COMMUNITY EMERGENCY PLAN

Adopted by: Oxfordshire County Council

26th February 2024

FINAL

Filkins & Broughton Poggs
Lechlade
Oxfordshire, GL7

		Date
Drafted by:	Richard Howe Andy McIntyre & Alan Law	26:02:24
Reviewed by:	The Parish Council James Crozier, Oxfordshire County Council	
Re-Issued:		13:03:24

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EMERGENCY RESPONSE TEAM CONTACTS

Name:	*Mobile No:*	*Email:*
Kevin Robbins		
Kym Ford		
Andy McIntyre		
Roland Jones		
Stephen Evans		
Richard Howe		
Cris Hoad		

REVISION HISTORY

Ref:	*Details:*	*Date:*
Draft One	Distributed for comment	26:02:24
Draft Two	WhatsApp Group details added (Section 3.6)	26:02:24
Draft Three	Communication Plan updated	07:03:24
Draft Four	Flood Risk & Monitoring (Section 5) added	10:03:23
Final Draft	James Crozier, Oxfordshire County Council comments addressed	13:03:23

1. FLIKINS & BROUGHTON POGGS OVERVIEW

1.1 Filkins is a village in Oxfordshire, two and a half miles south-west of Carterton. The hamlet of the ancient parish of Broadwell was made a civil parish in 1896 but was merged with that of Broughton Poggs in 1954.

1.2 Swinford Museum occupies a 17th-century cottage in Filkins and stands alongside the former village lock-up. George Swinford founded the museum in 1931 with the help of Sir Stafford Cripps.

1.3 In 2007 the Filkins estate, which Sir John Cripps (son of the post-war Labour minister Sir Stafford Cripps) bequeathed upon his death in 1993, but which had been partly passed over to the Ernest Cook Trust since then, was fully transferred to the Trust's portfolio. The Filkins Estate is on the county border between Gloucestershire and Oxfordshire and includes one 500-acre farm and a number of cottages, with a small area of commercial units housing the Cotswold Woollen Weavers and Filkins Stone Company.

1.4 Filkins has a public house, the Five Alls. The village has an outdoor swimming pool owned by the Centre Trust which was established by Sir Stafford Cripps under the control of the parish council (acting as trustees). The pool, now managed by the Filkins Swimming Club, is open from May until September.

1.5 Next to it are the village shop, post office and bowls club. A large 18th-century barn is now the premises of Cotswold Woollen Weavers, which set up business there in 1982, and is the last company in the area to uphold the traditions of woollen cloth design and manufacture. Filkins has a theatre club. The former village school is now a pre-school nursery.

1.6 There is also a Village Hall which is owned by managed by the Cater Institute and managed by The Filkins Village Hall Committee. The ground floor of the Village Hall can accommodate up to 150 people. The first floor can accommodate a further 25 people.

1.7 The population of Filkins & Broughton in the 2011 Census was 434

Grid reference: SP238041

Location: 51°44’10″N, 1°39’22″W

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Fm
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90
Filkins
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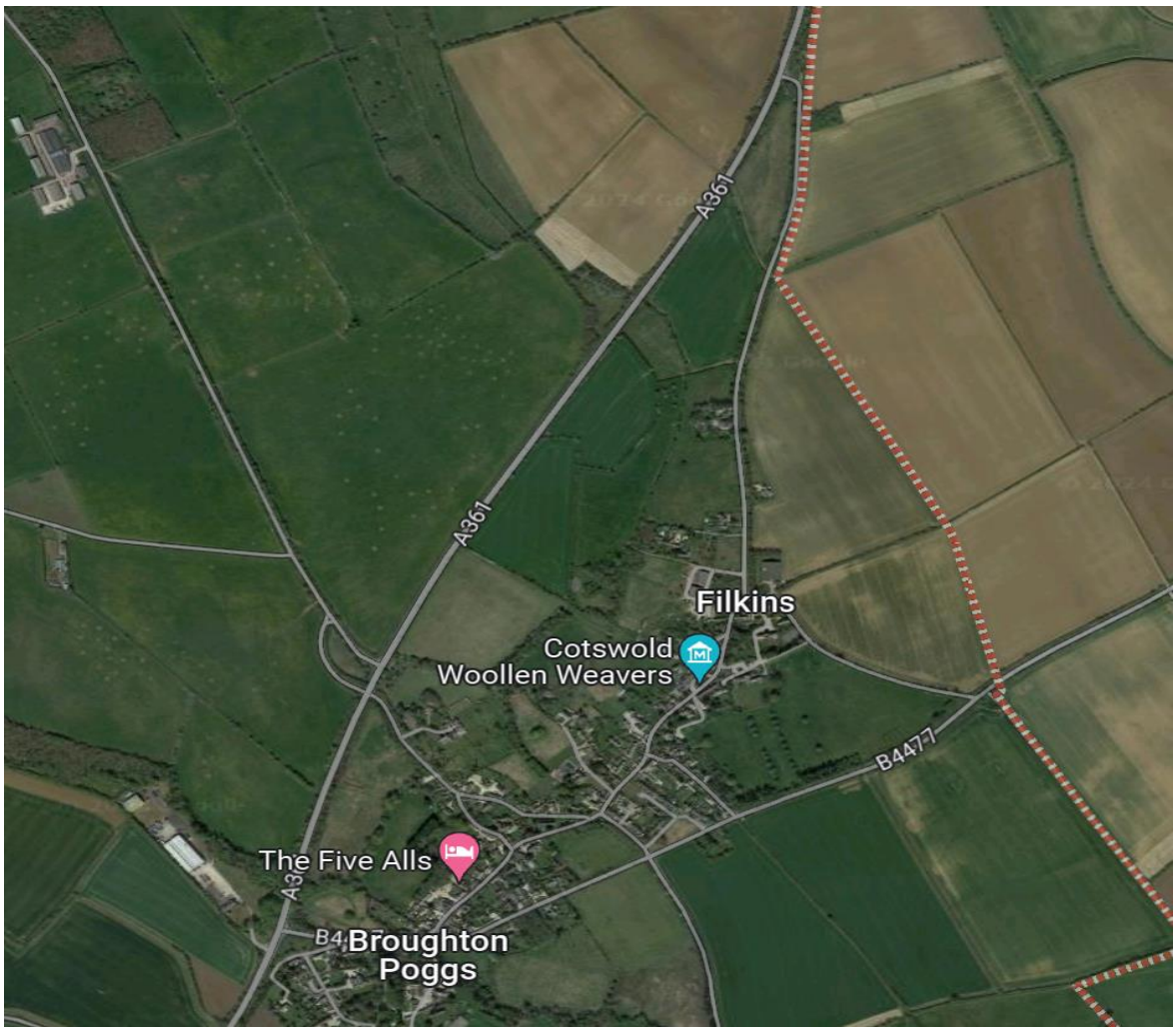
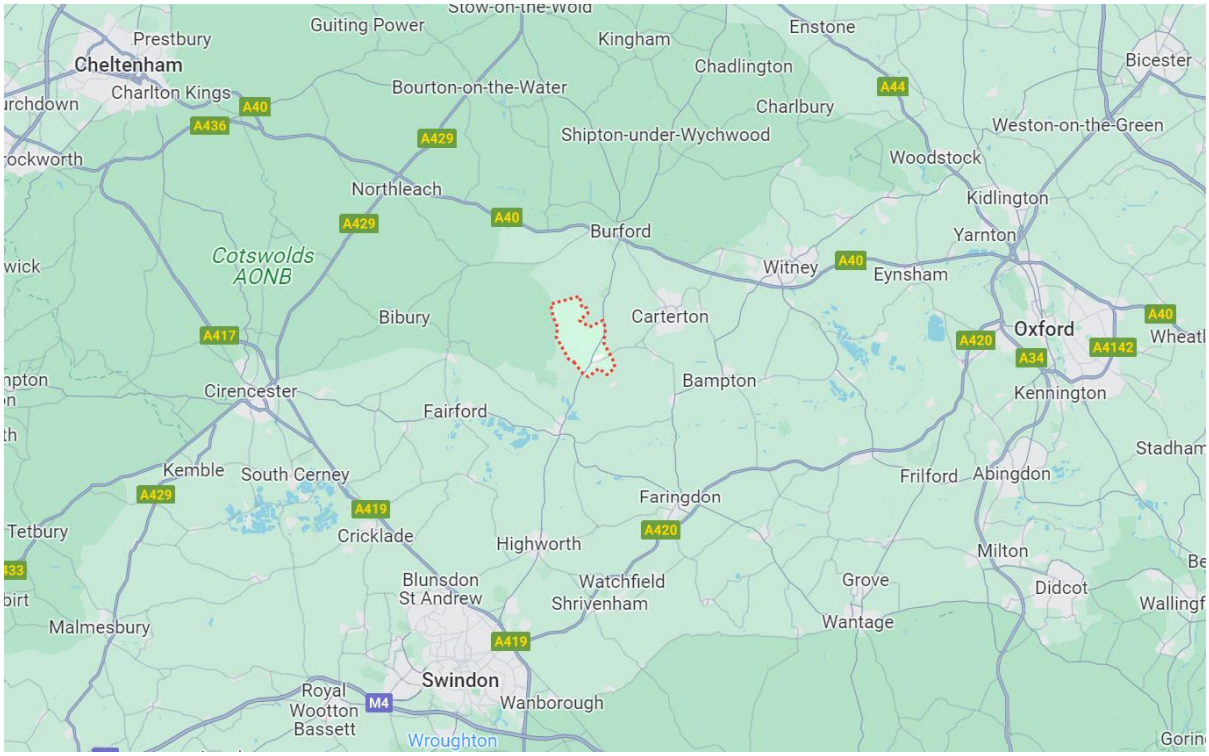
Hall
89
B 4477
84
PH
Cemy
Manor
Fm
Broughton
Poggs
Downs
81
Broad


A361
A361
Filkins
Cotswold
Woollen Weavers
B4477
The Five Alls
A361
B4
Broughton
Poggs


Stow-on-the-Wold
Guiting Power
Prestbury
Cheltenham
Charlton Kings
A40
A436
Bourton-on-the-Water
A429
Kingham
Enstone
Chadlington
Bicester
A44
Charlbury
Shipton-under-Wychwood
Weston-on-the-Green
Woodstock
Northleach
A429
A40
Burford
Kidlington
Yarnton
Cotswolds AONB
Witney
A40
Eynsham
Bibury
Carterton
A417
Oxford
A420
A34
A4142
A40
Wheatl
Bampton
Kennington
Cirencester
Fairford
Stadham
Kemble
South Cerney
A429
A419
Faringdon
Frilford
Abingdon
Tetbury
Cricklade
A420
Highworth
Milton
Blunsdon St Andrew
Watchfield
Shrivenham
Grove
Didcot
Malmesbury
Wantage
A419
Swindon
Royal Wootton Bassett
M4
Wanborough
Wroughton

2. EMERGENCY RESPONSE PROCEDURES

Introduction

2.1 The purpose of this Community Emergency Plan is to create a framework of the procedures that would be implemented to reduce the impact of an emergency on the Filkins & Broughton Poggs community until such times as the emergency services were in attendance to assume control of the situation.

2.2 It is impossible to predict every eventuality that could necessitate the implementation of this Community Emergency Plan and it is not possible to have prescriptive procedures for every eventuality or details of how the emergency would be managed.

2.3 However, this document details the procedures that will be implemented in the event of an emergency, taking into consideration the communications required between the Emergency Response Team, the community, the Emergency Services and Oxfordshire City Council.

Definition of a Crisis

2.4 The Oxford English dictionary defines an emergency as:

"An emergency is an urgent, unexpected, and usually dangerous situation that poses an immediate risk to health, life, property, or environment and requires immediate action".

2.5 Therefore, the first three characteristics of an emergency are that it is:

- Unexpected (i.e., a surprise)
- Creates uncertainty
- Seen as a threat

2.6 Some examples of events that could be defined as an emergency are listed below:

- Utility failure (Power & Water)
- Adverse weather (Flooding & Extreme winds)
- Hostile Actor (Marauding terror attack, Vehicle based attack etc.)

Community Emergency Plan

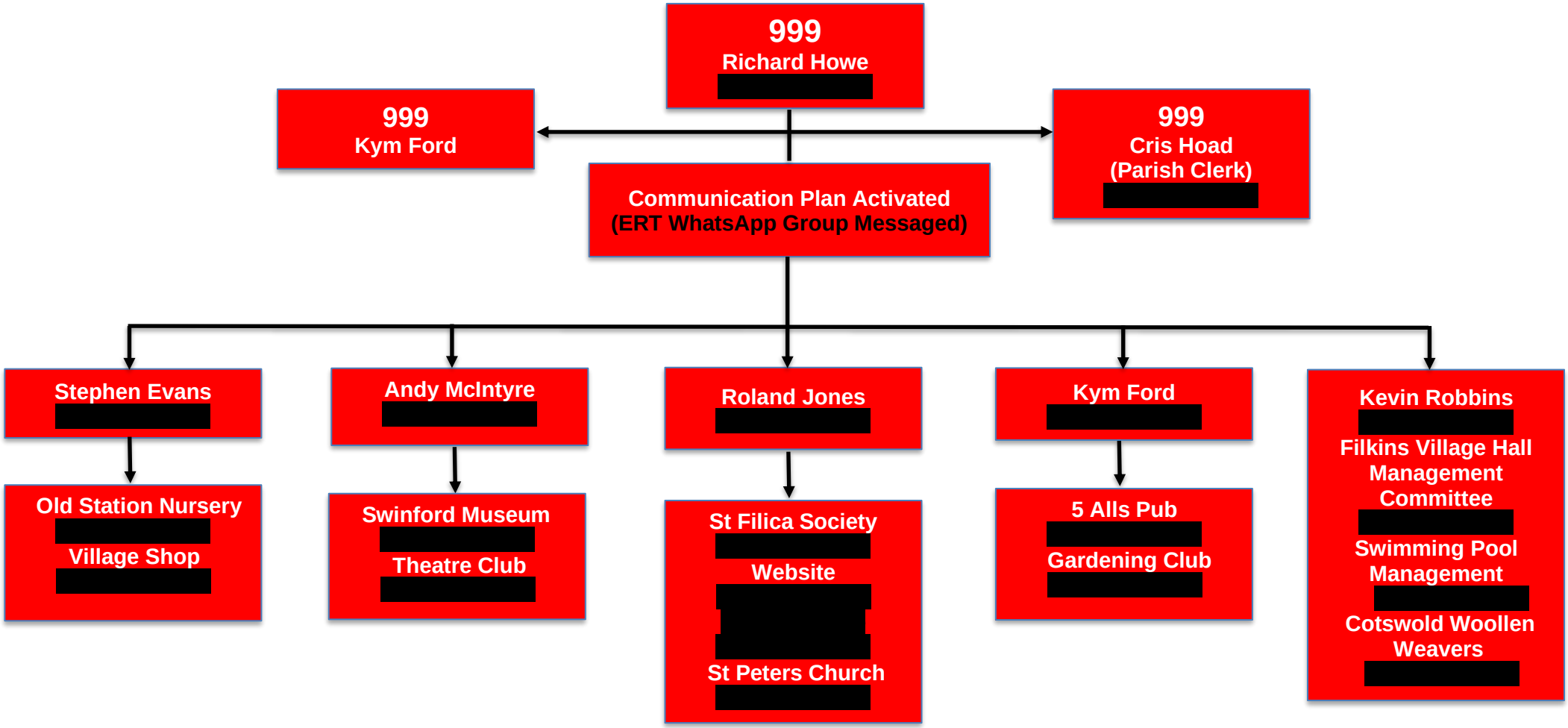
2.7 Detailed below is the purpose of this Community Emergency Plan:

- Promote a raised awareness within the community by preparing and documenting a proportionate, coordinated response to an emergency.
- Identify the risks which could have the greatest impact on the community.
- Prepare a Communication Plan.
- Contact vulnerable people (with their agreement), vulnerable groups and vulnerable property within the community.

- Identify and document the resources that could be available in the event of an emergency.
- List contact details for the Emergency Response Team, the Emergency Communications Contacts, community resources, emergency services and agencies.
- Document and distribute emergency information in advance that would assist the Emergency Services on their arrival at the villages.

3. COMMUNICATION PLAN

3.1 In the event of an emergency a member of the Emergency Response Team (ERT) **Must** contact the emergency services by dialing **999** at the first possible opportunity. Thereafter the ERT will implement he communication plan detailed below:



3.2 Once contacted each of the designated venues and organisations will cascade notification of the emergency. It is reasonable to expect that in this way the majority of the community who may be affected by the emergency can be advised in a timely manner.

3.3 The Emergency Response Team will provide the emergency services with the following information:

- Exact location.
- Type of incident.
- Hazards present or suspected.
- Access, routes that are safe to use.
- Number, if any type and severity of casualties.
- Emergency services present and those required.

3.3 The Emergency Response Team will also proactively:

- Promote a calm and controlled response to an emergency.
- Find out the facts and communicate them to the emergency services and the appropriate agencies.
- Start an Incident Log
- Discourage well-meaning but ill-informed members of the community from making public comments.
- Not publicise or confirm the name/s of any casualties until the Police have confirmed that the Next of Kin has been informed, even if the press already knows the details.
- Not get drawn into speculating about causes, blame or possible outcomes.
- Inform Oxfordshire County Council and West Oxford Council

Plain Language Communication

3.4 While there is a sense in the popular culture that a clear warning may induce panic, research shows people do not panic when given clear and informative warnings, and that they want to have accurate information and clear instructions on how to protect themselves in an emergency.

3.5 Therefore plain language warnings and clear instructions will be issued to make sure everyone in danger understands the need to act. As appropriate to the community, messaging will address those with cultural and linguistic needs.

WhatsApp Groups

3.6 To enable the Emergency Response Team (ERT) and the Emergency Communication Contacts (ECC) to communicate as expediently as possible, two WhatsApp groups have been created. These are detailed below:

Group One: WhatsApp ERT

- This WhatsApp group is made up of members of the ERT only. This WhatsApp group will be employed by the ERT to alert the group of an emergency and identify an appropriate response.

Group Two: WhatsApp ECC

- This WhatsApp group is made up of the ERTand the ECC. This WhatsApp group will be employed by the ERT to alert the ECC of an emergency and action the Communication Plan.

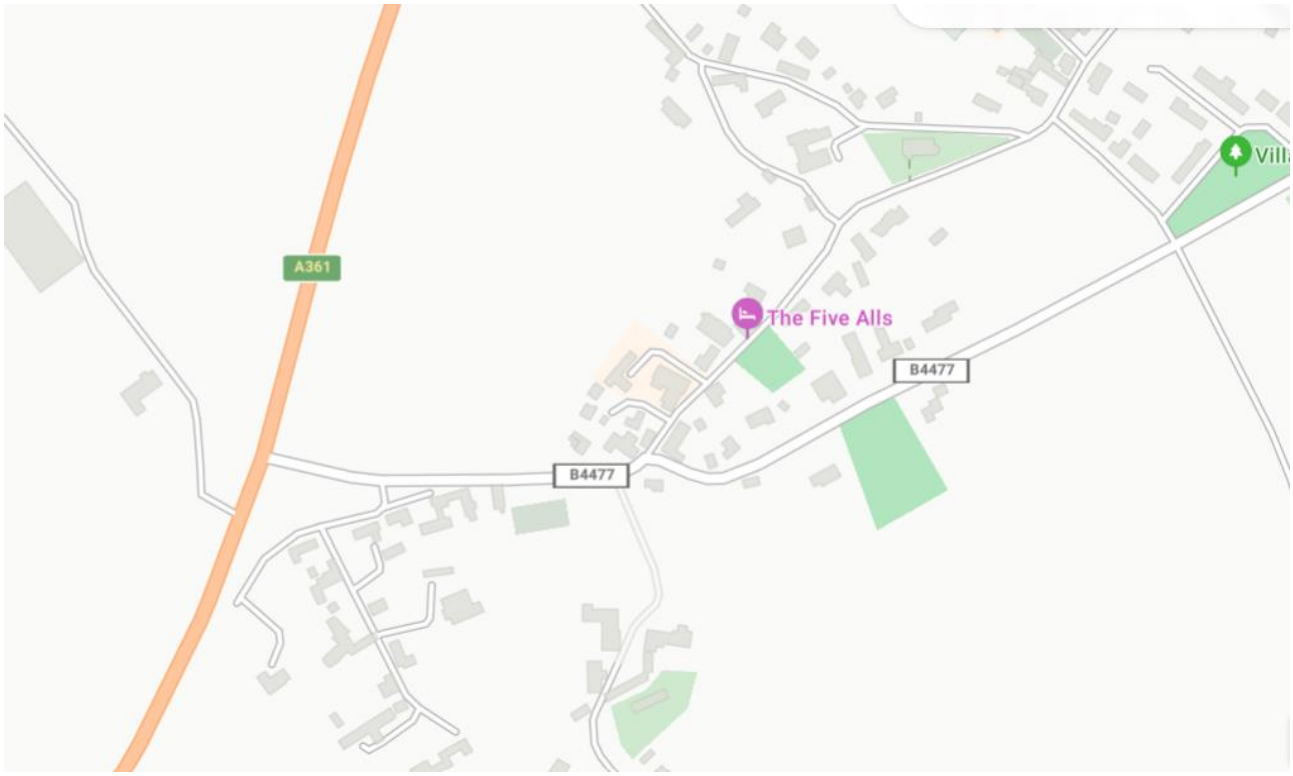
3.7 These two WhatsApp groups are only to be used in an emergency and at no other time.

4. SURVIVOR RECEPTION CENTRE

4.1 In the event of an emergency, the Emergency Response Team will meet in The Five Alls Filkins.

The Five Alls External Image

The Five Alls Location



4.2 The address of the Five Alls is detailed below:

Burford Road
Filkins
Lechlade, GL7 3JQ

4.3 The Five Alls has the following facilities:

- Power (Light & Heating)
- Hot & Cold running water
- Toilets (Inc. Accessible toilet)
- Fully equipped kitchen
- Parking
- An operational defibrillator 50 yds away
- Tables & chairs
- PA

4.4 The Five Alls could be used for the following:

- Emergency services & Agencies Emergency Rendezvous Points (RVPs)
- Communication centre
- Welfare point
- Temporary sleeping accommodation

4.5 In the event that the Five Alls has become compromised then the Emergency Response Team will meet in Filkins Village Hall

Village Hall Location

4.6 The address of the Filkins Village Hall is detailed below:

Burford Road
Filkins
Lechlade, GL7 3JQ

[redacted]

Filkins Village Hall Image

5. FLOOD RISK & MONITORING

Introduction

5.1 On the 20th of July 2007 large parts of the South of England were subjected to intensive storms. The scale and speed of the rainfall was unprecedented and took most communities by surprise causing widespread flooding of highways and property.

5.2 On this occasion, unlike previous storms and flooding experienced, this impacted on many properties that had never been affected before, due to much of the flooding coming in the form of rain water run off from land. The Environment Agency subsequently advised that the extreme rainfall event in July 2007 was unprecedented and comprised 119.6mm precipitation in 24 hours which easily surpassed the previous peak recorded event in July 1969.

Monitoring Procedures

5.3 In July 2007 Broughton Boggs was flooded to the extent that it became inaccessible to vehicles, therefore cutting off Broughton Boggs from the rest of the village. Detailed below are the water level monitoring procedures that are currently in place.

The Bund

5.4 The Bund is monitored by Kevin Robbins who will contact the Emergency Response Team (ERT) if water levels rise to critical levels. The ERT will liaise and identify the appropriate control measures and implement them, this may include alerting the Environment Agency and the Emergency Communication Contacts (ECC).

The Broadwell Brook

5.5 The Broadwell Brook is monitored by Charlie Payne and Craig Johnston. The Brook has a Monitoring Station which if the water levels rise to critical levels alerts the two Monitors, who will in turn will contact the ERT. The ERT will liaise and identify the appropriate control measures and implement them, this may include alerting the Environment Agency and the Emergency Communication Contacts (ECC).

Flood Reporting

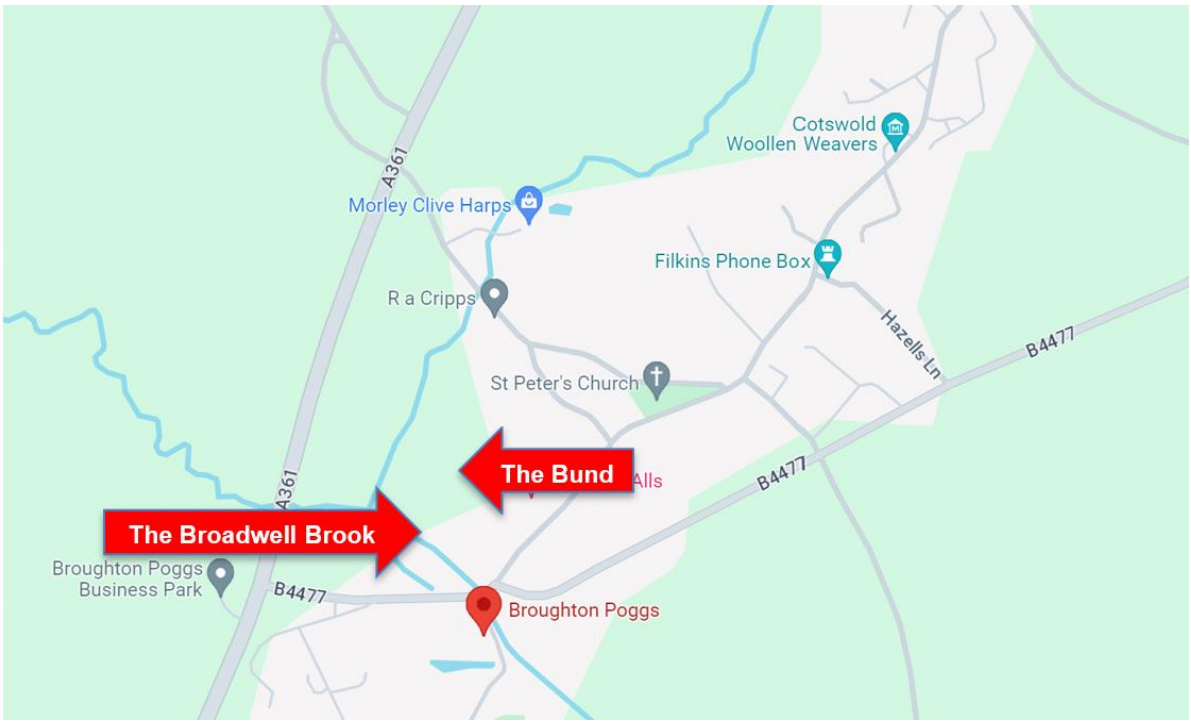
5.6 The ERT will report flooding through the Oxfordshire Flood Toolkit online:

- https://www.oxfordshirefloodtoolkit.com/emergency/report-flood/

Road flooding

- https://www.oxfordshire.gov.uk/residents/roads-and-transport/street-maintenance-z/flooding?utm_term=nil&utm_content=

The Bund & The Broadwell Brook Location



6. ARMED ATTACKER POLICY

Introduction

6.1 The purpose of this policy is to provide information on how to respond to an armed attacker or hostage situation that may occur at any time.

6.2 It is of the utmost importance that no member of the Emergency Response Team or the community risk injury to themselves or others or to try to end the situation. The Emergency Response Team is to cooperate as much as possible without putting themselves into further danger.

Definitions

6.3 “Armed Attacker” is an individual or persons actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, armed attacker use firearms(s) or knives and there is no pattern or method to their selection of victims. Armed attacker situations are unpredictable and evolve quickly.

6.4 Typically, the immediate deployment of the Police force will be required to stop the attack and mitigate harm to victims. Because armed attacker situations are often over within 10 to 15 minutes, before the police arrive on the scene, the Emergency Response Team need to be prepared both mentally and physically to deal with an armed attacker situation.

6.5 During an armed attacker situation, the natural human reaction, even if an individual is trained, is to be startled, feel fear and anxiety and even experience initial disbelief and denial.

6.6 Individuals can expect to hear noise from alarms, gunfire, and explosions, and people shouting and screaming. Awareness provides the means to regain their composure, recall at least some of what they have learned, and commit to action.

6.7 The ‘Stay Safe’ principles (Run, Hide, Tell) provide some simple actions to consider at an incident and the information that the Police will need in the event of a firearms and weapons attack.

The ‘Say Safe’ Principles

Run

- To a place of safety.
- This is a far better option than to surrender or negotiate.
- If there’s nowhere to go, then…

Hide

- It’s better to hide than to confront.
- Remember to turn your phone to silent and turn off vibrate.
- Barricade yourself in if you can.
- Then finally and only when it is safe to do so…

Tell

- Call **999**
- What do the local police need to know?
- Location – Where are the suspects?
- Direction – Where did you last see the suspects

6.8 Please be aware Police officers may:

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Evacuate you only when it is safe to do so.

6.9 Upon arrival, the Police will assume accountability for the situation. The Emergency Response Team will provide information and support as required.

Community Safety

6.10 In the event of an armed attack, the community will be instructed to remain in their homes, or places of work until the Police advise it is safe for them to evacuate.

7. EMERGENCY COMMUNICATION CONTACTS

7.1 Detailed below is a list of Community Organisations who could provide additional support for the Emergency Response Team with the implementation of the Community Emergency Plan.

Organisation:	*Contact:*	*Number:*	*Email:*
First Aid	Alison Sutcliffe		
First Aid	Paul Sutcliffe		
Book Club	Charlotte MacDonald		
Bowls Club	[redacted]		
Gardening Club	Lorraine Chitty		
St Filica Society	Sara Moule		
F&BP Website	[redacted]		
Swinford Museum	Diane Blackett		
Theatre Club	[redacted]		
Village Shop	Hilary Skinner		
Village Hall	Charlotte Spencer		
5 Alls Pub	Rob Wilks Tom Downing		
St Peters Church	[redacted]		
Old Station Nursery	Katie Houghton		
Cotswold Woollen Weavers	Richard Martin		

7.2 Detailed below is a list of agencies who could provide support for the Emergency Response Team.

Incident:	*Organisation:*	*Contact:*
Power failure	local network operator emergency	105
Water shortage	Thames Water	0800 316 9800
Gas leak	National Gas emergency	0800 111 999
Flooding	National Flood Line	0345 988 1188
Environmental emergency	Oxfordshire County Council	0800 833408
Environment Agency (Flooding)	Oxfordshire County Council	0800 807060
Medical support	Lechlade Medical Centre	01367 252264
Medical support	Lechlade Pharmacy	01367 252285

Local Services Infrastructure

Service:	*Location:*
Electric Sub-Station	TBC
BT Telecom Sub-Station	On B4477 next to Cemetery
Gigaclear Sub-Station	B4477 on crossroads with Langford

8. INCIDENT LOG

8.1 The individuals listed below would assume the role of Emergency Response Coordinator:

Name:	***Contact:***
Richard Howe	
Cris Hoad	
Roland Jones	
Kevin Robbins	

INCIDENT LOG	
Emergency Response Coordinator:	
Date:	
Time:	
Location:	
Incident details:	
Parties involved:	
Injuries sustained:	
Witness details:	

Time:	***Action:***