

# Great Haseley Parish Council

## Emergency Plan

Restricted Circulation



*GREAT HASELEY  
PARISH COUNCIL*

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## Issue Status

Issue Number	Purpose of Issue	Date Issued
P1	Preliminary draft for discussion	8 <sup>th</sup> February 2019
P2	Minor corrections	4 <sup>th</sup> May 2019
P3	Corrections for new Council	31st December 2019
P4	Draft for external review	21 <sup>st</sup> February 2020
P5	Annual update/corrections for new Council	10 <sup>th</sup> February 2022

Note: This is an abridged version of the Emergency Plan which is intended to be viewed on the Great Haseley Parish Council website ([www.thehaseleys.co.uk](http://www.thehaseleys.co.uk)) for information only.

Full contact details, information about village resources, skills, etc. are included in the full version but are omitted here.

For a full version of the Emergency Plan, contact the *Emergency Co-ordinator*.

## Introduction

What is an emergency?

An emergency or major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

Emergencies will normally be dealt with by the emergency services, local authorities, the utilities and voluntary agencies in a combined response. This Emergency Plan is not intended to be a substitute for these services and in an emergency, the first action should always be to contact the emergency services by **dialling 999**. Never assume that someone else has called them; it is far better for the emergency services to receive multiple calls than none.

This plan caters for extreme circumstances (for example heavy snowfall, widespread flooding) that might prevent the emergency services from reaching the scene immediately. In such cases the initial response may rely entirely on GHPC residents; this plan describes how such an initial response will be co-ordinated. The aim is to increase resilience within the local community through developing a robust co-ordinated approach that complements the plans of emergency services and statutory organisations.

It should be noted that the geographically spread-out nature of the Parish (Great Haseley, Little Haseley, parts of Milton Common, Rycote & North Weston) means that it must not be assumed that those living or working elsewhere in the Parish have any idea of what is happening outside your front door. It is better to trigger the Emergency Plan and not have to use it than to have it triggered late.

### Objectives

- Identify the risks to the community and relevant response actions
- Identify people / groups in the community who might need assistance
- Identify resources in the community available to assist during an emergency
- Provide key contact details for the Community Response Team, Key Community Resources, the Emergency Services and Local Authorities

### Initial Actions

If an emergency arises and

- a. it is not possible to contact the emergency services straight away or
- b. their response may be delayed or
- c. the nature of the event means that an emergency services response is unlikely

then the Great Haseley Emergency Plan should be initiated as follows:

1. Contact the *Emergency Co-ordinator*:

Role	Contact name	Contact Details
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Parish Councillor	Tim Suter	07850 208304
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If it is not possible to contact the *Emergency Co-ordinator*, then try contacting a member of the *Initial Response Team* direct - see step 2.

2. The *Emergency Co-ordinator* will contact the *Initial Response Team*:

<b>Role</b>	<b>Contact name</b>	<b>Contact Details</b>
Parish Council Chairman	David Lindsay	07590 270642
Clerk to the Parish Council	Andrea Oughton	01844 875635 07715 361137

3. The *Initial Response Team* will co-ordinate the local response by contacting the following:

Role	Contact Name	Contact Details
Parish Councillor	Chris Groves	07970 405369
Parish Councillor	Richard Sheehan	07827 779151
Parish Councillor	Jen Webster	07768 188664
Parish Councillor	Paul Woodrow	07778 311045
Parish Councillor	Jake Brown	07784 859062

Certain events will require a wider response and the *Initial Response Team* may need to be augmented by some or all of the following:

Role	Contact name	Contact Details
St Peter's Church, Great Haseley	Revd Simon Cronk	01844 278349
The Plough / Table D'Alix	Antoine Chretien	01844 279283
Great Haseley Cricket Club	Chris Groves	07970 405369
Oxfordshire County Council	Emergency Number	01865 792422
South Oxfordshire District Council	Emergency Number	01235 422410

The *Initial Response Team* shall decide if additional members are required.

4. The Initial Response Team shall instigate the telephone tree after they have worked out the part of the parish most at risk.

## Follow-up Actions

### *Primary Assembly Point*

5. All villagers who are willing to help in the emergency should gather at the Primary Assembly Point:

**Great Haseley Village Hall**  
**Rectory Road**  
**Great Haseley**

or, if the Village Hall is inaccessible, they should gather at at one of these *Secondary Assembly Points*:

**St Peter's Church**  
**Church Hill**  
**Great Haseley**

or

**The Pavillion**

**Thame Road  
Great Haseley**

The selection and use of a secondary assembly point shall be made by the Coordinator or by a member of the response team. The use of multiple assembly points for a single incident should be avoided as it will make locating and assisting people more difficult. If the decision is made to use one of the secondary assembly points, attempts shall be made to erect signs indicating which assembly point is being used as close to the Village Hall as is safe.

***Village Resources***

6. The assembled villagers will assess if resources such as four-wheel drive vehicles, lifting equipment or chainsaws may be relevant to the emergency and contact the appropriate providers.

***Village Skills***

7. The assembled villagers will assess if skills such as those of doctors, nurses and first-aiders may be relevant to the emergency and contact the appropriate providers.

There is a number of active and retired medical practitioners living in the village and they have offered to be listed in this category. Therefore, the assembled villagers will use local knowledge to contact one or more should the need arise. There are several villagers qualified in First Aid and/ or the use of the defibrillators and who have CPR skills.

***Identifying Vulnerable Individuals***

8. If appropriate and using local knowledge, the assembled villagers will make contact with vulnerable individuals in the village (for example the disabled, elderly, housebound and parents with young children).

***Incident handling***

9. During the emergency, anyone involved in coordinating a response should keep a log of all requests for assistance and action taken. See the form on page 8 of this document. A supply of suitable forms is held by the Emergency Co-ordinator.

**Temporary Shelters**

10. In the event of there being persons (including casualties) requiring temporary shelter, one or more of the following buildings will be made available:

<b>Building</b>	<b>Capacity</b>	<b>Address/ Location</b>	<b>Key holders</b>	<b>Contact Details</b>
Great Haseley Village Hall	130	Rectory Road Great Haseley	Paul Woodrow Andrea Oughton Jane Simcox	
St Peter's Church		Church Hill Great Haseley	Judy Alexander Toby Garfitt	
Table D'Alix	[100]	Rectory Road Great Haseley	Antoine Chretien	
The Pavillion		Playing Field Off Thame Road Great Haseley	Chris Groves	
			Andrea Oughton	
Pumpkin Show tents	4 x 30 pax each	Green Container Playing Field Off Thame Road Great Haseley	Paul Woodrow	
			David Simcox	
Village Gazebo	15	Green Container Playing Field Off Thame Road Great Haseley	Paul Woodrow	
			David Simcox	

**List of Plan Holders**

There are two versions of this Emergency Plan – a restricted version and an unrestricted version. The distribution of the restricted version is limited as it contains contact details of potential volunteers. The unrestricted version contains only contact details of emergency/statutory services and key leads within the community.

**Formal copies of the Emergency Plan are held by the following:**

<b>Person</b>	<b>Unrestricted (U) or Restricted (R) version of plan</b>	<b>Form – paper / electronic</b>
Parish Councillors	U	E
Emergency Planning Officer, SODC James Crozier	U	E

## Plan Review and Maintenance

To keep this plan up to date, contact lists will be revised as personnel changes occur (e.g. following Parish Council elections). In addition, the plan will be reviewed annually by the Parish Councillor responsible for Communications to ensure that it adequately reflects the needs of the community. Any changes to the plan will be noted in the Issue Status and new versions distributed to the plan holders.

## Oxfordshire Emergency Planning Contact Numbers

Name/Role	Daytime Phone No.	24-hour Phone No.
Emergency Services (Fire/ Rescue, Police and Paramedics/ Ambulance)	999	999
John Radcliff Hospital	0300 304 7777	0300 304 7777
Oxfordshire County Council Emergency Number	01865 792422 0845 310 1111	01865 792422
South Oxfordshire District Council Emergency Number	01235 422 422 01235 422 410 (Emergency No.)	01235 422 410 (Emergency No.)
Environment Agency - Incident Hotline	0800 80 70 60	0800 80 70 60
NHS 111	111	111
Gas	0800 111 999	0800 111 999
Electricity	105	105
Water	0800 319 9800	0800 319 9800
Highways Agency	0300 123 5000	0300 123 5000



## Incident Log

Nature of incident: ..... Completed by: ..... Date: ...../...../..... Sheet No: .....

No	Time	Name(s) involved	Request for assistance / action taken	Complete

**Appendix A - Telephone Tree (restricted)**

**Appendix B - Village Resources (restricted)**

**Appendix C - Village Skills (restricted)**

**Appendix D – Identifying Vulnerable Individuals**

