

## **ASTON ROWANT PARISH EMERGENCY CONTINGENCY PLAN**

This document provides you with a copy of essential information to allow members of the community to participate safely and securely in the Aston Rowant Parish 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 Aston Rowant Parish has 668 electors, equating to 350 dwellings 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 Parish does not lie on any flood plain so the risk of flooding is negligible but the area may be subject to saturation flooding.

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 when evacuation of residents will be necessary. In terms of major disaster, it is envisioned that an air crash would be plausible 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 Aston Rowant 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 overwhelming emergency and may be beyond the experience of many people
- Puts into place predetermined check list of procedures and understood responsibilities to ensure appropriate action is taken

A number of facilities within the parish (e.g. Kingston Blount Village Hall and Aston Rowant Church) have been identified and their role and actions will be agreed between the organisation and the Parish Council in relation to activities such as catering, transport and emergency accommodation.

In addition, Aston Rowant 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 parish 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 a Good Neighbour Scheme core of volunteers to assist the elderly, infirm or vulnerable.

### **1.3 Establishing a Good Neighbour Scheme**

The Council will work to establish a Good Neighbour Scheme to help support the community in general and our more vulnerable members in particular. The focus of this will be the Parish Council website and KBAR Facebook Group although we are cognisant that not everyone has access to the internet and will appoint an individual to help co-ordinate the Scheme. The Council will look to ensure that all areas of the Parish have at least one GNS volunteer nearby.

### **1.4 This Document**

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

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

Please refer to the section *Your Role* below for information about how you may be able to safely and securely participate in the Aston Rowant Emergency Contingency Plan.

## **2. Your Role**

### **2.1 Roles during an incident**

For the duration of the incident, apart from the relevant emergency services, the main organised source of local help will be the volunteers from the Good Neighbour Scheme (GNS) who volunteer for the duration of the prevailing situation. Any members of the community who feel they could offer help should initially contact the Parish Clerk on 01844 xxxxxx or sign up to the appropriate Facebook group.

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

## **2.2 Good Neighbour Scheme volunteer**

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 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 and will not be your responsibility)
- Coordinate and, where necessary, cover for others in the vicinity to conserve fuel/time
- Animal care
- Organising child-care

It is envisaged that the any volunteer role may develop and change over time depending on the incident. No one will be 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 Clerk or a member of the Parish Council in the first instance. Phone numbers are listed below. The respondent will contact the nearest Good Neighbour Scheme volunteer to respond.
2. The volunteer will call and assess the situation and offer help as required. They will also call on identified vulnerable neighbours to ensure no one falls through the net and help the neighbour or refer the neighbour for help as necessary.
3. If the volunteer has called on a neighbour known to be at risk and there is no reply and they are concerned, alert the local police. In the event of an emergency phone 999.
4. If the volunteer is unable to address all the presenting issues, they will contact the Clerk or responding Councillor for advice.
5. The volunteer will report the outcome of the intervention to the Clerk or responding Councillor. If the volunteer does not report on the outcome within 48 hours, the Clerk or responding Councillor will contact them to establish the outcome.

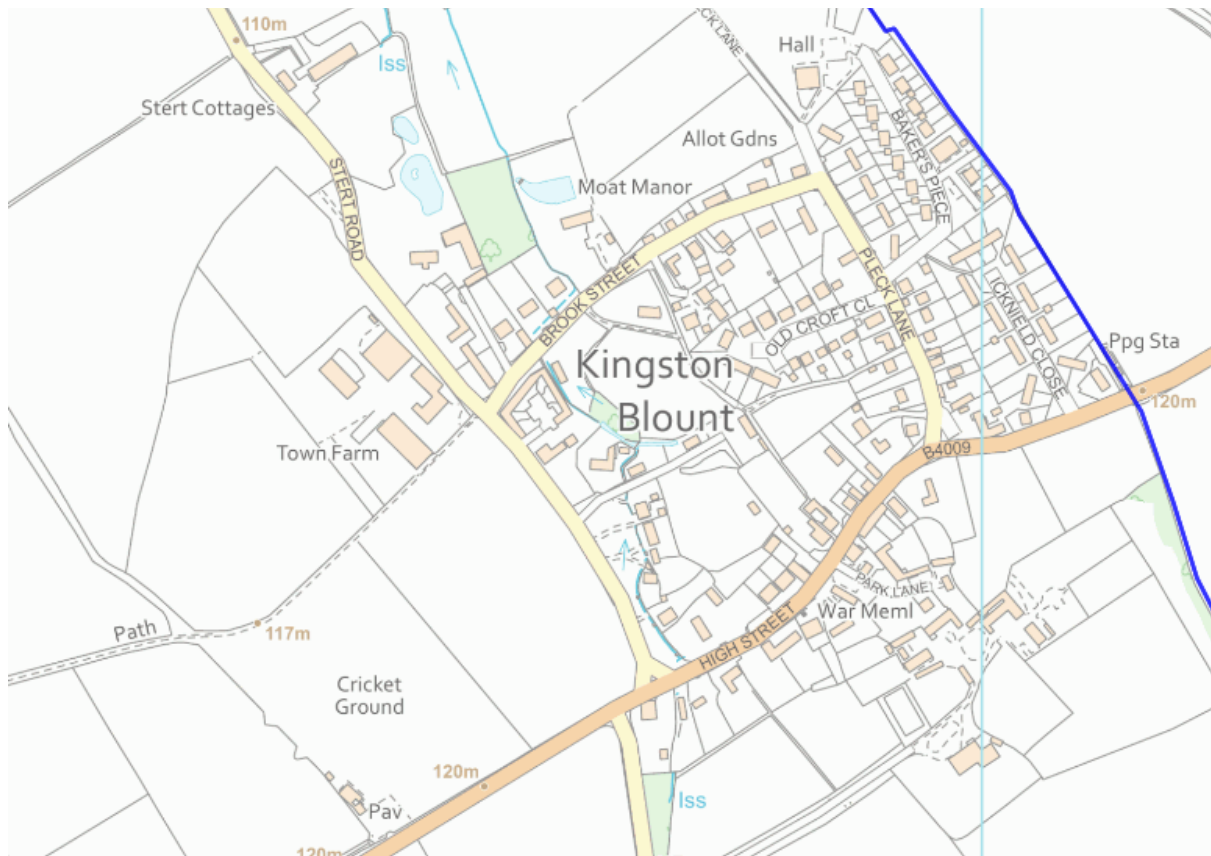
## 2.4 Record Keeping

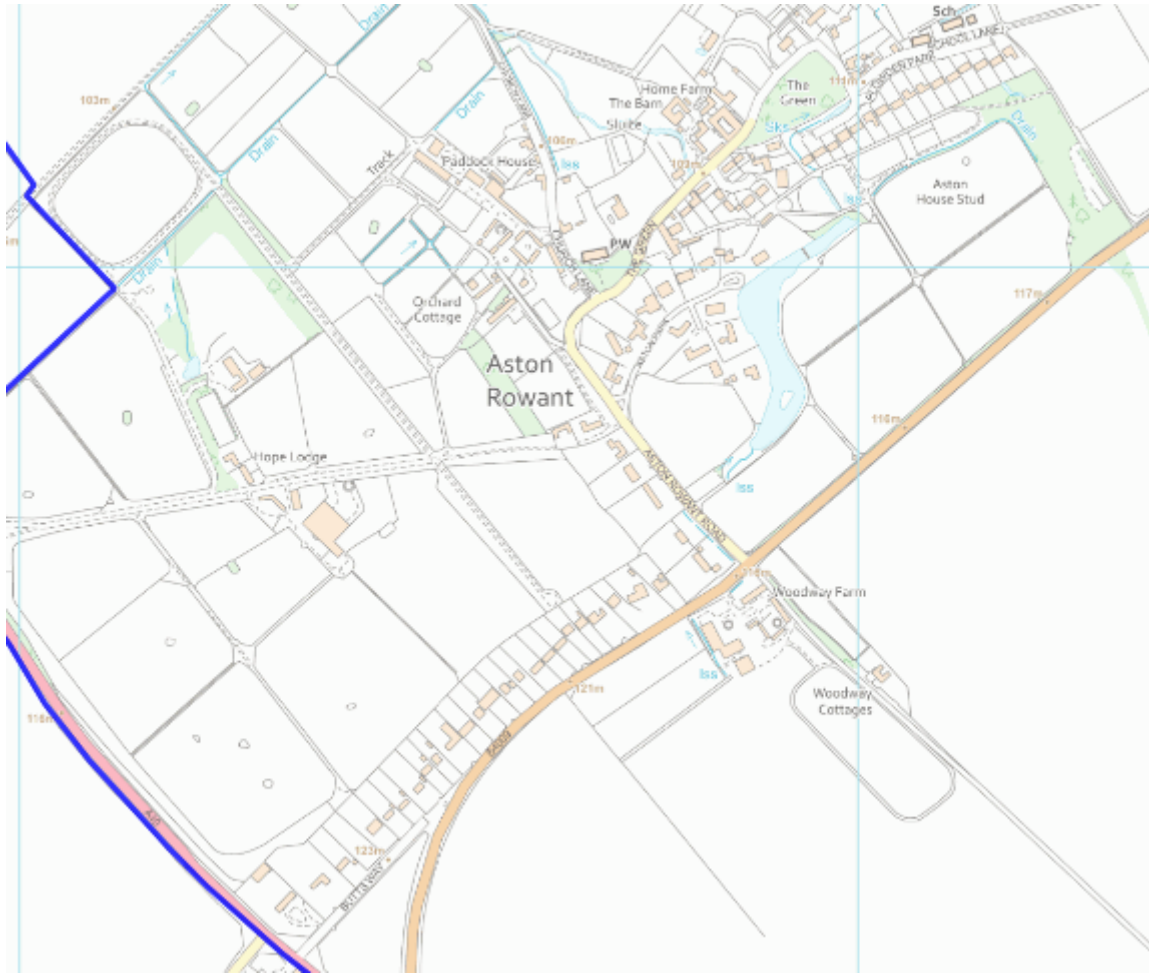
The Councillors will record anonymously the outcomes noting only the time and type of intervention and its frequency to assist in providing an overall audit of the help provided during the emergency. The Clerk shall maintain aggregated records for the Parish.

## 2.5 DBS Checks

Within the general volunteering community in Aston Rowant and elsewhere many volunteers are routinely subjected to DBS clearance. 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. Maps





## 4. Contacts

### 4.1 Primary Contacts

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

Tracy Lambourne (Clerk) - 01844 353989

Peter Tinson (Chairman) – 07976 748113

Adam Bernstein – 07785 905120

Matthew Day - 07940 752446

Matthew Priestley - 07976 373512

Steven Sowerby – 07802 814625

4.2 Secondary Contacts The following are included for reference only and may not be participating in incident response

Aston Rowant School – 01844 351671

Kingston Blount Village Hall – 07391 139707

### 4.3 Good Neighbour Scheme respondents

The following have volunteered to be contacts to support fellow parishioners

Aston Rowant:

- Adam Bernstein – The Green, Aston Rowant - 07785 905120
- Ali Brook - Aston Rowant - 07801 685107
- Mark McCabe – The Green, Aston Rowant - 07773 299232
- Mark Lord – The Green, Aston Rowant - 01844 351218
- Claire Batten – The Green, Aston Rowant - 07807 755211

Kingston Blount:

- Laura Donald – Pleck Lane, Kingston Blount – 07778 991442
- Stephanie Johns – Bakers Piece, Kingston Blount – 07939 030102
- Matthew Priestley – Brook Street, Kingston Blount - 07976 373512
- Sally Broderman – Old Croft Close, Kingston Blount – 01844 350364
- Tracey Eaton - Park Lane, High Street, Kingston Blount - 07810 646025
- Matthew Day – The Green, Kingston Blount – 07940 752446
- Mike Mousley – The Green, Kingston Blount – 01844 355838
- Peter Tinson – High Street, Kingston Blount – 07976 748113

## **5. Latest Incident Updates**

If internet connectivity is available during an incident, the Parish Council will endeavour to provide information and updates via our website or Facebook Page.

These pages can be viewed by anyone and in the case of the Facebook page, without needing to sign up to Facebook (for KBAR or the Parish Council).

<https://www.astonrowantparishcouncil.gov.uk/>

<https://www.facebook.com/astonrowant.parishcouncil.3>

<https://www.facebook.com/groups/kbar2012/>

Although we will make every effort to ensure this information is accurate, up to date and relevant, Aston Rowant 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. Please proceed with caution when using Facebook, the views, opinions and instruction of members of the public do not reflect the official opinion of the 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 Aston Rowant Parish Council.

Email: [clerk@astonrowantparishcouncil.gov.uk](mailto:clerk@astonrowantparishcouncil.gov.uk)

Tel: 01844 353989 (not manned continuously, you may have to leave a message)

Web: [www.astonrowantparishcouncil.gov.uk](http://www.astonrowantparishcouncil.gov.uk)