

Long Wittenham Parish Community Emergency Plan

Long Wittenham Parish Council February 2024

PURPOSE

The plan is created by Long Wittenham Parish Council and is intended to assist with the basic framework for the management of any incident which may require emergency support to and from the community. It is designed as a Self Help Response if, in extreme circumstances, Emergency Services are delayed in reaching the parish.

INTRODUCTION

The aim of the Community Emergency Plan is to increase resilience within our local community before, during and after emergencies and to link into the emergency response structures already established by the Emergency Services, Oxfordshire County Council and South Oxfordshire District Council. This Plan documents how Long Wittenham would respond in an emergency situation to support residents and/or while awaiting the assistance of statutory authorities/emergency services, or in support of them. It is not the role of the community to take on the responsibilities of these agencies e.g. to save life, to take any risks to themselves or to cope for long hours without agencies' help and support.

2. COMMUNITY RESPONSE GROUP (CRG)

The CRG, led by the Chair of the Parish Council, will be made up of the members of the Parish Council and the Parish Clerk as appropriate for the emergency at hand.

EMERGENCIES and RISK ASSESSMENT

Definition of an emergency:

An emergency is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to day activities.

Possible Emergencies and corresponding risk assessment and management include:

Type of emergency	Potential risks	Actions
Significant disruption to mains power services (Gas or Electricity failure) Failure of whole or part of transmission network Damage to Gas pipeline	Residents with no access to power for a prolonged period of time. Residents reliant on electricity or gas for heating and cooking will require support. Cold is a threat to vulnerable	Ensure all residents are given help to prepare themselves in advance. (Vulnerable person register/Household Emergency Plan) If necessary, contact emergency services and

	people. Knock on effect to communication systems (see below)	initiate Community Emergency Plan. If required, open Emergency Control Point • Hold initial meeting to assess problems and seek solutions. • Access additional resources • Identify residents most at risk • Community Response Group check on residents, prioritising those most at risk
Significant disruption to communications infrastructure Damage to telecommunication/internet services	Phones and/or broadband lost Mobile phone reception very poor so few forms of communication available. Power outages knock on effect to telephones. Difficult to contact emergency services.	Ensure all residents are given help to prepare themselves in advance. (Household Emergency Plan) If necessary, contact emergency services (e.g. inform Police of the situation) and initiate Community Emergency Plan If required, open Emergency Control Point • Hold initial meeting to assess problems and seek solutions • Identify any immediate and longer term communication needs and residents most at risk • Investigate nearest places unaffected by interruption.
Significant disruption to transport infrastructure Adverse weather conditions (Heavy snow/storm, icy conditions and/or road closures)	Roads impassable due to snow/fallen trees etc. Access to village limited. Residents unable to access emergency and other services, e.g. carers, doctors, hospitals, pharmacies. Residents run out of food and other necessities. Injuries due to ice. Non-residents trapped/stranded in village.	Ensure all residents are given help to prepare themselves in advance. (Household Emergency Plan) Subscribe to local gritting services. Ensure grit bins are stocked If necessary, contact emergency services and initiate Community Emergency Plan If required, open Emergency

		Control Point • Hold initial meeting to assess problems and seek solutions • Access additional resources (local gritting team/SLDC/volunteer gritting near village grit bins) • Identify residents most at risk • Community Response Group check on residents, prioritising those most at risk • Request support to clear roads • Facilitate finding refuge and/or evacuation
Flooding of homes and/or roads etc.	Homes flooded. Rescue Services may be required. Need to secure place of refuge. Need to support other services. Knock-on effect of disruption to the power supply/ communication/ transport infrastructure– see above	Ensure all residents are given help to prepare themselves in advance. (Household Emergency/Flood Plan) If necessary, contact emergency services and initiate Community Emergency Plan If required, open Emergency Control Point • Hold initial meeting to assess problems and seek solutions • Access additional resources • Identify residents most at risk • Community Response Group check on residents, prioritising those most at risk • Support emergency services e.g. refreshment, shelter • Facilitate finding refuge and/or evacuation
Adverse weather	Significant damage to	Ensure all residents are

E.g. storms/prolonged periods of very cold or hot weather	property causing hazard People in need of refuge Health problems associated with extreme heat/cold Knock-on effect of disruption to power supply/communication infrastructure – (see above)	given help to prepare themselves in advance (Household Emergency Plan). Encourage Residents to sign up to Utility Companies Priority Service Registers if they have not already done so. If necessary, contact emergency services and initiate Community Emergency Plan If required, open Emergency Control Point • Hold initial meeting to assess problems and seek solutions • Access additional resources • Assist in identifying hazards • Identify residents most at risk • Community Response Group check on residents, prioritising those most at risk
Loss or contamination of water supply	Residents have no drinking/ washing water. Toilets cannot be used.	Remind residents in advance of need to keep supply of drinking water in the house. Priority Service Customers will have bottled water delivered in the case of a water emergency. Water companies will have bottled water collection points for other residents. If necessary, contact emergency services and initiate Community Emergency Plan and if required, open Emergency Control Point • Hold initial meeting to assess problems, seek solutions and access additional resources
Terrorist Incident	Gunfire Explosion Traffic incident	Follow advice issued by the National Counter Terrorism Security Office (Nactso) to advocate a 'run, hide and tell'

		strategy Contact emergency services and initiate Community Emergency Plan and if required, open Emergency Control Point • Hold initial meeting to assess problems, seek solutions and access additional resources
Accidents or incidents in Travel network	Emergency situation arising from incidents eg Aviation accident, Traffic incident. Support of emergency services dealing with incident	Alert Emergency Services If necessary, initiate Community Emergency Plan and if required, open Emergency Control Point • Hold initial meeting to assess problems, seek solutions and access additional resources • Support emergency services e.g. refreshment, shelter • Facilitate finding refuge and/or evacuation
Miscellaneous emergencies Fire incl. Drought/wildfire Emission of smoke/ Radioactive substance/ pollution/chemical/gas emission (e.g. volcanic emergency overseas) Infectious disease (humans and animals)/ legionella Food chain contamination Disrupted fuel supply Industrial action	Fire damage/hazard Danger to health	As above Our plan is designed to be flexible and versatile and will be adapted by the Community Response Group to respond to individual situations.

ACTIVATION OF THE PLAN

This plan will be activated when an emergency has occurred or if warnings are received, prior to an anticipated event. It will also be activated when emergency services need support or are not able to attend immediately e.g. in severe weather. The CRG will assess the situation, liaise with Emergency Services if necessary, and consult with the District Council. The CRG will then put all or part of the Plan into effect as appropriate. During an emergency, volunteers will keep a record of actions taken (see Appendix 4). These will be entered in to a central log, kept by the CRG, so that they can be evaluated, and the plan

altered if necessary. Information can be entered at the time, or directly after the emergency.

Posters explaining how residents can trigger the plan will be displayed in the village, in newsletters and on the Parish Council Website. (APPENDIX 2)

CONTROL/REFUGE POINT

District councils are responsible for setting up a central rest centre during an emergency. However, it may be necessary to set up a temporary place of safety within the community e.g. for visitors or for people evacuated from their homes. In our community, the control point and place of safety will be the Village Hall. The CRG will access the Hall using the designated Key Safe. A secondary centre is available at St Mary's Church.

COMMUNITY RESOURCES

Volunteers have indicated what tasks they may be prepared to carry out if an emergency occurs and what resources they can offer

Name	Contact	Offer of help / resources
CRG	TBA	Grab Bag
CRG Support	TBA	Assist CRG
CRG Support	TBA	Assist CRG (recording actions)
WI	TBA	Refreshments from Control Point
Earth Trust / Wood Centre	TBA	Sandbags
Village Hall key holders	TBA	Heating/cooking equipment, torches and lanterns
Secondary Control Points	TBA	St Mary's Church to provide service if Village Hall is not usable.
Alternative Secondary Control Point	TBA	Bodkins Athletics Club to provide service if Village Hall and St Mary's Church not usable.

COMMUNICATION AND CONTACTS

Contact details for statutory authorities, emergency services etc. can be found in APPENDIX 1.

EMERGENCY COMMUNICATION PLAN

All information and actions should be reported to the Emergency Management Team for cascading and decision. The CRG should stay in close contact with the Emergency Services and the District/County Councils.

Use telephone, personal contact or email for communication with team members, parish councillors and emergency volunteers.

Information Cascade

The CRG will initiate a cascade of information to the community if appropriate. They should consider the following methods of communication:

- Use local radio stations to broadcast emergency messages. Heart Oxfordshire, JACK FM Oxfordshire, BBC Radio Oxford, Greatest Hits Radio (Oxford)
- Use of Nextdoor, Local WhatsApp Groups etc.
- Update of the Village website
- Posting information in the village notice boards

Vulnerable Residents

Contacting vulnerable residents is a priority. Emergencies can make anyone vulnerable and they make life more difficult for those people who are already vulnerable. The local emergency responders will need to help those in most need first, and it would assist them if the CRG had an understanding of those in their community who might be vulnerable in an emergency and where they live. Parish Council to be responsible for ensuring they know who requires priority assistance. This can change quickly if a normally fit person has an illness or accident.

A list of residents who feel they would benefit from priority assistance in an emergency situation will be held by the Parish Council to maintain confidentiality. Names of residents will not be added to this list without their express permission.

GRAB BAG

Long Wittenham Parish Councillors and/or CRG Co-ordinators need to have a small bag, easily accessible, which contains a few useful items i.e., copy of the Parish Emergency Plan (including useful contact details), pen, notebook, torch, map and a note to remember your mobile phone.

PARISHIONERS/RESIDENTS

It is recommended that every parishioner should have their own wind-up radio, wind-up torch or source of light, phone, essential clothing and essential food with long shelf life, all easily available in an emergency. This will be promoted via the Long Wittenham website and Notice Boards. A link to the OCC 'Are You Ready' booklet (<https://www.oxfordshire.gov.uk/sites/default/files/file/fire-and-rescue/areyoureadybooklet.pdf>) will be placed on the Village Website and distributed to any residents without access to the internet (Parish Clerk maintains a list of those residents who have advised us that they do not have Internet Access)

PLAN REVIEW AND UPDATE

In order to keep this plan up to date, contact lists will be revised as needed, and the plan reviewed annually in May, by Long Wittenham Parish Community Emergency Plan Co-ordinators.

After each annual review an updated copy of the amended plan will be sent to OCC Emergency Planning Unit (emergencyplanning@oxfordshire.gov.uk) and to South & Vale District Councils Emergency Planning Officer: gary.carey@southandvale.gov.uk

Long Wittenham Community Emergency Plan

APPENDIX 1 – COMMUNICATION AND CONTACTS

Long Wittenham Council Community Response Group		
Parish Clerk - <i>Martin Elliff</i>	01865 407110	clerk@longwittenham.com
Members of the Long Wittenham Parish Council		
Organisation	Tel:	Website/Email:
Emergency Services	999 emergency 101 Police non-emergency	A new system that will AUTOMATICALLY send an Alert to ALL compatible mobile phones within an area. The Alerts are also listed on https://www.gov.uk/alerts
South Oxfordshire District Council		
- Daytime	01235 422422	https://www.southoxon.gov.uk/south-oxfordshire-district-council/about-the-council/get-in-touch/contact-us/
- Out of Hours	01235 422410	
Oxfordshire County Council	https://www.oxfordshire.gov.uk/residents/fire-and-public-safety/emergency-planning/community-resilience emergencyplanning@oxfordshire.gov.uk	
Daytime: - General - Vulnerable Adults or Children	01865 323765 0345 050 7666	OCC Social & Health Care Team https://www.oxfordshire.gov.uk/contactus/contact-adult-social-and-health-care
Out of hours: - General - Vulnerable Adults and Children	01865 323765 0800 833 408	
Highways Hotline - Daytime	0345 310 1111	
- Out of Hours	01223 849731	
Environment Agency		
General Enquiries	03708 506 506	
Floodline	0845 988 1188	
Incident Hotline (reporting flooding, blocked culverts etc)	0800 807060	
Thames Water	0800 316 9800	https://www.thameswater.co.uk/help/report-a-problem https://www.thameswater.co.uk/network-latest

Scottish and Southern Electricity Live Power Cut		https://powertrack.ssen.co.uk/powertrack
Southern Electric Power Distribution Emergency Line	0800 072 7282	
National Powercut Helpline	105	
National Gas Helpline	0800 111 999	
NHS Direct	111	http://www.nhsdirect.nhs.uk/
Met Office Weathercall	0370 900 0100	http://www.metoffice.gov.uk/
BBC Radio Oxford	03459 311 444	

LONG WITTENHAM

Community

Emergency Plan

Long Wittenham has developed a Community Emergency Plan to help minimise the impact of a major local emergency on residents. In the event of a major emergency, messages will be posted on the Village Website, Facebook Page and Notice Boards.

Our Emergency Control Point is Long Wittenham Village Hall. If the Village Hall is not accessible, proceed to St Mary's Church or Bodkins, as indicated by signage

APPENDIX 3

First Emergency Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

- a) Type of emergency
- b) Is there a threat to life
- c) Is the emergency near a school; a vulnerable area; a main access route -
- d) Has electricity, gas, or water been affected?

2. Are there any vulnerable people involved?

- a) Elderly
- b) Families with children
- c) Anyone with a physical or mental disability
- d) Pregnant women
- e) Anyone who is currently unwell or injured
- f) Non-English speaking people

3. What resources do we need?

- a) Food and Drink
- b) Vehicles
- c) Blankets
- d) Shelter

4. What is the effect on our community?

5. Establishing contact with the Emergency Services

6. How can we support the Emergency Services?

7. What actions can be safely taken?

8. Who is going to take the lead for the agreed actions?

9. Arrangements for future meetings?

10. Any other issues?

APPENDIX 4

ACTION LOG

[illegible]

Version Control

[illegible]