

**STEEPLE BARTON PARISH COUNCIL COMMUNITY EMERGENCY  
PLAN**

**IN THE EVENT OF AN EMERGENCY ALWAYS DIAL 999  
IMMEDIATELY**

**IF THE EMERGENCY SERVICES WILL BE DELAYED THEN  
CONSIDER ACTIVATING THIS EMERGENCY PLAN BY  
CONTACTING ANY OF THE PEOPLE LISTED ON PAGE 4.**

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## **Introduction and Purpose**

Oxfordshire County Council has asked all Parish Councils to prepare a plan to come into effect in the event of an emergency where the Emergency Services will be delayed in attending for any reason, or in the case of a major incident. The plan should:

- Coordinate the initial response to the incident from within the community itself.
- Provide fast and accurate information to the emergency services, if required.
- Identify what support can be provided in the interim period to reduce panic.
- Identify and help any vulnerable or effected residents.
- Move any effected residents to a place of safety.

Steeple Barton Parish is a large area and includes several farms, garages and over 1000 home (see Parish map on page 7).

The plan is a self-help response until the emergency services arrive- but only so far as parish resources allow. **It is not a replacement for any response from the emergency services.**

**In the event of an emergency or major incident occurring all available members of the Parish council will meet as soon as practicable at the Alice Marshall Hall.**

## **Definitions of an Emergency/ Major Incident**

For the purpose of this plan an “emergency” will be any incident or situation that causes or may cause:

- Loss of human life
- Human illness or injury
- Homelessness
- Damage to property
- Disruption to a supply of money, food, water, energy or fuel
- Disruption of a system of communication
- Disruption of facilities for transport
- Disruption of services relating to health

OR: an event or situation that threatens serious damage to the environment if it involves, or may cause contamination of land water or air with, chemical, biological, radioactive or nuclear matter.

### **Definition of a “Major Incident”**

For the purposes of this plan we will define a major incident as any type of incident that requires a coordinated response from combined emergency services and will cause severe disruption to many people.

## **Types of potential emergency risks which might impact on Steeple Barton Parish:**

Major road traffic collision involving spillage of chemicals, serious injury or death

Building damage from severe storms or flooding  
 Pollution of the watercourse or drinking water supply  
 Total or partial loss of mains services- electricity/ gas/ water  
 Residential explosion, fire or gas leak  
 Building collapse  
 Restrictions caused by heavy snowfall/ parish cut off to an unusual degree  
 Pandemic infection affecting significant numbers of residents.

This list is not exhaustive.

## **Initial Actions and Community Response**

It is impracticable to produce a plan to cover the actions to be taken in every eventuality. However, the **consequences** of many emergencies are very similar. These include:

- \*Initial panic and confusion
- \*Lack of knowledge of where to go to find immediate help
- \*People displaced from their homes
- \*Lack of immediate access to professional medical assistance
- \*Lack of essentials- Shelter/ warmth/ cooling/ food/ water/ medicine/ power

If an emergency arises and it is not possible to contact the emergency services straight away (or their response is delayed) the Steeple Barton Emergency Plan should be initiated as follows:

### 1. Contact the emergency co-ordinators:

<b>NAME</b>	<b>24hr CONTACT DETAILS</b>	<b>ROLE</b>
Kate Carter-Windle North Street	Home- 01869 349854 Mobile- 07775 750903 Work- 01608 677 236	Parish Council Chairman. Will cascade info and actions to PC members.
Annette Fowler Farriers Road	Home- 01869 349852 Mobile- 07977 204132	Emergency services liaison. Will liaise with emergency services and OCC emergency planning Dept.

If they are not available, please contact any of the below members of the Parish Council:

Andy Hinton	01869 349276 - Kirby Close
John Parry	07766 420011 - Worton Road
Peter Meadowcroft	01869 347694 - Kirby Close
Jonny Rosemont	07771 540530 - Church Lane
Roger Tyres	7860 726371 - South Street
Jane McRobie	07973 882629 -South Street

The Emergency co-ordinators and/or the members of the Parish Council will co-ordinate the immediate local response. The objective of this phase is to get people aware of the situation that has arisen by passing the information out to the community and to improve local resilience until help arrives.

This may initially involve locating members of the community who can provide specialist skills or equipment, providing initial help to any injured or effected people, prompting the community so they can help themselves, opening any of the survivor reception centres (see below), setting up a means of directing Fire/ Ambulance/ Police to the scene, and preparing for the interim period until the emergency services arrive on scene.

## **SURVIVOUR RECEPTION CENTRES**

In the event of an emergency that involves evacuation from homes, or displaces a number of residents, the below locations have been identified as having appropriate facilities to help in the immediate aftermath of such an emergency and for up to 48hrs afterwards.

It is for the **Emergency Coordinators** to decide to activate a Reception Centre. They will then tell affected parties which Reception Centre will be opening, as it may not be appropriate to open the nearest one to the emergency.

<b>FACILITY</b>	<b>LOCATION</b>	<b>FACILITIES</b>
MIDDLE BARTON SCHOOL	CHURCH LANE, MIDDLE BARTON	Seating for 100 people. Running water. Kitchen. Cooking facilities. Loos. Showers
STEEPLE BARTON CHURCH	CHURCH LANE, STEEPLE BARTON	Seating and shelter
ALICE MARSHALL HALL	NORTH STREET JUNCTION WITH WORTON ROAD	Seating for 50 people. Running water. Small kitchen. Loos
THE CINNAMON STICK	NORTH STREET	Seating for 50? Running water Restaurant on site Loos
SPORTS AND SOCIAL CLUB	WORTON ROAD	Seating for 100 Running water Loos Kitchen and cooking Showers
MIDDLE BARTON STORES	WORTON ROAD	Seating for 20. café on site
THE FOX PUB	NORTH STREET	Seating for 100 Running water Restaurant on site
HOPCROFTS HOLT HOTEL	JUNCTION OF A4260 AND B4030	Seating for 100 Running water Restaurant Bedrooms and showers
WESCOTE BARTON CHURCH	NORTH STREET, B4030, WESCOTE BARTON	Seating for 60
SANDFORD ST MARTIN CRICKET PAVILLION	LEDWELL ROAD, SANDFORD ST MARTIN	Shelter for up to 50 people. Loos, showers, kitchen.

## **ONGOING ROLES OF THE PARISH COUNCIL MEMBERS DURING AN EMERGENCY:**

The whole point of this plan is to help the community help themselves until professional help arrives.

The resources of the PC are limited. ALL members of the community are urged to offer your services to the PC if a situation occurs.

The PC members may well allocate jobs and coordinate the overall response as opposed to getting involved in just one job or aspect of the situation. This is standard practice and makes for more efficient controlling of the incident. The below list is not exhaustive and will vary depending upon the situation. However, these are some examples of the more common tasks that will be allocated out at an emergency:

- Check the “Specialised Equipment, Knowledge and Skills and List” (SpEKS List) and contact any people with the appropriate skills or equipment. **(List held by the Parish Council)**
- Get appropriate immediate help to the scene by whatever means possible. (4x4, tractor, quad bike, horse)
- Get details of injured/ involved people (Minimum of name, address, date of birth, physical description, injuries sustained and next of kin details).
- Try and identify which person goes to which hospital.
- Open any of the reception centres as deemed appropriate. (24hr contact details of each centre held by the Parish Council)
- Offer help to any residents
- Alert all local groups of the current situation (school/ shop/ pubs) and warn them that their help may be called upon.
- Locate and obtain details of all persons at risk as a result of the emergency- elderly, young, ill, frail, medically dependant.
- Coordinate the community to assist in these and any other tasks.
- If anyone is allocated a task then upon its conclusion they are to inform the PC of the result so the PC may update the emergency services of on scene progress.

Map of Steeple Barton Parish

