

# HARWELL

## PARISH COUNCIL

### EMERGENCY PLAN

Version 8



**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 Parish 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:  <a href="http://www.oxfordshire.gov.uk/cms/content/community-emergency-plans">http://www.oxfordshire.gov.uk/cms/content/community-emergency-plans</a></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>
6	Nov 2013	Reviewed and minor updates made. Progress on actions updated. Contact details updated.

7	July 2016	Reviewed, contact details checked & updated
8	March 2018	Full review, updated keyholders & other contact details
9	May 2018	Full review, updated electors/number of properties
10	May 2019	Full review, no updates

## Purpose

The plan is created by Harwell Parish Council with assistance from District and County Emergency Planning Officers and is intended 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 Management 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/her 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 News
- Posting information in the parish shops/pub/halls/noticeboards
- Facebook pages on Harwell Village Community/Rowstock Residents/North Drive Residents

### ***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 Harwellian, Harwell Village Hall and St Matthew's Church & church hall. Contact details are given in 'Appendix 2 Resources and Contact Details'.

## **Actions required in advance of activation of the Plan**

Progress on these actions when reviewed in November 2013 are included in italics below.

### ***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.

*Complete: Website has a page of information and a link to the plan.*

### ***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.

*Partially complete: Chair has grab bag prepared. Other councillors need to do the same.*

### ***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 News and the Harwell Parish website. Copies of the OCC 'Are You Ready' booklet will be made available at public locations around the village.

*Complete: Advice was issued in 2011 and the booklet made available. (However, there was not much demand for the booklet.)*

## **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 Harwellian Club 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 Harwellian Club 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***

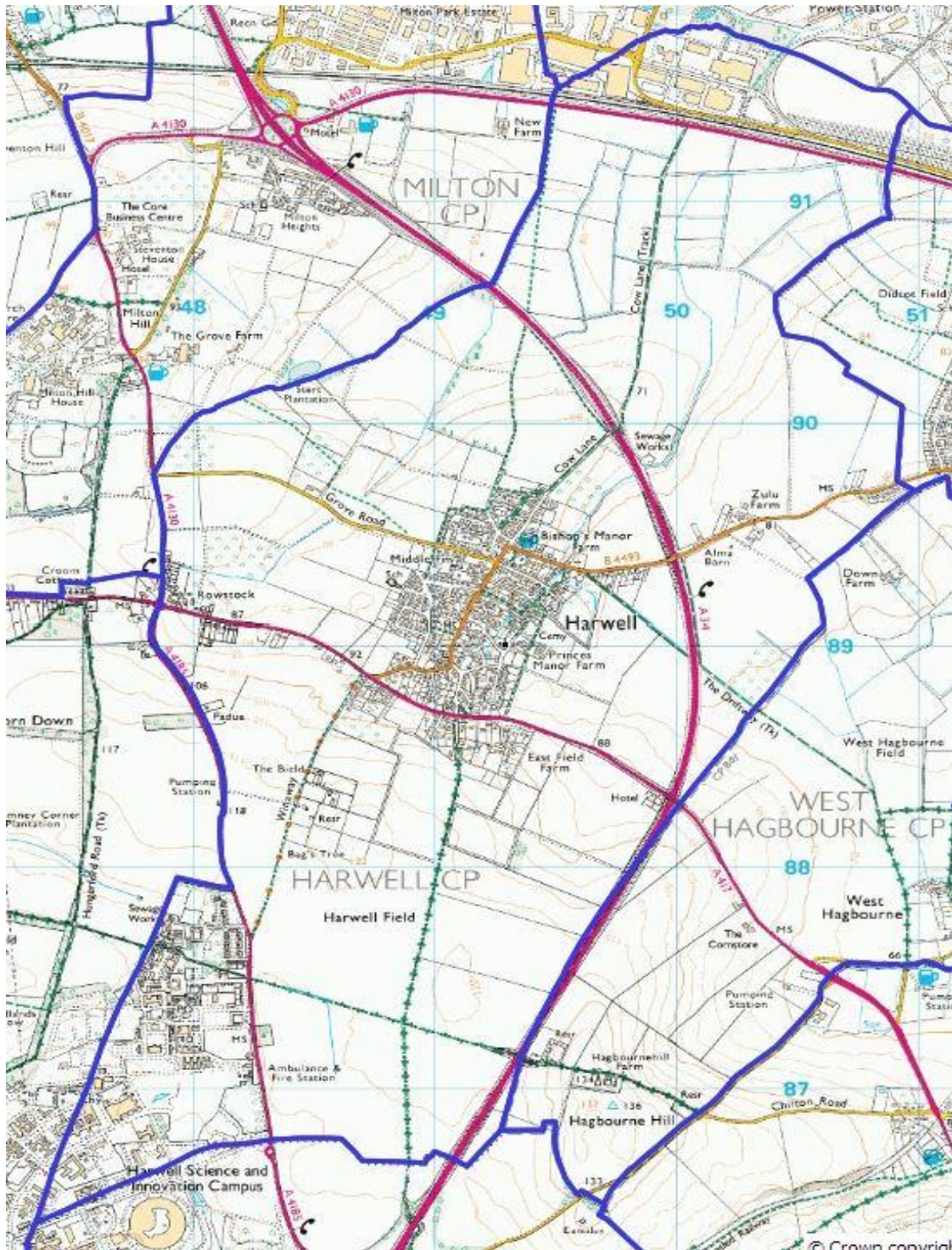
Arrange to alert people at risk from the emergency with particular emphasis on vulnerable people and groups. ( See section on Communication Plan.)

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 electors in Harwell Parish is approximately 3,322. There are about 2769 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, Debbie Turner		<a href="mailto:debbiet@harwellparish.co.uk">debbiet@harwellparish.co.uk</a>
Harwell PC vice-chair, Jeremy Hawthorne		<a href="mailto:jeremy@harwellparish.co.uk">jeremy@harwellparish.co.uk</a>
Parish Council Clerk, Stephanie Taylor		<a href="mailto:clerk@harwellparish.co.uk">clerk@harwellparish.co.uk</a>
Other Harwell Parish Councillors		<a href="http://www.harwellparish.co.uk/parish-council/councillors.html">www.harwellparish.co.uk/parish-council/councillors.html</a>

### *Survivor Reception Centres*

Service	Telephone	Web Site/e-mail
Harwell Village Hall, David Marsh	01235 835430	<a href="mailto:bookings@harwellvillagehall.co.uk">bookings@harwellvillagehall.co.uk</a>
St Matthew's Church & church hall, Harwell (Rector Dr Jonathan Mobey)	Office: 01235 834256 (9.30 to 3.30 Wed & Thu)  Rector: 01235 799376	<a href="mailto:office@harwellandchiltonchurches.org.uk">office@harwellandchiltonchurches.org.uk</a> <a href="http://www.harwellandchiltonchurches.org.uk">www.harwellandchiltonchurches.org.uk</a>
The Harwellian Club  Nick Clarke  Graham Davies	  07858 762821  07808 040615	

### *Vulnerable Residents*

Service	Telephone	Web Site/e-mail
Cherry Tree Court	0845 1402020	
Frances Geering Almshouses, Manager	01235 835425	
Little Pippins	01235 821741	<a href="http://www.littlepippins.org.uk">www.littlepippins.org.uk</a>
Harwell School	01235 835337	<a href="http://www.harwell.oxon.sch.uk">www.harwell.oxon.sch.uk</a> <a href="mailto:office.2563@harwell.oxon.sch.uk">office.2563@harwell.oxon.sch.uk</a>

Other contact details on list held by the Parish Clerk		
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### ***Local Resources***

<b>Service</b>	<b>Telephone</b>	<b>Web Site/e-mail</b>
Didcot Health Centre	01235 512288	<a href="http://www.didcothealthcentre.com">www.didcothealthcentre.com</a>
Woodlands Medical Centre	0844 477 8664	<a href="http://www.woodlandsmedicalcentre.com">www.woodlandsmedicalcentre.com</a>
The Hart of Harwell	01235 834511	<a href="http://www.hartofharwell.com">www.hartofharwell.com</a>
The Kingswell Hotel	01235 833043	<a href="http://www.kingswell-hotel.com">www.kingswell-hotel.com</a>
Bob Butchers	01235 833226	<a href="https://www.facebook.com/pages/Bobs-Butchers-Harwell/277896619003275">www.facebook.com/pages/Bobs-Butchers-Harwell/277896619003275</a>
White Horse Newsagent and Convenience Store	01235 832410	

### ***Other Agencies***

<b>Service</b>	<b>Telephone</b>	<b>Web Site/e-mail</b>
Didcot Town Council	01235 812637	<a href="http://www.didcot.gov.uk/Contact-Us.aspx">www.didcot.gov.uk/Contact-Us.aspx</a>
Environment Agency: Floodline Emergency	0845 988 1188 0800 807060	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
Great Western Park Residents Association		<a href="http://www.gwpra.org.uk/get-in-touch">www.gwpra.org.uk/get-in-touch</a>
Harwell Oxford Campus Management	Duncan Rogers: 07803 759519	<a href="http://www.harwelloxford.com/contact-us">www.harwelloxford.com/contact-us</a>
Met Office: Weathercall	09014 722056	<a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a>
National Gas Emergencies	0800 111 999	
NHS Direct	111	<a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>
Oxfordshire County Council Emergency Planning	01865 323766	

Oxfordshire County Council County Hall	01865 792422	<a href="http://www.oxfordshire.gov.uk/wps/portal/publicsite">www.oxfordshire.gov.uk/wps/portal/publicsite</a>
Police – non emergency number	101	<a href="http://www.police.uk/101">www.police.uk/101</a>
RSRL (responsible for Harwell Nuclear Licensed Site)	Switchboard: 01235 820220	<a href="http://www.research-sites.com/contact-us">www.research-sites.com/contact-us</a>
Scottish and Southern Live Power Cut	105	<a href="http://www.ssepd.co.uk/CustomerService/PowerCuts/PowerTrack/#">www.ssepd.co.uk/CustomerService/PowerCuts/PowerTrack/#</a>
Southern Electric Power Distribution Emergency Line	0800 072 7282	<a href="http://www.southern-electric.co.uk/HelpAndAdvice/SafetyAndEmergencies/EmergencyNumbers">www.southern-electric.co.uk/HelpAndAdvice/SafetyAndEmergencies/EmergencyNumbers</a>
Scottish & Southern Emergency Gas Leak	0800 111 999	<a href="https://sse.co.uk/help/emergencies">https://sse.co.uk/help/emergencies</a>
Thames Water - leaks	0800 714 614	<a href="http://secure.thameswater.co.uk/thameswaterlive/index.htm">http://secure.thameswater.co.uk/thameswaterlive/index.htm</a>
VoWHDC Emergency helpline	01235 422420	

# Appendix 3 Example Log Sheet

Date.....

Time	Information	Action	Initials

