

# Enstone Parish Community Emergency Plan

Plan last updated on: 25/04/2018

**How to use this template:** This template is designed for you to fill in the details of your community emergency preparations. There are examples given to help you fill the template. Detailed notes on how to create a plan can be found in the Community Emergency Plan Toolkit available from Oxfordshire County Council Emergency Planning Unit 01865 323765 or at [www.oxfordshire.gov.uk/emergencyplanning](http://www.oxfordshire.gov.uk/emergencyplanning)

**Reminder:** When complete, print at least two copies of this plan and ensure they are kept in two different locations.

**If you are in immediate danger call 999**



## Plan distribution list

Name	Role	Phone number/email address	Issued on
	OCC Emergency Planning Unit	01865 713920	
Beth Sinclair	Parish Clerk	enstoneparishclerk@gmail.com	

## Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
28/08/16	DD/MM/YY	First Issue	Community Emergency Coordinator
25/04/18		Contact details updated	P. Johnson Parish Councillor

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# Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
River Glyme can flood	<ul style="list-style-type: none"> <li>• Flooding of local streets</li> <li>• Damage to property</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage residents to improve home flood defences</li> <li>• Encourage people to sign up for Environment Agency Flood warnings</li> <li>• Find out what community resilience support is available from local authorities (annex A)</li> <li>• Prepare Flooding annex</li> </ul>
Heavy snowfall limits road access to village	<ul style="list-style-type: none"> <li>• Some main routes difficult to use</li> <li>• Public transport disrupted</li> <li>• Roads and paths slippery for users / hazardous to use</li> </ul>	<ul style="list-style-type: none"> <li>• Parish Council sign-up for local authority salt-supply and consider path clearance plan</li> <li>• Identify where grit-bins might be useful</li> <li>• Agree with farmers where they could undertake snow activity (annex X)</li> <li>• Prepare Snow annex</li> </ul>
Wide scale utility failure affecting local area	<ul style="list-style-type: none"> <li>• Impact on ability to cook or store food</li> <li>• Loss of heating and lighting</li> <li>• Loss of phone and internet services including emergency contacts</li> <li>• Need to collect water from distribution points.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage vulnerable people to register with utility companies to receive priority services</li> <li>• Encourage good neighbour behaviour to identify/support people needing assistance</li> <li>• Prepare Utility outage annex</li> </ul>
Chemical Spillage at Enstone Airfield Industrial Park	<ul style="list-style-type: none"> <li>• Airborne pollution danger</li> </ul>	

# Emergency coordination group

Name	Contact number(s)	Email	Address
tbc	tbc	tbc	tbc
tbc	tbc	tbc	tbc

## Local response volunteers / flood wardens

[List local volunteers/flood wardens that could be contacted in an incident. If flooding is a local risk, some people may volunteer to lift heavy sandbags so should be reasonably active or fit. Consider using other volunteers as communicators, administrators or minders of vulnerable people during an incident. **Volunteers must not put their own life at risk.**]

Name	Mobile	Home telephone / other contact	Additional information (flood warden etc)

# Local skills and resources assessment

<b>Skill/Resource</b>	<b>Who?</b>	<b>Contact details</b>	<b>Address / location</b>	<b>When might be unavailable?</b>
District Nurse				
Defibrillator			Enstone House Care Home Cox's Lane OX7 4LF	24 hours
Chainsaw owner (tree surgeon)				
Water/food supplies	Enstone Village Village Shop	01608 677233	The Green, Enstone	8.00 to 17.00
Water/food supplies	Heythrop Park Hotel	01608 673333	The Drive Enstone OX7 5UE	24 hours

## Identified community meeting points & survivor reception centres

Building	Location address	Potential use in an emergency	Contact details of key holder (24hr)	Approximate capacity
Enstone Parish Hall	The Paddocks	Survivor reception centre/meeting place	Mr Tom Rosewarne 07391 231304 Mr Andrew Lee 07867 783459	250
Enstone Primary School	Oxford Road, Enstone, Chipping Norton, Oxfordshire, OX7 4LP	Survivor reception centre/meeting place	School Office 01608 677268	200

## Helping vulnerable people and communities in an emergency

[Use this space to record details of individuals or organisations who might be able to use their local knowledge to identify vulnerable communities or people during an emergency]

Organisation	Name and role of contact	Phone number
Local GP surgery Charlbury Medical Centre,	Reception	01608 811680
Chipping Norton Health Centre, OX7 5FA	Reception	01608 642529
St Kenelms Church Enstone	The Revd. Mark Abrey	01608 676572



# Activation triggers

[Use this space to record details of how your plan will be activated. You should include details of how the plan will be activated as a result of a call from the emergency services, and also how your community will decide to activate the plan yourselves, if the emergency services are unavailable]

1. When we get an amber flood warning
2. When the local authority emails a warning to community emergency plan holders
3. When we see a forecast of severe weather for our area
4. At the request of the emergency services/local authority to open and support a survivor reception centre

# First steps in an emergency

[Use this space to add the steps to be followed in when the plan is activated.  
N.B. call 999 if there is a risk to life]

	<b>Instructions</b>	<b>Tick</b>
<b>1</b>	Contact Emergency Coordination Group members and meet to discuss the situation	
<b>2</b>	Gather information, assess the impact upon community and individuals	
<b>3</b>	Decide on resources required and appropriate action to take	
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		

# Community Emergency Group first meeting agenda

[This is a suggested agenda but you might want to add or amend this for your local area.]

Date:

Time:

Location:

Attendees:

## 1. What is the current situation?

### Location of the emergency:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

### Are there any vulnerable people involved?

- Elderly
- Families with children

### What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

## 2. Who do we need to contact and what information do we need to provide?

## 3. How can we support the emergency response?

## 4. What actions can safely be taken?

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

## 6. Any other issues/next meeting?

# Agreed evacuation actions

[Actions agreed with emergency responders in the event of an evacuation. Use this space to record details of the actions you can take to help your local authority if an evacuation is necessary in your community.]

1. Help the local authority with opening and supporting the survivor reception centre
2. Help police/local authority with door knocking
3. Tell emergency services who might need extra help to leave their home

# Alternative communication arrangements

[Agreed methods of staying in contact if usual communications have been disrupted.]

## Meet at Parish Hall

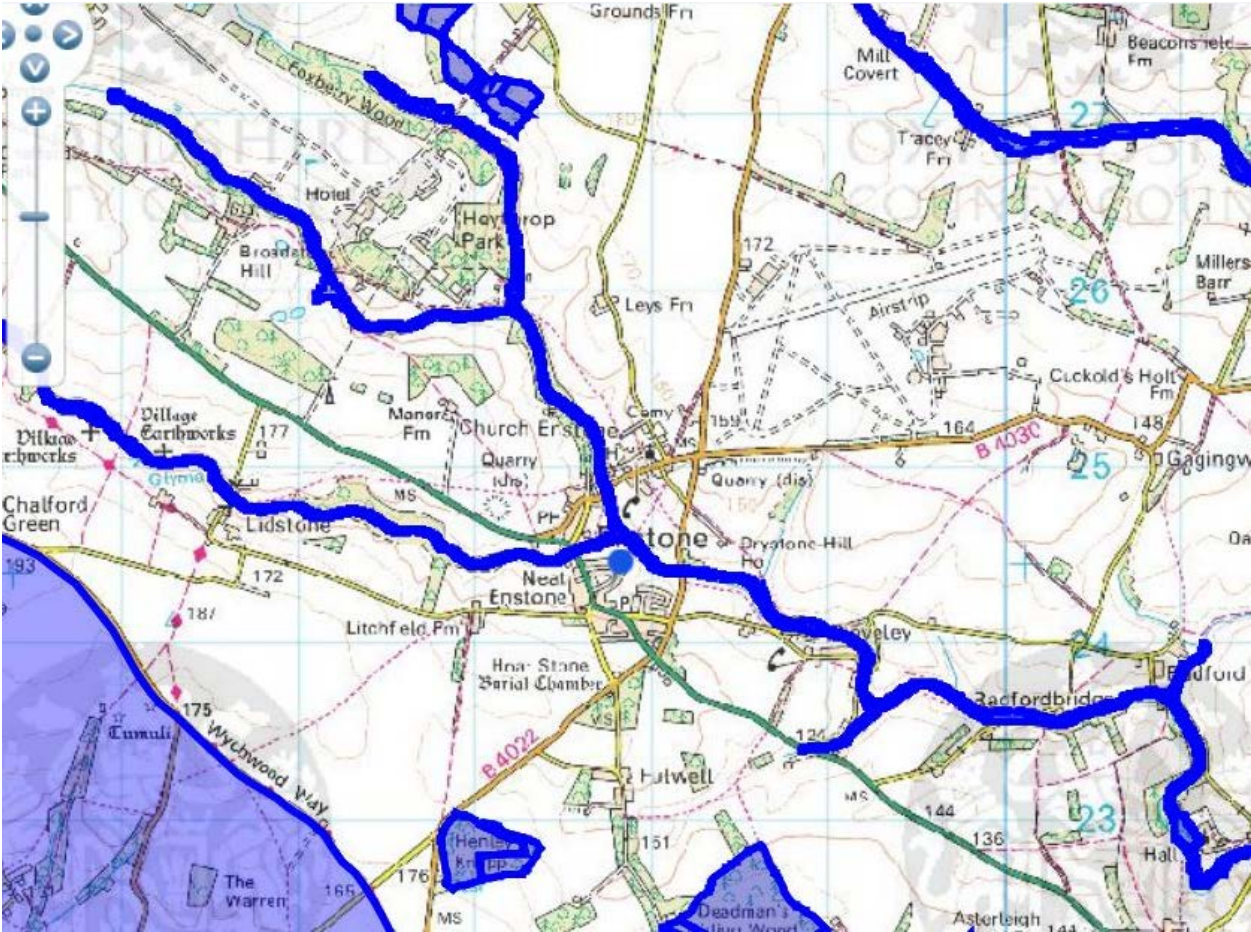
1. Knock the doors of other coordination group members

# Important telephone numbers

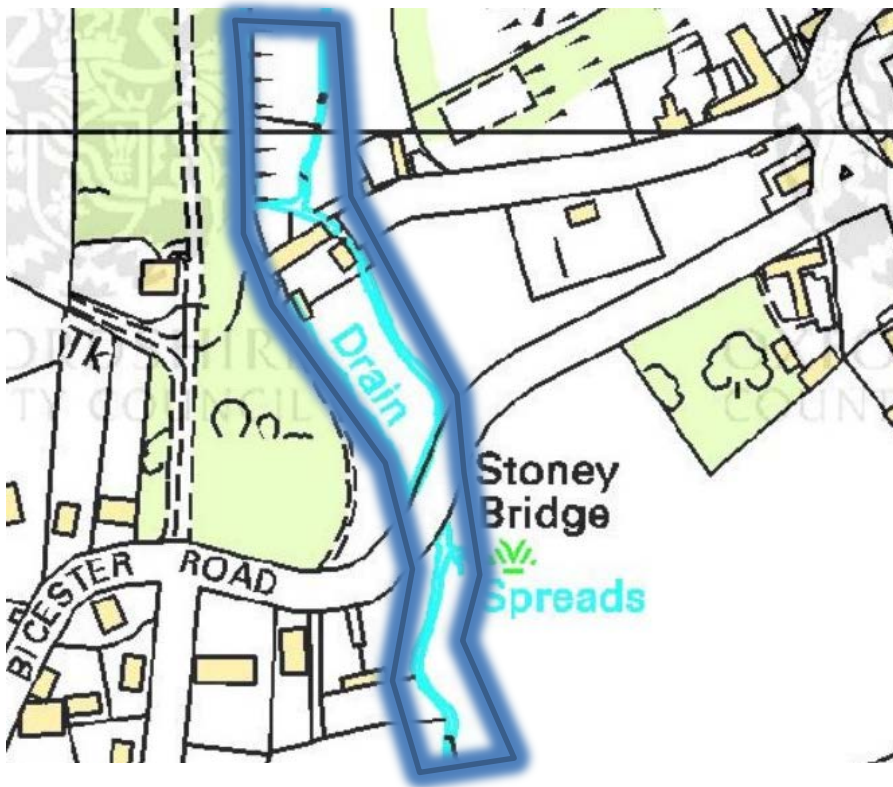
<b>Organisation</b>	<b>Contact for emergency planning team (where applicable)</b>	<b>General telephone no. for services (office hours)</b>	<b>In the event of an emergency</b>
West Oxfordshire District Council		01993 861000	01993 705056
Oxfordshire County Council	emergencyoperationscentre@oxfordshire.gov.uk.	01865 323765	
County Council Highways			
Fire & rescue			
Police	Chipping Norton Police Station		0845 850 5505
Police CSO	Chris Jones (C9516)		101
Environment Agency	Environment incident hotline		0800 80 70 60
Floodline			0345 988 1188
Thames Water			08459 200800
Southern Electricity		0800 783 8866	105
	Adjacent Town/Parish Councils		
Spelsbury PC	Clerk Mrs Chris Goodwin		01608 676207
Charlbury TC	Clerk Mr Roger Clarke		01608 810608
Sandford PC	Clerk Mrs R. Johnson		01608 677861
Kiddington PC	Clerk Mr J Goffe		01608 677251

# Annexe A

100 year flood zone



Flood risk areas in parish.



## Return A

Once you have produced your plan, please help us to maintain the community emergency database up to date by completing the form below and returning it to the address provided at the bottom of the form.

Parish/Town Council Name:	Enstone Parish Council
Parish/Town Clerk Name:	Mrs Beth Sinclair
Email address:	enstoneparishclerk@gmail.com
Contact number(s):	01608 641051/017896 150265
Parish/Town Chairperson:	Cllr. Nikki Knott
Email address:	nikki@litchfieldfarm.co.uk
Contact number(s):	01608 677665/07711 545594

*To enable the emergency services to contact a member of your Emergency Co-ordination Group/Team, which numbers should they call? Please supply a minimum of two contact numbers.*

Emergency Contact Numbers			
	Name	During working hours	24 hours
1.	Mr Richard Parker	07860 796817	01608 677220
2.	Mrs Nikki Knott	07711 545595	01608 677665
3.			
4.			

*Within your Parish/Town council area, are there buildings that could be used as a temporary place of safety (survivor reception centre) for local residents evacuated from their homes.*

Survivor Reception Centres			
Facility	Address including postcode	24hr contact number(s) to open facility	Approximate seating capacity
Enstone Parish Hall	The Paddocks Enstone Chipping Norton OX7 4AZ	Mr Tom Rosewarne 07391 231304	250

Emergency Plan Information	Yes	No
We have a Community Emergency Plan		
We have a Specific Flood / Snow Plan / Annex		
We would be interested in attending an event where we could get help in drafting our Plan		

### To return the information:

**By Email:** Complete the form, save to your computer, email as attachment to: [emergency.planning@oxfordshire.gov.uk](mailto:emergency.planning@oxfordshire.gov.uk)

**Post:** Emergency Planning Unit, Woodeaton Manor, Woodeaton, OXFORD, OX3 9GU

**Fax:** to 01865 713920