**Community**

**Emergency Plan**

**SOUTH LEIGH & HIGH COGGES Parish Council**

Autumn 2022

**1. INTRODUCTION**

**The vulnerability of the village was obvious when there was an extended power outage recently so that central heating pumps did not work and central heating failed. Communication was reduced through the internet failing and mobile phones therefore being unable to operate reliably.**

**The Parish Council believe that there may be other problems in the future which require the village to be better prepared than we have been in the past with the two other most likely problems being flooding particularly around the pub and isolation caused by snowfall. The Parish Council accepts however that all eventualities cannot be provided for but will be assisted by a draft plan circulated prior to this and informing it.**

**The Parish Council have prepared this initial emergency plan which will be kept under review and looked at each year at the parish annual general meeting with lessons learned from past experiences.**

**One of the main results of the start of contingency planning is the provision of a generator which will mean that there will be a heated haven in the village hall to heat basic food and charge mobiles etc. independent of the mains power supply.**

**It will be important not only to meet the emergency but to ensure that any one particularly affected should be assisted to deal with the aftermath and the consequences.**

**2. KEY ROLES WITHIN THE COMMUNITY**

We think that it is sensible if there are clear lines of responsibility with members of the Parish Council talking the lead ( three councillors are designated as lead Councillors) and with other named individuals having particular roles in the implementation.

In addition to the Parish Councillors there will be a member of the village hall committee to ensure the village hall functions as is needed. A member of the parochial church council will open the church if that is needed and finally a contact at the Mason Arms.

A list of individuals and contact details are at Annex 1. It is important that not just email and telephone numbers are provided but postal addresses since the only way of contact might be through physical visits

This group will be known informally as the Emergency Response Group (ERG)

A member of the ERG (preferably a Parish councillor) will be responsible for communications with the parish and with others outside the parish – see 7 below.

**3. POSSIBLE EMERGENCIES**

The Parish Council will of course react to situations where the plan needs to be put in motion and there may need to be a initial rapid risk assessment.

**4. BUDGET**

There is currently no contingency budget for emergencies but all financial matters should be referred to the Chair. It is recommended that £1,000 be put aside as soon as practicable for an emergency war chest.

**5. RESOURCES AVAILABLE WITHIN THE COMMUNITY**

**Volunteers and other resources**

There will be a need to draw upon various skills before, during and after any emergency and the success of this emergency plan rests largely on the goodwill of volunteers.

In Annex 2 there are a list of potential volunteers with their contact details and indications of their expertise and any mechanised tools they could access.

**ACTIVATION OF THE PLAN**

**6. RESPONSE/ACTIONS**

This plan will be activated in a situation where the Parish Council acting through three members of the ERG decides it is appropriate.

**ACTION**

**Local Place of Safety**

The principal place of safety is the Village Hall which is under the control of the Parish Council but consultations will take place with the Vicar of St James the Great and with the management of the Mason Arms to ensure that, if possible, those venues are also available if necessary.

The ERG will notify the village of arrangements and try and ensure that vulnerable people and/or those without support are contacted directly and immediately.

**7. OTHER COMMUNICATIONS**

**ACTION**

The processes for communicating within and outside the community before and during an emergency are important and the member of the ERG will communicate with the villagers as deemed necessary and endeavour to contact the relevant utilities, local authorities or government agencies as required. A list of contact details are at Annex 3

**8. RECORDING ACTIONS AND OBTAINING FEEDBACK**

A report shall be prepared for the Parish Council for consideration at a parish council meeting following the conclusion of the emergency with lessons learnt and recommendations made.

**9. AFTERMATH AND RECOVERY**

As was said at the beginning it will be as important to respond to the aftermath of the emergency as the emergency itself and assist those particularly affected or particularly vulnerable by ensuring, for instance, that they receive compensation from organisations that may have caused the emergency.

Annex 1 – Members of ERG and their contact details plus other relevant individuals

Annex 2 – Volunteers

Annex 3 - Details of contacts for utilities etc

**ANNEX 1**

**Leads and contact details: Co-ordination**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Surname** | **Address** | **Role** | **Tel (landline and mobile)** | **email** |
| **Lysette** | **Nicholls** | **Chapel Cottage,Chapel Lane OX29 6UP** | **Lead Parish Councillor for internal and external communication** | **07766 251125** | **lysette@southleighand highcogges-pc.gov.uk** |
| **Rita** | **Sawrey-Woodwards** | **17 Lymbrook Close, OX29 6XL** | **Lead Parish Councillor for vulnerable residents** | **07969919745** | **rita@southleighand highcogges-pc.gov.uk** |
| **Nicky** | **Brooks** | **Glebe House, OX29 6UR** | **Chair Parish Council and Lead** | **01993 701137 07889728564** | **nicky@southleighand highcogges-pc.gov.uk** |
| **Dick** | **Pears** | **69-70 Church End**  **OX29 6UR** | **Parish Councillor** | **01993 704653 07850 175729** | **dick@southleighand highcogges-pc.gov.uk** |
| **David** | **Auger** | **73 Church End, OX29 6UR** | **Parish Councillor** | **01993 834899 07913 415542** | **david@southleighand highcogges-pc.gov.uk** |
| **Peter** | **Grant** | **Beacon’s View, Chapel Road** | **Parish Councillor** | **01993 773939, mobile 07526085824** | **peter@southleighandhighcogges-pc.gov.uk** |
| **Caroline** | **Auger** | **73 Church End, OX29 6UR** | **Village Hall Committee – access to village hall** | **01993 834899 07913148195** | **caroline73CE@outlook.com** |
| **Rev Simon** | **Kirby – Vicar of St Mary’s Cogges and St James South Leigh** | **Cogges Church Office, Church Lane, Witney OX28 3LA** | **Vicar** | **01993 702155** | [**simon@coggesparish.com**](mailto:simon@coggesparish.com)  **Website coggesparish.com** |
| **David** | **Taylor** | **1 Holyrood House, Church End,**  **OX29 6UR** | **PCC member – access to Church** | **07810 481520** | **davidreevestaylor@gmail.com** |
| **Liz** | **Ashwell** | **Chapel Road** | **Access to Church** | **01993 703534** | **jandeashwell@gmail.com** |
| **John** | **Ashwell** | **Chapel Road** | **Access to Village Hall** | **01993 703534** | **jandeashwell@gmail.com** |
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**ANNEX 2**

**Summary of resources available –**

**volunteers, skills and other resources**

**NAME OF COMMUNITY: SOUTH LEIGH & HIGH COGGES PARISH COUNCIL**

**VOLUNTEERS/RESOURCES**

| **Forename** | **Surname** | **Tel** | **Email/ Postal address** | **Skills / tasks willing to do** | **Resources available** |
| --- | --- | --- | --- | --- | --- |
| Martin | Spurrier | 07799368464 01993 702808 |  | Anything. Also, media relations. | Chain saws, small tractor with loader, land rovers. |
| Graham | Soame | 01993-772799 and 07932172873. | Acre Cottage, Chapel Road, OX29 6UP  planning@soame.co.uk |  | Small Tractor, trailer, various tools |
| Jackie | Johnson | 07400972323  0199 | 7, Lymbrook Close, South Leigh, OX29 6XL | First Aid Trained | Plus has Multifuel  Stove |
| Samantha | Kelaher | 07928-528970,  01993-225025 | Station Road, South Leigh  kelahersam@gmail.com | First Aid Trained |  |
| Nicholas | Kelaher | 07481-065725,  01993-225025 | Station Road, South Leigh  nkelaher@gmail.com | First Aid Trained |  |

**OTHER RESOURCES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Local resource** | **Contact person(s)** | **Telephone/address/email** | **In an emergency, how could it be used?** |
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**ANNEX 3**

**List of key contacts for emergencies**

**NAME OF COMMUNITY: ……**

**South Leigh and High Cogges……………………………………………………**

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| --- | --- | --- |
| **CONTACT/ NAME** | **TELEPHONE** | **WEB ADDRESS AND/OR POSTAL ADDRESS** |
| **Emergency Services** | **999** |  |
| **District Council** (if any) | **01993 861000** |  |
| **Emergency SSEN** | **105** | **SSEN App** |
| **County/Unitary Council:** |  |  |
| Emergency only | 01235 422410 |  |
| Enquiries | 01865 249811 |  |
| **County Highways** | 0345 3101111 |  |
| **County NHS** | 01865 901000 |  |
| **Water Thames Water Company** | 08003169800 |  |
| **British Gas** | 0800 111 999 |  |
| **SSE Electricity** | 0800 111 999 |  |
| **District Emergency Plan Officer** | Through WODC 01993 861000 | Karen.rushworth@publicagroup.uk |
| **BT** | 0800 800 150 |  |
| **Gigaclear** | 01865 591131 0370 863 0125 |  |
| **Environment Agency** |  |  |
| General Enquiries | 08708 506 506 | [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk/) |
| Floodline | 0345 988 1188  0845 988 1188 | Text phone 0345 602 6340 |
|  |  |  |
| **Parish/Town Clerk ‘LEADS AND CONTACTS, ABOVE’** |  | **Ken Brooks** |
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