

BLOXHAM PARISH COUNCIL EMERGENCY PLAN

CONTACT DETAILS

- <http://www.bloxhamparishcouncil.co.uk/>
email bloxhamparishcouncil@gmail.com

Clerk, Theresa Goss, on 01295 710965

Plan last updated on: 8 May 2025

If you are in immediate danger call 999

Plan approved by Bloxham Parish Council on 5 February 2024

1. INTRODUCTION

The Bloxham Emergency Plan has been created by Bloxham Parish Council and is held by the Clerk and Oxfordshire County Council, in order that in the event of an emergency, there is a clear understanding of the roles and responsibilities of the various support Agencies and a plan to enlist local people to help others in the community – including a list of contacts should residents require help.

The plan is intended to provide a self-help response, during any emergency which may affect the parish community when the normal emergency response by the Emergency Services and Oxfordshire County Council is delayed because of the scope or nature of the emergency.

2. LEVELS OF EMERGENCY

From research it has been established that there are three recognised levels of emergency

ONE – a major catastrophic event that would require large capacity shelters and support. Such incidents would require very large premises (potentially larger than the village hall) to accommodate and manage large numbers of temporary “refugees”.

Bloxham need not concern ourselves too much with this category as the Parish Council would be approached as part of this measured co-ordinated scheme initiated by a higher tier authority; namely Oxfordshire County Council.

TWO – a major emergency at Oxfordshire County Council level, or beyond, where the management of the event would be undertaken at County level.

Whilst the Village Halls could be receiving stations for displaced persons, and selected local people involved in support, this need not be of immediate concern to the Parish Council, as support services such as Oxfordshire County Council Service for Families would be contacted prior to ourselves and they would rally around instructing the necessary services to support.

THREE – A local emergency within the Parish of Bloxham which, though inevitably involving the higher levels of Government support (such as sandbags to deal with flooding), needs a high level of local involvement by local people as it is they who are most likely to know who is at risk and/or in need.

Bloxham Parish Plan will concentrate on the THIRD level category.

3. WHAT SORT OF EMERGENCY

Six types of event have been identified which could trigger a local emergency: -

1. Flooding, severe storms
2. Large scale evacuation due to a major event eg fire or pollution incident
3. Heavy snow fall
4. Localised utility failure of more than 4 hours

5. Major accident on the A361

6. National pandemic with the ability to spread rapidly within the community, affecting persons of all ages but particularly of concern to those in 'vulnerable' categories eg with underlying health issues, elderly, from an ethnic minority background.

Whilst all six would inevitably involve the emergency services and/or the major authorities, the knowledge of local people will be vital in mitigating the effects to the local community.

Flooding is perhaps the most likely scenario, however a National pandemic such as COVID 19 has been proven to be a major risk in recent months and may have longer term and ongoing effects eg mutations to the original virus resulting in reduced immunity for all residents, local or National lockdowns affecting the ability of residents to move freely from their homes and/or closing of local amenities.

Plan distribution list

| Name | Role | Phone number/email address | Issued on |
|-----------------|---|---|-----------|
| Theresa Goss | Parish Clerk | 01295 710965 bloxhamparishcouncil@gmail.com | |
| Carol MacKay | Resilience Manager Oxfordshire Public Health | Tel: via On Call Resilience Officer on 07771 878725 (available 24/7) carol.mackay@oxfordshire.gov.uk | |
| Resilience Team | Resilience Team Oxfordshire Public Health | Same as above plus :- Paul Mann Resilience Officer Tel 07771 387416 Paul.mann@oxfordshire.gov.uk Or via the Resilience On Call Officer :- 07771 878725 (available 24/7) | |

Plan amendment list

| Date of amendment | Date for next revision | Details of changes made | Changed by |
|-------------------------------|------------------------|--|--------------|
| 14 Nov 2020 | | Update of contact details National Pandemic added as a risk | John Lloyd |
| 31 st Dec 2020 | | Update for details of how to monitor Sor Brook water levels in Bloxham | John Lloyd |
| 31 st January 2024 | 1/12026 | Update of plan for currency | John Lloyd |
| 8 May 2025 | | Bowls Club contact details | Theresa Goss |
| | | | |

Contents

| | |
|---|--------------------|
| Local risk assessment..... | 7 |
| Local skills and resources assessment..... | 9 |
| Key locations identified with emergency services for use as places of safety..... | 11 |
| Emergency contact list..... | 14 |
| Sample telephone tree..... | 15 |
| List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency | 16 |
| Activation triggers | 17 |
| First steps in an emergency | 18 |
| Community Emergency Group first meeting agenda | 19 |
| Actions agreed with emergency responders in the event of an evacuation | 20 |
| Alternative arrangements for staying in contact if usual communications have been disrupted | 20 |
| Additional Organisations Emergency Plans..... | 21 |
| Examples of information on water levels in Sor Brook from Government website | 22 |
| Sandbags | 24 |

Local risk assessment

| Risks | Impact on community | What can the Community Emergency Group do to prepare? |
|---|--|--|
| Flooding: | <ul style="list-style-type: none"> Flooding of local streets Damage to property Restrictions on local travel Closure of local services, amenities and businesses | <ul style="list-style-type: none"> Encourage residents to improve home flood defences Encourage businesses to create a contingency plan Work with local emergency responders to see if they can help with distribution of flood warnings and any evacuation and rest centre establishment required Find out what flood defences exist or are planned in the area Monitor local water level readings using the Environment Agency measuring station within Sor Brook in Bloxham – via link :- https://flood-warning-information.service.gov.uk/warnings Any level above 1.11 metres is likely to create flooding in the village to some degree. See page 20 for examples and instructions for use. |
| Loss of utilities <ul style="list-style-type: none"> Gas Electricity Water | <u>Gas</u> Loss of heating Potential for build up of gas when supply is reconnected <u>Electricity</u> Disruption of Medical Equipment. Loss of light <u>Water</u> Loss of facilities for washing / toilets Loss of drinking water | <ul style="list-style-type: none"> Availability of power points for generators Ensure residents who qualify are on Western Power's Priority Service Register |

| | | |
|-------------------|---|---|
| Heavy snow fall | Residents experience difficulty in accessing the shops, medical appointments / supplies eg prescriptions | <ul style="list-style-type: none"> Establish OCC contacts to ensure Tadmarton Road, Barford Road, Bloxham Grove Road and Milton Road are clear. Identify 4 X 4 drivers willing to help access uncleared side roads. Identify 4 X 4 drivers willing to help transport urgent goods eg prescriptions and/or residents for medical appointments |
| National Pandemic | <ul style="list-style-type: none"> Restrictions on movements for all residents but those deemed “essential workers” reduced medical support except for emergencies financial difficulties if unable to work due to national restrictions reduced community infrastructure eg shops, doctors, dentists, church activities, school closures, leisure activities | <ul style="list-style-type: none"> follow National and local advice to reduce spread to others create local support groups that can be activated to assist the more vulnerable or worst affected |

Local skills and resources assessment

| Skill/Resource | Who? | Contact details | Location | When might be unavailable? |
|----------------------------------|---------------------------------------|---|---|---|
| Trained first aider | Various staff | 01295 722788 01295 724000 | Bloxham Surgery Godswell House | Out of surgery hours 24 hour staff on site |
| First Responders | Staff at the Dental / Doctors Surgery | 01295 721030 (Dentists) 01295 722788 (Doctors) | Godswell Lodge Church Street Bloxham OX15 4ES | After 6.00pm and Weekends |
| 4x4 owner/driver | Tom Smith | Smiths of Bloxham | Milton Road Bloxham | |
| Chainsaw | Local residents or tree surgeons | Via internet search / local knowledge | Various | |
| Water/food supplies | Co-Op, Londis (Post Office) | Londis (Post Office) 01295 722735 Co-Op 01295 720476 | High Street Bloxham OX15 4LT OX15 4LU | After 11.00 pm at night |
| | Londis (Garage) | 01295 721092 | South Newington Road OX15 4QF | At present 24 hour service |
| JCB plus bucket (Snow clearance) | B. Facon | | Painters Farm Tadmarton Road Bloxham | As required on initial contact |
| Sandbags | Oxon County Council Highways | 0345 310 1111 | Various depots around County including Deddington Refer to OCC | |

| | | | | |
|--|--|--|-----------------------------|--|
| | | | Sandbag policy – see P24 | |
|--|--|--|-----------------------------|--|

Key locations identified with emergency services for use as places of safety

| Building | Location | Potential use in an emergency | Contact details of key holder |
|--|--------------------------------------|---|--|
| Jubilee Hall | Barley Close OX15 4NJ | Safe Place. Rest Centre. Kitchen. Showers Isolated space for Mortuary. Parking space Open Space | Angela Morris 07788716506 |
| Warriner School | Banbury Road Bloxham OX15 4LJ | Safe Place. Rest Centre. Kitchen. Showers Isolated space for Mortuary. Open Space Separate halls Parking space Access from the A361 | Nichola Gardner Via Reception on 01295 720777 Stuart Holder (Premises Manager) Via Reception on 01295 720777 Kurt Trinder (On site Caretaker) Via Reception on 01295 720777 |
| The Ex Serviceman's Hall | High Street Bloxham OX15 4LU | Safe place. Rest Centre. Kitchen. Toilet Facilities Access from the High Street Located close to shops. No allocated parking | Phillip Davies 07781 730698 |
| St Mary's Church and Parish Rooms | Church Street Bloxham OX15 4ES | Safe space. Kitchen Toilet facilities Limited Parking | Dale Gingrich 01295 720252 dalegingrich@hotmail.com |

| Building | Location | Potential use in an emergency | Contact details of key holder |
|--|---|--|---|
| | | Large Church Space | |
| Bloxham Primary School | Tadmarton Road OX15 4HP | Shelter. Provision of tables and chairs Hot drinks and meals <i>The Primary School may need additional support if pupils need evacuating to St Mary's Church.</i> | Sarah Marshall (Headteacher) 01295 720224 |
| David Tyrrell Recreation Ground | South Newington Road | Open space for helicopter landing Potential open air storage space. | 07770 865608 |
| Bloxham Bowls Club | The Ridgeway, OX15 4NF Vehicle access via Barley Croft. | A Club room, Male, female and disabled toilets, kitchen. A separate building (no heat) with two rooms | Paul Stirton 07932 104445 |
| Bloxham Mill Business Centre | Barford Road OX15 4FF | Has no emergency plan May be able to help with safe space, parking, office facilities etc. | 01295 722800 |
| Bloxham School | Banbury Road OX15 4PE | Has it's own Critical Incident Plan. Would be able where appropriate, to provide support for Bloxham Community in the event of a major incident. | David Ramm (Bursar) Via Reception on 01295 720222. |
| Ellen Hinde Hall | Chapel Street Bloxham OX15 4NB | Temporary Shelter, but no catering facilities. | Key will be provided Contact Mrs Carmen Guard 01295 720339 e-mail :- david.guard@which.net |
| Godswell Park Care Home | Church Street Bloxham OX15 4ES | Does have an Emergency Plan. Could make available the Cinema room (seats 100) for | John Wilmott 01295 724000 24 hour staff on site. |

| Building | Location | Potential use in an emergency | Contact details of key holder |
|----------|----------|--|-------------------------------|
| | | a dormitory. Has a large restaurant on site. 7 acres of land, could land a helicopter. | |

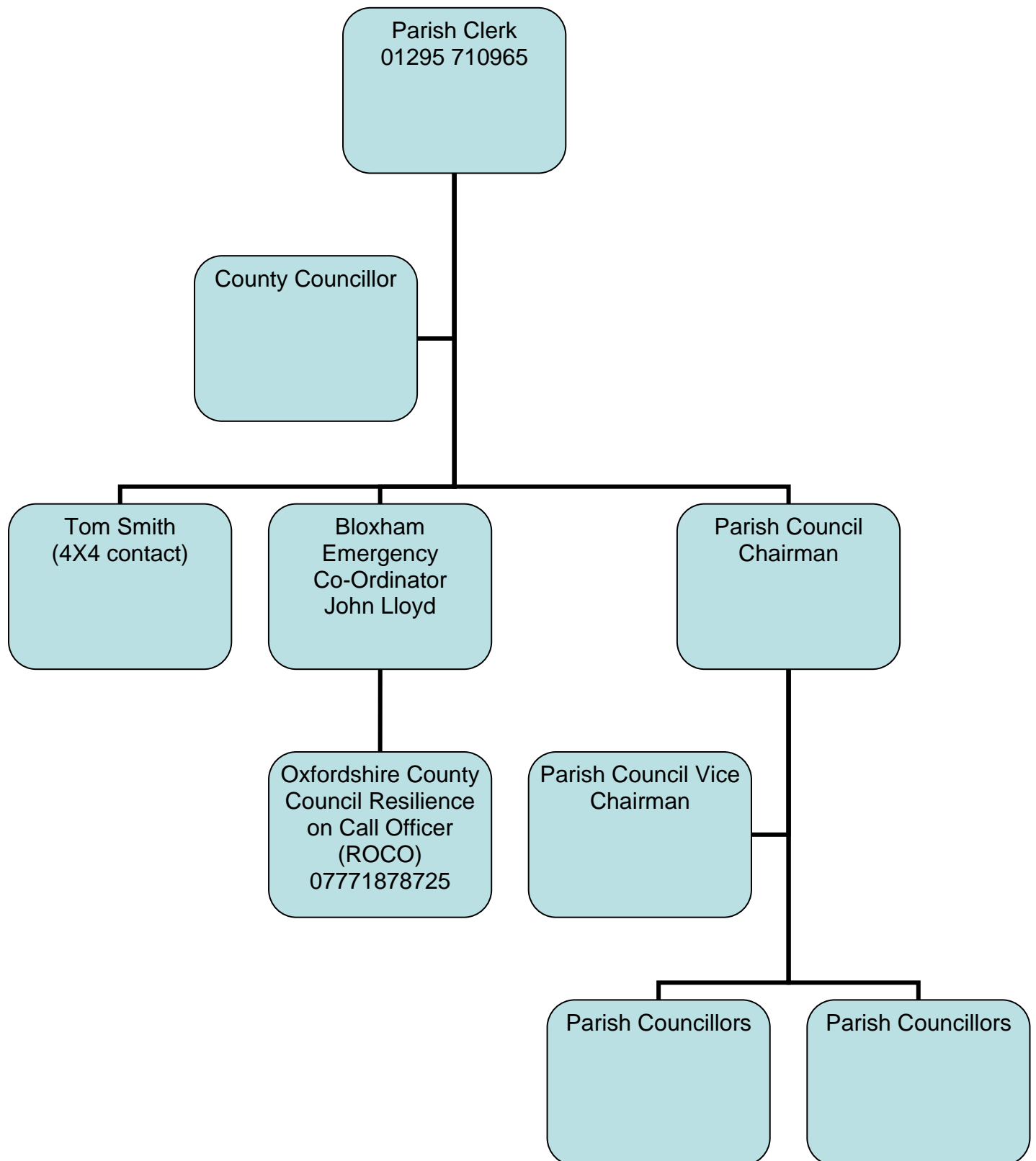
Emergency contact list

| | |
|-------|--|
| Photo | Name: John Lloyd |
| | Title: Community Emergency Co-Ordinator |
| | 07484 613865 |
| | johnlloyd77@btinternet.com |
| | 13, Strawberry Hill Bloxham OX15 4NW |
| Photo | Name: Theresa Goss |
| | Title: Parish Clerk |
| | 24hr telephone contact: 01295 710965 |
| | Email: bloxhamparishcouncil@gmail.com |
| | Address: 3, Tanners Close Middleton Cheney, OX17 2GD |

NATIONAL GRID GAS, ELECTRICITY AND TELECOMMUNICATIONS

- Gas - 0800 111 999
- Electricity - 0800 6783 105 or 105
- In the event of a power cut dial 105 for all providers and they will update you
- ENVIRONMENT AGENCY - 0800 80 70 60
- Thames Water – 0800 316 9800
 - Oxfordshire County Council Emergency Planning - =07771 878725
 - E-mail :- emergencyplanning@oxfordshire.gov.uk

Contact telephone tree



List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

| Organisation | Name and role of contact | Phone number |
|--------------------------|---|--|
| Godswell Doctors Surgery | Di Waller Practice Manager | 01295 722788 |
| Western Power | | 0800 6783 105 or call 105 |
| Thames Water | | 0800 316 9800 |
| Gas | | 0800 111 999 |
| St Mary's Thursday Club | Lynne Johnson | 01295 720792 |
| Godswell Park Care Home | Reception | 01295 724000 |
| St. Mary's Church | Vicar – Dale Gingrich Church Wardens : – Barbara Walklate Jan Ogilvy | 01295 720252 dalegingrich@hotmail.com 01295 780273 01295 720054 |

Activation triggers

1. When we get a flood warning
2. When a resident rings the Parish Clerk
3. When heavy snow is forecast
4. When Oxfordshire County Council contact Parish Clerk/Emergency Coordinator regarding a local emergency.
5. Utility Companies contact Parish Clerk with details of an ongoing or forecast event likely to affect supplies.
6. National Pandemic guidelines and rules – via HM Government

First steps in an emergency

| | Instructions | Complete |
|----|--|----------|
| 1 | Call 999 (unless already alerted) | |
| 2 | Ensure you and others in immediate vicinity are in no immediate danger | |
| 3 | Contact the Parish Clerk and the Emergency Co-Ordinator | |
| 4 | Emergency Co-Ordinator to contact Oxfordshire Resilience Team / liaise with Emergency Services if required | |
| 5 | Parish Clerk to contact Parish Council Chairman and County Councillor | |
| 6 | Parish Council Chairman to contact Parish Vice Chairman and arrange contacting all Parish Councillors. | |
| 7 | Call a local Co-ordinating meeting if required | |
| 8 | | |
| 9 | | |
| 10 | | |

Community Emergency Group first meeting agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

- A school ?
- A vulnerable area ?
- A main access route ?

Type of emergency:

- Is there a threat to life ?
- Has electricity, gas or water services been affected ?

Are there any vulnerable people involved?

- Elderly
- Families with children
- Physically or mentally handicapped

What resources do we need?

- Food ?
- Off-road vehicles ?
- Blankets ?
- Shelter ?
- Specialist equipment eg chainsaws, JCB, sandbags etc

2. Establishing contact with the Emergency Services

3. How can we support the Emergency Services?

4. What actions can safely be taken?

5. Who is going to take the lead for each of the agreed actions?

6. Any other issues?

Actions agreed with emergency responders in the event of an evacuation

1. Help Police / Local Authority with door knocking
2. Inform Emergency Services who might need extra help to leave their home / work

Alternative arrangements for staying in contact if usual communications have been disrupted

| Communication Type | Name of contact | Location |
|---|----------------------------------|----------|
| Mobile Phones | All | |
| Old style "Plug in" phones in Emergency Store | Via Parish Clerk 01295 710965 | |

ADDITIONAL ORGANISATIONS THAT HAVE EMERGENCY PLANS IN PLACE

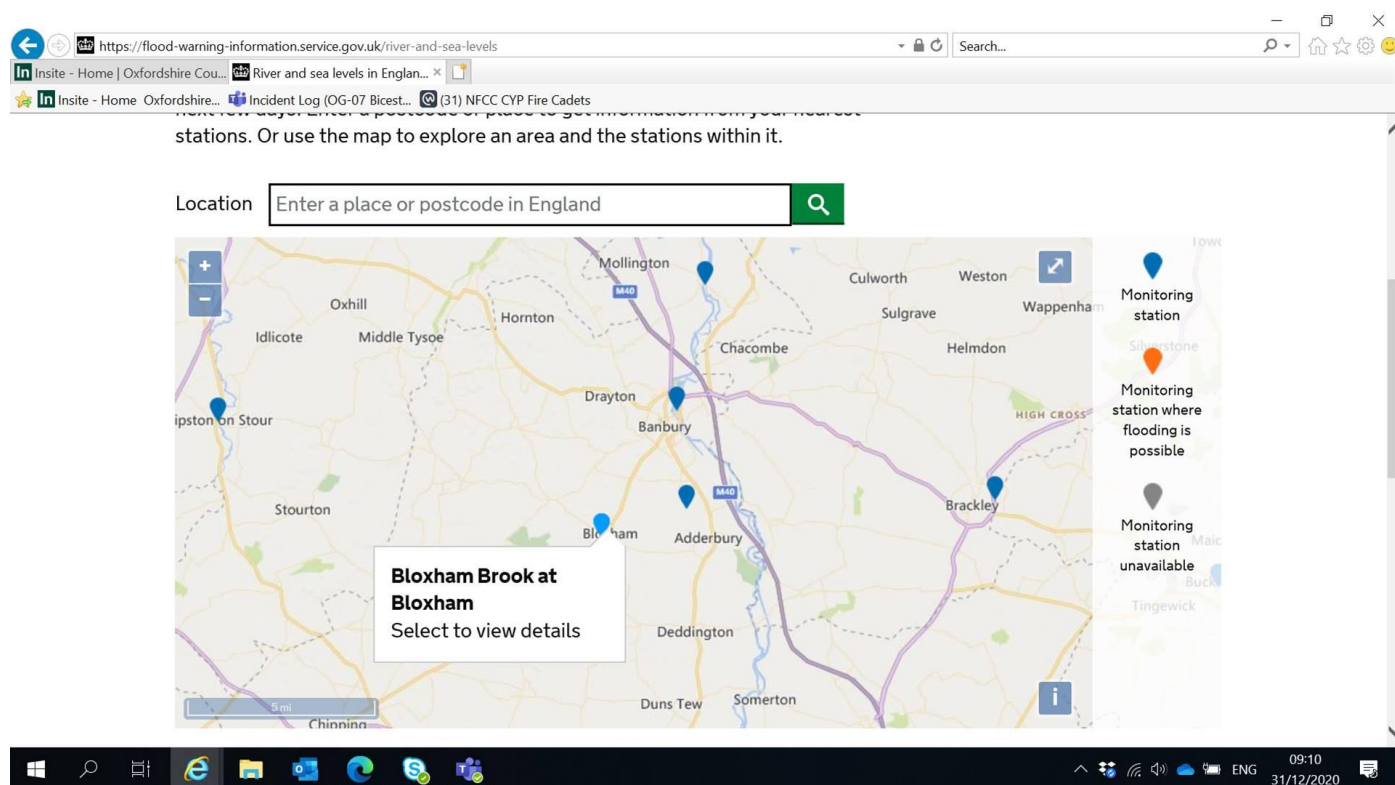
| ORGANISATION | | CONTACT |
|-------------------------|--|--|
| WARRINER SCHOOL | <ul style="list-style-type: none"> The Warriner have an Emergency Plan It is not at present lodged with Oxfordshire County Council Emergency Planning Department. | Nichola Gardner 01295 720777 |
| BLOXHAM PRIMARY SCHOOL | <ul style="list-style-type: none"> Bloxham Primary School have an Emergency Plan. It is not lodged with Oxfordshire County Council Emergency Planning Department. <i>Part of their plan includes relocation to St Mary's Church. Additional help would be welcome.</i> | Sarah Marshall (Headteacher) 01295 720224 |
| BLOXHAM SCHOOL | | 01295 720222 (Main switchboard) 01295 724341 (Headmasters Office) 01295 720222 (Bursars Office) |
| GODSWELL PARK CARE HOME | | 01295 724000 |
| | | |
| | | |
| | | |

Examples of information available on water levels in Sor Brook within Bloxham and likelihood of flooding

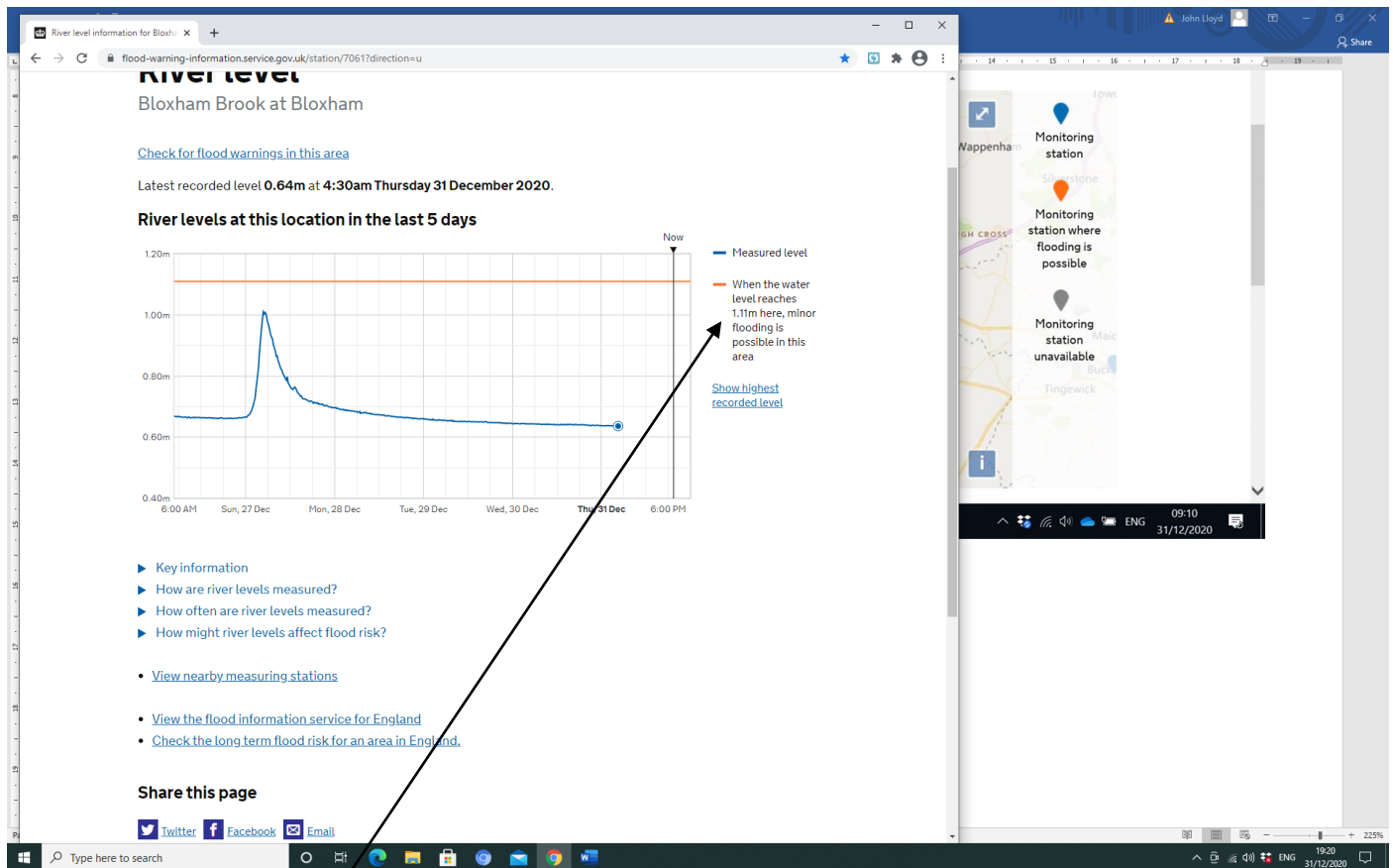
From Government website :- <https://flood-warning-information.service.gov.uk/warnings>

Scroll down to : “*View the latest river and sea levels near you*”

Enter your postcode eg “OX15 xxx”



Click on the blue icon for Bloxham to show the following information :-



Note – When level reaches 1.11 metres, flooding is likely within Bloxham.

Sandbags

In the past, Bloxham has benefitted from a supply of sandbags being strategically placed throughout the village eg on Tadmarton Road, for residents to collect and use to protect their properties when there was a risk of flooding.

However, Oxfordshire County Council's (OCC) current policy is that they don't 'pre-supply' sandbags, as they are generally readily available from local builders merchants etc, and it is considered that there should be an element of self-help, particularly for those residents in areas known to be prone to flooding.

There is no legal obligation for Local Authorities to supply sandbags, however OCC will supply them occasionally when a property or properties are in immediate risk of flooding **directly from the carriageway**. Historically the Environment Agency (EA) did supply some sandbags when fluvial flooding was occurring, but this ended after the floods in 2013/14.

The following link provides quite a lot of information regarding responsibilities, protecting properties and what to do during the various stages of flooding.

<https://www.oxfordshirefloodtoolkit.com/>