

**Launton Parish Council
Community Emergency
Response and Management Plan
PUBLIC VERSION**

**Approved by
Launton Parish Council**

**On
8 January 2026**

Plan Distribution List

Holder Name	Role	Phone number / email address	Date of issue
Jackie Hackett	Chairman of Emergency Planning Team	07717 510990 jackie.hackett@launton-pc.gov.uk	
Jackie Webber	Parish Councillor and member of EMT	07725 051865 jackie.webber@launton-pc.gov.uk	
Glyn Austin	Parish Councillor and member of EMT	07706 910946 glyn.austin@launton-pc.gov.uk	
Parish Clerk	Parish Clerk	07305 303889 clerk@launton-pc.gov.uk	
Simon Turner	Parish Council Chairman	01869 245352 / 07786 290193 simon.turner@launton-pc.gov.uk	
Paul Mann	OCC / CDC Emergency Planning Officer on behalf of the Emergency Planning Team	emergencyplanning@oxfordshire.gov.uk	

Plan Amendment List

Date of Amendment	Date for Next Revision	Details of Changes Made	Changed by:
January 2026	January 2029	Update all contact details	Jackie Webber

Contents

Launton Parish Council	1
Community Emergency.....	1
Response and Management Plan.....	1
PUBLIC VERSION	1
Approved by Launton Parish Council.....	1
On	1
8 January 2026.....	1
Plan Distribution List.....	2
Plan Amendment List.....	2
1. Introduction.....	4
Role of Emergency Services and Local Authorities	4
What is meant by an emergency or incident?	4
Types of potential emergency which might affect Launton	4
Vulnerable Launton Residents	5
Checklist for actions in the event of a major emergency involving the emergency services and OCC Emergency Planning Team	5
Structure of the Launton Community Emergency Response and Management Plan.....	6
Part 1: Core Information	7
Core information for all emergency situations.....	7
Emergency Reception Centres – General Information	8
Part 2: Local Information	9
Local Organisations and Businesses	9
Useful Contacts.....	10
2. Local area map with emergency reception centres.....	12
3. Log Sheet	13
Part 3	13
4. Confidential Appendix (NOT FOR GENERAL CIRCULATION)	13

1. Introduction

Role of Emergency Services and Local Authorities

Major emergencies are normally dealt with in a co-ordinated joint response by the emergency services, local authorities, and the major utilities providers which includes water, power and train operators who are all classed as Category 2 Responders. The emergency services' two key objectives are to save and protect life and to contain the emergency. Local authorities will arrive at the scene behind the emergency services to assume responsibility for the welfare of those individuals who require assistance other than those in the care of the medical services. They will co-ordinate the provision of the voluntary services and arrange accommodation and welfare for those who need it once they have assessed the situation.

What is meant by an emergency or incident?

An emergency or incident is an event or situation which threatens serious damage to humans only if it involves, causes or may cause:

- **Loss of human life**
- **Human illness or injury**
- **Homelessness**
- **Damage to property**
- **Disruption to the supply of money, food, electricity or water**
- **Disruption to communication systems such as telephones and internet for more than 12 hours**
- **Disruption to transport**
- **Disruption of services related to health**

Or an event or situation which involves serious damage to the environment only if it involves, causes or may cause:

- **Contamination of land, water or air with biological or chemical matter or disruption or destruction of animal or plant life**

And also war or terrorism.

Types of potential emergency which might affect Launton

- **Flu or infections disease pandemic**
- **Major transport incident, especially blocking of bridge to/from Bicester**
- **Adverse weather/storm damage**
- **Parish cut off due to incident at bridge or snow**
- **Total loss of electricity and water services**
- **Explosion/Major fire/Gas leak or plume**
- **Building collapse**

Vulnerable Launton Residents

Many villagers and people who run groups and activities in the village will know of people who they might think of as vulnerable due to infirmity, age or other reason (for instance families with young children can be thought of as vulnerable). There is no formal list at present although Social Services has a list of its own clients, which can be activated in an emergency situation.

It is also possible to register with two priority services for electricity and water which will ensure that the utilities know of any assistance required.

For SSE contact their Priority Services Register at <https://sse.co.uk/help/accessibility/priority-services-register>.

For Thames Water contact (0800 009 3652 - lines open 08.00 – 17.00 or 0800 980 8800 for outside core hours).

For Gas contact the SGN Careline on 0800 975 1818 <https://www.sgn.co.uk/help-and-advice/extra-help/priority-services-register>

Relevant village organisations will also be made aware of any incident.

A regular notice will be published in *Launton Lines* and on social media reminding residents that there is a Launton Community Emergency Management Team with details of who to contact and how to sign up for priority services.

Checklist for actions in the event of a major emergency involving the emergency services and OCC Emergency Planning Team

The commencement of an Emergency Plan procedure will be at the discretion of the OCC Emergency Planning Team who will decide whether to initiate contacting volunteers, and if so, which ones, and will take advice from the Emergency Services

- Contact emergency services
 - Call 999
 - Give them the following information:
 - Your name
 - Your contact number
 - Exact location
 - Details of the Incident
 - Hazards & road blockages
 - Access
 - Estimated casualties
 - Emergency Services requested

E	EXACT LOCATION	What is the exact location or geographical area of the incident?
T	TYPE OF INCIDENT	What kind of incident is it?
H	HAZARDS	What hazards or potential hazards can be identified?
A	ACCESS	What are the best routes for access and egress?
N	NUMBER OF CASUALTIES	How many casualties are there, and what condition are they in?
E	EMERGENCY SERVICES	Which, and how many, emergency responder assets and personnel are required or are already on-scene?

- Contact OCC Duty Emergency Planning Officer
- Contact the Clerk and Chairman of the Emergency Team
- Contact Emergency Team members
- Chairman of the Parish Council
- Contact / alert emergency reception centre key holders
- Contact utilities

Structure of the Launton Community Emergency Response and Management Plan

The Launton Community Emergency Response and Management Plan is in three parts:

Part 1: Core Information. For use in all emergencies and containing the information required to be filed at Oxfordshire County Council (OCC) Emergency Planning Services.

It shows how the Launton community will be able to respond to major emergencies immediately they occur, in advance of the arrival of the emergency services and local authority. It will act as a guide as to what can be done if there is a delay – or non-attendance – in the arrival of emergency services / local authority help due to greater priorities elsewhere. The information in Part 1 is also for use in local emergencies that do not necessarily involve the emergency services or the OCC Emergency Planning Team.

Part 2: Local Information. For use in all non-major situations that require community action to safeguard the safety and well-being of Launton residents; for example, prolonged and heavy snow conditions, flooding, power loss etc.

It has been developed to cover Launton-specific emergencies where remedial activity is carried out by members of the local community and the emergency services are not necessarily involved – for example, if basic utilities cease to function for an extended period, or if adverse weather conditions persist (eg snow or flooding).

Part 3: Confidential Appendix. Contains informal information on local skills, services and equipment that may be requested in times of need and volunteer contact details. As such it is not for publication and its circulation is restricted to members of the Launton Community Emergency Response and Management Team.

Part 1: Core Information

Emergency Management Team Membership and Launton Core Community Emergency Plan Distribution List.

The Launton Community Emergency Response and Management Plan has controlled distribution to a limited number of people who hold the most up-to-date version of the Plan as detailed in the Plan Distribution List on Page 2.

The responsibilities of Launton Community Emergency Response and Management Team are to:

- act as the central response team and advise local residents of procedures;
- follow requests made by emergency services and local authorities;
- enact the plan until emergency services arrive;
- keep people informed, how and where/cascade system;
- ensure vulnerable people are contacted and assisted where relevant;
- be aware of vulnerable people within the community.

Core information for all emergency situations

All core members of the Launton Community Emergency Response and Management Team will need quick access to an up-to-date list of reference points and contact details. The following lists apply to all emergency situations:

Emergency Reception Centres – General Information		
Centre Location and Capacity	Facilities	Main normal contact and keyholders
The Launton Sports and Social Club / Launton Playing Field Association: Bicester Road, OX26 5DP Capacity: 150	Chairs and tables Kitchen facilities Toilets (full incl disabled and baby changing)	(See confidential appendix for telephone number)
The Launton Arms Pub: 52 West End, OX26 5DG Capacity: 50	Pub facilities, toilets.	07741 1419000 Kyle Michael
The Bull Inn Bicester Road, OX26 5DQ Capacity: 70	Pub facilities, toilets. Village defibrillator on outside wall – accessible 24 hrs	Chris & Sue Morley 01869 368456 bullinnlaunton@gmail.com
Launton Parish Hall Bicester Road, OX26 5DP Capacity: 110	Toilets, incl disabled, kitchen facilities. Chairs and tables	Joan Packer 07903 610405 Parish Clerk 07305 303889
Launton School Bicester Road Capacity:	Toilet facilities Kitchenette Chairs and tables	School 01869 253692
Launton C of E Church Bicester Road Capacity: 120 Seated	Hot drinks facilities, but no toilets or kitchen	Joan Packer 07903 610405
The Village Coffee Shop Capacity: 32	Hot drinks facilities, toilet Electricity by generator	Jen Walker 07702 207387

Part 2: Local Information

Local Organisations and Businesses			
Subject / resource	Name	Address	Landline / Mobile
Parish Council	Parish Clerk	c/o Launton Parish Hall Bicester Road Launton OX26 5DB	07305 303889
Parish Church	Joan Packer and Celia Manderson, Churchwardens		
Parish Hall	Joan Packer		07903 610405
Launton Playing Field Association		Bicester Road, OX26 5DP	Dave Barrett: 07866 438012 Gemma Barret: 07391 596478
The Bull Inn	Chris & Sue Morley: Owners	Bicester Road	01869 368456
The Launton Arms	Kyle Michael	52 West End	07741 1419000
WI	Eleanor Shakespeare Cathy Procopiou		(See confidential appendix for telephone numbers)
Over 60s Club	Pat Court		(see confidential appendix for telephone number)
Village shop / Post Office	Guri Gulati Costcutter	36 Bicester Road	07452 838910
Village Coffee Shop	Jen Walker	The Old Pool House, West End	07702 207387

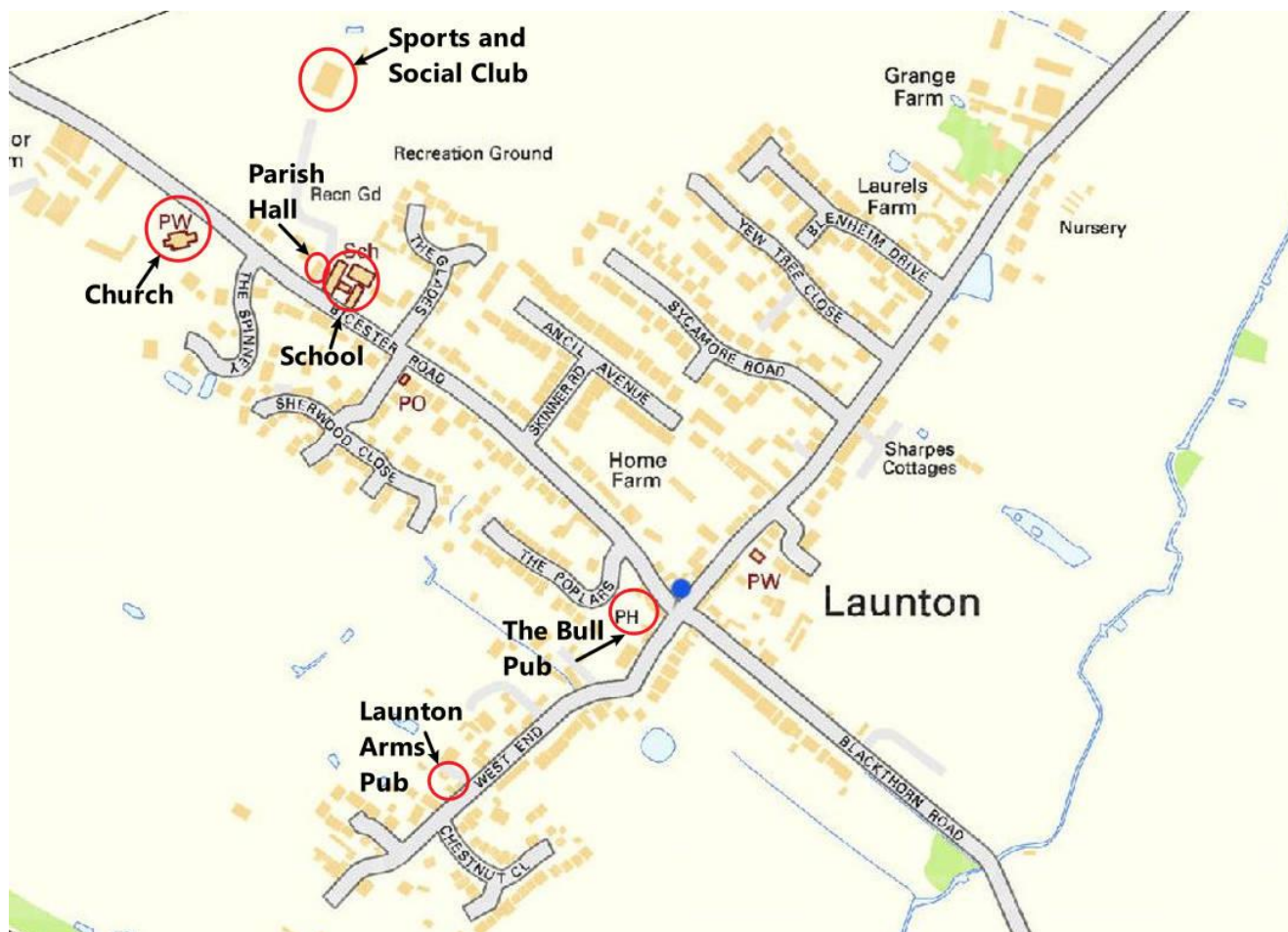
Local Organisations and Businesses			
Subject / resource	Name	Address	Landline / Mobile
Launton Village Store	Balasubramaniam Balaruban	1 Station Road	07711 077896
Grange Farm	Peter Cox		01869 240976 / 07711 778230
School	Launton Primary	01869 253692	www.launtonschool.co.uk
School	Cooper Secondary	01869 242121	thecooperschool.co.uk

Useful Contacts			
Organisation	Service	Email and Telephone	Website
OCC Emergency Planning Unit	Main emergency planning contact	Duty Emergency Planning Officer Emergencyplanning@oxfordshire.gov.uk 01865 323765	
	OCC / CDC Emergency Planning Officer	Paul Mann Public Health and Community Safety Directorate Oxfordshire County Council Oxfordshire Fire And Rescue Service HQ Sterling Road Kidlington, OX5 2DU 07771 387416	

Useful Contacts			
Organisation	Service	Email and Telephone	Website
Oxfordshire County Council	Sandbags/sand	0845 310 1111	Flood reporting: www.oxfordshirefloodtoolkit.com
SSE	Electricity	08457 708090	
	Power outages	105 / 0800 072 7282	https://powertrack.ssen.co.uk/powertrack
Calor	Gas	03457 444999	
Thames Water	Water Leaks	0800 714614	
	Drains and Sewers	0800 3169800	
Environment Agency	Floodline	0345 988 1188	
	Emergency environmental incidents	0800 807060	
Met Office	Weathercall	0370 900 0100	www.metoffice.gov.uk
GEM Tool Hire	Water pump Heating/fuel/lighting	07715 699810 01869 245945 (24 hours)	
KJN Hire	Heating/fuel/lighting	01869 245024 (not 24 hours)	
Parish Clerks			
Bicester Town Clerk / Chief Officer		Clerk: Phil Evans Bicester Town Council Office: 01869 252 915	
Blackthorn Parish Clerk		Clerk: Tracey Charlesworth pcclerk@blackthornparishcouncil.org.uk	

Useful Contacts			
Organisation	Service	Email and Telephone	Website
Caversfield Parish Clerk		Clerk: Jane Olds clerk@caversfieldpc.org.uk	
Stratton Audley Parish Clerk		Clerk: Anne Davies strattonaudley.parishclerk@gmail.com	

2. Local area map with emergency reception centres



3. Log Sheet

Log sheet for Launton Community Emergency Response and Management Plan Activation

Date:	
Incident:	

Time	Information	Action	Initials

This log sheet is for actions taken by members of the Launton Community Emergency Response and Management Team.

Part 3

4. Confidential Appendix (NOT FOR GENERAL CIRCULATION)