

SHIPTON-UNDER-WYCHWOOD
PARISH EMERGENCY PLAN

Approved by Shipton Parish Council for use from February 2020

The plan will be reviewed annually.

This document contains personal information that must be treated as private and confidential

Contents

Page	Contents
3	Introduction and Objectives
5	Procedure for a serious emergency event
6	Emergency Management Team
7	Key Contacts
8	Communications Plan
9	Appendix A; Additional contact information
10	Appendix B; Special information regarding flooding
11	Appendix C; Special Information for Snow and Severe Weather
12	Appendix D; Survivor Reception Centre details
13	Appendix E; Street Map of Shipton
14	Appendix F; Local skills and resources
16	Appendix G; Incident Log
17	Appendix H; Vulnerability Register
18	Appendix I: Emergency Generator

Distribution List

Name/Place	Format
New Beaconsfield Hall, Changing Room. Filing Cabinet	Loose leaf binder
Parish Council members	Electronic pdf
Other Emergency Team members	Electronic pdf
District Councillor	Electronic pdf
WODC Emergency Planning	Electronic pdf
OCC Emergency Planning	Electronic pdf
Shipton under Wychwood website <i>(without some appendices)</i>	Electronic pdf
Wychwood Primary School	Electronic pdf
Milton under Wychwood Emergency Coordinator	Electronic pdf
Ascot under Wychwood Emergency Coordinator	Electronic pdf

Record of Revisions

Revision Number	Reason	Date Issued	Amended By
1	Initial issue	16 Jan 2008	Alan Vickers
2	Revised contacts	29 Feb 2008	Alan Vickers
3	Update for new council	5 Nov 2010	Mike Watson
4	Update	20 Nov 2012	Mike Watson
5	Update	19 th December 2013	Mike Watson
6	Revised Contacts	June 14	Brian Young
7	Revised Contacts	Sep 14	Brian Young
8	Revised Contacts	Feb 15	Brian Young
9	Revised Contacts	Feb 16	Brian Young
10	Use of Generator	Jul 16	Brian Young
11	Revised contacts	Feb 17	Brian Young
12	Revised Contacts	May 18	Rob Dyer
13	Revised Contacts	May 19	Rob Dyer
14	Revised Contacts	Feb 20	Rob Dyer

INTRODUCTION

Nearly all emergencies affecting the community will be dealt with routinely by joint response of the emergency services, local authorities and the major utilities. However, there may be occasions when the arrival of outside assistance is delayed, and the community will need to help itself.

This document has been created by Shipton Parish Council to provide contacts and a basic framework for managing the **initial** stages of a major emergency that may threaten the safety and welfare of the community, its people, livestock and property. It is not the intention of this plan to replace in any way help from the recognised emergency services.

The responsibility for keeping this plan up to date lies with the Chairman of the Parish Council.

Objectives of the Plan

The purpose of this plan is to provide information for:

The Parish Emergency Management Team, The Emergency Services, Oxfordshire County Council and West Oxfordshire District Council, in the event of a major incident which may threaten the safety and welfare of the community, both residential and employed, property and livestock.

The Plan achieves this by:

- Identifying the risks to the community and taking action to mitigate them
- Providing key contact details for the Emergency Management Team, Key Community Resources, the Emergency services and Local Authorities
- Identifying resources in the immediate local community available to assist during an emergency

- Identifying vulnerable people in the community and developing plans to assist/protect them
- Provide a framework to keep the community informed of Emergency Services actions, Parish Council assistance and Residents' personal responsibilities.

Potential Emergency Risks that might impact Shipton

While an episode of flooding is probably the most likely cause of any future emergency, the location of our Parish does not preclude other possible emergency situations.

- The Parish is bisected by a major road (the A361) and this could lead to a serious road accident, collision or spillage including chemical spillage
- The edge of the Parish is traversed by a major railway line.
- The Parish lies just to the north of a major military airport and is regularly over flown by military and private aircraft and particularly helicopters.
- Sustained failure of gas, electrical or water supplies which may then threaten lives in the community.
- Damage and injury caused by severe weather or prolonged spells of severe weather or snow restricting movements.
- Gas leaks or explosions, a major fire or building collapse requiring evacuation of part of the community.

Our area covers the Parish of Shipton under Wychwood, comprising some six hundred private dwellings, the Wychwood Primary School, a Pre-school/Nursery, about fifteen business and retail properties and two care homes or centres for the elderly.

Apart from two filling stations, there are no known potentially dangerous industrial installations.

PROCEDURE FOR A SERIOUS EMERGENCY EVENT

NOTE: remember to take all reasonable steps to avoid causing harm to yourself and others

Call 999

Give them the following information:

- Your name
- Your contact number
- Details of the incident
- Exact location
- Emergency Services requested
- Estimated casualties
- Hazards & road blockages

SUBSEQUENT ACTIONS IN THE EVENT OF A POTENTIAL EMERGENCY

- | | | |
|---|-----------------|--------------------------|
| ➤ Contact the Emergency Management Team | (Page 5) | <input type="checkbox"/> |
| ➤ Start a log | (Page 14) | <input type="checkbox"/> |
| ➤ Contact the District Council Emergency Centre | (Page 6) | <input type="checkbox"/> |
| ➤ Contact Key Holders | (Page 6) | <input type="checkbox"/> |
| If decision is made to open a Survivor Reception Centre | | |
| ➤ Contact the Volunteers Leader | (Page 5) | <input type="checkbox"/> |
| ➤ Contact schools and those at risk | (Page 6 and 15) | <input type="checkbox"/> |
| ➤ Assist Emergency Services as required with the resources at its disposal, or if Emergency Services cannot offer immediate help, co-ordinate efforts to mitigate the impact of the threat. | | <input type="checkbox"/> |
| ➤ Designate a Central Co-ordinator, and establish a communication and coordination centre in an appropriate meeting centre. | (Page 7) | <input type="checkbox"/> |
| ➤ In the case of severe fire, inform the local garages who store hazardous materials and also pass this information on to WODC emergency coordinators | (Page 8) | <input type="checkbox"/> |

Remember local resources are limited: in a declared emergency the Emergency Team will only do what is essential to protect lives and property.

EMERGENCY MANAGEMENT TEAM

The legal responsibility at County level for calling an emergency and delivering a response lies with The Emergency Services (ES), Oxfordshire County Council (OCC), West Oxfordshire District Council (WODC).

But, if a serious incident is District or County wide, Emergency Services may be delayed.

In the absence of the regular emergency services, **the Shipton Parish Emergency Plan will be activated by the Chairman, or in his absence the Vice Chair / Clerk / Other Councillors / or members of the Emergency Team.**

The Plan will be the framework for self-help response until the services arrive **as far as parish resources allow**

Parish Council Emergency Responsibilities:

Advise local residents what the emergency organisations plan to do.

Follow the requests made by the emergency services and the local authorities.

Maintain a contingency plan to cope with a serious situation until the Emergency Services arrive.

Keep people informed so that they can help themselves.

Ensure as many vulnerable people as possible are contacted and assisted.

Emergency Management Team contacts:

Name	Contact Number	Mobile
Chairman of the Parish Council Brian Rigby		07766 114151
Vice Chairman of the Parish Council Jill Mavin	01993 831091	07548 310391
Clerk to Parish Council (Lisa Wilkinson)		07811 174733
Executive Chairman of the Village Hall Committee (Paul Chantry)	01993 832355	07826 161312
Leader of Shipton Volunteers (Carole Arnold)	01993 832313	07545 475560
Councillor Carole Arnold	01993 832313	07545 475560
Councillor Rob Dyer	01993 832393	07429 588855
Councillor Tim Brunsdon		07753 678693
Councillor Tim Yates		07786 031584
Women's Institute Kay Shortland	01993 832927	

West Oxfordshire District Council Contact:

Day/Times	Contact Number
District Councillor (Jake Acock)	07582 379760
District Council Emergency Planning Officer (EPO).	
Mon – Fri (time to time)	01993 861000
Weekends/Out of hours	01513 432945

Key Contacts

Service	Telephone
Oxfordshire County Council, Emergency Planning	In an Emergency 999 01865 323765 01865 792422 (outside office hours will be directed to relevant service)
Oxfordshire Fire & Recue	01865 842999 (24 hrs) In an Emergency 999
Oxfordshire Highways	03453 101111
Southern Electric Emergency Numbers	0800 0727282 0345 0721905
Gas National Emergency Number	0800 111 999
Environment Agency: Floodline Emergency	0345 9881188 0800 807060
Thames Water	0800 3169800 0800 714614
Thames Valley Police	101 Non Emergency. In an Emergency 999
Wychwood Primary School	01993 830059 (school hours) 01993 830076 (out of hours - Julie Hemming secretary)
Cherubs Pre school and Nursery (during school hours)	01993 832773
Cottsway Housing	01993 890000 (24 hour line) 0800 8766366

Primary Survivor Reception Centre

Premises	Function	24 hr Contact Number and Key Holders
New Beaconsfield Hall Station Road Shipton under Wychwood Oxon OX7 6BQ <i>The Milton and Ascott Village Halls may be available as back up if required</i>	Reception Centre with kitchen	Paul Chantry 07826 161312 Lee Wyatt Buchan 07530 690444 Christine Halliday 01993 831134

Emergency Communication Plan.

If telephones are affected and road traffic is not moving freely, communication within the community, and to outside assistance, can be severely hampered.

A member of the emergency team will be tasked with listening to local and national radio stations which will enable the community to assess the general situation and also to hear messages from the emergency services.

All information and actions will be reported back to the Central Co-ordinator for cascading and decisions.

Communications between the Emergency Team will be by mobile phone assuming these are functioning, otherwise by written messages using the volunteers as couriers. A supply of cards will be maintained in the plan copy in the New Beaconsfield Hall.

Contacting Vulnerable Residents is a Priority. In the first instance, contact should be made to Cottsway and direct to the Care Homes in the area. Other vulnerable residents known to the Emergency team members will also be contacted.

For an extended emergency such as severe weather, the village website will be used to provide an up to date situation report on a daily basis.

Pets and Livestock

No provision is being made in this plan for domestic pets or livestock. The owners are encouraged to make their own emergency plans.

Parish Council Liability

The Parish Council insurance covers volunteers working on behalf of the community. However it is the responsibility of all volunteers to only undertake tasks that they feel competent to do and to avoid at all times putting themselves or others into danger. Under no circumstances should any volunteer use machinery or equipment for which they are not fully trained.

This plan has been produced in good faith by the Shipton Parish Council, however no liability can be accepted for any inaccurate information or for circumstances arising from the use of this plan.

APPENDIX A ADDITIONAL USEFUL CONTACT DETAILS,

Organisation	Tel Number	Comments
Wychwood Surgery	01993 831061	Defibrillator available 0800-1830 weekdays 0900-1030 Saturday
Pharmacy	01993 833243	Weekdays only
Ascott Emergency Communications Coordinator	Philippa Carter 01993 830344 07711 696678.	Chair - Ascott Parish Council
Milton Emergency Communications Coordinator	Jenny Miller 07743 990054	Clerk – Milton Parish Council
Thames Water	0800 714614	24 hr leak line
Highways Agency	01865 815930	
Oxfordshire County Council Street Lighting	0800 317802	
Network Rail 24 hr helpline	03457 114141	
First Great Western Customer Services	03457 000125	
Brize Norton airfield	01993 842551	
Station Road Garage (includes storage of hazardous materials)	Station Road 01993 830214	
Milton service Station (includes storage of hazardous materials)	Milton Road 01993 830335	
Milton Village Hall Overspill Reception Centre	Jenny Miller 07743 990054	
Ascott Village Hall Overspill Reception Centre	Angela Barnes 01608 641045	

Local media

Radio Stations	Frequency	Tel number
BBC Radio Oxford Jack FM	95.2 FM 106FM 107.9FM	03459 311444

APPENDIX B - SPECIAL INFORMATION FOR FLOODING EMERGENCIES

ENVIRONMENT AGENCY RESPONSIBILITIES TO THE PUBLIC

- Monitor rain and river levels and make forecasts and issue flood warnings
- Communicate the risks of flooding to those at risk
- Provide information on flooding including updates on Floodline

When flood warnings are in force, local flood information can be found using the Floodline service; callers can listen to this information by telephoning Floodline on **0345 988 1188**

The river level on the Evenlode at Shipton Bridge can be monitored at:
<https://flood-warning-information.service.gov.uk/river-and-sea-levels>

All properties at risk from flooding can register for the Environment Agency's free flood warning service, Floodline Warnings Directed (FWD).

This can be done by telephoning **0345 988 1188** and asking to be registered. To find out if your property is at risk, you can either telephone floodline on: **0345 988 1188** and ask the operator or by logging onto the Environment Agency's website at www.environment-agency.gov.uk and entering your post code. General enquiries to the Environment Agency can be made on: **0370 850 6506** during office hours.

SAND BAGS

An emergency supply of sand for flood protection is maintained to the left-hand side of the entrance to the New Beaconsfield Hall in Station Road including spare bags and shovels. It is locked with a combination code padlock.

All Emergency Management Team members have access to the combination code and a copy of the Combination Code is kept with the reference copy of the Emergency Plan lodged in the New Beaconsfield Hall.

GENERAL ADVICE FOR THE PUBLIC IN THE EVENT OF A FLOODING EMERGENCY

- Identify a safe place where you, your family and your pets can keep away from the floodwater.
- Gather essential items together. These include warm clothes, blankets, regular medication, a torch, food supplies, a mobile phone and a battery operated or wind-up radio.
- Turn off gas, electricity and water supplies at the mains.
- Move electrical items and valuables to a first floor or higher position.
- Floods can kill. NEVER attempt to walk or drive through any depth of floodwater.
- WAIT for the emergency services. Follow their instructions. If an evacuation order is issued you MUST comply.
- Call Floodline on **0345 988 1188** for the latest information and stay tuned to local radio.

APPENDIX C- SPECIAL INFORMATION FOR SNOW AND SEVERE WEATHER MET OFFICE WARNINGS

Residents are encouraged to pay particular attention to any severe weather warnings issues by the **MET OFFICE** or published on their website <http://www.metoffice.gov.uk> and to take the appropriate action.

Personal Actions to consider include:

Having a provision of salt and shovels for snow and ice clearance
Fitting winter tyres and having chains for the car if its use is essential
Storing a torch and batteries in a safe place in the house in case of power cuts

HIGHWAYS

OCC Highways plan to ensure that the A361 and key bus routes such as Milton Road are kept open in the event of severe snow. Salt Grit bins are provided throughout the village to ensure that the majority of other access roads can be kept clear by local residents who need to use their cars. Local residents may use the salt grit on the highway at their discretion to reduce danger from ice and snow.

SALT BIN LOCATION

See Appendix E for Salt Bin locations.

PARISH COUNCIL RESPONSIBILITIES

The Parish Council holds a small quantity of additional salt grit for use by residents to keep pathways and drives clear. This is available on application to the Clerk. In association with Ascott Parish Council the aim is to keep the Ascott Road to the A361 clear. Except in severe or prolonged conditions the Parish Council does not organise any other snow clearance of paths and pavements.

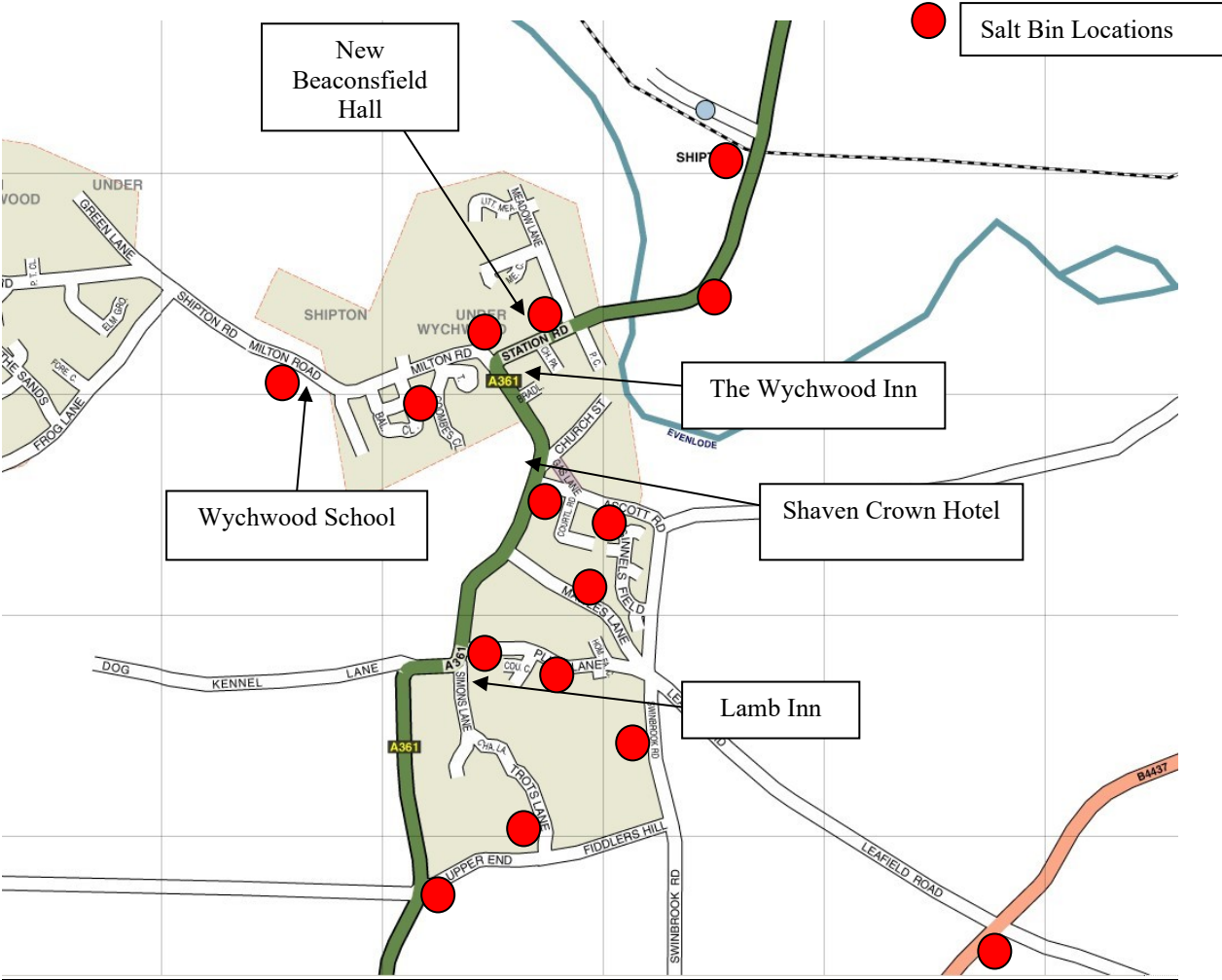
Where organised parties are used to keep pavements and pathways clear the following guidance should be followed:

- Salting, gritting and snow clearance must only be carried out if it is safe to do so and no unnecessary risks are taken.
- Once introduced, organised clearance procedures must continue until the period of severe weather ends.
- A system of checks will be introduced by the Parish council to minimise the risk of neglecting previously cleared areas. All such checks must be logged
- No organised action should be taken to clear, salt or grit Highways

APPENDIX D – Survivor Reception Centre details

Premises	Facilities	Key holder and tel number
<p>New Beaconsfield Hall</p> <p><i>Milton and Ascot village halls available for overspill if necessary</i></p>	<p>First choice, able to accommodate approx 100 seated.</p> <p>Cooking facilities with electricity and gas.</p> <p>Limited coach access and potentially in flood area</p> <p>If NBH subject to a power failure an Emergency Generator and lighting is available in Pump Room. See Appendix I</p>	<p>Paul Chantry 07826 161312</p> <p>Lee Wyatt Buchan 01993 832216</p> <p>Christine Halliday 01993 831134</p>
Wychwoods Primary School	<p>Second choice, able to accommodate approx 50 seated.</p> <p>Cooking facilities with electricity and gas.</p> <p>Good coach access.</p>	<p>01993 830059 School hours only</p> <p>01993 830076 (out of hours - Julie Hemming secretary)</p>
St Mary's Church	Limited seating facilities for approx 100. Restricted coach access and no kitchen facilities.	James Walmsley (church warden) 01993 830842
Shaven Crown Hotel	<p>Able to accommodate approx 50 seated.</p> <p>Cooking facilities with electricity and gas. Could provide limited overnight accommodation for about 10.</p> <p>Coach access on main road only</p>	01993 830500
The Wychwood Inn	<p>Able to accommodate approx 50 seated.</p> <p>Cooking facilities with electricity and gas. Could provide limited overnight accommodation for about 10.</p> <p>Coach access from main road.</p>	01993 831185
Lamb Inn	<p>Able to accommodate approx 50 seated.</p> <p>Cooking facilities with electricity and gas. Could provide limited overnight accommodation for about 10.</p> <p>Good coach access.</p>	01993 830465

APPENDIX E - STREET MAP OF THE PARISH OF SHIPTON UNDER WYCHWOOD



Showing Survivor Centres and Salt Bins

APPENDIX F - LOCAL COMMUNITY RESOURCES AND SKILLS

Equipment/ Resource	Name	Address	Tel No
<i>Medical services</i>			
Doctor <i>See also Annex A</i>			Via surgery 01993 831061
First Aider	Christine Halliday		01993 831134
Basic medical supplies	New Beaconsfield Hall Wychwood Surgery		01993 831061 Office hours
<i>General Equipment</i>			
Tractor/digger	Charles Barrett		07790 594525
Lifting gear	Milton Service Station		01993 830335
Inflatable boat/ Canoes	Station Road Garage Terry Wilson	Wild Garden	01993 830214 01993 831127
Wheelbarrow Petrol driven Pump	Mike Watson	Wild Garden	01993 830368
Firefighting equipment and extinguishers	NBH Johnsons Garage		01993 832216 07530 690444 01993 830214
Sandbags and bin access	Sand Bin to left of entrance to the New Beaconsfield Hall		Combination code held by Emergency Team members
<i>Four wheel drive vehicles</i>			
	Jeremy Huntingford Brian Rigby Peter Hills		07785 290359 07766 114151 07773 240146
<i>Chain Saws</i>			
	Jeremy Huntingford Terry Wilson		07785 290359 01993 831127
<i>Provisions</i>			
Emergency food and drink	Kay Shortland (WI Contact)		01993 832927
Cutlery and crockery	As above		
Sipton Post Office		Milton Road Sipton	01993 830310
Milton Co-Op		The Green	01993 830217

<i>Other Equipment and Resources</i>			
Signage	White boards at NBH		01993 832216 07530 690444
Emergency lighting	Torches at NBH Portable LED Work Light Tripod Mounted Double LED Lights	Pump Room Volunteers Storage facility See Appendix I	07530 690444 Rob Dyer 01993 832392 Clerk 01993 832216
Emergency Power	Portable 10KVA generator	NBH Pump Room See Appendix I	
Emergency Supply of Petrol	Brian Rigby Shipton Volunteers	Walnut House Volunteers Storage Facility	07766 114151 07545 475560
Camp beds			
Waste disposal bags	NBH		01993 832216 07530 690444
Electrician	John Heathcote Ian Drainer		07980 596063 07598 316973
Emergency Defibrillator		1. Located outside the New Beaconsfield Hall. 2. Phone Box, Fiddlers Hill. Under the supervision of the Ambulance Service	Access Code via Emerg Services and Rob Dyer 999

APPENDIX G – INCIDENT LOG

The information contained in this log may be of use to agencies and local authorities following an incident to establish what actually happened, please do not destroy.

Log Keeper

Incident

Page.....**of**.....

Date	Time	Event	Action

APPENDIX H - VULNERABILITY REGISTER

LIST OF VULNERABLE PEOPLE & PEOPLE WHO MAY NEED ASSISTANCE

Name	Address	Tel
Old Prebendal	Station Road	01993 831888
Tall Trees	Burford Road	01993 833833
Cottsway Housing		01993 890000 24 hour number

Appendix I

EMERGENCY OPERATION OF GENERATOR

The generator, cabling and portable lighting are stored in the NBH Pump Room. Keys to the Pump Room are held by the Hall Manager, Paul Chantry, the Parish Clerk and Rob Dyer

Except in an emergency anyone planning to operate the generator should have first received basic instruction in its use from either Ian Drainer or Rob Dyer.

SAFETY

The generator is only to be used by adults

The generator, cables and plugs are to be inspected for damage before use.

Only the cables supplied are to be used.

The generator is only to be used outside and never in an enclosed or partially enclosed space.

The generator must not be refueled while running.

The 16amp supply is to be used for lighting

The 32 amp supply may be used for either lighting or heavier loads such as kettles or tea urns.

The RCDs and plugs are shower proof but not waterproof. They should not be subjected to heavy rain or standing water.

The generator must be connected to an earth spike.

Starting and Use

When used at NBH the generator should be positioned outside the kitchen by the corner of the building.

The generator is stored without fuel (petrol). Fuel can be obtained by either contacting Brian Rigby, Carole Arnold or Rob Dyer as well as via normal commercial sources

Starting

Refuel as required. Check oil level.

Connect the earth lead (GREEN and YELLOW) to the earth spike using a 13mm spanner. (attached to the generator). The earth spike is a copper rod situated in the flower bed by the corner of the NBH. For use away from the NBH a spare rod is in the cable box.

Check Main Circuit Breaker switch on the generator control panel is ON (BLUE switch under Perspex cover adjacent to sockets)

Ensure the MASTER VOLTAGE SWITCH on the generator panel is OFF

Connect the extension cables to the relevant BLUE sockets on the generator.
Turn ON the fuel supply (Small tap under fuel tank .Vertical is ON)
Select full choke and START using key start.
Push choke in as required.
Select MASTER VOLTAGE SWITCH on generator control panel to 230v.
Reset RCDs on extension cables . Light should come on. Check operation of RCD by pressing the test button. The light should go off.
If the RCD does not reset then do not use.
Connect appliances/lights to extension cables.

Both the 32 amp and 16 amp supplies may be used at the same time subject to the maximum load limit.

If no output check:

Master switch is set to 230v

Main circuit breaker switch is ON.If it does not reset then the 230v supply can not be used

RCDs on extension cables have been reset.

If the RCD(s) do not reset then do not use that supply

Stopping the Generator

Switch off and disconnect appliances /lights

Select voltage MASTER SWITCH on generator to OFF/ZERO

Turn engine key switch to OFF

Turn fuel supply to OFF(Horizontal)

Disconnect cables

Return generator,cables and lights to the NBH Pump Room once generator and any lights/appliances have cooled down

INFORM PARISH CLERK or ROB DYER OF THE USE OF THE GENERATOR, APPROXIMATE RUNNING TIME AND OF ANY PROBLEMS EXPERIENCED WITH THE EQUIPMENT.

LIGHTING

A portable LED worklight is stored with the generator.

Additionally a double,tripod mounted lighting installation is stored with the Shipton Volunteers equipment and may be used if necessary.

The tripod installation is boxed and requires assembly prior to use.