

Shutford Parish Council Emergency Plan

DRAFT NOVEMBER 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.**

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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: 13.11.20

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.

Name	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	
Stephen Barnes	PC	788685/07917 813788	Stephenb.shutfordpc@gmail.com	
Sandy Forester	PC	780534	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
Flooding	Low	Damage to property in lower lying areas	Thames Water emergency contact number: 0800 316 9800
Snow	Medium	Village cut off re supplies, medical help	Being on a bus route helps. Need to keep gritter bins filled
Fire Fire in Village hall/church		Personal injury. Damage to property	Fire extinguishers in buildings. Regularly checked
Local virus lockdown	Low	Village cut off re supplies, medical help	Follow NHS/Government guidance and make sure villagers are aware
Power cut	Medium		Power Cut Information: Emergency Telephone: 105 or 0800 6783 https://www.westernpower.co.uk/power-cut-information Live Power Cut Map https://powercuts.westernpower.co.uk/tweets
Air/Flight accident	Low		Call 999
Minor/Single motor accident	Medium		Call 101
Major/Multiple motor accident	Low		Call 999
Wind	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

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

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

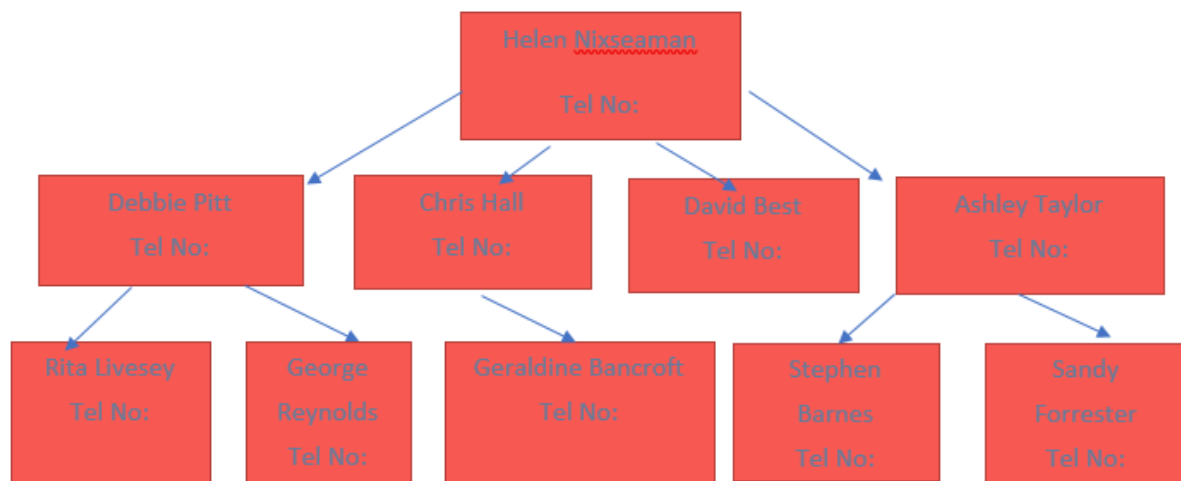
Building	Location	Use	Contact details
Village Hall	Banbury Hill	Rest Centre/safe place	Roger or Geraldine Bancroft 01295 780579
Pub	Church Lane	Rest Centre/safe place	Juliette Currums 01295 780320/07709 581311
Church	Church Lane	Rest Centre/safe place. Note that the church has no running water or toilets. Reduced opening hours during Coronavirus. Call Ken Jeffs in advance.	Ken Jeffs, 9 The Dairyground 01295 788308

Emergency Contact List

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Name	Phone numbers	Email address	Address
Helen Nixseaman	01295 788815 07710 058288	helenn.shutfordpc@gmail.com	Bailiffes Cottage, Banbury Hill, Shutford
Ashley Taylor	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

Sandy Forester to contact residents on Cooks Hill & Lower End

George Reynold to contact residents in Malthouse Lane

Ashley Taylor to contact residents in The Dairyground, The Green, The 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

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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.

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