# Shipton-under-Wychwood

# Parish Emergency Plan

**Approved by Shipton Parish Council for use from May 2021**

**The plan will be reviewed annually.**

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

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## 

## 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  *(without some appendices)* | 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 | New council | 5 Nov 2010 | Mike Watson |
| 4 | Update | 20 Nov 2012 | Mike Watson |
| 5 | Update | 19th 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 |
| 15 | Revised Contacts | Apr 21 | 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)
* Start a log (Page 14)
* Contact the District Council Emergency Centre (Page 6)
* Contact Key Holders (Page 6)

If decision is made to open a Survivor Reception Centre

* Contact the Volunteers Leader (Page 5)
* Contact schools and those at risk (Page 6 and 15)
* 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.
* Designate a Central Co-ordinator, and establish a communication and coordination centre in an appropriate meeting centre. (Page 7)
* 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)

*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  Jill Mavin | 01993 831091 | 07548 310391 |
| Vice Chairman of the Parish Council  Tim Yates |  | 07786 031584 |
| Clerk to Parish Council (Zoe Thornburgh) |  | 07890 433928 |
| Executive Chairman of the Village Hall Committee (Chris Fitzpatrick) |  | 07561 537646 |
| Councillor & Leader of Shipton Volunteers Carole Arnold | 01993 832313 | 07545 475560 |
| Councillor Matthew Colledge |  |  |
| Councillor Hibbert-Biles | 01993 831822 |  |
| Councillor Jan Lund | 01993 831993 | 07762141605 |
| Councillor Simon Randall |  | 07802968428 |
| Women’s Institute Kay Shortland | 01993 832927 |  |

## West Oxfordshire District Council Contact:

|  |  |
| --- | --- |
| **Day/Times** | **Contact Number** |
| **District Councillor (David Cooper)** | **07811 989424** |
|  | |
| **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  24h hotline | 0800 3169800  0800 714614  08459 200800 |
| 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  *The Milton and Ascott Village Halls may be available as back up if required* | Reception Centre with kitchen | Chris Fitzpatrick 07561 537646 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  Pharmacy | 01993 831061  01993 833243 | Defibrillator available  0800-1830 weekdays  0900-1030 Saturday  Weekdays only |
| Ascott Emergency Communications Coordinator | Philippa Carter  01993 830344  07711 696678. | Chair -  Ascott Parish Council |
| Milton Emergency Communications Coordinator | Lara Jacques  07789 740279 | 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 | Lara Jacques  07789 740279 |  |
| 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](http://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** |
| New Beaconsfield Hall  *Milton and Ascot village halls available for overspill if necessary* | First choice, able to accommodate approx. 100 seated.  Cooking facilities using electricity.  Limited coach access and potentially in flood area  If NBH subject to a power failure an Emergency Generator and lighting is available in Pump Room. See Appendix I | Chris Fitzpatrick  07561 537646  Lee Wyatt Buchan  01993 832216  Christine Halliday  01993 831134 |
| Wychwoods Primary School | Second choice, able to accommodate approx.. 50 seated.  Cooking facilities with electricity and gas.  Good coach access. | 01993 830059  School hours only  01993 830076 (out of hours -Julie Hemming secretary) |
| 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 | Able to accommodate approx 50 seated.  Cooking facilities with electricity and gas. Could provide limited overnight accommodation for about 10.  Coach access on main road only | 01993 830500 |
| The Wychwood Inn | Able to accommodate approx 50 seated.  Cooking facilities with electricity and gas. Could provide limited overnight accommodation for about 10.  Coach access from main road. | 01993 831185 |
| Lamb Inn | Able to accommodate approx 50 seated.  Cooking facilities with electricity and gas. Could provide limited overnight accommodation for about 10.  Good coach access. | 01993 830465 |

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

Salt Bin Locations

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Shaven Crown Hotel

Wychwood School

Lamb Inn

The Wychwood Inn

New Beaconsfield Hall

Showing Survivor Centres and Salt Bins

## APPENDIX F - LOCAL COMMUNITY RESOURCES AND SKILLS

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment/ Resource** | **Name** | **Address** | **Tel No** |
| *Medical services* | | | |
| Doctor  *See also Annex A* |  |  | Via surgery  01993 831061 |
| First Aider |  |  |  |
| Basic medical supplies | New Beaconsfield Hall  Wychwood Surgery |  | 01993 832216  01993 831061  Office hours |
| *General Equipment* | | | |
| 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 |
| *Four wheel drive vehicles* | |  |  |
|  | Jeremy Huntingford  Brian Rigby  Peter Hills |  | 07785 290359 07766 114151  07773 240146 |
| *Chain Saws* | | | |
|  | Jeremy Huntingford  Terry Wilson |  | 07785 290359  01993 831127 |
| *Provisions* | | | |
| Emergency food and drink | Kay Shortland  (WI Contact) |  | 01993 832927 |
| Cutlery and crockery | As above |  |  |
| Shipton Post Office |  | Milton Road  Shipton | 01993 830310 |
| Milton Co-Op |  | The Green | 01993 830217 |
| *Other Equipment and Resources* | | | |
| 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 Emergency 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** |
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## 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 at the New Beaconsfield Hall, 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 refuelled 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.