



**Chinnor Parish Council**

# **General Emergency Contingency Plan 'Operation Four Candles'**

Prepared for Chinnor Parish Council

By

Fiona Mantle

Emergency Planning Committee - Chairman

Revised September 2020

## **General Emergency Planning Committee**

Fiona Mantle	Emergency Planning Committee - Chairman
Robin Williams	Chinnor Parish Council (CPC) - Chairman
Liz Folley	Chinnor Parish Council Clerk (CPC)
Jo Wills	Deputy Parish Council Clerk (CPC)
Sue Ashdown	Amenities Committee - Chairman (CPC)
Martin King	Chinnor Good Neighbour Scheme (GNS)
David DeVal	St. Andrew's Church / GNS
Annabel Junkin	Chinnor Village Centre (CVC)
Anne-Marie Lord	U3A / Methodist Church
Vivian Haywood	Chinnor Community Church (CCC)
Maxine Pickard	Chinnor Community Pavilion (CCP)
Dave Young	Chinnor Community Pavilion (CCP)
Jacky Barr	St. Andrew's Church - Rector
Wendy Luxford	Home Comforts
Zena Baker	Chinnor Village Hall (CVH)
Robert Surman	Surmans Funeral Director
Jane Tucker	Chinnor & PR Railway (C&PRR)
Laura Townsend	Chinnor Reading Room

Oxford Fire and Rescue Services

South Central Ambulance Service

# General Emergency Contingency Plan

## Risk Assessment

Chinnor is a village of some 7,500 souls lying at the foot of the Chiltern escarpment.

It does not support any major industry, for example, it has no large factories or hazchem storage facilities which could cause a major disaster.

The railway line into Chinnor is a 'feature' line which runs along the edge of the village and again, does not carry any hazardous goods.

Chinnor does not lie on any flood plain and the risk of flooding is negligible but may be subject to saturation flooding.

In terms of a major disaster it is envisaged that a 'Lockerbie' type incident would be the only concern given the frequency of military aircraft over flying over the village.

As a result of this assessment the emergency plan is written to deal with:

1. A seasonal influenza epidemic.
2. A global pandemic of an influenza or novel virus.
3. A major incident or a more minor but highly disruptive incident as indicated by Oxford Fire and Rescue Service. For example, a gas leak, long term blackout, explosion or large petrol spill at the garage in Oakley Road when evacuation of residents will be necessary. For a gas leak this would involve an exclusion zone of 600 metres for 24hrs.

Given these three possible scenarios, the plan has been set out incrementally to scale up or down as the response indicates.

### **Reasons for General Emergency Contingency Planning**

The likelihood of a pandemic resulting in large scale casualties and causing major social disruption had long been indicated by the World Health Organisation. Building on the experiences of the village in 2020 and in anticipation of a repeat of a pandemic, as well as the possible event of a general emergency, the Chinnor Influenza Pandemic and General Emergency Contingency Plan has been formulated and updated.

**Contingency planning:**

- Reduces uncertainty and softens the impact of the emergency.
- Provides a systematic and orderly approach to coping with an overwhelming emergency which may be beyond the experience of many people.
- It puts into place a predetermined check list of procedures and understood responsibilities to ensure appropriate action is taken.

It is impossible to predict the full impact of any emergency on the village and plans and procedures to deal with the situation need to be robust and flexible. The format and data in the plan will be re-assessed on a yearly basis.

**Chain of Communication.**

In practical terms with modern communication systems residents will be aware of any impending threats via the internet or the media in advance of official announcements.

Parish Clerk Liz Folley 07803 554078

Deputy Parish Clerk Jo Wills 07802 431682

Parish Clerks to notify



Chair CPC and primary contacts

**Chinnor Parish Council Pandemic co-ordinators**

Fiona Mantle	01844 352049	07701 562370
David DeVal	01844 353404	GNS 01844 353500
CPC	01844 353267	Answer machine available
CPC	Street Friend coordinator / whats app and email news	

## Seasonal Influenza

### Chinnor Parish Office

#### **Role and Action Sheet**

**Personnel**            Parish Clerk            Deputy Parish Clerk

**Role** To maintain the normal day to day functioning of parish business.

#### **Action**

- To collate additional data relating to the functioning of utility agencies, bus and rail travel which may be disrupted during the pandemic.
- To ascertain where possible information re fuel deliveries and status of food supplies in the village.
- Liaise with District and County re rubbish collection and other responsibilities.
- Monitor media coverage of epidemic via television and relevant web sites
- Refer epidemic related queries to the epidemic co-ordinators.

### Chinnor Parish Council

#### **Legislation and procedures for the Continuation of Council Business in the Absence of a Full Committee – Emergency Procedures for Council**

In response to the epidemic

1. Standing Orders suspended as directed by NALC
2. All meetings to be virtual – as directed by NALC
3. Office to be staffed if possible or home working.
4. Groundsmen to report for duty if possible.
5. Pre alert Street Friends and GNS as appropriate
- \* Hierarchy
  - \* CPC Clerk and Deputy Clerk
  - \* Chairman
  - \* Amenities Chair
6. Agenda will be available on CPC website 3 days prior to a meeting being arranged, decisions will be minuted at this meeting and the minutes displayed on the website following full ratification.

### **Emergency Catering**

Households where families are unwell as well as those vulnerable people in the village who rely on the Village Centre, family or friends for help with food and cooking will be at risk.

GNS will be their first contact who will contact the emergency catering facilities for assistance:

- Chinnor Community Pavilion
- Local restaurants and food outlets
- Street Friends
- If possible and if open - Chinnor Village Centre

### **Transport**

During the pandemic local bus services may be disrupted and fuel supplies to the general public may be severely restricted. Help during the emergency has been offered by:

Minibus Village Centre	01844 353733
Thunderbirds coaches and couriers	07860 324558
Chinnor cabs	01844 353637
RCR	01844 354334

### **Childcare**

Many parents may need assistance if they are too unwell to look after their children as usual. It is envisaged that in the first instance help will be available from friends and family however, some families may welcome a brief respite to allow them to get some sleep and aid their recovery.

A list of CRB cleared volunteers who are willing to help via the schools and the church will be held at the Village Centre.

### **Animal Care**

Many residents who are unwell will be unable to walk their dogs and provide them with normal care. Good Neighbour Scheme (GNS) have a list of volunteers willing to walk other people's dogs which is held by GNS.

Also Street Friends have been identified.

### **Identification of vulnerable residents**

Due to the restrictions of the Data Protection Act it is decided not to compile a master list of vulnerable residents but to rely on the knowledge of the Chinnor churches, the Village Centre groups, the Village Hall groups, Community First Responders and Wendy Luxford (Home Comforts) to indicate awareness of residents who may need extra support. In the event of a flu epidemic being imminent a liaison committee of the above representatives would meet to pool information, resources and plan a relevant strategy.

Key to the implementation of the plan will be the GNS and the Street Friends.

### **Role of Street Friends / GNS**

#### **Role**

To be at the heart of the wellbeing of all those on their patch by being the first point of contact for neighbours within their area who need support when taken ill. This may include:

- Shopping
- Getting medication from pharmacy (people with multiple prescriptions who use a dossette box will have this filled by the pharmacy and will not be the responsibility of the GNS and / or SF).
- Coordinate and, where necessary, cover for other SF in the vicinity to conserve fuel/time.

It is envisaged that the role may develop and change over time.

As with GNS volunteers, SF are not expected to undertake tasks or errands which make them feel unsafe or uncomfortable or for which they feel unqualified. Appeal for extra SFs via CPC social media pages, newsletters by email and paper copy and CPC website.

Community First Responders have been briefed separately and will be deployed by the ambulance service as appropriate.

In an emergency, some volunteers with the Good Neighbour Scheme will be asked if they can offer assistance at the Village Centre, in addition to those provided by the statutory authorities.

### **Pandemic: influenza or novel virus**

In the event of increased severity and spread of the virus leading to a possible national lockdown the emergency response will be increased proportionally: i.e. CPC initiates government guidelines: face coverings, social distancing, advocating the use of hand sanitisers etc.

GNS to remain active if appropriate via 01844 353500.

Appeal for extra SFs via social media.

### **Catering**

It has been shown (2020) that local restaurants have provided take away meals and local shops have supported GNS and SFs by providing necessities for house bound residents. In the event of a national lockdown, local organisations such as Village Centre may not be able to supply meals on wheels.

### **Major or highly disruptive Incident**

Response will be under the direction of the emergency services.

Priority will be for rest centres and catering for residents and the emergency services.

### **Chinnor Village Centre and Community Pavilion, Reading Room and**

### **Chinnor Village Hall**

#### **Role and Action Sheet in the event of a major incident**

#### **Resources**

Storage space, full catering, parking space, kitchens, phone lines

Mini bus at Village Centre

Dedicated generator in event of power failure reserved from Helpful Hiring's (get electrical advice)

#### **Role.**

Temporary shelter/rest centres volunteers to assist.

Primary storage facility (dry goods).

Catering if required.



**Chinnor Primary Schools****Role and Action Sheet****Resources:**

Storage, parking, helipad (Mill lane).

**Role**

Temporary shelter/rest centre, catering if available

In the event of a major incident the additional facilities available in the village

are:

<b><u>Location</u></b>	<b><u>Contact</u></b>	<b><u>Catering capacity</u></b>	<b><u>Seated capacity</u></b>	<b><u>Sleeping capacity</u></b>
C&PRR		100	204	100
Chinnor Community Church	01844 355935	50	130	50
Chinnor Village Centre	01844 353733	100	200	200
Chinnor Village Hall	07981 920426	100	200	150
Community Pavilion	01844 350049	80	100	60
Methodist Church	01844 351645	100	100	50
Mill Lane School	01844 352106	100	200	150
Reading Room	01844 351163	30	50	30
St Andrews Church	01844 352472	25	200	100
St Andrews Church Hall	01844 352456	30	80	60
St Andrews School	01844 351353	200	300	200
The Scout Hut	01844 353478	30	30	20
White's Field Community Hall	01844 353267	30	30	20

## **Fuel and Power**

### **Power supplies**

In the event of fuel or power supplies being disrupted the following stores are able to supply alternative items.

Co-op and Manor Stores.

**Generators** - Helpful Hiring's – 01844 212468

## **Care of Staff, Residents and Volunteers During and after the Pandemic/Emergency.**

Primary spiritual care will rest with the local churches visits if possible and via social media, plus virtual services and readings throughout the week.

Volunteer co-ordinators need to be alert to the reaction of volunteers during the pandemic/emergency.

Staff and volunteers may be psychologically and spiritually affected by events of the pandemic/emergency which will be outside the normal range of experience of many of the people involved.

Follow up support and psychological debriefing may be necessary.

## **Post Pandemic/Emergency Planning**

Research into the effects of previous pandemics and emergency incidents has indicated (from contemporary accounts) that in the aftermath many people were coping with feelings of bereavement and loss and were therefore unable to interact socially or as productively as they did before. Pandemics and emergencies destabilise people's sense of safety and stability and as a consequence people suffered from an overwhelming feeling of pessimism and uncertainty and it took some time for normality functioning to be restored. Now we would refer to this as post-traumatic stress disorder and significant levels of this condition should be expected following a flu pandemic/emergency.

Post incident planning will need to include facilities for debriefing volunteers and where necessary counselling for residents who would benefit from this.

This would be organised through the residents GP.