

Fritwell Emergency Plan

Plan last updated on 23rd January 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 on 01865 323765 or at 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
Oxon CC Carol MacKay	Emergency Plan Dept	07825 781803 carol.mackay@oxfordshire.gov.uk	
Cherwell DC	Emergency Plan Officer	Nickie Dryden 01295 221518 nickie.dryden@cherwellandsouthnorthants.gov.uk	
Parish Council	Clerk	01869 345930 clerkfritwellparishcouncil@gmail.com	
V H committee	Secretary	Christine Denton cdenton288@gmail.com	
Scouts	Leader		
Playing Field committee	Secretary	Craig Edwards	
Wesleyan Chapel	Secretary	Joan Harris 01869 345351	
PCC	Secretary	Jane White whitej56@outlook.com	
Forget Me Not Club	Secretary	Helen Metcalfe 01869 346697 metcalfe68@waitrose.com	

Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
23.1.18			PC Clerk

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Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
Heavy snowfall limits road access to village	<ul style="list-style-type: none"> • Some main routes difficult to access • Public transport disrupted • Roads and paths slippery for users / hazardous to use 	<ul style="list-style-type: none"> • Parish Council sign-up for local authority salt-supply and consider path clearance plan • Identify where grit-bins are placed • Agree with farmers where they could undertake snow activity (annex A) • Prepare Snow annex
Wide scale utility failure affecting local area	<ul style="list-style-type: none"> • Impact on ability to cook or store food • Loss of heating and lighting • Loss of phone and internet services including emergency contacts • Need to collect water from distribution points. 	<ul style="list-style-type: none"> • Encourage vulnerable people to register with utility companies to receive priority services • Identify locations in community to gather for food/heat/electricity (annex B) • Encourage good neighbour behaviour to identify/support people needing assistance • Prepare Utility outage annex
Incident on Motorway	<ul style="list-style-type: none"> • People requesting assistance/medical help 	<ul style="list-style-type: none"> • Arrange for Survivor Centres to be available
Hazardous Chemical Spill	Danger to health and / or environment	If advised by appropriate authority, call Emergency group together
Sewerage spill	Danger to health and / or environment	If advised by Anglian Water (03457 145 145 Line available 24/7) or other appropriate authority, call Emergency group together

Emergency coordination group

Name	Contact number(s)	Email	Address
Polly Foster	345296	pollyfoster@hotmail.co.uk	St. Olaves 86 East Street
Sheila Ultsch	346665	s.ultsch@btinternet.com	11, East Street
Jeremy Rooth	346059	jo@rooth.co.uk	The Hollies 80 East Street
Mike Dockrey	345178	mikedockrey@gmail.com	14, The Lane
Charles Hughes	346652	tchurehouse@agri-lek.co.uk	Tchure House Souldern
Jason Barlow	345065	cjsibarlow@gmail.com	Court Farm, North Street
Geoff Price	346262	geoffandhope@yahoo.com	The Vicarage, Forge Place
Gill Simmonds	345930	clerkfritwellparishcouncil@gmail.com	East Stone Lodge, East Street
Kathy Reeves	346055	kathy.reeves.126@hotmail.co.uk	18 Forge Place
Angela Stillgoe	346229	candylane3@hotmail.com	12 Forge Place

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. Consider safe work practices - **volunteers must not put their own safety/life at risk.**]

Name	Mobile	Home telephone / other contact	Additional information (flood warden etc)
Chris Kimber		345516	
Alex Steer		345229	
Gordon Wrighton		346899	
Alex Bowler		345510	
Alastair Lowdon		345319	
Glynis Lowdon		345319	
Angus Lyon	07711556163	346336	Works from home
Jenny Lyon	07803037279	346336	
David Williamson	07831778664	345434	
Mike Wheeler		346303	
Colin Smith	07785500412	345090	
Martyn Simmonds	07758354594	345930	
Gill Simmonds	07709797970	345930	Clerk to Parish Council
Vicky Hibberd	07788 560174		

Local skills and resources assessment

Skill/Resource	Who?	Contact details	Address / location	When might be unavailable?
Doctor				
Trained First Aider	Hope Price	346262		
4x4 owner/driver	Charles Hughes Mike Dockrey Martyn Simmonds Angus Lyon	346652 345178 345930 346336		
Chainsaw owner (tree surgeon)	Adrian Pearson Martyn Simmonds	572808 345930		
Water/food supplies	Village Shop	345229 345522	East Street	Shop closed 1pm -2pm

Identified community meeting points & survivor reception centres

Building	Location address	Potential use in an emergency	Contact details of key holder (24hr)	Approximate capacity
Village Hall	Fewcott Road OX27 7QA	Survivor Centre/Meeting Place	Emergency Key Safe Code from Parish Clerk or from Nickie Dryden (Emergency Planning Liaison Officer CDC 01295 221518)	200 seated 50 laying
Wesleyan Chapel	North Street OX27 7QJ	Survivor Centre/Meeting Place	Joan Harris Don Walker	100
Church	North Street OX27 7QW	Survivor Centre/Meeting Place	Mike Dockrey Jane White	100
Scout Hut	Playing Field, Fewcott Road OX27 7QA.	Survivor Centre/ Meeting Place	Sheila Ultsch	50
Fritwell CE Primary School	East Street OX27 7PX	Survivor Centre/ Meeting Place	Martyn Simmonds	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	
Forget Me Not Club	Helen Metcalfe: Secretary	346697	
Wesleyan Chapel	Don Walker	346674	
Vicar	Stephen Griffiths / Geoff Price	Geoff 346262	Stephen 222572

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 the local authority emails a warning to community emergency plan holders
2. When a forecast of severe weather is given for our area
3. At the request of the emergency services/local authority to open and support a survivor reception centre
4. At the discretion of a member of the Coordination Group

First steps in an emergency

Call 999 if there is a risk to life

	Instructions	Tick
1	Contact Emergency Coordination Group members and meet to discuss the situation	
2	Gather information, assess the impact upon community and individuals	
3	Decide on resources required and appropriate action to take	
4	Record actions to be taken and by whom	
5		
6		
7		
8		
9		
10		

Community Emergency Group first meeting agenda

[This is a suggested agenda when the group is called. The meeting needs a Chair person

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 centres
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.]

In the unlikely event of the failure of all communications systems

Meet at Village Hall

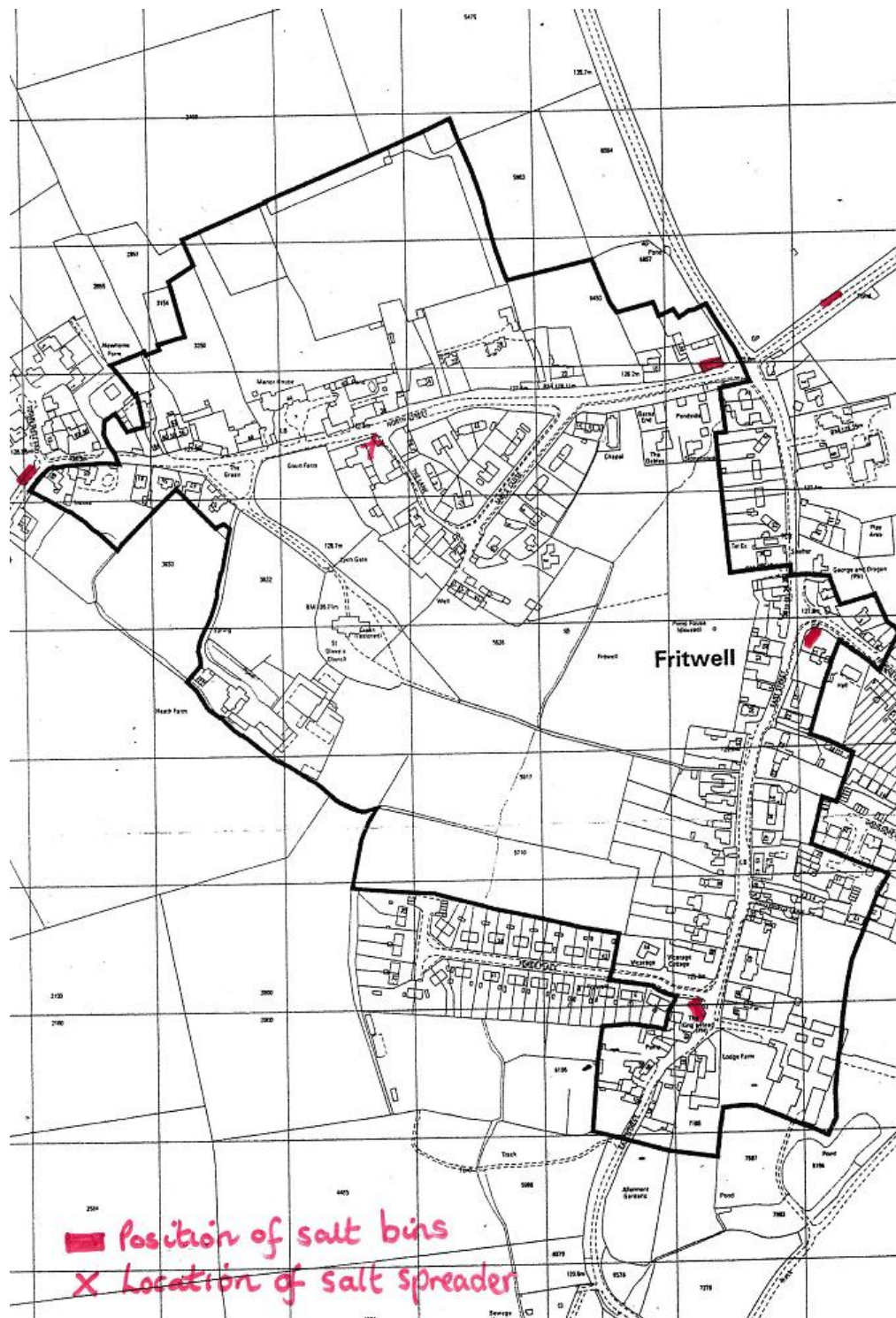
1. Knock the doors of other coordination group members

Important telephone numbers

Organisation	Contact for emergency planning team (where applicable)	General telephone no. for services (office hours)	In the event of an emergency
District Council	Nickie Dryden	01295 221518	
County Council	Carol MacKay	carol.mackay@oxfordshire.gov.uk 07825 781803	
County Council Highways	Cliff Monger	08453101111	
Fire & rescue		01865 842999 8.30am - 5pm, Monday - Thursday 8.30am - 4pm, Fridays	999
Police		101	999
Ambulance		01869 365000	999
Environment Agency		0870 8506506	0800 807060 (24/7)
Floodline		0345 988 1188	0345 988 1188
Water Company	Thames Water (Water supply)	08003169800	08003169800
	Anglian Water (Sewerage)	03457 145 145 (24/7)	03457 145 145 (24/7)
Electricity network provider	Scottish and Southern Electricity	0800 072 7282 0345 072 1905 (24/7)	0800 072 7282 0345 072 1905 (24/7)
Telecoms provider	BT	0800 800 150 0330 123 4150 (from a mobile)	0800 800 150 0330 123 4150 (from a mobile)
Adjacent Town/Parish Councils			
Ardley with Fewcott	Stewart Deakin	346996	
Souldern	Barbara McGarry	345931	
Somerton	Cathy Fleet	347000	

You may wish to include a local area map and/or annexes specific to risks that your community faces. Template annexes for flooding, snow and utility failure are available from the Emergency Planning Unit for you to consider.

- Snow and Ice Plan Annex A
- Utility Failure annex B
- Map of Fritwell indicating location of grit bins, salt and salt spreaders.



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:	Fritwell
Parish/Town Clerk Name:	Gill Simmonds
Email address:	clerkfritwellparishcouncil@gmail.com
Contact number(s):	01869 345930
Parish/Town Chairperson:	Polly Foster
Email address:	pollyfoster@hotmail.co.uk
Contact number(s):	01869 346665

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. Gill Simmonds (Clerk)	01869 345930	01869 345930
2. Polly Foster (Chair)	01869 345296	01869 345296
3. Sheila Ultsch (Vice-Chair)	01869 346665	01869 346665

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
Village Hall	Fewcott Road OX27 7QA	Emergency Key Safe Code held by Parish Clerk and CDC	200
Wesleyan Chapel	North Street OX27 7QJ	Don Walker 01869 346674 Joan Harris 01869 345351	100
Church	North Street Fritwell OX27 7QW	Mike Dockrey 01869 345178 Jane White 01869 345396	200
Scout Hut	Playing Field Fewcott Road OX27 7QA.	Sheila Ultsch 01869 346665	50
Fritwell CE Primary School	East Street OX27 7PX	Martyn Simmonds 01869 345930	200

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

To return the information:

By Email: Complete the form, save to your computer, email as attachment to: emergency.operationscentre@oxfordshire.gov.uk

Fax: to 01865 713920

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