

# Shutford Parish Council Emergency Plan

**DRAFT OCTOBER 13, 2020**



The purpose of this plan is to ensure that all potential risks which could result in damage to property, injury to villagers or result in a denial of access to the village or inconvenience to residents have been considered and that all potential steps to reduce the risk or alleviate the impact have been investigated and suitable steps agreed. The plan includes contact details for all relevant personnel and organisations but should be amended/added to as appropriate.

However, at all times if you or anyone else is in immediate danger you should:

**CALL 999 and follow all advice provided by the emergency services before considering the content of this guide.**

## Contents

## Page

Introduction	1
Plan Distribution List	1
Local Risk Assessment	2
Local Skills and Resources Assessment	3
Key Locations	3
Emergency Contact List	4
Telephone Tree	4
Activation Triggers	5
What3Words App	5



## Introduction

### Why we need a community Emergency Plan

Whilst Shutford is a small rural village, which is fortunately considered low risk, emergencies do happen and whilst generally the impact will be limited in scope and severity it is important that we ensure that we have suitable communication channels and actions agreed to restrict the potential impact.

This document is intended to ensure that all necessary contact details and relevant actions are detailed in a single document which is available to everyone.

Whilst emergencies can make anyone vulnerable it is important that we recognise that some members of our community are more vulnerable than others and that our response always reflect this.

### Plan Distribution List – People holding copies of the plan

Date of this version: 13.10.20

Date of next review: XXX

In addition to those listed below, copies of the plan should also be kept on the website and at the Village Hall and in the pub.

ame	Role	Phone numbers	Email address	Issued on
Helen Nixseaman	PC	788815/07710 058288	Helen.shutfordpc@gmail.com	
Chris Hall	PC	780934/07739 032097	Chrishall.shutford@gmail.com	
Ashley Taylor	PC	788788/07779 282186	ashleyt.shutfordpc@gmail.com	
Debbie Pitt	PC	788441	Debbiep.shutfordpc.com	
Stephen Barnes	PC	788685/07917 813788	Stephenb.shutfordpc@gmail.com	
Sandy Forester	PC	780534/07989 230736	sandyf.shutfordpc@gmail.com	
George Reynolds	PC	780479	george.reynolds@cherwell-dc.gov.uk	
David Best	PC Clerk	720566/07787 496774	clerk.shutfordpc@gmail.com	

## Local Risk Assessment

In undertaking this assessment, we have considered the size, location and potential impact on the village and its residents and graded the risk as low, medium or high including our rationale for the grading given.

### Grading Rationale

Risks	Risk Grading	Impact on the village	What we can do to prepare
<b>Flooding</b>	Low	Damage to property in lower lying areas	Thames Water emergency contact number: 0800 316 9800
<b>Snow</b>	Medium	Village cut off re supplies, medical help	Being on a bus route helps. Need to keep gritter bins filled
<b>Fire Fire in Village hall/church</b>		Personal injury. Damage to property	Fire extinguishers in buildings. Regularly checked
<b>Local virus lockdown</b>	Low	Village cut off re supplies, medical help	Follow NHS/Government guidance and make sure villagers are aware
<b>Power cut</b>	Medium		Power Cut Information: Emergency Telephone: 105 or 0800 6783 <a href="https://www.westernpower.co.uk/power-cut-information">https://www.westernpower.co.uk/power-cut-information</a>  Live Power Cut Map <a href="https://powercuts.westernpower.co.uk/tweets">https://powercuts.westernpower.co.uk/tweets</a>
<b>Air/Flight accident</b>	Low		Call 999
<b>Minor/Single motor accident</b>	Medium		Call 101
<b>Major/Multiple motor accident</b>	Low		Call 999
<b>Wind</b>	Medium	Damage and denial of access	Power cables down, phone western power Tree across road, phone 101 for immediate reporting (ie: blocking main roads/access) or <i>FixMyStreet</i> for less immediate response

## Local Skills and Resources Assessment

Skills/resources	Who?	Contact details	Location
<b>Medical/first aid</b>	999 in an emergency, your GP surgery or Annabelle Macgregor in the village, if needed	Call 999 in an emergency  Annabelle Macgregor 01295 788617.	
<b>De-fibrillator</b>	Ashley Taylor	01295 788788 07779 282186	
<b>4x4/tractor owner</b>			
<b>Chainsaw owner/tree surgeon</b>		Road blockages should be reported on Fixmystreet. Call 101 if an immediate hazard	
<b>Electrical supply</b>	Western Power	105 or 0800 6783	
<b>Water supplies</b>	Thames Water	0800 316 9800	
<b>Communications</b>	Rita Livesey	Shutfordvillagenews@gmail.com	
<b>Local Police</b>	999 or 101		

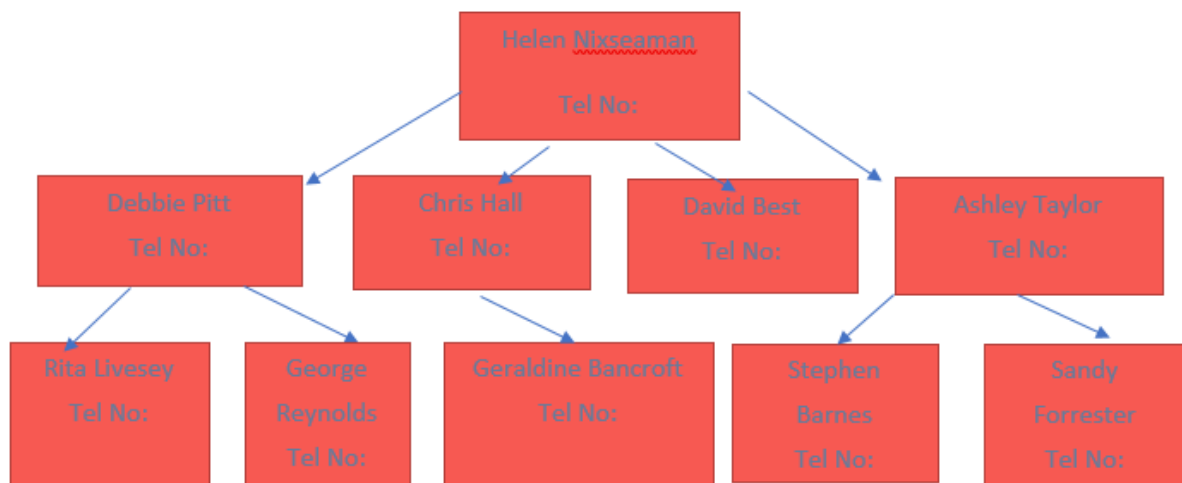
**Key Locations** - Can be used as a place of safety if needed.

Building	Location	Use	Contact details
<b>Village Hall</b>	Banbury Hill	Rest Centre/safe place	Debbie Pitt 01295 788441
<b>Pub</b>	Church Lane	Rest Centre/safe place	Juliette Currums 01295 780320/07709 581311
<b>Church</b>	Church Lane	Rest Centre/safe place. Note that the church has no running water or toilets. Reduced opening hours during Coronavirus. Call Ken Jeffs in advance.	Ken Jeffs, 9 The Dairyground 01295 788308

## Emergency Contact List

Name	Phone numbers	Email address	Address
<b>Helen Nixseaman</b>	01295 788815 07710 058288	helenn.shutfordpc@gmail.com	Bailiffes Cottage, Banbury Hill, Shutford
<b>Debbie Pitt</b>	01295 788441	Debbiep.shutfordpc@gmail.com	Sunrise Cottage, Cooks Hill, Shutford
<b>Ashley Taylor</b>	01295 788788 07779 282186	ashleyt.shutfordpc@gmail.com	Dairyground, Shutford

## Telephone Tree



Depending on the incident, there may be a need to contact residents in all or parts of the village, using the tree above and then others as follows:

Helen Nixseaman and Stephen Barnes to contact residents in Banbury Hill, High Street & Ivy Lane

Debbie Pitt to contact residents on Cooks Hill & Lower End

Sandy Forester to contact residents in The Green & The Dairyground (split with Ashley)

George Reynold to contact residents in Malthouse Lane

Ashley Taylor to contact residents in The Dairyground (not covered by Sandy) and Rickyard and West Street

Chris Hall to contact residents in Church Lane

Rita Livesey to send email communications out to the Village

David Best to contact any others outside the village as needed, e.g. Cherwell DC

Page 4

## **Activation Triggers**

As already detailed the first call in all circumstances should be to the relevant emergency service, followed by the service providers detailed before the telephone tree should be followed.



## **What3Words App**

This App could save your life and we encourage you to download it.

What3words essentially points to a very specific location.

Its developers divided the world into 57 trillion squares, each measuring 3m by 3m (10ft by 10ft) and each having a unique, randomly assigned three-word address.