

HARWELL

PARISH COUNCIL

EMERGENCY PLAN

Version 5



REMEMBER TO TAKE ALL REASONABLE STEPS TO AVOID CAUSING HARM TO YOURSELF AND OTHERS AND ALWAYS CALL 999 FIRST IN AN EMERGENCY

Please check the Harwell Village Web site for the latest version of this plan and further information.

<http://www.harwellparish.co.uk>

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Distribution List

This plan will be distributed to all Parish Councillors.

The master copy will be held on the Harwell Parish Council website.

Record of Amendments

Version	Date	Changes
4	May 2010	
5	Nov 2011	<p>Significant revision to conform to guidance from Oxfordshire County Council: http://www.oxfordshire.gov.uk/cms/content/community-emergency-plans</p> <p>At its meeting of 8 Nov 2011, the Council agreed in principle that the Plan should be adopted, subject to minor modifications suggested at the meeting. These changes were incorporated into version 5.</p>

Purpose

The plan is created by Harwell Parish Council with assistance from District and County Emergency Planning Officers and is designed to assist with the basic framework for the management of any incident which may require emergency support to and from the community.

It is designed as a Self Help Response if, in extreme circumstances, Emergency Services are delayed in reaching the parish.

Introduction

Most emergencies are dealt with routinely by the joint response of the emergency services, local authorities and the major utilities companies. However there may be times when the emergency services are unable to provide their normal swift assistance because deep snow, flooding or storm damage might delay their attendance, or they might already be involved in an emergency elsewhere, and the community will need to start helping itself. If the community already has a plan in place they may be able to cope better with the situation.

In any emergency situation, Harwell Parish Council will activate the Emergency Response Team (EMT) and lead the community response. They will act as a central point for information and communication for the community emergency services and local authorities.

Responsibilities

In an emergency the Emergency Services are responsible for saving and protecting life and for containing the emergency. Local Authorities are responsible for welfare and the co-ordination of voluntary agencies.

The main aim of community response is to assist with short-term welfare needs. The Parish Council will be helping to deal with the consequences of the emergency rather than the emergency itself. For example, displaced people and/or lack of immediate access to professional medical assistance

Objectives

- Identify the risks to the community and related response actions that might be taken
- Identify how to contact vulnerable people in the community who might be affected by the emergency and provide appropriate support to them
- Identify the resources in the community available to assist during an emergency
- Provide speedy communication routes
- Minimise the level of panic in the community

Activation of the plan

This plan will be activated by the Chair or, in his absence, the Vice Chair, Clerk, or any other member of the Parish Council.

The person activating the plan should either take the role of Emergency Co-ordinator (EC) or designate someone else to take on this role. The EC will pull together a small team to help coordinate the emergency response. They will normally be other Parish Councillors plus any specialist resource that may be needed. This team will be called the Emergency Management Team (EMT).

The EC should consider allocating specific responsibilities to members of the team e.g. deputy, communications, logging.

Emergency Communication Plan

All information and actions should be reported to the Emergency Management Team for cascading and decision. The EMT should stay in close contact with the Emergency Services and the District/County Councils.

Use telephone, personal contact or email for communication with team members, parish councillors and emergency volunteers.

Information Cascade

The EMT will initiate a cascade of information to the community if appropriate. They should consider the following methods of communication:

- Use local radio stations to broadcast emergency messages. Heart FM, BBC Radio Oxford.
- Use of the Neighbourhood watch communications cascade mechanisms
- Update of the Parish Council website
- Harwell Village news distribution network
- Posting information in the village shops/pub/halls

Vulnerable Residents

Contacting vulnerable residents is a priority. Emergencies can make anyone vulnerable and they make life more difficult for those people who are already vulnerable. The local emergency responders will need to help those in most need first, and it would assist them if the Emergency Management Team had an understanding of those in their community who might be vulnerable in an emergency and where they live.

Contact details for some groups of vulnerable residents are included in Appendix 2 (these are already publically available). A list of other residents who feel they would benefit from priority assistance in an emergency situation will be held by the Parish Council Clerk to maintain confidentiality. Names of residents will not be added to this list without their express permission.

Survivor Reception Centres

Survivor Reception Centre is the accepted terminology within Oxfordshire for a facility where people who have been displaced from their homes or businesses can be sheltered for a short time until the

District Council can make longer term arrangements. Ideally there should be at least 2 venues separated by a minimum of 500 metres with good access from more than one direction.

The chosen venues for Harwell Parish are the Royal British Legion, Harwell Village Hall and St Matthew's Church. Contact details are given in 'Appendix 2 Resources and Contact Details'.

Actions required in advance of activation of the Plan

Publication of Plan

This plan will be published on the Harwell Parish Council website. Any sensitive or personal information will be kept separately. The website should contain brief information about the actions to be taken by the public in the event of the emergency, i.e. how to initiate the plan, who to contact.

Grab Bag

Harwell Parish Councillors need to have a small bag, easily accessible, which contains a few useful items i.e., copy of the Parish Emergency Plan (including useful contact details), pen, notebook, torch, map and a note to remember your mobile phone.

Parishioners

It is recommended that every parishioner should have their own wind-up radio, wind-up torch or source of light, phone, essential clothing and essential food with long shelf life, all easily available for the emergency. This will be promoted via the Harwell Village News and the Harwell Parish website. Copies of the OCC 'Are You Ready' booklet will be made available at public locations around the village.

Actions for any sudden onset emergency

This section suggests actions to be taken by the Parish Council Emergency Coordinator in the event of a sudden onset emergency such as fire, explosion, road traffic accident or chemical release. As every emergency is different, these actions should not be thought of as definitive but rather suggestions of things to consider.

Call Emergency Services

Check that the Emergency Services have been called. If not, call 999 and ask for appropriate Emergency services. Be prepared to give them the following information:

- Your name
- Your contact number
- Details of the incident
- Exact location
- Emergency Services requested
- Estimated casualties
- Hazards & road blockages

Evaluate the Situation

Quickly evaluate effects of the incident, e.g. is the whole village without power, what is at risk downwind if there is smoke drifting from an incident site?

If people have been hurt by the incident, call the ambulance service (999), help deliver first aid or contact someone close with the appropriate skills or equipment.

Assemble the Emergency Management Team

Pull together an Emergency Management Team. Contact other Parish Council members and arrange to meet at the Village Hall or Recreation Ground Pavilion as appropriate.

Check in Appendix 2 Resources and Contact Details for resources and volunteers who can help. Contact them and ask them to assist.

Check whether there are any vulnerable people or groups who might be affected by the emergency and arrange to alert / evacuate or support them as necessary.

Start a log. Record decisions and actions in a notebook, together with times. It will be important to make a note of any decisions/actions taken during an emergency (or as soon after as possible).

Consider whether to open up a Survivor Reception Centre. Inform Emergency Services of the chosen location if doing this.

Establish communications

Liaise with the emergency services when they arrive and advise them of actions taken. Follow further directions from the emergency services.

Consider what information to cascade (see section on Communication Plan).

Actions for a slow onset emergency

This section details the actions to be taken by the Parish Council Emergency Coordinator in the event of a slow onset emergency such as flu pandemic, extensive flooding, storm damage or deep snow. In most instances these events will be preceded by warnings from relevant authorities (Met Office, Environment Agency, NHS).

Evaluate the situation and make plans

When the risk becomes likely, e.g. heavy rainfall leading to rises in local streams or national and local news advises of an imminent risk, contact other Parish Council members and arrange to meet at the Village hall or Recreation Ground Pavilion as appropriate.

If necessary, arrange for monitoring of the situation so that response measures can be implemented without delay.

Record all decisions and actions, together with times, in a notebook.

Identify suitable resources and volunteers available to support the response to the emergency when it affects the community.

Communication Plan

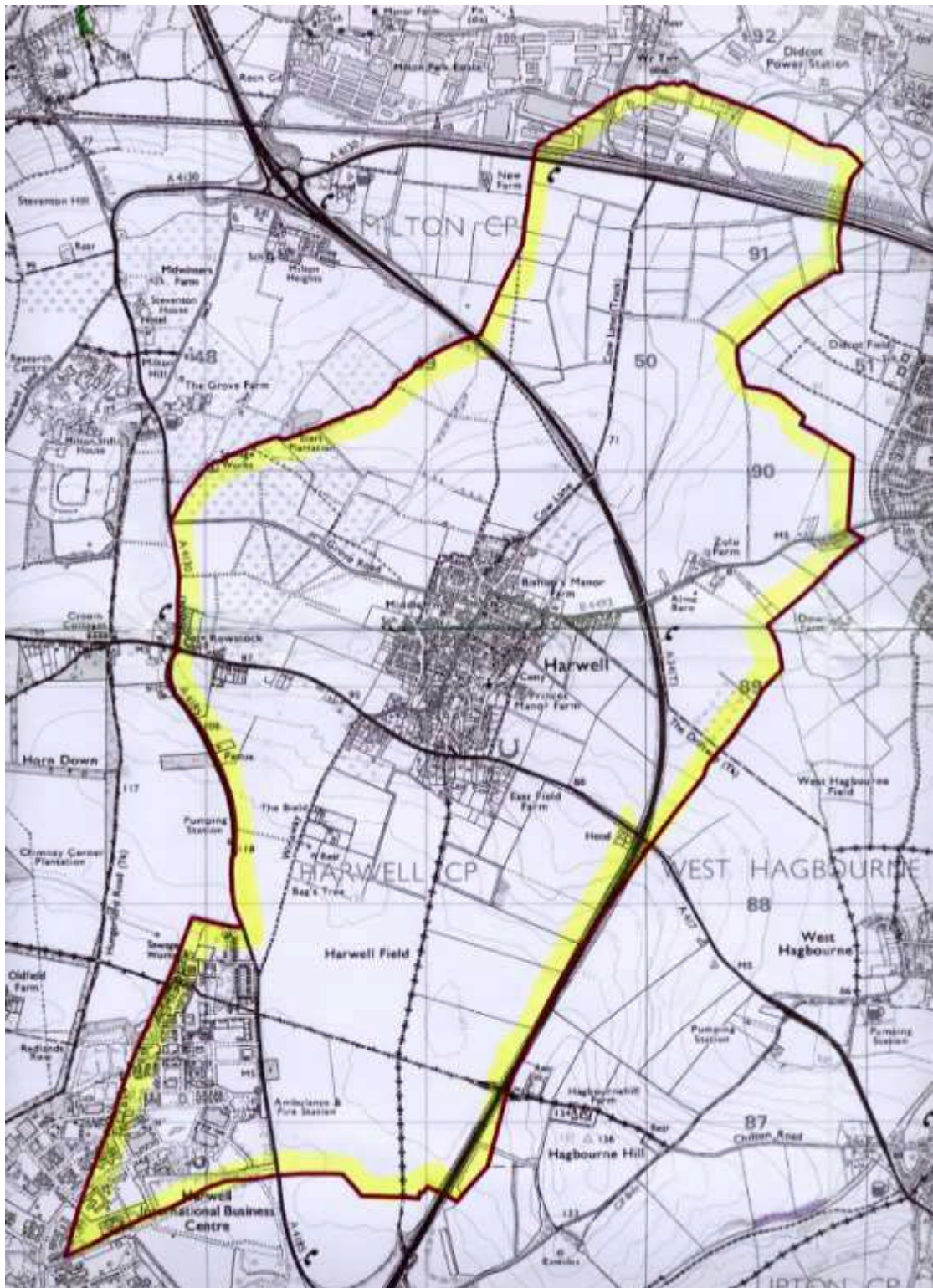
Arrange to alert people at risk from the emergency with particular emphasis on vulnerable people and groups. (See section on Communication Plan.)

Inform District and County Council Emergency Planning Departments and request assistance

Liaise with the emergency services when they arrive and advise them of actions taken. Follow further directions from the emergency services.

Appendix 1 Harwell Parish details

Harwell is made up of the following areas:



Population

The number of residents in Harwell Parish is approximately 2,400. There are about 1000 houses.

Appendix 2 Resources and Contact Details

All the contact details below are publically available from other sources. They may have changed since the date of publication.

Harwell Parish Council

Service	Telephone	Web Site/e-mail
Harwell PC Chair, David Marsh	01235 835430	www.harwellparish.co.uk
Harwell PC vice-chair, Kate Beswick	01235 835338	
Parish Council Clerk, Stephanie Taylor	01235 820006	
Other Harwell Parish Councillors		www.harwellparish.co.uk/parish-council/councillors.html

Survivor Reception Centres

Service	Telephone	Web Site/e-mail
Harwell Village Hall, Keith Beswick	01235 835338	www.harwellvillagehall.co.uk
St Matthew's Church, Harwell	01235 834246	office@harwellandchiltonchurches.org.uk www.harwellandchiltonchurches.org.uk
Royal British Legion Harwell	01235 221126	http://www.harwellrbl.co.uk/

Vulnerable Residents

Service	Telephone	Web Site/e-mail
Crown Nursing Home	01235 820010	
Cherry Tree Court	0845 1402020	
Frances Geering Almshouses, Manager	01235 835425	
Little Pippins	01235 821741	www.littlepippins.org.uk
Harwell School	01235 835337	www.harwell.oxon.sch.uk office.2563@harwell.oxon.sch.uk
Other contact details on list held by the Parish Clerk		

Local Resources

Service	Telephone	Web Site/e-mail
Didcot Health Centre	01235 512288	www.didcohealthcentre.com
Woodlands Medical Centre	0844 477 8664	Woodlandsmedicalcentre.com
The Hart of Harwell	01235 834511	
The Kingswell Hotel	01235 833043	
Bob Butchers	01235 833226	
White Horse Newsagent and Convenience Store	01235 832410	

Other Agencies

Service	Telephone	Web Site/e-mail
VoWHDC Emergency Representative, John Backley	01235 815335	John.backley@southandvale.gov.uk
Oxfordshire County Council Emergency Planning, Ian Travers Smith	01864 323761	emergencyoperationscentre@oxfordshire.gov.uk.
Oxfordshire County Council County Hall	01865 792422	www.oxfordshire.gov.uk/wps/portal/publicsite
Southern Electric Power Distribution Emergency Line	0800 072 7282	
National Gas Emergencies	0800 111 999	
Environment Agency: Floodline Emergency	0845 988 1188 0800 807060	www.environment-agency.gov.uk/
Met Office: Weathercall	09014 722056	www.metoffice.gov.uk/
NHS Direct	0845 4647	www.nhsdirect.nhs.uk

Appendix 3 Example Log Sheet

Date.....

Time	Information	Action	Initials