

**CURBRIDGE AND LEW PARISH COUNCIL**  
**DISASTER ACTION PLAN**

**April 2020**

At all times take reasonable steps to avoid causing harm to yourself or others

## **Background**

This Plan has been produced as a framework to try and ensure an effective response to any major incident that might threaten the safety and welfare of the community.

## **What is a major incident?**

Officially, it is any event or circumstance that causes or threatens death or injury, disruption to the community or damage to property or the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities. In other words, something that affects the whole community, or a large part of it, that cannot be dealt with in the normal way by the Police, Fire & Rescue Service etc. For example: flooding, total loss of main services such as gas, electricity or water, major road accident, explosion or aeroplane crash.

## **Who declares an emergency and who are the primary responders?**

Emergencies can be declared by the Emergency Services, WODC or OCC. The Parish Council cannot declare an emergency; however, this plan enables us to respond at a local level if necessary.

## **Objectives**

- Set up an Emergency Response Team
- Identify risks to the community and take action to mitigate them
- Identify resources available to the community.
- Identify vulnerable people within the community and plan how to protect them
- Provide contact details of the Emergency Response Team, Emergency Services and Local Authority.

## **Responsibilities**

Those primarily responsible for dealing with an emergency are:

### Oxfordshire Fire and Rescue Service

- Taking measures to protect life and property
- The rescue of trapped persons
- The provision of special equipment such as pumps, emergency lighting, cutting equipment etc.
- Acting as focal point for the County Contact System

### Ambulance Service

- Responsible for the overall co-ordination of medical response, the designation and alerting of receiving hospitals, the establishing of casualty loading points and the assessment of numbers and condition of casualties.

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### Local Authorities (OCC and WODC)

- Responsible for maintaining normal public services as far as possible, as well as assisting local residents in distress. They will also support the emergency services as required.

Secondary responsibility lies with:

Utilities (Electricity & Water)  
Public Communications

- Whilst these bodies shoulder the main responsibility for dealing with a major emergency it is clear that in the situation where the emergency is County wide, there is a need for the Parish Council to have a contingency plan so as to lead the community in containing the situation until additional help is available.

### **Some Risks**

Flooding: Homes, residents and livestock are at risk from flooding when there is or has been heavy prolonged rain.

Heavy Snow & Ice: This could isolate the community and prevent Parishioners from obtaining essential supplies.

Road accident: a major accident involving cars, tractors or tankers could occur on any of the roads in the Parish.

Air accident: As the Parish is close to flight-path from Brize Norton there is the possibility of an air accident occurring over the Villages. Whilst the emergency services connected to Brize Norton would take control of any incident the need to make available the facilities of the Parish Hall could become necessary.

### **Emergency Response Team**

The Parish Council will lead the community response and act as the central point for information and communication within the community and with external services.

The normal Survivor Reception Centre would be Curbridge Parish Hall, with back up in the two Churches in Curbridge and Lew.

The team will gather as soon as notified at the Parish Hall and set up an incident room.

### **Contacts in the event of an Emergency**

Chairman - Glenn Gannon, Tel. 01993 775246, 07779 934596  
Vice-Chairman – Mark Wilson, Tel. 07974 247513  
Lew Representative - Patrick Foley, Tel. 01993 850066

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The Team will consist of the members of the Parish Council and the Parish Clerk, who are:

Glenn Gannon - Cestria, Main Road, Curbridge  
Mark Wilson - 6 Main Road, Curbridge  
Tony Wilson - Fairhaven, Main Road, Curbridge  
John Courtney - Birchwood, Main Road, Curbridge  
Howard Higgins - 88 Well Lane, Curbridge  
Angela Boddington - 43 Well Lane, Curbridge  
Patrick Foley - Lew House Cottage, Lew

### **Other Useful Emergency Contacts**

#### **Emergency Services 999**

Southern Electric	0845 7708090
Thames Water	0845 9200800
E A Floodline	0845 9881188
Witney Hospital	01993 209400
J R Hospital	01865 741166

### **Emergency Response Team Duties**

- To assess the nature and scale of the emergency, contact the Emergency services, open and prepare the Survivor Reception Centre, instigate the Communication Plan and assist the emergency services as required

### **Communication Plan**

- News gathered by Clerk and Chairman of Parish Council
- News disseminated to Parishioners via whatever means possible – word of mouth
- Message service via the Parish web site
- Parish Notice Boards would carry all messages relating to the incident

### **Incident Procedure**

- Everyone should remember to take all reasonable steps to avoid causing harm to themselves and others, whatever the emergency
- Delegation of members of the Emergency Response Team to establish the extent and severity of the incident
- Contact the emergency services if necessary. Call organisations such as the Environment Agency if the situation is a developing one such as flooding and ask for regular updates, advice and if necessary assistance
- Take steps to ensure that any vulnerable people are directly contacted and assured that their well-being is being taken care of. Identify these people to the Emergency Services as and when required

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- Parishioners are encouraged to avail themselves of the Environment Agency's flood warning service so as to be prepared to evacuate their homes if necessary

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## **EMERGENCY EVACUATION OF ELDERLY AND PHYSICALLY DISABLED PEOPLE**

### CHECK LIST

Before leaving the house ensure that:

- The electricity and gas have been turned off at the mains
- Arrangements have been made for pets (if any)
- Heavy brick or sandbag to block sink/toilet

Ensure that the following items have been packed:

- Medication (if needed) and repeat prescriptions
- Spectacles, hearing aid, dentures (if worn)
- Warm coat, gloves, hat and boots
- Mobile phone, address book and/or list of important phone numbers, so relatives and friends will know where they are
- Cheque book, debit/credit cards
- Insurance documents
- Make sure that all mobility aids such as walking frames, elbow crutches or wheelchairs are clearly labelled with the owner's name and address – likewise their suitcase/holdall
- All of the windows have been securely fastened, the front and back doors locked, and the key put safely in the owner's handbag or wallet.

***PLEASE NOTE: People should not be coerced into leaving their homes against their will, even if they considered to be "at risk."***