

Parish Flood and Emergency Plan

for

Shipton-under-Wychwood

**Approved by Shipton Parish Council for
Use from March 2008**

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INTRODUCTION

This document has been created by Shipton Parish Council and other local volunteers and is designed 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 and distributed lies with the Chairman of the Parish Council

In July 2007 approximately thirty homes in our Parish were affected by floods arising from an overflowing River Evenlode, water flowing from saturated fields after abnormally heavy rainfall and back up from overloaded sections of the drainage/sewage system. While considerable assistance was provided by the local authority and the emergency services, it was felt that communications in and between the Wychwood Villages could have been better. There is also inevitably a period, between the onset of an emergency and the arrival of outside help, when timely assistance can be applied, which might reduce eventual overall suffering or material damage. Even when superior external assistance is in place, there is a need to coordinate contacts with the immediate neighbourhood and support helpers brought in. It is for all these reasons that this document has been produced.

Our area covers the Parish of Shipton under Wychwood comprising some six hundred private dwellings, about fifteen business and retail properties and three care homes or centres for the elderly.

TYPE OF POTENTIAL INCIDENT

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

- 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 one of only two rail lines serving the Cotswolds
- 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
- Failure of electrical or water supplies
- Damage and injury caused by severe weather
- Gas leaks or explosions
- Fire/building collapse

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

OBJECTIVES OF THE PLAN

- Identify the risks to the community and take action to mitigate them
- Provide key contact details for the Emergency Management Team, Key Community Resources, the Emergency services and Local Authorities
- Identify resources in the immediate local community available to assist during an emergency
- Identify vulnerable people in the community and develop plans to assist/protect them

EMERGENCY MANAGEMENT TEAM

In the absence of the regular emergency services, the Emergency Management Team will lead the community response and act as a central point for information and communication between the Parish and emergency services and local authorities and between the Parish and neighbouring parishes.

The first person on the scene of an emergency should, in the absence of police, the ambulance service or other public service, contact the first name in the table following. If this person is not obtainable, the next person in order should be tried. The first person successfully contacted will become the Communications Coordinator. The Communications Coordinator will ascertain which of the other people in the list are available and they will become the Emergency Management Team for the incident.

Emergency Management Team contacts:		
Name	Contact Number (01993)	Mobile
Chairman of the Parish Council (Alan Vickers)	830102	
Vice Chairman of the Parish Council (Robin McConnachie)	832254	
Executive Chairman of the Village Hall Committee (Gordon Halliday)	831134	
Leader of Shipton Volunteers (Paul Chantry)	832355	
Councillor Mike Watson	832624	
Councillor Neil Jagger	831840	
Councillor Malcolm Cochrane	830742	
Councillor Jill Mavin	831091	
Councillor Jo Cook	830288	
President of the Women's Institute (Margaret Hartley)	830306	
Vice President of the Women's Institute (Pat Bannister)	830365	07790743261
<i>Other Contacts to be made at the earliest opportunity</i>		
District Councillor (Hilary Biles)	831822	
District Council Emergency Planning Officer (EPO).	861000 Office hours	705056 Out of Office hours
Oxfordshire County Council Emergency Planning Unit	01865 815064	

PROCEDURE FOR A SERIOUS EMERGENCY EVENT

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

	Action	Completed
1	Establish extent of the damage eg flooding by: Calling other members of the Emergency Management Team and key resource contacts to see if they are affected and to what extent	
2	If life is being threatened call 999 and request immediate assistance	
3	In the case of flooding, call the Environment Agency Floodline and Emergency numbers for advice and/or assistance, plus try to establish if further flooding is to be expected and how long before the water levels might start to drop	
4	Call the Council Emergency Planning Officer (EPO) and brief them on the extent of the emergency and request assistance	
5	Brief the Emergency Management Team and key resource volunteers and ask them to notify their immediate neighbours and establish if anyone needs assistance	
6	Contact the people on the Vulnerable register and check that they are safe and do they need any assistance – tell them what is happening and remember to stay in touch with them	
7	If the emergency is likely to impact on Milton or Ascott, inform their respective Emergency Communications Coordinator – see below under Useful Numbers	
8	If the emergency has resulted in people having to leave their homes, consider whether there is a need to activate the appropriate Rest Centre. Discuss the situation with other members of the Emergency Management Team. If the decision is taken to activate the centre: Notify: ? West Oxfordshire District Council and ask if they can advise the local radio station to start putting out news bulletins ? Rest Centre key holders so that they can start making preparations for the arrival of people ? Key resources and equipment holders and ask them to report to the Rest Centre to help set it up	
9	Remember – keep a log of all incoming and outgoing calls and any action taken	
10	Be prepared to brief the emergency services/local authority upon their arrival and work with them	

APPENDIX A

USEFUL NUMBERS, LOCAL MEDIA, COMMUNICATION PLAN

Organisation	Name	Tel Number
Wychwood Surgery		01993 831061 Office hours 0845 3458995 Outside office hours
West Oxfordshire District Council (for sandbags)		01993 861000 Office hours 01993 705056 Outside office hours
Thames Valley Police (community)	Kirstyn Tyrer Police Community Support Officer	08458505505 ext. 727 8729 Mobile: 07800 702513
Thames Valley Police		0845 8505505
Ascott Emergency Communications Coordinator	Nick Leadbetter	01993 831571
Milton Emergency Communications Coordinator	Martin Gibbs	01993 832440
Environment Agency	Floodline http://www.environment-agency.gov.uk/subjects/flood/floodwarning/	0845 988 1188 CAN ALSO BE USED TO REGISTER FOR FLOOD WARNINGS
Environment Agency	General enquiries www.environment-agency.gov.uk/flood	08708 506 506 (Mon-Fri 8-6)
Thames Water		0845 9200888
Highways Agency		01865 815930
Southern Electric		0845 770 8090
Scottish and Southern Electricity		08457 708090
Gas National Emergency Number		0800 111999
Oxfordshire County Council Street Lighting		0800 317802
Network Rail 24 hr helpline		08457 114141
First Great Western Customer Services		08457 000125
Brize Norton		01993 842551

Local media

Radio Stations	Frequency	Tel number
BBC Radio Oxford	95.2 FM	08459 311444
Fox FM	97.4,102.6 FN	01865 543350

Availability of Up to Date Emergency Plan

Type	Where available
Written	Updates will be placed at the following locations: ? At the New Beaconsfield Hall (behind broom cupboard door) ? At the Post Office ? With each member of the Emergency Committee ? On the village website

APPENDIX B

SPECIAL INFORMATION FOR FLOODING EMERGENCIES

ENVIRONMENT AGENCY RESPONSIBILITIES TO THE PUBLIC

1. Monitor rain and river levels and make forecasts and issue flood warnings
2. Communicate the risks of flooding to those at risk
3. 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 **0845 988 1188**

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

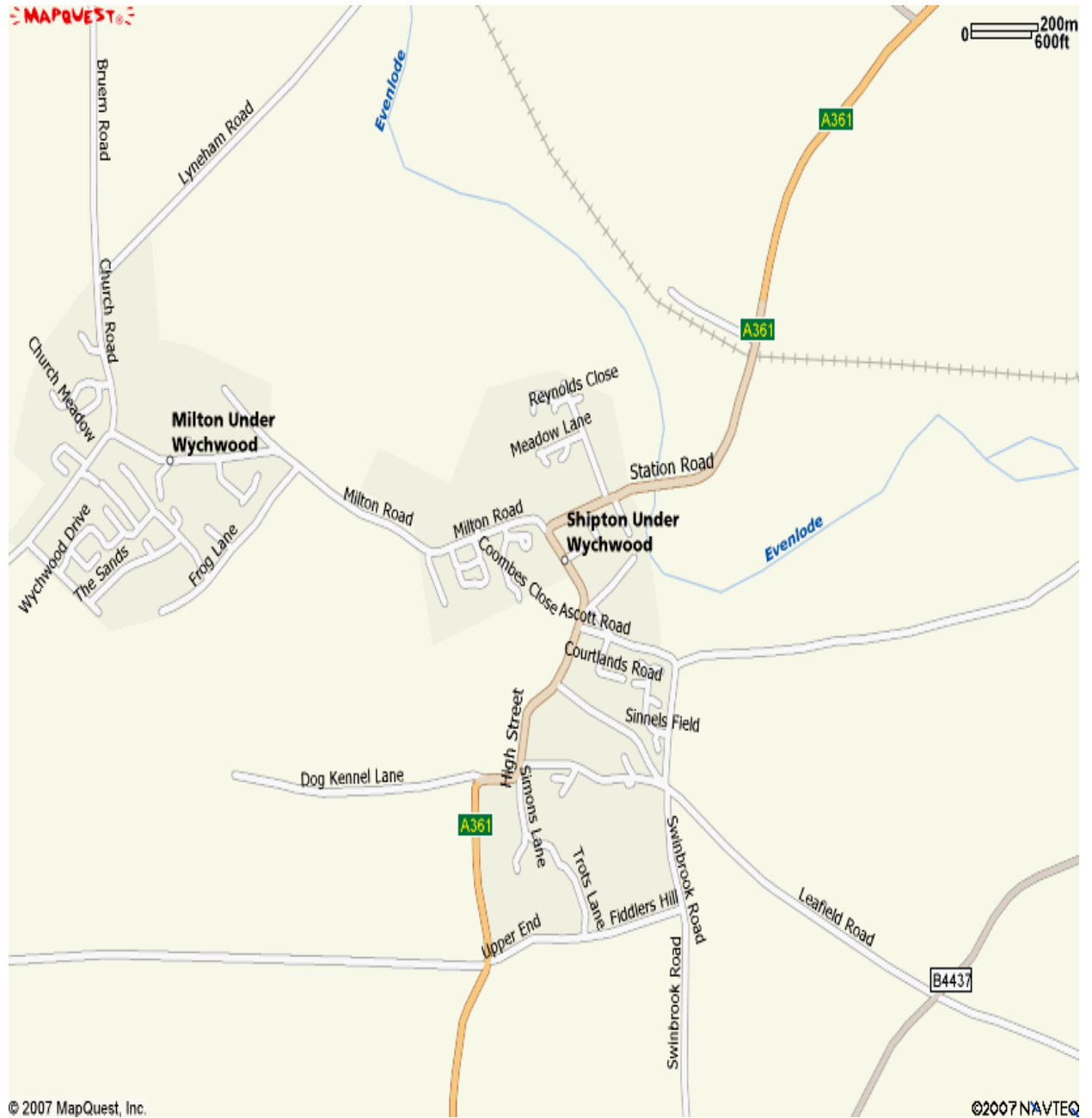
This can be done by telephoning 0845 988 1188 and asking to be registered. To find out if your property is at risk, you can either telephone floodline on 0845 988 1188 and ask the operator or by logging onto the Environment Agency's website at www.environment-agency.gov.uk and entering your post code.

GENERAL INFORMATION 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 0845 988 1188 for the latest information and stay tuned to local radio.

APPENDIX C

STREET MAP OF THE PARISH OF SHIPTON UNDER WYCHWOOD



APPENDIX E

EQUIPMENT SUPPLIES DETAILS

Equipment	Name	Address	Tel No
Tractor/digger	John Hartley Charles Barrett		830306 830375
Lifting gear	Milton Service Station		830335/831811
Four wheel drive vehicles	Paul Chantry		832355
Basic medical supplies	New Beaconsfield Hall Wychwood Surgery		Surgery 831061 or emergency/after hours 0845 3458995
Sandbags	(In first instance see 'Useful numbers')		
Inflatable boat/ Canoes	Station Road Garage		830249
Wheelbarrow			
Ropes			
Blankets and pillows	WI Contact Pat Bannister		830365
Emergency food and drink	WI Contact Pat Bannister		830365
Firefighting equipment eg extinguishers	NBH Johnsons Garage		830249
Signage	White boards at NBH		
Emergency lighting	Torches at NBH		
Cutlery and crockery	Margaret Hartley		830306
Camp beds			
Waste disposal bags	NBH		

APPENDIX F

KEY PREMISES/ EMERGENCY ACCOMMODATION

Premises	Role during incident	Key holder (and tel number)
New Beaconsfield Hall	Normal first choice	Gordon Halliday 831134 John Hartley 830306
Wychwoods School		830059
St Mary's Church		James Walmsley 832216
Cricket pavilion		Charles Barrett 830375
Hotels Red Horse Shaven Crown Lamb		830391 830330 830465
Private homes able to accommodate stranded people at least overnight	WI Members Contact Pat Bannister	830365
Cottsway Housing		890000

