# **Shipton under Wychwood Parish Emergency Plan**

**Approved by Shipton Parish Council for use from : July 2023**

**The plan will be reviewed annually. It 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  | Electronic pdf |
| Wychwood Primary School | Electronic pdf |
| Milton under Wychwood Emergency Coordinator | Electronic pdf |
| Ascott under Wychwood Emergency Coordinator | Electronic pdf |

##

### Record of Revisions

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision No.** | **Reason** | **Date Issued** | **Amended By** |
| 1 | Initial issue | 16 Jan 2008 | Alan Vickers |
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| 10 | Use of Generator | Jul 16 | Brian Young |
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| 15 | Revised Contacts | Jun 21 | Rob Dyer |
| 16 | Revised Contacts etc. | Dec 21 | Rob Dyer |
| 17 | Revised Contacts, Layout etc. | Apr 22 | Rob Dyer |
| 18 | Revised Contacts | May 22 | Hilary Hibbert-Biles |
| 19 | Revised Contacts | July 23 | Zoe Thornburgh |

# 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.

The purpose and objectives of this plan in the event of a major incident (which may threaten the safety and welfare of the community) is to provide information to -

The Parish Emergency Management Team

The Emergency Services

Oxfordshire County Council

West Oxfordshire District Council

The plan aims to achieve 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, potentially including chemicals
* 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 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 / centres for the elderly.

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

## PROCEDURE FOR A SERIOUS EMERGENCY EVENT

NOTE: All reasonable steps should be taken to avoid causing harm to yourself and others

**Firstly, Call 999**

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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 (p6)
* Start a log (p17)
* Contact the District Council Emergency Centre (p7)
* Contact Key Holders (p8 & p13)

 If decision is made to open a Survivor Reception Centre

* Contact the Volunteers Leader (p6)
* Contact schools and those at risk (p7 & p18)
* Assist Emergency Services as required with the resources at its disposal, or if Emergency Servicescannot 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 (p13)
* In the case of severe fire, inform the local garages who store hazardous materials and also pass this information on to WODC emergency coordinators (p10)

**Note - 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).**

**However, 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/her absencethe 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** | **Landline No.** | **Mobile No.** |
| Chairman of the Parish Council - Jill Mavin | 01993 831091 | 07548 310391 |
| Vice Chairman of the Parish Council – Simon Randall |   |  07802 968428 |
| Clerk to Parish Council - Zoe Thornburgh |  | 07890 433928 |
| Chairman of New Beaconsfield Hall - Chris Fitzpatrick |  | 07561 537646 |
| Shipton Volunteers Leader - Carole Arnold |   | 07545 475560 |
| Councillor Carole Arnold |   | 07545 475560 |
| Councillor Tim Yates |  | 07786 031584 |
| Councillor Amelia Harvey |  | 07340 376578 |
| Councillor (6) – tbc |  |  |
| Councillor (7) – tbc |  |  |
| Women's Institute Contacts - Jill Mavin Kay Shortland | 01993 83109101993 832927 | 07548 310391 |

##  KEY CONTACTS

## West Oxfordshire District Council Contacts

|  |  |
| --- | --- |
| **Details** | **Contact No** |
| District Councillor – David Cooper | 07811 989424 |
| District Council Emergency Planning Officer (EPO). |
| Mon – Fri (office hours) | 01993 861000 |
| Weekends / Out of hours | 01513 432945 |

## Other 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 | **In an Emergency 999**01865 842999 (24 hrs) |
| Oxfordshire Highways | 0845 310 1111 |
| Southern Electric Emergency Numbers | 0800 072 7282 |
| Gas National Emergency Number | 0800 111 999 |
| National Power Cut Helpline | 105 |
| Environment Agency - Floodline Emergency | 0345 988 11880800 80 70 60 |
| Thames Water | 0800 009 3921 |
| Thames Valley Police | **In an Emergency 999**101 Non Emergency |
| Wychwood Primary School | 01993 830059 (school hours) |
| Cherubs Pre school and Nursery | 01993 832773 (school hours) |
| Cottsway Housing | 01993 890000 (Office hrs)0800 876 6366 (24 hrs) |

## Primary Survivor Reception Centre

|  |  |  |
| --- | --- | --- |
| **Premises** | **Function** | **24 hr Contact Number and Key Holders** |
| **New Beaconsfield Hall**Station RoadShipton under WychwoodOxon OX7 6BQ | Reception Centre with kitchen | Chris Fitzpatrick - 07561 537646Lee Wyatt Buchan - 07342 945469Christine Halliday - 01993 831134NBH Landline No. – 01993 832216 |

**Note** – Milton and Ascott Village Halls may be available as back up if required

## Emergency Communication Plan

If telephones are affected and road traffic is not moving freely, communication within the community, and for 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 at risk. 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 Under Wychwood 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 Contact Details

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|  |  |  |
| --- | --- | --- |
| **Organisation** | **Tel Number** | **Comments** |
| Wychwood SurgeryPharmacy | 01993 83106101993 833243 | Defibrillator available0800-1830 weekdays0900-1030 SaturdayWeekdays only |
| Ascott Emergency Communications Coordinator | Philippa Carter01993 83034407711 696678. | Chair of Ascott Parish Council |
| Milton Emergency Communications Coordinator | Lara Jacques07789 740279 | Clerk to Milton Parish Council |
| Thames Water | 0800 714614 | 24 hr leak line |
| Highways Agency | 01865 815930 |  |
| Oxfordshire County Council Street Lighting | 0345 310 1111 | 24 hrs |
| Network Rail 24 hr helpline | 03457 114141 |  |
| First Great Western Customer Services | 03457 000125 |  |
| Brize Norton airfield | 01993 842551 |  |
| Station Road Garage(Johnsons) | 01993 830249 | Includes storage of hazardous materials |
| Milton Service Station (Prews)Milton Road | 01993 83033501993 831811 | Includes storage of hazardous materials |
| Milton Village HallOverspill Reception Centre | Lara Jacques07789 740279 | Clerk to Milton Parish Council |
| Ascott Village Hall (Tiddy Hall)Overspill Reception Centre | Angela Barnes01608 641045 | Clerk to Ascott Parish Council |

### Local media

|  |  |  |
| --- | --- | --- |
| **Radio Stations** | **Frequency** | **Tel number** |
| BBC Radio OxfordJack FM | 95.2 FM106.8 FM107.9FM | 03459 31144401865 575106 |

##

## 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 the following web link –

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.

Additionally, maps showing areas at risk from river or surface water flooding can be found by entering postcode details at the following website - https://www.gov.uk/check-long-term-flood-risk

#### 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. This supply is available to all members of the public to help themselves. There is no longer a padlock in use on the store.

#### General Public Advice 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 Locations

See Appendix E for Salt Bin locations.

#### Parish Council Responsibilities

The Parish Council holds a small quantity of 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 HallNote -Milton and Ascot village halls may be available for overspill if required | First choice.Able to accommodate approx. 100 seated.Cooking facilities using electricity.Limited coach access but potentially in flood areaIf NBH subject to a power failure an Emergency Generator and lighting is available in Pump Room. See Appendix I | Chris Fitzpatrick - 07561 537646Lee Wyatt Buchan – 01993 832216Christine Halliday - 01993 831134 |
| Wychwoods Primary School | Second choiceAble to accommodate approx. 50 seated.Cooking facilities with electricity and gas.Good coach access. | 01993 830059School hours only |
| St Mary’s Church | Limited seating facilities for approx 100. Restricted coach access and no kitchen facilities. | 01993 832467James 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 832116 |

## APPENDIX E – Street Map 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 |  |  | 01993 831061(Via Surgery) |
| First Aider | Carole ArnoldRichard Arnold |   | 07545 475560 |
| Basic medical supplies | New Beaconsfield HallWychwood Surgery |  | 01993 83221601993 831061Office hours |
| **General Equipment** |
| Tractor/digger | Charles Barrett |  | 07790 594525 |
| Lifting gear | Milton Service Station |  | 01993 830335 |
| Inflatable boat/ Canoes | Station Road GarageTerry Wilson | Wild Garden | 01993 83024901993 831127 |
| WheelbarrowPetrol driven Pump | Mike Watson  | Wild Garden | 01993 830368 |
| Firefighting equipment and extinguishers | New Beaconsfield HallStation Road Garage |  | 01993 83221601993 830249 |
| Sandbags and bin access | Sand Bin to left of entrance to the New Beaconsfield Hall |  | Open access to the public |
| Chainsaws | Jeremy HuntingfordTerry Wilson |  | 07785 290359 01993 831127 |
| **Provisions** |
| Emergency food and drink | Kay Shortland(WI Contact) |  | 01993 832927 |
| Cutlery and crockery | As above |  |  |
| Shipton Post Office | Shipton Stores  | Milton RoadShipton | 01993 830310 |
| Milton Co-Op |  | The GreenMilton | 01993 830217 |
| Signage | White boards at NBH |  | 01993 832216 |
| Emergency lighting | Torches at NBHPortable LED Work LightTripod Mounted Double LED Lights | Pump RoomPump RoomVolunteers Storage facility | 01993 83221601993 832216Carole Arnold07545 475560 |
| Emergency Power | Portable 10KVA generator  | NBH Pump RoomSee Appendix I for operating instrucs | 01993 832216 |
| Emergency Supply of Petrol | Joe HamesShipton Volunteers | 1 Blenheim CottsVolunteers Storage Facility | 07913 292038Carole Arnold07545 475560 |
| Waste disposal bags | NBH |  | 01993 832216 |
| Electrician | Ian Drainer |  | 07598 316973 |
| Emergency Defibrillator |  | 1. NBH - Located on outside wall facing A361 (Access Code – C1670Y)2. Fiddlers Hill – Phone Box ( Access Code – C159X ) | Call 999 for Emergency Services for assistance in use of defibrillators |

## APPENDIX G – Incident Log

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| --- |
| *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…………..**

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| --- | --- | --- | --- |
| **Date** | **Time** | **Event**  | **Action** |
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## APPENDIX H – vulnerability Register

#### Local Care Homes with Vulnerable Residents

|  |  |  |
| --- | --- | --- |
| **Name** | **Address** | Tel |
| Old Prebendal | Station Road | 01993 831888 |
| Tall Trees | Burford Road | 01993 8338330808 223 5540 |
| Cottsway Housing |  | 01993 890000(Mon – Fri, Office hours)0800 876 6366(24 hour number) |

#### List of Vulnerable People and those who may need assistance

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | Contact No. | Comments |
|  |   |  |   |
|  |  |  |  |

The above table to be filled in when the PC compiles a list of vulnerable residents, as proposed.

**Appendix I – 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 (01993 832216), the Parish Clerk (07890 433928) and a Councillor (tbc).

Except in an emergency anyone planning to operate the generator should have first received basic instruction in its use.

#### 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 (unleaded petrol). Fuel can be obtained by either contacting Carole Arnold or from the local garages / normal commercial sources.

Note that an information sheet for starting the device is attached to the unit but the following is provided for information.

#### Starting

Refuel as required. Check oil level.

Connect the earth lead (GREEN and YELLOW) to the earth spike using a 13mm spanner. (This is 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, then -

 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 the Parish Clerk of the use of the Generator, Approximate Running Time and of any Problems Experienced with the Equipment

# LIGHTING

A portable LED work light 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.