

# Fritwell Emergency Plan

Plan last updated on: 6<sup>th</sup> September 2022

**How to use this template:** This template is designed for you to fill in the details of your community emergency preparations. There are examples given to help you fill the template. Detailed notes on how to create a plan can be found in the Community Emergency Plan Toolkit available from Oxfordshire County Council Emergency Planning Unit on 01865 323765 or at [www.oxfordshire.gov.uk/emergencyplanning](http://www.oxfordshire.gov.uk/emergencyplanning)

**Reminder:** When complete, print at least two copies of this plan and ensure they are kept in two different locations.

**If you are in immediate danger call 999**

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# Plan distribution list

Name	Role	Phone number/email address	Issued on
Oxon CC	Emergency Plan Dept	<b>01865 323765</b> <a href="mailto:emergencyplanning@oxfordshire.gov.uk">emergencyplanning@oxfordshire.gov.uk</a> Emergency Planning Unit OFRS HQ Sterling Road Kidlington OX5 2DU	
Cherwell DC	Assistant Director, Regulatory Services and Community Safety	01295 221980 <a href="mailto:wellbeing@cherwell-dc.gov.uk">wellbeing@cherwell-dc.gov.uk</a>	
Parish Council	Clerk	<a href="mailto:clerkfritwellparishcouncil@gmail.com">clerkfritwellparishcouncil@gmail.com</a>	
V H committee			
Scouts			
Playing Field committee			
Wesleyan Chapel			
PCC			
Forget Me Not Club			

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## Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
September 2022	August 2023		G Simmonds

## Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
Heavy snowfall limits road access to village	<ul style="list-style-type: none"> <li>Some main routes difficult to access</li> <li>Public transport disrupted</li> <li>Roads and paths slippery for users / hazardous to use</li> </ul>	<ul style="list-style-type: none"> <li>Parish Council sign-up for local authority salt-supply and consider path clearance plan</li> <li>Identify where grit-bins are placed</li> <li>Agree with farmers where they could undertake snow activity (annex A)</li> <li>Prepare Snow annex</li> </ul>
Wide scale utility failure affecting local area	<ul style="list-style-type: none"> <li>Impact on ability to cook or store food</li> <li>Loss of heating and lighting</li> <li>Loss of phone and internet services including emergency contacts</li> <li>Need to collect water from distribution points.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage vulnerable people to register with utility companies to receive priority services</li> <li>Identify locations in community to gather for food/heat/electricity (annex B)</li> <li>Encourage good neighbour behaviour to identify/support people needing assistance</li> <li>Prepare Utility outage annex</li> </ul>
Incident on Motorway	<ul style="list-style-type: none"> <li>People requesting assistance/medical help</li> </ul>	<ul style="list-style-type: none"> <li>Arrange for Survivor Centres to be available</li> </ul>
Hazardous Chemical Spill	Danger to health and / or environment	If advised by appropriate authority, call Emergency group together
Sewerage spill	Danger to health and / or environment	If advised by Anglian Water (0800771881 or 03457 145145 Line available 24/7) or other appropriate authority, call Emergency group together

<b>Risks</b>	<b>Impact on community</b>	<b>What can the Community Emergency Group do to prepare?</b>
<p>Infectious diseases: epidemic / pandemic</p> <p>Provide suggestions of warm places for those who are in fuel poverty.</p>	<p>Danger to health, especially of vulnerable residents / those self-isolating.</p>	<ul style="list-style-type: none"> <li>• Liaise with Forget-Me-Not Club and other community groups to identify those affected</li> <li>• Arrange for food supplies and medication to be delivered.</li> </ul>

## Emergency coordination group

<b>Name</b>	<b>Contact number(s)</b>	<b>Email</b>	<b>Address</b>
Polly Foster	345296	<a href="mailto:pollyfoster@hotmail.co.uk">pollyfoster@hotmail.co.uk</a>	St. Olave's 86 East Street
Sheila Ultsch	346665	<a href="mailto:sheila.ultsch@fritwell.org.uk">sheila.ultsch@fritwell.org.uk</a>	11, East Street
Gill Simmonds	345930	<a href="mailto:gill.simmonds@fritwell.org.uk">gill.simmonds@fritwell.org.uk</a>	East Stone Lodge, 5, East Street
Jon Boyce	346252	<a href="mailto:jon.boyce@fritwell.org.uk">jon.boyce@fritwell.org.uk</a>	Pondside, North Street
Marc Beeney	346122	<a href="mailto:Marc.beeney@fritwell.org.uk">Marc.beeney@fritwell.org.uk</a>	77, East Street
		<a href="mailto:clerkfritwellparishcouncil@gmail.com">clerkfritwellparishcouncil@gmail.com</a>	

# Local response volunteers / flood wardens

List local volunteers/flood wardens that could be contacted in an incident. If flooding is a local risk, some people may volunteer to lift heavy sandbags so should be reasonably active or fit. Consider using other volunteers as communicators, administrators or minders of vulnerable people during an incident. Consider safe work practices - **volunteers must not put their own safety/life at risk.**

Name	Mobile	Home telephone / other contact	Additional information (flood warden etc)

## Local skills and resources assessment

<b>Skill/Resource</b>	<b>Who?</b>	<b>Contact details</b>	<b>Address / location</b>	<b>When might be unavailable?</b>
Doctor				
Trained First Aider				
4x4 owner/driver				
Chainsaw owner				
Water/food supplies	Village Shop	345229 345522	East Street	Evenings, Saturday afternoons and Sundays

## Identified community meeting points & survivor reception centres

Building	Location address	Potential use in an emergency	Contact details of key holder (24hr)	Approximate capacity
Village Hall	Fewcott Road OX27 7QA	Survivor Centre/Meeting Place		200 seated 50 laying
Wesleyan Chapel	North Street OX27 7QJ	Survivor Centre/Meeting Place		100
Church	North Street OX27 7QW	Survivor Centre/Meeting Place		100
Scout Hut	Playing Field, Fewcott Road OX27 7QA.	Survivor Centre/ Meeting Place		50
Fritwell CE Primary School	East Street OX27 7PX	Survivor Centre/ Meeting Place		200

## Helping vulnerable people and communities in an emergency

[Use this space to record details of individuals or organisations who might be able to use their local knowledge to identify vulnerable communities or people during an emergency]

Organisation	Name and role of contact	Phone number
Forget Me Not Club		
Wesleyan Chapel		
Vicar	Vacant	



## Activation triggers

[Use this space to record details of how your plan will be activated. You should include details of how the plan will be activated as a result of a call from the emergency services, and also how your community will decide to activate the plan yourselves, if the emergency services are unavailable]

1. When the local authority emails a warning to community emergency plan holders
2. When a forecast of severe weather is given for our area
3. At the request of the emergency services/local authority to open and support a survivor reception centre
4. At the discretion of a member of the Coordination Group

## First steps in an emergency

Call 999 if there is a risk to life

	<b>Instructions</b>	<b>Tick</b>
<b>1</b>	Contact Emergency Coordination Group members and meet to discuss the situation	
<b>2</b>	Gather information, assess the impact upon community and individuals	
<b>3</b>	Decide on resources required and appropriate action to take	
<b>4</b>	Record actions to be taken and by whom	
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		

## Community Emergency Group first meeting agenda

[This is a suggested agenda when the group is called. The meeting needs a Chair person

Date:

Time:

Location:

Attendees:

### 1. What is the current situation?

#### Location of the emergency:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

#### Are there any vulnerable people involved?

- Elderly
- Families with children

#### What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

### 2. Who do we need to contact and what information do we need to provide?

### 3. How can we support the emergency response?

### 4. What actions can safely be taken?

### 5. Who is going to take the lead for the agreed actions?

### 6. Any other issues/next meeting?

## **Agreed evacuation actions**

[Actions agreed with emergency responders in the event of an evacuation. Use this space to record details of the actions you can take to help your local authority if an evacuation is necessary in your community.]

1. Help the local authority with opening and supporting the survivor reception centres
2. Help police/local authority with door knocking
3. Tell emergency services who might need extra help to leave their home

## **Alternative communication arrangements**

[Agreed methods of staying in contact if usual communications have been disrupted.]

## **In the unlikely event of the failure of all communications systems**

### **Meet at Village Hall**

1. Knock the doors of other coordination group members

## Important telephone numbers

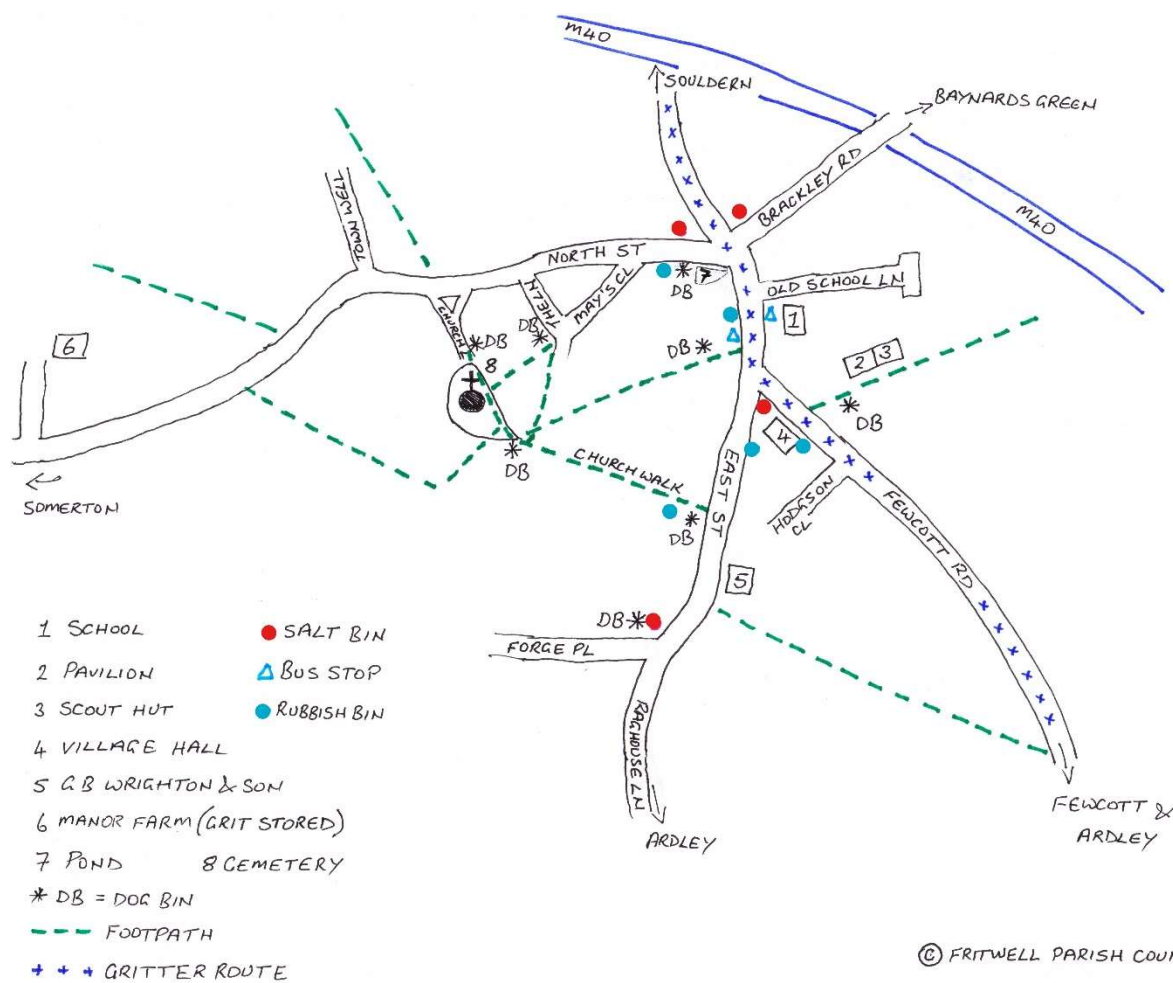
Organisation	Contact for emergency planning team (where applicable)	General telephone no. for services (office hours)	In the event of an emergency
District Council	01295 221980 <a href="mailto:wellbeing@cherwell-dc.gov.uk">wellbeing@cherwell-dc.gov.uk</a>		
County Council	Oxfordshire County Council Emergency Planning Unit <a href="https://www.oxfordshire.gov.uk/residents/fire-and-public-safety/emergency-planning/community-resilience">https://www.oxfordshire.gov.uk/residents/fire-and-public-safety/emergency-planning/community-resilience</a> Oxfordshire County Council Highways <a href="http://www.oxfordshire.gov.uk/residents/roads-and-transport/contact-highways">www.oxfordshire.gov.uk/residents/roads-and-transport/contact-highways</a>		<b>0345 310 1111 - Floodline</b>
Fire & rescue		<b>01865 895999</b> 8.30am - 5pm, Monday - Thursday 8.30am - 4pm, Fridays	999
Police	Thames Valley Police	101	999
Ambulance	South Central Ambulance	01869 365000	999
Environment Agency	<a href="mailto:enquiries@environment-agency.gov.uk">enquiries@environment-agency.gov.uk</a>	0800 807060 (24/7)	0800 807060 (24/7)
Floodline	<a href="https://flood-warning-information.service.gov.uk/warnings">https://flood-warning-information.service.gov.uk/warnings</a>	0345 988 1188	0345 988 1188
Meteorological Office (Weather Warnings)	London Weather Centre	0207 204 7451 (Flash warnings)	01344 856264 (Early Warnings)
Water Company	Thames Water (Water supply)	0800 316 9800	0800 316 9800
	Anglian Water (Sewerage)	03457 919155	0800771881 03457 145145

Electricity Provider	Scottish and Southern Electricity	0800 072 7282 0345 072 1905 (24/7)	0800 072 7282 0345 072 1905 (24/7)
Telecoms provider	BT	0800 800 150 0330 123 4150 (from a mobile)	0800 800 150 0330 123 4150 (from a mobile)
Adjacent Town/Parish Councils			
Ardley with Fewcott	Anne Davis ardleywfparishclerk@yahoo.com	01865 379645	
Souldern	Cathy Fleet clerktosouldernparishcouncil@gmail.com	01869 347000	
Somerton	Cathy Fleet somertonparishcouncil@gmail.com	01869 347000	

## Optional annexes / maps

You may wish to include a local area map and/or annexes specific to risks that your community faces. Template annexes for flooding, snow and utility failure are available from the Emergency Planning Unit for you to consider.

- Snow and Ice Plan Annex A
- Utility Failure annex B
- Map of Fritwell indicating location of grit bins.



## Return A

Once you have produced your plan, please help us to maintain the community emergency database up to date by completing the form below and returning it to the address provided at the bottom of the form.

Parish/Town Council Name:	Fritwell
Parish/Town Clerk Name:	
Email address:	<a href="mailto:clerkfritwellparishcouncil@gmail.com">clerkfritwellparishcouncil@gmail.com</a>
Contact number(s):	
Parish/Town Chairperson:	Polly Foster
Email address:	<a href="mailto:pollyfoster@hotmail.co.uk">pollyfoster@hotmail.co.uk</a>
Contact number(s):	01869 345296

To enable the emergency services to contact a member of your Emergency Co-ordination Group/Team, which numbers should they call? Please supply a minimum of two contact numbers.

Emergency Contact Numbers		
Name	During working hours	24 hours
1.		
2. Polly Foster (Chair)	01869 345296	01869 345296
3. Sheila Ultsch (Vice-Chair)	01869 346665	01869 346665
4. Gill Simmonds	01869 345378	01869 345378
5. Jon Boyce	01869 346252	01869 346252
6. Marc Beeney	01869 346122	01869 346122

Within your Parish/Town council area, are there buildings that could be used as a temporary place of safety (survivor reception centre) for local residents evacuated from their homes.

Survivor Reception Centres			
Facility	Address including postcode	24hr contact number(s) to open facility	Approximate seating capacity
Village Hall	Fewcott Road OX27 7QA		200
Wesleyan Chapel	North Street OX27 7QJ		100
Church	North Street Fritwell OX27 7QW		200
Scout Hut	Playing Field Fewcott Road OX27 7QA.		50
Fritwell CE Primary School	East Street OX27 7PX		200



<b>Emergency Plan Information</b>	<b>Yes</b>	<b>No</b>
We have a Community Emergency Plan	Y	
We have a Specific Flood / Snow Plan	Y	
We would be interested in attending an event where we could get help in drafting our Plan	Y	

**To return the information:**

**By Email:** Complete the form, save to your computer, email as attachment to:

[emergency.operationscentre@oxfordshire.gov.uk](mailto:emergency.operationscentre@oxfordshire.gov.uk)

**Fax:** to 01865 713920

**Post:** Emergency Planning Unit, Woodeaton Manor, Woodeaton, OXFORD. OX3 9GU