



Hazlemere Parish Council Community Emergency Plan

Plan last updated on: August 2022

To be reviewed on: August 2024

If you are in immediate danger call 999

Plan Contact List

Name	Role	Phone number/email address
All Councillors	Councillor	See list below
Clerk	Clerk	07751248762 01494 715548 clerk@hazlemereparishcouncil.org.uk
Buckinghamshire Council	Emergency Planning Officer	01494 421710
Emergency Services		999

Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
07/11/17	05/12/17	Draft updated sent to HPC for finalising	JV
January 2018	Summer 2018	Population of document	Clerk
August 2018	November 2018	Items populated	Clerk
June 2020	May 2021	Lesson learnt from 2020 pandemic	Clerk/Council
August 2022	August 2024	Update when change of Councillors	Clerk

Activating an emergency response

The following may activate an emergency response:

1. Request from Buckinghamshire Council
2. Request from emergency services to Parish Councillors or Clerk
3. Reasonable request by community members or the Clerk
4. Proactive decision by Parish Councillors to activate a response, for example in the event of severe weather

Community emergency management

HAZLEMERE PARISH COUNCILLOR	ADDRESS	TELEPHONE NUMBER	EMAIL
Jane Baker	2 Oakengrove Cottages Oakengrove Road HP15 7LW	07773 596674	jbaker@hazlemereparishcouncil.org.uk
Alan Cecil *	11 Gorse Walk HP15 7UN	01494 814470 07776 381626	acecil@hazlemereparishcouncil.org.uk
Leigh Casey	7 Manor View HP15 7SX	07951 600735	lcasey@hazlemereparishcouncil.org.uk
Fiona Doonican	8 De Havilland Drive HP15 7FP		fdoonican@hazlemereparishcouncil.org.uk
Paul Fleming Vice Chairman of Council	4 Orchard End HP15 7DF	07377 430957	pfleming@hazlemereparishcouncil.org.uk
Ed Gemmell	106 Roberts Ride HP15 7AN	01494 715548	egemmell@hazlemereparishcouncil.org.uk
Ian Hamilton	19 Cedar Avenue Hazlemere HP15 7DW	01494 714458	ianhamilton@hazlemereparishcouncil.org.uk
John Horton	Lime Tree House 3a Swallow Drive HP15 7JB	01494 712662 07970 643145	jhorton@hazlemereparishcouncil.org.uk
Patrick Ruffles	4 Sycamore Way HP15 7UD	01494 819183	pruffles@hazlemereparishcouncil.org.uk
Catherine Oliver * Chairman of Council	20 Willow Chase HP15 7QP	01494 534366 07717 834281	coliver@hazlemereparishcouncil.org.uk
David Thompson *	22 Southfield Drive HP15 7HB	01494 712282 07773 333589	dave.thompson.hpc@gmail.com
Judy Weaver *	55 Inkerman Drive HP15 7JJ	01494 711037	judyweaver@btinternet.com

- **Key Holder for Cedar Barn and The Stables**

BUCKINGHAMSHIRE COUNCILLOR	ADDRESS	TEL NO.	EMAIL
Ron Gaffney	Ron Gaffney Chron Deanfield Saunderton HP14 4HT	01494 563371	ron.gaffney@buckinghamshire.gov.uk
Ed Gemmell	106 Roberts Ride HP15 7AN	01494 715548	ed.gemmell@buckinghamshire.gov.uk
Catherine Oliver	20 Willow Chase HP15 7QP	01494 534366 07717 834281	catherine.oliver@buckinghamshire.gov.uk

Local risk assessment

Risks	Impact on community
For any emergency	<ul style="list-style-type: none"> • Immediate or potential impact on some (or those passing through) • Anxiety among residents not directly affected • Need to warn and assist vulnerable people
Fire or accident: <ul style="list-style-type: none"> • Major fire/explosion • Petrol station blowing up • Major road accident • Gas leak 	<ul style="list-style-type: none"> • Individuals needing shelter • Disruption to roads (particularly crossroads) • Anxious residents/sightseers
Extreme weather: <ul style="list-style-type: none"> • Flood • Storms • Prolonged snow 	<ul style="list-style-type: none"> • Localised flooding • Individuals needing evacuation/shelter – either from buildings or cars stuck on roads • Need to warn and assist vulnerable people • Disruption to roads (particularly crossroads) • Trees coming down
Health emergency: Epidemic eg of flu	<ul style="list-style-type: none"> • May be a curfew • Need to warn and assist vulnerable people • May lead to loss of essential services

<p>Loss of essential services:</p> <ul style="list-style-type: none"> • Major power outage • Loss of water • Loss of medical services • No access to food/water • No internet • No cash/payment systems 	<ul style="list-style-type: none"> • Key infrastructure may not work eg some landlines • May require standpipes • Difficulty with communications • May need short-term payment systems
<p>Other:</p> <ul style="list-style-type: none"> • Civil disturbance/Terrorism • Animal escapee 	<ul style="list-style-type: none"> • May be a curfew • Significant media interest

Local resources – skills and volunteers

Skill/Resource	Who?	Contact details	Location	When might be unavailable?
Trained first aider	St Johns Ambulance Red Cross NHS Ambulance Service Charitable Trust	0844 770 4800 0844 871 8000 999	Harlow Road HP13 6AA West End Road HP11 2QB	
4x4 owner/driver	Hazlemere Parish Council Truck	01494 715548	Barn Lane HP15 7BQ	
Chainsaw owner (local tree surgeons)	Chiltern Rangers Hazlemere Parish Council	01494 474486 01494 715548	Fennels Road HP11 1SL Cedar Barn HP15 7BQ	
Water/food supplies	Co-op 21 Rose Avenue HP15 7PH Co-op 37 Park Parade HP15 7AA Tesco Express Amersham Road HP15 7PX Little Waitrose Penn Road HP15 7LG	01494 812425 01494 717080 0345 610 2968 01494 716854	Rose Avenue Park Parade Amersham Road Amersham Road	
Source of volunteers	Hazlemere and Widmer End Good Neighbours Scheme Red Cross Hazlemere Sports Association Wycombe Homeless Connection	01494 718202 01296 739309 01494 712662 01494 447699	 8 Castle Street HP13 6RF	Lynne Pearson John Horton

	Fete Committee 871 Penn Air Cadets Hazlemere Community Centre Residents Associations Hazlemere Youth Club High Wycombe Army Cadet Force Hazlemere Evening WI Sea Cadets British Legion 7 th HW Scouts	01494 81300 07725 894221 01494 815180 01494 436938 01494 813364 07897 516336 01494 526685 01494 450887 01494 816484 01494 813000	Sir William Ramsay School Rose Avenue HP15 7UB Rose Avenue HP15 7UB	Ray Cox Plt D Cecil Jools Janet Burrows Andy Rose Chris Williams Craig Peet Colin Doyle Ray Cox
Alternatives means of communication	Wycombe Sound Hazlemere Residents facebook Councillors/volunteers door knocking	01494 449900 www.facebook.com/groups/hazlemereresidents		
Technical support	Wycombe Sound	01494 449900		
Local police		999		
Help with animals	Vets: Crossroads Vets	01494 718700	351 Amersham Road HP15 7HL	
Help with benefits, insurance claims	HW Citizens Advice Bucks Age UK	034 449 94108 01296 431911	15 Queen Victoria Road HP11 1BB 145 Meadowcroft HP19 9HH	

Local resources - community organisations working with vulnerable people

Organisation	Name and role of contact	Phone number
Bucks Council Adult Social Services		01296 383204 088 999 7677
Jackson Court	Warden Housing 21	0370 192 4000
Hazlemere and Widmer End Good Neighbours	See above	
Dial-a-Ride		01494 766123
St James Court	No contact details individual residents	
McCarthy & Stone x 2	No contact details individual residents	
Royal British Legion	See above	
Bucks Vision	Barbara Rimmington	01494 564019
Parkinsons UK	Tony Vaughan	01494 712353
Hazlemere Youth Club	See above	
Bucks Befriending Scheme & Memory Support Service		<u>01494 670909</u> (Office opening times: Monday-Friday, 09:00-17:00)

Local resources – places of safety/rest

Building name	Address	Facilities	Key Holder contact details	Other
Hazlemere Community Centre	See above	Halls, Toilets, Car Park		
Cedar Barn	See above	Small Kitchen Hall + meeting room Toilets Disabled access and toilets Communications Parking		Good for operational support
Hazlemere Memorial Hall	See Above	Small Kitchen Hall + meeting room Toilets Showers Disabled access and toilets Communications Ample parking		Good for parking large vehicles
Hazlemere Library	312 Amersham Road HP15 7PY	Rooms and small parking, communications	01296 382415	
Hazlemere Youth Club	See above	Rooms toilets		
Churches	Hazlemere Methodist 43 Penn Road HP15 7LS	Kitchen Hall + meeting room Toilets	01494 814530 01494 814822	Michael Alderson
	Holy Trinity 262 Amersham Road HP15 7PZ	Kitchen Hall + meeting room Toilets Car Park	01494 523191	
Schools	Sir William Ramsay	Multiple rooms, showers, large grounds, parking and	01494 815211	

	<p>Manor Farm Junior Infant 37 Rose Avenue HP15 7PH</p> <p>Cedar Park Cedar Avenue HP15 7EF</p>	<p>Toilets</p> <p>Multiple rooms, Toilets, parking and outside grounds</p> <p>Multiple rooms, Toilets, parking and outside grounds</p>	<p>01494 814622 01494 814622</p> <p>01494 711918</p>	
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Local resources – communications

Resource	Who?	Contact details	Location	When might be unavailable?
Parish Council website	Clerk			Outside office hours
Hazlemere Residents Facebook page	Alan Cecil	See above		
Local media	Wycombe Sound	01494 449900		
	Bucks Free Press	01494 755096		
Community notice boards	Clerk	See above		

First steps in any emergency

	Instructions	Tick
1	Call 999 if appropriate (unless already alerted)	
2	Ensure you are in no immediate danger	
4	Make yourself known to Incident Commander	
3	Contact other Parish Councillors and Clerk if available to agree: <ul style="list-style-type: none"> • Means of communication • Suitable operational base, if necessary – ensure it can be reached safely 	
5	In consultation with Incident Commander agree actions and responsibilities.	
6	Consider impact on any vulnerable groups and any actions necessary. See page X	
7	Consider what to communicate , and to whom <ul style="list-style-type: none"> - Parish Council website - Hazlemere Residents Facebook page - Local news media (Bucks Free Press, Wycombe Sound) - Volunteer organisations 	
8	Make sure you keep a log of decisions, actions, and information received (see Annex)	

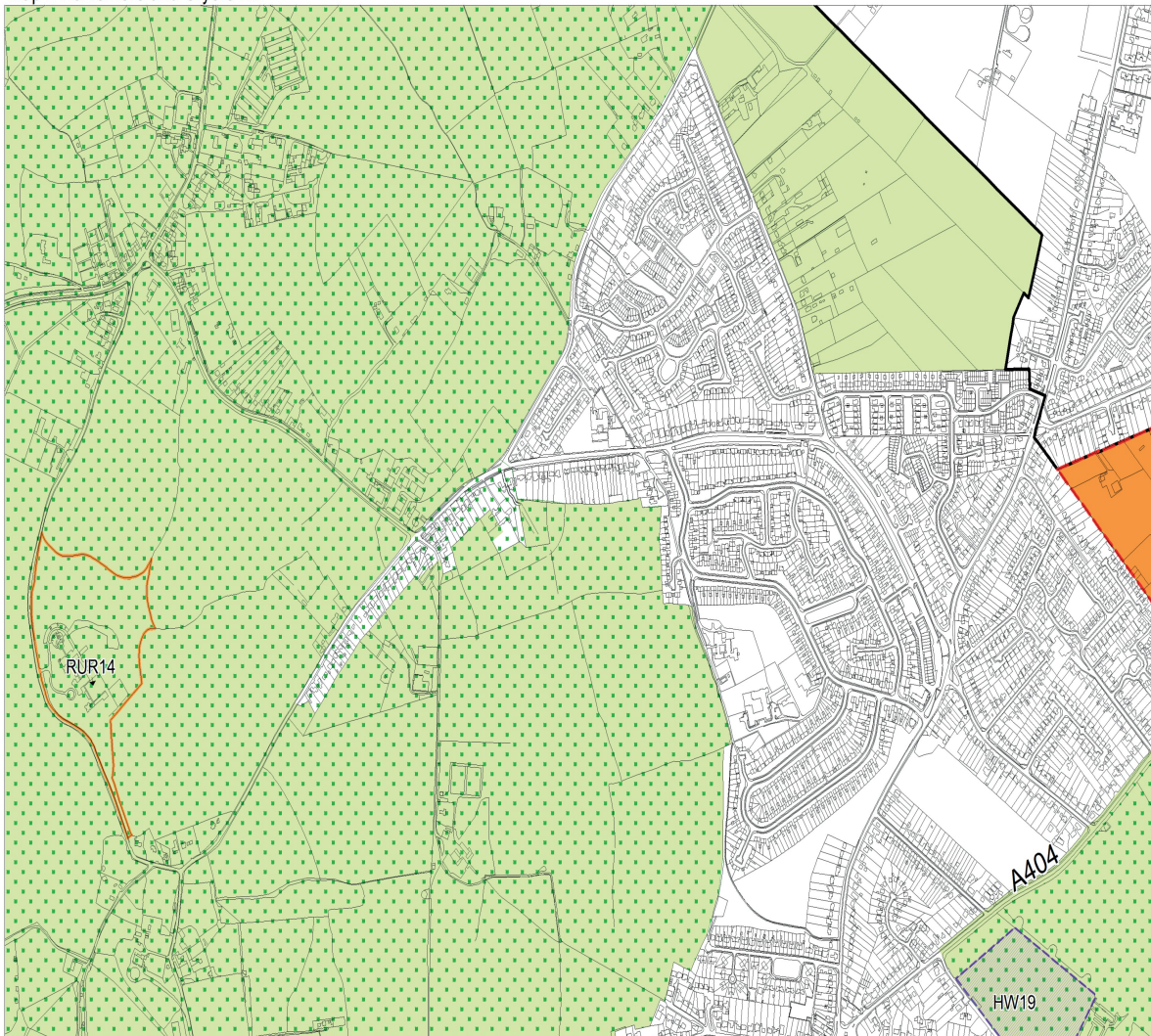
Next steps to support people who may be vulnerable

	Instructions	Tick
1	<p>Identify those who may be particularly vulnerable to this particular emergency, e.g.</p> <ul style="list-style-type: none"> - People with a particular health condition or need that is affected, e.g. dependent on medical equipment - People who may find it difficult to evacuate because of age or disability - People who are isolated because of living alone, age, disability, digital exclusion, or difficulty with English - People who are carers - People who are particularly vulnerable to anxiety, e.g. those with mental health issues 	
2	Provide manpower in liaison with County Adult Social Services Safeguarding team.	
3	Notify emergency services	
4	Encourage neighbours to look out for people at risk (using e.g. facebook page, local media)	
5	<p>Establish what assistance is needed, and refer to relevant agencies:</p> <ul style="list-style-type: none"> - Evacuation - Medical - Care/befriending - Shopping 	
5	Be aware that some may seek to exploit the vulnerabilities of others, e.g. rogue traders offering repairs. Where possible, agree follow-up visits from local police or other trusted agency e.g. fire & rescue.	

Next steps in case of an evacuation

	Instructions	Tick
1	Assist local emergency services with door knocking if required.	
2	The local authority is responsible for setting up a rest centre assist if required	
4	If asked, contact keyholders for possible emergency locations and ask them to stand by.	
5	If asked, contact organisations who may be able to provide volunteers.	

Map 2 Hazlemere and Cryers Hill



Lessons for future Council Emergency Planning following the Coronavirus pandemic in 2020

- **Communicate and coordinate** The Parish Council cannot count on 'the authorities' to have a plan. Someone just needs to get on and do what needs to be done, but it's vital to communicate with other bodies throughout and set up strong central coordination as soon as possible (even if you are working with fairly autonomous teams).
- **Reaching people** Speed is important in order to deal with the initial fear and confusion and good communication is key – but not just online, the leaflet was vital. It is hard to reach those who most need help, but GPs and pharmacies are a key link.
- **Safeguarding and confidentiality** are even more important with such a local approach. Local people are fantastic and we had lots of volunteers, but they take time to manage properly. They must be given clear information on what is expected of them up front, with a number for them to ring if they need support.
- **The Council's role** The Council needs to decide early whether to get involved directly or indirectly. Work doesn't have to be led by the Parish Council – and indeed our powers are limited, eg it cannot give donations to individuals - but it was very useful having councillors involved. The link with the CIO (which has more flexibility to act) was very helpful, and the working group model provides the right flexibility and structure for linking up.