

# LOCAL EMERGENCY PLAN

October 2008  
Incl Amendment No 1

## Guide for COUNCILLORS and EMERGENCY TEAM

This plan has been created by Cassington Parish Council to provide  
**a basic framework for managing a major incident**  
that may threaten the safety and welfare of the community, both residential  
and employed, livestock and property.

Copy issued to ..... date .....

Amendments issued:

Amendment	Date
1 incorporated	29/10/08
2	
3	
4	

### **1. Area Covered and Risks**

1.1 Our area covers Cassington, Worton, Jericho Farm, Cassington Mill, Wharf Farm (Eynsham Road accessed from Eynsham), Purwell Farm, Burleigh Farm.

#### 1.2 Flooding

Homes are at risk of flooding when there is heavy rain / surface run-off / high water levels in the higher ground to the north (River Thames catchment area). Some homes are affected by flood in the River Evenlode.

#### 1.3 Other risks

Flu pandemic, Storm damage, major accident on road/rail/air, fire, pollution / environmental incident.

Maps of Cassington and rivers at **Appendix C**

### **2. Emergency action**

#### **EMERGENCY MANAGEMENT TEAM**

2.1 In the absence of the emergency services, the local "Emergency Management Team" will lead the community response and act as a central point for information and communication for the community, emergency services and local authorities.

The team will gather as quickly as possible, either using phone/ email contact or if necessary, in an agreed meeting place.

If there is a district wide emergency, contact WODC Council on 01993 861000  
Or 01993 705056

**NOTE: remember to take all reasonable steps to avoid causing harm to yourself and others**

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<i>Name</i>	<i>Phone Number</i>	<i>Mobile number</i>	<i>Address</i>
<u>Leader</u> PC chairperson	Clive Wilkinson	07710 296547	6 St Peter's Close
<u>Communications</u> <u>co-ordinator</u> Parish Council Clerk	Liz Bickley 884496	0790 513 3403	Orchard Hse, Mill St., Eynsham
<u>Members</u> PC members	Kate Cropper 880362 Iwan Hughes 880091 Olaf Rock 880389 Pat Clague 882650	0799 9775 476 0791 8618 156	Old Vicar/g Old Post Off Trelawn 4 Orchard Cl
Others	C&W Emergency Planning Group	See annex F	
<u>WODC Council</u> <u>Emergency</u> <u>Planning Officer</u>	From website: Emergency page 01993 861000 or 01993 705056 (out of hours) <a href="http://www.westoxon.gov.uk/living/EmergencyPlanning.cfm">www.westoxon.gov.uk/living/EmergencyPlanning.cfm</a>		

2.2 Hand over to a larger emergency management team as appropriate.

## Communication Plan

2.3 News is gathered by Clerk /chair of Parish Council from e-mail messages, websites (councils, emergency services, government agencies), other emergency centres.

2.4 News will be passed from the emergency team to residents via a telephone tree / cascade or knocking on doors, as far as time allows. Warnings from the Emergency Team and parish council should not be expected in every case. Members of the public should make themselves aware of developing weather /flood situations or other emergencies, using local radio and appropriate websites etc. (See **Appendix A**)

a) Telephone message cascade Initiated by clerk or chair **Appendix T**

b) Knock on doors See map attached at **appendix C**

c) Parish Council meetings (routine) Every month: first Thursday: 7.30 p.m.

2.5 Early warnings –weather or flood warnings from regional authorities are circulated to main councils and Cassington PC clerk/chair. If a warning is believed to be relevant to Cassington, efforts will be made to use the telephone tree to spread the warning.

2.6 Environment Agency has a free flood warning service, Floodline Warnings Direct (FWD). Most parts of Cassington are not automatically able to register because the flood plain does not cover the village. However a number of Cassington people have been placed on the Environment Agency's alert system at the Parish Council's request.

See **Appendix B** – Environment Agency flooding advice.

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## 2.7 Incident Procedure

NOTE :- remember to take all reasonable steps to avoid causing harm to yourself and others

	<b>Action</b>	<b>Completed</b>
1	Establish extent of the incident by: Calling other members of the Emergency Management Team and key resource contacts* to see if they are affected and to what extent	
2	If life is being threatened call 999 and request immediate assistance	
3	Call the relevant agencies (e.g. Environment Agency Floodline) and Emergency numbers for advice and/or assistance, plus try to establish <ul style="list-style-type: none"> <li>• If further events / flooding are to be expected</li> <li>• How long before emergency will be over / the water levels might start to drop</li> </ul>	
4	Call WODC Emergency Planning Officer (EPO) and brief them on the extent of the emergency /flooding and request assistance	
5	Brief the Emergency Management Team and key resource volunteers and ask them to notify their immediate neighbours and establish if anyone needs assistance	
6	Contact the people on the Vulnerable register ( <b>Appendix E</b> ) and check that they are safe and do they need any assistance – tell them what is happening and remember to stay in touch with them	
7	If the emergency has resulted in people having to leave their homes, consider whether accommodation /rest centre is needed. Discuss the situation with WODC who are responsible	
8	Remember – keep a log of all incoming and outgoing calls and any action taken ( <b>appendix I</b> )	
9	Be prepared to brief the emergency services/local authority upon their arrival and work with them	
	* see <b>appendix A</b>	

## 2.8 Long term mitigation

- Parish council undertakes planning for emergencies. New committee formed September 2008 Cassington and Worton Emergency Planning Group (clerk: Liz Bickley, Chair: Iwan Hughes)
- Parish Council requested a WODC flood report – due October 2008. To include review of sump pit (near allotments) capacity; need for new sump / sluice gate up-stream of Elms Road.
- Parish Council obtained sand bags stored at Recreation Ground Garage April 2008 (Key holder Mr Newport 8 Elms Rd).
- Parish Council obtained Fold-up road signs (“Flood”), Stored at Foxwell Court (contact residents at No. 1, 2 or 3 or Foxwell End)
- Parish Council checks annual maintenance of ditches (September/ October) by Environment Agency

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- Parish Council check of other ditches May 2008– info to WODC who will check with owners
- Parish Council has ordered building up of ditch bank / bund on playing field near Purwell Lane (October 2008)

### 3. Vulnerable people

Emergency team /parish council holds a list of people at risk (addresses / phone numbers) – **Appendix E**

### 4. Resources available to assist people in an incident

NOTE :- remember to take all reasonable steps to avoid causing harm to yourself and others

#### 4.1 Local authority and emergency services –**appendix A**

#### 4.2 Sandbags for 8 inches or 200 mm of water.

A store of 30 sandbags for emergency community use (April 2008) is at Recreation Ground Garage, Elms Road. Sand bags can be ordered from WODC (see phone number at Annex A). Free in a emergency. If you have to make your own bags, bags should be half filled so they can mould to the surface on which they are placed. Any bags /sand can be used (contact Cassington Quarry for sand, if WODC cannot help?)

4.2a Road Signs – two fold up triangular traffic warning signs are available for use on Yarnton Road if there is surface flood water. The signs are kept at Foxwell Court.

#### 4.3 Emergency Rest Centre –WODC sets up rest centres.

Cassington Village Hall (Chairman John Hemingway 883991, Key holders Nicky Copelin 881813, Olaf Rock 880389)

4.4 Electrical items (e.g. Pump, de-humidifier) Electrical Hire and Sales (EHS), Freeland Road, Eynsham 881851

#### 4.5 Key skills & Equipment

<i>NOTE :- remember to take all reasonable steps to avoid causing harm to yourself and others</i>	
First Aider	Vanessa Stratford 6 Elms Road
Storage of sandbags	In garage at playing field
Garage at Playing Field	Mr Des Newport (key) 881032, 8 Elms Rd Cass. Sports & Social Club key holders: Carl 887555 (work) Stuart 881883 (home)
Boat	
Wheel barrow	

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Ropes	
Tractor / JCB	
Cassington village hall	Nicky 881813 John 883991 Olaf 880389
Emergency Rest Centres –contact WODC	01993 861000 or 01993 705056
Access to internet for emergency team	Councillors' homes Clerk's office
Steve Long (Ditching contractor)	880950 07775 562388
Cassington Quarry, Hansons	01865 883228

## 5. Useful Numbers / Local Radio

See **Appendix A** for councils / Environment Agency etc.

<i>Radio station</i>	<i>Frequency</i>	<i>tel number</i>
Radio Oxford	95.2 FM	0845 9311111
Fox FM	102.6 FM	01865 871000
NHS Direct		0845 4647

**Your useful numbers:**

## Appendices - attached

- A Useful phone numbers / websites etc (Key resource contacts)
- B Public info from the Environment Agency
- C Maps of the area
- E Vulnerable people / those who may need assistance
- F Cassington and Worton Emergency Planning Group
- I Incident Log
- T Telephone cascade / Tree

**END OF EMERGENCY PLAN – APPENDICES FOLLOW**

Liz/cassington/Cass flood plan 29/10/08