

# Whitchurch-on-Thames Community Emergency Plan

Plan last updated on: 01 July 2022

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

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# 1. Plan distribution list

Name	Role	Phone number /Email	Issued on
Paul Mann	Local Authority Emergency Planning Officer	<b>Tel:</b> 01865 323765  <b>Email:</b> emergencyplanning@oxfordshire.gov.uk  Emergency Planning Unit OFRS HQ Sterling Road Kidlington OX5 2DU	
Jim Donahue	Chairman of Parish Council	07557 668601 cllrdonahue.whitchurchonthames@gmail.com	
Jane Yamamoto	WOT Parish Clerk	07876 714 906 parishclerk.whitchurchonthames@gmail.com  Available to provide hardcopies upon request	
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	
Richard Wingfield	WOT Village Website	Maintain the latest version of the plan for public to download.	
Various	WOT Emergency Management team	Contacts identified in this document telephone tree, Section 8	
Dawn Chesters	WOT Primary School Head Teacher	Whitchurch-on-Thames, Primary School, Eastfield lane <a href="mailto:Office@whitchurchprimary.org.uk">Office@whitchurchprimary.org.uk</a> 0118 9842347	

## 2. Plan amendment list

Date of Amendment	Details of changes made	Changed by
4/12/18	2nd draft	JB, HH, KB, DB, GW
05/01/2020	3 <sup>rd</sup> draft	JB, JD
07/02/2020	4 <sup>th</sup> Draft	Emergency Management Team meeting on 26 <sup>th</sup> Jan
16/02/2020	V1.0 Approved version	Approved by Parish Council on 13 <sup>th</sup> February 2020 meeting
22/02/2020	V1.1	Action item update following the PC meeting
31/03/2022	V1.2	Update following Annual Emergency Team Meeting
01/07/2022	V1.3	Correct formatting and contact information consistency. Add link to flooding and drainage report.

- Emergency plan approval process
  - Emergency Team meets annually to review the plan
  - Updates to plan approved by the Parish Council
  - Plan distributed to web-site and other contacts including OCC/SODC emergency contacts
  - Coordinator arranges periodic drills
  - Other actions as described above



### 3. Local risk assessment

Risk	Impact on community	What can the Community Emergency Group do to prepare?
<p><b><u>Flooding</u></b> (Thames or surface)</p> <p>SODC Flooding information page including contact info for Environment agency, Thames Water, and OCC road flooding: <a href="http://www.southoxon.gov.uk/services-and-advice/environment-and-neighbourhood-issues/severe-weather/flooding">http://www.southoxon.gov.uk/services-and-advice/environment-and-neighbourhood-issues/severe-weather/flooding</a></p> <p><b>Probability:</b> High risk of significant flooding every 5 – 10 years as per Environmental Agency assessment.</p>	<p>Low risk to life. Relatively small number of houses flooded.</p>	<ul style="list-style-type: none"> <li>• Use telephone tree to check vulnerable people and help warn, evacuate</li> <li>• Encourage residents to improve home flood defences (incl. getting own sand bags, warn new residents in welcome pack)</li> <li>• Create reception centre at Village Hall.</li> <li>• Drainage preparation:               <ul style="list-style-type: none"> <li>• High Street and Village Drainage monitoring – Village Flooding &amp; Drainage Forum (see website report <a href="http://whitchurchonthames.com/flooding.html">http://whitchurchonthames.com/flooding.html</a>)</li> <li>• Whitchurch Hill drainage grips – PC/OCC</li> <li>• Actions to address culvert below Eastfield lane (see Action list)</li> </ul> </li> <li>• Identify flood-vulnerable properties and encourage property owners to register with the EA’s Floodline to receive telephoned warnings.</li> </ul>
<p><b><u>Roads/pavements Blocked</u></b> (Trees down, Snow fall, toll bridge blocked, etc)</p>	<p>People can’t get to shops, school or work. Health visitors can’t get in.</p> <p>Note: The village is connected by three roads – unlikely all three</p>	<ul style="list-style-type: none"> <li>• Identify people (via telephone tree, Internet/email tree.) who need to get food, medicines or need to go to hospital.</li> <li>• Contact drivers of appropriate vehicles who could help.</li> <li>• Make sure we stay on OCC gritting list.</li> <li>• Ensure that salt bins are full before winter.</li> </ul>

	blocked unless by heavy snow)	<ul style="list-style-type: none"> <li>Investigate alternative pedestrian access across weir via the Mill House</li> </ul>
<b>Power cut</b> - if power is out for more than 6 hours in all of the village or a particular section.	No heating, lighting. Cooking hard for some. No broadband.	<ul style="list-style-type: none"> <li>Create reception centre at Village Hall (with provision to charge devices).</li> <li>Encourage resident requiring power for medical equipment to sign up for SSE Priority Services Register. .</li> <li>Encourage residents to be ready for emergency (as per leaflet – incl keep a store of candles, blankets and food not requiring heating).</li> </ul>
Someone has a <b>heart attack</b>	Risk of death	<ul style="list-style-type: none"> <li>Call 999 and use the defibrillator in Phone box at Manor Road High Street junction or on <b>Village Green defibrillator is now also available on side of Pavilion.</b></li> <li>Directions for use and access code will be provided by 999 operator. Note: Keith Brooks and Tim Hardwick maintain the one in the Phone box, Alistair Aitcheson looks after the one on the Village Green.</li> <li>Jean- Marc to arrange annual training classes in the Spring at the Village Hall.</li> </ul>
<b>Other risks</b> that are considered low probability for which impacts that are difficult to predict include: <ul style="list-style-type: none"> <li>- Contaminated water supply</li> <li>- Spread of epidemic</li> <li>- Extreme cyber attack</li> <li>- Plane crash</li> <li>- Nuclear/chemical incident</li> <li>- etc.</li> </ul>	Unclear/varies	<ul style="list-style-type: none"> <li>Use the telephone tree to communicate to residents requesting information.</li> <li>Consider meeting of members of emergency team to formulate plan to take appropriate steps</li> </ul>





## 4. Actions Now - in preparation

- Action EP4 : Jim/J-M to plan and arrange a drill. **Mar 2022: To plan this year.**
- Action EP5: Richard to ask Howard at Thames Water for their plan if water cut-off. Also pumping station capacity in power cut. **Mar 2022: Richard still waiting for response from Howard.**
- Action EP6: J-M/John - Get Village Hall prepared – Apply for grant. **Mar 2022: Wifi in place and traditional phone not requiring a battery are in place, but still need an emergency generator. Also need a storage space for blankets and matts. Need an UPS for charging phones and electronics. A small generator is available from John Bradon but more investigation needs to be done on the implications on electrical wiring, lighting, etc. J-M to coordinate SSEN grant application for Village Hall with Charles and John. Including kettle, and stove etc. Grant application due 1<sup>st</sup> June.**
- Action EP8: John – Prepare short leaflet summarising information they should know to prepare for an emergency including emergency contacts in the village. This can be used by telephone tree contacts to provide to residents who want more information. **Mar 2022: Draft leaflet provided. To be distributed in a future Bulletin distribution. Target July 2022.**
- EP 12 - Eastfield Lane power is not resilient. Geoff to investigate potential for grant to put cables under ground.

### Complete:

- Action EP1: Jim - Review this plan with the PC – propose to add to February 2020 agenda. Once approved, send to OCC and SODC reps and contacts in Section 1. *16 Feb 2020: Done- approved at 13 Feb PC meeting. OCC and SODC contact sent copy of the approved plan.*
- Action EP3: Jim/Richard – Publish articles on Web-site/Bulletin – including publicizing SSE preferred access service. Done 2020
- Action EP7: Adrian Dixon - Encourage vulnerable villagers to register with SSE Priority Services Register. Ask surgery to promote this. – Done - 2020
- Action EP12: Jim to get Geoff a key for the notice board. *16 Feb 2020: Done.*
- Action EP2: John B - Confirm that OCC provide insurance cover for named volunteers, including use of chainsaw and 4x4s. **Mar 2022: OCC does not cover it.**
- Action EP9: Warren to arrange for CCTV investigating of the culvert with support from the PC. Feb 2022: No longer needed following the work OCC did to investigate after the flash flooding.
- Action EP10: Based on the results from Action EP8, Jim to consider requesting OCC or SODC notifies owners of houses of their responsibility to maintain the culvert. **Mar 2022: OCC investigated the culvert and can be closed.**
- Action EP11: Richard to check about pedestrian access to crossing at the Weir in case of blocked bridge. **Feb 2022: Richard confirmed that local landowners are not prepared to provide access. Default option to drive to other river crossing at Goring or Reading.**

## 5. Local skills and resources assessment

Skill/Resource	Volunteer	Phone number	Email
Trained first aider (16 Hillside)	Dimitri Kontogeorgis	07796 546501	dkontogeorgis@doctors.net.uk
Trained first aider (16 Hillside)	Jodie Smythe	07455 336001	jodie_february@me.com
Tractor owner/driver	James Norman	07867 657156	james.norman@oxfordrenewables.co.uk
Chainsaw owners	Peter Woolhouse Charles Cotgreave Neil Huntington	0118 9844365 07770 648722 07979 751985	Sally.woolhouse@gmail.com Charles_Cotgreave@yahoo.co.uk Neil Hunters60@gmail.com
4x4 & Chainsaw owner/driver (32 Swanston Field)	Gordon Bull	07900 914407	gbull13160@aol.com

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

Building	Location	Potential use in an emergency	Contact details of key holder
Village Hall - primary	Manor Road, Whitchurch-on-Thames, RG8 7EU,	Designated Rest Centre/safe place	Jean Marc Grosfort Hartslock Lodge Hartlock Bridleway Whitchurch RG9 7QX 07881 312233 Keith Brooks Winbourne, Hardwick Road, Whitchurch on Thames, RG8 7HW 07952270601
The Old Stables - alternate	High St, Whitchurch on Thames RG8 7DF	Rest Centre/safe place	Geoff Weir Geoff.weir@brinternet.com 07919 102610
Water/food supplies	Pangbourne Co-op/  Woodcote Co-op	0118 984 2038  01491 680369	6-7 The Square, Pangbourne, RG8 7AG/  2 Bridle Path, Woodcote, RG8 0SE

## 7. Emergency contact list

	<p><b>Name:</b> Jim Donahue</p> <p><b>Title:</b> Community Emergency Coordinator</p> <p><b>24hr telephone contact:</b> 07557 668601</p> <p><b>Email:</b> cllrdonahue.whitchurchonthames@gmail.com</p> <p><b>Address:</b> 17 Hillside, Hardwick Road, Whitchurch-on-Thames, RG8 7HL</p>
	<p><b>Name</b> John Bradon</p> <p><b>Title:</b> Alternate contact</p> <p><b>24hr telephone contact:</b> 07789 944676</p> <p><b>Email:</b> john@jbradon.co.uk</p> <p><b>Address:</b> Ryland's House, Hardwick Road, Whitchurch on Thames RG8 7HW</p>
	<p><b>Name</b> Jean Marc Grosfort</p> <p><b>Title:</b> Alternate contact</p> <p><b>24hr telephone contact:</b> 07881 312233</p> <p><b>Email:</b> jm.grosfort@yahoo.co.uk</p> <p><b>Address:</b> Hartslock Lodge, Hartslock Bridleway, Whitchurch on Thames RG8 7QX</p>

## 8. Telephone tree/WhatsApp Group

The phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete.

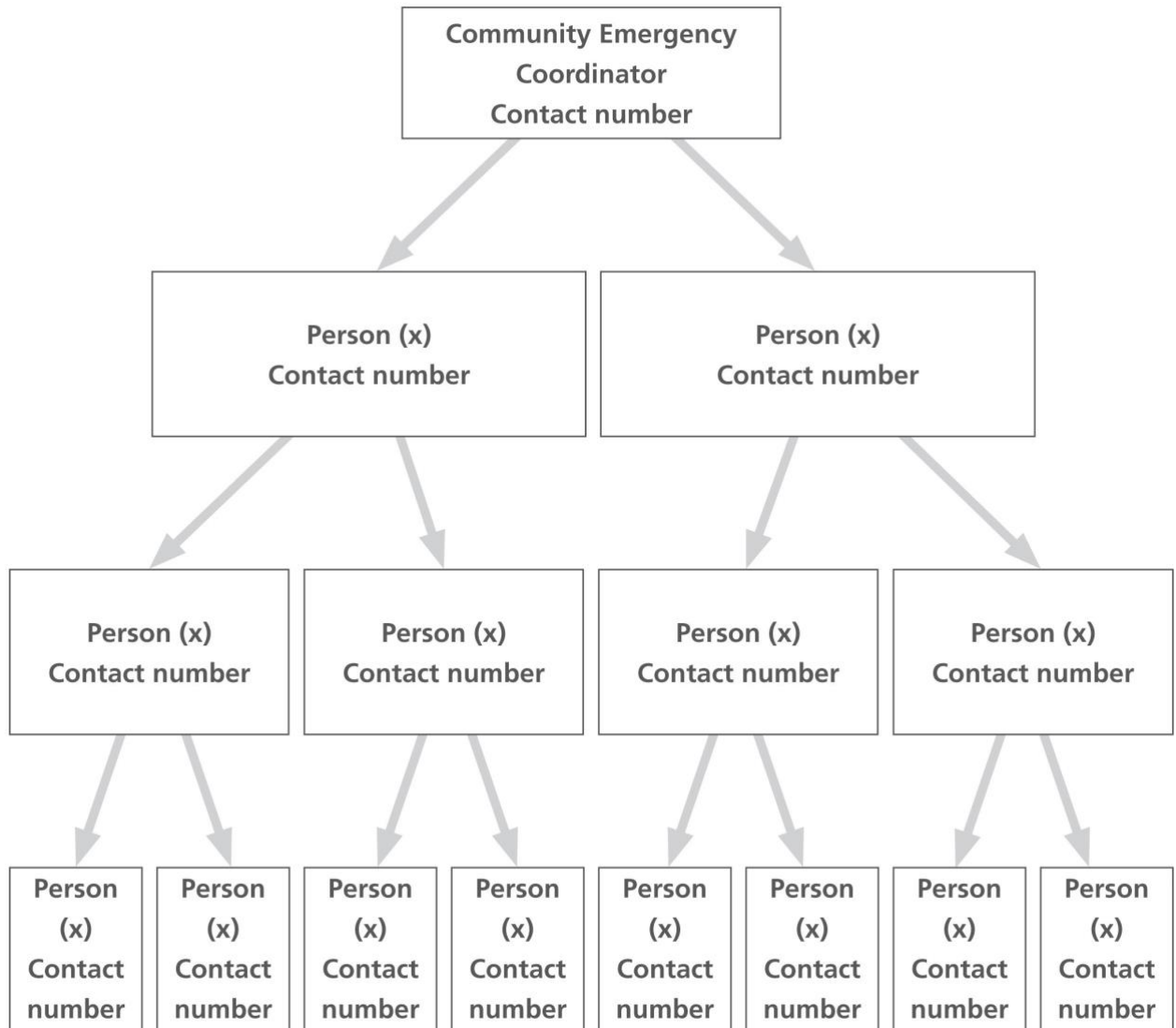
Role of street/area coordinator:

- Area coordinators should be generally aware of people in their street or area, particularly anyone who may have special requirements such as medical equipment that requires power or a house that is particularly subject to flooding, etc.
- Area coordinators will distribute leaflets identifying key emergency preparation activities that all residents should be aware of. The leaflet will provide emergency telephone tree contacts. Residents should let their Area Coordinators know if they want to be notified of emergencies.
- In the event of an emergency, the overall coordinator, or an alternate, will ensure that all of the area coordinators are aware of what is happening via What's App, email, or telephone. The village web-site and Facebook page will also provide information.
- Depending on the situation, we may decide to call a meeting of the Emergency Team at the Village Hall and use it as a support centre for the village.

## Volunteers by Area

Road/ Area	Volunteer	Phone number	Email
<b>High Street South</b> (from Bridge to Manor Road)	Geoff Weir	07919 102610	geoff.weir@btinternet.com
<b>High Street North</b> of Manor Road, incl Hartslock Bridleway	Jean Marc Grosfort	07881 312233	cllrgrosfortwhitchurchonthames@gmail.com
<b>Hardwick Road</b>	Adrian Dixon	07973 187139	adrian@adriandixon.com
<b>Hillside</b>	Jim Donahue	07557 668601	Cllrdonahue.whitchurchonthames@gmail.com
<b>Swanston Field</b>	Gordon Bull	07900 914407	gbull13160@aol.com
<b>Eastfield Lane</b>	Neil Huntington	07979 751985	Neil.hunters60@gmail.com
<b>Manor Road</b>	Katherine Higley		Cllrhigley.whitchurchonthames@gmail.com
<b>Hardwick Road</b> (Bozedown farm to Hardwick Estate)	Sally Woolhouse	07956 037927	Sally.woolhouse@gmail.com

<b>Hardwick Estate</b>	Miriam Rose	07765 501687	miriam@hardwickestate. co.uk
<b>Coordinator</b>	Jim Donahue	07557 668601	Cllrdonahue.whitchurcho nthames@ gmail.com
<b>Coordinator</b>	John Bradon	07789 944676	john@jbradon.co.uk



## 9. 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
Pangbourne & District Volunteer Centre	09:30 to 11:30 every weekday (except public holidays)	0118 984 4586
Boathouse Surgery	08:00 to 18:30 Monday through Friday	0118984 2234
SSE Priority Services Register	Register for priority support in event of a power cut, e.g for if you rely on power for medical equipment, or need extra help for any reason	0800 622 838

## 10. Activation triggers

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 we get a flood warning
2. If power is out for more than 6 hours in any part of the village
2. When OCC, SODC or any of the emergency team contacts the Chairman

# 11. First steps in an emergency

[Use this space to add the steps to be followed in when the plan is activated]

	<b>Instructions</b>	<b>Tick</b>
<b>1</b>	Ensure you are in no immediate danger	
<b>2</b>	Call 999 (unless already alerted)	
<b>3</b>	Contact the Community Emergency Group and meet to discuss the situation if required by the situation	
<b>4</b>	Contacts on telephone tree check that all people requesting to be contacted are OK	
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		



## 12. Community Emergency Group first meeting agenda

Date:

Time:

Location:

Attendees:

### 1. What is the current situation?

#### Location of the emergency. Is it near:

- 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. Establishing contact with the emergency services

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

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

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

### 6. Any other issues?

## 13. 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

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

<b>Communication Type</b>	<b>Name of contact</b>	<b>Location</b>
WOT Web-site	Richard Wingfield	
Facebook Group – Good Vibes Only	Jim Donahue	
Village Notice Board	Geoff Weir	High Street opposite Eastfield lane
WhatsApp Group – Emergency planning team	Jim Donahue	