

# Village Emergency Plan 2023

MIDDLETON CHENEY  
Parish Council



<b>Category:</b> Policy	<b>Status:</b> Adopted
<b>Responsible:</b> Clerk / Chairman	<b>Adoption minute ref:</b> 23/191
<b>Applicable to:</b> Full Council	<b>Adoption date:</b> 17/07/2023
<b>Version:</b> 1.0	<b>Next review:</b> 07/2024

A	Distribution List	
B	Record of Amendments	
C	Initial Incident Form	
D	Incident Log	
E	Activation Chart	
F	Map of Community	
G	Landmarks	
H	Local Risks	
I	Shelters	
J	Skills within the Community	
K	Equipment within the Community	
L	Vulnerable People	
M	Neighbouring Parish Council Contacts	
N	Useful local and Private Companies	
O	West Northants Council contact details	
P	Emergency Contact Details	
Q	Communications	
R	Emergency Action Checklist	
S	Other Information	

[
  
 Community Emergency Plan  
 Middleton Cheney  
 This plan should be read in conjunction with the Business Continuity Plan
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**Objectives**

- Identify the risks to the community and relevant response actions.
- Identify resources in the community available to assist during an emergency.
- Identify vulnerable people in the community.
- Provide key contact details.

## A. Distribution List

Community members who have a copy of this plan:

Name	Contact Number(s)	Email Address
Pip Davis Clerk		<a href="mailto:clerk@middletoncheney.org.uk">clerk@middletoncheney.org.uk</a>
Alan Youel Chair		<a href="mailto:clr.alanyouel@middletoncheney.org.uk">clr.alanyouel@middletoncheney.org.uk</a>
Nina Truman Vice Chair		<a href="mailto:clr.ninatruman@middletoncheney.org.uk">clr.ninatruman@middletoncheney.org.uk</a>
All other councillors		
Library Brian Goodey		Chair of Middleton Cheney Library Supporters Group <a href="mailto:middletoncheneycml@gmail.com">middletoncheneycml@gmail.com</a>
Village Hall Trina Jones		<a href="mailto:bookingsmcvillagehall@aol.com">bookingsmcvillagehall@aol.com</a>
Memorial Hall Kristian Burgess		<a href="mailto:chairman@mcpfa.com">chairman@mcpfa.com</a>
Community Primary School Theresa Hillier		<a href="mailto:office@mcpa.prime7.org.uk">office@mcpa.prime7.org.uk</a>
Chenderit Jane Cartwright		<a href="mailto:head@chenderit.net">head@chenderit.net</a>
Pre School Jaqui Edwards		<a href="mailto:preschoolcommittee@live.co.uk">preschoolcommittee@live.co.uk</a>
All Saints Church Rev Nick Leggett		<a href="mailto:leggett1uwe@jahoo.co.uk">leggett1uwe@jahoo.co.uk</a> <a href="mailto:info@allsaints.mc.com">info@allsaints.mc.com</a>

Please note:

A copy will be available on the Parish Council Website

Some pages and paragraphs may be redacted in order to preserve confidentiality.

A full version will be held by Chair and Clerk with one paper copy also in Council secure storage.

## B. Record of Amendments/Revisions to Plan

<b>Date</b>	<b>Details of amendments/revisions</b>	<b>Amended/revised by</b>
<b>15<sup>th</sup> March 2014</b>	<b>CEFP document reviewed</b>	<b>Alan Deary March 2017</b>
<b>17<sup>th</sup> March 2014</b>	<b>Document presented to Parish council with copies supplied to all councillors</b>	
<b>6<sup>th</sup> July 2014</b>	<b>Document presented to PC with additional work required. Highlighted in document.</b>	
<b>13<sup>th</sup> July 2014</b>	<b>Document updated with all contact details confirmed. Map added from office.</b>	
<b>31<sup>st</sup> October 2014</b>	<b>Additional information regarding local resources, photos added</b>	
<b>2<sup>nd</sup> November 2014</b>	<b>Version 4 e mailed to PC</b>	
<b>8<sup>th</sup> June 2016</b>	<b>This version mailed to Cllrs</b>	<b>Val Furniss</b>
<b>18<sup>th</sup> January 2017 to March 20<sup>th</sup> 2017</b>	<b>Plan updated</b>	<b>Alan Deary</b>
<b>March /April 2023</b> <b>May 2023</b>	<b>Plan updated</b> <b>Update approved</b>	<b>Cllr Nina Truman</b> <b>Cllr Ruth Hoose</b>

## C. Initial Incident Form

Use this form to record initial information received on the incident. Complete as many boxes as possible. Start your log as soon as possible.

Date:  → Time:  → Your Name:

Callers Name:  → Callers Telephone Number(s):

Callers position (role):  → Callers email address:

Name of Community:  → Callers Location:

**INCIDENT DETAILS**

Police Incident Number:  → Fire Incident Number:

Location:

Estimated casualties (if any):

Hazards and road blockages:

Description of incident:

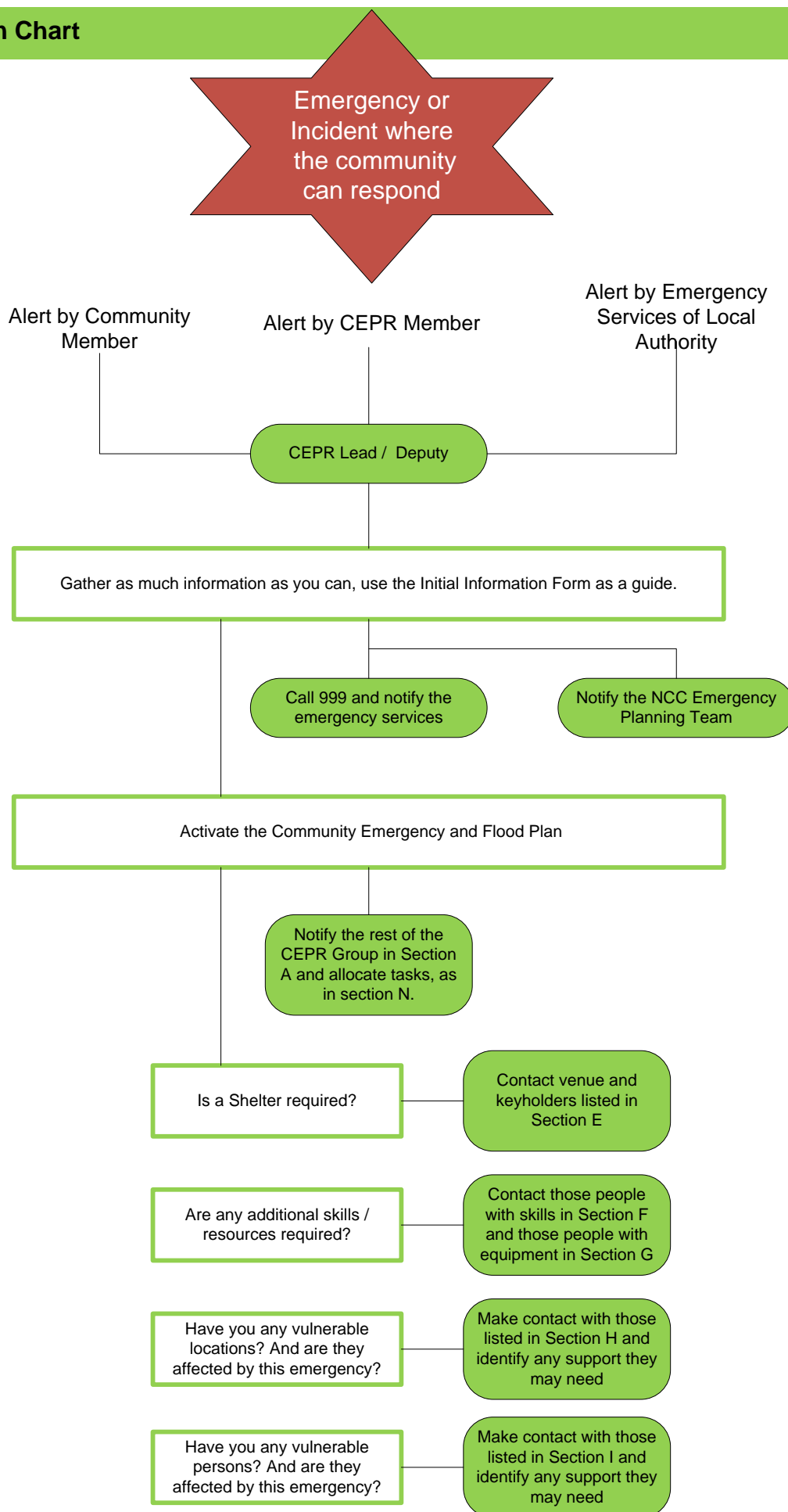
Lead Organisation:  → Contact Name & Number:

Other Responding Organisations:

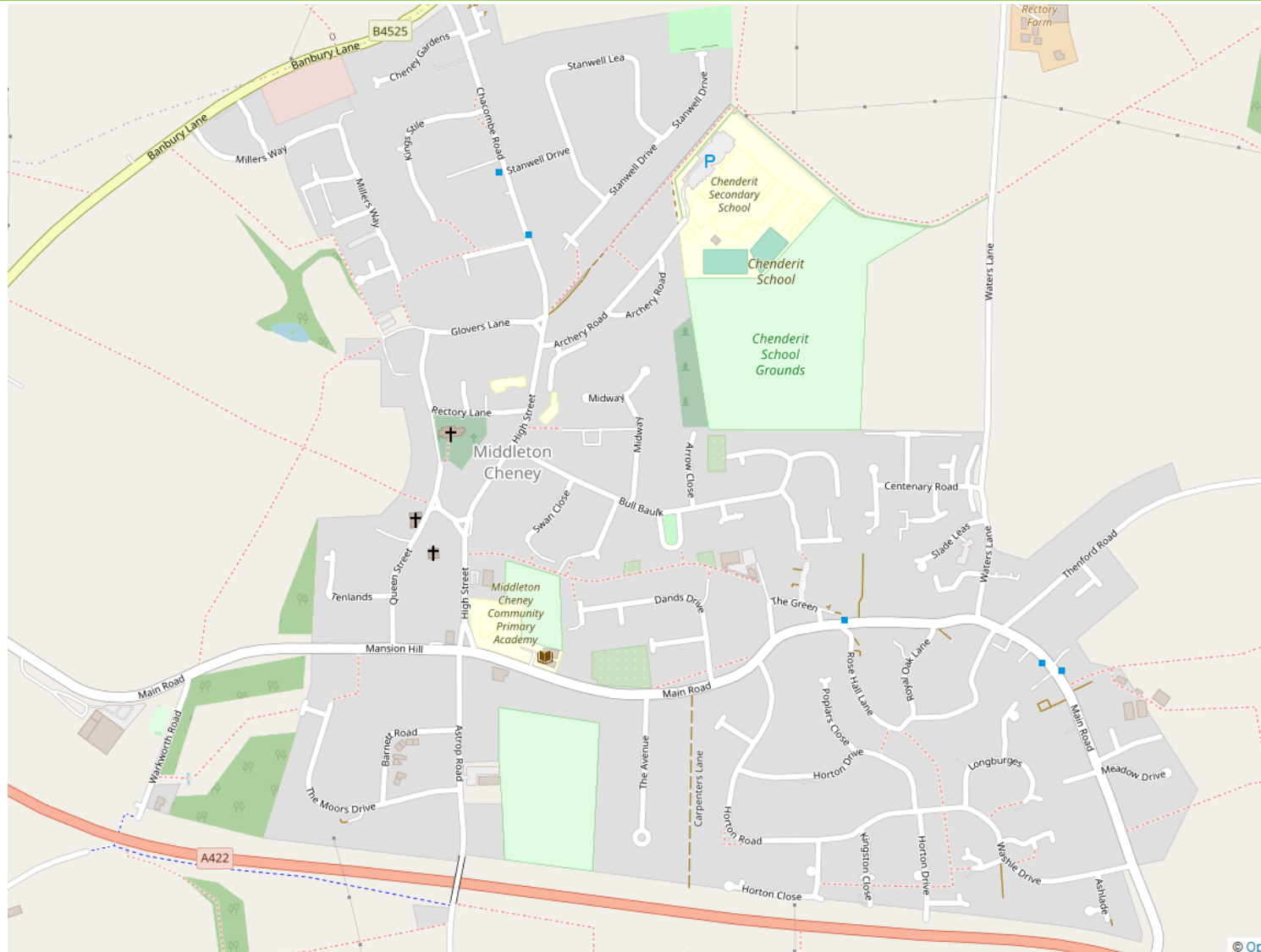
Initial Actions/Requests:



## E. Activation Chart



## F. Map of Community





## G. Pictures of Landmarks in Middleton Cheney

All Saints Church Middleton Cheney



Chenderit School. Archery Road

The library and school car park Middleton Cheney



Middleton Cheney Primary Academy.



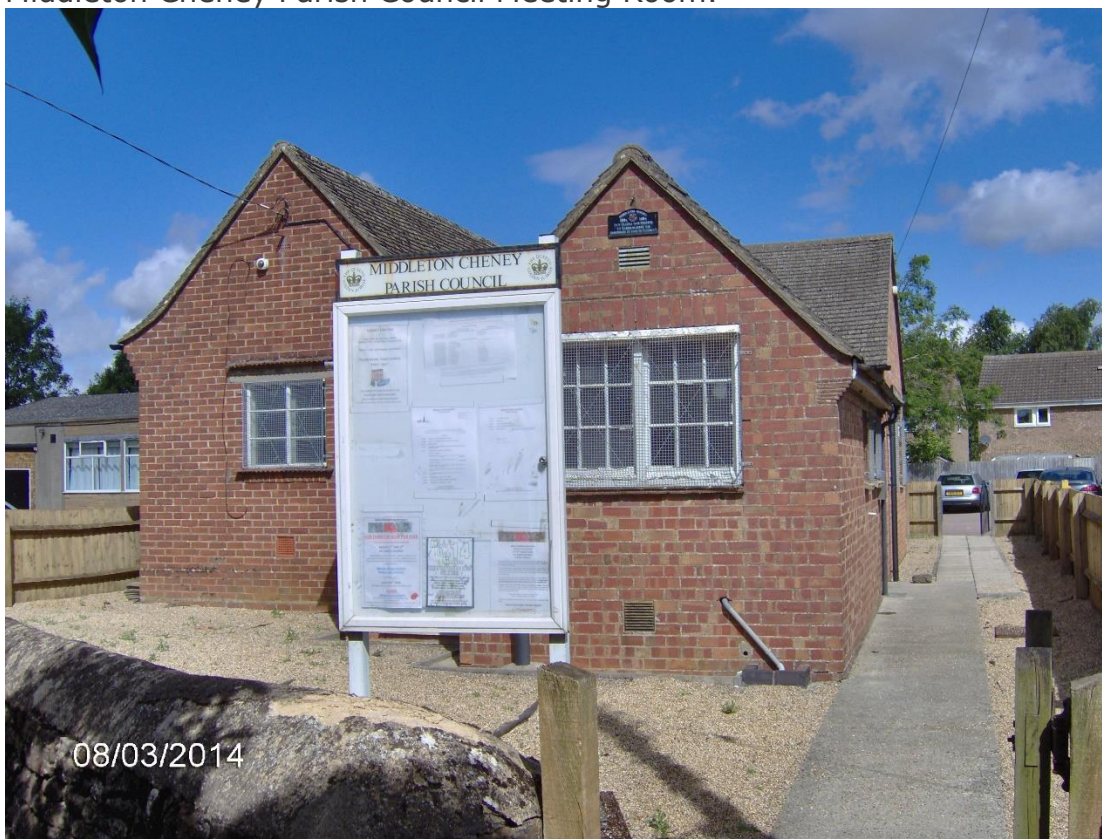
Middleton Cheney Memorial Hall



Middleton Cheney Village Hall



Middleton Cheney Parish Council Meeting Room.



## H. Local Risks

Local Risk	Historic date	Location/example	Level of risk
Flooding	NIL	None	Due to landscape V Low
Flooding from mains burst.	NIL	None	Medium
Major Fire of multiple properties/loss of life	Not within last 50 yrs	None	Medium
Loss of Electricity/Power cut	During most winters.	Most of MC. Sometimes half of village.	High
Loss of Water supply/contamination/sewerage	Low Pressure supply in Oct 2016 for 1 day	Most of MC	Medium
Plane Crash	Not in last 50 yrs	None	V Low
Tanker Explosion/Crash	Not in last 50 yrs	None	V Low
Gas Leak	Approx. 15 years ago. (2006)	Gas substation, High Street, M.C. fire and gas supplier made area safe. No loss of life or lasting disruption to village.	Medium
Loss of broadband and/or mobile signal.	NIL	None	Low
Road accident on B4525 Welsh Lane or A422 bypass			Medium
Village cut off due to adverse weather conditions.			Low
Major terrorist attack	NIL	None	V low
Medical /highly contagious infection.	2020-2022	COVID "Stay at home"	Low

## I. Shelters

Premises	Village Hall, Main Road, Middleton Cheney	
Key Holder Name	Address	24hr Contact Number(s)
Trina Jones	Main Road, Middleton Cheney	
Other Information:		

Premises	Memorial Hall	
Key Holder Name	Address	24hr Contact Number(s)
	Astrop Road Middleton Cheney	
Other Information:		
<a href="mailto:Secretary@mcpfa.com">Secretary@mcpfa.com</a> <a href="mailto:Chairman@mcpfa.com">Chairman@mcpfa.com</a> <a href="mailto:Treasurer@mcpfa.com">Treasurer@mcpfa.com</a>		
Kristian Burgess		
Sally Ann Dodd		
Theresa Goss - Football		

Premises	Primary School	
Key Holder Name	Address	24hr Contact Number(s)
Marc Gibbons	Primary School Academy Main Road OX17 2PD	Marc Gibbons – (caretaker on site) David Hartwell – (deputy) Theresa Hillier – Landline 01295 703035 (Head)
Other Information:		
Bursar. Has the ability to contact 300 people at once via text.		

Premises	Chenderit School Archery Road, Middleton Cheney	
Key Holder Name	Address	24hr Contact Number(s)
Site manager Steve Martin	Middleton Cheney 01295 711567	See below.
Steve Martin, Site Manger -		
Jack Armstrong, Assistant Headteacher -		
Joanne Davies Headteacher's PA/Operations and Personnel Manager -		

## J. Skills within the community

Name	Experience/Qualification	Address	24hr Contact Number(s)
Craig Bryant	Advanced driver, 4x4 trained.		
Martin Edwards	Community First Responder		
Mark Lawson	Community first Responder		
Amanda Swayne	Nurse		
Nigel Wadlow	4 x 4 Vehicle		
Co-op Pharmacy	First Aid etc		
Good Neighbour volunteers	75 volunteers available . Can respond quickly to supporting vulnerable in village. ie those without internet access.		Suzie Smith <a href="mailto:hortonalmshouses@gmail.com">hortonalmshouses@gmail.com</a> Cllr Mark Allen <a href="mailto:cllr.mark.allen@middletoncheney.org.uk">cllr.mark.allen@middletoncheney.org.uk</a>

## L. Equipment within the community

Equipment	Name	Address	24 hr Contact Number(s)
Maintenance Equipment	Lenny Carvell		
Electrician	Colin Robbins		
Generator	Suzie Smith		
4x4 Vehicle	Nigel Wadlow		
Generator 3KBA petrol	Caron Bowden		
Snow plough Road gritter Tele handler Mini digger Tractor/ Trailor	Dodedge		



## M. Neighbouring Parish Council Contacts

Parish	Contact Name	Telephone	Website / Email Address
Overthorpe	Kirsty Buttle Overthorpe Parish Clerk 74 Beaulieu Close Banbury OX16 4FQ	01295 2275372	<a href="mailto:clerk@overthorpe.org">clerk@overthorpe.org</a>
Kings Sutton	Liz Hart	01295 816905	<a href="mailto:clerk@kingsutton-pc.gov.uk">clerk@kingsutton-pc.gov.uk</a>
Chacombe	Kirsty Buttle Chacombe Parish Clerk 74 Beaulieu Close Banbury OX16 4FQ	07419126206	<a href="mailto:clerk@chacombe-parish-council.org.uk">clerk@chacombe-parish-council.org.uk</a>
Farthinghoe	Dave Watson		<a href="mailto:clerk@farthinghoe-parish-council.org">clerk@farthinghoe-parish-council.org</a>

## N. Useful local and private companies

Service Type	Business Name	Telephone	Website / Email Address
Coaches	Cheney Travel	01295 254254	
Buses	Stage Coach	01865 772250	

## O. West Northants Council Contact

Switchboard	<a href="http://www.westnorthants.gov.uk">www.westnorthants.gov.uk</a> 03001267000	
Cllr Rebecca Breese	<a href="mailto:rebecca.breese@westnorthants.gov.uk">rebecca.breese@westnorthants.gov.uk</a> 709976	01280
Cllr Rosie Herring	<a href="mailto:rosie.herring@westnorthants.gov.uk">rosie.herring@westnorthants.gov.uk</a>	01280 841553
Cllr Richard Solesbury-Timms	<a href="mailto:richard.solesbury-timms@westnorthants.gov.uk">richard.solesbury-timms@westnorthants.gov.uk</a>	



## P. Emergency Contact

Name	Telephone Number	Name	Telephone Number
Emergency Services	999 111 medical non-emergency	Water Leaks Anglian Water	08457 145 145
Environment Agency	<a href="http://www.gov.uk/government/organisations/environment-agency">www.gov.uk/government/organisations/environment-agency</a> 03708 506 506	Met Office	Flash Warning 0207 204 7451 Early Warning 01344 856264
Environment Agency Incident Hotline	0800 80 70 60 (24hrs)	National Highways information Line	0300 123 5000 <a href="http://www.trafficengland.com/traffic-report">www.trafficengland.com/traffic-report</a>
Environment Agency Flood Line	0345 881188 (24hrs)	Police counter-terrorism hotline	0800 789 321 <a href="http://www.gov.uk/ACT">www.gov.uk/ACT</a>
Non-Emergency line to Northants Police	03000 111222	Crime Stoppers	0800 555 111
Gas Leaks	0800 111 999 (24hrs)	NHS (Non Emergency)	111
Power cuts National Grid Report and info	0800 6783 105 or just 105 <a href="http://www.nationalgrid.co.uk/power-cut-inform">www.nationalgrid.co.uk/power-cut-inform</a>	RSPCA	0300 123 4999
Police Non Emergency Services	101	Northants Fire and Rescue. Non emergency	01604 797000

## West Northants Emergency Planning Duty Officer

During Office Hours	0300 1261012
Mobile Phone (Out of hours Emergency only)	07885 292851

## Q. Communications

BBC Radio Northampton	104.2/103.6 FM
Connect FM	97.2 FM and 107.4 FM
Heart FM	96.6 FM
Facebook	
Websites e.g. EA, NCC, Police	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a> <a href="http://www.northamptonshire.gov.uk/emergencies">www.northamptonshire.gov.uk/emergencies</a> <a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a> <a href="http://www.northants.police.uk">www.northants.police.uk</a> <a href="http://www.northamptonshire.gov.uk/en/councilservices/fire/fireandrescue">www.northamptonshire.gov.uk/en/councilservices/fire/fireandrescue</a> <a href="http://www.highways.gov.uk">www.highways.gov.uk</a>
Our communications channels	<a href="mailto:clerk@middletoncheney.org.uk">clerk@middletoncheney.org.uk</a> Council mobile only <a href="mailto:cllr.alanyouel@middletoncheney.org.uk">cllr.alanyouel@middletoncheney.org.uk</a> <a href="mailto:cllr.ninatruman@middletoncheney.org.uk">cllr.ninatruman@middletoncheney.org.uk</a>

Action	CEPR Person Responsible
<ul style="list-style-type: none"> <li>• Call WNC</li> </ul>	
<ul style="list-style-type: none"> <li>• Call Environment Agency</li> </ul>	
<ul style="list-style-type: none"> <li>• Listening to radio</li> </ul>	
<ul style="list-style-type: none"> <li>• Checking websites</li> </ul>	
<ul style="list-style-type: none"> <li>• Monitoring social media</li> </ul>	
<ul style="list-style-type: none"> <li>• Door-knocking (list streets/areas as appropriate)</li> </ul>	
<ul style="list-style-type: none"> <li>• Using loud-hailer(list streets/areas as appropriate)</li> </ul>	
<ul style="list-style-type: none"> <li>• Contacting vulnerable people/locations</li> </ul>	
<ul style="list-style-type: none"> <li>• Keeping notice boards updated</li> </ul>	
<ul style="list-style-type: none"> <li>• Please note: Should there be an emergency which affects the running of the Parish Council (eg Damage which affects the Parish Meeting Rooms)</li> </ul>	<b>THE BUSINESS CONTINUITY PLAN NEEDS TO BE PUT INTO OPERATION</b>

## R. Emergency Action checklist

	Action	Tick when Complete
1	If an emergency is reported to a member of the CEPR by the community and it is possible that the emergency services are not aware, call 999 as soon as possible (see <b>Section A.1 above</b> ) for additional information to give)	
2	Contact and inform the West northamptonshire Unitary Authority and the Environment Agency. Take note of any safety advice given to you and discuss at the CEPR meeting.	
3	Keep a decision/action log and record the following: <ul style="list-style-type: none"> <li>• Any decisions you have made</li> <li>• Who you spoke to and what you said</li> <li>• Any information received</li> </ul>	
4	Contact the other members of the CEPR (see <b>Section A</b> for contact details) <ul style="list-style-type: none"> <li>• Those specifically under threat</li> <li>• The Parish Council via the Parish Clerk</li> <li>• Volunteers and key holders as appropriate</li> </ul>	
5	Organise a CEPR meeting in a venue, which is safe from the emergency with safe access routes.	
6	Decide actions to undertake e.g. consider the need for: Setting up a Parish Shelter, visiting and checking on vulnerable people, providing a soup kitchen, a warm place, distributing sandbags, providing blankets.	
7	Decide how to inform the community of the emergency and actions being undertaken. Inform the community of any advice given to you from the County/ District/Borough Councils, Environment Agency or the emergency services. Request the community to tune into the local radio.	
8	Inform the Unitary Council, West Northants, of any decisions that have been made.	
9	Remember to regularly liaise with the Unitary Council and the Environment Agency to maintain the safety of the community.	
10	Liaise with local villages in the area if necessary. Note: the emergency may be in an adjacent village and they may need our help.	
11	Remember to put the Business Continuity Plan into operation if any disaster affects the smooth running of the Parish Council.	
12		

## S. Other Information

**There are organisations and Companies who may need to be told of an emergency which may affect them:**

<b>Chenderit School:</b>	<b>01295 711567</b>
<b>Community Primary School</b>	<b>01295 710218</b>
<b>Village Library:</b>	<b>01295 710796</b>
<b>Cheney Travel:</b>	<b>01295 254254</b>
<b>Stagecoach Buses:</b>	<b>01865 772250</b>
<b>Pharmacy:</b>	<b>01295 710386</b>
<b>Henrys Café</b>	<b>01295 7114444</b>
<b>New Inn</b>	<b>01295 710978</b>
<b>Dolphin Pub</b>	<b>01295 713544</b>

**If an emergency could affect directly any of the above please contact them immediately.**

**Please also remember to put the Business Continuity Plan into operation if the disaster affects the smooth running of the Parish Council. ie. Damage to Parish Meeting Rooms.**

# **REMEMBER!**

## **In Case of Emergency... Steps to Safety**

**If the emergency is happening now -**

**If the danger is outside –  
GO IN, STAY IN, TUNE IN**

**If the danger is inside,  
GET OUT, STAY OUT and call the Emergency Services  
999**

**Always follow instructions from the Emergency Services**

<b>Version</b>	<b>Author</b>	<b>Date</b>	<b>Changes</b>	<b>Status</b>	<b>Minute ref</b>
1.0	R Hoose	17-04-2023		Draft	
1.0		17-07-2023		Adopted	23/191