

East Hagbourne Community Emergency Plan

Plan last updated on: Jun 2024

If you are in immediate danger call 999

Key Organisation Contacts

| Organisation | Contact Details |
|---|--|
| Gas Emergency Services Hotline | 0800 111 999 |
| Thames Water Leakline – report a leak or burst pipe Urgent sewer related flooding | www.thameswater.co.uk 0800 714 614 0800 316 9800 |
| Scottish and Southern Electricity Power Cut | https://powertrack.ssen.co.uk/powertrack 0800 082 7282 Call free 105 |
| Information on medical conditions NHS Find your nearest defibrillators Didcot Health Centre Woodlands | www.nhs.uk 111 www.defibfinder.uk - For locations in East Hagbourne, see Annex A 01235 51 22 88 0844 477 8664 |
| Environment Agency Flooding and Land or water pollution incident Floodline (to check for flooding) | 0800 80 70 60 0345 988 1188 |
| Met Office Weathercall | www.metoffice.gov.uk 0370 900 0100 |
| Joint Oxfordshire Resilience Team Inform of activation of plan & potential further support Review and support with plan | emergencyplanning@oxfordshire.gov.uk 01865 323765 |

Planned Distribution List

| Name | Role | Phone number/email address | Issued on |
|-----------------------------------|------------------------------|--|-----------|
| Joint Oxfordshire Resilience Team | Resilience On-Call Officer | Tel: 01865 323765 Email: emergencyplanning@oxfordshire.gov.uk Joint Oxfordshire Resilience Team, OFRS HQ ,Sterling Road, Kidlington. OX5 2DU | |
| Gary Carey | SODC Emergency Planning lead | gary.carey@southandvale.gov.uk or adrianna.partridge@southandvale.gov.uk 135 Eastern Avenue, Milton Park, Milton, Abingdon OX14 4SB | |
| EH Parish Council | Parish Councillors and Clerk | | |
| EHPC Web Page | Information Dissemination | | |

Amendment List

| Date of amendment | Date for next revision | Details of changes made | Changed by |
|--------------------------|-------------------------------|--|-------------------|
| Jan 2024 | 1 yr from issue | V2 1 st Draft. Updated to most recent template format | RH-J |
| Mar 2024 | Jan 2025 | V2.1 Draft updated with comments from EHPC and OCC | RH-J |
| May 2024 | Jan 2025 | V2.2 Draft updated with comments from EHPC | RH-J |
| June 2024 | Jun 2025 | V2.3 i1 updated with comments from EHPC | RH-J |
| | | | |

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Introduction

The East Hagbourne Emergency Plan has been created by the East Hagbourne Parish Council and is held by the Clerk and Oxfordshire County Council, in order that in the event of an emergency, there is clear understanding of the roles and responsibilities of the various support and responding agencies, and a plan to enlist parishioners to help others in the community when necessary.

Role of the Emergency Services and Local Authorities

Major emergencies are normally dealt with in a coordinated joint response by the emergency services, local authorities, and the major utilities providers which include water and power operators. The emergency services' two key objectives are to save and protect life and to contain the emergency. Local authorities will arrive at the scene behind the emergency services to assume responsibility for the welfare of the individuals who require assistance other than those in the care of the medical services. They will coordinate the provision of the voluntary services and arrange accommodation and welfare for those who need it once they have assessed the situation.

Local emergencies or incidents within East Hagbourne Parish require a high level of local involvement from local people who are most likely to know who and what is vulnerable and how best to mitigate through combined local effort. The Local Risk Assessment identifies the types of event that could trigger a local emergency.

What is meant by an emergency or incident?

An emergency or incident is an event or situation which could threaten:

- serious damage to human health including loss of life;
- serious damage to the environment;
- property damage
- loss of key services;
- loss of transport routes;
- loss of access to vital supplies; or
- pandemic infection.

Risk Assessment

| Risks | Impact on community | What can the Community Emergency Group do to prepare? |
|---|--|---|
| <p><u>Flooding:</u> Surface Water – Hakka’s Brook, Mill Brook, overflow drainage and backed up surface water drains.</p> | <p>Impact Moderate/Low</p> <ul style="list-style-type: none"> • Property Flooding • Inaccessible roads and/or walkways • Isolation of vulnerable individuals • Closure of the community shop • Restrictions on local travel <p>Probability High</p> | <ul style="list-style-type: none"> • Use telephone tree to check vulnerable people and help warn, evacuate • Encourage residents to improve home flood defences (incl. getting own sandbags, warn new residents of vulnerabilities in welcome pack) • Encourage village shop to create contingency plan • Create primary reception centre at Village Hall. • Drainage preventative maintenance: <ul style="list-style-type: none"> ○ Support the management of stream and overflow vegetation clearance and other activities to maintain good flow of discharge waters ○ Identify flood-vulnerable properties and encourage property owners to register with the Environment Agency’s Floodline to receive telephoned warnings. |
| <p><u>Roads/pavements Blocked:</u> Heavy snowfall Fallen tree</p> | <p>Impact Moderate</p> <ul style="list-style-type: none"> • People can’t get to shops, school or work. • Health visitors can’t reach patients <p>Probability</p> | <ul style="list-style-type: none"> • Identify people (via telephone tree, Internet/email tree) who need to get food, medicines or need to go to hospital. • Contact drivers of appropriate vehicles who could help. • Make sure we stay on OCC gritting list • Ensure that salt bins are full before winter. |

| | | |
|---|--|--|
| | Low | |
| Risks | Impact on community | What can the Community Emergency Group do to prepare? |
| <p><u>Loss of Utilities:</u></p> <p>Electricity outage for more than 6 hours across the village</p> <p>Gas outage</p> <p>Loss of potable water</p> | <p>Impact</p> <p>Moderate</p> <p><u>Electricity</u></p> <ul style="list-style-type: none"> • Disruption of medical equipment • Loss of light • Loss of heat • Loss of telephone / broadband • Loss of ability to cook <p><u>Gas</u></p> <ul style="list-style-type: none"> • Loss of heating • Loss of ability to cook <p><u>Water</u></p> <ul style="list-style-type: none"> • Loss of drinking water • Loss of washing facilities <p>Probability</p> <p>Low</p> | <ul style="list-style-type: none"> • Create reception centre at Village Hall (with provision to charge devices). • Encourage resident requiring power for medical equipment to sign up for SSE Priority Services Register. • Encourage residents to be ready for emergency (e.g. keep a store of candles, blankets and food not requiring heating). |

| Risks | Impact on community | What can the Community Emergency Group do to prepare? |
|---|---|---|
| <p><u>Fire:</u> Large fire in built up area.</p> | <p>Impact Moderate</p> <ul style="list-style-type: none"> • Fire spreading to adjacent areas. • Smoke inhalation <p>Probability Low</p> | <ul style="list-style-type: none"> • Use telephone tree to check vulnerable people and help warn, evacuate • Create primary reception centre at Village Hall. |
| <p><u>Other:</u> Risks that are considered low probability for which impacts that are difficult to predict include: Major sewage failure or blockage in the village Pandemic</p> | <ul style="list-style-type: none"> • Unclear/varies | <ul style="list-style-type: none"> • Use the telephone tree to communicate to residents requesting information. • Consider meeting of members of parish councillors/emergency planning team to formulate plan to take appropriate steps |

Local Skill and resources assessment

| Skill/Resource | Who/Where | Contact details | Location | When might be unavailable? |
|-------------------------------|----------------|-----------------|----------|----------------------------|
| Trained first aider | | | | |
| 4x4 owner/driver | | | | |
| Chainsaw owner (tree surgeon) | | | | |
| Water/food supplies | Community shop | | | |
| Generator | | | | |

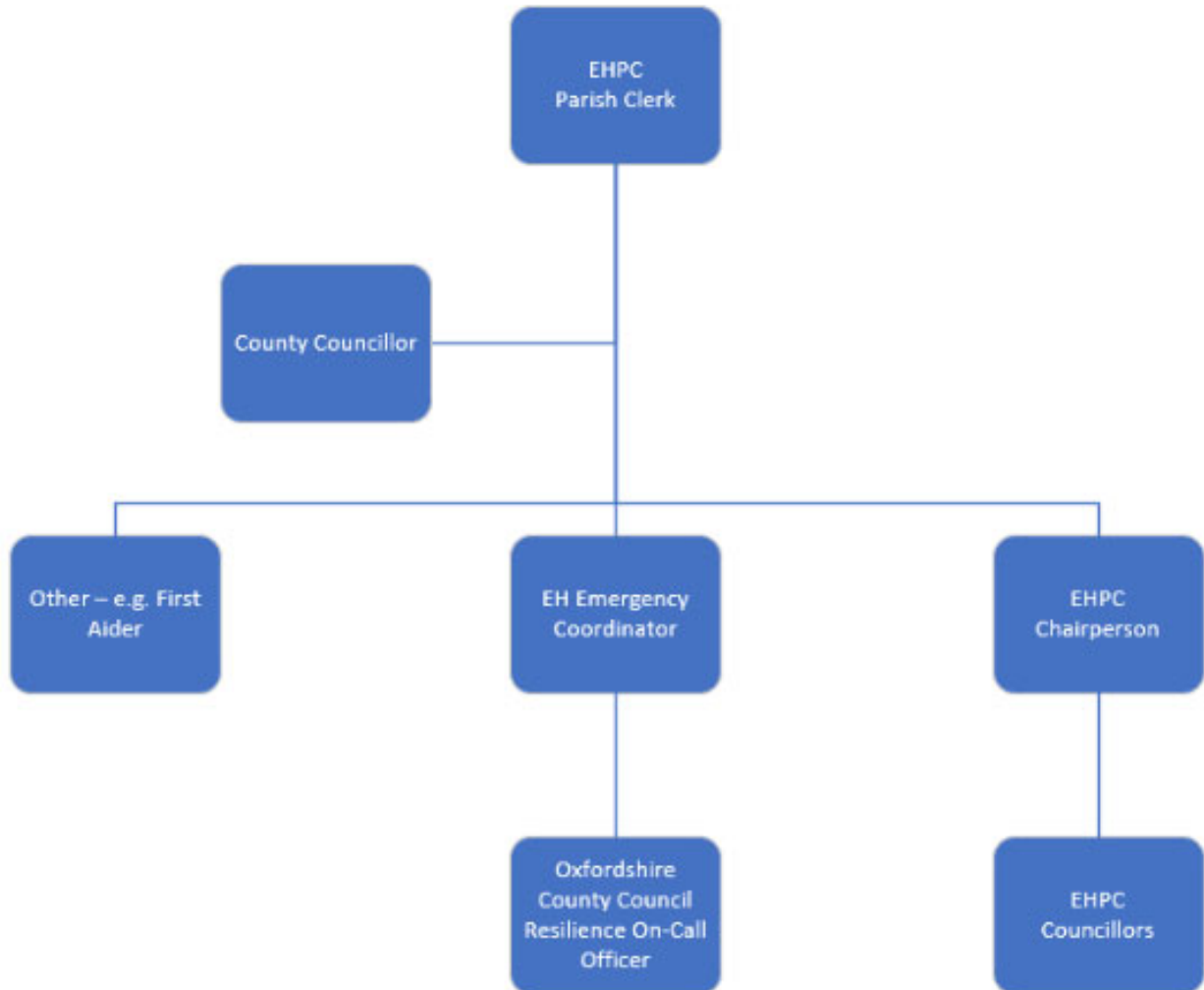
Key locations identified with emergency services for use as places of safety

| Building | Location | Potential use in an emergency | Contact details of key holder |
|---------------------------------------|----------|--|---|
| Hagbourne Village Hall | | Safe Place Rest Centre Kitchen Toilet facilities Parking Open Space | |
| Sports Pavilion and recreation ground | | Safe Place Rest Centre Kitchen Toilet facilities Parking Open Space | Primary: Secondary: East Hagbourne Parish Council Chairman East Hagbourne Parish Council Clerk |
| St Andrews Church | | Safe Place Rest Centre Kitchen Toilet facilities Parking Open Space | Robin Harries 01235 815005 |
| East Hagbourne Bowls Club | | | |

Emergency Contact List

| | |
|--|--|
| | Name: Robin Hewat-Jaboor |
| | Title: East Hagbourne Emergency Coordinator |
| | 24hr telephone contact: 07816 390282 |
| | Email: robin.jaboor@easthagbourne.net |
| | |
| | Name: Laura Lloyd |
| | Title: East Hagbourne Parish Clerk |
| | 24hr telephone contact: 07891 551851 |
| | Email: easthagbourneparishcouncil@gmail.com |
| | |
| | Name: Iain Duff |
| | Title: East Hagbourne Parish Council Chair |
| | |
| | Email: iain.duff@easthagbourne.net |
| | |

Communication Organogram



List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

| Organisation | Name and role of contact | Phone number |
|-----------------------|--------------------------|--------------|
| COVID Community Group | | |
| | | |

Activation Triggers

1. When we get a flood warning
2. When resident rings one of the emergency contact numbers
3. When heavy snow is forecast
4. When OCC, SODC or any of the OCC Resilience Team contact the Parish Clerk/Emergency Coordinator regarding a local emergency
5. When utility companies contact the Parish Clerk/Emergency Coordinator regarding a local incident
6. If power is out for more than 6 hours in any part of the village

First steps in an emergency

| | Instructions | Tick |
|----------|--|-------------|
| 1 | Call 999 (unless already alerted) M/ETHANE form (Annex B) is useful way to capture information to pass to emergency services in a format of which they are familiar | |
| 2 | Ensure you are in no immediate danger | |
| 3 | Contact the Parish Clerk and the Emergency Coordinator | |
| 4 | Contacts on telephone tree check that all people requesting to be contacted are safe | |
| 5 | Contact OCC Resilience On-Call Officer to inform that emergency plan has been activated | |
| 6 | Parish Clerk to contact EHPC Chairperson and County Councillor | |
| 7 | EHPC Chairperson to contact councillors and call a coordinating meeting if required. | |

Actions agreed with emergency responders in the event of an evacuation

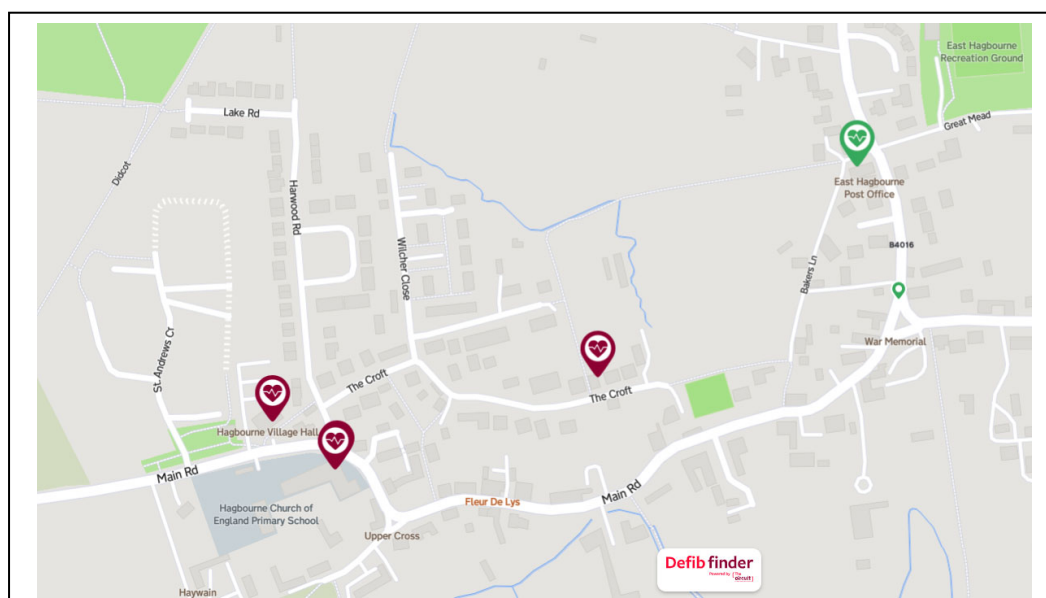
1. Help police/local authority with door knocking
2. Tell emergency services who might need extra help to leave their home

Alternative arrangements for staying in contact if usual communications have been disrupted

| Communication Type | Name of contact | Location |
|--------------------------------------|------------------------|----------------------------|
| EH Village website | Cordelia Gover | EH Parish Council |
| Facebook – EH | | |
| Village Notice Board | | East Hagbourne Post Office |
| WhatsApp Group – Emergency Plan Team | | |

ANNEX A – DEFIBRILLATOR LOCATIONS

| Location | Address | Availability |
|-------------------------------|--------------------------|--|
| East Hagbourne Post Office | 114 New Road OX11 9LD | Publicly available 24 hrs a day, 7 days a week |
| East Hagbourne Bowling Clun | 35 The Croft OX11 9LS | Publicly available 24 hrs a day, 7 days a week |
| Village Hall | Main Road OX11 9LR | Publicly available 24 hrs a day, 7 days a week |
| East Hagbourne Primary School | Main Road OX11 9LR | Restricted use at variable times |



ANNEX B - M/ETHANE FORM

| | |
|----------------|--------|
| Time | Date |
| Organisation | |
| Name of Caller | Tel No |

| | | | |
|----------|----------------|--|--|
| M | Major incident | Has a Major Incident been declared? YES/NO <i>(If no, then complete ETHANE message)</i> | |
|----------|----------------|--|--|

| | | | |
|----------|----------------------|---|--|
| E | Exact Location | What is the exact location or geographical area of incident | |
| T | Type of Incident | What kind of incident is it? | |
| H | Hazards | What hazards or potential hazards can be identified? | |
| A | Access | What are the best routes for access and egress? | |
| N | Number of casualties | How many casualties are there and what condition are they in? | |
| E | Emergency Services | Which and how many emergency responder assets/personnel are required or are already on-scene? | |

Signature
