



Highnam Community Emergency Plan

June 2026

1. Introduction and Purpose

The aim of this plan is to provide a framework for action during major emergencies, supplementing professional emergency services by identifying local risks and mobilizing community resources. It is a living document that requires regular updates to contact details and resource lists.

2. Community Risk Assessment

Highnam faces several specific risks, which include:

- **Flooding:** High-risk areas include the River Severn, Lassington, Two Mile Lane, the A40, and the B4215 traffic lights. Mitigation involves designated Flood Wardens and signing residents up for Environment Agency warnings.
- **Severe Weather:** Snow, high winds, and heatwaves can lead to road closures and property damage.
- **Power Outages:** Sustained cuts affect medical equipment and communications. Residents are encouraged to maintain emergency kits and register for the Priority Services Register.
- **Major Road Incidents:** Significant risks exist due to the proximity of the A40 and B4215.
- **Climate Change Impacts:** The community must also consider the increasing possibility of drought, wildfires, and water shortages.

3. Key Roles and Contacts

The Community Emergency Group (CEG) leads the response. Members should wear identification tabards to clearly signal their roles to the community.

- **Coordinator: Jill Smith (07747 787911) – Primary contact for external agencies.**
- **Deputy Coordinator: Hannah Layzell (07932 344219).**
- **Communications Lead: Wendy Barnard (07851 193851) – Manages official advice and social media.**
- **Resources/Wardens: Rees Keene (07824 704 272) – Manages equipment and serves as Flood/Snow Warden.**
- **New Role - Scribe: A team member must be allocated to log all communications, decisions, and actions when the incident room is active.**

4. Emergency Response Actions

- **Activation:** The plan is activated by the Coordinator or Deputy in consultation with emergency services.
- **Incident Room:** The Parish Council office serves as the incident room. It should be equipped with large-scale maps of the parish and have a contingency for power outages, such as a portable generator.
- **Communication:** Internal communication utilizes a "telephone tree" or WhatsApp. External updates are shared via the Parish Council website and community notice boards.
- **Vulnerable Persons Support:** A dedicated group will use a pre-prepared list to conduct welfare checks and ensure access to medication and supplies.

5. Community Resources and Facilities

The plan leverages existing organisations like Neighbourhood Watch, Chestnut Club and the Good Neighbour Scheme.

- **Primary Rest Centre:** Highnam Primary School (Miss Liz Coldrick: 07921 163498).
- **Backup Facilities:** Highnam Community Centre.
- **Contingency Supplies:** Because reception centres often rely on electricity, the community should maintain camping gas alternatives for cooking and heating.
- **Resource Inventory:**
 - **Vehicles:** 4x4s provided by Steve Barnard, Guy Babbage, and John Dowds. (more volunteers needed)
 - **Equipment:** Chainsaws, generators.
 - **Medical:** Medical supplies and a list of first-aid qualified residents.

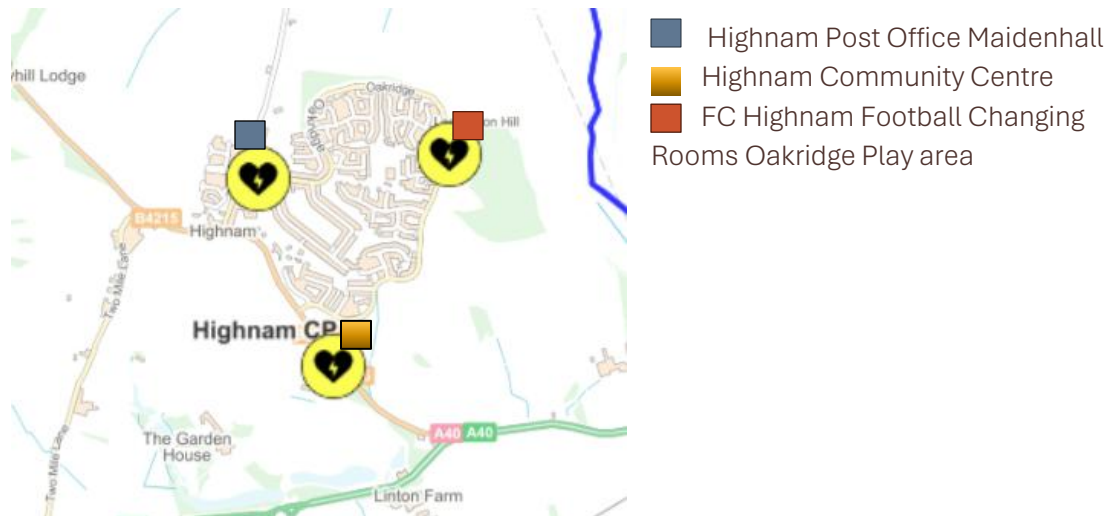
6. Plan Maintenance and Review

- **Annual Review:** The CEG meets yearly to update the plan.
- **Testing:** The community should conduct tabletop exercises to test the draft plan, followed by a review and amendment process.
- **Recruitment:** Efforts should be made to recruit more "rapid respond" volunteers, noting that local NHS or SARA staff may be deployed elsewhere during wide-scale emergencies.

Hazard	Risk Matrix score (L/M/H)	Mitigation in place	Mitigation Required
Flooding/Ditches/field erosion	L	Inform Emergency Services, GCC Highways of blocked gullies, Severn Trent Water, Flood Defence measures to place of risk. Call Flood Warden Call Animal Welfare Inform Radio Gloucestershire	Inform properties known to flood of nearest floodsax locations Clear roads after-Highways
Heavy Snowfall/dangerous roads & paths/blocked access	M	Call out Snow Warden /Snow Plough operator	Monitor grit bins, gritting, smaller roads, Snow Warden Salt supply
National Epidemic/Global Epidemic	L	Follow Local & National Government Guidelines	Set up support group to assist vulnerable individuals
Power & Water Supply interruption	M	Inform Severn Trent Water & Western Power Distribution about unsafe power lines	Monitor trees near power lines, advise owners
Strong winds/gales/tree fall/damage to buildings	L	Call out tree surgeon, GCC Highways, Inform Emergency Services/BBC Gloucestershire if required	Monitor and maintain trees of concern. Communicate with landowners and GCC Highways on action required if trees at risk
Traffic Accident	L	Inform emergency Services	Raise awareness, traffic calming measures
Water Overflow from sewage system	M	Inform Severn Trent, Environment Agency, Sandbags to place of risk	Monitor developments that increase water flow into sewage system

7. Emergency Services and Local Authorities:Emergency Services (immediate danger)	999/112	Fire/Police/Ambulance
Police (non-emergency)	101	Police
NHS (non-emergency medical)	111	www.nhs.uk
Highnam Parish Council Clerk	07851193851	www.highnamparishcouncil.gov.uk
Tewkesbury Borough Council (Emergency Out of Hours)	01684 293445	www.tewkesbury.gov.uk
Gloucestershire Highways (24hr)	08000 515 514	www.gloucestershire.gov.uk/report-it/
Western Power Distribution (Power cuts)	105	www.nationalgrid.co.uk
Severn Trent Water	0800 783 4444	www.stwater.co.uk
Gas Emergency	0800 111 999	
Highnam Flood Warden/Snow Warden	Rees Keane 07824 704 272	
Animal Rescue/Shelter	01242523521	www.gawa.org.uk
RSPCA	01453890014	www.rspca.org.uk
Tree Surgeon/Fallen Trees/ Gloucestershire Highways	0800514514	www.gloucestershire.gov.uk/highways
Gloucestershire County Council	01452425000	www.gloucestershire.gov.uk
Environment Agency	08708506506	www.gov.uk/government/organisations/environment-agency
Flood Line	08459881188	www.check-for-flooding.service.gov.uk/alerts-and-warnings
Alney Practice	01452529699	www.thealneypractice.co.uk
1st Responder SWAS	01452414996	Phil Harbron
BBC Radio Gloucestershire	01452308585	www.bbc.co.uk/actionline/

Defib Locations



Resource Register: Maintain a list of local resources, including:

- 4x4 vehicles and drivers.
- Generators.
- First aid qualified individuals.
- People with specific skills (e.g., plumbers, electricians).
- Local businesses willing to provide supplies (e.g., food, blankets).

Name	Contact Number	Resource
Steve Barnard		4x4
Guy Babbage		Chainsaw, 4x4
John Dowds		4x4, chainsaw