

# BLOXHAM PARISH COUNCIL EMERGENCY PLAN

## CONTACT DETAILS

- <http://www.bloxhamparishcouncil.co.uk/>  
email [bloxhamparishcouncil@gmail.com](mailto:bloxhamparishcouncil@gmail.com)

Clerk, Theresa Goss, on 01295 710965

Plan last updated on: 13<sup>TH</sup> May 2019

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

Plan approved by Bloxham Parish Council on 13 May 2019.

## 1. INTRODUCTION

The Bloxham Emergency Plan has been created by Bloxham Parish Council and is held by the Clerk and Oxfordshire County Council in order that in the event of an emergency there is a clear understanding of the roles and responsibilities of the various support agencies and a plan to enlist local people to help others in the community – including a list of contacts should residents require help.

The plan is intended to provide a self-help response, during any emergency which may affect the parish community when the normal emergency response by the Emergency Services and Oxfordshire County Council is delayed because of the scope or nature of the emergency.

## 2. LEVELS OF EMERGENCY

From research it has been established that there are three recognised levels of emergency

**ONE** – a major catastrophic event that would require large capacity shelters and support. Such incidents would require very large premises (potentially larger than the village hall) to accommodate and manage large numbers of temporary “refugees”.

Bloxham need not concern ourselves too much with this category as the Parish Council would be approached as part of this measured co-ordinated scheme initiated by a higher tier authority; namely Oxfordshire County Council.

**TWO** – a major emergency at Oxfordshire County Council level, or beyond, where the management of the event would be undertaken at County level. Whilst the Village Halls could be receiving stations for displaced persons, and selected local people involved in support, this need not be of immediate concern to the Parish Council, as support services such as Oxfordshire County Council Service for Families would be contacted prior to ourselves and they would rally around instructing the necessary services to support.

**THREE** – A local emergency within the Parish of Bloxham which, though inevitably involving the higher levels of Government support (such as sandbags to deal with flooding), needs a high level of local involvement by local people as it is they who are most likely to know who is at risk and/or in need.

**Bloxham Parish Plan will concentrate on the THIRD level category.**

## 3. WHAT SORT OF EMERGENCY

Five identified types of event which could trigger a local emergency: -

Flooding, severe storms

Large scale evacuation due to a major event ie: fire or pollution incident

Heavy snow fall

Localised utility failure of more than 4 hours

Major accident on the A361

Whilst all five would inevitably involve the emergency services and/or the major authorities, the knowledge of local people will be vital in mitigating the effects of the local community. Flooding is perhaps the most likely scenario.

# Plan distribution list

Name	Role	Phone number/email address	Issued on
Theresa Goss	Parish Clerk	01295 710965 <a href="mailto:bloxhamparishcouncil@gmail.com">bloxhamparishcouncil@gmail.com</a>	
Carol MacKay	County Emergency Planning Officer Community Safety Services   Communities Directorate Oxfordshire County Council OFRS HQ Sterling Road Kidlington OX5 2DU	Tel: 07825 781803 <a href="mailto:carol.mackay@oxfordshire.gov.uk">carol.mackay@oxfordshire.gov.uk</a>	
	Cherwell District Council Emergency Planning Officer  As CDC and OCC are working jointly the contacts are the same.	Same as Above plus <b>Paul Mann</b> Emergency Planning Officer - Oxfordshire County Council Crew Manager - Bicester Fire Station Community Safety Services   Communities Directorate Oxfordshire County Council Oxfordshire Fire And Rescue Service HQ Sterling Road Kidlington OX5 2DU  Tel 07771 387416 <a href="mailto:Paul.mann@oxfordshire.gov.uk">Paul.mann@oxfordshire.gov.uk</a>	

# Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by

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# Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
Flooding:	<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>• Work with local emergency responders to see if they can help with distribution of flood warnings and any evacuation and rest centre establishment required</li> <li>• Find out what flood defences exist or are planned in the area</li> </ul>
Loss of utilities <ul style="list-style-type: none"> <li>• Gas</li> <li>• Electricity</li> <li>• Water</li> </ul>	<p><u>Gas</u> Loss of heating Potential for build up of gas when reconnected</p> <p><u>Electricity</u> Disruption of Medical Equipment. Loss of light</p> <p><u>Water</u> Loss of facilities for washing Loss of drinking water</p>	<ul style="list-style-type: none"> <li>• Availability of power points for generators</li> <li>• Ensure residents who qualify are on Western Power's Emergency List</li> </ul>
Heavy snow fall	Residents experience difficulty in accessing the shops, medical appointments	<ul style="list-style-type: none"> <li>• Establish OCC contacts to ensure Tadmarton Road, Barford Road, Bloxham Grove Road and Milton Road are clear.</li> <li>• 4 X 4 drivers to help access uncleared side roads.</li> <li>•</li> </ul>

# Local skills and resources assessment

Skill/Resource	Who?	Contact details	Location	When might be unavailable?
Trained first aider				
First Responders	Staff at the Dental Surgery	01295 721030	Church Street Bloxham	After 6.00pm and Weekends
4x4 owner/driver	Tom Smith		Milton Road Bloxham	
Chainsaw				
Water/food supplies	Co-Op, Londis (Post Office)		High Street Bloxham.	After 11.00 pm at night
	Londis (Garage)		South Newington Road	At present 24hour service
Storage <i>Hydra packs</i> <i>Emergency packs</i> <i>Western Power</i> <i>Plug in phones</i>				
JCB plus bucket (Snow clearance)	B. Facon		Painters Farm Tadmarton Road	

# Key locations identified with emergency services for use as places of safety

Building	Location	Potential use in an emergency	Contact details of key holder
<p><b>Jubilee Hall</b></p> <p>Limited potential whilst refurbishment works under way Completion date September 2019</p>	Barley Close OX15 4NJ	<p>Safe Place.</p> <p>Rest Centre.</p> <p>Kitchen.</p> <p>Showers</p> <p>Isolated space for Mortuary.</p> <p>Parking space</p> <p>Open Space</p>	<p>Glyn Williams 01295 720154</p> <p>Stephen Phipps 01295 721049</p> <p>Angela Morris 07788716506</p>
<p><b>Warriner School</b></p>	Banbury Road Bloxham	<p>Safe Place.</p> <p>Rest Centre.</p> <p>Kitchen.</p> <p>Showers</p> <p>Isolated space for Mortuary.</p> <p>Open Space</p> <p>Separate halls</p> <p>Parking space</p> <p>Access from the A361</p>	<p>Nichola Gardner 01295 720777</p>
<p><b>The Ex Serviceman's Hall</b></p> <p>Limited potential whilst refurbishment works under way Completion date October 2019</p>	High Street Bloxham	<p>Safe place.</p> <p>Rest Centre.</p> <p>Kitchen.</p> <p>Toilet Facilities</p> <p>Access from the High Street</p> <p>Located close to shops.</p> <p>No allocated parking</p>	<p>Phillip Davies 07781730698</p>
<p><b>St Mary's Church and Parish Rooms</b></p>	Church Street Bloxham	<p>Safe space.</p> <p>Kitchen</p> <p>Toilet facilities</p> <p>Limited Parking</p> <p>Large Church Space</p>	<p>Dale Gingrich 01295 720252 dalegingrich@hotmail.com</p>



<b>Building</b>	<b>Location</b>	<b>Potential use in an emergency</b>	<b>Contact details of key holder</b>
<b>Bloxham Primary School</b>	Tadmarton Road OX15 4HP	Shelter. Provision of tables and chairs Hot drinks and meals <i>The Primary School may need support if pupils need evacuating to St Mary's Church.</i>	Matthew Ingall 01295 720224
<b>Recreation Ground</b>	South Newington Road	Open space for helicopter landing.	
<b>Bloxham Bowls Club</b>	The Ridgeway, OX15 4NF Vehicle access via Barley Croft.	A Club room, Male, female and disabled toilets, kitchen. A separate building (no heat) with two rooms	Des Jones 07391021097 01295 720497
<b>Bloxham Mill Business Centre</b>	Barford Road OX15 4FF	Has no emergency plan May be able to help.	01295 722800
<b>Bloxham School</b>	Banbury Road OX15 4PE	Has it's own Critical Incident Plan. Would be able where appropriate to provide support for Bloxham Community in the event of a major incident.	Charlie Little 01295 724303.
<b>Ellen Hinde Hall</b>	Chapel Street Bloxham	Temporary Shelter, but no catering facilities.	Key will be provided 01295 722713
<b>Godswell Park Care Homes</b>	Church Street Bloxham	Does have an Emergency Plan. Could make available the Cinema room (seats 100) for a dormitory. Has a large restaurant on site. 7 acres of land, could land a helicopter.	John Wilmott 01295 724000 24 hour staff on site.

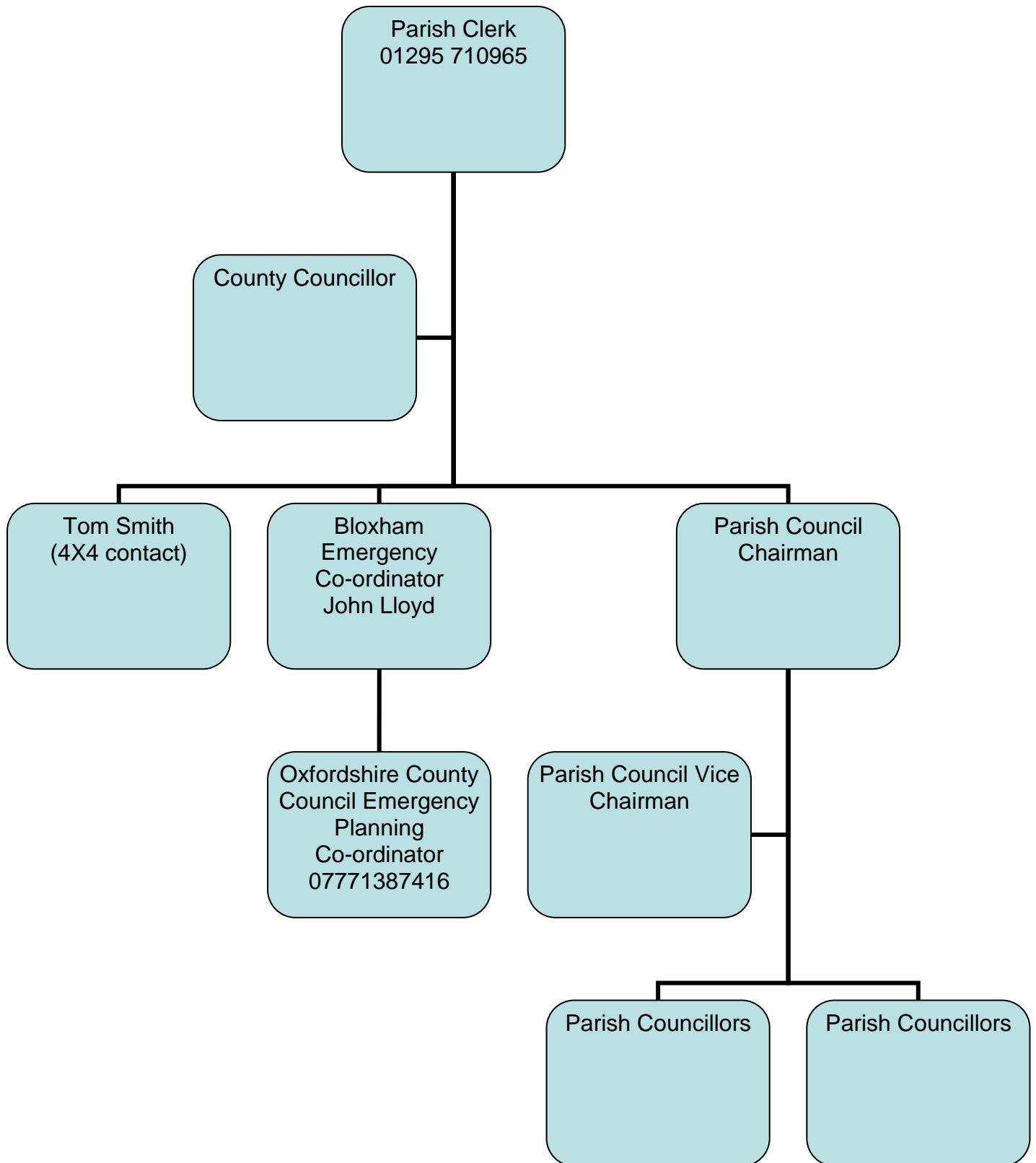
# Emergency contact list

Photo	<b>Name:</b> John Lloyd
	<b>Title:</b> Community Emergency Coordinator
	07484613865 or 01295 729623
	<b>Johnlloyd77@btinternet.com</b>
	13, Strawberry Gill Bloxham OX15 4NW
Photo	<b>Name Theresa Goss</b>
	<b>Title:</b> Parish Clerk
	<b>24hr telephone contact:</b> 01295 710965
	<b>Email:</b> <a href="mailto:bloxhamparishcouncil@gmail.com">bloxhamparishcouncil@gmail.com</a>
	<b>Address:</b> 3, Tanners Close Middleton Cheney

## NATIONAL GRID GAS, ELECTRICITY AND TELECOMMUNICATIONS

- **Gas 0800 111 999**
- **Electricity 0800 404 090**
- **In the event of a power cut dial 105 for all providers and they will update you**
- **ENVIRONMENT AGENCY - 0800 80 70 60**

# Contact telephone tree



## List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

Organisation	Name and role of contact	Phone number
Godswell Doctors Surgery	Fiona Jefferies Practice Manager	01295 722788
Western Power		0800 6783 105 or call 105
Thames Water		0800 714614.
Gas		0800 111 999
St Mary's Thursday Club	Lynne	
Godswell Park Care Home		01295 724000

# Activation triggers

1. When we get a flood warning
2. When Resident rings the Parish Clerk
3. When heavy snow is forecast
4. When Oxfordshire County Council contact Parish Clerk/Emergency Coordinator regarding a local emergency.
5. Utility Companies contact Parish Clerk with details.

# First steps in an emergency

	<b>Instructions</b>	<b>Tick</b>
<b>1</b>	Call 999 (unless already alerted)	
<b>2</b>	Ensure you are in no immediate danger	
<b>3</b>	Contact the Parish Clerk and the Emergency Coordinator	
<b>4</b>	Emergency Coordinator to contact Oxfordshire County Council if required	
<b>5</b>	Parish Clerk to contact Parish Council Chairman and County Councillor	
<b>6</b>	Parish Council Chairman to contact Parish Vice Chairman and split contacting all Parish Councillors.	
<b>7</b>	Call a coordinating meeting if required	
<b>8</b>		
<b>9</b>		
<b>10</b>		

# Community Emergency Group first meeting agenda

Date:

Time:

Location:

Attendees:

## **1. What is the current situation?**

**Location of the emergency. Is it near:**

- 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. Establishing contact with the emergency services**

**3. How can we support the emergency services?**

**4. What actions can safely be taken?**

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

**6. Any other issues?**

# Actions agreed with emergency responders in the event of an evacuation

1. Help police/local authority with door knocking
2. Tell emergency services who might need extra help to leave their home

# Alternative arrangements for staying in contact if usual communications have been disrupted

<b>Communication Type</b>	<b>Name of contact</b>	<b>Location</b>
Mobile Phones		
Old style "Plug in" phones in Emergency Store		



ADDITIONAL ORGANISATIONS THAT HAVE EMERGENCY PLANS IN PLACE

ORGANISATION		CONTACT
WARRINER SCHOOL	<ul style="list-style-type: none"> <li>The Warriner have an Emergency Plan</li> <li>It is not at present lodged with Oxfordshire County Council Emergency Planning Department.</li> </ul>	Nichola Gardner 01295 720777
BLOXHAM PRIMARY SCHOOL	<ul style="list-style-type: none"> <li>Bloxham Primary School have an Emergency Plan.</li> <li>It is not lodged with Oxfordshire County Council Emergency Planning Department.</li> <li><b><i>Part of their plan includes relocation to St Mary's Church. Additional help would be welcome.</i></b></li> </ul>	Mathew Ingall 01295 720224
BLOXHAM SCHOOL		
GODSWELL PARK CARE HOME		01295 724000