

# HAILEY PARISH EMERGENCY PLAN

Approved by Hailey Parish Council for use from 13<sup>th</sup> May 2019

The plan will be reviewed annually.

**This document contains personal information that must be treated as private  
and confidential**

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## Distribution List

Name/Place	Format
Hailey Village Hall	Hard Copy
Parish Council members	Electronic pdf
Other Emergency Team members	Electronic pdf
District Councillor	Electronic pdf
WODC Emergency Planning	Electronic pdf
OCC Emergency Planning	Electronic pdf
Hailey Website	Electronic pdf
St John the Evangelist, Hailey	Hard Copy
Abingdon & Witney College Common Leys	Electronic pdf
Hailey Primary School	Electronic pdf

## Record of Revisions

Revision Number	Reason	Date Issued	Amended By
1	Initial issue	11-10-16	Nick Moglia
2	Amended contact details & removed Cllr Lakey	16-12-16	Nick Moglia
3	Removal of Cllr Davies, addition of two new Cllrs and minor corrections	14-2-17	Nick Moglia
4	Amended Contact details, Removed Councillor Moglia	14-05-18	Gavin Hyatt
5	Amended Contact details, Removed Councillors McConville & Musson	13-05-19	Gavin Hyatt

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## INTRODUCTION

Nearly all emergencies affecting the community will be dealt with routinely by joint response of the emergency services, local authorities and the major utilities. However, there may be occasions when the arrival of outside assistance is delayed, and the community will need to help itself.

This document has been created by Hailey Parish Council to provide contacts and a basic framework for managing the **initial** stages of a major emergency that may threaten the safety and welfare of the community, its people, livestock and property. It is not the intention of this plan to replace in any way help from the recognised emergency services.

The responsibility for keeping this plan up to date lies with the Chairman of the Parish Council.

## Objectives of the Plan

**The purpose of this plan is to provide information for:**

The Parish Emergency Management Team, The Emergency Services, Oxfordshire County Council and West Oxfordshire District Council, in the event of a major incident which may threaten the safety and welfare of the community, both residential and employed, property and livestock.

**The Plan achieves this by:**

- Identifying the risks to the community and taking action to mitigate them
- Providing key contact details for the Emergency Management Team, Key Community Resources, the Emergency services and Local Authorities
- Identifying resources in the immediate local community available to assist during an emergency
- Identifying vulnerable people in the community and developing plans to assist/protect them
- Provide a framework to keep the community informed of Emergency Services actions, Parish Council assistance and Residents' personal responsibilities.

## Potential Emergency Risks that might impact Hailey

While there are no obvious threats, the location of our Parish does not preclude other possible emergency situations:

- The Parish lies just to the North East of a major military airport (Brize Norton) and is regularly over flown by military and private aircraft and by helicopters.
- The Parish is relatively close to a major road (the A40) and this could lead to a serious road accident, collision or spillage including chemical spillage which might result in poisonous fumes carried by wind.
- Sustained failure of gas, electrical or water supplies which may then threaten lives in the community.
- Damage and injury caused by prolonged spells of severe weather or snow restricting movements.
- Gas leaks or explosions, a major fire or building collapse requiring evacuation of part of the community.

Our area covers the Parish of Hailey, comprising some five hundred private dwellings in the villages of Hailey itself and part of New Yatt (the other part being within North Leigh Parish Council). The Parish includes Hailey Primary School, Abingdon & Witney College Common Leys Farm Campus, three Public Houses (The Saddlers in New Yatt (Not currently open), The Bird in Hand at Whiteoak Green and The Lamb & Flag in Hailey), several retail properties, and a care home for the elderly, Middletown Grange.

Apart from a neighbouring filling station (BP Cannon Pool at 92 Hailey Road OX28 1HQ) and the FloGas depot (across the river at Apley Works, Burford Road OX29 0DN) there are no known potentially dangerous industrial installations.

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## **PROCEDURE FOR A SERIOUS EMERGENCY EVENT:**

**NOTE: remember to take all reasonable steps to avoid causing harm to yourself and others**

### **Call 999**

Give them the following information:

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

## **SUBSEQUENT ACTIONS IN THE EVENT OF A SERIOUS EMERGENCY WHICH THE SERVICES CANNOT DEAL WITH:**

- Contact a member of the Emergency Management Team (Page 5)
- Start a log (Appendix G)
- Contact the District Council Emergency Planning Officer (Page 6)
- Contact Key Holders (Page 7)  
(If decision is made to open a Survivor Reception Centre)
- Contact school/college if during term time (Page 6)
- Assist Emergency Services as required with the resources at its disposal, or if Emergency Services cannot offer immediate help, co-ordinate efforts to mitigate the impact of the threat.

***Remember local resources are limited: in a declared emergency the Emergency Team will only do what is essential to protect lives and property.***

## EMERGENCY MANAGEMENT TEAM

The legal responsibility at County level for calling an emergency and delivering a response lies with The Emergency Services (ES), Oxfordshire County Council (OCC), West Oxfordshire District Council (WODC).

But, if a serious incident is District or County wide, Emergency Services may be delayed.

In the absence of the regular emergency services, **the Hailey Parish Emergency Plan will be activated by the Chairman, or in his absence the Clerk / Other Councillors / or members of the Emergency Team.**

The Plan will be the framework for self-help response until the services arrive **as far as parish resources allow.**

### Parish Council Emergency Responsibilities:

Advise local residents what the emergency organisations plan to do.

Follow the requests made by the emergency services and the local authorities.

Maintain a contingency plan to cope with a serious situation until the Emergency Services arrive.

Keep people informed so that they can help themselves.

Ensure as many vulnerable people as possible are contacted and assisted.

## Emergency Management Team contacts:

### Hailey Parish Council

Name	Telephone	Mobile
Chairman of HPC – Graham Knaggs	01993 899125	
Clerk to HPC – Lisa Wilkinson **	01993 831216	
Councillor Gavin Hyatt	01993 772626	07817910980
Councillor Andy Smith		07831 500134
Councillor Giles Doland*	03300 881650	07971 511926
Councillor Calvert McGibbon	01993 705301	
Councillor Michael Drew	01993 702624	
Councillor Ann Gibson	01993 700162	07771711187

\* resident of New Yatt

\*\* resident of Shipton-under-Wychwood

### Hailey Relief in Need

Name	Telephone	Mobile
Pam Simpkins	01993 868626	

## Hailey Village Hall

Name	Telephone	Mobile
Claire Bethell		07873 242063
Dawn Franklin	01993 776471	
Judith Knaggs	01993 899125	

## West Oxfordshire District Council Contact:

Day/Times	Contact Number
<b>District Councillor (Gill Hill)</b>	<b>01993 676951</b>
<b>District Councillor (Kieran Mullins)</b>	<b>07548 275461</b>
<b>District Council Emergency Planning Officer (EPO).</b>	
<b>Mon – Fri (office hours)</b>	<b>01993 861000</b>
<b>Weekends / out of hours</b>	<b>01625 854582</b>

## Key Contacts

Service	Telephone
Oxfordshire County Council, Emergency Planning	<b>In an Emergency 999</b> 01865 323765 01865792422 (outside office hours will be directed to relevant service)
Oxfordshire Fire & Recue	01865 842999 (24 hrs) <b>Emergency 999</b>
Southern Electric Emergency Numbers	0800 0727282 0345 0721905
Gas National Emergency Number	0800 111 999
Environment Agency: Floodline Emergency	0345 988 1188 0800 807060
Thames Water	0845 9200800 0800 714614 (24 hrs)
Thames Valley Police	<b>Emergency 999 (otherwise 101)</b>
Hailey Primary School	01993 703802
Abingdon & Witney College, Common Leys Campus	01993 208131

## Primary Survivor Reception Centre

<b>Premises</b>	<b>Function</b>	<b>24 hr Contact Number and Key Holders</b>
Village Hall Middletown Hailey Oxon OX29 9UA	Reception Centre Capacity: 120 seated Toilets: Yes	Claire Bethell 07873 242063 Dawn Franklin 01993 776471 Lisa Wilkinson – 01993 831216 or 07811 174733



## **Emergency Communication Plan.**

If telephones are affected and road traffic is not moving freely, communication within the community, and to outside assistance, can be severely hampered.

A member of the emergency team will be tasked with listening to local and national radio stations which will enable the community to assess the general situation and also to hear messages from the emergency services.

All information and actions will be reported back to the Central Co-ordinator for cascading and decisions.

Communications between the Emergency Team will be by mobile phone assuming these are functioning, otherwise by written messages using the volunteers as couriers.

Contacting Vulnerable Residents is a Priority. In the first instance, contact should be made to the Care Homes in the area. Other vulnerable residents known to the Emergency team members will also be contacted.

For an extended emergency such as severe weather, the village website will be used to provide an up to date situation report on a daily basis.

## **Pets and Livestock**

No provision is being made in this plan for domestic pets or livestock. The owners are encouraged to make their own emergency plans.

## **Parish Council Liability**

The Parish Council insurance covers volunteers working on behalf of the community. However, it is the responsibility of all volunteers to only undertake tasks that they feel competent to do and to avoid at all times putting themselves or others into danger. Under no circumstances should any volunteer use machinery or equipment for which they are not fully trained.

This plan has been produced in good faith by the Hailey Parish Council, however no liability can be accepted for any inaccurate information or for circumstances arising from the use of this plan.

## APPENDIX A ADDITIONAL USEFUL CONTACT DETAILS

Organisation	Tel Number	Comments
Electricity: Power Cuts	105	
Thames Water	0800 714 614	24 hr leak line
Highways Agency	01865 815930	
Oxfordshire County Council Street Lighting	0800 317802	
RAF Brize Norton	01993 842551	
Thames Valley Police	08458 505505 or 101	

### Local media

Radio Stations	Frequency	Tel number
BBC Radio Oxford	95.2 FM	03459 311 444
Jack FM	106.8FM	01865 575 106

## **APPENDIX B - SPECIAL INFORMATION FOR FLOODING EMERGENCIES**

### **ENVIRONMENT AGENCY RESPONSIBILITIES TO THE PUBLIC**

- Monitor rain and river levels and make forecasts and issue flood warnings
- Communicate the risks of flooding to those at risk
- Provide information on flooding including updates on Floodline

When flood warnings are in force, local flood information can be found using the Floodline service; callers can listen to this information by telephoning Floodline on **0345 988 1188**

For the majority of properties in Hailey, the probability of flooding, according to the Environment Agency, is remote.

The main area of concern would be for those properties by the River Windrush in the New Mill area.

**All properties at risk from flooding can register for the Environment Agency's free flood warning service, Floodline Warnings Direct (FWD).**

Call **0345 988 1188** to find out whether your property is at risk and to be registered.

Or register at <https://fwd.environment-agency.gov.uk/app/olr/home>

### **GENERAL ADVICE FOR THE PUBLIC IN THE EVENT OF A FLOODING EMERGENCY**

- Identify a safe place where you, your family and your pets can keep away from the floodwater.
- Gather essential items together. These include warm clothes, blankets, regular medication, a torch, food supplies, a mobile phone and a battery operated or wind-up radio.
- Turn off gas, electricity and water supplies at the mains.
- Move electrical items and valuables to a first floor or higher position.
- Floods can kill. NEVER attempt to walk or drive through any depth of floodwater.
- WAIT for the emergency services. Follow their instructions. If an evacuation order is issued you MUST comply.
- Call Floodline on **0345 988 1188** for the latest information and stay tuned to local radio.

## **APPENDIX C- SPECIAL INFORMATION FOR SNOW AND SEVERE WEATHER**

### **MET OFFICE WARNINGS**

Residents are encouraged to pay particular attention to any severe weather warnings issues by the **MET OFFICE** or published on their website <http://www.metoffice.gov.uk> and to take the appropriate action.

#### **Personal Actions to consider include:**

Having a provision of salt and shovels for snow and ice clearance  
Fitting winter tyres and having chains for the car if its use is essential  
Storing a torch and batteries, candles and matches etc in a safe place in the house in case of power cuts.

### **HIGHWAYS**

OCC Highways plan to ensure that the major roads and key bus routes are kept open in the event of severe snow. Salt Grit bins are provided in the village to ensure that the majority of other access roads can be kept clear by local residents who need to use their cars. Local residents may use the salt grit on the highway at their discretion to reduce danger from ice and snow.

### **SALT BIN LOCATION**

See Appendix E for Salt Bin locations.

### **PARISH COUNCIL RESPONSIBILITIES**

The Parish Council holds a small quantity of additional salt grit for use by residents to keep pathways and drives clear. This is located to the rear of the Village Hall. Except in severe or prolonged conditions the Parish Council does not organise any other snow clearance of paths and pavements.

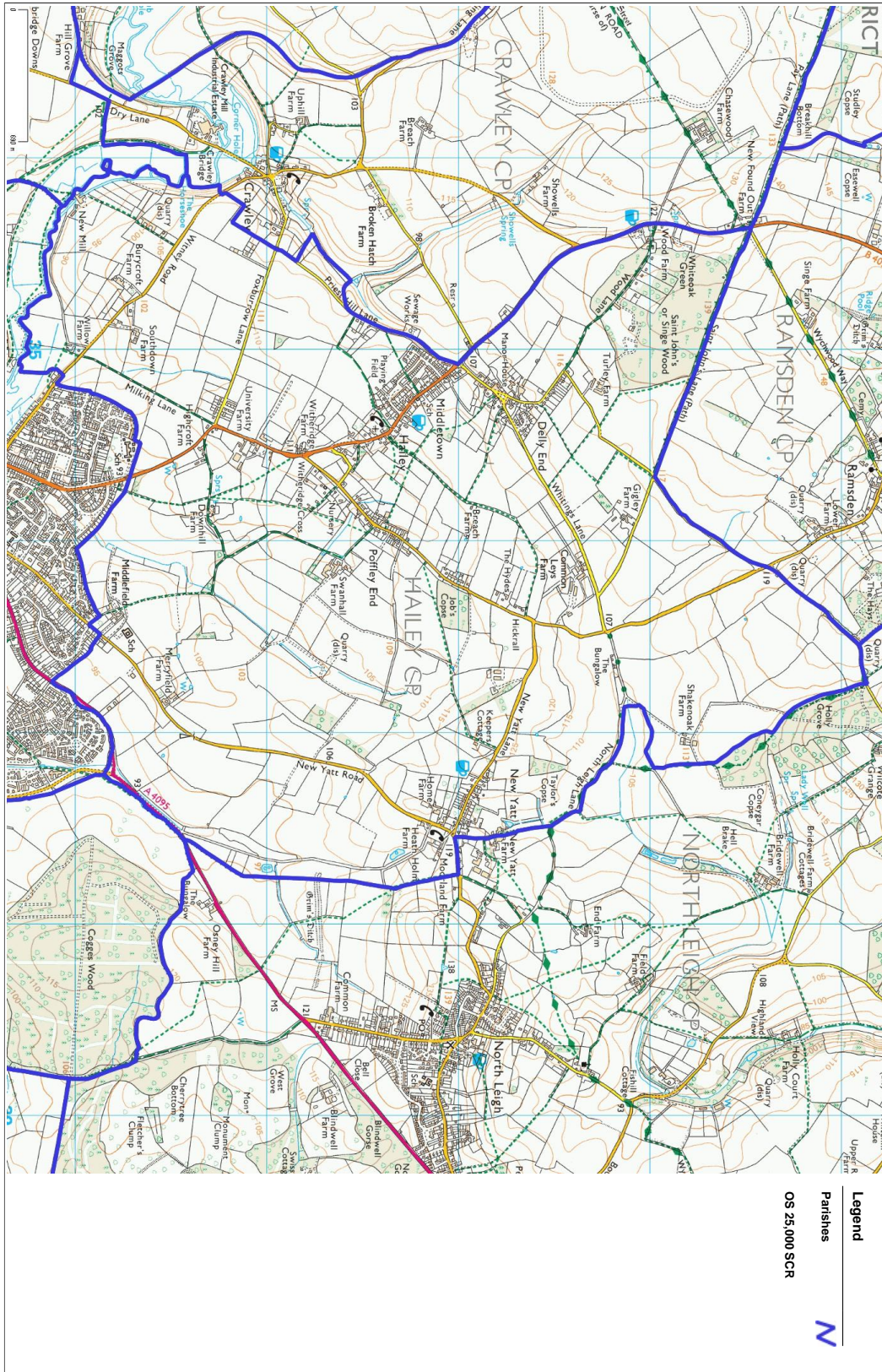
Where organised parties are used to keep pavements and pathways clear the following guidance should be followed:

- Salting, gritting and snow clearance must only be carried out if it is safe to do so and no unnecessary risks are taken.
- Once introduced, organised clearance procedures must continue until the period of severe weather ends.
- A system of checks will be introduced by the Parish Council to minimise the risk of neglecting previously cleared areas. All such checks must be logged
- No organised action should be taken to clear, salt or grit Highways

## APPENDIX D – Survivor Reception Centre details

Premises	Facilities	Key holder and tel. number
Hailey Village Hall	First choice, able to accommodate approximately 120 seated. Cooking facilities with electricity and gas. Limited coach access to within 75 metres	Claire Bethell 07873 242063 Dawn Franklin Tel 01993 776471 Lisa Wilkinson Tel 01993 831216 or 07811 174733
Hailey C of E Primary School	Second choice, able to accommodate approximately 50 seated. Cooking facilities with electricity and gas. Good coach access.	01993 703802 School hours only  (out of hours Debbie Davies, Head Teacher)
St John the Evangelist Church	Limited seating facilities for approx 100. Restricted coach access and limited kitchen facilities.	Sue Drew 01993 702624 Elpie Lewis 01993 703070
Lamb & Flag, Middletown Hailey	Able to accommodate approx. 50 seated. Cooking facilities with electricity and gas. Coach access on main road only	01993 702849
The Bird in Hand, Whiteoak Green	Able to accommodate approx. 100 seated. Cooking facilities with electricity and gas. Could provide limited accommodation for c 32 subject to room availability. Coach access in large car park.	01993 868321
The Saddlers Arms, New Yatt	Not currently open	N/A
Hailey Rugby Club	Able to accommodate approx. 100 seated. Cooking facilities with electricity and gas. Large car park	01993 771043

# APPENDIX E - MAP OF THE PARISH OF HAILEY



## APPENDIX F - LOCAL COMMUNITY RESOURCES AND SKILLS

Equipment/ Resource	Name	Address	Tel No
<i>Medical services</i>			
Doctor	Dr Robin Carr	Delly End	07770 750 113
Nurse			
Nurse			
First Aider	Gavin Hyatt	Westfield House, Middletown	07817910980
Basic medical supplies	Gavin Hyatt		
<i>General Equipment</i>			
Tractor/digger	Richard Davies	Keepers Cottage, New Yatt	01993 868698
Lifting gear	Richard Davies	Keepers Cottage, New Yatt	01993 868698
Generator (diesel)	SSEN (Chelsea Bickford)	SSEN Yarnton	07342 028558
Ropes	Richard Davies	Keepers Cottage, New Yatt	01993 868698
Firefighting equipment and extinguishers	Gavin Hyatt	Westfield House Middletown	01993 772626 07817910980
Sandbags	WODC		
<i>Four wheel drive vehicles</i>			
	Richard Davies	Keepers Cottage, New Yatt	01993 868698
<i>Chain Saws</i>			
	Richard Davies	Keepers Cottage, New Yatt	01993 868698
<i>Provisions</i>			
Emergency food and drink			
<i>Other Equipment and Resources</i>			
Signage			
Emergency lighting	Richard Davies	Keepers Cottage, New Yatt	01993 868698
Camp beds			
Waste disposal bags			
Electrician			
Emergency Defibrillators	Hailey – Delly End Hailey – Middletown	Dr Robin Carr Lamb & Flag	07770 750113 Open access 24x7

# APPENDIX G – INCIDENT LOG

The information contained in this log may be of use to agencies and local authorities following an incident to establish what actually happened, please do not destroy.

Log Keeper .....

Incident .....

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Date	Time	Event	Action



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