

**CROPREDY COMMUNITY EMERGENCY
RESPONSE PLAN**

PART 1 – CORE INFORMATION

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1 Introduction

1.1 What happens if there is a major emergency

The response to a major emergency is normally led by the emergency services followed by local authorities, and the major utilities providers, with two key objectives: to save and protect life and to contain the emergency. Local authorities will assume responsibility for the welfare of displaced individuals other than those in the care of the medical services. They will coordinate the provision of the voluntary services and arrange accommodation for those who need it.

1.2 What the Cropredy Community Emergency Plan covers

From November 2019 the original plan has been simplified and updated, and supersedes all previous versions. The Cropredy Community Emergency Plan provides up to date reference material on village facilities, their keyholders, and contact details of other relevant bodies. It is in three parts:

- Part 1: Core information, for use in all emergencies and containing the information required to be filed at Oxfordshire County Council (OCC) Emergency Services
- Part 2: Local information, for use in all non-major situations that may need the support of parishioners in the first instance.
- Part 3: Confidential Appendix, containing informal information on local skills, services and equipment. This is not generally published.

1.3 Distribution of the Core Plan

Cropredy Parish Council emergency plan team, Chairman and Parish Clerk

- Sheila Jones • Bob Garland
- Tania Johnson (Chairman)
- Des Knight • David Best (Clerk)

Local authority emergency planners

- Oxfordshire County Council Emergency Operations Centre

2 Core information for all emergency situations

2.1 Emergency Planning Team (EPT) and Parish Council

Role	Name	Address	Phone	Mobile
Head of EPT	Sheila Jones	Lyndon, The Green, OX17 1NH	01295 750480	07731 635596
Dep Head of EPT	Tania Johnson	5 Orchard View, OX17 1NR		07941 062549
EPT member	Des Knight	Compton Cottage 13 Kyetts Corner OX17 1JW	01295 750725	07990 588392
EPT member	Bob Garland	April Cottage, 1 Red Lion Street OX17 1PB	01295 758076	07786 728247

Parish Clerk	David Best	Street Farm, Barford St John, Banbury, OX15 0PP	01295 720566	07787 496774
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2.2 Reception Centres – General information and keyholders

Village Hall – New Place. 120 seated				
Facilities	Keyholders	Phone	Address	
Chairs and tables for 120; 80 complete place settings; full catering facilities; portable oven; two large barbecues; H/C water; heating; fridges and deep freeze; Dishwasher; toilets inc. disabled and baby changing facilities	<i>Andy Baxter</i> <i>Mike Fielding</i>	01295 750961 01295 758022		
Sports and Social Club Williamscot Rd. Licensed for 100 (standing)				
Heating; hot/cold water; toilets (inc disabled); cooker; fridge; changing rooms	<i>David Cherry</i> <i>Sheila Jones</i>	01295 750610 01295 750480 07731 635596	Suda, Orchard View Lyndon, The Green, OX17 1NH	
St Mary's Church Church Lane 198 seated				
Lighting; heating; electric power points; food servery	<u><i>Vicar:</i></u> <i>Sarah Fenby</i> <u><i>Churchwardens:</i></u> <i>Graham Oliver</i> <i>Verna Wass</i>	01295 750486 07747 181868 07919 848377 01295 758222	The Vicarage, High St	
Chapel Chapel Lane 120 seated				
Heating; hot/cold water; toilets (inc disabled); fridge	<i>David Cherry</i> <i>Sheila Jones</i>	01295 750610 01295 750480 07731 635596	Suda, Orchard View Lyndon, The Green	
School Station Road Cropredy 150 - 180				
Full catering facilities. Toilets	<u><i>Head Teacher</i></u> <i>Phil Goldsworthy</i>	01295 750210		

Church Rooms Church Lane			
2 toilets; hot/ cold water; 3 urns.	<i>Beryl Lascelles</i>	01295 758244	61 Station Road
	<i>Deborah Alexander</i>	01295 750618	Peartree House, The Green
	<i>Peter and Barbara Bottomley</i>	01295 758913	2 Kyetts Corner

2.3 Local Medical Support / Defibrillators

Name	Address	Phone
Cropredy Surgery	Claydon Road Cropredy OX17 1FB	01295 758372

2.3.1 Defibrillators in Cropredy

	Cropredy Surgery, Claydon Road OX17 1FB (outside main door)	
	Cropredy Sports and Social Club OX17 1PG (near the door of the 'old' pavilion)	

2.4 Local Authority Contacts

Authority	Name	Phone
OCC Emergency Planning Unit & Emergency Operations Centre	Duty Emergency Planning Officer emergencyoperationscentre@oxfordshire.gov.uk OFRS HQ, Sterling Road, Kidlington OX5 2DU	01865 323765
South Central Ambulance Service		01865 365000
Oxfordshire Fire and Rescue Service		01865 842999
Thames Valley Police		101

2.5 Utilities Contacts

Utility	Provider	Name of service	Phone
Electricity	Western Power Distribution	Emergency	0800 6783 105
Canal and River	Canal and River Trust	Emergency	0800 47 999 47 (24 hr)

Water	Thames Water	24 hour leak line	0800 714614
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2.6 National information sources

Service	Telephone	Website
Environment Agency	<u>Flood warning info</u> 0345 988 1188	https://www.gov.uk/help-during-flood
Environment Agency	<u>General Enquiries</u> 03708 506506 <u>Environmental Incidents Hotline</u> 0800 807060	http://www.environment-agency.gov.uk/contactus/default.aspx
Met Office Weather	0370 900 0100	http://www.metoffice.gov.uk/weather/

2.7 “Vulnerable” Cropredy Residents

- Cropredy Surgery’s own emergency plan covers all its patients in Cropredy, including “vulnerable” residents. The surgery will also deal with the patients of other surgeries in any emergency that isolates the village.
- Social Services has a list of its own clients, which can be activated in an emergency situation.
- Groups and activities are organised for the elderly within Cropredy, and their leaders have informal knowledge of residents who may need help in emergencies.
- An annual information sheet is published in the Parish newsletter reminding any residents who may need help in an emergency to telephone members of the emergency planning team or any Parish Councillor. It also contains information on the “Message in a bottle” scheme offered by Oxfordshire Lions.

3 Checklist for actions in the event of a major emergency involving the emergency services and OCC emergency team

- Contact emergency services
- Contact OCC Emergency Operations Centre
- Contact Emergency Team members
- Contact Chairman of the Parish Council
- Contact/alert emergency reception centre key holders
- Contact Cropredy Surgery
- Contact utilities

4 Local area map

Cropredy map – reception centres and salt bins v. Oct 2014



Cropredy reception centres

- Primary
 - Village Hall
 - Sports Pavilion
- Secondary
 - Church
 - Chapel
 - School

Cropredy salt bin locations

- Existing

CROPREDY REVISED COMMUNITY EMERGENCY PLAN

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3 Heavy and prolonged snowfall

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- 3.4 Actions to be considered

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Background

- 5.2 Guidance from OCC emergency planning team
- 5.3 Guidance from Western Power Distribution
- 5.4 Registration of vulnerable consumers
- 5.5 Regular communication to Cropredy residents
- 5.6 List of consumer publications
- 5.7 Actions to be considered

4 Local area map

5 Log sheet template

1 Role of the Cropredy Emergency Plan Part 2: Local information

Part 2 of the Plan sets out information and resources needed to deal with local, non-major emergencies such as prolonged loss of power and adverse weather conditions - for example severe snow conditions and flooding. These will not necessarily involve the emergency services or the OCC emergency team, but instead may call upon local facilities and volunteer support. Planning for these non-major events is done by the Parish Council's Emergency Plan Team (EPT)

A key element of planning for local emergencies is making the community aware of what individual householders need to do to protect themselves. This information is published annually in the Cropredy Crier as a “pull out and keep” information sheet.

2 Distribution of Part 2

Cropredy Parish Council emergency plan team

- Sheila Jones

- Tania Johnson
- Des Knight
- Bob Garland

Additional snow clearance team leaders

- Roger Watkiss
- Dick Dean

Parish Council Chairman and Clerk

Tania Johnson (Chairman)

David Best (Clerk)

3 Heavy and prolonged snowfall

3.1. List of Key Contacts

Function	Name	Phone	Mobile
EPT members to consult together re snow emergency actions	Sheila Jones Tania Johnson Bob Garland	01295 750480 01295 758076	07731 635593 07941 062549 07786 728247
Snow team call-out leaders	Roger Watkiss Dick Dean	01295 750323 01295 750341	07720 277200 07857 610430
OCC Highways general enquiry contact for road gritting information	https://www.oxfordshire.gov.uk/residents/roads-andtransport/street-maintenance-z/salting-and-snow-clearance	No longer listed	
Cropredy School Head Teacher	Phil Goldsworthy	<u>School</u> 01295 750210	
Parish Council Chairman	Tania Johnson	07941 062549	
Parish Council Clerk	David Best	07787 496774	

3.2 List of Equipment and Supplies

Item	Location	Key holder	Phone	Mobile
OCC Highways grit bins	See Map at 4 below	N/A	N/A	N/A
Cropredy Parish Council grit bins	See Map at 4 below	N/A	N/A	N/A
Reserve supply of grit in bags	Cropredy Cemetery shed	Sheila Jones Des Knight Bob Garland	See above	
Snow shovels –	Six kept in cemetery shed	Sheila Jones Des Knight Bob Garland	See above	

Grit Spreader	R Watkiss's garage adjacent to Churchyard	R Watkiss D Goldsmith	01295 750323 01295 750304	
Walkie Talkie set	Des Knight	01295 750725	07990 588392	

3.3 Pathways and crossing points to be cleared in order of priority

(NB – Subject to modification, depending on snow conditions and volunteer availability)

Surgery to Plantation.

Plantation to Shop.

Chapel to The Green to the bus stop.

Creampot through the Gitty.

Chapel to Creampot.

Kyetts Corner to Surgery.

Newscut Lane.

Station Road.

Cup and Saucer

Surgery Car Park

3.4 Actions to be Considered

- EPT members consult to activate the Emergency Plan
- EPT to contact OCC Head of Gritting to find out plans to grit Cropredy and roads in/out
- EPT to contact School 750210 to advise that the snow plan has been invoked and to find out if Station Road needs to be prioritised for clearance
- EPT to contact any residents who have requested help in the event of severe snow
- EPT to convene volunteers (via the phone tree listed in Confidential Appendix) to activate clearing of pathways
- EPT to divide volunteers into teams, and advise priorities for path clearance.
- EPT to ensure that a continuous path is cleared where driveways and entrances intersect the footpaths, and that key crossing points across roads are cleared
- EPT to ensure that cleared snow is not placed in driveways or where it may obstruct parked cars
- Grit spreader to be returned empty, cleaned and oiled to Roger Watkiss's garage
- Roadside salt bins to be topped up from Cemetery Shed supplies

4 Flooding

4.1 Background

- Individual flood prevention/ mitigation measures are a matter for those living in vulnerable properties and boat owners.
- Cropredy is not considered by the Environment Agency to be a high risk area for flooding apart from eleven properties considered to be at risk, most of which have

registered for flood alert warnings. The Environment Agency stresses that any householder can sign up for flood alerts.

4.2 Environment Agency Advice

The Environment Agency has published a number of advice booklets on preparing for flooding, and it publishes up to date flood information on its website. Links to this information have been communicated to residents via the Cropredy Crier and are available from the Cropredy Village website

4.3. Flood Wardens

The Flood Warden for Cropredy is Steve Watts (07527 399109) and the Deputy Flood Warden is Bob Dunn (01295 758435). They are responsible for the temporary 'flood warning' traffic signs.

4.4 Equipment and Supplies

No central equipment or supplies (apart from the temporary warning signs) are held for a flood situation. All householders in at-risk properties need to have their own flood emergency plan in place (as outlined in Environment Agency literature), and access to their own supplies of flood boards, sand bags, etc.

5 Power cuts

5.1 Background

The current provision of electricity supply is robust. There are two main electricity feeds and if one goes down the other takes over. Because there is a three-phase supply, the most likely risk is that only certain parts of the village should suffer loss of power at any one time. It is not possible to predict the risk of a major local, regional or national loss of electricity. However, coal-burning power stations are being phased out and there is general lack of certainty over alternative electricity generation systems, so a deterioration rather than an improvement can be anticipated.

5.2 Guidance from Oxfordshire County Council (OCC) Emergency Planning Team

- Encourage all members of the community to obtain a copy of the "Are You Ready" booklet and to follow its recommendations.
- In the event of a power cut, telephone the electricity supply company to find out estimated restoration time and plan actions accordingly.
- Be aware of the availability of alternative heaters and power generators within the community, should the Village Hall or other emergency reception centre be brought into use, but also consider the additional fire risks.
- Encourage vulnerable members of the community to register with the electricity supplier for priority assistance.
- Encourage all members of the community to have a telephone set in the house that can plug straight into the phone connection socket, as cordless phones are dependent on mains electricity supply.

5.3 Guidance from Western Power Distribution (WPD)

Encourage members of the community to

- Contact WPD if there is a power failure, rather than waste time trying to contact the company to whom they pay their electricity bills.

- Follow advice in the WPD “Power Cuts” leaflet, including: keep a torch handy; have a wind up or battery powered radio; use a surge plug to protect computers; make sure that any medical equipment has battery back up, etc etc.

5.4 Registration of vulnerable consumers

There is information about what “vulnerable” members of the community can do on WPD’s website www.westernpower.co.uk/Priority-Customers .

Anyone who is dependent on electricity for medical reasons can join WPD’s Priority Services Register. They will need to provide their name, address, telephone number and the reason for being medically dependent on electricity or vulnerable. WPD will then give them a direct number to call in event of a power cut. WPD will ring to tell them about planned power cuts and will give them a password, if necessary, before visiting them so customers will feel safe.

For Midlands Priority Customers WPD can be contacted by post at:

Priority Customer Services
Records Team
Western Power Distribution
Herald Way
Pegasus Business Park
Castle Donington
Derbyshire
DE74 2TU

Tel:0800 096 3080

Email: wpdpriorityservices@westernpower.co.uk

5.5 Regular communication to Cropredy residents

All advice from official sources centres on individual households taking their own steps to be prepared for power cuts, plus supportive community provision for the vulnerable if necessary. Therefore, a key element of community planning for a prolonged and unexpected power cut should be regular communication of all the issues, reminding residents about how to prepare for this eventuality. This is already being done via the Cropredy Crier information sheet which is also posted on the Cropredy Village Website,

5.6 List of consumer publications

Are You Ready? (Published by Thames Valley Local Resilience Forum) download from: <http://thamesvalleylrf.org.uk/useful-links/publications/are-you-ready.ashx>

Power Cuts Helpful Advice (published by Western Power Distribution): download from: <http://www.westernpower.co.uk/Power-outages/Power-cut-Information-and-Advice.aspx>

5.7 List of Actions to be considered

- EPT to contact WPD to find out estimated duration of power cut
- EPT to decide on appropriate actions dependent on estimated duration of power cut
- EPT to contact those holding generators, gas heaters, charcoal barbecues etc, if considered necessary.
- EPT to contact volunteers if considered necessary.

4 Local Area Map

Croprey map – reception centres and salt bins v. Oct 2014



Croprey reception centres

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Croprey salt bin locations

- Existing