



# Emergency Contingency Plan

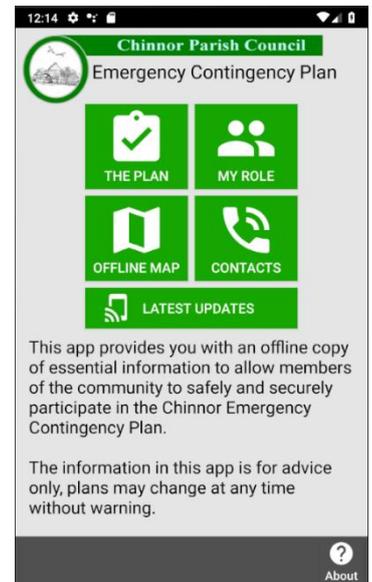
PDF version of *Chinnor Parish Council Emergency Contingency Plan* App for individuals without access to a mobile phone compatible with the App.

*App version: 0.3 updated 29/10/2019*

*Contingency plan version: 11/2017*

This document provides you with a copy of essential information to allow members of the community to participate safely and securely in the Chinnor Emergency Contingency Plan.

The information in this document is for advice only, plans may change at any time without warning.



## 1. The Plan

### 1.1 The Emergency Contingency Plan



Chinnor is a village of some 7,000 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.

Following ongoing assessment, the emergency plan is written to deal with a possible influenza pandemic or more minor but highly disruptive incidents, as suggested by Oxford Fire and Rescue Service, such as a gas leak, long term blackout, explosion or large petrol spill at the fuel station when evacuation of residents will be necessary. In terms of major disaster, it is envisioned that an air crash would be plausible such as has happened a number of times in recent times due to our vicinity both to private and military airfields. For a gas leak this would involve an exclusion zone of 600 metres for at least 24 hours. Given these three possible incidents the plan is based on the worst case scenario of an influenza pandemic and can be adapted to address a major incident or scaled down to address a more minor incident as necessary.

### 1.2 The Plan in Action

In anticipation of a general emergency, the Chinnor General Emergency Contingency Plan has been formulated

Contingency planning:

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

A number of key facilities within the village (e.g. the village centre) have been identified and their role and actions have been agreed between the organisation and the Parish Council in relation to activities such as catering, transport & emergency accommodation.

In addition, Chinnor Parish Offices & Chinnor Parish Council have emergency procedures to continue day to day administration of parish business in the absence of a full committee.

It is impossible to predict the full impact of the 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.

Key to the successful implementation of the plan will be the Good Neighbour Scheme core of volunteers supplemented by previously identified street friends.

### 1.3 This Document

This document was developed to aid safe & secure participation in the Chinnor Emergency Contingency Plan by members of the community and other relevant organisations.

Some individuals will be able to take part in the **centralised & coordinated** response to an incident, some individuals will unfortunately not be able to participate.

Please refer to the section "My Role" for information about how may be able to safely & securely participate in the Chinnor Emergency Contingency Plan.

## 2. My Role



### 2.1 Roles during an incident

For the duration of the incident, apart from the relevant emergency services, there will be two organised sources of local help: volunteers from the Good Neighbour Scheme (GNS) and Street Friends (SF) who volunteer for the duration of the prevailing situation. Both groups will come under the direction of the Good Neighbour Scheme coordinator.

*Any members of the community who feel they could offer help in either capacity should contact the GNS coordinator on 01844 353500.*

There are a number of GNS volunteers at present who have identified specific areas in which they are willing to volunteer, i.e. driving, etc. In the event of an incident some GNS volunteers might extend their remit to cover some of the duties of the Street Friend.

Street Friend volunteers will be aware of neighbours in the street or possibly adjoining streets who are in need of help.

### 2.2 Street Friends & Good Neighbour Scheme

The role is to be the first point of contact for neighbours within their area who need support. In addition to individuals coming forward asking for help, we will be relying on members of the Street Friends, Good Neighbour Scheme, members of the public and community organisations to help identify vulnerable residents.

Examples of supporting activities may include:

- Shopping for a resident
- Getting medication from pharmacy (people with multiple prescriptions who use a dossett box will have this filled by the pharmacy & will not be your responsibility)
- Coordinate and, where necessary, cover for other SF in the vicinity to conserve fuel/time
- Animal care
- Organising child care

It is envisaged that the role may develop and change over time depending on the incident. As with Good Neighbour Scheme volunteers, Street Friend are not expected to undertake tasks or errands which make them feel unsafe or uncomfortable or for which they feel unqualified.

### 2.3 Procedure to obtain help

1. If a member of the community requires assistance, they should contact the GNS duty coordinator on 01844 353500 who will contact the Street Friend
2. The Street Friend will call and assess the situation and offer help as required. Street Friends will also call on identified vulnerable neighbours as indicated by the Village Centre to ensure no one falls through the net and help the neighbour or refer the neighbour for help as necessary.
3. If the Street Friend has called on a neighbour known to be at risk and there is no reply and the Street Friend is concerned, call the GNS duty coordinator on 01844 353500 who will alert the local police. **In the event of an emergency phone 999.**
4. If the SF are unable to address all the presenting issues, they will contact the duty coordinator for advice. For example, if the SF finds a neighbour who needs assistance to the toilet and does not feel that their help is appropriate the coordinator will contact one of the nurses on their list who will attend.

### 2.4 Record Keeping

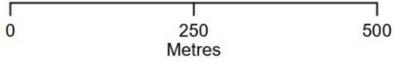
Record keeping by GNS volunteers will retain its usual format. The coordinator will record interventions by Street Friends anonymously noting only the type of intervention and its frequency to provide an overall audit of the help provided during the emergency.

### 2.5 DBS Checks

Within the general volunteering community in Chinnor and elsewhere many volunteers are routinely subjected to DBS clearance. All GNS volunteers are DBS cleared and co incidentally may many of the volunteer Street Friends in other volunteering capacities. In the event of an emergency/pandemic it is unlikely that the facilities for processing additional DBS requests will be available, if you would like to volunteer but have not got DBS clearance please contact the GNS coordinator.

### 3. Map

#### A Map of the parish of Chinnor



1:6,800 @ A3



The map includes all street which either exist or have been officially named. Streets which appear coloured have been officially named but may not have been built or are under construction. (As of April 2018).

Revised July 2018 to include additional streets Pimrose Meadow, Hawthorn Close & Equine Way.

Further revisions made Septemper 2018

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## 4. Contacts



### 4.1 Primary Contacts

During an incident these phonelines may be busy, please **only contact when necessary**

Parish Council Offices: 01844 353267  
Good Neighbours Scheme: 01844 353500

### 4.2 Secondary Contacts

The following are included for reference only & may not be participating in incident response

Chinnor Community Church: 01844 352938  
Chinnor Village Centre: 01844 353733  
Chinnor Village Hall: 07981 920426  
Community Pavilion: 01844 350049  
Methodist Church: 01844 351645  
Mill Lane School: 01844 352106  
Reading Room: 01844 351163  
St Andrews Church: 01844 354626  
St Andrews Church Hall: 01844 352456  
St Andrews School: 01844 351353  
Scout Hut: 01844 353478  
White's Field Community Hall: 01844 353267

## 5. Latest Incident Updates

If internet connectivity is available during an incident, Chinnor Parish Council will endeavour to provide information and updates via our public Facebook page. This page can be viewed by anyone without needing to sign up to Facebook.

<http://www.facebook.com/ChinnorParishCouncil/>



Although we make every effort to ensure this information is accurate, up to date and relevant, Chinnor Parish Council cannot take responsibility for the accuracy or availability of the information due to unforeseen circumstances out of our control.

Facebook allows members of the public to post comments which may be deemed unsuitable, inaccurate, of a commercial nature or otherwise not relevant to the community of Chinnor. Please proceed with caution when using Facebook, the views, opinions & instruction of members of the public do not reflect the official opinion of the Chinnor Parish Council.

## 6. About

If you have any feedback, need any assistance or have found an error within the content, please contact the team via the Chinnor Parish Council.

Email: [chinnorpc@btconnect.com](mailto:chinnorpc@btconnect.com)

Tel: 01844 353267

Web: [www.chinnorparishcouncil.org.uk](http://www.chinnorparishcouncil.org.uk)

This document has been produced by volunteers for the Chinnor Parish Council Emergency Planning Committee. It has been built to provide essential information to aid safe & secure participation in the Chinnor Emergency Contingency Plan by members of the community and other relevant organisations.

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