

TETSWORTH PARISH COUNCIL EMERGENCY PLAN

(TO BE REVIEWED ANNUALLY IN APRIL)

2024 – Note that ongoing internal works to the Tetsworth Memorial Hall might make it unavailable as a Survivor Reception Centre. Please contact the Parish Council or the nominated Hall key-holders for the current situation.

PURPOSE AND SCOPE OF THE PLAN:

1. Tetsworth Parish Council's Emergency Plan lays out its actions in the event of a major emergency or incident in Tetsworth. Oxfordshire County Council's Emergency Planning Unit may also ask for the plan to be activated in the event of an emergency or incident nearby.

2. Events that would require the plan to be activated include (but are not limited to):

- a. A major road traffic accident or incident on the A40.
- b. A major fire.
- c. Flooding of a significant area of the village.
- d. Failure of the electricity or water supply to a significant proportion of the village for an extended period.
- e. Building collapse.
- f. An aircraft accident.

3. Tetsworth Parish Council will provide two forms of assistance to the emergency services and the community:

- a. Provision of Survivor Reception Centres for those involved in or displaced by an incident:
 - i. St Giles Church.
 - ii. Tetsworth Sports and Social Club
 - iii. Tetsworth Memorial Hall (if available, confirmation from key-holders required).

Contact details for key-holders are at Annex A to the Plan.

b. Provision of volunteer assistance to the emergency services.

A list of volunteers and the assistance they offer is at Annex B to the Plan. This list is not available to OCC due to GDPR, so assistance must be requested by a TPC Councillor.

4. No provision in this plan expects or requires any Councillor or volunteer to place themselves in danger or at risk of harm.

ACTIVATION OF THE PLAN:

5. A Councillor who becomes aware of an emergency should first notify the appropriate emergency service(s), if urgent, by calling 999 and then the Clerk of Tetsworth Parish Council. To activate the Plan, the Clerk will contact:

- a. The Chair of Tetsworth Parish Council.
- b. The Vice-Chair of Tetsworth Parish Council.
- c. The remaining Parish Councillors.

If the Clerk cannot be contacted, the Councillor may contact the Chair or Vice-Chair directly. Oxfordshire Country Council or one of the emergency services may also contact those above to ask for the plan to be activated.

6. The Clerk or, if the Clerk is unavailable, the Chair or Vice-Chair will designate a Councillor to act as Councillor-in-charge of the Council's actions for the duration of the emergency.

OPERATION OF THE PLAN:

7. The Councillor-in-charge should assess the nature of the incident and the affected area(s) of the village then:
- a. Act as Councillor-in-charge of the Council's contribution until the incident or emergency is over.
 - b. Designate a fellow Councillor to act as deputy Councillor-in-charge for the duration of the incident to provide assistance and the opportunity for breaks as required.
 - c. Liaise with any emergency services in attendance or contact relevant service providers to determine what assistance they require. A list of contact numbers is at Annex C to this Plan.
 - d. Contact the key-holder(s) of one or more of the Survivor Reception Centres in Para 3a, if required, to arrange for it/them to be opened as soon as possible. The chosen centre(s) should be far enough away from the emergency itself to ensure the safety of those using it/them and to allow the emergency services to operate unobstructed.
 - e. Set up a communications network so that the Council's actions can be co-ordinated:
 - i. Arrange for a Councillor or, if none is available, a volunteer to be present in any Survivor Reception Centre.
 - ii. Arrange for a Councillor or, if none is available, a volunteer to liaise with the emergency services.
 - iii. Establish communication with i and ii above by mobile phone. If mobile networks have been disrupted, then use landlines if available. If neither is available ask for a volunteer to carry messages.
 - f. If needed, contact volunteers from the list at Annex B to the Plan to arrange for appropriate assistance.
 - g. Regularly update the Clerk on the progress of and any changes to the situation.
 - h. Acknowledge any questions from the Media but, in accordance with the Council's Media Policy, do not respond until the Council's position and answer has been agreed.

DE-ACTIVATION OF THE PLAN:

8. The Councillor-in-charge should:
 - a. Inform the Clerk that the incident or emergency is over.
 - b. Stand-down any other Councillors and any volunteers.
 - c. Liaise with the key-holders to close any Survivor Reception Centres that were used.
9. The Clerk should arrange for an extraordinary meeting of the Council to discuss its actions, what lessons can be learned and whether this Plan should be modified as a result.

Tetsworth Parish Council Emergency Plan - Annex A.

Survivor Reception Centre Key-Holder Contact details:

St Giles Church:

████████████████████	██████████	██████████
██████████	██████████	

Tetsworth Sports and Social Club:

██████████	██████████
████████████████	██████████

TETSWORTH Memorial Hall *

** Check for suitability
due to internal work.*

████████████████	██████████
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Tetsworth Parish Council Emergency Plan - Annex B.

Volunteer:

████████

████████

██████

████████

Assistance:

████████████████████

██████████████

████████████████████

████████████████████

Contact:

████████

████████

████████

████████

Tetsworth Parish Council Emergency Plan - Annex C.

Emergency and Other Services Contact details:

<u>Service:</u>	<u>Provider:</u>	<u>Contact:</u>
Police	Thames Valley Police	999 (life-threatening) 101 (other matters)
Fire	Oxfordshire Fire & Rescue Service	999
Ambulance	South Central Ambulance Service	999
Electricity	Scottish & Southern Electricity Networks (SSEN)	105
Water	Thames Water Environment Agency	0800 3169800 (sewage) 0800 8070600 (river flooding)
Oxfordshire County Council	OCC Emergency Planning Unit	07919 111978