate to Community Emergency Groups organisations:</b> If necessary, contact the Community Emergency Groups to call a community meeting but ensure the venue is safe and people can get there safely.	
7	<b>Meeting</b> Make sure you take notes and record actions from the meeting. A draft agenda is available on page 12 to assist.	
8	<b>Community Volunteers</b> Consider asking the Community Volunteers and Local Skilled persons (see pages 14 and 16) to help. You may want to delegate this to a member of the Emergency Management Team to co-ordinate.	
9	<b>Communication</b> Tune in to local radio, check e-mails regularly, consider alerts via social media outputs. You may want to delegate this to a member of the Emergency Management Team to co-ordinate.	
10	<b>Neighbouring Parish Councils</b> Establish contact with Neighbouring Parish Councils and the RAF for support if appropriate.	
11	<b>Safety</b> Ensure that any members of the community that are engaged with the response are not putting themselves at risk. Ensure they are acting lawfully.	



## ADVICE TO RESIDENTS IN AN EVACUATION

	Instructions	Tick
1	<b>Go Bag</b> If they have a 'Go Bag' prepared, grab it and check contents.	
2	<b>Utilities</b> Turn off electricity, gas and water supplies. If time allows unplug appliances.	
3	<b>Communication</b> Take mobile phones and chargers. Consider tablets and or laptop and relevant chargers.	
4	<b>Clothing</b> Take spare comfortable clothing and basic toiletries.	
5	<b>Children and Babies</b> Take supplies for babes and small children such as milk formula, sterile bottle and sterilising tablets.	
6	<b>Medication</b> Take prescribed medication. Don't forget about spectacles/contact lenses.	
7	<b>Money</b> Take cash and credit cards.	
8	<b>Security</b> Ensure all doors and windows are locked.	
9	<b>Leaving by Car</b> If leaving by car, consider taking bottled water, blankets/duvets.	
10	<b>Communication</b> Tune into local radio/emergency social media channels of emergency advise and instructions.	

## SURVIVOR RECEPTION CENTRES

Building Name	Address	Facilities available	Key holder Contact details
St Anne's Hall	Aylesbury Road, Wendover	Hall, Kitchen, Toilets, Car Parking	██████████ ██████████ <a href="mailto:stanneshallwendover@hotmail.co.uk">stanneshallwendover@hotmail.co.uk</a>
Memorial Hall	Wharf Road, Wendover	Hall, Kitchen, Toilets, Car Parking	██████████ ██████████ ██████████████████
Library	High Street, Wendover	Large Meeting Room, Toilets, Kitchen, IT Facilities, Public Car Parking	██████████ ██████████ ██████████████████████████
John Colet School	Wharf Road, Wendover	Toilets, Kitchen, IT Facilities, Parking, Hall	01296 623348 <a href="mailto:office@johncolet.co.uk">office@johncolet.co.uk</a>
Wendover Junior School	Wharf Road, Wendover	Toilets, Kitchen, IT Facilities, Parking, Hall	01296 696822 <a href="mailto:admin@wendoverjunior.co.uk">admin@wendoverjunior.co.uk</a>
Chiltern Way Academy	Church Lane, Wendover	Toilets, Kitchen, IT Facilities, Parking, Hall	01296 622157

## USEFUL NUMBERS

Name	Organization	Tel Number
Thames Valley Police	Emergency Services	999/101
Fire Service	Emergency Services	999
Ambulance	Emergency Services	999
NHS Direct	Non-Emergency	111
Environment Agency	Flood Line Incident Line	0845 988 1188 0800 80 70 60
Thames Water	Utilities/Water	0845 9200888
Power Cut	UK Power Networks	105
Gas or Carbon Monoxide	National Grid	0800 111 999
British Telecom	Telecommunications	0800 800150

RAYNET-UK	Emergency Comms	030 30 40 10 80
Anti-Terrorist Hotline	Emergency Hotline	0800 789 321
AVDC	District Council	01296 585858 (Main Switchboard)
BCC	County Council	01296 395000 (Main Switchboard)
BCC Resilience Team	County Council	01296 383228
BCC Social Care – Emergency Duty Team	County Council	0800 999 7677
BCC Communications Team – Duty Officer	County Council	
Transport for Bucks – Duty Engineer	County Council	01296 486630
Transport for Bucks – Highways on Call	County Council	0845 230 2882
Cllr Stephen Bowles	County and District Councillor	
Bucks and Oxon 4x4 Response Group (BORG)	Volunteer Group	<a href="http://www.4x4response.info/?pid=groupprepslist">www.4x4response.info/?pid=groupprepslist</a> Send Message via above site
Wendover Health Centre	Medical Assistance	01296 623452
Stoke Mandeville Hospital	Hospital	01296 315000
Wendover Train Station	Chiltern Railways	03456 005 165
Arriva Buses	Public Transport	0344 800 4411
RAF Halton	MOD	01296 656725
Mix 96 (96.2fm)	Local Radio	01296 399396
BBC Three Counties (95.5fm and 103.85fm)	County Radio	01582 636963
Halton Parish Council	Neighbouring PC	01296 620463
Weston Turville Parish Council	Neighbouring PC	01296531432
Aston Clinton Parish Council	Neighbouring PC	01296 631269
Ellesborough Parish Council	Neighbouring PC	01296 615821
Wendover Heights	Vets	01296 623439
Wendover Chamber of Trade and Commerce	Supports Local Business	<a href="mailto:info@wendoverchamber.co.uk">info@wendoverchamber.co.uk</a>
Wendover Community Car	Mini Bus/Transport	01296 317769

# DRAFT AGENDA FOR FIRST MEETING EMERGENCY MANAGEMENT TEAM

**Date:**

**Time:**

**Location:**

**Attendees:**

## **1. What is the current situation?**

*You might want 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?**

## ALTERNATIVE ARRANGEMENTS FOR STAYING IN CONTACT IF USUAL COMMUNICATIONS ARE DISRUPTED

	Instructions	Tick
1	<b>Word of Mouth</b> Communicate to residents/community via Emergency Management Team and Community Volunteers.	
2	<b>Poster Communications</b> Typed or Handwritten posters to be placed on Community/Organizations/Parish Notice Boards.	
3	<b>Landline and Mobiles</b> Establish what channels are disrupted – landlines and or mobile providers, which ones? Communicate to all. You may want to delegate this to a member of the Emergency Management Team to co-ordinate a list and establish when services will be restored.	
4	<b>Walkie – Talkies</b> Does anyone in the local Community have access to walkie talkie devices.	
6	<b>Local Radio Communications</b> Consider setting up timed alters/updates to the Community via local radio. See useful numbers list for contact details.	
7	<b>Emergency Network (RAYNET)</b> The Emergency Services can contact RAYNET-UK by telephoning the national 24-Hour emergency contact number. See useful numbers list. This number should only be used by official Emergency User Services & only if local call out procedures have failed or are non-existent in the area.	

## LOCAL SKILLS

Skill/resource	Who?	Contact details	Location
4x4 owner/driver			Wendover Resident
Chainsaw Owner (tree surgeon)	P Kernan Tree Surgery Ltd	01296 330 501 [REDACTED]	[REDACTED]
Doctor	Wendover Health Centre	01296 623452	Aylesbury Road, Wendover, HP22 6LD
Nurse	Wendover Health Centre	01296 623452	Aylesbury Road, Wendover, HP22 6LD
Plumber	Gregory Howard Plumbing	[REDACTED]	Aylesbury
Electrician	GJ Electrical Services	[REDACTED]	[REDACTED]
Caterer	Hungry Bear	[REDACTED]	[REDACTED]
Vets	Wendover Heights Veterinary Centre	01296 623439	Tring Road, Halton, Bucks, HP22 5PN
Farmers	Mogford A E & Son	01296 623159	Bank Farm, Aylesbury HP22 6NE

## LOCAL RESOURCES

Resource	Who?	Contact details	Location
Water/Food supplies	Budgens	01296 625864	41 High St, Wendover, Aylesbury HP22 6EP
Water/Food supplies	Tesco Express	0345 026 9071	55 Tring Rd, Wendover, Aylesbury HP22 6NU
Water/Food supplies	Premier Shop (PMG)	01296 706161	10 Cruickshank Dr, Halton Camp, Aylesbury HP22 5FB
Pharmacy/Chemist/ First Aid	Lloyd Chemist	01296 622166	28 High St, Wendover, Aylesbury HP22 6EA
Fuel	BP	01296 621400	Aylesbury Rd, Wendover, Aylesbury HP22 6LB
Hardware Items	Wendover Hardware	01296 696144	28 High St, Wendover, Aylesbury HP22 6EA
Tractors/Trailers/ 4x4/Generators/Water Pumps/Fuel Stocks	Bank Farm Mogford and Son	01296 623159	Tring Road, Wendover

Plant Hire including Generators and Lighting	Helpful Hiring's	01296 484384	9-40 Rabans Close, Aylesbury HP19 8RS
Tools and Fixings	CH Morgan	01296 434878	Unit 1, Clifton Business Park, Chamberlain Road, Aylesbury, HP19 8DY
Tool and Plant Hire, Building and Electrical Supplies	SRBE	01296 431000	11 Townsend Piece, Aylesbury, HP19 8BQ
Street Lighting, Electrical and Lighting Services	SparkX	01494 956392	Wellhead Farm Hale Road, Wendover, HP22 6NJ

## LOCAL COMPANIES FACILITIES / CONTACTS

Company	Type of Business	Contact	Availability	Other facilities
Wendover Post Office & Stores	PO & Stationary	01296 623378	Mon-Fri 9:00am-5:30PM Sat 9:00-4:00PM	
Red Lion	Local Public House	01296 622266	Daily 7:00am – 11:00pm	Hotel and Restaurant
George and Dragon	Local Public House	01296 625089	Daily 12:00-11:00PM	Restaurant
King and Queen	Local Public House	01296 696872	Daily 11:00am- 11:00pm	Restaurant
Wendover News	Community Magazine	01296 624270	Mon-Fri 9:00am – 5:00pm	Good knowledge local groups/issues
Wendover Library	Library and Room Hire	01296 382415	Closed – Monday, Wednesday and Sunday	IT Facilities

## LIST OF COMMUNITY ORGANISATIONS / GROUPS CARING/HELPING THE VULNERABLE

Name	Telephone	Email address	Address
Lindengate	01296 622443 / 07837 239328	<a href="mailto:info@lindengate.org.uk">info@lindengate.org.uk</a>	The Old Allotment site, next to Wyevale Garden Centre, Aylesbury Road, Wendover, HP22 6BD
MS Chilterns Centre	01296 696133	<a href="mailto:info@chilternsmscentre.org">info@chilternsmscentre.org</a>	Oakwood Close, Wendover, HP22 5LX.
Home Start – support and Friendship for Families	01296 485615	<a href="mailto:home-start-aylesbury@talktalkbusiness.net">home-start-aylesbury@talktalkbusiness.net</a>	8 Temple Square Aylesbury, HP20 2QH
Abbeyfieds Retirement Living	01296 625537		Abbeyfield House Dobbins Lane, Wendover HP22 6BP
Cherry Tree House Residential Care	01296 623350	<a href="mailto:CTHenquiries@salveocare.co.uk">CTHenquiries@salveocare.co.uk</a>	49 Dobbins Lane, Wendover HP22 6DH.
Leonard Pulham Nursing Home	01296 625188	<a href="mailto:enquiries@leonardpulham.co.uk">enquiries@leonardpulham.co.uk</a>	Tring Road, Halton Aylesbury, HP22 5PN



# VOLUNTEERS TO HELP IN AN EMERGENCY

*[Use this space to record the contact details of groups or individuals in your local area who have agreed to make themselves available to look after the vulnerable in an emergency].*

Group / Individual	Contact details (24 / 7 preferable)	Capabilities / skills	Comments / Notes
		4x4 Land Rover, with tow bar	Local Resident

## LOCAL RISK ANALYSIS

What is the hazard?	Where is it?	Where is it affecting?	What are the consequences / impact?	What can we do to mitigate the impact before an incident?	What can we do to mitigate the impact after an incident?
Heavy Snow	Could affect entire area	Could affect entire area	Movement around community; residents house bound; getting food and medication from shops, attending medical appointments.  Canceled/delayed buses and trains.	Share Thames Valley – Are you Ready? Preparing for Emergencies booklet, with community. Advise they have personal resilience plans / spare food/ stay in one room to keep warm.	Consider and if resources allow coordinate visits to identified vulnerable people; organize food delivery; liaise with voluntary groups; clear footpaths; keep community informed.  Ask residents to look out for neighbours.
Heavy Rain/Surface Flooding	Could affect entire area	Could affect entire area	Difficult driving conditions and aquaplaning. Surface water flooding affecting properties.  Movement around community. Impact on minor roads and some A roads and trunk roads impassable for a time. Rail line and Station could be affected.	Move possessions to a higher level. Protect doorways and air-vents with sandbags or flood-boards.	If home or business is flooded turn off gas, electricity and water supplies. Move upstairs if possible. If trapped in deep flooding stay by a window and call for help. When water recedes do not switch gas etc back on until systems are inspected. Throw away food that has been in contact with flood water
Gales / Storms	Could affect entire area	Could affect entire area	Some trees uprooted, and tiles, slates and chimneys dislodged from some buildings. High-sided vehicles at risk of being blown over. Potential damage to	Secure outdoor items. Bring pets indoors. Close doors and windows. Draw curtains in case of flying glass. Check on vulnerable	Stay indoors until storm passes. Check for damage, make safe where possible. Beware of fallen cables, weakened trees,

			buildings; some buildings collapse.	neighbours. Monitor TV / radio weather warnings. Park cars in garage or well away from trees, fences etc. Do not carry out repairs whilst storm is in progress. Don't drive unless journey is essential.	loose masonry etc.  Report concerns to local authority – i.e Highway Tree damage to Bucks CC
Heatwave	Entire Area	Entire Area	Prolonged period without rainfall leading to depletion of stored water reserves. Restrictions placed on usage of water. Likely to result in increased heat related illness stretching resources.	Plan to avoid being out during the hottest part of the day. Consider purchasing fans/mobile aircon units. Close curtains in rooms with lots of sun. Wear hats and loose fitted clothing. Review care for animals/pets.	Keep out of the heat of the day Stay cool Drink plenty of fluids Seek medical advice if concerned Close curtains in rooms with lots of sun Take cool showers
Fire/Explosion	Anywhere	Anywhere	Severe impact in immediate area of incident.  Impact could affect life/property/environment.	There is little that can be done in preparation for a fire or explosion other than minimising the use of flammable material and ensure hazardous items are stored, processed and used correctly.	Evacuate immediate/wider area.  Assist with emergency reception centres.
Transport Accident – Wendover Train Station	Wendover Train Station	Station, approaching roads including High Street and bypass	Major disruption to rail network.  Possible impact on local road network.  Major impact on premises and environment immediately adjacent to line.	There is little that can be done in preparation for a rail incident.	Follow guidance of emergency services and specialist personal and offer assistance where appropriate i.e. use of/contact details for reception centres.

