

St Helens Without Parish Council

Community Emergency Plan

(Draft v1.1)

Introduction

The purpose of this plan is to ensure that our community has the resilience to meet the challenge of any emergency. It also sets out the role of St Helens Without Parish Council in ensuring that measures to ensure that resilience have been taken, are regularly reviewed and that Councillors and community are fully aware of the part they have to play in dealing with emergencies.

St Helens Without is a small parish council and does not have a great wealth of resources. What it does have, however, is good local knowledge and this can be a key factor in assisting the emergency services and responsible authorities.

This plan aims to identify key resources and facilities within our community that can be brought into play in the event of an emergency. Councillors should familiarise themselves with its contents since they will be expected to show leadership in the more extreme types of emergency whether in dealing with the initial phases or providing longer term strategic advice and guidance based on their local knowledge.

Oxfordshire County Council and the Vale of White Horse District Council are the civil authorities that are charged with managing and coordinating the response to civil emergencies. The Police, Fire and Ambulance Services respond where their particular skills and specialisms are required and a range of utilities (e.g. Water, Gas, Electricity, Environment Agency) also provide their own expertise.

The Civil Contingencies Act 2004 introduced regional coordinating bodies known as Local Resilience Forums. Thames Valley Local Resilience Forum (TVLRF) covers our area. Their website www.thamesvalleylrf.org.uk provides a comprehensive risk assessment for the Thames Valley region and highlights a number of potential threats. Councillors should familiarise themselves with this website and, in particular, the Community Risk Register.

Local Risk Assessment

Drawing on the TVLRF assessment and applying it to our parish the following risks have been identified

- Outbreak of epidemic or pandemic diseases
- Major accident involving multiple vehicles on A34
- Hazchem Incident (Release of toxins or other dangerous substances following vehicle accidents or from other sources)

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- Flash flooding (static flooding unlikely but flash flooding possible)
- Extremes of weather or storm damage
- Mass evacuation of Housing, Schools etc.
- Major Fire
- Loss of critical infrastructure, (telecoms, water, food, gas and electricity).

This list is not exhaustive and it should be noted that any emergency (often referred to as a major or critical incident) may include a combination of events.

It would be helpful if councillors could comment on this list as it applies to SHWPC and suggest any additions or any they feel are inappropriate

SHWPC Emergency Management

SHWPC's Emergency Management Team together with their contact numbers are shown in the table below.

Councillors

Name	Contact
Michael Page (Chair)	07778 686618
David Churchouse (Vice Chair)	07733 287933
Mrs Anna Clark Clerk to the Parish Council	01865 321555

Any councillors willing to join this team, please feel free to insert your name and phone number (if you would rather not publicise your number please put Anna's number)

The Emergency Planning Team will assume responsibility for monitoring the Council's emergency response capability, updating this plan and ensuring appropriate training for all councillors. They should also be contacted in the event of an emergency and will coordinate the Council's response.

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Emergencies, Major or Critical Incidents can be broadly divided into two categories.

- 1) **Spontaneous** – those which occur suddenly or at short notice over a relatively contained time span. (eg Hazchem Incident, Storm Damage)
- 2) **Extended** – those which develop over a longer term (eg Pandemic virus outbreaks, abnormal weather events, economic crises)

SPONTANEOUS

Advice to individual Councillors confronted with a spontaneous major or critical incident

It is possible, although thankfully unlikely, that individual Councillors may find themselves confronted with a spontaneous emergency (fire, storm damage etc). Parish councillors should not try to replicate the role of the emergency services or carry out any actions that could be considered a responsibility of the emergency services for which they have not received appropriate training. The only exception to this would be an individual's duty as a responsible citizen (eg to save life).

Possible Scenarios

There are many different scenarios and combinations of scenario that could occur that would need action to support the community. It would be impractical to have a detailed plan for each possible event.

Likely assistance required

1. Supply extra equipment and skills that may be needed to support the emergency services
2. Provide alternative shelter (including clothing and bedding). This will need to accommodate pets, as many individuals, particularly the elderly who are most vulnerable, will not leave their residence without their pets.
3. Provide water and food
4. Obtain prescription medicines
5. Provide a power source
6. Evacuation
7. Any other assistance that the emergency services may request

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Plan of Action

1. When an emergency arises (or there is one that you become aware of) ensure that the emergency services are aware of the incident. If in any doubt ring 999 giving them as much detail as available.
2. If possible keep a log detailing events.
3. Inform the Chair or Vice Chair of the Parish Council and try to manage the situation until their arrival.
4. If the Emergency Services are not yet on the scene, do what is possible without unnecessarily endangering oneself or others to preserve life and/or contain the situation. Often the best course of action is to try to calm the situation and gather any information that might be useful to the Emergency Services when they arrive.
5. The Chair or Vice Chair of the Parish Council will attend the incident if possible and take over control.
6. They will also contact the emergency services incident commander to offer the councils assistance.
7. Depending on what assistance may be requested, call upon those who have volunteered their services and/or equipment as listed in annex A
8. If a Reception Centre is needed decide on which option would be most appropriate for the incident and contact the key holder/s as listed in annex A
9. Food and provisions can be obtained from a number of local supermarkets some which have 24hr opening. Speak to the duty manager they may well assist, (keep any receipts).
10. Do remember we are here to assist if possible. The Emergency Services and County Council have the ultimate responsibility and do have the resources to sustain a large section of the population within hours so, if possible, do not take unilateral actions without consulting them. The best tool we have is our local knowledge of residents and the area.

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Evacuation guide

If evacuation is required do remember if possible the following should be brought with the evacuees.

1. Prescription medicines including any repeat prescription scripts.
2. Special dietary provisions.
3. Personal hygiene provisions.
4. Night attire and a change of clothes.
5. Hearing aids
6. Glasses
7. House keys
8. Wallet/purse
9. Mobile phone/charger.
10. Dependant pets (must be in transport container or on a lead).

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Resources

Evacuation Centres

Premises	Keyholder	Facilities
St. Mary Magdalene Church Hall, Barrow Road, Shippon OX13 XXX		Seated accommodation for 50. Limited catering facilities – mainly hot drinks. Toilets.
Army Community Centre, Cholswell Rd		Seated accommodation for 40-50. Limited catering facilities. Toilets
Army Sports Pavillion, Sports Ground Cholswell Rd.		?????
Cothill School		
Dry Sandford Primary School		
Manor School, Faringdon Road, Shippon		

Local Resources

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Extended Emergencies

It is likely that these situations will come with some warning which will enable the Emergency Management Team to make plans tailored to the expected emergency. Experience with storm Ciara (2020), during which a number of trees were blown down blocking roads and footpaths showed the value of Councillors performing regular patrols of the parish to identify where the problems were. Such patrols should only be carried out when it is safe to do so but a major benefit to the community is the rapid identification of problems which can then be swiftly reported to the appropriate agency. Minor obstructions were also removed by councillors, where it was safe to do so.

Experience with the 'coronavirus' pandemic brought with it a focus on protecting the most vulnerable within our community. A principal role for the parish council was in encouraging use of social media for neighbourhood groups across the parish enabling the elderly 'at risk', enduring self isolation, to receive the support of friends and neighbours.

The parish council also has a role as the eyes and ears of the competent authorities at local level ensuring that they are aware of the location and needs of those requiring support.

Groups such as 'Friends of Shippon' are an enormously useful asset in these circumstances, their membership providing access to networks across the parish.

The Emergency Planning Team, in the event of a forecast 'extended emergency' will convene and put in place contingency plans, establish communication channels with appropriate agencies and communities throughout the parish.

Post event they will ensure that all learning is captured and this plan is updated accordingly

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List of agencies, groups, and individual groups having responsibilities in connection with or able to assist during extended emergencies
