



BRIZE NORTON PARISH COUNCIL

Emergency Response Plan 2019

WHAT IS AN EMERGENCY RESPONSE PLAN?

This Emergency Response Plan (ERP) is designed to provide a framework to try and ensure an effective and robust approach for the management of a Brize Norton (Brize) self-help response during a major incident that may threaten the safety and welfare of the community. It has been issued to all houses and businesses in the Village.

In an emergency situation the responsibility for emergency response lies with the Emergency Services (ES), Oxfordshire County Council (OCC), West Oxfordshire District Council (WODC) and in certain instances the RAF. However, it is recognized that help from these organizations may not be immediately available or they may be overwhelmed due to the scope and nature of the emergency which is why this self-help plan has been developed.

WHAT IS A MAJOR EMERGENCY?

Officially it is any event or circumstance that causes or threatens death or injury, disruption to the community, or damage to property or to 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 plane crash.

DECLARATION OF AN EMERGENCY AND PRIMARY RESPONDERS

Emergencies can be declared by the Emergency Services, RAF or local Councils. BNPC cannot declare an emergency. However, this plan enables us to respond at a local level when necessary. Each of us has a responsibility to be prepared to deal with emergency situations, for example:

- In potential flooding situations, especially where houses have flooded in the past, the residents need to prepare themselves for the same event happening in the future, by keeping sandbags or other flood protection products available for immediate use.
- In the event of **RAF** declared emergencies follow the RAF Emergency Instructions Guidance and **GO IN** to a safe building.
STAY IN until you are advised otherwise.
TUNE IN to local TV or radio for more information.
DO NOT use your mobile phone or landline **unless it is an emergency** as doing so may cause congestion to the telephone networks

If you become aware of a serious incident happening or threatening to develop, you should first contact the emergency services via 999, but if they are delayed significantly then this ERP makes provision for a 'Parish Council Emergency Response Team' to be activated.

In the event of a major emergency, Thames Valley Police (TVP) will usually be responsible for co-ordination and control at the scene. They will alert and call for assistance from the following as required.

Oxfordshire Fire and Rescue Service –

responsible for:

- 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 a 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.

Local Authorities (OCC and WODC) –

responsible for:

- maintaining normal public services as far as possible
- assisting local residents in distress.
- supporting the emergency services as required.

THE BRIZE NORTON PARISH COUNCIL EMERGENCY RESPONSE PLAN

The Parish Council Emergency Response Plan (ERP) is aimed at trying to deliver services during a major incident.

The Parish Council is The Emergency Response Team (ERT) and will lead the community response and act as central point for information and communication for the community, emergency services and local authorities.

The Plan contains details of actions to be taken following a request for assistance by the Emergency Services, the RAF, Oxfordshire County Council or West Oxfordshire District Council, or where the Parish Council itself decides that the situation warrants mobilisation of the Emergency Response Team.

BRIZE NORTON PARISH COUNCIL'S ROLE

The Parish Council has very limited resources and are restricted as to what activities they may undertake, so in the main will have to rely on others to deliver emergency response. Although Parish Councillors and Volunteers may be able to assess situations in order to advise the Emergency Services of the position on site, or even help rescue people from houses under threat, they are not allowed to undertake major work. This will be done by qualified persons (usually under the control of the Emergency Services).

- Activate its Communications and Coordination Centre (CCC) in the Elder Bank Hall. If for some reason this is not available e.g. due to the emergency, then the CCC will be established elsewhere.
- Call for assistance from the emergency services and others such as the Environment Agency (EA) and local authorities i.e. 'the responders'.
- Assist the above responders as required within the limited resources at its disposal.
- If the responders cannot offer immediate help, coordinate on-scene efforts to try to mitigate the impact of the emergency.
- Call out any ERP Volunteers to help.
- Act as a focal point for villagers to contact to get help.
- Open the Elderbank Hall or other suitable facilities if necessary, to act as a **Survivor Reception Centre** or **Rest Centre** for people who have had to evacuate their homes.
- Maintain communications with people in Brize Norton through the Public Communications Plan.
- If possible, call out available Contractors to assist.

REPORTING AN EMERGENCY

If you become aware that a major incident is happening or threatening to develop, you should first call 999, but if the appropriate emergency services are unable to help immediately you may call one of the ERT.

You will asked to supply the following details:

- Your Name and Contact Details
- Full details of the incident
- Exact location of the incident
- Emergency Service(s) already requested and when they were contacted
- Estimated casualties
- Hazards and road blockages

The ERT member will liaise with the Chairman of the ERT in order to determine if this plan should be activated. If the incident is clearly an ERP activating event, or the Chairman cannot be contacted, then the ERT member can activate the ERP immediately and advise the other ERT members as soon as possible.

PUBLIC COMMUNICATION PLAN

The Parish Council will let you know what is happening as soon as we can by placing information on the notice boards on Station Road and Burford Road. Check out social media platforms (Twitter and Facebook), the Parish Council and Village website (www.brizenortonparishcouncil.co.uk and www.bncommunity.org) as well as OCC, WODC and RAF websites, if access is possible, to keep updated.

Although we will not contact the media directly, information may also be relayed to BBC Oxford and Heart FM and other local media via the local authority (either WODC or OCC as relevant).

Door-to-door communication may also be used if necessary, to keep you up to date with the status of the emergency.

OTHER INFORMATION

Flood Information - On the EA website you can also access real-time information on river levels. The EA uses the following codes at present:

- Flood Alert: flooding possible. Be aware. Be prepared. Watch out.
- Flood Warning: flooding expected affecting homes, businesses and main roads.
- Severe Flood Warning: Imminent danger to life and property. Act now.
- All clear: issued when flood watches or warnings are no longer in force

Weather Warnings – the Met Office issues two different types of warnings:

Severe Weather Warnings – likely to result in considerable inconvenience to a large number of people or present a danger to life. There are two categories:

- Early warnings – issued when conditions are expected to be widespread, normally 12-48 hours in advance
- Flash warnings – normally issued up to 6 hours in advance and may be issued without previous warning

Motoring Weather Warnings – likely to affect public services operations for example heavy rain resulting in surface water problems on the roads

Road Information - On the OCC website, you can find out which roads are to be salted around the area.

IDENTIFICATION OF PEOPLE WHO CAN HELP

Oxfordshire County Council Staff engaged in emergency tasks will have the following identification:

- Each officer travelling by car to an incident will have on the front of the car windscreen a white sticker with the OCC logo and the words: “ON EMERGENCY CALL”
- Officers will wear their OCC identity cards and yellow jackets or tabards marked with “Oxfordshire County Council”
- **Parish Councillors and the Clerk** will wear Identification Badges/ lanyards. The Clerk also holds spares for use of visitors, volunteers or contractors and all IDs will be worn when out and about during an emergency situation.

Volunteers

If members of the ERT request volunteers to undertake work during an emergency, then the principle of ‘request what is reasonable under the circumstances’ will be followed. Therefore, Councillors and members of the public should not ask volunteers to undertake anything which the ERT feels they are not qualified or not fit to do. They must only be asked and not ordered and it should be noted that no cover is given for tools, plant, vehicles and other such items so they will be used at the owner’s risk. Sources OCC and WODC

Clean-up

In certain circumstances clean up help may be available from ERP volunteers. However, for major works such as removing a sandbag wall, WODC has indicated that they will be willing to do or pay for the work.

TELEPHONE NUMBERS

In the event of an emergency call 999 first.

If the relevant emergency service cannot attend due to the pressure of demand at the emergency site, contact one member of the ERT in this order:

Name	Position	Local Number
Alison Riseley	Clerk	01993 846648
Wendy Way	Chairman	01993 841016
Keith Glazier	Vice-Chairman	k.glazier@brizenortonparishcouncil.co.uk
Les Goble	Councillor	01993 841016
Pip Squire	Councillor	01993 867666
Ben Campion	Councillor	01993 358690
Chris Woodward	Councillor	07585 703295
	Councillor	
Diane Davies	Elder Bank Hall	01993 843430
Tim Gush	Sports & Social Club	01993 846730
Alexander Postan	District Councillor	01993 842740
Nicholas Field- Johnson	County Councillor	01993 878309
Other Useful Numbers		
Witney Hospital		01993 209400
John Radcliffe Hospital, Oxford		01865 741166
Brize Norton Primary School		01993 842488
RAF Brize Norton (Duty Desk)		01993 896668
Environment Agency (Floodline)		0845 9881188
British Gas		0800 111999
Southern Electric		0845 7708090
Thames Water		0845 9200800
British Telecom		0800 800151