

REFERENCE	CEP-AC-04	CLASSIFICATION	OPERATIONAL
VERSION	0.3	STATUS	Draft for operational review
ISSUED	12 July 2026	REVIEW	July 2027 or after activation/exercise

☐ MONITOR Dry conditions or elevated fire risk; verify and prepare.	☐ STANDBY Smoke, a nearby fire or credible warning could affect Penallt.	☐ ACTIVATE Fire or smoke threatens people, property, access or animals.
--	---	--

CALL 999 IMMEDIATELY FOR SMOKE OR FIRE IN THE COUNTRYSIDE: Do not enter smoke, woodland, fields or narrow lanes to investigate or fight the fire. Warn people nearby only from a safe position and leave access clear for fire appliances.

PURPOSE

Provide a rapid, safe and coordinated community response to wildfire or vegetation fire threatening Penallt. The local plan identifies extensive trees, scrub and other combustible vegetation; fast escalation with little warning; additional danger during darkness; and restricted access for full-size fire appliances on some lanes, particularly around Tregagle. Community action is limited to alerting, sharing local information, supporting safe evacuation and welfare, and keeping routes clear. Volunteers must not be deployed to fight an established fire. This card supports the full Penallt Community Emergency Plan and does not replace Fire and Rescue Service instructions.

ACTIVATION TRIGGERS

MONITOR	Prolonged dry or windy conditions, an official wildfire warning or local controlled-burning activity increases risk; no smoke or uncontrolled fire is confirmed; and community action is limited to awareness and readiness. Encourage households to confirm their emergency-access what3words reference and, where safe and practical, position vehicles for a forward exit.
STANDBY	Smoke or fire is reported near Penallt but its location or impact is not yet clear; Fire and Rescue Service attendance is confirmed or likely; access routes, nearby homes, livestock or vulnerable residents could be affected; or local communications need to be prepared.
ACTIVATE	An uncontrolled fire or dense smoke threatens people, homes, farms, roads, utilities, livestock or safe access; evacuation or shelter advice is issued; a serious welfare need develops; Pelham Hall support is being considered; or emergency services request community assistance.

Important: Penallt has no warden network. Do not assume that every household can be contacted, that livestock can be moved, or that Pelham Hall is a safe destination. Confirm conditions and Fire and Rescue Service advice before committing volunteers or opening any facility.

PRIORITIES

1 Protect life Call 999, withdraw from smoke and follow evacuation instructions.	2 Give accurate local information Location, access, spread, people, property and animals at risk.	3 Keep access clear Prevent convergence and protect appliance routes, especially narrow lanes.
4 Warn and support safely Use broadcast messages and targeted calls from safe locations.	5 Protect welfare Prioritise smoke exposure, displacement, medication, pets and livestock.	6 Log and coordinate Record decisions, messages, tasks, outcomes and handovers.

FIRST 30 MINUTES		WILDFIRE / VEGETATION FIRE ACTIONS			
- Confirm who is acting as Community Emergency Coordinator and appoint a log keeper if available; record the time and source of the first report. - On any Met Office weather warning or NRW flood warning affecting Penallt, charge the Pelham Hall batteries from the grid to 100% while mains power remains available. Confirm charging and log the starting charge and time. - Start the separate Community Emergency Incident Log. Record the current status: Monitor, Standby or Activate. - For any smoke or fire in the countryside, call 999 immediately and ask for the Fire Service. Give the best available location, nearest safe access point, property or road names and callback number. - From a safe position only, record what is visible: direction of smoke or spread, wind, buildings or roads threatened, people or animals at risk, and any fuel, LPG, machinery, overhead lines or other known hazards. - Do not send anyone to investigate. Confirm which roads remain safely usable and tell residents and volunteers not to drive towards the incident or block access for appliances. - Identify any immediate evacuation, shelter or welfare request. Confirm which volunteers and communication channels are actually available; assign only specific low-risk tasks away from smoke and fire. - Issue the first public update using verified information: area affected, 999 advice, roads or locations to avoid, official instructions and time of the next update. - Assess whether Pelham Hall should remain closed, be placed on standby or be rejected because smoke, fire, wind direction or access makes it unsafe.		- Establish a safe community coordination point well away from smoke, fire and appliance routes. Do not create a roadside gathering point near the incident. - Provide Fire Control or the incident commander with local knowledge when requested: house names, lane limitations, gates, turning constraints and known residents or animals at risk. - Keep narrow lanes and junctions clear. Volunteers must not direct traffic, close roads or enter an operational cordon unless specifically requested, authorised, briefed and properly equipped. - Do not use fire beaters, hoses, farm machinery, chainsaws or vehicles to fight the fire or create firebreaks unless directed by the Fire and Rescue Service and undertaken by competent people with appropriate equipment. - Do not enter fields, woodland, steep ground or lanes obscured by smoke. Fire direction and intensity can change rapidly, particularly with wind or during darkness. - Support safe movement of residents only in accordance with emergency-service instructions. Do not send people to Pelham Hall automatically; the safest destination may be elsewhere or outside Penallt. - Monitor secondary impacts: blocked roads, loss of power or water, damaged communications, displaced residents, contaminated runoff and animal-welfare needs. Move to another Action Card if a separate incident develops. - Account for every tasked volunteer and maintain frequent check-ins. Withdraw all community volunteers immediately if smoke, visibility, wind, fire spread or emergency-service activity makes the task unsafe.			
COMMUNICATIONS		PELHAM HALL ACTIONS			
- Use one nominated communicator and one agreed core message across WhatsApp, Facebook, email and the website while those channels remain available. - Tell residents not to travel towards the fire, not to fly drones, and not to publish speculation. Share emergency-service instructions promptly and exactly. - Where smoke is nearby, advise residents to go indoors, close windows and doors, and follow Fire and Rescue Service evacuation or shelter instructions. Call 999 for immediate danger or serious breathing difficulty. - Penallt has no warden network. Use broadcast messages and targeted telephone calls to known affected households only where this can be done safely; do not promise personal contact with every property. - Update every 30-60 minutes during activation, or immediately after a significant change. Clearly distinguish confirmed facts, official advice and information still being checked.		- The Community Emergency Coordinator decides whether Pelham Hall remains closed, becomes a remote operational base or opens as a Community Support Centre, subject to emergency-service advice. - Confirm that Pelham Hall is outside the threatened and downwind area; approach roads are safe; fire appliances will not be obstructed; and adequate staffing, water, power and sanitation are available. - If opened: contact a keyholder, retrieve the Emergency Box, inspect the building, appoint a Hall/Support Centre Lead and establish registration, communications and medical escalation. - Keep entrances and parking controlled so emergency routes remain clear. Provide clean indoor space away from smoke, drinking water and support for people awaiting onward arrangements. - Publish the Hall purpose, opening time, safe approach route and limitations. Do not accept pets or livestock unless safe arrangements are confirmed; animals remain the responsibility of their owners.			
WELFARE		STAND-DOWN CHECKLIST			
- Prioritise people exposed to smoke, those with breathing or mobility problems, older people, children, people living alone and anyone displaced or dependent on medication or powered equipment. - Make telephone contact first. Ask whether the person is safe, whether smoke or fire is visible, what official advice they have received, and whether they can leave safely if instructed. - Call 999 for severe breathing difficulty, collapse, burns, entrapment or immediate danger. Use NHS 111 Wales for urgent health advice when it is not an emergency. - Pets, horses and livestock should be moved only by their owners or competent handlers, only while routes are safe and without delaying evacuation. No one should re-enter a threatened area for animals or possessions.		- Stand down only when the Fire and Rescue Service confirms that the immediate threat has reduced, community tasks are no longer required and relevant roads or areas can be used safely. - After the warning expires and the immediate risk has passed, restore normal battery settings unless another active risk requires 100% reserve. - Stop tasking, account for all volunteers, close check-ins and issue a clear update. Do not tell residents to return or reopen roads unless authorised by the responsible service. - Follow up unresolved displacement, smoke exposure, medication, power, water, access and animal-welfare concerns and hand them to the appropriate service or responsible person. - Close Pelham Hall safely if used, recover equipment and record any damage, contamination, stock use or building issues. Keep completed registration and incident records secure. - Arrange a hot debrief as soon as practical and a fuller review within 72 hours. Record changes required to access information, resources, maps, public messages, the plan and this card.			
		INCIDENT LOG			
		- Begin the separate Community Emergency Incident Log at Standby or Activate - immediately if a 999 call, public warning, welfare contact or volunteer tasking has started. - For each entry record: time, source, information, decision/action, owner, outcome, 999 incident reference, location/access details and any emergency-service instruction. - Do not record unnecessary personal or medical information. Secure completed logs and hand them to the Community Emergency Coordinator at stand-down.			

FIRE / LIFE RISK	POLICE	NHS 111 WALES	MCC OOH	NRW INCIDENT	OFFICIAL INFO
999	101	111	0300 123 1055	0300 065 3000	SWFRS / MCC

Operational basis: Penallt Community Emergency Plan v2.1 Draft; Penallt Community Risks and Response Guide v2.2 Draft; South Wales Fire and Rescue Service and Natural Resources Wales wildfire guidance. Official instructions take precedence.