



WINGFIELD **Community Emergency Plan**

Plan last updated on: 12/09/2025

If you are in immediate danger, call 999

Plan distribution list

Name	Role	Phone number / Email address	Issued on

Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
18/02/2025	DD/MM/YY	Initial Document	Community Emergency Coordinator
01/08/2025	DD/MM/YY	New Community Emergency Team members added	Community Emergency Coordinator
12/09/2025	DD/MM/YY	Added Front sheet Contents List Appendices Added	Community Emergency Coordinator

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Community Emergency Plan

Creating a community emergency plan for Wingfield, involves assessing potential risks and vulnerabilities and developing strategies to mitigate them. It is a plan that allows us to recover after a disaster.

During incidents, emergency services, local authorities and all associated responders need the help of local communities to resolve the incident and to achieve the best possible outcome.

A Community Emergency Plan enables the Wingfield community to take collective action to increase their own resilience and that of others while supporting our vulnerable individuals and/or marginalised groups and infrastructure.

It offers guidelines to support the community's ability to rebuild its economy and ecosystem.

It helps communities plan and adapt for longer term changes.

The Parish Council have drafted this plan, to ensure a good link with Wiltshire Council. However, we recognise that this plan will work best when involving the whole community.

Why have an emergency plan?

- Increase the readiness and resilience within our community.
- Provide support to statutory agencies.
- Improve the ability of our community to support itself when emergency services are delayed.
- To support the desire of our community to help itself in an emergency in a coordinated way.

An emergency or incident is anything that affects us as individuals, our families, or the community. Please see the table on [page 7](#).

Legalities

It is understood that individuals named or recognised in this plan are not trained or resourced to carry out the functions of the emergency services. The response will be confined to supporting the welfare of the people in the community and helping them to maintain a normal community life. There is no obligation for anyone to carry out any function and all duties are done solely on a voluntary basis.

Data protection

Wingfield Parish Council retains the title of data controller and therefore must ensure that all person's details included are asked for their consent for these details to be shared with other community members and with representatives of the emergency service and/or council. Any emergency plans sent to the council will be stripped of contact details of all but the coordinator of the plan.

Insurance

The Parish Council holds insurance with Zurich, arranged through Community First. The current insurance agreement runs until 31/05/26.

The scope of our action plan

The scope of Wingfield's Community Emergency Plan encompasses a range of measures aimed at enhancing our community's ability to prepare for, respond to, and recover from various emergencies or disasters. This plan typically involves collaboration among various stakeholders including local government agencies, emergency services, community organisations, businesses, and residents.

Overall, our Community Emergency Plan is comprehensive, aiming to address the diverse needs and challenges of the community in preparing for and responding to emergencies, while also fostering resilience and adaptive capacity to withstand and recover from adverse events.

The Role of the Community in an Emergency

PREPARATION	• Identify possible emergencies/risks and consequences • Raise community awareness of risk • Prepare personal and business community plans for each area of emergency/risk • Encourage those who self-identify as vulnerable to sign up for emergency alerts (e.g. British Red Cross) and WCC emails • Identify and monitor risks
RESPONSE	• Local identification and monitoring of two-way information between responders and others in the community • Effective decision making • Coordinating with volunteers and responders
RECOVERY	• Identify community and individual recovery needs • Raise awareness of community support • Evaluate activities, review response, and identify any changes needed to the Community Emergency plan
MITIGATION	• Assist with the deployment of barriers or buffers when needed • Work with health plans • Encourage awareness.

Local risk assessment

Below is a list showing what emergencies could impact your area and how to prepare for them. The [Government's Prepare website](#) can help you check the risks where you are.

EMERGENCY	CONSEQUENCE	COMMUNITY ACTION PLAN
PANDEMIC INFLUENZA	• Increased demand for health care services • Reduced levels of emergency services cover • Staff shortages/inability to restock.	• Promote awareness campaigns. • Help with fetching medicines and supplies to the vulnerable and those unable to travel
FLOODING	• Disruption to utilities • Potential evacuation • School closures • Psychological and health impacts • Impact on local businesses and economy	• Sign up to the Environment Agency flood warnings. • Identify and train flood wardens. • Notify highways of blocked gullies/drains • Identify vulnerability
SEVERE WEATHER	• Travel disruption. • Disruption to utilities • Property disruption • Emergency service and organisational difficulties in delivery of service	• Identify places for gritting. • Set up gritting schedule. • Identify vulnerability
UTILITY FAILURE	• Disruption to essential services and activities • Life endangerment to vulnerable individuals • Financial impact to some businesses • Travel disruptions	• Promote registration of vulnerable to utility suppliers • Alert local authority if concerned in an outage. • Promote keeping torches and wind-up radios.
ROAD TRAFFIC ACCIDENTS	• Shocked and injured people • Roads closed • Backlog of traffic building up	• Support those in shock or injured

Who to contact in an emergency

In some cases, the emergency services and local authorities will prioritise those greatest in need and there might be some delay in their response. Communities can play their part by reducing the impacts of an emergency.

WHO	CONTACT DETAILS / ROLES
POLICE	Emergency dial 999 Non-emergency dial 101 - Respond to incidents. - Coordination of emergency services/local authorities/other organisations.
FIRE	Emergency dial 999 - Respond to incidents. - Firefighting/fire prevention - Detection, identification, monitoring, and management of hazardous materials and protecting environment
AMBULANCE AND NHS	Emergency dial 999 Non-emergency dial 111 - Respond to incidents. - Identify & alert receiving hospitals
WILTSHIRE COUNCIL	In and out of hours 0300 456 0100 In hours ask for the Emergency Planning Team Emergencyplanning@wiltshire.gov.uk - Support emergency services. - help the community recover. - may take action to protect property from flooding by water if there's a failure in the highway drainage system.

ENVIRONMENT AGENCY	Incident hotline 0800 80 70 60 (24 hour service) Floodline 0345 988 1188 • protect the environment and take reports of environmental pollution e.g. Chemical/fuel spills or dead fish • issue flood alerts and warnings to the public and implement flood defence where appropriate. • deal with emergency repairs and blockages on main rivers and own structures
UTILITY PROVIDERS	Power cut dial 105 Wessex Water 0345 600 4600 BT 0800 121 7667 • support statutory responders. • ensure continuity of supply. • provide alternative means of supply where there is threat to life.

Local skills and resources assessment

Once your community is aware of the risks it might need to prepare for, it is important to consider what skills, resources and equipment your community already has that can be used, if needed, during or after an emergency.

When thinking about how community members can help, and the assets and resources you can use, you should think about insurance and liability. Please do not put yourself or others at risk when preparing or using your plan.

You can find information about whether you will need insurance to cover the group's activities by contacting your local council. The Health and Safety Executive has produced information about [managing the risks associated with volunteering](#).

[Practical guidance about volunteering and insurance](#) is also available from the National Council for Voluntary Organisations, along with [information about safeguarding](#).

Skill/Resource	Who?	Contact details	Location	When might it/they not be available?

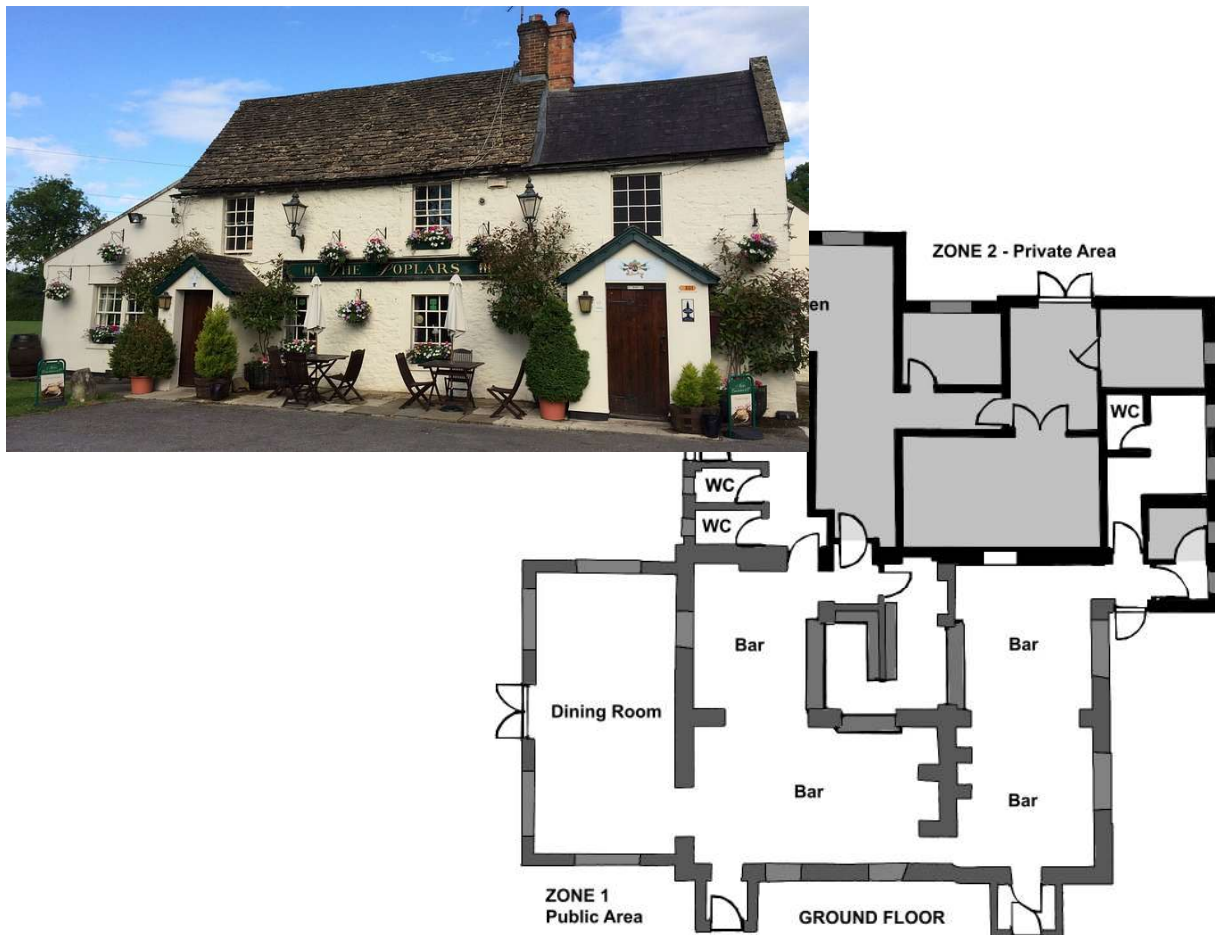
Wingfield's Emergency Community Hub

At the heart of the Emergency Plan for Wingfield will be our Emergency Community Hub – **The Poplars, Shop Lane, Wingfield, BA14 9LN, 01225 752426**

Having an established Emergency Community Hub means that in the case of an emergency the community has a clear place to get together to help each other out. The Emergency Community Hub is where:

- We can give and receive updates.
- Those that need help and those that want to volunteer help can meet up and be supported by a coordinator.
- Residents can find out information, especially if the internet is down or there are power cuts.
- Responding emergency agencies have a geographical location at which to support a community.

The full floor plan is on [page 21](#).



Line of Communication of Wingfield's Emergency Plan

WINGFIELD PARISH COUNCIL



COORDINATOR OF EMERGENCY PLAN



DEPUTY COORDINATOR/S



COMMUNITY VOLUNTEERS



COMMUNITY SOCIAL COMMUNICATIONS

Emergency contact list

It is important to keep accurate, up-to-date records of everyone who is in the Community Emergency Group, as well as others in the community who have offered their help in an emergency. This will help you to contact everyone quickly and make it easier for you and the local emergency responders to identify who is part of the Community Emergency Group.

It is important to remember to keep personal details safe and only share them with those who need the information. The Information Commissioner's Office (ICO) provides [information about data protection considerations](#) for all organisations and [specific advice for small organisations](#), including groups and clubs.

Name:	<i>Jennifer Tippin</i>
Title:	<i>Community Emergency Coordinator</i>
24hr telephone contact:	<i>07783072777</i>
Email:	<i>j.tippin@wingfieldparishcouncil.gov.uk</i>
Address:	<i>Wingfield</i>

Full list of Parish Councillors can be found on the [website](#) and in the Appendices.

WhatsApp / Social Groups

Instead of a telephone tree, a list of the different WhatsApp and social groups we know of in the village that would be useful to contact during an emergency.

Wingfield Womblers – Parish Council councillor group

Wingfield Whisper – Carrie Furnell (cfurnell20@gmail.com)

Wingfield & Stowford Residents Group – Georgina Brown (www.grows.group)